

ELECTRONIC COMMODITIES STORE III (ECS III) PRE-AWARD DOCUMENTATION REVIEW CHECKLIST
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Delivery Orders for Lot 6 Support Services:

If your delivery order includes Lot 6 support services, then you must complete Sections 1 and 3 of this checklist, sign it, and submit it along with supporting documentation to the ECS III contracting officer for approval prior to awarding your delivery order. The checklist must be signed by the Accountable Management Official.

Approval by the ECS III Contracting Officer is required prior to releasing your RFQ to the ECS III Vendors, and again before awarding an ECS III delivery order for Lot 6 support services.

Exceptions to Fair Opportunity to Consider (FOC):

If you are also citing one of the exceptions to FOC cited in FAR 16.505(b)(2), then you must complete Section 2 of this checklist in addition to the sections outlined above.

Instructions:

The following instructions explain the Customer procedure for obtaining NITAAC CO approval for delivery orders that have exceptions to FOC, or contain Lot 6 support services, or both. Please note that you must submit this form via FAX and enter your RFQ information through the ECS III Quoting System.

Steps:

1. Use the ECS III Pre-Award Checklist form to:
 - ❖ document your requirements,
 - ❖ indicate your Request for Quote (RFQ) closing/deadline date and,
 - ❖ as applicable:
 - provide an explanation of how the Lot 6 requirement will be used to support Lot 1-5 items and,
 - document your justification for an exception to FOC.
2. All documentation related to this order must note the RFQ number provided by the ECS III Quoting System.
3. FAX the completed and signed ECS III Pre-Award Checklist form to [\(301\) 402-2431](tel:3014022431). Be sure to include any additional Requirement Attachments and/or Security Attachments in the FAX if they are applicable.
4. Once your RFQ is approved, the NITAAC CO will notify you and the ECS III Quoting System will distribute the RFQ to the appropriate Vendors.
5. The Vendors will reply to you with quotes via the ECS III Quoting System.
6. Once you have made your Best Value Determination and selected a Vendor, the NITAAC CO will review your Final Order for approval. Please be prepared to answer any questions the NITAAC CO may have regarding the order.
7. Once your Order is approved, the NITAAC CO will notify you and your selected Vendor via e-mail of the NITAAC Delivery Order Authorization Number.

SECTION 1: <i>ECS III Requirements</i>

1. **RFQ Number** (*Provided by the ECS III Quoting System*):

2. **Customer Agency** (*Agency, Division, Office*):

3. **Requester** (*Name, Phone Number, Fax Number, E-mail Address*):

Please enter your RFQ information below.

4. Closing/Deadline Date (<i>mm/dd/yyyy</i>):	
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5. Subject/Deliver Order Title (<i>That briefly describes your request</i>):	
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6. **Requirement Description** (*Enter your description here. Specify the applicable ECS III Lot # (1 - 5) for each item listed and if known, CLINs.*):

7. **Comments/Special Instructions** (*Enter your comments here.*):

8. **Exception to FOC?** (*Enter Yes or No*): _____ *If Exception to FOC is Yes, fill-out Section 2.*

9. **Lot 6 Support Services Order?** (*Enter Yes or No*): _____ *If Lot 6 Support Services Order is Yes, fill-out Section 3.*

SECTION 2: *Exception to Fair Opportunity to Consider (FOC)*

This documentation is required for noncompetitive delivery orders. In accordance with the FAR, NITAAC provides each ECS III contractor with a "Fair Opportunity to be Considered" (FOC) for each DO, unless one of the exceptions cited in FAR 16.505(b)(2) applies, and the appropriate Agency Contracting Officer (CO) or other designated agency official appointed in accordance with agency regulations fully documents and signs the justification citing the rationale for using one of these exceptions. If you are citing one of the exceptions to FOC cited in FAR 16.505(b)(2) listed below, then you must complete this section of the checklist and submit it to the ECS III contracting officer along with your requirements. ECS III CO approval is required prior to awarding your delivery order.

1. Place an "X" next to the exception to FOC that applies to your order.

The exceptions to FOC cited in FAR 16.505(b)(2) are:

Applies

(i) The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.	
(ii) Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized.	
(iii) The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.	
(iv) It is necessary to place an order to satisfy a minimum guarantee.	

2. Provide a statement explaining why "fair opportunity to be considered" (FOC) was not possible. The statement must sufficiently describe the facts and circumstances that support at least one of the exceptions described in the Federal Acquisition Regulation (FAR) 16.505 (b)(2) that justifies the noncompetitive award of a delivery order (DO) to only one ECS III contractor. *(Enter your justification here. Additional supporting information may be attached in a separate document if necessary.)*

3. ECS III Prime Contractor Selected:

4. Selected Prime's ECS III Contract Number :

SECTION 3: Lot 6 Support Services

Reminder, Lot 6 support services represent "Information Technology" (IT) services and, therefore, must fit within the following definition to be considered within the scope of ECS III.

IT Service Acquisition -- the term "Information Technology" is defined as "any equipment or interconnected system(s) or subsystem(s) of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency" (ref: Federal Acquisition Regulation 2.1). For purposes of the definition, equipment used by an agency includes equipment that the agency uses directly or is used by a contractor under a contract with the agency that (1) requires its use or (2) to a significant extent, requires its use in the performance of a service or furnishing of a product. The term includes computers, ancillary equipment, software, firmware and similar procedures, **including services (and support services)**, and related resources. The term "service contract" is defined as "a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply" (ref. Federal Acquisition Regulation 37.101). "IT support services" under ECS III represent Lot 6 support services performed by an ECS III contractor that are required for the implementation and/or continued operation of Lots 1-5 products/services that are being (or have been) acquired under ECS III.

For each Lot 6 item being ordered, identify the Lot 1-5 item(s) that will be supported and provide an explanation of how the Lot 6 requirement will provide direct support to the Lots 1-5 products/services that are being (or have been) acquired under ECS III.

1st Lot 6 Support Service:

Lot 1-5 Item(s) Supported by this Lot 6 Item:

Lot 6 Explanation *(Provide an explanation of how the Lot 6 requirement will provide direct support to the Lots 1-5 products/services that are being (or have been) acquired under ECS III):*

If the Lot 1-5 item was purchased on a previous ECS III order, also provide the NITAAC Delivery Order Authorization Number and Order Date for the item(s).

Lot 1-5 Item(s) Order Number:

Lot 1-5 Item(s) Order Date:

Estimated Dollar Value of Lot 6 Support Services: \$ _____

SECTION 3: Lot 6 Support Services (continued)
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2nd Lot 6 Support Service:

Lot 1-5 Item(s) Supported by this Lot 6 Item:

Lot 6 Explanation *(Provide an explanation of how the Lot 6 requirement will provide direct support to the Lots 1-5 products/services that are being (or have been) acquired under ECS III):*

If the Lot 1-5 item was purchased on a previous ECS III order, also provide the NITAAC Delivery Order Authorization Number and Order Date for the item(s).

Lot 1-5 Item(s) Order Number:

Lot 1-5 Item(s) Order Date:

3rd Lot 6 Support Service:

Lot 1-5 Item(s) Supported by this Lot 6 Item:

Lot 6 Explanation *(Provide an explanation of how the Lot 6 requirement will provide direct support to the Lots 1-5 products/services that are being (or have been) acquired under ECS III):*

If the Lot 1-5 item was purchased on a previous ECS III order, also provide the NITAAC Delivery Order Authorization Number and Order Date for the item(s).

Lot 1-5 Item(s) Order Number:

Lot 1-5 Item(s) Order Date:

Note: Please attach additional pages if you have more Lot 6 items on your order.

Accountable Management Official. The Accountable Management Official is the individual within the customer's organization (NIH or external), who is empowered to obligate the Government, this individual has the authority to bind the Government to the extent of the authority delegated to him/her. The dollar threshold set forth in the individual's delegation may not be exceeded. In most cases, this individual will be the contracting officer. This individual would have control over their individual Delivery orders.

REQUESTER CERTIFICATION

I am the appropriate Accountable Management Official (AMO). I have reviewed the attached documentation and certify that it sufficiently responds to the requirements stated above.

AMO Name: _____

AMO Signature: _____

AMO Phone Number: _____

AMO E-mail Address: _____

Request Date: _____

Customer Agency: _____

(Agency, Division, Office)

ECS III CONTRACTING OFFICER APPROVAL

Millicent Manning, ECS III Contracting Officer Date

[This checklist shall be retained in the agency's official delivery order file.]