AMS Procurement Desktop – Defense®

PD^2 Local Clause Logic Guide

1. PD^2 Local Clause Logic Guide

1.1 Purpose

To provide instruction on developing alternative (local) clause logic tailored to the needs and practices of the site.

1.2 Background

Procurement Desktop-Defense (PD²) clause logic is based on Government Furnished Information (GFI) developed by the Standard Procurement System (SPS) Clause Subcommittee with help from the Defense Acquisition Regulation (DAR) Council. The SPS Subcommittee is tasked with reviewing the prescriptive language for each Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) clause and developing the Clause Rule associated with each clause based on the prescriptive language. The DAR Council then reviews and approves recommendations received from the SPS Subcommittee prior to these changes being incorporated into PD². This information is then passed to American Management Systems, Inc. (AMS) through the Program Management Office (PMO) for incorporation into PD². AMS is also tasked by the PMO to maintain clause logic and the SPS Subcommittee (with the DAR Council) determines what changes are required for existing clause logic. These changes are then incorporated into the clause updates posted to the AMS web site. AMS encourages users to use the clause logic that comes standard with PD², and is maintained by AMS. Use of PD² clause logic ensures that:

- Clauses are incorporated into documents that have been reviewed and approved by the DAR Council;
- Current FAR and DFARS clauses are used; and
- Burden of maintaining clause logic is minimized at the Command.

The drive behind clause logic is filling in required data criteria, selecting appropriate characteristics, and the presence or absence of other clauses. If the user fails to fill in data criteria or to select the appropriate characteristic, the Clause Rule will be invalid. As a result, a desired clause may be left out. If you have reason to suspect that a FAR or DFARS Clause Rule is incorrect, the Component Management Office (CMO) should be contacted. Each service has representatives on the SPS Subcommittee. Feedback is needed in order for the representatives to make necessary corrections. Provide feedback through the *SPS Clause Logic Forum* at http://www.farsite.hill.af.mil/forums.

PD² clause logic selects all appropriate clauses based on information provided by the SPS Subcommittee. Users then review the clauses to decide if they are applicable. Most sites have clauses that PD² selects but do not apply in any situation for that site.

PD^2 may recommend a default incorporation setting of the clause such as “not included”, incorporated “by reference”, or incorporated by “full text”. These defaults may or may not be applicable to the site. Defaults are designed to be generic and are not site specific. Due to these issues, users generally spend more time on clauses than they did prior to PD² clause logic capability. Often, it is thought that PD² is not functioning properly when in fact, it is operating as designed. As site practices vary, the system may not be customized to fit an individual site’s practices. Attempting to change or alter the PD^2-provided clause logic in order to tailor it to one business/site’s needs is not recommended, as doing so may result in the loss of site specific logic when clauses are updated. The site may be required to reenter all changes, a time consuming and difficult process.

An alternative solution is to develop a separate format and clause logic reflecting the site's practices. When the clauses are updated the site's logic remains but any new clauses or deletions must be added to the site's logic, if applicable. The initial setup for this method is time consuming but the maintenance is low and it reduces the time needed for selecting and editing clauses. A different format and logic may be developed for each clause template the site uses, however, the use of PD² clause logic is recommended as discussed in the previous paragraphs. The procedures for this alternative method are listed below along with optional methods, which may be preferred in some situations.

Users may benefit from training courses offered by AMS, as it is through training that users become more versed in completing correct data criteria and selecting appropriate characteristics. This extended practice reassures the user that the correct clauses are being selected. For more information on training courses, please refer to the AMS web site at http://www.pd2.amsinc.com/ and select the "Training (TRS)" tool.

1.3 Procedures

1.3.1 Preparatory

List all clauses in the format by number with the clause name. For each clause, determine whether it is Required (REQ), Required When Applicable (RWA), Optional (OPT), if it is incorporated by reference or full text, and the section where the clause will be placed. Any fill-in clauses should also be noted on the list. It is strongly recommended that a sample solicitation with the desired format be available as a guideline because names of sections, etc. can easily be obtained from this document. This preparatory work is very important to prevent errors and to save time.

1.3.2 Format

From the menu bar, select **Utilities→ System Administration**. From the **Tasks** list box, click on the **Format** icon and then click the [**New**] button. Under the *Format* tab, enter a name and description for the format. Click the [**New**] button. Enter a title and description and check the **Allow Clauses** box for each desired section. Some formats like CSI or UCF have several sections and therefore this step must be repeated until all sections are entered. If the new format is patterned after the CSI or UCF format, it is best to title and describe the sections as done in PD². A sample solicitation or the desired format in the System Administration module may be referenced in order to determine the correct section names. A continuation page section is often needed for format of modifications or amendments, therefore, a new section should be created. The title should be "**SF 30**" and the description should be "Block 14 Continuation page".

Click the *Document Part* tab. Select the correct section from each drop-down list box. If a needed section was not created when formatting, go back to the *Format* tab and add the needed information.

Click the *Document Type* tab. Select each document type that will use this format. For example, selecting Simplified Acquisition Procedures (SAP), the document will correlate to: a **Standard Form (SF) 18 Request for Quotation (RFQ)**, an **SF 30 RFQ Amendment**, a **Department of Defense (DD) 1155 Small Purchase Award**, and an **SF**

30 Award Modification. In this instance, all documents should be selected. Click [**OK**].

Note: It is not recommended to establish locally developed formats as default for any document as it may require the user to reenter all changes each time the clauses are updated. For more information on maintaining locally developed formats as default for documents, refer to the "Setting Local Format as Default" section in this document.

1.3.3 Characteristics

In the **Tasks** list, click the **Chars** (characteristics) icon and click the [**New**] button. Three fields will display. In the **Category** field, use the drop-down list box to select **Clause Templates**. In the **Name** field, enter a name that will identify when to use this characteristic (e.g., SAP Construction, which implies to use this characteristic for Construction contracts under $100,000). In the **Description** field, enter more information about the characteristic. Click [**OK**].

1.3.4 Clause Rule

In the **Tasks** list, click the **Clause Rule** icon and click the [**New**] button. Name the rule for the new format. Click the *Data Criteria* tab and select a minimum of one dollar value from the Available Data Criteria list on the left-hand side. For example, select "PD^2<=$100,000" for SAP, which means the contract dollar value must be less than or equal to $100,000 for the rule to apply. Select "PD^2 → Micropurchase Threshold" if no other dollar criteria applies. This choice will make the rule apply for anything above Micropurchase.

Click the *Characteristic* tab and select the characteristic created above. This can be found in the *Clause Templates* folder in the **Characteristics** list. Highlight and move the selected characteristic to the left-hand side by clicking on the right arrow between the two boxes. Select the **Present** radio button if it is not already selected. For purposes of this application, the last two tabs should remain unchanged. Click [**OK**].

1.3.5 Clauses

In the **Tasks** list, click the *Clauses* tab. The clauses list created in the Preparatory section will now be needed. Highlight the first clause in the prepared list for this template by clicking on the clause in the drop-down list box or type in the clause number in the **Search For** field (PD^2 will automatically go to the clause). Once a clause is highlighted, click the [**Revise**] button. The **Effective Date** dialog box will display. Accept the default effective date by clicking [**OK**]. The date may be changed if desired, however, this is the Regulation Effective Date and should remain unchanged in almost all cases.

The *Clause* tab will display. Normally this screen will remain unchanged, however, changes may be made if necessary. Click the *Rule* tab and select the rule created in the Clause Rule section above. Scroll down or use the search engine to locate and highlight the rule needed, moving it to the *Selected Rule* panel by clicking on the down arrow. From the **Required** and **Incorporation** drop-down list boxes, make the appropriate selections and click the **Not Included** check box, if applicable. Click the *Section* tab. Select the new format and the correct section created in the Format section above.

Highlight the desired format and click the down arrow to move it to the *Selected Sections* panel. After completing this information, click [**OK**].

Repeat these steps for each clause to be used in the format.

To use the format/logic developed above, first complete the award form and generate the CLINs. From the menu bar, select **Document Options → Characteristics** and select the new characteristic developed in the Characteristics section above from the *Clause Template* folder. Click [**OK**]. From the menu bar, select **Document Options → Classifications** and complete the dialog box. The format developed in the Format section above, corresponding to the selected clause must be selected. A format for each characteristic should be developed even if the formats are identical or undesired clauses may be selected. Generate CLINs (generating CLINs prior to selecting document format will cause the default format to be used). Click [**OK**]. From the menu bar, select **Document Options → Auto Selection Clauses**. Click [**OK**] if prompted to save.

1.4 Options

1.4.1 Optional Method I

Follow the same procedures with the exception of the "Format" section. This method is quicker, but is still likely to pull unwanted clauses into the document.

1.4.2 Optional Method II

Refer to the procedures outlined in the Characteristics, Clause Rule, and Clauses sections for creating clause templates, leaving out any PD^2 data criteria referencing dollar values. Create a solicitation or an award. If the solicitation or award is created from a Purchase Request, the user will be required to open the **Line Item Detail** window and enter "0" for the unit prices of all CLINs (this may be accomplished by changing CLIN 0001 and using the [**Global Change**] button). Run **Auto Selection Clauses**. This will allow only the clauses associated with the clause template to be pulled into the document. Next, open the **Line Item Detail** window and enter the unit prices. Generate the CLINs and the document. This process eliminates the need to create a local format for each new characteristic developed. However, if the user re-runs **Auto Selection Clauses** after the unit prices are entered into the line item detail, any clauses affected by the dollar value will be brought in to the document.

1.4.3 Setting Local Format as Default

Sites desiring to utilize locally developed formats as default formats for any document types will be required to complete additional steps prior to developing formats, and prior to and after updating clauses. These steps include the following:

- Remove the default setting from the system-defined format for the desired document types and assign the locally developed format as the default.
- Prior to updating clauses, the System Administrator is required to remove the default setting for the document types where the locally developed format is set as default.
- After updating clauses, the System Administrator must remove the default setting from the system-defined format for the applicable document types and reset the default to the locally developed format.

1.4 Local Clauses Coming In By Reference

There has been some confusion about local clauses. The main issue is why some local clauses are being pulled into documents **By Rreference** when the user had a rule which specified the clause was to be pulled in **By Full Text**. The reason this happens is that when clauses are manually added to a document, they come in **By Reference**, and they ignore all rules (rules are for auto clause selection). To compound the issue, if the user didn't check the **User Editable** checkbox when they created the clause, they wouldn't be able to change the **By Reference** radio button to **By Full Text** on the document for that clause. See **Figure 1**.

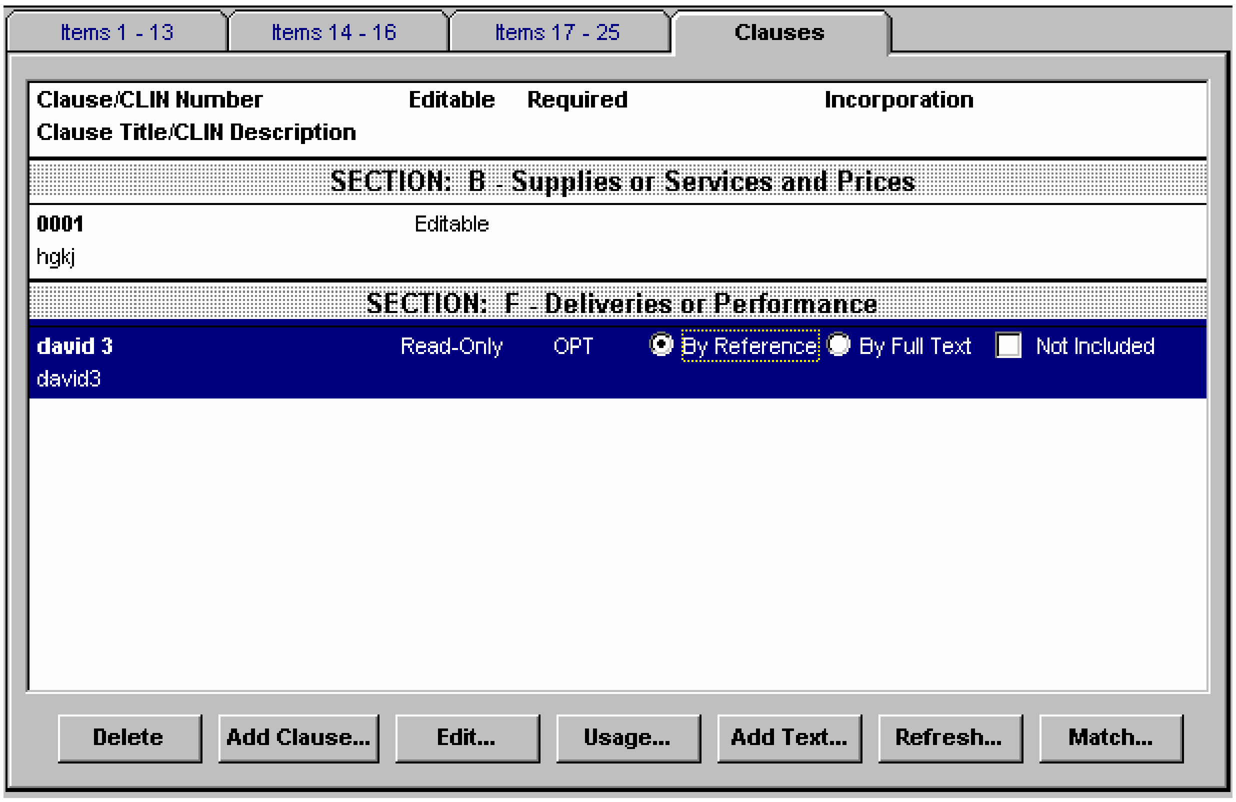

Figure 1: *You have added a local clause by clicking the [**Add Clause**] button and the clause comes in **By Reference**, and you can't change it to **By Full Text**.*

To prevent this, you would check the **User Editable** checkbox on the *Clause* tab of the **System Administration → Clauses** task when you first create the clause. See **Figure 2**.

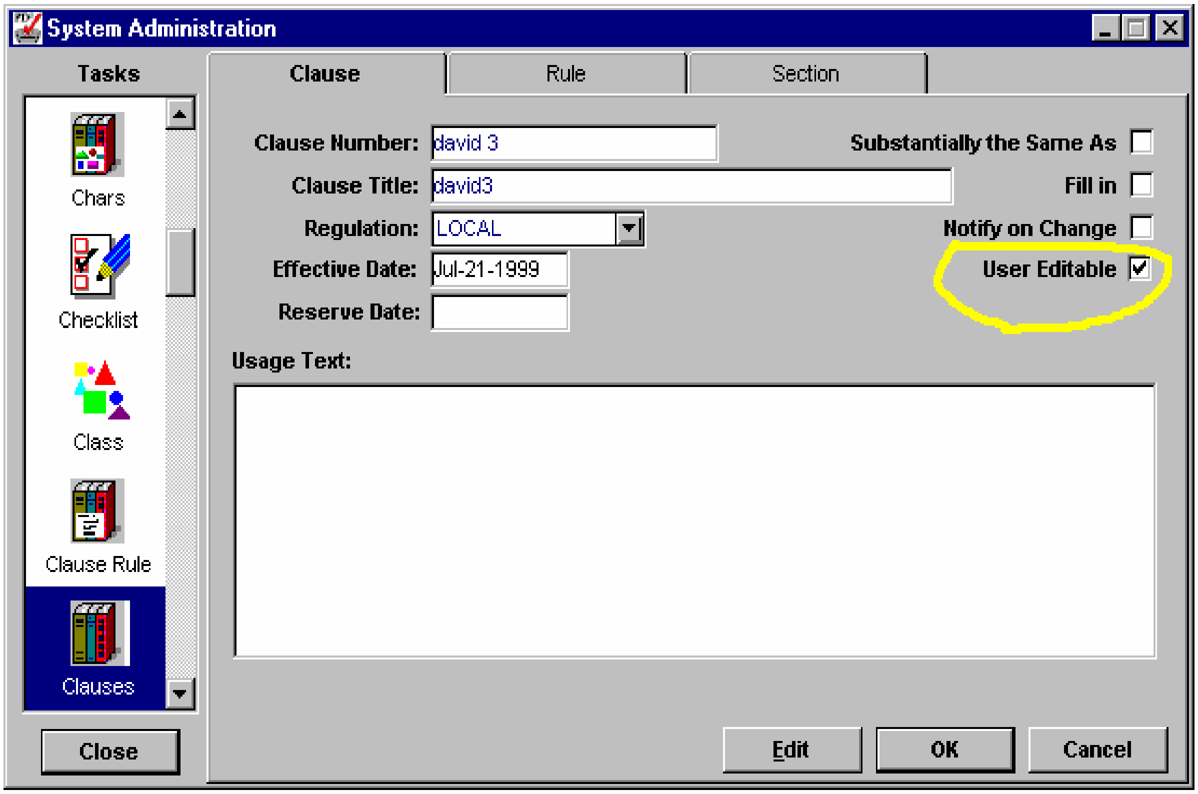

Figure 2: *To be able to toggle between **By Reference** and **By Full Text** radio buttons on the clause once you've manually added it to your document, check the **User Editable** checkbox.*

If you have already created the document with the clause that you can't change from **By Reference** to **By Full Text**, then you'll have to highlight the clause and click the [**Delete**] button to remove the clause from the document. Then, go into the *Clause* tab in the **System Administration → Clauses** task and check the **User Editable** checkbox. Click [**OK**]. Go back into your document and re-add the clause.

If, however, you had checked the **Substantially the Same As** checkbox or the **Fill In** checkbox, then you wouldn't be able to change to the **User Editable** checkbox. To fix this you have to uncheck the **Fill In** or the **Substantially the Same As** checkbox, click [**OK**], reselect the clause, and then check the **User Editable** checkbox.

Remember, the **User Editable** checkbox does not mean that you can edit the text of the clause; rather, it means that when the clause is in a document you can change the radio buttons from **By Reference** to **By Full Text**.

Also, keep in mind that the *Rule* tab in the **Clauses** task is for **Auto Selection Clauses** and not for manual entry of clauses.