**“Hand Off” Process of Document Generation System To**

**PRISM Document Creation Functionality February 16, 2024 Go-Live**

As announced in the Tuesday, January 9, 2024 AMC, once the PRISM functionality to create solicitations and contracts is live, DGS will no longer remain available for use for this purpose.  Plan ahead to navigate this transition:

* You should consider completing any in-progress documents in DGS prior to Friday, February 16th.
* If your solicitation is complete but you have not yet generated a contract, you may wish to consider using DGS prior to Friday, February 16th to generate a contract from the solicitation, as you will not be able to generate a contract in PRISM based on a solicitation that was completed in DGS.
* Or, you may instead choose to create the contract in PRISM, using your solicitation as a guide to help you select the appropriate language.
* To help ease the transition process, DGS will remain online in a limited, read-only capacity, from Monday, February 19th to Friday, March 22nd – during which time, a user will only be able to view, search, and download documents – not make revisions/edits/updates.
* As of Monday, February 19th, the NIH Acquisition Community will need to use the new PRISM functionality for creation of solicitations and awards, or may make manual edits to documents downloaded from DGS to finish up procurements that had documents started in DGS prior to this date.

If there are any questions, please contact your IC/activity Change Champion or the PRISM Clause Logic Team at PRISMClauseLogic@od.nih.gov