

## **APPENDIX B: PRISM FILE STRUCTURE AND DOCUMENT NAMING CONVENTION FOR CONTRACT ACTIONS VALUED BELOW \$10 MILLION (FILE STRUCTURE B)**

### **Folder Name: Section I – Acquisition Planning:**

#### **Documents & Naming Convention:**

Acquisition Plan or AP  
Acquisition Strategy  
Milestone Acquisition Plan or MAP  
Statement of Work or SOW  
Statement of Objectives or SOO  
Performance Work Statement or PWS  
Supplies Description  
Quality Assurance Surveillance Plan or QASP  
Independent Government Cost Estimate or Independent Government Estimate or IGCE or IGE  
Government Furnished Property or Information or GFP or GFI  
Contracting Officer Representative Nomination or COR Nomination  
Purchase Requisition  
IT Compliance in Acquisition Checklist or IT Checklist  
508 Compliance  
Interagency Agreement or IAA

### **Folder Name: Section II – Pre-Solicitation:**

#### **Documents & Naming Convention:**

Request for Information or RFI  
Market Research  
Sources Sought Notice  
CD-570  
Justification for other than Full and Open Competition or JOFOC  
Limited Source Justification or LSJ  
Exception to Fair Opportunity  
Brand Name Justification or BNJ  
Award Fee Plan  
Award Term Incentive Plan  
Incentive Fee Plan  
Determination and Findings for Use of Option Year or Option Year D&F  
Determination and Findings for Use of Option Quantity or Option Quantity D&F  
Determination and Findings for Use of Time and Materials or T&M D&F  
Determination and Findings for Use of Labor Hour or Labor Hour D&F  
Determination and Findings for Use of Cost Reimbursement or Cost Reimbursement D&F  
Department of Labor Wage Determination

**Folder Name: Section III – Solicitation:**

**Documents & Naming Convention:**

Synopsis  
Request for Proposal or RFP  
Invitation for Bid or IFB  
Request for Quote or RFQ  
Solicitation

**Folder Name: Section IV – Offerors and Evaluation:**

**Documents & Naming Convention:**

Competitive Range Determination  
Pre-award Notice of Exclusion from Competitive Range  
Prenegotiation Objectives  
Price Negotiation Memorandum

**Folder Name: Section V – Pre-Award Documentation:**

**Documents & Naming Convention:**

Representation and Certification  
Responsibility Determination  
SBA Determination of Eligibility  
SBA Certificate of Competency  
Pre-Award Clearance of EEO Compliance  
VETS-4212 Verification  
Adequacy of Contractor's Disclosure Statement Determination  
Contractor Use of Government Supply Sources  
DD-254  
Pre Award Survey  
Certified Cost or Pricing Data

**Folder Name: Section VI – Award:**

**Documents & Naming Convention:**

Subcontracting Plan  
Quality Control Plan  
Contracting Officer Representative Appointment Letter or COR Appointment Letter

**Folder Name: Section VII – Post-Award Documentation:**

**Documents & Naming Convention:**

Notice of Award  
Debriefing

**Folder Name: Section VIII – Administration**

**Documents & Naming Convention:**

BPA Annual Review

CPARS

Contractor Release of Claim or Contractor ROC

**Folder Name: Section IX – Modifications**

**Folder Name: Section X – COR Files**