

Ratification Checklist

Item Number	Note: Procedures may differ based on the AOR. Contact responsible component OPR for command-specific procedures.	Applicable and Present
	<p>This ratification briefing should be given to all CCO customers as soon as possible. The seriousness of acting without proper authority cannot be overemphasized. Don't do it. Let the contracting officer help you. The contracting office is responsible for contracts with all firms wanting to sell goods and services to the installation. To protect the interests of the government and prevent unauthorized contracting, the following measures should be taken:</p> <ol style="list-style-type: none"> 1. If you are not a contracting officer, make sure the vendor or business representative knows you cannot make the purchase. 2. Do not give advance contracting information to any contractor. Civil engineering planners may ask about pricing, but will not obtain written quotations. Planners must make it clear to vendors that they are not authorized to purchase materials and that the information being sought is for planning purposes only. 3. Personnel without contractual authority will not make statements regarding contractual matters which may be construed as a commitment by the government. 	
1	Does the file include statement from officer or employee describing circumstances?	
2	Did the CCO include all orders, invoices, or other evidence of transaction?	
3	Does the file contain the commanding officer's (of the person who committed the UAC) endorsement concurring that the commitment should be ratified and measures taken to prevent reoccurrence of unauthorized commitment?	
4	Was a determinations and findings completed by the CCO? (FAR 1.602-3)	
5	Were supplies or services provided and accepted by the government? (FAR 1.602-3(c)(1))	

6	Does the ratifying official have the authority to enter into a contractual commitment? (FAR 1.602-3(c)(2))	
7	Would the resulting contract otherwise have been proper if made by a warranted contracting officer? (FAR 1.602-3(c)(3))	
8	Did the contracting officer determine the price to be fair and reasonable? (FAR 1.602-3(c)(4))	
9	Did the CCO recommend payment and did legal counsel concur? (FAR 1.602-3(c)(5))	
10	Were funds available at the time the unauthorized commitment was made and are funds presently available? (FAR 1.602-3(c)(6))	
11	Is the ratification in accordance with any other limitations prescribed under agency procedures? (FAR 1.602-3(c)(7))	
12	Was the ratification reviewed and approved in accordance with the HCA delegations but in no cases lower than the chief of contracting office? (FAR 1.602-3(b)(2)(3))	
13	If authority was above the CCO, did the ratifying official with the proper authority perform a price fair and reasonable and unauthorized commitment determination and findings? (FAR 1.602-3(2))	
14	Was a legal review obtained and included in the file?	
15	Was a contractual document executed by the ratifying official?	
16	<p>The following is an example of a ratification file index:</p> <p>SAMPLE RATIFICATION FILE INDEX</p> <ol style="list-style-type: none"> 1. PURCHASE REQUEST/FUNDING DOCUMENTS 2. MEMO FOR RECORD (MFR) FROM CUSTOMER WITH COMMANDER'S ENDORSEMENT TO INCLUDE DISCIPLINARY ACTIONS AND ACTIONS TAKEN TO PREVENT RECURRENCE OF FUTURE UNAUTHORIZED ACTIONS 3. MFR FROM RESOURCE MANAGER 	

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| <ol style="list-style-type: none">4. RECEIVING REPORTS AS REQUIRED5. INVOICE (S)6. PRICE FAIR AND REASONABLE AND UNAUTHORIZED COMMITMENT DETERMINATION & FINDINGS FROM CONTRACTING OFFICER WITH LEGAL REVIEW7. FINDINGS OF RATIFYING OFFICIAL8. CONTRACTUAL DOCUMENTS (EXECUTED DOCUMENT FROM RATIFYING OFFICIAL) TO INCLUDE A PURCHASE DESCRIPTION, STATEMENT OF WORK, OR SPECIFICATION9. DOCUMENTATION DIARY10. RATIFICATION CHECKLIST | |
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