

APPENDIX A
ASSIGNED RESPONSIBILITIES AND ACTION SEQUENCE

ER 1110-345-721
30 Nov 83

ACTIVITY	* DISTRICT	† DIVISION	HQUSACE	USER	REMARKS
1. 723a Action (Prev. 612)			○		ZCZ-C is action office for Army projects.
2. Appointment of Project Manager for interface with ECE-M.	○		□		
3. CBD Advertisement	○	□	□		ECE-M will assist in defining the project.
4. Establishment of A-E Preselection board.	○		□	□	Inform ECE-M of time and place of preselection meeting. ECE-M will arrange optional using service participation.
5. Preselect A-Es.	○			□	The preselection criteria will be in accordance with the CBD announcement. The board may include additional supplemental criteria pertinent to the preselection process.
6. Forward names of preselected A-Es to ECE-M.	○	□			Forward 8 to 12 A-E names for evaluation and final selection
7. Establish A-E selection board.	□		○		ECE-M is action office.
8. Selection of A-E.	□		○	□	ECE-M is action office.
9. A-E final selection approval.			○		ECE-M will initiate approval.
10. A-E prenegotiation meetings.	○	□	□	□	Meetings will be held at HQUSACE and chaired by ECE-M.
11. Request A-E submit cost proposal.	○				
12. Audit of A-E cost proposal.	○				DCAA performs the audit.
13. A-E negotiation.	○				
14. Award of A-E contract.	○				
15. Appointment of Contracting Officers Representative.	○		□		Appointment of Chief, ECE-M as Contracting Officers Representative. Contract administration remains with the Contracting office.
16. Administration of contract.	○		□		
17. Continuous evaluation of A-E performance.	○		□	□	
18. Close out of A-E contract.	○		□		

- * = responsibility similar for an operating division
- † = responsibility will be per ER 1110-345-100, except as modified herein
- = action office
- = participating office