

**CONTRACT FILE CONTENT CHECKLIST - PREAWARD CONTRACT FILE**

Instructions: Below is a list of items to be included, as appropriate, in each contract file. The list is not all-inclusive, therefore the Federal Acquisition Regulation (FAR) and other regulatory material must be checked to insure that all actions required by Statute, Executive Order and/or Regulation are accomplished and documented in the contract file.

Documents shall be filed and tabbed in the order indicated by the numbers below (filed consecutively, with the highest number on top). Additional documents, if any, pertinent to the procurement action shall be identified in the blank spaces provided. If a document is not placed in its consecutive order, please note in the space to the right, "See Item No. \_\_\_\_" or indicate where the item is located (i.e., separate file or file number).

Description of Items/Services Acquired		Dollar Amount (incl. options)			
Contract/Modification Number		Contract Specialist			
ITEM NO.	DOCUMENT	APPL & IN FILE	ITEM NO.	DOCUMENT	APPL & IN FILE
1	Procurement Request, Amendments and All Supporting Documentation, (Including independent government estimate, and Specifications, etc.)		15	"No Proposal/Bid" Correspondence	
			16	Abstract	
			17	Bid Bond and Clearance	
2	Acquisition Plan/Milestone Plan		18	Record of Late Proposals/Bids	
3	A-E Board Report		19	Technical Evaluation Memorandum Covering Evaluation of Proposals/Bids, & Other Documents Relating to Evaluation	
4	Small Business Coordination Record (CG5080) and Correspondence Relating to 8(a) Program				
5	Approved Automated Information System (AIS) Proposal (IT Acquisitions)		20	Competitive Range Determination	
6	Synopsis and Presolicitation Notices		21	Unsuccessful Proposals/Bids & All Correspondence with Each Unsuccessful Offeror Including any Revisions to the Original Proposal (Proposals and Accompanying Revisions/Correspondence Should be Segregated by Contractor)	
7	AAP Submission/Procurement Forecast Submission				
8	Source List/Planholder's List/Solicitation Requests		22	Successful Proposal/Bid	
9	Justification for Other Than Full and Open Competition		23	All Correspondence with Successful Offeror (Including any Revisions to the Original Proposal, Mistakes in Bid, etc...) Prior to Execution of the Contractual Document	
10	Determinations/Approvals				
	a. Liquidated Damages		24	Successful Offeror's Price or Cost Data	
	b. Nonpersonal Services				
	c. Options, Justification for Use		a. In Proposal Documents		
	d. Options, Exercise of		b. Separate Papers Filed Hereunder		
	e. Type of Contract		25	Audit Reports	
	f. Warranty Clause, Inclusion of			a. Price Analysis Staff	
g. Other Determinations/Approvals		b. Field (DCAA)			
11	SF 98 and DOL Wage Determination		26	Weighted Guidelines Profit/Fee Objective, DHS Form 700-17	
12	Reserved				
13	Solicitation, Amendments, and Reviews		27	Certificate of Current Cost or Pricing Data	
14	Record of Pre-proposal/Pre-bid Conference				a. Separate Papers Filed Hereunder

ITEM NO.	DOCUMENT	APPL & IN FILE	ITEM NO.	DOCUMENT	APPL & IN FILE
27	b. Attached to _____		43	Miscellaneous Documentation	
28	Final Technical Rating after Negotiations			COTR Delegations	
29	Determination of Prospective Contractor Responsibility (DHS Form 700-12)			Debriefings	
	a. Pre-Award Survey				
	b. SBA Certificate of Competency				
	c. KO's Determination of Contractor Responsibility				
30	Post-Negotiation Memorandum/ KO's Determination of Price Reasonableness				
31	Contracting Officer's Revalidation of Requirement (Required if procurement action in process for more than one year from date of procurement request.)				
32	Security Requirements				
	a. Contract Security Classification Specification (DD Form 254)				
	b. Kr Security Clearance Information (Obtained from Defense Investigative Service (DIS))				
33	Subcontracting Plan Approval Correspondence				
34	Equal Opportunity Clearance				
35	Protests before Award				
	a. To Agency				
	b. To GAO				
36	Reserved				
37	Correspondence Relating to Execution of Contractual Document				
38	Notice to Unsuccessful Offerors/Bidders				
39	Pre-Award Review and Approval of Award (Including Local Reviews/Approvals and CGHQ, DHS Reviews/Approvals When Applicable)				
40	Contract Award Notification (DHS Form 2140-01)				
41	Printout of Valid HSCIS Record				
42	Award Notice ( Commerce Business Daily)				