Contract Briefs

The views expressed in this presentation are DCAA's views and not necessarily the views of other DoD organizations

Objective of a Contract Brief

- Contract brief generally includes a synopsis of all pertinent contract provisions

- Contract clauses are reviewed to determine the specific requirements for each contract and the allowability, allocability, and reasonableness of costs to be billed to the government

- Proforma contract brief is included as part of ICE Model

Proforma Contract Brief

ICE Model
Supplemental Schedule O

ICE SuppSch O

Why Should Contracts be Briefed?

- Can enhance Cash Flow through timely processing of billings i.e., billings not rejected for contract noncompliances.

- Once the contract is signed, the contractor is expected to fully comply with all terms and conditions of the contract.

- Without fully understanding what was agreed to in the contract, contractual issues can occur throughout the life of the contract.

Why Brief Contracts?

Useful Information for the Contractor:

- Identification and Location of ACO and/or PCO

- Identification of Cognizant DCAA Office

- Where progress payments and vouchers should be submitted

- Billing instructions e.g., CLIN level, period of performance, etc.

Why Brief Contracts?

- Understand the terms and conditions agreed to by the parties

- The criteria used to evaluate allowability include regulatory cost principles, reasonableness, allocability, Cost Accounting Standards (CAS), Generally Accepted Accounting Principles (GAAP), and special provisions included in the contract.

Why Brief Contracts?

- FAR and DFARS (or other Agency) contract clauses incorporated into the contracts

- Special Contract Requirements – Overtime, Travel, Labor – Education/Experience Requirements, etc.,

- Waivers to specific regulations for the specific contract

Why Brief Contracts?

Contract Administration

- Contract Funding, including any limitations

- Contract Ceilings on Rates, Costs, etc.,

- Contract Fees

Why Brief Contracts?

- Statement of Work

- Reporting Requirements

- Contract Modifications

- Prime or Subcontract Information

Questions/Comments