

H - CONTRACT FILE CONTENT INDEX (Airlift Contracts)	IFB/RFP	CONTRACT NUMBER
Mark (X) numbers used. Line through unused portions of marked items.		
<b>G. - PAYMENTS</b> <input type="checkbox"/> 1. REQUESTS FOR PAYMENTS, RECEIVING AND PAYMENT VOUCHERS <input type="checkbox"/> 2. ASSIGNMENT OF CLAIM <input type="checkbox"/> 3. FUEL REPORTS/ADJUSTMENTS <input type="checkbox"/> 4. CONTRACTOR'S RELEASE AND DD FORM 1594, CONTRACT COMPLETION STATEMENT <input type="checkbox"/> 5. MISCELLANEOUS	<input type="checkbox"/> 4. UNSUCCESSFUL BIDS/PROPOSALS WITH ANY BID GUARANTEE <input type="checkbox"/> 5. SF 1409, ABSTRACT OF OFFERS-MV ENTITLEMENT RECORD <input type="checkbox"/> 6. SUCCESSFUL BID/PROPOSAL <input type="checkbox"/> 7. MISTAKEN BID/PROPOSAL <input type="checkbox"/> 8. AIRCRAFT LEASE DOCUMENTATION <input type="checkbox"/> 9. PRICE/ANALYSIS/AUDIT REPORT <input type="checkbox"/> 10. CERTIFICATE OF CURRENT COST/PRICE DATA <input type="checkbox"/> 11. PAST PERFORMANCE EVALUATION <input type="checkbox"/> 12. REQUEST FOR FINAL PROPOSAL REVISION <input type="checkbox"/> 13. PRELIMINARY PRICE NEGOTIATION MEMORANDUM/FINAL PRICE NEGOTIATION MEMORANDUM/UNIFORM RATES & RULES/ MOV RECORD OF DISCUSSION (RD) <input type="checkbox"/> 14. APPROVED TA <input type="checkbox"/> 15. COC OR DENIAL BY SBA <input type="checkbox"/> 16. DOD CARRIER APPROVAL/PRE-AWARD SURVEY/RESPONSIBILITY DATE <input type="checkbox"/> 17. PROTEST BEFORE/AFTER AWARD <input type="checkbox"/> 18. DD FORM 254, DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATION <input type="checkbox"/> 19. CONTRACT REVIEWS & AF FORM 3059 <input type="checkbox"/> 20. REQUEST FOR CLEARANCE/CLEARANCE ISSUED <input type="checkbox"/> 21. EEO CLEARANCE <input type="checkbox"/> 22. SYNOPSIS OF AWARD <input type="checkbox"/> 23. DD FORM 350, INDIVIDUAL PROCUREMENT ACTION REPORT <input type="checkbox"/> 24. LETTERS TO UNSUCCESSFUL/OFFERORS <input type="checkbox"/> 25. DEBRIEFINGS <input type="checkbox"/> 26. SUBCONTRACTING PLAN FOR SMALL BUSINESS/SMALL <input type="checkbox"/> 27. DD-LA (AB) 1279 REPORT <input type="checkbox"/> 28. RECORD OF BRIEFINGS & APPROVALS <input type="checkbox"/> 29. MISCELLANEOUS	
<b>F. - CONTRACT ADMINISTRATION</b> <input type="checkbox"/> 1. ACO AUTHORITY DELEGATION LETTER <input type="checkbox"/> 2. AF FORM 3035, PRE-PERFORMANCE CONFERENCE AND PRE-FINAL PAYMENT CHECKLIST (MEMO/LTR) <input type="checkbox"/> 3. GFP LISTING/RECEIPT/ACCOUNTABILITY SCHEDULE <input type="checkbox"/> 4. QAE APPOINTMENT LETTER/EVALUATION OF QAE PERFORMANCE <input type="checkbox"/> 5. QUALITY ASSURANCE SURVEILLANCE PLAN <input type="checkbox"/> 6. SURVEILLANCE SCHEDULES AND REPORTS <input type="checkbox"/> 7. CONTRACTOR QUALITY CONTROL PLAN <input type="checkbox"/> 8. GOVERNMENT ACCEPTANCE OF SERVICES (DOCUMENTATION) <input type="checkbox"/> 9. DELIVERY ORDERS AND RELATED DOCUMENTATION <input type="checkbox"/> 10. LIQUIDATED DAMAGES ASSESSMENT <input type="checkbox"/> 11. CERTIFICATE OF INSURANCE (RENEWALS) <input type="checkbox"/> 12. HOLD HARMLESS AGREEMENT AND LANDING PERMITS <input type="checkbox"/> 13. HQ AMC SURVEY REPORTS (POST AWARD) <input type="checkbox"/> 14. SCHEDULE RELIABILITY DOCUMENTATION/DELAY INFORMATION <input type="checkbox"/> 15. AIRCRAFT SPECIFICATION DATA <input type="checkbox"/> 16. INFLIGHT MEAL DOCUMENTATION <input type="checkbox"/> 17. DATA ITEM SUBMITTALS AND APPROVALS <input type="checkbox"/> 18. CURE/SHOW CAUSE NOTICES W/SUPPORTING DOCUMENTS <input type="checkbox"/> 19. TERMINATIONS (T FOR C AND T FOR D) <input type="checkbox"/> 20. MISCELLANEOUS		
<b>E. - CONTRACT SURVEILLANCE</b> <input type="checkbox"/> 1. QUALITY ASSURANCE SURVEILLANCE PLAN <input type="checkbox"/> 2. QAE SURVEILLANCE SCHEDULE/ACTIVITY CHECKLIST <input type="checkbox"/> 3. MINUTES OF PERIODIC PROGRESS MEETINGS <input type="checkbox"/> 4. MEMORANDUM FOR RECORD/GENERAL CORRESPONDENCE/MISC. <input type="checkbox"/> 5. MISCELLANEOUS <input type="checkbox"/> 3. SUCCESSFUL BID/PROPOSAL		
<b>D. - CONTRACT MODIFICATION</b> <input type="checkbox"/> 1. CONTRACT WITH SPECIFICATIONS <input type="checkbox"/> 2. SF 30, AMENDMENT OF SOLICITATION/MODIFICATION/WITH RELATED DOCUMENTS <input type="checkbox"/> 3. GFP LISTING/RECEIPT/ACCOUNTABILITY SCHEDULE <input type="checkbox"/> 4. QAE APPOINTMENT LETTER/EVALUATION OF QAE PERFORMANCE <input type="checkbox"/> 5. QUALITY ASSURANCE SURVEILLANCE PLAN <input type="checkbox"/> 6. SURVEILLANCE SCHEDULES AND REPORTS		
<b>C. - PRE-AWARD DOCUMENTS</b> <input type="checkbox"/> 1. CERTIFICATE OF INSURANCE/INDEMNIFICATION REQUEST <input type="checkbox"/> 2. NO BID/PROPOSAL CORRESPONDENCE <input type="checkbox"/> 3. LATEBIDS/PROPOSAL AND SUPPORTING DOCUMENTS/REJECTED BIDS/PROPOSALS WITH ANY BID GUARANTEE AND SUPPORTING DOCUMENTS	<b>B. - PRE-SOLICITATION DOCUMENTS</b> <input type="checkbox"/> 1. BUSINESS REQUIREMENT ADVISORY GRNT <input type="checkbox"/> 2. MARKET RESEARCH <input type="checkbox"/> 3. PURCHASE REQUEST <input type="checkbox"/> 4. JUSTIFICATION AND APPROVAL <input type="checkbox"/> 5. SYNOPSIS/PRE-SOLICITATION NOTICE <input type="checkbox"/> 6. ACQUISITION STRATEGY PANEL RECORD <input type="checkbox"/> 7. ACQUISITION PLAN AND APPROVAL <input type="checkbox"/> 8. SOURCE SELECTION PLAN/GUIDE/SSA APPOINTMENT LETTER AND ASSOCIATED DOCUMENTATION <input type="checkbox"/> 9. SF 98, NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE NOTICE <input type="checkbox"/> 10. DD FORM 2579, SMALL BUSINESS COORDINATION RECORD AND OTHER SBA COORDINATION <input type="checkbox"/> 11. RECORD OF BRIEFINGS <input type="checkbox"/> 12. AWARD OPTION PLAN/ AWARD FEE PLAN <input type="checkbox"/> 13. AUTHORITY FOR TYPE OF CONTRACT <input type="checkbox"/> 14. DETERMINATION AND FINDINGS (ALL TYPES)/DEVIATIONS/SPECIAL APPROVALS <input type="checkbox"/> 15. PRE-BID/PROPOSAL CONFERENCE DOCUMENTATION <input type="checkbox"/> 16. SOURCE LIST AND REQUEST FOR SOLICITATION <input type="checkbox"/> 17. CCR/DEBARRED LIST <input type="checkbox"/> 18. IFB/RFP W/AMENDMENTS (LESSDRAWINGS/PLAN/SPECIFICATIONS) <input type="checkbox"/> 19. PRE-SOLICITATION SQUADRON REVIEWS/LEGAL REVIEWS/ HQ REVIEWS <input type="checkbox"/> 20. MEMORANDUM FOR RECORD/GENERAL CORRESPONDENCE	

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

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**A. - REQUIREMENTS DOCUMENTATION/DRAWINGS**

- 1. REQUIREMENT DOCUMENTATION(PWS/SOW/SOO/SPECIFICATIONS)
- 2. DRAFT PWS
- 3. REVIEW COMMENTS
- 4. FORCE PROTECTION WORKING GROUP REVIEW COMMENTS