Contract Checklist

1	Obtain commitment/requisition number	
2	Commit funds	
3	Obtain or create statement of work	
4	Obtain or complete the Security Requirement Checklist	
5	Complete a competitive or directed procurement process within PS Online	
6	Verify consultant's information and confirm consultant's availability (résumés and projects)	
7	Negotiate rate	
8	Complete the contract document by including as a minimum: (see contract template)	
	A) PS Online clause	
	B) Security	
	C) Priority of Documents	
	D) Requirement/Statement of Work	
	E) Contract Period	
	F) Deliverables	
	G) Contract Period	
	H) Basis of Payment	
	I) Method of Payment	
	J) Contractual Authority	
	K) Technical Authority	
	L) Inspection	
9	Mail two copies of signed contract to supplier	