

Date: \_\_\_\_\_

In-take Agenda

Customer: \_\_\_\_\_ Customer POC: \_\_\_\_\_

Contracting Officer: \_\_\_\_\_

Team Lead: \_\_\_\_\_ Contract Specialist: \_\_\_\_\_

Est Dollar Value: \_\_\_\_\_ Date Required: \_\_\_\_\_

Requirement: \_\_\_\_\_

Attendees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 1. Discussion of requirement and how it affects Customer's mission. \_\_\_\_\_ Yes \_\_\_\_\_ No
- 2. Discussion of contracting process and how it will affect the requirement. \_\_\_\_\_ Yes \_\_\_\_\_ No
- 3. Discussion of documents and what is to be submitted with the PR package in accordance with the Requirement Package Checklist. \_\_\_\_\_ Yes \_\_\_\_\_ No
- 4. Discussion of roles / responsibilities as defined within the POA&M. \_\_\_\_\_ Yes \_\_\_\_\_ No
- 5. Discussion of POA&M dates and will Provide a finalized POA&M within seven (7) busines days to the Customer. \_\_\_\_\_ Yes \_\_\_\_\_ No
- 6. If requirement is \$10M or greater, discussed participated in the Significant Contracts Tuesday Briefing. \_\_\_\_\_ Yes \_\_\_\_\_ No

Concurrence:

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Activity POC