

Negotiated Acquisition Checklist – Presolicitation to Award

Contract/order number: _____ Contractor name: _____

Award date: _____ Performance period: _____

Tab A – Award Documents

- Signed original contract
- Signed original modifications

Tab B – Presolicitation

- Project concept clearance/research initiative
- Acquisition Plan (AP) or other acquisition request document(s) (FAR 7.1; HHSAR 307.71)
- Justification for Other Than Full and Open Competition (JOFOC) (FAR 6.3; HHSAR 306.3); Limited Source Justification (LSJ) (FAR 8.405-6; HHSAR 308.405-6)
- Unsolicited proposal documentation (FAR 15.6; HHSAR 315.6)
- HHS Small Business Review form – HHS-653 (FAR 19.501; HHSAR 319.501)
- Documentation supporting 8(a) set-aside (FAR Subpart 19.8)
- Request for Information (RFI) [FAR 15.201; HHSAR 315.201(e)]
- Sources sought notice (FAR 5.205; HHSAR 305.205; 310.001; 319.202-2)
- Draft solicitation issued for comment [FAR 15.201(c)(6)]
- Presolicitation notice of RFP availability (FedBizOpps) (FAR 5.102; 36.204)
- Other

Tab C – Determinations and Presolicitation Clearances

- Use and evaluation of options (FAR 17.205; 17.206)
- 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)
- Determination to use letter contract (FAR 16.603-3; HHSAR 316.603-3) or other contract type [FAR 16.102(d)]
- Determination to use a Time & Materials or Labor Hour contract [FAR 12.207(b); 16.601(d)]
- Paperwork Reduction Act: OMB clearance (HHSAR 352.270-7) or clinical exemption documentation
- Advisory and assistance services for evaluation of proposals (FAR 37.203(d); 37.204; HHSAR 315.305)
- 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

- Preproposal conference documentation (FAR 15.201)
- Solicitation document (RFP/RFQ) (FAR 15.203) or electronic solicitation location information
- Solicitation correspondence/questions/responses (FAR 15.201)
- Solicitation amendments (FAR 15.206)
- Potential offeror intent to respond replies (FAR 15.204)
- List of proposals received
- Record of late proposal(s) and notification letter(s) (FAR 15.208)
- Excluded Parties List System (FAR 9.404)
- Other

Tab E – Technical Evaluation

- Withdrawal of proposal(s) (FAR 15.208)
- Peer review/technical evaluation panel agenda/roster (FAR 15.305; HHSAR 315.305)
- Signed technical evaluation score sheets (except when peer review is required by statute) (FAR 15.305; HHSAR 315.305)
- Technical evaluation report (FAR 15.305; HHSAR 315.305)
- Conflict of interest/confidentiality forms for reviewers (FAR 3.104; HHSAR 303.104; 315.305)
- Other

Tab F – Competitive Range/Source Selection

- Exchanges with offerors (FAR 15.306)
- Competitive range determination [FAR 15.306(c)]
- Preaward notice of exclusion from competitive range [FAR 15.503(a)]
- Negotiation questions and responses (other than with successful offeror (FAR 4.803)
- Request for final proposal revision (FAR 15.307; HHSAR 315.307)
- Preaward survey/site visit report (FAR 4.803)
- Signed final technical evaluation score sheets (except when peer review is required by statute) and report [FAR 15.305; HHSAR 315.307]]
- Conflict of interest/confidentiality forms for reviewers involved in source selection (FAR 3.104; HHSAR 303.104; 315.305)
- Past performance/small disadvantaged business target evaluation [FAR 15.305; HHSAR 315.305]]
- Source selection determination (FAR 15.308)
- Determination of contractor's non-responsibility (FAR 9.105-2)/SBA small business certificate of competency (FAR 9.105-2; Subpart 19.6)
- Other

Tab G – Successful Proposal

- ___ Original technical and cost/price proposal (FAR 4.803)
- ___ Representations and certifications (if not part of the business proposal) (FAR Subpart 4.12; 15.204-5)
- ___ Negotiation questions and responses (FAR 4.803)
- ___ Final proposal revision (FAR 15.307)
- ___ Other

Tab H – Cost/Price Analysis

- ___ 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)]
- ___ Field pricing report (FAR 15.404-2)
- ___ 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)]
- ___ Determination of adequacy of contractor's accounting system
- ___ Other

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

- ___ Requisition
- ___ Small business subcontracting plan (FAR 19.702)
- ___ Pre-contract costs documentation (FAR 31.205-32)
- ___ 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)
- ___ Contracts with Federal employees (FAR 3.6; HHSAR 303.6)
- ___ Foreign acquisition clearance (FAR Part 25.)
- ___ 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)
- ___ 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 K – Notices, Reports, Debriefings, and Protests

- ___ FedBizOpps award synopsis (FAR 5.301)
- ___ 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)
- ___ COTR certification of training (HHSAR 301.604)
- ___ COTR designation memorandum (HHSAR 301.605)
- ___ Contract transmittal letter(s)
- ___ Protest documentation (FAR 33.103 and 33.104; FAR 19.302 and 19.305)
- ___ Other