

Requirement Package Checklist

(P) Products/ (S) Services

Document Name	P	S	PR Under \$150k	PR Over \$150k	PR Over \$10M	PR Over \$50M
Funding Document (PR Document) entered in PR Builder (C)	X	X	X	X	X	X
Performance Work Statement (PWS)/Statement of Work (SOW) for service requirements (C)		X	X	X	X	X
Independent Government Cost Estimate (IGCE) (C)	X	X	X	X	X	X
Acquisition Strategy (KO/C)		X		X	X	X
Quality Assurance Surveillance Plan (QASP) (C)		X		X	X	X
Source Selection Plan (C)		X		X	X	X
Evaluation Plan (C) (if LPTA, no plan required)	X	X	X			
Acquisition Plan (KO/C)		X				X
Procurement Plan (KO/C)	X			X	X	X
Market Research Report (C)	X	X	X	X	X	X
Contracting Officer's Representative (COR) nomination (submitted within CORT) (C)		X		X	X	X
Sole Source Justification (if applicable) (C)	X	X	X			
Justification and Approval (J&A) for sole source (if applicable) (C)	X	X		X	X	X
IT Waiver (IT Requirements) (if applicable) (C)	X	X	X	X	X	X
DD254 Security Classification (if applicable) (C)		X	X	X	X	X
Commercial Item Determination (as needed, if below \$150K and using Far Part 13, use Simplified Acquisition Pre-Solicitation Strategy Template) (KO/C)	X	X	X	X	X	X
Commercial Item Checklist (as needed, if below \$150K and using Far Part 13 use Simplified Acquisition Pre-Solicitation Strategy Template) (KO/C)	X	X	X	X	X	X
Request for Services Checklist (C)		X		X	X	X
Wide Area Work Flow POC (C)	X	X	X	X	X	X

KO/C: Contracting Officer / Customer Action

C: Customer Action

18 Aug 2017