

Contract number: _____

Task order number: _____ Contractor name: _____

Award date: _____ Performance period: _____

Task Order Checklist – Presolicitation to Award

Separate each task order by its own numbered tab – e.g., Task Order #1, #2, etc.

Tab A – Award Documents

- ___ Signed original task order
- ___ Signed original modifications

Tab B – Presolicitation

- ___ Acquisition Plan (AP) or other acquisition request document(s) (FAR 7.1; HHSAR 307.71)
- ___ Basis for exception to fair opportunity process (FAR 16.505)
- ___ Other

Tab C – Determinations and Presolicitation Clearances

- ___ Use and evaluation of options (FAR 17.205; 17.206)
- ___ Approval for use of unilateral not-to-exceed task order
- ___ Task order COTR certification of training (HHSAR 301.604)
- ___ Determination to use a Time & Materials or Labor Hour contract [FAR 12.207(b); 16.601(d)]
- ___ Non-personal services [FAR 37.103(a)(3)]
- ___ Use of Government-furnished property, equipment, or information (FAR Subpart 45.3)
- ___ Paperwork Reduction Act: OMB clearance (HHSAR 352.270-7) or clinical exemption documentation
- ___ Public affairs services (HHS Public Affairs Management Manual, 1986)
- ___ Information Technology (IT) clearance (FAR 7.103; Part 39)
- ___ Wage rate determination (FAR 22.1000)
- ___ Printing (FAR 8.8)
- ___ Other

Tab D – Solicitation

- ___ Task order solicitation document (FAR 16.505)
- ___ Solicitation correspondence/questions/responses (FAR 15.201)
- ___ Solicitation amendments (FAR 15.206)
- ___ List of proposals received
- ___ Excluded Parties List System (FAR 9.404)
- ___ Other

Tab E – Technical Evaluation/Source Selection

- ___ Technical evaluation panel agenda/roster (FAR 15.305; HHSAR 315.305)
- ___ Signed technical evaluation score sheets (FAR 15.305; HHSAR 315.305)

Tab E (cont'd)

- ___ Technical evaluation report (FAR 15.305; HHSAR 315.305)
- ___ Conflict of interest/confidentiality forms for reviewers (FAR 3.104; HHSAR 303.104; 315.305)
- ___ Exchanges with offerors (FAR 15.306)
- ___ Negotiation questions and responses (other than with successful offeror (FAR 4.803)
- ___ Request for final proposal revision (FAR 15.307; HHSAR 315.307)
- ___ Source selection determination (FAR 15.308)
- ___ Other

Tab F – Successful Proposal

- ___ Original technical and cost/price proposal (FAR 4.803)
- ___ Negotiation questions and responses (FAR 4.803)
- ___ Other

Tab G – Cost/Price Analysis

- ___ Task order COTR'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)
- ___ Structured fee calculation (FAR 15.404-4; HHSAR 315.404)
- ___ Cost realism analysis [FAR 15.404-1(d)]
- ___ Other

Tab H – Prenegotiation and Negotiation

- ___ Prenegotiation objectives (FAR 15.406-1)
- ___ Summary of negotiations with cost/price spreadsheet (FAR 15.406-3; HHSAR 315.372)
- ___ Other

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

- ___ Requisition
- ___ Small business subcontracting plan (FAR 19.702)
- ___ Internal/other file review (HHSAR Subpart 304.71)
- ___ Excluded Parties List System (FAR 9.404)
- ___ Human subjects assurance (45 CFR Part 46 Subpart A; HHSAR Subpart 370.3)
- ___ Animal welfare assurance (HHSAR Subpart 370.4)
- ___ Bid guarantee (FAR 28.101)
- ___ Performance and payment bond/insurance certificate (FAR Subpart 28.1)
- ___ Data entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)

Tab I (cont'd)

___ Other

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

- ___ Award notification – small business subcontracting plan (FAR 19.705-6)
- ___ Award notification letter(s) to unsuccessful offeror(s) (FAR 15.503)
- ___ HHS congressional liaison notification (HHSAR 305.303)
- ___ Debriefing documentation (preaward and/or postaward) (FAR 15.505; 15.506)
- ___ Task order COTR designation memorandum (HHSAR 301.605)
- ___ Task order award transmittal letter(s)
- ___ Other