

CHECKLIST FOR REVIEW OF CONTRACTED SERVICES

Requesting Organization: _____

Identification Number: _____

Name and phone number of requesting organization
contact: _____Period of contract: _____ base period
_____ base period plus
_____ all renewals or optionsAmount of contract: \$ _____ base period
\$ _____ total period (including base)

1. Statement of purpose and need, including criteria for evaluating contract success:

2.a. Abbreviated scope of work, including deliverables and/or progress reporting required:

b. Does the statement of work use the performance-based contracting approach: Yes _____ No _____

If no, explain.

c. Is the requirement a follow-on to a previous cost reimbursement contract(s): Yes _____ No _____

If yes, is the contract being converted to fixed price:
Yes _____ No _____

If no, explain.

d. Has an independent Government estimate (IGE) been prepared: Yes _____ No _____

If no, explain.

3.a. Does the requirement include any function which is listed in or which closely resembles a function listed in Appendix A of OFPP Policy Letter 92-1, Inherently Governmental Functions:

Yes _____ No _____

b. If not, does the requirement include any inherently governmental function(s) based on an analysis of the totality of the circumstances discussed in section 7(b) of Policy Letter 92-1: Yes _____ No _____

c. Do the services closely support the performance of inherently governmental functions: Yes _____ No _____

If yes, attach a description of the increased scrutiny and enhanced degree of management oversight that will be provided (see Policy Letter 92-1, subsection 6(a), subsection 7(f) and Appendix B).

4. Brief description of the acquisition strategy:

5. Have any potential conflicts of interest been identified: Yes _____ No _____

If yes, explain how these will be avoided/mitigated.

6. Does the requirement involve sole source or limited competition: Yes _____ No _____

If yes, attach a complete and detailed justification.

7. Description of the plan to manage and oversee contractor performance:

Head of Operating Unit or Secretarial Officer

Date