

# SAP RECORDS MANAGEMENT

## Reference Guide for COPA Records Management Users

### RECORD FOLDER GUIDELINES

#### Special point of interest:

- > All records existing within the Records Management System will be retained and accessible in conformance with approved records retention and disposition schedules per [Management Directive 210.5 Amended, The Commonwealth's Enterprise Records Management Program, dated December 30, 2008](#), as well as [§ 563 of the Procurement Code, Retention of Procurement Records](#)

## Using the Records Management (RM) System

### RM Go-Live

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.<sup>1</sup>

### 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*.<sup>1</sup>

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

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<sup>1</sup> 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.<sup>1</sup>

- **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.

- > 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

## 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 \(Bid Invitation\)](#), [Attachment B \(Contract\)](#), and [Attachment C \(Purchase Order\)](#).

## 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.

For complete instruction on version management, reference the [Comprehensive Guide to Versioning in the Records Management System](#) reference help document.

<sup>1</sup> Per the procurement Records Management Policy (revised) issued October 27, 2009

## 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

## 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.