

**CONTRACT/MODIFICATION FILE CHECKLIST  
FILE FORMAT (AWARD)**

IAA P.O. CONTRACT NO	MODIFICATION NO.	RFP/IFB NO.
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CONTRACTOR	AMOUNT \$	CONTRACT TYPE
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NO.	ITEM	IN	N/A	NO.	ITEM	IN	N/A
1.	PROCUREMENT REQUEST			14.	COST OR PRICE ANALYSIS REPORT		
	a. Advisory and Assistance Services				a. Estimate		
	b. Funding Certification				b. Profit/Fee Analysis		
2.	SPECS, DRAWINGS, TECHNICAL DOCUMENTS			15.	PRICE NEGOTIATION MEMORANDUM		
3.	ACQUISITION PLAN AND A-76 DETERMINATION <i>(If Applicable)</i>			16.	CERTIFICATE OF CURRENT COST OR PRICE DATA		
4.	DETERMINATIONS AND FINDINGS AND/OR JUSTIFICATION <i>(See GSAR 501.7)</i>			17.	PRE-AWARD SURVEY - RESPONSIBILITY DETERMINED		
	a. Determination and Findings <i>(FAR 1.7)</i>			18.	EEO COMPLIANCE REVIEW		
	b. Justification <i>(FAR 6.303)</i>			19.	"NO BID" / "NO PROPOSAL" CORRESPONDENCE		
5.	DEPARTMENT FOR LABOR WAGE DETERMINATIONS			20.	UNSUCCESSFUL BIDS/ PROPOSALS		
	a. Services <i>(SF 98)</i>			21.	MISTAKES IN BIDS/ PROTESTS		
	b. Construction <i>(Wage Rates)</i>			22.	LATE BIDS/ PROPOSALS		
6.	SMALL BUSINESS/LABOR SURPLUS SET-ASIDE DETERMINATION			23.	CONTRACTUAL ACTIONS INCLUDING		
7.	SOURCE LIST OR MARKET SURVEYS				a. Successful Bids/ Proposals		
8.	SYNOPSIS OR ADVERTISEMENT				b. Subcontracting Plans		
9.	PRE-SOLICITATION NOTICE			24.	LEGAL REVIEW		
	a. Pre-Solicitation Conference			25.	GSA FORM 1535 RECOMMENDATION FOR AWARD(S)		
	b. Bid Document Deposits			26.	ANY NOTICES, INCLUDING SF 99 NOTICE OF AWARD OF CONTRACT <i>(If Applicable)</i>		
10.	IFB/RFP AND AMENDMENTS			27.	SF 279, FED. PROCUREMENT DATA SYS. (FPDS) INDIVIDUAL CONTRACTION ACTION		
11.	ABSTRACT OF BIDS/PROPOSALS			28.	REQUIRED APPROVAL		
12.	COST OR PRICING DATA OR WAIVER				Contract Clearance		
13.	FIELD PRICING REPORT <i>(Audit)</i>			29.	NOTICE TO PROCEED		

REMARKS

SIGNATURE OF NEGOTIATOR	DATE
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**FILE FORMAT (ADMINISTRATION)**

<b>NO.</b>	<b>ITEM</b>	<b>IN</b>	<b>N/A</b>	<b>NO.</b>	<b>ITEM</b>	<b>IN</b>	<b>N/A</b>
30.	CONTRACT BONDS/INSURANCE						
	a. Payment						
	b. Performance						
31.	PAYROLLS						
32.	INSPECTION REPORTS						
33.	RECEIVING REPORTS						
34.	INVOICES/ VOUCHERS						
35.	SPECIAL FINANCING DOCUMENTS						
	a. Assignment of Claims						
	b. Advance Payments						
36.	PROGRESS PAYMENT RECORD						
37.	FINAL PAYMENT DOCUMENTS						
	a. Contractor Release of Claims						
	b. Final Inspection/ Acceptance Reports						
	c. Approval of Final Payments						
38.	GENERAL CORRESPONDENCE						
39.	CONTRACT MODIFICATIONS						
	a. Correspondence						
	b. Modification Documents and Proposals						
40.	TERMINATION DOCUMENTS						

REMARKS

SIGNATURE OF NEGOTIATOR