

CONTRACT FILE STAGING PROCESS

Below is the process to file and retrieve contract files in the Procurement Operations Division's (Washington DC office) centralized Contract File Staging Area.

Working Contract File

- A. Contracting Officer (CO) or Buyer may retain Working Contract Files in their office.
- B. Within 60 days after the signed contract is released, place the contract in the Contract File Staging Area in Room 351.

Contract File Staging Area

A. Contract File Organization:

- 1) Fiscal Year 2011 and all subsequent year contracts will be stored in the contract file staging area, except for Working Contract Files.
- 2) All contracts will be filed by fiscal year and in two (2) contract type categories:
 - a) Blanket Purchase Agreement (BPA) Calls, Delivery/Task Orders, and Purchase Orders.
 - b) Contracts (Base IDV/Standalone) and Blanket Purchase Agreements.
- 3) A separate file cabinet will contain Working Technical/Price proposals. After evaluations are completed, place a copy (*electronic or hardcopy*) in the contract and shred extra copies.

B. Store Contract File:

CO or Buyer will place the file in the appropriate filing organization.

C. Retrieve Contract File:

CO or Buyer completes the "Out-Card" sheet; places the Out-Card in the file cabinet.

D. Monitor Contract File Staging Area:

The Division Secretary, Team Leads and Branch Chief will perform periodic reviews to ensure the contract files and room are being maintained properly.