



July 24, 2020

United States
Department of
Agriculture

ACQUISITION OPERATING PROCEDURE (AOP)

Office of the
Assistant
Secretary for
Administration

FROM: Kelly L. Moore
Mission Area Senior Contracting Official

SUBJECT: AOP No. 7: Electronic Contract Files and File Indexes

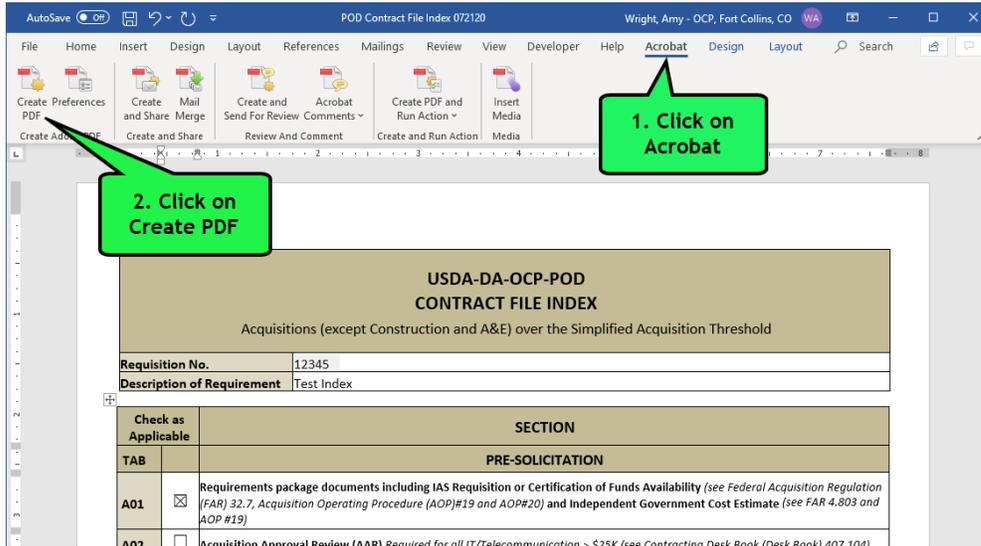
Office of
Contracting and
Procurement

Procurement
Operations
Division

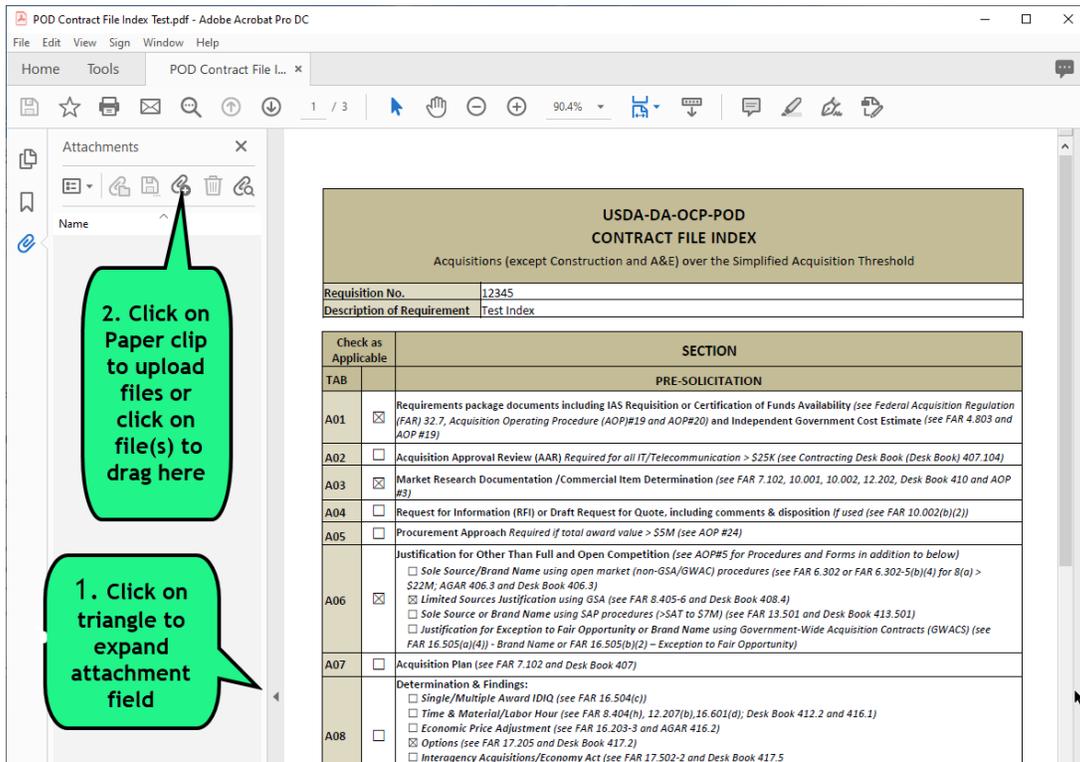
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- ◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to establish the requirement for electronic contract files and required contract file indexes. Electronic contract files will reduce overall cost, increase operational efficiency and improve accessibility to support separate work locations, telework and Continuity of Operations Procedures. Contract file indexes reflect essential documents to be included in the contract file for various procurement actions. The contract file indexes will help ensure necessary documentation is not inadvertently omitted and is uniformly formatted to effectuate a more expeditious review of contract files.
- ◆ **SCOPE:** This AOP applies to all contracting staff operating under the authority of the Mission Area Senior Contracting Official.
- ◆ **EFFECTIVE DATE:** This AOP is effective on July 27, 2020.
- ◆ **REVISIONS:** The AOP is revised in its entirety. This replaces AOP No. 7, dated February 22, 2018.
- ◆ **AUTHORITIES:** Federal Acquisition Regulation (FAR) Subparts 4.802, 4.803 and 4.804, Government Contract Files, and USDA Contracting Desk Book Subpart 404.5, Electronic Commerce in Contracting.
- ◆ **PROCEDURES:**
 1. In accordance with the Contracting Desk Book Subpart 404.5, this AOP sets forth the requirement for electronic filing (e-filing) in the Integrated Acquisition System (IAS) and the use of the attached contract file indexes.
 2. All awards and modifications awarded on July 27, 2020, or after are required to have all file documents uploaded into the IAS in accordance with this AOP. Awards prior to July 27, 2020, must have either a full hard copy file or a complete IAS e-File. No other contract file is authorized as the official file.
 3. Electronic folder templates have been created in the IAS to correspond with the attached contract file indexes. The file indexes reference documents applicable to pre-solicitation, solicitation and evaluation, award, post award, administration and closeout activities. The file indexes are not all-inclusive; therefore, the Contract Specialist (CS)/Contracting Officer (CO) must refer to the FAR, AGAR, the Contracting Desk Book and POD AOP's to ensure actions required by statute, executive orders or regulations are completed and documented in the contract file.
 4. The applicable file index should be used for each award and modification.

5. Required file documents should be uploaded to the applicable IAS folder template corresponding to the file index used.
6. For actions required to be routed for pre-solicitation and/or pre-award reviews (see AOP No. 8), the CS/CO will complete the applicable file index, checking the applicable tabs that require documents and completing any fill-in text fields. The file index will then be converted to an Adobe PDF document by selecting the Acrobat tab in the MS Office ribbon, then clicking on “Create PDF” as shown in the picture below.



7. Documents shall be attached to the PDF file index using the Attachment feature shown in the picture below. Documents names should start with the tab number and include a clear and concise description of the document (e.g., “A01_IGCE” or “A01_Requisition”).



8. Electronic files shall be uploaded to IAS using the Comprehensive POD Guide to Electronic Filing in the IAS, located at this link: [POD Guide to e-Filing](#). The electronic file in IAS is the *official file of record*.
9. Attachments to this AOP include:
 - a. POD Simplified Acquisition Threshold (SAT) Index
 - b. POD Contract File Index
 - c. POD Construction File Index
 - d. POD Architect & Engineering (A&E) File Index
 - e. POD Modification Index

◆ **EXPIRATION DATE:** This AOP will remain in effect until canceled.