



New Account Procedures

Create an account at <https://rfpwizard.cecer.army.mil/pdrs>
(then tell Ashley Swann so she can make you a reviewer)

Verify account using email you received

Check password. Reset password if forgotten.
Request assistance from RFPWizard@usace.army.mil

Try Again

Review Steps

Review Scope

Is there an unapproved or unresolved scope discrepancy?

NO

Has the project been submitted for Review?

Yes

Review Checklist

Is the checklist okay?

Yes

Review Documents

Approve/Reject PDR

NO

Accepted

Scope Discrepancy Review Steps

Review Scope History

Get Scope Discrepancy Endorsements

Scope Discrepancy Approval

Is Scope Approved?

NO

Wait for updated scope from PM

Yes

Scope Review Complete - Return to PM to continue.

Legend

- RED = Start and Finish of Process
- GRAY = Step to complete
- GREEN = Involvement from Other Staff
- ORANGE = Assistance available at rfpwizard@usace.army.mil

How a Reviewer uses the PDRS Wizard

The process used by a Reviewer to complete a PDR

1. Get an account and login.
2. Review Scope
 - a. Check for discrepancy
 - b. Get Endorsements
 - c. Approve
3. Review Checklist
4. Review uploaded documents
5. Accept/Reject