

DEIS II TO GUIDELINES ATTACHMENT 8

DEIS II REQUIREMENTS PACKAGE REVIEW

NO	YES	DOES THE PACKAGE REFLECT THE FOLLOWING?
<input type="checkbox"/>	<input type="checkbox"/>	Ensure that your package for a Task Order (TO) modification does not: <ul style="list-style-type: none"> a. Alter the scope of the TO b. Add "significant" work c. Add "significant" funds d. "Substantially" extend the period of performance e. Incorporate other major changes (any not envisioned in the original scope of work)
<input type="checkbox"/>	<input type="checkbox"/>	Package for TO modification contains an electronic (e-mail or diskette) version of the Statement of Work (SOW) , annotated with strikeouts and underlines to show changes
<input type="checkbox"/>	<input type="checkbox"/>	SOW accurately incorporates the format and content detailed in Attachment 3 of the DEIS II Task Order Guidelines
<input type="checkbox"/>	<input type="checkbox"/>	SOW Paragraph 4, Objectives and Scope lists DEIS II Task Areas applicable to the SOW tasks
<input type="checkbox"/>	<input type="checkbox"/>	SOW Paragraph 7, Period of Performance is described in "calendar days after date of TO award"
<input type="checkbox"/>	<input type="checkbox"/>	SOW Paragraph 7, Period of Performance does not exceed the expiration date of the funds
<input type="checkbox"/>	<input type="checkbox"/>	SOW Paragraph 8, Contract Type indicates the type of contract TO anticipated (e.g., FFP, T&M)
<input type="checkbox"/>	<input type="checkbox"/>	SOW Paragraph 9, Deliverables/Delivery Schedule contains outcome-based deliverables (not just management plan, status reports). Also show correct CDRL/DID numbers, if applicable, and ensure that deliverables have specified due dates (not "as required," "TBD," "at Government request," etc. Acceptable specifications include: <ul style="list-style-type: none"> a. nn calendar days after TO award b. nn calendar days after written notification by TM c. nn - nnn calendar days after TO award (i.e., a date range) Do the deliverables in the schedule match those cited in each SOW task?
<input type="checkbox"/>	<input type="checkbox"/>	Independent Government Cost Estimate (IGCE) is comparable to (and does not exceed) the value of the funding document(s)
<input type="checkbox"/>	<input type="checkbox"/>	DISA-funded package over \$500,000 has documented Acquisition Strategy Committee (ASC) approval (<u>DISA customers only!</u>)
<input type="checkbox"/>	<input type="checkbox"/>	IGCE figures for Other Direct Costs (ODCs) are traceable to a requirement in the SOW
<input type="checkbox"/>	<input type="checkbox"/>	IGCE figure for materials ODCs does not exceed \$500,000 or 20% of the value of the task order, whichever is less
<input type="checkbox"/>	<input type="checkbox"/>	Funding Document is complete in accordance with DEIS II Task Order Guidelines requirements

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