

**Oracle® Contract Lifecycle Management For Public
Sector Sourcing**

User Guide

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Oracle Contract Lifecycle Management For Public Sector Sourcing User Guide, Release 12.1

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Send Us Your Comments

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Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: appsdoc_us@oracle.com

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Preface

Intended Audience

Welcome to Release 12.1 of the *Oracle Contract Lifecycle Management For Public Sector Sourcing User Guide*.

See Related Information Sources on page x for more Oracle E-Business Suite product information.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/us/corporate/accessibility/>

Structure

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Related Information Sources

Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide

Oracle Contract Lifecycle Management for Public Sector iSupplier Portal User Guide

Oracle Contract Lifecycle Management for Public Sector Implementation Guide

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle **STRONGLY RECOMMENDS** that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

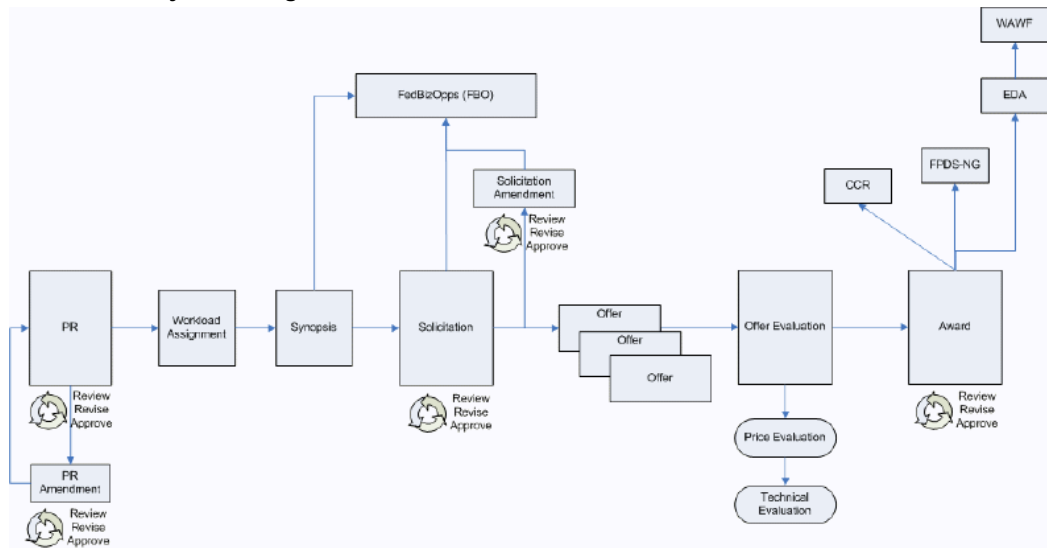
Key Concepts: Public Sector Procurement

Overview of Oracle Contract Lifecycle Management for Public Sector

Oracle Contract Lifecycle Management for Public Sector (CLM) is a comprehensive solution for managing procurement processes that need to be performed by federal agencies. CLM features are available in OA Framework HTML pages. CLM supports FAR, DFARS, and other agency regulations that define the federal business processes, and encompasses a full procure-to-pay process flow within Oracle e-Business Suite which maximizes benefits to federal users. CLM enables contracting officers to drive operational excellence in federal procurement functions and enables the agencies to cut procurement costs dramatically. By providing the end-to-end business intelligence with a single source of data, CLM provides data transparency and visibility and provides contracting officers with support for strategic planning and improved decision making.

The following process flow depicts the procurement lifecycle in CLM:

Contract Lifecycle Management



The flow starts with the creation of a purchase requisition which is a document that represents a requirement or demand for supplies and services. This is associated to an acquisition plan that outlines the procurement plan on a larger scale. The purchase requisition is converted to a solicitation and the solicitation is sent out to vendors for obtaining their quotes/offers. When the offers are received from the vendors, the offers are evaluated and the contract is awarded to one of the vendors.

This process depicts all of the major procurement steps from purchase request initiation and commitment, through competitive solicitation with an offer evaluation phase, and ultimate award decision. The process is often not executed in its entirety – several steps are optional and at the discretion of the contracting officer depending on the procurement process. Some steps may be required by an agency in order to follow its policies and regulations, but from a system's perspective, the steps can be executed without every procurement document in the chain.

Document Numbering

You can create a configurable, intelligent numbering format for CLM documents that follow Federal Acquisition Regulations (FAR) and Defence Federal Acquisition Regulations (DFARs) processes. Based on your configuration and setup of the numbering structure, a document number is defaulted automatically on the CLM documents. You can modify the defaulted document number as long as the document is in draft mode. Lines for CLM documents are automatically numbered in accordance to line/ subline numbering conventions used in federal agencies. CLINs are automatically numbered with four-character strings (0001, 0002, etc.) which can be modified by the user, while SLINs append a two-character string (0001AA, 0001AB, 000101, 000102). The contracting professional can modify the system assigned line number.

Note: To set up the document numbering structure for use in purchasing documents, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

For more information about Document Numbering, please refer to the appendix - Common CLM Functionality, page B-1.

Contract Line / Sub-Line (CLIN / SLIN)

The Contract Line (CLIN) and Sub-line (SLIN) structure is used in all CLM documents, including modifications and amendments to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, sub-lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines.

When a line is added to a CLM document, it is numbered automatically according to the line numbering setup that follows federal government regulations. This provides a flexible way to configure line numbering. In the CLM document, you can specify if the line should be priced or informational, as well as organize them into a complex line and sub-line structure, in accordance with federal regulations.

For more information on CLINs/SLINs, please refer to the appendix - Common CLM Functionality, page B-3.

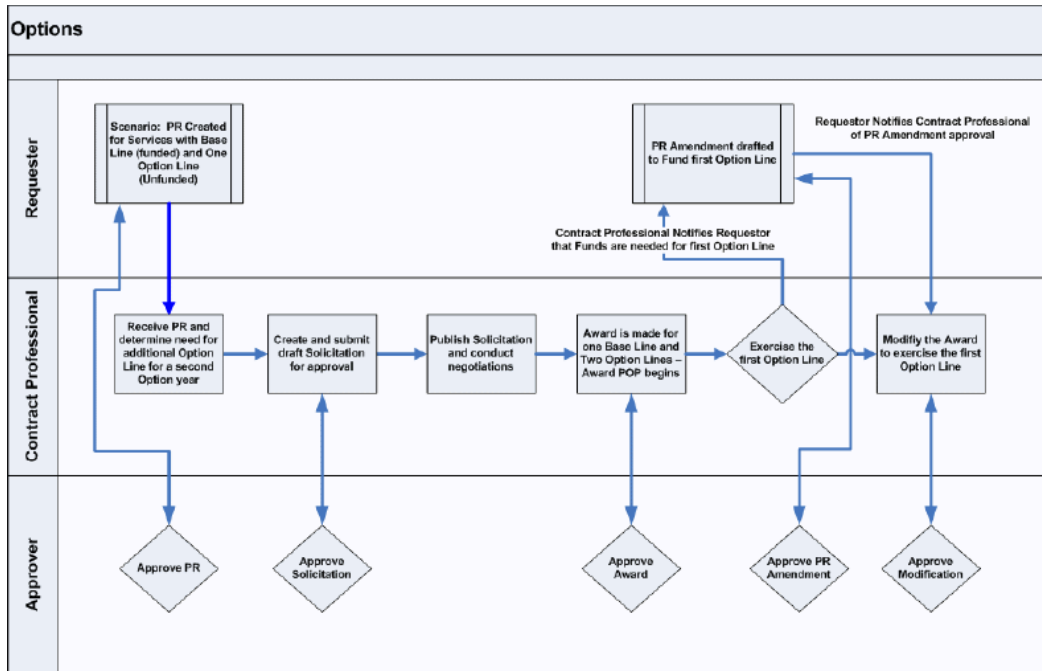
Options

You can choose to create an option line on a purchasing document that you intend to exercise as a regular line at a future point in time. Instead of modifying / amending the source document at a future date, enter the anticipated options that the base line is associated to. For example, a software purchase can be entered as a base line. This necessarily entails support and training as options for the purchase of a software package. Therefore support and training can be entered as option lines as the vendor has promised them. At a later date, the options of support and training can be exercised as regular purchase order lines because the vendor has now promised to deliver support and training. The option lines of support and training, once exercised, can be received and invoiced as well.

This capability in CLM enables the contracting professional to mark lines as Option lines – lines which can be exercised later via a modification to the award if desired. Option lines can be associated with base lines and often involve follow-on work. Option lines behave similarly to CLINs/SLINs except they are not funded until exercised after the awarding of the contract.

A CLIN or SLIN can be further defined as an Option Line. An Option Line stores and displays information that is used at a future point in time.

Options



This diagram explains the flow of Option lines between different CLM users.

For more information on Options, please refer to the appendix - Common CLM Functionality, page B-6.

Pricing

Using CLM, contracting professionals are able to price Awards, Orders, IDVs and Modifications by specifying federal Contract Types such as Firm Fixed Price, Cost plus Award Fee, Time & Materials, Cost Sharing, etc. The Contract Types form the basis for determining the price payable to a vendor. Prices are manually entered by the user or are defaulted on the purchasing document line depending on the item/supplies/service setup. The final price calculation depends on a number of factors: Contract Type, Cost Constraint, price of the item/service.

The CLIN or SLIN can be a Priced or Informational line. For pricing calculations to take place, the line should be defined as a Priced Line, and not an Informational Line.

Lines can be Quantity Based or Amount Based. A Quantity Based Line Type enables you to enter information for goods/supplies. An Amount Based Line Type enables you to enter pricing information about services. Select a value from the Type LOV in the Lines region (for each row) to specify if you wish to use a Quantity Based or an Amount Based Line. Different Contract Types display depending on the line type you select.

The Contract Type is available on the lines of a Purchase Requisition, an Award, IDV or a Solicitation. The Contract Type may be changed by the user depending on business

requirements.

The IDC Type field displays for Solicitation documents and IDVs on the line details page.

For more information on Pricing, please refer to the appendix - Common CLM Functionality, page B-8.

Solicitation Amendments

Oracle CLM provides you the ability to amend a solicitation to cater to supplier comments or questions during the competitive period where the procurement office may issue an amendment to clarify certain requirements, or terms and conditions, within the solicitation document, or update the items or services to be purchased, and so on. You can change the submission date or due date for proposals, and in some instances, you might want to modify the requirements themselves through issuance of a Solicitation Amendment.

You can create solicitation amendments in CLM and maintain them as individual documents, while maintaining the original solicitation. The application automatically displays all the fields you entered in the original solicitation and enables you to edit them per your requirements. You can create the solicitation at any time after the solicitation approval and publication, but before the solicitation is closed for bidding.

The solicitation amendment goes through its own approval workflow, similar to the original solicitation. The collaboration team from the original solicitation is automatically included in the amendment document. However, you can update the list to add or remove members, as required.

Once you have completed amending your document, you can generate a description with the details of the amendment, which include the previous value, current value and the difference (if the value is a number or a date such as Price, Quantity or Option From Date, Option To Date).

You can print the description of changes in the SF30, the previous value, current value and the difference is also printed in the SF30 form.

Once approved, you must conform the amendment to merge the changes in the amendment with the original document and publish the new solicitation document. The application maintains the original and amended documents separately. Note that the conformed document retains the original document number.

You can also cancel solicitations via an amendment. The application designates the solicitation as cancelled and you cannot award the solicitation. You must send a cancellation amendment for approval, and the approval process is similar as for an amendment. When you conform the cancellation amendment, the process ensures that the original document is marked as cancelled, all suppliers are notified of the cancellation, and all existing offers from suppliers are invalidated.

See: Solicitation Amendments Overview, page 7-1

Sourcing for Buyers

Buyers Using the Negotiations Home Page

Log into Oracle Sourcing using the responsibility assigned to you. The quick links and tabs you see depend on the responsibility you use to log in.

The **Oracle Sourcing Home** page is the starting place for all your sourcing tasks. The tasks you can perform are organized into functional areas and are accessible from different tables and links.

- **Published Negotiations**, in order of time left (paused negotiations are displayed with a pause icon to the right of the solicitation number).

It will display up to five entries in the table. To see all your negotiations, click Full List.

- **Draft Negotiations** - This container lists the draft solicitations for which you are either the owner or a collaboration team member. The entries appear by preview date (if specified), then by open date. If there are no dates specified, they appear according to the negotiation number. This container lists a maximum of fifty entries. If you can edit the draft, clicking the link navigates to the **Create Solicitation: Header** page.

Click the Solicitation number link to access the **Solicitation Summary** page to view information for that negotiation.

Quick Links - The Quick Links section of the **Solicitations** Home page provides fast access to the most commonly performed operations in Oracle Sourcing. These are categorized as follows:

- **Create** - Use these quick links to create solicitations, copy published negotiations, and to create events.

See: Creating a Solicitation, page 4-2

- **Manage** - Use these quick links to manage draft sourcing documents, view and

manage events, view the status of any Oracle Procurement Contracts deliverables associated with your solicitations, search for surrogate responses, and research supplier performance by searching the Approved Supplier List information or viewing a supplier information to determine which suppliers are appropriate for a particular solicitation you are creating.

See: Deleting a Draft Amendment, page 7-5

See: Submitting a Solicitation for Approval, page 4-23

See: Creating and Managing Events, page 4-25

See: Managing Deliverables Assigned to a Solicitation, page 4-26

See: Creating a Surrogate Response, page 8-1

See: Conducting Research on a Particular Supplier, page 4-27

- **Templates** - Use this quick link to create templates you frequently conduct solicitations of a similar type that use many of the same attributes or suppliers. The templates you create are private and available for your use only. The Sourcing CLM Super User may have created public templates for use by all Sourcing Contracting Professionals. Once a template has been created, you can use the template when creating your new solicitation. You use the Reusable Templates links to search for existing templates or to create new ones.

See: Creating Solicitation Templates, page 4-29

- **Reusable Lists** - Use these quick links to create reusable invitation, attribute, requirement, and cost factor lists.

See: Creating and Editing a Reusable Invitation List, page 4-31

See: Creating and Editing a Reusable Attribute List, page 4-32

See: Creating and Editing a Reusable Requirement List, page 4-33

See: Creating and Editing a Reusable Cost Factor List, page 4-34

Requisitions Tab

Requisitions Overview

You use the Requisitions tab to access the Demand Workbench feature. This feature allows you to access and use requisition demand stored in Oracle iProcurement to autocreate Oracle Sourcing documents. You can use the Demand Workbench to create solicitations with either awards or IDV outcomes. You can define your own views to automatically display only the requisition demand that meets the search criteria you select.

Using the Demand Workbench

Demand Workbench allows you to access and aggregate requisition demand existing in Oracle iProcurement to create new sourcing documents. Using the Demand Workbench, you can:

- Access requisition information for any organizations to which you have access (you cannot combine requisitions from different organizations).
- Create solicitations with either an award or IDV outcome.
- Maintain the relationships between the negotiation document lines and the backing requisitions throughout the Sourcing lifecycle, including multiple rounds of solicitations.

To use the Demand Workbench, you identify requisitions for which you wish to source, and then use those requisitions to create a sourcing document.

Searching for requisitions

You access the Demand Workbench by clicking the Requisitions tab on the **Sourcing Home** page. You see all requisitions in the Oracle iProcurement requisition pool to which you have access based on your default view and your default organization.

To select a different organization, select an entry from the Organization drop down menu. This menu displays all organizations you are authorized to access. To select a different view, select the view from the menu. If you change organization or view, only the requisitions for that view/organization are displayed.

To search for requisitions, you can use the views that already exist in the system, any of your personalized views, or you can use the Advanced Search function to define detailed search criteria by which to search.

You can use the Advanced Search function to define any combination of search criteria that is necessary to locate appropriate requisitions. To use the Advanced Search function, click Advanced Search.

Advanced Search allows you to search for requisitions using a combination of values for Buyer, Requisition, Category, and/or Supplier.

When the search results display, you see all requisitions that matched the criteria for the view/search (for organizations to which you have access). For multi-line requisitions, there is an entry for every unprocessed requisition line. Processed lines do not appear in the list.

You can sort the results by clicking any column header. You can see information for the requisition and requisition line by clicking the Requisition and/or Line links. If the suggested supplier has a profile defined in iSupplier Portal, you can view the profile information by clicking the Source link.

Creating Sourcing Documents

Once you have located the requisitions you wish to include in your sourcing document, you use Demand Workbench to create a new solicitation document:

1. Select a Document Builder Document Type. This indicates the outcome you expect from the Document Builder. The value you can select is New Solicitation.
2. Select an operating unit for the outcome document by clicking the OU Find icon and selecting an entry from the OU results.
3. Click the Select check box adjacent to the Requisition row to select the requisition lines you wish to include in your new document, and click Add to Document Builder. Note that the lines still appear in the requisition pool and are available for use by other buyers (although they receive an error message if they try to use them in an additional sourcing document).
4. To review the lines that were created for the document, click Lines.
5. By default, the **Document Builder** page displays the lines that have been created for the sourcing document.

If you wish to remove a line from the document, select the link and click the Remove icon. The line is returned to the requisition pool and is available for use by other buyers. If you wish to start the creation again, click Clear.

6. Enter any additional information your document type requires and click Create.

Optionally, enter a Supplier and Supplier Site, Currency, and click Create. You are taken into Oracle Sourcing with a new sourcing document created. Demand Workbench uses the requisition information to create the lines on the new document.

After the Demand Workbench creates the new sourcing document, you continue with the normal creation process or amend the document.

See: Requisition Amendments, page 3-3

Requisition Amendments

Use the Requisition Amendments tab to review and implement the changes brought in by the Requisition Amendment to the corresponding award document. You might require initiating PR amendments for a variety of reasons during the course of a procurement action. For example, you might require to increase funding on a PR line, or to exercise an option line. Alternatively, you might require changes upon request from the procurement office such as updates to convert an amount-based line to a quantity based line.

You can create a requisition amendment for a PR and maintain it as an individual documents, while maintaining the original requisition. You can have only one amendment per PR at any point of time. You can view the history of all changes to fields across amendments.

The application automatically displays all the fields you entered in the original requisition and enables you to edit them per your requirements, except the PR creation date. You can add new attachments or edit existing ones, add or update supporting documents and exhibits. You can create a requisition amendment even after solicitation, receipt of offers, and creation of a draft award. You can create requisition amendments at any time. However, if the award is closed, then the application ensures that your changes are not implemented.

The requisition amendment goes through its own approval workflow, similar to the original requisition. The application tracks the approvals on the amendment independently from the approvals of the original requisition.

You can cancel requisitions via an amendment until finalization of an award. After finalization of an award, only the contracting officer can cancel or terminate the award. A PR cancellation after the creation of a solicitation requires effort by the contracting specialist or contracting officer to take the appropriate action such as stopping work, canceling the solicitation, and so on.)

You can also print individual PR amendments to maintain records for legislative purposes, as required. For example, if you have made two amendments to a requisition, and require printing the first amendment, the print will contain only changes you made to that specific amendment and not those changes you made in the second amendment.

1. Click the Amendments tab to amend a requisition.
2. Search for an amendment based on any of three parameters - Requisition, Negotiation, or Buyer.
3. In the Results region, you can view details of the Operating Unit (OU), Amendment, Line number, Informational check box, Option, Action, Item/Job, Quantity, Unit Price, Currency, Need-By date, Negotiation, and Negotiation Status. Click the Amendment number link to view details of the amendment. Click the Negotiation number link to view details of the negotiation.
4. Select an Object from the results region, and click Review and Implement to accept or reject the amendment. The Amendment Changes page displays, showing you the change history for the line.

Click Accept to accept the changes. The application displays the Draft Awards page or the Draft Modifications page, on which you can enter header changes. Note that a draft award or a draft modification is required before the changes can be implemented. Newly added accounting distribution and SLIN lines automatically get propagated into the award upon accepting the amendment. If the award is already approved, a message displays, prompting you to enter a modification to update the award with changes.

Click Reject to reject the changes. The application displays a page for you to enter comments or a reason for the rejection. Your comments are visible to the requester in the lifecycle page of the requisition amendment line. The application automatically flags the rejected lines as Rejected in the amendment, and removes them from the amendment list. The buyer cannot view these lines and if required, the requestor must create a new amendment line.

Negotiations Tab

Solicitations Overview

Solicitation is the phase where the Government solicits and negotiates awards or renegotiates existing contracts with contractors enabling them to efficiently obtain the best possible prices for goods and services. Prices could be established based on actual supply and demand at the time the solicitation is transacted.

In a typical scenario, once the procurement office receives the approved PR from the requestor, they make a decision on how to source the requirements. In a number of instances, the decision is to fold the requirements into a formal solicitation package to receive competitive proposals from interested suppliers. A contract specialist prepares the solicitation package and, based on the value of the procurement, submits a pre-solicitation notice to FedbizOpps announcing the procurement office's intent to release a solicitation. Upon posting of this notice, the contract specialist finalizes and releases the solicitation. In most cases, solicitations are public and any supplier, capable of fulfilling the requirements, is eligible to respond. However, there may also be instances, where the specialist may choose to direct the solicitation to a constrained number of competitors because of the specific nature of the supplies or services required. In some other instances, the procurement office may also choose to combine elements of both the above instances, direct the solicitation to an identified set of suppliers, and open the competition to other public suppliers.

The type of information found in a typical solicitation as well as the ultimate award document would include, among others, the following:

- Supplies or services needed
- Description of specifications
- Statement of Work
- Terms and Conditions, such as Packaging and marking specifications, shipping specifications, invoicing and other information

- Inspection and Acceptance requirements
- Delivery dates and related information for all contractual deliverables
- Special requirements under the Award

You use the Negotiations tab to perform the activities related to solicitations.

The Solicitations tab displays a list of Published Negotiations, Draft Negotiations, and Incomplete Tasks. Click Full List to view the entire set of published solicitations.

The Quick Links section on the Solicitations tab enables you to access and perform the following activities:

- **Create** - Use this quick list to create solicitations, copy solicitations, and events.
- **Manage** - Use this quick list to manage drafts, events, deliverables, draft surrogate responses, and supplier research.
- **Templates** - Use this quick list to create solicitation templates.
- **Reusable Lists** - Use this quick list to create reusable invitation, attribute, requirement, and cost factor lists.

Creating Negotiations

Creating a Solicitation, page 4-2

Using templates and lists, page 4-29

Using line attributes, attribute scoring, price factors, and price breaks, page 4-12

Creating a Solicitation

Use the instructions on this page to create Solicitations.

These are the main steps to creating a new solicitation:

- Create Your Solicitation Header, page 4-3
- Viewing and Entering Address Details, page 4-11
- Enter Solicitation Lines , page 4-12
- Define Your Response Controls, page 4-19
- Enter Your Terms and Conditions, page 4-21 (If Oracle Procurement Contracts is bought and licensed)

- Invite Your Suppliers, page 4-22

If you have previously created a solicitation, you can save time by copying an existing solicitation. You can also create new solicitation quickly by applying a solicitation template. You can create a solicitation and save it as a draft before submitting it. This allows you to return to the creation process at a later time or have multiple people working on the same solicitation. You can also quickly collaborate on the solicitation by using the Online Discussion button.

Creating a Solicitation Header

When you create a new solicitation, page 4-2, your first step is to create your solicitation header. This header contains negotiation level information related to the entire negotiation.

To create your negotiation header: Some of the fields display default data, and you need to enter details in the relevant fields (*indicates a required field):

- **Document Number** The number that uniquely identifies the solicitation. You can edit the document number based on your business requirements. You can also change the Instrument Type, Allowed Range, and Serial Number. The combination of all these parameters and the fiscal year separated by delimiters is the final solicitation document number.

See: Document Numbering, page 1-2 for an overview of the concept.

See: Document Numbering, page B-1 for more details.

See: Document Numbering, *Oracle Contract Lifecycle Management for Public Sector Implementation Guide* for information on how to implement document numbering.

- **Buyer** The creator of the solicitation.
- Select the **Two-Stage Solicitation** check box if you plan to evaluate offers submitted by suppliers in two phases - Technical and Commercial. If you select this option, the offer style is automatically set to Sealed.
- ***Title** The name by which this solicitation will be known. You must specify a title for your solicitation and once the solicitation is published, the title cannot be changed.

- **Negotiation Style**

The negotiation style controls the structure of the negotiation document by identifying which sourcing document elements appear. Negotiation styles can streamline and standardize the creation of negotiation documents. For example, if input from a collaboration team is not required for many negotiations, the Sourcing Administrator can define a negotiation style in which fields related to collaboration teams do not appear. Also, if your negotiation is a large or very large negotiation,

you must select a style that supports that type of negotiation.

- **Offer Style** Select the offer style applicable. You can choose from Blind and Sealed. Blind implies that only the buyer can see the response content. Sealed implies that neither the buyer nor the suppliers can see the response content until the solicitation closes. The buyer can see the responses once the solicitation is unlocked. Everyone can see the response content once the solicitation is unsealed.
- **Event** Select an event to associate with the solicitation if you defined one.
- **Security Level** You can select a security level to restrict access to the sourcing document.
- **Sourcing Project**

If the current negotiation is being conducted in connection with a project in Oracle Projects, you can link this negotiation to the project by project number.
- **Operating Unit** The operating unit, such as a division or department, to which this negotiation applies. An operating unit typically is an enterprise division. Operating units affect setups, documents, and transactions in CLM. These setups, documents, and transactions are then limited to the operating unit in which they are defined. The organization you select here determines the values for many later attributes (such as the negotiation currency and shipping addresses). If this solicitation document was originally created using Requisition Lines in Document Builder, then the backing requisition information is carried forward and this field cannot be updated. Note that if you have entered information on this page, for example in the Payment Terms field, and you change the Organization, the page refreshes and you will lose the information you entered. Once you proceed to the next step, this value cannot be changed.
- **Outcome** Designate your solicitation outcome. This cannot be changed once you proceed to the next step.

The outcome field also contains values defined in the Purchase Document Styles. Similar to Negotiation Style, Purchasing Styles allow buyer organizations to implement various features in Purchasing. In Sourcing, user interface elements for the negotiation are hidden or displayed based on the Negotiation Style as well as the Outcome. Purchasing Document Styles are used when creating complex services solicitations.

See Oracle Purchasing User Guide for instructions on defining Purchasing Document Styles and details on complex work document styles.
- **Solicitation Type** Select the solicitation type to use. You can choose from RFQ (Request for Quotations), IFB (Invitation for Bids), and RFP (Request for Proposals).
- **Creation Date** Displays the date on which you created the solicitation.

- **Description** Enter a brief description of the solicitation.
- **Standard Form** Select a standard form from the list. The values you see in the standard form-specific regions (such as SF1442 or SF1449, or SF33, depend on what you select in this Standard Form LOV).
- Select the **Document Format** from the list. The Document Format along with the Standard Form you select determine the format for the printing of the solicitation document. You can select from:
 - UCF - A UCF or Uniform Contract Format contract contains sections A-M, with each section containing specific information as follows:

Section A contains the standard form face.

Section B, Supplies and Services, contains the line item numbers, descriptions, and prices, as well as any clauses designated for Section B.

Section C contains the Statement of Work (clauses designated for Section C).

Section D contains Packaging and Marking information as described in 4.15.30 and any clauses designated for Section D.

Section E contains Inspection information as described in 4.15.31 and any clauses designated for Section E.

Section F contains Delivery or Performance information as described in 4.15.37 and any clauses designated for Section F.

Section G contains Contract Administrative Data, including the funding information any clauses designated for Section G.

Section H contains Special Contract Requirements, any clauses designated for Section H.

Section I contains the contract clauses. Many FAR/DFARS clauses will be placed in Section I.

Section J contains the attachments and exhibits (typically information such as the name, date, and number of pages, but not the attachments themselves).

Sections K-M are used for provisions and would not be present on Awards, just on Solicitations.
 - COM - A commercial format, typically used in conjunction with the SF1449, does not follow a prescribed section format, no sections are indicated.
 - CSI - A construction format that utilizes 5-digit numerical sections, each containing specific information as follows:

Section 00010 - includes information about Supplies and Services, Inspection and Acceptance Terms, Delivery Information, Packaging and Marking, and List of Documents, Exhibits, and other Attachments.

Section 00100 - includes information about Bidding Schedule/Instruction to Bidders.

Section 00600 - includes information about Representations and Certifications.

Section 00700 - includes information about Contract Clauses.

Section 00800 - includes information about Special Contracts Requirements.

- **Business Priority and Project Information** Use this region to enter details of the following:
 - DPAS Rating - Defense Priorities and Allocations System Rating. The DPAS rating is assigned to all military systems used in support of national defense, from the largest finished platform to the smallest component. It can be applied to all stages of acquisition research and development, initial design, production testing, delivery, and logistics support.
 - Customer Project Code - This identifies documents created for special programs, exercises, projects, operations, or other purposes. Sites can establish their own set of codes and use them to identify and group solicitations. Used in reporting especially across entire agencies to know how much was done for a given project.
 - Priority Code - A numerical rating, 1-15, that describes the priority and is used internally within the Department of Defense. It is from the UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM. It is to help the buyer prioritize their workload and for management tracking in reports.
 - Customer Project Text - Text Description of the selected project code. Used in reporting especially across entire agencies to know how much was done for a given project.
- **Competitive Information** Use this region to enter information about the following:
 - Set Aside Status - Indication of whether this solicitation is set aside for a specific disadvantaged business. Ultimately, the federal agency would want the vendor on the award to meet the qualifications outlined in the solicitation; however, that decision is ultimately up to the contracting officer and is not system enforced.
 - Set Aside Type - The specific set aside type defined as one of the options. You can choose from 8(A), Emerging Small Business, HUBZone Small Business, Service-Disabled Veteran-Owned Small Business, and Small Business.
 - Set Aside Percent - Percentage indicating the amount of the anticipated contract value that will be set-aside. If this percentage is less than 100, generally the solicitation will be awarded to multiple vendors (at least one disadvantaged). If

the value of the Set Aside Status field is Set Aside, then the Set Aside Percentage field should be entered with an integer value greater than 0. If there is a referenced solicitation, the Set Aside Percentage is defaulted from the solicitation.

- NAICS - The commodity group (defined by the NAICS) under which the size standard is applied.
- Size Standard - You can select a size standard from the LOV.
- **SF1442 Information region** If you selected SF1442 in the Standard Form list, then you see the SF1442 Information region. The other standard forms associated with solicitation do not have additional information fields, and this region does not display if you select any of the other standard forms. The SF1442 is used for construction purchases, and you can enter the following details:
 - Bond Required: Designates whether one or more bonds is required throughout the life of the project. Prints in block 12a of SF1442.
 - Bond Days: Number of days that the contractor has to furnish bonds. Prints in block 12b of the SF1442.
 - Days to Start: Number of days the contractor has to start the construction project. Prints in block 11 of the SF1442.
 - Days to Complete: Number of days the contractor has to complete the overall construction project. Individual lines may have their own delivery dates and / or period of performance, but the overall total number of days anticipated is captured here. Prints in block 11 of the SF1442.
 - Period Status: Indicated whether the number of days to start/complete is mandatory or negotiable. Prints in block 11 of the SF1442. The available values are: Mandatory, Negotiable.
 - Period Reference: If the period above is negotiable, text in this field refers to the location in the solicitation / or IDV document that describes the flexibility. Prints in block 11 of the SF1442.
 - Work Description: Text area where the buyer can provide summary information about the work and reference attachments that more fully describe the work. Purely informational from the buyer to the contractor. Prints in block 10 of the SF1442.
- **Collaboration Team** You can identify a group of users from within your company who will collaborate on this negotiation. For each member, you can choose to:
 - Make the member an approver of the sourcing document.

- Give the member the ability to score supplier responses to negotiation Requirements (if scoring is allowed by the solicitation style sheet).
- Give the member view-only access to the document. View-only members can view the document but cannot update any information.
- Define a particular task for that member to perform, and a target date by which the task should be completed. The team member marks the task as complete once it is finished.
- Notify the members.
- **Terms** Use this region to define the terms for the solicitation.
 - **Bill-To Address** Address to which your solicitation bills should be sent. Click the flashlight icon to browse for other addresses. You can select any of the addresses defined in Oracle Purchasing.
 - **Ship-To Address** Address to which the solicitation items will be shipped. Click the flashlight icon to browse for other addresses.
 - **Payment Terms** The payment terms for your suppliers. The possible values are defined in Oracle Payables. The default is set in Oracle Purchasing.
 - **Carrier** The freight carrier your supplier should use. The possible values for your operating unit are defined in Oracle Inventory. The default is set in Oracle Purchasing
 - **Freight Terms** The freight terms for your supplier. The possible values and the default are defined in Oracle Purchasing.
- **Currency** Shows the default currency for the negotiation. This is the primary ledger currency of the outcome operating unit selected in the header. Click Manage Response Currencies to allow responses in more than one currency.
 - **Price Precision** The number of decimal places allowed for per-unit prices entered in the RFX currency. The precision you set doesn't apply to per-unit prices entered in a currency other than the RFX currency, nor does it apply to currency amounts such as Bid Total or the bid value of Fixed-Amount price elements. While you can set the precision for unit-prices entered in a non-RFX currency when you define your currency list, the precision for amounts is automatically governed by the standards defined by the ISO (International Organization for Standardization). The ISO standards are used automatically by Sourcing.
- **Requirements** You can request information on suppliers at the negotiation level by defining solicitation Requirements. Requirements can be external, in which case

responses are provided by the supplier. Examples of external requirement information might be a supplier's years in business, ownership, or personnel qualification. Requirements can also be used internally, in which case the response is provided by some kind of internal evaluator. Internal requirement responses might include level of customer service provided, or prior on-time history. Either way, responses to requirement requests can be evaluated and used by personnel when awarding the negotiation.

Responses to Requirements can be scored according to the desirability of the response. You can define the Requirement such that the system automatically scores the response (in which case you must specify the allowable values (or ranges of values) for that requirement and each one's score. Or evaluators can view the response and enter a score manually.

Additionally, if you have multiple Requirements for the negotiation, you can assign weights to them to reflect the each requirement's importance relative to the other requirements.

- **Abstracts and Forms**

Abstracts and forms are used to publish information on upcoming sourcing events. This information is available publicly without the supplier needing to sign into the system. Each entry created in the forms region is a combination of the federal standard form, and the document format in which that form can be printed. An XML template is associated with each row for printing.

An abstract is a summary or synopsis of a negotiation. It usually contains information such as the goods or services being purchased, whom to contact for more information, and the open and close date. An abstract may even contain a PDF version of the solicitation for the supplier to download. Abstracts are presented to suppliers on the buying organization's external website. Suppliers can view the details about solicitations and determine if they are interested in participating without having to log in to the sourcing application.

A form captures information from the buyer in a similar fashion as an abstract but rather than publishing data to the buying organization's website, this information is captured in an XML file that can be transferred to FedBizOps. The forms that are created with Oracle Sourcing are modeled so that the data collected matches their requirements. The buyer can then generate the appropriately formatted XML file and send it for publishing to FedBizOps.

These abstracts and forms are used for posting to FedBizOps.

For more information on Abstracts and Forms, see: Abstract and Forms, page 5-1

- **Notes and Attachments**

You can use notes and attachments to supply suppliers and internal users additional information on this negotiation. The Attachments region enables you to attach various types of files to the solicitation header – including the ability to

annotate the solicitation with a note. Click Add Attachment to open the Add Attachment page and specify the type of attachment you would like to use: Desktop File/Text/URL or From Document Catalog.

1. Select a Category from the list of values. The Category defines the purpose of an attachment to aid your department in identifying or grouping the attachments, and controls which users can access it. You can choose from:
 - Internal to Sourcing - these types of documents are internal and not accessible by suppliers.
 - Miscellaneous - these types of documents are internal and not accessible by suppliers.
 - To Approver - these types of documents are internal and not accessible by suppliers.
 - To Buyer - these types of documents are internal and not accessible by suppliers.
 - To Payables - these types of documents are internal and not accessible by suppliers.
 - To Receiver - these types of documents are internal and not accessible by suppliers.
 - To Supplier - these types of documents are accessible by suppliers.

2. Select the attachment Type. You can choose from:
 - File - specify a file name to upload. Enter the file location, or use the Browse button to locate the file.
 - URL - enter the URL for a Web page.
 - Text - Enter text that is less than 2000 characters. If the text you want to attach is more than 2000 characters, upload it in a file.

3. From the Document Catalog:
 - Use the Search regions to query existing documents.
 - Select the Document Name link to view a document before attaching it.
 - Select the document(s) to attach.
 - Click Apply.

Viewing and Entering Address Details

When you create a new solicitation, the application automatically displays the addresses for the Issuing Office, COTR Office, Requesting Office, and the Property Administration Office.

Each address row consists of the following information: Address Details, Address Type, Location Address Code and Contact.

- **Issuing Office:** The Issuing Office is responsible for completing the award. The Issuing office is also often used as a reporting field to aggregate spending or contract actions, workload, etc. across organizations. Changing the Issuing Office from the original award changes the value for the conformed award. The address detail elements of the Issuing office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country.

Contracting Officer's Name enables you to enter the Contact details for the Issuing Office - the name of the individual responsible for the contracting action. This field prints on each standard form in the Printed Name block next to the signature block depending on the form selected. The Contact details are: Name, Title, Phone Number, Email Address. This is the name of the contracting officer who is serving as signing authority for the award.

If you are entering the information via interface or migration, you can enter the name of the Contracting Officer even if it is not associated to a user name.

- **COTR Office:** The COTR is the Contracting Officer Technical Representative – a stakeholder who has responsibility around the contract. Within the system, a COTR's duties could include accepting deliverables under the contract, receiving notifications related to the contract.

During the creation of the solicitation or award, the buyer decides if a COTR is necessary for the procurement and, if required, selects an appropriate COTR and COTR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COTR. The address detail elements of the COTR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COTR office that will populate the award upon creation but can be changed later. The COTR address details remain as is, when the award is finally approved.

COTR Contact Name field enables you to enter the Contact details for the COTR Office. The Contact details are: Name, Telephone Number, Email address.

The COTR Office Address and COTR Contact details may be changed anytime without a modification.

- **Requesting Office:** The Requesting Office is the office where the purchase requisition originates. The buyer who is assigned the requisition uses the address to know whom to contact in the case the requisition needs to be revised or questions

arise. It can also be used in reporting to know how much business is coming from the different offices. This office information is usually entered on the originating requisition and is passed on to the solicitation and then to the award. The address detail elements of the Requesting Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country. The Requesting Office details are defaulted from the purchase requisition (or solicitation). The address details are retained as is, when the award or modification is finalized.

Note: When creating an award with a reference to a purchase requisition, if there are lines from different requisitions, then the Requesting Office address from the earliest created requisition is used.

Requesting Office Contact Name field enables you to enter the Contact details for the Requesting Office. The Contact details are: Name, Telephone Number, Email address.

- **Property Administration Office:** The Property Administration Office is responsible for maintaining and tracking any government property that may be acquired or used as part of the resulting contract.

When the solicitation or award is created, the buyer checks if the line item uses government property or acquires government property, and if required, selects the appropriate property administration office and contact.

The address detail elements of the Property Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Property Administration Office value populated the field, however this information can be changed anytime prior to the approval of the award.

After you have entered the solicitation header, click the Addresses link to access the Addresses page associated with the solicitation.

1. Click Show to view the details of the address. Alternatively, choose another location and address code to associate with the solicitation.
2. Search and associate a contact with the solicitation.

See: *Addresses, Oracle Contract Lifecycle Management for Public Implementation Guide* for more information on how to implement addresses.

Adding Lines to a Negotiation

When you create a new solicitation, or edit a draft negotiation, you must identify the goods or services you want to purchase or for which you want quotes. To do this, you can use Contract Lines and Sublines. Sub-lines or SLIN represent the sub-line in a Contract. Contract sub-lines provide flexibility to further identify elements within a

contract line item for tracking performance or simplifying administration.

Every solicitation line is automatically numbered, however you can change the numbering of a line. The Contract Line (CLIN) and Sub-line (SLIN) structure is used in all CLM solicitation documents, including modifications and amendments to solicitations. Contract Lines or CLIN capture information about the item or service to be acquired as separate contract line items. A Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines.

CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported by the system and an error message displays if a duplicate number is found. A segment with 4 digit numeric values from 0001 – 9999 is defined for each document. The numbers are sequentially generated.

SLINS are Sub-lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. You cannot update SLIN numbers. If the SLIN is Informational, the last 2 digits are always numeric values in the range 01-99. If the SLIN is Priced, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

Lines are usually Quantity Based (for items/supplies) or Amount Based (for services). Depending on the Line Type that is selected, the Item/Job field is enabled (for Quantity Based types) or disabled (for Amount Based types).

You can choose to create an option line on a solicitation document that you intend to exercise at a future point in time. Instead of modifying the source document at a future date, you can enter the anticipated options on the original award.

See: Contract Line / Sub-Line (CLIN / SLIN), page B-3

See: Options, page B-6

To add lines online:

1. From the navigation bar in the top left corner, click Lines.
2. On the **Create Solicitation Lines** page, select how the line will be ranked and how the ranking will be displayed.

If you wish to score and weight your lines, select Multi-Attribute Scoring as the Ranking type. Also specify the ranking display method and whether to display the scoring criteria to suppliers based on the line level attributes.
3. Your Sourcing Administrator would have defined the default types of cost factors available to negotiations, however, you can override this value if you wish to use different types of cost factors.
4. Select the Suppliers see their offer price transformed check box to enable suppliers to view how a price change affects their bid.

5. If the document outcome for your negotiation is an award, and you wish to use price breaks, you can specify a default price break type for all negotiation lines by selecting a value from the Price Tiers menu (the initial default for this menu is defined by the Sourcing Administrator). You can override this value at the line level as necessary.
 - None - no price breaks will be used
 - Required - Suppliers must respond to your price breaks and cannot add or modify them.
 - Optional - Supplier do not have to respond to your price breaks. They can also modify the price breaks you specify, and/or add their own.
6. Add your negotiation lines by selecting the appropriate method from the Actions menu. You can Create a CLIN, Create a Line from a Catalog, Create a Line from Favorites, Import Lines, and Delete all Lines. Select the appropriate entry from the Actions menu and click Go.
7. Click Organize Lines to move lines and sub-lines in different ways to recreate your CLIN/SLIN structure. Choose the relevant option from the Select Actions list on the Organize Lines page. You can Move Before a selected line or Move after a selected line. For example, if there are 5 CLINs, CLIN 4 can be moved to position 1, in which case, CLINs 1 to 3 will be pushed down by one position and CLIN 5 will retain its position. You can also move a selected line as a Sub-line under a selected line. For example, a SLIN is added to a different CLIN, or a SLIN is taken out of a CLIN and made into a CLIN. You can also add a SLIN to the CLIN. You can add a priced CLIN to an informational SLIN. You can add an informational CLIN with priced SLINS. However, you cannot have priced CLINs containing priced SLINs.
8. Click Delete to delete a line from the solicitation.
9. Click Copy to duplicate the selected line and place it below the original line. You can then view the Update Line page and enter/edit additional line information.

To add an independent CLIN:

1. On the **Lines: Create Line** page, provide the following information. *Indicates a required field :
 - **Line** By default, this field displays a line number. You can edit this number only when the document is in Incomplete or Draft status. Once the document is submitted for approval or approved, you cannot edit the CLIN numbers.
 - **Line Type** The available line types are defined in Oracle Purchasing, broadly classified as Quantity Based or Amount Based. The line type determines whether this is a quantity-based line, such as 50 laser printers, or an

amount-based item such as consulting services. The choice of line type determines the fields you can enter for the line.

To change the line type, select the line type you want and click Go. The page refreshes and the fields available for the line reflect the line type you select. If a solicitation was created AutoCreated from Document Builder, the line type value is carried from the backing requisition and is display only.

- Select the **Informational** check box to indicate that the line is an information line.
- **Item, Rev** The number and revision for this item. If this document was AutoCreated from Document Builder, these values are carried from the backing requisition line and are display only. If you are entering an item in Sourcing, you can enter item information directly or search for items from the Item Master.
- ***Description** A text description of the item. If the solicitation was created from a backing requisition, the description is carried from the backing requisition and is display only. If the item was selected from the Master Items directly from Sourcing, the description from the Master Items will default.
- ***Category** The group within the Item Master to which the item belongs. The default category value is based on line type. If the solicitation was created from a backing requisition, the category value is carried from the backing requisition line item and is display only. If you searched from Sourcing for an item from the Item Master, the category value defaults to the category for the item and cannot be updated.
- **Unit of Measure** Unit of measure in which you plan to purchase your item. The system recognizes the UN standardized unit of measure codes. If you selected an amount based line type above, the default for this field is set by the Sourcing Super User. If the solicitation was AutoCreated from a backing requisition, the unit of measure value is carried from the backing requisition line item and is display only. If you selected the item from the Item Master directly in Sourcing, the UOM values available to you are only those appropriate to the item.
- **Contract Type** Select the Contract Type applicable for the solicitation. IDC (Indefinite Delivery Contract) is not applicable for Requisitions and Purchase Orders. The Contract Type LOV contains all the Contract Types that can be used for that Line Type. If you select Quantity Based Line Types, the LOV for the Contract Type displays only those Contract Types that don't depend on any pricing attribute other than Quantity and Unit Price for the price calculation.
- **Cost Constraint** Select the cost constraint to use. A Cost Constraint is an indicator at CLIN/SLIN level that controls the pricing or the document printing behavior for that CLIN/SLIN. You can choose from:

Catalog - Use this to identify that the price is based on the vendor's catalog pricing.

Estimated - Use this when the exact quantity of supplies or services is not known. For example, a Requirement Type contract or a Labor Hour/T&M services contract.

Fabrication Cost - Use this in major system/supply contracts to indicate the price for fabricating or assembling the system not including the incorporated Government Furnished Materials (GFM).

No Charge - Use this to identify an item that is normally priced, but for which the vendor is not charging. For example, shipping and handling charges on a catalog item purchase.

Not Separately Priced - Use this for line items in which the price of the information described on the line is included in the price for other lines. For example, a line describing a monitor that is included in the price of a PC that is priced separately on another line.

Not to Exceed - Use this when the exact quantity of supplies or services is not known and the government desires to set a ceiling on the maximum value, such as in a Labor Hour/T&M services contract.

To be Negotiated - Use this for line items that have not yet been priced and will be priced at a later time. You can use this for letter contracts, in contract modifications, or for option line items.

- ***Quantity** Number of units of the item you want to purchase. This is applicable only for goods-based lines.

- **Unit Price** Enter the unit price for an individual unit.

The application automatically calculates and displays the Extended Price based on the unit price and the quantity.

- **Extended Price** This field displays the value of the quantity multiplied by the unit price. The Extended Price is a calculated field, it displays the formula that went into the price calculation as a caption below the Extended Price value.

You can open the Pricing Details popup window called for Amount Based Lines. This popup enables you to input the values for the pricing elements and calculates the line amount. The pricing elements that are derived from the calculation logic are view-only fields and you cannot update them. The popup has a Calculate button to calculate the final price (Total Amount) and any other calculated pricing elements.

See: Pricing, page B-8

- **Currency and Price Precision** This is the functional currency for your operating unit and the price precision you selected when you created your negotiation

header. You cannot change these values .

- **Total Start Price/Unit** The total price at which responding for one unit of an item must begin. A start price is not required, but if the buyer specifies one, all responses must be equal to or below the Start Price. If the negotiation was created from backing requisitions, the start price defaults to the lowest requisition price of all requisitions for that item. However, if the line type is amount-based, the start price defaults to the requisition quantity.
- **Total Target Price/Unit** Total price you hope to get paid for one unit of your item. Select the Display to Suppliers check box if you want the participants to see your target price.
- **Total Current Price/Unit** Total price you are currently paying for the item. The current price is used to calculate negotiation performance used for savings calculations in the application.

Note: Suppliers are never able to view the current price.

- **Need-By From/Need-By To** Select the dates necessary to specify when you need to receive the item. If you supply values for both fields, you specify a time window (inclusive of the end date). If you leave both fields blank, there is no time constraint on receiving the item. A value in Need-By From with no value in Need-By To indicates the date on or after which you need to receive the item. A value in Need-By To with no value in Need-By From indicates the date on or before which you need to receive the item. You can use the pop-up calendar to pick your dates. If the negotiation was created from a single backing requisition, the Need-By From and the Need-By To fields are set to the requisition need-by date. If the negotiation was created from multiple backing requisitions, the Need-By From field defaults to the earliest requisition line's need-by date. The Need-By To field defaults to the latest requisitions need-by date.

If you source for an item (as opposed to sourcing for a category), Need-By date(s) are required.

- **Additional Item Information** Use this region to enter additional information about the item. The details you can enter include NSN, Drawing Number, Serial Number, Piece Number, Model Number, Specification Number, Manufacturer Name, Manufacturer Part Number, Product/Catalog Number, and Supplier Part Number.
- **Federal Customer Designation** Use this region to enter federal customer designation details. The details you can enter are MDAPS/MAIS, NAICS, Customer Project Code, Program Code, FSC/PSC, and Customer Project Text.
- **Inspection Information** Enter details of inspection information such as

Inspection Responsibility, Inspection Location, Inspection Level, and Inspection Address.

- **Additional Shipping Information** Use this region to enter details of shipping information such as FOB Code, Shipment Mode, Charge Shipping To, MILSTRIP Code, Additional Marking Text, Transportation Control Number, Transportation Priority, Precious Metal Code, and HAZMAT Code. The Ship-to Address displays.
- **Attributes** Attributes are used to describe the good or service being purchased. They identify characteristics which will be negotiated in addition to item price. To add attributes, click Add Another Row or Add Attribute List. In a Multi-Attribute Weighted Scoring negotiation, you can assign weights and scores to attributes.

Note that depending on how your system is set up, if the outcome of this negotiation is a purchase agreement item descriptors assigned to an item in the Item Master or the Unified Catalog may be automatically added as Attributes for that item. These attributes are assigned to the default Attribute Group, but you can modify that if necessary. If the system is set up to not automatically add descriptors as Attributes, you can add them yourself by clicking Add Catalog Attributes. On the **Search and Select: Add Catalog Descriptors**, click Go to see all the descriptors defined for that item, or enter a search value to see only those descriptors whose name or description begin with those characters.

- **Price Breaks (award or IDVs only)**
Enter price break information to negotiate a pricing structure with your supplier based on quantity, ship-to location, and effective-date values.
- **Cost Factors** Cost factors allow you to capture additional item costs such as freight or special charges.
- **Note and Attachments** Optional information you can provide to users of your document.

2. When you have finished entering your line information, click Apply. You return to the **Create: Lines** page and the line you just entered appears in the Lines table. To enter another item online, click Go. Follow the preceding instructions. Note that if your negotiation is a large or very large negotiation, you only see the line(s) you just created in the Lines table (if you used spreadsheet upload, or added lines from the Catalog or your Favorites, you could have created multiple lines). To display more lines, you must use the Search facility.

To bulk load lines from a spreadsheet:

1. Select Import Lines to add lines to a negotiation.

2. On the **Lines: Import Spreadsheet** page, click Export.
3. Save the .zip file to a convenient location on your machine.
4. Open the Instructions file (the .htm file) and follow the directions to complete the template.
5. When you have completed the template, return to the **Lines: Import Spreadsheet** page, navigate to the location of your completed spreadsheet file, and click Import.
6. If there are errors with the upload, error messages are displayed describing the errors. For each error, the message will indicate the spreadsheet line, the column, and a description of the error. Access the spreadsheet, correct the errors and try uploading again.

If the upload is successful, the lines that you have uploaded are listed on the **Create: Lines** page.

7. When the upload has completed, the lines that you have uploaded are listed on the **Add Lines** page.
 - You can edit or delete existing lines by selecting a line and clicking the appropriate button.
 - You can still enter additional lines online.
 - If you created the negotiation using a spreadsheet, any spreadsheet item category values take precedence over item category values defined for the negotiation template.
 - If you used a negotiation template, any item attributes defined to the template are added to any item attributes defined in the spreadsheet. If the same item attribute is defined in both places, the spreadsheet value takes precedence.
 - You can use a spreadsheet to upload item attributes and price factors.

Understanding Response Controls

When you create a new solicitation, you set response controls to determine the negotiation duration, participants, responding frequency, open and closing times and many other variables.

After you have entered the solicitation header, and added lines, click the Controls link to access the **Create Controls** page for that negotiation. Complete the following fields as appropriate for the solicitation type. You must have created your solicitation header before you can create controls. Note that for fields where you enter a date and time, the default time value the system uses is the time when you entered a value in the field.

You can edit the value to change the time if needed.

- **Preview Date** Use the pop-up calendar to specify a date/time after which the negotiation information can be accessed by potential suppliers. They can view the negotiation's details but cannot place responses.
- ***Open Date** Use the pop-up calendar to select the date/time after which all eligible suppliers are allowed to participate in the negotiation or choose to open the negotiation immediately.
- ***Close Date** Use the pop-up calendar to select the date/time when the negotiation will be closed. Once closed, no further responses may be accepted. If you allow the control manual close/close early, the negotiation can be closed prior to the defined close date. If you allow the control manual extend, the time limit for the negotiation can be extended past the original close date. When you extend a negotiation you specify the new close date. The Close Date cannot be later than the Need-By Date.
- **Award Date** Use the pop-up calendar to select the date/ time when you anticipate announcing the winner of the negotiation. This is displayed to the respondents.
- **Restrict to invited suppliers** You can allow all suppliers to respond to the negotiation or you can specify that participation is by invitation only.

Note:If you specify that participation is by invitation only, you must invite at least one supplier to participate.

- **Allow supplier to select lines on which to respond** You can allow participants to respond to individual lines(s) in the negotiation, or specify that they must respond to all lines in the negotiation .
- **Display best price to Suppliers** You can allow participants to view the best price for the solicitation.
- **Require full quantity** You can specify that participants must submit responses for the full quantity specified in the line. Alternatively, participants can submit responses for partial quantities. If you have weighted and scored the quantity attribute, you must set this to No .
- **Allow multiple responses** You can specify that respondents must submit a single, best response in the negotiation, or may submit multiple responses during the negotiation open period.
- **Require award approval** You can choose to require the award decision to be approved before a purchase order can be generated. The approval chain can use both the Employee/Supervisor or the Position Hierarchy structure defined in Oracle Approvals Management.
- **Allow manual close before the Close Date** You can choose to allow the negotiation

to be closed before the close date. Otherwise, the negotiation cannot be closed until the close date and time specified above .

- Enter the number of copies to submit in the **Submission Rules** region.

Using Contract Terms and Conditions in a Negotiation

If Oracle Procurement Contracts is installed and licensed, then as a Contract Expert, you can create contract terms and apply them to your negotiation . You can use contract terms to specify legal and other requirements for your negotiation. Using contract terms is an easy way to create and maintain standardized contract text which can be customized as needed. You need the Contracts Terms Library Administrator responsibility to create and maintain clauses and contract templates in the Contract Terms Library. You need the Manage Contract Terms responsibility to create and maintain contract terms on negotiation documents .

To apply contract terms to your sourcing document:

1. On the **Create Solicitation** page, click Contract Terms in the navigation bar at the top left side of the page.
2. On the **Create Solicitation: Define Contract Terms** page, search for and select a contract template from the list of values. See the *Oracle Procurement Contracts* online help for information on using contract templates.
3. Click Apply Template.
4. You can edit the clauses applied by the template as needed. You can add, delete or modify text. See the *Oracle Procurement Contracts* online help for instructions on modifying clauses.

Note: If you require any amendment clauses, then indicate the clause as specific for Modifications or Amendments at the time of creating the clause to incorporate these into the Solicitation Amendment. Amendment clauses are clauses that apply to the amendment but are not a part of the conformed copy of the solicitation.

5. Select Validate from the Actions menu to verify the validity of the contract terms you are defining. If you receive any error messages, you must correct them and validate again.
6. When you have completed your contract terms, continue by either clicking Suppliers to define a supplier invitation list, or clicking Review to inspect the negotiation prior to publishing it.

Inviting Suppliers to Participate in a Negotiation

Inviting suppliers

After entering your solicitations header, lines, and any response controls, you can create a participants list on the **Create Solicitation: Suppliers** page:

1. Select how you wish to search for suppliers:
 - Click the Add Supplier to search for and add suppliers to your invitation list. You can add approved suppliers and/or prospective suppliers (suppliers whose registration requests have not yet been approved). You can also search based on advanced criteria such as Approved Suppliers List, Business Classifications, and Site Details criteria.

See: *Supplier Site, Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide* for more information about business classifications and site details.

- Click Add Invitation List to apply a predefined list of suppliers. Search for and select the Invitation List you want to apply. You can use the same list for different negotiations.
2. From the search results, select the suppliers you wish to invite and click Add to Invited Suppliers. You can continue to search and add additional suppliers.

You can click the Register New Suppliers button to create a registration request on behalf of a new supplier (if you have the authorizations, you can both register and approve the supplier). The prospective supplier is added to the invited suppliers list.

3. Once you have added all your suppliers, click Apply. You return to the **Create Solicitation: Suppliers** page.
4. If there are multiple supplier sites (Supplier Site is another term for Address Name), select the specific site you wish to invite to the solicitation. Users at different sites for the same supplier can each submit a response.

If there are multiple contacts for each site, select which contact you wish to notify about this solicitation from the contact list. Additionally, if you know the e-mail addresses of any other contacts at the company (including possibly a distribution list), you can enter it in the Additional Contact Email field (approved suppliers only).

If the contact is specified in the Additional Contact Email unregistered, a notification is sent to invite the contact to register and participate in the negotiation. The supplier user receives an email notification with the negotiation invitation and a link to access the user registration page. Once the registration request has been approved, the user can participate in negotiations.

Note that if you added a line from the Catalog or one of your Favorites Lists, there may be a supplier associated with that item. If so, that supplier has been added to your invitation list and you must select a contact.

The system sends notifications to the invited suppliers providing them details of the solicitation.

Registering Suppliers

If you know the necessary information about a supplier, you can register that supplier directly through Sourcing. The supplier then shows up as a prospective supplier and can be added to an invitation list using the directions above. A registration request is generated for the invited supplier user. Once the registration is approved, that supplier user can respond to the negotiation. If you have the necessary authorizations, you can both register and approve the supplier. The supplier user shows up with the address added as an RFQ-only site for the supplier.

Note: You can also invite and register additional suppliers while the negotiation is in progress. Your invitees will receive email notifications inviting them to participate once the negotiation is successfully submitted.

Submitting a Solicitation for Approval

If any members of the collaboration team are designated approvers, you must obtain their approval on your solicitation document before you can publish it. All approvers must approve the document. Once you submit your document for approval, the approvers are sent notifications requiring their interaction. An approver can approve the negotiation document or reject it, in which case you receive a notification of the rejection. The rejection notification may include a request for more information or additional information explaining the reason for the rejection.

To submit a solicitation for approval:

1. Create your negotiation. On the **Create Solicitation: Header** page ensure that all necessary approvers are included on the Collaboration Team and marked as Approvers.
2. Enter the other details to create your negotiation.
3. From the Actions menu, select the appropriate action. You can choose from Printable View, Online Discussions, and Save as Draft.
4. On the **Create Solicitation: Review** page, click Submit for Approval.
5. Optionally enter a note to the approvers. Otherwise click Submit.

During the approval process, you can view a table displaying the events that have occurred concerning your approval submission. These include your initial submission and any approvals or rejections your document has received.

To view the approval status of a solicitation document:

1. Access the document (the document will be in Draft status)
2. On the **Manage Draft Negotiations and Amendments** page, select the negotiation and click Review and Submit.
3. On the **Create Negotiation: Review** page, select View Approval History from the Actions menu and click Go.
4. Once all approvers have approved the document, the Publish button becomes available on the **Create Solicitation: Review** page. Click Publish to open the negotiation for preview or responding.

Printing Information

As a Contracting Specialist/Contracting Officer, you may want to view and print the PDF of a Solicitation. You can create solicitation documents in the system and specify the applicable standard form to capture the necessary data. The standard forms for the solicitation are SF18, SF33, SF1449, SF1447, and SF1442. The SF18 is used to request quotes for simplified purchases, the SF1449 is used for commercial items purchases (simple or complex), the SF1442 is used for construction purchases, the SF33 is used for other purchases. The document formats for solicitation are UCF (Uniform Contract Format) and COM (Commercial). The format in which the document prints depends on the standard form and document format you chose when creating the solicitation header.

To print a draft PDF:

1. Search for and select a draft solicitation.
2. Click Review.
3. Select View PDF from the Actions list.
4. Click Go. The PDF document displays. This document contains the specific standard form and document format you specified when creating the solicitation. The printable PDF of the solicitation is marked as Draft. Print the PDF.

See: Creating a Solicitation Header, page 4-3

To print a published PDF:

1. Search for and select a published solicitation.
2. Select View PDF from the Actions list.
3. Click Go. The PDF document displays. This document contains the specific standard form and document format you specified when creating the solicitation.

Print the PDF.

See: Creating a Solicitation Header, page 4-3

Printing Solicitation Amendments

You can print individual solicitation amendments on a standard form SF30 including the system generated change statements that reflect the additions, changes and deletions made in the amendment (from the previously-conformed solicitation).

You must print a draft solicitation amendment to enable the contracting officer to view the official document (so that they can update it as required prior to approval).

See: Creating a Solicitation Amendment, page 7-2

See: Generating a Description, page 7-3

Printing Conformed Solicitations

You can print the conformed solicitation on the applicable standard form including both the latest summary level and all of the associated line item information. The conformed copy is point in time view of the solicitation with all the amendment changes applied.

See: Conforming a Solicitation Amendment, page 7-4

Creating and Managing Events

A sourcing event is group of related solicitations. You may want to create a sourcing event if you need to monitor several related solicitations as a group rather than individually. You may also want to create an event if you want to encourage respondents to participate in multiple, similar solicitation.

To use events, you first create an event. Once the event is created, you can associate negotiations with the event while creating the negotiation on the Create Header page. You can continue to associate negotiations with the event until the event's inactive date is reached.

To create a sourcing event:

1. Click Event under the Create area of Quick Links on the Negotiations Home page.
2. On the Create Event page, enter a title, description, and an inactive date. Your event is opened as soon as it is created. You can then start associating solicitations with it. You can continue associating solicitations with the event until its inactive date is reached .
3. Click OK. This takes you to the Manage Events page.

To manage a sourcing event:

1. Click OK on the Create Event page, or Events from the Manage area of Quick Links

on the Negotiations Home page to navigate to the Manage Events page.

2. To see event details, click the event number link.
3. To see the negotiations associated with the event, select the event and click View Negotiations. Note that any draft negotiations associated with this event are not shown.
4. To cancel an event, click Cancel. You have the choice of canceling only the event or canceling the event and all negotiations associated with it as well.
5. To modify an event's information click Update Event. On the Update Event page, you can modify the description and inactive date. Note that you can move the inactive date forward in time to extend an event. You can also move an inactive date backward although not prior to the current date/time.

Managing Deliverables Assigned to a Solicitation

Deliverables are additional requirements which must be provided by a supplier as part of the solicitation process. For example, a buyer may ask a supplier to provide copies of personnel certification, a detailed project plan, or delivery schedule before the buyer will consider finalizing a contract with that supplier. If Oracle Procurement Contracts is installed and licensed, you can create and manage deliverables for your solicitations .

At any point in time, you may have many solicitations in progress, some of which will require deliverables. You can easily view the status of all your deliverables. This allows you to quickly pinpoint any solicitations that are at risk because a deliverable has not been provided.

To view and update your deliverables:

1. Click "Deliverables" under Manage in the Quick Links section of the Negotiations Home page.
2. On the Manage Deliverables page, enter enough search values to restrict the results to the deliverable(s) in which you are interested.
3. When results are displayed, scroll if necessary to find your deliverable.
 - To see information on the deliverable, click the entry in the Deliverable Name column.
 - To see information on the negotiation to which the deliverable is assigned, click the entry in the Document Number column.
 - See the Alert column for important information on the deliverable's status.
4. To update the information on a deliverable, click the Update icon. On the Update

Deliverable page, you can perform the following modifications (note that changes to the deliverable status are tracked and can be displayed):

- Change the deliverable status.
 - Modify or delete an existing attachment, or add a new attachment.
5. When you are finished updating the deliverable information, click **Apply** .

Conducting Research on a Particular Supplier

You can use Oracle Sourcing's advanced supplier search facilities to search for suppliers based on a single or a complex combination of search values. Using Sourcing's Supplier Research capabilities, you can search supplier information contained in supplier profiles, the Approved Supplier List, or the history of recent sourcing transactions.

Using Supplier Research

You can use the Supplier Research feature to identify suppliers to add to a solicitation or a reusable invitation list you are creating. You can search for a particular supplier by name or use other search criteria to identify a single supplier or a group of suppliers. As you identify appropriate suppliers, you can add them to an invitation list and then apply the list to the solicitation you are creating. You can also save the list to apply to future solicitations.

You can also conduct in-depth research on recent sourcing transactions that you have conducted with a particular supplier. You can search the supplier's profile, see the supplier's recent transaction history, and view Approved Supplier List or contact information for that supplier.

Identifying Suppliers

There are several methods you can use when searching for a supplier or group of suppliers. You can use a single search value or a combination of multiple search criteria to tailor your search as broadly or narrowly as needed. You can also combine the multiple search types discussed below:

- You can search for a specific supplier by supplier name (including the use of wild cards).
- You can search supplier profiles, the Approved Supplier List, and/or recent solicitations history by an item category or a commodity value (A commodity is a group of item categories).
 - If you search supplier profiles, you see all suppliers whose Products and Services section of their supplier profile indicates that they can provide the item category or commodity.
 - If you search the Approved Supplier List, you see all supplier who are

approved to supply the item or item category.

- If you search the Solicitation History, you see all supplier from whom you have recently sourced for the item category or commodity.

When using category or commodity searches in the Approved Supplier List, you get a match on any supplier associated with an item defined to that category, or an item defined to a category that is defined to that commodity.

Note: The time period for which transaction information is kept can be defined by the System Administrator.

- You can perform complex, detailed searches on Approved Supplier List or Business Classification information.
 - Approved Supplier List searches are performed within a particular inventory organization. You can search by item name or description. You can search for suppliers with a particular ASL status. You can also search for suppliers who are distributors of a particular manufacturer.
 - You can search Business Classifications to find suppliers with a particular legal or ownership status.

To search by supplier name:

1. On the Supplier Research page, enter the name (or initial part of the name) for the supplier in the Supplier Name field and click Search.
2. To add a supplier to a solicitation's invitation list, select the supplier(s) from the search results display and click Add to Invitation List.
3. To view supplier information, click the supplier name link.

To search a supplier's profile, the Approved Supplier List, or transaction history using a category or commodity:

1. Select either Commodity or Category.
2. Enter a commodity or category value, or use the flashlight icon to search for and select a value.
3. Select any combination of Supplier Profile, Approved Supplier List, and/or Solicitation History.
4. Click Search.

To search the Approved Supplier List or Business Classifications information:

If the ASL and Business Classifications search fields are not already displayed, click "Show ASL and Business Classifications Criteria."

To search the Approved Supplier List:

1. Select an inventory organization from the drop down menu.
2. Enter a search value for one of the ASL search fields, or use the flashlight icon to search for and select a value.

Note: Searching by Item Description displays approved suppliers of any items whose item description includes the text you enter. searching by Manufacturer displays any suppliers who are defined as distributors for that item. Use ASL Status to search for suppliers with a particular status, for example, Approved.

3. Click Search.

To search by Business Classification

1. From the drop down menus, select all appropriate search values.
2. Click Search.

Viewing Supplier Information

Once you have identified a supplier in which you are interested, you can view in-depth information on that supplier by clicking its name link.

- Transactions History - The Transactions History entries display summary information on recent sourcing and purchasing transactions you have completed with this supplier. The length of time transactions a retained is set by the Sourcing System Administrator.
- Approved Supplier List - The Approved Supplier List table shows all items or item categories this supplier is approved to provide. It also shows whether the supplier is a direct supplier or distributor of the item.
- Invitation List - Displays all invitation lists that include this supplier.
- Registered Users - Displays the users at that supplier who are registered with Oracle Sourcing.

Creating Solicitation Templates

If the majority of the solicitations you create contain the same features - attributes, terms and conditions, participation controls, etc. - you may want to create an solicitation template that you can use each time you create a new solicitation. Using a template

saves time by streamlining the creation process. Your solicitation template contains the features that are similar among the solicitations you commonly create. When you create a new solicitation using a template, you simply apply the template to the solicitation, add to and edit details of the negotiation (as necessary), and publish your solicitation.

You can create as many templates as necessary. Since RFIs, and RFQs, are different documents, each type has its own template(s). You can create both "private" templates (templates that only you can view, edit, and use) and "public" templates (templates that all registered users in your company can view and use).

Creating a new solicitation template:

1. Click the appropriate create link under the Templates area of Quick Links on the Negotiations Home page.
2. On the Templates page, click "Create New Template."
3. On the Step 1: Describe Your Template page, complete the following fields (required fields are marked with an *asterisk):
 - *Template Name
 - *Access. A template can be designated as either "public" (all Buyers in your company can view and use the template) or "private" (only you can view, edit, and use the template).

Note: In order to create "public" offer templates, you must be assigned the appropriate authorization by your system administrator.

- Two-Stage RFQ check box - select this if you evaluate suppliers' offers submitted in two phases: Technical and Commercial. If you select this check box, the application automatically sets the offer style Sealed.
- Offer Style - determines the offer style to use for the solicitation.
- Security Level - determines the security level for the solicitation.
- Description
- Your template status will default to Active. Active templates can be used immediately to create new negotiations. If you want to change your template's status to Inactive, you must complete and submit your template, then edit your template and select a new status from the drop-down menu at the Status field. Inactive templates will be stored in the system, but cannot be used to create a new offer until you change the status to Active.
- Operating Unit - determines the operating unit that can use the template

- Outcome - select the outcome of the template.
 - Contract Template - select the contract template to use.
 - Solicitation Type - select the solicitation type to use.
 - Creation Date - displays the date on which you create the template.
 - Enter the relevant details in the Business Priority and Project Information.
 - Enter the relevant Competitive Information.
 - Enter details of the Collaboration Team.
 - Enter the Terms and Currency details.
 - Enter Requirements details.
 - Enter Notes and add Attachments if required.
4. Click Review.

Creating and Editing a Reusable Invitation List

If you typically invite the same core group of suppliers to many of your solicitations, you can add these participants to a reusable invitation list. An invitation list can help standardize your business practices by ensuring that all appropriate participants are invited to targeted solicitations. You can add an invitation list(s) when creating a new Sourcing document; you can also attach an invitation list(s) to a Sourcing document template.

To create a new invitation list:

1. Click Invitation under the Reusable Lists area of Quick Lists on the Negotiations Home page.
2. On the Invitation Lists page, click Create New Invitation List.
3. On the Create Invitation List page, complete the following fields (*indicates a required field):
 - *List Name
 - *Description
 - *Access - Invitation lists can be public or private. Your new list will default to private. All users in your company with the correct authorizations can view

and use public lists; only you can use your private lists. Sourcing Super Users or users with the Manage Invitation Lists authorization can create, edit and manage public invitation lists as well as their own private lists. Only you can create, edit, and use your private lists. The same list can be used for all types of solicitation documents.

- Status - Invitation lists are initially created as active. An active list can be used immediately. To inactivate a list, edit the list and change the status to inactive. An inactive list will be stored on the system, but will not be available for use until reactivated. Sourcing Super Users or users with the Manage Invitation Lists job function can create, edit, and manage public invitation lists, including change the access and status.
4. Click Add Suppliers, then search for suppliers to add to your invitation list.
 5. Select the supplier(s) and click Add to Invitation List.
 6. If the supplier you selected has multiple sites defined in the system, you can choose a specific supplier site to associate with this list (Supplier Site is another term for Address Name).
 7. If you wish to add more suppliers to your list, click Add Suppliers again and follow the perceiving instructions. For a supplier with multiple sites, you can add an entry for each site for that supplier if you choose .
 8. When you have finished adding suppliers, click Submit.

To edit an invitation list you have created:

1. To edit an invitation list you have created:
2. Search for the list you wish to update.
3. On the search results page, find your list, then click Edit. If you are have the Manage Invitation Lists job function, you can edit public lists.
4. On the Edit Invitation List page, update your list description, status, and access as appropriate. You can also add or delete suppliers.
5. When you are finished, click Apply.

Creating and Editing a Reusable Attribute List

When you add a line to a new solicitation, you may choose to add one or more line attributes to that line. Line attributes define unique specifications that you set for a negotiation line, and the details that a participant should provide when responding to that negotiation line. Line attributes make your negotiation line more descriptive and

can also be used to ensure that all responses submitted for the line include specific details not included elsewhere in the line information.

To create a reusable attribute list:

1. Click Attribute under the Reusable Lists area of Quick Lists on the Negotiations Home page.

2. On the Reusable Attributes List page, click Create Attribute List to create a new attribute list and complete the following fields (*indicates a required field):

- Name* - a name for the attribute list.
- Description - a description of the attribute list.
- Status - the status of the attribute list. By default, this is active.
- Enter the following details in the Attributes region:

Attribute - enter a name for the attribute.

Group - select the group to which the attribute belongs.

Attribute Type - select a value from the list to indicate if the attribute is required, display only, or optional.

Select a Value Type for the attribute. You can choose from Text, Date, Number, and URL.

Enter a Target Value for the attribute.

Select the Display Target check box if this information should be visible.

Click the Score icon to indicate a score for the attribute.

Click Delete to delete the attribute.

3. Click Apply when you are done.

To update a reusable attribute list:

1. Click Attribute under the Reusable Lists area of Quick Lists on the Negotiations Home page.

2. On the Reusable Attributes List page, search for the Attribute List to update.

3. Make the required updates and click Apply when you are done.

Creating and Editing a Reusable Requirement List

You can request that participants in your solicitation provide high-level information beyond simply information provided for each solicitation line. This high-level

information often solicits details about the supplier company itself. Note that participants could be both external, such as the suppliers themselves, or internal, such as approvers. Such high-level pieces of information are referred to as Requirements for the solicitation.

To create a reusable requirement list:

1. Click Requirement under the Reusable Lists area of Quick Lists on the Negotiations Home page.
2. On the Reusable Requirement Lists page, click Create Requirement List to create a new requirement list and complete the following fields (*indicates a required field):
 - Name* - a name for the requirement list.
 - Description - a description of the requirement list.
 - Status - the status of the requirement list. By default, this is active.
 - Enter the following details in the Requirements region:
Select a requirement and click Add Section to add a new section to the list.
Select a section to and click Add Requirement to add a requirement. Enter the required details such as the properties, values, and value sets, and response values.
3. Click Apply when you are done.

To update a reusable requirement list:

1. Click Requirement under the Reusable Lists area of Quick Lists on the Negotiations Home page.
2. On the Reusable Requirement Lists page, search for the requirement list to update and make your changes.
3. Click Apply when you are done.

Creating and Editing a Reusable Cost Factor List

Reusable cost factor lists allow you to group several cost factors which are related or are typically used together. For example, you might create a cost factor list identifying normally expected transportation costs, for example, freight charges or import duty fees. Or you might create a list that identifies additional services such as consulting or training that will be required by a particular negotiation item. Once you have created a cost factor list, you can apply that cost factor list to any negotiation containing items to which those cost factors are applicable. You can create new cost factor lists or edit existing lists.

You must be assigned the Create Reusable Cost Factor Lists job function to create these lists.

To create a new cost factor list:

1. Click the Cost Factor link under Reusable Lists on the Quick Links section of the **Negotiations Home** page.
2. On the **Cost Factor Lists** page, click Create Cost Factor List.
3. On the **Create Cost Factor List** page, enter the following information:
 - List Name - You can enter up to 80 characters for the list name, but it must be unique among cost factor lists.
 - Description - You can enter up to 240 characters for the list description.
 - Status - The default status is Active. If you select Inactive, this list cannot be applied to any negotiation.
4. From the Cost Factors menu, select the cost factor you wish to add and click Add to List. To add additional cost factors, select the and click Add to List. Continue until you have added all the you need. After you have added the last cost factor, click Apply. If you wish to delete any from the list, select the cost factor and click Delete. Clicking Cancel discards any changes you have made, and returns you to the **Cost Factor Lists** page.

Note: You cannot add inactive cost factors to a cost factor list, but if a cost factor in a list is made inactive, an error message displays. You must remove the element from your list, activate it, and then add it to the list again. A cost factor list is also validated when it is applied to a negotiation.

To edit a cost factor list:

1. Click the Cost Factor link under Reusable Lists on the Quick Links section of the **Negotiations Home** page.
2. On the **Cost Factor Lists** page, search and select the list you want to edit. You can search for a particular price list by :
 - The list name.
 - The first few words of the list description.
 - The list status (Any, Active or Inactive).
 - The name of any cost factor defined to the list. (This returns all cost factor lists

using that price element.)

3. When you have entered the search data, click Go.
4. The search results display any cost factor lists matching your search criteria.
5. To edit the list, you can either click the cost factor list name link, and click Update.
6. On the **Edit Cost Factor List** page, you can
 - update the description for the cost factor list.
 - change the cost factor list status.
 - add or delete from the list.
7. When you have finished making your changes, click Apply. The new list is validated. If any are inactive, you receive an error message.

Administration Tab

Administration Overview

The Administration tab provides access to the tasks you use to administer and maintain Oracle Sourcing. These tasks are performed by the Sourcing CLM Super User. If you do not have the Sourcing CLM Super User responsibility, you do not see the tab.

As a Sourcing Contracting Professional, you can create and edit reusable lists, create abstracts and forms, manage value sets and values, cancel or delete negotiations, run concurrent requests, add negotiation styles, set up terms and conditions, configure negotiations, and work with negotiation subscriptions.

Abstract and Forms

Many organizations have numerous rules and regulations pertaining to the advertising of their sourcing event. Many public sector organizations, for example, have regulations that require publishing information on upcoming procurement events to external sources (such as FedbixOpps) if the contract is above a particular value. Additionally, many companies want to advertise their negotiations to increase the number of suppliers that participate in the negotiation. If you need to advertise your solicitations, you can use the abstract and forms feature to provide both high-level and in-depth information about a particular solicitation.

If you wish to advertise a negotiation from your own website, you can do so completing an Abstract and publishing it to an external website. This external website will be accessible to suppliers without having to log into your system. Oracle Sourcing delivers a default template called Abstract. You can take this template and modify it as appropriate for the solicitation.

If you wish to advertise a negotiation on an external source (for example, a centralized website), you can do so using a Form. This assumes that the external source accepts XML files.

Before you can complete an Abstract or Form for a solicitation, the Sourcing Super User

must perform some setup steps. Once they are done you can complete the Abstract and Forms anytime during the lifecycle of the negotiation. After you complete the Abstract or Form, you can publish the information they contain.

You can create or edit an Abstract or Form at anytime during the lifecycle of the negotiation.

To create a form:

1. Enter a Code. When you create a new form, by default the Version is 1.
2. Enter a Name and a Description for the form.
3. The XML Publisher Template and XML Publisher Data Source display by default.
4. Select the Status of the form. By default, this is Draft.
5. Select the Form Type.
6. In the Sections and Fields region, click Add Another Row to add a select and add a field. You can choose to make the field a required field for suppliers.
7. Click the Manage Sections and Fields button to add a new field or a section based on your business requirements.
8. Search for sections and fields and click the Manage Value Sets button to work with the associated value sets.

See: Integrating with FedBizOpps, *Oracle Contract Lifecycle Management for Public Implementation Guide* for information on how to set up and integrate with FedbizOpps.

Manage Value Sets

To define a value set, complete the following steps:

1. On the Administration tab, click Manage Value Sets. The Value Sets window displays.
2. Enter a name for the Value Set.
3. Optionally, enter a description.
4. Select a List Type from the list.
5. Select a Security Type.
6. In the Format Validation region, select a Format Type. Depending on the format type you select here, other fields are enabled or disabled.

7. Enter the Precision details.
8. Enter the Maximum Size for the field.
9. Select other validation details such as Numbers Only, Uppercase Only. You can also select the right-justify and zero-fill numbers to define the format for the field.
10. Enter the Min and Max Values for the field.
11. Select the Validation Type and save your work.

Manage Values

You use the Segment Values window to manage values for the value sets you defined.

To enter a value:

1. In the Administration tab, click Manage Values. The Segment Values window displays.
2. Search for the value set you defined.
3. You can view the values defined for the value set and the effective dates for the values. You can also add a new value to the value set.
4. You can view the Values, Hierarchy, and Qualifiers for the value set. You can also add a new value to the value set.
5. Save your work.

Concurrent Requests

You use the Submit Requests window to run concurrent programs for sourcing.

To run a concurrent program:

1. In the Administration tab, click the Concurrent Requests link. The Submit Requests window displays.
2. Enter the Name of the concurrent program to run.
3. Enter the parameters for the concurrent program. The parameters that display depend on the concurrent program you choose to run.

Negotiation Styles

Your Sourcing Administrator can define document styles that become available for use

by buyers. A negotiation style can exclude certain Oracle Sourcing features. For example, you could define a style that does not allow the use of Requirements or attributes. Once you remove a feature, the associated regions and fields do not appear on the product pages thus streamlining the appearance.

To create a Negotiation Style

1. On the Administration tab, click the Negotiation Style link.
2. On the Negotiation Style page that displays, click Create Negotiation Style.
3. On the Create Negotiation Style page, enter the following details:
 - Name of the negotiation style
 - Description of the negotiation style
 - Status of the negotiation style - by default, this is active
 - In the Negotiation Header Controls region, select the appropriate check boxes based on your business requirements
 - In the Document Types region, select the appropriate check boxes based on your business requirements
4. Click Apply.

Setup Negotiation Terms and Conditions

As an administrator, you can define the Terms and Conditions for the supplier to read and accept.

To set up negotiation terms and conditions:

1. On the Administration tab, click the Negotiation Terms and Conditions link.
2. On the Setup Negotiation Terms and Conditions page that displays, enter the following details:
 - Select the Disable terms and conditions for all languages check box per your business requirements.
 - Select the language to use for the terms and conditions
3. Click Apply.

Negotiation Configuration

As an administrator, you can configure negotiations for use across your organization.

To configure negotiations:

1. On the Administration tab, click the Configure Negotiations link.
2. On the Negotiation Configuration page that displays, enter the following details:
 - Select the appropriate radio buttons and check box to enter Rank Indicators to use in your organization.
 - Select the appropriate check boxes in the Supplier Visibility in Blind Solicitations
 - Select the appropriate cost factor from the list.
 - Select the appropriate radio buttons to determine the price breaks or price tiers.
 - Select the appropriate radio buttons or check boxes to determine if you want to make award approvals mandatory for solicitations.
 - Select the appropriate check boxes to define header scoring defaults.
 - Select the appropriate attribute groups for the negotiation.
 - Select the appropriate unit of measure for amount based lines.
 - Select the appropriate check box to determine details of multiple round negotiations.
 - Define the access to your external sources of supplier information using the Supplier Discovery region.
 - Enter the Server polling Interval (seconds) in the Countdown Clock region.
 - Enter the details for running concurrent requests in the Concurrent Processing region.
 - Enter the details of the FedBizOpps Setup.
See: FedBizOpps, page 10-1
3. Click Apply.

Notification Subscription

As an administrator, you can enter details of the notification subscriptions to determine how notification subscriptions work in your organization.

To enter notification subscriptions:

1. On the Administration tab, click the Notification Subscription link.
2. On the Negotiation Subscription page, enter details of how notifications work for buyers and suppliers.
3. Click Apply

Creating and Publishing Solicitations

Creating and Publishing Solicitations Overview

The process to create a sourcing document comprises of several stages. During each stage of the creation process, you need to supply specific information. Different types of negotiations require different information at each stage. Depending on the complexity of the negotiation, a particular stage might require the inputs and approvals of several collaborators.

You can publish the negotiation only after the negotiation has been approved (if required). All suppliers listed are sent invitations to participate. Approvers on the collaboration team are sent notifications to view and approve the negotiation document.

See: Creating a Solicitation, page 4-2 for details on how to create a solicitation.

See: Submitting a Solicitation for Approval, page 4-23 for details on approving and publishing a solicitation.

Solicitation Amendments

Solicitation Amendments Overview

After publishing a negotiation, the buyer can update information defined in the document if required. This update is called an amendment. All suppliers are notified that the sourcing document has been changed and are required to view and acknowledge the changes. They must also review their previous response and resubmit it in accordance with the amendment if they wish to continue participating. Amendments can be created anytime after the preview date/time or open date/time, if no preview date/time was specified, and before the close date/time.

You can create an amendment at any time after approval of a solicitation. When you create an amendment, the application automatically displays all the details from the confirmed solicitation. You can change line items using an amendment, or cancel a solicitation using an amendment.

Use the View Amendment History page to query for Conformed Amendments. Search for Draft and Approved Amendments using the Manage Drafts Search Page. Drafts/Approved Amendments also appear in the Buyer Home Page under the Draft section.

The information that the View Amendment History page displays is dependent on the status of the current negotiation document. The information that displays for Created and Conformed Amendments includes the Amendment Number, Status, Effective Date, Signed Date, Review Changes, Cancellation, and a Create Amendment button. For amendments that are created but not submitted for approval, the Amendment History page additionally displays an Update icon that you can use to update the amendment. The Create Amendment button does not display here. For amendments that are created and approved, the status displays Approved.

Once you have completed amending your document, you can generate a description with the details of the amendment.

See: Generating a Description, page 7-3

Creating a Solicitation Amendment

You can create an amendment at any time after solicitation approval and publish.

To create an amendment:

1. On the Negotiations tab, from the list of Published Negotiations, select the Negotiation to amend and click the Negotiation Number link.
2. On the Solicitations page that displays, select Create Amendment from the Actions list.
3. On the Create Amendment Header page that displays, enter the header details you want to amend:
 - By default, the Amendment Number displays.
 - Enter the Effective Date and a Description for the Amendment.
 - You can amend details such as the Document Title, Solicitation Type, and Sourcing Project in the Negotiations region.
 - You can edit details such as the DPAS Rating, Priority Code, Customer Project Code, and Customer Project Text in the Business Priority and Project Information region.
 - View and edit the details of the Competitive Information.
 - Add or remove members of the collaboration team and notify them in the Collaboration Team region. You can also update the members of the collaboration team using the Action list of values.
 - Edit the Bill-To Address, Ship-To Address, FOB, Payment Terms, Carrier and Freight Terms in the Terms regions.
 - Update the Price Precision details in the Currency region.
 - Update the Requirements region as applicable.
 - Add or remove details of Abstracts and Forms. Each entry created in the forms region is a combination of the federal standard form, and the document format in which that form can be printed. An XML template is associated with each row for printing.
 - Add Notes and Attachments as applicable.
4. Click Addresses to update the details of location, address code, and contacts for the

address types.

5. Click Lines to update line details of the negotiation. You can create new CLINs, SLINs, and organize lines. You can also delete existing lines based on your requirements.
6. Click Controls to update Schedules, Response Rules, and Submissions Rules for the negotiation.
7. Click Contract Terms to update the clauses and deliverables for the negotiation.
8. Click Suppliers to view the details of the suppliers. Note that you cannot invite suppliers using an amendment.
9. Click Review to review your changes.
10. From the Actions menu, select the action and click Go to proceed.
11. Click Conform to create a conformed document once the amendment is approved. Note that when you create an amendment, the original and amendment document are maintained separately.

Approving a Solicitation Amendment

If your solicitation requires approvals, the solicitation amendment must be approved before you can conform and publish the amendment.

To approve a solicitation amendment:

1. On the Create Amendment Review page, select Submit for Approval from the actions menu.
2. On the Review Submit for Approval page, enter a note for the approvers and click Submit.
3. When you log in as an approver, you see the Create Amendment Review page. Click Review to review the amendment.
4. Select Approve from the Actions menu to approve the amendment.

Generating a Description

Once you have completed amending your document, you can generate a description with the details of the amendment.

To generate a description:

1. On the Create Amendment Review page, select Generate Description from the actions menu.
2. On the Change Description page, select the mode. Choose between Background Mode and Runtime Mode.

If you choose Background Mode, then the application submits a concurrent program to generate the description, and you see a message informing you about the submission of the concurrent program and you can continue to work.

If you choose the Runtime mode (default), then you can view the changes to the description directly rather than having to go back to the Change Description page to view them.
3. Click Generate.
4. The Text Edited by User check box indicates if the user has made changes to the description automatically generated by the system.
5. The Amendment Updated after Generating Description check box is automatically selected if you make any modifications after generating the description. If this check box is selected, ensure you regenerate the description. If you regenerate the description, the application overwrites all changes.
6. Click Revert or Save your work.

Conforming a Solicitation Amendment

Once an amendment is approved, you must confirm the document before you publish it.

To conform a solicitation amendment:

1. On the Create Amendment Review page, click Conform.
2. On the Confirmation page that appears, you can view the status of the conformation.
3. Click Publish to publish the solicitation.

Note: Once the amendment is conformed, it merges with the original document and retains the original document number.

Searching and Viewing a Solicitation Amendment

Solicitation Amendment can exist in three statuses – Draft, Approved or Conformed.

You can search for conformed amendments from the View Amendment History page. You can search for draft and approved amendments from the Manage Drafts Search Page. Drafts/Approved Amendments also appear in the Negotiation (Buyer) Home Page under the Draft section.

To search for a solicitation amendment:

1. On the Negotiations tab, select the published solicitation for which you want to view the amendment history.
2. From the Actions menu, select View Amendment History. On the Amendment History page that appears, you can view the details of the amendment. Click the Amendment Number link to see details of the solicitation. Click the Review Changes icon to see difference between the original and amended document.

Clicking on the Review Changes icon displays different information based on the status of the document.

Creating and Conforming a Cancellation Amendment

In the event you need to cancel a solicitation, you can do so using amendments. A cancelled solicitation is designated as cancelled and will not be awarded. Vendors do not need to acknowledge the cancellation of a solicitation.

To create a cancelling amendment:

1. On the Negotiations tab, select the published solicitation for which you want to create the cancelled amendment.
2. On the Solicitation page, select Create Amendment: Cancellation from the Action menu.
3. Edit the Document Number as required.
4. Enter a Cancel Note to Suppliers.
5. If the cancellation requires approvals, enter the details of the collaboration team and click Review.
6. Click Conform.

Deleting a Draft Amendment

You can delete any draft amendment except those that are submitted for approval or approved or conformed.

To delete a draft amendment:

1. On the Negotiations tab, click the Draft link in the Manage quick links region.
2. On the Manage Draft Negotiations and Amendments page, conduct a search for draft solicitations and select the one to delete.
3. Click Delete to delete the draft.

Supplier Responses and Awards

Creating a Surrogate Response

As a buyer, you can place a surrogate response on behalf of your suppliers. The supplier can view detailed information about the solicitation, for example, items and pricing information, from the pdf. The supplier then contacts the buyer with the offer information, and the buyer enters the details in the negotiation. Surrogate responses are processed the same way as other offers.

You can choose to create a Two-Stage Surrogate Quote that enables you to enter the technical information, and the commercial information for a two-stage RFQ on behalf of a supplier. In the technical stage, you enter the technical offer submitted by a supplier. The supplier's technical offer is evaluated and if it is found acceptable it is shortlisted for the commercial round. In the commercial evaluation process, you enter the supplier's commercial offer and evaluate it.

You can create an order from a solicitation when a solicitation is created to complete the buy. You can use the surrogate offer to do this, provided the offer is updated to capture the information that must flow from solicitation to award.

To enter a surrogate response:

1. On the Negotiation home page, access, the negotiation in which you wish to bid by clicking its number.
2. On the Negotiations page, select Create Surrogate Offer from the Actions menu.
3. Search for the Supplier and click Create Surrogate Offer. Click Accept to accept the Terms and Conditions of the offer.
4. The Create Offer page displays, where you can enter details in the Header and Lines tabs. You can also perform actions such as Cancel, View Solicitations, Offer by Spreadsheet, Save Draft, and Continue.

Working with the Header and Lines tabs:

1. By default, the Header tab displays the name of the Supplier, Solicitation Currency, Offer Currency, and the Price Precision. You cannot update this information.
2. Enter a value for the Offer Received Time for the solicitation.
3. Enter a value for the Offer Valid Until for the solicitation.
4. Enter the Reference Number for the solicitation.
5. Enter a note for the buyer.
6. In the Reference IDVs region, select the Internal IDV and enter the External IDV name.
7. Use the Attachments region to add an attachment for the solicitation. Click Add Attachment to search for and add an attachment.
8. If there are additional contract terms associated with the solicitation, then the Contract Terms region enables you to Preview Contract Terms. You can also view the details of the Variables and add a value associated with the variable.
9. Click the Lines tab to update the line information. By default, you can view the Solicitation Currency, Offer Currency, and the Price Precision values. You cannot update these details.
10. Enter an Offer Price, Offered Quantity, and Promised Date against each line. Alternatively, if you need to make any further changes to the line details, click Update for the selected Line. You can view and update details as follows:
 - Select the Informational check box to indicate that the line is not a priced line.
 - View the Description, Unit, Contract Type, IDC Type, Cost Constraint (if any), Start Price, Target Price, Target Quantity, Close Date, Offer Currency, Rank, Ship-to address, and Need-by Date. You cannot modify these details.
11. In the Additional Item Information region, enter the following details:
 - Enter the NSN. This is the National Stock Number (NSN) and is a thirteen (13) digit number assigned to an item of supply. It consists of the four digit Federal Supply Class (FSC) and the nine digit National Item Identification Number (NIIN). The NSN is used as the common denominator to tie together logistics information for an item of supply. A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; when combined with the four character FSC it composes the NSN. The NIIN is used as the common

denominator for an item of supply

- Enter a Drawing Number - The drawing number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Serial Number: The serial number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.
- Piece Number: The piece number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Model Number: The model number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Item Long Description: In cases where the Commodity or Service Name / short description field does not provide enough space for the item/service being requested, the Item Long Description field is used to enter additional descriptive text. The text entered within this field is carried forward to subsequent transactions. This is the description of what the government is procuring.

The supplier, receiving clerk, and payment office use the item long description to ensure that the correct items are shipped, received and invoiced.

- Specification Number: The specification number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Manufacturer Name - the name of the manufacturer by whom the goods are made.
- Manufacturer Number: The number of the manufacturer. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- Manufacturer Part Number: The part number as given by the manufacturer

for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- **Product/Catalog Number:** In the case where a manufacturer provides a catalog from which goods can be purchased, this is the product/catalog number associated to the item being requested. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.
- **Supplier Part Number:** The part number as given by the supplier for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

12. In the Federal Customer Designation region, enter the following details:

- **MDAPS/MAIS:** Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs.
- **NAICS:** The commodity group (defined by the NAICS) under which the size standard is applied.
- **Program Code:** Allow the user to select from established Program Codes. Programs are also agency-defined and can be used to group and report purchases under a particular program.
- **FSC/PSC:** The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations.
- **Customer Project Code:** This identifies PRs created for special programs, exercises, projects, operations, or other purposes. Sites can establish their own set of codes and use them to identify and group PRs. It is used to capture the Construction Project Number for the SF1442 (block 6).
- **Customer Project Text:** Text Description of the selected project code. It is used to capture / map the A&E Project Title and Location for the SF252 form and the Project number for the 1442 form as well.

13. In the Notes region, enter a note for the buyer

14. The Attachments region enables you to add an attachment for the offer, if required. Click Add Attachment to search for an add an attachment.

5. Click Cancel to cancel the creation of the surrogate response.

6. Click View Solicitation to view the details of the solicitation. You can view information in the Header, Addresses, Lines, Controls, Contract Terms, and Suppliers tab.
7. Click Offer By Spreadsheet to use the a spreadsheet to work with the solicitation data. Select the type of spreadsheet format you wish to use: XML Spreadsheet or Tab-Delimited. If you choose Tab delimited, you will also have to select which spreadsheet you wish to download - Requirement or Line. Click Export. Save the spreadsheet file to a convenient location. Open the spreadsheet file and complete your work. Once done, select the format of the spreadsheet you wish to import. Browse to the location where you saved your spreadsheet file. Click Import. The system will validate the response information you entered in your spreadsheet.

Note: If you use MS Excel to open and work with this spreadsheet, then select the Data menu, select Get External Data, and then select Import Text File. Browse and select the downloaded response text file. In the Text Import Wizard that displays, select Delimited in Step 1 of 3 and click Next. In Step 2 of 3, ensure the Tab check box is selected, and click next. In Step 3 of 3, select the second column containing Solicitation Line Number and select the Text radio button. Click Finish. This ensures that your line numbers display in the correct format.

8. Click Save Draft to save your work.
9. Click Continue to progress.

Awarding a Solicitation to a Supplier

Once you have closed you solicitation, you decide on the supplier to whom you want to make the award. You can choose to make a full award or a partial award. Partial awards depend on the CLIN/SLIN structure you use.

To make an award:

1. From the Negotiations Home page, search for and select the solicitation to award.
2. Select Close Solicitation from the Actions menu to close the solicitation. On the Close Solicitations page that displays, enter a note to the suppliers and Click Apply. This closes the solicitation immediately.
3. Select either Award by Offer, or Award by Line from the Actions menu.
4. If you select Award by Offer, then select the supplier and click Award Multiple Lines to award the supplier multiple lines. On the Award Multiple Lines page, review the award and recalculate if required. Select Save Award.

5. Select Change Shortlist Status to alter the supplier's status.
6. If you select Award by Line, then select the line to award and click Award. The Award Line page displays information about the offer. Add a note to the suppliers and click Award.
7. Click Award Summary to see a summary of the award.

Sourcing for Suppliers

Overview of the Negotiations Home Page

As a supplier, you use the Negotiations Home page to complete all your sourcing tasks. Use this page to do the following:

- Search, page 9-1 for negotiations in which to participate.
- View information, page 9-3 on any negotiations to which your company has been invited.
- Respond, page 9-3 to negotiations.
- Create and submit responses, page 9-4 to negotiations.
- Monitor, page 9-6 the progress of any published responses.
- Create and monitor any deliverables, page 9-5 required by negotiations in which you are participating.
- View information, page 9-6 on any awarded, rejected, or disqualified responses.
- Maintain, page 9-7 your profile.

Searching for Negotiations

To be able to successfully conduct business on Oracle Sourcing, you must be able to quickly locate negotiations of interest. There are several ways to search depending on the kind of negotiation you are looking for.

To search for your active and draft responses:

If you are currently participating in a negotiation, or are in the process of preparing a response for a negotiation, information on your responses is displayed under Your

Active and Draft Responses section of the Negotiations Home page. At a glance, you can view your top five active and draft responses. The details you can view are Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Time Left, Monitor, and Unread Messages.

- Click the Negotiation Number link to see details about the negotiation.
- Click the Response Number link of an active response to see the details of your current response.
- Click the response number link of a draft response to continue editing the draft.
- Click Unread Messages to view the unread message.
- Click Full List to view the list of all your responses that have not been awarded, rejected, or disqualified.

To search for negotiations to which you've been invited:

If a buyer has invited you to participate in a negotiation, you will see an entry for that negotiation under Open Negotiations. To access a negotiation, click the Number link for that negotiation. You can see the details of the negotiation and decide whether or not to participate. To see a complete list of negotiations to which you have been invited, click Full List.

To search for all open negotiations:

In addition to the negotiations to which you have been specifically invited, there may be many other open negotiations which you may wish to investigate and participate in.

- On the Negotiation Home page, enter search criteria from the list of values and click Go. You can search for open negotiations using criteria such as:
 - Title - the title of the negotiation
 - Number - the negotiation number
 - Contact - the buyer who created the negotiation
 - Category - all negotiations having an item from that category value
 - Line - all negotiations belonging to the same line type
 - Event - all negotiations associated with a Sourcing event
- After you have selected a search criteria and entered a search value, click Go. The Results: Negotiations page displays all negotiations that meet your search criteria.
- To access a negotiation, click the Number link. This will take you to the negotiation summary page. Here you can view information on the negotiation and submit a

response.

Viewing Negotiation Details Before Responding

To view your negotiation details before responding:

1. Under Open Invitations, click the Negotiation Number to access the Negotiation Summary page for the negotiation in which you are interested.

Alternatively, use the Search Negotiations fields to access the Active Negotiations page. Click the Negotiation Number to access the Negotiation Summary page.

2. The negotiation summary page displays all the current information for this negotiation. This includes such information as the open and close dates, negotiation terms, any header information and any notes or attachments. The countdown clock at the top of the page shows you the time left before the negotiation is closed.

Clicking the Lines link displays information on the negotiation lines, including such information as the negotiation quantity, the current best response (if the buyer chooses to display this) and the number of active responses. If the buyer chooses to allow you to access response information, clicking the number link displays information on responses to this line. To see a line's attributes, price factors or notes/attachments, click the description link in the Line column.

Clicking the Controls link displays the response controls set by the buyer when the negotiation was defined.

See: Understanding Response Controls, page 4-19

Clicking the Contract terms link displays any negotiation contract deliverable defined to this negotiation.

If the item has attributes, cost factors, or price breaks associated with it, you can view information on the item attributes by clicking the View link under the Details column. The Notes and Attachments section displays any text messages from the buyer and any attached files. Attachments can be viewed by clicking the paperclip icon.

Responding to Solicitations

Suppliers can respond to public solicitations and private solicitations to which they have been invited. To respond to a solicitation you must:

- Find a negotiation, in which to participate.

See: Searching for Negotiations, page 9-1

- Submit your response (bid, or quote).

See: Submitting Responses, page 9-4

- Monitor the action in the negotiation in which you are participating.

See: Monitoring Responses, page 9-6

Submitting Responses

Navigate to the Negotiation Summary page for the negotiation to which you wish to respond by clicking its Negotiation Number link under the Open Invitations section of the Negotiations Home page. Alternatively, you can enter search values into the Search Negotiations fields and click Go to list all negotiations in the system, including ones to which you were not explicitly invited to. On the Active Negotiations page, find your negotiation and click the Negotiation Number link there.

When a solicitation amendment is published, as a supplier, you have to review change description, acknowledge the amendment, and then resubmit the offer, after making any revisions.

You can see details of the negotiation on the Negotiation Summary page. If less than 24 hours remain for the negotiations, the countdown clock at the top of the page shows the amount of time left before the negotiation closes in real time.

To submit response online:

1. On the Negotiation Summary page, select Create Offer from the Actions menu to create a response to the negotiation.
2. If the buyer has defined Terms and Conditions, you are asked to read and accept the negotiation terms and conditions. After reading the terms and conditions, click Accept.
3. On the Create Offer page, depending on the contract type used on each line, you click the Update button and enter the relevant details.

See: Common CLM Functionality, page B-8 for more information on Contract Types

4. When you have entered responses to all your line responses, and any specific requirements from the buyer, click Continue. This returns you to the Create: Review and Submit page.
5. You can click Offer By Spreadsheet to use the a spreadsheet to work with the solicitation data. Select the type of spreadsheet format you wish to use: XML Spreadsheet or Tab-Delimited. If you choose Tab delimited, you will also have to select which spreadsheet you wish to download: Requirement or line. Click Export. Save the spreadsheet file to a convenient location. Open the spreadsheet file and complete your work. Once done, select the format of the spreadsheet you wish to import. Browse to the location where you saved your spreadsheet file. Click Import. The system will validate the response information you entered in your spreadsheet.

Note: If you use MS Excel to open and work with this spreadsheet, then select the Data menu, select Get External Data, and then select Import Text File. Browse and select the downloaded response text file. In the Text Import Wizard that displays, select Delimited in Step 1 of 3 and click Next. In Step 2 of 3, ensure the Tab check box is selected, and click next. In Step 3 of 3, select the second column containing Solicitation Line Number and select the Text radio button. Click Finish. This ensures that your line numbers display in the correct format.

6. When you are satisfied with your bid, click Submit.

Note: If for some reason you do not wish to submit your response immediately, click Save Draft to save your response information for a later session. Your draft will be assigned a number which you can use later when accessing the draft for editing or completion. You can access your draft responses by clicking the Manage Draft quick link from the Negotiations Home page. You can access the draft for editing or for submission.

Responding to Deliverables Defined for a Negotiation

Deliverables are additional requirements a buyer may request of a supplier over the course of a negotiation. Deliverables are part of the contract terms the buyer may have defined and are typically additional pieces of documentation that must be provided by the supplier.

You use the Create Response page to enter your response to the buyer's negotiation. This includes responses to any contract terms the buyer has defined. Contract terms are displayed in the Contract Terms section of the page.

1. If there are deliverables, they will be listed in the Deliverables section. Each deliverable has a due date, and you must respond to these deliverables before their dates expire. If there is an exclamation mark icon in the Alert column, the due date for completion of that deliverable has passed and that deliverable is late. If there is an X icon in the Alert column, the responsible party failed to perform the deliverable.
2. Once you have completed the tasks outlined in the deliverable, you respond to the deliverable and update its status. Click the Update icon.
3. On the Update Deliverable page, you can change the deliverable status, or modify or delete an existing attachment, or add a new attachment.

4. Change the status to Submitted and click Done.

Monitoring Responses

From the Negotiations Home page, you can easily monitor the status of negotiations to which you have responded. The Your Active and Draft Responses section lists all negotiations to which you have either submitted an active response or to which you are still creating a draft response.

1. Click the Negotiation Number link to see details of the negotiation such as negotiation items, terms and conditions, and response controls.
2. Click the Response Number link to see details of your current responses.

Also on the Negotiations Home page, you can use the Response Quick Links to see the status of your awarded, rejected, and disqualified responses. You can also use the Monitor negotiation page to view your response while the negotiation is in progress.

Viewing Responses

The View Responses quick links section of the Negotiation Home page enables you to view your awarded, rejected, and disqualified responses.

Click Awarded to view the Awarded Items page, which shows you all negotiation items for which you have been awarded business. The Awarded Items page allows you to drill down into detailed information about the negotiation items and your responses to them. The Awarded Items page shows the Response Number, Reference Number, Supplier Site, Negotiation Number, Type, Description, Promised Date, Award Quantity, Award Price, Outcome Document, and Reason.

Click Rejected to view the Rejected Items page that shows you all items to which you responded but were not awarded by the buyer. The Rejected Items page allows you to drill down into detailed information about the negotiation and your response to it. The Rejected Items page shows the Response Number, Reference Number, Supplier Site, Negotiation Number, Type, Description, Promised Date, Response Quantity, Response Price, and Reason.

Click Disqualified to view the Disqualified Responses page that shows you all responses you have placed in any negotiation that have been disqualified by the buyer. The Disqualified Responses page allows you to drill down into detailed information about the negotiation and your response to it. The Disqualified Responses page shows the Response Number, Your Response Number, Supplier Site, Negotiation Number, Title, Type, Event Title, Time Left, and Reason. If the negotiation is still open, you can select your response and click Revise to update your information and submit a new response.

Maintaining Your Profile

1. On the Negotiations Home page, click the Personal Information quick link.
2. The Update Personal Information page displays. You can update your Contact Title, First Name, Middle Name, Last Name, Job Title, Contact Email, Phone Area Code, Phone Number, Phone Extension, Fax Area Code, and Fax Number.
3. When you have finished editing your personal information, click Apply. Click Clear Changes to undo all changes you made. To cancel all changes, click Cancel.

FedbizOpps

An Introduction to FedbizOpps

FedbizOpps is the single point of entry for Federal buyers to publish Federal government procurement opportunities across departments and agencies. US Federal Government complex contracting and procurement business processes require that all opportunities over a certain amount, currently at \$25,000, must be posted to FedBizOpps, where suppliers seeking Federal markets for their products and services can search, monitor, and retrieve opportunities solicited by the entire Federal contracting community.

CLM supports FAR, DFARS, and other agency regulations that define the federal business processes, and encompasses a full procure-to-pay process flow within Oracle e-Business Suite which maximizes benefits to federal users. CLM enables contracting officers to drive operational excellence in federal procurement functions and enables the agencies to cut procurement costs dramatically. By providing the end-to-end business intelligence with a single source of data, CLM provides data transparency and visibility and provides contracting officers with support for strategic planning and improved decision making.

As a supplier, you need to post the following different types of notices:

- Presolicitation Notice - Synopsis
- Modification to a Previous Presolicitation Notice
- Combined Synopsis/Solicitation
- Amendment to a Previous Combined Solicitation

You use the Presolicitation Template for publication of notices for proposed acquisitions. FAR required the submission of this document before the publication of any further actions. FBO rejects any other documents that refer to a specific solicitation without previous publication of the Presolicitation Notice for that solicitation.

After you associate a solicitation notice to the document, click Enter Data to enable the application to pre-fill data elements on the form from the solicitation document. Save the document and generate XML or post the notice to FedbizOpps. After you successfully post the solicitation details to FedbizOpps, the application updates the Date Sent field with the date of posting of the notice.

Note: You can post notices at all times irrespective of the status of the document.

See: Abstracts and Forms, page 5-1 to learn more about how abstracts and forms are used to integrate with FedbizOpps.

See: Integrating with FedBizOpps, *Oracle Contract Lifecycle Management for Public Sector Implementation Guide* for information on how to set up the Integration.

Reports

Sourcing Reports

CLM for Public Sector Sourcing includes the FedBizOpps Compliance predefined report.

FedBizOpps Compliance Report

You use the FedBizOpps Compliance report to display all those documents that have not been transmitted to FedBizOpps. This could happen if the Pre-solicitation notice on the solicitation document is not transmitted fifteen days before issue of a solicitation, or if the total amount on the published solicitation document is over \$25,000 and the Pre-solicitation notice or Combined Solicitation/Synopsis is either not linked, or linked but not transmitted to FedBizOpps. Alternatively, if the Document Upload notice is either not linked to published solicitation or linked but not transmitted to FedBizOpps after the solicitation is active publicly.

Report Submission

In the Submit Requests window, select FedBizOpps Compliance in the Name field.

Parameters

Operating Unit - select the Operating Unit for which you want to run the report from the list of values.

Issuing Office - select the Issuing Office from the list of values. You can choose from Location Code and Location Name.

Date From - enter a value to specify the date range.

Date To - enter a value to specify the date range.

Pages and Navigation Paths

Sourcing Home Page

1. CLM Sourcing Super User > (H) Sourcing Home Page

Negotiations

1. (H) Sourcing Home Page > (T) Negotiations

Search Published Negotiations

1. (T) Negotiations > Search Published Negotiations
2. Select criteria from the Search Published Negotiations LOV and click Go.

Advanced Search

1. (T) Negotiations > (H) Advanced Search
2. Specify the criteria and click Go.

Simple Search

1. (T) Negotiations > (B) Simple Search
2. Specify the criteria to restrict the search and click Go.

Create a Solicitation

1. (T) Negotiations > Quick Links > Create > (H) Solicitation

Copy a Negotiation

1. (T) Negotiations > Quick Links > Create > (H) Copy
2. Specify the criteria and click Go.

Create an Event

1. (T) Negotiations > Quick Links > Create > (H) Event

View Draft Negotiations

1. (T) Negotiations > Draft Negotiations
2. Click on a draft solicitation number.

Create a Solicitation Header

1. (T) Negotiations > Quick Links > Create > (H) Solicitation
2. The Create Solicitation Header page displays.

Edit Document Number

1. (T) Negotiations > Quick Links > Create > (H) Solicitation
2. The Create Solicitation Header page displays.
3. Click (H) Edit Document Number.

Notify Collaboration Team Members

1. (T) Negotiations > Quick Links > Create > (H) Solicitation
2. Select members in the Collaboration Team region.

3. Click (B) Notify.

Add Another Collaboration Team Member

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > Header
2. Go to the Collaboration Team region.
3. Select another member by using the Add Another Row button.

Manage Response Currencies

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header
2. Click (B) Manage Response Currencies in the Currencies region.
3. Search for response currencies using Response Currencies LOV.

Select Score Settings

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header
2. Click (B) Select Score Settings in the Requirements region.

Add Requirement

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header
2. Select a row.
3. Click (B) Add Requirement in the Requirement region.

Recalculate

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header
2. Click (B) Recalculate in the Requirements region.

Add another Abstract and Forms

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header

2. Click (B) Add Another Row in the Abstract and Forms region.

Add Attachment

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header
2. Click (B) Add Attachment in the Notes and Attachment region.
3. Select the type of attachment to add from the Add LOV.
4. Click (B) Add Another.

Online Discussion

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header
2. Click (B) Online Discussions

Create New Message

1. (T) Negotiations > Quick Links > Create > (H) Solicitation > (H) Header
2. Click (B) Online Discussions.
3. Select the recipients from the Send To LOV.
4. Click Send.

Manage Drafts

1. (T) Negotiations > Quick Links > Manage > (H) Draft
2. The Manage Draft Negotiations and Amendments page displays.

Search Drafts

1. Specify search criteria and click (B) Go.

Manage Events

1. (T) Negotiations > Quick Links > Manage > (H) Events

2. The Manage Events page appears.

Manage Deliverables

1. (T) Negotiations > Quick Links > Manage > (H) Deliverables

Draft Surrogate Responses

1. (T) Negotiations > Quick Links > Manage > (H) Draft Surrogate Responses
2. The Manage Draft Surrogate Responses page displays.
3. Specify search criteria and click (B) Go.

Supplier Research

1. (T) Negotiations > Quick Links > Manage > (H) Supplier Research.
2. The Supplier Research page opens.
3. Specify search criteria and click (B) Go.

Manage Templates

1. (T) Negotiations > Quick Links > Templates > Solicitation
2. The Manage Templates page opens.
3. To search for a solicitation template, enter search criteria and click (B) Go.
4. To create a new solicitation template, click (B) Create New Solicitation Template.

Requisitions

1. Sourcing > (H) Sourcing Home Page > (T) Requisitions

Demand Workbench

1. (H) Sourcing Home Page > (T) Requisitions > (ST) Demand Workbench

Views

1. Requisitions > Requisitions > Demand Work Bench >Views
2. Select a seeded view from the Views LOV
 - My Requisitions.
 - My Requisitions for Goods
 - My Requisitions for Services
 - My Requisitions Requiring a Solicitation
 - My Requisitions Requiring a New Supplier
 - My Requisitions Requiring a Suggested Supplier
 - My Urgent Requisitions
 - Unassigned Requisitions

Personalize Views

1. (T)Requisitions > (ST) Demand Workbench > (B) Personalize

Search for Requisitions

1. (T) Requisitions > (ST) Demand Workbench > (B) Search

Document Builder

1. (T) Requisitions > Document Builder

Amendments

1. (T) Requisitions > (ST) Amendments

Search for Amendments

1. (T) Requisitions > (ST) Amendments > Search

Enter Solicitation Address Information

1. Navigate to the Solicitation Header.
2. Click (H) Addresses on the left pane.
3. The Addresses page displays.

Enter Solicitation Line Information

1. Navigate to the Solicitation Header.
2. Click (H) Lines on the left pane.
3. The Create Solicitation: Lines page displays.

Enter Solicitation Controls

1. Navigate to the Solicitation header.
2. Click (H) Controls on the left pane.
3. The Create Solicitation: Controls page opens.

Define Contract Terms

1. Navigate to the Solicitation header.
2. Click (H) Contract Terms on the left pane.
3. The Create Solicitation: Define Contract Terms page displays.

Add or Invite Suppliers

1. Navigate to the Solicitation header.
2. Click (H) Suppliers on the left page.
3. The Create Solicitation: Suppliers page opens.

Common CLM Functionality

Document Numbering

CLM documents are automatically numbered in accordance with document numbering conventions used in federal agencies. You can assign complex document numbers to purchasing documents. You can configure a segment driven number format for CLM documents. Based on the setup of the number format, the appropriate document number gets automatically assigned to CLM documents.

While the headers and lines of a CLM document are numbered automatically, users can edit the header and line numbers with manual updates.

Note: To setup and enable the document numbering structure for use in purchasing documents, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Header Numbering

Header Numbering is applied to CLM documents with their amendments/modifications. CLM supports agency defined document number structures as well as those defined by regulation such as the DFARS.

Some basic guidelines that govern CLM document header numbering are:

- A numbering format such as DoDAAC-Fiscal Year-Instrument Type-Serial Number consists of a structure that contains the following elements:
 - DoDACC is a 6-digit alphanumeric value that identifies an agency and is associated to a user. Users may have more than one DoDACC values associated to them.
 - Fiscal Year represents the current government fiscal year as a 2-digit numeric value.

- Instrument Type is a 1-character uppercase alphabet.
- Serial Number is a 4-digit alphanumeric sequential counter that is generated based upon the DoDAAC, Fiscal Year, and Instrument Type unique combination. Serial numbers range from 0001 – 9999. When the serial numbers 0001 - 9999 are exhausted, the system continues with 00AA-99ZZ. The characters I and O are not used in the serial number generation. A lower and upper limit of a serial range such as 4000 – 8999 can be selected in order to generate the serial number within the limits defined by the range.
- You can select the ranges for generating the serial number. This is available via the Edit Document Number popup in the CLM documents page.
- A 4-digit number is used to define draft or final modifications using the serial range of 0001-9999.
- In an operating unit, for a particular CLM document type/style, there can be only one numbering structure active at a time, even though multiple numbering structures can be defined. CLM Document Types are used to define numbering structures for solicitations, CLM Document Styles are used to define numbering structures for awards and IDVs.

Some numbering structures for CLM documents are listed below. Please note that numbering structures vary from agency to agency. Given below is a sample set of numbering structures:

CLM Document	Header Numbering Structure	Example
Purchase Requisition	Prefix-Fiscal Year-Agency Identifier- Serial Number	PR-10-CDC-12345
Solicitation	DoDACC-Fiscal Year-Instrument Type-Serial Number	MAS123-10-Q-0001
Award	DoDACC-Fiscal Year-Instrument Type-Serial Number	MAS128-10-C-0001
IDV	DoDACC-Fiscal Year-Instrument Type-Serial Number	MAS123-10-C-1234

CLM Document	Header Numbering Structure	Example
Order Referencing IDV	DoDACC-Fiscal Year-Instrument Type-Serial Number-Order Referencing IDV Number	MAS123-10-C-1234-0001
Requisition Amendment	Prefix-Fiscal Year-Agency Identifier- Serial Number-Amendment Number	PR-10-CDC-12345-0001
Solicitation Amendment	DoDACC-Fiscal Year-Instrument Type-Serial Number-Amendment Number	MAS123-10-Q-0001-0001
Modification for Award	PIIN-Control Number-Serial Number-Modification Type-Modification Code-Second Character	MAS128-10-C-0001-C0001
Modification for IDV	PIIN-Control Number-Serial Number-Modification Type-Modification Code-Second Character	MAS128-10-C-0001-C0001

Note: When amendments or modifications to the main document are numbered, they generally follow the format: Base Document Number + Suffix (Serial Number).

Contract Line / Sub-Line (CLIN / SLIN)

The Contract Line (CLIN) and Sub-line (SLIN) structure is used in CLM documents, including modifications to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines.

By default, all CLINs are regarded as priced lines.

Users can define an informational line by selecting the Informational checkbox at the line level.

The possible combinations of CLIN/SLIN lines that are used in CLM are as follows:

- Priced CLIN with funding information and Informational SLINs without funding information.
- Informational CLIN with Priced SLINS that have funding information
- Priced CLIN with no funding information and Informational SLINs with funding information. (The SLINs in this case would have the multiple funding information each at individual SLIN level.)

Note: Priced CLINs may not have Priced SLINs and funding may not exist at both levels..

Shipments are not available for any informational line (funded or not funded). Informational lines will have distributions only if they are funded. They will not have distributions if they are not funded.

Users can copy the CLIN/SLIN structure completely to a new CLIN/SLIN structure. The Copy functionality is available across all purchasing documents. When a Sub-line is selected and copied, it gets created as a new SLIN in the document, always under the same parent CLIN.

Numbering CLINs and SLINs

DFARS Subpart 204.71, outlines the numbering procedure for CLINs and SLINs.

The following guidelines govern CLIN numbering:

- CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported and an error message displays if a duplicate number is found. Default CLIN numbers are editable.
- When you add new lines to the existing draft document, the system assigns the least available sequential numbering. For example: A document contains CLINs 0001, 0002, 0003, 1001, 2001, and 3000. When a new CLIN is added, the system allocates the first available number 0004 (smallest in value / magnitude) from the range of 0001-9999.
- If the least available number in the range of 0001-9999 is greater than 9999, a new line number is not created, instead an error message displays: Line numbers are exhausted. No new lines can be created.
- You can edit CLIN numbers only when the document has a status of Incomplete or Draft. When the document is submitted for approval or approved, the CLIN numbers are not updateable and cannot be changed in any way.
- The CLIN number is a mandatory field if the user needs to enter and save any other

line information.

The following guidelines govern SLIN numbering:

- SLINS are lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be updated by users.
- The Parent Line Number column (this is a hidden column) for the SLINs is populated with the CLIN number.
- If the SLIN is Informational, the following number generation rules apply:
 - Informational SLINs have the last 2 digits numeric values in the range 01-99.
 - You first need to populate the four digit CLIN numbers and then concatenate the least available serial number from the range of 01-99 to generate the Informational SLIN number. The number do not have any gaps/separators. For example: Using CLIN 0005, and then adding the first informational SLIN generates the SLIN number as 000501.
- If the SLIN is Priced, the following number generation guidelines apply:
 - For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).
 - While adding a Priced SLIN, the number that is lowest in value in the series from AA to ZZ (except I & O) is derived and the number is generated.
 - Adding a Priced SLIN to a CLIN creates the SLIN number by appending AA to the CLIN number. For example, if the CLIN number is 0008, the SLIN is 0008AA.
 - Another example: CLIN # 0008 has 8 existing SLINs that are Priced SLINs. These existing SLINs would have the numbers of 0008AA to 0008AH. The newly created ninth SLIN would have the number of 0008AJ (Notice that 'AI' is not generated).

Some examples for Informational and Priced SLIN number generation are below:

Example 1: SLIN Number for Informational SLIN lines are 4 digit numeric codes (populated from the CLIN), followed by numeric code for 5th & 6th digits. The 5th and 6th digits are from 01 through 99. For CLIN # 0008, if there are informational SLINs, then the numbering is: 000801, 000802, 000803.....000810, 000811.....000899.

Example 2: SLIN Number for Priced SLIN lines are 4-digit numeric codes (populated

from the CLIN), followed by an alphabetic code. The alphabetic code for the 5th & 6th digits should NOT include the alphabets O or I. For CLIN # 0008, if there are priced SLINs, then the numbering is: 0008AA, 0008AB.....0008AH, 0008AJ....0008AN, 0008AP0008AZ, 0008BA.....0008HZ, 0008JA.....0008NZ, 0008PA.....0008ZZ.

Options

You can choose to create an option line on a CLM document that you intend to exercise at a future point in time. Instead of modifying the source document to add the line at a future date, you can enter the anticipated options on the original award. For example, a software purchase can be entered as a base line. This necessarily entails support and training as options for the purchase of a software package. Therefore support and training can be entered as option lines as the vendor has promised them. At a later date, the options of support and training can be exercised because the vendor has now promised to deliver support and training. The option lines of support and training, once exercised, can be received and invoiced as well.

An Option Line stores and displays information that is used at a future point in time. For example, in a CLIN SLIN structure that consists of the following, SLIN 0001AD is an Option Line:

- SLIN 0001AA – Hard Disk 8 GB
- SLIN 0001AB – Mouse
- SLIN 0001AC – Keyboard
- SLIN 0001AD – Servicing of Hard Disk 8 GB (Option Line)

In the example above, the SLIN 0001AD can be exercised or used only in the future (i.e. when the warranty coverage for the above hardware part expires).

An Option Line is numbered in the same way as a CLIN or a SLIN. For more information on numbering CLINs and SLINs, please refer to the section Numbering CLINs and SLINs. An Option Line can be Priced or Informational. An Option Line cannot have any further option lines associated to it.

The line structure of a CLM document has the following fields that store and display Options-related information:

- Option Indicator (values can be None, Base or Option)
- Base Line Number
- Option Number
- Option From Date
- Option To Date

In addition, two fields - Exercised Flag and Exercised Date are available in the Award and IDV document lines. Use Modifications to exercise an Option Line. When an Option Line has been exercised, the items/services can be received in the Receiving module. Then the line can be invoiced as well. For an IDV, the Option Line can be ordered off only after it is exercised using the Modification document.

Note: Option Lines do not have funds, that is, they are not funded lines. Funds can be added to Options Lines only concurrently with or after the Option Lines are exercised. The value of the field Funded Value is set to 0 for an Option Line that is present in a Purchase Requisition or an Award.

Apart from the fields that store and display Option-related information at the line level, the CLM document header contains two Option-related fields: Total Cost Including Options and Total Cost Excluding Options.

The Total Cost Including Options is the system calculated value of the total amount of all line items on the Award. The Total Cost Excluding Options is the system calculated value of total amount of all line items on the Award that are not marked as Options.

To create an Option Line, please keep the following considerations in mind:

If you need to enter/add/create a new line, use the Create Option button, indicated by a colored + icon, that shows on the CLM documents page in the Lines region by default.

Create an Option Line by clicking Create Option from a source line. In turn, a new line is directly copied from the source line by the system, however the new line is editable and is treated as a separate line. The source line now becomes a Base Line.

The Create Option button is displayed for all lines that are not Option lines.

If the line is already a Base Line, click the Create Option button to create another Option Line. The new option line number is incremented by 1.

Delete an Option Line directly by clicking the Delete (trashcan icon) button. This might re-order the existing Option Numbers if the deleted option number is less than the greatest option number for this Base Line. For example, there are 3 option lines attached to the same base line. If the user deletes the Option Line No.2, then Option Line No.3 is renumbered to Option Line No.2.

If you try to delete a Base Line that contains one or more Option Lines, a warning message is displayed: You are attempting to delete a Base Line; this action will delete the following associated Option Line (line number). Do you want to continue? The options are Yes or No. If the user clicks Yes, the Base Line, along with its Option Lines, will be deleted.

You can update Option Lines, by editing the line information on the CLM documents page. In case the Option Lines along with the Base Line needs to be updated, a message displays, prompting you choose whether you wish to apply the Base Line changes to the associated Option Lines. The options to choose are Yes, No, and Cancel.

If you select a Base Line to copy, a message displays, informing you that the Base Line will be copied with its associated Option Lines. You are prompted to choose whether to copy the Base Line with its associated Option Lines or not. The alternatives are Yes or No.

Option From/To Date - Option From Date cannot be a date prior to that of the system date. Option From/To Date - Option To Date cannot be earlier than the Option From Date.

Pricing

Pricing of lines takes place only if the CLIN or SLIN is priced and not informational. For more information on informational and priced lines, please refer to the CLIN/SLIN section.

The Type field enables you to specify a line type – broadly classified as Quantity Based or Amount Based. Selecting a line type from the Type LOV is a factor in determining how the total amount will be calculated for the item/service that the agency wishes to procure. If the Type selected is Quantity Based, then the Item/Job field is enabled and on choosing an item/job, the Description field is automatically populated or you can choose to enter a Description. If the Type selected is Amount Based, then the Item/Job field is disabled and on choosing a service, the user needs to enter a Description.

The Contract Type LOV contains all the Contract Types that can be used for that Line Type. FAR part 16 defines the Contract Types. The various Contract Types that are seeded in CLM are:

- Firm Fixed Price (FFP)
- Fixed Price Level of Effort (FP-LOE)
- Fixed Price Economic Price Adjustment (FP-EPA)
- Fixed Price Incentive (Firm Target) (FPI-FIRM)
- Fixed Price Incentive (Successive Targets) (FPI-SUC)
- Fixed Price Prospective Price Redetermination (FP-PPR)
- Fixed Ceiling Price Retro-price Redetermination (FCP-RPR)
- Fixed Price Award Fee (FPAF)
- Cost Contract (COST)
- Cost Plus Fixed Fee (CPFF)
- Cost Plus Award Fee (CPAF)

- Cost Sharing (CS)
- Cost Plus Incentive Fee (CPIF)
- Labor Hour (LH)
- Time and Materials (T&M)
- Other Direct Costs (ODC)

If you select Quantity Based Line Types, the LOV for the Contract Type displays only those Contract Types that do not depend on any pricing attribute other than Quantity and Unit Price for the price calculation. The Quantity Based Contract Types that can be used are:

- Firm Fixed Price (FFP)
- Fixed Price Level of Effort (FP-LOE)
- Fixed Price Economic Price Adjustment (FP-EPA)
- Fixed Price Prospective Price Redetermination (FP-PPR)
- Fixed Ceiling Price Retro-price Redetermination (FCP-RPR)
- Fixed Price Award Fee (FPAF)
- Labor Hour (LH)
- Time and Materials (T&M)

If you select an Amount Based Line Type, all the Contract Types are displayed in the Contract Types LOV.

A Cost Constraint is an indicator at CLIN/SLIN level that controls the pricing or the document printing behavior for that CLIN/SLIN.

The following are seeded cost constraints in CLM:

- Not Separately Priced (NSP)
- No Charge
- To Be Negotiated (TBN)
- Estimated (EST)
- Not to Exceed (NTE)
- Fabrication Cost

- Catalog

The Cost Constraint field may have one of the following values:

The following cost constraint indicators are displayed in place of the CLIN price and the dollar sign (\$) in the printed output only. The line item value is set to zero (\$0) for calculation purposes. Lines containing these cost constraints are priced lines.

- Not Separately Priced (NSP): This cost constraint enables you to indicate that the price for a line item/service is included in the price of other line items/services. CDRL lines are often NSP; regular lines can have this constraint as well, for example, a line describing a monitor that is included in the price of a PC that is priced separately on another line.
- No Charge: Identifies an item/service that has a price associated to it; however the vendor does not charge for it. An example for No Charge cost constraint is shipping and handling charges on a catalog item purchase.

The following cost constraint indicator is displayed in place of the CLIN price and the dollar sign (\$) in the printed output only. The line item/service value will be retained in the system for calculation purposes, however it will not be printed.

- To Be Negotiated (TBN): Line items that have not been priced and will be priced at a later time or a future date. This is used in letter contracts, contract modifications, and option lines.

The following cost constraint indicators are displayed in addition to the CLIN price and the dollar sign (\$). These are only descriptors for the price. For example, if Estimated is selected, the printed output displays EST \$100 for a \$100 line marked with a cost constraint of Estimated.

- Estimated: Used when the exact quantity of supplies or services is not known, such as a Requirements type contract or a Labor Hour/T&M services contract.
- Not to Exceed (NTE): Used when the exact quantity of supplies or services is not known and the government wishes to set a ceiling on the maximum value, such as in a Labor Hour/Time and Materials services contract.
- Fabrication Cost: Used in a major system/supply contract to indicate the price for only fabricating or assembling the system not including the incorporated Government Furnished Materials (GFM).
- Catalog: Used to identify that the price is based on the vendor's catalog pricing.

Some guidelines that apply to seeded printing logic for the pricing information based on the Cost Constraints:

If the Cost Constraint is Not Separately Priced (NSP), No Charge, or To Be Negotiated (TBN), then the Total Line Amount value (e.g. Extended Price) should not print. In place of the Total Line Amount value, NSP, No Charge or TBN should print based on

the selected Cost Constraint.

If the Cost Constraint is Estimated (EST), Not to Exceed (NTE), Fabrication Cost, or Catalog, then the cost constraint should precede the line total amount value during printing. For example, if the Estimated is selected, the printed output could display EST \$100 for a \$100 line marked with a cost constraint of Estimated.

Indefinite Delivery Contracts (IDCs) are contracts for supplies and/or services that do not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provide for the issuance of orders for the delivery of supplies during the period of the contract. The values for IDC Type are: Not Applicable, Definite Quantity, Indefinite Quantity, Requirements. Most solicitations will be Not Applicable, implying that the quantity is known at the time of solicitation and award. Other solicitations may be identified as Definite Quantity, Indefinite Quantity, or Requirements contracts. The combination of IDC type and the contract type determines the pricing calculation for the lines.

IDC Types are applicable only to Solicitations (where the outcome document is an IDV) and IDVs (and not on Purchase Requisitions and Awards).

Award Fee is a flag that indicates whether the line has an associated Award Fee (in a separate line) or not.

Amount Calculation for seeded Contract Types

Serial No.	Contract Type	Formula	Pricing Attributes
1.	Firm Fixed Price (FFP)	Extended Price = Quantity*Unit Price	
2.	Fixed Price Level of Effort (FP-LOE)	Extended Price = Quantity*Unit Price	
3.	Fixed-Price Economic Price Adjustment (FP-EPA)	Extended Price = Quantity*Unit Price	
4.	Fixed-Price Prospective Price Redetermination (FP-PPR)	Extended Price = Quantity*Unit Price	
5.	Fixed Ceiling Price – Retro Price Redetermination (FCP-RPR)	Extended Price = Quantity*Unit Price	

Serial No.	Contract Type	Formula	Pricing Attributes
6.	Fixed Price Award Fee (FPAF)	Extended Price = Quantity*Unit Price	
7.	Award Fee (FEE)	Extended Price = Award Fee	
8.	Fixed Priced Award Fee (FPAF)	Extended Price = Quantity * Unit Price + Award Fee	
9.	Labor Hour (LH)	Extended Price = Quantity*Unit Price	
10.	Time-and-Materials (T&M)	Total Amount = Other Direct Costs	
11.	Time-and-Materials (T&M)	Total Amount = Quantity*Unit Price + Other Direct Costs	
12.	Fixed-Price Incentive (Firm Target) (FPI-FIRM)	Total Target Price = Target Cost+Target Profit	Ceiling Price; Ceiling Price%; Govt Share Above Target (%); Govt Share BelowTarget (%); Target Unit Price= Total Target Price/Quantity

Serial No.	Contract Type	Formula	Pricing Attributes
13.	Fixed-Price Incentive (Successive Targets) (FPI-SUC)	Total Target Price = Target Cost+Target Profit	Ceiling on Firm Target Profit; Floor on Firm Target Profit; Ceiling Price; Ceiling Price % =Ceiling Price / Target Cost; Govt Share Above Target (%); Govt Share BelowTarget (%); Target Unit Price= Total Target Price/Quantity
14.	Cost Contract (COST)	Estimated Cost = Estimated Cost	
15.	Cost-Plus-Award-Fee (CPAF)	Total Amount = Estimated Cost+Base Fee+Award Fee	
16.	Cost-Plus-Fixed Fee (CPFF)	Total Amount = Estimated Cost+Fixed Fee	Fixed Fee %= Fixed Fee/Estimated Cost
17.	Cost-Plus-Incentive-Fee (CPIF)	Total Amount = Target Cost+Target Fee	Minimum Fee; Maximum Fee; Govt Share Above Target (%); Govt Share BelowTarget (%);

Serial No.	Contract Type	Formula	Pricing Attributes
18.	Cost Sharing (CS)	Estimated Cost = Estimated Cost	Govt Share Percent; Govt. SHARE AMOUNT = Estimated Cost*Govt Share %; CONT. SHARE AMOUNT= Estimated Cost-Govt Share Amount

Note: The system generated captions for the total amount will change, based on the IDC type.

Some guidelines that govern the pricing of a line:

Quantity Based Lines always have the amount calculated as Quantity * Unit Price.

Amount Based Lines have different formulae for calculating the total amount. You can open a popup window called Pricing Details for Amount Based Lines. This popup enables the user to input the values for the pricing elements and calculates the line amount. The pricing elements that are derived from the calculation logic are view-only fields and the user cannot update them (they will be grayed out). The popup has a Calculate button to calculate the Total Amount and any other calculated pricing elements.

The pricing elements in the popup are displayed based on the Contract Type at the document line level.

Note: Please note the Retroactive Pricing and Pricing Transparency features are not supported in CLM.

Glossary

Abbreviated Classification

A one or two letter representation of the Classification, i.e. C, S, TS, and U.

Abstract of Offers

The record of all bids received on a sealed bid solicitation or in response to a negotiation solicitation. Data similar to SF 1409 or SF 1410.

Accounting Classification Reference Number (ACRN)

A two position alpha or alpha/numeric control code used as a method of relating the accounting classification citation to detailed line item information contained in the schedule of a contract.

Acquisition Action Request (AAR)

A formal and official request, in either electronic or hard-copy form, from a requiring entity to an acquisition office for the procurement of supplies or services or for the modification of a request submitted previously.

Address Type

A designation of government office such as: Additional POC, Contracting Officer's Representative (COTR), Administration Office (Admin), Invoice Office, Issuing Office, Delivery Office, Property Office, Order Office, Payment Office, Request Office, Technical Office, Place of Performance, and Small Business Administration Office.

Administration Contracting Office (ACO)

The Administration Contracting Office (ACO) is the office that is responsible for administering contracts.

Administrative Change

A contract modification that does not affect the substantive rights of the parties (e.g., a change in the paying office or the appropriation data).

Agreement

Term used to describe the following types of agreements: Basic Agreements, Basic Ordering Agreements, and Blanket Purchase Agreements.

Amendment

A procurement vehicle created for the purpose of adding, changing, or deleting data on a processed Purchase Request or Solicitation.

Amendment Control Number

A unique temporary supplemental PIIN that is assigned to the unreleased Solicitation Amendment at the time of creation, for tracking purposes.

A-Modification

A modification issued by the contract administration/management office.

Announcement

Pre-award and Post-award notices designed to give vendors information on specific procurements.

Archiving

The process of removing transactions from the production database upon the expiration of the staging period. This process is separate from the award closeout process.

Attachment

Official documents associated to a contract file. Attachments are a part of the official contract document. In a UCF award document, attachments are listed in Section J.

Audit

Report resulting from a Price/Cost Evaluation of a Contractor's Proposal.

Authenticated CAR Header

Status describing a CAR that has been validated on the FPDS-NG web site, with no errors returned except for the Date Signed.

Award

An award is a procurement instrument that serves as a legally binding document between the government and a vendor. This includes: Contracts, Purchase Orders, Agreements, Orders, and Modifications.

Award Administrator

A user responsible for creating modifications to and orders off of an Award.

Award Date

Contracting Officer's signature date on the award document.

Award Fee

An award amount that the contractor may earn in whole or in part during performance and that is sufficient to provide motivation for excellence in such areas as quality, timeliness, technical ingenuity, and cost-effective management and can be applied to any contract type in accordance with DFARS 216.470.

Award Type

Award Type is equivalent to Form Type (e.g. SF-1449, DD-1155)

Base Fee

The set fee that a contractor will earn for performance of a Cost Plus Award Fee (CPAF) contract in addition to any Award Fee. The base fee is fixed at contract award.

Base Line Item

A line item that is not an option line item.

Basic Agreement (BA)

A written instrument of understanding, negotiated between an agency or contracting activity and a contractor that contains contract clauses applying to future contracts between the parties during its term and contemplates separate future contracts that will incorporate by reference or attachment the required and applicable clauses agreed upon in the basic agreement. A basic agreement is not a contract.

Basic Ordering Agreement (BOA)

A written instrument of understanding, negotiated between an agency or contracting activity and a contractor to be used in future work. Terms and Conditions include such areas as a description of the supplies and/or services to be provided, and methods for issuing, pricing, and delivering future orders.

Bilateral Action

An Award/Award Modification that requires the contractor's signature prior to the signature of the contracting officer.

Blanket Purchase Agreement (BPA)

A simplified method of filling anticipated repetitive needs for supplies or services by establishing charge accounts with qualified sources of supply.

Commercial and Government Entity (CAGE)

A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do, business with the Federal Government. Foreign vendors use a NCAGE Code in lieu of a standard CAGE code. The code is used to support a variety of mechanized systems throughout the government. The code provides for a standardized method of identifying a given facility at a specific location.

Cancellation

The cancellation of a requirement in the pre-award phase of the procurement process, or post award phase for Purchase Orders where performance has not started and no cost to the government has yet occurred. Cancellations are either full or partial. Full no cost cancellation applies to an entire Purchase Order. Partial no cost cancellation refers to the Purchase Order but apply to line item(s). (For Example: Line Item 0001 with a quantity of 100 may be cancelled fully at no cost, but Line Item 0002 not cancelled).

Contract Data Requirements List (CDRL)

The standard format for identifying potential data requirements in a solicitation and deliverable data requirements in a contract.

The DD Form 1423, Contract Data Requirements List, is always an exhibit, rather than an attachment. Each CDRL item is an ELIN.

Contracting Officer (KO)

A Contracting Officer is an official with the authority to obligate money for the federal government. The Contracting Officer uses the bulk of the processes and features within the federal system and his/her duties include issuing solicitations, awards, modifications and orders. This individual is also authorized by virtue of position or by appointment to perform the functions assigned by the Federal Acquisition Regulations.

Ceiling Percent

The percentage of Ceiling Price to Target Cost in a Fixed Price Incentive (FPI) contract.
 $\text{Ceiling \%} = \text{Ceiling Price} / \text{Target Cost}$.

Ceiling on Firm Target Profit

The maximum amount to be negotiated for Target Profit when firm targets are set in a FPIS contract.

Ceiling Price

The maximum amount that may be paid to the contractor in a Fixed Price Incentive (FPI) type contract.

Central Contracting Registry (CCR)

The Central Contracting Registry (CCR) is a central database containing basic business

information where all vendors wishing to do business with the federal government under a FAR-based contract must be registered before being awarded a contract.

Classification

A marking that indicates the sensitivity level of a classified page, document, or item, such as Confidential, Secret, Top Secret, or Unclassified. These Markings display 1/3 larger than the rest of the text in printed output.

Classification Block

A set of markings that include Classified By, Reason, and Declassify On information.

Classification Reason

A concise justification for classification by the original classifier which, at a minimum cites the applicable classification categories in section 1.5 of E.O. 12958 (From DoD Guide to Marking Classified Documents, April 1997) as the basis for classification.

Contract Line Item Number (CLIN)

Contract Line Item Number

Closed-out

The term used to describe an award that is physically complete and has gone through the procurement closeout process. A closed transaction may or may not be fully liquidated.

Codeword

An unassociated "word" assigned by program management to represent a DoD project.

Confirming Order

An Order confirming a previously issued verbal order.

Conform

Confirming a solicitation or amendment.

Conformed Copy

A system-generated representation of the Purchase Request, Solicitation or Award document reflective of the latest processed Amendment or Modification to be used for reference purposes.

Contract Type

A selection of pricing structures available to the Government when procuring items. Contract types vary according to (1) The degree and timing of the responsibility assumed by the contractor for the costs of performance; and (2) The amount and nature

of the profit incentive offered to the contractor for achieving or exceeding specified standards or goals. The contract types are grouped into two broad categories: fixed-price contracts and cost-reimbursement contracts. The specific contract types range from firm-fixed-price, in which the contractor has full responsibility for the performance costs and resulting profit (or loss), to cost-plus-fixed-fee, in which the contractor has minimal responsibility for the performance costs and the negotiated fee (profit) is fixed. In between are the various incentive contracts, in which the contractor's responsibility for the performance costs and the profit or fee incentives offered are tailored to the uncertainties involved in contract performance.

Contracting Officer Technical Representative (COTR)

Individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

Contracting Officer Technical Representative Address (COTR Address)

The address for the respective COTR, Contracting Officer Technical Representative. A stakeholder who has responsibility around the contract. Within the system, their duties could include accepting deliverables under the contract, receiving notifications related to the contract.

Contracting/ Issuing Office

An office that can issue solicitations, awards, orders, amendments, and modifications.

Cost Code

A DoD accounting line field used to differentiate similar lines of accounting. If cost code is included in the Accounting Line Fields it is considered part of the Line of Accounting.

Cost Reimbursement

Under a cost-reimbursement contract, the contractor agrees to provide its best effort to complete the required contract effort. Cost-reimbursement contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts include an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor cannot exceed (except at its own risk) without the approval of the contracting officer.

Cut-Off Date

End date and time for receipt of final revisions to offers following negotiations.

Data Item/Requirement

A requirement, identified in a solicitation and imposed in a contract or order that addresses any aspect of data; i.e., that portion of a contractual tasking requirement associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data. Data items are exhibit line items that can

reside in CDRLs.

Debarment

Action taken by a debarring official to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period; a contractor that is excluded is "debarred."

Delivery Instance

An individual delivery slated for a particular line item.

Delivery Office

An office location that can accept/receive deliveries.

Delivery Order

An Order for supplies placed against an established contract or agreement or with Government sources.

Delivery Schedule

Combination of delivery instances (presumably different) related to a single line item.

Description of Modification

Modification specific items that include Change/Cancel Reason Code Text, Summary of Change statements, and modification only text that do not update the conformed copy.

Discontinuation

The process used to stop actions from being taken against a processed agreement.

Distribution Statement

A statement used in marking technical data to denote the extent of its availability for secondary distribution, release, and disclosure without need for additional approvals or authorizations from the controlling DoD office. (Refer to DoD Directive 5230.24, "Distribution Statements on Technical Documents (reference (c)).

DoD Program Code

The DoD Program Code designates that the specific item being acquired is in support of a specifically designated DoD Program. For example, if a contracting action is funded by the Ballistic Missile Defense Organization (BMDO), enter code CAA. Specific codes have been established to identify environmental cleanup programs and are used for all transactions involving environmental acquisitions. A list of the Environmental Cleanup Program Codes is found in the DoD Procurement Coding Manual, Section II Program and System or Equipment Codes (Description and Use of Program Codes).

Department Of Defense Activity Address Code (DODAAC)

A six (6) character code that uniquely identifies a unit, activity or organization that has the authority to requisition and/or receive material.

Defense Priorities and Allocations System Rating (DPAS Rating)

There are two levels of ratings, identified by "DO" and "DX". All DO ratings are of equal value and take precedence over unrated orders. All DX rated orders are of equal value and take priority over DO and unrated orders. A priority rating consists of the rating symbol (DO or DX) followed by the program identification symbol (e.g. A1, X7). An example DPAS priority rating is DO-A1. The program code itself does not designate priority with DO or DX ranges. The specific list of Program Identification Symbols is contained in 15 CFR 700 Schedule 1 Approved Programs and Delegate Agencies, Defense Priorities Allocations System Regulations.

The Defense Priorities and Allocations System (DPAS) was established to ensure the timely availability of industrial resources to meet national defense requirements and provide a framework for rapidly expanding industrial resources in a national emergency. The DPAS rating is assigned to all military systems used in support of national defense, from the largest finished platform to the smallest component. It can be applied to all stages of acquisition research and development, initial design, production testing, delivery, and logistics support.

Defense Switching Network (DSN)

Defense Switching Network phone number.

DUNS and DUNS + 4

The Dun & Bradstreet unique nine (9)-digit DUNS Number associated with an organization. DUNS+4 numbers are used to identify different CCR records for the same vendor at the same physical location. For example, a vendor could have two records for themselves at the same physical location to identify two separate bank accounts.

Effective Date

Date a Procurement Instrument becomes active.

Electronic Signature

Electronic Signature is a computer data compilation of any symbol or series of symbols, executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual's handwritten signature. Thus signed electronic records contain the following information:

- Name of the Signer
- Title of the Signer

- Date and time the signature was executed

Estimated Cost

The anticipated amount of costs to be incurred in the performance of a Cost Type contract (CPFF, CPAF, Cost).

Estimated Max Cost

In an Indefinite Delivery/ Indefinite Quantity Cost Sharing Contract, the maximum cost for the supplies or services that the Government may order and the contractor is required to furnish.

Estimated Price

The extended price for the estimated total quantity in an IDC Requirements type contract line.

Exchange Rate

The fluctuating, trade-weighted price of one country's currency in terms of another, as determined by the Federal Reserve Bank of New York on behalf of the U.S. Treasury.

Expired Agreements

The suspended state of an agreement that has exceeded its end date.

Express CAR Category

The Express CAR (Contract Action Report) Category allows a user to process an Award/Award Modification without first creating a CAR Header, Exemption to Reporting, or Reason for Not Reporting.

Express CAR Header

A CAR Header that allows for multiple Awards/Modifications with the same Express CAR Category and Issuing Office Code to be added to a single CAR Header.

Extended Price

The value of the Quantity times the Unit Price.

Facilities Capital Cost of Money (FCCOM)

An imputed cost related to the cost of contractor capital committed to facilities.

Federal Supply Class (FSC)

The Federal Supply Class (FSC) is a four-character code. Each FSC covers items that are usually requisitioned or issued together; or items that constitute a related grouping for supply management purposes.

Firm Target Profit

Target Profit when firm targets are set in a FPIS contract.

Fiscal Year

DoD fiscal year begins 1 October and ends 30 September each year.

Fixed Fee

The set fee that a contractor will earn for performance of a Cost Plus Fixed Fee (CPFF) contract.

Fixed Fee Percent

The percentage of estimated cost that the fixed fee represents in a Cost Plus Fixed Fee (CPFF) contract. Fixed Fee % = Fixed Fee divided by Estimated cost

Fixed Price

Under a fixed-price contract, the contractor agrees to deliver the product or service required at a price not in excess of the agreed-to maximum. Fixed-price contracts should be used when the contract risk is relatively low, or defined within acceptable limits, and the contractor and the Government can reasonably agree on a maximum price. Contract types in this category include:

- Firm fixed-price (FFP)
- Fixed-price economic price adjustment (FPEPA)
- Fixed-price award-fee (FPAF)
- Fixed-price incentive firm (FPIF)
- Fixed-price incentive with successive targets (FPIS)
- Fixed-price contract with prospective price redetermination (FPRP)
- Fixed-ceiling-price contract with retroactive price redetermination (FPRR)
- Firm fixed-price level of effort term contract (FFPLOE)

Floor on Firm Target Profit

The minimum amount to be negotiated for Target Profit when firm targets are set in a FPIS contract.

Foreign Military Sales (FMS)

Case Numbers are assigned to track funds and actions. That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and

the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

Federal Procurement Data System, Next Generation (FPDS-NG)

Federal Procurement Data System, Next Generation (FPDS-NG) is an external application maintained by Global Computer Enterprises which collects contract data from all Services and Agencies in the Government for reporting purposes. Congress and federal departments and Agencies use FPDS-NG to track small business goals, report number and amount of contracts to date, show geographical placement of contracts, and summarize contract data for a specific contractor.

All Awards and modifications to such must be reported to FPDS-NG unless valid Exemptions to Reporting, Reasons for Not Reporting, or Express CAR Categories are defined.

Government Estimate

An estimate of the cost for goods and/or estimate of services to be procured by contract. Such estimates are prepared by government personnel, i.e., independent of contractors.

Government Objective

Government's initial negotiation position, based on analysis of the offeror's proposal, taking into consideration all pertinent information including field pricing assistance, audit reports and technical analysis, fact-finding results, independent Government cost estimates and price histories.

Government Share

The amount of costs that the government will pay in a cost sharing contract.

Government Share Percent

The percentage of the total costs incurred by the contractor that the government will pay in a cost sharing contract.

Govt. Share Above Target

The Percentage of cost risk assumed by the Government above the target cost in the formula for adjusting the target profit or target fee in FPI or CPIF contracts respectively.

Govt. Share Below Target

The Percentage of cost risk assumed by the Government below the target cost in the formula for adjusting the target profit or target fee in FPI or CPIF contracts respectively.

Handling Caveat

Additional Markings on a page, document, or item that indicate how and where to limit the distribution.

Header

Term used to denote summary level information versus line item level information.

IDC Document Level Constraints

- Contract Award Minimum Quantity (Minimum Guarantee Award Quantity Percentage) - The minimum percent of the quantity guaranteed to be ordered.
- Contract Minimum Quantity - the minimum Quantity that must be ordered for all line items over the life of the contract across all orders.
- Contract Maximum Quantity - the maximum Quantity that can be ordered for all line items over the life of the contract across all orders.
- Contract Award Minimum Quantity (Minimum Guarantee Award Amount Percentage) - The minimum percent of the amount guaranteed to be ordered.
- Contract Minimum Amount - the minimum Amount that must be ordered for all line items over the life of the contract across all orders.
- Contract Maximum Amount - the maximum Amount that can be ordered for all line items over the life of the contract across all orders.
- Contract Order Start Date - The projected start date for the ordering period.
- Contract Order End Date - The projected start date for the ordering period.
- Contract Order Minimum Quantity - the minimum Quantity that must be ordered for all line items on an individual order.
- Contract Order Maximum Quantity - the maximum Quantity that can be ordered for all line items on an individual order.
- Contract Order Minimum Amount - the minimum Amount that must be ordered for all line items on an individual order.
- Contract Order Maximum Amount - the maximum Amount that can be ordered for all line items on an individual order.

IDC Types

There are three types of IDC contracts:

- **Definite Quantity** – A definite-quantity contract provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries or performance to be scheduled at designated locations upon order.
- **Indefinite Quantity** – An indefinite-quantity contract provides for an indefinite quantity, within stated limits, of supplies or services during a fixed period. The Government places orders for individual requirements. Quantity limits may be stated as number of units or as dollar values.
- **Requirements** – A requirements contract provides for filling all actual purchase requirements of designated Government activities for supplies or services during a specified contract period, with deliveries or performance to be scheduled by placing orders with the contractor.

Indefinite Delivery Contract (IDC)

A contract for supplies and/or services that does not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of supplies during the period of the contract.

Indefinite Delivery Vehicle (IDV)

Encompasses all indefinite delivery contracts, Blanket Purchase Agreement, Blanket Ordering Agreement, or any other agreements against which individual orders or calls may be placed in accordance with agency procedures.

Informational [line/subline]

A line or subline that does not contain specific quantity and pricing information.

Invoice Office

An office that can receive invoices.

Justification and Approval (J&A)

Documentation used to justify soliciting and awarding a contract without full and open competition.

Job Order Number (JON)

A number that links funding to a specific job or task.

Labor-Hour and Time-and-Materials

There are two other types of compensation arrangements that do not completely fit the mold of either fixed-price or cost-reimbursement contracts. Labor-hour and time-and-materials contracts both include fixed labor rates but only estimates of the hours required to complete the contract. They are generally considered to most

resemble cost-reimbursement contracts because they do not require the contractor to complete the required contract effort within an agreed-to maximum price; and the contractor is paid for actual hours worked.

- Labor Hour (LH)
- Time and Materials (TM)

Lease Agreement

Same functionality as Basic Agreement, except the PIIN has a "L" in the 9th position (Type of Instrument)

Line Item

This term is used generically to reference CLINs, Sublines, Exhibit Lines, Sub-Exhibit Lines.

Line Item Consolidation

The ability to combine multiple itemized lines into a single itemized line.

Line Item Estimated Amount

The government estimate of the cost of each individual line item.

Line Item Evaluated Amount

Adjusted offer line item total when Price Adjustment Factors or Evaluation Preferences are entered.

Line Item Offer Amount

The offered cost of each individual line item.

Line of Accounting (LOA)

The appropriation data, including all data elements and any document reference number which may be included.

List of Parties Excluded from Federal Procurement and Nonprocurement Programs

A list compiled, maintained, and distributed by the General Services Administration containing the names and other information about parties debarred, suspended, or voluntarily excluded under the Nonprocurement Common Rule or the Federal Acquisition Regulation, parties who have been proposed for debarment under the Federal Acquisition Regulation, and parties determined to be ineligible.

Marking Information

This field will default with one of the following: Codeword, Trigraph, or Nickname

from the Security Organization Table. The user will select which of the three will default on the form and it will be editable on the form.

Maximum Ceiling Award Amount

The Maximum Amount that can be ordered over the life of the IDV.

Maximum Fee

The maximum fee is the greatest amount of fee that the contractor will earn no matter what fee is calculated using the target cost, target fee, and share ratio in a CPIF contract.

Maximum Price

In an Indefinite Delivery/ Indefinite Quantity Contract, the extended price for the maximum quantity of supplies or services that the Government may order and the contractor is required to furnish. Quantity limits may be stated as number of units or as dollar values.

Maximum Quantity

In an Indefinite Delivery/ Indefinite Quantity Contract, the stated maximum quantity of supplies or services that the Government may order and the contractor is required to furnish. Quantity limits may be stated as number of units or as dollar values.

Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs (MDAPS/MAIS)

In order to be an MDAP, an acquisition program must either be designated by the USD(AT and L) as an MDAP or estimated by the USD(AT and L) to require an eventual total expenditure for research, development, test, and evaluation of more than \$365 million in FY 2000 constant dollars or more than \$2.190B in procurement in FY2000 constant dollars.

Media/Status Code

Indicates the recipient of status and the means of transmission.

Military Standard Requisitioning and Issuing Procedures (MILSTRIP)

80 character string concatenating various piece of information and used in several legacy operations across the DoD. MILSTRIP is an acronym for Military Standard Requisitioning and Issue Procedures.

Minimum Fee

The minimum fee is the lowest amount of fee that the contractor will earn no matter what fee is calculated using the target cost, target fee, and share ratio in a CPIF contract.

Minimum Hours

In a Labor Hour type Indefinite Delivery Contract, the stated minimum quantity of

hours that the Government is required to order and the contractor is required to furnish. Same as Minimum quantity in other Indefinite Delivery Contracts.

Minimum Quantity

In an Indefinite Delivery/Indefinite Quantity Contract, the stated minimum quantity of supplies or services that the Government is required to order and the contractor is required to furnish. Quantity limits may be stated as number of units or as dollar values.

Military Interdepartmental Purchase Request (MIPR)

A request from one agency to another agency for goods and services that also transfers funding. A type of requisition.

Modification

A Procurement Instrument used in the post-award process for the purpose of making a change to the award. The conformed copy is not updated with the information from the Modification until the Modification is processed.

Modification Control Number

A unique supplemental numbering sequence that is assigned to the unprocessed Award, Order, or Agreement Modification at the time of creation, for tracking purposes.

Modification Issuing Address

This is the office responsible for completing the modification. Each modification can have a different Issuing office than the Award's Issuing office.

Multiple CAR

Multiple Contract Action Report - Used when a user needs to split the FPDS reporting of Award/Award Modification line items into multiple reports. For example, the user might have Firm Fixed Price and Cost type Line Items on an Award, so the user can use the Multiple CAR reporting method to report each line item on a different CAR Header.

Multiple Modification

A term used when multiple conformed copies of any Awards, Delivery Orders, Agreements, and Agreement Orders are changed via multiple modification functionality.

Multiple modification functionality creates individual modifications for each user-selected Award, Delivery Order, Agreement, and Agreement Orders simultaneously.

Negotiation

Phase where the Government and the Contractor negotiate award changes (For example: termination settlement).

Nickname

An unclassified representation of a program and/or compartment to which a page, document, or item is associated. This is stored in the Security Organization table.

No Cost Settlement

This is a type of Termination. The Government uses the term "no cost" settlement to describe the terminations where there will not be a settlement cost. (For example: Termination for convenience that results in no settlement cost).

North American Industry Classification System (NAICS) Code

The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system, and was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America.

National Stock Number (NSN)

A National Stock Number (NSN) is a thirteen (13) digit number assigned to an item of supply. It consists of the four digit Federal Supply Class (FSC) and the nine digit National Item Identification Number (NIIN). The NSN is used as the common denominator to tie together logistics information for an item of supply. A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; when combined with the four character FSC it composes the NSN. The NIIN is used as the common denominator for an item of supply

Offer

Response to a solicitation that if accepted, would bind the offeror to perform the resultant contract; this also includes subsequent revisions to offers.

Offer Evaluation

A procurement vehicle created for the purpose of summarizing and evaluating all offers received for a given Solicitation.

Office

A government organization that has some responsibility in the acquisitions process. An office can have more than one address type and more than one contact.

Option

An option "means a unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the term of the contract" (FAR 2.101).

Option Line

A contract line item that is representative of an option (see Option definition). An option line is identified by an option indicator and is not a base line item.

Order

A procurement instrument for supplies/services placed against an established contract or agreement or with Government sources.

Order End Date

Date on which orders can no longer be placed against an Agreement.

Order Start Date

Beginning date on which Orders (Contracts in case of Basic Agreements) can be placed against an Agreement.

Ordering Instrument

A procurement instrument from which an Order, Call or Contract is created.

Organization

See definition for "Office."

Other Direct Costs (ODC)

In a Time and Materials (T & M) type contract, the estimated amount for materials and incidental services for which there is not a labor category specified in the contract, such as travel, computer usage charges, etc.

Procurement Action Lead Time (PALT)

The time, measured in days, between the start date and the actual completion date of a workload assignment, minus any suspended PALT time.

Payment Bonds

A written instrument executed by a bidder or contractor (the principal) and the second party (the "surety" or "sureties") to assure fulfillment of the principal's obligation to a third party (the "obligee" or "Government") identified in the bond. If the principal's obligations are not met, the bond assures payment to the extent stipulated, or any loss sustained by the obligee.

Payment Office

An office that makes payments under the contract/order.

Performance Bonds

A written instrument that secures performance and fulfillment of the contractor's obligations under the contract.

Physical Completion Date

The date in which an award is complete based on when the contractor has completed the required deliveries and the Government has inspected and accepted the supplies, all services have been performed and have been accepted by the Government, all option provisions have expired, or the Government has given notice of complete contract termination. For facilities contracts, rentals, use and storage agreements this date is based on when the Government has given notice of complete contract termination or the period has expired (FAR 4.480-4 details the contract physical completion regulations). The physical completion date, along with the type of contract, is used to calculate the projected closeout timeframe (refer to FAR 4.804-1 for the time standards).

Place of Performance

Designated location where services will actually be rendered.

P-Modification

A modification issued by the procuring contracting office.

Portion Markings

Portion Markings let the user of the information know at what level that paragraph within the classified page, document, or item should be protected. The Portion Marking will be comprised of the Classification and Trigraph.

Pre/Post Negotiation Position (PNP)

Working document used to capture and analyze key price/cost data leading up to a negotiated contract change.

Precious Metal Code

A single alphanumeric code used to identify items that contain precious metal(s).

Priced [line/subline]

A line or subline that contains specific quantity and pricing information.

Procurement Instrument

Generic term to describe acquisition documents that can be created during the acquisition process. Documents include Solicitations, Amendments, Awards,

Agreements, Orders and Modifications.

Procurement Instrument Identification Number (PIIN)

Number assigned to procurement instruments. The number consists of 13 alpha-numeric characters grouped to convey certain information.

Positions 1 through 6. The first six positions identify the department/agency and office issuing the instrument. Use the DoD Activity Address Code (DoDAAC) assigned to the issuing office. DoDAACs can be found at <https://day2k1.daas.dla.mil/daasing/>

Positions 7 through 8. The seventh and eighth positions are the last two digits of the fiscal year in which the PII number was assigned.

Position 9. Indicate the type of instrument by entering one of the following upper case letters in position nine.

- Blanket purchase agreements - A
- Invitations for bids - B
- Contracts of all types except indefinite delivery contracts, facilities contracts, sales contracts, and contracts placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DoD - C
- Indefinite delivery contracts -D
- Facilities contracts -E
- Contracting actions placed with or through other Government departments or agencies or against contracts placed by such departments or agencies 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)) - F
- Basic ordering agreements - G
- Agreements, including basic agreements and loan agreements, but excluding blanket purchase agreements, basic ordering agreements, and leases - H
- Do not use - I
- Reserved - J
- Short form research contract - K
- Lease agreement L
- Purchase orders--manual (assign W when numbering capacity of M is exhausted

during the fiscal year) - M

- Notice of intent to purchase - N
- Do not use - O
- Purchase order--automated (assign V when numbering capacity of P is exhausted during a fiscal year) - P
- Request for quotation--manual - Q
- Request for proposal - R
- Sales contract - S
- Request for quotation--automated (assign U when numbering capacity of T is exhausted during a fiscal year) - T
- See T - U
- See P - V
- See M - W
- Reserved for departmental use - X
- Imprest fund - Y
- Reserved for departmental use - Z

Position 10 through 13. Enter the serial number of the instrument in these positions. A separate series of serial numbers may be used for any type of instrument listed in paragraph (a) (3) of this section. Activities shall assign such series of PII numbers sequentially. An activity may reserve blocks of numbers or alpha-numeric numbers for use by its various components.

Procurement Profile

A set of unique characteristics that define certain personal details, warrant information, and certifications for a particular user.

Project Code

Identifies requisitions and all perpetuated documents as to special programs, exercises, projects, operations, or other purposes. This field is not the Project Code relating to the MILSTRIP Component.

Property Office

An office responsible for government property.

Proposal

An offer in a negotiated procurement.

Purchase Request (PR)

Generically, the documented means by which an agency requests that goods or services be procured for their use. Also known as requisition document.

Quantity Price Breaks (QPB)

The ability to enter multiple quantity amounts or multiple quantity ranges within a line item for the purpose of establishing price breaks.

Reason for Not Reporting

The Reason for Not Reporting allows a user to process an Award/Award Modification without first creating a CAR or Exemption to Reporting. The five authorized reasons are: Automatically Processed; FPDS-NG not Updated to Reflect DoD Requirements; Previously Reported; Technical/Connectivity Failure; or Urgent and Compelling Action.

Requesting Office

An office that initiates purchase requests.

Rescind

An official revocation of either a termination or discontinuation action on a processed document.

Retention End Date

This is the next calendar date after the last day of the Retention Period and represents the day an award file becomes eligible to be destroyed in its entirety.

Retention Period

The timeframe a Government contract file must remain in existence.

Sealed Bid

Offer submitted to the Government in response to an Invitation for Bids which remains inaccessible until the indicated opening time.

Security Markings

All of the marking information; Classification, Codeword, Nickname, Trigraph,

Classification Block, Handling Caveat, and Portion Marking.

Security Screen Classifications

A means for visibly labeling data with site-defined Screen Markings.

Settlement

Phase where the Government and the Contractor come to an agreement. A modification is created to incorporate the settlement terms.

Ship To Address

An office location that can accept/receive deliveries. Synonymous with 'Delivery' office.

Shipment Mode

A way to designate how an item should be shipped.

Signal Code

One-digit code, which identifies the "ship to" and, if applicable, "bill to" activities, i.e. the requisitioner or a supplementary activity.

Signed Date

The signed date is the date that the contracting officer 'signs' the award. For the case of online use, the signed date is always equal to the Date that the Award is finalized in the user's time zone. This is the date when the Award has been finally approved in the system. At this point in time, the conformed record is created, financial transactions (e.g. obligation) are initiated, and related workload assignments are closed. For an inbound, integrated transaction (e.g., data migration, system integration from parallel contract-writing applications) the signed date must be able to be passed in as it existed on the award in the source system.

Simplified Acquisition Procedures (SAP)

DoD contracting policies and procedures for the acquisition of supplies and services, including construction, research and development, and commercial items, the aggregate amount of which does not exceed the simplified acquisition threshold. Policies outlined in FAR Part 13.

Simplified Acquisition Threshold (SAT)

Commonly this is \$100,000 but can be \$5,500,000 for commercial items.

Single Contract Action Report (Single CAR)

Used when a user wants to report all line items from an Award/Award Modification together on a single CAR Header.

Subline Number (SLIN)

A priced or informational line item that is a subordinate of a contract line. SLINs numbering will contain the parent CLIN number with an additional 2-characters. If the SLIN is an info line, the 2-characters will be numeric beginning with 01. If the SLIN is priced, the 2-characters will begin with AA.

Small Business Administration Office

An office that provides contracting support for small businesses.

Small Business Coordination Record

The DoD Small Business Coordination Record (DD Form 2579) is used to screen proposed acquisitions to ensure: Consideration has been afforded small and small disadvantaged business concerns and that they receive an equitable opportunity to participate in the proposed acquisition.

Special Material Identification Code (SMIC)

Supplements the National Stock Number to provide visibility to designated items to ensure their technical integrity.

Solicitation

A procurement vehicle created to send to prospective contractors by a government agency, requesting the submission of Offers or of information. The generic term includes Invitation for Bids (IFBs), Request for Proposals (RFPs), and Request for Quotations (RFQs).

Supplemental Procurement Instrument Identification Number (SPIIN)

Use supplementary numbers with the basic PII number, to identify:

- Amendments to solicitations
- Modifications to contracts and agreements, including provisioned item orders; and
- Calls or orders under contracts, basic ordering agreements, or blanket purchase agreements, issued by the contracting office or by a DoD activity other than the contracting office, including DoD orders against Federal supply schedules.

Staging Period

The timeframe a contract file remains in the procuring contracting office before being eligible to move to a records holding or staging area.

Staging Period End Date

This is also referred to in this document as the 'Move from Production Date'. This is the next calendar date after the last day of the Staging Period and represents the day in

which the contract file is eligible to be archived.

Sub Exhibit Line (SubELIN)

A child line of a parent exhibit line. Sub Exhibit Lines may be priced, if the parent is not, or informational (if the parent line is priced).

Substantially the Same As

A designation of a term and condition that identifies the text of the term and condition can be edited on a procurement instrument.

Summary of Changes Text

Free form text that provides information about document changes.

Supporting Document

An associated document not included in the formal award or solicitation. In an Uniform Contract Format (UCF) award document, supporting documents are not listed in Section J.

Transportation Accounting Code (TAC)

Used in the shipping and transportation process to link movement authority, funding approval, and accounting data for shipments of cargo and personal property in the Defense Transportation System (DTS). Typically entered with funding information at the line item or contract level.

Target Cost

The negotiated amount of costs such that if the contractor completes the contract at the target cost, there will be no positive or negative cost incentives applied.

Target Fee

Target Fee is the amount of fee that the contractor will earn if the contractor completes the contract at the target cost in a CPIF type contract.

Target Profit

Target Profit is the amount of profit that the contractor will earn if the contractor completes the contract at the target cost in a FPI type contract.

Total Target Price

The sum of the Target Cost and Target Profit in a FPI type contract.

Technical Analysis Report (TAR)

Report resulting from a Technical Evaluation of a Contractor's Proposal.

Technical Office

An office that assumes technical responsibility for requirements.

Termination

The discontinuation of one or more contract line items during the post-award phase of the procurement process. Termination may be for default, for convenience, or for cause.

- **Default:** A complete or partial termination of an award because of the contractor's actual or anticipated failure to perform its contractual obligations. The contractor is liable for cost associated with the termination.
- **Convenience:** To terminate or cancel performance of work under an award, in whole or part, if the Contracting Officer determines that termination is in the Government's interest. Both parties must negotiate an agreement.
- **Cause:** To terminate or cancel performance of work under an award of commercial items, if the Contracting Officer determines that termination is in the Government's interest.

Terms and Conditions

Collective term used to describe Text, Clause, Provisions, and/or Articles. Terms and Conditions are used interchangeably with T's and C's, text and clauses.

Total Amount of Contract

The sum of the line item amounts that have not been designated as options.

Total Amount Without Option

The sum of all contract lines excluding those lines that are indicated as options.

Total Estimated Amount

The government estimate amount of all line items.

Total Evaluation Amount

Adjusted total offer amount when Evaluation Preferences or Price Adjustment Factors are entered.

Total Obligated Amount

The sum of all funding amounts.

Total Offer Amount

The total cost of all line items offered.

Transportation Rates

Additional amount for transportation or freight added to FOB.

Trigraph

A three character combination identifying the program and/or compartment a page, document, or item is associated. This marking is necessary to classify the document to the highest level of classification within the program/compartment.

Unit Price

The price for a quantity of one of the unit of issue.

Vendor

An organization conducting business with the government. Also known as Supplier.

Verbal Order

An Order placed verbally by the PCO to a Vendor.

Warrant

A government form (SF1402) which specifies the limits of a Contracting Officer's authority when binding the Government to a contracting vehicle. Refer to FAR 1.602.1

A Warrant is required in order to process an award, order, agreement, and modification to such.

Weapon System Code

Also known as Weapons System Designator Code (WSDC). These codes consist of three alphabetical positions. The first position identifies one of the following major categories of equipment. The second position identifies a subdivision of the major category. The third position identifies the specific item. A description and use of these codes is found in the DoD Procurement Coding Manual, Section II Program and System or Equipment Codes.

(<http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm>). Note: WSC will be changed pending incorporation of MDAPs and MAISs.

Withdrawal of Offers

A formal request by the vendor to have their offer/bid/revisions withdrawn from consideration.

Workload Assignment

A workload assignment consists of tasks (also called milestones) that the buyer needs to accomplish in the given timeframe. A workload assignment is created for pre-award

activities, post-award activities and award administration activities.

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