

Item Number	Letter Contracts Checklist Reference: FAR 16.603	Applicable and Present
1	Use letter contract when:	
2	The government's interest demand the contractor be given a binding commitment so work can start immediately.	
3	Negotiating a definitive contract is not possible in sufficient time to meet the requirement.	
4	Do you have approval/authority from HCA to enter into letter contracts?	
5	Is Clause 52.216-23, <i>Execution and Commencement of Work</i> (mandatory) included in contract?	
6	Is FAR Clause 52.216-24, <i>Limitations of Government Liability</i> (mandatory) included in contract? (shall not exceed 50% of estimated cost)	
7	Is Clause 52.216-25 <i>Contract Definitization</i> (mandatory) included in contract?	
8	Do you have a negotiated definitization schedule IAW FAR Clause 52.216-25?	
9	Is definitization done within 180 days after the date of the letter contract or before 40% of the work has been completed IAW FAR 16.603-2(c)(3)?	
10	Is definitization done with a modification (SF 30)?	