

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

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 & All Supporting Documentation (<i>Including independent government estimate, & specifications, etc.</i>)		17	Bid Bond and Clearance	
			18	Record of Late Proposals/Bids	
2	Acquisition Plan/Milestone Plan		19	Technical Evaluation Memorandum Covering Evaluation of Proposals/Bids, & Other Documents Relating to Evaluation	
3	A-E Board Report				
4	Small Business Review Form (DHS 700-22) & Correspondence Relating to 8(a) Program		20	Competitive Range Determination	
5	Approved Automated Information System (AIS) Proposal (IT Acquisitions)		21	Unsuccessful Proposals/Bids & All Correspondence with Each Unsuccessful Offeror Including any Revisions to the Original Proposal (<i>Proposals & Accompanying Revisions/ Correspondence Should be Segregated by Contractor</i>)	
6	Synopsis & Presolicitation Notices				
7	AAP Submission				
8	Source List/Planholder's List/Solicitation Requests		22	Successful Proposal/Bid	
9	Justification for Other Than Full & Open Competition		23	All Correspondence with Successful Offeror (<i>Including any Revisions to the Original Proposal, Mistakes in Bid, etc.</i>) Prior to Execution of the Contractual Document	
	Determinations/Approvals				
10	a. Liquidated Damages		24	Successful Offeror's Price or Cost Data	
	b. Nonpersonal Services				
	c. Options, Justification for Use				
	d. Options, Exercise of		25	Audit Reports	
	e. Type of Contract				
	f. Warranty Clause, Inclusion of				
	g. Other Determinations/Approvals				
11	SF 98 & DOL Wage Determination		26	Weighted Guidelines Profit/Fee Objective, DHS Form 700-17	
12	Reserved				
13	Solicitation, Amendments, & Reviews		27	Certificate of Current Cost or Pricing Data	
14	Record of Pre-proposal/Pre-bid Conference				
15	"No Proposal/Bid" Correspondence				
16	Abstract		28	Final Technical Rating after Negotiations	



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

