

Form FHA 021-4

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA**

TO:

**State Office
Area Office
Local Office**

**STATE PROCEDURE
NOTICE**

ISSUE NO. 286

DATE: November 23, 2004

RURAL DEVELOPMENT MANUAL CHANGE

RD Instruction 2024-A

GENERAL - This instruction is designed to provide Rural Development employees with policies and procedures to assist them in providing a uniform process of requesting program procurements for emergency services that applies to all program procurement requests for caretaker services, lien searches, legal services, or any other service for program areas within Pennsylvania.

This instruction also provides the Contracting Officer with policies and procedures to assist them in providing a uniform process for maintaining Contract files.

INSERT:

PA PN #286 (Exhibit D, Para. III & Attach. 1)
(Exhibit D, Para. V. & Attach. 2)

RD Instruction 2024-A, Exhibit D

III. Program Authority.

A. General.

This instruction is designed to provide the servicing specialist with policies and procedures to assist them in providing a uniform process of requesting program procurements for emergency services that applies to all program procurement requests for caretaker services, lien searches, legal services, or any other service for program areas within Pennsylvania.

1. Prepare the emergency procurement request (using the attached Emergency Procurement Request Sheet) and fax to Rural Housing (RH) Division, Attention RH Program Director, for funding authority (FAX: 717-237-2194). If request is approved, the Emergency Procurement Request Sheet will be faxed backed to the originator.

AUTHORIZATION WILL NOT BE GIVEN WITHOUT THE COMPLETED EMERGENCY PROCUREMENT REQUEST SHEET.

2. Once the approved Emergency Procurement Request Sheet has been returned to you, and the contractor has been notified to begin work, the following information is required and must be submitted to the Contract Specialist in the State Office under cover of the original approved Emergency Procurement Request Sheet.

a. RD Form1955-62

b. Acquisition Plan: Estimate costs for the requirement, including unit cost and number of units. (For example: \$56 for 2 lock replacements = \$112.) Give a detailed description on what basis the estimate was developed (for example: historical data with inflation rate). Government estimate must be broken into specific program funds (for example: Administrative (A), Liquidating (L), or Financing (R)). If the resulting contract will use a mix of funds, then government estimates must be provided for each fund. List the potential contractors, with address and phone numbers; Period of Performance (for example: repair = 60 days, One-Time Appraisal may be 30 days, Year-end Analysis may be from November through March).

RD Instruction 2024-A, Exhibit D

V. Noncontractual Charges to the Program Loan Cost Accounts

D. Filing Requirements.

1. This instruction is designed to provide the Contracting Officer with policies and procedures to assist them in providing a uniform process for maintaining **Contract** files.
2. Attached is a four position contract file organizer. These sheets will be used as the cover for each position in the folder. The lists of filing requirements shown herein are not intended to be all-inclusive, but are merely shown and grouped to promote better file organization. The attached sheets should be placed in respective positions in the contract file folder.

CONTRACT FILE ORGANIZER

POSITION I

THE CONTRACT

File here the original, complete, fully-executed contract modifications. File the most recent on top.

NAME AND ADDRESS OF CONTRACTOR: _____ _____
REQUISITIONER/COR/COTR:

Mod #	Purpose	Date	Amount (+) or (-)

This is a four position contract file organizer. Use these sheets as the cover for each position in the folder. The lists of filing requirements shown herein are not intended to be all-inclusive, but are merely shown and grouped to promote better file organization.

CONTRACT FILE ORGANIZER

POSITION II

File here the procurement request: RD Form 1955-62, Program Justification, Acquisition Plan, and Procurement Routing Sheet. (If emergency procedure applies, copy of Emergency Procurement Request is also filed here).

Also file here proof of Central Contractor Registration (CCR) compliance, background information/ procurement history, correspondence with the contractor, and Approved FFIS Vendor Code Request.

CONTRACT FILE ORGANIZER

POSITION III

File here COR/COTR Designations, Novation or Change of Name Agreements, Cure Notices, Show Cause Letters, Davis Bacon Wage Compliance, Liquidated Damages Assessments, Solicitations and Amendments, Determinations of Responsibility, Abstract of Bids, Notice of Unsuccessful Offerors/Bidders, and Miscellaneous Correspondence.

CONTRACT FILE ORGANIZER

POSITION IV

File here the Invoices and Payment information, Contract Closeout Certifications, Liquidated Damages Assessments, and Justification for Retained Progress Payments.

Correspondence on any of the above subject matters that results in a contract modification should be filed under a copy of the modification in Position I.