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| Functional Tool Project Proposal |
| 2.0 Contracts BSO |
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| Version 0.1 |

10/5/15

Change Log

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# Introduction

## Objectives

The purpose of this document is to outline a proposal for a new 2.0 Contracts BSO functional Tool. This document will provide an introduction to the elements of the contracting environment that contribute to the need for an improvement in process and the addition of a new Functional tool for the un-releasing and re-releasing of documents, as well as the editing of the document description fields.

## Roles and Responsibilities

This section describes the roles and responsibilities that apply to the Contracts 2.0 Parties responsible for this document:

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| **Table 1.2: Roles and Responsibilities** | |
| **Contracts 2.0 Parties** | **Primary Responsibilities** |
| Contract Specialist | While the contracts specialist performs many job functions, for the purpose of this paper it suffices to say that they prepare and distribute award packages consisting of signed and approved contracts and they maintain contract files. |
| Functional Analyst | Take help calls, analyze contract data that to ensure conformance to current policy. They are responsible for ensuring that contract specialists have the most current policy and documents. The functional analysts were originally responsible for un-releasing and re-releasing documents before the original functional tools were discontinued. |
| Technical Support Specialist | Technical support specialists perform many tasks, but for the purpose of this document they are responsible for maintenance of the web site, servers, pd2 servers and technical support for the pd2 and SPS Systems |

## Control of Documents

The Contracts BSO is responsible for the maintenance and dissemination of this document. This document is to be updated upon any recommended changes by the CCB.

## Acronyms

|  |  |
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| **Acronym** | **Definition** |
| BSO | 2.0 Contracts Business Systems Office |
| CACI | CACI International – Information Technology and Development Company |
| CCB | Change Control Board |
| DBA | Database Administrator |
| DoD | Department of Defense |
| PD2 | Procurement Desktop Defense |
| SPS | Standard Procurement System |
| STIG | Security Technical Implementation Guide |
|  |  |

# Introduction

## Business Introduction

The contracts 2.0 Department of the Navy provides expertise in acquisition planning, business strategy development, solicitation generation, creation and award of contracts and modifications, as well as contract administration. Contract Specialists perform the bulk of the work of writing contracts and awards documents using a software package called PD2 (Procurement Desktop Defense) that was developed by CACI. The specific module of PD2 that Contract Specialists use is called SPS (Standard Procurement System).

## Environment Definition

## Description of Intent

In order to simplify the process of un-releasing and re-releasing contracts documents, and editing document descriptions, it is proposed that the BSO develop a new functional tool that will conform to DoD standards, and allow Functional Analysts to un-release and re-release contracts and award documents, as well as edit the document description fields.

# Review of Similar Projects

# Project Rationale

## The need for BSO personnel to Un-release Documents

There are three reasons that a Contract Specialist would need to un-release a document.

### Creation of a new IDIQ (Indefinite Delivery, Indefinite Quantity order):

The creation of a new order requires that there be an existing contract. If a contract does not exist, the Contract Specialist creates a new award as a starting point. This document is then un-released until the creation of the delivery order is complete. The documents are then re-released together in the SPS system. DON’T SET THE NAFI/EDA

### Accidental Release of the Document:

Occasionally, a Contract Specialist will release a document by accident. A help ticket is then created for the BSO Technical Team to un-release that document. Once the document is complete, it is then released from SPS. DON’T SEND THE NAFI/EDA

### Contracts Awarded with Errors:

Occasionally a contract is purposefully released and later errors are discovered. A help ticket is created for the BSO Technical Team. The technical team then records and saves the existing contract data. The contract is then un-released. The contracts specialists then make the corrections to the contracts document. Once the corrections are made, the technical team re-releases the document after re-entering the original release dates and information. A choice is to be presented to set the NAFI/EDA Flag

## The ability for Contracting Personnel to edit the description of a contract action:

The description field would need to be updated for the following reasons:

### Inadequate Description:

On occasion, the contracts specialists will enter a description of a contract or document in SPS that does not adequately describe the contract/award. In this case, the description needs to be edited to more appropriately reflect the description of the contract/award.

### Misinformation:

In the event of a mistake entered into the description field such as: A user includes a contract number in the description field, but the actual contract number is changed. The description field would then reflect misinformation. The description field would then need to be edited to reflect the correct information.

## The need to bring the current system into DoD STIG and RMF compliance:

The original functional tool was created in PowerBuilder, which is a Sybase proprietary programming language and toolset. These applications required registration in the DADMS database. Support for the original PowerBuilder tools no longer exist, therefor they are no longer compliant for use on a DoD system. Redevelopment of the tool in a compliant web-based format will allow for continuous code maintenance.

# Systems analysis and Methodology

## Current State Analysis

A set of tools was originally created for un-releasing and re-releasing documents and editing the description tool. The original tools were called the Functional Tool (for un-releasing) and the Description tool (for editing document descriptions). These tools were discontinued for non-compliance to DoD Security Standards as well as incompatibility with a new operating system upgrade. Since the discontinuance of the original functional tool and description tool, it has been impossible for functional analysts to un-release and re-release documents as well as edit the documents description field. If a document needs to be unreleased, the Functional Analyst places a help call to the BSO Help Desk. A ticket is created, and forwarded to a member of the BSO Technical Team. The Technical support specialist then proceeds to follow a series of steps to manually change the value of several fields in the database. I text file is maintained, that contains all of the necessary queries. The document identifier is manually entered into each query and then executed one at a time against the database server. While this process works, it is time-consuming and can be inefficient. Additionally, re-releasing documents can compromise the integrity of the original data as the original values are manually copied and then re-entered later.

## Design

### Discuss the system, process, or approach that resolves the performance gap.

## Development

### Discuss plans for bringing the design to reality

## Implementation

### Discuss plans for delivering the realized design.

## Evaluation

### Discuss plans for measuring how the realized solution performs.

# Goals, Objectives and Deliverables

# Waiver and Release Forms