

REE Procurement Package Checklist – First 2 Pages Required for All Actions

A. Basic Information (All Requirements)

1. Requirement Title and Brief Description:		
2. <input type="checkbox"/> New Action <input type="checkbox"/> Order/Call from Existing Award	Need By Date:	Period of Performance, Including Options:
3. <input type="checkbox"/> Follow-on to Expiring Award	Award Number:	Expiration Date:
4. <input type="checkbox"/> Modification to Current Award <i>Modifications only require the applicable portions of pages 1-2 to be completed prior to IAS submission</i> <input type="checkbox"/> Statement of Continuing Need for Options, if applicable (attach)	Award Number: Option Due Date (if applicable):	<input type="checkbox"/> Funding Only Action <input type="checkbox"/> Funding for Continuing Resolution (CR)
5. Historical and/or Important Information to Note About this Requirement:		

B. Points of Contact (All Requirements)

1. Technical POC:	Email:	Phone:
2. Nominated COR (if applicable): <input type="checkbox"/> Nomination form attached <input type="checkbox"/> Appears on IAS COR Pick List	Email:	Phone:
3. IPP Approver (invoice approval):	Email:	Phone:
4. AO and/or Individual to Receive Updates:	Email:	Phone:

5. Individual to Receive Updates:	Email:	Phone:
6. Individual to Receive Updates:	Email:	Phone:

C. Funding (All Requirements)

1. Estimated Dollar Value (Including Options):	<u>Funded Amount:</u>
2. <u>Estimate Based On</u> (Attach): <input type="checkbox"/> Independent Government Estimate (IGE) <input type="checkbox"/> Market Research Quotes <input type="checkbox"/> Published Price List	<input type="checkbox"/> Other (Explain):
3. If Over \$100,000 – Has this been included on the <u>USDA Procurement Forecast</u> ? <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes – ID Number: <input type="checkbox"/> No (Explain):
4. IT Requirements Exceeding \$25,000 Only <input type="checkbox"/> Not Applicable	<input type="checkbox"/> AAR Approved, Reference Number: <input type="checkbox"/> AAR In Process
5. In the Event there is a Lapse of Government Funding:	<input type="checkbox"/> Funded with Supplemental Appropriations (i.e. non-annual funds, Exempt) <input type="checkbox"/> In support of USDA life and property (Excepted) <input type="checkbox"/> Work can continue without Govt intervention and is/would be funded throughout lapse <input type="checkbox"/> Stop Work

If this is a modification to a Current Award, please stop and submit the first two pages only

Instructions for Remaining Checklist

Additional documents needed for IAS Requisition submission vary on the specific requirement. The following checklist items present the most common documentation needed based on the generalized category of the requirement. Please complete only the relevant portion of the checklist items that are specific to your requirement:

[Supplies](#)

[Services](#)

[Construction / AE](#)

[Information Technology Supply](#)

[Information Technology Services](#)

D. Supplies Only (Also Includes Equipment)

<p>1. Market Research (Attach):</p> <p><i>Conducting Market Research Helps to Define the Government's Requirement and aids in identifying potential sources of supply.</i></p> <p><i>Initial Market Research should be conducted by the Requiring Office and provided to the Contracting Office for review and validation. The Contracting Office will perform additional Market Research to finalize the Acquisition Plan and issue the solicitation.</i></p> <p><i>Please indicate sources reviewed to date in planning and provide copies of results as attachments to this checklist.</i></p> <p>Suggested Vendors:</p>	<p><input type="checkbox"/> Required Sources of Supply</p> <p><input type="checkbox"/> Cannot Meet</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> USDA Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> REE Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> GSA Schedule Vendors</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> Other Government Wide Vehicles</p> <p><input type="checkbox"/> Can Meet – Source(s):</p>
<p>2. Country of Manufacturing Origin, if Known:</p>	
<p>3. Requirements Document (Attach):</p>	<p><input type="checkbox"/> Salient Characteristics</p> <p><input type="checkbox"/> Specifications</p>
<p>4. Acquisition Planning, Initial Draft Documents if Required (Refer to PGI 407 and REE Acq Manual 3.1)</p> <p><i>Contracting Office will document FAR Required documentation not captured through use of this checklist.</i></p>	<p><input type="checkbox"/> Abbreviated Acquisition Plan (Required for Firm Fixed Price Contracts > \$7.5M to <\$50M)</p> <p><input type="checkbox"/> Formal Acquisition Plan (Required for Non-Firm Fixed Price Contracts > \$7.5M to <\$50M)</p> <p><input type="checkbox"/> Not Applicable</p>
<p>5. Justification to Limit Competition, if Applicable (Attach):</p> <p><input type="checkbox"/> Not Applicable</p> <p><i>The Federal Government seeks to compete requirements to the maximum extent practicable. Limiting Competition must be appropriately justified and validated prior to solicitation</i></p>	<p><input type="checkbox"/> Sole Source Justification (open market < \$250K)</p> <p><input type="checkbox"/> Justification for Other than Full & Open Competition (>\$250K)</p> <p><input type="checkbox"/> Limited Source Justification (Limiting competition on GSA)</p> <p><input type="checkbox"/> Requirement <\$250K</p> <p><input type="checkbox"/> Requirement >\$250K</p> <p><input type="checkbox"/> Brand Name Justification</p> <p><input type="checkbox"/> Requirement <\$250K</p> <p><input type="checkbox"/> Requirement >\$250K</p>

	<input type="checkbox"/> FAR 16.505 Exception to Fair Opportunity <i>Applicable to new orders placed under Multiple Award Contracts</i>
6. <u>Government Furnished Property, Equipment and/or Information, if Applicable (Attach):</u> <input type="checkbox"/> Not Applicable	<input type="checkbox"/> GFP <input type="checkbox"/> GFE <input type="checkbox"/> GFI
7. Evaluation Considerations (if known): <i>To be discussed with Contracting Office based on requirement and applicable solicitation requirements.</i>	<input type="checkbox"/> Minimum standards of performance are known and price should be the driving force in vendor selection <input type="checkbox"/> Increased Technical Performance desired over price, i.e. willing to pay higher price for increased performance over a minimum standard
8. Evaluation Panel Members (list): <i>Simple supplies/equipment may only require a chairperson. Attach additional personnel if more than 3:</i> Chair (Name/Email):	Panelist (Name/Email): Panelist (Name/Email):

D. Services Only

<p>1. Market Research (Attach):</p> <p><i>Conducting Market Research Helps to Define the Government's Requirement and aids in identifying potential sources of supply.</i></p> <p><i>Initial Market Research should be conducted by the Requiring Office and provided to the Contracting Office for review and validation. The Contracting Office will perform additional Market Research to finalize the Acquisition Plan and issue the solicitation.</i></p> <p><i>Please indicate <u>any</u> sources reviewed to date in planning and provide copies of results as attachments to this checklist.</i></p> <p>Suggested Vendors:</p>	<p><input type="checkbox"/> Required Sources of Supply</p> <p><input type="checkbox"/> Cannot Meet</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> USDA Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> REE Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> GSA Schedule Vendors</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> Other Government Wide Vehicles</p> <p><input type="checkbox"/> Can Meet – Source(s):</p>
<p>2. Requirements Document (Attach):</p>	<p><input type="checkbox"/> Performance Work Statement</p> <p><input type="checkbox"/> Statement of Objectives</p> <p><input type="checkbox"/> Statement of Work</p>
<p>3. Surveillance Documents (Performance Based Actions Only)</p> <p><i>For Performance Work Statements and Statements of Objectives Only</i></p>	<p><input type="checkbox"/> Quality Assurance Surveillance Plan (Government Developed; Attach)</p> <p><input type="checkbox"/> Quality Assurance Surveillance Plan (Contractor Proposed)</p>
<p>4. Acquisition Planning, Initial Draft Documents if Required (Refer to PGI 407 and REE Acq Manual 3.1)</p> <p><i>Contracting Office will document FAR Required documentation not captured through use of this checklist.</i></p>	<p><input type="checkbox"/> Abbreviated Acquisition Plan (Required for Firm Fixed Price Contracts > \$7.5M to <\$50M)</p> <p><input type="checkbox"/> Formal Acquisition Plan (Required for Non-Firm Fixed Price Contracts > \$7.5M to <\$50M)</p> <p><input type="checkbox"/> Not Applicable</p>
<p>5. Justification to Limit Competition, if Applicable (Attach):</p> <p><input type="checkbox"/> Not Applicable</p> <p><i>The Federal Government seeks to compete requirements to the maximum extent practicable. Limiting Competition must be appropriately justified and validated prior to solicitation</i></p>	<p><input type="checkbox"/> Sole Source Justification (open market < \$250K)</p> <p><input type="checkbox"/> Justification for Other than Full & Open Competition (>\$250K)</p> <p><input type="checkbox"/> Limited Source Justification (Limiting competition on GSA)</p> <p><input type="checkbox"/> Requirement <\$250K</p>

	<input type="checkbox"/> Requirement >\$250K <input type="checkbox"/> Brand Name Justification <input type="checkbox"/> Requirement <\$250K <input type="checkbox"/> Requirement >\$250K <input type="checkbox"/> FAR 16.505 Exception to Fair Opportunity <i>Applicable to new orders placed under Multiple Award Contracts</i>
6. Government Furnished Property, Equipment and/or Information, if Applicable (Attach): <input type="checkbox"/> Not Applicable	<input type="checkbox"/> GFP <input type="checkbox"/> GFE <input type="checkbox"/> GFI
7. Evaluation Considerations (if known): <i>To be discussed with Contracting Office based on requirement and applicable solicitation requirements.</i> <i>Evaluation criteria generally consist of price and other factors that are identified in the solicitation in order of importance for determining the selected vendor.</i> <i>If price is not selected as the most important factor, Technical, Past Performance, Other (or a combination of them) may either be selected as the most important consideration.</i>	<input type="checkbox"/> Minimum standards of performance are known and price should be the driving force in vendor selection <input type="checkbox"/> Increased Technical Performance desired over price, i.e. willing to pay higher price for increased performance over a minimum standard <input type="checkbox"/> Increased Past Performance desired over price, i.e. willing to pay higher price for better past performance <input type="checkbox"/> Other factor(s) desired over price, i.e. willing to pay higher price for other considerations, i.e. experience, delivery schedule, etc. List other factor(s):
8. Evaluation Panel Members (list): <i>Attach additional personnel if more than 3:</i> Chair (Name/Email):	Panelist (Name/Email): Panelist (Name/Email):

D. Construction / AE Only

<p>1. Market Research (Attach):</p> <p><i>Conducting Market Research Helps to Define the Government's Requirement and aids in identifying potential sources of supply.</i></p> <p><i>Initial Market Research should be conducted by the Requiring Office and provided to the Contracting Office for review and validation. The Contracting Office will perform additional Market Research to finalize the Acquisition Plan and issue the solicitation.</i></p> <p><i>Please indicate sources reviewed to date in planning and provide copies of results as attachments to this checklist.</i></p> <p>Suggested Vendors:</p>	<p><input type="checkbox"/> USDA Wide Awards (IDIQs and BPAs) <input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> REE Wide Awards (IDIQs and BPAs) <input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> Other Government Wide Vehicles <input type="checkbox"/> Can Meet – Source(s):</p>
<p>2. Requirements Document (Attach):</p>	<p><input type="checkbox"/> Statement of Work</p>
<p>3. Architect Engineering (Attach, if Applicable):</p>	<p><input type="checkbox"/> Project Requirements Document (PRD)</p>
<p>4. Construction Specific (Attach, if Applicable):</p>	<p><input type="checkbox"/> Approved Construction Authority (Required for new construction)</p> <p><input type="checkbox"/> Construction NEPA Determination</p> <p><input type="checkbox"/> Construction Drawings</p> <p><input type="checkbox"/> Construction Specs</p>
<p>5. Acquisition Planning, Initial Draft Documents if Required (Refer to PGI 407 and REE Acq Manual 3.1)</p> <p><i>Contracting Office will document FAR Required documentation not captured through use of this checklist.</i></p>	<p><input type="checkbox"/> Abbreviated Acquisition Plan (Required for Firm Fixed Price Contracts > \$7.5M to <\$50M)</p> <p><input type="checkbox"/> Formal Acquisition Plan (Required for Non-Firm Fixed Price Contracts > \$7.5M to <\$50M)</p> <p><input type="checkbox"/> Not Applicable</p>
<p>6. Justification to Limit Competition, if Applicable (Attach):</p> <p><input type="checkbox"/> Not Applicable</p> <p><i>The Federal Government seeks to compete requirements to the maximum extent practicable.</i></p>	<p><input type="checkbox"/> Sole Source Justification (open market < \$250K)</p> <p><input type="checkbox"/> Justification for Other than Full & Open Competition (>\$250K)</p> <p><input type="checkbox"/> Limited Source Justification (Limiting competition on GSA)</p>

<p><i>Limiting Competition must be appropriately justified and validated prior to solicitation</i></p>	<p><input type="checkbox"/> Requirement <\$250K</p> <p><input type="checkbox"/> Requirement >\$250K</p> <p><input type="checkbox"/> Brand Name Justification</p> <p><input type="checkbox"/> Requirement <\$250K</p> <p><input type="checkbox"/> Requirement >\$250K</p> <p><input type="checkbox"/> FAR 16.505 Exception to Fair Opportunity <i>Applicable to new orders placed under Multiple Award Contracts</i></p>
<p>7. Government Furnished Property, Equipment and/or Information, if Applicable (Attach):</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> GFP</p> <p><input type="checkbox"/> GFE</p> <p><input type="checkbox"/> GFI</p>
<p>8. Evaluation Considerations (if known):</p> <p><i>To be discussed with Contracting Office based on requirement and applicable solicitation requirements.</i></p> <p><i>Evaluation criteria generally consist of price and other factors that are identified in the solicitation in order of importance for determining the selected vendor.</i></p> <p><i>If price is not selected as the most important factor, Technical, Past Performance, Other (or a combination of them) may either be selected as the most important consideration.</i></p>	<p><input type="checkbox"/> Architect Engineering Selection Criteria (FAR 36.602-1)</p> <p><input type="checkbox"/> Minimum standards of performance are known and price should be the driving force in vendor selection</p> <p><input type="checkbox"/> Increased Technical Performance desired over price, i.e. willing to pay higher price for increased performance over a minimum standard</p> <p><input type="checkbox"/> Increased Past Performance desired over price, i.e. willing to pay higher price for better past performance</p> <p><input type="checkbox"/> Other factor(s) desired over price, i.e. willing to pay higher price for other considerations, i.e. experience, delivery schedule, etc. List other factor(s):</p>
<p>9. Evaluation Panel Members (list): <i>Attach additional personnel if more than 3:</i></p> <p>Chair (Name/Email):</p>	<p>Panelist (Name/Email):</p> <p>Panelist (Name/Email):</p>

D. Information Technology Supplies Only

<p>1. Market Research (Attach):</p> <p><i>If the AAR Application and Maintenance Support MASPM Checklist and the AAR Application and Maintenance Support CM Checklists have been completed for this requirement, no additional Market Research is needed.</i></p> <p><i>Conducting Market Research Helps to Define the Government’s Requirement and aids in identifying potential sources of supply.</i></p> <p><i>Initial Market Research should be conducted by the Requiring Office and provided to the Contracting Office for review and validation. The Contracting Office will perform additional Market Research to finalize the Acquisition Plan and issue the solicitation.</i></p> <p>Suggested Vendors:</p>	<p><input type="checkbox"/> AAR App & Main Support CM Checklist</p> <p><input type="checkbox"/> AAR App & Main Support MASPM Checklist</p> <p><input type="checkbox"/> AAR App & Main Support CEC Checklist</p> <p>OR</p> <p><input type="checkbox"/> Required Sources of Supply</p> <p><input type="checkbox"/> Cannot Meet</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> USDA Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> REE Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> GSA Schedule Vendors</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> Other Government Wide Vehicles</p> <p><input type="checkbox"/> Can Meet – Source(s):</p>
<p>2. Country of Manufacturing Origin, if Known:</p>	
<p>3. Requirements Document (Attach):</p>	<p><input type="checkbox"/> Salient Characteristics</p> <p><input type="checkbox"/> Specifications</p>
<p>4. Acquisition Planning, Initial Draft Documents if Required (Refer to PGI 407 and REE Acq Manual 3.1)</p> <p><i>Contracting Office will document FAR Required documentation not captured through use of this checklist.</i></p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Abbreviated Acquisition Plan (Required for actions > \$250K consistent with AS/AP strategy and within approved cost)</p> <p><input type="checkbox"/> Revision/reapprove AS/AP (Required for actions > \$250K NOT consistent with AS/AP strategy and/or NOT within approved cost)</p>
<p>5. Justification to Limit Competition, if Applicable (Attach):</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> Sole Source Justification (open market < \$250K)</p> <p><input type="checkbox"/> Justification for Other than Full & Open Competition (>\$250K)</p>

<p><i>The Federal Government seeks to compete requirements to the maximum extent practicable. Limiting Competition must be appropriately justified and validated prior to solicitation</i></p>	<p><input type="checkbox"/> Limited Source Justification (Limiting competition on GSA)</p> <p><input type="checkbox"/> Requirement <\$250K</p> <p><input type="checkbox"/> Requirement >\$250K</p> <p><input type="checkbox"/> Brand Name Justification</p> <p><input type="checkbox"/> Requirement <\$250K</p> <p><input type="checkbox"/> Requirement >\$250K</p> <p><input type="checkbox"/> FAR 16.505 Exception to Fair Opportunity <i>Applicable to new orders placed under Multiple Award Contracts</i></p>
<p>6. Government Furnished Property, Equipment and/or Information, if Applicable (Attach):</p> <p><input type="checkbox"/> Not Applicable</p>	<p><input type="checkbox"/> GFP</p> <p><input type="checkbox"/> GFE</p> <p><input type="checkbox"/> GFI</p>
<p>7. Evaluation Considerations (if known):</p> <p><i>To be discussed with Contracting Office based on requirement and applicable solicitation requirements.</i></p>	<p><input type="checkbox"/> Minimum standards of performance are known and price should be the driving force in vendor selection</p> <p><input type="checkbox"/> Increased Technical Performance desired over price, i.e. willing to pay higher price for increased performance over a minimum standard</p>
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D. Information Technology Services Only

<p>1. Market Research (Attach):</p> <p><i>If the AAR Application and Maintenance Support MASPM Checklist and the AAR Application and Maintenance Support CM Checklists have been completed for this requirement, no additional Market Research is needed.</i></p> <p><i>Conducting Market Research Helps to Define the Government’s Requirement and aids in identifying potential sources of supply.</i></p> <p><i>Initial Market Research should be conducted by the Requiring Office and provided to the Contracting Office for review and validation. The Contracting Office will perform additional Market Research to finalize the Acquisition Plan and issue the solicitation.</i></p> <p>Suggested Vendors:</p>	<p><input type="checkbox"/> AAR App & Main Support CM Checklist</p> <p><input type="checkbox"/> AAR App & Main Support MASPM Checklist</p> <p><input type="checkbox"/> AAR App & Main Support CEC Checklist</p> <p>OR</p> <p><input type="checkbox"/> Required Sources of Supply</p> <p><input type="checkbox"/> Cannot Meet</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> USDA Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> REE Wide Awards (IDIQs and BPAs)</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> GSA Schedule Vendors</p> <p><input type="checkbox"/> Can Meet – Source(s):</p> <p><input type="checkbox"/> Other Government Wide Vehicles</p> <p><input type="checkbox"/> Can Meet – Source(s):</p>
<p>2. Requirements Document (Attach):</p> <p><i>In addition to the Performance Work Statement, Statement of Objectives, or Statement of work please include the AAR NIFA Application and Maintenance Support CEC Checklist</i></p>	<p><input type="checkbox"/> Performance Work Statement</p> <p><input type="checkbox"/> Statement of Objectives</p> <p><input type="checkbox"/> Statement of Work</p>
<p>3. Surveillance Documents (Performance Based Actions Only)</p> <p><i>For Performance Work Statements and Statements of Objectives Only</i></p>	<p><input type="checkbox"/> Quality Assurance Surveillance Plan (Government Developed; Attach)</p> <p><input type="checkbox"/> Quality Assurance Surveillance Plan (Contractor Proposed)</p>
<p>4. Acquisition Planning, Initial Draft Documents if Required (Refer to PGI 407 and REE Acq Manual 3.1)</p> <p><i>Contracting Office will document FAR Required documentation not captured through use of this checklist.</i></p>	<p><input type="checkbox"/> Abbreviated Acquisition Plan (Required for actions > \$250K consistent with AS/AP strategy and within approved cost)</p> <p><input type="checkbox"/> Revision/reapprove AS/AP (Required for actions > \$250K NOT consistent with AS/AP strategy and/or NOT within approved cost)</p>

<input type="checkbox"/> Not Applicable	
<p>5. Justification to Limit Competition, if Applicable (Attach):</p> <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Sole Source Justification (open market < \$250K)
<p><i>The Federal Government seeks to compete requirements to the maximum extent practicable. Limiting Competition must be appropriately justified and validated prior to solicitation</i></p>	<input type="checkbox"/> Justification for Other than Full & Open Competition (>\$250K)
<p>6. Government Furnished Property, Equipment and/or Information, if Applicable (Attach):</p> <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Limited Source Justification (Limiting competition on GSA)
<p>7. Evaluation Considerations (if known):</p> <p><i>To be discussed with Contracting Office based on requirement and applicable solicitation requirements.</i></p> <p><i>Evaluation criteria generally consist of price and other factors that are identified in the solicitation in order of importance for determining the selected vendor.</i></p> <p><i>If price is not selected as the most important factor, Technical, Past Performance, Other (or a combination of them) may either be selected as the most important consideration.</i></p>	<input type="checkbox"/> Requirement <\$250K
<p>8. Evaluation Panel Members (list): Attach additional personnel if more than 3:</p> <p>Chair (Name/Email):</p>	<input type="checkbox"/> Requirement >\$250K
	<input type="checkbox"/> Brand Name Justification
	<input type="checkbox"/> Requirement <\$250K
	<input type="checkbox"/> Requirement >\$250K
	<input type="checkbox"/> FAR 16.505 Exception to Fair Opportunity <i>Applicable to new orders placed under Multiple Award Contracts</i>
	<input type="checkbox"/> GFP
	<input type="checkbox"/> GFE
	<input type="checkbox"/> GFI
	<input type="checkbox"/> Minimum standards of performance are known and price should be the driving force in vendor selection
	<input type="checkbox"/> Increased Technical Performance desired over price, i.e. willing to pay higher price for increased performance over a minimum standard
	<input type="checkbox"/> Increased Past Performance desired over price, i.e. willing to pay higher price for better past performance
	<input type="checkbox"/> Other factor(s) desired over price, i.e. willing to pay higher price for other considerations, i.e. experience, delivery schedule, etc. List other factor(s):
	Panelist (Name/Email):
	Panelist (Name/Email):

Definitions and Additional Information

Please see below for brief definitions and explanations for checklist documents. If at any point you need additional explanation, you are encouraged to contact your servicing contracting office. Point of Contact information can be found [here](#).

Points of Contact

Contracting Officer's Representative (COR) – play a critical role in ensuring that contractors meet contract requirements and objectives by monitoring contract performance and verifying that contract terms and conditions are satisfied. CORs are required for Commercial Item Supplies awards that are expected to exceed \$1 Million, and for Services, Construction, Architect Engineering and Non-Commercial Supplies expected to exceed \$250,000. A Contracting Officer may request a COR Nomination for particular, complex requirements.

IPP Approver – This person would need to obtain [system access](#) for the Invoice Processing Platform, and would be responsible for the reviewing and approving of invoices for the award in the system.

IAS COR Pick List – Available to all IAS Users (Requisitioners, Budget Approvers, Contracting, and Reports Users) through the [IAS Reporting Tool](#). To access, please go to Report User -> User -> COR and IPP Users. Active CORs are shown with a “Y” under the COR Certified column.

AO and/or Individual – Administrative Officer, if applicable, or another individual who wishes to receive status notifications and/or award documents upon completion.

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Funding Table

Funded Amount – This is the amount of funding that is placed on the requisition, and may be lower than the overall anticipated amount of the current period of performance, or overall contract amount.

Independent Government Estimate (IGE) – The Government's internal estimate of the projected price or cost that a contractor would incur in the successful performance of a contract.

Market Research Quote – quotes obtained from vendors prior to a solicitation during the course of conducting market research.

Published Price List – a catalog or established list of prices that is publicly available through a vendor’s website or other source.

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Market Research

USDA Wide Awards – these are a list of awards that are available for all USDA agencies to place either calls or orders against; please refer to the ordering instructions within each award for specific information regarding the level of competition required for use. If the award does not require further competition, a sole source justification is not required.

REE Wide Awards – these are a list of awards that are available for all REE agencies to place either calls or orders against; please refer to the ordering instructions within each award for specific information regarding the level of competition required for use. If the award does not require further competition, a sole source justification is not required.

IDIQ – Indefinite Delivery, Indefinite Quantity Contract; Allows for the placing of task or delivery orders for supplies or services included in the requirements document with flexible quantities and delivery schedules according to a need determined during the ordering process. May be Multiple or Single Award, so may require additional competitive efforts at time of ordering (please refer to the ordering instructions in the IDIQ).

BPA – Blanket Purchase Agreement; a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. It is not a contract and may require additional competitive efforts, depending on the authority cited to establish the BPA (please refer to the instructions provided in the BPA).

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Requirements Documents

Salient Characteristics – characteristics that make an item equal to a specific brand name item; used in brand name or equal evaluations where the brand name item or its third-party equivalent meet the government’s requirement.

Specifications - a document that lists exact requirements of a particular system or item that is generally built to order or has optional configurations which must be captured, such as a server that houses specific software for particular research requirements.

Statement of Objectives (SOO) – a document that identifies broad, basic, top-level objectives of a procurement. A contractor uses the SOO to develop a Performance Work Statement (PWS) that is supplied as an input during the solicitation process and incorporated into the final contract.

Performance Work Statement (PWS) – a document that describes the required results in clear, specific and objective terms with measurable outcomes. The key distinction is that a PWS describes an end-state that we require and not the steps that the contractor must take in order to get there. This provides an incentive for contractors to use commercial practices and innovation in order to meet acquisition objectives. Some goals of pursuing acquisitions with a PWS are to attain better prices and performance by providing the contractor with flexibility in how they perform the service. Surveillance of the work is more consistent with industry practice, and is generally less than that required by tasks outlined in a SOW. Because of this, there is a preference to utilize a PWS instead of a SOW for service contracts when possible.

Statement of Work (SOW) – a document that outlines specific services that a contractor is required to perform by indicating the type, level and quality of service, as well as the time schedule required. SOWs are generally used when the service must be performed to exacting standards that are set and monitored by the requiring office. Tasks are defined for the contractor to perform using clear, jargon-free direction.

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Surveillance Documents

Quality Assurance Surveillance Plan (QASP) – is used in conjunction with a PWS, typically on larger, more complex service contracts, to establish a contractor’s quality control obligations. The QASP contains measurable inspection and acceptance criteria that corresponds to the performance standards listed in the PWS. The QASP must focus on the level of performance required in the PWS, and not the methodology used by

the contractor to perform the service. The PWS and QASP are interdependent documents and should be cross-referenced to each other.

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Government Furnished Property, Equipment, and/or Information

Government Furnished Property – property that is owned by the government and delivered to or made available to a contractor for use during a contract.

Government Furnished Equipment – equipment that is owned by the government and delivered to or made available to a contractor for use during a contract.

Government Furnished Information – information that the government supplies to a contractor for use during a contract.

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