

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 17
FILE ORGANIZATION AND INDEXES
DECEMBER 2009**

I. BACKGROUND

File organization and indexes are guided by National Park Service Contracting Officer's Technical Instruction (COTI) 1443.04-02. Implementation of Major Acquisition Buying Organizations (MABOs), and performance of Acquisition Management Reviews (AMR) that utilize cross-organizational teams and remote reviews of contract files, requires consistent organization of paper files for contracts, purchase orders, task or delivery orders.

II. PURPOSE

The purpose of this Administrative Guideline is to supplement COTI 1443-04-02 with specific guidelines and procedures for the file organization of contracts, purchase, task and delivery orders at Harpers Ferry Center.

III. POLICY

All contracts, purchase, task and delivery orders should follow the procedures outlined herein.

A. Contracts

Six-part folders should be used for contracts. Each section should be labeled as follows:

- A – Pre-solicitation
- B – Solicitation
- C – Contract and Modifications
- D – Contract Administration
- E – Payments and Closeout
- F – Drawings, Plans, Specifications and Submittals

Files should be organized with the most recent activity at the front of the folder, and the oldest activity at the back of the folder. Accordingly, Tab A is found on the inside back cover of the folder. Tab F is found on the inside front cover of the folder. A tab within the folder is organized with the most recent activity at the top of the documents in that tab, and the oldest activity at the bottom of the documents in that tab.

A copy of the complete contract file index should be filed in the front of the folder in Tab F. In addition, a copy of the index associated with each tab should be included in front of that tab.

All tabs within each section should be color coded as follows:

- A – Pre-solicitation - GREEN
- B – Solicitation - RED
- C – Contract and modifications - BLUE
- D – Contract administration - YELLOW
- E – Payments and closeout - PURPLE
- F – Drawings, plans, specifications and submittals - BROWN

When there is a high volume of documentation under a tab, the documentation contained under that tab can be maintained in a stand-alone file. The tab in the six-part folder should be labeled and annotated to reflect that the tab is being maintained in a stand-alone file clearly labeled with the contract number.

A three ring binder may be used in place of the six-part folder for all sections except for Section C, Contract and Modifications. The original contract and original modifications should be filed in a six-part folder. In cases where there is a large volume of back-up documentation for modifications, the back-up documentation may be filed in a binder.

B. Task and Delivery Orders

A six-part folder or binder may be used for task and delivery orders. Files should be organized with the most recent activity on top, and the oldest activity on the bottom. White tab dividers should be labeled to separate each task or delivery order. The task or delivery order should be on pink paper.

For orders which require a smaller volume of documentation, colored dividers are not required, with the exception of payments and modifications. In this case, a blue tab labeled “Modifications” and a purple tab labeled “Payments” should be used as appropriate. Modifications should be filed on top of the order with the most recent on top. Payments should be filed on top of modifications, if applicable, with the most recent on top. Final payments should be on green paper.

Generally, orders over \$100,000 have a higher volume of documentation. If this is the case, colored tab dividers should be used in accordance with the file index using the color key listed above under contract files. A copy of the file index should be filed in the front of the folder in Tab F.

If there is a high volume of documentation for a tab, the documentation contained under that tab can be maintained in a stand-alone file. A tab in the main file should be annotated to reflect that the tab is being maintained in a stand-alone file clearly labeled with the task or delivery order number.

C. Purchase Orders and Delivery Orders for Supplies

File folders with a fastener at the top on the right hand side should be used for purchase orders and delivery orders for supplies or purchase orders for services or construction where the Service Contract Act (SCA) and Davis Bacon Act (DBA) are not applicable. Six-part folders should be used for purchase orders where the SCA and DBA are applicable. The purchase or delivery order should be on pink paper and the final payment should be on green paper.

Files should be organized with the most recent activity at the front of the folder, and the oldest activity at the back of the folder. Tab dividers should be used to identify the applicable information for high volume documentation. A file index is only required for orders where the SCA and DBA are applicable which should be filed in the front of the folder in Tab F.

If there is a high volume of documentation for a tab, the documentation contained under that tab can be maintained in a stand-alone file. A tab in the main file should be annotated to reflect that the tab is being maintained in a stand-alone file clearly labeled with the purchase order number.

D. File Indexes

The current indexes are available on the Washington Contracting and Procurement (WCP) website at www.wcp.den.nps.gov. The indexes will be updated or modified by WCP periodically, as appropriate. Upon preparing your file, you must check the WCP website for the current indexes.

E. Other

- All file documentation should be a minimum of 8-1/2" x 11". Paper smaller than 8-1/2" x 11" or "sticky notes" should be secured to 8-1/2" x 11" paper.
- All paper clips and binder clips should be removed from all documents.
- Repetitive documentation should be removed including responses through email, or duplicate documents.