

REDACTED

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Contract Review

Mo/Yr

Revisions			Rev:	
Letter	E.O. Number	Description	Date	
Used On	Contract#:	Your Company Name		
Prepared By:	Date			
Your Dept:	Date	YOUR PROGRAM		
Your Dept:	Date			
Your Dept:	Date	Your Procedure #		
Your Dept:	Date	Size: A	CAGE:	Form Rev: Orig 1 of 8

Your Company Logo

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1.0 Scope

Perform a careful review of all purchase order referenced documents and record compliance capability(s) in suitable formats to integrate special or unusual purchase order requirements.

2.0 Applicable Documents

- 2.1 Compliance Matrix-1 for review of Request for Proposal or other suitable format
- 2.2 Compliance Matrix-2 or other suitable format
- 2.3 Contract Review or other suitable format
- 2.4 Work Breakdown Structure or other suitable format

3.0 Requirements

3.1 Contract Review Form

Complete the form following its format and use the COMMENTS field to record

3.2 Compliance Matrix-1 Form for Request for Proposal Review

Complete the form following its format and place a check mark in the ACCEPT or MODIFY column to report

Provide a brief description and summary of proposed modifications on Company letterhead.

3.2 Compliance Matrix-2 Form

Complete the form following its format and as applicable use the SUPPORTING DOCUMENTATION field to:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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- [Redacted]

3.3 Work Breakdown Structure

Use the Compliance Matrix as a planning document to produce a Work Breakdown Structure to schedule tasks and record [Redacted]

[Redacted]

3.4 Document Order of Precedence

Observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

[Redacted]

NOTE:

Customer specifications take precedence over those of an agency of the U.S. Government and Customer / Government specifications take precedence over [Redacted]

[Redacted]

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