

**PRE-SOLICITATION/SOLICITATION**

Required Documentation/Action	Yes	No	N/A	Comments
Is market research being conducted in a manner appropriate to the circumstances? (FAR 10.001(a)(3))				
Are the results of market research being used to determine (i) if sources capable of satisfying the agency's requirements exist; and (ii) the availability of commercial items or non-developmental items?				
Are the results of market research being appropriately documented in the file? (FAR 10.002(e))				
Is the selection of business instrument, (i.e., acquisition or financial assistance) documented? (FAR 35.003)				
Is the use of competitive proposals rather than sealed bidding documented? (FAR 6.102)				
Is the selection of contract type documented? (FAR 16.1)				
Has proposed contract action been synopsized? (FAR 5.201)				
Has a bidders list or review of an existing list been developed? (FAR 14.205 and 15.403)				
Were socio-economic programs considered? (FAR 19.201)				
Was the need by the contractor for Government furnished property or for the contractor to acquire property considered? (FAR 7.105)				
Were pre-solicitation or pre-proposal conferences used? (FAR 14.207)				
Are the program and awarding offices cooperating in developing those portions of the procurement request (PR) package which involve business acumen? (FAR 7.1)				
Are PRs being prepared by the program office prior to initiation of all acquisitions?				
Are PRs supported by sufficient information to enable the awarding office to adequately plan and execute well-defined solicitations and acquisitions in conformance with the following relevant requirements:				
Certifications that funds are available and appropriately authorized for the purpose stated by the PR? (Anti-Deficiency Act)				
Acquisition requirements that are stated in terms of functions to be performed, performance required, or essential characteristics, and that enable and encourage offerors to supply commercial items or non-developmental items? (FAR 11.002)				
Work statements for services and for management and operation of facilities that are structured to allow, to the maximum extent practicable, the use of performance-based contracting concepts and methods?				
Requirements documents that are complete, accurate, and conducive to full and open competition? (FAR 11.002)				
Breakdown of anticipated major items or work efforts sufficient to determine whether a make-or-buy program is appropriate? (FAR 15.7)				
Justifications for other than full and open competition based on one of the permissible circumstances for noncompetitive acquisitions above the simplified acquisition threshold not resulting from unsolicited proposals? (FAR 6.302)				
Delivery schedules which are not restrictive of competition, inconsistent with small business policies, or conducive to higher contract prices? (FAR 11.4)				

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Purchase vs lease analyses when acquisition of capital equipment is contemplated? (FAR 7.4)				
Review of PRs to ensure the requirements identified in the request meet essential and approved program objectives?				
Evidence that unsolicited proposals are processed through the Bureau points of contact and properly controlled?				
Unsolicited proposals meet the criteria of validity? (FAR 15.503)				
Adequate justifications for acceptance of unsolicited proposals (FAR 15.506-2)				
Are PRs being received in a manner which provides adequate time to effectively and efficiently accomplish the award based on the complexity of the requirement?				
Is the contracting activity handling sealed bidding in accordance with FAR Part 14?				
Are acquisitions exceeding the simplified acquisition threshold being screened for participation by small, small disadvantaged, and women-owned business enterprise business concerns? (FAR 19.5)				
Are Small Business Class Set-Asides being identified and initiated by the CO? (FAR 19.5)				
If determined that subcontracting opportunities will not exist, is the determination being documented, and is the determination then approved at a level above the CO? (FAR 19.705-2)				
Is the CO obtaining advice and recommendations on potential sources from the SBA procurement center representative and the agency representative? (FAR 19.501)				
Are justifications for other than full and open competition being processed for noncompetitive acquisitions exceeding the simplified acquisition threshold except for unsolicited proposals? (FAR 6.303)				
Are justifications for other than full and open competition being based on one of the permissible circumstances? (FAR 6.302)				
Are justifications for other than full and open competition receiving the necessary review and approvals in accordance with agency and contracting activity procedures? (FAR 6.304)				
Are major system acquisition solicitations being processed in accordance with applicable regulations?				
Are determinations prepared and approved for the use of solicitations for information or planning purposes? (FAR 15.405)				
Are standard solicitation formats being used? (FAR 15.406)				
Are Bureau standard contract clause sets being used?				
Is an electronic system being utilized and are the correct clauses being selected to promote uniformity and consistency in Bureau solicitations and awards?				

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If provisions and/or clauses for acquisition of commercial items are tailored so that they are inconsistent with customary commercial practices, are the required waivers prepared and approved? (FAR 12.302)				
Do solicitations indicate the basis upon which award will be made? (FAR 15.407)				
Does the evaluation criteria include all evaluation factors, including cost or price related factors, non-cost or non-price related factors, and any significant subfactors that will be considered in awarding the contract? (FAR 15.406 and 15.605)				
Is past performance evaluated in all competitively negotiated acquisitions that exceed the thresholds set forth in FAR 15.605 except where it is determined that such action is inappropriate? (FAR 15.605)				
Is quality addressed in all source selections? (FAR 15.605(b)(1)(iii))				
Have environmental objectives been considered? (FAR 15.605(b)(1)(iv))				
For acquisition of commercial items, is review of existing product literature used for evaluation when it is considered adequate for the purpose in lieu of unique technical proposals? (FAR 12.205)				
Do solicitations with option provisions indicate how the option(s) will be evaluated? (FAR 17.2)				
Is the relative importance of the evaluation criteria and subcriteria being communicated adequately? (FAR 15.406-5(c) and 15.605)				
Do the evaluation factors for award match the information requested under the Instructions, Conditions, and Notices to Offerors section of the solicitation? Are realistic delivery schedules/performance milestones being established? (FAR 11.4)				
Are reasonable proposal page limitations being used, where appropriate, with specific information clearly explaining the requirements for format, paper size, etc., to avoid excessive costs to offerors?				
Is there a requirement in all solicitations which individually are expected to exceed \$500,000 (\$1,000,000 for construction) for the apparently successful offeror to submit an acceptable subcontracting plan? (FAR 19.702)				
Is the CO providing a reasonable period of time for the SBA's Procurement Center Representative (PCR) (if any) to review applicable solicitations and to submit advisory comments? (FAR 19.705)				
Are lists being maintained of all potential offerors receiving copies of solicitations?				
Are solicitations being synopsised appropriately? (FAR 5.2)				
Was the synopsis published at least 15 days prior to issuing a solicitation?				
If Small Business Set-Aside is it so stated in the synopsis? Was a numbered note used?				

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Was the intent to issue an order under a Basic Ordering Agreement or similar arrangement publicized at least 30 days prior to issuance?				
If subject to the Trade Agreements Act, was the requirement publicized in accordance with FAR 5.203? (FAR 25.405)				
Were option periods and/or quantities included in the initial synopsis?				
Are prospective offerors being allowed adequate time to respond to solicitations? (FAR 5.203)				
Are pre-proposal conferences being documented adequately when held? (FAR 14.207 and 15.409)				
Are there established procedures for receipt, recording, and safeguarding of proposals and are they being followed? (FAR 15.411)				
Are the solicitation provisions and contract clauses required at FAR 3.104-10 regarding procurement integrity being inserted in solicitations?				
Are the proper offeror representations and certifications being included in all solicitations?				
Have DOL wage determinations been obtained for service contracts? (FAR 22.10)				