



2/22/2018

United States
Department of
Agriculture

ACQUISITION OPERATING PROCEDURE (AOP)

Office of the
Assistant
Secretary for
Administration

FROM: Richard R. Jiron
Mission Area - Senior Contracting Official

Office of
Procurement and
Property
Management

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

Procurement
Operations
Division

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to establish required Contract File Indexes that reflect essential documents that must be included in the contract file for various procurement actions. The Contract File Indexes will help ensure that contractual documentation is not inadvertently omitted and is uniformly formatted to effectuate a more expeditious review of contract files. In addition, this AOP establishes pilot procedures for creating and utilizing paperless electronic contract files in order to reduce cost (paper, ink, storage, etc.), increase operational efficiency, and improve accessibility to support separate work locations (WDC and FTC), telework, and Continuity of Operations Procedures (COOP).

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◆ **EFFECTIVE DATE:** This AOP is effective on February 22, 2018

◆ **REVISIONS:** *Procedures:* Item 4 changed HCAD to Mission Area - Senior Contracting Official.

Attachment 1, Preaward Simplified Procedures for Acquisitions Index: Tab A06 updated hyperlink to Size Standard Table. Procurement Advisory (Proc Adv.) Number (No.) 98C changed to 98D. Tab A08 changed AOP No. 10 to No. 5. *Attachment 2, Preaward Contract File Index:* Tab A07 updated hyperlink to Size Standard Table. *Attachment 3, Preaward Architect-Engineering Index:* Tab A04 updated hyperlink to Size Standard Table. *Attachment 4, Postaward Contract Administration Index:* Tab C01 removed Proc Adv. No. 72. Tab C02 removed Proc Adv. No. 72. Tab E17 changed Proc Adv. No. 96A to No. 96B. Tab F01 changed Proc Adv. No. 93B to No. 93C. *Attachment 5 Modification Index:* Tab 04 removed AOP No. 10. Tab 20 removed Proc Adv. No. 72.

This replaces AOP No. 7, dated July 17, 2017.

◆ **AUTHORITIES:** FAR Subparts 4.802, 4.803 and 4.804, Government Contract Files.

◆ **PROCEDURES:**

1. The use of the prescribed Contract File Indexes is **mandatory** for all contract actions to be issued by the Departmental Management acquisition staff of the Procurement Operations Division (POD), National Information Technology Center (NITC), and the National Finance Center (NFC), effective the date of this AOP.
2. The Contract File Indexes 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 Indexes are 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.

4. A pilot project will be initiated for a small number of contract actions designated by the Mission Area - Senior Contracting Official to test the feasibility and effectiveness of electronic/paperless contracting. Electronic contract files for the designated actions shall be created and maintained in accordance with FAR regulations, Procurement Advisory 105B and the instructions attached to this AOP. A revision to this AOP and its attachments will be issued upon completion and evaluation of the pilot program to effect any necessary changes and to begin POD, NITC and NFC transition to electronic/paperless contract files.
5. Paper contract files shall continue to be maintained for all actions not designated for the pilot and for all existing active contracts through closeout.

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

Instructions for the Contract File Indexes

The Contract File Indexes capture contract document requirements detailed in Federal Acquisition Regulation (FAR) Subparts 4.803 and 4.804. The Indexes contain Pre-Award (*Acquisition Planning, Procurement Request/ Solicitation Development, Solicitation & Evaluation*); and Post-Award (*Award, Contract Administration, Closeout*) reference documents. The intent of the Contract File Indexes is to facilitate the orderly processing of all procurement actions, assuring file requirements are not inadvertently overlooked; files present a professional work format; and, effectuate a more expeditious review of contract files. The Indexes contain hyperlinked references to FAR, Agriculture Acquisition Regulation (AGAR), and USDA or Regulatory requirements which require the development of the specific document(s). The Contract File Indexes incorporate contract references prescribed in the Federal Acquisition Regulation (FAR), Agriculture Acquisition Regulation (AGAR), agency and other USDA procedures or policies governing the acquisition process.

Contract File Indexes:

1. The use of the Contract File Indexes (*Attachments 1-5*) is **mandatory** for all contract actions.
2. The appropriate Contract File Index will be used for contract actions as follows:
 - **Pre Award Simplified Acquisition Procedures (SAP)** – for use with all commercial acquisitions employing simplified procedures (*including standalone and Indefinite Delivery type contracts*) up to \$7 million utilizing FAR Parts 12 and 13; all Blanket Purchase Agreements (BPAs) and Delivery/Task Orders/contracts up to \$10 million utilizing FAR Parts 8 or 16; all Delivery/Task Orders or BPA Calls issued against existing Agency contracts/BPAs; and all Interagency Acquisitions.
 - **Pre Award Contract** – for all other acquisitions using any combination of FAR Parts 12, 14 and 15, including construction, and all GSA/GWAC Delivery/Task Orders/contracts over \$10 million.
 - **Pre Award Architect & Engineering (A&E)** – for use with all pre-award A&E requirements.
 - **Post Award** – for use with all post award administration of contracts, orders, BPAs, BPA calls, and Architect & Engineering (A&E) contracts.
 - **Modification** – for use with each modifications of a contract, order, BPA or agreement.
3. Given the constant change to procurement regulations, the Indexes are subject to change. The most current version of the Indexes will be available on the OPPM/POD/AOP site at: <https://www.dm.usda.gov/oppm/pod/aop.htm>. In addition, they will also be located under the **Documents** tab, **AOP7 Contract File Indexes** on the OPPM-Procurement Operation Division SharePoint site <https://ems-team.usda.gov/sites/OPPM-POD>. Contracting Officers are responsible to obtain the most recent Index from one of these sites for each new acquisition/modification.

File Folders:

1. Until such time that an official electronic system of record is designated, paper files shall continue to be maintained for active contracts including new actions, not designated for the pilot program.

2. The standard manila file folder (*Figure 1*) with no sections will be used for all actions using the Pre Award SAP Index, provided it is adequate for the required amount of documentation; otherwise, the red 6-part pressboard file folder may be used for larger SAP actions. Fasteners/staples will be used to secure the documents in the file folder.
3. The red 6-part pressboard file folder (*Figure 2*) will be used for all other contract actions.
4. 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

5. The file folder label for all contract actions will identify the contract number, contractor's name, brief description of requirement, and volume (*if applicable*) as shown in Figure 3.

AG-3144-D-16-0001	Vol. 1 of 2
DELL CORPORATION	
ENTERPRISE LICENSE AGREEMENTS	

Figure 3

File Folder Documentation:

1. SAP (manila file folder)
 - a. Place the Pre Award Index on the left-side of the file folder so that it will be the first visible document when the file folder is opened. Upon award, the Post Award Index should be placed on top of the Pre Award Index.
 - b. Place the applicable Tabs on the right-side of the file folder in Alphabetical/Number order beginning with Tabs A (A01, A02, A03, etc.). 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 Modification Index captures documentation relating to each modification. Place the Modification Index and the applicable supporting documents on top of the last modification issued. The SF30 modification and its pertinent documents will be placed beneath the Modification Index.
2. All Other Contracts, Construction and A&E (red 6-part file folder)
 - a. Place the applicable Pre Award 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. Upon award, the Post Award Index should be placed on top of the Pre Award Index.
 - b. Place Tab A on the right-side/back cover/fastener of the file folder in Alphabetical/Number order. On the 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 index/fastener if the documentation is not too large. If needed, a Tab may be placed beneath the Contract File Index if no more fasteners are available in the file folder, or multiple file folders may be used.

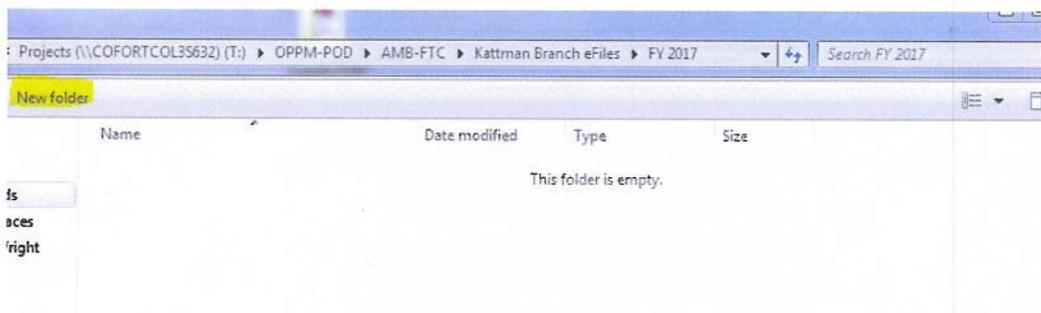
- c. Place documentation beneath the appropriate Tabs in chronological order with the most recent action/event on top of the older documents.
- d. The Modification Index captures documentation relating to each modification. Place the Modification Index and the applicable supporting documents on top of the last modification issued. The SF30 modification and its pertinent documents will be placed beneath the Modification Index.

Instructions for Electronic Contract Files

The use of Electronic Contract Files should significantly reduce the time in producing, printing and filing the required documents that capture essential requirements detailed in the Federal Acquisition Regulation (FAR) Subparts 4.803 and 4.804. The intent of the Electronic Contract File is to reduce cost (paper, ink, storage, etc.), increase operational efficiency, and improve accessibility to support separate work site locations, telework, and Continuity of Operations Procedures (COOP).

Electronic Contract Files:

1. Electronic contract files shall be created and maintained in the applicable Branch folder/fiscal year on the shared drive.
2. Procedures to set up electronic contract files are as follows:
 - a. Navigate to your Branch's eFile Folder and applicable Fiscal Year on the shared drive: (T: or S:). Click "New Folder" in the Windows Toolbar.



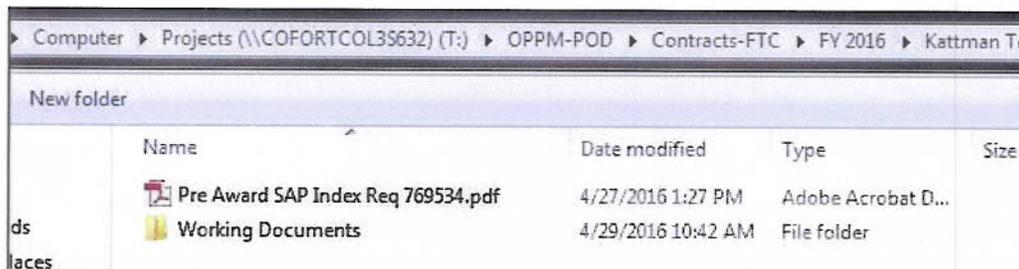
- b. Right click on your new folder and select "Rename" from the list. Folders should be named as follows:
 - i. When Requisitions are first assigned, the folder is to be named with the requisition number and very short description. For example, Purchase Requisition #769534 for Target Center Adobe License Renewals should be named "Req 769534 Adobe License Renewals-Target Center"
 - ii. Once the solicitation for the specific action has been created, the Requisition folder should be **renamed** with the solicitation number; the description can remain the same. Using the previous example "Req 769534 Adobe License Renewals-Target Center" should be renamed "S-17-0005 Adobe License Renewals-Target Center"

If a solicitation document is not created (e.g., if oral or email quotes are being used when the requirement is less than \$25,000), the Requisition folder does not need to be renamed until award.

If soliciting through GSA eBuy, NASA SEWP, or NITAAC, the RFQ# or Request ID# assigned to the solicitation by GSAeBuy/NASA SEWP or NITAAC

should be used to rename the Requisition folder. For example, when a GSA eBuy solicitation is posted, and is given an ID of RFQ#937379, the Requisition Folder (using the previous example) should be renamed “RFQ937379 Adobe License Renewals-Target Center”

- iii. At time of award, the Requisition/Solicitation Folder should be renamed with the award number. Using the example from the preceding paragraph, “RFQ937379 Adobe License Renewals-Target Center” should be renamed “D-17-0095 Adobe License Renewals-Target Center”
- c. Next, go to the OPPM-Procurement Operation Division Acquisition Operating Procedures web or POD’s Sharepoint site <https://ems-team.usda.gov/sites/OPPM-POD> to download the applicable Pre-Award File Index. The File Index should be saved to your newly created electronic Contract File on the Shared Drive.
- d. After the Index is saved to the Shared Drive, open the Pre-Award File Index and complete as much as information as possible. Each tab that will be applicable to your contract action, and which will be used in the electronic file folder should be checked. If there are uncertainties as to whether or not a specific tab or any of the documents within that tab are needed for the contract action, there are links to applicable regulation to aid in determination of necessary documentation.
- e. Next, add a new folder (subfolder) to your electronic Contract File and name it “Working Documents.” All file documents that you will need to create, edit and prepare for your official electronic Contract File should initially be saved here.



- f. Once the electronic version of each file document created for your contract action is complete, it should be moved out of the “Working Document” subfolder to your main folder for that contract action. Each document must be named to reflect the corresponding tab number under which it would be filed along with a brief description of the document.

Naming conventions for electronic documents must start with the Tab number (e.g., A01, A02, B01, etc.), and then include a short description of the document. For example, the Independent Government Cost Estimate would be saved to Tab A05, so the naming convention should be “A05-IGCE”.

If there are multiple documents to support requirements under a specific tab, such as Market Research (filed under Tab A06), naming conventions should follow something like this: “A06-Market Research-GSA” “A06-Market Research-SEWP” “A06-Market Research-SB Search” “A06-Market Research Form.” Various SAM verification documents filed under

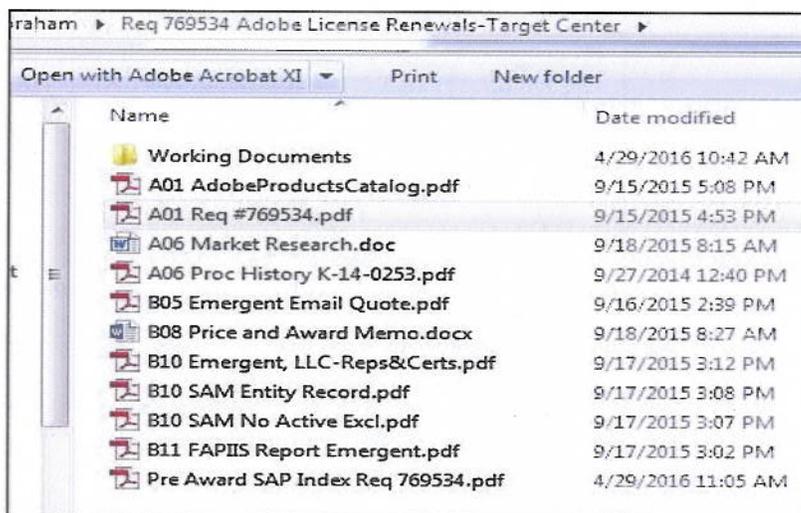
Tab B10 should be named something like this “B10-SAM Registration” “B10-SAM Excluded Parties” and “B10-SAM Reps & Certs.”

IMPORTANT NOTE: Microsoft Windows limits file names to 260 characters. The entire path is counted in the name. For example:

T:\OPPM-POD\Contracts-FTC\FY2015\Kattman\Wright\AG-3144-D-15-0209 Cisco HCS-LE\A08-JOFOC

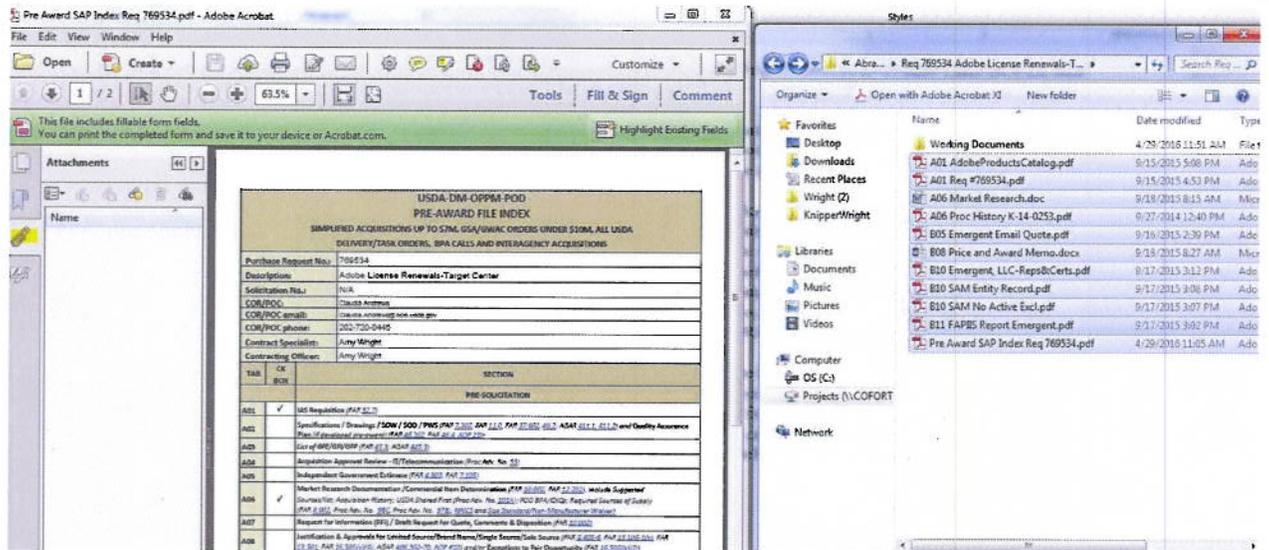
The file name above has 88 characters. Therefore, it is important to keep file names short and brief but descriptive enough so that a Contracting Officer or other reviewer can easily locate or understand the document that is being opened.

An example of the electronic Contract Folder with completed/named Pre-Award documents is as follows:



- g. If the contract action is subject to a Contracting Officer/Team Lead/Branch Chief/Policy review prior to solicitation and/or prior to award, all necessary pre-solicitation and/or pre-award file documentation should be attached to your Pre-Award Index. The Pre-Award Index with file attachments should be routed (outside of IAS) as needed for the Pre-solicitation and/or Pre-Award Reviews and Approvals. If any file document is changed as a result of the review process, the original document should be deleted from the Index (using the trash can icon on the Attachments section of the Index, and the final version of the document should be attached prior to uploading to PRISM. If no pre-solicitation or pre-award review is required, all pre-solicitation and pre-award file documentation should be attached to the Pre-Award Index just prior to award.
- h. To attach the electronic contract file documents to the File Index (Pre-Award, Post Award or Mod), you will need to open your File index document and click on the Paperclip icon on the left hand side (see paperclip highlighted in yellow below). Next, open up your electronic contract file from its Shared Drive location. Holding down the Ctrl key, right click on each file document that will be a part of the official contract file. After all documents have been highlighted/selected, right-click on the list of documents and drag them to the Attachments section of the Contract File Index.

Illustration of moving electronic files to the Adobe Index



- i. After you have added all necessary file documentation, save your File Index and name it using the following naming conventions:

Solicitations: SOL FY-S-##### Index & Supporting Docs

Contracts: FY-C-##### Index & Supporting Docs

Delivery Orders: FY-D-##### Index & Supporting Docs

Purchase Orders: FY-P-##### Index & Supporting Docs

BPAs: FY-B-##### Index & Supporting Docs

BPA Calls: FY-K-##### Index & Supporting Docs

- j. Although electronic files will be maintained in a shared directory, in accordance with Procurement Advisory 105B, PRISM must, at a minimum contain the following information: (1) the purchase requisition (2) the award document including any attachments or exhibits, and (3) the receipt or record of completion. Contracting Officers are responsible for ensuring the required documents are also uploaded as necessary in PRISM.
- k. All Post-Award documents should be saved to your electronic contract folder using the naming convention guidelines in paragraph f. above. Remember, all documentation that would go into a paper file must be saved to the electronic Contract File on the shared drive. This includes, but is not limited to, debriefings, COR and contractor correspondence, submittals, e-mails, etc.

NOTE: The Contract document saved under the Contract tab, shall reflect any changes made through the latest modification to document a conformed or complete copy of the contract. The File name shall be : *“Conformed Contract through Modification XXXX.”* Changes to the conformed contract document, made by modification, shall be done in tracked changes with a vertical line and text box in the left-hand margin to indicate which modification effected the change.

- l. Because Modifications in PRISM have their own Supporting Documents section, a separate Modification Index has been created. The Modification Index is available on the OPPM-Procurement Operation Division USDA Connect web site, and shall be used for each individual modification. The Modification Index and all necessary documentation (attached) shall be uploaded to the supporting documents section with the modification in PRISM.

- m. When the contract is complete (period of performance has ended), your electronic contract file on the Shared Drive must be moved to the "Completed Contracts" folder and renamed as follows "Complete D-17-0095 Adobe License Renewals-Target Center."

- n. When all closeout activities have been finished, and the contract has been closed in PRISM, the electronic file in the "Completed Contracts" folder shall be moved to the "Closed Contracts" folder and renamed to annotate the destruction date as follows "Closed D-17-0095 Destroy DD-MMM-YY" This will enable timely destruction of electronic records and help minimize usage of file space on our server.

**USDA-DM-OPPM-POD
PRE-AWARD FILE INDEX**

**SIMPLIFIED PROCEDURES FOR ACQUISITIONS UP TO \$7M, GSA/GWAC ORDERS UNDER \$10M, ALL
USDA DELIVERY/TASK ORDERS, BPA CALLS AND INTERAGENCY ACQUISITIONS**

Purchase Request No.:	
Description:	
Solicitation No.:	
COR/POC:	
COR/POC email:	
COR/POC phone:	
Contract Specialist:	
Contracting Officer:	
Check as Applicable	SECTION
TAB	PRE-SOLICITATION
A01	IAS Requisition/Funding Document (FAR 32.7 ; AOP#20)
A02	Specifications / Drawings / SOW / SOO / PWS (FAR 7.302 , FAR 11.0 , FAR 37.602 , 46.2 ; AGAR 411.1 , 411.2 , Proc Adv. No. 49 , 82A , 121 and 127) and Quality Assurance Plan (if developed pre-award) (FAR 46.202 , FAR 46.4 , AOP #23)
A03	List of GFE/GFI/GFP (FAR 45.3 ; AGAR 445.3)
A04	Acquisition Approval Review – Required for all IT/Telecommunication > \$25K (Proc Adv. No. 53A)
A05	Independent Government Estimate (FAR 4.803 , FAR 7.105)
A06	Market Research Documentation /Commercial Item Determination (FAR 10.002 , FAR 12.202). Include Suggested Sources/list; Acquisition History; USDA Shared First (Proc Adv. No. 101B); POD BPA/IDIQs; Required Sources of Supply (FAR 8.002 , Proc Adv. No. 98C , Proc Adv. No. 97B ; NAICS and Size Standard/Non-Manufacturer Waiver)
A07	Request for Information (RFI) / Draft Request for Quote, Comments & Disposition (FAR 10.002)
A08	Justification & Approvals for Limited Source/Brand Name/Single Source/Sole Source (FAR 8.405-6 , FAR 13.106-1(b) , FAR 13.501 ; FAR 16.505(a)(4) ; AGAR 406.302-70 ; AOP #19) and/or Exceptions to Fair Opportunity (FAR 16.505(b)(2))
A09	Acquisition Plan/Milestone Schedule (FAR 7.102)
A10	Determination & Findings (Single/Multiple Award IDIQ (FAR 16.504(c)); Time & Material/Labor Hour (FAR 16.601(d)(1)); Economic Price Adjustments (FAR 16.203-3 ; AGAR 416.203) Letter Contract (FAR 16.603-3 , AGAR 416.603); Options (FAR 17.205 /Proc Adv. No. 117); Best Proc Approach (FAR 17.502-1); Interagency Acquisitions/Economy Act (FAR 17.502-2); Buy American Non-Availability (FAR 25.103(b)(1)(i))
A11	Review of Advisory Assistance and All Professional Services / Non-Personal Service Documentation (FAR 37.204 , 37.103(a)(3) ; Proc Adv. No. 91D)
A12	USDA Small Business Program Review AD-1205 (F&OC > SAT; GSA FSS/GWACs>\$1M; and Bundled >\$2.5M) (FAR 19.501 ; 19.804 , 19.13 ; 19.14 and 19.15 ; DR 5090-001)
A13	SBA Correspondence (8(a) Eligibility e-mail, offer letter/acceptance, etc.) (Proc Adv. No. 71C ; FAR 19.804-2)
A14	Wage Determination (http://www.wdol.gov/ or exemption determination memo FAR 22.10)
A15	Evaluation Criteria/Procedures (FAR 8.405-1(f) , FAR 8.405-2(c) , FAR 12.603 , FAR 13.106-1(a)(2) , and FAR 16.505(b)(1))
A16	Ratification: Unauthorized Communication Approval (FAR 1.602-3 ; AGAR 401.602-3 ; AOP #4)
A17	CO Review/ Contract Board/ Peer / COR / OGC Reviews (DR 5000-4 ; AOP #8)
A18	Deviations (FAR 1.403 ; AGAR 401.4)
A19	Other: For example: Request to tailor solicitation terms and conditions inconsistent with customary commercial practice, FAR 12.302(c)

Check as Applicable		SECTION
TAB		SOLICITATION & EVALUATION
B01	<input type="checkbox"/>	FBO Synopsis documentation (Required under Part 12/13 Acquisitions > \$25,000, even if sole source/brand name) (FAR 5.101(a)(1) ; see FAR 5.101(a)(2) for actions \$15,000 to \$25,000)
B02	<input type="checkbox"/>	Solicitation (including RFQs, SEWP, NITAAC, & E-Buy RFQs) and Amendments (Include North American Industry Classification Code (NAICS) and Small Business Size Standard in written and oral solicitation (FAR 19.303)
B03	<input type="checkbox"/>	Solicitation & Amendment Correspondence
B04	<input type="checkbox"/>	Unsuccessful Quote(s)
B05	<input type="checkbox"/>	Successful Quote
B06	<input type="checkbox"/>	Abstract of Quotes
B07	<input type="checkbox"/>	Technical / Past Performance Evaluation
B08	<input type="checkbox"/>	Price Analysis & Reasonableness Determination / Best Value Determination / Negotiation Memorandum (FAR 8.405-4 , FAR 12.209)
B09	<input type="checkbox"/>	Simplified Acquisition Summary Worksheet
B10	<input type="checkbox"/>	System for Award Management Verification (System for Award Management Active Registration, Excluded Parties, Reqs & Certs)
B11	<input type="checkbox"/>	Responsibility Determination / Non Responsibility (Certificate of Competency) / FAPIIS (FAR 9.1 , FAR 9.104-5 , 9.105-2 & 19.6 ; FAR 9.104-6)
B12	<input type="checkbox"/>	Small Business Subcontracting Plan Review/Approval (FAR 19.702 , FAR 19.705-4 ; OSDBU Form 2/01, AOP#14)
B13	<input type="checkbox"/>	Software License Agreements / Data Rights (FAR 12.212 ; FAR 27.405-3 ; DR 5000-4 ; FAR 27.4)
B14	<input type="checkbox"/>	CO/ Team Lead / Branch Chief/ Division Chief / OGC Pre-Award Reviews (DR 5000-4 ; AOP #8)
B15	<input type="checkbox"/>	Congressional Notification (awards (including options) / mods exceeding \$1M FAR 5.303 ; AGAR 405.303)
B16	<input type="checkbox"/>	Other:

USDA-DM-OPPM-POD PRE-AWARD CONTRACT FILE INDEX FAR PART 14/15 ACQUISITIONS & GSA/GWAC ORDERS OVER \$10M	
Purchase Request No.:	
Description:	
Solicitation No.:	
COR/POC:	
COR/POC email:	
COR/POC phone:	
Contract Specialist:	
Contracting Officer:	
Check as Applicable	SECTION
TAB	PRE-SOLICITATION
A01	IAS Requisition (FAR 32.7 ; AOP#20)
A02	Specifications / Drawings / SOW / SOO / PWS (FAR 7.302 , FAR 11.0 , FAR 36.202 , FAR 37.602 ; AGAR 411.1 , 411.2 , Proc Adv. No. 49, 82A, 121 and 127) and Quality Assurance Plan (if developed pre-award) (FAR 46.202 , FAR 46.4 , AOP #23)
A03	List of GFE/GFI/GFP (FAR 45.3 ; AGAR 445.3)
A04	Delegation of Procurement Authority for IT (Actions >\$25M) (DR 5039-7 ; AOP #16)
A05	Acquisition Approval Review – Required for all IT/Telecommunication >\$25K (Proc Adv. No. 53A)
A06	Independent Government Estimate (FAR 4.803 , FAR 7.105 and FAR 36.203)
A07	Market Research Documentation/Commercial Item Determination (FAR 10.002 and FAR 12.202 . Include suggested Sources/List; Acquisition History; USDA Shared First (Proc Adv. No. 101B); POD BPA/IDIQs; Required Sources of Supply (FAR 8.002); NAICS and Size Standard/Non-Manufacturer Waiver)
A08	Request for Information (RFI) / Draft Request for Proposals, Comments & Disposition (FAR 10.002 , FAR 15.201)
A09	Justification for Other Than Full and Open Competition (FAR 6.302 ; FAR 6.302-5(b)(4) for 8(a)>\$22M; FAR 8.405-6 ; FAR 16.505(a)(4) ; AGAR 406.302-70 ; AOP #5) and/or Exceptions to Fair Opportunity (FAR 16.505(b)(2))
A10	Acquisition Plan/Milestone Schedule (FAR 7.102)
A11	Determination & Findings / Justifications (Single/Multiple Award IDIQ (FAR 16.504(c)); Time & Material/Labor Hour (FAR 16.601(d)(1)); Economic Price Adjustments (FAR 16.203-3 ; AGAR 416.203) Letter Contract (FAR 16.603-3 , AGAR 416.603); Options (FAR 17.205 , Proc Adv. No. 117); Best Proc Approach (FAR 17.502-1); Interagency Acquisitions/Economy Act (FAR 17.502-2); Buy American Non-Availability (FAR 25.103(b)(1)(i)); Liquidated Damages (FAR 11.5 , FAR 19.705-7 , FAR 22.302 , AGAR 422.302); Descriptive Literature/Bid Samples (FAR 14.202-5)
A12	Advisory Assistance Services Approval / Non-Personal Service Documentation (FAR 37.204 , 37.103(a)(3) ; Proc Adv. No. 91D)
A13	USDA Small Business Program Review AD-1205 (F&OC > SAT; GSA FSS/GWACs>\$1M; and Bundled >\$2.5M) (FAR 19.501 ; 19.804, 19.13 ; 19.14 and 19.15 ; DR 5090-001)
A14	SBA Correspondence (8(a) offer letter/acceptance, etc.) (Proc Adv. No. 71C ; FAR 19.804-2)
A15	Wage Determination (http://www.wdol.gov/ or exemption determination memo FAR 22.10)
A16	SSA Delegation, Evaluation Team Conflict of Interest/Confidentiality Certifications (FAR 15.303 ; AGAR 415.303)
A17	Source Selection/Evaluation Plan (FAR 15.304)
A18	Ratification: Unauthorized Communication Approval (FAR 1.602-3 ; AGAR 401.602-3 ; AOP #4)
A19	CO Review/ Contract Board/ Peer / COR / OGC Reviews (DR 5000-4 ; Proc Adv. No. 118B ; AOP #8)
A20	Deviations (FAR 1.403 ; AGAR 401.4)
A21	Other:

TAB	CK BOX	SECTION
SOLICITATION & EVALUATION		
B01		FBO Synopsis documentation (<i>FAR 5.101(a)(1), FAR 35.004, FAR 36.204, and FAR 36.213-2</i>)
B02		Solicitation and Amendments (IFB/RFP) (<i>FAR 14.2, FAR 15.205, FAR 15.206, and FAR 36.204</i>)
B03		Pre-Bid / Pre-Proposal Conference and Minutes (<i>FAR 14.207, FAR 15.201</i>)
B04		Bidders List / List of Offerors (<i>FAR 4.803(a)(5), FAR 14.204</i>)
B05		Abstract of Bids / Proposals (<i>FAR 14.403</i>)
B06		Late Bids, Late Proposals, Mistakes and Disposition (<i>FAR 14.304, FAR 14.407, FAR 15.208; AGAR 414.4</i>)
B07		Rejection of Bids / Cancellation of IFB / Conversion to RFP (<i>FAR 14.404, FAR 14.401-1(e)-(f), AGAR 414.4</i>) and Modification/ Withdrawal of Proposals (<i>FAR 15.208(e)</i>)
B08		Unsuccessful Bids / Proposals (<i>Including Technical, Past Performance and Price Proposals and any Proposal Revisions</i>)
B09		Successful Proposal(s)/Bid (<i>Including Technical, Past Performance and Price Proposal(s) and any Proposal Revisions</i>)
B10		Cost/Price Analysis, Audit Report/Waiver, Waiver of Facilities Capital (<i>FAR 15.4; AGAR 415.404</i>)
B11		Technical and Past Performance Evaluation and Worksheets (<i>FAR 15.305</i>)
B12		Communication with Offerors / In & Out of Competition (<i>FAR 15.306</i>)
B13		Competitive Range Determination (<i>FAR 15.306(c); DR 5000-4</i>) and Notice to Firms not in Competitive Range (<i>FAR 15.503(a)(1)</i>)
B14		Pre/Post Negotiation Memorandum (<i>FAR 15.406</i>) and Price Reasonableness Determination (<i>FAR 15.406-3, FAR 15.305(a)(1)</i>) and Certificate of Current Cost/Pricing Data or Waiver (<i>FAR 15.406-2</i>)
B15		Source Selection Authority Decision (<i>FAR 15.308</i>)
B16		Pre-Award Debriefings (<i>FAR 15.505</i>)
B17		Pre-Award Survey (<i>FAR 9.106</i>)
B18		EEO Pre-Award Clearance (<i>Supply/Service Pre-Award > \$10M, FAR 22.805</i>)
B19		System for Award Management Verification (<i>System for Award Management Active Registration, Excluded Parties, Reps & Certs</i>)
B20		VETS-100 Compliance Verification (<i>FAR 22.1302(b) and FAR 22.1304</i>)
B21		Responsibility Determination / Non Responsibility (Certificate of Competency) / FAPIIS (<i>FAR 9.1, FAR 9.104-5, 9.105-2 & 19.6; FAR 9.104-6</i>)
B22		Small Business Subcontracting Plan Review/Approval (<i>FAR 19.702, FAR 19.705-4; OSDBU Form 2/01, AOP#14</i>)
B23		Bid Bonds (<i>FAR 28.101</i>)
B24		Software License Agreements / Data Rights (<i>FAR 12.212; FAR 27.405-3; DR 5000-4; FAR 27.4</i>)
B25		Make or Buy Decisions (<i>FAR 15.407-2</i>)
B26		D&F Authorization for Advance Payments (<i>FAR 32.410; AGAR 432.4</i>)
B27		CO/ Team Lead / Branch Chief/ Division Chief / OGC Pre-Award Reviews (<i>DR 5000-4; AOP #8</i>)
B28		Congressional Notification (<i>awards (including options)/mods exceeding \$1M</i>) (<i>FAR 5.303; AGAR 405.303</i>)
B29		Pre Award Notices to Unsuccessful Offerors (<i>FAR 15.503(a)(2)</i>)
B30		Other:

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PRE-AWARD ARCHITECT-ENGINEERING CONTRACT FILE INDEX

Purchase Request No.:		
Description:		
Solicitation No.:		
COR/POC:		
COR/POC email:		
COR/POC phone:		
Contract Specialist:		
Contracting Officer:		
TAB	CK BOX	SECTION
PRE-SOLICITATION		
A01		IAS Requisition (FAR 32.7 ; AOP#20)
A02		Specifications / Drawings / SOW (FAR 7.302 , FAR 11.0 , FAR 36.601 , FAR 37.602 ; AGAR 436.601)
A03		Independent Government Estimate (FAR 4.803 , FAR 7.105 and FAR 36.605)
A04		Market Research Documentation (FAR 10.002). Include suggested Sources/List; Acquisition History; NAICS and Size Standard/Non-Manufacturer Waiver
A05		Justification for Other Than Full and Open Competition (FAR 6.302 ; AGAR 406.302-70 ; AOP #5) and/or Exceptions to Fair Opportunity (FAR 16.505(b)(2))
A06		Acquisition Plan/Milestone Schedule (FAR 7.102)
A07		Determination & Findings / Justifications (Single/Multiple Award IDIQ (FAR 16.504(c)); Time & Material/Labor Hour (FAR 16.601(d)(1)); Letter Contract (FAR 16.603-3 , AGAR 416.603); Options (FAR 17.205 , Proc Adv. No. 117.)
A08		USDA Small Business Program Review AD-1205 (F&OC > SAT; and Bundled >\$2.5M) (FAR 19.501 ; 19.804 , 19.13 ; 19.14 and 19.15 ; DR 5090-001)
A09		SBA Correspondence (8(a) offer letter/acceptance, etc.) (FAR 19.804-2 ; Proc Adv. No. 71C)
A10		Wage Determination (http://www.wdol.gov/ or exemption determination memo FAR 22.10)
A11		Appointment of Evaluation Board/Chair and Conflict of Interest/Confidentiality Certifications (FAR 36.602-2 ; AGAR 436.602-2)
A12		Selection Criteria (FAR 36.602-1 or FAR 36.602-5 ; AGAR 436.602-1 or AGAR 436.602-5)
A13		Draft Public Announcement (FAR 36.601-1)
A14		CO Review/ Contract Board/ Peer / COR / OGC Reviews (DR 5000-4 ; Proc Adv. No. 118B ; AOP #8)
A15		Deviations (FAR 1.403 ; AGAR 401.4)
A16		Other:
SOLICITATION & EVALUATION		
B01		Public Announcement documentation (FAR 36.301-1)
B02		List of Firms and SF330's (FAR 36.603)
B03		Evaluation Board Initial Review of SF330's / Recommendation & Ranking of Firms for Discussions (FAR 36.602-3)
B04		Notification Letters – Short Listed, non-Short Listed, Non-Selected (FAR 36.602-3(c))
B05		Discussions (With at least three of the most highly qualified firms - FAR 36.602-3(c))
B06		Evaluation Board Recommendation/Selection Report (FAR 36.602-3(d) ; AGAR 436.602-3)
B07		Selection Authority Final Selection Decision (FAR 36.602-4 ; AGAR 436.602-4)

TAB	CK BOX	SECTION
SOLICITATION & EVALUATION		
B08		Selection Notice (to firms not selected for negotiation of contract – FAR 36.607(a))
B09		Request for Proposal/Draft Contract (FAR 36.606(a) – (c))
B10		Price/Cost Proposal
B11		Cost/Price Analysis, Audit Report/Waiver, Waiver of Facilities Capital (FAR 15.4 ; AGAR 415.404)
B12		Pre/Post Negotiation Memorandum (FAR 15.406) and Price Reasonableness Determination (FAR 15.406-3 , FAR 15.305(a)(1)) and Certificate of Current Cost/Pricing Data or Waiver (FAR 15.406-2)
B13		Pre-Award Survey (FAR 9.106)
B14		EEO Pre-Award Clearance (Supply/Service Pre-Award>\$10M, FAR 22.805)
B15		System for Award Management Verification (System for Award Management Active Registration, Excluded Parties, Reqs & Certs)
B16		VETS-100 Compliance Verification (FAR 22.1302(b) and FAR 22.1304)
B17		Responsibility Determination / Non Responsibility (Certificate of Competency) / FAPIIS (FAR 9.1 , FAR 9.105-2 ; and FAR 9.104-6)
B18		Small Business Subcontracting Plan Review/Approval (FAR 19.702 , FAR 19.705-4 ; OSDBU Form 2/01; AOP#14)
B19		CO/ Team Lead / Branch Chief / Division Chief / OGC Pre-Award Reviews (DR 5000-4 ; AOP #8)
B20		Congressional Notification (awards (including options)/mods exceeding \$1M) (FAR 5.303 ; AGAR 405.303)
B21		Debriefings (FAR 36.607(b))
B22		Other:

**USDA-DM-OPPM-POD
POST AWARD CONTRACT ADMINISTRATION INDEX**

Contract No.		Period of Performance		
Contract Total Amount		Base		
Contract Type/Title		Option 1		
Contractor		Option 2		
Contractor POC		Option 3		
Contractor POC email		Option 4		
Contractor POC Phone				
COR/POC				
COR/POC email				
COR/POC phone				
Check as Applicable	SECTION			
TAB	AWARD DOCUMENTS			
C01	Conformed Contract (<i>Signed Form / Schedule / Clauses/ Attachments</i>) and FPDS Record (<i>FAR 4.602; Proc Adv. No.72</i>)			
C02	Modifications / Backup Documentation / FPDS Record (<i>Signed Form / Complete Mod package</i>) (<i>FAR 43; Proc Adv. No.72</i>)			
C03	Contract Distribution (<i>Email / confirmation: Contractor, COR/Technical POC, Budget, Property, SBA, etc.</i>)			
C04	COR Delegation Letter & Acknowledgement (<i>FAR 1.602-2(d); AOP #13</i>)			
C05	Award Synopsis and Notifications (<i>FAR 5.301, FAR 13.106-3(c) and (d), FAR 15.504; AGAR 405.303</i>)			
C06	Task / Delivery Order / Call Log			
POST AWARD DOCUMENTS				
D01	Office of Federal Contract Compliance Programs Notification (<i>Construction >\$10K FAR 22.804-2(c)</i>)			
D02	Post Award Notices (<i>FAR 13.106-3(c); FAR 14.409-1(a)(1)(i); FAR 15.503(b); or FAR 16.505(b)(ii)</i>)			
D03	Post Award Request/Responses for Award Information (<i>FAR 8.405-2(d); FAR 13.106-3(d)</i>)			
D04	Post-Award Debriefings (<i>FAR 15.506 or FAR 16.505(b)(ii)</i>)			
D05	Post Award Protests and Related Correspondence and Memos (<i>FAR 19.302; FAR 19.305-19.308; FAR 33.1</i>)			
D06	Post-Award Conferences/Pre Construction Conference/Meetings (<i>FAR 42.503, FAR 36.212; AGAR 415.570</i>)			
D07	Government Surveillance / Quality Assurance Plan (<i>FAR 37.604</i>) (<i>if plan is developed either pre or post award</i>) (<i>FAR 46.102; AOP#23</i>)			
D08	Certificate of Insurance (<i>FAR 28.3</i>)			
D09	Performance and Payment Bonds (<i>FAR 28.1 and FAR 28.2</i>)			
D10	Notice to Proceed (<i>FAR 36.213-4(e), FAR 52.211-10</i>)			
CONTRACT ADMINISTRATION				
E01	Submittals / Deliverable Data / Progress Reports / Meeting Notes			
E02	Vouchers / Invoices / Invoice Log (<i>FAR 32; AOP#12</i>)			
E03	Inspection / Acceptance Documentation (<i>FAR 46.5, FAR 46.6</i>)			
E04	CO Consent to Subcontract (<i>FAR 44.201</i>)			
E05	Subcontracting Reports eSRS (<i>SF294/295 Submissions</i>) (<i>FAR 19.704(a)(10)</i>)			
E06	Delegations of Contract Administration Office (<i>FAR 42.2</i>)			
E07	Contractor's Purchasing Systems Review / Report (Subcontracting) (<i>FAR 44.301</i>)			
E08	Audit Reports (<i>FAR 15.4, FAR 42.1; AGAR 442.102;</i>)			
E09	Contractor Notification of Limitation of Funds (<i>FAR 52.232-22</i>)			
E10	Assignment of Claims (<i>FAR 32.8</i>)			

TAB	SECTION
CONTRACT ADMINISTRATION	
E11	Payroll Reviews (<i>FAR 22.406-6</i>) Labor Compliance Checks (<i>FAR 22.406-7</i>)
E12	Disputes/Claims (<i>FAR 33.2</i> ; <i>AGAR 433.2</i>)
E13	Liquidated Damages Assessments (<i>FAR 11.5</i> and <i>FAR 36.206</i>)
E14	Suspension of Work / Stop Work Order (<i>FAR 42.13</i>)
E15	Cure Notice /Show Cause Letter (<i>FAR 49.402-3(d)</i> , <i>FAR 49.607</i> , <i>FAR 49.402-3(e)</i>)
E16	Termination for Convenience/Default (<i>FAR 49</i>)
E17	Interim / Annual / Final CPARS and/or FAPIIS Performance Evaluation (<i>FAR 42.1502</i> , <i>FAR 42.1503(f)</i> , <i>AGAR 442.1502</i> , <i>Proc Adv. No. 96A; AOP #21</i>)
E18	Miscellaneous Correspondence / Memos (<i>FAR 4.803(a)(40)</i>)
E19	Freedom of Information Act Requests (FOIA) (<i>FAR 24.2</i>)
E20	Other (<i>Software License Agreements (FAR 12.212, FAR 27.400; DR5000-4)</i> , <i>Warranty Info (FAR 46.7, FAR 12.404)</i> , etc.
E21	Authorization to use Government Supply Sources (<i>FAR 51.102</i>)
E22	GFE/GFP Inventories and Disposition of GFE/GFP (<i>FAR 45.201, FAR 45.5, FAR 45.6</i>)
E23	Engineering Change Proposal (<i>FAR 48</i>)
E24	Royalty, Invention, Copyright Reports (<i>FAR 27.2, FAR 27.4</i>)
CONTRACT CLOSEOUT	
F01	Contract Completion Statement, Closeout Letters / Memorandum (<i>FAR 4.804; Proc Adv. No. 93B</i>)
F02	Audit Information
F03	Contractors Release of Claims
F04	Other Closeout Documentation

USDA-DM-OPPM-POD MODIFICATION INDEX		
Contract No.:		
Modification No.:		
Purpose of Modification:		
Contractor Name/POC:		
Contract Specialist:		
Contracting Officer:		
TAB	CK BOX	
01		IAS Requisition (FAR 32.7 , AOP#20)
02		Independent Government Estimate (FAR 4.803 , FAR 7.105)
03		SOW, PWS, SOO
04		Sole Source/Brand Name (AOP#5/AOP#10), AAR (<i>Proc Adv. No. 53A</i>), Review of Advisory Assistance and Professional Services (<i>Proc Adv. No. 91D</i>), Waivers, etc.
05		Correspondence (e.g., option notification letter (FAR 17.207(a)), Contractor request for equitable adjustment, etc.)
06		Determination & Finding or Any Other Justifications (<i>Exercise of Options</i> (FAR 17.207(f) ; <i>Proc Adv. No. 117</i>)
07		Request for Proposal
08		Contractor Proposal
09		Technical Evaluation
10		Audit / Cost / Price Analysis (FAR 15.404-2)
11		Price Negotiation Memorandum
12		Certificate of Current Cost / Price Data >\$750K (FAR 15.403-4(iii))
13		Assignment of Claims / Novation Agreement (FAR 32.8 ; FAR 42.12)
14		Wage Determination Revision
15		Termination Settlement
16		Consent of Surety and Increase of Penalty (<i>if additional bond coverage is required for modifications that increase contract value</i>)
17		SAM (<i>Active registration, no exclusions, and Reqs and Certs.</i>)
18		CO Review/ Contract Board/ Peer / COR / OGC Reviews (DR 5000-4 ; AOP #8)
19		Congressional Notification (<i>modifications >\$1M</i>) (FAR 5.303 ; AGAR 405.303)
20		Fully Executed SF 30 Modification and FPDS Report (FAR 4.602 ; <i>Proc Adv. No. 72</i>)
21		Distribution of Modification (<i>Email / confirmation to: Contractor, COR/Technical POC, SBA, etc.</i>)
22		Other:

**USDA-DM-OPPM-POD
PRE-AWARD FILE INDEX**

**SIMPLIFIED PROCEDURES FOR ACQUISITIONS UP TO \$7M, GSA/GWAC ORDERS UNDER \$10M, ALL
USDA DELIVERY/TASK ORDERS, BPA CALLS AND INTERAGENCY ACQUISITIONS**

Purchase Request No.:	
Description:	
Solicitation No.:	
COR/POC:	
COR/POC email:	
COR/POC phone:	
Contract Specialist:	
Contracting Officer:	
Check as Applicable	SECTION
TAB	PRE-SOLICITATION
A01	IAS Requisition/Funding Document (FAR 32.7 ; AOP#20)
A02	Specifications / Drawings / SOW / SOO / PWS (FAR 7.302 , FAR 11.0 , FAR 37.602 , 46.2 ; AGAR 411.1 , 411.2 , Proc Adv. No. 49 , 82A , 121 and 127) and Quality Assurance Plan (if developed pre-award) (FAR 46.202 , FAR 46.4 , AOP #23)
A03	List of GFE/GFI/GFP (FAR 45.3 ; AGAR 445.3)
A04	Acquisition Approval Review – Required for all IT/Telecommunication > \$25K (Proc Adv. No. 53A)
A05	Independent Government Estimate (FAR 4.803 , FAR 7.105)
A06	Market Research Documentation /Commercial Item Determination (FAR 10.002 , FAR 12.202). Include Suggested Sources/list; Acquisition History; USDA Shared First (Proc Adv. No. 101B); POD BPA/IDIQs; Required Sources of Supply (FAR 8.002 , Proc Adv. No. 98C , Proc Adv. No. 97B ; NAICS and Size Standard/Non-Manufacturer Waiver)
A07	Request for Information (RFI) / Draft Request for Quote, Comments & Disposition (FAR 10.002)
A08	Justification & Approvals for Limited Source/Brand Name/Single Source/Sole Source (FAR 8.405-6 , FAR 13.106-1(b) , FAR 13.501 ; FAR 16.505(a)(4) ; AGAR 406.302-70 ; AOP #19) and/or Exceptions to Fair Opportunity (FAR 16.505(b)(2))
A09	Acquisition Plan/Milestone Schedule (FAR 7.102)
A10	Determination & Findings (Single/Multiple Award IDIQ (FAR 16.504(c)); Time & Material/Labor Hour (FAR 16.601(d)(1)); Economic Price Adjustments (FAR 16.203-3 ; AGAR 416.203) Letter Contract (FAR 16.603-3 , AGAR 416.603); Options (FAR 17.205 /Proc Adv. No. 117); Best Proc Approach (FAR 17.502-1); Interagency Acquisitions/Economy Act (FAR 17.502-2); Buy American Non-Availability (FAR 25.103(b)(1)(i))
A11	Review of Advisory Assistance and All Professional Services / Non-Personal Service Documentation (FAR 37.204 , 37.103(a)(3) ; Proc Adv. No. 91D)
A12	USDA Small Business Program Review AD-1205 (F&OC > SAT; GSA FSS/GWACs > \$1M; and Bundled > \$2.5M) (FAR 19.501 ; 19.804 , 19.13 ; 19.14 and 19.15 ; DR 5090-001)
A13	SBA Correspondence (8(a) Eligibility e-mail, offer letter/acceptance, etc.) (Proc Adv. No. 71C ; FAR 19.804-2)
A14	Wage Determination (http://www.wdol.gov/ or exemption determination memo FAR 22.10)
A15	Evaluation Criteria/Procedures (FAR 8.405-1(f) , FAR 8.405-2(c) , FAR 12.603 , FAR 13.106-1(a)(2) , and FAR 16.505(b)(1))
A16	Ratification: Unauthorized Communication Approval (FAR 1.602-3 ; AGAR 401.602-3 ; AOP #4)
A17	CO Review/ Contract Board/ Peer / COR / OGC Reviews (DR 5000-4 ; AOP #8)
A18	Deviations (FAR 1.403 ; AGAR 401.4)
A19	Other: For example: Request to tailor solicitation terms and conditions inconsistent with customary commercial practice, FAR 12.302(c)

Check as Applicable		SECTION
TAB		SOLICITATION & EVALUATION
B01		FBO Synopsis documentation (Required under Part 12/13 Acquisitions > \$25,000, even if sole source/brand name) (FAR 5.101(a)(1) ; see FAR 5.101(a)(2) for actions \$15,000 to \$25,000)
B02		Solicitation (including RFQs, SEWP, NITAAC, & E-Buy RFQs) and Amendments (Include North American Industry Classification Code (NAICS) and Small Business Size Standard in written and oral solicitation (FAR 19.303)
B03		Solicitation & Amendment Correspondence
B04		Unsuccessful Quote(s)
B05		Successful Quote
B06		Abstract of Quotes
B07		Technical / Past Performance Evaluation
B08		Price Analysis & Reasonableness Determination / Best Value Determination / Negotiation Memorandum (FAR 8.405-4 , FAR 12.209)
B09		Simplified Acquisition Summary Worksheet
B10		System for Award Management Verification (System for Award Management Active Registration, Excluded Parties, Reps & Certs)
B11		Responsibility Determination / Non Responsibility (Certificate of Competency) / FAPIIS (FAR 9.1 , FAR 9.104-5 , 9.105-2 & 19.6 ; FAR 9.104-6)
B12		Small Business Subcontracting Plan Review/Approval (FAR 19.702 , FAR 19.705-4 ; OSDBU Form 2/01, AOP#14)
B13		Software License Agreements / Data Rights (FAR 12.212 ; FAR 27.405-3 ; DR 5000-4 ; FAR 27.4)
B14		CO/ Team Lead / Branch Chief/ Division Chief / OGC Pre-Award Reviews (DR 5000-4 ; AOP #8)
B15		Congressional Notification (awards (including options) / mods exceeding \$1M FAR 5.303 ; AGAR 405.303)
B16		Other:

USDA-DM-OPPM-POD	
PRE-AWARD CONTRACT FILE INDEX	
FAR PART 14/15 ACQUISITIONS & GSA/GWAC ORDERS OVER \$10M	
Purchase Request No.:	
Description:	
Solicitation No.:	
COR/POC:	
COR/POC email:	
COR/POC phone:	
Contract Specialist:	
Contracting Officer:	
Check as Applicable	SECTION
TAB	PRE-SOLICITATION
A01	IAS Requisition (FAR 32.7 ; AOP#20)
A02	Specifications / Drawings / SOW / SOO / PWS (FAR 7.302 , FAR 11.0 , FAR 36.202 , FAR 37.602 ; AGAR 411.1 , 411.2 , Proc Adv. No. 49, 82A, 121 and 127) and Quality Assurance Plan (if developed pre-award) (FAR 46.202 , FAR 46.4 , AOP #23)
A03	List of GFE/GFI/GFP (FAR 45.3 ; AGAR 445.3)
A04	Delegation of Procurement Authority for IT (Actions >\$25M) (DR 5039-7 ; AOP #16)
A05	Acquisition Approval Review – Required for all IT/Telecommunication >\$25K (Proc Adv. No. 53A)
A06	Independent Government Estimate (FAR 4.803 , FAR 7.105 and FAR 36.203)
A07	Market Research Documentation/Commercial Item Determination (FAR 10.002 and FAR 12.202 . Include suggested Sources/List; Acquisition History; USDA Shared First (Proc Adv. No. 101B); POD BPA/IDIQs; Required Sources of Supply (FAR 8.002); NAICS and Size Standard/Non-Manufacturer Waiver)
A08	Request for Information (RFI) / Draft Request for Proposals, Comments & Disposition (FAR 10.002 , FAR 15.201)
A09	Justification for Other Than Full and Open Competition (FAR 6.302 ; FAR 6.302-5(b)(4) for 8(a)>\$22M; FAR 8.405-6 ; FAR 16.505(a)(4) ; AGAR 406.302-70 ; AOP #5) and/or Exceptions to Fair Opportunity (FAR 16.505(b)(2))
A10	Acquisition Plan/Milestone Schedule (FAR 7.102)
A11	Determination & Findings / Justifications (Single/Multiple Award IDIQ (FAR 16.504(c)); Time & Material/Labor Hour (FAR 16.601(d)(1)); Economic Price Adjustments (FAR 16.203-3 ; AGAR 416.203) Letter Contract (FAR 16.603-3 , AGAR 416.603); Options (FAR 17.205 , Proc Adv. No. 117); Best Proc Approach (FAR 17.502-1); Interagency Acquisitions/Economy Act (FAR 17.502-2); Buy American Non-Availability (FAR 25.103(b)(1)(i)); Liquidated Damages (FAR 11.5 , FAR 19.705-7 , FAR 22.302 , AGAR 422.302); Descriptive Literature/Bid Samples (FAR 14.202-5)
A12	Advisory Assistance Services Approval / Non-Personal Service Documentation (FAR 37.204 , 37.103(a)(3) ; Proc Adv. No. 91D)
A13	USDA Small Business Program Review AD-1205 (F&OC > SAT; GSA FSS/GWACs>\$1M; and Bundled >\$2.5M) (FAR 19.501 ; 19.804, 19.13 ; 19.14 and 19.15 ; DR 5090-001)
A14	SBA Correspondence (8(a) offer letter/acceptance, etc.) (Proc Adv. No. 71C ; FAR 19.804-2)
A15	Wage Determination (http://www.wdol.gov/ or exemption determination memo FAR 22.10)
A16	SSA Delegation, Evaluation Team Conflict of Interest/Confidentiality Certifications (FAR 15.303 ; AGAR 415.303)
A17	Source Selection/Evaluation Plan (FAR 15.304)
A18	Ratification: Unauthorized Communication Approval (FAR 1.602-3 ; AGAR 401.602-3 ; AOP #4)
A19	CO Review/ Contract Board/ Peer / COR / OGC Reviews (DR 5000-4 ; Proc Adv. No. 118B ; AOP #8)
A20	Deviations (FAR 1.403 ; AGAR 401.4)
A21	Other:

TAB	CK BOX	SECTION
		SOLICITATION & EVALUATION
B01		FBO Synopsis documentation (FAR 5.101(a)(1) , FAR 35.004 , FAR 36.204 , and FAR 36.213-2)
B02		Solicitation and Amendments (IFB/RFP) (FAR 14.2 , FAR 15.205 , FAR 15.206 , and FAR 36.204)
B03		Pre-Bid / Pre-Proposal Conference and Minutes (FAR 14.207 , FAR 15.201)
B04		Bidders List / List of Offerors (FAR 4.803(a)(5) , FAR 14.204)
B05		Abstract of Bids / Proposals (FAR 14.403)
B06		Late Bids, Late Proposals, Mistakes and Disposition (FAR 14.304 , FAR 14.407 , FAR 15.208 ; AGAR 414.4)
B07		Rejection of Bids / Cancellation of IFB / Conversion to RFP (FAR 14.404 , FAR 14.401-1(e)-(f) , AGAR 414.4) and Modification/ Withdrawal of Proposals (FAR 15.208(e))
B08		Unsuccessful Bids / Proposals (Including Technical, Past Performance and Price Proposals and any Proposal Revisions)
B09		Successful Proposal(s)/Bid (Including Technical, Past Performance and Price Proposal(s) and any Proposal Revisions)
B10		Cost/Price Analysis, Audit Report/Waiver, Waiver of Facilities Capital (FAR 15.4 ; AGAR 415.404)
B11		Technical and Past Performance Evaluation and Worksheets (FAR 15.305)
B12		Communication with Offerors / In & Out of Competition (FAR 15.306)
B13		Competitive Range Determination (FAR 15.306(c) ; DR 5000-4) and Notice to Firms not in Competitive Range (FAR 15.503(a)(1))
B14		Pre/Post Negotiation Memorandum (FAR 15.406) and Price Reasonableness Determination (FAR 15.406-3 , FAR 15.305(a)(1)) and Certificate of Current Cost/Pricing Data or Waiver (FAR 15.406-2)
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B16		Pre-Award Debriefings (FAR 15.505)
B17		Pre-Award Survey (FAR 9.106)
B18		EEO Pre-Award Clearance (Supply/Service Pre-Award>\$10M, FAR 22.805)
B19		System for Award Management Verification (System for Award Management Active Registration, Excluded Parties, Reps & Certs)
B20		VETS-100 Compliance Verification (FAR 22.1302(b) and FAR 22.1304)
B21		Responsibility Determination / Non Responsibility (Certificate of Competency) / FAPIIS (FAR 9.1 , FAR 9.104-5 , 9.105-2 & 19.6 ; FAR 9.104-6)
B22		Small Business Subcontracting Plan Review/Approval (FAR 19.702 , FAR 19.705-4 ; OSDBU Form 2/01 , AOP#14)
B23		Bid Bonds (FAR 28.101)
B24		Software License Agreements / Data Rights (FAR 12.212 ; FAR 27.405-3 ; DR 5000-4 ; FAR 27.4)
B25		Make or Buy Decisions (FAR 15.407-2)
B26		D&F Authorization for Advance Payments (FAR 32.410 ; AGAR 432.4)
B27		CO/ Team Lead / Branch Chief/ Division Chief / OGC Pre-Award Reviews (DR 5000-4 ; AOP #8)
B28		Congressional Notification (awards (including options)/mods exceeding \$1M) (FAR 5.303 ; AGAR 405.303)
B29		Pre Award Notices to Unsuccessful Offerors (FAR 15.503(a)(2))
B30		Other:

USDA-DM-OPPM-POD PRE-AWARD ARCHITECT-ENGINEERING CONTRACT FILE INDEX		
Purchase Request No.:		
Description:		
Solicitation No.:		
COR/POC:		
COR/POC email:		
COR/POC phone:		
Contract Specialist:		
Contracting Officer:		
TAB	CK BOX	SECTION
PRE-SOLICITATION		
A01		IAS Requisition (FAR 32.7 ; AOP#20)
A02		Specifications / Drawings / SOW (FAR 7.302 , FAR 11.0 , FAR 36.601 , FAR 37.602 ; AGAR 436.601)
A03		Independent Government Estimate (FAR 4.803 , FAR 7.105 and FAR 36.605)
A04		Market Research Documentation (FAR 10.002). Include suggested Sources/List; Acquisition History; NAICS and Size Standard/Non-Manufacturer Waiver
A05		Justification for Other Than Full and Open Competition (FAR 6.302 ; AGAR 406.302-70 ; AOP #5) and/or Exceptions to Fair Opportunity (FAR 16.505(b)(2))
A06		Acquisition Plan/Milestone Schedule (FAR 7.102)
A07		Determination & Findings / Justifications (Single/Multiple Award IDIQ (FAR 16.504(c)); Time & Material/Labor Hour (FAR 16.601(d)(1)); Letter Contract (FAR 16.603-3 , AGAR 416.603); Options (FAR 17.205 , Proc Adv. No. 117.)
A08		USDA Small Business Program Review AD-1205 (F&OC > SAT; and Bundled >\$2.5M) (FAR 19.501 ; 19.804 , 19.13 ; 19.14 and 19.15 ; DR 5090-001)
A09		SBA Correspondence (8(a) offer letter/acceptance, etc.) (FAR 19.804-2 ; Proc Adv. No. 71C)
A10		Wage Determination (http://www.wdol.gov/ or exemption determination memo FAR 22.10)
A11		Appointment of Evaluation Board/Chair and Conflict of Interest/Confidentiality Certifications (FAR 36.602-2 ; AGAR 436.602-2)
A12		Selection Criteria (FAR 36.602-1 or FAR 36.602-5 ; AGAR 436.602-1 or AGAR 436.602-5)
A13		Draft Public Announcement (FAR 36.601-1)
A14		CO Review/ Contract Board/ Peer / COR / OGC Reviews (DR 5000-4 ; Proc Adv. No. 118B ; AOP #8)
A15		Deviations (FAR 1.403 ; AGAR 401.4)
A16		Other:
SOLICITATION & EVALUATION		
B01		Public Announcement documentation (FAR 36.301-1)
B02		List of Firms and SF330's (FAR 36.603)
B03		Evaluation Board Initial Review of SF330's / Recommendation & Ranking of Firms for Discussions (FAR 36.602-3)
B04		Notification Letters – Short Listed, non-Short Listed, Non-Selected (FAR 36.602-3(c))
B05		Discussions (With at least three of the most highly qualified firms - FAR 36.602-3(c))
B06		Evaluation Board Recommendation/Selection Report (FAR 36.602-3(d) ; AGAR 436.602-3)
B07		Selection Authority Final Selection Decision (FAR 36.602-4 ; AGAR 436.602-4)

TAB	CK BOX	SECTION
		SOLICITATION & EVALUATION
B08		Selection Notice (to firms not selected for negotiation of contract – FAR 36.607(a))
B09		Request for Proposal/Draft Contract (FAR 36.606(a) – (c))
B10		Price/Cost Proposal
B11		Cost/Price Analysis, Audit Report/Waiver, Waiver of Facilities Capital (FAR 15.4 ; AGAR 415.404)
B12		Pre/Post Negotiation Memorandum (FAR 15.406) and Price Reasonableness Determination (FAR 15.406-3 , FAR 15.305(a)(1)) and Certificate of Current Cost/Pricing Data or Waiver (FAR 15.406-2)
B13		Pre-Award Survey (FAR 9.106)
B14		EEO Pre-Award Clearance (Supply/Service Pre-Award>\$10M , FAR 22.805)
B15		System for Award Management Verification (System for Award Management Active Registration, Excluded Parties, Reps & Certs)
B16		VETS-100 Compliance Verification (FAR 22.1302(b) and FAR 22.1304)
B17		Responsibility Determination / Non Responsibility (Certificate of Competency) / FAPIIS (FAR 9.1 , FAR 9.105-2 ; and FAR 9.104-6)
B18		Small Business Subcontracting Plan Review/Approval (FAR 19.702 , FAR 19.705-4 ; OSDBU Form 2/01; AOP#14)
B19		CO/ Team Lead / Branch Chief/ Division Chief / OGC Pre-Award Reviews (DR 5000-4 ; AOP #8)
B20		Congressional Notification (awards (including options)/mods exceeding \$1M) (FAR 5.303 ; AGAR 405.303)
B21		Debriefings (FAR 36.607(b))
B22		Other:

USDA-DM-OPPM-POD				
POST AWARD CONTRACT ADMINISTRATION INDEX				
Contract No.		Period of Performance		
Contract Total Amount		Base		
Contract Type/Title		Option 1		
Contractor		Option 2		
Contractor POC		Option 3		
Contractor POC email		Option 4		
Contractor POC Phone				
COR/POC				
COR/POC email				
COR/POC phone				
Check as Applicable	SECTION			
TAB	AWARD DOCUMENTS			
C01	Conformed Contract (Signed Form / Schedule / Clauses/ Attachments) and FPDS Record (FAR 4.602 ; Proc Adv. No. 72)			
C02	Modifications / Backup Documentation / FPDS Record (Signed Form / Complete Mod package) (FAR 43 ; Proc Adv. No. 72)			
C03	Contract Distribution (Email / confirmation: Contractor, COR/Technical POC, Budget, Property, SBA, etc.)			
C04	COR Delegation Letter & Acknowledgement (FAR 1.602-2(d) ; AOP #13)			
C05	Award Synopsis and Notifications (FAR 5.301 , FAR 13.106-3(c) and (d)), FAR 15.504 ; AGAR 405.303)			
C06	Task / Delivery Order / Call Log			
POST AWARD DOCUMENTS				
D01	Office of Federal Contract Compliance Programs Notification (Construction >\$10K FAR 22.804-2(c))			
D02	Post Award Notices (FAR 13.106-3(c) ; FAR 14.409-1(a)(1)(i)); FAR 15.503(b) ; or FAR 16.505(b)(i))			
D03	Post Award Request/Responses for Award Information (FAR 8.405-2(d) ; FAR 13.106-3(d))			
D04	Post-Award Debriefings (FAR 15.506 or FAR 16.505(b)(ii))			
D05	Post Award Protests and Related Correspondence and Memos (FAR 19.302 ; FAR 19.305-19.308 ; FAR 33.1)			
D06	Post-Award Conferences/Pre Construction Conference/Meetings (FAR 42.503 , FAR 36.212 ; AGAR 415.570)			
D07	Government Surveillance / Quality Assurance Plan (FAR 37.604) (if plan is developed either pre or post award) (FAR 46.102); AOP#23)			
D08	Certificate of Insurance (FAR 28.3)			
D09	Performance and Payment Bonds (FAR 28.1 and FAR 28.2)			
D10	Notice to Proceed (FAR 36.213-4(e) , FAR 52.211-10)			
CONTRACT ADMINISTRATION				
E01	Submittals / Deliverable Data / Progress Reports / Meeting Notes			
E02	Vouchers / Invoices / Invoice Log (FAR 32 ; AOP#12)			
E03	Inspection / Acceptance Documentation (FAR 46.5 , FAR 46.6)			
E04	CO Consent to Subcontract (FAR 44.201)			
E05	Subcontracting Reports eSRS (SF294/295 Submissions) (FAR 19.704(a)(10))			
E06	Delegations of Contract Administration Office (FAR 42.2)			
E07	Contractor's Purchasing Systems Review / Report (Subcontracting) (FAR 44.301)			
E08	Audit Reports (FAR 15.4 , FAR 42.1 ; AGAR 442.102 ;))			
E09	Contractor Notification of Limitation of Funds (FAR 52.232-22)			
E10	Assignment of Claims (FAR 32.8)			

TAB	SECTION
CONTRACT ADMINISTRATION	
E11	Payroll Reviews (FAR 22.406-6) Labor Compliance Checks (FAR 22.406-7)
E12	Disputes/Claims (FAR 33.2 ; AGAR 433.2)
E13	Liquidated Damages Assessments (FAR 11.5 and FAR 36.206)
E14	Suspension of Work / Stop Work Order (FAR 42.13)
E15	Cure Notice /Show Cause Letter (FAR 49.402-3(d) , FAR 49.607 , FAR 49.402-3(e))
E16	Termination for Convenience/Default (FAR 49)
E17	Interim / Annual / Final CPARS and/or FAPIIS Performance Evaluation (FAR 42.1502 , FAR 42.1503(f) , AGAR 442.1502 , <i>Proc Adv. No. 96A; AOP #21</i>)
E18	Miscellaneous Correspondence / Memos (FAR 4.803(a)(40))
E19	Freedom of Information Act Requests (FOIA) (FAR 24.2)
E20	Other (<i>Software License Agreements (FAR 12.212, FAR 27.400; DR5000-4), Warranty Info (FAR 46.7, FAR 12.404), etc.</i>)
E21	Authorization to use Government Supply Sources (FAR 51.102)
E22	GFE/GFP Inventories and Disposition of GFE/GFP (FAR 45.201 , FAR 45.5 , FAR 45.6)
E23	Engineering Change Proposal (FAR 48)
E24	Royalty, Invention, Copyright Reports (FAR 27.2 , FAR 27.4)
CONTRACT CLOSEOUT	
F01	Contract Completion Statement, Closeout Letters / Memorandum (FAR 4.804 ; <i>Proc Adv. No. 93B</i>)
F02	Audit Information
F03	Contractors Release of Claims
F04	Other Closeout Documentation

**USDA-DM-OPPM-POD
MODIFICATION INDEX**

Contract No.:		
Modification No.:		
Purpose of Modification:		
Contractor Name/POC:		
Contract Specialist:		
Contracting Officer:		
TAB	CK BOX	
01		IAS Requisition (<i>FAR 32.7, AOP#20</i>)
02		Independent Government Estimate (<i>FAR 4.803, 7.105</i>)
03		SOW, PWS, SOO
04		Sole Source/Brand Name (<i>AOP#5/AOP#10</i>), AAR (<i>Proc Adv. No. 53A</i>), Review of Advisory Assistance and Professional Services (<i>Proc Adv. No. 91D</i>), Waivers, etc.
05		Correspondence (<i>e.g., option notification letter (FAR 17.207(a)), Contractor request for equitable adjustment, etc.</i>)
06		Determination & Finding or Any Other Justifications (<i>Exercise of Options (FAR 17.207(f); Proc Adv. No. 117)</i>)
07		Request for Proposal
08		Contractor Proposal
09		Technical Evaluation
10		Audit / Cost / Price Analysis (<i>FAR 15.404-2</i>)
11		Price Negotiation Memorandum
12		Certificate of Current Cost / Price Data >\$750K (<i>FAR 15.403-4(iii)</i>)
13		Assignment of Claims / Novation Agreement (<i>FAR 32.8; 42.12</i>)
14		Wage Determination Revision
15		Termination Settlement
16		Consent of Surety and Increase of Penalty (<i>if additional bond coverage is required for modifications that increase contract value</i>)
17		SAM (<i>Active registration, no exclusions, and Reqs and Certs.</i>)
18		CO Review/ Contract Board/ Peer / COR / OGC Reviews (<i>DR 5000-4; AOP #8</i>)
19		Congressional Notification (<i>modifications >\$1M</i>) (<i>FAR 5.303; AGAR 405.303</i>)
20		Fully Executed SF 30 Modification and FPDS Report (<i>FAR 4.602; Proc Adv. No. 72</i>)
21		Distribution of Modification (<i>Email / confirmation to: Contractor, COR/Technical POC, SBA, etc.</i>)
22		Other: