

DELIVERY/TASK ORDER/BPA CALL FILE CHECKLIST		Contractor
Contracting Officer		Order Number

Tab	Item	Y	N	N/A
1	Procurement Request (T3.2.1)			
	a. Prism Requisition Request			
	b. Independent Government Cost Estimate (T3.2.1)			
	c. Statement of Work			
	d. Single Source/Emergency Justification (AMS 3.2.2.4)			
2	Signed Non-disclosure Agreement /Conflict of Interest Certification (AMS 3.1.5/ 3.1.6 & T3.1.5/ 3.1.6)			
3	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)			
4	Wage Determinations (T3.6.2)			
5	Request for Quote/Proposal			
6	Business Declaration/SAM Information (T3.6.1)			
7	Contracting Officer's Responsibility Determination (to include checking System for Award Management (SAM))(AMS 3.2.2.2 & T3.2.2.7)			
8*	Preproposal Conference/Site Visit			
9*	Late Offers			
10*	Mistakes in Offer			
11*	No Offer Correspondence			
12*	Original of Unsuccessful Offers			
13*	Letters to Unsuccessful Offerors			
14*	Communications with Offerors (AMS 3.2.2.3.1.2.2)			
15*	Verification of Offers			
16	Successful Offeror's Cost/Price Proposal			
17	Certificate of Current Cost or Pricing Data (AMS 3.2.3.3.1.1 & T3.2.3)			
18	Award Decision Document/Memorandum (AMS 3.2.2.3.1.2.5)			
19	Single Source (AMS 3.2.1.3.7 & 3.2.2.4)			
	a. Management Review			
	b. Legal Concurrence			
	c. Legal Review (T1.15)			
20	Requiring Organization/COR Review			
21	Delivery Order Documents/Prism Award			
22	Delivery Order Distribution Sheet			
23	Fed. Procurement Data System (FPDS)			
24	Delegation Letters [Contracting Officer's Representative (COR): Y/N			
	a. Training/Certification Completed: Y/N			
	b. Notification of COR Appt. to Acquisition Career Manager: Y/N			
	c. Notification of COR Revocation Letter to Acquisition Career Manager: Y/N (T3.10.1)			

Tab	Item	Y	N	N/A
25	First Article Testing and Approval (AMS 3.10.9)			
26	Construction Task Orders Only			
	a. Bonding (AMS 3.4.1 & T3.4.1)			
	b. Insurance (AMS 3.4.1 & T3.4.1)			
	c. Submittals/Certifications			
	1. Hazard Waste Mgt. (3.6.3-22)			
	2. Schedule			
	3. Drawings			
	d. Subcontractor Statement & Acknowledgement (SF-1413) (T3.6.2-A(6)(m))			
	e. CAI/JAI Inspections (T3.8.7-10)			
27	Notice To Proceed (NTP)			
28	Post Award/Preconstruction Conference (T3.8.7)			
29	Weekly Progress Reports/ Daily Logs (T3.8.7)			
30	Government Property (AMS 3.10.3 & T3.10.3)			
	a. List of property			
	b. Review/approval of contractor's property control system			
	c. Contractually required reports			
	d. Periodic inventories			
31	General Correspondence			
32	Record of Payment (AMS 3.3.1.2 & T3.3.1)			
	a. Invoices			
	b. Payment approvals/certifications			
	c. Delphi Report (final payment verification)			
33	Security report and documentation with coordination with security staff (AMS 3.14 and T3.14.1)			
34	Freedom of Information Act (FOIA) Requests (AMS 3.7 & T3.7)			
35	Acceptance Reports consisting of Materiel Requisitions/Issue/Receipt and Inspection Report of Material and/or Services			
36	Application for Contractual Adjustment			
37	Final Release			
	a. Statement of Liquidated Damages (T3.8.7)			
	b. Final Delivery (T3.10.1)			
	c. Contractor Release (T3.10.1)			
38	Claims and Disputes			
39	Closeout (AMS 3.10.10 & T3.10.1)			
	a. Date of Closeout:			
	b. Deobligation of excess funds/ Mod. No.			
	c. Security badges/keys returned			
	d. COR certification that contractor access to FAA systems has been terminated			
	e. Warranty			