

**Department of Information Technology (DoIT)
Request for ITPO Approval of a New Task Order
Agreement Checklist**

I. New Task Order Agreement Submission Package (all items must be provided):

1. Award recommendation letter. At a minimum, the letter shall provide the following:
 - a. Release date and closing date;
 - b. Number of proposals received;
 - c. Number of proposals that met minimum qualifications;
 - d. Number of firms found not susceptible and why
 - e. Technical ranking;
 - f. Financial ranking;
 - g. Overall ranking;
 - h. Justification of recommended Offeror / Bidder
2. Copy of the Task Order Agreement that clearly indicates the task order term and the not-to-exceed amount.
3. Copy of the email that released the TORFP.
4. Copy of the final Technical Proposal from the recommended Offeror (include applicable password).
5. Copy of the final Financial Proposal (actual price sheets only) from all Offerors (include applicable passwords).
6. The Certified MBE Utilization and Fair Solicitation Affidavit and the MBE Participation Schedule, if the contract includes MBE participation. If an MBE waiver was granted, provide a copy of the signed waiver document issued by the agency. Also provide a copy of the PRG, if the original MBE subcontracting participation goal was less than 25%.
7. Copy of any applicable Affidavits for the Task Order. **New!**

Also, as applicable:

8. If a single proposal is received, provide a Single Bid Justification - a written determination that acceptance of the one proposal is appropriate, fair and reasonable. Include an explanation of why there was a poor response to the solicitation.
9. When a protest has been resolved, provide a copy of the protest letter and the procurement officer's response to the protest.
10. If Retroactive, provide the justification for any retroactive request, signed by the Agency Head (Forgiveness letter). For retroactive task orders under a Master Contract, the letter shall be addressed to the Assistant Secretary for Administration of DoIT. **New!**