|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |  |
| 1. **Actual RFP/RFI Document**
 |  |  |  |  |  |  |
| 1. **Vendor Questions**
 |  |  |  |  |  |  |
| 1. **Posted Responses To Vendor Questions**
 |  |  |  |  |  |  |
| 1. **RFP Addendums**
 |  |  |  |  |  |  |
| 1. **Public Notice Of Solicitation (If Applicable)**
 |  |  |  |  |  |  |
| 1. **EBB Notification**
 |  |  |  |  |  |  |
| 1. **Other Sources (If Applicable)**
 |  |  |  |  |  |  |
| 1. **RFP/RFI Responses**
 |  |  |  |  |  |  |
| 1. **List of Vendors Solicited (Notified)**
 |  |  |  |  |  |  |
| 1. **Pre-bid List (If Applicable)**
 |  |  |  |  |  |  |
| 1. **Price Quotations**
 |  |  |  |  |  |  |
| 1. **Selection Criteria**
 |  |  |  |  |  |  |
| 1. **Award Documentation**
 |  |  |  |  |  |  |
| 1. **Staff Analyses/Selection Sheets**
 |  |  |  |  |  |  |
| 1. **Bid Tabulation Sheets**
 |  |  |  |  |  |  |
| 1. **Letter of Recommendation**
 |  |  |  |  |  |  |
| 1. **Statement of Work**
 |  |  |  |  |  |  |
| 1. **Sole Source Waiver Request (Approved) or Justification**
 |  |  |  |  |  |  |
| 1. **Waiver Request Other (Approved) or Justification**
 |  |  |  |  |  |  |
| 1. **Fully Executed Original Contract With All Attachments**
 |  |  |  |  |  |  |
| 1. **Subcontractor Authorization (If Applicable)**
 |  |  |  |  |  |  |
| 1. **Signed Contract Summary and Certification Form AA-14**
 |  |  |  |  |  |  |
| 1. **Correspondence With Vendor**
 |  |  |  |  |  |  |
| 1. **Correspondence With Approvers About Contract**
 |  |  |  |  |  |  |
| 1. **Suspension & Debarment Verification**
 |  |  |  |  |  |  |
| 1. **State Site Verification**
 |  |  |  |  |  |  |
| 1. **Federal Site Verification (If Applicable)**
 |  |  |  |  |  |  |
| 1. **Certificate of Insurance (Valid)**
 |  |  |  |  |  |  |
| 1. **Contract Change Order or Amendment Package**
 |  |  |  |  |  |  |
| 1. **Letter of Intent (If Applicable)**
 |  |  |  |  |  |  |
| **Bonds (if applicable)** |  |
| 1. **Bid**
 |  |  |  |  |  |  |
| 1. **Performance**
 |  |  |  |  |  |  |
| 1. **Payment**
 |  |  |  |  |  |  |
| 1. **Guarantee**
 |  |  |  |  |  |  |
| **Workers CLASSIFICATION Forms (if applicable)** |  |
| 1. **Self-Reporting (Due At Time Of Bid Opening)**
 |  |  |  |  |  |  |
| 1. **Subcontractor Reporting (Due Prior To Contract Execution)**
 |  |  |  |  |  |  |
| **Construction CONTRACTS ONLY** |  |
| 1. **DBE or MWBE (If Applicable)**
 |  |  |  |  |  |  |
| 1. **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.**
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12-04-23