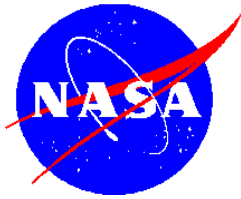




# **Putting Together Procurement Files-- for Review and for Contracts**

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Mission Enabling, Code 210.M  
November 2, 2004**





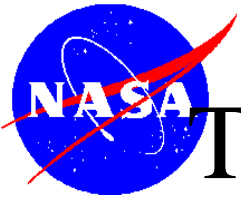
# Contents

- Assembling a Contract File
- Details for Tabs A-H
- General Effectiveness Tips
- Preparing Your Procurement Action for Review
- Effectively Using the NF 1098 and VPO



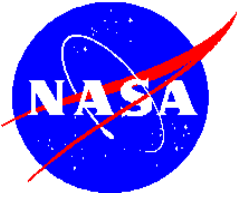
# Assembling a Contract File

- The green Official Contract File has 8 tabs, counting the inside front and back covers.
  - These tabs were once labeled A through H
- These instructions apply when an entire file's contents can fit into a single Official Contract File.
  - These instructions can also be used to cross-reference the location of extra files when necessary
- File the earliest document at the bottom and the latest document at the top of each tab.
- **In most cases, each individual document and paper should be individually tabbed for easy reference.**



# Tab A – Supporting Papers for the Contract

- Follow the Checklist for Contract Award File Content (NASA Form 1098) and Virtual Procurement Office (VPO) to determine what documents apply to your new procurement
  - A completed NF 1098 should be placed at the top of all tabs
  - GSFC Form 210-94 (Stand-Alone PNM) useful to use as well
- Use the tab numbering system, placing the lowest applicable tab at the bottom
  - The earliest document goes at the bottom of each tab, (e. g., versions of proposals) labeled with its own sub-tab (e. g., Tab 64A, 64B, 64C)



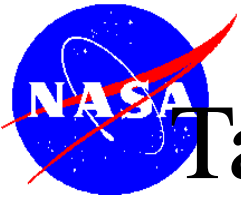
## Tab B – Original Contract and Modifications

- File the original signature version of the contract and each modification, including applicable attachments.
  - Contract filed at the bottom with the latest modification filed on the top
- Consider creating a modification log and filing a current copy at the top of this tab.



## Tab C – Supporting Papers for Modifications

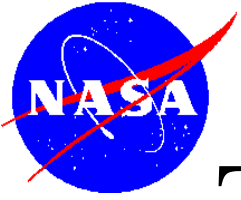
- File all the supporting papers for each modification, latest modification papers at the top. (larger mods usually have their own file(s))
- Within each modification, follow the NF 1098 tab system
  - Include each review and approval record for each modification supporting document



## Tab D – Secondary Administration Documents

- File such documents separately under their own tabs
- Examples would include COTR appointments and DOD delegation and acceptance letters
- Often Award Synopsis (NF 1098 item #80) included here





## Tab E - Miscellaneous Papers

- File documents that do not belong under other tabs (e.g. General Correspondence)



# Tab F – Financial Reports

- File monthly and quarterly 533 reports, resource analyst reports, etc.



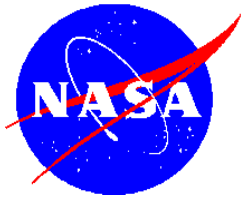
## Tab G - Vouchers, Invoices, and Receiving and Inspection (R&I) Reports

- File cost vouchers, fee invoices, and R&I reports (e. g., DD 250 Material Inspection and Receiving Reports)
  - File cost vouchers, etc. under separate tabs
- Consider creating a voucher and invoice log and filing a current copy of the top of this tab (SAP data doesn't automatically track to individual invoices)



## Tab H - Post Award Reports

- File technical progress reports, final reports, Government property reports (NF 1018), new technology reports, subcontracting reports (SF 294 and 295). etc.



# General Effectiveness Tips

- **Keep the File Neat & Well Organized** (saves time in long run)
- **Use pre-printed labels** (file available on P drive)
- **Center the 2-hole punch** (align the middle of your papers with the middle of the punch—holes should be equidistant from mid-point of paper)
- **File Analysis Should be Complete, Concise, Timely, and Accurate** (c.f. 210 Attributes of Excellence).
- **When in Doubt, Leave it in**
- **Show Your Ownership of the File**



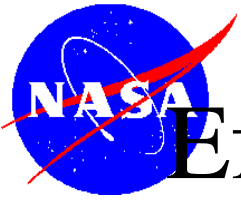
# Preparing Your Procurement Action for Review

- Use the NF 1098 in conjunction with the NASA VPO (& GSFC 210-94) to determine what documents and actions will be required to complete your individual procurement action (1098 not necessarily needed in file)
- Remember to place supporting documents on the left hand side and the document being reviewed on the right hand side
- Consider creating a contract review file (i.e. “Chrono”) to accompany contract actions in the review cycle
  - Copies of the contract and all modifications
- Make your review file as complete as you can; remember that most reviewers are only going to know your action from what you give them to review
- Refer to GSFC R&A Matrix (GSFC Procurement Circular 98-2) to Identify Reviewers



# Effectively Using the NF 1098 and VPO

- The NF 1098 is organized chronologically, from the first to the last procurement action needed to complete an individual procurement action.
- If you are placing a sole source justification into the review cycle, generally you should have already completed any documents and actions for applicable lower-numbered tabs
  - Include annotations as to their status if your review file does not make their status clear (e. g., that document is not included in your file) (i.e. memo, copy, post-it note)
  - Leaving such status unclear will only cause the reviewer to question whether you have overlooked it



# Effectively Using the NF 1098 and VPO

- Both guides include relevant regulatory citations.
  - Review those regulations and related guides and templates to determine if a particular action and document is required for your procurement action
- Large contracts or mods require multiple files. Have a 1098 in each file, showing which file contains which documents