

Contract number: _____ Contractor name: _____

Award date: _____ Performance period: _____

A & E Acquisition Checklist – Pre-announcement to Award

Tab A – Award Documents

- ___ Signed original contract
- ___ Signed original modifications

Tab B – Pre-announcement

- ___ Acquisition Plan (AP) or other acquisition request document(s) (FAR 7.1; HHSAR 307.71)
- ___ HHS Small Business Review form (FAR 19.501; HHSAR 319.501)
- ___ Request for Information (RFI) [FAR 15.201; HHSAR 315.201(e)]
- ___ Sources Sought Notice (FedBizOpps) (FAR 5.205; HHSAR 310.001; 319.202-2)
- ___ Other

Tab C – Determinations, Clearances, and other Documentation

- ___ Use and evaluation of options (FAR 17.205; 17.206)
- ___ Determination to use a Time & Materials or Labor Hour contract [FAR 12.207(b); 16.601(d)]
- ___ Project Officer certification of training (HHSAR 301.606)
- ___ Contract type selection documentation [FAR 16.102(d)]
- ___ Other

Tab D – Public Announcement

- ___ Public announcement synopsis (FedBizOpps) (FAR 5.102; 36.601-1)
- ___ Pre-proposal conference documentation (FAR 15.201)
- ___ Combined synopsis/solicitation (FAR 12.603)
- ___ Correspondence/questions/responses (FAR 15.201)
- ___ Announcement/solicitation amendments (FAR 15.206)
- ___ List of responses received
- ___ Record of late proposal(s) and notification letter(s) (FAR 15.208)
- ___ Excluded Parties List System (FAR 9.404)
- ___ Other

Tab E – Evaluation

- ___ Preselection board agenda/roster (FAR 36.602-2)
- ___ Evaluation board agenda/roster (FAR 36.602-2)
- ___ Signed evaluation board score sheets (FAR 36.602-3)
- ___ Evaluation board discussion/oral presentation phase documentation (FAR 36.602-3)
- ___ Evaluation board selection report (FAR 36.602-3)
- ___ Selection authority decision (FAR 36.602-4)

Tab E (cont'd)

- ___ Evaluation board/board chairperson evaluation and selection documentation/report (FAR 36.602-5) for actions of \$100,000 or less
- ___ Notice regarding firm selected for negotiation (FAR 36.607)
- ___ Conflict of interest/confidentiality forms for reviewers (FAR 3.104; HHSAR 303.104; 315.305)
- ___ Responsibility/nonresponsibility - determination (FAR 9.105-2)
- ___ Other

Tab F – Successful Offeror's Proposal

- ___ Original SF-330 Part I; copy of Part II; and proposal (FAR 4.803)
- ___ Representations and certifications, if not part of the proposal (FAR Subpart 4.12)
- ___ Negotiation questions and responses (FAR 4.803)
- ___ Other

Tab G – Prenegotiation, Negotiation, and Cost/Price Analysis

- ___ Solicitation for successful offeror (FAR 36.606)
- ___ Offeror's final proposal revision (FAR 36.606)
- ___ Prenegotiation objectives (FAR 15.406-1)
- ___ Structured fee calculation (FAR 15.404-4; HHSAR 315.404)
- ___ Cost realism analysis [FAR 15.404-1(d)]
- ___ Project Officer's technical review of contractor's business proposal [FAR 15.404-1(e)]
- ___ Cost/price analysis [FAR 15.404-1(b) and (c)]
- ___ Indirect cost rate agreement (FAR 42.703)
- ___ Certificate of current cost or pricing data (FAR 15.406-2)
- ___ Summary of negotiations with cost/price spreadsheet (FAR 15.406-3; HHSAR 315.372)
- ___ Other

Tab H – Pre-award Documentation, Funding, and Clearances

- ___ Requisition
- ___ Small business subcontracting plan (FAR 19.702)
- ___ Internal/other file review (HHSAR Subpart 304.71)
- ___ Legal review
- ___ Excluded Parties List System (FAR 9.404)
- ___ Equal employment opportunity compliance clearance (FAR 22.805)
- ___ Foreign acquisition clearance (FAR Part 25)
- ___ Central Contractor Registration (CCR) verification <http://www.ccr.gov> (FAR 4.1100)
- ___ Data Entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)
- ___ Other

**Tab I – Notices, Reports, Debriefings, and
Protests**

- ___ Award notification – small business subcontracting plan (FAR 19.705-6)
- ___ Release of award information (FAR 36.607; 5.401)
- ___ Debriefing documentation (FAR 36.607)
- ___ HHS congressional liaison notification (HHSAR 305.303)
- ___ COTR certification of training (HHSAR 301.604)
- ___ COTR designation memorandum (HHSAR 301.605)
- ___ Contract transmittal/award notification letter(s)
- ___ Protest documentation (FAR 33.103; 33.104; 19.302; 19.305)
- ___ Other