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### AF PGI 5315.402-90 Pricing Policy

(a) Proposal Kick-Off and Proposal Walk-Through Meetings.For sole source contract actions and undefinitized contractual actions (UCA), contracting officers should consider:

(1) Scheduling a proposal kick-off meeting as soon as practicable after issuance of the RFP (or Draft RFP if appropriate) to discuss:

(i) Award/definitization schedule requirements and expectations on timely contractor support;

(ii) The contractor's spend-plan for obligation limitations in accordance with DFARS 217.7404-4(b); and

(iii) Expected major subcontracts (meets/exceeds threshold where cost and/or price analyses are required):

(A) Subcontractors subject to TINA and the subcontract evaluation plan (will Government assist audits be required?)

(B) Commercial subcontractors and Government’s expectations as to the data required to determine price reasonableness

(iv) Meeting participants (tailor as appropriate):

(A) The Government team (e.g., contracting officer, contract specialist, price analyst, program/project office personnel, to include engineers, DCMA, DCAA);

(B) The prime contractor; and

(C) Major subcontractors having a significant role in the award/definitization (requires prime contractor’s agreement).

(2) Scheduling a proposal walk-through meeting after proposal submittal and preliminary review by the Government team to:

(i) Ensure an understanding of the proposal composition (use the proposal adequacy checklist to facilitate the meeting and guide discussions);

(ii) Validate or revisit the award/definitization schedule;

(iii) Review the contractor's spend-plan for obligation limitations in accordance with DFARS 217.7404-4(b); and

(iv) Establish action items for any obvious data omissions. (Note: If data omissions are so significant as to render the proposal inadequate for analysis, the contracting officer may reject the proposal.)

(v) Meeting participants (tailor as appropriate):

(A) The Government team (e.g., contracting officer, contract specialist, price analyst, program/project office personnel, to include engineers, DCMA, DCAA);

(B) The prime contractor; and

(C) Major subcontractors having a significant role in the award/definitization (requires prime contractor’s agreement).

(b) See the [DoD Sole Source Streamlining Tool Box](https://www.dau.mil/tools/t/DoD-Sole-Source-Streamlining-Toolbox) for techniques to increase efficiency throughout the acquisition process.