

# Attachment 5601-1.1 a Table Of Contents

## REVIEW PACKAGE CONTENTS CHECKLIST\*

### **Acquisition Plans**

Acquisition planning documents based on complexity and dollar value  
Market Research Report

### **Determination & Findings (D&F)**

D&F  
Local Legal Review  
Statement of Work (SOW)/Performance Work Statement (PWS)/Statement of Objectives (SOO)  
Funding Document(s), as applicable  
Draft Letter Contract, as applicable

### **Justification and Approvals (J&A), Brand Name Justifications, Exception to Fair Opportunity (FOE):**

Justification  
Acquisition Plan  
Market Research Report

### **Source Selection Plans**

Source Selection Plan or Evaluation Plan  
Applicable D&F's

### **Requests for Proposals, Invitations for Bids, Request for Quotes**

Solicitation  
Requirements Package (SOW/PWS/SOO, CDRLs, DD254, etc.)  
Acquisition Planning Documents or Brief (as applicable)  
Local Legal Review  
**Competitive** -  
Evaluation Plan or Source Selection Plan  
**Non-Competitive** -  
J&A

### **Requests for Final Proposal Revisions (FPR)**

*(competitive only)*  
Evaluation Notices (ENs) and Contractor Responses  
Draft Source Selection Evaluation Board (SSEB) Report  
Draft FPR notice

**Business Clearance**

Access to file  
Local Legal Review

**Competitive - obtain approval to award without discussions or begin discussions**

Request for Clearance

Initial SSEB report

Draft Competitive Range Determination

**Non-Competitive - obtain approval prior to beginning negotiations**

Pre-negotiation Business Clearance

Memorandum

**Contract Clearance****Approval of the negotiated business arrangement**

Access to file - to include access to the contract writing system

Draft contract

Local Legal Review

**Competitive**

Request for Clearance

Final SSEB Report

Source Selection Advisory Council (SSAC)

Report (if applicable)

Draft Decision Briefing

Draft Source Selection Decision Document (SSDD)

**Non-Competitive**

Post-negotiation Business Clearance

Memorandum

**Terminations**

Termination Authority Form

Modification

Local Legal Review

Show Cause Letter

**Ratifications**

D&F (including all documentation of unauthorized commitment)

Local Legal Review

Ratification Checklist with associated documents

\* Reference SOFARS 5604.803 Contents of Contract Files, DCG Part 4.1 Contents of Contract Files, and DCG Part 4.2 Contract Files Assurance and "Chain of Custody". All documents listed above are to be included in the file prior to requesting review from SOF AT&L-KM/KX/KB as required and applicable to the specific contracting action.

**Parent topic:** [Attachment 5601-1 Table Of Contents](#)