NAVAL SEA SYSTEMS COMMAND
NAVAL WARFARE CENTERS

STANDARD PROCUREMENT SYSTEM

CONCEPT OF OPERATIONS

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Table of Contents

1 Introduction 1-1

1.1 Purpose 1-1

1.2 Background 1-1

1.3 Introduction to the NAVSEA Warfare Center Concept of Operations (CONOPS) 1-1

1.3.1 Purpose 1-1

1.3.2 Format 1-2

1.4 Version Control 1-2

2 System Administration ..... **Error! Bookmark not defined.**

2.1 Introduction ..... Error! Bookmark not defined.

2.2 System Administrator Role ..... Error! Bookmark not defined.

2.2.1 System Administration Roles and Responsibilities ..... **Error! Bookmark not defined.**

2.3 Standard System Administration Task Configuration Error! Bookmark not d

2.3.1 ASF (Application Server Framework) ..... **Error! Bookmark not defined.**

2.3.2 Address Layout ..... **Error! Bookmark not defined.**

2.3.3 Analysis ..... **Error! Bookmark not defined.**

2.3.4 Approval Types ..... **Error! Bookmark not defined.**

2.3.5 Attachment Templates ..... **Error! Bookmark not defined.**

2.3.6 Auto Order ..... **Error! Bookmark not defined.**

2.3.7 Buy American ..... **Error! Bookmark not defined.**

2.3.8 CDL Template ..... **Error! Bookmark not defined.**

2.3.9 Checklists ..... **Error! Bookmark not defined.**

2.3.10 Clauses and Clause Logic ..... **Error! Bookmark not defined.**

2.3.11 CLIN Template ..... **Error! Bookmark not defined.**

2.3.12 Closeout ..... **Error! Bookmark not defined.**

2.3.13 Contract Type ..... **Error! Bookmark not defined.**

2.3.14 Currency ..... **Error! Bookmark not defined.**

2.3.15 EDI ..... **Error! Bookmark not defined.**

2.3.16 Estimating Templates .....**Error! Bookmark not defined.**
2.3.17 Format.....**Error! Bookmark not defined.**
2.3.18 Funds .....**Error! Bookmark not defined.**
2.3.19 Job Order .....**Error! Bookmark not defined.**
2.3.20 License.....**Error! Bookmark not defined.**
2.3.21 Local Information.....**Error! Bookmark not defined.**
2.3.22 Milestone Plans .....**Error! Bookmark not defined.**
2.3.23 MOTD .....**Error! Bookmark not defined.**
2.3.24 NSN Maintenance .....**Error! Bookmark not defined.**
2.3.25 PALT .....**Error! Bookmark not defined.**
2.3.26 PIIN Maintenance.....**Error! Bookmark not defined.**
2.3.27 Preferences .....**Error! Bookmark not defined.**
2.3.28 Procurement Profile.....**Error! Bookmark not defined.**
2.3.29 Reports.....**Error! Bookmark not defined.**
2.3.30 Routing .....**Error! Bookmark not defined.**
2.3.31 Security Model .....**Error! Bookmark not defined.**
2.3.32 Set Asides .....**Error! Bookmark not defined.**
2.3.33 System Tables.....**Error! Bookmark not defined.**
2.3.34 Teams and Team Cabinets .....**Error! Bookmark not defined.**
2.3.35 Transmit.....**Error! Bookmark not defined.**
2.3.36 Unit of Issue .....**Error! Bookmark not defined.**
2.3.37 Users .....**Error! Bookmark not defined.**
2.3.38 User Type .....**Error! Bookmark not defined.**
2.3.39 Warrants .....**Error! Bookmark not defined.**
2.3.40 Workload .....**Error! Bookmark not defined.**

2.4 NEW SYSTEMS ADMINISTRATOR (SA) TASKS IN v4.2 Error! Bookmarl

2.5 CLIN TEMPLATES (SA) GUIDELINES: Error! Bookmark not defined.

3 PD² Adapter .....**Error! Bookmark not defined.**

3.1 Background..... Error! Bookmark not defined.

3.2 Installation Guide..... Error! Bookmark not defined.

4 User Guidance .....**Error! Bookmark not defined.**

4.1 Introduction to PD².....Error! Bookmark not defined.
4.1.1 The Electronic Office .....**Error! Bookmark not defined.**
4.1.2 PD² Setup.....**Error! Bookmark not defined.**

4.1.3 Startup.....**Error! Bookmark not defined.**
4.1.4 Helpful Hints .....**Error! Bookmark not defined.**
4.1.5 PROCESSING ORDERS UNDER CONTRACTS AWARDED OUTSIDE THE USER'S PD[2] DATA BASE .... **Error! Bookmark not defined.**
4.1.6 ESTABLISHING ORDERING CLINs AND PROVISIONED LINE ITEMS IN BASIC AWARDDOCUMENTS . **Error! Bookmark not defined.**
4.1.7 AUTOMATIC CLAUSE SELECTION .... **Error! Bookmark not defined.**
4.1.8 COMMITMENT IDENTIFICATION NUMBER (CIN) .... **Error! Bookmark not defined.**
4.1.9 Funds Certification Documents....**Error! Bookmark not defined.**
4.1.10 Modification to ACRN Bookmark..... **Error! Bookmark not defined.**
4.1.11 Screenflow.....**Error! Bookmark not defined.**
4.1.12 MODIFICATION LINKING.....**Error! Bookmark not defined.**

4.2 Procurement Request**.....**Error! Bookmark not defined.
4.2.1 General Information .....**Error! Bookmark not defined.**
4.2.2 Assignment of the Purchase Request ..... **Error! Bookmark not defined.**
4.2.3 Local Field Data Information.....**Error! Bookmark not defined.**
4.2.4 Attachment to the ILSMIS PR .....**Error! Bookmark not defined.**
4.2.5 Assigning /Generating / Approving the Purchase Request.. **Error! Bookmark not defined.**
4.2.6 PR Mod Generation/Approval/Release..... **Error! Bookmark not defined.**
4.2.7 Reject PR back to ILSMIS:.....**Error! Bookmark not defined.**
4.2.8 DO/TO MATCHING Purchase Request Modification..... **Error! Bookmark not defined.**
4.2.9 Canceling A Purchase Request ....**Error! Bookmark not defined.**
4.2.10 Purchase Request Status Optional..... **Error! Bookmark not defined.**

4.3 Solicitation..... Error! Bookmark not defined.

4.3.1 Creating the Written Solicitation.Error! Bookmark not defined.
4.3.2 Commercial Solicitation—SF 1449 Creation ... **Error! Bookmark not defined.**

4.3.3 Document Classification Window**Error! Bookmark not defined.**
4.3.4 Document Options Local Information Window**Error! Bookmark not defined.**
4.3.5 Solicitation Line Items. .....**Error! Bookmark not defined.**
4.3.6 CLAUSE SELCTION .....**Error! Bookmark not defined.**
4.3.7 Saving the Solicitation.....**Error! Bookmark not defined.**
4.3.8 Attachments to the Solicitation. ...**Error! Bookmark not defined.**
4.3.9 Routing / Approving / Releasing the Solicitation ..... **Error! Bookmark not defined.**
4.3.10 Recording Verbal Solicitations. .**Error! Bookmark not defined.**

4.4 Awards..... Error! Bookmark not defined.
4.4.1 Create the Award from the Solicitation..... **Error! Bookmark not defined.**
4.4.2 Create New SF1449 Delivery Order Dialog Box ..... **Error! Bookmark not defined.**

4.5 QUICK REFERENCE GUIDES ..... Error! Bookmark not defined.

4.6 SIMPLIFIED ACQUISITION..... Error! Bookmark not defined.

4.7 DD Form 350..... Error! Bookmark not defined.
4.7.1 Creating / Validating the DD 350 **Error! Bookmark not defined.**
4.7.2 Checklist Guidance for DD 350s .**Error! Bookmark not defined.**
4.7.3 Approving / Signing the DD 350 .**Error! Bookmark not defined.**

4.8 To create the monthly DD 1057 report: Error! Bookmark not defined.

4.9 BANKCARD AS METHOD OF PAYMENT Error! Bookmark not defined.

4.10 WORKLOAD MANAGEMENT ..... Error! Bookmark not defined.

5 REPORTS .....**Error! Bookmark not defined.**

Changes Page

Change	Date
Original Document	

1 Introduction

1.1 Purpose

The purpose of this document is to provide guidance to Naval Sea Systems Command (NAVSEA) Warfare Centers on the process of successfully using Procurement Desktop Defense (PD^2) with adapter technology for interfacing with legacy requirements generation and financial management systems.

1.2 Background

As major portions of the procurement process were consolidated and standardized across the Department of Defense (DoD), it became evident that there was a need to standardize the entire procurement process. Continued reductions in the procurement work force mandated the need to improve the efficiency of the process. These factors led the DoD to establish the Standard Procurement System (SPS) program. SPS was to take advantage of the explosion in information technology to field a standard, automated procurement and contract administration system for more than 48,000 acquisition professionals in DoD. In 1996 a contract was awarded to American Management Systems, Inc. (AMS) for deployment of a modified version of their Procurement Desktop software. This DoD modified application is called Procurement Desktop Defense (PD^2). PD^2 is an important factor in the Department of Defense End to End Procurement Process.
As a result of this initiative, the use of legacy requirements generation, financial management and procurement systems necessitated the development of interfaces between PD^2 and these legacy systems. For the majority of Naval Sea Systems Command Warfare Centers, this meant development of an interface between PD^2 and the Industrial Logistics Support Management Information System (ILSMIS). Early attempts to develop this interface encountered rapid changes in both PD^2 and ILSMIS that would have required continual changes to the interface. As advances were made in integration technology, AMS developed a tool that allowed government activities to easily integrate legacy applications with PD^2. Using that tool, known as the Government Adapter, NAVSEA Headquarters chartered an integration effort lead by the Naval Surface Warfare Center (NSWC) ILSMIS Functional Requirements Board (FRB) Acquisition Automation Special Task Team (STT). This effort culminated in a successful integration of ILSMIS and PD^2 that allows the NAVSEA Warfare Center procurement professionals continue supporting their customers in a traditional manner.

1.3 Introduction to the NAVSEA Warfare Center Concept of Operations (CONOPS)

1.3.1 Purpose

This NAVSEA Warfare Center CONOPS has been written to define how the Warfare Centers will support SPS and ILSMIS through use of the Government Adapter and perform procurement functions using PD^2. This CONOPS is intended to supplement the PD^2 Advisor©, the PD^2 on-line

buyer/contract specialist's guide and training manuals received in formal classroom training through the SPS Joint Program Management Office (SPS JPMO). The CONOPS provides the buyer/contract specialist with steps and considerations – the standard operating procedures – required to complete procurement procedures, both pre-award and post award, using PD^2.

The CONOPS also addresses the use of baseline PD^2 functionality such as System Administration Roles and Responsibilities, File Management Procedures, Attachments, Checklists, Milestone Plans, and other procurement process strategies and initiatives such as posting of solicitations and distributing award documents. In particular, this document addresses those areas that must be completed, both in ILSMIS and within PD^2 that will allow the integration of these two products to work in the most efficient manner possible.

The CONOPS is an evolving set of procedures that will be refined and modified as PD^2 is further developed and the NAVSEA Warfare community gains more expertise using PD^2 and other initiatives and strategies in the End-to-End Procurement Process. It is intended to define an automated environment and method of operation for the NAVSEA Warfare Center procurement community, facilitated by standardization in areas such as procurement processes, document formats, naming and numbering conventions, operating procedures, data requirements and report generation.

1.3.2 Format

The CONOPS is divided into five separate chapters and 11 Appendices:

- Chapter 1: Introduction
- Chapter 2: System Administration
- Chapter 3: Government Adapter
- Chapter 4: User Guidance
- Chapter 5: Reports
- Attachment A PMO PD^2 Adapter Installation Guide
- Attachment B ILSMIS to PD^2 Field Definitions Document
- Attachment C Navy/USMC CMO PD^2 Supplemental Training Guide
- Appendix D Terms and Acronyms

1.4 Version Control

This Standard Procurement System Concept of Operations is expected to be an ever-changing document as both ILSMIS and PD^2 are continually changing due to spiral development of the products, requirements changes, technological advances and bug fixes. The ILSMIS STT is responsible for maintaining the currency of this document. No changes to this document will be made without official prior review by the STT.

2. System Administration 2-3

2.1. Introduction 2-3

2.2. System Administrator Role 2-3

2.2.1 System Administration Roles and Responsibilities 2-3

2.3. Standard System Administration Task Configuration 2-4

2.3.1 ASF (Application Server Framework) 2-4
2.3.2 Address Layout 2-5
2.3.3 Analysis 2-5
2.3.4 Approval Types 2-7
2.3.5 Attachment Templates 2-7
2.3.6 Auto Order 2-7
2.3.7 Buy American 2-7
2.3.8 CDL Template 2-8
2.3.9 Checklists 2-8
2.3.10 Clauses and Clause Logic 2-8
2.3.11 CLIN Template 2-11
2.3.12 Closeout 2-11
2.3.13 Contract Type 2-12
2.3.14 Currency 2-12
2.3.15 EDI 2-12
2.3.16 Estimating Templates 2-12
2.3.17 Format 2-13
2.3.18 Funds 2-13
2.3.19 Job Order 2-13
2.3.20 License 2-13
2.3.21 Local Information 2-13
2.3.22 Milestone Plans 2-14
2.3.23 MOTD 2-16
2.3.24 NSN Maintenance 2-16
2.3.25 PALT 2-16
2.3.26 PIIN Maintenance 2-17
2.3.27 Preferences 2-17
2.3.28 Procurement Profile 2-17
2.3.29 Reports 2-18
2.3.30 Routing 2-18
2.3.31 Security Model 2-18
2.3.32 Set Asides 2-20
2.3.33 System Tables 2-20
2.3.34 Teams and Team Cabinets 2-20
2.3.35 Transmit 2-20
2.3.36 Unit of Issue 2-20
2.3.37 Users 2-20
2.3.38 User Type 2-21
2.3.39 Warrants 2-21
2.3.40 Workload 2-21

2.4. NEW SYSTEMS ADMINISTRATOR (SA) TASKS IN v4.2 2-21

2.5. CLIN TEMPLATES (SA) GUIDELINES: 2-23

2. System Administration

2.1. Introduction

This section of the NAVSEA Warfare Center SPS CONOPS records the System Administration standard data determined by the STT for PD^2. It documents the decisions made during STT planning sessions from June 2002 through May 2003. In order for the Warfare Centers to use PD^2, the System Administrators must first complete specific tasks that set the parameters and facilitate the correct usage of the software. This chapter outlines the tasks and responsibilities necessary to correctly complete and maintain the System Administration component of PD^2. There are numerous reference guides available to support the Warfare Center System Administrator. The Warfare Center SPS CONOPS outlines the primary system set-up and support considerations, and focuses specifically on the Warfare Center community. The PD^2 Advisor is a helpful on-line reference guide that contains useful generic information for the System Administrator community, with instructions for configuring, updating and maintaining the "Sysadmin tasks" in the PD^2 database. This Chapter provides instruction on areas of consideration for the initial system set-up and long-term maintenance of PD^2.

2.2. System Administrator Role

System Administrators provide both functional and technical support to the SPS application. Functional roles may include Super Users who will act as knowledge centers and provide user support. This includes the operating system as well as the performance management and support of the SPS Database. It should be noted that while these roles are differentiated amongst themselves, a single person at a site might be designated to perform multiple roles. Below is a brief summary of the tasks associated with each of these administrative roles.

2.2.1. System Administration Roles and Responsibilities

2.2.1.1. Functional SA

System Administration (functional), often labeled SA, refers to the management and support of the SPS application itself. Throughout the CONOPS, a reference to system administrators (SA) implies those users with functional system administration responsibilities. It should be noted that while these roles have been specifically differentiated, a single person might be designated to serve multiple roles at a site.

2.2.1.2. Technical SA

Technical System Administration refers to the more technical tasks associated with the management and support of the server and its operating system and to the performance management and support of the SPS Database. Database system administrators (DBA) implies those users with technical administration responsibilities.

2.2.1.3. Adapter Administrator

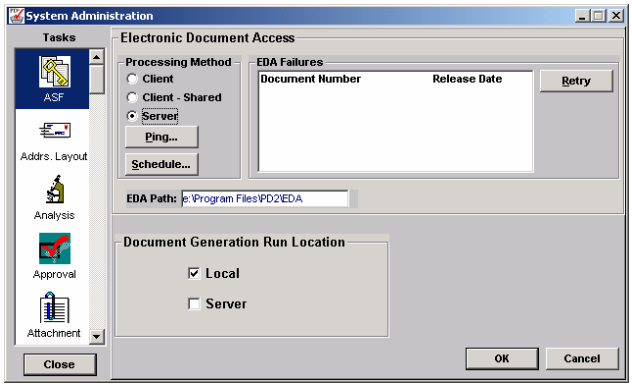
Adapter Administration refers to the management and support of the XML Transaction Engine and webMethods services, running on webMethods Integration Server (IS). The adapter administrator will be responsible for installing, monitoring and maintaining the webMethods Integration Server, the XML Transaction Engine and other information for the environment to successfully run the components of the PD^2 Adapter.

2.3. Standard System Administration Task Configuration

Configuring PD² to a "standard configuration" will help the Warfare Center sites maximize the benefits derived from PD², whether timesaving (with pre-loaded templates), organizational (with standard routes and teams) or security-oriented (with document and menu access). Guidance on maintaining the PD² System Administration tasks is available from *PD² Advisor*. This CONOPS provides information on defining and maintaining standard templates (e.g. Checklists, Milestone Plans, and Attachments), defining system and report security, describes user set-up and basic information about teams and other tasks. The tasks listed below are available in the System Administration task of PD^2. While these tasks oriented guidance is provided as a recommended "standard configuration", this by no means limits the sites from altering these settings to accommodate site-specific situations.

2.3.1. ASF (Application Server Framework)

The Application Server Framework runs an application server in a client-server environment but is distinct from both client and server applications. The application server provides users with the ability to create Electronic Document Access (EDA) files in postscript and index file formats for each released award and modification. These files can be created by each client's (user's) computer or by an application server, if one is installed.



If **Client** (each user's computer) is selected, the files are created on either the client's local directory or a shared directory when the user releases an award or modification. If **Server** is selected, the files are created at a time scheduled by the SA. The system includes bookmarks in the postscript file identifying document sections in the released document. A postscript printer must be installed on all of the client computers to support EDA while creating postscript files. See PD² Advisor for details on setting up the ASF task for Client, Client Shared or Server operation.

2.3.2. Address Layout

Addrs. Layout

The Address Layout Task allows the SA to support the use of foreign addresses in the display and printing of forms. In all applicable address blocks, users can select an address layout from a list of layouts that have been defined in the System Administration task, **Address Layout Maintenance**, in which all of the address layouts required by an activity, can be created. The system default address layout is Standard (U.S.). If a site must enter a foreign address due to the normal course of business, see PD² Advisor for details on adding additional address formats.

2.3.3. Analysis

Analysis

The Analysis task is a tool that allows the SA to select from a pre-defined series of validation rules that can be applied against selected requirements packages or procurement documents. The SA is able to turn each validation rule on or off depending on the needs of the site. This task engages PD² in a series of validations of procurement data based on pre-defined internal parameters. Analysis can be used to alert procurement specialists of "failure(s)" to meet the specified criteria, resulting from inaccurate or incomplete data on the form. The following pre-defined validation rules are divided into the three groups according to which document type the rule can be applied.

Table 1: PR Analysis and Procurement Analysis

PR Analysis and Procurement Analysis	
Active	Sufficient line item funding
Active	Sufficient contract level funding
Off	Validate DPAS rating
Active	Check for correct issuing office
Active	Confirm existence of Delivery Date, ADC Date, or Period of Performance
Active	Check for duplicate delivery and ADC dates
Active	Check for duplicate delivery and start/end dates
Active	Check for duplicate start/end and ADC dates
Active	Start dates not same as end dates
Active	Valid NSN format
Off	Line item NSN matches FSC
Active	Correct FOB for Inspection/Acceptance at Government location

Table 2: Procurement Analysis Only

Procurement Analysis Only	
Off	Check NTE cost constraint for Letter contract type
Active	Start date must be before end date
Active	Ship address is selected when price radio button is selected
Active	Check supply contracts with US delivery has FOB Destination

Table 3: PR Analysis Only

PR Analysis Only	
Off	Milestone and/or checklist available with PR
Off	J&A available for sole source procurement
Off	DD 254 available for requirement with security aspects
Active	Valid priority
Off	Correct vendor size for small purchases
Off	Line Item FSC/SIC/NAICS match suggested vendor FSC/SIC/NAICS
Off	Cost & Funding below SAT for small purchase
Off	Schedule identified for GSA schedule action
Off	Contract identified for delivery/task order
Off	SIC(s) identified for 8(a)
Off	Validate contract type for Sealed Bid actions
Off	Valid small purchase contract type
Off	Contract type matches CLIN type
Active	Min/Max quantities for Indefinite-type contract
Off	No fee/cost-type CLINs in FFP contract type
Off	No Letter/LH/T&M CLINs in FFP contract type
Off	Inspection & Acceptance at contractor for small purchase

Once the analysis has been run, the user can make the appropriate changes to the data in the document and re-run the analyze function.

2.3.4. Approval Types

To users, Approval Templates represent Approval Sheets. Approvals are governed by the Type of Approvals required and Authority level applicable. The templates list selected Approval Types and the Authority Codes a user must have in order to approve a document in PD².

2.3.4.1. Warfare Center Specific Approval Templates

While Approval Templates are certainly a site-specific decision, there are a select number of templates required for the ILSMIS/PD² Interface to function properly. The following Approval Template **MUST** be included in the setup:

- PR Reject to ILSMIS – this triggers the requirement information to be sent back to ILSMIS for correction/change and a PR Modification to be created or to allow the PR to be cancelled in ILSMIS.
- ILSMIS Funds Certification – this triggers PD² to send a query to ILSMIS to validate not only the funds available, but quantity and unit of issue (for Stock procurements)

1. ILSMIS Contract Closeout Approval – this triggers the verification of final delivery and final payment so that a contract may be manually closed out within PD².

2.3.5. Attachment Templates

An Attachment is a 3rd party document (e.g. word-processing, spreadsheet, .pdf or other OLE-2 compliant file) imported and linked to the electronic contract file. While the Attachment template and its relationship to a PD² module are created in System Administration, the actual formatting and text must be created within the 3rd party software. Therefore, attachment documents are not directly accessible in PD² for reporting purposes and their information does not "carry forward" from one document to the next. Additionally, the PD² attachment feature has automatic attachment capability that provides the user the opportunity to enter "bookmarks" into the attachment. A "bookmark" is a pre-defined fill-in data field within a document. The bookmark then automatically pulls data into the attachment when launched, eliminating the need for manually entering data into the attachment. Once created, the user may modify the text within the Attachment or add new text. If the site desires to create automatic attachments, see PD² Advisor for information on setting up documents that will contain the "bookmarks" established in PD².

2.3.6. Auto Order

This Task will not be used at any NAVSEA Warfare Center until approved by the STT.

2.3.7. Buy American

Users can maintain a Buy American exemption list as specified in the FAR. This list may be used to analyze a PR and determine potential Buy American exemptions. Keywords can be defined against the exemption to improve the possibility of matching line items to exemptions. The STT has elected not to tailor this list of keywords.

CDL Tmpl

2.3.8. CDL Template

The Contract Distribution List (CDL) indicates the routing sheet for a given procurement document. CDLs are grouped by "modules" for availability at different stages in the procurement life cycle. CDL modules include:

2. Contract Management
3. Contract Placement
4. Correspondence
5. Purchase Requests
6. Simplified Acquisition

The STT has decided not to tailor this task.

Checklist

2.3.9. Checklists

Checklists may be used to track progress in the completion of steps associated with standard procurement processes. Checklists may also be used to remind users of the detailed actions that need to be completed for a given procurement activity. Each Checklist template is associated with a system module corresponding to a procurement phase. The five system defined modules are:

7. Contract Management
8. Contract Placement
9. Correspondence
10. Purchase Requests
11. Simplified Acquisition

There are no specific NAVSEA Warfare Center related Checklists at this time.

Clauses

2.3.10. Clauses and Clause Logic

2.3.10.1. Clause Logic

The central concept of clause logic is that clause rules are used to limit, or focus, the instances when clauses are appropriately included in purchase requests, solicitations and contracts. A clause rule can be created that has no limitations, thus meaning that the rule will always be true and the associated clause will always be selected. A clause rule can also be created that has one or more limitations, thus focusing the instances that are appropriate for the associated clause to be included in the document.

Data criteria, characteristics, and clause rules that begin with "PD2" are not editable, nor able to be deleted. This protects the integrity of the provided clause logic and data. Understanding automatic clause selection and the associated clause logic set requires an understanding of four inter-related System Administration Tasks. The tasks are Clause, Clause Rules, Characteristics, and Format.

2.3.10.2. Clauses

The Clause task is used to integrate all aspects of clauses and clause rules, and to specify how and where selected clauses generate into the procurement document (solicitation, amendment, award, or modification). This task contains both FAR and DFARS clauses that are pre-loaded into the PD² database. Local clauses (NAVSEA HQ and site specific) will also be loaded. Each clause is associated with a clause rule that determines when it should be applied to a solicitation or a contract using the Auto Select Clause feature. In addition, the location the clauses appear in different contract formats can be assigned in this task.
The fields and information in the Clauses window that are seen when viewing clauses include:

12. Clause Number – used to identify the clause using a number or name (i.e., 52.203-2).
13. Clause Title – used to identify the clause using a name (i.e., Certificate of Independent Price Determination).
14. Regulation – used to identify the source of the clause (i.e., FAR, DFARS, Local, etc.).
15. Effective Date – used to identify the effective date of the clause (documents cannot pull in clauses that have effective dates in the future).
16. Reserve Date – used to identify the reserve date of the clause (documents cannot pull in clauses that have been reserved prior to the date identified; reserve dates may be identified for future reservation).
17. Substantially the same as – identifies clauses whose text may be changed by the user; allows the user to open the clause in a read/write status from the clauses tab of line item detail.
18. Fill-in – identifies clauses with data to be filled in by the user; allows the user to open the clause in a read/write status from the clauses tab of line item detail.
19. Notify on Change – identifies whether users with unreleased solicitations containing the clause are to be automatically notified when the clause is revised.
20. User Editable – identifies whether users have the authority to change the clause from full-text to by reference (and vice versa) or to delete the clause using the delete or include/not include function.
21. Usage Text – identifies the appropriate conditions for use of the clause.
22. Clause text – identifies the text of the clause.
23. Associate clause rule(s) with clauses.
24. Define whether the clause should pull in by full text or by reference, whether the clause is required, required when applicable or optional.
25. Specify in which section of various formats the clause is to be placed.

2.3.10.3. Clause Formatting

Following are formatting instructions to be applied when entering clauses into PD². These instructions will ensure that manually entered clauses (i.e., local clauses) appear in the same typeface and layout as the system-driven clauses:
26. All text is in Times New Roman font.

27. All text is in font size 10.
28. All title lines are capitalized, with the exception of an alternate clause number.
29. There is a line space between the title and the clause text.
30. All paragraphs and subparagraphs are left justified.
31. Paragraphs and subparagraphs have no indentation.
32. There is a blank line at the end of the clause text.

Clause Rule

2.3.10.4. Clause Rule

The Clause Rule feature determines clause selection. This task establishes the rule, associated data criteria, characteristics, and clauses. The feature also provides the ability to build the query select statements to automatically pull in the clauses when creating the solicitation or award. Clause rules for FAR and DFARS clauses are included in PD².

Clause Rules can be defined using a combination of data criteria, document characteristics, imbedded routines, and clause inclusion. These are used to define the clause applicability limitations defined above. The clause rule is used to define when it is appropriate for the associated clause to be automatically included into, or recommended to, the procurement document. Another way to think of the rule is that it restricts when the rule can be called. A rule that has no data criteria, characteristics, or embedded routines (SQL statements) has no limitations. Therefore, the rule will always be true; any clause with which it is associated will be pulled into all procurement documents. Adding data criteria, characteristics, or embedded routines to the rule adds restrictions on when the rule can be true, and therefore when the clause will be pulled into the document. Sources of data that can be used to define a clause rule:

33. *Data criteria* is defined as comparisons against data elements already entered by the user, or calculated from data entered by the user. Data criteria may be entered into fields, selected from drop-down lists, be numerically compared to calculated values such as the total dollar value of line items, extracted from a character string such as the procurement instrument identification number (PIIN), highlighted radio buttons, etc.
34. *Document characteristics* are things that may be applicable to an acquisition that is not available as data criteria. In the paper world, many of these things were made part of the document by adding a clause. They are defined by the need for an additional data point not already available elsewhere in the database.
35. *SQL statements* (embedded routines) are look-up routines that look for certain items in the database. The only one in the system currently looks back through the chain of documents to ascertain if a DD254 is associated with the procurement action.

Clause inclusion is used to identify other clauses which must be present or absent for a specified clause to be defined as being applicable. For example, when the regulation prescriptive language states that Clause X is used when Clause Y or Clause Z are used, then Clause Y or Z being present can be defined in the clause rule. Alternatively, if Clause A is to be used when Clause B is not used, then the Clause A rule can include the requirement that Clause B is not present.

Chars

2.3.10.5. Characteristics

The Characteristics task is a tool to refine clause selection based on established categories, such as product or competition type. Characteristics that require an additional data point for the purposes

of defining clause rules may be created, deleted, or modified using the Chars (Characteristics) task. Those SPS provided characteristics starting with "PD2" are part of the standard data set and cannot be changed or deleted. When the local SA desires to create additional characteristics it is recommended that a naming convention be selected that differs from that of the SPS provided characteristics. For example, a Warfare Center site may begin their locally defined characteristics with "CN" for NSWC Crane or "CSS" for NSWC Panama City. Categories are used to create groupings of characteristics. Categories cannot be used in clause logic, but assist the SA in grouping like characteristics for ease of use.

2.3.11. CLIN Template

If the site would like to modify the normal format, the SA can do so using the CLIN template function. CLIN templates can be edited by the SA to any format that the site chooses for every combination of contract type and IDC type. The CLIN Template task provides a window with an entry for each available contract type that is identified at the line item detail level in conjunction with every IDC type identified at the line item detail level. This approach provides many possible CLIN template configurations. The SA can search this listing by identifying either a contract or IDC type. Once the SA has found the contract type/IDC type combination desired, the SA can click on the [**Update**] button to change the template document through a word processing application. The CLIN Template contains the exact format that displays in the generated document for that contract type combination. The SA can view/edit the database bookmarks that are tied to the fields in the template. The SA can also edit or move the field labels or the bookmarks within the template. PD² will normally format section B of the generated contract to include two CLINs per page.

2.3.12. Closeout

2.3.12.1. Closeout Criteria

The Closeout process identifies classes of contracts that PD² will close out without user intervention. The Closeout System Administration function includes system-defined criteria, but also provides the System Administrator the option to add customized criteria items for automatic closeout. This allows users to identify specific contract types for automatic closeout as well as the action to initiate it. All contract types must be the same to be considered for automatic closeout. The task itself contains two tabs: Automatic Closeout Criteria and Contract Retention Data.

2.3.12.2. Automatic Closeout Criteria

The System Administrator may designate individuals the capability to automatically closeout awards consistent with the criteria set forth in the Closeout task in System Administration. These designated individuals can perform the auto closeout action on awards for a single user, a team, or all users in the database. The Auto Closeout task works in conjunction with the auto closeout criteria established in the Closeout task.

2.3.12.3. Reactivate

The Reactivate task can be used by System Administrators to access previously closed out contracts. This provides some flexibility in the system to address unique circumstances, particularly in cases where automatic closeout criteria have been enabled. Reactivating a contract

reopens it in the database for future work (i.e., contract modification). Once reactivated, closeout will again be required.

2.3.13. Contract Type

Automatic Contract Type Suggestion is a rule-based decision support module that recommends a contract type at the line item level to the user. Rules may be updated or customized in the Contract Type task. The STT has decided not to tailor this task with any specific data for the standard data set.

2.3.14. Currency

Currency conversion defines the exchange rates for various currencies versus the US dollar.

2.3.15. EDI

System Administrators are responsible for transmitting, receiving and maintaining electronic documents through Electronic Data Interchange (EDI). The EDI function creates a User Defined File (UDF) in PD². Following is background information on the EDI file structure as defined in PD². PD² provides electronic commerce support by creating a UDF for transmission to and from government suppliers. The UDFs include 3050 transaction sets 836, 840, 843, 850, 855, 860, and 865.

Note: EDI will not pick up the data-driven DD254 or any Attachments. It will only send the data in the generated document; therefore, if information is incorporated in the generated document, it will be sent. In some cases, this will require adding the information in an add-text block on the Clauses tab.

2.3.15.1. Supporting document transmission

After the user approves the award and flags it for EDI transmission, PD² creates the 850 UDF. When the successful offeror receives the 850 award, the offeror can send back an acknowledgement using the 855 UDF. When the system creates the acknowledgement, a green circle will appear around the lightning bolt on the award document, and an alert notice will be sent to the team leader. The 850 EDI transaction supports the various award vehicles in PD² and allows them to be transmitted electronically according to the 850 Implementation Conventions. The EDI 850 transaction transmits a contract in its entirety, as if it were printed from PD². In this regard, the EDI 850 UDFs generated by PD² are complex. The buyer/contract specialist can also create modifications in PD² using the SF 30. After the buyer/contract specialist approves the modification and selects EDI transmission, the system creates the 860 UDF.

2.3.16. Estimating Templates

The Estimating Fields task allows the SA to define customized templates for summary-level cost information, update existing templates, copy templates and fields within templates, and make existing templates inactive. These templates are used with Proposal Cycle Documents and the Pre- and Post Negotiation Position (PNP) document.
The templates store field definitions and calculations that populate the summary-level cost estimating fields within a template. Fields created in the templates must have unique names, but

do not have to contain data. An estimating template can contain up to 250 fields. The field labels, types, and calculations can also be customized.

Format

2.3.17. Format

The Format task is used for two primary purposes; (1) to define the document format, including the sections and content of those sections, which will be used to generate the procurement documents, and (2) to associate appropriate procurement documents (as default, or as available) which may use the defined formats. It is important to understand that every clause that is to be pulled into a document must have one or more format sections assigned to the clause. This defines where the clause will be generated into the document. The System Administrator will maintain this task.

Funds

2.3.18. Funds

The Funds task is a collection of available lines of accounting (LOA) for assignment to contractual documents in PD². Funds can be added to documents on an individual basis, but they are not made available for distribution and access across the site until they are approved by the SA or qualified user. Local LOAs are tracked by the User ID and the Funding Strip. The SA can clear the User ID association in order to permit general site access to the LOA. The Government Adapter will populate the PD² Funds tables with the LOAs passed with the requisition. Funds will also be validated through use of the integration tool at time of award. SAs should avoid adding LOAs manually that have not been validated against ILSMIS or DIFMS.

Job Order

2.3.19. Job Order

Job Order Maintenance allows users to track funding to a specific job/task level. While this task allows SAs to create, maintain, modify, and delete Job Order Numbers, this should be done with caution. As with funding codes, the SAs can clear User ID's from created Job Orders to permit general site access to the Order number. The Government Adapter will populate the PD² Job Order tables with the JONs and their expiration dates passed with the requisition from ILSMIS. As with LOAs, the JON will be validated through use of the integration tool at time of award. SAs should avoid adding JONs manually that have not been validated against ILSMIS or DIFMS. The SA must also manually adjust the expiration date if it changes from the original input from ILSMIS.

License

2.3.20. License

The License task identifies the license number associated with the PD² software loaded on the workstation.

Local Info

2.3.21. Local Information

The Local Info task allows users to create up to ten fields that can be used for tracking and reporting information at the line item and document level. Local information data fields can not be edited on a released document. This task also allows users to create an unlimited number of local data fields for use at the document chain level and the vendor level. Document chain and vendor data can be edited on a released document.

The NAVSEA Warfare Center Local Information fields may be found in *Appendix B: Local Information Fields*.

2.3.22. Milestone Plans

No data is passed between ILSMIS & PD² using Milestone Plans. Therefore, the use of Milestone Plans is an optional process for Warfare Center users. If the Center desires to use Milestone Plans, the local SA can set up specific Milestone Plans for use at their Warfare Center. The following information is provided to assist the SA in creating Milestone Plan Templates.

2.3.22.1. Milestone Plan Templates

Milestone documents allow the buyer/contract specialist to create a schedule detailing each step, or milestone, that must be completed in order to make a purchase. The buyer/contract specialist can track progress against the schedule by recording completion dates for each milestone.
Milestone documents are created from milestone templates that contain standard, pre-defined milestone events and their duration. Each template is associated with a type or phase of procurement. For example, a milestone detailing events or determining requirements is associated with purchase requests, while steps for an award are associated with contract placement. Each template consists of individual milestone steps.
Each milestone step on the template:

- Represents a specific task. For example, one milestone might read "Purchase Request Created."
- Is associated with a number of estimated business days to complete the task. For example, "Milestone 2: PR Approved" may take two business days to complete.
- May be dependent on a previous task. For example, you must complete "Milestone 1: PR Created" before you can complete "Milestone 2: PR Approved."

Some milestones may be active. PD² automatically updates the dates on the milestone document once the milestone action has taken place (e.g., a contract is awarded or released).
Each Milestone Plan template is associated with a system module corresponding to a procurement phase. The five system defined modules are:

36. Contract Management
37. Contract Placement
38. Correspondence
39. Purchase Requests
40. Simplified Acquisition

2.3.22.2. Milestone Dates

Milestone Plans track three types of dates: planned, revised and actual dates. For planned dates, PD² responds to users' input of planned overall start and end dates for their procurements by populating planned start and completion dates for specific steps within the procurements. These are based on the number of days established in the template and any predecessor information that may have been defined by the SA for that template.

Revised dates indicate changes in the planned dates (which are fixed for tracking purposes once the Milestone Plan is first saved). Once saved, altering a Milestone Plan's descriptions, start and end dates, or dependencies will result in revised schedule dates.
Finally, actual dates are populated manually or automatically by PD² (if the milestone steps were active, the system will record their completion dates automatically). The actual dates reflect the realities of task completion and can be reported against planned dates.

2.3.22.3. Active Milestones

Documents and Action Types can be associated with Milestone steps for automatic tracking of their completion. For example, "PR" and "Approve" might be selected to fill a Milestone date for a step titled "Review and approve the Purchase Request." System Administrators will activate Milestone steps from within the Milestone Plan templates (Active steps will be associated with the document or object icon for the given step. These appear in the Milestone Plan summary window.)
Once the specified action on an Active milestone is complete, PD² automatically updates the *Actual End Date* of the Milestone (recall PD² also auto-fills the planned start and finish dates based on duration.). For example, if someone creates a Milestone Plan by highlighting a PR document, and designates a Milestone within the Plan as Active, when associated with the Document Type SF 1449, then assigns an action of *Award*, the Milestone Plan will be updated when a SF 1449 is issued against the PR from which the Milestone Plan was created. It will automatically be marked with an End Date when the SF 1449 is released. Active Milestones can also be locked in the Milestone templates, therefore requiring completion of these actions. Bear in mind that predecessors to Active Milestones are by default Required steps. This can be a limitation and is one of the few places the system enforces a given business practice. As an example, if PR Approve is an Active Milestone with a predecessor, PD² will prevent approval and release of the Purchase Request until the preceding step is accomplished. Advantages of predecessor and dependent milestones are described below.

2.3.22.4. Dependent Milestones

Milestone steps can be configured such that one or more steps must be accomplished before the next can begin. These dependencies are defined in the Milestone Plan templates by selecting Predecessor steps from the list box in the Milestone Detail Screen for the given plan. For example, if the District System Administrator sets Milestone One as the predecessor to Milestone Two, they have established a dependency. The planned and revised start dates of the second Milestone will always occur after those of the first, so that Milestone Two cannot be reached before Milestone One.
The advantage of defining Predecessor relationships is that PD² will accurately reflect the tasks in a user's plan with dates that run end to end. If the links aren't established, they otherwise appear to begin on the same calendar day.

2.3.22.5. Required Milestones

The SA can lock Milestones into the templates to require task completion. These Required steps appear in red in the Milestone Summary window.

2.3.22.6. Fixed Duration Milestones

The SA can also establish Milestones with Fixed Durations in a Milestone template. Fixed Duration Milestones are automatically calculated in the system and cannot be changed in the Milestone Plan.

2.3.22.7. Required-Fixed Duration Milestones

The SA can also define Required-Fixed Duration Milestones in the Milestone templates. These Milestones are required and automatically calculated in PD². A user cannot change these Milestones.

MOTD

2.3.23. MOTD

The Message of the Day (MOTD) Banner appears when users activate PD². This pop-up window displays a text message and can be manipulated by the SA as desired to communicate information to the user community.
There is no standard MOTD for the Warfare Centers. Each site can determine what MOTD they want to appear in the screen.

2.3.24. NSN Maintenance

Records in the NSN Maintenance task are used to assist the user in completing the Line Item Detail window and in the Auto Ordering task within PD². The SA can maintain this task by adding NSNs as needed.

2.3.25. PALT

PALT

Workload Management provides a Procurement Administrative Lead Time (PALT) code list. This list contains information from the PALT table of standard lead times set up by the SA. PALT allows authorized users to assign the duration of an activity. It identifies the expected processing time for a procurement action from time of assignment through award. The PALT task allows thoes individuals authorized to assign workload to designate the standard number of days (as well as a description) required to typically complete a procurement action. PALT can be either fixed or calculated. Workload assignment will incorporate both fixed and calculated PALT. The suggested PALT is calculated from previous awards in the database of similar document type, time frame, and FSC codes.

NSN Maint

The following list describes the System Administration options available under the PALT task. Note those tasks labeled as required, recommended, and optional for initiating calculated PALT:

41. **PALT NUMBERS** – Used as a code to identify a specific PALT
42. **DESCRIPTION** – Title used to identify a PALT
43. **LEAD TIME** – Indicates how long it should take to complete procurement actions
44. **DOCUMENT (OBJECT) TYPE** – Required PALT calculation input. Associates a document type for each procurement object type
45. **TIME FRAME** – Required PALT calculation input; Expressed in days, weeks, months, or years, it is used to establish a date range from which objects are selected for use in calculation of PALT

46. **FSC** – Optional PALT calculation input. Includes items identified in the PR which can be used as a search criteria item
47. **ACTION TYPE** – Optional PALT calculation input; Includes items identified in the PR which can be used as a search criteria item
48. **COST RANGE PERCENTAGE** – Recommended PALT calculation input; Lists a percentage above and below the selected document

PD² begins PALT when workload is assigned, restarts PALT upon reassignment or continues upon subassignment. It is a useful tool for determining how long a particular contract specialist has been working a particular action.

2.3.26. PIIN Maintenance

The PIIN Maintenance task allows District System Administrator to reset the PIIN sequence counter to any unused PIIN/SPIIN. This task gives the ability to set the counter both forwards and backwards. The system will not allow the counter to be reset to a previously used PIIN/SPIIN. NAVSEA HQ has decided not to use this functionality.

2.3.27. Preferences

PD² provides the capability to establish system-wide preferences. These preferences include both standard Desktop preferences and standard Notification preferences. Preferences can also be "customized" at the individual user level. Preferences established at the System Administration level are used as the default preferences for any *new* users that are added to the system, but changes to the System Administration level of preferences does not change the preferences of users who have already been added to the system. Users can adjust their personal preferences.

Proc Profile

2.3.28. Procurement Profile

The System Administrator can configure each user's Procurement Profile according to the following four tabs:

49. **USER -** Establishes a default address, phone, DoD Activity Address Number and other similar data for each user
50. **WARRANT -** Assigns Warrants to users, enabling them to create and release award documents on behalf of the agency
51. **CERTIFICATIONS -** Identifies user certifications for FSC, SIC, WSC and Program Codes
52. **AREAS OF EXPERTISE -** Identifies user areas of expertise

Creation of a Procurement Profile for all contract specialists/buyers will automatically add them to the *Contact* field in *Organizations.* Creation of contacts in this manner also allows those individuals to sign certain documents in PD² (DD 350, DD 1594, DD 1597).
A worksheet for capturing relevant data can be found in *Appendix ?: Procurement Profile Spreadsheet*. This is a helpful tool when gathering user procurement profile information at each site. Due to the importance of information captured under Procurement Profile, sites should examine user information carefully and complete the above tabs as much as possible. Without

proper Activity Address Number information, documents will not be correctly numbered, and without warrant information, users may not release documents.

Reports

2.3.29. Reports

The Report task allows the SA the ability to delete a report from the system, and to update the report security rights to allow users access to a report. Whenever a user creates a new report in PD², only that individual user has access to the report. In order for others to gain access to that the new Report the SA must grant access to the Report. Report access is granted at the Group level within the Reports Task. New users to PD² must be given access to the reports.
There are three levels of access to a report established on the User SA Task:

53. Read: Allows a user to read and run existing reports, but not create new reports.

54. Write: Allows the user to create and run reports from the PD² catalog.

55. Admin: Allows a user to create, run and read from both the PD² catalog and the security catalog (which stores information on the database security model).

Route

2.3.30. Routing

Routing allows users to send documents or containers to one or more users in a pre-defined order. Documents are forwarded based on the Route template selected or the definition of a unique routing list.
Each SA can identify and create relevant Route templates as needed.

2.3.31. Security Model

PD² has three levels of security that are hierarchical in order: **System** security controls access to the application itself through User ID's and passwords. **Menu** security enables or disables menu functions based on the access rights defined for users in the security model. For example, a user may have Requirements menu access, but no rights to the functions in the Pre-Award/Award or Post-Award menus. **Document** security assigns rights to specific objects based on the characteristics of the objects and the users in question. References to the PD² "Security Model" typically relate to a combination of object and menu access controls. Objects in the system may be containers such as cabinets and folders, or documents such as Purchase Requests and Solicitations. Access rights to the objects and functions are controlled transparently in PD² and should effectively translate privileges users would have to containers and documents in the hard-copy environment. The PD² Security Model establishes rights for users to read, write, move (drag), and delete objects on their desktops and those of other users. The general approach to PD² security is that **documents** are assigned to **classes**; **groups** are assigned rights to **classes**; and then **users** are assigned to **groups**. These terms are defined in more detail below. Within a group, menu options can be disabled for certain users, with inactive options appearing grayed out for users denied those privileges.

2.3.31.1. Classes

All documents and objects (e.g. cabinets, etc.) are assigned to a class. A class is similar to a category. Groups are assigned rights to that class or category of document objects (e.g. to read, write, drag [move], or delete). Classes are defined when objects are created, such as when a user creates a Purchase Request.

2.3.31.2. Groups

The Group task supports the menu and object security features of PD². Every user must belong to at least one group. Each group has certain rights with regard to viewing, creating, modifying, deleting and dragging documents. Users assigned to a particular group will inherit the associated common access rules (and menu options) defined for the group by the SA.

There are five "tabs" on the Group task for establishing group security:

56. **GROUP** - A collection of users who share access rules. Groups are generally based on common functional roles.
57. **USERS** - A selection of users assigned to a particular group.
58. **CLASS ACCESS** - Individual users inherit their access rights to an object class based on the Primary Group to which they belong. Class Access determines their privileges to an object viewed from the search results window or when it reaches their desktops. The following checkboxes apply:
    59. Write - Specifies whether the user has privileges to update an object of the selected Class
    60. Drag - Specifies whether the user may drag an object of the selected Class from the Search Results window to the desktop
    61. Delete - Specifies whether the user can delete an object of the selected Class
62. **MENU** - The menu tab allows access to various menu options (functions) for the group.
63. **OBJECT CLASSES** - A Class is assigned to each object Type (container or document) a group can create or view. This is the class an object will have when users in the Primary Group create an object.

Notes:

64. Groups should be designed by access rights members share, not by current job titles.
65. Users automatically have read privileges to documents on their own desktops.
66. After a document has been approved, it becomes read-only (regardless of security).
67. Users belonging to more than one group have the "sum" of all access levels defined for each group.
68. Users cannot be granted privileges they do not have based on their group assignments; they can only be denied privileges they would otherwise have as group members.
69. A class should be defined for every object group members can create.

Remember that Groups are defined by access rights and not by job titles.

2.3.32. Set Asides

Set Asides

The Set Asides task defines set aside categories by codes:

70. SICs
71. FSCs
72. WSCs

System Tables

2.3.33. System Tables

The System Tables task allows the SA to maintain large lists of tables to associate with various procurement documents. These tables contain codes that are identified and maintained by the System Administrator who can add, update, activate, and make inactive codes for each type of procurement document.

2.3.34. Teams and Team Cabinets

PD^2 provides a tool within the System Administration tasks to organize teams of people that will share a cabinet. The SA sets up team cabinets, team leaders, and team members. People within the team may have different access rights to the documents (based on the security model), but they will all have access to the cabinet.

The Team Cabinet is assigned a security model group, similar to how a user in PD^2 is assigned to a group. Upon that classification, all team members have their corresponding security rights to that cabinet. For instance, if a team were classified in the "production" group, then a contract specialist user would have access to that cabinet in the same way that they would have access to a production cabinet.

Work assigned from the Government Adapter **CAN NOT** be workload assigned or worked on in a Team Cabinet. These actions can be placed in the Team Cabinet after award.

2.3.35. Transmit

Transmit

This function creates a DD 350 flat-file standard for transmitting DD 350 data, thereby enabling potential interfaces to external financial systems. The Transmit task sends files flagged for transmission by PD² users. DD 350 and DD 1057 files can be transmitted and sent to disk.

2.3.36. Unit of Issue

Unit of Issue

The **Unit of Issue** task defines the types of units by which an item can be measured. The SA can define and modify these units.

Note: If a standard unit of issue is changed or a "local" unit of issue is used in a solicitation or award, the EDI transmission will fail.

2.3.37. Users

User

The User task defines the users of the PD^2 system. Each user needs a unique User ID and password and must be assigned to one or more groups. Approval and access rights are defined at this level. There are seven "tabs" in the User Task:

73. **USER** - The SA enters each user's individual information, (e.g. name and password).
74. **GROUPS**- The SA assigns each user to a primary group, and possibly secondary groups.
75. **TEAMS**– Users may belong to specific teams within PD^2. Users may belong to one or more teams.
76. **CLASSES** - Group access rights are restricted at the user level on the classes tab. This tab is optional and is used only to restrict the access rights a user automatically receives on assignment to the group in question.
77. **APPROVALS** - Each user can be assigned an Authority code for Approval rights.
78. **TASKS** - Each user can be assigned access to all or particular tasks in the System Administration module.
79. **MANAGEMENT** - The SA must assign users and/or user types to specific individuals for workload assignment.

User Type

2.3.38. User Type

80. The User Type task establishes the business titles in a typical Contracting Office (i.e. Contracting Officer, Contract Administrator, etc.). Managers may then use these types to complete workload assignments to users.

2.3.39. Warrants

Warrant

2.3.39.1. Warrant Types

A warrant represents granted authority to obligate Government funds in a specified dollar range. In PD², a warrant identifies the level of authority required to release documents. PD² supports the definition of warrants based on dollar value and contract type.
The Warrant Types feature in PD² provides a means for grouping similar warrants.

2.3.40. Workload

Workload

Using the **Workload** task the SA can select from a predefined series of workload criteria that should be applied against selected requirements packages. The SA can turn each workload criterion on or off depending on the needs of the site. NAVSEA's Warfare Centers will not be automatically assigning workload and therefore has decided not to tailor this task with specific data for the standard data set.

2.4. NEW SYSTEMS ADMINISTRATOR (SA) TASKS IN v4.2

1. Additional Local Data Fields Task – The systems administration Local Info task has been modified to allow the SA to create an unlimited number of local data fields at both the document chain and vendor level.

2. Application Server Framework (ASF) Task – The EDA task has been renamed ASF, and allows the SA to set options for document generation so the user may generate locally on the ASF server or the client server.
3. Automatic Closeout Task – The authorized user now has the capability to automatically closeout awards consistent with the criteria set forth in the Closeout task in systems administration. SAs can perform the auto closeout action on awards for a single user, a team or all users in the system. The user is no longer prompted to run Auto Closeout when logging into PD^2.
4. CLIN Templates Task – The system has been enhanced to allow the SA to create an unlimited number of new CLIN Templates for every combination of contract type and IDC type. The SA has the ability to redesignate the site default template.
5. Electronic Signatures – The system has been modified so that electronic signatures are now stored within the databse instead of the user's hard drive. The electronic signature is associated with a user ID by the SA in the Procurement Profile task.
6. Estimating Fields Task – The Estimating Fields task allows for the SA to create customized templates that store field definitions and calculations that populate the summary level cost estimating fieleds within a PCD or PNP (Cost Spreadsheets). The SA can also enter negotiation conditions for PNPs .
7. Clauses Task – The Clauses task has been modified so that the User Editable check box and By Full Text will be automatically selected when creating a local clause. Local clauses will also automatically be loaded as full text.
8. NSN Maintenance – Auto Order task has been removed and replaced with the new NSN Maintenace task. The new task includes 7 fields of NSN data (NSN, Description, Unit of Issue, Extended Description, Brand Name/Sole source, Variation in Quantity Above and Variation in Quantity Below) that will pre-populate the users document when selected. The SA has the ability to add local stock numbers.
9. Password Preferences – A Password Preferences tab has been added to allow the Sa to enforce system security. The SA has the ability to set password expiration, password expiration warnings, and select password validation rules.
10. PIIN Ranges - The system has been enhanced to accommodate creation of new DoDAANs and their associated Serial and Call/Order ranges. Within system administration, a new DoDAAN Maintenance tab has been added to the PIIN Maintenance task for the user to perform these functions. This enhancement allows the System Administrator to assign multiple DoDAANs to the user through the Procurement Profile task. The System Administrator retains the ability to specify a default DoDAAN for the user. In addition, the System Administrator has the ability to add or edit new DoDAANs through the enhanced Procurement Profile task.
11. Selecting the ACO in the Closeout Task – The Closeout task has been enhanced to include a PCO and an ACO radio button to identify the database when selecting criteria for automatic closeout. Selecting PCO prevents auto closeout when a DD1594 is present. Selecting ACO allows auto closeout to occur in the presence of a system created DD1594 and restricts the closeout criteria available to "Final Payment Date."
12. System Tables Task – A new Systems Tables task has been added to allow the SA to add/delete/modify values available to site users in various drop down lists. Included are ACO Codes, PCO Codes, Award Status, Cancellation Reason, Classification Subtype and Document Codes.

2.5. CLIN TEMPLATES (SA) GUIDELINES:

When upgrading from v4.1e to v4.2, special attention must be given to CLIN Templates. SAs must upgrade v4.1e site unique templates and add them to the v4.2 database. The v4.2 upgrade will NOT upgrade site unique templates created in v4.1e. Because of the breakout of bookmarks into individual data field bookmarks and the creation of data "labels", unreleased documents in v4.1e may not generate the same in v4.2. Read on……..

The SA can create an unlimited number of CLIN templates for each contract/IDC type combination (See Figure 9 for examples). The default template appearing when a user selects a particular contract/IDC combination can also be designated for the site by the SA based on site preferences.

Creation of an individual template is an iterative process requiring the SA to toggle back and forth between the two Tabs of the "CLIN Template" SA Task – "Bookmark Maintenance" and "CLIN Templates" (See Figure 3). The following pages provide a brief description of the process, screenshots of the new CLIN Template SA windows and a listing of the available bookmarks.

2.5.1.1. ***FORMATTING SITE BOOKMARKS –***

Prior to creating a CLIN Template, the SA must first format the bookmarks planned to be used in the template. In establishing the format, it must be remembered that only one format for a particular bookmark may be established for all templates. In other words, if a label of "ACRN:" is used for the "acrn" bookmark, this same label will appear in all templates in which the "acrn" bookmark is used. PD^2 allows the following bookmark designations to be determined by the site:

1. The label to appear prior to the generated data.
2. The use of "returns" prior to or after the bookmark information. The returns are used to place the data on the line before/after the previous/next bookmark.

PROCESS (See Figure 3):

A. Select "CLIN Templates" in the SA Menu
B. Select "Bookmark Maintenance"

C. Select the desired bookmark
D. Add/revise label if required
E. Select label/return inclusion

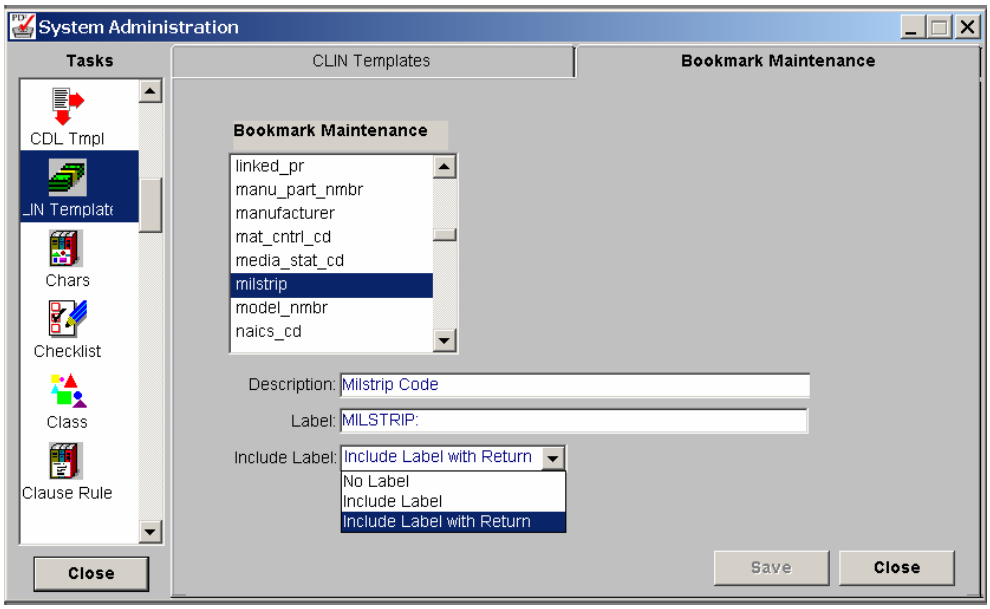


Figure 1: Screenshot - SA Bookmark Maintenance

Bookmarks and their label (if any) will appear in Section B (or equivalent) only if the data field has been filled in. If the next bookmark to appear needs to be on the next line, select "Include Label with Return" in the "Include Label" field. This can also be accomplished by inserting "\par" before or after the entered label in the "Label" field.

2.5.1.2. SAVING STANDARD/SITE CLIN TEMPLATES–

CLIN templates can be modified, created from scratch or created by copying a previously prepared template. In either case, it is always a good idea to save the original templates delivered with the product and site unique templates prior to making any changes as follows:

A. Select "CLIN Templates" in the SA Window. See Figure 4.

B. Select the "CLIN Template" Tab.

C. Select the applicable template in the "Template Description Field".

D. Select "Update" or double click on the template description.

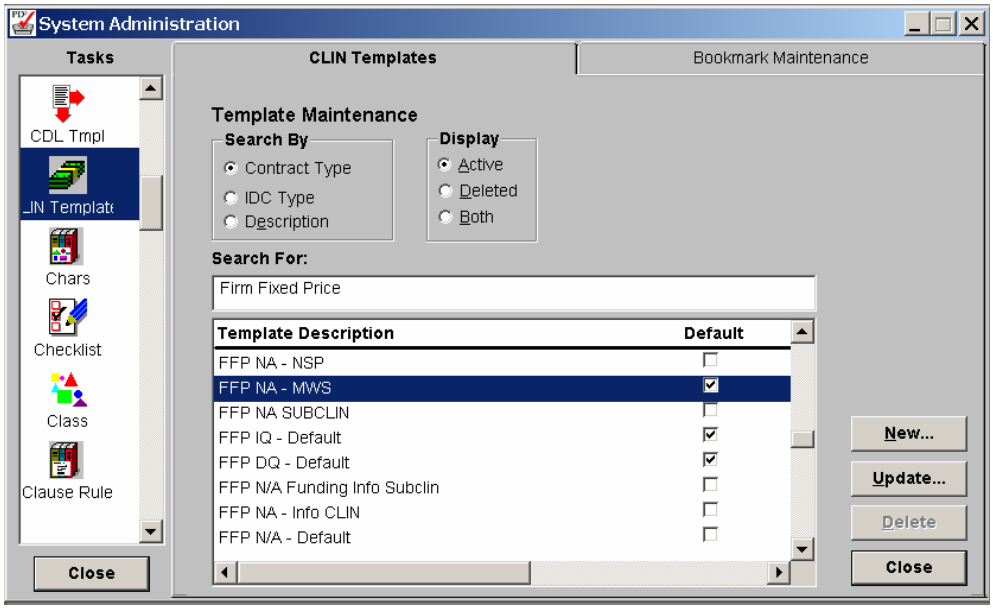


Figure 2: Screenshot - SA CLIN Template Selection

E.→Select the "Edit" Button.

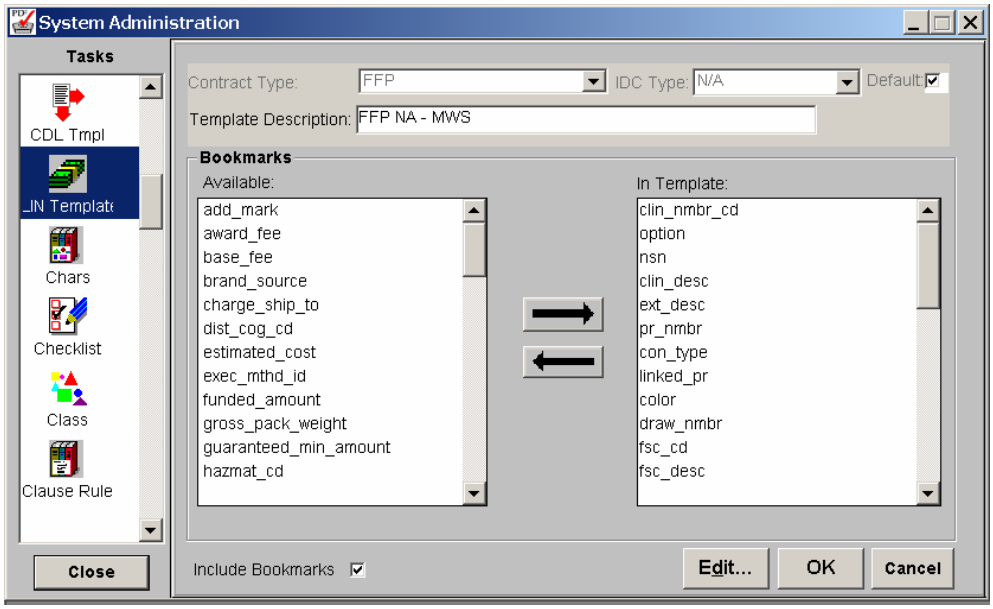


Figure 3: Screenshot - SA Bookmark Selection for Templates

F→ The template opens up in "Word". Select "File", "Save As" and save the template to the desired location on the hard drive. See Figure 6

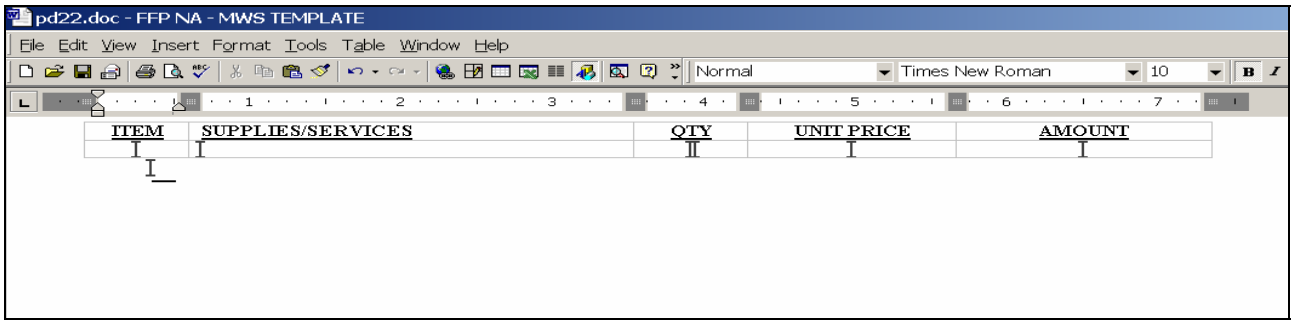


Figure 4: Screenshot - CLIN Template

2.5.1.3. CREATING A NEW CLIN TEMPLATE

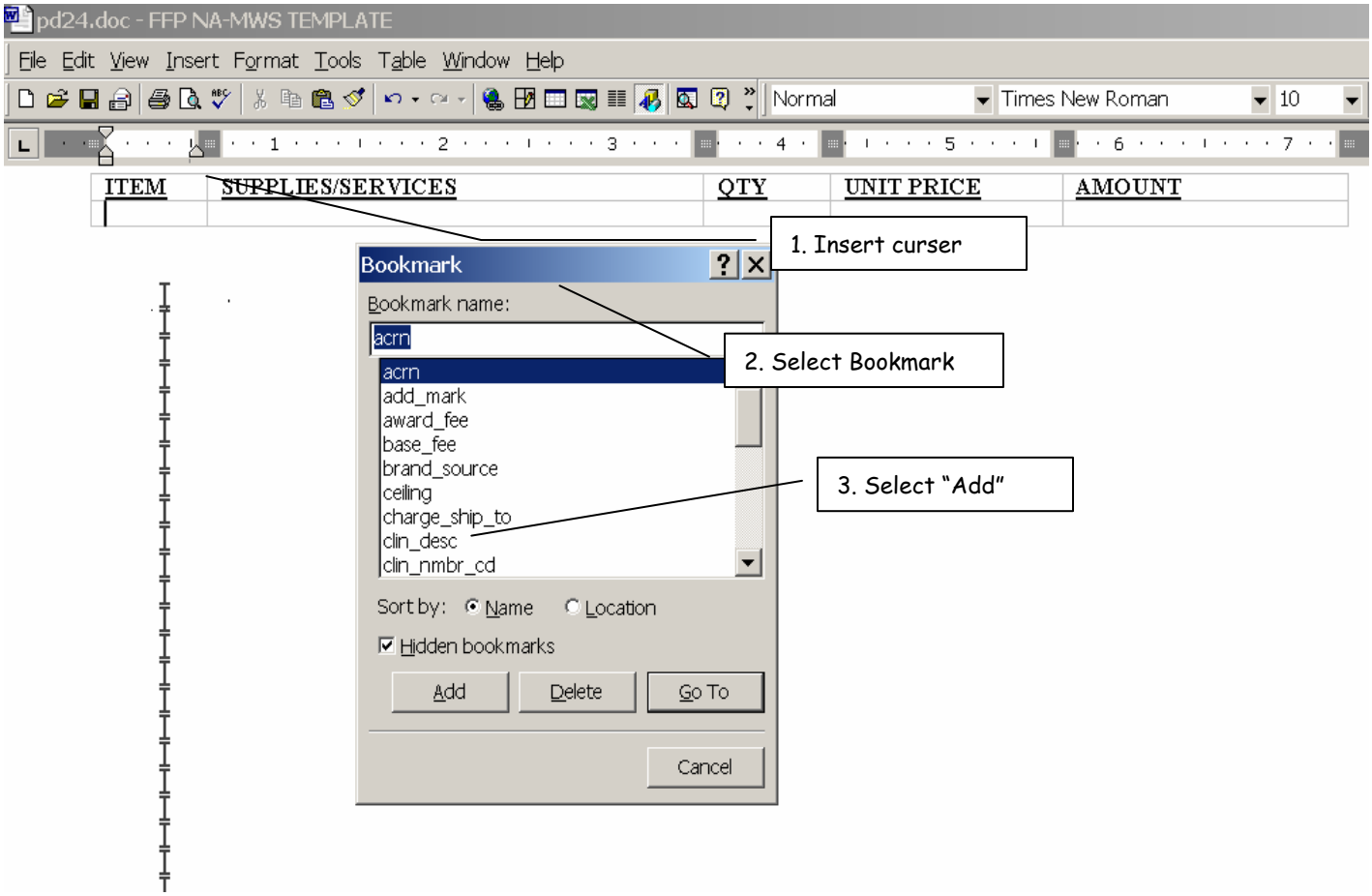
A. Select "CLIN Templates" in the SA Window (Figure 4).
B. Select the "CLIN Templates" Tab (Figure 4).
C. Select "New" (Figure 5).
D. Select the "Contract Type"/"IDC Type" (Figure 5) .
E. Enter a description. The Description will appear in the line item detail. Make sure it is descriptive so that the user will be able to distinguish it from others of the same contract/IDC type (Figure 5).
F. Select the bookmarks that you plan to use in the new template (Figure 5).
G. Select "Edit" and "Word" opens with the selected bookmarks represented by an "I".

CLIN templates are created in "Word" and stored within PD[2]. If bookmarks are not visible once a template is opened for editing, the user should select the following in the word toolbar: "Tools" → "Options" → "View" Tab. Ensure the show "bookmark" field is checked.

2.5.1.4. PLACEMENT OF BOOKMARKS WITHIN THE TEMPLATE

The use of a "Word" table aids in the relative placement of bookmarks. To create a table, select "Insert" → "Table" or copy and paste a table from an existing template. To move the bookmarks to the desired location within the table place the curser in the position within the table you wish the data to appear. In the "Word" toolbar, select "Insert" → "Bookmark". The Bookmark Window opens (See Figure 7). Select the bookmark you wish to insert and select the "Add" button. To delete a bookmark, the curser can be placed anywhere. After highlighting the bookmark name, select the "Delete" bookmark.

Figure 5: Screenshot - Bookmark Window



Proprietary Information – Not for Disclosure Outside of the Government

The "stepladder" bookmark must not be inserted into the table since it is a table itself. Syntax errors will occur if it is inserted within the table. Instead it must be placed under the table.

2.5.1.5.1 COPY AN CLIN PREVIOUSLY PREPARED WORD TEMPLATE INTO PD

Creating CLIN templates is a tedious process. It may be preferable to copy a previously prepared template used in another PD[2] database. To copy an existing template, the "Word" "Insert" → "File" process must be used in order to copy both the table and the bookmarks. Using the "Copy" and "Paste" function will NOT include the bookmarks.

A. Save the template to be copied on the hard drive.
B. Select "CLIN Templates" in the SA Window.
C. Select the "CLIN Templates" Tab.
D. Select "New".
E. Select the "Contract Type"/"IDC Type".
F. Enter a description. The Description will appear in the line item detail. Make sure it is descriptive so that the user will be able to distinguish it from others of the same contract/IDC type.
G. DO NOT pre-select bookmarks.
H. Select "Edit" and "Word" opens.
I. Select "Insert" → "File" in the Word Toolbar to pull in the saved template on the hard drive.

Sites should pay particular attention to manipulating CLIN Templates. Updates should be made using the lowest available version of Microsoft Word in use with the database. Mixing Microsoft environments (e.g., Office 97 and Office 2000) on the client or ASF Server may cause generation errors.

2.5.1.6. UPGRADING V4.1e SITE CLIN TEMPLATES

When upgrading site prepared CLIN Templates, the SA should be aware of the following:

a. The "clin_desc" bookmark previously contained the following data fields which were broken out into individual bookmarks in v4.2: CLIN Description, Extended Description, Contract Type, MILSTRIP, Color, Size, NSN, Model, Drawing No., Piece Number, Spec Number, PR Number, Project, Signal Code. These bookmarks will have to be added.
b. The "acrn" bookmark previously contained the following datafields which were broken out into individual bookmarks in v4.2: acrn, tac, tac amount and fms case. These bookmarks will have to be added.
c. The following new bookmarks were added to incorporate data not previously available: Execution Method, Cleaning or Drying Procedure, Cushioning and Dunning, Cushioning Thickness, Dimension Unit, Intermediate Container, Optional Procedure Indicator, Pack Size Unit, Packaging Code, Packing, Preservation Material, Preservation Method, Shelf Life Action Code, Special Marking, Suggested Contract Vehicle/GSA Schedule, Unit Container, Unit Container Level, Weight Qualifier, Weight Unit, Wrapping Material, CIN Number, Linked PR. These new bookmarks should be added as required.

The v4.2 Increment 2 Standard CLIN Templates will include the new "CIN" bookmark to appear in Section B (or equivalent). Since the "**CIN**" process has not yet been implemented, sites should remove the "cin" bookmark from each standard template.

2.5.1.7. CLIN TEMPLATE BOOKMARKS FOR INCLUSION IN SECTION B (OR EQUIVALENT)

BOOKMARK NAME	ON-LINE LOCATION	ON-LINE FIELD NAME	COMMENTS
Acrn	Funding Sources Window	ACRN	Bookmark used to contain 4 data fields (acrn, tac, tac amount and fms case). now 4 separate bookmarks. ACRN also prints automatically in Section G (or equivalent). Hard coded wording "Funded Amount" removed.

Add_mark	Line Item Shipping Tab	Add'l Markings	
award_fee	Line Item Pricing Tab	Award Fee – CPAF Only	Field available for filling in all contract types. Only displays with CPAF.
Base_fee	Line Item Pricing Tab	Base Fee – CPAF Only	Field available for filling in all contract types. Only displays with CPAF.
brand_source	Line Item Description Tab	Brand Name/Sole Source	
Case	Funding Sources Window	FMS Case	In v4.1e, "case" was contained within the "ACRN" bookmark.
ceiling	Line Item Pricing Tab	Ceiling Price – FPI Only	Field available for filling in all contract types. Only displays with FPI.
charge_ship_to	Line Item Shipping Tab	Charge Shipping To	
cin_nmbr	Funding Sources Window	CIN Number	"CIN" also prints automatically in Section G (or equivalent).
BOOKMARK NAME	ON-LINE LOCATION	ON-LINE FIELD NAME	COMMENTS
cleaning_or_drying_proc	Line Item Packaging Information Window	Cleaning or drying Procedure	
clin_desc	Line Item Detail Tab	Description	In v4.2, this bookmark only contains one data field. In v4.1e,the 'clin_desc' bookmark included: CLIN Description, Extended Description, Contract Type, MILSTRIP, Color, Size, NSN, Model, Drawing No., Piece Number, Spec Number, PR Number, Project, Signal Code.
clin_nmbr_cd	Line Item Detail Tab	Line Item Number	
clin_qy	Line Item Detail Tab (FFP) Line Item Pricing Tab (All Contract Types)	Quantity	On Detail tab, field is only available for FFP. On Pricing Tab, field is available for all.
color	Line Item Description Tab	Color	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.

con_type	Line Item Detail Tab	Contract Type	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
cushioning_and_dunning	Line Item Packaging Information Window	Cushioning and Dunning	
cushioning_thickness	Line Item Packaging Information Window	Cushioning Thickness	
dimension_unit	Line Item Packing Information Window	Dimension Unit	
dist_cog_cd	Line Item Description Tab	Cognizance Sym	
BOOKMARK NAME	**ON-LINE LOCATION**	**ON-LINE FIELD NAME**	**COMMENTS**
draw_nmbr	Line Item Description Tab	Drawing Number	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
estimated_cost	Line Item Detail Tab (COST; CPAF) Line Item Pricing Tab	Estimated Cost - Cost and CPAF contract types only.	This bookmark only used for "COST" and "CPAF". The "CPFF" estimated cost field is tied to "target cost".
exec_mthd_id	Line Item Description Tab	Execution Method	.
exhibit_reference	Line Item Detail Tab	Exhibit	
ext_desc	Line Item Detail Tab	Extended Description	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
fob	Line Item Shipping Tab	FOB	Also prints in Section F (or equivalent) if deliveries are "generated".
fsc_cd	Line Item Description Tab	FSC Code	
fsc_desc	Line Item Description Tab	FSC Description	
funded_amt	Funding Sources Window	Amount	
gross_pack_weight	Line Item Packing Information Window	Gross Weight per Pack	
height	Line Item Packing Information Window	Height	
ind_del_type	Line Item Detail Tab	IDC Type	
inner_pack_units	Line Item Packing Information Window	Inner Packs per Units	
BOOKMARK NAME	**ON-LINE LOCATION**	**ON-LINE FIELD NAME**	**COMMENTS**

insp_lvl_cd	Line Item Inspection and Acceptance Information	Inspection Level	
intermediate_container	Line Item Packaging Information Window	Intermediate Container	
item_size	Line Item Description Tab	Size	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
length	Line Item Packing Information Window	Length	
linked_pr	N/A		Bookmark is used to display linked PRs established through "Mod Linking".
manu_part_nmbr	Line Item Description Tab	Manufacturer Part Number	
manufacturer	Line Item Description Tab	Manufacturer	
mat_cntrl_cd	Line Item Packing Information Window	Material Control	
media_stat_cd	Line Item Description Tab	Media/Status CD	
milstrip	Line Item Shipping Tab	MILSTRIP	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
model_nmbr	Line Item Description Tab	Model Number	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
naics_cd	Line Item Description Tab	NAICS	
naics_desc	Line Item Description Tab	NAICS	
BOOKMARK NAME	**ON-LINE LOCATION**	**ON-LINE FIELD NAME**	**COMMENTS**
neg_var_qy	Line Item Pricing Tab	Variation in Qty (-) %	Field available for filling in all contract types.
Nsn	Line Item Detail Tab	NSN	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
opt_proc_ind	Line Item Packaging Information Window	Optional Procedure Indicator	
option	Line Item Detail Tab	Options	
Pack_per_unit	Line Item Packing Information Window	Packs Per Unit	
Pack_size	Line Item Packing Information Window	Pack Size	

Pack_size_unit	Line Item Packaging Information Window	Pack Size Unit	
packaging_code	Line Item Packaging Information Window	Packaging Code	
packing	Line Item Pacing Information Window	Packing	
Part_nmbr	Line Item Description Tab	Prod / Cat Number	
piece_nmbr	Line Item Description Tab	Piece Number	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
Plan_exec_dt	Line Item DescriptionTab	[Execution Method] Date	
pos_var_qy	Line Item Pricing Tab – Cost	Variation in Qty (+) %	Field available for filling in all contract types.
pr_nmbr	Line Item Local Tab	PR Number	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
BOOKMARK NAME	**ON-LINE LOCATION**	**ON-LINE FIELD NAME**	**COMMENTS**
preservation_material	Line Item Packaging Information Window	Preservation Material	
preservation_method	Line Item Packaging Information Window	Preservation Method	
Prog_cd	Line Item Description Tab	PROG	
Prog_desc	Line Item Description Tab	PROG	
project	Line Item Description Tab	Project	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
serial_nmbr	Line Item Description Tab	Serial Number	
Share_ratio_above	Line Item Pricing Tab – CPIF, FPI	Gov't Share Above Targ Cost – FPI and CPIF Only	Field available for filling in all contract types. Only disiplays with FPI, CPIF.
Share_ratio_below	Line Item Pricing Tab – CPIF, FPI	Gov't Share Above Targ Cost – FPI and CPIF Only	Field available for filling in all contract types. Only displays with FPI, CPIF.
Shelf_life_act_cd	Line Item Packing Information Window	Shelf Life Action Code	
Shelf_life_cd	Line Item Packing Information Window	Shelf Life	
ship_mode	Line Item Shipping Tab	Shipping Mode	

sic_cd	Line Item Description Tab	SIC Code	
sic_desc	Line Item Description Tab	SIC Description	

BOOKMARK NAME	ON-LINE LOCATION	ON-LINE FIELD NAME	COMMENTS
signal_code	Line Item Description Tab	Signal CD	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
Smic	Line Item Description Tab	SMIC	
Spec_nmbr	Line Item Description Tab	Spec Number	In v4.1e, this data field was included in the "clin_desc" bookmark along with others.
special_marking	Line Item Packaging Information Window	Special Marking	
stepladder	Line Item Detail Tab	Stepladder Pricing	Do not insert Stepladder bookmark within a table.
subtotal_cost_plus_base	Calculated bookmark for CPAF. Not available for fill-in. Bookmark available for CLIN template.	No field. (Cost + Base Fee (CPAF only))	Calculated field. Not available for fill-in. Bookmark available for CPAF CLIN template.
sugg_awd_nmbr		Suggested Contract Vehicle/GSA Schedule	
Tac	Funding Sources Window	TAC	In v4.1e, the "TAC" datafield was included in the "acrn" bookmark.
tac_amount	Funding Sources Window	TAC Amount	In v4.1e, the "TAC Amount" data field was included in the "acrn" bookmark.
target_cost SEE BELOW	Line Item Detail Tab – CPIF, FPI Line Item Pricing Tab	Target Cost – CPIF and FPI	Field available in Pricing Tab for filling in all contract types. Only displays with CPIF and FPI. However, see below.
BOOKMARK NAME	**ON-LINE LOCATION**	**ON-LINE FIELD NAME**	**COMMENTS**

target_cost	Line Item Detail Tab Line Item Pricing Tab	Estimated Cost –CPFF	The "estimated_cost" bookmark is only tied to the "Cost" and "CPAF" estimated cost fields. The "CPFF" estimated cost field is tied to "target cost".
target_fee	Line Item Detail Tab (CPFF, CPIF) Line Item Pricing Tab	Fixed Fee (CPFF Detail Tab) Fixed Fee (CPFF Pricing Tab) Target Profit (CPIF Pricing Tab)	The Target Profit/Fee tab on the Pricing Tab appears to be linked to Target Profit on a FPI document. Changes in the Fixed Fee field on one tab changes the Fixed Fee field on the other tab.
target_profit	Line Item Detail Tab (FPI) Line Item Pricing Tab	Target Profit (FPI Detail Tab) Target Profit/Fee (FPI Pricing Tab)	Field available in Pricing Tab for filling in all contract types. Only displays with FPI.
Total_am	Line Item Detail Tab (FFP). Line Item Pricing Tab.	Line Item Cost (FFP only)	This is a calculated field based on the product of the unit price and quantity on the Pricing Tab.
Total_cost_fee	Line Item Detail Tab (CPAF). Calculated field for CPAF. Not available for fill-in. Bookmark available for CLIN template.	Line Item Cost (CPAF Detail Tab)	CPAF (est. cost+base fee+award fee).
Total_maximum_fee	Line Item Pricing Tab (CPIF)	Max Fee	Field available for filling in all contract types. Only displays with CPIF.
Total_minimum_fee	Line Item Pricing Tab (CPIF)	Min Fee	Field available for filling in all contract types. Only displays with CPIF.
BOOKMARK NAME	**ON-LINE LOCATION**	**ON-LINE FIELD NAME**	**COMMENTS**
Total_target_cost_fee	Line Item Detail Tab (CPIF)	Line Item Cost (CPIF Detail Tab)	This is a calculated field on the CPIF Detail tab /Pricing Tab (target cost plus target profit).

total_target_price	Line Item Detail Tab(FPI) Line Item Pricing Tab	Line Item Cost (FPI Detail Tab) Target Price (Pricing Tab)	On the Detail Tab, the field is calculated and does not accept user input. On the Pricing Tab, the value transfers over from the detail tab but the user can modify the amount. If the user enters a different amount on the pricing tab, there will be an inconsistency.
Trnsp_cntrl_nmbr	Line Item Shipping Tab	Transportation Control	
Trnsp_priority	Line Item Shipping Tab	Transportation Priority	
unit_container	Line Item Packaging Information Window	Unit Container	
unit_container_level	Line Item Packaging Information Window	Unit Container Level	
unit_isu_desc	Line Item Detail Tab	Unit of Issue	
unit_prc_am	Line Item Detail Tab Line Item Pricing Tab	Unit Price - FFP	
unit_price_type	Line Item Detail Tab	Cost Constraint	
Vend_part_nmbr	Line Item Description Tab	Vendor Part Number	
weight_qualifier	Line Item Packing Information Window	Weight Qualifier	
BOOKMARK NAME	**ON-LINE LOCATION**	**ON-LINE FIELD NAME**	**COMMENTS**
weight_unit	Line Item Packing Information Window	Weight Unit	
Width	Line Item Packing Information Window	Width	
wrapping_material	Line Item Packaging Information Window	Wrapping Material	
wsc_equip_cd	Line Item Description Tab	WSC	
wsc_equip_desc	Line Item Description Tab	WSC	

Figure 6: Sample CLIN Templates

SAMPLE SITE UNIQUE CLIN TEMPLATES

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		5	Each	$1,000.00	$5,000.00
OPTION	F/A-XX Retrofit Kits -- Type: FFP ECP-602, Expanded Fuel Capacity MILSTRIP: ABCDEFG PR: 03PRBV099-0				
				NET AMT	$5,000.00
	ACRN AA Funded Amount Case: PCY-GGY				$5,000.00

PD2 STANDARD FFP-NA TEMPLATE

ITEM	SUPPLIES/SERVICES	QTY	UNIT PRICE	AMOUNT
0002	F/A-XX Retrofit Kits	5 Each	$1,000.00	$5,000.00
OPTION	ECP-602, Expanded Fuel Capacity PR: 03PRBV099-0 -- Type: FFP FSC: 1510 AIRCRAFT FIXED WING MILSTRIP: ABCDEFG ACRN AB Funded Amount Case: PCY-55N			

SITE UNIQUE: FFP-NA TEMPLATE

ITEM	SUPPLIES/SERVICES	QTY	UNIT PRICE	AMOUNT
0003	Spare and Repair Parts	XXX	XXX	XXX
OPTION	F/A-XX Aircraft Weapon Systems PR: 03PRBV099-0 -- Type: FFP FSC: 1510 AIRCRAFT FIXED WING MILSTRIP: ABCDEFG Funded Amount			

SITE UNIQUE: FFP-NA INFO CLIN TEMPLATE

0003AA OPTION	Part No. 34567 Tires PR: 03PRBV099-0 -- Type: FFP MILSTRIP: ABCDEFG ACRN AA Funded Amount	1,000 Each	$350.00	$350,000.00

SITE UNIQUE: FFP-NA SUBCLIN TEMPLATE

ITEM	SUPPLIES/SERVICES	QTY	UNIT PRICE	AMOUNT
0004	Support Equipment		PROVISIONING ITEM	
OPTION	for Item 0001 PR: 03PRBV099-0 -- Type: FFP FSC: 1510 AIRCRAFT FIXED WING		(SEE SECTION H)	

SITE UNIQUE: FFP-NA PROVISIONED CLIN TEMPLATE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Lot	$109,926,749.00	$109,926,749.00

Non-recurring engineering
-- Type: CPIF
to develope the ICAP III Weapon System Upgrade
PR: 03PRBC90-01

TARGET COST	$106,724,999.00
TARGET FEE	$3,201,750.00
TOTAL TGT COST + FEE	$109,926,749.00
MINIMUM FEE	$0.00
MAXIMUM FEE	$5,336,250.00
SHARE RATIO ABOVE TARGET	40/60
SHARE RATIO BELOW TARGET	60/40
ACRN AA Funded Amount	$100,000,000.00

PD2 STANDARD CPIF-NA TEMPLATE

ITEM	SUPPLIES/SERVICES	QTY	UNIT PRICE	AMOUNT
0001	Non-recurring engineering to develope the ICAP III Weapon System Upgrade PR: 03PRBC90-01 -- Type: CPIF FSC: 1510 AIRCRAFT FIXED WING Airframes and Related Assemblies and Spares WSC CD: AED EA-6B PROWLER ACRN AA Funded Amount	1 Lot	$109,926,749.00	$109,926,749.00

CPIF INCENTIVE ARRANGEMENT	
Total Target Cost	$106,724,999.00
Target Fee	$3,201,750.00
Total Target Cost Plus Target Fee	$109,926,749.00
Minimum Fee	$0.00
Maximum Fee	$5,336,250.00
Share Above Target	40/60
Share Below Target	60/40

SITE UNIQUE: CPIF-NA TEMPLATE

4 User Guidance 4-1

4.1 Introduction to PD² 4-1
4.1.1 The Electronic Office **4-1**
4.1.2 PD² Setup **4-2**
4.1.3 Startup **4-2**
4.1.4 Helpful Hints **4-8**
4.1.5 PROCESSING ORDERS UNDER CONTRACTS AWARDED OUTSIDE THE USER'S PD² DATA BASE **4-23**
4.1.6 ESTABLISHING ORDERING CLINs AND PROVISIONED LINE ITEMS IN BASIC AWARD DOCUMENTS **4-26**
4.1.7 AUTOMATIC CLAUSE SELECTION **4-27**
4.1.8 COMMITMENT IDENTIFICATION NUMBER (CIN) **4-47**
4.1.9 Funds Certification Documents **4-51**
4.1.10 Modification to ACRN Bookmark **4-51**
4.1.11 Screenflow **4-51**
4.1.12 MODIFICATION LINKING **4-52**

4.2 Procurement Request 4-57
4.2.1 General Information **4-57**
4.2.2 Assignment of the Purchase Request **58**
4.2.3 Local Field Data Information **58**
4.2.4 Attachment to the ILSMIS PR **68**
4.2.5 Assigning /Generating / Approving the Purchase Request **69**
4.2.6 PR Mod Generation/Approval/Release **77**
4.2.7 Reject PR back to ILSMIS: **81**
4.2.8 DO/TO MATCHING Purchase Request Modification **4-90**
4.2.9 Purchase Request Status Optional **4-99**

4.3 Solicitations 4-101
4.3.1 Creating the Written Solicitation. **4-101**
4.3.2 Commercial Solicitation—SF 1449 Creation **4-110**
4.3.3 Document Classification Window **4-117**
4.3.4 Document Options Local Information Window **4-120**
4.3.5 Solicitation Line Items. **4-121**
4.3.6 CLAUSE SELCTION **4-145**
4.3.7 Saving the Solicitation **4-156**
4.3.8 Attachments to the Solicitation. **4-157**
4.3.9 Routing / Approving / Releasing the Solicitation **4-160**
4.3.10 Recording Verbal Solicitations. **4-169**

4.4 Awards 4-172
4.4.1 Creating the Award from the Solicitation **4-172**
4.4.2 Create New SF1449 Delivery Order Dialog Box **4-191**
4.4.3 Releasing the Award **4-265**
4.4.4 Distributing the Award Document **4-267**

4.5 QUICK REFERENCE GUIDES 4-268

4.6 SIMPLIFIED ACQUISITION 4-269

4.7 DD Form 350 4-279
4.7.1 Creating / Validating the DD 350 ..... **4-279**
4.7.2 Checklist Guidance for DD 350s **4-283**
4.7.3 Approving / Signing the DD 350 ..... **4-284**

4.8 DD1057 4-286

4.9 BANKCARD AS METHOD OF PAYMENT 4-297

4.10 WORKLOAD MANAGEMENT 4-301

4 User Guidance

4.1 Introduction to PD²

PD² is an integral part of the DoD paperless acquisition process. It brings many of the pieces together—from requirements definition and receipt, acquisition planning, modifications, delivery orders, and closeout. PD²'s intuitive Desktop environment provides graphical document management, electronic routing and approval, on-line procurement regulations, workload management, and reporting. PD² is a commercial-off-the-shelf product tailored to suit the needs of the DoD contracting community. For this reason, the functionality is targeted to accommodate all branches of the Armed Services, including the NAVSEA Warfare Centers.

Through the use of the Government Adapter, requirements can now flow directly from ILSMIS into PD² without re-keying data. The Purchase Request (PD² requisition) is automatically created by PD² based upon the data received from ILSMIS. Business rules have been established and are enforced by the Adapter that allow requirements changes, solicitation information, award information and contract closeout information passes between the two applications. This section of the CONOPS will describe the business rules and procedures buyers/contract specialists are required to follow in order.

4.1.1 The Electronic Office

PD² simulates an electronic workspace for the buyer/contract specialist. Each workspace has, as a minimum:

4.1.1.1 In-Box - The Inbox is used to receive documents sent to you from other users. When you have received items in your inbox, you will see a stack of papers in the Inbox

Note: Never perform any operation in the Inbox. While some actions may appear to function normally in this container, PD² was not designed to perform operations here and, as a result, database errors MAY occur.

4.1.1.2 Out-Box - The Outbox is used to route documents to other users. As with the Inbox, you will see a stack of papers in the Outbox whenever it contains one or more document(s).

4.1.1.3 Personal cabinet – Personal cabinets are used in PD² to store folders, envelopes and/or other documents. Personal cabinets are Yellow.

4.1.1.4 Depending upon the individual user, there may also be one or more Team cabinets in the workspace. Team Cabinets permit groups of users to share documents and view these documents among the team members simultaneously. Documents created through the interface cannot be worked in team folders, once the workload has been completed it can be

moved to a team cabinet. Documents and folders can be created within Team Cabinets or dragged into them by Team members. Once inside, they belong to the Team and are accessible by all members in the same team. Team cabinets are Grey.

4.1.2 PD² Setup

The PD² desktop is similar to the Windows environment that most people are accustomed to in its access and use of toolbars, menus, window maximize and minimize, close, etc. It also has its own unique features that primarily support the procurement phases in requirements, pre-award/award and post award activities. Much of the features are determined by the System Administrator in the way that the site Security Model is developed and implemented. The Security Model reflects the organizational structure and responsibilities in the procurement organization. For most users, the two parts of the Security Model that impacts them are defined below:

User. Each individual must be entered into PD² as a user. The user is assigned to Groups and Teams, given appropriate approval authority, and describes to whom the user can assign workload.

Group. The single most important designation for a user is their assignment to a Group. Assignment to a Group determines the level of the user's read/write access to documents within the system. If you are denied access to a particular function in PD², it is most likely that your Group does not have access rights to that function.

Most users will not have the ability to delete documents from the system. Only the System Administrator and a select number of other super users will normally retain this function.

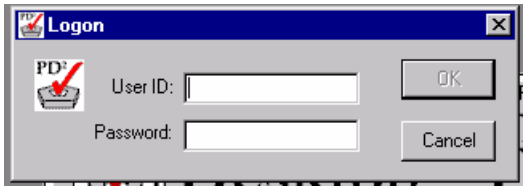
The System Administrator will also establish certain “default” preferences for the entire activity using the Preferences Task within the SysAdmin function of PD². The next section of this CONOP will describe how individual users can change those preferences and set up their own preferences.

4.1.3 Startup

4.1.3.1 Log in Procedures

To open Procurement Desktop-Defense (PD²), double-click on the PD² icon on your desktop. The icon looks like this:

Your System Administrator will give you your user ID and your initial password. At the Logon prompt, enter in your assigned user id and password then select “OK”.

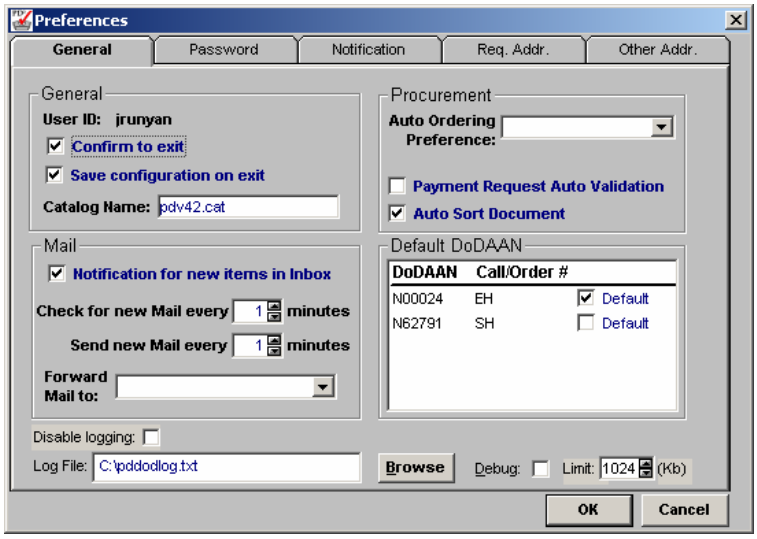


The Message of the Day (MOTD) will appear. Normally it will have a standard welcome banner displayed. The System Administrator can change the message displayed in order to communicate certain information to all PD² users. The MOTD display looks like this:

Click on "OK". The MOTD will disappear and the electronic desktop will be completely visible.

4.1.3.2 Setting Preferences

If this is the first time you are logging into PD², you need to verify that your Preferences are set correctly. Select **Utilities → Preferences** to enter the Preferences Window and update your preferences. The **Preferences** Window opens:

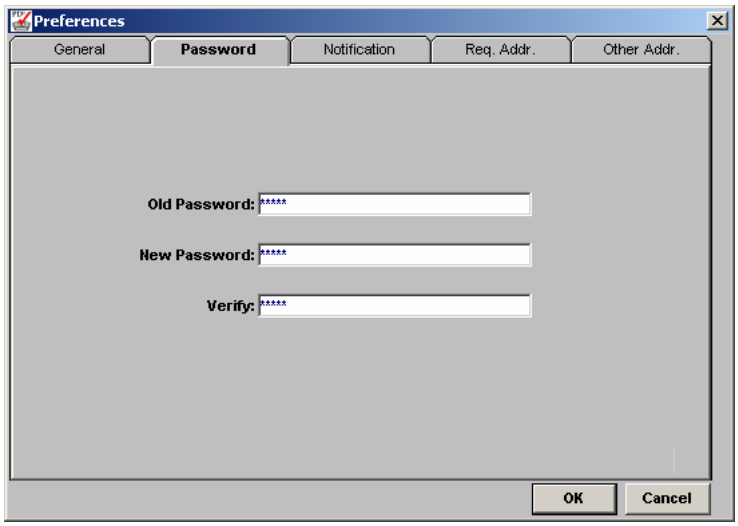


The window is divided into five tabs for easy navigation from one area to the other.

On the **General** Tab, the following settings are recommended:

Topic	Setting	Reason
General - Confirm to exit	Checked	This will provide a warning prior to closing PD² to avoid an inadvertent shutdown.
General - Save configuration on exit	Checked	This will leave the desktop as it was upon shutdown. Otherwise, PD² will return all documents to their "Home" cabinet and close all cabinets.
Mail - Check for new Mail every__minutes	10	PD² will automatically check the Inbox at the specified interval to see if new documents have arrived.
Mail - Send new Mail every__minutes	1	PD² will automatically check the Outbox at the specified interval to see if documents are ready to be routed.
Mail - Forward mail to	Blank	This field should only contain a name when you are going to be away from your desk for an extended period of time as PD² will automatically route any document coming into your Inbox to the PD² user identified in this field.
Disable logging	Unchecked	This will assist the System Administrator in troubleshooting any system problems that may occur within PD².
Procurement – Auto Sort Document	Checked	This will allow PD² to automatically sort clauses and text in a traditional manner
Default DoDAAN -	Check the appropriate DoDAAN	This will allow PD² to automatically place the default DoDAAN in the first six positions of the PIIN in all procurement documents.

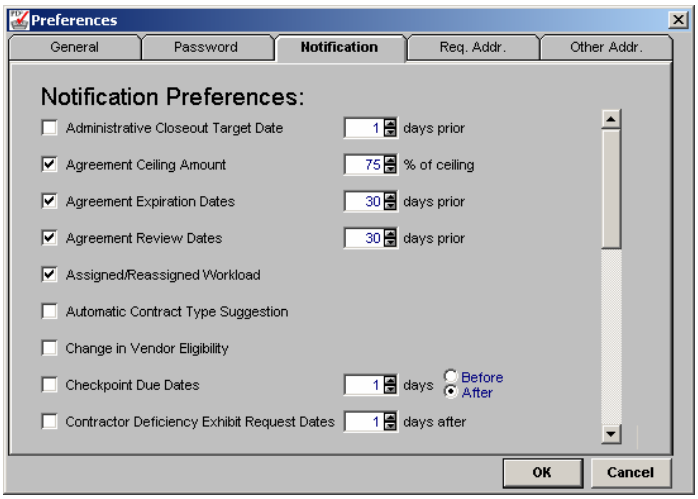
The **Password** Tab allows you to set your own, unique password. Select a password that you will remember. PD² has been configured to set an expiration date on all passwords. The system will notify you prior to that expiration date. If you fail to re-set your password prior to the expiration date, the system will lock you out and the System Administrator will need to "unlock" your user id.



In order to set your new password, simply enter your old password, enter a new password in the format specified by your System Administrator, and then re-enter to verify the new password.

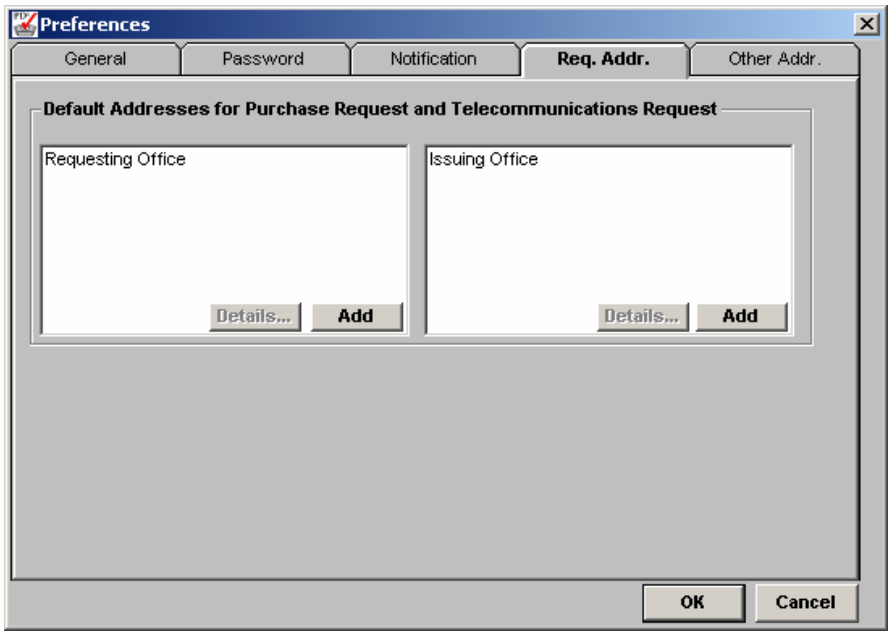
If you do not establish a new password within 2 workdays of being assigned a log-in, the System Administrator will reset your password. You will then have to contact the System Administrator for the new password and then set your own, unique password as describe above.

On the **Notification** Tab you can select what notifications you would like to receive automatically from PD². By establishing these Preferences, you will be notified by a PD² Alert of impending or missed dates.

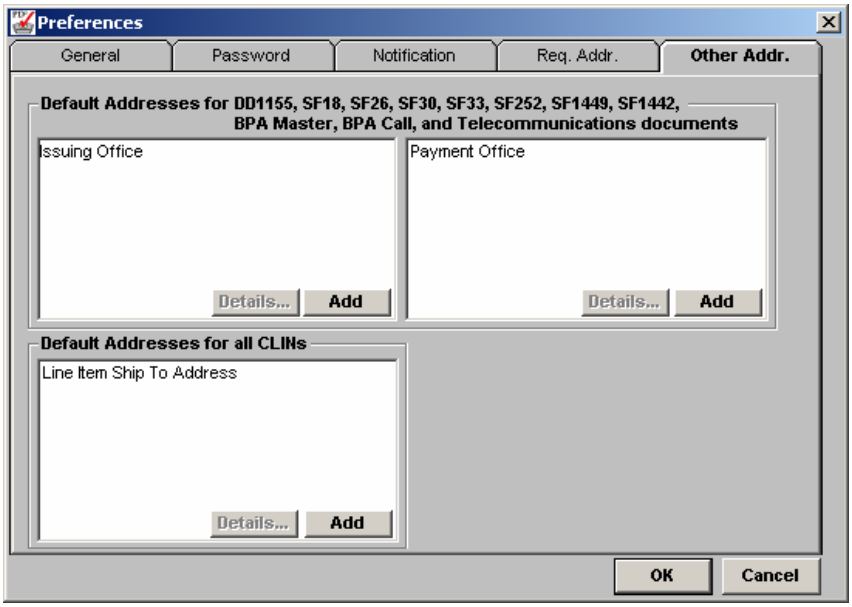


After selection of a particular Notification, you would then enter the number of days before or after an event is to occur. PD² then calculates when to send the Notification Alert.

The addresses on the **Req. Addr.** Tab do not need to be completed as that information will be sent from ILSMIS.



The only address that must be completed on the **Other Addr.** Tab is the Issuing Office. This address is required for Issuing Office address on SF 30 modifications. This address is populated from **Preferences**, not the award document. If this default address is not completed, the SF 30 will show a blank Issuing Office address.



4.1.4 Helpful Hints

4.1.4.1 FORMATTING

If you uncheck the **"**Auto Sort" field in "User Preferences", items in your documents will be listed in the Clauses Tab in the order in which they were created (i.e., no order). To put them in order, simply click on the "Sort" button on the Clauses Tab or change " User Preferences" to "Auto Sort". See "Automatic/Manual Sorting of the Clauses Tab".

With the exception of FFP CLINs, line items with a cost value of "NULL" will appear as "$0" in the generated document if the price bookmark is included in the template.

Pricing information, including selected cost constraints, does not appear in Solicitations since pricing has not yet been finalized.

Section B (or equivalent) can be generated in any "format" agreed to by the site. This format can contain any data field, which has a related bookmark. In addition, the site can create unique labels to appear before the data. If none of the available CLIN templates are satisfactory, please contact your site Systems Administrator. See "Changing the Content and Appearance of Section B (or Equivalent)".

BPA Calls are required to be generated in v4.2. The BPA Call will utilize the UCF format.

Foreign address' can now be formatted to comply with foreign postal regulations. See "Creating Foreign Address Templates".

4.1.4.2 FUNDING

Changes in the price on the Line Item Detail Tab will change the funding amount specified on the "Funding Sources" window. This does not occur, however, on items with multiple LOAs, Job Orders or Informational Subclins.

The Funds Certification Document will no longer be available.

All new line items in v4.2 will be limited to one LOA per line item. The user is prevented from adding more than one LOA on the *Funding* tab within **Line Item Detail**. Upgraded line items in v4.2 will continue to allow multiple LOAs per line item.

The new "CIN" functionality in v4.2 will not be utilized. The data field should pre-populate with the PR and PRCLIN and should not be deleted. The SA can remove the "cin" bookmark in the CLIN templates so that it will not appear in Section B (or equivalent) in the printed document. The CIN will, however appear in Section G (or equivalent) next to the LOA in the printed document. This cannot be removed by the SA. DFAS has indicated that this will have no impact on payment. It will serve as a way to document the source of the funds for future reference. .

4.1.4.3 CLAUSES

Auto Clause Selection will normally "pull in" more than "required" clauses. This is done since many regulatory provisions are to be included at the discretion of the contracting officer. If this is the case, PD^2 will pull these clauses in as "Not Included". The contracting officer only has to uncheck the "Not Included" if the clause is to be included.

In order for "Auto Clause" Selection to work properly, the system looks to specific data fields, estimated value and "characteristics". If these fields are not selected or filled in, related clauses will not pull in. See "Automatic Clause Selection".

There is a new clause characteristic in the "Other" category entitled "**DATOBOCA**". This characteristic was created in support of FAC 2001-09 dated 8/30/02 (Increased threshhold for Micro Purchases in support of defense against terrorism or biological or chemical attack against the U.S.). See "Automatic Clause Selection".

The user must open the "Document Classification" window in order for the "EFT" check mark to be activated; otherwise the system will consider the value "NULL". See "Automatic Clause Selection".

4.1.4.4 SPECIAL CONTRACTS

IDC Functionality has been upgraded to allow for "NULL" values in quantity/unit price/estimated cost. As a result, previous "Work Solutions" will no longer work. See "Establishing Ordering CLINs And Provisioned Line Items In Basic Award Documents"

PD^2 can create Multiple Award Documents (MACs). See "Creating Multiple Award Contracts (MACs) From A Single Solicitation".

PD^2 can create Lease Agreements. See "Creating a Lease Agreement".

New "External Awards" created in v4.2 Increment 2 **SR01** must contain a DoD compliant PIIN. Orders under Non-DoD awards must be created in the "FSS/GSA Ordering Process". "External Awards" with Non-DoD PIINs created prior to v4.2 Increment 2 SR01 will continue to permit ordering.

4.1.4.5 MISCELLANEOUS

Line Item Detail from released award documents can be "copied" into a new PR by using the new PR linking (Bridge) functionality. This is beneficial for those awards in which the CLIN structure was significantly revised after PR receipt. Annual buys can merely copy last year's award structure. It can also be used to create new PRs for similar procurements.

PRs for award modifications can now be "closed out" as completed in Workload Management as long as the user has "linked" both the PR and the modification. See "Modification Linking" .

Attachments can now include PDF documents as long as Acrobat 5.0 is installed on your desktop.

Modification numbers will be only be assigned at time of release starting with v4.2 Increment 2. See "Modification Numbering".

In order to correct an SDR, bitmap signatures are now stored within the PD2 application rather that on the hard drive.

In v4.2, the "Clauses" Tab has been added to the PR, enabling the user to include extended text requirement descriptions as well as manually selected programmatic clauses. The PR is required to be generated in order to print out the entire PR in lieu of just the line item detail.

Due to the incoporation of the DFAS CIN requirement, the PR number field will be limited to 24 digits in v4.2 Increment 2.

PD^2 PRINTED DOCUMENTS

The basis of the DoD "End-to-End" contracting process is the population of data fields, which are entered one time by the PCO and shared, via EDI with other DoD components (DCMA, DFAS..). Without authenticated signature capability, however the PCO must continue to rely on a paper document to establish the contractual relationship with the Contractor. PD^2 uses Microsoft Word to produce a contract from the data entered into the system. For purposes of consistency of data, it is important for the user to ensure that information contained in the PD^2 data fields, the Clauses Tab and the generated award document are the same.

Initially, the system "Generates the CLINs". This process pulls information from Line Item Detail data fields into individual Word "documents" in the Clauses Tab based on SA/User defined format (CLIN Templates) for Section B (or equivalent) and system defined rules for other sections. Regulatory clauses are then pulled into the Clauses Tab based on the data field values. The system then "Generates the Document" when these individual Word "documents" from the Clauses Tab are pulled into a single contract document. The following table identifies which data fields are pulled into the various contract sections.

CONTRACT SECTION (or EQUIVALENT)	DATA FIELDS GENERATED INTO THE PAPER/EDA AWARD DOCUMENT
Section B, "Supplies or Services and Prices"	Site/User Generated Format: Created by the site Systems Administrator based on site selected bookmarks. See Figure 8 for a list of available Section B bookmarks
Section E, "Inspection and Acceptance"	System Generated Format: CLIN #, Inspect At, Inspect By, Accept At, Accept By
Section F, "Deliveries or Performance"	System Generated Format: CLIN, Delivery/POP Date(s), quantity, ship-to-address, ship-to UIC, F.O.B
Section G, "Administrative Data"	System Generated Format: ACRN, LOA, Funded Amount, JON, JON Expiration Date

As shown above, only a limited number of data fields are generated into contract sections other than Section B (or equivalent). Although the majority of data fields can be mapped into Section B (or equivalent), UCF rules (FAR 14.201-2/15.204-1) call for these fields to be included in other sections of the contract. The user must therefore ensure that section "text fields" include the same data as entered into the data fields.

Document Template Settings:

The generated document has settings that cannot be altered in order for the document to print correctly. The base document template contains two sections. Section 1 is the blank first page, which is used to insert the award form. Section 2 includes the remainder of the document. The Page Setup Settings for each section is created and must remain as shown in Figure 1. In addition, the user must adhere to these formatting rules when "adding text" in the Clauses Tab.

Figure 1: Document Template Settings

SECTION 1 (Award Form)	MARGIN	SECTION 2
0.5”	Left Margin	1.0”
0.5”	Right Margin	1.0”
0.5”	Top Margin	1.0”
0.5”	Bottom Margin	1.0”
0.0”	Gutter	0.0”

Font	Times New Roman 10 Point
Page Breaks	End of Section 1 End Each UCF Section
Style Setting	Normal

4.1.4.6 Common “Document” Format Problems:

All of these settings are set by the template; however they can be thrown off inadvertently by user actions. Some of these include:

Deletion of Section Break – When looking at a document through the View Document Menu Option, the user will not see the cover page, and see there is text beginning on page two. The user will delete the section break so that their text shows on page 1 through view document. This causes the cover sheet to be imported into a section with larger margins. The larger margins cause the cover sheet to be shrunk and not appear correctly.

Cutting and Pasting From other Documents – If a user chooses ‘Select All’ from an external PD^2 Microsoft Word Document and copies that information into the PD^2 document, all the style settings from the previous document including margins will be carried over. By changing the margins in a document, the header is thrown off and the document number and contractor will appear on top of the lines.

Selecting Different Style Settings – The use of Style settings other than Normal can sometimes cause the document to insert the cover sheet into the middle of the document.

Bolding, Italics, Underlining and Tables – At this time, formatting functions such as Bolding, Italics, Underlining and Tables do not appear to be the cause of printing problems and therefore can be used. If, however, you have followed the above standards and still have a printing problem, contact your System

Administrator/AMS Help Desk immediately so that it can be investigated. Some unknown formatting combinations may cause the template to print askew.

CHANGING THE CONTENT AND APPEARANCE OF SECTION B (OR EQUIVALENT)

Section B (or equivalent) is the only section of the procurement instrument in which sites can pre-establish the format of generated information appearing in the paper/EDA version of the award. This formatting includes adding/deleting available bookmarks (which pull data entered by the user), placement of the selected bookmarks and adding/changing column headings and data labels. Formats are contained in "CLIN Templates" that can be designed by the site Systems Administrator. When the line items are "generated", PD refers to the user selected "CLIN Template" information to determine which data fields populate and in what format it will appear.

The overall appearance of line items in Section B (or equivalent) will vary within a site based on the individual procurement (data item, services item, ordering item….), type of format used (commercial format, CSI, UCF…), cost constraints (NTE, NSP…), etc. The user community has expressed concern in the past that the standard CLIN templates delivered with the product were unsatisfactory. In particular, there was limited flexibility in allowing multiple formats at each site. The site had the ability to change the overall appearance of line items listed in Section B (or equivalent) of the PR or award; however, only one template per contract/IDC type was allowed.

V4.2 expands the flexibility available to the Systems Administrator in creating CLIN Templates by: allowing the site SA to establish as many CLIN templates as needed for each Contract/IDC combination expanding the number of available bookmarks (See Figure 8) allowing the SA to create labels appearing before the data field value allowing the SA to include automatic "returns" after a data field value so that the next bookmark will appear on the next line, and

Breaking out many **bookmarks to include only one data field**. For example, the v4.1e bookmark "clin_desc" included the "CLIN Description", "Extended Description", "Contract Type", "Color", "Size" and many other data fields. In v4.2, "clin_desc" includes only the CLIN Description data field. New bookmarks were created for each field removed.

Although PD^2 provides site flexibility in designing the format of Section B, sites are reminded that formats must continue to meet regulatory requirements (FAR 14.201-2/15.204-1) for data inclusion in specific contract sections. Further, the EDI version of the award (i.e., data field information) must equal as closely as possible the EDA/Paper version.

USER GUIDELINES:

CLIN Template creation is only available to the site Systems Administrator. If the available templates do not satisfy your requirement, please contact your SA. Templates should not be requested for one time use. Rather, it should be available for others to use in a similar procurement environment.

In the rare circumstance that unique changes are required to a site template, the user is reminded NOT to make Section B (or equivalent) changes in "View Document". Edits should be made in the Clauses Tab; however if the CLIN has to be "re-generated", the edits will have to be re-entered. IF CLIN CHANGES ARE REQUIRED, ONLY "GENERATE" THE LINE ITEMS REQUIRING RE-GENERATION – NOT ALL LINE ITEMS.

User selection of the CLIN template to be used in Section B (or equivalent) is made in the Line Item Detail Tab as shown below in Figure 2. The following is noted:

Each contract/IDC type should have at least one CLIN template to select from. When the user selects a different Contract/IDC type, a new set of templates becomes available. (See Figure 2)

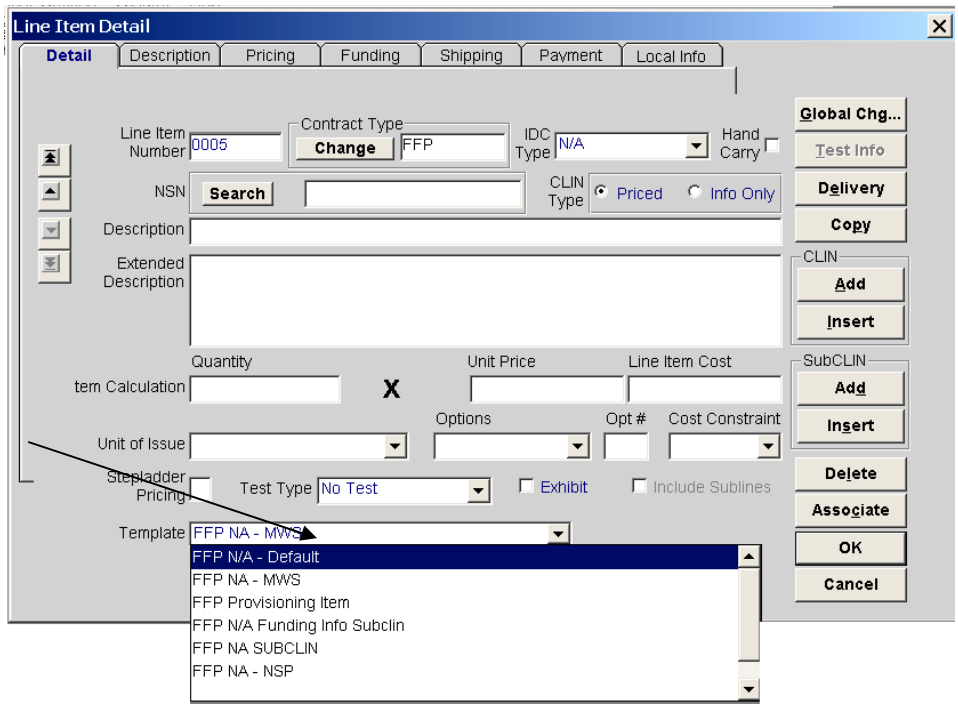
A different CLIN template can be selected for each line item, if desired.

Once a template for a line item is selected and the award is released, the template cannot be changed even with a modification.

Bookmark data and their associated label (if any) will appear in Section B (or equivalent) only if the data field has been filled in.

The Default CLIN template for each contract/IDC combination can be designated by the SA.

Figure 2: Screenshot - Line Item Detail Template Selection



Pricing information (including applicable cost constraints) will NOT populate Solicitations by design.

ADDING TEXT FIELDS TO DOCUMENTS

In the case of a more complex contract where requirements are defined in text descriptions, the user must use the “Add Text” feature of PD^2 in the “Clauses” Tab. Unlimited length text fields can be placed in any section of the contract and may be “Matched” to any line item(s) or clause(s). If the text field is matched to one or more line item(s), the line item number(s) and the text “Description” will always precede the text in the designated contract section. It is recommended, therefore, that the “Description” of the text field reflect the same “Description” as designated in the line item detail for that line item.

TO CREATE A TEXT FIELD

Select the “Add Text” field on the Clauses Tab. The “New Text Item” Window opens (See Figure 10).

Fill in the appropriate information. The “Description” and “Section/Category” fields are mandatory.

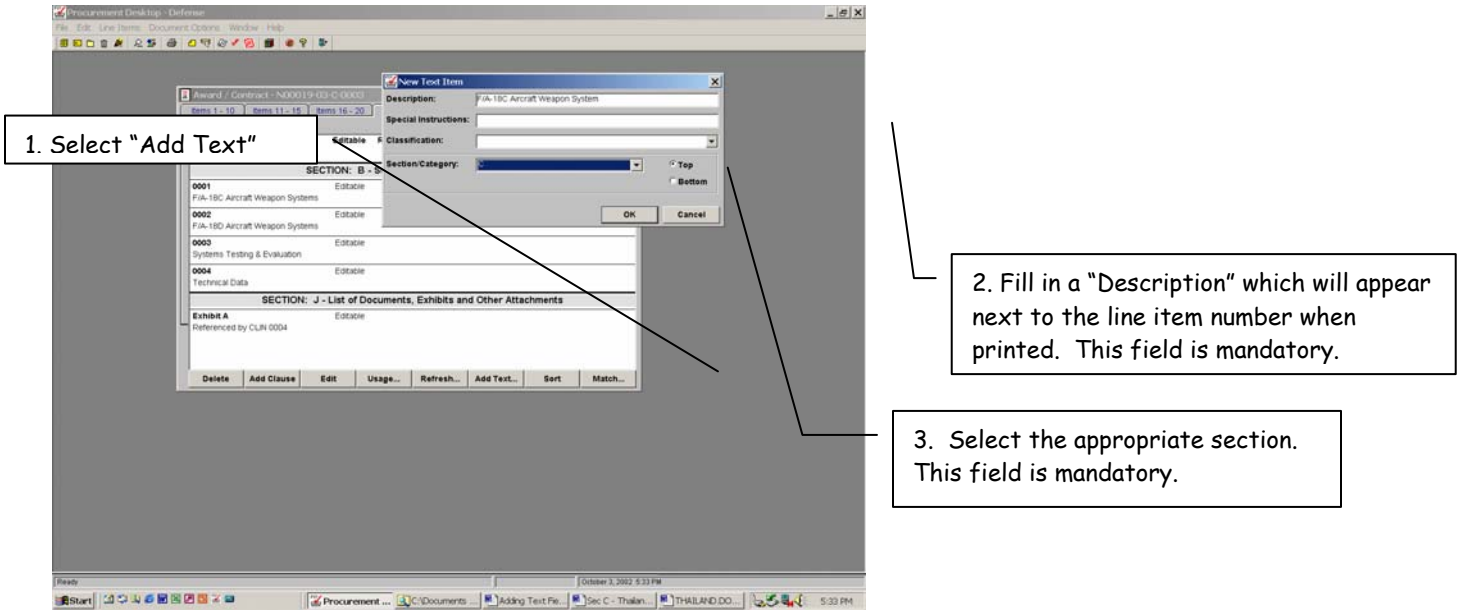
Select “Top” or “Bottom”. The “Top”/”Bottom” radio buttons are to designate placement of the text field in the “Auto Sort” mode if the field is not matched to a CLIN or Clause.

Select the appropriate contract section.

Select “OK”.

The text field should now appear in the appropriate section. Highlight the new text field and select “Edit” to enter the text information.

Figure 3: Screenshot - Adding "Text" Fields Window



TO "MATCH" THE TEXT FIELD TO A LINE ITEM OR CLAUSE (See Figure 11):

Highlight the text field on the Clauses Tab.

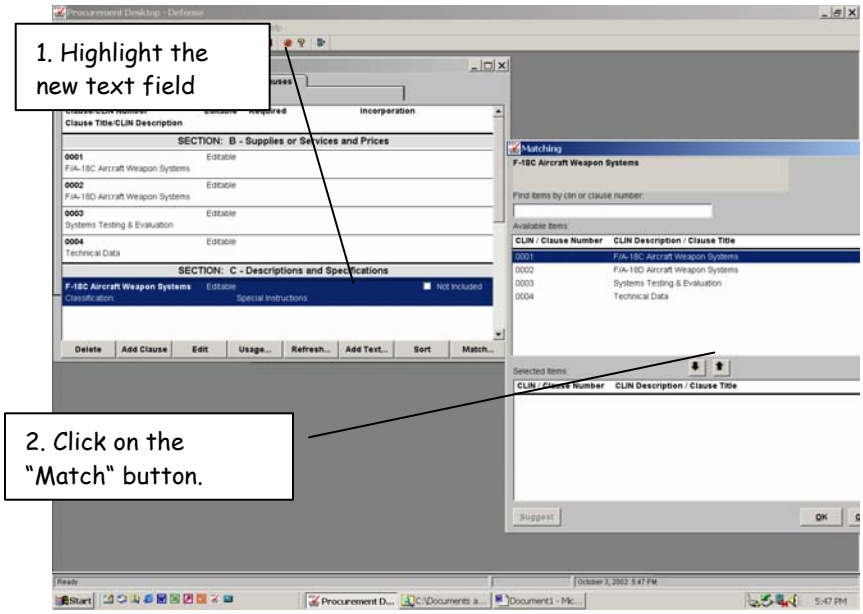
Select the Match Button.

Select the applicable line item(s).

Move selected item to the "Selected Items" field by clicking on the down arrow. One or more line item may be selected.

Select "OK".

Figure 4: Screenshot - Matching Text to a CLIN


1. Highlight the new text field
2. Click on the "Match" button.
3. Highlight the CLIN.
4. Select the down arrow.
5. Select "OK".
SECTION: B - Supplies or Services and Prices
SECTION: C - Descriptions and Specifications
Matching
F-18C Aircraft Weapon Systems
Delete
Add Clause
Edit
Usage...
Refresh...
Add Text...
Sort
Match...
Suggest
OK

GENERATED DOCUMENT

Example of the resulting output:

PD2 inserts linked line item number(s).

PD inserts Description from the "New Text Item" Window

Contents of Text Field

Section C - Descriptions and Specifications

ITEM(S) 0001 - F-18C AIRCRAFT WEAPON SYSTEMS

The four (4) FY-97 production F/A-18C aircraft to be furnished hereunder shall be in accordance with the Attachment (12), Detail Specification for the Model F/A-18C/D Aircraft Weapons Systems, XXXXXXX), dated (TBD); "F/A-18C/D Aircraft Configuration Addendum," dated XX June XXXX; "Statement of Work for the Thailand F/A-18C/D Aircraft;" and as modified by ECPs and PSCNs authorized by the PCO prior to the date in Block 20C herein.

The Contractor shall deliver hereunder Thailand F-18C/D Aircraft Weapon Systems complying with all terms of the Detail Specification. This obligation includes the full responsibility for integrating and and interfacing into such F/A-18C/D Aircraft Weapon Systems both Government-owned property furnished to the Contractor hereunder as identified in the MGFEL (Appendix "A" to the aforementioned Detail Specification) and property purchased or manufactured by the Contractor in performance hereof. The Contractor is further responsible for reporting Production Detail GFE Transaction Status in accordance with the Contract Data Requirements List, DD Form 1423, sequence number ***A00X.***

Serial Numbers - The aircraft called for hereunder shall be serially numbered in sequence on a FY basis using serial numbers ***(TBD) through (TBD).***

Squadron Numbers - Aircraft called for hereunder shall be shipped with Squadron Numbers to correlate with the Serial (Tail) Numbers listed in ***Attachment (8),*** entitled, "Painting and Markings of Thailand Aircraft."

Painting and Markings - Aircraft called for hereunder shall be painted and marked in accordance with ***Attachment (8),*** entitled, "Painting and Markings of Thailand Aircraft."

System Safety Program - The Contractor shall conduct a System Safety Program in accordance with ***Addendum 728 to MIL-D-8706B(AS), dated (TBD)***, and Military Standard 882B. This shall include ensuring that safety achieved during design is maintained during production, engineering changes, and mission requirement changes. ***The Contractor shall submit a System Safety Program Plan in accordance with Contract Data Requirements List A014.***

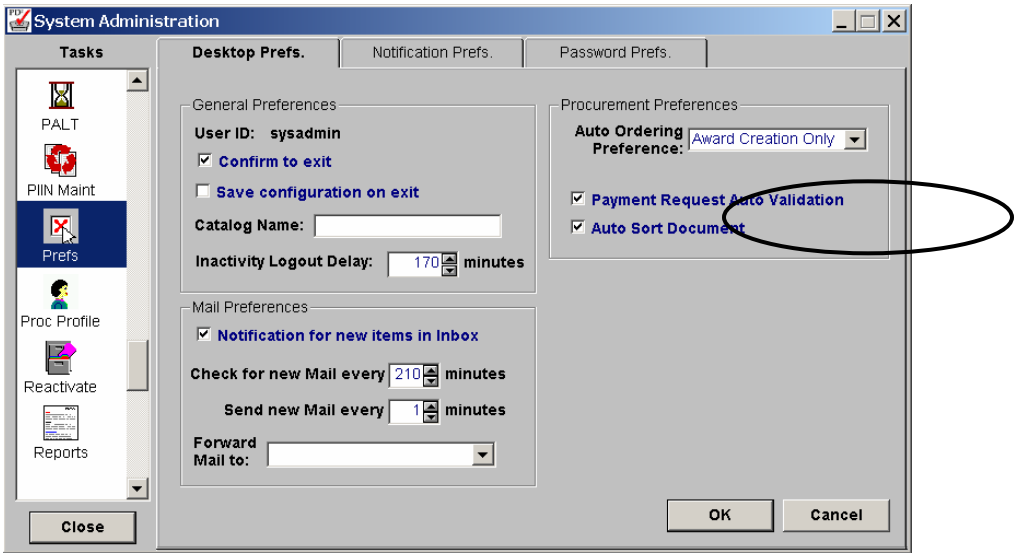
AUTOMATIC/MANUAL SORTING OF THE CLAUSES TAB

Document sorting in this section refers to the relative placement of line items, text fields, clauses and generated data within a procurement document. In v4.2 Increment 1, the user can either allow PD^2 to automatically sort a document, or the user can manually sort the document. The user can designate Auto or Manual Sort (1) Prior to document creation in User Preferences, (2) During document creation in the Clauses Tab or (3) During document Generation in the "Generation Options" Window. The SA can also pre-establish a site default sort option (which the user can change in User Preferences). Once the user understands the new PD^2 sort order, there may be little need to use the manual sorting option.

Establishing Site/User Default Sort Preferences

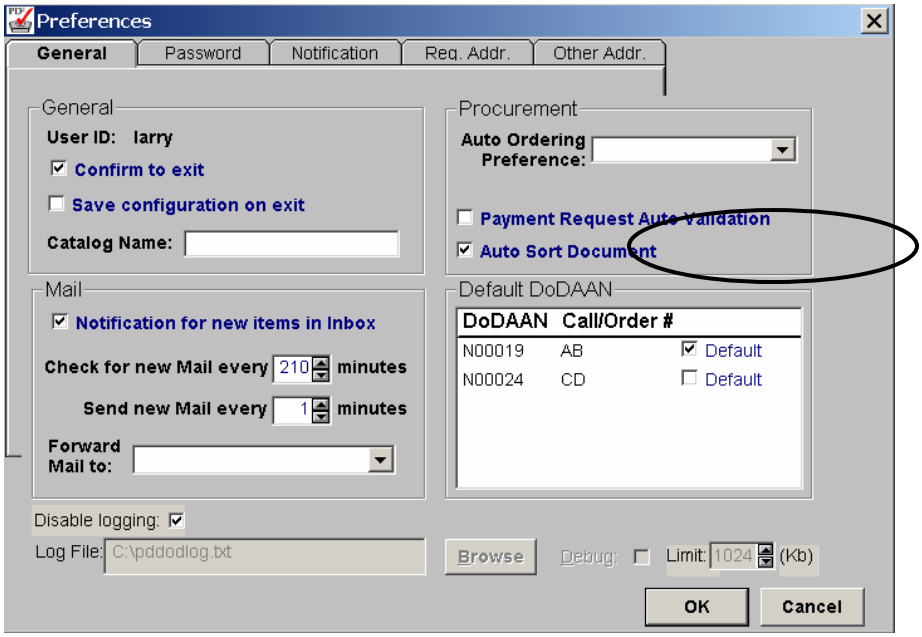
Site Default Sort Preference: The SA establishes the default setting for newly established users in the Preferences Task of Systems Administration. If the "Auto Sort Document" check box is checked (See Figure 12), the system will sort the document during generation in accordance with pre-established PD^2 format rules identified below (regardless if the user has manually sorted the document). If the check box in not checked, the system will leave the sort order as the user has manually sorted. The user can, however override the site default in User Preferences.

Figure 5: Screenshot - Auto Sort Selection in SA "Preferences"



User Default Sort Preference: **The user can override the site default sorting option by selecting on the toolbar "Utilities" → "Preferences" (See Figure 13). If the "Auto Sort Document" check box is checked (See Figure 13), the system will sort the document during generation in accordance with pre-established PD^2 format rules identified below (regardless if the user has manually sorted the document). If the check box in not checked, the system will leave the sort order as the user has manually sorted. The user can, however override the "user" default in the "Generation" window.**

Figure 6: Screenshot - Auto Sort Selection in User Preferences



Sorting During Document Creation in the Clauses Tab

If the user has chosen to turn on "Auto Sort" in User Preferences, CLINs, text fields and clauses will be correctly placed in accordance with the PD^2 default sort order as shown in Figure 16.

If the user has chosen to turn off "Auto Sort", CLINs, text fields and clauses will appear in the Clauses Tab (in the appropriate contract section) in the order in which they were created. At any point in the documents creation, the user can select the "Sort" button on the clauses tab and the system will sort the items in the pre-defined PD^2 sort order (See Figure 16). This includes putting the CLINs in numerical order.

Regardless of the mode selected, users can manually "Drag and Drop" any CLI N, text field or clause to another position within the current screen. If the destination is outside the current screen, the user should use the "Insert the Selected Item" process as follows:

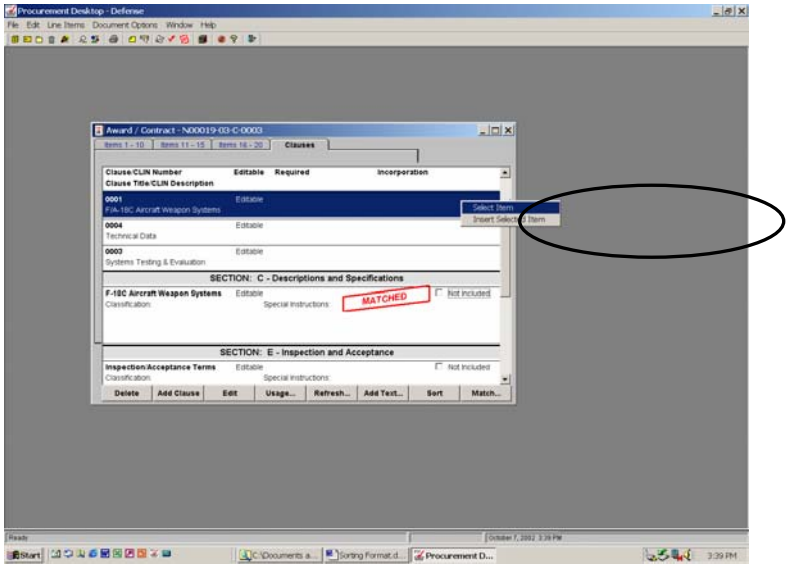
Highlight the item to be moved.

Right click and chose "Select Item"

Using the scrollbar, navigate to and highlight the item above which you want to move the selected item to.

Right click and select "Insert Selected Item" (See Figure 14).

Figure 7: Screenshot - Manual Sorting in the Clauses Tab



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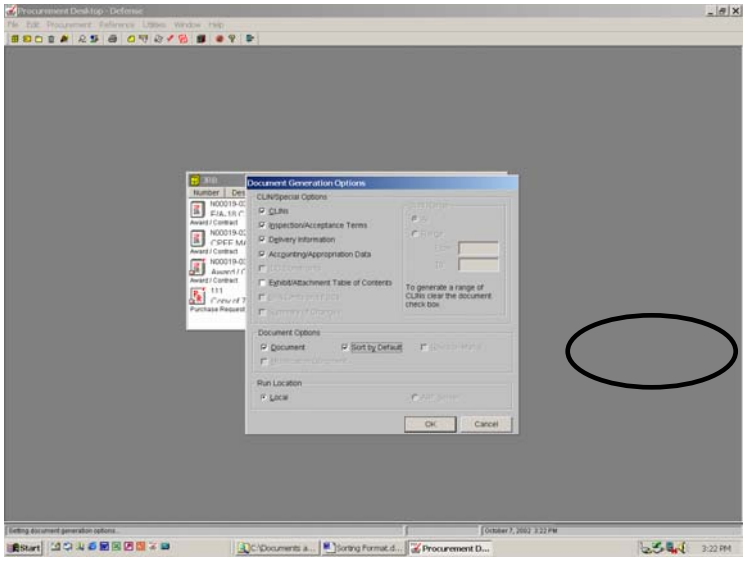
Establishing Sort Preferences During Document Generation

Once the user is ready to generate the document, the user can again decide if the document should be generated as manually sorted or if the document should be re-sorted in the PD^2 default format. The default setting in the Document Generation Window reflects the default setting set by the user in Preferences. Therefore, if the users preference is set to “Auto Sort” and has manually sorted the document, the system will return the document to the standard auto-sort format during generation. In order to avoid this, the user must remember to uncheck “Auto Sort” in the Document Generation Window (See Figure 15). If the users preference is not set to “Auto Sort”, the “Auto Sort” button in the Document Generation Window will NOT be checked by default.

Figure 8: Screenshot - Selecting Sort Preference During Generation



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Recommended Sort Process

RECOMMENDED SORT PROCESS

If any adjustments to the default PD^2 sort order are anticipated, the following settings are recommended:

1. Set site/user Preferences to Manual Sort.
2. Create CLINS, Text Fields, Clauses in the document. Note that they will be out of order at this point.
3. Select the "Sort" button on the clauses tab to return the sort to the standard PD2 sort.
4. Manually sort the document as needed.
5. Generate the contract. Since the site/user Preference is set to Manual Sort, the default sort setting in the Generation Window will be set to manual and the user will not have to remember to uncheck this block.

Section B (or equivalent) – The following is the PD^2 default sort order for UCF, CSI formats

ORDER	ITEM
1 (top)	Unmatched text items added to the "top" of the section listed in the order in which they were added.
2	CLIN
3	"Add Text" item linked to a CLIN
4	Generated data (Constraints)
5	Clauses listed numerically first "by Reference" and then "Full Text"
6 (bottom)	Unmatched text items added to the "bottom" of the section listed in the order in which they were added.

Other Sections

The following is the PD^2 default sort order for UCF, CSI formats

ORDER	ITEM
1 (top)	Unmatched text items added to the "top" of the section listed in the order in which they were added.
2	Generated data (accounting information, deliveries, etc)
3	Text items matched to CLINs, multiple CLINs or clauses in Section B (or equivalent) listed in the order in which they were added to the document.
4	Clauses listed numerically first "By Reference" and then "Full Text"
5 (bottom)	Unmatched text items added to the "bottom" of the section listed in the order in which they were added.

SF1449 – The following is the PD^2 default sort order for commercial awards issued on the SF1449

ORDER	ITEM
1 (top)	Unmatched text items added to the "top" of the section listed in the order in which they were added.
2	CLINs
3	Text items linked to a single CLIN
4	Generated data (accounting information, deliveries, etc)
4	Text items matched to CLINs, multiple CLINs or clauses in Section B (or equivalent) listed in the order in which they were added to the document.
5	Clauses listed numerically first "by Reference" and then "Full Text"
6	Unmatched text items added to the "bottom" of the section listed in the order in which they were added.

4.1.5 PROCESSING ORDERS UNDER CONTRACTS AWARDED OUTSIDE THE USER'S PD^2 DATA BASE

PD^2 provides the user with the ability to issue orders under three circumstances: (1) orders against **awards released in the user's PD^2 database**, (2) orders against **DoD awards released outside the users PD^2** database – either on another PD^2 database or another legacy system and (3) orders against **Non-DoD awards.** The decision as to which process to use obviously depends on whether or not the award is a DoD or a Non-DoD award and on which database the award resides. The resulting order PIIN will differ based on the process selected. The PD^2 Ordering processes are designed to support the issuance of supplementary PIINs as defined in DFARS 204.7000 as follows:

PD2 PROCESS	DFARS	DFARS REQUIREMENT
PD^2 Ordering Process	204.7004(d)(1)	"Calls or **orders issued by the office issuing the contract** or agreement. Use a four position alphanumeric call or order serial number added to the basic PII number."
External Award Ordering Process	204.7004(d)(2)(i)	"If the **office placing the order or call is different from the office identified in the basic PII number**, assign a serial number to the order or call. The first and second positions contain the call/order code assigned to the ordering office by appendix G. Do not use the letters A or P in the first position. The third and fourth positions are a two position serial number assigned by the ordering office."

FSS/GSA Ordering Process	204.7003(a)(3)(vi)	"Contracting **actions placed with or through other Government departments or agencies or against contracts placed outside the DoD** (including actions with the National Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR)." The PIIN consists of 13 alpha-numeric characters. Positions 1-6 (Order issuing office); Positions 7-8 (Fiscal Year); Position 9 (F); Positions 10-13 (4 position serial number.

v4.2 Increment 2 SR01 will enforce the use of a DoD PIIN on "External Awards". New "External Awards" created in v4.2 Increment 2 **SR01** must contain a DoD compliant PIIN. Orders under Non-DoD awards must be created in the "FSS/GSA Ordering Process". "External Awards" with Non-DoD PIINs created prior to v4.2 Increment 2 SR01 will continue to permit ordering.

EXTERNAL AWARD ORDER PROCESS - (ORDERS UNDER DOD AWARDS/AGREEMENTS)

External Awards are only to be created for the **issuance of orders under DoD basic contracts/agreements not created on the user's PD^2 database.**

PD^2 "External Award" Ordering Instrument: Prior to issuing the initial order, the user must prepare a PD^2 "External Award Document" to place orders against. External awards can be prepared on any of the following forms: DD Form 1155, SF 26, SF 1449, SF 252, SF 1442, or SF 33. External award documents **must** use a DoD compliant PIIN. PD^2 v4.2 Increment 2 will contain validations to ensure the PIIN complies with DFARS 204.7000. If the award document contains a Non-DoD compliant PIIN, the FSS/GSA ordering process must be used. External awards allow users to enter line item information and establish order constraints consistent with the original award. This document is an unofficial replica of the real award document. It is created solely for the purpose of issuing orders and is therefore not "released" within PD^2 and can only be "approved".

Since the ordering activity was not the contracting officer for the original award, official modification documents cannot be prepared/released for external awards. When an official modification is made by the award contracting officer, the ordering activity only needs to "unapprove" the external award and make the change.

External Award Order: Regardless of the External Award document type, orders against an external award can be placed on any document type (i.e., DD Form 1155, SF 26, SF 1449, SF 252, SF 1442, or SF 33). In accordance with DFARS 204.7004 (d), [External Award] orders are assigned a four-digit order number between 0001 and 9999, unless the ordering office is other than the issuing office (i.e., different DODAAC). If the ordering and issuing office are different, the system will assign a 2 character Call/Order Code to the first 2 positions of the 4 digit order PIIN. The Systems Administrator is responsible for assigning the appropriate site Call Order Code to each of the users in accordance with DFARS Appendix G. See below for a comparison of PIIN/SPIIN assignments between External Award Orders and FSS/GSA Orders.

FSS/GSA ORDERING PROCESS (ORDERS UNDER Non-DOD AWARDS/AGREEMENTS)

FSS/GSA Awards are only to be created for the **issuance of orders under Non-DOD basic contracts/agreements not created on the activities PD^2 database.**

The "FSS/GSA" process is designed to allow the user to place orders under **Non-DoD basic contracts/agreements.** All orders under Non-DoD awards must utilize this process since this is the only process that does not perform DoD PIIN validations.

PD^2 FSS/GSA Ordering Instrument: PD^2 does not require a replica of the award document to be prepared as in the case of the External Award. Only the Non-DoD PIIN needs to be recorded in the database so that the PIIN can be referred to in the order. PD^2 does not perform any PIIN validations.

FSS/GSA Order: Orders against Non-DoD awards can be made on either a DD1155 or a SF1449. Since only the award PIIN is stored in the database, the pertinent contract information, such as price and contractor, must be entered manually in the order.

In accordance with DFARS 205.7003(a)(3), PD^2 assigns a 13 digit DoD PIIN to the order. The first six digits nureflect the ordering activity DODAAC while the ninth position contains an "F" to indicate that the order is against a non-DoD award. See below for a comparison of PIIN/SPIIN assignments between External Award Orders and FSS/GSA Orders.

4.1.6 ESTABLISHING ORDERING CLINs AND PROVISIONED LINE ITEMS IN BASIC AWARD DOCUMENTS

Ordering CLINs - Basic Award CLIN IDC Type Requirements

PD^2 provides the user with the ability to select one of four different IDC types: N/A, Requirements, Definite Quantity or Indefinite Quantity. Delivery order requirements can be matched and selected using any of the four. Selection of the IDC type depends on whether the basic ordering instrument will contain a "NULL" or a positive value for quantity/price. If the ordering CLIN will have a "NULL" value, an IDC type of "Indefinite Quantity" must be used. Aside from this, the remaining IDC types operate exactly the same as long as there is a sufficient quantity to order from.

When creating an order, the PR line item type must be the same contract type only. Although the IDC type should logically be N/A since the order line item is not subject to ordering, the IDC type can be any of the listed four. For example, when the IDC CLIN has been established as a "FFP - Definite Quantity" type, PR CLINs for orders can be "FFP-N /A", "FFP-REQ", "FFP-Definite Quantity" or "FFP-IQ".

PD will allow release of the basic ordering instrument with or without a quantity and/or cost with any IDC type CLIN. However, the IDC type has to be correctly established in basic award instruments as set forth above in order to successfully match and release delivery/task orders.

Many of the previous work solutions used to process IDC orders will no longer work in PD^2. In v4.2, if a "NULL" value for quantity/cost is desired when establishing the ordering CLIN, an "Indefinite Quantity" IDC type **must** be used. "Indefinite Quantity" is the only IDC type that will work with a "NULL" value. "N/A" IDC types now require an amount greater than "0" if orders are to be issued against it.

CLIN IDC TYPE →	"N/A"	"Requirements"	"Definite Quantity"	"Indefinite Quantity"
Quantity (FP)	≥ 1	≥ 1	≥ 1	"**NULL**" or ≥ 1
Unit Price (FP)	> 0	> 0	> 0	"**NULL**" or ≥ 0
Cost (Cost Type)	> $0	> $0	> $0	"**NULL**" or > $0

For upgraded ordering CLINs from v4.1e, the CLIN "IDC" type will have to be revised by formal modification to be able to continue issuing orders. V4.2 Increment 1 also allows the user to change the line item contract type via a modification.

In order to issue an IDC order, the IDC ordering CLIN must have a sufficient quantity remaining and must be the same contract type as the matched PR CLIN (IDC types do not have to be matched). An exception to this rule is the "Indefinite Quantity" IDC type which will allow orders to be placed against a "NULL" ordering CLIN.

IF A V4.1E WORKAROUND WAS USED IN AN UPGRADED IDC AWARD

In v4.1e, many sites utilized a workaround in which users were able to match a FFP-N/A PRCLIN with a FFP-N/A ordering CLIN with a "Null" quantity. This will no long work in v4.2. It is recommended that new awards be created.

To continue using an upgraded v4.1e IDC award, the user can issue a modification to the IDC award changing the IDC type from "N/A" to "Indefinite Quantity". As an alternative, the user can insert sufficient "estimated" quantities and/or unit prices.

Provisioned Items: In order to comply with DFARS 217.7602-2, which requires provisioned item orders to be on Standard Form 30, provisioned items in priced contracts must be established as an **"Information Line Item" using any Contract Type with an IDC constraint of "N/A"**. If an IDC type were selected, the order would have to be made on a DD1155. Quantity and/or unit price can be left "NULL".

When issuing a SF30 modification order, the user would then create a priced subclin under the Provisioned Line Item. Each order will be distinguished by its assigned SubCLIN number (i.e., 0001AA, 0001AB).

4.1.7 Automatic Clause Selection

Automatic clause selection for FAR and DFARS clauses in PD^2 is based on government furnished clause logic. All DoD PD^2 users utilize the same FAR/DFARS logic. Automatic clause selection does not replace the need for the contract specialist, PCO and legal to perform a detailed review of the selected clauses. PD^2 was not designed to be the sole determinant of clause inclusion. Often, the decision to include/exclude a specific clause is based on additional factors such as the business environment and cannot be determined by the software. In these cases, PD^2 brings these clauses into the award document as "Not Included". "Not Included" clauses are recommended for PCO consideration but are not included in the award unless the "Not Included" is unchecked. Further, correct clause selection is highly dependent on the user filling in the correct data fields as defined below.

How PD^2 Clause Logic Works

PD^2 determines which clauses are required based on objective information contained within the award document. For this reason, automatic clause selection should not be run until all of the information identified below has been added. Further, if any information is revised, the clauses need to be re-selected. The following information is used by the software to select the recommended set of clauses for PCO consideration.

Dollar Value of the contract as determined by either the total line item dollar value (for non-Agreements) or the "estimated contract value" designated in the "Classification" window (for Agreements).

Data Field Values inserted/selected by the user in specific data fields.

Clause Characteristics selected by the user.

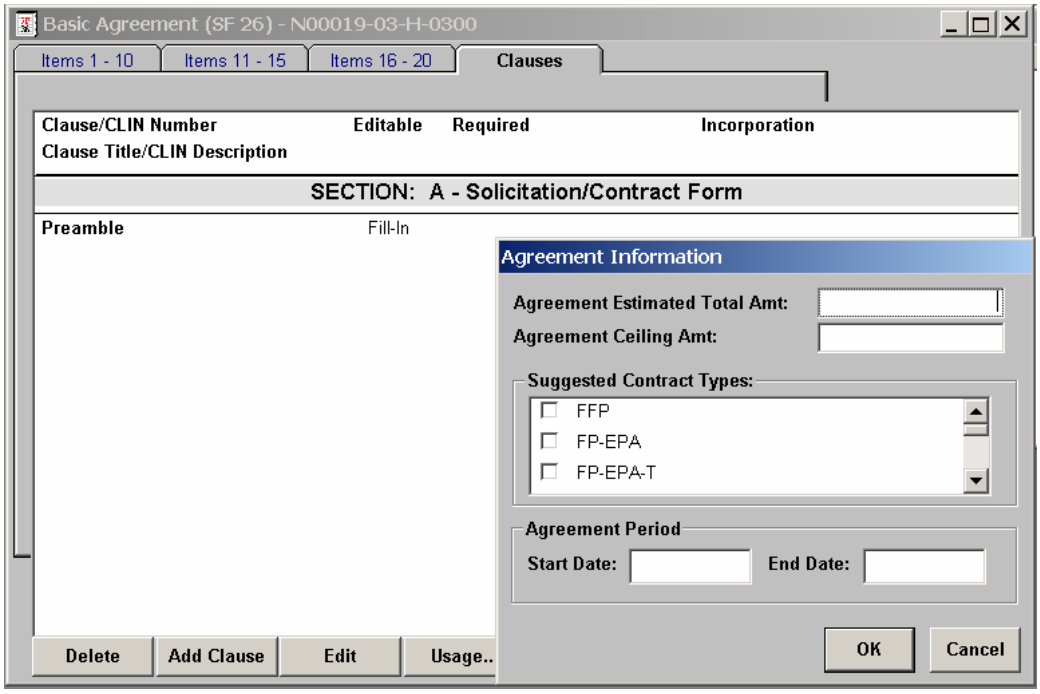
Automatic clause selection should NOT be run until all required data fields, clause characteristics and dollar values as describe below are complete. Further, at the discretion of the user, it should be run when data is revised.

Total Line Item Dollar Value

Non-Agreements - During automatic clause selection, PD^2 adds the total dollar value of all line items in Line Item Detail to determine the total dollar value of the prospective contract. If no pricing values are included, PD^2 will assume that the procurement is a Simplified Acquisition. If pricing is not yet known or a solicitation with no pricing is included, the user must insert the estimated dollar value of the procurement in one line item prior to running Automatic Clause Selection. Once clauses are selected, the estimated dollar value should be removed.

Agreements - Since v4.2 eliminated the requirement for line items in Agreements, the system was modified so that the user must now insert the estimated dollar value of agreements in the "Agreement Information" Window. To access the "Agreement Information" window, open the agreement icon and select, in the toolbar, "Document Options" → "Agreement Information". See Figure 22.

Figure 9: Screenshot - Agreement Information Window



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Clause Data Fields - **In order to maximize the effectiveness of the PD^2 Clause Logic, it is very important that all data fields effecting clause logic are filled in, if applicable. Even though the data fields do not necessarily populate the paper contract, it is required for correct clause selection. The following data fields currently drive clause selection. Prior to running automatic clause selection, the user must review this list and compare it to the prepared award document.**

Line Item Detail Tabs	Data Fields Which "Drive" Clause Logic
Detail Tab (Contract Type and Dollar Value for Agreements is designated in the "Agreement Information" window within "Document Options")	Contract Type Delivery Date IDC Type ADC Delivery Period of Performance / Delivery Period (Option) Line Item Cost (> $2K) Cost Constraint (NSP) Test Type (First Article Test)

Line Item Detail Tabs	Data Fields Which "Drive" Clause Logic
Description Tab	FSC SIC Program Code (if A20) Inspection/Acceptance Criteria
Pricing Tab	Variation in Quantity (one or both of fields)
Funding Tab	FMS Case Number on Funding Source Screen
Shipping Tab	F.O.B. Criteria HAZMAT Code
Payment Tab	Payment Type (Advance / Progress Payment) Performance Bond Payment Bond
Local Info Tab	None

Other Fields	Data Fields Which "Drive" Clause Logic
Document Classification	EFT (User must open "Classification" window to activate the EFT checkmark)
DD 254	Must be associated with document
DPAS Rating	Can be entered manually on first tab if not pulled from PR
Vendor Record – SA data entry	CAS Coverage (full or modified) on Address Details tab
Document Type Created	PIIN (specifically the letter designating the document type; i.e., the ninth character)
Bilateral	When appropriate box is checked on Purchase Orders

Remember that each of the above data fields must be correctly filled in to obtain the correct clauses during "Auto Clause" Selection. Special note should be taken regarding security clauses. Inclusion of the correct **security clauses are dependent on PD^2 finding a linked DD254 icon**. Since most sites do not create the DD254 in PD^2, these clauses will have to be manually included or the SA can create "local" clause rules to pull in.

Clause Characteristics

Document characteristics are attributes that may be applicable to an acquisition that are not available as data criteria. They are defined by the need for an additional data point not already available elsewhere in the database. The user must use the Document Options → Characteristics menu command to view and select appropriate characteristics. Each characteristic is tied to one or more FAR, DFARS or Local clauses. Figure 23 below explains the available PD^2 characteristics along with a brief prescription.

Figure 10: PD Clause "Characteristic" Prescriptions

CATEGORY	CHARACTERISTIC	PRESCRIPTION
Applicable Acts	Defense Base Act	Select when the Defense Base Act applies and the award is a public-work contract performed outside the United States, or it is approved or financed under the Foreign Assistance Act of 1961. This characteristic is tied to FAR 52.228-3 "WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT) (APR 1984)"
	Service Contract Act	Select when the Service Contract Act applies. In general, the act applies to any government contract, the principal purpose of which is to furnish services in the US through the use of service employees, except as exempted,, or any subcontract at any tier thereunder. See FAR 22.1006

CATEGORY	CHARACTERISTIC	PRESCRIPTION
Competitive Type	Other Than Full and Open	Select when "Other Than Full and Open Competition" (as defined in FAR 6.3) is used to select the source.
	Sole Source	Select for a contract for the purchase of supplies or services entered into by an agency after soliciting and negotiating with only one source. See FAR 6.003
	Two Step Bidding	Select when "Two Step Bidding" is used to select the source. See FAR 14.5

CATEGORY	CHARACTERISTIC	PRESCRIPTION
Other	A-76	Select for solicitations issued for the purpose of comparing the costs of contractor and Government performance (A-76 actions). See FAR 7.305
	Adv & Asst Services	Select when procuring advisory and assistance services unless a determination has been made under 16.504(c)(2)(i)(A). See FAR 16.506(g)
	Annual Reps & Certs	Select when the Offeror's Reps and Certs are submitted on an annual basis in lieu of in response to each individual solicitation. See FAR 14.213
	Bid Guarantee	Select when bid guarantees, performance or payment bonds will be required. See FAR 28.101-2 and 28.203-4/6.
	Bid Samples	Select when issuing an IFB if bid samples are required. See FAR 14.201-6(o)

	Bill of Lading	Select when f.o.b. origin shipments are to be made using Government bills of lading, prepaid postage, or indicia mail (authorized by the Post Office). Also select when advance notice of shipment is required for safety or security reasons, or where carload or truckload shipments will be made to DoD installations or, as required, to civilian agency facilities. See FAR 42.1404-2 and 42.1406-2.
	Brand Name or Equal	Select for a solicitation when brand name or equal purchase descriptions are included. See FAR 11.107
	C/SSR	Select when cost/schedule status reporting (C/SSR) is required on acquisitions for other than major systems. See 242.1107-70
	Closing Military Inst	Use when contract performance is to be at a closing military intallation or when when contracting with state and local governments for services at a closing base. See FAR 222.7102/237.7402
	COR	Check when the contract will designate a COR
	Cost and Price Data	Check when Cost and Pricing Data is required

	DATOBOCA	Select when invoking the temporary $15,000 micro-purchase threshhold for the acquisitin of supplies or services by or for the Department of Defense for which award is made and funds are obligated on or before 9/30/2003, facilitating the defense against terrorism or biological or chemical attach against the U.S. Purchases using this authority must have a clear and direct relationship to the defense against terrorism or biological or chemical attack. e acquisitin of supplies or services by or for the Department of Defense for which award is made and funds are obligated on or before 9/30/2003, facilitating the defense against terrorism or biological or chemical attach against the U.S. Purchases using this authority must have a clear and direct relationship to the defense against terrorism or biological or chemical attack. See FAC 2001-09 dated 8/30/2002 (FAR 13.201
	ECP	Select when the contracting officer wants engineering changes to be submitted in the format prescribed by MIL-STD-973 See DFARS 243.205-70
	EPA Designated Item	Select for procurements that are for, or specify the use of, an EPA designated item/recovered material. An EPA designated item is an item: (1) that is or can be made with a recovered material, (2) that is listed by EPA in a procurement guideline and (3) for which EOA has provided purchasing recommendations in a related Recovered Materials Advisory Notice. A Recovered material means waste materials and by products which have been recovered or diverted from solid waste including. See FAR 23.402.

	EVMS	Use when the government requires contractor compliance with DoD earned value management system criteria. See DFARS 234.005-70/1
	Export of Supplies	Select when supplies are to be protected through CONUS ports or when shipments will be consigned to DoD air or water terminal transshipment points. See FAR 47.305-6(e)/(f)
	GFP	Select when Government Furnished Property or Material is being provided under the terms of the contract. Also select when Special Tooling/Special Test Equipment is being fabricated or acquired by the contractor for the government. See FAR 35.106/302/306
	Government Agency	Select when the contract is with an agency of the U.S. Government or with State, local, or foreign governments or their agencies. See FAR 49.503/29.402/237.7402
	Handling Ammo & Explosives	Select for acquisitions involving use of ammo and explosives or contracts performed in Govt-owned, contractor operated ammunition production facilities. Also select if DoD 5100.76-M applies. See FAR 223.370/223.7203
	Higher Education	Select for acquisitions with educational institutions See FAR 4.404, 15.106, 16.307, 26.304, 30.201, 45.302, 49.502 and DFARS 204.470, 232.412, 235.015

	Incremental Funding	Select if one or more line items are to be incrementally funded. See FAR 32.705 and DFARS 232.705, 235.015.
	Indemnification	Select when the contractor is to be indemnified. See DFARS 235.070-3
	Letter Contract	Select when a UCA or letter contract is contemplated. See FAR 16.603, 32.502 and DFARS 235.015.
	Make or Buy	Select when a make-or-buy program will be incorporated in the contract. See FAR 15.408
	Master Agree R&A Vessels	Select for master agreements for repair and alteration of vessels. See DFARS 217.7104.
	Multi-Year Contract	Select when a multi-year contract is contemplated. Does not apply to "Multiple Year Contracts." "Multiyear contract" means a contract for the purchase of supplies or services for more than 1 but not more than 5 program years. Funding would be contingent upon the appropriation of funds. See FAR 17.109
	Non Profit	Select for acquisitions with non-profit organizations. See FAR 4.404, 15.106, 16.307, 26.304, 30.201, 45.302, 49.502 and DFARS 204.470, 232.412, 235.015

	Non-SAPs	Select when the award is expected to exceed the Simplified Acquisition Threshhold ($100,000). See FAR 27.201/3, 16.105, 19.905 and 47.405.
	Office Relocation	Select when the contract will call for the relocation of a Federal office. Also select when movements of Government employees' household goods or relocations of Government offices are involved. See FAR 47.207
	Options	Select when options are included in the contract. See FAR 17.208
	Patents	Select for patent release, settlement agreements, and license agreements. Also select for contracts if patent rights are to be assigned to the government or if it is possible, due to the nature of the work a patent application containing classified information could be submitted. See FAR 27 and DFARS 227.
	Personal Property/HHG	Select when acquiring services for the preparation of personal property for movement or storage, and for performance of intra-city or intra-area movement. See FAR 47.207 and DFARS 247.271
	Production Progress Report	Select when production progress reporting is to be required. See FAR 42.1107
	Records on Individuals	Select when the design, development, or operation of a system of records on individuals is required to accomplish an agency function. See FAR 24.104

	Rights/Technical Data	Select when technical data/computer software is to be developed/delivered. See DFARS 227.71/246.71
	Royalties	Select when royalty information is required or if the government/contractor is required to pay a royalty. See FAR 27.204/6 and DFARS 227.7009
	Shop/Record Drawings	Select for acquisitions calling for /not calling for delivery of shop drawings. See FAR 36.521 and DFARS 227.7107
	Specialty Metals	Select when the contracting officer determines that specialty metals are/are not required to be delivered. See DFARS 208.7305 and 225.7002
	System Acquisition	Select when the acquisition involves the design, development, production or modification of systems as defined by FAR 34 and DFARS 234.
	UCAs	Select when a UCA or letter contract is contemplated. See FAR 16.603, 32.502 and DFARS 235.015.
	Value Engineering	Select if a Value Engineering Program is appropriate to be included in the procurement. See FAR 48.201/2
	Warranty	Select when there is a need for greater protection or period of liability of data, services or supplies than provided by other contract clauses. See FAR 46.710 and DFARS 246.710

CATEGORY	CHARACTERISTIC	PRESCRIPTION
Place of Performance	Foreign Contract	Select when acquiring foreign supplies, services and construction materials. Does not necessarily apply to FMS procurements. See FAR 25.1103.
	Foreign Use	Select when acquiring foreign supplies, services and construction materials. Does not necessarily apply to FMS procurements. See FAR 25.1101.
	Germany	Select when contract performance will be in Germany or the contract requires the import of U.S. manufactured products into Germany. See DFARS 246.710/229.402
	GOCO	Select for contracts for the contractor operation of a Government-owned or leased facility See FAR 27.303/706
	Government Installation	Select when the procurement may require, or permit contractor performance on DoD installation or federal facility. See FAR 28.310, 36.514, 37.110 , 45.106 and DFARS 223.7103.
	Guam	Select when performance is to be in Guam. See DFARS 222.7303
	Italy	Select when performance is to be in Italy See DFARS 222.7201/402-70

	New Mexico	Select when services are to be performed wholly or in part in New Mexico. See FAR 29.401-6
	North Carolina	Select when performance is to be in North Carolina See FAR 29.401-2
	Overseas Performance	Select when performance in, or travel to a foreign country is required. Also select when the contractor is required to perform in or on behalf of a foreign country. See FAR 27.303, 28.309, 29.402, 37.113 and DFARS 222.7201, 225.97, 225.7402, 228.370, 229.402
	Spain	Select when performance is to be in Spain. Also select when supplies are to be imported into Spain. See DFARS 222.7201, 228.370 and 229.402
	UK	Select when performance is to be in the United Kingdom. See FAR 30.201 and DFARS 229.402
	United States	Select when performance is to be in the U.S.

CATEGORY	CHARACTERISTIC	PRESCRIPTION
Product Type	A&E	Select for architect-engineer services or for construction involving architect-engineer services See FAR 2.2, 4.2, 32.111, 36.609, 42.1305, 43.205, 44.204/5, 48.201 and 40.503 and DFARS 227.7107, 236.609-70
	Commercial Items	Select for the acquisition of commercial items. See FAR Part 12

	Communication Services	Select for the acquisition of communication services and facilities See DFARS 239.7411 and FAR 27.203/4, 32.111 and 51.205
	Construction	Select for the procurement of construction. See FAR 11.5, 14.201, 16.307, 19.708, 19.508, 19.1204,22.407, 25.1102, 36.500 and DFARS 219.708, 222.7000, 225.305
	DDRI	Select for the procurement of the dismantling, demolition, or removal of improvements. See FAR 11.5, 14.201, 16.307, 19.708, 19.508, 19.1204,22.407, 25.1102, 36.500 and DFARS 219.708, 222.7000, 225.305
	Facility	Select for a facilities contract. See FAR 15.106, 16.307, 22.407, 32.705, 43.205, 45.302, 49.505
	Leasing of Motor Vehicle	Select for the leasing of motor vehicles See FAR 8.1104 and 28.312
	Modification and Repair	Select when the procurement includes the modification or repair of government property See DFARS 217.7702, 228.370, FAR 29.401
	R&D	Select for procurements involving research, development, test, and/or and evaluation See FAR 4.404, 16.206, 16.307, 27.201, 27.303, 42.1305, 43.107, 43.205, 45.106, 45.302, 46.310 and DFARS 235.070/1
	Services	Select for the procurement of services.

	Services – Incidental	Select for the performance of various incidental services that are secondary to the procurement. See Table 1 hereto.
	Subscriptions	Select for the procurement of subscriptions or other charges for newspapers, magazines, periodicals, or other publications See FAR 13.302-5
	Supplies – Incidental	Select for various incidental supplies that are secondary to the procurement. See Table 2 hereto.
	Supply	Select for the procurement of supplies
	Transportation	Select for the procurement of transportation or transportation-related services. See FAR 28.313, 43.205, 47.207
	Utilities	Select for the procurement of utility services See FAR 41.501

CATEGORY	CHARACTERISTIC	PRESCRIPTION
Set-Aside Programs	8(a)	Select when the acquisition is an 8(a) set aside and is accomplished using the procedures of 19.811 and 19.805
	8(a) under 6 May 98 MOU	Select when the 8(a) acquisition is processed in accordance with the MOU between the Small Business Administration and the Department of Defense on 5/6/1998. See DFARS 219.800
	Eval Pref for SDB	Select when an evaluation factor is included in source selection for Small Disadvantage Business' in accordance with FAR 19.1201.

	HBCU/MI	Select when the acquisition is a set aside for an HBCU/MI (Historically Black College or University and Minority Institution) See FAR 26.3
	HUBZONE Set-Aside	Select for acquisitions set aside for HUBZONE (Historically Underutilized Business Zone)small business concerns. See FAR 19.13
	SB Set-Aside	Select for contracts involving total or partial small business set-asides. See FAR 19.5
	Very Small Bus. Set-Aside	Select for contracts set aside for very small business. See FAR 19.9

CATEGORY	CHARACTERISTIC	PRESCRIPTION
Solicitation Not in PD[2]	Award from IFB Not in PD[2]	Select for an award to be made when an IFB was used that was not prepared in PD.
	Award From RFP Not in PD[2]	Select for an award to be made when an RFP was used that was not prepared in PD.
	Award From RFQ Not in PD[2]	Select for an award to be made when an RFQ was used that was not prepared in PD.

TABLE 1: CLAUSES TIED TO THE “SERVICES-INCIDENTAL” CLAUSE CHARACTERISTIC

REFERENCE	TITLE	PRESCRIPTION
252.225-7043	ANTITERRORISM/FORCE PROTECTION POLICY FOR DEFENSE CONTRACTORS OUTSIDE THE UNITED STATES (JUN 1998)	225.7402
52.225-1	BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM--SUPPLIES (FEB 2000)	25.1101(a)(1)
52.225-1	BUY AMERICAN ACT--BALANCE OF PAYMENTS PROGRAM--SUPPLIES (FEB 2000)	25.1101(a)(1)
52.225-3	BUY AMERICAN ACT--NORTH AMERICAN TRADE AGREEMENT--ISRAELI TRADE ACT--BALANCE OF PAYMENTS PROGRAM (FEB 2000)	25.1101(B)(1)(I)
52.225-3	BUY AMERICAN ACT--NORTH AMERICAN TRADE AGREEMENT--ISRAELI TRADE ACT--BALANCE OF PAYMENTS PROGRAM (FEB 2000)	25.1101(B)(1)(I)
52.225-3 Alt I	BUY AMERICAN ACT--NORTH AMERICAN TRADE AGREEMENT--ISRAELI TRADE ACT--BALANCE OF PAYMENTS PROGRAM (FEB 2000) Alt I (FEB 2000)	25.1101(B)(1)(ii)
52.225-3 Alt II	BUY AMERICAN ACT--NORTH AMERICAN TRADE AGREEMENT--ISRAELI TRADE ACT--BALANCE OF PAYMENTS PROGRAM (FEB 2000) Alt II (FEB 2000)	25.1101(B)(1)(iii)
52.225-5	TRADE AGREEMENTS (FEB 2000)	25.1101©(1)
52.225-7	WAIVER OF BUY AMERICAN ACT FOR CIVIL AIRCRAFT AND RELATED ARTICLES (FEB 2000)	25.1101(d)
52.225-8	DUTY-FREE ENTRY (FEB 2000)	25.1101(e)
52.225-15	SANCTIONED EUROPEAN UNION COUNTRY END PRODUCTS (FEB 2000)	25.1103©
52.225-16	SANCTIONED EUROPEAN UNION COUNTRY SERVICES (FEB 2000)	25.1103©
52.246-4	INSPECTION OF SERVICES--FIXED PRICE (AUG 1996)	46.304
52.246-4	INSPECTION OF SERVICES--FIXED PRICE (AUG 1996)	46.304
52.246-5	INSPECTION OF SERVICES--COST-REIMBURSEMENT (APR 1984)	46.305

52.246-25	LIMITATION OF LIABILITY--SERVICES (FEB 1997)	46.805, 235.015-71(i)(4)

TABLE 2: CLAUSES TIED TO THE “SUPPLIES-INCIDENTAL” CLAUSE CHARACTERISTIC

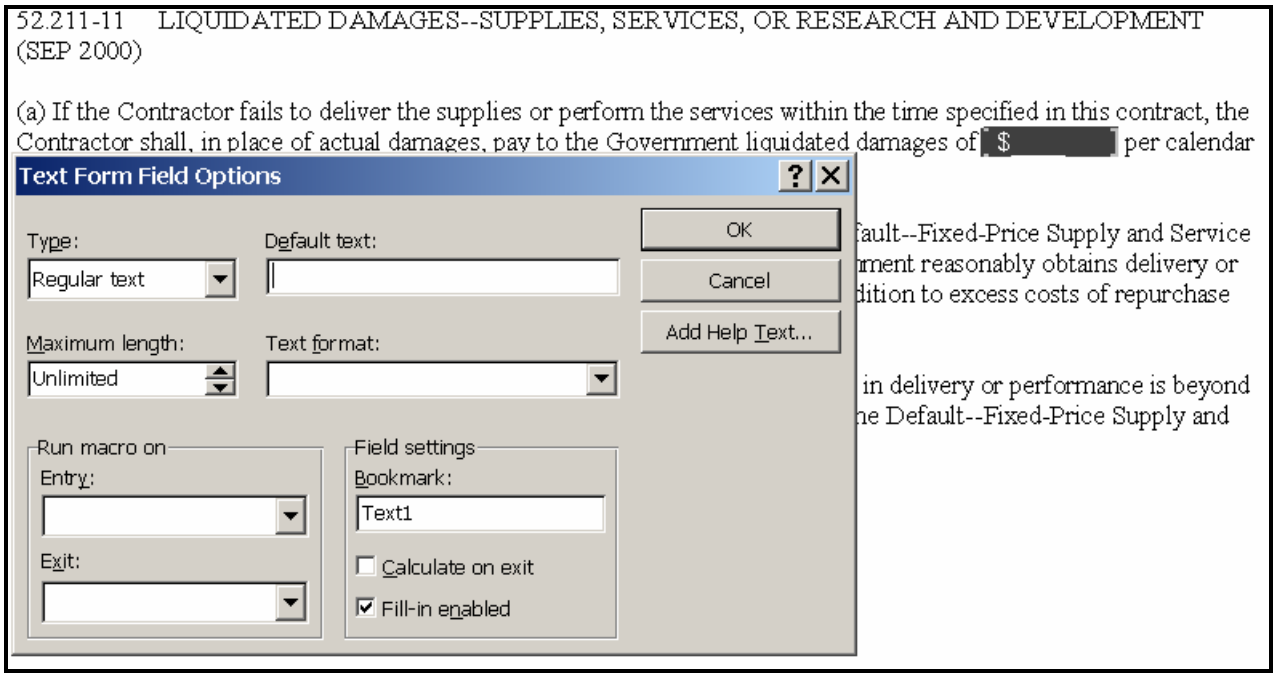
REFERENCE	TITLE	PRESCRIPTION
252.217-7026	IDENTIFICATION OF SOURCES OF SUPPLY (NOV 1995)	217.7303
252.217-7026	IDENTIFICATION OF SOURCES OF SUPPLY (NOV 1995)	217.7303
252.225-7000	BUY AMERICAN ACT-BALANCE OF PAYMENTS PROGRAM CERTIFICATE (DEC 1991)	225.109(a)
252.225-7000	BUY AMERICAN ACT-BALANCE OF PAYMENTS PROGRAM CERTIFICATE (DEC 1991)	225.109(a)
252.225-7001	BUY AMERICAN ACT AND BALANCE OF PAYMENTS PROGRAM (JAN 1994)	225.109(d)
252.225-7006	BUY AMERICAN ACT--TRADE AGREEMENTS--BALANCE OF PAYMENTS PROGRAM CERTIFICATE (JAN 1994)	225.408(a)(1)
252.225-7009	DUTY-FREE ENTRY--QUALIFYING COUNTRY END PRODUCTS AND SUPPLIES (MAR 1998)	225.605-70(a)
252.225-7036	NORTH AMERICAN FREE TRADE AGREEMENT IMPLEMENTATION ACT (MAR 1998)	225.408(a)(4)(A) and (B)
252.225-7036	NORTH AMERICAN FREE TRADE AGREEMENT IMPLEMENTATION ACT (MAR 1998)	225.408(a)(4)(A) and (B)
252.225-7036 Alt I	NORTH AMERICAN FREE TRADE AGREEMENT IMPLEMENTATION ACT (JAN 1994)--ALTERNATE I (MAR 1998)	225.408(a)(4) (B)(ii)
52.211-5	NEW MATERIAL (MAY 1995)	11.302(a)
52.211-16	VARIATION IN QUANTITY (APR 1984)	11.703(a)
52.211-16	VARIATION IN QUANTITY (APR 1984)	11.703(a)
52.215-14	INTEGRITY OF UNIT PRICES (OCT 1997)	15.408(f)(1)

52.215-14	INTEGRITY OF UNIT PRICES (OCT 1997)	15.408(f)(1)
52.215-14	INTEGRITY OF UNIT PRICES (OCT 1997)	15.408(f)(1)
52.222-20	WALSH-HEALY PUBLIC CONTRACTS ACT (DEC 1996)	22.610
52.222-20	WALSH-HEALY PUBLIC CONTRACTS ACT (DEC 1996)	22.610
52.223-11	OZONE-DEPLETING SUBSTANCES (JUN 1996)	23.804(a)
52.223-12	REFRIGERATION EQUIPMENT AND AIR CONDITIONERS (MAY 1995)	23.804(b)
52.225-8	DUTY-FREE ENTRY (FEB 2000)	25.1101(e)
52.243-1 Alt II	CHANGES--FIXED PRICE (AUG 1987)-- ALTERNATE II (APR 1984)	43.205(a)(3)
52.243-1 Alt II	CHANGES--FIXED PRICE (AUG 1987)-- ALTERNATE II (APR 1984)	43.205(a)(3)
52.243-1 Alt II	CHANGES--FIXED PRICE (AUG 1987)-- ALTERNATE II (APR 1984)	43.205(a)(3)
52.243-1 Alt II	CHANGES--FIXED PRICE (AUG 1987)-- ALTERNATE II (APR 1984)	43.205(a)(3)
52.243-2 Alt II	CHANGES--COST-REIMBURSEMENT (AUG 1987--ALTERNATE II (APR 1984)	43.206(b)(3)
52.243-2 Alt II	CHANGES--COST-REIMBURSEMENT (AUG 1987--ALTERNATE II (APR 1984)	43.206(b)(3)
52.246-2	INSPECTION OF SUPPLIES--FIXED PRICE (AUG 1996)	46.302
52.246-2	INSPECTION OF SUPPLIES--FIXED PRICE (AUG 1996)	46.302
52.246-3	INSPECTION OF SUPPLIES--COST-REIMBURSEMENT (APR 1984)	46.303
52.246-16	RESPONSIBILITY FOR SUPPLIES (APR 1984)	46.316
52.246-23	LIMITATION OF LIABILITY (FEB 1997)	46.805, 235.015-71(i)(4)

ADDITIONAL USER TIPS

Fill-in Clauses – To fill-in text, double click in the gray text fields to view the "Text Field Options" Window. This methodology will ensure that the fill-in information is sent via EDI. See Figure 24.

Figure 11: Screenshot - Clause "Fill-In" Window



4.1.8 COMMITMENT IDENTIFICATION NUMBER (CIN)

In anticipation of the deployment of DCD/DPPS, DFAS imposed a requirement on PD^2 v4.2 Increment 2 to support the recording a CIN for new obligations. The CIN was a reference to the document used to commit the appropriated funds. Prior to v4.2 Increment 2 deployment, DPPS was cancelled. At this time, it is not known when/if the CIN will be utilized.

Addition of CIN Field

The **CIN** data field will be added to the *Funding* tab within **Line Item Detail**. The **CIN** field will be limited to 30 alphanumeric characters. The **CIN** field will be masked such that all alphabetic characters will be upper case. Spaces and special characters, including dashes, %, $, will be prohibited. When the CIN is less than 30 characters, the field will be left justified. No additional characters will be added to pad the CIN to 30 characters.

The CIN will not be available on upgraded line items (regardless of whether funding is specified or not and whether one or multiple LOAs are specified). New line items will require a CIN when funded, including new award line items that are pulled from upgraded PRs or solicitations. The CIN will not be available on any document where contract level funding is used.

Pre-fill of CIN

The following table describes the behavior of the CIN field as a source line item moves into a specific procurement phase.

Source	PR Phase	Solicitation Phase	Award Phase
Upgraded PR Line Item	CIN field not available.	CIN pre-fills with 30 zeroes. May be edited by the user.	CIN pre-fills with 30 zeroes. May be edited by the user until release of award.
Upgraded Solicitation Line Item	N/A	CIN field not available.	CIN pre-fills with 30 zeroes. May be edited by the user until release of award.
Upgraded Award Line Item	N/A	N/A	CIN field not available.
New Line Item on Upgraded PR	CIN pre-fills with 30 zeroes. May be edited by the user.	CIN pulls from PR line item. May be edited by the user.	CIN pulls from PR line item. May be edited by the user until release of award.
New Line Item on Upgraded Solicitation	N/A	CIN pre-fills with 30 zeroes. May be edited by user.	CIN pulls from solicitation line item. May be edited by the user until release of award.
New Line Item on Upgraded Award	N/A	N/A	CIN pre-fills with 30 zeroes. May be edited by the user until release of award.
New Line Item on New PR	CIN pre-fills with PR number concatenated with line item number. May be edited by the user.	CIN pulls from PR line item. May be edited by the user.	CIN pulls from PR Line Item. May be edited by the user until release of award.
New Line Item on New Solicitation	N/A	CIN pre-fills with 30 zeroes. May be edited by the user.	CIN pulls from solicitation Line Item. May be edited by the user.
New Line Item on New Award	N/A	N/A	CIN pre-fills with 30 zeroes. May be edited by the user until release of award.

Line Item Renumber

If the user renumbers a PR line item after the CIN has been assigned, the system will not automatically reset the CIN. The user must manually reset the CIN as appropriate.

Printing

The CIN will print in both Section B and Section G (or equivalents) of the document. Where multiple CINs reference the same LOA, each CIN will print under the LOA. The format for Section G will be as specified below.

Note: The Cost Code label is only printed when available.

ACRN: [Long Line of Accounting] Cost Code: [ ]

CIN1: [Dollar Amount]

CIN2: [Dollar Amount]

When Job Orders are also used, the format of Section G will be as specified below.

Note: The Date, Qty, and Amount are only printed when available.

ACRN: [Long Line of Accounting] Cost Code: [ ]

CIN1: [Dollar Amount]

CIN2: [Dollar Amount]

CLIN	JOB ORDER	FUNDS EXP. DATE	FUNDED QTY	FUNDED AMT
[CLIN #]	[JO #]	[Date]	[Qty]	[Amount]

A bookmark will be added to allow for inclusion of the CIN in the CLIN templates. The standard CLIN templates delivered with PD² will be updated to include the CIN bookmark. Sites will be responsible for updating their site-specific templates to include the CIN bookmark upon upgrading to 4.2 Increment 2.

Changes to the CIN will print in Section G (or equivalents) of the Summary of Changes. No changes will be reported in section B.

In order to facilitate these changes,, the BPA Call will be generated beginning in 4.2 Increment 2. The BPA Call will utilize the UCF format. The user will not be able to select a different format. Because the BPA Call does not have a *Clauses* tab, the document will always be sorted in the default order. The Summary of Changes will not be available for BPA Call modifications. Released upgraded BPA Calls and BPA Call modifications will continue to print in the ungenerated format as done prior to 4.2 Increment 2.

One Line of Accounting Per Line Item

All new line items will be limited to one LOA per line item. The user will be prevented from adding more than one LOA on the *Funding* tab within **Line Item Detail**.

Upgraded line items (regardless of whether funding is specified or not, and whether one or multiple LOAs are specified) will continue to allow multiple LOAs per line item on subsequent modification and amendment documents. When a line item moves from one procurement phase to another, for example,

from PR to solicitation or from PR to award, those line items with multiple LOAs will pull forward. However, the new document may not be released with multiple LOAs per a single line item. A message box will display notifying the user which line items reference multiple LOAs and must be modified. The user will be required to restructure the new document such that multiple LOAs do not exist for a single line item prior to release.

Upon the release of a concurrent modification document, it is possible that multiple LOAs may be added to a single line item on an unreleased modification as in the case where two concurrent modifications add a different CIN and LOA combination to the same line item. For example, an award is created from a PR with a single unfunded line item. The award is released without adding funding to the line item. Two unreleased concurrent modifications are created from the award. Each concurrent modification adds a different CIN and LOA combination to the line item. When one of the modifications is released, the funding from that modification will be applied to the unreleased modification resulting in multiple LOAs on a single line item. In this scenario, the owner of the unreleased modification would be forced to remove the LOA that they had previously added. The user may create an informational sub line item in order to reference the additional funding. The LOA added by the released modification (the now conformed copy) would need to remain intact given that the CIN and LOA may not be deleted on a modification document once applied on a released document. The user will be prevented from releasing the modification with multiple LOAs associated with a single line item. An alert will be sent to the owner of the unreleased modification when the concurrent modification is released.

Validations

The system will validate that the CIN is specified for any funded line item, that is, any line item that specifies an LOA. The CIN must be alphanumeric and may not contain blanks or special characters. This validation will be applied to all procurement documents that may include funding. An error message will display if these validations fail; the user must correct the issue before continuing. The message given will be “The CIN is required and must be alphanumeric and may not contain blanks or special characters.”

The system will validate that the CIN is unique to the LOA. Each CIN may only reference one LOA. An error message will display if these validations fail; the user must correct the issue before continuing. A CIN will be considered to reference an LOA only when it is specified with an LOA on a released award or award modification document given that the CIN/LOA combination may be modified up until it exists on a released award or award modification document. It may then be possible for a single CIN to reference multiple LOAs on PR, PR modification, solicitation, or solicitation amendment documents until the CIN is locked to an LOA on a released award or award modification. The relationship between the CIN and LOA will not be locked in until it is specified on a released award or award modification document. This validation will be applied to all documents with funded line items. The message given will be “CLIN *[clin number]*: The CIN/LOA combination is not valid. CIN [CIN] references LOA *[LOA]* on a released award.” If the two CINs reference the same LOA within a document, the message displayed will be “CLIN *[clin number]*: The CIN/LOA combination is not valid. CIN [CIN] references LOA *[LOA]* elsewhere on the document.”

Upon preapproval and release of a document (or preapproval and approval of a PR), the system will validate that multiple lines of accounting do not exist per line item. Multiple LOAs may have been applied to a concurrent modification where multiple modifications added funding to a line item (see Section 3.1.2) or if an upgraded PR with multiple LOAs per line item is copied (see Section 3.1.1.3). An error message will display if multiple lines of accounting are specified on a single line item; the user must correct the issue before continuing. The message given will be “CLIN *[clin number]* references multiple lines of accounting. Only one line of accounting may be specified per line item.” If more than one line item fails

validation one message referencing all applicable CLINs will be given (i.e. “CLINs [clin number], [clin number]… reference….”).

Validations will not be applied to a CIN consisting of 30 zeroes.

Note: Validations will only apply to new funded line items not to upgraded line items.

4.1.9 Funds Certification Documents

The ability to create new Funds Certification Documents and apply existing Funds Certification Documents will be removed from the system. In order to facilitate this change the **Procurement → Pre-Award/Award → Certify Funds** menu option and its sub-menu will be removed. Users will be required to apply all existing Fund Certification Documents prior to upgrading to 4.2 Increment 2.

4.1.10 Modification to ACRN Bookmark

The hard coded label of “Funded Amount” will be removed from the ACRN bookmark for all standard CLIN Templates delivered with PD².

4.1.11 Screenflow

The **Funding Sources** window and the *Funding* tab within **Line Item Detail** will be modified in order to accommodate the **CIN** field. The CIN will default to the PR document number concatenated with the PR line item number. This number will display when the user opens the **Funding Sources** window on the PR. The user will be able to modify the CIN in the **Funding Sources** window (in the cases where the CIN is editable). The CIN will be displayed on the *Funding* tab. See Figures 27 and 28.

Figure 12: Screenshot - New CIN field on Funding Sources Window

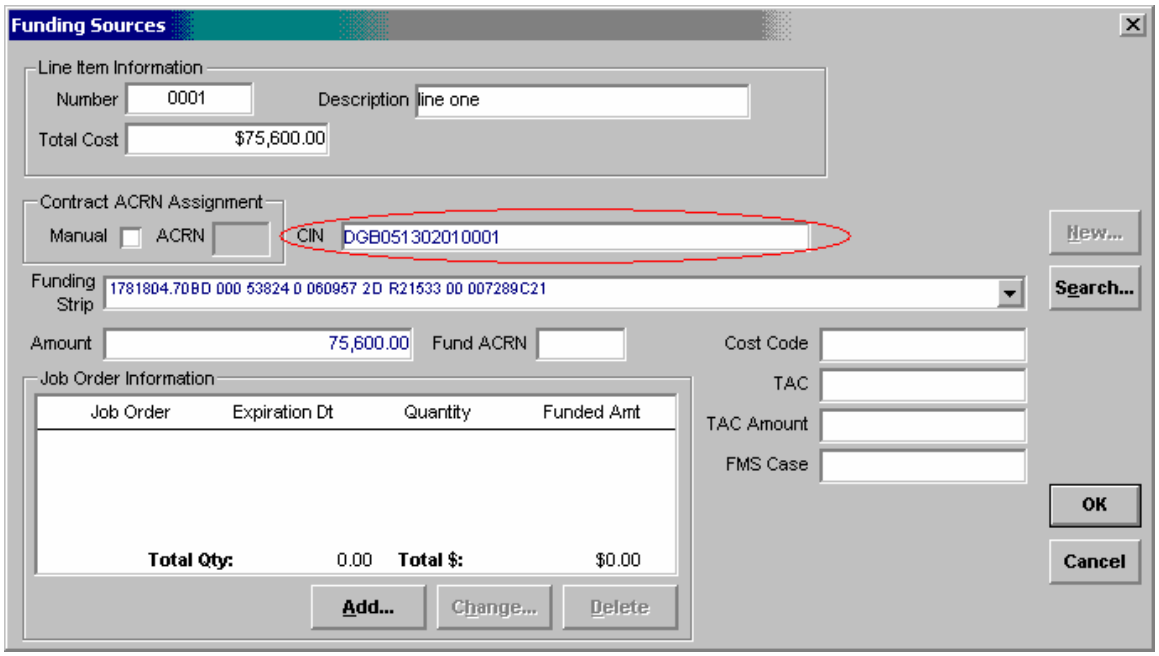
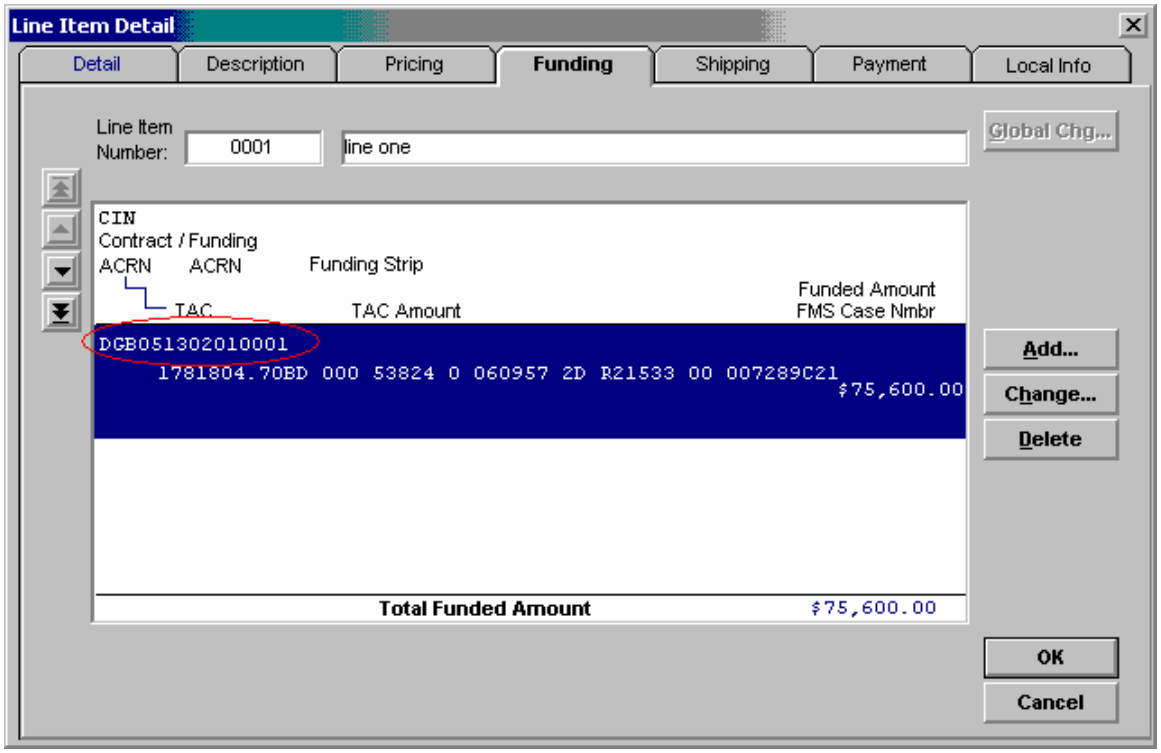


Figure 13: Screenshot - New CIN Field on Funding Tab



4.1.12 MODIFICATION LINKING

The "Modification Linking" functionality was created to establish a link between the PR requesting an award modification and the modification itself. Prior to v4.2, only PRs for basic award documents were linked to the resulting award. Although the PR for a modification still CANNOT be used to create the modification document, a link can now be established with the resulting modification. By establishing the link, PD now has the ability to:

Complete a "work assignment" in Workload Management for a contract modification.

Identify the source document for a modification.

Track award status for PR originators

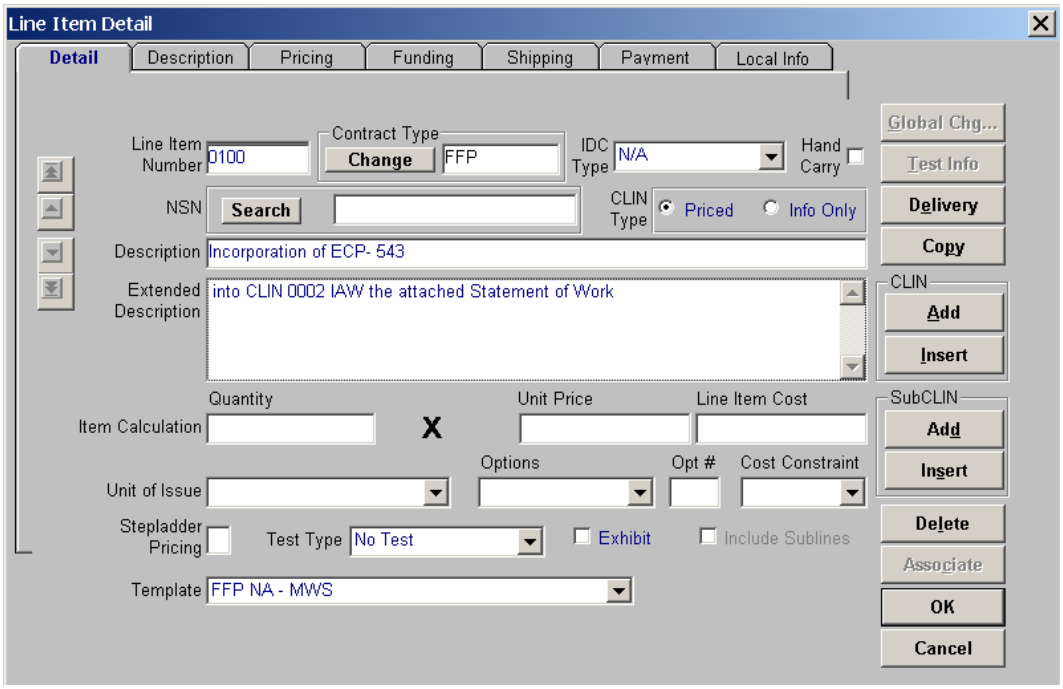
Copy the line item detail from an award into a PR for a modification for the purpose of easily describing a change.

Modification Linking Process: Mod Linking is a 2-step process. The first step establishes the link between the PR and the award document. The second step establishes the link from the award modification to the PR.

Establishing a Link Between the PR and the Award Document

Prepare the PR to identify the change in the Line Item Detail Tab. **Create a line item number that is not contained in the basic award.** See Figure 29.

Figure 14: Screenshot - Line Item Detail Window



Proprietary Information – Not for Disclosure Outside of the Government

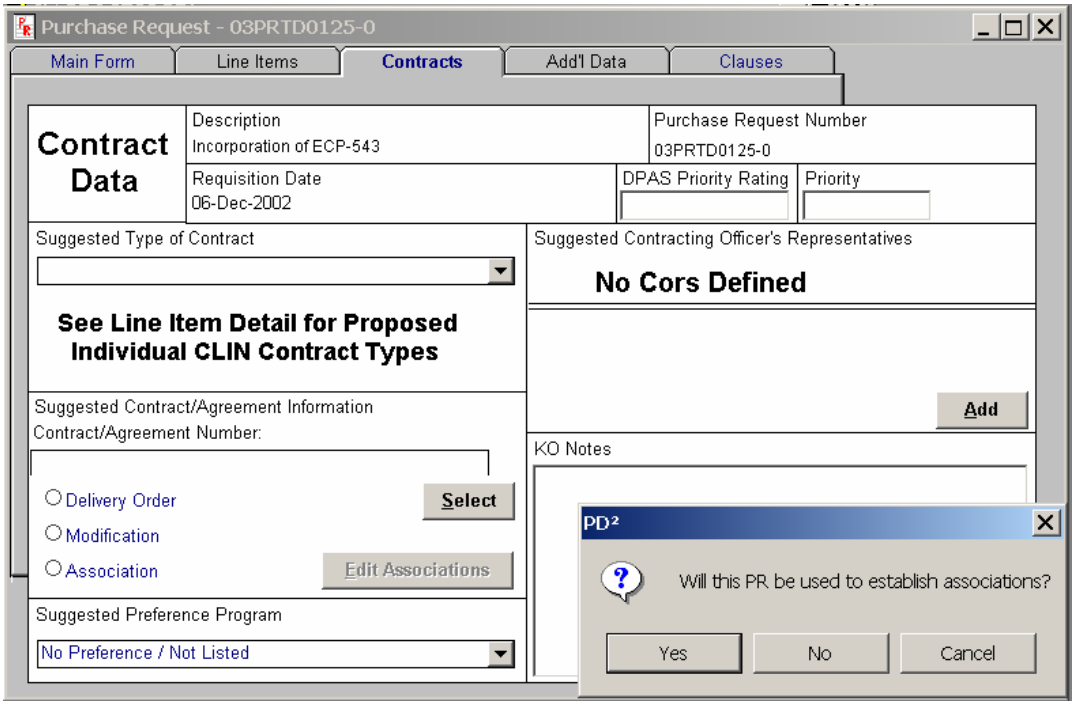
Select the “Contracts” Tab of the PR to search for and select the basic award to be modified.

Click the “Select” button under “Contract/Agreement Number”.

Answer “Yes” when asked “Will this PR be used to establish associations?” See Figure 30

Select the released award in the search window.

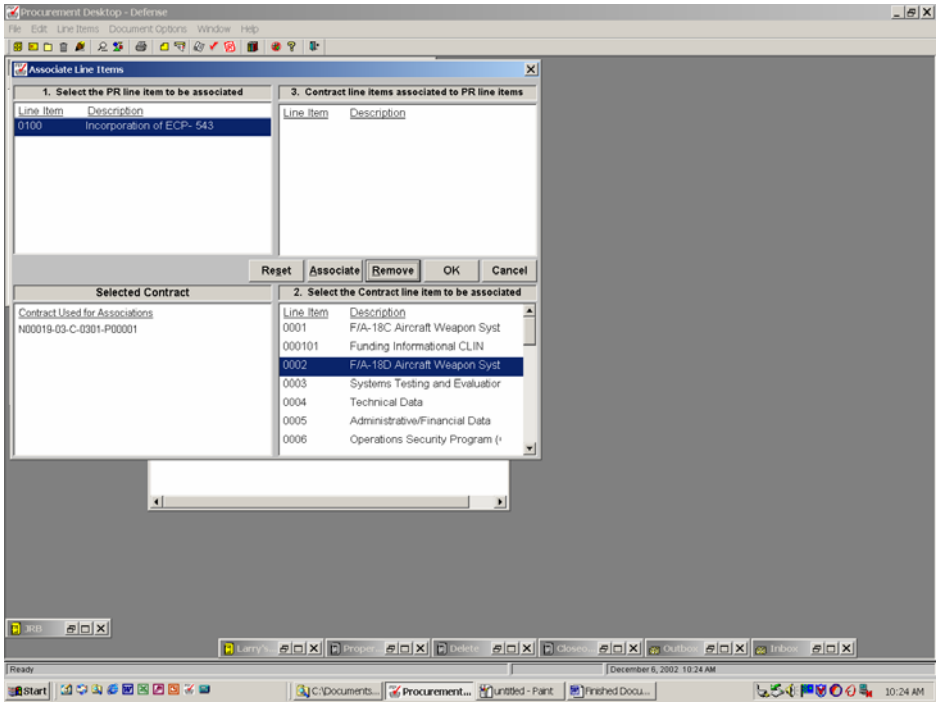
Figure 15: Screenshot - Line Item Contracts Tab



Proprietary Information – Not for Disclosure Outside of the Government

Select the “Edit Associations” block on the “Contracts” Tab. Block 1 identifies the line items in the PR and Block 2 identifies the line items in the award. Highlight the PR line item first and then highlight to award line item to which it applies. Select the “Associate” button to establish the link. The associated contract line item will move to Block 3. Select “OK”. See Figure 31.

Figure 16: Screenshot - Associate Line Item Window



Proprietary Information – Not for Disclosure Outside of the Government

Once the mod is created, the user must link the mod back to the PR. Highlight the draft modification and select “Procurement” → “Post Award” → “Mod Linking”. The “Contract Mod Linking” window opens. See Figure 32.

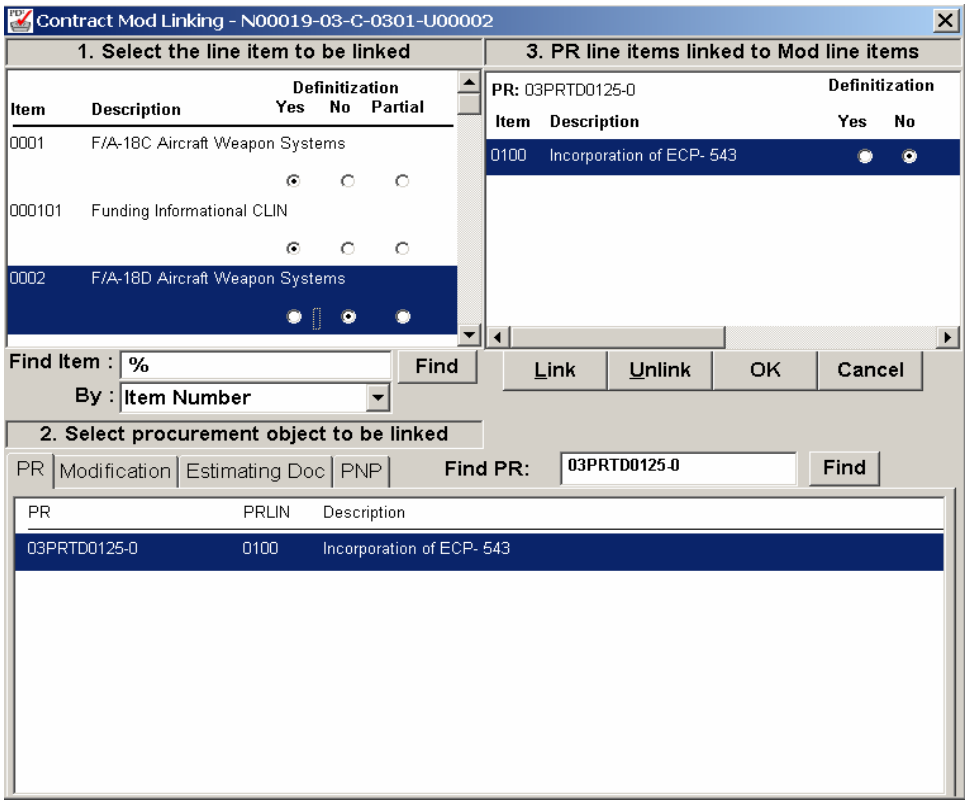


Figure 17: Screenshot - Contract Mod Linking Window

Proprietary Information – Not for Disclosure Outside of the Government

In block 1, highlight the award line item to be linked to the PR line item. In block 2, all PR containing line items that have an association to the selected award line item are listed. Select the PR that the selected award line item is to be linked. The selected PR line item appears in block 3. Select “Link”. See Figure 32.

In block 3, select the radio button that designates if the modification is to be definitized or undefinitized. Select OK. See Figure 32.

4.2 Procurement Request

4.2.1 General Information

Purchase Requests will be completed and approved in ILSMIS and then passed to PD^2. The completed and approved Purchase Request can be sent to PD^2 via a Central Point or directly to an individual buyer. The site will determine the best method to send the Purchase Requests to PD^2. The requisition number assigned by ILSMIS will be utilized by PD^2 as the Purchase Request Number. The requisition's group number will be included in the PR description thereby allowing users to easily sort all Purchase Requests that belong to one procurement action.

The Purchase Request routed by ILSMIS into PD2 **MUST NOT** be altered in anyway in PD^2 by the contract specialist/buyer. Purchase Request Numbers will **NEVER** be altered in PD^2. All Purchase Requests must be generated, approved and workload assigned in PD^2 using Workload Management. The buyer should review the Purchase Request to ensure that the necesssary information is included and that the purchase request is not a Micro Purchase/Bankcard action.

Purchase Requests may be rejected back to ILSMIS for changes, technical screening or to be purchased through the bankcard module at any time prior to award of a contract/order. Procedures to reject the Purchase Request back to ILSMIS can be found in Section 4 of this document. Section 4.4 outlines procedures for rejecting a purchase request that has been associated to an award.

4.2.2 Assignment of the Purchase Request

Assumptions: "Buyer" Generates and Approves. A Purchase Request may be self-assigned by the "Buyer" or assigned by a "Manager". A PR MOD must be Generated, Approved and Released. Inquire about Local Site Procedures.

The Purchase Request and its attachments must be moved from the Inbox to a working folder for workload assignment. Purchase Requests CANNOT be assigned to a Team Cabinet. Once the Purchase Request is Workload Assigned in PD^2 all work MUST remain in the blue workload assignment folder until the action has been awarded, at that time the folder will turn yellow and can then be moved to a Team Cabinet. Workload folders allow managers and users to manage workload, track PALT and adjust PALT for the number of days that the Purchase Request was rejected to ILSMIS.

4.2.3 Local Field Data Information

Within PD^2, there are different options available for the capture of data in local fields. These options include the use of Document Chain and/or the use of Local Information fields (both at the document and line item level). The ILSMIS/PD2 interface has pre-defined local fields that allow data, needed by the buyer/specialist but not available in a PD2 defined field, to be passed from ILSMIS to PD2. In addition, line item detail and document level local fields are passed from PD2 to ILSMIS via the interface in order to establish due-in records that include all required ILMIS data.

4.2.3.1 Document Chain Data

Document Chain fields are set up through the Local Information task in System Administration. As is standard in PD^2, each field has a specific label and data type associated with it. One of the main benefits of Document Chain is that there are an unlimited number of fields that can be used to capture information not directly mapped. The information stored within these fields will flow to other documents in its chain. However, information will **not** carry through to other documents created from it (e.g. Purchase Request (PR) to subsequent PR Modifications).

4.2.3.2 Local Information

Local Information fields, found at both the Document and Line Item level, are also set up through the Local Information task in System Administration. Again, as is standard in PD^2, each field has a specific label and data type associated with it. Unlike the Document Chain option however, there are a limited number of fields available for data population – ten for each Document level and Line Item level. One of the main benefits of Local Information fields is that the information will carry through to any document created from it (e.g. Purchase Request (PR) to Solicitation, PR to Award, etc.).

4.2.3.3 ILSMIS Interface Local Information Fields

Changes to fields marked with an * will be sent back to ILSMIS and should be reviewed closely when awarding or modifying a contract obligation. Document Chain Fields are informational fields sent from ILSMIS to SPS. Document Chain fields provide additional requirements information, that was recorded on the ILSMIS requisition, to the buyer/specialist in PD2. When a PR is received the document chain

fields should be reviewed by the specialist/buyer. To access these fields Highlight PR → Procurement → Document Chain Information. See Figure 1.1.

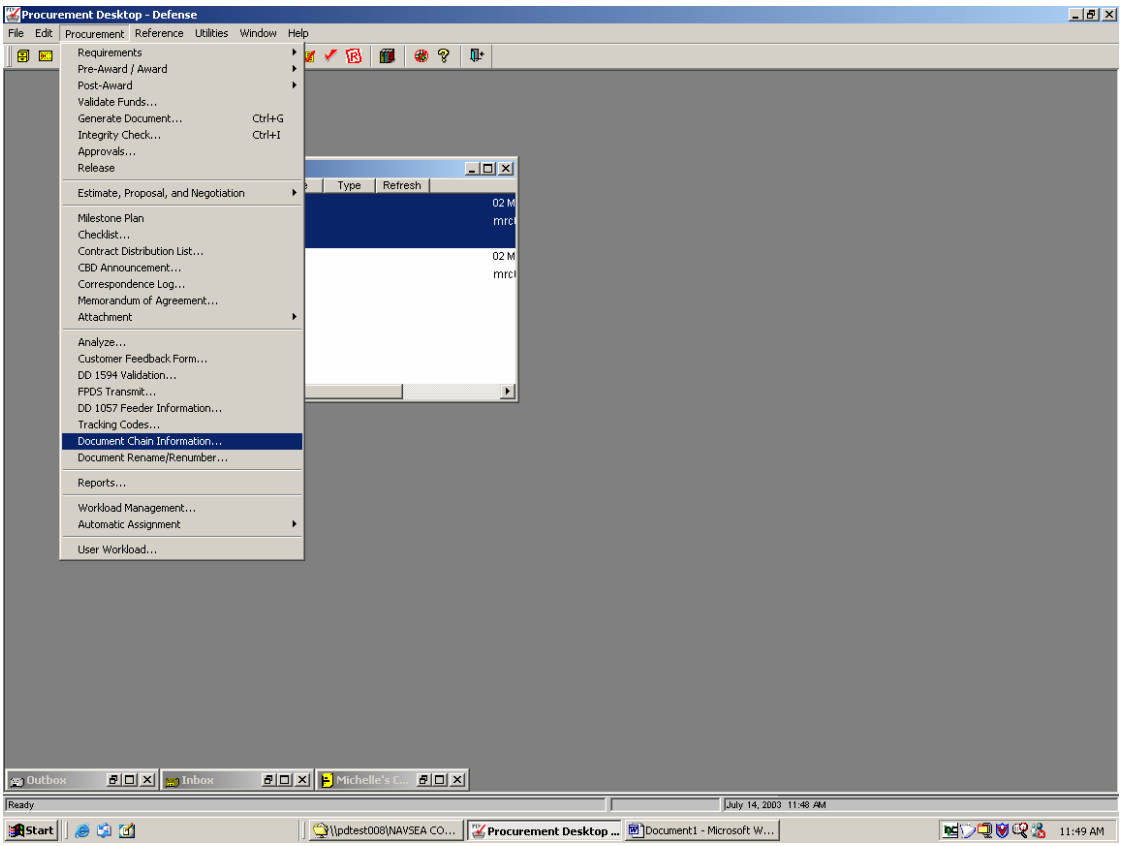


Figure 1.1 – Not for Disclosure Outside the Government

Document Chain Fields – These fields are informational only fields. See Figures 1.2, 1.3 and 1.4.

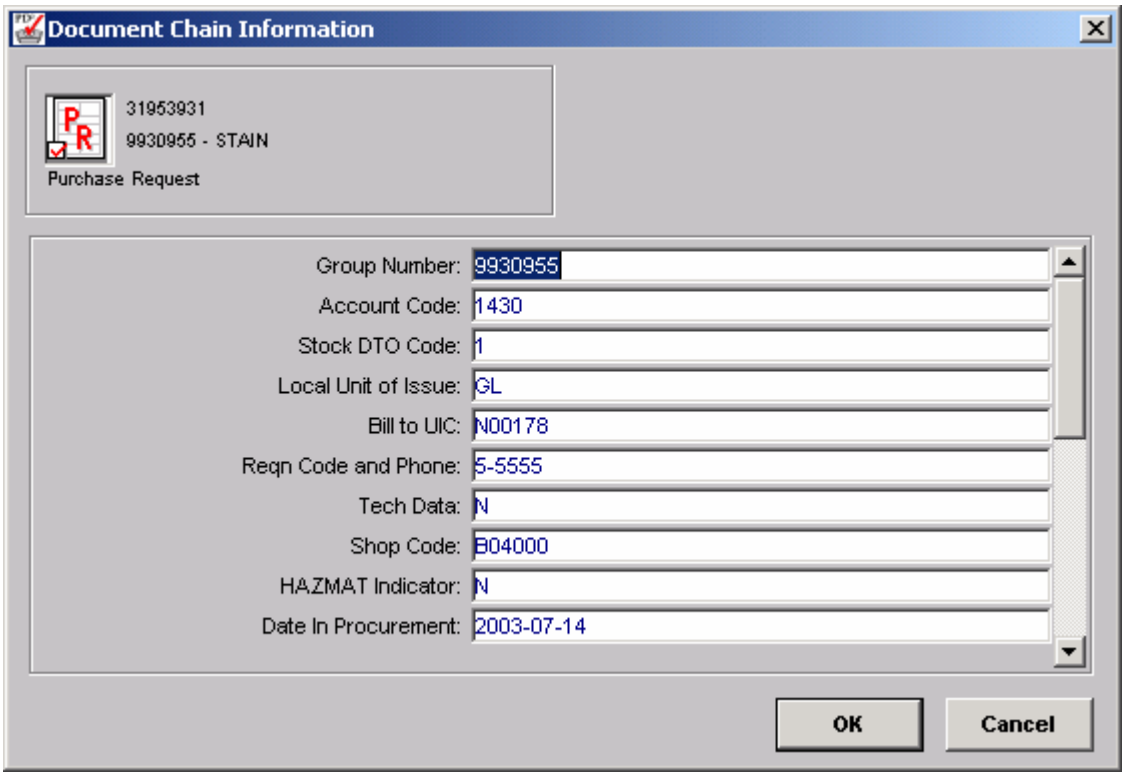


Figure 1.2 – Not for Disclosure Outside the Government

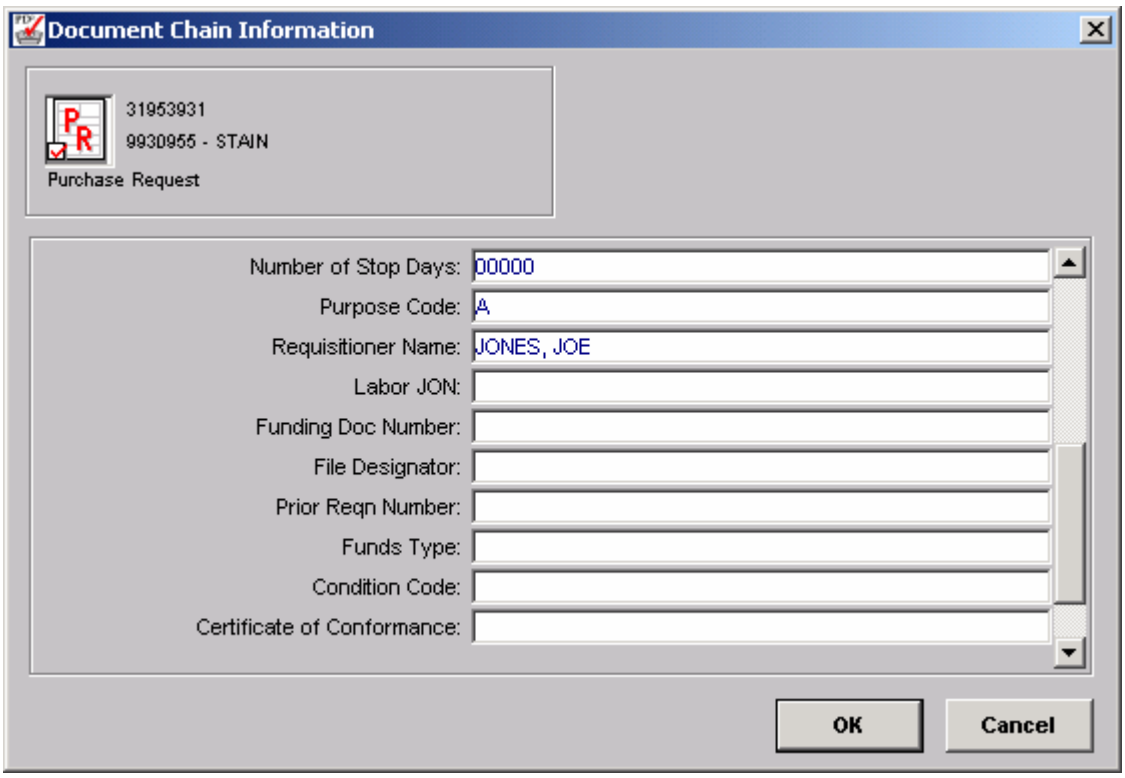


Figure 1.3 – Not for Disclosure Outside the Government

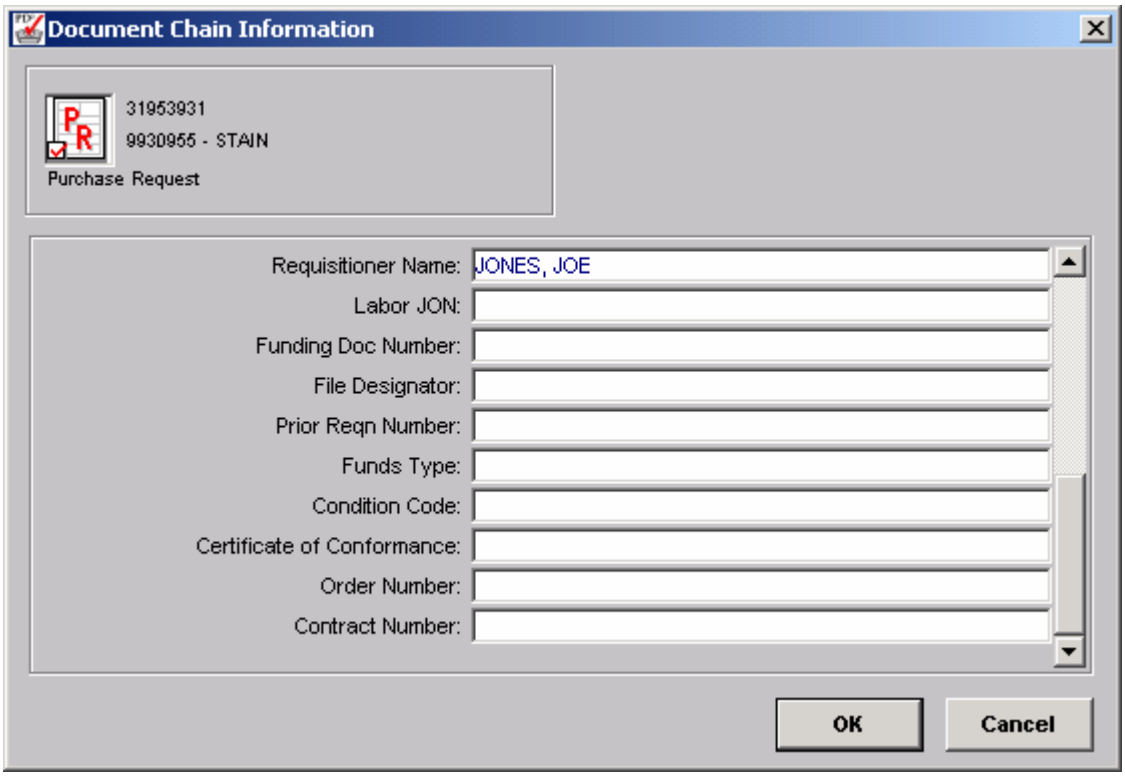


Figure 1.4 – Not for Disclosure Outside the Government

Document chain information is sent from ILSMIS to PD2 at the time the requisition is transmitted from ILSMIS to PD2 (these fields are not changed in PD2).

ILSMIS Name	Type of PD² Representation	PD² Representation	Recommended PD² Label	Description
Group Number	Document Chain	Local Field	Group Number	
Account Code	Document Chain	Local Field	Account Code	
Purpose Code	Document Chain	Local Field	Purpose Code	Stock
File Designator	Document Chain	Local Field	File Designator	Stock
Stock Direct Turnover Code	Document Chain	Local Field	Stock DTO Code	Stock or Direct to Customer
Charge Number Quality Assurance Labor	Document Chain	Local Field	Labor JON	Labor Charge # for procurement personnel

ILSMIS Name	Type of PD² Representation	PD² Representation	Recommended PD² Label	Description
Local Unit of Issue	Document Chain	Local Field	Local Unit of Issue	
UIC – Bill to	Document Chain	Local Field	Bill To UIC	Billing Office
Requisitioner Name	Document Chain	Local Field	Requisitioner Name	
Requisitioner Code/Phone Number	Document Chain	Local Field	Reqn Code and Phone	
Technical Data Package Indicator	Document Chain	Local Field	Tech Data	(Y/N)
Material Certification of Compliance Indicator	Document Chain	Local Field	Certificate of Conformance	
Shop Code	Document Chain	Local Field	Shop Code	
HAZMAT Indicator	Document Chain	Local Field	HAZMAT Indicator	(Y/N)
Funding Document Number	Document Chain	Local Field	Funding Doc Number	RCP/MIPR
Contract Document	Document Chain	Local Field	Contract Number	Used for DO/mod funding, option exercise, etc
Contract Delivery	Document Chain	Local Field	Order Number	Funding for specific order
Prior Requisition Number	Document Chain	Local Field	Prior Reqn Number	Complete if this requisition replaces a previous requisition
Funds Type	Document Chain	Local Field	Funds Type	Type of Funds (R&D, OM&N, etc)
Date In Proc	Document Chain	Local Field	Date In Procurement	Original

ILSMIS Name	Type of PD² Representation	PD² Representation	Recommended PD² Label	Description
Number of Stop Days	Document Chain	Local Field	Number of Stop Days	PALT Calculation

To review Local Information at the Document Level – **Open Purchase Request → Document Options → Local Information**. This information will be completed at time of award according to local procedures. See Figure 1.5 and 1.6.

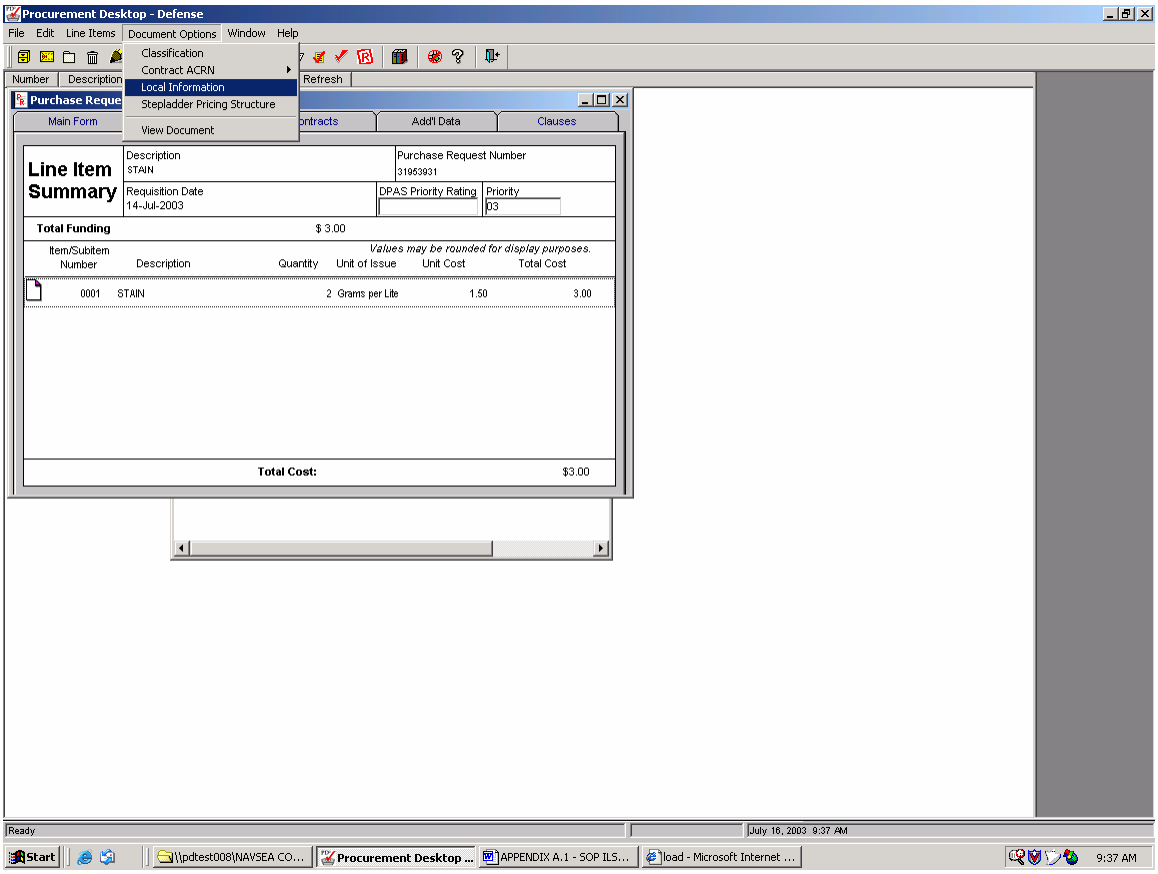


Figure 1.5– Not for Disclosure Outside the Government

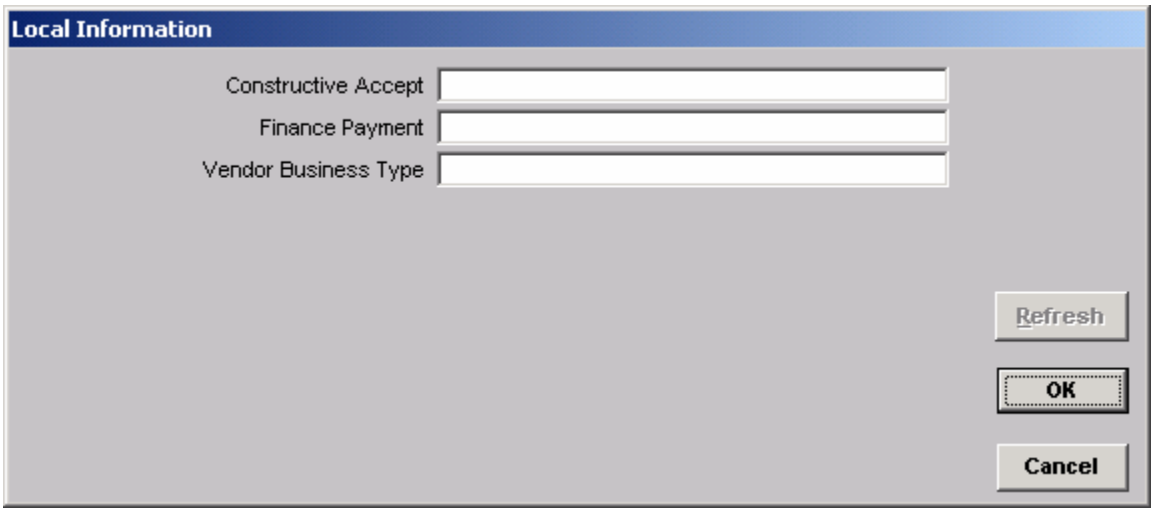


Figure 1.6– Not for Disclosure Outside the Government

The following is a quick reference guide of Document Level local fields

ILSMIS Name	Type of PD² Representation	PD² Representation	Recommended PD² Label	Description
*Constructive Acceptance	Local Information – Document Level	Local Field	Constructive Accept	# of days accept supplies if > 7 days under prompt payment
*Finance Payment	Local Information – Document Level	Local Field	Finance Payment	0-No finance pymts 1-52.232-12 AdvPymt 2-52.323-16 ProgPymt 3-52.232-29 CommFinPymt 4-52.232-30 InstallPymt 5-52.232-32 PerfBasedPymt

ILSMIS Name	Type of PD² Representation	PD² Representation	Recommended PD² Label	Description
*Vendor Type of Business	Local Information – Document Level	Local Field - Mandatory	Vendor Business Type	**A** - Small Disadvantaged Business Performing in U.S. **B** - Other Small Business Performing in U.S. **C** - Large Business Performing in U.S. **D** - Workshop for the Blind or Other Severely Handicapped **E** - Labor Surplus Area **F** - Hospital **G** - Woman owned business **H** - 8a Business **I** - Minority owned business **J** - Minority and labor surplus **K** - Minority and woman owned **L** - Foreign Concern/Entity **M** - Domestic Firm Performing Outside U.S. **N** - Historically Black Colleges and Universities or Minority Institutions (HBCU/MI) **P** - Other Educational **R** - Woman Owned, Minority and Labor Surplus **S** - Labor Surplus and Woman Owned **U** - UNICOR **Z** - Other Non-Profit

To complete or review Line Item Detail Local Info the requisition must be opened. **Open Purchase Request – Line Item Tab – Open Line Item (double click on the CLIN) → Local Info Tab.** The information in these fields must be completed in the award document at time of award. These fields are then sent back to ILSMIS to establish an accurate due-in record. Follow local procedures for updating any of these fields. See Figure 1.7.

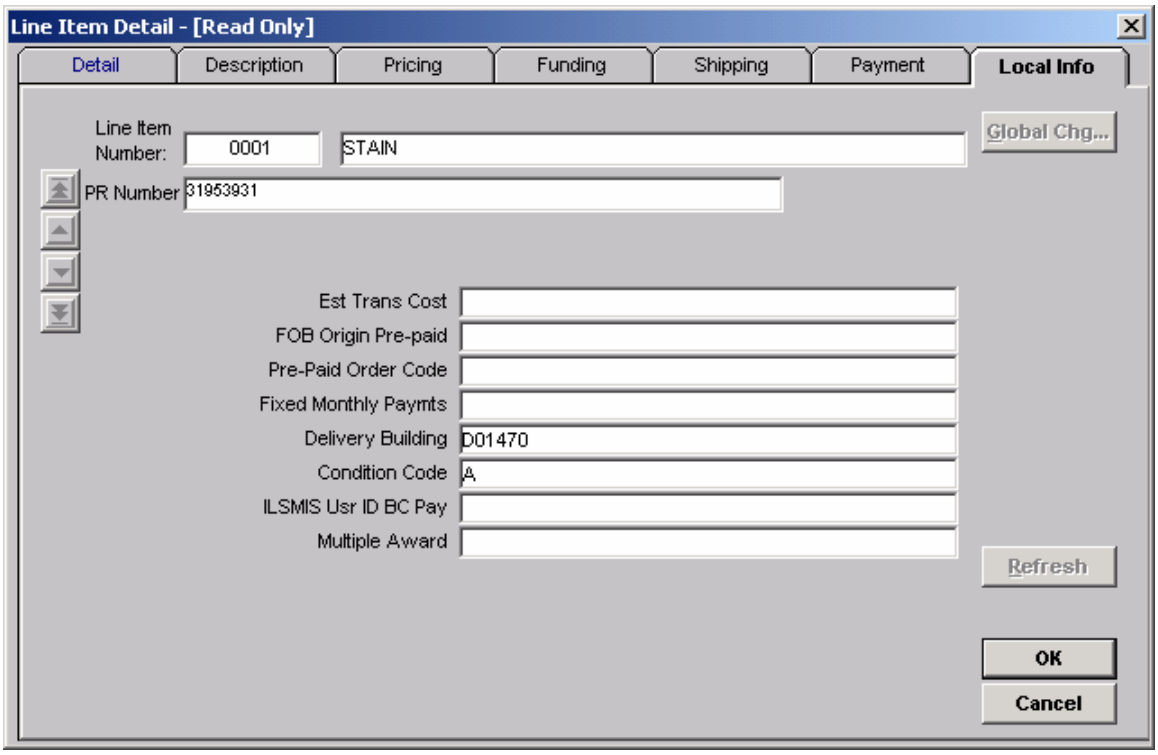


Figure 1.7– Not for Disclosure Outside the Government

The following is a quick reference guide of Line Item Level local information

ILSMIS Name	Type of PD² Representation	PD² Representation	Recommended PD² Label	Description
Transportation Cost	Local Information – Line Item Level	Local Field	Est Trans Cost	Estimated Cost of Prepay & Add Transportation
*Transportation Code	Local Information – Line Item Level	Local Field	FOB Origin Pre-paid	Y/N
*Pre-Paid Order Code	Local Information – Line Item Level	Local Field	Pre-Paid Order Code	Subscription (Y/N)

ILSMIS Name	Type of PD² Representation	PD² Representation	Recommended PD² Label	Description
*Billing Code	Local Information – Line Item Level	Local Field	Fixed Monthly Paymts	Auto Receipts (Y/N)
Delivery Building	Local Information – Line Item Level	Local Field	Delivery Building	Delivery Building
*Condition Code	Local Information – Line Item Level	Local Field	Condition Code	Material or Service (A/S)
*Bankcard User ID	Local Information – Line Item Level	Local Field	ILSMIS Usr ID BC Pay	6 digit ILSMIS userid
*Multiple Award	Local Information – Line Item Level	Local Field	Multiple Awards	Multiple Award (Y, Blank, F (Final)) (Must be applied to each line item if the PR is going to split across CLIN/SLINs or if a Multiple Award. An F should be enter on the final CLIN/SLIN for that PR or for the final award on a Multiple Award).

4.2.4 Attachment to the ILSMIS PR

Every PR will have an attachment when it is received from ILSMIS. The attachment will contain the following information from ILSMIS.

********** FSS **********

********** TECHNICAL INFORMATION **********

********** APPROVALS **********

DSR1 - GREGORY A JOHNSON 2003-03-27 Y

********** SUGGESTED SOURCES **********

*** VENDOR ***

CAGE:

,

Phone:

Fax:

POC:

Website:

E-mail:

Bankcard Eligible:

4.2.5 Assigning /Generating / Approving the Purchase Request

4.2.5.1 Assigning the Purchase Request – Subject to Local Procedures

If it is determined that the Purchase Request needs to be rejected back to ILSMIS, See Section 4 for procedures.

Purchase Requests and attachments must be workload assigned . The Purchase Request can be generated and approved before being workload assigned. For those Purchase Requests routed directly to the Contract Specialist/buyer rather than by a Manager in the Contracts/Purchasing Department, the Contract Specialist/buyer should self-assign the action via workload management. (NOTE: If workload is to be self-assigned, the specialist/buyer must be reflected as being able to assign workload to themselves in the Assigned Users under the User / Management task in SysAdmin.)

Whether the manager is assigning workload or you are self-assigning, the assigner must highlight all pertinent items (the Purchase Request and any Attachments to the Purchase Request) and select Procurement → Workload Management – Figure 3.1.

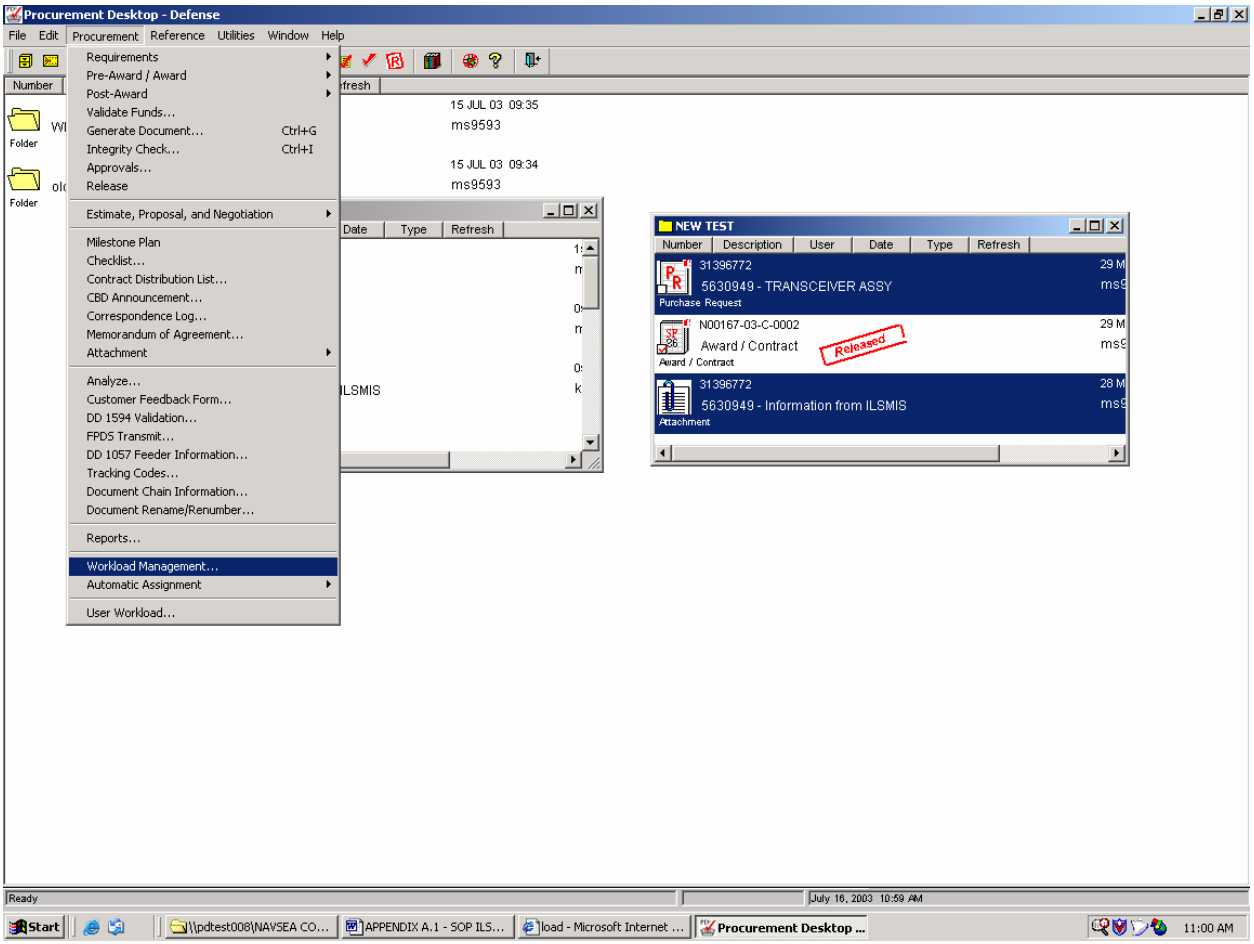


Figure 3.1 – Not for Disclosure Outside the Government

From within the Workload Assignment window, the assigner must check a Purchase Request as the Master Document and select the Action Type – Figure 3.2. The Action Type should always be “Award”.

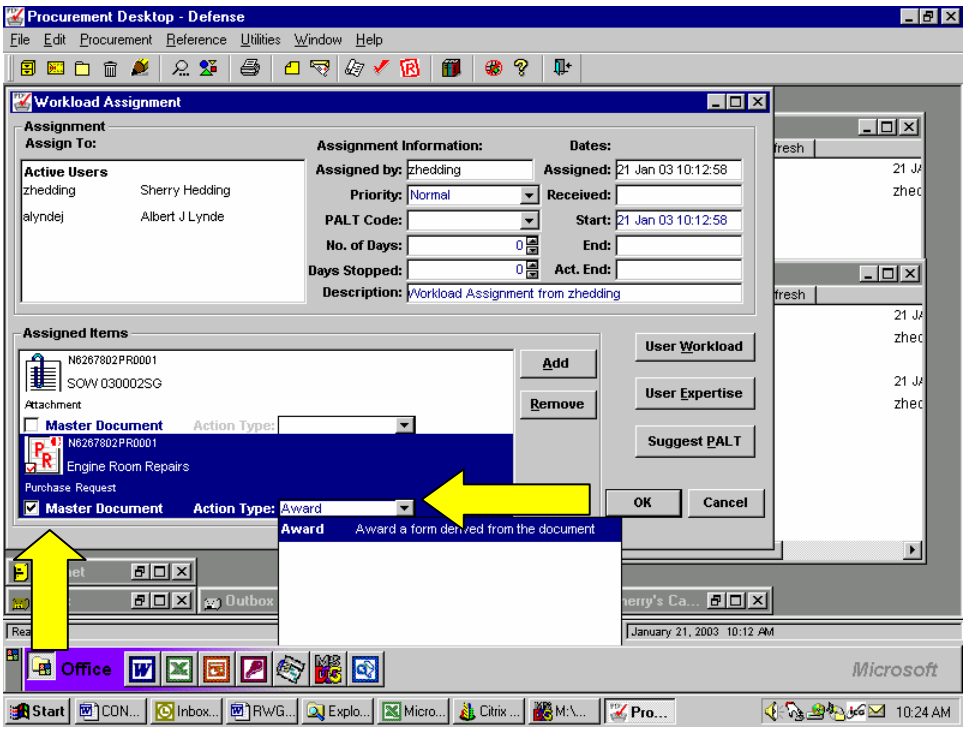


Figure 3.2 – Not for Disclosure Outside the Government

The user to which the action is to be assigned must then be selected under the “Assign To” block – Figure 3.3 –

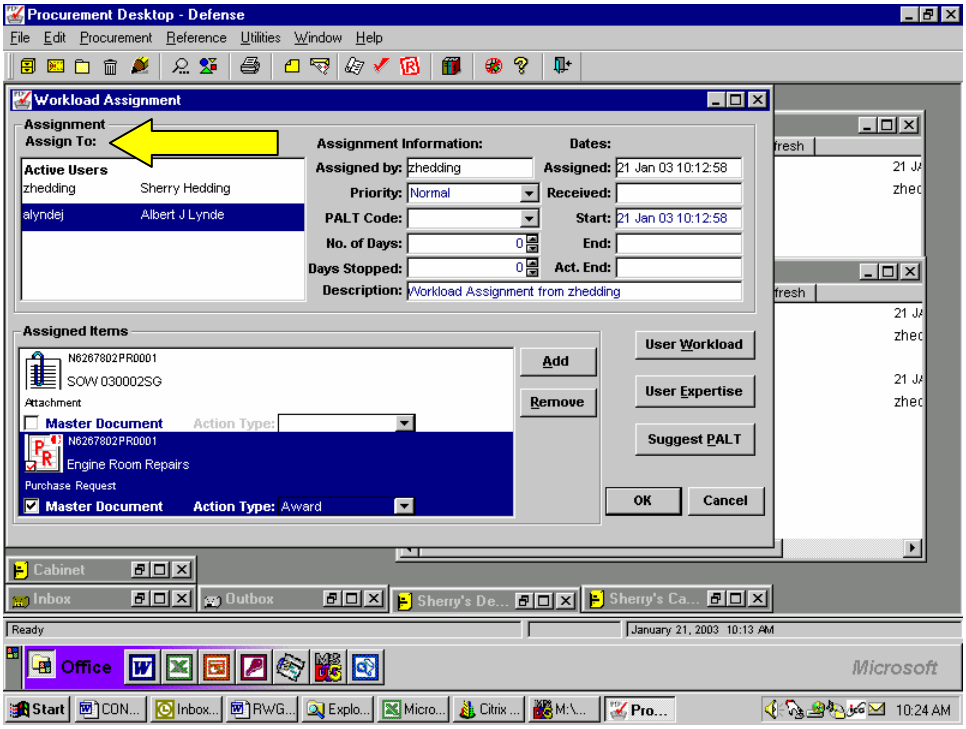


Figure 3.3 – Not for Disclosure Outside the Government

and a PALT Code assigned (either system default codes can be used or each site can establish its own PALT codes and parameters for use). – Figure 3.4

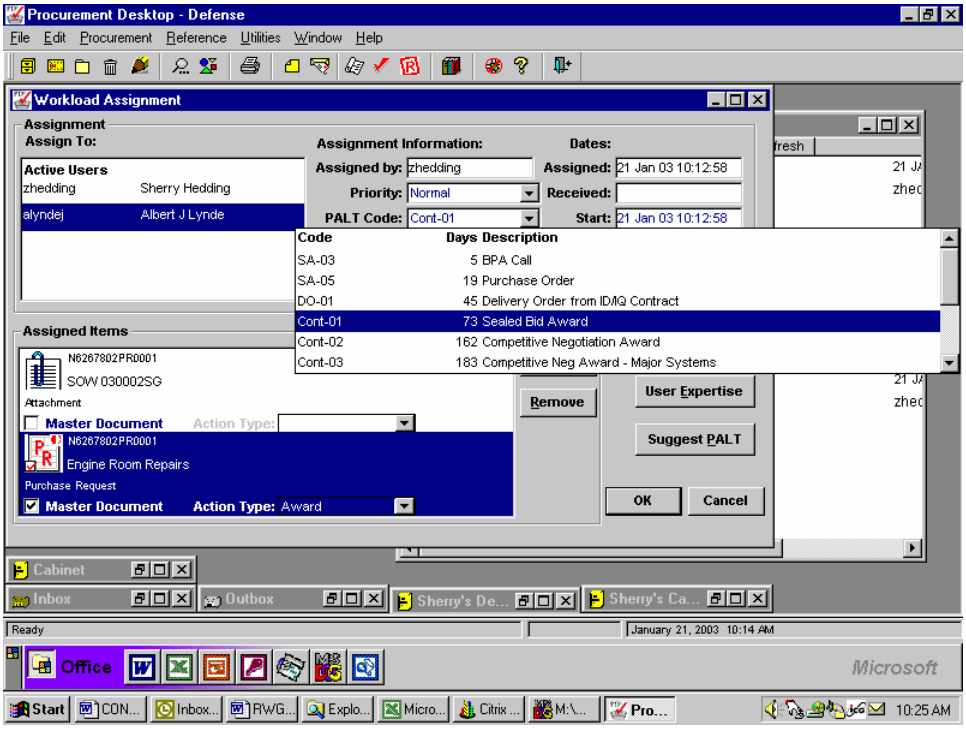


Figure 3.4 – Not for Disclosure Outside the Government

The “Description” block within the Workload Assignment window, which defaults to “Workload Assignment from …..” – Figure 3.5

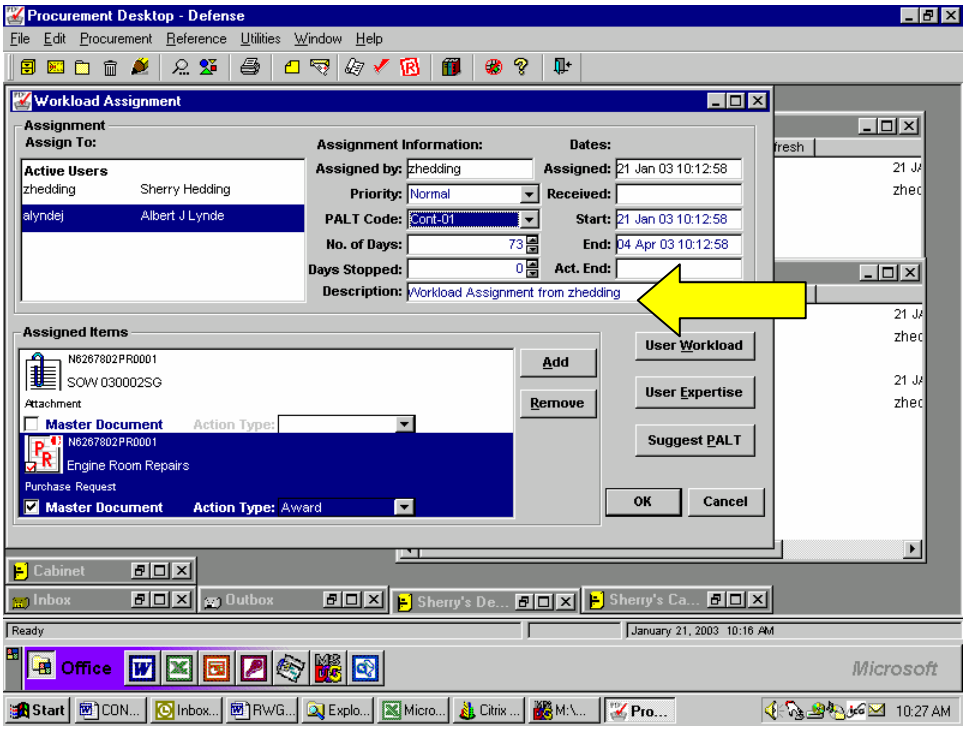


Figure 3.5 – Not for Disclosure Outside the Government

must be changed to reflect the Purchase Request Number – Figure 3.6.

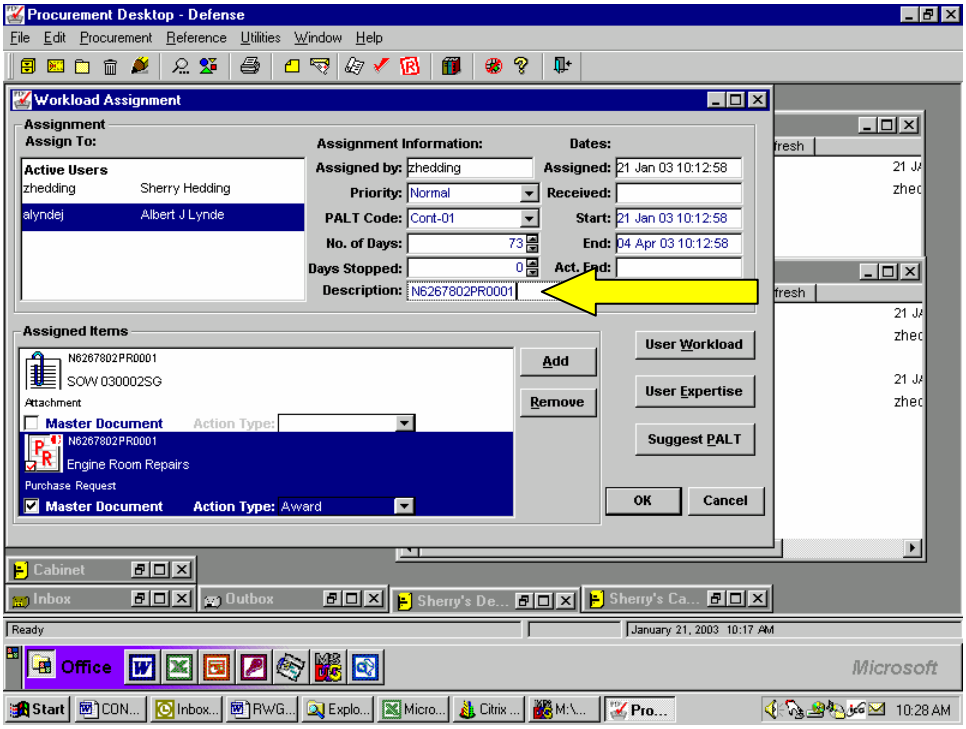


Figure 3.6 – Not for Disclosure Outside the Government

The entry in this block will populate the folder name for the Workload Assignment.

When the user clicks “OK” in the Workload Assignment window, the desktop automatically creates a BLUE workload assignment folder with the name assigned by the user in the Workload Assignment window and places the BLUE workload assignment folder in the user’s Outbox. Within a predefined time as specified in the user’s preferences, the folder will be removed from the user’s Outbox and transferred to the Inbox of the assigned user (if you workload assign the action to yourself it will appear in your Inbox) – Figure 3.7.

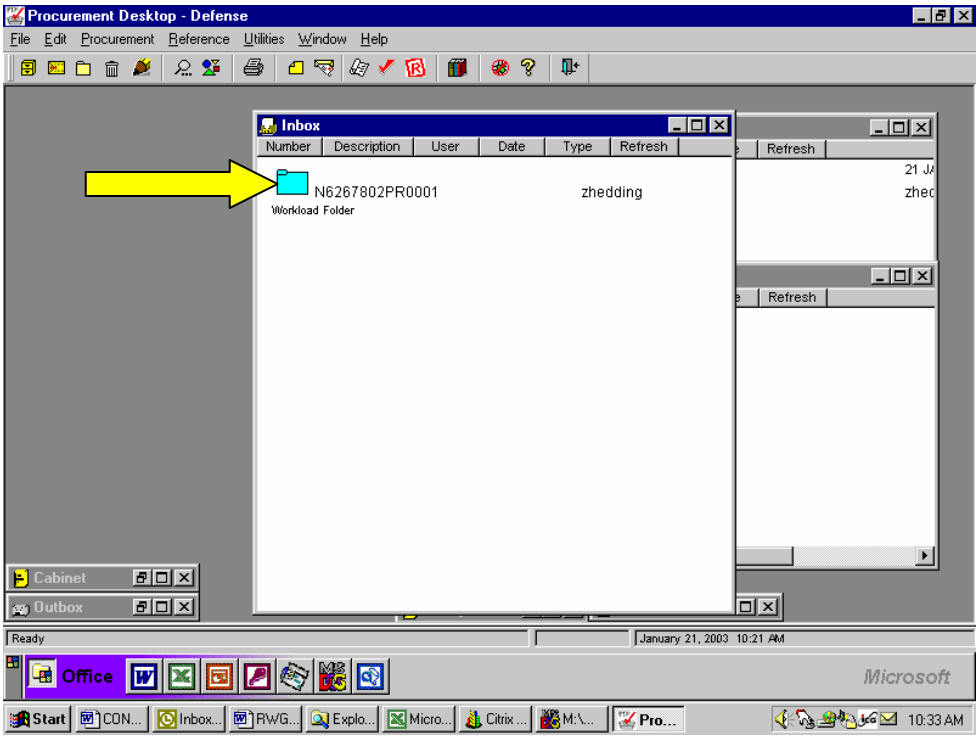


Figure 3.7 – Not for Disclosure Outside the Government

Upon receipt of the BLUE workload assignment folder in the assigned user’s Inbox, the folder should be moved (by dragging and dropping) to a user’s desktop cabinet or folder where the folder can be opened, and the appropriate action taken.

Generating and Printing the Purchase Request

Purchase Requests must be generated and approved in PD^2 in order to create subsequent procurement documents or to be rejected back to ILSMIS (See Section 4 for Rejections).

The Purchase Request is generated by highlighting the Purchase Request on the desktop and clicking the **“Generate”** button on the toolbar (to the left of the “Approval” button) or by selecting **Procurement → Generate Document** – Figure 3.8

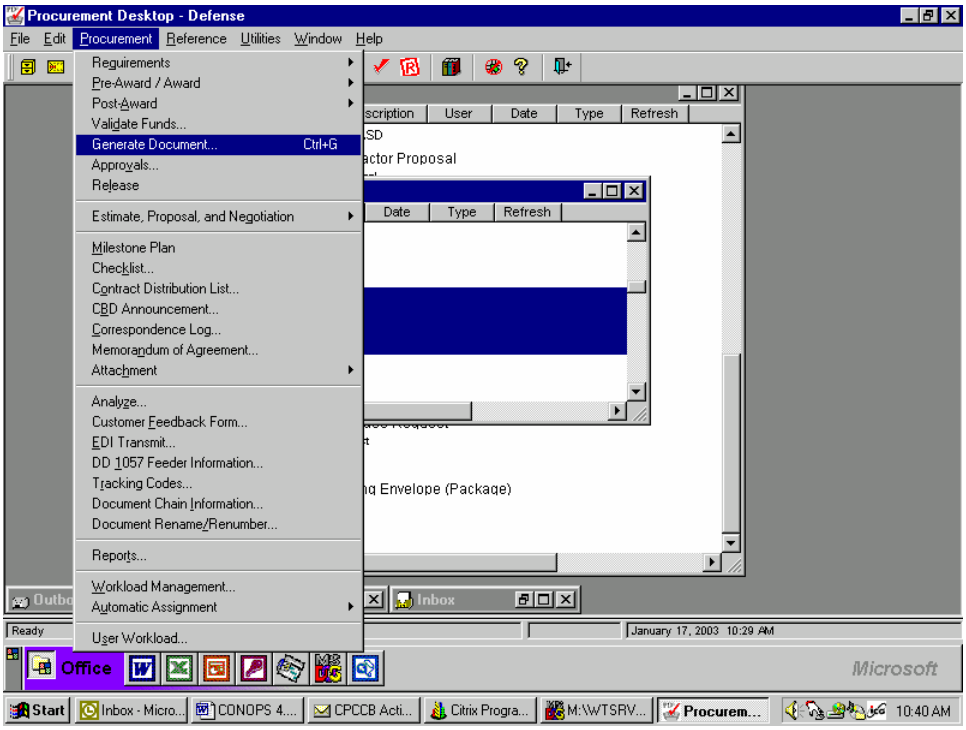


Figure 3.8– Not for Disclosure Outside the Government

The user should select the desired document generation options from within the "Document Generation Options" window. It is recommended that the defaults be accepted and that you not generate an "Exhibit/Attachment Table of Contents" at this time. – Figure 3.9

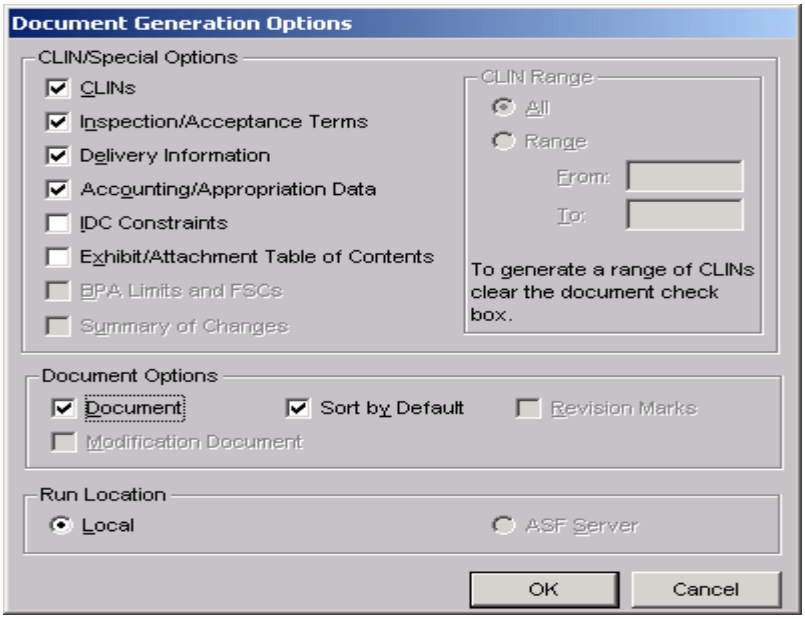


Figure 3.9 Not for Disclosure Outside the Government

Once the Purchase Request is generated it may be printed by highlighting the Purchase Request on the desktop and selecting File → Print or File → Print Preview → File → Print or may be saved as an electronic file by selecting File → Print Preview → File → Save As. NOTE: The draft watermark will not be removed from the face page of the Purchase Request until the Purchase Request has been approved. Printing of requisitions from ILSMIS can still be done IAW site procedures.

4.2.5.2 Approving the Purchase Request

For a Purchase Request to be approved in PD^2, an Approval Sheet must be created. The Approval Sheet is created by highlighting the Purchase Request on the desktop and either selecting Procurement → Approvals - Figure 3.10- or using the checkmark on the toolbar.

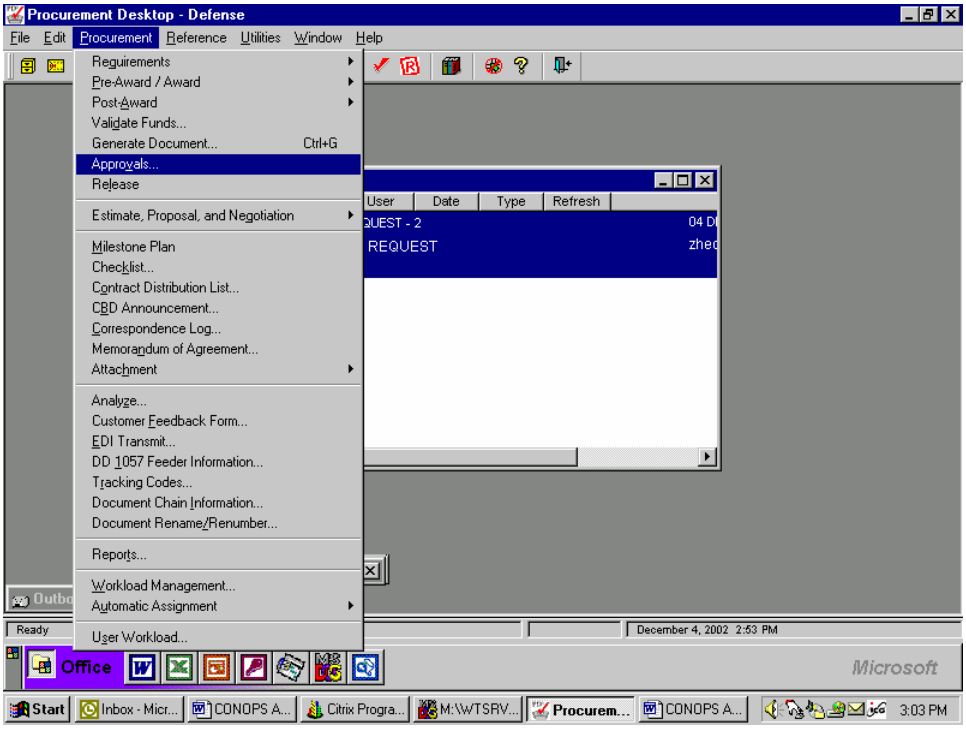


Figure 3.10 - Not for Disclosure Outside the Government

The user then selects the appropriate Approval Template from the list of available Approval Templates on the left side of the "Approval" window – Figure 3.11. Associated Approval Types for the selected template are displayed on the right side of the "Approval" window to assist the user in making the proper selection of an Approval Template.

Each site has the capability to create site specific Approval Templates and establish approving personnel for the PR process. See your System Administrator to make changes to approval templates if your Approval sheets do not match your local procedures for document approval.

PR approval authority is established at each individual site. If you do not have authority to approve PRs, please follow site procedures to request PR approval authority.

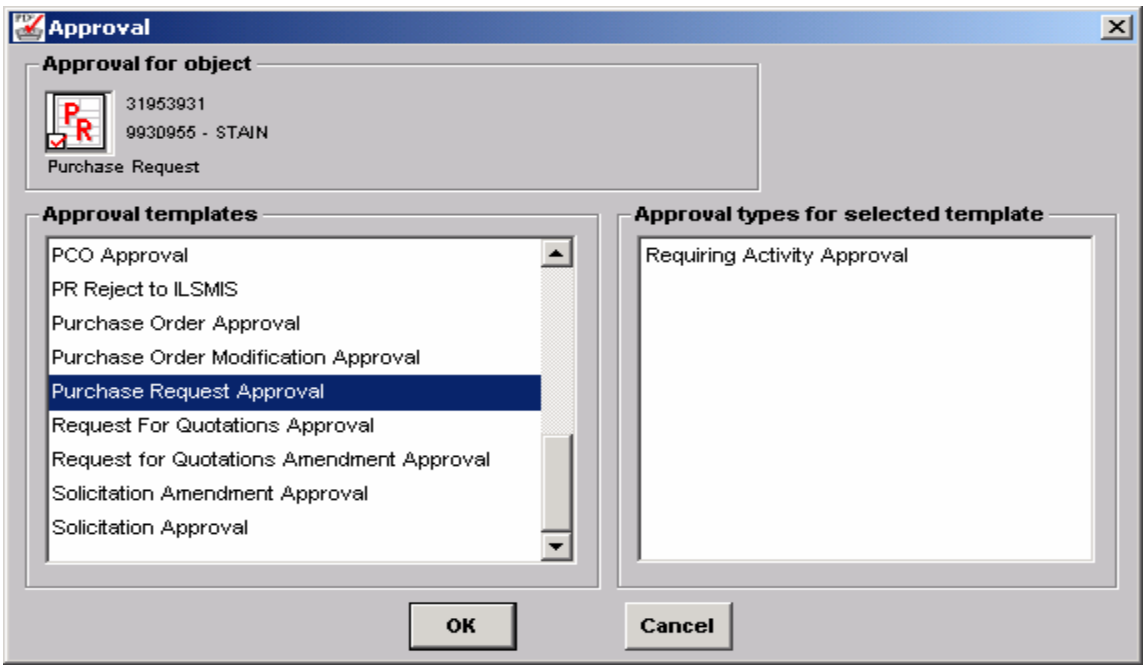


Figure 3.11 – Not for Disclosure Outside the Government

When the user has selected the appropriate Approval Template, the Approval Sheet for the Purchase Request is displayed to the user – Figure 3.12. The user can then either accept the Approval Sheet by clicking "OK", or cancel selection of the Approval Sheet and create another Approval Sheet from a different Approval Template by clicking "CANCEL". All approval sheets must be approved for the Red Check Mark to appear on the PR ICON.

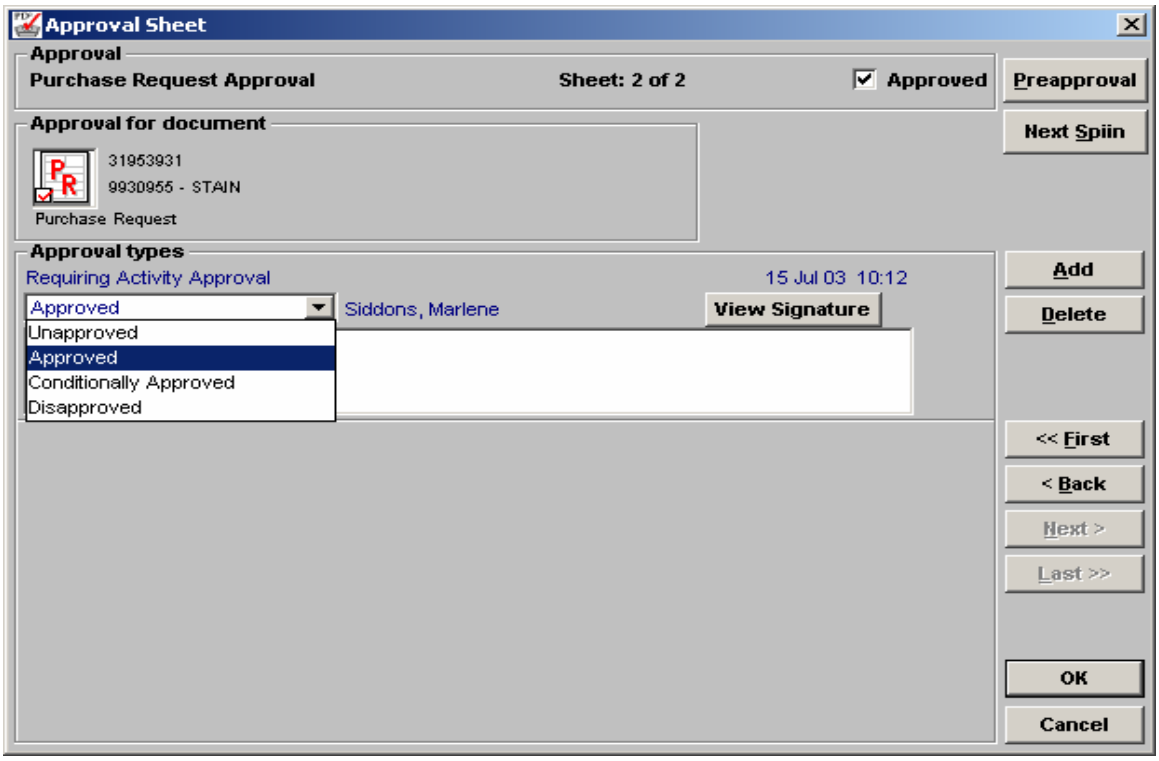


Figure 3.12 – Not for Disclosure Outside the Government

The user may annotate approval by selecting "Approved" beneath the appropriate Approval Type. Note that "Conditionally Approved" or "Disapproved" are also available options.

4.2.6 PR Mod Generation/Approval/Release

4.2.6.1 PR Reject

See Section 4.2.7 for procedures on how to reject a PR back to ILSMIS

When a PR is rejected back to ILSMIS it is returned to PD2 as a PR mod with the numbering scheme XXXXXXXX-5XXX—Figure 3.13.

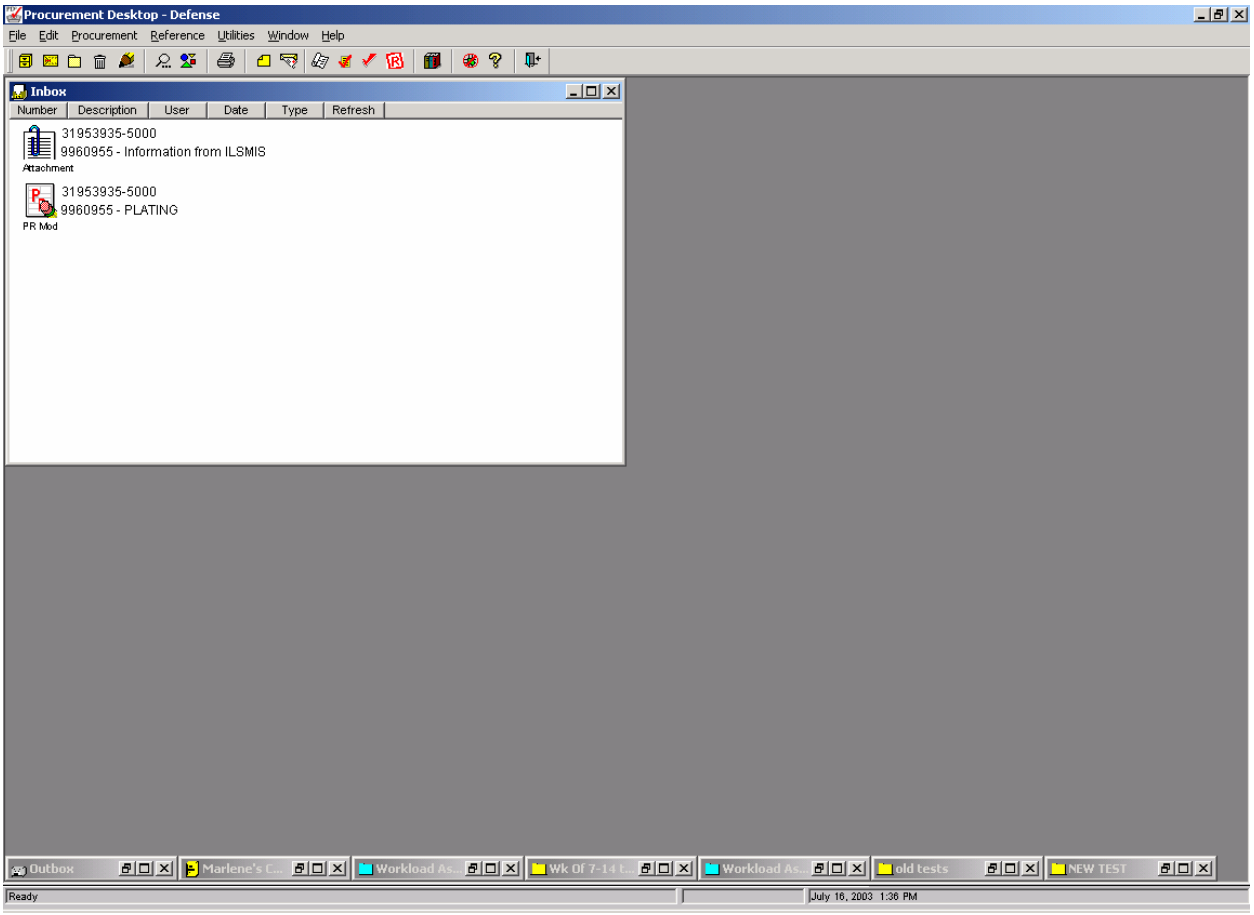


Figure 3.13 – Not for Disclosure Outside the Government

The PR Mod and its attachment will be returned to the user in PD^2 who rejected the PR back to ILSMIS and must be moved from the inbox into the blue workload assignment folder where the original PR resides. Two message will appear, one for the attachment and one for the PR Mod when you drag and drop the PR Mod and its attachment to the workload assignment folder.—Figure 3.14 Click on **OK** for both messages.

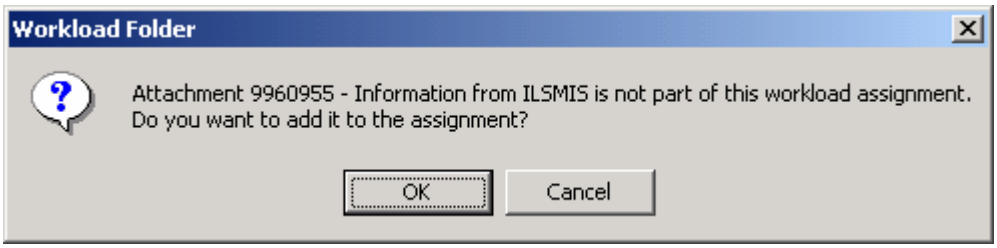


Figure 3.14 – Not for Disclosure Outside the Government

A PR modification must be approved and generated as outlined in Sections 3.2 and 3.3 above. However, after approval, a PR mod must also be released. To release the PR mod **Highlight PRmod→Procurement→Release—Figure 3.15.** You may also click on the "R" icon on the tool bar.

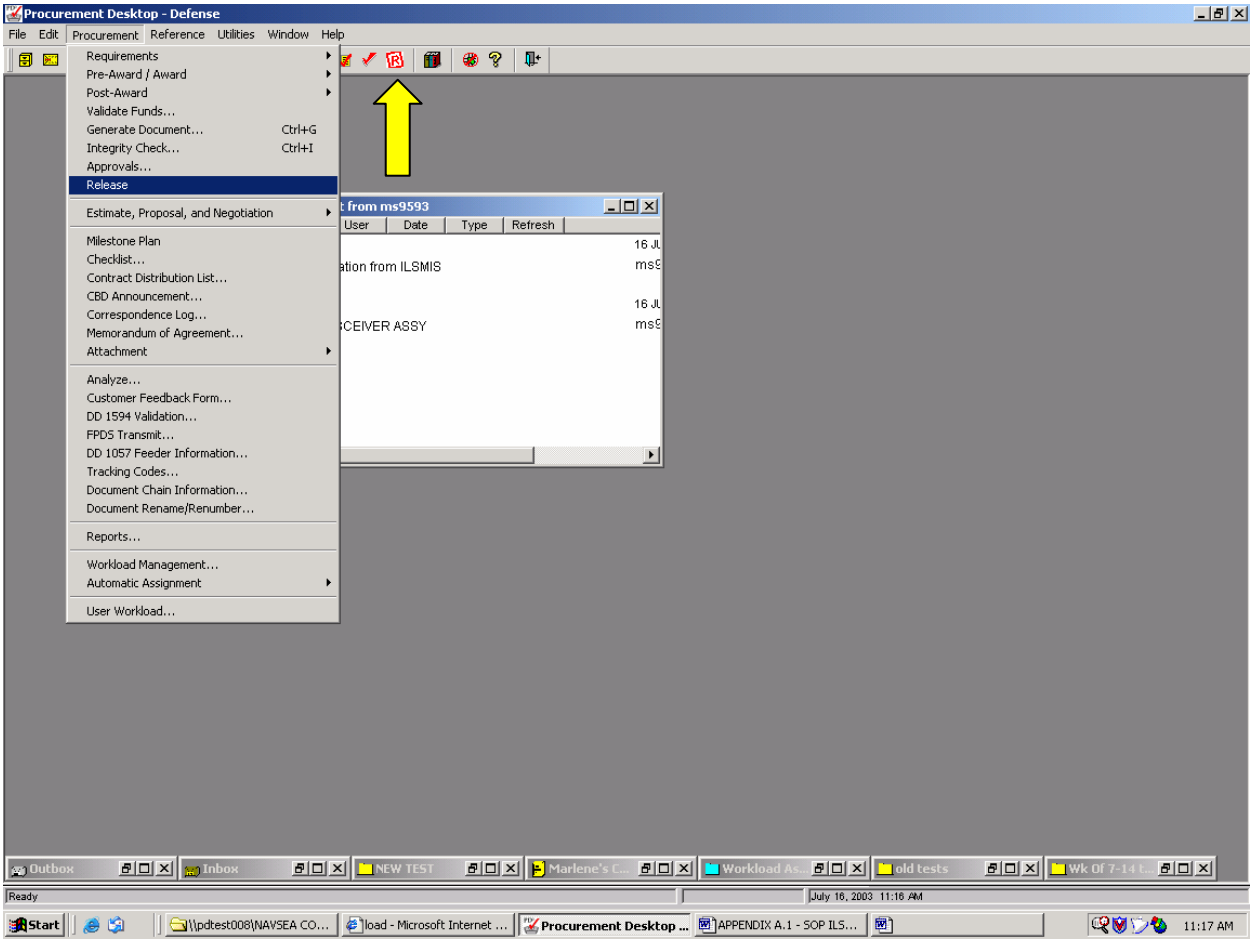


Figure 3.15 – Not for Disclosure Outside the Government

A PD2 warning will appear—Figure 3.16 Click **OK.**

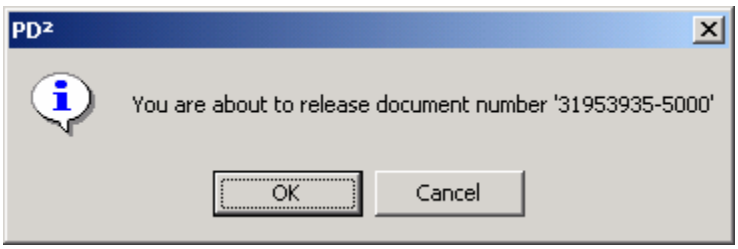


Figure 3.16 – Not for Disclosure Outside the Government

A "Released" Banner will print by the PR mod once the PR mod has been released—Figure 3.17

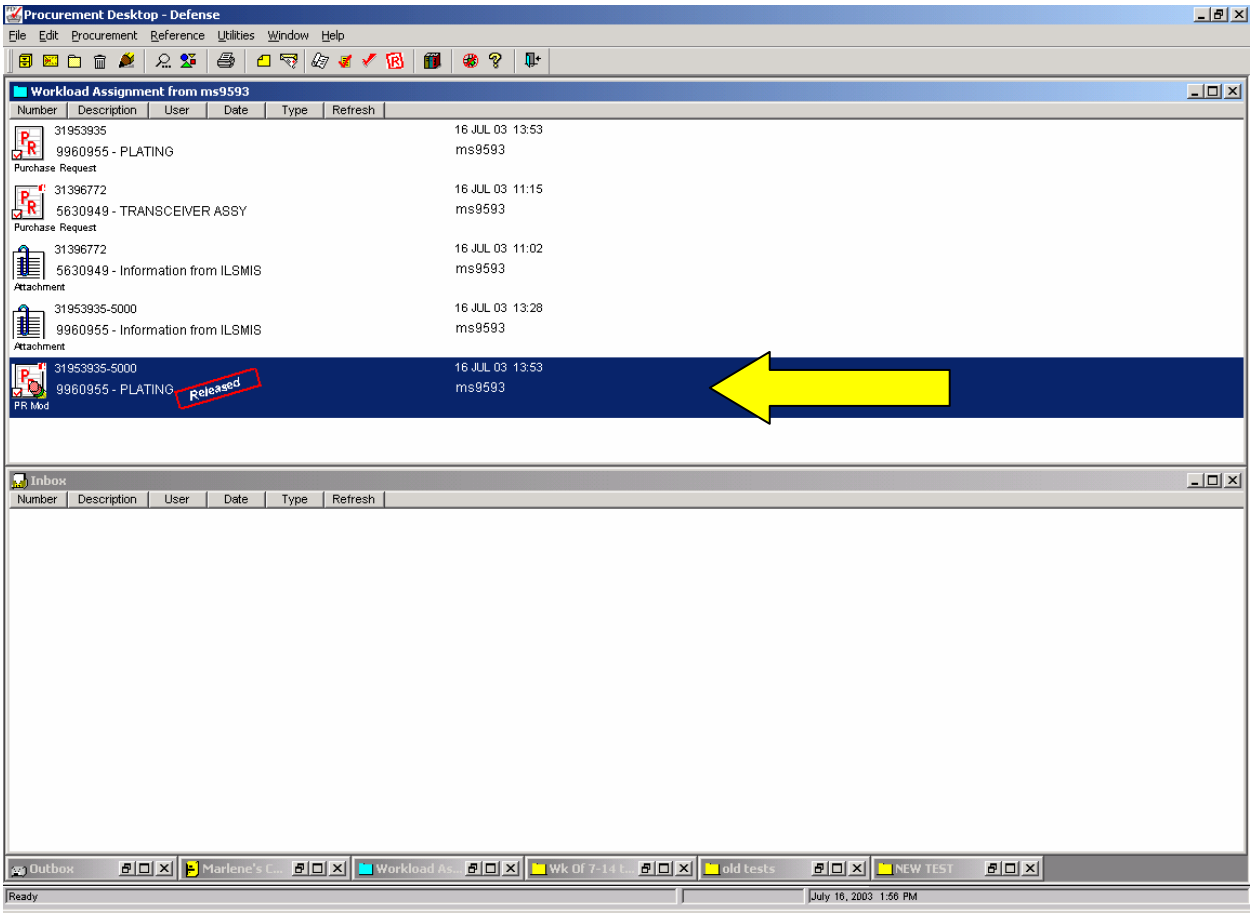


Figure 3.17 – Not for Disclosure Outside the Government

4.2.7 Reject PR back to ILSMIS:

In order to reject a PR back to ILSMIS, you must ensure that all previous approval sheets that have been attached to the PR or PR mod have been approved. If any approval sheets have not been approved, the requisition will go back to ILSMIS but the PR mod will not be routed back to PD2 from ILSMIS after changes are made.

4.2.7.1 Returning for correction or cancellation:

Highlight the Purchase Request → Go to the Approval Button →Add the PR Reject to

ILSMIS Approval Sheet. Figure 4.1

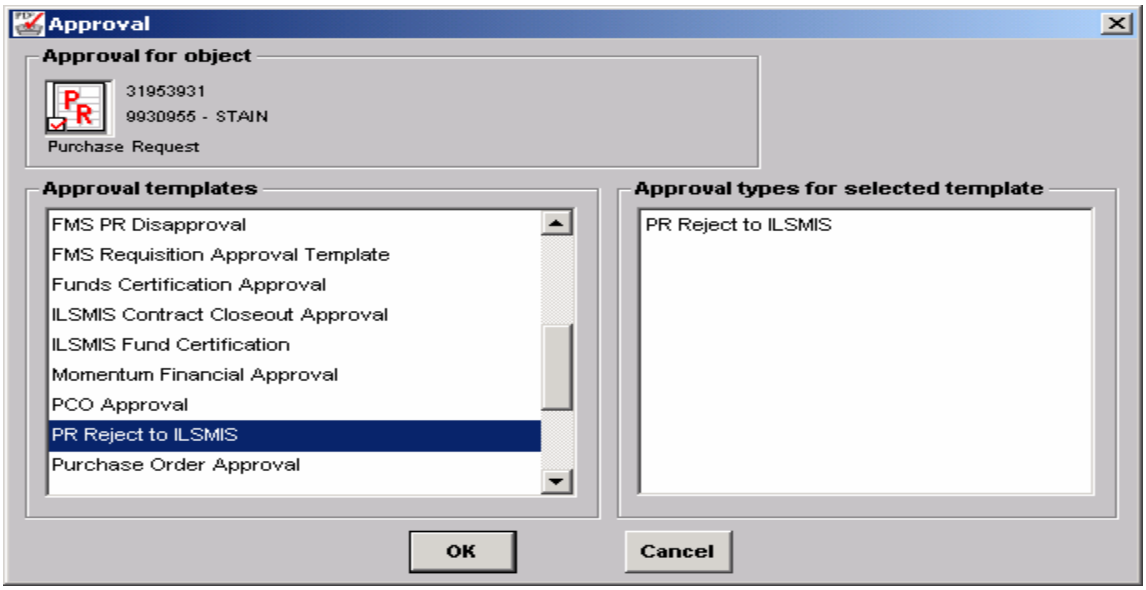


Figure 4.1 – Not for Disclosure Outside the Government

Type in a Reason for the Rejection. The reason given for the rejection should be comprehensive enough for the originator to make the corrections necessary. Figure 4.2

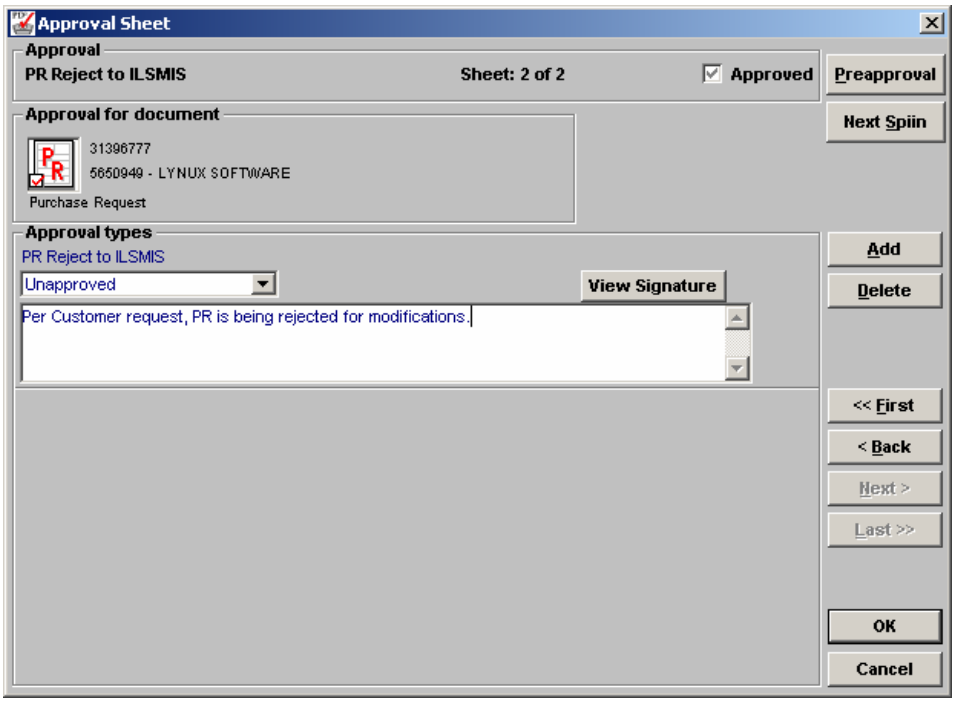


Figure 4.2 – Not for Disclosure Outside the Government

Under approval types, go to the dropdown and select **Approve** to approve the sheet and trigger the requisition rejection back to the ILSMIS customer via the interface.-- Figures 4.1 & 4.2.

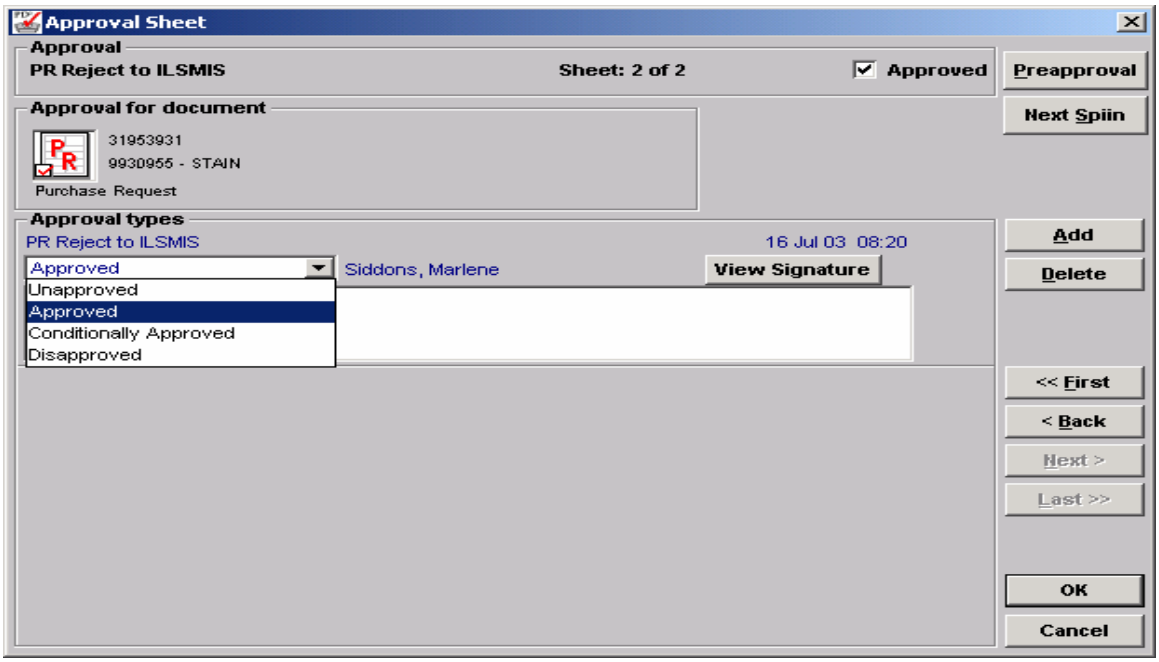


Figure Figure 4.3 – Not for Disclosure Outside the Government

A modified PR with the corrections will be sent back to the buyer in PD^2 who rejected it to ILSMIS. The Purchase Request MOD will have a modification number added to the end of the PR number. This type of reject will always go back to the originator in ILSMIS and be returned to the PD^2 user as a PR Mod with the numbering scheme XXXXXX-5XXX. This PR mod will then have to be generated, approved and released (See Section 3.4 for procedures).

4.2.7.2 MP - Reject PR to Micro Purchase:

Highlight the **Purchase Request** → Go to the **Approval** Button →Add the **PR Reject Back to ILSMIS** Approval Sheet. Figure 4.4

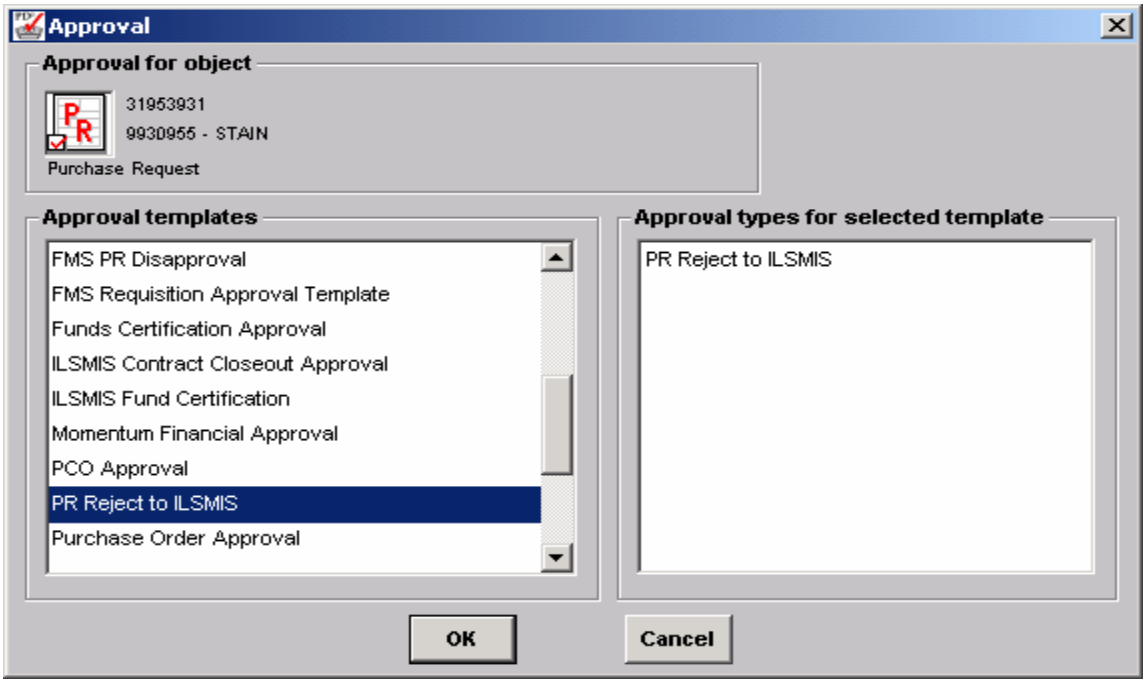


Figure 4.4 – Not for Disclosure Outside the Government

Type **MP and a Purchase Card two Digit ILSMIS Buyer Code→space→** and a **Reason for the rejection→**then under approval types, go to the dropdown and select **Approve** to approve the sheet and trigger the rejection to back to the ILSMIS Bankcard Module—Figure 4.5. (If the buyer code is blank the PR will be returned to the PD^2 user code in ILSMIS that rejected the PR. If the buyer code is invalid the PR will be returned to a default buyer code in ILSMIS or the originator of the ILSMIS requisition if there is no default buyer code established in ILSMIS).

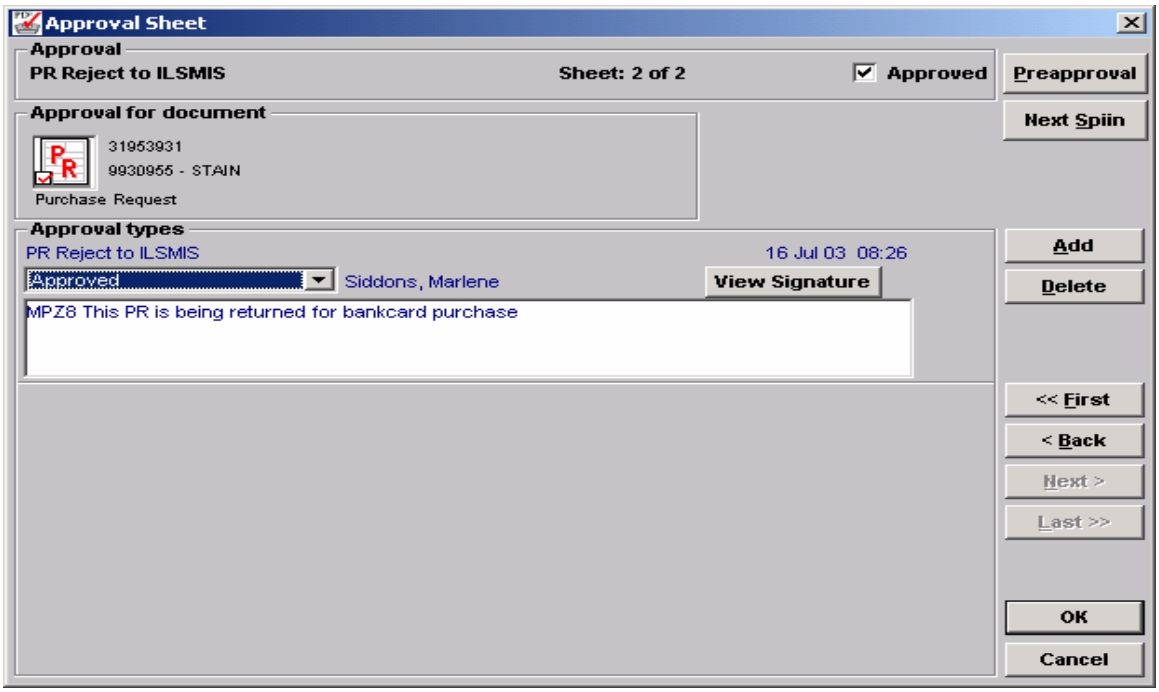


Figure 4.5 – Not for Disclosure Outside the Government

4.2.7.3 TS - PR returned to Technical Screening:

Highlight the **Purchase Request** → Go to the **Approval Button** →Add the **PR Reject Back to ILSMIS** Approval Sheet. Figure 4.6

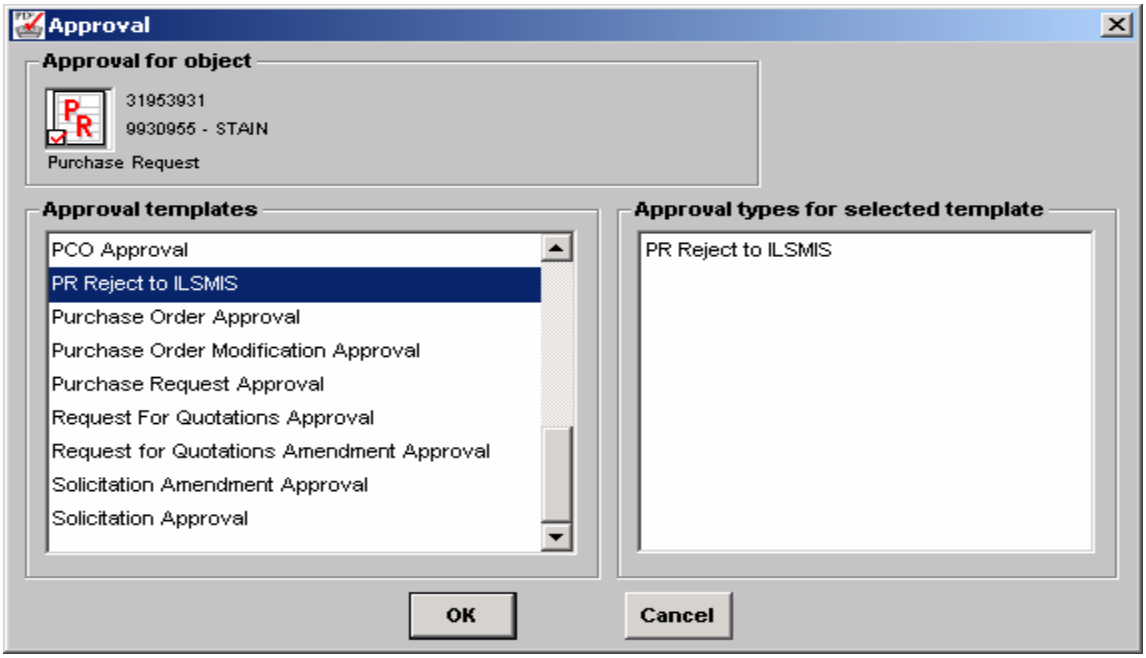


Figure 4.6 – Not for Disclosure Outside the Government

Type TS→space →then type **a Reason for the rejection→**then under approval types, go to the dropdown and select **Approve** to approve the sheet and trigger the rejection back to ILSMIS for technical screening—Figure 4.7.

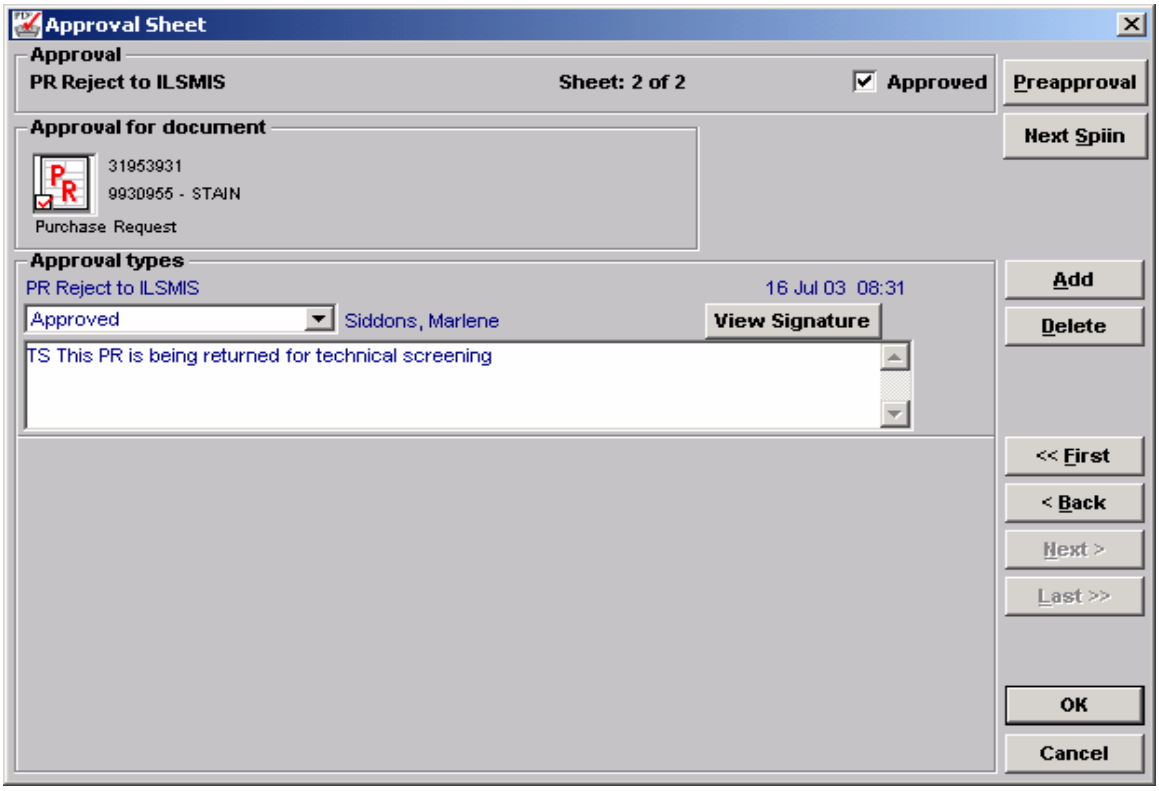


Figure 4.7 – Not for Disclosure Outside the Government

4.2.7.4 XR - PR returned to change LOA or Funding after the action has been awarded.

This type of rejection will occur after award and will remove the Due-In record from ILSMIS so that the LOA funding can be changed or moved. The buyer must insure that no receipts have been run, or payments made, prior to executing this type of action. If receipts have been run the buyer will receive an email that receipts have been run and they should follow site instructions on how to get this corrected, then the modification can be processed again: Highlight **the Purchase Request →** Go to the **Approval Button →**Add the **PR Reject Back to ILSMIS** Approval Sheet →

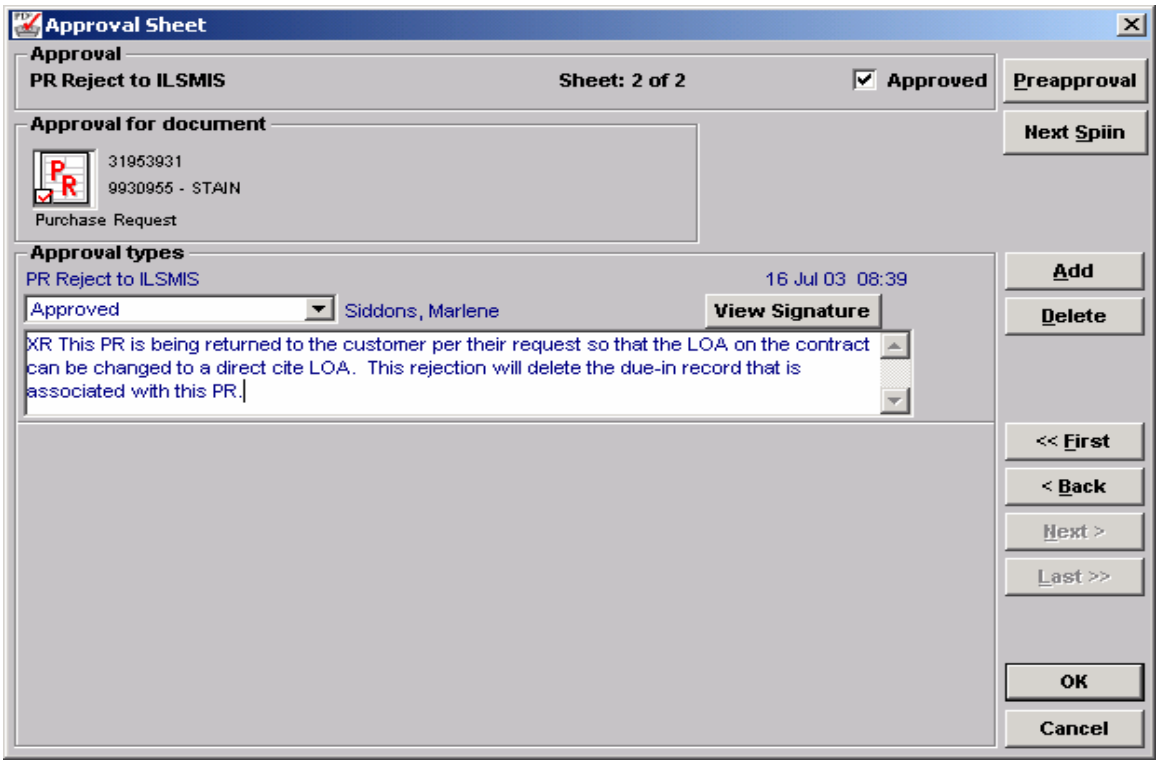


Figure 4.8 – Not for Disclosure Outside the Government

Type XR→then under approval types, go to the dropdown and select **Approve** to approve the sheet—Figure 4.8. This will trigger the PR to be returned to ILSMIS and the due-in record associated with this PR will be deleted from the ILSMIS EIC module.

4.2.7.5 Multiple PR Rejects

If the PR has to be rejected more than once and the PR Mod has **not** been "released", the PR Mod should be highlighted and the "**Reject to ILSMIS**" Approval Sheet added to the PR Mod and the above procedures followed—**Figure 4.9**.

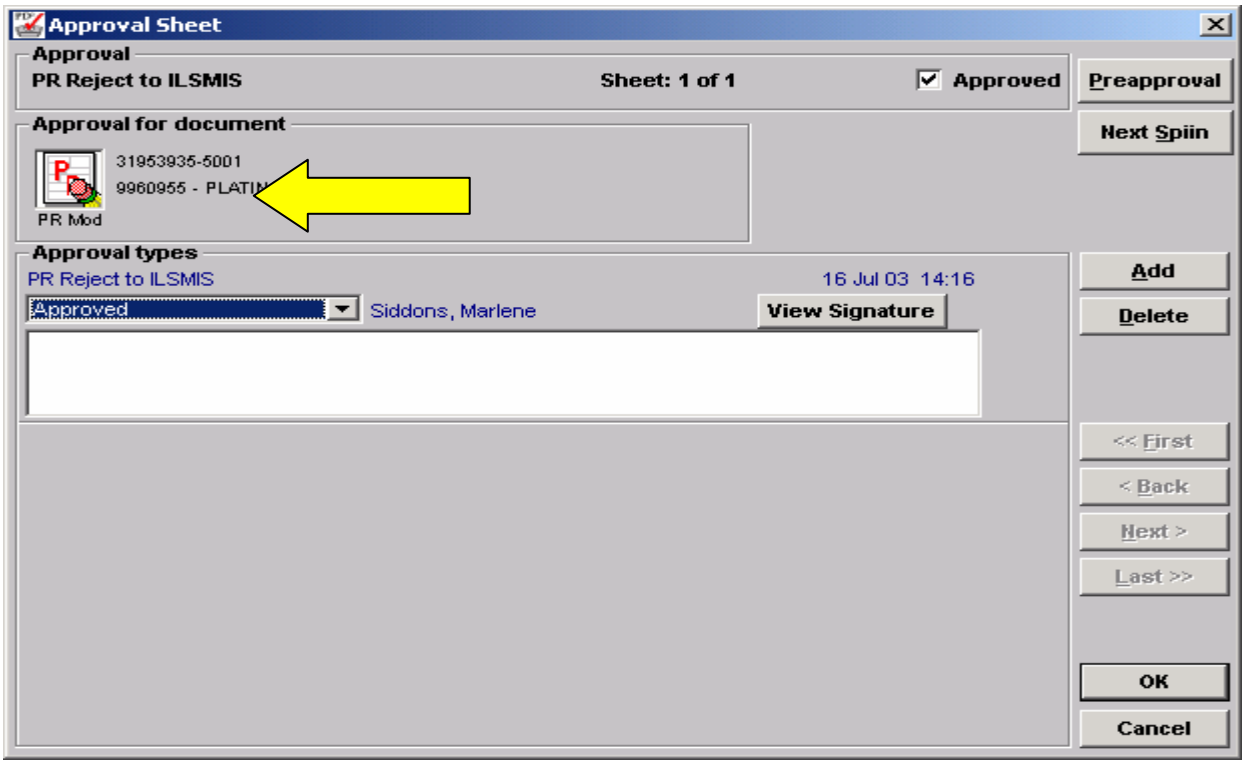


Figure 4.9 – Not for Disclosure Outside the Government

If the PR Mod has been "Released" highlight the **original PR** and add the "Reject to ILSMIS" approval sheet as outlined above—Figure 4.10.

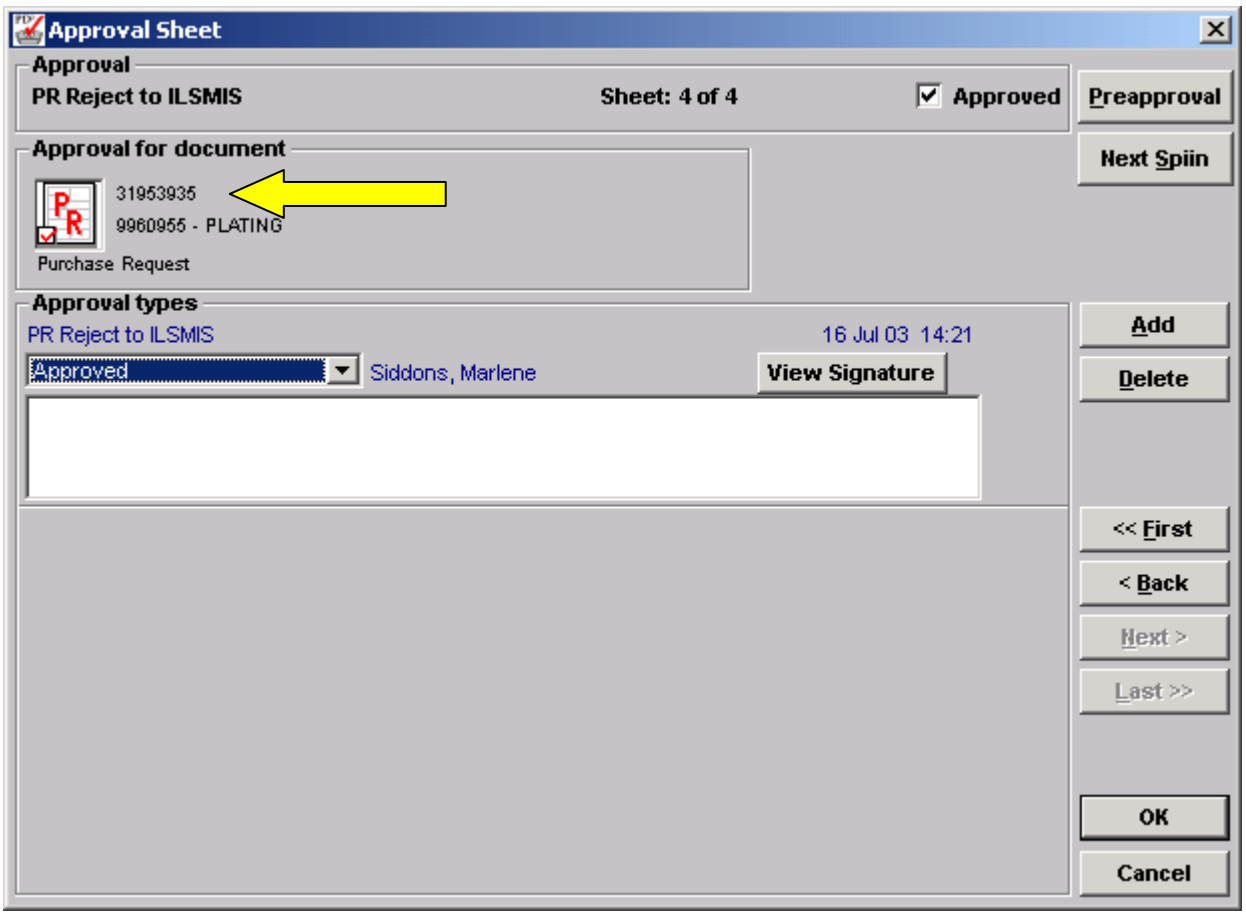


Figure 4.10 – Not for Disclosure Outside the Government

The subsequent PR Mod will route back to PD2 with the next 5XXX number appended to orignal PR number—Figure 4.11

If additional rejections of PRs are necessary follow the above steps as applicable.

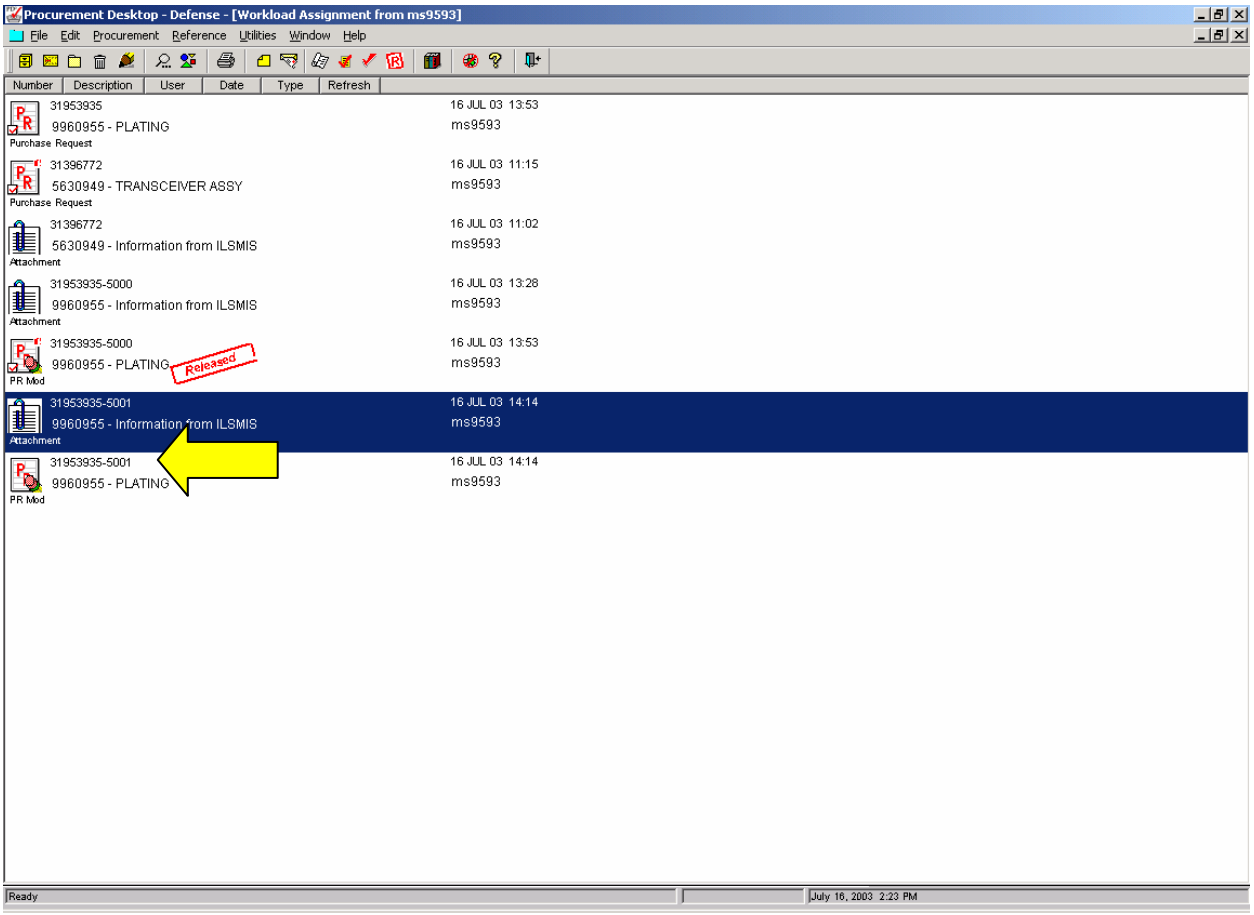


Figure 4.11 – Not for Disclosure Outside the Government

This PR Mod should then be Generated, Approved and Released as outlined above. (**NOTE:** All PR Mods must be released in sequence even if the PR Mod is not going to used (i.e. 3124567-5000 must be rejected back to ILSMIS and then released in PD^2 prior to generating, approving and releasing 3124567-50001. If PR Mods are not released in sequence the conformed copy will not be the current PR Mod, and database locks may occur.)

4.2.8 DO/TO MATCHING Purchase Request Modification

If the Purchase Request is going to be used for DO/TO Matching to a basic contract or BOA, it may need to be modified. This is the ONLY TIME that an ILSMIS Purchase Request can be modified, without being rejected back to ILSMIS. The following changes should be the only changes made to the PR. The Contract Type on the Purchase Request will always default to FFP through the interface, this may or may not match the Contract Type on the Line Items in the actual contract. DO/TO matching will not allow you to match Line Items with different Contract Types, so the Purchase Request must be modified in PD^2 to match the type of contract the DO/TO is being placed against.

The Purchase Request can also be modified to add NSP items, if the site does not require a Purchase Request for these NSP Items (ex. data, first articles, etc). NSP line items must have a Contract Type, suggest accept the FFP default type. The DO/TO Matching screen requires that the line items on the Purchase Request match the line items on the contract. If an NSP line item needs to be added, open the Purchase Request and click on the Line Item tab then from the menu bar on – Line Items → Add → CLIN – Figure 5.1

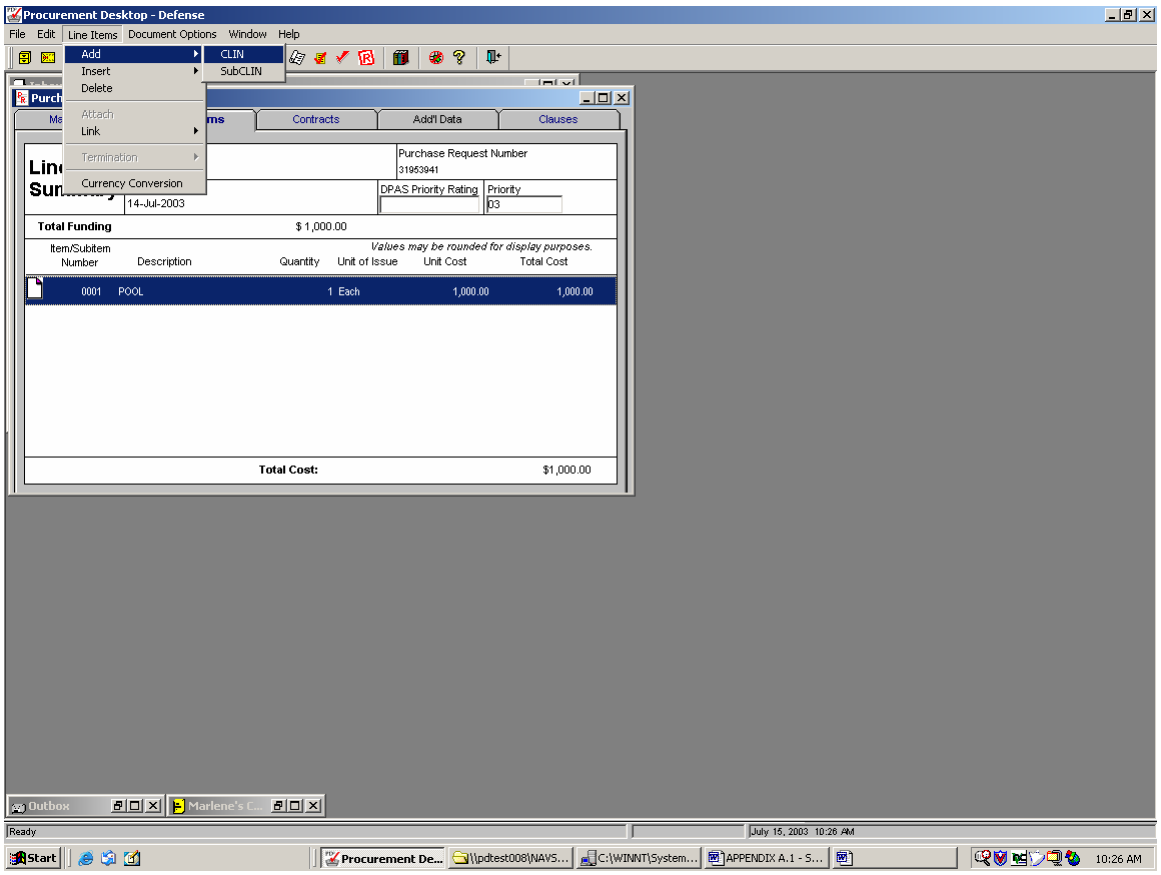


Figure 5.1 – Not for Disclosure Outside the Government

The appropriate data should be entered within the line item (Detail) tab.

4.2.8.1 Saving the Modified Purchase Request

The user may save the modified Purchase Request by selecting File → Save from the menu – Figure 5.2.

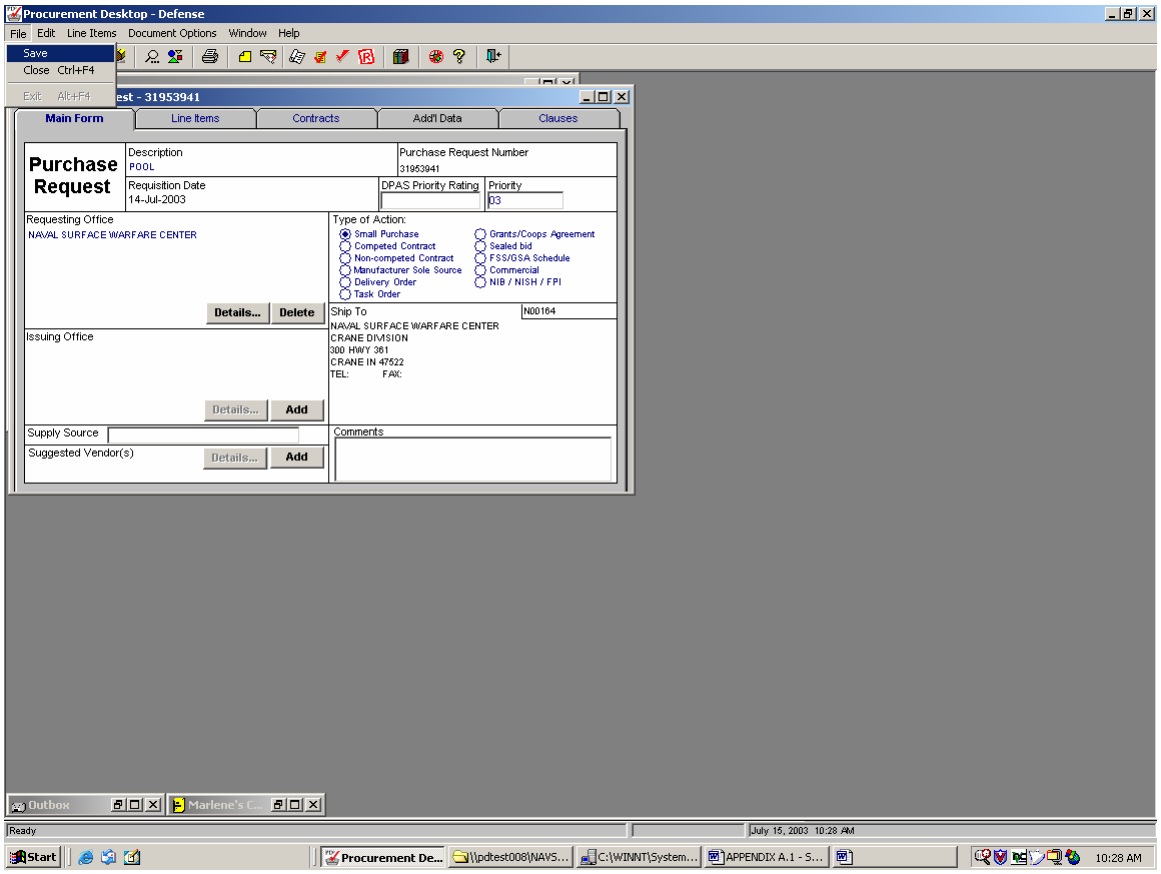


Figure 5.2 – Not for Disclosure Outside the Government

Other methods of closing the Purchase Request (highlighting the PR icon in the upper left corner of the object and selecting "Close" or using the tool button in the upper right corner of the object) will result in a Warning asking the user if they desire to save the data before exiting – Figure 5.3.

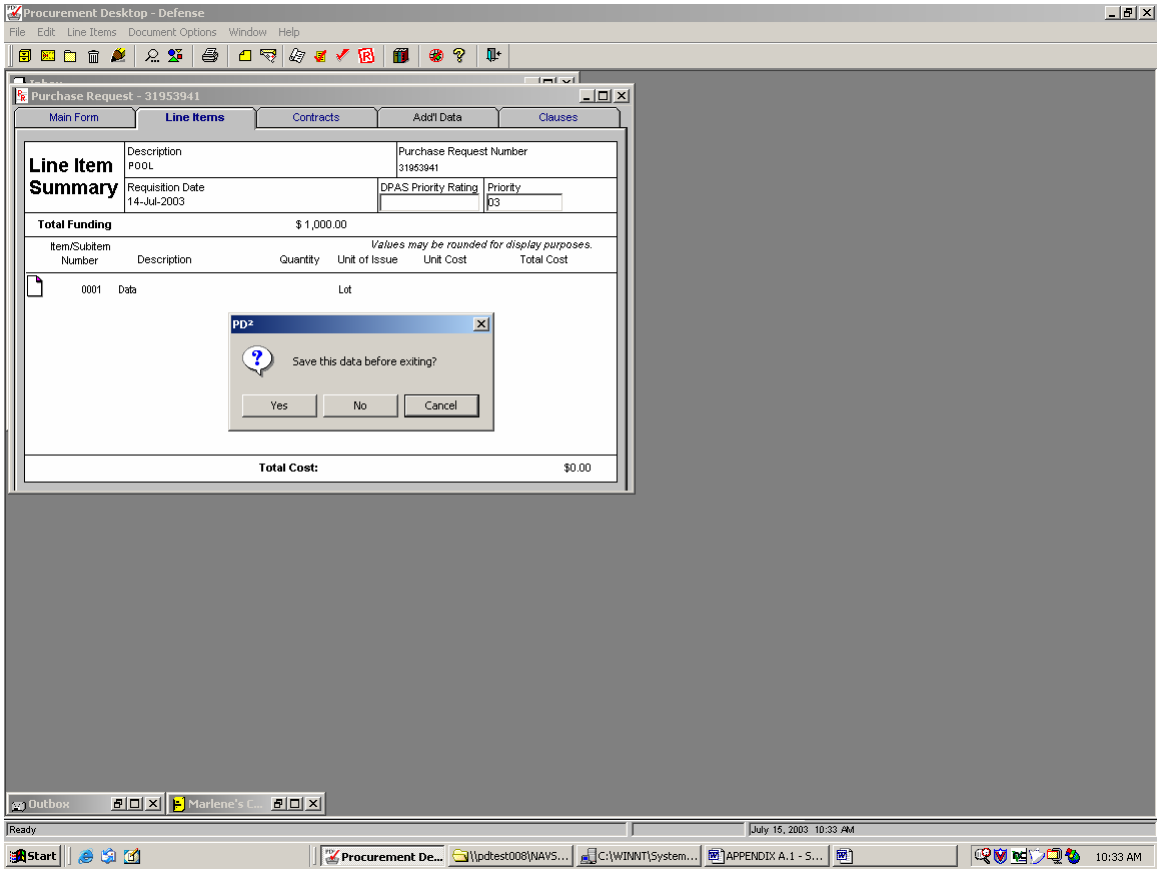


Figure 5.3 – Not for Disclosure Outside the Government

4.2.8.2 Canceling A Purchase Request

A Purchase Request should only be canceled at the request of the originator in ILSMIS.

The Purchase Request must be rejected to ILSMIS for the originator/customer to cancel the requisition prior to canceling the Purchase Request in PD^2. In order to reject a Purchase Request back to ILSMIS it must first be generated (see section 3.2). If the Purchase Request was previously approved in PD2 you must add a new approval sheet in order to reject the Purchase Request back to ILSMIS.

In order to cancel the Purchase Request highlight the **Purchase Request** → Go to the **Approval Button** →Add the **PR Reject to ILSMIS** Approval Sheet (see figure 6.1)→ Click **OK** →Type in reason for the cancellation (The reason should be comprehensive enough for the originator to be able to determine if cancellation is necessary) →then under approval types, go to the dropdown and select **Approve** to approve the sheet and click **OK**.

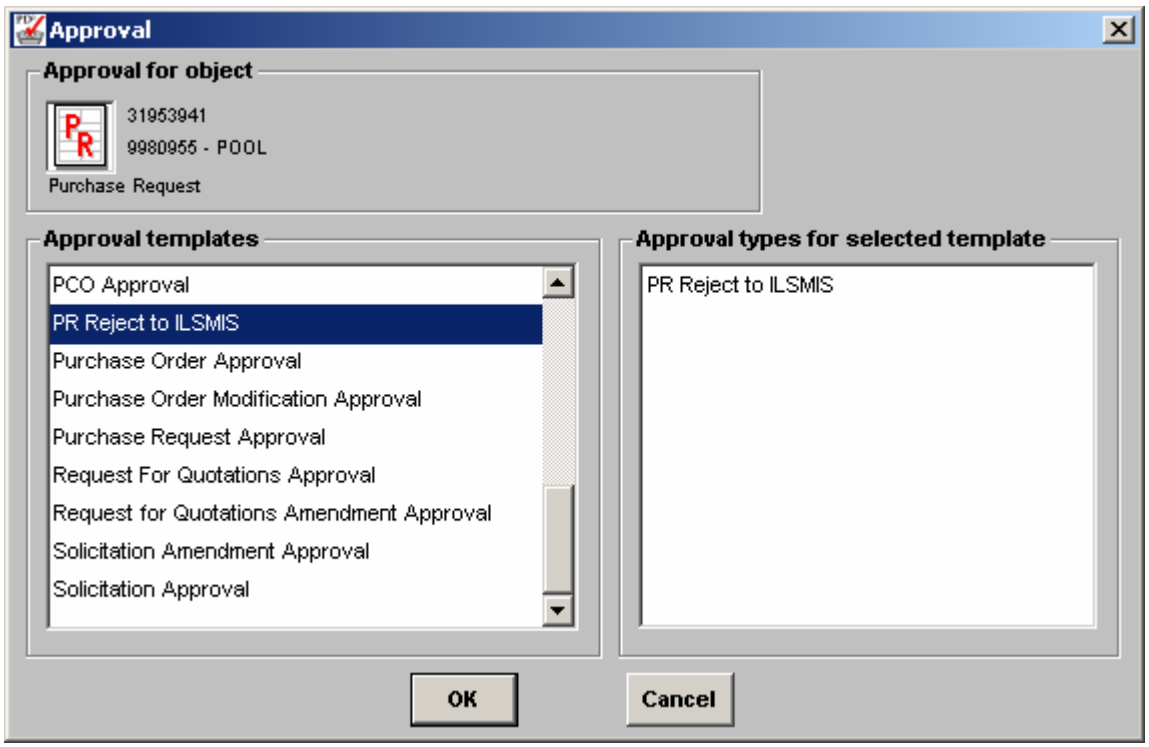


Figure 6.1 – Not for Disclosure Outside the Government

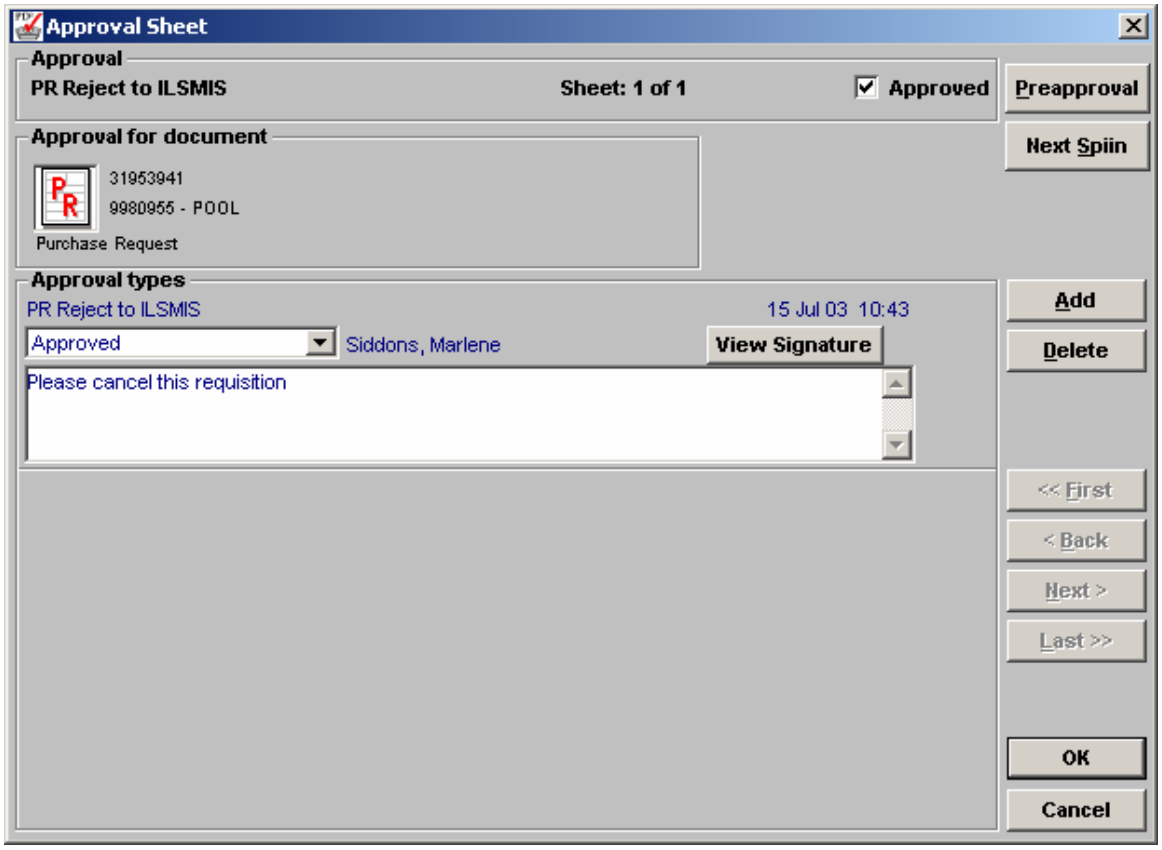


Figure 6.2– Not for Disclosure Outside the Government

An alert will be transmitted from ILMIS to the PD2 user that rejected the PR, notifying them that the requisition has been cancelled in ILSMIS—**Figures 6.3 & 6.4**

Note: Whatever is typed by the ILSMIS canceling official, will be sent back to PD2 in the alert.

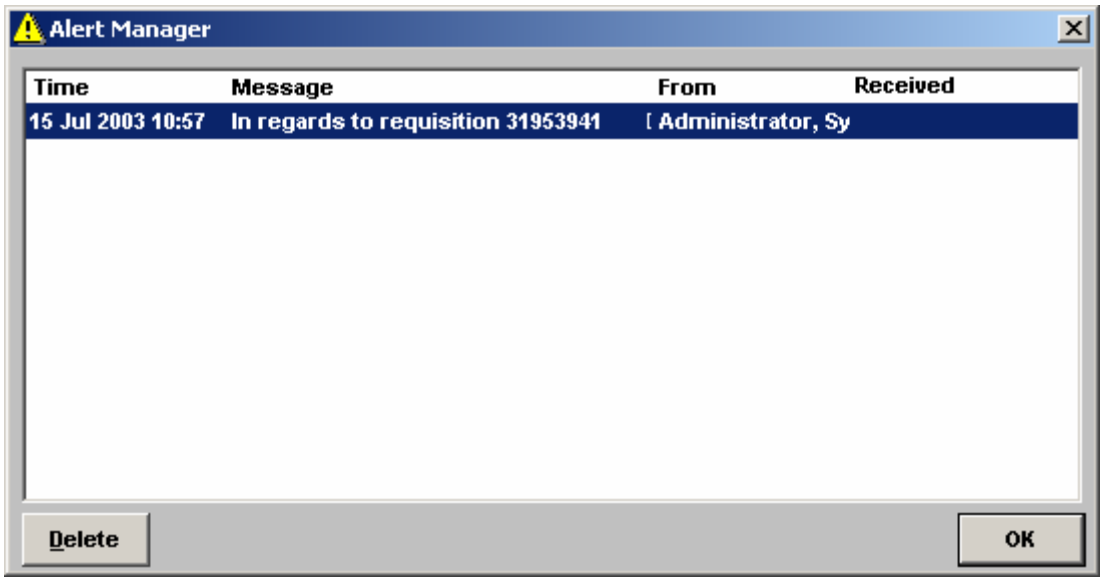


Figure 6.3– Not for Disclosure Outside the Government

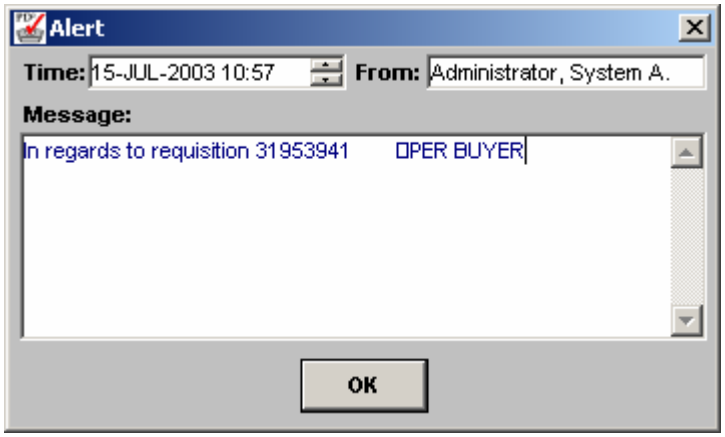


Figure 6.4 – Not for Disclosure Outside the Government

Upon receipt of the ILSMIS alert, the user must then cancel the Purchase Request in PD^2. The Purchase Request was previously approved through the rejection process, so the user must add a new approval sheet, to unapprove the Purchase Request. This approval should be left unapproved for cancellation—**Figure 6.5**

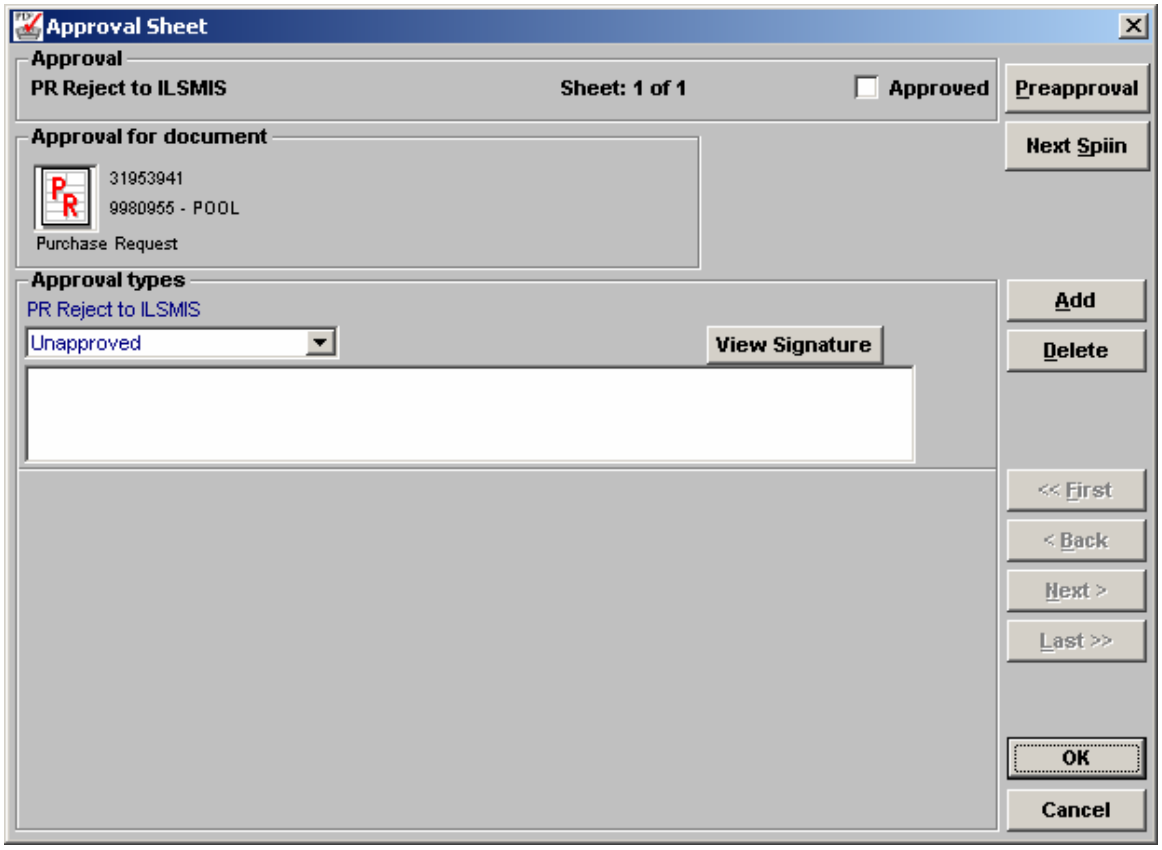


Figure 6.5– Not for Disclosure Outside the Government

The PD2 Purchase Request must be cancelled in PD^2 by highlighting the Purchase Request on the desktop and selecting **File → Cancel** from the menu – ***Figure 6.6***

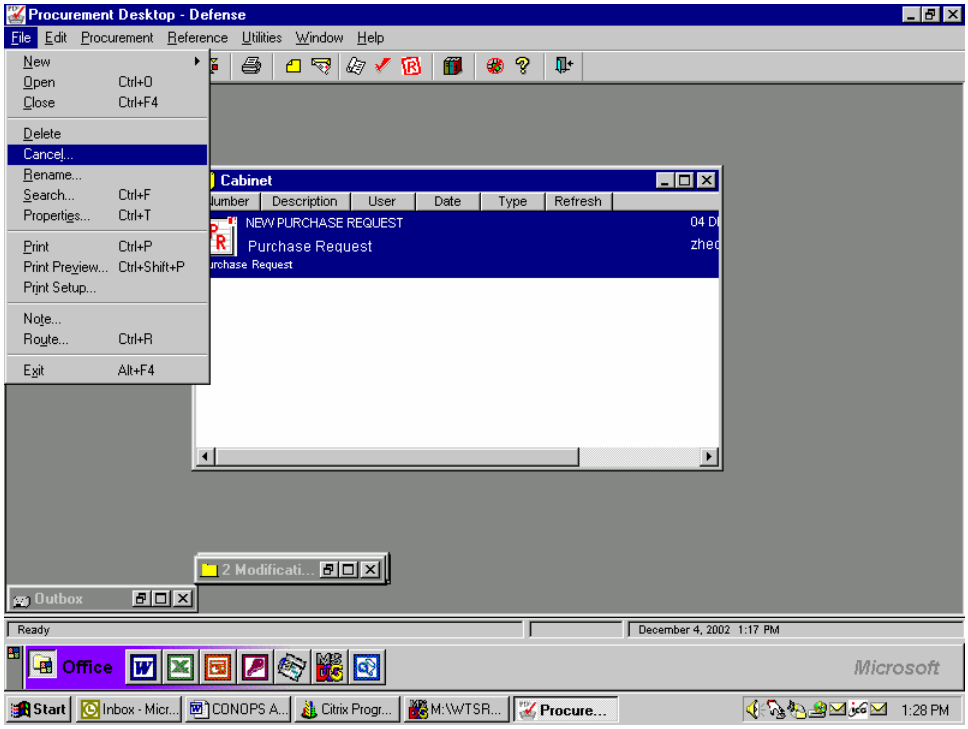


Figure 6.6 – Not for Disclosure Outside the Government

The following message will appear: "Canceling this document will prevent further action upon it. Are you sure you want to cancel it?" Click **OK** if you want to continue with the cancellation process. The user will then be required to select a "Reason" for cancellation within the "Cancellation" window – ***Figure 6.7*** The user may also enter a narrative description of the cancellation within the "Description" block of the "Cancellation" window. Then click **OK** to cancel.

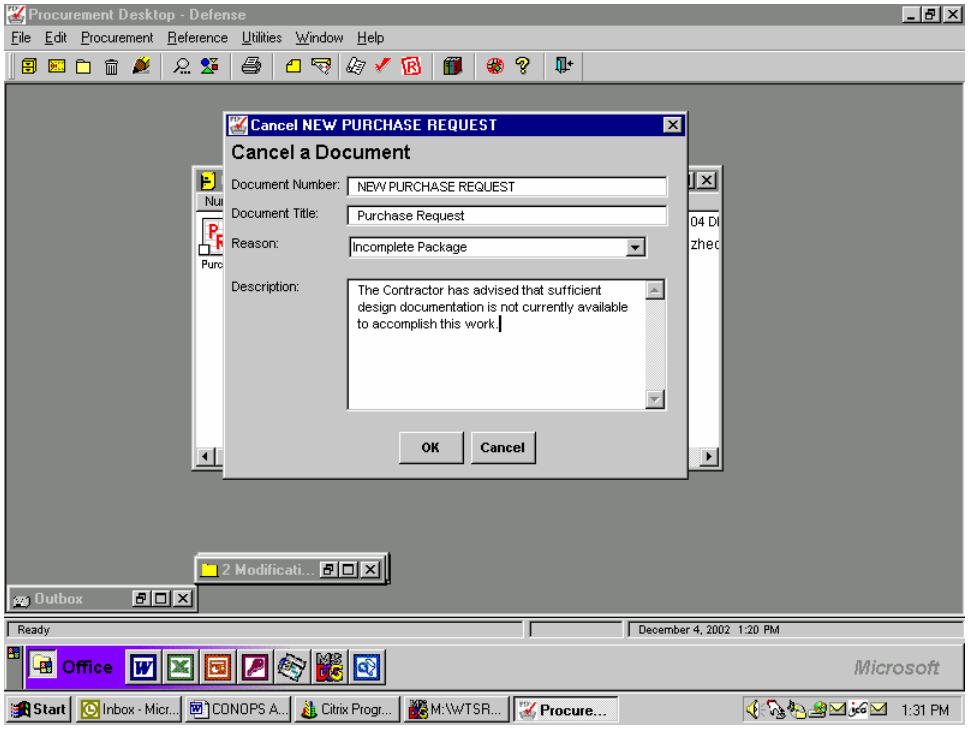


Figure 6.7 – Not for Disclosure Outside the Government

A "Cancelled" stamp will be displayed on the desktop object upon cancellation – ***Figure 6.8***

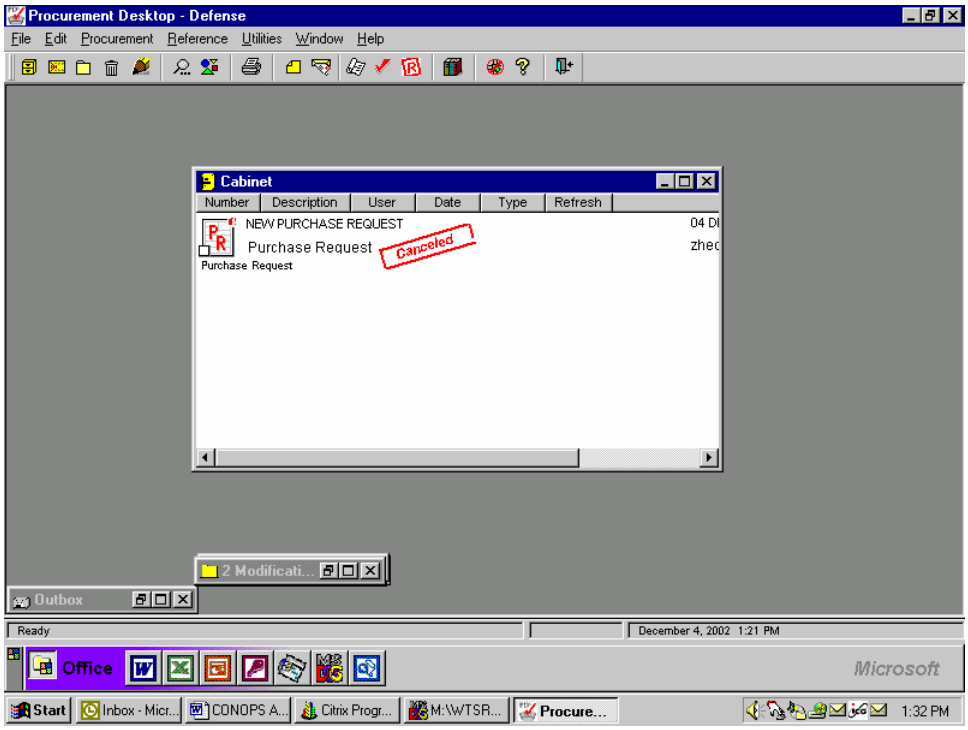


Figure 6.8 – Not for Disclosure Outside the Government

For a future history of the reason for the cancellation attach a yellow sticky note stating the reason for cancellation. Highlight the PR → Click on the Yellow Stick Icon on the tool bar → type in the reason for the cancellation. Follow local procedures for storage of cancelled PRs.

4.2.9 Purchase Request Status Optional

The user may view the status of a Purchase Request at any time by highlighting the Purchase Request on the desktop and selecting **Procurement → Requirements → Requirement Status –** ***Figure 7.1*****.**

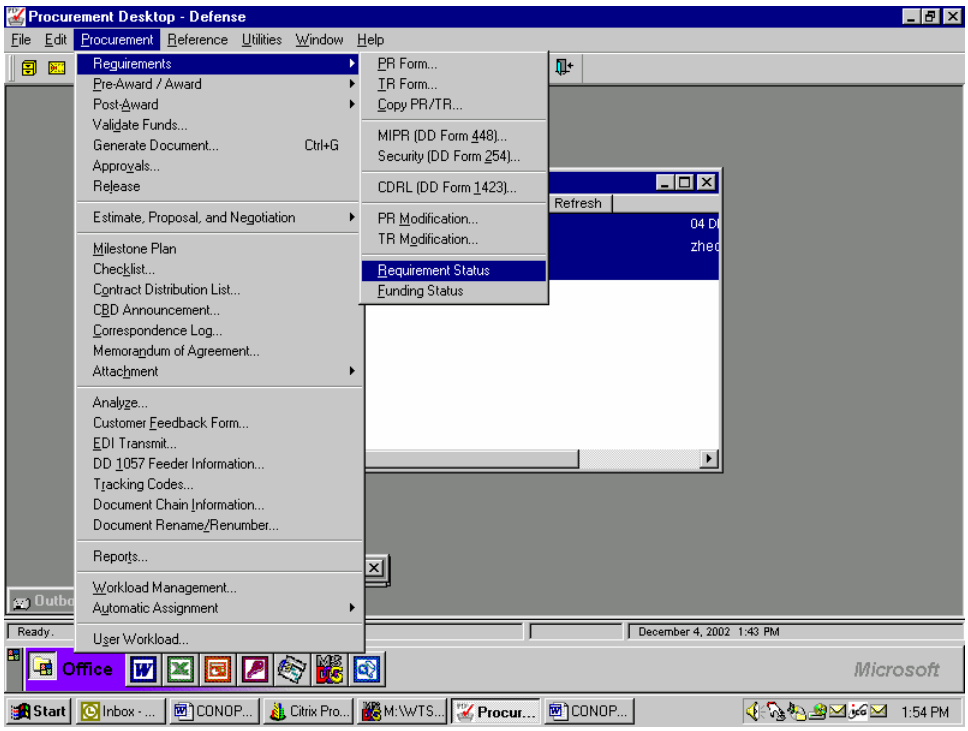


Figure 7.1 – Not for Disclosure Outside the Government

The user will be presented with the "Requirement Status" window – ***Figure 7.2.*** The user may toggle through the line items in the "Line Items for Selected Document" block and view the line item description and original amount as well as the Award Status, Pricing Status, and value of the Government Estimate, Proposal, Objective and Negotiation, as applicable, for the highlighted line item**.**

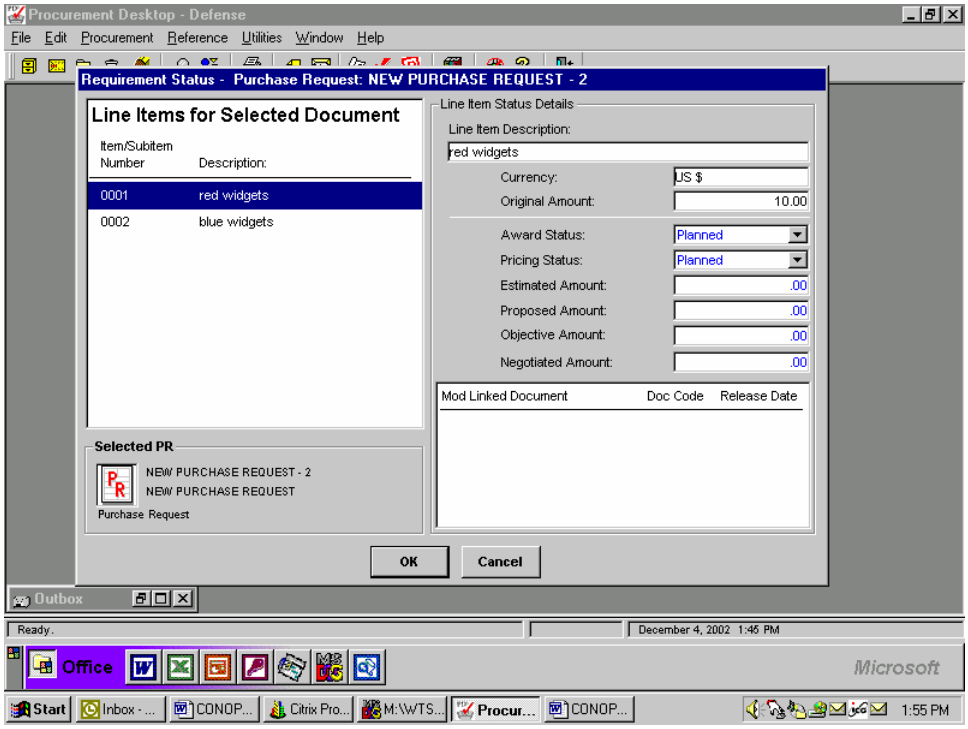


Figure 7.2 – Not for Disclosure Outside the Government

NOTE: Under NO circumstance should changes in Award or Pricing Status or entry of Estimate, Proposal, Objective or Negotiation information be made within the Requirement Status window!

While this window does not currently display details pertaining to the Award document for a new-procurement purchase request, the Award Status will reflect the fact that an Award document has been released, incorporating the Purchase Request line item.

4.3 Solicitations

4.3.1 Creating the Written Solicitation.

A written solicitation is created by selecting the appropriate solicitation format **Procurement → Pre-Award / Award → Solicitation** and either the **RFP / IFB (SF 33)** or the **Commercial Solicitation (SF 1449)** – **Figure 1**. Once the solicitation has been created attach the PR by going to **Line Items → Attach --→ Select the PR**. Section 1.1 outlines the procedures for creating an SF33 and creation of a Commercial solicitation, SF1449, is outlined in Section 1.2.

Note: Only one PR can be chosen at a time. If there are multiple PRs to be associated with the solicitation, or you want to create subline items (SLINs) they are to be attached as outlined in section_2__.

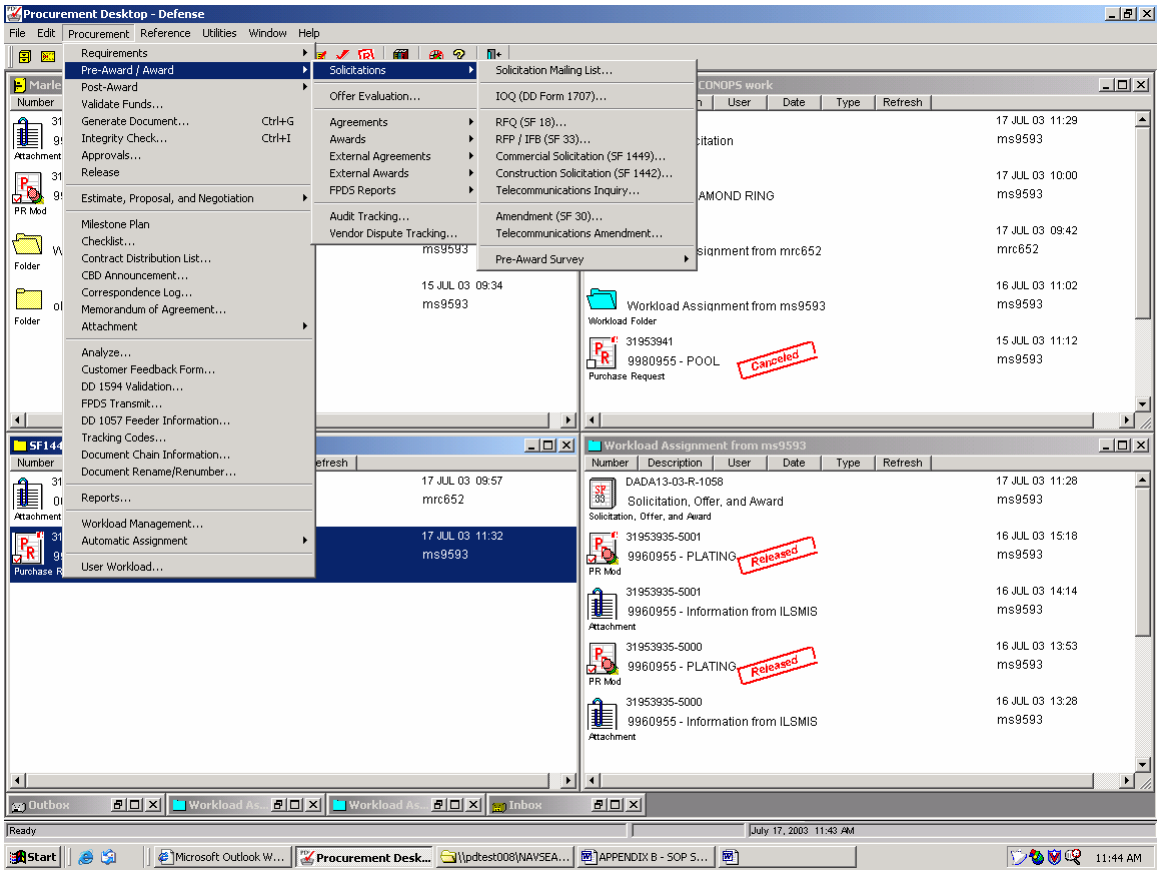


Figure 1 – Not for Disclosure Outside the Government

4.3.1.1 Request for Proposal/Invitation for Bid—SF 33 Creation

Select the RFP/IFB (SF33) solicitation format from the menu bar **Procurement → Pre-Award / Award → Solicitation→RFP / IFB (SF 33)**—Figure 1. The Solicitation Number is generated by PD2 and the user enters the Description of the Solicitation in the Create New Solicitation, Offer, and Award dialog box—Figure 2. The Number field displays the next consecutive PIIN specific to the default DoDAAN. Select a UIC from the drop-down list box in the Number field or enter a new UIC. From the drop-down list, select a

PIIN Serial Range, if applicable. The PIIN Serial Rang***e can be set by the*** Systems Administrator for each section. If using a format other than UCF, then a different format can be selected on this screen. Click on OK to close when finished.– Figure 2.

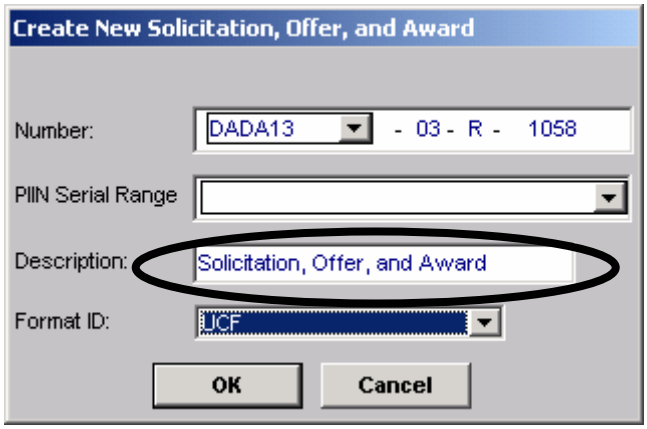


Figure 2 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Number	DE	M	
PIIN Serial Range	DE	O	System administrator may set Serial Ranges for PIIN numbering if site requires. If Serial Ranges are set select from the range or ranges and the next number available in the sequence will appear in the number.
Description	See Remarks	M	Defaults to Object Type. Site may require editing to reflect PR Description.
Format ID	See Remarks	M	Default is set to UCF. Site may have different required formats for award documents.

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

The solicitation will open and data from the attached purchase request will be pulled forward. Data may be entered or edited on the solicitation's tabs. – Figure 3

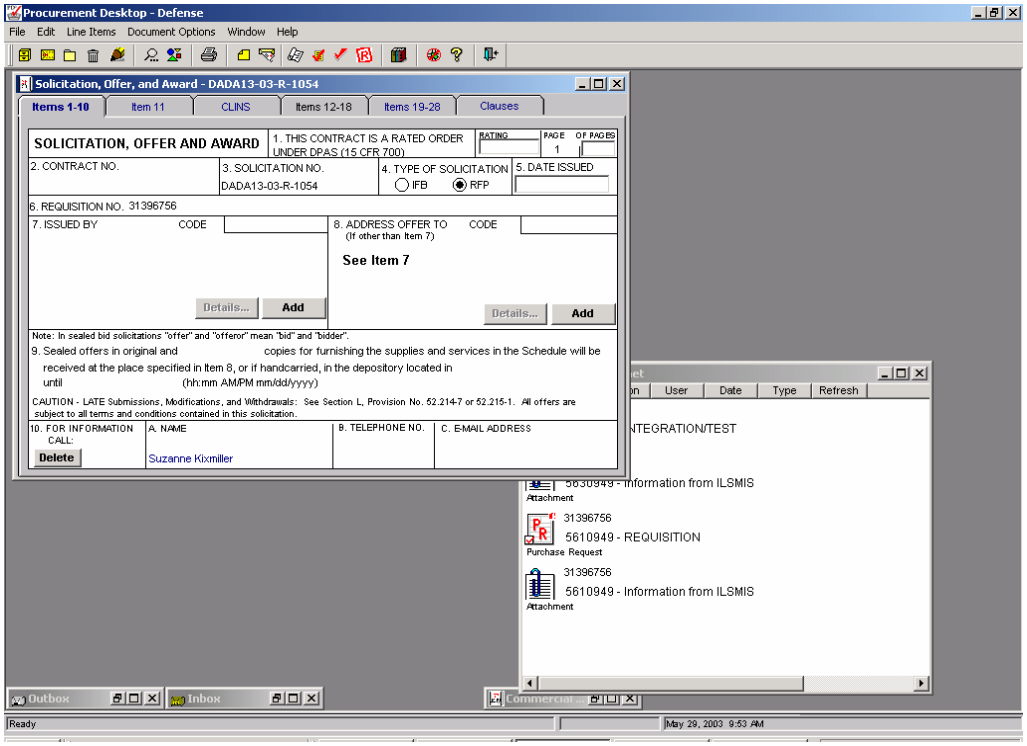


Figure 3 – Not for Disclosure Outside the Government

The following screen shots provide guidance for specific requirements pertaining to fields on the document tabs of the SF 33 solicitation:

SF33 Items 1-10 Tab

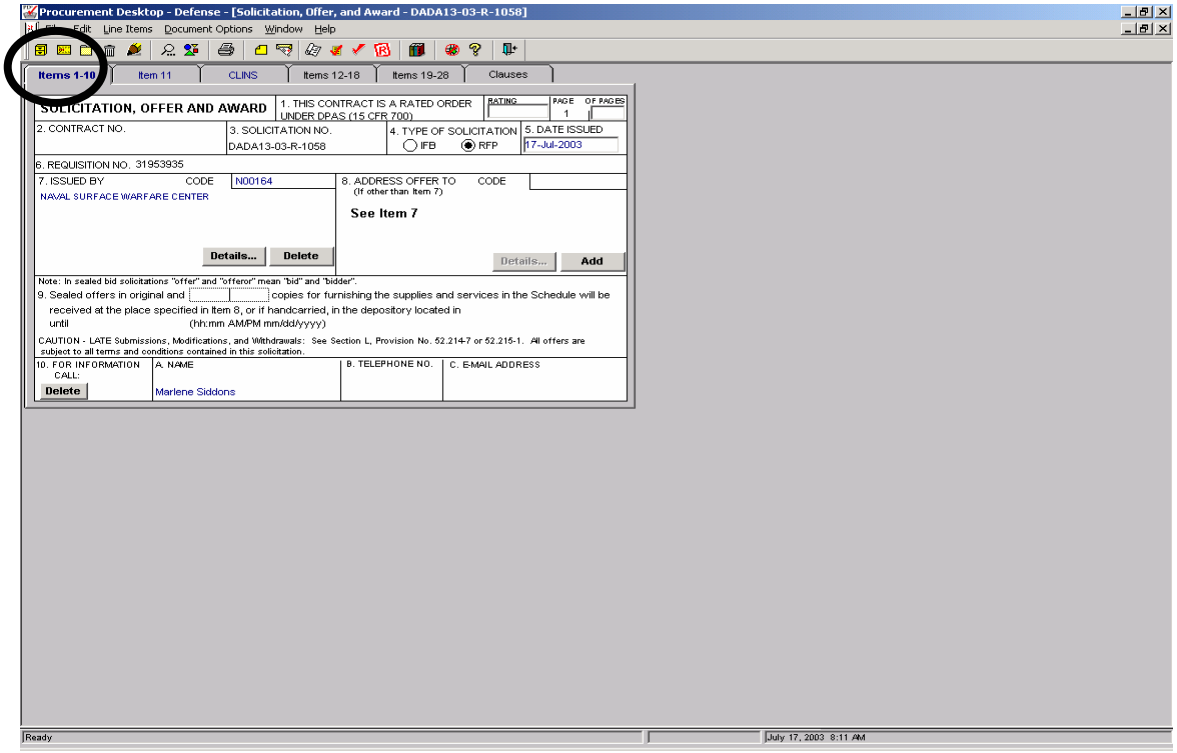


Figure 4 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
DPAS Priority Rating	DE	RWA	Pulls forward from PR. Must be a valid DO or DX rating. Not required on solicitations for IDC awards.
Number of Pages	D	M	Defaults to number of pages created in generating the document
Contract No.	N/A	N/A	
Solicitation No.	D	M	Default based on Solicitation Number entered in “Create New” dialog box
Type of Solicitation	D	M	Default based on Solicitation Number entered in “Create New” dialog box
Date Issued	N/A	M	Must be completed before solicitation can be issued
Requisition No.	D	M	Defaults to PR number of source PR

Issued by	See Remarks	M	May be defaulted based on User Preferences established by the User
Issued by Code	D	M	Default based on "Issued by" field
Address Offer to	D	M	Defaults to "See Item 7"
Address Offer to Code	N/A	N/A	
Number of Offers	N/A	M	Enter the number of bid/proposal copies required from the Contractor
Depository Location	N/A	M	Enter the Bldg or Room where Bids/Proposals are to be delivered
Bid Opening / Proposal Closing Date / Time	N/A	M	Enter the date bids/proposals are due
For Information Call – Name	N/A	M	Defaults from the POC of the user creating the solicitation or can be added/changed by clicking delete/add and then selecting appropriate POC—Figure 5
For Information Call – Telephone No.	D	O	Default based on selection of POC Name. If the phone number does not appear, see your site's Functional System Administrator.
For Information Call – E-mail Address	D	O	Default based on selection of POC Name. If the e-mail address does not appear, see your site's Functional System Administrator.

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

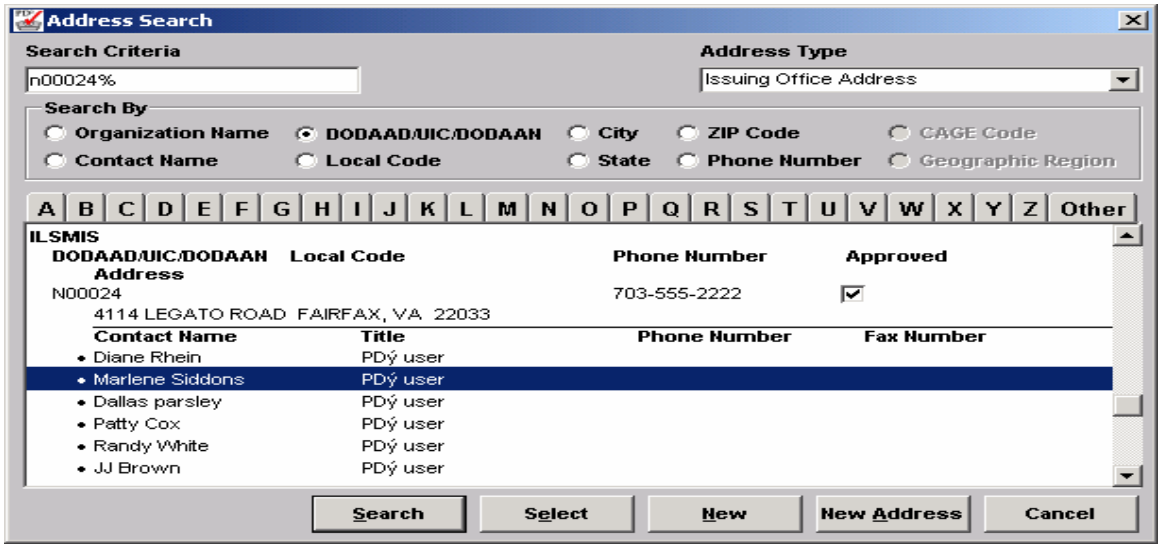


Figure 5 – Not for Disclosure Outside the Government

SF33 Item 11 Tab

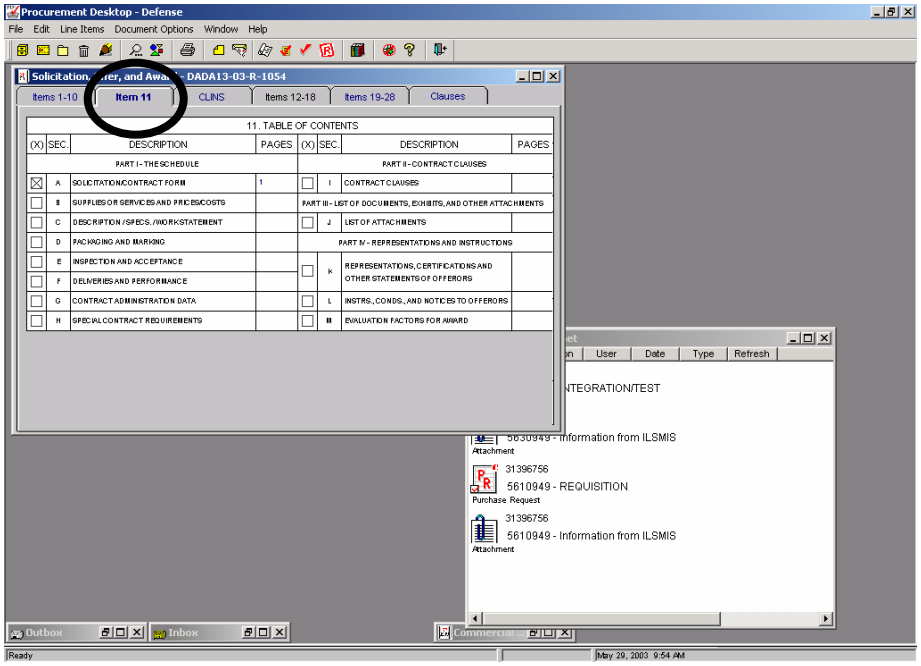


Figure 6 – Not for Disclosure Outside the Government

The user may choose to have this tab updated by the system subsequent to document generation. An “X” may also be placed manually into the checkbox next to each section.

SF33 CLINS Tab

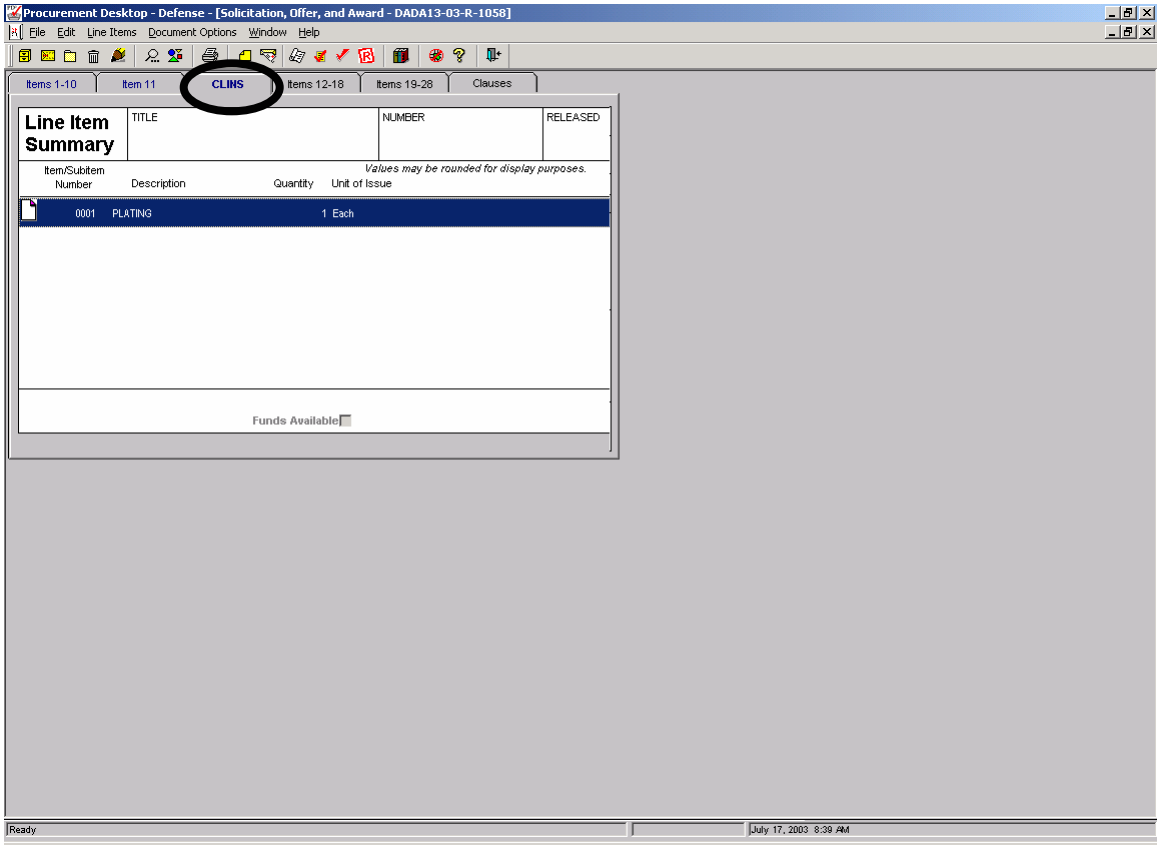


Figure 7 – Not for Disclosure Outside the Government

The CLINS tab must have information added to set up the Schedule for the full requirements of the solicitation for pricing and proposal purposes. Section 2 of this document describes in detail how to establish CLIN/SLIN structure in your solicitation.

SF33 Items 12-18 Tab

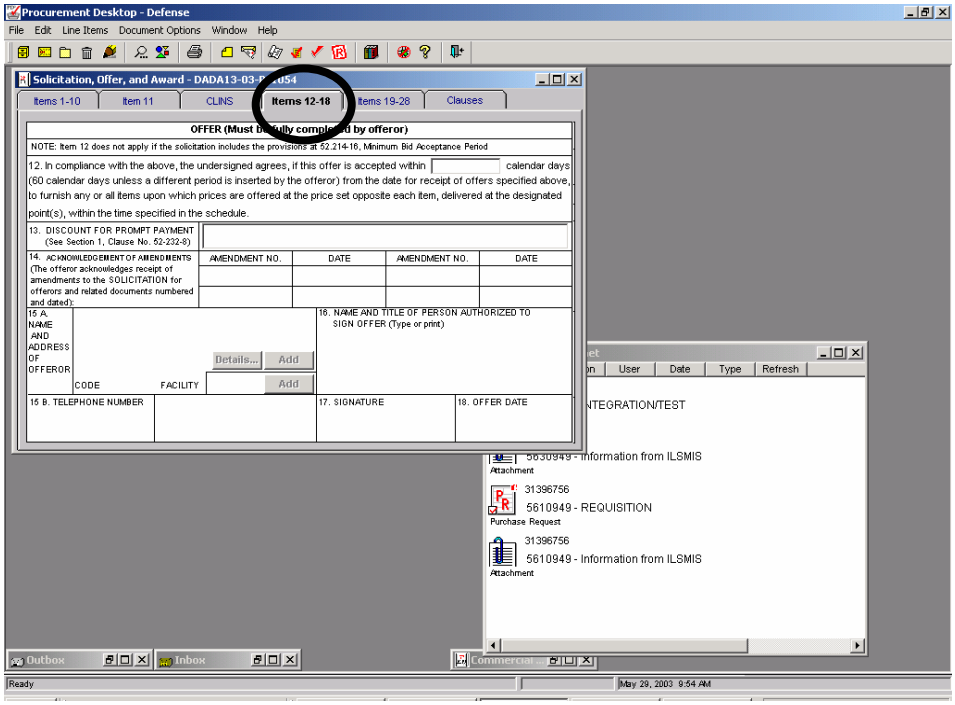


Figure 8 – Not for Disclosure Outside the Government

NO DATA IS ENTERED IN THIS SCREEN IN CREATING THE SOLICITATION.

SF33 Items 19-27 Tab

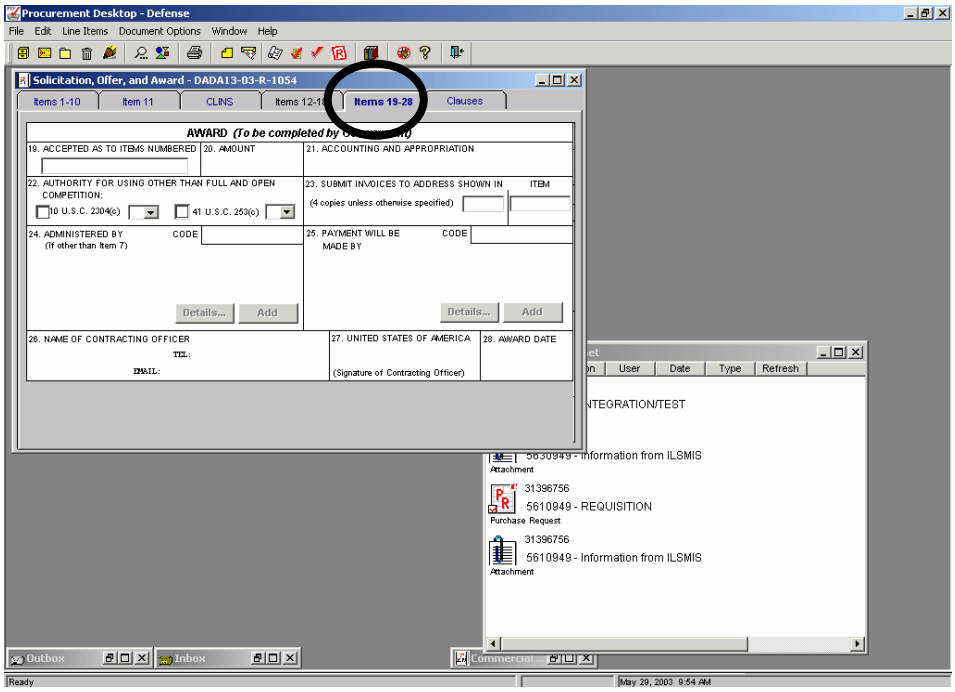


Figure 9 – Not for Disclosure Outside the Government

NO DATA IS ENTERED IN THIS SCREEN IN CREATING THE SOLICITATION.

SF33 Clauses Tab

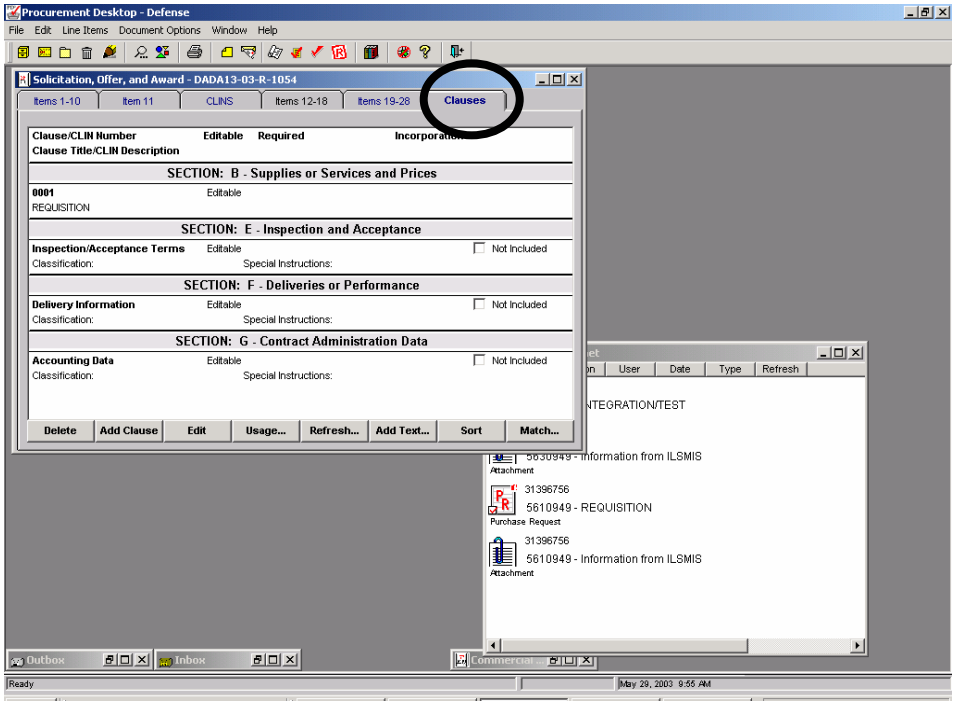


Figure 10 – Not for Disclosure Outside the Government

Clauses and text may be added and edited in the solicitation. Clauses may be toggled to “By Reference” or “By Full Text”. Specific clauses may be matched to line items. No other data is entered on this tab. (See User Guide, Section_4.??___for instructions on clause selection) .

4.3.2 Commercial Solicitation—SF 1449 Creation

Select the RFP/IFB (SF33) solicitation format from the menu bar Procurement → Pre-Award / Award → Solicitation→Commercial Solicitation (SF 1449)—Figure 11. The Solicitation Number is generated by PD2 and the user enters the Description of the Solicitation in the Create New Solicitation, Offer, and Award dialog box—Figure 12. The Number field displays the next consecutive PIIN specific to the default DoDAAN. Select a UIC from the drop-down list box in the Number field or enter a new UIC. From the drop-down list, select a PIIN Serial Range, if applicable. The PIIN Serial Range can be set by the Systems Administrator for each section. If using a format other than UCF, then a different format can be selected on this screen. Click on OK to close when finished.– Figure 12.

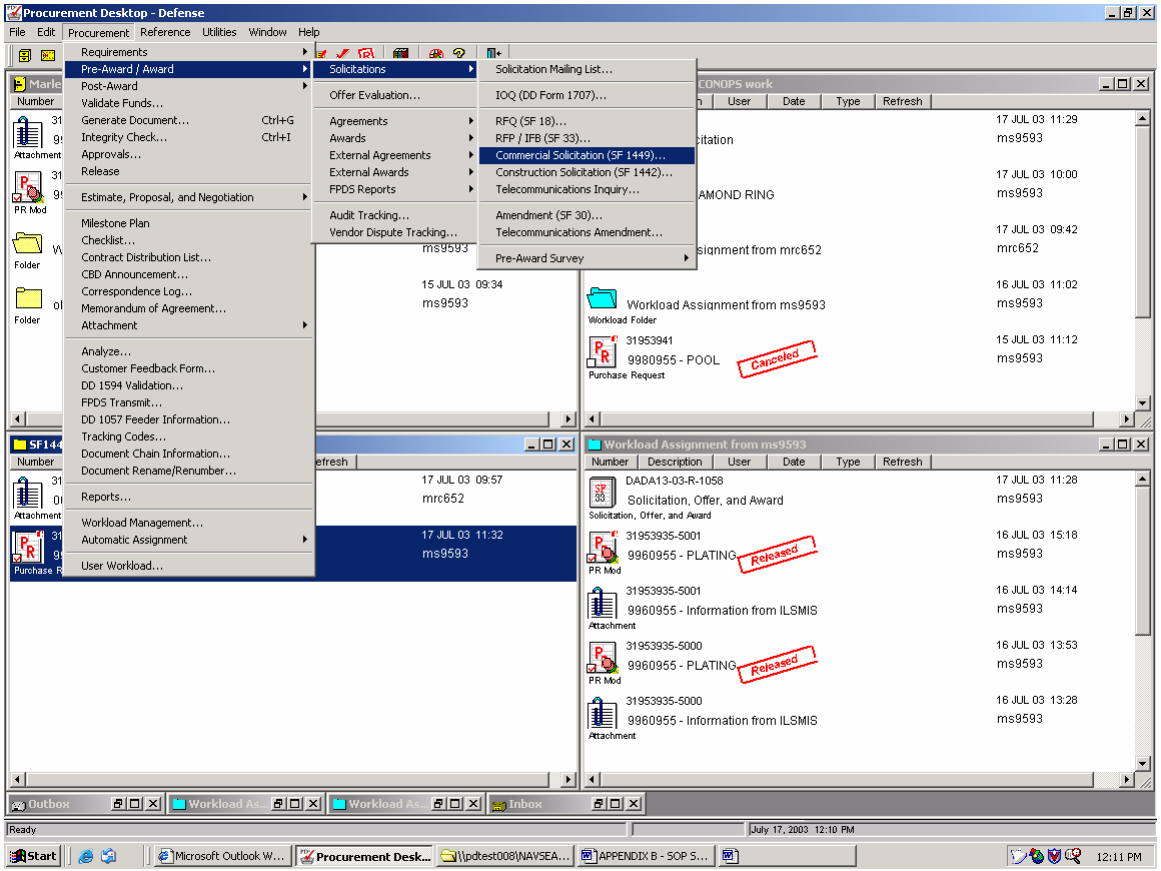


Figure 11 – Not for Disclosure Outside the Government

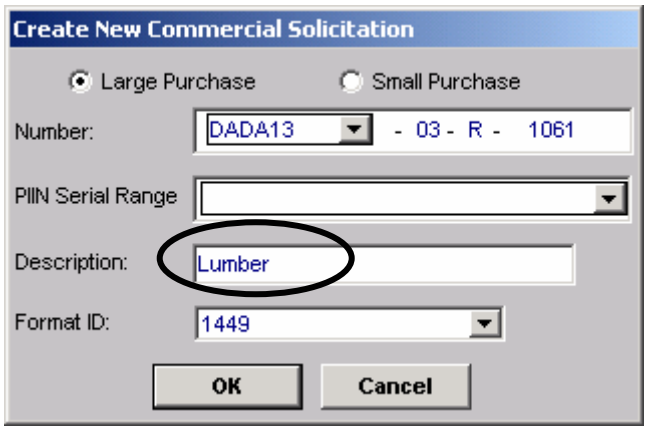


Figure 12 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Large/Small Purchase	DE	M	
Number	DE	M	

PIIN Serial Range	DE	O	System administrator may set Serial Ranges for PIIN numbering if site requires. If Serial Ranges are set select from the range or ranges and the next number available in the sequence will appear in the number.
Description	See Remarks	M	Defaults to Object Type. Site may require editing to reflect PR Description.
Format ID	See Remarks	M	Default is set to 1149. Site may have different required formats for solicitation documents.

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

SF1449 Items 1-16 Tab

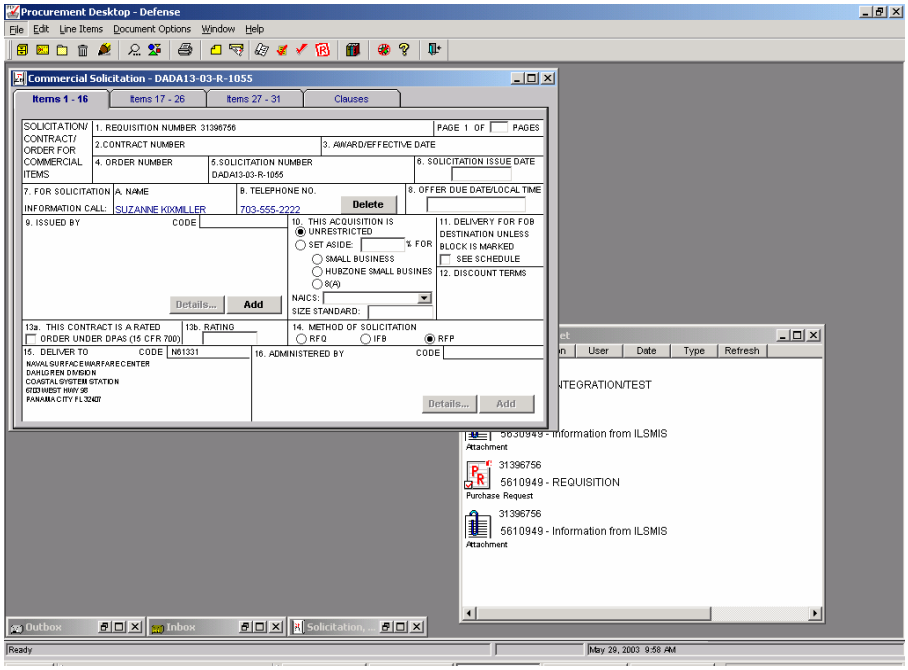


Figure 13 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Requisition Number	D	M	Defaults to PR number of source PR
Contract Number	N/A	N/A	
Award/Effective Date	N/A	N/A	

Order Number	N/A	N/A	
Solicitation Number	D	M	Default based on Solicitation Number entered in "Create New" dialog box
Solicitation Issue Date	N/A	M	
For Solicitation Information Call - Name	DE	M	Defaults based on Procurement Profile
For Solicitation Information Call – Telephone No.	D	M	Default based on POC Name
Offer Due Date / Local Time	N/A	M	
Issued By	See Remarks	M	May be defaulted based on User Preferences established by the User
Issued By Code	D	M	Defaults based on "Issued By" field
Unrestricted / Set Aside Indicator	N/A	M	See SF 2579 for Set-Aside information
Set Aside Percentage	N/A	RWA	See SF 2579 for Set-Aside information
Set Aside Type	N/A	RWA	See SF 2579 for Set-Aside information
NAICS	N/A	M	NAICS assigned by DSB on SF 2579
Size Standard	N/A	RWA	Size Std assigned by DSB on SF 2579
FOB Destination Exception Indicator	D		Default based on line item FOB entries
Discount Terms	N/A	N/A	
Rated Order Indicator	DE	RWA	Defaults to checked if PR had a DPAS Priority Rating. Not required on solicitations for IDC awards.
Rating	DE	RWA	Pulls forward from PR. Not required on solicitations for IDC awards.
Method of Solicitation	D	M	Default based on Solicitation Number
Deliver To	D		Default based on line item Ship To entries

Deliver To Code	D		Default based on line item Ship To entries
Administered By	N/A	N/A	
Administered By Code	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

SF1449 Items 17-26 Tab

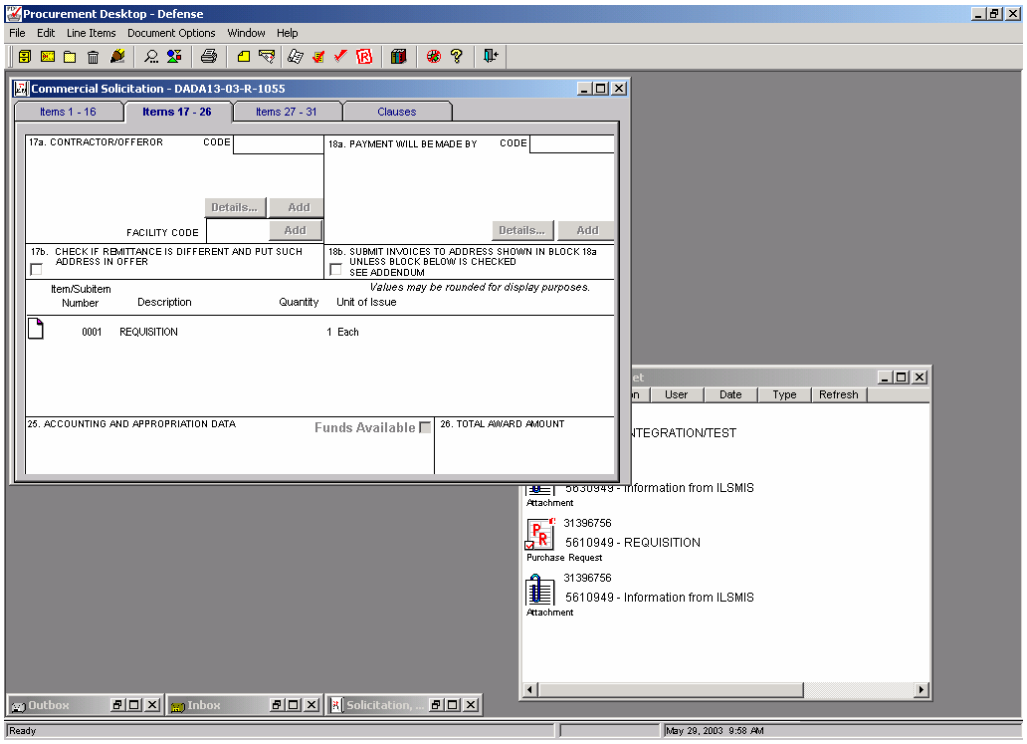


Figure 14 – Not for Disclosure Outside the Government

NO DATA IS ENTERED IN THIS SCREEN IN CREATING THE SOLICITATION. CONTRACT LEVEL FUNDING IS PROHIBITED FOR NEW AWARDS.

SF1449 Items 27-31 Tab

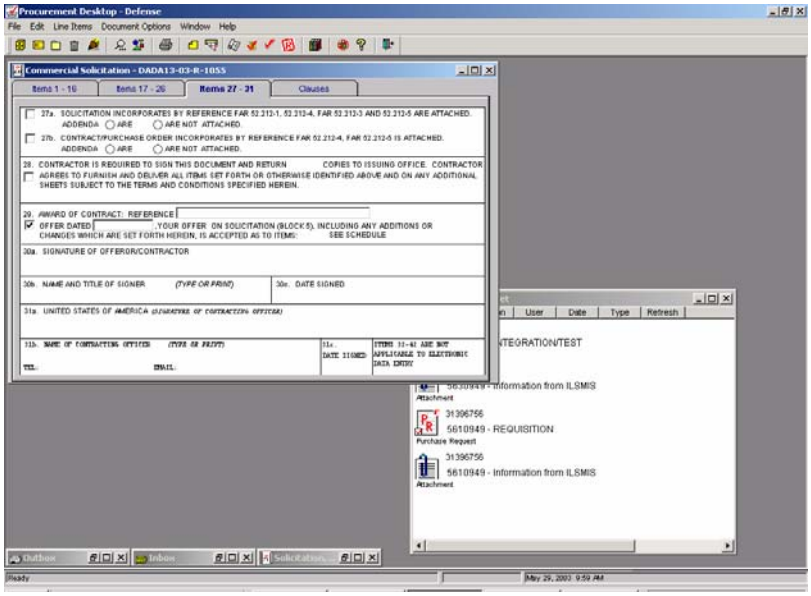


Figure 15 – Not for Disclosure Outside the Government

NO DATA IS ENTERED IN THIS SCREEN IN CREATING THE SOLICITATION.

SF1449 Clauses Tab

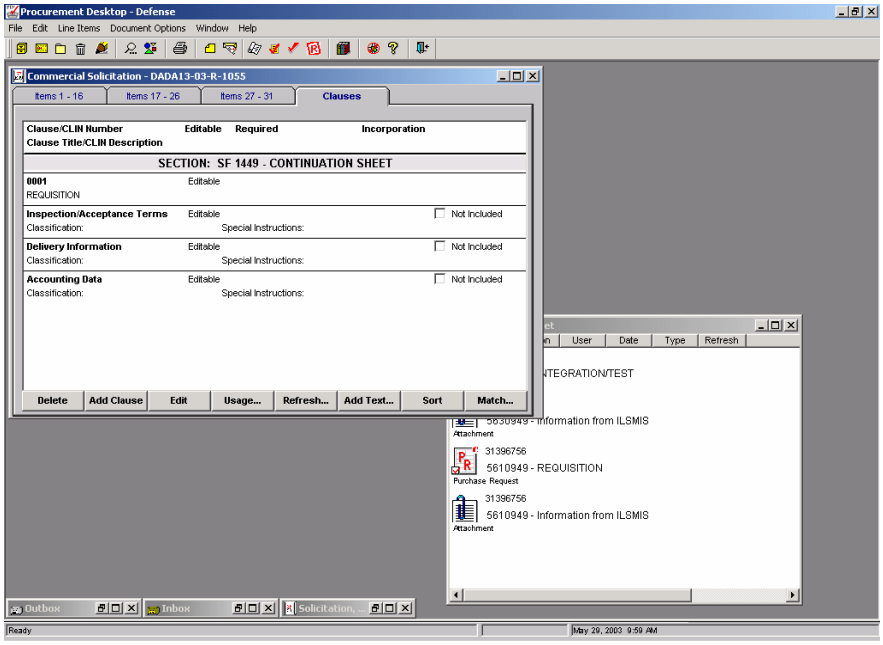


Figure 16 – Not for Disclosure Outside the Government

Clauses and text may be added and edited in the solicitation. Clauses may be toggled to “By Reference” or “By Full Text”. Specific clauses may be matched to line items. No other data is entered on this tab. (See User Guide, Section 4.1.7 for instructions on clause selection) .

4.3.3 Document Classification Window

The information input into the Document Classification Window is used by clause logic to determine what clauses/provisions are applicable to the solicitation. It can also be used to change the Document Format.

From the menu bar select **Document Options→Classifications**—Figure 17

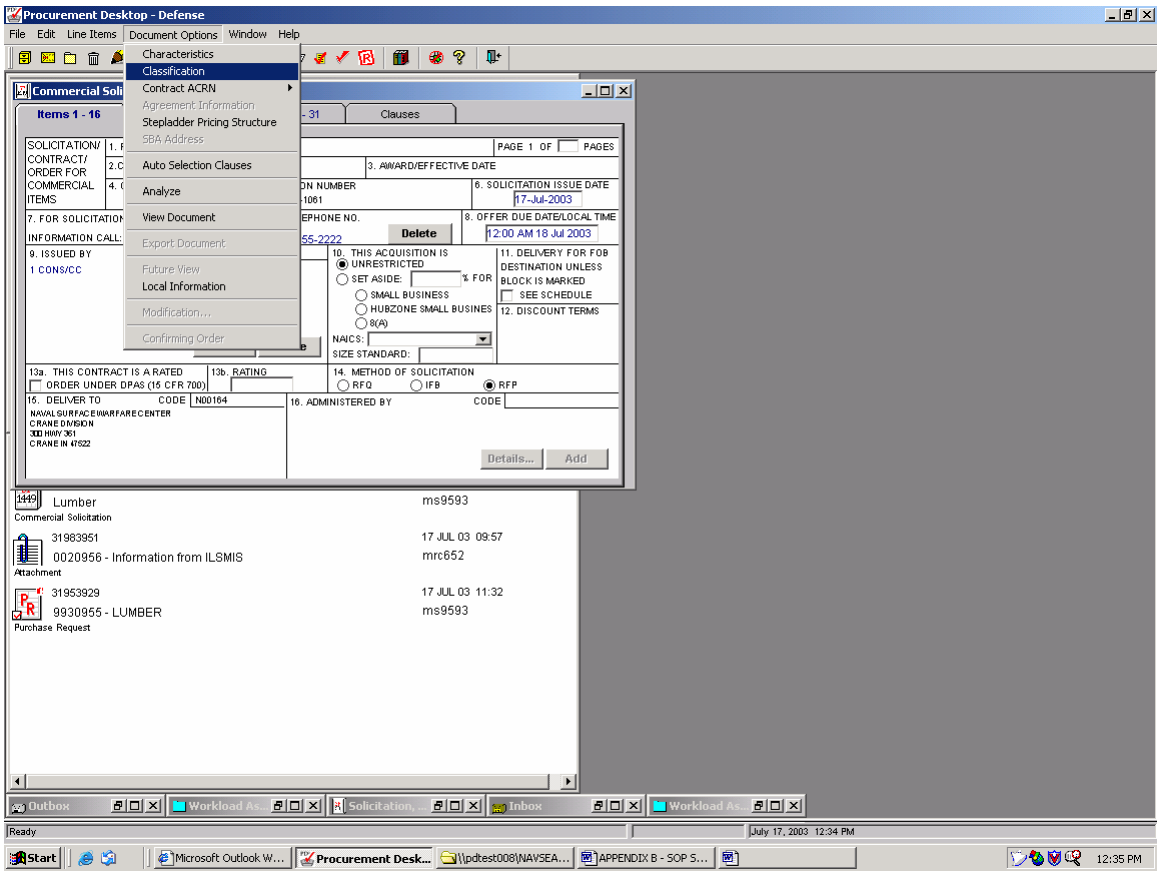


Figure 17 – Not for Disclosure Outside the Government

Document Classification Window—**Figure 18**

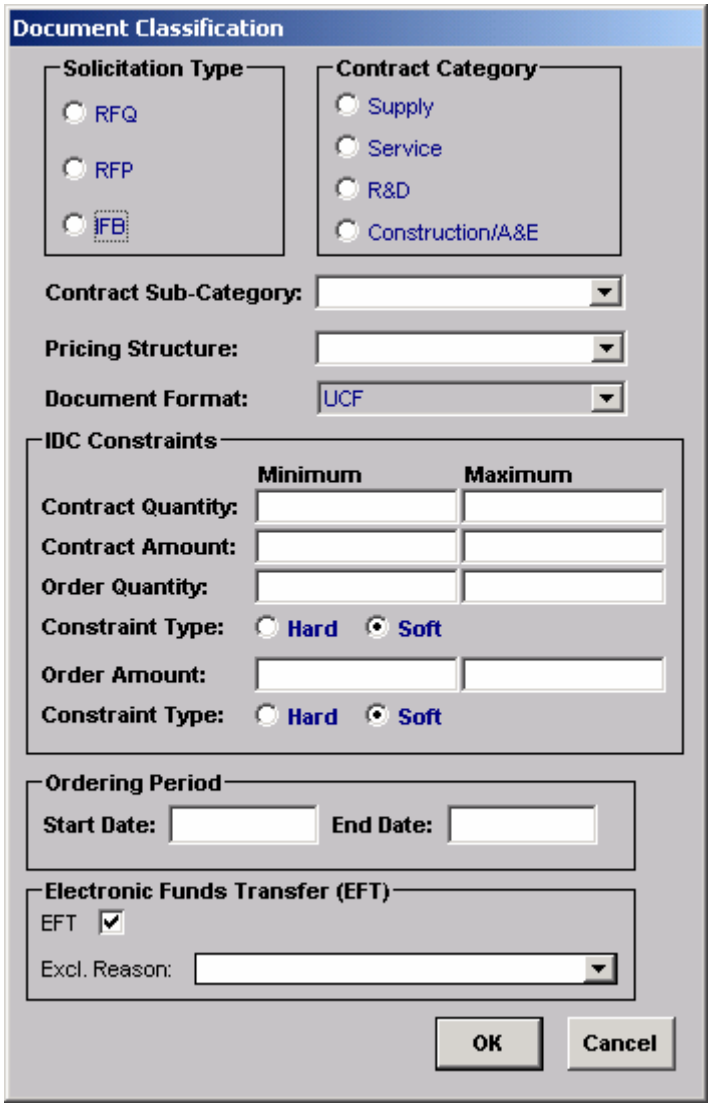


Figure 18 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Solicitation Type	N/A	N/A	
Contract Category	N/A	N/A	
Contract Subcategory	N/A	N/A	
Pricing Structure	N/A	M	Where more than one pricing structure exists, select the pricing structure of the line item

			estimated to be the highest dollar value line item.
Document Format	DE	M	Defaulted to 1449 & I couldn't edit.Defaults to UCF and must be edited. MSRA/ABR Solicitations must = "MSRA" format. SAP Solicitations must = "SUPSHIP SAP" format.
Contract Quantity Minimum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Contract Quantity Maximum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Contract Amount Minimum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Contract Amount Maximum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Order Quantity Minimum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Order Quantity Maximum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Order Amount Minimum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Order Amount Maximum	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Ordering Period Start Date	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
Ordering Period End Date	DE	RWA	Pulls forward from PR. Applicable to solicitations for IDC awards only.
EFT Checkbox	DE	M	
Excluded Reason	N/A	RWA	Required when EFT checkbox not checked

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

4.3.4 Document Options Local Information Window

The local information window can be accessed from the menu bar by going to **Document Options→Classifications—Figure 19**

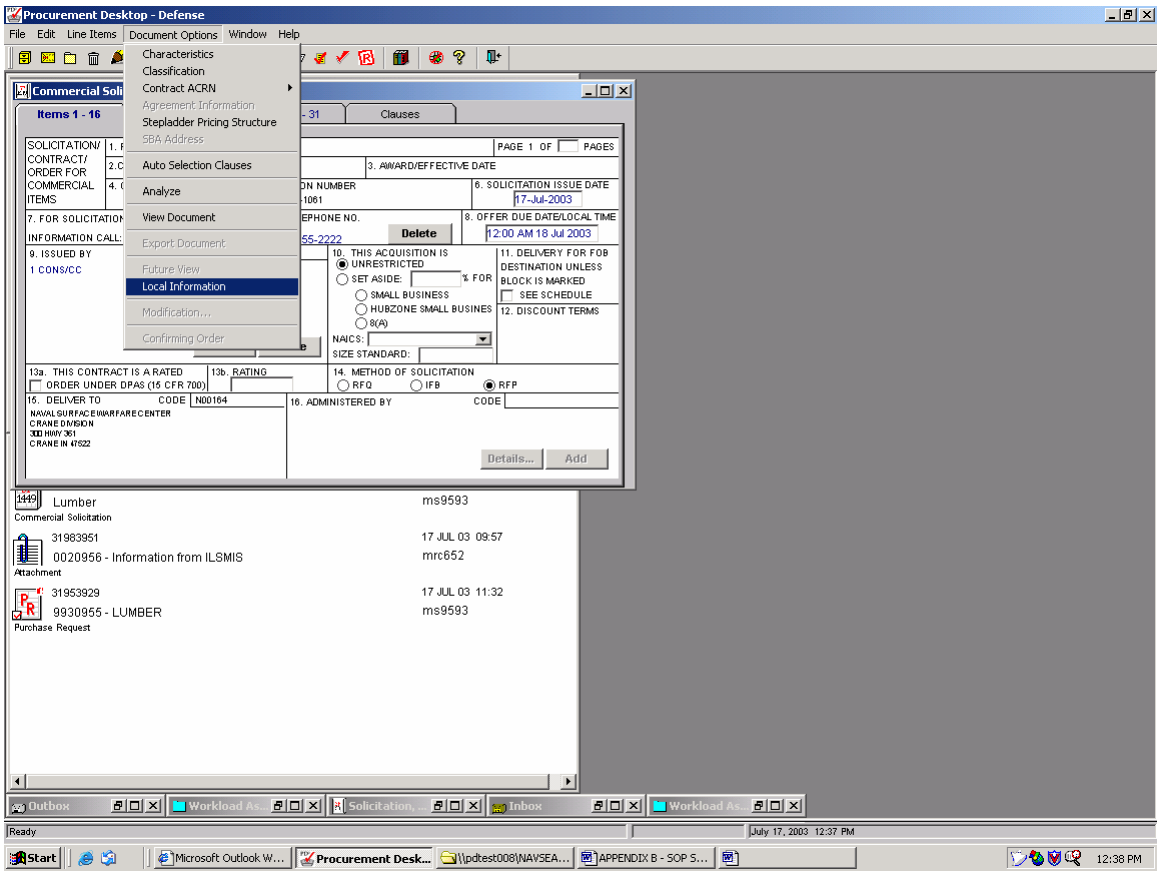


Figure 19 – Not for Disclosure Outside the Government

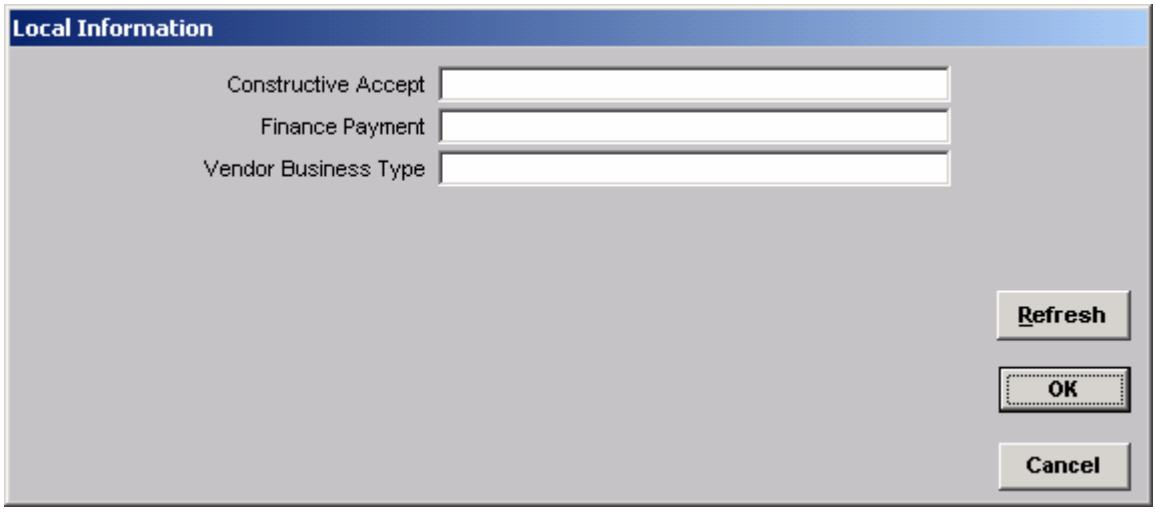


Figure 20 – Not for Disclosure Outside the Government

NO DATA IS ENTERED IN THIS SCREEN. THIS DATA IS ENTERED AT TIME OF AWARD.

4.3.5 Solicitation Line Items.

See the instructions for Solicitation Tab 17-26. At least one line item must exist on the Solicitation.

4.3.5.1 CLIN/SLIN Structuring

Line items will be pulled forward from the attached PR when the solicitation is created as outlined in Section 1 above. Line items may also be added by using the Line Item Attach feature - **Line Item → Attach** - Figure 21 - from within the Solicitation. This allows the user to search for, highlight and select a specific document from which they want to create the solicitation line item – using the Attachment selection window - Figure 22.

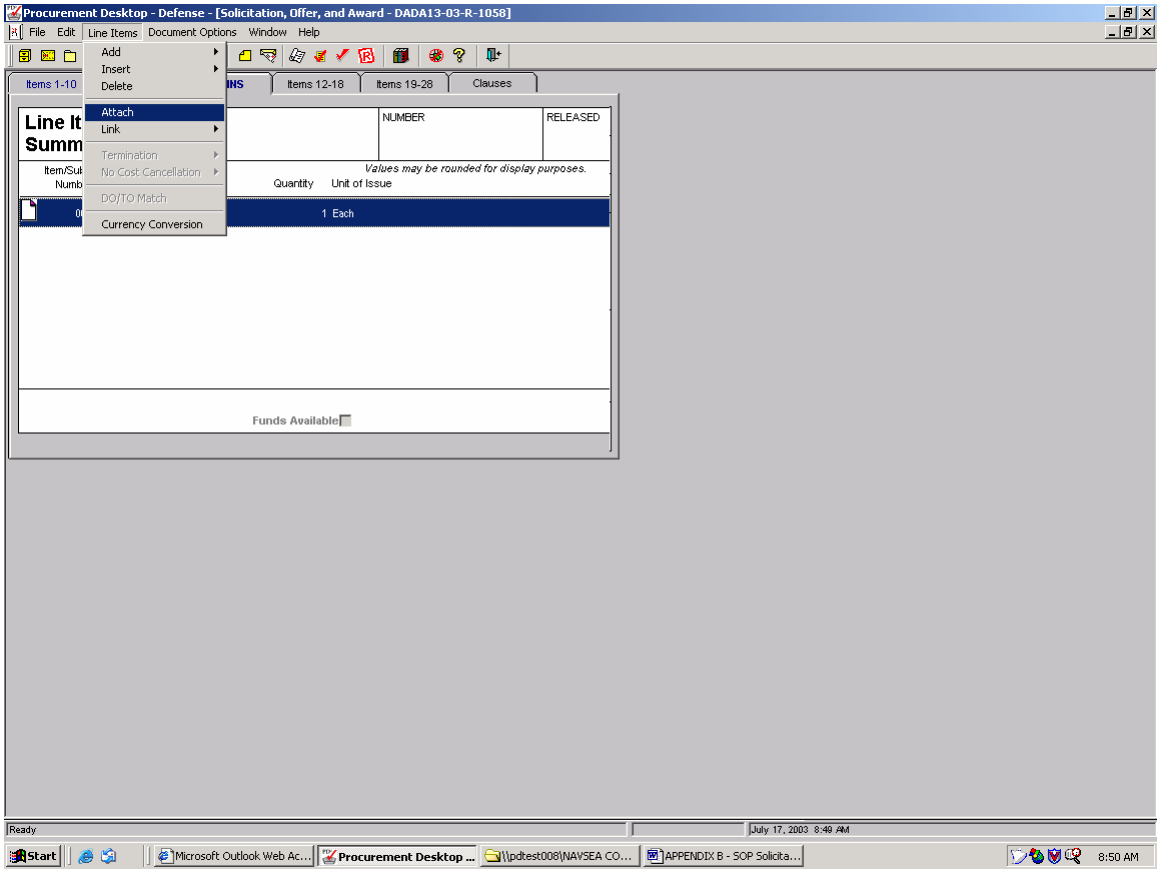


Figure 21 – Not for Disclosure Outside the Government

The Attachment Selection screen appears and allows the user to search for the PR(s) that are to be attached to the solicitation—**Figure 22**. If a specific PR number to be attached is known (or a portion of it known), the number can be entered in the search criteria block and the <Search> button selected. **NOTE:** ONLY PR'S that have been generated and approved will appear for selection.

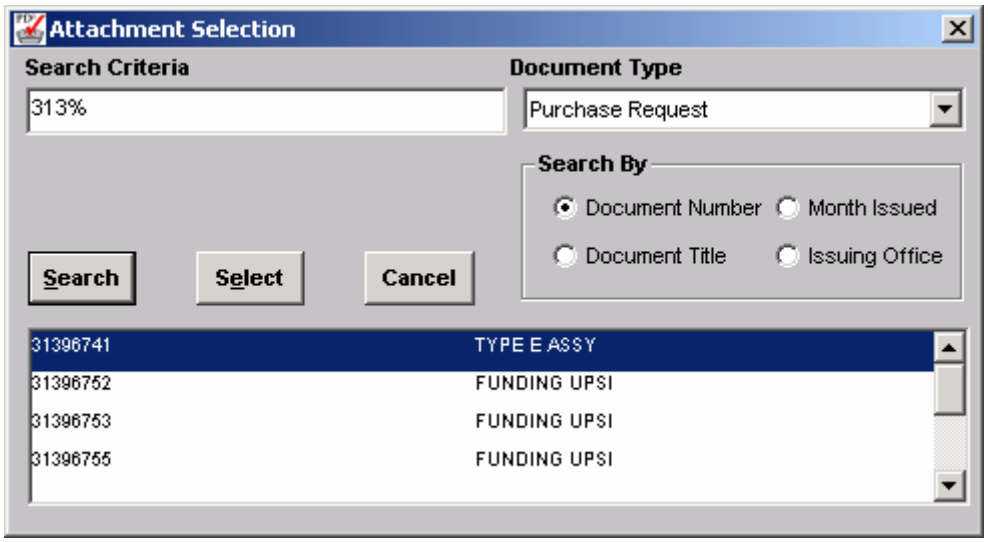


Figure 22 – Not for Disclosure Outside the Government

The search results will appear in the results window. Highlight the PR that is to be attached to the solicitation and <double click>. The CLIN Selection Screen will appear—Figure 23. If this is the correct PR, click on <Select>.

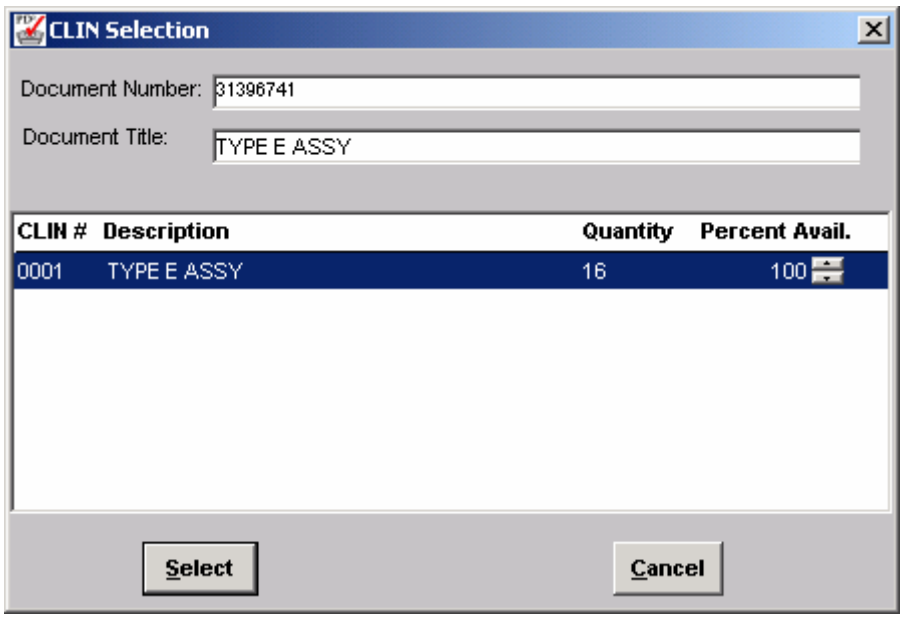


Figure 23 – Not for Disclosure Outside the Government

The item that was attached from the PR will appear as the next CLIN on the CLINS tab—Figure 24. Repeat the above steps until all PRs being purchased under the solicitation are attached.

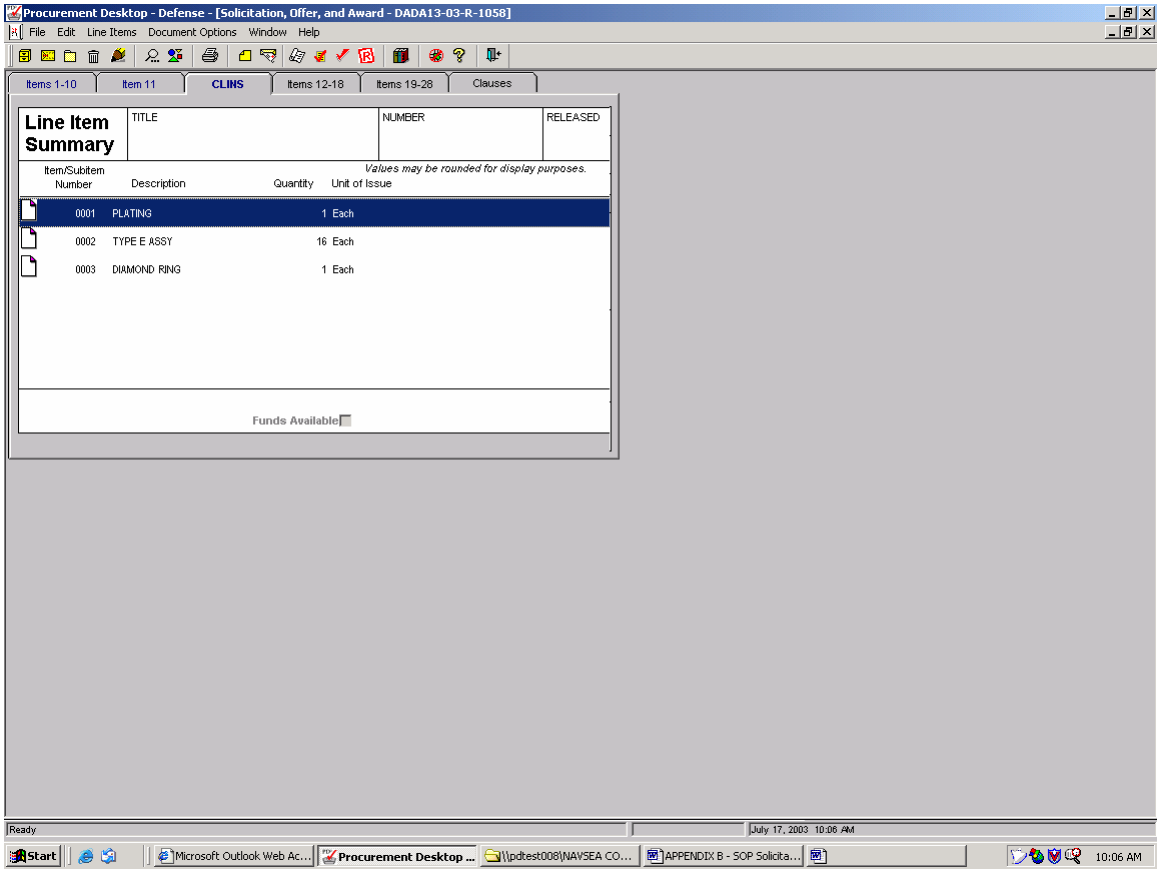


Figure 24 – Not for Disclosure Outside the Government

If the CLIN numbering does not appear as it should, CLINs can be renumbered by opening the CLIN and changing the line item number—Figure 25

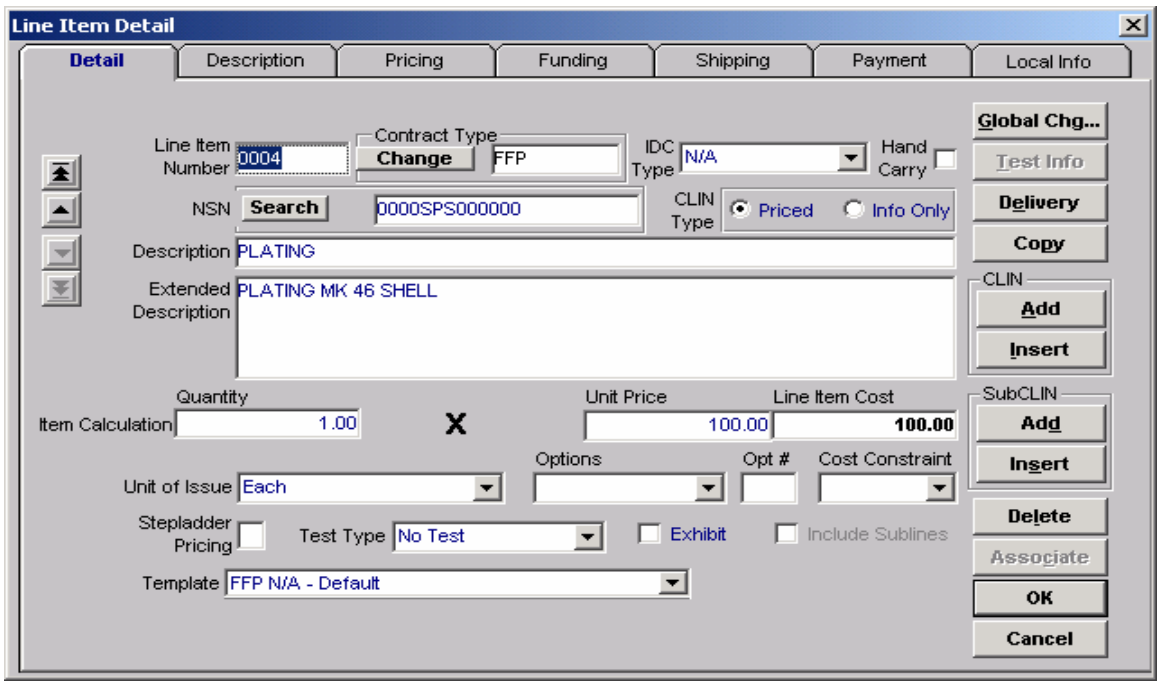


Figure 25 – Not for Disclosure Outside the Government

If priced SLINs are to be established under a top level unpriced CLIN, the top level CLIN will need to be added and the current CLINs renumbered as SLINs. To accomplish this the existing first CLIN will have to be renumbered (recommend changing the CLIN to the next available CLIN)—Figure 26

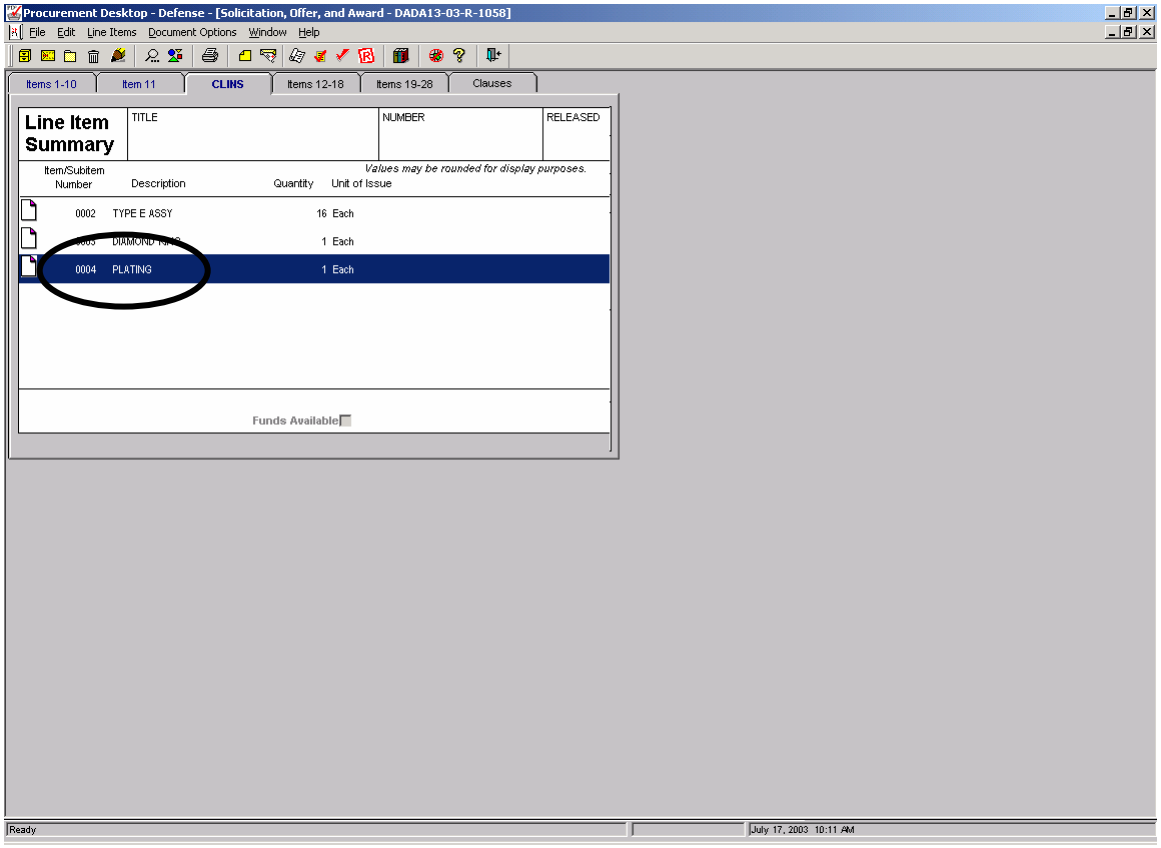


Figure 26 – Not for Disclosure Outside the Government

The top level CLIN is added by selecting **Line Items** from the menu bar→ **Add→CLIN—Figure 27.** In the Line Item Detail screen input the top level CLIN and mark it as information only –**Figure 28.**

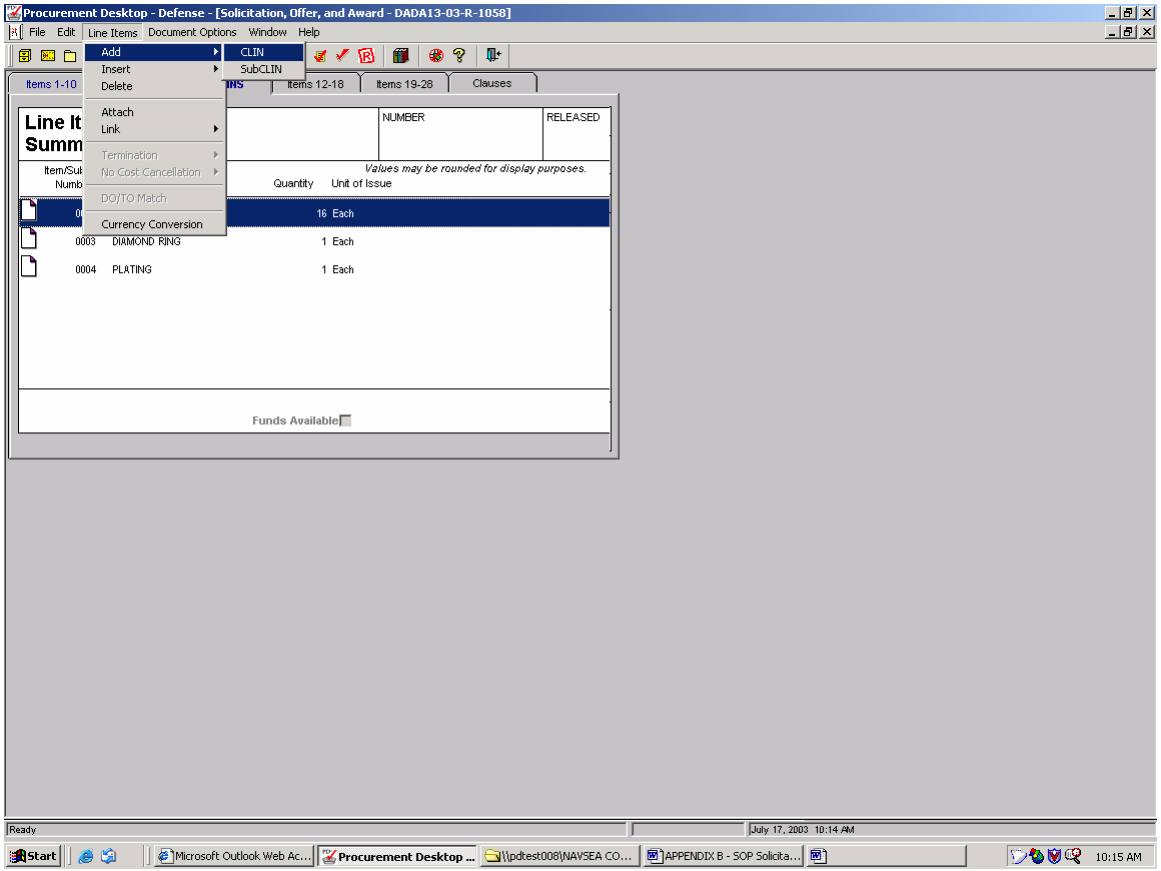


Figure 27 – Not for Disclosure Outside the Government

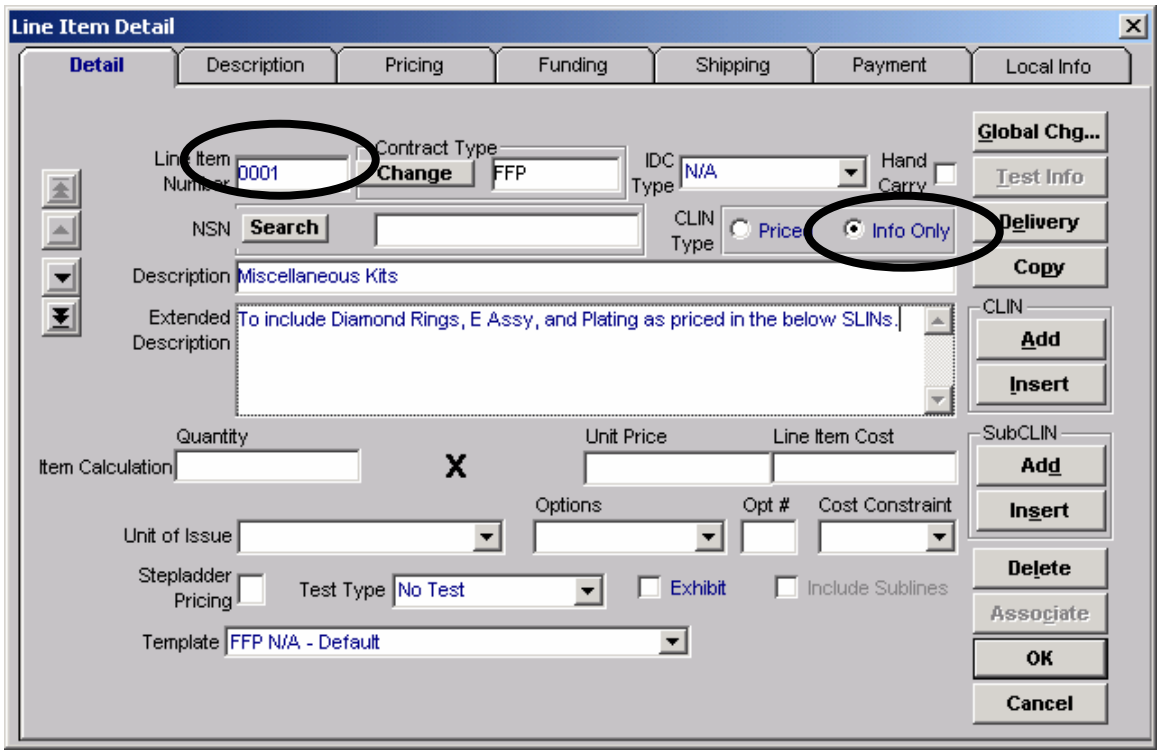


Figure 28 – Not for Disclosure Outside the Government

The SLINs can now be established by double clicking on the CLIN that are to be changed to SLIN and changing the Line Item Number to the appropriate SLIN (this is repeated until all applicable CLINs are converted to SLINs)—**Figure 29-30**. When the conversion from CLIN to SLINs is completed, the Line Item tab will have the SLINS listed as shown in **Figure 31**

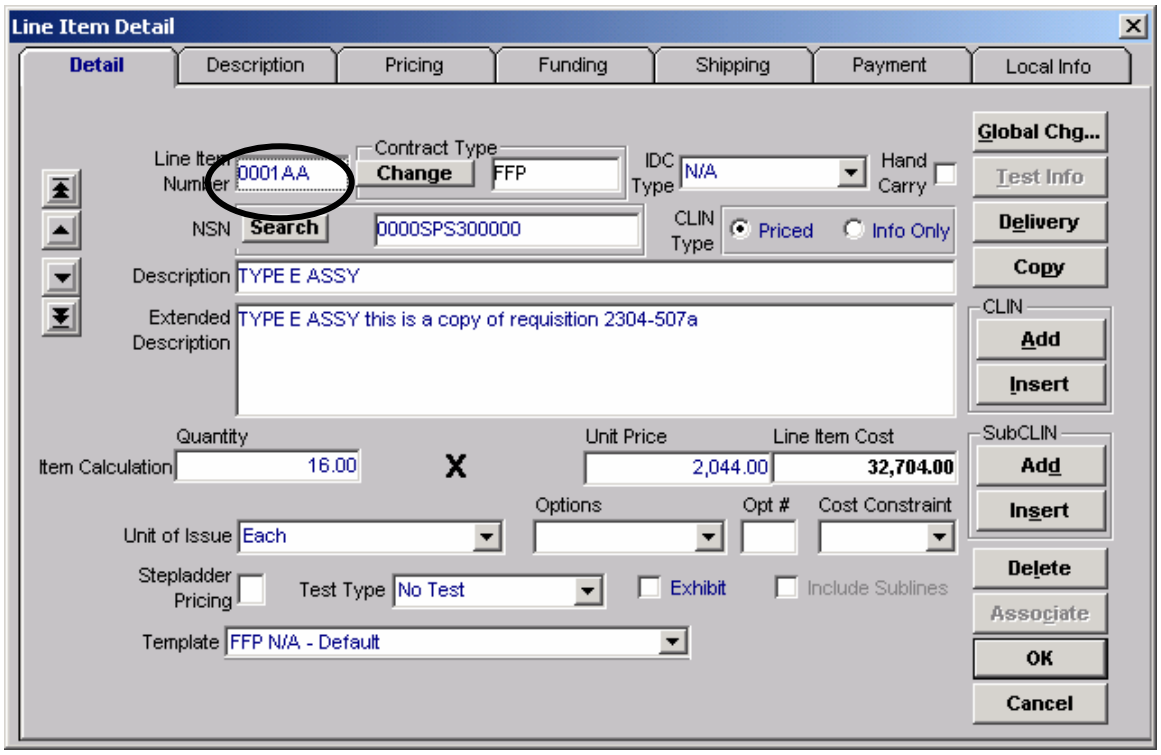


Figure 29 – Not for Disclosure Outside the Government

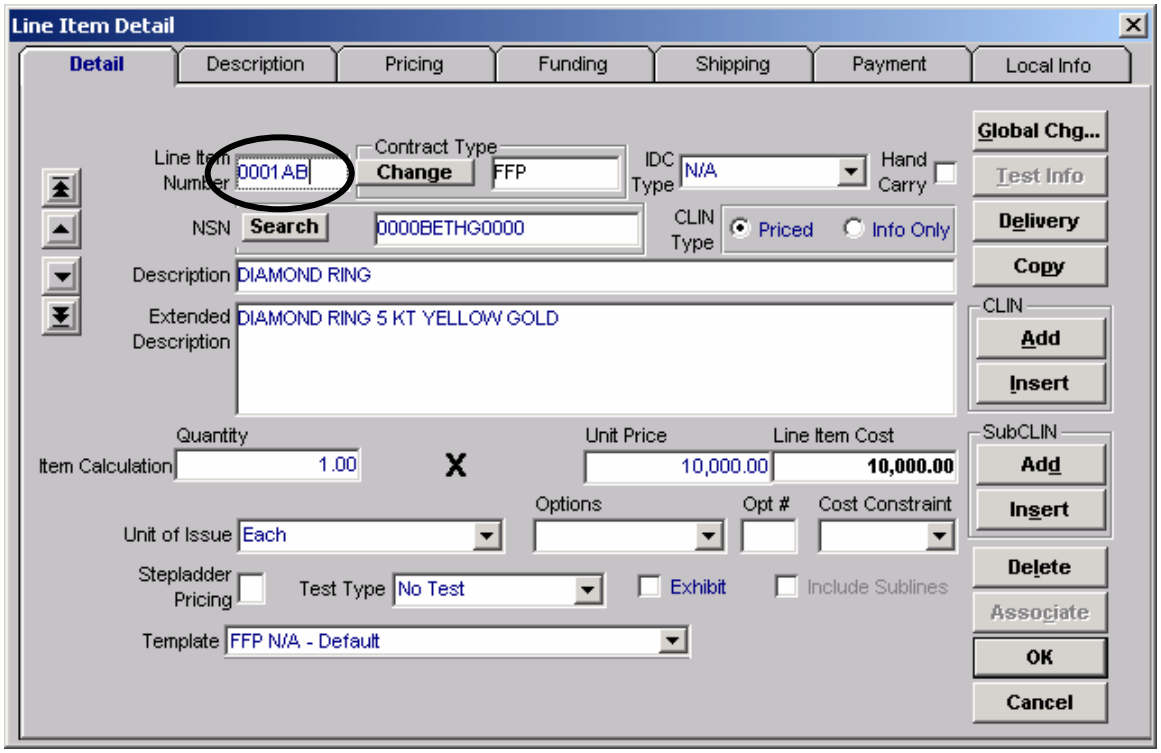


Figure 30 – Not for Disclosure Outside the Government

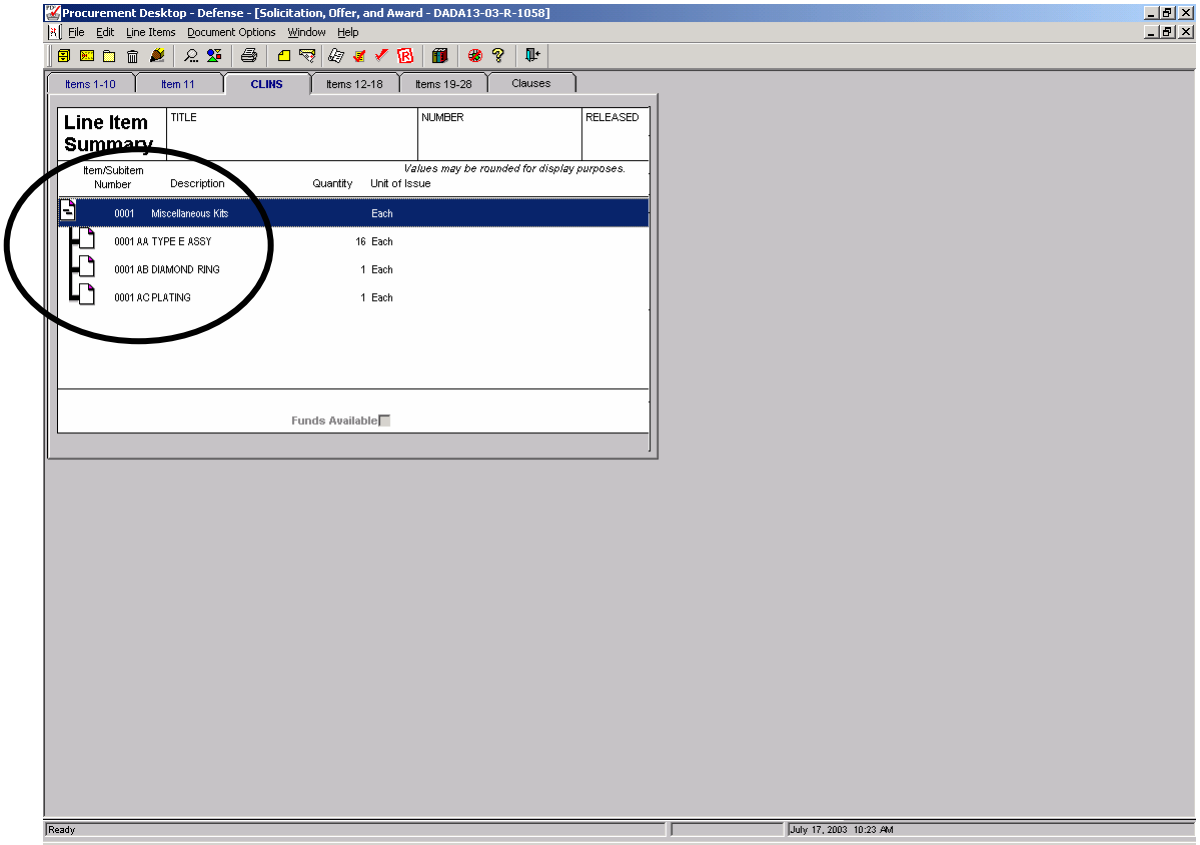


Figure 31 – Not for Disclosure Outside the Government

The user may also manually add UNPRICED line items. From within the appropriate line item tab - (Items 17-26) for the Commercial Solicitation and (CLINS) for the RFP / IFB – the user selects Line Items → Add → CLIN – **Figure 32**.

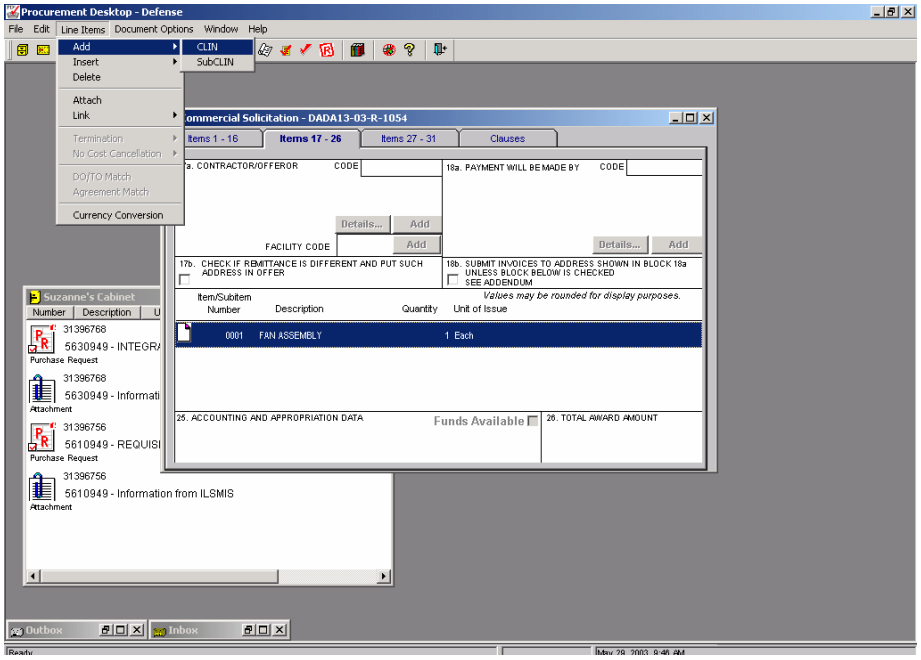


Figure 32 – Not for Disclosure Outside the Government

Unpriced CLIN/SLINs may also be added using the Add buttons on the right hand side of the screen—**Figure 33**

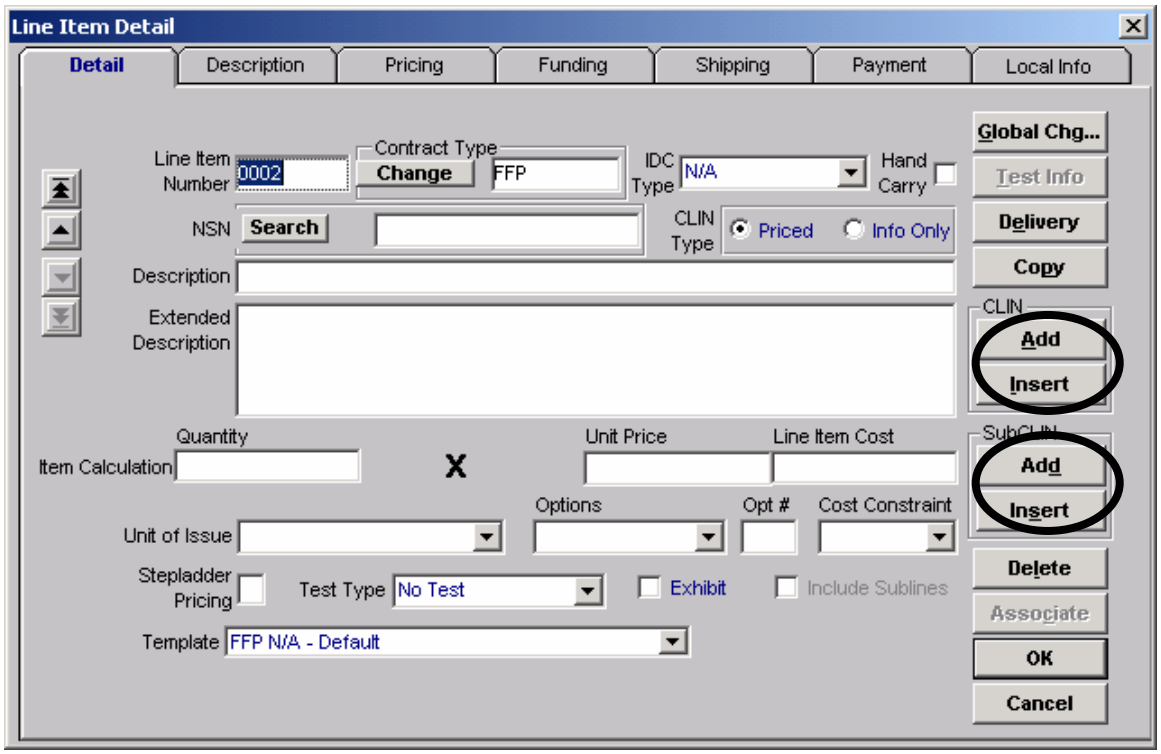


Figure 33 – Not for Disclosure Outside the Government

When creating a solicitation, the estimated dollar value of the line items must be present prior to running Automatic Clause Selection.

It is imperative that the CLIN/SLIN structure for solicitation pricing be established by using the above procedures.

Line Items Detail Information for Solicitations

After the CLIN/SLIN structure is established, the remaining Line Item Detail tabs and delivery information must be completed as applicable. The user may then edit or enter the appropriate data within the line item tabs and Delivery button (Detail, Description, Pricing, Funding, Shipping, Payment, Local Information) – Figure 34.

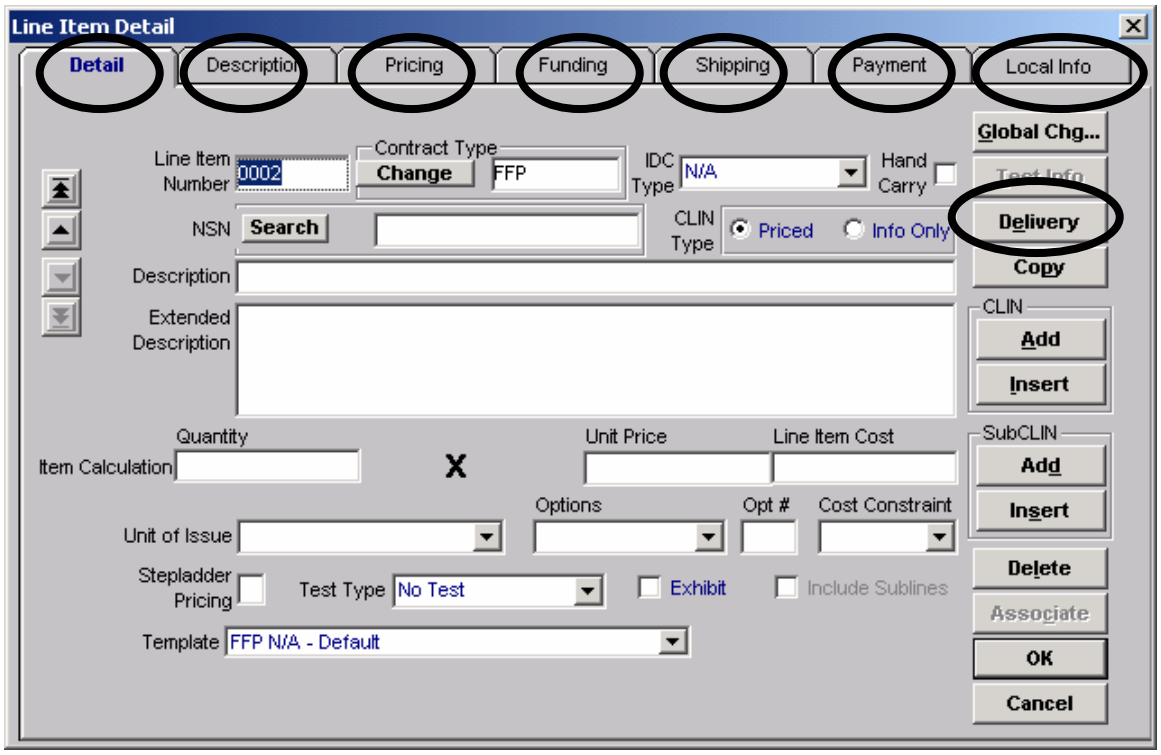


Figure 34 – Not for Disclosure Outside the Government

See the following screen shots on Line Items Detail Information for Solicitations

Detail Tab—Figure 35

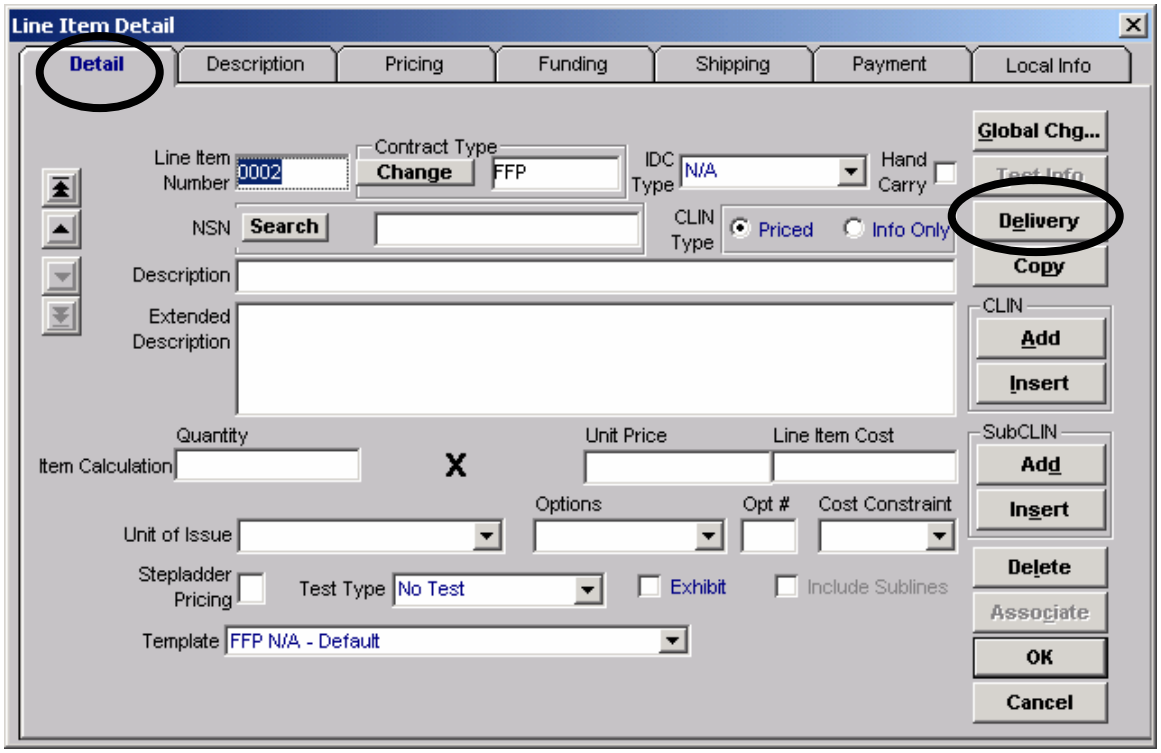


Figure 35 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	System assigned
Contract Type	DE	M	Pulls forward from PR.
IDC Type	DE	M	Pulls forward from PR. Selection of other than "N/A" required for Indefinite Delivery line items only.
Hand Carry Checkbox	N/A	N/A	
Delivery Date	DE	RWA	Pulls forward from PR. Required when line item is for supplies to be furnished. Not required for the award of an Indefinite Delivery line item.
CLIN Type (Priced / Info Only)	DE	M	Pulls forward from PR.
Description	DE	M	Pulls forward from PR.

Extended Description	DE	O	Pulls forward from PR.
Item Calculation Fields (contract type dependent)	DE	M	Pulls forward from PR. Item calculation fields other than quantity do not display on generated solicitation document but are required for clause logic.
Period of Performance – Start Date I do not see this field in PD2 – does it conditionally appear?	DE	RWA	Pulls forward from PR. Required when line item is for services to be performed. Not required for the award of an Indefinite Delivery line item.
Period of Performance –End Date	DE	RWA	Pulls forward from PR. Required when line item is for services to be performed. Not required for the award of an Indefinite Delivery line item.
Base / Option Period	DE	M	Pulls forward from PR.
Option #	N/A	N/A	
Cost Constraint	DE	RWA	Pulls forward from PR.
Unit of Issue	DE	M	Pulls forward from PR. Unit of Issue = "Each" indicates a deliverable item in the DFAS payment system. Use of "Lot" may be more appropriate where a deliverable is not involved and another Unit of Issue such as "Hours" is not appropriate.
Test Type	N/A	N/A	
Exhibit Checkbox	N/A	N/A	
Stepladder Pricing Checkbox	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Description Tab

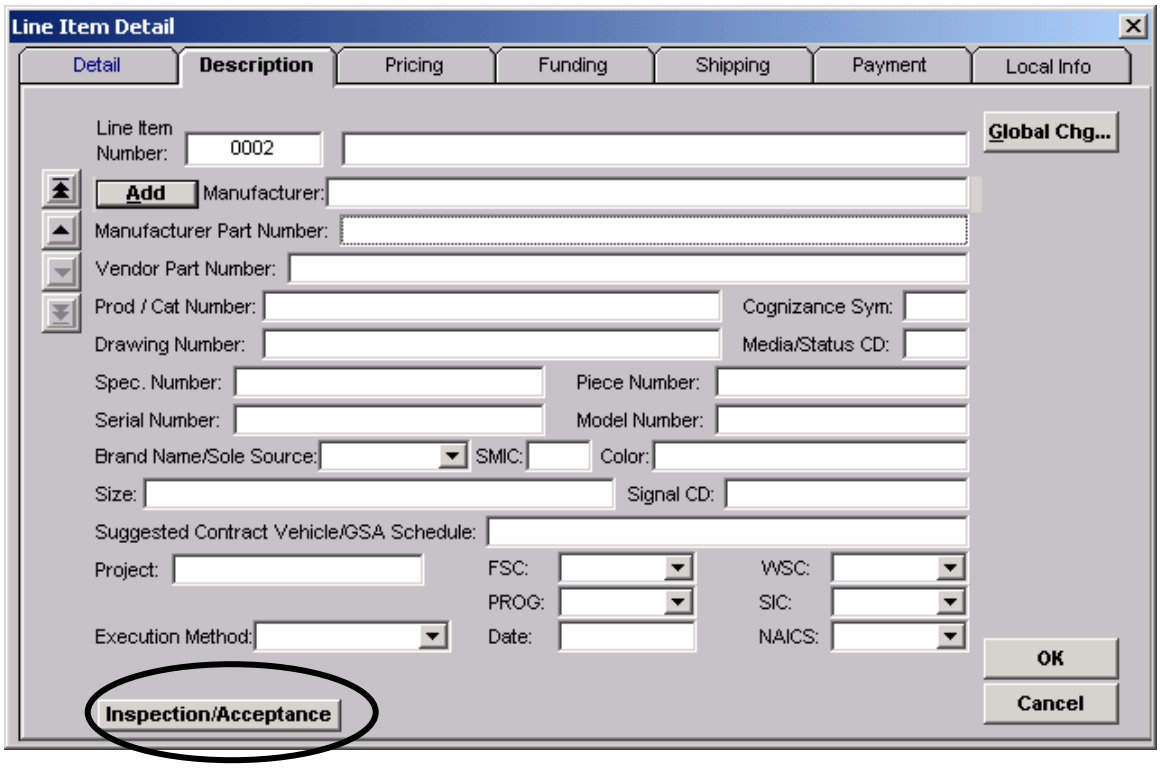


Figure 36 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	
Line Item Description	D	M	
Manufacturer	N/A	N/A	
Manufacturer Part Number	N/A	N/A	
Vendor Part Number	N/A	N/A	
Product / Catalog Number	N/A	N/A	
Drawing Number	N/A	N/A	
Specification Number	N/A	N/A	
Serial Number	N/A	N/A	
Piece Number	N/A	N/A	

Model Number	N/A	N/A	
NSN	N/A	N/A	
Size	N/A	N/A	
Suggested Contract Vehicle / GSA Schedule	D	RWA	Pulls forward from PR for delivery order. Does not apply to solicitations.
Project	N/A	N/A	
SMC	N/A	N/A	
Cognizance Symbol	N/A	N/A	
Media / Status CD	N/A	N/A	
Color	N/A	N/A	
Signal CD	N/A	N/A	
FSC	DE	M	Pulls forward from PR. See Table of Contents, Section I of the Procurement Coding Manual at http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm
SIC			No longer exists—complete NAICS
NAICS			Should be entered based on SF 2579
Program	DE	RWA	Pulls forward from PR. Required except for Indefinite Delivery line items. See Table of Contents, Section III of the Procurement Coding Manual at http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm
Weapon System Code	DE	RWA	Pulls forward from PR. Required except for Indefinite Delivery line items. See Table of Contents, Section II of the Procurement Coding Manual at http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Inspection and Acceptance Window

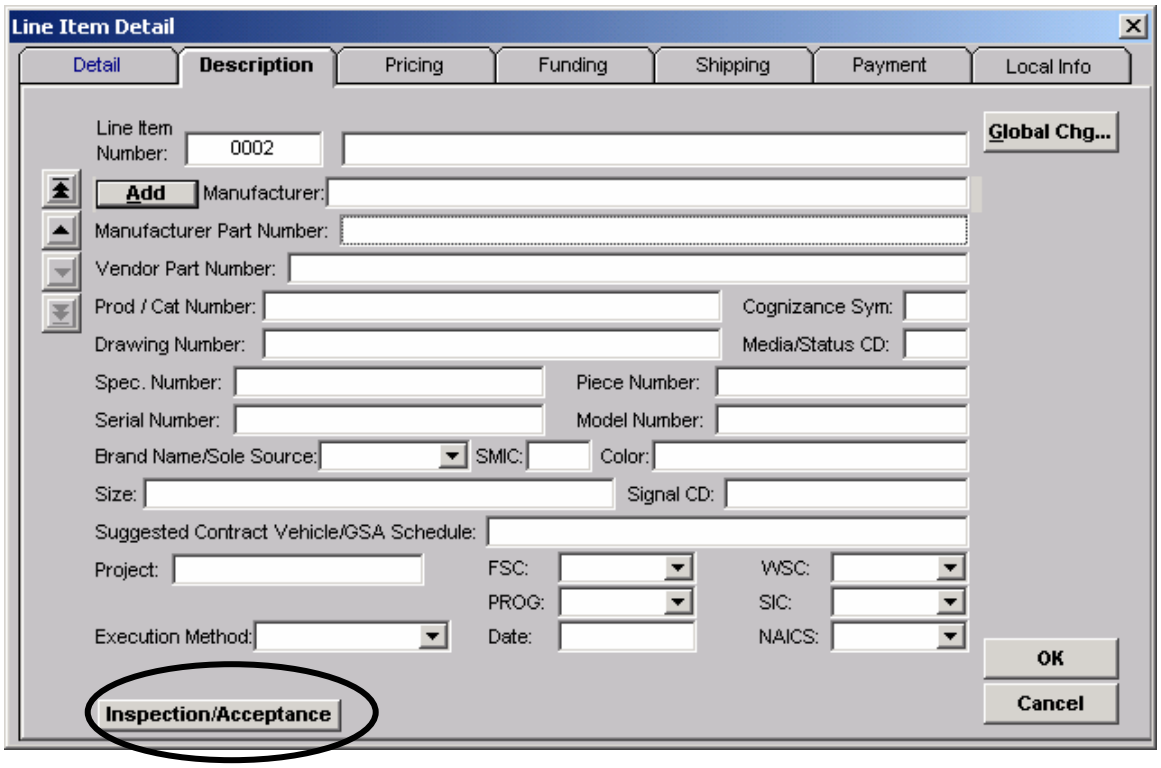


Figure 37 – Not for Disclosure Outside the Government

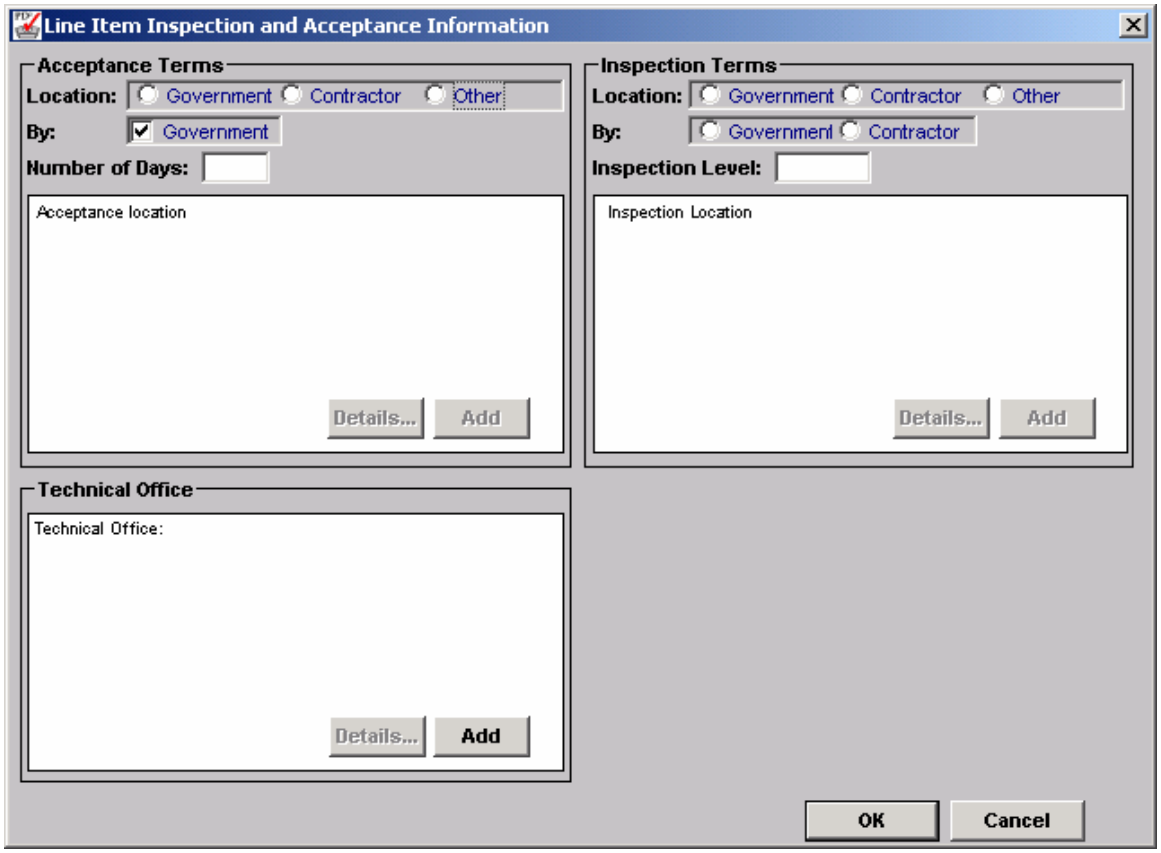


Figure 38 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Acceptance Location Indicator	DE	RWA	Pulled forward from PR. If Government selected, document will display Acceptance at Destination. If Contractor selected, document will display Acceptance at Origin. If Other is selected, document will display location entered by user
Acceptance By	DE	RWA	Pulled forward from PR. Must = Government if Acceptance Location Indicator selected
Number of Days	N/A	N/A	
Inspection Location Indicator	DE	RWA	Pulled forward from PR. See Remarks under Acceptance Location Indicator.
Inspection By	DE	RWA	Pulled forward from PR. Must = Government if Inspection Location Indicator selected.
Inspection Level	N/A	N/A	

Acceptance Location	DE	RWA	Pulled forward from PR. Required when Acceptance Location Indicator set to Other.
Inspection Location	DE	RWA	Pulled forward from PR. Required when Inspection Location Indicator set to Other.
Technical Office	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Pricing Tab

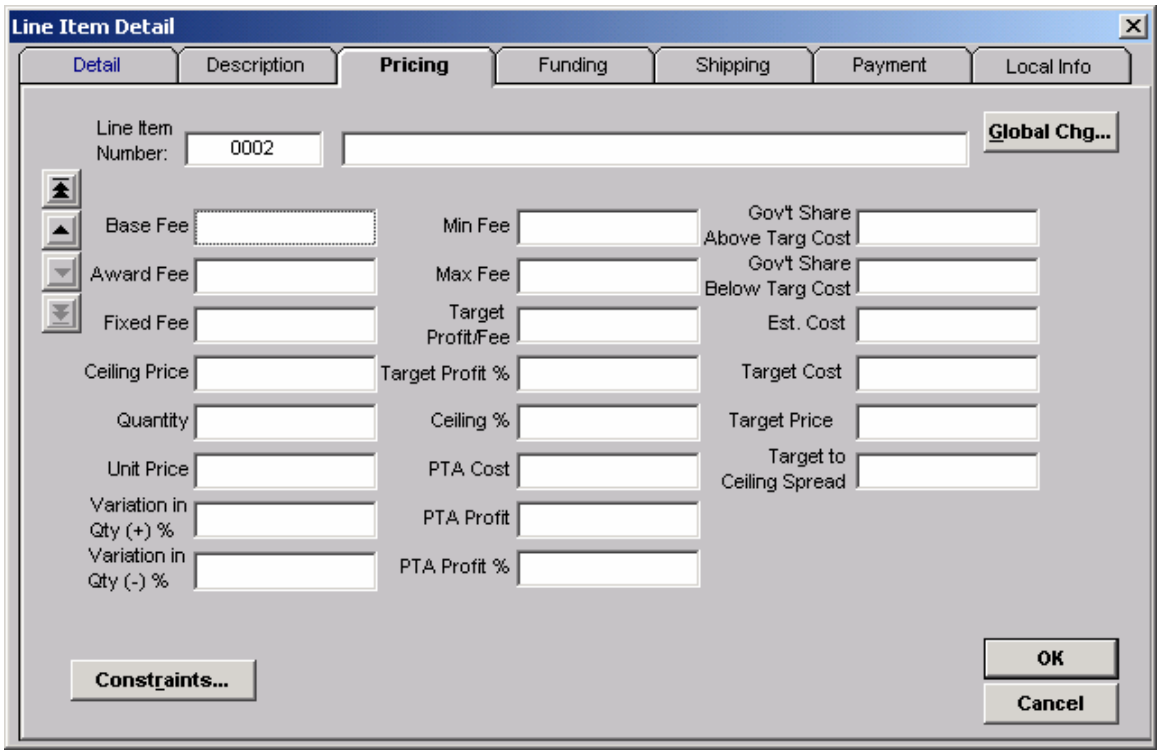


Figure 39 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	
Line Item Description	D	M	
Base Fee	N/A	N/A	
Award Fee	N/A	N/A	

Fixed Fee	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab this did not default from the details tab on my solicitation
Ceiling Price	N/A	N/A	
Quantity	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab
Unit Price	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab
Guaranteed Min Quantity	DE	RWA	Required when applicable. I don't see this field – does it appear conditionally?
Max Quantity	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab see comment in previous field
Variation in Qty (+) %	N/A	N/A	Does not populate the document. User should enter this info in the Variation in Quantity clause
Min Fee	N/A	N/A	
Max Fee	N/A	N/A	
Target Profit / Fee	N/A	N/A	
Target Profit %	N/A	N/A	
Ceiling %	N/A	N/A	
PTA Cost	N/A	N/A	
PTA Profit	N/A	N/A	
PTA Profit %	N/A	N/A	
Variation in Qty (-) %	N/A	N/A	Does not populate the document. User should enter this info in the Variation in Quantity clause
Government Share Above Target Cost	N/A	N/A	
Government Share Below Target Cost	N/A	N/A	
Min $ Amount	N/A	N/A	Required when applicable I don't see this field

Max $ Amount	N/A	N/A	Required when applicable I don't see this field
Estimated Cost	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab It did not default from the details tab
Target Cost	N/A	N/A	
Target Price	N/A	N/A	
Target to Ceiling Spread	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Funding Tab

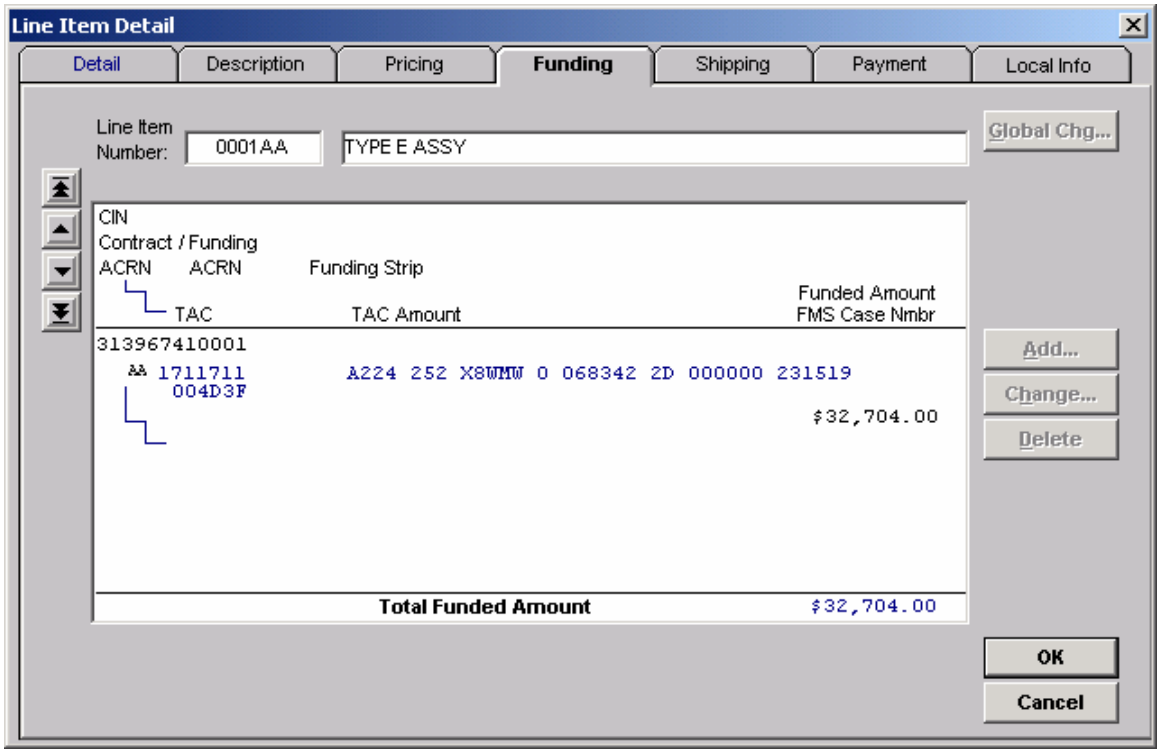


Figure 40 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	
Line Item Description	D	M	
Line Item Total Cost	D	M	
Funding Strip	D	N/A	Pulls forward from PR but does not generate.
Amount	D	N/A	Pulls forward from PR but does not generate.
Cost Code	N/A	N/A	
Fund ACRN	N/A	N/A	
TAC	RWA	N/A	Pulls forward from PR but does not generate.
TAC Amount	RWA	N/A	Pulls forward from PR but does not generate.
FMS Case	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Shipping Tab

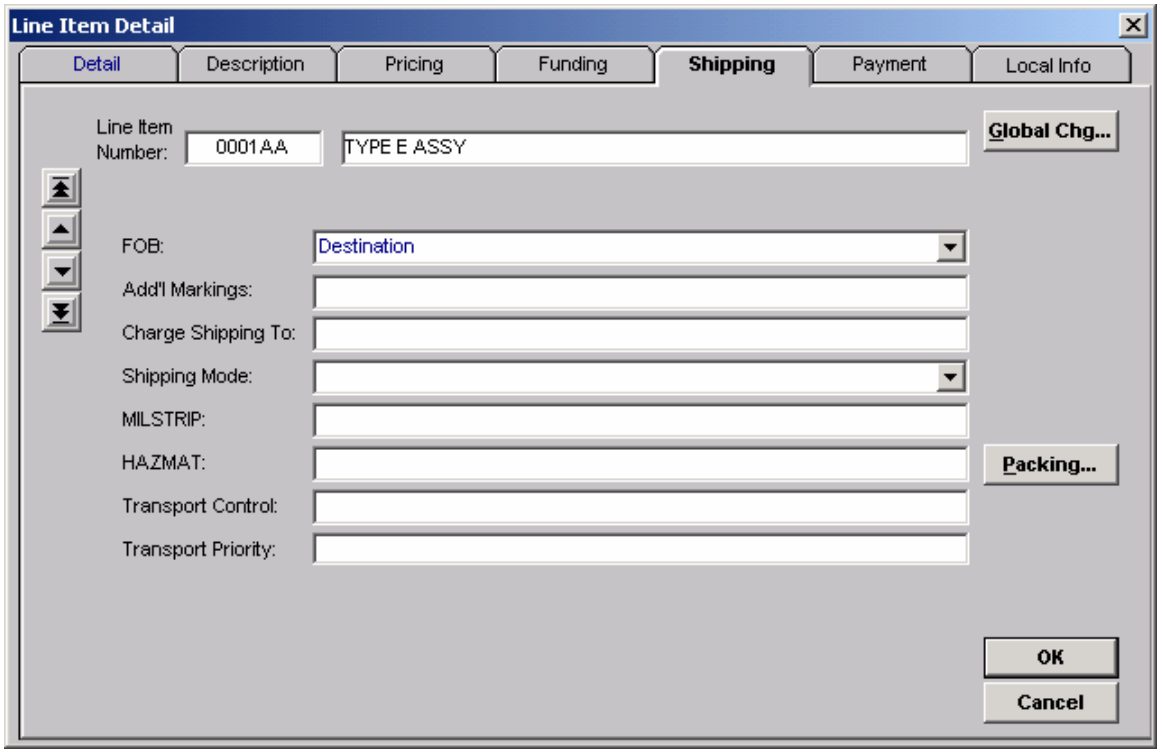


Figure 40 – Not for Disclosure Outside the Government

Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	
Line Item Description	D	M	
Ship to Address I don't see a field with this label	DE	RWA	Pulls forward from PR. Required when line item requires shipping of supplies. Not required for award of Indefinite Delivery line items.
FOB	DE	RWA	Pulls forward from PR. Required when line item is for supplies. NOTE: **Required** for award of Indefinite Delivery line items for supplies.
Additional Markings	DE	RWA	Pulls forward from PR.
Charge Shipping to	N/A	N/A	
Shipping Mode	DE	RWA	Pulls forward from PR. Required when line item is for supplies. Includes Customer Pick Up. Not required for award of Indefinite Delivery line items.

MILSTRIP	DE	RWA	Pulls forward from PR.
HAZMAT	N/A	N/A	
Transport Control	N/A	N/A	
Transport Priority	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Payment Tab

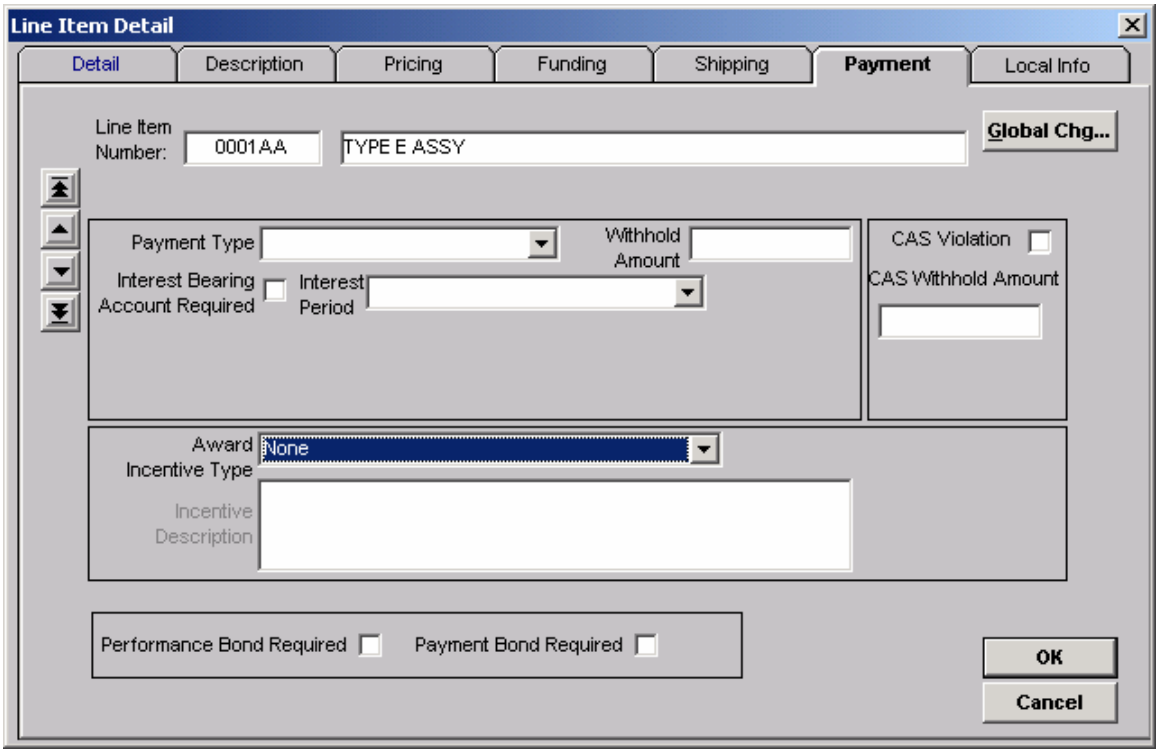


Figure 40 – Not for Disclosure Outside the Government

LOCAL INFO TAB

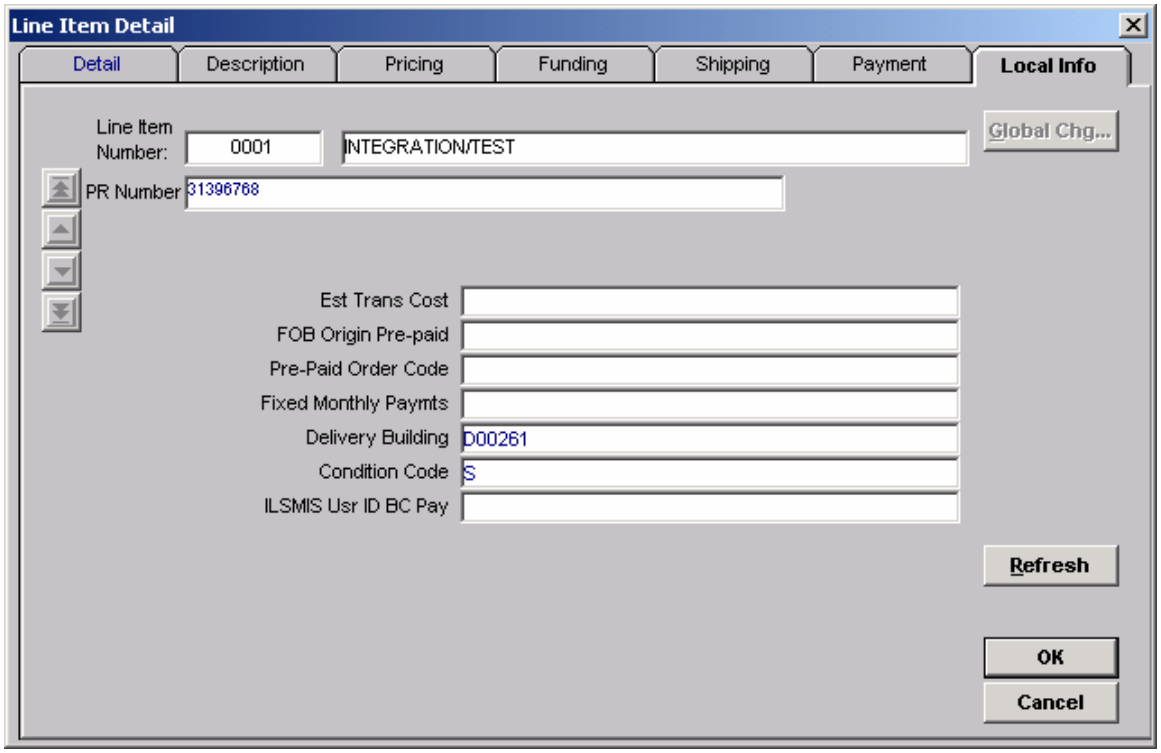


Figure 40 – Not for Disclosure Outside the Government

4.3.6 Clause Selection

In addition to data that is entered in the document tabs, line item tabs and document classification window, automatic clause selection is based on the selection of certain "characteristics" describing the solicitation – information that is not discernable from other data entered in creating the solicitation. The user accesses the list of available characteristics from within the document through **Document Options → Characteristics** – Figure 18. See section 4.1.7 for Clause information. The user then selects the appropriate characteristics through the Characteristics Summary window – Figure 19.

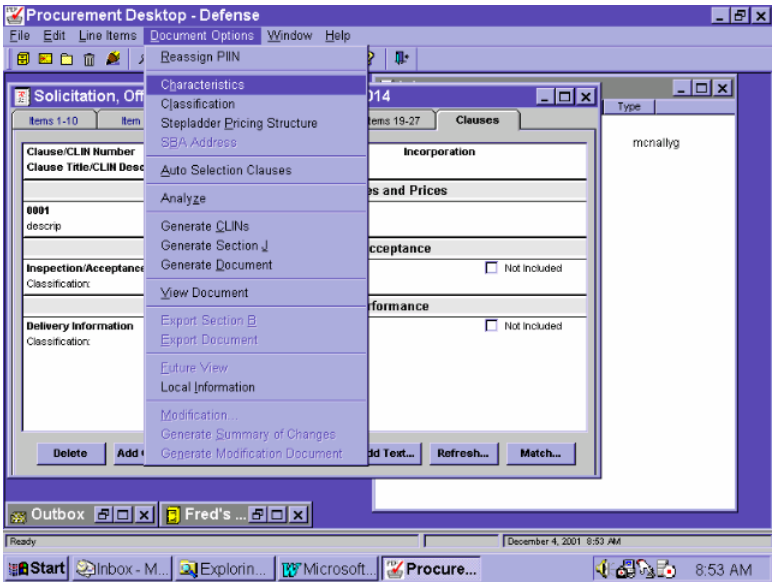


Figure 18 – Not for Disclosure Outside the Government

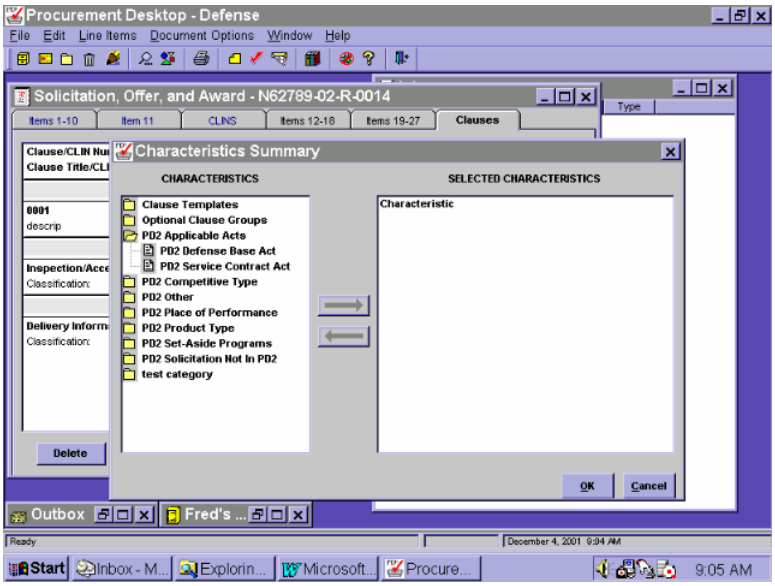


Figure 19 – Not for Disclosure Outside the Government

The user may choose to manually add a clause by selecting “Add Clause” from within the Clauses tab of the document – Figure 20. The user then searches for and selects the desired clause through the Add Clauses window – Figure 21. The user may search by clause title or number. This search capability is case sensitive so if the search does not yield the expected results changes to case may correct the problem. The user may also restrict the search to specific regulations or to local clauses through the “Regulation” drop down in the upper right corner of the window. Once the search results are displayed the user may select one or more clauses to incorporate in the solicitation. The user must also align the selected clauses with a format section through the “Section” dropdown in the lower left corner of the window.

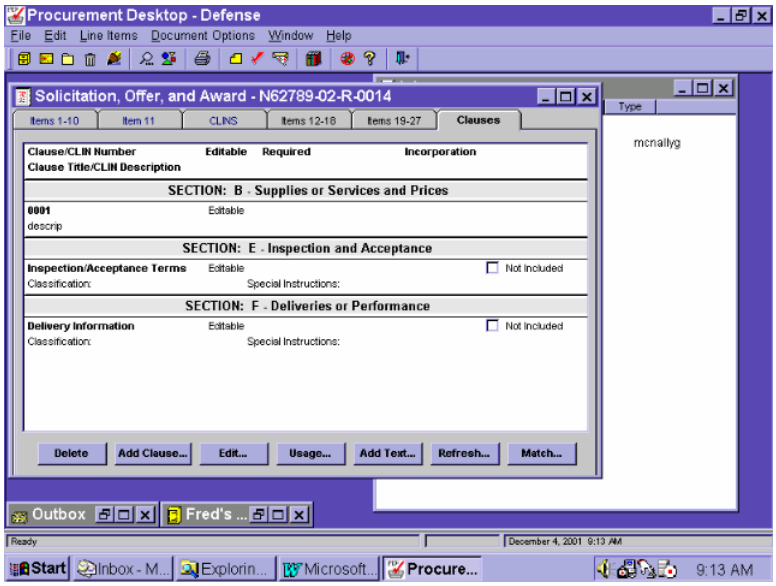


Figure 20 – Not for Disclosure Outside the Government

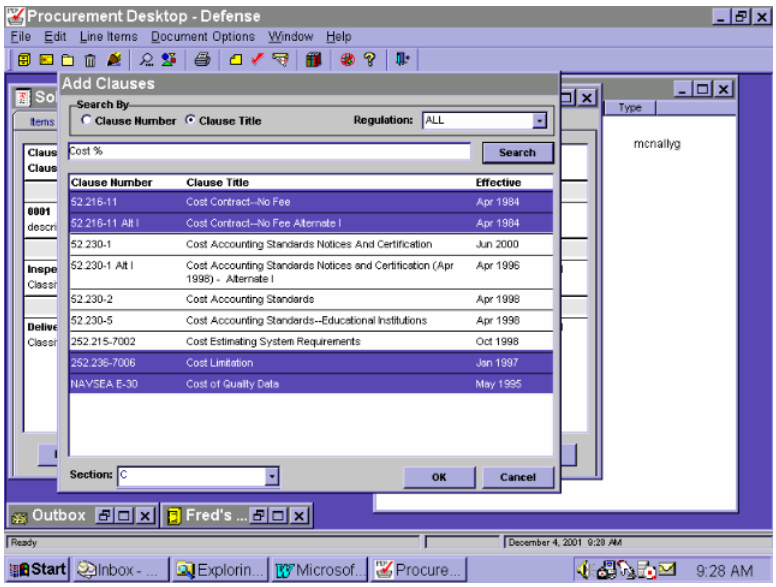


Figure 21 – Not for Disclosure Outside the Government

The selected clauses will appear in the list of clauses within the appropriate format section in the Clauses tab of the document – Figure 22.

Clauses selected either through automatic clause selection or manual selection can thereafter be deselected by highlighting the clause and checking the “Not Included” checkbox or by highlighting the clause and using the “Delete” button – Figure 23.

Clauses can also be toggled to be incorporated in the document “By reference” or “By Full Text” by highlighting the clause and using the appropriate radio button for the desired method of incorporation – Figure 23.

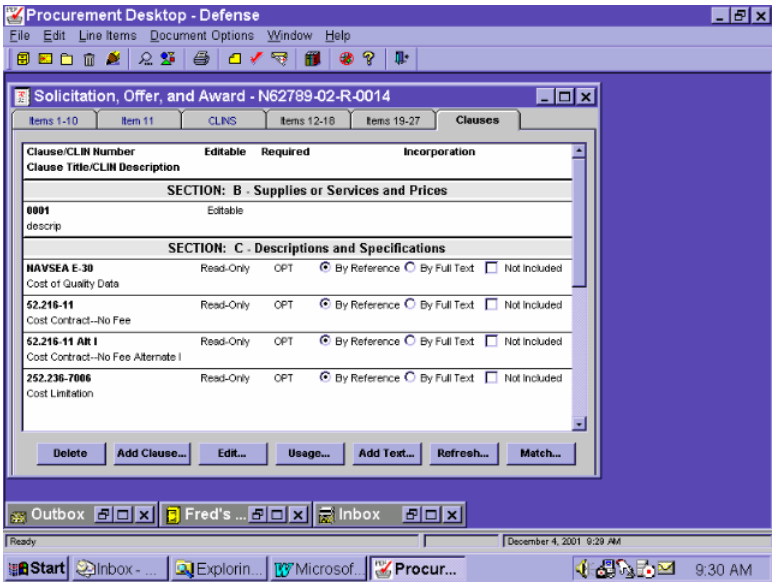


Figure 22 – Not for Disclosure Outside the Government

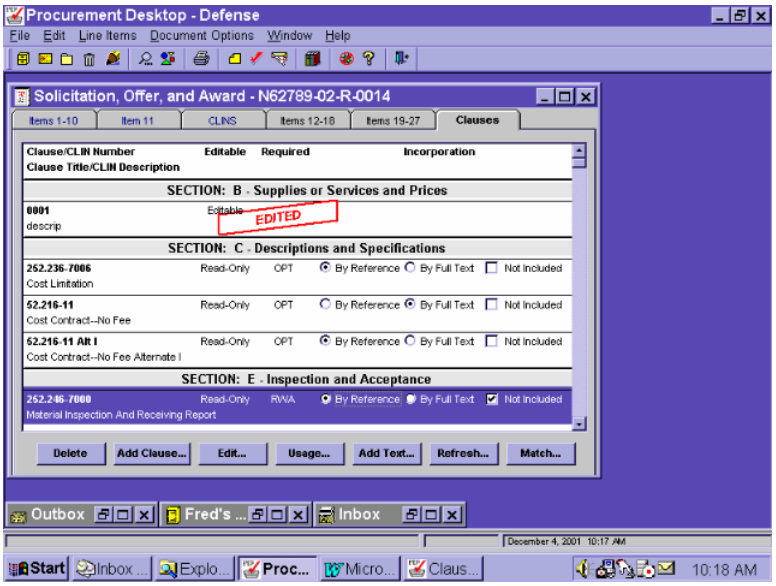


Figure 23 – Not for Disclosure Outside the Government

Some clauses cannot be edited and a "Read Only" indicator will be displayed following the clause title. Other clauses may be edited, in which case an "Editable" indicator is displayed following the clause title. The user can edit the clause by highlighting the clause and selecting "Edit…". If the clause is editable, it will be opened in Microsoft Word for editing. Once the user has made the appropriate edits in the clause, the user should return to the Clauses tab by selecting **File → Close and Return to … from within the Word document. The clause will be marked as "EDITED" in the Clauses tab** – Figure 23. If the clause is not editable and "Edit…" is selected, the clause will be opened in Microsoft Word in "Read Only" format.

The user may view the prescription for the clause by highlighting the clause in the Clauses tab and selecting "Usage…". The prescription for the clause will display in the Clause Usage window – Figure 24.

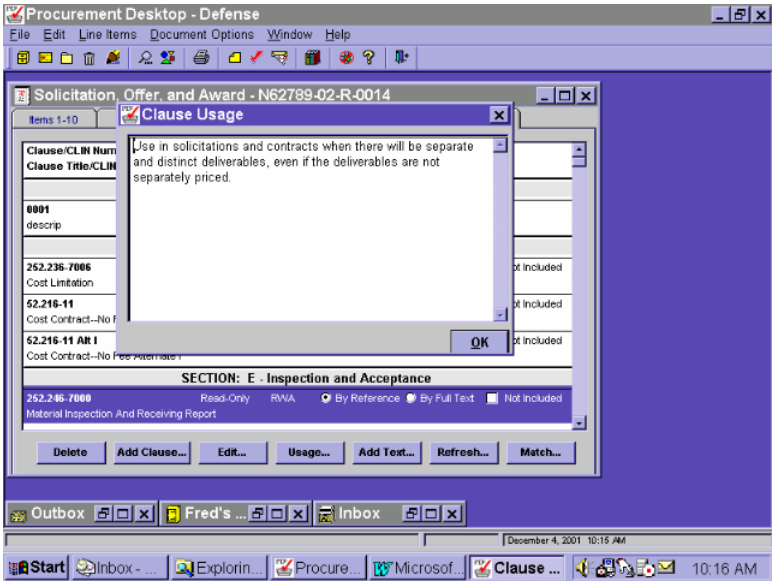


Figure 24 – Not for Disclosure Outside the Government

The user may align a clause with specific CLINs within the document by highlighting the clause and selecting "Match". The user may then select the appropriate CLIN(s) that the clause applies to through the CLIN Matching window – Figure 25. The generated document will display the applicable CLIN(s) for the Clause – Figure 26.

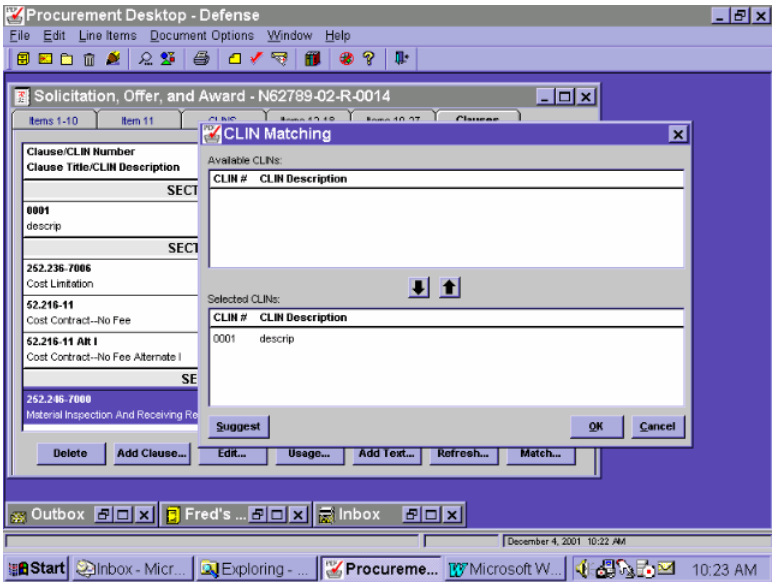


Figure 25 – Not for Disclosure Outside the Government

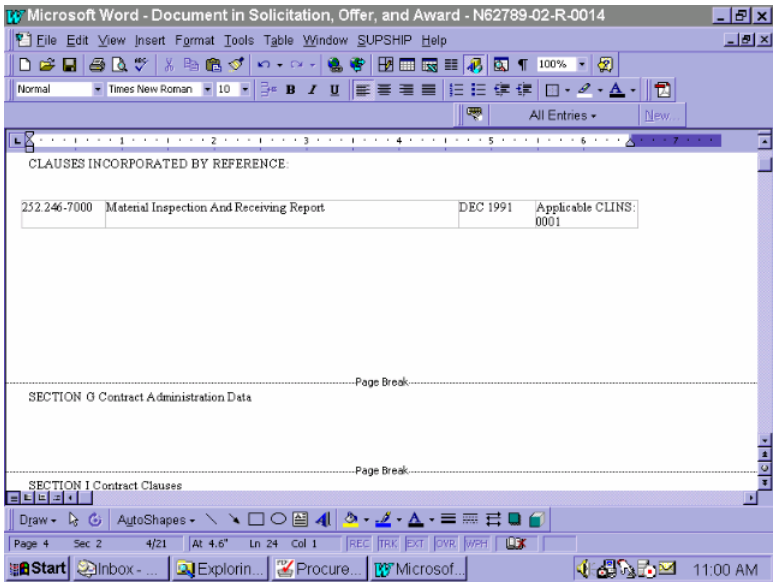


Figure 26 – Not for Disclosure Outside the Government

4.3.6.1 Adding Text to the Solicitation

Text is added to a Solicitation in much the same way as a clause is added. From within the Clauses tab, select "Add Text.." – Figure 27. A brief title or "Description" of the text will need to be entered in the New Text Item window – Figure 28. The description will not appear in the generated document. The user will also need to select from the dropdown of the format Sections in the lower left corner of the New Text Item window to identify the section that the text is to appear in - Figure 28.

The text itself is added by highlighting the text item on the Clauses tab – Figure 29 – and either double clicking or using the "Edit.." button. This will launch Word - where the user may enter the desired text – Figure 30 - and then File → Close and Return to… See Section 4.1.41 for Format Tips.

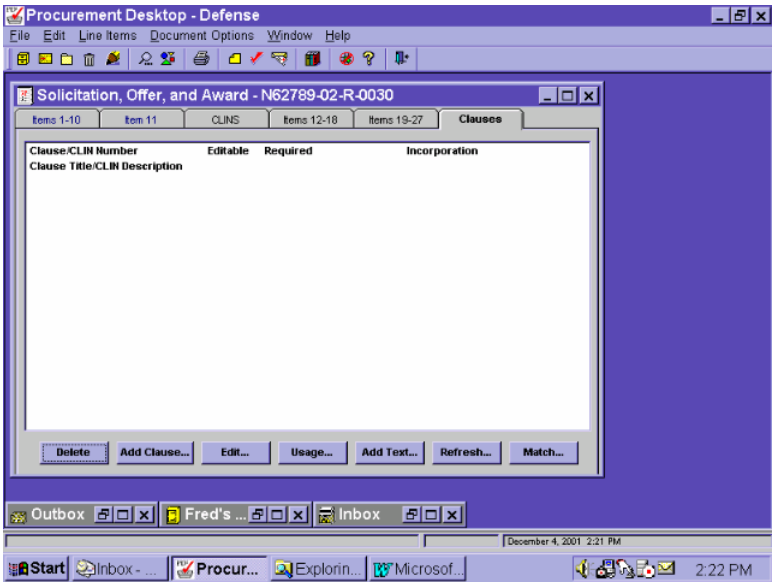


Figure 27– Not for Disclosure Outside the Government

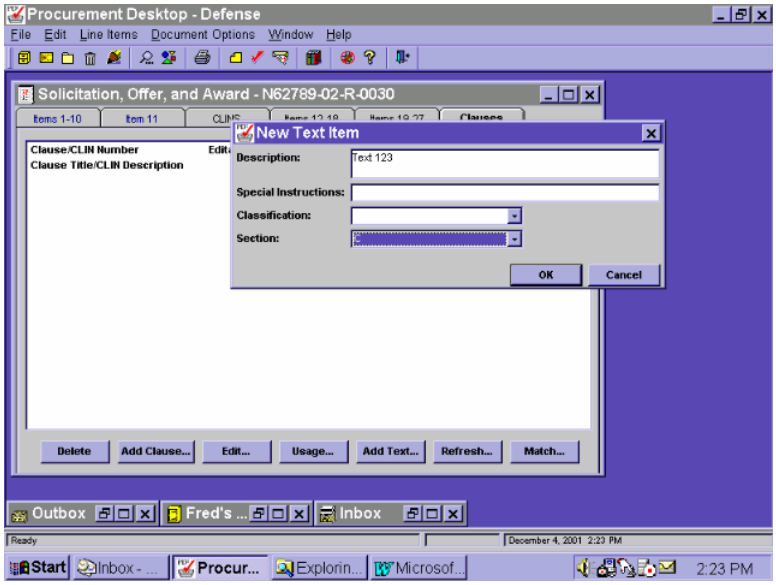


Figure 28 – Not for Disclosure Outside the Government

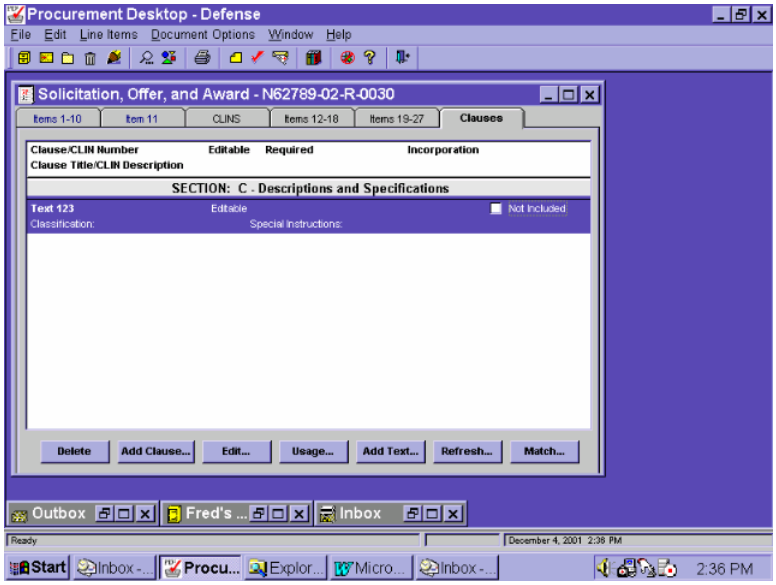


Figure 29 – Not for Disclosure Outside the Government

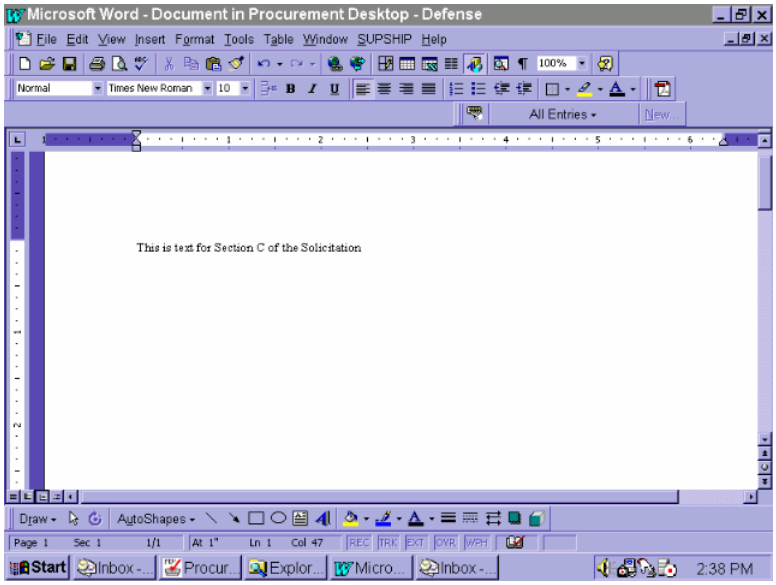


Figure 30 – Not for Disclosure Outside the Government

4.3.6.2 Entering Document Level Local Information.

While in the document, the user must also enter the appropriate local information by accessing the document level local information window through Document Options → Local Information – Figure 31 – and then entering the appropriate document level local information for the solicitation – Figure 32.

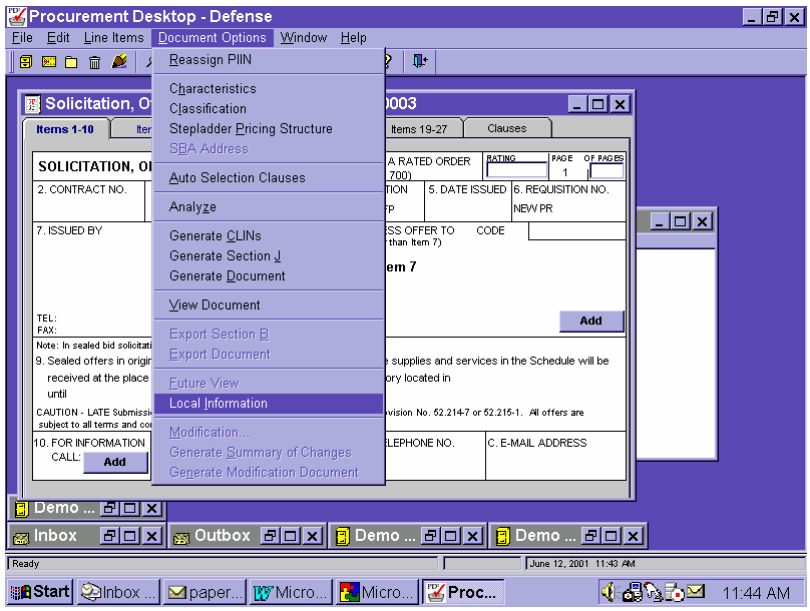


Figure 31 – Not for Disclosure Outside the Government

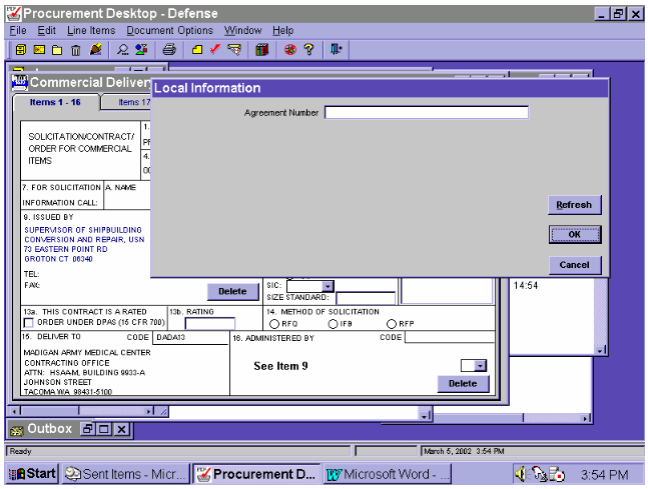


Figure 32 – Not for Disclosure Outside the Government

4.3.6.3 Generating the Solicitation

All solicitation documents must be generated in order to be approved and released.

The user must first generate the document by generating the CLINs, SECTION J and then the Document itself.

The user saves and closes the document. Then **Highlight the Document → Generation Icon.** This will generate the CLINs and the document at the same time.

The user may view but SHOULD NOT edit the generated document in Microsoft Word through the Document Option → View Document – Figures 36 and 37.

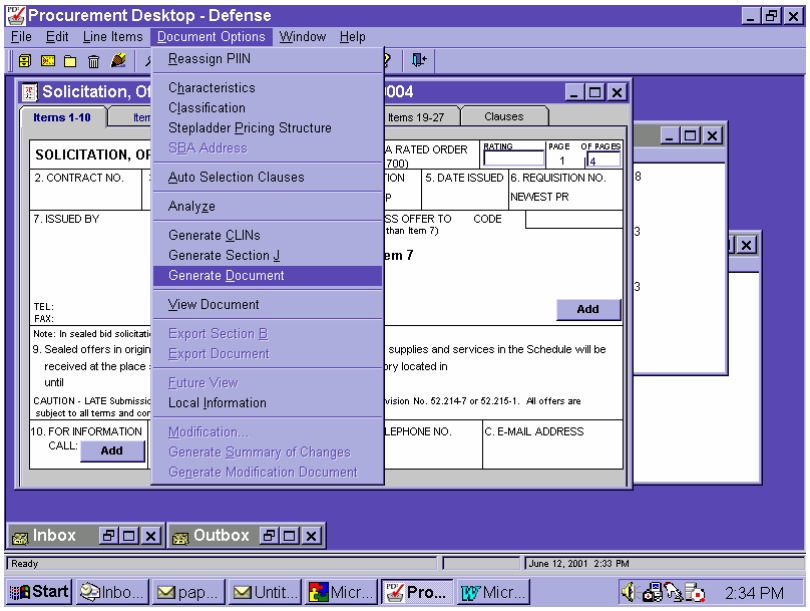


Figure 35 – Not for Disclosure Outside the Government

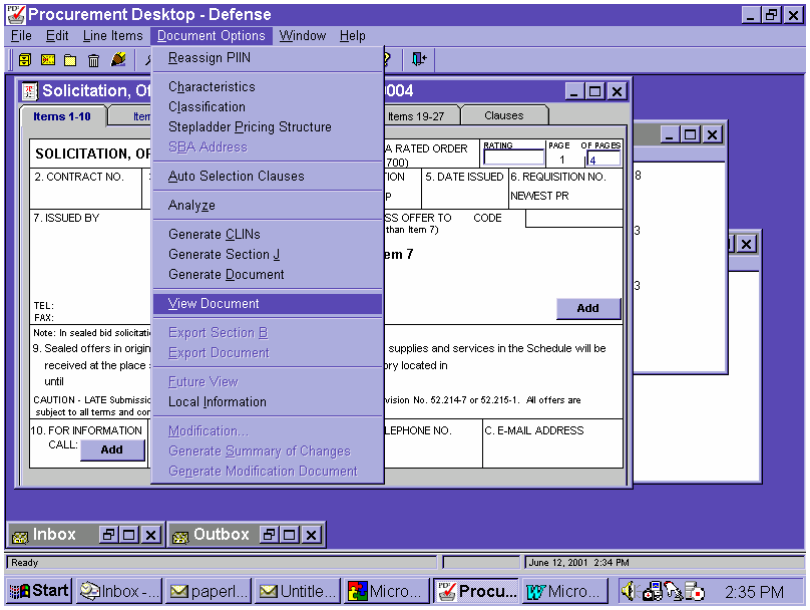


Figure 36 – Not for Disclosure Outside the Government

WARNING: If user makes edits in VIEW DOCUMENT, those edits will be LOST when the document is Generated or Re-Generated!

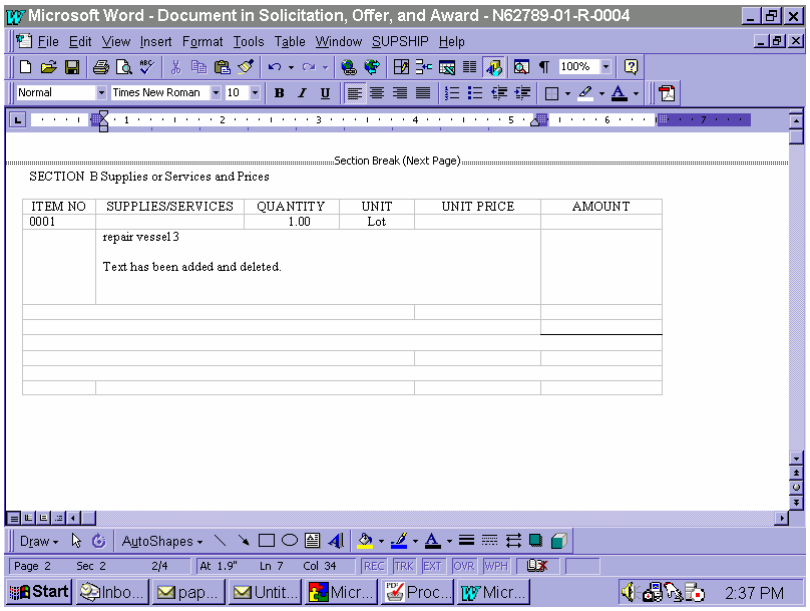


Figure 37 – Not for Disclosure Outside the Government

See the following additional guidance on “Document Formatting and Generation”:

In order to minimize rework in the creation of procurement documents, users are cautioned to refrain from editing the Word version of the solicitation and award documents. Regeneration due to the need to add or delete clauses as well as the need to generate the award document that results from the solicitation (for example, in the case of an SF33 solicitation resulting in an SF33 award) will cause the loss of all previous editing in the Word document – DO NOT MAKE CHANGES UNDER “VIEW DOCUMENT”.

Additionally, the document generation process pulls information from the data fields into individual "Clauses" within the Clauses tab and then into the generated contract document. For purposes of consistency of data, it is important for the user to ensure that information contained in the PD2 data fields, the Clauses Tab, and the generated award document are the same. EDI data transmission to DFAS, which will take place in the future, transmits information directly from the data fields. EDA and the "paper contract" reflect information in the "generated document". Any data changes made after generation of the document must be made in the data fields, the Clauses Tab and the generated document (through document regeneration). If not, the EDI data transmission to DFAS will be different from the EDA version and the generated award document.

4.3.7 Saving the Solicitation

The user may save the Solicitation by selecting **File → Save** from the menu – Figure 38.

Other methods of closing the Solicitation (highlighting the Solicitation icon in the upper left corner of the object and selecting "Close" or using the tool button in the upper right corner of the object) will result in a Warning asking the user if they desire to save the data before exiting – Figure 39.

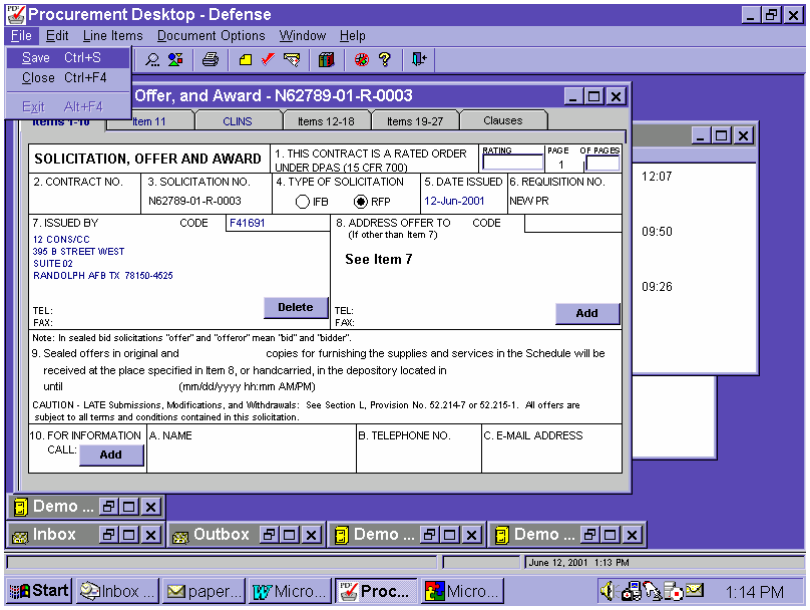


Figure 38 – Not for Disclosure Outside the Government

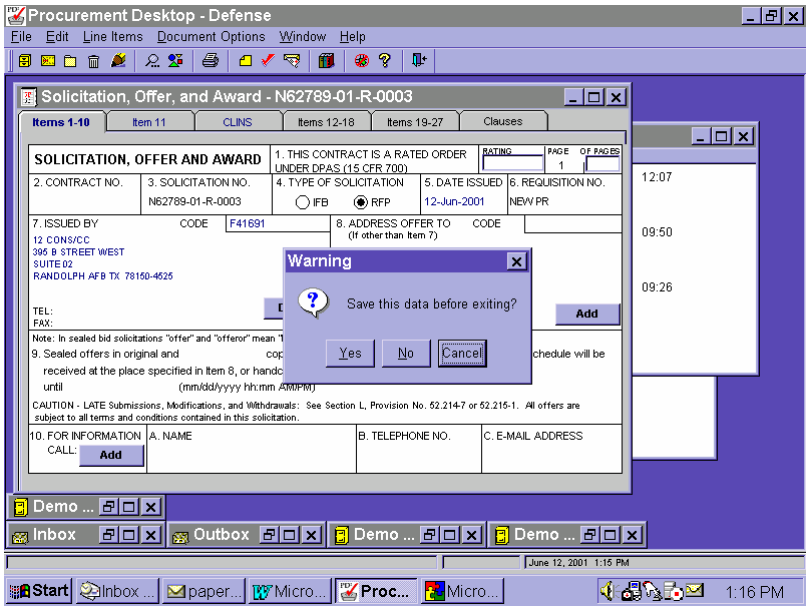


Figure 39 – Not for Disclosure Outside the Government

4.3.8 Attachments to the Solicitation.

The user may attach any pertinent documents to the solicitation by highlighting the solicitation and using either **Procurement → Attachment → New** – Figure 40 or **Utilities → Document Import** – Figure 41.

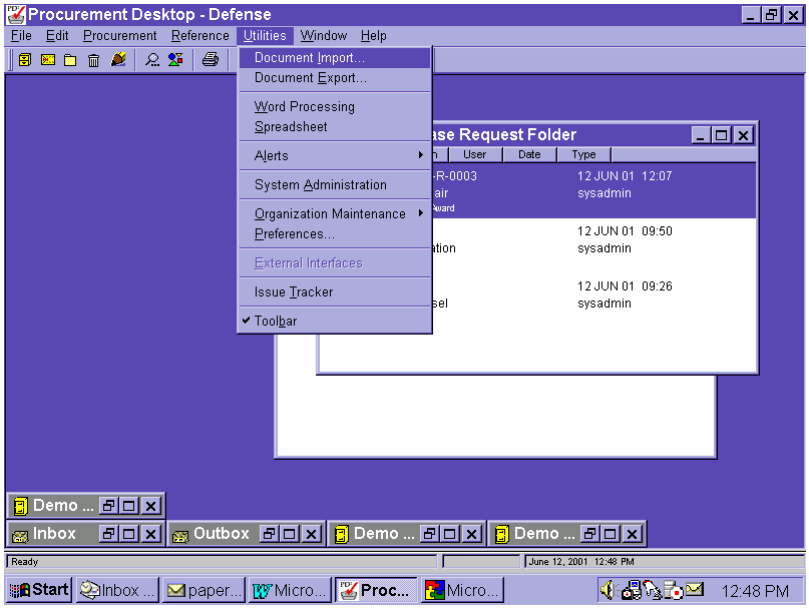


Figure 40 – Not for Disclosure Outside the Government

The user must either select the appropriate template – Figure 42 - and fill in the selected Microsoft Word template or enter a user defined document name- Figure 43 - and import the desired file.

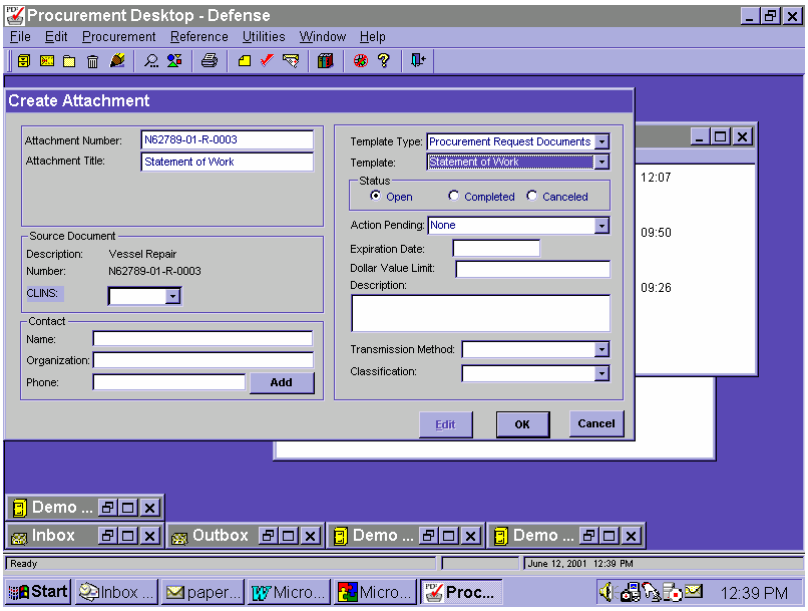


Figure 42 – Not for Disclosure Outside the Government

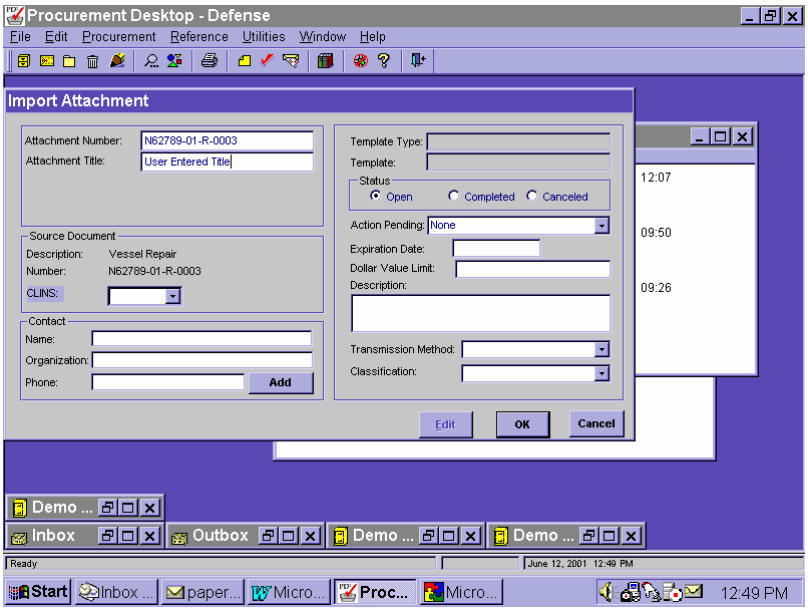


Figure 43 – Not for Disclosure Outside the Government

4.3.8.1 Updating the Checklist. - OPTIONAL (See Local Procedures)

The Procurement Official can update the Checklist by double clicking on the checklist and indicating completion of any pertinent tasks by placing a check in the checkbox next to the specific task completed – Figure 44. The Completion Date will default to the current date; however, the user may edit the Completion Dates as necessary.

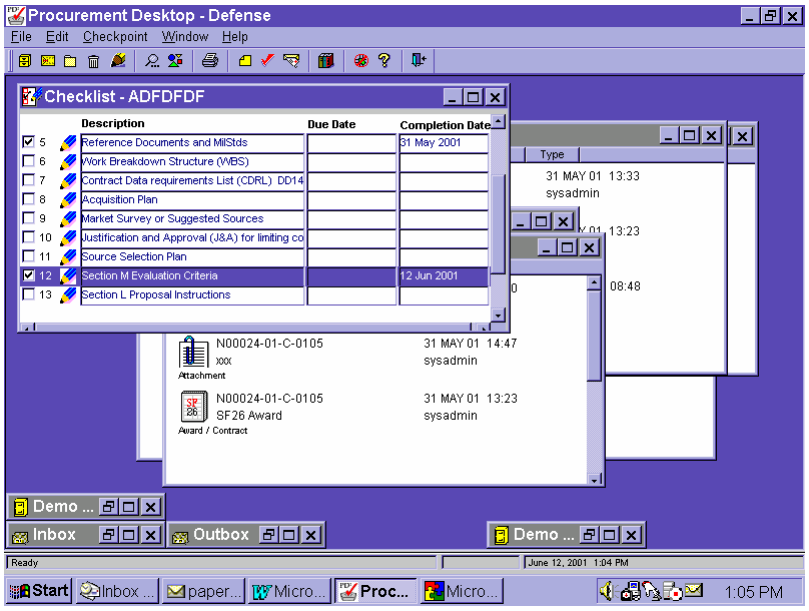


Figure 44 – Not for Disclosure Outside the Government

4.3.9 Routing / Approving / Releasing the Solicitation

Solicitations must be both approved and released in PD2 in order to create an electronic file of the Solicitation to provide to potential offerors. CAUTION: THE SOLICITATION MUST BE GENERATED IN ORDER TO BE RELEASED. INSURE THAT IT HAS BEEN GENERATED BEFORE ROUTING FOR APPROVAL AND RELEASE.

4.3.9.1 Creating an Approval Sheet

For a Solicitation to be approved in PD2, an Approval Sheet must be created and attached to Solicitation prior to routing for approval. The Approval Sheet is created by highlighting the Solicitation on the desktop and either selecting **File → Approvals or using the checkmark on the toolbar** – Figure 45..

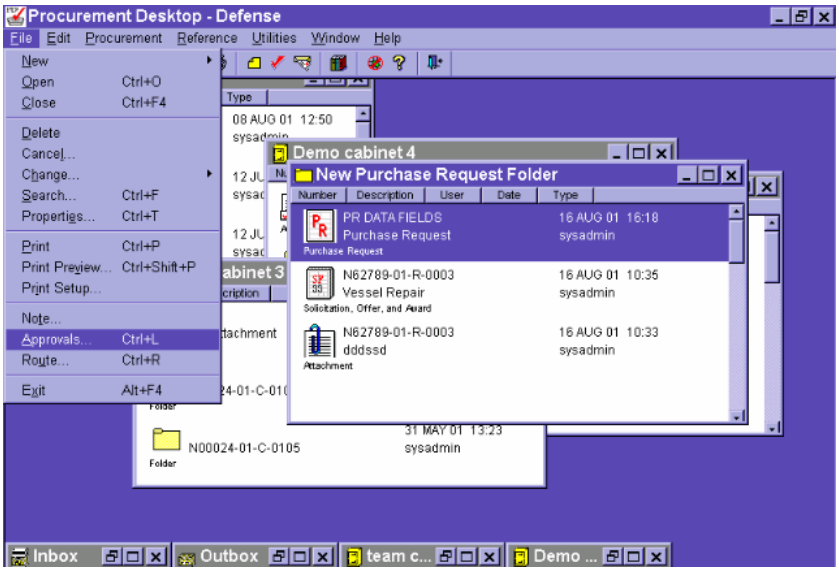


Figure 45 – Not for Disclosure Outside the Government

The user then selects the appropriate Approval Template from the list of available Approval Templates on the left side of the Approval window. Associated Approval Types for the selected template are displayed on the right side of the Approval window to assist the user in making the proper selection of an Approval Template – Figure 46.

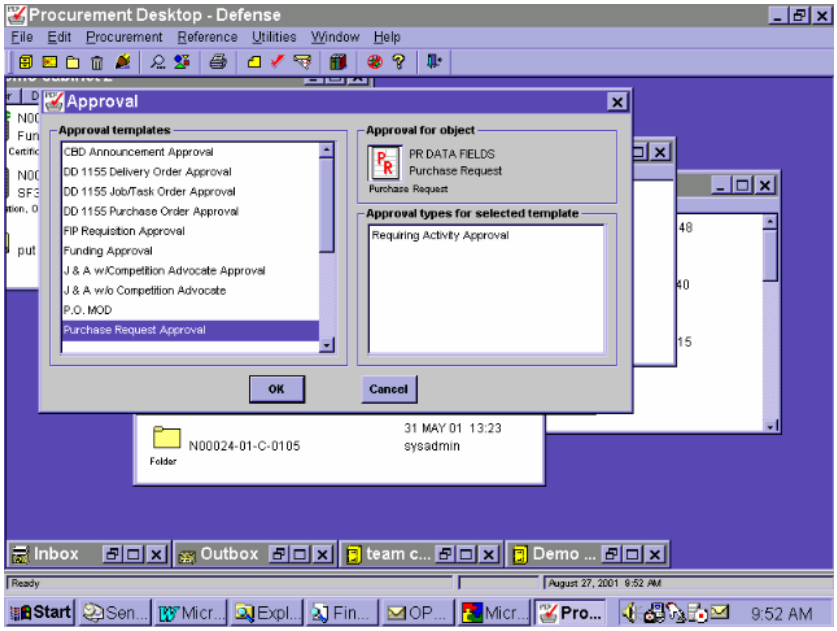


Figure 46 – Not for Disclosure Outside the Government

When the user has selected the appropriate Approval Template, the Approval Sheet for the Solicitation is displayed to the user. The user can then either accept the Approval Sheet by clicking “OK”, or cancel selection of the Approval Sheet and create another Approval Sheet from a different Approval Template by clicking “CANCEL” – Figure 47.

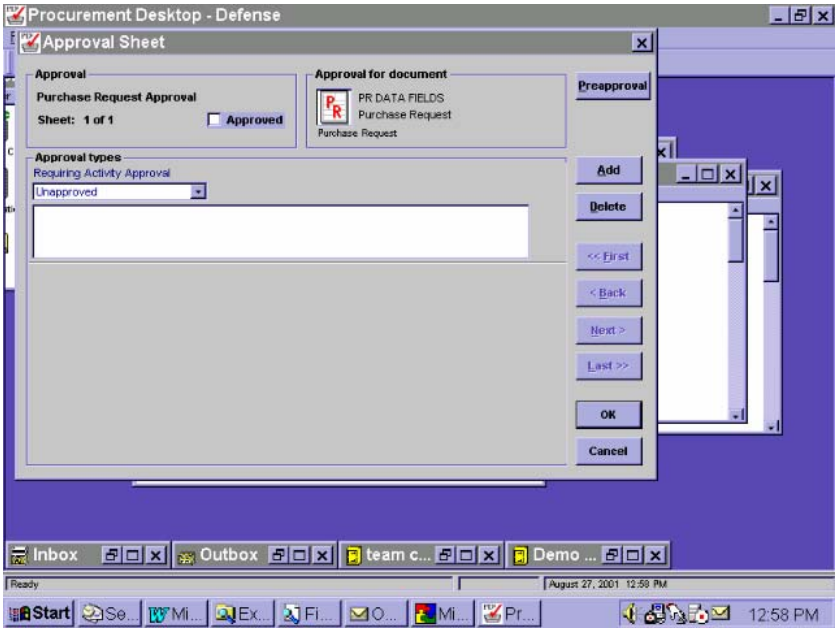


Figure 47 – Not for Disclosure Outside the Government

Once an Approval Sheet has been attached to the Solicitation, a blank checkbox is displayed in the lower left corner of the Solicitation icon on the desktop – Figure 48. This checkbox will be filled with a checkmark once the Solicitation has been fully approved;

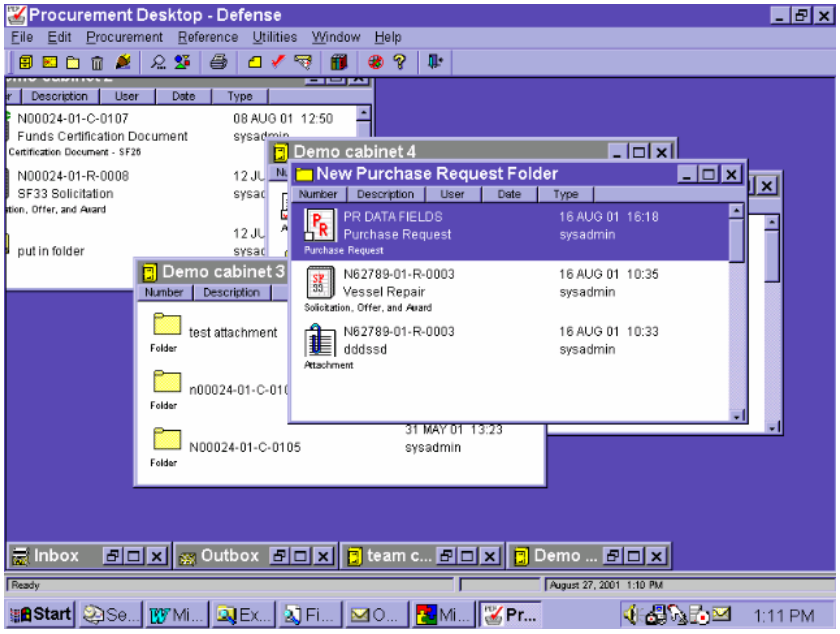


Figure 48 – Not for Disclosure Outside the Government

4.3.9.2 Routing the Solicitation for Approval

Once the Approval Sheet has been created for the Solicitation, the user may then route the Solicitation, with approval sheet attached, to obtain the necessary approvals.

The user may initiate routing of the Solicitation by highlighting the Solicitation object on the desktop and creating a **Routing Sheet from File → Route on the menu or by the Route button to the right of the Approval button on the toolbar** – Figure 49.

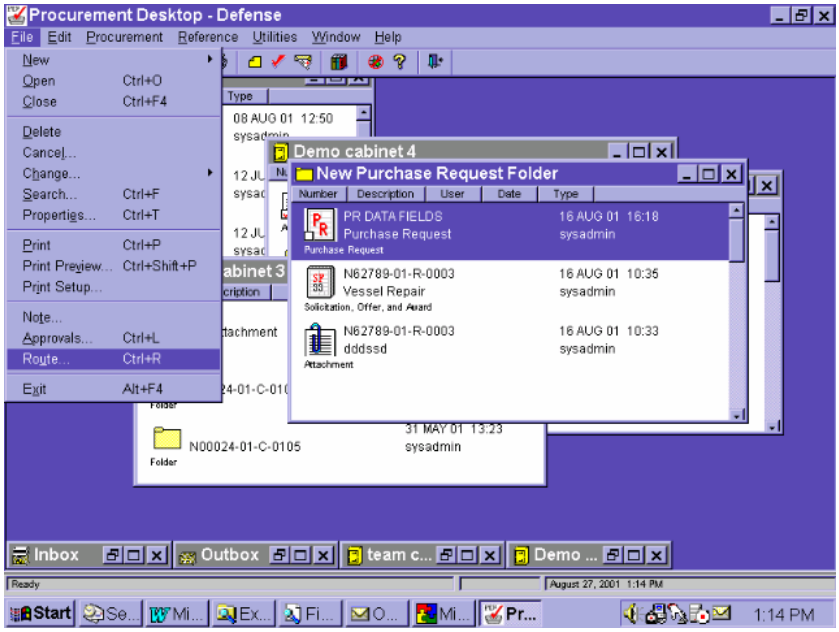


Figure 49 – Not for Disclosure Outside the Government

The user shall Route in accordance with local approval procedures – Figure 50. The user should be sure to select routing templates for their particular site. The Routing Sheet may be modified to add to or delete users from the predefined routing.

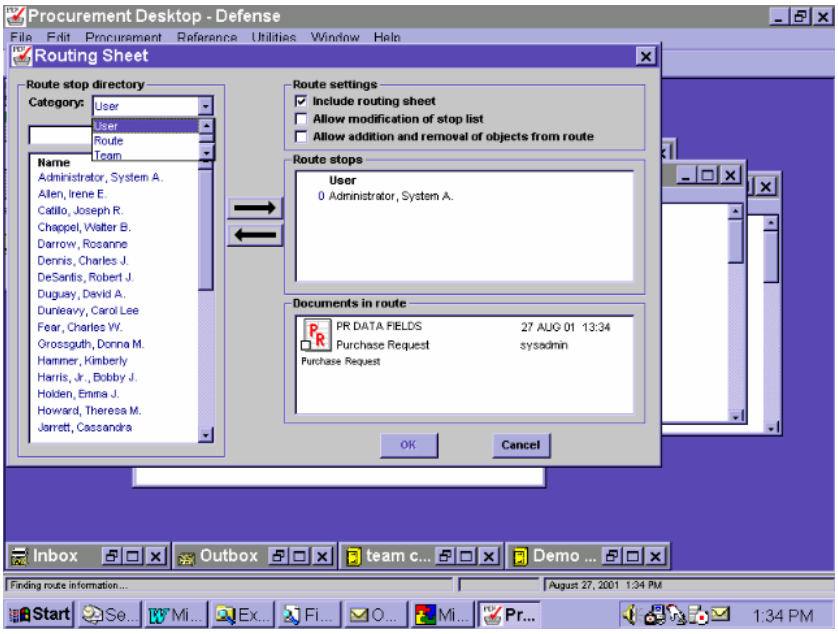


Figure 50 – Not for Disclosure Outside the Government

When the user clicks "OK" on the Routing Sheet, the desktop automatically places the routing in the user's Outbox. Within a predefined time as specified in the user's preferences, the document will be removed from the user's Outbox and transferred to the Inbox of the next user in the route. Users can elect to create a copy icon to be routed instead of routing the actual document.

Upon receipt of the routing document in the next user's Inbox, the document should be moved (by dragging and dropping) to the user's desktop where it can be opened and reviewed (by double clicking on the document icon), and the Approval Sheet accessed **(File → Approvals or [Approval] icon on toolbar)** and annotated accordingly.

Users in the Route may access the Routing Sheet by highlighting the document and selecting **File → Route from the menu or by the [Route] button on the toolbar** – Figure 51 and Figure 52. If the users in the routing string have been provided access, the user may modify the routing Stop List and may Add and Remove Objects from the routing.

Note: Changes in the document's status (e.g., approvals) that occur during the routing process may only allow you to view the document, and will not allow you to modify it.

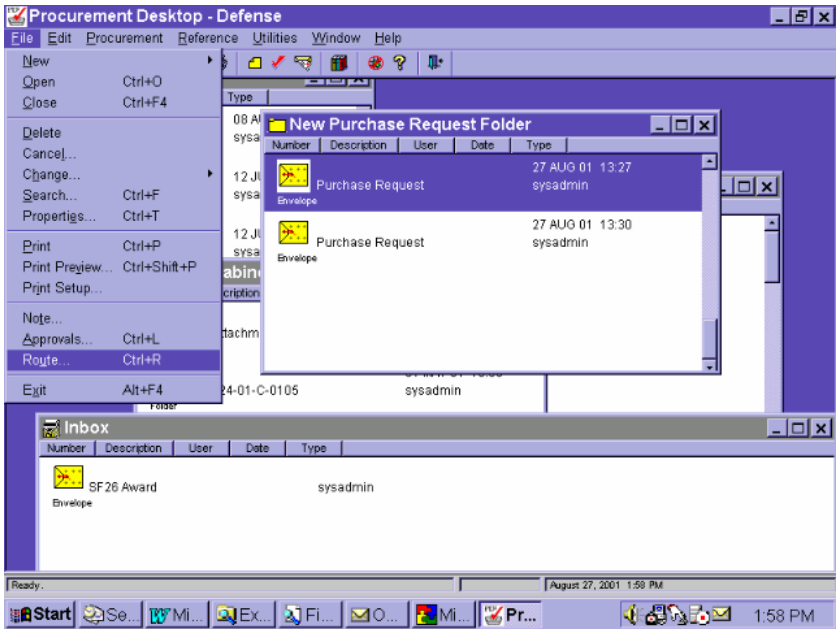


Figure 51 – Not for Disclosure Outside the Government

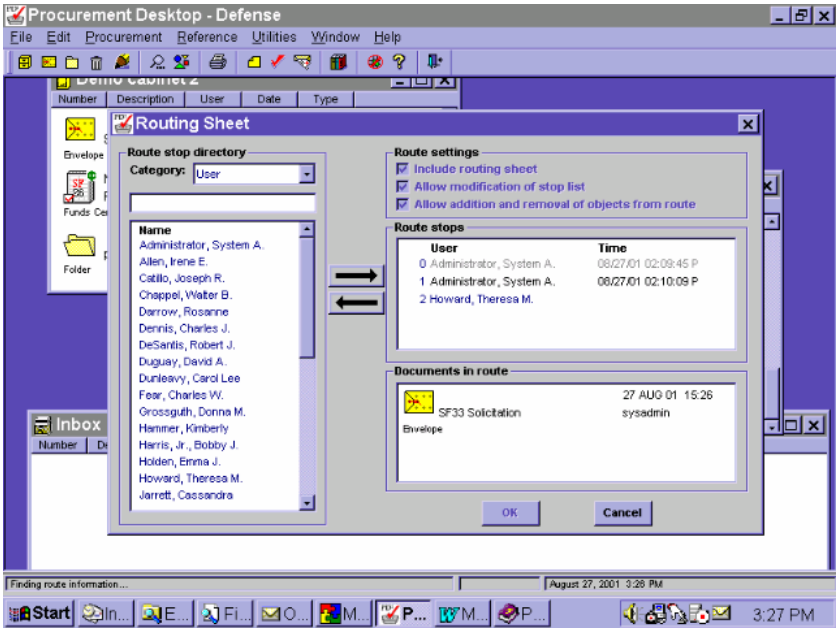


Figure 52 – Not for Disclosure Outside the Government

4.3.9.3 Releasing the Solicitation

The final routing stop in the approval process should be the Contracting Officer who will release the document. The document must be fully approved in order to release it. The solicitation is released by highlighting the solicitation object on the desktop or in a user's cabinet and selecting **Procurement → Release** – Figure 53. A "Released" stamp will be displayed on the desktop object upon release – Figure 54.

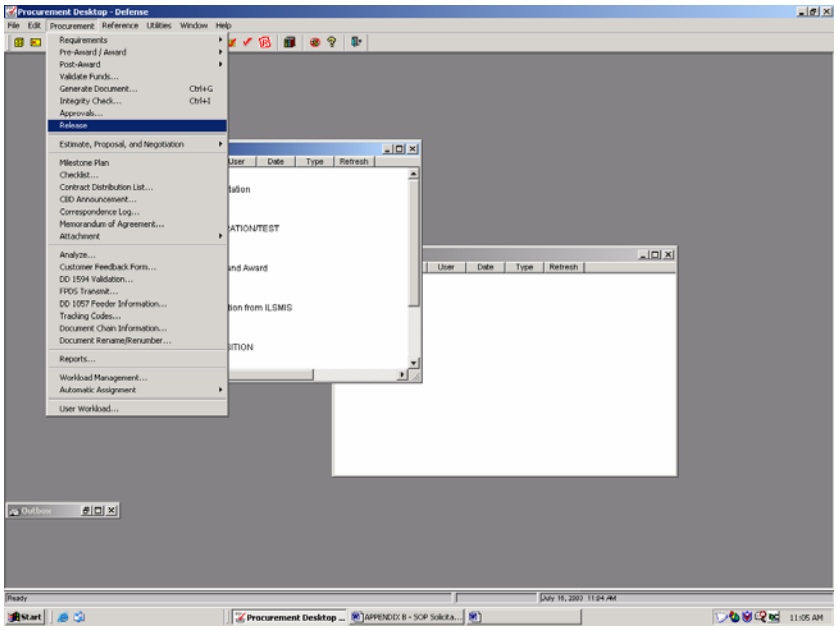


Figure 53 – Not for Disclosure Outside the Government

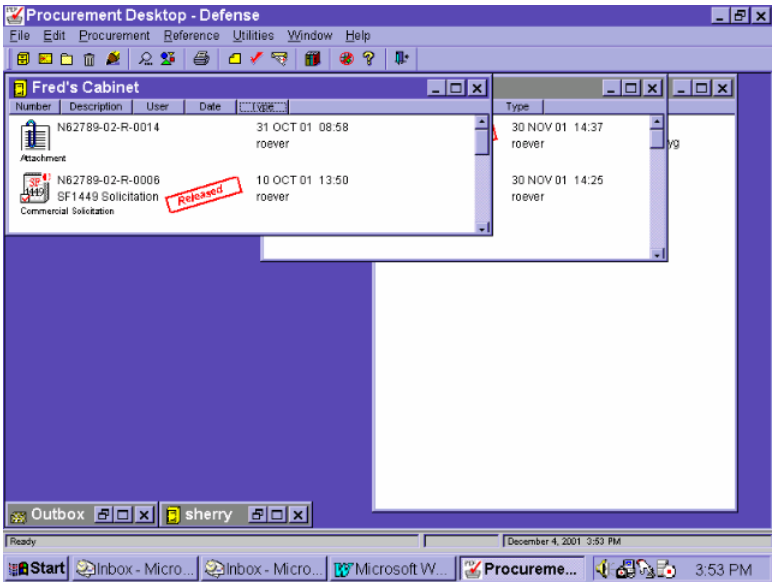


Figure 54 – Not for Disclosure Outside the Government

4.3.9.4 Creating an Electronic File of the Solicitation Document – Following Local Procedures:

Once the solicitation is released, an electronic file of the solicitation can be created for distribution to potential offerors.

The electronic file is created by highlighting the solicitation object on the desktop and selecting **File → Print Preview** - Figures 55 and 56. (Note: The "read only" file is minimized and must be maximized for view by double clicking on the Microsoft Word button on the Taskbar) - and then **File → Save Copy As** – Figure 57.

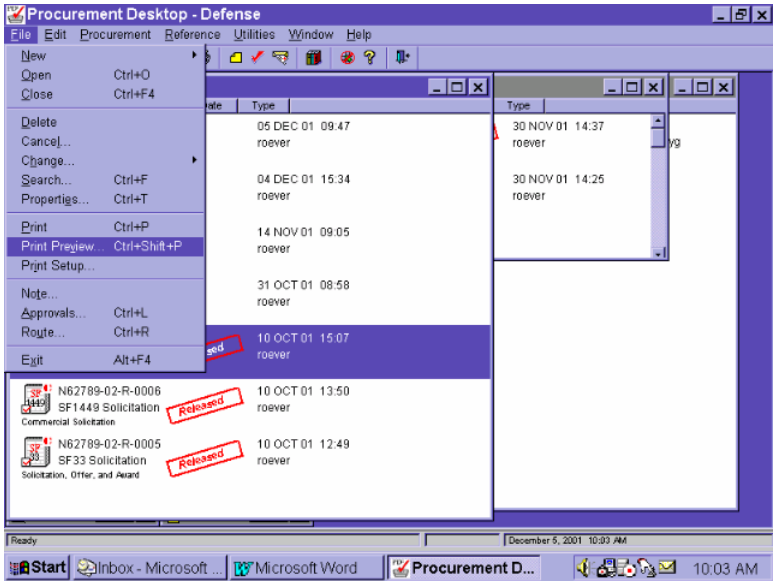


Figure 55 – Not for Disclosure Outside the Government

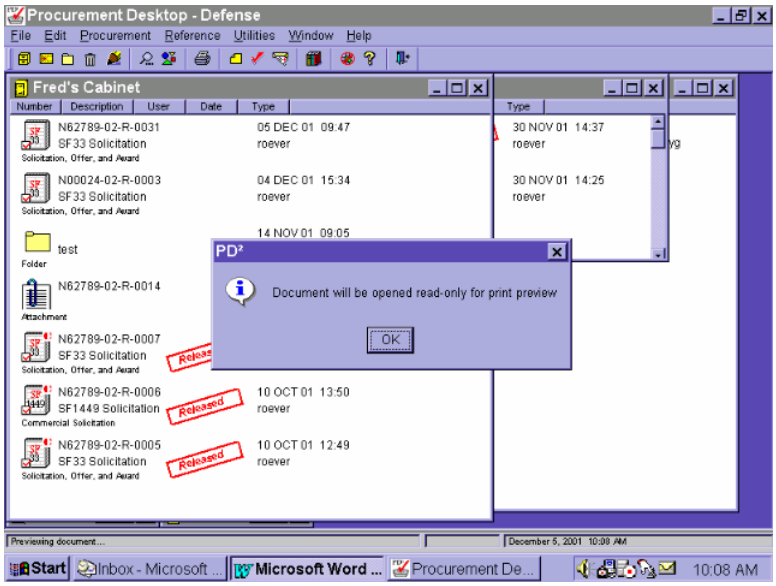


Figure 56 – Not for Disclosure Outside the Government

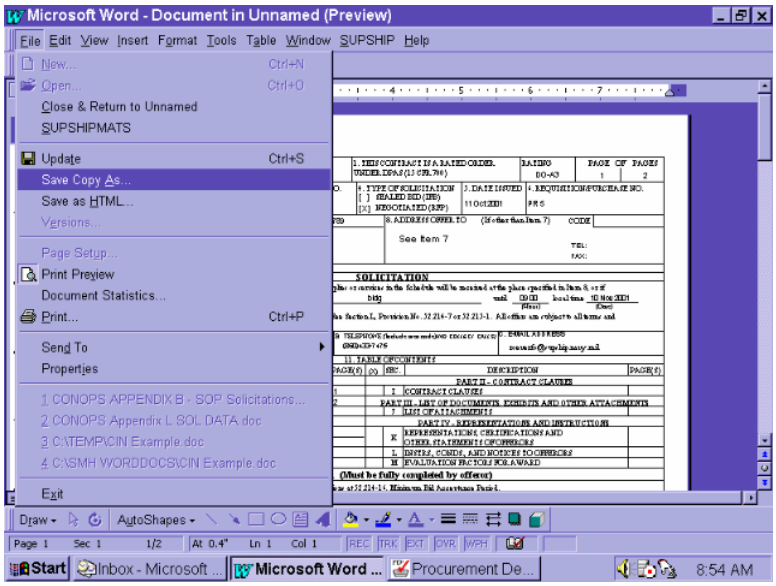


Figure 57 – Not for Disclosure Outside the Government

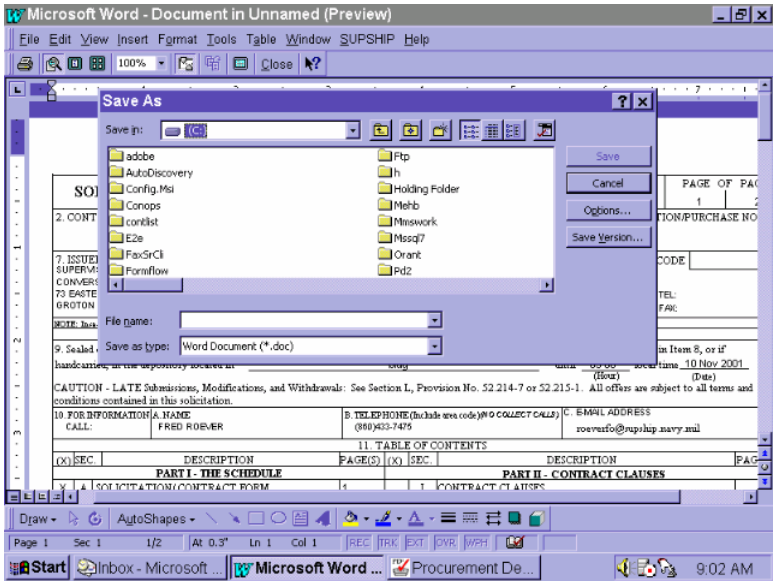


Figure 58 – Not for Disclosure Outside the Government

4.3.10 Recording Verbal Solicitations.

Verbal Solicitations may be recorded in offer/evaluation by first highlighting the purchase request and then selecting from the menu Procurement → Pre-Award / Award → Offer/Evaluation – Figure 1.

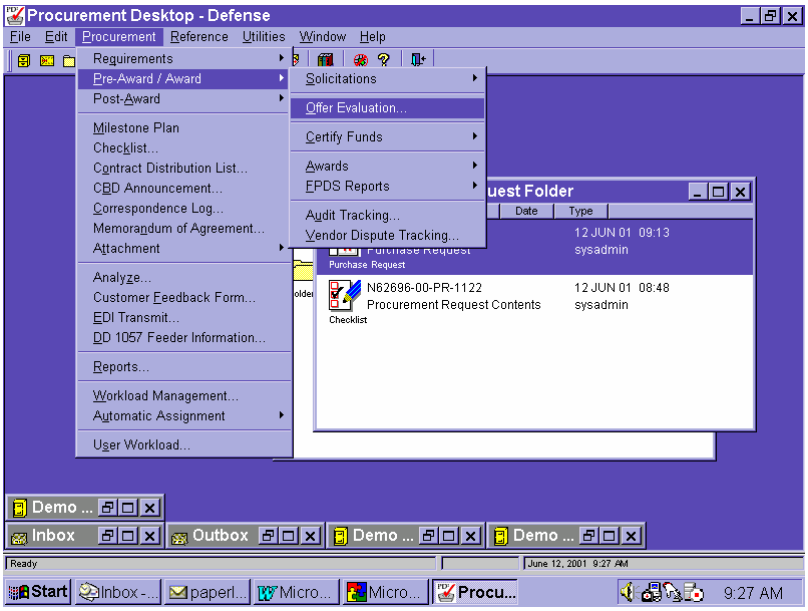


Figure 1 – Not for Disclosure Outside the Government

The Offer/Evaluation number is defaulted to the number of the selected purchase request. The user enters the Description of the Offer/Evaluation in the Create New Offer Evaluation dialog box - Figure 2.

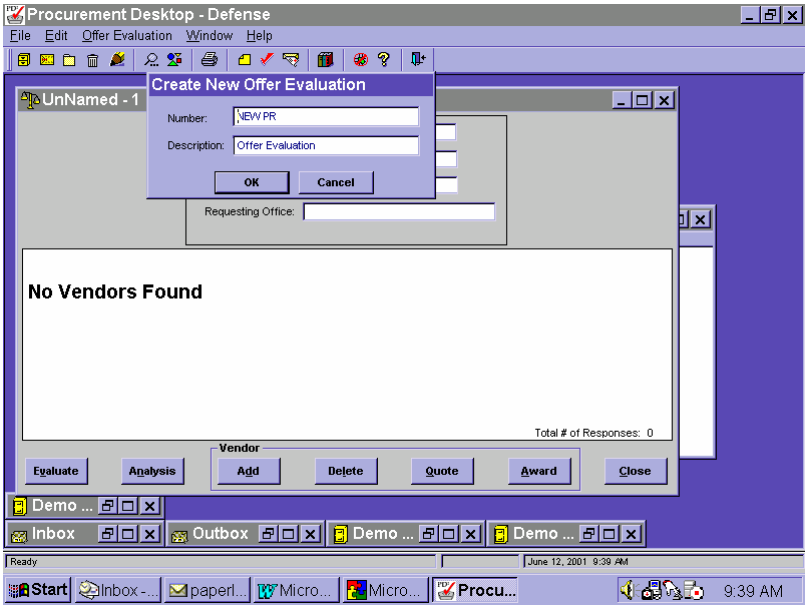


Figure 2 – Not for Disclosure Outside the Government

The user must add the vendor that is being verbally solicited through Vendor / Add on the Offer Evaluation window – Figure 3 – and then searching for and selecting the vendor using Address Search – Figure 4.

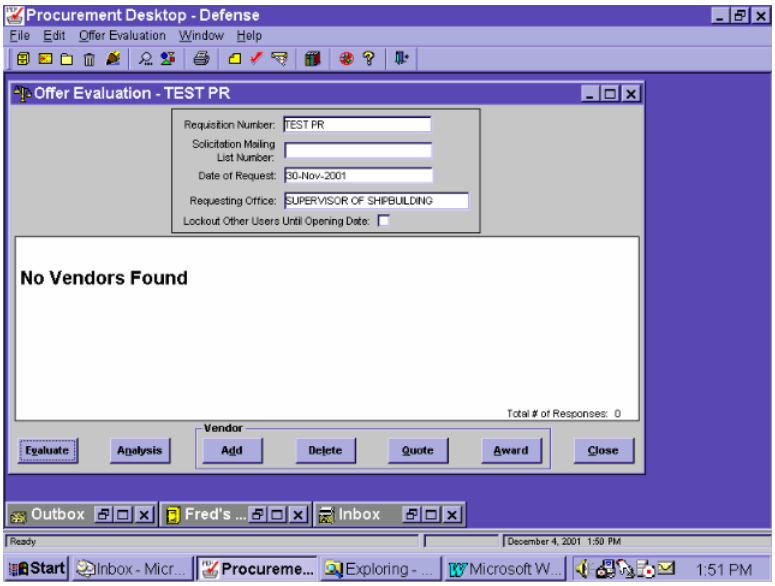


Figure 3 – Not for Disclosure Outside the Government

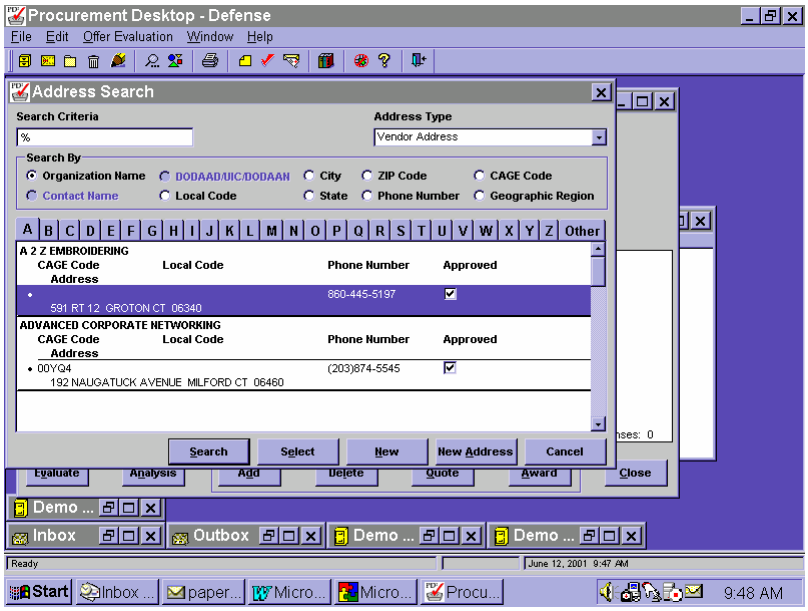


Figure 4 – Not for Disclosure Outside the Government

A quote sheet is created for each vendor verbally solicited by highlighting the vendor and selecting Vendor / Quote in the Offer Evaluation window – Figure 5. The verbal solicitation is annotated in the Remarks field – Figure 6.

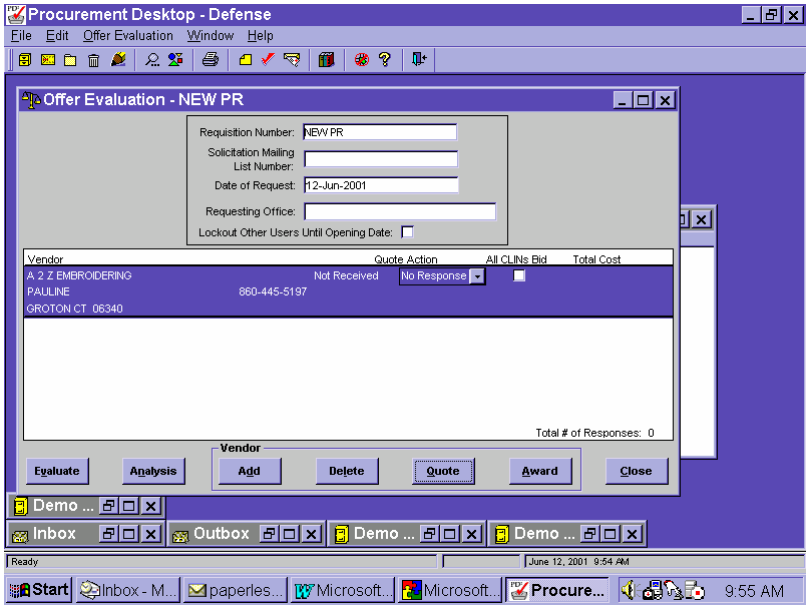


Figure 5 – Not for Disclosure Outside the Government

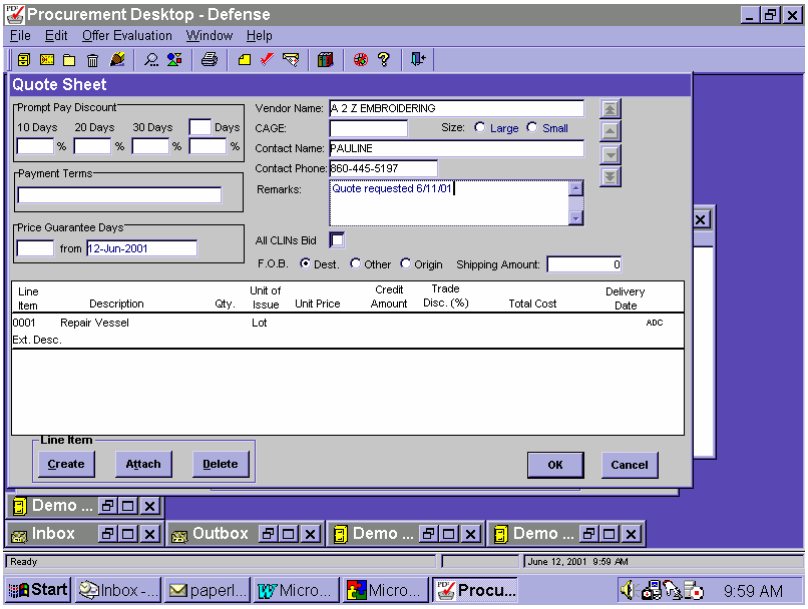


Figure 6 – Not for Disclosure Outside the Government

4.4 Awards

4.4.1 Creating the Award from the Solicitation

An award document can be created by highlighting the solicitation and then selecting **Procurement → Pre-Award / Award → Awards and then selecting either the Commercial Purchase (SF 1449), Large Purchase (SF 26), or Large Purchase (SF 33)** – Figure 3.

Note that when creating the award from the solicitation, the Large Purchase forms (SF 26 and SF 33) can only be created from the SF 33, and the Commercial Purchase form (SF 1449) can only be created from the SF 1449.

The Number is created by PD2 but, it can be modified. The user then enters the Description of the Award in the Create New Award dialog box – Figure 4.

In creating an award, data will be pulled forward from the highlighted solicitation to the award document. The user must enter the successful offeror, prices, and otherwise enter or edit data, text and clauses as appropriate for the award in the SF 33 Figures 5, 6, and 7 are not necessary since there is a screenprint for each tab on SF33, SF26, and SF1449 solicitations. These should be deleted and an introduction to each type of solicitation (like when to use them) should suffice.

Note that, if the user has created the award from within Offer/Evaluation, much of the offer data will be brought forward to populate the award data; however, if the user has created the award by highlighting the solicitation, the offer information will not be brought forward and will need to be manually entered into the award. The user will not be able to view offer/evaluation detail while working within the award tabs; consequently, the Abstract of Offers *(when utilized)*should be printed in order to have visibility of the offer data while completing the Award document.

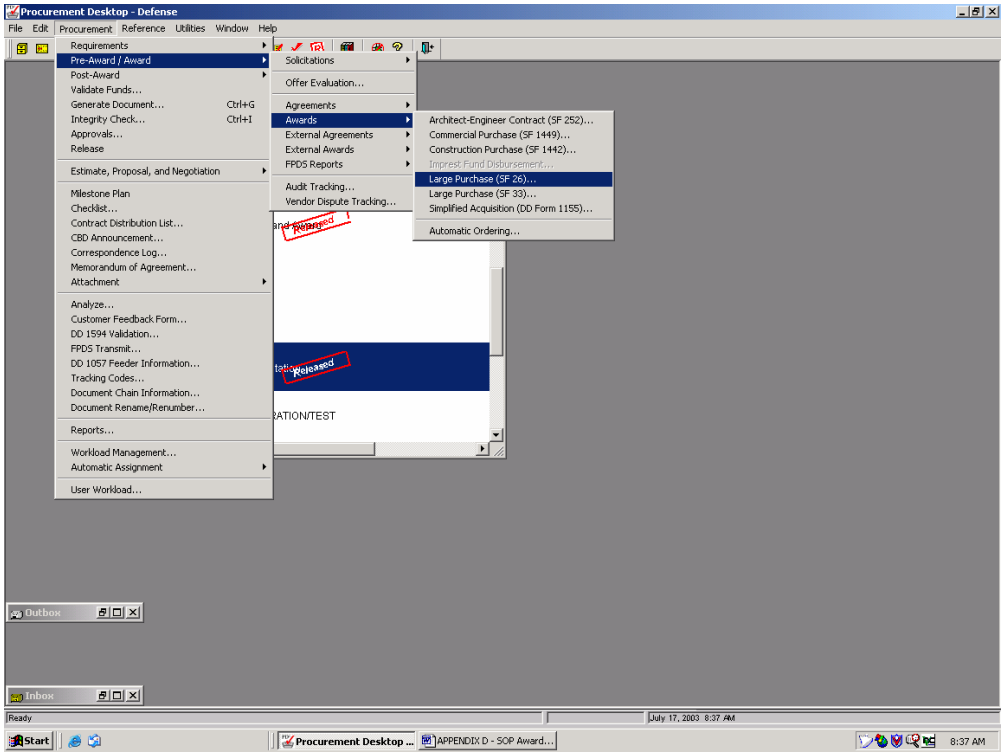


Figure 3 – Not for Disclosure Outside the Government

The following checklist should be followed for an Indefinite Delivery Contract

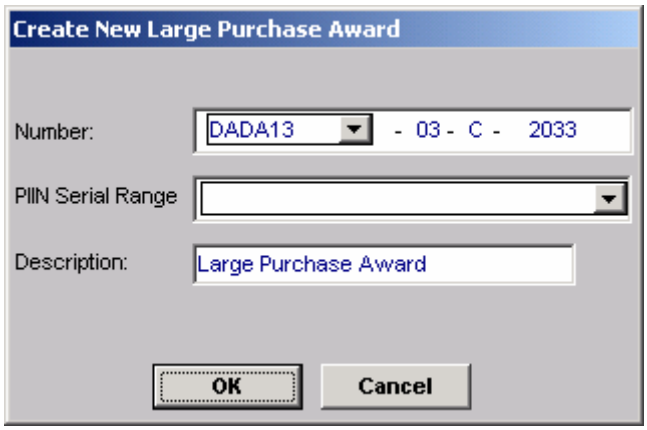
- Document Level:
- "Create New…" Window
- Large (Validate default – appears on "Create New SF1449" only)
- Number (insure the correct UIC, FY, and Award Type designator [-D-] are displayed. NOTE: Delivery Orders cannot be created from Ordering Instruments which do not contain a "D" or "G" as the ninth character in the PIIN)
- Description (Edit as required by site)

SF33 Tabs

Main Form Tab

For Information Call (Mandatory – enter, or validate if default)

"Create New SF33 Award" Dialog Box"

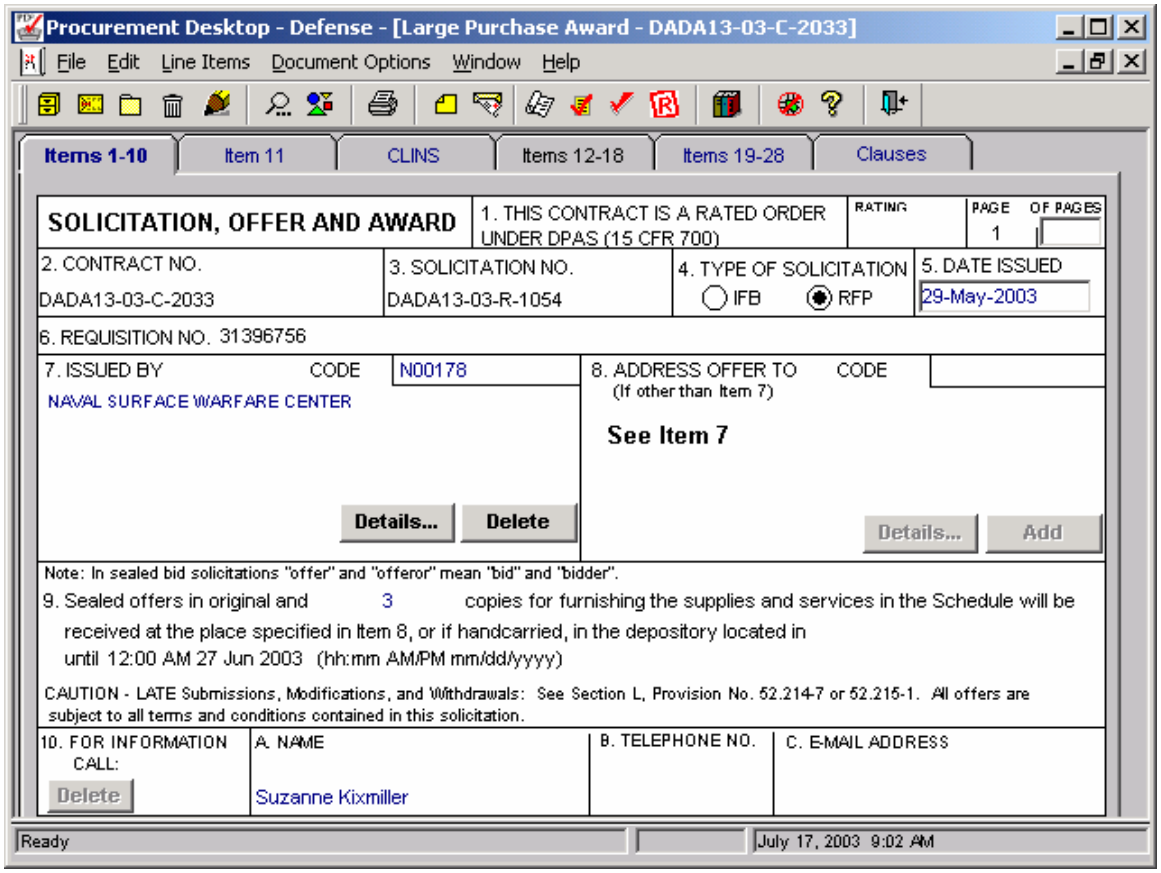


Field	Default Category	Field Category	Instructions/Remarks
Number	DE	M	Insure that IDC awards contain a "D" in the ninth character. Delivery Orders cannot be created from PIINs which do not contain a "D" in the ninth position!
Description	See Remarks	M	Defaults to Object Type. Site may require editing to reflect PR Description.

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

SF33 Items 1-10 Tab



Field	Default Category	Field Category	Instructions
DPAS Priority Rating	D	RWA	Default based on source Solicitation. Not required on awards of Indefinite Delivery Contracts.
Number of Pages	D	M	Defaults to number of pages created in generating the document
Contract No.	D	M	Default based on PIIN entered in “Create New” dialog box
Solicitation No.	D	M	Default based on source Solicitation
Type of Solicitation	D	M	Default based on source Solicitation

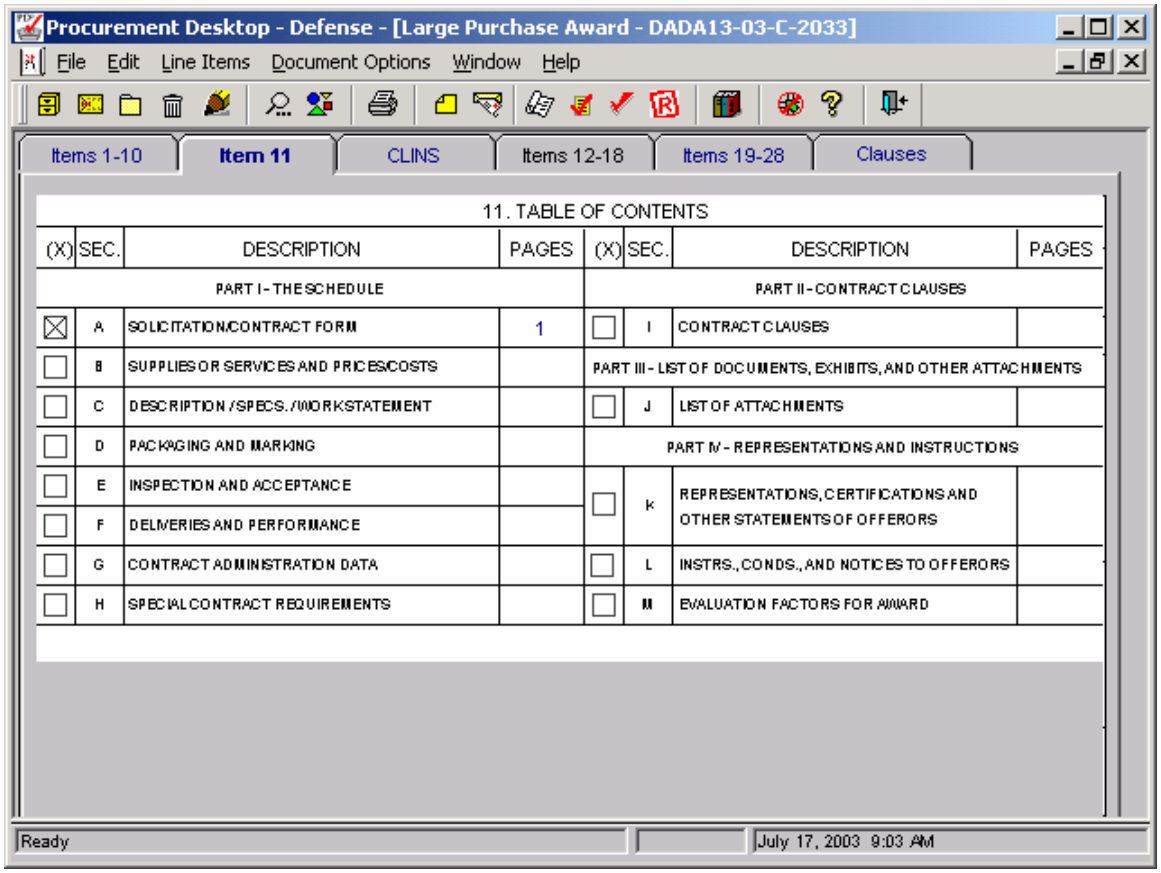
Date Issued	D	M	Default based on source Solicitation

Requisition No.	D	M	Default based on source Solicitation
Issued by	D	M	Default based on source Solicitation
Issued by Code	D	M	Default based on source Solicitation
Address Offer to	D	M	Default based on source Solicitation
Address Offer to Code	N/A	N/A	
Number of Offers	D	M	Default based on source Solicitation
Depository Location	D	M	Default based on source Solicitation
Bid Opening / Proposal Closing Date / Time	D	M	Default based on source Solicitation
For Information Call - Name	DE	M	Default based on Procurement Profile – NOT SOLICITATION
For Information Call – Telephone No.	D	M	Default based on POC Name
For Information Call – E-mail Address	D	M	Default based on POC Name

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

SF33 Item 11 Tab



11. TABLE OF CONTENTS

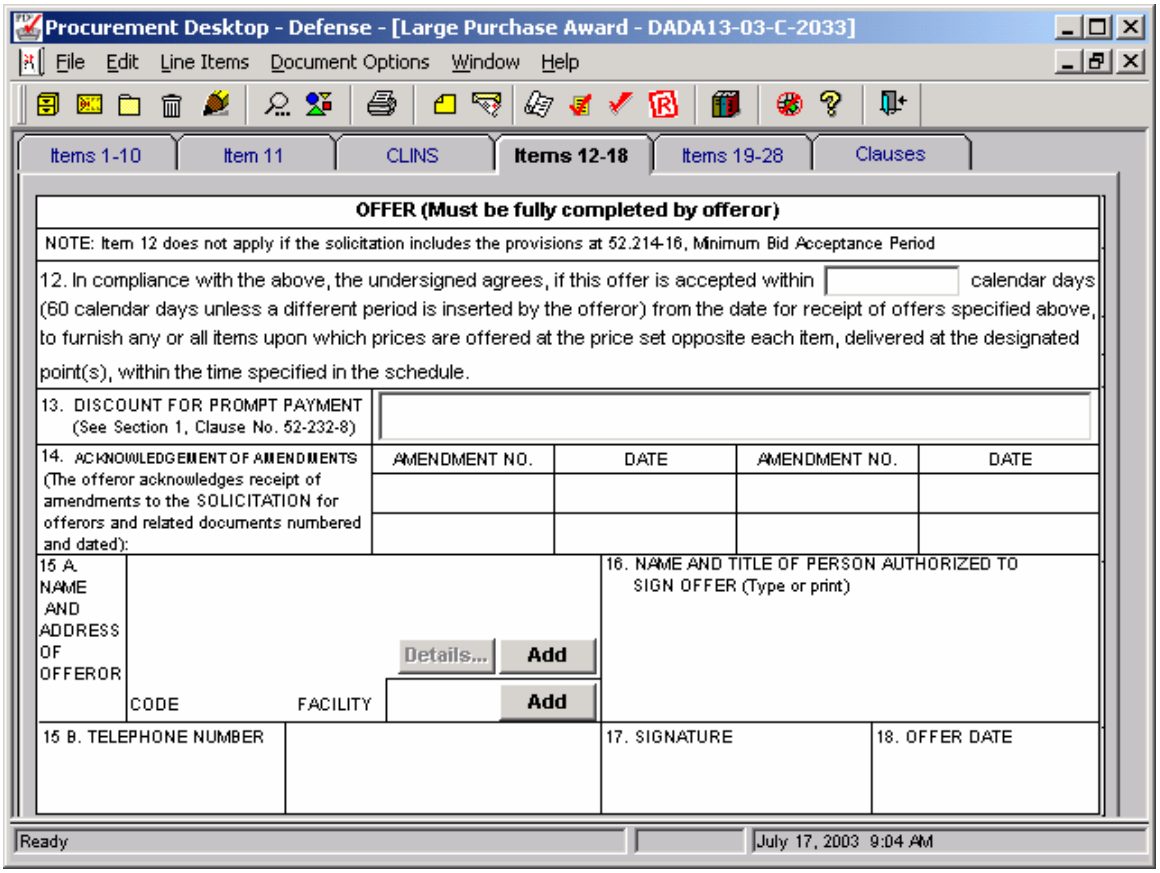
(X)	SEC.	DESCRIPTION	PAGES	(X)	SEC.	DESCRIPTION	PAGES
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
☒	A	SOLICITATION/CONTRACT FORM	1	☐	I	CONTRACT CLAUSES	
☐	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS			
☐	C	DESCRIPTION /SPECS. /WORK STATEMENT		☐	J	LIST OF ATTACHMENTS	
☐	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
☐	E	INSPECTION AND ACCEPTANCE		☐	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
☐	F	DELIVERIES AND PERFORMANCE					
☐	G	CONTRACT ADMINISTRATION DATA		☐	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
☐	H	SPECIAL CONTRACT REQUIREMENTS		☐	M	EVALUATION FACTORS FOR AWARD	

This tab may be updated by the system subsequent to document generation, if the user chooses to have the Table of Contents updated. An "X" may also be placed manually into the checkbox next to each section.

Items 12-18 Tab

- Discount for Prompt Payment (Required when Applicable)
- Name and Address of Offeror (Mandatory – Contact selected must be person who signed the Offer or "No Contact Identified")
- Remittance Address Checkbox (Required when Applicable)

SF33 Items 12-18 Tab



Field	Default Category	Field Category	Instructions/Remarks
Offer Acceptance Period	N/A	N/A	
Discount for Prompt Payment	N/A	RWA	
Acknowledgement of Amendment (Number)	N/A	N/A	
Acknowledgement of Amendment (Date)	N/A	N/A	
Name and Address of Offeror	N/A	M	User must select from available vendors or add vendor data to system.
Offeror Code	D	M	Default based on selecting Vendor

Facility Code			
Offeror Telephone No.	DE	M	Default based on selecting Vendor contact
Remittance Address Checkbox	N/A	RWA	
Name and Title of Person Authorized to Sign Offer	DE	M	Defaults to contact selected by the user when selecting the offeror from the available vendor addresses. If available contacts do not include the person who signed or made the offer, add new contact to vendor data and then select.
Signature	N/A	N/A	Non-editable field
Offer Date	N/A	N/A	Non-editable field

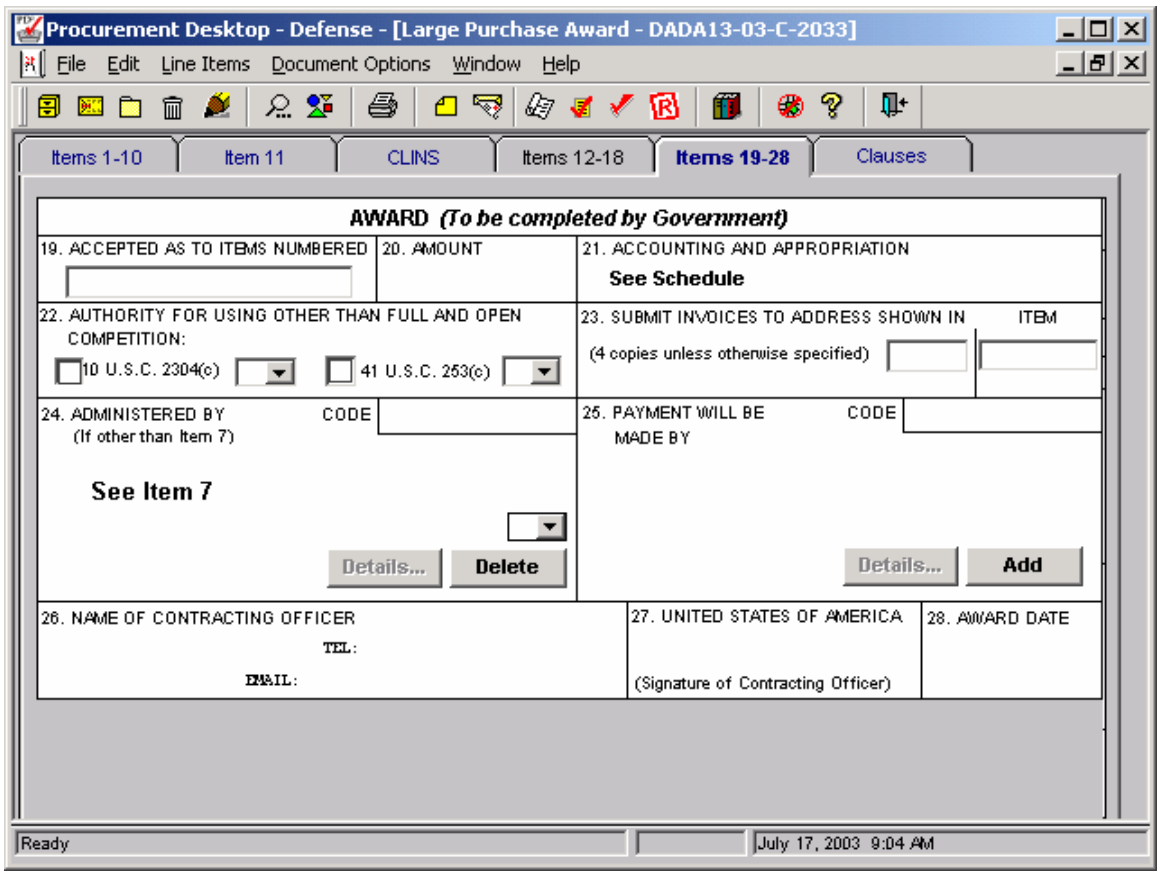
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 19-27 Tab

- Accepted as to Items Numbered (Mandatory)
- Authority for Other Than Full and Open Competition (Required when Applicable)
- Submit Invoices to Address Shown In (Number of Copies) (Enter if other than "4" copies required)
- Submit Invoices to Address Shown In (Item) (Mandatory)
- Administered by (Required if Administering Office is different than Issuing Office)
- Payment will be Made by (Mandatory – enter or validate if default)

SF33 Items 19-28 Tab



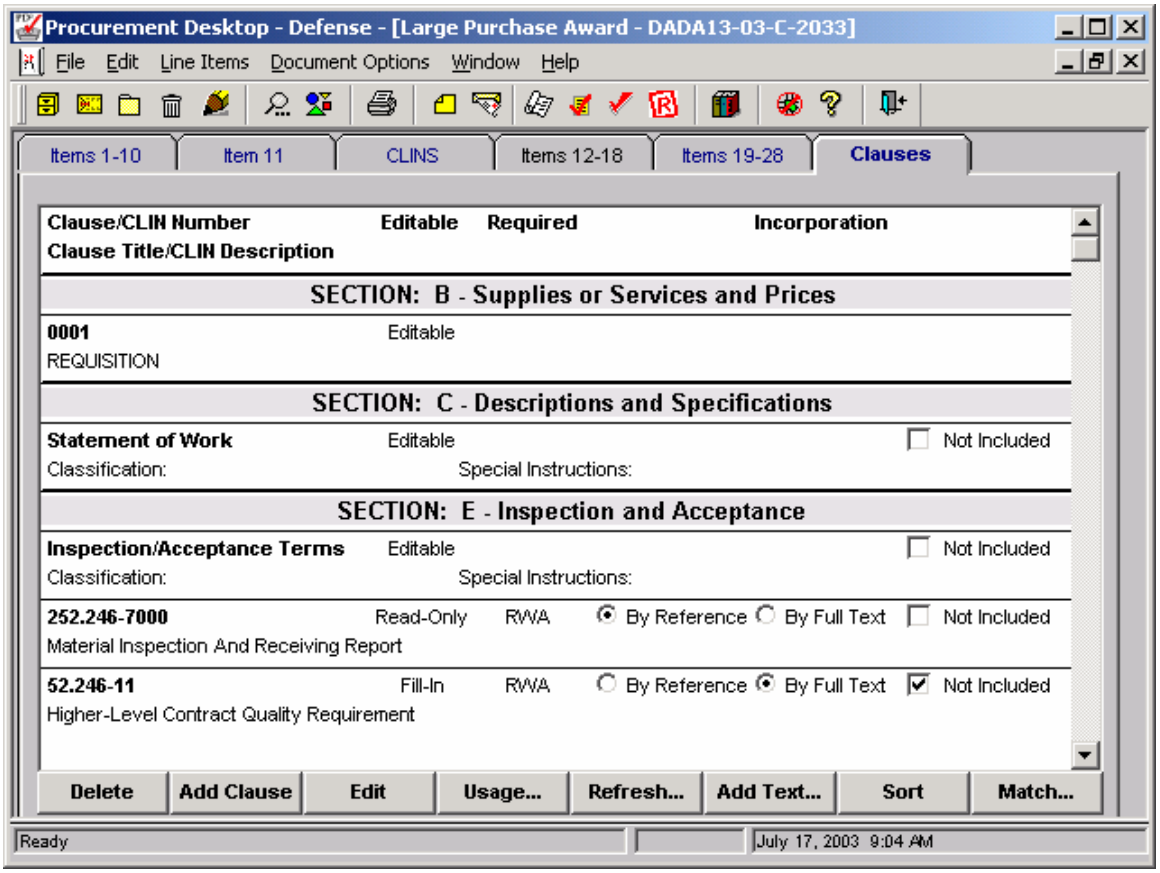
Field	Default Category	Field Category	Instructions/Remarks
Accepted as to Items Numbered	N/A	M	
Amount	D		Defaults based on Line Item entries

Accounting and Appropriation	D		Defaults to “See Schedule” when line item funding is applied
Authority for Other than Full and Open Competition	N/A	RWA	
Submit Invoices to Address Shown In (Number of Copies)	N/A	RWA	
Submit Invoices to Address Shown in Item	N/A	RWA	
Administered by	N/A	RWA	Select Admin Office if different than Issuing Office
Administered by Code	D	RWA	Default based on selection of alternate Admin Office
Payment will be Made by	See Remarks	RWA	May be defaulted based on User Preferences established by the User.
Payment will be Made by Code	D	RWA	Default based on selection of Payment Office
Name of Contracting Officer	D	M	Default based on user releasing the award
Signature of Contracting Officer	D	M	Fills with bitmap signature of user releasing award
Award Date	D	M	Defaults to date of release

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

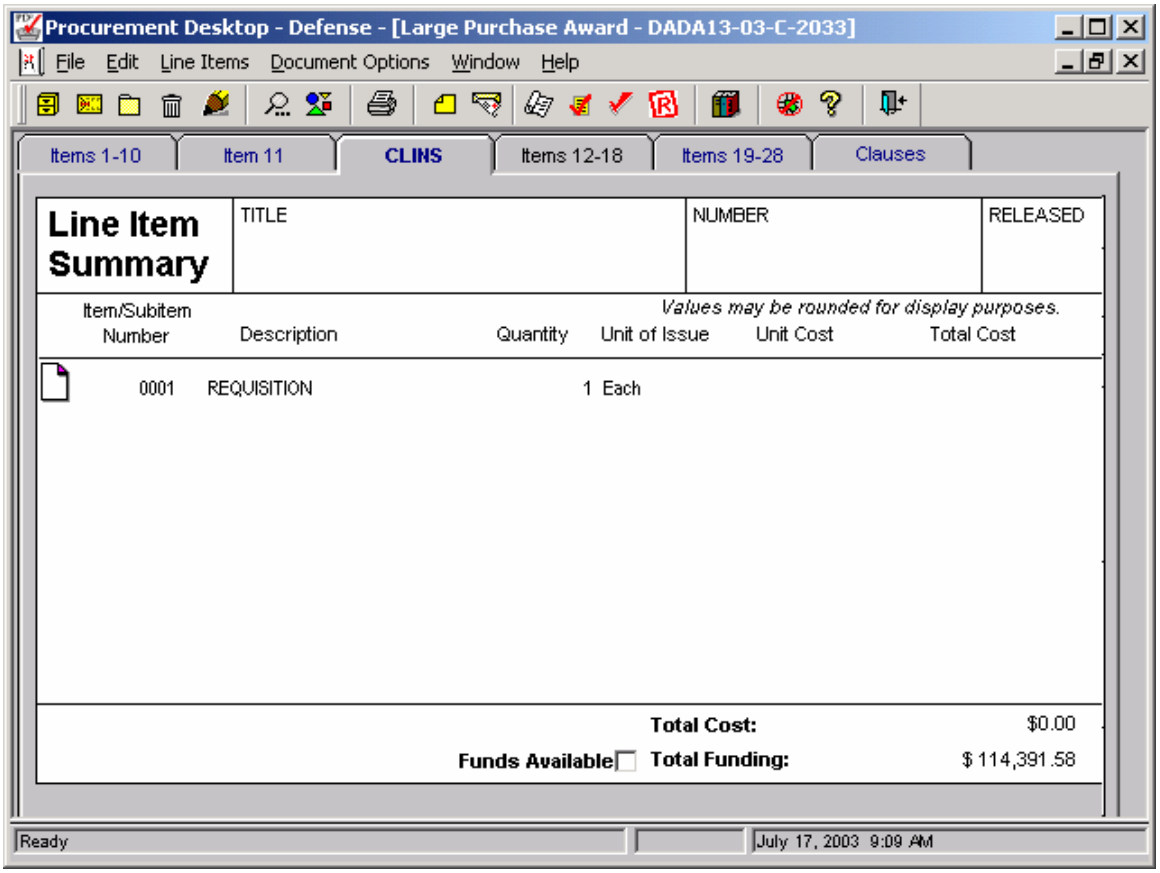
Default Category: D=Default DE=Default – User Edit

SF33 Clauses Tab



Clauses and text may be added and edited. Clauses may be toggled to “By Reference” or “By Full Text”. Clauses may be matched to line items. No other data is entered on this tab.

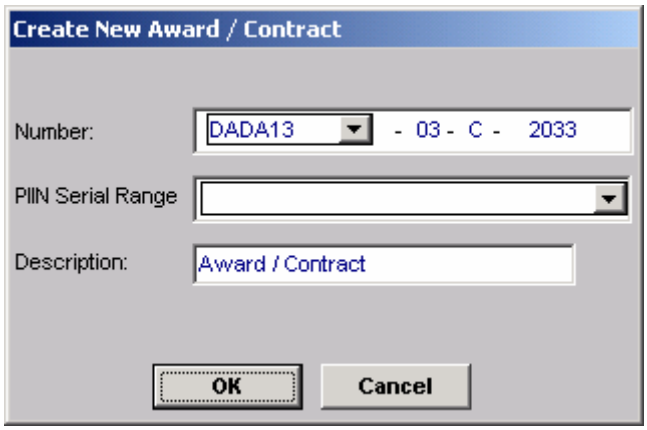
SF33 CLINS Tab



CONTRACT LEVEL FUNDING IS PROHIBITED FOR NEW AWARDS.

SF26 Tabs

"Create New SF26 Award" Dialog Box



Field	Default Category	Field Category	Instructions/Remarks
Number	DE	M	Insure that IDC awards contain a "D" in the ninth character. Delivery Orders cannot be created from PIINs which do not contain a "D" in the ninth position!
Description	See Remarks	M	Defaults to Object Type. Site may require editing to reflect PR Description.

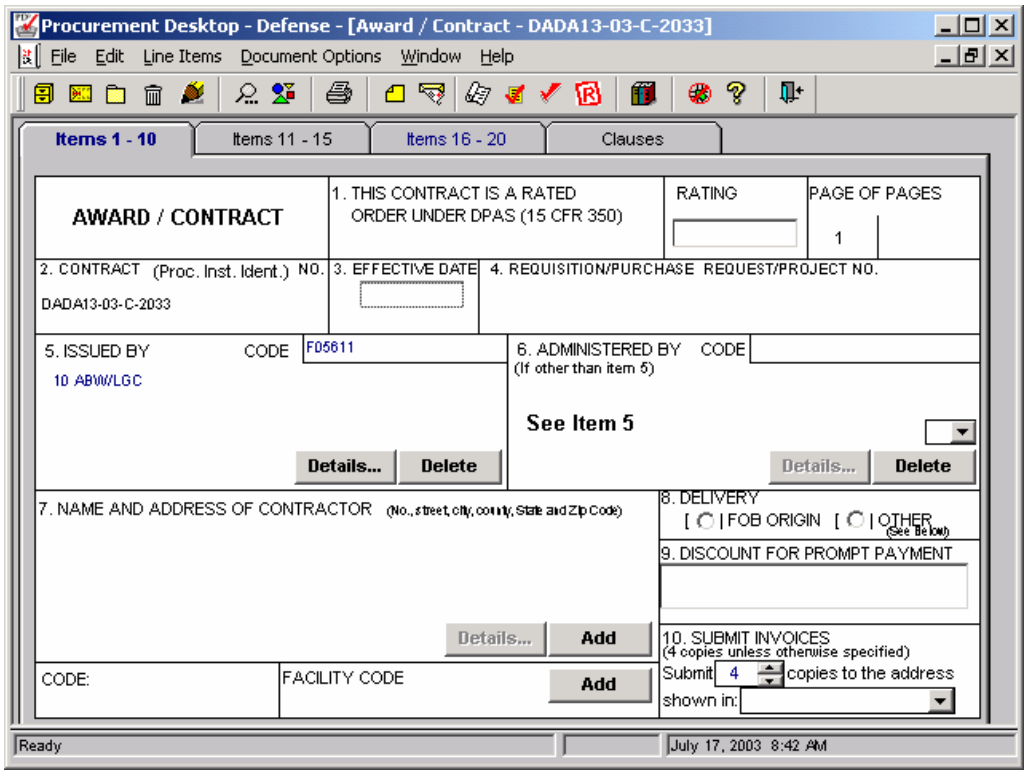
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 1-10 Tab

- Effective Date (Mandatory)
- Issued by (Mandatory – enter or validate if default)
- Administered by (Required if Administering Office is different than Issuing Office)
- Name and Address of Contractor (Mandatory)
- Discount for Prompt Payment (Required when Applicable)
- Submit Invoices (Number of Copies) (Mandatory – defaults to "4" edit as desired)
- Submit Invoices to Address (Block) (Mandatory)

SF26 Items 1-10 Tab



Field	Default Category	Field Category	Instructions/Remarks
Rating	D	RWA	Defaults based on source Solicitation, Not required on awards of Indefinite Delivery contracts.
Number of Pages	D	M	Defaults to number of pages created in generating the document. Appears in generated document but not onscreen.
Contract Number	D	M	Default based on PIIN entered in “Create New” dialog box
Effective Date	N/A	M	
Requisition/Purchase Request No.	D	M	Defaults based on source Solicitation
Issued By	D	M	Defaults based on source Solicitation
Issued By Code	D	M	Defaults based on source Solicitation

Administered by			Defaults to "See Item 7". Revise as necessary
Administered by Code			Default based on selection of alternate Admin Office
Name and Address of Contractor	N/A	M	
Cage Code	D	M	Default based on selection of Vendor
Facility Code			
Delivery FOB	D		Default based on line item entries
Discount for Prompt Payment	N/A	RWA	
Submit Invoices (Number of Copies)	N/A	RWA	
Submit Invoices to Address (Block)	N/A	RWA	

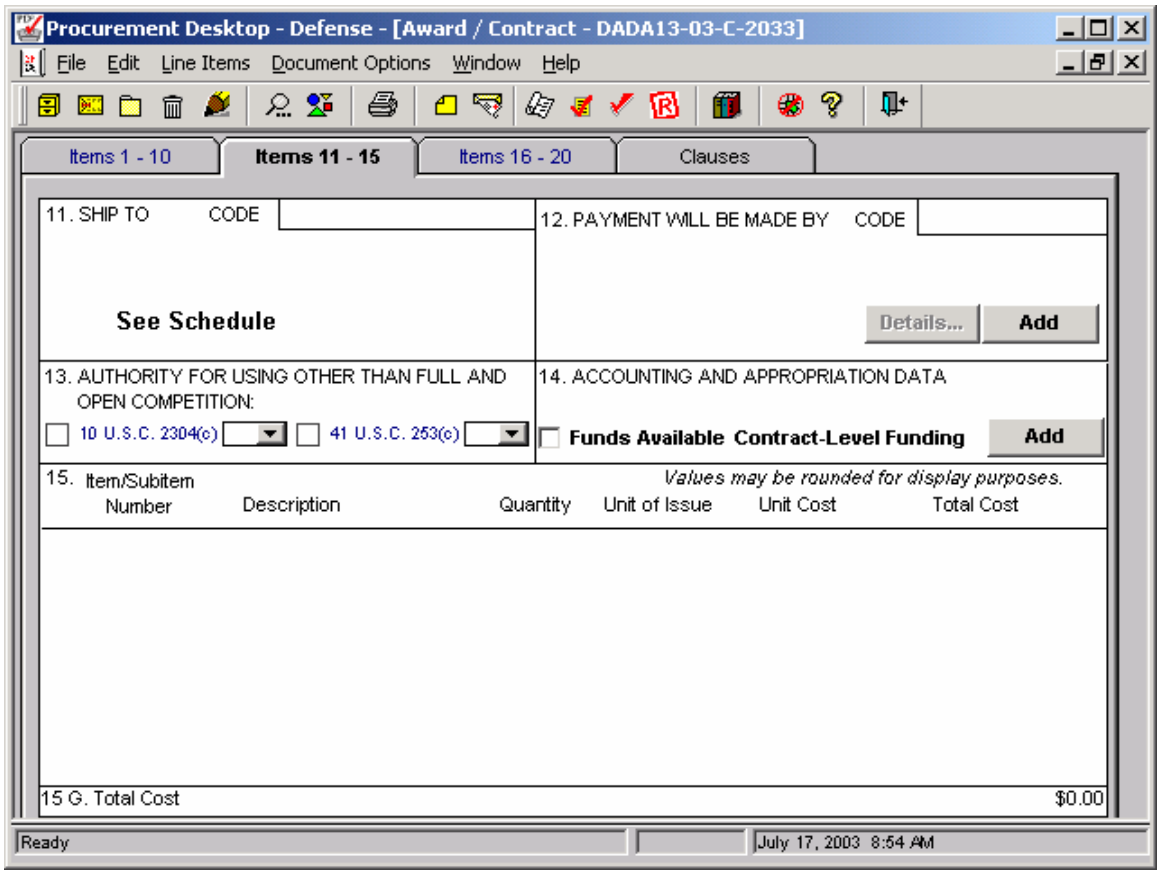
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 11-15 Tab

- Payment Office (Mandatory – enter or validate if default)
- Authority for Other than Full and Open Competition (Required when Applicable)

SF26 Items 11-15 Tab



Field	Default Category	Field Category	Instructions/Remarks
Ship To	D		Default based on line item entries
Ship To Code	D		Default based on line item entries
Payment Office	See Remarks	RWA	May be defaulted based on User Preferences established by the User
Payment Office Code	D	RWA	Default based on selection of Payment Office

Authority for Other than Full and Open Competition	N/A	RWA	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

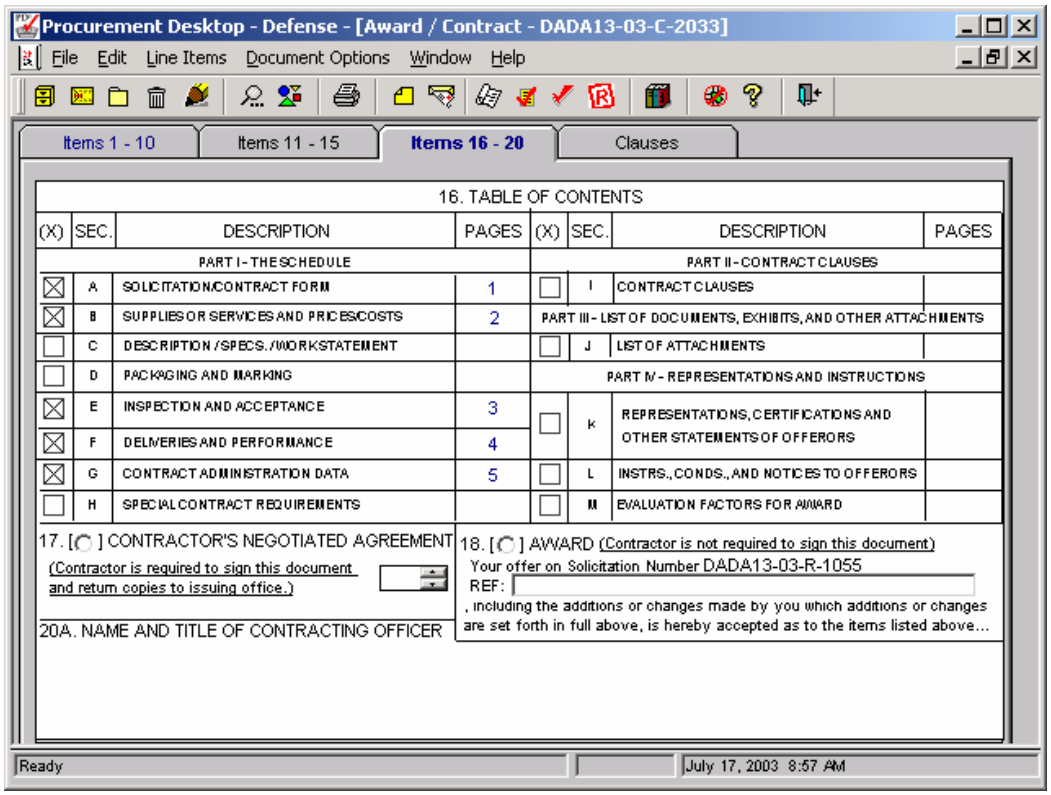
Default Category: D=Default DE=Default – User Edit

NO OTHER DATA IS ENTERED IN THIS SCREEN. CONTRACT LEVEL FUNDING IS PROHIBITED FOR NEW AWARDS.

Items 16-20 Tab

- Contractor's Negotiated Agreement - Checkbox (Required when Bilateral Signature is Required)
- Number of Copies (Required when "Contractor's Negotiated Agreement" checkbox is checked)
- Award - Checkbox (Required when Award is based on acceptance of submitted offer or for any other reason does not require Bilateral Signature)
- Your offer on Solicitation Number (Required when "Award" checkbox is checked and Award is based on acceptance of offer submitted in response to a Solicitation)

SF26 Items 16-20 Tab



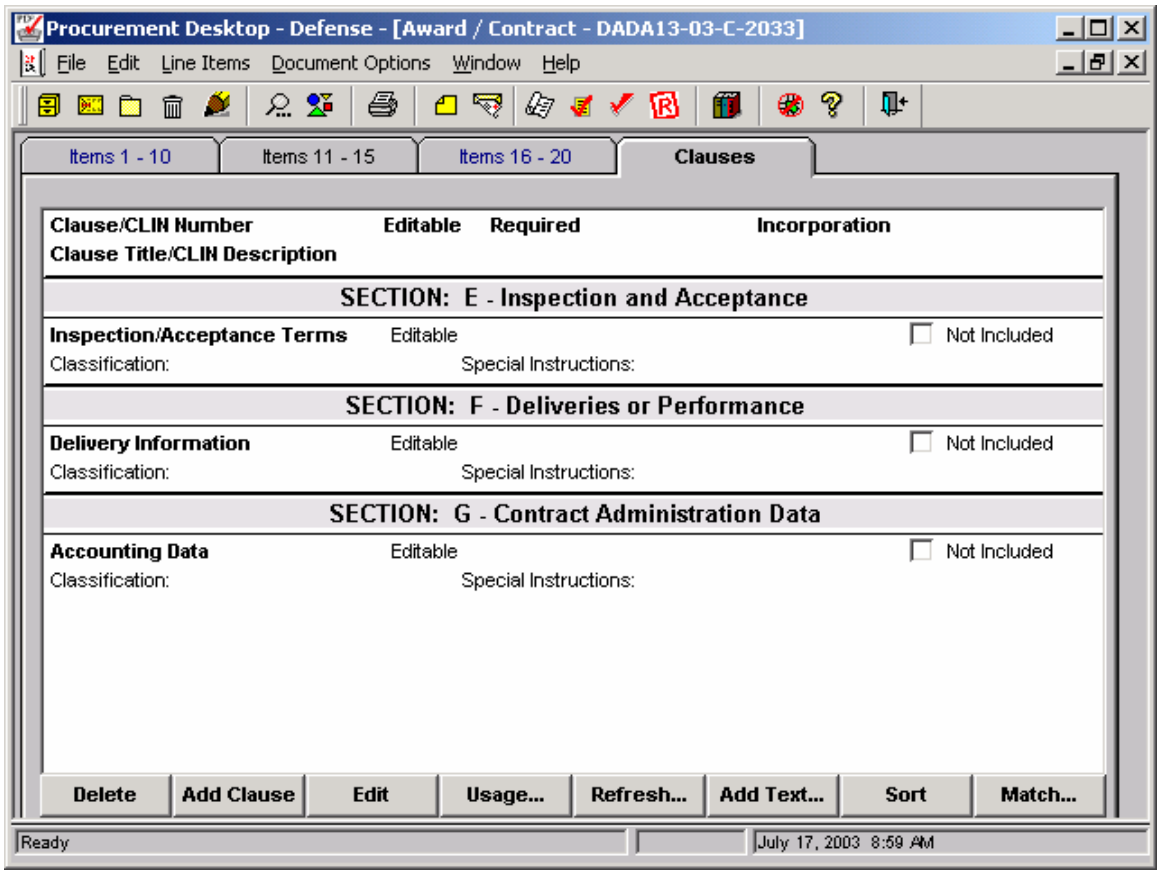
Field	Default Category	Field Category	Instructions/Remarks
Contractor's Negotiated Agreement	N/A	RWA	Required when bilateral signature is required.
Number of Copies	N/A	RWA	

Award – Contractor is Not Required to Sign	N/A	RWA	Required when award is based on acceptance of submitted offer or for other reasons does not require Contractor signature.
Name and Title of Contracting Officer	D	M	Defaults to name and title of user releasing award. Date of Signature does not appear on this screen but does appear on the generated document.

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

SF26 Clauses Tab



Clauses and text may be added and edited. Clauses may be toggled to “By Reference” or “By Full Text”. Clauses may be matched to line items. See section 4.1.7 for Clause Information.

4.4.2 Create New SF1449 Dialog Box

Field	Default Category	Field Category	Instructions/Remarks
Large Purchase/Small Purchase	DE	M	Select appropriate radio button.
Number	DE	M	
Description	See Remarks	M	Defaults to Object Type. Site may require editing to reflect PR Description.

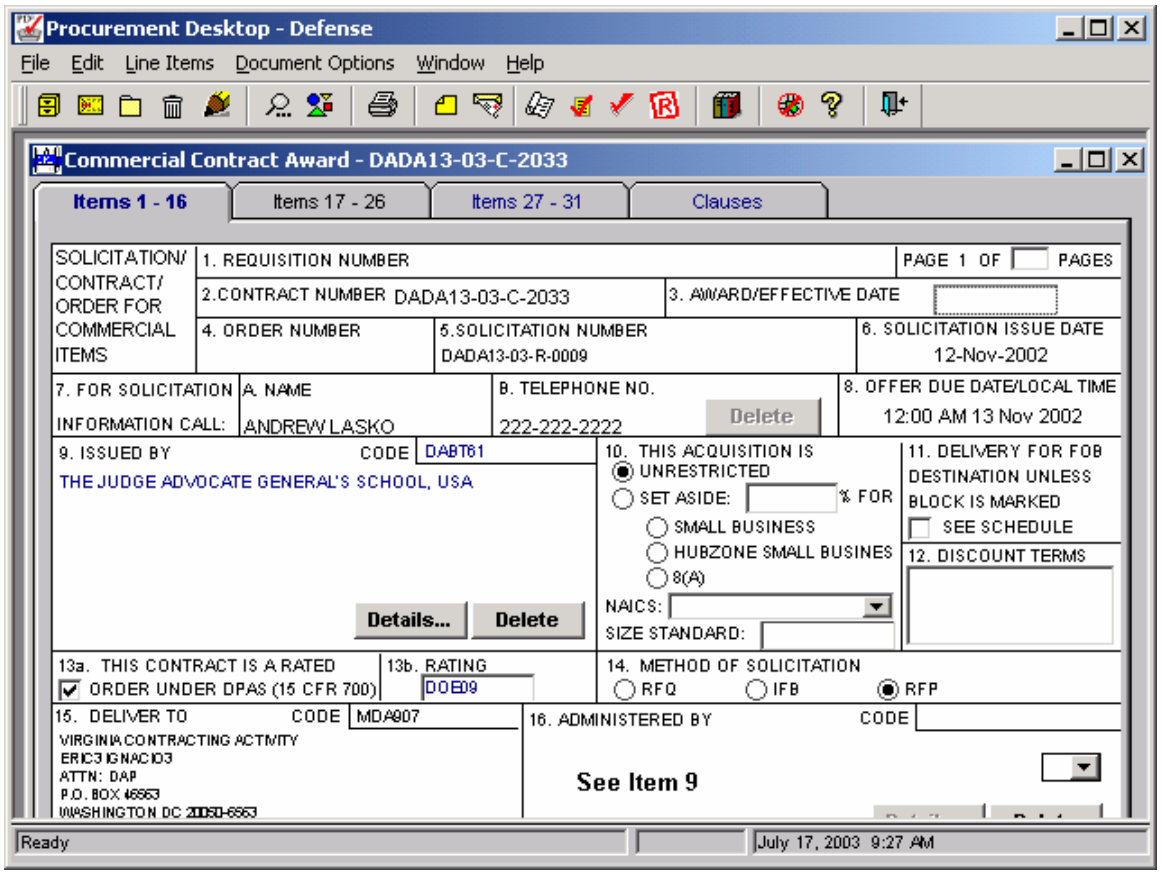
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 1-16 Tab

- Award / Effective Date (Mandatory)
- Issued by (Mandatory – enter or validate if default)
- Unrestricted / Set-Aside Indicator (Mandatory – validate default and edit as required)
- Set Aside Percentage (Required when “Set Aside” radio button toggled)
- Set Aside Type (Required when “Set Aside” radio button toggled)
- SIC (Required when “Set Aside” radio button toggled)
- Size Standard (Required when “Set Aside” radio button toggled)
- Discount Terms (Required when Applicable – enter or validate if default from Offer/Evaluation)
- Administered by (Required if Administering Office is different than Issuing Office)

SF1449 Items 1-16 Tab



Field	Default Category	Field Category	Instructions/Remarks
Requisition Number	See Remarks	See Remarks	Pulls forward from Solicitation. For informally solicited actions and delivery orders, pulls forward from PR.
Contract Number	D	M	Default based on PIIN entered in "Create New" dialog box
Award/Effective Date	N/A	M	
Order Number	D	RWA	Defaults based on SPIIN entered in "Create New" dialog box
Solicitation Number	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders –
Solicitation Issue Date	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
For Solicitation Information Call - Name	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
For Solicitation Information Call – Telephone No.	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
Offer Due Date / Local Time	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
Issued By	See Remarks	M	BE SURE TO EDIT AS NECESSARY TO REFLECT THE PROPER ISSUING OFFICE!
Issued By Code	D	M	Default based on "Issued By" selection
Unrestricted / Set Aside Indicator	See Remarks	M	Default based on Solicitation. No default on informally solicited actions or delivery orders.
Set Aside Percentage	See Remarks	RWA	Default based on Solicitation. No default on informally solicited actions or delivery orders.
Set Aside Type	See Remarks	RWA	Default based on Solicitation. No default on informally solicited actions or delivery orders.
SIC			

Size Standard	See Remarks	RWA	Default based on Solicitation. No default on informally solicited actions or delivery orders.
FOB Destination Exception Indicator	D		Default based on line item entries
Discount Terms	DE	RWA	Default based on entry in Offer/Evaluation. No default for delivery orders.
Rated Order Indicator	DE	M	Default based on Solicitation. For informally solicited actions defaults to checked if PR had a DPAS Priority Rating. No default for delivery orders. Must be entered manually.
Rating	DE	M	Default based on Solicitation. For informally solicited actions default based on PR. No default for delivery orders. Must be entered manually. Should be set to Priority Rating in PR for delivery order.
Method of Solicitation	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
Deliver To	D		Default based on line item entries
Deliver To Code	D		Default based on line item entries
Administered By	DE	RWA	Defaults to "See Item 9". Revise as necessary
Administered By Code	D	RWA	Default based on selection of alternate Admin Office

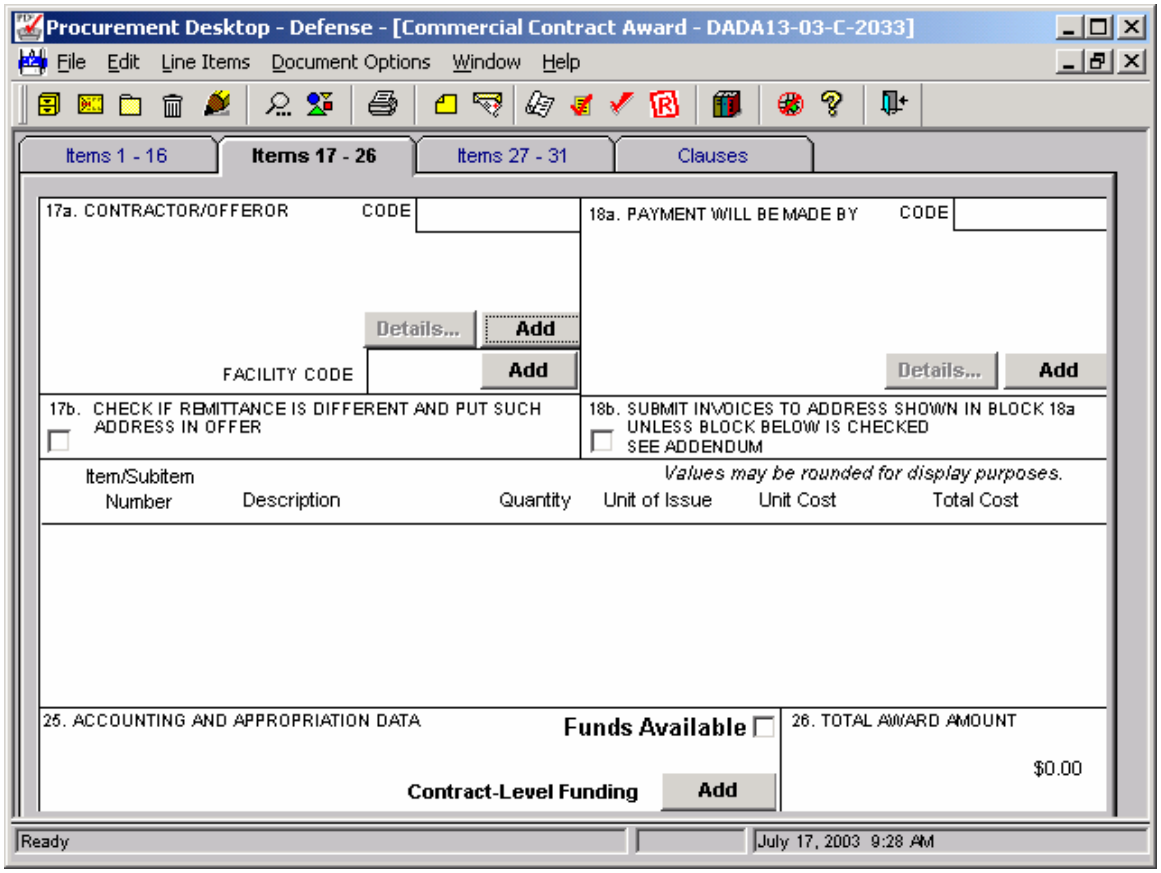
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 17-26 Tab

- Contractor/Offeror (Mandatory – enter or validate if default from Offer/Evaluation)
- Payment Office (Mandatory – enter or validate if default)
- Alternate Remittance Location – Checkbox (Required when Applicable)
- Alternate Invoice Submission Location – Checkbox (Required if Invoices are to be mailed to other than the Payment Office in Block 18a)

SF1449 Items 17-26 Tab



Field			Instructions
	Default Category	Field Category	
Contractor/Offeror	D	M	Defaults to Offeror selected for Award in Offer/Evaluation. For delivery orders defaults to Vendor in Indefinite Delivery contract.
Cage Code	D	M	Defaults based on selected Vendor.

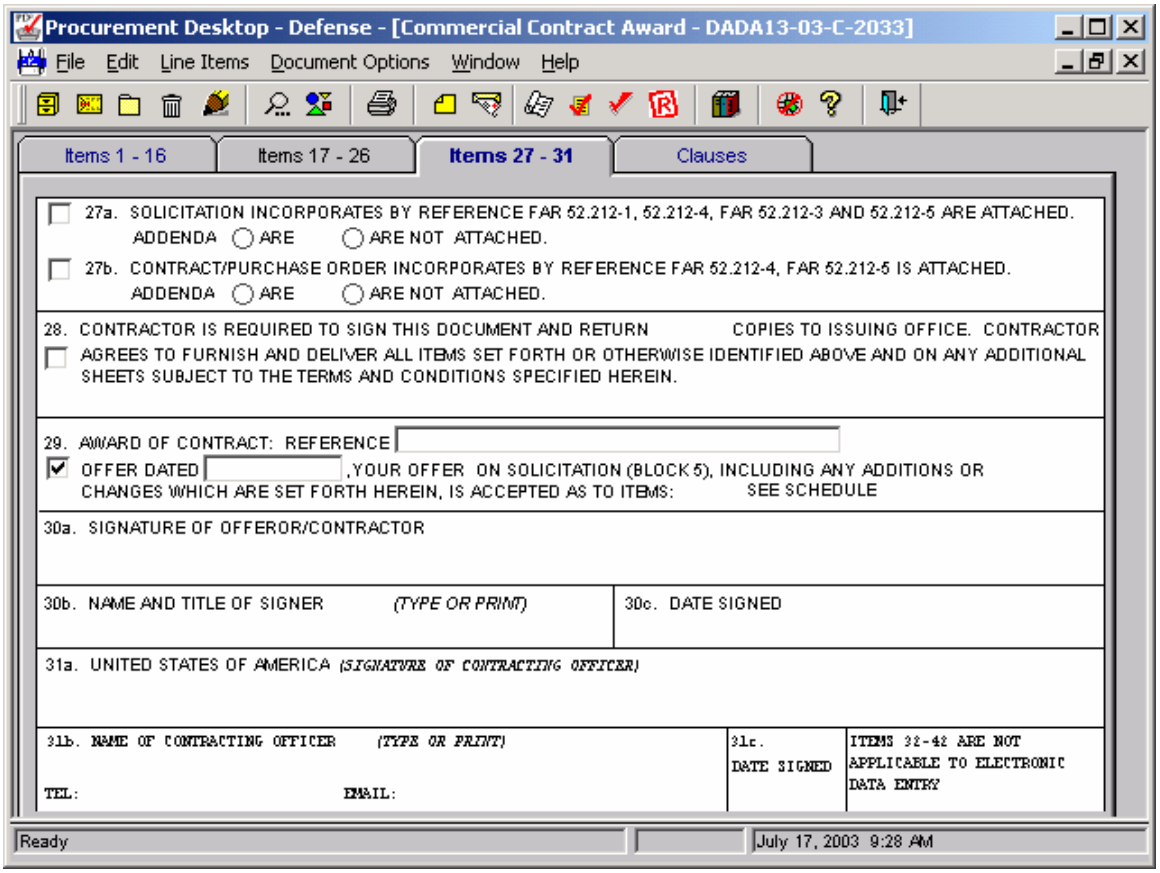
Facility Code			
Payment Office	See Remarks	RWA	May be defaulted based on User Preferences established by the User. For delivery orders, defaults to payment office in Indefinite Delivery contract.
Payment Office Code	D	M	Default based on selection of Payment Office
Alternate Remittance Location checkbox	N/A	RWA	Note: if checked on Indefinite Delivery contract, does NOT default to checked on the delivery order. Must be entered by user.
Alternate Invoice Submission Location checkbox	N/A	RWA	Note: if checked on Indefinite Delivery contract, does NOT default to checked on the delivery order. Must be entered by user.

NO OTHER DATA IS ENTERED IN THIS SCREEN. CONTRACT LEVEL FUNDING IS PROHIBITED FOR NEW AWARDS.

Items 27-31 Tab

- Return Number of Copies (Required when "Agrees to Furnish" checkbox is checked – defaults to "2" – edit as desired)
- Agrees to Furnish – Checkbox (Required when Bilateral Signature is Required)
- Award of Contract – Checkbox (Required when Award is based on acceptance of submitted offer)
- Offer ID# (Required when "Award of Contract" checkbox is checked)
- Offer Date (Required when "Award of Contract" checkbox is checked)
- As to Items (Required when "Award of Contract" checkbox is checked)

SF1449 Items 27-31 Tab



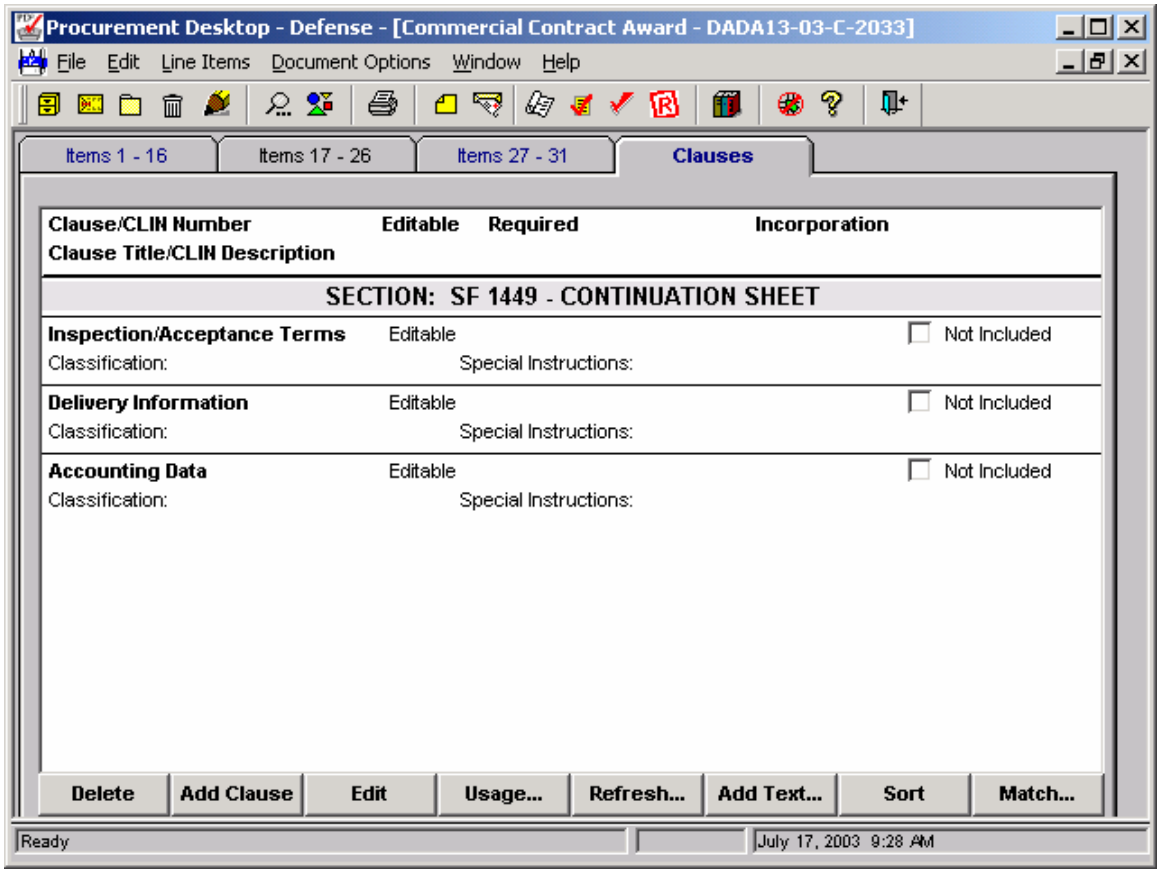
Field	Default Category	Field Category	Instructions/Remarks
Return Number of Copies	See Remarks	RWA	Defaults to “2” if “Agrees to Furnish” checkbox is checked
“Agrees to Furnish” checkbox	N/A	RWA	Required when bilateral signature is required. NOTE: Commercial ***Delivery Orders*** can only be done unilaterally in the current version of PD2. The draft watermark remains on the document until signature. This has been corrected in V4.2.
Award of Contract checkbox	N/A	RWA	Required when award is based on acceptance of submitted offer
Offer ID #	N/A	RWA	Required when Award of Contract checkbox is checked

Offer Date	N/A	RWA	Required when Award of Contract checkbox is checked

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

SF1449 Clauses Tab



Clauses and text may be added and edited. Clauses may be toggled to “By Reference” or “By Full Text”. Clauses may be matched to line items. See section 4.1.7 for Clause information.

Delivery Order, or Task Order.

A Delivery Order or Task Order can be created by (if the contract you are using is in a Team Cabinet highlight the Purchase Request) selecting **Procurement → Post-Award → Orders → FSSOrder/DO/TO (DD Form 1155) or Procurement → Post-Award → Orders → Commercial FSS Order/DO/TO (SF 1449)** – Figure 8.

The user then selects the appropriate radio button for **Delivery/Task Order or GSA Schedule Order** within the **Create New Delivery Order window** – Figure 9.

If the user selects **Delivery/Task Order** they must then search for and attach the desired IDC Contract against which **the Delivery/Task Order** will be placed – Figure 10. Only Procurement Instruments containing a ninth position of "D" or "G" will display in the search results. NOTE: The user may only select from commercial awards in placing a **commercial delivery/task order** and may only select from non-commercial awards in placing a non-commercial delivery/task order.

Upon selection of the desired **IDC contract**, PD2 assigns the next sequential SPIIN under the IDC and displays the **PIIN/SPIIN** on the Create New Delivery Order window – Figure 11 – where the user can edit the SPIIN as needed. The user enters the Description of the Delivery Order in the Create New Delivery Order dialog box – Figure 11.

See 4.2.8 for DO/TO Procurement Request changes. Once the user has performed the line item matching process as discussed under "DO/TO Matching" below, the user may edit data, text and clauses as appropriate for the **Delivery Order in the Delivery Order tabs** – Figure 13, or the **Commercial Delivery Order tabs** – Figure 14

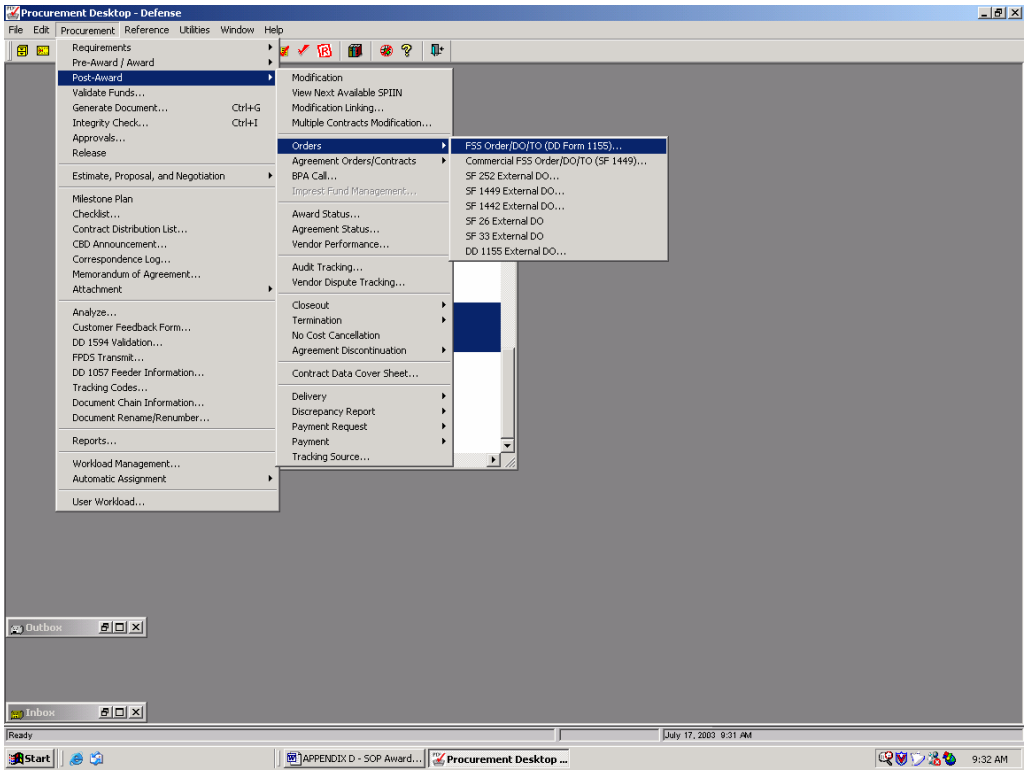
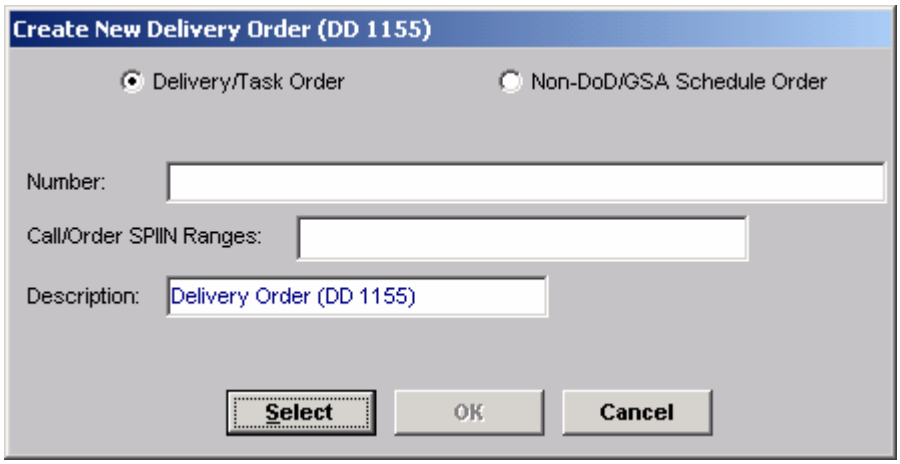


Figure 8 – Not for Disclosure Outside the Government

DD1155 Tabs

"Create New DD1155 Delivery Order" Dialog Box

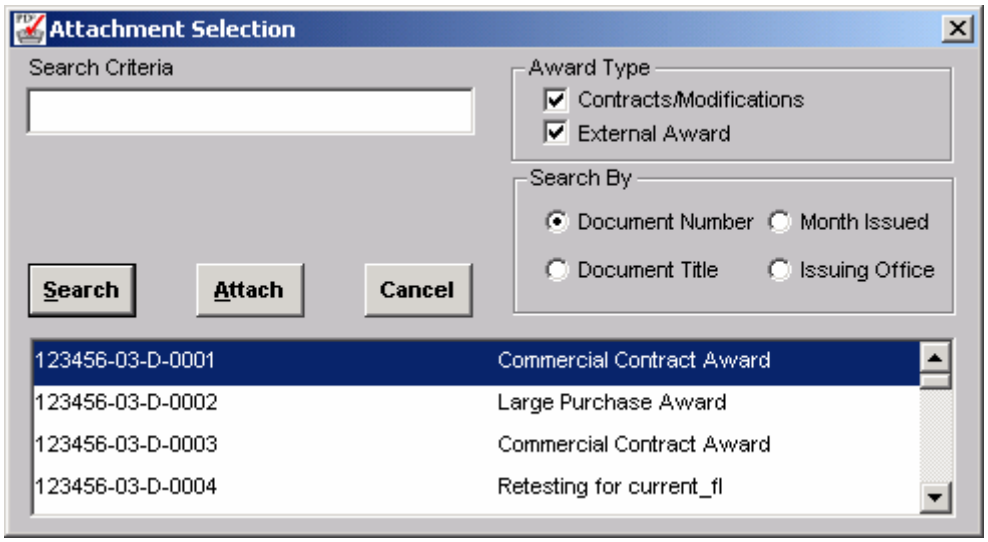


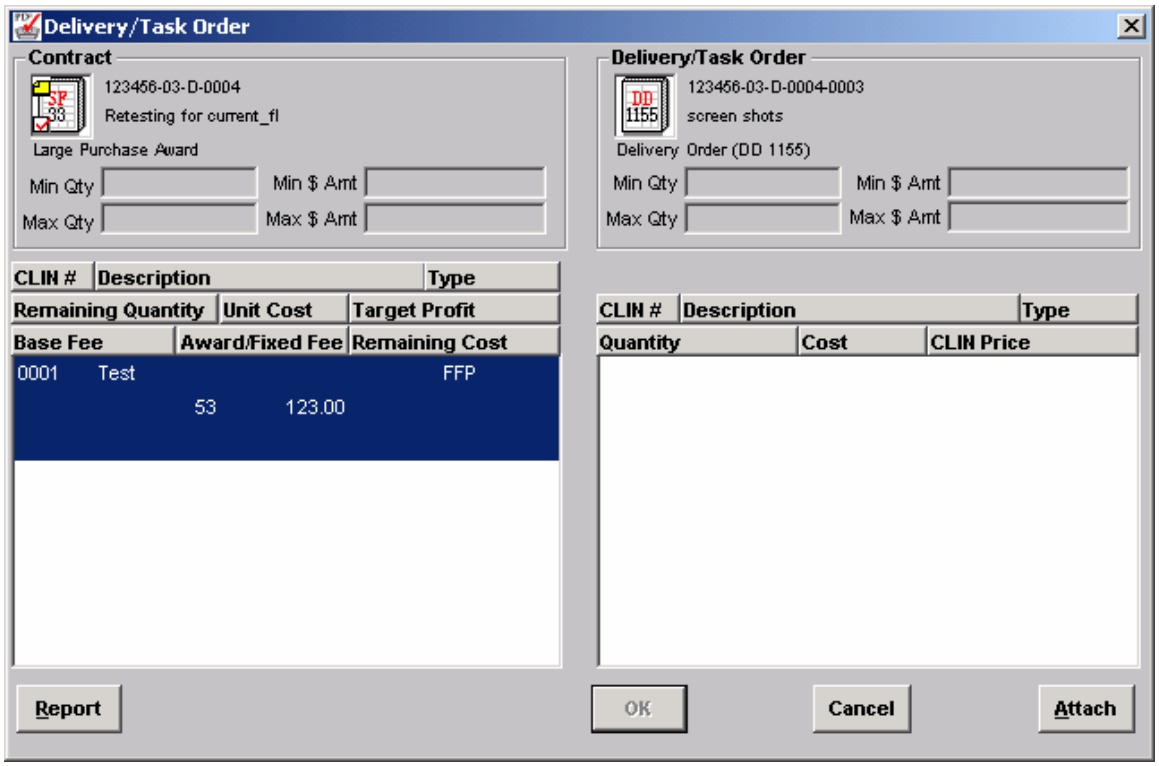
Field	Default Category	Field Category	Instructions/Remarks
Delivery/Task Order	DE	RWA	Leave selected when creating a Delivery Order under an Indefinite Delivery contract.
Number	DE	M	
Description	See Remarks	M	Defaults to Object Type. Site may require editing to reflect PR Description.

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

DO/TO Matching

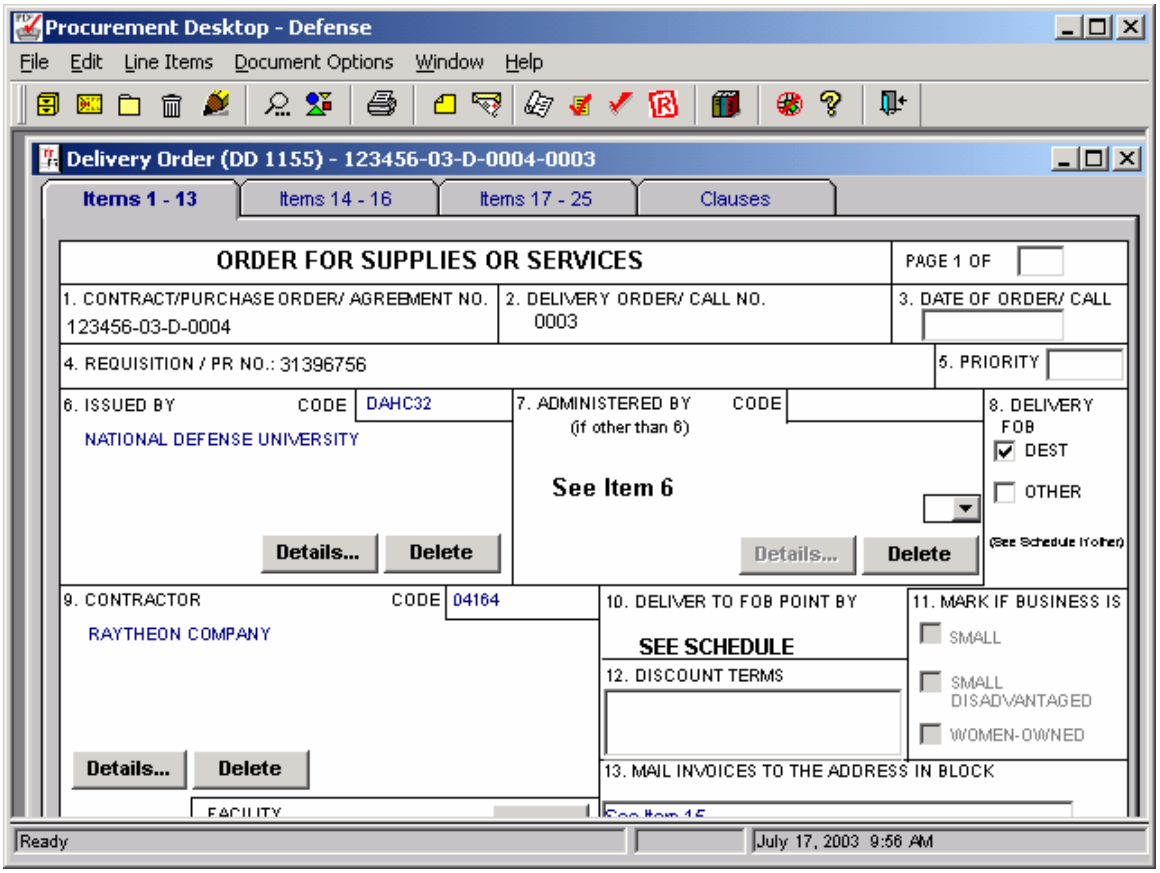




Items 1-13 Tab

- Date of Order / Call (Mandatory)
- Priority (Mandatory – validate – defaults from Purchase Request)
- Issued by (Mandatory – **defaults to Issuing Office in IDC – does NOT default from User Preferences - BE SURE TO EDIT IF THE ISSUING OFFICE FOR THE IDC IS NOT THE SAME AS THE ISSUING OFFICE FOR THE DELIVERY ORDER!!)**
- Administered by (NOTE: **Defaults to *ISSUING OFFICE* in user preferences – does NOT default from IDC** – enter or validate default)
- Discount Terms – (Required when Applicable – does NOT default from IDC)
- Mail Invoices to Block (Required if Invoices are to be mailed to other than the Payment Office in Block 15 – does NOT default from IDC)

DD1155 Items 1-13 Tab



Field	Default Category	Field Category	Instructions / Remarks
Number of Pages	D	M	Defaults to number of pages created in generating the document
Contract/Purchase Order/Agreement No.	D	M	Defaults to PIIN entered in “Create New” dialog box
Delivery Order/Call No.	D	RWA	Defaults to SPIIN entered in “Create New” dialog box
Date of Order/Call	N/A	M	
Requisition/Purchase Request No.	D	M	Default based on source Solicitation. For informally solicited procurements and delivery orders, default based on source PR.
Priority	DE	M	Default based on source Solicitation. For informally solicited procurements and delivery orders, default based on source PR.

Issued By	See Remarks	M	BE SURE TO EDIT AS NECESSARY TO REFLECT THE PROPER ISSUING OFFICE!
Administered by	DE	RWA	Defaults to "See Item 6". Revise as necessary.
Administered by Code	D	RWA	Default based on selection of alternate Admin Office
Delivery FOB	D		Defaults based on line item entries.
Contractor	D	M	Defaults to Offeror selected for Award in Offer/Eval. For delivery orders, defaults to vendor on Indefinite Delivery contract.
Contractor Code	D	M	Defaults based on selected vendor.
Facility Code			
Deliver to FOB Point By	D		Defaults based on line item entries.
Mark if Business Is	N/A	N/A	
Discount Terms	DE	RWA	Defaults from Offer/Evaluation. No default for delivery orders. Must be entered manually
Mail Invoices to Block	DE	M	Defaults to "See Item 15". Edit as necessary. If alternate location identified in Indefinite Delivery contract, does not pull forward to delivery order. Must be entered by user.

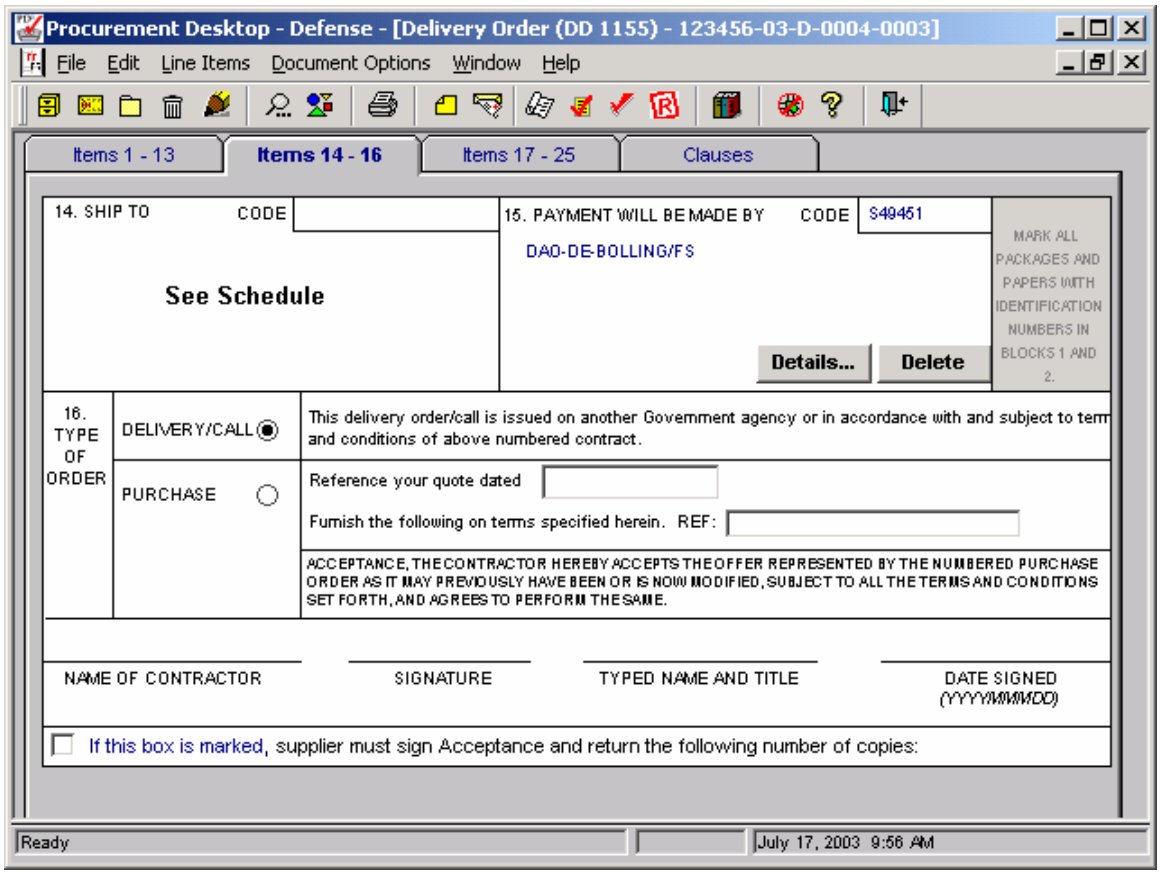
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 14-16 Tab

- Payment will be Made by (Mandatory – **Defaults to Payment Office in user preferences – does NOT default from IDC** – enter or validate default)
- Supplier Must Sign -Checkbox (Required when Bilateral Signature is Required)
- Number of Copies (Required when "Supplier Must Sign" Checkbox is checked)

DD1155 Items 14-16 Tab



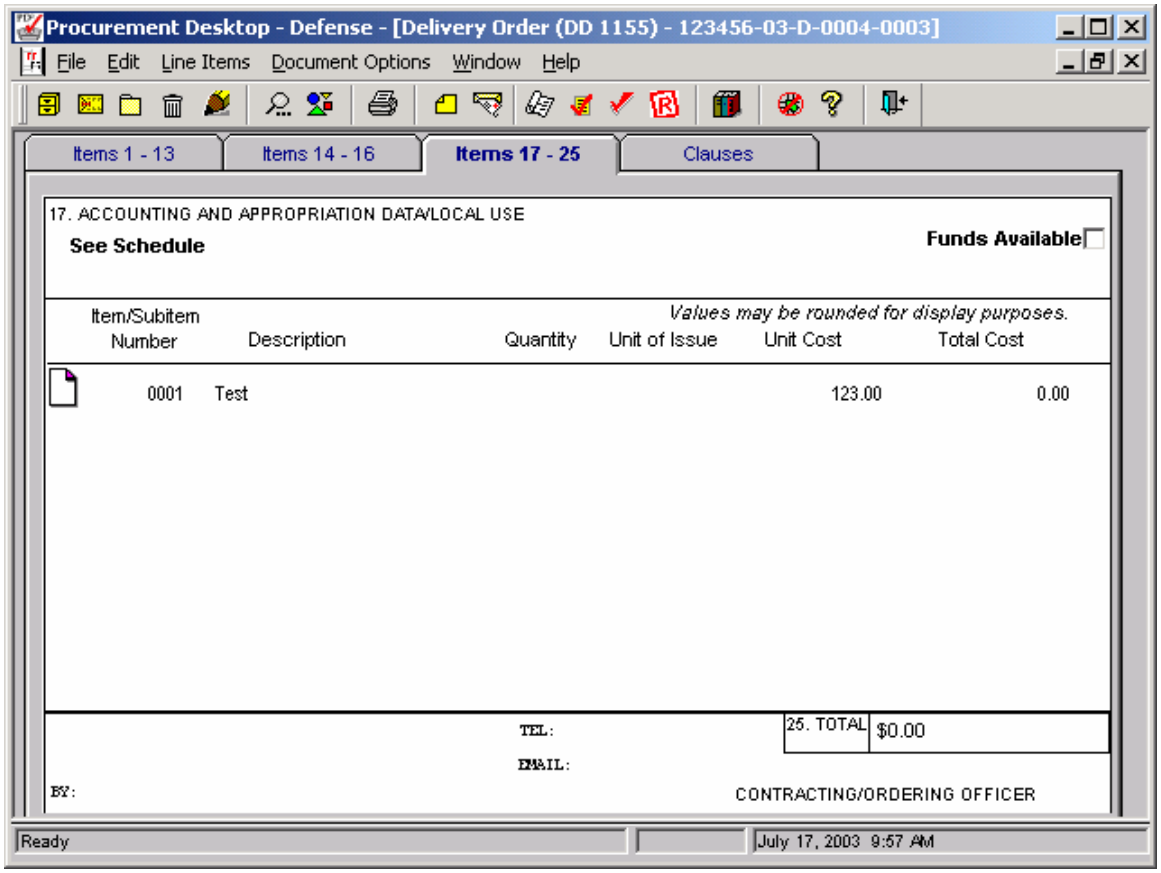
Field	Default Category	Field Category	Instructions/Remarks
Ship To	D		Defaults based on line item entries
Payment will be Made by	See Remarks	M	May be defaulted based on User Preferences established by the User. For delivery orders does NOT default to payment office in Indefinite Delivery contract. Must be entered by user.

Payment will be Made by Code	D	M	Defaults based on Payment Office selected
Type of Order	D	M	Defaults based on type of document being created.
Quote Dated	N/A	RWA	
Supplier Must Sign – Checkbox	N/A	RWA	Required when bilateral signature is required
Number of Copies	N/A	RWA	

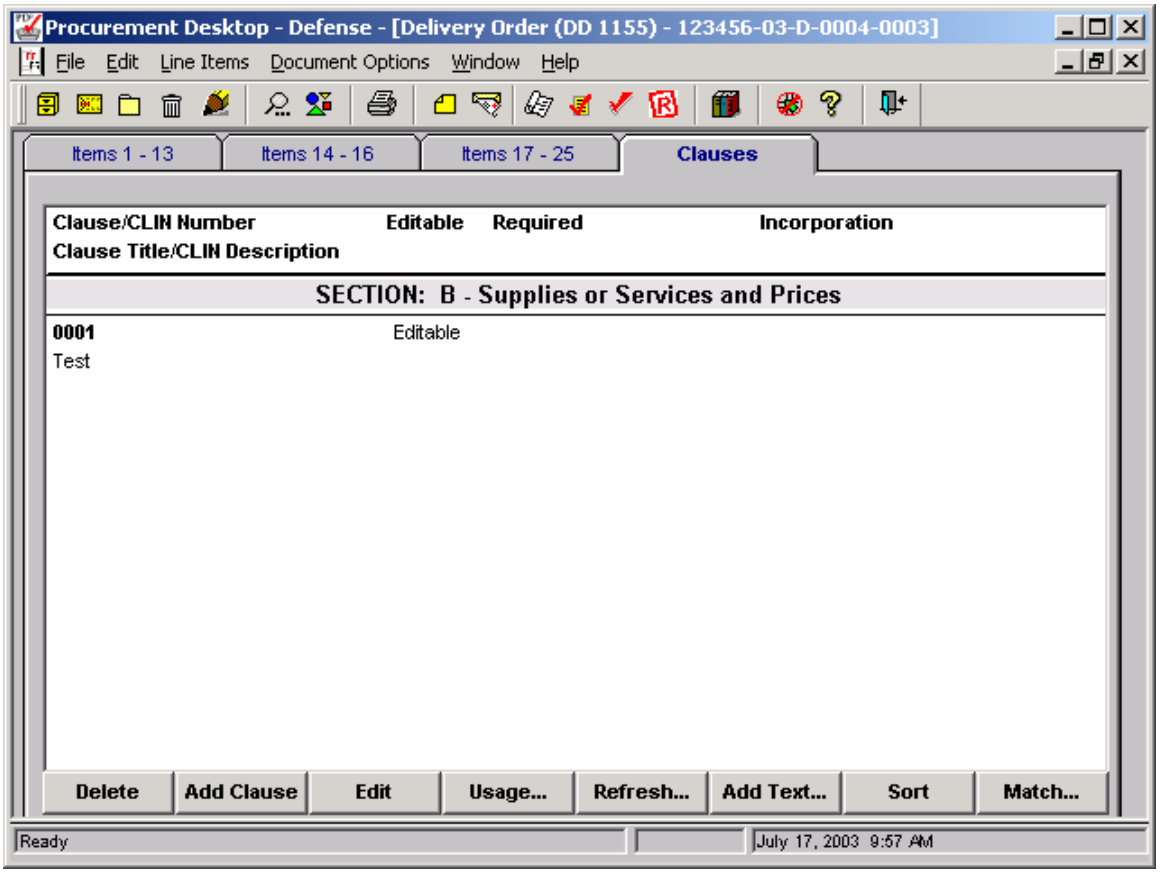
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

DD1155 Items 17-25 Tab



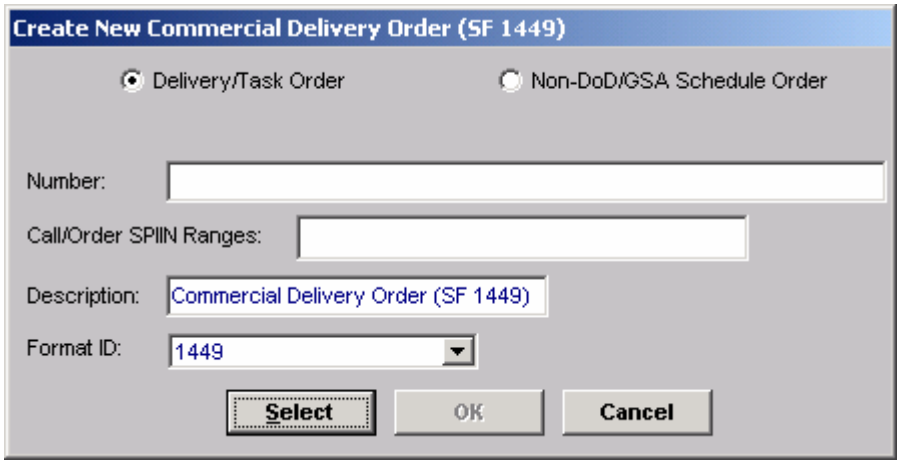
D1155 Clauses Tab



Clauses and text may be added and edited. Clauses may be toggled to “By Reference” or “By Full Text”. Clauses may be matched to line items. No other data is entered on this tab

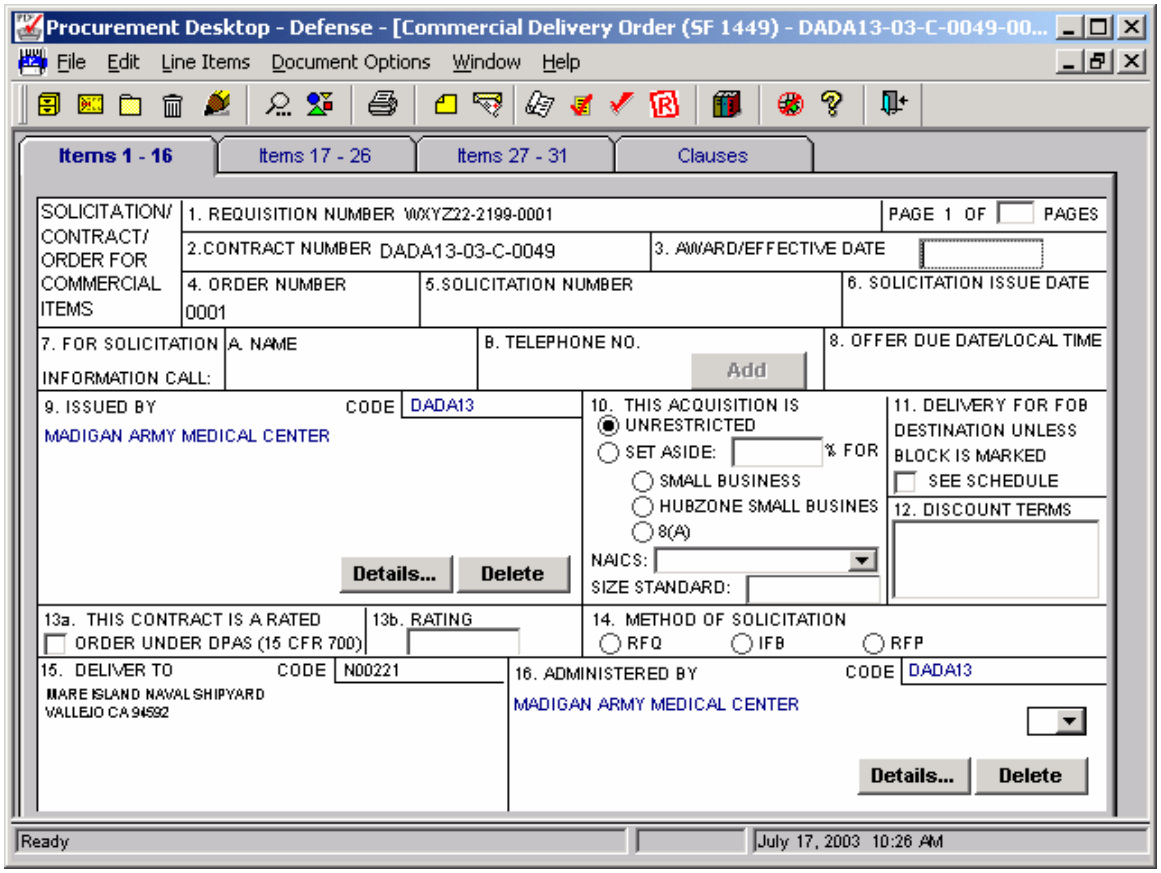
SF1449 Tabs

(NOTE: Currently only *unilateral* SF1449 delivery orders may be created in PD2. The "draft" watermark is not removed from bilateral delivery orders upon approval.



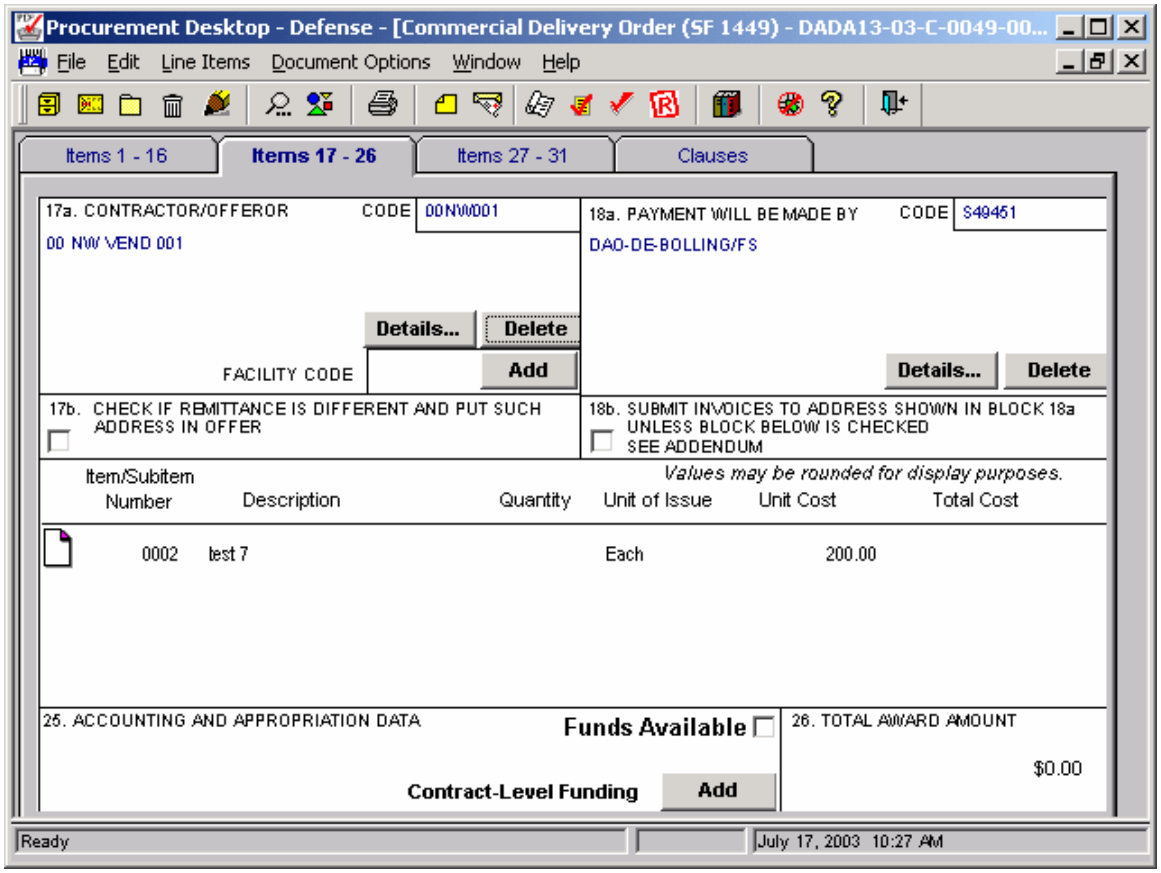
Items 1-16 Tab

- Award / Effective Date (Mandatory)
- Issued by (Mandatory – **does NOT default from IDC or user preferences**)
- Discount Terms (Required when Applicable – does NOT default from IDC)
- Rated Order Indicator (Mandatory – **does NOT default from Purchase Request**)
- Rating (Mandatory – **does NOT default from Purchase Request**)
- Administered by (Required if Administering Office is different than Issuing Office – does NOT default from IDC)



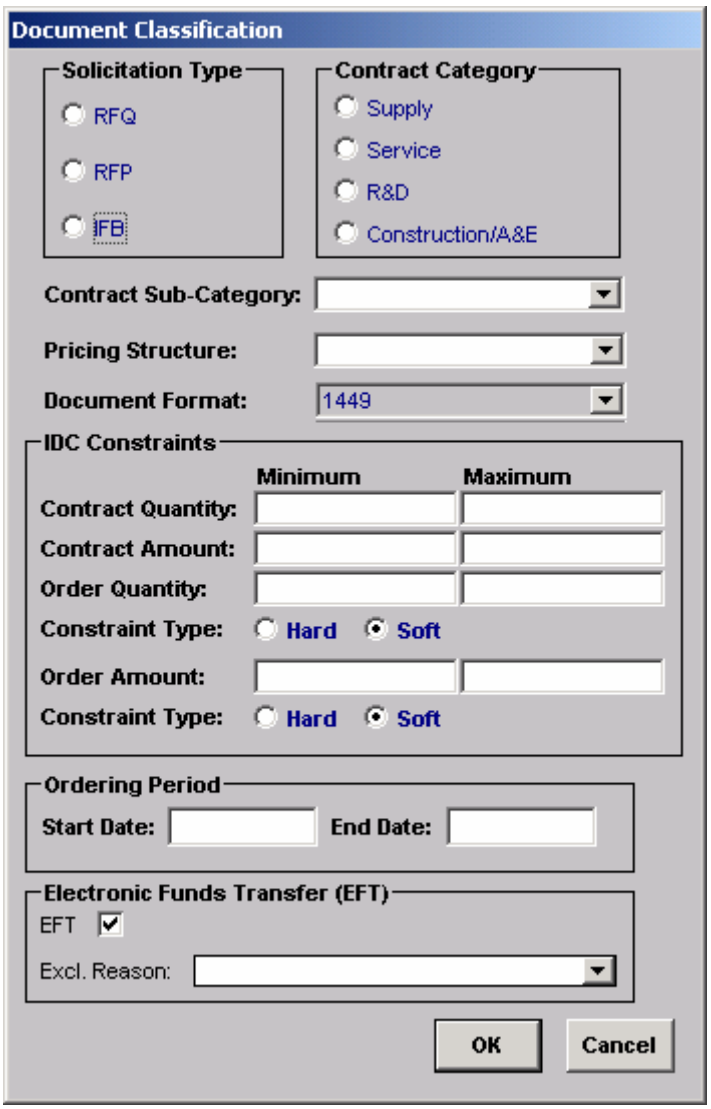
Items 17-26 Tab

- Payment Office (Mandatory – defaults to Payment Office in IDC – does NOT default from user preferences - enter or validate if default)
- Alternate Remittance Location – Checkbox (Required when Applicable – **does NOT default from IDC**)
- Alternate Invoice Submission Location – Checkbox (Required if Invoices are to be mailed to other than the Payment Office in Block 18a **– does NOT default from IDC**)


Procurement Desktop - Defense - [Commercial Delivery Order (SF 1449) - DADA13-03-C-0049-00...
File Edit Line Items Document Options Window Help
Items 1 - 16
Items 17 - 26
Items 27 - 31
Clauses
17a. CONTRACTOR/OFFEROR
CODE 00NW001
00 NW VEND 001
Details...
Delete
FACILITY CODE
Add
18a. PAYMENT WILL BE MADE BY
CODE S49451
DAO-DE-BOLLING/FS
Details...
Delete
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM
Values may be rounded for display purposes.
Item/Subitem Number
Description
Quantity
Unit of Issue
Unit Cost
Total Cost
0002 test 7 Each 200.00
25. ACCOUNTING AND APPROPRIATION DATA
Funds Available
Contract-Level Funding
Add
26. TOTAL AWARD AMOUNT
$0.00
Ready
July 17, 2003 10:27 AM

- Pricing Structure (Where more than one pricing structure exists, select the pricing structure of the highest dollar value line item)
- Document Format (Mandatory - defaults to UCF or 1449 – may be changed to SAP if desired)
- EFT Checkbox (Validate – **does NOT default based on IDC**)
- Excluded Reason (Required when EFT checkbox not checked – does NOT default based on IDC)

Document Classification Window



Field	Default Category	Field Category	Instructions/Remarks
Solicitation Type	N/A	N/A	

Contract Category	N/A	N/A	
Contract Subcategory	N/A	N/A	
Pricing Structure	N/A	M	Where more than one pricing structure exists, select the pricing structure of the highest dollar value line item.
Document Format	DE	M	Pulls forward from Solicitation. For informally solicited actions and delivery orders defaults to UCF and must be edited. MSRA/ABR Awards must = "MSRA" format. Awards must = "SUPSHIP " format.
Contract Quantity Minimum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards).
Contract Quantity Maximum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
Contract Amount Minimum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
Contract Amount Maximum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
Order Quantity Minimum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
Order Quantity Maximum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
Order Amount Minimum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
Order Amount Maximum	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
Ordering Period Start Date	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to

			Delivery Orders under IDC awards)..
Ordering Period End Date	DE	RWA	Pulls forward from solicitation. Applicable to IDC awards only (does not apply to Delivery Orders under IDC awards)..
EFT Checkbox	DE	M	Pulls forward from Solicitation For informally solicited actions and Delivery Orders defaults to checked and is edited as required.
Excluded Reason	DE	RWA	Pulls forward from Solicitation. For informally solicited actions and Delivery Orders, must be selected as required.

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

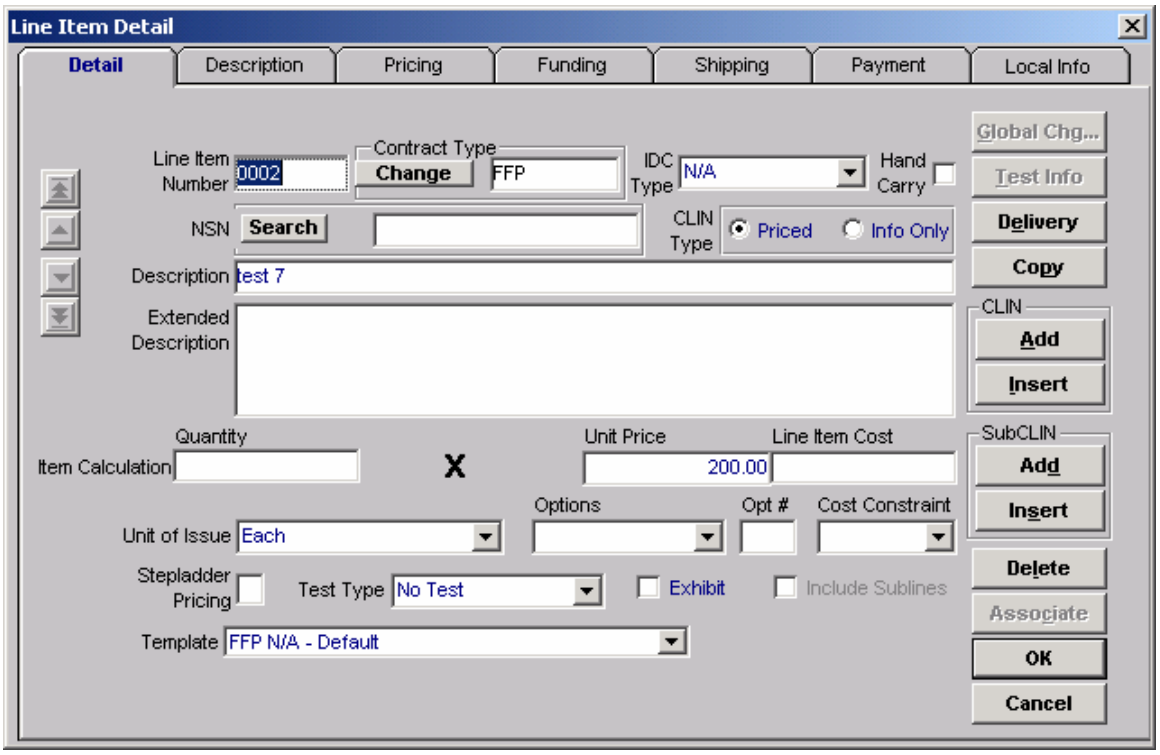
Line Item Level:

Detail Tab

- Line Item Number (**Defaults from CLIN in IDC – do not edit**)
- Contract Type (**Defaults to Contract Type in IDC – do not edit**)
- IDC Type (**Defaults to N/A – do not edit**)
- Delivery Date (Button on Right Column) (Mandatory if the line item is for supplies to be furnished – validate - defaults from Purchase Request)
- NSN (defaults from Purchase Request)
- CLIN Type – Priced/Info Only (**Defaults to CLIN Type in IDC – do not edit**)
- Description (Mandatory - validate – defaults from IDC or PR)
- Extended Description (Optional – validate – defaults from IDC or PR) (Can be modified)
- Item Calculation fields (contract type dependent) (Mandatory for priced line items – **quantity defaults from Purchase Request or alternate quantity entered in CLIN Matchmaker – price data defaults from IDC**)
- Unit Price (Mandatory - validate – defaults from IDC or PR)
- Line Item Cost Price (Mandatory - validate – defaults from IDC or PR)
- Unit of Issue (Mandatory – **defaults from IDC or PR – do not edit**)
- Period of Performance Start Date (Mandatory if the line item is for services to be performed – validate – defaults from Purchase Request) Not on FFP
- Period of Performance End Date (Mandatory if the line item is for services to be performed – validate – defaults from Purchase Request) Not on FFP
- Option (Option or Extended Option) (Mandatory – **defaults from IDC – will always display "base" since option items in IDC cannot be used to create a Delivery Order – do not edit**) Not on FFP
- Option #
- Cost Constraint (Required When Applicable – validate – defaults from IDC)
- Unit of Issue (Mandatory – **defaults from IDC – do not edit**)

Line Item Tabs - Double click on the Line Item (SLIN) to open the line item details.

Detail Tab



Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	System assigned
Contract Type	DE	M	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders pulls forward from ordering instrument line item. Note: The PR line item for the delivery order must match the ordering instrument line item type.
IDC Type	D	M	Pulls forward from Solicitation. For informally solicited actions and delivery orders, pulls forward from source PR. Selection of other than "N/A" required for Indefinite Delivery line items only (not required for delivery orders under Indefinite Delivery line items).
Hand Carry Checkbox	N/A	N/A	

NSN	D	M	Pulls from PR
Delivery Date (button on right)	DE	RWA	For awards (DD 1155 and SF 1449) launched from Offer/Eval, pulls forward from Quote Sheet in Offer / Eval. For delivery orders, pulls forward from PR for the delivery order. Otherwise, pulls forward from Solicitation. Required when line item is for supplies to be furnished. Not required for the award of an Indefinite Delivery line item.
CLIN Type (Priced / Info Only)	DE	M	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, pulls forward from the ordering instrument line item.
Description	DE	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, user has option to pull forward from Quote Sheet in Offer / Eval or from source Solicitation or PR. For delivery orders, pulls forward from the ordering instrument line item. Otherwise, pulls forward from Solicitation.
Extended Description	DE	O	For awards (DD 1155 and SF 1449) launched from Offer/Eval, user has option to pull forward from Quote Sheet in Offer / Eval or from source Solicitation or PR. For delivery orders, pulls forward from the ordering instrument line item. Otherwise, pulls forward from Solicitation.
Item Calculation Fields (contract type dependent)	DE	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, pulls forward from Quote Sheet in Offer / Eval. For delivery orders, quantity pulls forward from PR (or alternate quantity entered in CLIN matchmaker), price data pulls forward from ordering instrument line item. Otherwise, quantity pulls forward from Solicitation and user must enter price data as appropriate.

Unit Price	D	M	Pulls from PR.
Line Item Cost	D	M	Pulls from PR (Item Calculation times Unit of Issue)
Period of Performance – Start Date	DE	RWA	**CAUTION**: For awards (DD 1155 and SF 1449) launched from Offer/Eval, **DOES NOT** pull forward from Quote Sheet in Offer / Eval. Pulls forward from Solicitation. For informally solicited actions and delivery orders pulls forward from source PR. User must enter alternate POP start and end dates as needed. Not for FFP
Period of Performance –End Date	DE	RWA	**CAUTION**: For awards (DD 1155 and SF 1449) launched from Offer/Eval, **DOES NOT** pull forward from Quote Sheet in Offer / Eval. Pulls forward from Solicitation. For informally solicited actions and delivery orders pulls forward from source PR. User must enter alternate POP start and end dates as needed. . Not for FFP
Unit of Issue	D	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, pulls forward from Quote Sheet in Offer / Eval. For delivery orders, pulls forward from ordering instrument item. Otherwise, pulls forward from Solicitation. Unit of Issue = "Each" indicates a deliverable item in the DFAS payment system. Use of "Lot" may be more appropriate where a deliverable is not involved and another Unit of Issue such as "Hours" is not appropriateline
Base / Option Period	DE	M	Pulls forward from Solicitation. For informally solicited actions, pulls forward from PR. Note: an option line item cannot be used in creating a delivery order.
Option #	N/A	N/A	
Cost Constraint	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, pulls forward from ordering instrument line item.
Unit of Issue	D	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, pulls forward from Quote Sheet in Offer / Eval. For delivery orders, pulls forward from ordering instrument item. Otherwise, pulls forward from Solicitation. Unit of Issue = "Each" indicates a

			deliverable item in the DFAS payment system. Use of "Lot" may be more appropriate where a deliverable is not involved and another Unit of Issue such as "Hours" is not appropriateline.
Stepladder Pricing Checkbox Test Type	N/a N/A	N/a N/A	
Exhibit Checkbox Template	N/A	N/A	
Stepladder Pricing Checkbox	N/A	N/A	

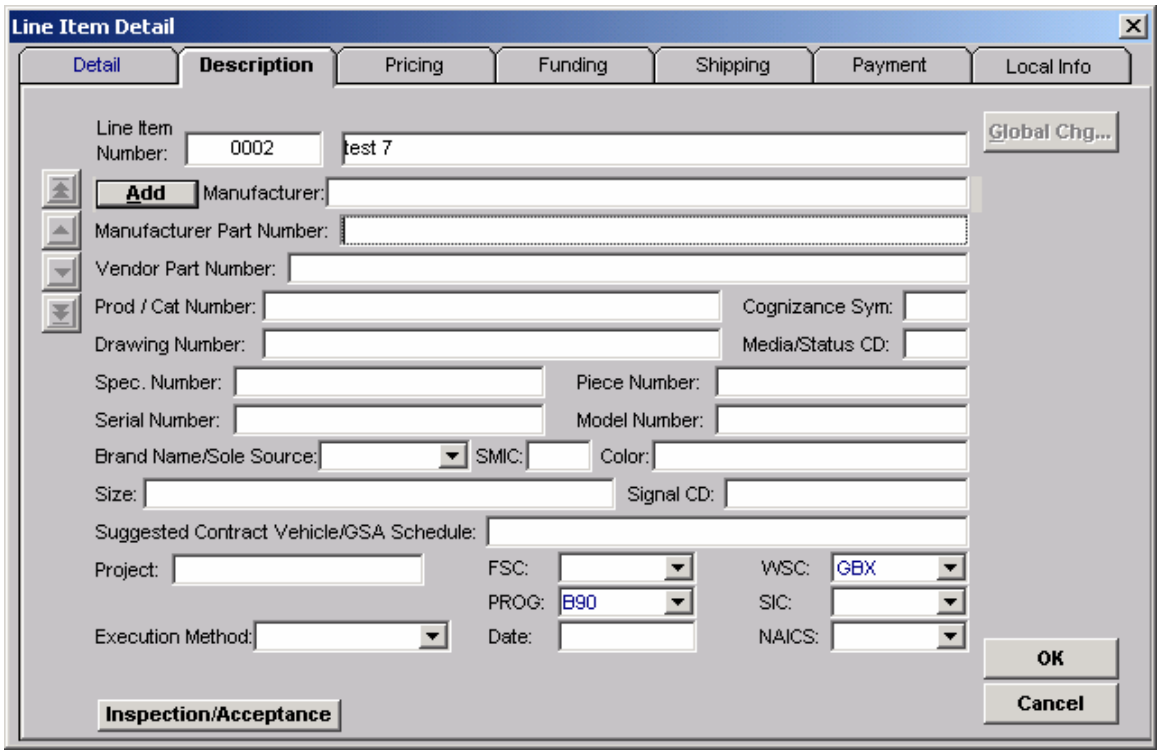
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Description Tab

- FSC (Mandatory – validate - defaults from IDC)
- Program (Mandatory – validate – defaults from Purchase Request)
- Weapon System Code (Mandatory – validate – defaults from Purchase Request)

Description Tab



Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	System assigned
Line Item Description	D	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, user has option to pull forward from Quote Sheet in Offer / Eval or from source Solicitation or PR. For delivery orders, pulls forward from the ordering instrument line item. Otherwise, pulls forward from Solicitation.
Manufacturer	DE	O	
Manufacturer Part Number	DE	O	

Vendor Part Number	DE	O	
Product / Catalog Number	DE	O	
Drawing Number	DE	O	
Specification Number	DE	O	
Serial Number	DE	O	
Piece Number	DE	O	
Model Number	DE	O	
NSN	DE	M	Pulls from PR
Size	DE	O	
Suggested Contract Vehicle / GSA Schedule	D	RWA	Pulls forward from PR for delivery order – displays as recommendation only.
Project	DE	O	
SMC	DE	O	
Cognizance Symbol	DE	O	
Media / Status CD	DE	O	
Color	DE	O	
Signal CD	DE	O	
FSC	DE	M	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, pulls forward from ordering instrument line item. See Table of Contents, Section I of the Procurement Coding Manual at http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm
SIC			

Program	DE	RWA	Pulls forward from Solicitation. For informally solicited actions and delivery orders, pulls forward from source PR. Required except for award of Indefinite Delivery line items. See Table of Contents, Section III of the Procurement Coding Manual at http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm
Weapon System Code	DE	RWA	Pulls forward from Solicitation. For informally solicited actions and delivery orders, pulls forward from source PR. Required except for award of Indefinite Delivery line items. See Table of Contents, Section II of the Procurement Coding Manual at http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm

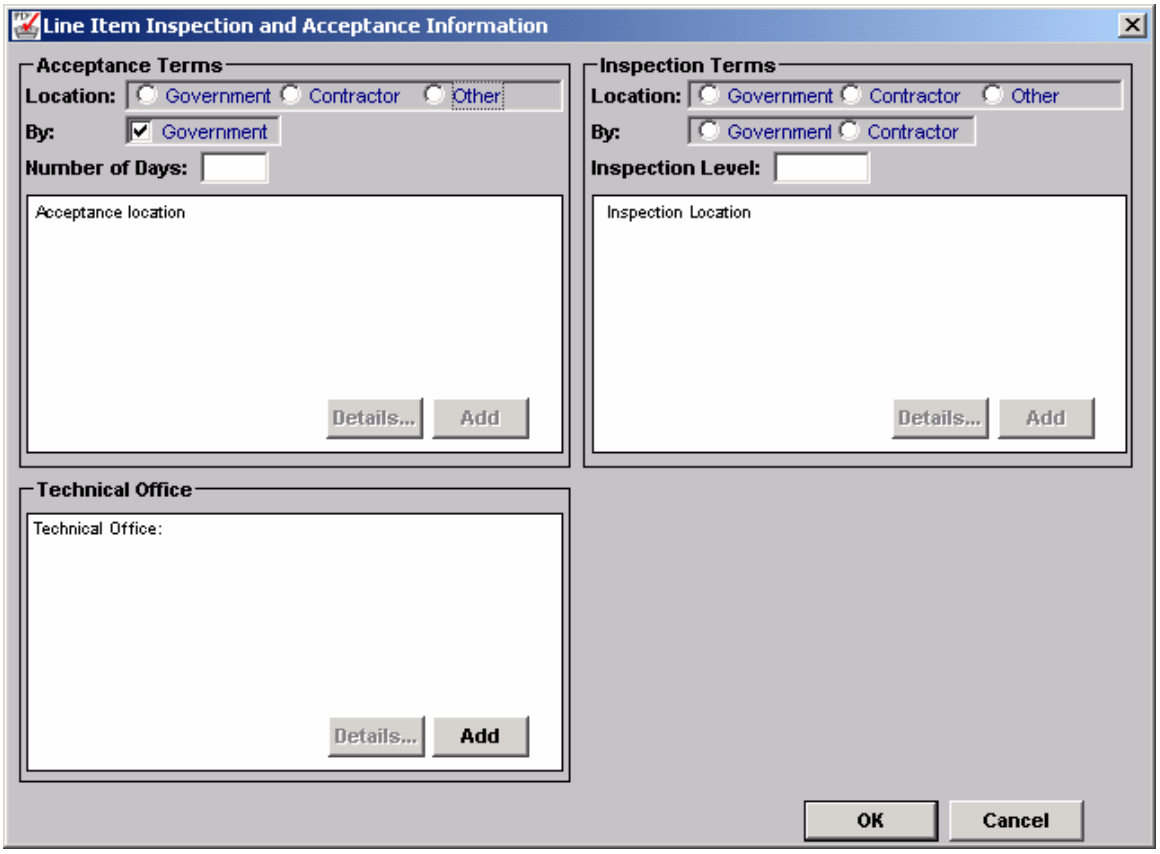
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Inspection and Acceptance Window

- Acceptance Location Indicator (Mandatory - does NOT default from IDC or Purchase Request)
- Acceptance By (Mandatory – **does NOT default from IDC or Purchase Request**)
- Inspection Location Indicator (Required when Applicable – does NOT default from IDC or Purchase Request)
- Inspection By (Required if Inspection Location Indicator selected – does NOT default from IDC or Purchase Request)
- Acceptance Location (Required if Acceptance Location Indicator set to “Other” – does NOT default from IDC or Purchase Request)
- Inspection Location (Required if Inspection Location Indicator set to “Other” – does NOT default from IDC or Purchase Request)

Inspection and Acceptance Window



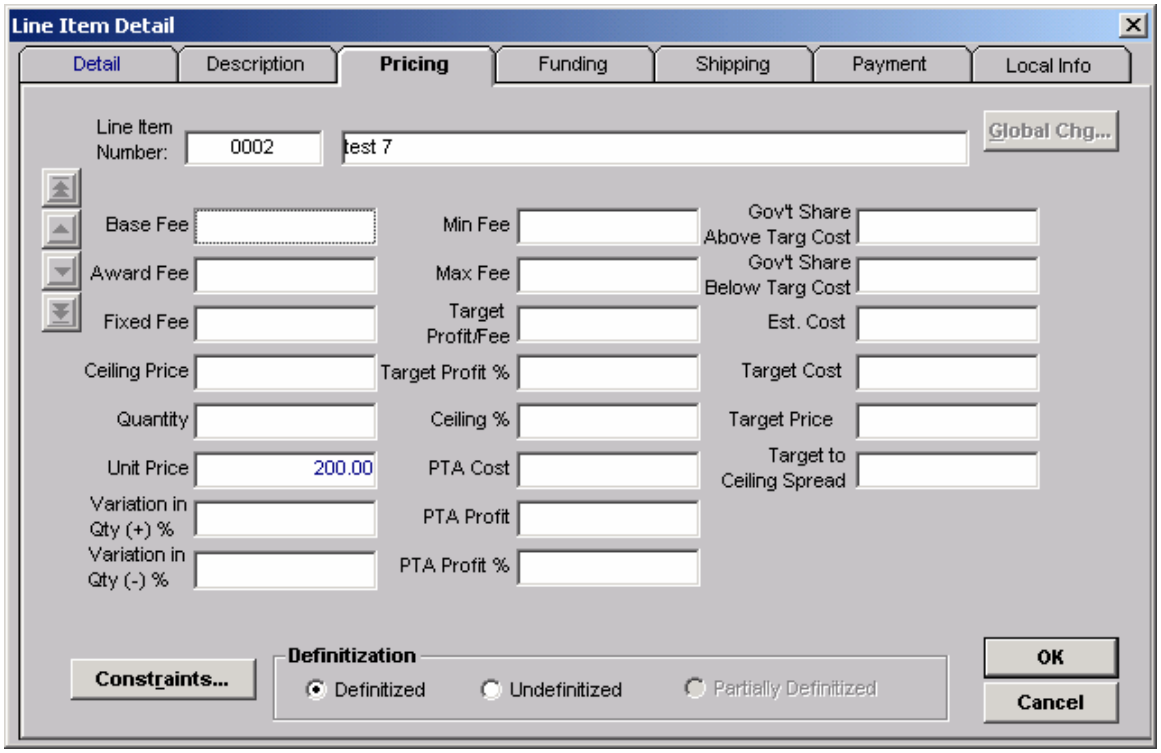
Field	Default Category	Field Category	Instructions/Remarks
Acceptance Terms Acceptance Location Indicator	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, user must enter Acceptance Location (specified in source PR). If Government selected, document will display Acceptance at Destination. If Contractor selected, document will display Acceptance at Origin. If Other is selected, document will display location entered by user.
Acceptance By	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, user must select on delivery order. Must = Government if Acceptance Location Indicator selected.
Number of Days	N/A	N/A	

Acceptance Location	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, user must enter Acceptance Location (specified in source PR). Required when Acceptance Location Indicator set to Other
Inspection Terms Inspection Location Indicator	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, user must enter Inspection Location (specified in source PR). See Remarks under Acceptance Location Indicator
Inspection By	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, user must select on delivery order. Must = Government if Inspection Location Indicator selected.
Inspection Level	N/A	N/A	
Acceptance Location	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, user must enter Acceptance Location (specified in source PR). Required when Acceptance Location Indicator set to Other
Inspection Location	DE	RWA	Pulls forward from Solicitation. For informally solicited actions, pulls forward from source PR. For delivery orders, user must enter Inspection Location (specified in source PR). Required when Acceptance Location Indicator set to Other.
Technical Office	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Pricing Tab



Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	System assigned
Line Item Description	D	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, user has option to pull forward from Quote Sheet in Offer / Eval or from source Solicitation or PR. For delivery orders, pulls forward from the ordering instrument line item. Otherwise, pulls forward from Solicitation
Base Fee	N/A	N/A	
Award Fee	N/A	N/A	
Fixed Fee	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab
Ceiling Price	N/A	N/A	
Quantity	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab

Unit Price	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab
Variation in Qty (+) %	N/A	N/A	Does not populate the document. User should enter this info in the Variation in Quantity clause
Variation in Qty (-) %	N/A	N/A	Does not populate the document. User should enter this info in the Variation in Quantity clause
Guaranteed Min Quantity	DE	RWA	Required for line items with IDC type of Indefinite Quantity (not required for delivery orders under Indefinite Quantity line items). Pulls forward from Solicitation.
Max Quantity	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab
Variation in Qty (+) %	N/A	N/A	Does not populate the document. User should enter this info in the Variation in Quantity clause
Min Fee	N/A	N/A	
Max Fee	N/A	N/A	
Target Profit / Fee	N/A	N/A	
Target Profit %	N/A	N/A	
Ceiling %	N/A	N/A	
PTA Cost	N/A	N/A	
PTA Profit	N/A	N/A	
PTA Profit %	N/A	N/A	
Variation in Qty (-) %	N/A	N/A	Does not populate the document. User should enter this info in the Variation in Quantity clause
Governmentt Share Above Target Cost	N/A	N/A	

Government Share Below Target Cost	N/A	N/A	
Min $ Amount	N/A	N/A	
Max $ Amount	N/A	N/A	
Estimated Cost	D	RWA	Defaults from Item Calculation Fields on Line Item Details Tab
Target Cost	N/A	N/A	
Target Price	N/A	N/A	
Target to Ceiling Spread	N/A	N/A	

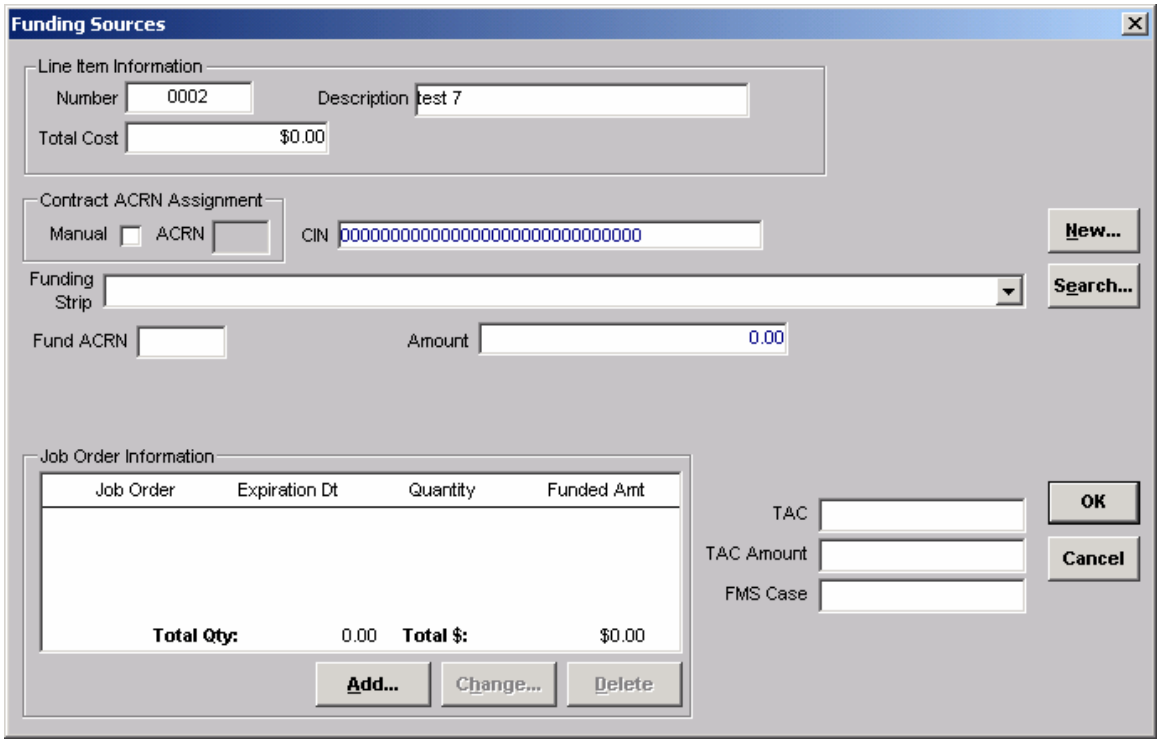
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Funding Tab (Funding Sources Window)

Funding Strip (Required for any Priced Line Item – **defaults from Purchase Request** - MUST NOT Be Changed - Unless Non-Navy Funding)

Funding Sources Window



Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	System assigned
Line Item Description	D	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, user has option to pull forward from Quote Sheet in Offer / Eval or from source Solicitation or PR. For delivery orders, pulls forward from the ordering instrument line item. Otherwise, pulls forward from Solicitation
Line Item Total Cost	D	M	
Contract ACRN Assignment Manual ACRN CIN			

Funding Strip	DE	RWA	Pulls forward from Solicitation or Purchase Request. For informally solicited actions and delivery orders, pulls forward from source PR and MUST BE CHANGED.
Fund ACRN	N/A	N/A	
Amount	DE	RWA	Pulls forward from Solicitation and may be edited as needed. For informally solicited actions and delivery orders, pulls forward from source PR and may be edited as needed.
Cost Code	N/A	N/A	
Fund ACRN	N/A	N/A	
TAC	DE	RWA	Pulls forward from Solicitation.
TAC Amount	DE	RWA	Pulls forward from Solicitation
FMS Case	N/A	N/A	

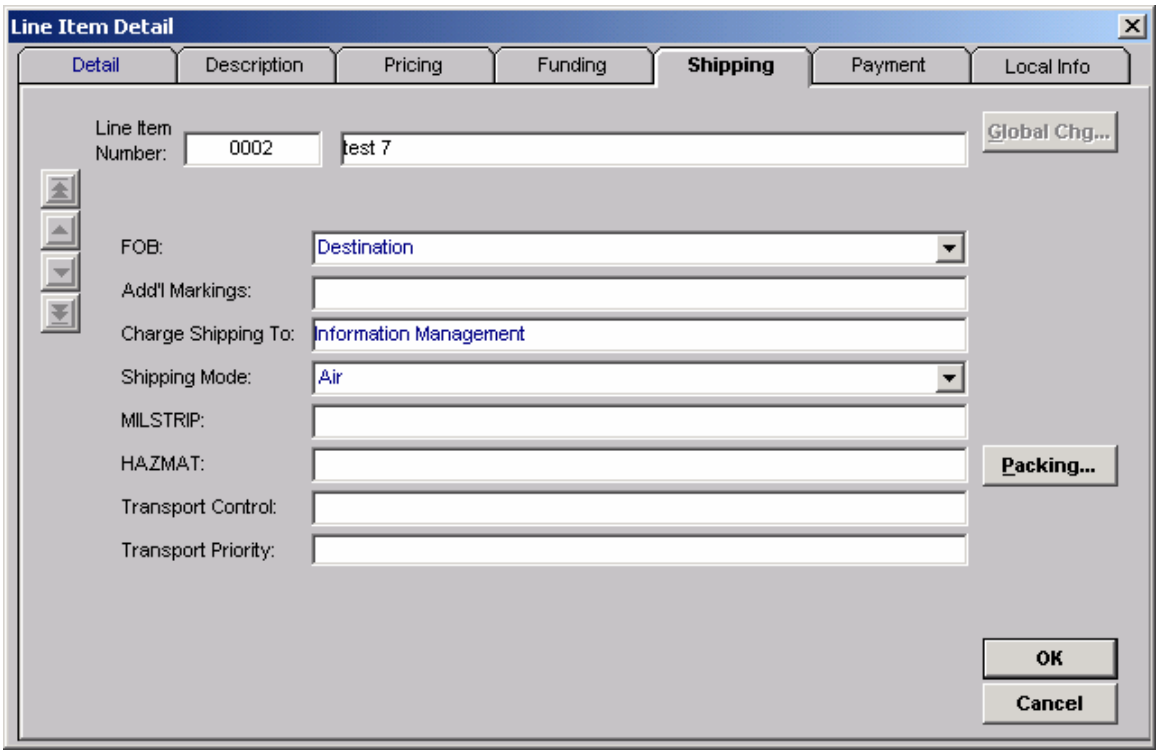
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Shipping Tab

- Ship To Address (Required when line item requires shipping of supplies – validate – defaults from Purchase Request – does NOT default from user preferences)
- FOB (Required when line item is for supplies – defaults from IDC)
- Additional Markings (Required When Applicable – validate – defaults from Purchase Request)
- Shipping Mode (Required when line item is for supplies – includes Customer Pick-Up – validate – defaults from Purchase Request)
- MILSTRIP (Required When Applicable – validate – defaults from Purchase Request)

Shipping Tab



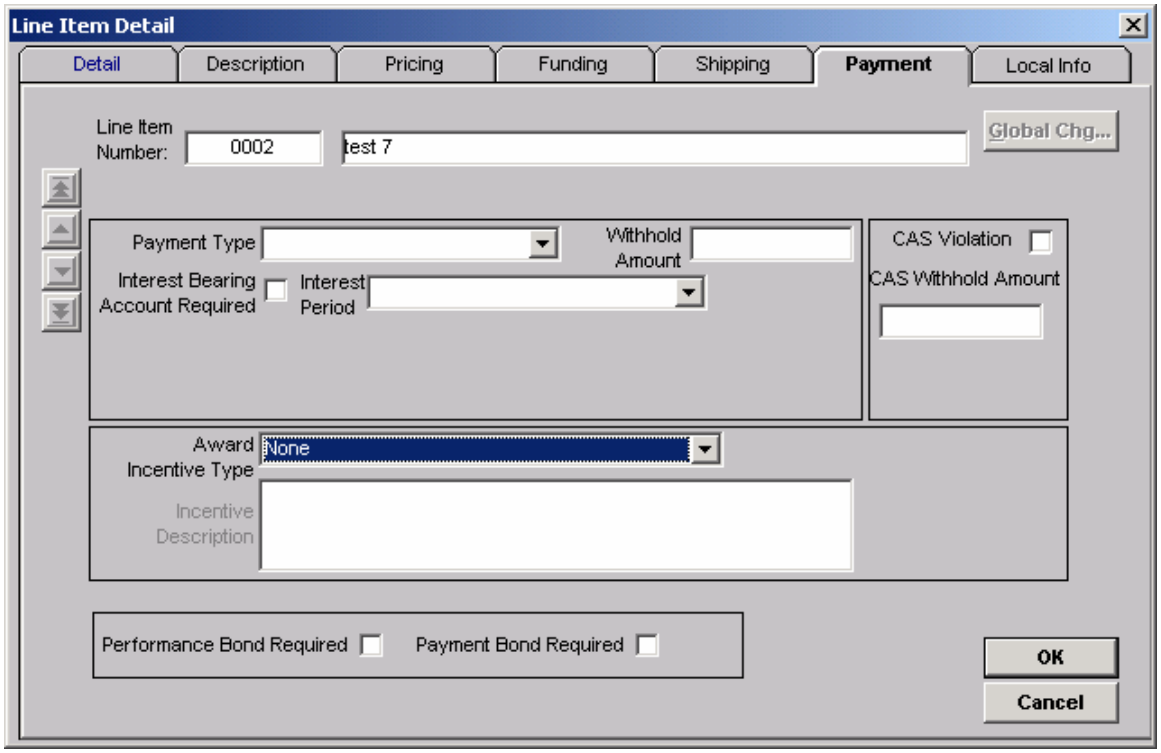
Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	System assigned
Line Item Description	D	M	For awards (DD 1155 and SF 1449) launched from Offer/Eval, user has option to pull forward from Quote Sheet in Offer / Eval or from source Solicitation or PR. For delivery orders, pulls forward from the ordering instrument line item. Otherwise,

			pulls forward from Solicitation
Ship to Address	DE	RWA	Required when line item requires shipping of supplies. Not required for Indefinite Delivery line items (however, required for delivery orders under Indefinite Delivery line item if item requires shipping of supplies). Pulls forward from Solicitation. For informally solicited actions and Delivery Orders, pulls forward from source PR.
FOB	DE	RWA	Required when line item is for supplies. NOTE: **required** for Indefinite Delivery line items for supplies. For awards (DD 1155 and SF 1449) launched from Offer/Eval, pulls forward from Quote Sheet in Offer / Eval. For Delivery Orders, pulls forward from Ordering Instrument line item. Otherwise, pulls forward from Solicitation.
Additional Markings	DE	RWA	Pulls forward from Solicitation. For informally solicited actions and Delivery Orders, pulls forward from source PR.
Charge Shipping to	N/A	N/A	
Shipping Mode	DE	RWA	Required when line item is for supplies. Includes Customer Pick Up. Not required for Indefinite Delivery line items (however, required for delivery orders under Indefinite Delivery line items if item is for supplies). Pulls forward from Solicitation. For informally solicited actions and Delivery Orders, pulls forward from source PR.
MILSTRIP	DE	RWA	Pulls forward from Solicitation. For informally solicited actions and Delivery Orders, pulls forward from source PR.
HAZMAT	N/A	N/A	
Transport Control	N/A	N/A	
Transport Priority	N/A	N/A	

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Payment Tab



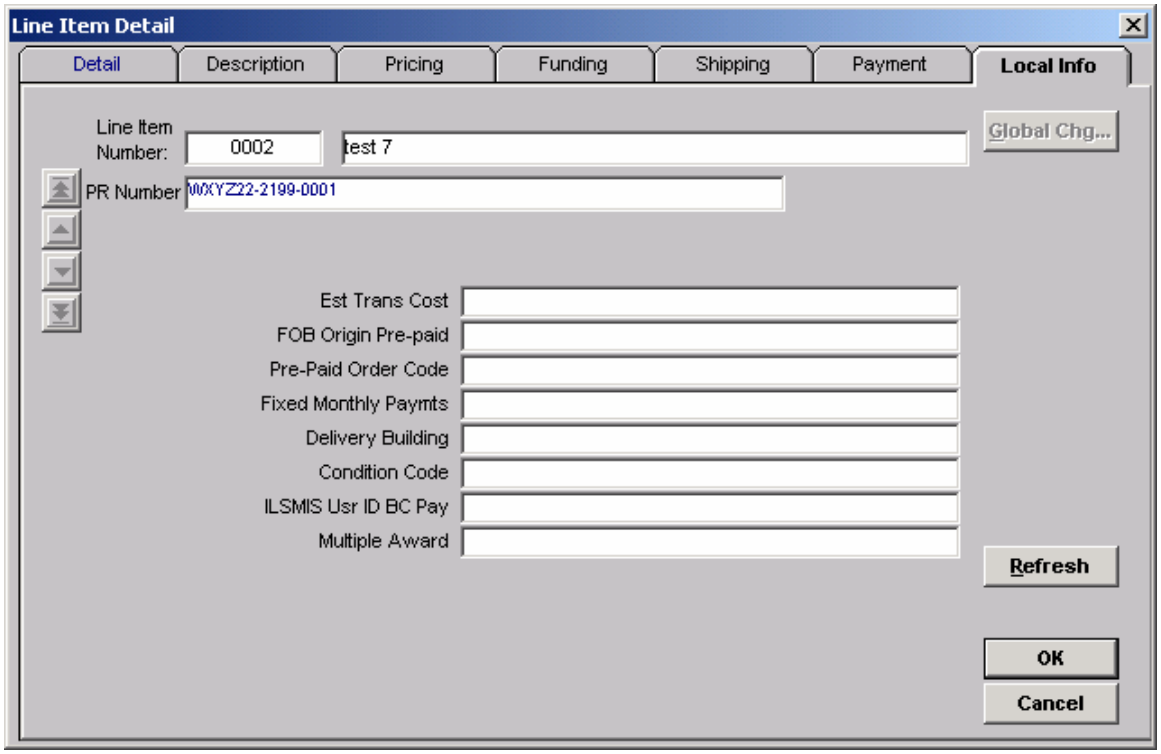
Field	Default Category	Field Category	Instructions/Remarks
Line Item Number	D	M	System assigned
Line Item Description	D	D	For awards (DD 1155 and SF 1449) launched from Offer/Eval, user has option to pull forward from Quote Sheet in Offer / Eval or from source Solicitation or PR. For delivery orders, pulls forward from the ordering instrument line item. Otherwise, pulls forward from Solicitation
Payment Type	DE	RWA	
Withhold Amount	DE	RWA	

Interest Bearing Account Required	DE	RWA	
Interest Period	DE	RWA	
Award Incentive Type	DE	RWA	
Incentive Description	DE	RWA	
Performance Bond Required	DE	RWA	
Payment Bond Required	DE	RWA	

Local Info Tab

Data is entered as applicable

Local Info Tab



Field	Default Category	Field Category	Instructions
Line Item Number	D	M	System assigned

Line Item Description	D		
PR Number			
Est Trans Cost			
FOB Orgin Pre-paid			
Pre-paid Order Code			
Fixed Monthly Payments			
Delivery Building			
Condition Code			
ILSMIS User ID BC Pay			
Multiple Award			

M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

D=Default DE=Default – User Edit

Award Line Items

At least one line item must exist on the Award.

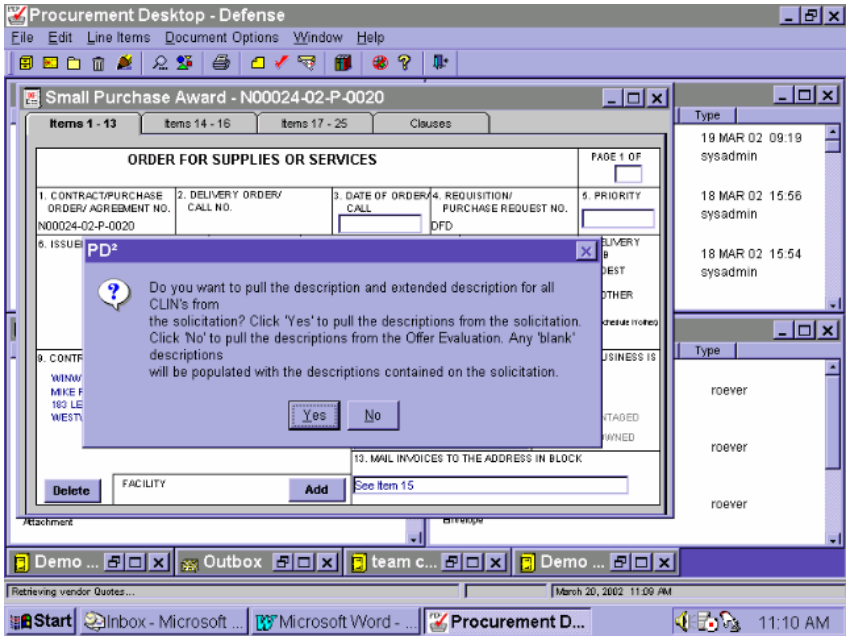
For those awards created by highlighting the solicitation, the line items will be pulled forward from the highlighted Solicitation. The offer information will need to be entered into the award line items.

In creating a delivery/task order, the user is launched to the CLIN matching window where the Purchase Request line item is matched to the IDC line item – Figure 16. Note: The Purchase Request line item type must be the same as the IDC line item type or the user will receive an error message and will not be able to proceed (for example, a Firm Fixed Price PR line item cannot be matched to a Labor Hour IDC line item) – Figure 17. The user will receive a warning message if the PR quantity exceeds the remaining quantity on the IDC line item – Figure 18 - and if it exceeds the CLIN maximum quantity constraint – Figure 19 - however, the user will not be prohibited from proceeding through release of the delivery order.

In creating the delivery order, as a result of the line item matching process, some information is pulled from the IDC award line item and some information is pulled from the PR line item. For example, the line item Description, Extended Description, Unit Price, Unit of Issue and FOB point will be pulled forward from the selected IDC line item to the delivery order. The Ship To, Funding, Period of Performance or Delivery Date and Quantity will be pulled forward from the Purchase Request line item.

Line items may also be added to any award other than a delivery/task order by using the Line Item Attach feature (Line Item → Attach) – Figure 20 - from within the Award document. This allows the user to search for, highlight and select a specific document from which they want to create the award line item – using the Attachment Selection Window – Figure 21. The user is then able to highlight and select the specific line item they want to add from within the selected document – Figure 22.

The user may also manually add a unpriced line item. From within the appropriate line item tab - (Items 11-15) for the SF26, (Items 17-26) for the SF1449, (CLINS) for the SF33, and (Items 17-25) for the DD Form 1155 – the user selects Line Items → Add → CLIN – Figure 23.



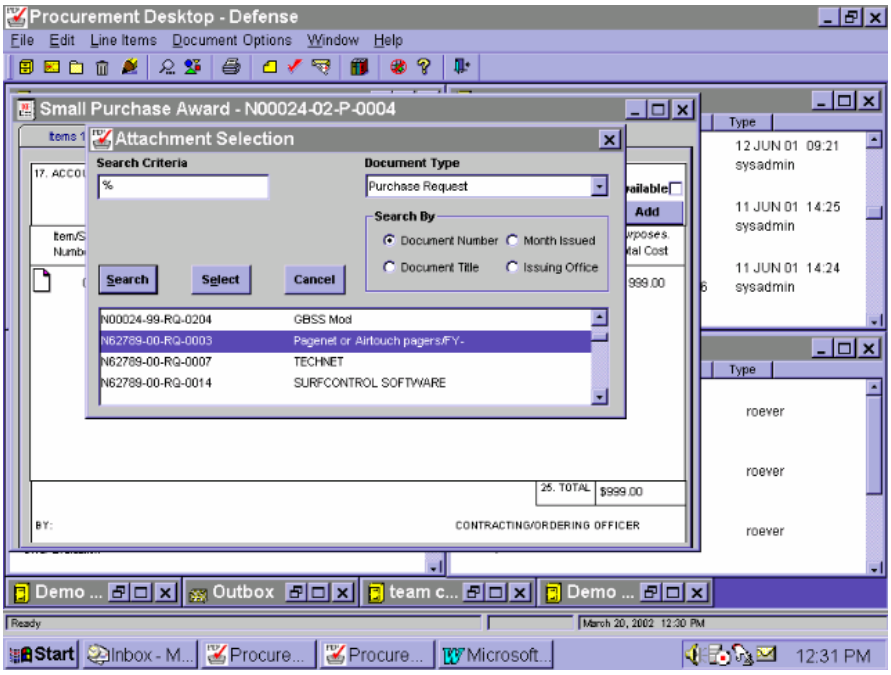


Figure 21 – Not for Disclosure Outside the Government

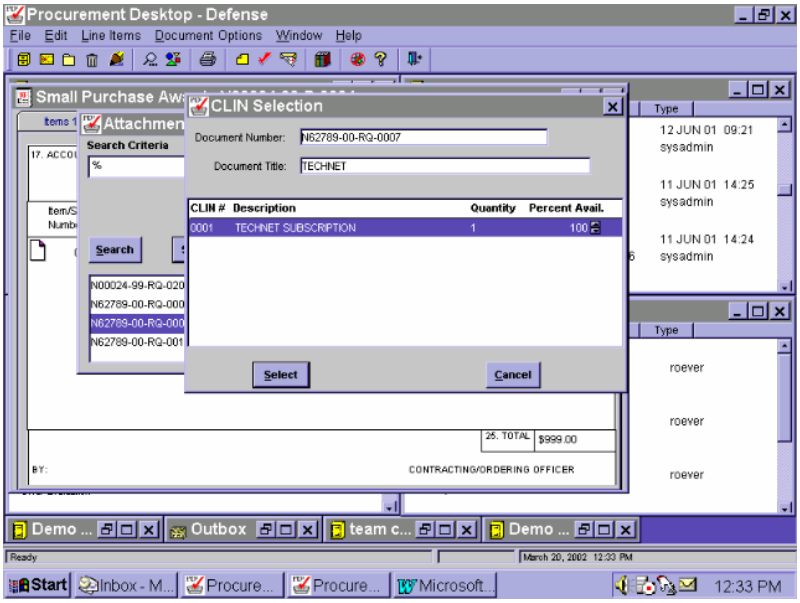


Figure 22 – Not for Disclosure Outside the Government

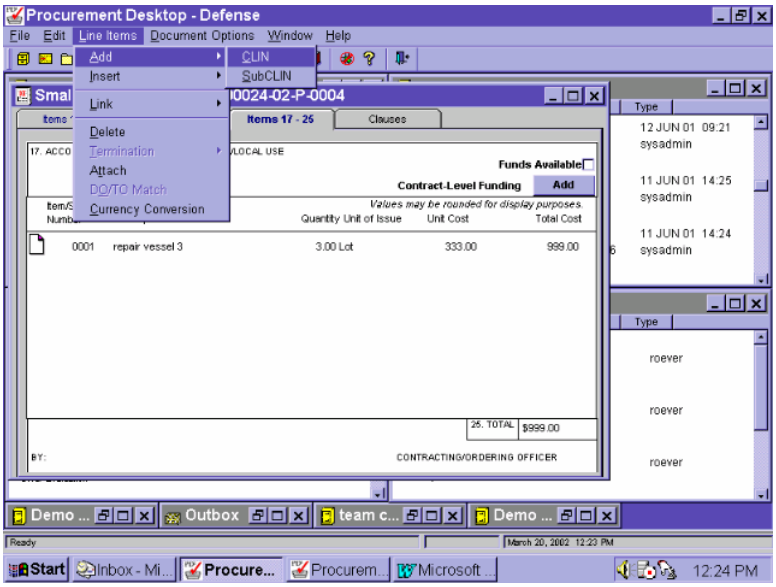


Figure 23 – Not for Disclosure Outside the Government

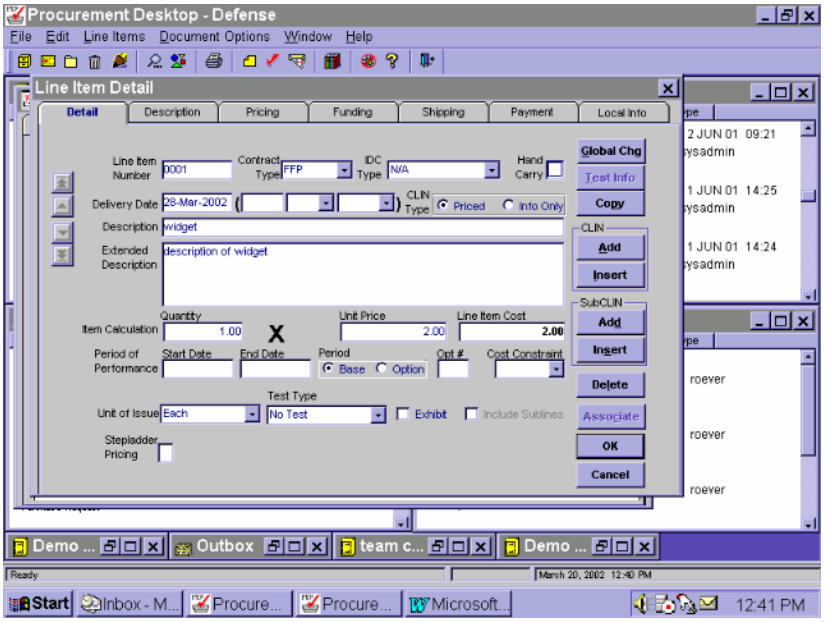


Figure 24 – Not for Disclosure Outside the Government

Adding Clauses to the Award

In creating an award document, clauses contained in the highlighted Solicitation from which the award is created, are brought over to the award document with the exception of clauses contained in Sections K, L, and M.

Clauses may also be added to the Award through the process of automatic clause selection or by manually adding user-selected clauses as described below. If the user performs automatic clause selection, suggested clause modifications (additions/deletions) to the existing list of clauses will be provided and the user can choose whether to incorporate each of the suggested modifications.

In addition to data that is entered in the document tabs, line item tabs and document classification window, automatic clause selection is based on the selection of certain "characteristics" describing the award – information that is not discernable from other data entered in creating the award. The user accesses the list of available characteristics from within the document through Document Options → Characteristics – Figure 25. The user then selects the appropriate characteristics through the Characteristics Summary window – Figure 26. See "Guide to Selection of Clause Characteristics" after Figure 26. The user may then perform automatic clause selection within the document through Document Options → Auto Selection Clauses – Figure 27. The suggested clause modifications will appear on the Select Clauses window – Figures 28 and 29. For those clauses suggested to be added, the checkmark is defaulted in the checkbox to the left of each clause, which indicates that the clause is to be "Selected". The user can choose not to add any of the suggested clauses by selecting "Clear All" or may deselect specific clauses by "unchecking" the checkbox to the left of each clause which is not to be selected. For those clauses suggested to be deleted, the checkmark is also defaulted in the checkbox to the left of each clause, but in this case indicates that the clause is to be "Deleted". The user can choose not to delete any of the suggested clauses by selecting "Clear All" or may choose not to delete specific clauses by "unchecking" the checkbox to the left of each clause which is not to be deleted.

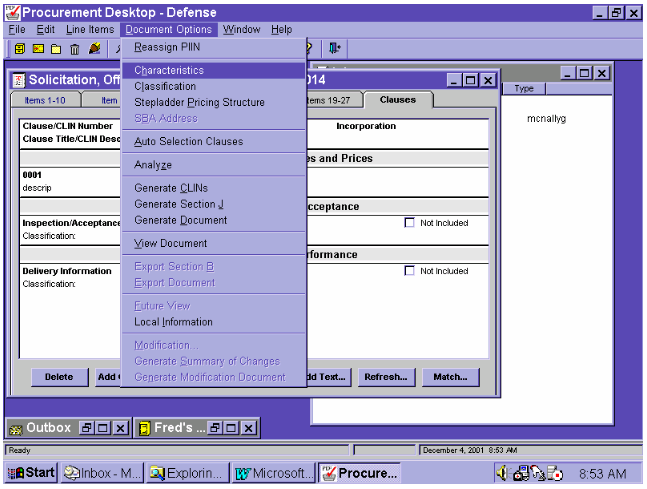


Figure 25 – Not for Disclosure Outside the Government

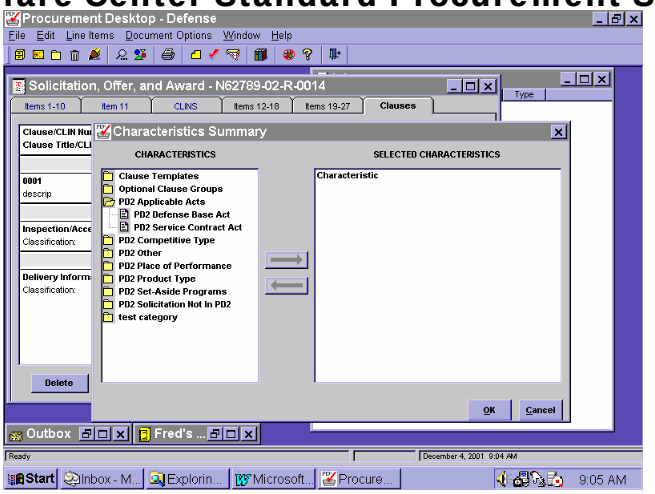


Figure 26 – Not for Disclosure Outside the Government

Figure 27 – Not for Disclosure Outside the Government

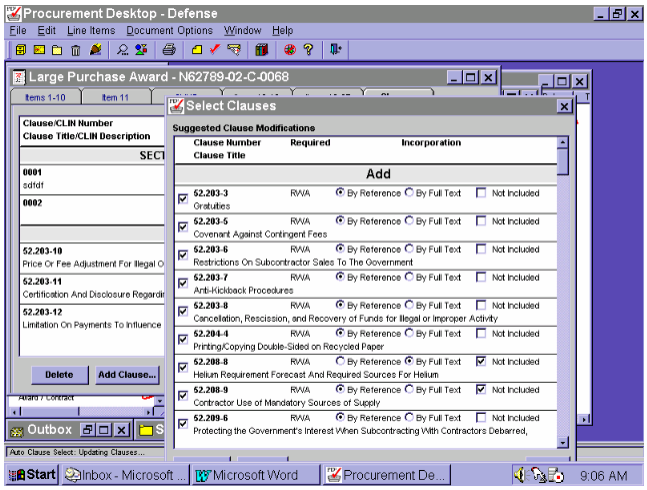


Figure 28 – Not for Disclosure Outside the Government

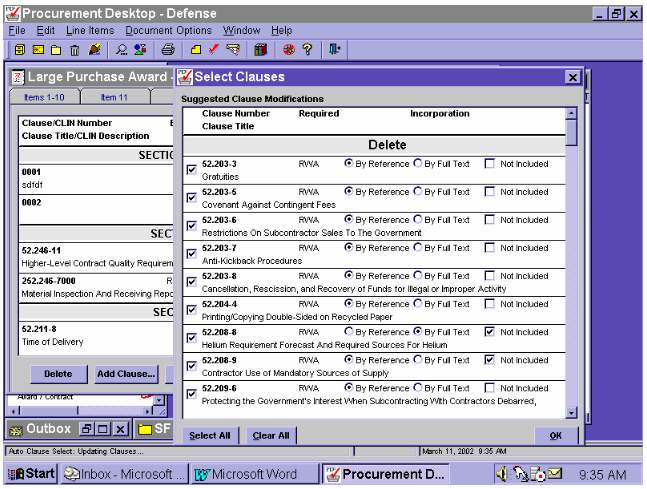


Figure 29 – Not for Disclosure Outside the Government

The user may choose to manually add a clause by selecting "Add Clause" from within the Clauses tab of the document – Figure 30. The user then searches for and selects the desired clause through the Add Clauses window – Figure 31. The user may search by clause title or number. This search capability is case sensitive so if the search does not yield the expected results changes to case may correct the problem. The user may also restrict the search to specific regulations or to local clauses through the "Regulation" drop down in the upper right corner of the window. Once the search results are displayed the user may select one or more clauses to incorporate in the award. The user must also align the selected clauses with a format section through the "Section" dropdown in the lower left corner of the window.

The selected clauses will appear in the list of clauses within the appropriate format section in the Clauses tab of the document – Figure 32.

Clauses selected either through automatic clause selection or manual selection can thereafter be deselected by highlighting the clause and checking the "Not Included" checkbox or by highlighting the clause and using the "Delete" button – Figure 33.

Clauses can also be toggled to be incorporated in the document "By reference" or "By Full Text" by highlighting the clause and using the appropriate radio button for the desired method of incorporation – Figure 33.

Some clauses cannot be edited and a "Read Only" indicator will be displayed following the clause title. Other clauses may be edited, in which case an "Editable" indicator is displayed following the clause title. The user can edit the clause by highlighting the clause and selecting "Edit…". If the clause is editable, it will be opened in Microsoft Word for editing. Once the user has made the appropriate edits in the clause, the user should return to the Clauses tab by selecting File → Close and Return to … from within the Word document. The clause will be marked as "EDITED" in the Clauses tab – Figure 33. If the clause is not editable and "Edit…" is selected, the clause will be opened in Microsoft Word in "Read Only" format.

The user may view the prescription for the clause by highlighting the clause in the Clauses tab and selecting "Usage…". The prescription for the clause will display in the Clause Usage window – Figure 34.

The user may align a clause with specific CLINs within the document by highlighting the clause and selecting "Match". The user may then select the appropriate CLIN(s) that the clause applies to through the CLIN Matching window – Figure 35. The generated document will display the applicable CLIN(s) for the clause – Figure 36.

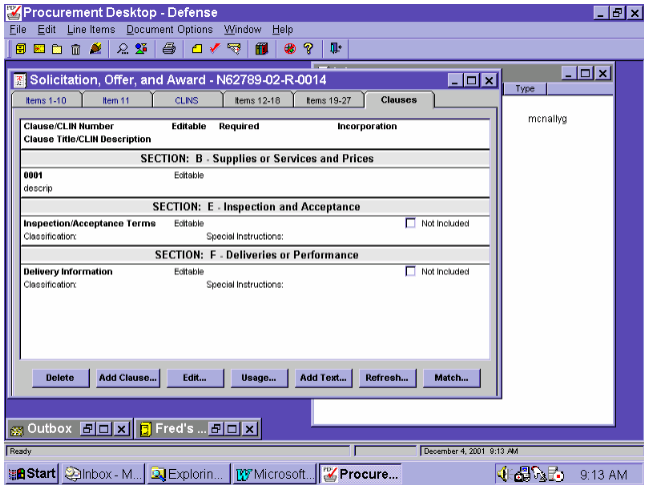


Figure 30 – Not for Disclosure Outside the Government

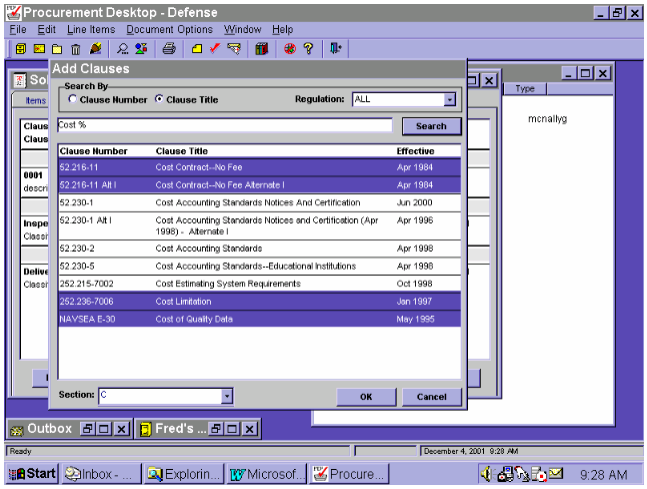
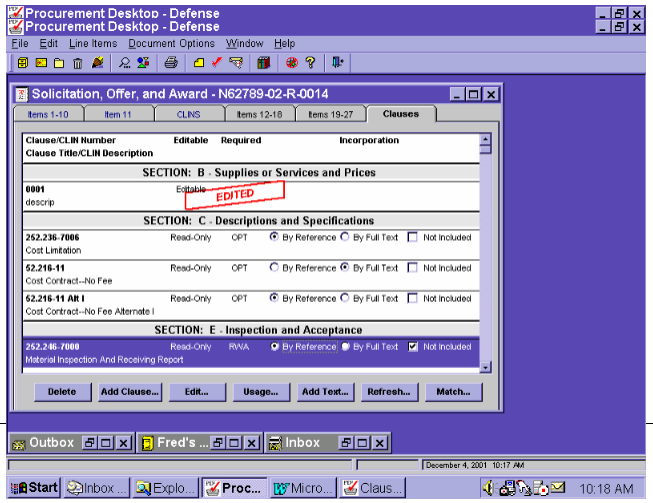


Figure 31 – Not for Disclosure Outside the Government

Figure 32 – Not for Disclosure Outside the Government



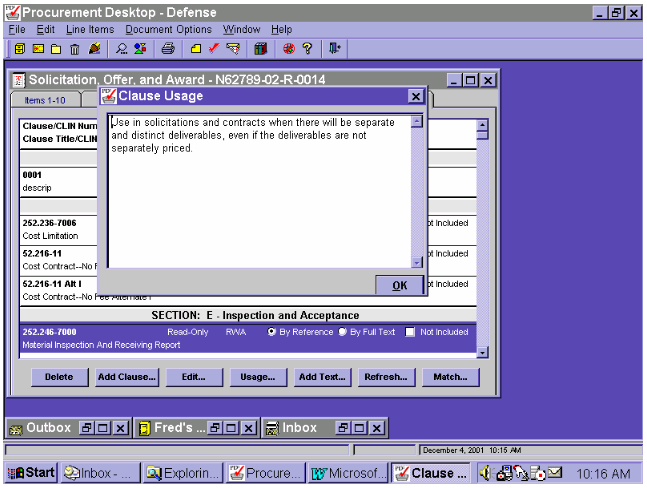


Figure 33 – Not for Disclosure Outside the Government

Figure 34 – Not for Disclosure Outside the Government

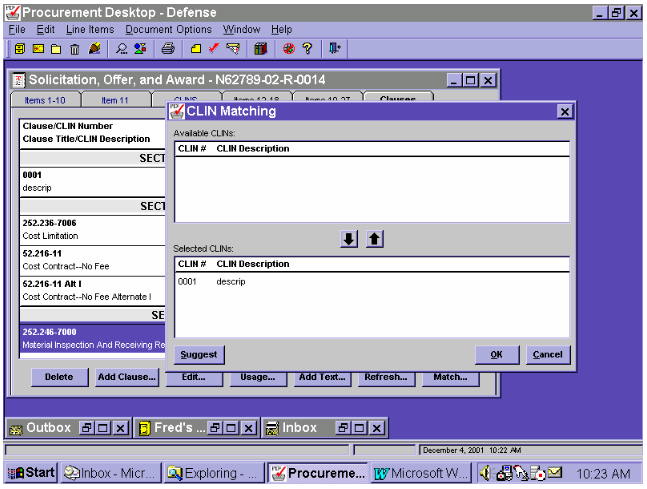


Figure 35 – Not for Disclosure Outside the Government

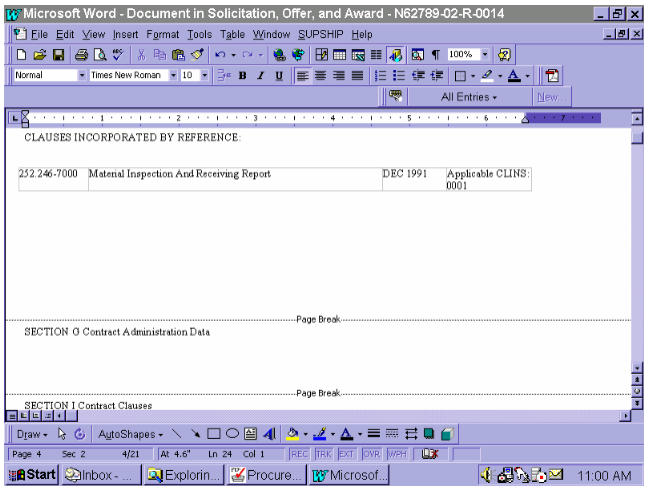


Figure 36 – Not for Disclosure Outside the Government

Adding Text to the Award

In creating an award document, text contained in the highlighted Solicitation from which the award is created, is brought over to the award document with the exception of text contained in Sections K, L, and M.

Text may also be added to an award in much the same way as a clause is added. From within the Clauses tab, select "Add Text.." – Figure 37. A brief title or "Description" of the text will need to be entered in the New Text Item window – Figure 38. The description will not appear in the generated document. The user will also need to select from the dropdown of the format Sections in the lower left corner of the New Text Item window to identify the section that the text is to appear in - Figure 38.

The text itself is added by highlighting the text item on the Clauses tab – Figure 39 – and either double clicking or using the "Edit.." button. This will launch Word - where the user may enter the desired text – Figure 40 - and then File → Close and Return to…

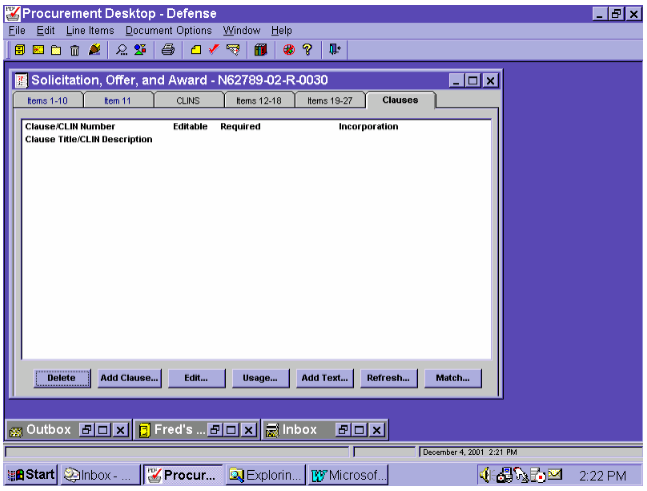


Figure 37 – Not for Disclosure Outside the Government

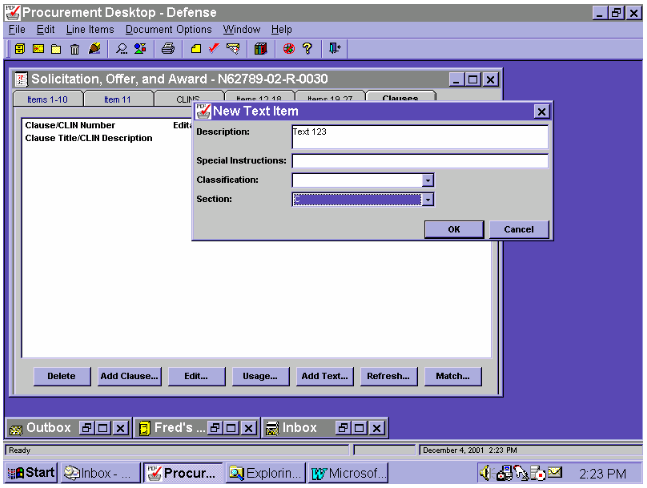


Figure 38 – Not for Disclosure Outside the Government

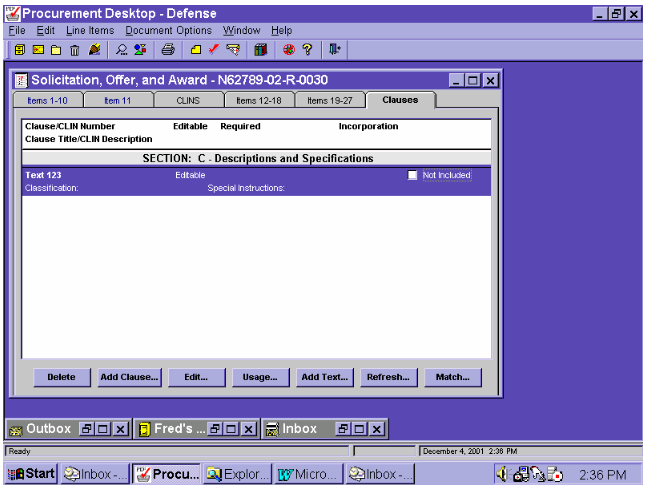


Figure 39 – Not for Disclosure Outside the Government

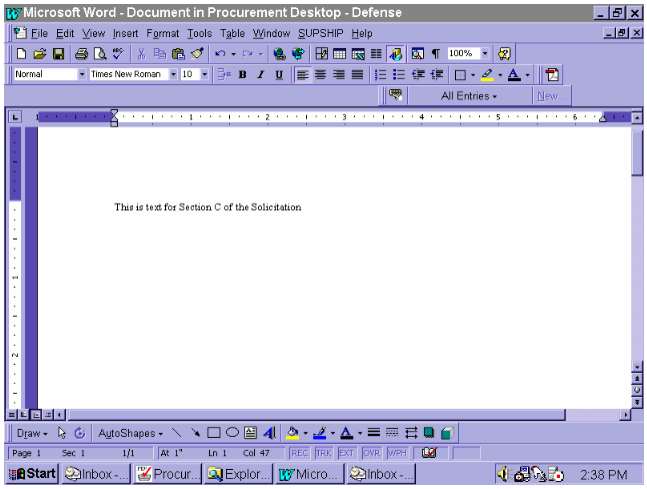


Figure 40 – Not for Disclosure Outside the Government

Entering Document Level Local Information (when applicable according to local procedures)**.**

While in the document, the user must also enter the appropriate local information by accessing the document level local information window through – Document Options → Local Information – Figure 41 – and then entering the appropriate document level local information for the award – Figure 42 :

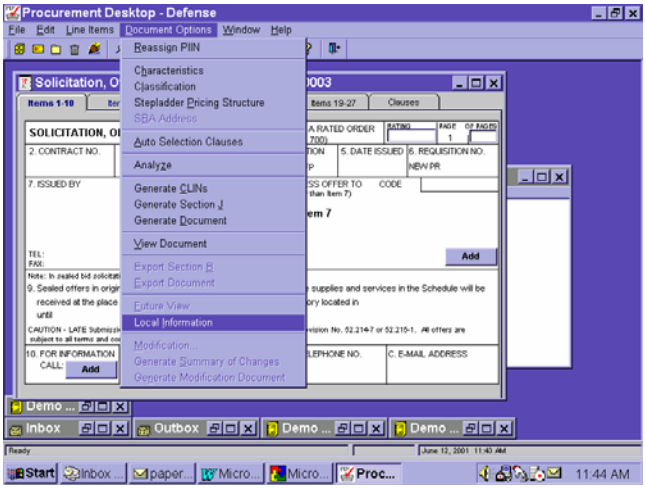


Figure 41 – Not for Disclosure Outside the Government

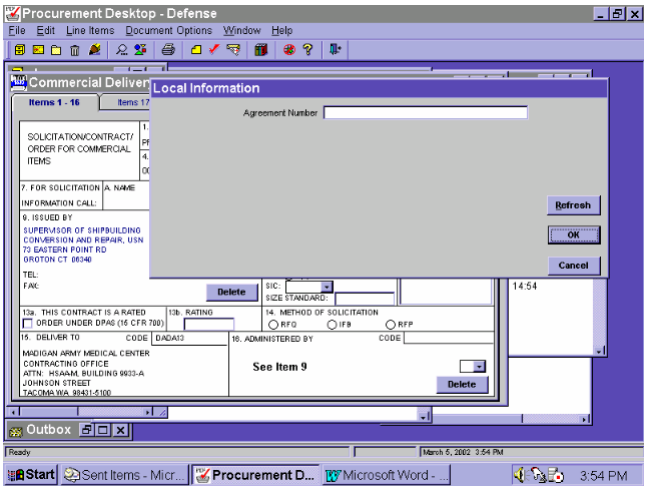


Figure 42 – Not for Disclosure Outside the Government

Attachments to the Award

The user may attach any pertinent documents to the award by highlighting the award and using either Procurement → Attachment → New – Figure 43 or Utilities → Document Import – Figure 44.

The user must either select the appropriate template – Figure 45 - and fill in the selected Microsoft Word template or enter a user defined document name- Figure 46 - and import the desired file.

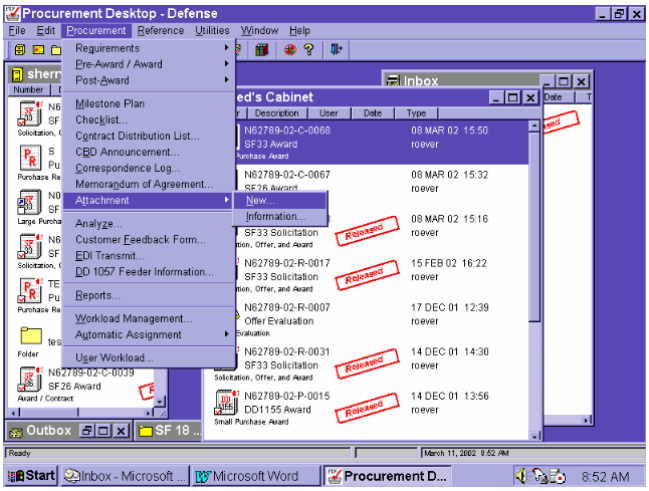


Figure 43 – Not for Disclosure Outside the Government

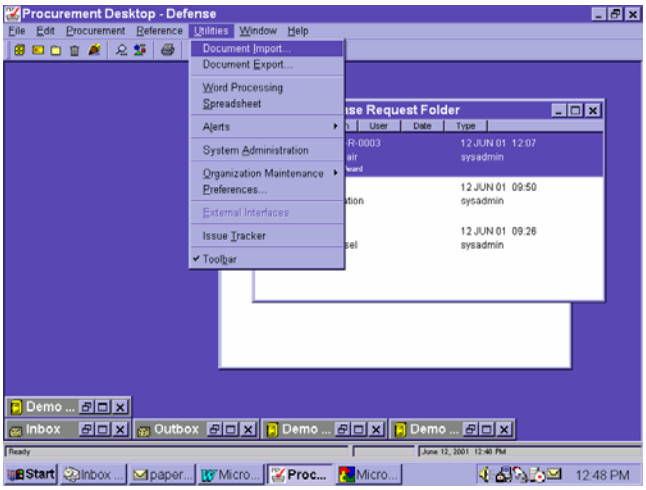


Figure 44 – Not for Disclosure Outside the Government

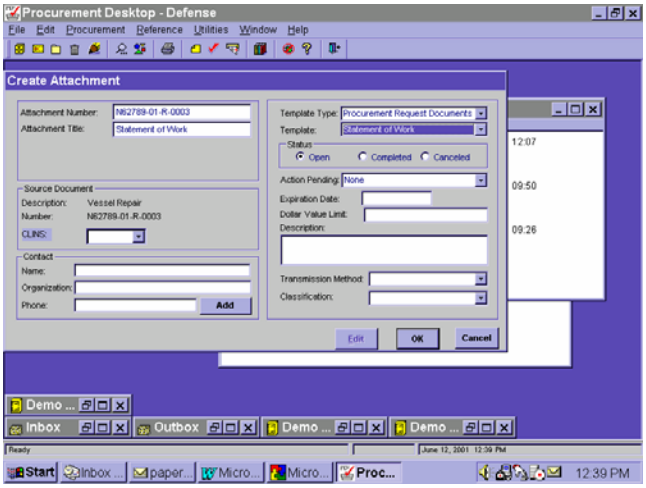


Figure 45 – Not for Disclosure Outside the Government

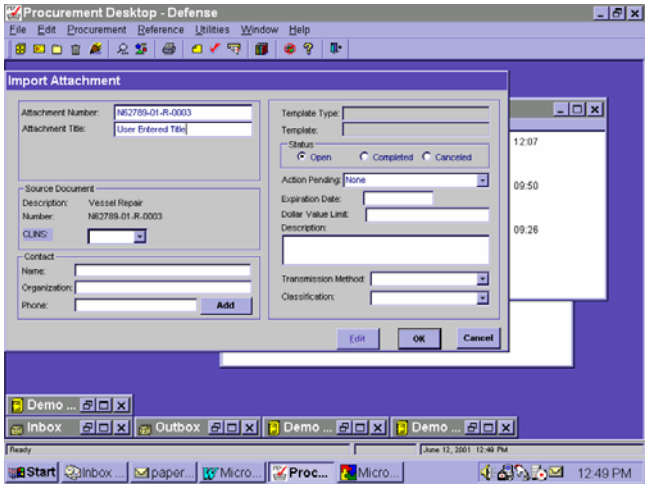


Figure 46 – Not for Disclosure Outside the Government

Updating the Checklist (when utilized).

The Procurement Official must update the Checklist by double clicking on the checklist contained in the folder and indicating completion of any pertinent tasks by placing a check in the checkbox next to the specific task completed – Figure 47. The Completion Date will default to the current date; however, the user may edit the Completion Dates as necessary.

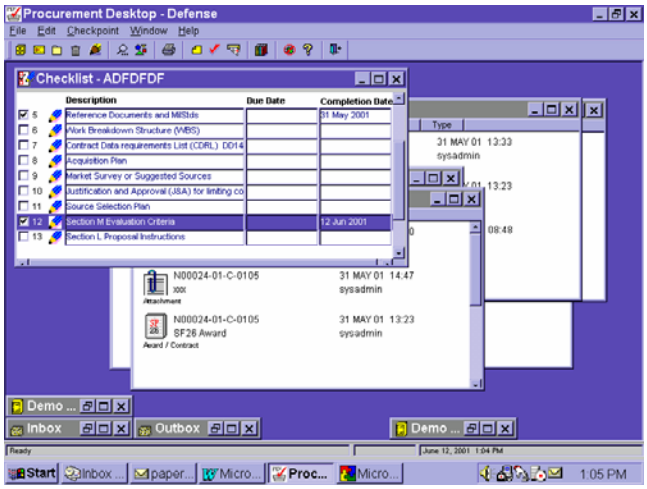


Figure 47 – Not for Disclosure Outside the Government

Generating the Award

All award documents must be generated in order to be approved and released. This is true even if the award document had previously been generated as a solicitation, as in the case of an SF33 or SF1449 (within PD2 these Solicitation and Award documents are separate documents).

The user must first generate the document by generating the CLINs, Sectioin J and then the Document itself.

The user selects Document Option → Generate CLINs – Figure 48. **The defaults in the** CLIN Generation Options **screen –** Figure 49 **– may be edited as needed**. Typically the CLIN option under the CLIN Generation Options will remain selected. It is important to note that, if the award was preceded by a written solicitation, the same CLIN Generation Options selected for the Solicitation should be selected for the Award**.**

The user generates the document itself by highlighting the contract number then through Procurment → Document Options → Generate Document (or Generate Document Icon) – Figure 50. The first time you Generate the Document the boxes will be checked.

The user may view but SHOULD NOT edit the generated document in Microsoft Word through the Document Option → View Document – Figures 51 and 52. See the additional guidance entitled "Document Formatting and Generation" under Figure 52.

WARNING: If user makes edits in VIEW DOCUMENT, those edits will be LOST when the document is Generated or Re-Generated!

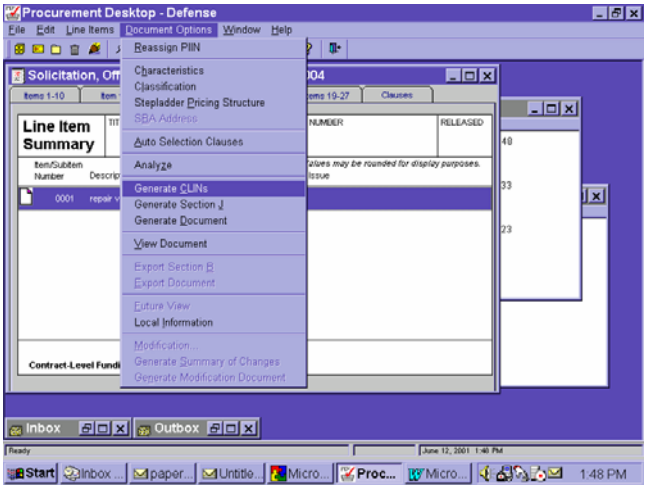


Figure 48 – Not for Disclosure Outside the Government

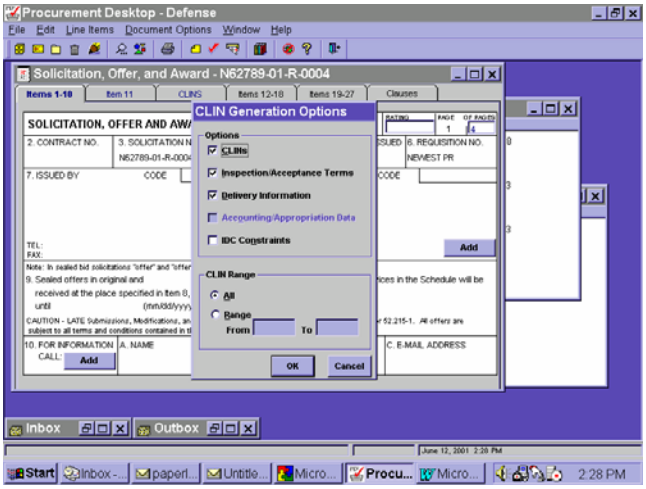


Figure 49 – Not for Disclosure Outside the Government

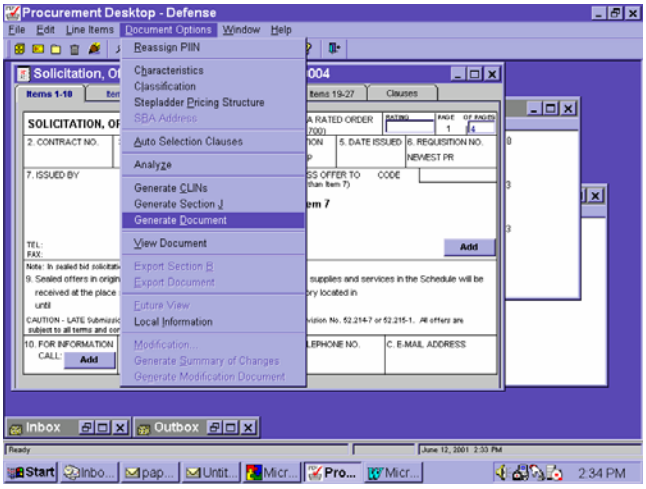


Figure 50 – Not for Disclosure Outside the Government

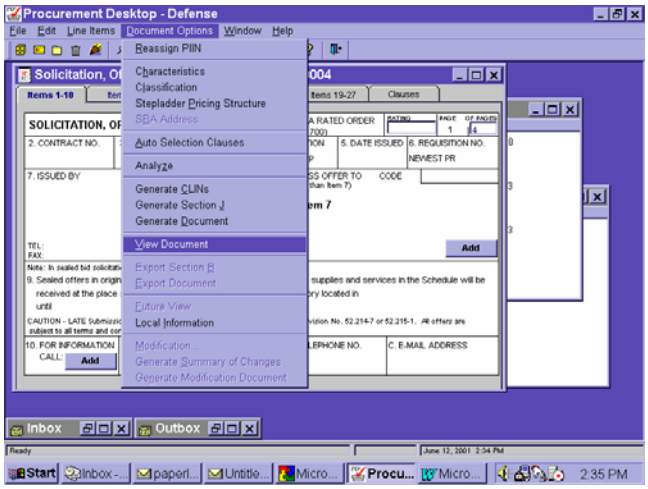


Figure 51 – Not for Disclosure Outside the Government

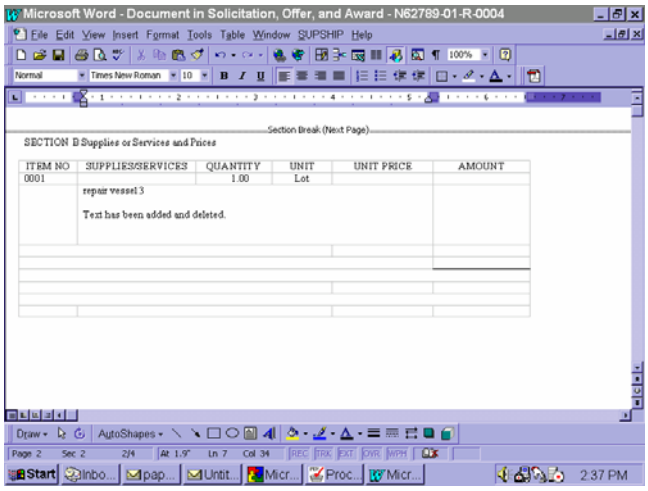


Figure 52 – Not for Disclosure Outside the Government

DOCUMENT FORMATTING AND GENERATION

In order to minimize rework in the creation of procurement documents, users are cautioned to refrain from editing the Word version of the solicitation and award documents. Regeneration due to the need to add or delete clauses as well as the need to generate the award document that results from the solicitation (for example, in the case of an SF33 solicitation resulting in an SF33 award) will cause the loss of all previous editing in the Word document – DO NOT MAKE CHANGES UNDER “VIEW DOCUMENT”.

Additionally, the document generation process pulls information from the data fields into individual “Clauses” within the Clauses tab and then into the generated contract document. For purposes of consistency of data, it is important for the user to ensure that information contained in the PD2 data fields, the Clauses Tab, and the generated award document are the same. EDI data transmission to DFAS, which will take place in the near future, transmits information directly from the data fields. EDA and the “paper

contract" reflect information in the "generated document". Any data changes made after generation of the document must be made in the data fields, the Clauses Tab and the generated document (through document regeneration). If not, the EDI data transmission to DFAS will be different from the EDA version and the generated award document.

The tips and suggestions outlined below should help the user in creating a solicitation or award document that is acceptable without editing.

Adding Text to the Document:

Text desired in any Section should be added through the Clauses tab by using the Add Text feature. You must name and align each new text item with the appropriate section (B, C, D, etc.). You can then launch Word by highlighting the text item in the Clauses tab and selecting "Edit". You will be able to perform standard Word tasks such as importing a file, copying and pasting text from another file, entering text directly, etc., in creating the text item.

The 4.1x version of PD2 places "by reference" clauses prior to any full text items or clauses. It then places text items (which are always in full text) prior to full text clauses. This order cannot be changed in the 4.1x version of PD2.

If a specific order of text items is desired within a section, the text titles should be named in some sequential order (i.e. B Text 1, B Text 2, B Text 3 or F 001, F 002, F 003, etc.). The generation process will automatically place the text items in alpha-numeric order within each section.

Adding text to an amendment or modification is generally done through the "Add Text" feature of the modification clauses window which is accessed through Document Options → Modification. As with any text item, you must first name the text item. The new text item must then be aligned with the SF30 "Section" rather than the UCF section (i.e. B, C, D, etc.). You will need to launch Word to enter the desired text by highlighting the text item in the modification clauses window and selecting "Edit".

The user may opt to generate a Summary of Changes which creates and places a text item in the modification clauses window describing the changes that have been made to the solicitation data. The Summary of Changes text item may be edited to create a more appropriate narrative for the Amendment or Modification.

When creating an amendment or modification, the user cannot add the narrative to be included in the Amendment in the "Reason for Amendment" block and then generate the document. At least one clause or text item must exist in the modification clauses window in order to generate the document.

The text title does not appear in the document.

4.4.2.1 Document Generation:

Generation of solicitations and awards is accomplished within the open solicitation or award object through Document Options. The user first highlights the document and the uses the "Generate Icon " on the desktop to generate all information. This is a one step generation, unless major changes have been made to the CLIN/SLINs in line item detail, only the document should be regenerated after changes have been made. The user may then view the second and subsequent pages by selecting View Document under Document Options. To view the entire document, including the face page, the user must close the document, highlight the object on the desktop and select File → Print Preview. This will create a minimized read-only copy of the document which the user can maximize to view.

Generation of amendments and modifications may be accomplished within the open amendment or modification object through **Document Options → Generate Modification Document** or from directly within the modification clauses window (**Document Options → Modification**). The document generation process for amendments and modifications pulls the individual clauses and text items from within the modification clauses window into the generated contract document.

4.4.2.2 Section B:

The CLIN display in the document is based on the CLIN template selected by the user for each line item ..

If the user selects a line item type, enters line item calculation fields and then reselects a different line item type, the user should delete the entered line item calculation fields for the initial line item selection to prevent their display in the generated document.

4.4.2.3 Section E (Inspection and Acceptance):

For any solicitations and awards where Inspection and Acceptance are inappropriate or the user desires to include a local clause or text item describing the inspection and acceptance locations rather than the table displayed below, do not select to generate Inspection and Acceptance terms when generating CLINs. ***HOWEVER, it is preferable to utilize the Inspection and Acceptance generation option with corresponding entry of the line item Inspection and Acceptance data wherever practicable, so that transmission of this data to other systems within the DOD End-to-End Procurement Process can be accommodated.***

If the user erroneously leaves the Inspection and Acceptance terms checked under CLIN Generation Options when generating CLINs, they will need to go to the clauses tab in line item detail and remove the Inspection/Acceptance Terms "clause" that has been added by the generation process. The user can then remove the selection for generation of Inspection and Acceptance terms under CLIN Generation Options and regenerate CLINs followed by regeneration of the document.

For MSRA/ABR solicitations and awards, or any other procurements where this format is not desirable, or where not only the period of performance but also the performance locations must be specified, the user must include, via the clauses tab, either a text item or a local clause, for incorporation under Section F, identifying the desired delivery/performance information. The user will then need to manually insert the delivery/performance information in the text item or local clause. For MSRA/ABR solicitations and awards, auto clause selection will pull forward the clauses "Place of Performance" and "Delivery/Redelivery Schedule" for this period and place of performance information.

4.4.2.4 Creating the Electronic Solicitation:

When creating a solicitation, after generating, saving, approving and releasing the solicitation, the solicitation document is created by highlighting the solicitation object and selecting **File → Print Preview → File → Save Copy As**. This will create a "read-only" Word version of the solicitation with text form fields available within the Section B CLIN information and within any clause requiring offeror "fill in", for entry by the offeror.

4.4.2.5 Saving the Award

The user may save the Award by selecting File → Save from the menu – Figure 53.

Other methods of closing the Award (highlighting the Award icon in the upper left corner of the object and selecting “Close” or using the tool button in the upper right corner of the object) will result in a Warning asking the user if they desire to save the data before exiting – Figure 54.

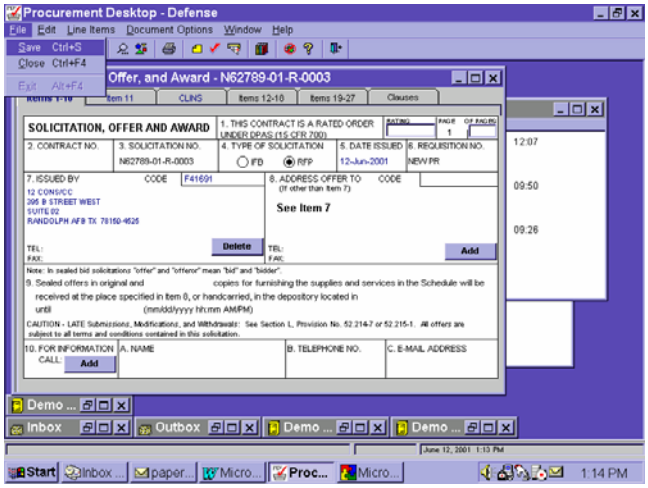


Figure 53 – Not for Disclosure Outside the Government

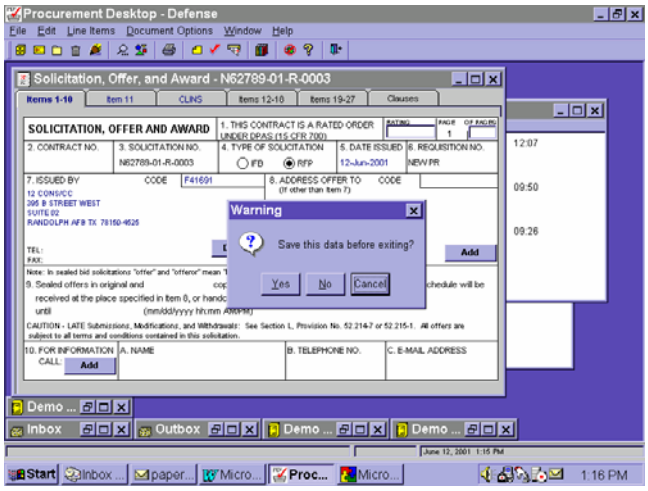


Figure 54 – Not for Disclosure Outside the Government

4.4.2.6 Routing / Approving / Funds Certification/ Releasing the Award

For bilateral awards, in order to be able to create an electronic file of the document for transmission to the Contractor for signature, the award must be marked as a bilateral and then approved in order to remove the “DRAFT” watermark from the document.

Awards must be approved in order to be released and must be both approved and released in order for PD2 to create an electronic file of the Award document for distribution via Electronic Document Access (EDA). CAUTION: THE AWARD MUST BE GENERATED IN ORDER TO BE RELEASED. INSURE THAT IT HAS BEEN GENERATED BEFORE ROUTING FOR APPROVAL AND RELEASE. ONLY GENERATE THE DOCUMENT UNLESS YOU HAVE MADE EXTENSIVE CHANGES TO THE CLIN

AT LINE ITEM DETAIL. IF YOU REGENERATE CLIN INFORMATION ALL CHANGES THAT HAVE BEEN MADE TO SECTION B, SECTION F OR SECTION G ON THE CLAUSES TAB WILL BE OVER WRITTEN.

4.4.2.7 Creating an Approval Sheet and Funds Certification

For an award to be approved in PD2, an Approval Sheet must be created and attached to the Award prior to routing for approval. All awards must also have the funds certified in ILSMIS prior to routing the document to the Contracting Officer. Add an approval sheet by highlighting the Award on the desktop and either selecting File → Approvals or using the checkmark on the toolbar – Figure 55.

Select the **ILSMIS Funds Certification Approval Sheet** from the drop down box → **Select Approved → Click Ok.** This action will send the award information back to ILSMIS to certify that funds are still available. The user who send the ILSMIS Funds Certification will receive an Alert back for each PR stating whether the PR passed or failed funds certification. If the PR failed fund certification the used must correct the problem and submit a new Funds Certification. It is suggested that the sites can use sticky notes to capture the Funds Certification Data if the site wants to ensure the Contracting Officer is sure the funds are available. Attach a Yellow Sticky note to the award document by Highlighting the Award → Click the Yellow Sticky Note on the Tool Bar once the Sticky note is attached Open the Alert → Copy the Information → Paste in the Sticky Note. Once the award has passed all funds certifications, the user must add a new approval sheet for Contracting Officer Approval by Highlighting the Award Document → Click the Red Check Mark Icon → Add Approval Sheet → Click Ok – DO NOT approve the approval sheet. Open the award document and go then click the Funds Available Box, then route the document to the Contracting Officer.

The user then selects the appropriate Approval Template from the list of available Approval Templates on the left side of the Approval window. Associated Approval Types for the selected template are displayed on the right side of the Approval window to assist the user in making the proper selection of an Approval Template – Figure 56.

When the user has selected the appropriate Approval Template, the Approval Sheet for the Award is displayed to the user. The user can then either accept the Approval Sheet by clicking “OK”, or cancel selection of the Approval Sheet and create another Approval Sheet from a different Approval Template by clicking “CANCEL” – Figure 57.

Once an Approval Sheet has been attached to the Award, a blank checkbox is displayed in the lower left corner of the Award icon on the desktop – Figure 58. This checkbox will be filled with a checkmark once the Award has been fully approved.

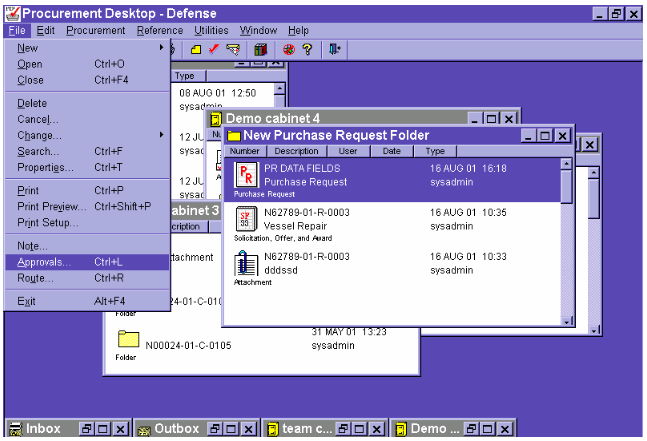


Figure 55 – Not for Disclosure Outside the Government

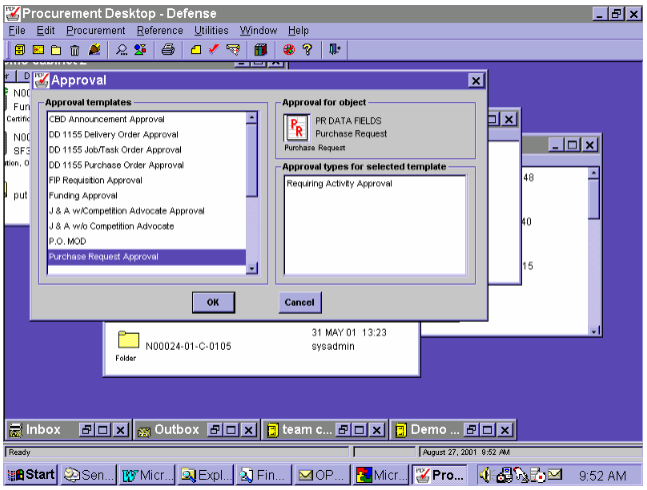


Figure 56 – Not for Disclosure Outside the Government

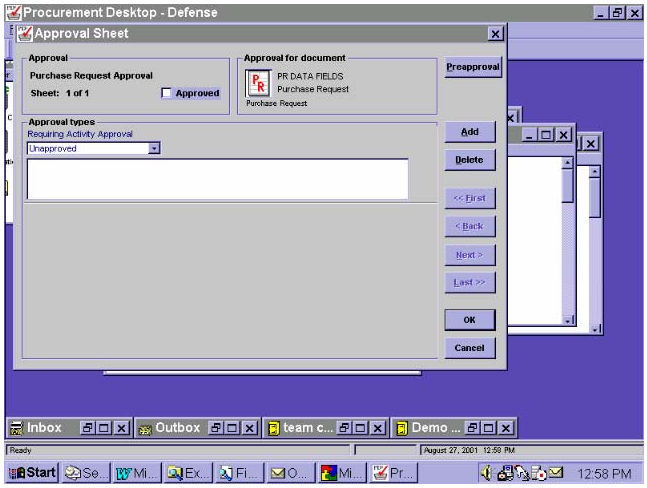


Figure 57 – Not for Disclosure Outside the Government

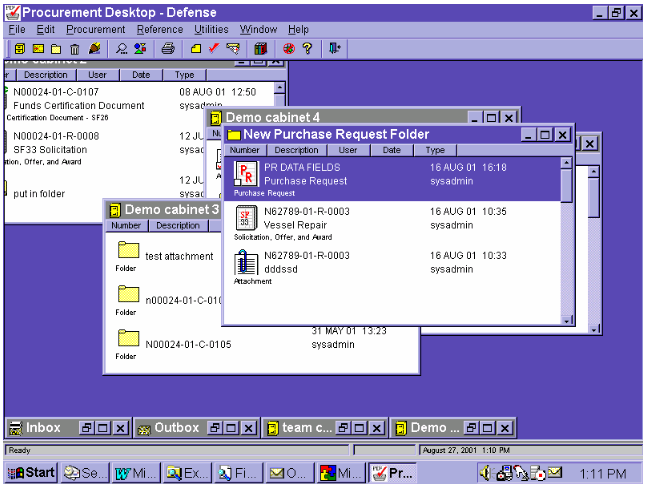


Figure 58 – Not for Disclosure Outside the Government

4.4.2.8 Routing the Award for Approval

Once the Approval Sheet has been created for the Award, the user may then route the Award document, with approval sheet attached, to obtain the necessary approvals.

The user may initiate routing of the award by highlighting the award document object on the desktop and creating a **Routing Sheet from File → Route** on the menu or by the Route button to the right of the Approval button on the toolbar – Figure 59.

The user will select the "Route" category in the upper left corner of the Routing Sheet to access pre-defined routing templates established by the system administrators – Figure 60. The user should be sure to select routing templates for their particular site. The Routing Sheet may be modified to add to or delete users from the predefined routing.

The user should also insure that the "Include Routing Sheet" setting is checked in the upper right corner of the Routing Sheet and indicate whether to "Allow Modification of Stop List" and "Allow Addition and Removal of Objects from Route".

When the user clicks "OK" on the Routing Sheet, the desktop automatically creates a routing envelope and places the routing envelope in the user's Outbox. Within a predefined time as specified in the user's preferences, the envelope will be removed from the user's Outbox and transferred to the Inbox of the next user in the route for approval.

Upon receipt of the routing envelope in the next user's Inbox for approval, the envelope should be moved (by dragging and dropping) to the user's desktop where the envelope can be opened, the document reviewed (by double clicking on the document icon), and the Approval Sheet accessed (**File → Approvals or [Approval**] icon on toolbar) and annotated accordingly.

Users in the Route may access the Routing Sheet by highlighting the routing envelope and selecting **File → Route** from the menu or by the [Route] button on the toolbar – Figure 61 and Figure 62. If the users in the routing string have been provided access, the user may modify the routing Stop List and may Add and Remove Objects from the routing envelope. It is recommended that you add your name to the end of the list so that the document will be returned to you.

The user must then drag and drop the routing envelope to their Outbox ***for automatic routing to the Inbox of the next user on the route.***

Note: Changes in the document's status (e.g., approvals) that occur during the routing process may only allow you to view the document, and will not allow you to modify it.

Approval Levels are according to local procedures.

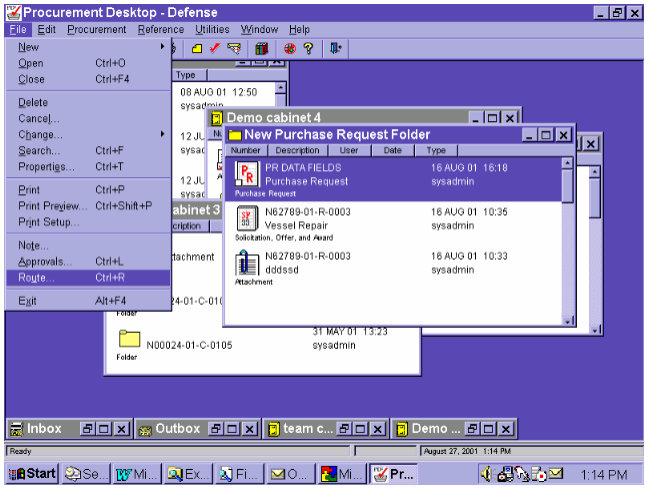


Figure 59 – Not for Disclosure Outside the Government

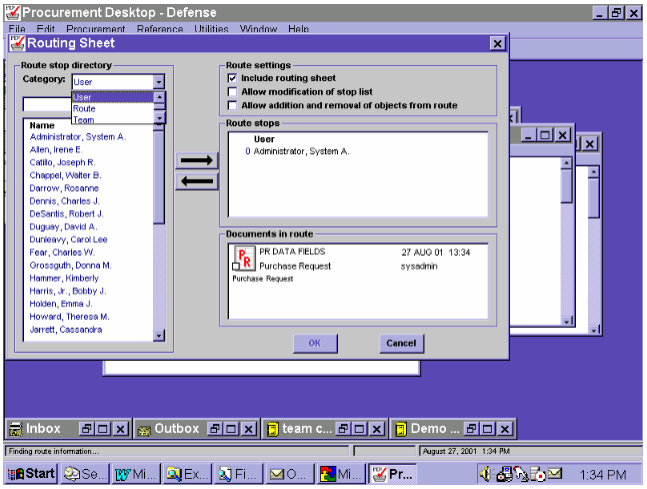


Figure 60 – Not for Disclosure Outside the Government

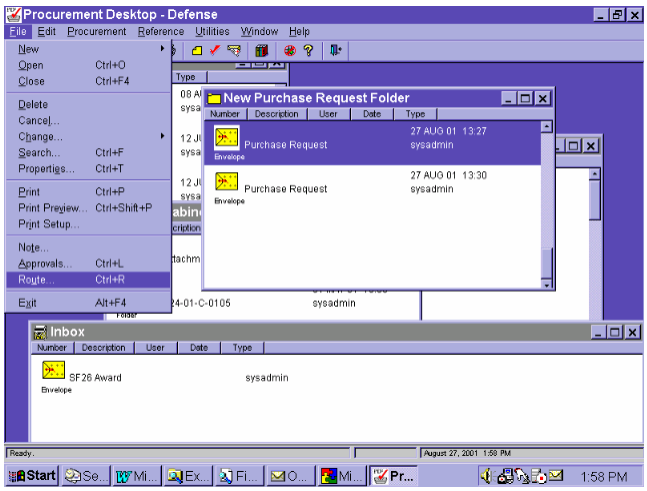


Figure 61 – Not for Disclosure Outside the Government

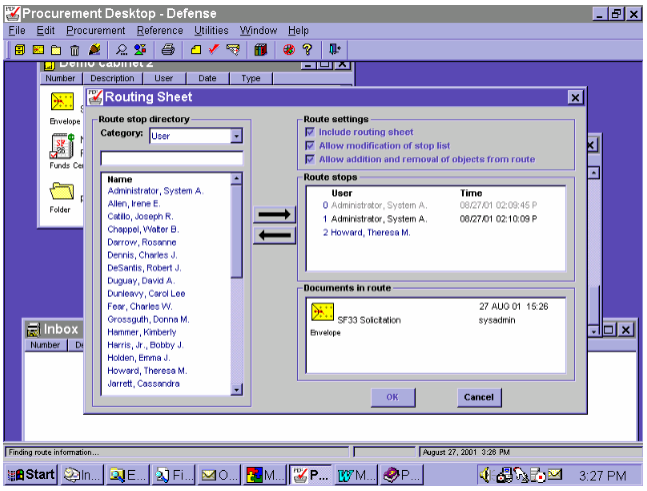


Figure 62 – Not for Disclosure Outside the Government

4.4.2.9 Creating the Electronic File for Contractor Signature

Prior to creating the electronic file of the award document for bilateral signature, the document must first be marked as a bilateral award document and approved in PD2 in order to remove the "DRAFT" watermark. Note: The draft watermark on the SF33 will not be removed until the document is released.

Upon approval, the award document may be saved in .pdf format. The .pdf file is created by highlighting the approved award object and selecting **File → Print Preview** - ***Figure 63.*** The document is then opened in Microsoft Word in "Read Only" format - ***Figure 64.*** The user must select Microsoft Word on the task bar in order to access the document. Within the opened Microsoft Word document the user must select **File → Print…** from the menu bar - ***Figure 65*** - and must then select **Acrobat PDFWriter** as the printer option – ***Figure 66***. NOTE: The site must have Acrobat PDFWriter installed on their computers, the downloadable reader does not include the PDFWriter. Print Preview displays the dollar values along with grey text blocks next to them; however, the process of printing the document to a .pdf file removes the grey text blocks.

The .pdf file must be named according to local procedures and can include the PIIN/SPIIN and can be saved to a location on a hard drive or local server – ***Figure 67***. A copy of the award document and any attachments that are going to be provided to the Contractor will be forwarded to the Contractor for signature via local procedures.

The Contractor will need to print and manually execute the document, returning the original executed award document to the Government.

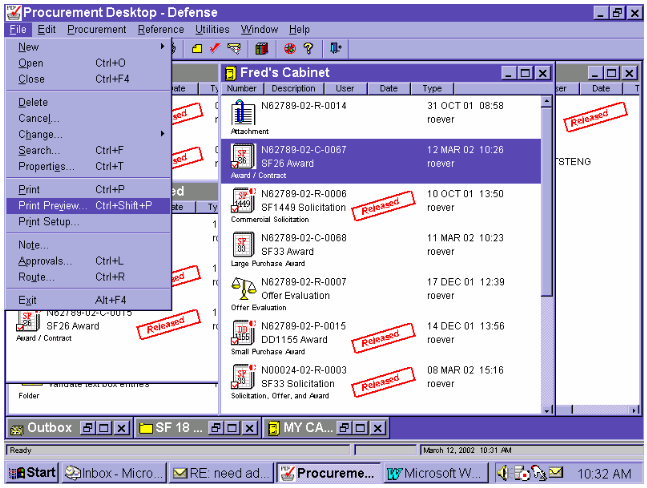


Figure 63 – Not for Disclosure Outside the Government

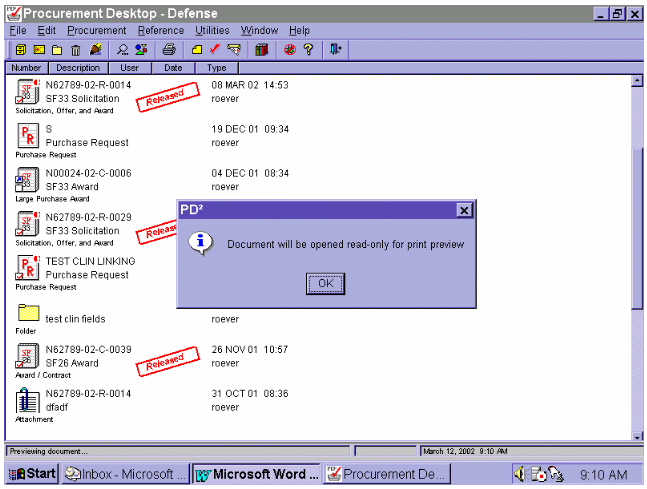


Figure 64 – Not for Disclosure Outside the Government

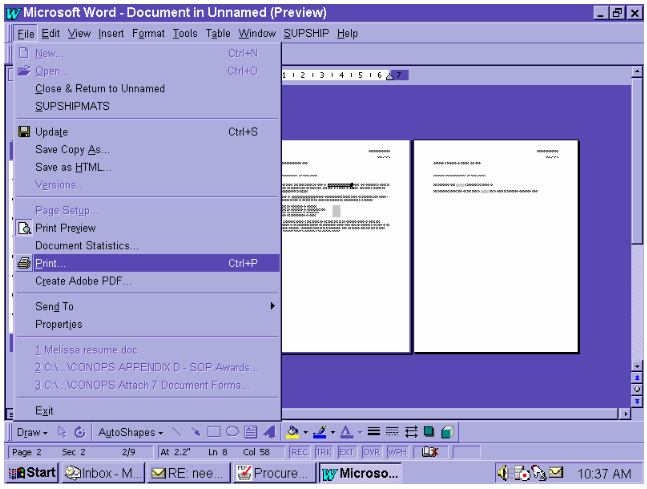


Figure 65 – Not for Disclosure Outside the Government

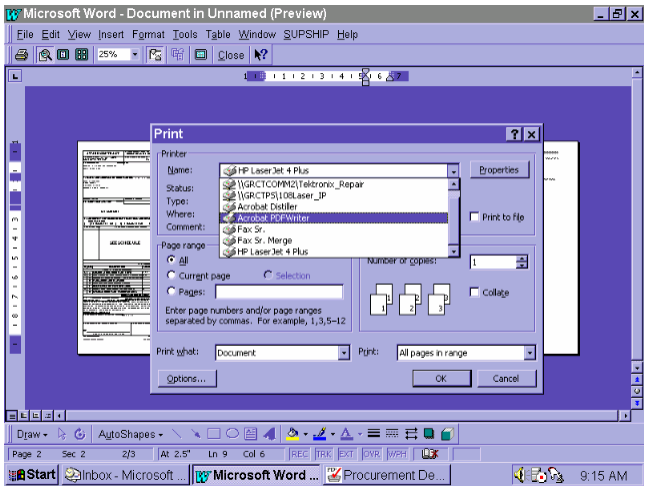


Figure 66 – Not for Disclosure Outside the Government

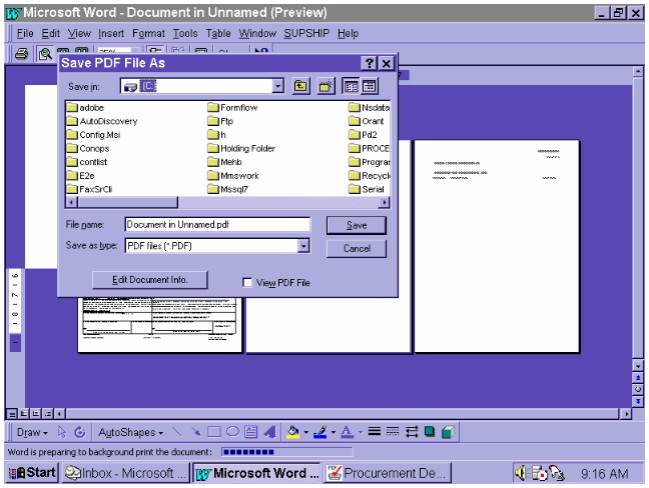


Figure 67 – Not for Disclosure Outside the Government

4.4.3 Releasing the Award

The award document must be fully approved in order to release it. For bilaterally executed awards, the award document will have been approved prior to forwarding to the Contractor for signature (this is required in order to remove the "Draft" watermark from the bilateral document prior to printing). Note: The award document does not necessarily need to be approved by the Contracting Officer who will release the document, follow local procedures. Upon receipt of the hardcopy executed by the Contractor, the user must provide both the executed hardcopy of the award document as well as the award object in PD^2 to the Contracting Officer for signature, if required by the local site, otherwise just the award object in PD^2 will be forwarded. The PD2 award document is routed to the Contracting Officer but the user does not need to include an Approval Sheet in the routing process since the document will have already been approved. The Contracting Officer must first "Unapprove" the award in order to add the Effective Date prior to release of the award (this does not apply to Unilateral awards). Once the Effective Date is added the award document is then "Approved" by the Contracting Officer who then releases the award document.

For unilateral awards as with bilateral awards the award document must be fully approved in order to release it. The document must either be approved prior to forwarding the document to the Contracting Officer for signature or must be done in conjunction with the release of the document by the Contracting Officer. Note: The award document does not necessarily need to be approved by the Contracting Officer who will release the document, follow local procedures. For unilateral awards, refer to local procedures for what types of documents need to be routed in hardcopy, with the award object in PD^2. The PD2 award document is routed to Contracting Officer, however, the user does not need to include an Approval Sheet in the routing process if the document has already been approved.

The award is released by highlighting the award object on the desktop and selecting **Procurement → Pre-Award / Award → Awards → Release Award** – Figure 68. A "Released" stamp will be displayed on the desktop object upon release – Figure 69. The name, title, date, email address and bitmap signature of the Contracting Officer releasing the award will appear on the award document, the signature will appear if the site has elected to use bitmap signatures.

Unilateral awards printed from the releasing Contracting Officer's computer contain the printed electronic bitmap signature and do not require manual execution. The award with the printed electronic bitmap signature is placed in the award file with the original offer.

See local procedures for the following. Bilateral awards must be manually executed in addition to being released in PD2. In order to create a hardcopy of the bilateral award document with both the Contractor's and the Contracting Officer's signature, the Contracting Officer must manually execute the document signed by the Contractor. The contract file will then contain the front page of the award with just the Contracting Officer's PD2 electronic signature and the front page with the manual signatures of both the Contractor and the Contracting Officer along with the entire contractual document. *Note: to insure that the electronic distribution copy of the award document reflects the actual award, care must be taken to insure the manual execution of the award and release of the award in PD2 occur on the same date and are accomplished by the same Contracting Officer.*

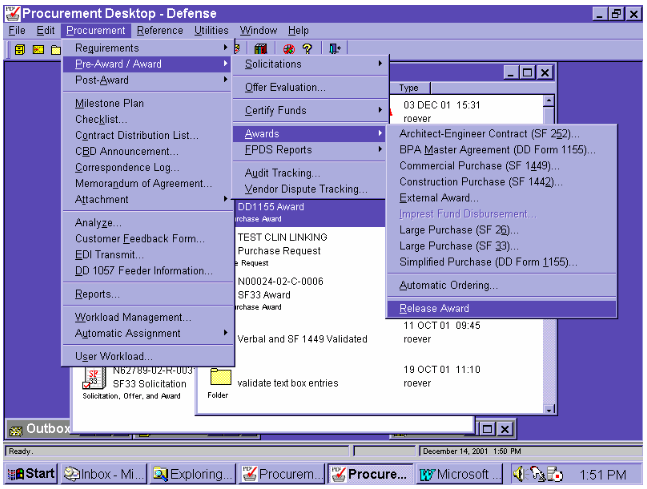


Figure 68 – Not for Disclosure Outside the Government

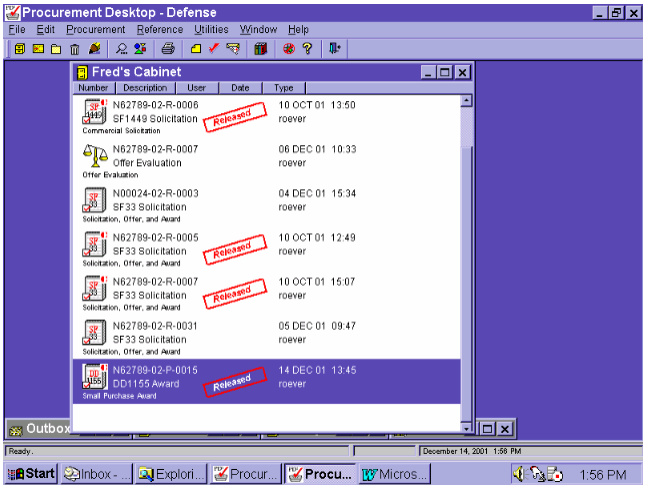


Figure 69 – Not for Disclosure Outside the Government

4.4.4 Distributing the Award Document

4.4.4.1 Electronic Document Access (EDA)

All SPS awarded actions will be posted to the Navy – Air Force Interface (NAFI) website. The process for transmitting this information is set by local policy. PD^2 has a transmission feature for EDA. This utility does not require the user to take any action to initiate the transmission. Awards released in PD^2 can be automatically saved to a specified directory for transmission on a pre-defined periodic basis if the site choices to use this feature. Documents listed in Section J, List of Documents, Exhibits, and Other Attachments (or other equivalent list of exhibits and attachments) are not transmitted by the PD^2 EDA transmission and must be manually uploaded to the NAFI site unless other means of obtaining the document are specified in the award document. See your local procedures.

4.5 QUICK REFERENCE GUIDES

4.6 SIMPLIFIED ACQUISITION

Creating an FSS Order or Commercial FSS Order

An FSS (GSA) Order can be created by selecting **Procurement → Post-Award → Orders → FSSOrder/DO/TO (DD Form 1155) or Procurement → Post-Award → Orders → Commercial FSS Order/DO/TO (SF 1449)** – Figure 8. Attach the Purchase Request as previously instructed.

The user then selects the appropriate radio button for Delivery/Task Order or GSA Schedule Order within the Create New Delivery Order window – Figure 9.

When a GSA Schedule Order is selected, the user will then select the appropriate GSA Schedule from the GSA Number field of the Create New GSA Schedule Order window – Figure 12 - or the user may add a new GSA Schedule if the desired Schedule does not appear as a selection. The user may then edit the SPIIN as needed. The user enters the Description of the GSA Schedule Order in the Create New GSA Schedule Order dialog box – Figure 12.

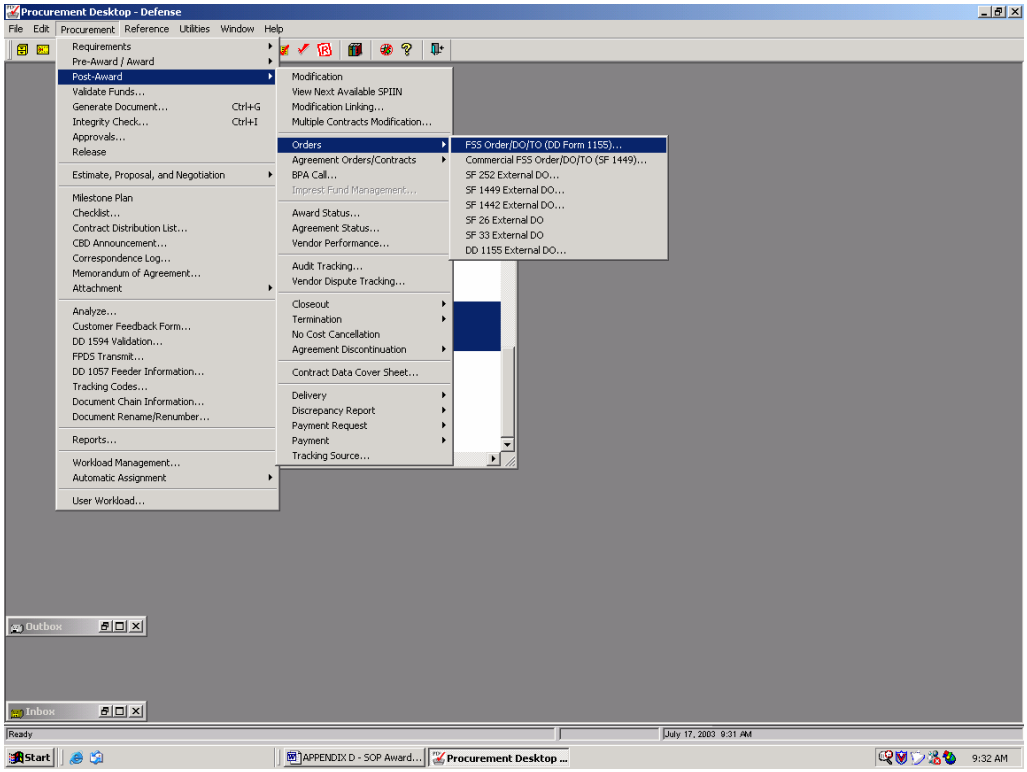


Figure 8 – Not for Disclosure Outside the Government

DD1155 Tabs

"Create New DD1155 Delivery Order" Dialog Box

4.6.1 Create New SF1449 Commercial Contract Award Dialog Box

Field	Default Category	Field Category	Instructions/Remarks
Large Purchase/Small Purchase	DE	M	Select the correct radio button for the award.
Number	DE	M	
Description	See Remarks	M	Defaults to Object Type. Site may require editing to reflect PR Description.

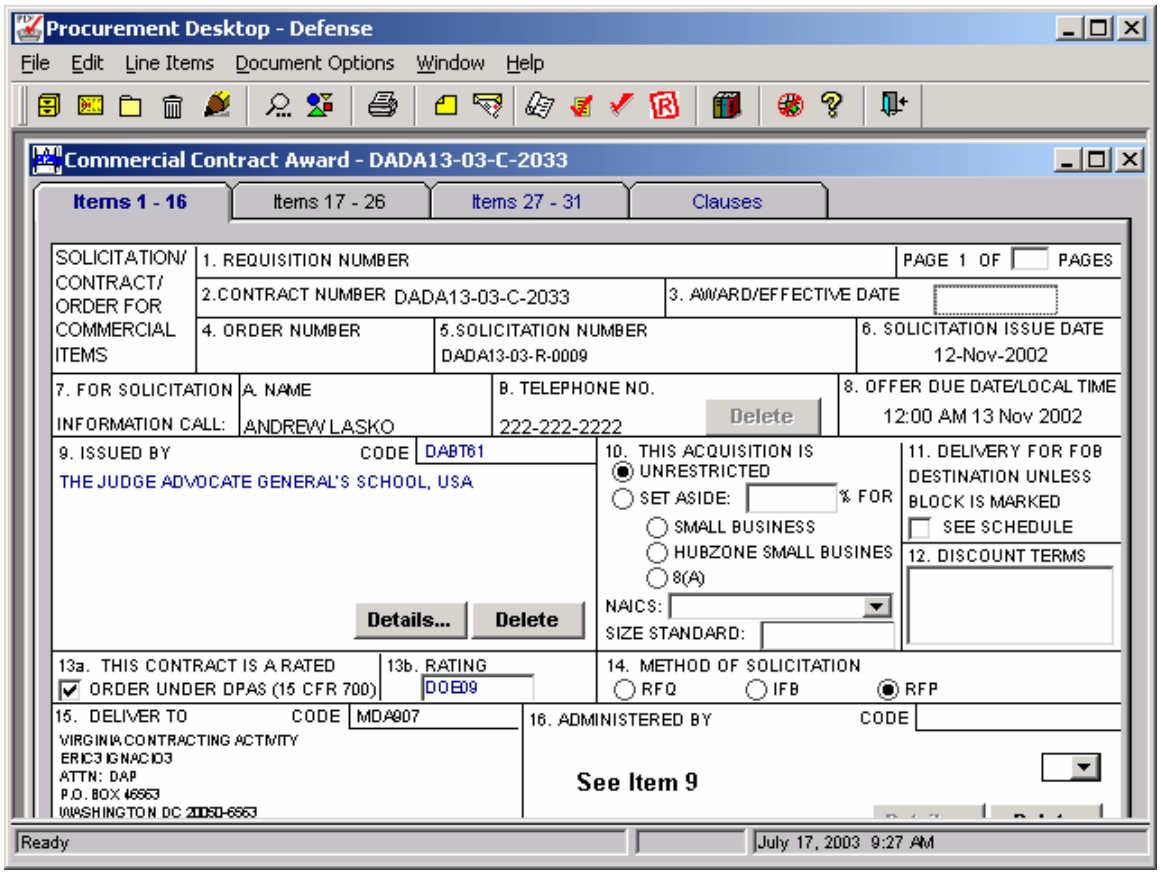
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 1-16 Tab

- Award / Effective Date (Mandatory)
- Issued by (Mandatory – enter or validate if default)
- Unrestricted / Set-Aside Indicator (Mandatory – validate default and edit as required)
- Set Aside Percentage (Required when “Set Aside” radio button toggled)
- Set Aside Type (Required when “Set Aside” radio button toggled)
- SIC (Required when “Set Aside” radio button toggled)
- Size Standard (Required when “Set Aside” radio button toggled)
- Discount Terms (Required when Applicable – enter or validate if default from Offer/Evaluation)
- Administered by (Required if Administering Office is different than Issuing Office)

SF1449 Items 1-16 Tab



Field	Default Category	Field Category	Instructions/Remarks
Requisition Number	See Remarks	See Remarks	Pulls forward from a solicitation, if making award off of a solicitation. For informally solicited actions and delivery orders, pulls forward from PR.
Contract Number	D	M	Default based on PIIN entered in "Create New" dialog box
Award/Effective Date	N/A	M	
Order Number	D	RWA	Defaults based on SPIIN entered in "Create New" dialog box
Solicitation Number	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders –
Solicitation Issue Date	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
For Solicitation Information Call - Name	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
For Solicitation Information Call – Telephone No.	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
Offer Due Date / Local Time	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
Issued By	See Remarks	M	BE SURE TO EDIT AS NECESSARY TO REFLECT THE PROPER ISSUING OFFICE!
Issued By Code	D	M	Default based on "Issued By" selection
Unrestricted / Set Aside Indicator	See Remarks	M	Default based on Solicitation. No default on informally solicited actions or delivery orders.
Set Aside Percentage	See Remarks	RWA	Default based on Solicitation. No default on informally solicited actions or delivery orders.
Set Aside Type	See Remarks	RWA	Default based on Solicitation. No default on informally solicited actions or delivery orders.

SIC			
Size Standard	See Remarks	RWA	Default based on Solicitation. No default on informally solicited actions or delivery orders.
FOB Destination Exception Indicator	D		Default based on line item entries
Discount Terms	DE	RWA	Default based on entry in Offer/Evaluation. No default for delivery orders.
Rated Order Indicator	DE	M	Default based on Solicitation. For informally solicited actions defaults to checked if PR had a DPAS Priority Rating. No default for delivery orders. Must be entered manually.
Rating	DE	M	Default based on Solicitation. For informally solicited actions default based on PR. No default for delivery orders. Must be entered manually. Should be set to Priority Rating in PR for delivery order.
Method of Solicitation	See Remarks	RWA	Default based on source Solicitation. Not applicable to informally solicited actions or delivery orders.
Deliver To	D		Default based on line item entries
Deliver To Code	D		Default based on line item entries
Administered By	DE	RWA	Defaults to "See Item 9". Revise as necessary
Administered By Code	D	RWA	Default based on selection of alternate Admin Office

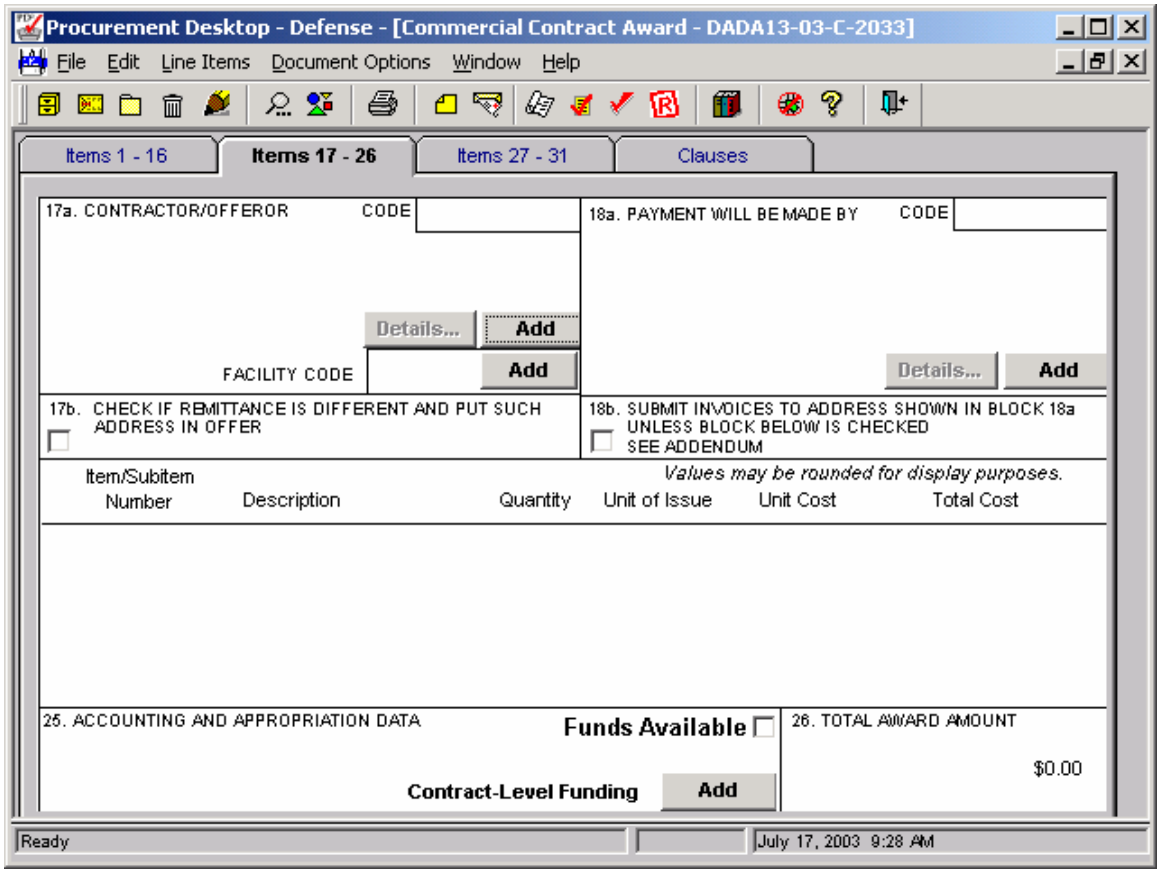
Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

Items 17-26 Tab

- Contractor/Offeror (Mandatory – enter or validate if default from Offer/Evaluation)
- Payment Office (Mandatory – enter or validate if default)
- Alternate Remittance Location – Checkbox (Required when Applicable)
- Alternate Invoice Submission Location – Checkbox (Required if Invoices are to be mailed to other than the Payment Office in Block 18a)

SF1449 Items 17-26 Tab



Field			Instructions
	Default Category	Field Category	
Contractor/Offeror	D	M	Defaults to Offeror selected for Award in Offer/Evaluation. For delivery orders defaults to Vendor in Indefinite Delivery contract.
Cage Code	D	M	Defaults based on selected Vendor.

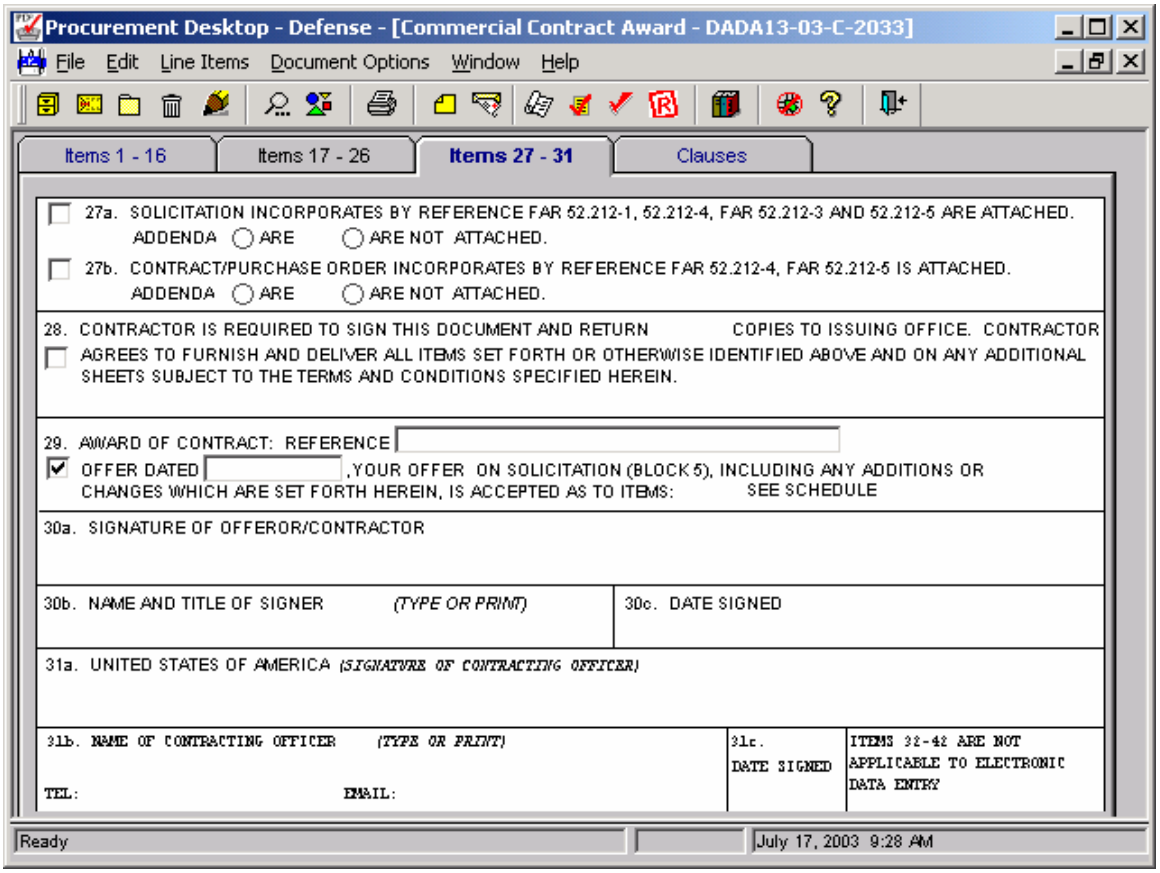
Facility Code			
Payment Office	See Remarks	RWA	May be defaulted based on User Preferences established by the User. For delivery orders, defaults to payment office in Indefinite Delivery contract.
Payment Office Code	D	M	Default based on selection of Payment Office
Alternate Remittance Location checkbox	N/A	RWA	Note: if checked on Indefinite Delivery contract, does NOT default to checked on the delivery order. Must be entered by user.
Alternate Invoice Submission Location checkbox	N/A	RWA	Note: if checked on Indefinite Delivery contract, does NOT default to checked on the delivery order. Must be entered by user.

NO OTHER DATA IS ENTERED IN THIS SCREEN. CONTRACT LEVEL FUNDING IS PROHIBITED FOR NEW AWARDS.

Items 27-31 Tab

- Return Number of Copies (Required when "Agrees to Furnish" checkbox is checked – defaults to "2" – edit as desired)
- Agrees to Furnish – Checkbox (Required when Bilateral Signature is Required)
- Award of Contract – Checkbox (Required when Award is based on acceptance of submitted offer)
- Offer ID# (Required when "Award of Contract" checkbox is checked)
- Offer Date (Required when "Award of Contract" checkbox is checked)
- As to Items (Required when "Award of Contract" checkbox is checked)

SF1449 Items 27-31 Tab



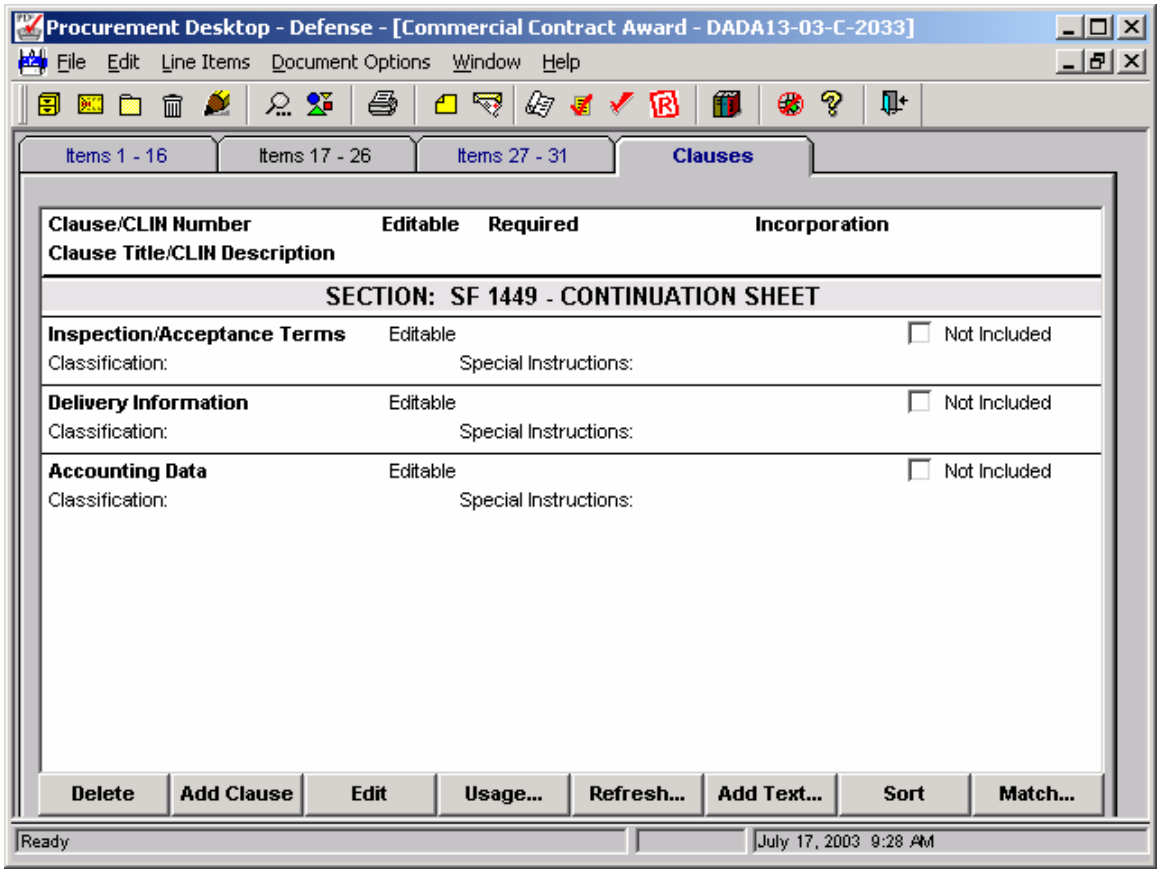
Field	Default Category	Field Category	Instructions/Remarks
Return Number of Copies	See Remarks	RWA	Defaults to “2” if “Agrees to Furnish” checkbox is checked
“Agrees to Furnish” checkbox	N/A	RWA	Required when bilateral signature is required. NOTE: Commercial ***Delivery Orders*** can only be done unilaterally in the current version of PD2. The draft watermark remains on the document until signature. This has been corrected in V4.2.
Award of Contract checkbox	N/A	RWA	Required when award is based on acceptance of submitted offer
Offer ID #	N/A	RWA	Required when Award of Contract checkbox is checked

Offer Date	N/A	RWA	Required when Award of Contract checkbox is checked

Field Category: M= Mandatory RWA=Required when Applicable O=Optional N/A=Do Not Use

Default Category: D=Default DE=Default – User Edit

SF1449 Clauses Tab



Clauses and text may be added and edited. Clauses may be toggled to “By Reference” or “By Full Text”. Clauses may be matched to line items. See section 4.1.7 for Clause information.

4.7 DD Form 350

4.7.1 Creating / Validating the DD 350

The DD Form 350 can be created by highlighting any award or modification form in PD2 and selecting Procurement → Pre-Award / Award → FPDS Reports → DD Form 350 – Figure 70.

The user selects the Fiscal Year – Figure 71 - and is then presented with a "Create New DD 350" dialog box – Figure 72. If the user has highlighted an award or modification in creating the DD 350, the Report Type will default to "Original". If the user has highlighted a previous DD 350, the Report Type will default to "Correcting". The Contracting Office will default to the Issuing Office in the Award document or Delivery Order.

The Report Number will be assigned by the system in sequential order for each Contracting Office. For modifications, the Contracting Office is defaulted to the Procuring Activity for the Award document and cannot be edited.

In creating the DD 350 – Figure 73 – much of the data will be populated based on the logic within the PD2 FPDS Engine. The data entered for the award, vendor information, other organizational data, and the presence or absence of clauses all play an important role in populating the fields of the DD 350. This, of course, does not relieve the Procurement Official from responsibility for ALL data within the DD 350. There are data fields which are not based on automated input.

Once the information has been entered into the DD350, the user should run the edit validations by selecting DD 350 Information → Run Validation – Figure 74 - from the menu. This will bring up the Validation Rules Summary window – Figure 75. The user should click on the "Fail" radio button to display only the failed DD350 edits. By double clicking on an individual rule the user can see the full rule displayed. The user can also print the list of failed edits to assist the user in making the necessary corrections to the DD350. The document will not be able to be signed until there are no failed edits.

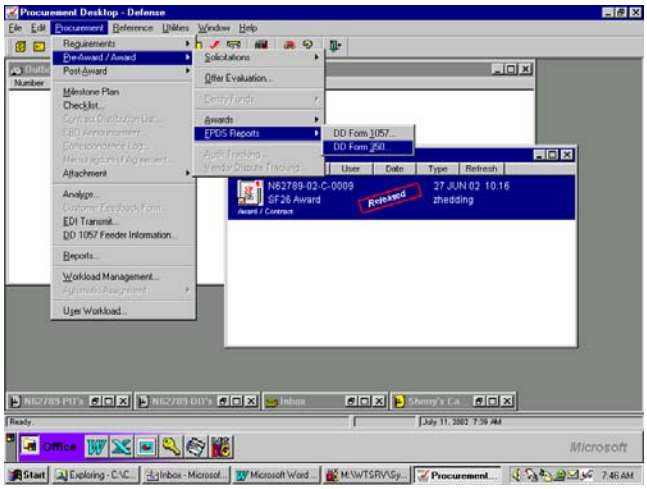


Figure 70 – Not for Disclosure Outside the Government

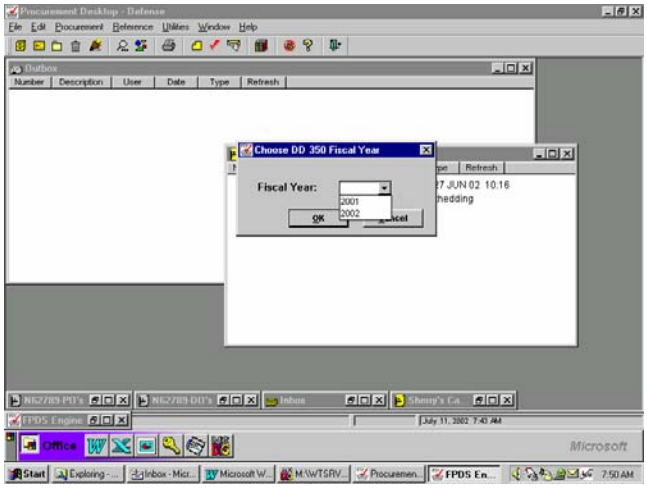


Figure 71 – Not for Disclosure Outside the Government

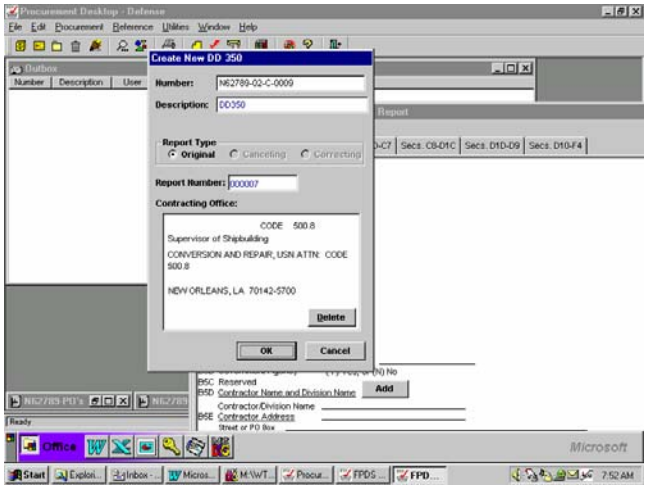


Figure 72 – Not for Disclosure Outside the Government

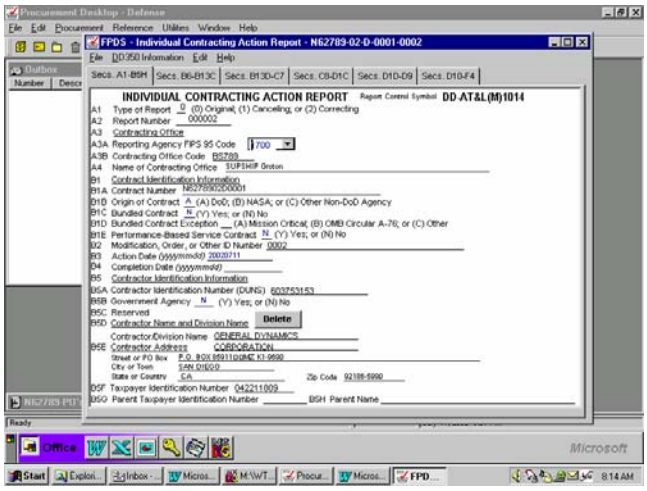


Figure 73 – Not for Disclosure Outside the Government

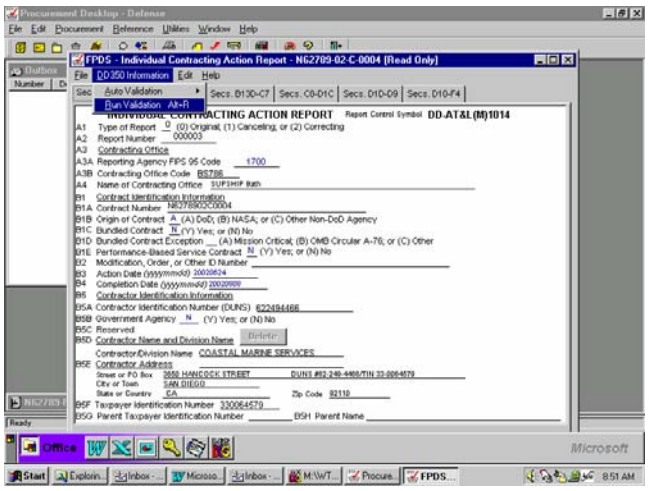


Figure 74 – Not for Disclosure Outside the Government

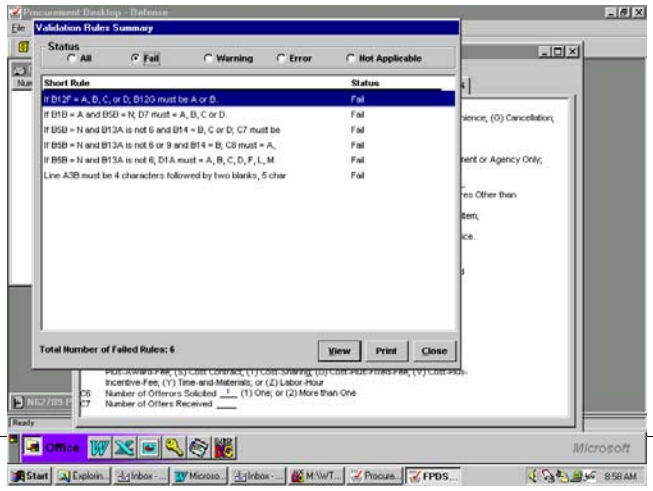


Figure 75 – Not for Disclosure Outside the Government

4.7.2 Checklist Guidance for DD 350s

The following provides guidance for the completion of the DD 350:

- ❑ DD 350 Checklist for Large Contract Awards
- ❑ B1E - Enter “Y” if Performance Based Service Contract
- ❑ B4 – For IDCs – enter the Ordering Period End Date
- ❑ B6A – Select City/Place
- ❑ B9 – Enter “Y” if any line item is Foreign Military Sales
- ❑ B11 – Set to “0” unless multiyear or IDC w/o obligation
- ❑ B12C – For IDCs – enter Code “000”
- ❑ B12D – Enter NAICS
- ❑ B12F – For supplies – validate default code – edit as necessary
- ❑ B13C – Enter “M” for Multiple Award IDCs
- ❑ B13E – Enter appropriate code for Multiple Award IDCs
- ❑ B13F – For IDCs – validate default code – edit as necessary
- ❑ B15 – Enter code if IT supplies or services
- ❑ B16 – Enter if IT supplies or services
- ❑ C1 – Validate default code – edit as necessary
- ❑ C2 – If not synopsized – validate default code – edit as necessary
- ❑ C3 - Validate default code – edit as necessary
- ❑ C4 - Validate default code – edit as necessary
- ❑ C6 - Validate default – edit as necessary
- ❑ C7 – Enter number of offers received
- ❑ C8 – Enter Code if:
- ❑ Two-Step Sealed Bid
- ❑ Other Than Full and Open Competition

- Set-Aside
- Alternative Source Exclusion
- Multiple Award Schedule
- C9 – Enter code if award was made on SF1449 and based on Other
- than Full and Open Competition
- C11 – Enter code if Cost or Pricing Data Obtained / Waived
- C12 - Validate default code – edit as necessary
- C13A – Enter code if Foreign End Product or Service
- C13B – Enter code if Foreign End Product or Service
- D1C – If D1A is not A or B – set to "blank"
- D2 – If D1A is B or C – enter appropriate code
- D3 – If D1A is C – enter appropriate code
- D4A - Validate default code – edit as necessary
- D4B - Validate default code – edit as necessary
- D4C – Enter if D4A is E, F, or G or D4B is B, C, D, or E
- D7 – Enter appropriate code
- D8 - Validate default code – edit as necessary
- D9 – Enter "Y" if SB Competitiveness Demonstration Program
- D10 – Enter if D9 is "Y" and contractor is a small business
- D11 – Enter if D9 is "Y" and designated industry group

4.7.3 Approving / Signing the DD 350

DD350's cannot be flagged for transmission until they have been signed and approved. Once the DD 350 passes all edits, an Approval Sheet must be created and attached to the DD 350 prior to routing for approval. See "Creating an Approval Sheet" under "Routing / Approving / Releasing the Award". The same process is followed; however, the user must highlight the DD 350 on the desktop and select the site's appropriate routings for the DD 350.

Once the Approval Sheet has been created for the DD 350, the user may then route the DD 350, with approval sheet attached, to obtain the necessary approvals. See "Routing the Award for Approval" under

"Routing / Approving / Releasing the Award". The same process is followed; however, the user will highlight the DD 350 on the desktop rather than highlighting the award and will select the site's appropriate routings for approval of the DD 350.

Unlike the Award, the DD 350 must be signed BEFORE being approved since the document becomes "Read Only" upon approval and the signature cannot thereafter be affixed without unapproving the document. Consequently, upon receipt of the DD 350 by the Contracting Officer's for signature, Block F1 – Figure 76 - should be verified as containing the correct Procurement Official's name and the document "signed" by clicking on the "Sign" button next to Block F2. This will fill Block F2 with the bitmap signature of the Procurement Official and will also fill Block F4 with the date signed. The document is then saved and closed. NOTE: the signature process will not be able to occur if there are failed edits.

In order to Approve the document, the Procurement Official must highlight the DD 350 on the desktop, access the Approval Sheet (File → Approvals or [Approval] icon on toolbar) and annotate approval of the DD 350 accordingly.

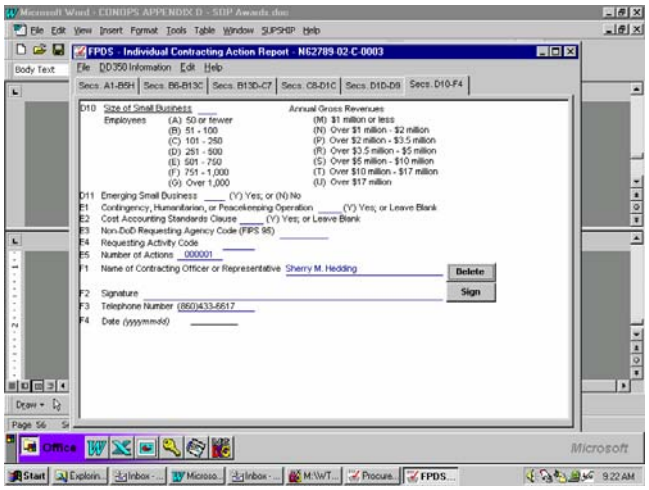


Figure 76 – Not for Disclosure Outside the Government

Flagging the DD 350 for EDI Transmit

After signing and approving the DD 350, the document must be "flagged" for EDI transmit. Performing the "EDI transmit" task simply creates a flat file for each DD350 document flagged for transmission.

To "flag" a DD 350 for EDI transmit the user must highlight the DD 350 on the desktop and select Procurement → EDI Transmit from the menu bar – Figure 77. A message will advise the user that "File(s) for Transaction Set 350 has been flagged for transmission" – Figure 78. No further action is required of the user.

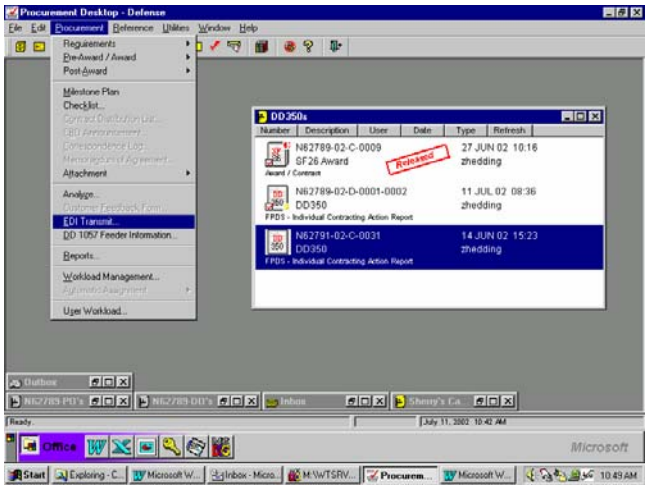


Figure 77 – Not for Disclosure Outside the Government

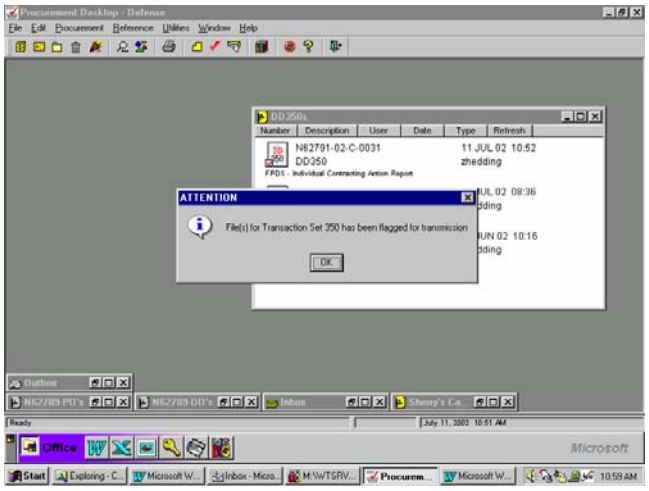
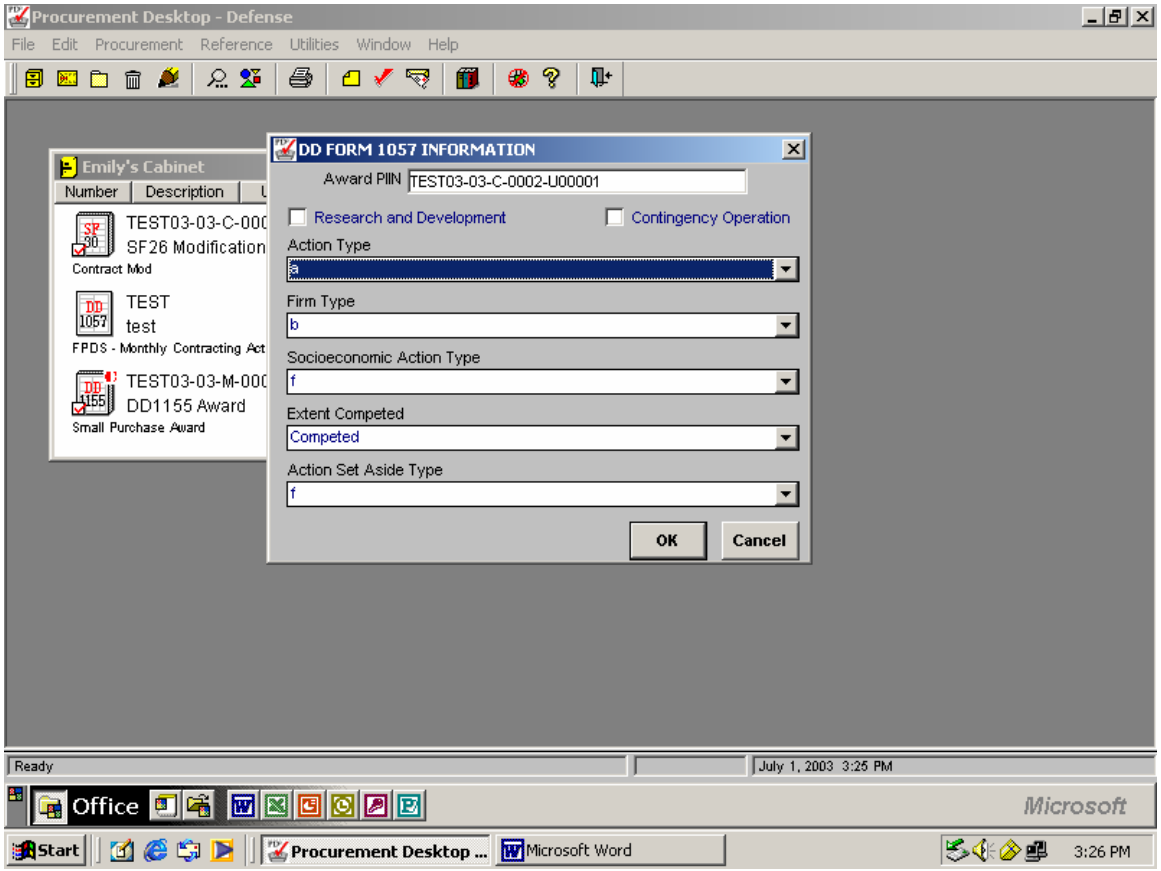


Figure 78 – Not for Disclosure Outside the Government

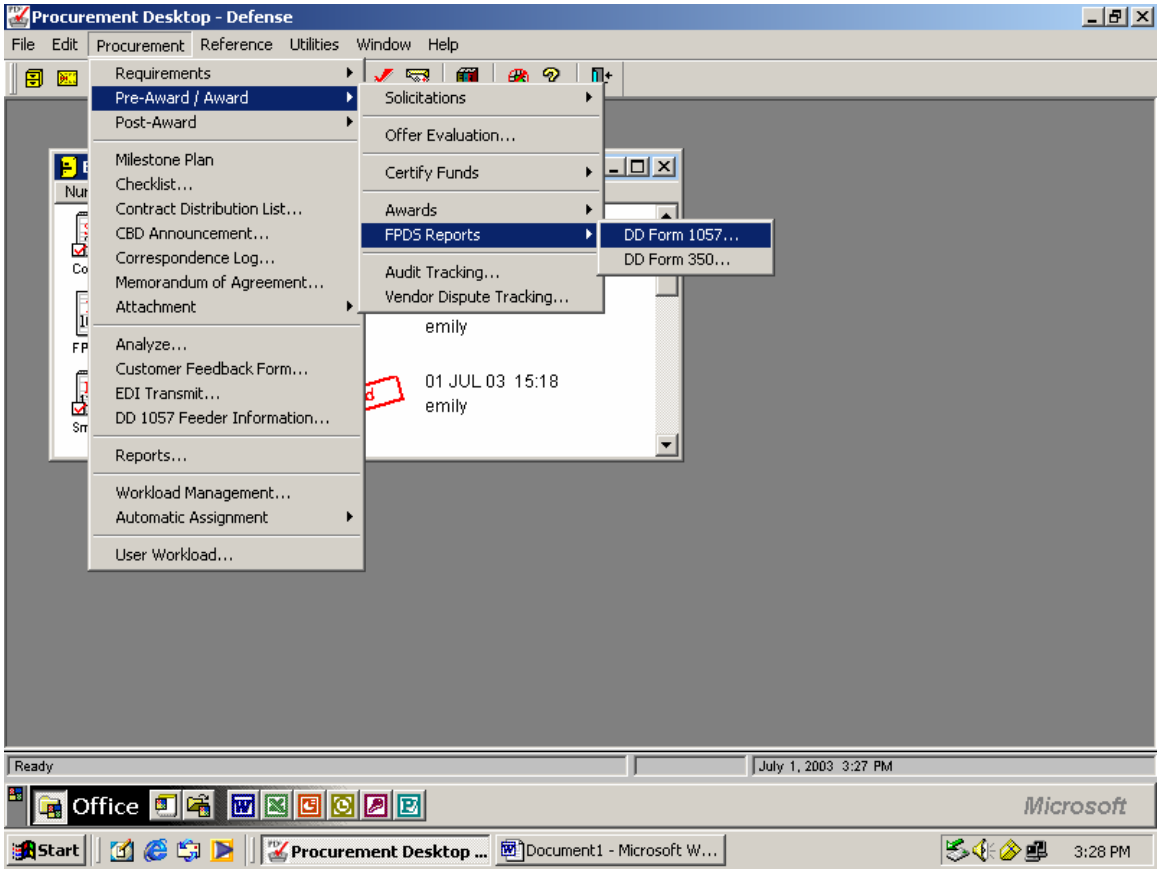
4.8 DD1057

This is the DD1057 Feeder Sheet that the user MUST fill out for each action that is under $25,000. They are asked if they want to complete the feeder sheet prior to release of the document, the user can answer to award without completing the feeder sheet.



To create the monthly DD 1057 report:

Select **Procurement → Pre-Award → FPDS** Reports→ **DD Form 1057** from the **PD^2 Menu Bar**;



In the Create New DD 1057 Report window, enter a report number and

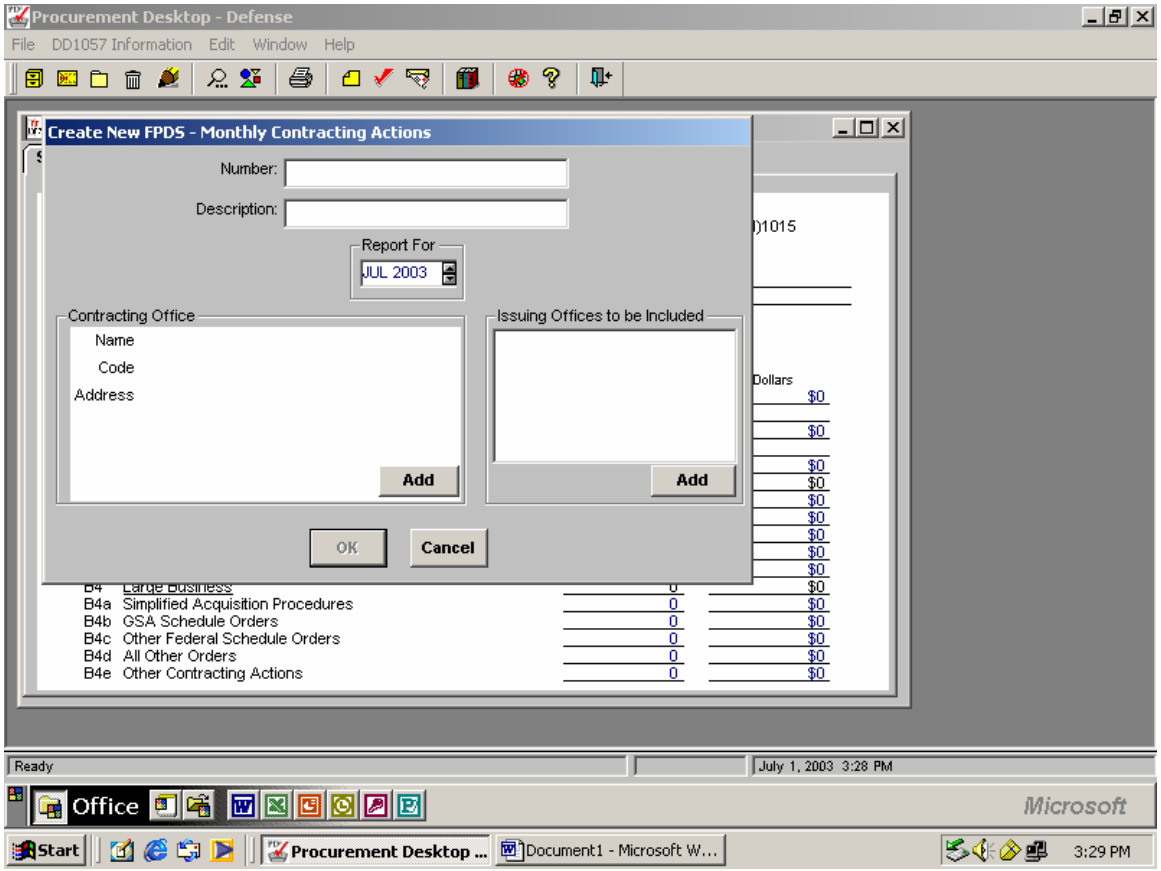
description in the **Number** and **Description** fields in accordance with your

Local procedures;

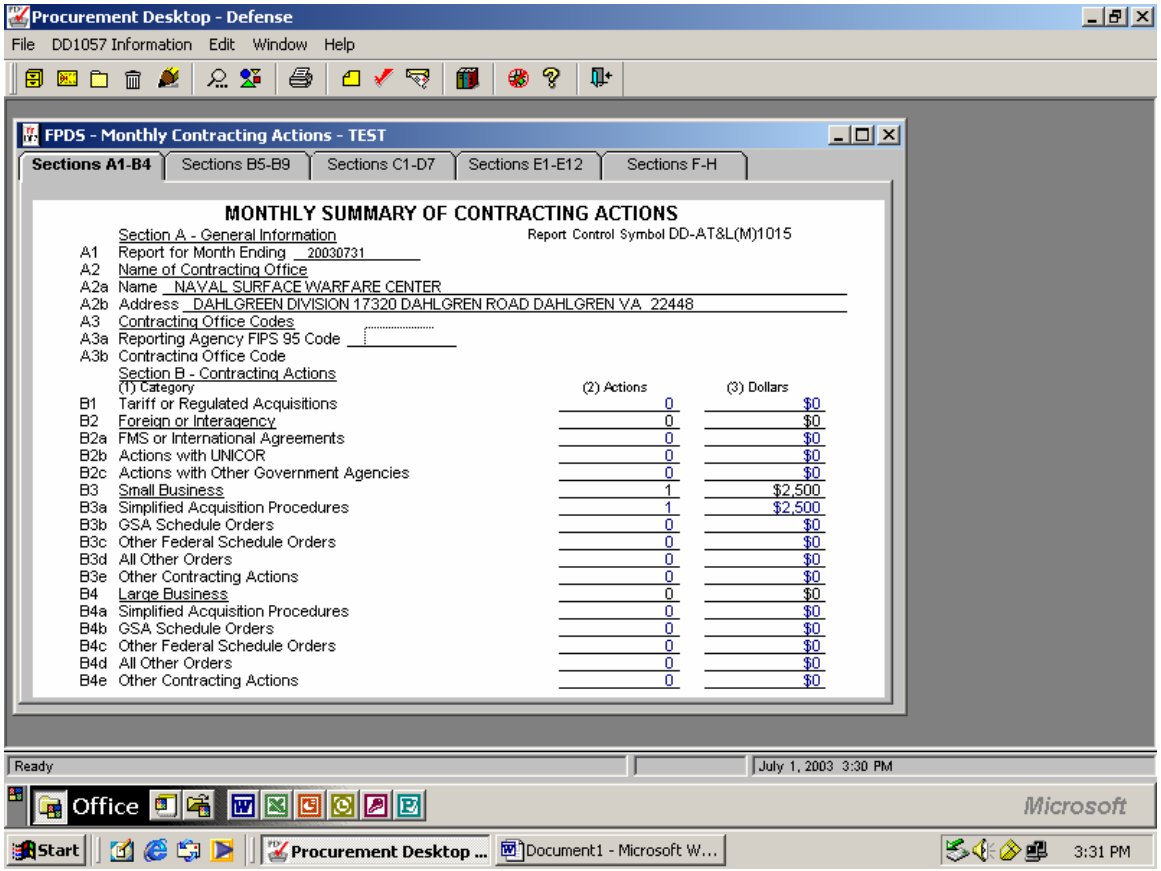
Select the month and year in the Report For field (NOTE: this field automatically defaults to the current month and year);

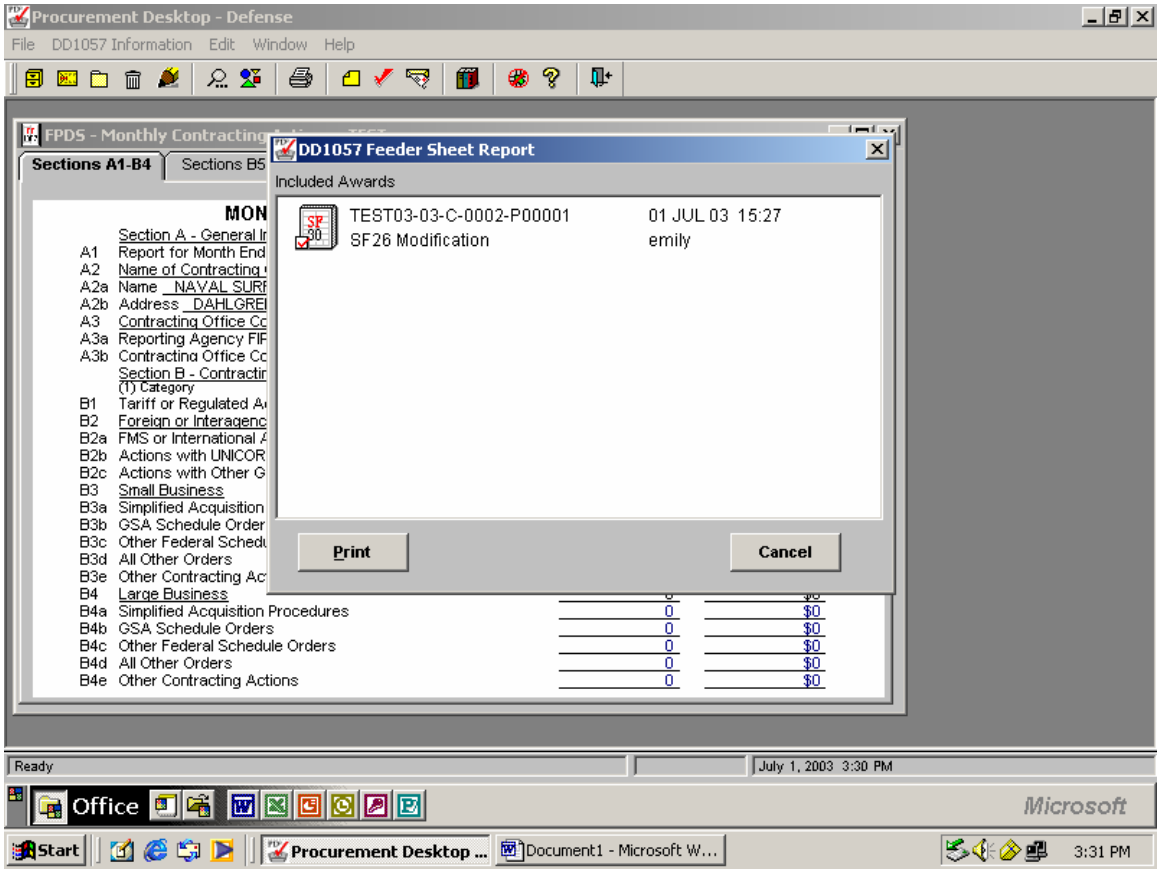
Select the Contract Office, then add any additional Issuing Offices to the

Issuing Offices to be Included field;



Click [OK] to create the report.


Procurement Desktop - Defense
File DD1057 Information Edit Window Help
FPDS - Monthly Contracting Actions - TEST
Sections A1-B4
Sections B5-B9
Sections C1-D7
Sections E1-E12
Sections F-H
MONTHLY SUMMARY OF CONTRACTING ACTIONS
Section A - General Information
Report Control Symbol DD-AT&L(M)1015
A1 Report for Month Ending 20030731
A2 Name of Contracting Office
A2a Name NAVAL SURFACE WARFARE CENTER
A2b Address DAHLGREEN DIVISION 17320 DAHLGREN ROAD DAHLGREN VA 22448
A3 Contracting Office Codes
A3a Reporting Agency FIPS 95 Code
A3b Contracting Office Code
Section B - Contracting Actions
(1) Category (2) Actions (3) Dollars
B1 Tariff or Regulated Acquisitions 0 $0
B2 Foreign or Interagency 0 $0
B2a FMS or International Agreements 0 $0
B2b Actions with UNICOR 0 $0
B2c Actions with Other Government Agencies 0 $0
B3 Small Business 1 $2,500
B3a Simplified Acquisition Procedures 1 $2,500
B3b GSA Schedule Orders 0 $0
B3c Other Federal Schedule Orders 0 $0
B3d All Other Orders 0 $0
B3e Other Contracting Actions 0 $0
B4 Large Business 0 $0
B4a Simplified Acquisition Procedures 0 $0
B4b GSA Schedule Orders 0 $0
B4c Other Federal Schedule Orders 0 $0
B4d All Other Orders 0 $0
B4e Other Contracting Actions 0 $0
Ready
July 1, 2003 3:30 PM
Office
Microsoft
Start
Procurement Desktop ...
Document1 - Microsoft W...
3:31 PM

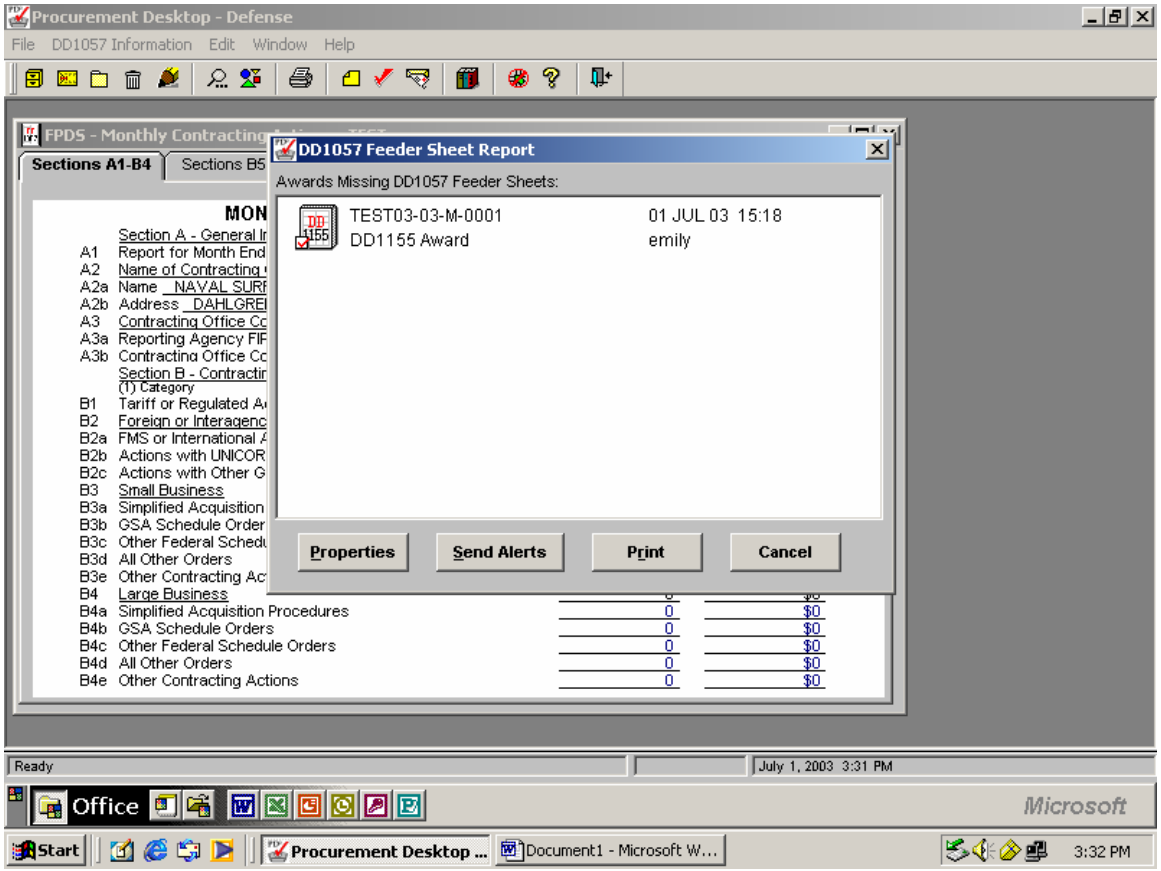


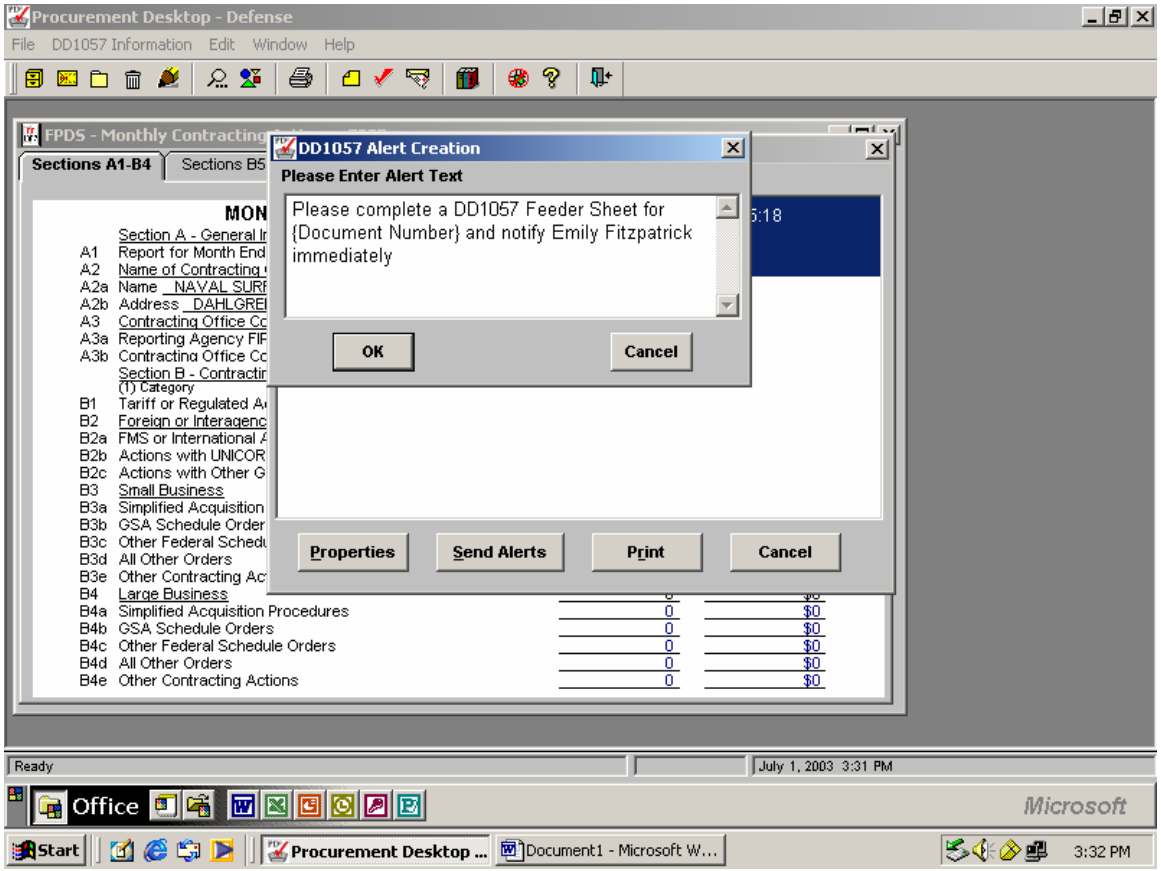
Once the actual report opens, select **DD 1057 Information → Reports → Missing**

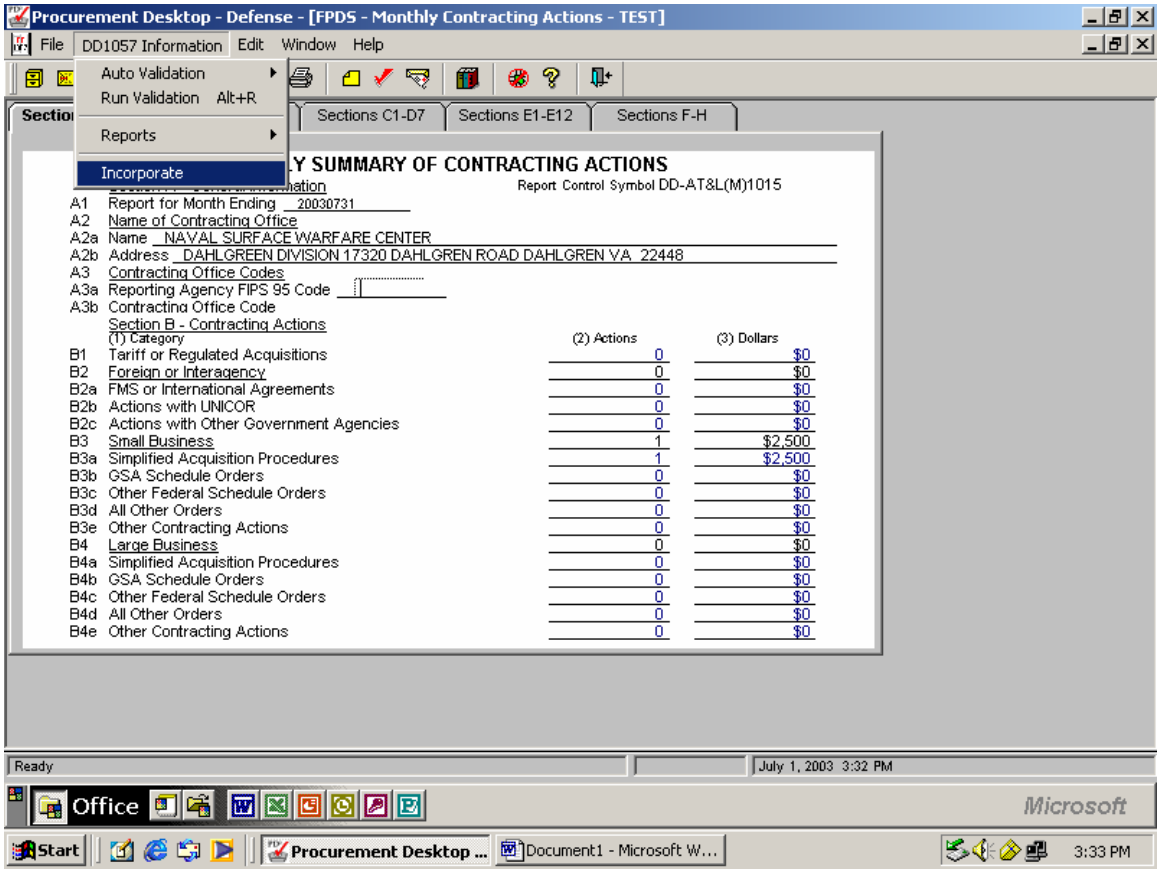
DD1057 Feeder Sheets from the DD 1057 menu. This report displays a list of all

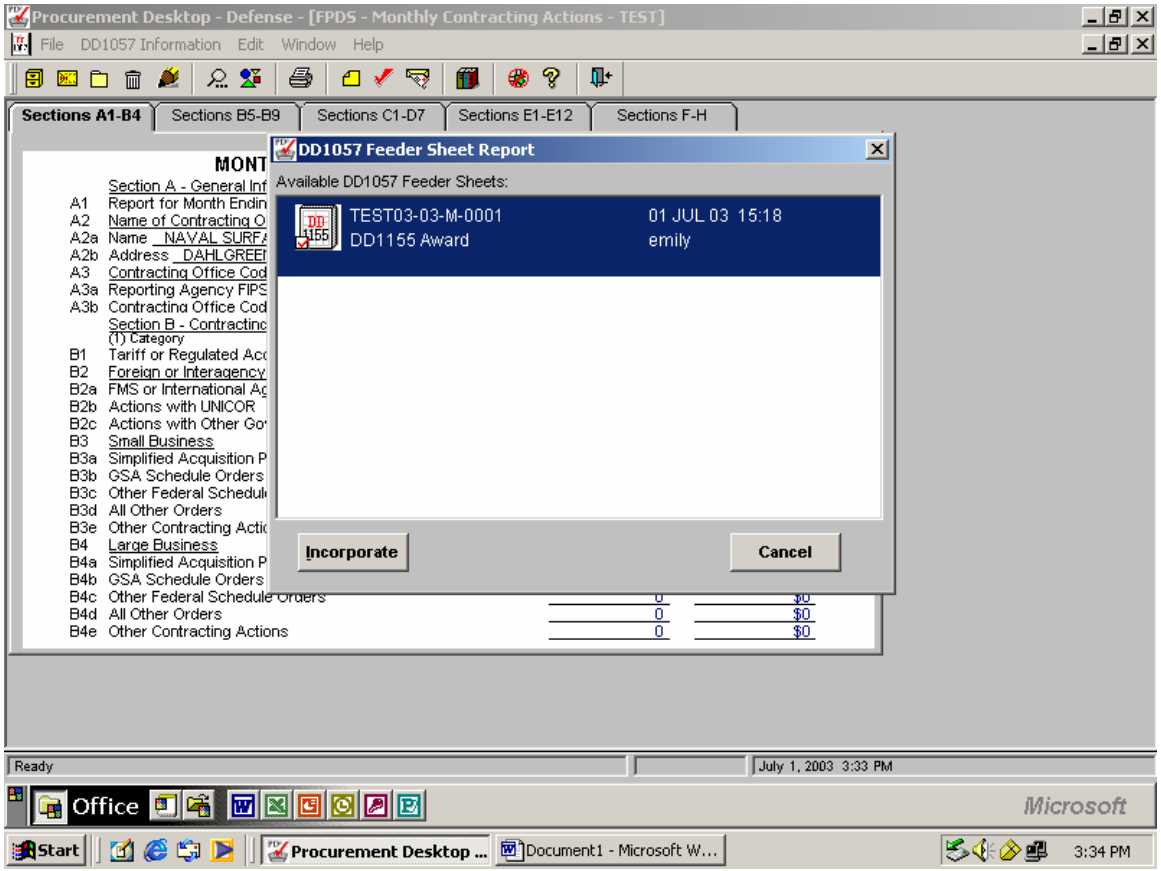
Actions that should be included but do not have feeder Sheets. From the missing feeder sheet screen, you can view each document's properties to determine the owning user

and the documents current location. You will then be able to notify the document's owner that a feeder sheet should be generated and print the listing of documents missing feeder sheets. Once you have notification that the feeder sheets have been completed Open the **DD 1057 → DD 1057 Information → Incorporate** and the list of feeder sheets to incorporate will show up. Select the sheets to incorporate and hit the **Incorporate** button. The sheets will be added to the DD 1057. You may also review the list of Feeder Sheets that are included in the report. The DD 1057 must be approved and signed then it can be flagged for EDI transmission if the site wants to transmit using PD^2.

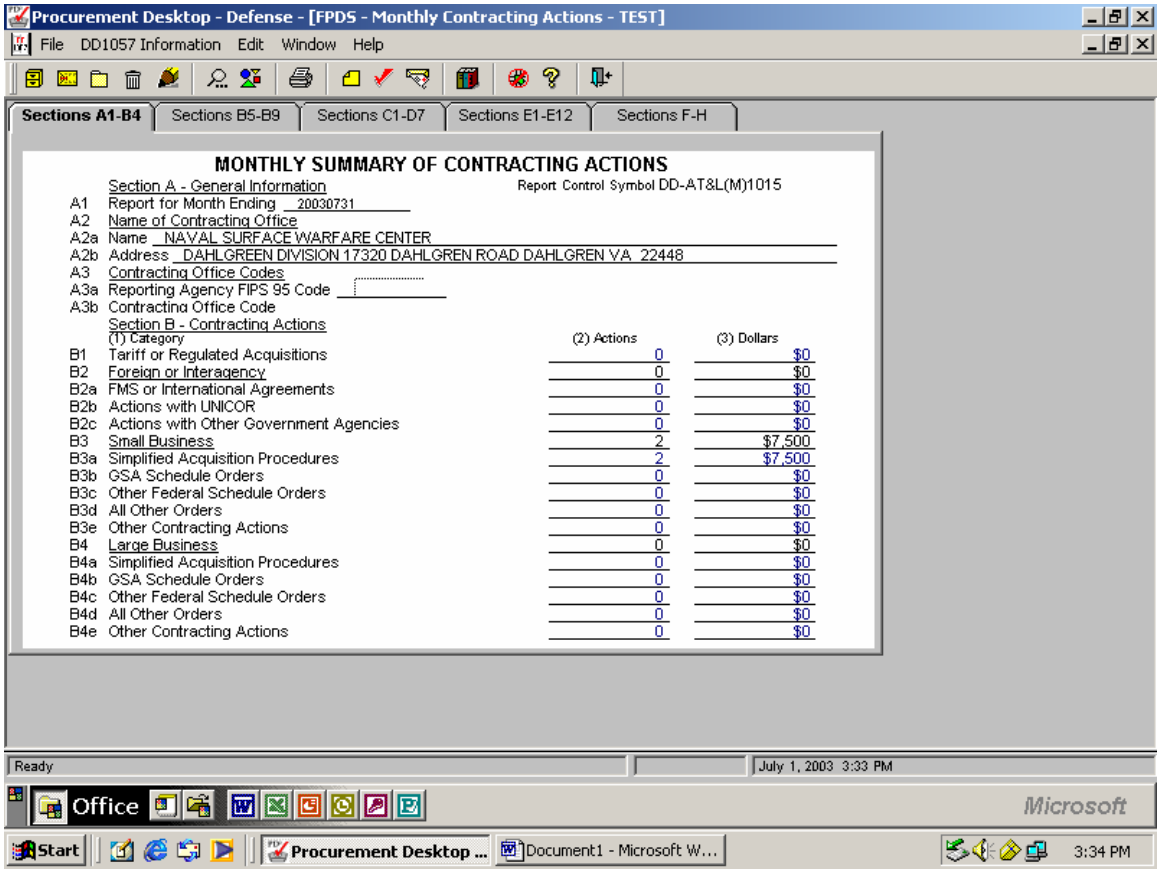

Procurement Desktop - Defense
File DD1057 Information Edit Window Help
FPDS - Monthly Contracting
Sections A1-B4
Sections B5
DD1057 Feeder Sheet Report
Awards Missing DD1057 Feeder Sheets:
TEST03-03-M-0001
01 JUL 03 15:18
DD1155 Award
emily
Properties
Send Alerts
Print
Cancel
Section A - General
A1 Report for Month End
A2 Name of Contracting
A2a Name NAVAL SURF
A2b Address DAHLGREI
A3 Contracting Office Co
A3a Reporting Agency FIP
A3b Contracting Office Co
Section B - Contractin
(1) Category
B1 Tariff or Regulated A
B2 Foreign or Interagenc
B2a FMS or International A
B2b Actions with UNICOR
B2c Actions with Other G
B3 Small Business
B3a Simplified Acquisition
B3b GSA Schedule Order
B3c Other Federal Schedu
B3d All Other Orders
B3e Other Contracting Ac
B4 Large Business
B4a Simplified Acquisition Procedures 0 $0
B4b GSA Schedule Orders 0 $0
B4c Other Federal Schedule Orders 0 $0
B4d All Other Orders 0 $0
B4e Other Contracting Actions 0 $0
Ready
July 1, 2003 3:31 PM
Office
Microsoft
Start
Procurement Desktop ...
Document1 - Microsoft W...
3:32 PM


Procurement Desktop - Defense
File DD1057 Information Edit Window Help
FPDS - Monthly Contracting
Sections A1-B4
Sections B5
DD1057 Alert Creation
Please Enter Alert Text
Please complete a DD1057 Feeder Sheet for {Document Number} and notify Emily Fitzpatrick immediately
OK
Cancel
Properties
Send Alerts
Print
Cancel
Section A - General
A1 Report for Month End
A2 Name of Contracting
A2a Name NAVAL SURF
A2b Address DAHLGREI
A3 Contracting Office Co
A3a Reporting Agency FIP
A3b Contracting Office Co
Section B - Contractin
(1) Category
B1 Tariff or Regulated A
B2 Foreign or Interagenc
B2a FMS or International A
B2b Actions with UNICOR
B2c Actions with Other G
B3 Small Business
B3a Simplified Acquisition
B3b GSA Schedule Order
B3c Other Federal Schedu
B3d All Other Orders
B3e Other Contracting Ac
B4 Large Business
B4a Simplified Acquisition Procedures 0 $0
B4b GSA Schedule Orders 0 $0
B4c Other Federal Schedule Orders 0 $0
B4d All Other Orders 0 $0
B4e Other Contracting Actions 0 $0
Ready
July 1, 2003 3:31 PM
Office
Microsoft
Start
Procurement Desktop ...
Document1 - Microsoft W...
3:32 PM


Procurement Desktop - Defense - [FPDS - Monthly Contracting Actions - TEST]
File
DD1057 Information
Edit
Window
Help
Auto Validation
Run Validation Alt+R
Reports
Incorporate
Sections C1-D7
Sections E1-E12
Sections F-H
Report Control Symbol DD-AT&L(M)1015
A1 Report for Month Ending 20030731
A2 Name of Contracting Office
A2a Name NAVAL SURFACE WARFARE CENTER
A2b Address DAHLGREEN DIVISION 17320 DAHLGREN ROAD DAHLGREN VA 22448
A3 Contracting Office Codes
A3a Reporting Agency FIPS 95 Code
A3b Contracting Office Code
Section B - Contracting Actions
(1) Category
(2) Actions
(3) Dollars
B1 Tariff or Regulated Acquisitions 0 $0
B2 Foreign or Interagency 0 $0
B2a FMS or International Agreements 0 $0
B2b Actions with UNICOR 0 $0
B2c Actions with Other Government Agencies 0 $0
B3 Small Business 1 $2,500
B3a Simplified Acquisition Procedures 1 $2,500
B3b GSA Schedule Orders 0 $0
B3c Other Federal Schedule Orders 0 $0
B3d All Other Orders 0 $0
B3e Other Contracting Actions 0 $0
B4 Large Business 0 $0
B4a Simplified Acquisition Procedures 0 $0
B4b GSA Schedule Orders 0 $0
B4c Other Federal Schedule Orders 0 $0
B4d All Other Orders 0 $0
B4e Other Contracting Actions 0 $0
Ready
July 1, 2003 3:32 PM
Office
Microsoft
Start
Procurement Desktop ...
Document1 - Microsoft W...
3:33 PM



DD 1057 Form after incorporating missing feeder sheets, once completed run the validation check, make any necessary corrections, save and print the DD 1057.



Procurement Desktop - Defense - [FPDS - Monthly Contracting Actions - TEST]

File DD1057 Information Edit Window Help

Sections A1-B4 | Sections B5-B9 | Sections C1-D7 | Sections E1-E12 | Sections F-H

MONTHLY SUMMARY OF CONTRACTING ACTIONS

Report Control Symbol DD-AT&L(M)1015

Section A - General Information

A1 Report for Month Ending 20030731

A2 Name of Contracting Office

A2a Name NAVAL SURFACE WARFARE CENTER

A2b Address DAHLGREN DIVISION 17320 DAHLGREN ROAD DAHLGREN VA 22448

A3 Contracting Office Codes

A3a Reporting Agency FIPS 95 Code

A3b Contracting Office Code

Section B - Contracting Actions

	(1) Category	(2) Actions	(3) Dollars
B1	Tariff or Regulated Acquisitions	0	$0
B2	Foreign or Interagency	0	$0
B2a	FMS or International Agreements	0	$0
B2b	Actions with UNICOR	0	$0
B2c	Actions with Other Government Agencies	0	$0
B3	Small Business	2	$7,500
B3a	Simplified Acquisition Procedures	2	$7,500
B3b	GSA Schedule Orders	0	$0
B3c	Other Federal Schedule Orders	0	$0
B3d	All Other Orders	0	$0
B3e	Other Contracting Actions	0	$0
B4	Large Business	0	$0
B4a	Simplified Acquisition Procedures	0	$0
B4b	GSA Schedule Orders	0	$0
B4c	Other Federal Schedule Orders	0	$0
B4d	All Other Orders	0	$0
B4e	Other Contracting Actions	0	$0

Ready | July 1, 2003 3:33 PM

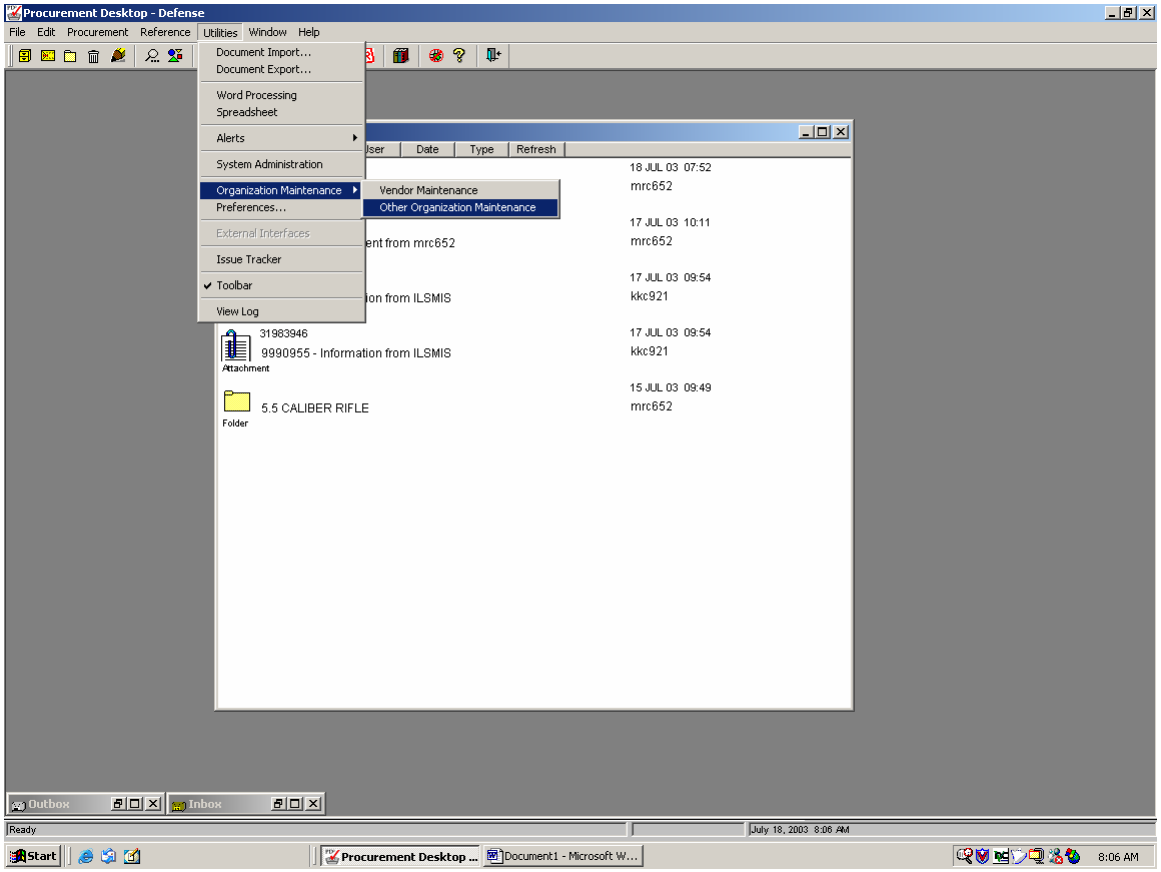
Office Microsoft

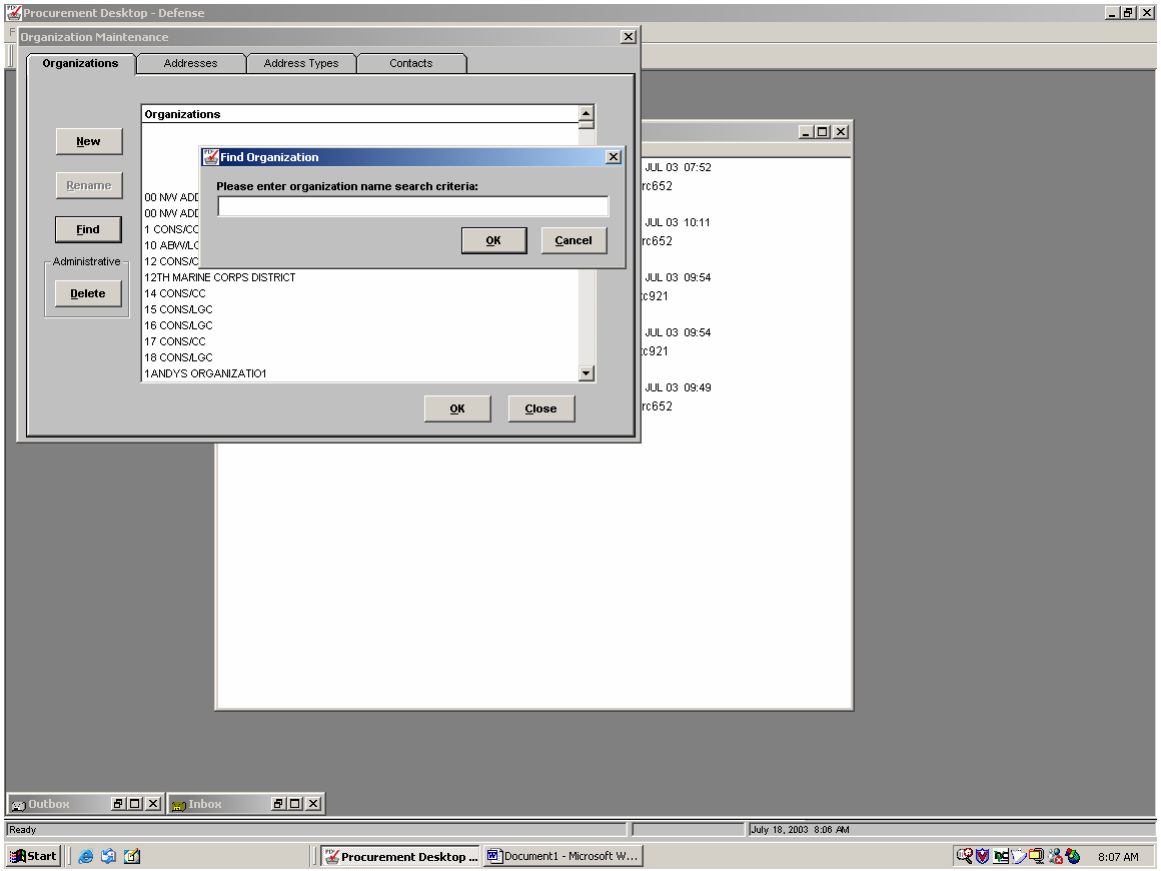
Start | Procurement Desktop ... | Document1 - Microsoft W... | 3:34 PM

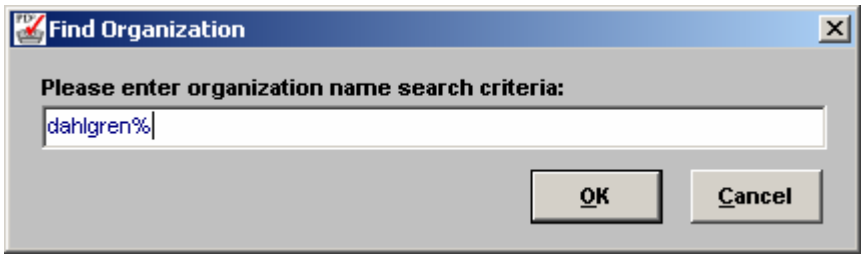
4.9 BANKCARD AS METHOD OF PAYMENT

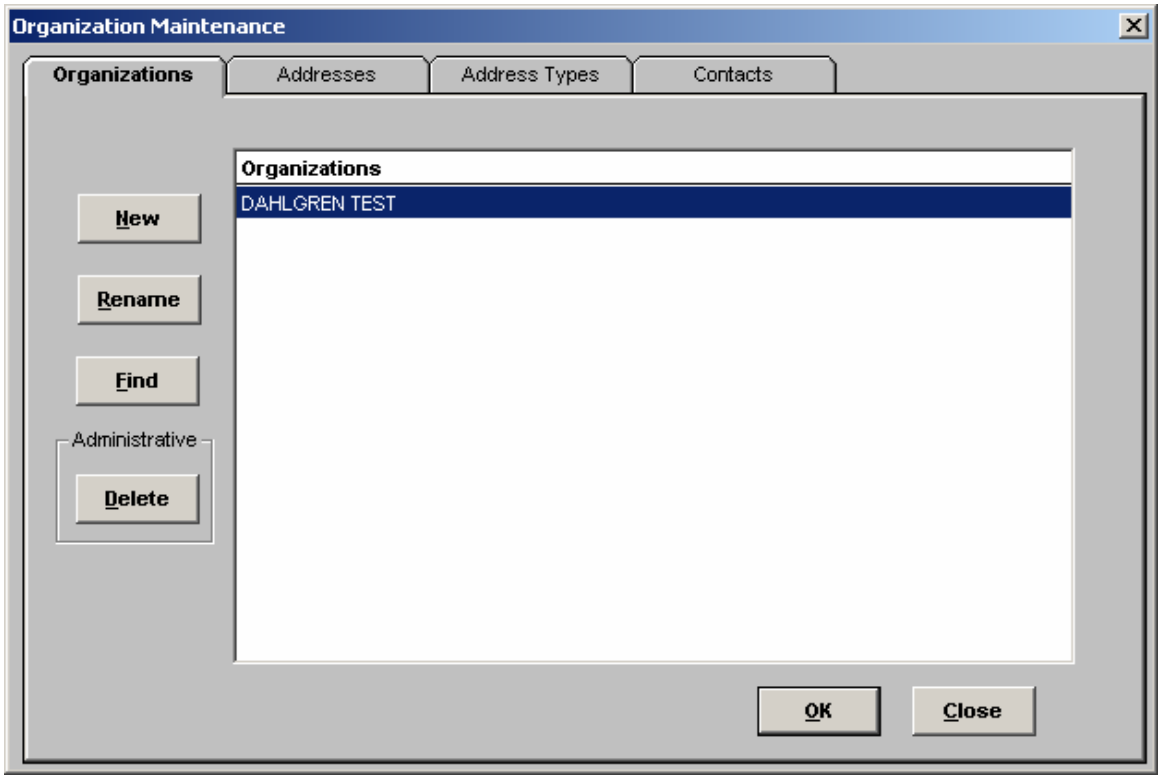
Create the paying office by going to **Utilities→Organizational Maintenance→Other Organization Maintenance.** Create the new Organization as follows:

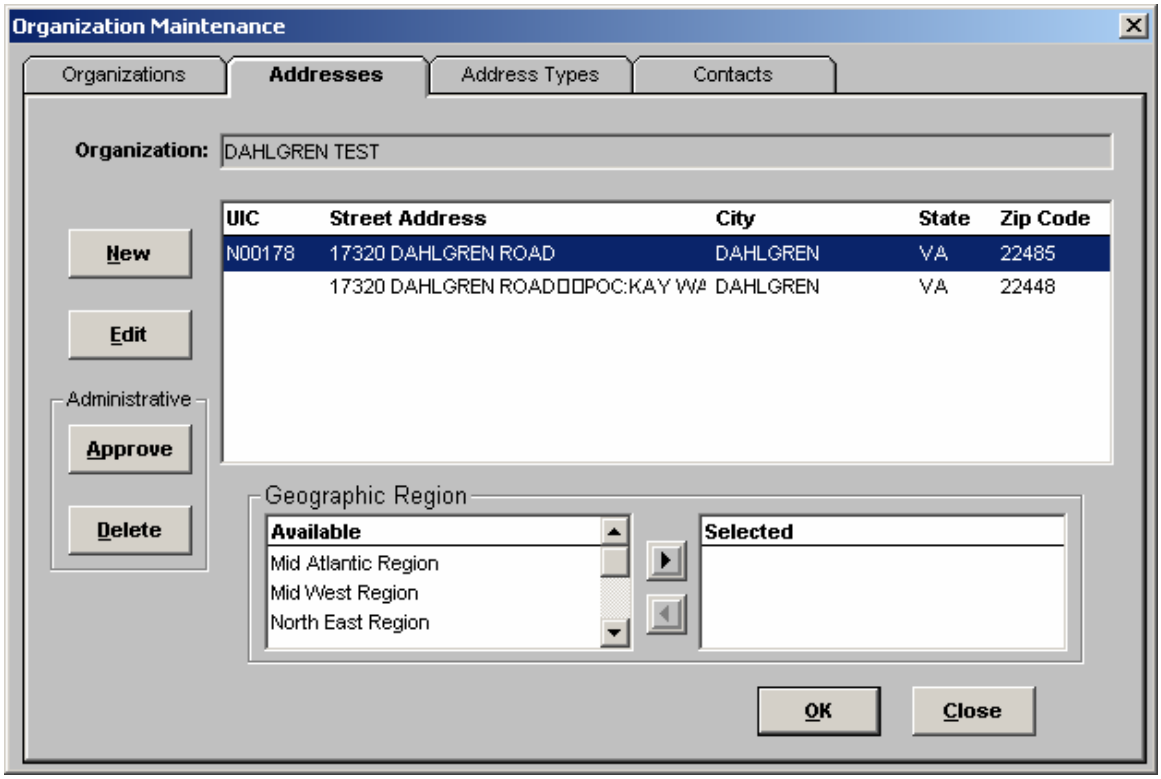
Create the Bankcard Address in PD^2 for the Bankcard Holder

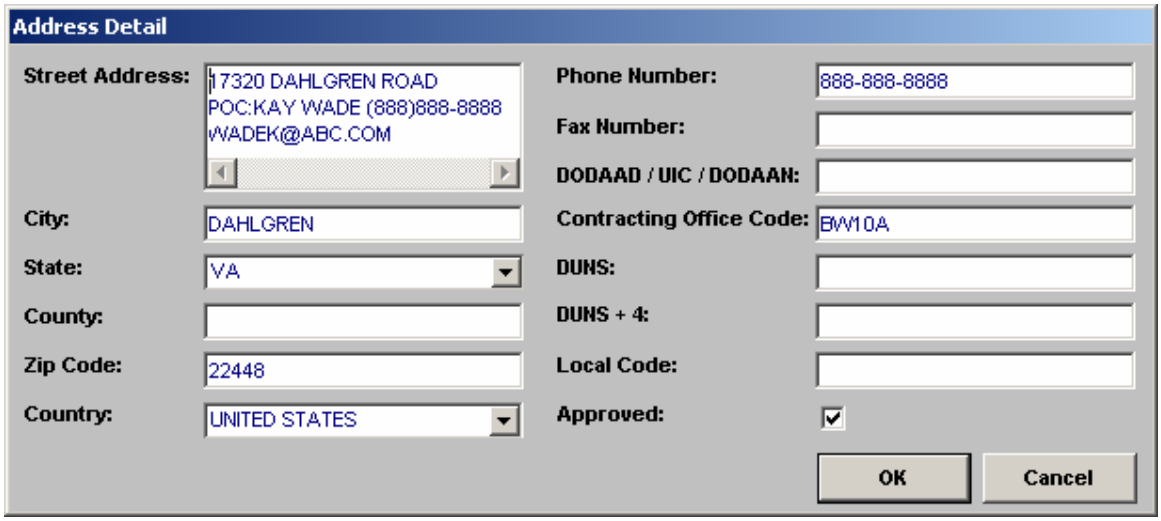


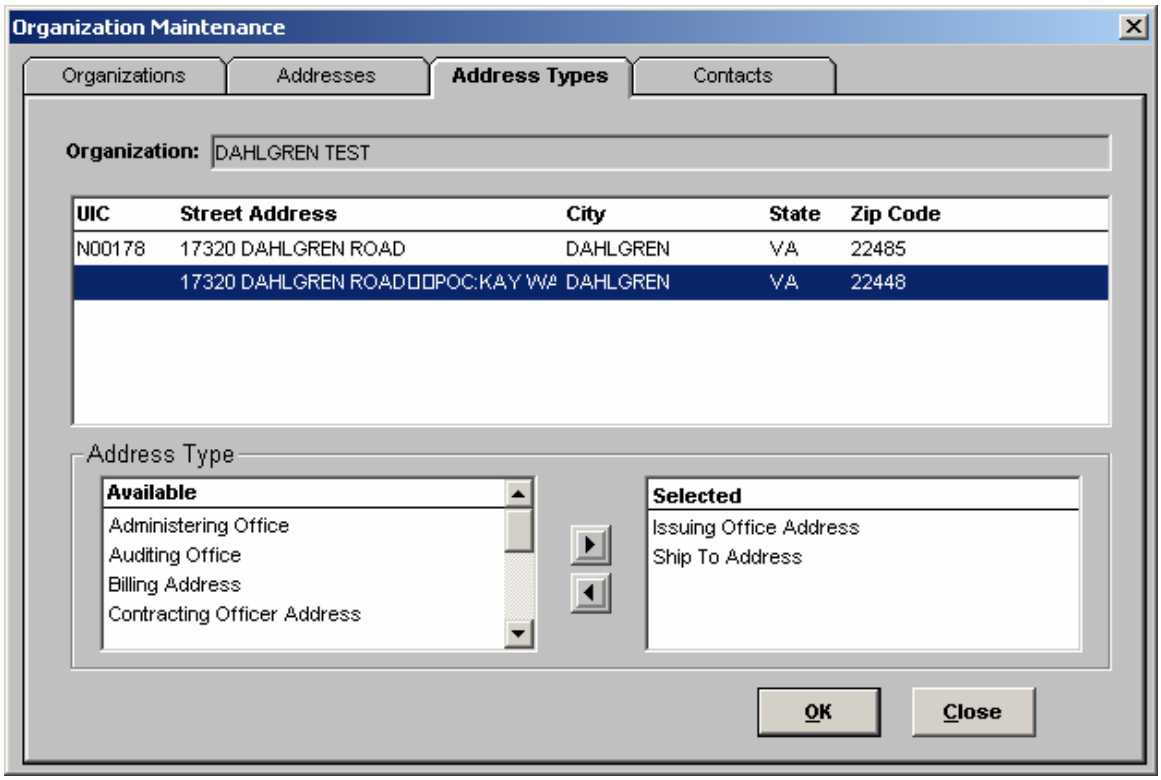

Procurement Desktop - Defense
Organization Maintenance
Organizations
Addresses
Address Types
Contacts
New
Rename
Find
Administrative
Delete
Organizations
Find Organization
Please enter organization name search criteria:
OK
Cancel
12TH MARINE CORPS DISTRICT
14 CONS/CC
15 CONS/LGC
16 CONS/LGC
17 CONS/CC
18 CONS/LGC
1ANDYS ORGANIZATIO1
OK
Close
JUL 03 07:52
JUL 03 10:11
JUL 03 09:54
JUL 03 09:54
JUL 03 09:49
Outbox
Inbox
Ready
July 18, 2003 8:06 AM
Start
Procurement Desktop ...
Document1 - Microsoft W...
8:07 AM


Find Organization
Please enter organization name search criteria:
dahlgren%
OK
Cancel


Organization Maintenance
Organizations
Addresses
Address Types
Contacts
New
Rename
Find
Administrative
Delete
Organizations
DAHLGREN TEST
OK
Close


Organization Maintenance
Organizations
Addresses
Address Types
Contacts
Organization:
DAHLGREN TEST
UIC
Street Address
City
State
Zip Code
N00178
17320 DAHLGREN ROAD
DAHLGREN
VA
22485
17320 DAHLGREN ROAD POC:KAY WA
DAHLGREN
VA
22448
New
Edit
Administrative
Approve
Delete
Geographic Region
Available
Mid Atlantic Region
Mid West Region
North East Region
Selected
OK
Close


Address Detail
Street Address:
17320 DAHLGREN ROAD
POC:KAY WADE (888)888-8888
WADEK@ABC.COM
City:
DAHLGREN
State:
VA
County:
Zip Code:
22448
Country:
UNITED STATES
Phone Number:
888-888-8888
Fax Number:
DODAAD / UIC / DODAAN:
Contracting Office Code:
BW10A
DUNS:
DUNS + 4:
Local Code:
Approved:
OK
Cancel


Organization Maintenance
Organizations
Addresses
Address Types
Contacts
Organization:
DAHLGREN TEST
UIC
Street Address
City
State
Zip Code
N00178
17320 DAHLGREN ROAD
DAHLGREN
VA
22485
17320 DAHLGREN ROAD POC:KAY WA
DAHLGREN
VA
22448
Address Type
Available
Administering Office
Auditing Office
Billing Address
Contracting Officer Address
Selected
Issuing Office Address
Ship To Address
OK
Close

4.10 WORKLOAD MANAGEMENT

TO BE COMPLETED