

Attachment E
NIH Final Recovery Act Checklist

Complete checklist and submit to award approving official prior to contract award.

Process

- The NIH Proposed Recovery Act Contract Action Approval Form has been completed and approved by;
 - o NIH Deputy Director (for R&D)
 - o EO for Non-R&D under \$500k
 - o Director/Deputy Director OALM for Non-R&D \$500k and over.
- Adequate Market Research has been conducted.
- Sources Sought Notice posted for minimum of 10 days (when sole source, as applicable).
- For sole source actions, JOFOC has been approved prior to issuance of solicitation.
- A Review and Approval Template has been prepared and approved by the IC OA Director. A copy is included in the contract file.
- Coordinated with Public Affairs prior to award (excludes RMS and IRP funded contract actions). Information in email to Public Affairs includes "Source Selection Information" legend.
- For equipment, approval memo has been signed by Dr. Michael Gottesman prior to award.
- The action has been reported to ARRAAcquisitions@mail.nih.gov four times, as applicable:
 - o At project approval (after NIH Approval form is signed)
 - o Following posting of presolicitation notice
 - o Following issuance of solicitation
 - o Prior to award (copy of 1st page of award document will be provided)
- This is not an existing contract using the payment management system/letter of credit.

Contract Document

- Prior to contract award/issuance of modification, the contractor was determined to be responsible and verification was conducted to ensure the contractor was not listed in the Excluded Parties List System at www.epls.gov.
- ARRA specific contract clauses have been included in the contract.

- "RECOVERY" is the first word in the title on the award document, including modifications.
- Approval has been obtained one level above the "normal" internal review process of the IC.
- The solicitation and award document indicates which products or services are funded under the Recovery Act.
- All approvals have been obtained.

Data Reporting

- "RECOVERY" is the first word in the title for all FedBizOpps notices (sources sought, presolicitation and award notices)
- Presolicitation notice has been posted in FedBizOpps for TO/DO's of \$25,000 or more (includes GWACs, MACs, FSS contracts including BPAs and other IDIQ contracts, whether single or multiple award) for "information purposes only".
- An award notice will be issued in FedBizOpps (required for all contract actions of \$25,000 or more). The award notice shall include the D-U-N-S number for the awardee(s).
- The award notice in FedBizOpps shall include the rationale if not fixed price and/or competitive.
- The JOFOC will be posted to the award notice if sole source.
- The words "Recovery Act" shall be included immediately after the Treasury Account Symbol (TAS) in DCIS.
- DCIS will be completed prior to contract award/issuance of modification.

Signatures

CO SIGNATURE

Date

AWARD APPROVING OFFICIAL
(At least one level above CO)

Date