

Overseas Personal Services Contract

FILE CHECKLIST

CONTRACTOR: _____ ORIGINAL AWARD AMOUNT: _____

CONTRACTOR PEACE CORPS EOD: _____

CONTRACT NUMBER: _____ NUMBER OF OPTION PERIODS: _____

ITEM NO.	DESCRIPTION	CHECK IF IN FILE
***	Award Documents (original Contract & Options/Mods) in Chronological Order ***Place on left side of file folder for easy reference***	
1	Pre-Award Correspondence (i.e., email, letters, etc) in Chronological Order	
2	Proof of Available Funds Document	
3	Statement of Work	
4	Advertisements/Public Notices	
5	Applications/Resumes Received	
6	Signed <i>Peace Corps Overseas PSC Selection Memo</i>	
7	OACM Delegation of Additional Procurement Authority (<i>If total contract value exceeds warrant authority level</i>)	
8	Security Certification (see Guidance for Overseas Background Checks for requirements) (Electronic copy sent to backgroundchecks@peacecorps.gov)	
9	Intelligence Background Form (see MS 611 Attachment A) (Electronic copy sent to backgroundchecks@peacecorps.gov)	
10	Work Permits (<i>If applicable</i>)	
11	Post Award Correspondence in Chronological Order	
12	Other (<i>If applicable, please specify</i>)	
13	Other (<i>If applicable, please specify</i>)	
14	Performance Reviews and Feedback in Chronological Order	
15	Modification & Renewal Documentation (include modification log in front of tab and separate modification checklist for each mod)	
	Contractor's Release Statement and De-obligation Document (<i>Required if final invoice is less than PO obligation amount</i>)	