Requirement File Checklist

The following is a list of documents to be included in all requirement files. Initial the spaces provided for Yes, No, or N/A and add notes or comments if required. This checklist has been prepared to support managers in fulfilling their duty to document pursuant to the *Federal Accountability Act* and the Treasury Board Contracting Policy. You can also take free training on the [Online Learning Campus](http://campus.prv/).

| **No** | **Document(s)** | **Yes** | **No** | **N/A** | **Notes/Comments** |
| --- | --- | --- | --- | --- | --- |
| 1 | Approvals to initiate work, including project plan(s) and budget(s) |  |  |  |  |
| 2 | Copy of funds commitment authorization from myEMS (Section 32, project authority) |  |  |  |  |
| 4 | Record of all financial commitment(s) in myEMS for this contract |  |  |  |  |
| 5 | Copy of any requests or task orders against this contract |  |  |  |  |
| 6 | Copy of the contract and amendments (authorized by the delegated project authority, the contracting authority, *and* the contractor), including terms and conditions, rates, and any Statement of Work |  |  |  |  |
| 7 | Copy of all other required documents (this may include resumes, labour category descriptions, per diems, [intellectual property items](http://iservice.prv/eng/finance/ip/ip_centre_excellence.shtml)) |  |  |  |  |
| 8 | Confirmation that deliverables were rendered by the contractor in accordance with the terms and conditions of the contract (for services) or copy of packing/delivery slip and other documentation (for goods) |  |  |  |  |
| 9 | Copy of all invoices with myEMS Section 34 authorizations indicating acceptance of the deliverables in accordance with contractual terms and conditions, along with 11 and 12 |  |  |  |  |
| 10 | Copy of all vendor performance and status reports for work completed, as per contract |  |  |  |  |
| 11 | Any other supporting documentation related to the contract and the performance of the work by the contractor |  |  |  |  |
| 12 | Approved time sheets, as per the contract |  |  |  |  |
| 13 | All correspondence between contractor, Procurement Specialist (ESDC Procurement Team), and client |  |  |  |  |
| 14 | Meeting invitations, agenda and notes for meetings that contractors are required to attend and/or for which they are charging for their time (to support Section 34 signature) |  |  |  |  |

**Original Manager (project authority) section 32 and section 34 *Financial Administration Act* Certification Authority:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print Name | Signature | Date |

**Change of Project Authority:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print Name | Signature | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print Name | Signature | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print Name | Signature | Date |