

CHANGE REQUEST COVER SHEET

Change Request Number: 13-89

Date Received: 7/11/2013

Title: eDocS Contract File System

Name: Eugene Scott

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Policy OR Guidance: Policy

Section/Text Location Affected: 3.1.9 Electronic Commerce in Contracting

Summary of Change: The change expressly authorizes the use of the eDocS system as FAA's official contract file system.

Reason for Change: To authorize eDocS as FAA's official contract file system.

Development, Review, and/or Concurrence: AAQ-1 and division managers, AAP-110, AAP-100, Aeronautical Center contracting and AGC.

Target Audience: Contracting officers.

Potential Links within FAST for the Change: none

Briefing Planned: No

ASAG Responsibilities: Approve

Potential Links within FAST for the Change: none

Links for New/Modified Forms (or) Documents (LINK 1)

Links for New/Modified Forms (or) Documents (LINK 2)

Links for New/Modified Forms (or) Documents (LINK 3)

SECTIONS EDITED:

Acquisition Management Policy:

Section 3.1.9 : Electronic Commerce in Contracting [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 3.1.9 : Electronic Commerce in Contracting

Old Content: Acquisition Management Policy:

Section 3.1.9 : Electronic Commerce in Contracting

FAA may, to the extent practicable and cost effective, use electronic commerce procedures and processes, including acceptance of electronic signatures, to conduct and administer procurement actions. The Electronic Signatures in Global and National Commerce Act (E-SIGN) provides an equivalency between legally-required written records and the same information in electronic form.

New Content: Acquisition Management Policy:

Section 3.1.9 : Electronic Commerce in Contracting

The FAA may use electronic commerce, including electronic signatures, to conduct and administer procurement actions. The Electronic Signatures in Global and National Commerce Act (E-SIGN) provides equivalency between legally-required written records and the same information in electronic form.

Unless waived by the Chief of the Contracting Office, the FAA's official contract file must be in electronic format, and stored and maintained in "Electronic Document Storage (eDocS)," the single repository for paperless contract files. Purchase card transactions are excluded from this requirement.

Red Line Content: Acquisition Management Policy:

Section 3.1.9 : Electronic Commerce in Contracting

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