

Contract Requirements Matrix
7 September 2010

Comment - This matrix represents only a 90 percent solution to identify required support documents for commercial supplies and services. Coordination with the appropriate Account Manager is still recommended.

PR Package Requirements

				* Note 1	* Note 2	* Note 3	* Note 4	* Note 5	* Note 6							
				Performance Work Statement (PWS)	Minimum Essential Characteristics (MEC)	Contract Planning Checklist (CPC)	Independent Government Estimate (IGE)	Service Contract Approval Form (SCAF) Army Organizations only	Justification & Authorization (J & A)	Limited Source Justification (LSJ)	Quality Assurance Surveillance Plan (QASP)	Evaluation Criteria (EVAL)	COR Nomination Letter / Technical POC	Market Research	Purchase Request (PR)	Use of Non-DOD Certificate
Service	Full & Open Comp.			X		X	X	X			X	O	X	X	X	
	Other Than Full & Open Comp.	GSA	< \$100,000	X		X	X	X		X	X	O	X	X	X	
			> \$100,000	X		X	X	X		X	X	O	X	X	X	X
		Non GSA			X		X	X	X	X	X	X	O	X	X	X
Supply	Full & Open Comp.				X	X						O	X	X	X	
	Other Than Full & Open Comp.	GSA	< \$100,000		X	X				X		O	X	X	X	
			> \$100,000		X	X				X		O	X	X	X	X
		Non GSA			X		X			X	X		O	X	X	X
MODs	Service			X*				X			O			O	X	
	Supply				X*									O	X	

X = Required

X* = Only needed if Requirement has changed

O = Optional

NOTE: For "Supply with Service" & "Service with Supply" include documents from both categories.

* Notes

- 1 IGE - List projected labor categories and hours for each category required to complete the requirement. Also, include an estimated hourly rate for each category. Full IGCEs are only needed for construction contracts.
- 2 J&As - required only if purchase will be made without full and open competition. For Task/Delivery Orders under FAR Part 16, use an LSJ in lieu of a J&A. See Note #3
- 3 LSJs - Required for GSA purchases if less than three firms will be solicited, or if the purchase will be made without competition. Required for FAR Part 16 task/delivery orders if "fair opportunity" to compete is not extended to all contractors.
- 4 Evaluation Criteria - required only if the award will be made using other than the lowest priced, technically acceptable evaluation method.
- 5 COR Nomination Letter/Technical POC - Service contracts require a COR Nonination Letter. For Supply contracts, provide the name of a Technical POC required for post award administrative coordination.
- 6 Market Research - is required for every procurement of supplies and services. It is accomplished by developing the essential physical, functional, and/or performance requirements needed to compete the requirement or to substantiate why the procurement must be effected with limited or no competition.