5843.204-70 Plans and Reports

(S-90) *Authorization*. The contracting officer shall obtain approval from the Head of the Contracting Activity (HCA) before entering into an Unpriced Change Order (UCO) or modifying the scope of a UCO when performance has already begun. The Request for HCA approval of a UCO is located in DARS PGI 5817.7404-1(S-90) and must be maintained in the contract file.

(S-91) *Processing.* The PS2 Contract Policy & Operations Division will track the processing of UCOs (see DFARS 217.7405 & DFARS PGI 217.7405) from providing a UCO tracking number to reviewing the final negotiated agreement, at all dollar values. UCOs valued greater than $5M will be reported to the Director, Defense Pricing and Contracting in accordance with the DISA Consolidated UCA Management Plan. Contract data shall be maintained in the format required by the spreadsheet referenced in DFARS PGI 217.7405(2)(ii). PS2 will track approval of the UCO by the HCA, and upon approval, retain a copy to complete the bi-annual report.

(S-92) *Review.* The contracting officer shall obtain a review of the proposed profit/fee from PS84, Cost and Pricing Branch . A UCO Tracking Number shall be obtained from the PS21, Contract Policy Branch . A compliance review of the final negotiated agreement shall be obtained from the PS22, Contract Operations Branch prior to definitization.

(S-93) *Management Plan (D&F).* All UCOs are required to adhere to the Consolidated UCA Management Plan required by DFARS PGI 217.7405(2)(i). Prior to definitization, contracting officers shall satisfy the requirements of the UCA Management Plan by executing a D&F for HCA approval IAWIAW the Consolidated UCA Management Plan (DFARS PGI 217.7405(2)(i)), which shall be maintained in the contract file. The D&F template is located in DARS PGI 5817.7405(S-91).

Parent topic: SUBPART 5843.2 – CHANGE ORDERS