



Federal Acquisition Service  
Office of Charge Card Management

November 2008

## GSA SMARTPAY® SMART BULLETIN

U.S. GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
SMART BULLETIN NO.006

---

### **GSA SmartPay® 1 Master Contract Record Keeping Requirements**

#### **INTRODUCTION:**

The purpose of this GSA SmartPay® Smart Bulletin is to inform customer agencies of the contractors' record keeping requirements under the GSA SmartPay® 1 Master Contract.

#### **BUSINESS LINE(S) AFFECTED:**

Purchase, Travel, Fleet and Integrated

#### **DISCUSSION:**

The GSA SmartPay® 1 Master Contracts include the following clauses:

#### **C.42 RECORD RETENTION AND RETRIEVAL**

In addition to the record retention requirements of FAR 4.703, the Contractor shall agree to be the Government's agent for document repository as it relates to all transactions under the Card Program(s). The Contractor shall maintain electronic records of all transactions that exceed \$25,000 for a period of 6 years and 3 months after final payment, and for all transactions of less than \$25,000, for a period of 3 years after final payment. Final payment is defined as the final payment for the particular charge under each agency's/organization's task order. The Contractor shall segregate this transaction information (i.e., transactions exceeding \$25,000 and less than \$25,000). Upon written request of the GSA Contracting Officer, the ordering Contracting Officer, the A/OPC, or the Internal Revenue Service with A/OPC knowledge and approval, the Contractor shall provide the requested information in a mutually agreeable commercial format within **30 calendar days**, unless otherwise specified.

U.S. General Services Administration  
2200 Crystal Drive  
Arlington, VA 20406  
[www.gsa.gov](http://www.gsa.gov)

### **C.43 POST CONTRACT REQUIREMENTS**

On the final expiration date of the master contract or agency/organization task order, all accounts must be deactivated; however, all transactions dated prior to the expiration date shall be processed.

The Contractor shall continue to generate and distribute all records, reports and copies of documents and refunds as was originally required under the expired master contract or agency/organization task order, with respect to all transactions dated prior to the expiration date and all disputed transactions, until all activity under the master contract or agency/organization task order is completed.

Unless otherwise specified, the requirement for the Contractor to perform work after the expiration date of the master contract or delivery or task order shall not exceed **180 calendar days, or until final conclusion of the activity**, whichever is sooner. The Contractor shall reconcile each account balance and settle each transaction dispute within the 180-calendar day period. The Government is not liable for any activity under individually billed accounts (i.e., travel card program). If no resolution occurs at the end of the 180-calendar day period following the expiration of the master contract or agency/organization task order, the GSA or ordering Contracting Officer, respectively, will make a final determination with respect to the matter in need of resolution. The ordering Contracting Officer will close out his/her task order and the GSA Contracting Officer will close out the master contract.

### **ELECTRONIC ACCESS SYSTEM (EAS)**

All GSA SmartPay® 1 contractor bank Electronic Access Systems (EAS) will remain available for a period of 180 calendar days from the expiration of the GSA SmartPay® 1 Master Contracts on November 29, 2008.

#### **ACTION:**

Agencies should continue to monitor the GSA SmartPay® 1 Electronic Access Systems for trailing transactions and any fraudulent activity. Agencies should begin closing out GSA SmartPay® 1 task order(s) as soon as possible following the November 29, 2008 end date of the GSA SmartPay® 1 master contract.

David J. Shea  
Director  
Office of Charge Card Management

Gene Lee  
Acting Division Director  
Charge Card Acquisition Operations

If you have any questions or comments regarding this Smart Bulletin, please contact Erin VanDagna at 703-605-5589 or [erin.vandagna@gsa.gov](mailto:erin.vandagna@gsa.gov).

