

OTA File Checklist

Contract Number:

Contractor Point of Contact:

Award Date:

Contracting Officer:

Base Period of Performance:

Contracting Officer Representative:

Contractor Name:

Procurement Planning					
TAB	Plan Procurement	AMS Reference	Y	N	N/A
	Procurement Team Members/Organizations				
	Procurement Request Package	3.2.1 & T3.2.1			
	Procurement System Generated Requisition, if applicable	T3.2.1			
	Market Analysis	AMS 3.2.1.2 & T3.2.1.2			
	Document: Justification for Other Transaction Agreement	OTA Guide			
	Management Review & Legal Coordination and Review of Market Surveys and Analyses	T1.15			
	Statement of Work, Specifications, Purchase Description, Drawings, or Other Appropriate Technical Description of the Requirement	T3.2.1			
	Document: Independent Government Cost Estimate (IGCE)	T3.2.1 & T3.2.3			
	Government Furnished Property	T3.2.1, 3.10.3, & T3.10.3			
	Market Survey/Research/Analysis	3.2.1.2.1 & T3.2.1.2			
	Management Review & Legal Coordination and Review of Market Surveys and Analyses	T1.15			
	Document: 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
	Export Control Review	T3.6.4.A.14 & FAA Order 1240.13			
	Coordination with Quality Assurance Division				
	CIO Review if Procurement if equal or greater than \$250K and is for Information Resources	T3.2.1.A.3			
	Document: CIO IT Procurement Review and Approval Form	Procurement Templates			
	CFO Review if Procurement if equal or greater than \$10 MIL (including all options)	T3.2.1.4			



	Document: SCRB Phase I Template	Procurement Templates			
	Document: SCRB Phase II Template	Procurement Templates			
	Administrator Review if procurement if equal to or greater than \$10 MIL (including all options)	T3.1.4.1.b			
TAB	OTA Development and Review	AMS Reference	Y	N	N/A
	Screening Information Request (SIR)	T3.2.2.3.A.6			
	Evaluation Plan/Scoring Criteria	T3.2.2.3.A.4			
	OTA Review				
	Service Organization Review				
	Management & Legal Review & Coordination if Procurement > \$100 K (including all options)	T1.15			
	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			
	Document: OPM Position Designation Automated Tool	T3.14.1A.3 e (2)(b) (ii)			
Source Selection					
TAB	Manage Solicitation	AMS Reference	Y	N	N/A
	Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements of \$150K or Greater	3.1.5, 3.1.6, T3.1.5, T3.1.6/Procurement Templates			
	Document: Procurement Integrity Act (Team Briefing)	3.1.8 & T3.1.8			
	Public Announcement (over \$150K)	3.2.1.3.1.1 & T3.2.2.3.B.1			
	SIR Amendments	T3.2.2.3.A.2c			
	Pre-Submittal Conference	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
	SIR Responses & Verification of Offers	T3.1.8			
	Communication with Offerors (Late Offers, Mistake in Offer, etc.)	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
	Cancellation of SIR	T3.2.2.3.B.3			
TAB	Evaluate Responses	AMS Reference	Y	N	N/A
	Procurement Team Evaluation Reports & Plans	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			
	Cost/Price Report	T3.2.2.3.A.9e			
	Management Review & Legal Coordination and Review of Evaluation Reports & Plans	T1.15			
	Responsibility Determination Documentation (to include checking Sam.gov)	T3.2.2.7			
	Award Decision Document/Negotiation	3.2.2.3.1.2.5 & T3.2.2.3.A.10			
	Management Review & Legal Coordination and Review of Evaluation Reports & Plans	T1.15			
	CFO Review if Procurement if equal or greater than \$10 MIL (including all options)	T3.2.1.4			
	Document: Congressional Affairs Notification > \$3.5 MIL and DOT Form 4220.41	T3.14.1.A.3 Procurement Forms and Template			
TAB	Make Award	AMS Reference	Y	N	N/A
	Contract Documents/PRISM Award				
	Award Letter	T3.2.2.3			
	FPDS/FAB/US Spending, if applicable	OTA Guide			
	Contract 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			
	Contractor Debriefings	3.2.2.3.1.4 & T3.2.2.3.A.11			
	Management Review & Legal Coordination and Review of Evaluation Reports & Plans	T1.15			
	Document: Authorization to Proceed	Procurement Samples			
	Post Award/Preconstruction Conference/Kick Off Meeting	T3.8.7			
Contract Administration					
TAB	Manage Award	AMS Reference	Y	N	N/A
	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			
	Payrolls and Labor Correspondence	T.3.6.2			
	General Correspondence	T3.10.1			
	Government Property (List of Property, Review/Approval of Contractor's Property Control System, Reports, & Periodic Inventories)	3.10.3 & T3.10.3			
	Record of Payment (Invoices, Progress Payment Documentation, Periodical Estimates, Payment Approvals/Certifications, Delphi Report)	3.3.1.2 & T3.3.1			
	FOIA Requests	T3.1.6.A.4			
	Equitable Adjustments Documentation	T3.10.A.5			
	Modifications	T3.10.1.A.5			
	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.)				
TAB	Close-out & Terminate award	AMS Reference	Y	N	N/A
	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				
	Closeout	3.10.10 & T3.10.1			
	OTA File Closeout & Completion Statement				
	Property Clearance/Distribution				
	Final Release Documentation				
	Final Delivery	T3.10.1.B.4			
	Document: Contractor Release (DOT-4220.4)	T3.10.1.B.4, Procurement Forms			

