

Initial Documentation (Note: AAS will help you, as needed and as appropriate, to complete your contract package.)

Signed Interagency Agreement(IA) Part A	Please see the AAS 7600A GT&C Client Quick Reference Guide for information that the requesting agency organization must provide. The GSA PM will inform a client if an existing Part A is in place for the requesting agency organization.
Signed IA Part B	Please see the AAS 7600B Client Quick Reference Guide for information that the requesting agency organization must provide.
DEC Statement	This is a document in which the client technical expert will work with the assigned GSA POC to document how the work to be performed on the Phase III contract derives from, extends or completes (DEC) prior SBIR efforts. The GSA PM will assist with the form to some extent, but the client must provide the narrative and lineage to prior Phase I/II/III efforts.
Unique Documentation if the Phase III awardee is not the original Phase I/II awardee	Examples include documents like sales of SBIR technology to a company other than the specified SBIR Phase I/II awardee, company buy outs, or contract novations.
Copies of all previous Phase I, II, and/or III awards from which this Proposed Phase III will derive from, extend, or complete	All awards that were included in the signed scope determination must be provided.
Independent Government Estimate	
Performance Work Statement/Statement of Work/Statement of Objectives	
Quality Assurance Surveillance Plan	
DD Form 254 or Security Requirements Documentation	

Solicitation- complete: commercial tool, copy of proposals, selection documents, technical POCs (come with score) > recommend for funding or not
Contracting Agent > manage award: GSA and not GSA

Min criteria
[optional]

Phase 1	Phase 2	Phase 3
Participating agency solicitation doc (BAA, CSO, topic desc., etc)	SBIR Phase II from Stage 1, <i>unless</i> direct to Phase II (topic desc.)	SBIR history (# of 1's, 2's, 3's, contract award docs) Phase 3 (orig. Stage 1 or successor in interest) or unique documentation explaining rights to info/tech.
Justification for award if only 1 proposal	Justification for award if only 1 proposal	
Selection docs (proposals, tech selection docs,	Selection docs (proposals, tech selection docs)	Info. about Gov. Requirement (how much funding, how will it play out, performance work statement, short description, cost estimate)
IA (new customers will not have) [optional]	IA (new customers will not have) [optional]	IA (new customers will not have) [optional]
Internal approval to use GSA [post initial review; with aid from GSA] <i>not out of SBIR funding (IA Part B/ MIPRs/7600B)</i>	Internal approval to use GSA [post initial review; with aid from GSA] <i>not out of SBIR funding (IA Part B/ MIPRs/7600B)</i>	Internal approval to use GSA [post initial review; with aid from GSA]
		Gov. Tech. person
		DEC Statement [initial]