Date:_________________

In-take Agenda

Customer:______________________ Customer POC:______________________

Contracting Officer:__________________________________________________

Team Lead:__________________ Contract Specialist:_____________________

Est Dollar Value:_____________ Date Required:_______________________

Requirement:________________________________________________________

Attendees:_________________________   __________________________
          __________________________   __________________________
          __________________________   __________________________

1. Discussion of requirement and how it affects Customer’s mission.       _____ Yes _____ No

2. Discussion of contracting process and how it will affect the requirement. _____ Yes _____ No

3. Discussion of documents and what is to be submitted with the PR package in accordance with the Requirement Package Checklist. _____ Yes _____ No

4. Discussion of roles / responsibilities as defined within the POA&M. _____ Yes _____ No

5. Discussion of POA&M dates and will provide a finalized POA&M within seven (7) business days to the Customer. _____ Yes _____ No

6. If requirement is $10M or greater, discussed participated in the Significant Contracts Tuesday Briefing. _____ Yes _____ No

Concurrence:

________________________________    ____________________________
Contracting Officer                     Activity POC