|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Agency/Department:** |  | **Request for Information (RFI)** | **Standard Bid** | **Simplified Bid** | **Qualified Based Selection (QBS)** | **Sole Source** |  |
| **Contract Number:** |  |
| **Contract File Document Check List****[Retain completed Check List in Contract File]** |
| **←←← Check all that apply →→→**  | **Comments** |
| **Request for Proposal (RFP), Request For Information (RFI) and Contract documents** |  |
| * **Actual RFP/RFI Document**
 |  |  |  |  |  |  |
| * **Vendor Questions**
 |  |  |  |  |  |  |
| * **Posted Responses to Vendor Questions**
 |  |  |  |  |  |  |
| * **RFP Addendums**
 |  |  |  |  |  |  |
| * **Public Notice of Solicitation (if applicable)**
 |  |  |  |  |  |  |
| * **EBB Notification**
 |  |  |  |  |  |  |
| * **Other sources (if applicable)**
 |  |  |  |  |  |  |
| * **RFP/RFI Responses**
 |  |  |  |  |  |  |
| * **List of vendors solicited (notified)**
 |  |  |  |  |  |  |
| * **Pre-bid List (if applicable)**
 |  |  |  |  |  |  |
| * **Price quotations**
 |  |  |  |  |  |  |
| * **Selection criteria**
 |  |  |  |  |  |  |
| * **Award Documentation**
 |  |  |  |  |  |  |
| * **Staff analyses/selection sheets**
 |  |  |  |  |  |  |
| * **Bid Tabulation Sheets**
 |  |  |  |  |  |  |
| * **Letter of Recommendation**
 |  |  |  |  |  |  |
| * **Statement of work**
 |  |  |  |  |  |  |
| * **Sole Source Waiver Request (approved) or Justification**
 |  |  |  |  |  |  |
| * **Waiver Request Other (approved) or Justification**
 |  |  |  |  |  |  |
| * **Fully Executed Original Contract with all Attachments**
 |  |  |  |  |  |  |
| * **Subcontractor Authorization (if applicable)**
 |  |  |  |  |  |  |
| * **Signed Contract Summary and Certification Form AA-14**
 |  |  |  |  |  |  |
| * **Correspondence, including emails**
 |  |  |  |  |  |  |
| * **Correspondence with vendor**
 |  |  |  |  |  |  |
| * **Correspondence with approvers about contract**
 |  |  |  |  |  |  |
| * **Suspension & Debarment verification**
 |  |  |  |  |  |  |
| * **State site verification**
 |  |  |  |  |  |  |
| * **Federal site verification (if applicable)**
 |  |  |  |  |  |  |
| * **Certificate of Insurance (valid)**
 |  |  |  |  |  |  |
| * **Contract Change Order or Amendment Package**
 |  |  |  |  |  |  |
| * **Letter of Intent (if applicable)**
 |  |  |  |  |  |  |
| **Bonds (if applicable)** |  |
| * **Bid**
 |  |  |  |  |  |  |
| * **Performance**
 |  |  |  |  |  |  |
| * **Payment**
 |  |  |  |  |  |  |
| * **Guarantee**
 |  |  |  |  |  |  |
| **Workers Comp Forms (if applicable)** |  |
| * **Self-Reporting**
 |  |  |  |  |  |  |
| * **Subcontractor Reporting**
 |  |  |  |  |  |  |
| **Construction CONTRACTS ONLY** |  |
| * **DBE or MWBE (if applicable)**
 |  |  |  |  |  |  |
| * **Waste Reduction Forms (if applicable)**
 |  |  |  |  |  |  |
| **Instructions:**1. **This Contract File Check List is a tool to ensure proper documentation is retained in the official Contract File, including a completed version of this Check List.**
2. **Documents associated with a “clear” box, if applicable, must be included in the Contract File. “Shaded” or “highlighted” boxes do not apply.**
3. **Complete Contract Files must be retained for at least three (3) years after the contract’s term expires.**
 |