



Knowledge Transfer Program Document Builder

July 8, 2009

Ground Rules

🌐 Important Ground Rules

- Sign the attendance sheet
- Turn off your cell phones and pagers
- No email or internet usage during session

Agenda

- ④ What is Document Builder?
- ④ Where Document Builder fits in SCEIS
- ④ Limitations of Document Builder
- ④ Demonstration of Document Builder
- ④ Document Builder Practice



What is Document Builder?

The Compendium

- Originally drafted in February 2006
- A comprehensive collection of integrated and standardized clauses, bidding instructions, contract clauses, and solicitation related forms
- Commonly used by ITMO/SPO
- Includes guidance on using the clauses

The Compendium & Doc Builder

- Document Builder is a tool to help build solicitation documents based on compendium clauses.
- Document Builder asks a series of questions which determine which clauses to include in the solicitation document
- Questions are based on a decision tree developed using Appendix L in the Compendium



Where Document Builder fits into SCEIS

Solicitation & Award Documents



Doc Builder is accessed via SRM for solicitation documents and via ECC for award documents.

The functionality of Doc Builder in both systems is the same. The dialog questions are different based on the final document being generated.



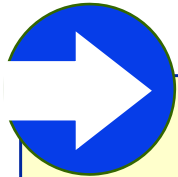
Limitations of Document Builder

What it does & doesn't do

- Document Builder is a tool used to build documents
- Document Builder does NOT store or maintain data
- Free form text (i.e. Scope of Work) is added to the document outside of Document Builder
- ASCII errors may occur in Document Builder when using formatted text
- Small Purchases solicitations



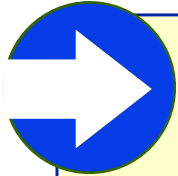
Demonstration of Document Builder



- ◆ **Demonstration**
 - ◆ Build a solicitation document using Doc Builder



Document Builder Practice



- ◆ **Document Builder Practice**
 - ◆ Build a solicitation document for your agency

Any Questions?

