

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
1	Procurement Team Members/Organizations				
3	Procurement Request Package	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			
	Document: Draft Single Source/Emergency Justification	3.2.1.3.7, 3.2.2.4 & T3.2.2.4, Procurement Templates			
	Document: 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			
	Document: Rationale for not Complying with Sustainable Acquisition Requirements	T3.6.3.A.1, Procurement Templates			
	Buy American Act/Preference Certification or 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			
	Document: 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			
	Document: Info Supporting Construction of Agency Owned Improvement Form	Procurement Template			
	Milestone Scheduled Entered into PRISM				
2	Coordination with Small Business Program Staff (AAP-20) for Procurements est. over \$250K	3.6.1 & T3.6.1			
	Document: 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			
10	Market Survey/Research/Analysis	3.2.1.2.1 & T3.2.1.2			
	Management Review & Legal Coordination and Review of Market Surveys and Analyses	T1.15			
	Reserved				
4	Document: 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			



	Document: 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			
TAB	Procurement Reviews	AMS Reference	Y	N	N/A
	Export Control Review	T3.6.4.A.14 & FAA Order 1240.13			
	COCO approval of T&M or LH with Period of Performance > 5 Years	T3.2.4.A.6			
5	Coordination with Quality Assurance Division	T3.10.4			
	CIO Review if Procurement is equal or greater than \$250K and is for Information Technology and Service Resources	T3.2.1.A.3			
	Document: CIO IT Procurement Review and Approval Form	Procurement Templates			
	CFO Review if Procurement if equal or greater than \$10 MIL (including all options)	T3.2.1.4			
	Document: SCRB Phase I Template	Procurement Templates			
	Document: SCRB Phase II Template	Procurement Templates			
TAB	SIR Development and Review	AMS Reference	Y	N	N/A
6	Screening Information Request (SIR)	T3.2.2.3.A.6			
	Evaluation Plan/Scoring Criteria	T3.2.2.3.A.4			
	Wage Determinations	T3.6.2.A.6 & T3.6.3.A.10			
	SIR Review (Clauses: Example NDAA Sec. 889, Buy American Act/Preference Clauses etc.)	T3.6.4			
	Service Organization Review				
	Management & Legal Review & Coordination of SIRS if Procurement > \$100 K (including all options)	T1.15			
7	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			
	Document: OPM Position Designation Automated Tool	T3.14.1A.3 e (2)(b) (ii), https://pdt.nbis.mil			
Source Selection					
TAB	Manage Solicitation	AMS Reference	Y	N	N/A
11	Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements of \$150K or Greater	3.1.5, 3.1.6, T3.1.1, T3.1.6, Procurement Templates			
13	Document: Procurement Integrity Act (Team Briefing)	3.1.8 & T3.1.8 P			
17	Public Announcement (over \$150K)	3.2.1.3.1.1 & T3.2.2.3.B.1			
21	SIR Amendments	T3.2.2.3.A.2c			
24	Pre-Submittal Conference	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
22 & 30	SIR Responses & Verification of Offers	T3.1.8			
	Buy American Act/Preference Certification or Waiver	T3.6.4			
23, 25, 26	Communication with Offeror (Late Offers, Mistake in Offer, etc.)	3.2.2.3.1.2.2 & T3.2.2.3.A.7			
43	Cancellation of SIR	T3.2.2.3.B.3			
TAB	Evaluate Responses	AMS Reference	Y	N	N/A
	Procurement Team Evaluation Reports & Plans	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			
	Management Review & Legal Coordination and Review of Evaluation Reports & Plans	T1.15			
37	Responsibility Determination Documentation (to include Checking Sam.gov)	T3.2.2.7			
39	Pre-Award Survey Information	T3.2.2.7			
38	Document: EEO Compliance/OFCCP Clearance (Over \$10 MIL)	AMS 3.6.2.1 & T3.6.2.A.14 Procurement Templates			
40	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			
41	Certificate of Current Cost or Pricing Data	T3.2.3			
42	Subcontracting Plan with Coordination with Small Business Program	T3.6.1			
	Award Decision Document/Negotiation/SSO Decision	3.2.2.3.1.2.5 & T3.2.2.3.A.10			
	Management Review & Legal Coordination and Review of Award Decision/Negotiation Memorandum	T1.15			
	CFO Review if procurement > \$10 MIL (including all options)	T3.2.1.4			
	Document: Congressional/Public Affairs Notification and DOT Form 4220.41	T3.13.1.A.3 Procurement Templates & Forms			
TAB	Make Award	AMS Reference	Y	N	N/A
46	Contract Documents/PRISM Award	T3.2.2.3			
49	Award Letter	T3.2.2.3			
50	FPDS	T3.13.1			
52	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	T3.2.2.3.A.10			
53	Contractor Debriefings	3.2.2.3.1.4 & T3.2.2.3.A.11			
	Management Review & Legal Coordination and Review of Evaluation Reports & Plans	T1.15			
46	Protest Documentation	T3.2.2.3.A.11			
47	Lessons Learned Findings	3.2.2.3.1.5			
54	Authorization to Proceed	Procurement Samples			
	Post Award/Preconstruction Conference/Kick Off Meeting	T3.8.7			
56	Document: Statement & Acknowledgement	Procurement Forms			
Contract Administration					
TAB	Manage Award	AMS Reference	Y	N	N/A
59	Document: 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			
60	CPARS Evaluation	T3.10.1.B.9			
62	Tax Exemption	T3.4.2			



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



Contract File Checklist

Procurement Planning Contract File Review

Contracting Officer/Specialist _____ Date _____

AAQ Branch/Division Manager _____ Date _____

Source Selection Contract File Review

Contracting Officer/Specialist _____ Date _____

AAQ Branch/Division Manager _____ Date _____

Contract Administration Contract File Review

Contracting Officer/Specialist _____ Date _____

AAQ Branch/Division Manager _____ Date _____

