

Construction Contract File Checklist

Base Contract Number:

Contractor Point of Contact:

Award Date:

Contracting Officer:

Base Period of Performance:

Contracting Officer Representative:

Contractor Name:

The tab numbers are for EDOCs purposes only and are not meant to be followed chronologically.

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			
	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			
	Real Property Space and Land Interest				
	Environmental Clearances				
	Utility Requirements				
	Vehicle or Pedestrian Safety Statement				
	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.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 Forms			
	Milestone Scheduled entered into PRISM				
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			
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			
2	Coordination with Small Business Program Staff (AAP-20) for procurements est. > AMS risk threshold	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			
TAB	Procurement Reviews	AMS Reference	Y	N	N/A
	Export Control Review	T3.6.4.A.14 & FAA Order 1240.13			
5	Coordination with Quality Assurance Division				
	CIO Review if Procurement is equal to or greater than the AMS risk threshold 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 \$15 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.)				
	Service Organization Review				
	Management & Legal Review & Coordination of SIRS if Procurement > AMS risk threshold (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)			
Source Selection					
TAB	Manage Solicitation	AMS Reference	Y	N	N/A
11	Signed Non-Disclosure Agreement/Conflict of Interest Certification for procurements equal to or greater than the AMS risk threshold	3.1.5, 3.1.6, T3.1.5, T3.1.6 Procurement Templates			
13	Document: Procurement Integrity Act (team briefing)	3.1.8 & T3.1.8			
17	Public Announcement (> AMS risk threshold)	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 Offerors (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.9d			
	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			
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	T1.15			
	CFO Review if Procurement if equal or greater than \$15 MIL (including all options)	T3.2.1.4			
	Document: Congressional Affairs Notification and FAA form 4400-35	T3.13.1.A.3 Procurement Forms and Template			
TAB	Make Award	AMS Reference	Y	N	N/A
46	Contract Documents/PRISM Award				
49	Award Letter				
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	T1.15			
46	Protest Documentation	T3.2.2.3.A.11			
47	Lessons Learned Findings	3.2.2.3.1.5			
54	Document: Authorization to Proceed	Procurement Samples			
	Post Award/Preconstruction Conference/Kick Off Meeting	T3.8.7			
56	Document: Statement & Acknowledgement	Procurement Forms			
57	Bonding for Construction Contracts Exceeding \$150K	3.4.1 & T3.4.1.A.3			
58	Insurance	3.4.1 & T3.4.1.A.4			
Contract Administration					
	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	Document: Tax Exemption Letter	T3.4.2, Procurement Templates			
63	Payrolls and Labor Correspondence	T.3.6.2			
64	General Correspondence	T3.10.1			
65	Gov't 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				
74	CAI/JAI Inspections	T3.8.7.A.10			
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			
	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.)	T3.10.1.A.5			
TAB	Closeout & 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 & Contract File Completion Statement	T3.10.1.B.4, Procurement Checklist			
	Property Clearance/Distribution				
78	Final Release Documentation	T3.10.1.B.4			
	Statement of Liquidated Damages				
	Final Delivery	T3.10.1.B.4			
	Document: Contractor Release (DOT-4220.4)	T3.10.1.B.4, Procurement Forms			

