

# Open CCRs

# CCR Report For

# NAIS

As of: 11/1/2004  
Updated Weekly

CCR #	Initiator	Installation	Initiation Date	Status	Status Date	Priority	Type	Size	Expected Release	Expected Release Date
Title	Description		Recommended Action							
20040070	Davis, Vanessa	MSFC	10/21/2004	New	10/21/2004	Emergency	RC	Small		
Update PDWS to support AMS release 9.0.1	AMS 9.0.1 is scheduled for production deployment on 10/22/2004. A PDWS release is required to support this AMS release.		Make the necessary changes to PDWS in support of AMS 9.0.1 release: - Update PDWS to include any AMS database changes - Update the loader software to recognize AMS 9.0.1							
20040068	Davis, Vanessa	MSFC	10/4/2004	New	10/4/2004	Emergency	None	None		
Database connection error preventing COTR input (TT's 484920 & 484982)	In PPDB release 2.0, two EPS lookup tables were copied into the connection information used tables was not updated from EPS to PPDB for the following scripts: - ppdb_su_delete.cgi - report_queries.cgi - ppdb_cotr_input.cgi  When these scripts try to connect to EPS to read the tables, a database connection error is encountered and the user cannot proceed.		Update the database connection information in the following scripts for reading the 2 EPS lookup tables: - ppdb_su_delete.cgi - report_queries.cgi - ppdb_cotr_input.cgi							

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20040067	Hall, Arvo	HQ	9/29/2004	New	9/29/2004	High	RC	Medium		
Extract of FY04 FPDS-NG NASA Unique elements	NASA HQ Support needs FPDS-NG NASA Unique elements to add with the FY04 data to be imported into FPDS-NG.		<ul style="list-style-type: none"> <li>- Map the NASA Unique elements to PDWS fields</li> <li>- Create the logic/script that will select those elements from PDWS for all centers for FY04 and write them to a flat file</li> <li>- Transmit that file to NASA HQ Support</li> </ul>							
20040064	Ewing, Daphne	MSFC	9/8/2004	Scheduled	9/21/2004	High	None	None		
Modify iSRS in support of FPDS-NG changes.	<p>The PriceEstCost field will no longer be populated in the records received by PDWS. A new field, TotalValue, will be added to the Contract and Purchase Order tables and that field will contain the sum of PriceEstCost and TotProfitFee.</p> <p>The Division field will no longer be populated in the records received by PDWS.</p>		<ul style="list-style-type: none"> <li>- Modify iSRS 294 scripts to use the new PDWS field TotalValueAMT instead of fields PriceEstCost and TotContValIncOptions for the total contract value</li> <li>- Modify iSRS to make division editable in iSRS 294.</li> </ul>							

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20040063	Mann, Richard L	SSC	9/7/2004	New	9/8/2004	Medium	None	None		
Contract Specialist Role in CDS			The Contract Deliverables System (CDS), when adding contacts to each contract, requires that both a Contract Specialist and a Contracting Officer be added in the system. CDS appears to split the roles of (1) Approving deliverables and (2) the ability to edit contracts between the Contracting Officer and the Contract Specialist respectively. At Stennis we have no Contract Specialists in my division. Thus, I must fill both roles, and I have to list myself in both roles in CDS. Unfortunately, that means I get double notifications each time a document is uploaded to the system. At two contracts times roughly twenty documents, mostly on a monthly basis, this can result in up to forty redundant email messages in my box. I found no help on this topic b/c the "Help" link seems to be under permanent construction. Furthermore, the delegation of adding Contacts, deliverables, and restrictions to a Contract Specialist role seems questionable from a heirarchal standpoint. Very seldom are Contract Specialists granted such authority.				Remove the role of adding, editing, or deleting contacts, reports, and restrictions from the Contract Specialist and shift it to the Contracting Officer. Alternatively, set up the system in such a way so that if someone is listed as both Contracting Officer and Contract Specialist, only one notification is received.			
20040062	Clark, Mark T	MSFC	9/7/2004	Scheduled	9/7/2004	High	None	None		
Combine PriceEstCost and TotProfitFee into a single field.			The PDWS database currently have two fields PriceEstCost and TotProfitFee which are to be combined into a single field.				Change PPDB to use this new single field instead of adding PriceEstCost and TotProfitFee to come up with TotalAward.			

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20040060	Abu-Alrub, Ahmad	MSFC	8/30/2004	Scheduled	8/24/2004	High	RC	Small		
Create mirror PDWS DB for all centers - Support the FPDS-NG transition	The original CCR was generated by Tim Elkins/MSFC and requested creating a mirror PDWS DB for MSFC's AMS data before transitioning to FPDS-NG. The team discussed MSFC's request at the FPDS-NG technical weekly telecon held on 8/25/2004 and agreed that creating a PDWS mirror DB for each center will be an invaluable tool for the purpose of preserving centers' AMS data prior to transitioning to FPDS-NG.		<ol style="list-style-type: none"><li>1. Create a PDWS mirror data base for each center to hold a snapshot of the AMS data immediately prior to the transition to FPDS-NG (one time)</li><li>2. Provide the centers with a read-only access to their PDWS mirror DB</li><li>3. Maintain these databases for one year from the FPDS-NG go-live date</li></ol>							

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20040058	Huff, George	JSC	8/16/2004	New	8/16/2004	Medium	RC	Small		
AUTOMATIC NOTIFICATION OF REQUIRED EVALUATION - From Health Study	An advance notification of an annual evaluation requirement would be a big help to the CO/CS. The e-mail would confirm that an evaluation should be initiated soon and would start the review process.		<p>An e-mail notification of an upcoming performance evaluation requirement should be provided 30 days prior to the end of the evaluation period. The same note should be provided for either an annual evaluation or a final evaluation. The note should be sent to the contracting office, the contract specialist, and the center superusers. Suggested language for the note:</p> <p>A performance evaluation on contract/purchase order number [NN0000000] for the period ending [month, day, and year] will be required soon. You must take prompt action to comply with the FAR/NFS requirements for completion of the evaluation and posting of the results to the Past Performance Data Base (PPDB) within 60 days of the end of the period. The PPDB Web Data Entry System available on the NAIS LOGON site must be used to process and post the evaluation. You should perform the evaluation with the assistance of the designated COTR/TM unless the contract is on a Cost-Plus-Award-Fee basis and requires no coordination. If the COTR has a Global Logon account you may process the evaluation to him/her electronically</p> <p>A second notification should be provided if the required performance evaluation has not been posted to the PPDB System within 75 days after the evaluation period ends. The second note should go to the CO/CS, the COTR, and the center Superuser. Suggested language for the note:</p> <p>The required performance evaluation of contract/purchase order [NN0000000] for the period ending [month, day, and year] has not been posted. The evaluation is now delinquent. You must take immediate action to complete the evaluation and enter the contracting officer's signature in the PPDB Web data Entry System. NASA and Center management are concerned that evaluations be performed in accordance with the requirements of the regulations.</p>							

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20040057	Rafferty, Donna	KSC	8/16/2004	New	8/16/2004	High	RC	Small		
<p>ADD CONTRACT NUMBER TO GLOBAL LOGON - PPDB ACCESS REQUEST - From Health Study</p> <p>The Superuser currently gets the following email when a COTR has requested access to PPDB:</p> <p>SUBJECT: Support: PPDB access request for Steinta</p> <p>The following user has requested access on PROD.NAIS:</p> <p>User: Todd A Steinrock            User ID: Steinta            Application: Past Performance Database (PPDB)</p> <p><a href="https://prod.nais.nasa.gov/cgi-bin/ppdb/admin/ppdb_accounts.cgi">https://prod.nais.nasa.gov/cgi-bin/ppdb/admin/ppdb_accounts.cgi</a></p> <p>The Superuser may not be familiar with all COTRs for all contracts and it becomes a time consuming effort to determine if the user should or should not be granted access.</p>										
20040056	Hill, Carol	JSC	8/16/2004	New	8/16/2004	High	RC	Small		
<p>Report of Most Recent Evaluation - From Health Study</p> <p>The reporting module of PPDB allows for various queries.</p> <p>Currently, there is no quick and easy way to identify which evaluations are the most recent for each award, without "drilling down" and examining the listed evaluations.</p> <p>If the standard display/report format included one additional column, "Last Evaluation" and then displayed the most recent evaluation period in that column, buyers (or managers) could readily identify whether another evaluation was needed, or if one recently completed failed to post, or whether the evaluations were up-to-date.</p>										

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20040055	Basta, Michael R	ARC	8/16/2004	New	8/16/2004	High	RC	Small		
Report of Undated/Draft NF1680s - From Health Study			PPDB is capable of storing evaluations in both final (posted) and draft (unposted) mode. The unposted ones are those that do not have a CO Signature date.  There is no easy way to identify which evaluations are being stored in draft mode.				A report is needed to identify those awards that exist in draft mode. A query is currently available which is available upon request, but it must be run by MSFC system administrators, whereas such query should be available to all PPDB users.  The format currently provided is acceptable (sample attached), however, it is recommended that it be available in either text format or in spreadsheet format.			

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20040054	Huff, George	JSC	8/16/2004	New	8/16/2004	High	RC	Small		
CHANGE TERMINOLOGY IN PPDB - From Health Study	When using WEB DATA ENTRY to prepare an evaluation, the first screen requests that you enter the acquisition number. The block below has a choice of New Evaluation or Edit Existing Evaluation. There is much confusion by users over what Edit Existing Evaluation means. When an evaluator initiates a new evaluation but doesn't complete it by including the CO's signature date the evaluation is in limbo under the Edit Existing Evaluation link indefinitely. Frequently CO's check that link thinking it will lead them to a previously posted evaluation that is in the Reports listing.		<p>Request that PPDB be revised to change Edit Existing Evaluation to Edit Incomplete/Unposted Evaluation to clarify what is being edited.</p> <p>Purpose The purpose of the NASA Past Performance Data Base (PPDB) System is to assist procurement officials in collecting, storing, and retrieving NF 1680 contractor performance records as required by FAR 42.15 and NFS 1842.15. NF 1680 provides for the five-tiered rating system identified in Attachment 1.</p> <p>The data contained in the Past Performance Database (PPDB) is NOT to be considered the official file for NASA contractor performance. The official record is the signed NF 1680 that is saved in the contract file. These evaluations may be used to support future award decisions, and should therefore be marked "Source Selection Information".</p> <p>The following instructions have been developed for use by Contracting Officers and Technical Representatives completing the process.</p> <p>Technical Representative (TR) Electronic Input</p> <p>The TR can now obtain a global logon for limited access to pertinent evaluations. Using the TR direct input option eliminates the CO from retyping the information in the PPDB. For this process to work, the Contracting Officer (CO) must make sure that the TR has completed Global Logon Registration before starting the evaluation process. Attachment 2 provides instructions for TR's use in creating and obtaining a global logon account:</p> <p>Contracting Officer's Instructions for Completing the Evaluation Form</p> <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Access to the PPDB is found at URL <a href="https://prod.nais.nasa.gov/cgi-bin/ppdb/ppdb.cgi">https://prod.nais.nasa.gov/cgi-bin/ppdb/ppdb.cgi</a></li> <li>2. <input type="checkbox"/> Type in your global logon</li> <li>3. <input type="checkbox"/> Select WEB DATA ENTRY (top of screen)</li> <li>4. <input type="checkbox"/> At the next screen, enter a contract or purchase order number and check new evaluation. Select NEXT</li> </ol>							

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### Recommended Action

5.  Verify the contract/PO information. This information is pulled from the Federal Procurement Data System-New Generation (FPDS-NG). Select NEXT

NF 1680 provides a five-tiered rating system using the definitions for award fee evaluation scoring found in 1816.405-275 and as set forth on attachment 1. Ratings must be substantiated by written rationale.

6.  Enter evaluation data (page 1 of the NF 1680). (Page 2 is for contractor comments only) The CO is only initially required to complete the blocks highlighted in yellow if the TR is going to submit electronic input. After completing page 1 of the form, select PREVIEW. If the information is incorrect, select the Netscape/Explorer BACK button to edit the data. Select DONE.

7.  Either select CREATE NF 1680 or Create NF1680 and COTR email (if the TR is going to provide online input) and save the file.

8.  If you selected Create NF 1680 and COTR email, the TR will receive an email similar to the following:

Evaluation of Performance (NF1680) for Contract xxxxx for Evaluation Period From \_\_\_\_\_ to \_\_\_\_\_ has been initiated. As the Technical Evaluator, you may enter your comments directly on to the NF1680 by clicking on the following URL. Your evaluations remain active for 21 days.

[https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb\\_cotr\\_input.cgi](https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb_cotr_input.cgi)

(a)  The TR will be taken directly to Global Logon for access to the system and then to the evaluations available for their access.

(b)  The instructions on Attachment 3 may be provided for the TRs use in completing their portion of the performance evaluation.

9.  Once the TR has notified you that they have provided their input, the CO must verify that the information is correct prior to sending to the Contractor.

10.  Enter the PPDB by following the instructions under 1,2, and 3 above

11.  Select EDIT EXISTING EVALUATION and enter the contract or purchase order number. Select NEXT

12.  Verify the information, select CREATE NF 1680 and save the file.

13.  Create an email to the Contractor, attaching the file you saved. Provide the following instructions to the Contractor:

NASA is utilizing an agencywide system to assist procurement officials in

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							collecting, storing, and retrieving NF 1680 contractor performance records as required by FAR 42.15 and NFS 1842.15. You have 30 days to respond to this evaluation if desired. Comments are optional.			
							<input type="checkbox"/>			
							There are two methods for providing comments:			
							<input type="checkbox"/>			
							By typing the information directly on the attached document and sending the document back to the CO via email; or,			
							<input type="checkbox"/>			
							Using On-line Contractor input. Utilizing this method, the Contractor does not type the information on the document, but submits its comments via a NASA web-based system. The web-based system is NASA's preferred method. The URL at the bottom of the attached document links to the NASA web-based system. Upon opening the URL, you will need to log into the system using the EVALUATION ID and AUTHORIZATION CODE identified after the URL.			
							<input type="checkbox"/>			
							Contractors should complete the Contractor's Comments on Evaluation section of the evaluation, including the name, phone number and email address of the person providing comments. Select SUBMIT FORM. On the next screen select CREATE NF1680 and save the file.			
							<input type="checkbox"/>			
							Notify the CO upon completion of this process.			
							<input type="checkbox"/>			
							The Government is not required to consider any Contractor comments received after the 30 day response period has expired.			
							<input type="checkbox"/>			
							<input type="checkbox"/>			
							Contracting Officer's Instructions for Storing the Record in PPDB Reports			
							1. <input type="checkbox"/> After the contractor has notified the CO or the 30-day period has expired, the CO must complete the evaluation process to store the data in the Reports section of the database.			
							2. <input type="checkbox"/> Enter the PPDB by following the instructions under 1,2, and 3 above. Then proceed by selecting EDIT EXISTING EVALUATION and enter the contract or purchase order number.			
							3. <input type="checkbox"/> Select the appropriate evaluation period, select NEXT and go to Page 2 to review contractor comments. Fill in the CO SIGNATURE DATE. THIS FIELD MUST BE COMPLETED TO SAVE THE EVALUATION IN THE REPORTS DATABASE OR THE PAST PERFORMANCE EVALUATION IS NOT CONSIDERED COMPLETE.			
							4. <input type="checkbox"/> If acceptable, PREVIEW the file making sure you print out a copy of the completed form and then select DONE if the information is correct. If not, select the Netscape/Explorer BACK button to edit the information. (If you edit the form, you must complete CO SIGNATURE DATE again – any edits will require rekeying at this point). After final editing, make a copy before			

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Title	Description
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### Recommended Action

selecting DONE.

5.  If the Contractor takes exception and requests review at a higher level, complete page 3 for NASA Review of Contractor Comments, including the name of the reviewing official and date of review. As indicated above, make sure that the CO SIGNATURE DATE block on page 2 is completed. PREVIEW the file and select DONE

Additional Features available in the PPDB are:

1.  Reporting. PPDB offers a comprehensive Ad Hoc reporting module for issuing queries to the system. Reports can be generated for Past Performance data as well as Metrics and Feedback Status. To enter the reporting module, select Reports from the Menu Navigation Bar above.

2.  Feedback As a service to its users, PPDB offers an efficient method to report suggestions and problems and a method to track their status through the reporting module. Select Feedback from the Menu Navigation Bar above to enter feedback.

### EVALUATION CRITERIA FOR NF 1680

For each of the attributes of Quality, Timeliness, Price/Cost, and Other, a standard adjectival rating should be assigned based on the guidelines below:

(1) Excellent: Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.

(2) Very good: Very effective performance, fully responsive to contract requirements; contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor deficiencies.

(3) Good: Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.

(4) Satisfactory: Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.

(5) Poor/Unsatisfactory: Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas, which adversely affect overall performance.

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Global Logon Instructions for Technical Representatives

Please note that you are only required to have one Global Logon account regardless of how many contracts and evaluations you must access. Your global logon account does not expire.

1.  Access Global Logon at [https://prod.nais.nasa.gov/cgi-bin/nais/login\\_account.cgi](https://prod.nais.nasa.gov/cgi-bin/nais/login_account.cgi).

2.  Do not try to enter a logon yet. Select "Create Account".

3.  Complete the user profile form. Please utilize your ODIN user id for Global Logon User ID.

4.  Select "Preview" to review your profile data, correct as necessary, and then select "Submit".

5.  Exit Browser.

6.  Access Global Logon at [https://prod.nais.nasa.gov/cgi-bin/nais/login\\_account.cgi](https://prod.nais.nasa.gov/cgi-bin/nais/login_account.cgi).

7.  Select "Logon".

8.  Enter your new Global Logon user id and password, and then select "Logon".

9.  Select "Request Application Access".

10.  Check the box associated with each Past Performance Database System.

Once the user registration process is completed, the superuser will authorize your application access and you will receive a confirmation by email. If you don't receive email confirmation within a day, please submit a trouble ticket to the NAIS Support Team at <http://prod.nais.nasa.gov/cgi-bin/feedback/remedy.cgi> or telephonically at 1-866-419-6297.

Past Performance Database System Instructions for Technical Representatives

You will receive an email similar to the following after the Contracting Officer has initially entered data in the record:

Evaluation of Performance (NF1680) for Contract NAS10 xxxxx for Evaluation Period From 10/01/01 to 10/31/02 has been initiated. As the Technical Evaluator, you may enter your comments directly on to the NF1680

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### Recommended Action

by clicking on the following URL. Your evaluations remain active for 21 days.

[https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb\\_cotr\\_input.cgi](https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb_cotr_input.cgi)

1.  Click on the link in the email.

2.  Type in your global logon User ID and Password  
 Select NEXT

3.  Select the correct evaluation  
 Select NEXT

4.  The information of the next screen is available to verify the contract/PO information. This information is pulled from the Financial and Contractual Status (FACS) data that is submitted via the NASA Form 507 Acquisition Management System (AMS) process. This data may not be the most recent for evaluation purposes since FACS updates are only performed once a month. Please contact the CO if you wish to discuss changes to this information, but they will be unable to make any changes under the current evaluation(s).  
 Select NEXT

5.  Enter evaluation data. The form allows for a five-tiered rating using the definitions for award fee evaluation scoring found in 1816.405-275 as set forth on the attached.

i.  Do not change any of the information highlighted in yellow. Please contact the CO if you believe that this information is incorrect.

ii.  NOTE: Evaluations must include written rationale for all ratings.

6.  After completing page 1 of the form, select PREVIEW. If the information is incorrect, select the Netscape/Explorer BACK button to edit the data.

7.  Select DONE.

8.  Logout of the system (upper right hand area of screen.)

9.  Notify the Contracting Office that you have completed your input.

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20040053	Davis, Vanessa	MSFC	7/30/2004	New	7/30/2004	High	None	None		
User not receiving notifications			Cheryl Harrison, cheryl.a.harrison@nasa.gov, at JSC reported that she was not receiving any notifications. I confirmed that she had an active profile and an active subscription to notices released with ALL NAICS Codes from JSC. I discovered that particular subscription combination, a particular center and ALL NAICS codes, was overlooked in the January release to implement NAICS code functionality in NENS. A user may subscribe to that combo but they will not receive any emails.				Modify the NENS software to deliver mail to those users who subscribe to the combination of a specific NASA center and ALL NAICS codes.			
20040052	Davis, Vanessa	MSFC	7/30/2004	New	7/30/2004	High	None	None		
User unable to subscribe with apostrophe in email address			Problem reported July 23, 2004 by Mr. George O'Connor, george.m.o'connor@boeing.com. He tries to register in the system and never receives an email back because the tick(') mark prevents his email address from correctly being stored in the NENS database.				Update the NENS software to handle the tick(') mark and allow users with that symbol in their email addresses to register.			

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20040051	Huff, George	JSC	7/28/2004	New	7/28/2004	High	RC	Small		
Allow CO to function as a COTR - From Health Study	There are a limited number of users that have CO capabilities for some areas and are also the COTR in other areas. Currently a user can only be a CO system wide or a COTR system wide.		This is a problem that affects very few people. allow users to have different rights and capabilities based on the Acquisition.							
20040050	Huff, George	MSFC	7/28/2004	New	7/28/2004	High	RC	Small		
Acquisition numbers not of same format - From Health Study	There are several different formats for the acquisition numbers in the system. Currently users are having problems with entering the number in the correct format, this impedes the ability of locating the correct acquisition.		Provide a brief example of the correct format for entering contracts, purchase orders, and grants (How many blanks, dots, dashes are required for each).							

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20040045	Elkins, Tim	MSFC	7/15/2004	Scheduled	7/15/2004	High	RC	Small		
Field Oblig not correctly defined in Purchase Order tables		In the Purchase Order tables Oblig is defined as a varchar(13) field and in the Grant and Contract tables it is defined as a bigint field. This presents a problem when using the format attribute in a SQL statement				Modify the table definitions for the Purchase Order tables to change the Oblig field from a character type field to an integer type field				
20040044	Deuell, Mary	LaRC	7/6/2004	Scheduled	7/6/2004	High	None	Small		
Zeros being displayed for Purchase Order's Purchase Price and Grant's Grant Obligations		The following PDWS Look-Up screen: <a href="http://prod.nais.nasa.gov/cgi-bin/pdws/pdws_LocateContract.cgi">http://prod.nais.nasa.gov/cgi-bin/pdws/pdws_LocateContract.cgi</a>  Uses PurchaseOrderComposite.TotalDisbursements as the Purchase Order Purchase Price. It also uses GrantComposite.TotalDisbursements as the Grant Obligations. For LaRC those fields are all blank in PDWS, so all zeros are being displayed.				Implement recommendation from AMS support to sum PRICE/EST-COST and TOT-PROFIT/FEE together to display as the Purchase Price for Purchase Orders and the Obligations for Grants.				

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Title	Description		Recommended Action							
20040038	Davis, Vanessa	CC	6/21/2004	Scheduled	6/21/2004	High	None	None		
Support AMS 9.0 (CCR 1345) and support FPDS-NG changes.		It was agreed that once the agency begins to enter data directly into FPDS-NG and HQ would no longer be assigning CIC Numbers, the vendor data will become part of the contract, PO, and grant award and modification records. There will be no further need to continue creating the referential link between new awards and modifications and the associated vendor information.  As a result, the table layouts for contracts, POs, and grants will change.				- Modify PDWS table layouts to include the vendor information as part of the contract, PO, or grant record. - Modify PDWS to recognize AMS version number 900				
20040034	Clark, Dwight	MSFC	5/25/2004	New	5/25/2004	High	None	None		
Unable to edit an existing evaluation unless contract is in NPMS		On the first screen of PPDB, if the Edit Existing Evaluation option is selected and a contract number is left blank or not entered EXACTLY as what is found in PPDB, then the list of contracts that is returned is from NPMS, not existing editable evaluations from PPDB.				Change the logic when the option "Edit Existing Evaluation" is selected, to return only existing records in PPDB that are editable.				

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Title	Description		Recommended Action							
20040016	Davis, Vanessa	MSFC	3/15/2004	New	3/15/2004	Low	DR	Small		
Missing Classification Code in Subject of some messages	No Classification Code is displayed in the Subject line of notifications for the release of a Draft Document.		Update the NENS delivery engine to correct a typo that is preventing the Classification Code from being displayed correctly for Draft Documents.							
20040008	Abu-Alrub, Ahmad	CC	1/26/2004	Approved	5/20/2004	High	RC	Medium		
PPDB is not Section 508 compliant	PPDB is W3C WCAG compliant. This level of compliance was achieved using Bobby 3.2. PPDB needs to be fully compliant with Section 508.  This CCR will be evaluated by the PPDB Health Study Team for consideration.		Use SSB Technologies InFocus to evaluate PPDB for any violations to Section 508 guidelines and make the necessary changes to make PPDB fully compliant with Section 508 guide lines.							

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Title			Description				Recommended Action			
20030070	Hieber, David A	CC	8/5/2003	Approved	8/5/2003	High	RC	Small		
iDGS - SAP style document numbers are incapable of being entered using the document number drop downs			The current document numbering screens do not support the new SAP style document numbers.			Alter the document number entry screens to support a wider range of document numbers by using a text field rather than drop down boxes.				
This is to support the IAE integration (FPDS-NG)										
20030055	Abu-Alrub, Ahmad	CC	5/20/2003	Approved	5/20/2003	High	RC	Large		
Ensure NAIS compliance with 508			Infocus, a Section 508 validation tool has revealed that NAIS applications/pages contained Section 508 violations which were not detected by the tool previously used by NAIS (Bobby).			Evaluate all NAIS applications/pages for Section 508 violations and make the necessary changes to make all applications/pages 508 compliant.				

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Title	Description		Recommended Action							
20030054	Huff, George	JSC	5/1/2003	Approved	8/16/2004	High	RC	Small		
<p>The instructions for use of PPDB must be updated to reflect current procedures and processes - From Health Study</p> <p>The Instructions for using the PPDB system to perform contractor evaluations are outdated and do not reflect enhancements that have been incorporated into the application.</p>			<p>Implement/change the following Instructions:</p> <p>Suggestions from George:</p> <ol style="list-style-type: none"> <li>Remove "Informed Data Entry" from the tool bar at the top of the page (I know it doesn't work but why have it on the page?).</li> <li>In the text, delete "Input Options" all the way down through Paragraph 1.</li> <li>Delete the number 2 (there is no number 1).</li> <li>In the text (that was number 2) in the first sentence delete "alternative" and substitute "PPDB".</li> <li>The three ways of implementing the evaluation process (A.B.C.) must be expanded to include "D. Electronic transmittal to and from the COTR." The order should probably be changed.</li> <li>After selecting "Web Data Entry" the terminology in the box that comes up should be changed from "Edit Existing Evaluation" to "Edit Existing Unposted Evaluation" (A separate change that was thrown in).</li> <li>The COTR listing on the NF1680 format should be in alphabetical order by last name instead of random.</li> <li>Change the "instructions" link to the updated version to be provided by KSC</li> </ol> <p>Suggestions from Bruce:</p> <ol style="list-style-type: none"> <li>The Instructions and Pages say "Page 1", "Page 2" and "Page3", when the NF1680 is only two pages, this is confusing and Name the buttons with the actual step, such as "Enter Contractor's Comments. [The screens were done in v2.0 instructions to be done with this CCR.]</li> <li>Don't just say &lt;&lt;&lt;Done&gt;&gt;&gt;. Tell the user what is actually about to happen.</li> <li>Users are confused by the "Page 2 &gt;&gt;&gt;" and "&lt;&lt;&lt;Done&gt;&gt;&gt;" on the page and the preview pages This looks like two paths for the user and creates confusion.</li> <li>All screens should have unique Titles.</li> <li>Have instructions for each button</li> <li>Include the attached general instructions</li> </ol> <p>Purpose</p> <p>The purpose of the NASA Past Performance Data Base (PPDB) System is to assist procurement officials in collecting, storing, and retrieving NF 1680 contractor performance records as required by FAR 42.15 and NFS 1842.15. NF 1680 provides for the five-tiered rating system identified in Attachment 1.</p> <p>The data contained in the Past Performance Database (PPDB) is NOT to be considered the official file for NASA contractor performance. The official record is the signed NF 1680 that is saved in the contract file. These evaluations may be used to support future award decisions, and should therefore be marked "Source Selection Information".</p>							

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### Recommended Action

The following instructions have been developed for use by Contracting Officers and Technical Representatives completing the process.

Technical Representative (TR) Electronic Input

The TR can now obtain a global logon for limited access to pertinent evaluations. Using the TR direct input option eliminates the CO from retyping the information in the PPDB. For this process to work, the Contracting Officer (CO) must make sure that the TR has completed Global Logon Registration before starting the evaluation process. Attachment 2 provides instructions for TR's use in creating and obtaining a global logon account:

Contracting Officer's Instructions for Completing the Evaluation Form

1.  Access to the PPDB is found at URL <https://prod.nais.nasa.gov/cgi-bin/ppdb/ppdb.cgi>

2.  Type in your global logon

3.  Select WEB DATA ENTRY (top of screen)

4.  At the next screen, enter a contract or purchase order number and check new evaluation. Select NEXT

5.  Verify the contract/PO information. This information is pulled from the Federal Procurement Data System-New Generation (FPDS-NG). Select NEXT

NF 1680 provides a five-tiered rating system using the definitions for award fee evaluation scoring found in 1816.405-275 and as set forth on attachment 1. Ratings must be substantiated by written rationale.

6.  Enter evaluation data (page 1 of the NF 1680). (Page 2 is for contractor comments only) The CO is only initially required to complete the blocks highlighted in yellow if the TR is going to submit electronic input. After completing page 1 of the form, select PREVIEW. If the information is incorrect, select the Netscape/Explorer BACK button to edit the data. Select DONE.

7.  Either select CREATE NF 1680 or Create NF1680 and COTR email (if the TR is going to provide online input) and save the file.

8.  If you selected Create NF 1680 and COTR email, the TR will receive an email similar to the following:

Evaluation of Performance (NF1680) for Contract xxxxx for Evaluation Period From \_\_\_\_\_ to \_\_\_\_\_ has been initiated. As the Technical Evaluator, you may enter your comments directly on to the NF1680 by

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### Recommended Action

clicking on the following URL. Your evaluations remain active for 21 days.

[https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb\\_cotr\\_input.cgi](https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb_cotr_input.cgi)

(a)  The TR will be taken directly to Global Logon for access to the system and then to the evaluations available for their access.

(b)  The instructions on Attachment 3 may be provided for the TRs use in completing their portion of the performance evaluation.

9.  Once the TR has notified you that they have provided their input, the CO must verify that the information is correct prior to sending to the Contractor.

10.  Enter the PPDB by following the instructions under 1,2, and 3 above

11.  Select EDIT EXISTING EVALUATION and enter the contract or purchase order number.  
Select NEXT

12.  Verify the information, select CREATE NF 1680 and save the file.

13.  Create an email to the Contractor, attaching the file you saved. Provide the following instructions to the Contractor:

NASA is utilizing an agencywide system to assist procurement officials in collecting, storing, and retrieving NF 1680 contractor performance records as required by FAR 42.15 and NFS 1842.15. You have 30 days to respond to this evaluation if desired. Comments are optional.

There are two methods for providing comments:

By typing the information directly on the attached document and sending the document back to the CO via email; or,

Using On-line Contractor input. Utilizing this method, the Contractor does not type the information on the document, but submits its comments via a NASA web-based system. The web-based system is NASA's preferred method. The URL at the bottom of the attached document links to the NASA web-based system. Upon opening the URL, you will need to log into the system using the EVALUATION ID and AUTHORIZATION CODE identified after the URL.

Contractors should complete the Contractor's Comments on Evaluation section of the evaluation, including the name, phone number and email address of the person providing comments. Select SUBMIT FORM. On the next screen select CREATE NF1680 and save the file.

Notify the CO upon completion of this process.

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Title Description

### Recommended Action

The Government is not required to consider any Contractor comments received after the 30 day response period has expired.

Contracting Officer's Instructions for Storing the Record in PPDB Reports

1.  After the contractor has notified the CO or the 30-day period has expired, the CO must complete the evaluation process to store the data in the Reports section of the database.

2.  Enter the PPDB by following the instructions under 1,2, and 3 above. Then proceed by selecting EDIT EXISTING EVALUATION and enter the contract or purchase order number.

3.  Select the appropriate evaluation period, select NEXT and go to Page 2 to review contractor comments. Fill in the CO SIGNATURE DATE. THIS FIELD MUST BE COMPLETED TO SAVE THE EVALUATION IN THE REPORTS DATABASE OR THE PAST PERFORMANCE EVALUATION IS NOT CONSIDERED COMPLETE.

4.  If acceptable, PREVIEW the file making sure you print out a copy of the completed form and then select DONE if the information is correct. If not, select the Netscape/Explorer BACK button to edit the information. (If you edit the form, you must complete CO SIGNATURE DATE again – any edits will require rekeying at this point). After final editing, make a copy before selecting DONE.

5.  If the Contractor takes exception and requests review at a higher level, complete page 3 for NASA Review of Contractor Comments, including the name of the reviewing official and date of review. As indicated above, make sure that the CO SIGNATURE DATE block on page 2 is completed. PREVIEW the file and select DONE

Additional Features available in the PPDB are:

1.  Reporting. PPDB offers a comprehensive Ad Hoc reporting module for issuing queries to the system. Reports can be generated for Past Performance data as well as Metrics and Feedback Status. To enter the reporting module, select Reports from the Menu Navigation Bar above.

2.  Feedback As a service to its users, PPDB offers an efficient method to report suggestions and problems and a method to track their status through the reporting module. Select Feedback from the Menu Navigation Bar above to enter feedback.

EVALUATION CRITERIA FOR NF 1680

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For each of the attributes of Quality, Timeliness, Price/Cost, and Other, a standard adjectival rating should be assigned based on the guidelines below:

(1) Excellent: Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.

(2) Very good: Very effective performance, fully responsive to contract requirements; contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor deficiencies.

(3) Good: Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.

(4) Satisfactory: Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.

(5) Poor/Unsatisfactory: Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas, which adversely affect overall performance.

### Global Logon Instructions for Technical Representatives

Please note that you are only required to have one Global Logon account regardless of how many contracts and evaluations you must access. Your global logon account does not expire.

1.  Access Global Logon at [https://prod.nais.nasa.gov/cgi-bin/nais/login\\_account.cgi](https://prod.nais.nasa.gov/cgi-bin/nais/login_account.cgi).

2.  Do not try to enter a logon yet. Select "Create Account".

3.  Complete the user profile form. Please utilize your ODIN user id for Global Logon User ID.

4.  Select "Preview" to review your profile data, correct as necessary, and then select "Submit".

5.  Exit Browser.

6.  Access Global Logon at [https://prod.nais.nasa.gov/cgi-bin/nais/login\\_account.cgi](https://prod.nais.nasa.gov/cgi-bin/nais/login_account.cgi).

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7.  Select "Logon".

8.  Enter your new Global Logon user id and password, and then select "Logon".

9.  Select "Request Application Access".

10.  Check the box associated with each Past Performance Database System.

Once the user registration process is completed, the superuser will authorize your application access and you will receive a confirmation by email. If you don't receive email confirmation within a day, please submit a trouble ticket to the NAIS Support Team at <http://prod.nais.nasa.gov/cgi-bin/feedback/remedy.cgi> or telephonically at 1-866-419-6297.

Past Performance Database System Instructions for Technical Representatives

You will receive an email similar to the following after the Contracting Officer has initially entered data in the record:

Evaluation of Performance (NF1680) for Contract NAS10 xxxxx for Evaluation Period From 10/01/01 to 10/31/02 has been initiated. As the Technical Evaluator, you may enter your comments directly on to the NF1680 by clicking on the following URL. Your evaluations remain active for 21 days.

[https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb\\_cotr\\_input.cgi](https://test.nais.nasa.gov/cgi-bin/ppdb/ppdb_cotr_input.cgi)

1.  Click on the link in the email.

2.  Type in your global logon User ID and Password  
 Select NEXT

3.  Select the correct evaluation  
 Select NEXT

4.  The information of the next screen is available to verify the contract/PO information. This information is pulled from the Financial and Contractual Status (FACS) data that is submitted via the NASA Form 507 Acquisition Management System (AMS) process. This data may not be the most recent for evaluation purposes since FACS updates are only performed once a month. Please contact the CO if you wish to discuss changes to this information, but they will be unable to make any changes under the current evaluation(s).  
 Select NEXT

5.  Enter evaluation data. The form allows for a five-tiered rating using the definitions for award fee evaluation scoring found in 1816.405-275 as set forth

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Title	Description
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### Recommended Action

on the attached.

i.  Do not change any of the information highlighted in yellow. Please contact the CO if you believe that this information is incorrect.

ii.  NOTE: Evaluations must include written rationale for all ratings.

6.  After completing page 1 of the form, select PREVIEW. If the information is incorrect, select the Netscape/Explorer BACK button to edit the data.

7.  Select DONE.

8.  Logout of the system (upper right hand area of screen.)

9.  Notify the Contracting Office that you have completed your input.

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20030052	Crider, Ron	HC	4/29/2003	Approved	4/29/2003	High	RC	Medium		
CCI/ICD Early Innovator Phase I	Implement CCI/ICD Phase 1 Requirements (Implementation of Early Innovator Phase)		Implement the following requirements for the CCI/ICD Phase 1: <ol style="list-style-type: none"> <li>1. Create list of all agency-wide contracts that currently exist in CCI.</li> <li>2. Identify appropriate roles in Interagency Contract Directory system from agency-wide contract list. These roles will include Agency Administrator, Contract Records Administrator, and Agency Point of Contact.</li> <li>3. Create roles in ICD system. The Contract Record Administrator will be the Contracting Officer (CO) identified in each CCI listing.</li> <li>4. Assist Contracting Officers in identifying missing data from relevant contracts. Provide instructions on logging on and entering contract data into ICD system. A link will be provided to the GSA ICD web form. During Phase I, the Contract Record Administrator (CO) using this method will submit all ICD data directly to GSA.</li> <li>5. Evaluate all contracts entered into ICD system for missing data. All temporary values are time sensitive and must be identified. The Contract Record Administrator (CO) will be responsible for making all corrections to their respective ICD listings.</li> <li>6. Create checklist of changes to CCI application from temporary values that will become part of Phase 2 requirements.</li> <li>7. Change existing CCI Interagency Contract Resource List to point to new ICD website. Include links to appropriate training materials and frequently asked questions provided by GSA. Make various other minor changes to the CCI site as provided in the attached screen mar-ups provided by the application owner (Crider)</li> </ol>							

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Title	Description		Recommended Action								
20030044	Niebieszczanski, Toni	CC	3/21/2003	Hold	3/21/2003	Medium	RC	Medium			
iSRS - Archive Capability (NIT 02-794, CCR02-010)		Archive Capability		Archive Capability							

20030034	Bradford, Jim	CC	3/21/2003	Scheduled	3/21/2003	Medium	RC	Small			
EPS - Duplicate reference/solicitation number		Currently Reference number and solicitation number can be the same (NIT 01-299, CCR01-012).		Add edit check to prevent number from being duplicated as both a reference number and solicitation number.							

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Title			Description				Recommended Action			
20030007	Allen, Laura J	CC	1/15/2003	Approved	1/15/2003	High	RC	Medium		
SRS 295 updates.			1- Change block 9 to not require input for both (a) and (b). 2- For FPDS reporting, if the commercial percent is less than .1, report .1. 3- Incorporate the NAICS input into the HQ interface. 4- Remove the type of report selection from the reports module. 5- Ensure that vendor cannot edit 295 data once it's been submitted. 6- Ensure that vendor can only input one report for a reporting period based on DUNS number.			Incorporate the requested modifications as listed above.				
20030004	Allen, Laura J	CC	1/8/2003	New	5/12/2004	High	RC	Small		
Add a Non-Submittal Report to the SRS 294 Reports Module. (Re: TT0000385073).			The Non-Submittal Report should show any procurement actions where a SF294 is required, but the data has not been input into the SRS 294 system.			Create a Non-Submittal Report.				

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Title	Description		Recommended Action							
20020031	Allen, Laura J	CC	12/11/2002	Hold	12/11/2002	High	RC	Small		
iSRS - Add the Total Obligations to date for the life of the contract to the SRS Reporting module. (Re: TT0000381702).			User requested that this dollar value be added to the SRS reports.				Pull the dollar value from the PDWS and save it with the SRS record. The value should be displayed on the SRS reports.			