



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221**

PROCLTR 2018-

MEMORANDUM FOR PROCLTR DISTRIBUTION LIST

SUBJECT: Peer Reviews (Defense Logistics Acquisition Directive (DLAD) 1.170)

This procurement letter (PROCLTR) revises DLAD 1.170, Peer Reviews, to incorporate the following:

- a. Quarterly forecast reporting requirements for Defense Procurement Acquisition Policy (DPAP) and Component peer reviews;
- b. Due dates for submission to the DLA Acquisition Operations Division program manager; and
- c. Forecast reporting formats.

This PROCLTR is effective immediately. The DLAD is revised in the attachment, which takes precedence over the published DLAD until this revision is incorporated in the published version. Please ensure widest dissemination of this PROCLTR to your acquisition workforce and include the information in your training materials. The DLA Acquisition Operations Division point of contact is Jim Kelly, J73, (571) 767-1165, DSN (392) 767-1165, or e-mail: Jim.Kelly@dla.mil.

MATTHEW R. BEEBE
Director, DLA Acquisition

Attachment:
As stated

DEFENSE LOGISTICS ACQUISITION DIRECTIVE

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PART 1 – FEDERAL ACQUISITION REGULATIONS SYSTEM

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1.170 Peer reviews.

(a) DoD peer reviews.

(1) Procuring organizations shall submit forecasts of projects meeting the DPAP peer review thresholds for the following quarter by the 15th of September, December, March, and June, for consolidation of project information by the DLA Acquisition Operations Division program manager. Provide information using the following format:

DPAP PEER REVIEW FORECAST

Fiscal Year 20XX Oct-Dec									
PREAWARD - COMPETITIVE		Dollar Amount	Estimated Phase 1 Peer Review Date	Expected Date of Solicitation Issuance	Estimated Phase 2 Peer Review Date	Expected Date of Request for Final Proposal Revisions	Estimated Phase 3 Peer Review Date	Expected Date of Contract Award	Notes
Procuring Organization	Program/Acquisition Name/ Description								
PREAWARD - NONCOMPETITIVE		Dollar Amount	Estimated Phase 1 Peer Review Date	Expected Date of Negotiation Issuance	Estimated Phase 2 Peer Review Date	Expected Date of Request for Final Proposal Revisions	Expected Date of Contract Award		Notes
Procuring Organization	Program/Acquisition Name/ Description								

(2) The HCA shall conduct an Integrated Acquisition Review Board (IARB) as defined in 2.101 prior to a DPAP peer review.

(3) If there is a discrepancy between the acquisition strategy and the DPAP peer review recommendations, the HCA shall confer with the DLA Acquisition Director to determine appropriate action.

(4) Within 15 calendar days after the date of the DPAP peer review report, the contracting officer shall document the disposition of all DPAP peer review recommendations in a memorandum for the record and furnish a copy to the DLA Acquisition Operations Division. If the contracting officer takes exceptions to any DPAP recommendations, the contracting officer shall route the report through the HCA, who will notify the DLA Acquisition Director and DLA Acquisition Operations Division prior to providing the response to DPAP. If the DLA Acquisition Director recommends any changes, the DLA Acquisition Director will discuss them with the HCA.

(b) Component peer reviews.

(1) HCAs are responsible for—

- (i) Executing peer reviews in accordance with DoDI 5000.02 and DFARS Part 201;
- (ii) Conducting a minimum of two (2) reviews per fiscal year;
- (iii) Providing identification of and first quarter forecast for the acquisitions for the following fiscal year to the DLA Acquisition Operations Division by September 30th; and
- (iv) Providing a quarterly forecast update of the (minimum of two (2)) projects identified for peer review to the DLA Acquisition Operations Division by the 15th of, December, March, and June. Provide the forecast using the following format:

Fiscal Year 20XX Oct-Dec									
PREAWARD - COMPETITIVE		Dollar Amount	Estimated Phase 1 Peer Review Date	Expected Date of Solicitation Issuance	Estimated Phase 2 Peer Review Date	Expected Date of Request for Final Proposal Revisions	Estimated Phase 3 Peer Review Date	Expected Date of Contract Award	Notes
Procuring Organization	Program/Acquisition Name/Description								
PREAWARD - NONCOMPETITIVE		Dollar Amount	Estimated Phase 1 Peer Review Date	Expected Date of Negotiation Issuance	Estimated Phase 2 Peer Review Date	Expected Date of Request for Final Proposal Revisions	Expected Date of Contract Award	Notes	
Procuring Organization	Program/Acquisition Name/Description								

(3) The DLA Acquisition Operations Division is responsible for oversight of peer reviews.

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(a) DoD peer reviews.

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PREAWARD - NONCOMPETITIVE		Dollar Amount	Estimated Phase 1 Peer Review Date	Expected Date of Solicitation Issuance	Estimated Phase 2 Peer Review Date	Expected Date of Request for Final Proposal Revisions	Estimated Phase 3 Peer Review Date	Expected Date of Contract Award	Notes
Procuring Organization	Program/Acquisition Name/ Description								

~~[(2)]~~ **[The HCA shall conduct a]** An Integrated Acquisition Review Board (IARB) as defined in [2.101](#) is ~~required~~ prior to a DPAP peer review.

~~[(3)]~~ **[2]** If there is a discrepancy between the acquisition strategy and the DPAP peer review recommendations, the HCA shall confer with the DLA Acquisition Director to determine appropriate action.

~~[(4)]~~ **[3]** Within 15 calendar days after the date of the DPAP peer review report, the contracting officer shall document the disposition of all DPAP peer review recommendations in a memorandum for the record and furnish a copy to the DLA Acquisition Operations Division. If the contracting officer takes exceptions to any DPAP recommendations, they **[contracting officer]** shall route the report through their HCA[,] who will notify the DLA Acquisition Director and DLA Acquisition Operations Division prior to providing the response to DPAP. If the DLA Acquisition Director recommends any changes, **[the DLA Acquisition Director]** he will discuss them with the HCA.

(b) Component peer reviews.

(1) HCAs are responsible for—

(i) Executing peer reviews in accordance with DoDI 5000.02 and DFARS Part 201;~~and~~

(ii) Conducting a minimum of two (2) reviews per fiscal year[;]-

[(iii) Providing identification of and first quarter forecast for the acquisitions for the following fiscal year to the DLA Acquisition Operations Division by September 30th ; and

[(iv) Providing a quarterly forecast update of the (minimum of two (2)) projects identified for peer review to the DLA Acquisition Operations Division by the 15th of, December, March, and June. Provide the forecast using the following format:

DLA PEER REVIEW FORECAST

Fiscal Year 20XX Oct-Dec									
PREAWARD - COMPETITIVE		Dollar Amount	Estimated Phase 1 Peer Review Date	Expected Date of Solicitation Issuance	Estimated Phase 2 Peer Review Date	Expected Date of Request for Final Proposal Revisions	Estimated Phase 3 Peer Review Date	Expected Date of Contract Award	Notes
Procuring Organization	Program/Acquisition Name/Description								
PREAWARD - NONCOMPETITIVE		Dollar Amount	Estimated Phase 1 Peer Review Date	Expected Date of Solicitation Issuance	Estimated Phase 2 Peer Review Date	Expected Date of Request for Final Proposal Revisions	Estimated Phase 3 Peer Review Date	Expected Date of Contract Award	Notes
Procuring Organization	Program/Acquisition Name/Description								

(v) Providing a copy of the DLA peer review recommendations and the contracting officer's disposition of the recommendations, for each phase of review, to the DLA Acquisition Operations Division program manager.]

(2) [The HCA] Team members shall [ensure the review team] include[s] representatives from other DLA [procuring organizations] contracting activities [(two DAWIA Level III Acquisition, one Office of Counsel, and one Small Business Programs)] DLA Acquisition, Office of Counsel, and Small Business Programs. The senior member chairs the review team.

(3) The DLA Acquisition Operations Division is responsible for oversight of peer reviews.

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