

## **Contents of the File**

As a minimum, the file is to contain the following:

- Procurement Office Transmittal
- RFP justification and approval for this method of solicitation
- Requisition with scope of work
- Copy of the RFP
- List of proposers solicited
- Copies of all correspondence related to the file
- Copy of the advertisement
- Copy of all addenda, if applicable
- Proposal Offers (insure confidentiality of information, where applicable)
- Pricing model, if applicable
- Agency recommendation for award which includes methodology for evaluation, cost summary tabulation (reflecting consensus scoring of evaluation committee), evaluation point assignment, strengths and or significant weaknesses or non-compliances to RFP for each proposal
- Copies of letters of intent to award and regret letters
- Debriefing(s) comments
- Original of the final contract
- Buyers RFP Checklist