



PROCUREMENT MEMORANDUM 2023-10

ACTION

MEMORANDUM FOR: Heads of Operating Units
Senior Bureau Procurement Officials

FROM: Olivia J. Bradley
Senior Procurement Executive
and Director for Acquisition Management

OLIVIA
BRADLEY

Digitally signed by
OLIVIA BRADLEY
Date: 2023.08.28
08:46:14 -04'00'

SUBJECT: BAS Program PRISM: Contract File Contents

Background

The Business Applications Solution (BAS) is a U.S. Department of Commerce modernization initiative to deploy an integrated suite of financial and business management applications in support of its mission. BAS is comprised of the following applications: Oracle E-Business Suite for financials, Unison PRISM for acquisition, and Sunflower Systems for asset management.

Purpose

The purpose of this memorandum is to establish procedures for contract files within PRISM for acquisition-related activities.

Actions

Contracting officers and cognizant program personnel shall comply with the following procedures:

- A. In accordance with FAR 4.8 and Procurement Memorandum 2022-04, PRISM is the contract file location of record and shall house the official contract file. Therefore, all official contract files shall be electronically maintained in that system. The documentation in the official contract file shall be sufficient to constitute a complete history of the transaction and include all applicable documentation identified by FAR 4.803.

There are two contract file structures available in PRISM, one for all contract actions valued at \$10 million or above (File Structure A) and one for all contract actions valued below \$10 million (File Structure B). Appendix A indicates the file structures to use for each of the acquisition workspace templates available in PRISM.

- i. The following is required for actions valued at \$10 million or above (File Structure A). This file structure contains section folders and sub-folders for document placement. Where there is a sub-folder that is appropriate for a document, the contracting officer shall use that sub-folder or store the document in the applicable overarching section folder and delete the sub-folder. Where there is no appropriate sub-folder, a new sub-folder may be created or the document may be stored in the applicable overarching section folder. If an existing sub-folder is not appropriate for an action it may remain empty or be deleted. There is no mandatory document naming convention for actions valued at \$10 million or above (File Structure A). Where there are both draft and final versions of a document, the final version shall be marked using the PRISM feature for doing so.
- ii. The following is required for actions valued below \$10 million (File Structure B). File structure B contains only section folders for document placement. For these actions, the applicable documents listed in Appendix B¹ shall be filed in the section folder identified for the document in Appendix B and the final version of each applicable document shall be marked using the PRISM feature for doing so. Additional documents not listed in Appendix B may be added, as well as sub-folders. In addition, the document naming convention identified in Appendix B shall be used for actions below \$10 million. If a document name is not included in Appendix B, a descriptor of the document shall be used as the document name (e.g. Management Approach Proposal). Where there is more than one document having the same name it is important to ensure clear differentiation in the file. In those cases, the name of the document shall go first with additional details following (e.g. Management Approach Proposal XYZ Company).

Effective Date

The contract file structure and document naming convention are effective October 1, 2023, for all new files being established in PRISM and new documents being added to existing contract files. Existing file structures and existing documents in files do not need to be modified. This procurement memorandum remains in effect until rescinded or incorporated into the Commerce Acquisition Manual.

Questions

Please direct any questions regarding this Procurement Memorandum [OAM Mailbox@doc.gov](mailto:OAM_Mailbox@doc.gov).

¹ Please note that Appendix B is not a file checklist. It outlines the file structure and naming convention for certain documents within the file structure but is not an all-inclusive list of contract file documentation nor is it a list of minimally required documents for each award.