

**Automated  
Contract  
Preparation  
System**

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**Solicitation Guide**  
**August 2003**



## **ACPS - 20 Years of Contracting Evolution**

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Welcome to the newest version of the Automated Contract Preparation System (ACPS). ACPS is a comprehensive, FAR-based contract writing system. ACPS simplifies the process of creating numerous types of contractual documents.

This updated version of ACPS still has all of the features and capabilities that you've known in the legacy (Data General) version. We've taken those features, improved them, and added even more versatility with these new features:

- NAFI (formerly JEDA)
- Purchase Requests and amendments
- Amendments to solicitations
- Modifications to contracts
- Orders against basic documents
- Conformed copies or changes only (modifications)
- E-mail
- Attachments
- Expanded clause logic
- Enhanced clause fill-in process
- Streamlined assembly process
- Improved front page award process
- Direct feed to J041, DD350, Fed Biz Ops, and NAFI
- Interfaces with PR information systems (D035T, J090A)

We are continually enhancing and improving ACPS to take advantage of current and future software capabilities. The improved software and data structures will allow us to be more responsive to changing technologies, process improvements, and corporate initiatives as well as higher level acquisition process directives. These software structure improvements will allow you to utilize emerging new technologies.



# **ACPS - 20 Years of Contracting Evolution**

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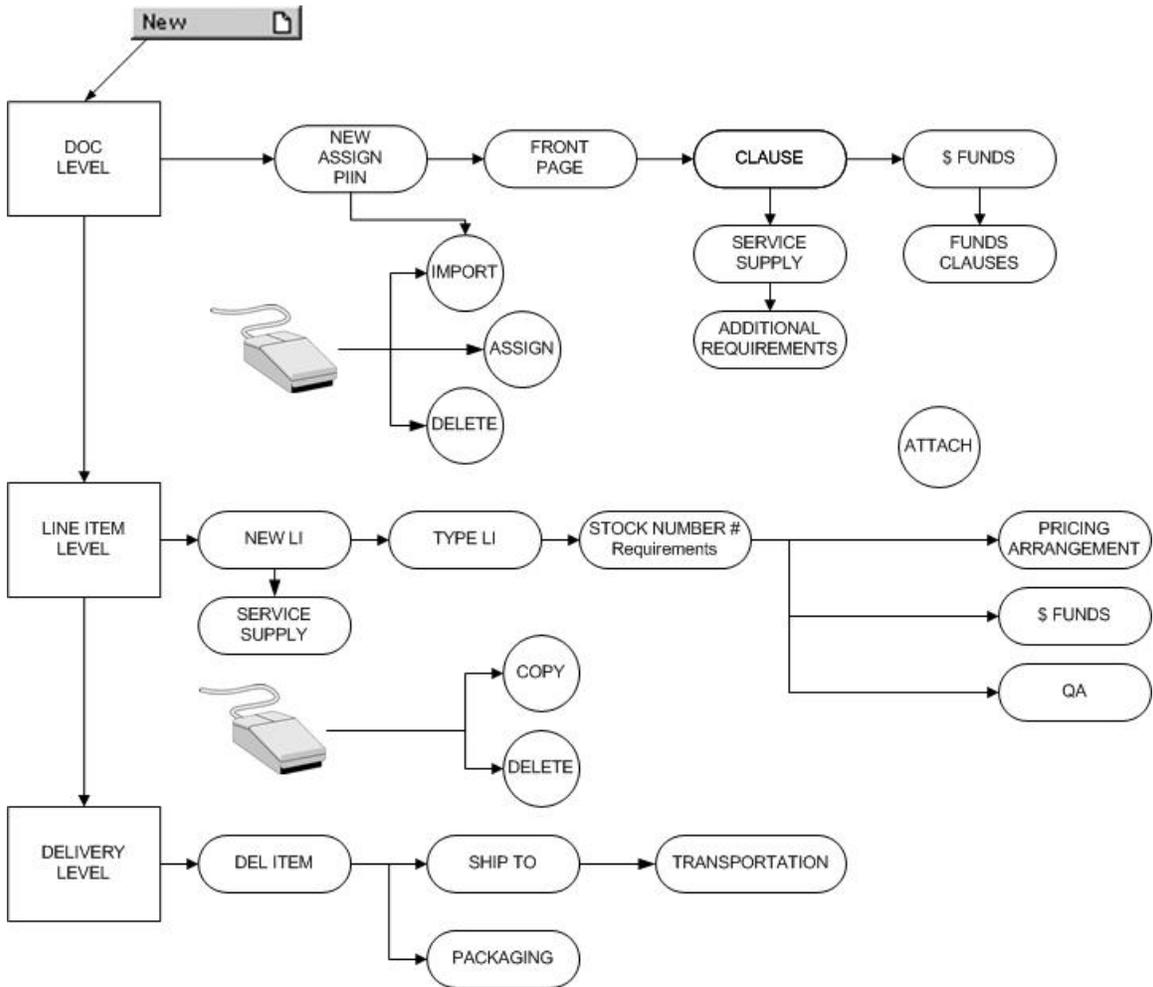
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# Creating a Solicitation

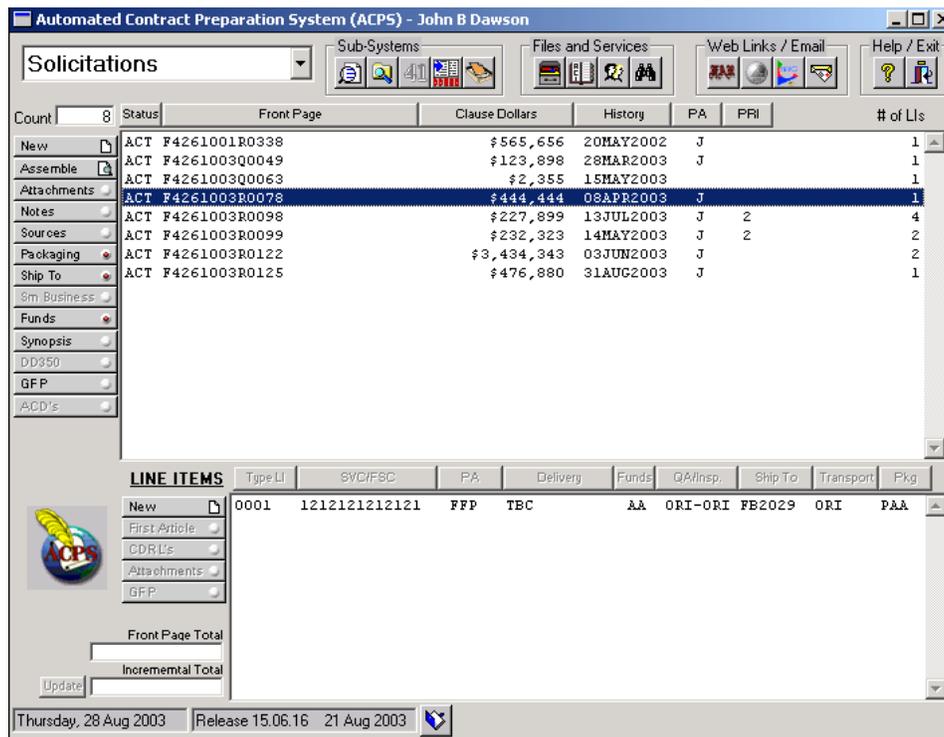
There are four main areas in creating any type of document, whether a purchase request, solicitation, or award. These areas are: Document level, Line Item level, Delivery level, and Assembly. In any given PR, solicitation, or award there are many variations that will occur depending on the type of document being created. To see all or any of these variations, please refer to the ACPS User Manual, accessible through the

Help button: . This will bring up the ACPS User Manual in its entirety in PDF format. Any topic can then be searched for more detailed information and instructions.

This booklet takes you step by step through the basic process of creating a solicitation, in this case an RFP.



# Document Level



The buttons across the top of the screen provide access to:

### Subsystems:

- Document Reviews.
- Document Filing/Retention System.
- J041.
- DD 350.
- Offers.

### Web Links/Email:

- Go to FAR Site.
- Debar Website.
- NAICS.
- E-mail.

### Files and Services:

- Support Files and Maintenance.
- Clause Information.
- Change Password.
- Locate a Document.

### Help/Exit:

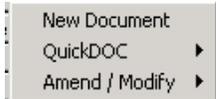
- Help
- Exit.



**New** Release notes. This button at the bottom of the workbasket screen will flash “NEW” when a software release has been loaded to your site. By clicking the blue book button you can bring up a text document of release notes. These are notes on what has been changed, added, or deleted in the ACPS software.

When you use this program the first time, your solicitation workbasket will be blank. Click the  button at the upper left-hand side of the screen to start a new solicitation. On the next screen, you will choose the document type and decide whether you want the program to assign the solicitation number automatically or enter your own number.

The following choices will be available:



Select “New Document” and the following screen will appear:

The "New Solicitation" dialog box contains the following elements:

- Parameters:** A dropdown menu showing "ZZZZ".
- Type:** Four radio button options: "Negotiated" (selected), "Sealed Bidding", "Simplified Acquisition Procedures", and "Notice of Intent to Purchase".
- Agency:** A dropdown menu showing "5700".
- Site:** A dropdown menu.
- Agency Type:** Three radio button options: "DoD" (selected), "NASA", and "Other than DoD".
- Document Number:** A text field containing "F4261003" followed by a dropdown menu showing "R" and an empty input field.
- Assign PIIN:** Radio buttons for "Yes" and "No" (selected).
- Print PIIN:** Radio buttons for "Yes" (selected) and "No".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

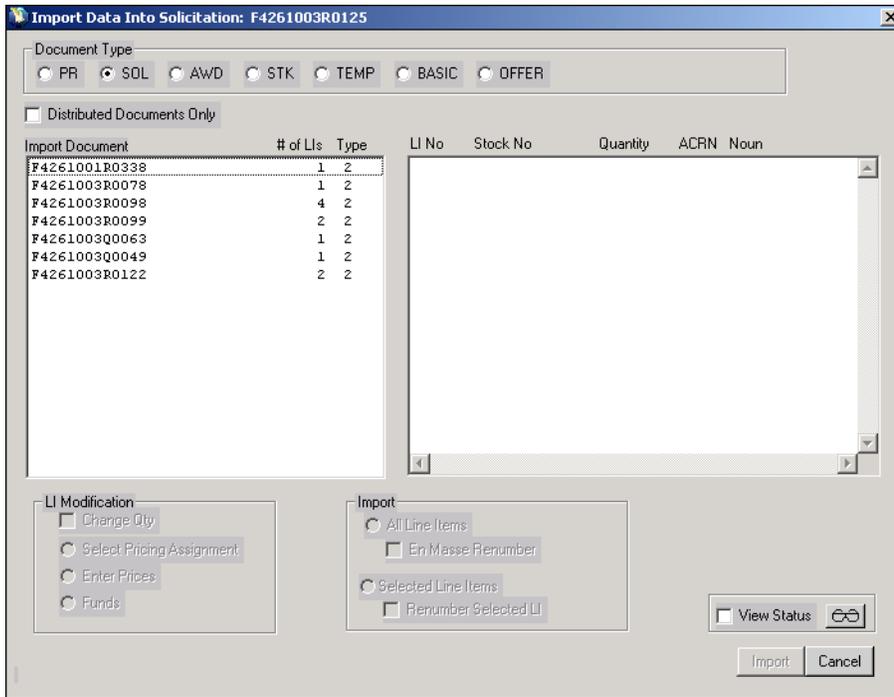
The “Parameters” setting will fill in with your default parameter set by your ACPS System Administrator. Select the “Type” of solicitation: “Negotiated” (RFP), “Sealed Bidding” (IFB), “Simplified Acquisition Procedures” (RFQ), or “Notice of Intent to Purchase.”

The “Agency” and “Site” codes will fill in from your parameter setting.

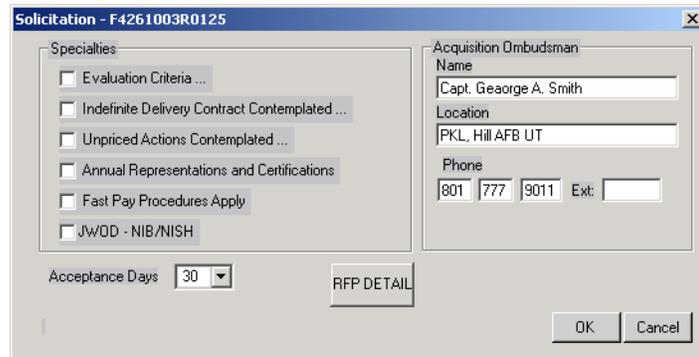
The current default setting is “DoD.” The DoDAAN part of the document number will fill in from your parameter setting. The letter in the 9<sup>th</sup> position is set based upon the type of solicitation selected above. A solicitation number can be manually entered at this point, or “Yes” can be selected under “Assign PIIN,” automatically assigning the next sequential number to the new solicitation.

“Print PIIN” will default to “Yes.” (The “No” selection is used for specific, unusual situations.)

If you wish to import data into your new solicitation from another document, use the Import button, . This will bring up the following screen to select a document and Line Items (LIs) from:



If you are not importing, select “OK” at the “New Solicitation” screen and begin creating the new solicitation:



To provide more detailed information about the solicitation, click RFP DETAIL, which is available only on solicitations and pertains only to Parts 14 or 15 of the FAR. The following screen will be displayed:

Select whichever items are applicable to your solicitation. Any selections (throughout the program) with ellipses (...) will bring up further detail screens for you to more clearly define a selection or to fill in applicable clauses. Each selection made will add or delete the appropriate clauses. When you have finished making selections, click “OK.” Your selections will be saved and you will be returned to the previous screen. Click “OK” to go to the next screen:

**FRONT PAGE SCREEN --**

- ⇒ Enter DO or DX rating
- ⇒ Enter SCD code and NAICS code
- ⇒ Enter the PR number if it has not been imported (this places the PR number on the front page).

The date of the PR is placed in the remaining field by using the calendar button .

 allows you to edit the selections on the previous screen.

**NOTE:**  next to a selection means there is a lookup feature available.

Click “OK” to continue to the next screen:  
**CLAUSE DOLLAR SCREEN --**

Enter the estimated dollar value of the solicitation (this will drive clause logic and add or delete clauses based on the dollar amount). Make any other selections as necessary. The “Commercial/Non Commercial” selections on this screen pertain to Part 12 clauses.

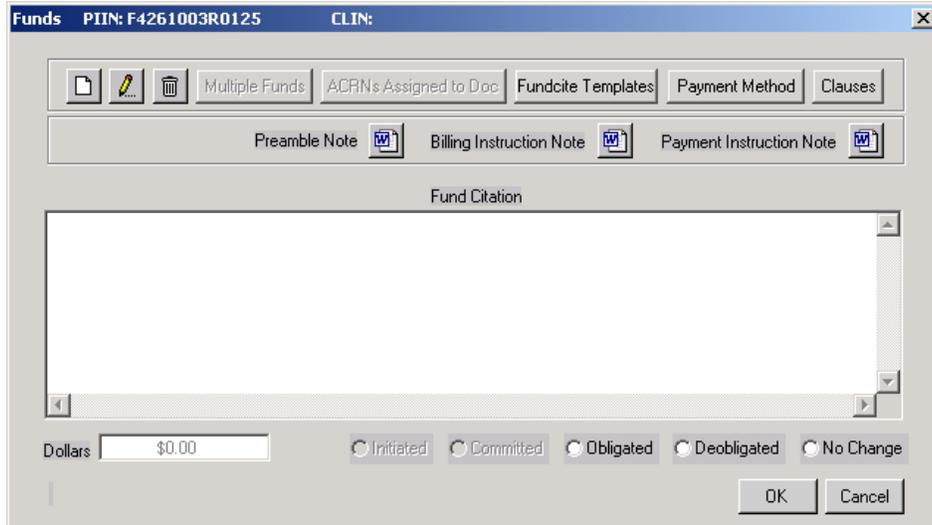
**NOTE:**  next to a selection means selections were made on an additional, follow-on screen with more detailed information for that selection.

To provide more detailed information on the solicitation, click . This will usually only apply to large dollar buys and pertains to all other parts of the FAR except parts 14 and 15. The following screen is brought up:

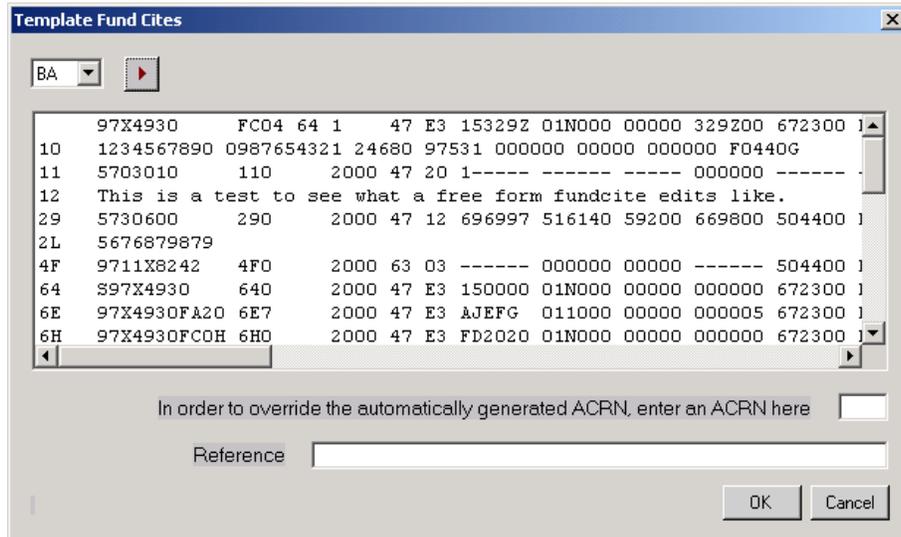
These selections are arranged by FAR parts 11 through 52. On this screen, you may make as many selections as needed for the solicitation. Most of these selections will bring up an additional screen or screens for you to more clearly define the selection(s) made. For each selection made, the appropriate clauses will be brought into the document. Click “OK” to return to the previous screen. On that screen, click “OK” to continue.

**FUNDS AT DOCUMENT LEVEL --**

This screen allows fund cite and ACRN entry at the document level (enter desired ACRNs here and then assign them to the Line Items):



Click **Fundcite Templates** to display a listing of fund citations in your site's database:



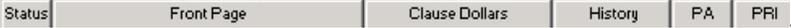
Select the appropriate fund cite(s) for the document. Click "OK" and it will be added to the "Funds" screen list box. Click "OK" to continue. You will be returned to the solicitation workbasket.

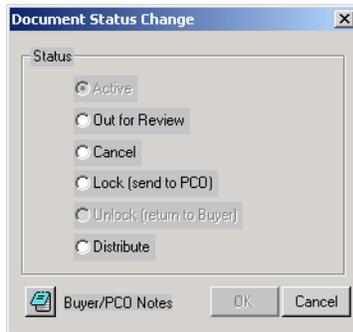
If your fund cite is not displayed, you may click on the  button to enter a fund cite. The following screen will be displayed:

Enter the fund cite information in the appropriate blocks and click “OK” to return to the “Funds” screen. Click “OK” to return to the solicitation workbasket.

You have completed the first portion of your solicitation. Your workbasket will look similar to this one:

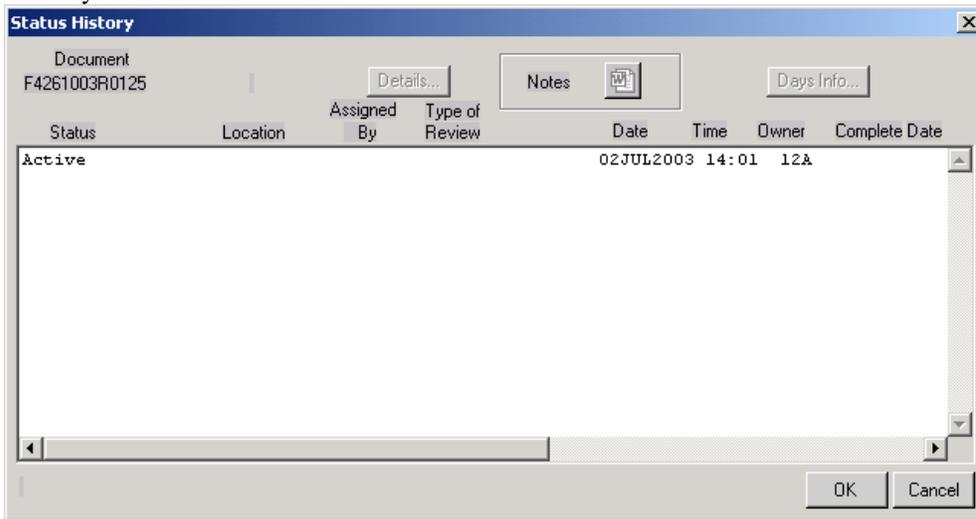
Count	Status	Front Page	Clause Dollars	History	PA	PRI	# of LIs
1	ACT	F4261001R0338	\$565,656	20MAY2002	J		1
1	ACT	F4261003Q0049	\$123,898	28MAR2003	J		1
1	ACT	F4261003Q0063	\$2,355	15MAY2003			1
1	ACT	F4261003R0078	\$444,444	08APR2003	J		1
4	ACT	F4261003R0098	\$227,899	13JUL2003	J	2	4
2	ACT	F4261003R0099	\$232,323	14MAY2003	J	2	2
2	ACT	F4261003R0122	\$3,434,343	03JUN2003	J		2
1	ACT	F4261003R0125	\$476,880	31AUG2003	J		1

The buttons along the top of the document workbasket area, , are used to access various parts of the document after it has been created.

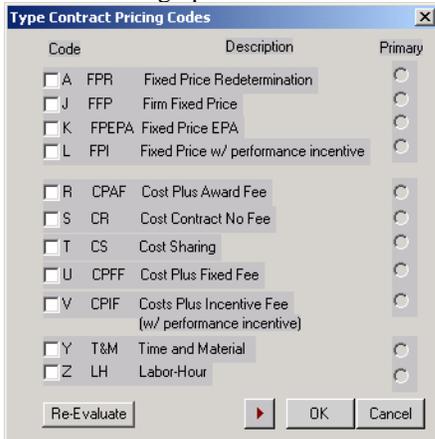


“Status” will bring up this screen to show what the status of the selected document is or to change its status. The “Front Page” and “Clause Dollars” buttons will bring up the previous screens (above).

“History” will show this screen:

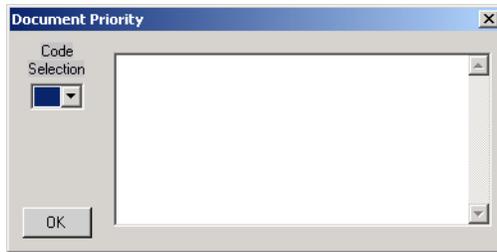


“PA” will bring up the document level Pricing Arrangement screen



to set a specific pricing arrangement code for the document.

Normally, you will not need to fill out this screen as the Line Item (LI) pricing arrangement will automatically fill this in for document level.

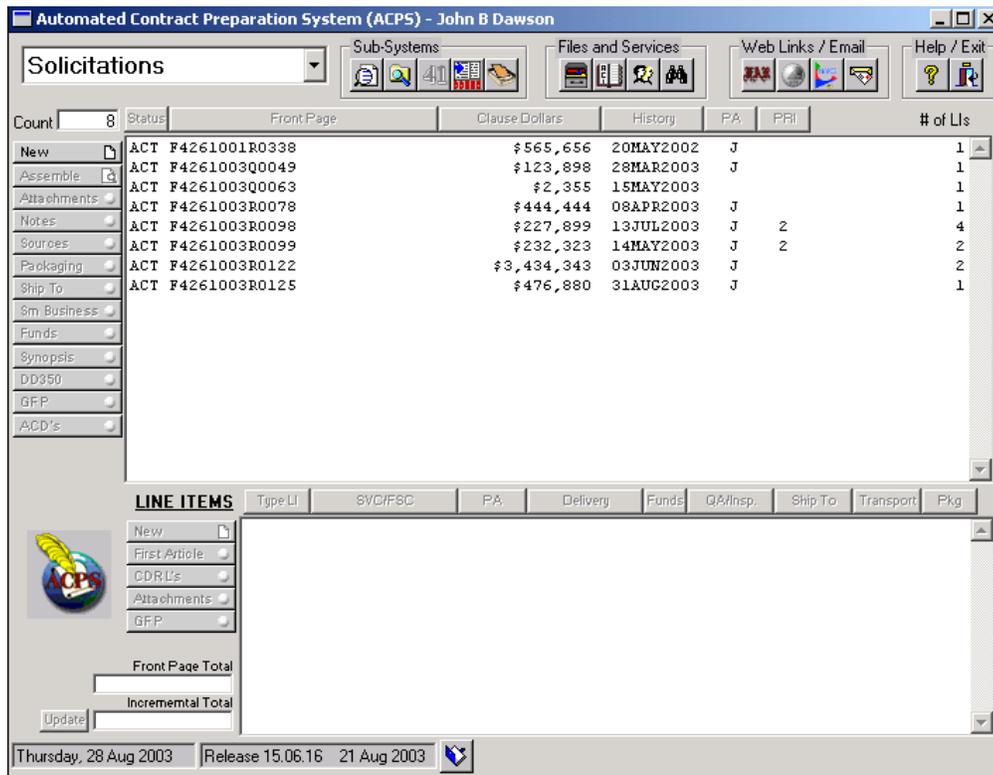


“PRI” will bring up this screen



The buttons along the left hand side of the document workbasket area, will become available for use as they apply to the selected document. The little round button on the right side of the named button will turn red when data has been entered for the item, such as the document level fund cite above, **Funds**.

## Line Item Level



To create a Line Item (LI), highlight (select) a document in the upper workbasket and then select the “New” button, **New**, in the lower part of the screen under the “LINE ITEMS” title. The following pop up menu will appear:

- Add (New) Line Item
- QUICKLine
- Copy Single Line Item
- Copy Multiple Line Items

Select “Add (New) Line Item.” The following screen will appear:

The "Define Type Line Item" dialog box contains the following sections:

- Type:**
  - Regular NSN
  - Sub (Stand alone)
    - Not Separately Priced
  - ELIN Associated LI# [text field]
  - Reserved
  - [0][0][0][1] [text field] Line Item Number
- Commercial Item  Non-Commercial Item
- Sub Title:**
  - Insurance Policy
  - Bid A  Bid C
  - Bid B  Bid D
  - All Contractors Must Submit FA
  - Non Applicable
  - Option Year [text field]
  - Sub Title [text field]
- Supplies and Equipment:**  Supplies and Equipment
- Research, Development, Test and Evaluation...:**  Research, Development, Test and Evaluation...  Services and Construction...
- Data...:**  Data...  Other...
- First Article /Insurance Policy...:**  First Article /Insurance Policy...
- Sub Noun [text field]

Buttons: OK, Cancel

Either accept the default settings or select a different type of LI and/or LI number at this screen. This screen is only accessed once per LI. If you need to change the type of LI, you will need to delete the LI and recreate it to access this screen again.

After clicking “OK” the following **TYPE LI SCREEN** will appear:

The "Stock No - LI 0001" dialog box contains the following sections:

- Stock No:**
  - FSC [1620] NIIN [787878787] MMAC [text field]
  - List of Stock Numbers for this Document [dropdown]
  - Print Stock Number  Yes  No
- Line Item Priority:** [dropdown]  AA
- Qty Var %:**
  - Over [00] [spinners]
  - Under [00] [spinners]
- Trade Acts and Agreements:**
  - Total Clause Dollars \$476,880.00
  - Buy American Act/Balance of Pmnts. Pgm.
  - Trade Agreements Act
  - North American Free Trade Agree (NAFTA)
  - Waiver/Exemptions...
  - Construction Material N/A
- PR No's associated with Line Item:**
  - Table with columns: PR No, IM Code, LI No.
  - [Empty table]
  - [Add, Edit, Delete icons]
- Input/Output Stock No...:**  None
- Alternate Stock No...:**  Alternate Stock No...
- Surplus...:**  Surplus...
- Repair:**  Repair
- FMS:**  FMS
- Brand Name or Equal...:**  Brand Name or Equal...
- Foreign Conditions...:**  Foreign Conditions...

Buttons: >, OK, Cancel

Enter the stock number and any other applicable information for the LI on this screen. If you don't have the correct stock number, selecting the “FSC” button will bring up the following screen to search the database for a valid stock number.

The 'Supplies and Equipment' dialog box contains the following fields:

- Group: [Dropdown menu]
- Group Type: [Dropdown menu]
- FSC Code: [Text input field]
- Buttons: OK, Cancel

After filling out the LI information, click “OK” and the following SVC/FSC SCREEN will appear:

The 'Stock# 162078787877' screen displays the following information:

- Noun: Aircraft part
- Description: [Text area]
- Supplemental Description: [Text area]
- Additional Description: [Text area]
- Program, System and Equipment Codes (End Item): [List area]
- Qualified Source: [List area]
- Checkboxes:
  - Qualification Reqmts...
  - Next Higher Assembly ...
  - Required Sources...
  - Physical Item Markings...
  - Environment/Safety...
  - Foreign Restrictions...
  - Exempt from Foreign Disclosure
  - Stock List Price...
- Buttons: OK, Cancel

If there is data in the stock number database for your stock number, it will automatically be brought into this screen (and your document). Any changes or additions to this information will save for the current document only, unless the stock number is not in the main database, in which case any entered data for the number will write a new record to the stock number database once. (After that, only the ACPS System Administrator can add, change, or delete the stock number record.)

After the stock number screen has been finished, the “Pricing Arrangement” or PA SCREEN will appear:

The 'Pricing Arrangement: F4261003R0078 0001' screen displays the following information:

- Title: [Text field]
- Preamble Note: [Text area]
- Noun: Pricing Arrangement
- List All...: [Button]
- Radio buttons:
  - FFP
  - FPOTF
  - T&M
  - LH
  - CR
  - N/A
- Quantity Format:
  - Min/Max
  - Alternate Packaging
  - Other
  - Alternate Quantity
  - Quantity Range
  - Clear Format
- Firm Fixed Price: [Text field]
- Change Defaults: [Checkboxes]
- Unit of Issue Title: [Dropdown menu]
- Unit Price: [Text field]
- Unit Price Format:
  - Qty
  - \$
  - Text
- Quantity: 44.0000
- Unit: EA
- Unit Price: 0.0000
- Price: \$ 0.00
- Do Not Calculate: [Red checkbox]
- Buttons: PA Notes, Contractor Note, Refresh, OK, Cancel

(NOTE: The default setting is Firm Fixed Price, with a single quantity fill-in. This screen allows many different pricing arrangements and many variations on quantities and LI set-ups which are beyond the scope of this instruction. For further detail on pricing arrangements see the ACPS User Manual. Dependent sub CLINS are created at this screen. See the ACPS User Manual for further detail on this.)

On this screen, you may enter an introduction to the LI by clicking “Preamble Note.” You may also enter a “Title” for the LI.

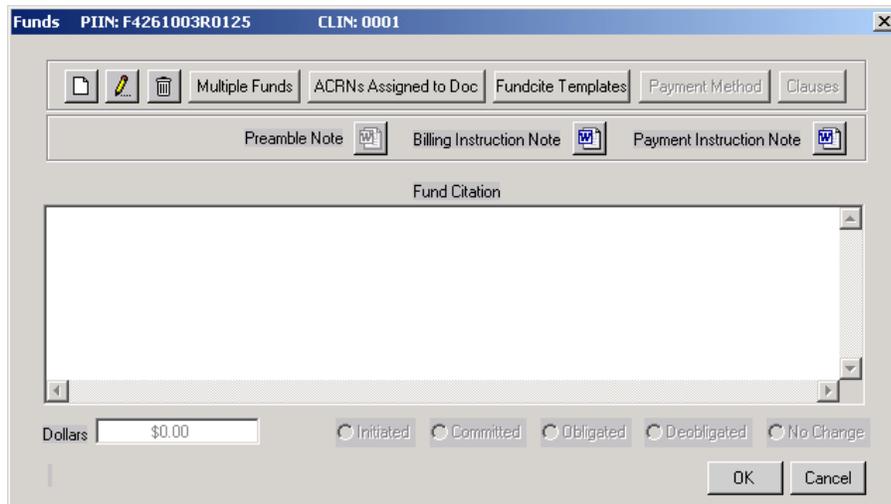
Fill in the LI quantity in the highlighted field. (If you choose to fill in a unit price on a solicitation (not usually necessary), you will probably want to also select “Do Not Calculate” (in red at the bottom of the screen), so that this does not show in your document.) Additional notes can be added using the Notes buttons at the bottom left of the screen. These notes will appear in the LI schedule of your document. “PA Notes” will print above the NSN information and “Contractor Note” will print below all of the LI information.

Click “OK” to continue.

Once a LI has been established, the Delivery, Funds, and Quality Assurance areas will be available to fill in.

### FUNDS AT LI LEVEL --

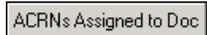
When you click , the following screen is displayed:



The buttons across the top of the screen are used as follows:

, , and . Add, Edit, and Delete ACRN records.

 This provides the ability to assign more than one ACRN to a CLIN (Contract Line Item Number). DFARS requires that multiple ACRNS on a CLIN be broken out into separate sub-CLINs. This is not available at the document level.

 This will display the document level ACRNs previously chosen. This button is not available at the document level.

 This will display a listing of all the fund cites in your site’s database.

**Payment Method**

This button will bring up a screen with various Electronic Funds Transfer clauses to choose from if applicable. This is not available at the LI level.

**Clauses**

This button will bring up a screen with various funds clauses to choose from if applicable, such as Cost and Pricing, Cost Accounting Standards, Contract Financing, etc. This is not available at the LI level.

**ACRNs Assigned to Doc**

Select and the following screen will appear with any fund cites previously selected or entered at the document level:

AA 9711X8242 4FD 2000 63 03 ----- 000000 00000 ----- 504400

In order to override the automatically generated ACRN, enter an ACRN here

Reference

OK Cancel

Select the applicable fund cite for the current LI and click “OK.”

## QA/INSPECTION –

**QA/Insp.**

The button will bring up the following screen:

Inspection/Acceptance - F4261003R0125 - Line Item 0001

Inspection:  Preliminary  Origin  Destination

Acceptance:  Origin  Destination

Criteria:  Commercial  Mil/FED Spec  Complex  Non-Complex  Critical  Non-critical  Common  Peculiar

Quality Assurance (Part 46):  Commercial Practice  Standard  Contractor Inspection  Higher Level Quality Requirement...  Certificate of Conformance (COC)  Inspection IAW Basic BDA/BPA/Contract  IAW DD1423

Warranty...  Limitation of Liability...  Government Inspection & Acceptance Reports...

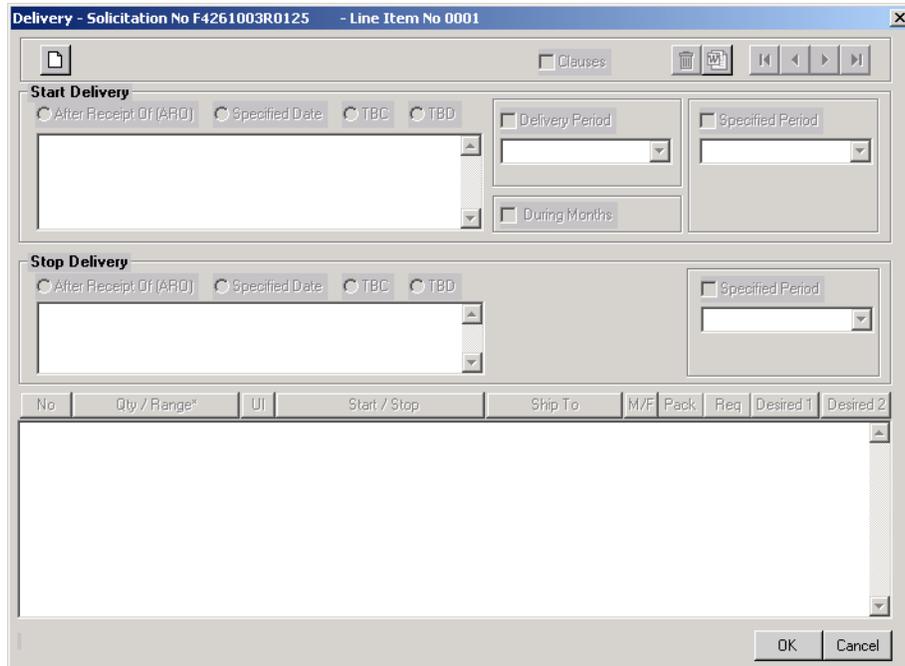
OK Cancel

Make the appropriate selections for the solicitation IAW the AFMC Form 807, Recommended Quality Assurance Provisions and Special Inspection Requirements. Some selections will bring up additional screens to provide more detailed information and/or clause fill-ins. Click “OK” to return to the LI Workbasket.

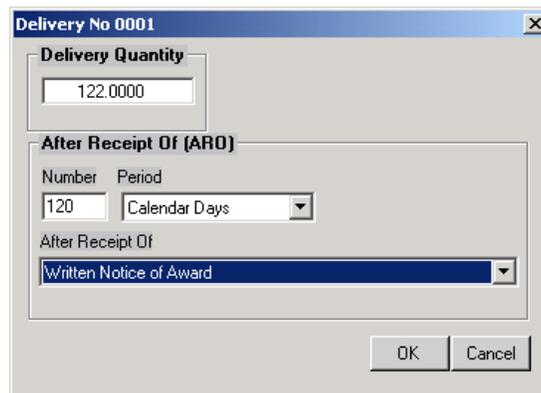
Ship To, Transportation, and Packaging will become available after a Delivery has been created.

With the LI highlighted in the workbasket, click  to build one or more delivery schedules for the line item.

## Delivery Level



Click  and the “Start Delivery” selections will become available to start building a delivery schedule. As you make selections, appropriate clauses are pulled in. Depending on the selection made, a corresponding screen is presented for you to provide more detail. In this case “After Receipt of (ARO)” was selected for “Start Delivery.” The “Delivery Quantity” is automatically brought in from the LI Pricing Arrangement area. The number 120 was manually entered, “Calendar Days” and “Written Notice of Award” were selected from drop down menus in the “Period” and “After Receipt Of” fields.



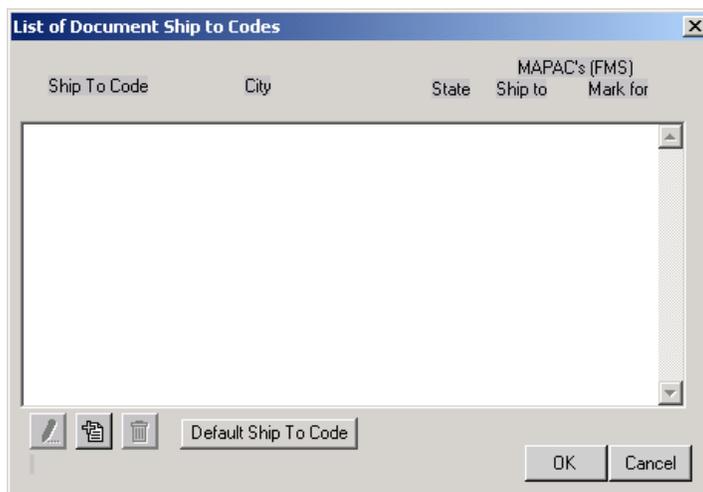
To edit any of the delivery schedules, highlight the delivery in the list box and click . If you are editing Delivery #1, you may change any of the information, but in doing so, the remainder of the delivery schedules will be deleted. This is because the FAR allows only one heading per line item.

If you are editing a delivery schedule other than the first one, you will be able to change only those areas that are NOT grayed out.

You are also able to define your Ship To and Packaging requirements here as well as in the LI area. “Mark For” and “Requisition Number and Priority” are only accessible in the Delivery screen. The difference is that in the delivery schedule you can specify multiple Ship To address and PACRNs, whereas at the line item level, you may specify only one. You must create a delivery before you can access the Ship To, Transportation, and Packaging areas.

## SHIP TO --

When you click , the following screen will be displayed. If the Ship To codes were added from the Solicitation (document level) or LI workbasket (LI level) areas, those codes will be listed on this screen. You can then select which code is needed for the specific delivery you are working on. Otherwise, add a Ship To record as follows:

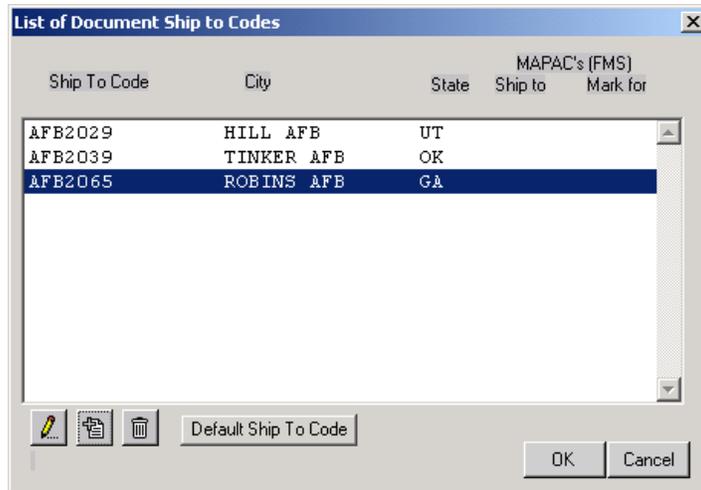


When you click , you can select either FMS or Non FMS. The following screen is brought up for a Non FMS Ship To entry: (The Default Ship To Code button will bring up the Non FMS address screen with the Ship To address as assigned by your ACPS system administrator for your parameter.)

**NOTE:** To delete a Ship To record entirely from a document, it must be deleted at the document level. This is true for Packaging records (PACRNs) and fund cites (ACRNs) as well. Deleting at the LI level removes the association to the specific line item, but the record still remains in the document and that information will appear in clauses.

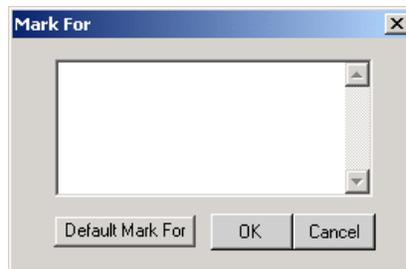
The “1,” “2,” and “3” buttons will bring up only the Ship To address for Transportation Address Codes (TACs) A, B, and C, respectively. Choosing  brings up the following screen to search your site’s entire address database.

You may select all of the Ship To addresses you need for the entire document at this point, or select you may them as you create each LI or Delivery. The selected address(es) will appear on the document Ship To screen. Choose the one needed for the delivery you are working on.



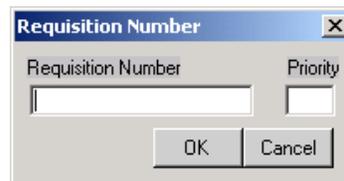
Click “OK” to continue. You will be returned to the Delivery screen with the selected Ship To code now displaying.

The Mark For button,  will bring up the following screen:



“Default Mark For” will input a predetermined piece of text as set for your parameter, otherwise input your information and click “OK.”

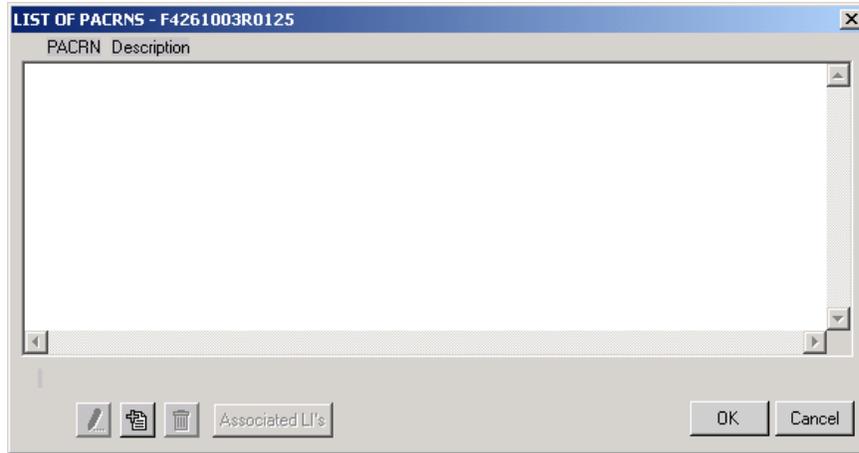
The Requisition Number button,  will bring up the following screen:



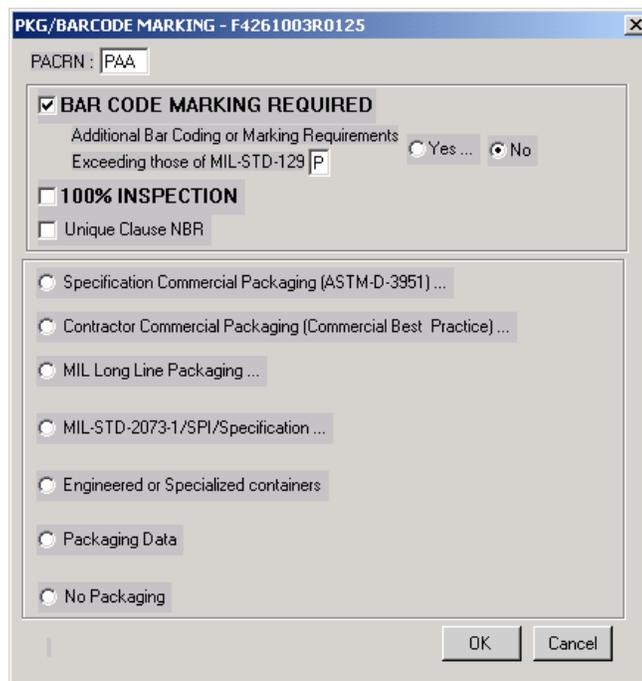
The Mark For and the Requisition Number/Priority will print out in the LI schedule.

## PACKAGING --

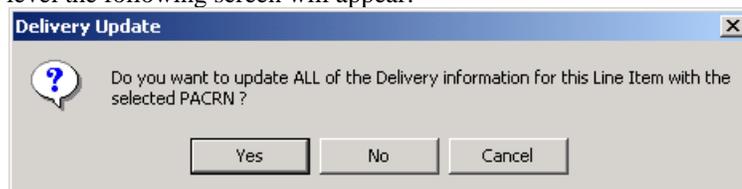
To add packaging requirements by creating a PACRN, select  in the delivery area or  in the LI area. A PACRN is the code assigned to a piece of packaging information that applies to a LI or a delivery and is used to cross reference this information with the LI schedule and the applicable clauses. The following screen will appear:



Click the Add button, , and the following screen will be displayed:



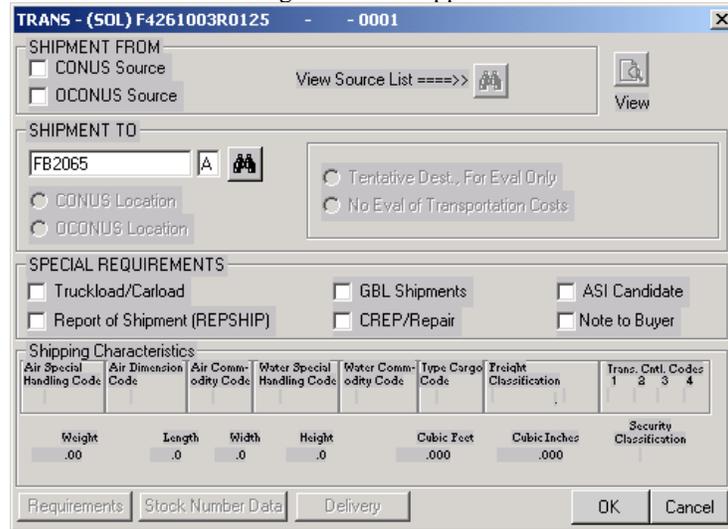
The PACRN(s) will be automatically generated as packaging requirements are created and added to the document. Enter the appropriate information IAW the AFMC Form 158, Packaging Requirements. Selections with ellipses ( ... ) have follow on screens to enter additional information that will fill in the appropriate clauses. Click the “OK” button to continue. The information will display in the list box (previous screen). Click “OK” to continue. You may create the PACRNs you need for the entire document at one time and then assign them to specific deliveries or LIs, or you may create them as you create each LI and/or delivery schedule. To assign a PACRN to a LI or delivery, highlight the desired PACRN on the list and click “OK.” At the LI level the following screen will appear:



Click “Yes” to continue.

## TRANSPORTATION --

Transportation requirements can be entered only after the Ship To address has been determined and entered. Select  for the desired LI. The following screen will appear:



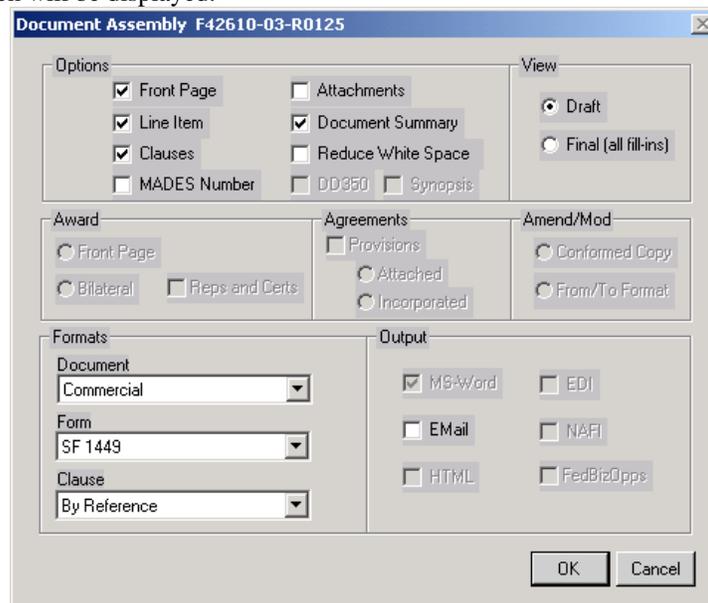
Air Special Handling Code	Air Dimension Code	Air Commodity Code	Water Special Handling Code	Water Commodity Code	Type Cargo Code	Freight Classification	Trans. Ctrl. Codes
							1 2 3 4

Weight	Length	Width	Height	Cubic Feet	Cubic Inches	Security Classification
.00	.0	.0	.0	.000	.000	

Input for this area is derived from the AFMC Form 1653, Transportation Data for Solicitations. The Ship To code and TAC will automatically fill in to this screen. You can look at the detail of the Ship To address, but you cannot make changes to the Ship To record from the Transportation area. You may select either or both CONUS and OCONUS for the “Shipment From” but only one for the “Shipment To.” Further detail screens will appear to enter applicable detail (Origin, Destination, Contractor’s Facility, additional clauses, etc.) Click “OK” when you have completed the necessary information and you will be returned to the LI Workbasket.

## Assembly

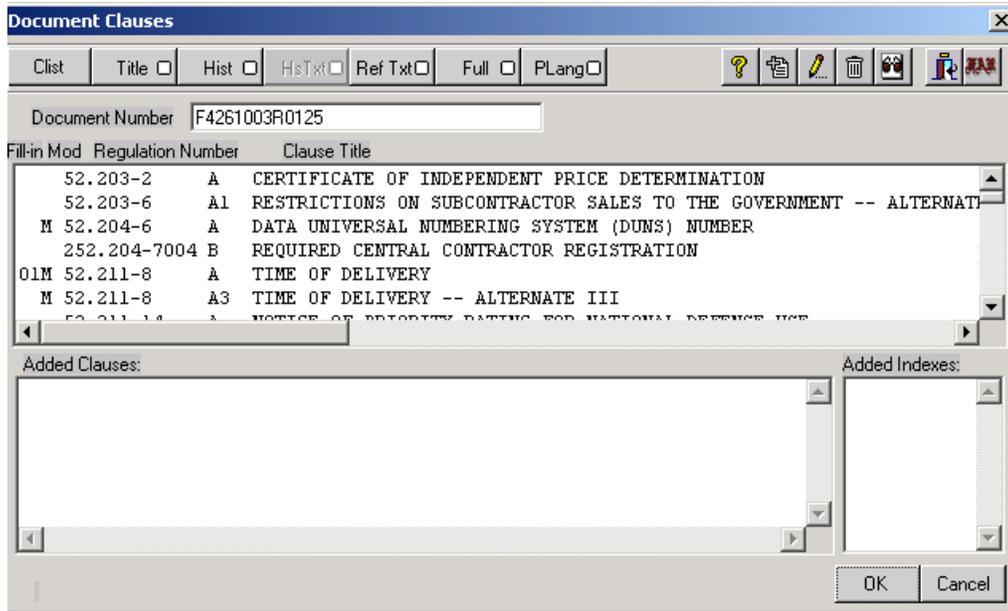
Click the  button (located at the left hand side of the document workbasket area) to assemble the document. This screen will be displayed:



In the “View” area, “Draft” will be the default setting. The “Final” setting will cause the program to stop for any clause that has a fill-in with no data entered yet. You may enter the applicable data on the screen that appears, or you may return to the program after assembly and fill in the appropriate screens there.

After you have chosen the specifics appropriate for your solicitation, click “OK” to start the assembly process.

During the assembly, the program will pause to show you the clauses that have been selected based on selections you made on all the previous screens as you were building your document. Here you may add additional clauses (individually or by index), modify the any clauses that allow for editing,, or delete those you don’t want. You can also find any additional information about a given clause by clicking on any of the buttons at the top of the screen.



The buttons across the top of the screen are:

**CLIST** – A listing of all clauses (DFARS, FAR, AF, MAJCOM, Local).

**TITLE** – Title details.

**HIST** – Shows the complete history actions and dates for the clause. **HsTxt** will display the text file for a given history action.

**REF TXT** – Shows what will print in a document for a clause with fill-ins when the clause is brought in by reference. Clauses without fill-ins do not have a Ref Txt file.

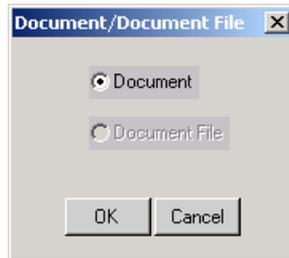
**FULL** – Displays the full text of the clause.

**PLANG** – Displays the prescribing language of the clause.

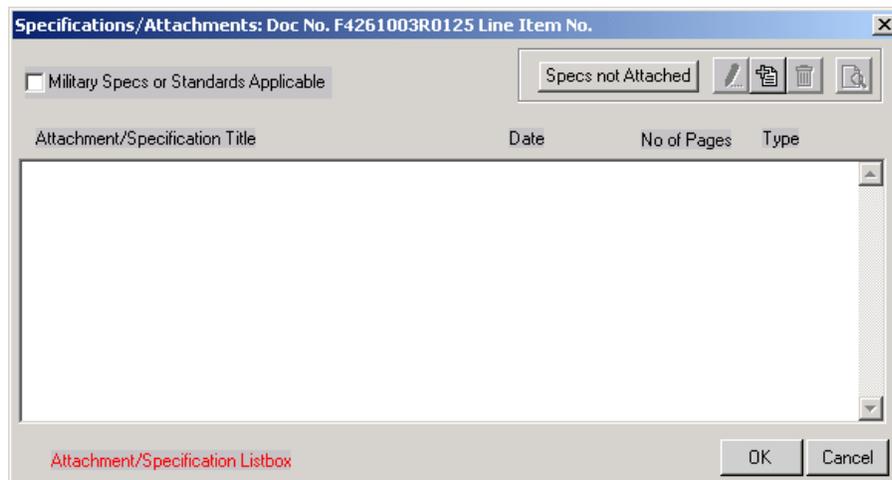
Once you have determined that the clauses are correct for your document, click “OK” to continue the assembly process and finish your document.

## Attachments

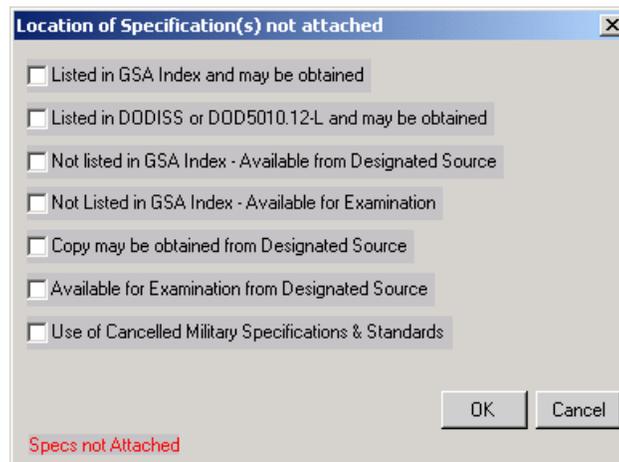
Attachments can be included with your document. Click  at either the document or the LI level. The following screen will be displayed:



Click "OK" to go to the next screen:



If you choose the "Specs not Attached" button, this screen will be brought up:

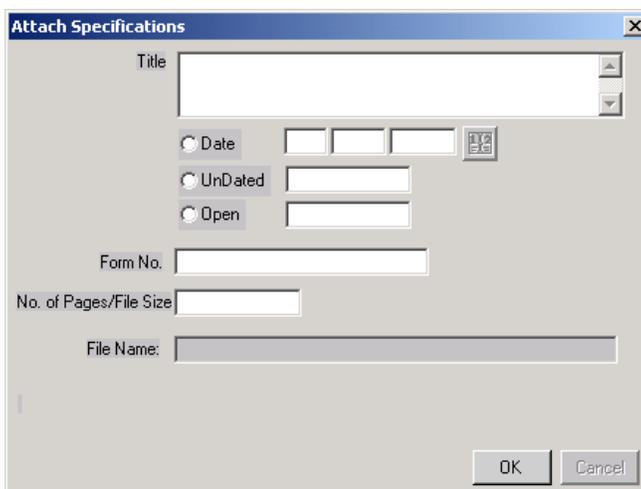


Make any selections needed for the document. The selections will bring up additional screens to provide more detailed information about the attachment. Click "OK" to return to the main attachment screen.

To add an attachment, click . The following screen will be displayed:



Choose "Attached." If you then choose "Electronic" you are taken to your Windows Explorer feature to locate the file needed. If you choose "Paper" you are taken to the following screen where you describe the papers you want to attach: ("Location" will bring up the above "Location of Specifications" screen.)



Click "OK" when you are finished; you will be returned to the Solicitation Workbasket.

When you assemble the document, make sure you check the "Attachments" box in the "Options" area on the Document Assembly screen. After assembly is complete, you will be in Microsoft Word. There will be numerous windows open. The first two windows will be your solicitation and the Summary Report. Any additional windows open will be the attachments you added.

The attachments must be printed separately from the document. You can print while you are viewing the attachment after assembly.

If you are using E-Mail, the attachments will automatically be included with the transaction.

#### **DISTRIBUTION --**

When you are finished creating and editing your solicitation and ready to send it out, you can 'lock down' the clauses and provisions by "Distributing" your document. Do this at the Status screen (shown in the document level description). Distributing a document will cause it to assemble one last time with the current clauses and/or provisions. No further changes will be allowed to the document in the ACPS system after this. Any future changes required will need to be done by amendment. The document will retain clauses effective on the date of distribution. (NOTE: The distribution process also feeds data to the J041 system as well as maintaining the integrity of the document. **ALSO – changes made in Word after the document has been assembled do not save to the document.**)