

Integrated Acquisition Team (IAT) Charter for **High Impact Acquisition Review Process**

1. **Mission and Purpose:** The IAT exists to manage the contract to meet investment and mission goals. The IAT will develop and implement a Corrective Action Plan and continue to monitor contract progress until contract management risks are under control and contract status is “green.”
2. **Scope:** The IAT covers [insert Contract and/or Task Order Number – (Investment Name) under review, e.g., Environmental Greening Project/GS-OOS-45726.]
4. **Authority:** Acquisition Bulletin (AB) 09-04, High Impact Acquisitions Reviews and File Documentation.
5. **Membership, Roles and Responsibilities:** Provide names of individuals responsible for milestones and steps in the Corrective Action Plan and designate any other necessary facilitator.

Chairperson: Responsible for the agenda and drafting the minutes of the meeting, facilitates discussions and ensures issues are resolved by responsible member(s).

Contracting Officer: Responsible for interpreting four corners of the contract and allowing any changes.

Project Manager: Responsible for articulating and interpreting and the government’s requirements.

Contracting Officer’s Representative: Performs contract duties and responsibilities as designated by the Contracting Officer and reports on the contractor’s performance.

Subject Matter Expert: Responsible for providing advice in their specialty area.

6. **Meeting, Scheduling, Agenda and Minutes:** Discuss when, where and how often the members will meet to discuss reports on contract progress and/or changes.

(e.g., Meet every Wednesday in Conference Room A at 10 AM until contract issues are addressed. Meet on the first Thursday of each month in Conference Room A at 10 AM with vendor to review progress. Meet on the first Tuesday during the months of October, January, April, and July to discuss and prepare for quarterly updates.)