

STANDARD FILE NAMING PROTOCOLS

> Pre-Award Documents:

[GSA or Contractor Name¹][Document Type] [Document Date]

Examples:

- GSA Business Case 04_27_2012
- GSA Market Research Results 03_03_2012
- J&J Automotive Initial Pricing Proposal 07_07_2012
- J&J Automotive Technical Proposal 07_07_2012
- J&J Automotive Final Pricing Proposal 08_01_2012

> Award / Administration Documents:

[GSA or Contractor Name¹][Contract Number² and Mod Number (as applicable)] [Document Type] [Document Date]

Examples:

- Ford RF0035Y SF1449 08_08_2011
- GSA RF0035Y FPDS-NG Report 08_08_2011

1 GSA generated documents or Contractor generated documents

2 Contract Number is GSA's internal abbreviated number which represents the unique Procurement Instrument Identifier (PIID) as defined in FAR Subpart 4.16