REQUESTING A DCAA AUDIT

A. ADEQUATE SUBMISSIONS

Before requesting an audit, proposals, claims, or other submissions should be adequately supported. ***Inadequate submissions will delay starting an audit.*** The requestor should complete the DCAA Forward Pricing Adequacy Checklist (located at http://www.dcaa.mil) to determine the adequacy of the offeror/contractor submissions. Auditors are required to obtain adequate proposals/submissions prior to officially starting an audit. FAR 15.408, Table 15-2 provides instructions for submitting cost/price proposals when cost or pricing data are required. FAR 15.403-4 describes when contractors are required to submit certified cost or pricing data.

B. AUDIT REQUEST

The request should identify the specific procurement needs and special concerns/issues. Include the information below:

Requestor Information
- Contact information for the requestor and/or other Government employee(s) designated to discuss the request or receive the final audit report; and the RFP/Contract Number)
- Requested action (new contract, change order, price revision/redetermination, etc.).
- Contract type(s)
- Dollar value of the action.
- Period of Performance.
- Funding Authorization or MIPR Number (required for non-DoD Agency requests).
- Regulatory criteria applicable to the audit request (i.e. FAR, OMB A-122, etc.).

Offeror/Contractor Information
- Name of Contractor.
- Contractor UEI Code and CAGE Code.
- Name, title, address, phone number, and e-mail for contractor point of contact for audit.
- Date of submission/proposal.

Other Important Information
- If a technical evaluation will be performed, indicate who will perform and whether it will be provided for DCAA's incorporation into the audit report.
- Prime contract audit requests should identify subcontract audits that have been requested or need to be requested. Indicate if DCAA should incorporate into the next higher level audit report.
- Specify a requested due date.
- For equitable adjustment, claim or termination audit requests, include background information on the contract that caused the submission, a chronology or timeline, and specific areas to be audited and/or concerns.

C. IDENTIFY COGNIZANT DCAA OFFICE

If your office has an onsite DCAA Financial Liaison Advisor (FLA), the FLA can facilitate and coordinate audits/services with cognizant FAOs. The FLA should be copied on the audit request.

The DCAA website (http://www.dcaa.mil) describes DCAA products and services and includes an audit office locator which searches for the cognizant FAO by CONUS or OCONUS using the CAGE, UEI or zip code. Search results will display the FAO's email address for requesting DCAA services.

E-mail the request to the cognizant DCAA Field Audit Office. Attachments such as proposals and other sensitive information should be sent via DoD Safe. We recommend contacting the FAO to confirm receipt.