

CONTRACT FILE CONTENT INDEX

INSTRUCTIONS: Applicable items to be filed in chronological order in designated tabs. Documents and papers maintained in the file will be numbered and filed consecutively in each tab with the highest number on top. Copies of all plans, drawing, and approvals may be maintained in a separate folder (2 positions) identified with the contract number.

TAB A - SOLICITATION DOCUMENTS		TAB C - GENERAL CONTRACT ADMINISTRATION	
1	Purchase Request/PWS/Statement of Need	1	Performance/Payment Bonds, Contract Bond Checklist, AF Form 3012 (with bonds)
2	Market Research Documents	2	Certificate of Insurance
3	Notice of Intent to Make a Service Contract (SF 98)	3	Performance Conference Documents
4	Acquisition Plan/Milestones	4	General Contract Administration Correspondence
5	Source List	5	Daily Log
6	Small Business Documents	6	Self-Inspection Review Documents and MFRs
7	Determinations and Findings(all types)/J&A	7	FOIA Actions
8	CBD Synopsis (Sources Sought/IFB/RFP)	8	Past Performance Reports
9	Contract Security Classification Spec (DD Form 254)	9	Government Furnished Property/Property in the Custody of Contractors
10	IFB/RFP Reviews (Internal, Legal, AETC)	10	Contract Completion Statement (DD Form 1594)
11	Copy of IFB/RFP with Amendments	11	Contract Closeout Checklist (DD Form 1597)
12	Site Visit/Pre-proposal Correspondence		
13	General Correspondence		
14	Contract Information and Distribution Record		
		TAB D - PAYMENT RECORDS	
		1	Assignment of Claims
		2	Receiving Reports/Certificates of Service
		3	Invoices and Paid Vouchers
		4	List of Delivery Orders
		5	Blanket Delivery Order File
		6	Contractor's Release of Claims (prior to closeout)
		7	Notice of Finally Payment to Higher Headquarters
TAB B - PRE-AWARD/CONTRACT DOCUMENTS		TAB E - QUALITY ASSURANCE	
1	Unsuccessful Bids/Proposals & Related Documents	1	Contractor Monitor/QAE Appointment/CR
2	Abstract of Bids/Proposals	2	Training Records
3	Price and Cost Data/Audits	3	Contractor's Quality Control Plan
4	Technical Evaluations/Competitive Range	4	Quality Assurance Surveillance Plan (QASP)
5	Record of Negotiations	5	QAE Schedule (AF Form 801)
6	Pre-Award Survey/Certificate of Competency/Contractor Responsibility	6	Contract Administrator's Plan (CAP)
7	Contract Review (Internal, Legal, AETC) Clearance	7	Delinquent Performance Notification/Customer Complaint (AF Form 714)/Contract Discrepancy Report (AF Form 802)
8	Notice to Unsuccessful Bidders/Offerors/Debriefing Minutes	8	Commander and FAC Meeting Minutes
9	Synopsis of Award/Notice of Contract Award (SF 99)	9	QAE Daily Log (file when contract complete)/Checklists
10	Miscellaneous Award Abstract	10	Contract Administrators Surveillance/PRS Surv Matrix
11	Individual Contracting Action Report (DD Form 350) (Contract only)	11	Performance/Quality Meeting Minutes
12	Late Bids/Mistake in Bids		
13	Protests/Congressional Inquiries Prior to Award		
14	Protests/Congressional Inquiries After Award	TAB F - LABOR RECORDS	
15	General Pre-Award Correspondence	1	Subcontractor Information
16	Copy of Successful Proposal	2	Collective Bargaining Agreements
17	Contract	3	Service Contract Act Violations
18	Modifications with Supporting Documents	4	SCA Conformance Actions
		5	Labor Correspondence
		TAB G - DRAWINGS	
		1	Drawings/Plans/Specifications
		2	Samples, Materials, and Equipment Submittals

ADDITIONAL NOTES/COMMENTS

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

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).