

Sealed Bid Acquisition Checklist – Presolicitation to Award

Contract number: _____ Contractor name: _____

Award date: _____ Performance period: _____

Tab A – Award Documents

- Notice of award (FAR 14.408-1)
- Signed original contract
- Signed original modifications

Tab B – Presolicitation

- Acquisition Plan (AP) or other acquisition request document(s) (FAR 7.1; HHSAR 307.71)
- HHS Small Business Review form – HHS-653 (FAR 19.501; HHSAR 319.501)
- Partial set-aside determination (FAR 19.502-3)
- Presolicitation notice of IFB availability (FedBizOpps) (FAR 5.102; 36.204)
- Other

Tab C – Determinations, Clearances, and other Documentation

- 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)]
- Wage rate determination (FAR 22.1000)
- Printing (FAR 8.8)
- Bid sample justification (FAR 14.202-4)
- Descriptive literature justification (FAR 14.202-5)
- Bidders' list (FAR 14.204)
- Presolicitation notices (FAR 14.205)
- Other

Tab D – Solicitation

- Pre-bid conference documentation (FAR 14.207)
- Solicitation document (IFB) (FAR 14.201)
- Solicitation correspondence/questions/responses (FAR 14.211)
- Solicitation amendments (FAR 14.208)
- Determination to postpone bid opening (FAR 14.402-3)
- Cancellation of IFB before opening – statement (FAR 14.209)
- Other

Tab E – Opening of Bids and Evaluation

- Abstract of offers received (FAR 14.403)
- Record of late bid(s) and notification letters (FAR 14.304)
- Excluded Parties List System (FAR 9.404)
- Minor informalities or irregularities (FAR 14.405)

Tab E (cont'd)

- Mistakes in bids before award (FAR 14.407)
- Withdrawal of bids (FAR 14.304)
- Cancellation of IFB after opening – determination (FAR 14.404-1)
- Rejection of individual bid – determination (FAR 14.404-2)
- Notice of rejection of all bids (FAR 14.404-3)
- Preaward survey documentation (FAR 9.106)
- Responsibility/nonresponsibility – determination (FAR 9.105-2)
- Other

Tab F – Successful Offeror's Bid

- Original bid (or copy) (FAR 4.803)
- Representations and certifications, if not part of the bid (FAR Subpart 4.12)
- Questions and responses (FAR 4.803)
- Other

Tab G – Price Analysis

- Price reasonableness determination [FAR 14.408-2; 15.404-1(b)]
- Equal low bid agreement/determination (FAR 14.408-6; 14.408-7)
- Certificate of current cost or pricing data (FAR 15.406-2)
- 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)
- Bid guarantee (FAR 28.1)
- 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 I – Notices, Reports, Debriefings, and Protests

- ___ Notification of unsuccessful bidders (FAR 14.409-1; 5.301)
- ___ Award notification – small business subcontracting plan (FAR 19.705-6)
- ___ 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 14.408-8; 33.103; 33.104; 19.302; 19.305)
- ___ Other