

## Purchase Order/GSA/FSS Order File Checklist

**Base Contract Number:**

**Award Date:**

**Base Period of Performance:**

**Contractor Name:**

**Contractor Point of Contact:**

**Contracting Officer:**

**Contracting Officer Representative:**

Procurement Planning					
TAB	Plan Procurement	AMS Reference	Y	N	N/A
1	<b>Procurement Request Package</b>	3.2.1 & T3.2.1			
	Procurement System Generated Requisition	T3.2.1			
	Market Analysis	AMS 3.2.1.2 & T3.2.1.2			
	<b>Document:</b> Draft Single Source/Emergency Justification	3.2.1.3.7, 3.2.2.4 & T3.2.2.4, Procurement Templates			
	<b>Document:</b> Rationale for Brand Name Products	T3.2.1 & T3.2.2.8, Procurement Templates			
	Statement of work, specifications, purchase description, drawings, or other appropriate technical description of the requirement	T3.2.1			
	<b>Document:</b> Independent Government Cost Estimate (IGCE)	T3.2.1 & T3.2.3			
	Government Furnished Property	T3.2.1, 3.10.3, & T3.10.3			
2	<b>Coordination with Small Business Program Staff (AAP-20) for Procurements est. over \$250K</b>	3.6.1 & T3.6.1			
	<b>Document:</b> Small Business Set Aside Determination and Coordination Form for 8(a), Small Business, Hub-Zone, SDVOSB, WOSB	3.6.1 & T3.6.1/Procurement Templates			
	<b>Market Survey/Research/Analysis</b>	3.2.1.2.1 & T3.2.1.2			
	<b>Management Review &amp; Legal Coordination and Review</b> of Market Surveys and Analyses	T1.15			
	<b>Determination to use Commercial Items</b>	3.2.2.5 & T3.2.2.5			
	<b>Document:</b> Final Single Source Justification Form (Service Organization Office, COR if applicable, Legal, AAQ Manager/CO/CS)	3.2.1.3.7, 3.2.2.4 & T3.2.2.4/Procurement Templates			
	<b>Document:</b> Procurement Plan required for procurements over \$25K (Template A Simplified and Commercial & Template B Other Than Simplified and Commercial)	3.2.1.1 & 3.2.1.2.2/Procurement Templates			
TAB	Procurement Reviews	AMS Reference	Y	N	N/A
8	<b>Export Control Review</b>	T3.6.4.A.14 & FAA Order 1240.13			
3	<b>CIO Review if Procurement if equal or greater than \$250K and is for Information Resources</b>	T3.2.1.A.3			
	<b>Document:</b> CIO IT Procurement Review and Approval Form	Procurement Templates			
	<b>CFO Review if Procurement if equal or greater than \$10 MIL (including all options)</b>	T3.2.1.4			
	<b>Document:</b> SCRB Phase I Template	Procurement Templates			
	<b>Document:</b> SCRB Phase II Template	Procurement Templates			
7	<b>Security Review</b>	3.14 & T3.14.1			
	Classified Security Requirements	3.14 & T3.14.1			
	Information, Personnel, and Physical Security as it related to suitability requirements and coordination	3.14 & T3.14.1			
	<b>Document:</b> OPM Position Designation Automated Tool	T3.14.1A.3 e (2)(b) (ii)"			
Source Selection					
TAB	Manage Solicitation & Evaluation Responses	AMS Reference	Y	N	N/A
5 & 6	<b>Federal Supply Schedule Requirements/Documentation</b>	T3.8.3			
4 & 9	<b>Public Announcement (over \$150K)/Request for Quote/Proposal</b>	3.2.1.3.1.1 & T3.2.2.3.B.1			
13	<b>Receipt of Contractor Quotes/Proposal</b>	T3.2.2.3			
10	<b>Unsuccessful Quotes</b>	T3.2.2.3			
	<b>Evaluation Methodology</b>	T3.8.3			
	<b>Rationale for Tradeoffs</b>	T3.8.3			
	<b>Price Reasonable Determination</b>	T3.8.3			
12	<b>Responsibility Determination Documentation (to include checking Sam.gov)</b>	T3.2.2.7			



	<b>Rationale for Not Using FFP or Performance Based Order</b>	T3.8.3			
	<b>Management Review &amp; Legal Coordination and Review</b> of Evaluation Reports & Plans	T1.15			
	Pre-Award Survey Information	T3.2.2.7			
	EEO Compliance/OFCCP Clearance (Over \$10 MIL)	AMS 3.6.2.1 & T3.6.2.A.14			
14	<b>Award Decision Document/Negotiation/SSO Decision</b>	3.2.2.3.1.2.5 & T3.2.2.3.A.10			
16	<b>Service Organization Review</b>				
15	<b>Management &amp; Legal Review &amp; Coordination if Procurement &gt; \$100 K (including all options)</b>	T1.15			
	<b>CFO Review if Procurement if equal or greater than \$10 MIL (including all options)</b>	T3.2.1.4			
	<b>Congressional/Public Affairs Notification &gt; \$3.5 MIL (DOT Form 4220.41)</b>	T3.13.1.A.3			
<b>TAB</b>	<b>Make Award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
17	<b>Purchase Order Documentation/PRISM Award</b>				
	<b>Award Letter</b>				
19	<b>FPDS</b>	T3.13.1			
18	Purchase Order Distribution w/ Attachments Award Notification - Contractor, Payment Office, Requiring Service Organization, COR, Budget/Finance Office, Security Office, Small Business Program Office, Property Office, AFA-100, AFI-100, QRO	T3.2.2.3.A.10			
	<b>Contractor Debriefings</b>	3.2.2.3.1.4 & T3.2.2.3.A.11			
	<b>Management Review &amp; Legal Coordination and Review</b>	T1.15			
	<b>Protest Documentation</b>	T3.2.2.3.A.11			
<b>Contract Administration</b>					
<b>TAB</b>	<b>Manage Award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
20	<b>Document:</b> Letters of Delegation of Contracting Officer Representative	T3.10.1.A.3, Procurement Templates			
	Training/Certification of COR Complete	T3.10.1.A.3			
	Notification of COR Appointment to Acquisition Career Manager	T3.10.1.A.3			
	Notification of COR Revocation Letter	T3.10.1.A.3			
21	<b>CPARS Evaluation</b>	T3.10.1.B.9			
	<b>Tax Exemption</b>	T3.4.2			
	<b>Payrolls and Labor Correspondence</b>	T3.6.2			
22	<b>General Correspondence</b>	T3.10.1			
25	<b>Government Property (List of Property, Review/Approval of Contractor's Property Control System, Reports, &amp; Periodic Inventories)</b>	3.10.3 & T3.10.3			
23	<b>Record of Payment (Invoices, Progress Payment Documentation, Periodical Estimates, Payment Approvals/Certifications, Delphi Report)</b>	3.3.1.2 & T3.3.1			
24	<b>Security Reports</b>	3.14 & T3.14.1			
26	<b>FOIA Requests</b>	T3.1.6.A.4			
27	<b>Acceptance Reports</b>	T3.10.4.A.4			
	<b>Equitable Adjustments Documentation</b>	T3.10.A.5			
29	<b>Modifications</b>	T3.10.1.A.5			
	<b>Document:</b> Option Exercise Notification	T3.2.4.A.9			
	<b>Management Review &amp; Legal Coordination/Review</b> of Modifications affecting Govt. Obligations and Exercise of Options	T1.15			
	<b>Justification for Modification (PR Request, SOW, IGCE, etc.)</b>	T3.10.1.A.5			
	<b>Procurement Team Review of Final Modification Documents</b>	T1.15			
	<b>Modification Documents (PRISM Award, Proposal Documents, IGCE etc.)</b>				
	<b>Close-out &amp; Terminate Award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
28	<b>Claims and Disputes</b>				



	Cases				
	Termination	T3.10.6			
	Finding and Decisions of CO	T3.10.1.B.4			
	<b>Management Review &amp; Legal Coordination/Review</b> of Termination/Disputes/Claims, etc.	T1.15			
	Appeals from Decisions				
<b>21</b>	<b>CPARS (Past Performance)</b>	T3.10.1.B.9			
<b>30</b>	<b>Closeout</b>	3.10.10 & T3.10.1			
	<b>Document:</b> Contract Closeout Checklist & Contract File Completion Statement	T3.10.1.B.4, Procurement Checklist			
	Property Clearance/Distribution				
	<b>Final Release Documentation</b>	T3.10.1.B.4			
	Statement of Liquidated Damages				
	Final Delivery	T3.10.1.B.4			
	<b>Document:</b> Contractor Release (DOT-4220.4)	T3.10.1.B.4, Procurement Forms			

