

Procurement & Property Division Policy Memorandum

Subject: Contract and Purchase Order Checklists		Number: 4-02
Distribution: ARS Headquarters, Areas, and Locations	Date: July 11, 2003	This Replaces: Not Applicable

Background

As part of the vision for modernization and consistency across Agriculture Research Service's (ARS's) contracting and purchasing functions, the Procurement and Property Division's (PPD) strategic plan included the objective of standardizing and modernizing ARS procurement files. Contract and Purchase Order files contain many, varied, and often voluminous documents. The Federal Acquisition Regulation (FAR) contains guidance on how these files are to be organized.

Files should be able to stand on their own. They should be neat and kept in an orderly fashion so as to allow review during any phase of the procurement process. The contract file is a record of how and why the Contracting Officer conducted the procurement process. A file is well-documented when it can demonstrate to all future readers the issues, analyses, actions, and determinations that led to the actual contract or purchase order without having to consult the individuals responsible.

The File Format Checklists were developed in order to standardize recordkeeping functions. The intent of the standardization is to: facilitate the processing of all procurement actions, assuring file requirements are not inadvertently overlooked; to present a professional format for all procurement work; and to effectuate a more expeditious review of contract files.

Policy Guidance

Personnel are required to follow the provided checklists in implementing the FAR guidance contained at 4.803 and 4.804. The File Format Checklists have been updated to incorporate recent acquisition reform and to take advantage of electronic capabilities for disseminating information. The Checklists are intended to provide guidance on organizing and documenting the acquisition process from identification of requirements through closeout procedures. They are quick and ready references that supplement the requirements of FAR Subparts 4.803 and 4.804. The Checklists should not be used as a substitute for the FAR, Agriculture Acquisition Regulation (AGAR), and Departmental Regulations. Contracting personnel are responsible for knowing and understanding the content of these documents.

The Checklists contain lists for Contracts, with separate Checklists for Construction and A&E Contracting and Small Purchases. Contract Checklists are broken down into phases to include (a) Acquisition Planning; (b) Procurement Request & Solicitation Development; (c) Solicitation & Evaluation; (d) Award; (e) Contract Administration; and (f) Closeout.

Instant instructions have been provided with the File Format Checklists.

Action Required by REE

Policy Branch, PB

Maintain checklists for ARS use on the PPD website. Date all versions of the Checklists, and update Checklists, as required, to comply with changes in law, regulation, policy, or best practices. Use e-mail notification to make contracting offices aware of the latest version of the Checklists.

CO's, Contract Specialists, and Purchasing Agents

Use the latest version of the File Format Checklists to capture and document all actions necessary in all procurement actions.

AAO's and DAD's

Provide the necessary oversight to assure Checklists are in use and are being properly used in order to capture all necessary information.



Instructions for using File Format Checklists



The File Format Checklists were developed by the Procurement and Property Division in order to capture the record-keeping functions detailed in FAR Subparts 4.803 and 4.804. The Checklists contain lists for Contracts, with separate Checklists for different types of Construction and A-E Contracting, and Small Purchases. The Contracts Checklists are broken down into phases, to include a) Acquisition Planning; b) Procurement Request & Solicitation Development; c) Solicitation & Evaluation; d) Award; e) Contract Administration; and f) Closeout.

The intent of the Checklists is to: facilitate the processing of all procurement actions, assuring file requirements are not inadvertently overlooked; present a professional work format; and, effectuate a more expeditious review of contract files.

All Checklists contain references to the Procurement and Property Division's web-page at <http://www.afm.ars.usda.gov/divisions/ppd/psop.htm>, as well as FAR, AGAR, and Departmental references which require the submission of the referenced document. Within the Checklists, you will find references such as PPDG-CRB and marketre.doc. These references refer back to the web page identified above, and offer examples of the documentation. The titles within the Checklists are the names of the documents on this web-page.

Select the appropriate file format checklists.

The checklists may be used, as required, in 6-part folders (contracts) or pocket folders (small purchases). Separate folders should be used for the pre-award and post-award phases; some contracts are larger and may require additional folders. Checklists should be sequentially placed in the 6-part folder, from left to right, saving the Closeout Checklist until the contract is physically complete. The Closeout Checklist should be used for all contracts, task orders, and simplified acquisitions. The Contracts Checklists may also be useful for competitive services purchases under GSA or other GWAC schedules. Documentation associated with a particular checklist should be placed under the list in a sequential manner. Please note, these are not rigid documents. Through flexibility in the placement of the checklists, the overall layout of documentation can be best used to fit individual needs.

Although separate lists are provided for Award and Contract Administration, you will want to keep these documents together as they are so closely integrated. To accommodate preferences related to the placement of original contract documentation, the user may use the Phase IV checklist to keep the contract, modifications, and payments together, in conjunction with the Phase V checklist, or omit the Phase IV checklist and keep the contract, modifications, and payments with their corresponding backup documentation under the Phase V and VI checklists.

Additional volumes, if required, should be numbered (i.e., Volume 1 of 3). The Construction Checklist identifies volume numbers in the heading. If additional volumes other than pre- and post-award are not required, please disregard.

Place appropriate documentation, tabbed, or otherwise identified, according to the checklists, behind each of the checklists, adding any documents unique to the instant requirement to the open checklist lines. The open checklist lines will assist you in capturing and documenting all file material.

Check each box noted "In File" as appropriate, and write N/A or leave the box empty if the document is not required. Complete the bottom portion of the Acquisition Planning Checklist, which identifies the Contract Specialist and other pertinent data. Update as required.

A Modification Checklist documents each modification document. It is designed to capture documentation pertinent to each modification. A separate checklist should separate every modification. In addition to capturing documentation specific to each modification, this sheet also has blanks that should be filled in to provide a synopsis of the modification.



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Phase I

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Acquisition Planning		23.		
1.	Acquisition Plan FAR 7.1		24.		
2.	Market Research Analysis/RFI FAR 7.102, 10, 12.202, marketre.doc		25.		
3.	Exchanges with Industry before Receipt of Proposals FAR 14.207, 15.201		26.		
4.	Industry Terms and Conditions		27.		
5.	General Requirements FAR 8.001		28.		
6.	Set-aside Consideration/Recommendations/Determination (OSDBU Clearance) FAR 19.501, 19.803		29.		
7.	Pro-Net Search		30.		
8.	Quality Assurance Requirements FAR 46.2		31.		
9.	Draft Documents and Disposition		32.		
10.			33.		
11.			34.		
12.			35.		
13.			36.		
14.			37.		
15.			38.		
16.			39.		
17.			40.		
18.			41.		
19.			42.		
20.			43.		
21.			44.		
22.			45.		

REQUISITION NO./SOLICITATION NO.	AMOUNT
CONTRACTING OFFICER/TELEPHONE	COR/TELEPHONE
CONTRACTOR	PURCHASE REQUEST INITIATOR/TELEPHONE
CONTACT/TELEPHONE	CONTRACT NO.



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Phase II

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Procurement Request & Solicitation Development		26.	Specification Review by Competition Advocate FAR 6.5	
1.	Acquisition Package (AD-700, SPEC/Drawings/SOW/SOO/PWS, Government Estimate, Source List) FAR 7.302, 11; AGAR 411.1, 411.2		27.	PBSC Waiver FAR 37.6; PPD PM 37-02	
2.	List of GFE/GFI/GFP and Approvals FAR 45.3; AGAR 445.3		28.		
3.	Determination to Make a Single Award FAR 16.504(c)		29.		
4.	Ratification Documentation FAR 1.602-3; AGAR 401.602-3; AA212-16		30.		
5.	JOFOC FAR 6.3; AGAR 406.302-70; PPD PM 6-03		31.		
6.	Pre-solicitation Synopsis/Notice, Response/Evaluation FAR 5.2; AA37; PPD PM 5-02		32.		
7.	D&F: Authority to Exclude a Source FAR 6.202(b)		33.		
8.	Descriptive Literature Justification FAR 14.202-5(c)		34.		
9.	Brand Name Justification FAR 6.302-1(c); 11.1		35.		
10.	Bid Samples Justification FAR 14.202-4(d)		36.		
11.	Option Justification FAR 17.205		37.		
12.	Contract Type Justification FAR 16.102(d)		38.		
13.	D&F: Interagency Acquisitions (Economy Act) FAR 17.503		39.		
14.	Buy American Act Exception Determination FAR 25.103		40.		
15.	Non-Personal Service Documentation FAR 37.103(a)(3)(ii)		41.		
16.	Approval of Letter Contract FAR 16.603-3; AGAR 416.603		42.		
17.	Notice of Intent to Award Service Contract/Wage Determination/Installation Review FAR 22.1000		43.		
18.	Draft RFP, Comments and Disposition FAR 15.201(c)(6), 15.201(f)		44.		
19.	Solicitation Reviews, Comments, Approvals FAR 14.202-6; DR 5000-4; PPDG-CRB		45.		
20.	Liquidated Damages Justification FAR 11.5, 19.75-7, 22.302; AGAR 422.302		46.		
21.	OGC (Legal) Review DR 5000-4		47.		
22.	Pre-solicitation Correspondence FAR 5.2		48.		
23.	Memoranda for Record		49.		
24.	Agency Offering Letter to SBA for 8(a) FAR 19.804-2		50.		
25.	SBA Acceptance/Correspondence		51.		



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Phase III

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Solicitation & Evaluation		27.	Communication with Offerors after Establishment of Competitive Range (FAR 15.306(d))	
1.	Prebid/Proposal Conference Minutes FAR 14.207, 15.201(F)		28.	Final Proposal Revisions FAR 15.307, fpr.doc	
2.	IFB/RFI/RFP/RFQ (Including Amendments & Attachments) FAR 14.2, 15; AGAR 414.2, 15		29.	Source Selection Decision FAR15.308	
3.	FedBizOpps Notification FAR 5.201		30.	Price Reasonableness Determination FAR 12.209, 15.305(a)(1)	
4.	Bidder's List FAR 4.803(a)(5), 14.205		31.	Price Negotiation Memorandum FAR 15.406-3, prcneg.doc	
5.	Abstract of Bids/Proposals FAR 14.403		32.	Cost and Pricing Data, or other the Cost and Pricing Data FAR 15.4	
6.	Accepted Bids, Proposals		33.	D&F: Authorization for Advance Payments FAR 32.410; AGAR 432.4	
7.	Late Bids, Proposals, Mistakes, Determinations FAR 14.304, 14.407, 15.208; AGAR 414.4		34.	Subcontracting Plan and Review FAR 19.702, 19.705-4	
8.	IFB/RFP Cancellation/Rejection Determination FAR 14.404-1, 15.208(e); AGAR 414.404-1		35.	Letters to Unsuccessful Offerors (FAR 15.503, sryltr.doc, intawd.doc, awdnotic.doc	
9.	Pre-Award Survey FAR 9.106		36.	Debriefing Summaries FAR 15.5, 42.504, debrief.doc	
10.	Determination of Responsibility/Non-responsibility FAR 9.105-2; AA45		37.	Memoranda for Record	
11.	Certificate of Competency Actions FAR19.6; AGAR 419.6		38.	Parties Excluded from Procurement Programs – Responsibility Determination FAR 9.405; AGAR 409.405	
12.	EEO Compliance Review FAR 22.805; eeoclear.doc		39.	Correspondence	
13.	Influencing Activities Disclosure Forms FAR 3.804		40.	Pre-award Protests FAR 33.103, 19.302, 19.305, 33.104	
14.	Make or Buy Decisions FAR 15.407-2		41.		
15.	New Technology, Patents, Data Rights Determinations FAR 27		42.		
16.	Contract Deviations FAR 1.4; AGAR 401.4		43.		
17.	Software License Agreements FAR 12.212, 27.400; DR 5000-4		44.		
18.	Overtime Premium Approval FAR 22.103-4; AGAR 422-103-4		45.		
19.	Cancellation/Conversion to RFP FAR 14.401-1(e)- (f); PPD PM 14-01, 14-01A, 14-02		46.		
20.	Waiver of Facilities FAR 15.408(ii)		47.		
21.	SEB/SSA/TEP Appointments tepchair.doc, tepmemb.doc		48.		
22.	Proposal Evaluation/TEP Worksheets, to Include Past Performance Evaluation FAR 15.305; AA43		49.		
23.	TEP Evaluation Report teceval.doc		50.		
24.	Cost/Price Analysis FAR 15.404; AGAR 415.404-4		51.		
25.	Competitive Range Determination FAR 15.306(c), DR 5000-4, comprang.doc		52.		
26.	Pre-negotiation Objectives/Memorandum FAR 15.406-1		53.		



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Phase IV

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Alternate Document Placement		28.		
1.	Contract cvrltr.doc		29.		
2.	Modification Log Summary Sheet followed by Modification (Use Individual Sheet for each Modification)		30.		
3.	Public Voucher/Progress Payments/Invoices FAR 32		31.		
4.			32.		
5.			33.		
6.			34.		
7.			35.		
8.			36.		
9.			37.		
10.			38.		
11.			39.		
12.			40.		
13.			41.		
14.			42.		
15.			43.		
16.			44.		
17.			45.		
18.			46.		
19.			47.		
20.			48.		
21.			49.		
22.			50.		
23.			51.		
24.			52.		
25.			53.		
26.			54.		
27.			55.		



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Phase V

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT	IN FILE
	Award		27.	
1.	Successful Offeror, Including Reqs and Certs FAR 15.504		28.	
2.	Contract Reviews, Comments Approvals DR 5000-4		29.	
3.	COR APPOINTMENT LETTER cordesig.doc		30.	
4.	Post-Award Synopsis/Press Release, Congressional Notification FAR 5.301; AGAR 405.303; PPD PM 5-01		31.	
5.	SF-279 (FPDS Report) FAR 4.602		32.	
6.	Parties Excluded from Procurement Programs FAR 9.405; AGAR 409.405		33.	
7.	Contract cvrltr.doc		34.	
8.	Memoranda for Record		35.	
9.	Correspondence		36.	
10.			37.	
11.			38.	
12.			39.	
13.			40.	
14.			41.	
15.			42.	
16.			43.	
17.			44.	
18.			45.	
19.			46.	
20.			47.	
21.			48.	
22.			49.	
23.			50.	
24.			51.	
25.			52.	
26.			53.	



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Phase VI

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Contract Administration		28.	Post-Award Protests FAR 33.103, 19.302, 19.305, 33.104	
1.	Modification Log Summary Sheet followed by Modification (Use Individual Sheet for each Modification)		29.		
2.	Log sheet for Task Orders (Task/Delivery Orders, Including Supporting Documentation and any details located within this checklist may be located in stand alone files)		30.		
3.	Delegations FAR 42.2; AGAR 442.2; delauth.doc		31.		
4.	Government Surveillance Plan & Reports/Quality Assurance Plans FAR 37.602-2		32.		
5.	Post Award Conference Report FAR 42.503; AGAR 415.570		33.		
6.	Technical Direction		34.		
7.	Subcontract Consent FAR 44.201		35.		
8.	Subcontracting Reports FAR 19.704		36.		
9.	General Correspondence		37.		
10.	Memoranda for Record		38.		
11.	Public Voucher/Progress Payments/Invoices FAR 32		39.		
12.	Audit Reports FAR 42.1; AGAR 442.102		40.		
13.	Inspection/Acceptance Documentation FAR 46.5-6		41.		
14.	Purchasing Systems Reviews FAR 44.301		42.		
15.	Yearly Past Performance Assessment FAR 42.15; AGAR 442.1502		43.		
16.	Authorization to use Government Supply Sources FAR 51.102		44.		
17.	Suspension of Work/Stop Work Orders/Delays/Cure Notices FAR 42.13		45.		
18.	GFE/GFP Inventories FAR 45.508-1, 45.505, 45.615; AGAR 445.608		46.		
19.	Progress Reports		47.		
20.	Progress Meeting Notes		48.		
21.	Completion Data Monitoring		49.		
22.	Engineering Change Proposal FAR 48		50.		
23.	Rejected Engineering Change Proposal FAR 48.105		51.		
24.	Claims FAR 33.2; AGAR 433.2		52.		
25.	Royalty, Invention, Copyright Reports FAR 27.2 – 27.4		53.		
26.	Waivers from Contractual Requirements/Disapproval of Waiver Requests		54.		
27.	Freedom of Information Act (FOIA) Requests FAR 24.2		55.		



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Use for Each Modification

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Modification Documentation: # _____				
1.	Initial Correspondence				
	Purchase Request AD-700				
	Correspondence				
	Request for Information				
	Contractor's Proposal Modification				
	Evaluation of Modification (Technical and Cost/Price)				
	Other Documentation				
2.	Modification Status				
	MOD # cvrltr.doc				
	Purpose				
	Date				
	Amount (+) or (-)				
	Period of Performance Extension From: _____ To: _____				
3.	Additional Documentation				
	Termination Settlement Report FAR 49				
	Assignment of Claims FAR 32.8; AGAR 432.8				
	Novation Agreement FAR 42.12				
	Wage Determination Revisions FAR 22.404-6; AGAR 422.404-6				
	D&F Exercise of Options FAR 17.207(b)-(f); dfopt.doc				
	Options, Contractor Notification Letter FAR 17.207(a), optnltr.doc				



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Phase VII – Closeout

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Closeout		27.		
1.	Completion Statement FAR 4.804, kcomplete.doc		28.		
2.	Past Performance or Performance Evaluation FAR 42.15, nihpast.doc; corpast.doc		29.		
3.	Warranty Information FAR 46.7, 12.404		30.		
4.	Release of Claims		31.		
5.	Audit Information		32.		
6.	Location Closeout Letter & Response FAR 4.805		33.		
7.	Payment Office Closeout Letter & Response FAR 4.804; finoice.doc		34.		
8.	Disposition of GFE & GFP FAR 45.5, 45.6		35.		
9.	Date Sent to Federal Records Center FAR 4.805		36.		
10.	Other Closeout Documentation		37.		
11.	EPM Closeout Letter & Response Information		38.		
12.	Contractor Closeout Letter & Response Information		39.		
13.	Notification of Building Completion to RPMB and Real Property Office		40.		
14.			41.		
15.			42.		
16.			43.		
17.			44.		
18.			45.		
19.			46.		
20.			47.		
21.			48.		
22.			49.		
23.			50.		
24.			51.		
25.			52.		
26.			53.		



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

FD Construction RFP/8(a) Non-Competitive

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT	IN FILE	DOCUMENT	IN FILE
Volume I – Preaward		Volume V- Award & Post Award Documentation	
PART 1		PART 1	
Government Estimate FAR 36.203		Summary of Award/Memo to the File FAR 4.803	
Procurement Plan FAR 7.1		Notice of Award FAR 36.213-4	
Set-Aside Determination, OSDBU Clearance, Market Research FAR 19.501(d)		OFCCP Notice FAR 22.804	
Action Plan/Fact Sheet		Congressional Notification (>\$1 Million) FAR 5.3, P&P 5-01	
Project Orientation Documentation		COR/EPM Appointment Letters FAR 46.1	
PART 2		PART 2	
SBA Offering Letter & Response; SBA Certification FAR 19.8		Performance & Payment Bonds FAR 28	
Wage Determination FAR 22.4		Insurance Certificate FAR 28	
Memos to the File FAR 4.803		SF-1413's, Statement & Acknowledgement (Prime & Subs) FAR 22.406-5	
PART 3		Notice to Proceed FAR 36.213-4	
Pre-Proposal Conference Documentation FAR 36.212		Preconstruction Conference Documentation FAR 36.212	
Contractor's Proposal(s) FAR 4.803		PART 3	
Evaluation Report (if applicable) FAR 15.3		Memos to the File/General Correspondence FAR 4.803	
Negotiation Memos FAR 15.4		Volume VI – Contract Review Board	
Volume II – RFP & Amendments (w/Specs & Drawings)		Volume VII – Requests for Information & Backup Documentation	
Volume III – Award		Volume VIII – Job Meeting Minutes	
PART 1		Volume IX – Inspection Reports	
AD-700 FAR 4.803		Volume X – Payments/Payment Record Sheet	
Reps & Certs FAR 4.803		Volume IX – Payrolls (Accordion File Folder as necessary)	
Contract (w/SF-279) FAR 4.803			
Volume IV – Post Award – Modifications & Backup Documentation			
REQUISITION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

FD Construction RFP – Competitive

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT	IN FILE	DOCUMENT	IN FILE
Volume I – Pre-Award		PART 5	
PART 1		Letters to Unsuccessful Offerors FAR 15.5	
Government Estimate FAR 36.203		Determination of Responsibility Documentation FAR 9.105	
Procurement Plan FAR 7.1		Volume II – RFP w/Amendments and Specs & Drawings	
Set-Aside Determination/OSDBU Clearance, Market Research FAR 19.501(d)		Volume III – Award	
Action Plan/Fact Sheet		AD-700 FAR 4.803	
Project Orientation Documentation		Reps and Certs FAR 4.803	
PART 2		Contract w/SF-279 FAR 4.803	
Pre-Solicitation Notice (>\$100K) FAR 36.213-2		Volume IV – Post Award – Modification & Backup Documentation (AD-700's, SF-279's, Memos to File, etc.)	
Wage Determination FAR 22.4		Volume V – Award and Post-Award Documentation	
FedBizOpps Notice FAR 5.2		PART 1	
General/Miscellaneous Correspondence FAR 4.803		Memo to Award FAR 36.213-4	
Mailing List FAR 4.803		FedBizOpps Notice of Award FAR 5.3	
PART 3		Notice of Award to Contractor FAR 15.504	
Pre-Proposal Conference Documentation FAR 36.212		OFCCP Notice FAR 22.804	
TEP Appointment Letters FAR 4.803, 15.3		COR/EPM Appointment Letters FAR 46.1	
TEP Initial Evaluation Report FAR 15.3, 15.4		Congressional Notification (>\$1 Million) FAR 5.3, PPD PM 5-01	
Competitive Range Determination FAR 15.3		PART 2	
Notice to Offerors Not In Competitive Range FAR 15.5		Performance & Payment Bonds FAR 28	
Notice to Offerors In Competitive Range FAR 15.5		Insurance Certificate FAR 28	
PART 4		SF-1413's, Statement of Acknowledgement (Prime & Subs) FAR 22.406-5	
Unsuccessful Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) FAR 4.803		Notice to Proceed FAR 36.213-4	
Rejected Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) FAR 4.803		Pre-Construction Conference Documentation FAR 36.213, 4.803	
TEP Final Evaluation Report		Debriefing Notes/Memos FAR 15.5	
Negotiation Memos FAR 15.4			
REQUISITION NO./SOLICITATION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

FD Construction – IFB

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT	IN FILE	DOCUMENT	IN FILE
Volume I – Pre-Award		Volume III – Award	
PART 1		PART 1	
Government Estimate FAR 36.203		AD-700 FAR 4.803	
Procurement Plan FAR 7.1		Reps and Certs FAR 4.803	
Set-Aside Determination/OSDBU Clearance, Market Research FAR 19.501(d)		Contract w/SF-279 FAR 4.803	
Action Plan/Fact Sheet		Volume IV – Post Award – Modification & Backup Documentation (AD-700's, SF-279's, Memos to File, etc.)	
Project Orientation Documentation		Volume V – Award and Post-Award Documentation	
PART 2		Part 1	
Pre-Solicitation Notice (>\$100K) FAR 36.213		Summary/Memo to Award FAR 14.408	
Wage Determination FAR 22.4		FedBizOpps Notice of Award FAR 5.3	
FedBizOpps Notice FAR 5.2		Congressional Notification (>\$1 Million) FAR 5.3, PPD PM 5-01	
PART 3		Notice of Award FAR 36.213-4, 14.408-1	
Mailing List FAR 4.803		OFCCP Notice FAR 22.804	
Pre-Bid Conference Documentation FAR 36.212		COR/EPM Appointment Letters FAR 46.1	
No Bid Letters FAR 4.803		PART 2	
Abstract of Offers FAR 14.403		Performance & Payment Bonds FAR 28	
PART 4		Insurance Certificate FAR 28	
Unsuccessful Bids w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) FAR 4.803		SF-1413's, Statement of Acknowledgement (Prime & Subs) FAR 22.406-5	
Rejected Bids w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) FAR 4.803		Notice to Proceed FAR 36.213-4	
Letters to Unsuccessful Bidders FAR 14.409		Pre-Construction Conference Documentation FAR 36.213, 4.803	
Responsibility Determination Documentation FAR 9.105		Subcontracting Plan FAR 19.702	
PART 5		SF 294/295 Subcontracting Reports FAR 19.705	
General/Miscellaneous Correspondence FAR 4.803		Volume V – Contract Review Board (if applicable)	
Volume II – IFB w/Amendments and Specs & Drawings		Volume VI – Mistake in Bid Documentation (if applicable)	
		Volume VII – Correspondence	
REQUISITION NO./SOLICITATION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

AREAS, Construction Contract

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT	IN FILE	DOCUMENT	IN FILE
Volume I		PART 5	
PART 1		Memo of Award w/Responsibility Determination FAR 9.105	
Government Estimate FAR 36.203		FedBizOpps Notice of Award FAR 5.301	
Procurement Plan FAR 7.1		Notice of Award to Contractor FAR 36.213-4, 14.408-1	
Set-Aside Determination/OSDBU Clearance, Market Research FAR 19.501		OFCCP Notice FAR 22.804	
Wage Determination FAR 22.4		COR/EPM Appointment Letters FAR 46.1	
PART 2		PART 6	
Pre-Solicitation Notice SF-1417 (>\$100K) FAR 36.213		Performance & Payment Bonds FAR 28	
FedBizOpps Notice FAR 5.2		Insurance Certificate FAR 28	
SBA Offering Letter, Response, Certification (8(a) Set-aside only) FAR 19.8		SF-1413's, Statement of Acknowledgement (Prime & Subs) FAR 22.406-5	
General Correspondence/Memos to File FAR 4.803		Notice to Proceed FAR 36.213	
PART 3		Pre-Construction Conference Documentation FAR 4.803	
Mailing List(s) FAR 4.803		Volume II – IFB/RFP w/Admndments & Specs & Drawings	
Pre-Bid Conference Documentation FAR 36.212		Volume III – Contract	
No Bid Letters FAR 4.803		PART 1	
8(a) Proposals (if applicable) FAR 4.803		AD-700	
Negotiation Memo(s) (if applicable) FAR 15.3, 15.4		Reps and Certs FAR 4.803	
PART 4		Contract w/SF-279 FAR 4.803	
Unsuccessful Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) FAR 4.803		PART 2 – Modifications w/Backup Documentation (AD-700, SF-279, and Memos to File)	
Rejected Offers w/Copies of Bid Bonds, Sects. A, B, K (If documents are too large, include note on location) FAR 4.803		Part 3	
Letters to Unsuccessful Offerors FAR 14.409		Inspection Reports	
Abstract of Offerors FAR 14.409		Job Meeting Minutes/Progress Reports	
		Part 4 – General Correspondence/Memos to File	
		Volume IV – Invoices and Payroll Records	
		Volume V – Mistake in Bids w/Backup Documentation	
REQUISITION NO./SOLICITATION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

FD A-E Contract – Project Specific

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT	IN FILE	DOCUMENT	IN FILE
Volume I – Pre-Award		Volume III – Evaluation	
PART 1		PART 1 – Initial Evaluation Sheets w/Scores FAR 36.602-3	
Statement of Work & Government Estimate FAR 36.605		PART 2 – Revised/Final Evaluation Sheets w/Scores FAR 36-602-3	
Action Plan/Fact Sheet		Volume IV – Award	
Set-Aside Determination/OSDBU Clearance, Market Research FAR 19.501(d)		PART 1	
FedBizOpps Notice FAR 5.2, 36.601-1		AD-700 FAR 4.803	
Procurement Plan FAR 7.1		Reps and Certs FAR 4.803	
PART 2		Contract w/SF-279 FAR 4.803	
TEP Appointment Letters FAR 36.602-2		PART 2 – Modifications w/Backup Documentation (AD-700, SF-279, Memos to File, Correspondence, etc.)	
TEP Initial Evaluation Report FAR 36.602-3		Volume V – SF-252/254 & Presentation Material from Successful A-E	
Short List Letter to Selection Official & Approval FAR 36.602-3		Volume VI – Post-Award	
Invitation Letters to Short Listed Firms		PART 1	
Letters to Unsuccessful Firms FAR 36.607		Notice of Award to Contractor FAR 15.504	
PART 3		Memo of Award w/Responsibility Determination FAR 9.105	
TEP 2 nd Evaluation Report FAR 36.602-3		FedBizOpps Notice of Award FAR 5.3	
Letter to Selection Official on Recommended Firm for Negotiation & Approval FAR 36.602-4		Notice of Award to Contractor FAR 15.504	
Letters to Unsuccessful Short Listed Firms FAR 36.607		Congressional Notification (>\$1 Million) FAR 5.3, PPD PM 5-01	
PART 4		COR/EPM Appointment Letters FAR 46.1	
Proposal(s) FAR 4.803		PART 2	
Pre-Negotiation Memo FAR 15.4		Subcontracting Plan (>\$500K) (if applicable) FAR 19.702	
Memo of Award FAR 4.803		SF-294/295 Subcontracting Reports (if applicable) FAR 19.705	
General Correspondence FAR 4.803		PART 3 – Correspondence	
Volume II – SF-254/255 & Presentation Material from Unsolicited A-E Firms		Volume VIII– Solicitation Package Mailing Charges w/Copies of Bank Checks	
		Volume IX– Payments/Payment Record Sheet	
REQUISITION NO./SOLICITATION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

FD & AREAS, A-E Indefinite Quantity Contract (IQC)

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT	IN FILE	DOCUMENT	IN FILE
Volume I – Pre-Award		Volume IV – Award	
PART 1		PART 1	
Statement of Work		AD-700 FAR 4.803	
Procurement Plan FAR 7.1		Reps and Certs FAR 4.803	
Set-Aside Determination/OSDBU Clearance, Market Research FAR 19.501(d)		Contract w/SF-279 FAR 4.803	
FedBizOpps Notice FAR 5.2, 36.601-1		Volume V – Modifications w/Backup Documentation (AD-700, SF-279, Memos to File, Correspondence, etc.)	
PART 2		Volume VI – SF-252/254 & Presentation Material from Successful A-E	
TEP Appointment Letters FAR 36.602-2		Volume VII – Post-Award	
TEP Initial Evaluation Report FAR 36.602-3		PART 1	
Short List Letter to Selection Official & Approval FAR 36.602-3		Notice of Award to Contractor FAR 36.213-4, 15.504	
Invitation Letters to Short Listed Firms		Memo of Award w/Responsibility Determination FAR 9.105	
Letters to Unsuccessful Firms FAR 36.607		FedBizOpps Notice of Award FAR 5.3	
PART 3		Notice of Award to Contractor FAR 15.504	
TEP 2 nd Evaluation Report FAR 36.602-3		Congressional Notification (>\$1 Million) FAR 5.3, PPD PM 5-01	
Letter to Selection Official on Recommended Firm for Negotiation & Approval FAR 36.602-4		COR/EPM Appointment Letters FAR 46.1	
Letters to Unsuccessful Short Listed Firms FAR 36.607		PART 2	
PART 4		Subcontracting Plan (>\$500K if applicable) FAR 19.702	
Proposal(s) FAR 4.803		SF-294/295 Subcontracting Reports (if applicable) FAR 19.705	
Pre-Negotiation Memo FAR 15.4		Volume VIII– Solicitation Package Mailing Charges w/Copies of Bank Checks	
Memo of Award FAR 4.803		Volume IX– Payments/Payment Record Sheet	
General Correspondence FAR 4.803		Volume – X – Task Order Log	
Volume II – SF-254/255 & Presentation Material from Unsolicited A-E Firms		PART 1 – Log Sheet	
Volume III – Evaluation		PART 2 – Copies of Face Sheets of Task Orders	
PART 1 – Initial Evaluation Sheets w/Scores FAR 36.602-3		PART 3 – Copies of Contract Modifications	
PART 2 – Revised/Final Evaluation Sheets w/Scores FAR 36-602-3			
REQUISITION NO./SOLICITATION NO.		AMOUNT	
CONTRACTING OFFICER/TELEPHONE		COR/TELEPHONE	
CONTRACTOR		PURCHASE REQUEST INITIATOR/TELEPHONE	
CONTACT/TELEPHONE		CONTRACT NO.	



USDA, REE, ARS



Checklist for File Content

See FAR Subpart 4.803

Simplified Acquisition

Place document in file. If document is required, place an "X" in the "IN FILE" column, or use folder identifier if there is more than one folder.

DOCUMENT		IN FILE	DOCUMENT		IN FILE
	Simplified Acquisitions		10.	Software License Agreements FAR 12.212, 27.400; DR 5000-4	
1.	Purchase Request and all Backup Documentation		11.	Option Justification FAR 17.205	
2.	Brand Name Justification FAR 6.302-1(c); 11.1		12.	D&F: Exercise of Options FAR 17.207(b)-(f), dfopt.doc	
3.	Minimum Publicizing Time Met, 10 days FAR 5.101(a)(2)		13.	Options, Contractor Notification Letter FAR 17.207(a), optnltr.doc	
4.	Open Market Synopsis over \$25,000 FedBizOpps FAR 5.101(a)(1)		14.	Purchase Order cvrltr.doc , W/ SF-279, 281	
5.	Other Than Small Business Justification: The Contracting Officer, in compliance with FAR 13.105 and 19.502-2 , hereby determines that this requirement cannot be awarded by means of a small business small-purchase set-aside because:		15.	Modifications and applicable backup documentation w/SF-279 (Construction >\$500; >\$25,000 all others)	
	Other Required Source of Supply. FAR 8.001, 8.002		16.	Davis-Bacon (Construction >\$2,000)	
	Foreign Purchase. FAR 25		17.	Performance Bond (Construction \$25,000 - \$100,000)	
	To assure satisfactory operation (warranty) of equipment, repair parts must be obtained from original equipment manufacturer, which is a large business firm.		18.	Notice to SBA 8(a) Award and Copy of Award AGAR 22	
	Software is proprietary to original equipment manufacturer, which is a large business firm.		19.	Modification Log	
	Procurement history of this requirement and a market search reveal that there is no reasonable expectation that offers will be obtained from two or more responsible small business concerns that are competitive in terms of market price, quality, and delivery.		20.	Record of Payments	
	Small business-small purchase set-aside action yielded only one small business quotation, which was not reasonable. Purchase completed on an unrestrictive basis.		21.	Acceptance	
6.	The price quoted is fair and reasonable based on the following:		22.	Closeout (Use Closeout Checklist)	
	Effective competition from ____ sources was obtained		23.		
	Comparison of proposed price with competitive prices in previous procurements		24.		
	Order # Date Price Paid		25.		
			26.		
			27.		
	Current Price Lists, Schedules (including GSA), Catalogs, Advertisements (Attach copy or cite price lists, schedule number, date, and page)		28.		
	Other (explain)		29.		
7.	Justifications		30.		
8.	Abstract of quotations		31.		
9.	Rationale for Award		32.		
REQUISITION NO./RFQ NO.			AMOUNT		
CONTRACTING OFFICER/TELEPHONE			PURCHASE REQUEST INITIATOR/TELEPHONE		
CONTRACTOR/CONTACT/TELEPHONE			PURCHASE ORDER NO.		