

USDA

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Department of
Agriculture

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Assistant
Secretary for
Administration

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Procurement
and Property
Management

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ACQUISITION OPERATING PROCEDURE (AOP)

FROM: Shawn E. Kerkes 
Head of Contracting Activity Designee

MAY 08 2012

SUBJECT: AOP No. 7: Contract File Index

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to establish a Contract File Index that reflects essential documents, which must be included in the contract file for various procurement actions through the procurement phases. The Contract File Index will help assure that contractual documentation are not inadvertently omitted and is uniformly formatted to effectuate a more expeditious review of the contract files. The Contract File Index incorporates contract references prescribed in the Federal Acquisition Regulation (FAR), Agriculture Acquisition Regulation (AGAR), agency and other USDA procedures or policies governing the acquisition process.

◆ **REVISIONS:** The AOP is revised in its entirety. This replaces AOP No. 7, dated April 7, 2010.

◆ **AUTHORITIES:** FAR Subparts 4.803 and 4.804, Government Contract Files.

◆ **PROCEDURES:**

1. The use of the Contract File Index is **mandatory** for all contracts to be issued by the Departmental Management acquisition staff of the Procurement Operations Division, National Information Technology Center, and the National Finance Center.
2. The Contract File Index reference documents relating to the phases for Pre-Award (Acquisition Planning, Procurement Request/ Solicitation Development, Solicitation & Evaluation); and Post-Award (Award, Contract Administration, Closeout).
3. The Contract File Index is not all-inclusive; therefore, the Contract Specialist/ Contracting Officer must refer to the FAR, AGAR, agency and other regulatory requirements to ensure actions required by statute, executive orders or regulations are completed and documented in the contract file.



Instructions for the Contract File Index

The Contract File Index captures functions detailed in the Federal Acquisition Regulation (FAR) Subparts 4.803 and 4.804. The Index contains Pre-Award (*Acquisition Planning, Procurement Request/ Solicitation Development, Solicitation & Evaluation*); and Post-Award (*Award, Contract Administration, Closeout*) referenced documents. The intent of the Index is to facilitate the processing of all procurement actions, assuring file requirements are not inadvertently overlooked; present a professional work format; and, effectuate a more expeditious review of contract files. The Index contain references to FAR, Agriculture Acquisition Regulation (AGAR), and USDA or Regulatory references which require the submission of the referenced document.

Contract File Index:

1. The use of the Contract File Indexes (*Attachment*) are **mandatory** for all contracts.
2. The appropriate Contract File Index will be used for contracts as follows:
 - Simplified Acquisition Procedures (SAP) contracts.
 - Construction and Architect & Engineering (A&E) contracts.
 - All Other Contracts (*Standalone/Indefinite Delivery, Delivery/Task Orders, Blanket Purchase Agreements (BPA) and BPA Calls*).
3. The Modifications & Supporting Document sheet (*Exhibit 1*) will be used to summarize pertinent documents associated with the modification issued against the contract.

File Folders:

1. The standard manila file folder (*Figure 1*) with no sections will be used for the SAP contracts. Fasteners/staples will be used to secure the documents in the file folder.
2. The red 6-part pressboard file folder (*Figure 2*) will be used for All Other Contracts (*Standalone/ Indefinite Delivery, Delivery/Task Orders, Blanket Purchase Agreements (BPA) and BPA Call*); and Construction and A&E.
3. Multiple file folders will be used when the preaward and postaward documents for the contract are too large for a single file folder. If multiple file folders are used for a contract, the file folders will be numbered by Volume (i.e., Vol. 1 of 2, Vol. 2 of 2).

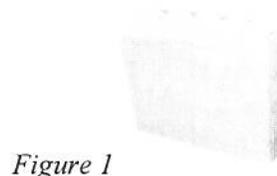


Figure 1



Figure 2

Instructions for the Contract File Index

4. The file folder for all contracts will identify the Contract Number, Contractor's Name and Volume (if applicable) as shown in Figure 3.

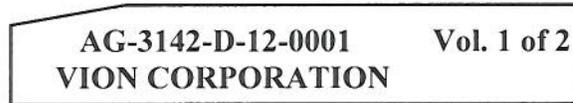


Figure 3

File Folder Documentation:

1. SAP (manila file folder)
 - a. Place the Contract File Index for SAP on the left-side of the file folder so that it will be the first visible document when the file folder is opened.
 - b. Place the applicable Tabs on the right-side of the file folder in Alphabetical/Number order beginning with Tabs A. Tab B will be placed on top of the last applicable item for Tab A. Subsequent Tabs will follow the same format.
 - c. Place documentation beneath the appropriate Tabs in chronological order with the most recent action/event on top of the older documents.
 - d. The Modifications & Supporting Documents sheet captures documentation relating to each modification.
 - e. Place the Modification & Supporting Documents sheet on top of the last modification issued. The Modification and its pertinent documents will be placed beneath the Modifications & Supporting Documents sheet.
2. All Other Contracts, Construction and A&E (red 6-part file folder)
 - a. Place the Contract File Index for the applicable contract on the left-side of the file folder so that it will be the first visible document when the file folder is opened.
 - b. Place Tab A on the right-side/back cover/fastener of the file folder in Alphabetical/Number order. On the carbonboard index/fastener across from Tab A, place Tab B in the file folder. Subsequent Tabs will follow the same format. More than one Tab may be affixed to a carbonboard index/fastener if the documentation is not too large. If needed, a Tab may be placed beneath the Contract File Index if no more fastener are available in the file folder or multiple file folders may be used.
 - c. Place documentation beneath the appropriate Tabs in chronological order with the most recent action/event on top of the older documents.

Instructions for the Contract File Index

- d. The Modifications & Supporting Documents sheet captures documentation relating to each modification.
- e. Place the Modification & Supporting Documents sheet on top of the last modification issued. The Modification and its pertinent documents will be placed beneath the Modifications & Supporting Documents sheet.

Contract File Index

All Contracts (except: Construction, A&E, SAP)

1. Purchase Request / Solicitation No.:	2. COR/POC: Email: Phone:
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3. Contract No.: Total Contract Amt: Contract Type/Title:	4. Performance Period: START (mm-dd-yyyy) END (mm-dd-yyyy)															
5. Contractor: POC: _____ Phone: _____ E-Mail: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">BASE</td><td></td><td></td></tr> <tr><td style="text-align: center;">OPTION 1</td><td></td><td></td></tr> <tr><td style="text-align: center;">OPTION 2</td><td></td><td></td></tr> <tr><td style="text-align: center;">OPTION 3</td><td></td><td></td></tr> <tr><td style="text-align: center;">OPTION 4</td><td></td><td></td></tr> </table>	BASE			OPTION 1			OPTION 2			OPTION 3			OPTION 4		
BASE																
OPTION 1																
OPTION 2																
OPTION 3																
OPTION 4																

TAB	CK BOX	SECTION	TAB	CK BOX	SECTION
A: PRESOLICITATION DOCUMENTS					
	<input type="checkbox"/>	A26	<input type="checkbox"/>		List of GFE/GFI/GFP and Approvals (FAR 45.3; AGAR 445.3)
A1	<input type="checkbox"/>	A27	<input type="checkbox"/>		CO Review/ Contract Board/ Peer Review/ COR Solicitation Reviews/ OGC Review (FAR 14.202-6, DR 5000-4; AOP #8)
A2	<input type="checkbox"/>	A28	<input type="checkbox"/>		Presolicitation Correspondence (FAR 5.2)
A3	<input type="checkbox"/>	A29	<input type="checkbox"/>		Source Selection Plan / Evaluation Criteria / HCA Approval (FAR 15.3)
A4	<input type="checkbox"/>	A30	<input type="checkbox"/>		Memoranda for Record (FAR 4.803(a)(40))
A5	<input type="checkbox"/>	A31	<input type="checkbox"/>		SBA Agency Offering Letter 8(a) SBA Acceptance Memo (FAR 19.804-2)
A6			B: SOLICITATION AND EVALUATION		
A7	<input type="checkbox"/>	B1	<input type="checkbox"/>		Prebid / Proposal Conference Minutes (FAR 14.207, 15.201(F))
A8	<input type="checkbox"/>	B2	<input type="checkbox"/>		IFB/RFP/RFQ (Amendments & Attachments) (FAR 14.2, 15; AGAR 414.2)
A9	<input type="checkbox"/>	B3	<input type="checkbox"/>		FedBizOpps Notification (FAR 5.201, 15.5, 35.0, 36.2)
A10	<input type="checkbox"/>	B4	<input type="checkbox"/>		Bidder's List (FAR 4.803(a)(5), 14.205)
A11	<input type="checkbox"/>	B5	<input type="checkbox"/>		Abstract of Bids/Proposals (FAR 14.403)
A12	<input type="checkbox"/>	B6	<input type="checkbox"/>		Accepted Bids/ Proposals
A13	<input type="checkbox"/>	B7	<input type="checkbox"/>		Cancellation/Conversion to RFP (FAR 14.401-1(e)- (f))
A14	<input type="checkbox"/>	B8	<input type="checkbox"/>		Determination: Late Bids, Proposals, Mistakes, No-Bid (FAR 14.304, 14.407, 15.208; AGAR 414.4)
A15	<input type="checkbox"/>	B9	<input type="checkbox"/>		Determination: IFB/RFP Cancellation/Rejection (FAR 14.404, 15.208(e); AGAR 414.404-1)
A16	<input type="checkbox"/>	B10	<input type="checkbox"/>		Preaward Survey (FAR 9.106)
A17	<input type="checkbox"/>	B11	<input type="checkbox"/>		Determination Responsibility/Non Responsibility / Certificate of Competency (FAR 9.105-2, FAR19.6; AGAR 419.6)
A18	<input type="checkbox"/>	B12	<input type="checkbox"/>		EEO Compliance Notice to OFCCP (FAR 22.05)
A19	<input type="checkbox"/>	B13	<input type="checkbox"/>		Disclosure Forms (FAR 3.804)
A20	<input type="checkbox"/>	B14	<input type="checkbox"/>		Make or Buy Decisions (FAR 15.407-2)
A21	<input type="checkbox"/>	B15	<input type="checkbox"/>		Determination: New Technology, Patents, Data Rights (FAR 27)
A22	<input type="checkbox"/>	B16	<input type="checkbox"/>		Deviations (FAR 1.4; AGAR 401.4)
A23	<input type="checkbox"/>	B17	<input type="checkbox"/>		Software License Agreements (FAR 12.212, 27.400; DR 5000-4)
A24	<input type="checkbox"/>	B18	<input type="checkbox"/>		Technical and Cost Proposals/ Final Proposal (FAR 15.307)
A25	<input type="checkbox"/>	B19	<input type="checkbox"/>		Technical & Cost/Pirce Proposal Evaluation Worksheets / Reports (FAR 15.305, 15.404; AGAR 415.404-4)

TAB	CK BOX	SECTION	TAB	BOX	SECTION
B20	<input type="checkbox"/>	Past Performance Evaluation Worksheet and Report	D4	<input type="checkbox"/>	Terminations (i.e. T4C or T4D)
B21	<input type="checkbox"/>	Competitive Range Determination (FAR 15.306(c), DR 5000-4)	D5	<input type="checkbox"/>	Postaward Protests & Appeals (FAR 33.103, 19.302, 19.305, 33.104)
B22	<input type="checkbox"/>	Prerenegotiation Objectives/Memorandum (FAR 15.406-1)	D6	<input type="checkbox"/>	Post Award Conference Report / Pre-Performance Conference
B23	<input type="checkbox"/>	Communication with Offerors / In & Out of Competition (FAR 15.306(d), 15.306(c))	D7	<input type="checkbox"/>	Sub-Contractor Approval Documentations
B24	<input type="checkbox"/>	Contractors In/Out of Competitive Range	D8	<input type="checkbox"/>	Miscellaneous Correspondence (FAR 4.803)
B25	<input type="checkbox"/>	Source Selection Authority Decision (FAR 15.308)			E: CONTRACT ADMINISTRATION
B26	<input type="checkbox"/>	Price Reasonableness Determination (FAR 12.209, 15.305(a)(1))	E1	<input type="checkbox"/>	Delegations of Contract Administration Office (FAR 42.2)
B27	<input type="checkbox"/>	Price Negotiation Memorandum (FAR 15.406-3)	E2	<input type="checkbox"/>	Government Surveillance Plan & Reports/ Quality Assurance Plan (FAR 36.602-2)
B28	<input type="checkbox"/>	Cost and Pricing Data, Other Cost and Pricing Data (FAR 15.4)	E3	<input type="checkbox"/>	Subcontract Consent (FAR 44.201)
B29	<input type="checkbox"/>	D&F: Authorization for Advance Payments (FAR 32.410; AGAR 432.4)	E4	<input type="checkbox"/>	Subcontracting Reports (FAR 19.704)
B30	<input type="checkbox"/>	Subcontracting Plan Review & Clearance Sheet (FAR 19.702, 19.705-4; OSDBU Form 2/01)	E5	<input type="checkbox"/>	Audit Reports (FAR 42.1; AGAR 442.102)
B31	<input type="checkbox"/>	Notification to Unsuccessful Offerors (FAR 15.503)	E6	<input type="checkbox"/>	Inspection/Acceptance Documentation (FAR 46.5-6)
B32	<input type="checkbox"/>	Debriefing Preaward / Postaward (FAR 15.5, 42.504)	E7	<input type="checkbox"/>	Reports- Status Reports (i.e. deliverables, etc.)
B33	<input type="checkbox"/>	Memoranda for Record (FAR 4.803 (a)(40))	E8	<input type="checkbox"/>	Contractor's Purchasing Systems Review / Report (Subcontracting) (FAR 44.301)
B34	<input type="checkbox"/>	Preaward Protests (FAR 19.302, 19.305, 33.103, 33.104)	E9	<input type="checkbox"/>	Past Performance Assessment (CPARS) (FAR 42.15; AGAR 442.1502, AGAR Adv 88)
B35	<input type="checkbox"/>	Waiver of Facilities (FAR 15.408(ii))	E10	<input type="checkbox"/>	Authorization to use Government Supply Sources (FAR 51.102)
B36	<input type="checkbox"/>	Unsolicited Proposal & Evaluations (FAR 15.6; AOP #6)	E11	<input type="checkbox"/>	GFE/GFP Inventories (FAR 45.508-1, 45.505, 45.615; AGAR 445.608)
B37	<input type="checkbox"/>	Miscellaneous Correspondence (FAR 4.803)	E12	<input type="checkbox"/>	Progress Reports/ Meeting notes
		C: CONTRACT AWARD DOCUMENTS	E13	<input type="checkbox"/>	Progress Meeting Notes
C1	<input type="checkbox"/>	Contract / FPDS Record (FAR 4.602) Signed Form & complete Contract Package	E14	<input type="checkbox"/>	Completion Data Monitoring
C2	<input type="checkbox"/>	Modifications/ FPDS; Signed form & Complete Modification Package	E15	<input type="checkbox"/>	Engineering Change Proposal (FAR 48)
C3	<input type="checkbox"/>	Post Award Conference (FAR 42.503; AGAR 415.570)	E16	<input type="checkbox"/>	Engineering Change Proposal Rejections (FAR 48.105)
C4	<input type="checkbox"/>	Contract Distributions: (Email, Fax confirmation) • Contractor • COR / Technical POC • Budget • Property	E17	<input type="checkbox"/>	Contractor Claims (FAR 33.206; AGAR 433.2)
C5	<input type="checkbox"/>	CO Review/ Contract Board/ Peer Review/ OGC Review (FAR 14.202-6, DR 5000-4; AOP #8)	E18	<input type="checkbox"/>	Royalty, Invention, Copyright Reports (FAR 27.2, 27.4)
C6	<input type="checkbox"/>	COR Designation Letter (AOP #2)	E19	<input type="checkbox"/>	Waivers from Contractual Requirements/Disapproval of Waiver Requests
C7	<input type="checkbox"/>	CCR / ELPS (FAR 4.1, 9.104, 9.405; AGAR 409.405)	E20	<input type="checkbox"/>	Freedom of Information Act Requests/ FOIA (FAR 24.2)
C8	<input type="checkbox"/>	Economic Price Adjustment Determination/Approval (FAR 32.4; AGAR 416.2)	E21	<input type="checkbox"/>	Invoices / Invoice Tracking Log (FAR 32)
C9	<input type="checkbox"/>	Synopsis of Award / Congressional Notification (> \$1M) (FAR, 5.3; AGAR, 405.303)	E22	<input type="checkbox"/>	Memoranda for Record (FAR 4.803(a)(40))
C10	<input type="checkbox"/>	Audit of Contractor's Cost (FAR 15.4)	E23	<input type="checkbox"/>	Certificate of Insurance (FAR 28)
C11	<input type="checkbox"/>	Miscellaneous Correspondence (FAR 4.803)	E24	<input type="checkbox"/>	Audit of Contractor's Cost (FAR 15.4)
		D: POST AWARD DOCUMENTS			F: CONTRACT CLOSEOUT DOCUMENTATION
D1	<input type="checkbox"/>	Cure Notice (FAR 49.402-3(d), 49.607)	F1	<input type="checkbox"/>	Contract Completion Statement, Closeout Letters / Memorandum (FAR 4.804)
D2	<input type="checkbox"/>	Show Cause Letter (FAR 49.402-3(e), 49.607)	F2	<input type="checkbox"/>	Warranty Information (FAR 46.7, 12.404)
D3	<input type="checkbox"/>	Suspension of Work / Stop Work Orders (FAR 12.5)	F3	<input type="checkbox"/>	Contractors Release of Claims

Contract File Index Construction and Architecture & Engineering

1. Purchase Request / Solicitation No.:			2. COR/POC: Email: Phone:		
3. Contract No.:			4. Performance Period:		
Total Contract Amt:			START (mm-dd-yyyy)		END (mm-dd-yyyy)
Contract Type/Title:					
5. Contractor:			BASE		
POC: _____ Phone: _____			OPTION 1		
E-Mail: _____			OPTION 2		
			OPTION 3		
			OPTION 4		
TAB	CK BOX	SECTION	TAB	CK BOX	SECTION
		A: PRESOLICITATION DOCUMENTS	B13	<input type="checkbox"/>	Notice to Offerors Not in Competitive Range (FAR 15.5)
A1	<input type="checkbox"/>	IAS Requisition, Specifications/ Drawings/SOW/SOO/PWS, Quality Assurance, Independent Government Cost Estimate, Source List (FAR 7.302, 11, 46.2 ; AGAR 411.1, 411.2)	B14	<input type="checkbox"/>	Notice to Offerors in Competitive Range (FAR 15.5)
A2	<input type="checkbox"/>	Procurement Plan/ Milestones (FAR 7.1)	B15	<input type="checkbox"/>	Unsuccessful Offers w/Copies of Bid Bonds, Sections A, B, K (FAR 4.803)
A3	<input type="checkbox"/>	SB Program Procurement Request Review - AD1205 (All sources > SAT; Multiple Award Contracts/ FSS > \$1M; Bundled ≥ \$2M) (FAR 19.501, 19.803; DR 5090-001)	B16	<input type="checkbox"/>	Rejected Offers w/Copies of Bid Bonds, Sections A, B, K (FAR 4.803)
A4	<input type="checkbox"/>	SBA Offering Letter, Response, Certification (8(a) Set-aside only) (FAR 19.8)	B17	<input type="checkbox"/>	TET Final Evaluation Report (FAR 15.3)
A5	<input type="checkbox"/>	Justifications & Approvals (JOFOC/ Limited source / Brands) (FAR 6.3 & 8.4; AGAR 406.302-70; AOP #5)	B18	<input type="checkbox"/>	Negotiation Memos PNP/PNM/ indirect cost agreement (FAR 15.3)
A6	<input type="checkbox"/>	Determination & Findings for Liquidated Damages (FAR 11.5, 36.2)	B19	<input type="checkbox"/>	Letters to Unsuccessful Offerors (FAR 14.409)
A7	<input type="checkbox"/>	Presolicitation Notice (>\$100K) (FAR 36.213)	B20	<input type="checkbox"/>	Determination of Responsibility Documentation (FAR 9.105)
A8	<input type="checkbox"/>	Wage Determination (FAR 22.4)	B21	<input type="checkbox"/>	Representations and Certification (FAR 4.803)
A9	<input type="checkbox"/>	FedBizOpps Notice (FAR 5.2)	B22	<input type="checkbox"/>	Mistake in Bid Documentation
A10	<input type="checkbox"/>	VECP (FAR 48, AGAR 448)	B23	<input type="checkbox"/>	Preconstruction Conference Documentation (FAR 36.213, 4.803)
A11	<input type="checkbox"/>	Market Research Analysis /Request for Information (RFI) (FAR 7.102, 10, 12.202)	B24	<input type="checkbox"/>	Debriefing Notes/Memos (FAR 15.5)
A12	<input type="checkbox"/>	List of GFE/GFI/GFP and Approvals (FAR 45.3; AGAR 445.3)	B25	<input type="checkbox"/>	Subcontracting Plan (FAR 19.702; OSDBU 2/01)
A13	<input type="checkbox"/>	CO Review/ Contract Board/ Peer Review/ COR Solicitation Reviews/ OGC Review (FAR 14.202-6, DR 5000-4; AOP #8)	B26	<input type="checkbox"/>	Letter to Selection Official on Recommended Firm for Negotiation & Approval (FAR 36.602-4)
		B: SOLICITATION AND EVALUATION	B27	<input type="checkbox"/>	SF-254/255 & Presentation Material from Unsolicited A&E Firms
B1	<input type="checkbox"/>	No Bid Letters (FAR 4.803)	B28	<input type="checkbox"/>	Revised/Final Evaluation Sheets w/Scores (FAR 36-602-3)
B2	<input type="checkbox"/>	8(a) Proposals (FAR 4.803)	B29	<input type="checkbox"/>	Memo of Award w/Responsibility Determination,
B3	<input type="checkbox"/>	Abstract of Offerors (FAR 14.409, 14.403)	B30	<input type="checkbox"/>	EEO Compliance Notice to OFCCP (FAR 22.805)
B4	<input type="checkbox"/>	Pre-Bid Conference Documentation (FAR 36.212)	B31	<input type="checkbox"/>	Performance & Payment Bonds (FAR 28)
B5	<input type="checkbox"/>	Responsibility Determination Documentation (FAR 9.105)	B32	<input type="checkbox"/>	Insurance Certificate (FAR 28)
B6	<input type="checkbox"/>	General/Miscellaneous Correspondence (FAR 4.803)	B33	<input type="checkbox"/>	Notice to Proceed (FAR 36.213)
B7	<input type="checkbox"/>	IFB/ RFQ/ RFP /Amendments			C: CONTRACT AWARD DOCUMENTS
B8	<input type="checkbox"/>	Mailing List (FAR 4.803)	C1	<input type="checkbox"/>	Contract / FPDS Record (Signed form & Complete Modification Package) (FAR 4.602)
B9	<input type="checkbox"/>	Pre-Proposal Conference Documentation (FAR 36.212)	C2	<input type="checkbox"/>	CCR / ELPS (FAR 4.1, 9.104, 9.405; AGAR 409.405)
B10	<input type="checkbox"/>	TET Appointment Letters (FAR 4.803, 15.3)	C3	<input type="checkbox"/>	Modifications/ FPDS Record (Signed form & Complete Modification Package) (FAR 4.602)
B11	<input type="checkbox"/>	TET Initial Evaluation Report (FAR 15.3, 15.4)	C4	<input type="checkbox"/>	Contract Distributions: (Email, Fax confirmation) <ul style="list-style-type: none"> • Contractor • COR/ Technical POC • Budget • Property
B12	<input type="checkbox"/>	Competitive Range Determination (FAR 15.3)	C5	<input type="checkbox"/>	Synopsis of Award; Congressional Notification (> \$1M) (FAR, 5.3; AGAR, 405.303)

TAB	CK BOX	SECTION	TAB	CK BOX	SECTION
C6	<input type="checkbox"/>	CO Review/ Contract Board/ Peer Review/ OGC Review <i>(FAR 14.202-6 , DR 5000-4; AOP #8)</i>			
C7	<input type="checkbox"/>	COR Designation Letter <i>(FAR 46.1)</i>			
C8	<input type="checkbox"/>	Notice to Proceed <i>(FAR 36.213-4)</i>			
C9	<input type="checkbox"/>	Miscellaneous Correspondence <i>(FAR 4.803)</i>			
		D: POST AWARD DOCUMENTS			
D1	<input type="checkbox"/>	Cure Notice <i>(FAR 49.402-3(d), 49.607)</i>			
D2	<input type="checkbox"/>	Show Cause Letter <i>(FAR 49.402-3(c), 49.607)</i>			
D3	<input type="checkbox"/>	Suspension of Work / Stop Work Orders <i>(FAR 12.5)</i>			
D4	<input type="checkbox"/>	Terminations (i.e. T4C or T4D)			
D5	<input type="checkbox"/>	Postaward Protests & Appeals <i>(FAR 33.103, 19.302, 19.305, 33.104)</i>			
D6	<input type="checkbox"/>	Post Award Conference Report / Pre-Performance Conference			
D7	<input type="checkbox"/>	Sub-Contractor Approval Documentations			
D8	<input type="checkbox"/>	Miscellaneous Correspondence <i>(FAR 4.803)</i>			
		E: CONTRACT ADMINISTRATION			
E1	<input type="checkbox"/>	Inspection Reports			
E2	<input type="checkbox"/>	Subcontracting Reports <i>(FAR 19.705)</i>			
E3	<input type="checkbox"/>	Job Meeting Minutes/Progress Reports			
E4	<input type="checkbox"/>	General Correspondence/Memos to File			
E5	<input type="checkbox"/>	Invoices and Payroll Records			
E6	<input type="checkbox"/>	Mistake in Bids / Backup Documentation			
E7	<input type="checkbox"/>	Past Performance Assessment (CPARS) <i>(FAR 42.15; AGAR 442.1502, AGAR Adv 88)</i>			
		F: CONTRACT CLOSEOUT DOCUMENTATION			
F1	<input type="checkbox"/>	Contract Completion Statement, Closeout Letters / Memorandum <i>(FAR 4.804)</i>			
F2	<input type="checkbox"/>	Warranty Information <i>(FAR 46.7, 12.404)</i>			
F3	<input type="checkbox"/>	Contractors Release of Claims			
F4	<input type="checkbox"/>	Audit Information			
F5	<input type="checkbox"/>	Disposition of GFE & GFP <i>(FAR 45.5, 45.6)</i>			
F6	<input type="checkbox"/>	Other Closeout Documentation			

Contract File Index Simplified Acquisition Procedures

1. Purchase Request / Solicitation No.:			2. COR/POC: Email: Phone::																											
3. Contract No.: Total Contract Amt: Contract Type/Title:			4. Performance Period: START (mm-dd-yyyy) END (mm-dd-yyyy)																											
5. Contractor: _____ POC: _____ Phone: _____ E-Mail: _____			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">BASE</td><td style="width: 20%;"></td><td style="width: 20%;"></td><td style="width: 20%;"></td><td style="width: 20%;"></td></tr> <tr><td>OPTION 1</td><td></td><td></td><td></td><td></td></tr> <tr><td>OPTION 2</td><td></td><td></td><td></td><td></td></tr> <tr><td>OPTION 3</td><td></td><td></td><td></td><td></td></tr> <tr><td>OPTION 4</td><td></td><td></td><td></td><td></td></tr> </table>			BASE					OPTION 1					OPTION 2					OPTION 3					OPTION 4				
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OPTION 1																														
OPTION 2																														
OPTION 3																														
OPTION 4																														
TAB	CK BOX	SECTION	TAB	CK BOX	SECTION																									
		A: PRESOLICITATION DOCUMENTS	C4	<input type="checkbox"/>	Contract Distributions: (<i>Email, Fax confirmation</i>) • Contractor • COR / Technical POC • Budget • Property																									
A1	<input type="checkbox"/>	IAS Requisition, Specifications/ Drawings/SOW/SOO/PWS, Independent Government Cost Estimate, Source List (<i>FAR 7.302, 11, 46.2 ; AGAR 411.1, 411.2</i>)	C5	<input type="checkbox"/>	CO Review /Contract Board/ Peer Review (<i>FAR 14.202-6 , DR 5000-4; AOP #8</i>)																									
A2	<input type="checkbox"/>	Justifications & Approvals (JOFOC/ Limited Source/Brands) (<i>FAR 6.3 & 8.4; AGAR 406.302-70; AOP #5</i>)	C6	<input type="checkbox"/>	Software License Agreements (<i>FAR 12.212, 27.400; DR 5000-4</i>)																									
A3	<input type="checkbox"/>	Acquisition Approval Review –IT /Telecommunication (<i>AGAR 53</i>)	C7	<input type="checkbox"/>	CCR / ELPS (<i>FAR 4.1, 9.104, 9.405; AGAR 409.405</i>)																									
A4	<input type="checkbox"/>	Advisory Assistance Services Approval / Non-Personal Service Documentation (<i>FAR 37.2, 37.103(a)(3); AGAR 91B</i>)	C8	<input type="checkbox"/>	Acceptance Verification																									
A5	<input type="checkbox"/>	CO Review/ Contract Board/ Peer Review/ COR Solicitation Review/ OGC Review (<i>FAR 14.202-6, DR 5000-4; AOP #8</i>)	C9	<input type="checkbox"/>	SBA 8(a) Award Notice (<i>AGAR 22</i>)																									
A6	<input type="checkbox"/>	Acquisition Approval Review –IT /Telecommunication			D: POST AWARD DOCUMENTS																									
A7	<input type="checkbox"/>	Market Research Analysis /Request for Information (RFI) (<i>FAR 7.102, 10, 12.202</i>)	D1	<input type="checkbox"/>	Invoices / Invoice Payments Records																									
A8	<input type="checkbox"/>	Ratification: Unauthorized Communication Approval (<i>FAR 1.602-3; AGAR 401.602-3; AOP #4</i>)	D2	<input type="checkbox"/>	Acceptance Verification																									
A9	<input type="checkbox"/>	D&F: Interagency Acquisitions (Economy Act) (<i>FAR17.503</i>)			E: CONTRACT ADMINISTRATION																									
		B: SOLICITATION AND EVALUTAION	E1	<input type="checkbox"/>	Davis-Bacon (Construction >\$2K)																									
B1	<input type="checkbox"/>	Publicizing: 10 days (<i>FAR 5.101(a)(2)</i>)	E2	<input type="checkbox"/>	Payment Bond (Construction \$25K - \$100K)																									
B2	<input type="checkbox"/>	FedBizOpp: Open Market > \$25K (<i>FAR 5.101(a)(1)</i>)	E3	<input type="checkbox"/>	Option Justification (<i>FAR 17.205</i>)																									
B3	<input type="checkbox"/>	Required Source of Supply Considered. (<i>FAR 8</i>)	E4	<input type="checkbox"/>	Options, Contractor Notification Letter (<i>FAR 17.207(a)</i>)																									
B4	<input type="checkbox"/>	Foreign Acquisition (<i>FAR 25</i>)	E5	<input type="checkbox"/>	D&F: Exercise of Options (<i>FAR 17.207(b)-(f)</i>)																									
B5	<input type="checkbox"/>	Warranties: Repair parts from original equipment Manufacturer (<i>FAR 46</i>)	E6	<input type="checkbox"/>	Past Performance Assessment (CPARS) (<i>FAR 42.15;AGAR 442.1502, AGAR Adv 88</i>)																									
B6	<input type="checkbox"/>	Market Research (<i>FAR 10</i>)			F: CONTRACT CLOSEOUT																									
B7	<input type="checkbox"/>	Small Business Set-aside, HUBZone , SDV, WOSB (<i>FAR 13.003(b)</i>)	F1	<input type="checkbox"/>	Contract Completion Statement/ Letter																									
B8	<input type="checkbox"/>	Solicitation & Amendments	F2	<input type="checkbox"/>	Warranty Information (<i>FAR 46.7, 12.404</i>)																									
B9	<input type="checkbox"/>	Solicitation & Amendment Correspondence	F3	<input type="checkbox"/>	Disposition of GFE / GFP (<i>FAR 45.5, 45.6</i>)																									
B10	<input type="checkbox"/>	Abstract of Quotations / Price Analysis	F4	<input type="checkbox"/>	Other Closeout Documentation																									
B11	<input type="checkbox"/>	Fair and Reasonable Price Determination																												
		C: CONTRACT AWARD DOCUMENTS.																												
C1	<input type="checkbox"/>	Contract / FPDS Record (<i>Sign Form / Contract Package</i>) (<i>FAR 4.602</i>)																												
C2	<input type="checkbox"/>	Modifications/ FPDS Record (<i>Signed form & Complete Modification Package</i>) (<i>FAR 4.602</i>)																												
C3	<input type="checkbox"/>	Fair and Reasonableness Determination																												

