

# 1401.7001-3 Administrative review and approval by bureaus and offices.

(a) Administrative review and approval requirements for contract actions shall be established by the HCA and issued as internal bureau procedures. At a minimum, the review and approval requirements must address a representative percentage of the overall contract actions within a bureau/office. The procedures shall include:

- (1) Identifying the type and dollar amounts of the actions to be reviewed based on the volume and nature of the contracting office workload;
- (2) Designating the stage(s) in the acquisition process when the review(s) shall be performed;
- (3) Establishing review and approval levels based on the type and dollar amount of the action and the capabilities of the reviewing office;
- (4) Specifying what information is required to review the action, which includes creating a review and approval form and mechanism for following up on the correction of deficiencies noted in the review; and
- (5) Providing for periodic review of procedures and revision as required, to assure necessary controls are maintained.

**Parent topic:** [Subpart 1401.70 - Acquisition Reviews](#)