


ATTACHMENT II

DELIVERY ORDERS

Item #	Item Name	Definition / User Instructions
6F	Performance Based Service Acquisition	<p>Indicates whether the contract is a PBSC as defined by FAR 37.601.</p> <p>A PBSC – Describes the requirements in terms of results required rather than the methods of performance of the work;</p> <p>Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see 46.103(a) and 46.401(a));</p> <p>Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and includes performance incentives where appropriate.</p> <p>For FPDS reporting purposes, a minimum of 80% of the anticipated obligations under the procurement action must meet the above requirements.</p> <p>User will select the appropriate code from drop-down.</p> <p>Yes - This is a contract for services and 80% or more of the requirement is specified as a performance requirement.</p> <p>No - This is a contract for services and less than 80% of the requirement is specified as a performance requirement.</p> <ul style="list-style-type: none">• - Not Applicable <p>NOTE: If the order is for services the answer is usually “No” If order is for products select (* - Not Applicable)</p>
9C	Principal Place of Performance	<p>Click  to look-up the appropriate code where the work is being performed. Type the City and State and choose the appropriate city and state combination from the list.</p> <p>NOTE: For services, select the city code where the work is being performed. For supplies, select the supplier’s location.</p>
9H	Place of Manufacture	<p>User will select the appropriate code from drop-down.</p> <p>When product has substantial foreign components or services are performed by foreign entities, this field indicates whether the contract is still technically a U.S. contract.</p> <p>A - U.S. - The action is for (i) A foreign end product that is manufactured in the United States but still determined to be foreign because 50 percent or more of the cost of its components is not mined, produced, or manufactured inside the United States or inside qualifying countries; or (ii) Services performed in the United States by a foreign concern.</p> <p>B – Foreign - The action is for (i) Any other foreign end product; or (ii) Services performed outside the United States by a foreign concern.</p> <p>C - Not Applicable</p> <p>NOTE: If the order is for services select “C”</p> <p>D - Mfg in U.S. - The action is predominantly for acquisition of manufactured end products that are manufactured in the United States.</p>

		<p>NOTE: The answer to 9H is usually “D” if the order is for a product.</p> <p>E - Mfg in outside U.S. - The foreign manufactured end products acquired are predominantly for use outside the United States (FAR 25.100).</p> <p>F - Mfg outside U.S. – Resale - The foreign manufactured end products acquired are predominantly for resale (FAR 25.103(d)).</p> <p>G - Mfg outside U.S. - Trade Agreements - The foreign manufactured end products are predominantly eligible products acquired under Trade Agreements (FAR 25.402(a) (1)).</p> <p>H - Mfg outside U.S. – Commercial information technology - The foreign manufactured end products are predominantly commercial information Technology items (FAR 25.103(e)).</p> <p>I - Mfg outside U.S -Public interest determination - The head of the agency has made a determination that domestic preferences would be inconsistent with the public interest (FAR 25.103(a)).</p> <p>J - Mfg outside U.S. – Domestic non-availability - The foreign manufactured end products were predominantly not domestically available as shown by one of the following:</p>
		<p>(i) The item is listed at FAR 25.104 (FAR 25.103(b)(1)). (ii) The agency did an individual determination (FAR 25.103(b)(2)). (iii) No offer of a domestic end product was received, even though the acquisition was synopsisized and conducted through full and open competition (FAR 25.103(b)(3)).</p> <p>K - Mfg outside U.S. - Unreasonable cost - The cost of the offered domestic end products was unreasonable (FAR 25.103(c), 25.105, and Subpart 25.5)</p> <p>L - Mfg outside U.S. - Qualifying country (DOD only) - For DOD only, the foreign manufactured end products are predominantly qualifying country end products (DFARS 225.003 and 225.872-1)</p>
9K	Zip Code – Place of Performance	<p>For U.S. Place of Performance enter in the zip code+4. A link to the USPS website is available if you do not know the four digit extension to the place of performance zip code.</p> <p>NOTE: For services, enter the zip code where the work is being performed. For supplies, enter the zip code the supplier’s location.</p>
10D	Number of Offers Received	User will enter the number of offers.
10E	Pre-Award Synopsis Requirement	<p>A code that indicates whether the synopsis requirements of FAR Subpart 5.2 were followed. User will select the appropriate code from drop-down.</p> <p>Yes - Synopsisized in accordance with FAR 5.2 No - Not Synopsisized</p> <p>NOTE: The answer is usually “YES” because the parent award was synopsisized</p>

10F	Synopsis Waiver Exception	<p>User will select the appropriate code from drop-down.</p> <p>Yes – Not Synopsized under the SBA/OFPP Waiver Pilot Program The agency is participating in the SBA/OFPP Pilot Program that allows for the waiver of the synopsis requirement in the FAR Subpart 5.2 when agencies acquire services with an anticipated value between \$25,000 and \$100,000 using small business set-asides. If the acquisition is subject to the Small Business Competitive Demonstration Test program, then this code cannot be used.</p> <p>No – Not Applicable</p> <p>NOTE: The answer is usually “No”</p>
10G	Alternative Advertising	<p>Indicates whether the contracting officer used methods to advertise the requirement other than the advertising that is required by FAR 5.201 (currently, by using FedBizOpps).</p> <p>User will select the appropriate code from drop-down.</p> <p>Yes - The contracting officer used methods to advertise the requirement other than the advertising that is required by FAR 5.201.</p> <p>No - The contracting officer did not use methods to advertise the requirement other than the advertising that is required by FAR 5.201.</p> <p>NOTE: The answer is usually “No”</p>
10M	Solicitation Procedures	Select ' SPI - Simplified Acquisition ' from drop-down
10P	Evaluated Preference	Select ' NONE - No Preference used ' from drop-down
21A	Contractor Key Personnel	Enter the name of the Contractor Key Personnel. If not known enter ' UNKNOWN '.
21B	Contractor Key Personnel Email	Enter the Contractor Key Personnel's Email Address. If not known enter ' UNKNOWN '.
22A	Government Project Officer	Enter the name of the Requester. If not known enter ' UNKNOWN '.
22B	Government Project Officer Email	Enter the Requester's Email Address. If not known enter ' UNKNOWN '.
23A	Government Contract Specialist	Enter the name of the Purchasing Agent. If not known enter ' UNKNOWN '.
23B	Government Contract Specialist Email	Enter the Purchasing Agent's Email Address. If not known enter ' UNKNOWN '.
24	RFC Receipt Date (YYYYMMDD)	Enter the Date of the NBS Requisition.
100	Type of Procurement Action	Select ' G – Order/Modification under Federal Schedule Contract ' from drop-down
101	Activity Code	Select ' N02 Station Support Contracts Awarded by Authorized Station Support IC Contracting Offices ' from drop-down.
102	Administering IC	<p>This code identifies the NIH organization placing/administering the Delivery Order.</p> <p>User must select the appropriate code from drop-down.</p> <p>NOTE: The system may pre-populate this field.</p>
105	Date Action Effective (YYYYMMDD)	Enter the date which the action is effective. Should be the same as Item 2B.
106*	Fiscal Year of Obligation (YYYY)	Enter the fiscal year of the obligation.

122	AIDS Affiliated Contract	User will select the appropriate code from drop-down. Yes – Identifies the action is affiliated with AIDS research No – Not affiliated with AIDS research
131	Contracting Officer Name	User must enter the appropriate Approver's name. NOTE: The system may pre-populate this field.
133	RFP/IFB Number	Enter 'N/A'.
139*	CAN	Enter in the CAN
140*	IC	Look-up and select the appropriate Administrating IC from drop-down that is associated with the CAN. Same as Item 102.
141*	FY Funds	Enter the Fiscal Year (YYYY) of Obligation. Same as Item 106.
142*	Dollars	Enter in the amount of the obligation.

***Only complete when obligating or de-obligating funds.**