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REVIEW PACKAGE CONTENTS CHECKLIST*

Acquisition Plans
Acquisition planning documents based on complexity and dollar value
Market Research Report

Justification and Approvals (J&A), Brand Name Justifications, Exception to Fair Opportunity (FOE):
Justification
Acquisition Plan
Market Research Report

Requests for Proposals, Invitations for Bids, Request for Quotes
Solicitation
Requirements Package (SOW/PWS/SOO, CDRLs, DD254, etc.)
Acquisition Planning Documents or Brief (as applicable)
Local Legal Review
Competitive –
Evaluation Plan or Source Selection Plan
Non-Competitive –
J&A

Determination & Findings (D&F)
D&F
Local Legal Review
Statement of Work (SOW)/Performance Work Statement (PWS)/Statement of Objectives (SOO)
Funding Document(s), as applicable
Draft Letter Contract, as applicable

Source Selection Plans
Source Selection Plan or Evaluation Plan
Applicable D&F's

Requests for Final Proposal Revisions (FPR)
(competitive only)
Evaluation Notices (ENs) and Contractor Responses
Draft Source Selection Evaluation Board (SSEB) Report
Draft FPR notice

Business Clearance
Access to file
Local Legal Review
Competitive – obtain approval to award without discussions or begin discussions
Request for Clearance
Initial SSEB report
Draft Competitive Range Determination
Non-Competitive – obtain approval prior to beginning negotiations
Pre-negotiation Business Clearance Memorandum

Contract Clearance
Approval of the negotiated business arrangement
Access to file – to include access to the contract writing system
Draft contract
Local Legal Review
Competitive
Request for Clearance
Final SSEB Report
Source Selection Advisory Council (SSAC) Report (if applicable)
Draft Decision Briefing
Draft Source Selection Decision Document (SSDD)
Non-Competitive
Post-negotiation Business Clearance Memorandum

Terminations
Termination Authority Form
Modification
Local Legal Review
Show Cause Letter

Ratifications
D&F (including all documentation of unauthorized commitment)
Local Legal Review
Ratification Checklist with associated documents

* Reference SOFARS 5604.803 Contents of Contract Files, DCG Part 4.1 Contents of Contract Files, and DCG Part 4.2 Contract Files Assurance and "Chain of Custody". All documents listed above are to be included in the file prior to requesting review from SOF AT&L-KM/KX/KB as required and applicable to the specific contracting action.

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