



**Office of the Assistant Secretary of Defense  
(Health Affairs)  
TRICARE Management Activity  
Acquisition Management and Support**

**TRICARE ACQUISITION PRACTICE (TAP)**

TAP 15-08, Rev. 000  
28 July 06

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**SUBJECT: PROPOSAL ADEQUACY REVIEWS FOR POST-AWARD ACTIONS**

**References** [FAR Subpart 15.4 Contract Pricing](#)  
[FAR Subpart 33.2 Disputes and Appeals](#)  
[FAR Subpart 43 Contract Modifications](#)  
[DFARS Subpart 215.4 Contract Pricing](#)  
[DFARS Subpart 233.2 Disputes and Appeals](#)  
[DFARS Subpart 243.2 Change Orders](#)

**1. PURPOSE:**

To establish responsibilities and procedures for performing proposal adequacy reviews on contractor pricing proposals for change orders, undefinitized contract actions (UCA), other types of modifications requiring pricing adjustments, and claims.

**2. APPLICABILITY:**

This TAP applies to all TMA personnel who review contractor pricing proposals for adequacy.

**3. DEFINITIONS:**

Proposal Adequacy Review means an assessment of a contractor's pricing proposal to ensure the Government has received the information required by the contract action (e.g., instructions of the change order) and by applicable policies and regulations (e. g., cost and pricing data when required) so the Government can perform an analysis of the proposal.

**4. RESPONSIBILITIES:**

4.1. The Contracting Officer (CO) is responsible for ensuring the contractor has submitted all data (e.g., cost and pricing data, other than cost and pricing data) required to support the proposal; reviewing the proposal for adequacy; serving as the point of contact between the Government and the contractor; and ultimately making a determination of proposal adequacy. The CO will receive all proposals from the contractor and ensure the review for proposal

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adequacy is accomplished. The CO may delegate this responsibility to a member of his or her team. The CO will sign a Proposal Adequacy Review Checklist for Post Award Actions (Enclosure 1).

**NOTE:** If the CO requests formal pricing support from the Policy and Pricing Office (P&PO), the assigned Price/Cost Analyst will perform proposal adequacy review for the CO. If the Price/Cost Analyst determines the proposal to be inadequate, the Price/Cost Analyst will document and notify the CO of the inadequacies. This does not obviate the need for the CO to make an initial determination of adequacy to ensure the contractor has submitted a proposal according to the CO's instructions; that all required certifications have been included; and the proposal otherwise meets the CO's approval.

### **5. PROCEDURES:**

5.1. The CO will determine the adequacy of a proposal based on the hierarchy at FAR 15.402, the requirements for obtaining cost and pricing data (FAR 15.403), Table 15-2 (FAR 15.408), the terms and conditions of the contract (e.g., 52.215-21 Requirement for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Modifications), and any specific instructions included in the solicitation, change order, or other document requesting a proposal.

5.2. As part of the proposal adequacy review, the CO will determine whether the proposal submitted was an unexpected Request for Equitable Adjustment (REA), a Claim under the Contract Disputes Act, or an anticipated proposal.

5.2.1. Unexpected Requests for Equitable Adjustment. Refer to FAR 43.104 Notification of contract changes, for unexpected requests for equitable adjustment submitted by the contractor. Proposal adequacy determination will include, but is not limited to, the request for equitable adjustment, its supporting data, and a properly executed certification as prescribed in DFARS 243.204-70. If the REA has merit, the contracting officer will continue proposal adequacy review in accordance with this TAP.

5.2.2. Claims. Refer to FAR 33.2 Disputes and Appeals, for claims submitted by the contractor. Proposal adequacy determination will include, but is not limited to, the submission of the claim, adequacy of the contractor's supporting data (FAR 33.211 (d)), and a properly executed certification as prescribed in FAR 33.207. The contracting officer will continue proposal adequacy review in accordance with this TAP.

5.2.3. Anticipated Proposal. If the proposal was anticipated, the contracting officer will continue proposal adequacy review in accordance with this TAP.

5.3. For proposals requiring cost and pricing data, the CO will use information identified in paragraph 5.1 above and Table 15-2, "Instructions For Submitting Cost/Price Proposals When

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Cost or Pricing Data Are Required” to ensure receipt of cost and pricing data and adequacy of the proposal. Refer to Enclosure 1 for excerpts taken from Table 15-2 and additional TRICARE Management Activity (TMA) data. Use Enclosure 1 as the starting point for determining proposal adequacy. Enclosure 1 is not all-inclusive and may be added to as determined by the CO.

5.4. For proposals requiring information other than cost or pricing data, the CO will use applicable information identified in paragraph 5.1 above to ensure receipt of requested data. Use items included in Enclosure 1, as appropriate. Enclosure 1 is not all-inclusive and may be added to as determined by the CO.

5.5. If the proposal is inadequate, reasonable efforts should be made to resolve the issues and obtain the required information. However, serious and/or recurring proposal inadequacies may be an indication of contractor estimating system deficiencies. In such cases, the CO should work with all appropriate Government and contractor personnel to effect improvements in identified problem areas; document the contract file; and if necessary, formally make an entry into the Contractor Performance Assessment Reporting system (CPARS). Claims shall be handled in accordance with FAR 33.2 Disputes and Appeals, DFARS 233.2 Disputes and Appeals and TAP 33-01 Disputes and Appeals.

5.6. Once all required information has been obtained, the CO will use enclosure 1, modified as needed, to document proposal adequacy. The CO will sign the document, file it in the contract file, and provide a copy to the individual performing cost and price analysis.

  
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### ENCLOSURES

1. Proposal Adequacy Review Checklist for Post Award Actions.