

**DISTRIBUTION OF CONTRACTOR INFORMATION
DELIVERABLES TO THE INFORMATION RESOURCE
CENTER (IRC) POLICY**

PMP 02-01

OPR: Program Management & Support Services Group

a. PURPOSE:

In order to ensure Program wide access and usability of Contractor information deliverables to the Pentagon Renovation Program (PenRen).

b. BACKGROUND:

The IRC proactively provides PenRen with information-based decision support by providing its customers with technical services including document management, CAD management, and facility information management. The IRC also acts as one of the Pentagon Renovation Program centers of technical expertise. This policy ensures that the IRC is able to efficiently fulfill its role as the official repository and data-commissioning agent for all Contractor information deliverables. This policy also helps to ensure that information deliverables meet all electronic data quality standards contractually imposed on Contractors.

c. PROCEDURES:

a. Contractor Information Deliverables

The Contractor is responsible for providing hard copy and electronic information deliverables at the same time. Electronic information shall be provided on Compact Disk (CD). The CD will include all source files, CAD standards, and any other support files or documentation needed to successfully and efficiently reproduce deliverables using government equipment. The Contractor CD will have a typed label with a minimum of the following information:

- Project Name
- Contract Number
- Contractor Name
- Submission
- Submission Date
- CD Creation Date
- IRC Project Number (if applicable)

b. Distributing Contractor Information Deliverables to the IRC

The Geographic IPT leader or the designated point of contact will ensure that a minimum of one (1) electronic copy and two (2) hard copies of all Contractor information deliverables shall be distributed to the IRC within two (2) business days of receiving each deliverable.

The transmittal to the IRC will contain the following information:

- Contract Number
- Contract Name
- Project Title
- Publication Date
- Author's Name
- Quantity per media type
- Acceptance Status (Approved, Rejected, Approved for Review, etc.)
- Program Recipient's Name
- Date Received
- Contract Officer

c. Enforcement options to ensure distributing of information deliverables to the IRC

One of the following methods of enforcement will be utilized to ensure distributing of Contractor information deliverables to the IRC.

- Contractor Payment to include a contingency for submittal of deliverables to the IRC.
- Prompt submittal of deliverables to the IRC to be added to the award fee plan criteria.

This policy is effective immediately and remains in effect until modified or rescinded.



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