

4.803 Contents of contract files.

The following are examples of the records normally contained, if applicable, in contract files:

(a) *Contracting office* contract file.

(1) Purchase request, *acquisition planning* information, and other presolicitation documents.

(2) Justifications and approvals, determinations and findings, and associated documents.

(3) Evidence of availability of funds.

(4) Synopsis of proposed *acquisition* as required by [part 5](#) or a reference to the synopsis.

(5) The list of sources solicited, and a list of any firms or persons whose requests for copies of the *solicitation* were denied, together with the reasons for denial.

(6) Set-aside decision (see [19.1506](#)) including the type and extent of *market research* conducted.

(7) Government estimate of contract price.

(8) A copy of the *solicitation* and all amendments thereto.

(9) Security requirements and evidence of required clearances.

(10) A copy of each *offer* or quotation, the related abstract, and records of determinations concerning late *offers* or quotations. Unsuccessful *offers* or quotations *may* be maintained separately, if cross-referenced to the contract file. The only portions of the unsuccessful *offer* or quotation that need be retained are-

(i) Completed *solicitation* sections A, B, and K;

(ii) Technical and management proposals;

(iii) Cost/price proposals; and

(iv) Any other pages of the *solicitation* that the *offeror* or quoter has altered or annotated.

(11) Contractor's representations and certifications (see [4.1201\(c\)](#)).

(12) *Preaward survey* reports or reference to previous *preaward survey* reports relied upon.

(13) Source selection documentation.

(14) *Contracting officer's* determination of the contractor's responsibility.

(15) Small Business Administration Certificate of Competency.

(16) Records of contractor's compliance with labor policies including equal employment opportunity policies.

(17) Data and information related to the *contracting officer's* determination of a fair and reasonable

price. This *may* include-

(i) *Certified cost or pricing data*;

(ii) *Data other than certified cost or pricing data*;

(iii) Justification for waiver from the requirement to submit *certified cost or pricing data*; or

(iv) Certificates of Current *Cost or Pricing Data*.

(18) Packaging and transportation data.

(19) Cost or price analysis.

(20) Audit reports or reasons for waiver.

(21) Record of negotiation.

(22) Justification for type of contract.

(23) Authority for deviations from this regulation, statutory requirements, or other restrictions.

(24) Required approvals of award and evidence of legal review.

(25) Notice of award.

(26) The original of-

(i) The signed contract or award;

(ii) All *contract modifications*; and

(iii) Documents supporting modifications executed by the *contracting office*.

(27) Synopsis of award or reference thereto.

(28) Notice to unsuccessful quoters or *offerors* and record of any debriefing.

(29) *Acquisition* management reports (see [subpart 4.6](#)).

(30) Bid, performance, payment, or other bond documents, or a reference thereto, and notices to *sureties*.

(31) Report of postaward conference.

(32) Notice to proceed, stop orders, and any *overtime* premium approvals granted at the time of award.

(33) Documents requesting and authorizing modification in the normal assignment of contract administration functions and responsibility.

(34) Approvals or disapprovals of requests for waivers or deviations from contract requirements.

(35) Rejected engineering change proposals.

- (36) Royalty, invention, and copyright reports (including invention disclosures) or reference thereto.
- (37) Contract completion documents.
- (38) Documentation regarding termination actions for which the *contracting office* is responsible.
- (39) Cross-references to pertinent documents that are filed elsewhere.
- (40) Any additional documents on which action was taken or that reflect actions by the *contracting office* pertinent to the contract.
- (41) A current chronological list identifying the awarding and successor *contracting officers*, with inclusive dates of responsibility.
- (42) When limiting competition, or awarding on a sole source basis, to economically disadvantaged women-owned small business (EDWOSB) concerns or women-owned small business (WOSB) concerns eligible under the WOSB Program in accordance with subpart 19.15, include documentation-
 - (i) Of the type and extent of *market research*; and
 - (ii) That the NAICS code assigned to the *acquisition* is for an industry that SBA has designated as-
 - (A) Underrepresented for EDWOSB concerns; or
 - (B) Substantially underrepresented for WOSB concerns.
- (b) *Contract administration office* contract file.
 - (1) Copy of the contract and all modifications, together with official record copies of supporting documents executed by the *contract administration office*.
 - (2) Any document modifying the normal assignment of contract administration functions and responsibility.
 - (3) Security requirements.
 - (4) *Certified cost or pricing data*, *Certificates of Current Cost or Pricing Data*, or *data other than certified cost or pricing data*; cost or price analysis; and other documentation supporting contractual actions executed by the *contract administration office*.
 - (5) *Preaward survey* information.
 - (6) Purchasing system information.
 - (7) *Consent to subcontract* or purchase.
 - (8) Performance and payment bonds and *surety* information.
 - (9) Postaward conference records.
 - (10) Orders issued under the contract.
 - (11) Notice to proceed and stop orders.

- (12) *Insurance* policies or certificates of *insurance* or references to them.
- (13) Documents supporting advance or progress payments.
- (14) Progressing, expediting, and production surveillance records.
- (15) Quality assurance records.
- (16) Property administration records.
- (17) Documentation regarding termination actions for which the *contract administration office* is responsible.
- (18) Cross reference to other pertinent documents that are filed elsewhere.
- (19) Any additional documents on which action was taken or that reflect actions by the *contract administration office* pertinent to the contract.
- (20) Contract completion documents.

(c) Paying office contract file.

- (1) Copy of the contract and any modifications.
- (2) Bills, *invoices*, vouchers, and supporting documents.
- (3) Record of payments or receipts.
- (4) Other pertinent documents.

Parent topic: [Subpart 4.8 - Government Contract Files](#)