

Handout E

GSA Schedule Task Order File Checklist¹

For Federal Supply Schedule Services Exceeding the Micropurchase Threshold

Ordering agencies are strongly encouraged to make their own Schedule Task Order Checklist for both delivery orders and task orders. This checklist document includes only FAR and Schedule contract-level requirements. It must be tailored to each agency and each contracting activity. For example, DoD ordering activities must supplement FAR requirements for Schedule orders by documenting compliance with [DFARS 208.4](#) in addition to the requirements shown on this checklist. In addition, ordering activities should reorganize this list in accordance with the contracting activity's own contract file tab guide. (Note that orders against Schedule BPAs may include additional requirements consistent with BPA ordering procedures. The scope of this checklist is limited to service orders placed directly against the Schedule contract by ordering activities.)

1. Acquisition Planning

___ Services that substantially or to a dominant extent specify performance of architect-engineer services ([FAR 2.101](#), [36.601-4](#)) are not procured [[FAR 8.403\(c\)](#)].

___ Services are non-personal [[FAR 37.103\(a\)\(3\)](#)].²

___ Services are not inherently governmental ([FAR 7.5](#)).

___ Complete acquisition planning according to FAR and agency specific acquisition planning procedures [[FAR 8.404\(c\)\(1\)](#), [7.1](#)].

___ If a bundled contract ([FAR 2.101](#)), compliance with all FAR bundling requirements is documented [[FAR 8.404\(c\)\(2\)](#)].

___ Documentation that services are not available from a higher-priority *AbilityOne* (<http://abilityone.org>) service provider [[FAR 8.002\(a\)\(2\)](#)].

___ Rationale for using a Time-and-Material/Labor Hour type task order [[FAR 8.404\(h\)\(3\)](#)].

___ If acquisition is over \$500k, [[FAR 17.500\(c\)\(2\)](#)], complete a determination of best procurement approach [[FAR 17.502-1](#)].³

___ Requiring activity provided information on applicable regulatory and statutory requirements to Contracting Officer [[FAR 8.404\(b\)](#)].

___ Other:

¹ Comments on this document can be addressed to brad.demers@gsa.gov.

² DoD ordering activities should see [DFARS 237.104](#) for D&F requirements.

³ For DOD, this must be done for any acquisition above the SAT [[DFARS 217.7802](#)].

2. **Market Research**

___ Documented market research with suggested Schedule sources [\[FAR 10.001\(a\)\]](#).

___ Limited Sources Justification [\[FAR 8.405-6\]](#) if sending the RFQ to less than three Schedule contractors.

___ Purchase request, evidence of availability of funds and Government estimate of order price [\[FAR 4.803\]](#).

___ Commerciality of services [\[FAR 12, Schedule contract scope\]](#).

___ Within scope of Schedule (s) _____ and
SIN(s) _____ [\[Schedule contract scope\]](#).

___ GSA [eLibrary](#) SIN descriptions and GSA [Advantage!](#)® Schedule pricelists consulted [\[Schedule contract scope\]](#).

___ Research Schedule pricelists to determine if [FAR 8.402\(f\)](#) procedures will be needed if a total schedule solution cannot be obtained.⁴

___ Other:

3. **Pre-Request for Quotation (RFQ) Determinations**

___ RFQ contains (1) Performance Work Statement, (2) Evaluation Factors, [both in [FAR 8.405-2 \(c\)](#)] and (3) Agency FAR Supplement clauses/provisions not conflicting with the Schedule contract [\[FAR 8.404\(b\)\]](#).⁵

___ Clauses have not been included or clauses have not been tailored without determining that they are consistent with customary commercial practice or a waiver has been obtained. [\[FAR 12.302\(c\)\]](#).

___ Evidence that a *performance-based* statement of work was used to the maximum extent practicable [\[FAR 8.405-2\(b\), 37.602\]](#) and document the rationale for using other than a performance-based order [\[FAR 8.405-2\(f\)\(7\)\(ii\)\]](#).

___ Head of Contracting Activity approval obtained if T&M/LH-type order and if base period plus any option periods exceeds three years [\[FAR 8.404\(h\)\(3\)\(ii\)\(C\)\]](#).

___ For services meeting the definition of advisory and assistance services ([FAR 37.2](#)), the required determination has been approved [\[FAR 37.204\]](#).

___ Statement of Work includes work to be performed, location, period of performance, deliverable schedule, performance standards and any special requirements [\[FAR 8.405-2\(b\)\]](#).

___ Performance incentives considered [\[FAR 16.402-2, FAR 37.6\]](#).

⁴ It is best practice to obtain a total Schedule solution and avoid using [FAR 8.402\(f\)](#). Methods of obtaining a total Schedule solution include use of [CTAs](#) and the [FAR 51 Deviation](#).

⁵ See also ordering agency FAR Supplements. For example, [DFARS 217.7802\(b\)\(4\)](#) requires inclusion of applicable DFARS clauses on Schedule orders.

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___ If including task order options, document decisions on use and evaluation of options [[FAR 17.2](#)].

___ Other:⁶

4. **Request for Quotations**

___ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) and over \$25k, informational notice posted at *FedBizOpps* [[FAR 8.404\(g\)\(1\)](#), 5.704] in addition to usual solicitation practice (e.g., *GSA eBuy*).

___ Documentation that the RFQ was provided to at least three Schedule contractors [[FAR 8.405-2\(c\)\(2\)\(ii\)](#)] (micropurchase to SAT) and issued on E-buy OR to enough Schedule contractors to ensure three quotes are *received* when the order exceeds the SAT [[FAR 8.405-2\(c\)\(3\)](#)] if a limited sources justification [[FAR 8.406\(a\)\(1\)](#)] is not warranted.

___ RFQ provided to all Schedule contractors who request it [[FAR 8.405-2\(c\)\(4\)](#)].

___ If not setting aside for small business, consider, if available, at least one small business, veteran-owned small business, service disable veteran-owned small business, HUBZone small business, woman-owned small business, or small disadvantage business Schedule contractor [[FAR 8.405-5\(c\)](#)].

___ If performance-based, the Quality Assurance Surveillance Plan was prepared ([FAR 37.6, 46.4](#)).

___ Other:

5. **Evaluation of Quotes**

___ *Excluded Party List System* (www.sam.gov) checked prior to evaluation of quotes [[FAR 9.405\(d\)\(3\)](#)].

___ Evaluate all quotes received using evaluation criteria in the RFQ [[FAR 8.405-2\(d\)](#)].

___ Determination of fair and reasonable pricing for quoted open market (non-Schedule contract items) on the best-value quote [[FAR 8.402\(f\)\(2\)](#)].

___ Record of price discounts sought/obtained [[FAR 8.404\(d\)](#), [8.405-2\(c\)\(3\)](#), [8.405-4](#)].

___ If evaluating services satisfying the requirement and quoted at equal prices, give preference to the quotes from small businesses [[FAR 8.405-5\(c\)](#)].

___ Contractor Teaming Agreement reviewed [<http://www.gsa.gov/cta>].

___ Evaluate (1) the quoted level of effort, (2) the labor mix proposed, and (3) the reasonableness of the total order price [[FAR 8.405-2\(d\)](#)].

⁶ For example, DoD ordering activities would tailor this to include the determination not do a performance-based service contract (if applicable) [[DFARS 237.170-2](#)]

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___ Document the Schedule contracts considered, the amount paid, the evaluation methodology used in selecting the best-value contractor, and the rationale for any selection tradeoffs. [[FAR 8.405-2 \(f\)](#)].

___ Evaluate task order options [[FAR 17.206](#)].

___ Other:

6. **Pre-Award Documentation and Clearances**

___ Compliance with applicable labor laws (e.g., Service Contract Act and Davis-Bacon Act [for Ancillary Repair & Alternation SIN]).

___ Open market (non-Schedule contract) items are marked on the task order as items not on the Federal Supply Schedule [[FAR 8.402\(f\)\(3\)](#)].

___ Competition (FAR 6), publicizing (FAR 5) and set-aside (FAR 19) requirements have been met for open market items [[FAR 8.402\(f\)\(1\)](#)].

___ Clauses applicable to open market (non-Schedule contract) items are included on the order [[FAR 8.402\(f\)\(4\)](#)].

___ *Excluded Party List System* (www.sam.gov) checked *again* immediately prior to task order award [[FAR 9.405\(d\)\(4\)](#)].

___ Other:

7. **Post-Award**

___ Provide timely notification to unsuccessful quoters [[FAR 8.405-2\(d\)](#)].

___ Appointment of COR/COTR with training certification [[OMB Memo September 6, 2011](#)]⁷.

___ If requested by unsuccessful quoters, provide brief explanation of basis for the award decision if evaluation includes non-price factors [[FAR 8.405-2\(d\)](#)].

___ Task order issued on Optional Form 347, an agency prescribed form,⁸ or an electronic communication format including billing address, Schedule contract number, agency order number, SIN(s), period of performance, and SOW [[FAR 8.406-1](#)].

___ Order reported (e.g., FPDS; [FAR 4.602](#)) toward agency's socioeconomic goals [[FAR 8.405-5\(b\)](#)].

___ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) and over \$500k, award notice publicized [[FAR 8.404\(g\) 5.705\(a\)](#)].

___ If funded by the American Recovery and Reinvestment Act of 2009 (Pub. L. 11-5) regardless of dollar value, award notice with rationale publicized if order is T&M/LH-type or under a Limited Sources Justification [[FAR 5.705\(b\)](#)].

⁷ DoD agencies should substitute appropriate DAWIA requirements.

⁸ DoD agencies should tailor this to DFARS [PGI 208.406-1](#) regarding the use of the DD1155 (at or below the SAT) and the SF1449 (above the SAT).

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- ___ Inspect services in accordance with contract and order requirements as specified in the task order's Quality Assurance Surveillance Plan [[8.406-2\(b\)](#)].⁹
- ___ On orders exceeding the SAT, report contractor performance in PPIRS [[FAR 8.406-7](#)].
- ___ Exercise task order options in accordance with the order and FAR [17.207](#).
- ___ Final decisions issued (and Schedule Contracting Officer informed [[FAR 8.406-6\(a\)\(2\)](#)]) on disputes not pertaining to Schedule contract terms and conditions [[8.406-6\(a\)\(1\)\(i\)](#)].
- ___ Disputes pertaining to the terms and conditions of the Schedule contract referred to the GSA Contracting Officer [[8.406-6\(b\)](#)].
- ___ If terminating the order for cause or if fraud is suspected, notify the GSA Schedule Contracting Officer [[FAR 8.406-4\(a\)\(2\)](#)].
- ___ When terminating the order for cause and charging the contractor with excess costs resulting from repurchase, comply with FAR [8.406-4\(c\)](#) and FAR [12.403](#) requirements.
- ___ If terminating the order for the Government's convenience, documentation of attempts to enter into a "no cost" settlement agreement [FAR [8.406-5\(b\)](#), [12.403](#)].
- ___ Closeout of order [[FAR 4.804](#)].
- ___ Other:

⁹ Note that DoD T&M/LH contracts are *required* to have a QASP. Reference: [USD AT&L memo of July 14, 2008 \(S. Assad\), Management of Contractor Performance Under Time & Material and Labor Hour Contracts for Services](#). Also see [DFARS 237.12](#).