



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Small Business Process

Contracts Directorate
OPR: DCMA-AQS

DCMA-INST 119
February 10, 2014

1. PURPOSE. This Instruction:

- a. Reissues and updates DCMA Instruction (DCMA-INST) 119, “Small Business Process” (Reference (a)).
- b. Updates DCMA policy and assigns roles and responsibilities for Small Business Center personnel.
- c. Is established in compliance with DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)) and all references listed.

2. APPLICABILITY. This Instruction applies to the DCMA Small Business Center (SB Center).

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. The process flow is located at Appendix A.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. PLAS CODE.

- a. Process: 093 – Small Business
124 – Training
- b. Programs: ACAT/Other Customers (when applicable)
- c. Other National: Training and Travel; Local Programs (when applicable)

6. POLICY RESOURCE WEB PAGE. <https://home.dcma.mil/policy/119r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective February 10, 2014, and all applicable activities shall be fully compliant within 60 days from this date.



Timothy P. Callahan
Executive Director
Contracts

SUMMARY OF CHANGES

This Instruction and the related flowcharts have been revised. The following updates are included in this Instruction:

- Updates and defines roles and responsibilities for the Division Chief, Data Manager, DCMA Procurement Technical Assistance Center Liaison, Metrics Manager, and Electronic Subcontracting Report System Agency Coordinator
- Changes the Procurement Analyst position title from “Assistant Director of Small Business” to “Procurement Analyst”
- Updates all records management to be in accordance with DCMA-INST 809, “Records Management”
- Changes the process of delivery and tracking for all pre-award subcontracting plan review requests

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REFERENCES

- (a) DCMA-INST 119, "Small Business Process," February 2011 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," September 12, 2011
- (d) FAR Part 19, "Small Business Programs"
- (e) FAR 42.302 (a)(51) through (55), "Contract administration functions"
- (f) DFARS 252.219-7003 (h)(1)(ii), "Small Business Subcontracting Plan (DoD Contracts)"
- (g) Class Deviation 2013-O0014, "Summary Subcontracting Report Submission," issued by Defense Procurement and Acquisition Policy, September 9, 2013
- (h) Part 21 of Title 21, Code of Federal Regulations, Department of Defense Grants and Agreement Regulation (DoDGARS)
- (i) FAR Part 12, "Acquisition of Commercial Items"
- (j) DFARS Part 212, "Acquisition of Commercial Items"
- (k) DFARS Part 219, "Small Business Programs"
- (l) DCMA-INST 809, "Records Management," May 2011
- (m) FAR 52.219-9 "Small Business Subcontracting Plan"
- (n) DFARS 219.7, "The Small Business Subcontracting Program"

CHAPTER 1

POLICY

1.1. POLICY.

1.1.1. DCMA provides contract administration services, which includes small business subcontracting oversight, to specific DoD contracts and other Federal contracts with subcontracting plans under the Small Business Administration (SBA) oversight. The DCMA Small Business (SB) Center oversees prime contractors' subcontracting programs. Small Business Subcontracting Plans are required for contracts greater than \$650,000 in accordance with Federal Acquisition Regulations (FAR) Part 19.702(a) (Reference (d)).

1.1.2. The SB Center performs reviews on DoD prime contractor compliance with their subcontracting plan requirements over which it has delegated contract administration authority in accordance with FAR 42.302 (a)(51) through (55) (Reference (e)).

1.1.3. The SB Center will perform joint reviews of the small business subcontracting plan as appropriate with the SBA. For all reviews, an overall performance rating will be assigned using the rating criteria specified in the memorandum of understanding (MOU) between DCMA and the SBA dated November 12, 2009. This document can be found on the resource page for this Instruction.

1.1.3.1. This rating is determined by the SB Center based on additional input from the SBA representative.

1.1.3.2. The SB Center procurement analyst (PA) reviews all Individual Subcontracting Reports (ISR) along with the Summary Subcontracting Report (SSR) in monitoring a prime contractor's small business program. In accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 252.219-7003 (h)(1)(ii) (Reference (f)), an SSR for other than a commercial subcontracting plan, or construction and related maintenance repair contracts, shall be submitted in Electronic Subcontracting Reporting System (eSRS) to the department or agency within DoD that administers the majority of the Contractor's individual subcontracting plans. The Director of Defense Procurement and Acquisition Policy issues class deviations when necessary to allow organizations to deviate from the FAR and DFARS. SSR Class Deviation 2013-O0014 (Reference (g)), changes the entity to which the contractor submits the SSR in eSRS for an Individual Subcontracting plan from the component to DoD.

1.1.4. The SB Center will perform reviews of Procurement Technical Assistant Centers (PTAC) in accordance with the latest Performance Based Agreement (PBA) executed by Defense Logistics Agency (DLA) and DCMA. The PBA will be replaced by a MOU between DLA and DCMA once approved by both agencies. This document can be found on the resource page for this Instruction. See paragraph 3.5. for more information on PTACs.

1.1.5. The SB Center's involvement in outreach focuses on the oversight of prime contractors efforts to maximize participation of small businesses on DoD subcontracts. To focus on the core small business mission of oversight of prime contractors, the following efforts should be avoided:

- Advising, assisting, and training of small business subcontractors
- Assisting a small business with finding appropriate markets for products or services
- Assisting a prime contractor with finding a responsible small business source

1.1.6. When the contractor's facility is collocated with a Contract Management Office (CMO), the PA invites the Commander's Office and the appropriate Administrative Contracting Officer (ACO) to attend the entrance and exit meetings.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. GROUP CHIEF. East Group Chief and West Group Chief, the Group Chiefs (Chief) have oversight of compliance reviews as a joint effort to evaluate prime contractor subcontracting programs supporting specific DoD contracts administered by DCMA and all other Federal contracts with subcontracting plans under the oversight of the SBA, including those of civilian agencies and DoD agencies not under the cognizance of DCMA, to determine an overall performance rating. The Chief:

2.1.1. Is responsible for workload assignments and review approvals.

2.1.2. Approves all requests for review extensions.

2.2. PROCUREMENT ANALYST (PA). The PA advises, counsels, and assists contracting officers (Procuring Contracting Officers (PCO)/ACO), DCMA Contractor Purchasing System Review (CPSR) personnel, and any other DCMA functional personnel on the administration of prime contractors' small business subcontracting program. Prime contractors' small business subcontracting program must comply with the FAR, DFARS, DoD Grants and Agreement Regulations (DoDGARS) (Reference (h)), and the applicable acquisition sections of the Small Business Act. More specifically, the PA:

2.2.1. Reviews pre-award small business subcontracting plans.

2.2.2. Evaluates and monitors prime contractor small business subcontracting performance.

2.2.3. Reviews performance and monitors PTACs.

2.3. DATA MANAGER (DM). The DM:

2.3.1. Manages the Small Business inbox.

2.3.2. Maintains and updates the assignment log.

2.3.3. Ensures the assignment log is forwarded to the Metrics Manager (MM.)

2.3.4. Access the databases, (Mechanization of Contract Administration Services (MOCAS), Electronic Document Access (EDA), and Electronic Data Interchange (EDI)) for contract receipt and review on a weekly basis to identify new contracts or modifications that meet the small business subcontracting plan requirements.

2.4. DCMA PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC) LIAISON.
The PTAC Liaison:

2.4.1. Serves as the formal Small Business liaison for the DoD Procurement Technical Assistance Program.

2.4.2. Communicates with DCMA management and staff, DoD Office of Small Business Programs (OSBP) staff, and DLA personnel.

2.4.3. Implements and manages the small business aspect of the PTAC program for the Agency.

2.4.4. Develops solutions to problems presented by the Chiefs and the Pas.

2.4.5. Provides specific guidance regarding performing reviews and completing and coordinating reports.

2.5. METRICS MANAGER (MM). The MM:

2.5.1. Extracts, compiles, and analyzes Center-wide information from multiple software system databases.

2.5.2. Provides graphic and spreadsheet reports to the Small Business Director, Deputy Director, PTAC Liaison, Chiefs, PAs, and DM.

2.6. ELECTRONIC SUBCONTRACTING REPORT SYSTEM AGENCY COORDINATOR (AC). The AC

2.6.1. Serves as the Agency Liaison to the OSBP.

2.6.2. Approves or rejects registration requests for system access.

2.6.3. Creates and distributes reports regarding SSR and ISR, as needed.

2.6.4. Distributes OSBP reports to the Chiefs for distribution to the PA.

CHAPTER 3

PROCEDURES

3.1. EVALUATION OF SMALL BUSINESS SUBCONTRACTING PLAN PRE-AWARD REVIEWS.

3.1.1. Individual Subcontracting Plan Pre-Award Reviews. The PA performs small business subcontracting plan reviews in accordance with the FAR Part 12 (Reference (i)), FAR Part 19 (Reference (d)), DFARS Part 212 (Reference (j)), DFARS Part 219 (Reference (k)), and current DCMA policy upon receipt of requests from contracting offices via the Small Business inbox.

3.1.1.1. The DM queries the assignment log to determine the appropriate PA assignment.

3.1.1.1.1. The DM forwards requests from new contractors to the Chiefs for PA assignment.

3.1.1.2. The DM updates the assignment log upon receipt and assignment to the PA.

3.1.1.2.1. The PA completes his review of the plan using the latest approved template located in the Small Business Management System (SBMS) in eTools.

3.1.1.2.2. The Chief monitors the individual pre-award subcontracting plans reviewed for compliance, clarity, and accuracy.

3.1.1.3. Pre-award subcontracting plan reviews are completed in 7 working days after receipt of the plan, consistent with the Agency-approved Performance Indicator. The Chief must approve all requests for review extensions.

3.1.1.4. Upon completion of the review, the PA prepares a memorandum using the approved format.

3.1.1.4.1. The PA signs the memorandum and forwards to the requesting office and the DM.

3.1.1.4.2. The DM updates the assignment log.

3.1.1.4.3. The PA files all associated review documentation in accordance with DCMA-INST 809, "Records Management" (Reference (l)).

3.1.2. Commercial Subcontracting Plan Reviews. The PA performs commercial subcontracting plan reviews in accordance with FAR Part 12 (Reference (i)), FAR Part 19 (Reference (d)), DFARS Part 212 (Reference (j)), and DFARS Part 219 (Reference (k)) upon receipt of requests from contracting offices via the Small Business inbox.

3.1.2.1. The DM forwards requests to the Chief for assignment to a PA.

3.1.2.2. The DM updates the assignment log upon assignment to the PA. The PA provides monthly updates of review status to the DM.

3.1.2.3. The PA completes the commercial subcontracting plan review within 14 working days of the request and prior to the expiration of the current plan unless the contracting office has granted an extension using the latest approved template located in SBMS.

3.1.2.4. The PA analyzes the commercial subcontracting plan for compliance with each of the 11 required elements of the subcontracting plan as set forth in FAR 52.219-9 (Reference (m)) and DFARS 219.704 (Reference (n)).

3.1.2.5. The Chief monitors the commercial subcontracting plans reviewed for compliance, clarity, and accuracy.

3.1.2.6. Upon completion of the analysis, the PA uses SBMS to prepare a memorandum that is forwarded to the Chief for discussion of review details and signature.

3.1.2.6.1. The PA forwards the signed memorandum to the requesting office and the DM.

3.1.2.6.1.1. The DM updates the assignment log.

3.1.2.6.1.2. The PA files all associated review documentation in accordance with DCMA-INST 809 (Reference (l)).

3.1.3. Master Subcontracting Plans. The PA analyzes the Master Small Business Subcontracting Plan in accordance with FAR Part 19.7 (Reference (d)), DFARS Part 219.7 (Reference (n)), and FAR Clause 52.219-9 (Reference (m)) upon receipt of requests from contracting offices via the Small Business inbox. The master small business subcontracting plan does not contain goals; the goals are submitted on an individual basis for each contract action covered by an approved master plan.

3.1.3.1. The DM uses the assignment log for assigning requests from previously reviewed contractors and forwards requests from new contractors to the Chiefs for PA assignment.

3.1.3.2. The assignment log is updated by the DM upon assignment to the PA.

3.1.3.3. The PA completes the master small business subcontracting plan review within 14 working days after receipt of the plan unless another date is agreed upon by the ACO, Divisional Administrative Contracting Officer (DACO), and Corporate Administrative Contracting Officer (CACO).

3.1.3.3.1. After the analysis is completed, the PA uses SBMS to prepare a recommendation to be forwarded to the Chief for discussion of review details and for signature.

3.1.3.3.2. The Chief monitors the master subcontracting plans analyzed for compliance, clarity, and accuracy.

3.1.3.3.3. If the analysis is favorable, the PA recommends approval of the plan to the responsible ACO, DACO, or CACO. If the analysis is less than favorable, the PA advises the contractor of an unacceptable plan and provides guidance regarding the necessary corrective actions. The contractor submits a revised plan after completing corrective action.

3.1.3.3.4. The PA ensures that approved Master Plans are obtained from the appropriate ACO, DACO, or CACO.

3.1.3.4. The PA files all associated plan documentation in accordance with DCMA-INST 809 (Reference (1)).

3.2. SMALL BUSINESS PROGRAM REVIEW. The Small Business Program Review (using DCMA Form 640) is the DCMA evaluation tool of a contractor's compliance with FAR and DFARS. Compliance reviews are performed annually or as needed. The PA adheres to the Contractor's Subcontracting Program Review Guide (640 Guide) when completing the DCMA Form 640. The 640 Guide provides a uniform standard throughout DCMA to evaluate a contractor's performance and compliance to subcontracting requirements. The 640 Guide provides guidance on the completion of the DCMA Form 640. The 640 Guide can be found on the resource page for this Instruction.

3.2.1. The Chief will assign compliance reviews in accordance with the findings of the query of the databases performed by the DM.

3.2.2. The assignment log is updated by the DM upon assignment to the PA.

3.2.3. The Chief and the PA assess the past small business program review(s) and the contractor's assigned rating(s) to determine the type of review to be performed. The ratings used are in accordance with the MOU, Small Business Program Review ratings found on the resource page for this Instruction.

3.2.4. There are two types of reviews: virtual and onsite. Virtual reviews are conducted telephonically or via video teleconference. Onsite reviews are conducted at the contractors' facility.

3.2.4.1. The PA conducts a virtual review for contractors whose most recent review received a rating of acceptable, highly successful, or outstanding.

3.2.4.1.1. An onsite review may be authorized for those of this rating at the discretion of the Chief.

3.2.4.2. The PA conducts an onsite review when a contractor's most recent review received a rating of marginal or unsatisfactory.

3.2.4.3. Onsite reviews are required for all contractors with:

- New Small Business Liaison Officers (SBLO)
- No onsite reviews performed within the last 3 years
- Those assigned at the discretion of the Chief

3.2.5. The PA informs the contractor of upcoming reviews a minimum of 30 working days before the planned review. The PA sends a contractor notification letter to the contractor including a copy of the DCMA Form 640 that is to be completed and returned along with requested documentation. The contractor notification letter is also sent to the DM and the SBA in accordance with the SBA MOU.

3.2.5.1. Cancelled reviews must be rescheduled.

3.2.5.1.1. The PA notifies the Chief of the cancellation and the SBA when applicable.

3.2.5.1.2. The PA notifies the Chief, the SBA, and the DM of the rescheduled review date.

3.2.5.2. The contractor notification letter requests specific information to be mailed or electronically forwarded prior to the actual review. This information is submitted by the contractor to the PA within 14 days prior to the scheduled review. The specific information requested includes:

- Completed DCMA Form 640
- A list of all contracts to include a copy of the small business subcontracting plan
- Current organization chart
- A list of all contract and procurement internal documents that show small business policy and procedures
- A list of outreach activities conducted during the review period

3.2.5.2.1. The program review period covers, at a minimum, the Government fiscal year or the contractor's previous fiscal year. The review period does not necessarily have to begin with the end of the previous review period.

3.2.5.3. The DM updates the assignment log with the planned review dates.

3.2.5.4. The PA reviews all ISRs submitted during the review time period, along with the current SSR.

3.2.5.4.1. eSRS is the Government's web-based system for reporting on small business subcontracting plans and access to analytical data on subcontracting performance. The PA registers in eSRS at the DoD level (9700) as Contracting Official and DCMA level (9763) as

a point of contact. In accordance with FAR 52.219-9(1)(2)(i)(C) and (D) (Reference (m)), SSRs submitted under an Individual Subcontract Plan are due annually on October 30th.

3.2.5.5. The PA is responsible for reviewing and evaluating a prime contractor's small business program. This includes but is not limited to:

3.2.5.5.1. Determining whether the contractor has a valid subcontracting plan in all applicable contracts.

3.2.5.5.2. Determining whether the contractor's subcontracting practices effectively enable small businesses to receive fair and equitable subcontracting consideration.

3.2.5.5.3. Determining whether subcontracting practices promote the best efforts to achieve subcontracting goals and comply with all applicable procurement policies and regulations.

3.2.5.6. The PA has the primary responsibility of developing a working knowledge and understanding of the accounting practices utilized by the contractor being reviewed.

3.2.5.7. The PA provides an introductory briefing to the SBLO and senior management of the company to discuss the small business program review process at the start of the review.

3.2.6. The PA performs the review in accordance with the 640 Guide.

3.2.7. At the conclusion of the review, the PA conducts an exit interview with the SBLO, senior management or a designee of the company. During the exit interview, the PA provides preliminary findings of the review and an estimated date when the final review rating report will be provided. The final review rating report is to be signed by the Chief and provided to the contractor's Chief Executive Officer (CEO) or senior management. This should be completed no more than 30 working days after the review completion date.

3.2.7.1. The PA prepares a draft report for discussion and review with the Chief. Review findings will be presented by the PA and a final review rating will be determined.

3.2.7.1.1. The PA provides a Corrective Action Response (CAR) identifying where the contractor is deficient and providing recommendations for improvement if deficiencies are found during the review. The CAR must be answered within 30 working days. CARs that are not answered could affect the final review rating.

3.2.7.2. The PA prepares the final rating report via SBMS for the Chief's signature. The final review rating report is prepared in accordance with the 640 Guide.

3.2.7.2.1. Final review rating letters and CARs (if applicable) are signed by the Chief.

3.2.7.2.2. Upon receipt of a completed Corrective Action Plan, the PA and Chief re-evaluate the contractor's performance rating given during the program review.

3.2.7.2.2.1. The PA prepares an updated final review rating report for discussion with the Chief. The Chief signs the report once approved.

3.2.7.3. Upon approval and signature by the Chief, the final rating report is submitted to the contractor's CEO or designees and the SBLO. A copy of the report is also given to the CMO ACO for their records.

3.2.7.4. The SBA is provided a copy of the final review rating in accordance with the SBA MOU.

3.2.7.5. The completed DCMA Form 640 is forwarded to the DM. The DM will file all associated plan documentation in accordance with DCMA-INST 809 (Reference (1)).

3.3. NOTIFICATION OF PRIME CONTRACTOR'S SMALL BUSINESS SUBCONTRACTING PROGRAM PERFORMANCE.

3.3.1. The PA is responsible for assisting in evaluating subcontracting plans and for monitoring, evaluating, and documenting contractor performance upon receipt of requests via the Small Business inbox.

3.3.1.1. The DM uses the assignment log for PA assignments.

3.3.1.1.1. The DM forwards all new contractors to the Chief for PA assignment.

3.3.1.2. Upon assignment to the PA, the assignment log is updated by the DM.

3.3.2. The PA provides the necessary information to the contracting office by furnishing:

3.3.2.1. Documentation of the contractor's performance and compliance with subcontracting plans under previous contracts.

3.3.2.2. Immediate notice if, during performance, the contractor is failing to meet its commitments under the clause prescribed in FAR 19.708(b) (Reference (d)) or it's subcontracting plan.

3.3.2.3. Immediate notice and rationale if, during performance, the contractor is failing to comply in good faith with their subcontracting plan(s).

3.3.2.4. Immediate notice that performance under a contract is complete, that the goals were or were not met, and, if not met, whether there was any indication of a lack of a good faith effort to comply with the subcontracting plan.

3.3.3. The PA provides immediate notice of lack of performance, failing to act in good faith, potential notification of any negative impact the contractors actions might have on their subcontracting obligations, to the contracting office.

3.3.4. The PA provides notification of substandard performance or lack of good faith effort by contractors on their subcontracting plans, to the Chief for review and approval. The PA distributes the approved notice to:

- The CMO ACO for possible liquidated damages actions in accordance with FAR19.705-7 (Reference (d))
- The SB Center Director
- The primary customer Small Business Programs Office
- The SBA

3.3.5. The PA files all associated plan documentation in accordance with DCMA-INST 809 (Reference (l)).

3.4. CONTRACTOR PURCHASING SYSTEM REVIEW (CPSR).

3.4.1. CPSRs are performed periodically during the fiscal year on select contractors over which DCMA has administration authority. A portion of the review consists of the contractor's small business subcontracting program procedures and performance.

3.4.2. The CPSR Group is the authorized group of contract specialists within DCMA who specialize in performing purchasing system reviews on behalf of the ACO. When the CPSR Group determines which contractors they will review in the fiscal year, a request is submitted for small business support via the Small Business inbox.

3.4.2.1. The DM forwards the request to the Chief for assignment to a PA.

3.4.2.2. The Chief assigns CPSR reviews by the assignment log and the PAs current workload.

3.4.2.2.1. If the assignment log does not have the contractor as being assigned, the Chief assigns the contractor to a PA.

3.4.2.2.1.1. The Chief has the assignment log updated to reflect the addition of the new contractor.

3.4.3. Upon receipt of the CPSR assignment, the PA:

3.4.3.1. Researches the System for Award Management to determine size and any other information on the contractor that will be of use for the review.

3.4.3.2. Provides the past small business data as requested by the CPSR team.

3.4.3.3. Provides a narrative on the contractor's overall performance in all small business categories.

3.4.3.4. Provides any other support documents as required by the CPSR team.

3.4.4. The PA provides the information requested by the CPSR team by the 15th-working day after receipt of the CPSR request or no later than the suspense date given by the CPSR team as a deadline.

3.4.5. The Chief approves CPSR team requests for PA review participation.

3.4.6. The PA completes all information on the CPSR review.

3.4.6.1. The PA provides the DM with a copy of the CPSR review for update to the assignment log and a copy to the MM.

3.4.7. All documents are kept in accordance with DCMA-INST 809 (Reference (1)).

3.5. PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC) REVIEWS. The goal of the PTAC is to expand the number of businesses capable of participating in government contracting.

3.5.1. PTAC Reviews are scheduled in accordance with the list of annual awards provided in spreadsheet format received from DLA to the PTAC Liaison.

3.5.1.1. The PTAC Liaison forwards the spreadsheet to:

- The Chiefs for assignments to the PAs
- DM for assignment log updates
- MM for metrics updates

3.5.2. The PTAC agreement, per the Solicitation for Cooperative Agreement Applications(SCAA) is administered by the delegated Administrative Grants Officer (AGO) at the CMO in the geographic area in which the PTAC resides. All reviews are coordinated with the cognizant AGO who delegates to the PTAC Liaison certain review and oversight responsibilities for the PTAC review. The delegated responsibilities are for the following areas:

3.5.2.1. Maintain a working file for cooperative agreements.

3.5.2.2. Prepare recommendations for findings of fact and issue decisions on matters which the AGO has the authority to take definitive action.

3.5.2.3. Advise the AGO when the recipient's financial condition may jeopardize the performance of the cooperative agreement.

3.5.2.4. Assist the AGO in ensuring timely submission of a DLA Form 1806, “Procurement Technical Assistance Cooperative Agreement Performance Report.”

3.5.2.5. Provide the AGO an assessment of the recipient’s goal accomplishments at the end of the cooperative agreement performance period.

3.5.2.6. Periodically review the recipient’s performance under the cooperative agreement in coordination with the AGO. The review includes but is not be limited to compliance with certifications, representations, performance, and recommendations for resolving outstanding issues.

3.5.3. In accordance with DoDGARS (Reference (h)), the review is completed within 30 working days. The completed report is forwarded to the PTAC Liaison.

3.5.4. The PTAC Liaison coordinates with the AGO for signature and return of the forwarded reports. Signed reports are forwarded to DLA by the PTAC Liaison. Reports not returned by the AGO in a timely manner warrant follow-up by the PTAC Liaison.

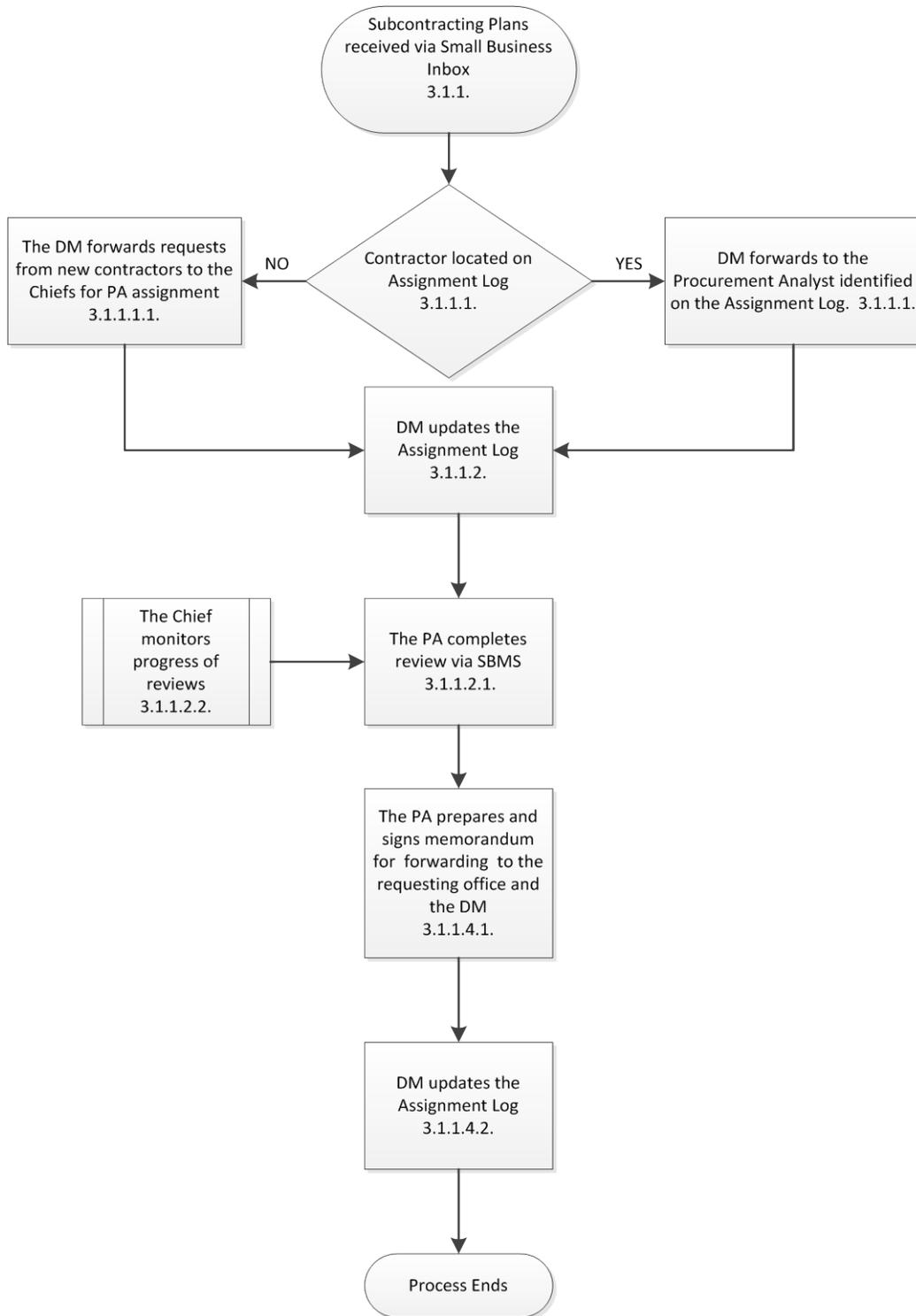
3.5.4.1. The PTAC Liaison provides signature for PTAC related cover letters.

3.5.5. All documents are kept in accordance with DCMA-INST 809 (Reference (l)).

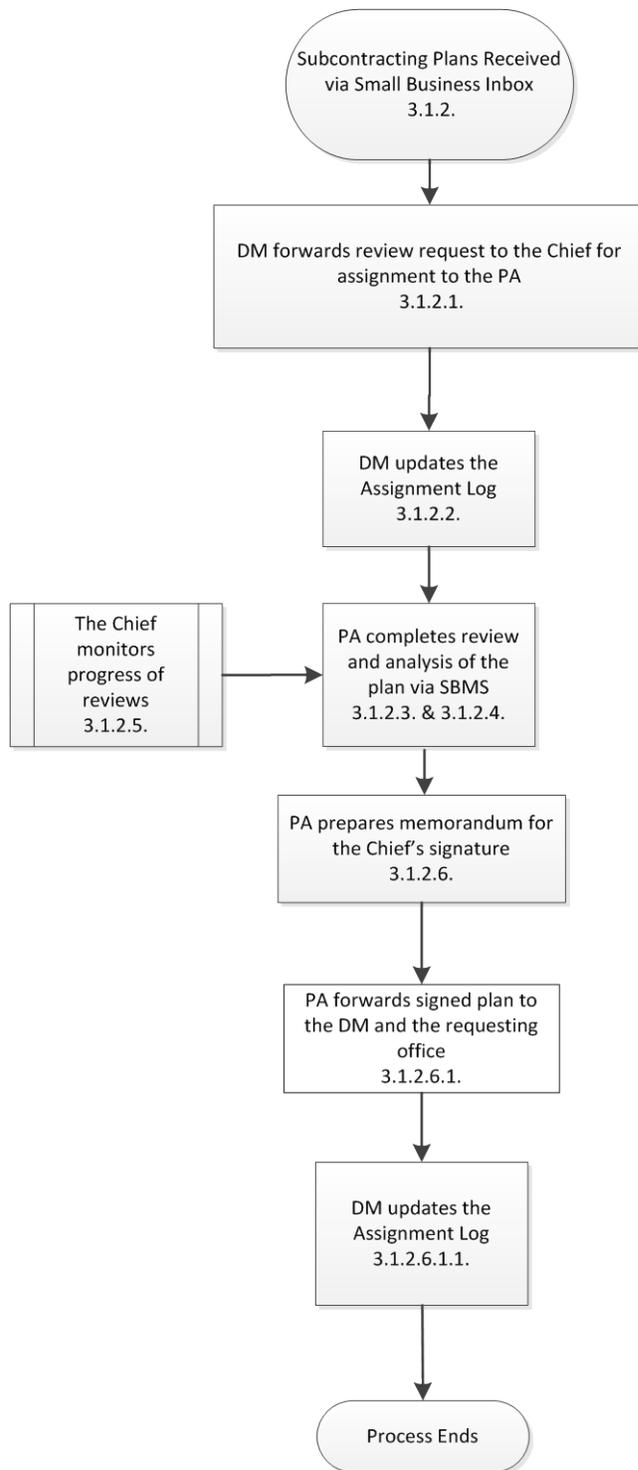
3.6. CONTRACT DEFICIENCY REPORT. The PA submits a Contract Data Package Recommendation/Deficiency Report (DD Form 1716) when the contract award does not have a small business plan attached. The report is generated via eTools and sent to the CMO, ACO, and the PCO for action.

APPENDIX A

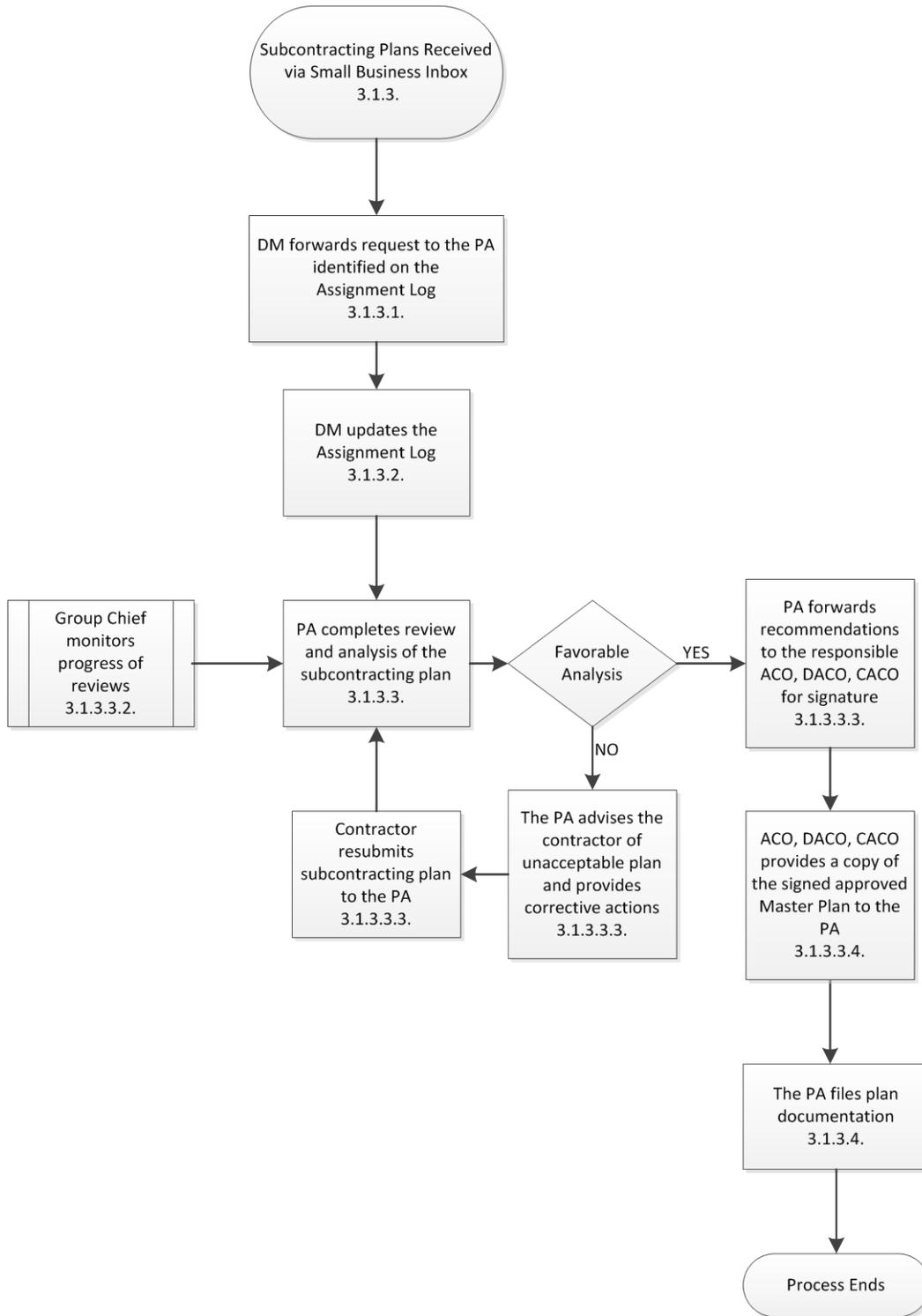
A.1. Individual Subcontracting Plan Pre-Award Reviews



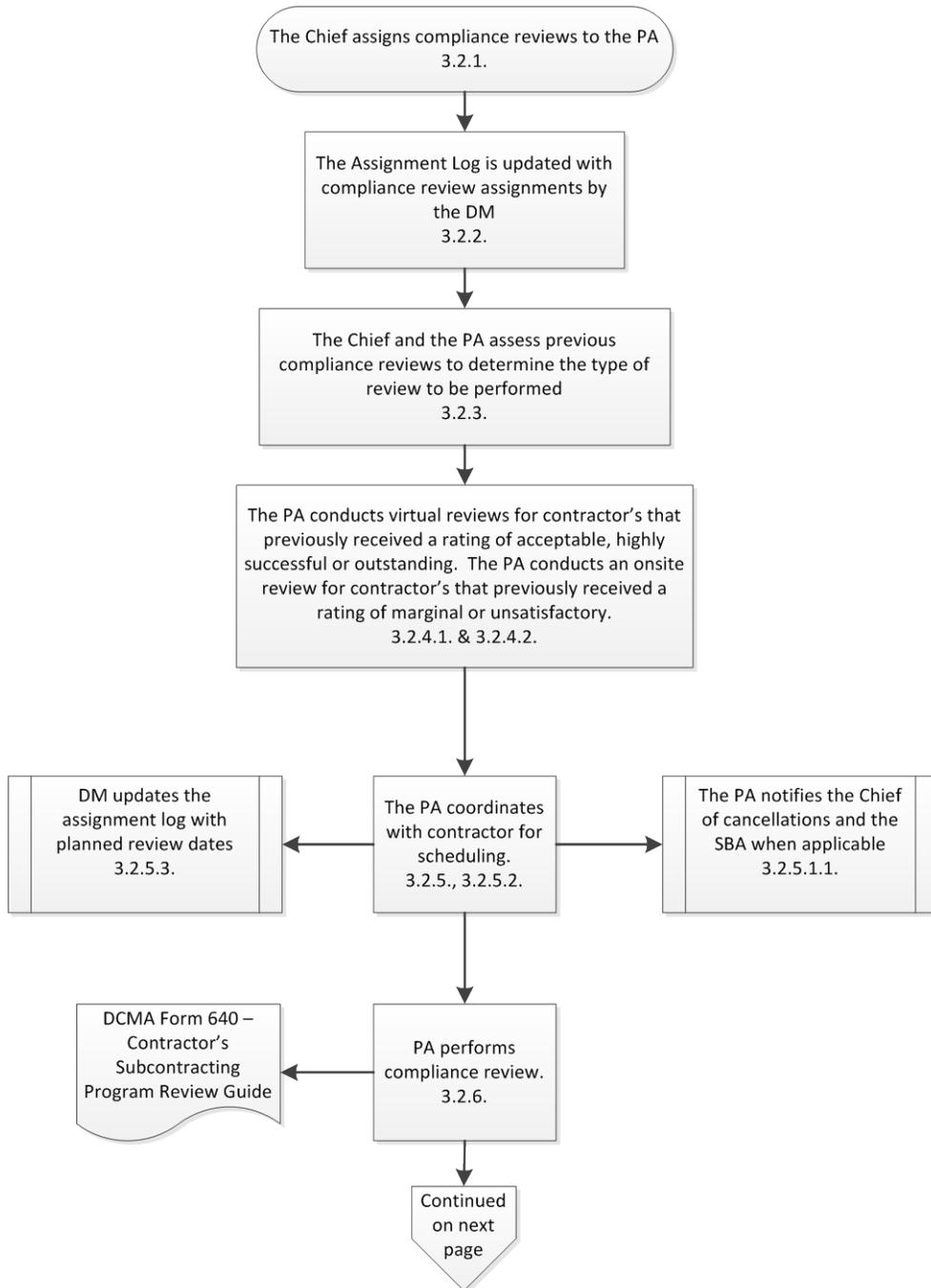
A.2. Commercial Subcontracting Plan Reviews

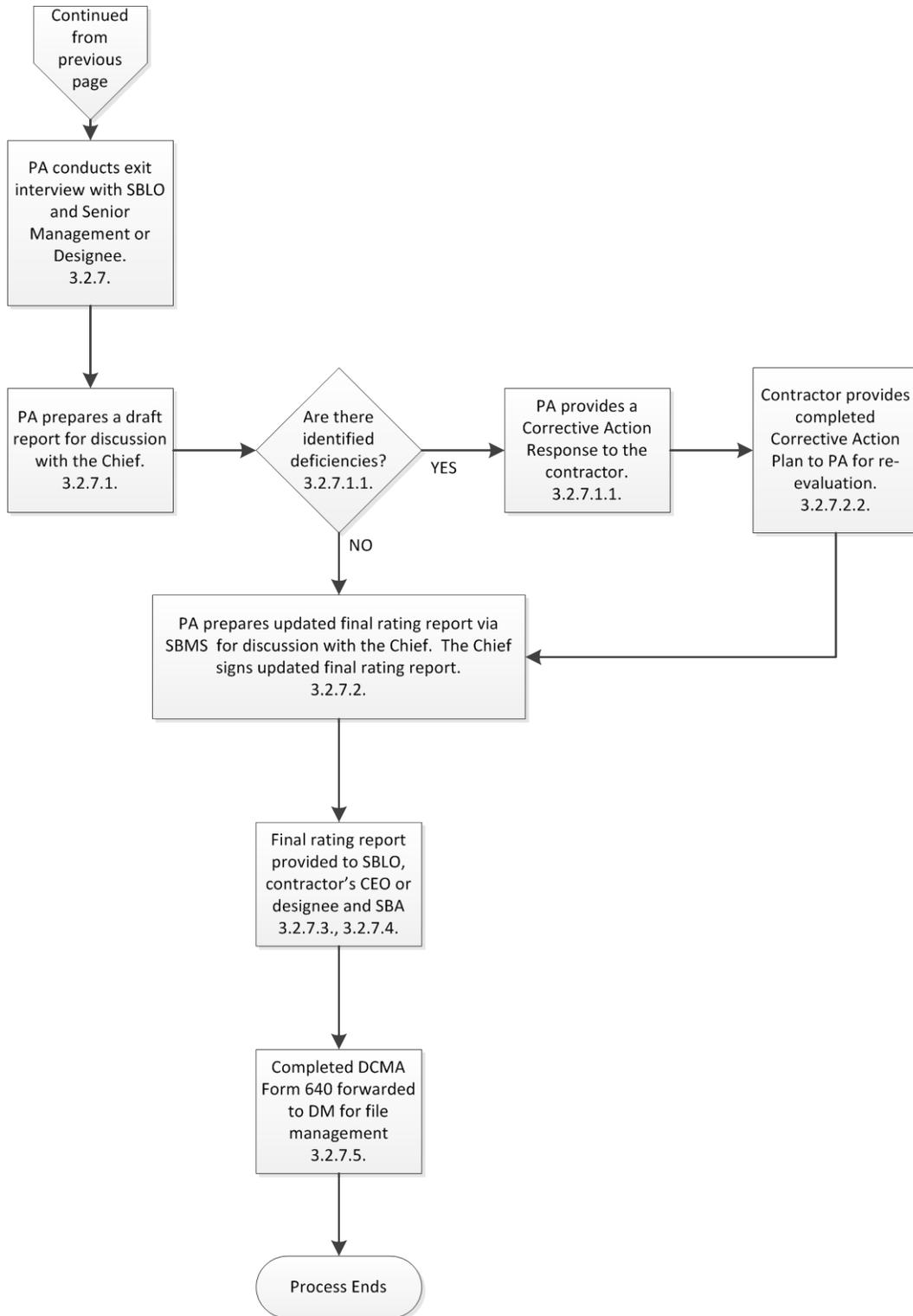


A.3. Master Subcontracting Plan Reviews

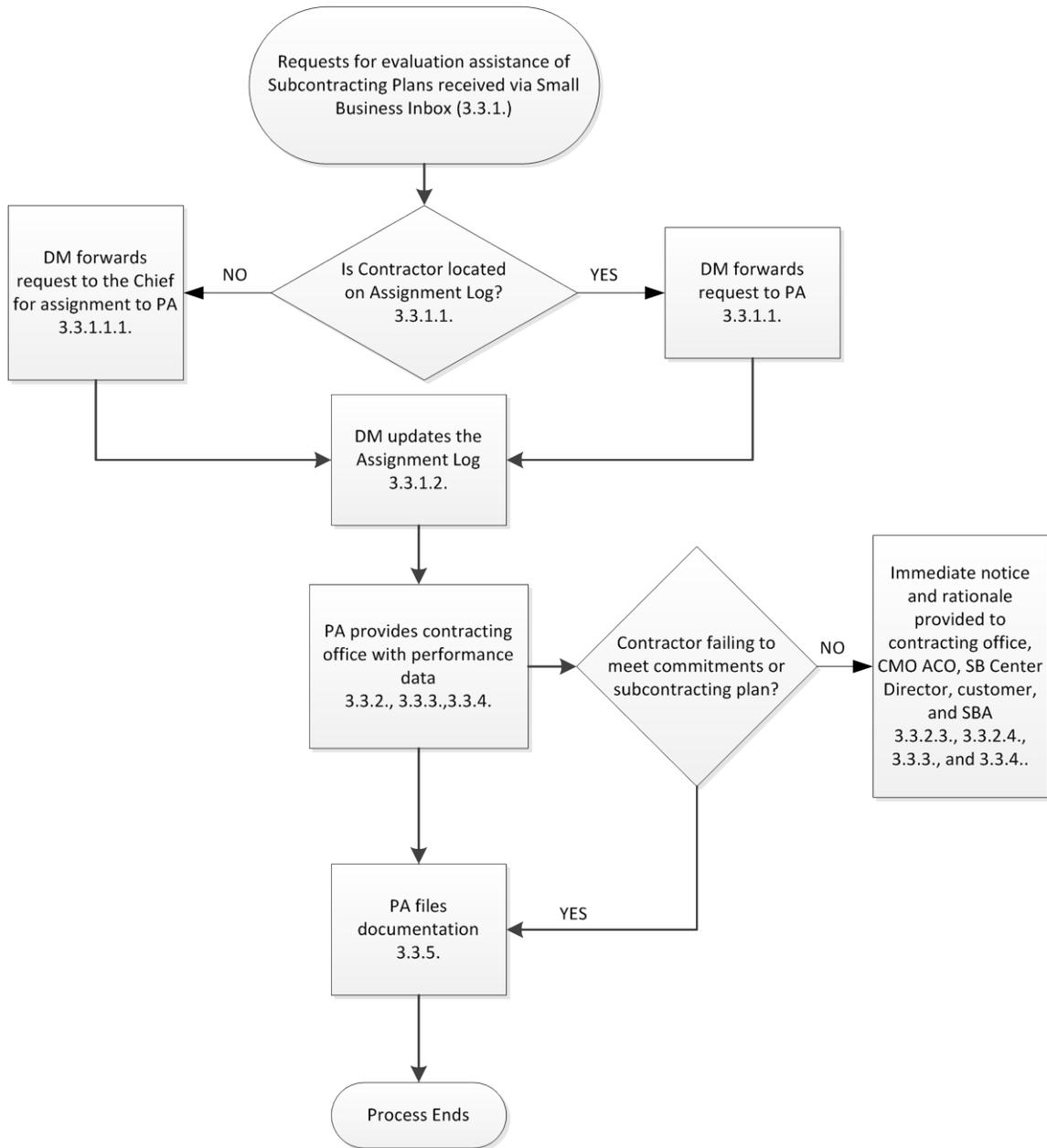


A.4 . Small Business Program Reviews

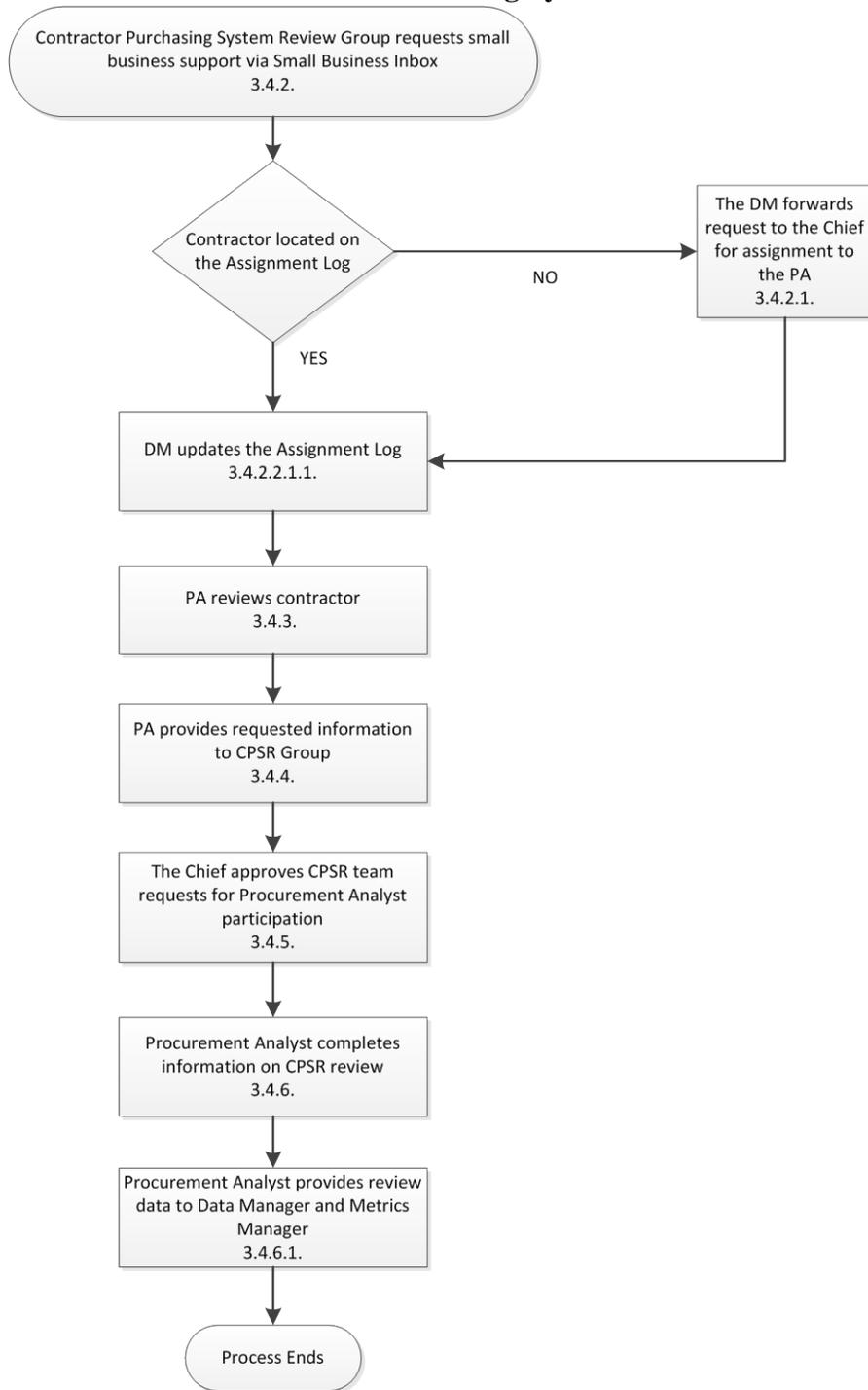




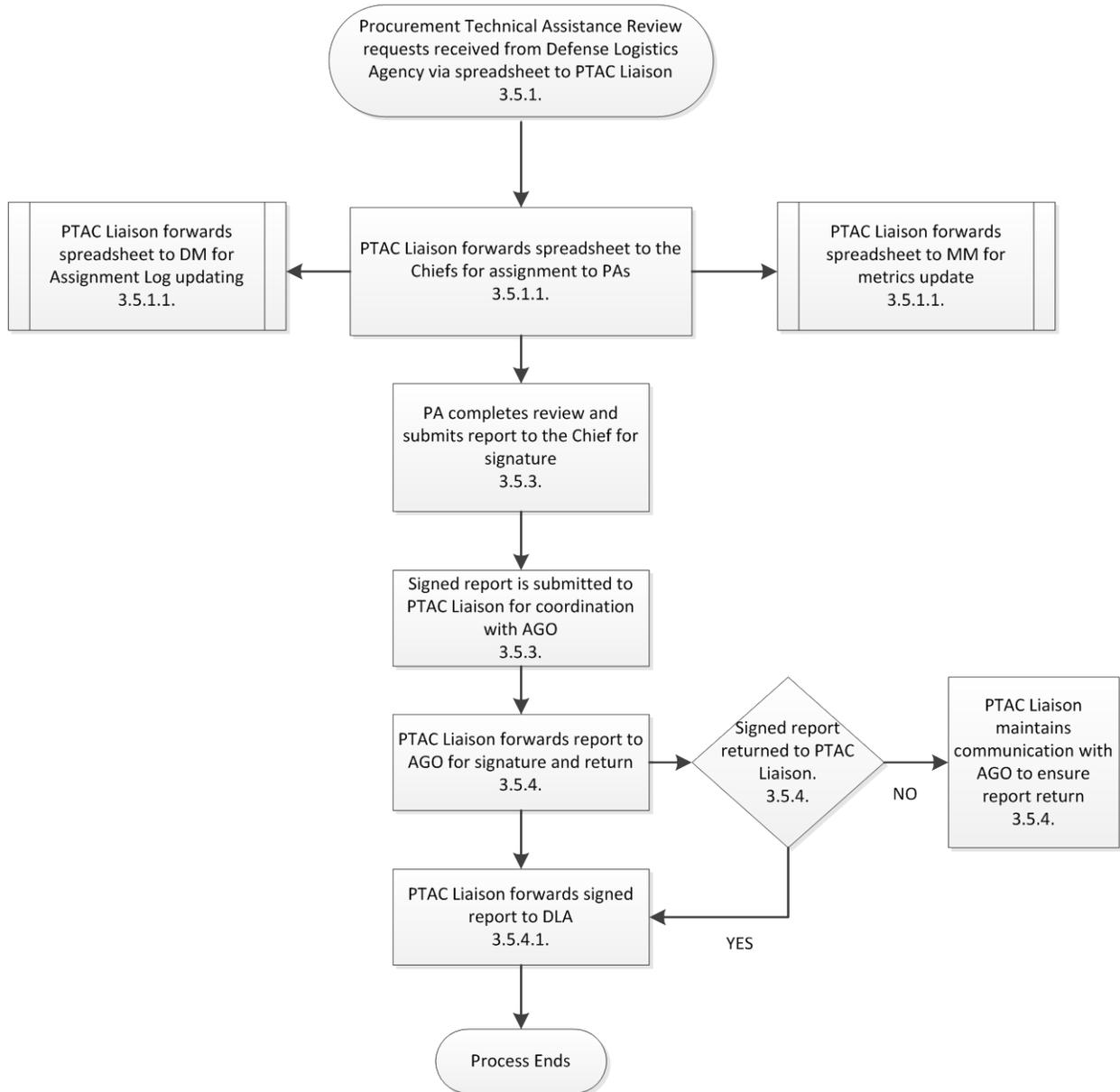
A.5. Subcontracting Program Performance



A.6. Contractor Purchasing System Reviews



A.7. Procurement Technical Assistance Center Reviews



GLOSSARY

ACRONYMS

640 Guide	Contractor's Subcontracting Program Review Guide
AC	Agency Coordinator
ACO	Administrative Contracting Officer
AGO	Administrative Grants Officer
CACO	Corporate Administrative Contracting Officer
CAR	Corrective Action Response
CEO	Chief Executive Officer
CMO	Contract Management Office
CPSR	Contractor Purchasing System Review
DACO	Divisional Administrative Contracting Officer
DCMA-INST	DCMA Instruction
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DM	Data Manager
DoDGARS	DoD Grants and Agreement Regulations
EDA	Electronic Document Access
EDI	Electronic Data Interchange
eSRS	Electronic Subcontracting Reporting System
FAR	Federal Acquisition Regulations
ISR	Individual Subcontracting Report
MM	Metrics Manager
MOCAS	Mechanization of Contract Administration Services
MOU	Memorandum of Understanding
OSBP	DoD Office of Small Business Programs
PA	Procurement Analyst
PBA	Performance Based Agreement
PCO	Procuring Contracting Officer
PTAC	Procurement Technical Assistance Centers
SBA	Small Business Administration
SB Center	DCMA Small Business Center
SBLO	Small Business Liaison Officer

SBMS Small Business Management System
SCAA Solicitation for Cooperative Agreement Applications
SSR Summary Subcontracting Report