ANNEX 9 – GOVERNMENT-FURNISHED PROPERTY PREAWARD COMPLIANCE CHECKLIST

Per SECNAVINST 5200.43, the Government-Furnished Property Preaward Compliance Checklist, SECNAV 5200/2, is to be included with the business clearance.

Government-Furnished Property Pre-Award Compliance Checklist

Instructions:

This checklist is designed to enable review of compliance with existing Government-Furnished Property (GFP) requirements as found in FAR, DFARS and DoD Policy.

- Lines 1 - 7: Enter information as appropriate.
- Lines 8-17: Mark the appropriate box after validating that the clause or information is included in the contract.
- Line 18: Mark the appropriate box after validating that the GFP justification has been provided for inclusion in the contract file.
- Lines 19a-19c: Contracting Officer complete as appropriate.

Retain the completed form in the contract file with the Business Clearance Memorandum

SECTION 1 - GENERAL CONTRACT INFORMATION:

1. Contract or Solicitation Number:	2. Modification/Delivery Order/Task Order Number (if applicable):	
3. Program Name:	4. Contracting Officer Name:	
5. Program Manager Name:	6. Period of Performance Start Date:	7. Period of Performance End Date:

SECTION 2 - CLAUSE/INFORMATION VALIDATION:

NOTE: For lines 8-17 Mark the appropriate box after validating that the clause/information is included in the contract:

8. FAR clause 52.245-1 (Government Property with Alternate I or II):		YES ☐	NO ☐
9. FAR clause 52.245-9 (Use and Charges):		YES ☐	NO ☐
10. DFARS clause 252.245-7001 (Tagging, Labeling and Marking of GFP):		YES ☐	NO ☐
11. DFARS clause 252.245-7002 (Reporting Loss of Government Property):		YES ☐	NO ☐
12. DFARS clause 252.245-7003 (Contractor Property Management System Administration):		YES ☐	NO ☐
13. DFARS clause 252.245-7004 (Reporting, Reutilization and Disposal):		YES ☐	NO ☐
14. DFARS clause 252.211-7007 (Reporting of GFP):		YES ☐	NO ☐
15. FAR clause 52.245-2 (Government Property Installation Operation Services) (if applicable):	N/A ☐	YES ☐	NO ☐
16. DFARS clause 252.245-7000 (Government-Furnished Mapping, Charting and Geodesy Property) (if applicable):	N/A ☐	YES ☐	NO ☐
17. Validate all known GFP is listed on OSD mandated attachment per PGI 245.103-72: (Use form and instructions available at: http://dodprocurementtoolbox.com/site-pages/gfp-attachments)	N/A ☐	YES ☐	NO ☐

SECTION 3 - GFP JUSTIFICATION:

Mark the appropriate box after validating that the GFP justification has been provided for inclusion in the contract file

18. Validate written justification to provide GFP is included in contract file: (per FAR 45.102(b) and DFARS PGI 245.103-70 (if GFP is planned or issued)	N/A ☐	YES ☐	NO ☐

SECTION 4 - CONTRACTING OFFICER SIGNATURE:

19a. Date of Review:	19b. Contracting Officer Name and Title:	19c. Contracting Officer Signature:

Form Instructions: In addition to the instructions at the top of the form, the following instructions apply.

Block 1: Contract/Solicitation #. Insert the contract/solicitation number.

Block 2: Mod/TO/DO. Insert the modification number, delivery order (DO) number or task order (TO) number as appropriate. If the action is a modification of a DO or TO, insert the DO/TO number followed by the modification number.

Block 3: Program Name. A short description of the program name the GFP is supporting.

Block 4: Contracting Officer Name. Insert the contracting officer name.

Block 5: Program Manager (PM) Name. Insert the PM name.

Block 6: Period of Performance (POP) Start Date. Insert the POP start date.

Block 7: POP End Date. Insert the POP End Date

Block 8-16: Indicate if the clause was included in the Block 1 solicitation/contract number reported, as required by FAR and DFARS. Use the pull-downs on the right side of the right-hand column to fill the entries. Only the following phrases are to be used; Included, Not Included, Not Applicable (N/A). When “Not Included” is used, provide an explanation for the contract file as to why the required clause was not included in the solicitation, contract, modification, DO or TO.

Block 17: Indicate that the OSD form containing the GFP requirements has been completed and validated per PGI 245.103-72. Only use "N/A" if no GFP is planned.

Block 18: Indicate that a written justification to provide GFP was provided by the requiring official and is included in the contract file per FAR 45.102(b) and PGI 245.103-70. Only use "N/A" if no GFP is planned.

Block 19a: Date of Review. Insert Date of Review.

Block 19b: Contracting Officer Name and Title. Insert the Contracting Officer name and title.

Block 19c: Contracting officer signature. The form includes electronic signature provisions.