

CONTRACT INDEX RECORD

CONTRACT INDEX RECORD				Contract Number				
				Delivery Task Order				
Specialist				Name/Address of Contractor				
Project Officer, Bldg., Room Number				Contractor's Rep.				
Phone		FAX		Phone		FAX		
E-mail				E-mail				
DESCRIPTION			N/A	TAB	DESCRIPTION		N/A	TAB
Request for Contract/Request for Award Acquisition Planning Document					Successful Bid or Proposal			
<i>(including all required program clearances)</i>					Summary Memorandum/ Recommendation for Award			
DETERMINATIONS & FINDINGS								
Small Business					SPECIAL APPROVALS			
Options					EEO Clearance (over \$10 million)			
Other					Subcontracting Plan (over \$500,000)			
Justification for other than full and open competition					Review Board			
Synopsis					DC Control Board/City Council			
Source List					Legal Review			
Request for Proposal/Amendments					Other			
Invitation for Bid/Amendments								
Review Board					AWARD INFORMATION			
Abstract of Offers					Notice of Award			
Technical/Cost/Past Performance Request and Results					Letter to Unsuccessful Offerors			
Competitive Range					Congressional Liaison Office (over \$3,000,000)			
Notice to Offerors outside Competitive Range					Post Award Debriefings			
Prenegotiation Memorandum					Award Synopsis			
Preaward Debriefings					DCIS			
Request for final revisions					Contract Distribution Sheet			
Technical/Cost/Past Performance Request & Results of eval. of final revisions								