

Checklist for New Contracts

U.S. Department of Housing
and Urban Development
Office of the Chief Procurement Officer

1. Solicitation or Contract Number, if known	2. Proposed Contractor Name (Noncompetitive and 8(a) only)
Address	
3. Set-aside Recommendation (Competitive only) <input type="checkbox"/> Small business <input type="checkbox"/> Labor surplus area <input type="checkbox"/> Small business and labor surplus area <input type="checkbox"/> None	4. Proposed total duration of contract, including options, if any
3. Recommended contract type <input type="checkbox"/> Fixed-price <input type="checkbox"/> Cost-reimbursement <input type="checkbox"/> Indefinite-quantity <input type="checkbox"/> Requirements <input type="checkbox"/> Other	
6. Special instructions to the Contracting Officer. Check when done <input type="checkbox"/>	

Required Attachments

- A. Scope of Work
- B. Independent Government Cost Estimate, including breakdown of estimate by cost categories
- C. Funds Reservation (Form HUD-718)
- D. Required Approvals from Other Offices (see Handbook 2210.3, Chapter 4)
- E. If the request is for advisory and assistance services, a justification as to why the services are needed, why it is necessary to obtain them from an outside source, and a discussion of the efforts which have been made to ensure that the services do not needlessly duplicate any work which has been performed by HUD or any other Government agency. A format for the justification is provided as indicated in the instructions. For definitions and explanation of advisory and assistance services, see Handbook 2210.3, Chapter 6.

If Competitive

- F. Factors for Award
- G. Designation of Technical Evaluation Panel or Source Evaluation Board
- H. List of Recommended Sources, if any

If Noncompetitive

- I. Form HUD-24012, Justification for Other Than Full and Open Competition

If 8(a)

- J. An assessment of the firm's ability to perform the proposed effort. (See Handbook 2210.3, Chapter 4.)