AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-100

Date Received: May 25, 2023

Title: Checklist for Review of Commercial Software Licenses / Contracts

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Initiator Name: Dan DeNicuolo

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

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Policy and Guidance: (Please check only one box)

☐ Policy	☐ Procurement Tools and Resources
☐ Guidance	☐ Real Property Templates and Samples
☐ Procurement Samples	☐ Procurement Clauses
☐ Procurement Templates	☐ Real Property Clauses
☐ Procurement Forms	☐ Other Tools and Resources
☒ Procurement Checklists	

Summary of Change:
Adds Checklist for Review of Commercial Software Licenses / Contracts to Procurement Checklists. This checklist is required in contract files when entering into a commercial software licensing agreement.

Reason for Change:
The Checklist for Review of Commercial Form Contracts (Software licenses, etc.) currently exists in Appendix G. of T3.16. In a coinciding July 2023 AMS update, T3.16 is deleted and its contents updated and transferred to T3.8.9. Accordingly this Checklist is transferred to T3.8.9, updated to its new title "Checklist for Review of Commercial Software Licenses / Contracts" and moved from being an appendix to now be located in Procurement Checklists on FAST. The checklist is required to be included in a contract file when entering into a commercial software licensing agreement to prevent unfavorable terms or conflict with FAA contracts.

Development, Review, and Concurrence: AAP-110

Target Audience: FAA Acquisition Workforce

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location: FAST-AMS Procurement Checklists

The redline version must be a comparison with the current published FAST version.
  ○ I confirm I used the latest published version to create this change / redline
or
  ◉ This is new content

Links: https://fast.faa.gov/PPG_Procurement_Checklists.cfm

Attachments: Checklist for Review of Commercial Software Licenses / Contracts

Other Files: N/A.