

View PDF – SF30

Reference Guide

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MDO Application

MDO

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View PDF

The **View PDF** button allows users to download and open 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.

This guide provides an overview of the MDO - ARZ Modification / Modification - View PDF button for SF30 documents generated from submitted ARZ Modification / Modification documents.

Standard Form 30 (SF30)

The Standard Form 30 (SF30) generates and displays the following information on the first page through the process.

Amendment Of Solicitation/Modification of Contract

1. Contract ID Code
2. Amendment/Modification number
3. Effective Date
4. Requisition/Purchase Requisition Number
5. Project Number (If applicable)
6. Issued By - Will display based on initiator's DoDAAC and their email address
 - Name of Issuing Office
 - Street address of Issuing Office
 - City, ST Zip+4 of Issuing Office
 - Email address of initiator
6. Code - DoDAAC of the Initiator
7. Administered By (If other than Item 6) - Will display based on the Administration Office DoDAAC
 - Name of Administration Office
 - Street address of Administration Office
 - City, ST Zip+4 of Administration Office
7. Code - DoDAAC of the Administration Office
8. Name and Address of Contractor (Number, street, county, State and ZIP Code) - Contractor's information based on the Contract/Order
 - Name of Contractor

- Street address of Contractor
- City, ST Zip+4 of Contractor

8. Code - Contractor's CAGE Code

- If viewing prior to release and multiple Contract/Orders were selected that belong to multiple CAGE Codes, display 'MULTI' in place of a CAGE Code.

8. Facility Code – 5-digit Facility CAGE Code obtained from SDW, if one exists

9A. Amendment of Solicitation Number - X is placed in the box next to this field

9B. Dated (SEE ITEM 11)

10A. Modification of Contract/Order Number - X is placed in the box next to this field 13-digit Contract Number

- 4 or 13-digit Order Number

10B. Dated (SEE ITEM 13) - Original date of the Contract/Order

- YYYY/MM/DD

11. This Item Only Applies to Amendments of Solicitations

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. - **NOTE: Only one A-D may be checked.**

- 13A. 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.
- 13B. 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).
- 13C. This Supplemental Agreement Is Entered into Pursuant to Authority Of:
- 13D. Other (Specify type of modification and authority)
- 13E. IMPORTANT: Contractor [] is not [] is required to sign this document and return _____ 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'
- NOTE: 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.

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

15B. Contractor/Offeror - (Signature of person authorized to sign)

15C. Date Signed

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

16B. United States of America - (Signature of Contracting Officer)

SF30 Continuation Pages

The Standard Form 30 (SF30) will generate and display the following information at the top right of the Continuation Pages (page 2 and beyond):

Section A: Solicitation/Contract Form

- Summary of Changes:
- - The purpose of this modification is to implement an organizational realignment.

NOTE: Section A is editable by the user via the **Preview PDF Editor** that is available before Sign/Release of the document.

Edit Section A

Click the **Preview PDF** button on an editable document to make changes to the Section A Summary.

Pop-up Name: SF30 PDF Preview pop-up

NOTE: Changes made on this screen will replace Section A - Summary of Changes in the PDF that is sent to EDA. To revert back to the system generated messages, use the 'Regenerate' button. Be sure to save changes.

Section A: Solicitation/Contract Form

Summary of Changes:

- Free form text field (*This field is editable and is prepopulated with a list of all changes on the document.*)

Buttons:

- Regenerate (*Reverts all changes made to SF30 Section A*)
- Save (*Saves the changes to the SF30 Section A*)
- Cancel

Example entry: - On line item 0005AA, the service completion date is 2023-10-31

Click the **Save** to apply the changes to the SF30 Section A.

A success message: **Success** Summary of Changes was saved successfully.

Continuation Sections Separated by MDO Document Type

Modification SF30 Sections

Section A: Solicitation/Contract Form

Purpose of Modification

Summary of Changes

Section B: Supplies or Services and Prices / Costs Table

Table Headers:

- Item No.
- Type
- Supplies/Services
- Qty
- Unit
- Unit Price
- Total Amount
- Estimated Cost
- Ceiling Price

- Supplies or Services and Prices/Costs Free Text

Section C: Descriptions and Specifications

Table Headers:

- Item No.
- Part Number
- Qty Variance Over
- Qty Variance Under
- Requisition Number
- ACRN

- Description/Specifications/Statement of Work Free Text

Section D: Packaging and Marking

Packaging and Marking Free Text

Section E: Inspection and Acceptance

Table Headers:

- Item No.
 - FOB
 - Inspection
 - Acceptance
 - Serv Comp Dt
 - Transport Priority
 - Days of Acceptance
-
- Inspection and Acceptance Free Text

Section F: Deliveries or Performance

Table Headers:

- Item No.
 - Delivery Date
 - Ship To
 - Mark For
 - MILSTRIP
 - Qty
-
- Deliveries or Performance Free Text

Section G: Contract Administration Data

Table Headers (Existing ACRNS and Added ACRNS):

- ACRN
- Appropriation Data
- ACRN Obligated Amount

Table Headers (ACRN By Line Item):

- ACRN
- CLIN/SLIN
- Amount

Section H: Special Contract Requirements

Special Contract Requirements Free Text

Section I: Contract Clauses/Provisions

- Payment Instructions: PGI 204.7108
- Special Payment Instructions
- Contract Clauses Free Text
- Added Clause Provisions (*not a title, just what these bullet points are*)

Section J: List of Attachments

Closing Remarks

ARZ Mod SF30 Sections

Section A: Solicitation/Contract Form

Summary of Changes

Note: this includes the Purpose of Modification

Section G: Contract Administration Data

Note: All of the following will only display if it was touched/responded to

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

Section J: List of Attachments

Associated Contracts

Table Headers:

- CAGE
- Contract Number
- Order Number
- Modification Number
- Admin By
- Pay Office

Contract Modification Continuation Page

Page X of X

Contract: [Contract/Order Number matching block 10A on first page]

Modification Number: [Modification Number matching block 2 on first page]

Modification Effective Date: [Date from block 3 on first page]

View PDF Process

1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<https://piee.eb.mil/>).
2. Open the Modifications and Delivery Orders (MDO) by clicking the '**MDO**' icon.
3. Select Search under the MDO navigation section or use the document tables on the Dashboard.
4. Enter Search Criteria and click the **Search** button.
5. **Search Results** display below the **Search Criteria** and allow new searches without leaving the page.
6. Find the ARZ Modification or Modification and click the **Document ID** number hyperlink to open the document.
7. Review the document information to ensure it is the correct document.
8. Click the **View PDF** button, a PDF downloads to the local machine.
9. Open the PDF to view the SF30.

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.