

## Contracting Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Identify best contract vehicles for procurement	PEO	Coordinate with National Contracting to determine best procurement mechanisms for distinct VHA equipment categories, establishing ordering officer delegations where possible	
	PEO	Ensure compliance with FAR & VAAR	
	National Contracting	Coordinate with PEO to establish ordering officer delegation where possible	
	National Contracting	Establish alternative ordering mechanisms for the field where ordering officer delegation not feasible	
	PEO	Coordinate continuous process improvement dialogue between PEO and National Contracting	
	National Contracting	Participate in continuous process improvement dialogue with PEO	
Prepare to establish supplier contracts	PEO	Establish point of contact within PEO to manage key national supplier relationships (also includes identifying optimal point of contact within supplier organization)	
	National Contracting	Maintain effective relationship with key points of contact at supplier in coordination with corresponding PEO point of contact	

	RESPONSIBLE	ACTIVITY	COMPLETE
Prepare to establish supplier contracts	PEO	Gather and consolidate supplier data needed to establish independent government contract estimates (IGCEs)	
	PEO	Translate equipment requirements into contract terms	
	PEO	Prepare consolidated procurement package	
	PEO	Send consolidated procurement package to National Contracting for execution	
	National Contracting	Receive, process, and review actionable procurement packages compiled by PEO (e.g., peer reviews, compliance reviews, legal reviews, etc.)	
	VISN Network Contracting Offices	Maintain effective relationship with key points of contact at supplier in coordination with requesting clinical service lines	
	VISN Network Contracting Offices	Receive, process, and review packages prepared by facility requesters	
Negotiate with suppliers on pricing and terms	National Contracting, VISN Network Contracting Offices	Negotiate directly with suppliers once procurement package has been approved	
	National Contracting	Provide PEO with finalized contractual documentation	

	RESPONSIBLE	ACTIVITY	COMPLETE
Negotiate with suppliers on pricing and terms	VISN Network Contracting Offices	Provide PEO with finalized contractual documentation	
Track contractual terms and key dates	PEO	Maintain internal database of existing national contracts to ensure renegotiation occurs in a timely manner	
	National Contracting, VISN Network Contracting Offices	Support PEO in maintaining database of existing national contracts	
Monitor contract compliance	PEO	Ensure that national suppliers are meeting contractual expectations	
	PEO	Track facility usage of national contract vehicles	
	National Contracting	Support PEO is ensuring that national suppliers are meeting contractual expectations	
	VISN Network Contracting Offices	Ensure that local/regional suppliers are meeting contractual expectations	
	VAMC Logistics	Coordinate with Network Contracting Offices to ensure effective and timely execution of VISN contract packages	