

<b>CONTRACT FILE CONTENT INDEX</b> <i>(Sealed Bid and Negotiated Contracts)</i>	IFB/RFP	CONTRACT NUMBER
Check (X) numbers used. Line out unused part of checked items.		
<p><b>G. PAYMENTS</b></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><b>F. CONTRACT ADMINISTRATION</b></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><b>E. CONTRACTOR SURVEILLANCE</b></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><b>D. CONTRACT MODIFICATIONS</b></p> <input type="checkbox"/> 1. Contract with specifications. <input type="checkbox"/> 2. SF 30, Amendment of Solicitation/Modification. <p><b>C. PRE-AWARD DOCUMENTS</b></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>B. PRE-SOLICITATION DOCUMENTS</b></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><b>A. Requirement Documentation/Drawings</b></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.	
BUYER	ADMINISTRATION	

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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).