Directives and Guidance for Use of SPS

United States Army Medical Research Acquisition Activity

Version 2.0

November 2000

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How to use this Guide

Procurement Desktop-Defense (PD^2) is a GroupWare package that enables users to quickly build Contract actions and reports along the entire life of a procurement from Requirements to Closeout. It enables users to route documents to other PD^2 users, markup approval sheets and attach notes for others. It also allows users to attach external Word Documents or Excel Spreadsheets to any procurement document in the system. The PD^2 system will be used by all USAMRAA employees in generating and producing all solicitations and contract documents, in accordance with DoD directives on paperless contracting initiatives and USAMRAA's ISO guidelines.

PD^2 business logic analyzes procurement documents, by checking that the user has filled out dates, addresses, or dollar amounts correctly. PD^2 does not, however, dictate all the steps necessary to complete the procurement process. PD^2 does not prescribe, for example, which approval sheet should be used for a given document, or which "Required when Applicable" clauses should be inserted into a given Solicitation or Award.

The purpose of this document is to provide guidance to users where PD^2 does not. During Focus Groups, USAMRAA personnel provided AMS with a number of necessary and useful operating procedures and processes. This guide is not intended to take the place of the on-line user's guide, the hard-copy user's guide, or the training manual. It is intended to give the user guidance towards the typical steps required to complete normal, everyday work using PD^2.

Consider this Version 2.0 of the *USAMRAA Directive and Guidance for Use of SPS Guide*. Over time, it is expected that many more users with different job functions will join the PD^2 network at USAMRAA. Their roles and responsibilities will certainly need to be incorporated in these procedures to keep them current and useful. The USAMRAA Core Team has validated this document and changes were made to reflect their decisions. As you discover new features and processes to add to the Directives and Guidance, please be sure to do so.

This guide is divided into six chapters. They include:

Chapter 1- General Desktop	Provides information for setting up user's desktop including maintaining cabinets, naming conventions and adding vendors.
Chapter 2 -Requirements Phase	Creating a Purchase Requisition and copying CLINS.
Chapter 3 - Solicitation Phase	Creating Solicitations and using EDI.
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CHAPTER 1 – GENERAL DESKTOP

ALERTS AND AUTOMATIC-ALERTS PREFERENCES in PD^2

The Contract Specialist may set preferences for the desktop that will generate alerts to notify upcoming tasks such as approaching deadlines. The Contract Specialist may create alerts for themselves and others regarding procurement-related information. Listed below are some examples of automatic alerts that may be enabled:

- Milestone Due Dates
- Workload Due Dates
- Change in Vendor Eligibility

CABINETS in PD^2

The Contract Specialist is free to create and maintain their own cabinets.

NOTE: Although users have access to their 'team' cabinets, it is not recommended that they work in their 'team' cabinets. Users should drag documents and folders from the team cabinet to their personal cabinets. When they are finished, they can drag the folders back in to the team cabinet in order for others to have access.

ATTACHMENTS in PD^2

The Contract Specialist is required to create attachments to store any supplementary documentation for the procurement action (i.e., Memos to File, J & As). Attachment numbers default according to the document number to which they are attached and the attachment description defaults to the description of the specific object.

The Contract Specialist can read and write to attachments within their own branch. They can only read attachments owned by users outside of their Branch. If the Contract Specialist needs access to an attachment owned by a user outside of their Branch, they will send the owner an alert asking them to shortcut the document to gain access.

The Contract Specialist is required to convert paper procurement documents to electronic documents.

NOTE: All documents associated with an action (i.e., Memos to file, J & As, Negotiation Memorandums) must be included in the appropriate award folder within PD^2.

CHECKLISTS in PD^2

The Contract Specialist may create Checklists under the PD^2 Checklist feature depending on user preference.

CONTRACT FOLDERS in PD^2

The Contract Specialist shall create and maintain a unique folder for each Contract. Do not file parts of a Contract in a cabinet unless they are in a Contract folder. The Contract Specialist shall use "subfolders" within each Contract folder to file documents when needed.

CORRESPONDENCE LOGS in PD^2

It is optional for the Contract Specialist to use the Correspondence Log in PD^2 for each Contract. However, the Contract Specialist should create a Correspondence Log and record any significant e-mails, faxes, and telephone calls for Contracts that are highly visible, contentious, or otherwise may benefit from having complete documentation.

"DRAG and DROP" in PD^2

Any Contracting Officer or Branch Chief may drag a folder from any user. Users within a Branch may only drag a folder from other users in that Branch. The individual dragging the folder should send an alert to the original owner with the new location of the document. If an item is to be dragged, individuals doing so must drag the entire folder, not just the individual document from the folder.

ROUTING AND SHORTCUTS in PD^2

Contract Specialists are encouraged not to include themselves in the routing of documents for review or approval. If an entire Contract is required for review (i.e., for SAAB or legal review), the original Contract folder and all of the supporting documents must be routed. Contract Specialists shall use shortcuts to route a document where appropriate, however a shortcut cannot be used to route a folder.

> **NOTE:** Deletion of the original document prevents shortcuts from working.

NAMING CONVENTIONS in PD^2

Most documents on the desktop that support the Pre-Award through Award process, are automatically assigned a number and a default description. However, where appropriate, the naming and numbering conventions provided below will replace these automatically assigned defaults. Documents that have automatically generated numbers include: Solicitations, Offer Evaluations, Blanket Purchase Agreements, BPA Master Agreements, and Simplified Awards and Large Purchase Awards.

Standard Folder Naming

The Contract Specialist shall name folders in accordance with the naming convention below, beginning in the Requirement Stage and then creating a new folder as the Contract progresses through the Pre-Award/Award and Post-Award stages. Files need to be identified in accordance with the Army MARKS system, AR 25-400-2 (1993). The DAMD17 portion of the file name can be left out due to limited number of characters allowed in the field within PD^2.

Requirements Stage: The Contract Specialist shall create and name the folder in the same fashion as the Purchase Requisition. The Purchase Requisition number found on the assigned DA Form 3953, USAMRDC Form 9, MIPR, etc. will be used for the Purchase Requisition number. The Purchase Requisition description will include vendor name, when available, and a short general description of the item being requested (R&D and SPO Branches will also insert, when available, the PI).

Pre-Award Stage: The Contract Specialist shall create and name a new folder using the Solicitation PIIN minus the UIC. Also include a short descriptive noun of the item or service being purchased (e.g. a Solicitation for paper, DAMD17-99-R-0001, will reside in a folder named, 99-R-0001-paper). The requirement folder should be placed in the Pre-Award folder.

Award/Post-Award Stage: The Contract Specialist shall create and name a new folder using the Award PIIN minus the UIC, and a short descriptive noun of the item or service being purchased (e.g. Contract DAMD17-99-C-0001 resulting from the above Solicitation for paper will reside in a folder named, 99-C-0001-paper). A separate subfolder shall be established for each Modification within the Award folder. The Pre-Award and Requirements folders should be placed in the Award folder.

Standard CLIN Naming

When entering item descriptions under the Line Item Detail screen, the Contract Specialist shall use the predominant noun which best describes the item or services sought (e.g., paper rather than white paper).

Standard Solicitation and Award Numbering

The Contract Specialist shall follow the prescribed DFARS Uniform Procurement Instrument Identification Number (PIIN) standards, set forth in Subpart 204.7000, when numbering Solicitations and Awards. In many cases, the Contract Specialist will not have to alter the PIIN number on a given Solicitation or Award. PD^2 will automatically place the correct sequential USAMRAA PIIN number as the default. The Contract Specialist must verify the appropriateness of the Solicitation or Award type. For example, a large purchase Solicitation will default to an RFP instead of an IFB and a large purchase Award will default to a “C” type Contract instead of a “D”.

On occasion, the Contract Specialist will have to override the default PIIN number completely. These will include any migrated Solicitations or Awards and any External Contracts (Non-USAMRAA Contracts e.g., NIH, Navy, DLA, etc.).

NOTE: Once a PIIN is selected, it cannot be changed (Except for a Solicitation number, which can be changed prior to document approval).

Standard Numbering and Naming for Milestone Plans and Checklists

A Milestone Plan created for a Purchase Requisition defaults to the Purchase Requisition number with the default naming description, “Milestone Plan”. The default title “Milestone Plan” should then be modified to the description of the document that is attached. For Checklists, the number and description depend on the user’s preference.

Standard Numbering and Naming for Attachments

Attachment numbers default according to the document to which they are attached. The description for the attachment defaults to the description of the specific object. The Contract Specialist should accept the default number for attachments. The Contract Specialist should modify the description, as needed, to reflect the type of attachment (i.e., J&A, SOW, Memo to File).

Standard Vendor Numbering and Naming

Vendors will be entered in to the system in accordance with the Vendor Procedure Document dated March 2000. Additional guidance follows:

The vendor's name should be completely spelled out without using punctuation, and leaving a blank space where there was punctuation. For example Micro-Tech Inc. should be entered as Micro Tech Inc

Exceptions include:

- Abbreviated forms of the word, "Corporation," such as Inc, Corp, LTD.
- Vendor names that contain a number should use the numeric form, for example 3M.
- **For Educational Institutions spell out the entire name and include the campus site in the name, i.e. "University of California Los Angeles".**

- For an individual's name use the first name, middle initial, and last name. The Tax Identification Number should be the Social Security number. This field must conform to the CAPS-W requirement for a dash to be entered in the third position of the 10 character TIN. Therefore, the TIN should be entered in the vendor record in the format XX-XXXXXXX in lieu of the standard Social Security number format.

NOTE: The vendor must not be entered with punctuation marks, dashes, asterisks, greater than or less than symbols in vendors names or addresses due to EDI requirements.

Standard Vendor Information

Complete the USAMRAA Vendor Checklist in its entirety. See Vendor Procedures Document dated March 2000 for further instructions.

CHAPTER 2 – REQUIREMENTS PHASE

PURCHASE REQUISITIONS (PR) in PD^2

Electronic Purchase Requisitions received through AIRS and PR-web will first go to the Contracting Management Staff Office who will forward the Purchase Requisition to the applicable Contracting Officer or Branch Chief.

For Purchase Requisitions received in hard copy, the individual who receives the document is responsible for entering the document into PD^2 within two (2) business days after receiving it. The Purchase Requisition should then be routed to the Branch Chief for workload assignment.

Whenever possible, the Contract Specialist should request an electronic copy of the Statement of Work/Specifications and other supporting documentation from the requiring activity.

CLIN Information in PD^2

The Contract Specialist shall complete all pertinent CLIN and sub-CLIN information under all seven tabs of the Line Item Detail.

- A Ship to Address must be selected for each CLIN.
- The Contract Specialist may use the Copy CLIN feature as needed by selecting the “Copy” button under the “Detail Tab”. However, copying CLIN does not work for Local Information or Funding Information.

For numerous option year CLINs that are the same or similar to base year CLINs, the Contract Specialist should follow the steps:

- On the Line Item Detail select “Copy” and select the radio button “copy this CLIN as an option CLIN related to the source CLIN”
- Edit the new CLIN.
- Subsequent option years must be created by copying the base year CLIN and linking the copy to the base year.

WORKLOAD ASSIGNMENTS in PD^2

Branch Chiefs are to do all workload assignments. In the absence of the Branch Chief, another Branch Chief or a Contracting Officer can workload assign.

Purchase Requisitions will come in electronic format from PR-web and AIRS. Any hand carried requisitions will be manually entered into the system and routed to the Branch Chief. The Branch Chief shall attach the applicable Milestone Plan, when required, and workload assign the Purchase Requisition. The Contract Specialist will receive the Purchase Requisition, and create the folder within the blue workload folder. The Purchase Requisitions should be approved only after workload assignment has taken place.

Purchase Requisitions APPROVAL in PD^2

When all necessary information has been entered into the Purchase Requisition, the Contract Specialist should run the PR Analysis feature to be notified of any possible incomplete or inaccurate data. The Contract Specialist shall then approve the document making the Purchase Requisition a read-only document.

PURCHASE REQUISITION MODIFICATIONS in PD^2

Purchase Requisition Modifications in PD^2 will not be used.

MILESTONE PLANS in PD^2

The Branch Chief shall attach a Milestone Plan when a Purchase Requisition has one or more of the following elements:

- The item or service to be purchased is over $100,000
- A Milestone Plan is requested by the Contracting Officer

The Contract Specialist has the option to attach a Milestone Plan to a procurement action. The Contract Specialist can create their own or use existing templates.

CHAPTER 3 – SOLICITATION PHASE

General Guidelines Governing the SOLICITATION PHASE in PD^2

Before the Contract Specialist creates the Solicitation, a Solicitation folder should be constructed according to the standards listed on page 7.

SOLICITATIONS in PD^2

If only one Purchase Requisition is need for the solicitation, the Contract Specialist shall highlight the conformed copy of the Purchase Requisition and select the appropriate type of Solicitation. If multiple Purchase Requisitions are required for a Solicitation, the Contract Specialist shall created the appropriate type of Solicitation and attach all the necessary Purchase Requisitions.

Standard SOLICITATION NUMBERING in PD^2

In many cases, the Contract Specialist will not have to alter the system generated PIIN number on the Solicitation. The Contract Specialist must verify the appropriateness of the Solicitation type. For example, a large purchase Solicitation will default to an RFP instead of an IFB.

When entering item descriptions under the Line Item Detail screen, the Contract Specialist shall use the predominant noun which best describes the item or services sought (e.g., paper), rather than “white paper”.

In order for CAPS to function properly at the Award stage, the appropriate line item information must be filled out in the Solicitation phase. The following fields MUST be completed for CAPS under the Line Item Detail: at least one CLIN, a Ship to Address for every CLIN, Funding, Unit Cost, Quantity, and a Purchase Requisition Number.

Solicitation Pre-Generation ANALYSIS in PD^2

Contract Specialist shall run the “Analysis” feature (displayed under the Document Options drop down list) before generating CLINs and/or generating the document.

REFRESHING CLAUSES in PD^2

To ensure the current clauses are selected, the Contract Specialist will select the “Refresh” button before Solicitation approval and release.

SOLICITATION GENERATION in PD^2

Generation of the CLINS, Section J, and the document will pull all the pieces of the document together. Be sure the following steps are followed: Save the document, Generate CLINs, Generate section J (if applicable), Generate the document, Approve the document, and Release the Solicitation.

SOLICITATION/AMENDMENTS APPROVAL in PD^2

The Contract Specialist may approve a SAP Solicitation or Amendment if a SAP approval sheet has been attached. All other Solicitations less than 5 million must be approved by the Contracting Officer. The Contract Specialist is instructed to route the Contract to the Contracting Officer with an appropriate approval sheet if the Contract Specialist believes the Solicitation or Amendment will be complex and/or greater than $100,000.

- For Solicitations greater than 5 Million:

The Contracting Officer shall review the Solicitation and route the folder to the Chief PAB who makes recommendations and routes folder to the SAAB Team cabinet for Director/PARC approval. The Contracting Officer and Legal will respond in the form of an attachment to the document. The PARC/SAAB response will be in the form of an attachment to the document and PAB must route the folder back to the Contracting Officer.

- For Solicitations less than 5 Million:

The Contract Specialist shall attach an approval sheet to include Legal Review when necessary. The folder will have a routing template attached, which will also include the Legal Office. It is recommended that the specialist email the Legal Office to inform them that a document is being forwarded for their review. Legal will respond in the form of an attachment to the document. The attachment or folder is routed to the originating Contract Specialist with the Contracting Officer's response in an attachment.

The Contract Specialist shall incorporate changes as needed and maintain the attachment(s) in the Contract folder.

ELECTRONIC DATA INTERCHANGE (EDI) for Solicitations in PD^2

The Contract Specialist uses Electronic Data Interchange (EDI) for all Solicitations over $2,500 but below $100,000 for non-commercial items and up to $5,000,000 for commercial items. Exceptions to this rule include, but are not limited to, Solicitations involving student hires. The user shall select EDI transmit from the file menu when the document is open, or can select EDI from the Procurement menu when the document is closed.

The System Administrator will send all EDI transactions at a designated time each day.

COMMERCE BUSINESS DAILY (CBD) for Solicitations in PD^2

The Contract Specialist shall create the CBD Announcement outside of PD2 using CBD Net.

OFFER EVALUATIONS in PD^2

Upon Solicitation release, the Contract Specialist should immediately create the Offer Evaluation.

> **Note:** EDI responses will not be automatically recorded unless an Offer Evaluation exists.

The Contract Specialist has the option to use the Offer Evaluation tool to record all non-EDI Solicitation responses. The Contract Specialist shall select the locked feature when using the Offer Evaluation module. The locked feature prevents another (non-owner) Contract Specialist from accessing the Offer Evaluation until the closing date of the Solicitation.

CHAPTER 4 - AWARD PHASE

General Guidelines Governing the AWARD PHASE in PD^2

The Contract Specialist shall construct an Award folder using the proper naming convention on page 7 before creating the Award.

AWARDS in PD^2

The Contract Specialist shall create the Award from the Offer Evaluation tool for any EDI action. The vendor and associated CLIN prices are automatically pulled forward to the Award. For other Awards, the Contract Specialist shall highlight the conformed copy of the Solicitation and select the appropriate type of Award. The Contract Specialist must load the CLIN unit prices and the selected vendor.

Standard AWARD Numbering in PD^2

In many cases, the Contract Specialist will not have to alter the system generated PIIN number on the Award. The Contract Specialist must verify the appropriateness of the Award type. For example, a large purchase Award will default to a “C” type Contract instead of a “D”.

When entering item descriptions under the Line Item Detail screen, the Contract Specialist shall use the predominant noun which best describes the item or services sought (e.g., paper), rather than “white paper”. Review the CLIN information and change any fields as needed.

Award Pre-Generation ANALYSIS in PD^2

The Contract Specialist shall run the “Analysis” feature (displayed under the document options drop down list) and the **CAPS Report** before generation of the document. The CAPS Report will ensure that all fields required for the CAPS interface are present. CAPS validation errors must be resolved prior to generation.

The Contracting Officer must run the **CAPS Report** again before release of the document to ensure that all fields required for the CAPS interface are present. Contracts must not be released without first running this report. Verify all fields on the report are complete and have data. The CAPS report will verify the following fields are complete: vendor CAGE, vendor DUNS, vendor TIN (must be in the format of XX-XXXXXXX), Payment Office, Shipping Address, Line Item, Funding, Unit Cost, Item Number, PR number, and Quantity. If any field comes back incomplete **DO NOT** release the document. See **Appendix B** for a detailed list of the *CAPS Pre Approval Checklist.*

LOCAL INFORMATION in PD^2

The following are site specific data elements to be captured at the CLIN level or document level. A user can use these data elements to annotate information associated with the document. Some of the fields are required to facilitate reporting and should be annotated **Yes** if applicable.

On the CLIN Level:
- Human Use
- Animal Use
- Anatomical Substance
- Chemical/Surety
- BDRP
- Performance Based Service Contract

On the Document Level (Click on Document Options, then Local Information) the following are Local Information fields:
- SubContracting Plan
- Reportable Property under DD1662

The below items are required for interfaces and will usually be left blank:
- Project Code
- AMC Code
- CEFMS Indicator
- Fund Code

*These three fields are USAMRAA local interface fields and will be required, when applicable with the use of the AIRS interface. See **Appendix B** for a definition of the fields.*
- Award Discount/Trade %
- Award Discount Code
- Buyer ID

REFRESHING CLAUSES in PD^2

To analyze potential clause changes, the Contract Specialist may select the “Refresh” button before Award approval and release.

AWARDS GENERATION in PD^2

Generation of the CLINS, Section J, and the document will pull all the pieces of the document together. Steps required for Award generation are as followed:

- Save the Document
- Certify Funds
- Generate CLINs
- Generate Section J if applicable
- Generate the Document

The Contracting Officer will then:
- **Run the CAPS Report**
- Approve the Document
- Release the Award

AWARD APPROVALS in PD^2

The Contract Specialist is instructed to route the Award to the Contracting Officer with an appropriate approval sheet.

- For Awards greater than 5 Million:

The Contracting Officer shall review the Award and route the folder to the Chief of PAB who makes recommendations and routes the folder to the SAAB Team cabinet for Director/PARC approval. The SAAB response shall be in the form of an attachment to the document and PAB should route the folder back to the Contracting Officer. The Contracting Officer approves and releases the Award.

- For Awards less than 5 Million:

The Contract Specialist attaches an approval sheet and routes the shortcut to the Contracting Officer. The Contracting Officer shall review the Award and route the folder to Legal if required. It is recommended that an email be sent to the Legal Office to inform them that a document is being forwarded for review. Legal will respond in the form of an attachment to the document. The attachment or folder is routed to the originating Contract Specialist with the Contracting Officer's response in an attachment. The Contract Specialist shall incorporate changes as needed and maintain the attachment(s) in the Contract folder. The Contracting Officer releases the Award.

FPDS REPORTING in PD^2

Following release of the Award, the Contract Specialist shall create the DD 350 report for Awards obligating or deobligating funds over $25,000.

The Contract Specialist shall complete a DD 1057 feeder sheet for all other Contract actions not subject to DD350 reporting obligating or deobligating funds.

CAPS-W requires a dash to be in the third position of the 10 character Tax Identification Number. This conflicts with the DD350 validation. **Therefore, auto validation of the DD350 MUST be turned off in PD^2 for the FDPS SPS-I to properly pull the DD350.**

ELECTRONIC DATA INTERCHANGE (EDI) for Awards in PD^2

Upon release, the Contract Specialist shall **"flag"** the EDI Award for transmission. The Contract Specialist uses Electronic Data Interchange (EDI) for all Solicitations over $2,500 but below $100,000. Exceptions to this rule include, but are not limited to, Solicitations involving student hires. The user shall select EDI transmit from the file menu when the document is open, or can select EDI from the Procurement menu when the document is closed.

The System Administrator will send all EDI transactions at a designated time each day.

CONTRACT DISTRIBUTIONS in PD^2

The Contract Specialist shall create, as needed, a Contract Distribution List (CDL) within PD^2 listing all organizations that will receive a copy of the Award. The Contract Specialist may also use shortcuts for distribution to other users on the system.

CHAPTER 5 – POST-AWARD PHASE

LONG/SHORT MODIFICATIONS in PD^2

The Contract Specialist may use either of the long or short Modification types in PD^2. A conformed copy of the Contract will be generated with each Modification, regardless of the type of Modification being issued. The following are the steps used in creating Modifications:

- Highlight the conformed copy of the Contract and select the appropriate Modification type from the Procurement Menu.
- Enter the reason for the Modification as it will appear in Block 14 of the SF 30.
- Modify the Contract.
- Generate Summary of Changes.
- Generate Modification Document.
- Generate CLINS (include IDC contraints if applicable).
- Generate Section J (if applicable).
- Generate the Document.

Both View Document and Print Preview will then display the option of viewing or printing the Modification only or the conformed copy of the Contract. The normal procedure will be to issue the Modification only. However, the conformed copy will always reside in the database. The Contract Specialist will be able to view or print the conformed copy of the Contract as it appears with all changes.

The Contract Specialist and the Contracting Officer must both verify the required elements for the CAPS interface exist on the modification before release of the document. Refer to **Appendix B** for the CAPS Pre-Approval Checklist.

DELIVERY ORDERS in PD^2

Understanding that there is more than one way to create a Delivery Order in PD^2, the following guidelines establish the method in which the Contract Specialist should construct Delivery Orders. The following are the steps:

- The Purchase Requisition must be approved.
- Highlight the most conformed copy of the Award.
- From the Procurement menu, select Post-Award, and then highlight FSS/DO/TO, (or commercial FSS/DO/TO if appropriate).
- On the matchmaker screen attach the appropriate Purchase Request for the Delivery Order.
- Highlight a CLIN from the Award side of the window.
- Highlight the associated CLIN from the Requirements side of the window.
- Highlight quantities to change if needed.

Note: Display order will change to align associated CLINs. An "=" sign will confirm association. Click on "=" sign to unassociate items.

FPDS REPORTING in PD^2

Following release of the Modification, the Contract Specialist shall create the DD350 report for Modifications obligating or deobligating funds over $25,000.

The Contract Specialist shall complete a DD1057 feeder sheet for all other Contract actions not subject to DD350 reporting obligating or deobligating funds.

CAPS-W requires a dash to be in the third position of the 10 character Tax Identification Number. This conflicts with the DD350 validation. **Therefore, auto validation of the DD350 MUST be turned off in PD^2 for the FDPS SPS-I to properly pull the DD350.**

PAST PERFORMANCE in PD^2

The Past Performance Information Management System (PPIMS) as mandated by FAR Part 42 and Under Secretary of Defense Gansler's November 20, 1997 memorandum shall be used instead of the Vendor Performance Record in PD^2 to document past performance of a Contractor.

The Contract Specialist has the option of utilizing the Vendor Performance Record if additional surveillance effort is required or desires to establish a past performance record for internal use or as the initial basis of input for the PPIMS.

Contract CLOSEOUTS in PD^2

The Contract Specialist shall drag the completed Contracts to a cabinet based on the following directions:

- For the Construction and Equipment Branch, each Contract Specialist shall closeout his own Contract and route the folder to the Special Projects Branch for processing.
- All other Branches shall route their folders to the Special Projects Branch who will maintain an archive cabinet.

The Contract Specialist should highlight the Contract for closeout and use the DD Form 1594 when conducting Contract closeout. The Contract Specialist should enter the payment schedule, enter retention end date and closeout the Contract. The closed Contract shall be placed in the closeout archive cabinet within the Special Projects Branch.

The System Administrator has the utility to Reactivate Contracts.

CLAIMS in PD^2

Contract Specialist shall complete the "Vendor Dispute Tracking Form."

TERMINATIONS in PD^2

Terminations are initiated by receipt of a memo or other communication from the requiring activity. Such requests shall be routed and workload assigned accordingly.

OTHER POST AWARD TOOLS

The use of PD^2 Post-Award tools is optional for the Contract Specialist. Some of the Post-Award tools include, but are not limited to, payment tracking, deliverytracking, audit tracking, discrepancy reporting, and payment scheduling.

Appendix A – Getting Help with PD^2

Each Branch has a designated Functional Expert to whom all requests for assistance should initially be directed. The USAMRAA Systems Administrators, in the Information Management Branch provide technical support and will provide assistance when a request is made. The Systems Administrators also act as a liaison between USAMRAA and the software developer. The Systems Administrators answer questions about the use of the software package, track problems you report and will notify all software users when issues are identified which inhibit utility, providing work-arounds whenever possible.

Is there anything I should do before calling the Functional Expert?

Before speaking with the Functional Expert, you should:

- Attempt to repeat the error in order to determine precisely what actions caused the problem.
- Define the problem or question clearly. It helps to write down the sequence of events. Have screen prints and sample reports ready to email if necessary.
- Review the documentation thoroughly. Record manual names and page references where you think the problem may occur (i.e. PD^2 documentation, FAR, etc.)
- Record on-line error messages. Provide all messages received relating to the problem, including the message and message code.
- Review the Knowledge Base database at http://pd2.ams.inc/kb

What happens to reported defects?

Once a defect has been identified, it is assigned a defect number and priority, and it is forwarded to the software vendor. As updated versions of the software are released, release notes, which include listings of fixes and other system enhancements, will be made available upon request.

How do I suggest enhancements?

For PD^2, all USAMRAA suggested enhancements should be submitted through the Functional Expert and then the System Administrator. In suggesting the enhancement, you should be as specific as possible as to what functionality you would like to see added. Enhancements will be screened and prioritized before being submitted to the Army CMO.

APPENDIX B: INTERFACES

CAPS PRE APPROVAL CHECKLIST	
Function	**Rule**
Issuing Office	An issuing office must be selected on the main screen of Procurement Desktop – Defense. That issuing office must have a short code listed that is unique to that address. The short code listed must equal the UIC field for the Core Site in the Interface Software.
Vendor	A vendor must be selected on the main screen of Procurement Desktop - Defense. That vendor must have a DUNS and CAGE code that is unique to that vendor. The TIN field for all Awarded vendors must be in the format "XX-XXXXXXX".
Payment Office	A payment address must be selected on the main screen of Procurement Desktop – Defense. That payment office must have a short code associated with it that is unique to that address. The short code supplied must equal the UIC field for the CAPS site in the Interface Software.
Line Item Shipping Address	A shipping address for each line item must be selected on the shipping tab of the line item screen. That shipping address must have a short code unique to itself.
Line Items	Awards created must have at least one line item.
Not Terminated	Document or Line Items cannot be Terminated.
Funding	Funding must be supplied to the Award by assigning a single funding strip and approving those funds. Positions 3, 30-33, 54-59, 60-65 of the funding strip selected for the line item must not be blank. The funding template should be used to facilitate accuracy
Line Item Unit Cost	Line Item Unit Cost must be greater than or equal to zero.
Line Item Number	Line Item number supplied must be greater than or equal to zero.
Line Item PR Number	Line Item PR Number must be supplied typically pulled forward from the requisition document.
Line Item Quantity	Line Item Quantity supplied must be greater than or equal to zero.

AIRS INTERFACE	
Field 2: Buyer ID	The Buyer ID is utilized by AIRS interface to identify the requested buyer. AIRS has the ability to specify a buyer PD. This allows them to know who is handling their requirement.
Field 6: Award Discount/Trade %	The Award Discount/Trade % is a free format field where the PD user can enter a value that corresponds to either a dollar amount or a percentage amount to be discounted from the total Award value.
Field 7: Award Discount Code	The Award Discount Code is a free format field where the PD user can enter a value (either C or %) to indicate whether the value in field 6 is a dollar amount or a percentage amount.