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

12-04-23