

# POST-AWARD CONFERENCE RECORD

## PART I - GENERAL

1. CONTRACT NO.	2. TOTAL AMOUNT	3. TYPE OF CONTRACT	4. DATE OF CONFERENCE
5. PRIORITY OF PROCUREMENT (1-20) IDENTIFY	6. PREAWARD SURVEY MADE ( <i>x one</i> ) <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO	7. CONTRACTOR NAME	
		8. CONTRACTOR ADDRESS ( <i>Include Zip Code</i> )	

## PART II - CONFEREES

1. CONTRACTOR	2. GOVERNMENT

## PART III - CONFERENCE PROGRAM

### SECTION 1. CONTRACT ADMINISTRATION - GENERAL

SUBJECT (a)	ITEMS DISCUSSED ( <i>x if applicable</i> ) (b)	CLAUSE NO. ( <i>If applicable</i> ) (c)	INDICATE SIGNIFICANT CONCLUSIONS AND ANY FURTHER ACTION TO BE TAKEN (d)
<b>A. GENERAL</b>			
1. FUNCTION AND AUTHORITY OF U.S. GOVERNMENT PERSONNEL	<input type="checkbox"/>		
2. ROUTING OF CORRESPONDENCE	<input type="checkbox"/>		
3. OMISSIONS OR CONFLICTING PROVISIONS	<input type="checkbox"/>		
4. OTHER	<input type="checkbox"/>		
<b>B. REPORTS: PREPARATION AND SUBMITTAL</b>			
1. WORK PROGRESS	<input type="checkbox"/>		
2. FINANCIAL REPORTS	<input type="checkbox"/>		
3. ROYALTY REPORT	<input type="checkbox"/>		
4. PATENT REPORT	<input type="checkbox"/>		
5. OTHER ( <i>Specify</i> )	<input type="checkbox"/>		
<b>C. SUBCONTRACTS</b>			
1. CONSENT TO PLACEMENT	<input type="checkbox"/>		
2. PRIME'S RESPONSIBILITY FOR ADMINISTRATION	<input type="checkbox"/>		
3. CERTIFICATE OF CURRENT COST OR PRICING DATA	<input type="checkbox"/>		
4. SOURCE INSPECTION	<input type="checkbox"/>		
5. CORPORATION INTERDIVISIONAL ORDERS	<input type="checkbox"/>		
6. CLASSIFIED SUBCONTRACTS			
a. SECURITY REQUIREMENTS CHECK LIST ( <i>DD Form 254</i> ) - APPROVAL REQUIRED	<input type="checkbox"/>		
b. SPECIAL PROCEDURES FOR FOREIGN SUPPLIERS	<input type="checkbox"/>		
8. OTHER ( <i>Specify</i> )	<input type="checkbox"/>		

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<b>D. SMALL BUSINESS SUBCONTRACTING</b>			
1. CONTRACTUAL REQUIREMENTS	<input type="checkbox"/>		
2. PROGRAM DESIGNED TO FACILITATE SUBCONTRACTING TO SMALL BUSINESS	<input type="checkbox"/>		
3. DEFENSE SMALL BUSINESS SUBCONTRACTING REPORT ( <i>SF 295-quarterly; SF 294-semiannually</i> )	<input type="checkbox"/>		
4. PROPOSED NUMBER OF SUBCONTRACTS AWARDED SMALL BUSINESS _____ % OF DOLLAR VALUE	<input type="checkbox"/>		
<b>E. CONTRACT MODIFICATIONS</b>			
	<input type="checkbox"/>		
<b>F. GOVERNMENT PROPERTY</b>			
1. USE OF FACILITIES AND TOOLING	<input type="checkbox"/>		
2. MAINTENANCE AND PRESERVATION	<input type="checkbox"/>		
3. PROPERTY PROCEDURE APPROVAL	<input type="checkbox"/>		
4. OTHER ( <i>Specify</i> )	<input type="checkbox"/>		
<b>G. SPECIAL PROVISIONS</b>			
1. REPRICING	<input type="checkbox"/>		
2. LIQUIDATED DAMAGES	<input type="checkbox"/>		
3. GOVERNMENT FINANCING ( <i>Progress Payments, etc.</i> )	<input type="checkbox"/>		
4. SPECIAL TOOLING	<input type="checkbox"/>		
5. OVERTIME	<input type="checkbox"/>		
6. BILL OF MATERIALS	<input type="checkbox"/>		
7. DATA RIGHTS	<input type="checkbox"/>		
8. WARRANTIES	<input type="checkbox"/>		
9. OTHER ( <i>Specify</i> )	<input type="checkbox"/>		
<b>H. GENERAL PROVISIONS</b>			
1. LIMITATION OF COST	<input type="checkbox"/>		
2. ALLOWABILITY OF COST	<input type="checkbox"/>		
3. OTHER ( <i>Specify</i> )	<input type="checkbox"/>		
<b>I. DELIVERY SCHEDULES</b>			
<b>J. TRANSPORTATION</b>			
<b>K. INVOICING AND BILLING INSTRUCTIONS</b>			
<b>L. PROCESSING COST AND PRICE PROPOSALS</b>			
<b>M. LABOR</b>			
1. ACTUAL AND POTENTIAL LABOR DISPUTES	<input type="checkbox"/>		
2. DAVIS-BACON ACT	<input type="checkbox"/>		
3. WORK HOURS ACT	<input type="checkbox"/>		
4. WALSH-HEALEY PUBLIC CONTRACTS ACT	<input type="checkbox"/>		
5. COPELAND ANTI-KICKBACK ACT	<input type="checkbox"/>		
6. EQUAL OPPORTUNITY PROGRAM	<input type="checkbox"/>		

**SECTION 2. QUALITY ASSURANCE AND ENGINEERING**

SUBJECT (a)	ITEMS DISCUSSED (x if applicable) (b)	CLAUSE NO. (If applicable) (c)	INDICATE SIGNIFICANT CONCLUSIONS AND ANY FURTHER ACTION TO BE TAKEN (d)	
<b>A. QUALITY ASSURANCE SYSTEM</b>				
1. MIL-Q-9858	<input type="checkbox"/>			
2. MIL-I-45208A	<input type="checkbox"/>			
3. OTHER (Specify)	<input type="checkbox"/>			
<b>B. WAIVERS AND DEVIATIONS</b>				
<b>C. DRAWING/DESIGN APPROVAL</b>				
<b>D. MANUALS</b>				
<b>E. PRE-PRODUCTION SAMPLE</b>				
<b>F. QUALIFICATION AND ENVIRONMENTAL TESTS</b>				
<b>G. INSPECTION AND ACCEPTANCE</b>				
<b>H. SPECIFICATION INTERPRETATION</b>				
<b>I. LABORATORY FACILITIES</b>				
<b>J. VALUE ENGINEERING CLAUSE</b>				
<b>K. OTHER</b>				

**SECTION 3. PRODUCTION**

<b>A. PRODUCTION PLANNING</b>			
<b>B. MILESTONES AND OTHER MONITORING DEVICES</b>			
<b>C. PRODUCTION SURVEILLANCE</b>			
<b>D. PRIORITIES ASSISTANCE</b>			
<b>E. SAFETY</b>			

**SECTION 4. SECURITY**

<b>A. SPECIAL SECURITY HANDLING</b>			
<b>B. DISPOSITION OF CLASSIFIED MATERIAL</b>			

**SECTION 5. CONTRACT TERMINATION AND PROPERTY DISPOSAL**

<b>A. PRIME CONTRACTOR GENERATED CANCELLATION OF SUBCONTRACTS</b>			
<b>B. PROPERTY DISPOSAL</b>			
<b>C. OTHER (Identify)</b>			

**6. OTHER ITEMS** (*Identify*)

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SIGNATURE OF CHAIRMAN

DATE