

The following checklist will assist you in organizing the necessary information for the D/TO. The F²AST team will work with you in completing this checklist as needed.

Please note: The first part of the checklist covers the information the F²AST team needs to ensure that your requirement fits the scope of F²AST. **The second part of the checklist covers some of the most important information needed for the contract file. These are not F²AST requirements, but are necessary for contracting personnel to adhere to regulatory requirements and to help set up the contract and solicitation.** Additional information about the PR process can be found in the OO-ALC Addendum to the F²AST User's Guide. If you have any questions, please contact one of the F²AST POCs listed in the User's Guide.

<http://www.robins.af.mil/library/factsheets/factsheet.asp?id=11544>

Requiring Activity: Organization / Office Symbol

Sponsored Organization / Office Symbol

PART ONE

1. Scope Certification: Please provide appropriate responses to the following:
 - b. Provide a brief scope statement to include the benefits to the U.S. Government as a result of this effort:
 - c. If applicable, identify which aspects of the PWS are mission essential per IAW DODI 3020.37 and information included on CET para 9.0 (Continuation of Essential Services During Crisis) <http://www.afsc.army.mil/gc/files/i302037.pdf>

2. Can this requirement be or has this requirement been performed by a small business

Yes (The requirement is not within scope of F²AST if the answer is yes.)

No

3. This requirement includes:

Development Modifications Maintenance Services

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

Explain rationale for spares:

Repairs (Check one: contingency critical limited)

Explain rationale for repairs:

4. Competitive

Sole Source with contractor company name

(Attach F²AST Appendix B – EFO located in the F²AST User’s Guide)

Justification approval levels are as follows:

- \$0 to \$550,000 – Contracting Officer
- Greater than \$550,000 but less than \$10,000,000 – Competition Advocate
- Greater than \$10,000,000 but less than \$50,000,000 – Head of the Contracting Activity
- \$50,000,000 and above – Senior Procurement Executive of the Agency

5. 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 Cost Reimb. No Fee

Basis for this pricing arrangement recommended:

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

- 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 F²AST
- No follow-on AF contracts for requirements currently acquired under 8(a) set-asides or Small Disadvantaged Business AF contracts will be transitioned to F²AST
- Previous contract – Provide contract/order #

7. 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.

- Mix/Availability of Skills
- Technical solution/approach
- Management approach
- Technical/management approach
- Delivery schedule or Turnaround Time
- Capacity
- Targeted Past Performance (***The contractors’ past performance must be evaluated on each requirement***)

Technical Knowledge/Experience

Other

If competitive, user must define the following:

1. Relevancy

2. Quality

8. Are 7 working days appropriate for submission of proposal? Yes No - If no, how many days should be provided in the RFOP for receipt of proposals? days

9. Are 5 working days adequate for your Government technical evaluation Yes No - If no, how many days should be provided in the RFOP for evaluation of proposals (state your technical evaluation time, the F²AST team will add an additional 7 days for negotiations as necessary and issuance of order)? 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

10. The following is a list of documents that are generally needed to solicit the various F²AST 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 F²AST Office electronically. Where signatures are required, the documents will be scanned).

Required for all packages	Yes	Not Applicable
F ² AST Registration Memo	<input type="checkbox"/>	<input type="checkbox"/>
Market Research Report (<i>Signed</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Exception to Fair Opportunity (<i>Signed</i>) (Appendix B located in F ² AST User’s Guide) (<i>required for Sole Source</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<u>OR</u> Evaluation Criteria/Delphi Criteria (<i>required for competitive solicitations</i>)	<input type="checkbox"/>	<input type="checkbox"/>
DD 2579 (<i>Signed</i>) (Small Business Coordination)	<input type="checkbox"/>	<input type="checkbox"/>
Performance Work Statement	<input type="checkbox"/>	<input type="checkbox"/>
Contract Data Requirements List (CDRL), (DD Form 1423)	<input type="checkbox"/>	<input type="checkbox"/>
Performance Plan	<input type="checkbox"/>	<input type="checkbox"/>
-Streamlined Acquisition Strategy Summary (SASS) <\$5M (<i>Signed</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<u>OR</u> -Simplified Acquisition Plan (SAP) >\$5M<\$25M(<i>Signed</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<u>OR</u> -Formal Acquisition Plan (\$10M Development; \$25M any one year/\$50M total program) (<i>Signed</i>)	<input type="checkbox"/>	<input type="checkbox"/>
<u>OR</u>		

-Formal Acquisition Plan IAW AFPEO/CM Format >\$100M <i>(Signed)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Estimate	<input type="checkbox"/>	<input type="checkbox"/>
Requirements Approval Document (RAD) or RAD Exception (Service >\$100K or Advisory & Assistance Services) <i>(Signed)</i>	<input type="checkbox"/>	<input type="checkbox"/>
PR (Form 36) or MIPR (Form 448)	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Functional Team Appointment Letter <i>(Signed)</i> FC/FD and Quality Assurance Personnel (QAP) Phase I Training Certificates for both the Primary and Alternate QAP attached <i>(Signed)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Required depending on specific circumstances

Safety Requirements (Appendix C), requested thru Wing/Group/Squadron Safety Officer <i>(Signed)</i> IAW 75 ABW/SEG Safety Plan is: <input type="checkbox"/> required <input type="checkbox"/> Current (on file) <input type="checkbox"/> N/A <i>(Must provide 75 ABW/SEG information. If safety plan required provide content requirements, format, etc. If current or <u>not</u> required furnish SEG e-mail, letter, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Classified (DD 254) <i>(Signed)</i> (Required for classified work) If required, does the contractor possess the necessary security clearance and safeguarding capability? The Visitor Group Security Agreement <i>(Signed)</i> (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"/>	<input type="checkbox"/> <input type="checkbox"/>
Non-Disclosure Agreement <i>(Applicable if at least 50% of the work will be performed at a Government location)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Theater Business Clearance <i>(Signed)</i> <i>(Applicable to Iraq/Afghanistan)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (DD 1653) <i>(Applicable if shipping of supply items is required)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Packaging (AFMC 158) if required for special packaging requirements	<input type="checkbox"/>	<input type="checkbox"/>
Quality (AFMC 807) if required for special quality requirements	<input type="checkbox"/>	<input type="checkbox"/>
Green Procurement Program (GPP) (applies when using appropriated funds)	<input type="checkbox"/>	<input type="checkbox"/>
EVMS - Earned Value Management System <i>(Applicable for orders using Earned Value Management for contracts >\$20M or otherwise required)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management System (EMS) <i>(Applicable for work performed on government installations)</i>	<input type="checkbox"/>	<input type="checkbox"/>
GFP (Government Furnished Property) Memo <i>(Signed)</i> <i>(If you are providing Equipment, Information, Material, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

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

NOTE: Everything Not Supply (Actual Hardware) = Services

11. Are all documents annotated with the appropriate distribution statement/export control notification?
 Yes No Not Applicable
12. 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
13. Can the Government Estimate be released to the contractor with the RFOP? Yes No

Justification:

14. 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. Not Applicable
OO-ALC/XP is the OPR

15. For repairs/mods, is ALC partnering applicable? Yes No Not Applicable

16. Performance Site: For this task, the majority (over 50%) of the work will be performed at:
 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.

17. Class I Ozone Depleting Substances:
 I have reviewed the requirements, including available technical documentation, and believe that it does not require the contractor to use Class I Ozone Depleting Substances (ODS) identified in Air Force Policy, nor is it written so that it can only be met by the use of a Class I ODS.
 I have attached the approved ODS waiver.

18. Security: **If applicable to your requirement contact your local Security Manager for assistance in filling out this form.**
 I have made a determination that additional security requirements do not apply to this task.
 I have attached a DD Form 254 to cover the additional security requirements of this task.

19. Will Government Furnished Property (GFP) be provided? Yes No - If yes, identify GFP, GFP delivery schedule, and attach the GFP Memo. Also indicate which of the following is applicable:
 FOB Origin FOB Destination MILSTRIP

Note: 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.

20. Do you have a technical support contractor involved in working this program?
 Yes - Provide the Contractor's name and company.
 No

21. Incumbency: Is there is a contractor that has or is currently performing the work for this task?
 No
 Yes, Contractor Name: CAGE Code:
 Contract/Task Order Number:

22. Will you have Non-Government Advisors participating in the technical proposal evaluation?

Yes Contractor Name & Company:

This information must be included in the RFOP and accepted by the offerors before proposals are submitted.

No

20. Is the Services Contract Act (SCA) applicable? Yes No

21. CPARS - Contractor Performance Assessment Reporting System is required on F²AST Task Orders that exceed \$1,000,000.00. The Task Order threshold is the aggregate face value of the task order. The Task Order Initiator (TOI) is required to provide the buyer with the CPARS Central Focal Point from within their wing. (If requirement is \$<1,000,000.00 then mark N/A)

CPARS Focal Point:

Telephone Number:

E-mail Address:

22. What is your Government Funding Profile for this effort?

Basic:

Option Year 1:

Option Year 2:

Total Amount for this effort:

23. Is this service Severable or Non-Severable?

Severable Services: A service is severable if it can be separated into components that independently meet a separate need of the government. As a general rule, severable services are the bona fide needs of the fiscal year in which performed.

Non-Severable Services: A service is non-severable if the service produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in different fiscal years. Thus, the government must fund the entire effort with dollars available for obligation at the time the contract is executed, and the contract performance may cross fiscal years.

N/A

Explain why your requirement is severable or nonseverable.

24. Did a contractor assist in the development of the specification, PWS, etc?

No

Yes - Contractor Name and Company