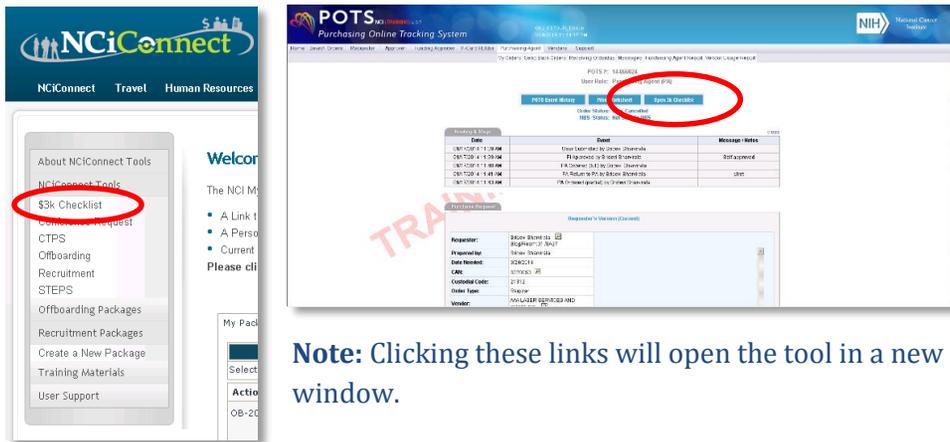


>\$3K Checklist Tool | How to Fill Out the Form

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.

1. Navigate to the >\$3K Checklist link on the NCIConnect Tools menu or click the link from a POTS order page.



Note: Clicking these links will open the tool in a new window.

2. Enter the Purchase Request Number (PRN): Enter the PRN to load an already started Checklist. Entering a new PRN will create a new checklist.



Note: Clicking from the POTS system will fill in the Purchase Request Number automatically, and load an existing Checklist. If the PRN is not found, you will be prompted to create a new Checklist.

3. Enter your Order Information:

- **Requestor Name:** The name of the person the order is created for (i.e. Lab Manager).
- **Award Number:** Fill in from POTS order page
- **Purchase Type:** Fill in from POTS order page
- **Purchase Mechanism:** Fill in from POTS order page
- **Purchase Amount:** Fill in from POTS order page
- Select if this is an **IT Order**, and if **Previous Purchases** are associated with this order.

The Edit Sections Link will appear once the Order Information is completed. This will take you to Section 1. **Note:** Entering an existing PRN will load the Order Information page.

4. Fill out the Form.

Begin with Section 1, "Required Sources for Suppliers and Services." As you progress through each section, the tool is designed to ask you only the information you need to complete based on your selections.

Note: The form saves automatically when you click on a button or link.

NCiConnect \$3k Checklist

Index

Order Information

1. Required Sources for Supplies and Services FAR 8

Agencies shall satisfy requirements for products & services from or through the sources and publications listed in descending order of priority. The product or service is available from the following priority sources (check all that apply):

Products Section Is Complete

Services

Provide justification for not using priority source (any "YES" responses other than Open Market) where the source is not used:

Type a value

Previous Move forward and backwards in the 25 sections using the Previous and Next buttons. Next

< Previous Index Mark Checklist Complete Next >

Click Index to see all the Sections, see the status, and navigate to Sections.

5. Use the Index to Navigate across Sections of the Checklist.

The color coded Index provides a complete summary of the Checklist sections. Section Status can be: Not Started, In Progress, or Complete.

NCiConnect \$3k Checklist

Index

Pre-Award

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)	Complete
5	Green Purchasing	Complete
6	508 Compliance [FAR 1.602-1(b)]	Complete
7	Determining NAICS	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: Vito J. Capezio On Monday, June 29, 2015 11:33:30 AM

Print a Copy

6. Pre and Post-Award Sections of the Checklist and Printing to PDF

The Checklist is split into Pre-Award (Sections 1-18) and Post-Award (Sections 19-25).

You can progress from Section 18 to Section 19 by clicking **Next**, or you can click **Activate Post-Award Sections** in the Index view.

Pre-Award		
1	Required Sources for Supplies and Services [FAR 8]	In Progress
2	Clearances, Technical Coordination, or Prior Approval [FAR 1.602-1(b)]	Not Started
3	Funds Availability [FAR 32.702]	In Progress
4	Market Research (applicable to the requirement—check any/all that apply)	In Progress
5	Green Purchasing [FAR 23]	In Progress
6	508 Compliance [FAR 39.2] Section 508.gov	Not Started
7	Determining NAICS Code and Size Standard for Requirement [FAR 19.303]	Not Started
8	Small Business Review (HHS Form 653) Requirements	Not Started
9	Publicizing Contract Actions [FAR 5.101]	Not Started
10	Competition [FAR 6]	Not Started
11	Evaluation of Quotes or Offers [FAR 8.405-1(f); 8.405-2(d); 12.602, 13.106-2]	Not Started
12	Determination of Fair & Reasonable Price [FAR 8.404(d), 12.209, 13.106-3]	Not Started
13	Proposed Contractor Determined to be Responsible [FAR 9.104, 9.405]	Not Started
14	Small Business	Not Started
15	Award Generation	Not Started
16	Purchase Request	Not Started
17	DCIS Reporting Requirements (Reference "DCIS Manual")	Not Started
18	Certification	Not Started

Click **Print a Copy** to export a PDF file of the Checklist at any point in completing the form.

After clicking **Activate Post-Award Sections**, you will see the prompt below before moving on to Sections 19-25.

Click **OK** to move to the Post-Award Sections of the Checklist.

Note: Clicking **Print a Copy** will export all sections of the Checklist to PDF, whether Post-Award is initiated or not.

7. Completing the Checklist

21. Invoice Receipt

Section Is Complete

Invoice received from Contractor on

Invoice examined to insure compliance with contract by: on

Mark a section **Complete** when finished or leave unchecked if you plan to edit it at a later time. If you visited the form but did not check the box, the section will show as **In Progress** in the Index.

Finalize the Checklist: Once this selection is made all sections will be marked as complete. The form can still be edited at a later time.

Note: Links for **Mark Checklist Complete** and **Section is Complete** are found in each section of the Checklist.

22	Payment - Provide Verbal GPCP Number to Contractor	Not Started
23	Closeout	Not Started
24	Retention Period [FAR 4.805]	Not Started
25	Notes and Conversation Records	In Progress

Checklist last Certified By: Vito J. Capezio On Tuesday, June 23, 2015 12:39:56 PM

Marking the Checklist complete will add your name and a timestamp of completion to the form. You can recertify if additional edits are necessary. The name of the person who last certified, date, and time will be updated accordingly.

8. Additional Resources

2. Clearances, Technical Coordination, or Prior Approval [FAR 1.602-1(b)]

[NIH Policy Manual 6307-3 - Special Clearance And Other Acquisition Procedures](#)

Click the green links for more information about topics in the form. These links are next to Section headers and questions in the form that might need clarification. These links will open in a new window external to NCIConnect.

NIH POLICY MANUAL

6307-3 - Special Clearance And Other Acquisition Procedures

Issuing Office: **OD/OM/OALM/OAMP/DSAPS - (301) 435-3927**
Release Date: **08/07/2014**

1. Explanation of Material Transmitted: This manual chapter provides NIH policy for acquisitions that require (1) clearance, (2) technical coordination, or (3) the use of a required source. It covers contract actions, including simplified acquisitions. This revision amends those areas requiring technical input by updating existing requirements and/or organizational components, incorporating new requirements, and deleting obsolete ones.

2. Filing Instructions:

Remove: NIH Manual Chapter 6307-3/26307-3 dated 09/30/98.
Insert: NIH Manual Chapter 6307-3 dated 08/07/14.

PLEASE NOTE: For information on:

- Content of this manual chapter, contact the issuing office listed above.
- NIH Manual System, contact the Division of Management Support, OMA on 301-496-2832, or enter this URL: <http://oma.od.nih.gov/public/MSmanualchapters/Pages/default.aspx>

A. Purpose:

This manual chapter provides policy on acquisitions that require (1) clearance, (2) technical coordination, and/or (3) the use of a required source, as these terms are defined in E. Definitions, below. It covers contract actions, including simplified acquisitions.

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.