

Q1: **Electronic GFP Formats:** The Requisitioned GFP format breaks the property into two categories--Non-Reimbursable and Reimbursable. Does this mean that the contractor completes this format by placing GFP items under either category and that they will be authorized an amount for reimbursement from a DoD Supply Source if the item is reimbursable? (11 July 2012)

A1: The "Requisitioned GFP" format is used when the solicitation permits Government Supply Sources (see FAR clause 52.251-1), which says that "The Government may issue the contractor authorization to use Government supply sources in the performance of the contract." See also DFARS 252.251-7000, Ordering from Government Supply Sources.

The property to be requisitioned would either be non-reimbursable (and therefore GFP); or reimbursable (not GFP as the contractor is making a direct purchase). The formats themselves authorize nothing. The contract terms and conditions are to provide the details.

Q2: **Format Population:** Is it possible to populate the data fields on the format from an excel spreadsheet?

A2: No. The formats are a fill-able PDF and therefore cannot be populated from an excel spreadsheet.

Q3: **Format Usage:** Do we really have to use these formats?

A3: Yes. Reference DPAP Policy letter dated 12 April 2012.

Q4: **Reference Material:** Is there any reference material you can provide that will help users as they populate the forms?

A4: The DPAP website link below provides the direction for GFP and PGI 245.201-71 - GFP attachments to solicitations and awards.

http://www.acq.osd.mil/dpap/dars/pgi/frameset.htm?dfarsno=245_2&pgino=245_2&pgianchor=245.201-71&dfarsanchor=245.201-71

Q5: **Customer Support:** Will the PDREP Customer Support Desk be available to assist?

A5: If you encounter any type of issue concerning the PDF formats please contact Mr. Tony Sulpizio at Anthony.Sulpizio@navy.mil. Tony will document the issues and track them to completion. For questions concerning policy, please contact Mr. Dave Guinasso at DPAP PDI at david.guinasso@osd.mil.

Q6: **Multiple Users of GFP:** At any given time we have multiple users of the same equipment in the supplier labs. How do we report multiple users on the PDF formats?

A6: The property should be the responsibility of one contractor and one contract (if it breaks who is responsible?). Other contracts and contractors may have authorization to use it on a non-interference basis, but somebody needs to be accountable.

Q7: **Application to Existing Contracts:** Does this requirement apply to existing contracts?

A7: We are not requiring that this be applied retroactively on existing contracts at this time, just on new solicitations and awards

Q8: **Data from classified systems:** How do we provide the required GFP information when we don't use the Electronic Documentation Access system as we are part of the Intelligence Community?

A8: The short term answer is going to be you don't. There currently isn't an environment available to keep classified data at this time. Discussions are being held regarding creating such an environment, but we are a ways off from implementing anything.

Q9: **Scanning of PDF formats into Non-fillable PDF Documents:** When attaching the GFP formats to my contract documents, do I print and scan them before attaching?

A9: No. The purpose for providing fillable Adobe PDF formats is to facilitate the electronic transmission of GFP data into EDA and subsequently WAWF. If you convert the fillable PDF formats into a scanned document, your GFP data will not transmit into EDA as required.

Q10: **Transferring information into the Adobe PDF formats:** I am trying to cut and paste my GFP information into the Adobe PDF formats and get an error that the form won't take my information. (19 September 2012)

A10: If you want to transfer information from Microsoft Word, Excel or Access, you need to have installed on your computer the complete Adobe Acrobat software. Most computers come with PDF Viewer capabilities which don't allow population of Adobe Fillable PDF documents. If you don't have access to the complete Adobe Acrobat software there are several PDF writers that will work, including many that are available as free downloads. **NOTE: Documents other than Adobe PDF will not transmit to EDA as required.** Contact your local IT organization to identify which of these products might be available and acceptable on your network.