**APPENDIX 3-B   
Task Order File Matrix**

**CONTRACT NO:**

**TASK ORDER NO:**

**DATE ORDER AWARDED:**

**CONTRACTOR/SUBCONTRACTOR:**

**AMOUNT OF THIS ORDER:**

|  |  |  |
| --- | --- | --- |
| **Checklist Item** | **Yes** | **No** |
| 1. Does the file contain properly approved and classified work request  ([AF Form 332](http://www.e-publishing.af.mil/shared/media/epubs/af332.xfd))? |  |  |
| 2. Are sufficient funds available and documentation contained within the file? |  |  |
| 3. Is the memorandum for record of site visit adequate? |  |  |
| 4. Does the file contain statement of work revisions for changes as a result of the site visit or negotiations |  |  |
| 5. Does the contractor’s proposal contain: |  |  |
| (a) Proposal for the scope as stated in the request for proposal? |  |  |
| (b) Pricing by line item in accordance with the SABER UPG? |  |  |
| (c) Non-prepriced items? |  |  |
| (d) Method of construction? |  |  |
| (e) Other items as stated in the request for proposal? |  |  |
| 6. Does the file contain an adequate technical evaluation? |  |  |
| 7. Does the record of Negotiations provide sufficient detail of the negotiated variances in price, period of performance, quantities, statement of work changes, negotiated methodology, etc.? |  |  |
| 8. Is [DD Form 1155](http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage329.html) complete and does it contain: |  |  |
| (a) Accounting and appropriation data? |  |  |
| (b) Scope of work? |  |  |
| (c) Period of performance? |  |  |
| (d) Any mandatory methodologies? |  |  |
| (e) Negotiated NPIs? |  |  |