

# Award File Documentation Checklist for Purchase, Delivery, Task or BPA Orders >MPT to Be Paid Using the Governmentwide Commercial Purchase Card (GCPC)

**Purchase Request No.:** \_\_\_\_\_

**Award No.:** \_\_\_\_\_

## 1. Purchase Request (PR) Package and Acquisition Planning Considerations

- Purchase Request (iProcurement, POTS, or AMBIS Requisition) and Certification of funds ([FAR 32.702](#))  
 [Purchase description, or Statement of Work](#) (SOW) or Performance Work Statement (PWS)

**YES**

**NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Independent Government Cost Estimate (when necessary)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Market Research</a> (applicable to the requirement—check below any/all that apply)   |
|                          | <input type="checkbox"/> | Recent market research results from similar or identical requirements were reviewed  |
|                          | <input type="checkbox"/> | Knowledgeable individuals in Government and industry contacted   |
|                          | <input type="checkbox"/> | Formal Request for Information (RFI) published in technical or scientific journals, or business publications.  |
|                          | <input type="checkbox"/> | Databases of contracts queried (e.g. <a href="http://www.contractdirectory.gov">www.contractdirectory.gov</a> ).                                       |
|                          | <input type="checkbox"/> | Acquisition staff participated in interactive communication among industry, acquisition and end-user personnel.  |
|                          | <input type="checkbox"/> | Source lists of similar items from other contracting activities, trade associations, or other sources obtained.  |
|                          | <input type="checkbox"/> | Catalogs or on-line resources of product literature published by manufacturers, distributors, and/or dealers reviewed.                                 |
|                          | <input type="checkbox"/> | Sources Sought notice published in FedBizOpps and the results are filed herein.  |
|                          | <input type="checkbox"/> | Other reasonable basis: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sole Source/Limited Source Justification (if applicable)   |
| <input type="checkbox"/> | <input type="checkbox"/> | For Information Technology (IT) Acquisitions and acquisition strategy was developed per <a href="#">FAR 39</a>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Security Program Requirements addressed (if applicable) [ <a href="#">checklist</a> ] <a href="#">FAR 39</a> and <a href="#">HHSAR 339</a> |
| <input type="checkbox"/> | <input type="checkbox"/> | Licensing Agreements <a href="#">NIH Manual Chapter 6027</a>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Data Rights Considerations <a href="#">FAR 27</a> and <a href="#">HHSAR 327</a>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Protection of Individual Privacy   |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Clearance and Other Acquisition Procedures (if applicable) ( <a href="#">NIH Policy Manual 6307-7</a> )  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other justifications as appropriate _____  |

Per [FAR 32.702](#), funds are available and a funding certification has been approved by \_\_\_\_\_ on \_\_\_\_\_

Segregation of Duties Note: The Funds Approving Official may not be the same person as the Contracting Officer (CAO), the Receiving Official or the Disbursing Official (PCH) for this transaction.

## 2. Required Sources for Supplies and Services [[FAR 8](#)]:

Agencies shall satisfy requirements for products & services from or through the sources and publications listed in descending order of priority. The product or service is available from the following priority sources:

**Supplies**

**YES**

**NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Agency Inventories</a>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Excess from other agencies ( <a href="#">GSAXcess</a> )   |
| <input type="checkbox"/> | <input type="checkbox"/> | Federal Prison Industries, Inc., ( <a href="#">UNICOR</a> , <a href="#">FAR 8.6</a> )                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Ability One</a>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wholesale Supply Sources ( <a href="#">NIH SSS</a> , <a href="#">HHS SSS</a> , <a href="#">GSA Global Supply</a> , etc) |

**Use of Other Sources ([8.004](#))**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | NIH FSS BPA, NIH IDCs, HHSSSI, FSSI, GSA FSS, GWACs or multi-agency instruments                       |
| <input type="checkbox"/> | <input type="checkbox"/> | NIH OM BPA, Commercial Sources (including educational and non-profit institutions) in the open market |

**Services**

**YES**

**NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <a href="#">Ability One</a>   |
|                          |                          | <b>Use of Other Sources (<a href="#">8.004</a>)</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | UNICOR, NIH FSS BPA, NIH IDCs, HHSSSI, FSSI, GSA FSS, GWACs or multi-agency instruments               |
| <input type="checkbox"/> | <input type="checkbox"/> | NIH OM BPA, Commercial Sources (including educational and non-profit institutions) in the open market |

Provide justification for any "YES" responses (other than Open Market) where the source is not used:

\_\_\_\_\_

### 3. Clearances, Technical Coordination, or Prior Approval

[NIH Manual Chapters [6307-3 - Special Clearance And Other Acquisition Procedures](#) and [FAR 1.602-1\(b\)](#)]

YES

NO

Is a clearance, technical coordination or prior approval required? If "yes" obtain and/or verify and document below.

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### 4. Green Purchasing [[FAR 23](#)]

YES

NO

Does the requirement include EPA designated items containing recovered materials?

Commonly purchased items under this category include, but are not limited to: toner cartridges, copier paper, tablet/notepad paper, and file folders containing at least 30% post-consumer fiber and total recovered fiber, etc. Also consider services that could include the use of products that contain recovered materials. EPA's list of designated items is found at this link: <http://www.epa.gov/cpg/products.htm>.

Does the requirement include U. S. Department of Agriculture (USDA) designated items containing bio-based products/materials?

Commonly purchased items under this category include, but are not limited to: cleaning products, lubricants, inks, and shipping containers etc. Also consider services that could include the use of products that contain bio-based materials. USDA's list of designated items is found at this link: <http://www.biopreferred.gov>.

Does the requirement include Department of Energy energy-consuming products listed in the [ENERGY STAR](#) or [Federal Energy Management Program \(FEMP\)](#) and [EPEAT](#)?

Commonly purchased items under this category include, but are not limited to: computers, displays/televisions, copiers & printers, and light bulbs/fixtures, etc. Energy's lists of items can be found at above links. Applicable FAR links can be found here: FAR [23.203](#).

### 5. 508 Compliance [[FAR 39.2](#)]

YES

NO

When acquiring Electronic and Information Technology (EIT) has Section 508 compliance been ensured or exception documented?

When acquiring Electronic and Information Technology (EIT) has Section 508 been made an evaluation factor?

Explain any "No" responses:

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### 6. Determining NAICS Code and Size Standard for Requirement [[FAR 19.303](#)]

a. North American Industrial Classification System (NAICS)  <http://www.census.gov/eos/www/naics/>

b. Small Business Size Standard:  (See FAR 19.102, [www.sba.gov/content/small-business-size-standards](http://www.sba.gov/content/small-business-size-standards))

### 7. HHS Form 653 Requirements

HHS Small Business Program Policy Manual specifies HHS 653 submission requirements. All [Open Market](#) awards between MPT and SAT are reserved exclusively for Small Business concerns. [Other Contract Vehicles](#) also have small businesses award goals.

Threshold	Requirement	Approval Level
<input type="checkbox"/> ≤ MPT (≈ \$3,000)	HHS 653 form is not required	NA
<input type="checkbox"/> >\$3,000 – ≤\$25,000	HHS 653 form is required.	Contracting Officer (CO)
<input type="checkbox"/> >\$25,000 – ≤\$150,000	HHS 653 form is required before publicizing and competition.	CO, Small Business Specialist (SBS), SBA Procurement Center Representative (SBA PCR)
<input type="checkbox"/> >\$150,000	HHS 653 form is required before publicizing and competition.	CO, SBS, SBA PCR

## 8. Publicizing Contract Actions [FAR 5.101]

This section is an outline of the procedure followed to publicize or disseminate information about the requirement.

- a.  **GSA Federal Supply Schedule (FSS)** Fair Notice/Fair Opportunity & Notice of Limited Source Justification (LSJ) [FAR 8.4]
- ≤ MPT(≈ \$3,000)—Use of eBuy not required
  - >MPT to ≤ SAT—Use of eBuy not required if quotations are sought from 3 schedule vendors in same Schedule & Special Item Number (SIN) (except Brand Name or LSJ)
  - >SAT—Use of eBuy not required if quotations are received from 3 schedule vendors in the same Schedule and Special Item Number (SIN) (except Brand Name or LSJ)
  - Requirements for items peculiar to one manufacturer >\$25,000: RFQ and Justification must be posted to eBuy
  - Requirements over SAT that limit sources: Award notice including Justification posted to FBO IAW FAR 8.405-6 (explain below)
    - Published on eBuy (explain below):
    - Not Published on eBuy (explain below):
- \_\_\_\_\_
- b.  **IDIQ Internal or External Task Order or Delivery Order** [Refer to specific instrument for guidance] [FAR 16.5]
- \_\_\_\_\_
- \_\_\_\_\_
- Fair Notice/Fair Opportunity provided IAW procedures applicable to the IDIQ \_\_\_\_\_ (e.g. NITAAC, LTASC etc.)
- c.  **Open Market** [FAR 5]
- Up to \$15,000 Publicizing /Dissemination of Information Not Required
- >\$15,000 ≤ \$25,000
- Quotations were solicited orally IAW FAR 5.101(a)(2)(ii) therefore displaying of information not required
  - Request for Quotation (RFQ) was posted on \_\_\_\_\_ Office of Acquisition official “Bid Board” for at least 10 days. Date displayed \_\_\_\_\_ Date of Award \_\_\_\_\_ (include copy of date stamped RFQ in file)
- >\$25,000 ≤ \$150,000
- Combined Synopsis/Solicitation (Commercial Item) published on FBO for 15 days IAW FAR 12.603. Date published \_\_\_\_\_.
  - Synopsis (Pre-Solicitation) published in FedBizOpps for 15 days. Date published \_\_\_\_\_.
    - Solicitation (See Competition Below) published in the FedBizOpps for 15 days. Date published \_\_\_\_\_.
  - Notice of Intent to award Sole Source published in FedBizOpps for 15 days. Date published \_\_\_\_\_.
  - No synopsis published in accordance with the exceptions authorized at FAR 5.202.
    - State exception and include justification in file \_\_\_\_\_

Note: Solicitations containing a brand name specifications must include a justification (Posting or FBO notice) IAW FAR 5.102 (a) (6)

## 9. Competition [FAR 6]

- a.  **GSA Federal Supply Schedule or VA Schedule** [FAR 8.404]
- GSAA Advantage or pricelists/catalogues from 3 or more FSS Contractors surveyed (same group and class) and printed
  - Quotations solicited from 3 or more FSS contractors (same group and class). See file documentation.
  - Only one FSS Contractors product will satisfy requirement. Provide rationale including an informal narrative in the file.
  - Service Requiring a Statement of Work – Request for Quotation (RFQ) required per FAR 8.405-2 (RFQ in file)
- b.  **Indefinite Delivery Indefinite Quantity (Internal or External) Task or Delivery Order** [FAR 16.5]
- Ordering procedures of \_\_\_\_\_ GWAC or IDIQ Contract (e.g. NITAAC, LTASC NIHCATSII etc.) were followed
- Explain \_\_\_\_\_
- c.  **Open Market** [Part 12 or FAR 13 ]
- Oral quotations were solicited from \_\_\_\_\_ vendors and \_\_\_\_\_ open market quotations were received.
  - Written RFQ issued and distributed to three or more open market sources. \_\_\_\_\_ Quotations received.
  - Written RFQ Posted to \_\_\_\_\_ Office of Acquisition Official Bid Board. \_\_\_\_\_ Quotations received.
  - Solicitation posted to FedBizOpps.
  - Sole Source or Brand Name Justification verified by contracting officer and attached.
    - Notice of Intent (NOI) to award sole source posted on FEDBIZOPPS (requirement over \$25,000)

## 10. Evaluation of Quotation or Offers [[FAR 8.405-1\(f\)](#); [8.405-2\(d\)](#); [12.602](#), [13.106-2](#)]

Evaluation was conducted on all responses received using the evaluation criteria provided in the solicitation or RFQ. Price must always be a factor in evaluation. Factors to be included in the RFQ include but are not limited to (price and): (1) past performance; (2) special features; (3) trade-in considerations; (4) life cycle comparison; (5) warranty considerations; (6) maintenance availability; (7) environmental and energy efficiency considerations; and (8) delivery terms. Quotations must be evaluated inclusive of transportation charges from the shipping point of the supplier to the delivery destination.

- Award to be made to the lowest price quoted
  - Award to be made to the Lowest Priced Technically Acceptable (LPTA) response
  - Award to be made to the response offering best value to the Government considering price & other factors (as stated in the RFQ)
  
  - For Services: The level of effort and labor mix has been evaluated and determined to be Fair and Reasonable.
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## 11. Determination of a Fair and Reasonable Price [[FAR 8.404\(d\)](#), [12.209](#), [13.106-3](#)]

- GSA Federal Supply Schedule Delivery or Task Order Prices have been determined to be fair and reasonable.
- Lowest price quoted in competition (3 or more quotes received and the lowest quotation was selected).
- Market Research; Explain: \_\_\_\_\_.
- Current price lists, catalogs, or advertisements (Inclusion of price list, etc. does not, by itself, establish a fair and reasonable price).
- Comparison with similar items in a related industry;
- Contracting officer's personal knowledge of the item being purchased;
- Comparison to an independent Government estimate;
- Other reasonable basis: \_\_\_\_\_.
- Comparison of the proposed price with prices found reasonable on previous purchases (same or products / services and recent)  
Previous Purchases were determined fair and reasonable (complete below as applicable):
  - A copy of the previous order is in the file (required)
  - Previous purchase order number: \_\_\_\_\_
  - Date of previous purchase order: \_\_\_\_\_
  - Method of determining price reasonableness on the previous order(s):
    - Lowest price quoted in competition
      - Current price lists, catalogs, or advertisements (Inclusion of price list, etc. does not, by itself, establish a F&R price).  
Explain: \_\_\_\_\_
      - Comparison with similar items in a related industry;
      - Contracting officer's personal knowledge of the item being purchased;
      - Comparison to an independent Government estimate;
      - Other reasonable basis: \_\_\_\_\_.

## 12. Proposed Contractor Determined to be Responsible [[FAR 9.104](#) & [9.405](#)]

- |                          |   |
|--------------------------|---|
| <b>YES</b>               | <b>NO</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> Vendors System for Award Management (SAM) record printed for file on _____.  |
| <input type="checkbox"/> | <input type="checkbox"/> Vendor is not listed on EPLS (see vendors System for Award Management (SAM) record)  |
| <input type="checkbox"/> | <input type="checkbox"/> Vendor has no delinquent debt subject to collection under the Treasury Offset Program (see vendors System for Award Management (SAM) record) ( <a href="#">FAR 32.1108 (b) (2)</a> ) |

## 13. Small Business Set Aside / Reserve

a. Type of Business *awarded to* (Check all that apply):

Note: when a vendor submits a quote in its own name but which proposes to furnish a product which it did not itself manufacture, the small business size standard is 500 employees ([FAR 52.219-1 \(a\) \(3\)](#))

### SMALL BUSINESS SOCIOECONOMIC

- |  |  |
|--|--|
| <input type="checkbox"/> Women-Owned ( <a href="#">FAR 19.15</a> )                         | <input type="checkbox"/> Economically Disadvantaged Women-Owned                          |
| <input type="checkbox"/> Veteran Owned ( <a href="#">FAR 19.15</a> )                       | <input type="checkbox"/> Service-Disabled Veteran Owned SB ( <a href="#">FAR 19.14</a> ) |
| <input type="checkbox"/> 8(a) ( <a href="#">FAR 19.8</a> )                                 | <input type="checkbox"/> HubZone ( <a href="#">FAR 19.13</a> )                           |
| <input type="checkbox"/> Small ( <a href="#">FAR 19.102</a> for SB set-asides eligibility) |  |
| <input type="checkbox"/> Small Disadvantaged Business, SDB, ( <a href="#">FAR 19.304</a> ) |  |

**OTHER**

- Educational Institution
- Non-Profit
- Foreign

- Large
- Other (State, Local, HBCUs, MIs, Indian)
- \_\_\_\_\_

b. Does this order require dissolution of the small business reserve/set-aside? ([FAR 19.502-2](#))

- NO, vendor is a small business
- YES, this is an award to an “other than small” business (other than a required source of supply or service). Complete the “Decision to Dissolve the Small Business Set Aside/Reserve” (below) has been executed IAW [FAR 19.502-2](#).

**Decision to Dissolve the Small Business Reserve & Award to Other than Small Business**

For actions valued greater than \$25,000 coordination with the Small Business Specialist required. In accordance with FAR Part 19, the Contracting Officer, by signature on the contract, has determined that this requirement cannot be awarded to a small business because:

- Items are proprietary to original equipment manufacturer, which is an “other than small” business.
- Purchase is for a subscription(s) or publication(s) available only from the publisher named.
- \_\_\_\_\_ (number) small businesses solicited for this procurement; however, no quotations were received from any small business.
- The prices from small business sources were not considered to be competitive with market prices. Comparison quotes from at least two small businesses are provided in the file.
- Small business sources could not meet the required delivery date.
- Small business item does not meet the salient characteristics.
- Procurement history of this requirement and market research revealed that there is not a reasonable expectation that offers will be obtained from at least two responsible small business concerns which are competitive in terms of market price, quality and delivery. Previous purchase data and sources checked are documented in this file.
- Other (explain): \_\_\_\_\_

\_\_\_\_\_  
Signature of Contracting Officer

\_\_\_\_\_  
Date

**14.Award Generation, Clauses, Statements and/or Attachments**

Copies of attachments must be incorporated into the award, included in the procurement file and sent to the contractor.

a. Check all that apply.

- Other \_\_\_\_\_
- Service Contract Act – Wage Determination Incorporated (when applicable)
- Statement of Work (including Period of Performance)
- Provisions and Clauses, Terms and Conditions:
  - GSA FSS and External Task/Delivery Orders**
    - HHSAR Clauses,
    - Invoicing Provisions for Contract Awards Above the Micro Purchase Threshold Paid by Purchase Card
  - Simplified Acquisitions (Commercial Items)**
    - Simplified Acquisitions (Commercial Items) Terms and Conditions,
    - HHSAR Clauses,
    - Invoicing Provisions for Contract Awards Above the Micro Purchase Threshold Paid by Purchase Card
  - Simplified Acquisition (Other than Commercial)**
    - Simplified Acquisitions (Other than Commercial) Terms and Conditions,
    - HHSAR Clauses,
    - Invoicing Provisions for Contract Awards Above the Micro Purchase Threshold Paid by Purchase Card
  - Internal Task/ Delivery Orders and all NIH BPA Orders**
    - Invoicing Provisions for Contract Awards Above the Micro Purchase Threshold Paid by Purchase Card

b. Has the Proposed contractor submitted their own Terms and Conditions or agreements?

- No
- Yes, and the terms and conditions were reviewed and modified as necessary to ensure compliance with the FAR, HHSAR and other applicable policies and procedures.

**Add the following statement to the Purchase Order:**

“This award incorporates only the Government provided provisions and clauses and terms and conditions as stated in the award. The Contractor provided terms and conditions or “agreement” are for reference only. Should the terms of the Governments award document and the terms of the Contractor provided terms and conditions or “agreement” conflict, the Government provided provisions and clauses and terms and conditions shall control.”

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c. Licensing Agreements

See [NIH Manual Chapter 6027](#) *Review and Approval of Licensing Agreements for the Use of Proprietary Commercial Products and Services Obtained by NIH under an Acquisition*:

- No  
 Yes

This acquisition includes a vendor provided licensing agreement.

Copy of licensing agreement and documentation of all reviews demonstrating compliance with Manual Chapter 6027 must be attached and made a part of the contract file.

- The clause at [52.232-39](#); Unenforceability of Unauthorized Obligations has been incorporated
- 

d. Data Rights [[FAR 27](#)]

**YES NO**

- Does the Government require ownership of data/information delivered under this award?

If, yes, coordinate with the Project Officer and Legal Counsel to determine proper Data Rights Clause. The following clause(s) are incorporated into the award:

- [FAR 52.227-14](#) (or alternate)  
 Applicable Data Rights Clause:
- 
- 

e. Information Security [[FAR 39](#) and [HHSAR 339](#)]

**YES NO**

- Does the award include the receipt, transmission, creation, storage or processing of sensitive government owned information?

If yes, the Information Systems Security Officer (ISSO) must have been consulted at [requirement definition](#). And the following clause set must be incorporated: **Federal Information and Information Systems**.

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f. Protection of Individual Privacy [[FAR 24](#), [HHSAR 324](#), and [FAR 39.105](#)]

**YES NO**

- Does this requirement involve the design, development, or operation of a system of records on individuals on behalf of the agency to accomplish an agency function?

If yes, the Statement of Work must specifically identify the system of records on individuals and the design, development, or operation work to be performed; and provide procedures, rules and regulation implementing the Privacy Act. For commercial item acquisition, when necessary, incorporate FAR Clauses 52.224-1 and 52.224-2

- FAR Clauses 52.224-1  
 FAR Clauses 52.224-2  
 HHSAR Clause 352.224-70 Privacy Act (January 2006)
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## 15.DCIS Reporting Requirements (Reference "DCIS Manual, <http://dcis.hhs.gov/default.htm>")

- Completion of DCIS report for awards greater than MPT required. Copy of Finalized DCIS report printed (date) Date filed: \_\_\_\_\_.
- For modifications, completion of a DCIS report required. Date filed: \_\_\_\_\_.

## 16.Certification

I hereby certify that all requirements of law, executive orders, regulations, and all other applicable procedures, including clearances and approvals, and file documentation requirements have been met.

\_\_\_\_\_  
Signature of Purchasing Agent, Contract Specialist, Buyer or Purchase Card Holder Date

\_\_\_\_\_  
Signature of Contracting Officer Date

**Segregation of Duties Note: The Contracting Officer (CAO) may not be the same person as the Funds Approving Official, The Receiving Official or the Disbursing Official (PCH) for this transaction.**

## 17.Modifications

MOD ONE (1) - Modification issued per request from \_\_\_\_\_ dated \_\_\_\_\_ by (PA) \_\_\_\_\_.  
Purpose: \_\_\_\_\_

\_\_\_\_\_  
(CO initials) \_\_\_\_\_  DCIS has been updated and printed for file.

MOD TWO (2) - Modification issued per request from \_\_\_\_\_ dated \_\_\_\_\_ by (PA) \_\_\_\_\_.  
Purpose: \_\_\_\_\_

\_\_\_\_\_  
(CO initials) \_\_\_\_\_  DCIS has been updated and printed for file.

MOD THREE (3) - Modification issued per request from \_\_\_\_\_ dated \_\_\_\_\_ by (PA) \_\_\_\_\_.  
Purpose: \_\_\_\_\_

\_\_\_\_\_  
(CO initials) \_\_\_\_\_  DCIS has been updated and printed for file.

## 18.Receiving ([FAR 32.905\(c\)](#))

The receiving report or other Government documentation authorizing payment must, as a minimum, include the following:

- (1) Contract number or other authorization for supplies delivered or services performed.
- (2) Description of supplies delivered or services performed.
- (3) Quantities of supplies received and accepted or services performed, if applicable.
- (4) Date supplies delivered or services performed.
- (5) Date that the designated Government official
  - (i) Accepted the supplies or services; or
  - (ii) Approved the progress payment request, if the request is being made under the clause at [52.232-5](#), Payments Under Fixed-Price Construction Contracts, or the clause at [52.232-10](#), Payments Under Fixed-Price Architect-Engineer Contracts.
- (6) Signature, printed name, title, mailing address, and telephone number of the designated Government official responsible for acceptance or approval functions.

Receiving Report (Receipt, Inspection and Acceptance) signed by \_\_\_\_\_ Dated \_\_\_\_\_ is included in file.

**Segregation of Duties Note: The Receiving Official (Federal Employee) may not be the same person as the Funds Approving Official, Contracting Officer (CAO) or Disbursing Official (PCH) for this transaction.**

## 19. Invoice Receipt

- Invoice received from Contractor on \_\_\_\_\_
- Invoice examined to insure compliance with contract by \_\_\_\_\_ on \_\_\_\_\_

## 20. Payment – Provide Verbal GCPC Number to Contractor

- Before issuing payment, the Disbursing Official must verify—by reviewing SAM record—that contractor has no delinquent debt subject to collection under the Treasury Offset Program (TOP). SAM Record printed for file (again!) on \_\_\_\_\_.
- Contractor Rep. \_\_\_\_\_ was provided with verbal Governmentwide Commercial Purchase Card Number on \_\_\_\_\_.

**Segregation of Duties Note:** The Disbursing Official (PCH) may not be the same person as the Funds Approving Official, Contracting Officer (CAO) or the Receiving Official for this transaction.

## 21. Closeout

For contracts using Simplified Acquisition Procedures:

- Contracting officer received evidence of receipt of property or services (all supplies or equipment have been delivered, or all services have been performed): Date of Receipt of Property or Services \_\_\_\_\_
- Contracting officer has received evidence of final payment: Date of Final Payment \_\_\_\_\_
- Contracting officer has closed-out this award in the Automated System of Record in accordance with NBS guidelines.

For contracts that are more detailed or not eligible for close out using simplified acquisition procedures, please follow the Contract Closeout procedures at [FAR 4.804](#).

## 22. Retention Period [FAR 4.805]

Files must be kept in archive according to the following schedule:

- At or below the SAT ( $\leq$ \$150,000) – 3 years after final payment
- Above SAT ( $>$ \$150,000) – 6 years and 3 months after final payment

After the retention period has expired, this acquisition file may be disposed of unless the contract is part of an investigation, has cases pending, or in litigation (including protests). The retention period (as above) starts after final payment or after final clearance or settlement, whichever is later.

Date this contract file may be destroyed \_\_\_\_\_.

## 23. Notes and Conversation Records:

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