

Contract File Document Checklist

Each contract file must include:

- ☐ Documentation of agency's effort to solicit 3 quotes
- ☐ The solicitation document, the contractor's response, and the award document (Purchase Order, Blanket Purchase Order, or another DOP-issued document.) Please see the Awards Chapter of DOP's Desk Manual for explanations of the different types of award documents.
- ☐ All specifications, drawings, and manuals
- ☐ Proposal Evaluation Plan, materials and scores, pre-proposal/pre-bid conference minutes
- ☐ Contractor's Response(s)
- ☐ All contract amendments
- ☐ A list of State-furnished property or services, including identification cards and keys.
- ☐ Agendas, sign-in sheets, and notes/minutes of internal and external meetings.
- ☐ Copies of memorandums and all correspondence (telephone conversations, emails, letters.)
- ☐ Compliance monitoring: report due dates, site visits, meeting agendas, sign-in sheets, and notes
- ☐ All reports required by the contract, including 3rd party report requirements (grantors, Federal government, etc.)
- ☐ Notices to Proceed, Stop Work, Notice to Cure, etc.
- ☐ Payment documentation (e.g., written acceptance documents, invoices)
- ☐ Close-Out documents.
- ☐ Debriefing results