

**SECTION I
PRESOLICITATION DOCUMENTS**

TAB	DESCRIPTION	IN FILE*
	Purchase Request/Certification of Funding/Independent Government Cost Estimate, SOW, etc. [FAR 4.803 and FAR 32.702]	
	Acquisition Plan [FAR 7.105 and DTAR 1007.1]	
	Other Than Full & Open Competition Authority JOFOC and Related Correspondence [FAR 6.3 and DTAR 1006.3]	
	Market Research [FAR 10.001, FAR 10.002 and FAR 12.202]	
	Determination & Findings - Authorization for Use	
	a. Time & Materials Contract [FAR 16.601 (c)]	
	b. Labor Hour Contract [FAR 16.602]	
	c. Multiple Award Determination [FAR 16.504(c)(1) & (c)(2)]	
	Other Approvals/Determinations:	
	a. Non-Personal Services Determination [FAR 37.103]	
	b. Justification for Use of Options [FAR 17.205 and DTAR 1017.2] Determination not to Evaluate Options [FAR 17.206(b)]	
	c. Value Engineering Clause Exclusion [FAR 48.201 (a) or Exemption (f)] [FAR 48.102(a) FAR 48.201 (f) and DTAR 1048.102(a)]	
	d. Deviations from FAR/DTAR/Statutes [FAR 1.4 and DTAR 1001.4]	
	e. Determination on Availability of Personnel [FAR 37.204, FAR 205 and DTAR 1037.204]	
	f. Multi-Year Contracting [FAR 17.105-1]	
	g. Approval for Firm-Fixed Price Level of Effort contract > \$100,000 [FAR 16.207-3(d)]	
	h. Other Administrative Approvals	
	CBD Synopsis/Waiver/Exception [FAR 5.2 and DTAR 1005.2]	
	Commercial Item Waiver - Tailoring of Terms/Conditions/Clauses Inconsistent with Customary Commercial Practice [FAR 12.302(c) and DTAR 1012.301]	
	Small Business Review [FAR 19.5 and DTAR 1019.501]	
	SBA Correspondence (Search and Offering Letters) [FAR 19.8, DTAR 1019.8 and PIM 98-06]	
	Service Contract Act Wage Determination, SF 98 & 98A and Comparable Government Wage Rates (FAR 22.1007) or Davis Bacon General Wage Determination [FAR 22.404 and DTAR 1022.404]	
	Source Selection Plan/TEP/BMEP Plan [FAR 12.602, FAR 15.3 and DTAR 1015.3]	

* Make notations against each tab with either a check mark (✓) or N/A (not applicable); also cite cross-reference to other file(s).

**SECTION II
SOLICITATION DOCUMENTS**

TAB	DESCRIPTION	IN FILE *
	Solicitation Document [FAR 4.803(a)(8), FAR 12.603, FAR 14.201 and FAR 15.203 and FAR 15.205]	
	Solicitation Amendments and Supporting Documents [FAR 4.803(a)(8), FAR 14.208, FAR 15.206 and FAR 43.301]	
	Legal Review and Response [DTAR 1004.71]	
	Bureau Procurement Reviews and Response	
	Other Bureau Reviews and Responses (e.g., Technical/COTR)	
	Departmental Review	
	Documentation to Support the Use of Oral Solicitations [FAR 15.203(f)]	
	Distribution of Solicitation Document and Requests for Mailing List with Business Size [FAR 14.205 and FAR 15.205]	
	Review - List of Parties Excluded from Federal Procurement and Nonprocurement Programs [FAR 9.404(c)(5) and DTAR 1009.404(c)(5)]	
	Pre-Bid/Proposal Conference Information (list of attendees, transcript/minutes) [FAR 14.207 and FAR 15.201]	
	"No Bid" Correspondence [FAR 14.205-2]	
	Explanation for Not Using Sealed Bidding – Check Applicable Block Y Inadequate time Y Award on other than price Y Need to hold discussions Y Competition not expected	

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SECTION III (a) PRE-AWARD DOCUMENTS		
TAB	DESCRIPTION	IN FILE*
	Unsuccessful Proposals/Bids Information (cross reference - if filed elsewhere) [FAR 4.803(a)(1)][FAR14.403]	
	a. Unsuccessful Offers	
	b. Correspondence with Unsuccessful Offerors (in chronological order)	
	c. Preaward Notices, (e.g., exclusion from competitive range, preaward notice for small business programs and postaward notices) [FAR 15.503(a)(1) and (2)(b)]	
	Successful Proposals/Bids & all Correspondence with Successful Offeror prior to Execution of Contractual Document (in chronological order) [FAR 15.504 and FAR 14.408-1]	
	Record of late Proposals/Bids/ Determinations/Notices [FAR 15.304-1, FAR 14.304-4 and FAR 15.208]	
	Cost or Pricing Data & Certification of Current Cost or Pricing Data, Required Justification for Waiver [FAR 15.403-1, FAR15.403-4 and FAR 15.406-2] [FAR 4.803(a)(17)]	
	Audit Reports or Reason for Waiver [FAR 15.404-2, FAR 42.7, FAR 4.803 (a)(20) and DTAR 1015.404-2]	
	Competitive Range Determination [FAR 15.306(c), FAR 4.803(a)(21)]	
	Record of Oral Presentations [FAR 15.102]	
	Memorandum of Prenegotiation Objectives including TDF 76-01.2 "Record Profit/Fee Prenegotiation Objective" and Cost Analysis/Price Analysis [FAR 15.406-1, DTAR 1015.406-1, FAR 15.404-1 and FAR 4.803(a)(19)]	
	Price Negotiation Memorandum [FAR 12.209, FAR 15.406-3 and FAR 4.803(a)(21)]	
	a. Past performance Evaluation Documentation [FAR 15.304(c)(2), FAR 15.304(c)(3)(ii) and FAR 42.1502(a)]	
	b. Technical/Cost Evaluation Documentation [FAR 12.602 and FAR 15.305]	
	c. Source Selection Decision Document [FAR 12.206, FAR 14.408-7 and FAR 15.308]	
	Pre-Award Debriefing(s) [FAR 15.505]	
	Subcontracting Plan & Review Documentation FAR 19.702, FAR 19.704 and DTAR 1019.705-4]	
	Pre-Award Survey Report or Reference to Previous Reports Relied Upon [FAR 9.106]	

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**SECTION IV
POST-AWARD DOCUMENTS**

TAB	DESCRIPTION	IN FILE*
	Synopsis of Contract Award [FAR 5.3, FAR 4.803(a)(27) and DTAR 1005.3]	
	Post-Award Notice to Unsuccessful Offerors [FAR 14.409, FAR 15.503(b) and FAR 4.803(a)(28)]	
	Post-Award Debriefing(s) [FAR 15.506 and FAR 4.803(a)(28)]	
	Bid Guarantee, Performance, Payment or Other Bond Documents and Notices to Sureties [FAR 28.1 &.2, DTAR 1028.1 &.2 and FAR 4.803(a)(30)]	
	Waiver of Bid Guarantee [FAR 28.101-1(c) and DTAR 1028.101-1(c)]	
	Copy of ICAR, SF 279 [FAR 4.6 and DTAR 1004.6]	
	Approval for Payment of Overtime Premiums [FAR 22.103-4 and DTAR 1022.103-4]	
	Commercial Item Waiver - Tailoring of Clauses Inconsistent with Customary Commercial Practice [FAR 12.203(c) and DTAR 1012.302]	
	Post-Award Protest Correspondence or MMK Independent Review [FAR 33.1 and DTAR 1033.1]	
	Public/Legislative Notice/Announcement of Contract Award [FAR 5.303]	
	Contract Distribution Record [FAR 4.201]	

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SECTION V (a)
CONTRACT ADMINISTRATION DOCUMENTS

TAB	DESCRIPTION	IN FILE*
	Original Signed Contract or Award Documents [FAR 4.803(a)(26) & (b)(1)]	
	Original Contract Modifications (include current listing of modifications to date, cross reference - if filed elsewhere) [FAR 4.803(b)(1)]	
	Documents Supporting Contract Modifications (e.g., cost and pricing documentation)(cross reference - if filed elsewhere) [FAR 4.803(b)(1)]	
	Modification Distribution Record [FAR 4.201]	
	Postaward Conference Orientation [FAR 42.5]	
	Memorandum and Supporting Documents Transferring Contract File or Memorandum explaining why Procurement Office will Administer Contract File [FAR 42.2]	
	Approvals/Disapprovals of Requests for Waivers/Deviations from Contract Requirements [FAR 42.302]	
	Documentation of Cost or Price Analysis for Modifications (e.g., cost or pricing data, certificates, information other than cost or pricing data) [FAR 42.302]	
	Accepted/Rejected Engineering Change Proposal Documentation [FAR 48.103 and DTAR 1048.103]	
	Delivery/Task Orders & Related Documentation (cross reference - if filed elsewhere) [FAR 42.302]	
	Stop Work Orders/Notice to Proceed [FAR 42.13]	
	Security Requirements - Forms/Correspondence on Contractor Background Investigations [FAR 42.302(a)(20)]	
	Contractor Performance Information [FAR 42.1502(a)]	
	Disputes/Claims Documentation [FAR 33.2 and DTAR 1033.2]	
	Royalty, Invention, and Copyright Reports [FAR 27 and DTAR 1027]	
	Documentation Regarding Termination Actions [FAR 49, DTAR 1049 and FAR 4.803(a)(38)]	

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SECTION V (b)
CONTRACT ADMINISTRATION DOCUMENTS

TAB	DESCRIPTION	IN FILE*
	Current Chronological Listing of Awarding and Successor Contracting Officers with Inclusive Dates of Responsibility [FAR 42.202(a)]	
	Inspection/Receiving Reports [DTAR 1046.672]	
	Invoices/Vouchers/Approval for Payment [FAR 42.302 and FAR 4.803(b)(12)]	
	Insurance Policies or Certificates of Insurance [FAR 28.3 and DTAR 1028.3]	
	Documentation Supporting Advance or Progress Payments [FAR 32.2, FAR 32.4, FAR 32.5, DTAR 1032.2 and DTAR 1032.4]	
	Production Progress Reports [FAR 42.11]	
	Quality Assurance Records [FAR 46.4 and FAR 4.803(b)(15)]	
	Property Administration Records [FAR 45.105 and FAR 4.803(b)(16)]	
	SBA Correspondence [FAR 19.812(a) and (d), DTAR 1019.812 and DTAR 1019.812-70]	
	Subcontracting Reports SF 294/295 [FAR 19.704(a)(10)(ii) & (iii) and DTAR 1019.705-3(c)(d)]	

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**SECTION VI
CONTRACT/DELIVERY ORDER/TASK ORDER CLOSEOUT**

TAB	DESCRIPTION	IN FILE *
	Physical Completion Statement from Project Office/COTR [FAR 4.804-5(a)]	
	Disposition of Sensitive Material Completed [FAR 4.804-5(a)(1)]	
	Final Contractor Performance Report Received [FAR 42.1502(a)]	
	Final Patent and/or Royalty Reports Received [FAR 4.804-5(a)(2)&(3)]	
	All Outstanding Value Engineering Change Proposals Closed [FAR 4.804-5(a)(4)]	
	Property Clearance Documentation [FAR 4.804-5(a)(6)]	
	All Interim or Disallowed Costs Settled and Release of Claim [FAR 4.804-5(a)(7)]	
	Price Revisions Completed [FAR 4.804-5(a)(8)]	
	Subcontracts Settled [FAR 4.804-5(a)(9)]	
	Prior Year Indirect Cost Rates Settled [FAR 4.804-5(a)(10)]	
	Termination Docket Completed [FAR 4.804-5(a)(11)]	
	Contract Audit Completed [FAR 4.804-5(a)(12)]	
	Contractor's Closing Statement [FAR 4.804-5(a)(13)]	
	Contractor's Final Invoice [FAR 4.804-5(a)(14)]	
	Contract Funds Review Completion/Deobligation of any Excess Funds Documentation [FAR 4.804-5(a)(15)]	
	Contract Completion Statement [FAR 4-804-5(b)]	

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