SUBPART 204.2–CONTRACT DISTRIBUTION
(Revised September 30, 2015)

204.201 Procedures.
Follow the procedures at PGI 204.201 for the distribution of contracts and modifications.

   (a) In lieu of the requirement at FAR 4.201(a), contracting officers shall distribute one signed copy or reproduction of the signed contract to the contractor.

204.203 Taxpayer identification information.

   (b) The procedure at FAR 4.203(b) does not apply to contracts that include the provision at FAR 52.204-7, System for Award Management. The payment office obtains the taxpayer identification number and the type of organization from the System for Award Management database.

204.270 Electronic Document Access.

204.270-1 Policy.

   (a) The Electronic Document Access (EDA) system, an online repository for contractual instruments and supporting documents, is DoD's primary tool for electronic distribution of contract documents and contract data. Contract attachments shall be uploaded to EDA, except for contract attachments that are classified, are too sensitive for widespread distribution (e.g., personally identifiable information and Privacy Act and Health Insurance Portability and Accountability Act, or cannot be practicably converted to electronic format (e.g., samples, drawings, and models). Section J (or similar location when the Uniform Contract Format is not used) shall include the annotation "provided under separate cover" for any attachment not uploaded to EDA.

   (b) Agencies are responsible for ensuring the following when posting documents, including contractual instruments, to EDA—

      (1) The timely distribution of documents; and

      (2) That internal controls are in place to ensure that—

         (i) The electronic version of a contract document in EDA is an accurate representation of the contract; and

         (ii) The contract data in EDA is an accurate representation of the underlying contract.

204.270-2 Procedures.

The procedures at PGI 204.270-2 provide details on how to record the results of data verification in EDA. When these procedures are followed, contract documents in EDA are an accurate representation of the contract and therefore may be used for audit purposes.