Attachment A: Required Documents for SCI Contract Action Briefcases

At a minimum, please ensure the following documents are uploaded into eCMS for each of the selected contract actions:

a. Requirements Package/Purchase Request (to include requisite purchase approvals)

b. Performance Work Statements, Statements of Work, or Statement of Objectives

c. Official contract, task order or BPA call

d. Modification(s) with legal and peer reviews (if required) and Determination and Findings justifying the modification

e. COR appointment letter, COR training certificate, COR acknowledgement of appointment, and receipt that the COR has a copy of the contract

f. Respective contract inspection, acceptance, receiving, progress, or performance reports

g. Acquisition Plans (if applicable)

h. Legal counsel, solicitation and contract team/board review documents IAW IL 0001A-09-02 (when applicable)

i. Post award contract correspondence

k. Validated FPDS-NG report for each contract action subject to review