

**Contract / Modification  
File Check List  
Section "A/B"**

**U.S. Department of Housing  
and Urban Development**  
Office of Administration

Contract / IAA No:	Task Order No:	Modification No:	Solicitation No:
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Contractor:	Amount: \$	Contract Type:
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Pre-Solicitation		In	N/A	Solicitation/Award		In	N/A
1. Request for Services and Statement of Work				12. Solicitation & Amendments			
2. Fund Reservation				13. IFB / RFP Correspondence			
3. Synopsis or Memorandum of Non-Synopsis				14. Abstract			
4. Contract Type				15. Technical Evaluation			
5. Justification for Other Than Full and Open Competition				16 a. Successful Proposal			
6. Individual Procurement Planning Document				b. Certifications			
7. Source List				c. Lobbying Disclosure (FAR 3.803)			
8. IFB/RFP Reviews				17. Cost / Price Analysis, Audit, and Cost Proposal			
9. Panel Appointments and Evaluation Plan				18. Other Approvals / Clearances:			
10. Other Coordination:				a. Inspector General/Debarred List			
a. OGC				b. Office of Federal Contract Compliance (DOL-EEO)			
b. Program Office				c. OSDBU (subcontracting plans)			
c. Small Business Specialist				19. Price Negotiation Memo/Summary of Procurement Action			
d. Other (specify)				20. Review Comments			
11. Procurement Integrity (certifications, list of authorized officials) and HUD-844/Ethics Memo				21. Letters to Unsuccessful Offerors/Debriefing Record			
				22. Award Synopsis			
				23. Contract			
				24. Distribution			
				25. MIS Input			
				26. Contract Modifications and Backup			
				27. Payment Record/Documentation			
				28. Subcontracting Plan and Reports			

Signature of Contract Specialist & Date :

X

<b>Reviews &amp; Approvals</b>	Signature of Division Director (Solicitation) & Date:	Signature of Division Director (Contract) & Date:
	X	X

Signature of Office Director ( if over \$500,000 ) & Date:

X