

Attachment 5601-1.1 a Table Of Contents

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

Terminations

Termination Authority Form

Modification

Local Legal Review

Show Cause Letter

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

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.

Parent topic: [Attachment 5601-1 Table Of Contents](#)