

# CHECKLIST

# Attachment A

## Procurement Advisory 118 A

Number	Primary Item	Elements	Element/ Item Addressed		Notes  If not addressed, please explain why
			Yes	No	
1.	<b>Agency Information</b>	a. Name of the solicitation contracting point of contact (SF 1449, block 7a, if applicable)			
		b. Telephone number of the solicitation contracting point of contact (SF 1449, block 7b, for example.)			
		c. Issuing Agency, name and address (SF 1449, block 9, for example)			
		d. Administering Agency, name and address (SF 1449, block 16, for example)			
2.	<b>Solicitation Title &amp; Description</b>	a. Solicitation title			
		b. Schedule of Supplies/Services (SF 1449, block 20)			
		c. Contract Type.			
		e. Description.			
3.	<b>Acquisition Plan, (In accordance with FAR 7.105)</b>	a. High-risk contract types			
		b. Competition			
		c. Contract options			
		d. Government cost estimate			

		e. Contract type			
		f. Contracting approach			
4.	<b>USDA guidance</b>	a. Procurement Advisory 101, <i>Shared First Policy</i>			
		b. Procurement Advisory 117, <i>Prohibition on Use of Unpriced Options</i>			
		c. Departmental Regulation 5039-007, <i>Delegation of Procurement Authority for IT</i>			
		d. State other guidance, as applicable.			
5.	<b>Office of Small and Disadvantaged Business Utilization (OSDBU) Approval</b>	OSDBU review or notification			
6.	<b>Evaluation Factors</b>	Factors and significant sub-factors			
7.	<b>Solicitation Documents</b>	a. Contract line items, services, or supplies being acquired			
		b. Performance work statement or statement of work			
8.	<b>Agency policy review, if any review was done</b>	Policy or legal review comments			