

DEIS II TO GUIDELINES ATTACHMENT 6

DEIS II REQUIREMENTS PACKAGE CHECKLIST AND CERTIFICATIONS

This form is completed by the Task Monitors and forwarded to DISA/DITCO with the complete DEIS II Requirements Package.
(electronic signatures (/s/)) are acceptable

1. Task Order (TO) Title: _____

2. For the purposes of tracking acquisition lead-times, indicate the date you began assembling this requirement.
(see the TO Guidelines, Chapter 3, Paragraph B): _____

3. Complete package must include all of the following mandatory items. Send files electronically via e-mail to deisiis@scott.disa.mil.
Partial packages are NOT accepted; see the TO Guidelines, Chapter 3, Paragraph A.1). You may fax any items not available electronically
to (618) 229-9440/DSN 779-9440.

- Statement of Work (SOW) (in Microsoft (MS) Word 97 compatible format)
Independent Government Cost Estimate (IGCE) (MS Excel 97 compatible format)
Funding Document(s) (scanned or other electronic version is preferable)
Selection Recommendation Document (MS Word 97 compatible format)
DEIS II Requirements Package Checklist (MS Word 97 compatible format)

Include the following items only if determined necessary for your requirement.

- Evaluation Plan, if this is a competitive buy (i.e. not a follow-on) (In MS Word 97 compatible format)
TO-unique DD Form 254, only if security requirements exceed the basic contract DD Form 254 (Word or FormFlow compatible)
Acquisition Strategy Committee (ASC) Approval (required for DISA customers only, any package over \$500K)

4. Contract Type (check one). Time-and-materials (T&M) and cost-reimbursable (CR) contract types require justification in accordance with
Federal Acquisition Regulations (see Chapter 3, Paragraph F).

Firm fixed price (FFP)
T&M - Justification: _____

CR - Justification: _____

5. Customer organization has made appropriate Economy Act decisions in accordance with local agency requirements:

Signature: _____ Title: _____

6. TM Certification: I recognize that by submission of this package, I accept the responsibilities for Task Monitor roles (pre-award and post-award) as defined in the DEIS II Task Order Guidelines and failure to carry out these responsibilities could result in my package being returned without award action or in my inability to use the DEIS II contracts for future requirements.

Signature: _____ Date: _____
Primary Task Monitor

Signature: _____ Date: _____
Alternate Task Monitor

7. TM Training Certification (Applies to DISA TMs ONLY!): DISA Primary and Alternate TMs are required to have Contracting Officer's Representative (COR) training prior to appointment in accordance with DISA/D4 Memorandum dated 17 Feb 1999, and must complete refresher training annually. Provide the date that COR training has been completed for both the Primary and Alternate TMs:

Primary TM - Date (dd/mm/yyyy): _____ Alternate TM - Date (dd/mm/yyyy): _____