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Review SLA Days and Cutoff Dates

This read only data is available for reference so that CBAS users can review OAGS cutoff dates and SLA days by action type for contracts, grants, and IAAs. This data is synchronized with the FDA IBAPS AAP and impacts the CBAS planned commitment dates for each contract, grant, and IAA as well as when funding will be available for each line item.

Update Pre-Commitment Project Details – Contracts

This is used to collect information required by FDA for the Advanced Acquisition Plan (AAP) – previously known as the Contracts Acquisition Plan (CAP) as well as data necessary for budget planning and monitoring. The AAP is shared agency-wide and with outside sources. Data input in these fields will be submitted to the FDA IBAPS AAP. New line items may be added to the AAP in the Create New Line Items Task. Please note that Collaboration line items must be manually entered into the FDA IBAPS system as well as manually entered into the CBAS system. Each line item is associated with a Center line item number, e.g. CTP-20-C-0001, generated by the CBAS system. All required fields must be populated in order for a line item to be submitted into the FDA IBAPS system and officially added to the CTP AAP.

The following is a list of Fields and a description for each that you will find in this task:

Project Title (required field) – This field is prepopulated and not editable in this task. It includes the project title associated with the line item that may be shared across fiscal years with other related line items.

Detialed Description (required field) – This field includes a specific description for the line item for this fiscal year it may be similar to the project tite but can contain more specific information related to the requirement being executed in the current fiscal year.

Funding Amount (required field) – This field is prepopulated and not editable in this task. It displays the approved current fiscal year funding amount for this line item. All items funded > \$0 will be submitted into the IBAPS AAP for CTP. The funding amount may be changed through the spend plan change task in CBAS.

Estimated Total Fiscal Year Amount (required field) – This field should be populated with the estimated amount that will be obligated for this line item for the current fiscal year. This amount may be edited and differ from the Funding amount field as cost estimates change.

Estimated Total Project Value (required field) –Estimated total value of the entire life of the project (including option years).

Anticipated Action Type (required field) – Select the most appropriate action type for a contract, i.e. new competitive contract, competitive/non-competitive task order, simplified acquisition, etc.

Planned POP Start Date – Estimated period of performance start date proposed for the acquisition.

Planned POP End Date – Estimated period of performance end date for the acquisition inclusive of option years.

CTP Planned Award Date (required field) – The estimated month/date/year for award of the proposed acquisition.

CTP Planned Commitment Date – This field is not editable. This date is the planned date of commitment for an acquisition. A date will be populated based on the planned award date, acquisition type, and OAGS deadlines. The date in this field is the latest that a requisition can be submitted for this requirement. If a requisition is planned to be submitted earlier offices may do so but they may be required to submit a package as a \$0 requisition. If planning to submit a \$0 requisition, please mark “Y” in the “Zero Dollar Req” field.

Number of Days until Acquisition Package Due – This field is not editable. This field will display the number of days remaining from the current date until the planned commitment date. This field will display a negative number if the current date is later than the planned commitment date. If the Current requisition field is populated, this field will display as blank indicating that a package has already been submitted.

Existing Contract Number – Identifies existing contract number(s) that is associated with this action. By default, if this field is “BLANK” it implies this is a new action.

Existing Order Number – Identifies if there is a task order or call order associated with this requirement. By default, if this field is “BLANK” it implies this is not a task/call order or this is a new task order/call order action

Acquisition Status (required field) – This field indicates whether a line item is currently active on the AAP. Newly created line items default to active status. Cancelled items will not be included in CTP’s AAP.

Requirement Type (required field) – The proposed acquisition is a new requirement, re-compete, option exercise, or TBD.

Option Year Exercise (required field) – This data field indicates the option year to be exercised. This information is necessary for planning and tracking requirements that will evolve from an existing requirement to a new requirement.

Zero Dollar Requisition (required field) – This indicates whether or not a \$0 requisition will be sent for this action. Refer to CTP \$0 requisition guidance for assistance in determining whether an action will be submitted as a \$0 requisition.

Collaboration (required field) – Select if this acquisition is a collaborative effort with another FDA Center. Requisitions that go through OIM are considered a collaborative effort. Collaboration items will not be submitted by CBAS into the FDA IBAPS and must be updated manually in both systems.

Priority Level (required field) – Please select the priority level for your acquisition.

- High – acquisitions that respond to a regulatory requirement or other regulatory deadline; support programs with strong justifications; or are essential to FDA operations

- Medium – acquisitions that are important; but, will not compromise essential FDA operations if the acquisition is delayed
- Low – acquisitions that are not mandatory and will not result in a major impact to the FDA
- Mandatory(required by law) - -Select this if the acquisition is required by law

Recurring Item (required field) – This acquisition will be recurring in future fiscal years. Examples of contracts that could be recurring are option year exercises or a service that is procured every fiscal year.

COR Name and Telephone – For primary point of contact. The POC will be included on FDAs publicly available AAP and may be contacted by interested vendors.

COR Certification Level – The COR certification level of the COR.

Alternate COR Name and Telephone – If applicable, the name and telephone number of the alternate COR

Alternate COR Certification Level – If applicable, the certification level of the alternate COR

AAT Liaison Name and Telephone –The primary POC available to review acquisition documents and provide assistance to CTP staff for this requirement.

Contract Pricing Type – Use the drop down list to provide the anticipated pricing type for this requirement. If unknown, select “TBD.”

Commodity Type (required field) – Provides the ability to quickly and efficiently assign the particular acquisition initiative to the right contracting division or team within the Contracting Office that has the required contracting experience and expertise to support such specific service-grouping. In addition, this field allows OAGS to establish inter-relatedness from one contract action to the other(s) among the different Center/Program. Moreover, this field provides OAGS the ability to group “like” acquisitions into potential BPA, Single or Multiple IDIQ awards contract to achieve efficiency and greater savings through economy of scale and to reduce procurement time and the required resources necessary to support multiple single acquisitions.

NAICS Code –North American Industry Classification System (NAICS) code that best describes the principal nature of the good(s) or service(s) to be acquired. See FAR Part 19.102.

Publication of Scientific Research – Select “Y” if this requirement will involve the publication of scientific research. These requirements may require special consideration and clauses to be added to the RFP.

Training - Select “Y” if this requirement will involve the funding of training or training materials for CTP staff. These requirements may require special consideration and clauses to be added to the RFP.

Conference Support - Select “Y” if this requirement will involve the funding of a conference or conference support. These requirements may require special consideration and approvals. A separate conference approval form may be required prior to submitting this requirement to OAGS.

Advance Purchase Card – Select “Y” if this requirement will be purchased using the CTP Advance Purchase Card. These requirements will not be submitted to the IBAPS AAP and will be obligated internally by CTP.

Paperwork Reduction Act – Select “Y” if this requirement will involve any matter covered by the Paperwork Reduction Act. This includes many requirements involving the collection of data. These requirements may require special consideration and clauses to be added to the RFP.

IT Related - Offices need to enter “Y” in this column if the line is in any way related to IT efforts, it does not need to be funded through OIM to be IT related. Example: Connects to the internet, utilizes a system, or requires an electronic device. If the item is not IT related, enter “N”.

OIMT Requisition – Select “Y” if this requirement will be submitted to OAGS via OIMT.

COI Review Date – All new requirements must be reviewed for COI. Please enter the date that this review was completed.

Sole Source – Select “Y” if this requirement will not be competed. These requirements may require submission of a justification document (JOFOC) and other special considerations.

Small Business Set Aside – Select “Y” if it is anticipated that this requirement will be set-aside for small business or set-aside for any socio-economic category of small business. All requirements below the simplified acquisition threshold must be set aside for small business without an approved justification.

Small Business Initiative – Select “Y” if this requirement is a good candidate for conducting market research through CTPs small business initiative program

Human Subjects – Select “Y” if this requirement will involve scientific research with human subjects. These requirements may require special consideration and clauses to be added to the RFP.

Animal Subjects – Select “Y” if this requirement will involve scientific research with animal subjects. These requirements may require special consideration and clauses to be added to the RFP.

Current Requisition Number – Enter the latest requisition that has been approved for this requirement.

Requisition Number 2, 3, 4, 5 – Each of these fields should be used to include old or cancelled requisitions that have been entered for this requirement. When a requisition is cancelled and replaced the number should be moved from the current requisition number field into the additional requisition number fields provided.

Color Code – Select the appropriate color code based upon guidance from CTPs Division of Financial Management to indicate the level of funding risk for this requirement.

Notes – Include any notes including status notes throughout the FY for this requirement.

Update Pre-Commitment Project Details – Grants

This is used to collect information required by FDA for the Advanced Acquisition Plan (AAP) – previously known as the Contracts Acquisition Plan (CAP) as well as data necessary for budget planning and monitoring. The AAP is shared agency-wide and with outside sources. Data input in these fields will be submitted to the FDA IBAPS AAP. New line items may be added to the AAP in the Create New Line Items Task. Please note that Collaboration line items must be manually entered into the FDA IBAPS system as well as manually entered into the CBAS system. Each line item is associated with a Center line item number, e.g. CTP-20-G-0001, generated by the CBAS system. All required fields must be populated in order for a line item to be submitted into the FDA IBAPS system and officially added to the CTP AAP.

The following is a list of Fields and a description for each that you will find in this task:

Project Title (required field) – This field is prepopulated and not editable in this task. It includes the project title associated with the line item that may be shared across fiscal years with other related line items.

Detialed Description (required field) – This field includes a specific description for the line item for this fiscal year it may be similar to the project tite but can contain more specific information related to the requirement being executed in the current fiscal year.

Funding Amount (required field) – This field is prepopulated and not editable in this task. It displays the approved current fiscal year funding amount for this line item. All items funded > \$0 will be submitted into the IBAPS AAP for CTP. The funding amount may be changed through the spend plan change task in CBAS.

Estimated Total Fiscal Year Amount (required field) – This field should be populated with the estimated amount that will be obligated for this line item for the current fiscal year. This amount may be edited and differ from the Funding amount field as cost estimates change.

Estimated Total Project Value (required field) –Estimated total value of the entire life of the project (including budget years).

Anticipated Action Type - Grants (required field) – Select the most appropriate action type for this requirement

Planned POP Start Date – Estimated period of performance start date proposed for the grant.

Planned POP End Date – Estimated period of performance end date for the grant inclusive of budget years.

CTP Planned Award Date (required field) – The estimated month/date/year for award of the proposed grant.

CTP Planned Commitment Date – This field is not editable. This date is the planned date of commitment for an acquisition. A date will be populated based on the planned award date, acquisition type, and OAGS deadlines. The date in this field is the latest that a requisition can be submitted for this requirement. If a requisition is planned to be submitted earlier offices may do so but they may be required to submit a package as a \$0 requisition. If planning to submit a \$0 requisition, please mark “Y” in the “Zero Dollar Req” field.

Number of Days until Acquisition Package Due – This field is not editable. This field will display the number of days remaining from the current date until the planned commitment date. This field will display a negative number if the current date is later than the planned commitment date. If the Current requisition field is populated, this field will display as blank indicating that a package has already been submitted.

Existing Grant Number – Identifies existing grant number(s) that associated with this action. By default, if this field is “BLANK” it implies this is a new action.

Grant Status (required field) – This field indicates whether a line item is currently active on the AAP. Newly created line items default to active status. Cancelled items will not be included in CTP’s AAP.

Zero Dollar Requisition (required field) – This indicates whether or not a \$0 requisition will be sent for this action. Refer to CTP \$0 requisition guidance for assistance in determining whether an action will be submitted as a \$0 requisition.

Collaboration (required field) – Select if this acquisition is a collaborative effort with another FDA Center. Requisitions that go through OIM are considered a collaborative effort. Collaboration items will not be submitted by CBAS into the FDA IBAPS and must be updated manually in both systems.

Priority Level (required field) – Please select the priority level for your acquisition.

- High – acquisitions that respond to a regulatory requirement or other regulatory deadline; support programs with strong justifications; or are essential to FDA operations
- Medium – acquisitions that are important; but, will not compromise essential FDA operations if the acquisition is delayed
- Low – acquisitions that are not mandatory and will not result in a major impact to the FDA
- Mandatory(required by law) - -Select this if the acquisition is required by law

Recurring Item (required field) – This acquisition will be recurring in future fiscal years. Examples of contracts that could be recurring are option year exercises or a service that is procured every fiscal year.

COR Name and Telephone – For primary point of contact. For a Grant this POC will be a project officer and need not be COR certified The POC will be included on FDAs publicly available AAP and may be contacted by interested vendors.

COR Certification Level – The COR certification level of the COR. This field will likely not be applicable for Grant requirements

Alternate COR Name and Telephone – If applicable, the name and telephone number of the alternate POC

Alternate COR Certification Level – If applicable, the certification level of the alternate POC. Likely not applicable for Grant requirements

AAT Liaison Name and Telephone –The primary POC available to review grant documents and provide assistance to CTP staff for this requirement.

NAICS Code –North American Industry Classification System (NAICS) code that best describes the principal nature of the good(s) or service(s) to be acquired. See FAR Part 19.102.

Publication of Scientific Research – Select “Y” if this requirement will involve the publication of scientific research. These requirements may require special consideration.

Training - Select “Y” if this requirement will involve the funding of training or training materials for CTP staff. These requirements may require special consideration.

Conference Support - Select “Y” if this requirement will involve the funding of a conference or conference support. These requirements may require special consideration and approvals. A separate conference approval form may be required prior to submitting this requirement to OAGS.

Advance Purchase Card – Select “Y” if this requirement will be purchased using the CTP Advance Purchase Card. These requirements will not be submitted to the IBAPS AAP and will be obligated internally by CTP.

Paperwork Reduction Act – Select “Y” if this requirement will involve any matter covered by the Paperwork Reduction Act. This includes many requirements involving the collection of data.

COI Review Date – All new requirements must be reviewed for COI. Please enter the date that this review was completed.

Sole Source – Select “Y” if this requirement will not be competed. These requirements may require submission of a justification document and other special considerations.

Human Subjects – Select “Y” if this requirement will involve scientific research with human subjects. These requirements may require special consideration.

Animal Subjects – Select “Y” if this requirement will involve scientific research with animal subjects. These requirements may require special consideration.

Current Requisition Number – Enter the latest requisition that has been approved for this requirement.

Requisition Number 2, 3, 4, 5 – Each of these fields should be used to include old or cancelled requisitions that have been entered for this requirement. When a requisition is cancelled and replaced the number should be moved from the current requisition number field into the additional requisition number fields provided.

Color Code – Select the appropriate color code based upon guidance from CTPs Division of Financial Management to indicate the level of funding risk for this requirement.

Notes – Include any notes including status notes throughout the FY for this requirement.

Update Pre-Commitment Project Details – IAAs

This is used to collect information required by FDA for the Advanced Acquisition Plan (AAP) – previously known as the Contracts Acquisition Plan (CAP) as well as data necessary for budget planning and monitoring. The AAP is shared agency-wide and with outside sources. Data input in these fields will be submitted to the FDA IBAPS AAP. New line items may be added to the AAP in the Create New Line Items Task. Please note that Collaboration line items must be manually entered into the FDA IBAPS system as well as manually entered into the CBAS system. Each line item is associated with a Center line item number, e.g. CTP-20-I-0001, generated by the CBAS system. All required fields must be populated in order for a line item to be submitted into the FDA IBAPS system and officially added to the CTP AAP.

The following is a list of Fields and a description for each that you will find in this task:

Project Title (required field) – This field is prepopulated and not editable in this task. It includes the project title associated with the line item that may be shared across fiscal years with other related line items.

Detailed Description (required field) – This field includes a specific description for the line item for this fiscal year it may be similar to the project title but can contain more specific information related to the requirement being executed in the current fiscal year.

Funding Amount (required field) – This field is prepopulated and not editable in this task. It displays the approved current fiscal year funding amount for this line item. All items funded > \$0 will be submitted into the IBAPS AAP for CTP. The funding amount may be changed through the spend plan change task in CBAS.

Estimated Total Fiscal Year Amount (required field) – This field should be populated with the estimated amount that will be obligated for this line item for the current fiscal year. This amount may be edited and differ from the Funding amount field as cost estimates change.

Estimated Total Project Value (required field) – Estimated total value of the entire life of the project.

IAA - Anticipated Action Type (required field) – Select the most appropriate action type for this requirement.

Planned POP Start Date – Estimated period of performance start date proposed for the IAA.

Planned POP End Date – Estimated period of performance end date for the IAA.

CTP Planned Award Date (required field) – The estimated month/date/year for award of the proposed acquisition.

CTP Planned Commitment Date – This field is not editable. This date is the planned date of commitment for an IAA. A date will be populated based on the planned award date, IAA type, and OAGS deadlines. The date in this field is the latest that a requisition can be submitted for this requirement. If a requisition is planned to be submitted earlier offices may do so but they may be required to submit a package as a \$0 requisition. If planning to submit a \$0 requisition, please mark “Y” in the “Zero Dollar Req” field.

Number of Days until Acquisition Package Due – This field is not editable. This field will display the number of days remaining from the current date until the planned commitment date. This field will display a negative number if the current date is later than the planned commitment date. If the Current requisition field is populated, this field will display as blank indicating that a package has already been submitted.

Existing IAA Number – Identifies existing IAA number(s) that is associated with this action. By default, if this field is “BLANK” it implies this is a new action.

IAA Status (required field) – This field indicates whether a line item is currently active on the AAP. Newly created line items default to active status. Cancelled items will not be included in CTP’s AAP.

Zero Dollar Requisition (required field) – This indicates whether or not a \$0 requisition will be sent for this action. Refer to CTP \$0 requisition guidance for assistance in determining whether an action will be submitted as a \$0 requisition.

Collaboration (required field) – Select if this acquisition is a collaborative effort with another FDA Center. Requisitions that go through OIM are considered a collaborative effort. Collaboration items will not be submitted by CBAS into the FDA IBAPS and must be updated manually in both systems.

Priority Level (required field) – Please select the priority level for your acquisition.

- High – acquisitions that respond to a regulatory requirement or other regulatory deadline; support programs with strong justifications; or are essential to FDA operations
- Medium – acquisitions that are important; but, will not compromise essential FDA operations if the acquisition is delayed
- Low – acquisitions that are not mandatory and will not result in a major impact to the FDA
- Mandatory(required by law) - -Select this if the acquisition is required by law

Recurring Item (required field) – This acquisition will be recurring in future fiscal years. Examples of contracts that could be recurring are option year exercises or a service that is procured every fiscal year.

COR Name and Telephone – For primary point of contact for this IAA. This POC may not necessarily be a COR. The POC will be included on FDAs publicly available AAP and may be contacted by interested vendors.

COR Certification Level – The COR certification level of the COR if applicable. For many IAAs this field will not be applicable

Alternate COR Name and Telephone – If applicable, the name and telephone number of the alternate POC for the IAA

Alternate COR Certification Level – If applicable, the certification level of the alternate COR. For many IAAs this field will not be applicable

AAT Liaison Name and Telephone – The primary POC available to review IAA documents and provide assistance to CTP staff for this requirement.

NAICS Code – North American Industry Classification System (NAICS) code that best describes the principal nature of the good(s) or service(s) to be acquired. See FAR Part 19.102.

Publication of Scientific Research – Select “Y” if this requirement will involve the publication of scientific research. These requirements may require special consideration and clauses to be added to the IAA.

Training - Select “Y” if this requirement will involve the funding of training or training materials for CTP staff. These requirements may require special consideration and clauses to be added to the IAA.

Conference Support - Select “Y” if this requirement will involve the funding of a conference or conference support. These requirements may require special consideration and approvals. A separate conference approval form may be required prior to submitting this requirement to OAGS.

Paperwork Reduction Act – Select “Y” if this requirement will involve any matter covered by the Paperwork Reduction Act. This includes many requirements involving the collection of data. These requirements may require special consideration and clauses to be added to the IAA.

IT Related - Offices need to enter “Y” in this column if the line is in any way related to IT efforts, it does not need to be funded through OIM to be IT related. Example: Connects to the internet, utilizes a system, or requires an electronic device. If the item is not IT related, enter “N”.

OIMT Requisition – Select “Y” if this requirement will be submitted to OAGS via OIMT.

COI Review Date – All new requirements must be reviewed for COI. Please enter the date that this review was completed.

Human Subjects – Select “Y” if this requirement will involve scientific research with human subjects. These requirements may require special consideration and clauses to be added to the IAA.

Animal Subjects – Select “Y” if this requirement will involve scientific research with animal subjects. These requirements may require special consideration and clauses to be added to the IAA.

Current Requisition Number – Enter the latest requisition that has been approved for this requirement.

Requisition Number 2, 3, 4, 5 – Each of these fields should be used to include old or cancelled requisitions that have been entered for this requirement. When a requisition is cancelled and replaced the number should be moved from the current requisition number field into the additional requisition number fields provided.

Color Code – Select the appropriate color code based upon guidance from CTPs Division of Financial Management to indicate the level of funding risk for this requirement.

Notes – Include any notes including status notes throughout the FY for this requirement.

AAT Document Naming Conventions – Contracts and IAAs

Following is the naming convention acquisition liaisons are required to use for contract and IAA documents uploaded into CBAS. Only final versions of documents are to be included in the Award, REQ, and Modification zip files uploaded into CBAS.

Contracts/Modifications

Award/Modification Documents	
<i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “Award.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
Signed original award	Award
Signed original modifications	Award_P(insert #)
Contracting Officer Representative Appointment Letter	COR_Apt_Ltr
<i>These following documents are included in the zip file if the liaison received copies of the documents. The liaison is not responsible for requesting copies from OAGS or the COR.</i>	
Technical Evaluation Report	PAG_Rpt
Proposal/Quote of Awardee	Final_Prop (If technical and business are 2 separate attachments: Final_Tech_Prop and Final_Bus_Prop)
Solicitation	Sol_Doc
Milestone Plan	Acq_Milestone
Other	Other_Subject of Doc
Requisition Packages – New Awards	
<i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “REQ.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
Acquisition Plan (AP)	AP
Independent Government Cost Estimate	IGCE

Master Approved Technology (MAT) List approval and approved Software Acquisition Request in REQUEST-IT (applicable to IT only)	MAT_List_Approval
Software Acquisition Approval	SAA_Approval
Description/Specifications/Statement of Work (SOW)	SOW_MMDDYY
Technical Evaluation Factors	Tech_Eval_Factors
RFC Clearance/Checklist	RFC_Checklist
Severability and Funding Determination	SF_Det
Market Research Report – If not addressed in AP	Mkt_Research
Justification and Approval	JA
COR Certification	COR_Cert
Funding Approval Form	FAR
Conflict of Interest Review	COI_Review
Appendix A	Appendix_A
Requisition Approval Email	REQ_Approval
Other	Other_Subject of Doc
Requisition Packages – Modification Requests (No Cost Extensions, COR changes, Exercise Options, Etc.) <i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “Modification.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
Modification Request	Mod_Request
Requisition Approval Email	Req_Approval
Independent Government Cost Estimate	IGCE
Contracting Officer Representative Certificate	COR_CERT
Funding Approval Form	FAR
Contractor Performance Assessment Report	CPARS

Updated Description/Specifications/Statement of Work (Track Changes)	SOW_MMDDYY
Other	Other_Subject of Doc
Requisition Packages – Modification Requests for Closeouts <i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “Modification.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
COR Certification of Contract Completion	COR_Cert
Contract Property Clearance Report	PROP_Report
Email_Confirmation of Final Billing from Contractor	Conf_FB
Requisition Approval Email	Req_Approval
Other	Other_Subject of Doc

Interagency Agreements (IAA)/Modifications

IAA Award/Modification Documents <i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “Award.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
Signed original 7600A	7600A
Signed original 7600B	7600B
Modification 7600A	7600A_MOD (Insert Number)
Modification 7600B	7600B_MOD (Insert Number)
Other	Other_Subject of Doc
Requisition Packages – New IAA Awards <i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “REQ.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
Independent Government Cost Estimate	IGCE

Description/Specifications/Statement of Work (SOW)	SOW_MMDDYY
Severability and Funding Determination	SF_Det
Funding Approval Form	FAR
Mandatory Service Acquisition Checklist	MSA_Checklist
Memorandum of Understanding	MOU
Bona Fide Need to Appoint an ORISE Fellow	BFN_ORISE
ORISE Participation Certification Statement	ORISE_PCS
Requisition Approval Email	REQ_Approval
Other	Other_Subject of Doc
Requisition Packages – IAA Modification Requests (No Cost Extensions, Add Funding, Etc.) <i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “Modification.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
7600A	7600A
7600B	7600B
Modification Request	Mod_Request
Independent Government Cost Estimate	IGCE
Funding Approval Form	FAR
Updated Description/Specifications/Statement of Work (Track Changes)	SOW_MMDDYY
Requisition Approval Email	REQ_Approval
Other	Other_Subject of Doc
Requisition Packages – Modification Requests for IAA Closeouts <i>The following documents must be uploaded to CBAS in a <u>Zip file</u> titled “Modification.”</i>	
DOCUMENT	DOCUMENT NAMING CONVENTION
7600B	7600B

IAA Closeout Memo	Memo_Closeout
Email_Confirmation of Final Billing from Agency	Conf_FB
Requisition Approval Email	Req_Approval
Other	Other_Subject of Doc