 Contract File Checklist

According to OAR 125-246-0556, agencies must ensure procurement files contain the following items.

This checklist helps maintain complete procurement files.

|  |  |
| --- | --- |
| **CONTRACT REFERENCE:** | Click here to enter text. |

[ ]  All Written documents delivered to an Agency from DAS Procurement Services, whether the documents relate to approvals, revocations, orders, modifications, or other actions, related to the documents’ subject matter and Action

[ ]  An executed Contract, if awarded, and any Ordering Instruments and Amendments

[ ]  The record of the actions used to develop and administer the Contract

[ ]  A copy of the Solicitation, if any

[ ]  The Contract Administrator and any delegates

[ ]  Any required findings or statement of justification for the selection of the Provider and sourcing method according to ORS 279A.200 through 279A.220 (Cooperative Procurement); 279B.055 through 085 (seven methods for Supplies and Services); 279C.100 through 279C.125 (Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services); or ORS 279C.300 through 279C.450 (Public Improvements);

[ ]  Documentation of Contract Administration according to OAR 125-246-0555 and if required by the selected procurement method:

[ ]  A list of prospective Providers notified of any Solicitation;

[ ]  The method used to advertise or notify prospective Providers;

[ ]  A copy of each Offer that resulted in the Award of a Contract;

[ ]  The record of any Negotiation of the Statement of Work and results;

[ ]  A record of all material Communications regarding the Solicitation by interested Providers according to OAR 125-246-0635;

[ ]  All information describing how the Provider was selected, including the method and basis for awarding the Contract;

[ ]  A copy of the Request for Special Procurement, if any;

[ ]  Documentation for a Federal Program purchase according to OAR 125-246-0360; and

[ ]  Documentation related to Cooperative Procurements according to OAR 125-246-0400.