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| CONTRACT FILE CONTENT INDEX <i>(Sealed Bid and Negotiated Contracts)</i> | IFB/RFP | CONTRACT NUMBER |
|--|--|-----------------|
| Check (X) numbers used. Line out unused part of checked items. | | |
| <p>G. PAYMENTS</p> <input type="checkbox"/> 1. Receiving Reports. <input type="checkbox"/> 2. Requests for payments, receiving and payment vouchers. <input type="checkbox"/> 3. AF Form 1477, Construction Inspection Record, AF Form 372, Contract Monitoring and Surveillance Report. <input type="checkbox"/> 4. Warranty/guarantee file <input type="checkbox"/> 5. Assignment of claim. <input type="checkbox"/> 6. Contractor's release. <input type="checkbox"/> 7. SF 1420, Performance Evaluation - Construction Contracts. <input type="checkbox"/> 8. DD Form 1594, Contract Completion Statement. <p>F. CONTRACT ADMINISTRATION</p> <input type="checkbox"/> 1. Award Fee Plan/ Award Fee Evacuation <input type="checkbox"/> 2. Administrative Contracting Officer delegation letters <input type="checkbox"/> 3. AF Form 3012, Contract Bonds Checklist, with payment and performance bonds, certificate of insurance. <input type="checkbox"/> 4. AF Form 3035, Pre-performance conference and Pre-final Payment Checklist (Memo/Ltr). <input type="checkbox"/> 5. Notice to proceed. <input type="checkbox"/> 6. Letter designating CCI or QAE/Evaluation of QAE Performance. <input type="checkbox"/> 7. SF 294, Subcontracting Rpt/ SF 295 Summary Subcontract Rpt <input type="checkbox"/> 8. AF Form 3000, Material Approved Submittals. <input type="checkbox"/> 9. Site Visits (Construction)/Auth to Receipt (Services). <input type="checkbox"/> 10. Record of Calls/Delivery Orders. <input type="checkbox"/> 11. Cure/show cause notices and supporting documents. <input type="checkbox"/> 12. On-Site representative letters/contractor personnel data (employee list, ID card auth)(Base entry auth). <input type="checkbox"/> 13. GFP listing/receipt/accountability schedule. <input type="checkbox"/> 14. VE Proposals. <input type="checkbox"/> 15. Liquidated Damages Assessment. <input type="checkbox"/> 16. Subcontractor Consent. <input type="checkbox"/> 17. Memorandum for Record/General Correspondence/Misc. <p>E. CONTRACTOR SURVEILLANCE</p> <input type="checkbox"/> 1. Quality Assurance Surveillance Plan <input type="checkbox"/> 2. Contractor's/Subcontractor's payrolls. <input type="checkbox"/> 3. SF 1445, Labor Standards Interview. <input type="checkbox"/> 4. AF Form 3065, Contract Progress Report. <input type="checkbox"/> 5. AF Form 3064, Contract Progress Schedule. <input type="checkbox"/> 6. QAE Surveillance Schedule/Activity Checklist. <input type="checkbox"/> 7. Minutes of Periodic Progress meetings. <input type="checkbox"/> 8. Memorandum for Record/General Correspondence/Misc. <input type="checkbox"/> 9. Quality Assurance (QA) Personnel Designation (Training (Phase I & Phase II)) <p>D. CONTRACT MODIFICATIONS</p> <input type="checkbox"/> 1. Contract with specifications. <input type="checkbox"/> 2. SF 30, Amendment of Solicitation/Modification. <p>C. PRE-AWARD DOCUMENTS</p> <input type="checkbox"/> 1. Bid opening attendance record. <input type="checkbox"/> 2. No bid/proposal correspondence. <input type="checkbox"/> 3. Late bids/proposal and supporting documents/Rejected bids/proposals with any bid guarantee and supporting documents. <input type="checkbox"/> 4. Unsuccessful bids/proposals with any bid guarantee. <input type="checkbox"/> 5. SF 1409, Abstract of Offers/OF1419, Abstract of Offers - Construction/OF 1419A, Abstract of Offers - Construction. <input type="checkbox"/> 6. Successful bid/proposal/ brd verification/ mistake in brd <input type="checkbox"/> 7. Synopsis of Award | <p>(Continuation Sheet) or BCAS Automated Abstract.</p> <input type="checkbox"/> 8. Technical evaluation <input type="checkbox"/> 9. Price/analysis/audit report. <input type="checkbox"/> 10. Certification 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 <input type="checkbox"/> 14. Discussion Memorandum w/attached evaluation notices <input type="checkbox"/> 15. Award Decision documents <input type="checkbox"/> 16. COC or denial by SBA <input type="checkbox"/> 17. Pre-award survey/responsibility data <input type="checkbox"/> 18. Protest before/after award <input type="checkbox"/> 19. DD Form 254, DOD Contract Security Classification Specification <input type="checkbox"/> 20. AF Form 3059, Staff Judge Advocate Coordination Sheet <input type="checkbox"/> 21. Request for Clearance/Clearance Issued EEO Clearance <input type="checkbox"/> 22. Non-disclosure Statements <input type="checkbox"/> 23. Written notice of award <input type="checkbox"/> 24. DD Form 350, Individual Procurement Action Report <input type="checkbox"/> 25. Letters to unsuccessful bidder/offer <input type="checkbox"/> 26. Debriefings <input type="checkbox"/> 27. Subcontracting Plan <input type="checkbox"/> 28. Correspondence to Correspondence <p>B. PRE-SOLICITATION DOCUMENTS</p> <input type="checkbox"/> 1. Multi-Functional Teams documentation <input type="checkbox"/> 2. Market Research <input type="checkbox"/> 3. Purchase Request/Independent Government Estimate <input type="checkbox"/> 4. Sole Source Justification and Approval/brand name justification <input type="checkbox"/> 5. Synopsis/Pre-solicitation Notice <input type="checkbox"/> 6. Acquisition Strategy Panel/Acquisition Plan and Approval <input type="checkbox"/> 7. Source Selection Plan/Guide/SSA Appointment Letter and associated documentation <input type="checkbox"/> 8. SF 98, Notice of Intention to Make a Service Contract and Response Notice <input type="checkbox"/> 9. DD Form 2579, Small Business Coordination Record and other SBA coordination <input type="checkbox"/> 10. Buy American Act documentation <input type="checkbox"/> 11. Award Option Plan/Award Fee Plan <input type="checkbox"/> 12. Authority for type of contract <input type="checkbox"/> 13. Determination and findings (all types)/deviations/special approvals <input type="checkbox"/> 14. Pre-bid/proposal conference documentation <input type="checkbox"/> 15. Source List and Request for solicitation <input type="checkbox"/> 16. CCR/Debarred List <input type="checkbox"/> 17. IFB/RFP w/amendments (less drawings/plans/specifications) <input type="checkbox"/> 18. Pre-solicitation squadron reviews/legal reviews/HQ reviews <input type="checkbox"/> 19. Memorandum for Record/General Correspondence <p>A. Requirement Documentation/Drawings</p> <input type="checkbox"/> 1. Requirement documentation(PWS/SOW/SOO/Specifications) <input type="checkbox"/> 2. Drawings. <input type="checkbox"/> 3. Preliminary requirement documentation Review Comments <input type="checkbox"/> 4. Force Protection Working Group review comments <input type="checkbox"/> 5. Records Management review comments <input type="checkbox"/> 6. DD Form 1660, Management Systems Summary List. <input type="checkbox"/> 7. DD Form 1423, Contract Data Requirements List. | |
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