**NIH FAC-COR File Requirement**

The Contracting Officer (CO) maintains the “official” contract file; however, the COR is responsible for establishing and maintaining an organized contract administration file to record Contractor and NIH actions pertaining to the contract. An organized file facilitates an easy transition from one COR to another if reassignment becomes necessary. The NIH FAC-COR File must contain the following, as applicable:

1. Copy of the CORs HHS FAC-COR Certification
2. Copy of the CORs HHS FAC-COR Appointment Letter
3. Copy of contract, delivery/task orders and all modifications to them
4. List of alternative COR and/or Technical Monitors
5. Contractor Surveillance Plan
6. Contractor Management Plan
7. Copies of all progress reports submitted by the Contractor
8. Copies of all correspondence and synopses of telephone calls to and from the Contractor
9. Copies of all Contracting Officer Authorizations (COAs)
10. Interim and final technical reports or other deliverables
11. Documentation of acceptability/unacceptability of deliverables
12. Documentation on all Site Visit results (Onsite and Reverse)
13. Copies of any memoranda regarding periodic performance affecting payment
14. Copies of all invoices/vouchers and a payment record or invoice log indicating the balance of funds remaining
15. Contractor performance and evaluation reports as required by the contract
16. Any other pertinent materials or information relating to actions taken in accordance with the COR designation letter
17. Contract closeout documents as applicable to include but not limited to:
    * Contract completion letter
    * Final invoice
    * Final contractor performance or evaluation report
    * Final funding allocation and closeout documents for PRISM, iProcurement, and UFMS

**A 5-part Classification Folder should be utilized. This will organize the contents in an easy, understandable manner.**

**PART 1 – Contract Award/Modifications and COR designation paperwork**

**PART 2 – Reports / Deliverables**

This includes deliverables and reports from the Contractor

**PART 3 – Funding Documents / Budget Information**

This includes copies of Procurement Requests (PR); CAS ledger reports, Independent Government Cost Estimates (IGCE), program budget information

**PART 4 – Invoices**

This includes copies of invoices and/or CLIN or contract expenditures and balance information.

***This is important. CORs must monitor the availability of funds and have access to this information in real-time. Utilize Excel spreadsheets for monitoring funding.***

**PART 5 – Miscellaneous**

This includes anything you want (i.e. Property Inventory (GFI/E), original contractor proposal, General Correspondence etc…)