

**PROCUREMENT HISTORY FILE CHECKLIST**

CONTRACT NUMBER		CONTRACTOR NAME			CONTRACT AWARD DATE		
COMMODITY CODE/ BRIEF ITEM DESCRIPTION				AMOUNT \$		CONTRACT START DATE	
NO.	ITEM	IN FILE	N/A	NO.	ITEM	IN FILE	N/A
1.	PROCUREMENT REQUEST			16.	NEGOTIATION MEMORANDUM <i>(If Applicable)</i>		
	Funding/Accounting Code			17.	SOURCE SELECTION REPORT AND RELATED DOCUMENTS		
2.	INDEPENDENT COST ESTIMATE			18.	CONTRACTOR RESPONSIBILITY DETERMINATION		
3.	STATEMENT OF WORK (SPECIFICATION)			19.	REQUIRED AWARD APPROVALS		
4.	PROCUREMENT PLAN AND TIMELINE			20.	NOTICE OF INTENT TO AWARD		
5.	SINGLE-SOURCE JUSTIFICATION <i>(If Applicable)</i>			21.	PROTESTS		
6.	MARKET RESEARCH DOCUMENTS			22.	SIGNED (CONFORMED) CONTRACT		
7.	BIDDERS LIST			23.	CONTRACT MODIFICATIONS		
8.	SOURCE SELECTION PLAN AND DOCUMENTS			24.	OPTION EXERCISES AND RELATED DOCUMENTS		
9.	SOLICITATION AND AMENDMENTS			25.	CONTRACT DATA AND REPORTS		
10.	PRE-SOLICITATION APPROVALS			26.	COMPLAINT AND PERFORMANCE REPORTS		
11.	ADVERTISING			27.	DOCUMENTATION CONCERNING PRE- OR POST AWARD MISTAKES IN BID		
12.	PRE-BID OR PROPOSAL CONFERENCE NOTES AND QUESTIONS & ANSWERS <i>(If Applicable)</i>			28.	INVOICES/ VOUCHERS		
13.	BIDS/PROPOSALS AND SOLICITATION AMENDMENT ACKNOWLEDGEMENTS			29.	OTHER CORRESPONDENCE		
14.	"NO BID" LETTERS OR OFFEROR DISQUALIFICATION CORRESPONDENCE			30.	GENERAL CONTRACT CORRESPONDENCE		
15.	COST OR PRICE ANALYSIS			31.	CONTRACT CLOSE-OUT		

REMARKS

BUYER'S SIGNATURE	DATE
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