

## Contract Administration Checklist

Item Number	Note: Procedures may differ based on the AOR. Contact responsible component OPR for command-specific procedures.	Applicable and Present
1	Is the contract file organized in a logical, standard format? (FAR 4.803)	
1a	<p><b>Table 15-1. Uniform Contract Format (FAR 15.204-1)</b></p> <p>Section Title</p> <p><b>Part I. The Schedule</b>            Section A–Solicitation/contract form            Section B–Supplies or services and prices/costs            Section C–Description/specifications/statement of work            Section D–Packaging and marking            Section E–Inspection and acceptance            Section F–Deliveries or performance            Section G–Contract administration data            Section H–Special contract requirements</p> <p><b>Part II. Contract Clauses</b>            Section I–Contract clauses</p> <p><b>Part III. List of Documents, Exhibits, and Other Attachments</b>            Section J–List of attachments</p> <p><b>Part IV. Representations and Instructions</b>            Section K–Representations, certifications, and other statements of offerors or respondents            Section L–Instructions, conditions, and notices to offerors or respondents            Section M–Evaluation factors for award</p>	
2	Were post award notices provided within 3 days after award to offerors included in the competitive range? (FAR 14.409)	

3	Were offerors debriefed subsequent to contract award and within 5 days after the contracting office received a request for debriefing? (FAR 15.506)	
4	Does the contract file contain all documents required to organize and sufficiently document the actions taken, and the supporting rationale, for the entire procurement process? (FAR 4.803)	
4a	<ul style="list-style-type: none"> <li>-Purchase request (PR), acquisition planning information, and other presolicitation documents</li> <li>-Justifications and approvals, determinations and findings, price negotiation memorandums, and supporting documents</li> <li>-Evidence of availability of funds</li> <li>-List of sources solicited</li> <li>-Independent government estimate</li> <li>-Copy of the solicitation and all amendments</li> <li>-Copy of each offer or quotation and related abstract and records of determinations concerning late offers or quotations</li> </ul>	
4b	<ul style="list-style-type: none"> <li>-Source selection documentation</li> <li>-Cost and pricing data and certificates of current cost or pricing data</li> <li>-Packing, packaging, and transportation data</li> <li>-Justification for type of contract</li> <li>-Required approvals of award and evidence of legal review</li> <li>-Notice of award</li> </ul>	
4c	<ul style="list-style-type: none"> <li>-The original of the signed contract, all contract modifications, and documents supporting modifications</li> <li>-Notice to unsuccessful bidders or offerors and record of any debriefing</li> <li>-Post-award conference records</li> <li>-Orders issued under the contract</li> <li>-Quality assurance records</li> <li>-Bills, invoices, vouchers, and supporting documents</li> </ul>	

	<ul style="list-style-type: none"> <li>-Record of payments or receipts</li> <li>-Receiving documentation</li> </ul>	
5	Is an effective COR program in place? (DFARS 201.602-2)	
5a	Do CORs understand that their role in the contracting process is to ensure the government receives/accepts only products that fully conform to contract requirements?	
5b	Are CORs appointed in writing to include rank or grade, and the applicable contract number? Does the appointment letter include: defined scope and limitations of the COR's responsibility, period of performance for which the appointment is effective, states that the COR may be personally liable for unauthorized commitments?	
5c	<p>Do CORs understand the scope of their duties?</p> <ul style="list-style-type: none"> <li>-Monitor contractor performance IAW terms and conditions of the contract and notify the CCO of performance</li> <li>-Perform inspections</li> <li>-Verify corrected deficiencies</li> <li>-Perform government acceptance (IAW contractual requirements)</li> <li>-Liaison with CCO and the contractor</li> <li>-Submit performance reports (DFARS 201.602-2)</li> </ul>	
5d	<p>Are COR files properly documented with the following:</p> <ul style="list-style-type: none"> <li>-A copy of the commander's nomination letter</li> <li>-A copy of the appointment letter from the CCO</li> <li>-A copy of the quality assurance surveillance plan (QASP)</li> <li>-Any correspondence from the CCO which amends the letter of appointment</li> <li>-A copy of the contract or pertinent part of the contract and all modifications</li> <li>-All correspondence initiated concerning performance of the contract</li> </ul>	

	-All correspondence to and from the CCO and the contractor -Documentation pertaining to the COR's acceptance of performance of services, including reports and other data (DFARS 201602-2)	
6	If changes needed to be made to the contract, were all policies and procedures followed?	
6a	Were changes in terms and conditions for commercial items made only by written agreement of the parties? (FAR 43.103(a))	
6b	Were modifications within the general scope of the contract? (Review SOW)	
6c	Were funds secured for modifications that increased the contract price? (FAR 43.105)	
6d	Was SF 30 used for: (FAR 43.301) -Any amendment to a solicitation -Change orders issued under the changes clause of the contract -Any other unilateral contract modification issued under a contract clause authorizing such modification without the consent of the contractor -Supplemental agreements/bilateral modification (see 43.103) -Removal, reinstatement, or addition of funds to a contract.	
7	If a contractor submitted a claim to the CCO, were all policies and procedures followed?	
7a	Were claims submitted, in writing, to the CCO for a decision within 6 years after accrual of a claim?	
7b	Did the CCO issue a written decision on any government claim initiated against a contractor within 6 years after accrual of the claim?	
7c	Did the contractor provide the certification specified when submitting any claim exceeding \$100K, stating the following: "I certify that the claim	

	is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the contractor believes the government is liable; and that I am duly authorized to certify the claim on behalf of the contractor"? (FAR 33.207(c))	
7d	Did the CCO review the claim for accuracy? (math errors, wrong quantities)	
7e	Did the CCO attempt to negotiate contractor's final price? (FAR 33.204)	
7f	If an agreement could not be met, did the CCO issue a final decision to a contractor's claim? Did the final decision include the following: (FAR 33.211) -A description of the claim or dispute -A reference to the pertinent contract terms -A statement of the factual areas of agreement and disagreement -A statement of the contracting officer's decision, with supporting rationale -Inform the contractor of the right to appeal (FAR 33.211)	
7g	Did the CCO furnish a copy of the decision to the contractor via certified mail, return receipt requested, or by any other method that provides evidence of receipt? (FAR 33.211 (b))	
8	Are contract files which have been closed out and are under the SAT, retained for 1 year? Are all other files being retained as required? (FAR 4.703/local policy)	

