

# **Chapter 4**

## **SPS MODIFYING CONTRACT WITH MULTIPLE LOA PER CLIN/INCREMENTAL FUNDING**

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## 4-1 INTRODUCTION

This guide is intended to show you the steps to modify a contract/order to incorporate additional funding with multiple Lines of Accounting or Incremental Funding

## 4-2 PROCESS

For this procedure to work it is assumed that the CLIN structured guidance was followed using the Priced CLIN and informational subCLINs for funding structure.

**Step 1.** Process the mod as normal and add the PR using the Match Maker or Attach functions in PD2. See below

The screenshot shows the 'Procurement Desktop - Defense - [PO/DO Mod - FA2517-08-P-0016-U00001]' window. The 'DD1155 17-25' tab is active, displaying '17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE'. A 'See Schedule' link and a 'Funds Available' checkbox are visible. A table lists three items:

Item/Subitem Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost
0001	BNC-FEMALE	100	Each	1,000.00	100,000.00
0002	COAXIAL CONNECTOR	200	Each	1,000.00	200,000.00
0003	BNC-FEMALE TO MINI-VHF-MALE	50	Each		

At the bottom, contact information is provided: TEL: 224-555-5555, EMAIL: audrey.robinson@gunter.af.mil, and the name Audrey M Robinson, Contracting/Ordering Officer. A '25. TOTAL' of \$300,000.00 is also shown.

**Step 2.** Navigate to the CLIN you just incorporated. Double click to edit the info.

**Step 3.** Edit the info by removing all pricing information to include the IDC type, Unit of Issue, and constraints. In the description we suggest you add verbiage such as add funding for P00002.

The screenshot shows the 'Line Item Detail Modifications' window with the following details:

- Line Item Number:** 0003
- Contract Type:** FFP
- IDC Type:** N/A
- Hand Carry:**
- NSN:** 5935-P9-5N3-521
- CLIN Type:** Priced
- Description:** BNC-FEMALE TO MINI-VHF-MALE ADAPTER END
- Extended Description:** BNC-FEMALE TO MINI-VHF-MALE ADAPTER END ITEM TEST BENCH ITEM MFG NAME NEWARK ELECTRONICS
- Quantity:** 0.00
- Unit Price:** 0.00
- Line Item Cost:** 0.00
- Amount of Mod.:** 50.00
- New Totals:** 50.00
- Unit of Issue:** Each
- Options:** (empty)
- Opt #:** (empty)
- Cost Constraint:** (empty)
- Test Type:** No Test
- Exhibit:**
- Include Sublines:**
- Template:** FFP N/A - Default

**Step 4.** At this point we click the OK button to ensure these changes are saved to the database.

The screenshot shows the 'Line Item Detail Modifications' window with the following details:

- Line Item Number:** 0003
- Contract Type:** FFP
- IDC Type:** N/A
- Hand Carry:**
- NSN:** (empty)
- CLIN Type:** Priced
- Description:** Additional Funding for CLIN 0001
- Extended Description:** Funding added in P00001
- Quantity:** 0.00
- Unit Price:** 0.00
- Line Item Cost:** 0.00
- Amount of Mod.:** 0.00
- New Totals:** 0.00
- Unit of Issue:** (empty)
- Options:** (empty)
- Opt #:** (empty)
- Cost Constraint:** (empty)
- Test Type:** No Test
- Exhibit:**
- Include Sublines:**
- Template:** FFP N/A - Default

**Step 5.** Go back into the CLIN you just edited change the CLIN Type from Priced to Informational. Change the Line Item Number to whichever CLIN you are modifying plus the next available informational CLIN number such as 01, 02, and so on.

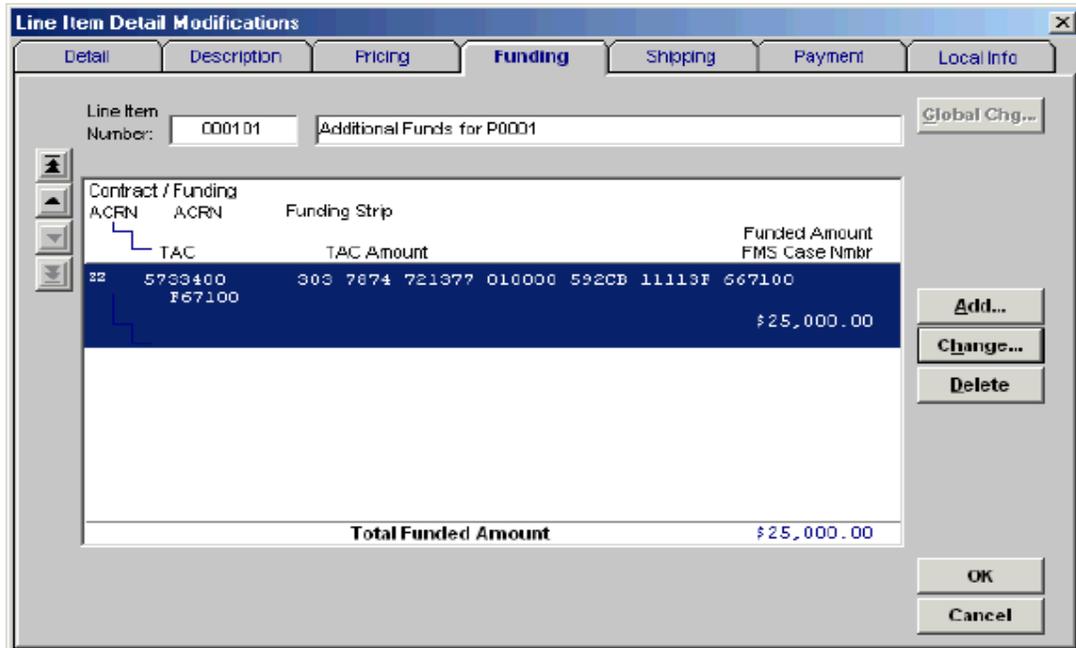
Item Information	Quantity	Unit Price	Line Item Cost
Item Information	0.00	0.00	0.00
Amount of Mod.	0.00	0.00	0.00
<b>New Totals</b>	0.00	0.00	0.00

**Step 6.** Navigate to the parent CLIN, enter the modification value then click the funding tab.

Item Information	Quantity	Unit Price	Line Item Cost
Item Information	100.00	1,000.00	100,000.00
Amount of Mod.	5.00	0.00	5,000.00
<b>New Totals</b>	105.00	1,000.00	105,000.00

NOTE: Ensure base CLIN has no funding

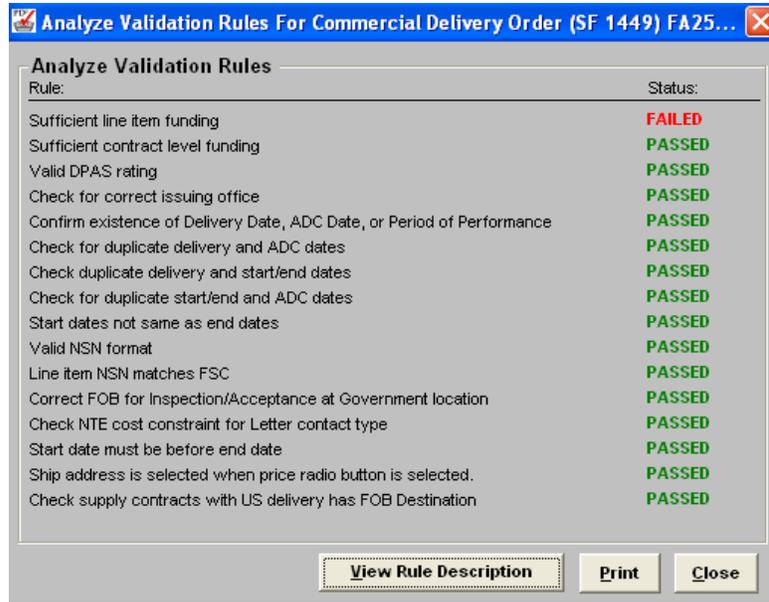
**Step 7.** Navigate to the subCLIN, enter the amount of change required for that CLIN and click OK. Once you input the information you should see the screen below.



**Step 8.** Run the Validate Funds function within SPS and you should see an error message like below.

The first fail is ok because we took the funding from the basic CLIN and moved it to a subCLIN.

The next line states there is enough contract level funding for this action if this fails then you haven't properly funded the subCLINs to the total contract amount.



**Step 9.** Save, generate, approve and release the document as normal.