

Automated Document
Conversion System (ADCS)
Guide Specification,
Handbook, and Assistant for
Performance Specifications

To PD FCG

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OUTLINE

Project Overview

Steps to Procurement

Procurement Process

Demonstration of Assistant

Project Overview

- * The Performance Specification template is a template which is filled in using the Handbook or Assistant for generating the Performance Specification.

- * The Performance Specification contains specific contractual information and is intended to be given to the contractor.

- * The twelve “Detailed Definition Packages” have been changed from Specification appendices to stand-alone documents. The corresponding package may be given to the contractor as a means for verification throughout the conversion project.

- * The Handbook is a true “How To” document, providing instruction ensuring accurate Performance Specification completion, through activities and numerous ADCS-specific forms.

Project Overview (cont.)

The ADCS Assistant

Provides interactive assistance throughout the conversion procurement process .

ADCS Assistant Highlights

Hyperlinking provides interoperability between the Assistant, the Handbook, the Guidance Specification, the Performance Specification and the vendor letter

Predetermined optional/required data

Allows for exit and re-entry

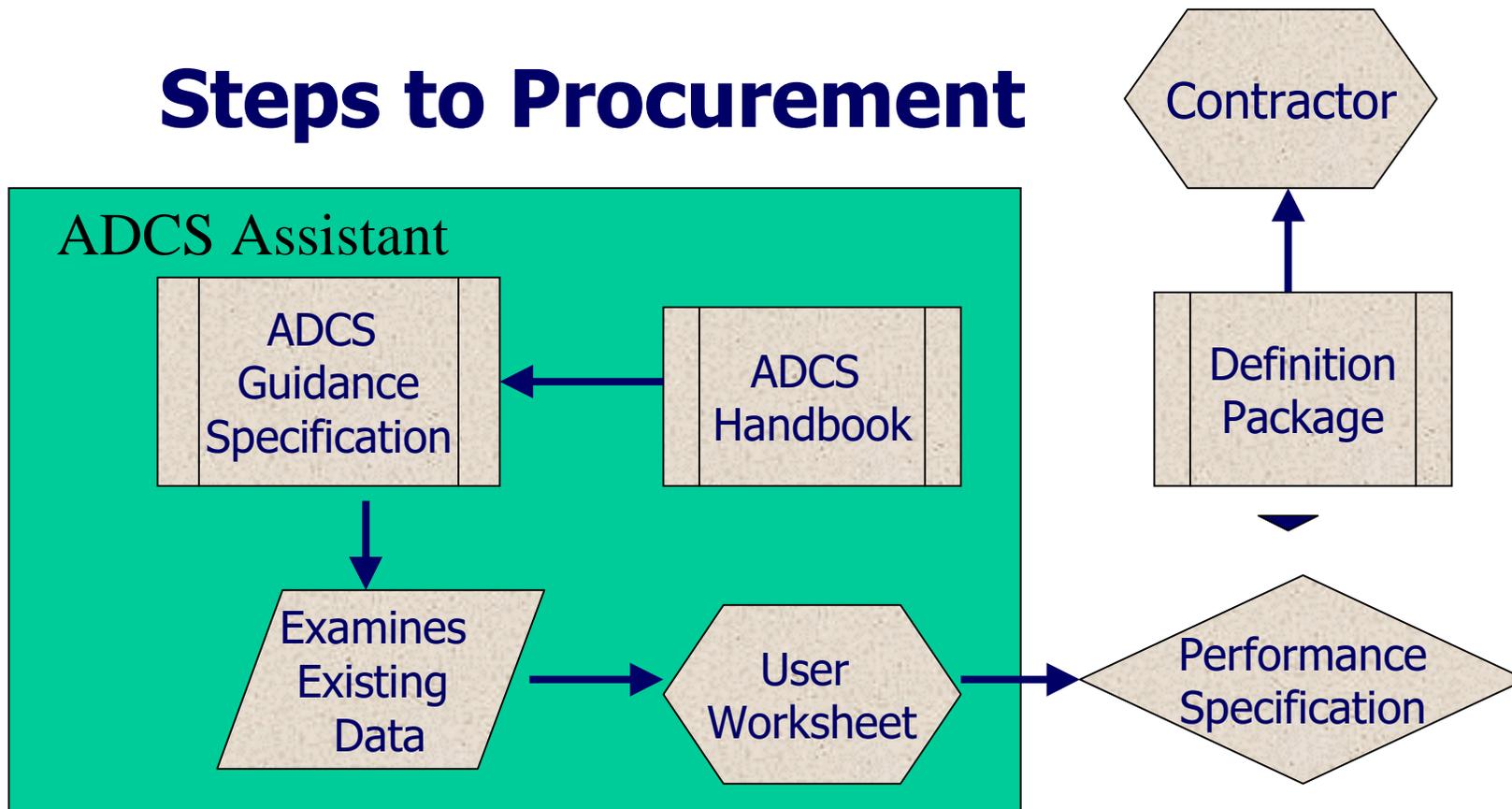
Automatic programming of document packet quantity

Determines one of twelve possible conversion types

Allows for printing of project-specific Performance Specification and accompanying Vendor Letter, for mechanical technical data.

Concurrent Use of ADCS Specification and ADCS Handbook

Steps to Procurement



Procurement Process

- ✦ Program Manager assesses the information requirement of the Performance Specification Template.
- ✦ Performance Specification template requirements are fulfilled through instruction from ADCS Handbook or ADCS Assistant.
- ✦ ADCS Handbook includes a User Worksheet, allowing the recording of all accumulated information in one place.
- ✦ The User Worksheet information or ADCS Assistant information is transposed into the Performance Specification Template.

Procurement Process (cont.)

- ✦ The completed Performance Specification Template is the Performance Specification for that particular project.
- ✦ The Performance Specification, along with the corresponding Detailed Definition Package, is delivered to the contractor through contractually required DID.
- ✦ The information provided in the Definition Package is the means for verification throughout the project.

Demonstration of Assistant