

PGI 270.104 Procedures.

(a) Contracting officers may submit applications for participation in the pilot program to OUSD(A&S), Defense Pricing, Contracting, and Acquisition Policy (DPCAP) (Contract Policy) (DPCAP/CP) via email at osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil. The application shall include the following:

- (1) The cognizant contracting activity, including the department or agency, command, awarding contract office, and program office.
 - (2) A copy of the predecessor contract and modifications, except funding and administrative modifications, and indicate if such contract was awarded pursuant to [Subpart 270.1 - Pilot Program to Incentivize Contracting with Employee-Owned Businesses](#).
 - (3) A description of the proposed follow-on requirement, including the product or service, quantity, and period of performance.
 - (4) The anticipated contract value.
 - (5) A copy of any waiver(s) issued.
- (b) DPCAP/CP will respond to the contracting officer within 30 days of receipt of the application.

Parent topic: [PGI 270.1 -ILLUSTRATION OF FORMS](#)