|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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.** | | | | | | | |