

WEB xtender Index Sheet

SPAWAR – PRE-AWARD

Contract Number: _____

Solicitation Number: _____

Second Solicitation Number: _____

Program: _____

Contractor: _____

Contractor Cage Code: _____

Amendment Number: _____

Contracting Officer: _____

Contract Phase:	
<input type="checkbox"/>	Procurement/Planning
<input type="checkbox"/>	Solicitation
<input type="checkbox"/>	Negotiation/Evaluation
<input type="checkbox"/>	Miscellaneous

Document Type			
<input type="checkbox"/>	Correspondence Contractor	<input type="checkbox"/>	Solicitation/Amendment
<input type="checkbox"/>	Correspondence Government	<input type="checkbox"/>	Questions/Answers
<input type="checkbox"/>	Plans/Approvals	<input type="checkbox"/>	Proposals
<input type="checkbox"/>	Reports/Briefs/Meetings	<input type="checkbox"/>	Forms (SF/DD)

Date of Document Type (MM-DD-YYYY): _____

ID # of Document Type: _____
(i.e. Serial #,PR#MOD#)

Subject of Document Type: _____

Originator of Document: _____

REMARKS: _____

_____ Return

_____ Recycle

_____ Burn

11.0 HQPRE AWARD INDEX REFERENCE

CONTRACTING PHASE

Procurement/Planning

PR Package
DD 2579 (Sm Bus Coord Rec)
Synopsis
CHINFO/News Release/CCR
Waivers/Certificate of Current Cost Pricing
Correspondence or Other
J&A and IAM
EEO Compliance
Acquisition Plan
Acquisition Strategy
Review Checklist
COR Transcripts
Determination & Findings
EIT Certification
Source Selection Plan
Small Bus Subcontracting Plan/
Review Checklist
CCR Search Results
IGE
EPLS
Non Disclosure Agreement

Solicitation

RFP
Amendment
DCAA & DCMA Rate Check
Correspondence
Info on Contractor
Proposals
Cost Proposals
Tech Proposal
Sec K - Reps and Certs or ORCA Reps and Certs
Other

Negotiation/Evaluation

Correspondence
Business Clearance Memorandum
TEB Report or CEB Reports
CARP Report
Tech Evaluation
Weighted Guidelines
Source Selection Board Report
Other

DOCUMENT TYPE

Correspondence Contractor

Correspondence
Other

Correspondence Government

Correspondence
Other
CHINFO/News Release
CCR

Plans/Approvals

PR Package
Business Clearance
DD 2579 (Sm Bus Coord Rec)
J&A/IAM
Source Selection Plan
Review Checklist
CCR Search Results
IGE
Determination & Findings
COR Transcripts/Waivers
Route Slips
Weighted Guidelines
EEO Compliance
Cert of Current Cost Pricing
EIT Certificates
Acquisition Plans
Acquisition Strategy
Small Bus Subcontracting Plan/
Review Checklist
Non Disclosure Agreement

Reports/Briefs/Meetings

TEB or CEB Reports
CARP Report
Section K/ORCA Rep and Certs
Source Selection Board Report

Solicitation/Amendment

RFP and Amendment
Synopsis

Questions/Answers-Questions and Answers

Proposals

Cost Proposals/DCAA/ Rate Check
DCMA Rates
Contractor Solicitation
Cost/Non Cost Factors
Tech Proposals or Tech Evaluations

Forms (SF/DD) –

All forms not already covered