

**Contract number:** \_\_\_\_\_ **Task order number:** \_\_\_\_\_

**Contractor name:** \_\_\_\_\_

**Award date:** \_\_\_\_\_ **Performance period:** \_\_\_\_\_

**Task Order Checklist – Unsuccessful Proposals**

Separate each task order by its own numbered tab – e.g., Task Order #1, #2, etc. File original copies of unsuccessful task order proposals in this folder. List each organization submitting an unsuccessful proposal by name and separate each proposal with a lettered tab. If a proposal(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 proposal's location and the identification of the folder/file it is in.

**Tab**                      **Unsuccessful Proposals by Offeror**

**A** \_\_\_\_\_

**B** \_\_\_\_\_

**C** \_\_\_\_\_

**D** \_\_\_\_\_

**E** \_\_\_\_\_