

# 5804.802 Contract files

(S-90) The contracting officer shall use the contract file checklist applicable to the procurement and file the completed contract file checklist and any required supporting documents in the Electronic Document Management System (EDMS) contract file. The required checklists for procurements accomplished in accordance with FAR Part 8.4/Federal Supply Schedules and FAR Part 16.5/Indefinite Delivery Contracts, FAR Part 12/Acquisition of Commercial Items, FAR Part 13/Simplified Acquisition Procedures, FAR Part 15/Contracting by Negotiation, IDIQ CSA Orders, and Inquiry/Quote/Order (IQO) Contracts are located in [DARS PGI 5804.802\(S-90\)](#). A new contract file checklist is required for each new procurement action.

(S-91) When using the Integrated Defense Enterprise Acquisition System (IDEAS), the system is the checklist and leads the user through the process by issuing various tasks when required. Therefore, (S-90) is not applicable when using IDEAS.

**Parent topic:** [SUBPART 5804.8 - CONTRACT FILES](#)