

ENGINEERING & CONSTRUCTION Bulletin

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Subject: Tracking CI Project Documents using WON

1. Use the Work Order Number (WON) from eProjects in place of the construction contract number on project documents, prior to award of contract. The specifications number will no longer be used. The WON will be the primary tool used to track documents for projects assigned a number in eProjects. For new projects, update documents, including drawing borders and coversheets of Request for Proposal (RFP) and specifications, to reflect this change.
2. The construction contract number will be assigned at award. This construction contract number may be used, in addition to the WON, on project documents after award, and placed on record drawings. Prior to award, the block for the construction contract number should be left blank on the drawings and on the coversheet of the specifications or Request for Proposal. Use the WON in place of the specification number in the header of the specifications.
3. This policy provides a solution to comply with DFARS 204.7003(a)(2) interpretation by Defense Procurement and Policy that requires the construction contract number to remain unchanged and to be assigned the fiscal year in which the contract is awarded. Current practice is to track projects by construction contract number that typically includes the fiscal year in which the project design is authorized. If that fiscal year is not the same as the year in which the project is awarded, the number does not comply with the DFARS interpretation. Thus, using the WON, prior to award, provides a replacement for tracking projects and facilitates viewing related project information in eProjects.
4. This process and document change has been incorporated into the Business Management System (BMS). Update specification and RFP coversheets and NAVFAC Drawforms to reflect current component structure and eProjects WON. A coversheet, for use on RFP or specifications, can be found on the Whole Building Design Guide website at http://www.wbdg.org/ccb/browse_org.php?o=3 under Specifications Coversheet. Electronic Drawforms are available at http://www.wbdg.org/ccb/browse_org.php?o=47 under NAVFAC CADD Titleblocks.



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Note: This ECB has been coordinated with Headquarters, U.S. Marine Corps (Code LF).