<u>Did you know . . . May 21, 2012</u>

1... that the documentation in the contract files SHALL be sufficient to constitute a complete history of the transaction for the purpose of: (1) Providing a complete background as a basis for informed decisions at each step in the acquisition process; (2) Supporting actions taken; (3) Providing information for reviews and investigations; and (4) Furnishing essential facts in the event of litigation or congressional inquiries? See FAR 4.801(b) and FAR 4.803. This may be accomplished by annotating the Contract File Index, using a memo for record or a timeline of events/summary of events. The contract file should stand on its own without the KO having to verbally explain every little detail.

2... that the KO may reference the contract action report (CAR) approval date in the contract file instead of including a paper copy of the electronically submitted CAR in the file? Such reference satisfies contract file documentation requirements of FAR 4.803(a). See DFARS 204.604(2). Note that annotating that the CAR is in PD2 is not enough. HOWEVER, a better practice is to include the complete "final" (NOT DRAFT) version of the FPDS-NG CAR so all reported fields can be verified. A more stringent requirement may be imposed to comply with required information for audits, PMRs or any external reviews/investigations. Stay tuned...more to follow on this one.

3...that when using the uniform contract format (UCF), the solicitation Section K (Representations, certifications, and other statements of offerors or respondents) shall be incorporated by reference in the resulting contract? See FAR 15.204-1(b). Note that PD2 will not annotate this automatically in your contract. It requires the KO/CS to add such a statement in the contract.

Classification: UNCLASSIFIED
Caveats: NONE