**[Recommended Template]**

**Deliverable Acceptance Form (DAF)**

For Independent Quality Management Services Contractor Deliverables

Contract No. DASPS-[insert contract number]

Deliverable Number: [insert deliverable number]

Deliverable Name: [insert deliverable name]

Last version reviewed: [insert version number]

For QC Reports, name of document reviewed: N/A, or [insert name]

[insert agency name] and Enterprise Information Services have reviewed [insert name of iQA vendor] Deliverable identified above.This deliverable was completed pursuant to [insert name of iQA vendor] Contract #DASPS-[insert contract number] and applicable amendments.

|  |  |
| --- | --- |
| [insert iQA vendor name] | Point of contact:[name of iQA representative][role], [iQA vendor name] |
| [insert agency acronym] | \_\_\_ Acceptance recommended \_\_\_ Acceptance not recommended (reasons attached) Management Response Letter to accompany deliverable being accepted? Yes\_\_\_\_ No\_\_\_\_ [name of agency PM or designee] – [role/project name] Date[insert agency name] |
| EIS | \_\_\_ Acceptance recommended\_\_\_ Acceptance not recommended (reasons attached) [name], IT Oversight Analyst DateEnterprise Information Services |
| Authorized Representative / Contract Administrator | \_\_\_ Accepted\_\_\_ Not accepted (reasons attached) [name], Authorized Representative per Work Order Contract Date |