

# Checklist for New Task Order

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

1. Contract Number	2. Expiration Date of contract*	3. Proposed Task Order Number*
4. Contractor		5. Proposed duration of task order  months
6. Special Instructions to the Contracting Officer		

Special Instructions to the Contracting Officer continued on separate page? Yes  No

**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 8Section (a)**
- J. An assessment of the firm's ability to perform the proposed effort. (See Handbook 2210.3, Chapter 4.)

**\*Note: All requested task orders must be within the maximum ordering limit, issued prior to expiration date of the contract, and must not go beyond the date specified in FAR clauses 52.216-20; 52.216-21; or 52.216-22.**