

## **DRAFT WAWF Automated Closeout FAQs**

### **1. How does the WAWF Automated Contract Closeout work?**

There are several preconditions for a contract to use the Wide Area Workflow (WAWF) e-Business Suite Automated Contract Closeout (CCO). For additional details please see the memo from Defense Procurement and Acquisition Policy dated September 14, 2015 that announced the deployment of the capability <http://www.acq.osd.mil/dpap/policy/policyvault/USA004951-15-DPAP.pdf>.

- Contract must be submitted via the Procurement Data Standards (PDS) DFARS PGI 204.201 (3)(i)(B)(2).
- Contract invoice must be submitted via WAWF and paid via myInvoice.
- The CCO application follows the rules of DFARS PGI 204.804-3
  - Contract type must be Firm-Fixed-Price (FFP).
  - Contract value may not exceed \$500,000.
  - Contract cannot contain any of the clauses listed in the PGI.
- Finally, if the contract is administered by Defense Contract Management Agency (DCMA) in Mechanization of Contract Administration Services (MOCAS) the contract closeout is performed separately from this CCO application.

At the point when the contractor submits their final invoice in Invoicing, Receipt, Acceptance, Property Transfer (iRAPT) and selects the final invoice indicator the WAWF Automated Contract Closeout process identifies the contract and puts it in a holding area not available for review. When myInvoice reports that invoice as PAID the system moves that contract to the WAWF Automated Contract Closeout application, identifies the contract, and puts it in a holding area. The system waits 120 days before creating the Electronic Document Interchange (EDI) 567C contract closed notification and sending it to Electronic Document Access (EDA) via the Global Exchange (GEX).

The system arranges contracts in the pending status by the “Issue By” Department of Defense Activity Address Code (DoDAAC) found in EDA. Users with the EDA special role of “Upload/Inactive Contracts” can access the CCO application via the Web and can change the Hold status by selecting the “Y” from the dialog box. These users can also remove a contract in a Hold status. Contracts with a Hold will not be auto-closed by the system. If the Hold notice is removed from a contract, at 06:00 Eastern (time of run is a system parameter) the day after the pending wait time has been reached, the daily script will generate the EDI 567C and send it to EDA.

### **2. If we have SPS sending 1594's to EDA and WAWF sending EDI 567C to EDA which one overrides?**

There is no override. EDA will retain the first notice that is sent. If an action has posted to EDA and needs to be replaced, the standard process applies. Contact the EDA help desk to remove the incorrect notice before sending the replacement.

**3. Will there be a function to run a report to see what contracts have been flagged for closeout?**

The WAWF Management Reporting System (MRS) Tool is available for users to get access for the ability to run the following reports; CCO Closed Report, CCO Exclusions Report, CCO On Hold Report, and CCO Pending Closeout Report

**4. After a contract has been auto closed, how long until EDA is updated with the 567C notification?**

Contracts in a pending closed status will remain in that status for 120 days. The system runs a script every morning at 06:00 Eastern. If a pending closeout has reached 121 days the system generates the EDI 567C and extracts it to the GEX.

**5. If a vendor chooses final invoice "Y" and it gets closed but should not have been, how does it get opened back up to continue with processing?**

Contracts in a pending closed status will remain in that status for 120 days. Users with the EDA special role of "Upload/Inactive Contracts" for the Issue By DoDAAC will have the ability to put contracts on hold. If the contract closed notification (EDI 567C) has been sent to EDA. The procurement individual would have to contact the EDA help desk to have notice removed.

**6. If a vendor does not choose final invoice but it should have been, does it kill the auto closeout process? Will process die at that point and manual closeout have to take place? In the event the above happens, is it possible to add the functionality for the vendor to go back and mark final invoice, after payment is received?**

The auto closeout process requires an invoice identified as "Final" in iRAPT.

iRAPT does not currently have the ability to change final invoice indicator after the invoice has been paid. That is a rule built into the system. There are no plans to revise iRAPT to allow that function. In this scenario the Contracting Office would perform the contract closeout via existing procedures.

**7. What signatures (if any) will appear on the EDI 567C from WAWF to EDA authorizing the closeout?**

The signature line will show that WAWF was the authorizing official for the contract closeout.

**8. Who will receive a notification that a contract has become eligible for auto closeout?**

The system does not send notifications that contracts are pending closeout. The WAWF MRS Tool includes the CCO Pending Closeout Report.

**9. What happens if a contract auto closes that requires a de-obligation modification?**

The EDI 567C is an authorized document for contract closeout and de-obligation. There are only a few scenarios where de-obligation could occur at the end of performance of a Firm-Fixed-Price Contract, e.g. the contract contained discount terms or variability of quantity of delivery terms.

The current EDI 567C generated by the CCO application does not populate the excess funds field. There is currently an Engineering Change Proposal (ECP) at the WAWF Program Management Office (PMO) to include the excess funds as a field in the EDI 567C generated by the CCO application. At that point a separate de-obligation modification would not be required.

**10. How will the SPS contract writing system receive and update from EDA with the closeout notification?**

There is currently an ECP with the WAWF PMO to include the reverses map of the EDI 567C generated by the CCO application to Standard Procurement System (SPS) instances. SPS instances would have to establish their own channel and configuration to accept the closeout notification.

**11. How will you prevent a modification being issued against a contract that has been closed out?**

There is currently no function in EDA to prevent contract modifications being issued against a closed contract. That function has never existed.

**12. How often will the system scan invoices/contracts to be evaluated for auto closeout?**

The system will evaluate qualifying Contracts (see number 1 above) for auto closeout upon notification via myInvoice of payment of a Final Invoice. If all criteria are met, the Closeout Date will be set to 120 days from this day.

**13. How will the Contracting Officer be notified that their contracts have a scheduled Closeout Date set so that they might place a hold on them if needed?**

Scheduled for V5.9, an email notification will be sent to the Organization Email associated with the Issue By for the contract scheduled to be closed out. This notice will indicate the contract is scheduled to be closed out on a set date, and will indicate it may be placed on hold if they wish to do so.

**14. How are the EDI 567C transactions routed?**

Transactions are generated by CCO application and routed through the GEX and posted to EDA. There are currently no other routing destinations. The specific routing procedures are as follows:

The EDI 567C is placed on the support server to be picked up by GEX and routed as needed. The EDI 567C is routed based on the WAWF segments at the start of the transaction. The WAWF segments repeat for each routing destination, and contain the DITPR Number, the System Administrator DoDAAC, and a WAWF segment for each Agency Accounting Identifier (AAI) on the contract.