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 12.2

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Oracle Contract Lifecycle Management For Public Sector Sourcing User Guide, Release 12.2

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Preface

Intended Audience

Welcome to Release 12.2 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/pls/topic/lookup?ctx=acc&id=docacc.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

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.

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

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.

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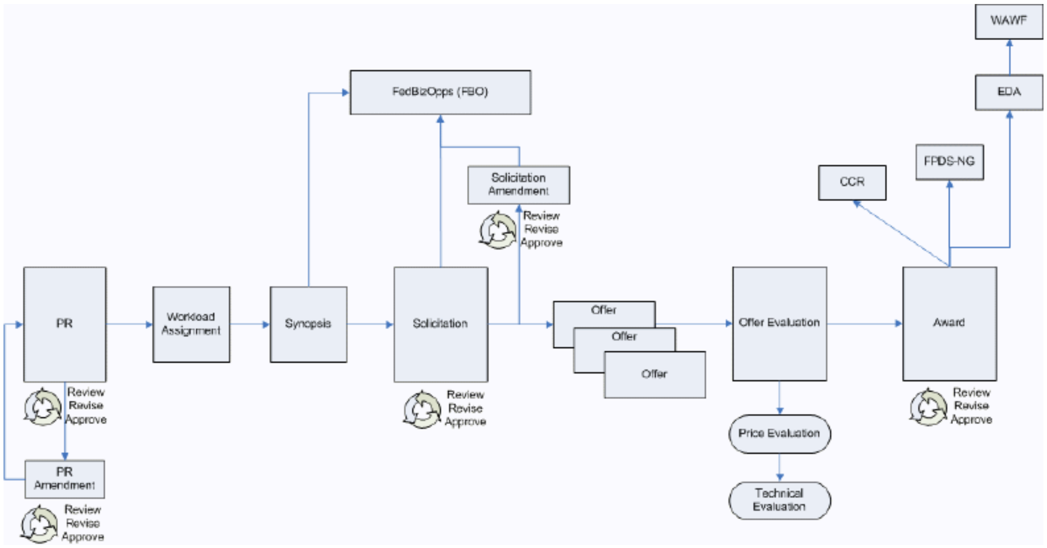
Key Concepts: Public Sector Procurement

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 it's 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.

Exhibit Line / Contract Data Requirements List (ELIN/CDRL)

Exhibit Lines (ELINs) are lines in a contract that are typically bulky (100s / 1000s) and are printed separately for ease of use. ELINs are like any other lines in a contract document. Exhibit Lines can be Contract Data Requirements Lists (CDRLs) or Non-CDRLs.

Contract Data Requirements Lists (CDRLs) are lines that have no cost or not separately priced, but are related to other contract lines. CDRLs need to be received, accepted and otherwise accounted for.

The actual exhibit information prints separately from the contract, similar to an attachment. Users have the ability to print each individual exhibit along with the corresponding exhibit lines in a PDF format. The Non-CDRL exhibit lines should print in a standard format similar to the way in which CLINs/SLINs appear on the contract continuation pages (Section B of UCF). CDRLs, however, need to be generated on the standard DD1423 form.

ELINs are similar to CLINs and SLINs in that they can be either Priced or Informational, can be multiple in a contract, can be funded, can be received, and can be matched and paid for. However, ELINs are different from CLINs and SLINs in that : ELINs must always have a parent line reference to a CLIN or a SLIN, they can have multiple parent lines, a CLIN can have multiple Exhibits (each Exhibit can have multiple lines).

CDRLs are similar to CLINs and SLINs in that they can be multiple in a contract, can refer to an Exhibit line and can be received. However, CDRLs are different from CLINs and SLINs in that: CDRLs must always have a parent line reference, they can have multiple parent lines, cannot be informational, cannot be funded, has additional information that is captured separately.

For more information on ELINs and CDRLs, please refer to the appendix – Common CLM Functionality, page B-6.

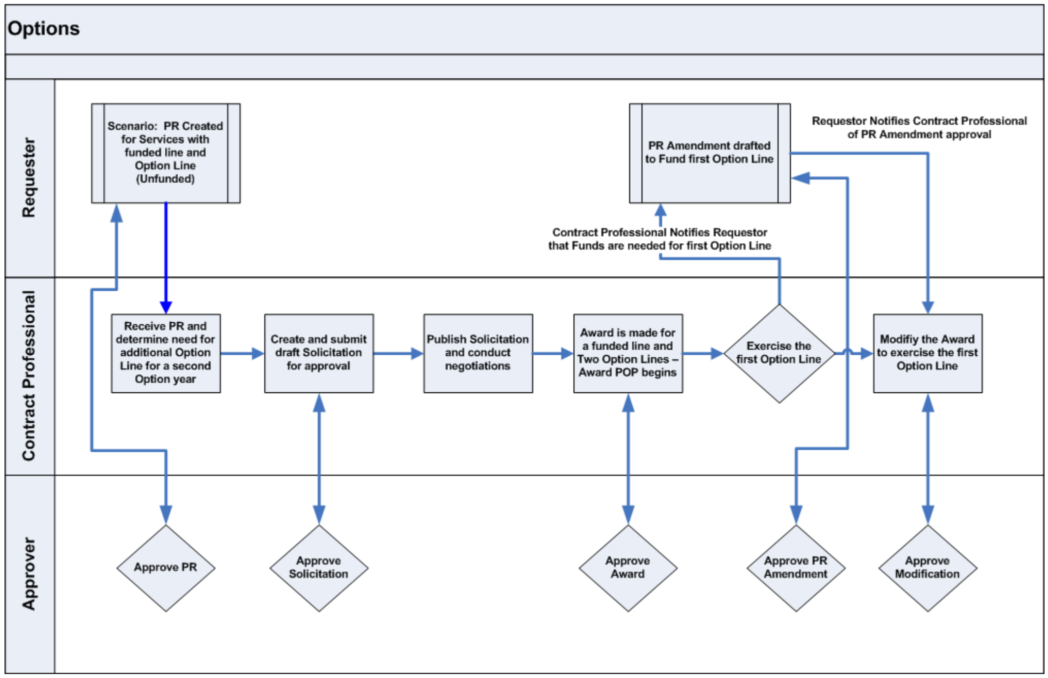
Options

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. If it is not required to procure the optional support and training from the same vendor who supplies the software package, the option lines can be created without linking them to the software package line as the base line. 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 may or may not be associated with base lines and often involve follow-on work. Option lines behave similarly to CLINs/SLINs except they are not funded, cannot be received or invoiced until exercised after the awarding of the contract.

A priced 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.

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-7.

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-9.

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

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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 7-6

See: Submitting a Solicitation for Approval, page 4-36

See: Creating and Managing Events, page 4-40

See: Managing Deliverables Assigned to a Solicitation, page 4-41

See: Creating a Surrogate Response, page 9-1

See: Conducting Research on a Particular Supplier, page 4-42

- **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 4-44

- **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 5-6

  See: Creating and Editing a Reusable Attribute List, page 5-7

  See: Creating and Editing a Reusable Requirement List, page 5-8

  See: Creating and Editing a Reusable Cost Factor List, page 5-9

- **Protest Tracking**

  A Protest is defined as an objection by an interested party to a solicitation or cancellation of the solicitation, an award or termination/cancellation of the award. The objection usually contains an allegation that there are improprieties concerning the award of the contract. The supplier who initiates the objection usually believes that the awarding of the solicitation is improper or unfair and thus logs a protest. Please note that in CLM, the buyer or contracting professional enters the protest in the system on behalf of the suppliers, because all suppliers may not have access to the CLM system Using the appropriate CLM Purchasing responsibility, navigate to Buyer Work Center menu and click the Protests link. Please note that the Protests link is available via Buyer Work Center only.

  For more information on creating protests, please refer to the Buyer Work Center chapter in the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide.*

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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.

> **Note:** Purchase requisitions may also be created using other e-Business Suite modules (such as Planning, Manufacturing, etc). Please note that in a CLM enabled instance, these purchase requisitions are always imported as non-FAR documents. As a result, the subsequent or ensuing orders are also created as non-FAR (non-CLM enabled) documents. As non-FAR (non-CLM enabled) documents, they are seamlessly integrated with Receiving and Invoicing functions in e-Business Suite.

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.

Option CLINs are available in Document Builder along with other requisition lines. Option CLINs without a base line can be returned to the demand pool or removed from the Returns page (select an Option CLIN and click Return). Option lines without a base line are not displayed if the associated base line is not available in the Document Builder.

The Select checkbox next to each requisition line is enabled only for regular CLINs or for option CLINs without base. The Select checkbox next to the CLIN of a CLIN/SLIN structure is not enabled if the structure contains at least one cross-linked option line. When a CLIN is selected and added to the Document Builder, all associated SLINs (if present) are added to the Document Builder along with the selected line. When a base line is added to the Document Builder, all linked option lines, in turn, are automatically added.

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. Select the New Solicitation action from the LOV. If you click the Fair Opportunity checkbox that displays when you select New Solicitation, a Fair Opportunity Notice type solicitation will be auto-created for you.

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 3-5

Adding Lines to Solicitations / Amendments

Select the Add to Solicitation / Amendment from the Document Builder's Type LOV. Then select a solicitation or amendment number that you wish to add the requisition lines to. The Document Builder area displays the Solicitation / Amendment Number search LOV. Click the magnifying glass icon to search for the award or modification that you wish to add lines to. After you have selected a draft solicitation or draft amendment, select the requisition lines you wish to add to the solicitation / amendment and click Add. After you have selected the requisition lines, the Recently Added Items list displays the selected line information.

If the solicitation is locked by another user, then you see a message stating that the solicitation is locked, after which you can decide whether to continue or cancel the operation.

Click Update to open the Update Document Builder: Add to Solicitation / Amendment page. You can re-select a solicitation / amendment by using the search LOV to replace the original document with a new one that you wish to add lines to.

The Update Document Builder: Add to Solicitation / Amendment page enables you to re-select a solicitation or amendment and also to group requisition lines with the same or similar fields:

- Item Number
- Item Description
- Item Category
- UOM (Unit of Measure)
- Item Revision
- Transaction Reason Code
- Line Type

For example, if you have an identical or related item number for two items on two different requisition lines, they can be grouped into a single requisition line based on the item number. The Item Description is the only field that need not be identical or similar among the requisition lines.

The following rules are applicable to grouping lines:

- Standalone CLINs are grouped if the grouping criteria match.
- Single priced CLINs with Info SLINs having funds are grouped if the grouping criteria match.
- Any other CLIN/SLIN structures are not grouped.
- Option Lines are not grouped even if the grouping criteria match.
- Goods and Amount Based Lines are grouped.
- Grouping of requisition lines is performed for the Same Contract Type and Cost Constraint.
- Grouping of requisition lines is performed even though lines have different Contract Types and Cost Constraints. When grouping requisition lines that have different Contract Types and Cost Constraints, the Contract Type is defaulted to

FFP and Cost Constraints is left NULL on the grouped line.

The Requests region consists of a Group By LOV with 2 values: Default and Requisition. The defaulted value is Default. If you select the Requisition method of grouping, the system adds requisition lines to the solicitation as individual lines. The Default method of grouping enables you to make changes/updates to the line numbers so that you have more control over the grouping of the lines. If the lines from the requisition and the existing lines of the award / modification are found to be the same or similar by the system, the Default method of grouping makes the line number of the requisition editable. This means that you can modify the line number to group it with another line if required, provided the grouping follows the rules specified above.

If there are two priced CLINs with different distribution accounts are matched, they are grouped together to finally create one line with multiple distributions. However, different distribution accounts are not allowed in DoD usages. Using the action Convert Distributions to Info SLINs, the multiple distributions lines are converted to Info SLINs. However, the combined priced CLIN is not changed and the resulting lines will be single priced CLINs with Info SLINs that can be grouped.

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.

4

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

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Using templates and lists, page 4-44

Using line attributes, attribute scoring, price factors, and price breaks, page 4-14

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 4-12
- Enter Solicitation Lines , page 4-14
- Define Your Response Controls, page 4-31
- Enter Your Terms and Conditions, page 4-33 (If Oracle Procurement Contracts is bought and licensed)

- Invite Your Suppliers, page 4-34

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. If the solicitation has a new round, the new round number displays in parenthesis and is suffixed to the solicitation 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 section in the *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 enables you to specify the type of outcome document you prefer to have automatically created for you by the system when the solicitation is awarded to one or more suppliers. For example, you may wish to create an award as your outcome document when a solicitation for medical supplies is completed and awarded to two suppliers. Please note that you need to select IDV (IDV with Lines or IDV without Lines) as your outcome document always from the Outcome LOV if you are going to associate your outcome document(s) to an Umbrella Program.

  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.

- **Fair Opportunity Notice** This checkbox indicates that the solicitation is of type Fair Opportunity Notice. This box is checked when Fair Opportunity Notice creation is initiated either from the Demand Workbench or from the Sourcing Home page. Notice that the checkbox is selected by the system automatically and is read-only, that is, you cannot unselect the checkbox at any time.

- **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.

- **Umbrella Program** When you create a Fair Opportunity Notice type of solicitation, you have the option to associate the Fair Opportunity Notice to an Umbrella Program. The Fair Opportunity checkbox in the solicitation header should be checked in order for the Umbrella Program region to be visible. The Umbrella Program search LOV enables you to look for an existing umbrella program that you can associate the Fair Opportunity Notice with.

  For more information on creating Umbrella Programs, please refer to the chapter Multiple Awards and Umbrella Programs in the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide*.

- **Small Business Coordination Record** This region has two fields: Control Number (number of the DD-2579 document) and Status (for example, Draft, Pending Approval, Signed, etc). When you create a Small Business Coordination Record, you need to associate it to a CLM document (award modification, IDV with Lines modification, IDV without Lines modification, solicitation). This CLM document shows the Small Business Coordination Record it is associated to. If no Small Business Coordination Record exists, this region will display with no values.

  This region is shown in the header of the solicitation, solicitation amendment, solicitation rounds (of bidding), solicitation View page and solicitation Review page.

  If the total value of the solicitation exceeds the Threshold Amount (specified in the Purchasing Options page > CLM Controls region), a warning message is displayed to the user while publishing the solicitation, or while submitting the solicitation for approval prior to publishing. If the status of the Small Business Coordination Record is not Signed while publishing the solicitation, or while submitting the solicitation for approval prior to publishing, a warning message is displayed.

  The Small Business Coordination Record is associated with the base solicitation and not with specific amendments or rounds.

  If you want to delete a draft solicitation with an associated DD-2579 (with a status Draft and Type of Coordination as Initial Contact), then the system displays a warning message. If you wish to proceed, the base solicitation and the DD-2579 are deleted.

If you want to delete a draft solicitation with an associated DD-2579 (with a status Signed and Type of Coordination as Withdrawal), you can go ahead with the deletion, no warning messages will be displayed.

Deleting a draft solicitation with an associated DD-2579 (with any other status and Type of Coordination value) is not allowed by the system.

Deleting a draft solicitation amendment/round where there is an associated DD-2579 (with any other status and Type of Coordination value) is allowed by the system. This is because the DD-2579 is attached to the base solicitation document, and it will stay attached to the base document no matter how many amendments / new rounds are created.

- **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 section in the *Oracle Contract Lifecycle Management for Public Sector 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 SLINs represent the sub-lines 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. Option lines can be created by associating them to a base line, or can be created without a base line.

To create an option line, first create a new line by selecting the Create a CLIN from the Actions LOV. Then select the Option checkbox to make the line an option line. You may opt to link the option line to a base line by selecting the correct baseline from the LOV.

You can also click on the Option + icon next to the baseline to create an option line linked to the base line.

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

See: Exhibit Line / Contract Data Requirements List (ELIN/CDRL), page B-6

See: Options, page B-7

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, Global Update, Add Requisition Lines and Delete all Lines. Add Requisition Lines takes you to the Demand Workbench page, where you can add requisition lines to your solicitation. 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. The Organize Lines page consists of 2 regions: Current

Structure (source) and Target Structure (destination). Select one or more lines by clicking on the Select checkbox in the Current Structure region. Then select the type of move you wish to perform using the Select Action LOV in the Target Structure region. Select from one of the 3 possible values: Move After Selected Line (moves the line after the line you selected in the Edit Lines page), Move Before Selected Line (moves the line above the line you selected in the Edit Lines page) and Move as sub-line(s) under selected line (moves a line as a SLIN under a CLIN).

The action Move as sub-line(s) under selected line is not applicable for :

- Option SLINs without a base line
- SLINs that are base lines for other option lines
- CLINs containing cross-linked option lines

Click Done to save and apply your changes and return to the Lines page. The Lines page displays, showing you the new structure of the lines.

8. Click Delete to delete a line from the solicitation. Delete an Option line directly by clicking the Delete button. If you attempt to delete a Base Line that is associated with one or more Option Lines, a warning message is displayed, informing you that the base line with associated option lines will be deleted. You can choose to cancel the delete operation, delete the linked option lines or unlink the option lines. If an option CLIN with a base line or an option SLIN originating from a purchase requisition is deleted from a draft award or draft solicitation, the requestor of the purchase requisition is notified that the delete action has taken place.

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.

   The Copy Lines : Specify Copying Options page enables you to copy CLIN/SLIN structures and option lines in the same CLM document. The copy alternatives are:

   - Copy CLINs with associated SLINs - use this checkbox to specify if only selected lines are to be copied, or associated SLINs of a selected CLIN are also to be copied.
   - Copy as Option Lines - use this checkbox to specify if you wish to copy one or more lines as option lines.
     - Maintain Base Line References - use this checkbox to specify if the base line reference needs to be maintained between the source line and the option line that will be created.

   In addition, the Define Need By Date and Period of Performance Dates region enables you to enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, 1 month after the Need By Date of the source line.

The Define Option Dates region enables you to either enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, you can specify that the Option Start Date should be set to 3 months earlier than the Need-By Date derived for that line. after the Option From Date of the source line.

Click Apply to initiate the copy and when you return to the Lines page, you will see the copied lines with the appropriate dates and CLIN/SLIN structures and options, if any.

For more information on the rules governing the Copy action, see: Appendix - Copy Action, page C-1.

To add an independent CLIN:

1. On the **Lines: Create Line** page, provide the following information. *Indicates a required field :

   - **Exhibit** This field contains a list of values of Exhibits that you can search for and use. The values for the Exhibit list of values are pre-defined (seeded). The values are A through Z, followed by AA through AZ, BA through BZ and so on until ZZ. It should be noted that the alphabets I and O are not used at all for the Exhibit values. Additionally, an Exhibit icon is displayed before the line number in the Lines Summary page to indicate that the line is an exhibit line. The exhibit value is displayed in the Exhibit column in the Lines Summary page.

   - **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-9.

- **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.

- The **Option** checkbox in the Option region is used to specify that a line is an option line. You can also use this checkbox to convert a line into an option line or an option line into a regular line. The system displays a warning before allowing the change. Click Continue to proceed with the conversion or Cancel to retain the existing lines as is.

  An option line that has been auto-created from a requisition cannot be converted to a regular line

- If you wish to associate a base line to your option line, select a **Base Line Number** from the LOV. The option line may or may not be associated with a base line. If the line being edited is a CLIN, the base line LOV will display only CLINs. If the selected line is a SLIN, then the base line LOV shows only SLINs within the same CLIN-SLIN structure.

- **Option Num** (Number) is a system generated number and is non-updateable.

- **Option Dates** are mandatory fields. These are the dates when you plan to exercise the option line.

- If the solicitation is a CLM document, and if the outcome document of the solicitation is CLM Award, the Delivery Event, Period and Period of Performance Duration fields are enabled in the Solicitation Line Details page.

  The Delivery Event list of values are:

- Blank
- After Date of Contract
- After First Article Test Approval
- After Production Lot Test Approval
- After Notice of Award

The Delivery Event list of values is a lookup and is extensible, which means you can configure the values you wish to see and use. You can add more values to this lookup, if required.

If you select one of the above values (other than Blank), the following fields become read-only, you cannot edit their values: Need-By Date, Period of Performance Start Date, Period of Performance End Date. You can enter values for Period and Period of Performance Duration.

If you do not select a value (i.e.Blank), then the Period and Period of Performance Duration fields remain read-only.

When you save the solicitation, these values get saved along with the rest of the solicitation information. When the outcome document (CLM Award) is created, these values are also part of the award and get saved with the rest of the fields and their values.

- **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.
- **Related Requisition Lines** The Related Requisition Lines region displays the

linked requisition lines for this solicitation line. If you wish to remove the link between the solicitation line and the requisition line, click the Remove (trashcan) icon. If you wish to link another requisition line(s) to the solicitation line, click the Link Requisition Lines button. The Requisition Lines Search page displays.

The fields MIPR Document Reference and MIPR Reference Number display MIPR related information. The MIPR Document Reference displays the MIPR type (MIPR-Others is displayed only) and the Obligation Type (Direct Citation or Reimbursement).

For more information on linking requisition lines to solicitation lines, please refer to the section Linking Requisition Lines.

- **Attributes** Attributes are used to describe the good or service being purchased. They identify characteristics which will negotiated on 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.

Global Updates for Solicitation Lines

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines on draft CLM documents: Awards (lines, schedules and distributions included where applicable), IDVs, Modifications, Solicitations, and Solicitation Amendments. For example, you may want to update the Need-By Dates for all the selected solicitation lines to a date which is 3 months after the current date. Instead of updating the lines individually, which is a time-consuming exercise, you can update the Need-By Dates in a single global update operation.

Another example: if Shipment Mode is blank, you can use Global Update to add a value to the field. Or, if Inspection Location needs to be changed to another location, you can also use Global Update to change the existing field value to another one.

Navigate to the Lines tab of a solicitation. Select one, multiple or all lines (use the Select All link) and then click Global Update. The Global Update Lines page displays with the fields that you can update for multiple lines.

If you want to add a new value to the solicitation lines such as Customer Project Code or Customer Project Text, enter the value in the Global Update Lines page and click Apply. If you want to update / replace the original field value(s) with a new field value, such as FSC/PSC, select or enter the new field value and click Apply. A message confirming that the update was successful displays in the Solicitation Lines page. You can navigate to individual solicitation lines to verify that the update has taken place for the fields you specified.

Similarly, you can globally update field values for solicitation amendments, as required.

> **Note:** You cannot blank out any existing values using Global Update. You can only add or update a value.

ELINs and CDRLs

Exhibit Lines

Exhibit lines can either be Not Separately Priced / No Charge (the value of the Cost Constraint field should be Not Separately Priced or No Charge) or Priced lines. Exhibit lines cannot be informational. Exhibit lines are also not associated with SLINs, therefore, in the Lines page, if there is an exhibit line, the Add SLIN icon is disabled for use. In a similar manner, exhibit lines cannot be option lines or base lines for other option lines.

There are 2 ways you can create an exhibit line:

First method: Create a line (CLIN) and then select a seeded value from the Exhibit list of values. The CLIN automatically gets converted to an exhibit line when you select the Exhibit value.

Second Method: Use the action Convert Lines To/From Exhibit Lines that is available in the Lines region. First select one or more lines that you want to convert to exhibit lines and then select Convert Lines To/From Exhibit Lines action and click Go. The Convert Lines to Exhibit Lines page displays. Select the radiobutton Specify an Exhibit for selected Lines to convert as Exhibit Lines, and then choose an Exhibit from the Exhibit list of values. Click Apply to save your changes and return to the Lines tab. You will see that line(s) you selected are converted to exhibit lines and a message confirming that the lines have been converted successfully also displays.

The action Convert Lines To/From Exhibit Lines also enables you to convert exhibit lines to CLINs. Select one or more exhibit lines and choose the action Convert Lines To/From Exhibit Lines and click Go. The Convert Exhibit Lines to Lines displays with 2 options: Remove exhibit references for selected exhibit lines and convert as regular lines or Specify an Exhibit for selected Lines to convert as Exhibit Lines. If you select the radiobutton for Remove exhibit references for selected exhibit lines and convert as regular lines, the exhibit lines you have selected get converted to CLINs or SLINs. If you select the radiobutton for Specify an Exhibit for selected Lines to convert as Exhibit Lines, you will also need to choose an exhibit from the Exhibit list of values. This will associate your exhibit line with a different Exhibit value (for example, from AA to AB). Click Apply to save your changes and return to the Lines tab. You will see that line(s) you selected are converted to exhibit lines and a message confirming that the lines have been converted successfully also displays.

Use the Manage Exhibits action in the document level Actions LOV to associate the Exhibit lines with CLINs or SLINs. You can reference a single Exhibit to a CLIN or a SLIN at a time. Priced CLINs can be linked to Not Separately Priced ELINs and Not Separately Priced CLINs can be linked to Priced ELINs. CDRLs can be linked to either priced or Not Separately Priced CLINs. Thus, even if one line is priced, the exhibit is considered to be priced.

The Manage Exhibits page consists of a search region, where you can search for and view all the exhibits associated with the current document. The search results region also tells you if the exhibit is a data deliverable, how many exhibit lines are associated with it, whether they are priced or not and their value along with the description. The Referenced Line column in the search results region enables you to link CLINs or SLINs with exhibits. Select a line from the search LOV and associate it to the exhibit.

The Actions column enables you to view the Exhibit details in PDF format. The PDF document displays the Exhibit name on the first page (for example, Exhibit AA) and then displays all the exhibit details, including the associated lines. The Copy action in the Actions column displays the Copy Exhibits: Set Need-By Date page, where you need to specify the Need-By Date or Period of Performance Dates. Click Apply to copy the entire exhibit structure as a new exhibit. The Copy Exhibits page is used to copy exhibits that are ELINs only. If the exhibit is a CDRL, it will automatically be copied and a new exhibit name is automatically assigned as the next available name in the A, B … series. When a CDRL exhibit is copied, all the CDRL details are copied to a new CDRL. If required, you would need to update the generation period etc. manually. The Delete icon in the Actions column deletes an exhibit from the document. Click Save to return to the Lines page. If you have not referenced a CLIN or SLIN to an exhibit, the system warns you to do so when you click Submit to submit the document for approval.

Creating and Managing CDRLs

From your solicitation document, select the Contract Terms link to open the Contract Terms page. The Contract Terms page displays, with two tabs – Clauses and Deliverables. Click the Deliverables tab to create a CDRL. A CDRL is essentially a data deliverable. The Deliverables page displays, and you can use this page to create deliverables and manage exhibits.

Click Create Deliverable to open the Create Deliverable page. Enter a Deliverable Name appropriate to the CDRL you are creating. Enter Data Deliverable as the value for Deliverable Category. This is mandatory if you wish to create a deliverable of type CDRL. A Deliverable will be categorized as a CDRL if the Deliverable Category is selected as Data Deliverable. If you have saved the template with the value Data Deliverable, you can change the deliverable to a non-CDRL only if the CLM document has a status of Draft. When the CLM document is approved, you cannot change the Deliverable Category or Deliverable Type via a modification. Enter Contractual as the value for Deliverable Type. Verify if the fields such as Supplier and Internal Contact have the appropriate values defaulted. The Responsible Party should default to (or should be selected as) Supplier Organization, if the Deliverable Category is Data Deliverable and the Deliverable Type is Contractual.

If you have selected the Deliverable Category as Data Deliverable, the Data Item Details and Distribution Address regions are enabled and displayed.

The regions in the CDRL page and some of their fields are described below:

The Exhibit Details region is used to display the fields Exhibit and Data Item Number for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only if the document is a Solicitation or Award document.

The Pricing Details region is used to display the fields Price Group and Estimated Price for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only if the document is a Solicitation or Award document.

The Data Item Details region is used to capture Data Deliverable details required for printing. This region is displayed for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only for template definitions and Solicitation/Award documents.

The Distribution Address region is also used to capture details required for printing. This region is displayed for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only for template definitions and Solicitation/Award documents.

The Schedule Information region is used to capture the Schedule Type information. This region is displayed for all deliverable categories, including data deliverable. If the Schedule Type is System, the Due Date and Notifications regions are displayed, if the value of Schedule Type is Non-Schedulable, then the Due Date and Notifications regions are not displayed.

The Due Date and Notifications regions enable you to specify the date when the task on the CDRL will be completed. Select either Fixed Date or Relative Date. If you selected Fixed Date, select the date using the Calendar icon.

If you selected Relative Date, select Event, Before/After, and Period values.

Select a value from the Event list of values: Purchase Order Cancel, Purchase Order

Close and Purchase Order Signing.

For a repeating deliverable, the start date is the date that you chose either as a fixed date or a date relative to the event that you specified in the previous step.

For a repeating deliverable, select the frequency information as follows:

Select the Frequency as a number of days or weeks or months. For example, every 6 weeks or every 3 months. In the Repeating field, select either the day of the week to repeat on (for a weekly frequency) or the day of the month to repeat on (for a monthly frequency) or number of days (for a day based frequency).

For a repeating deliverable, select the end date information as follows:

In the Repeat Until fields, select either the Fixed Date or Relative Date radio button. If you selected Fixed Date, select the date using the Calendar icon.

If you selected Relative Date, select Event, Before/After, and Period values.

Select one or more of the check boxes that match the notification scenarios:

Prior to Due Date: If you enable this check box, you must specify the (positive) number of days, weeks or months before the due date that the notification should be sent.

The recipient of this notification is the contact of the responsible party on the deliverable. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.

Status Change: A notification is sent for any status change of the deliverable. Statuses could be any of the following: Completed, Submitted, Rejected, Cancelled, or Failed to Perform.

Deliverable is Overdue: A notification is sent when the due date of the deliverable is passed. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.

Escalate after Due Date: The recipients of this notification are the Escalation Contact and the Requester. If you enable this notification, you must specify the Escalation Contact, and the number of days, weeks, or months until the escalation should occur.

> **Note:** Except for Status Change notifications, the notifications are only sent daily as a result of running the concurrent programs Overdue Deliverable Notifier, Deliverable Due Date Notifier, and Deliverable Escalation Notifier.

Click Add Attachments, and define your attachment as one of following types:

- File: you can attach a file from your local desktop.
- URL: you can specify a URL where the document is available.
- Text: you can enter information in the Text field.

Click Apply to save your work and return to the main Deliverables tab. Using this tab, you can define data deliverables, specify exhibits details for data deliverables, view the Exhibits used in the document and copy the exhibits along with the data deliverables that are mapped to the exhibit.

The Deliverables tab now displays the CDRL you just created. Click the Deliverable Name link to open the CDRL. The exhibit details are displayed as well. If you wish to change the exhibit information, select the CDRL and then use the Specify Exhibit button to open the Search Exhibits page. You can search for an exhibit and then link it to the CDRL. Select the Exhibit and click Apply. The newly associated exhibit now appears in the Deliverables tab for the CDRL.

The Manage Exhibits page consists of a search region, where you can search for and view all the exhibits associated with the current document. The search results region also tells you if the exhibit is a data deliverable, how many exhibit lines are associated with it, whether they are priced or not and their value along with the description. The Referenced Line column in the search results region enables you to link CLINs or SLINs with exhibits. Select a line from the search LOV and associate it to the exhibit.

The Actions column enables you to view the Exhibit details in PDF format. The PDF document displays the Exhibit name on the first page (for example, Exhibit AA) and then displays all the exhibit details, including the associated lines. The Copy action in the Actions column displays the Copy Exhibits: Set Need-By Date page, where you need to specify the Need-By Date or Period of Performance Dates. Click Apply to copy the entire exhibit structure as a new exhibit. The Copy Exhibits page is used to copy exhibits that are ELINs only. If the exhibit is a CDRL, it will automatically be copied and a new exhibit name is automatically assigned as the next available name in the A, B … series. When a CDRL exhibit is copied, all the CDRL details are copied to a new CDRL. If required, you would need to update the generation period etc. manually. The Delete icon in the Actions column deletes an exhibit from the document. Click Save to return to the Lines page. If you have not referenced a CLIN or SLIN to an exhibit, the system warns you to do so when you click Submit to submit the document for approval.

In the Manage Exhibits page, click an exhibit link to open the Exhibit Line Details page. If the Exhibit is a supplies / services line, then the line details will be displayed. However, if the Exhibit is a CDRL, then the page displays the details of the data deliverables. Click the Return link at the bottom of the page to go back to the Manage Exhibits page.

If you have multiple CDRLs listed in the Deliverables tab, then you can order them in a sequence by clicking the Reorder button.

Linking Requisition Lines

A solicitation line can be associated to one or more purchase requisition lines using the Lines page. For this purpose, the requisition lines should have some available un-liquidated funds and the destination type for these lines cannot be Inventory. The association between a solicitation line and a purchase requisition line (that has funds) enables the outcome award of the solicitation to get and use the funds from the purchase requisition lines. Thus a solicitation line can link to a purchase requisition line with funds and that can be used to fund the downstream outcome award.

Please note that solicitation lines that have been autocreated from requisition lines in Demand Workbench (using Document Builder) cannot be linked again to other purchase requisition lines. This is the case even if the Destination Type in such scenarios is not Inventory. They already are associated to the purchase requisition line from which they have been created.

In addition, option lines and Informational lines may not be associated to a purchase requisition line.

This ability to link solicitation lines to requisition lines is available to users only if the Operating Unit is enabled for Encumbrance Accounting. The procedure to associate a purchase requisition line to one or more solicitation lines is as follows: Select one or more saved solicitation lines using the Select checkbox in the Lines region. Click the Link Requisition Lines button to open the Requisition Lines Search page.

A CLIN/SLIN structure in a purchase requisition can be linked to solicitation lines. Additionally, one line from the CLIN/SLIN structure can also be linked to one or more solicitation lines. In such a situation, when a single line from a CLIN/SLIN structure is linked to solicitation line(s), the entire CLIN/SLIN structure is removed from the Demand Workbench and is not available for linking.

The Search region in the Requisition Lines Search page consists of the following default search criteria: Buyer, Requisition, Line Number, Item. In addition, you can add other search criteria fields using the Add Another LOV and selecting a value. Click Add to add another search criteria after selecting a search field from the Add Another LOV.

The Search region displays only those requisitions that are created for non-Inventory (i.e. Expense) items. Additionally, requisition lines that have no distributions are not displayed in the search region either. Only those requisition lines that still have funds (unliquidated funds) are utilized for creating awards. Further, if any requisition lines are currently linked to one or more draft award lines, or linked to a line in another inprocess Solicitation, such requisition lines are not shown in the search results. However, when such an award is approved, if there are any funds remaining with the requisition lines, then the same may be searched for using the Search page, and linked to other Solicitation lines, if required.

Enter values for the default search criteria as well as for the newly added search fields and then click Go. The search results display the requisition lines that match the search criteria.

Select one or more requisition lines from the search results region and click Apply. The Create Solicitation: Lines page displays again, and you can see the linked requisition line number in the solicitation line row at the Requisition column. The Requisition column displays all linked requisition lines, whether they have been auto-created or brought in through the Link Requisition Lines action. Information from the linked requisition lines that come in through the Link Requisition Lines action does not become part of the solicitation line information. Please note that such requisition line numbers are references for the future task of outcome award creation. When an outcome document of Award type is created as a result of awarding the solicitation to the best bidder, these linked requisition line references are used to enable the fund and Charge Account information to be associated with the outcome award document.

This linking of requisition lines is typically used when the requisition lines are created for a high level demand with fewer specifications and some funds; however, when the solicitation is created, the demand has more detailed specifications in the solicitation lines that clearly depict what is being purchased. Please note that this linking process will ONLY utilize the funds on the backing requisition lines while the outcome awards are created. The quantity, price, attachments and various other attributes of the requisition lines are not defaulted to the solicitation lines from the requisition, when such a link is established.

If more than one requisition line has been linked to the solicitation line, the hyperlinked word Multiple displays in the Requisition column. Click the Multiple Hyperlink to view the linked requisition lines in the Requisitions Summary page. Click a line number link to open the Requisition Line Details page. The line information such as Awards, Shipments, Receipts, Invoices, Payments, etc are displayed in this page. Click Return to go back to the Requisitions Summary page.

Save your solicitation and proceed with the publishing process. When the solicitation has associated requisition lines, the requisition line details are saved along with the solicitation details. However the requisition line information is not available to be linked to an award until such time as the awarding and outcome document creation processes are performed. When a purchase requisition line is thus associated to the solicitation, the requisition line is removed from the Demand Workbench and is not available from the demand pool. Similarly, such requisition lines cannot be linked to a line in another solicitation or draft award.

When you delete a solicitation line with linked requisition lines, the associated purchase requisition line reference is also removed. If the requisition line has no other links to any other solicitation lines, the requisition line is put back in the demand pool and is available for use in Demand Workbench. If you delete a CLIN or a CLIN/SLIN structure, all the linked purchase requisition line references are removed.

During the amendment process, the linked purchase requisition references are stored along with the amendment information. Thus, the requisition reference information is maintained along with the solicitation information during the amendment rounds. However, if a solicitation is cancelled as part of an amendment, the requisition reference is deleted.

Associating Unsolicited Lines to Requisition Lines

Solicitation lines that are auto-created may or may not have unsolicited lines linked to them. This section outlines the different possible scenarios:

- Solicitation Lines can be auto-created using Demand Workbench and they may not have unsolicited lines linked to them. Line Splits cannot be performed for these lines.

- Solicitation Lines can be auto-created using Demand Workbench that have one or more unsolicited lines linked to them. In this scenario, the following points need to be considered:
  - You can use the Link Requisition Lines action to link requisitions line to the unsolicited lines, provided the destination type of the requisition lines is Expense (and not Inventory).If you do not opt to link requisition lines to the unsolicited lines, the unsolicited lines will not have associated requisition lines and the distributions in the outcome award will be created without the associated requisition lines.
  - If the requisitions have a destination type Inventory (and not Expense), the solicitation lines that have been auto-created from the requisition lines now have the requisition line numbers associated with them and the distributions for the outcome award are created using the requisition lines.
  - If the requisitions have a destination type Expense (and not Inventory), the solicitation lines and the unsolicited lines will be associated to the requisition line and the funds will be distributed across the solicitation lines and unsolicited lines using the pro-ration formula. For example, the Funds to Use value is $3000, and there are two requisition distribution amounts for $2000 and $4000. The newly created distribution amounts on the outcome award will have the following values : $1000 and $2000. This is because the proposed distribution amounts are pro-rated using the Funds to Use and the requisition distribution amounts.

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. Please note that if a Fair Opportunity Notice is created, this checkbox is selected by the system automatically and you cannot uncheck it. The reason is that Fair Opportunity Notices are created for specific suppliers only, either by invitation and / or by including the suppliers from the Umbrella Program that the Fair Opportunity Notice is associated with.

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 suppliers must submit a single, best response in the negotiation, or may submit multiple responses during the negotiation open period.

  If you allow suppliers to submit multiple responses, the checkbox Suppliers are allowed to Submit Multiple Active Offers displays. You can choose to allow suppliers to maintain more than one active offer for the solicitation.

- **Allow Offer Withdrawal** You can allow suppliers to withdraw their offers/responses after they have submitted them. Allow Offer Withdrawal does not disqualify an offer, that is a different case: The supplier voluntarily withdraws his offer, either because he no longer wishes to compete for an offer, or because he finds the submitted offer is no longer relevant. Offers can be withdrawn only as long as the solicitation is open for negotiation. Withdrawn offers can be revised to match the solicitation requirements. The revised offer contains all the elements (price, quantity, etc) of the original withdrawn offer because these data elements are defaulted from the system. withdrawn offer will not be visible to buyers during the offer evaluation / awarding process.

- **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 .

- If you select the checkbox Suppliers are allowed to add Unsolicited lines on Offer, your suppliers will be able to create unsolicited lines during offer creation.

- 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 function 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.

For more information on using contracts, please refer to the chapter Contract Terms in this guide.

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 section in the *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.

   - If your Fair Opportunity Notice is associated with an Umbrella Program, the Add Suppliers from Umbrella Program IDVs button is visible and enabled. Click Add Suppliers from Umbrella Program IDVs to open the Add Suppliers from Umbrella Program IDVs page. Select the suppliers you wish to add and click Apply to return to the Suppliers page.

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 Solicitaion: 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.

Creating Multiple Rounds of Bidding

You can opt to create a new round for the solicitation when you wish to refine the requirements with multiple rounds of bidding. Also, suppliers can be eliminated in subsequent rounds during multiple rounds of bidding. The multiple-round process allows suppliers an opportunity to improve weak sections of the proposal, and enables you (the agency) to refine requirements based on proposals.

Close the solicitation before you can create a new round. Open the solicitation page, and select Close Solicitation from the Actions LOV. Then after the solicitation is closed, select Create New Round from the Actions LOV to create a new round of bidding. You get a message that the new round has been created and that the previous responses (offers) by suppliers are no longer valid for awarding.

The solicitation number is now suffixed with the new round number with parenthesis. For example : CLM-12-A-0044(2).

Multiple amendments may be created within each solicitation round. Each amendment has its own document number, e.g.,CLM-12-A-0044-C0002 (3), however, the conformed document will again bear the original document number.

The round number that is suffixed to the solicitation does not display in the PDF output or in the printing information of the solicitation.

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 7-4

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 7-5

Fair Opportunity Notice

An umbrella program is an entity that is created to track the acquisition of specific goods and services together under a common program name by federal agencies. The umbrella program encompasses all the IDVs and the orders off these IDVs created for the acquisition. Generally, in such situations, a solicitation is created for all the requirements of the umbrella program and the contracts (IDVs) are awarded to the supplier(s) who can meet the specified requirements (Multiple Awards). When the actual requirements come in, these individual needs are competed amongst the contract awardees to award the delivery/task orders to the winning supplier.

A notice of Fair Opportunity is a special type of informal solicitation that is used in the case of Multiple Award Contracts. Several suppliers are each awarded an IDV (the IDVs may or may not be part of an Umbrella Program) and then compete for requirements / purchase requisitions. A notice of Fair Opportunity does not need a full solicitation because clauses, and sometimes prices are already established in the IDV.

Suppliers respond to the Fair Opportunity Notice by providing relevant information. After offer evaluation, the delivery/task order is awarded to the selected supplier.

For more information on creating Umbrella Programs, please refer to the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide.*

There are three ways in which you can create a Fair Opportunity Notice type solicitation:

- By clicking the Fair Opportunity Notice link in the Negotiations home page using the Quick Links > Create section.
- By using AutoCreate to create a new solicitation from purchase requisition lines and selecting the Fair Opportunity checkbox in the Document Builder window.
- By applying an active and valid solicitation template to a Fair Opportunity Notice. The elements of the template are applied to the Fair Opportunity Notice with the exception of the following information:
    - Suppliers, if defined in the template, are not copied to the Fair Opportunity Notice.
    - The solicitation control Restrict to Invited Suppliers checkbox in the Controls page remains selected by default for Fair Opportunity Notices, regardless of the value of this checkbox in the template.

Enter the same information for a Fair Opportunity Notice as you would for a regular solicitation in the Header, Lines, Controls, Contract Terms and Suppliers pages.

However, keep in mind the following points that are specific to Fair Opportunity Notices:

When you associate an Umbrella Program with a Fair Opportunity Notice, a small group of vendors are now eligible for supplying goods and services for that particular umbrella program. You award one or more suppliers of the umbrella program when you determine which vendor is the best to meet your specific procurement needs. Thus in a Fair Opportunity Notice type solicitation, the suppliers who were awarded IDVs in the umbrella program now re-compete for the specific outcome award.

Specify an Umbrella Program that you wish to associate the Fair Opportunity Notice with. The Umbrella Program region in the Header page of the Fair Opportunity Notice enables you to select an umbrella program.

You can create a Fair Opportunity Notice with Lines or a Fair Opportunity Notice without Lines. Please note that a Fair Opportunity Notice without Lines can be created, saved and submitted for approval, and then published as any other solicitation. Suppliers can enter offers or buyers can enter surrogate offers on behalf of the suppliers for a Fair Opportunity Notice without Lines. A Fair Opportunity Notice without Lines cannot have an outcome document, because there are no lines in the Fair Opportunity Notice.

The Suppliers page enables you to add vendors that you wish to invite to participate in the solicitation. If your Fair Opportunity Notice is associated with an Umbrella Program, the Add Suppliers from Umbrella Program IDVs button is visible and enabled. Click Add Suppliers from Umbrella Program IDVs to open the Add Suppliers from Umbrella Program IDVs page. Select the suppliers you wish to add and click

Apply to return to the Suppliers page.

When suppliers enter offers for a Fair Opportunity Notice or buyers enter surrogate offers on behalf of the suppliers, they need to select a value for the Internal IDV LOV because it is a mandatory field. The Internal IDV LOV displays only those IDVs that are linked to the umbrella program that was selected by the buyer in the Fair Opportunity Notice header page.

If the buyer or suppliers are entering offers for a Fair Opportunity Notice that is not associated with an umbrella program, they must select a value either for Internal IDV LOV or enter a value for an External IDV or both. Either field must be entered, and cannot be left blank.

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 or 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 solicitaiton.

   - 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. Enter the appropriate information in the Lines page.
5. Enter the appropriate information in the Controls page. If you have selected the Allow Offer Withdrawal checkbox, your suppliers will be allowed to withdraw their offers/responses to the solicitation.
6. Enter the most frequently used list of suppliers that you wish to invite to the solicitation using the Suppliers page.
7. Click Review.

Wage Determination

FAR subpart 22.10 mandates the contracting officer to provide on contracts for services, the minimum wages that have to be paid to the persons executing the contract. These minimum wages are called Wage Determinations (WD), that are maintained by the Department of Labor (DoL).

Wages determined by Wage Determinations may vary based on the nature of the work and the place where the service is performed.

The Department of Labor(DOL) maintains an official website www.wdol.gov that is used by contracting officers to obtain Wage Determination statements.

Select the Wage Determination action from the Actions list of values in your award or modification document and click Go. The Wage Determination page displays with a region called Wage Determination. Click Launch WDOL to open the WDOL.gov website. Select the wage information you wish to capture along with your award or modification. When the page with the wage information you require opens up, select the URL of the page and copy it. Return to the CLM Awards or Modifications Wage Determination page.

In the WD Statement URL field, paste the URL that you copied from the Wage Determination OnLine website. Then click Attach WD Statement to convert the copied wage information into a URL and attach it to your award or modification.

The Wage Determination History region displays the history of your actions that accessed the Wage Determination Online website and gathered wage information from the site.

5

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 section in the *Oracle Contract Lifecycle Management for Public Sector 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 13-1

   - Enter the setup steps to enable suppliers to add unsolicited lines to their offers:

     - Default UOM (Unit of Measure) for Quantity Based Lines: select a value for this field and also decide whether you wish to allow suppliers to update

UOM on Quantity Based unsolicited lines by selecting or unselecting the checkbox next to the Default UOM field. For amount based lines the UOM will be taken from the existing defaulting field for amount based lines.

- Default Category: select a Default Category from the LOV, and also decide whether you wish to allow suppliers to update category on unsolicited lines by selecting the checkbox next to the Default Category field.
- Default Contract Type for Quantity Based or Amount Based Lines: Selecting a Contract Type here will default a Contract Type on the unsolicited lines of the suppliers' offers. If you have selected the checkbox next to the Contract Type LOVs, the suppliers are allowed to update the Contract Type on unsolicited lines.
- Selecting a default Cost Constraint from the LOV enables you to default a Cost Constraint value in the unsolicited lines of the suppliers' offers. You can decide to allow suppliers to update the Cost Constraint value on unsolicited lines, if they require to do so.

3. Click Apply.

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 rovide 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.

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

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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 4-36 for details on approving and publishing a solicitation.

7

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 7-4

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.

   - The Option checkbox in the Option region enables you to convert a line into an option line or an option line into a regular line. You get a message, warning of the conversions. Click Continue to proceed with the conversion or Cancel to retain the existing lines as is. If you wish to associate a base line to your option line, select a Base Line Number from the LOV. The option line may or may not be associated with a base line. Option Num (Number) is a system generated number and is non-updateable. Option Dates are mandatory fields.

   - 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, Option lines with or without base lines and also 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.

In the Solicitation Amendment page, select the Generate Change Description action from the Actions LOV. The Change Description page displays. Choose a mode to generate the system description for the amendment - Background Mode or Runtime Mode.

If you wish to generate the change description summary document in runtime, select the Runtime Mode radiobutton and click Generate. A message displays, informing you that the Change Description has generated successfully. Click the link to the rtf document to download the change description summary document. Open the rtf file to view and update the change summary if required. Use the Upload Change Description field to perform the upload of the change description summary document from your local computer to the CLM system. Click Browse to find the rtf file on your local computer and to select it. Click Apply to save your change description summary document with the amendment document. A selected checkbox, Text Edited by User, also displays, indicating that you have updated the change description summary document. The Mod Updated After Generating Description checkbox displays as selected when you have made changes to the amendment after the change description is generated.

When you select Background Mode and click Generate, a concurrent request is run in the background. A confirmation message displays, telling you the concurrent request ID that has been submitted.

Navigate to the Requests > View Requests page to verify if the concurrent request has processed successfully. If the concurrent request has processed successfully, the link to the change description summary document (in rtf format) displays on the Change Description page. Click the link to the change description summary document and save or open the rtf file as per your requirement. You will see a summary of the changes you made as part of the amendment.

Edit the text if you need to update any of the changed descriptions. Then use the Change Description page to upload the updated rtf file back to the system. Use the Upload Change Description field to perform the upload of the change description summary document from your local computer to the CLM system. Click Browse to find the rtf file on your local computer and to select it. Click Apply to save your change description summary document with the solicitation amendment document. A selected checkbox, Text Edited by User, also displays, indicating that you have updated the change description summary document.

If you have made identical updates or additions to various lines in the document, the system collates or rolls-up these changes in the change description summary document. For example, you updated the Need-By Date in 4 lines to the same value (that is 01-Jul-2012). The change description summary displays the changed date and mentions the line numbers that were updated.

The consolidated summary is available for all CLINs, SLINs and CLIN-SLIN structures. All the fields are eligible to be collated or rolled-up in a summary, except for the following:

- Pricing related fields
- Fund Value field
- Description fields
- Attachment related fields
- Constraints (IDVs)
- Price Breaks
- Solicitation Attribute related fields

Return to the Update Amendments page and select the View Change Description action from the Actions LOV to see the summary of changes. You can download the change summary document rtf by clicking the filename link. If you have updated the change description summary document, the read-only checkbox Text Edited By User is shown as selected. If you have updated the amendment after generating the change description, the read-only checkbox Mod Updated after Generating Description is shown as selected.

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.

Viewing an acknowledged Amendment

Use the Monitor Supplier Activities page to view suppliers' acknowledgements of the solicitation amendments. You can display the Monitor Supplier Activities page by opening a solicitation and then selecting Monitor Supplier Activities from the Actions LOV. The activities of each supplier are grouped in different regions. The activity Amendment Acknowledged indicates that the supplier has acknowledged the amendment and agrees to the new terms and conditions.

8

Contract Terms

Overview

If Oracle Procurement Contracts is installed and licensed, you can create contract terms and apply them to your CLM document (Award/IDV or Solicitation). You can use contract terms to specify legal and other requirements for your CLM document. Using contract terms is an easy way to create and maintain standardized contract text that can be customized as needed. You can also edit the clauses applied by the template, if required.

Contract administrators and legal personnel may negotiate and author a vast number of complex contracts each year. Maintaining control on the terms for each contract can be a time-consuming and daunting task. CLM simplifies this process by providing a centralized contract terms library.

Companies that operate globally can use the Library to establish company-wide standards and enforce them on a global basis. To accommodate local or country-specific regulations, they can give the local library administrators the flexibility of tailoring these global standards.

For more information on using the Contract Terms Library, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide.*

Accessing the Contract Terms page from the Awards / IDVs pages

When you create an Award/IDV, the Actions LOV that is accessible from any of the tabs (Header, Lines, etc) has an action called Add Contract Terms. Select Add Contract Terms from the Actions LOV and click Go to open the Contract Terms page.

When you update an Award/IDV/Modification, the Actions LOV that is accessible from any of the tabs (Header, Lines, etc) has an action called Update Contract Terms. Select Update Contract Terms from the Actions LOV and click Go to open the Contract Terms page.

Contract Terms page

Overview of the Contract Terms page

The Contract Terms page consists of 2 regions: The Contract Details region enables you to view and update the summary information of the contract, such as the Contract Administrator's Name, Authoring Party, Legal Contact, etc. Click Update Contract Details to open the Update Contract Details page and enter/modify the contract summary information.

Apart from entering the Legal Contact, Contract Administrator, etc, details, you also need to apply a template for the contract if you have selected a value Structured Terms using the Contract Source LOV.

The Contract Source LOV indicates where the contract terms come from: the Contract Source has the following values: Structured Terms and Attached document.

Attached Document indicates that the source of the contract terms will be an MS-Word document or PDF document that you can select from your local drive. Select Attached Document from the Contract Source LOV and click Apply. When you return to the Contract Terms page, use the Actions LOV to select the Upload Contract action. This opens the Upload Contract page. Click Browse near the File field so that you can select a contract terms file to upload. Enter a Description for the attached document and then click Apply. You are taken back to the Contract Terms page and the confirmation message that your attached document has been uploaded is displayed. In the Clauses tab, the following notification is displayed: Contract terms are represented by the attached document: <document name>.

Structured Terms indicates that the source of the contract terms will be a template that contains clauses. These clauses will form the basis of the contract. If you have selected the value Structured Terms from the Contract Source LOV, the Current Contract Template field displays the template that is currently in use, and is selected as the default template, for this CLM document. Use the New Contract Template LOV to search for a contract template to apply for the Award / IDV.

> **Note:** You can also apply a new template to your contract by using the Apply Template button in the Contract Terms page.

A template consists of clauses, and, if Contract Expert is enabled, rules and questions. Using a template enables you to put together most frequently used clauses across several CLM documents. For example, if most of your IDVs use Clauses A, B, C and D, you would want to put the four clauses in a template and apply this template to the relevant IDVs. In case you need to include additional clauses or apply a new template, you can add the additional clause(s) to the template, create non-standard clauses, or create clauses as a one-time exercise for your specific CLM document. Please note that your CLM document uses templates (containing clauses) as the basis for creating contract terms. When the template with clauses is applied to the document, you can then add / remove clauses, add non-standard clauses, run Contract Expert, etc. These actions are described later in the chapter.

Click Apply to save your changes and return to the Contract Terms page. A warning message is displayed, telling you that apart from manually entered clauses (which will be retained), selecting a new template will replace the previous template clauses. Proceed as per your requirement.

The second region is the Clauses/Deliverables tabs region. The Contract Terms page now displays the clauses in the Clauses tab from the contract template you applied. The Clauses tab now consists of an Actions LOV and some additional action buttons.

Clauses

When the value of the Contract Source field is Structured Terms, you need to select a contract template as the source of the contract terms.

Thus a contract template serves as a blueprint or a basis for the contract terms. A contract template typically consists of clauses, sections, rules, variables, etc. When you apply a template to the CLM document, the sections, clauses, rules, variables, etc., are now the contract terms of the CLM document.

Clauses are the most fundamental unit of the contract terms. Clauses are distinct articles, stipulations, or provisions in a legal contract. Clauses describe one or more aspects of the contract and clarify what the expectations and deliverables of both parties are supposed to be.

Oracle CLM Procurement Contracts has the following clause types that you can use:

- Standard Clauses: Standard Clauses are part of the template. Using the appropriate Procurement Contracts responsibility, you can create or import clauses that you can then add to a template. Thus when the template is applied to the CLM document, the standard clauses get included automatically.

- Non-Standard Clauses: You can create a clause with the relevant stipulations and provisions while you are authoring contract terms. This clause does not belong to a contract template, yet is part of the contract terms. If you wish to make this clause a standard clause, contact your Contracts Administrator. The Contracts Administrator will create this non-standard clause in the contract terms library and then associate it to a template, thus making it available for you to use in the CLM document.

  You can also make a standard clause into a non-standard clause.

In the Contract Terms Library, clauses have an additional attribute called Adoption Type. This attribute is not visible in your CLM document contract terms. Clause Adoption Types can be the following values:

1. Global Clauses are created in a global organization and are available in all

operating units.

2. Adopted Clauses are Global Clauses that have been adopted for use in the local operating unit. Adopted Clauses are used as is, they are not modified in any manner.

3. Localized Clauses are also Global Clauses that have been adopted for use in the local operating unit. Localized Clauses are modified as per the requirements in that operating unit and the modifications are specific to that operating unit.

4. Local Clauses are created in a local organization and are not available in any other operating unit.

For your purposes, even though you may not be able to see the Adoption Type in the Contract Terms page, you should know about these various clause adoption types.

Adding Clauses to the Contract Terms

You can add a clause to the Contract Terms when the Contract Source of the CLM document is Structured Terms. There are four ways you can add a clause to the Contract Terms:

- Applying a Contract Template – this brings in the clauses automatically
- Adding a Standard Clause (after applying a contract template)
- Creating a Non-Standard Clause (after applying a contract template)
- Running Contract Expert (after applying a contract template)

Adding a Standard Clause

Specify a section in the contract terms before you add a standard clause. Use the Select checkbox on the left hand to specify the section you wish to add the clause to. This will enable the system to place the standard clause in the correct position you need. Click Add Clause to open the Add Clause page. Use the Search region to look for the clause that you want to add from the Contract Terms Library. If you wish to view all the clauses in the Terms Library, enter % in the Title field and click Go, so that all the standard clauses appear in the search results.

Select your clause(s) and click Apply. The Contract Terms displays again, and you can view the newly added clause(s) in the expanded view of the section. Usually, the system simply places the newly added clauses to the bottom of the list of clauses. Sort or renumber the clauses in a section by clicking the appropriate action button. Sorting, moving and renumbering actions are covered in a later section.

If you need to update the standard clause, click the Update icon at the clause row in the Contract Terms page. The Update Clause page displays the clause content as read-only. If you modify a standard clause in a revision of an approved document (for example, a

Modification or a Solicitation Amendment), you will see an additional field called Amendment Description, where you can enter the reason for the changes you are making. You can make the clause non-standard by clicking Make Non-Standard and then editing the clause contents and variables. Update the clause content as a non-standard clause and then click Revert to Standard in order to make the clause a standard clause again. Please note that the updated content in the clause will be applicable for this set of contract terms / CLM document only and not to the original clause or contract template.

Creating a Non-Standard Clause

There are two ways in which you can create non-standard clauses:

- The Contract Terms page enables you to select a section or a clause by clicking the Select checkbox on the left side and then clicking Add Clause. The Add Clause page displays, from which you can click Create Non-Standard Clause. The Create Non-Standard Clause page opens.

- Click the Update (pencil) icon at a standard clause row to open the Update Clause page. Then click Make Non-Standard to create a non-standard clause from the standard clause.

> **Note:** If you wish to revert your action (that is, revert to a standard clause from a non-standard clause, use the Revert to Standard checkbox. However, please note that if the Protect Text checkbox is selected for the clause, you cannot update it in any way.

The Create Non-Standard Clause page has the checkbox Non-Standard selected by default. Enter a Clause Title and Clause Type – these are mandatory fields.

The Text and Clause Variables regions enable you to enter or import the clause text. You can insert variables in clause text that you type in manually. If you have imported some clause text, you need to export it and save it as an MS-Word 2003 XML file. Open the XML file in MS-Word and then edit it and add variables to it. Variables can be added in the downloaded document using the following format [@Variable Name@]. The variable must exist in the system, otherwise the import clause fails. Save the XML file and re-import it to view your variables. When you import the clause text from MS Word 2003 XML, you will not be able to edit the text clause from the text region. The text region will be locked for updates and all future updates to the clause text can be performed using export and import actions only.

The Text region displays rich-text format content by default. You can switch to plain text mode by clicking the plain text mode link above the text area. Type your clause text and click Save. Then navigate to the Clause Variables region to view and add variables to your clause text. Click Lookup Variables to view the variables that are available for your use. Variables can be classified as system-defined variables and user-defined variables. Click Add Variables to open the Add Variables page. Search for a variable by keyword, type, etc., or perform a global search by clicking Go. The variable list displays in the search results region. You can choose one or more variables by clicking the Select checkbox near each variable name. Click Apply to return to the Update Clause page. The Clause Variables region now displays the variables you selected from the Add Variables page. In the clause text area (Text region), first place your cursor at the location you wish the variable to be inserted in. Then click the Insert icon so that the variable is placed in your clause text at the cursor position. Click the Details plus signs to expand your view of the variables and see more information on the variables. If the variable has a value defaulted for it, the Value column displays with the current variable value.

Click Apply to save your changes and return to the Contract Terms page. You will see the new clause in the appropriate section of the contract terms.

Adding Sections to the Contract Terms

In order to organize similar clauses or group common clauses, you need to create sections in the Contract Terms page. Every clause should be in a section or a subsection (you can have multiple levels of sections). You can either add a section to the Contract Terms header or you can create a section within another section. For example, if you have section A under the Contract Terms header, you can either add the new section AA under the existing section A or directly under the Contract Terms header.

Click Add section and the Add Section page opens; you can enter the relevant information to add the section. If you add a section to the Contract Terms header, the Location is defaulted to Within. Use the Create LOV to select if you wish to add a section from the Library or create a new section that will be specific to your current contract terms. Regardless of whether you select a section from the Library or create a new section, you need to provide a Title for the section. If you have created a new section, you can enter a description as well. Click Apply to save your changes and return to the Contract Terms page.

If you are adding a section to a revision of a CLM document, that is, where the version number of the CLM document is greater than 0, you can optionally enter text into the Amendment Description field, to capture the section changes you have made in the revision of the CLM document.

Moving Clauses and Sections

The same rules apply for moving clauses as well as sections. Select a clause or section by clicking the Select checkbox and then click Move. The Move Term page displays and you can specify further move options on this page. The Destination region contains a Location LOV and a list of sections and clauses. The Location LOV has three values:

- After Selection – your selected clause or section will be moved and placed after the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select checkbox and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select After Selection. Then select a section or clause you want to move your selected clause or section after. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.

- Before Selection - your selected clause or section will be moved and placed before the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select checkbox and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select Before Selection. Then select a section or clause you want to move your selected clause or section before. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.

- Within Selection – your selected clause will be moved and placed within a section. Therefore you need to select a clause in the Contract Terms page by clicking the Select checkbox and then clicking Move. The Move Term page displays, and you can select a section to which you wish to add your selected clause to. your selected clause or section will be moved and placed after the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select checkbox and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select After Selection. Then select a section or clause you want to move your selected clause or section after. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.

Sorting Clauses in a Selected Section

Click Sort Clauses to order your clauses. You can choose to sort one or more clauses or the entire contract terms set. On completion of the sort, you get a confirmation message that the clauses have been sorted successfully.

For more information on clause sorting, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide* and the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

Renumbering Clauses and Sections

You can renumber clauses and sections by clicking Renumber on the Contract Terms page. The Renumber page displays, with the numbering schemes displayed in the Pick Numbering Scheme LOV. The numbering scheme layout is displayed for you to view after you select a numbering scheme. Click Apply to use the selected numbering scheme. The Contract Terms page displays again with a confirmation message that the document has been successfully renumbered. Scroll and drill down to the sections and their clauses, you will see the new numbering format in place for the clauses and sections.

Numbering schemes are set up in the Contract Terms Library. For more information on setting up numbering schemes, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide.*

Updating Clauses

As mentioned in the Adding Clauses to the Contract Terms section, you can update a clause by clicking on the Update icon at the clause row in the Contract Terms page. In case a clause is non-updateable, the Update icon is disabled at the clause row in the Contract Terms page.

If you are updating a clause in a revision of a CLM document, that is, where the version number of the CLM document is greater than 0, you can optionally enter text into the Amendment Description field, to document the changes you are making in the revision.

If the Protect Text check box is set for the clause, you cannot update the clause.

In order to update a standard clause, click the Update icon to open the Update Clause page. You will need to make the clause non-standard if you wish to update it. Click Make Non-Standard to convert the standard clause into a non-standard clause and thus update it.

In order to update a non-standard clause, click the Update icon to open the Update Clause page. To delete a clause, click the Delete (trashcan) icon. A warning message displays, confirming if you wish to delete the clause or not.

Updating Sections

Click the Update (pencil) icon at a section to update a section. The Title and Description text boxes display and you can overwrite the existing values with any other values of your preference. The From Library checkbox indicates that the section has come in from the Contract Terms Library.

When processing revisions, you can enter a description of the amendment. If the section is from the library, you will not be able to change anything including the Title.

To delete a section, click the Delete (trashcan) icon. A warning message displays, telling you that if you delete the section, the corresponding sub-sections and clauses will also get deleted. You can choose to continue with the delete operation or not.

Instruction Text

The Contracting Administrator or Legal Officer can add hyperlinks to the Instruction Text field. The link could contain references to the clause in the FAR repository or any other external webpage that provides the contracting professional with additional information or instructions relevant to the specific clause. The Contracting Administrator needs to add the relevant HTML tags in the Instruction Text field while creating / updating the clause, so that the contracting professional is able to view the HTML hyperlink(s) in the clause in the View Clause page. Clicking the hyperlink will take the contracting professional to the appropriate web page or website.

Using Variables

Variables are used in the clauses of a contract in order to make repetitive entries of data fields easier to manage. For example, you can create a variable for the Organization name or the Bill-To Address, and associate the variable with a value. Then use the variable in the clause text. When the contract terms are printed, the variable placeholder is replaced with the actual value you associated the variable with.

Variables may be system-defined or user-defined. System-defined variables are created by CLM and Procurement Contracts and cannot be modified. User-defined variables are created by users to meet their specific requirements in order to use most frequently used terms in across multiple clauses. For more information on creating variables, please refer to the Oracle Procurement Contracts Implementation and Administration Guide.

In the Update Clause page, the Clause Variables region enables you to view or add variables to the clause text (the Clause Text region is to the left of the Clause Variables region).

Click Lookup Variables to display the search page. Enter search criteria, if you know the Name or Description of the variable. Otherwise enter a % symbol in the Name field. Select the type of variable (System-Defined, User-Defined or both) you wish to view and then click Go. The search results display the Variable Name, Description, and Type. Click Done to return to the Update Clause page.

In the Update Clause page (Clause Variables region), click Add Variables to display the search page. Enter search criteria, if you know the Name or Description of the variable. Otherwise enter a % symbol in the Name field. Select the type of variable (System-Defined, User-Defined or both) you wish to view and then click Go. The search results display the Select checkbox, Variable Name, Description, and Type. Select one or more variables using the Select checkbox and click Apply to return to the Update Clause page. The Clause Variables region displays the variable(s) that you selected. Click the Show link to display the variable details.

To insert a variable in the Clause Text, ensure that your clause text is visible in the text box. Place your cursor in the text to indicate that this is the location where you wish to insert the variable. Then select your variable by clicking the Insert icon next to your variable name. The variable placeholder gets inserted in the clause text.

Updating Variable Values

The Update Variable Values page enables you to specify values for variables, either by setting global values, or by setting specific local values for variables in clauses. Even if a global value has been set for a variable, you can choose to override the global value in specific clauses that use the variable.

> **Note:** You can update only user-defined variables, not system variables.

Additionally, suppliers can also update supplier updateable variables (which suppliers can update in Sourcing offers).

The top region of the Update Variable Values page displays all the variables. If you select one of the variables, the clauses that contain that variable are listed in the lower region of the page.

In the Contract Terms page, begin updating the variable values by selecting the Update Variable Values option from the Actions List of Values and clicking Go.

In the Update Variable Values page, you can perform one or more of the following operations for each variable:

- Select the variable. The clauses that contain the selected variable appear in the Clauses section in the lower part of the page.
- Click the Global Value search icon to set a global value for the variable.
- For each clause that uses that variable, click the Value search icon to set a specific value for the variable in that clause.
- To ensure that a specific value for a variable in a clause overrides any global value for that variable, select the Override Global Value check box for the clause.

Click Save or Apply to save/apply your updates and return to the Contract Terms page.

Multi-Row Variables

Variables are used to capture additional information in a contract for a CLM document (award or IDV or solicitation). Multi-row variables enable the buyer to enter data in a tabular form of multiple rows and columns. For example, in order to capture the inspection location, you may need multiple data fields such as country, city and location. Additionally, there may be multiple inspection locations and you may need to enter and view the information for multiple rows. This information requires an 'n X m' matrix, that can be created as a multi-row variable tabular structure. The UDA framework is used to define the multi-row variable structure. The user can define attribute groups to create the unique data components needed. RTF templates in Oracle XML Publisher can be used to model the way the multi-row variables will be printed.

As part of the setup, the implementer creates a variable, defines it to be a multi-row variable and adds the required UDA attribute group and RTF template. For more information on setting up multi-row variables, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Multi-row variables are available for manually created variables only, i.e. PL / SQL variables are not supported. In addition, the variables need to be updated by the buyer only and suppliers cannot create or update multi-row variables.

In the Actions LOV, select Update Variable Values. The Update Variable Values page displays, where you can update the multi-row variables. Click Apply to save your work and return to the Contract Terms page.

Using Contract Expert

Contract Expert is a tool that helps contracting professionals decide which clauses to include in a contract. Contract Expert consists of rules, questions and constants. Contract Terms Library Administrators set up the rules, questions and constants so that the contracting professional can run Contract Expert, respond to the questions displayed by Contract Expert. Based on the responses to the questions provided by the contracting professionals, and the rules defined by the Contract Terms Library Administrator, Contract Expert includes the relevant clauses in the contract terms for the given template. Contract Expert also supports reporting deviations of different types based on the policies prevalent in various contracting organizations.

When using Contract Expert, keep the following consideration in mind:

Use Contract Expert on the CLM document to bring in additional clauses, based on criteria such as items, item categories, payment terms, and other agency terms in the document. The system also runs the Policy Deviation rules and reports on policy deviations.

All of the Contract Expert-recommended clauses are brought into the CLM document and organized under appropriate sections. You can also specify which section the clauses get created in based on document parameters.

For more information about setting up Contract Expert, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide.*

Adding Clauses Using Contract Expert

If Contract Expert is enabled for the contract template and the profile option OKC: Use Contract Expert is set to Yes, you will see the Use Contract Expert button in the Contract Terms page.

Before you submit the business document for approval, you must answer all the mandatory questions.

If you want to edit responses to questions that depended on others, you must edit the lowest-level questions first, then work back up the hierarchy as far as you require.

You may select a blank answer to a lower-level question to remove it from the list of questions.

If the response for a question is numeric, and you do not provide a value, the system uses 0 as the default value. It is strongly recommended that you provide a value, otherwise Contract Expert may bring in or remove clauses based on the response of 0.

After you have answered questions in the Questions page, you can perform one of the following operations:

1. Click Cancel to exit the Contract Expert session. If you have not saved any responses at this time, you lose the information you provided in the Questions page.

2. Click Save Responses to save your responses to the Contract Expert questionnaire. In future Contract Expert sessions, or even later in the same Contract Expert session, you can either answer further questions or change your existing answers.

3. Click Continue to see the clauses that will be added to the CLM document based on the rule conditions.

Policy Deviation Rules

These rules capture and report changes in terms and conditions on CLM documents as deviations from agency policy. As a result of negotiations on CLM documents, agencies may negotiate terms that exceed preapproved agency policies and regulatory limits. For example, as a policy, all customers are allowed payment terms of Net 45. However, the contract administrator may agree to payment terms of Net 60 on a specific CLM document. This deviation should be brought to the attention of contract approvers to ensure that all deviations from agency standards are approved in accordance with the approval policies. The Policy Deviation Rules feature helps you define all such agency policies and identify any variations from these policies on contracts.

If Contract Expert has been run on the CLM document, and you run the Deviations report, the system also runs the Contract Expert process. This evaluates Contract Expert rules and reports clause and policy deviations on the contract. If the results indicate that additional clauses should be included, some clauses should be excluded, or corporate policies have been violated, these will individually be reported as deviations.

> **Note:** Contract Expert clauses added to the business document and then either made non-standard or replaced with an alternate clause are not reported as deviations.

Select Review Contract Deviations from the Actions LOV and click Go.

The Deviation Report appears, displaying the clause and policy deviations in the lower part of the window. The clause deviations initially appear sorted by Category - the deviation category.

Select the Generate for Approval check box if you want the Deviations report to be attached to the approval notification.

Selecting this option overrides the value of the profile option OKC: Generate deviations report for approval.

> **Note:** You can generate the Deviations report for the approval of any version of a CLM document by selecting the Generate for Approval

check box.

Optionally, click the Download button to save a copy of the Deviations report to your desktop. After downloading the report, you can edit it offline and attach it as a contract document with the category Approval Abstract. The Approval Abstract documents appear as attachments to approval notifications.

Managing Deliverables

You can create and update deliverables either on a contract template or on a CLM document. While creating or updating a deliverable, you can also add attachments to the deliverable.

> **Note:** During contract authoring, users can create one or more deliverables with a supplier contact associated with it. However, in order for the suppliers to follow through and manage these deliverables, they must have registered with Oracle iSupplier Portal as users of the application.

To create or to update deliverables, you must be in the process of updating the contract template or the CLM document. In either case, first click the Deliverables tab. Then if you want to create a deliverable, click Create Deliverable.

If you want to update a deliverable, you can perform either of the following processes:

- Click the Deliverable Name link to view the deliverable first, then click Update.
- Click the Update icon for the deliverable that you want to update.

To create / update a variable:

- If you are creating or updating a deliverable in a revision of a business document, that is, where the version number is greater than 0, you can optionally enter text into the Amendment Description field, to document the changes you are making in the revision.
- Enter the Deliverable Name. This is the name of the task being requested.
- Select the Deliverable Type. You can select the following type of deliverable:
    - Contractual Deliverable: A deliverable on a contractual document. For example, Awards, IDVs.
    - Negotiation Deliverable: A deliverable on a negotiation document. For example, Solicitation, Request For Information, Response.

- Internal Purchasing Deliverable: Internal Purchasing deliverables are not part of the contractual terms of a CLM document, and hence does not directly represent a formal commitment between the parties.

- Select the Responsible Party. The responsible party is specified as the party that fulfills the deliverable. You can select Buyer or Supplier Organization from the list of values.

- Optionally, enter the Description of the task and how to perform it.

- Optionally, select the Buyer Contact.

  The buyer contact is the person responsible for performing the deliverable, if you select the Buyer Organization in the Responsible Party field. In case the supplier company is responsible for performing the deliverable, the buyer contact is responsible to accept the fulfillment of the deliverable.

- For CLM documents only: Optionally, select the Supplier Contact.

  The supplier contact is the person responsible for performing the deliverable, if you select the Supplier Organization in the Responsible Party field. If the buyer organization is responsible for performing the deliverable, the supplier contact is responsible to verify the fulfillment of the deliverable.

  > **Note:** The Buyer Contact, Supplier Contact, Requester, and Escalation Contact are current employees. Inactive employees will continue to be used on deliverables - you will have to perform your own cleanup updates as required.

- Optionally, select the Requester. This is the name of the person who has requested the deliverable. The requester usually verifies if the deliverable was completed satisfactorily.

- Optionally, enter Comments. These comments are visible only to the internal users of buying organizations.

- Select either Fixed Date or Relative Date. If you selected Fixed Date, select the date using the Calendar icon.

  If you selected Relative Date, select Event, Before/After, and Period values. For a repeating deliverable, the start date is the date that you chose either as a fixed date or a date relative to a certain event.

- For a repeating deliverable, select the frequency information as follows:

  Select the Frequency as a number of weeks or months. For example, every 6 weeks or every 3 months. In the Repeat On field, select either the day of the week to repeat on (for a weekly frequency) or the day of the month to repeat on (for a monthly frequency) For a repeating deliverable, select the end date information as follows: In the Repeat Until fields, select either the Fixed Date or Relative Date radio button. If you selected Fixed Date, select the date using the Calendar icon. If you selected Relative Date, select Event, Before/After, and Period values.

- Select one or more of the check boxes that match the notification scenarios:

  Prior to Due Date: If you enable this check box, you must specify the (positive) number of days, weeks or months before the due date that the notification should be sent. The recipient of this notification is the contact of the responsible party on the deliverable.

- Status Change: A notification is sent for any status change of the deliverable. Statuses could be any of the following: Completed, Submitted, Rejected, Cancelled, or Failed to Perform. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.

- Deliverable is Overdue: A notification is sent when the due date of the deliverable is passed. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.

- Escalate after Due Date: The recipients of this notification are the Escalation Contact and the Requester. If you enable this notification, you must specify the Escalation Contact, and the number of days, weeks, or months until the escalation should occur.

  > **Note:** Except for Status Change notifications, the notifications are only sent daily as a result of running the concurrent programs Overdue Deliverable Notifier, Deliverable Due Date Notifier, and Deliverable Escalation Notifier.

- Click Add Attachments, and define your attachment as one of following types: .
  - File: you can attach a file from your local desktop
  - URL: you can specify a URL where the document is available.
  - Text: you can enter information in the Text field.

You can click Apply, or, if you are creating a deliverable, you can click Apply and Create Another.

Contract Actions

You can perform the following operations on contracts by selecting from the Actions list of values and clicking Go:

Validate: To validate contract terms, you can launch the validation process at any time during the contract terms authoring process. The system also validates contract terms automatically when a CLM document is submitted for approval.

Select the Validate option from the Actions list of values and click Go. The system performs the validation and displays the results. The system validates the contact terms for errors and inconsistencies. The system only displays errors related to contract terms, and not the warning messages. If applicable, fix the errors and resubmit the contract terms for validation.

For a CLM document with contract terms, you need to fix all the errors before resubmitting the document for approval.

Update Contract Details: Users can perform the following updates for their contracts using the Update Contract Details page:

- Specify a Contract Administrator
- Specify the Legal Contact
- Specify the Authoring Party (Internal or Supplier)
- Specify the Contract Source and also change the Source type from Structured Terms to Attached Document and vice versa
    1. When the Contract Source is Structured Terms, select the contract template for the CLM document
    2. When you select the Contract Source as Attached Document, you are required to upload a contract document and attach it as your contract terms for the CLM document. Use the Upload Contract action from the Actions list of values and click Go to upload a contract template of type Attached Document.
- Current Contract Template displays the contract template that you have selected for your CLM document.
- New Contract Template enables you to select a contract template to replace the existing contract template. Applying a new template will remove all contract terms. If you wish to retain the clauses and deliverables of the original template, select the Retain all Clauses and Deliverables checkbox. If you wish to retain only the deliverables of the original template, select the Retain all Deliverables checkbox.

    Note: You can also apply multiple templates to the CLM document.

Upload Contract: If you have specified your Contract Source as Attached Document, select the Upload Contract action from the Actions list of values and click Go. The Upload Contracts page displays, with the following fields:

- Current Contract Source: Displays the current contract source as Structured Terms or Attached Document.
- New Contract Source: Enables you to specify if the contract source will be an attached document or structured terms.
- Enable Structured Terms for Reporting: The check box provides the ability to report based on structured terms even if the contract source is Attached Document.
- Select the Update Structured Terms Automatically check box if you want the system to detect changes in the uploaded file, and display them for review.
- File: Click the Browse button to select a file from your local computer.
- Description: Enter a descriptive text of your choice in this field.
- Click Apply to save your updates. The Contract Terms page now informs you that the Contract Terms are represented by the document you attached. The document name is provided.
- If you change the Contract Source back to Structured Terms, the system displays a message, warning you that the attached document you specified as the Contract Source will be moved to the Supporting Documents category. Select Yes or No, depending on your choice.

Updating the Contract Source - Scenarios

1. When you retain the value of Contract Source as Structured Terms, however, you change the contract template, that is, you explicitly choose a value for the New Contract Template, then the following takes place:
   - All existing standard clauses are deleted from the CLM document.
   - All manually added standard and non-standard clauses are retained.
   - Any other changes, such as formatting and layout, are removed.
   - Clauses and sections from the latest version of the new contract template in the Contract Terms Library are copied into the CLM document.
2. The following scenario is where all of the conditions below occur:
   - You have changed the Contract Source from Attached Document to Structured Terms.
   - There is a value in the Current Contract Template field.
   - You have not selected a value in the New Contract Template field.

In this scenario, there was a previous occasion when the Contract Source had been Structured Terms, and you are now restoring the contract terms that were present then. Oracle Contracts automatically copies the Current Contract Template to the New Contract Template, and activates all the sections and clauses that existed previously in the CLM document; sections and clauses from the Contract Terms Library version of the contract template are not copied into the CLM document.

3. If the Contract Source is Attached Document, refer to the section Upload Contract.

Download Contract: Select this action to open the Download Contract page. Select one of the following file formats: Rich Text Format (RTF) or Word 2003 (XML): Select the Word 2003 (XML) option if you are planning to use the Automatic Import option. The Automatic Import option is supported only for World 2003 (XML) file format.

Select the Lock Contract Until Upload check box to prevent any changes to the contract while the contract is updated offline. The option to lock the structured terms is only available if the contract was not already locked either for editing or for review. Click Apply.

The system runs the Word Export function and downloads the document containing the sections, clauses, and variable values of the CLM document to your desktop.

> **Note:** If your CLM document contains deliverables, the deliverables are not exported unless they are included as a variable inside a clause.

Lock Contract: You can lock the contract to prevent any changes to the contract. The option to lock the structured terms is only available if the contract was not already locked either for editing or for review.

Unlock Contract: If the contract is locked and you want to make it available for update, select the Unlock Contract action from the list of values.

Update Variable Values: Refer to the section Updating Variable Values for more information.

Validate: Use this action to view any errors, warnings and inconsistencies in the Contract Terms. This action is only applicable for those contracts with a Contract Source defined as Structured Terms. For documents whose Contract Source is Attached Document:

- The only contract terms validation is whether a contract document exists with Category = Contract and whose Primary Contract Document flag is set.

- Deliverables are validated.

Preview Contract: You can use the Preview option to generate a PDF file and download it to your desktop for printing.

Check for Clause Updates: Use the Check for Clause Updates action to view the list of clauses that have newer versions in the Contract Terms Library, and then select the applicable ones to apply to the contract terms. This action is used only when the Contract Source is Structured Terms.

Remove Terms: (applies only to base awards/IDVs.) After applying a contract template, you can choose to remove all the clauses and sections that are in the contract terms. To use this feature the contract must be in its first version, in an unapproved status, such as Incomplete for an award or IDV. If the Contract Source of the business document is Attached Document, removing the terms will also delete the Primary Contract Document.

Review Contract Deviations: Refer to the Policy Deviation Rules section for more information on this action.

Managing Sections

Deleting Amendment Specific Sections

During the contract creation process, solicitation amendments and award modifications may contain some clauses and sections that are specific to the amendment or modification process. As per the federal regulations, the amendment specific clauses are present in the amendment document but should not be in the conformed document. That is, when the amendment (or modification) is merged with the base document to create a conformed document, the amendment specific clauses and sections should be dropped or deleted from the contract terms.

Users need to specify a default section in which all the amendment specific clauses will be placed during the amendment/modification process. When the amendment is merged with the base document to create the conformed solicitation or award, the system deletes the default section that contains all the amendment specific clauses. This ensures that the clauses are deleted (because the section they are in, is deleted) and do not get into the contract terms of the conformed document.

The default section has to be specified in the profile option OKC: Amendment Specific Section. For example, you specify Section J as your amendment specific section. During the amendment process, clauses A, B, and C are amendment specific clauses and you need to move them into Section J. After the amendment / modification is approved, Section J is deleted from the contract terms, so that the amendment specific clauses are not part of the conformed document.

Deleting Provisional Sections (for solicitations only)

When a solicitation is awarded to one or more suppliers and the outcome award document(s) are created, the contract terms are also copied from the solicitation to the award document(s). However, federal regulations require that if some clauses and sections pertain only to the solicitation process, these clauses and sections should not be copied over to awards, where they may not be relevant.

Note: Even if a non-provisional clause is placed under a provisional section, the clause will be dropped during the awarding process.

Select the sections (and clauses that are contained in the sections) that are to be deleted so that they do not get copied to the award document(s). Enter exact names of the sections you wish to delete. CLM provides implementers with a custom hook that deletes the user-selected sections and their clauses. After the custom hook is executed, users can check the awards to verify that the provisional sections and clauses are not in the contract terms of the award documents. For more information on the custom hook OKC_CODE_HOOK.IS_NOT_PROVISIONAL_SECTION, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

Multiple Default Sections for Contract Expert

Contract Expert is used to create rules and questions that require user responses. Based on user responses, new clauses and sections are added to the contract terms. The newly added clauses are added to the default section specified in the Clauses > Clause page. Access the Clause page using the Contract Terms Library Administrator responsibility.

You can also add the clause to sections other than the specified default section if you select the section name and associate it to a variable value. The Clause page has an Additional Section Mapping region that you can use to associate the section to a variable value. For example, the variable Document Format (found in the Solicitation Header) has values such as COM, UCF, etc. Thus, if you select Document Format as the Variable Name, the Variable Value list of values display all the variable values (COM, UCF, etc.) for that Variable Name. Select a section name (for example, General Terms or Section K) from the Default Section list of values. You have now associated the section to a variable value. Click Add Another Row to associate another variable value to another or the same section.

Apart from the variable Document Format, you can create user-defined variables such as Time Period or State of Jurisdiction or any other variable value that meets your agency requirements.

Navigate to the Contract Terms page using the appropriate CLM responsibility. Run Contract Expert and you will notice that the sections you associated with the variable value for that clause will be visible in the Contract Terms page. The sections will contain the relevant clauses.

Clause Logic Service (CLS)

The provisions and clauses in FAR and DFARS are used by agencies to complete their contract terms. This has led to inconsistencies and redundancies in usage of the clauses and provisions. In order to standardize and streamline the usage of clauses and provisions, the Department of Defence has created a centralized website called Clause Logic Service. This website provides the facility to incorporate clauses and sections in documents such as awards or solicitations in their contract terms. Thus Clause Logic Service acts as a sort of remote Contract Expert, that brings in clauses to the contract terms, based on certain rules and questions that the user has to answer.

The government maintains the Clause Logic Service as a centralized repository to store clause text and clause logic. CLM, as one of the registered contract writing systems, sends indicator values (such as Document Number, Contracting Office, Funding Agency, Dollar Value) to the Clause Logic Service (CLS) system and these indicator values are used to determine which clauses and provisions that CLM document (award or solicitation) is going to need. Then CLS sends the required clauses and provisions to the requesting CLM document and the clauses are inserted in the appropriate sections in the Contract Terms page.

Using the appropriate CLM Sourcing or CLM Purchasing responsibility, open a draft solicitation or a draft award. Navigate to the Contract Terms page (CLM Sourcing : click the Contract Terms link in the left pane of the page. CLM Purchasing: Select the action Update Contract Terms or Add Contract Terms from the Actions list of values from the award). The Contract Terms page displays and you need to apply a template that is CLS enabled to the CLM document. If a template that is not CLS enabled has been applied, you can remove it by clicking the Remove Terms action from the Actions list of values. Then select a template that is CLS enabled from the Contract Template list of values and click Apply Template. This will enable you to initiate the clause logic service.

For more information on setting up contract templates as CLS enabled, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

In order to initiate the Clause Logic Service to bring in clauses to your contract terms, select the Start Clause Logic Service action from the Actions list of values and then click Go. You get a confirmation message that the Clause Logic Service has been started successfully, which means that CLM has connected successfully to the Clause Logic Service website.

The CLS web page displays, with a DoD Notice and Consent Banner. Read the terms and conditions and then click I Agree to continue.

The CLS web page now displays a Getting Started screen that explains the process you need to follow to use the Clause Logic Service website. Read the instructions and then click Continue.

The Regulations page lists the various federal rules that you will need in your CLM document (award or solicitation). This list of regulations is generated based on the indicators that CLM has sent to the Clause Logic Service from your CLM document (award or solicitation). Thus, Document Number, Funding Agency, etc. are sent to CLS from CLM and using these indicators, CLS has determined which clauses and regulations apply to your CLM document.

The upper right region of the Regulations page shows you the CLM document number that was created in CLM. The region also shows the last updated date/time for the CLM document. The Prescribed Clauses region displays the number of clauses that are required, optional and removed.

The main region lists the Applied Regulations and the Available Regulations to the CLM document. Click the Modify Regulations (pencil) icon near the Applied Regulations title in order to update the Applied Regulations list. You can add or remove regulations and save your list, which will be applied to the CLM document.

Click Continue to navigate to the Basic Info page. You need to provide CLS with some Procurement Document and Performance details in order to proceed. Click the Start button next to the Procurement Document title and then specify which agency / department this procurement document originates from. Select an agency / department by clicking the appropriate radiobutton and then click Continue. You will be prompted to select a document type – Contract (Award) or Solicitation. The next page asks you which type of solicitation instrument vehicle, then which contract instrument vehicle, and which Forms (SF1447, SF33, etc) you will be using. Select from the lists and click Continue.

Click the Start button next to the Performance title and then specify the Period of Performance (in Days), and Places of Performance to CLS and click Continue.

The Regulation Info page displays, where you need to click the Start button near each regulation title in order to answer various questions put to you by the Clause Logic Service. Your responses will determine the regulations and relevant clauses that will be part of the Contract Terms of your CLM document. Click Continue when you are done with answering the questions and the Error Check Summary page displays, informing you that an error check has been performed on your document. Click Continue to the Running Rules page, that generates the clauses and appropriate sections for the CLM document.

The Procurement Document Review page displays the relevant clauses and sections that will be part of the contract terms of your CLM document. You can still opt to add clauses that you think should be a part of the contract terms. Select the Print icon to print the clauses and section in pdf or odf format.

From the Contract Terms page, in Solicitations or Awards, navigate to the Actions list of values, select the action Retrieve Clauses from Clause Logic Services and click Go. The clauses and relevant sections are retrieved from the CLS website and are placed appropriately in your contract terms page.

If you need to add or remove clauses from the Contract Terms page, and the clauses have been brought in from CLS, first remove all the clauses, by clicking the Remove Terms action from the Actions LOV. Then invoke CLS by selecting the action Start Clause Logic Service and clicking Go. This will launch Clause Logic Service again, and you can add or modify the clauses and sections you need.

9

Supplier Responses

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.

If suppliers have access to the CLM system, they can enter their own offers online. For more information on supplier offers, please refer to the chapter Sourcing for Suppliers in this guide.

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. Please note that the buyer can create unsolicited lines in a two-stage surrogate quote only for the commercial offer, and not in the technical offer.

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. This is an optional field.

   4. Enter the Reference Number for the solicitation. This is an optional field.

   5. Enter a note for the buyer. This is an optional field.

   6. In the Reference IDVs region, select the Internal IDV and enter the External IDV name. If the solicitation is of type Fair Opportunity Notice, the buyer may select an IDV from the Internal IDV or enter an External IDV, to reference the IDVs that were part of the original umbrella program. Thus, even unsolicited lines can refer to IDVs that were part of the original umbrella program.

   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. Using multi-row variables, you can assign multiple values for a single 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, and Offered Quantity 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:

       - If the Informational check box is selected, it indicates 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.

- The Lines tab displays the following regions: Solicitation Lines, and Unsolicited Lines. The Solicitation Lines region defaults the line information from the original solicitation. Fields such as Offer Price are available for entry. Click on a line number link to see more line information from the solicitation. The Unsolicited Lines region enables suppliers to enter unsolicited lines (CLIN/SLIN structures) as part of their offer. Suppliers may have additional goods/services that they wish to offer that might be related to the solicited items, but are not specifically listed in the solicitation. Please note that the buyer needs to manually complete the line items details for the unsolicited line on behalf of the supplier.

  The Lines tab displays the following regions: Solicitation Lines, and Unsolicited Lines. The Solicitation Lines region defaults the line information from the original solicitation. Fields such as Offer Price are available for entry. Click on a line number link to see more line information from the solicitation. The Solicitation Lines region enables suppliers to enter unsolicited lines (CLIN/SLIN structures) as part of their offer. Suppliers may have additional goods/services that they wish to offer that might be related to the solicited items, but are not specifically listed in the solicitation. Please note that the buyer needs to manually complete the line items details for the unsolicited line on behalf of the supplier.

  To create an unsolicited line, select Create CLIN from the Actions LOV and click Go. The Create Offer: Line page displays, with the following regions: Main, Related to Solicitation Lines, Additional Item Information, Federal Customer Designation, Notes and Attachments. The main region enables you to enter line details such as Description, Quantity, Offer Price, etc. If the default values for Unit Of Measure, Category, Contract Type, Cost Constraint on the Negotiation Configuration page have been selected, these default values will display in the relevant fields. If the buyer has opted that these values are updateable by the supplier, suppliers can replace the default values with any other valid values. The buyer can then enter these values on behalf of the supplier. In the Related to Solicitation Lines region, click Add Solicitation Lines to select the solicitation lines you wish to associate the unsolicited line to. The Add Solicitation Lines LOV displays, and you can select one or more solicitation lines to link the newly created solicitation line. Click Select after choosing a line, and return to the Create Offer: Line page. In the Related to Solicitation Lines region, the original solicitation line details are displayed. Select Alternate or Additional from the Relation with Solicitation Line LOV to specify the nature of the association or relationship between the original solicitation line and the newly created unsolicited line. Enter any other relevant information in the other regions.

  Attributes, Cost Factors, Quantity Based Price Tiers, Price Breaks (for IDVs) regions are not available on the Create Offer: Lines page.

Click Apply to return to the Negotiations page, or click Apply and Create SLIN to create a CLIN/SLIN structure. The Create Offer page displays, showing you the offer details. Click on the Lines tab and note that the unsolicited lines numbers start from the next available numbers of the original solicitation lines.

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.

Creating Multiple Active Offers or Revising Existing Offers

The supplier can create multiple active offers for a solicitation or revise an existing offer, if permitted by the buyer. The buyer can enter multiple active offers or revise existing offers on behalf of the supplier.

In order to create another active offer, select Create Surrogate Response from the Actions LOV of the solicitation. You will be asked to enter a supplier name. Select the same supplier for which a surrogate offer has been created. A warning message displays, telling you that you have already created an offer for this solicitation. You now have two choices: to create a new (alternate) offer or to revise the existing offer. Select the appropriate radiobutton and click Ok.

If you have opted to revise or modify an offer, the Submitted and Draft Responses page displays, listing your current responses and responses from previous negotiations in different regions. Select a current response and then click Revise. Or if you still wish to create another new offer, click the Create New Offer button at the top of the page. The Create Offer page displays in either case, enabling you to revise the existing offer details or create a new offer. Click Revert to Active Offer in order to retain your original offer information. You can also create unsolicited lines for a revised or new offer and associate the unsolicited lines to the solicitation lines. The Unsolicited Lines region displays below the Solicitation Lines region in the Create Offer page.

Withdrawing Surrogate Offers by Buyers on behalf of Suppliers

The Surrogate Offer History > Offer page enables you to revise or withdraw your offer, depending on your supplier's request. For example, your supplier may wish to revise or withdraw their bid because the amendment to the solicitation now contains terms and requirements that were not anticipated. Please note that you can withdraw only active offers from suppliers and also offers that are for solicitations that are currently open for bidding.

Open the Offer from the Surrogate Offer History page. The action Withdraw Offer in the Actions LOV enables you to withdraw an offer from the negotiation. Select Withdraw Offer from the Actions LOV and click Go. The Withdraw Offer page displays, and you need to enter a withdrawal reason and click Submit. You get a confirmation message that the offer has been successfully withdrawn.

> **Note:** CLM enables surrogate entry of an offer on behalf of the supplier even if a draft offer exists in the system from the same supplier.

10

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 10-1 for negotiations in which to participate.
- View information, page 10-3 on any negotiations to which your company has been invited.
- Respond, page 10-3 to negotiations.
- Create and submit responses, page 10-4 to negotiations.
- Monitor, page 10-9 the progress of any published responses.
- Create and monitor any deliverables, page 10-8 required by negotiations in which you are participating.
- View information, page 10-9 on any awarded, rejected, or disqualified responses.
- Maintain, page 10-10 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 you top five active and draft responses. The details you can view are Response Number, Response Status, Supplier Site, Negotiation Number, Title, Type, Fair Opportunity Notice, 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.
- If the solicitation is a Fair Opportunity Notice, the Fair Opportunity Notice column displays a value of Yes, otherwise it remains blank.
- 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 solicitation, you will see an entry for that negotiation under Open Invitations. To access a solicitation, click the Number link for that solicitation. You can see the details of the solicitation and decide whether or not to participate. If the solicitation is a Fair Opportunity Notice, the Fair Opportunity Notice column displays a value of Yes, otherwise it remains blank. To see a complete list of solicitations 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 solicitation, click the Number link. This will take you to the negotiation summary page. Here you can view information on the solicitation 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 4-31

   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 10-1

- Submit your response (bid, or quote).

  See: Submitting Responses, page 10-4

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

  See: Monitoring Responses, page 10-9

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-9 for more information on Contract Types

4. If the solicitation controls are selected for allowing suppliers to enter unsolicited lines in offers, the Create Offers > Lines page displays an Unsolicited Lines region to enable suppliers to add the relevant unsolicited lines information.

5. The Header tab of the Create Offer page allows suppliers to enter the required header details. If the solicitation is of type Fair Opportunity Notice, the supplier may select an IDV from the Internal IDV or External IDV LOVs, to reference the

IDVs that were part of the original umbrella program. Thus, even unsolicited lines can refer to IDVs that were part of the original umbrella program. Enter the other field values such as Offer Valid Until or Note to Buyer, as required. When done, click on the Lines tab.

6. The Lines tab displays the following regions: Solicitation Lines, and Unsolicited Lines. The Solicitation Lines region defaults the line information from the original solicitation. Fields such as Offer Price are available for entry. Click on a line number link to see more line information from the solicitation.

7. The Unsolicited Lines region enables suppliers to enter unsolicited lines (CLIN/SLIN structures) as part of their offer. Suppliers may have additional goods/services that they wish to offer that might be related to the solicited items, but are not specifically listed in the solicitation. Please note that the supplier needs to manually complete the line items details for the unsolicited line.

   To create an unsolicited line, select Create CLIN from the Actions LOV and click Go. The Create Offer: Line page displays, with the following regions: Main, Related to Solicitation Lines, Additional Item Information, Federal Customer Designation, Notes and Attachments. The main region enables you to enter line details such as Description, Quantity, Offer Price, etc. If the default values for Unit Of Measure, Category, Contract Type, Cost Constraint on the Negotiation Configuration page have been selected, these default values will display in the relevant fields. If the buyer has opted that these values are updateable by the supplier, suppliers can replace the default values with any other valid values.

8. In the Related to Solicitation Lines region, click Add Solicitation Lines to select the solicitation lines you wish to associate the unsolicited line to. The Add Solicitation Lines LOV displays, and you need to select one or more solicitation line to link the newly created solicitation line to. Click Select after choosing a line, and return to the Create Offer: Line page. In the Related to Solicitation Lines region, the original solicitation line details are displayed. Select Alternate or Additional from the Relation with Solicitation Line LOV to specify the nature of the association or relationship between the original solicitation line and the newly created unsolicited line.

9. Enter any other relevant information in the other regions. Attributes, Cost Factors, Quantity Based Price Tiers, Price Breaks regions are not available in the create Offer: Lines page.

10. Priced Exhibit Lines (non-CDRLs and non-Informational, Non-NSP / No Cost) lines are similar to priced CLINs and SLINs, except that they have a different Line number such as A001, A080 etc. These lines are called priced ELINs. Priced ELINs are displayed in the offer as are other CLINs and SLINs. Offer Totals include the priced ELIN values as well. No Cost / Not Separately Priced ELINs are used in the same way as No Cost / Not Separately Priced CLINs and SLINs.

11. Use the Manage CDRLs button to enter the Price Group and Estimated Price on the deliverable. The Mange CDRLs button opens the Data Deliverables page, using which you can update the deliverable information. If the solicitation has been created with a deliverable, the Manage CDRLs button displays, otherwise it does not show up in the Create Offer page.

12. When suppliers create an offer, or buyers create a surrogate offer on behalf of the supplier, the Lines page (Offer Lines tab) has the following Delivery Based Event fields:

    - Delivery Event (read only)
    - Period (read only)
    - Period of Performance Duration (read only)
    - Promised Period (updateable)
    - Promised Period of Performance Duration (updateable)

    Suppliers, or buyers entering surrogate offers, are required to enter values for the updateable fields. The field values are saved along with the offer.

13. Click Apply to return to the Offer page, or click Apply and Create SLIN to create a CLIN/SLIN structure. The Create Offer page displays, showing you the offer details. Click on the Lines tab and note that the unsolicited lines numbers start from the next available numbers of the original solicitation lines.

14. 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.

15. 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.

16. 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.

Creating a new Offer or Revising an existing Offer

The supplier can create multiple active offers for a solicitation or revise an existing offer, if permitted by the buyer.

Using the appropriate supplier responsibility, navigate to the Negotiations page. In the Your Active and Draft Responses region, the offers you have created for the solicitation are listed. Click on a response number to view the offer, the Offer page displays. Click Create Offer from the Actions LOV and click Go. A warning message displays, telling you that you have already created an offer for this solicitation. You now have two choices: to create a new (alternate) offer or to revise the existing offer. Select the appropriate radiobutton and click Ok. If you choose to revise an existing offer, all the offers that you created till date for this solicitation are displayed.

From the Quick Links region, select the Active link to view all the active and draft offers you have created. Click Revise to revise an existing offer. The Create Offer page displays, where the details of the offer are defaulted in the fields. You can update the defaulted information. Click Save as Draft or Continue to save and apply the updates to the offer. Click Revert to Active Offer in order to replace the current draft offer details with the parent offer that was originally created. You get a warning message, asking if you wish to proceed with replacing the revised offer with the original offer or not. Click Yes to revert to the original offer.

Acknowledging Amendments

When the buyer amends a solicitation, any offers submitted prior to the amendment have to be resubmitted after acknowledging the amendment.

Select an active solicitation that you wish to create an offer for. You can search for a solicitation by using the Search Open Negotiations LOVs, or by selecting from the links in the following regions: Your Active and Draft Responses, Your Company's Open Invitations, Quick Links.

When you find the solicitation, you need to select it by choosing the Select radiobutton and then clicking Respond. A Warning message displays, telling you that the solicitation has amendments which require your acknowledgement. Click Yes to continue and No to not acknowledge the amendment to the solicitation. If you click Yes, the Acknowledge Amendment page displays with the amendment details. When you have read the amendment information, click the checkbox to acknowledge that you have read the terms and conditions of the amendment and also click the Acknowledge button. You get a confirmation message that the amendment has been acknowledged successfully and that you can proceed to respond to the solicitation. Click Yes to proceed to creating your offer, then click Accept in the Terms and Conditions page to accept the terms and conditions of the agency. The Create Offer page displays, where you can create your offer for this amended solicitation.

> **Note:** CLM enables surrogate entry of an offer on behalf of the supplier even if a draft offer exists in the system from the same supplier.

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.

For more information on Data Deliverables, see: ELINs and CDRLs, page 4-24 section.

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 your 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.

3. The Active and Draft Responses page enables you to revise or withdraw your offer, depending on your requirement. For example, you may wish to revise or withdraw your bid because the amendment to the solicitation now contains terms and requirements that you had not anticipated. Please note that you can withdraw only active offers and also offers that are for solicitations that are currently open for bidding.

   Open the Offer from the Active and Draft Responses page. The action Withdraw Offer in the Actions LOV enables you to withdraw an offer from the negotiation. Select Withdraw Offer from the Actions LOV and click Go. The Withdraw Offer page displays, and you need to enter a withdrawal reason and click Submit. You get a confirmation message that the offer has been successfully withdrawn.

Also on the Negotiations Home page, you can use the Response Quick Links to see the status of your awarded, rejected, withdrawn, and disqualified responses. Click the Disqualified and Withdrawn Responses to view the responses. You can select a response that has a status of Disqualified or Withdrawn and opt to revise it by clicking the Revise button. The Create Offer page displays, with a message that you have chosen to revise an offer that was withdrawn or disqualified. The values you entered in the disqualified or withdrawn offer have now defaulted in the fields of the revised offer. You can proceed to create an offer / response to this solicitation.

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.

11

Awarding Solicitations

Awarding a Solicitation to one or more Suppliers

Once you have closed your solicitation, you decide on the supplier(s) 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.

Some actions you may need during the awarding process:

When you wish to view the suppliers' responses and then move ahead with the awarding process, the following actions in the Actions LOV in the closed solicitation help you with the award-making decision and process:

- Analyze By Offer – you can choose to view all the offers either at a high-level summary or a detailed view of each supplier response by using the Analyze by Offer option. The Analyze by Offer page shows the suppliers who have responded to your solicitation. The Offer column displays the offer number links which you can click on to open the Offer page with the details of the supplier response. The Offer page has a main region, a Lines region and an Unsolicited Lines region. You can view the unsolicited lines details using the Unsolicited Lines region. The Link to Solicitation Line(s) link opens a popup, where you can see the linked solicitation line information.

- Analyze by Line – select the Analyze by Line action when you wish to analyze and compare the suppliers' responses to a single line on the solicitation. The Analyze by Line page displays with the individual lines for which offers have been received, along with a Best Offer column that is calculated by the system. Click Analyze to open the Analyze Line page and view the responses for the selected line. Select more than one offer and click Compare to open the Analyze Line: Compare Offers page. The supplier offer information is displayed in separate columns for each supplier. Click Analyze Unsolicited Lines to view and compare the unsolicited lines of the various offers. View all unsolicited lines, alternate lines or related lines by selecting one of the Show radiobutton values.

- Award by Offer – select the Award by Offer action to open the Award by Offer page. Use the Select checkbox to select one or more suppliers to award the solicitation to. Then click Award Multiple Lines to award multiple lines to one or more suppliers. If you wish to award the entire offer to one or more suppliers, click Award to open the Award Offer page. The Award Offer page enables you to award the solicitation to one or more suppliers. Click Review / Award Unsolicited Lines to open the Award Unsolicited Lines page and award the unsolicited lines. If you wish to clear the award you have just made, click Clear. Click the Award checkbox at a unsolicited line row and then click Save Award to save your award decision. Finally, click Return to go back to the Award Offer page. Note that for an Award By Offer/Award Multiple Lines scenario, unsolicited lines can be awarded only at CLIN level.

  All lines on the offer are awarded, including ELINs. ELINs are created in the award with the same name as the solicitation. The ELINs in the solicitation are automatically linked to the ELINs in the outcome award document.

- Award by Line – select the Award by Line action to award the line to one or more suppliers. Click the Active Offers number link to view and compare the offers received for the line and then proceed with the awarding. You can also select the line by using the Select radiobutton and then click Award. The Award Line page displays and you can proceed with awarding the line to one or more suppliers. Click Award Unsolicited Lines to open the Award Unsolicited Lines page and award the unsolicited lines. You can only award priced lines, and not informational lines. Click Yes from the LOV to award the unsolicited line. You need to enter an award quantity to award a quantity based line. Click the Award checkbox at a unsolicited line row and then click Save Award to save your award decision. Finally, click Return to go back to the Award Offer page.

  Option lines without base lines can also be awarded to a supplier. Option lines with a base line may also be awarded to the same supplier as the base line. A CLIN/SLIN structure that is linked to another CLIN/SLIN structure via a cross-linked Option SLIN is also automatically awarded when one of the CLIN/SLIN structures is awarded.

  > **Note:** If you select any of the above actions and there are no lines in a Fair Opportunity Notice type solicitation, an error message will be displayed. However if there are unsolicited lines in an offer, then the Offer Totals will display in the appropriate fields, and the buyer can award the unsolicited lines.

Both Not Separately Priced or No Charge Priced ELINs are available for Awarding. If you award the CLIN or SLIN, all associated ELINs are also awarded with the CLIN or SLIN. If you award individual ELINs only, then only the Individually awarded ELINs, along with parent CLIN or SLIN and CLIN flow to the Award. If you award a mix of CLIN / SLIN and ELINs, then only the selected ELINs along with the parent CLIN or parent SLIN/CLIN will be placed in the outcome award.

Awarding a solicitation when multiple active offers exist

The awarding process ensures that there is only one award per supplier. If lines are awarded from multiple active offers from the same supplier, they are consolidated and awarded in one award document. If the same line is awarded in both the offer documents, the line has two records for each award. Multiple Active offers awarded from same supplier will lead to multiple awards. Each offer awarded leads to one award.

Only CLINs are available to be awarded. When CLINs are awarded, the underlying SLINs and ELINs will also flow to the Award. This would be the case, even if the CLIN is Not Separately Priced / No Charge and the ELINs are priced. Note here that the ELINs will not display here and users will award the parent lines only. ELINs are created in the award with the same name as the solicitation. The ELINs in the solicitation are automatically linked to the ELINs in the outcome award document.

> **Note:** When there are exhibits (CDRLs) mapped to one or more solicitation lines, and when the solicitation lines are awarded, either fully or partially to one or multiple vendors, then the mapped exhibits (CDRLs) will also flow to the outcome award documents.

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 the Award radiobutton.

7. Click Award Summary to see a summary of the award. The Award Summary page displays the Unsolicited Lines Awarded column in the Supplier tab. The column displays the number of unsolicited lines awarded, as a hyperlink. Clicking on this link takes you to a page where all the awarded unsolicited lines are displayed.

8. Click Complete Award or Complete Fair Opportunity Notice action in the Solicitation page to complete the awarding process for the solicitation or Fair

Opportunity Notice.

9. The appropriate outcome documents are created and displayed in the Create Outcome Document page. The Create Outcome Document page displays the Unsolicited Lines Awarded column. The column displays the number of unsolicited lines awarded, as a hyperlink. Clicking on this link takes you to a page where all the awarded unsolicited lines are displayed.

   Click Review / Link Unsolicited Lines to open the Link Unsolicited Lines page. Click the Edit icon to open the Edit Links page. You can add or remove a link from the unsolicited line to its associated solicitation line. You cannot add a solicitation line from the original solicitation twice. You cannot add a CLIN or SLIN from the same structure if you have already linked or established a relationship with a CLIN or SLIN. You can create links to an existing CLIN or SLIN but not both.

   Click Apply to return to the Link Unsolicited Lines page. Return to the Create Outcome Document page.

10. Click Manage Requisitions to open the Manage Requisitions page. The Solicitation Lines / Unsolicited Lines region displays all the awarded solicitation lines and the awarded unsolicited lines (with their associated solicitation line numbers) that are part of the outcome award.

    Use the Select radiobutton to select a solicitation line or an unsolicited line. The Select radiobutton is available for all lines, however, the PR Lines Summary region is not available for Option and Info lines. When you select a line, the linked backing requisition line information displays in the Related Requisition Lines region. You can opt to remove the association between the solicitation line / unsolicited line and the requisition line (if such funds are not to be used in any of the solicitation / unsolicited lines) by clicking the Remove (trashcan) icon. The Remove icon is not available for solicitation lines that were created by the AutoCreate process.

    If you wish to associate one or more requisition lines to the solicitation line / unsolicited line, first select the line in the Solicitation Lines / Unsolicited Lines region using the Select radiobutton. For an unsolicited line that has no solicitation line reference, you can use this page to add a solicitation line reference. Also, if the solicitation line reference changes for an unsolicited line during the awarding process, then one of the two scenarios will take place:

    - If the unsolicited line has a linked requisition line associated to it, the link will be retained as is.

    - If the unsolicited line has no linked requisition line and it's newly referenced solicitation line has a linked requisition line, the unsolicited line will now reference the linked requisition line.

    Click the Link Requisition Lines button to open the Requisition Lines Search page. The Link Requisition Lines button is not available for those solicitation lines that were created by the auto-create process (that is, solicitation lines created by referencing requisition lines in Document Builder). The search patterns is similar to the Search page for linking requisition lines to a draft solicitation.

The Search region in the Requisition Lines Search page consists of the following default search criteria: Buyer, Requisition, Line Number, Item. In addition, you can add other search criteria fields using the Add Another LOV and selecting a value. Click Add to add another search criteria after selecting a search field from the Add Another LOV.

The search region displays only those requisitions that are created for non-Inventory (i.e. Expense) items. Additionally, requisition lines that have no distributions are not displayed in the search region either.

Enter values for the default search criteria as well as for the newly added search fields and then click Go. The search results display the requisition lines that match the search criteria.

Select one or more requisition lines from the search results region and click Add. The Manage Requisitions page displays again and you can see the linked requisition lines. Click Apply to confirm your changes and return to the Create Outcome Document page. Clicking Apply will immediately associate the requisition lines to the solicitation / unsolicited lines. When you have made all the updates in the Create Outcome Document page, click Submit to create the outcome award. The Outcome Document Summary page shows you the award information, with the outcome award number as a hyperlink. Click the award number to view the award. When the Awards page displays, click the Distributions link to verify that the distribution has been created and funds are allocated from the requisition. You can cross-check the Amount, Charge Account and Fund Value in the award to verify that the requisition funds can now be used in the award.

Click Return to Negotiations to return to your solicitation.

11. When an award is created as an outcome document from the solicitation, the following fields are defaulted from the offer to the award:

    - Delivery Event – defaulted to award line
    - Period – defaulted to award line
    - Period of Performance Duration – defaulted to award schedule
    - Promised Period – defaulted to award line

12. Enter Effective Dates, Release Method and click Submit to create the outcome documents, When the outcome documents are created, they are listed in the page. Click on the document number link to open the document and view the details. The unsolicited line(s) that you awarded are also displayed in the outcome document.

Awarding CLIN/SLIN Structures

Awarding the same CLIN/SLIN structure to two or more suppliers is possible. Quantity and Amount Based lines can be awarded to multiple suppliers, however, fixed priced lines can be awarded to one supplier only.

12

Contract File in Sourcing

Overview of Contract File

Contract Files are either solicitations (till awarded) or awards. In CLM, a Contract File is a view that enables you to see the information related to an acquisition from a single location. The view contains the links to all the transaction documents associated with the acquisition and the transaction documents are placed in a logically ordered outline. You can click on a solicitation or award number, for example, to drill down to and view the document details. Thus the entire procurement flow from Planning to Payments for an acquisition is captured as a view in the Contract File.

Viewing Contract Files

Contract Files may be award based or solicitation based. If a solicitation has been created, and not awarded yet, the Contract File is solicitation based. If the solicitation has been awarded, the Contract File is award based. The Contract File number (ID) is taken from the solicitation number or award number, depending on whether the Contract File is solicitation based or award based.

Searching for Contract Files

Using the appropriate Sourcing responsibility, navigate to Sourcing > Contract File. The Contract File Search page displays, with a list of fields that you can use as search criteria for retrieving Contract Files. If you wish to add some more search criteria fields (such as Award Administrator, Contracting Officer, Issuing Office, Purchase Request Number, etc), select the field(s) from the Add Another LOV and click Add. The new search criteria field will be added to the list of fields already on the page. Enter a value for the search criteria field and then click Go. The contract files are displayed in the search results region below the search criteria fields.

> **Note:** You can save your most frequently used searches as Views that

you can use multiple times. Click Save Search to open the Create View page and specify your view related fields.

Some pre-defined views that are available in the Contract File Search page are:

- My Contract Files
- My Closed Out Contract Files
- My Canceled Solicitation Contract Files
- My Awarded Contract Files
- My Published Contract Files
- My Draft Contract Files

Click a Contract File Number link to open a contract file in outline view. The View Contract File page displays. The left pane of the page displays the outline of the contract file. The right pane of the page displays the actual document information that you have clicked on. For example, if you clicked a solicitation in the left pane, the solicitation information displays in the right pane. In the right pane, click the Document Number link to drill down to see the document details, or click the View PDF link to view the document's pdf file.

Accessing Contract Files from CLM documents

Using the appropriate Sourcing responsibility, open a draft solicitation. Click the View Contract File button in the draft solicitation page to open the View Contract File page. If you select an amendment document to open, the associated solicitation is displayed as the Contract File. To view the contract file for a published solicitation, select View Contract File from the Actions LOV that displays when you open a published solicitation. The left pane of the page displays all the related milestones and documents of that particular acquisition cycle. The right pane displays the solicitation information along with the document number link. Click the document number link to drill down to the solicitation details or click the Return to CLM document link at the bottom left of the page to return to the CLM document.

The Small Business Coordination Record region displays the control number of the DD-2579 and the status of the Small Business Coordination Record. Click the control number link to open the Small Business Coordination Record page in view mode. This region is displayed when a Small Business Coordination Record is associated to an award modification, an IDV with Lines modification, an IDV without Lines modification, a solicitation. Click on any of the above document number links and the Small Business Coordination Record region appears in the right pane, provided there is a CLM document and DD-2579 association.

Structure of a Contract File

The default structure of a contract file is outlined below. The contract file structure encompasses the entire procure to pay document set for a particular acquisition:

- Planning
    - Acquisition Plan Summary
- Requirements (not visible for IDVs)
    - Purchase Request
        - PR Amendment
    - Workload Assignments
- Sourcing
    - Solicitation (including rounds)
        - Offer
    - Solicitation Amendment (including rounds)
- Award / IDV (not visible for solicitations)
    - Base Award / IDV
    - Referenced IDV / Award
- Award / IDV Administration (not visible for solicitations)
    - Conformed Award / IDV
        - Post Award Requests
        - Modification
    - Receipts (only for Awards)
    - Invoices (only for Awards)
    - Payments (only for Awards)

Managing Attachments

The Attachments region is available for all CLM documents and it displays the attached file(s) information. Please note that only header level attachments are displayed in the contract file and other attachments (such as line level attachments) are not displayed.

The title of the attached file is a link that you can click to open the attachment. Click the Update (pencil) icon to make changes to the attachment. You can open, update or delete the attachment provided you have the appropriate security privileges.

13

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, 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 buyer, you need to post the following types of notices:

- Presolicitation Notice – Synopsis: FAR requires the submission of this document before the publication of any further actions.

- Modification to a Previous Presolicitation Notice: Any changes to a Presolicitation Notice can be posted when there is a previous Presolicitation notice as well.

- Combined Synopsis/Solicitation: When a written solicitation is issued, the contracting officer may combine the synopsis and the issuance of the solicitation into a single document.

- Amendment to a Previous Combined Solicitation: This notice is used for the publication of amendments or corrections to a previously announced (posted) combined solicitation action.

- Sources Sought Notice: The Sources Sought template is used when determining the availability of commercial sources under the procedures prescribed in FAR. The intent of this government contract activity is to identify potential qualified small businesses that can perform a specific service.
- Secure Technical Document Package Notice: Document Packages are groups of attachments that support opportunities.

When a presolicitation notice is posted to FedBizOpps, a notification is sent to the requester, providing the notice details.

Attachments region:

Document Packages are group of attachments that support opportunities. Secure Technical Document Packages consist of sensitive attachments that can be associated to Solicitations and transmitted to FedBizOpps. Use the attachments region in the solicitation header to attach one or more files to the solicitation. The notice and the attachments are transmitted to FebBizOpps using web services. The following attachments can be added to your notice and solicitation:

- To FedBizOpps
- Combined Synopsis Solicitation – To FedBizOpps
- Presolicitation – To FedBizOpps
- Sensitive – To FedBizOpps
- Sources Sought – To FedBizOpps

When you create a solicitation, navigate to the Header page and scroll down to the Abstract and Forms region. This region enables you to associate a notice to the solicitation document. Click Add Another Row to open the Name LOV and to select a notice. The selected notice is displayed in the row. Click Enter Date to enable the application to pre-fill data elements on the form from the solicitation document. Save the document by clicking Apply and generate the XML or post the notice to FedbizOpps by clicking Post. 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, except document upload notices which cannot be posted in draft status.

In the Abstract and Forms region, click the View Data icon to see the notice details. Click the Posting Details icon to view the FedBizOpps Posting Details page. The Form Type can be any notice mentioned above (for example, Presolicitation Notice, Sources Sought Notice, etc). The generated XML information is also displayed in the fields, along with the hyperlinked XML file in the View XML column. Posting Status, Posting Date and Message are also populated if the posting process is without errors. Otherwise the Posting Status displays an error.

The Solicitation Publication region enables you to provide an exception reason if you are not posting the solicitation to FedBizOpps. The Exception Reason LOV enables you to select a reason for not posting the solicitation to FedBizOpps.

When you create a solicitation amendment, the forms/notices associated with the base solicitation are not copied over to the amendment. When a solicitation amendment is conformed with the base document and published, the FedBizOpps forms/notices associated with the amendment are not copied over to the conformed copy of the solicitation which is in Active status.

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 section in the *Contract Lifecycle Management for Public Sector Implementation Guide* for information on how to set up the integration.

14

Online Representations and Certifications (ORCA)

Overview

Online Representations and Certifications Application (ORCA) replaces most of the paper based Representations and Certifications (Reps and Certs) in Section K of solicitations with an web services interface. ORCA enables suppliers to register their certifications (small business, HUBZone business, etc.). CLM enables buyers to extract this information from ORCA and store it along with the CLM document.

Users can integrate with ORCA from within Oracle CLM Sourcing or Oracle CLM Purchasing to retrieve representations and certifications information for each supplier and store it along with the CLM document (solicitation or award). CLM enables users to perform real-time queries for representation and certification information for one or more suppliers from ORCA and retrieve such information in a short span of time.

Published Solicitations that have been closed for bidding and draft awards are the CLM documents for which the users can get the suppliers' representations and certifications information from ORCA. This information is stored with the CLM document for each supplier. Thus, if a user needs to find out the representations and certifications information for a supplier for a particular solicitation or award, the user can retrieve the CLM document along with the representations and certifications information and view the required details for the supplier.

Retrieve ORCA Details via Solicitations

Published solicitations that have that have been closed for bidding and have active offers placed against them are used to view and extract ORCA information.

To view ORCA information, select View ORCA Details from the Actions LOV of a closed solicitation and click Go. The View ORCA Details page that displays shows you the recently extracted ORCA details for the corresponding suppliers. When accessed, the first time, this page does not display any information, and users need to navigate to the Extract ORCA Information page by clicking on the Extract ORCA Information button to obtain the ORCA information for one or more suppliers. Click the View Certifications link to open the Attachments page. A representations and certifications document from FAR and another representations and certifications document from DFARS are available for you to view. Note that these representations and certifications documents from FAR and DFARS are stored with the solicitation information along with the supplier. You can also search for a representations and certifications document by Title using the Search LOV. Click the Return to View ORCA Details link to go back to the View ORCA Details page.

Click the Extract ORCA Information button to open the Extract ORCA Information page. Select a supplier by clicking the Select radiobutton. The Supplier Name, Supplier Site and Offer Numbers are defaulted on the page. Enter a DUNS number for the supplier, without which you will not be able to extract the ORCA information. The DUNS number defaults, if it is already stored for the supplier site and therefore, is not editable by the user. Also, note that the DUNS number, if manually entered by the user, will not be stored for the supplier site. It would only be used to get the information from ORCA. Select a Registration Status Code (Current, Archived, or Current + Archived) that specifies to ORCA the time frame (or date range) when you wish to extract the suppliers representations and certifications information. If you select Current from the Registration Status Code LOV, you will get the current representations and certifications information from ORCA. If you select Archived or Current + Archived from the Registration Status Code LOV, the Registration Start Date and Registration End Date fields are enabled and available for you to enter the date range information. For example, enter a date range for last year if you wish to extract last year's representations and certifications information. Then click Get Certifications Details. In such scenarios, even when one supplier / site is selected for extraction, there can be multiple records returned back from ORCA depending on the extraction period and you may see several rows of retrieved data. CLM integrates with ORCA to retrieve the representations and certifications information. The pdfs from FAR and DFARS containing the representations and certifications information are available in the View Certifications column as an icon. Click the View Certifications icon to view and download the pdf. You can extract ORCA information as many times as required by clicking the Extract ORCA Information button. Click the Return to Solicitation link to go back to the Solicitation page.

When offers are awarded, the awarded suppliers' ORCA information also gets stored with the respective award documents and can be viewed automatically in the award documents.

15

Reports

Overview

The seeded reports listed below are available in CLM. If these reports need to be customized to suit individual agency needs, they can be modified by implementers.

In addition, implementers can create new reports using the following tools: Oracle Business Intelligence Publisher or Oracle Business Intelligence - Enterprise Edition (OBIEE).

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.

A

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.

B

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).

When a modification definitizes one or more undefinitized lines, the numbering of the modification changes from (example) MAS128-10-C-0001-C0001 to MAS128-10-C-0001-PZ(or AZ)0001.

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, 0008AP ……0008AZ, 0008BA…..0008HZ, 0008JA……0008NZ, 0008PA……0008ZZ.

Exhibit Line / Contract Data Requirements List (ELIN/CDRL)

Exhibit Lines (ELINs) and Contract Data Requirements Lists (CDRLs) are used in CLM documents when there is a need for capturing information for 100s or 1000s of lines. For example, a ship repair scenario would need 1000s of lines to be entered in the system and all the lines would be associated with a parent line. Though users could use the CLIN/SLIN structure for this requirement, a better alternative is the ELIN/CDRL structure. Also using ELINs and CDRLs structures enable users to print the lines separately from the main body of the contract. Thus, when a contract is printed, the 1000s of lines do not get printed in the middle of the contract document, they are printed separately in a manner similar to an attachment of a CLM document.

Exhibits are related to a CLIN or SLIN, their lines provide a lower level of detail for the CLIN or SLIN. Exhibits are used when there is an extensive list of items (such as 1000 spare parts) that must be maintained on the resulting contract, but the contracting officer would like to reference that list as a whole in the body of the contract (say within Section B of the UCF) and push the longer list to the back of the contract or to another document all together. CDRLs, however, will need to be generated on the standard DD1423 form.

CDRLs, a type of ELIN, are used to list items that are either of no additional cost or are not separately priced, however, they are related to the line item being bought and need to be received, accepted, and otherwise accounted for. Examples would be training manuals associated with a training course. The training course can be a single CLIN with a price and 25 manuals are included with that price, but not separately priced or listed with the CLIN. There needs to be a way to account for the 25 manuals upon receipt of the class, therefore they are listed as a CDRL.

DFARS Subpart 204.7105, outlines the numbering procedure for ELINs and CDRLs.

Each Exhibit or CDRL is assigned a 1-2 alpha character that is represented as a capital letter. The system begins assigning using the letter A and once Z is reached, the system resumes with double alpha, starting with AA. The letters I and O should not be used. The assigned numbers are editable by users and the system does not need to enforce that the numbering be sequential or consecutive. Once an exhibit or CDRL is numbered, the number remains unique across the document. Thus, the same exhibit or CDRL number cannot be used more than once across the given contract.

The items that are associated to each exhibit are detailed in exhibit lines. These ELINs are assigned a four character alpha numeric number. The first 1-2 characters of the number represent the associated exhibit. The remaining characters represent either a 2 or 3 character sequential serial number. Thus, for Exhibit A, the ELINs can be A123 or A09Z.

An exhibit can be associated with more than one CLIN/SLIN if all ELINs in the exhibit have no funding, and are either informational or NSP (have no cost). If the exhibit has cost/funding, then it would need to be duplicated to allow the system to properly register the financial impact.

While there is no regulatory limit on the number of exhibits that can be attached to a single CLIN or SLIN, in consulting with contracting officers, in real practice this number is usually low, typically one, and sometimes two or three. An example of a single line with 3 exhibits would be a single line for a large scale production effort and separate exhibits for development, test, and production data deliverables.

An exhibit structure (A, B, AA etc.) may have may exhibit lines (CDRLs or non-CDRLs) under it. A single exhibit structure can refer to multiple contract lines (lines or sub-lines). Similarly, one line in a contract may refer to multiple exhibit lines.

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, you might start with a request to purchase a particular software. This necessarily entails support and training as options for the purchase of the 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 can be created without a base line as well. 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).

Option lines cannot be informational lines, however the base line for an option line can be an informational line.

The base line for a SLIN in one CLIN/SLIN structure could be a SLIN from another CLIN/SLIN structure. Such lines are called Cross-Linked Option SLINs.

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
- 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.

You can also start by creating a regular line, and then enabling the Option checkbox to convert the regular line into an Option line. Selecting the Option checkbox reveals other fields – Option dates and Base Line Reference. Enter the option dates, and if you would like to link the Option line to a Base Line, choose the Base Line from the List of Values.

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 an option CLIN with a base line or an option SLIN originating from a purchase requisition is deleted from a draft award or draft solicitation, the requestor of the purchase requisition is notified that the delete action has taken place.

If you attempt to delete a Base Line that contains one or more Option Lines, a warning message is displayed, informing you that the base line with associated option lines will be deleted. You can choose to cancel the delete operation, delete the linked option lines or unlink the option lines.

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.

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	
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	

Serial No.	Contract Type	Formula	Pricing Attributes
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
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

Serial No.	Contract Type	Formula	Pricing Attributes
17.	Cost-Plus-Incentive-Fee (CPIF)	Total Amount = Target Cost+Target Fee	Minimum Fee; Maximum Fee; Govt Share Above Target (%); Govt Share BelowTarget (%);
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.

C

Copy Action

Copy Action

The Copy action can be used for requisitions, requisition amendments, solicitations, solicitation amendments, Awards/IDVs and modifications.

Rules governing the Copy action in CLM modules:

When the checkbox Copy CLINs with associated SLINs is selected, CLIN/SLIN structures can be copied. When you wish to create a copy of an existing CLIN-SLIN structure, select the CLIN of the structure and click Copy and select the checkbox Copy CLINs with associated SLINs. Please note that multiple CLIN-SLIN structures can be copied in a single action.

When a CLIN-SLIN structure is copied, each line in the source CLIN-SLIN structure is copied over. Based on the various options chosen, the line in the destination structure could be different from that of the source structure. The following table explains the rules that are applicable to each line of a CLIN-SLIN structure, when copied.

Cross-linked option lines are created when an option line in a CLIN/SLIN structure has a base line in another CLIN/SLIN structure. Thus, an option SLIN in a CLIN/SLIN structure can have a CLIN as a base line and that base CLIN can belong to another CLIN/SLIN structure.

Structure Type	Line Type	Copy as Option Lines unselected	Copy as Option Lines selected (Copy as Option Lines without Base Line References)	Copy as Option Lines selected (Copy as Option Lines with Base Line References)
Info CLIN and Priced SLINs with options	Info CLIN	Info CLIN	Info CLIN	Info CLIN

Structure Type	Line Type	Copy as Option Lines unselected	Copy as Option Lines selected (Copy as Option Lines without Base Line References)	Copy as Option Lines selected (Copy as Option Lines with Base Line References)
	Priced SLIN	Priced SLIN	Option SLIN with cross-linked base line reference	Option SLIN without base line reference
	Info SLIN	Info SLIN	Info SLIN	Info SLIN
	Option SLIN with base	Option SLIN without base	Error is displayed	Option SLIN without base
	Option SLIN without base	Option SLIN without base	Error is displayed	Option SLIN without base
	Option SLIN with cross-linked base line reference	Option SLIN without base	Error is displayed	Option SLIN without base
Priced CLIN and Info funded SLIN	Priced CLIN	Priced CLIN	Option CLIN with cross-linked base line reference	Option CLIN without base line reference
	Info funded SLIN	Info SLIN	Info SLIN	Info SLIN
Priced CLIN and Info SLIN	Priced CLIN	Priced CLIN	Option CLIN with cross linked base line reference	Option CLIN with no base line reference
	Info SLIN	Info SLIN	Info SLIN	Info SLIN
	Option CLIN with base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference
	Option CLIN without base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference

When the checkbox Copy CLINs with associated SLINs is not selected, individual lines (rather than CLIN/SLIN structures) can be copied. CLINs will be copied as CLINs, and SLINs will be copied as SLINs within the same CLIN/SLIN structure. The following are some frequently used lines that are copied:

Line Type	Copy as Option Lines unselected	Copy as Option Lines selected (Copy as Option Lines without Base Line References)	Copy as Option Lines selected (Copy as Option Lines with Base Line References)
Priced CLIN	Priced CLIN	Option CLIN with base line reference	Option CLIN without base line reference
Info CLIN	Info CLIN	Info CLIN	Info CLIN
Priced SLIN	Priced SLIN	Option SLIN with cross-linked base line reference	Option SLIN without base line reference
Info SLIN	Info SLIN	Info SLIN	Info SLIN
Option SLIN with base line reference	Option SLIN without base line reference	Error is displayed	Option SLIN without base line reference
Option SLIN without base line reference	Option SLIN without base line reference	Error is displayed	Option SLIN without base line reference
Option SLIN with cross-linked base line reference	Option SLIN without base line reference	Error is displayed	Option SLIN without base line reference
Info funded SLIN	Info SLIN	Info SLIN	Info SLIN
Priced CLIN	Priced CLIN	Option CLIN with base line reference	Option CLIN without base line reference
Option CLIN with base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference

Option CLIN without base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference

Some additional rules for the Copy action:

- Oracle CLM iProcurement: If you select lines that are referenced in an award document as source lines to copy as option lines with base line reference, an error message is displayed and you cannot proceed with the copy.
- Oracle CLM Purchasing: Copying a line does not automatically copy associated schedules and distributions from the source line. The schedule and distribution are defaulted after copying a line.

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. Ceiling % = Ceiling Price / 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.

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/daasinq/

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.

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 of 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 Governments' 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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