

Appendix O:

Contract File

- A. Portfolio Restructuring Agreement and addenda, if any.
 - 1. Schedule/List of Assigned and Accepted Assets.
 - 2. List of Key Personnel.
- B. Notification to OMHAR/OAHP of Teaming Partner Agreements and any subsequent changes to such Agreements.
 - 1. Teaming Partner Subcontracts.
 - 2. Correspondence between PAE and Teaming Partner evidencing supervision of Teaming Partner's work.
- C. PCA Services Subcontracts and related correspondence (not asset specific).
- D. Appraisal Services Subcontracts and related correspondence (not asset specific).
- E. Legal Services Subcontracts and related correspondence (not asset specific).
- F. Subcontracts for other services in support of M2M work (not asset specific).
- G. Procurement packages for all subcontracts evidencing 3 bid process or other competitive process.
 - 1. Request for and OMHAR/OAHP Director's written approval of other competitive process.
- H. Invoices and Invoice Payment Records.
 - 1. Completed Environmental Assessment (Form 4128) if PAE is seeking compensation for completing this form.
 - 2. Evidence of Bond Defeasance or Bond Redemption Costs/Fees.
 - 3. Certification of Costs.
 - 4. Waivers of Maximum Reimbursement Amounts.
- I. General Correspondence with OMHAR/OAHP (not asset specific).
- J. Certification of No Civil Rights Violations.
- K. Certification of No Conflicts of Interest.
- L. Previous Audit Reports and OMHAR/OAHP Production Reviews.