

COMPLETING THE ACQUISITION PACKAGE CHECKLIST

Purpose:

The purpose of this procedure is to establish the use of the Acquisition Package Checklist that will allow for efficient processing of actions and awards through the Acquisition and Grants Office (AGO).

Objective:

The Acquisition Package Checklist is a new form to be included with the Acquisition Package upon submission of a new Requisition. The objective is to facilitate reaching agreement between the Client and the Contracting Officer or Contract Specialist (CO/CS) on documentation required prior to the submission of a Requisition for every new acquisition. This form is not used for activity on existing awards. The final list of the necessary documents for each particular acquisition is the responsibility of the Acquisition Official.

Procedure:

1. The Requisitioner contacts [via phone, email, or in person] the Contracting Officer/Contract Specialist (CO/CS) in their servicing Acquisition Division. If this person is unknown, the Requisitioner should contact the Head of Contracting Office for a point of contact.
2. The Requisitioner and CO/CS agree on which documents on the checklist are required for the particular Acquisition.
3. The CO/CS saves the completed PDF form and emails it to the Requisitioner.
4. The Requisitioner collects and completes documents checked on the form.
5. The Requisitioner submits the complete Acquisition Package including the filled-out Checklist form per "Procedure AGO-07 P20: Submitting Acquisition Package Documents".

Effective:

Immediately

Expiration:

None

Definition:

Acquisition Package – a complete set of documents needed to acquire supplies or services to satisfy approved requirements in a timely, efficient manner and at the most reasonable cost to the Government. Acquisition packages contain documents which are used internally by the government and other documents which are included in the official solicitation made available to the public.

Acquisition Package Checklist – a one-page form, listing required and discretionary documents for a new Acquisition.

References:

NOAA Acquisition Package Checklist (www.ago.noaa.gov/ad/fy07/acqpackagechecklist.shtml)
Procedure AGO-07 P20: Submitting Acquisition Package Documents