**Solicitation #:       Reviewed By GPM:**

**Contract #.       Reviewed By Other:**

**Date Received:       Date Completed:**

**Reference:** [***Insert Company Procedure(s)***] - Examples:

Determination, Review, and Flow down of Customer Requirements

[*Insert all Forms, or other* XXXXXX - Requirements Determination Request

*electronic data as required*] XXXXXX - Requirements Review Request

XXXXXX - Contract Flow down/Distribution

SCRAFR - Solicitation/Contract Review and Flow down Request

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| --- | --- |
| **REVIEW** | **INFORMATION** |
|  |
| Customer |  |
| Response Due Date to Customer |  |
| Requestor(s): |  |
| Gov’t. Property Mgt. Review Due Date: |  |
| Other Internal Review Due Date(s): |  |
| Contract Manager  *(Distribute copy of review comments to Contract Manager when request comes from someone else*) |  |
| Program Manager |  |
| FAR PART 12 or 15?  If a solicitation/contract covers both FAR Parts 12 and 15 requirements, it must also contain applicable terms and conditions for both parts, Please specify which parts are applicable to which CLINs | 12        15        Both |
| RFP is based on negotiated or competitive contract? | Competitive       Negotiated |
| Estimated Contract Value |  |
| Period Of Performance Start/End Dates | Start       End  If CLINs have different POPs, please use the commencement date of the proposed contract or the earliest date for the “Start”, and the latest for the “End”. |

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| Type: FP, CP, TM, LH, agreement, etc. | | Basic Ordering Agreement (BOA)        Cost        Cost Plus Award Fee (CPAF)        Cost Plus Fixed Fee (CPFF)        Cost Plus Incentive Fee (CPIF)        Cost Share (MOA Required)        Firm Fixed Price (FFP)        Fixed Price – Level of Effort (FP/LOE)        Fixed Price Award Fee (FPAF)        Fixed Price Incentive Fee )FPI)        Grant        Indefinite Delivery/Indefinite Quantity        Labor Hours (LH)        Not to Exceed (NTE)        Other Agreement - Please specify        Pre-Release (MOA Required)        Requirements        Time & Material (T&M)        Umbrella | |
| Program Name | |  | |
|  | |  | |
| If Reviewing a contract: | |  | |
| Offload (IWA) Work Required (Y/N) ***If Yes,*** *complete the following:* | |  | |
| Authorizing (Prime) Business Unit and Location | |  | |
| Authorizing Prime BU Focal | |  | |
| Performing (non-Prime) Business Unit and Alternate Location(s) where work to be performed | |  | |
| Performing Site Focal(s) | |  | |
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| **REVIEW** | **TEXT, PAGE, CLAUSE OR REQUIREMENT** | | **GP MGT. REVIEW COMMENTS** |
| **FAR Clauses** *[include date*] |  | |  |
| FAR 52:245-1 |  | | *(see #2 & #3 below).* |
| FAR 52:245-1 Alt 1 |  | |  |
| FAR 52:245-1 Alt 2 |  | |  |
| FAR 52:245-2 |  | |  |
| FAR 52.245-9 |  | |  |
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| **IF DoD:** |  |  |
| DFARS 252.245-7000 GF Mapping, Charting & Geodesy Property |  |  |
| DFARS 252.245-7001 Tagging Labeling, & Marking of GFP |  |  |
| DFARS 252.245-7002 Reporting Loss of GP |  |  |
| DFARS 252.245-7003 Contract Property Mgt. System Administration |  |  |
| DFARS 252.245-7004 Reporting, Reutilization, & Disposal |  |  |
| DFARS 252.211-7003  Item ID & Valuation \**[include date*] |  |  |
| DFARS 252.211-7006 (Passive RFID) |  |  |
| DFARS 252.211-7007 \**[include date*] |  |  |
| DFARS 252.211-7008 Use of Govt. Assigned Serial Numbers |  |  |
| DFARS 252.228-7001 Ground Flight & Risk |  |  |
| DFARS 252.242-7004 MMAS |  |  |
| DFARS 252.242-7005 Contractor Bus Sys |  |  |
|  |  |  |
| **IF NASA:** |  |  |
| NFS 1852.245-70 Contractor Requests for Gov’t. Provided Equipment |  |  |
| NFS 1852.245-70 Alt 1 |  |  |
| NFS 1852.245-73 Financial Reporting |  |  |
| NFS 1852.245-74 ID and Marking |  |  |
| NFS 1852.245-75 Property Mgt. Changes |  |  |
| NFS 1852.245-76 List of GFP |  |  |
| NFS 1852.245-78 Phys. Inv. Of Capital Personal Property |  |  |
| NFS 1852.245–80 GP Mgt. Information |  |  |
| NFS 1852.245-80 Alt 1 |  |  |
|  |  |  |
| **IF DOE –** List Clauses |  |  |
| **IF FAA –** List Clauses |  |  |
| **If International –** List Clauses |  |  |
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| **Other FAR Clauses** |  |  |
| FAR 46.505 Transfer of Title and Risk of Loss |  |  |
| FAR 52.232-16 Progress Payments |  |  |
| FAR52.232-32 Performance Based Payments |  |  |
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| **Other Clauses** *[including Customer’s]* |  |  |
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| 1. | Is this solicitation/contract for a: |  |  |  |  |
|  | a. Prime contract with the Government? | Yes | No |  |  |
|  | **If yes**, who is the end user?  Prime contract number (*if available*): | DoD       NASA  Specify Other: | | | |
|  | b. Subcontract? | Yes | No |  |  |
|  | **If yes**, who is the Customer? |  | | | |
|  | **If yes**, who is the end user?  Subcontract contract number (*if available*): | DoD       NASA  Specify Other: | | | |
| 2 | Is FAR 52.245-1 or equivalent language included?  **FAR 52.245-1:**  *If the solicitation is for a:*   * 1. *Cost reimbursement, time-and-material, and labor-hour type contract;*   2. *Fixed-price solicitations and contracts when the Government will provide Government property; or*   3. *Contracts or modifications awarded under FAR* [*Part 12*](http://www.arnet.gov/far/current/html/FARTOCP12.html#wp1033864) *(Acquisition of Commercial Items) procedures where Government property that exceeds the simplified acquisition threshold of $150,000 (as defined in FAR* [*2.101*](http://www.arnet.gov/far/current/html/Subpart%202_1.html#wp1145508)*), is furnished or where the contractor is directed to acquire property for use under the contract that is titled in the Government,*   4. *And a prime contract dated on or after June 2007.* | Yes | No | N/A | Page # |
|  | **If no**, has this fact been noted and a request to include the limited liability language of this clause initiated?  **If no**, request, note & document the request below: | Yes | No |  |  |
| 3. | **If a Subcontract,** Does the solicitation contain a provision that consolidates or synopsizes the requirements of the Government property clause(s) or FAR 52.245-1? | Yes | No | N/A | Page # |
|  | **If yes**, is Customer seeking additional risk from Seller? | Yes | No | N/A | Page # |
|  | **If yes**, please note the risk below with a request that the property clause be included? |  |  |  |  |
| 4. | Does the solicitation contain a requirement that will cause **additional manpower or equipment requirements** (i.e., non-standard physical inventories, special storage, special property reports such as CHATS, quarterly, monthly, required bar-coding, or other non-standard [*Company*] process, procedures, or system requirements)? | Yes | No | N/A | Page # |
|  | **If yes**, list the non-standard requirements? |  |  |  |  |
|  | **Recommendation:** Option to take exception if property reports are requested more frequently than annually and respond that they shall be in accordance with *[Company*]’sSOP and [*Company*]’s disclosure statement. They possibly could be a direct charge and priced. |  |  |  |  |
| 5. | Is there Government/Buyer Furnished ST, STE, or Equipment?  **If yes**, ensure to include language below. | Yes | No |  |  |
| 6. | Is there Government/Buyer owned Property in [*Company*]'s possession for potential use on this solicitation/contract?  **If yes**, ensure to include language below. | Yes | No |  |  |
| 7. | Does the solicitation contain authorization for [*Company*] to acquire material to support the contract as a separate line item (CAP material lay-in stock requirement)? | Yes | No | N/A | Page # |
| **If yes**, is customer acceptance required upon acquisition? (If so, the classification would become GFM/CFM upon payment/delivery). | Yes | No | N/A | Page # |
| 8. | Does the solicitation contain language, which allows the Government the right to title to any special tooling produced under the contract*? [No new solicitations should contain this language. Unless this contract was executed prior to 2007, this should not apply.]* | Yes | No | N/A | Page # |
|  | **If yes**, has the risk been noted and mitigated by:  a) including the special tooling as a contract line item; or  b) the requirement to build special tooling. | Yes | No |  |  |
|  | **Under b),** any tooling should be charged to a [*Company*] account and the following statement should be included. |  |  |  |  |
|  | *[Company] does not intend to fabricate or acquire any tooling under performance of this contract that is of such a specialized nature that it would be classified as “Special Tooling”. Therefore, this language should be deleted.* |  | | | |  |
|  |  |  | | | |
| 9. | Does the solicitation contain language which requires advance authorization to acquire STE? | Yes | No | N/A | Page # |
|  | **If yes**, has the notice been included in the response? | Yes | No |  |  |
|  | **If no notice** has been included, has the risk been noted and a determination made that the STE can be sufficiently identified so as to be included as a line item in the contract? | Yes | No |  |  |
|  |  |  |  |  |  |
| 10. | Does the solicitation require reusable containers (Government/Customer furnished) or special packaging including the quality of containers received? | Yes | No | N/A | Page # |
|  | **If yes**, are there instructions for how to procure/obtain the containers?  **If no** instructions provided, has a request for any special instructions been requested?  **If no**, please request and note the request below: | Yes        Yes | No        No | N/A | Page # |
| 11. | Does the solicitation contain clauses or provisions that require identification and marking of tooling or test equipment with buyer furnished numbers or designators? | Yes | No | N/A | Page # |
| **If yes**, has an exception been taken to provide the acceptance of the [*Company*] site approved identification and marking system or quoted as a direct charge line item in the contract? | Yes | No | N/A | Page # |
| **If no** exception has been noted**,** please include the exception below: |  | | | |
| 12. | Does the solicitation contain DFARS clause 252.211-7003 ‘Item Unique Identification and Valuation’ requirement for serially managed items returned for repairs or warranty?  **If yes,** it should be priced, and serially managed and any other specifically included line items listed in contract. Contract must provide marking instructions.  NOTE: Not a Gov’t Property Mgt. issue for comment per se, but normally GP Mgt. points it out to ensure the Program/ISC evaluates. | Yes | No | N/A | Page # |

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| 13. | Does the solicitation contain property reporting requirements? | Yes | No | N/A | Page # |
|  | **If yes**, are there any that are beyond the standard FAR or [*Company’s*] standard processes and procedures? | Yes | No |  |  |
|  | **If yes**, has this been sufficiently identified so as to be included as a direct line item in the contract?  **If no**, please request and note the request below: | Yes | No |  |  |
|  |  |  | | | |
| 14. | Does the solicitation contain CAVS (or similar) reporting requirements? | Yes | No | N/A | Page # |
|  | **If yes**, has this been sufficiently identified so as to be included as a direct line item in the contract?  **If no**, please request and include the request below:    *Note: Not a Gov’t Property Mgt. issue for comment per se, but normally GP Mgt. points it out to ensure the Program/ISC evaluates.* | Yes | No |  |  |
| 15. | Is Depot Maintenance Production Report in Solicitation/Contract?  **If yes**, copy [*enter point of contact*]  Respond as follows:  *Above our standard reporting and therefore direct charge to the contract. Should be a priced CDRL in the contract and performed by a direct charge person that is priced and flowed back to the contract* | Yes | No |  |  |
| 16. | Does the solicitation contain the DFARS clause 252.211-7007 (Aug 2012), ‘Reporting of Government-Furnished Property’ in the solicitation?  **If yes**, verify whether [*Company*]’s IT project has been completed. If project not completed, respond with the following language:  External response statement to solicitations/proposals – example:  *Accept - [Company] has conducted a review of DFARS 252.211-7007 (Aug 2012), and determined we are compliant for reporting of assets (i.e.ST, STE). However, if we are not yet able to comply with all applicable requirements of the regulation at this time. [Company] IT experts are currently working a project for reporting to the Registry for other categories of property. Until the automated reporting is in place for those additional categories, [Company] is not currently compliant.* | Yes | No |  |  |
| 17. | Does the solicitation provide for disposal of scrap and residual/excess property by utilizing the [*Company’s*] standard processes (e.g., [*Company’s*] approved scrap disposal system and plant clearance)? | Yes | No | N/A | Page # |
| **If no**, has [*Company*] taken exception? | Yes | No |  |  |
| **If no** exception has been taken, please include the exception below:    Note: If exception is denied, has the non-standard requirement been priced and quoted as an additional contract cost? | Yes | No |  |  |
| 18. | Has [*Company*]’s **Property Management Plan** been provided as part of [*Company*]’s response? | Yes | No |  |  |
| 19. | Will DCMA Government Property Administration have delegation? | Yes | No | Not Sure |  |

**Include the following language to Requester with the review response, as applicable:**

[*Internal Company Requester]*:

1. If Government/Customer owned property is required for the performance of this solicitation, please include a listing of the property, including any items currently in [*Company name*]'s possession, in the proposal response. Verify list with [*Company’s Government Property Management*]. If the contract is awarded, assure that the listing is included in the resulting contract.
2. Be sure to include a statement that this solicitation/contract price is predicated on receiving Rent Free Non-Interference Use (RFNU) (or Transfer of Accountability) of the Government Property. If RFNU is not received, then a rental fee or increase in contract price may/will need to be negotiated
3. GFP may only be used for the contract which has its accountability. Use of GFP on another contract requires prior CO authorization. If the Government owned property required for use is accountable to another contract::
   1. Request and obtain rent free use on a non-interference basis (RFNU). (Use authorization should be in writing from the owning Contracting Officer or through the prime customer), OR
   2. If permanent Transfer of Accountability is required, insure that the list is identified as Government furnished property (GFP) in the requesting (new) contract.
4. [*Company’s Government Property Management*] recommends the attached [*Company*] Property Plan be included with the proposal. The Plan is the agreed upon process standard for managing property for [*Company*]. The [*Company*] system must and does meet the performance requirements driven by the property owner’s need to protect, preserve, and maintain its investment using practices that are both efficient and accurate. Some contracts include the Property Plan as a reference in the resulting contract, but it is not required.

Note: The Property Plan is a Policy and conveys the method that [*Company*] will manage property in its control, regardless of ownership, in accordance with contractual requirements, industry leading practices, voluntary consensus standards, and continuous process improvement. In other words, how we are going to do business. (Similar to [*Company*]’s disclosure statement). This became a requirement in the 2007 revision of the FAR Government Property Clause, 52.245-1.

5. Please notify and send a copy of the resulting awarded contract to [*Company’s Government Property Management Subject Matter Expert (SME)*].

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5. Please include the RFP/RFQ number as reference when forwarding a copy of the contract to [*Government Property Management*]. (This facilitates matching the RFP/RFQ with awarded Contract), if applicable.

6. Please notify [*Government Property Management*] at least 90 days in advance when a contract’s period of performance is coming to an end and ready for closeout.

7. Please promptly update [*system*] whenever there is a POP end date change or change of contract owner.

8. When CAV reporting requirement is in solicitation/contract, please copy [Contract Management].

9. Recommend a CLIN addressing Demilitarization *(if applicable)* and Disposal cost prior to contract period of performance ending.

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Change** | **Reason** |
| **07/12/2016** | **1.0.0** |  | **Initial Release** |
|  |  |  |  |

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