UNITED STATES DEPARTMENT OF COMMERCE
Office of the Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

PROCUREMENT MEMORANDUM 2023-10 REVISED October 27, 2026

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: 2026.10.27 08:40:21 -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 Revolutionary FAR Overhaul (RFO) Subpart 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 RFO 4.101.

B. The applicable documents listed in Appendix A[1] shall be filed in the section

[1] Please note that Appendix A 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.

folder identified for the document in Appendix A and the final version of each applicable document shall be marked using the PRISM feature for doing so. Additional documents not listed in Appendix A may be added, as well as sub-folders. In addition, the document naming convention identified in Appendix A shall be used. If a document name is not included in Appendix A, 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

This procurement memorandum is effective immediately 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**.

APPENDIX A: PRISM FILE STRUCTURE AND DOCUMENT NAMING CONVENTION

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