Procurement Package Checklist

By

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For

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**Procurement Package Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** | **Date** |
| Has the Independent Government Estimate (IGE) been developed and included in the Purchase Request (PR) packet? (See attached information for developing IGE’s) |  |  |  |  |
| Is there a Point of Contact listed for the purchase request? |  |  |  |  |
| Has a suggested vendor been identified? |  |  |  |  |
| If this is a GSA purchase, is the applicable GSA contract number included? |  |  |  |  |
| Are detailed specifications and salient characteristics provided on each line item in the extended description? ( i.e. dimensions, manufacturer of the item, manufacturer’s part number, brand name, type, style, color, etc) |  |  |  |  |
| Are only like items on the PR? (i.e. computer items on one PR and furniture items on a separate PR.) |  |  |  |  |
| Is the correct ship to address/DODAAC included on each line item? |  |  |  |  |
| Is a reasonable delivery date (i.e. 30-60 calendar days after receipt of order) included on each line item? |  |  |  |  |
| Is the correct DFAS Payment address and DODAAC provided? |  |  |  |  |
| Is this acquisition for a brand name or equal product? If so, is the brand name or equal memorandum attached to the PR? |  |  |  |  |
| Is this acquisition properly prioritized in accordance with the following priority definitions?1-3 – 7 days for completion4-8 – 11 days for completion9-15 – 29 days for completion |  |  |  |  |
| Is DOIM approval required? If so, route PR through DOIM for approval in PRWeb. |  |  |  |  |
| Will this requirement affect land, natural resources, etc? If so, environmental coordination needs to be obtained. |  |  |  |  |
|  | **Yes** | **No** | **N/A** | **Date** |
| Has Property Book Officer approval been obtained, if applicable?(Route PR through the Consolidated Property Book Officer (CPBO) for approval in PRWeb) |  |  |  |  |
| Is TSC approval required? If so, route PR through TSC Government Staff for approval in PRWeb. |  |  |  |  |
| If applicable, is an acceptable Urgent and Compelling Justification attached (IAW FAR 6.302)? (See attached Urgent Justification Sample.) |  |  |  |  |
| If applicable, is an acceptable Sole Source Justification attached (IAW FAR 6.301)? (See attached Sole Source Justification Sample.) |  |  |  |  |

**Additional Requirements for Service Acquisitions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is an acceptable Statement of Work (IAW FAR 37.602) attached if the acquisition is for a service?(See attached information for developing an effective SOW.) |  |  |  |  |
| Is this for a service greater than $2,500? If so, Equivalent Rates for Federal Hires must be provided. |  |  |  |  |
| Are attachments to the PR complete and submitted to DOC? (i.e. drawings, pictures, Statement of Work (only for service contracts) etc.) |  |  |  |  |
| Is the acquisition for a service? If so, signed/approved Service Contract Approval must be provided with the PR Web submission. |  |  |  |  |

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 Signature Date

Reference:

PMI. (2013). A Guide to the Project Management Body of Knowledge (POMBOK Guide) Fifth

Edition. Newtown Square, Pennsylvania