

## CFO Approval Requirements – SCRB Phase I



### Federal Aviation Administration Request for Approval of Chief Financial Officer Procurements with a Total Estimated Potential Value of \$15 million or more **PHASE I - SCRB FORM**

Acquisition Name:

#### Program/Acquisition Office Lead

Name:

Signature:

Date:

#### LOB/SO/ARC Head

Name:

Signature:

Date:

#### Support Contract Review Board (SCRB)

**AAQ**

Name:

Signature:

Date:

**AGC**

Name:

Signature:

Date:

**AFA**

Name:

Signature:

Date:

Approve

Disapprove

#### Comments

*Note: Approval by the Acquisition Strategy Review Board (ASRB) must be obtained prior to the SCRB I meeting. Submit a copy of the ASRB approval (the complete document) along with the SCRB Phase I form and briefing slides.*

## Evaluation Checklist for Support Procurements Support Contract Review Board (SCRB) Phase I

Acquisition Name

Estimated Cost

LOB

Acquisition Number

### Procurement Description/Requirement

*Explain the purpose or need for the procurement, discuss whether or not this is a new procurement or a procurement for a follow-on contract, if it will consolidate or eliminate any existing contracts, what alternative contractual vehicles*

### Type of Planned Procurement Action

Acquisition Type	New	Mod	Contract Type	% To Be Used
Competitive Contract			Fixed Price	
Single Source Contract*			Cost	
Set-Aside Contract			Cost Sharing **	
Interagency Agreement			Time and Materials	
Intra-Agency Agreement				

*\*Attach draft single source justification, if required*

*\*\* Specify % to be shared by contractor*

### Period of Performance

*Provide period of performance for the proposed base contract and the number and period of performance for all contract options.*

### Summary of Services to be Acquired

*Specify the type of support service to be procured under this proposed acquisition (e.g., technical, engineering, scientific, professional, management and administrative expertise, advice, analysis, studies or reports) and examples of the work to be accomplished (e.g., preparation of screening information requests (SIR) for a new system acquisition, development of a new systems engineering concept, management of project financial information, etc).*

## CFO Approval Requirements – SCRB Phase I

### Estimated Funding Required

FY	RE&D	F&E	OPS	Total
Total				

### Procurement Schedule

Milestones	Estimated Start Date	Estimated End Date
Market Survey or Analysis		
Draft SIR Prep / Issue		
Final SIR Prep / Issue		
Proposal Prep / Evaluation		
Contract Award	N/A	

### Points of Contact

Program Official	Contracting Officer
Name	
Organization	
Telephone	
Email	