

SbAST Checklist

Control Number

PR#

The following checklist will assist you in organizing the necessary information for the Delivery/Task Order (D/TO). The SbAST team will work with you in completing this checklist as needed.

Requiring Activity: Robins AFB Organization / Office Symbol

PART ONE

1. Program dollar value (include options): Desired Contract Award Date:
Brief Description of Requirement (include period of performance).

2. This requirement includes:

Modifications/Upgrades/Enhancements Maintenance Services (Logistics, Program

Mgmt, etc.)

Spares (Check one: spares for modifications contingency critical limited)

Explain rationale for spares:

Repairs (Check one: contingency critical limited)

Explain rationale for repairs:

3. Type of contract recommended? (Check all that apply): FFP T&M Labor Hour
 Cost Plus Award Fee Cost Plus Incentive Fee Cost Plus Fixed Fee

(Note: For T&M the post award contracting officer must provide a Determination & Findings (D&F) with the PR package.

Basis for this pricing arrangement recommended:

4. Procurement History: (Check all of the following as appropriate to confirm that your requirement is within established guidelines)

- Requirement was previously MIPR'd to another service or agency.
- No procurement history – new requirement
- No current Air Force (AF) contract will be disrupted or displaced by SbAST
- Previous FAST/SbAST/Stand Alone order (s) – Provide contract/order #

5. Evaluation Criteria – check the factors to be included in the solicitation from the list below and provide as an attachment. You only need those factors that apply to your requirement (see Appendix D for examples).

- Mix/Availability of Skills
- Technical solution/approach
- Management approach
- Technical/management approach
- Delivery schedule or Turnaround Time

Targeted Past Performance: For the Basic contract period all Prime contractors' past performance has been determined to be acceptable. In the event that a task/requirement is being placed against the SbAST contract that is not similar to the work that was evaluated under the initial evaluation or the requiring activity requests a targeted Past Performance evaluation, an additional Past Performance evaluation may be completed. (See Appendix D in SbAST User's Guide.)

- Technical Knowledge/Experience

Instruction(s) to Offeror - Provide a description of the Offeror's knowledge and experience, which demonstrates an understanding of the requirement as outlined in the *(insert requirements document, e.g. PWS, etc)* dated xxx 200_. For each contract identified, offeror is to identify three points of contact (program manager, QAP, contracting officer/buyer).

Evaluation Standard - The standard is met when the offeror provides an acceptable level of experience/knowledge as required in the *(insert requirements document, e.g. PWS, etc)* dated xxx 200_.

Define the following criteria:

Relevancy

Relevant:

Not Relevant:

Quality: Satisfactory: A review of the Offeror's past performance record indicates a satisfactory record of quality and timeliness in performance

Marginal: A review of the Offeror's past performance record indicates concerns with the offerors' record of quality and timeliness in performance

Undetermined: The Government is unable to determine the quality of the offeror's performance because no information is available

6. How many days should be provided in the RFOP for receipt of proposals? Days (Note: Recommended: 15 days)

7. How many days should be provided in the RFOP for evaluation of proposals (Note: Recommended: 20 days)? days.

The technical team will be required to review the labor categories and labor hours and make a determination as to whether the categories and hours are reasonable for the requirement.

PART TWO

8. The following is a list of documents that are generally needed to solicit the various SbAST requirements. Please check as appropriate for your requirement. If document is needed, check "Yes". If the document is not needed, check "Not Applicable".

(All applicable documents must be provided to the Enterprise Acquisition Division (EAD) Office electronically).

	Yes	Not Applicable
Performance Work Statement, Statement of Work, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Performance Plan - signed	<input type="checkbox"/>	<input type="checkbox"/>
-Streamlined Acquisition Strategy Summary (SASS) (Up to \$8M) – signed one level above the PCO	<input type="checkbox"/>	<input type="checkbox"/>
SbAST Streamlined Acquisition Plan (\$8M ≤ \$50M) – co-approved by COCO and Division Chief	<input type="checkbox"/>	<input type="checkbox"/>
-Formal Acquisition Plan IAW AFPEO/CM Format (\$50M and above) - signed	<input type="checkbox"/>	<input type="checkbox"/>
Market Research Report	<input type="checkbox"/>	<input type="checkbox"/>
Contract Data Requirements List (CDRL), (DD Form 1423) – signed & approved	<input type="checkbox"/>	<input type="checkbox"/>
PR (Form 36) <i>ABSS</i> – place FA8530 in Block 1, place SbAST and SbAST PCO on front page in Block 12; PR must be walked to the EAD Office or provided via email <i>APRS</i> – place FA8530 in Block 1, PR is received automatically <i>(Helpful Info: Provide Independent Government Estimate(IGE) w/ line item and pricing arrangement breakout)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Classified (DD 254) Applicable? If yes, does the contractor possess the necessary security clearance and safeguarding capability?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	N/A
The Visitor Group Security Agreement (VGSA) is also needed if contractor will be on base in performance of this task for 60 days or more.	<input type="checkbox"/>	<input type="checkbox"/>
Safety Requirements (Appendix C) IAW 78 ABW/SEG Safety Plan is: <input type="checkbox"/> required <input type="checkbox"/> Current (on file) <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Functional Team Appointment Letter	<input type="checkbox"/>	<input type="checkbox"/>
QAP Phase I Certificates	<input type="checkbox"/>	<input type="checkbox"/>
FD/FC Training Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (DD 1653)	<input type="checkbox"/>	<input type="checkbox"/>

Packaging (AFMC 158)	<input type="checkbox"/>	<input type="checkbox"/>
Quality (AFMC 807) (please state in your package the surveillance criticality designator (SCD) that shall be used IAW 42.1105	<input type="checkbox"/>	<input type="checkbox"/>
AFMC Form 8 (required for GFE shipped from government warehouse)	<input type="checkbox"/>	<input type="checkbox"/>
Class I Ozone Depleting Substances	<input type="checkbox"/>	<input type="checkbox"/>
Green Procurement Program (GPP) (applies when using appropriated funds)	<input type="checkbox"/>	<input type="checkbox"/>
Theater Business Clearance (Applicable to Iraq/Afghanistan)	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management System (EMS) Applicable for work performed on government installations	<input type="checkbox"/>	<input type="checkbox"/>
Requirements Approval Document (RAD)	<input type="checkbox"/>	<input type="checkbox"/>
PCO T&M Memo	<input type="checkbox"/>	<input type="checkbox"/>
Provide Post-Award PCO's Buyer Code		
DODAAC that will be used to accept vouchers in WAWF		

Performance-Based Service Contracting IAW AFI 63-124 applies for all services acquisitions over \$100K. Performance-based SOW (please provide in editable format, if possible), Performance Plan, and Multi-Functional Appointment Letter are all required documents for services over \$100K.

9. Are all documents annotated with the appropriate distribution statement/export control notification?
 Yes No Not Applicable
10. Proprietary data should not be included as part of the data package. Have you ensured that no proprietary data is included? Yes No Not Applicable
11. For repair/mods, have you attached your SORAP, 50/50 cert, or workload certification, as applicable?
 Yes No - If no, this must be provided prior to solicitation. N/A
12. For repairs/mods, is ALC partnering applicable? Yes No
13. Performance Site:
 Contractor's Plant
 Government Location:
- If performance is on a Government location, identify working space, materials, equipment, services and other support that will be provided in the PWS.
14. Will Government Furnished Property (GFP) be provided? No Yes
- If yes,
a) Identify GFP and associated delivery schedule.

Also indicate which of the following is applicable:

FOB Origin FOB Destination MILSTRIP

(Origin - Gov't responsible for shipping / Destination- Contractor responsible for shipping)

b) If shipped from a government warehouse AFMC Form 8 must be furnished.

c) If the GFP was previously authorized under another contract, please provide the contract number and the name and phone number of the cognizant PCO/ACO. This information is required before a D/TO can be awarded. (N/A if doesn't apply)

15. Do you have a technical support contractor involved in working this program? No Yes - If yes, please provide name and company.

16. Will you have Non-Government Advisors participating in the technical proposal evaluation? No Yes - If yes, please provide the names and company below. This information must be included in the RFOP and accepted by the offerors before proposals are submitted.

17. Is the Services Contract Act (SCA) applicable? No Yes (if yes, provide wage grade equivalence)

Reminder:

- A complete, fully signed PR package is required in R2M before a SbAST Control Number is assigned by Enterprise Acquisition Branch (AFSZ/PZIE)
- SbAST Control Number must be assigned for every new order and every modification prior to solicitation/award.
- **Failure to comply will result in the package being returned/rejected.**

Signed by Program Manager

Date

Signed by the cognizant PCO

Date