



United States
Department of
Agriculture

Office of the
Assistant
Secretary for
Administration

Departmental
Management

Management
Services

Procurement
Operations
Division

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Washington,
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ACQUISITION OPERATING PROCEDURE (AOP)

FROM: Shawn E. Kerkes *Shawn E. Kerkes*
Head of Contracting Activity Designee

MAY 11 2012

SUBJECT: AOP No. 17: Contract Status Report

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to establish a uniformed format to report the status of contract actions. The format reflects the minimal essential information that must be included in the Contract Status Report. The information will keep staff and management aware of the updated statuses on active contractual actions. This procedure applies to the contracting offices of the Procurement Management Division, National Information Technology Center and National Finance Center in the Departmental Management.

◆ **AUTHORITIES:** Performance Plan, Progress Review and Appraisal Worksheet, AD-435B

◆ **PROCEDURES:**

1. The contents of the Contract Status Report are shown in Attachment 1.
2. The Contracting Branch Chiefs may include additional information on the Contract Status Report as appropriate.
3. The contracting staff will complete the Contract Status Report with information for contract actions assigned.
4. The contract actions on the Contract Status Report will be listed in the **order** below. A sample of the Contract Status Report is illustrated in Attachment 2.
 - Contracts
 - Solicitations
 - Requisitions
5. The Contract field will reflect the status of any applicable/pending modifications (deobligations), performance standard issues, administration issues, meetings, etc. related to the contract number listed on the report. The Solicitation field will reflect the status of any applicable amendments or preaward issues related to the solicitation number listed on the report. The Requisition field will reflect the status of any open assigned requisitions where no contract or solicitation has been issued. If a solicitation or contract is associated with the requisition, the action will be listed under the applicable solicitation or contract field.
6. On a weekly basis, the contracting staff will complete the Contract Status Report and submit the Contract Status Report to the appropriate Contracting Branch Chief on the Monday following the Friday ending the workweek. If a Holiday or Government closure falls on the Monday, the Contract Status Report will be submitted on the next workday.

Contract Status Report Contracting Branch

Week Ending: _____

Name of CO/Specialist/Agent: _____
Warrant Authority: _____

Contract / Solicitation / IAS Requisition No.	Contractor	Project Title/Description	Contract Amount (Base /Options)	Current Contract Amount	Award Date	Period of Performance (Base /Options)	Contract Type	COR Name/ Office No.
	<i>Status:</i>							
	<i>Status:</i>							
	<i>Status:</i>							
	<i>Status:</i>							
	<i>Status:</i>							
	<i>Status:</i>							
	<i>Status:</i>							
	<i>Status:</i>							

SAMPLE

Contract Status Report
 Service, Supply and Construction Contracting Branch
 Week Ending: May 4, 2012

Name of CO/Specialist/Agent: Loretta Williams
 Warrant Authority: \$10,000,000

Contract / Solicitation / IAS Requisition No.	Contractor	Project Title/Description	Contract Amount (Base /Options)	Current Contract Amount	Award Date	Period of Performance (Base /Options)	Contract Type	COR Name/ Office No.
AG-3142-C-12-0016	Lantech Inc.	HR Link Software	\$5,980,650	\$239,850	09/30/2011	10/01/2011 - 09/30/2016	FFP	John Cooper 202-720-6500
<i>Status:</i> Awaiting COR intent to exercise Option 1 and drafting Mod 001								
AG-3142-D-12-0001	CA Inc.	NetQoS Support & Maintenance	\$26,296	\$26,296	09/29/2011	10/01/2011- 09/30/2012	FFP	Robert Barrett 816-200-7006
<i>Status:</i> Preparing price/reasonableness and award documents.								
AG-3142-S-12-0003	N/A	CR Support Services	\$450,850		05/01/2012	04//30/2015	FFP/IDV	Iris Javery 301-436-9000
<i>Status:</i> N/A								
546789	N/A	Westlaw Software	\$150,585		06/01/2012	05/31/2016	FFP	Valerie Jackson 504-425-0001
<i>Status:</i> Assisting POC with preparing the Limited Source Justification.								
<i>Status:</i>								
<i>Status:</i>								