

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 _____