

A.5: Do's and Don'ts: Evaluation and Award Phase

Evaluation and Award Phase	
Do	Don't
Carefully review the contract, especially the technical requirements.	Divulge budget information.
Develop or obtain from the contractor a detailed schedule of performance.	Assume without reading it that the SOO, SOW, or PWS is complete, clear, and fully understandable.
Work with the contracting officer and the contractor to clear up any misunderstandings and to establish organized contract administration and monitoring procedures.	Allow planning to become an end in itself. Remember that the goal is to get results, not just produce charts showing the plan.
Ensure that contract employees are in SPOT if required.	Forget to update plans and schedules as the situation changes.
Monitor TIP.	Overlook or ignore contract requirements for GFP, timely reviews and approvals, and technical assistance and direction.