

Departmental Purchasing - Bids/Contracts

Agency Contract Title: _____
_____ - Solicitation Not Awarded

Contract and Bid Number: _____

Contract Term: _____

1. **Brown Accordion Folder:**

- ___ a. File Content Verification Form
- ___ b. Protest *
- ___ c. Public Information Request *
- ___ d. Solicitation Opening Documents
- ___ e. Approvals
- ___ f. Postings (VBS & MFMP)
- ___ g. Negotiations *
- ___ h. Conflict of Interest Forms *
- ___ i. Evaluations
- ___ j. Questions and Answers
- ___ k. Site Visits *
- ___ l. Solicitation Registration
- ___ m. Solicitation and Amendments
- ___ n. General Correspondence

2. **Yellow Folder:**

- ___ a. "No responses"
- ___ b. Non-awarded Solicitations

3. **Blue Folder (Awarded Contractor's Information Only):**

- ___ a. Response
- ___ b. Correspondence
- ___ c. Evaluation Form – Other Required Documents
- ___ d. DOS Registration
- ___ e. Vendor Registration

4. **Blue Folder (Contract Administrators File):**

- ___ a. Original Signed Contract
- ___ b. All Contract Numbered Memoranda
- ___ c. All Contract Tracking Memos, with all notes and signatures

* - if applicable

PROCUREMENT OFFICER SIGNATURE: _____

DATE: _____