

**NAVSUP FLC PH
ANNUAL COR FILE REVIEW
CHECKLIST**

Contract _____ **Date** _____

COR _____ **Prepared By** _____

1. ____ Copy of the original COR appointment letter (signed by the PCO and acknowledged by the COR and the nominating official).
2. ____ Documentation supporting completion of COR training.
3. ____ A copy of the procurement request(s) with SOW/PWS. Independent Government Estimates.
4. ____ A copy of the request for proposal and all amendments.
5. ____ A copy of the contractor's technical proposal.
6. ____ Copies of pre-award correspondence.
7. ____ A copy of the contract/order and all modifications.
8. ____ A copy of all correspondence, including e-mails between COR and the contractor, contracting officer and/or ordering officer, and other Government officials involved in the contract and/or delivery/task order.
9. ____ A record of all Government Furnished Property, the date provided to the contractor, and the condition of the property when provided.
10. ____ A copy of the CAP.
11. ____ Copies of DD Form 254, Security Specification.
12. ____ Name, position title, phone number, e-mail address and function of every Government person who is providing technical or administrative assistance.
13. ____ Name, position title, phone number, e-mail address of the alternate COR.
14. ____ A surveillance plan (QASP) describing when, where and how surveillance is accomplished, and how the results will be used, if applicable.

15. ____ Copies of the minutes and list of attendees for each contract related meeting.
16. ____ Copies of test reports.
17. ____ Contract "diary."
18. ____ Government inspector's performance log.
19. ____ An outline showing any important dates.
20. ____ An outline showing any important dates.
21. ____ Record of unforeseeable situations, conditions, Acts of God, etc., and any actions taken to minimize adverse consequences.
22. ____ A tickler system showing all due dates.
23. ____ Copies of all contractor performance reports.
24. ____ Descriptions of contractor performance or provisional deficiencies and steps taken to correct them.
25. ____ Copies of all invoices and receipt documents processed from the contractor.
26. ____ Copies of all receipt and acceptance documents processed.
27. ____ Copy of all TDLs issued.
28. ____ Copy of COR monthly reports.
29. ____ Any additional supporting documentation.
30. ____ Record of overall contractor performance evaluation at the end of the contract or delivery/task order.
31. ____ Letter terminating COR appointment.
32. ____ Minutes of the contracting officer's debriefing of the COR at the end of the contract.

NOTES: