

Contract File Checklist

eMACS maintains the official contract record. Most of the documentation is contained in the system. The Contracts Officer **must** verify that the contract record is complete before close-out and archiving.

Agency Contract

- Fully executed Contract, including all attachments.
- All fully executed copies of any amendments and renewals on the Contract.
- ITPRs for each renewal and amendment (if applicable).
- Completed Renewal Justifications for each renewal.
- Insurance documentation.
- Contract performance security documents (if applicable).
- Correspondence between State and Contractor over the course of the contract.
- Completed Contract Close-out form.

Statewide Contract

- Fully executed copy of the contract (if SPB solicited) or Participating Addendum-PA (if cooperative solicited), including all attachments.
- All fully executed copies of any amendments and renewals on the contract.
- ITPRs for each renewal and amendment (if applicable).
- Insurance documentation.
- Contract performance security documents (if applicable).
- One-page ordering instructions summary.
- Correspondence between State and Contractor over the course of the contract.
- Completed Contract Close-out form.

Sole Source Contract

- Record of the completed requisition, appropriate approvals, and all supporting documents received from the Agency. *(NOTE: if the contract request was created from the eMACS requisition, this would be linked to the contract, please verify)*
- Approved ITPR (if applicable)
- Approved Sole Source Memo (should be in the original request, please verify)
- Verification of suspension/debarment search.
- Notice of Intent to Sole Source results (if applicable)
- Clarification, Negotiation, and/or BAFO documents (if applicable).
- Protest documentation (if applicable).
- Request for Documentation
- Fully executed Contract, including all attachments
- Sole Source Justification and Approvals for amendments or renewals.
- ITPRs for each renewal and amendment (if applicable)
- Contract performance security documents (if applicable)
- Correspondence between State and Contractor over the course of the contract
- Completed Contract Close-out form