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 *(x one)*	7. CONTRACTOR NAME	8. CONTRACTOR ADDRESS *(Include Zip Code)*
	☐ a. YES ☐ b. NO		

PART II - CONFEREES

1. CONTRACTOR	2. GOVERNMENT

PART III - CONFERENCE PROGRAM

SECTION 1. CONTRACT ADMINISTRATION - GENERAL

SUBJECT (a)	ITEMS DISCUSSED *(x if applicable)* (b)	CLAUSE NO. *(If applicable)* (c)	INDICATE SIGNIFICANT CONCLUSIONS AND ANY FURTHER ACTION TO BE TAKEN (d)
A. GENERAL			
1. FUNCTION AND AUTHORITY OF U.S. GOVERNMENT PERSONNEL	☐		
2. ROUTING OF CORRESPONDENCE	☐		
3. OMISSIONS OR CONFLICTING PROVISIONS	☐		
4. OTHER	☐		
B. REPORTS: PREPARATION AND SUBMITTAL			
1. WORK PROGRESS	☐		
2. FINANCIAL REPORTS	☐		
3. ROYALTY REPORT	☐		
4. PATENT REPORT	☐		
5. OTHER *(Specify)*	☐		
C. SUBCONTRACTS			
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 *(DD Form 254)* - APPROVAL REQUIRED	☐		
b. SPECIAL PROCEDURES FOR FOREIGN SUPPLIERS	☐		
7. DUTY-FREE ENTRY CERTIFICATES	☐		
8. OTHER *(Specify)*	☐		

SUBJECT (a)	ITEMS DISCUSSED *(x if applicable)* (b)	CLAUSE NO. *(If applicable)* (c)	INDICATE SIGNIFICANT CONCLUSIONS AND ANY FURTHER ACTION TO BE TAKEN (d)
D. SMALL BUSINESS SUBCONTRACTING 1. CONTRACTUAL REQUIREMENTS	☐		
2. PROGRAM DESIGNED TO FACILITATE SUBCONTRACTING TO SMALL BUSINESS	☐		
3. DEFENSE SMALL BUSINESS SUBCONTRACTING REPORT *(SF 295-quarterly; SF 294-semiannually)*	☐		
4. PROPOSED NUMBER OF SUBCONTRACTS AWARDED SMALL BUSINESS _____ % OF DOLLAR VALUE	☐		
E. CONTRACT MODIFICATIONS	☐		
F. GOVERNMENT PROPERTY 1. USE OF FACILITIES AND TOOLING	☐		
2. MAINTENANCE AND PRESERVATION	☐		
3. PROPERTY PROCEDURE APPROVAL	☐		
4. OTHER *(Specify)*	☐		
G. SPECIAL PROVISIONS 1. REPRICING	☐		
2. LIQUIDATED DAMAGES	☐		
3. GOVERNMENT FINANCING *(Progress Payments, etc.)*	☐		
4. SPECIAL TOOLING	☐		
5. OVERTIME	☐		
6. BILL OF MATERIALS	☐		
7. DATA RIGHTS	☐		
8. WARRANTIES	☐		
9. OTHER *(Specify)*	☐		
H. GENERAL PROVISIONS 1. LIMITATION OF COST	☐		
2. ALLOWABILITY OF COST	☐		
3. OTHER *(Specify)*	☐		
I. DELIVERY SCHEDULES	☐		
J. TRANSPORTATION	☐		
K. INVOICING AND BILLING INSTRUCTIONS	☐		
L. PROCESSING COST AND PRICE PROPOSALS	☐		
M. LABOR 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 *(x if applicable)* (b)	CLAUSE NO. *(If applicable)* (c)	INDICATE SIGNIFICANT CONCLUSIONS AND ANY FURTHER ACTION TO BE TAKEN (d)
A. QUALITY ASSURANCE SYSTEM	☐		
1. MIL-Q-9858	☐		
2. MIL-I-45208A	☐		
3. OTHER *(Specify)*	☐		
B. WAIVERS AND DEVIATIONS	☐		
C. DRAWING/DESIGN APPROVAL	☐		
D. MANUALS	☐		
E. PRE-PRODUCTION SAMPLE	☐		
F. QUALIFICATION AND ENVIRONMENTAL TESTS	☐		
G. INSPECTION AND ACCEPTANCE	☐		
H. SPECIFICATION INTERPRETATION	☐		
I. LABORATORY FACILITIES	☐		
J. VALUE ENGINEERING CLAUSE	☐		
K. OTHER	☐		
SECTION 3. PRODUCTION			
A. PRODUCTION PLANNING	☐		
B. MILESTONES AND OTHER MONITORING DEVICES	☐		
C. PRODUCTION SURVEILLANCE	☐		
D. PRIORITIES ASSISTANCE	☐		
E. SAFETY	☐		
SECTION 4. SECURITY			
A. SPECIAL SECURITY HANDLING	☐		
B. DISPOSITION OF CLASSIFIED MATERIAL	☐		
SECTION 5. CONTRACT TERMINATION AND PROPERTY DISPOSAL			
A. PRIME CONTRACTOR GENERATED CANCELLATION OF SUBCONTRACTS	☐		
B. PROPERTY DISPOSAL	☐		
C. OTHER *(Identify)*	☐		

6. OTHER ITEMS *(Identify)*

SUBJECT (a)	ITEMS DISCUSSED *(x if applicable)* (b)	CLAUSE NO. *(If applicable)* (c)	INDICATE SIGNIFICANT CONCLUSIONS AND ANY FURTHER ACTION TO BE TAKEN (d)

SIGNATURE OF CHAIRMAN	**DATE**