

A-E CONTRACT CHECK LIST	
Contract No.	Negotiated/Sealed Bid:
Contractor Name:	Contract Options:
Dollar value:	Contract Type:
Award Date:	Contracting Officer:

ITEM	YES	NO	N/A
<u>Contract Folder</u>			
1. Labeling (and contract numbering)			
2. Contacts (Address/Phone)			
3. File Folder Format in use			
4. Check list in place			

PRE-SOLICITATION DOCUMENTATION--A-E	YES	NO	N/A
1. Funding document (AD-700)(FAR1.602-2)			
2. Accounting Code			
3. Budget Object Code			
4. Authorized Signature			
5. SOW			
6. Cost Estimate/Independent Gov't Estimate (FAR 36.605)			