

**BY THE ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 64-4**

1 MARCH 2002

Contracting

CONTRACTING UNIT

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This checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the Contracting functional area. The Command Inspector General will also use the checklist during applicable assessments. It applies to all HQ AFSPC subordinate units.

SUMMARY OF REVISIONS

This checklist has been revised to update references, categorize questions and add questions related to the Small Business Program, Government-Wide Purchase Card Program, Market Research and Performance Based Acquisition. This checklist has been revised in its entirety and must be completely reviewed.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility and/or mission accomplishment. The IG evaluates critical items during applicable assessments. While compliance with non-critical items is not rated, these items help gauge effectiveness/efficiency.
2. This checklist establishes a baseline for Contingency Contracting support and will also be used by the Command IG during Operational Readiness Inspections (ORIs). Use the checklist at **Attachment 1. AFSPC checklists will not be supplemented.** Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. The Contracts Section requires review of multiple contract files for an accurate inspection. A checklist should be completed for each file reviewed addressing only applicable areas. The number of files reviewed should be determined at the field level taking into consideration results of previous inspections and the commander's areas of concern.

KAILEE NORWOOD, Col, USAF
Director of Logistics

Attachment 1

MANAGEMENT PROGRAMS

Table A1.1. Checklist.

SECTION 1: MANAGEMENT PROGRAMS				
If there is a negative response to any question in this section, a process review should be initiated to determine if the process could be improved to ensure affirmative responses in the future.				
1.1. MANAGEMENT				
1.1.1. CRITICAL ITEMS:	REFERENCE	YES	NO	NA
1.1.1.1. Is there evidence that the unit small business (SB) specialist develops and executes an annual SB and Historically Black Colleges and Universities/Minority Institution (HBCU/MI) Plan for attaining the office goals and objectives?	AFI 64-201, Para. 3.3			
1.1.1.2. Is there evidence the unit SB specialist establishes and maintains a system for monitoring SB program metrics, including verifying the accuracy of SB award information in DD Form 350, Individual Contracting Action Report , and DD Form 1057, Monthly Contracting Summary of Actions \$25,000 or Less ?	AFI 64-201, Para. 3.3 DFARS 219.201(e)(viii)			
1.1.1.3. Is there evidence the unit SB specialist reviews acquisitions over \$25,000 (except General Services Administration (GSA) schedule buys) using DD Form 2579, Small Business Coordination Record ?	DFARS 219.201, AFSPCFARS 5319.201(d)(9) AFI 64-201, Para. 3.3			
1.1.1.4. Is there evidence the unit SB specialist establishes and maintains an outreach program to locate and help SB sources?	AFI 64-201, Para. 3.3			
1.1.1.5. Did the contracting squadron commander update the installation commander twice a year on the health of the installation's contract services program?	AFI 63-124, Para. 1.2.6.1			
1.1.1.6. Has an effective Quality Assurance Program for service contracts been established?	AFI 63-124, Para. 4.1			
1.1.2. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
1.1.2.1. Is there a customer education program that explains contracting procedures, helps develop customer acquisition packages, keeps communication links open and stresses the importance of maintaining proper business relationships with contractors?	AFI 64-109, Para. 3.3.15			

NON-CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
1.1.2.2. Is there an alternate SB specialist appointed in writing by the wing commander or vice commander with the understanding that only this person can act for the primary SB specialist during temporary absences?	AFSPCFARS 5319.201(d)			
1.1.2.3. Does the office have written policy and procedures for in-house solicitation and solicitation amendment reviews?	AFSPCFARS 5301.9006(c)			
1.1.2.4. Does the office have procedures, which ensure the clearance package is reviewed by the local review committee before submission to the clearance approving authority at HQ AFSPC/LGC?	AFSPCFARS 5301.9008(a)(1)			
1.1.2.5. Has an individual been designated to open bids for identification purposes and process bids which were opened by mistake?	FAR 14.401(b)			
1.1.2.6. Does the office maintain a master file of active Contracting Officer (CO) certificates issued by that office and necessary documents supporting the appointments?	FAR 1.603-3 AFSPCFARS5301.603-2 (ii)			
1.1.2.7. Does the office review CO certificates issued by that office at least every 5 years?	AFFARS 5301.603-3 (e)			
1.1.2.8. Has an individual been designated to manage reportable audits?	AFFARS 5315. 407-91-4 (a) & (b)			
1.1.2.9. Have adequate procedures been established to report, track and resolve reportable audits in a timely manner?	AFFARS 5315. 407-91-4 (a) & (b)			
1.2. TRAINING				
1.2.1. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
1.2.1.1. Do all personnel attend mandatory formal training courses to meet the requirements of the Acquisition Professional Development Program and their current job requirements?	DoD 5000.52M AF Acquisition Training Office Operating Procedures for Acquisition Training			
1.2.1.2. Are enlisted personnel involved in a rotational training program?	CFETP 6C0X1, Section A, Para. 2.4			
1.2.1.3. Is on-the-job training performed and documented as required?	AFI 36-2201, Para. 4.11.9 CFETP 6C0X1, Part Two			
1.2.1.4. Are COPPER CAP interns receiving the required training?	AFI 36-602, Para. 3.8			

1.3. IMPREST FUND				
1.3.1. CRITICAL ITEMS:	REFERENCE	YES	NO	NA
1.3.1.1. Are all imprest funds approved IAW DFARS 213.305-3?	DFARS 213.305-3			
1.3.2. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
1.3.2.1. Are requests for appointment of cashiers forwarded to the contracting office for processing and approving by the installation commander?	AFFARS 5313.305-2(c)(1)			
1.3.2.2. Are imprest fund cashiers trained by base contracting?	AFFARS 5313.305-2(c)(1)			
SECTION 2: SYSTEMS ADMINISTRATION				
2.1. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
2.1.1. Is a daily backup/validation of the Standard Procurement System (SPS) database accomplished?	Air Force CONOPS – Part 1 (1.36)			
2.1.2. Is there proper off-site storage of backups?	Air Force CONOPS –Part 1			
2.1.3. Is there a Disaster Recovery Plan for the SPS database?	Air Force CONOPS – Part 1 (1.36.10)			
2.1.4. Are the latest released versions of 1) SPS and 2) the DD350/1057 Reporting system software loaded?	Air Force CONOPS - Part 1 (effective 3 Qtr/FY02)			
2.1.5. Have all DD Forms 350 been transmitted to J001?	DFARS 204.670-3, 253.204-70			
2.1.6. Is the DD Form 1057 completed within three working days after the cutoff of the reporting month?	DFARS 204.670-3, 253.204-70			
SECTION 3: Next page				

SECTION 3: CONTRACT ACTIONS

For this section, unit inspectors should complete one checklist for each file/document reviewed. Once all files have been reviewed, document the master checklist for each question the number of occurrences in each category (Yes/No/NA) plus the percentage of the total Yes's and No's (i.e. Yes - 9 (90%), No - 1 (10%)). For groups of contract actions, which exceed the simplified acquisition threshold, a process review should be done when there is more than one negative response to any single question. For groups of contract actions within the simplified acquisition threshold, a process review should be done when there are 5% or more negative responses to any question. The process review should determine what process exists to ensure the requirement is met, evaluate why the requirement was not met in the noted instances, and determine if the process is adequate or if it needs to be revised to ensure there are no more instances of noncompliance.

Unit inspectors should watch for situations where there are multiple negative responses to the same question. This may indicate process problems in that particular area. Appropriate process reviews should be conducted to determine if a process related problem exists.

(In the column next to each question, there is a regulatory reference and a TAB number corresponding to AFSPC Form 33, **Solicitation/Contract File Folder Index**, dated 1 May 00. The TAB number indicates where the response to the question would *normally* be located in the contract file.)

3.1. CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.1.1. Does the contract file contain a purchase request with funding as required by AFFARS 5332.790?	AFFARS 5332.790 TAB 1			
3.1.2. Where competition is restricted, are appropriate justifications and approvals for other than full and open competition properly documented citing appropriate authorities IAW FAR 6.302 & all supplements?	FAR 6.302 & all sups TAB 10			
3.1.3. Are acquisitions for other than full and open competition reviewed and approved at the appropriate level?	FAR 6.304 AFFARS 5306.304 TAB 10			
3.1.4. For Economy Act purchases (including task and delivery orders (DO)), has a determination and findings been executed meeting the requirements of FAR 17.503, DFARS 217.503 and AFFARS 5317.503-90?	FAR 17.503 DFARS 217.503 AFFARS 5317.503-90 TAB 11			
3.1.5. Have all awards and modifications in excess of the CO's authority been cleared at the appropriate level?	AFSPCFARS 5301.601-92(a) TAB 45			
3.2. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
Acquisition Planning				
3.2.1. Is there a formal Acquisition Plan (AP) for every negotiated action over \$5M, two-step sealed bids over \$5M, and sealed bids over \$10M? (Total acquisition value including options, etc.)	FAR 7.105, AFSPCFARS 5307.103(c)(i)(C)(I)(1) TAB 7			

NON-CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.2.2. Is there a "simple" AP for negotiated acquisitions under \$5M & sealed bids under \$10M (Except two-step.)?	AFSPCFARS 5307.103(c)(i)(C)(I)(1) TAB 7			
3.2.3. Was an Acquisition Strategy Panel (ASP) held for all acquisitions that require a written AP in accordance with DFARS 207.103 (c) and 5307.103 (c)(i)(C)?	DFARS207.103(c), 5307.103 (c)(i)(C) AFFARS 5307.104-91(a) TAB 7			
3.2.4. Did the ASP (1) Take place as early as possible in the acquisition planning process to develop a systematic and disciplined approach to achieve an efficient/effective acquisition; and (2) Address user requirements, final acquisition objectives, and the alternative methods to attain those objectives?	FAR 7.105 AFFARS5307.104-91(a) AFSPCFARS 5307.104-91 TAB 7			
3.2.5. Has the AP addressed how the requirement for one-on-one discussions with prospective contractors will be satisfied?	AFSPCFARS 5307.105 TAB 7			
3.2.6. Is a determination in the file for including option periods?	FAR 17.202(a) TAB 11			
3.2.7. If bonds for other than construction contracts are required, is there an adequate determination in the file?	FAR 28.103 AFFARS5328.103-1 TAB 11			
3.2.8. In construction solicitations and contracts when the contract amount is estimated to be \$100,000 or more, unless an incentive contract is contemplated, did the CO insert the appropriate clause?	FAR 48.202, 52.248-1,-2,-3 TAB 25/57			
3.2.9. Is the VE engineering incentive clause in all contracts exceeding \$100,000 as prescribed by FAR 48.201 and 48.202? (CO may include in lower-value contracts if he/she believes it will motivate the contractor to suggest money-saving changes to the contract.)	FAR 48.201, 48.202 TAB 3/25			
3.2.10. Has SAF/AQC approval been obtained when requesting information beyond CLIN pricing in Schedule B for all firm-fixed priced contracts with the exception of A-76 contracts?	AFFARS 5315.305(a)(1)(iii) TAB 11			
3.2.11. Does the file contain appropriate certification for Government Furnished Property or Support being provided to the contractor?	AFSPCFARS 5345.102-9500 TAB 11			
3.2.12. For solicitations containing option provisions, does the solicitation state the basis for evaluation of options?	FAR 17.208 TAB 25			

NON-CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.2.13. For solicitations containing options, have the appropriate option provisions and clauses been included and the terms to exercise the options been completed?	FAR 17.208 TAB 25			
3.2.14. If commercially available motor vehicles have been provided as government furnished property to contractors, have the exceptions in AFMAN 24-309, Vehicle Operations, been met?	AFFARS5345.304-90 AFMAN 24-309 TAB 11			
3.2.15. Has coordination with MAJCOM transportation staff been obtained to determine if government vehicles are available, or can be made available, to fulfill contract requirements before any contracting action is taken obligating the government to provide vehicles to a contractor?	AFFARS5345.304-90 AFMAN 24-309 TAB 11			
3.2.16. If a multiple award services contract is contemplated, was an adequate analysis conducted to determine the suitability of this type contract before adopting the acquisition strategy?	FAR 16.504(c)(1) AQC Memo, 2 Nov 01			
Market Research	REFERENCE	YES	NO	NA
3.2.17. Was the market research conducted appropriate for the circumstances or is there sufficient justification as to why market research was not conducted?	FAR 10.001(2) TAB 7			
3.2.18. Did the CO do more than a sources sought synopsis/capability presentation request for market research or at least provide adequate justification as to why they limited the market research information gathering approach? (NOTE: Market research is more than a sources sought synopsis/capability presentation request. If only a sources sought synopsis/capability presentation request was performed, then the market research is probably insufficient and incomplete.)	FAR 10.002(b)(1) TAB 7			
3.2.19. Is the market research report attached to the AP or included in Tab 7 of the contract file?	INFO LTR 99-09, 19 Feb 99 TAB 7			
3.2.20. Does the market research report include a conclusion/results section to address whether the agency's needs can be met using commercial items/services or at least how the use of commercial items and non-developmental items will be maximized for the effort?	FAR 10.001(a)(3) TAB 7			

Market Research (Continued)	REFERENCE	YES	NO	NA
3.2.21. Does the market research report include the methodology used to do the research, including the points of contact information, questions asked/points discussed during market research, and the responses to the questions asked/points discussed?	FAR 10.002(e), AFLMA Market Research Guide TAB 7			
3.2.22. Does the market research report include a summary of any customary commercial terms and conditions, or at least address why none were included in the report?	FAR 10.002(e), AFLMA Market Research Guide TAB 7			
3.2.23. Does the market research report include any available pricing information, or at least address why no information was included in the report, and sources contacted to look for information?	FAR 10.002(e), AFLMA Market Research Guide TAB 7			
3.2.24. Does the market research report include how the use of commercial items/services or nondevelopmental items/services will be maximized in the effort even though it is not a FAR Part 12 solicitation/contract?	FAR 12.101(a), AFLMA Market Research Guide TAB 7			
3.2.25. If the market research indicates commercial or nondevelopmental items/services might not be available to satisfy AFSPC needs; then does the market research report address how AFSPC's needs were restated to permit commercial or nondevelopmental items/services or why the need could not be restated to allow for commercial or nondevelopmental items/services to satisfy the need?	FAR 10.002(c) TAB 7			
Synopsis	REFERENCE	YES	NO	NA
3.2.26. Were option periods and optional efforts included in the synopsis of the proposed contract action? (Did synopsis address full scope of potential work?)	FAR 7.105(b)(4), 7.207(c)(4) TAB 2			
3.2.27. Was the synopsis sent to the Government Point of Entry (GPE) and published at least 15 days before issuance of a solicitation (except for commercial items)?	FAR 5.203(a) TAB 2			
3.2.28. Was at least a 30-day response time allowed from the solicitation issue date if it exceeds the simplified acquisition threshold and is not acquired under FAR Part 12 (commercial items)?	FAR 5.203(c) TAB 2			
3.2.29. Are all non-electronic commerce/electronic data interchange (EC/EDI) awards exceeding \$25,000 synopsisized, unless one of the exceptions applies?	FAR 5.301(b) TAB 2			

Solicitation Development	REFERENCE	YES	NO	NA
3.2.30. Does Section B of the solicitation conform to DFARS 204.7103?	DFARS 204.7103 TAB 3/25			
3.2.31. Does the solicitation set forth the basis upon which offers will be evaluated and award will be made?	FAR 15.204-5(c) TAB 25			
3.2.32. Have the relative importance of factors been identified and their relationship to cost/price addressed?	FAR 15.304 TAB 14/25			
3.2.33. Has past performance been identified to be at least as important as most important non-cost factor?	AFFARS5315.305(a)(2) TAB 14/25			
3.2.34. Have evaluation factors and subfactors been limited to those that are real discriminators and are they written in a manner consistent with regulations?	FAR 15.304 AFFARS 5315.304 TAB 14/25			
3.2.35. Have the factors been defined by referring to the specific sections of AFFARS 5315?	AFFARS 5315 TAB 14/25			
3.2.36. Does the solicitation address the use of non-government personnel in the source selection process as applicable and is that use limited to the roles and responsibilities identified in AFFARS?	AFFARS 5315.303-90 (f)&(g) 5315.308-90(a)(3)(vii) TAB 14/25			
3.2.37. In full and open competitive negotiated acquisitions exceeding \$500,000 (\$1M construction), is SB subcontracting included in the evaluation and selection criteria? (Lowest Price Technically Acceptable (LPTA) exempt.)	DFARS 215.304 AFSPCFARS 5319.705-9500 TAB 25			
3.2.38. When past performance is used in contractor/proposal evaluation, does the evaluation criteria include consideration of whether the offeror met SB subcontracting goals on other current/completed contracts?	FAR 15.305(a)(2)(v) DFARS 215.305(a)(2) AFFARS 5315.305(a)(2) AFSPCFARS 5319.705-9500(d)(6) & (8) TAB 30			
3.2.39. In full and open competitive negotiated acquisitions expected to exceed \$500,000 (\$1M construction), is the extent of Small Disadvantaged Business (SDB) participation (prime plus subcontractors) included in evaluation and selection criteria? (LPTA exempt.)	FAR 15.304(c)(4),19.12 AFSPCFARS 15.304(c)(4) DFARS 215.304(c)(i) AFFARS/AFSPCFARS 5315.101-2 TAB 25			
3.2.40. When contract performance will involve classified information, has the CO included the DD Form 254, Department of Defense Contract Security Classification Specification , in the solicitation?	FAR 4.403(c)(1), 53.204-1 AFFARS 5304.402-90 TAB 10			
3.2.41. Are the stated requirements performance based?	FAR 11.002			

Review	REFERENCE	YES	NO	NA
3.2.42. Did the solicitation receive required review by the Staff Judge Advocate, local review committee, and HQ AFSPC/LGCP, based on dollar threshold?	AFSPCFARS 5301.601-92, 5301.601-94 & Table 1 TAB 22/23			
3.2.43. Was a Solicitation Review Board (SRB) convened prior to release to public/industry for acquisitions that have a total estimated value exceeding \$1M total acquisition value?	AFSPCFARS 5301.9006-9500 TAB 22			
Bid/Proposal	REFERENCE	YES	NO	NA
3.2.44. Are bids received before opening kept secure in a locked bid box or safe or in a secured, restricted access electronic bid box?	FAR 14.401(a)			
3.2.45. Are late bids handled properly?	FAR 14.304 TAB 28			
3.2.46. If less than three bids were received in response to an Invitation for Bid (IFB) did the CO examine the situation to ascertain the reasons for the small number of responses?	FAR 14.408-1(b) TAB 29			
3.2.47. Did the CO initiate, if appropriate, corrective action to increase competition in future solicitations for the same or similar items, and include a notation of such action in the records of the IFBs?	FAR 14.408-1(b), 14.204 TAB 29			
3.2.48. If the contract was not awarded before the expiration of the bid acceptance period or before the offer expiration date, was the bid acceptance period/offer expiration date extended?	FAR 14.404-1(d) 52.215-1(d) TAB 25			
Small Business	REFERENCE	YES	NO	NA
3.2.49. Are purchases with an anticipated value over \$2,500, but not over \$100,000, automatically set aside for SB unless the CO determines there is no reasonable expectation of obtaining at least two responsible SB concerns that are competitive in terms of market price, quality, and delivery?	FAR 19.502-2(a) TAB 6			
3.2.50. Did the SB specialist review the requirement if it exceeded \$25,000 and is it documented on a DD Form 2579?	DFARS 219.201(d)(9) AFFARS 5319.501(c) TAB 6			
3.2.51. For acquisitions with large business contractors, exceeding \$500,000 (\$1M for construction), does the contract contain a subcontracting plan?	FAR 19.702(a)(1) Exceptions in Para. (b) TAB 39			
3.2.52. Is there file documentation reviewed by the SB specialist and approved at a level above the CO, where the CO has determined there are no subcontracting possibilities?	FAR 19.705-2(c) AFSPCFARS 5319.705-2(c) TAB 39			

Small Business (Continued)	REFERENCE	YES	NO	NA
3.2.53. Has contractor performance been monitored against the SB subcontracting plan and was action taken when contractors fall short of achieving the goals identified in the SB subcontracting plan?	FAR 19.705 & 19.705-7(d) TAB 98			
3.2.54. Are Standard Forms 294, Subcontracting Report for Individual Contracts , being received from the contractor and filed?	FAR 19.705-7(d) TAB 98			
3.2.55. If the SB subcontracting plan has a SB goal of less than 23% of the total subcontracted amount, is there file documentation approved two levels above the CO?	AFSPCFARS 5319.705-4(d) TAB 39			
3.2.56. If the SB subcontracting plan has a SDB goal of less than 5% of the total subcontracted amount, is there file documentation approved two levels above the CO?	DFARS 219.705-4(d) AFSPCFARS 5319.705-4(d) TAB 39			
3.2.57. Does the SB subcontracting plan have separate goals for SB, veteran owned SB, SDB, women-owned SB and HUBZone business?	FAR 19.704(a)(1) TAB 39			
3.2.58. Do contracts that have both a SB subcontracting plan and an award fee provision include achievement of SB subcontracting goals in the award fee plans?	AFSPCFARS 5319.705-9500(b) & (d)(4) TAB 25			
Evaluation	REFERENCE	YES	NO	NA
3.2.59. Was proposal evaluation conducted IAW the factors set forth in Section M?	FAR 15.304 TAB 25			
3.2.60. Was past performance evaluated in all source selections for negotiated competitive acquisitions? (Except if the CO documents the reason past performance is not appropriate.)	FAR 15.304(c)(3) (i) & (ii) Deviation per DAR 99-o0002 OFPP Policy Letter 92.5 TAB 30			
3.2.61. Are quotes or offers evaluated inclusive of transportation charges from the shipping point of the supplier to the delivery destination?	FAR 13.106-2(a)(1)(ii) & (b)(3) TAB 30			
3.2.62. For awards made against a GSA schedule exceeding the micro-purchase limitation was information obtained from GSA Advantage or by reviewing the catalogs or price lists of at least three schedule vendors?	FAR 8.404(b)(2) TAB 25			

Pricing	REFERENCE	YES	NO	NA
3.2.63. Does the Price Negotiation Memorandum (PNM) address the relevant topics in the section and order set forth on the AFSPC Form 25, Price Negotiation Memorandum Checklist ?	AFSPCFARS 5315.406-3 TAB 41			
3.2.64. Is the PNM marked For Official Use Only (FOUO)?	AFFARS 5315.406-3(a) TAB 41			
3.2.65. For contractual actions requiring certified cost or pricing data, is there a Certificate of Current Cost or Pricing Data in the file and is information reflected in the PNM as required by the FAR?	FAR 15.406-2 and -3 TAB 42			
3.2.66. If the lowest acceptable price/cost proposal varies more than 20 percent from the government estimate, (1) Has the writer of the government estimate reviewed the estimate's accuracy and provided written review before contract execution? (2) Has the CO placed a statement of actions taken to resolve differences between the cost proposed and the government estimate in the contract file prior to contract execution?	AFFARS 5315.404-1 TAB 30 and 41			
3.2.67. Do negotiated purchases over the micro purchase threshold contain appropriate documentation to support fair and reasonable prices?	FAR 15.406-3, 13.106-3(a) TAB 41			
Award	REFERENCE	YES	NO	NA
3.2.68. For actions \$10M or more, was an Office of Federal Contract Compliance Program (OFCCP) Pre-award Clearance received? (Excluding construction or contractor listed in the OFCCP National Pre-award Registry)	FAR 22.805 TAB 36			
3.2.69. Are proposed awards over \$5M (basic period only) reported to SAF/LLP at least three working days prior to the date of contractual action? (Except in emergency situations.)	DFARS 205.303 AFFARS5305.303-91(b)(1) TAB 55			
3.2.70. Once offerors are notified of the apparent successful offeror in a SB set-aside acquisition (or when using Historically Underutilized Business Zone (HUBZone) procedures), did the CO allow a period of five business days prior to contract award in order to allow any size challenges?	FAR 15.503(a)(2), 19.302(d)(1) TAB 56			

Administration	REFERENCE	YES	NO	NA
3.2.71. Was a DD Form 350 completed upon obligation, deobligation or when the contract is established?	DFARS 204.670-3 (a)(2) TAB 58			
3.2.72. Was a DD Form 1057 completed upon obligation or deobligation within three working days after the reporting month cut off?	DFARS 204.670-3(b)(2) TAB 58			
3.2.73. Did the contractor notify the CO in writing that required insurance has been obtained?	FAR 28.310, 28.311, 52.228-5, 52.228-7 TAB 81			
3.2.74. Do modifications that obligate or deobligate funds include a section entitled "Summary for the Payment Office" with information sufficient to permit the paying office to readily identify the changes for each contract line and subline item?	DFARS 243.171 TAB 57			
3.2.75. Unless exempted, for modifications exceeding \$550,000, did the contractor submit certified cost and pricing data and execute a Certificate of Current Cost or Pricing Data?	FAR 15.403-4(a)(1)(iii) & (b)(2)Exceptions in FAR 15.403-1(b) TAB 42/57			
3.2.76. When an option extending the period of performance is exercised, are preliminary and final notices issued to the contractor indicating the intent of the government to exercise the option according to contract option provisions?	FAR 52.217-9 TAB 99			
3.2.77. When an option extending the period of performance is exercised, has the CO determined the contractor's performance is satisfactory?	AFFARS 5317.207(c) TAB 57			
3.2.78. When an option extending the period of performance is exercised, has the CO written a determination stating that exercising the option was in the best interest of the government and considered the factors in FAR 17.207(c) through (f)?	FAR 17.207(c) through (f) TAB 57			
3.2.79. Are proposed modifications/options over \$5M reported to SAF/LLP at least three working days prior to the date of contractual action if a prior report was not accomplished?	DFARS 205.303 AFFARS 5305.303-91(b)(1) TAB 55			
3.2.80. Are Undefined Contractual Actions (UCAs) approved at the required level?	AFSPCFARS 5317.7404-1 TAB 23			
3.2.81. Are UCAs definitized within the required time frames set forth in DFARS 217.7404-3?	DFARS 217.7404-3 TAB 57			

Administration Continued)	REFERENCE	YES	NO	NA
3.2.82. Does the past performance report card prepared during and after contract performance include, under the "business relations" factor, whether the contractor met its subcontracting goals for SB, SDB, women-owned SB and HUBZone business?	FAR 42.1501 DoD deviation 42.1502 DAR #99-o0002 TAB 124			
3.2.83. Is the modification file structured IAW the AFSPC Form 33, Page 6, and have the actions described on this form been executed and/or documented?	AFSPCFARS 5301.9006 & .9007			
Purchase Orders	REFERENCE	YES	NO	NA
3.2.84. Do unpriced purchase orders meet the criteria of FAR 13.302-2(b) & AFFAR 5313.302-2?	FAR 13.302-2(b) AFFARS 5313.302-2 PO Folder			
3.2.85. Is a realistic dollar limit placed on unpriced purchase orders and do the orders contain the clause at FAR 52.213-3?	FAR 13.302-2(c) and 13.302-5(c) PO Folder			
3.2.86. Does the Contracting Office maintain control of outstanding unpriced purchase orders and follow-up to ensure timely pricing?	FAR 13.302-2(c) PO Folder			
3.1.2.87. Is follow-up action on delinquent orders documented in the order file?	AFFARS 5313.9001 PO Folder			
Closeout	REFERENCE	YES	NO	NA
3.2.88. Are contract closeout actions being done as required by regulations?	FAR 4.804-1 DFARS 204.804-1 AFFARS 5304.804-5 TAB 126			
3.3. SERVICES				
3.3.1. CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.3.1.1. Did the contracting squadron commander establish a Business Requirements and Advisory Group (BRAG) for every requirement under AFI 63-124?	AFI 63-124, Para. 1.2.5 TAB 4/90			
3.3.1.2. Did the BRAG complete annual Contractor Performance Assessment Reports for contracts over \$1M?	FAR 42.1502 (DEV) AFI 63-124 Para. 1.2.5.9 OUSD/A&T Memo, 20 Nov 97 SAF/AQC Contracting Policy Memo 98-C-05 TAB 123			
3.3.1.3. Does the BRAG effectively manage contract performance by analyzing contractor metrics and contract submittals and evaluate performance for payment to include award fee?	AFI 63-124, Para. 1.2.5.6 TAB 123			

CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.3.1.4. In instances where service contracts cross fiscal years, do they comply with appropriate regulations?	FAR 37.106, 32.703-3 DFARS 237.106(2), 232.703-3 AFFARS 37.9001 TAB 11			
3.3.1.5. If the contract was incrementally funded, was appropriate authority/approval granted?	DFARS232.703-1(1)(iii) TAB 7/11			
3.3.1.6. Is the Statement of Work performance based? Does it describe the requirement in terms of what the required output is rather than how the work is to be performed or the number of hours to be provided?	FAR 37.102 AFI 63-124, Para. 2.1.1.2 TAB 3/25			
Quality Assurance	REFERENCE	YES	NO	NA
3.3.1.7. Has the AFSPC Quality Assurance (Wing/Unit) Checklist been used to conduct internal reviews?	AFSPCCL 20-1 TAB 89/127			
3.3.1.8. Are Quality Assurance Evaluators trained on specific requirements of contracts assigned, to include DOs issued against GSA schedules? (Phase II Training)	AFI 63-124, Para. 4.2.2.3 TAB 88			
3.3.2. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.3.2.1. Were waivers to the use of AFI 63-124 approved at the appropriate level?	AFI 32-124 TAB 11			
3.2.2.2. Does the Statement of Work comply, to the maximum extent practicable, with the terms and conditions of the commercial marketplace as identified through market research?	AFI 63-124, Para. 2.1.1.1 TAB 3/25			
3.3.2.3. Does the Service Delivery Summary (SDS) include outcome based performance objectives and measurable performance thresholds?	AFI 63.124, Para. 3.1 TAB 3/25			
3.3.2.4. When a collective bargaining agreement represents contractor employees, is a "Notice to Interested Parties" mailed to the incumbent contractor and the collective bargaining agent?	FAR 22.1010(a) TAB 112			
3.3.2.5. Was a Standard Form 98/98a, Notice of Intention to Make a Service Contract and Response to Notice , executed IAW FAR 22.1007?	FAR 22.1007 FAR 22.1008-7(a) TAB 8			
3.3.2.6. For contracts containing personal services, does the file include a Determination and Findings?	DFARS 237.104 AFFARS 5337.104 AFSPCFARS 5337.104 TAB 11			
3.3.2.7. Are all utility service invoices reviewed on a monthly basis?	FAR 41.401 TAB 119			

NON-CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.3.2.8. Are all utility accounts, with annual values exceeding the simplified acquisition threshold, reviewed on an annual basis?	FAR 41.401 TAB 119			
3.3.2.9. Does the contract contain the appropriate clause to require contractor re-performance of services not conforming to contract requirements, or modify the contract to provide for an equitable price reduction or other consideration?	FAR 46.3, 46.407(f), 46.102(e) TAB 91			
3.3.2.10. Has a Determination/Decision Document and appropriate review and approval been accomplished and determination signed at the appropriate level for services that provide Advisory and Assistance Services (A&AS) support as defined in FAR 2.101?	FAR 37.204, 37.205 SAF/AQX Ltr, 23 Jul 01 AFSPC/CV Ltr, 1 Oct 01 TAB 1/11			
3.3.2.11. If an order exceeding the simplified acquisition threshold is not awarded competitively, was a Justification and Approval (J&A) prepared and approved using the same approval levels as AFFARS 5306.304?	AFFARS 5308.404(b)(2) TAB 10			
3.3.2.12. In a multiple award contract, was the logical follow-on exception to fair opportunity used?	FAR 16.505(b)(2)(iii) AQC Memo, 2 Nov 01 TAB 11			
Quality Assurance	REFERENCE	YES	NO	NA
3.3.2.13. Does the Quality Assurance Surveillance Plan cite: 1) the same performance objectives as in the SDS, 2) the same performance thresholds from the SDS, and 3) methods of surveillance?	AFI 63-124, Para. 3.2. TAB 89			
3.3.2.14. Is the contractor informed by the CO of the names, duties, and limitations of authority for all quality assurance personnel assigned to the contract?	AFI 63-124, Para. 1.2.9.2 TAB 88			
3.4. CONSTRUCTION				
3.4.1. CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.4.1.1. If a bid schedule contains one or more items subject to a statutory cost limitation, was the provision at DFARS 252.236-7006 included unless a waiver was granted under FAR 36.205?	DFARS 236.570(b)(4) TAB 25/57			
3.4.1.2. Does the CO establish a suspense date on actions to be taken on submittals, retain a suspense copy and perform necessary follow-up?	AFFARS 5336.290(a) TAB 97			

CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.4.1.3. Has the contractor submitted an AF Form 3064, Contract Progress Schedule , according to contract provisions?	AFFARS 5336.291(a) TAB 101			
3.4.1.4. Are variances of 5 percent or more between the civil engineer and contractor on AF Form 3065, Contract Progress Report , resolved?	AFFARS 5336.291(b)(2) TAB 100			
3.4.1.5. Has the contractor submitted AF Forms 3065, Contract Progress Report , IAW contract provisions?	AFFARS 5336.291(b) TAB 100			
3.4.1.6. Are revised progress schedules obtained when performance periods are extended 60 or more days?	AFFARS 5336.291(c) TAB 100			
3.4.1.7. Does the CO take steps to protect the government's interests when the contractor falls behind the approved progress schedule?	FAR 52.236-15(b), 36.515 TAB 91			
3.4.1.8. Has a DD Form 2626, Performance Evaluation (Construction) , been prepared and input into Construction Contract Administration Support System (CCASS) for all construction contracts over \$500,000 (\$10,000 if terminated for default)?	FAR 36.201 DFARS 236.201 TAB 122			
3.4.1.9. Was past performance CCASS data evaluated for acquisitions exceeding \$1,000,000?	DFARS 236.201(c)(2)(A) TAB 30			
3.4.1.10. Are payrolls submitted within 7 calendar days after regular payment date of the payroll week covered and with Department of Labor Form WH-347, Payroll (For Contractor's Optional Use) , or DD Form 879, Statement of Compliance , reviewed to ensure contractor compliance with applicable labor provisions?	FAR 22.406-6 DFARS 222.406-6 TAB 104/105			
3.4.2. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.4.2.1. Does the file contain a current detailed cost estimate (preliminary independent cost estimate for SABER)?	FAR 36.203 AFFARS Appendix DD, 301(a)(4) TAB 1			
3.4.2.2. Is the government estimate protected as "FOUO" until after bid opening?	DFARS 236.203(c) TAB 1			
3.4.2.3. Did the CO consider waiving bid bonds?	AFSPC Policy Letter 99-17			

NON-CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.4.2.4. If solicitation responses exceed project limitations and the Architect-Engineer (A-E) is not required to redesign, is there a written determination in the file explaining why redesign was not required?	FAR 36.609-1(a) TAB 11			
3.4.2.5. Are liquidated damages included on projects estimated at over \$500,000 except cost-plus-fixed-fee contracts?	FAR 52.211-12 DFARS 211.504(b) TAB 12			
3.4.2.6. Has a pre-performance or post-award conference been held on construction contracts in excess of \$100,000 or when circumstances warrant holding a pre-performance conference?	AFFARS 5342.503-1 AFSPCFARS 5342.503-2 TAB 79			
3.4.2.7. Is the AF Form 3035, Pre-performance Conference and Pre-Final Payment Checklist , included at Tab 79?	AFFARS 5342.503-1 AFSPCFARS 5342.503-2 TAB 79			
3.4.2.8. Is a copy of the pre-performance conference minutes (or DD Form 1484, Post-Award Conference Record), in the file and distributed as required?	FAR 42.503-3 TAB 79			
3.4.2.9. Has the AF Form 3012, Contract Bonds Checklist , been executed?	AFFARS 5328.106-90 TAB 80			
3.4.2.10. Was additional performance and payment bond protection obtained for modifications increasing price?	FAR 28.102-2(d) TAB 57/80			
3.4.2.11. For contracts exceeding \$100,000 (Miller Act), unless the CO determines that a lesser amount is adequate for the protection of the government, does the penal amount of <i>performance bonds</i> equal (1) 100 percent of the original contract price, and (2) if the contract price increases, add an additional amount equal to 100 percent of the increase?	FAR 28.102-2(b)(1) TAB 80			
3.4.2.12. For contracts exceeding \$100,000 (Miller Act), unless the CO makes a written determination supported by specific findings that a <i>payment bond</i> in this amount is impractical, does the amount of the <i>payment bond</i> equal (1) 100 percent of the original contract price, and (2) if the contract price increases, add an additional amount equal to 100 percent of the increase?	FAR 28.102-2(b)(2) TAB 80			
3.4.2.13. Is the amount of the payment bond equal to or more than the amount of the performance bond?	FAR 28.102-2(b)(2) TAB 80			

NON-CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.4.2.14. For contracts exceeding \$25,000, but not exceeding \$100,000, unless the CO determines that a lesser amount is adequate for the protection of the government, does the penal amount of the <i>payment bond</i> or the amount of alternative payment protection equal (1) 100 percent of the original contract price, and (2) if the contract price increases, add an additional amount equal to 100 percent of the increase?	FAR 28.102-2(c) TAB 80			
3.4.2.15. When a contract is modified, is consent of surety obtained when conditions in FAR 28.106-5 exist?	FAR 28.106-5 TAB 80			
3.4.2.16. Was a release of claims and all other final documentation obtained from the contractor before final payment?	FAR 32.111(a)(5), 52.232-5(h) TAB 120/121			
3.4.2.17. Was a release of claims and all other final documentation obtained from the civil engineer before final payment?	FAR 32.111(a)(5), 52.232-5(h) TAB 120/121			
3.4.2.18. Was a DD Form 1594, Contract Completion Statement , completed and within the timeframes in FAR 4.804-1?	DFARS 204.804 TAB 125			
3.4.2.19. Is the appropriate wage determination incorporated in contracts and purchase orders?	FAR 22.404-2(c) DFARS 22.404-2(c) TAB 8			
3.4.2.20. For construction contracts designed by A-E firms, did the CO make a written statement of the reasons for the decision to recover or not recover the costs from the firm if changes to construction contracts were due to an A-E design deficiency?	FAR 36.608, 36.609-2 TAB 92			
3.5. ARCHITECT-ENGINEER (A-E)				
3.5.1. CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.5.1.1. Is the contract or modification amount for design services within the 6 percent statutory limit of the estimated construction cost?	DFARS 236.606-70 TAB 1			
3.5.1.2. Does the file contain a DD Form 2631, Performance Evaluation (Architect-Engineer) , for all A-E contracts and/or delivery/task orders which exceed \$25,000?	DFARS 236.604 TAB 124			

CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.5.1.3. Has the evaluation been input into the A-E Contract Administration Support System (ACASS) database?	DFARS 236.604 TAB 124			
3.5.1.4. Do contracts for A-E services require a mandatory value-engineering program to reduce total ownership cost in accordance with 48.101(b)(2)? (However, there must be no sharing of value engineering savings in contracts for A-E services.)	FAR 48.102(h) TAB 25			
3.5.1.5. Have potential A-Es been evaluated on their past performance on government contracts and private industry in terms of cost control, quality of work and compliance with performance schedules?	FAR 36.602-1(a)(4) TAB 124			
3.5.2. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.5.2.1. Was the government estimate for A-E cost safeguarded and limited to government personnel whose official duties require knowledge of the estimate?	FAR 36.605(b) TAB 1			
3.5.2.2. Did the CO insert the clause at 52.248-2, Value Engineering -- A-E, in solicitations and contracts whenever the government requires and pays for a specific value engineering effort in A-E contracts?	FAR 48.201(f) TAB 25/57			
3.6. COMMODITIES				
3.6.1. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.6.1.1. When foreign equipment items are bought, is there a determination approved at the appropriate level in the file to reflect why the buy was accomplished?	FAR 25.103 DFARS 225.103, 225.872 TAB 11			
3.6.1.2. Do purchase descriptions, which contain reference to one or more brand name products, contain the salient characteristics of the item and state "or equal"?	FAR 11.104(b) TAB 3			
3.7. BLANKET PURCHASE AGREEMENTS (BPAs)				
3.7.1. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.7.1.1. Are BPA calls over \$2,500 competed or is there documentation to support a fair and reasonable price?	FAR 13.303-5(c) & (d)			
3.7.1.2. Are BPAs reviewed by the CO or designated representative annually?	FAR 13.303-6(a)			
3.7.1.3. Are call registers provided to Accounting and Finance at the end of each monthly processing report cycle?	AFFARS 5313.303-5-90(d)			

NON-CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.7.1.4. For pre-priced BPAs, is the price list approved by the CO and distributed IAW AFFARS 5313.303-5-91(b)?	AFFARS 5313.303-5-91(b)			
3.7.1.5. To the extent practical, are BPAs placed with more than one supplier for like items?	FAR 13.303-2(c)(1)			
3.7.1.6. Are purchases under BPAs anticipated to exceed \$2,500 but not exceeding \$100K reserved for SB unless the CO dissolves the set-aside in accordance with FAR 19.502-2(a)?	FAR 19.502-2(a) FAR 13.003(b))			
3.7.1.7. Are the titles of the positions or the names of the individuals authorized to place calls on BPA identified by the organization and dollar limit, furnished to the supplier and is the list current?	FAR 13.303-3(a)(4)			
3.8. GOVERNMENT-WIDE PURCHASE CARD PROGRAM (GPCP)				
3.8.1. CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.8.1.1. Is there a training program established for cardholders, check writers and billing officials that covers at least all of the required subject areas?	AFI 64-117, Para. 4.3.3.3.2			
3.8.1.2. Is surveillance on each billing official and 25% of the cardholders performed by the Installation Purchase Card Program Manager (IPCPM) at least annually?	AFI 64-117, Para. 4.3.3.6			
3.8.1.3. Does the IPCPM surveil each convenience check account as part of the billing official review?	AFI 64-117, Paras. 3.6.1.6, 4.3.3.6, & Atch 4			
3.8.1.4. Did the GPC Coordinator verify that the billing officials performed surveillance on 100% of their cardholders at least annually and 100% of their checkbook accounts quarterly?	AFI 64-117, Paras. 3.6.1.6, 4.3.3.6, & Atch 4			
3.8.1.5. Did the GPC Coordinator verify that the billing officials actively reviewed newly appointed cardholders during the first three months?	AFI 64-117, Para. 4.3.3.6			
3.8.1.6. Is there a process for the IPCPM to provide required training to all cardholders at least annually?	AFI 64-117, Para. 4.3.3.3.1.2			
3.8.1.7. Does the billing official's IPCPM's surveillance checklist or procedures include verification that checkbook account holders are maintaining an updated list of all the required TD Form 1099 MISC, Statement for Recipients of Miscellaneous Income , information for all checks written on the account?	AFI 64-117, Para. 3.6.1.12			

CRITICAL ITEMS: (Continued)	REFERENCE	YES	NO	NA
3.8.1.8. Is there a process in place to collect data from cardholders on transactions over \$2,500 so that the proper DD Form 1057 or DD Form 350 reports are filed?	DFARS 204.670-2 AFI 64-117, Paras. 2.1.2.1, 2.1.2.3 & 2.6.5			
3.9. COMMERCIAL ACQUISITIONS				
3.9.1. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.9.1.1. Was market research conducted, documented and attached to APs in accordance with FAR 10.001 & 10.002 and AFSPC INFO.LTR 99-09 dated 19 Feb 99?	FAR 10.001, 10.002 AFSPC Info Ltr 99-09, 19 Feb 99 TAB 7			
3.9.1.2. Did the head of the contracting activity approve the use of contract terms and conditions inconsistent with customary commercial practices?	DFARS 212.302(c) TAB 7			
3.10. RATIFICATIONS				
3.10.1. NON-CRITICAL ITEMS:	REFERENCE	YES	NO	NA
3.10.1.1. Are ratification files prepared according to AFSPCFARS 5301.602-3(i) through (iv)?	AFSPCFARS 5301.602-3(i)-(iv)			