CONTRACT ORGANIZATION AND FILE CONTENT LIST		Contractor
Contracting Officer		Contract Number:

Tab	Item	Y	N	N/A
	Pre-Award Planning			
1	Procurement Team Members/ Organizations	O	O	O
2	Coordination with Small Business Utilization Staff (AMS 3.6.1 & T3.6.1)	O	O	O
	Set-aside: 8(a), Small Business, SDVOB	O	O	O
3	PROCUREMENT PLANNING (T3.2.1)	O	O	O
	a. Procurement Planning Documentation (market analysis/survey/etc.) (AMS 3.2.1.2.2 & T.2.1.2)	O	O	O
	b. Single Source/Emergency Justification (AMS 3.2.2.4)	O	O	O
	c. Rationale for brand name products & salient characteristics (T3.2.2.8)	O	O	O
	d. Rationale for bid samples	O	O	O
	e. Statement of Work, Specifications, TIEO's/Drawings/PWS	O	O	O
	f. T&M/LH: PWS/SOW including labor categories, education/experience requirements, etc.	O	O	O
	g. Recommendation for use of warranty (T3.10.4)	O	O	O
	h. First article testing and approval (AMS 3.10.9)	O	O	O
	i. Recommendation for use of options (T3.2.4)	O	O	O
	j. Preservation and packaging requirements (T3.2.2.8)	O	O	O
	k. Justification for Liquidated Damages (T3.8.7)	O	O	O
	l. Independent Gov. Cost Estimate (T3.2.1)	O	O	O
	m. ISO 9000 Certification Review	O	O	O
	n. Evaluation Plan/Scoring Criteria (T3.2.2)	O	O	O
	o. Government Furnished Property (AMS 3.10.3 & T3.10.3)	O	O	O
	p. Info. Supporting Construction of Agency-Owned Improvement form	O	O	O
	q. CFO review if more than $10M (including all options) (T3.2.1.4)	O	O	O
	r. CIO Review if more than $250,000 and is for information resources (Including all options) (T3.2.1)	O	O	O
	s. Consideration of Agency Wide Contracts (3.2.1.2.3)	O	O	O
	t. Milestone Schedule entered into PRISM	O	O	O
	u. Export Control Review (T3.6.4)	O	O	O
4	Single Source (AMS 3.2.1.3.7 & 3.2.2.4	O	O	O
	a. Procurement Team Determination	O	O	O
	b. Management Review	O	O	O
	c. Legal Review (T1.15	O	O	O
5	Coordination with Quality Assurance Div. (AMS 3.2.1.3. 4 & T3.10.4)	O	O	O
6	SIR Review	O	O	O
	a. Legal review of SIR (T1.15)	O	O	O
	b. Requiring organization review	O	O	O

Tab	Item	Y	N	N/A
	c. Review of SIR by Security (AMS 3.14 and T3.14.1)	O	O	O
	1. Classified Security Requirements	O	O	O
	2. Information, Personnel, and Physical Security as it related to suitability requirements and coordination	O	O	O
	3. Contractor Position Risk Sensitivity Designation Level Record (FAA Form 1600.77)	O	O	O
7	Unsolicited Proposal and Documentation (AMS 3.2.2.6 & T3.2.2.6)	O	O	O
8	Wage Determinations (T3.6.2)	O	O	O
9	Market Survey/Analysis (AMS 3.2.1)	O	O	O
10	Signed Non-disclosure Agreement /Conflict of Interest Certification (AMS 3.1.5/ 3.1.6 &T3.1.5/ 3.1.6)	O	O	O
11	Organizational Conflict of Interest Statements (AMS 3.1.7 & T3.1.7)	O	O	O
12	Procurement Integrity Act (team briefing) (AMS 3.1.8 & T3.1.8)	O	O	O
13	Determination to use Commercial Items (AMS 3.2.2.5)	O	O	O
14	Undefinitized Letter Contracts Doc. (T3.2.4)	O	O	O
15	Screening Information Request (SIR) (AMS 3.2.2.3.1.2.1)	O	O	O
16	Public Announcement (over $100,000) (AMS 3.2.1.3.1.1 & T3.2.2)	O	O	O
17	Requests for SIR from Announcement	O	O	O
18	SIR Mailing List	O	O	O
19	SIR Distribution Sheet	O	O	O
20	SIR Amendment(s)	O	O	O
21	SIR Responses/Abstract	O	O	O
22	Communications with Offerors (AMS 3.2.2.3.1.2.2)	O	O	O
23	Preproposal Conference	O	O	O
24	Late Offers	O	O	O
25	Mistakes in Offer	O	O	O
26	No Offer Correspondence	O	O	O
27	Original of Unsuccessful Offers	O	O	O
	Letters to Unsuccessful Offerors	O	O	O
28	Verification of Offers	O	O	O
29	Procurement Team Evaluation Reports and Plans (AMS 3.2.2.3.1.2.3)	O	O	O
	a. Evaluation documentation	O	O	O
	b. Evaluation Team Members	O	O	O
	c. Evaluation Written Report	O	O	O
	d. T&M/LH: Evaluation of Employee Resumes	O	O	O
30	Extension of Acceptance Period	O	O	O
31	Successful Offeror's Reps/Certs (Sec. K)	O	O	O
	Business Declaration Form (T3.6.1)	O	O	O
32	Successful Offeror's Cost/Price Proposal	O	O	O
	Successful Offeror's Technical Proposal	O	O	O

Tab	Item	Y	N	N/A
33	Contracting Officer's Responsibility Determination (to include checking System for Award Management (SAM)(AMS 3.2.2.2 & T3.2.2.7)	○	○	○
34	EEO Compliance/OFCCP Clearance (Over $10M) (AMS 3.6.2.1 & T3.6.2)	○	○	○
35	Pre-Award Survey Information (T3.2.2.7)	○	○	○
36	DCAA Field Reports, DCAA Audit arrangements for Cost Type Contracts >$100M, and consideration for <$100M (Includes T&M, Cost Type) (AMS 3.2.3.2 & T3.2.3)	○	○	○
37	Certificate of Current Cost or Pricing Data (AMS 3.2.3.3.1.1 & T3.2.3)	○	○	○
38	Subcontracting Plan with coordination/ review by the SB Utilization Office (AMS 3.10.2 & T3.10.2)	○	○	○
39	Cancellation of RFO (T3.2.2)	○	○	○
40	Award Decision Document/Negotiation Memorandum (AMS 3.2.2.3.1.2.5)	○	○	○
	a. Price Analyst Report/Concurrence	○	○	○
	b. Management Review	○	○	○
	c. Legal Concurrence (T1.15)	○	○	○
	d. CFO Review (Over $10M) (T3.2.1.4)	○	○	○
41	Congressional/Public Affairs Notification (Over $3.5M) (AMS 3.13.5 & T3.13.1)	○	○	○
	Award Data and Contract			
42	Protest Documentation (AMS 3.9)	○	○	○
43	Lessons Learned Findings (AMS 3.2.2.3.1.5)	○	○	○
44	Contract Documents/Prism Award	○	○	○
45	Award Letter	○	○	○
46	FPDS (T3.13.1)	○	○	○
47	Contract Distribution Sheet	○	○	○
48	Contract award notification (T3.13.1)	○	○	○
49	Contractor Debriefing(s) (AMS 3.2.2.3.1.4)	○	○	○
50	Notice to Proceed (NTP)	○	○	○
51	Post Award/Preconstruction Conference (T3.8.7)	○	○	○
52	Subcontractor Statement & Acknowledgement (SF-1413)	○	○	○
53	Bonding (AMS 3.4.1 & T3.4.1)	○	○	○
54	Insurance (AMS 3.4.1 & T3.4.1)	○	○	○
	Post Award Documentation			
55	Delegation Letters [Contracting Officer's Representative (COR): Y/N	○	○	○
	a. Training/Certification Completed: Y/N	○	○	○
	b. Notification of COR Appt. to Acquisition Career Manager: Y/N	○	○	○
	c. Notification of COR Revocation Letter to Acquisition Career Manager: Y/N (T3.10.1)	○	○	○
56	CPARS Evaluation (AMS T3.10.1A16)	○	○	○
57	Submittals/Certifications	○	○	○
58	Tax Exemption	○	○	○
59	Payrolls and Labor Correspondence	○	○	○
60	General Correspondence	○	○	○

Tab	Item	Y	N	N/A
61	Government Property (AMS 3.10.3 & T3.10.3)	○	○	○
	a. List of property	○	○	○
	b. Review/approval of contractor's property control system	○	○	○
	c. Contractually required reports	○	○	○
	d. Periodic inventories	○	○	○
62	Construction Waste Management (T3.6.3)	○	○	○
	Waste Management Plan	○	○	○
	Construction and Demolition (C&D) Reports	○	○	○
63	Record of Payment (AMS 3.3.1.2 & T3.3.1)	○	○	○
	a. Invoices	○	○	○
	b. Progress Payment documentation	○	○	○
	c. Periodical Estimate	○	○	○
	d. Payment approvals/certifications	○	○	○
	e. Delphi Report (final payment verification)	○	○	○
64	Security reports and coordination with security staff (AMS 3.14 & T3.14.1)	○	○	○
65	Freedom of Information Act (FOIA) Requests (AMS 3.7 & T3.7)	○	○	○
66	Subcontracting plan- Quarterly and Semi-Annual Reports (T3.6.1)	○	○	○
67	Investigations, Violations, and Legal Items	○	○	○
	a. Complaints	○	○	○
	b. Patent and Copyright determination	○	○	○
	c. Anti-Trust Violation	○	○	○
	d. Labor Investigations/Interviews (T3.6.2)	○	○	○
68	Acceptance Reports consisting of Materiel Requisitions/Issue/Receipt and Inspection Report of Material and/or Services	○	○	○
69	Weekly Progress Reports/Daily Logs (T3.8.7)	○	○	○
70	CAI/JAI Inspections	○	○	○
71	Receiving Reports	○	○	○
72	Price Re-determination Data	○	○	○
73	Application for Contractual Adjustment	○	○	○
74	Final Release	○	○	○
	a. Statement of Liquidated Damages (T3.8.7)	○	○	○
	b. Final Delivery (T3.10.1)	○	○	○
	c. Contractor Release (T3.10.1)	○	○	○
75	Claims and Disputes	○	○	○
	a. Cases	○	○	○
	b. Termination (T3.10.6)	○	○	○
	c. Findings and Decisions of CO	○	○	○
	d. Appeals from decisions	○	○	○
	Contract Closeout			
76	Contractor Evaluation	○	○	○
	Past Performance (T3.2.2)	○	○	○
77	Closeout (AMS 3.10.10 & T3.10.1)	○	○	○
	a. Contract File Completion Statement	○	○	○
	b. Closeout of Completed Contracts	○	○	○
	c. Contract Closeout Checklist	○	○	○
	d. Property Clearance/Distribution	○	○	○
	Modifications			
78	Modifications (T3.10.1)	○	○	○