ACQUISITION, TECHNOLOGY, AND LOGISTICS



**THE UNDER SECRETARY OF DEFENSE**

3010 DEFENSE PENTAGON WASHINGTON,DC 20301-3010

**MAY 0 7 2015**

MEMORANDUM FOR DIRECTORS OF THE DEFENSE AGENCIES SERVICE ACQUISITION EXECUTIVES

SUBJECT: Development Request for Proposal Review Procedures

The purpose of the Development Request for Proposal (RFP) Release Decision Point (DP) required by DoD Instruction 5000.02 and other RFP reviews directed by the MDA is to ensure, prior to the release of the solicitation, that the RFP complies with an approved Acquisition Strategy, that an executable and affordable program has been planned, that Better Buying Power initiatives are being implemented, that effective communication with industry on incentives and source selection criteria is occurring, and that the program requirements to be bid against are firm, clearly stated, and accuratel y reflected in the RFP.

Consequently, a Development RFP Review will be conducted prior to the RFP DP and as otherwise directed for programs for which the Defense Acquisition Executive is the Mi lestone Decision Authority. Due to the sensitivity of the RFP data, a limited number of OSD staff members will conduct the review. Such reviews will comply with the procedures described in

the attached enclosures and be completed in sufficient time to inform the decision meeting.

The Development RFP review does not replace the peer reviews requested by DFAR Supplement 201.170. Those reviews are not intended to support Defense Acquisition Executive milestone decisions, but to provide assistance and advice to the program office.



Frank Kendall

Attachments: As stated

**Development Request for Proposal (RFP) Review Procedures**

1. Overarching Integrated Product Team (OIPT) leaders will designate an OIPT staff lead for each Major Defense Acquisition Program and Major Automated Information System program in their portfolio that will require an RFP review prior to the Development RFP Release Decision Point.

2. The OIPT staff lead will be responsible for: obtaining specific, written authority to review the Draft RFP from the cognizant contracting officer; receiving and managing distribution of the Draft RFP; maintaining a list of RFP review participants (designated by the organizations identified in attachment 2); ensuring that each participant signs a non-disclosure agreement; providing the signed non-disclosure agreements to the Program Manager (PM) and Contracting Officer prior to initiation of the review; and consolidating RFP comments to the PM.

3. The PM will ensure that the Draft RFP is consistent with the Milestone Decision Authority-approved Acquisition Strategy and other supporting information (e.g., Draft Systems Engineering Plan, Draft Test and Evaluation Master Plan). The PM will initiate the RFP review by submitting electronic copies of the Component-approved Draft RFP and the approved Acquisition Strategy to the OIPT staff lead not later than 45 calendar days prior to the Development RFP Release Decision Point. Failure to meet this timeline may result in delay of the Development RFP Release Decision Point and release of the RFP. Submission of draft documents before the 45 day deadline is permitted and encouraged.

4. The OIPT staff lead will distribute electronic copies of the approved Acquisition Strategy, Draft RFP, and an RFP Review schedule to staff representatives who will review the RFP in accordance with attachment 2. .

5. Staff representatives will be government personnel who should not be replaced during the course of the RFP review. Staff members will complete their review within 10 business days and provide their comments to the OIPT staff lead. Late submissions may not be considered.

6. The OIPT staff lead will consolidated and provide the review comments to the PM. The PM, in consultation with the contracting officer, will review the staff comments and determine whether or not to incorporate them. The PM will record the staff comment, PM’s decision, and associated rationale in a decision matrix. The PM will then provide a copy of the Draft RFP (reflecting any revisions resulting from the review) and the PM’s decision matrix to the OIPT staff lead who will distribute to reviewing OSD staff.

7. The OIPT leader will present substantive issues to the MDA at the Development RFP Release Decision Point.

Attachment 1

**Development RFP Review Participants and Section Assignments**

The following sections of the Draft RFP, provided in Uniform Contract Format, will be reviewed by the specified offices. Other staff participants may be required when directed by the Milestone Decision Authority.

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| **Section** | **Title** | **Reviewed By** |
| All |  | • USD(AT&L), PDUSD(AT&L), and  ASD(A)  • OSD General Counsel  • DPAP (may be deferred to peer review if required) |
| Part I – The Schedule | | |
| B/C/H | Supplies or services and prices/costs  Description/Specifications/Statement of Work  Special Contract Requirements | • OIPT Staff Lead, Consolidator  • Deputy Assistant Secretary of Defense  (DASD), Systems Engineering (SE)  • Director, Operational Test and Evaluation  (DOT&E)  • DASD, Developmental Test and  Evaluation (DT&E)  • ASD, Logistics and Material Readiness  (L&MR) |
| E | Inspection and Acceptance | • OIPT Staff Lead, Consolidator  • DASD(SE)  • DOT&E  • DASD(DT&E)  • ASD(L&MR) |
| Part III – List of Documents, Exhibits, and Other Attachments | | |
| J | List of Attachments  (e.g., Draft SEP, Draft TEMP, Draft  LCSP) | • OIPT Staff Lead, Consolidator  • DASD(SE)  • DOT&E  • DASD(DT&E)  • ASD(L&MR)  • Others as specified by the OIPT Leader |
| Part IV – Representations and Instructions | | |
| L and M | Instructions, Conditions, and Notices  to Offerors or Respondents  Evaluation Factors for Award | • OIPT Staff Lead, Consolidator  • DASD(SE)  • DOT&E (as needed)  • DASD(DT&E) |

Attachment 2