

409TH CSB Acquisition Package Checklist

Originator:	Date Submitted to 409TH CSB:
For Services at: or Delivery to:	Requiring Activity:
Required Award Date:	Notes:

1. Please check if the procurement is subject to mandatory or optional Federal Supply Schedule iaw FAR 8.002 or FAR 8.4. Then perform a Market Survey, however don't obtain quotes or create the impression that you have the authority to issue a contract, unless within your GPC card limits.

2. The acquisition package for contracts over \$30,000 shall include the following documents all in editable MS Word or Excel format, except where signatures are required:

	Supply Purchase	Services Purchase
1.	<input type="checkbox"/> PR&C (preferred) or Direct Fund Cite MIPR with funding	<input type="checkbox"/> PR&C (preferred) or Direct Fund Cite MIPR with funding
2.	<input type="checkbox"/> Fiscal Law Determination for Funding	<input type="checkbox"/> Fiscal Law Determination for Funding
3.	<input type="checkbox"/> Independent Cost Government Estimate (IGCE) marked FOUO on plain stationary without reference of a contractor or brand name.	<input type="checkbox"/> Independent Cost Government Estimate (IGCE) for base and all option periods marked FOUO on plain stationary without any reference of a contractor name.
4.	<input type="checkbox"/> Specifications with Salient Characteristics	<input type="checkbox"/> Performance Work Statement (PWS) with Performance Requirements Summary. Use 100819 (U) Army PWS Template V2.1.doc for conferences use Template Conference PWS.doc and 409th ConferencePlanningGuide.doc
5.	<input type="checkbox"/> Contact for Receiving Officer details to include phone and email	<input type="checkbox"/> Nomination Letter for Contracting Officer's Representative with supporting certifications
6.	<input type="checkbox"/> J&A per FAR 6.3 for all "Other Than Full And Open Competition"	<input type="checkbox"/> J&A per FAR 6.3 for all "Other Than Full And Open Competition"
7.	<input type="checkbox"/> Draft Contract Data Requirements List (CDRL) for all contract deliverables (DD FORM 1423)	<input type="checkbox"/> Draft Contract Data Requirements List (CDRL) for all contract deliverables (DD FORM 1423)
8.	<input type="checkbox"/> Draft list of government-furnished property (GFP), government-furnished equipment (GFE), government-furnished services (GFS), and/or government-furnished facilities (GFF).	<input type="checkbox"/> Draft list of government-furnished property (GFP), government-furnished equipment (GFE), government-furnished services (GFS), and/or government-furnished facilities (GFF).
9.	<input type="checkbox"/> DD form 254 - Contract Security Classification Specification for classified actions.	<input type="checkbox"/> DD form 254 - Contract Security Classification Specification for classified actions.
10.	<input type="checkbox"/> A sources list, which includes names and contact details of ALL known potential sources.	<input type="checkbox"/> A sources list, which includes names and contact details of ALL known potential sources.
11.		<input type="checkbox"/> Service Contract Approval, approved by GO/FO/SES
12.		<input type="checkbox"/> Quality Assurance Surveillance Plan (QASP)
13.		<input type="checkbox"/> Historical workload

2. Requiring Activities shall ensure the submittal of complete acquisition packages. Failure to submit all the specified documents will delay contract award.

3. Incomplete acquisition packages will be returned to the originator for completion prior to acceptance in the 409th by CSB Liaison Officer (LNO).

4. Denotes a mandatory item. All others depend on the procurement.