

## Contract File Checklist

**Base Contract Number:**

**Contractor Point of Contact:**

**Award Date:**

**Contracting Officer:**

**Base Period of Performance:**

**Contracting Officer Representative:**

**Contractor Name:**

Procurement Planning					
TAB	Plan Procurement	AMS Reference	Y	N	N/A
<b>1</b>	<b>Procurement Team Members/Organizations</b>				
<b>3</b>	<b>Procurement Request Package</b>	3.2.1 & T3.2.1			
	Approval of Multiple Award Procurement Programs	T3.2.1.A.18			
	Procurement System Generated Requisition	T3.2.1			
	Market Analysis	AMS 3.2.1.2 & T3.2.1.2			
	<b>Document:</b> Draft Single Source/Emergency Justification	3.2.1.3.7, 3.2.2.4 & T3.2.2.4, Procurement Templates			
	<b>Document:</b> Brand Name Mandatory/Brand Name or Equal Template	T3.2.1 & T3.2.2.8, Procurement Templates			
	Rationale for Bid Samples				
	Statement of Work, Specifications, Purchase Description, Drawings, or Other Appropriate Technical Description of the Requirement	T3.2.1			
	<b>Document:</b> Rationale for not Complying with Sustainable Acquisition Requirements	T3.6.3.A.1, Procurement Templates			
	Buy American Act/Preference Determination and Waiver	T3.6.4			
	T&M/LH PWS Labor Categories, Educations/Experience	T3.2.1.A.2(d)(25)			
	Recommendation for Use of Warranty	T3.2.1 & T3.10.4.A.5			
	First Article Testing & Approval	T3.2.1 & 3.10.8			
	Recommendation for Use of Options	T3.2.1.A.10 & T3.2.4			
	Preservation and Packaging Requirements	T3.2.2.8			
	Justification for Liquidated Damages	T3.2.1.A.10 & T3.2.1.A.16			
	<b>Document:</b> Independent Government Cost Estimate (IGCE)	T3.2.1 & T3.2.3			
	ISO 9000 Certification Review	T3.10.4			
	Government Furnished Property	T3.2.1, 3.10.3, & T3.10.3			
	<b>Document:</b> Info Supporting Construction of Agency Owned Improvement Form	Procurement Template			
	Milestone Scheduled Entered into PRISM				
<b>2</b>	<b>Coordination with Small Business Program Staff (AAP-20) for Procurements est. over \$250K</b>	3.6.1 & T3.6.1			
	<b>Document:</b> Small Business Set Aside Determination and Coordination Form for 8(a), Small Business, Hub-Zone, SDVOSB, WOSB, and EDWOSB	3.6.1 & T3.6.1/Procurement Templates			
<b>10</b>	<b>Market Survey/Research/Analysis</b>	3.2.1.2.1 & T3.2.1.2			
	<b>Management Review &amp; Legal Coordination</b> and Review of Market Surveys and Analyses	T1.15			
<b>14</b>	<b>Determination to Use Commercial Items</b>	3.2.2.5 & T3.2.2.5			
<b>4</b>	<b>Document:</b> Final Single Source Justification Form (Service Organization Office, COR if applicable, Legal, AAQ Manager/CO/CS)	3.2.1.3.7, 3.2.2.4 & T3.2.2.4/Procurement Templates			



	<b>Document:</b> Procurement Plan Required for Procurements over \$25K (Template A Simplified and Commercial & Template B Other Than Simplified and Commercial)	3.2.1.1 & 3.2.1.2.2/Procurement Templates			
<b>TAB</b>	<b>Procurement Reviews</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<b>Export Control Review</b>	T3.6.4.A.14 & FAA Order 1240.13			
	<b>COCO approval of T&amp;M or LH with Period of Performance &gt; 5 Years</b>	T3.2.4.A.6			
<b>5</b>	<b>Coordination with Quality Assurance Division</b>	T3.10.4			
	<b>CIO Review if Procurement is equal or greater than \$250K and is for Information Technology and Service Resources</b>	T3.2.1.A.3			
	<b>Document:</b> CIO IT Procurement Review and Approval Form	Procurement Templates			
	<b>CFO Review if Procurement if equal or greater than \$10 MIL (including all options)</b>	T3.2.1.4			
	<b>Document:</b> SCRB Phase I Template	Procurement Templates			
	<b>Document:</b> SCRB Phase II Template	Procurement Templates			
<b>TAB</b>	<b>SIR Development and Review</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>6</b>	<b>Screening Information Request (SIR)</b>	T3.2.2.3.A.6			
	<b>Evaluation Plan/Scoring Criteria</b>	T3.2.2.3.A.4			
	<b>Wage Determinations</b>	T3.6.2.A.6 & T3.6.3.A.10			
	<b>SIR Review (Clauses: Example NDAA Sec. 889, Buy America Act, etc.)</b>				
	Service Organization Review				
	<b>Management &amp; Legal Review &amp; Coordination</b> of SIRS if Procurement > \$100 K (including all options)	T1.15			
<b>7</b>	Security Review	3.14 & T3.14.1			
	Classified Security Requirements	3.14 & T3.14.1			
	Information, Personnel, and Physical Security as it Related to Suitability Requirements and Coordination	3.14 & T3.14.1			
	<b>Document:</b> OPM Position Designation Automated Tool	T3.14.1A.3 e (2)(b) (ii), <a href="https://pdt.nbis.mil">https://pdt.nbis.mil</a>			
<b>Source Selection</b>					
<b>TAB</b>	<b>Manage Solicitation</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>11</b>	<b>Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements of \$150K or Greater</b>	3.1.5, 3.1.6, T3.1.5, T3.1.6/Procurement Templates			
<b>13</b>	<b>Document:</b> Procurement Integrity Act (Team Briefing)	3.1.8 & T3.1.8 P			
<b>17</b>	<b>Public Announcement (over \$150K)</b>	3.2.1.3.1.1 & T3.2.2.3.B.1			
<b>21</b>	<b>SIR Amendments</b>	T3.2.2.3.A.2c			
<b>24</b>	<b>Pre-Submittal Conference</b>	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
<b>22 &amp; 30</b>	<b>SIR Responses &amp; Verification of Offers</b>	T3.1.8			
<b>23, 25, 26</b>	<b>Communication with Offeror (Late Offers, Mistake in Offer, etc.)</b>	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
<b>43</b>	<b>Cancellation of SIR</b>	T3.2.2.3.B.3			
<b>TAB</b>	<b>Evaluate Responses</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<b>Procurement Team Evaluation Reports &amp; Plans</b>	3.2.2.3.1.2.3 & T3.2.2.3			
	Evaluation Documentation	3.2.2.3.1.2.3 & T3.2.2.3.A.9(d)			



	Evaluation Team Members	3.2.2.3.1.2.3 & T3.2.2.3			
	Evaluation Written Report	3.2.2.3.1.2.3 & T3.2.2.3			
	T&M/LH: Evaluation of Employee Resumes	3.2.2.3.1.2.3 & T3.2.2.3			
	Cost/Price Report	T3.2.2.3.A.9e			
	<b>Management Review &amp; Legal Coordination and Review</b> of Evaluation Reports & Plans	T1.15			
<b>37</b>	<b>Responsibility Determination Documentation (to include Checking Sam.gov)</b>	T3.2.2.7			
<b>39</b>	Pre-Award Survey Information	T3.2.2.7			
<b>38</b>	<b>Document:</b> EEO Compliance/OFCCP Clearance (Over \$10 MIL)	AMS 3.6.2.1 & T3.6.2.A.14 Procurement Templates			
<b>40</b>	DCAA Field Reports, DCAA Audit Arrangement for Cost Type Contract > \$100 MIL, and Consideration for <\$100 MIL (Included T&M, Cost Type)	T3.2.3.A.1.d			
<b>41</b>	Certificate of Current Cost or Pricing Data	T3.2.3			
<b>42</b>	Subcontracting Plan with Coordination with Small Business Program	T3.6.1			
	<b>Award Decision Document/Negotiation/SSO Decision</b>	3.2.2.3.1.2.5 & T3.2.2.3.A.10			
	<b>Management Review &amp; Legal Coordination and Review</b> of Award Decision/Negotiation Memorandum	T1.15			
	CFO Review if procurement > \$10 MIL (including all options)	T3.2.1.4			
	<b>Document:</b> Congressional/Public Affairs Notification and DOT Form 4220.41	T3.13.1.A.3 Procurement Templates & Forms			
<b>TAB</b>	<b>Make Award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>46</b>	<b>Contract Documents/PRISM Award</b>	T3.2.2.3			
<b>49</b>	<b>Award Letter</b>	T3.2.2.3			
<b>50</b>	<b>FPDS</b>	T3.13.1			
<b>52</b>	<b>Contract w/ Attachments Award Notification - Contractor, Payment Office, Requiring Service Organization, COR, Budget/Finance Office, Security Office, Small Business Program Office, Property Office, AFA-100, AFI-100, QRO</b>	T3.2.2.3.A.10			
<b>53</b>	<b>Contractor Debriefings</b>	3.2.2.3.1.4 & T3.2.2.3.A.11			
	<b>Management Review &amp; Legal Coordination and Review</b> of Evaluation Reports & Plans	T1.15			
<b>46</b>	<b>Protest Documentation</b>	T3.2.2.3.A.11			
<b>47</b>	<b>Lessons Learned Findings</b>	3.2.2.3.1.5			
<b>54</b>	Authorization to Proceed	Procurement Samples			
	<b>Post Award/Preconstruction Conference/Kick Off Meeting</b>	T3.8.7			
<b>56</b>	<b>Document:</b> Statement & Acknowledgement	Procurement Forms			
<b>Contract Administration</b>					
<b>TAB</b>	<b>Manage Award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>59</b>	<b>Document:</b> Letters of Delegation of Contracting Officer Representative	T3.10.1.A.3, Procurement Templates			
	Training/Certification of COR Complete	T3.10.1.A.3			
	Notification of COR Appointment to Acquisition Career Manager	T3.10.1.A.3			
	Notification of COR Revocation Letter	T3.10.1.A.3			
<b>60</b>	<b>CPARS Evaluation</b>	T3.10.1.B.9			
<b>62</b>	<b>Tax Exemption</b>	T3.4.2			



63	<b>Payrolls and Labor Correspondence</b>	T.3.6.2			
64	<b>General Correspondence</b>	T3.10.1			
65	<b>Government Property (List of Property, Review/Approval of Contractor's Property Control System, Reports, &amp; Periodic Inventories)</b>	3.10.3 & T3.10.3			
66	<b>Construction Waste Management Plan and Summary Reports</b>	T3.6.3.A.13			
67	<b>Record of Payment (Invoices, Progress Payment Documentation, Periodical Estimates, Payment Approvals/Certifications, Delphi Report)</b>	3.3.1.2 & T3.3.1			
68	<b>Security Reports</b>	3.14 & T3.14.1			
69	<b>FOIA Requests</b>	T3.1.6.A.4			
70	<b>Subcontracting Plan (Quarterly and Semi-Annual Reports)</b>	T3.6.1			
71	<b>Investigations, Violations, and Legal Items (Complaints, Patent &amp; Copyright, Anti-Trust etc.)</b>				
72	<b>Acceptance Reports</b>	T3.10.4.A.4			
73	<b>Weekly Progress Reports/Daily Logs</b>				
75	<b>Receiving Reports</b>	T3.1.4, T3.2.6			
77	<b>Equitable Adjustments Documentation</b>	T3.10.A.5			
83	<b>Modifications</b>	T3.10.1.A.5			
	<b>Document:</b> Option Exercise Notification	T3.2.4.A.9 Procurement Templates			
	<b>Management Review &amp; Legal Coordination/Review</b> of Modifications affecting Govt. Obligations and Exercise of Options	T1.15			
	Justification for Modification	T3.10.1.A.5			
	Procurement Team Review of Final Modification Documents	T1.15			
	Modification Documents (PRISM Award, Proposal Documents, etc.)				
<b>TAB</b>	<b>Close-out &amp; Terminate Award</b>	<b>AMS Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
	<b>Claims and Disputes</b>				
	Cases				
	Termination	T3.10.6			
	Finding and Decisions of CO	T3.10.1.B.4			
	<b>Management Review &amp; Legal Coordination/ Review</b> of Termination/Disputes/Claims, etc.	T1.15			
	Appeals from Decisions				
	CPARS (Past Performance)	T3.10.1.B.9			
82	<b>Closeout</b>	3.10.10 & T3.10.1			
	<b>Document:</b> Contract Closeout Checklist & Completion Statement	T3.10.1.B.4, Procurement Checklist			
	Property Clearance/Distribution				
78	<b>Final Release Documentation</b>				
	Statement of Liquidated Damages				
	Final Delivery	T3.10.1.B.4			
	<b>Document:</b> Contractor Release (DOT-4220.4)	T3.10.1.B.4, Procurement Forms			

