Effective November 16, 2009, the SAP Records Management System shall be used as the exclusive repository for procurement documents which were created in the SRM system, as well as any additional documentation pertaining to the procurement. 

RM Functionality
All COPA solicitation, contract, and purchase order documents created in SRM will replicate to the RM system upon processing. They will be identified in RM as a COPA Bid Invitation Record, COPA Contract Record, or a COPA Purchase Order Record.

All Records have a pre-defined structure in Records Management. Each Record type is configured as described below:

- **Record Entry for the COPA Bid Invitation**
  - Link to the SRM Bid Invitation document
  - PDF “snapshot” of the document
  - Link(s) to the SRM Quotation document, if applicable
  - Link(s) to the related SRM Contract document, if applicable
  - Link(s) to the related SRM Purchase Order document, if applicable

- **Record Entry for the COPA Contract**
  - Link to the SRM Contract document
  - PDF “snapshot” of the document
  - Link(s) to the SRM Bid Invitation document, if applicable
  - Link(s) to the related SRM Purchase Order document, if applicable

- **Record Entry for the COPA Purchase Order**
  - Link to the SRM Purchase Order document
  - PDF “snapshot” of the document
  - Link(s) to the SRM Bid Invitation document, if applicable
  - Link(s) to the related SRM Contract document, if applicable
  - Link(s) to the related COPA Goods Receipts, if applicable
  - Link(s) to the related COPA Invoice Receipts, if applicable

Per the procurement Records Management Policy (revised) issued October 27, 2009
RM Folder Structure

As all Records have a pre-defined structure in Records Management, all COPA Procurement Records will contain the following folders: **COPA Document Attachments Folder**, **Additional Documents Folder**, and **Notes and Working Papers Folder**. COPA Bid Invitation Records will contain an additional folder entitled **Protests**.  

- **COPA Document Attachments Folder:**
  Contains the files which were uploaded as attachments on the Documents tab in SRM, either at the header or line item levels. The files are viewable by anyone with access to Records Management.

- **Additional Documents Folder:**
  Contains any files which were not attached to the SRM procurement document, and were uploaded manually by the Records Management User. The files are an official part of the procurement and are viewable by anyone with access to Records Management.

- **Notes and Working Papers Folder:**
  Contains any files which were uploaded manually by the Records Management User. The files contain supporting documentation and are not an official part of the procurement. They are viewable only by someone with a Records Management User role.

- **Protests (Applicable only in COPA Bid Invitation Records):**
  Contains any files which were uploaded manually by the Records Management User. The files contain any documentation pertaining to a solicitation award protest. They are viewable only by someone with a Records Management User role.

RM Folder Contents

There are many examples of document files which should be added to the various folders within the Bid Invitation, Contract, and Purchase Order records. For a complete list, reference [Attachment A (Bid Invitation)](attachmentA), [Attachment B (Contract)](attachmentB), and [Attachment C (Purchase Order)](attachmentC).

RM Version Management

Document version management is required for attachments within the Additional Documents Folder and the Protests Folder. All edits to documents located in these two folders must be completed using version management. In addition, all versions of the attachment must remain within the applicable folder for reference.

The RM system contains a version management utility for records and other editable documents, and must be used to maintain document versions. If your document is not in an editable format, such as a PDF, you may attach a new version of the document and denote it with v1, v2, etc.


> If you have documents that you feel are confidential, password-protect them before attaching in Records Management and placing them in the appropriate folder

> File sizes in Records Management should conform to the current network guidelines, and total of all attachments within a single record should not exceed 20-25 MB

---

¹ Per the procurement Records Management Policy (revised) issued October 27, 2009
Attachment A

RM Bid Invitation Record

COPA DOCUMENT ATTACHMENTS FOLDER

Examples:
Addendum
Any standard ("STD") forms
Certificate of Insurance
Price Sheet
CRP Determination Form and/or Clearance Certificate
Document Builder Responses Report
Document Builder Reviewers Checklist
Document Builder Terms and Conditions
Domestic Workforce Utilization Form
Exhibits to the Specifications, such as PCIDs or drawings
Recycled Content Information form
Special and/or Additional Terms and Conditions
Specifications or Statement of Work
State of Manufacture form
Any other documents which the contractor was required to submit as part of the solicitation

ADDITIONAL DOCUMENTS FOLDER

Examples:
Award/Selection Letter
Bid Tabulation
Clarification of Bid/Mistake in Bid
No Bid Correspondence
Disadvantaged Business Proposal Scoring
Evaluation Committee/Confidentiality Statements (RFP Only)
Pre-Bid and Pre-Proposal Conference Attendance Sheets
Evaluation/Scoring of Technical Proposals
Rejection of All Proposals/RFP Cancellation
Responsiveness Checklist
RFP Scoring Criteria/Meeting Minutes
Rejection of All Bids/Bid Cancellation
Warranty Call Documentation
Any other award/selection documents required by the Procurement Code

NOTES AND WORKING PAPERS FOLDER

Examples:
Internal COPA communications regarding solicitation changes, amendments, flyers, etc.
Legal Advice, Reviews and/or Approvals
Lists of potential suppliers
Miscellaneous Business Warehouse Reports
Miscellaneous Correspondence
Purchaser's notes, memorandums, e-mails, etc.
Quality Assurance Analysis/Report
Unsuccessful Bids
WMBE/ BMWBO Correspondence
Unsuccessful Bids

PROTESTS

Examples:
Bid protest letters
Written determinations in response to the bid protest letters
Debriefing information
Attachment B

RM Contract Record

COPA DOCUMENT ATTACHMENTS FOLDER

Examples:
- All Sole Source Correspondence
- Amendments/Change Notices/Renewal Notices
- Authorized Dealer Lists
- Anti-Sweatshop Certification
- Certificate of Insurance
- Contractor's Final Disadvantaged Business Proposal
- Contractor's Final Price Submittal
- Contractor's Final Technical Proposal
- Contractor's Price Sheet
- COSTARS Questionnaire
- CRP Determination Form and/or Clearance Certificate
- Document Builder Responses Report
- Document Builder Reviewers Checklist
- Document Builder Terms and Conditions
- Domestic Workforce Utilization
- Exhibits to the Specifications, such as PCIDs or drawings
- Labor Relations information
- Lobbying Certification
- Recycled Content Information Form
- Signed Contract Document
- Special and/or Additional Terms and Conditions
- Specifications or Statement of Work
- State of Manufacture form
- STD-168 & Approval
- Trade Secrets Form
- Any other documents which the contractor was required to submit as part of the solicitation

ADDITIONAL DOCUMENTS FOLDER

Examples:
- All request for relief from the contract
- Written determinations in response to request for relief
- Contract claims and BOP written determinations in response to contract claims
- Certificates of Insurance
- Cure Notices, Show Cause, etc.
- Labor Relations Documents
- Liquidated Damages Assessment Data
- Notice to Proceed
- Official Contract Correspondence
- Payment/performance bonds and Security Bonds
- Supplier Resumes
- Warranty Call Documentation

NOTES AND WORKING PAPERS FOLDER

Examples:
- Contract Progress meetings
- Delinquency documents actions/responses (internal, non-official correspondence)
- Miscellaneous Correspondence
- Purchaser's notes, memorandums, e-mails, etc.
RM Purchase Order Record

COPA DOCUMENT ATTACHMENTS FOLDER

Examples:
All Sole Source Correspondence
CRP Determination Form and/or Clearance Certificate
Delivery Schedule and/or Information
Document Builder Responses Report, Reviews Checklist, Terms and Conditions
Emergency Procurement Justification
Exhibits to the Specifications, such as PCIDs or drawings
Quotation from supplier
Special and/or Additional Terms and Conditions
Specifications or Statement of Work
STD-168 and Approval
Any other documents which the contractor was required to submit as part of the solicitation

ADDITIONAL DOCUMENTS FOLDER

Examples:
Any updates to documents filed in the COPA Document Attachments folder
Official Purchase Order Correspondence

NOTES AND WORKING PAPERS FOLDER

Examples:
Miscellaneous Correspondence
Purchaser's notes, memorandums, e-mails, etc.