

GUIDELINES FOR EFFECTIVE CONTRACT RECEIPT AND REVIEW (CRR)

1. Read the contract to identify the requirements.
2. Interpret the contract as a whole.
3. Follow the Order of Precedence – Uniform Contract Format FAR 52.215-8.
4. Review modifications.
5. Formally coordinate any recommended changes / modifications.
6. Ask questions.
7. If all else fails, read guideline 1.