

From: [Lloyd, Joy Mrs CIV USA](#)
To: [DL-409CSB-BRIGADE-ALL](#)
Subject: Did you know . . . (UNCLASSIFIED)
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Classification: UNCLASSIFIED
Caveats: NONE

1. . . . that, when a prospective contractor has completed representations and certifications electronically via ORCA, the KO must reference the date of ORCA verification in the contract file or include a paper copy of the electronically-submitted representations and certifications in the file? See FAR 4.1201(c).

2. . . . that, when making a determination to exercise an option, KOs shall ensure that the contractor's record is active in the CCR database and that the contractor's DUNS number, CAGE code, name and physical address and accurately reflected in the contract document? See DFARS 204.1103.

3. . . . that KOs must include evidence of Performance Assessment Reports (CPARS, ACASS, CCASS) in the contract file? See AFARS 5142.1502-90.

4. . . . that KOs must ensure that the COR provides documentation of contractor performance and include that documentation in the file? See AFARS 5153.9001.2.(d).

Please contact the PARC Policy and Compliance Team at DL-409CSB-HQ-CMD-
PARCPolicy@EUR.army.mil with any questions, comments, or input relating to policy and guidance.

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