

TEAM LEAD REVIEW CHECKLIST FOR BOR PACKAGES
TEAM LEAD USE ONLY – DO NOT FORWARD W/BOR PACKAGE

	Item to be verified/reviewed	Applicable (yes or no)	Included (yes or no)	Adequate (yes or no)	Notes: Explain items that are applicable and should have been included or inadequate for discussion with CO and Contract Specialist, or to be included in TMA Form 703 Comments
1.	Was a legal review obtained prior to BOR?				
2.	Is the TMA Form 703 correctly filled out?				
3.	Is the PNM prepared in the correct format, (i.e., pre-, post-PNM, etc., IAW TAD 15-02)?				
4.	Are all forms submitted in the most current versions, (e.g., DD 1547)?				
5.	Are all referenced attachments included?				
6.	Are all figures and formulas explained, cross-referenced and calculated correctly?				
7.	Does the background information allow understanding of instant action (i.e., contentious issues, negotiation environment, etc.)?				
8.	Are significant facts and their impact on negotiations clearly stated?				

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9.	Cost/Pricing Data - Statement that CO did or did not rely on cost/pricing data and extent relied upon.				
10.	Does the documentation in the PNM address the differences between IGCE and the contractor's proposal in a clear and adequate manner and reconciled if required?				
11.	Does the basis of reasonableness for each cost element support the overall determination of price reasonableness?				
12	Do the notes discuss issues in sufficient detail that are relative to the cost element and support the decision made? Are all costs addressed?				
13	Did the PNM incorporate the technical evaluation of the proposal so as to support all quantitative and qualitative aspects and their effect on the costs/price?				
14.	Does the PNM contain the statement that the price is fair and reasonable and do the facts support this decision?				

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15.	Post – PNM - Contractor’s Certificate of Current Cost or Pricing Data included and dated to match completion of final negotiated costs/prices?				
16.	Except for referenced documents that are easily available or to be filed in the contract file, can the PNM stand alone as a document that sufficiently explains to an outside party what will or did take place regarding the contract action?				
17.	Items unique to this package:				
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				

I have reviewed this file and all documents are present and accurately support the proposed action.

 (Typed Name)
 Contracting Officer

 Date