| **TIER** | | **ITEM #** | **ITEM** | **REFERENCE** | **RESULT**  **(Yes, No, N/A)** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | **Contract File Content** |  |  | | | |
|  | |  | **General Contracting** |  |  | | | |
|  | | **1.1** | **Purchase Request/Funding** |  |  | | | |
| 1 | | 1.1.1 | Is the funding aligned with bona fide need and does the funding applied to each Contract Line Item Number (CLIN) properly match the supplies or service being acquired? | [DoD 7000.14R, Vol 3, Ch 8, para 080303](http://comptroller.defense.gov/fmr/03/03_08.pdf)  [AFFARS IG5304.7103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/IG5304.7103.htm#P-1_0) | Y N N/A | | | |
| 2 | | 1.1.2 | If services, is the required determination by the Agency Head or Designated Requirements Official certifying that none of the functions to be performed are inherently governmental included in the contract file? (For AFMC, this is accomplished by a Requirements Approval Document.) | [FAR 7.503(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P261_45852)  [DFARS 207.5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars207.htm#P277_16872) | Y N N/A | | | |
| 1 | | 1.1.3 | Does the file contain documentation of the commitment of sufficient funds prior to contract award? | [FAR 32.702](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1080_166239)  [DFARS 232.703](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars232.htm#P539_25536)  [AFFARS MP5332.7](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5332.7.htm#P-1_0)  [FAR 43.105](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/43.htm#P44_5203) | Y N N/A | | | |
|  | | **1.2** | **Acquisition Planning** |  |  | | | |
| 2 | | 1.2.1 | If above the simplified acquisition threshold (SAT), and no exceptions apply, was an Acquisition Plan (AP), Life Cycle Management Plan (LCMP), or Streamlined Acquisition Strategy Summary (SASS) approved at the appropriate level and included in the contract file? | [FAR 7.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P23_2794)  [DFARS 207.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars207.htm#P62_1272)  [AFFARS 5307.1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5307.htm#P15_185) | Y N N/A | | | |
| 3 | | 1.2.2 | If required, is an Acquisition Strategy Panel (ASP) or waiver by the ASP chairperson documented in the contract file? | [AFFARS 5307.104-90](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5307.htm#P34_1996) | Y N N/A | | | |
| 2 | | 1.2.3 | If a significant change occurred after the acquisition strategy was approved/signed, was the change approved by the appropriate authority? | [FAR 7.104(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P58_10167)  [AFFARS 5307.104(S-90)(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5307.htm#P17_221) | Y N N/A | | | |
| 3 | | 1.2.4 | If purchasing requirements relating to energy conservation, recovered materials, or environmentally preferable and energy efficient products or services apply to this acquisition, are these requirements met? (Green Procurement) | [FAR 7.105(b)(17)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P71_13486)  [FAR 13.201(f)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P179_26979)  [FAR 23.4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/23.htm#P133_14764)  [FAR 23.7](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/23.htm#P263_33390) | Y N N/A | | | |
| 2 | | 1.2.5 | If severable services with performance crossing fiscal years, is the period of performance less than 1 year? | [FAR 32.703-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1096_168516)  [DFARS 232.703-3(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars232.htm#P561_26233)  [FAR 37.106](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P72_10195) | Y N N/A` | | | |
| 2 | | 1.2.6 | If services above the SAT, is the acquisition performance based IAW AFI 63-101 Chapter 4, or approved to be otherwise by the Services Designated Official (SDO)? | [FAR 37.6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P237_36280)  [AFFARS 5337.170-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5337.htm#P24_605)  [AFI 63-101](http://www.e-publishing.af.mil/shared/media/epubs/AFI63-101.pdf) | Y N N/A | | | |
|  | | **1.3** | **Source List/Market Research** |  |  | | | |
| 3 | | 1.3.1 | If consolidation, bundling, or tiered evaluations:Was appropriate market research conducted and have required coordinations, notifications, and determinations been accomplished? | [FAR 7.107](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P149_31340)  [FAR 10.001](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/10.htm#P5_374)  [DFARS 207.170-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars207.htm#P172_10715)  [DFARS 210.001](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars210.htm#P25_187) | Y N N/A | | | |
| 3 | | 1.3.2 | If supplies or services are on the AbilityOne Procurement List or the Federal Prison Industries Schedule, did acquisition comply with Government source priorities/requirements? | [FAR 8.002](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P6_432)  [FAR 8.602](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P423_65294)  [FAR 8.704](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P505_76136)  [DFARS 208.602-70](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars208.htm#P134_5379) | Y N N/A | | | |
| 2 | | 1.3.3 | Was market research conducted and appropriately documented in the file? | [FAR 10.002](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/10.htm#P35_4245)  [FAR 12.101(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P8_805)  [FAR 12.202(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P45_5174) | Y N N/A | | | |
|  | | **1.4** | **Small Business Coordination** |  |  | | | |
| 2 | | 1.4.1 | For acquisitions >$10,000, including awards against Federal Supply Schedules, and unless excepted, is there a signed DD Form 2579, Small Business Coordination Record in the file? | [DFARS 219.201(d)(10)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars219.htm#P129_3985)  [AFFARS 5319.201(d)(10)(B)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5319.htm#P15_162) | Y N N/A | | | |
| 3 | | 1.4.2 | For acquisitions >$3,000 but not >$150,000\*, was the acquisition set aside for small business unless the Contracting Officer (CO) made a determination there was no reasonable expectation of obtaining at least two small business offers? (\*Thresholds are higher for some requirements – see References) | [FAR 19.502-2(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P444_98934)  [DFARS 219.502-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars219.htm#P208_8640) | Y N N/A | | | |
|  | | **1.5** | **Synopsis of Proposed Contract Action** |  |  | | | |
| 2 | | 1.5.1 | Was synopsis of proposed contract action accomplished as required, and if not, was an exception documented in the contract file? | [FAR 5.101(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P15_1291)  [FAR 5.2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P55_9276)  [DFARS 205.205-70](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars205.htm#P47_919) – (bundling) | Y N N/A | | | |
|  | | **1.6** | **Other Than Full and Open Competition Authority** |  |  | | | |
| 2 | | 1.6.1 | If “Other than Full and Open Competition”, does the contract file include a Justification and Approval (J&A) which was approved at the appropriate level? | [FAR 6.3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm#P211_29778)  [DFARS 206.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars206.htm#P153_8024)  [AFFARS 5306.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5306.htm#P49_2124)  [FAR 8.405-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P265_43685)  [FAR 11.105(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P73_10456)  [AFPD 63-3 para 4.2](http://www.e-publishing.af.mil/shared/media/epubs/afpd63-3.pdf) | Y N N/A | | | |
| 3 | | 1.6.2 | Was the J&A, limited sources justification, or justification for an exception to fair opportunity posted as required? | [FAR 5.301(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/05.htm#P177_30131)  [FAR 6.305](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/06.htm#P260_37300)  [FAR 8.405-6(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P49_4894) | Y N N/A | | | |
| 2 | | 1.6.3 | If after J&A approval, an increase to scope occurred, was the increase approved by the appropriate approving official (if required)? | [AFFARS MP5306.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5306.304.htm#TopOfPage)  [AFFARS IG5306](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5306.htm#P45_2028) | Y N N/A | | | |
|  | **1.7** | **Determinations/Approvals** |  |  | | | |
|  | 1.7.1 | Were applicable approvals or Determinations and Findings (D&F’s) approved at the appropriate level and included in the contract file? Examples include the following: | Specific to each approval/D&F | Y N N/A | | | |
| 3 | 1.7.1.1 | - Bundling Justification/Determination | [FAR 7.107](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/07.htm#P149_31340) | Y N N/A | | | |
| 1 | 1.7.1.2 | - Award to Contractor on EPLS | [FAR 9.405(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P394_69803)  [DFARS 209.405](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars209.htm#P318_16945) | Y N N/A | | | |
| 2 | 1.7.1.3 | - Organizational Conflict of Interest | [FAR 9.5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P603_106015) | Y N N/A | | | |
| 2 | 1.7.1.4 | - Liquidated Damages | [FAR 11.501](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P207_33098) | Y N N/A | | | |
| 3 | 1.7.1.5 | - Commercial Item Determination (>$1M) | [DFARS 212.102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars212.htm#P67_1956) | Y N N/A | | | |
| 3 | 1.7.1.6 | - Type of Contract | [FAR 16.103(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P20_3415) | Y N N/A | | | |
| 3 | 1.7.1.7 | - Indefinite-Quantity Multiple or Single Award | [FAR 16.504(c)(1)(ii)(C)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P411_70605) | Y N N/A | | | |
| 3 | 1.7.1.8 | - Single Source Task or Delivery Order or Requirements Contract >$103M, | [FAR 16.503(b)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P400_67422)  [FAR 16.504(c)(1)(ii)(D)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P411_70605) | Y N N/A | | | |
| 2 | 1.7.1.9 | - Time and Materials / Labor Hour Contract | [FAR 16.601(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P601_100750) | Y N N/A | | | |
| 3 | 1.7.1.10 | - Multi-Year | [FAR 17.105-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P30_4563) | Y N N/A | | | |
| 2 | 1.7.1.11 | - Options – Quantity | [FAR 17.205](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P150_25195) | Y N N/A | | | |
| 2 | 1.7.1.12 | - Options – Exercise | [FAR 17.207](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P156_26456) | Y N N/A | | | |
| 3 | 1.7.1.13 | - Berry Amendment DNAD | [DFARS 225.7002-2(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars225.htm#P1357_71753) | Y N N/A | | | |
| 2 | 1.7.1.14 | - Personal or Professional Services Contracts | [FAR 37.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P38_5094)  [DFARS 237.104(b)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars237.htm#P229_12217) | Y N N/A | | | |
| 2 | 1.7.1.15 | - Availability of Personnel – A&AS | [FAR 37.204](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P170_25523) | Y N N/A | | | |
| 3 | 1.7.1.16 | - Warranties | [DFARS 246.704](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars246.htm#P408_20527) | Y N N/A | | | |
| 3 | 1.7.1.17 | - Other Determinations/Approvals |  | Y N N/A | | | |
|  | **1.8** | **Solicitation/Contractual Document** |  |  | | | |
| 2 | 1.8.1 | Does the CLIN Structure meet the criteria for establishing the Contract Line Items and are payment instructions included as required? | [DFARS 204.7103-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars204.htm#P1058_28095)  [DFARS PGI 204.71](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20204_71.htm#P-1_0) | Y N N/A | | | |
|  | 1.8.2 | Are required provisions, clauses, and instructions included? Examples of situations which may require specific clauses include but are not limited to: | Specific to requirement | Y N N/A | | | |
| 1 | 1.8.2.1 | - Access to classified information | [FAR 4.404](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P78_12877) | Y N N/A | | | |
| 3 | 1.8.2.2 | - Brand name or Equal | [FAR 11.107](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P87_12243) | Y N N/A | | | |
| 3 | 1.8.2.3 | - Unique Identification (UID) | [DFARS 211.274](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars211.htm#P141_6124) | Y N N/A | | | |
| 2 | 1.8.2.4 | - Evaluation and Establish Option (s) | [FAR 17.206](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P153_25653)  [FAR 17.208](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P181_30035) | Y N N/A | | | |
| 2 | 1.8.2.5 | - Undefinitized Contract Action | [DFARS 217.7406](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars217.htm#P767_45624) | Y N N/A | | | |
| 3 | 1.8.2.6 | - Services subject to Service Contract Act | [FAR 22.1006](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P833_160645) | Y N N/A | | | |
| 1 | 1.8.2.7 | - Conditioned on availability of funds | [FAR 32.705-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1113_171695) | Y N N/A | | | |
| 1 | 1.8.2.8 | - Incrementally funded | [FAR 32.705-2(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P1118_172337)  [DFARS 232.705-70](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars232.htm#P590_28201) | Y N N/A | | | |
| 3 | 1.8.2.9 | - Government Furnished Property | [FAR 45.107](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/45.htm#P68_11546) | Y N N/A | | | |
| 3 | 1.8.2.10 | - Construction Warranty | [FAR 46.710 (e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P330_51852) | Y N N/A | | | |
| 3 | 1.8.3 | If construction (Davis-Bacon) or services subject to Service Contract Act, were wage determinations or wage increases incorporated and applied properly? | [FAR 22.404](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P214_36949)  [FAR 22.1007](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P868_167808)  [FAR 22.1012-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/22.htm#P959_183176) | Y N N/A | | | |
| 3 | 1.8.4 | When acquiring commercial items, were commercial acquisition provisions and clauses used as required? | [FAR 12.301](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P109_18452)  [FAR 12.302](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P130_24331) | Y N N/A | | | |
| 3 | 1.8.5 | If a sole source acquisition and expected to exceed the TINA threshold, did the CO specify in the solicitation that cost or pricing data are required. If cost or pricing data was not available, did the CO request other data and rely on this information? | [FAR 15.403-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P405_73068) | Y N N/A | | | |
|  | **1.9** | **Proposal/Representations & Certifications** |  |  | | | |
| 3 | 1.9.1 | Were late bids/offers handled properly and were late bidders/offerors properly notified that their bids/offers will not be considered? | [FAR 14.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P302_43321)  [FAR 15.208](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P179_28459) | Y N N/A | | | |
| 3 | 1.9.2 | Does the Contractor’s Bid/Proposal contain unresolved issues or contingencies? | [FAR 14.404-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P374_58172)  [FAR 14.405](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/14.htm#P399_63014)  [FAR 15.306](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P294_46381) | Y N N/A | | | |
| 2 | 1.9.3 | Does the file contain documentation that the required Representations and Certifications were completed/obtained? | [FAR 4.1201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P575_68889)  [FAR 12.301(b)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P112_18856)  [FAR 15.204-5(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P146_23568) | Y N N/A | | | |
|  | **1.10** | **Subcontracting Plan** |  |  | | | |
| 3 | 1.10.1 | If >650K, and a subcontracting plan is required, has a subcontracting plan meeting the requirements of FAR 19.704 been properly coordinated, approved, distributed and incorporated in the contract? If the small disadvantaged business goal is <5%, was the subcontracting goal approved at one level above the CO? | [FAR 19.702](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P590_130221)  [FAR 19.704](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P627_140517)  [FAR 19.705](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P651_147242)  [DFARS 219.705-4(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars219.htm#P275_12834) [AFFARS 5319.705-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5319.htm#P43_2742) | Y N N/A | | | |
| 3 | 1.10.2 | If >$650K and no subcontracting possibilities exist, has the CO made a determination coordinated with the small business specialist and approved one level above the CO? | [FAR 19.705-2(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P654_148242)  [AFFARS 5319.705-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5319.htm#P39_2514) | Y N N/A | | | |
| 3 | 1.10.3 | Does the file include documentation that the government is receiving subcontracting reports (ISRs and SSRs) as required by the subcontracting plan? | [FAR 19.704](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P627_140517)  [FAR 19.705-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P688_158078)  [FAR 19.706](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/19.htm#P724_168518) | Y N N/A | | | |
|  | **1.11** | **Contractor Responsibility** |  |  | | | |
| 1 | 1.11.1 | Does the file include documentation supporting a determination of responsibility or nonresponsibility, including queries of all required systems (e.g., CCR (if no exception applies), EPLS (all awards), and FAPIIS (if >SAT)? | [FAR 4.1102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P536_61953) - (CCR)  [FAR 9.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P18_2006)  [FAR 9.104-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P23_3287)  [FAR 9.104-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P50_10315) - (FAPIIS)  [FAR 9.105-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P85_17162)  [FAR 9.404(c)(7)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/09.htm#P362_65931) - (EPLS) | Y N N/A | | | |
|  | **1.12** | **Undefinitized Contract Action & Unpriced Change Order** |  |  | | | |
| 2 | 1.12.1 | Is the Undefinitized Contract Action (UCA) approval document signed at the appropriate level, and does it fully explain the need to begin performance before definitization, including the adverse impact on agency requirements resulting from delays in beginning performance? | [DFARS 217.7404-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars217.htm#P803_44199) [AFFARS 5317.7404-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5317.htm#P70_3760)  [AFFARS 5317.7405](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5317.htm#P82_4669)  [AFFARS MP5317.74](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5317.74.htm#TopOfPage) | Y N N/A | | | |
| 3 | 1.12.2 | If definitization was not accomplished within 180 days, does the contract file include justification to include a revised definitization milestone schedule? | [DFARS 217.7404-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars217.htm#P721_42374)  [AFFARS MP5317.74(3)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5317.74.htm#P-1_0) [AFFARS MP5343.204-70-3 (S-91)(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5343.204-70.htm#P-1_0) | Y N N/A | | | |
| 3 | 1.12.3 | Does the Price Negotiation Memorandum for definitization document the basis for the profit or fee negotiated when a substantial portion of the required performance has been completed? | [DFARS 217.7404-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars217.htm#P747_44271)  [AFFARS MP5317.74(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5317.74.htm#TopOfPage) | Y N N/A | | | |
|  | **1.13** | **Government Property** |  |  | | | |
| 3 | 1.13.1 | Prior to furnishing Government property to the contractor, did the CO verify availability and ensure requirements of FAR 45.102 were addressed? | [FAR 45.102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/45.htm#P33_6002)  [DFARS PGI 245.103-70](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20245_1.htm#P-1_0) | Y N N/A | | | |
| 3 | 1.13.2 | If Government Property was furnished, did the CO include a list in the solicitation? If a competitive acquisition, did the solicitation address contractor responsibilities and evaluation procedures? | [FAR 45.201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/45.htm#P80_13499)  [FAR 45.202](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/45.htm#P94_15935) | Y N N/A | | | |
| 3 | 1.13.3 | If there will be Contractor Acquired Property under a Cost type or Time and Materials contract, has a CLIN for delivery of the property been established? | [FAR 45.402](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/45.htm#P119_19934)  [DFARS PGI 245.402-70(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20245_4.htm#P-1_0) | Y N N/A | | | |
|  | | **1.14** | **Cost/Pricing** |  |  | | | |
| 2 | | 1.14.1 | Did the CO adequately document the principal elements of the negotiated agreement (e.g., in a Price Negotiation Memorandum) as required by FAR 15.406-3(a), with a statement that the price is fair and reasonable, signed by the CO? Did the CO document the extent certified cost or pricing data was relied upon and used in negotiations, if applicable? | [FAR 15.406-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P601_121915)  [FAR 15.406-3(a)(6)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P601_121915)  [DFARS PGI 215.406-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20215_4.htm#P376_37039) | Y N N/A | | | |
| 3 | | 1.14.2 | If using commercial or simplified acquisition procedures, does the contract file document specific steps taken to ensure a fair and reasonable price was determined for the acquisition? | [FAR 12.209](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P88_13714)  [FAR 13.106-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P158_23282)  [FAR 15.403-1(c)(3)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P347_59607) | Y N N/A | | | |
| 3 | | 1.14.3 | When certified cost or pricing data is required and none of the exceptions of FAR 15.403-1(b) apply, did the CO obtain a properly executed Certificate of Current Cost or Pricing Data? | [FAR 15.403-4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P410_73194)  [FAR 15.403-1(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P347_59607)  [FAR 15.406-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P591_118316) | Y N N/A | | | |
| 3 | | 1.14.4 | Did the CO include the Air Force Proposal Adequacy Checklist (AFPAC) in draft and final RFPs and RFPs for UCAs, when required? | [AFFARS MP5315.4(3)(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.4.htm#P-1_0) | Y N N/A | | | |
| 2 | | 1.14.5 | If certified cost or pricing data was not required and acquisition exceeds the TINA threshold, did the CO obtain and utilize data other than certified cost or pricing data as necessary (e.g., price analysis and/or cost analysis) to establish a fair and reasonable price? | [FAR 15.402](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P337_56917)  [FAR 15.403-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P389_68250)  [FAR 15.404-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P435_79181)  [FAR 15.406-3(a)(5)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P601_121915)  [DFARS PGI 215.403-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20215_4.htm#P107_9511)  [DFARS PGI 215.404-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20215_4.htm#P121_13165) | Y N N/A | | | |
| 2 | | 1.14.6 | If certified cost or pricing data was not required and acquisition exceeds the TINA threshold, did the CO document the exception used and the basis for not requiring certified cost or pricing data? | [FAR 15.403-1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P347_59607)  [FAR 15.403-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P347_59607) | Y N N/A | | | |
| 3 | | 1.14.7 | If a competitive acquisition, is the CO’s determination of adequate price competition documented (e.g., in a Price Competition Memorandum)? | [FAR 15.403-1(c)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P352_59737) [DFARS 215.403-1(c)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars215.htm#P165_9045) | Y N N/A | | | |
|  | | **1.15** | **Security Requirements** |  |  | | | |
| 1 | | 1.15.1 | If access to classified information is required, does the file contain a DD Form 254, Contract Security Classification Specification, in proper format and reviewed by appropriate security office personnel? Is Block 16 on the form signed by the CO or authorized CO rep? | [FAR 4.403(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P64_11058)  [AFI 31-601, Chapter 4](http://www.e-publishing.af.mil/shared/media/epubs/AFI31-601.pdf) | Y N N/A | | | |
|  | | **1.16** | **Source Selection** |  |  | |
| 3 | | 1.16.1 | Does the source selection or contract file contain a properly completed Source Selection Plan and Source Selection Decision Document? Were these documents approved at the appropriate level? | [DoD Source Selection Procedures, Chapter 4](http://www.acq.osd.mil/dpap/policy/policyvault/USA007183-10-DPAP.pdf)  [AFFARS MP5315.3, Chapter 4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.docx) | Y N N/A | |
| 3 | | 1.16.2 | Were all factors and significant subfactors for contract award and their relative importance stated clearly in the solicitation? | [FAR 15.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P243_37498)  [AFFARS MP5315.3, Chapter 4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.docx) | Y N N/A | |
| 3 | | 1.16.3 | During source selections, after information was presented to the SSA, were updates, revisions, or changes to the evaluation information captured in subsequent documentation such that the original record remained distinct? | [AFFARS MP5315.3 para 1.4.2.2.4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.docx) | Y N N/A | |
| 3 | | 1.16.4 | If required, was past performance data evaluated and documented properly? | [FAR 15.304](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P243_37498)  [AFFARS MP5315.3, Chapter 4](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.docx) | Y N N/A | |
| 2 | | 1.16.5 | Was the Source Selection Decision consistent with the solicitation’s evaluation factors and subfactors? | [FAR 13.106-2(a)(2)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P136_20289)  [FAR 15.305(a)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P278_41744)  [FAR 15.308](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P328_55558) | Y N N/A | |
| 2 | | 1.16.6 | Were unsuccessful offerors given timely notification and debriefings? | [FAR 15.503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P951_178567)  [FAR 15.505](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P980_183696)  [FAR 15.506](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P1001_186353) | Y N N/A | |
| 2 | | 1.16.7 | Has Source Selection Training been accomplished as required? | [MP5315.3,](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.docx)  [Chapter 6, Para 6.4.1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5315.3.docx) | Y N N/A | |
|  | | **1.17** | **Legal Review** |  |  | |
| 2 | | 1.17.1 | Has legal review been obtained and documented when required, and have legal comments been satisfactorily resolved? | [AFFARS 5301.602-2(c)(i)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P153_10941) | Y N N/A | |
|  | | **1.18** | **Technical Review** |  |  | |
| 2 | | 1.18.1 | Does the contract file include a detailed technical analysis from the requesting activity when required? | [FAR 15.404-1(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P430_79055) | Y N N/A | |
|  | | **1.19** | **Clearance Review & Approval** |  |  | |
| 2 | | 1.19.1 | Was the Clearance Process followed, and Clearance Approval(s) obtained, as required? | [DFARS PGI 201.170-4(f)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20201_1.htm#P61_2375)  [AFFARS 5301.90](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P264_17140)  [AFFARS MP5301.9001(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5301.9001(b).htm#P-1_0) | Y N N/A | |
| 1 | | 1.19.2 | Was the CO who executed the contract fully authorized to do so within warrant limitations? | [FAR 1.602](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/01.htm#P1391_45001) | Y N N/A | |
|  | | **1.20** | **Distribution** |  |  | |
| 3 | | 1.20.1 | Was submission of a Contract Action Report (CAR) timely and accurate? | [FAR 4.604](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P134_20750)  [DFARS 204.6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars204.htm#P176_6520) | Y N N/A | |
| 3 | | 1.20.2 | If >$6.5M, was announcement of contract award executed via 1279 Report as required? | [DFARS 205.303](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars205.htm#P89_3669)  [AFFARS 5305.303](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5305.htm#P26_962) | Y N N/A | |
|  | | **1.21** | **Protests Before/After Award** |  |  | |
| 2 | | 1.21.1 | Did the CO follow proper procedures to resolve protests? | [FAR 33.1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/33.htm#P4_209)  [DFARS 233.170](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars233.htm#P35_510)  [AFFARS 5333.1](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5333.htm#P18_830) | Y N N/A | |
|  | | **1.22** | **Quality Assurance** |  | |  | |
| 3 | | 1.22.1 | If services exceeded the SAT, did the CO make a decision that a COR is required? | [DFARS PGI 201.602-2](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars201.htm#P297_16979) [AFFARS MP5301.602-2(d)](http://farsite.hill.af.mil/vfaffara.htm) | | Y N N/A | |
| 2 | | 1.22.2 | Did the COR meet the minimum training requirements for COR designation, including contract specific training, prior to contract award? | [AFFARS MP5301.602-2(d) (1.4) and (4.1)](http://farsite.hill.af.mil/vfaffara.htm) | | Y N N/A | |
| 2 | | 1.22.3 | Did the CO ensure a quality assurance surveillance plan (QASP) was addressed and documented in the contract file for each contract except for those awarded using simplified acquisition procedures? | [FAR 46.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P28_4165)  [DFARS 246.401](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars246.htm#P187_7977) | | Y N N/A | |
|  | | **1.23** | **Contract Administration** |  | |  | |
| 3 | | 1.23.1 | If a modification was done, is the appropriate authority cited? | [FAR 43.301](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/43.htm#P115_15282) &  [FAR 53.243](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/53.htm#P190_22557) | | Y N N/A | |
| 3 | | 1.23.2 | Were changes in the terms and conditions of a contract for commercial items made by written agreement of the parties? | [FAR 52.212-4(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_000.htm#P1704_238423) | | Y N N/A | |
| 3 | | 1.23.3 | If an option was exercised, did the CO provide written notice to the contractor within the specified time period and in accordance with the terms of the contract? | [FAR 17.207](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P156_26456) | | Y N N/A | |
| 3 | | 1.23.4 | Are award fee procedures properly documented and followed in accordance with the award fee plan? | [FAR 16.401(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/16.htm#P239_38628)  [DFARS 216.401](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars216.htm#P160_6093) | | Y N N/A | |
| 3 | | 1.23.5 | If contract performance requires work on a Government installation, did the contractor notify the CO in writing that the required insurance had been obtained? | [FAR 28.301](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P344_56238)  [FAR 52.228-5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_227.htm#P555_107207) | | Y N N/A | |
| 3 | | 1.23.6 | Did the CO extend the contract per the extension of Services Clause and not more than 6 months? | [FAR 17.208(f)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/17.htm#P181_30035)  [FAR 37.111](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/37.htm#P90_14242) | | Y N N/A | |
| 3 | | 1.23.7 | If termination, were cure and show cause and other related notices issued timely and properly? | [FAR 49.402-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/49.htm#P444_80272)  [FAR 49.607](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/49.htm#P871_164198) | | Y N N/A | |
| 3 | | 1.23.8 | If termination, were the procedures for termination for convenience, termination for default, and termination for cause followed? | [FAR 49](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/49.htm#P0_0)  [AFFARS 5333.291(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5333.htm#P51_3295)  [AFFARS 5349](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5349.htm#P8_79)  [FAR 12.403](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/12.htm#P182_32007) | | Y N N/A | |
|  | | **1.24** | **Other Contract Actions** |  | |  | |
| 3 | | 1.24.1 | Blanket Purchase Agreement (BPA): Did the CO furnish the BPA supplier with a list of individuals authorized to place orders either by name, title, or position, along with his/her organization and the dollar limitation for each order? | [FAR 13.303-3(a)(4)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P272_40479) | | Y N N/A | |
| 3 | | 1.24.2 | BPA: Did the CO review the BPA at least annually to ensure authorized procedures are followed? | [FAR 13.303-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/13.htm#P324_48663) | | Y N N/A | |
| 3 | | 1.24.3 | Federal Supply Schedule (FSS) Order: Were at least three schedule contractors considered prior to placing an order in excess of the micro-purchase threshold? | [FAR 8.405-1(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P88_15186) | | Y N N/A | |
| 3 | | 1.24.4 | FSS Order: Was an order exceeding the Simplified Acquisition Threshold placed against a FSS awarded on a competitive basis? If not, was the contract file documented appropriately? | [DFARS 208.405-70](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars208.htm#P88_2442)  [FAR 8.405-6](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/08.htm#P281_46560) | | Y N N/A | |
|  | |  | **Research & Development** |  | |  | |
|  | | **1.25** | **Assistance Instrument** |  | |  | |
| 3 | | 1.25.1 | Before using a grant or cooperative agreement, did the Grants Officer make a positive judgment that an assistance instrument, rather than a procurement contract, was the appropriate instrument? | [DoD Grant and Agreement Regulations, DoD 3210.6 (DoDGARs) 22.205](http://www.dtic.mil/whs/directives/corres/html/321006r.htm) | | Y N N/A | |
| 3 | | 1.25.2 | When a Grants Officer determined that a cooperative agreement was the appropriate instrument, did the Grants Officer document the nature of the substantial involvement that led to selection of a cooperative agreement? | [DoDGARS 22.215(a)(2)](http://www.dtic.mil/whs/directives/corres/html/321006r.htm) | | Y N N/A | |
| 3 | | 1.25.3 | Did the Grants Officer use merit-based, competitive procedures to award grants and cooperative agreements: (1) In every case where required by statute (e.g., for certain grants to institutions of higher education) and (2) To the maximum extent practicable in all cases where not required by statute? | [DoDGARs 22.305(b)](http://www.dtic.mil/whs/directives/corres/html/321006r.htm) | | Y N N/A | |
| 2 | | 1.25.4 | Was notice of funding availability or Broad Agency Announcement publicly disseminated via posting at the Governmentwide site designated by the OMB (currently <http://www.Grants.gov>)? | [DoDGARs 22.315(a)(3)](http://www.dtic.mil/whs/directives/corres/html/321006r.htm) | | Y N N/A | |
| 3 | | 1.25.5 | Are Technology Investments Agreement awarded only by Agreements Officers? | [DoDGARS 37.125](http://www.dtic.mil/whs/directives/corres/html/321006r.htm) | | Y N N/A | |
|  | | **1.26** | **Broad Agency Announcement (BAA)** |  | |  | |
| 3 | | 1.26.1 | Does the BAA, together with any supporting documents, (1) Describe the agency’s research interest; (2) Describe the criteria for selecting the proposals, their relative importance, and the method of evaluation; (3) Specify the period of time during which proposals submitted in response to the BAA will be accepted; and (4) Contain instructions for the preparation and submission of proposals? | [FAR 35.016(b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/35.htm#P117_23307) | | Y N N/A | |
| 3 | | 1.26.2 | Was the availability of the BAA publicized through the Governmentwide point of entry (GPE), and published no less frequently than annually? | [FAR 35.016(c)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/35.htm#P117_23307) | | Y N N/A | |
| 3 | | 1.26.3 | Were proposals received as a result of the BAA evaluated in accordance with evaluation criteria through a peer or scientific review process? | [FAR 35.016(d)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/35.htm#P117_23307) | | Y N N/A | |
| 3 | | 1.26.4 | For the BAA, was technical, importance to agency programs, and fund availability the primary basis for selecting proposals for acceptance? Was cost realism and reasonableness also considered to the extent appropriate? | [FAR 35.016(e)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/35.htm#P117_23307) | | Y N N/A | |
|  | |  | **Operational -- Construction / Architect-Engineer** |  | |  | |
|  | | **1.27** | **Construction** |  | |  | |
| 3 | | 1.27.1 | Were payment and performance bond requirements included in the solicitation and was adequate security obtained? If not, was documentation present IAW FAR 28.102-1? | [FAR 28.102](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P66_10584)  [FAR 28.201](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/28.htm#P188_27325) | | Y N N/A | |
| 3 | | 1.27.2 | If the solicitation contains one or more items subject to statutory cost limitations, were offerors informed as to the applicability of cost limitations for each affected item in a separate schedule? | [FAR 36.205 (b)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P68_10604) | | Y N N/A | |
| 3 | | 1.27.3 | Was an independent Government estimate of construction costs prepared and did the solicitation contain the magnitude of the requirement? | [FAR 36.203](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P44_6078)  [FAR 36.204](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P48_7358)  [DFARS 236.204](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars236.htm#P87_2878) | | Y N N/A | |
| 3 | | 1.27.4 | Are liquidated damages included on projects estimated at over $650K, except cost-plus-fixed-fee contracts? If so, did the file contain documentation for how liquidated damages were determined? | [FAR 11.502](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/11.htm#P214_35019)  [FAR 36.206](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P78_12057)  [DFARS 211.503](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfars211.htm#P319_14648) | | Y N N/A | |
| 3 | | 1.27.5 | Did the CO make appropriate arrangements for prospective offerors to inspect the work site and document the visit? | [FAR 36.210](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P95_14209) | | Y N N/A | |
| 3 | | 1.27.6 | Was final inspection and acceptance of the construction made by the Government? | [FAR 46.312](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm#P135_20426)  [FAR 52.246-12](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_246.htm#P225_41835) | | Y N N/A | |
| 3 | | 1.27.7 | Was a release of claims and all other final documentation obtained from the contractor and civil engineer prior to final payment? | [FAR 32.111(a)(5)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/32.htm#P200_28202)  [FAR 52.232-5(h)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3455) | | Y N N/A | |
|  | | **1.28** | **Architect-Engineer (A&E) Services** |  | |  | |
| 2 | | 1.28.1 | Is the 6% statutory limitation for A&E design services observed? | [FAR 15.404-4(c)(4)(i)(B)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/15.htm#P526_96376) | | Y N N/A | |
| 3 | | 1.28.2 | Was approval from the head of the agency received for any construction contract awarded to a firm (or its subsidiaries or affiliates) that designed the project? | [FAR 36.209](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P83_11326) | | Y N N/A | |
| 3 | | 1.28.3 | Did the evaluation board prepare a selection report and recommend, in order of preference, at least three firms that were considered to be the most highly qualified? | [FAR 36.602-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P292_48384) | | Y N N/A | |
| 3 | | 1.28.4 | Was an independent government estimate of the cost of  A&E services submitted to the CO before commencing negotiations for each action expected to exceed the SAT? | [FAR 36.605](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/36.htm#P335_56231) | | Y N N/A | |
|  | | **1.29** | **Ratifications** |  | |  | |
| 3 | | 1.29.1 | Are ratifications processed IAW AFFARS MP5301.602-3? | [AFFARS 5301.602-3](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P207_13942) | | Y N N/A | |
|  | |  | **Contracting Office** |  | |  | |
|  | |  | **General Management** |  | |  | |
|  | | **2.1** | **Self-Inspection Program** |  | |  | |
| 3 | | 2.1.1 | Does the contracting office have a documented self-inspection program, which includes a process for resolving findings, reviews to close findings, and integrating findings into a unit training program? | [AFFARS MP5301.601-91](http://farsite.hill.af.mil/otcgi/llscgi60.exe?ACTION=Highlight&SORTBY=%54%49%54%4C%45&QUERY=%73%65%6C%66%20%69%6E%73%70%65%63%74%69%6F%6E&OP=and&DB=3&SUBSET=SUBSET&FROM=1&SIZE=50&ITEM=1)  [AFI 64-102 para 3.4.9](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) -(Operational)  [AFI 90-201 para 2.4](http://www.e-publishing.af.mil/shared/media/epubs/AFI90-201.pdf) | | Y N N/A | |
|  | | **2.2** | **Contracting Officer Appointments/Warrants** |  | |  | |
| 3 | | 2.2.1 | Are the selection, appointment, termination, and record maintenance of contracting officer warrants, including contingency warrants, accomplished properly? | [FAR 1.603](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/01.htm" \l "P1423_51160)  [AFFARS 5301.603](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5301.htm#P235_14053)  [AFFARS MP5301.603](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MP5301.603.htm#TopOfPage) | | Y N N/A | |
|  | | **2.3** | **Customer Education** |  | |  | |
| 3 | | 2.3.1 | Has the contracting office established and maintained a customer education program to explain contracting procedures, help with developing requisitions for requirements, develop and maintain “open” lines of communication, and stress the importance of meaningful partnerships with customers and contractors? | [AFI 64-102 para 3.4.3 & 3.4.8](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) | | Y N N/A | |
|  | | **2.4** | **Training Programs** |  | |  | |
| 3 | | 2.4.1 | Is a formal training program established and implemented for civilians, military, interns, and Copper Caps? | [AFI 36-401 para 1.10.8](http://www.e-publishing.af.mil/shared/media/epubs/Afi36-401.pdf)  [AFI 36-602 para 3.8](http://www.e-publishing.af.mil/shared/media/epubs/Afi36-602.pdf) -(Copper Caps)  [AFI 64-102 para 3.4.5](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) - (Operational) | | Y N N/A | |
| 3 | | 2.4.2 | Has the contracting office established an On-The-Job-Training (OJT) program which allows personnel to attain knowledge and skill qualifications required to perform duty in their specialty? | [AFI 36-2201 para 6.1](http://www.e-publishing.af.mil/shared/media/epubs/Afi36-2201.pdf)  [AFI 64-102, para 3.6.2, 3.9.7, 3.9.8](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) | | Y N N/A | |
|  | | **2.5** | **Continuous Learning** |  | |  | |
| 3 | | 2.5.1 | Are all acquisition coded contracting personnel afforded continuous learning opportunities, and are the required employees achieving the mandatory 80 continuous learning points (CLP) within two years? | [DODI 5000.66 para E2.2.8.1](http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf)  [AFI 36-401 para 5.7](http://www.e-publishing.af.mil/shared/media/epubs/Afi36-401.pdf) | | Y N N/A | |
|  | | **2.6** | **Contingency Support** |  | |  | |
| 2 | | 2.6.1 | Does the contracting office develop and maintain Contracting Incident Response Kits (CIRKs) and deployment kits for use during contingencies, as required? | [AFFARS Appendix CC-302](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/APDX_cc.htm" \l "P242_24890)  [AFFARS MPCC-301(c)(1)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/MPCC-301(c)(1).htm#TopOfPage) | | Y N N/A | |
| 2 | | 2.6.2 | Does the contracting unit commander ensure mandatory contingency specific training is accomplished and documented? (Including contracting activity training of non-contracting personnel designated to support contingency plans on the proper use of ordering instruments, SF 44, GPC, and other decentralized procedures authorized for use) | [AFI 64-102 para 3.7.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) | | Y N N/A | |
| 2 | | 2.6.3 | Are the Unit Type Codes (UTCs) status being monitored and reported in ART? Is a mobility roster being maintained for all tasked UTCs? | [AFI 64-102 para 3.6.9 and 3.7.4](http://www.e-publishing.af.mil/shared/media/epubs/AFI64-102.pdf) | | Y N N/A | |
|  | | **2.7** | **Contract Closeout and Disposal of Contract Files** |  | |  | |
| 3 | | 2.7.1 | For contracts administered by the contracting office, are contract closeouts accomplished? | [FAR 4.804](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P365_46730)  [DFARS PGI 204.8](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/PGI%20204_8.htm#TopOfPage) | | Y N N/A | |
| 3 | | 2.7.2 | Does the contracting office follow the prescribed procedures for the handling, storing, and disposing of contract files? | [FAR 4.805](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/04.htm#P427_53202)  [DFARS 204.805](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars204.htm#P218_8933) | | Y N N/A | |
|  | | **2.8** | **Interagency Acquisitions** |  | |  | |
| 3 | | 2.8.1 | Are required contracting office responsibilities completed for Military Interdepartmental Purchase Requests (MIPRs) that will result in a contract action? | [AFI65-116 para 3.5](http://www.e-publishing.af.mil/shared/media/epubs/AFI65-116.pdf) | | Y N N/A | |
|  | |  | **Other Required Evaluations** |  | |  | |
|  | | **2.9** | **Government Purchase Card (GPC) Program** |  | |  | |
| 3 | | 2.9.1 | Has the Contracting Squadron Commander/Chief of Contracting Office designated a primary and at least one alternate Agency/ Organization Program Coordinator (A/OPC) to manage the installation level GPC Program? Also, are the primary and alternate A/OPCs in an allowable job series and APDP Level I certified in Contracting? | [AFI 64-117 paras 2.3.2.1 and 2.3.3.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI%2064-117.pdf) | | Y N N/A | |
| 3 | | 2.9.2 | Is the GPC program managed with effective internal controls to ensure the appropriate management, operation, and oversight of the local GPC program? | [AFI 64-117](http://www.e-publishing.af.mil/shared/media/epubs/AFI%2064-117.pdf) | | Y N N/A | |
| 3 | | 2.9.3 | Do all card holders not in contracting organizations possess written authority from the Contracting Squadron Commander/Chief of Contracting Office to make purchases and/or place orders? | [AFI 64-117 para 2.3.2.2](http://www.e-publishing.af.mil/shared/media/epubs/AFI%2064-117.pdf) | | Y N N/A | |
| 3 | | 2.9.4 | Is the A/OPC performing and documenting physical surveillance on each managing account, as well as a random sample of 25% of cardholders assigned to each managing account to include corrective actions taken? | [AFI 64-117 para 5.1.2.1](http://www.e-publishing.af.mil/shared/media/epubs/AFI%2064-117.pdf) | | Y N N/A | |
| 3 | | 2.9.5 | Is the A/OPC using the Purchase Card On-Line System (PCOLS) as an electronic tool to manage its GPC Program to perform Level IV reviews? | [AFI 64-117 para 5.1.2.6](http://www.e-publishing.af.mil/shared/media/epubs/AFI%2064-117.pdf) | | Y N N/A | |
|  | | **2.10** | **Oversight of QA Program** |  | |  | |
| 3 | | 2.10.1 | Has a Quality Assurance Program Coordinator (QAPC) been appointed and trained, and is the QAPC performing the roles and responsibilities outlined in AFFARS MP5346.103? | [AFFARS MP5346.103](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5346.htm#P15_148) | | Y N N/A | |
|  | | **2.11** | **Plans for Continuation of Contractor Services** |  | |  | |
| 3 | | 2.11.1 | For contracts which include Government-determined essential contractor services, do the contracts contain a written mission essential contractor services plan? Do COs consult with a functional manager to assess the sufficiency of a plan prior to incorporation in the contract? | [DFARS 237.7602](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/Dfars237.htm#P890_55025) | | Y N N/A | |
|  | | **2.12** | **Nonappropriated Fund (NAF) Contracting Procedures** |  | |  | |
| 3 | | 2.12.1 | Did the Force Support Squadron (FSS) Commander (or equivalent) review NAF Contracting Officer appointments annually and forward requests for termination to the Air Force Nonappropriated Fund Purchasing Office (AFNAFPO) when the appointment is no longer needed? | [AFMAN 64-302 para 3.6.2](http://www.e-publishing.af.mil/shared/media/epubs/AFMAN64-302.pdf) | | Y N N/A | |
| 3 | | 2.12.2 | Did the Force Support Squadron (FSS) Commander (or equivalent) certify on an annual basis that adequate controls are in place and that Nonappropriated Fund (NAF) Contracting is being conducted in accordance with current directives, and submitted to HQ AFSVA/SVC, no later than 30 Nov each year? | [AFMAN 64-302 para 3.12](http://www.e-publishing.af.mil/shared/media/epubs/AFMAN64-302.pdf) | | Y N N/A | |

**Notes:**

1. References are not all inclusive. Other guidance may be applicable to the Item.
2. Inspector General personnel may identify compliance deficiencies in addition to Items listed in the checklist.
3. If dollar thresholds listed in the checklist become incorrect due to changes in policy, the current thresholds rule.

**Tier Basis per AFI 90-201:**

**Tier 1:** Non-compliance puts Airmen, commanders, or the USAF at high risk of mission or program failure, injury, legal jeopardy or waste.

**Tier 2:** Non-compliance limits mission or program effectiveness or efficiency and adds significant risk of mission or program failure, injury, legal jeopardy or waste.

**Tier 3:** Non-compliance limits mission or program effectiveness or efficiency but does not create significant risk of mission or program failure, injury, legal jeopardy or waste.