

## DGS REQUIREMENTS CHECKLIST AND CERTIFICATIONS

This form is completed by the Task Monitors and forwarded through the COR  
 ([olsonr@ncr.disa.mil](mailto:olsonr@ncr.disa.mil) and [jackso2d@ncr.disa.mil](mailto:jackso2d@ncr.disa.mil) )  
 to DISA/DITCO-Scott with the complete DGS Requirements Package.

1. Task Order (TO) Title:	
2. Tracking Number:	
3. Acquisition Lead-Time: For the purposes of tracking lead-times, please indicate the date you began working on this requirement ( <i>see Chapter 3, Paragraph 2</i> ):	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">PREFERRED</div>
4. FUNDING INFORMATION:	PDC CODE: _____ TSR #: _____ <i>or</i> MIPR #: _____
<b>5. Attachments Checklist.</b> Complete package must include <u>all</u> of the following <u>mandatory</u> items.  <p style="text-align: center;">Send files electronically via e-mail to <a href="mailto:olson@ncr.disa.mil">olson@ncr.disa.mil</a> and <a href="mailto:jacso2d@ncr.disa.mil">jacso2d@ncr.disa.mil</a></p> <p><b>Avoid submitting partial packages</b> (see the TO Guidelines, Chapter 3).</p> <p><i>(to check a box, right-click on the box, choose "Properties," and click on "Checked" under "Default Value")</i></p> <input type="checkbox"/> Approved documentation to use other than DCA200-02-D-5000 (SETA) <input type="checkbox"/> Statement of Work (SOW), <a href="#">Attachment 9</a> or Performance Work Statement (PWS), <a href="#">Attachment 10</a> (in MS Word Office 2000 compatible format) <input type="checkbox"/> Independent Government Cost Estimate (IGCE) (MS Excel Office 2000 compatible format) <input type="checkbox"/> Funding Document(s) (scanned or other electronic version is preferable); All funding documents must annotate the period of availability of funds and be signed by an authorized Resource Manager – NO EXCEPTIONS <input type="checkbox"/> Severability/Non-Severability Statement  <p style="text-align: center;"><b>Include the following items <u>only if determined necessary</u> for your individual requirement.</b></p> <input type="checkbox"/> Quality Assurance Surveillance Plan (QASP), Attachment 11 <u>only if using a Performance Work Statement</u> . <input type="checkbox"/> TO-unique DD Form 254, <u>only if security requirements exceed the basic contract DD Form 254</u> ), Attachment 8 (MS Word Office 2000 compatible) <input type="checkbox"/> Acquisition Approval Group (AAG) approval (required for DISA customers only whose requirement is part of a SIA Program Acquisition Plan; provide Acquisition Plan Number and Approval date: _____)	
<b>5. Contract Type</b> ( <i>check one</i> ). Time-and-materials (T&M) and cost-reimbursement (CR) contract types require justification in accordance with Federal Acquisition Regulations ( <i>see the TO Guidelines Chapter 3, Paragraph F for an explanation of contract types</i> ).  <input type="checkbox"/> Firm fixed price (FFP) (no justification required) <input type="checkbox"/> Cost-Reimbursement (CR) (provide justification in the box, below) <input type="checkbox"/> Time-and-Materials (T&M) (provide justification in the box, below)	

Rationale:	
6. <b>Economy Act.</b> This organization has made the appropriate Economy Act decisions <b>in accordance with local agency requirements:</b> <i>(electronic signatures (/s/)) are acceptable</i>	
<b>Signature and Date:</b>	
7. <b>TM Certification:</b> 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 DGS 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 DGS contracts for future requirements. I further certify that the requested contractor services do not include inherently Government functions in accordance with <a href="#">Federal Acquisition Regulation (FAR) Subpart 7.5</a> .	
<b>Primary TM Signature and Date:</b>	
<b>Alternate TM Signature and Date:</b>	
<b>TM Supervisor's Signature and Date:</b>	
<b>ALT TM Supervisor's Signature and Date:</b>	
8. <b>TM Training Certification (Applies to DISA TMs ONLY!):</b> DISA Primary and Alternate TMs are required to have Contracting Officer's Representative (COR) training prior to appointment in accordance with DISA Acquisition Regulation Supplement (DARS), Subpart 1.602-2-90(b). Guidance can be accessed at <a href="http://www.disa.mil/d4/dars/pt1.html#1.6">http://www.disa.mil/d4/dars/pt1.html#1.6</a> . TMs must also complete refresher training annually. Provide the date that COR training was completed:	
<b>Primary TM Training Certification Date:</b>	
<b>Primary TM Ethics Training Completion Date:</b>	
<b>Alternate TM Training Certification Date:</b>	
<b>Alternate Ethics Training Completion Date:</b>	

***(continue to the Section 508 Determination, below)***

## SECTION 508 DETERMINATION FOR TASK ORDERS

### Reference DISA Section 508 Policy

<https://datahouse.disa.mil/cio/508/source.html>

In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals. As a result, this checklist must be completed by your organization's requirements official and included in all procurement request packages.

<b>Task Order Title/Contract/Order #</b>	
<b>Customer Agency/Organization:</b>	

### Section 508 Determination for Purchase Requests

(Must be completed by the Requiring Official and included in all procurement request packages.)

1. Will EIT products or services be delivered under this acquisition? Electronic and information technology (EIT) has the same meaning as "information technology" except EIT also includes any equipment or interconnected system or subsystem of equipment that is used in the creation, conversion, or duplication of data or information. The term EIT, includes, but is not limited to, telecommunication products (such as telephones), information kiosks and transaction machines, worldwide websites, multimedia, and office equipment (such as copiers and fax machines).

Yes (Proceed to #2)

No (Sign below, attach to procurement request package, and forward to the contracting officer.)

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Requiring Official      Printed Name      Date      Phone Number

Signature

2. Does a Section 508 exception apply to this acquisition (non-availability of commercial products or services that meet all applicable standards is not considered an exception)?

Yes (Proceed to #3)

No (Proceed to #4)

3. Section 508 accessibility standards do not apply to this acquisition based on the following exception(s). (See DISA Section 508 policy, Para 6 for definitions of exceptions at <https://datahouse.disa.mil/cio/508/source.html>). The EIT:

Is for a National Security System.

**NSS Exception Statement:**

As representative of the requirements office for this EIT acquisition, I (the undersigned) certify that the EIT resources defined in this Purchase Request No. [ ] for [insert description of EIT being acquired] in support of the [insert program/initiative title] are exempt from the Section 508 accessibility standards. This determination was made based upon the National Security System (NSS) exception granted under Section 508 of the Rehabilitation Act of 1998. The NSS determination for this EIT acquisition is based upon the NSS definition in Subtitle E, Section 5142 of the Clinger-Cohen Act of 1996.

I also certify that any portion of this EIT acquisition that is intended for routine administrative or business applications will comply with Section 508 Acquisition Policy. The appropriate Accessibility Standard(s) and the Section 508 Compliance Specification; i.e., contract language, will be incorporated into the Statement of Work, Statement of Objectives, and/or Performance Work Statement, as applicable.

Identify the NSS Program & provide a short explanation that supports this exception. (For DISA requirements, have the CIO, IT Engineer's Office sign below).

- Is acquired by a contractor incidental to a contract.
- Is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.
- Is for telecommunications services and no contractor provided terminal equipment (telecommunications products) is included.
- Is a micro-purchase (\$2,500 and below) and will be acquired as one-time open market buy, and not under an existing contract (e.g., GSA Schedule).
- Would impose an undue burden on the agency (**See Enclosure #3 to DISA's Section 508 Acquisition Policy for Undue Burden Exception Format <https://datahouse.disa.mil/cio/508/source.html>** ).
- Other (provide detailed explanation below)

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(Sign below, attach to procurement request package, and forward to the contracting officer. If an undue burden exception is claimed, then a completed copy of **Enclosure #3** must also be included.)

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Requiring Official	Printed Name	Date	Phone Number
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Signature

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DISA CIO or Customer Official for non-DISA	Printed Name	Date	Phone Number
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4. Is this acquisition for a commercial item as defined at FAR 2.101?

Yes (Proceed to #5)

No (Proceed to #6)

5. Is a commercial item fully compliant with Section 508 accessibility standards available in the commercial marketplace in time to meet the agency's delivery requirements.

Yes (Proceed to #6 & #7)

No (Sign below and complete Enclosure #4. Attach this document and Enclosure #4 to the procurement request package and forward to the contracting officer).

Requiring Official      Printed Name              Date      Phone Number

Signature

6. The following Section 508 Accessibility Standard(s) (Technical & Functional Performance Criteria) are applicable to this acquisition (check as appropriate). Contact the CIO IT Engineer's Office at 703-696-4334 for assistance in determining which standards may apply. Incorporate all applicable Section 508 standards in the requirements document of the purchase request package or use the standard "Section 508 Compliance" specification set forth in the DISA Section 508 Policy, Paragraph 4.

Technical Standards

- 1194.21 – Software Applications and Operating Systems
- 1194.22 – Web Based Intranet and Internet Information and Applications.
- 1194.23 – Telecommunications Products.
- 1194.24 – Video and Multimedia Products.
- 1194.25 – Self-Contained, Closed Products.
- 1194.26 – Desktop and Portable Computers.

7. Functional Performance Criteria is the minimally acceptable standards to ensure Section 508 compliance. This block should also be checked to ensure that the minimally acceptable EIT is proposed. The Technical Standards above in Paragraph #6 facilitate the assurance that the maximum technical standards are provided to the offerors.

Functional Performance Criteria

- 1194.31 – Functional Performance Criteria.

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Requiring Official      Printed Name              Date      Phone Number

Signature