

## 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 <a href="#">Guidance for Overseas Background Checks</a> for requirements) (Electronic copy sent to <a href="mailto:backgroundchecks@peacecorps.gov">backgroundchecks@peacecorps.gov</a> )	
9	Intelligence Background Form (see MS 611 Attachment A) ( Electronic copy sent to <a href="mailto:backgroundchecks@peacecorps.gov">backgroundchecks@peacecorps.gov</a> )	
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> )	