

GSA FSS Contract number: _____

Delivery/task order number: _____ Performance period: _____

Award date: _____ Contractor name: _____

GSA FSS Delivery/Task Order Checklist – Administration and Closeout

Use this checklist for the administration and closeout of delivery and task orders against GSA FSS contracts exceeding the micro-purchase threshold. File completed/received reports and deliverables under the appropriate sub-tab in Tab C. If a report or other document is filed other than in the order file, indicate its location under Tab C. For modifications (Tab D), file each modification by its own numbered tab – e.g., modification #1, #2, etc., and include for each the applicable information cited in the sub-tabs. (NOTE: This checklist does not apply to BPAs that are established. See FAR 8.405-3(d) for procedures regarding the review and administration of BPAs.)

Tab A – Administration

- Stop-work orders (FAR Subpart 42.13)
- Freedom of Information Act requests (FAR 24.2; HHSAR 324.202)
- Property administration (FAR Part 45)
- Annual evaluations of contractor performance (FAR Subpart 42.15; HHSAR 342.7002)
- Miscellaneous correspondence and documentation
- Other

Tab B – Invoices and Other Financial Information

- Invoices
- Disputes clause appeals (FAR 12.403)
- Contractor's termination settlement documentation (FAR 12.403; Part 49)
- Financial reports/other financial information
- Other

Tab C – Reports and Deliverables

Tab C-1 Reports

- Technical and progress reports
- Receiving, inspection, and acceptance reports (FAR 8.406-2)
- COTR receipt, acceptance, comments
- Other

Tab C-2 Deliverables other than Reports

- Deliverables
- COTR receipt, acceptance, comments
- Other

Tab D – Modifications

Tab D-1 Planning Documentation for Modification

- Acquisition request document(s)
- Limited Source Justification (LSJ) (FAR 8.405-6; HHSAR 308.405-6)
- Other

Tab D-2 Determinations and Clearances

- Exercise of option (FAR 17.207)
- Paperwork Reduction Act: OMB clearance (HHSAR 352.270-7)

Tab D-2 (cont'd)

- Printing (FAR 8.8)
- Other

Tab D-3 Contractor Notification/Response

- Modification letter/request to contractor
- Contractor's technical/price response (FAR 4.803)
- Questions and responses (FAR 4.803)
- Notice of termination (FAR 12.403; Part 49)
- Other

Tab D-4 Other Modification Support Documentation, Funding, Clearances, and Transmittals

- CO/COTR analysis of contractor's technical/price response
- Termination settlement agreement (FAR 12.403; Part 49)
- Funding document (e.g., requisition)
- Modification support documentation
- Internal/other file review
- Data entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)
- Modification transmittal letter
- Other

Tab D-5 Modification Document

- Signed original modification

Tab E – Closeout (FAR 4.804-5)

- Expiration letter to contractor
- Contractor's final payment invoice
- Contractor's release form
- COTR certification/final receiving report
- CO's final certification/completion statement
- Data entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)
- Other