**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
<table>
<thead>
<tr>
<th>Tab D – Closeout (FAR 4.804-5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Task order COTR certification/final receiving report</td>
</tr>
<tr>
<td>__ Expiration letter to contractor</td>
</tr>
<tr>
<td>__ Contractor’s completion invoice/voucher</td>
</tr>
<tr>
<td>__ Contractor’s royalty statement and patent report</td>
</tr>
<tr>
<td>__ Contractor’s patent and copyright infringement report</td>
</tr>
<tr>
<td>__ Final indirect cost rate agreement</td>
</tr>
<tr>
<td>__ Field audit/desk audit and reconciliation</td>
</tr>
<tr>
<td>__ Contractor’s final invoice/voucher and subcontract settlement statement</td>
</tr>
<tr>
<td>__ Contractor’s assignment of refunds, rebates and credits, and other amounts</td>
</tr>
<tr>
<td>__ Contractor’s release form</td>
</tr>
<tr>
<td>__ Past performance – final [FAR Subpart 36.201; 36.604; HHSAR 42.7002(c)(2)(iv)]</td>
</tr>
<tr>
<td>__ Electronic Subcontracting Reporting system (eSRS) record of compliance</td>
</tr>
<tr>
<td>__ CO’s final certification/completion statement</td>
</tr>
<tr>
<td>__ Data entry (FPDS/DCIS sheet) (FAR 4.602; HHSAR 304.602)</td>
</tr>
<tr>
<td>__ Other</td>
</tr>
</tbody>
</table>