Page Denied

OVERALL GOALS

1. Replace the current CONIF Database in the GIMS environment with Cullinet's integrated software packages in the IDMS/R environment.

2. Insure Federal Procurement Data System (FDS) requirements are incorporated in the new procurement application software.

REQUISITIONING OBJECTIVES

1. Facilitate the basic subfunctions of accepting approved request information; editing request information; recording financial transactions; routing requests.

2. Provide a computer-based, menu-driven electronic input for the acquisition, transfer and receipt of request data, from any authorized Agency customers, in any location.

3. Expedite the flow of requests to action modules that process property turn-ins, stock issues, lot storage requirements, shipping instructions, service procurements, and materiel identification and acquisition.

4. Automate the initiation and assignment of a unique request control or tracking number.

5. Capture, at the time of input, all the data considered necessary to facilitate fulfillment of the request. This data include requestor identify, approvals, requested delivery date, proper item identification or requirements, relevant financial information, and special instructions as may be necessary. The customer must employ that degree of discipline necessary to achieve accuracy and adequacy in the preparation/submission of requests.

6.   Provide the capability to accept required approvals and authorizations in the form of electronic signatures. These signatures must pass edit routines and be recoverable in terms of audit trails and/or subsequent review procedures.

7.   Provide for the establishment of request priorities, based upon customer-required delivery dates; provide feedback on anticipated response to requestors relative to their stated needs.

8.   Incorporate edit checks to assure that essential information has been entered; inputs have been validated against established data base values or parameters; requirements have been authorized in accordance with Agency regulations.

9.   Automate the recording and tracking of commitments and obligations to an individual component's Property Requisitioning Authority (PRA) balance, at the time of request submission to the system. Provide the capability to check the status of available PRA and funds prior to entering the request into the system.

10.   Automate the recording of commitments and obligations against the Materiel Property Allotment (MPA) and provide balances to authorized requestors of this information.

11.   Be capable of retaining request data pending availability of funding.

12.   Provide for the recording of actions encumbering multi-year and/or multi-source funds and multiple actions against single-source documentation.

13.   Provide the capability for customers to query the status of any type of (their) request after entry into the system.

14.   Provide the capability to rescreen previously submitted requests so that a customer, by simply updating these data, can submit a new request that will employ minimal rekeying of redundant information.

15.   Furnish the requestor with materiel availability data, i.e., whether there is stock available for immediate issue.

16.   Provide to customers a data base of information that will assist them in the preparation of their request, i.e., guidance and reference material.

17.   Automate the recording and tracking of commitments of funds to be used for the procurement of goods and/or services.

PROCUREMENT OBJECTIVES

1.   Facilitate the performance of subfunctions that assign procurement actions; assist in vendor selection and purchasing; record and maintain procurement transactions and relevant data.

    * Nice to have. High Priority.

2.   Provide prompt response and communication via data base interaction with customers, system users, and functional processes within the system.

    * Mandatory.

3.   Provide assurance to the contracting officer (to include contracting teams, small purchases units, and interdepartmental requisitioning officers) that the system has sufficient internal controls to ensure that legal and proper requisitions are entered into the system, and that sufficient funding exists to enter into a contract or to create an amendment which obligates funds.

    * Mandatory.

4.   Organize the random arrival of requisitions by grouping items in categories such as Federal class, negotiator, previously negotiated contracts, Blanket Purchase Agreements (BPAs) or other criteria as may be required, so as to facilitate their processing.

    * Nice to have. Low Priority.

5.   Provide data on possible acquisition sources for reiterative requisitions, based upon repetitive demand information that contains:

(1)   Substitution and interchangeability information.

(2)   "As requested" and "As purchased" item descriptions from previous procurements.

(3)   Previous sourcing, pricing, and procurement identification numbering.

* Nice to have. High Priority.

6.   Where possible, provide the capability to automatically assign requisitions to previously negotiated contracts or BPAs in accordance with existing Supply/Procurement instructions governing source.

* Nice to have. Low Priority.

7.   Provide the capability to consolidate multiple purchase requirements on a single purchase instrument. Provide cross-references that will track these actions.

* Nice to have. High Priority.

8.   Provide a capability to renew contracts (equipment rentals) subject to availability of funds.

* Mandatory

9.   Provide the capability to automatically record transactions throughout the life cycle of the 100S system of services (implied is the customer input of requisition and payment data without review by procurement components).

* Nice to have. High Priority.

10. Record standardized contract clauses and other forms of procurement documentation which are repetitive in nature; incorporate the capability to generate these clauses (and/or the entire procurement instrument) via an automated process. Provide the capability to designate,
retain, and retrieve specialized clauses from previous contracts for generating a new contract.

* Mandatory.

11. Automate the preparation and printing of solicitations, contracts, delivery orders, and amendments thereto, including Military Interdepartmental Purchase Requests using the Agency Standard (Wang) word-processing system (or equal).

* Mandatory.

12. Provide a capability for automatic interface with government supply centers such as is utilized by FARS today. Include the capability to determine procurement status and measure throughput time.

* Nice to have. High Priority.

13. Provide a capability to monitor and report upon transactions performed within the Small Purchases Section.

* Mandatory.

14. Ensure a capability to track major events during various contract life-cycle functions to include origin, amendments, receiving, payment, interim and final audits, presettlement, final payment, contract closeout, and retirement.

* Mandatory.

15. Provide a capability for decentralized contracting teams to be assigned procurement actions; construct solicitations and purchase documents; enter and retrieve contract status information.

* Mandatory.

STAT

17. Provide to receiving locations data that will facilitate the understanding, purpose, and destination of incoming procured materiel.

* Mandatory.

18. Provide the capability to decommit and obligate all types of funds based upon execution of a purchase instrument or those amendments that affect funds.

* Mandatory.

19. Provide the capability for the system to generate an invoice for payment that is derived from the equipment schedules contained in a contract. Only the contracting officer will have the capability to change the equipment schedules (i.e., the contract). Therefore, any invoice generated from the contract will be, by definition, correct. Provide the capability for users to read and retrieve "working copies" to record additions, changes, and deletions.

* Mandatory.

20. Using the system's computational capability, determine rental charges for individual line items within equipment rental schedules; differentiate between items ordered but not installed; differentiate between items installed and those which have been returned to vendor.

* Mandatory.

21. When modifications are made to Government Furnished Equipment and/or deliverable items under a given contract, or when long-lead items are incorporated into a final product, provide recognition of original contract linkage; new pricing; closeout of the old item in receiving; payment under the new item description.

* Nice to have. Low Priority.

22. Identify key points within procurement which, with the proper feedback, will provide meaningful status and throughput time to customers and managers. This is intended to include all Agency procurement elements, regardless of CONUS location.

* Mandatory.

23. Provide the capability to update the repetitive demand file with "as purchased" information.

* Mandatory.

MANAGEMENT OBJECTIVES

1.   Provide information which will; predict and measure OL efficiency, productivity, workload distributions, resource allocations; identify potential workflow blockages; develop trends; and capture other data as identified by system users and component managers.

        * Nice to have. High Priority.

2.   Provide the capability to generate ad hoc reports of requirements levied on OL by its customers and/or component Log Officers. For example; summaries of requisitions, materiel and services costs, stock issues, single transportation allotment expenditures/trends, budgetary information, commodity class activity, etc.

        * Mandatory.

3.   Compile and graphically display significant statistical data concerning the periodic activities of each division, branch and section (i.e., line items processed, dollar values where applicable, weight and cube of cargo, man-hours expended, number of priority actions worked/pending, etc.). This capability should include comparisons of acquired statistics for multi-month/year periods and is to provide fiscal year summaries where and when required.

        * Mandatory.

4.   Retain those reports and ad hoc queries that are essential today and are considered essential in the future. Enhance these retained reports in terms of content and format, as may be requested by their users. (Examples; Reports produced by CONIF, ICS, and OF requirements defined in ADPP Memo 57-82-3.)

        * Mandatory.

5.   Provide information which will predict and measure OF efficiency in the vendor invoice payment activity and develop trends and capture other data as subsequently required. Monitor vendor invoice payment priorities and measure OF responsiveness in meeting those needs. Provide scheduled and ad hoc reports as required by OF managers and such other reports as will be required in conforming to the Prompt Payment Act.

  * Mandatory.

6.   Provide reports on the use/abuse of the OL priority system. Reports must identify customers, the frequency with which they enter requests in CLAS, the type of requests entered, the priority category assigned to each request, and compile the distribution of priority categories used by each customer on a periodic basis.

  * Mandatory.

7.   Incorporate and format those report data elements which will best suit managerial needs in terms of simplicity and ease of understanding; provide for the ready identification of customers, significant dates, priorities and overdue actions.

  * Mandatory.

8.   Produce formal hardcopy reports in a format that is aesthetically and graphically pleasing to users. (Xerox 9700 output quality, for example, is preferred over that of the silent printer's dot matrix appearance.)

  * Mandatory.

9.   Minimize the generation of management information in hardcopy format; confine copies of these reports to essential needs. Emphasize and encourage the use of electronically displayed information (which can be subsequently converted to hardcopy if essential). In this context, report generation procedures must be simple and user friendly.

  * Mandatory.

10. Provide the capability to retrieve management information from off-line historical records, as may be required by OL and OF.

  * Mandatory.

11.   Present those management information reports which, in the interests of clarity and brevity, can best be viewed in a graphic format, as created in a graphics COM device, graphics terminal and/or business graphics generator. Provide the capability to fulfill ad hoc requests for graphics which will serve to illustrate a multitude of OL production accomplishments. For example; provide periodic graphic inputs and updates to the OL Briefing Book.

   * Mandatory.

12.   Provide a flexible and expandable management information system that will accommodate both near term change and future enhancements.

   * Mandatory.

GENERAL OBJECTIVES

1.   Employ a broad scope of state-of-the-art methodologies, especially within disciplines of electronic automation and integration so as to modernize the OL functions of materiel and services acquisition, depot activities, vendor payments, relevant budgetary processes, and property accountability. This applies to existing OF functions that are applicable within the CLAS concept.

* Nice to have.

2.   Identify key action points within all critical path options of the requisitioning sequence (receipt of customer requisition for materiels or services through customer delivery and vendor payment). Provide controls and edit features which will minimize errors within the tracking sequence; provide requisition tracking information that will highlight requisition flow aberations and their causes; devise and incorporate a requisition progress query system that is responsive to customer inquiry.

* Mandatory.

3.   Collect, store, and retrieve information about every request for material and/or services placed upon the Office of Logistics.

* Mandatory.

4.   Capture multi-user data at the earliest possible point of origin; eliminate duplication of identical input and the necessity to rekey existing information.

* Nice to have.

5.   Be responsive to statutory and regulatory requirements relative to the retention of authorizing signatures and transaction documentation. Where possible, however, the system must employ the use of approved electronic signatures in replacing the hardcopy approvals used today.

* Nice to have.

6. Develop a system of priorities that organizes workflow and subsequent reaction to customer requirements throughout the entire acquisition/delivery sequence. The priority designators are to form a key to work loading, as well as organization of certain management information status reports.

* Mandatory.

7. Develop a simplified tracking or control number that reduces today's variety of control numbers. The configuration of this number should; be of minimum digit length; impart a maximum of "at-a-glance" information; exclusively identify a single transaction or request; readily identify relationships to other retained control numbers; retain and cross-reference requisition control numbers for those customers not having direct access to the system; facilitate the tracking or recall of any specific request.

* Mandatory.

8. Incorporate, modify, redesign, replace and/or interface with existing data base systems such as FRS, GAS, CONIF, ICS, FARS, DIDS, AWCS, ACMS, and SECOND. In exploiting the content of these systems, care must be exercised to retain those features that are consistent with today's requirements and that are in concert with specific module objectives. This applies to operational as well as management information output.

* Mandatory.

9. Integrate remote depot logistical activities in the system so that they can input to and query CLAS electronically. The remote depot must be able to record and report transactions involving acquisitions, receiving, issue, movement and distribution of stock items, and inventory management. This objective applies to all other depots and decentralized receiving points as may be determined.

* Nice to have.

10. Incorporate audit standards and requirements, within automated and manual processes, as promulgated by authoritative audit and management offices of the Federal Government, and with guidelines set forth by the Director of Central Intelligence. The Audit Staff (Office of the Inspector General) shall participate in each stage of system development, from requirements definition through system design, testing, acceptance, and implementation.

* Nice to have.

11. Unify, wherever possible, data input techniques. Menu formats are to be user friendly and are not to require more than one menu for a single type input. Menus containing both mandatory and optional data elements must clearly distinguish between the two types.

* Mandatory.

12. Automate the generation of repetitive documentation and/or narrative throughout CLAS, wherever applicable and feasible. For example, the CLAS system should be capable of generating mailing labels if repetition and frequency factors create a demand for this service. Standard Government clauses, procurement instruments, form letters, etc., are additional examples.

* Mandatory.

13. Promote reduction of present day hardcopy, manual records and logs to the maximum extent possible through the use of readily available data base information at terminal sites and the use of computer-generated printouts; retain the capability to produce hardcopy wherever and whenever data must be presented in this media.

* Nice to have.

14. Use off-line data storage media (microforms, magnetic tape, hardcopy, etc.) that will contain inactive or historical information, as defined by users. Audit Staff and Records Management Officers and that are subject to retention and recall. Retained records must conform to Agency records management guidelines and/or Federal regulations, in terms of longevity and content. Archival data must be retrievable in a format readily usable by the requestor.

* Mandatory.

15. Be fully documented prior to implementation in a manner that serves to inform and teach system users, operators, and key managers relative to the system's purpose, capabilities, input, output, and operational procedures. The Users Manual, in particular, should achieve a self-teaching, easily understood, readily updated functionality that complements formal structured training. System documentation and operational procedures must be reviewed and approved by OL and OF and conform to Audit Staff requirements where and when appropriate.

* Nice to have.

16. Provide a formal training program for indoctrinating system users and operators, prior to module implementation. System operators and users should be easily trained in system use; the operational procedures to be used must obviate the necessity of employing experienced and highly trained personnel.

      * Mandatory.

17. Be implemented in a logical phased sequence, in contrast to an abrupt total conversion from the existing system. Consideration must be given to sequentially bringing CLAS' component parts on-line so as to minimize impact, be compatible with those manual processes still in use, retain continuity of operations, and reflect adequate preparation and training. Management information and reporting, as devised for each module, must accompany each module's implementation.

      * Nice to have.

18. Include OL and OF and Audit personnel in all levels of system acceptance testing, subsequent approvals and modifications of the system.

      * Nice to have.

19. Be configured as a classified system, in terms of data base content and access to information contained therein. System users and operators may be limited to information access, using the password method, on a need-to-know basis, depending upon the responsibilities vested in those authorized to use the system. Where applicable, consideration is to be given to the use of controlled terminals, i.e., the capability to conduct limited transactions. All aspects of CLAS system security and accountability must be cleared and approved by OL/SS, OIG, and OS/ISSG.

      * Nice to have.

20. Provide the capability to interface with those new communication systems that can link remote users with the Headquarters complex when they become available.

      * Nice to have.

21. Employ the use of electronic mail and word processing to transmit
and record narrative information, messages, memoranda, free text, and
utility information for and between users and operational components.
Existing Agency electronic mail and word processing systems should be used
as applicable, i.e., Project AIM or SAFE's Pilot Mail Operation.

     * Nice to have.

22. Employ, as feasible, commercially available software packages that
can be readily modified to perform CLAS functions or processes.

     * Mandatory.

23. Employ the use of a data dictionary. The content of this data
base is to be retained and maintained by the CLAS data base administrator
and/or support personnel throughout the system life cycle.

     * Mandatory.

24. Include the capability of being available as a full-time system,
i.e., a 24-hour, seven-day-a-week activity. This approach will accommodate
the use of flex-time, multi-shift work, the possibility of reorganizing OL
functions, and permit access to other data bases and electronic data
links. CLAS will require redundancy and/or backup alternatives so as to
maintain operational capabilities under adverse circumstances.

     * Mandatory.

25. Achieve the lowest possible time for all activities, in proportion
to the transaction's priority, concurrent users (using same function), size
of data being manipulated and complexity of task. In like manner,
scheduled and ad hoc reports must be completed as promptly as possible,
based upon urgency of need, complexity of data being compiled and length of
report.

     * Nice to have.

26. Assure that no data element be inaccessible due to software or
hardware maintenance or failure for more than one hour.

     * Nice to have.

27. Use split screen capabilities at terminal locations to facilitate
data recall, comparison, and analysis where possible and practical.

     * Nice to have.

28. Incorporate a mathematics package that will provide and assure correctness of computations. Examples; add columns of numbers, extend unit prices (times quantity), compile statistics from subtotals or units, accomplish averaging, construct invoices from equipment rental schedules, etc.

* Mandatory.

29. Provide a system clock that will designate date and time for any system transaction. Provide a work day calendar that can accurately measure response time.

* Nice to have.

30. Provide for the compilation of a record that will specifically identify each individual that enters or performs a transaction in the system.

* Nice to have.

31. Employ diagnostic capabilities that inform users and operators of system status at any given time. Malfunction indicators should be provided that convey operational problems and that suggest alternatives, options, corrective action or temporary constraints.

* Nice to have.

32. Provide a physical environment that stimulates productivity, minimizes fatigue, encourages participation and, in sum, incorporates those human engineering factors that will facilitate use of and interest in the system.

* Nice to have.

33. Provide/accommodate the quantity of terminals necessary to effectively and efficiently provide data input, query and output information. Hardcopy printers must be distributed and supported in like manner.

* REFERENCE MEMO FROM CHIEF, PROCUREMENT DIVISION, DATED 09 JULY 1985.