



# Recovery Act Checklists

PRISM supports the reporting requirements for the Federal Funding Accountability and Transparency Act (FFATA) as well as the American Recovery and Reinvestment Act of 2009 (“Recovery Act”) to help you achieve compliance.

As a further aid and as part of Compusearch’s commitment to helping the government report accurate data to Congress and the public, we’ve adapted the following checklists from the Contract Checklist for Pre-awards and Awards published by The Recovery Accountability and Transparency Board.

✓ Requisition Checklist
Have you marked each item accounting record properly as either Recovery Act or Non Recovery Act?
Have you verified that the correct Treasury Account Symbol (TAS) has been entered for each item accounting record?

✓ Solicitation Checklist
Does the solicitation or award indicate which products or services are funded under the Recovery Act?
Does the solicitation/award include the required FAR clauses relating to: <ul style="list-style-type: none"> <li>• Whistle-blower protection</li> <li>• Contractor reporting requirements</li> <li>• Special Buy-American Act requirements</li> <li>• Expanded GAO/OIG access to contractor records</li> </ul>
Were all authorized small business contracting programs considered in order to provide small businesses with maximum opportunities to participate as prime and subcontractors?
Does the solicitation/award comply with the environmental requirements of FAR Part 23?
Was a pre-solicitation announcement posted on FedBizOpps (FBO) and FedConnect (if applicable)? This is required for both contracts and orders issued under task or delivery order contracts (see Far Subpart 5.7049(a)(2)). You can post the pre-solicitation notice in the Solicitation module using the Posting Center.
Is the FBO pre-solicitation announcement appropriately identified by including the word “Recovery” as the first word in the Title field? PRISM will format the Title properly to include both the word “Recovery” and the classification code as required by FBO.
If the pre-solicitation announcement was for an order under a task or delivery order contract, did it include the following statement in the Description field in FBO preceding the actual description? “THIS NOTICE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. THIS OPPORTUNITY IS AVAILABLE ONLY TO CONTRACTORS UNDER (CONTRACTING OFFICER INSERT PROGRAM/CONTRACT NAME).”
Is the description of the supplies and services (including construction) in the FBO notice clear and unambiguous to the general public?

✓	Procurement Award Checklist
	If the award was not competitive, was it documented in the contract file as required by the FAR and agency policy? Did you attach the documentation as a supporting document in PRISM?
	Was the contractor determined to be responsible and was verification conducted to ensure the contractor was not listed in the Excluded Parties List System at <a href="http://www.epls.gov">www.epls.gov</a> ? You may access EPLS by clicking the EPLS button in the award modules.
	Was the award announced on FBO? Was a summary of the action, including a clear, plain language description of the required products or services (including construction) posted on FBO? You may use the Synopsis menu option in the Awards modules to post to FBO.
	Is the FBO award announcement appropriately identified by including the word “Recovery” as the first word in the Title? PRISM will properly format the Title for you for transmission to FBO when posting through the Synopsis menu option.
	Regardless of dollar value, if the contract action, including all modifications and orders issued under task or delivery order contracts, is not both fixed price and competitive, does the description in the FBO award notice announcement include a rationale for using other than a fixed price and/or competitive approach?
	Was the action reported in FPDS? You can report your action to FPDS by clicking on the FPDS button in the awards module.
	Did the FPDS entry include the TAS in the Description of Requirement field in the proper format (XX-XXXX-XXX)? Note: This is done automatically for you if you are using the TAS functionality in PRISM.
	If this is an interagency acquisition, does the interagency agreement include language determining agency roles and responsibilities for meeting reporting and posting requirements under the American Recovery and Reinvestment Act (Recovery Act) and as implemented through OMB guidance and the FAR?

The following important reminders were extracted directly from the Recovery Accountability and Transparency Board's Contract Checklist.

Any Recovery Act funded action that is not both competitive and fixed price must be supported by a “rationale” posted on FBO for other than a competitive and/or fixed price approach. See Award Checklist [below] and FAR 5.705(b) for more details.

This requirement applies regardless of dollar value or whether the action is funded in whole or in part by the Recovery Act. It also applies to contracts, orders, or modifications to an existing contract or order.

This requirement does not relieve you of your obligations to document the file and obtain approvals of other than competitive or fixed price actions required elsewhere in the FAR or by your agency.