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| **Project Title:** | **Date Prepared:** |
| **[Procurement Authority](#Procurement_Authority" \o "Describe the project manager’s decision authority and limitations, including at least: budget, signature level, contract changes, negotiation, and technical oversight.)** |
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| **Roles and Responsibilities:** |
| **[Project Manager](#Project_Manager" \o "Project manager: Define the responsibilities of the project manager and the team.)**1. 2. 3. 4. 5.  | **[Procurement Department](#Procurement_Department" \o "Procurement department: Describe the responsibilities of the procurement or contracting representative and department.)**1. 2. 3. 4. 5.  |
| **[Standard Procurement Documents](#Standard_Procurement_Documents" \o "List any standard procurement forms, documents, policies, and procedures relevant to procurements.)** |
| 1. 2. 3. 4. 5.  |
| **[Contract Type](#Contract_Type" \o "Identify the contract type, incentive, or award fees and the criteria for such fees.)** |
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**[Bonding and Insurance Requirements](#Bonding_and_Insurance_Requirements" \o "Define bonding or insurance requirements that must be met by bidders.)**

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**[Selection Criteria](#Selection_Criteria" \o "Weight/Criteria: Identify selection criteria and their relative weighting.)**

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| **Weight** | **Criteria** |
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**[Procurement Assumptions and Constraints](#Procurement_Assumptions_and_Constraints" \o "Identify and document relevant assumptions and constraints related to the procurement process.)**

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**Integration Requirements**

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| **[WBS](#WBS" \o "Define how the contractor’s WBS should integrate with the project WBS.)** |  |
| **[Schedule](#Schedule" \o "Define how the contractor’s schedule should integrate with the project schedule, including milestones and long lead items.)** |  |
| **[Documentation](#Documentation" \o "Define any documentation needed from the contractor and how that documentation will integrate with project documentation.)** |  |
| **[Risk](#Risk" \o "Define how risk identification, analysis, and tracking will integrate with the project risk management.)** |  |
| **[Performance Reporting](#Performance_Reporting" \o "Define how the contractor’s performance reporting should integrate with the project status reporting, including information on scope, schedule, and cost status re-porting.)** |  |

**[Performance Metrics](#Performance_Metrics" \o "Document any metrics that will be used to evaluate the seller’s performance on the contract, including the domains of cost, schedule, and quality metrics.)**

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| **Domain** | **Metric Measurement** |
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