

Purchase Order Checklist CDFRM

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Instructions: This checklist is to be completed for each purchase order in accordance with JAC 89-1, dated October 4, 1989. The checklist must be completed by checking Yes, No, N/A (Not Applicable). "No" responses must be explained in the "Comments" space below.

PRESOLICITATION

YES	NO	N/A	
			1. Are sufficient funds available to cover all purchases?
			2. Have excess listings, FPI, CPBOSH, GSA, FSS been reviewed prior to soliciting open market sources? (FAR Part 8)
			3. Were all necessary waivers, clearances, or exceptions obtained? (FAR Part 8)
			4. Was the requirement synopsized or posted? (FAR Part 5)
			5. Was the requirement set aside for small business? (FAR Part 13)
			6. If sole source, is the justification clearly documented? (FAR Part 13) (Applies to purchases over 10% of the small purchase limitation)
			7. Is the reason for not obtaining competition clearly documented? (FAR Part 13)
			8. Is all quote information clearly documented? (FAR Part 13)
			9. Has a wage determination been obtained? (Construction over \$2,000 and Service over \$2,500) (FAR Part 22)

AWARD

			10. Is the price paid fair and reasonable? (FAR Part 13)
			11. Has the current "Listing of Parties Excluded from Federal Procurement or Nonprocurement Programs" been checked? (FAR Part 9)
			12. Have all discounts, time and quantity been properly recorded?
			13. Are delivery terms and destination points clear and concise? (FAR Part 47)
			14. Is all correspondence answered promptly and completely?
			15. Has a determination of responsibility been made? (FAR Part 9)
			16. Have all variances to the specifications been approved by the requisitioner?
			17. If the award is over \$25,000, was an ICAR prepared and reported to ACF? (FAR Part 4)

COMMENTS

Reference: Justice Acquisition Regulation (JAR) 2813.570 Attach Checklist to Numerical copy of Purchase Order

Signature of Contracting Officer

Date

Purchase Order Number