INTERAGENCY AGREEMENT FILE CHECKLIST		CONTRACTOR
CONTRACTING OFFICER		CONTRACT NUMBER:

Tab	Item	Y	N	N/A
1	Procurement Team (PT) Members/ Organizations			
2	Procurement Request (PR) *(T3.2.1)*			
3	PT/Program Office Basis or Justification to establish IA *(AMS 3.2.1.1, AMS 3.8.1.2, & T3.8.1)*			
4	Independent Gov. Cost Estimate *(T3.2.1)*			
5	CFO review if more than $10M *(T3.2.1.4)*			
6	CIO Review if more than $250,000 and is for information resources *(T3.2.1)*			
7	Review by Security *(AMS 3.14 and T3.14.1)*			
	1. Classified Security Requirements			
	2. Information, Personnel, and Physical Security as it related to suitability requirements and coordination			
	3. Contractor Position Risk Sensitivity Designation Level Record *(FAA Form 1600.77)*			
8	Legal Review of final Interagency Agreement document *(T1.15 & T3.8.1)*			
9	PT/COTR review of Interagency Agreement *(AMS 3.2.1.2.2)*			
10	Award of Interagency Agreement Documentation Form with original signed Interagency Agreement by both parties and appropriation data *(Best Practice and Contract Law, Sample Interagency Agreement, T3.8.1)*			
11	Interagency Agreement Distribution Sheet [with copy to Security Office] *(Best Practice)*			
12	Delegation Letters [Contracting Officer's Representative (COR), Contracting Officer's Representative (COR), Quality Review Official (QRO), Etc.] *(T3.10.1)*			
13	General Correspondence			
14	Copy of Invoices/vouchers and documentation *(AMS 3.3.1.2, T3.3.1)*			
15	Government Furnished or Contractor Acquired Property List, Quantity and Value *(AMS 3.10.3, T3.10.3)*			
16	Lessons Learned Findings *(AMS 3.2.2.3.1.5)*			

Tab	Item	Y	N	N/A
17	Acceptance Reports consisting of Materiel Requisition/Issue/Receipt and Inspection Report of Material and/or Services			

(REV. 04/2012)