

GSA FSS Contract number: _____

Delivery/task order or BPA number: _____ Performance period: _____

Award date: _____ Contractor name: _____

GSA FSS Order/BPA Checklist – Presolicitation to Award

Use this checklist for (i) the award of delivery and task orders exceeding the micro-purchase threshold against General Services Administration (GSA) Federal Supply Schedule (FSS) contracts (also referred to as "Multiple Award Schedule" contracts) and (ii) the establishment of Blanket Purchase Agreements (BPAs) against GSA FSS contracts.

Tab A – Award Document

- Signed original delivery/task order or BPA
- Signed original modifications

Tab B – Presolicitation

- Acquisition Plan (AP) or other acquisition request document(s) (FAR 7.1; 8.404(c)(1); HHSAR 307.71)
- Information technology (IT) acquisition strategy [FAR 8.404(c)(1); 39.101(b)(2)]
- Limited Source Justification (LSJ) (FAR 8.405-6; HHSAR 308.405-6)
- Procedures for placing orders under BPAs [FAR 8.405-3(a)(3)]
- HHS Small Business Review Form – HHS-653 (FAR 7.104(d); 8.405-5)
- Other

Tab C – Determinations and Presolicitation Clearances

- Excluded Parties List System [FAR 9.405(b)]
- Use and evaluation of options (FAR 17.200)
- Project Officer certification of training (HHSAR 301.606)
- 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)
- IT clearance (FAR 7.103; Part 39)
- Printing (FAR 8.8)
- Other

Tab D – Solicitation/Ordering Procedure

- Request for Quotation and amendments [FAR 8.405-1(c)(2); 8.405-2(c)]
- E-buy posting [FAR 8.405-1(c)(2); 8.405-2(c)]
- List of FSS contractors surveyed and pricing [FAR 8.405-1(c)(1)]
- Solicitation correspondence
- Other

Tab E – Technical Evaluation

- Signed technical evaluation score sheets/report [FAR 8.405-2(d)]
- Conflict of interest/confidentiality forms for reviewers (FAR 3.104; HHSAR 303.104)
- Other

Tab F – Successful Quotation

- Successful respondent's original/final technical and price quotation (FAR 4.803)
- Other

Tab G – Price Evaluation/Reductions

- CO/Project Officer analysis of contractor's price/technical quotation
- Record of price reductions/discounts sought/obtained (FAR 8.404(d); 8.405-1(d); 8.405-2(c)(3); 8.405-4)
- Questions and responses, including record of oral discussions (FAR 4.803)
- Price evaluation/best value analysis and award decision documentation [FAR 8.405-1(c)(3); 8.405-1(e)]
- Determination to use a Time & Materials or Labor Hour contract [FAR 8.405-2(e)]
- Other

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

- Excluded Parties List System [FAR 9.405(d)(4)]
- Funding document (e.g., requisition)
- Internal/other file review
- Central Contractor Registration (CCR) verification <http://www.ccr.gov> (FAR 4.1100)
- Data entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)
- COTR certification of training (HHSAR 301.604)
- COTR designation memorandum (HHSAR 301.605)
- Other

Tab I – Notices, Reports, Debriefings, and Protests

- Award notification to unsuccessful respondents [FAR 8.405-2(d)]
- Debriefing documentation [FAR 8.405-2(d)]
- Protest documentation (FAR 33.103 and 33.104)
- Award transmittal letter(s)