

## >\$3K Checklist Tool | General Information and Tool Features

**Note:** The Award File Documentation Checklist is an NIH requirement for purchases at a \$3,000 threshold. The >\$3K Checklist Tool was developed as an easy-to-use online tool to help purchasers fill out this form.

**What is the >\$3K Checklist Tool?**

- This tool is an aid to help users fill out the NIH Award File Documentation Checklist.

**Where do I find the tool?**

- There is a link to the >\$3K Checklist Tool on the NCIConnect site, as well as directly on the POTS order page.

**How does the tool help me fill out the form?**

- The tool uses business logic to show users only the questions that pertain to their purchase, depending on questions answered, such as the purchase amount. Helpful guidance and links are part of the tool interface.

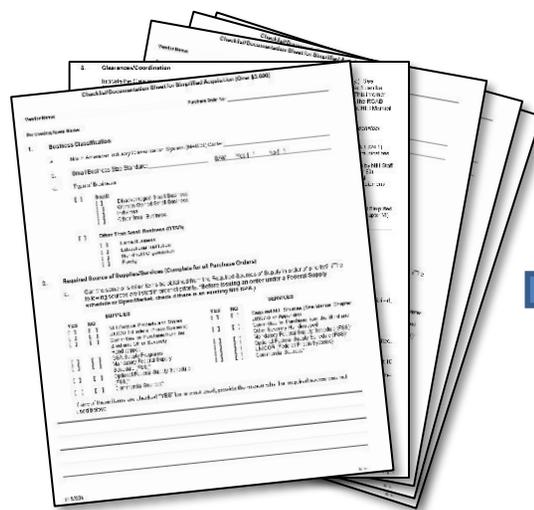
**How do I submit the form?**

- After completion of all the sections, the original checklist can be output for printing.

### Who uses the >\$3K Checklist Tool?

Purchasers, including Purchasing Agents, P Card Holders, and Contracting Officers who need to make purchases of \$3,000 and above will need to complete the Award File Documentation Checklist form.

Previously, purchasers filled out long, user created checklists that were not standardized across NCI. The >\$3K Checklist Tool is an online tool that makes it easier to complete the required questions.



Pre-Award		
1	Required Sources for Supplies and Services [FAR 8]	Complete
2	Clearances, Technical Coordination, or Prior Approval [FAR 1.602-1(D)]	Complete
3	Funds Availability [FAR 32.702]	Complete
4	Market Research (applicable to the requirement—check any/all that apply)	Complete
5	Green Purchasing [FAR 23]	Complete
6	SOB Compliance [FAR 39.2] Section 508.gov	Complete
7	Determining NAICS Code and Size Standard for Requirement [FAR 19.303]	Complete
8	Small Business Review (HHS Form 653) Requirements	Complete
9	Publicizing Contract Actions [FAR 5.101]	Complete
10	Competition [FAR 6]	Complete
11	Evaluation of Quotes or Offers [FAR 8.405-1(f); 8.405-2(d); 12.602; 13.106-2]	Complete
12	Determination of Fair & Reasonable Price [FAR 8.404(d); 12.209; 13.106-3]	Complete
13	Proposed Contractor Determined to be Responsible [FAR 9.104; 9.405]	Complete
14	Small Business Reserve / Set Aside	Complete
15	Award Generation, Clauses, Statements or Attachments	Complete
16	Purchase Request (PR) Package and Acquisition Planning Considerations	Complete
17	DCIS Reporting Requirements (Reference "DCIS Manual")	Complete
18	Certification	Complete
Post-Award		
19	Modifications	Complete
20	Receiving [FAR 32.905(c)]	Complete
21	Invoice Receipt	Complete
22	Payment – Provide Verbal GCPC Number to Contractor	Complete
23	Closeout	Complete
24	Retention Period [FAR 4.805]	Complete
25	Notes and Conversation Records	Complete

Post-Award Checklist Last Certified By: [Vicki J. Casper](#) On: [Monday, June 29, 2011 11:22:30 AM](#)  
[Print a Copy](#)

**Sections of the Checklist:** There are 25 sections in the >\$3K Checklist Tool, which are available in the Index page for easy navigation.

## Accessing the Checklist: Two locations

Links to the >\$3K Checklist Tool can be found in the **NCiConnect Tools** menu, or directly on the POTS order page.

The image shows two ways to access the \$3k Checklist. On the left, the NCIConnect Tools menu is shown with the '\$3k Checklist' link circled in red. On the right, a POTS order page is shown with the 'Open \$3 Checklist' button circled in red. A red arrow points from the circled button on the POTS page to the '\$3k Checklist' link in the menu.

**Note:** Clicking these links will open the tool in a new window, where you can begin to fill out the form.

To return to an already started form, enter an existing Purchase Request Number or click on the link from within the POTS order. Clicking on the link from POTS will populate the PRN automatically.

## Helpful Features of the >\$3K Checklist

**Helpful Guidance:** Each section has links to information about the section topic. Click the links to open informational websites on the question topics to help you complete the form.

A screenshot of a checklist section titled '2. Clearances, Technical Coordination, or Prior Approval [FAR 1.602-1(b)]'. Below the title, a link 'NIH Policy Manual §807-3 - Special Clearance And Other Acquisition Procedures' is circled in red.

**Index of all 25 Sections:** Tracks progress of completion of sections. Indicates whether sections were attempted or completed.

A screenshot of the '\$3k Checklist' Index. It lists five sections with their completion status:
 

Section	Status
1 Required Sources for Supplies and Services [FAR 8]	Complete
2 Clearances, Technical Coordination, or Prior Approval [FAR 1.602-1(b)]	Complete
3 Funds Availability [FAR 32.702]	Complete
4 Market Research (applicable to the requirement—check any/all that apply)	In Progress
5 Green Purchasing [FAR 23]	Not Started

 The 'Not Started' status for section 5 is circled in red with an arrow pointing to it.

Click sections in the Index to navigate quickly to that section.

**Note:** Index of Sections shows status of each section as **Not Started, In Progress, or Complete**. The index is color coded for an easy status check of the Checklist progress.

**Print a Copy:** Outputs a PDF file at any point in completion of the form.

A screenshot of the bottom of the checklist page showing the text 'Post-Award Checklist Last Certified By: Vito J. Scario On Monday, June 29, 2015 11:33:30 AM' and a 'Print a Copy' button circled in red.

**Questions?** Contact Terry Galloway at Office of Acquisitions (terry.galloway@nih.gov) for questions on purchasing policies and procedures. If you have any additional questions/feedback on the tool or guidance, please locate the **User Support** link and the **Feedback Form** on the NCIConnect website.