

## 2268 Package Checklist

This checklist is designed to assist with submitting completed 2268 Packages through eCMS to the Department of Veteran Affairs, Office of Small and Disadvantage Business Utilization.

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| 1. Completed VA Form 2268   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2. Performance Work Statement   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3. Marketing Research Report  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| — Screen shot of Federal Business Opportunities (FBO) Sources Sought/RFI notice   |     |                          |    |                          |
| — Posted Forecast of Contracting Opportunities (FCO)  |     |                          |    |                          |
| — List of names of firms replying to Sources Sought/RFI notice  |     |                          |    |                          |
| — Documented rationale of selected names from Sources Sought/RFI notice   |     |                          |    |                          |
| — VIP search  |     |                          |    |                          |
| — T4NG  |     |                          |    |                          |
| — BPA (TAC/SAC/NAC/DALC/PCAC etc)   |     |                          |    |                          |
| — GSA EBuy  |     |                          |    |                          |
| — NASA SEWP   |     |                          |    |                          |
| — Dynamic Small Business Search   |     |                          |    |                          |
| — SAM   |     |                          |    |                          |
| — FPDS  |     |                          |    |                          |
| — Additional research as required (affiliate website, medical sharing checklist, any usa job postings, approvals from HCA or DEPSEC high dollar acquisitions, IPT charter and minutes or waiver for procurements over 7M) |     |                          |    |                          |
| 4. Justification & Approval Document  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 5. Independent Government Cost Estimates  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 6. IPT Documents (if required)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 7. 2268a Contract Bundling Checklist (if required)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 8. Subcontracting Plan (if required)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 9. Non manufacturer waiver (if required)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 10. Fedmine (if available)  | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 11. US Spending   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

Others: Thomasnet.com, Interagency agreements, etc

## 2268 Review Process Steps

OSDBU Control Number

Analyst receives assignment from Federal staff to review specific 2268.

Analyst accesses eCMS and performs initial review to determine if all required documents are included

<input checked="" type="checkbox"/> 2268	Time to complete: __ min_____
<input checked="" type="checkbox"/> Market Research Report	Time to complete: __ min_____
<input checked="" type="checkbox"/> PWS	Time to complete: __ min_____
<input checked="" type="checkbox"/> IGCE	Time to complete: __ min_____
<input checked="" type="checkbox"/> Limited Sources Justification	Time to complete: __ min_____
	Total time_____ min_____

1. Analyst performs a PRP compliance review and cross walk of each document (appropriate NAICS, within FANC for OSDBU review, regulations, etc.)

<input checked="" type="checkbox"/> 2268	Time to complete: __ min_____
<input checked="" type="checkbox"/> Market Research Report	Time to complete: __ min_____
<input checked="" type="checkbox"/> PWS	Time to complete: __ min_____
<input checked="" type="checkbox"/> IGCE	Time to complete: __ min_____
<input checked="" type="checkbox"/> Limited Sources Justification	Time to complete: __ min_____

Total time\_\_\_\_\_90 min\_\_\_\_\_

☐ 2268

○ Specifics on what to look for include:

- Are following blocks completed?
- CONTRACTING ACTIVITY
- ADDRESS
- TELEPHONE NUMBER
- CONTRACTING POINT OF CONTACT NAME AND EMAIL ADDRESS
- NAME AND ADDRESS OF PROGRAM OFFICE
- PROGRAM MANAGER NAME AND EMAIL ADDRESS
- REVIEW TYPE
- DESCRIPTION OF SUPPLIES OR SERVICES
- EST. DOLLAR VALUE
- NAICS AND SIZE STD
- PSC
- SOLICITATION NUMBER
- PERFORMANCE PERIOD
- PROPOSED METHOD OF PROCUREMENT
- MARKET RESEARCH/PUBLICATION EFFORTS
- MARKET RESEARCH RESPONSES

- IPT REQUIRED
- PCR ASSIGNED
- BUNDLING CHECKLIST REQUIRED
- SUBCONTRACTING PLAN REQUIRED
- PROCUREMENT HISTORY, if applicable
  - WAS ITEM PREVIOUSLY AWARDED?
  - CONTRACTOR NAME AND ADDRESS
  - BUSINESS TYPE
  - DOLLAR VALUE
  - PERIOD OF PERFORMANCE
  - NAICS/SIZE STD
  - PROCUREMENT METHOD
- COORDINATION/CONCURRENCES
  - CONTRACTING OFFICER and DATE SIGNED
  - HEAD OF CONTRACTING ACTIVITY (HCA) OR DELEGATE and DATE SIGNED
  - SMALL BUSINESS LIAISON (Print), SIGNATURE
  - VA OSD BU REPRESENTATIVE (Print), SIGNATURE and DATE SIGNED
    - CONCUR/NON-CONCUR and DATE SIGNED
- SUBCONTRACTING GOALS (%)

☐ Market Research Report-See VA Template

- Specifics on what to look for include:
  - Acquisition planning
  - NAICS Code
  - Description of requirement
  - Procurement History
  - Estimated dollar value
  - POP
  - Market Research Analysis/Findings
    - Review data from government databases
      - VIP search results
      - FBO sources sought results
    - Rationale
    - Recommendation
    - Compliance with Rule of Two
  - CO Name and Date signed

☐ PWS

- Specifics on what to look for include:
  - Description of services
  - Period of Performance

☐ IGCE

- Specifics on what to look for include:
  - Program Office; IGCE POC; Program Title and Date Prepared
  - Dollar Value
  - POP

2. Analyst performs additional Market Research if necessary: See VA Template
3. Following the above, the Analyst formulates a recommendation of whether the proposed acquisition strategy has been supported OR not.  
Time to complete: \_\_\_\_\_
4. Prepares RECOMMENDATION MEMORANDUM with recommends OSD BU CONCURRENCE/ NONCONCURRENCE summarizing the review and forwards document to Federal team Member for final review/approval and transmittal to cognizant contract specialist/contracting officer.  
Time to complete: \_\_\_\_\_
5. In the case of a NONCONCURRENCE, Analyst who performs initial review will review Request for Reconsideration inclusive of supplemental data.  
Time to complete: \_\_\_\_\_
6. For traceability the Original OSD BU Control Number is assigned with annotation of R1, R2, R3, etc.  
Time to complete: \_\_\_\_\_
7. Analyst identified deficiencies from the initial review to ensure they've been addressed/corrected in the resubmission. Time to complete: \_\_\_\_\_
8. If corrected Analyst prepares a second memorandum, recommending OSD BU CONCURRENCE. **End of review process** Time to complete: \_\_\_\_\_
9. Deliverable: Recommendation Memorandum-3 day duration **(FEDERAL)**
10. Enter all phone calls, emails, meetings, searches in ECMS and all websites and database if any that occurred during your review process with specific actions/sub-actions/events and time spent.  
Time to complete: \_\_\_\_\_

