**EIS Pre-Solicitation Checklist** (version 8/24/2021)

Items marked with \* are optional

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| Date Questionnaire Completed: |  |
| Agency: |  |
| Bureau/Sub-Bureau\*: |  |
| Agency POC Name: |  |
| Agency POC Work Email and Phone Number: |  |
| Solicitation Name: |  |
| Task Order Type (select one): | - Fixed Price with Economic Price Adjustment  - Time and Materials (T&M) with Economic Price Adjustment |
| Proposal Evaluation Method (select One): | - Best Value with Tradeoffs  - Lowest Price Technically Acceptable (LPTA) |
| Base Period of Performance Start Date: |  |
| Base Period of Performance End Date: |  |
| Number of Option Periods: |  |
| Length of Each Option Period: |  |
| Estimated Solicitation Issue Date\*: |  |
| Proposal Due Date: |  |
| Estimated Award Date\*: |  |
| Funding Available? | Yes or No |
| Task Order identifies the Ordering Contracting Officer (OCO) or other Authorized Persons? | Yes or No |
| OCO has a Delegation of Procurement Authority (DPA) and is included in the solicitation? | Yes or No |
| Agency reviewed the guidance in Section G.2 - Contract Administration and J.2 - Contractor Data Interaction Plan of the EIS contract? | Yes or No |
| Sections G.2.2.1.2 - OCO Duties and J.4.1 - Task Order-Specific Pricing Submissions of the EIS contract has been reviewed? | Yes or No |
| Consolidated deliverables table with frequency/quantities and cross-referenced with the corresponding solicitation sections is included in the solicitation? | Yes or No |
| If GSA Conexus will be used in the ordering process, is it stated in the solicitation? | Yes or No |
| If other means of order issuance will be used, is it stated in the solicitation? | Yes or No |
| Does solicitation include pricing tables and clearly specifies mandatory and optional services and CLINs? | Yes or No |
| Government Furnished Property (GFP) Required? | Yes or No.  If yes, Agency must provide list in solicitation |