

Contract/order number: \_\_\_\_\_ Contractor name: \_\_\_\_\_

Award date: \_\_\_\_\_ Performance period: \_\_\_\_\_

## Negotiated Acquisition Checklist – Presolicitation to Award

### 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)]
- \_\_\_ 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