



DEPARTMENT OF THE TREASURY
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Acquisition
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MEMORANDUM FOR THE BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Corey M. Rindner, Director *Corey M. Rindner*
Office of the Procurement Executive

SUBJECT: Contract File Table of Contents

Purpose: To reissue an updated contract file table of contents (TOC).

Effective Date: December 20, 1999

Expiration Date: This PIM will expire when canceled or superseded. PIM 99-15 is hereby canceled.

Background: With all of the recent changes to the FAR, the TOC needed updating. OP queried several bureaus to determine whether individual bureaus were updating the TOC. We also reviewed the current TOC that the Department of State uses. The following are noteworthy changes:

- The “Tab” column is blank. This provides flexibility for the bureaus to use either an alpha or numerical numbering scheme.
- More FAR and DTAR cites are referenced.
- Section II, Solicitation Documents, now contains the “Explanation for Not Using Sealed Bidding.” Staff can check the appropriate block on the TOC, and not have to provide a separate sheet of paper.
- Sections III and V have two sheets, (a) and (b). This allows for consideration of items listed in the FAR that are not on the current TOC.

The TOC may be customized to accommodate bureau needs. We ask, however, that for consistency, bureaus require a standard format. Also, if a contract has numerous modifications, staff may wish to consider placing items listed in Section V(a) (items 2-8) in a separate folder. Finally, Treasury files should contain an abbreviated contract, which contains all modifications.

We extend our appreciation to the BEP and the IRS for taking the lead in updating the TOCs for their respective bureaus. An honorable mention goes to Judy Willis, IRS Procurement Policy, whose attention to detail has truly improved the document.

Questions may be directed to Angelie Jackson at angelie.jackson@do.treas.gov. Angelie can be reached at (202) 622-0245.

Attachment