

SERVICE & SUPPLY CONTRACTS CHECKLIST		YES	NO	N/A
A.	CONTRACT FOLDER			
	1. Labeling (and Contract Numbering)			
	2. Contacts (Address/Phone)			
	3. File Folder Format in Use			
	4. Checklist in Place			
B.	PRE-SOLICITATION DOCUMENTATION			
	1. Documentation of Appropriate Warrant Level			
	2. Requisition			
	3. North American Industry Classification System Codes (NAICS)			
	4. Adequate Funding			
	Accounting Code (Pre-IAS)			
	Appropriate Budget Object Code (Pre-IAS)			
	Authorized Signature			
	5. SOW / Item Description			
	6. Deliverables			
	Due/Completion Dates Specified			
	7. Cost Estimate/Independent Government Cost Estimate Support Documentation - Basis for IGCE			
C.	JUSTIFICATION AND CLEARANCES			
	1. Evidence of Market Research (FAR Part 10)			
	2. Justification for Other than Full & Open Competition			
	Specific Authority Cited			
	Signature by Authorized Individual			
	Appropriate Authority for Action			
	3. Justification for Use of Non-Mandatory Sources			
	4. Determination (UNICOR vs. Industry Product)			
	5. Determination for the Use of Professional Services (FAR 37.205)			

SERVICE & SUPPLY CONTRACTS CHECKLIST	YES	NO	N/A
6. Justification for Brand Name or Equal			
7. OSDBU Coordination			
8. 8(a) Offering Letter (FAR 19.804)			
9. Options (FAR 17.205)			
Justification for Use and Evaluation of Options			
10. Not Using Sealed Bidding (FAR 6.401)			
11. Consulting/Advisory and Assistance Service Approval (FAR 37.205)			
12. IT Waiver (Moratorium)			
13. GPO - For Printing			
14. Bid Sample (FAR 14.202-4)			
15. OGC (Legal)			
16. EEO Compliance (FAR 22.805)			
17. Determination of Contract Type (FAR Part 16)			
18. DOL - SF 98			
19. Nonpersonal Services Determination (FAR 37.103)			
20. Former Employee, Approval to Contract (DR 5000-6)			
21. Commercial Items			
22. Performance Based Service Contract (FAR 37.6)			
Results-Driven Requirements			
Performance Standards (Measurable)			
Performance Measurement Techniques (QASP)			
Measurable Inspection and Acceptance Criteria = SOW Rqmts			
Performance Incentives (Positive & Negative)			
Evaluation Criteria			
23. Waiver for Not Using PBSC			
D. SOLICITATION PHASE			
1. NAICS, Product Service Code, and Size Standard			
2. FEDBIZOPS (FAR Part 5)			
Appropriate Verbiage for Full & Open Competition			

SERVICE & SUPPLY CONTRACTS CHECKLIST	YES	NO	N/A
Synopsis of Brand Name Justification			
Justification for Not Synopsizing Solicitation			
Appropriate Verbiage for Sole Source Procurement			
Adequate Solicitation Period			
3. Set-Asides (SB, 8(a) or HUBZone)			
Justification for Not Setting Aside Procurement			
4. Sources			
(a) Bidders List (FAR 14.205 and 15.403) and,			
(b) Source List - At least two of each--WOSB, SDB, and SD-VOSB			
5. Solicitation			
Justification for Compressed Response Time			
6. Amendments			
7. Pre-Bid Pre-Proposal (FAR 14.207 & 15.201 & 36.212)			
Dissemination of Minutes or Agendas to All Participants			
8. Source Selection Panel Designation & Instructions (FAR Part 15.3)			
9. Source Selection Plan			
Basis for Award (e. g. tradeoff analysis, lowest priced technically acceptable)			
Technical Evaluation Criteria (Order of Importance)			
Past Performance Evaluation Criteria			
Tradeoff Analysis			
FAR 52.212-2 (For Commercial Items)			
Lowest Price Technically Acceptable			
E. PROPOSALS			
1. Cost/Price Analysis HUBZONE Price Evaluation Preference (FAOC, >\$100,000), sdb Price Evaluation Preference (FAR 19.11/12); (FAOC ELIGIBLE INDUSTRIES, >\$1 MIL. Constr.>\$500,000 all others			
2. Adequate Determination of Fair and Reasonable Price			
Based on Price Competition			
Based on Established Catalog or Market Prices			

SERVICE & SUPPLY CONTRACTS CHECKLIST	YES	NO	N/A
Based on Previous Contract Prices			
Based on Prices Set by Law or Regulation			
Based on Cost and Pricing Data (FAR 2.101)			
3. Evaluation of Past Performance			
4. Adequate Technical Evaluation Report			
5. Competitive Range Determination			
6. Negotiation Memoranda (FAR 15.405-3)			
Purpose of Negotiation			
Description of Acquisition			
Names and Titles of Negotiation Participants			
Status of Contractor's Systems			
Impact of Cost & Pricing Data			
Summary of Contractor's Proposal, Variances Between Government Objectives and Proposed Objectives			
Basis for Profit or Fee Prenegotiation Objective and the Profit or Fee Negotiated			
Documentation of Fair and Reasonable Price			
Summary of Negotiated Factors Other than Cost/Price (FAR 12.213)			
7. Bid Abstract/Summary of Offers			
8. Determination - Rejection of All Bids (FAR 14.404)			
- Rejection of All Proposals (FAR 15.608)			
9. Late Notice (FAR 14.304 & 15.412)			
10. Mistake in Bids - Determination (FAR 14.405)			
F. AWARD DOCUMENTATION			
1. Contract			
Schedule Adequately Reflects Requirements			
Ratification			
Availability of Funds clause			
Appropriate/Current Contract Clauses			
2. FEDBIZOP Award Notice (FAR 5.303)			

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Justification for Not Synopsizing Award			
3. FPDS-NG			
4. Successful Proposal			
5. ORCA Print Screen, Vets-100 OVER \$25,000			
6. Unsuccessful Notification (FAR 15.503)			
7. Debriefing Memo (FAR 15.505 & 15.506)			
8. COR Designation			
(a) Level Type Indicated			
(b) Copy to Policy Branch (APD)			
9. Post Award Conference			
Post Award Conference Report			
10. FFIS Vendor Code Print Screen			
G. CONTRACT ADMINISTRATION			
1. DOL Wage Determination Revisions (FAR 22.404)			
2. Option Years (FAR Part 17.2)			
JOFOC			
3. Novation Agreement (Name Change) (FAR 42.12)			
Request for Comments on Name Change			
OGC Review			
Trade-In(s) Received			
4. Performance Evaluation by Program Staff (COR)			
5. Progress Reports			
H. MODIFICATIONS			
1. Modification Index			
2. AD-700			
3. Program Request			
4. Changes Authorized by Appropriate Clauses			
5. Contractor's Proposal			

SERVICE & SUPPLY CONTRACTS CHECKLIST	YES	NO	N/A
6. Technical Evaluation			
7. Negotiation Memorandum (Pre- & Post)			
8. Price Reasonableness Determination			
Based on Price Competition			
Based on Established Catalog or Market Prices			
Based on Previous Contract Prices			
Based on Prices Set by Law or Regulation			
Based on Cost and Pricing Data (FAR 2.101)			
9. Modifications (and Back Up Documentation Including Warrant Level)			
10. FPDS-NG			
I. FINANCIAL MATTERS			
1. Invoice and Payments			
2. Item/Service Incorporated into Contract Schedule			
3. Invoice and Payment Log with Accounting Information			
4. Assignment of Claims (FAR 32.8)			
J. CLOSEOUT			
1. Evidence of Completion			
2. Letter to Contractor			
3. Letter from Contractors			
4. Memorandum to Budget/Finance			
5. COR Checklist			
6. Records of Warranties			
7. Contracting Officer's Closing Memorandum			
8. Records Center Transition			