

PRE-AUDIT COST STUDY CHECKLIST

For use of this form, see AR 5-20; the proponent agency is ACSIM

REPORT CONTROL SYMBOL

CSCOA-140

1. TO SPEED THE AUDIT PHASE OF THE COST COMPARISON, INSTALLATIONS WILL FORWARD THE PERFORMANCE WORK STATEMENT (PWS), MANAGEMENT STUDY, COST COMPARISON FORM AND DA FORM 7378-R TO THE UNITED STATES ARMY AUDIT AGENCY (USAAA) FOR PRELIMINARY REVIEW. THE CHECKLIST WILL ANSWER THE FOLLOWING:

- a. _____ HAS THE PWS BEEN COMPLETED, APPROVED BY THE CONTRACTING OFFICER, LEGAL COUNSEL, AND MACOM? PROVIDE MACOM APPROVAL DATE IF REQUIRED (*See paragraph 3-16h*) _____.
- b. _____ DOES THE PWS PROVIDE A DETAILED DESCRIPTION OF THE WORKLOAD REQUIREMENTS FOR THE CA FUNCTION (S) AS PROVIDED IN OFPP PAMPHLET NO. 4 OR THE OFPP GUIDE TO BEST PRACTICES FOR PERFORMANCE-BASED SERVICE CONTRACTING?
- c. _____ HAS A MANAGEMENT STUDY BEEN PERFORMED AND CERTIFIED BY THE INSTALLATION COMMANDER? IS IT BASED ON THE SAME SCOPE OF WORK AND PERFORMANCE STANDARDS AS THE PWS?
- d. _____ IDENTIFY CURRENT GIN SPACES, AUTHORIZED SPACES, MEO, AND CONTRACTIBLE POSITIONS.
- e. _____ WAS THE COST COMPARISON FORM PREPARED USING THE SAME PERFORMANCE PERIOD, SCOPE OF WORK, AND PERFORMANCE STANDARDS AS SPECIFIED IN THE PWS?
- f. HAS THE SOLICITATION BEEN ISSUED? _____ IF SO, PROVIDE COPIES OF THE SOLICITATION AND AMENDMENTS ISSUED TO DATE _____. IF NOT, PROVIDE PROJECTED ISSUE DATE _____.
- g. _____ IS ALL SUPPORTING DOCUMENTATION AVAILABLE FOR WORKLOAD AND MATERIAL REQUIREMENTS SHOW IN THE PWS FOR EACH ELEMENT ON THE COST COMPARISON FORM?
- h. _____ LIST PERSONNEL RESPONSIBLE FOR PREPARATION OF THE PWS, MANAGEMENT STUDY, AND COST ESTIMATES, WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION. ALSO, PROVIDE NAMES AND TELEPHONE NUMBERS FOR THE INDIVIDUALS WITHIN THE LEGAL, PROCUREMENT, AND CIVILIAN PERSONNEL OFFICES WHO PARTICIPATED IN THE STUDY.
- i. _____ HAVE DEPARTMENT OF LABOR WAGE DETERMINATIONS FOR SERVICE CONTRACT ACT WORK BEEN OBTAINED?
- j. _____ WHAT IS THE SCHEDULED COST COMPARISON DATE? _____.

2. ADDITIONAL INFORMATION