Requiring Activity Checklist		
Item Number	**Note: Procedures may differ based on the AOR. Contact responsible component OPR for command-specific procedures.**	**Applicable and Present**
1	Are requiring activities advised of the lead times necessary to initiate and complete the contractual obligation of funds? Contracting lead time is the administrative time required to process a requirements package, prepare the solicitation documents, advertise the acquisition, receive and analyze bids or offers, obtain necessary approvals, and issue a contractual document.	
2	Is teaming between the CCO and requiring activity a routine practice in preparing contract packages and program strategies?	
3	Did the contracting office provide training material to include a customer guide to the requiring activities?	
4	Did the CCO provide the requiring activity with customer education/training which explain contracting procedures (purchase requests, COR training/duties, lease purchase, MIPR, BPA, GCPC, ratification)? Did the CCO provide help with developing requisitions for requirements, develop and maintain *open* lines of communication, and stress the importance of meaningful partnerships with customers and contractors to ensure the goals and objectives of the mission are met to the maximum extent practicable?	
5	Has the requiring activity initiated advance planning with the CCO? Planning for a requirement is the single most important element in receiving accurate, efficient, and timely contracting support. CCOs need to be involved at the first sign of an upcoming requirement. Even if there is a doubt as to whether or not a need can be satisfied through contracting channels, the CCO should assist with determining the appropriate course of action as dollar thresholds dictate distinct lead times for different requirements.	

6	Is the requiring activity aware of the importance of ethics? DODD 5500-7, *Joint Ethics Regulation* and FAR, Part 3, provide detailed guidance and explain what is expected of all personnel. Acceptance of gifts or favors may result in administrative action or criminal prosecution. A small minority of contractors and potential contractors are willing to attempt to *put a favor in the right hands* in order to gain an advantage in receiving contract awards. Whenever a gratuity is presented to you, if you can, without offending the offeror, do not accept it—state that if you accept the offer or gift, you can no longer do business together. Play it safe and be safe! Whenever you are in doubt, call the contracting office or consult the legal office.	
7	Does the requirement need validation before it can be submitted to contracting for contract award action? Sometimes, these are not contracting-directed or contracting-owned processes. Examples include the Joint Acquisition Review Board (JARB) which validates requirements and Program and Budget Advisory Committee (PBAC) which validates funding.	
8	Is the requiring activity aware of the contracting office procurement process?	
8a	-Contracting receives approved purchase request -PR is assigned to a CCO, based upon service, construction, or commodity -Contract processing lead times are based upon the dollar threshold, CCO ensures the appropriate funding type (color of money) is used (Title 10, 22) -The CCO reviews what kind of item or service is needed and how well was the item described: statement of work, performance work statement, salient characteristics -What does market research reflect (the quality of vendor base/industry) -Make sure you are available to the CCO to answer questions and obtain a technical evaluation if required -Contracts are awarded and distributed (via e-mail to the customer, finance, and vendor if possible)	

9	If someone from a requiring activity becomes involved, directly or indirectly, in an unauthorized purchase action, he or she should immediately contact the contracting office to begin appropriate contract ratification actions.	
10	Is the requiring activity aware of the four basic methods of contracting? They include micro-purchases (supplies or services which do not exceed the micro-purchase threshold of up to $25K outside continental United States [OCONUS]), simplified acquisitions as prescribed in Part 13 of the Federal Acquisition Regulation for purchases of supplies or services), formal contracts (typically for contracts exceeding the simplified acquisition threshold), and orders under existing contracts (blanket purchase agreements (BPAs), indefinite delivery contracts (IDIQ) or General Services Administration (GSA) Federal Supply Schedules)	
11	Is the requiring activity aware of the conditions which permit other than full and open competition (FAR Part 6.302) to include: -Only one responsible source. Only one responsible source and no other supplies or services will satisfy agency requirements -Urgency. Unusual and compelling urgency precludes full and open competition and delay in award of contract would result in serious injury, financial or other, to the government? Note: It is important to remember that classifying a product or service as being critical, lack of timely logistics planning, or a short-notice requirement does not justify award of a sole source contract.	
12	Is the requiring activity aware of the documents which typically comprise a complete requirements package? A requirements package is a general statement that refers to all the documents required by the CCO before a contracting action is initiated. A requirements package consists of the following documents:	

12a	-Purchase Request/Funding Documentation (complete physical and mailing address, delivery or need date—ASAP is not a date! Delivery time per estimate is usually equal to period of performance, complete POC information, e-mail, office phone number and cell number, detailed item description, remember to include shipping [plus or minus 20 percent to 30 percent]) -Statement of Work (SOW). A SOW is required for contracts for services (including construction) that do not require significant technical requirements or ongoing advice and surveillance from technical/requirements personnel. -Performance Work Statement (PWS). A PWS is a statement of work for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.	
12b	-Quality Assurance Surveillance Plans (QASP) to accompany SOW/PWS. QASPs should specify all work requiring surveillance and the method of surveillance. -Specifications primarily required for commodities (supplies, equipment) purchases and drawings (for construction projects). A specification is a description of the technical requirements of the service or supply by size, color, weight, material, and should include the intended use. Specifications shall state only the government's minimum needs and be designed to promote full and open competition. -Generic purchase descriptions are a less involved explanation, written in simple language, with one exception—brand names are prohibited without separate written justification. Consider the following: kind of material, electrical data, dimensions (minimum and maximum as appropriate), principles of operation, restrictive or significant environmental conditions, essential operating conditions, special features, if any, intended use.	

12c	-“Brand name” or “equal” descriptions must include, in addition to the brand name and part number, a general description of those salient physical, functional, or performance characteristics of the brand name item that an “equal" item must meet to be acceptable for award. If a particular brand and part number is the only acceptable product, the purchase request must be accompanied by a justification stating the reason no substitutes are acceptable. Bear in mind that the time it takes to find a vendor and receive delivery of the brand named item(s) is usually a longer lead time than purchasing a substitute item that may not be exactly the same but can be purchased on the local economy (usually specialized items are manufactured and distributed from Europe or the US) -Independent government cost estimate (IGE) is required for all requirements with an anticipated total value greater than $1M. The estimate is developed by the end-user in the functional area responsible for the requirement and must accompany the purchase request package.	
12d	The government estimate should never be prepared using a vendor’s *price quote* rather should be based on previous purchases, similar purchases, and internet research. Estimates should include a complete breakout of each element, to include labor costs, material costs, along with all shipping costs.	
13	Is the requiring activity aware of receipt of items/accountability?	
13a	Contractor invoices should flow to the contracting office to review/certify correct for payment (ensures accuracy and completeness). The contracting office will return inaccurate or incomplete invoices to the vendor with an explanation and instructions to resubmit. After CCO certification, the assigned CCO will forward the invoice to the applicable requiring activity with instructions to complete the receiving report (DD250).	

13b	Receiving Reports (DD250)–requiring activity role–organizations receiving deliveries must document which items were received. Documentation can be accomplished via completing a receiving report, DD Form 250. Proper documentation ensures the contractor gets paid correctly and efficiently. This is especially important in a deployed environment where there is constant turnover. Upon receipt of a request to complete a receiving report, the end user shall: Review invoice received from CCO. If no discrepancies found, complete DD250 in a timely manner (within 72 hours). If discrepancies are found, coordinate with the CCO to make corrections.	
13c	Finance's Role. Finance will review and inspect invoice, DD250, and any other supporting documents, and reject any invoices with discrepancies. A properly completed invoice and receiving report is required before a contractor is scheduled for payment. Arrange payment for the vendor per finance procedures.	
14	Is the requiring activity aware of what a contract modification is?	
14a	The contracting office should be notified immediately upon discovering that a change may be required in a contract. Generally, contract changes require the same supporting documentation as for the original contract (funding document, SOW/PSW updates). Only CCOs are authorized to effect contract changes which fall into two broad categories: changes within the scope of the contract and changes outside the scope of the contract. Changes within the scope of the contract are those that affect the work originally specified in the contract. The contracting officer is empowered to make such changes upon receipt of proper documentation. The CO must give consideration to the type of work on the original contract and increase in dollar value in comparison to the change being considered. Changes outside the scope of contract are only authorized upon existence of special	

	circumstances, presented by the using activity in the form of a written justification. Otherwise, directives classify such changes as a "new contract" and require separate contracting action. Out-of-scope changes must be made via a supplemental agreement.	
15	Is the requiring activity aware of the duties and responsibilities of a contracting officer representative (CORs)?	
15a	CORs are qualified individuals appointed by the CCO to assist in the technical monitoring or administration of a contract. CORs must be appointed for any contract with significant technical requirements which require ongoing advice and surveillance from technical or requirements personnel. CORs are not generally appointed for simplified acquisitions unless the requirement is complex enough in nature to warrant such action such as those that require a PWS. The requiring activities nomination must include the nominee's qualifications, including training and contract administration experience. The CO will ensure that the COR understands how to properly execute COR responsibilities. Key responsibilities of the COR include: Verify contractor performance IAW terms and conditions of the contract; perform inspections; verify corrected deficiencies; perform government acceptance; liaison with CCO and the contractor; monitor contractor performance and notify CCO of deficiencies; submit performance reports and perform property surveillance.	