

# Standard Form 30 - SF30

## Training Document

Homepage

MDO Application

MDO

Search/Dashboard

## Table of Contents

<b>Roles</b> .....	1
<b>Access the SF30</b> .....	1
How to Access the SF30.....	1
<b>Standard Form 30 (SF30)</b> .....	1
Standard Form 30 Fields.....	1
<i>Amendment of Solicitation/Modification of Contract:</i> .....	1
SF30 Continuation Pages .....	3
<i>Section A: Solicitation/Contract Form:</i> .....	3
<i>Section B: Supplies or Services and Prices / Costs</i> .....	3
<i>Section C: Descriptions and Specifications</i> .....	3
<i>Section D: Packaging and Marking</i> .....	3
<i>Section E: Inspection and Acceptance</i> .....	3
<i>Section F: Deliveries or Performance</i> .....	3
<i>Section G: Contract Administration Data</i> .....	4
<i>Section H: Special Contract Requirements</i> .....	4
<i>Section I: Contract Clauses/Provisions</i> .....	4
<i>Section J: List of Attachments.</i> .....	4
ARZ MOD SF30 Continuation Pages Sections: .....	4
<i>Section A: Solicitation/Contract Form</i> .....	4
<i>Section G: Contract Administration Data</i> .....	4
<i>Section J: List of Attachments.</i> .....	4

<b>Roles</b>	<p>Users that have access to the Standard Form 30 (SF30):</p> <ul style="list-style-type: none"> <li>• MDO – Contracting Officer by Group</li> <li>• MDO – Contracting Officer</li> <li>• ARZ Mod Reviewer</li> </ul>
<b>Access the SF30</b>	<p>The <b>View PDF</b> button on a MDO Modification or ARZ Modification downloads and opens a Standard Form 30 (SF30) PDF of the ARZ Modification / Modification during the workflow. The SF30 provides the ARZ Modification / Modification information for the modified Contracts/Orders.</p> <p><b>How to Access the SF30</b></p> <ol style="list-style-type: none"> <li>1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<a href="https://piee.eb.mil/">https://piee.eb.mil/</a>).</li> <li>2. Open the Modifications and Delivery Orders (MDO) by clicking the 'MDO' icon.</li> <li>3. Select Search under the MDO navigation section or use the document tables on the Dashboard.</li> <li>4. Enter Search Criteria and click the Search button.</li> <li>5. Search Results display below the Search Criteria and allow new searches without leaving the page.</li> <li>6. Find the ARZ Modification or Modification and click the Document ID number hyperlink to open the document.</li> <li>7. Review the document information to ensure it is the correct document.</li> <li>8. Click the View PDF button, a PDF downloads to the local machine.</li> <li>9. Open the PDF to view the SF30.</li> </ol> <p><i>NOTE: Viewing an SF30 during the workflow with multiple Contracts/Orders selected only displays the information of one Contract/Order. The individual Contracts/Orders are on the SF30 after the ARZ Modification / Modification is released.</i></p>
<b>Standard Form 30 (SF30)</b>	<p>The Standard Form 30 (SF30) generates and displays the following information on the first page through the process.</p> <p><b>Standard Form 30 Fields</b></p> <p><i>Amendment of Solicitation/Modification of Contract:</i></p> <ol style="list-style-type: none"> <li>1. Contract ID Code</li> <li>2. Amendment/Modification Number</li> <li>3. Effective Date</li> <li>4. Requisition/Purchase Requisition Number</li> <li>5. Project Number (if applicable)</li> <li>6. Issued By / Code</li> <li>7. Administered By (if other than item 6) / Code</li> <li>8. Name and Address of Contractor (number, street, county, State and Zip Code) <ul style="list-style-type: none"> <li>○ Code</li> <li>○ Facility Code</li> </ul> </li> <li>9A. Amendment of Solicitation Number</li> <li>9B. Dated (see item 11)</li> <li>10A. Modification of Contract/Order Number</li> <li>10B. Dated (See Item 13)</li> <li>11. This item only applies to Amendments of Solicitations (<i>see following section for additional information</i>) <ul style="list-style-type: none"> <li>○ The above numbered solicitation is amended as set forth in Item 14 (<i>field is a checkbox</i>)</li> <li>○ The hour and date specified for receipt of Offers <ul style="list-style-type: none"> <li>■ is extended. (<i>field is a checkbox</i>)</li> <li>■ is not extended. (<i>field is a checkbox</i>)</li> </ul> </li> </ul> </li> </ol>

- Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:
  - a. By completing items 8 and 15, and returning (**blank**) copies of the amendment
  - b. By acknowledging receipt of this amendment on each copy of the offer submitted
  - c. By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers

12. Accounting and Appropriation Data (If required) (*see continuation page*)

13. This item applies only to modifications of Contracts/Orders. It modifies the Contract/Order number as described in Item 14.

- a. This Change Order is issued pursuant to: (Specify authority) the changes set forth in Item 14 are made in the Contract Order Number in Item 10A (**field is a checkbox**)
- b. The above numbered Contract/Order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in Item 14, pursuant to the authority of FAR 43.103(b) (**field is a checkbox**)
- c. This supplemental agreement is entered into pursuant to authority of: (**field is a checkbox**)
- d. Other (Specify type of modification and authority) (**field is a checkbox**)
- e. **Important**
  - i. Contractor is not (**field is a checkbox**)
  - ii. Contractor is required to sign this document and return (**blank**) copies to the issuing office.

14. Description of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) (*see continuation page*)

15A. Name and Title of Signer (Type or print)

15B. Contractor/Officer

15C. Date Signed

16A. Name and Title of Contracting Officer (Type or print)

16B. United States of America

16C. Date Signed

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE Cost No Fee	PAGE OF PAGES 1 6
2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE 2024/08/15	4. REQUISITION/PURCHASE REQUISITION NUMBER See Line Items	5. PROJECT NUMBER ( <i>If applicable</i> )	
6. ISSUED BY	CODE S0512A	7. ADMINISTERED BY ( <i>If other than Item 6</i> )	CODE S0512A	
[Redacted]			[Redacted]	
8. NAME AND ADDRESS OF CONTRACTOR ( <i>Number, street, county, State and ZIP Code</i> ) [Redacted]			9A. AMENDMENT OF SOLICITATION NUMBER <input checked="" type="checkbox"/> [Redacted]	9B. DATED ( <i>SEE ITEM 11</i> ) [Redacted]
			<input type="checkbox"/> [Redacted]	10A. MODIFICATION OF CONTRACT/ORDER NUMBER <input checked="" type="checkbox"/> [Redacted]
				10B. DATED ( <i>SEE ITEM 13</i> ) 2023/10/19
CODE 06481		FACILITY CODE		

NOTE: Field 11 has a warning message that states: "FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified."

NOTE: Field 14 has a warning message that states: "Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect."

## SF30 Continuation Pages

The SF30 generates and displays the following information at the top right of the Contract Modification Continuation pages (page 2 and beyond).

### *Section A: Solicitation/Contract Form:*

- Section A: Solicitation/Contract Form (*free text field*)

### *Section B: Supplies or Services and Prices / Costs*

- Item No.
- Type
- Supplies/Services
- Qty
- Unit
- Unit Price
- Amount
- Estimated Cost
- Ceiling Price
- Section B: Supplies or Services and Prices/Costs (*free text field*)

### *Section C: Descriptions and Specifications*

- Item No.
- Part Number
- Qty Variance Over
- Qty Variance Under
- Requisition Number
- ACRN
- Description/Specifications/Statement of Work (*free text field*)

### *Section D: Packaging and Marking*

- Packaging and Marking (*free text field*)

### *Section E: Inspection and Acceptance*

- Item No.
- FOB
- Inspection
- Acceptance
- Serv Comp Dt
- Transport Priority
- Days of Acceptance
- Inspection and Acceptance (*free text field*)

### *Section F: Deliveries or Performance*

- Item No.
- Delivery Date
- Ship To
- Mark For
- MILSTRIP
- FMS Case Number
- Qty

- Deliveries or Performance (*free text field*)

#### **Section G: Contract Administration Data**

(*columns display for existing ACRNs or added ACRNs*)

- ACRN
- Appropriation Data
- ACRN Obligated Amount

(*columns display for ACRNs By Line Item*)

- ACRN
- CLIN/SLIN
- Amount

(*column displays for all ACRNs*)

- Section G: Contract Administration Data (*free text field*)

#### **Section H: Special Contract Requirements**

- Special Contract Requirements (*free text field*)

#### **Section I: Contract Clauses/Provisions**

- Payment Instructions: PGQ 204.7108
- Special Payment Instructions
- Contract Clauses Free Text
- Added Clause Provisions
- Section I: Contract Clauses (*free text field*)

#### **Section J: List of Attachments**

- Closing Remarks
- Section J: Attachments (*free text field*)

### **ARZ MOD SF30 Continuation Pages Sections:**

#### **Section A: Solicitation/Contract Form**

- Summary of Changes (*section is only available for ARZ Modifications*)
- Section A: Solicitation/Contract Form (*free text field*)

*NOTE: This section includes the purpose of the modification.*

#### **Section G: Contract Administration Data**

(*columns only display if they were responded to in the ARZ modification*)

- Workload question responses
- Non-workload question responses
- Workload Realignment changes
- Admin Change
- Pay Change
- Additional Comments

#### **Section J: List of Attachments**

##### **Associated Contracts:**

- CAGE
- Contract Number

	<ul style="list-style-type: none"><li>• Order Number</li><li>• Modification Number</li><li>• Admin By</li><li>• Pay Office</li></ul>
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