

**OFFICE OF ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 11
STANDARD DISTRIBUTION OF CONTRACT DOCUMENTS
MARCH 2010**

I. BACKGROUND

This guideline is established due to an identified need to have uniform standards for distribution of contract documents. Contract documents include contracts, task orders, purchase orders, and modifications negotiated by Harpers Ferry Center, Office of Acquisition Management.

II. PURPOSE

The purpose of this Administrative Guideline is to set forth uniform guidelines and procedures for the distribution of contract documents at Harpers Ferry Center.

III. POLICY

The procedures outlined in this guideline will be followed in the distribution of all contracts, task orders, purchase orders, and/or modifications. Attached are four standard distribution procedures.

- A. Distribution of contracts, task orders, purchase orders, and/or modifications for *Artwork*.
- B. Distribution of contracts, task orders, purchase orders, and/or modifications for *Audiovisual Products and/or Installation Services*.
- C. Distribution of contracts, task orders, purchase orders, and/or modifications for *Artifacts and/or Objects*.
- D. Distribution of contracts, task orders, purchase orders, and/or modifications for *all other products and services not mentioned above*.

A delegation memorandum to the Contracting Officer's Representative (COR) will accompany all contract awards over \$25,000. The COR is responsible for immediately signing this memorandum and returning it to the Contracting Officer.

Exceptions to this policy must be approved by the Deputy Associate Manager, Office of Acquisition Management.

STANDARD DISTRIBUTION

A. **ARTWORK CONTRACTS**

1. A .pdf file to the requestor on the purchase request with a cc to the COR; scanned and emailed;
2. A .pdf file to Anita Smith, COR for the basic Indefinite Quantity Indefinite Delivery contracts; scanned and emailed;
3. A .pdf file to HFC Artwork Coordinator; scanned and emailed;
4. A .pdf file to the Commissioned Art Collections Manager; scanned and emailed; and
5. A scanned copy of the original document emailed to the COR with a copy of his or her delegation memorandum that must be signed and returned to the Contracting Officer.

B. **ARTIFACTS AND/OR OBJECTS**

1. A .pdf file to the requestor on the purchase request with a cc to the COR; scanned and emailed;
2. A .pdf file to the Registrar; scanned and emailed;
3. A scanned copy of the original document emailed to the COR with a copy of his or her delegation memorandum that must be immediately signed and returned to the Contracting Officer; and
4. If delivery is made to HFC Warehouse, a scanned copy of the order will be sent to HFC Warehouse.

C. **ALL OTHER DISTRIBUTION**

1. A .pdf file to the requestor on the purchase request with a cc to the COR; scanned and emailed;
2. A scanned copy of the original document emailed to the COR with a copy of his or her delegation memorandum that must be immediately signed and returned to the Contracting Officer; and
3. If delivery is made to HFC Warehouse, a scanned copy of the order will be sent to HFC Warehouse.