

Contract number: \_\_\_\_\_ Task order number: \_\_\_\_\_

Contractor name: \_\_\_\_\_

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

### 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

**Tab D – Closeout (FAR 4.804-5)**

- \_\_\_ Task order COTR certification/final receiving report
- \_\_\_ Expiration letter to contractor
- \_\_\_ Contractor's completion invoice/voucher
- \_\_\_ Contractor's royalty statement and patent report
- \_\_\_ Contractor's patent and copyright infringement report
- \_\_\_ Final indirect cost rate agreement
- \_\_\_ Field audit/desk audit and reconciliation
- \_\_\_ Contractor's final invoice/voucher and subcontract settlement statement
- \_\_\_ Contractor's assignment of refunds, rebates and credits, and other amounts
- \_\_\_ Contractor's release form
- \_\_\_ Past performance – final [FAR Subpart 36.201; 36.604; HHSAR 42.7002(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