

PROJECT MANAGEMENT OFFICE SOLICITATION CHECKLIST

O&M CONTRACTS

PROJECT TITLE : Operations and Maintenance of Facilities and Equipment at
_____ (project, lake, site office, etc.)

PROJECT MANAGER: _____ PHONE:

CEFMS PR&C NUMBER:

1. WAGE RATES (request 90 days before requisition date)
2. DD Form 2579 (8a/SB/SDB/unrestricted)
(for competitive or single source 8a include acceptance letter)
3. TECHNICAL PROVISIONS
4. GOVERNMENT ESTIMATE
5. FACILITY & EQUIPMENT LIST
(if applicable)
6. GOVERNMENT FURNISHED EQUIPMENT LIST
(if applicable)
7. MAPS (as needed)
8. SOURCE SELECTION PLAN
(added by OP-T)
10. AWARD FEE PLAN (if applicable)
11. IDENTIFY TECHNICAL (2) AND COST (1) PROPOSAL EVALUATORS FROM FIELD OFFICES