



## Transmittal Memo

**TO:** TJD Staff  
**FROM:** Executive Office, Policy and Standards Section  
**SUBJECT:** GAP Transmittal  
**DATE:** August 7, 2025

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Please be advised that changes have been made to the General Administrative Policy (GAP) Manual. These changes will go into effect **immediately**.

### Summary of Changes

#### GAP.05.23 Contract File Maintenance and Access

- Expanded and clarified the definition of *contract*.
- Added that the program/project/*contract* manager is responsible for ensuring compliance with performance measures and TJD standards and licensure requirements *and for managing the contract once it has been received from the contract specialist*.
- Clarified that, once an *approved requisition or statement of work worksheet and risk assessment* (rather than the discontinued Request to Contract for Services form, BSD-105) is received, the contract specialist will assign a *solicitation/contract* number from the contracts database and create a contract file folder.
- Clarified that *subfolders* (rather than tabs) will be established within each contract file to organize documentation into *drafts, executed, Legislative Budget Board reporting, required documents, correspondence, hardcopy files, purchase orders, solicitation documents, vendor performance monitoring, and website documents*.
- Added the following to the list of documents the contract administration file will include throughout the life of the contract:
  - the procurement checklist and certification;
  - CAPPs approval workflow documentation;
  - evidence of monitoring activities; and
  - copies of all change orders.
- Clarified that all contractor data or report submittals, but not the originals of those documents, are required to be included in the contract administration file.
- Clarified that only the Central Support Services Contracts Department and the Office of General Counsel are authorized to access a contract administration file.