

## OPPM Self-Inspection Program (SIP) Checklist

Solicitation Type: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Contract Number: \_\_\_\_\_

ITEM (Contract File Content)	REFERENCE	RESULT (Yes, No, N/A)
<b>Solicitation/Award</b>	AAM 81.190	
An approved RAP and all accompanying and supporting materials, including the written findings of fact.	AS 36.30.300-.310	
A copy of the solicitation and all amendments	AAM 81.190	
Register of Proposals – Name and Address of each Offeror	AS 36.30.230(a)	
Email Correspondence and approvals pertaining to Waivers or Legal Language changes to the solicitation (CPO, LAW and Risk Management)	AS 36.30.460 AAM 81.140, 170	
Question/Answer minutes, transcript, or audio created from a pre-bid or pre-proposal meeting.	AAM 81.110, 190	
All pertinent correspondence with potential offerors or bidders, including a summary of verbal communications for small procurement.	AAM 81.100, 190	
A copy of each submitted bid, proposal, or quote. This will include any that are late, rejected, returned, withdrawn, or found non-responsive.	AAM 81.190	
The written reasons for any cancelled solicitation; for any rejected bids, quotes, or proposals; and for any delayed opening of bids or proposals or return of proposals.	AS 36.30.160 AS 36.30.230(b)	
Bid register or proposal register	AS 36.30.140 AS 36.30.230	
All materials related to the Proposal Evaluation Committee, such as score sheets and notes.	AAM 81.190	
Justification for award.	AAM 81.190	
Any written determinations required by AS36.30 or 2 AAC 12.	AAM 81.140	
A copy of the Notice of Intent to Award for formal procurements or Notice of Award for small procurements.	AAM 81.190	
Records received from the contractor concerning its efforts to use Alaskan products.	AS 36.30.324, .326, .328, .330	
Record of Protests and Appeals (if applicable)	AS 36.30.560-.615	
All approvals are present before award of contract, i.e., IRB for IT, AG for legal council	AS 36.30.015(d)	
<b>Contract Administration</b>	AAM 81.190	
A copy of the resulting contract and all amendments, including any UAEs and support documentation.	AAM 81.190	
Documentation of performance or compliance issues, remedy, breach, or termination of contract.	AAM 81.190	
Invoicing and payment records as applicable	AAM 81.190	
Reports as applicable	AAM 81.190	
All pertinent correspondence with the contractor.	AAM 81.190	
Documentation of all actions taken to communicate and address performance or compliance issues.	AAM 81.190	
Current Alaska Business License (Including all subcontractors if applicable)	AS 36.30.110(b) AS 36.30.210(e)	
Current Certificate of Insurance (with Waiver of Subrogation for Workman's Compensation if applicable)	AS 23.30.45(d)	
Debarment	2 AAC 12.260(g)	

<b>If Federally Funded</b>		
Certification Regarding Drug-Free Workplace Requirements	28 CFR Part 67	
Prime Contractors Debarment & Anti-Lobbing Forms, SAMS	28 CFR 67 28 CFR Part 69	
Subcontractor's, Debarment and Anti Lobbying forms	28 CFR 67 28 CFR Part 69	