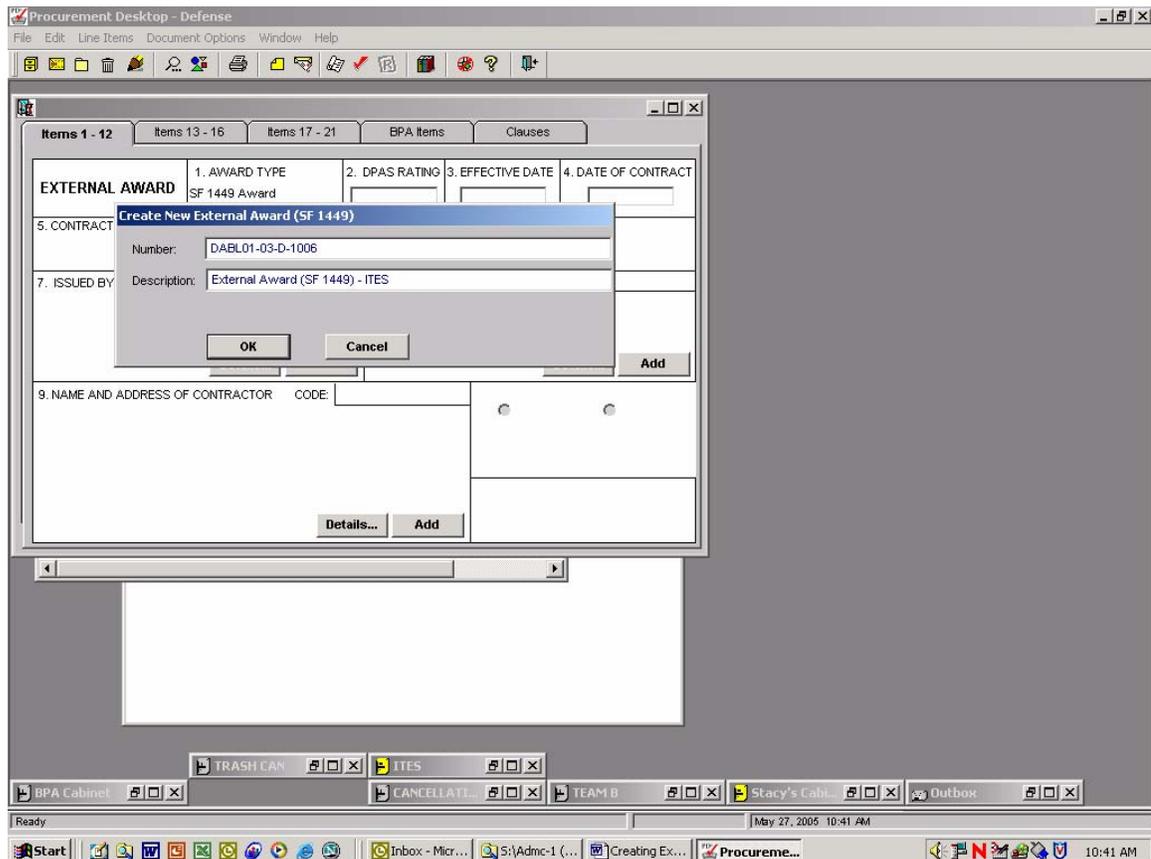


## Creating an External (SF 1449) Award

To create an SF 1449 External Award.

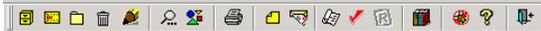
- From the menu Procurement select Pre-award/Award, then select External Awards, then select SF 1449
- Enter the ITES's contract number in the Number field (i.e. corresponding ASCP contract number)
- Edit the Description field if necessary (i.e. corresponding ASCP contract number)
- Click (OK)



(The External Award (SF 1449) opens)

The window is divided into five tabs;

- Items 1-12 (issued by, administered by, name and address of contractor)



External Award (SF 1449) - DABL01-03-D-1010

Items 1 - 12   **Items 13 - 16**   Items 17 - 21   BPA Items   Clauses

13. OTHER THAN FULL AND OPEN COMPETITION PURSUANT TO <input type="checkbox"/> 10 U.S.C. 2304(c) <input type="checkbox"/> 41 U.S.C. 253(c)		14. PAYMENT WILL BE MADE BY CODE			
		Details...   Add			
15a. Item/Subitem					
Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost
Values may be rounded for display purposes.					
15b. TOTAL AMOUNT: \$0.00					
16a. CONTRACTING OFFICER			16b. TITLE		
Add					

TRASH CAN   ITES

BPA Cabinet   CANCELLATI...   TEAM B   Stacy's Cabl...   Outbox

Ready   May 27, 2006 10:42 AM

Start   Inboxes - Micr...   S:\ITES\ITE...   Creating Ex...   Procureme...   Creating an ...   10:42 AM



External Award (SF 1449) - DABL01-03-D-1010

Items 1 - 12   Items 13 - 16   **Items 17 - 21**   BPA Items   Clauses

17. The United States of America (called the Government) represented by the Contracting Officer executing this contract, and the Architect-Engineer agree to perform this contract in strict accordance with the clauses and the documents identified as follows, all of which are made a part of this contract:

18. PROJECT TITLE AND LOCATION

19. DESCRIPTION

20. THIS ACQUISITION IS  UNRESTRICTED    SET ASIDE: \_\_\_\_\_ % FOR SIC: \_\_\_\_\_  
 WOMEN OWNED    SMALL BUSINESS    SMALL DISADV. BUSINESS    8(A)  
SIZE STANDARD: \_\_\_\_\_

21 A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE PAYMENT BONDS?  
(If "YES," include within how many calendar days after award in Item 125.)  
 YES    NO

21B. CALENDAR DAYS

TRASH CAN   ITES

BPA Cabinet   CANCELLATI...   TEAM B   Stacy's Cabl...   Outbox

Ready   May 27, 2006 10:42 AM

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- Items 17-21 (SIC/NACIS code, size standard)
- BPA Items (N/A)
- Clauses

Note: Only those fields specific to the selected award type are enabled.

- Enter all relevant information on the tabs.
- It is not necessary to replicate clauses.
- Save and close the document
- Attach the approval sheet.

Note: An external award cannot be generated or released and cannot be printed. If changes are needed, unapprove it and make edits directly to the on-line document. Modification cannot be make against an external award.

### **Creating a Delivery Order off an External Award from a PR**

To create a DO/TO off an External Award from a PR:

- Highlight the PR.
- From the menu Procurement select Post award, then select Orders, then select SF 1449 External DO/TO
- Click the Select button to attach the ITES external award
- Enter the ITES's contract number in the Number field
- From the drop down list box select a order SPPIN range (agency assign order number)
- Click OK

### **Complete the Delivery/Task Order Window**

- Highlight the line items from the contract on the left side.
- Highlight the matching line item from the right side. (An equal sign is displayed between the two indicating a match.)

Note: The line item descriptions can be different in the Contract and the Purchase Request but the contract line item description will be displayed in the order. The line item Contract Type on the PR and the contract must be the same for CLINs to be matched. When line items are matched, both CLINs are moved to the top of the list. To change the quantity, click on the Quantity box on the DO/TO side and enter the desired amount. To unmatched double-click on the equal sign.

- After all applicable CLINs have been matched click OK.
- The Delivery Order opens.
- Complete the form (e.g. issued by, administered by, contract officer, and SOW)
- Save and Close the document
- Generate the document
- Attach the Approval Sheet
- Release the document