

## 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](#)