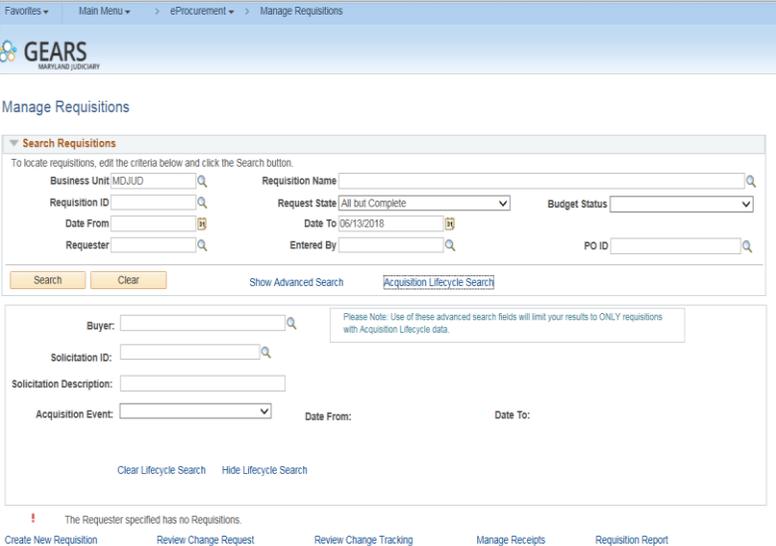


LAST REVISED DATE: 07/16/2018

General Information

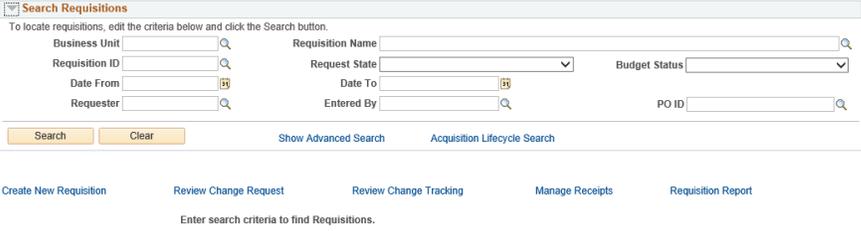
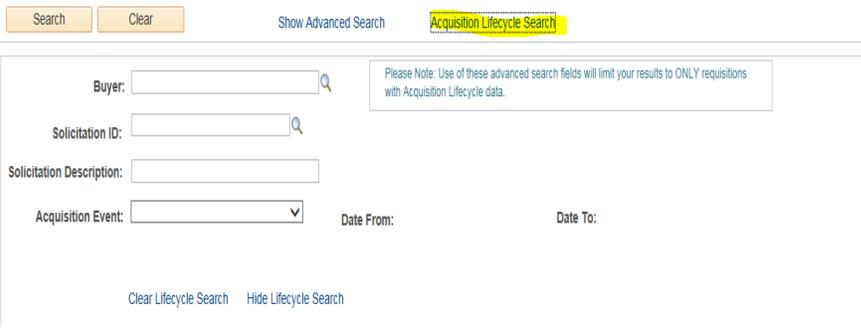
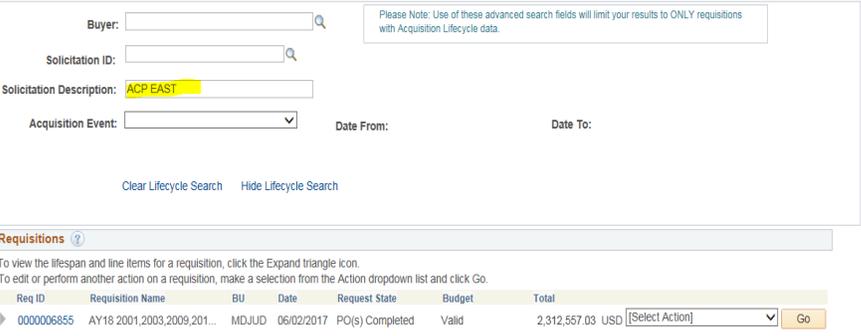
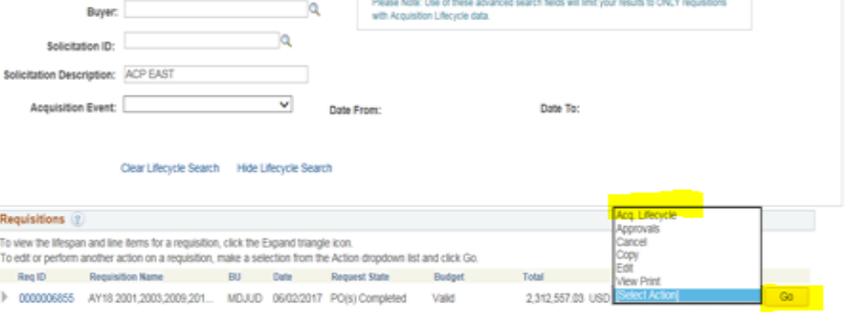
Task	Process Information
<p align="center">Navigating the Acquisition Lifecycle (for Field and Non-DPCGA users)</p> <p>Note: If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>The GEARS Acquisition Lifecycle is a repository for solicitation, vetting and contract execution activities that occur during an acquisition’s lifecycle. Minimum requirements for inclusion are as follows:</p> <ul style="list-style-type: none"> • Requisition >= \$25,000 • A Buyer is assigned to the Requisition • Requisition is in ‘Approved’ status <p>DPCGA buyers are able to add as well as update the repository, while non-DPCGA users will have read-only access. Note: Your results may be limited by PCA access.</p> <p>For non-DPCGA users, there are two ways to access the Acquisition Lifecycle:</p> <ul style="list-style-type: none"> • Manage Requisitions • Acquisition Lifecycle Search

GEARS Navigation

Option I:	
<p>Navigation: Main Menu > eProcurement > Manage Requisitions</p>	<p align="center">Manage Requisitions</p> 

Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.1	If a specific Requisition ID or other requisition-related information is known (i.e., Requester, Date Range, PO ID, etc.), enter your selection criteria, and then click the 'Search' button.	<p>Manage Requisitions</p> 
1.2	If you'd like to limit your search results to ONLY requisitions which currently have Acquisition Lifecycle data (or if requisition-related information is unknown) click on the Acquisition Lifecycle Search hyperlink.	
1.3	To search by Solicitation Description: Enter a string value (e.g., 'ACP EAST' as shown on the right), and then click the 'Search' button.	<p>Search results will display all requisitions with a lifecycle record containing 'ACP EAST' in the Solicitation Description. In this example, one lifecycle record exists.</p> 
1.4	Click on the pulldown menu for the requisition. Select the 'Acq. Lifecycle' menu item, and then click the 'Go' button.	

1.5 View the Lifecycle for the requisition you selected. Note there are a total of 19 icons shown to the right. In this example, 18 are active and 1 is inactive.

'PO Issued to Vendor' is displayed in greyscale mode. A grey icon indicates the event has not yet been completed, or is not applicable (N/A).

NOTES:

- Icons in greyscale mode associated with a date indicate a future-dated event. *Example:*

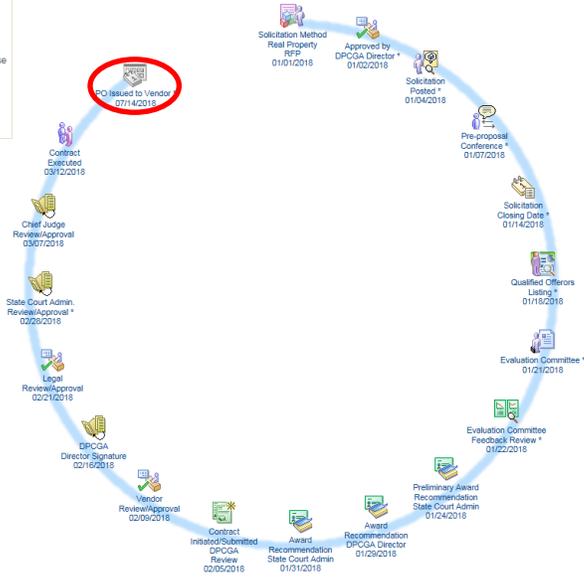


- An asterisk * next to an event label indicates the existence of comments and/or attachments related to the event.

Acquisition Lifecycle for Requisition: 0000006855

Requester: ROBIN NHARE
 Buyer: DAVID.ROBINSON
 Requisition Name: AY19 2001,2003,2009,2011 Lease
 Entered on: 06/02/2017
 Last Change Date: 06/06/2018 12:02:49PM
 Solicitation ID: L18-63435-25

Return to Manage Requisitions
Print



1.6 Click on an icon with an * next to its event label.

View the contents of the Comments box and/or click on Attachments (if applicable).

- NOTE:** Non-DPCGA buyers have read-only access to the Lifecycle data.

When done, click on the [Return to Acquisition Lifecycle](#) hyperlink to return to the Lifecycle page.

Favorites > Main Menu > eProcurement > Manage Requisitions

GEARS MARYLAND JUDICIARY

Lifecycle Event | Solicitation Data

Description: **PO Issued to Vendor** For Requisition: 0000006855

Date: 07/14/2018 Event Not Applicable

Comments Attachments (0)

.Note: This is the planned date of Contract Award...

Last Updated: 06/06/18 11:19:59AM By User: ROBIN.SMITH

[Return to Acquisition Lifecycle](#)

Save

Lifecycle Event | Solicitation Data

<p>1.7</p>	<p>Click on the Return to Manage Requisitions hyperlink to return to the Manage Requisitions search page.</p>	<p>Acquisition Lifecycle for Requisition: 0000006855</p> <p>Requester: ROBIN NHARE Buyer: DAVID.ROBINSON Requisition Name: AY18 2001,2003,2009,2011 Lease Entered on: 06/02/2017 Last Change Date: 06/06/2018 12:02:49PM Solicitation ID: L18-63435-25</p> <p>Return to Manage Requisitions</p> <p>Print</p>
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Additional Sample Searches

<p>1.8</p>	<p>To search by Solicitation Method – ‘RFP’ and Date Range: Select Acquisition Event = '01.Solicitation Method', and Solicitation Method = 'RFP', enter a Date From/To, and then click the ‘Search’ button.</p>	
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<p>1.9</p>	<p>Click the Clear Lifecycle Search button to start a new lifecycle search. All existing search selections above are cleared.</p>	
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<p>1.10</p> <p>To search by Acquisition Event and Date Range: Select Acquisition Event = '02.Approved by DPCGA', enter a Date From/To, and then click 'Search'.</p> <p>Next, select a requisition for review. Click on the pull-down menu, select 'Acq Lifecycle', and then click 'Go'.</p>	<table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Request State</th> <th>Budget</th> <th>Total</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>0000007562</td> <td>AY18 Upper Marlboro-carpet</td> <td>MDJUD</td> <td>11/06/2017</td> <td>PO(s) Dispatched</td> <td>Valid</td> <td>50,000.00 USD</td> <td>[Acq. Lifecycle]</td> <td>Go</td> </tr> <tr> <td>0000007303</td> <td>AY18 SCRAM</td> <td>MDJUD</td> <td>08/17/2017</td> <td>Partially Dispatched</td> <td>Valid</td> <td>69,050.00 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>0000006172</td> <td>G17AJ0226N FY18</td> <td>MDJUD</td> <td>07/01/2017</td> <td>PO(s) Dispatched</td> <td>Valid</td> <td>64,739.00 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>0000005760</td> <td>CASA/Wash. Grant Award</td> <td>MDJUD</td> <td>11/09/2016</td> <td>PO(s) Completed</td> <td>Not Chk'd</td> <td>36,661.00 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>0000005294</td> <td>AY17 JMI Case Management</td> <td>MDJUD</td> <td>07/06/2016</td> <td>Partially Dispatched</td> <td>Valid</td> <td>309,167.00 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> </tbody> </table>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total			0000007562	AY18 Upper Marlboro-carpet	MDJUD	11/06/2017	PO(s) Dispatched	Valid	50,000.00 USD	[Acq. Lifecycle]	Go	0000007303	AY18 SCRAM	MDJUD	08/17/2017	Partially Dispatched	Valid	69,050.00 USD	[Select Action]	Go	0000006172	G17AJ0226N FY18	MDJUD	07/01/2017	PO(s) Dispatched	Valid	64,739.00 USD	[Select Action]	Go	0000005760	CASA/Wash. Grant Award	MDJUD	11/09/2016	PO(s) Completed	Not Chk'd	36,661.00 USD	[Select Action]	Go	0000005294	AY17 JMI Case Management	MDJUD	07/06/2016	Partially Dispatched	Valid	309,167.00 USD	[Select Action]	Go
Req ID	Requisition Name	BU	Date	Request State	Budget	Total																																																	
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0000005760	CASA/Wash. Grant Award	MDJUD	11/09/2016	PO(s) Completed	Not Chk'd	36,661.00 USD	[Select Action]	Go																																															
0000005294	AY17 JMI Case Management	MDJUD	07/06/2016	Partially Dispatched	Valid	309,167.00 USD	[Select Action]	Go																																															

<p>1.11</p>	<p>To search by Solicitation Method - 'Real Property RFP': Select Acquisition Event = 'Solicitation Method', and Solicitation Method: 'Real Property RFP', and then click the 'Search' button.</p>	<p>Requisitions</p> <p>To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.</p> <table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Request State</th> <th>Budget</th> <th>Total</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>000007562</td> <td>AY18 Upper Marlboro-carpet</td> <td>MDJUD</td> <td>11/06/2017</td> <td>PO(s) Dispatched</td> <td>Valid</td> <td>50,000.00 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>000006855</td> <td>AY18 2001,2003,2009,201...</td> <td>MDJUD</td> <td>06/02/2017</td> <td>PO(s) Completed</td> <td>Valid</td> <td>2,312,557.03 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>000006609</td> <td>AY18 Carroll CC G18F50825U</td> <td>MDJUD</td> <td>05/19/2017</td> <td>PO(s) Dispatched</td> <td>Valid</td> <td>271,065.00 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> <tr> <td>000005763</td> <td>OPD-CINA-</td> <td>MDJUD</td> <td>11/09/2016</td> <td>PO(s) Completed</td> <td>Valid</td> <td>78,480.00 USD</td> <td>[Select Action]</td> <td>Go</td> </tr> </tbody> </table>	Req ID	Requisition Name	BU	Date	Request State	Budget	Total			000007562	AY18 Upper Marlboro-carpet	MDJUD	11/06/2017	PO(s) Dispatched	Valid	50,000.00 USD	[Select Action]	Go	000006855	AY18 2001,2003,2009,201...	MDJUD	06/02/2017	PO(s) Completed	Valid	2,312,557.03 USD	[Select Action]	Go	000006609	AY18 Carroll CC G18F50825U	MDJUD	05/19/2017	PO(s) Dispatched	Valid	271,065.00 USD	[Select Action]	Go	000005763	OPD-CINA-	MDJUD	11/09/2016	PO(s) Completed	Valid	78,480.00 USD	[Select Action]	Go
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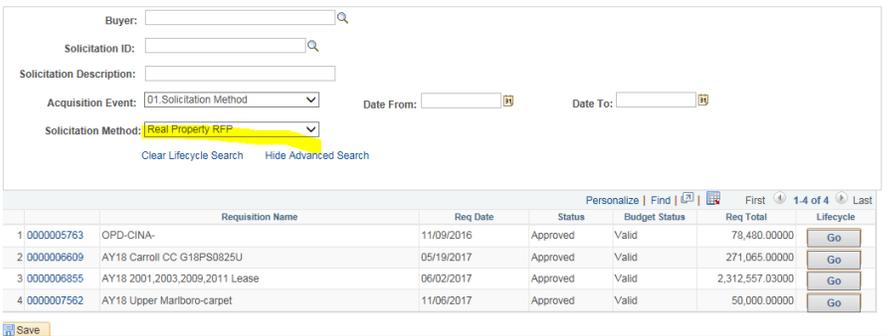
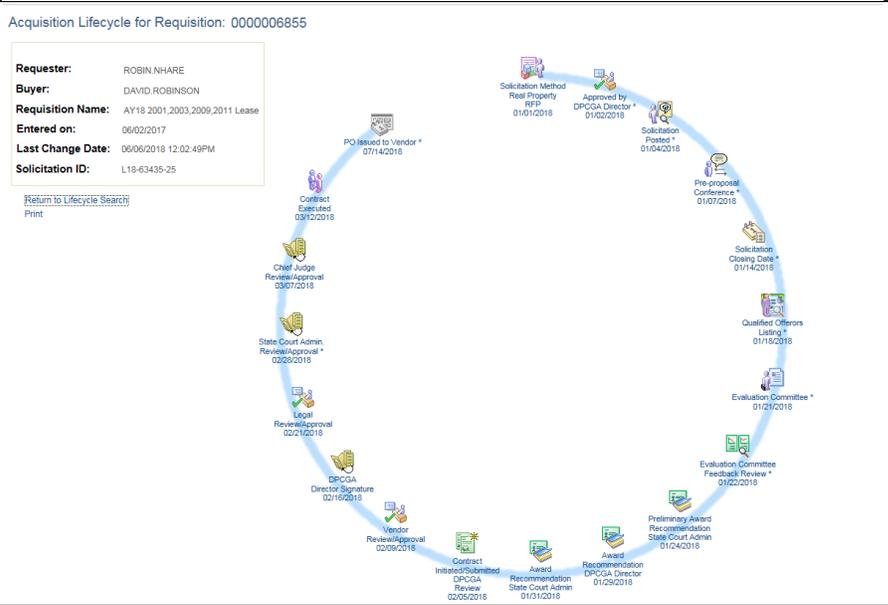
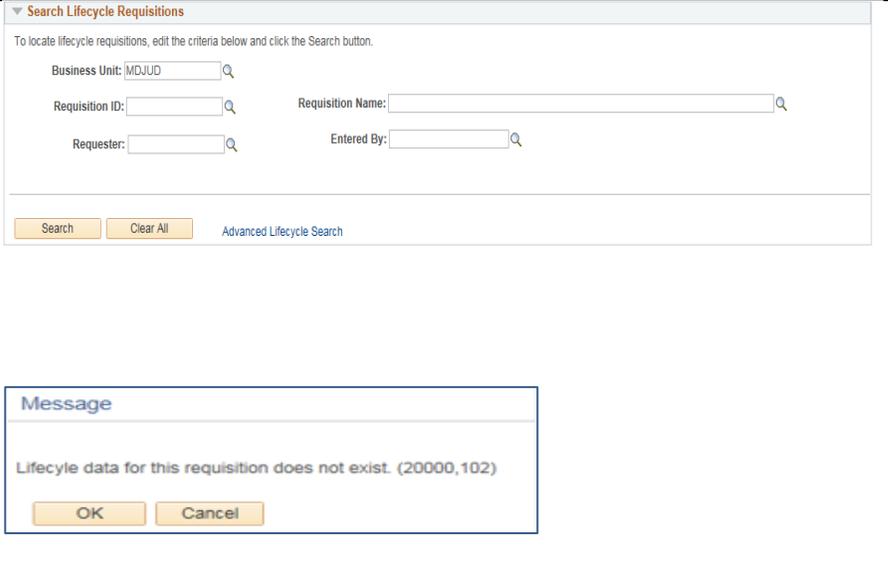
Option II:

<p>Navigation: Main Menu > eProcurement > Acquisition Lifecycle Search</p>	<p>Acquisition Lifecycle Search</p> <p>Search Lifecycle Requisitions</p> <p>To locate lifecycle requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: MDJUD</p> <p>Requisition ID: [] Requisition Name: []</p> <p>Requester: [] Entered By: []</p> <p>Search Clear All Advanced Lifecycle Search</p> <table border="1"> <thead> <tr> <th>Requisition Name</th> <th>Req Date</th> <th>Status</th> <th>Budget Status</th> <th>Req Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Save</p>	Requisition Name	Req Date	Status	Budget Status	Req Total	1				
Requisition Name	Req Date	Status	Budget Status	Req Total							
1											

<p>2.1</p> <p>If a specific Requisition ID or other requisition-related information is known (i.e., Requester, Requisition Name, etc.), enter your selection criteria, and then click the 'Search' button.</p>	<p>Search Lifecycle Requisitions</p> <p>To locate lifecycle requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: MDJUD</p> <p>Requisition ID: 000007375 Requisition Name: []</p> <p>Requester: [] Entered By: []</p> <p>Search Clear All</p>
---	---

<p>2.2</p> <p>If you select a requisition and it does not already exist in the lifecycle records, the message to the right will be displayed.</p> <p>Click 'OK' to acknowledge/dismiss the message, and then click 'Clear All' to reset the search.</p>	<p>Search Lifecycle Requisitions</p> <p>To locate lifecycle requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: MDJUD</p> <p>Requisition ID: 000007004 Requisition Name: []</p> <p>Requester: [] Entered By: []</p> <p>Search Clear All</p> <p>Message</p> <p>Lifecycle data for this requisition does not exist. (20000,102)</p> <p>OK Cancel</p>
--	--

<p>2.3</p> <p>If you'd like to limit your search results to ONLY requisitions which currently have Acquisition Lifecycle data (or if requisition-related information is unknown) click on the Acquisition Lifecycle Search hyperlink.</p> <p>Note: The search criteria in the Advanced Lifecycle Search box is the same as found on the Manage Requisitions page. Refer to Steps 1.3 - 1.6 above.</p>	<p>Search Clear All Advanced Lifecycle Search</p> <p>Buyer: []</p> <p>Solicitation ID: []</p> <p>Solicitation Description: []</p> <p>Acquisition Event: [] Date From: [] Date To: []</p> <p>Clear Lifecycle Search Hide Advanced Search</p>
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<p>2.4</p>	<p>To Search by Solicitation Method: Select Acquisition Event = '01.Solicitation Method' and Solicitation Method = 'Real Property RFP', and then click the 'Search' button.</p>	 <table border="1"> <thead> <tr> <th></th> <th>Requisition Name</th> <th>Req Date</th> <th>Status</th> <th>Budget Status</th> <th>Req Total</th> <th>Lifecycle</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0000005763 OPD-CINA-</td> <td>11/09/2016</td> <td>Approved</td> <td>Valid</td> <td>78,480.00000</td> <td>Go</td> </tr> <tr> <td>2</td> <td>0000006609 AY18 Carroll CC G18PS0825U</td> <td>05/19/2017</td> <td>Approved</td> <td>Valid</td> <td>271,065.00000</td> <td>Go</td> </tr> <tr> <td>3</td> <td>0000006855 AY18 2001,2003,2009,2011 Lease</td> <td>06/02/2017</td> <td>Approved</td> <td>Valid</td> <td>2,312,557.03000</td> <td>Go</td> </tr> <tr> <td>4</td> <td>0000007562 AY18 Upper Marlboro-carpet</td> <td>11/06/2017</td> <td>Approved</td> <td>Valid</td> <td>50,000.00000</td> <td>Go</td> </tr> </tbody> </table>		Requisition Name	Req Date	Status	Budget Status	Req Total	Lifecycle	1	0000005763 OPD-CINA-	11/09/2016	Approved	Valid	78,480.00000	Go	2	0000006609 AY18 Carroll CC G18PS0825U	05/19/2017	Approved	Valid	271,065.00000	Go	3	0000006855 AY18 2001,2003,2009,2011 Lease	06/02/2017	Approved	Valid	2,312,557.03000	Go	4	0000007562 AY18 Upper Marlboro-carpet	11/06/2017	Approved	Valid	50,000.00000	Go
	Requisition Name	Req Date	Status	Budget Status	Req Total	Lifecycle																															
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<p>2.5</p>	<p>Select a requisition by clicking the 'Go' button. Follow Steps 1.5-1.6 above.</p>	 <p>Requester: ROBIN NHARE Buyer: DAVID ROBINSON Requisition Name: AY18 2001,2003,2009,2011 Lease Entered on: 06/02/2017 Last Change Date: 06/06/2018 12:02:49PM Solicitation ID: L18-63435-25</p>																																			
<p>2.6</p>	<p>Click on the Return to Lifecycle Search.</p>																																				
<p>2.7</p>	<p>How the Acquisition Lifecycle Search differs from Manage Requisitions:</p> <ul style="list-style-type: none"> The Acquisition Lifecycle Search page enforces access mainly via the chartfield security settings for the user (while Manage Requisitions limits access based on users' individual e-Pro access levels in addition to chartfield security). The Acquisition Lifecycle Search page allows the user to select a requisition meeting 'minimum requirements' (see pg 1 for list). However, if the requisition does not exist in the Lifecycle records, a message will appear (see snapshot on the right). 	 <p>Search Lifecycle Requisitions</p> <p>To locate lifecycle requisitions, edit the criteria below and click the Search button.</p> <p>Business Unit: MDJUD Requisition ID: _____ Requisition Name: _____ Requester: _____ Entered By: _____</p> <p>Search Clear All Advanced Lifecycle Search</p> <p>Message</p> <p>Lifecycle data for this requisition does not exist. (20000,102)</p> <p>OK Cancel</p>																																			

Printing Lifecycle Comments

3.1

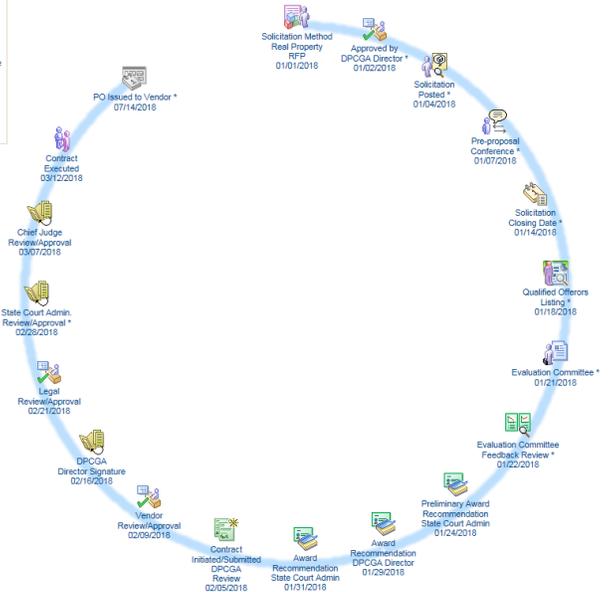
From the Lifecycle page, click the 'Print' hyperlink.

Printing Comments

Acquisition Lifecycle for Requisition: 0000006855

Requester: ROBIN NHARE
Buyer: DAVID ROBINSON
Requisition Name: AY18 2001,2003,2009,2011 Lease
Entered on: 06/02/2017
Last Change Date: 06/06/2018 12:02:49PM
Solicitation ID: L18-63435-25

[Return to Lifecycle Search](#)
[Print](#)



3.2

On the Acquisition Lifecycle Print page, users have the option to:

- Print all events by selecting its checkbox, or
- Select specific events as needed.

After making your selections, click the 'Run Report' link.

Acquisition Lifecycle Print

Acquisition Lifecycle Data

Requisition ID: 0000006855 AY18 2001,2003,2009,2011 Lease

Events

Print All Events

Run Report

- | | |
|---|---|
| <input type="checkbox"/> Solicitation Method | <input type="checkbox"/> Award Recommendation - State |
| <input type="checkbox"/> Solicitation Approved - DPCGA | <input type="checkbox"/> DPCGA Review |
| <input type="checkbox"/> Solicitation Posted to Website | <input type="checkbox"/> Vendor Review/Approval |
| <input type="checkbox"/> Pre-proposal Conference | <input type="checkbox"/> DPCGA Director Signature |
| <input type="checkbox"/> Solicitation Closing Date | <input type="checkbox"/> Legal Review/Approval |
| <input type="checkbox"/> Qualified Offerors Listing | <input type="checkbox"/> State Court Review/Approval |
| <input type="checkbox"/> Evaluation Committee | <input type="checkbox"/> Chief Judge Review/Approval |
| <input type="checkbox"/> Committee Feedback/Review | <input type="checkbox"/> Contract Executed |
| <input type="checkbox"/> Prelim. Awd. Recom. St. Court | <input type="checkbox"/> PO Issued to Vendor |
| <input type="checkbox"/> Award Recommendation - DPCGA | |

[Return to Acquisition Lifecycle](#)

<p>3.3 Once run successfully, the Acquisition Lifecycle report will open as a new page as shown to the right. The report can be printed or saved as a PDF, if needed.</p>	<div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 10%;">  </td> <td style="font-size: 8px;"> Report ID: AOC5049001 User ID: KEVIN JONES Req ID: 0000006855 Req Name: AY18 2001,2003,2009,2011 Lease </td> <td style="text-align: center; font-weight: bold; color: #0070C0;">ACQUISITION LIFECYCLE</td> <td style="text-align: right; font-size: 8px;"> Page 1 of 3 Run Date: July 10, 2018 Run Time: 19:47 PM </td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"> Solicitation Number: L18-83435-25 Contract ID: L18-83435-25 Requestor: ROBIN NHARE Buyer: DAVID.ROBINSON </td> <td style="width: 50%; border-bottom: 1px solid black;"> Solicitation Description: ACP EAST LLC, FY18 LEASE & RE Contract Description: FY18 Lease & Rental Contracts </td> </tr> </table> <div style="border: 1px solid black; padding: 2px;"> Main Solicitation Comments: </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Event:</td> <td style="width: 40%;">Solicitation Method</td> <td style="width: 10%;"></td> <td style="width: 30%;">Comments:</td> </tr> <tr> <td>Event Date:</td> <td>Last Updated By:</td> <td></td> <td></td> </tr> <tr> <td>01/01/2018</td> <td>esther.bouryng</td> <td></td> <td></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Event:</td> <td style="width: 40%;">Approved by DPCGA</td> <td style="width: 10%;"></td> <td style="width: 30%;">Comments:</td> </tr> <tr> <td>Event Date:</td> <td>Last Updated By:</td> <td></td> <td></td> </tr> <tr> <td>01/02/2018</td> <td>esther.bouryng</td> <td></td> <td>Approved by Kevin Kelly.</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Event:</td> <td style="width: 40%;">Solicitation Posted</td> <td style="width: 10%;"></td> <td style="width: 30%;">Comments:</td> </tr> <tr> <td>Event Date:</td> <td>Last Updated By:</td> <td></td> <td></td> </tr> <tr> <td>01/04/2018</td> <td>esther.bouryng</td> <td></td> <td>Solicitation will post on Friday, May 4, 2018.</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Event:</td> <td style="width: 40%;">Pre-proposal Conference</td> <td style="width: 10%;"></td> <td style="width: 30%;">Comments:</td> </tr> <tr> <td>Event Date:</td> <td>Last Updated By:</td> <td></td> <td></td> </tr> <tr> <td>01/07/2018</td> <td>esther.bouryng</td> <td></td> <td>Pre-proposal conference booked for 2PM at the JECC, Suite 407C.</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Event:</td> <td style="width: 40%;">Solicitation Closing Date</td> <td style="width: 10%;"></td> <td style="width: 30%;">Comments:</td> </tr> <tr> <td>Event Date:</td> <td>Last Updated By:</td> <td></td> <td></td> </tr> <tr> <td>01/14/2018</td> <td>esther.bouryng</td> <td></td> <td>Solicitation to be closed one week after conference.</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Event:</td> <td style="width: 40%;">Qualified Offerors Listing</td> <td style="width: 10%;"></td> <td style="width: 30%;">Comments:</td> </tr> <tr> <td>Event Date:</td> <td>Last Updated By:</td> <td></td> <td></td> </tr> <tr> <td>01/18/2018</td> <td>esther.bouryng</td> <td></td> <td>Qualified Offerors Listing is due on 1/18 by COB.</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Event:</td> <td style="width: 40%;">Evaluation Committee</td> <td style="width: 10%;"></td> <td style="width: 30%;">Comments:</td> </tr> <tr> <td>Event Date:</td> <td>Last Updated By:</td> <td></td> <td></td> </tr> <tr> <td>01/21/2018</td> <td>esther.bouryng</td> <td></td> <td>Evaluation Committee will reconvene at the JECC, Location TBD.</td> </tr> </table> </div>		Report ID: AOC5049001 User ID: KEVIN JONES Req ID: 0000006855 Req Name: AY18 2001,2003,2009,2011 Lease	ACQUISITION LIFECYCLE	Page 1 of 3 Run Date: July 10, 2018 Run Time: 19:47 PM	Solicitation Number: L18-83435-25 Contract ID: L18-83435-25 Requestor: ROBIN NHARE Buyer: DAVID.ROBINSON	Solicitation Description: ACP EAST LLC, FY18 LEASE & RE Contract Description: FY18 Lease & Rental Contracts	Event:	Solicitation Method		Comments:	Event Date:	Last Updated By:			01/01/2018	esther.bouryng			Event:	Approved by DPCGA		Comments:	Event Date:	Last Updated By:			01/02/2018	esther.bouryng		Approved by Kevin Kelly.	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