

# PGI 270.104 Procedures.

(a) Contracting officers may submit applications for participation in the pilot program to OUSD(A&S), Defense Pricing, Contracting, and Acquisition Policy (DPCAP) (Contract Policy) (DPCAP/CP) via email at [osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil). The application shall include the following:

- (1) The cognizant contracting activity, including the department or agency, command, awarding contract office, and program office.
  - (2) A copy of the predecessor contract and modifications, except funding and administrative modifications, and indicate if such contract was awarded pursuant to [subpart 270.1](#).
  - (3) A description of the proposed follow-on requirement, including the product or service, quantity, and period of performance.
  - (4) The anticipated contract value.
  - (5) A copy of any waiver(s) issued.
- (b) DPCAP/CP will respond to the contracting officer within 30 days of receipt of the application.
- (c) Contracting officers shall not issue a solicitation prior to receipt of DPCAP/CP approval of participation in this pilot program.
- (d) Not later than 60 days after the end of the period of performance of the contract, the contracting activity shall submit to DPCAP/CP via email at [osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil)—

(1) The contractor's response submitted to the contracting officer pursuant to the clause at DFARS 252.270-7002, Pilot Program to Incentivize Contracting with Employee-Owned Businesses; and

(2) Information from the contracting officer as follows:

- (i) Summary of contractor performance on the predecessor contract.
- (ii) Summary of contractor performance on the follow-on contract.
- (iii) Identification and discussion of any benefits or disadvantages the contracting activity, department, or agency experienced using the pilot program.
- (iv) Any best practices the department or agency implemented as a result of the pilot program.
- (v) Any other information the department or agency would like to share regarding its experience utilizing the pilot program.

**Parent topic:** [PGI 270.1 -PILOT PROGRAM TO INCENTIVIZE CONTRACTING WITH EMPLOYEE-OWNED BUSINESSES](#)