

Contract number: _____ Contractor name: _____

Award date: _____ Performance period: _____

Sealed-Bid Acquisition Checklist – Administration and Closeout

File completed/received reports and other applicable information under the appropriate sub-tab in Tab C. If a report or other document is filed other than in the contract file, indicate its location under Tab C. For modifications (Tab D), 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)
- ___ Mistakes after award (FAR 14.407-4)
- ___ Suspension of work/stop-work orders/delays (FAR Subpart 42.13)
- ___ Claims documentation (FAR 33.2)
- ___ Freedom of Information Act requests (FAR 24.2; HHSAR 324.202)
- ___ Subcontracting plan monitoring (FAR 19.705-6)
- ___ Novation or change of name agreement (FAR Subpart 42.12)
- ___ Contractor performance evaluations (FAR 36.201)
- ___ Miscellaneous correspondence and documentation
- ___ Other

Tab B – Invoices and Other Financial Information

- ___ Invoices
- ___ Contractor's termination settlement invoice (FAR 49.112-2)
- ___ Other financial payment information
- ___ Assignment of claims (FAR Subpart 32.8)
- ___ Other

Tab C – Reports and Deliverables

Tab C-1 Reports

Technical/progress/receiving reports
COTR receipt, acceptance, comments
Other

Tab C-2 Deliverables other than Reports

Deliverables/drawings
COTR receipt, acceptance, comments
Other

Tab D – Modifications

Tab D-1 Planning Documentation for Modification

- ___ 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 Subpart 6.3; HHSAR 306.3)
- ___ Other

Tab D-2 Determinations and Clearances

- ___ Exercise of option (FAR 17.207)
- ___ Printing (FAR 8.8)
- ___ Other

Tab D-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/proposal (FAR 4.803)
- ___ Questions and responses (FAR 4.803)
- ___ Other

Tab D-4 Price Analysis

- ___ COTR's technical review of contractor's business proposal [FAR 15.404-1(e)]
- ___ Price analysis (FAR 15.404-1)
- ___ 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 D-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 contract in Tab A of Presolicitation to Award folder
- ___ Other

Tab E – Closeout (FAR 4.804-5)

- ___ COTR certification/final receiving report
- ___ Expiration letter to contractor
- ___ Contractor's final invoice
- ___ Contractor's royalty statement and patent report
- ___ Contractor's patent and copyright infringement report
- ___ Past performance – final [FAR Subpart 36.201; 42.15; HHSAR 342.7002(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