

# 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> )		7. CONTRACTOR NAME		8. CONTRACTOR ADDRESS ( <i>Include Zip Code</i> )
	a. YES	b. NO			

## 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			
2. ROUTING OF CORRESPONDENCE			
3. OMISSIONS OR CONFLICTING PROVISIONS			
4. OTHER			
<b>B. REPORTS: PREPARATION AND SUBMITTAL</b>			
1. WORK PROGRESS			
2. FINANCIAL REPORTS			
3. ROYALTY REPORT			
4. PATENT REPORT			
5. OTHER ( <i>Specify</i> )			
<b>C. SUBCONTRACTS</b>			
1. CONSENT TO PLACEMENT			
2. PRIME'S RESPONSIBILITY FOR ADMINISTRATION			
3. CERTIFICATE OF CURRENT COST OR PRICING DATA			
4. SOURCE INSPECTION			
5. CORPORATION INTERDIVISIONAL ORDERS			
6. CLASSIFIED SUBCONTRACTS			
a. SECURITY REQUIREMENTS CHECK LIST ( <i>DD Form 254</i> ) - APPROVAL REQUIRED			
b. SPECIAL PROCEDURES FOR FOREIGN SUPPLIERS			
7. DUTY-FREE ENTRY CERTIFICATES			
8. OTHER ( <i>Specify</i> )			

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

**SECTION 2. QUALITY ASSURANCE AND ENGINEERING**

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. QUALITY ASSURANCE SYSTEM</b>				
1. MIL-Q-9858				
2. MIL-I-45208A				
3. OTHER ( <i>Specify</i> )				
<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>				
<b>SECTION 3. PRODUCTION</b>				
<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>				
<b>SECTION 4. SECURITY</b>				
<b>A. SPECIAL SECURITY HANDLING</b>				
<b>B. DISPOSITION OF CLASSIFIED MATERIAL</b>				
<b>SECTION 5. CONTRACT TERMINATION AND PROPERTY DISPOSAL</b>				
<b>A. PRIME CONTRACTOR GENERATED CANCELLATION OF SUBCONTRACTS</b>				
<b>B. PROPERTY DISPOSAL</b>				
<b>C. OTHER (<i>Identify</i>)</b>				

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

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)

SIGNATURE OF CHAIRMAN

DATE