

OFFICIAL CONTRACT RECORD CHECKLIST - PRE-AWARD
(EFARS Subpart 4, Section 802)

CONTRACT NUMBER	DATE	<input type="checkbox"/> ADVERTISED <input type="checkbox"/> NEGOTIATED
SOLICITATION NUMBER		TYPE OF CONTRACT: <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> ARCHITECT ENGINEER <input type="checkbox"/> SUPPLY <input type="checkbox"/> SERVICE <input type="checkbox"/> OTHER
CONTRACTOR		

SECTION A - PRE-AWARD

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	1. PURCHASE REQUEST WITH COMPLETE SPECIFICATIONS FOR SUPPLY OR CONSTRUCTION, OR PERFORMANCE WORK STATEMENT FOR SERVICES.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. ACQUISITION PLAN, IF REQUIRED	<input type="checkbox"/>	<input type="checkbox"/>	
	b. EVIDENCE OF REVIEW OF SPECIFICATIONS	<input type="checkbox"/>	<input type="checkbox"/>	
	c. OTHER PRE-SOLICITATION DOCUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>	
	d. WAGE RATES REQUESTED (SVC.)	<input type="checkbox"/>	<input type="checkbox"/>	
	2. JUSTIFICATION AND APPROVALS, DETERMINATION AND FINDINGS, ASSOCIATED CORRESPONDENCE.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. JUSTIFICATION FOR RATE OF LIQUIDATED DAMAGES USED.	<input type="checkbox"/>	<input type="checkbox"/>	
	b. JUSTIFICATION FOR TYPE OF CONTRACT USED, IF REQUIRED.	<input type="checkbox"/>	<input type="checkbox"/>	
	3. EVIDENCE OF AVAILABILITY OF FUNDS.	<input type="checkbox"/>	<input type="checkbox"/>	
	4. SYNOPSIS OF PROPOSED ACQUISITION AS PUBLISHED IN CBD.	<input type="checkbox"/>	<input type="checkbox"/>	
	5. PRE-SOLICITATION NOTICE AND RECORD OF DISTRIBUTION.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. BIDDERS MAILING LIST; JUSTIFICATION FOR LIMITED LIST; EVIDENCE THAT FIRMS WERE CHECKED AGAINST DEBARRED BIDDERS LISTS; LIST OF FIRMS OR PERSONS WHOSE REQUESTS FOR COPIES OF THE SOLICITATION WERE DENIED, TOGETHER WITH REASONS FOR DENIAL.	<input type="checkbox"/>	<input type="checkbox"/>	
	b. PREQUALIFICATION - JUSTIFICATION AND APPROVAL	<input type="checkbox"/>	<input type="checkbox"/>	
	6. SMALL BUSINESS SET-ASIDE OR SMALL DISADVANTAGE SET-ASIDE CORRESPONDENCE.	<input type="checkbox"/>	<input type="checkbox"/>	
	7. GOVERNMENT ESTIMATE, SIGNED, DATED, AND APPROVED. BACKUP MATERIAL ON PRICE AND COST DATA OR REFERENCE TO LOCATION.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. PROPRIETARY SPECIFICATION - JUSTIFICATION, APPROVAL AND REPORT TO HQUSACE.	<input type="checkbox"/>	<input type="checkbox"/>	
	8. A COPY OF SOLICITATION, INCLUDING SPECIFICATIONS AND DRAWINGS OR REFERENCE TO LOCATION; AMENDMENTS.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. EVIDENCE OF REVIEW BY COUNSEL.	<input type="checkbox"/>	<input type="checkbox"/>	
	b. MINUTES OF PRE-BID, PRE-DESIGN, AND/OR PRE-NEGOTIATION CONFERENCES.	<input type="checkbox"/>	<input type="checkbox"/>	
	9. SECURITY REQUIREMENTS CHECKLIST (DD FORM 254) AND EVIDENCE OF REQUIRED CLEARANCES.	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION A - PRE-AWARD (CONT'D)

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	10. ONE COPY EACH SIGNED OFFER/DID WITH BOND, IF REQUIRED. (UNSUCCESSFUL OFFERS MAY BE MAINTAINED SEPERATELY, IF CROSS-REFERENCED IN CONTRACT FILE.) - SEE FAR 4.803(a) (10) (I) THRU (IV).	<input type="checkbox"/>	<input type="checkbox"/>	
	a. DETERMINATIONS CONCERNING LATE OFFERS.	<input type="checkbox"/>	<input type="checkbox"/>	
	b. ABSTRACT OF BIDS OR SUMMARY OF PROPOSALS.	<input type="checkbox"/>	<input type="checkbox"/>	
	11. CONTRACTOR'S CONTINGENT FEE REPRESENTATION AND OTHER CERTIFICATIONS AND REPRESENTATIONS.	<input type="checkbox"/>	<input type="checkbox"/>	
	12. PRE-AWARD SURVEYS PERFORMED OR REFERENCE TO PREVIOUS SURVEY REPORTS RELIED UPON.	<input type="checkbox"/>	<input type="checkbox"/>	
	13. SOURCE SELECTION DOCUMENTATION:	<input type="checkbox"/>	<input type="checkbox"/>	
	a. PRE-SELECTION DOCUMENTATION.	<input type="checkbox"/>	<input type="checkbox"/>	
	b. SELECTION DOCUMENTATION AND APPROVAL.	<input type="checkbox"/>	<input type="checkbox"/>	
	14. CONTRACTING OFFICER'S DETERMINATION OF CONTRACTOR'S RESPONSIBILITY.	<input type="checkbox"/>	<input type="checkbox"/>	
	15. SMALL BUSINESS ADMINISTRATION CERTIFICATE OF COMPETENCY.	<input type="checkbox"/>	<input type="checkbox"/>	
	16. RECORDS OF CONTRACTOR'S COMPLIANCE WITH LABOR, INCLUDING EEO POLICIES.	<input type="checkbox"/>	<input type="checkbox"/>	
	17. COST OR PRICING DATA (SF 1411) AND CERTIFICATES OF CURRENT COST OR PRICING DATA OR A REQUIRED JUSTIFICATION FOR WAIVER.	<input type="checkbox"/>	<input type="checkbox"/>	
	18. PACKAGING AND TRANSPORTATION DATA.	<input type="checkbox"/>	<input type="checkbox"/>	
	19. COST OR PRICE ANALYSIS.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. TECHNICAL ANALYSIS	<input type="checkbox"/>	<input type="checkbox"/>	
	20. AUDIT REPORTS OR JUSTIFICATION FOR WAIVER.	<input type="checkbox"/>	<input type="checkbox"/>	
	21. PRE-BCM (BUSINESS CLEARANCE MEMORANDUM).	<input type="checkbox"/>	<input type="checkbox"/>	
	a. POST-BCM	<input type="checkbox"/>	<input type="checkbox"/>	
	b. PRICE NEGOTIATION MEMORANDUM	<input type="checkbox"/>	<input type="checkbox"/>	
	22. AUTHORITY FOR DEVIATION FROM-	<input type="checkbox"/>	<input type="checkbox"/>	
	a. FAR, DFARS, AFARS, OR ERFARS	<input type="checkbox"/>	<input type="checkbox"/>	
	b. STATUTORY REQUIREMENT	<input type="checkbox"/>	<input type="checkbox"/>	
	c. OTHER RESTRICTIONS	<input type="checkbox"/>	<input type="checkbox"/>	
	23. REQUIRED APPROVALS OF AWARD.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. EVIDENCE OF LEGAL REVIEW	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION A - PRE-AWARD (CONT'D)

TAB	ITEM	CHECK COLUMN IF APPLICABLE	CHECK COLUMN IF IN FILE OR WRITE IN LOCATION	DATE OF ACTION
	b. VERIFICATION OF BID.	<input type="checkbox"/>	<input type="checkbox"/>	
	24. DOCUMENTATION OF BID REJECTION	<input type="checkbox"/>	<input type="checkbox"/>	
	a. NOTICE TO BIDDERS OF REJECTION OF ALL BIDS, STATING THE REASONS FOR SUCH ACTION.	<input type="checkbox"/>	<input type="checkbox"/>	
	25. PROTEST AGAINST AWARD.	<input type="checkbox"/>	<input type="checkbox"/>	
	a. MISTAKE IN BID WITH REQUESTS, DETERMINATIONS, SUBMISSIONS TO HQUSACE AND APPROVALS OR DISAPPROVALS.	<input type="checkbox"/>	<input type="checkbox"/>	
	b. MODIFICATION OR WITHDRAWL OF BIDS.	<input type="checkbox"/>	<input type="checkbox"/>	
	26. PROTEST OF GOVERNMENT ESTIMATE.	<input type="checkbox"/>	<input type="checkbox"/>	
	27. NOTIFICATION TO LATE BIDDERS/OFFERORS.	<input type="checkbox"/>	<input type="checkbox"/>	
	28. UNBALANCED BIDS.	<input type="checkbox"/>	<input type="checkbox"/>	
	29. NOTICE TO UNSUCCESSFUL BIDDERS/OFFERORS AND RECORD DEBRIEFING.	<input type="checkbox"/>	<input type="checkbox"/>	
	30. REPORT OF IDENTICAL BIDS.	<input type="checkbox"/>	<input type="checkbox"/>	
	31. OTHER:	<input type="checkbox"/>	<input type="checkbox"/>	
	a.	<input type="checkbox"/>	<input type="checkbox"/>	
	b.	<input type="checkbox"/>	<input type="checkbox"/>	
	c.	<input type="checkbox"/>	<input type="checkbox"/>	
	d.	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	