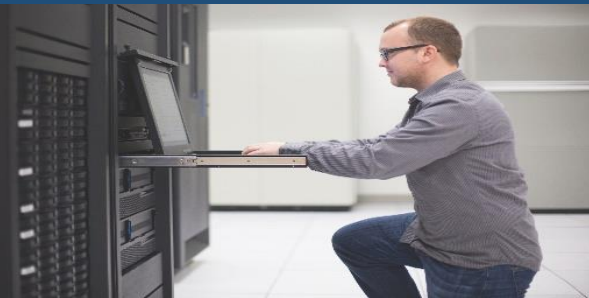


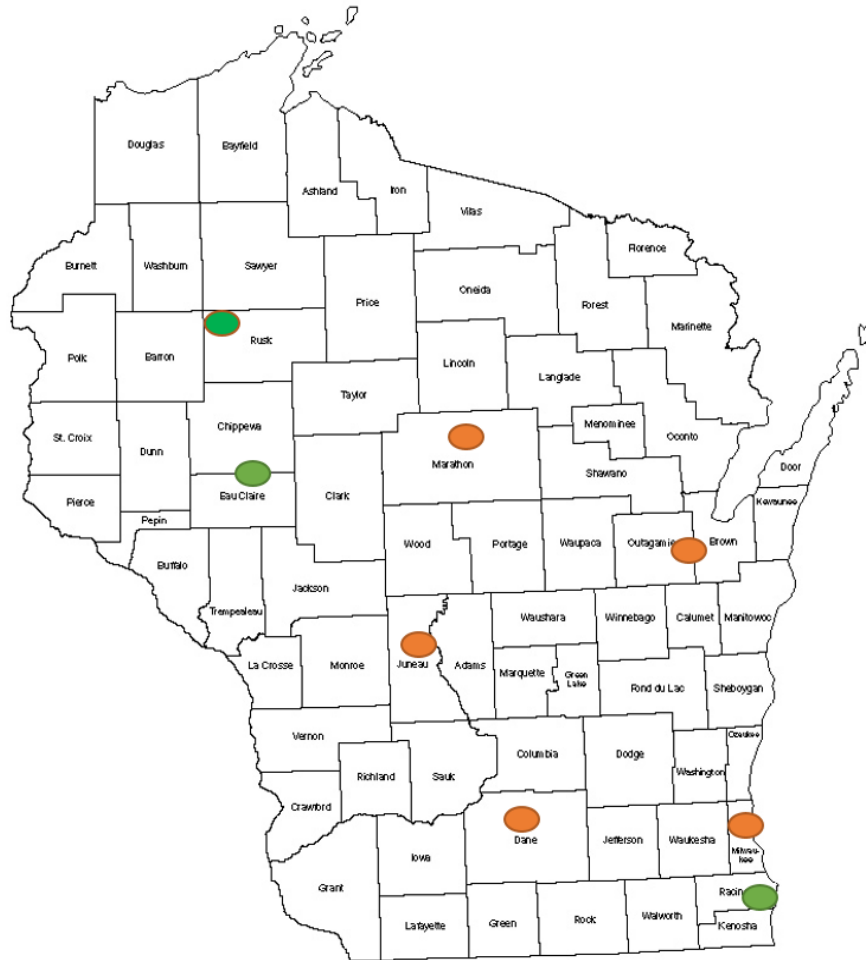


A Procurement Technical  
Assistance Center (PTAC)

# CONTRACT DOCUMENTATION – Start to Finish

March 29, 2017





## LOCATIONS:

- **Primary office – Milwaukee** - Technology Innovation Center
- **Staffed Satellite offices**
  - Madison** (FEED – Food Enterprise & Economic Development / MEC – Madison Enterprise Center)
  - Camp Douglas** (Juneau County Economic Development Corporation)
  - Wausau** (Wausau Regional Chamber of Commerce)
  - Appleton** (Fox Valley Technical College)
- **Active Partnerships**
  - Racine** – LaunchBox
  - Eau Claire** - Western Dairyland
  - Ladysmith** – Indianhead Community Action

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### UPCOMING EVENTS [→](#)

FEBRUARY 7 2017  
ACQUISITION HOUR: THE HUBZONE PROGRAM -  
CERTIFICATION BENEFITS AND NEW REGULATIONS

FEBRUARY 7 2017  
ACQUISITION HOUR – OVERVIEW OF DIBBS

FEBRUARY 14 2017  
ACQUISITION HOUR – THE CONTRACTOR  
PURCHASING SYSTEM REVIEW (CPSR) SERIES PART 2  
OF 4

FEBRUARY 15 2017  
FEDERAL ACQUISITION REGULATIONS (FAR) REVIEW -  
SESSION 1: ORIENTATION

FEBRUARY 15 2017  
WHAT IT TAKES TO WIN – SELLING TO STATE AND  
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### CURRENT OPPORTUNITIES (3) [→](#)

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Questions & answers on how to get started.

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#### HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

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# What we will Cover Today

- Contract Documentation Defined
- Why
- How Much
- Basic Documentation
- Formatting Files
- Information to Include
- File Retention



# Definition

**Contract documentation is all documents which, when combined, form the basis of the contract. Your quote/proposal/bid are also part of the contract documents.**

*A contract generates a trail from the start to the finish of the procurement. You need to be able to follow the trail.*



# Why?

- **Good business practice – not just for government contracts but also for commercial/private contracts**
- **Staff turnover at your firm/government/prime-sub**
- **Preparation of claims, audits, and lawsuits**
- **Contracting Officer is required to have a complete file**

# How Much Documentation?

**All contracts require some type of documentation**

- **Small dollar value, simple contracts will require minimal documentation**
- **Large dollar value, complex contracts will require more documentation**

# Basic Documentation

- **Contract includes contract terms and conditions, special contract conditions, bid schedule, drawings, specifications, proposal, and other documents.**
- **Generate a separate paper file and/or an electronic file for each contract.**

# FAR Clauses

- **At time of contract award maintain copies of all Federal Acquisition Regulation (FAR) clauses and Agency Clauses included. Locate full text for any referenced clause, making sure the dates match.**
- **Prime Contractors flow down appropriate clauses to subcontracts.**
- **Subcontractors make sure appropriate clauses have been flowed down in your contract.**

# What to include

- **File documentation shall be sufficient to constitute a complete history of the contract**
- **Safeguard any classified documents as specified in your contract**

# File Format

- **Electronic - separate folders for various sections – subfolders within folders**
- **Paper - separate colored tabs for various sections – subsections within tabs**
- **Folders/Tabs include**
  - **PRE AWARD – AWARD – CONTRACT ADMINISTRATION**
- **Subsections include**
  - **PAYROLLS – MODIFICATIONS – INSURANCE - SUBCONTRACTS**

# Pre Award Information to Include

- Pre solicitation synopsis
- Solicitation document with all attachments, i.e. specifications, drawings, wage determinations
- Solicitation amendments
- List of subcontractors solicited, copy of each offer or quote .
- Internal meeting notes discussing proposal
- Packaging and transportation data
- Subcontracting plan for large businesses

# Pre Award Information to Include

- **Cost or price worksheets, spreadsheets, and other documentation to support price**
- **Pre-proposal conference notes**
- **Completed solicitation including technical proposal, past performance, resumes, bonds, subcontractors included**
- **Commercial Item determination**
- **Certificates of current cost or pricing data**
- **Revised, Best and Final proposals**

# Award Information to Include

- Negotiation memorandum – record of negotiations
- Notice of award
- Signed contract
- Notice to Proceed



# Contract Administration Information to Include

- Chronological timeline of pertinent events
- Post award conference notes
- All other meeting notes
- Letters of intent to subcontractors
- Subcontracts
- All contract modifications
- Stop work orders
- Subcontracting reports for large businesses

# Contract Administration Information to Include

- Documents supporting all requests made to contracting office
- Requests for waivers
- Inspection documents
- Payments to subcontractors
- Invoices
- Details and tracking/documenting any Government property provided

# Contract Administration Information to Include

- Emails
- Payrolls
- Legal notes
- Time extensions
- Changes, Supplemental Agreements
- Warranty documentation
- Claims and disputes
- Contract close out
- Release of claims



# Chronological timeline

## Generate a log of pertinent events

- Word or Excel
- Accessible to employees that require access
- Include date, names of individuals from your company, government, prime, and/or subcontractors
- Items discussed – concerns – action items with due dates
- Include meetings, phone calls, correspondence
- All contract and or order numbers assigned
- Complex contracts may have secondary logs for, i.e. individual task/delivery order, each subcontract

# Tips

- **Develop a checklist to follow after award**
- **Document phone calls with follow up emails**
- **Stay organized**
- **Keep files as simple as possible for the size and complexity of the contract**
- **Have processes in place to communicate information from contractual documents received to staff that need to know**

# Tips

- Document verbal conversations
- Read your contract – it may indicate documentation you need to maintain. Do not assume similar contracts will be the same.
- Request Government permission to use Government property on more than one contract. Document approval
- Prime contractor should not flow down all contract terms and conditions

# Record Retention Timeframe

- **Varies based on contract complexity**
- **FAR Part 4.7 applies to contracts containing FAR 52.214-26 Audit and Records – Sealed Bidding or FAR 52.215-2 Audit and Records – Negotiation – includes various timeframes for various types of records**
- **Contract may state – could be as long as 10 years**
- **When in doubt – retain for longer timeframe**

# REMEMBER

## CONTRACT DOCUMENTATION

- Starts with the solicitation document
- Ends when final payment is made, contract is closed out, and all warranties have expired
- Includes everything in between
- Contractors that document contracts can save time and money

**DOCUMENT – DOCUMENT - DOCUMENT**

# Questions?

# Upcoming Events

- **Acquisition Hour Live Webinar Series - Tuesdays and Wednesdays**
- **Federal Acquisition Regulation (FAR) Review Session Webinar – Wednesday Evenings**
- **What it Takes to Win – Writing an Effective Proposal – April 6, 2017 – Milwaukee, WI**
- **Fort McCoy Acquisition Open House Forum – April 18, 2017 – Fort McCoy, WI**
- **Growing New Customers with Government Contracting – Woman Owned Business Programs - April 20, 2017 – Milwaukee, April 25, 2017 – Madison, April 27, 2017 – Eau Claire, WI**
- **Government Contracting Opportunities for Small Businesses – May 2 & 3, 2017 – Crandon, WI, May 23, 2017 – Florence, WI, June 13, 2017 – Superior, WI**
- **5<sup>th</sup> Annual U.S. Department of Veterans Affairs Business Conference – May 10, 2017 – Milwaukee, WI**
- **DOD Contractor Business System Requirements Critical to Contractor Success – May 17, 2017 – Wauwatosa, WI**
- **14<sup>th</sup> Annual Women’s Business Conference – June 8, 2017 – Eau Claire, WI**
- **Doing Business with the National Park Service - June 14, 2017 – Ashland, WI**
- **11<sup>th</sup> Annual Volk Field Small Business Conference – June 27 – 28, 2017 – Camp Douglas, WI**

# For Assistance or Additional Information - Contact

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