BLANKET PURCHASE AGREEMENT (BPA) FILE CHECKLIST		Contractor
Contracting Officer		Agreement Number:

Tab	Item	Y	N	N/A
1	Coordination with Small Business Utilization Staff (AMS 3.6.1 & T3.6.1)	○	○	○
2	Procurement Request (T3.2.1 and T3.2.2.5)	○	○	○
3	Independent Gov. Cost Estimate (T3.2.1)	○	○	○
4	Consideration of Mandatory Sources (T3.2.2.5)	○	○	○
5	Justification to establish BPA (T3.2.2.5, T3.8.3)	○	○	○
	a. Copy of GSA Schedule (T3.8.3)	○	○	○
	b. GSA Ordering Requirements (T3.8.3)	○	○	○
6	CIO Review if more than $250,000 and is for information resources (Including all options) (T3.2.1)	○	○	○
7	CFO review if more than $10M (T3.2.1.4)	○	○	○
8	Single Source (AMS 3.2.1.3.7/ 3.2.2.4)	○	○	○
	a. Procurement Team Determination	○	○	○
	b. Management Review	○	○	○
	c. Legal Review (T1.15)	○	○	○
9	Review by Security (AMS 3.14 and T3.14.1)	○	○	○
	a. Classified Security Requirements	○	○	○
	b. Information, Personnel, and Physical Security as it related to suitability requirements and coordination	○	○	○
	c. Contractor Position Risk Sensitivity Designation Level Record (FAA Form 1600.77)	○	○	○
10	Export Control Review (T3.6,4)	○	○	○
11	Public Announcement (Over $100,000) (AMS 3.2.1.3.11 & T3.2.2)	○	○	○
12	Decision Document, price reasonableness (T3.2.2.5)	○	○	○
13	Contracting Officer's Responsibility Determination (to include checking System for Award Management (SAM) (AMS 3.2.2.2, T3.2.2 &T3.2.2.7)	○	○	○
14	Legal Review of final Blanket Purchase Agreement document (Over $100,000) (T1.15)	○	○	○
15	Program Office review of BPA	○	○	○
16	BPA with contractor and contracting officer signatures (T3.2.2.5)	○	○	○
	a. Description of Agreement	○	○	○
	b. Ceiling Amount	○	○	○
	c. Extent of Obligation	○	○	○
	d. Purchase Limitations	○	○	○
	e. Individuals Authorized to Order/Call	○	○	○
	f. Clauses	○	○	○
	g. Delivery Ticket Requirements	○	○	○
	h. Invoice Requirements	○	○	○
17	Basic BPA Distribution Sheet (Best Practice)	○	○	○

Tab	Item	Y	N	N/A
18	Call Order Template (Best Practice)	○	○	○
19	Call Order Distribution Sheet (Best Practice)	○	○	○
20	Delegation Letters [Contracting Officer's Representative (COR), Contracting Officer's Representative (COR), Quality Review Official (QRO), Etc.] (T3.10.1	○	○	○
21	Acceptance Reports consisting of Materiel Requisition/Issue/Receipt and Inspection Report of Material and/or Services	○	○	○
22	Record(s) of Payments to the contractor including copies of voucher and invoices (AMS 3.3.1.2 & T3.3.1)	○	○	○
23	General Correspondence (Best Practice	○	○	○
24	Subcontracting Plan Quarterly and Semi-Annual Reports with coordination to the SB Utilization Office (T3.6.1.A.4)	○	○	○
25	Annual or as required review for compliance (T3.2.2.5)	○	○	○
26	CPARS Evaluation (T3.10.1A16)	○	○	○
27	Lessons Learned Findings (AMS 3.2.2.3.1.5)	○	○	○