

## CONSTRUCTION CONTRACT FILE INDEX (Proponent: NGB-AQP)

CONTRACT NO.:	PERFORMANCE PERIOD:
CONTRACTOR:	CONTRACTOR POC:
BUSINESS ADDRESS (STREET, COUNTY, STATE, ZIP CODE)	TELEPHONE:
	FAX:

VENDOR CODE:	CEC CODE:	CAGE CODE:
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TAB NO.	SECTION	CK IF INCL	TAB NO.	SECTION	CK IF INCL
<b>A PRE NEGOTIATION DOCUMENTS</b>			<b>D POST AWARD DOCUMENTS</b>		
A-1	INITIAL MEMORANDUM /PROJECT DOCUMENTS/ RELATED DOCUMENTS	<input type="checkbox"/>	D-1	SYNOPSIS OF AWARD	<input type="checkbox"/>
A-2	PURCHASE REQUEST/GOVERNMENT ESTIMATE/ CERTIFICATION OF FUNDS	<input type="checkbox"/>	D-2	DD FORM 350	<input type="checkbox"/>
A-3	D&F (WARRANTY, ETC.)	<input type="checkbox"/>	D-3	PRE-PERFORMANCE CONFERENCE	<input type="checkbox"/>
A-4	LIQUIDATED DAMAGES DETERMINATION	<input type="checkbox"/>	D-4	PAYMENT & PERFORMANCE BONDS/CHECKLIST	<input type="checkbox"/>
A-5	SMALL BUSINESS COORDINATION RECORD/ SECTION 8(a) CORRESPONDENCE	<input type="checkbox"/>	D-5	CERTIFICATE OF INSURANCE	<input type="checkbox"/>
A-6	SOLE SOURCE JUSTIFICATION AND APPROVAL IF APPLICABLE	<input type="checkbox"/>	D-6	NOTICE TO PROCEED	<input type="checkbox"/>
A-7	PRESOLICITATION NOTICES/RESPONSES	<input type="checkbox"/>	D-7	NOTICE OF CONTRACT AWARD	<input type="checkbox"/>
A-8	ADVANCE ACQUISITION PLAN	<input type="checkbox"/>	D-8	MISCELLANEOUS CORRESPONDENCE	<input type="checkbox"/>
A-9	SYNOPSIS	<input type="checkbox"/>	<b>E CONTRACT ADMINISTRATION</b>		
A-10	BIDDER'S MAILING LIST/CO's REVIEW	<input type="checkbox"/>	E-1	APPOINTMENT OF COR/OTHER ADMINISTRATIVE DELEGATIONS	<input type="checkbox"/>
A-11	SOLICITATION/AMENDMENTS	<input type="checkbox"/>	E-2	CONTRACT PROGRESS MEETINGS	<input type="checkbox"/>
A-12	CO's SOLICITATION REVIEW COMMENTS	<input type="checkbox"/>	E-3	SITE VISITS/DOCUMENTS	<input type="checkbox"/>
A-13	SOLICITATION-LEGAL REVIEW & APPROVALS	<input type="checkbox"/>	E-4	DELINQUENCY DOCUMENT ACTIONS/ RESPONSES, (CURE NOTICES, SHOW CAUSE NOTICES, ETC.)	<input type="checkbox"/>
A-14	PRE-BID CONFERENCE/MINUTES/SITE VISIT	<input type="checkbox"/>	E-5	LIQUIDATED DAMAGES ASSESSMENT DATA	<input type="checkbox"/>
A-15	MISCELLANEOUS CORRESPONDENCE	<input type="checkbox"/>	E-6	WARRANTY CALL DOCUMENTATION	<input type="checkbox"/>
<b>B PRE-AWARD DOCUMENTS</b>			E-7	MISCELLANEOUS CORRESPONDENCE	<input type="checkbox"/>
B-1	ABSTRACT OF BIDS/PROPOSALS/ ATTENDANCE SHEETS	<input type="checkbox"/>	<b>F SUBMITTALS</b>		
B-2	NOTICE OF LATE BIDS/REJECTED BIDS	<input type="checkbox"/>	F-1	LABOR INVESTIGATION CORRESPONDENCE	<input type="checkbox"/>
B-3	UNSUCCESSFUL BIDS/NO BID CORRESPONDENCE	<input type="checkbox"/>	F-2	APPRENTICE CERTIFICATIONS	<input type="checkbox"/>
B-4	VERIFICATION OF BID/MISTAKE IN BID	<input type="checkbox"/>	F-3	PAYROLLS/DOCUMENTATION	<input type="checkbox"/>
B-5	SUCCESSFUL BID DOCUMENTS	<input type="checkbox"/>	F-4	LABOR CHECKS	<input type="checkbox"/>
B-6	PRE/POST BUSINESS CLEARANCE MEMORANDUM (BCM) AND PRICE NEGOTIATION MEMORANDUM	<input type="checkbox"/>	F-5	SUBCONTRACTOR DOCUMENTATION	<input type="checkbox"/>
B-7	COST & PRICING DATA AUDIT REPORT	<input type="checkbox"/>	F-6	MISCELLANEOUS CORRESPONDENCE	<input type="checkbox"/>
B-8	DETERMINATION OF PRICE REASONABLENESS	<input type="checkbox"/>	<b>G PERFORMANCE AND PAYMENTS</b>		
B-9	DETERMINATION OF RESPONSIBILITY	<input type="checkbox"/>	G-1	PROGRESS SCHEDULE	<input type="checkbox"/>
B-10	FUNDING DOCUMENT (AF FORM 9/DA 3953)	<input type="checkbox"/>	G-2	PRE-FINAL PAYMENTS CHECKLIST	<input type="checkbox"/>
B-11	CO's PROCUREMENT INTEGRITY CERTIFICATION	<input type="checkbox"/>	G-3	FINAL ACCEPTANCE/CONTRACT COMPLETION STATEMENTS	<input type="checkbox"/>
B-12	REQUEST FOR LEGAL REVIEW/APPROVAL	<input type="checkbox"/>	G-4	RELEASE OF CLAIMS	<input type="checkbox"/>
B-13	MISCELLANEOUS CORRESPONDENCE	<input type="checkbox"/>	G-5	INVOICES/PAYMENT VOUCHERS/FUNDS EXPENDITURE LOG	<input type="checkbox"/>
<b>C CONTRACT DOCUMENTS</b>			G-6	RECEIVING REPORTS	<input type="checkbox"/>
C-1	CONTRACT	<input type="checkbox"/>	G-7	CONTRACTOR PROGRESS	<input type="checkbox"/>
C-2	MODIFICATION - (PURCHASE REQUEST/COST COST ESTIMATE/ RECORD OF NEGOTIATIONS/ CONTRACTOR's PROCUREMENT INTEGRITY CERTIFICATION-MODIFICATION)	<input type="checkbox"/>	G-8	GOVERNMENT PROGRESS	<input type="checkbox"/>
C-3	CONTRACTOR's PROCUREMENT INTEGRITY CERTIFICATION-MODIFICATIONS	<input type="checkbox"/>	G-9	MISCELLANEOUS CORRESPONDENCE	<input type="checkbox"/>
C-4	CONTRACT LEGAL REVIEW AND APPROVALS	<input type="checkbox"/>	<b>H INSPECTION - TYPE C SERVICES</b>		
C-5	DISTRIBUTION OF CONTRACT/MODS	<input type="checkbox"/>	H-1	DRAWINGS, CURRENT/SUPERSEDED	<input type="checkbox"/>
C-6	MISCELLANEOUS CORRESPONDENCE	<input type="checkbox"/>	H-2	MATERIAL SUBMITTALS	<input type="checkbox"/>
			H-3	SCH OF MAT'L SUBMITTALS - AF FORM 66	<input type="checkbox"/>

*(Replaces NGB Form 8, dated OCT 86, which is obsolete)*