

AMCOM EXPRESS NET

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**TRAINING GUIDE
AUGUST 30, 31**

<http://ams19.redstone.army.mil:7777/eProc/>



U.S. Army Aviation and Missile Command
Redstone, AL

APPIAN

Appian Corporation
8000 Towers Crescent Drive
Suite 1600
Vienna, VA 22182
703.442.8844 (Tel)
703.442.8919 (Fax)
Contact: Michael Stewart

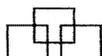
PROCESS

KNOWLEDGE

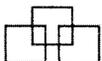
ANALYTICS

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1 OVERVIEW

1.1 INTRODUCTION

AMCOM EXPRESS Net provides Customers, Vendors, Contract Specialists, and Contracting Officers with a collaboration system designed to enhance the efficiency and effectiveness of the task order award process. This document will introduce the layout of the system, its functions and capabilities, as well as provide a step-by-step outline for task order formation.

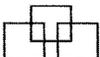
1.2 USER GROUPS

Users are assigned to one of four AMCOM EXPRESS Net user groups. Group associations restrict the set of pending and awarded task orders that a user can view:

- **Customer**
The individual or the organization requiring contractual services. Customers can see all Task Order Proposal Requests (TOPRs) that have been initiated by their office, initiate new TOPRs, modify and upload Statement of Works (SOWs), funding documents, and initiate modifications.
- **Vendor**
The companies holding AMCOM EXPRESS Net BPAs for providing services to AMCOM Customers. Vendors can see RFQs, request a final RFQ, submit questions, and submit a response to TORFQs (Task Order Request for Quotation) within the domain for which they have been awarded a BPA.
- **Contract Specialist**
The individuals in the acquisitions office who shepherd Customer requirements through the task order system. Contract Specialists can monitor all task orders and perform all task order-related actions (cost estimates, SOW uploads, etc.).
- **Contracting Officer**
The individuals in the acquisitions office who oversee/manage the procurement process and sign contractual actions on behalf of the government. Contracting Officers can see and modify all task orders and all associated forms and documents. They can also administer user accounts, Vendor and Customer records, and task order records. Reporting and administrative functionality are available only to this group.

1.3 LOGGING IN AND LOGGING OUT

At the initial user authentication screen [Fig.1], enter your user ID and password to gain access to the system. AMCOM EXPRESS Net is using AKO Single Sign-On authentication, therefore, you will use your Army Knowledge Online (AKO) user ID and password to gain access to the AMCOM EXPRESS Net system. Your user ID is associated with your user group and gives you appropriate access to functions and content. If you forget your password please visit <https://www.us.army.mil> and choose the "Forgot your Password?" link. AMCOM EXPRESS Net will not be able to reset your password; this can only be done by AKO.



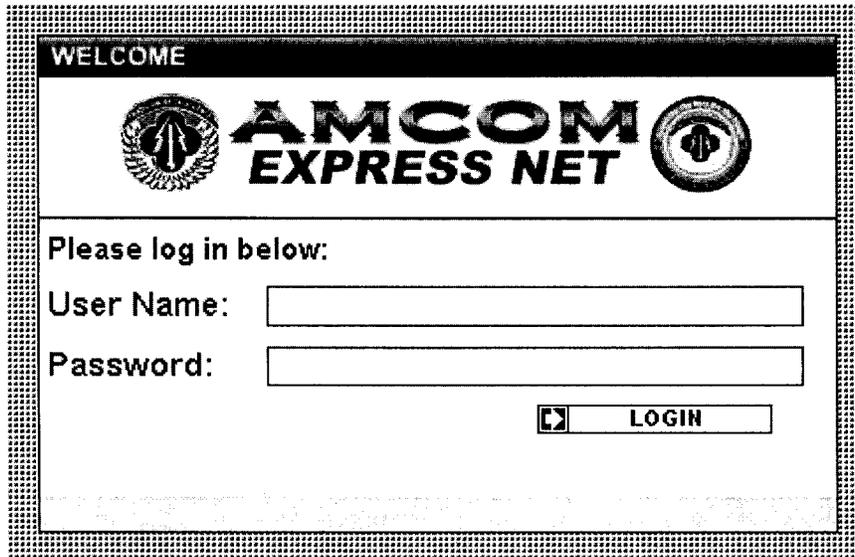


Figure 1: Login Screen

A "Logout" button on the top of each page should be used to properly exit the application [Fig. 2].

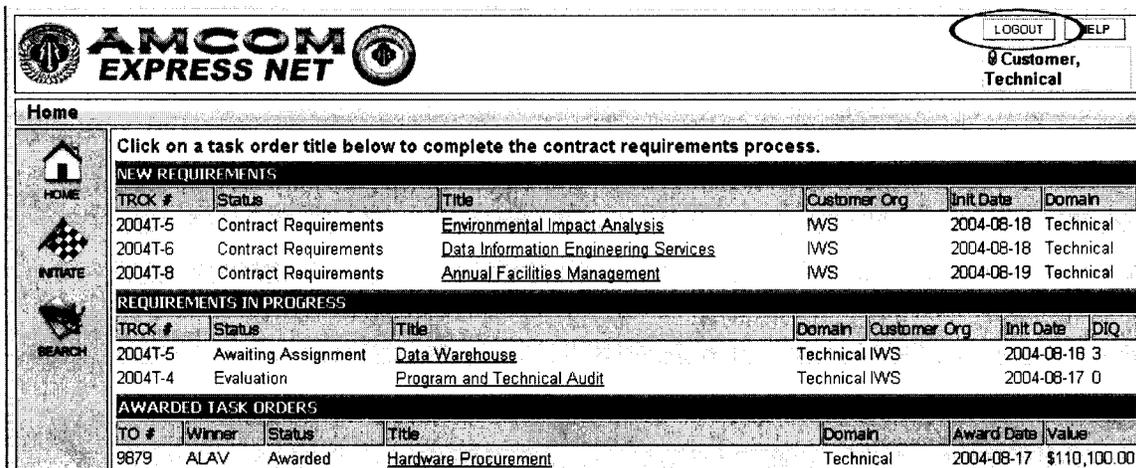
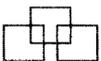


Figure 2: Logout Button



2 PROCESS OVERVIEW

The AMCOM EXPRESS Net task order process is designed around the four user groups. Each user group has a distinct role to fulfill in completing a task order. While each group has a set of tasks and functions, there are common aspects of AMCOM EXPRESS Net. This chapter will explain the general process model, access control, and common functionality. The subsequent chapters will provide a step-by-step guide for each of the user groups.

2.1 PROCESS MODEL

The process model is the logical flow of the procurement process. There are two subcomponents to the process model: the procurement process and the task order modification process.

2.1.1 Procurement Process Overview

The procurement process begins when a Customer initiates a request for a control number, which will serve as a placeholder until the task order has been awarded. The Customer then develops the contracts requirement package (CRP). If a legal review was requested, it may be uploaded. A Contracting Officer then assigns the order to a Contract Specialist. The Contract Specialist compiles the information collected thus far and generates a RFQ (Request for Quotation). The Contracting Officer then begins a Question and Answer period, during which time Vendors may ask questions and indicate whether they intend to submit a response to the task order. When the time allotted for the Q&A period expires, the Contract Specialist prepares the final RFQ that the Contracting Officer will issue it to the Vendors. At this point, all Vendors in the functional domain may respond to the task order. After the proposal process time expires, the Contract Specialist prepares a preliminary evaluation and submits the proposals to the Customer. The Customer completes the evaluation process, and may recommend to whom the task order should be awarded. The Contracting Officer makes the final award decision, and the Contract Specialist enters the award information, task order number, and uploads the task order. The task order is sent to the Contracting Officer, who signs the task order, completing the process. The system then notifies the Vendors whether they were awarded the task order. Figure 3 illustrates this process.

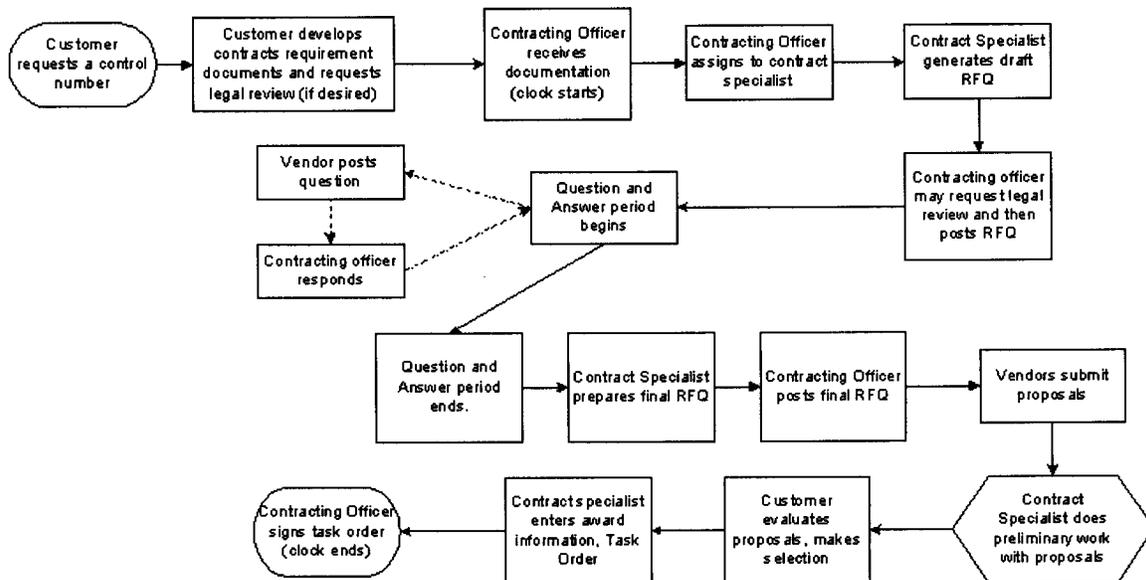
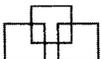


Figure 3: Procurement Process Model



2.1.2 Task Order Modification Overview

A modification to an awarded task order may be initiated by anyone who has access to view that task order. This may be a Customer, an awarded Vendor, or someone in the acquisitions office. The individual who requests the modification will typically upload supporting documents explaining the modification. At this point, the modification request is sent to a Contract Specialist, who prepares the modification. The Vendor and Contracting Officer sign the modification, completing the process. Figure 4 illustrates the modification process.

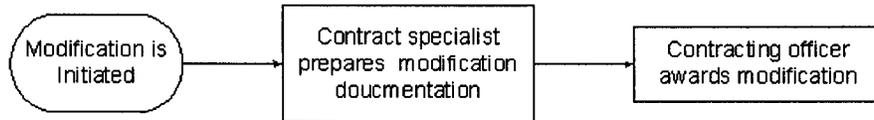


Figure 4: Modification Process Model

2.2 ACCESS CONTROL

Access control is a central aspect of the procurement model. Each user is assigned to exactly one user group. The user group determines which functions a user may perform and restricts content. The access control list below is a general overview of the functions and content accessible by each user group. The permissions model can be best understood by examining the perspectives of each group in the following sections.

2.2.1 Customer

Customers have permission to initiate new task orders and to make modification requests to orders they initiated. Customers are able to upload a SOW and supporting documentation to requests that they initiate, and view all requests that they initiate through the entire life cycle. Customers evaluate the proposals submitted by Vendors, and make a recommendation on which Vendor to award a task order to. Customers can search only the task orders that they have initiated.

2.2.2 Vendor

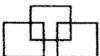
Vendors are able to view all task orders that are in the Q&A phase and all RFQs within their domain. During the Q&A phase, Vendors may post questions and indicate whether they intend to bid on the task order. When a task order is in the RFQ phase, any domain Vendor can submit a proposal. Once the task order has been awarded, Vendors can see an overview of any task order that they were not awarded and the details of task orders that they were awarded. Vendors can initiate modification requests on task orders that they have been awarded, and upload supporting documentation.

2.2.3 Contract Specialist

Contract Specialists perform a significant portion of the work required during the procurement process. This includes generating the draft and final RFQs and entering in the award information. Although Contract Specialists will typically view only the task orders assigned to them, they are able to view and modify the task orders assigned to any Contract Specialist. Contract Specialists are able to view and search all task orders, sorted by the Contract Specialist to whom the task is assigned. Contract Specialists may prepare task order modifications.

2.2.4 Contracting Officer

Contracting Officers serve as the system administrators for the procurement process. They serve as the final approval for all new task orders and task order modifications. In addition, they are responsible for assigning task orders to Contract Specialists, for issuing/posting the draft and final RFQs, and for answering questions posted by Vendors. At any point where a Contract Specialist can perform work related to a task order, a Contracting Officer may enter the system and perform



that work. Contracting Officers can also modify the phase of an existing process, and administer users and domains. Contracting Officers are able to view and search all task orders, sorted by domains. Contracting Officers are also the only group that has permissions to run reports.

2.3 COMMON FUNCTIONALITY

Certain aspects of the interface are common across user groups. To simplify the explanation of these interfaces, the interfaces will be described below and referenced in the subsequent guides as needed.

Each user group has a unique homepage that displays information pertinent to the user and restricts access to information based on user types. On each homepage, task order titles are hyperlinked to a page that is referred to as the task order detail page. On the task order detail page, all of the information regarding that task order (some information is restricted to specific user groups) is displayed. There is always a section at the bottom of every task order detail page that lists the available actions that the user can perform.

All users can access the search functionality. The task order(s) that a user finds depends on the user's permissions (section 2.2). The search interface is shown in Figure 5. Search allows the user to search by task order descriptions and/or titles, by entering a keyword, selecting the appropriate check box, and clicking on "Run Search". The search results are then shown below, where clicking on the task order name will bring up the task order detail page for that task order.

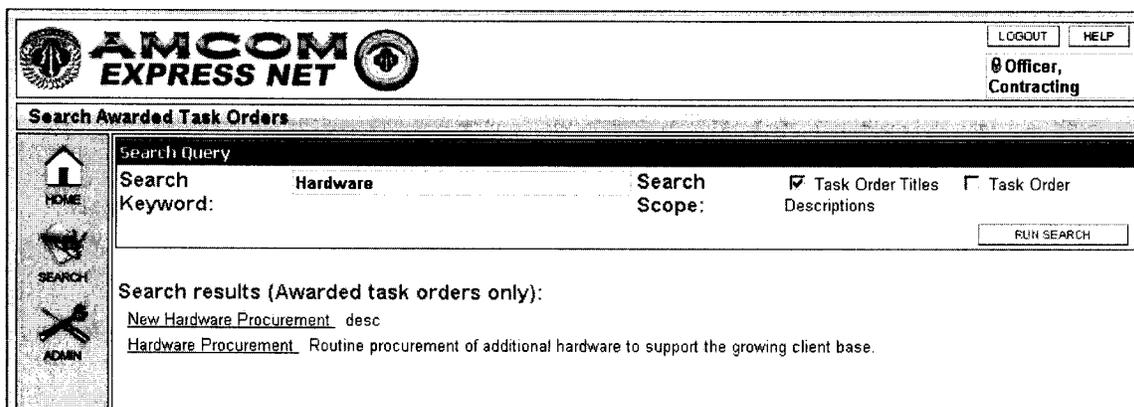
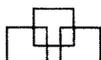


Figure 5: Search Interface



3 CUSTOMER GUIDE

The customer guide chapter will go step-by-step through each of the tasks that a Customer will typically perform. This chapter also orientates a Customer to the primary functional screens that constitute the Customer perspective.

3.1 HOME PAGE

After a Customer logs into the system, a LaunchPad appears overtop of the Customer homepage [Fig. 6].

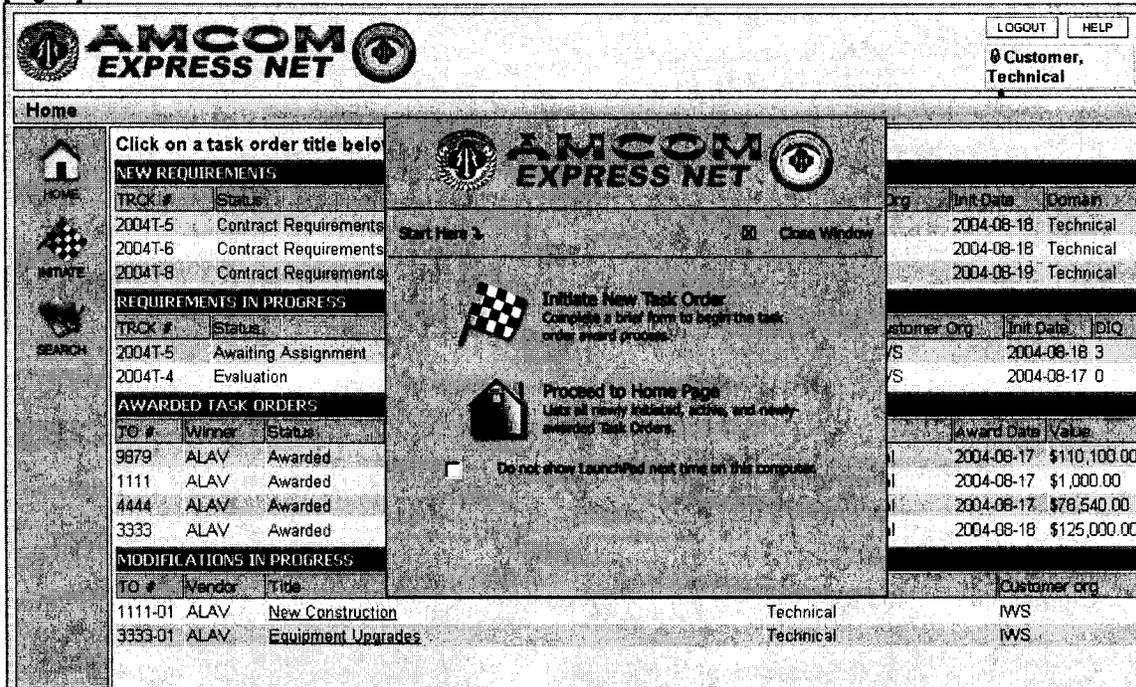


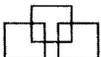
Figure 6: Client LaunchPad

The LaunchPad provides the Customer with the options to immediately initiate a new task order (section 3.2) or to proceed directly to the homepage. The LaunchPad can be disabled in the future by clicking the box labeled “Do not show LaunchPad next time on this computer.”

Once at the homepage, the Customer is provided a snapshot of their work divided into four categories [Fig. 7]:

- **New Requirements** are those that have been initiated by someone in the Customer’s office but have not yet been submitted to the contracts office for acceptance.
- **Requirements in Process** are those that have been sent to the contracts office by the current Customer. The “Status” field for each requirement in process indicates progress toward award.
- **Awarded Task Orders** reflect awarded task orders. Task Orders in this section are available for modification.
- **Modifications in Progress** are modifications that have been created from an awarded task order and are in progress towards being awarded.

In the left navigation, the Customer is presented with three options. The first, “Home” is highlighted in red because the Customer is currently on the homepage. The second option, “Initiate” will open a window that will allow the Customer to initiate a new task order (Section 3.2). The third option, “search” allows the Customer to open the search interface.



AMCOM EXPRESS NET LOGOUT HELP
Customer, Technical

Home

Click on a task order title below to complete the contract requirements process.

NEW REQUIREMENTS

TRCK #	Status	Title	Customer Org	Init Date	Domain
2004T-5	Contract Requirements	Environmental Impact Analysis	IWS	2004-08-18	Technical
2004T-6	Contract Requirements	Data Information Engineering Services	IWS	2004-08-18	Technical
2004T-8	Contract Requirements	Annual Facilities Management	IWS	2004-08-19	Technical

REQUIREMENTS IN PROGRESS

TRCK #	Status	Title	Domain	Customer Org	Init Date	DIQ
2004T-5	Awaiting Assignment	Data Warehouse	Technical	IWS	2004-08-18	3
2004T-4	Evaluation	Program and Technical Audit	Technical	IWS	2004-08-17	0

AWARDED TASK ORDERS

TO #	Winner	Status	Title	Domain	Award Date	Value
9879	ALAV	Awarded	Hardware Procurement	Technical	2004-08-17	\$110,100.00
1111	ALAV	Awarded	New Construction	Technical	2004-08-17	\$1,000.00
4444	ALAV	Awarded	Management Consulting Services	Technical	2004-08-17	\$78,540.00
3333	ALAV	Awarded	Equipment Upgrades	Technical	2004-08-18	\$125,000.00

MODIFICATIONS IN PROGRESS

TO #	Vendor	Title	Domain	Customer org
1111-01	ALAV	New Construction	Technical	IWS
3333-01	ALAV	Equipment Upgrades	Technical	IWS

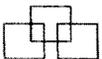
Figure 7: Customer Homepage

3.2 INITIATE TASK ORDER

By clicking on the Initiate button, the Customer is able to begin the procurement process by requesting a new task order number. The initiate window requests that the Customer fill in the following information:

1. Title of the task order
2. Functional Domain
3. Estimated Value
4. Point of Contact name and contact information
5. The date by which the task order should be awarded. The contracts office will always try to award the task in the selected fiscal year.
6. Brief description of the task order

Click the "submit" button to proceed. The next screen summarizes the information just entered and allows the Customer to edit the information. Once all information has been correctly entered, click the "submit" button to initiate the task order. At this point the Customer will notice that the new task order appears under "New Requirements" on the Customer's homepage.



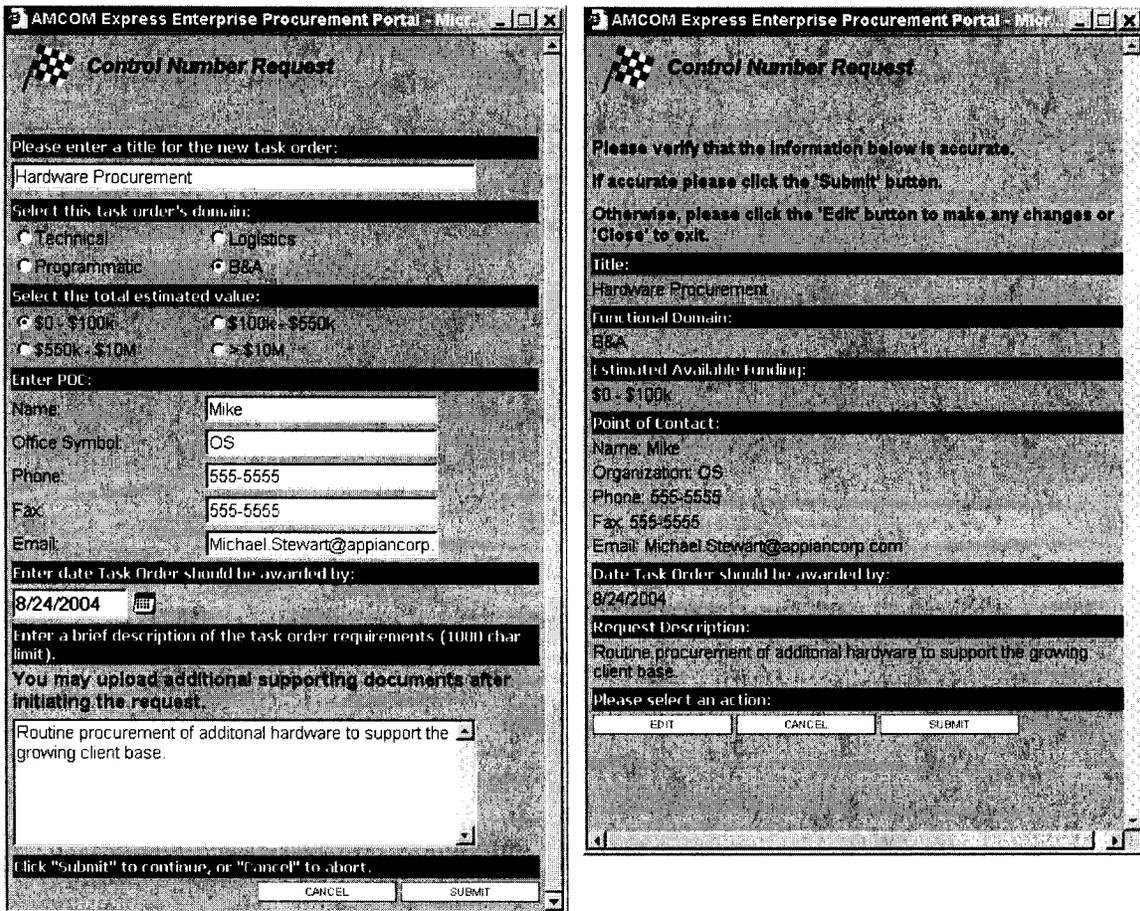


Figure 8: Control Number Request Screen

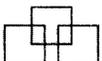
3.3 TASK ORDER DETAIL SCREEN

By clicking on a task order "Title" on the homepage the Customer is taken to the task order detail screen. There are two variations on the task order detail screen, one for requirements in process and one for awarded task orders.

3.3.1 Requirements in Process Details Page

The requirements in process detail page, Figure 9, is broken into five categories.

- **Status** reflects the current status of the requests and how many days have elapsed since the task order was submitted.
- **Information** provides the general information about the task order.
- **Contacts** list the Point of Contact and the COR that is entered during the Contract Requirements Process (note in Figure 9 this step has not been completed).
- **Documents and Forms** are a central aspect of the procurement process. AMCOM, Vendors, and Customers collaborative documents and forms are managed through Documents and Forms and their status is listed here. Since documents may have multiple drafts, their version and author are displayed next to the document title. Click on a document title to view the document.
- **Available Actions** is a list of actions that can be performed by the Customer at the specific instance of the process, based on the current status. Click on the appropriate button to perform or review the task.



The screenshot shows the AMCOM EXPRESS NET interface. At the top, there is a logo and navigation buttons for LOGOUT and HELP. The user is logged in as 'Customer, Technical'. The main heading is 'Task Order Detail: [2004T-0] Hardware Procurement'. A sidebar on the left contains icons for HOME, INITIATE, SEARCH, and CDRLS. The main content area is divided into several sections:

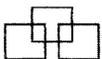
- STATUS:** A progress bar showing '1. CUSTOMER REQ'S' as the active step, followed by '2. PENDING ASSIGNMENT', '3. DRAFT RFP/Q&A', '4. RFP/PROPOSALS', '5. EVALUATION', and '6. AWARD'. A timer shows '@ Day 0'.
- INFORMATION:** A table with columns: Customer Org (IWS), Estimated Available Funding (\$0 - \$100,000), Assigned Domain (Technical), and Description (View).
- CONTACTS:** A table with columns: Role (POC), Name (Michael), Email (system@redstone.us.army.mil), Phone (555-555-5555), Fax (555-555-5555), and Office Symbol (APP).
- DOCUMENTS & FORMS:** A table with columns: Title, Version, Date Added, User, and Comments.
- AVAILABLE ACTIONS:** A list of buttons with descriptions:
 - UPLOAD SOW: Upload statement of work.
 - UPLOAD FUNDING DOC: Upload funding document.
 - UPLOAD IGCE: Upload IGCE Spreadsheet.
 - UPLOAD CDRLS: Upload completed Contract Data Requirements.
 - CONTRACT REQ'S: Complete Contract Requirements Process.
 - UPLOAD LEGAL REVIEW: If you requested legal review, please upload the Legal Review Form. This may also be submitted in hard copy.
 - UPLOAD ATTACHMENT: Upload additional supporting documents.
 - SUBMIT: Click here to submit this task order to the contracts office. You will be notified by e-mail when it is assigned to a contract specialist.

Figure 9: Requirements in Process Detail Page

3.3.2 Awarded Task Order Detail Page

Once a task order has been awarded it will appear in the "Awarded" category on the home page and the task order detail page will reflect a new set of information. The task order detail screen is broken into four categories:

- **Information** displays the basic information about the task order.
- **Documents and Forms** display documents and forms related to the task order award. Use the button at the bottom "View History" to view previous documents.
- **Awarded Modifications** displays a list of modifications that have been made to the task order. Each modification has an obligated value that is added to the original obligated value to calculate the total obligated value for the given task order. Clicking on a modification title displays the details of the modification.
- **Available Actions** is now a static list of actions that allow the Customer to view the documents and forms history, the Question and Answer history, and to initiate a modification.



AMCOM EXPRESS NET LOGOUT HELP
Customer, Technical

Task Order Detail: [3333] Hardware Procurement

INFORMATION

Status	Winner	Domain	PGD	Award Date	Award Amount	Obligated Value	Period of Performance
Awarded	ALAV	Technical	IWS	2004-08-24	\$50,000.00	\$10,000.00	2004-08-31 to 2005-08-24

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
<input checked="" type="checkbox"/> Funding Doc	1	2004-08-23 16:58	Customer, T.	
<input checked="" type="checkbox"/> RFQ	1	2004-08-23 18:04	Officer, C.	

AWARDED MODIFICATIONS

TO #	Vendor	Title	Type	Obligated Value	Domain	PGD
No modifications have been awarded						

AVAILABLE ACTIONS

Status	Action	Description
Available	<input type="button" value="VIEW HISTORY"/>	View documents and forms history.
Available	<input type="button" value="VENDOR Q&A"/>	View Q&A History.
Available	<input type="button" value="MODIFY TASK ORDER"/>	Modify this task order.

Figure 10: Awarded Task Order Detail Page

3.4 DEVELOP CONTRACT REQUIREMENTS

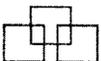
Task orders under "New Requirements" are pending the completion of the client entering in the contract requirements. From the available actions in the task order detail screen, the Customer should complete the contract requirements. On the task order detail screen at this stage in the process a button is displayed on the left hand side of the screen labeled "CDRLs" (Contract Data Requirements). Clicking the "CDRLs" button will bring up a list of CDRL templates that can be downloaded, completed, and uploaded via the "Upload CDRLs" button.

Once all of the appropriate documents have been uploaded or completed (every action is optional), the Customer should click the "submit" button. Clicking the submit button notifies AMCOM that the contract requirements have been completed, make sure that this is correct before clicking the submit button.

3.5 EVALUATE PROPOSALS

Once the proposal period ends, the Customer is expected to complete an evaluation for each of the Vendors that submitted a bid. The evaluation form is accessed by clicking a task order with a status of "Evaluation" under "Requirements in Process" and choosing the action "Evaluate Vendors".

In the evaluation module, the rating for each Vendor is summarized in the top half of the screen. By clicking on a Vendor's name, the Customer is able to complete the evaluation for that specific Vendor in the lower half of the screen. By clicking "Save", the information is stored and the summary updated in the top half of the screen. The textbox in the top half of the screen should be used to discuss technical and price tradeoffs. The evaluation can be displayed in a printer friendly format by clicking the "Print Report" button in the top half of the screen. Be sure to save the form before exiting. The awarding Contracting Officer will consider the evaluation entered by the Customer, however, it is ultimately the Contracting Officer's decision, which Vendor will be awarded the task order.



Offeror Evaluation Summary
Click on company name to display evaluation form for offeror.

Offeror	Labor Price	Travel	ODCs	Total	Functional Approach	Experience
Technical Vendor	\$100,000	\$5,000	\$2,000	\$107,000	Very Good	Satisfactory

Technical/Price Tradeoff

Offeror Evaluation Worksheet: Technical Vendor

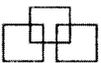
You have selected the following weighting: Functional approach and experience are equally important.

Criteria	Workups
Functional Approach	Unacceptable
Discussion	
Experience	Unacceptable
Discussion	
Price	
Labor	0.0
Travel	0.0
ODC's	0.0
Total Price	\$ 0
Discussion	

Figure 11: Vendor Evaluation Form

3.6 AWARDED TASKS

Once a task order has been awarded, the task order will appear under "Awarded Task Orders". By clicking on the award title, the awarded task order detail page will be displayed. From this page the Customer can download the award documents. From the task order detail page, the Customer is able to submit a task order modification. The Contracting Officer will be alerted of the task order modification and will process the request.



4 VENDOR GUIDE

The vendor guide chapter will go step-by-step through each of the tasks that a Vendor will typically perform. This chapter also orientates a Vendor to the primary functional screens that constitute the Vendor perspective.

4.1 HOME PAGE

Once at the homepage, the Vendor is provided a snapshot of their work divided into four categories [Fig. 12]:

- **Requirements in Process RFQs: Eligible as Prime** are those RFQs for which the Vendor's company is eligible to propose as the prime Vendor (e.g., the Vendor's prime domain). Of particular importance is the "Bid?" column for each task under in this category. A "No" indicates that the company has not placed a bid on this task order; a "Yes" indicates that the company has already bid on this task order.
- **Awarded Task Orders: Selected as Winner** are those task orders where the Vendor's company has been selected as the winning Vendor.
- **Awarded Task Orders: Not Selected as Winner** are those task orders that have been awarded to other Vendors within the Vendor's domain.
- **Modifications in Progress** are those task orders that are currently being modified.

In the left navigation the Vendor is presented with two options. The first, "Home" is highlighted in red because the Vendor is currently on the homepage. The second option, "Search" allows the Vendor to open the search interface.

AMCOM EXPRESS NET LOGOUT HELP
Vendor, Technical

Home

ACTIVE TASK ORDERS: ELIGIBLE AS PRIME

TRCK #	Status	Title	Bid?	Domain	Customer Org	Init Date
2004T-9	Draft RFQ Posted, Q&A Available	Hardware Procurement	No	Technical	IWS	2004-08-23
2004T-4	AMCOM Express Evaluating Proposals	Program and Technical Audit	Yes	Technical	IWS	2004-08-17

AWARDED TASK ORDERS: ALAV SELECTED AS WINNER

TO #	Status	Title	Winner	Domain	Customer Org	Award Date	Value
9879	Awarded	Department Wide Hardware Procurement	ALAV	Technical	IWS	2004-08-17	\$110,100.00
1111	Awarded	New Construction	ALAV	Technical	IWS	2004-08-17	\$1,000.00
4444	Awarded	Management Consulting Services	ALAV	Technical	IWS	2004-08-17	\$78,540.00
3333	Awarded	Equipment Upgrades	ALAV	Technical	IWS	2004-08-18	\$125,000.00

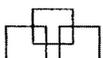
AWARDED TASK ORDERS: NOT SELECTED AS WINNER

TO #	Winner	Status	Title	Domain	Customer Org	Award Date	Value
9879	ALAV	Awarded	Department Wide Hardware Procurement	Technical	IWS	2004-08-17	\$110,100.00
1111	ALAV	Awarded	New Construction	Technical	IWS	2004-08-17	\$1,000.00
4444	ALAV	Awarded	Management Consulting Services	Technical	IWS	2004-08-17	\$78,540.00
3333	ALAV	Awarded	Equipment Upgrades	Technical	IWS	2004-08-18	\$125,000.00

MODIFICATIONS IN PROGRESS

TO #	Vendor	Title	Domain	Customer Org
No newly modified task orders				

Figure 12: Vendor Homepage



4.2 TASK ORDER DETAIL SCREEN

By clicking on a task order “Title” on the homepage the Vendor is taken to the task order detail screen. There are two variations on the task order detail screen, one for requirements in process and one for awarded task order.

4.2.1 Requirements in Process Details Page

The requirements in process details page, Figure 13, is broken into two categories.

- **Documents and Forms** are a central aspect of the procurement process. AMCOM, Vendors, and Customers collaborative documents and forms are managed through Documents and Forms and their status is listed here. Since documents may have multiple drafts, their version and author are displayed next to the document title. Click on a document title to view the document. Vendors are authorized to view the SOW, Contract Data Requirements, RFQ, and any other documents posted by the Contract Specialist. Notice that version 1 of the SOW is not display because Vendors are only allowed to view the current version of a document.
- **Available Actions** is a list of actions that can be performed by the Vendor at the specific instance of the process, which is based on the current status of the task order. Click on the appropriate button to perform or review the task.

AMCOM EXPRESS NET LOGOUT HELP

Vendor, Technical

Task Order Detail: [100012225] Hardware Procurement

DOCUMENTS & FORMS				
Title	Version	Date Added	User	Comments
<input type="checkbox"/> Statement of Work	2	2004-08-23 16:58	Customer, T.	
<input checked="" type="checkbox"/> Contract Data Requirement	1	2004-08-23 17:02	Customer, T.	
<input checked="" type="checkbox"/> RFQ	1	2004-08-23 18:04	Officer, C.	

PENDING ACTIONS

Post Q&A Item to AMCOM Express.

View Q&A area. Currently 1 post(s) in this Q&A area.

Request the final RFQ.

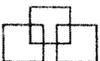
Click here to return to the home page when you are finished reviewing this task order opportunity.

Figure 13: Requirements in Process Detail Page

4.2.2 Awarded Task Order Detail Page

Once a task order has been awarded it will appear in the “Awarded Task Orders: Selected as Winner” or “Awarded Task Orders: Not Selected as Winner” category on the home page and the task order detail page will reflect a new set of information. The task order detail screen is broken into four categories:

- **Information** displays the basic information about the task order.
- **Documents and Forms** display documents and forms related to the task order award. Use the button at the bottom “View History” to view previous documents.



- **Awarded Modifications** displays a list of modifications that have been made to the task order. Each modification has an obligated value that is added to the original obligated value to calculate the total obligated value for the given task order. Clicking on a modification title displays the details of the modification.
- **Available Actions** is now a static list of actions that allow the Vendor to view the documents and forms history, the Question and Answer history, and to initiate a modification.

The screenshot shows the AMCOM EXPRESS NET interface. At the top, there are 'LOGOUT' and 'HELP' buttons, and a user profile for 'Vendor, Technical'. The main heading is 'Task Order Detail: [3333] Hardware Procurement'. On the left, there are 'HOME' and 'SEARCH' icons. The main content area is divided into several sections:

- INFORMATION:** A table with columns: Status, Winner, Domain, PGD, Award Date, Award Amount, Obligated Value, and Period of Performance. The row shows: Awarded, ALAV, Technical, IWS, 2004-08-24, \$50,000.00, \$10,000.00, and 2004-08-31 to 2005-08-24.
- DOCUMENTS & FORMS:** A table with columns: Title, Version, Date Added, User, and Comments. It lists 'RFQ' and 'ALAV Proposal'.
- AWARDED MODIFICATIONS:** A table with columns: TO #, Vendor, Title, Type, Obligated Value, Domain, and PGD. It states 'No modifications have been awarded'.
- AVAILABLE ACTIONS:** A table with columns: Status, Action, and Description. It lists 'VIEW HISTORY', 'VENDOR Q&A', and 'MODIFY TASK ORDER'.

Figure 14: Awarded Task Order Detail Page

4.3 RFQ

The RFQ occurs in two phases. Each phase is associated with a specific set of actions that the Vendor can perform. Clicking on the task order title and viewing the task order detail page described in section 4.2.1 can access the actions that the Vendor can perform in each of the following subsections.

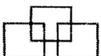
4.3.1 Draft RFQ: Q&A Available

At this stage a draft version of the RFQ and the SOW will be posted under Documents and Forms. To view a document, click on the document title. If the Vendor has any questions, the Vendor can submit those questions to the Contracting Officer by clicking on the button labeled "Post Q&A Question". The Vendor is able to view previous questions and answers by clicking on the button labeled "Vendor Q&A". Notice that to the right of the "Vendor Q&A" button the text indicates how many questions have been posted. Please review these questions before posting a new question.

If the Vendor intends to respond to the final RFQ, the Vendors should click on the "Request Final RFQ" button. Requesting final RFQ is a non-binding submission that is helpful for the contracts office to gauge the possible number of respondents.

4.3.2 Final RFQ

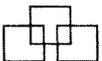
After a set time period, the Contracting Officer will end the draft RFQ period. At this time posting a new question is no longer available. The Vendor, at this stage, can view any document posted to Documents and Forms, review the Q&A history and post a proposal. By clicking on the "Upload Proposal" button the Vendor is able to place a proposal in Documents and Forms. A Vendor is able to post multiple versions of a proposal; the contracts office will use the latest version of the



proposal in issuing the contract. Proposals are source selection sensitive and may only be viewed / downloaded by AMCOM staff. Once the Vendor has posted a proposal, on the homepage under the "Requirements in Process: Eligible as Prime" the column "Bid?" will change to "Yes" for the task order.

4.4 AWARDED TASKS

Once a task has been awarded, if it is in the Vendor's functional domain, the task will appear under "Awarded Task Order: Not Selected as Prime" or "Awarded Task Order: Selected as Prime". The Vendor is not able to view the task order details for orders for which the Vendor was not selected. For task orders for which the Vendor was selected as prime, the task order detail screen now has three options. First notice that the Documents and Forms section of the screen no longer contains the documents previously viewable, these documents are accessible through the button under available actions titled "View History". The Vendor can also view the Q&A history by clicking on the button labeled "Vendor Q&A". The Vendor, similar to the Customer, is also able to submit a task order modification. The Contracting Officer will be alerted of the task order modification and will process the request.



5 CONTRACT SPECIALIST GUIDE

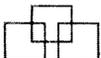
The Contract Specialist guide chapter will go step-by-step through each of the tasks that a Contract Specialist will typically perform. This chapter also orientates a Contract Specialist to the primary functional screens that constitute the Contract Specialist perspective. The Contract Specialist is assigned task orders by a Contracting Officer. For assigned task orders the Contract Specialist will perform the majority of the work including generating the RFQ and entering in the award information.

5.1 HOME PAGE

When a Contract Specialist logs into the system, the Contract Specialist homepage is displayed. The homepage summarizes tasks in four categories:

- **New Requirements** are those tasks that a Customer has initiated but has not finished entering the requirement documents.
- **Requirements in Process** are the tasks that have been sent to the contracts office by a Customer. The "Status" field for each requirements in process indicates progress toward award. Tasks in this category are grouped by the Contract Specialist to whom is it assigned. By default, the current Contract Specialist's tasks are expanded at the top of the section. To view another Contract Specialist's tasks click on the Contract Specialist's name and the task order assigned to that Contract Specialist will be displayed.
- **Awarded Task Orders** reflect awarded task orders. Task orders in this section are available for modification. By clicking on a domain, all task orders in that domain will be displayed. When displayed, task orders are grouped by Vendor with the most recent task order appearing at the top of the list.
- **Modified Task Orders** are modifications that have been created from an awarded task and are in progress to being awarded. The Contract Specialist is expected to enter the appropriate award information for these task orders.

In the left navigation the Contract Specialist is presented with two options. The first, "Home" is highlighted in red because the Contract Specialist is currently on the homepage. The second option, "Search" allows the Contract Specialist to open the search interface.



AMCOM EXPRESS NET LOGOUT HELP
 0 Specialist, Contract

Home

NEW REQUIREMENTS

TRACK #	Status	Description	Customer Org	Init Date	Domain
2004T-5	Contract Requirements	Environmental Impact Analysis	IWS	2004-08-18	Technical
2004T-6	Contract Requirements	Data Information Engineering Services	IWS	2004-08-18	Technical
2004T-8	Contract Requirements	Annual Facilities Management	IWS	2004-08-19	Technical

REQUIREMENTS IN PROCESS

TRACK #	Status	Title	Specialist	Customer Org	Init Date	DIQ
Contract Specialist						
2004T-9	IGCE/Draft SOW	Hardware Procurement		Technical IWS	2004-08-23	0
2004T-4	Evaluation	Program and Technical Audit		Technical IWS	2004-08-17	0

+ contract specialist2

AWARDED TASK ORDERS

TO #	Winner	Status	Title	Specialist	Customer Org	Award Date	Value
+ Technical							
+ Programmatic							
+ Logistics							
+ B&A							

MODIFIED TASK ORDERS

TO #	Vendor	Title	Specialist	Customer Org
+ Technical				
+ Programmatic				
+ Logistics				
+ B&A				

Figure 15: Contract Specialist Homepage

5.2 TASK ORDER DETAIL SCREEN

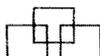
By clicking on a task order "Title" on the homepage the Vendor is taken to the task order detail screen. There are two variations on the task order detail screen, one for requirements in process and one for awarded task order.

5.2.1 Requirements in Process Details Page

The requirements in process details page, Figure 16, is broken into five categories.

- **Status** reflects the current status of the requests and how many days have elapsed since the task order was submitted.
- **Information** provides the general information about the task order.
- **Contacts** list the Point of Contact and the COR that is entered during the Contract Requirements Process.
- **Documents and Forms** are a central aspect of the procurement process. AMCOM, Vendors, and Customers collaborative documents and forms are managed through Documents and Forms and their status is listed here. Since documents may have multiple drafts, their version and author are displayed next to the document title. Click on a document title to view the document.
- **Available Actions** is a list of actions that can be performed by the Contract Specialist at the specific instance of the process, based on the current status. Click on the appropriate button to perform or review the task.

Note that any documents posted by the Contract Specialist are viewable by the Vendors.





Specialist, Contract

Task Order Detail: [2004T-9] Hardware Procurement

STATUS

1 CUSTOMER REQS 2.PENDING ASSIGNMENT **3.DRFT RFQ/Q&A** 4 RFQ/PROPOSALS 5 EVALUATION 6 AWARD

@ Day 0

INFORMATION

Customer Org	Estimated Available Funding	Assigned Domain	Description
IWS	\$0 - \$100,000	Technical	View

CONTACTS

Role	Name	Email	Phone	Fax	Office Symbol
POC	Michael	system@redstone.us.army.mil	555-555-5555	555-555-5555	APP
TM	Adam Stone	system@redstone.army.mil	555-555-5555	555-555-5555	OFF

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
Statement of Work	1	2004-08-23 16:58	Customer, T.	
Statement of Work	2	2004-08-23 16:58	Customer, T.	
Funding Doc	1	2004-08-23 16:58	Customer, T.	
IGCE Spreadsheet	1	2004-08-23 17:02	Customer, T.	
Contract Data Requirement	1	2004-08-23 17:02	Customer, T.	
Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details
Service Request Data				

PENDING ACTIONS

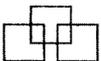
Status	Action	Description
Optional	<input type="button" value="UPLOAD SOW"/>	Upload SOW
Pending	<input type="button" value="UPLOAD RFQ"/>	Upload RFQ.
Available	<input type="button" value="UPLOAD ATTACHMENT"/>	Upload additional supporting documents.
Pending	<input type="button" value="NOTIFY"/>	Notify Contracting Officers for RFQ approval.

Figure 16: Requirements in Process Detail Page

5.2.2 Awarded Task Order Detail Page

Once a task order has been awarded it will appear in the "Awarded Task Orders" category on the home page and the task order detail page will reflect a new set of information. The task order detail screen is broken into four categories:

- **Information** displays the basic information about the task order.
- **Documents and Forms** display documents and forms related to the task order award. Use the button at the bottom "View History" to view previous documents.
- **Awarded Modifications** displays a list of modifications that have been made to the task order. Each modification has an obligated value that is added to the original obligated value to calculate the total obligated value for the given task order. Clicking on a modification title displays the details of the modification.
- **Available Actions** is now a static list of actions that allow the Contract Specialist to view the documents and forms history, the Question and Answer history, initiate a modification, and perform administrative functions.



AMCOM EXPRESS NET LOGOUT HELP
 Specialist, Contract

Task Order Detail: [3333] Hardware Procurement

INFORMATION

Status	Winner	Domain	PGD	Award Date	Award Amount	Obligated Value	Period of Performance
Awarded	ALAV	Technical	IWS	2004-08-24	\$50,000.00	\$10,000.00	2004-08-31 to 2005-08-24

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
<input type="checkbox"/> Funding Doc	1	2004-08-23 16:58	Customer, T.	
<input checked="" type="checkbox"/> RFQ	1	2004-08-23 18:04	Officer, C.	
<input checked="" type="checkbox"/> ALAV Proposal	1	2004-08-24 12:49	Vendor, T.	

AWARDED MODIFICATIONS

TO #	Vendor	Title	Type	Obligated Value	Domain	PGD
No modifications have been awarded						

AVAILABLE ACTIONS

Status	Action	Description
Available	VIEW HISTORY	View documents and forms history.
Available	VENDOR Q&A	View Q&A History.
Available	MODIFY TASK ORDER	Modify this task order.
Available	DD350	Modify or renew task order using DD350.
Available	UPLOAD SIGNED SF30	Upload Signed SF30.
Available	UPLOAD FUNDING DOC	Upload funding document.
Available	TERMINATE	Terminate task order using SF30.
Available	RENEW	Renew this task order
Pending	CLOSE OUT	Closeout task order using DD1594.

Figure 17: Awarded Task Order Detail Page

5.3 RFQ

The RFQ occurs in three phases. During each phase the Contract Specialist is expected to prepare the requisite documents and then notify the Contracting Officer that the phase is complete. Clicking on the task order title and viewing the task order detail page described in section 5.2.1 can access the actions that the Vendor can perform in each of the following subsections.

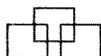
5.3.1 Draft RFQ

Once a task is assigned to a Contract Specialist the task order enters into the Draft RFQ stage. At this point the Contract Specialist is expected on the task order detail screen to review the statement of work document and to post any modifications that are made. Note that Vendors cannot access (view or download) old versions of the statement of work or the RFQ.

The Contract Specialist should complete an initial RFQ and upload it through the button labeled "Upload RFQ". The Contract Specialist can upload additional documents that will be viewable to the Vendor. Once the task order is prepared, the Contract Specialist should click the "Notify" button, which will send an email to the Contracting Officer that the task order is ready to proceed to the next step.

5.3.2 Draft RFQ: Q&A Available

The Contracting Officer will move a task from the "Draft RFQ" stage to the "Draft RFQ: Q&A Available" stage once notified by the Contract Specialist. While the Q&A session is open both the assigned Contract Specialist and the officer will be notified by email whenever a Vendor posts a question. While the officer is the only person that is able to post a response the Contract Specialist is encouraged to field questions and send those responses to the officer to be posted.



The Contract Specialist can upload new version of the SOW and RFQ during this stage. Once modifications have been complete and the Q&A session is about to end the Contract Specialist should click the "Notify" button to inform the officer that the task order is ready to be moved to the next stage.

AMCOM EXPRESS NET LOGOUT HELP
Specialist, Contract

Task Order Detail: [2004T-0] Hardware Procurement

STATUS
1 CUSTOMER REQS 2 PENDING ASSIGNMENT 3 DRFT RFQ/Q&A 4 RFQ/PROPOSALS 5 EVALUATION 6 AWARD
@ Day 0

INFORMATION

Customer Org	Estimated Available Funding	Assigned Domain	Description
IWS	\$0 - \$100,000	Technical	View

CONTACTS

Role	Name	Email	Phone	Fax	Office Symbol
POC	Michael	system@redstone.us.army.mil	555-555-5555	555-555-5555	APP
TM	Adam Stone	system@redstone.army.mil	555-555-5555	555-555-5555	OFF

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
Statement of Work	1	2004-08-23 16:58	Customer, T.	
Statement of Work	2	2004-08-23 16:58	Customer, T.	
Funding Doc	1	2004-08-23 16:58	Customer, T.	
IGCE Spreadsheet	1	2004-08-23 17:02	Customer, T.	
Contract Data Requirement	1	2004-08-23 17:02	Customer, T.	
Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details
RFQ	1	2004-08-23 18:04	Officer, C.	
Service Request Data				

VENDORS WHO HAVE REQUESTED FINAL RFQ
Technical Vendor

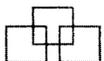
PENDING ACTIONS

Status	Action	Description
Available	<input type="button" value="VENDOR Q&A"/>	RFQ Questions and Answers. Currently 1 post(s) in this Q&A area.
Optional	<input type="button" value="UPLOAD SOW"/>	Upload SOW.
Optional	<input type="button" value="UPLOAD RFQ"/>	Upload RFQ.
Available	<input type="button" value="UPLOAD ATTACHMENT"/>	Upload additional supporting documents.
Pending	<input type="button" value="NOTIFY"/>	Notify Contracting Officers for final RFQ approval.

Figure 18: Draft Q&A Task Order Detail Page

5.3.3 RFQ Proposals

When the task order is in the RFQ Proposal phase Vendors are able to submit proposals. A Vendor's proposal will appear in the Document and Forms section of the screen and will be labeled "Vendor's Name Proposal". The Contract Specialist can view the Q&A history and upload additional attachments. A warning message is displayed next to the button labeled "Begin Eval Phase" when no proposals have been submitted. By clicking the "Begin Eval Phase" the Contract Specialist is able to stop accepting Vendor's proposals and will move the task order into the evaluation phase.





[LOGOUT](#) [HELP](#)
0 Specialist, Contract

Task Order Detail: [2004T-9] Hardware Procurement


HOME


SEARCH

STATUS					
1 CUSTOMER REQS 2 PENDING ASSIGNMENT 3 DRFT RFQ/Q&A 4 RFQ/PROPOSALS 5 EVALUATION 6 AWARD					
@ Day 0					
INFORMATION					
Customer Org	Estimated Available Funding	Assigned Domain	Description		
IWS	\$0 - \$100,000	Technical	View		
CONTACTS					
Role	Name	Email	Phone	Fax	Office Symbol
POC	Michael	system@redstone.us.army.mil	555-555-5555	555-555-5555	APP
TM	Adam Stone	system@redstone.army.mil	555-555-5555	555-555-5555	OFF
DOCUMENTS & FORMS					
Title	Version	Date Added	User	Comments	
Statement of Work	1	2004-08-23 16:58	Customer, T.		
Statement of Work	2	2004-08-23 16:58	Customer, T.		
Funding Doc	1	2004-08-23 16:58	Customer, T.		
IGCE Spreadsheet	1	2004-08-23 17:02	Customer, T.		
Contract Data Requirement	1	2004-08-23 17:02	Customer, T.		
Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details	
RFQ	1	2004-08-23 18:04	Officer, C.		
Service Request Data					
VENDORS WHO HAVE REQUESTED FINAL RFQ					
Technical Vendor					
PENDING ACTIONS					
Status	Action	Description			
Available	VENDOR Q&A	Review RFQ Questions and Answers.			
Available	UPLOAD ATTACHMENT	Upload additional supporting documents.			
Pending	BEGIN EVALPHASE	Stop accepting proposals and proceed to evaluation period. (Warning: No proposals posted for this task order.)			

Figure 19: RFQ Proposal Task Order Detail Page

5.4 AWARD TASK ORDER

The officer is responsible for reviewing the Customer's evaluation and selecting the winning Vendor. After a Vendor has been selected the Contract Specialist will make the award in the PADDs system and generate a task order number. From this point on, the task order number that is entered will appear in place of the control number on the home page. The Contract Specialist will also enter the award information on the two screens shown in Figure 20 by clicking on the "Award Task Order" button.

8/23/2004

AMCOM EXPRESS NET

PAGE 24 OF 39

The figure shows two side-by-side screenshots of a web application window titled "AMCOM Express Enterprise Procurement Portal - Microsoft Internet Explorer". Both windows display a form titled "Select Award Winner".

The left window shows the initial form with the following fields and options:

- "Please select the winning vendor:" with a dropdown menu showing "ALAV".
- "Please select a basis type for this task order:" with radio buttons for "Firm Fixed Price" (selected), "Time and Materials", "Fixed Rate L&E", and "Labor Hour".
- "Enter Period of Performance Dates:" with "From Date:" and "To Date:" fields, each with a calendar icon.
- "Please enter an Obligated Value for this task order:" with a text input field containing "0.0".
- Buttons for "CANCEL" and "SUBMIT" at the bottom.

The right window shows the verification screen with the following fields and options:

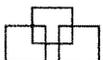
- Instructions: "Please verify that the information below is accurate. If accurate please click the 'Submit' button. Otherwise, please click the 'Edit' button to make any changes or 'Close' to exit."
- "Winning vendor:" with a dropdown menu showing "ALAV".
- "Award Value: (Bid value displayed below. Please change if necessary.)" with a text input field containing "50000.00".
- "Basis type for this task order:" with radio buttons for "Firm Fixed Price" (selected) and "Time and Materials".
- "Please select a four-digit task order number:" with an empty text input field.
- "Existing task order numbers for this BPA Number:" with an empty text input field.
- "Please select an action:" with buttons for "EDIT", "CANCEL", and "SUBMIT" at the bottom.

Figure 20: Award Task Order Form

Once a task order has been awarded, the Contract Specialist is responsible for uploading the appropriate set of award documents.

5.5 MODIFICATIONS

Anyone that can reach the details of an awarded task order is able to initiate a new task order modification. Modifications appear on the homepage under "Modified Task Orders". The Contract Specialist is notified by email whenever a task order modification is entered. The Customer will upload the funding document, the labor mix document, and technical instructions. The Contract Specialist should upload the award statement of work and click the "Notify" button to inform the officer that the modification is ready to be awarded.



6 CONTRACTING OFFICER GUIDE

The officer guide will cover the topics that are outside of the domain of the other users. The officer is able to complete any of the tasks of the Contract Specialist and should refer to the Contract Specialist guide for information about those tasks. This chapter orients the officer to the primary functional screens that constitute the officer perspective.

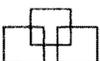
6.1 HOME PAGE

When an officer logs into the system, the officer homepage is displayed. The homepage summarizes tasks in four categories:

- **New Requirements** are those tasks that a Customer has initiated but has not finished entering the requirement documents.
- **Requirements in Process** are the tasks that have been sent to the contracts office by a Customer. The "Status" field for each requirement in process indicates progress towards award.
- **Awarded Task Orders** reflect awarded task orders. Task Orders in this section are available for modification.
- **Modified Task Orders** are modifications that have been created from an awarded task and are in progress to being awarded.

Since the Contracting Officer is presented with all task orders, in the later three categories, task orders are grouped by domain. Clicking on a domain will expand out to reveal all of the task orders in that domain [Fig. 21].

In the left navigation the officer is presented with three options. The first, "Home" is highlighted in red because the officer is currently on the homepage. The second option, "Search" allows the officer to open the search interface. The third option, "Admin" is used to access the administrative interface (section 6.7).



AMCOM EXPRESS NET LOGOUT HELP
Contracting Officer

Home

NEW REQUIREMENTS

TRK #	Status	Description	Customer Org	Init Date	Domain
2004T-5	Contract Requirements	Environmental Impact Analysis	IWS	2004-08-18	Technical
2004T-6	Contract Requirements	Data Information Engineering Services	IWS	2004-08-18	Technical
2004T-8	Contract Requirements	Annual Facilities Management	IWS	2004-08-19	Technical

REQUIREMENTS IN PROCESS

TRK #	Status	Title	Specialist	Customer Org	Init Date	DIQ
Technical						
2004T-5	Awaiting Assignment	Data Warehouse	Unassigned	IWS	2004-08-18	3
2004T-9	Awaiting Assignment	Hardware Procurement	Unassigned	IWS	2004-08-23	0
2004T-4	Evaluation	Program and Technical Audit	specialist	IWS	2004-08-17	0
+ Programmatic						
+ Logistics						
+ B&A						

AWARDED TASK ORDERS

TO #	Winner	Status	Title	Specialist	Customer Org	Award Date	Value
Technical							
9879	ALAV	Awarded	Department Wide Hardware Procurement	specialist	IWS	2004-08-17	\$110,100.00
4444	ALAV	Awarded	Management Consulting Services	specialist	IWS	2004-08-17	\$78,540.00
3333	ALAV	Awarded	Equipment Upgrades	specialist	IWS	2004-08-18	\$125,000.00
1111	ALAV	Awarded	New Construction	specialist	IWS	2004-08-17	\$1,000.00
+ Programmatic							
+ Logistics							
+ B&A							

MODIFIED TASK ORDERS

TO #	Vendor	Title	Specialist	Customer Org
Technical				
1111-01	ALAV	New Construction	Technical	IWS
3333-01	ALAV	Equipment Upgrades	Technical	IWS
+ Programmatic				
+ Logistics				
+ B&A				

Figure 21: Contracting Officer Homepage

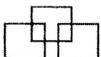
6.2 PROCESS OVERVIEW

The Contracting Officer is responsible for the procurement process. The first action that a Contracting Officer will take on a task order is to assign the order to a Contract Specialist. The Contract Specialist will complete the majority of the document and forms associated with a task order, but the officer is responsible for processing the task order. Throughout the procurement process as the Contract Specialist completes a set of tasks, the Contract Specialist will notify the Contracting Officer (via email) that the task order is ready to be moved to the next step. At that time, the officer is to review the task order and move to the next phase of the procurement cycle if the task order is in fact ready.

In addition to managing the procurement cycle, a Contracting Officer is responsible for maintaining user accounts and has access to the reporting functionality. The Contracting Officer should be familiar with each user group's specific set of tasks as the officer is ultimately managing all of these tasks.

6.3 TASK ORDER DETAIL SCREEN

By clicking on a task order "Title" on the homepage the officer is taken to the task order detail screen. There are two variations on the task order detail screen, one for requirements in process and one for awarded task order.



6.3.1 Requirements in Process Details Page

The requirements in process details page, Figure 22, is broken into five categories.

- **Status** reflects the current status of the requests and how many days have elapsed since the task order requirement was submitted.
- **Information** provides the general information about the task order.
- **Contacts** list the Point of Contact and the COR that is entered during the Contract Requirements Process.
- **Documents and Forms** are a central aspect of the procurement process. AMCOM, Vendors, and Customers collaborative documents and forms are managed through Documents and Forms and their status is listed here. Since documents may have multiple drafts, their version and author are displayed next to the document title. Click on a document title to view the document.
- **Available Actions** is a list of actions that can be performed by the officer at the specific instance of the process, based on the current status. Click on the appropriate button to perform or review the task.

AMCOM EXPRESS NET LOGOUT HELP
 @ Officer, Contracting

Task Order Detail: [2004T-9] Hardware Procurement

STATUS
 1 CUSTOMER REQS 2 PENDING ASSIGNMENT **3 DRFT RFQ/Q&A** 4 RFO/PROPOSALS 5 EVALUATION 6 AWARD
 @ Day 0

INFORMATION

Customer Org	Estimated Available Funding	Assigned Domain	Description
IWS	\$0 - \$100,000	Technical	View

CONTACTS

Role	Name	Email	Phone	Fax	Office Symbol
POC	Michael	system@redstone.us.army.mil	555-555-5555	555-555-5555	APP
TM	Adam Stone	system@redstone.army.mil	555-555-5555	555-555-5555	OFF

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
Statement of Work	1	2004-08-23 16:58	Customer, T.	
Statement of Work	2	2004-08-23 16:58	Customer, T.	
Funding Doc	1	2004-08-23 16:58	Customer, T.	
IGCE Spreadsheet	1	2004-08-23 17:02	Customer, T.	
Contract Data Requirement	1	2004-08-23 17:02	Customer, T.	
Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details
Service Request Data				

PENDING ACTIONS

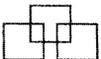
Status	Action	Description
Optional	<input type="button" value="UPLOAD SOW"/>	Upload SOW.
Pending	<input type="button" value="UPLOAD RFQ"/>	Upload RFQ.
Available	<input type="button" value="UPLOAD ATTACHMENT"/>	Upload additional supporting documents.
Pending	<input type="button" value="PROCEED TO NEXT STEP"/>	Proceed to Q&A Step. Domain vendors will be notified of new task order opportunity.

Figure 22: Requirements in Process Detail Page

6.3.2 Awarded Task Order Detail Page

Once a task order has been awarded it will appear in the "Awarded Task Orders" category on the home page and the task order detail page will reflect a new set of information. The task order detail screen is broken into four categories:

- **Information** displays the basic information about the task order.
- **Documents and Forms** display documents and forms related to the task order award. Use the button at the bottom "View History" to view previous documents.



- **Awarded Modifications** displays a list of modifications that have been made to the task order. Each modification has an obligated value that is added to the original obligated value to calculate the total obligated value for the given task order. Clicking on a modification title displays the details of the modification.
- **Available Actions** is now a static list of actions that allow the Contracting Officer to view the documents and forms history, the Question and Answer history, initiate a modification, and perform administrative functions.

AMCOM EXPRESS NET [LOGOUT] [HELP]
 Officer, Contracting

Task Order Detail: [3333] Hardware Procurement

INFORMATION

Status	Winner	Domain	PGD	Award Date	Award Amount	Obligated Value	Period of Performance
Awarded	ALAV	Technical	IWS	2004-08-24	\$50,000.00	\$10,000.00	2004-08-31 to 2005-08-24

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
<input type="checkbox"/> Funding Doc	1	2004-08-23 16:58	Customer, T.	
<input checked="" type="checkbox"/> Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details
<input checked="" type="checkbox"/> RFQ	1	2004-08-23 18:04	Officer, C.	
<input checked="" type="checkbox"/> ALAV Proposal	1	2004-08-24 12:49	Vendor, T.	

AWARDED MODIFICATIONS

TO #	Vendor	Title	Type	Obligated Value	Domain	PGD
No modifications have been awarded						

AVAILABLE ACTIONS

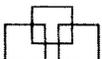
Status	Action	Description
Available	<input type="button" value="VIEW HISTORY"/>	View documents and forms history.
Available	<input type="button" value="VENDOR Q&A"/>	View Q&A History.
Available	<input type="button" value="MODIFY TASK ORDER"/>	Modify this task order.
Available	<input type="button" value="DD350"/>	Modify or renew task order using DD350.
Available	<input type="button" value="UPLOAD SIGNED SF30"/>	Upload Signed SF30.
Available	<input type="button" value="UPLOAD FUNDING DOC"/>	Upload funding document.
Available	<input type="button" value="TERMINATE"/>	Terminate task order using SF30.
Available	<input type="button" value="RENEW"/>	Renew this task order.
Pending	<input type="button" value="CLOSE OUT"/>	Closeout task order using DD1594.

Figure 23: Awarded Task Order Detail Page

6.4 QUESTION AND ANSWER

Prior to the question and answer phase the officer is responsible for assigning a Contract Specialist to the task order from the task order detail page. The Contract Specialist will then complete the draft RFQ phase and notify the officer via email that the phase has been complete. The officer will then review the RFQ and begin the Draft RFQ / Q&A Available phase. In the Q&A phase Vendors are able to post questions. The officer is the only person that may post a response to Vendor questions. However, when a question is posted the officer and Contract Specialist are notified via email that a new question has been posted. It is expected that the specialist will send proposed responses to the officer for consideration, but ultimately it is the Contracting Officer that will post answers.

To post a response to a question, or to simply review all of the posts, click on the "Vendor Q&A" button. A new screen will be displayed that lists all of the questions and answers that have been posted. To post a response, the Contracting Officer is provided a text box in which to fill in the answer. The Contracting Officer ends the Q&A phase by selecting the "Proceed to Next Step" button [Fig. 24].





LOGOUT HELP
**Officer,
Contracting**

Task Order Detail: [2004T-9] Hardware Procurement



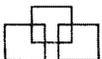


STATUS					
1 CUSTOMER REQS 2.PENDING ASSIGNMENT 3 DRFT RFQ/Q&A 4 RFQ/PROPOSALS 5 EVALUATION 6 AWARD					
@ Day 0					
INFORMATION					
Customer Org	Estimated Available Funding	Assigned Domain	Description		
IWS	\$0 - \$100,000	Technical	View		
CONTACTS					
Role	Name	Email	Phone	Fax	Office Symbol
POC	Michael	system@redstone.us.army.mil	555-555-5555	555-555-5555	APP
TM	Adam Stone	system@redstone.army.mil	555-555-5555	555-555-5555	OFF
DOCUMENTS & FORMS					
Title	Version	Date Added	User	Comments	
Statement of Work	1	2004-08-23 16:58	Customer, T.		
Statement of Work	2	2004-08-23 16:58	Customer, T.		
Funding Doc	1	2004-08-23 16:58	Customer, T.		
IGCE Spreadsheet	1	2004-08-23 17:02	Customer, T.		
Contract Data Requirement	1	2004-08-23 17:02	Customer, T.		
Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details	
RFQ	1	2004-08-23 18:04	Officer, C.		
Service Request Data					
VENDORS WHO HAVE REQUESTED FINAL RFQ					
Technical Vendor					
PENDING ACTIONS					
Status	Action	Description			
Available	<input type="button" value="VENDOR Q&A"/>	RFQ Questions and Answers. Currently 1 post(s) in this Q&A area.			
Optional	<input type="button" value="UPLOAD SOW"/>	Upload SOW.			
Optional	<input type="button" value="UPLOAD RFQ"/>	Upload RFQ.			
Available	<input type="button" value="UPLOAD ATTACHMENT"/>	Upload additional supporting documents.			
Pending	<input type="button" value="PROCEED TO NEXT STEP"/>	Proceed to RFQ/Proposals Step. Domain vendors will be notified and acceptance of proposals will begin			

Figure 24: Q&A Task Order Detail Page

6.5 EVALUATION AND AWARD

The Contracting Officer will end the RFQ / Proposal phase in the task order detail screen by clicking on the "Begin Eval Phase". Notice that a warning message appears beside the "Begin Eval Phase" button if no proposals have been received [Fig. 25].





LOGOUT HELP
**Officer,
Contracting**

Task Order Detail: [2004T-9] Hardware Procurement





STATUS

1 CUSTOMER REQS 2.PENDING ASSIGNMENT 3 DRFT RFO/Q&A **4.RFQ/PROPOSALS** 5 EVALUATION 6.AWARD

@ Day 0

INFORMATION

Customer Org	Estimated Available Funding	Assigned Domain	Description
IWS	\$0 - \$100,000	Technical	View

CONTACTS

Role	Name	Email	Phone	Fax	Office Symbol
POC	Michael	system@redstone.us.army.mil	555-555-5555	555-555-5555	APP
TM	Adam Stone	system@redstone.army.mil	555-555-5555	555-555-5555	OFF

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
<input type="checkbox"/> Statement of Work	1	2004-08-23 16:58	Customer, T.	
<input type="checkbox"/> Statement of Work	2	2004-08-23 16:58	Customer, T.	
<input type="checkbox"/> Funding Doc	1	2004-08-23 16:58	Customer, T.	
<input type="checkbox"/> IGCE Spreadsheet	1	2004-08-23 17:02	Customer, T.	
<input checked="" type="checkbox"/> Contract Data Requirement	1	2004-08-23 17:02	Customer, T.	
<input checked="" type="checkbox"/> Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details
<input checked="" type="checkbox"/> RFQ	1	2004-08-23 18:04	Officer, C.	
<input type="checkbox"/> Service Request Data				

VENDORS WHO HAVE REQUESTED FINAL RFQ

Technical Vendor

PENDING ACTIONS

Status	Action	Description
Available	<input type="button" value="VENDOR Q&A"/>	Review RFQ Questions and Answers
Available	<input type="button" value="UPLOAD ATTACHMENT"/>	Upload additional supporting documents.
Pending	<input type="button" value="BEGIN EVAL PHASE"/>	Stop accepting proposals and proceed to evaluation period. (Warning: No proposals posted for this task order.)

Figure 25: RFQ / Proposal Task Order Detail Page

The Customer is responsible for completing the evaluation. Once the evaluation is complete the text to the left of the "Evaluate Vendors" button will change to "Complete" [Fig. 26].

8/23/2004

AMCOM EXPRESS NET

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AMCOM EXPRESS NET LOGOUT HELP
Officer, Contracting

Task Order Detail: [2004T-9] Hardware Procurement

STATUS
 1 CUSTOMER REQS 2.PENDING ASSIGNMENT 3 DRFT RFQ/Q&A 4 RFQ/PROPOSALS **5.EVALUATION** 6 AWARD
 @ Day 0

INFORMATION

Customer Org	Estimated Available Funding	Assigned Domain	Description
IWS	\$0 - \$100,000	Technical	View

CONTACTS

Role	Name	Email	Phone	Fax	Office Symbol
POC	Michael	system@redstone.us.army.mil	555-555-5555	555-555-5555	APP
TM	Adam Stone	system@redstone.army.mil	555-555-5555	555-555-5555	OFF

DOCUMENTS & FORMS

Title	Version	Date Added	User	Comments
Statement of Work	1	2004-08-23 16:58	Customer, T.	
Statement of Work	2	2004-08-23 16:58	Customer, T.	
Funding Doc	1	2004-08-23 16:58	Customer, T.	
IGCE Spreadsheet	1	2004-08-23 17:02	Customer, T.	
Contract Data Requirement	1	2004-08-23 17:02	Customer, T.	
Technical Addendum	1	2004-08-23 17:05	Customer, T.	Refer to this document for technical details
RFQ	1	2004-08-23 18:04	Officer, C.	
ALAY Proposal	1	2004-08-24 12:49	Vendor, T.	
Service Request Data				

PENDING ACTIONS

Status	Action	Description
Pending	<input type="button" value="EVALUATE VENDORS"/>	Open vendor proposal evaluation worksheet.
Available	<input type="button" value="UPLOAD ATTACHMENT"/>	Upload additional supporting documents.
Pending	<input type="button" value="AWARD TASK ORDER"/>	Select winner of Task Order competition.
Available	<input type="button" value="VENDOR Q&A"/>	Review RFQ Questions and Answers.

Figure 26: Evaluation Task Order Detail Page

At this stage, the Contracting Officer should click on the “Evaluate Vendors” button in order to access the evaluation form. A printer friendly view is made available via the “Print” button in the top half of the screen.

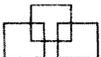
Once the Contracting Officer has chosen a winning Vendor, the officer should notify the Contract Specialist to generate a task order in PADDS and obtain a task order number. The specialist can enter in the award information, but it is the Contracting Officer’s responsibility to review the award information for final approval.

6.6 MODIFICATIONS

Anyone that can reach the details of an awarded task order is able to initiate a new task order modification. Modifications appear on the homepage under “Modified Task Orders”. The Contract Specialist will notify the Contracting Officer once all of the documents have been uploaded. The officer can officially award the modification from the task order detail screen by clicking on “Proceed to Next Step” and filling out the modification award form [Fig 27].

Since modifications are not always awarded in the order in which they entered the system, the number assigned to the task order is only a placeholder, the official Modification Task Order Number is entered on the award screen [Fig. 27]. Since modifications are sometimes consolidated, there is an option on the task order detail screen to cancel a modification by clicking on “Cancel Mod”.

There are four available types of modification:



- **New Work:** This modification applies when it is necessary to increase the maximum value of a task order. For example, a Customer decides to extend a one-year existing task order for another year, which requires the total time and money allotted to be doubled.
- **Other / No-Cost Extension:** When a contractor does not require additional funding but needs more time to complete already-assigned work, a no-cost extension is often the proper type of modification. This category should be selected if the other three are not suitable.
- **Realignment:** When an adjustment needs to be made to correct for over or under funding in of the following categories: Labor, Materials, or Travel.
- **Option Exercise:** Task orders often specify a number of options to be exercised in the future. When a Customer would like to obligate money for an option exercise, the Customer will initiate an option exercise modification.

Figure 27: Modification Award Screen

By clicking next the officer has awarded the task order. Awarded modifications are available through the task order detail page of the task order for which the modification was issued.

6.7 ADMINISTRATIVE FUNCTIONALITY AND REPORTING

The Contracting Officer user group is the only group that has access to the administrative and reporting functionality. Use the button on the left navigation to access the administrative interface. Use the drop down box shown in Figure 28 to navigate the administrative options.

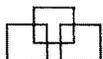
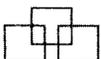


Figure 28: Administrative Console

6.7.1 Add / Modify Users

The section labeled “Select User Group” provides the option to select users by account type. Use this option to generate a list of users in a given account type. The users will appear under “Select User to Administer” with a column labeled “Action”. The “Action” column contains a button to delete a user and one to edit the user. By clicking the edit button the Add / Modify User section of the screen will be populated with the user’s information.

The “Add / Modify User” section of the screen is used to edit user information or to add a new user. The user ID must correspond to the user’s AKO ID. The user will then use their AKO user ID and password to log into AMCOM EXPRESS Net. The email address entered in the text field will be used to send email notifications. Selecting the role will determine the user’s group. All users should be assigned to a Company / Division. Once complete with the form, click on the “Submit” button to save the information, either editing or creating the user.



AMCOM EXPRESS NET [LOGOUT] [HELP]
 Officer, Contracting

Administration Menu

Administration Options

Select Action: **Add/Modify Users** [GO]

Select User Group

Select users by user role:
 [Customers] [SUBMIT]

Select User to Administer

User ID	First Name	Last Name	Role	Company/Division	Action
tCustomer	Technical	Customer	Customer	Infantry Weapons Systems	[EDIT] [DEL]
pCustomer	Programmatic	Customer	Customer		[EDIT] [DEL]

Add/Modify User

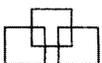
User Id: []
 First Name: [] Email: []
 Last Name: [] Phone: []
 Role: [AMCOM Express Admin] Fax: []
 Company/Division: [No company selected]

[CANCEL] [SUBMIT]

Figure 29: Add / Modify Users

6.7.2 Add / Modify Companies / Program Groups

To create or edit companies and divisions (program groups) select the second option in the drop down box in the admin interface. Use the link to create a “new Customer” to enter in new divisions or program groups. Use the link to create a “new Vendor” to enter in new Vendors. To select from the current set of divisions or Vendors select the category from the drop down box labeled “Select by company type”. All divisions or all companies will then be displayed in the lower panel labeled “Select Company to Administer”. Similar to administering users, select one of the items from the “Action” column to either edit or delete the entry.



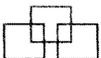
The screenshot shows the AMCOM EXPRESS NET Administration Menu. At the top, there are 'LOGOUT' and 'HELP' buttons, and the user is identified as 'Officer, Contracting'. The 'Administration Menu' is displayed, with 'Add/Modify Companies/Program Groups' selected in the 'Select Action' dropdown. Below this, there is a 'Select Company' section with a 'Select by company type' dropdown and options to create a new Customer or Vendor. At the bottom, a table titled 'Select Company to Administer' lists four vendor types with their account statuses and action options (EDIT and DEL).

Company Name	Company Type	Account Status	Active BPA	Action
Technical Vendor	Vendor	Active		<input type="checkbox"/> EDIT <input type="checkbox"/> DEL
Programmatic Vendor	Vendor	Active		<input type="checkbox"/> EDIT <input type="checkbox"/> DEL
Logistic Vendor	Vendor	Active		<input type="checkbox"/> EDIT <input type="checkbox"/> DEL
B&A Vendor	Vendor	Active		<input type="checkbox"/> EDIT <input type="checkbox"/> DEL

Figure 30: Add / Modify Companies / Program Groups

6.7.3 Add / Modify BPAs

To administer BPA select the third option down in the drop down box "Add / Modify BPAs". This screen provides the ability to sort by multiple attributes and then displays the results in the lower panel entitled "Select BPA to Administer". Similar to administering users, select one of the items from the "Action" column to either edit or delete the entry.



AMCOM EXPRESS NET LOGOUT HELP
 Officer, Contracting

Administration Menu

Administration Options

Select Action: Add/Modify BPAs

Select BPA

Select by validity:

OR select by company:

OR select by BPA Number:

OR create a [new BPA](#)

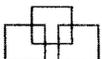
Select BPA to Administer

BPA Number	BPA Prime Vendor Name	Valid Dates	Action
321	Technical Vendor	2002-06-23 - 2004-07-27	<input type="button" value="EDIT"/> <input type="button" value="DEL"/>
M67854-02-A-6666	Programmatic Vendor	2002-06-01 - 2004-06-01	<input type="button" value="EDIT"/> <input type="button" value="DEL"/>
M67854-02-A-9000	Logistic Vendor	2001-06-09 - 2004-12-09	<input type="button" value="EDIT"/> <input type="button" value="DEL"/>
M-ABCD-SEPT	B&A Vendor	2002-09-01 - 2004-08-31	<input type="button" value="EDIT"/> <input type="button" value="DEL"/>

Figure 31: Add / Modify BPAs

6.7.4 Edit Task Orders

The edit task order interface allows Contracting Officers to modify the status, domain, and POC of a task order. A task order cannot be edited once it has been awarded. Modifying the status is useful when the officer wants move a task order back to a previous phase or would like to skip a phase. If a task order is listed in an incorrect domain, then the appropriate Vendors will not be able to see the task and the edit task order interface is the only way to update the domain.



The screenshot shows the AMCOM EXPRESS NET Administration Menu. At the top, there are 'LOGOUT' and 'HELP' buttons, and the user's role is listed as 'Officer, Contracting'. The 'Administration Menu' is open, and 'Edit Task Orders' is selected in the 'Select Action' dropdown. Below this, a table titled 'Administer Active Task Orders (Restricted to orders before DRFT RFD: Q&A only)' is displayed. The table has the following data:

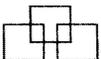
TRCK #	Status	Title	Domain	PGD	Init Date
2004T-5	Contract Requirements	Environmental Impact Analysis	Technical	IWS	2004-08-18
2004T-6	Contract Requirements	Data Information Engineering Services	Technical	IWS	2004-08-18
2004T-8	Contract Requirements	Annual Facilities Management	Technical	IWS	2004-08-19
2004T-5	Awaiting Assignment	Data Warehouse	Technical	IWS	2004-08-18
2004T-4	Evaluation	Program and Technical Audit	Technical	IWS	2004-08-17

Figure 32: Edit Task Orders

6.7.5 View AMCOM Express Reports

Contracting Officers are able to generate reports by navigating to the AMCOM Express Reports page. From this page three types of reports are available. Clicking run report will display the results in the panel in Excel format such that the contents can be easily copied into Microsoft Excel. Choose from one of three reports:

- **Portal Reporting** generates a report on task orders. The report can be filtered by functional domain, Contract Specialist, contractor, and date. Once executed the report displays: Control Number, Domain, Customer, Vendor, Contract Specialist, Task Order Number, Title, Description, Award Date, Award Amount, Obligated Amount, and Period of Performance End Date.
- **Administrative Reports** generate a report of AMCOM EXPRESS Net users. The report can be filtered by user group and company / division. Once executed the report displays: Login Id, First Name, Last Name, Account Type, and Organization.
- **Program-Level Reporting** generates a yearly summary of activity. The report must be executed for a selected fiscal year. Once executed the report displays: Fiscal Year, Number of Task Orders, and Total Amount Obligated.





LOGOUT HELP
**Officer,
Contracting**

Administration Menu

HOME

SEARCH

ADMIN

Administration Options

Select Action: View AMCOM Express Reports GO

Portal Reporting

Report	Action
Awarded Task Orders by Functional Domain	
<input checked="" type="radio"/> Technical <input type="radio"/> Programmatic <input type="radio"/> Logistic <input type="radio"/> B&A	RUN REPORT
Filter by Contract Specialist: <input type="text"/>	
Filter by Contractor: <input type="text"/>	
Filter between dates: <input checked="" type="radio"/> No <input type="radio"/> Yes	
<hr/>	
Administrative Reports	
Users by Account Type and/or Organization	
<input type="radio"/> AMCOM Express Administrators <input type="radio"/> AMCOM Express Staff <input type="radio"/> Customers <input type="radio"/> Vendors <input checked="" type="radio"/> All	RUN REPORT
<input type="text"/>	
<hr/>	
Program-Level Reports	
Number of Task Orders and Amount Obligated per Year	
Select Year: 2002	RUN REPORT

Figure 33: Reporting Console

