

**TECHNICAL ASSISTANCE PROGRAM
CHECKLIST**

	<u>Yes</u>	<u>No</u>	
District/Lab			
1. Is requestor a qualified U.S. firm? (2-1)	<u>X</u>	___	
2. Is work consistent with scope of Program "technical assistance"? (2-2)	<u>X</u>	___	
3. Does embassy support Corps involvement in firm's project? (2-4)	<u>X</u>	___	
4. Does work "support" firm's contract performance? (2-2)	<u>X</u>	___	
5. Does work enhance Corps skills and competencies? (2-2)	<u>X</u>	___	
6. Are human and other resources available and adequate? ((2-2,2-10, 3-1 (b-c))	<u>X</u>	___	
7. Does requested expertise reside in District/Lab? (2-2, 2-3,2-10, 3-1 (b-c))	<u>X</u>	___	
8. Has firm adequately described project and required Corps services? (3-1a)	<u>X</u>	___	
9. Is the requesting firm the only bidder on this project? (2-5)	<u>NA</u>	___	Contract Awarded
10. Has geographic District been contacted, if applicable? (2-3)	<u>X</u>	___	

Notes: 3. - *Per HQ guidance, only informal embassy coordination will be performed*
 9.- *Other Canadian Firms offered on this project. No other American firms offered.*

MSC/CERD

11. Is District/Lab center of expertise for requested work? (2-3)	<u>X</u>	___
12. If not, does expertise reside in another District within MSC? (2-10)	<u>NA</u>	___
13. Can work be performed with no impact on District/Lab missions? (2-2)	<u>X</u>	___
14. Has request been coordinated with geographic MSC? (2-3)	<u>X</u>	___
15. Has District/Lab answered all checklist questions	<u>X</u>	___

Approved (___) Disapproved (___) Clarify/Resubmit (___) Refer to CECW-I (___)

Instructions.

- District/Lab will complete a checklist for every Program request and forward it to MSC/CERD for review/approval. District/Lab may disapprove requests with any "no" on questions 1, 2 or 3.
- MSC/CERD may approve requests with "yes" to all (1 - 15) checklist questions. MSC/CERD may not approve requests with any "no" on questions 1, 2, or 3. MSC/CERD may respond to any "no" in questions 4-10 by disapproving the request, asking the District/Lab to clarify the "no" response and resubmit for further consideration, or elevating the action to CECW-1 for guidance or decision.
- A "no" on question 9 requires notification of all Corps Districts/Labs providing Program support on the same contract solicitation that guidelines for "Protection of Proposal Information" (Appendix C) are in effect. MSC/CERD should immediately notify CECW-1 when this situation becomes known.
- Numbers in parentheses after each question refer to paragraphs in policy and procedural guidelines that are applicable to each question.

JOHN D. RIVENBURGH
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Commanding

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