

## OTA File Checklist

**Contract Number:**

**Contractor Point of Contact:**

**Award Date:**

**Contracting Officer:**

**Base Period of Performance:**

**Contracting Officer Representative:**

**Contractor Name:**

*The tab numbers are for EDOCs purposes only and are not meant to be followed chronologically.*

Procurement Planning					
TAB	Plan Procurement	AMS Reference	Y	N	N/A
	<b>Procurement Team Members/Organizations</b>				
	<b>Procurement Request Package</b>	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			
	<b>Document:</b> Justification for Other Transaction Agreement	OTA Guide			
	<b>Management Review &amp; Legal Coordination and Review</b> 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			
	<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			
	<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>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/Procurement Templates			
TAB	Procurement Reviews	AMS Reference	Y	N	N/A
	<b>Export Control Review</b>	T3.6.4.A.14 & FAA Order 1240.13			
	<b>Coordination with Quality Assurance Division</b>				
	<b>CIO Review if Procurement if equal to or greater than the AMS risk threshold 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 \$15 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			
	<b>Administrator Review if procurement if equal to or greater than \$10 MIL (including all options)</b>	T3.1.4.1.b			
<b>TAB</b>	<b>OTA Development and Review</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<b>Screening Information Request (SIR)</b>	T3.2.2.3.A.6			
	<b>Evaluation Plan/Scoring Criteria</b>	T3.2.2.3.A.4			
	<b>OTA Review</b>				
	Service Organization Review				
	<b>Management &amp; Legal Review &amp; Coordination</b> if Procurement > AMS risk threshold (including all options)	T1.15			
	<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)			
<b>Source Selection</b>					
<b>TAB</b>	<b>Manage Solicitation</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<b>Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements greater than the AMS risk threshold</b>	3.1.5, 3.1.6, T3.1.5, T3.1.6/Procurement Templates			
	<b>Document:</b> Procurement Integrity Act (Team Briefing)	3.1.8 & T3.1.8			
	<b>Public Announcement (if Procurement &gt; AMS risk threshold)</b>	3.2.1.3.1.1 & T3.2.2.3.B.1			
	<b>SIR Amendments</b>	T3.2.2.3.A.2c			
	<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			
	<b>Communication with Offerors (Late Offers, Mistake in Offer, 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			
<b>TAB</b>	<b>Evaluate Responses</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<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			
	Cost/Price Report	T3.2.2.3.A.9e			
	<b>Management Review &amp; Legal Coordination and Review</b> of Evaluation Reports & Plans	T1.15			
	<b>Responsibility Determination Documentation (to include checking Sam.gov)</b>	T3.2.2.7			
	<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 Evaluation Reports & Plans	T1.15			
	<b>CFO Review if Procurement if equal or greater than \$15 MIL (including all options)</b>	T3.2.1.4			
	<b>Document:</b> Congressional Affairs Notification > \$3.5 MIL and FAA form 4400-35	T3.14.1.A.3 Procurement Forms and Template			
<b>TAB</b>	<b>Make Award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<b>Contract Documents/PRISM Award</b>				
	<b>Award Letter</b>	T3.2.2.3			
	<b>FPDS/FAB/US Spending, if applicable</b>	OTA Guide			
	<b>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</b>	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> of Evaluation Reports & Plans	T1.15			
	<b>Document:</b> Authorization to Proceed	Procurement Samples			
	<b>Post Award/Preconstruction Conference/Kick Off Meeting</b>	T3.8.7			
<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>
	<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			
	<b>Payrolls and Labor Correspondence</b>	T.3.6.2			
	<b>General Correspondence</b>	T3.10.1			
	<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			
	<b>Record of Payment (Invoices, Progress Payment Documentation, Periodical Estimates, Payment Approvals/Certifications, Delphi Report)</b>	3.3.1.2 & T3.3.1			
	<b>FOIA Requests</b>	T3.1.6.A.4			
	<b>Equitable Adjustments Documentation</b>	T3.10.A.5			
	<b>Modifications</b>	T3.10.1.A.5			
	<b>Management Review &amp; Legal Coordination/Review</b> 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.)				
<b>TAB</b>	<b>Close-out &amp; Terminate award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<b>Claims and Disputes</b>				
	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>Closeout</b>	3.10.10 & T3.10.1			
	OTA File Closeout & Completion Statement				
	Property Clearance/Distribution				
	<b>Final Release Documentation</b>				
	Final Delivery	T3.10.1.B.4			
	<b>Document:</b> Contractor Release (DOT-4220.4)	T3.10.1.B.4, Procurement Forms			

