

SUBPART 5817.74 - UNDEFINITIZED CONTRACT ACTIONS

Parent topic: [PART 5817 - SPECIAL CONTRACTING METHODS](#)

5817.7402 Exceptions

(a) The following Undefinitized Contract Actions (UCA) are not subject to this subpart.

(1) Telecommunications contract actions at or below the simplified acquisition threshold for:

(i) Temporary circuits associated with presidential travel or in support of the US Secret Service, the Office of the Secretary of Defense, and Office of Special Events ordered via the Basic Agreements; and,

(ii) CLINs associated with travel on the White House Communications Agency Travel Contract,

5817.7404 Authorization

(S-90) The contracting officer shall obtain approval from the HCA before entering into an UCA or modifying the scope of an UCA when performance has already begun. The Request for HCA approval of a UCA is located in [DARS PGI 5817.7404-1\(S-90\)](#) and must be maintained in the contract file.

5817.7404-3 Definitization Schedule

(a) The definitization schedule shall contain, at a minimum: The due date for the qualifying proposal, date negotiations begin, and target date for definitization.

(S-90) *Calendars.* To assist in tracking the timely definitization of UCAs, the KO shall send an email with the target definitization date to the Chief of PS21 and to the [PSD Front Office](#) (with copy to the CoCO) to annotate the date on the PS21 and HCA's calendar.

(b)(S-90) *Timely Qualifying Proposal.* If the qualifying proposal is not received by the date specified in the definitization schedule, the KO shall coordinate with the CoCO and HCO to notify the HCA (by email) providing the following information:

Reasons qualifying proposal was not received;

Steps that will be taken to obtain qualifying proposal within 60 days or less; and,

Whether or not payments will be withheld.

5817.7405 Plans and Reports

(S-90) *Processing*. The PS2 Contract Policy & Operations Division will track the processing of UCAs from providing a UCA Tracking Number to reviewing the final negotiated agreement, at all dollar values. UCAs valued at greater than \$5M will be reported to the Director, Defense Pricing and Contracting (see [DFARS 217.7405](#) & [DFARS PGI 217.7405](#)) 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 UCA by the HCA, and upon approval, retain a copy of the approved UCA Request for Approval and the UCA D&Fs to complete the bi-annual report.

(S-91) *Review*. The contracting officer shall obtain a review of the proposed profit/fee from [PS842, Cost and Pricing Branch](#). A UCA Tracking Number shall be obtained from [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-92) *Management Plan (D&F)*. All UCAs are required to adhere to the 'Consolidated UCA Management Plan' required by DFARS PGI 217.7405(2)(i). Before entering into any UCA, Contracting Officers shall obtain HCA approval (see DARS 5817.7404-1). Prior to definitization, Contracting Officers shall satisfy the requirements of the UCA Management Plan by executing a D&F for HCA approval, (which shall be maintained in the contract file. The D&F template is located in DARS PGI 5817.7405(S-91).