



Decide with Confidence

Pre-Award and Post-Award Contractor Checklist

Use of standardized checklist can help procurement professionals across the agency conform to FAR and Recovery Act guidelines as well as mitigate risk

Pre-Award Contractor Checklist	Post-Award Contractor Checklist
OPERATIONS	OPERATIONS
Confirmation of Legal Business Name and Address	Address/Facilities Change
Verification of Business Existence ("Proof of Right" Evidence)	Merger or Acquisition
Validation of Years in Existence/ Under Current Management Control	Management Turnover
Confirmation of Capacity to Perform	Confirmation of Capacity to Perform
- Annual Revenue	- Annual Revenue
- Number of Employees	- Number of Employees
- Size and Location of Facilities	- Size and Location of Facilities
Active Operating Status	
Executive or Management Team Background Check	Executive or Management Team Background Check
SIC or NAICS Relevancy Check	
FINANCIALS	FINANCIALS
Low Risk Scores	Negative Trend in Risk Scores
Secure Financing	Financing Challenges
Positive Payment Trends	Negative Payment Trends
Payment History Compared to Industry	Negative Payment History Compared to Industry
Business Solvency Ratios	Weakening Business Solvency Ratios
Efficiency Ratios	Weakening Efficiency Ratios
Profitability Ratios	Weakening Profitability Ratios
ETHICS	ETHICS
Satisfactory Performance Record	Unsatisfactory Performance Record
Absence of Suspensions/Debarments	Presence of Suspensions/Debarments
Absence of Suits, Liens or Judgments	Presence of Suits, Liens or Judgments
Absence of Evidence of Criminal or Fraud Activity	Evidence of Criminal or Fraud Activity