\*\*ID\_\_SOFARS\_Attachment\_5601-1.1a\_\_ID\*\*

## \*\*ID\_\_rKp1Fg\_\_ID\*\* Attachment 5601-1.1a

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| **REVIEW PACKAGE CONTENTS CHECKLIST\*** | |
| **Acquisition Plans**  Acquisition planning documents based on complexity and dollar value  Market Research Report | **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 |
| **Justification and Approvals (J&A), Brand Name Justifications, Exception to Fair Opportunity (FOE):**  Justification  Acquisition Plan  Market Research Report | **Source Selection Plans**  Source Selection Plan or Evaluation Plan  Applicable D&F’s |
| **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 | **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. | |