

Contract number: _____ Task order number: _____

Contractor name: _____

Award date: _____ Performance period: _____

Task Order Checklist – Administration and Closeout

Separate each task order by its own numbered tab – e.g., Task Order #1, #2, etc. For modifications (Tab C), 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.

Tab A – Administration

- ___ Pre-construction letter/conference (FAR 36.212)
- ___ Postaward letter/conference (FAR 42.503)
- ___ Authorization to use Government supply sources (FAR 51.102)
- ___ Suspension of work/stop-work orders/delays (FAR Subpart 42.13)
- ___ Value engineering change proposal and documentation (FAR Part 48)
- ___ Claims documentation (FAR 33.2)
- ___ Freedom of Information Act requests (FAR 24.2; HHSAR 324.202)
- ___ Subcontracting plan monitoring (FAR 19.705-6)
- ___ Property administration (FAR Part 45)
- ___ Novation or change of name agreement (FAR Subpart 42.12)
- ___ Site visit reports
- ___ Contractor performance evaluations (FAR Subpart 42.15; HHSAR 342.7002)
- ___ Miscellaneous correspondence and documentation
- ___ Other

Tab B – Invoices and Other Financial Information

- ___ Invoices
- ___ CO authorizations (COAs)
- ___ Contractor notification of overrun/underrun [FAR 42.302(a)(15)]
- ___ Notice of intent to disallow or not recognize costs (FAR 42.801)
- ___ Contractor's termination settlement invoice (FAR 49.112-2)
- ___ Financial reports/other financial information
- ___ Assignment of claims (FAR 32.8)
- ___ Other

Tab C – Modifications

Tab C-1 Planning Documentation for Modification

- ___ Acquisition Plan (AP) or other acquisition request document(s) (FAR 7.1; HHSAR 307.71)
- ___ Incremental funding – status of funds/progress (FAR 32.704)
- ___ Basis for exception to fair opportunity process (FAR 16.505)
- ___ Other

Tab C-2 Determinations and Clearances

- ___ Exercise of option (FAR 17.207)
- ___ Paperwork Reduction Act: OMB clearance (HHSAR 352.270-7) or clinical exemption
- ___ Human subjects assurance (45 CFR Part 46 Subpart A; HHSAR 370.3)
- ___ Animal welfare assurance (HHSAR 370.4)
- ___ Printing (FAR 8.8)
- ___ Other

Tab C-3 Contractor Notification/Response

- ___ Modification letter/request to contractor
- ___ Notice of termination (FAR 49.102)
- ___ Amendment of termination notice (FAR 49.102)
- ___ Contractor's response/technical/cost proposal (FAR 4.803)
- ___ Negotiation questions and responses (FAR 4.803)
- ___ Other

Tab C-4 Cost/Price Analysis and Negotiation

- ___ 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)]
- ___ Prenegotiation objectives (FAR 15.406-1)
- ___ Summary of negotiations with cost/price spreadsheet [FAR 15.406-3; HHSAR 315.372]
- ___ Certificate of current cost and pricing data (FAR 15.406-2)
- ___ Termination settlement agreement (FAR 49.109)
- ___ CO's termination settlement negotiation memorandum (FAR 49.110)
- ___ Other

Tab C-5 Other Modification Support Documentation, Funding, Clearances, and Transmittals

- ___ Requisition
- ___ Modification support documentation
- ___ Internal/other file review (HHSAR Subpart 304.71)
- ___ Data entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)
- ___ HHS congressional liaison notification (HHSAR 305.303)
- ___ Modification transmittal letter
- ___ Original signed modification filed with basic task order in Tab A of Presolicitation to Award folder
- ___ Other

Tab D – Closeout (FAR 4.804-5)

- ___ Task order COTR certification/final receiving report
- ___ Expiration letter to contractor
- ___ Contractor's completion invoice/voucher
- ___ Contractor's royalty statement and patent report
- ___ Contractor's patent and copyright infringement report
- ___ Final indirect cost rate agreement
- ___ Field audit/desk audit and reconciliation
- ___ Contractor's final invoice/voucher and subcontract settlement statement
- ___ Contractor's assignment of refunds, rebates and credits, and other amounts
- ___ Contractor's release form
- ___ Past performance – final [FAR Subpart 36.201; 36.604; HHSAR 42.7002(c)(2)(iv)]
- ___ Electronic Subcontracting Reporting system (eSRS) record of compliance
- ___ CO's final certification/completion statement
- ___ Data entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)
- ___ Other