Summit2Sea and the IRS Automate Contract Modifications

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Problem
Preparing contract modifications is labor-intensive.

Frequently Modified Contracts
The IRS (and other agencies) have populations of contracts that must be frequently modified. For example, repeated modifications adding incremental continuing resolution funding to the same contract.

Mass Modifications
New legislative enactments and policy mandates can require the IRS to modify large numbers of contracts. In some cases, newly mandated clauses must be added to contracts promptly – only a matter of weeks after policies are issued.

Making calculations and transcribing data between screens, tabs, and applications. This manual process is ripe for error and taking COs away from higher value tasks.
How can emerging technologies help streamline the acquisition lifecycle?

*RPA automates contract modifications by emulating human actions.*
STANDARD FORM 30 CONTINUATION SHEET

A. The purpose of this modification is to:

1. Obligate funds in the amount of $x for compensation and benefits
2. Deobligate Funds in the amount of: $x
3. Increase level of effort by x hours.
4. Decrease level of effort by x hours.
5. Increase the hourly rate to $x effective x.

B. Accordingly, the contract is modified as follows:

1. CONTRACT COVER PAGE

   a. The Estimated Contract Amounts and Total Obligated Amount are hereby replaced with the following:

<table>
<thead>
<tr>
<th>Base Period Amount:</th>
<th>From:</th>
<th>By:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Option</td>
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<tr>
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<tr>
<td>Period IV Amount:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Estimated Total:</td>
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<td></td>
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</tbody>
</table>
Problem
There were eight hundred incrementally funded modifications to process, and each modification took Contracting Officers thirty minutes. Time-consuming and error-prone, incremental funding increases the administrative burden.

Solution
The automation takes modification documents in excel and word and creates a new modification based on a word template. Calculations are made for the Obligation and Hours tables captured from the previous modification and places the updated tables into the word template. Additional data such as obligations or deobligations, total contract amount, and modification numbers are updated in the template.

Technologies
Uses UiPath to automate data transfer between Microsoft applications.

Benefit
Move modifications through the procurement process more efficiently and effectively, getting funding to vendors quicker.
Automation approach can be applied to a variety of modification types:

- Automates incremental funding and exercising options modifications.
- Modifying all active contracts at an agency to include new mandatory clause language.
- Modifications to deobligate unspent funds and closeout contracts.

Duration of Continuing Resolutions (drives incremental funding mods)

<table>
<thead>
<tr>
<th>Year</th>
<th>Duration</th>
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<tr>
<td>FY2017</td>
<td>216</td>
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<tr>
<td>FY2018</td>
<td>173</td>
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<td>FY2019</td>
<td>138</td>
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</tbody>
</table>

Source: Congressional Research Service
Benefits

- Time creating new modifications decreased from thirty minutes to under three (90%), potentially saving thousands of CO hours.
- Reduces the administrative burden of incrementally funded mods.
- Mitigating risk from manual, labor intensive, and error prone activities.
- Standardization of modification content increasing uniformity across the department.
- Decrease PALT by getting contract funding to vendors more quickly.
- Better relationships with vendors.
- COs can focus on higher value tasks.
- Automation is repeatable and extendable to handle additional modification processes.
Common Steps Followed by Agencies to Execute Contract Modifications

- Identify contracts needing modification.
- Draft Modifications on Standard Form 30
- Signature(s) are applied to modification document.
- Distribution of contract modification to involved government and contractor individuals.
Summary

The Value of RPA in Contract Modifications

Built and deployed modification bot automation as part of an IRS contract in 3 months, making it easier to deploy elsewhere.

- RPA automates incremental funding and exercising options modifications.
- Technology can operate across web applications, websites, and contract writing systems without requiring changes to your organization’s underlying systems.
- Can be extended to additional modification use cases