



U.S. General Services Administration

# Federal Acquisition Service

## **Dollars Subform**

*GSA Training Module developed for the IWAC RBA Extension Project*

# Dollars Subform Training Module Overview

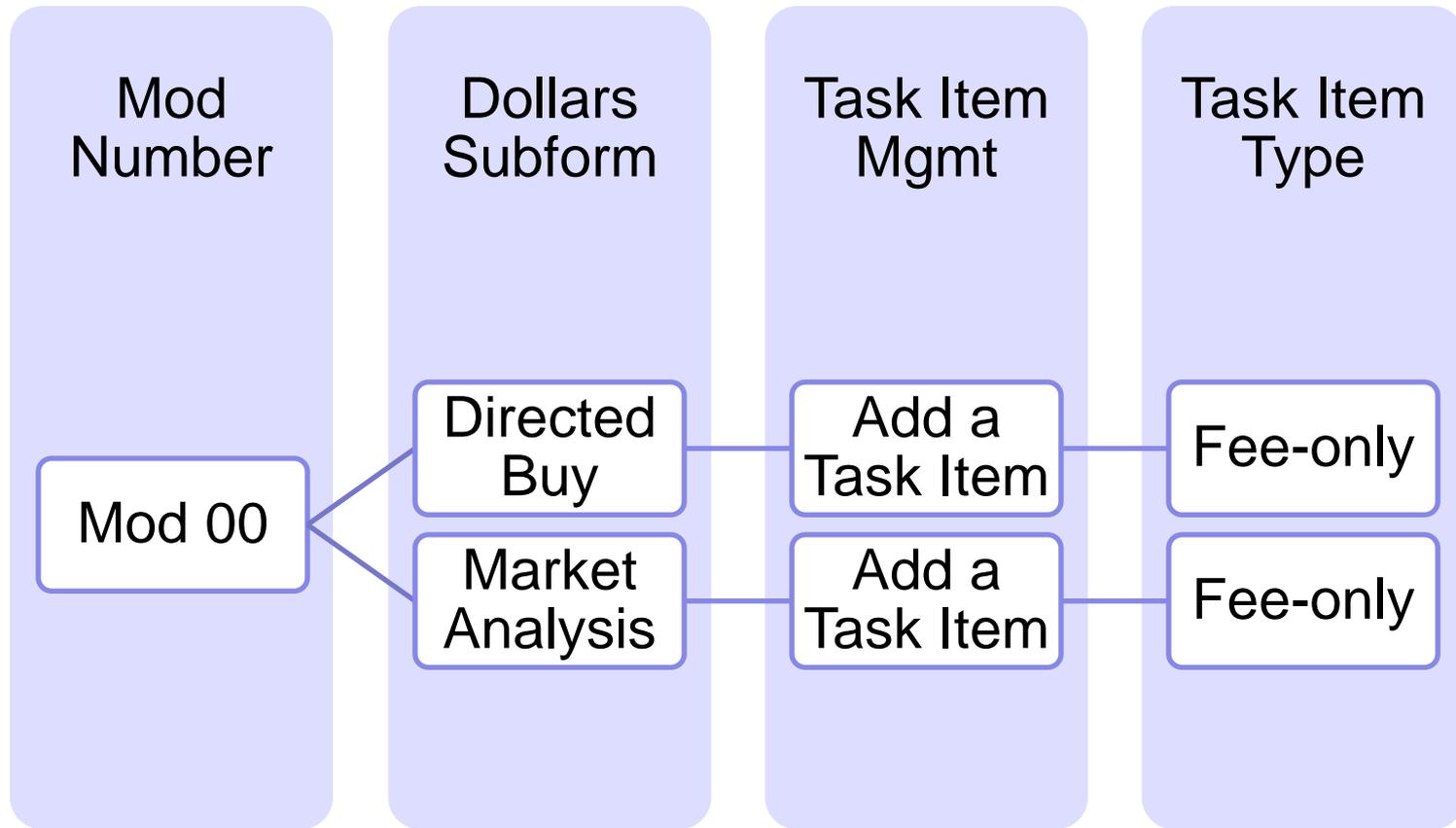
**Description:** This training module will take you field-by-field through the Dollars Subform. The Dollars Subform is a form reused within the Market Analysis, Directed Buy, and Order Modification documents in the Regional Business Application (RBA) IT-Solutions Shop (ITSS) component.

**Navigation:** If the tutorial opens up in your web browser, simply click your mouse or your space bar to advance to the next slide. Use the “Backspace” key to go back. If the tutorial opens in the PowerPoint application, click on “F5” to view the tutorial. Use the spacebar or click your mouse to advance to the next slide. To go back, click on the “Backspace” key.

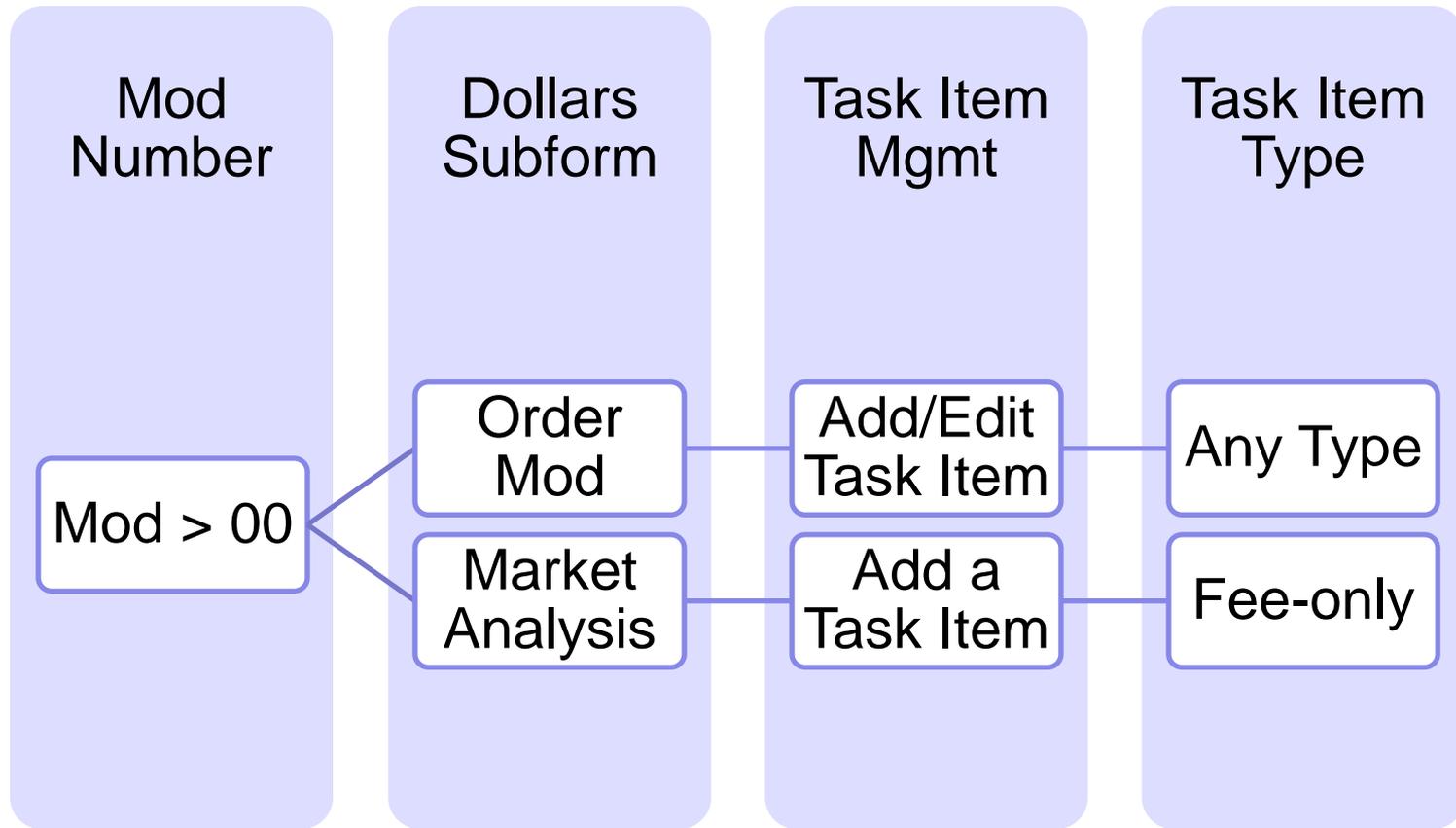
# Dollars Subform Glossary

Term	Definition
Dollars Subform	The Dollars subform has fields for capturing costs, fees, totals, and money-related values. The Dollars subform needs to be populated and submitted prior to certification of funds.
Task Item	A part of a task/delivery order. A task item has its own attributes and obligations.
Active	Attribute of a Task Item; task items can be marked inactive on the basic award and activated via subsequent order modifications. All task items (active and inactive) are bid on by the contractors on the basic RFQ.
Contractor Proposed Amount	Ceiling value. Non-editable field that is populated with the task item amounts from the winning contractor's quote. If the parent form on the basic order is a Directed Buy, this field is editable and required to be entered by the user as the amount agreed upon between GSA and the contractor offline. If the parent form is an Order Modification, this field is non-editable for all preexisting task items and editable for newly added task items.
New Task Item Amount	Field entered by GSA; amount that will be funded on the current order leg. Must be less than or equal to the Contractor Proposed Amount.
Current Project Value	Non-editable, calculated field; this value is derived as the sum of all task item Contractor Proposed Amount values for all task items whose POP/Delivery Dates fall within the order-level POP/Delivery Date.
Grand Total for Incremental Funding	Non-editable field that is calculated as the sum of all New Task Item Amounts.

# Dollars Subform on the Basic Order Leg



# Dollars Subform on an Order Modification



Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

Current Project Value is a non-editable, calculated field.

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Grand Total for Incremental Funding:

Total Contractor Proposed Amount:

Current Project Value is set to the sum of all task item Contractor Proposed Amount values for all task items whose POP/Delivery date falls within the order-level POP/Delivery Date.

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Apply a single surcharge rate across all task items?  Yes  No

The order-level POP and Delivery Date are displayed next to the Current Project Value field.

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount		
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$100,000.00	\$0.00 \$80,000.00	\$80,000.00	Surcharge	12% \$9,600.00	\$80,000.00	\$89,600.00
<input checked="" type="checkbox"/>	COM	0002	Seating	\$50,000.00	\$0.00 \$50,000.00	\$50,000.00	Surcharge	12% \$6,000.00	\$50,000.00	\$56,000.00
<input checked="" type="checkbox"/>	FFP	0003	Installation	\$50,000.00	\$0.00 \$45,000.00	\$45,000.00	Flat Fee	\$2,500.00	\$45,000.00	\$47,500.00

Click the button to calculate the total amounts

**ORDER TOTALS**

Prior Order Cost to GSA:	<input type="text" value="\$0.00"/>	Prior Order Cost to Client:	<input type="text" value="\$0.00"/>
Increase/Decrease Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Increase/Decrease Order Cost to Client:	<input type="text" value="\$193,100.00"/>
Total Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Total Order Cost to Client:	<input type="text" value="\$193,100.00"/>

Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Total Contractor Proposed Amount:

Grand Total for Incremental Funding:

*Grand Total for Incremental Funding is a non-editable, calculated field.*

*Grand Total for Incremental Funding is set to the sum of all New Task Item Amounts for all active task items.*

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Change	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	<input type="text" value="\$100,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$80,000.00"/>	<input type="text" value="\$80,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$9,600.00"/>	<input type="text" value="\$80,000.00"/>	<input type="text" value="\$89,600.00"/>	
<input checked="" type="checkbox"/>	COM	0002	Seating	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$50,000.00"/>	<input type="text" value="\$50,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$6,000.00"/>	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$56,000.00"/>	
<input checked="" type="checkbox"/>	FFP	0003	Installation	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	Flat Fee	<input type="text" value="\$2,500.00"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$47,500.00"/>	

Click the button to calculate the total amounts

**ORDER TOTALS**

Prior Order Cost to GSA:	<input type="text" value="\$0.00"/>	Prior Order Cost to Client:	<input type="text" value="\$0.00"/>
Increase/Decrease Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Increase/Decrease Order Cost to Client:	<input type="text" value="\$193,100.00"/>
Total Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Total Order Cost to Client:	<input type="text" value="\$193,100.00"/>

Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Grand Total for Incremental Funding:

Total Contractor Proposed Amount:

Total Contractor Proposed Amount is a non-editable, calculated field.

Total Contractor Proposed Amount is set to the sum of all Contractor Proposed Amount values for all task items (active or inactive).

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	<input type="text" value="\$100,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$80,000.00"/>	<input type="text" value="\$80,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$9,600.00"/>	<input type="text" value="\$80,000.00"/>	<input type="text" value="\$89,600.00"/>	
<input checked="" type="checkbox"/>	COM	0002	Seating	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$50,000.00"/>	<input type="text" value="\$50,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$6,000.00"/>	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$56,000.00"/>	
<input checked="" type="checkbox"/>	FFP	0003	Installation	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	Flat Fee	<input type="text" value="\$2,500.00"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$47,500.00"/>	

Click the button to calculate the total amounts

**ORDER TOTALS**

Prior Order Cost to GSA:	<input type="text" value="\$0.00"/>	Prior Order Cost to Client:	<input type="text" value="\$0.00"/>
Increase/Decrease Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Increase/Decrease Order Cost to Client:	<input type="text" value="\$193,100.00"/>
Total Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Total Order Cost to Client:	<input type="text" value="\$193,100.00"/>

Current Project Value: \$200,000.00 (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Total Contractor Proposed Amount: \$:

**Fee Calculations**

The following fields are used for

[Add a Task Item](#)

Apply a single surcharge rate across all task items?  Yes  No  [Apply](#)

If the same surcharge rate is to be used for all task items then click Yes to enter the surcharge rate and then Apply to update all task items with a Type of Charge of Surcharge and the specified rate. The field defaults to 0.0.

Use this as a tool for quickly populating surcharge rates. Once populated, users can modify individual task items that have a different surcharge rate or have a flat fee.

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$100,000.00	\$0.00 \$80,000.00	\$80,000.00	Surcharge	12% \$9,600.00	\$80,000.00	\$89,600.00	
<input checked="" type="checkbox"/>	COM	0002	Seating	\$50,000.00	\$0.00 \$50,000.00	\$50,000.00	Surcharge	12% \$6,000.00	\$50,000.00	\$56,000.00	
<input checked="" type="checkbox"/>	FFP	0003	Installation	\$50,000.00	\$0.00 \$45,000.00	\$45,000.00	Surcharge	12% \$5,400.00	\$45,000.00	\$50,400.00	

Click the button to calculate the total amounts

[Calculate](#)

**ORDER TOTALS**

Prior Order Cost to GSA:	\$0.00	Prior Order Cost to Client:	\$0.00
Increase/Decrease Order Cost to GSA:	\$175,000.00	Increase/Decrease Order Cost to Client:	\$196,000.00
Total Order Cost to GSA:	\$175,000.00	Total Order Cost to Client:	\$196,000.00

All active task items are populated on the CERT for funding. Mark a task item inactive to save it for activation at a later date if funding and award of a task item on the next PO is not desired. The Dollars Subform is the last chance to mark a task item active or inactive before proceeding to the CERT.

Incremental Funding: \$175,000.00  
 Funds?  Yes  No  
 Total Contractor Proposed Amount: \$200,000.00

**Fee Calculations**  
 The following fee calculations will be applied to the following task items.  
 Add a Task Item

View the unique Item No. of each task item.

Apply a single surcharge rate across all task items?  Yes  No 0%

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$100,000.00	\$0.00 \$80,000.00	\$80,000.00	Surcharge	12 % \$9,600.00	\$80,000.00	\$89,600.00	
<input checked="" type="checkbox"/>	COM	0002	Seating	\$50,000.00	\$0.00 \$50,000.00	\$50,000.00	Surcharge	12 % \$6,000.00	\$50,000.00	\$56,000.00	
<input checked="" type="checkbox"/>	FFP	0003	Installation	\$50,000.00	\$0.00 \$45,000.00	\$45,000.00	Flat Fee	\$2,500.00	\$45,000.00	\$47,500.00	

Click the button to calculate the total amounts

View the type of task item – either COM, LAB, COST, FFP, or FEE

View the task item description. The description can be edited on the BOMSOW (for mod 00) or via the Add/Edit Task Item page (for Order Mods) up until an active CERT exists on the order leg.

Total Order Cost to GSA: \$175,000.00  
 Total Order Cost to Client: \$193,100.00

Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Grand Total for Incremental Funding:

Total Contractor Proposed Amount:

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Fu

Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount
<input checked="" type="checkbox"/>	COM	0001	Furniture	<input type="text" value="\$100,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$80,000.00"/>	<input type="text" value="\$80,000.00"/>
<input checked="" type="checkbox"/>	COM	0002	Seating	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$50,000.00"/>	<input type="text" value="\$50,000.00"/>
<input checked="" type="checkbox"/>	FFP	0003	Installation	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>

Click the button to calculate the total amounts

**ORDER TOTALS**

Prior Order Cost to GSA:

Prior Order Cost to Client:

Increase/Decrease Order Cost to GSA:

Increase/Decrease Order Cost to Client:

Total Order Cost to GSA:

Total Order Cost to Client:

View the Contractor Proposed Amount per task item.

If using a Market Analysis then the Contractor Proposed Amount is non-editable and populated with the Task Item Quote Amounts pulled from the winning Quote.

If using a Directed Buy then the Contractor Proposed Amount field is editable and required to be entered by the GSA user as negotiated between the GSA and the contractor offline.

If using an Order Modification then the Contractor Proposed amount is:

- non-editable for all pre-existing task items *and*
- editable for all newly added task items.

If the GSA user issues an RFQ on the Order Mod, then the new Task Item Quote Amount from the Quote document will be displayed on the subsequent Market Analysis.

Prior Cost to GSA field (top of stacked field) indicates the most recent Cost to GSA taken from the last awarded order leg. If the dollars subform is for a basic order leg then Prior Cost to GSA is always \$0.00.

Current Project Value: \$200,000.00 (POP From Date 02/15/2012 To 02/29/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Total Contractor Proposed Amount: \$200,000.00

Grand Total for Incremental Funding:

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Add a Task Item

Apply a single surcharge rate across all task items?  Yes  No 0% Apply

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$100,000.00	\$0.00 \$80,000.00	\$80,000.00	Surcharge	
<input checked="" type="checkbox"/>	COM	0002	Seating	\$50,000.00	\$0.00 \$50,000.00	\$50,000.00	Surcharge	
<input checked="" type="checkbox"/>	FFP	0003	Installation	\$50,000.00	\$0.00 \$45,000.00	\$45,000.00	Flat Fee	

New Task Item Amount is the new amount of the task item. This is the amount that will require funding during dedication/obligation of funds. This is also the amount that will be displayed on the PO for the task item.

If incrementally funding the order then the New Task Item Amount will be less than the Contractor Proposed Amount.

Click the button to calculate the total amounts

Calculate

**ORDER TOTALS**

Prior Order Cost to GSA: \$0.00

Increase/Decrease Order Cost to GSA: \$175,000.00

Total Order Cost to GSA: \$175,000.00

Total Order Cost to Client: \$193,100.00

The Increase or Decrease field (bottom of stacked field) displays the calculation of: *New Task Item Amount – Prior Cost to GSA*

Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**  
 Will this order use Incremental Funds?  Yes  No  
 Grand Total for Incremental Funding:   
 Total Contractor Proposed Amount:

**Fee Calculations**  
 The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.  
  
 Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	<input type="text" value="\$100,000.00"/>	\$0.00 \$80,000.00	<input type="text" value="\$80,000.00"/>	Surcharge	12% \$9,600.00	\$80,000.00	\$89,600.00	
<input checked="" type="checkbox"/>	COM	0002	Seating	<input type="text" value="\$50,000.00"/>	\$0.00	<input type="text" value="\$50,000.00"/>	Surcharge	12%	\$50,000.00	\$56,000.00	
<input checked="" type="checkbox"/>	FFP	0003								\$47,500.00	

**ORDER TOTALS**  
 Prior Order Cost to GSA  
 Increase/Decrease Order Cost to GSA  
 Total Order Cost to GSA

If incrementally funding the task item then reduce the New Task Item Amount

A task item business rule enforces that the *New Task Item Amount* cannot exceed the *Contractor Proposed Amount*.

If the New Task Item Amount needs to be increased above the Contractor Proposed Amount then the GSA user will need to issue an RFQ to get an increased Task Item Quote Amount from the contractor.

This business rule enforces the data integrity of the Current Project Value field whose calculation is based on Contractor Proposed Amount values.

Cost to Client displays the following calculation:  
 $Fee Amount + Cost to GSA$

The Cost to GSA field is always set to the New Task Item Amount

If the Type of Charge for a task item is Surcharge then the Fee Amount column will display an editable surcharge rate field and a non-editable calculated surcharge amount field.

If the Type of Charge for a task item is Flat Fee then the Fee Amount column will display an editable text field for the user to enter the flat fee amount.

Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Grand Total for Incremental Funding:

Total Contractor Proposed Amount:

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will r

Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	<input type="text" value="\$100,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$80,000.00"/>	<input type="text" value="\$80,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$9,600.00"/>	<input type="text" value="\$80,000.00"/>	<input type="text" value="\$89,600.00"/>	
<input checked="" type="checkbox"/>	COM	0002	Seating	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$50,000.00"/>	<input type="text" value="\$50,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$6,000.00"/>	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$56,000.00"/>	
<input checked="" type="checkbox"/>	FFP	0003	Installation	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	Flat Fee	<input type="text" value="\$2,500.00"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$47,500.00"/>	

**ORDER TOTALS**

Prior Order Cost

Increase/Decrease Cost

Total Order Cost

A

Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

▼ Incremental Funding

Will this order use Incremental Funds?  Yes  No

Grand Total for Incremental Funding:  B

Total Contractor Proposed Amount:

▼ Fee Calculations

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Apply a single surcharge rate across all task items?  Yes  No   C

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	<input type="text" value="\$100,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$80,000.00"/>	<input type="text" value="\$80,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$9,600.00"/>	<input type="text" value="\$80,000.00"/>	<input type="text" value="\$89,600.00"/>	
<input checked="" type="checkbox"/>	COM	0002	Seating	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$50,000.00"/>						
<input checked="" type="checkbox"/>	FFP	0003	Installation	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$45,000.00"/>						

D

E

F

Click the button to calculate the total amounts

▼ ORDER TOTALS

Prior Order Cost to GSA:

Increase/Decrease Order Cost to GSA:  G

Total Order Cost to GSA:

Click Calculate to calculate the following values:

- A. Current Project Value
- B. Grand Total for Incremental Funding
- C. Increase or Decrease
- D. Fee Amount (when Type of Charge = Surcharge)
- E. Cost to GSA → New Task Item Amount
- F. Cost to Client = Cost to GSA + Fee Amount
- G. Order Totals – The order totals are the summation of task item values for **active** task items. Inactive task item amounts are not included in Order Totals.

Current Project Value:  (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Grand Total for Incremental Funding:

Total Contractor Proposed Amount:

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.



Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge				
<input checked="" type="checkbox"/>	COM	0001	Furniture	<input type="text" value="\$100,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$80,000.00"/>	<input type="text" value="\$80,000.00"/>	Surcharge	<input type="text" value="\$9,600.00"/>			
<input checked="" type="checkbox"/>	COM	0002	Seating	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$50,000.00"/>	<input type="text" value="\$50,000.00"/>	Surcharge	<input type="text" value="12%"/> <input type="text" value="\$6,000.00"/>	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$56,000.00"/>	
<input checked="" type="checkbox"/>	FFP	0003	Installation	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$0.00"/> <input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	Flat Fee	<input type="text" value="\$2,500.00"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$47,500.00"/>	

Click the button to calculate the total amounts

**ORDER TOTALS**

Prior Order Cost to GSA:	<input type="text" value="\$0.00"/>	Prior Order Cost to Client:	<input type="text" value="\$0.00"/>
Increase/Decrease Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Increase/Decrease Order Cost to Client:	<input type="text" value="\$193,100.00"/>
Total Order Cost to GSA:	<input type="text" value="\$175,000.00"/>	Total Order Cost to Client:	<input type="text" value="\$193,100.00"/>

Click on the button to open the Add/Edit Task Item form. The Add/Edit Task Items form gives users the ability to add a fee-only task item to the order.

The button is titled Add a Task Item on Dollars subforms for Mod 00 (edit mode) as well as the Market Analysis Dollars Subform (edit mode) on mods > 00.

The button is titled Add/Edit Task Items when the Dollars subform is accessed via an Order Mod.

## Add / Edit Task Items

Close Without Saving

Task items may be specified as "Fee-only". Fee-only task items may be used to bill the client a fee that is not di

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Mod
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or Order Modification

Add a FEE-Only Task Item

### Task Items:

Active <sup>⬇</sup>	Fiscal Task Type <sup>⬇</sup>	Item No. <sup>⬆</sup>	Description <sup>⬇</sup>				
<input checked="" type="checkbox"/>	COM	0001	Furniture	n/a	n/a	02/14/2012	
<input checked="" type="checkbox"/>	COM	0002	Seating	n/a	n/a	02/14/2012	
<input checked="" type="checkbox"/>	FFP	0003	Installation	02/15/2012	02/29/2012	n/a	

### Fee-Only Task Items:

Active <sup>⬇</sup>	Fiscal Task Type <sup>⬇</sup>	Item No. <sup>⬆</sup>	Description <sup>⬇</sup>	Billing Preference <sup>⬇</sup>	Comments <sup>⬇</sup>	Remove
No task items have been added.						

Fee-only task items are displayed at the bottom of the form in their own fee-only task items table.

Close Without Saving

If coming from a Directed Buy or Market Analysis then the Add / Edit Task Items page only allows users to add a Fee-only task item.

If coming from an Order Mod then the Add / Edit Task Items page allows users to add non-fee-only task items as well as fee-only task items to the order.

If only COM task items were awarded on mod 00 then the user will only be able to add COM task items and FEE task item to the Order Mod.

WELCOME **ORDERS** FUNDING REQ

### Add / Edit Task Items

Task items may be specified as "Fee-only". Fee-only

- "Fee-only" task items can only be added to the
- Task items that are not "Fee-only" can only be

Add a FEE-Only Task Item

#### Task Items:

Active	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	n/a	n/a	02/14/2012	
<input checked="" type="checkbox"/>	COM	0002	Seating	n/a	n/a	02/14/2012	
<input checked="" type="checkbox"/>	FFP	0003	Installation	02/15/2012	02/29/2012	n/a	

#### Fee-Only Task Items:

Active	Fiscal Task Type	Item No.	Description	Billing Preference	Comments	Remove
No task items have been added.						

Submit

Close Without Saving

## Add / Edit Task Items

[Close Without Saving](#)

Task items may be specified as "Fee-only". Fee-only task items may be used to bill the client a fee that is not directly linked to a specific task item.

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Modification.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or Order Modification.

[Add a FEE-Only Task Item](#)

Click the *Add a FEE-Only Task Item* button to add a fee-only task item to the order.

## Task Items:

Active <sup>+</sup>	Fiscal Task Type <sup>+</sup>	Item No. <sup>^</sup>	Description <sup>+</sup>	POP From Date <sup>+</sup>	POP To Date <sup>+</sup>	Delivery Date <sup>+</sup>	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	n/a	n/a	02/14/2012	
<input checked="" type="checkbox"/>	COM	0002	Seating	n/a	n/a	02/14/2012	
<input checked="" type="checkbox"/>	FFP	0003	Installation	02/15/2012	02/29/2012	n/a	

## Fee-Only Task Items:

Active <sup>+</sup>	Fiscal Task Type	Item No. <sup>^</sup>	Description <sup>+</sup>	Billing Preference <sup>+</sup>	Comments <sup>+</sup>	Remove
<input checked="" type="checkbox"/>	FEE	F001	Initial Award Fee <input type="text"/>	<input checked="" type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule	<input type="text"/>	<input type="button" value="X"/>

[Submit](#)
[Close Without Saving](#)

## Add / Edit Task Items

[Close Without Saving](#)

Task items may be specified as "Fee-only". Fee-only task items may be used to bill the client a fee that is not directly linked to a specific task item.

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Modification.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or

[Add a FEE-Only Task Item](#)

Fee-only task items require the user to enter:

- Item No.
- Description
- Billing Preference – select whether the client should be billed the fee all at once (Bill entire amount) or over intervals (Use distribution schedule)

If *Use Distribution Schedule* is selected then users will be required enter comments which will be displayed to the ITOMS user when processing the fee-only bill.

## Task Items:

Active <sup>+</sup>	Fiscal Task Type <sup>+</sup>	Item No. <sup>^</sup>	Description <sup>+</sup>
<input checked="" type="checkbox"/>	COM	0001	Furniture
<input checked="" type="checkbox"/>	COM	0002	Seating
<input checked="" type="checkbox"/>	FFP	0003	Installation

## Fee-Only Task Items:

Active <sup>+</sup>	Fiscal Task Type	Item No. <sup>^</sup>	Description <sup>+</sup>	Billing Preference <sup>+</sup>	Comments <sup>+</sup>	Remove
<input checked="" type="checkbox"/>	FEE	F001	Initial Award Fee	<input type="radio"/> Bill entire amount <input checked="" type="radio"/> Use distribution schedule	Bill half on receipt of first	

By default, the Active field for all new task items is checked.

[Submit](#)
[Close Without Saving](#)

### Add / Edit Task Items

Task items may be specified as "Fee-only". Fee-only task items may be used to bill for:

- "Fee-only" task items can only be added to the order on the Market Analysis
- Task items that are not "Fee-only" can only be added to the order on the BOMSO

Add a FEE-Only Task Item

#### Task Items:

Active	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	n/a	n/a	02/14/2012	
				n/a	n/a	02/14/2012	
				02/15/2012	02/29/2012	n/a	

Click *Submit* to validate the data and return to the Dollars Subform.

New task items will be added to the Dollars Subform for amount allocation.

Active	Task Type	Item No.	Description	Billing Preference	Comments	Remove
<input checked="" type="checkbox"/>	FEE	F001	Initial Award Fee	<input type="radio"/> Bill entire amount <input checked="" type="radio"/> Use distribution schedule	Bill half on receipt of first	

Submit

Close Without Saving

Current Project Value: \$200,000.00 (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/14/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No

Grand Total for Incremental Funding: \$175,000.00

Total Contractor Proposed Amount: \$200,000.00

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require

Add a Task Item

Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$100,000.00	\$0.00 \$80,000.00	\$80,000.00	Surcharge	12 % \$9,600.00	\$80,000.00	\$89,600.00	
						\$50,000.00	Surcharge	12 % \$6,000.00	\$50,000.00	\$56,000.00	
						\$45,000.00	Flat Fee	\$2,500.00	\$45,000.00	\$47,500.00	
<input checked="" type="checkbox"/>	FEE	F001	Initial Award Fee	\$0.00	\$0.00 \$0.00	\$0.00	Flat Fee	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>

On the Market Analysis and Directed Buy Dollars Subform the Remove icon is only displayed next to task items added on the Add/Edit Task Items page.

Task items added on the BOMSOW can be removed from the BOMSOW under certain conditions.

If task items were added on the Add / Edit Task Items page then they will be displayed on the Dollars Subform.

Click the button to calculate the total amounts

Calculate

**ORDER TOTALS**

Prior Order Cost to GSA: \$175,000.00      Increase/Decrease Order Cost to Client: \$193,100.00

Total Order Cost to GSA: \$175,000.00      Total Order Cost to Client: \$193,100.00

Task item attributes that are not applicable to fee-only task items are automatically set and disabled.

Enter the amount of the fee-only task item in the Fee Amount field

Current Project Value: \$200,000.00 (POP From Date 02/15/2012 To 02/29/2012, Delivery Date 02/21/2012)

**Incremental Funding**

Will this order use Incremental Funds?  Yes  No  
 Total Contractor Proposed Amount: \$200,000.00

An Order Mod Dollars subform displays the Add/Edit Task Item button. Clicking this button will take the users to a page that will allow them to:

- View task item dates and
- Add additional task items to the order.

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Apply a single surcharge rate across all task items?  Yes  No

Active	Fiscal Task Type	Item No.	Description	Contractor Proposed Amount	Prior Cost to GSA Increase or Decrease	New Task Item Amount	Type of Charge	Fee Amount	Cost to GSA	Cost to Client	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$100,000.00	\$80,000.00 \$0.00	\$80,000.00	Surcharge	12 % \$9,600.00	\$80,000.00	\$89,600.00	
<input checked="" type="checkbox"/>											
<input checked="" type="checkbox"/>											

An Order Mod Dollars Subform displays the *Calculate Hybrid Rates* button. Clicking this button will take the users to a page that will allow them to:

- View task item invoiced and billed amounts
- View task item hybrid rates
- View task item prior flat fee amount
- Reduce the value of the task item cost to the invoiced amount
- Reduce the value of a task item surcharge amount to billed amount by applying the hybrid rate

Click the button

**ORDER**

Prior Order Cost to GSA:	\$175,000.00	Prior Order Cost to Client:	\$193,100.00
Increase/Decrease Order Cost to GSA:	\$0.00	Increase/Decrease Order Cost to Client:	\$0.00
Total Order Cost to GSA:	\$175,000.00	Total Order Cost to Client:	\$193,100.00

**Add / Edit Task Items**

Close Without Saving

Task items may be specified as "Fee-only". Fee-only task items may be used to bill the client a fee that is not directly linked to a specific task item.

- "Fee-only" task items can only be added to the order on the Market Analysis, Directed Buy, or Order Modification.
- Task items that are not "Fee-only" can only be added to the order on the BOMSOW or Order Modification.

- 

Users do not have the ability to edit the Item No. of awarded task items.

Task Items:

Active	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	n/a	n/a	Prior: 02/14/2012 New: 02/14/2012	
<input checked="" type="checkbox"/>	COM	0002	Seating	n/a	n/a	Prior: 02/21/2012 New: 02/21/2012	
<input checked="" type="checkbox"/>	FFP	0003	Installation	Prior: 02/15/2012 New: 02/15/2012	Prior: 02/29/2012 New: 02/29/2012	n/a	

Fee-Only Task Items:

Active	Fiscal Task Type	Item No.	Description	Billing Preference	Comments	Remove
<input checked="" type="checkbox"/>	FEE	F001	Mod Processing Fee	<input checked="" type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule		<input type="button" value="X"/>

Submit Close Without Saving

Add / Edit Task Items

Users have the ability to edit the task item Description and POP/Delivery Dates on awarded task items

A business rule enforces that the POP From dates of all newly *activated* task items must be greater than or equal to the POP Start date of the order provided that an invoice has been processed against the order.

If an invoice has not been processed against the order, then the POP Start date is not locked down.

- Add a COM Task Item
- Add a LAB Task Item
- Add a COST Task Item
- Add a FFP Task Item
- Add a FEE-Only Task Item

Task Items:

Active	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Remove
<input checked="" type="checkbox"/>	COM	0001	Furniture	n/a	n/a	Prior: 02/14/2012 New: 02/14/2012	
<input checked="" type="checkbox"/>	COM	0002	Seating	n/a	n/a	Prior: 02/21/2012 New: 02/21/2012	
<input checked="" type="checkbox"/>	FFP	0003	Installation	Prior: 02/15/2012 New: 02/15/2012	Prior: 02/29/2012 New: 02/29/2012	n/a	

Fee-Only Task Items:

Active	Fiscal Task Type	Item No.	Description	Billing Preference	Comments	Remove
<input checked="" type="checkbox"/>	FEE	F001	Mod Processing Fee	<input checked="" type="radio"/> Bill entire amount <input type="radio"/> Use distribution schedule		

Submit Close Without Saving

**Add / Edit Task Items**

For newly added task items users will be required to populate the task item:

- Item No
- Description
- POP/Delivery Date (depending on the task item type)

Task items may be specified as "Fee-only". Fee

- "Fee-only" task items can only be added
- Task items that are not "Fee-only" can o

Add a COM Task Item

Add a LAB Task Item

Add a Task

New task items do not have prior dates.

Task Items:

Active	Fiscal Task Type	Item No.	Description	POP From Date	POP To Date	Delivery Date	Remove
<input checked="" type="checkbox"/>	COM	<input type="text"/>	<input type="text"/>	n/a	n/a	Prior: n/a New: <input type="text"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	COM	0001	Furniture	n/a	n/a	Prior: 02/14/2012 New: 02/14/2012	
<input checked="" type="checkbox"/>	COM	0002	Seating	n/a	n/a	Prior: 02/21/2012 New: 02/21/2012	
<input checked="" type="checkbox"/>	FFP	0003	Installation	Prior: 02/15/2012 New: 02/15/2012	Prior: 02/29/2012 New: 02/29/2012	n/a	

Fee-Only Task Items:

Active	Fiscal Task Type	Item No.	Description	Billing Preference	Comments	Remove
No task items have been added.						

Submit

Close Without Saving

**Calculate Hybrid**

Close Without Saving

Easily reduce the New Task Item Amount of a task item down to the task item invoiced amount by clicking this checkbox. Upon *Submit* the New Task Item Amount on the Dollars Subform will be updated to the Total Amount Invoiced.

Perform a similar action on Fee-only task items.

This form displays invoice and billing information for each awarded task item.

- Checking the checkbox under "Apply Hybrid Surcharge to Task Item" will automatically select "Surcharge" as the "Surcharge Rate" field on the Order Modification page.
- Checking the checkbox under "Reduce Cost to Client Amount to Billed Amount" will automatically place the "E" task item, on the Order Modification page.

**Task Items**

Fiscal Task Type	Item No	Description	Total Amount Invoiced	New Task Item Amount	Reduce New Task Item Amount to Total Amt Invoiced	Prior Flat Fee	Total Fees Billed	Hybrid Rate	Apply Hybrid Surcharge to Task Item
COM	0001	Furniture	\$79,515.00	\$80,000.00	<input type="checkbox"/>	\$0.00	\$9,541.80	12.0000000000000000%	<input type="checkbox"/>
COM	0002	Seating	\$0.00	\$50,000.00	<input type="checkbox"/>	\$0.00	\$0.00	0.0000000000000000%	<input type="checkbox"/>
FFP	0003	Installation	\$0.00	\$45,000.00	<input type="checkbox"/>	\$2,500.00	\$0.00	0.0000000000000000%	<input type="checkbox"/>

**Fee-Only Task Items**

Item No	Description	Cost to Client Amount	Billed Amount	Reduce Cost to Client Amount to Billed Amount
--NONE--				

Easily copy the hybrid rate for a task item to the task item's surcharge rate on the Dollars Subform by clicking this checkbox

Click Submit to return to the Dollars Subform and apply the selected actions

Submit Close Without Saving

**Directed Buy**

Go To Order Package

**Submitted By:** Christopher CSR at 02/07/2012  
**Contractor:** Steve Contractor (IT INDUSTRY PARTNERS)  
**Contract Number:** << Open Market >>  
**PIID Code:** A - Agreements (including basic agreements, BOAs and BPAs)  
**Fiscal Year of Award:** 2012  
**PIID:** GS31T12BUA0001  
**Order ID:** ID31120022, Mod 000, Revision 00  
**Status:** **Ready**

**Directed Buy Details:** Directed Buy details text.

**File Attachments:**

**General Comments:**

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Active	Fiscal Task Type	Item No.	Description	Cost to Client
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$89,600.00
<input checked="" type="checkbox"/>	COM	0002	Seating	\$56,000.00
<input checked="" type="checkbox"/>	FFP	0003	Installation	\$47,500.00

**Total Cost:** **\$193,100.00**

**Prior Order Cost to Client:** \$0.00  
**Increase/Decrease Order Cost to Client:** \$193,100.00  
**Total Order Cost to Client:** **\$193,100.00**

**Edit History**

Clients have the ability to view the Dollars subform on all parent forms: Directed Buy, Market Analysis, and Order Modification.

Clients see a modified version of the Dollars Subform specific to client-facing data

Fee-only task items are displayed to clients and included in the Client Totals (if applicable)

**Directed Buy**

[Go To Order Package](#)

**Submitted By:** Christopher CSR at 02/07/2012  
**Contractor:** Steve Contractor (IT INDUSTRY PARTNERS)  
**Contract Number:** << Open Market >>  
**PIID Code:** A - Agreements (including basic agreements, BOAs and BPAs)  
**Fiscal Year of Award:** 2012  
**PIID:** GS31T12BUA0001  
**Order ID:** ID31120022, Mod 000, Revision 00  
**Status:** **Ready**

**Directed Buy Details:** Directed Buy details text.

**File Attachments:**

**General Comments:**

**Fee Calculations**

The following fields are used for entire Project order amounts. Task Items marked "Active" will require Funding.

Active	Fiscal Task Type	Item No.	Description	Price
<input checked="" type="checkbox"/>	COM	0001	Furniture	\$80,000.00
<input checked="" type="checkbox"/>	COM	0002	Seating	\$50,000.00
<input checked="" type="checkbox"/>	FFP	0003	Installation	\$45,000.00

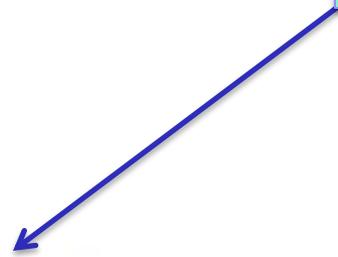
**Total Order Amount:** **\$175,000.00**

**Prior Order Cost to GSA:** \$0.00  
**Increase/Decrease Order Cost to GSA:** \$175,000.00  
**Total Order Cost to GSA:** **\$175,000.00**

[Edit History](#)

Contractors have the ability to view the Dollars subform on parent forms to which they are authorized to access: Directed Buy, Order Modification

Contractors see a modified version of the Dollars Subform specific to contractor-facing data



## Federal Acquisition Service

# Questions & Support

- For questions regarding AAS Policy please contact [randy.matlack@gsa.gov](mailto:randy.matlack@gsa.gov) or [robert.niewood@gsa.gov](mailto:robert.niewood@gsa.gov)
- For questions regarding the RBA Dollars Subform training module please contact RBA Technical Support:
  - Phone: (877) 472-4877
  - Email: [AASBS.helpdesk@gsa.gov](mailto:AASBS.helpdesk@gsa.gov)

