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Description of document:	Office of Personnel Management (OPM) List of OPM Contracting Policies, 2020
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Source of document:	Attention: FOIA Request U.S. Office of Personnel Management 1900 E Street, N.W. OPIM/FOIA Room 5H35 Washington, D.C. 20415-7900 Email: foia@opm.gov

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UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Office of Procurement
Operations

November 3, 2020

Re: **2021-00170**

This is the final response letter to your Freedom of Information Act (FOIA) request to the Office of Personnel Management (OPM), dated October 1, 2020. Specifically, you requested the following information:

- A copy of the list of OPM Contract Policies (CP documents). A list of OPM Contract Policies is found on the OPM internal procurement website. These CP's are frequently refreshed/revised. I also request a copy of the listing of OPM Acquisition Policy Bulletins, also found on the OPM internal procurement website.

Your request for information is being granted in part and denied in part. We are releasing a copy of the available OPM contract policies found on the OPM internal procurement website, however we were unable to find any bulletins that were published by OPM on the internal procurement website.

A list of the OPM Contract Policies which is found on the OPM Internal Procurement website

FOIA Response – OPM hereby provides to you the listing that was requested above. See Attachment 1 Below.

You have the right to appeal this determination. Should you wish to do so, pursuant to 5 CFR § 294.110, you must send a copy of your initial request, a copy of the letter denying the request, and a statement as to why you believe the denying official erred within 90 days from the date of this letter to:

U.S. Office of Personnel Management
Office of the General Counsel
1900 E Street, NW
Washington, DC 20415

Both the front of the envelope and the first page of your letter should be marked "FOIA Appeal."

The Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and federal agencies as a non-exclusive alternative to litigation. You may contact OGIS in any of the following ways:

The U.S. National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road - OGIS
College Park, MD 20740-6001
Telephone: 202-741-5770 or 1-877-684-6448
Fax: 202-741-5769 OGIS
Email: ogis@nara.gov

You may also seek additional assistance from OPM's Public Liaison. The OPM FOIA Public Liaison can be reached as follows:

Email: foia@opm.gov
Telephone Hotline: 202-606-1153

Provisions of the FOIA allow us to recover part of the cost of complying with your request. In this instance, because the cost is below the \$25 minimum, there is no charge. 5 CFR § 294.109 (6)(d)(1).

If you need to contact the FOIA Office again about this matter, please refer to **2021-00170**.

Sincerely,

Lucy Tascone
Acting Division Director, Acquisition Policy and
Innovation

ATTACHMENT 1 – List of OPM Contract Policies

Contracting Policy 1.102-4(c), Acquisition Career Training (12/22/06)

Contracting Policy 1.102(d) - Contract Review Board (CRB) - Revision 1 (06/13/18, effective 07/02/18)

- Attachment 1 - CRB Approval Form - Revision 1
- [Attachment 2 - CRB Matrix - Revision 1](#)

Contracting Policy 1.3, Contracting Policy Guidance (6/3/05)

Contracting Policy 1.602-1(b) - Review of Contractual Documents - Addendum 2 (06/15/18, effective 07/02/18)

- Attachment 1
- Routing and Approval Sheet

Contracting Policy 1.602-3, Ratification of Unauthorized Commitments (06/28/16)

- Attachment 1 - Program Office Ratification Request Template
- Attachment 2 - Determination and Findings Template for Unauthorized Commitments

Contracting Policy 1.603, Contracting Officer Warrants (10/26/15)

Contracting Policy 1.604, Contracting Officer's Representatives (01/06/17)

- Attachment 1 - COR Nomination Template
- Attachment 2 - COR Designation Template

Contracting Policy 2.101 - Definitions of Words and Terms (08/02/18)

Contracting Policy 4.602(a), Federal Procurement Data System (9/24/07)

Contracting Policy 4.801, Oversight and Compliance Reviews (10/1/17)

- Attachment 1 - Contract Compliance Checklist

Contracting Policy 4.803, Contract File Organization and Storage (10/1/17)

- Attachment a) Contract File Cover Sheet
- Attachment b) Contract File Checklist
- Attachment c) Order/Call Checklist
- Attachment d) Simplified Acquisition Checklist
- Attachment e) Interagency Agreement Checklist
- Attachment f) Modifications Checklist
- Attachment g) How to Save an Electronic Contract File Template
- Attachment h) Frequently Asked Questions

Contracting Policy 4.804 Closeout of Contract Files

- Attachment 1 - Contract Completion Statement
- Attachment 2 - Contract Closeout Checklist
- Attachment 3 - Contractor's Release Statement
- Attachment 4 - File Retention Timeframes

Contracting Policy 4.16, Unique Procurement Instrument Identifier (10/1/17)

- Attachment 1 - PIID and AAC Reference Sheet

Contracting Policy 7.1 - Acquisition Planning - Revision 1 (08/02/18)

- Attachment 1 - Streamlined Acquisition Plan Template
- Attachment 2 - Formal Acquisition Plan Template
- Attachment 3 - Acquisition Plan Addendum

Contracting Policy 9.4, OPM Suspension and Debarment Program (3/20/13)

Contracting Policy 11.105, Brand Name Item Descriptions (9/12/05)

Contracting Policy 13.301, OPM Purchase Card Program - Revision 5 (08/14/18)

- Attachment 1 - Cardholder Setup Form
- Attachment 2 - Responsibility Acknowledgement Form
- Attachment 3 - Delegation of Authority Letter
- Attachment 4 - Purchase Card Transaction Log
- Attachment 5 - Simplified Acquisition Checklist
- Attachment 6 - Purchase Card Application and Convenience Check Authority Instructions
- Attachment 7 - Convenience Check Transaction Log
- Attachment 8 - Contract File Table of Contents
- Attachment 9 - Master Review Plan
- Attachment 10 - List of Unrestricted Merchant Category Codes

Contracting Policy 15.201 - Communications with the Industry (10/6/14)

Contracting Policy 17.204, Contract Length (1/4/07)

Contracting Policy 19.2, Small Business Participation in OPM Acquisitions (1/11/08)

Contracting Policy 19.7, The OPM Small Business Subcontracting Program (8/31/09)

Contracting Policy 23.4, Green Procurement Program (8/7/09)

Contracting Policy 33.1, Agency Protest Procedures (3/15/07)

Contracting Policy 34.2, Earned Value Management System (12/22/06)

Contracting Policy 37.6, Performance-Based Acquisition (12/22/06)

Contracting Policy 42.15, Contractor Performance Information (7/7/08)

Contracting Policy 52.2, OPM-Specific Provisions and Clauses (12/22/06) (**NOTE:** For most recent clauses, please use clause files in the following link: <http://theo.opm.gov/wiki/contracting/OPM-Clauses-and-Clause-Guidance.ashx>)