

Contract number: _____ **Contractor name:** _____

Award date: _____ **Performance period:** _____

Sealed-Bid Acquisition Checklist – Unsuccessful Bids

File original copies of the unsuccessful offerors' bids in this folder. List each organization submitting an unsuccessful bid by name and separate each bid with a lettered tab. If a bid(s) is too large to be filed in this folder, list the name of the offeror next to a lettered tab and reference in the blank provided the bid's location and the identification of the folder/file it is in.

<u>Tab</u>	<u>Unsuccessful Bids by Offeror</u>
A	_____
B	_____
C	_____
D	_____
E	_____