SERVICE & SUPPLY CONTRACTS CHECK LIST

Contract No.	Award Date:

Dollar value
Total Value:
Base Year:
Delivery Order No.
	Contract Options -
	Value Option 1
	     Option 2
	     Option 3
	     Option 4

Procurement Method (Negotiated/Sealed Bid)	Contract Type (FFP)
Business Size:	WOSB, (8a), SDB, HUBZone, SD-VOSB, Other
Contractor Name	Contracting Officer
COR Name	COR Telephone number

ITEM	YES	NO	N/A
Contract Folder			
1. Labeling (and contract numbering)			
2. Contacts (Address Phone)			
3. File Folder Format in use			
4. Check list in place			
Comments:			

SERVICE & SUPPLY CONTRACTS CHECK LIST (Continued)			
PRE-SOLICITATION Acquisition Request items	**YES**	**NO**	**N/A**
1. AD-700			
2. Accounting Code			
3. Budget Object Code			
4. SOW			
5. Deliverables			
6. Cost Estimate			

SERVICE & SUPPLY CONTRACTS CHECK LIST (Continued)

JUSTIFICATIONS AND CLEARANCES	YES	NO	N/A
1. Evidence of Market Research (FAR Part 10)			
2. JOFOC			
3. OSDBU & Determination of Set-aside (SBSA, HUBZone or 8(a))			
4. 8(a) Offering Letter (FAR 19.804)			
5. Options (FAR 17.205)			
6. Not Using Sealed Bidding (FAR 6.401)			
7. Consulting/Advisory and Assistance Service Approval (FAR 37.205)			
8. IT Waiver (moratorium)			
9. GPO - For Printing			
10. Bid Sample (FAR 14.202-4)			
11. OGC (Legal)			
12. EEO Compliance (FAR 22.805)			
13. Determination of Contract Type (FAR Part 16)			
14. DOL - SF98			
15. Nonpersonal Services Determination (FAR 37.103)			
16. Former Employee, Approval to Contract (DR 5000-6)			
17. Commercial items (FAR 12)			
18. Performance Base Service Contract (FAR 37.6)			

SERVICE & SUPPLY CONTRACTS CHECK LIST (Continued)			
SOLICITATION PHASE	**YES**	**NO**	**N/A**
1. North American Industry Classification System Codes (NAIC), Product Service Code, and Size Standard			
2. FedBizOpps (FAR Part 5)			
3. Set-Asides (SB, 8(a) or HUBZone			

4. Sources
    (a) Bidders List (FAR 14.205 and 15.403) and
    (b) Source List - At lease two of each -- WOSB, SDB,
         and SD-VOSB			

5. Solicitation			
6. Amendments			
7. Pre-Bid Pre-Proposal Conference (FAR 14.207 & 15.201 & 36.212)			
8. Source Selection Panel Designation & Instructions (FAR Part 15.3)			
9. Source Selection Plan			

PROPOSALS	YES	NO	N/A

1. Cost/Price Analysis/Deter. of Fair & Reasonable Price (FAR 15.4)
 	
    - 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. Competitive Range Determination			
3. Negotiation Memoranda			
4. Bid Abstract/Summary of Offers			
5. Determination - Rejection of All Bids (FAR 14.404) - Rejection of All Proposals (FAR 15.608)			
6. Late Notice (FAR 14.304 & 15.412)			
7. Mistake in Bids - Determination (FAR 14.405)			

SERVICE & SUPPLY CONTRACTS CHECK LIST (Continued)

AWARD DOCUMENTATION	YES	NO	N/A
1. Contract			
2. CBD award notice (FAR 5.303)			
3. SF-279			
4. Successful Proposal			
5. Section K (Reps & Certs) EFT, VETS-100 over $25,000			
6. Unsuccessful Notification (FAR 15.503)			
7. Debriefing (FAR 15.505& 15.506)			

8. COR Designation
    (a) Level type indicated
    (b) Copy to Policy Branch PPD			

9. Post Award Conference			
10. FFIS Vendor Code Print Screen			

CONTRACT ADMINISTRATION	YES	NO	N/A
1. DOL Wage Determination Revisions (FAR 22.404)			
2. Option Years (FAR Part 17.2)			
3. Novation Agreement (Name Change) (FAR 42.12)			
4. Performance Evaluation by Program Staff (COR)			
5. Progress Reports			
MODIFICATIONS	**YES**	**NO**	**N/A**
1. AD-700			
2. Program Request			
3. Contractor's Proposal			
4. Technical Evaluation			

	YES	NO	N/A
5. Price Reasonableness Determination			
6. Modifications (and back up documentation)			
7. SF-279			

SERVICE & SUPPLY CONTRACTS CHECK LIST (Continued)			
FINANCIAL MATTERS	**YES**	**NO**	**N/A**
1. Invoices and Payments			
2. Invoice and Payment Log with Accounting Information			
3. Assignment of Claims (FAR 32.8)			

CLOSE OUT	**YES**	**NO**	**N/A**
1. Evidence of Completion			
2. Letter to Contractor			
3. Letter From Contractor			
4. Memorandum to Budget/Finance			
5. COR Check list			
6. Contracting Officers Closing Memorandum			
7. Records Center transition			