

NEXGEN TASK ORDER GUIDELINES
Attachment 3

Checklist of Common Mistakes

SOW:

1. Ensure Paragraph 6 contains General Systems Engineering NEXGEN Task Areas being used.
2. Ensure Paragraph 6 tasks are within contract scope.
3. If meetings/conferences are called for, ensure they are clearly defined in the SOW and costs for such meetings/conferences are identified in the IGCE.
4. In Paragraph 7, if performance necessitates TDY, list the locations, duration, and quantity of trips.
5. In Paragraph 8, state period of performance as X calendar days from TO award unless tasking is inextricably linked to an event or date.
6. Ensure Paragraph 9 contains outcome-based deliverables (not just management plans, status reports, etc.). Deliverables must have specified due dates (not "as required," "TBD," "at Government request," etc.). Acceptable specifications include:

calendar days after TO award (i.e. 10 days after TO Award)
calendar days prior to/after event
7. In Paragraph 9, state the Contracting Officer (CO) and COR get a copy of the letter of transmittal for the technical deliverables.
8. Ensure documents referenced in Paragraph 11 are available. If via a web site, list that here; if not, obtain electronic copies so GFI is released concurrent with task release to the web.
9. Ensure Paragraph 14 identifies those labor categories considered key if "key personnel" is an evaluation criteria.
10. Ensure package submitted as a TO modification does not contain significant new work and/or significant new funds.
11. Ensure package submitted as a TO modification has SOW marked with strikeout and underline to indicate changes.

IGCE:

Ensure IGCE figures for Other Direct Costs (ODCs) are traceable to a requirement in the SOW.

Funding:

1. If the task is non-severable, ensure a non-severability determination statement is provided.
2. If package is from outside DISA, ensure funding has been certified
3. Ensure funding document show "Funds Expiration Date" (MIPRs).
4. Ensure funding document is complete in accordance with the requirements of the NEXGEN Task Order Guidelines.