

# U.S. Census Bureau - Acquisition Division

## 8(A) Contract File

(≥\$3M Services, \$5M Supplies)

July 2002

Contract Number						Contract Specialist:				
		Contracting Officer:								
Description:										
Document	In File	N/A	Document	In File	N/A					
<b>PRE-SOLICITATION</b>										
1. Requirements Documents (SOW, Specifications, Notes, etc.)			<b>EVALUATION/SELECTION</b>							
2. Market Research (Research documents, capability statements, etc.), Independent Government Cost Estimate			17. Evaluation Documents.							
3. SF-98 Wage Determination and Responses			18. Legal Review							
4. Offer Letter and SBA Approval										
5. Formal Acquisition Plan (CAM Subpart 7.1). Over \$5M - HCO approval; Over \$10M - Procurement Executive Approval required.			<b>AWARD</b>							
<b>Justifications:</b>			19. Award Documents							
6. D&F, Time & Material/Labor Hours (FAR 16.603-3)			a. Section K (Certifications and Representations)							
7. Use of Options (FAR 17.205)			20. COTR/ACOTR Appointment Memorandums							
8. D&F, CD-492 Other Than Full & Open Competition			21. Contract Modifications & Support Documents							
			a. CD-435							
			b. Negotiation Memorandums							
<b>Clearances:</b>			c. Cover Letters							
9. DAO 208-10 (Management of Contract Services) over \$10M - Review Board required.			22. FOIA Requests							
10. DAO 208-10 (Services Only) Admin 2.03, Appendix F). Form required when services contract is under \$10M but more than \$100K. Approval required by BOC's PAD and CFO if for administrative related services and by the PAD for Programs for program related services.										
11. Section 508 Compliance Requirement										
12. CD-570 Small Business Review (FAR 19.8)			<b>MISCELLANEOUS DOCUMENTS</b>							
13. IT Approval (300B)										
<b>SOLICITATION</b>			<b>INVOICES &amp; ACCOUNTING SHEETS</b>							
14. Request for Proposal										
15. Amendments to RFP										
16. Proposals										