

## Delivery Order/Task Order/BPA Call Checklist

**Base Contract Number:**

**Contractor Name:**

**Delivery/Task Order/BPA Number:**

**Contractor Point of Contact:**

**Award Date:**

**Contracting Officer:**

**Base Period of Performance:**

**Contracting Officer Representative:**

**Period of Performance (including options):**

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> Brand Name Mandatory/Brand Name or Equal Template	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			
	Preservation and Packaging Requirements	T3.2.2.8			
	<b>Document:</b> Independent Government Cost Estimate	T3.2.1 & T3.2.3			
	Government Furnished Property	T3.2.1, 3.10.3, & T3.10.3			
14	<b>Determination to Use Commercial Items</b>	3.2.2.5 & T3.2.2.5			
19	<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			
TAB	TO/DO/BPA Call Development and Review	AMS Reference	Y	N	N/A
4	<b>Wage Determinations</b>	T3.6.2.A.6 & T3.6.3.A.10			
	<b>TO/DO/BPA Call Review</b>				
	Service Organization Review				
	<b>Management &amp; Legal Review &amp; Coordination</b> if Procurement > \$100 K (including all options)	T1.15			
3	Security Review	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> Contractor Position Risk Sensitivity Designation Level Record (FAA Form 1600.77)	Procurement Forms			
Source Selection					
TAB	Manage Solicitation	AMS Reference	Y	N	N/A
2	<b>Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements of \$150K or Greater</b>	3.1.5, 3.1.6, T3.1.5 T3.1.6 Procurement Template			
5	<b>Request for Quote/Proposal</b>	3.2.1.3.1.1 & T3.2.2.3.B.1			
	<b>SIR Amendments</b>	T3.2.2.3.A.2c			
8	<b>Pre-Submittal Conference</b>	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
	<b>SIR Responses &amp; Verification of Offers</b>	T3.1.8			
9, 10, 11, &	<b>Communication with Offerors (Late Offers, Mistake in Offer, No Offers etc.)</b>	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
	<b>Cancellation of SIR</b>	T3.2.2.3.B.3			
TAB	Evaluate Responses	AMS Reference	Y	N	N/A
	<b>Procurement Team Evaluation Reports &amp; Plans</b>	3.2.2.3.1.2.3 & T3.2.2.3			
	Evaluation Documentation	3.2.2.3.1.2.3 & T3.2.2.3.A.9(d)			
	Evaluation Team Members	3.2.2.3.1.2.3 & T3.2.2.3			
	Evaluation Written Report	3.2.2.3.1.2.3 & T3.2.2.3			
	T&M/LH: Evaluation of Employee Resumes	3.2.2.3.1.2.3 & T3.2.2.3			
	Cost/Price Report	T3.2.2.3.A.9e			
	<b>Management Review &amp; Legal Coordination and Review</b> of Evaluation Reports & Plans	T1.15			
7	<b>Responsibility Determination Documentation (to include checking Sam.gov)</b>	T3.2.2.7			
	Certificate of Current Cost or Pricing Data	T3.2.3			
	<b>Award Decision Document/Negotiation</b>	3.2.2.3.1.2.5 & T3.2.2.3.A.10			
	<b>Management Review &amp; Legal Coordination and Review</b> of Award Decision/ Negotiation Memorandum	T1.15			



TAB	Make Award	AMS Reference	Y	N	N/A
21	Contract Documents/PRISM Award	T3.2.2.3			
23	FPDS	T3.13.1			
	DO/TO/Call Order 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			
13	Letters to Unsuccessful Offerors	T3.2.2.3.A.11			
27	Document: Authorization to Proceed	Procurement Samples			
28	Post Award Conference/Kick Off Meeting	T3.8.7			
Contract Administration					
TAB	Manage Award	AMS Reference	Y	N	N/A
24	Document: 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			
	First Article Testing and Approval	3.10.9			
26	Construction Task Orders Only*				
	Document: Bonding	3.4.1 & T3.4.1.A.3			
	Insurance	3.4.1 & T3.4.1.A.4			
	Submittal Certifications (Hazard Waste, Schedule, Drawings, etc.)	T3.6.3			
	Document: Statement & Acknowledgment	Procurement Forms			
	CAI/JAI Inspections	T3.8.7.A.10			
	CPARS Evaluation	T3.10.1.B.9			
	Tax Exemption	T3.4.2			
	Payrolls and Labor Correspondence	T.3.6.2			
	General Correspondence	T3.10.1			
30	Government Property (List of Property, Review/Approval of Contractor's Property Control System, Reports, & Periodic Inventories)	3.10.3 & T3.10.3			
32	Record of Payment (Invoices, Progress Payment Documentation, Periodical Estimates, Payment Approvals/Certifications, Delphi Report)	3.3.1.2 & T3.3.1			
33	Security Reports	3.14 & T3.14.1			
34	FOIA Requests	T3.1.6.A.4			
	Investigations, Violations, and Legal Items (Complaints, Patent & Copyright, Anti-Trust etc.)				
35	Acceptance Reports	T3.10.4.A.4			
29	Weekly Progress Reports/Daily Logs				
	Receiving Reports	T3.1.4, T3.2.6			
	Equitable Adjustments Documentation	T3.10.A.5			
	Modifications	T3.10.1.A.5			
	Document: Option Exercise Notification	T3.2.4.A.9			
	Management Review & Legal Coordination/Review of Modifications affecting Govt. Obligations and Exercise of Options	T1.15			
	Justification for Modification	T3.10.1.A.5			
	Procurement Team Review of Final Modification Documents	T1.15			
	Modification Documents (PRISM Award, Proposal Documents, etc.)	T3.10.1.A.5			
31	General Correspondence	T3.10.1			
Closeout & Terminate Award			Y	N	N/A
38	Claims and Disputes				
	Termination	T3.10.6			
	Finding and Decisions of CO	T3.10.1.B.4			
	Management Review & Legal Coordination/Review of Termination/Disputes/Claims, etc.	T1.15			
	Appeals from Decisions				
	CPARS (Past Performance)	T3.10.1.B.9			
39	Closeout	3.10.10 & T3.10.1			
	Document: Contract Closeout Checklist & Contract File Completion Statement	T3.10.1.B.4, Procurement Checklist			
	Property Clearance/Distribution				
37	Final Release Documentation				
	Statement of Liquidated Damages				
	Final Delivery	T3.10.1.B.4			
37	Document: Contractor Release (DOT-4220.4)	T3.10.1.B.4, Procurement Forms			

