

AD06 Adding a Scheduled Deliverable Requirement (includes material for **AD04** and **AD07**)

I. Purpose:

This procedure explains how add a scheduled deliverable requirement and how to check for completion. It covers also associating a deliverable/child to its parent, modifying a deliverable (AD07), and is a superset for setting up “as required” deliverables (AD04).

II. Who Can Do This:

Only persons with administrator permissions can execute this procedure.

III. Important Pre-requisites

The user is assumed to know:

- How to enter Cases (See How-to #DC04)
- How to “start associated workflow” from within a Case and the basic steps to enter a requirement (How-to #A02)
- The basic definitions of deliverables (See How-to #AD00).
- The naming conventions for requirements (See How-to #DC01). *Consistency amongst all the formats and nomenclature in field parameters is paramount for search integrity.*
 - *If unsure before hitting “complete”, look at similar examples in the existing RMS (Production) data.*
 - *Always verify any new entries by searching afterward.*

IV. The Example

The example uses Clause I.142, partially extracted below. For comparison, the Parent (non-deliverable) data is shown followed by set up of the deliverable workflow and data.

**CLAUSE I.142 - FAR 52.209-9 UPDATES OF PUBLICLY AVAILABLE INFORMATION
REGARDING RESPONSIBILITY MATTERS (FEB 2012)**

- (a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database via <https://www.acquisition.gov>.
- (b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIS consists of two segments—

V. Procedure

1. Follow How-to procedure #AD02, Steps V.1 to V.6 to see the “Enter Requirements Data” screenshot for the data for the Parent (non-deliverable) requirement.
 - The laziest RM PM/administrator will set up the deliverable first, and the parent second. This recommended sequence allows the association of the deliverable requirement to the parent, while the parent is being defined (the deliverable exists(!) to enable set up of the association).
 - If the parent requirement exists already, then after defining the deliverable, a new workflow must be opened to modify the parent to add the association to the deliverable child (see also How-to AD05). This write-up follows this sequence, just because.

Requirement Job/Enter Requirement Data step for **Parent (non-deliverable)** requirement:

How-to examples - Analyses & Planning (Edit Mode) X Add deliverable requirement - Enter Requirement Details (Edit Mode) X

Complete Task Save Make Available Move to Waiting Reassign Task Show Job Details

Requirement Process

Property Values

Requirement Information

Contract Part*: Contract Section

Contract Section*: I

Contract Subsection (eg. H.13 or I.021)*: I.142

Source Requirement Type*: Federal Acquisition Regulation (FAR)

SRD Citation*: FAR 52.209-9

SRD Title*: Updates of Publicly Available Information Regarding Responsibility Matters (Feb 2012)

SRD Section/Paragraph Citation:

SRD Section Title:

Brief Summary of Requirement:

Link to SRD and/or other info (hyperlink): URL: Name:

Link to SRD and/or other info (attachment):

Contract Effective Date: Feb 1 2012

Change Activity: pending

Status: active pending retired

Primary Owner:

Function (Primary)*: z - Other

Additional Owner:

Additional Owner Function:

RMC Representative (Case)*: Young, Lydia J

Hierarchy Level*: 0

Policy Area:

Does this contain embedded req?*: embedded no

Instruction: If embedded, cite embedded (association)

Is this a main req or a component of main?*: component main

Is this a deliverable?: No Yes

Instruction: If yes, complete deliverable information

For this parent requirement, we don't enter any section/paragraph info.

The FAR carries a date later than the default C31 start date (6/1/05). We don't know the C31 Mod info related to the FAR, so we enter the Feb 2012 date as a reasonable guess.

This is the Parent (= Main)

This is the Parent, NOT the deliverable. So, "no" applies.

2. When all information is entered for the Parent, “Complete” the workflow. It should close.
3. Now let’s set up to the deliverable requirement. Follow Procedure AD02, Steps V.1 to V.6 to reach the “Enter Requirements Data” step to enter the deliverable’s requirement information.

Requirement Job/Enter Requirement Data step for the Deliverable requirement:

The screenshot shows a web-based form for entering requirement details. Red boxes and arrows highlight specific fields with callout boxes:

- Requirement Information:** A red box encompasses the 'Contract Part*', 'Contract Section*', 'Contract Subsection (eg. H.13 or I.021)*', and 'Source Requirement Type*' fields. A callout box states: "The deliverable's info here is the same as its parent's."
- SRD Citation*:** The field contains 'FAR 52.209-9'. A callout box states: "The deliverable is a child of the parent requirement."
- SRD Title*:** The field contains 'Updates of Publicly Available Information Regarding Responsibilities Ma...'. A callout box states: "- Add the Section/Paragraph citation info here. - Add (or paraphrase) the Summary (450 character limit), which will be included in the Deliverable Notifications".
- SRD Section/Paragraph Citation*:** The field contains '(a)'. A callout box points to this field.
- Brief Summary of Requirement*:** The field contains a paragraph of text: "The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database via https://www.acquisition.gov". A callout box points to this field.
- Contract Effective Date:** The date is set to Feb 1, 2012. A red box encompasses this field and the 'Change Activity' field.
- Status:** The status is set to 'active'. A callout box states: "The deliverable's info here is the same as its parent's."
- Primary Owner*:** The owner is 'Hirahara, Jim'. A red box encompasses this field and the 'Function (Primary)*' field.
- Function (Primary)*:** The function is 'z - Other'. A callout box points to this field.
- Does this contain embedded req?***: The option 'no' is selected. A callout box states: "The deliverable is a child = component."
- Is this a main req or a component of main?***: The option 'component' is selected. A callout box points to this field.
- Is this a deliverable?:** The option 'Yes' is selected. A callout box points to this field.

At the bottom of the form, there are two instructions:

- Instruction:** If embedded, cite embedded (association)
- Instruction:** If yes, complete deliverable information

The page ends with the text "CONTINUED NEXT PAGE".

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Is this a deliverable?: No Yes ✖

Instruction: If yes, complete deliverable information

Is there a pending Contract modification?: No Yes ✖

Notification date of pending status: Nov 23 2014 📅 ⏻

Mod Info & Other Comments: 📄 ⏻

Job image

Job:

Select "yes", which will send the wf down the deliverable path of tasks.

4. Once the information is correct and complete, select "Complete Task." Note that upon completion of the "Enter Requirements Data" according to the diagram, the workflow continues.
5. The "Choose Related" step is next. The information uploaded in the "Enter Requirements Data" is displayed. The user can change the Brief text and can upload links or attachments, but everything else under "Requirement Information" is no longer editable.

This step is included to allow the User to optionally associate 2 or more requirements to a single deliverable (see How-to #AD10).

For this example and procedure, select "no" to answer the question, "Is deliverable shared with another?" Then hit "Complete Task" to proceed to next step (Enter Deliverables Definitions).

Requirement WF/Choose Related Deliverable step

Add deliverable requirement 2: Choose Related Deliverable (Edit Mode) X

Complete Task Save Make Available Move to Waiting Reassign Task Show Job Details

Requirement Process

Property Values

Requirement Information

Contract Part:	Contract Section
Contract Section:	I
Contract Subsection (eg. H.13 or L021):	L142
Source Requirement Type:	Federal Acquisition Regulation (FAR)
SRD Citation:	FAR 52.209-9
SRD Title:	Updates of Publicly Available Information Regarding Responsibilities Matters (Feb 2012)
SRD Section/Paragraph Citation:	(a)
SRD Section Title:	

Brief Summary of Requirement*:

The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database via <https://www.acquisition.gov>

Link to SRD and/or other info (hyperlink): URL: Name:

Link to SRD and/or other info (attachment): Upload a file...

Contract Effective Date: 2012-02-01

Change Activity: pending

Status: active

Primary Owner: Hirahara, Jim

Function (Primary): z - Other

Additional Owner:

Additional Owner Function:

RMC Representative (Case): Young, Lydia J

Hierarchy Level: 0

Policy Area:

Does this contain embedded req?: no

Instruction: If embedded, cite embedded (association)

Is this a main req or a component of main?: component

Mod Info & Other Comments:

Is this a deliverable?: Yes

Instruction: If yes, complete deliverable information

Is there a pending Contract modification?: No

Notification date of pending status:

Deliverable Definition Group

Is this Deliverable shared with another Requirement*?: no

Instruction: If "yes, this relies on another", add associated related deliverable requirement below.

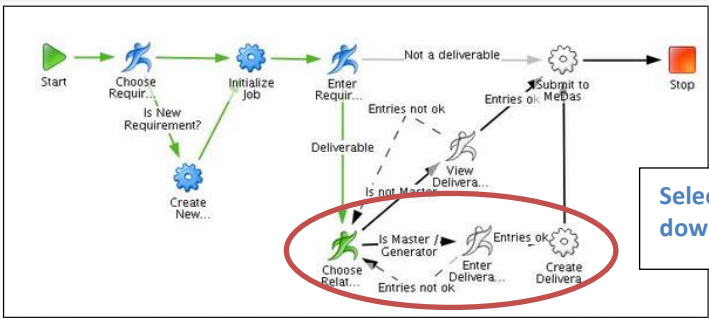
Still editable in this step.

For the situation where a deliverable satisfies more than one requirement, see How-to # A10. Otherwise, the answer is "no"

Deliverable Definition Group

Is this Deliverable shared with another Requirement*?: no

Instruction: If "yes, this relies on another", add associated related deliverable requirement below.



Selecting "No" will send us down this path.

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6. When the “Choose Related” step is completed, the workflow moves to the “Enter Deliverables Definitions” step.

Requirement WF/Enter Deliverable Definitions step

Still editable in this step.

In this Enter Deliverable Definitions step, we focus on filling in this section of the data.

Deliverable Definition Group

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Deliverable Definition Group

Due Date (first instance)*: Feb 1 2012

Due Date (last instance)*: Jun 1 2018

Frequency*: semi-annual

Owner (if different from Primary Owner)*: Mistelley, Ray

Owner Function (if different from Owner Function)*: z - Other

Tracked by BSO?: no yes

LBNL ID number*: 924568

Customer Organization*: BSO/DOE - mandatory C31

Customer (LDAP) Point of Contact Name*: Robles, Maria C

Customer (non-LDAP) Information:

Last review date of Deliverable's definition: Nov 27 2014

Deliverable type*: On-line submission

Deliverable title(s) of record:

Additional LDAP name for Deliverable Alerts*: Rantz, Nicole

Review Deliverable Definition Info. Is it ok?*: No Yes

Workflow Information

Comment:

Associations

Case to Requirement Workflow

Associated Case: 2014-11-27/How-to examples

Requirement Workflow to Requirement: Show Associated Requirement(s)

Associated Requirement: // // // //

Document to Requirement Workflow (Supporting Requirement)

Document:

Resources

Job image

For Deliverables with fixed frequency, set the date range for the instances to be generated. The first instance is the first NEW OPEN instance. See NOTES (7a,b,c), next page.

Select from dropdown. See NOTES (7d)

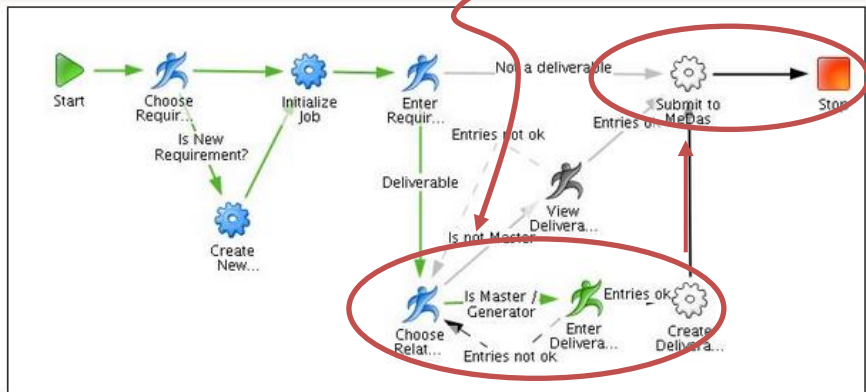
Obtain from RM PM list. See Notes (7e).

This is text & not autofill (because it is non-LDAP!!) (Note 7f)

Put in today's date – this is useful to help figure out if a parent req was modified (per C31 Mod) and the deliverable overlooked. (Note 7g)

Name(s) here will receive copies of notifications. Having a second or third recipient can be helpful as backup or when the Owner has left the Lab. (Note 7h)

When info is correct and complete, select "yes". The wf will close, deliverables instances will be created, and the database updated.



7. Some notes regarding completing the Deliverable Definitions section:

- a. Due dates in general: The month/day must be agreed to by the customer (usually BSO). The Contract Mod process now requires written agreement between the Lab and BSO.
- b. First instance date:
 - i. If this deliverable job/workflow is for a new deliverable, then enter the date of the first instance.
 - ii. If this deliverable job/workflow is a modification, then the “new” first instance date corresponds to the first of the remaining open deliverable instances. Getting this right is the challenge in modifying deliverables (just be careful).
 - Some of the related deliverable instances may already be closed.
 - The “new” date must not duplicate the already closed items.
 - Example: Annually due Jan. 1. Original first instance was 1/1/2006; last date was set as 5/31/2018. Closed instances run from 1/1/2006 through 1/1/2014. The next still open instance is 1/1/2015. The deliverable requirement is modified 11/23/14, and the go-forward instances must be updated. Enter “1/1/2015”. Keep last at 5/31/2018. This will replace all the open instances (2015, 2016, 2017, 2018).
 - iii. If this deliverable has frequency “as required”, the first instance date doesn’t matter.
- c. Last instance date: This date merely brackets how many instances are to be generated. It can be beyond the agreed-to month/day. See example above. (Do same, even if “as required”)
- d. Frequency: The dropdown list covers the common frequencies.
 - i. There are some odd-ball intervals (10 years for the Natural Hazard Phenomena requirement, for example). These will need to be manually managed. Insert a note under “Mod and Other Comments” or within the “Brief Summary” in the Requirements Information Section.
- e. LBNL ID#: This is highly useful as a quick reference. The RM PM selects the number, and keeps track of what’s next and what has been used already. 924000 through 924300 were applied to deliverables generated by BSO and the Lab around 2010. Numbers from 924500 were applied to new deliverables generated at the end of 2013. Best way to find the “next” number: Search/Find AND include deprecated and retired records.
- f. Customer (non-LDAP) information: this is just text. Any LDAP entries are autofill. This is not.
- g. Last review date of Deliverable’s definition. Enter today’s date. This is highly useful for tracing history of deliverable definitions that are modified. Also, since the deliverable requirement is associated with its parent, but is not automatically updated when the parent is, it is possible that the updating the deliverable is overlooked. This date helps managers and SMEs catch such inconsistencies.
- h. Additional LDAP name: Name(s) listed here will receive any notifications (60 days and 30 days pre-due, and 30 days overdue). Some SMEs have included their managers or backups, as “fyi”. Including an additional name has had value in those situations when a person has left the Lab, the RM PM has not been informed (or not had a chance to update), and the notification has gone to the responsible manager or backup as a reminder to take action.

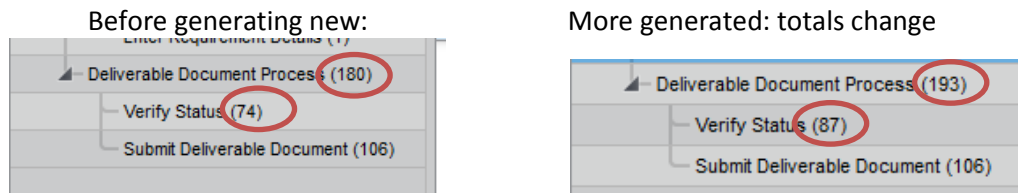
8. After completing “Enter Deliverable Definitions” step, the RMS then begins to generate new instances and replaces any existing opening instances. Once the instances are generated and put in place, the

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RMS completes all the usual closeout activities (updating associated Cases, etc.). This is all done as background activity, and takes a while (10 to 20 minutes if nothing has to be replaced and as much as an hour if there are replacements to be made).

If “As Required” was selected as the frequency, then no instances are generated. A workflow is set up and placed in the “As Required” pile (under Deliverables tab). Be sure to verify it is now listed. See also AD04-video. Also, see How-to DE04 on generating an “as required” specific instance.

One way to know whether progress has been made: the RM PM should note the number of Deliverable Documents in her Inbox right after hitting “Complete Task” for Enter Deliverable Definitions. Then, on occasion, refresh and check the number.



Another check (for replaced or new deliverable instances) is to look at the listing under “Verify Status”, sort by Job ID. The highest numbers are those that were mostly recently generated.

The screenshot shows a table with the following columns: Activity, Job ID, Job Name, Last review date, LBNL ID number, Frequency, and Cust. The table lists 14 rows of "Verify Status" entries. A red oval highlights the Job ID column, showing values from 1532 to 1562. The table footer indicates "Rows 1-14 of 87 shown".

Activity	Job ID	Job Name	Last review date	LBNL ID number	Frequency	Cust
Verify Status	1562:WPDS	Add deliverable requirement 2_2018-02-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1561:WPDS	Add deliverable requirement 2_2017-08-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1560:WPDS	Add deliverable requirement 2_2017-02-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1559:WPDS	Add deliverable requirement 2_2016-08-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1558:WPDS	Add deliverable requirement 2_2016-02-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1557:WPDS	Add deliverable requirement 2_2015-08-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1556:WPDS	Add deliverable requirement 2_2015-02-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1555:WPDS	Add deliverable requirement 2_2014-08-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1554:WPDS	Add deliverable requirement 2_2014-02-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1553:WPDS	Add deliverable requirement 2_2013-08-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1552:WPDS	Add deliverable requirement 2_2013-02-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1551:WPDS	Add deliverable requirement 2_2012-08-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1550:WPDS	Add deliverable requirement 2_2012-02-01	2014-11-27	924568	semi-annual	BSO
Verify Status	1532:WPDS	129 FAR 52.222-37 deliverable requirement_2018-12	2014-11-24	9245xx	annual	BSO

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9. If the parent existed before the deliverable requirement, then it is necessary to start a new workflow for the parent to modify it with the added association to the deliverable as a supporting requirement. Note that after tying the two together, “Generate Report” shows the relationship, too.

Setting up the association in RMS between parent requirement and its deliverable(s) will help remind SME and RM PM later on, should the parent requirement be modified.

Requirement Details:

- Frequency: as required
- Review Deliverable Definition Info. Is it ok?: No
- Tracked by BSO?: yes
- Customer Organization: BSO/DOE - mandatory C31

Associations:

- Requirement to Case: 2014-11-27/How-to examples
- Requirement to Supporting Requirement (Supporting Requirement): I.142/FAR 52.209-9 /(a)/Updates of Publicly Available Information Regarding Responsibilities Matters (Feb 2012)//0
- Requirement Workflow to Requirement: I.142/FAR 52.209-9 /(a)/Updates of Publicly Available Information Regarding Responsibility Matters (Feb 2012)//0/Complete

Callout Box:

If the sequence of entering data was parent, then deliverable, MUST open new wf to modify parent to add association to deliverable.

This is the resulting CORRECT parent record.

This is the associated deliverable.

Report: Associated Requirements
Author: admin1
Creation Timestamp: Fri Nov 28 07:32:12 PST 2014

Requirement #	Label	Smart Label	Contract Section	Contract Subsection (eg. I.021)
1	Add deliverable requirement	I.142/FAR 52.209-9 /(a)/Updates of Publicly Available Information Regarding Responsibility Matters (Feb 2012)//0	I	I.142
Supporting Requirement (Requirement):				
Requirement #	Label	Smart Label	Contract Section	
1	Add deliverable requirement 2	I.142/FAR 52.209-9 /(a)/Updates of Publicly Available Information Regarding Responsibilities Matters (Feb 2012)//0	I	
Supporting Requirement (Requirement):				
[No Records Found]				
Requirement (Requirement):				
[No Records Found]				
Embedded Requirement (Requirement):				
[No Records Found]				

Callout Box:

If the Parent Requirement is later modified, the SME and RM PM should use the “Generate Report” feature to find everything impacted by the Parent. Among the impacted items should be the deliverable

VI. References:

Other How-To's:

- AD00 Overview Deliverables
- DC01 Data Entry Naming Convention
- AD02 Adding a Non-deliverable Requirement (text and video)
- AD03 Modifying a Non-deliverable Requirement (video)
- AD07 Modifying a scheduled deliverable (video) – includes monitoring generation
- DC07 Data Entry – Setting up associations
- DE04 Selecting an As Required Deliverable Document (video)

Revision History

Revision	Date	Who	Description
0	11-23-2014	L.J. Young	Initial
0.1	11-28-2014	L.J. Young	Revised with new example, expanded explanations