

(1) Customer CO	(a) Advised that it will be necessary to have a CO involved in the solicitation process.	() Yes () No Comments:
(2) Instructions to Offerors	(a) Advised that use of an Instruction to Offerors is a "best practice"? (this can be included in the SOW/PWS, although preferable to stand alone as a separate attachment) (b) Does it contain all three of these evaluation criteria: Tech/Mgmt Approach, Past Performance, Cost/Price? (c) Is the relative importance of the criteria stated adjectively or by weights? (d) Advised that proposal submission guidelines must be consistent with system instruction that proposals MUST be submitted electronically through eGOS? <u>Make sure no conflicting info in the instructions.</u>	() Yes () No Comments:
(3) IGCE	(a) Has the total value been entered on the RFP definition page?	() Yes () No Comments:
(4) Scope	(a) Are the requirements in scope and have an IT component? (b) Do the selected task areas in eGOS match what is in the SOW/PWS?	() Okay () Revise Comments:
(5) Task Order Management	(a) Is there a Task Order Management specific task?	() Okay () Revise Comments:
(6) Specific Technical Tasks	(a) Is each task well defined? (b) Does each task have its task area named? (c) Does each task fall within the definition of the named task areas? (d) Are the named task area(s) all called out in the scope section?	() Okay () Revise Comments:
(7) Contract Type	(a) Is the contract type called out? Advised that this will need to be consistent with the contract type selection in eGOS. (b) Is the contract type appropriate for the required effort? <u>If the T&M/LH contract or option periods will exceed three years, the D&F for the base contract must be approved by the Head of the Contracting Activity (HCA) (FAR 16.601(d)).</u>	() Yes () No Comments:
(8) Period of Performance	(a) Is the period stated? (b) If any, are option periods stated?	() Okay () Revise Comments:
(9) Place of Performance	(a) Is it specified: contractor site or Government site?	() Okay () Revise Comments:
(10) Deliverable/Deliverable Schedule	(a) Is there correlation between the technical tasks and deliverables? (b) Is the deliverable schedule consistent with the POP?	() Okay () Revise Comments:
(11) Transition Plan	(a) Is there a transition plan present?	() Okay () Revise Comments:

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(12) Security Requirements	(a) Are security requirements adequately stated, including national or agency standards and references?	<input type="checkbox"/> Okay <input type="checkbox"/> Revise Comments:
(13) Key Personnel	(a) If key personnel are to be identified has the required information been included?	<input type="checkbox"/> Okay <input type="checkbox"/> Revise Comments:
(14) Attachments	(a) Advised that any attachments mentioned in the SOW/PWS and/or Instruction to Offerors will need to be uploaded to eGOS. (b) Are they consistent with descriptions as contained in the requirement documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
(15) Performance Based	(a) Does the documentation indicate that it is performance based?	<input type="checkbox"/> Okay <input type="checkbox"/> Revise Comments:
(16) If Performance Based, are these elements present?	(a) Performance Work Statement (b) Quality Assurance Surveillance Plan (or any similar doc such as Performance Assessment Plan). (c) Measurable Performance Standards (d) Remedies and incentives/disincentives	<input type="checkbox"/> Okay <input type="checkbox"/> Revise Comments:
Additional comments:		