Navigating PRDS

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What is PRDS?

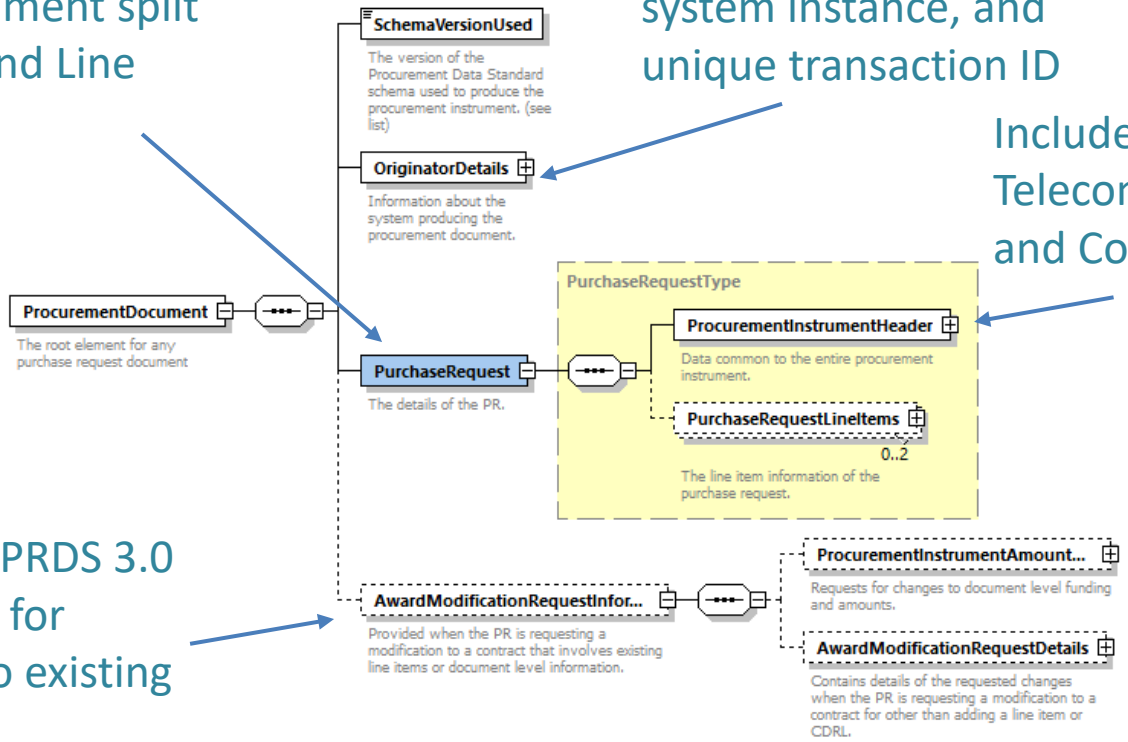
- The Purchase Request Data Standard is a system-agnostic data model using a common language (XML) and business rules to support all types of requirements reporting.
- It establishes a standard business process and data set for exchanging PRs.
- It was first published in 2010, and is now on Version 3.0.
- PRDS supports the traceability and transparency of contract expenditures by allowing the Department of Defense to properly link requirements, as documented in purchase requests (PRs), to their commitments and through to any subsequent procurement actions and payments.
- Alignment of requirements through the procure-to-pay (P2P) process enables more accurate order fulfillment and promotes greater auditability in the Department.

PRDS Sections

Main PR Document split into Header and Line Item Sections

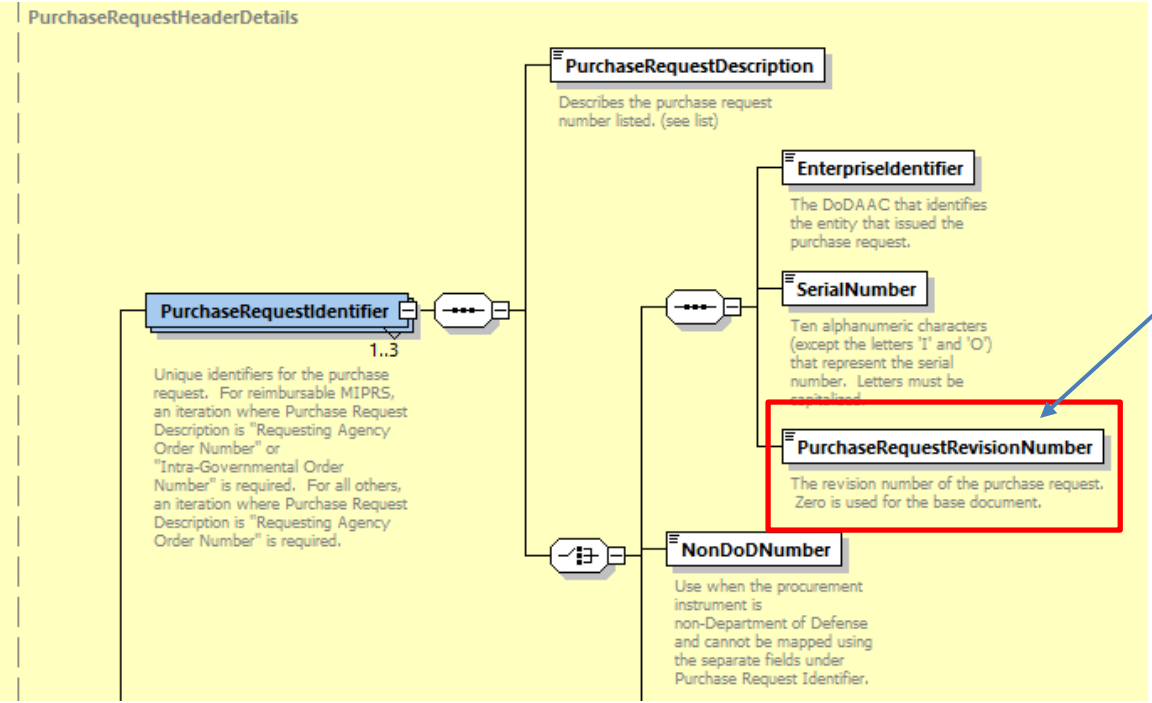
Identifies sending system, system instance, and unique transaction ID

Includes sections for IGT, Telecommunications, and Construction



New Section in PRDS 3.0 allows requests for modifications to existing contracts

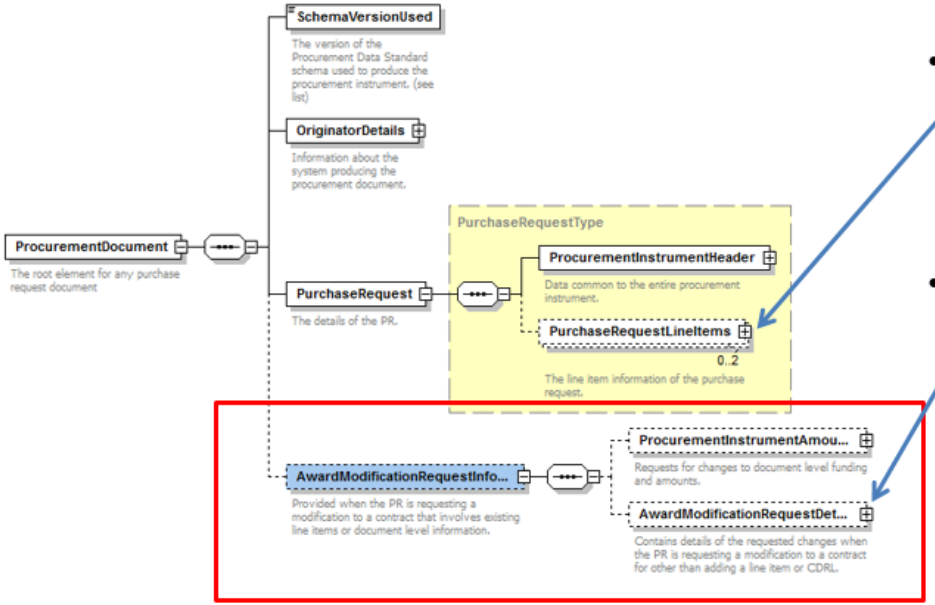
Amendments to the PR



Add a <PurchaseRequestRevisionNumber> to indicate an amendment to the PR. Then use all other elements as if it's a new PR (creates a conformed copy).

Requests for Modifications to Contracts

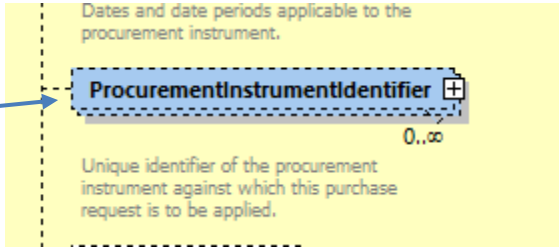
PRDS Version 3.0 added a section to allow for requests for Modifications against existing contracts. <AwardModificationRequestInformation>



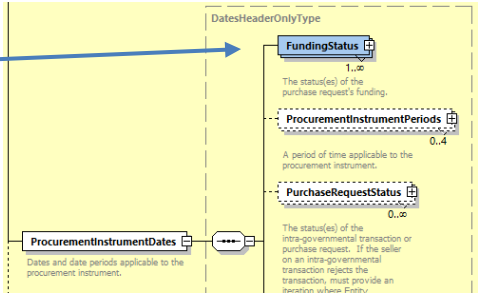
- New line items will be entered in the main Line Item section
- Updates or deletions to line items will be entered in the modification section

Requesting a new funded line item

- <ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>. Include the existing contract number here. Make sure the description is "Contract being Modified - Award“ (this description is used for all types of mods).



- <ProcurementInstrumentDates/FundingStatus>. This is a required field; choose the funding status that applies to the requested new funded line item. (“Certified,” "Awaiting Certification," or "Planning")

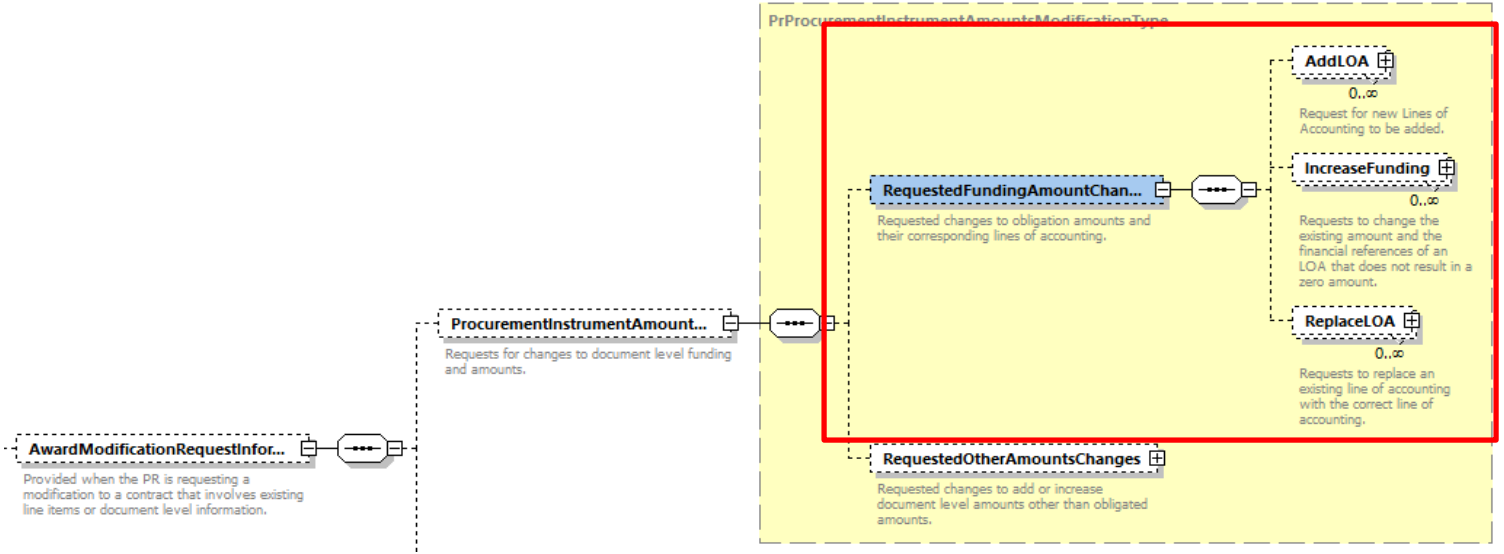


- The new line item is placed in <Purchase Request/ Purchase Request Line Items>.

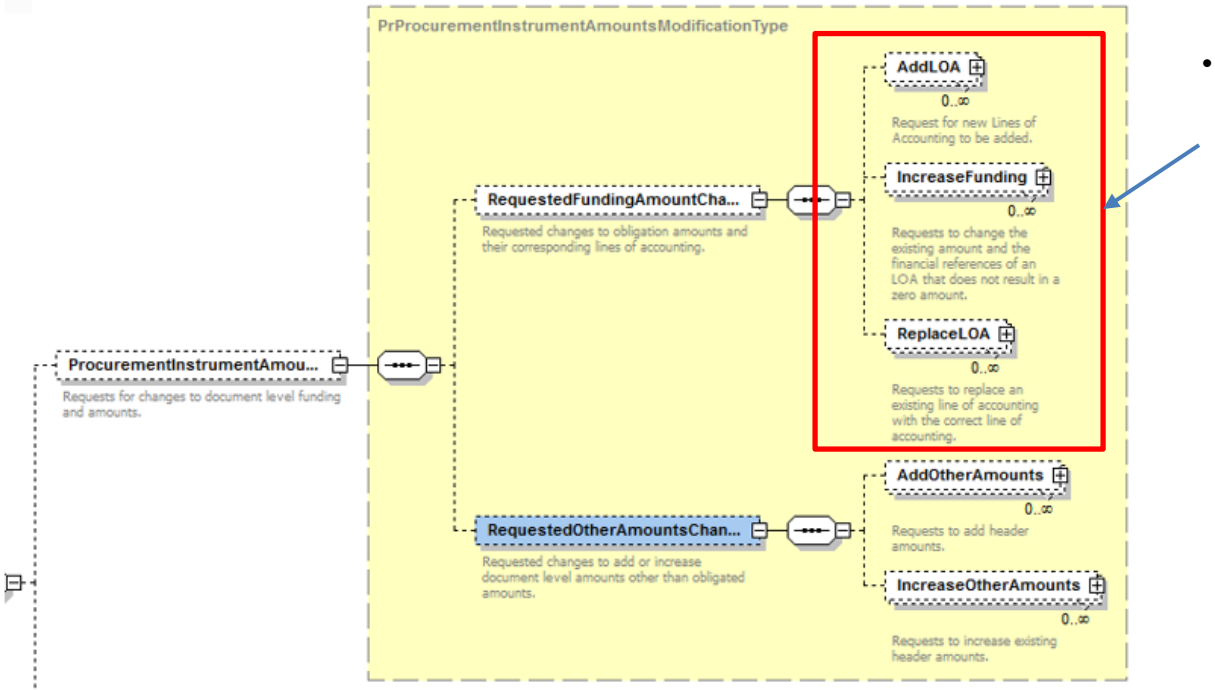
- The updated funding is placed in <Award Modification Request Information/ Procurement Instrument Amount Requests>. Funding change requests at the header level are always provided in this section. (See next slide)

Requesting a new funded line item (cont'd)

- To request a modification to the funding at the header level, you must provide <Award Modification Request Information/ Procurement Instrument Amount Requests>.



Requesting a new funded line item (cont'd)

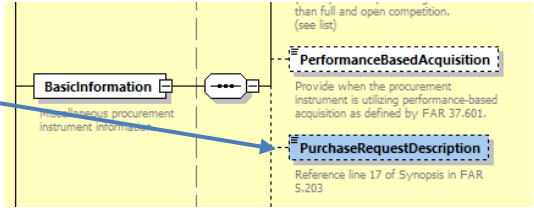


- <RequestedFundingAmountChanges> should be used. But which subsection is dependent on how the funding is changing.

<Purchase Request/ Procurement Instrument Header/ Procurement Instrument Amounts> subsections <Committed Amounts>, <Other Amounts>, and <Servicing Reimbursable Authority Amounts> cannot be provided. These are not used when the PR is a request to modify an ordering instrument or stand-alone contract.

Cancelling a Line Item Off an Existing Contract

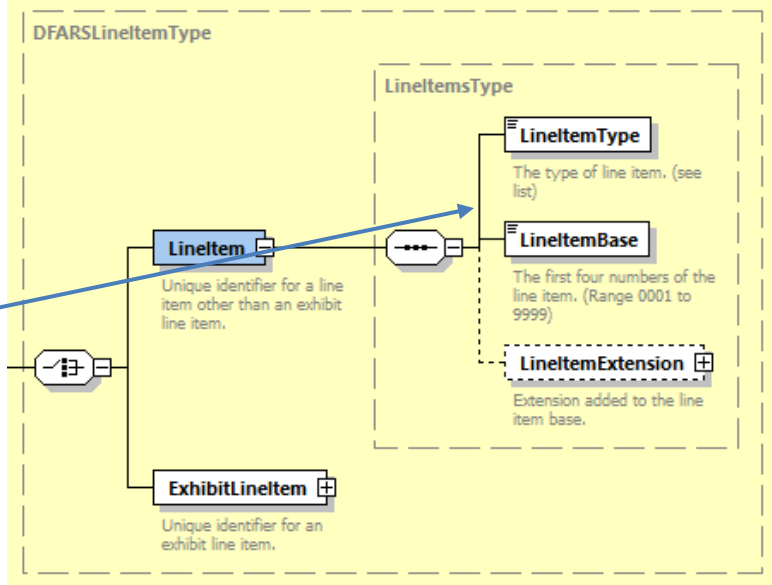
- <PurchaseRequestDescription> should be descriptive of the change, e.g. “Cancel Line Item 0002 for [Contract number]”



- <Funding Status> is not required

- <ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>. Include the existing contract number here. Make sure the description is "Contract being Modified - Award".

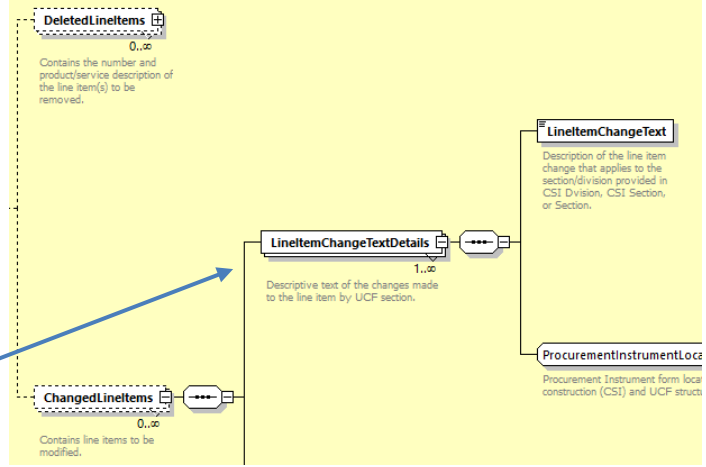
- <AwardModificationRequestDetails/ContractLineItems/LineItems/DeletedLineItems/DFARS/LineItem> “Type” and “Base” are required. <LineItemExtension> is conditionally required for SLINs and INFOSLINs; not required for CLINs



- Within <DeletedLineItems>, <ProductServiceDescription> is also required. This serves as a check that the correct line item is being deleted.

Changing the PoP on a Line Item

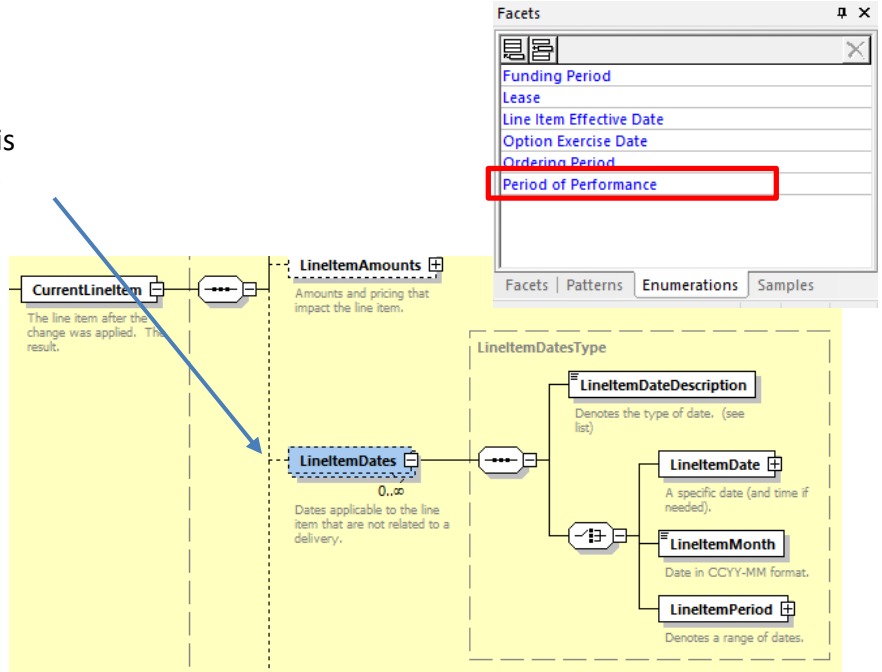
- <PurchaseRequestDescription> should be descriptive of the change, e.g. “Change Period of Performance for [Contract number]”
- <Funding Status> is not required
- <ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>. Include the existing contract number here. Make sure the description is "Contract being Modified - Award".
- Use <AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/LineItemChangeTextDetails/LineItemChangeText> for a description of the change, e.g. “Change PoP for CLIN 0001.”
- Note that any time <CurrentLineItem> is provided, <LineItemIdentifier>, <LineItemBasicInformation/ OptionLineItem>, <LineItemBasicInformation/ ProductServicesOrdered/ ItemUIDRequired>, and <LineItemBasicInformation/ ProductServicesOrdered/ ProductServiceDescription> are required.



Changing the PoP on a Line Item (cont'd)

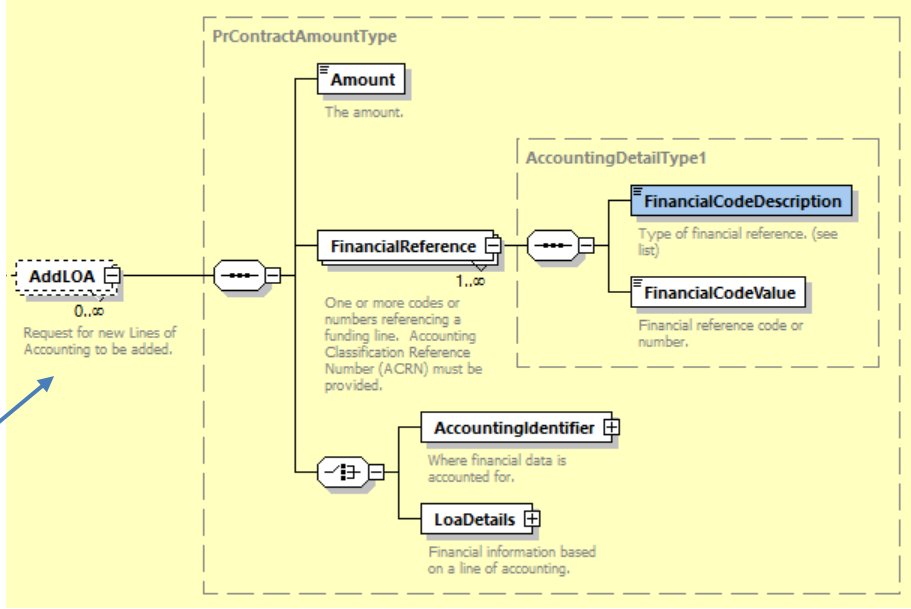
- In <ChangedLineItems/CurrentLineItems>, identify the line item you are changing in the LineItemIdentifier section.
- Then select the place for the change you want (in this case, the PoP is in <LineItemDates/LineItemDateDescription> and <LineItemPeriod>) and put the new value in.

```
<AwardModificationRequestInformation>
    <AwardModificationRequestDetails>
        <ContractLineItems>
            <LineItems>
                <ChangedLineItems>
                <LineItemChangeTextDetails>
                    <LineItemChangeText>Change PoP for CLIN 0001</LineItemChangeText>
                    <Section>F</Section>
                </LineItemChangeTextDetails>
                <CurrentLineItem>
                    <LineItemIdentifier>
                        <DFARS>
                            <LineItem>
                                <LineItemType>CLIN</LineItemType>
                                <LineItemBase>0001</LineItemBase>
                            </LineItem>
                        </DFARS>
                    </LineItemIdentifier>
                    <LineItemBasicInformation>
                        <OptionLineItem>false</OptionLineItem>
                        <ProductServicesOrdered>
                            <ItemUIDRequired>false</ItemUIDRequired>
                            <ProductServiceDescription>Services Jan 2017 - Nov 2017</ProductServiceDescription>
                            <Quantity>1</Quantity>
                            <UnitOfMeasure>Each</UnitOfMeasure>
                        </ProductServicesOrdered>
                    </LineItemBasicInformation>
                    <LineItemDates>
                        <LineItemDateDescription>Period of Performance</LineItemDateDescription>
                        <LineItemPeriod>
                            <PeriodStart>
                                <DateElement>2017-01-01</DateElement>
                            </PeriodStart>
                            <PeriodEnd>
                                <DateElement>2017-11-30</DateElement>
                            </PeriodEnd>
                        </LineItemPeriod>
                    </LineItemDates>
                </CurrentLineItem>
                </ChangedLineItems>
            </LineItems>
        </ContractLineItems>
```



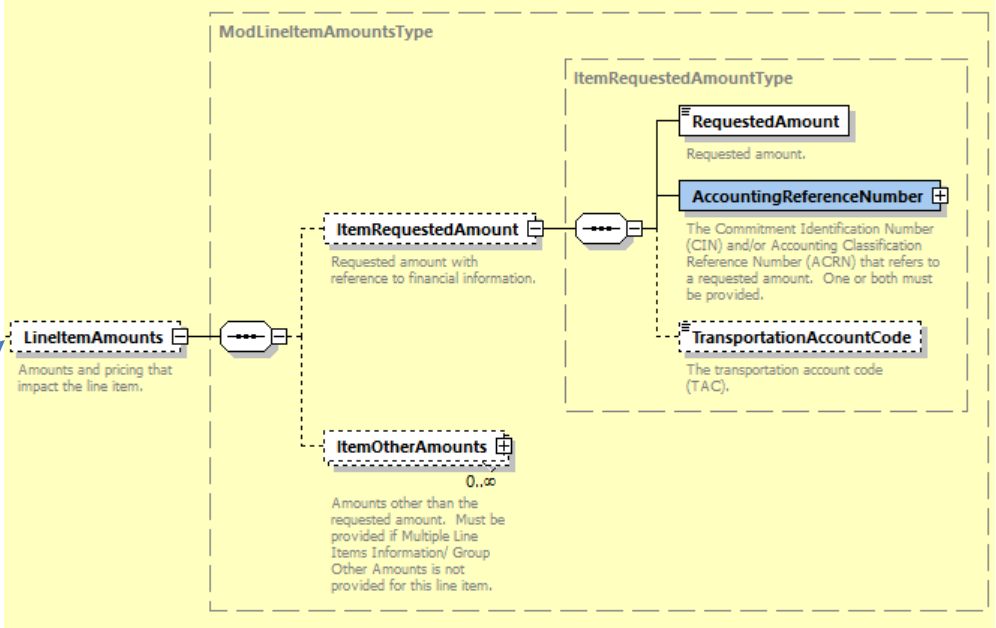
Exercise Option with New LOA

- <PurchaseRequestDescription> should be descriptive of the change, e.g. “Exercise Option and Add Funds for [Contract number]”
- <ProcurementDocument/PurchaseRequest/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier>. Include the existing contract number here. Make sure the description is "Contract being Modified - Award".
- <AwardModificationRequestInformation/ProcurementInstrumentAmounts/RequestedFundingAmountChanges/AddLOA> – here, add total (header) amount of additional funding, the suggested ACRN (for the contract – but remember this is just a request – it may change), and the LOA Details (blob).



Exercise Option with New Funds (cont'd)

- In <ChangedLineItems/CurrentLineItems>, identify the line item you are changing in the <LineItemIdentifier> section.
- <AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/LineItemChangeTextDetails/LineItemChangeText> for a description of the change, e.g. "Exercise CLIN 0004."
- Then add the funds to the line item(s) as required using <AwardModificationRequestDetails/ContractLineItems/LineItems/ChangedLineItems/CurrentLineItem/LineItemAmounts>.
- Other required line item fields (like <ProductServicesOrdered>) will be required.

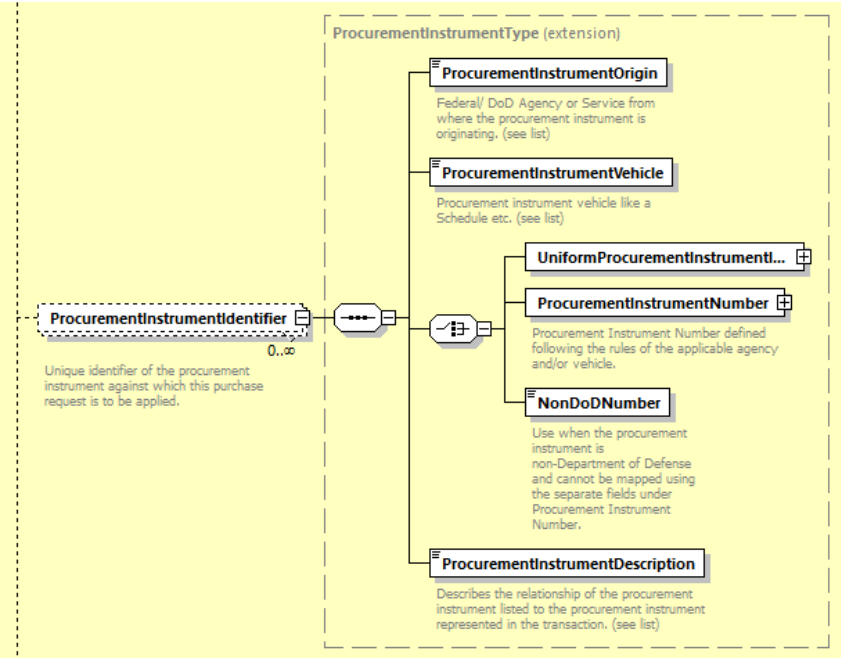


Three Places for PIID

1. At the Header:
AwardInstrument/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier
This is either the base award number (in the case of a new award/contract/vehicle) OR the contract number of the contract which is now being modified. If the last mod to this contract was an ACO mod, you put that mod number in here (you'll notice this section is 1 - infinity - can be looped). This is to help with conformance issues - answers the question "What was the version of the contract you were working from when you did this mod?"

2. In the Modification Section Header:
AwardModificationInstrument/ProcurementInstrumentHeader/ProcurementInstrumentIdentifier
This is where you identify the actual modification number itself. What is the identifier for THIS transaction/award/set of data? (max. 1)

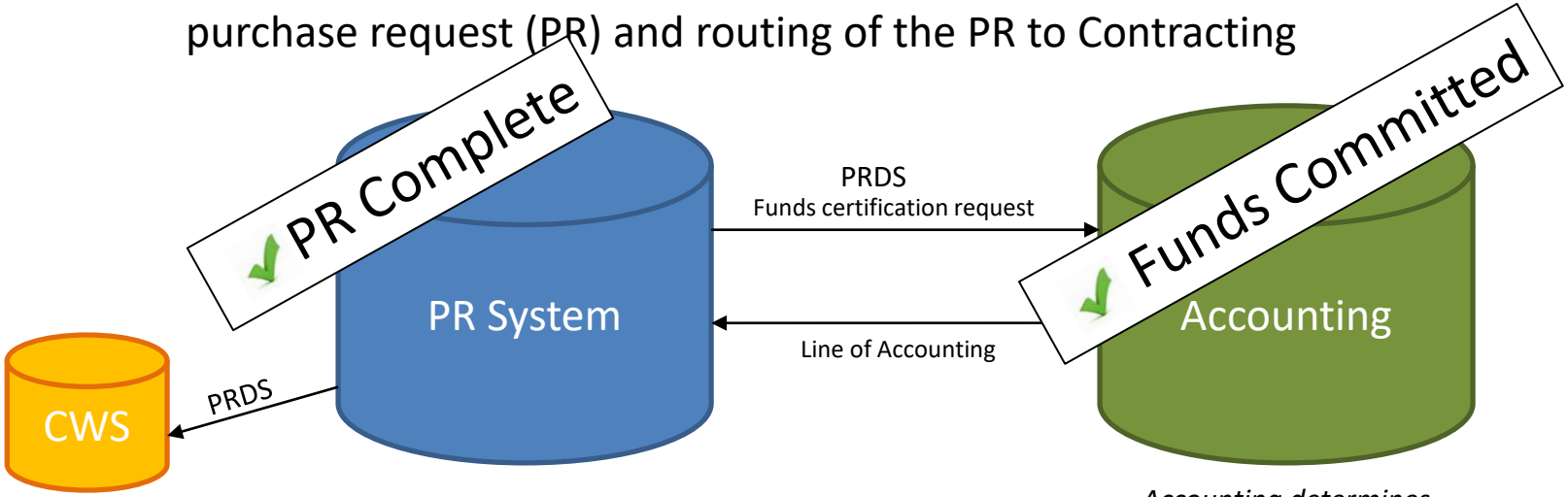
3. In the Modification Section in the Modification Details:
AwardModificationInstrument/ProcurementInstrumentHeader/ProcurementInstrumentIdentifierModificationDetails
This section is used if you actually want to change a procurement ID that was on the original award (whatever I'm modifying). Two examples: Add: I forgot to put the IDIQ number on the initial order/award, and Change: I accidentally issued the contract under a number that has already been used - need to update it to a unique number.



The enumerations are standard across all three segments; you would not use all of them in all the segments. Some, like ACO/PCO mod, might only be used in one segment.

What is Handshake 1?

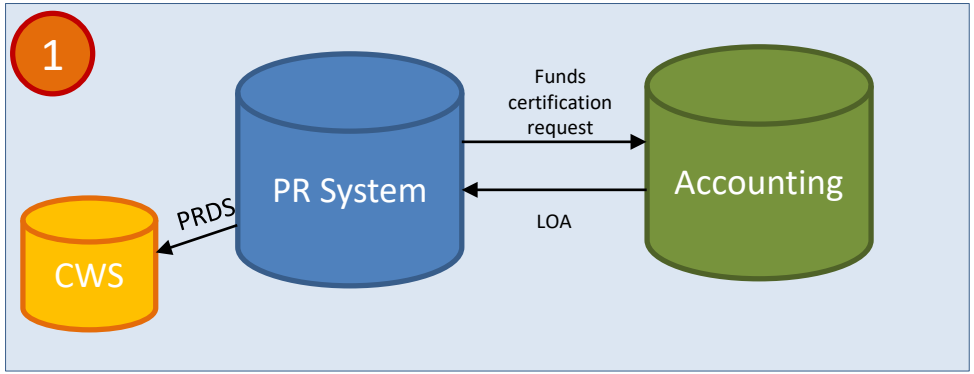
Certify Funds Handshake: The commitment of funds to complete a funded purchase request (PR) and routing of the PR to Contracting

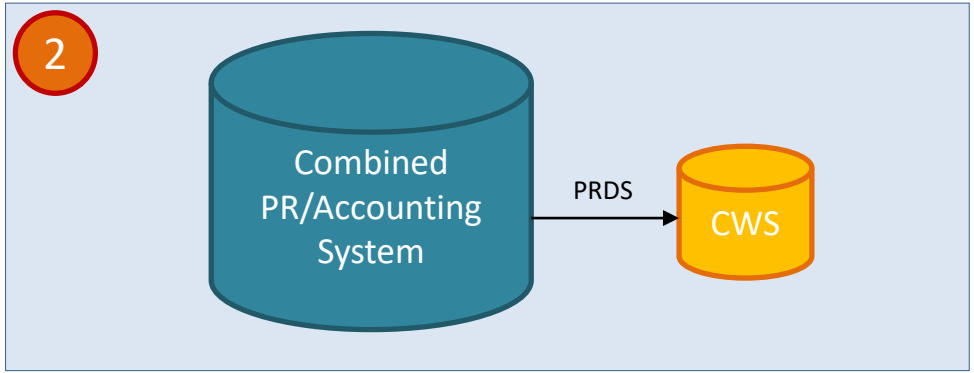


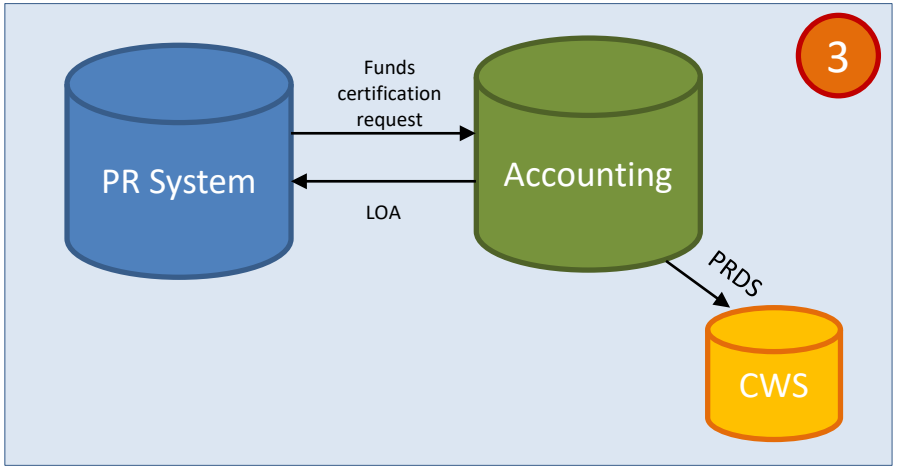
PR is created to represent the requirement. Request for funds is sent. When LOA is returned, it is added to the PR and sent to contracting.

Accounting determines appropriate funds and completes an administrative reservation (commitment) of those funds.

HS 1 Alternatives

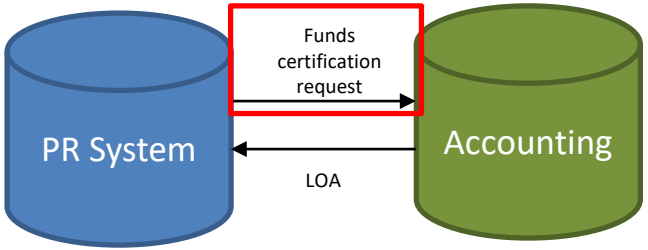


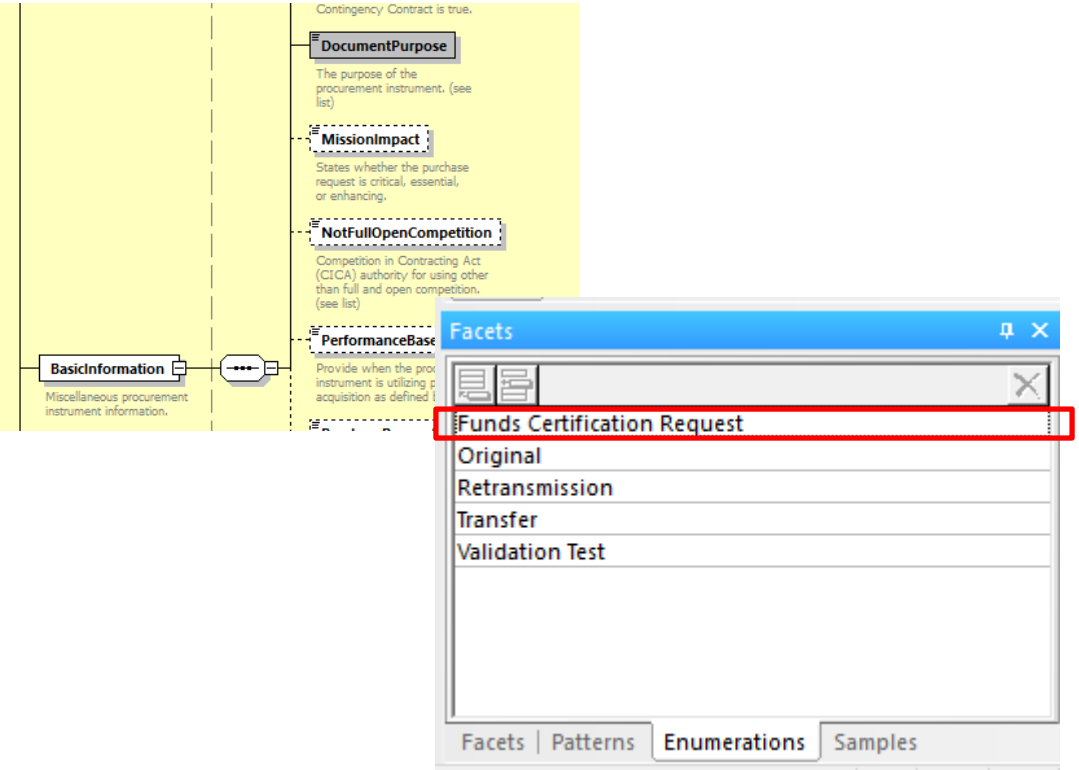




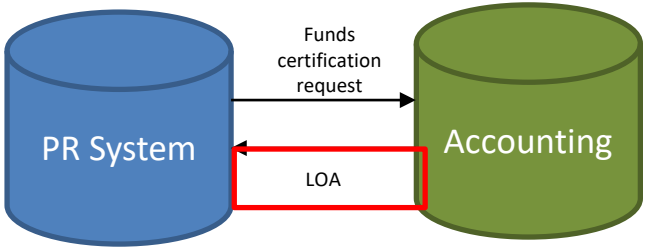
1. PR System calls out to Accounting to get LOA, then sends full PRDS to Contracting
2. ERP creates full PR with funding and sends to Contracting
3. Accounting collects full PR data, adds funding data, and sends full PRDS to Contracting

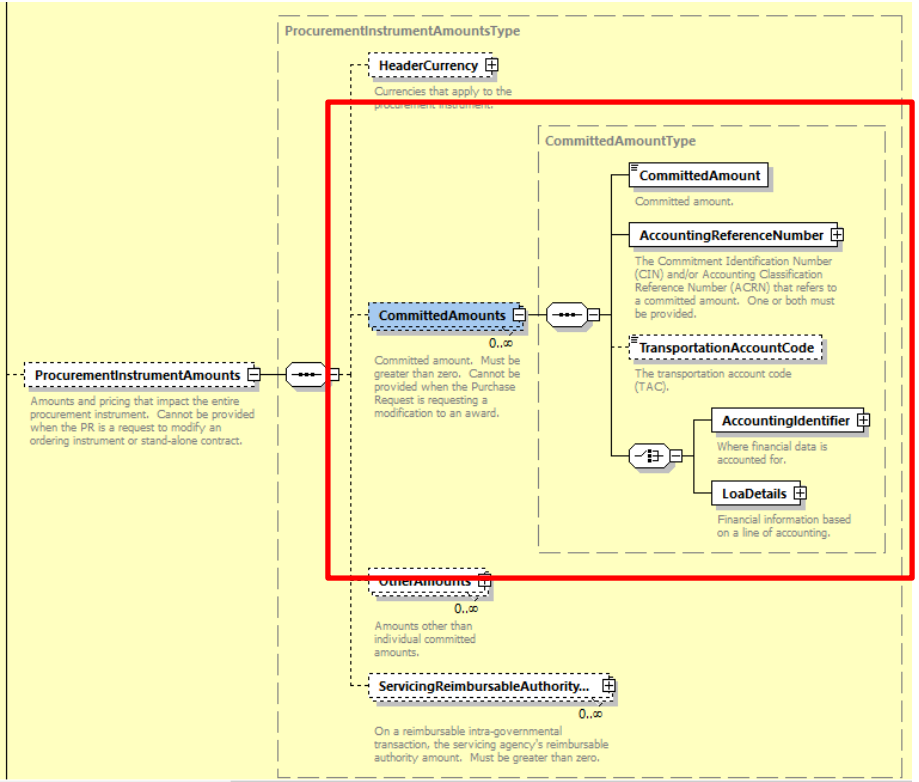
PRDS Elements





PRDS Elements





Procure-to-Pay