

**PRE-AWARD SURVEY OF PROSPECTIVE VENDOR
(ACCOUNTING SYSTEM)**

NOTICE: Prospective Vendor (Offeror) to complete the following information as required for all Sections I, II, and III only.

SECTION I - PROSPECTIVE VENDOR INFORMATION

Offeror (legal business name):

Doing Business As (must be listed on line 2 of W-9):

Physical Address:

DUNS Number:

DUNS+4 Number:

Parent DUNS Number (if applicable):

EMPLOYER IDENTIFICATION NUMBER (EIN)

(If Social Security Number is applicable, DO NOT enter on this form. DO NOT record Personally Identifiable Information on this form.)

SECTION II - EVALUATION CHECKLIST

MARK "X" IN THE APPROPRIATE COLUMN (<i>Offeror may be required to explain any deficiencies noted.</i>)	YES	NO	NOT APPLI-CABLE
1. EXCEPT FOR ANY DEFICIENCIES NOTED AND EXPLAINED, IS THE ACCOUNTING SYSTEM IN ACCORD WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES APPLICABLE IN THE CIRCUMSTANCES?			
2. ACCOUNTING SYSTEM PROVIDES FOR:			
a. Proper segregation of direct costs from indirect costs.			
b. Identification and accumulation of direct costs by contract.			
c. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (A contract is final cost objective.)			
d. Accumulation of costs under general ledger control.			
e. A timekeeping system that identifies employees' labor by intermediate or final cost objectives.			
f. A labor distribution system that charges direct and indirect labor to the appropriate cost objectives.			
g. Interim (at least monthly) determination of costs charged to a contract through routine posting of books of account.			
h. Exclusion from costs charged to government contracts of amounts which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other contract provisions.			
i. Identification of costs by contract line item and by units (as if each unit or line item were a separate contract) if required by the proposed contract.			
j. Segregation of preproduction costs from production costs.			
3. ACCOUNTING SYSTEM PROVIDES FINANCIAL INFORMATION:			
a. Required by contract clauses concerning limitation of cost (FAR 52.232-20 and 21) or limitation on payments (FAR 52.216-16).			
b. Required to support requests for progress payments.			
4. IS THE ACCOUNTING SYSTEM DESIGNED, AND ARE THE RECORDS MAINTAINED IN SUCH A MANNER THAT ADEQUATE, RELIABLE DATA ARE DEVELOPED FOR USE IN PRICING FOLLOW-ON ACQUISITIONS?			
5. IS THE ACCOUNTING SYSTEM CURRENTLY IN FULL OPERATION? (Consider if all portions are: (1) in operation, (2) set up, but not yet in operation, (3) anticipated, or (4) nonexistent.)			

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SECTION III - PROSPECTIVE VENDOR SIGNATURE *(Required upon completion of Sections I and II.)*

By: _____
Printed/Typed Name

Signature

Title: _____

Date: _____

SECTION IV - RECOMMENDATION *(FOR COMPANY INTERNAL USE ONLY. Prospective Vendor does not complete.)*

1. PROSPECTIVE VENDOR'S ACCOUNTING SYSTEM IS ACCEPTABLE FOR AWARD OF PROSPECTIVE CONTRACT

YES

NO *(Explain in 2. NARRATIVE)*

YES, WITH A RECOMMENDATION THAT A FOLLOW ON ACCOUNTING SYSTEM REVIEW BE PERFORMED AFTER CONTRACT AWARD
(Explain in 2. NARRATIVE)

2. NARRATIVE *(Clarification of Prospective Vendor's deficiencies and other pertinent comments.)*

Procurement Officer / Date:	Group Manager / Date:	Compliance Manager / Date:
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