

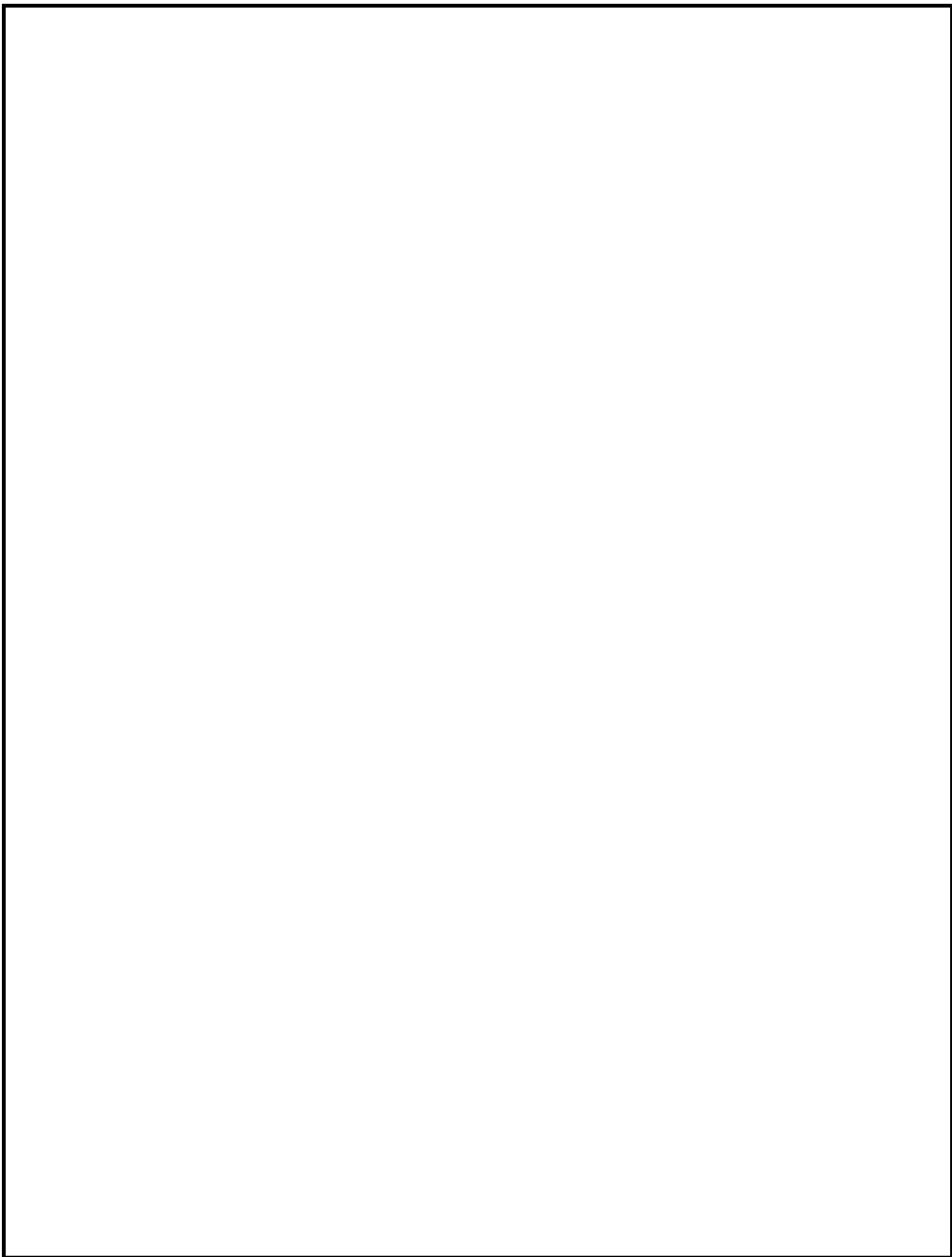
BRIEFING
ON
PADSWeb FY 2004

As of 10/01/2003



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HIGHLIGHTS

- **PADSWeb Central Contractor Registration** - 'CCR Lookup' is a new option in the Reference Library. Functionally, it performs a search of the PADSWeb daily updated copy of the Federal CCR by DUNS Number and/or Contractor Name. Searches are done on full or partial entries of either the DUNS Number or Contractor Name.

- **DUNS Number and CCR**

For both Financial Assistance and Procurement actions, the Contractor Name and Division, if applicable, are now systematically retrieved from the CCR using the DUNS number entered.

The Vendor ID data field and associated process for populating Vendor Name has been eliminated.

- **Procurement Request Number** - A new optional field to capture the PR Number has been added to both the Financial Assistance and Procurement IPAR entry forms in the Field Office section. This field has no relational edits.
- **Procurement – Data Fields** - For FY 2004, there are new FPDS reportable data fields, removed/deleted data fields previously collected, and redefined data fields. Refer to the Procurement Data Field Changes Section for the detailed listing of each.
- **Procurement – New 'Type of Award Instruments'** – Two new Type of Award Instrument Codes have been created. BPA Calls – 'BP' and GWAC – 'GW'. Refer to Procurement Data Field Changes Section for the detailed listing of each.
- **Procurement – New 'Type of Business' Process** - The new 'Contracting Officer's Determination of Business Size' field will govern the allowable Type of Business codes and Small Business preference program indicators when applicable.
- **Procurement – Indefinite Delivery Vehicles (IDV)/ Agreements** - New IPAR Form specifically for IDV's with additional fields unique to these agreements. All new IDV's (BOAs, BPAs, IDCs, and GWACs) are now reportable to FPDS.

PADSWeb Central Contractor Registration (CCR) Process

Description:

The PADSWeb Central Contractor Registration (CCR) is a copy of the Federal CCR. It is updated on a daily basis.

Only Contractor-specific data fields relevant to PADSWeb are maintained in the PADSWeb CCR.

Processes:

CCR-Lookup has been added as a new option in the Reference Library. It features a Search capability for the Department of Energy's PADSWeb CCR database. There are two options to the search:

1. DUNS Number
2. Legal Address State Code/ Contractor Name (three or more characters).

DUNS Number searches return the Contractor name and address. By clicking on the Icon to the left, the CCR Information Form for the Contractor is then displayed.

State and Contractor Name searches return a list of applicable 'like' Contractors. Similarly, by clicking on the Icon to the left of a specific Contractor, the CCR Information Form is then displayed.

CCR Information Form

The screenshot shows a web browser window titled "PADS - Procurement and Assistance Data System" with a sub-tab for "Central Contractor Registration Information". The form contains the following fields and sections:

- DUNS Number:** 827006867
- Contractor Name:** RS INFORMATION SYSTEMS, INC.
- Division:** (empty)
- Street:** (empty)
- City:** (empty)
- State:** (empty)
- Zip Code:** (empty)
- Country:** (empty)
- Annual Revenue:** 000000000001330
- Average Number of Employees:** 00000001900000
- Business Type(s):** A grid of checkboxes for various business categories, including Small Business, 8(a) Program Participant, Hub Zone Business, Small Disadvantaged Business, Large Business, Minority Owned Business, American Indian Owned, Woman Owned Business, Veteran Owned Business, Service Disabled Veteran Owned, Construction Firm, Educational Institution, Emerging Small Business, Foreign Supplier, Historically Black College/University, Labor Surplus Area Firm, Limited Liability Company, Manufacturer of Goods, Minority Institution, Municipality, Nonprofit Institution, Research Institute, S Corporation, Service Location, Sheltered Workshop, and Tribal Government.
- North American Industry Classification System (NAICS) Codes:** (empty)
- Product Service Codes:** (empty)

The applicable CCR information will be displayed.

DUNS Number and CCR Process

Conditions:

- The DUNS Number field has been implemented on all Basic IPAR Forms for Financial Assistance and Procurement.
- All contractors, in accordance with the FAR, must be registered in the Federal CCR in order to receive a new award or payment for an existing award.
- PADSWeb will not accept Basic Awards if the DUNS Number is not on the CCR.
- Exception processing is in place to add a Contractor into the PADSWeb CCR for Financial Assistance awards. This will be allowed only at the Award Office Administrator level through the approval of the PADSWeb System Administrator.
- It is recommended that each User, prior to entering a new Basic award, verify that the DUNS Number and Contractor are on the PADSWeb CCR Lookup table in the Reference Library.

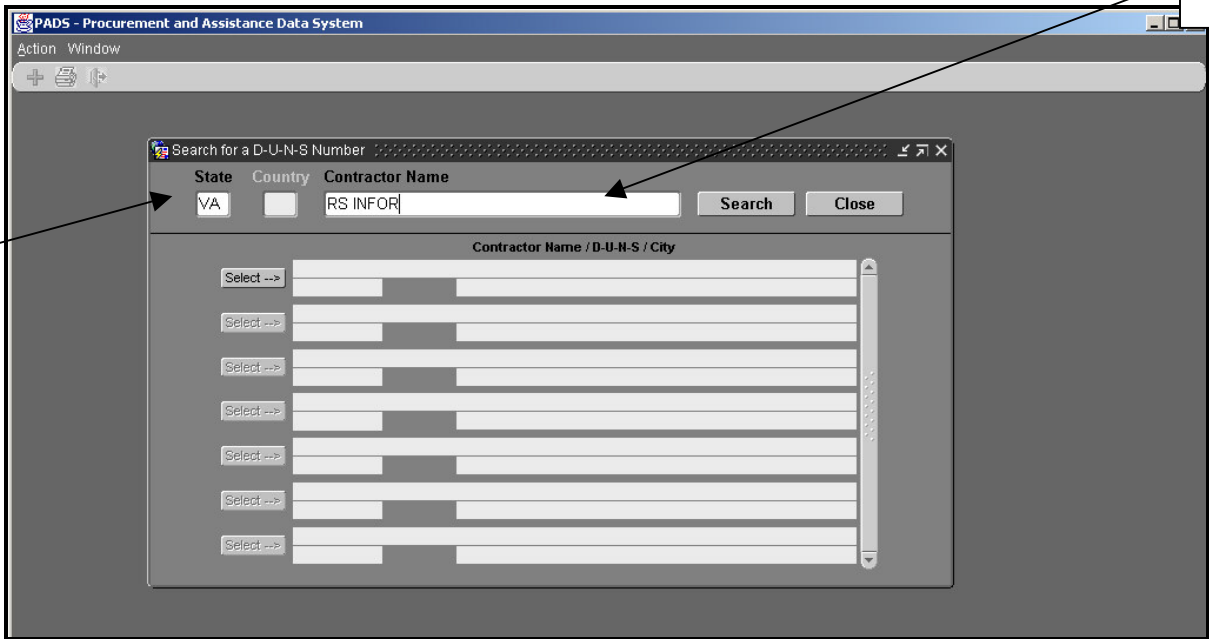
Processes:

- Upon entering the DUNS Number on the appropriate IPAR Form for an Add Basic Award, PADSWeb will automatically retrieve the Contractor Name and Division, if available, from the PADSWeb CCR.
- If the DUNS Number is not on the CCR, an error message will be displayed. A Basic Award and/or Change to a Basic Award will not be posted until the DUNS Number is registered on the CCR.
- **TIP:** You can 'Search' the PADSWeb CCR while on the IPAR ADD Form. With the cursor in the DUNS Number field, press F9. A search box will be displayed. Enter the Legal Address State Code and three or more characters of the Contractor Name. Then, [Click] the 'Search' button.

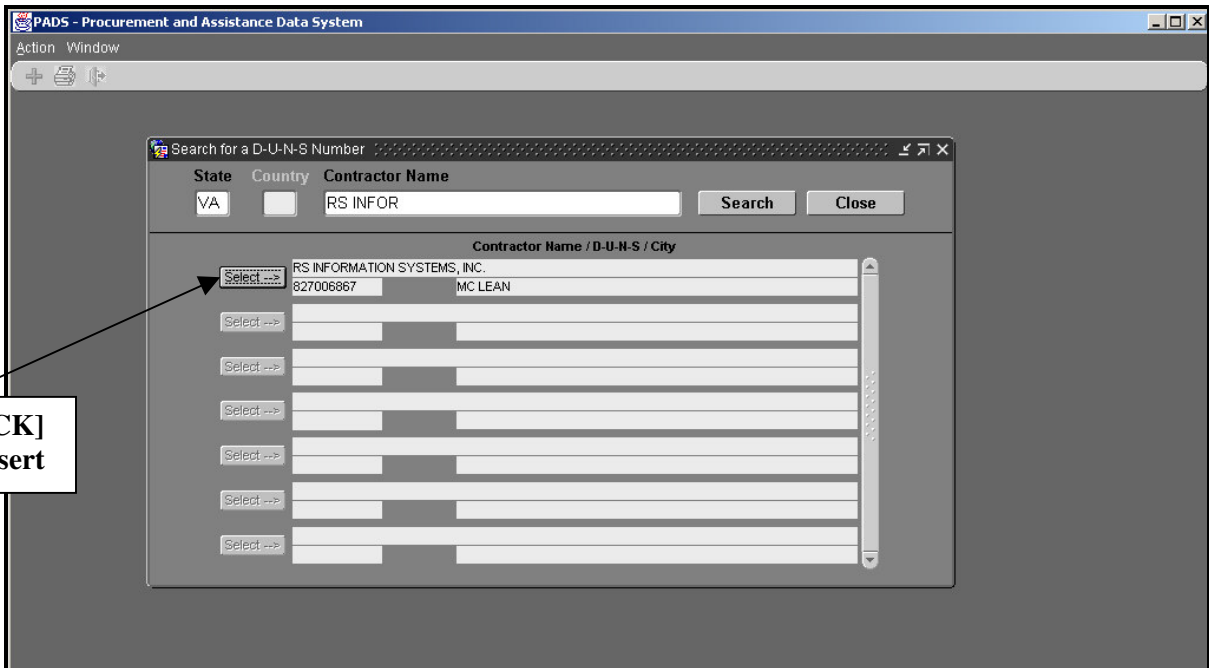
To look-up a DUNS Number:

- 1) Press F9 (with the cursor positioned in the DUNS Number box).

- 2) A look-up screen will be displayed.



3) Type the State and the Contractor Name (or as much of it as you know) and [CLICK] on Search.



4) The system will retrieve all Contractors matching the criteria. The Full Contractor Name, DUNS Number and City will be displayed.

To insert the DUNS Number into the IPAR, [CLICK] Select on the line next to the correct Contractor,

INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)
 PROCUREMENT ACTIONS - ADD BASIC

Award BIN
Mod Num
Kind of Action

DUNS Number
Contractor Name
Division

State
Country
City
County
Zip Code -
Cong Dist

CO Size Small Other
 Type of Bus
SDB Yes No
 8(a) Pgm Yes No
 Emg Sm Bus Yes No
 Hub Zone Bus Yes No
 Very Sm Bus Yes No

Type Award
E-Govt
R & D Yes No
 Supp Serv Yes No
 Safety & Health Yes No
 Hispanic Inst Yes No

Admin Deleg Off
Admin Deleg Date
Tech Rep Name
Senior Investigator

Govt Property
OSTI Deliverable
Cog Fed Agy
Cog DOE Off

5) The DUNS Number, Contractor Name and Division (if applicable) are inserted on the form.

Contracting Officer's Determination of Business Size Process

Description:

The Contracting Officer's Determination of Business Size (CO Size) is a new data requirement for FY 2004. The field has two values, 'S' for Small and 'O' for Other. The Type of Business Code of 'A00' for Small Business is automatically generated if the CO Size is 'S'. If the CO Size is 'O', then a List of Valid Type of Business Codes, excluding Small Business, is provided. This is a required field for all new Basic Procurement Awards.

Processes:

On the IPAR Form, when 'S' is selected for CO Size, then 'A00' is systematically displayed in the Type of Bus field. The five Small Business related fields (SDB, 8(a) Pgm, Emg Sm Bus, HUBZone Bus, and Very Sm Bus) are then highlighted. All appropriate Yes/No selections must then be made.

Note: Extensive relational edits are in place editing Type of Business/CO Size with Competition. For example, if a Competition Code of VSB (Very Small Business) is entered then the Very Sm Bus field must be set to 'Yes'.

If 'O' is selected for CO Size, then the Type of Bus Field is highlighted and requires an entry. Pressing F9 will display a List of Valid Type of Business Codes. The Five Small Business related fields, as denoted above, will be grayed out and protected from any entry.

TIP: You can View the CCR data on file for the entered Contractor. Click on the 'View CCR' button to the left of the CO Size field, and a Contractor Information Form will be displayed.

Individual Procurement Action Report (IPAR)
 PROCUREMENT ACTIONS - ADD BASIC

Award BIN
Mod Num
Kind of Action

DUNS Number
Contractor Name
Division

State
Country
City
County
Zip Code
Cong Dist

CO Size Small Other
Type of Bus
SDB Yes No
8(a) Pgm Yes No
Emg Sm Bus Yes No
Hub Zone Bus Yes No
Very Sm Bus Yes No

Type Award
E-Govt
R & D Yes No
Supp Serv Yes No
Safety & Health Yes No
Hispanic Inst Yes No

Admin Deleg Off
Admin Deleg Date
Tech Rep Name
Senior Investigator

Govt Property
OSTI Deliverable
Cog Fed Agy
Cog DOE Off

Click to View CCR

Central Contractor Registration Information

DUNS Number
Contractor Name
Division

Street:
City:
State:
Zip Code:
Country:

Annual Revenue:
Average Number of Employees:

Business Type(s):

<input type="checkbox"/> Small Business	<input type="checkbox"/> American Indian Owned	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> 8(a) Program Participant	<input type="checkbox"/> Woman Owned Business	<input type="checkbox"/> Manufacturer of Goods
<input type="checkbox"/> Hub Zone Business	<input type="checkbox"/> Veteran Owned Business	<input type="checkbox"/> Minority Institution
<input type="checkbox"/> Small Disadvantaged Business	<input type="checkbox"/> Service Disabled Veteran Owned	<input type="checkbox"/> Municipality
<input type="checkbox"/> Large Business	<input type="checkbox"/> Construction Firm	<input type="checkbox"/> Nonprofit Institution
<input type="checkbox"/> Minority Owned Business	<input type="checkbox"/> Educational Institution	<input type="checkbox"/> Research Institute
<input type="checkbox"/> Subcontinent Asian (Asian-Indian) Am...	<input type="checkbox"/> Emerging Small Business	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Asian-Pacific American	<input type="checkbox"/> Foreign Supplier	<input type="checkbox"/> Service Location
<input type="checkbox"/> Black American	<input type="checkbox"/> Historically Black College/University	<input type="checkbox"/> Sheltered Workshop
<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Labor Surplus Area Firm	<input type="checkbox"/> Tribal Government
<input type="checkbox"/> Native American		

North American Industry Classification System (NAICS) Codes:

Product Service Codes:

FY 2004 Data Field Changes

New FY 2004 Data Fields Added

DATA ELEMENT NAME

A-76 (FAIR Act) Action
Competitive Procedures Code
Competitive Procedures Description
Davis Bacon Act Flag
DOD Claimant Program Code
Multiyear Contract
Price Evaluation Adjustment/Preference Percent Difference
Service Contract Act
Ultimate Completion Date
Ultimate Contract Value
Walsh-Healey Act
Mod Ultimate Contract Value Adjustment
Work For Others Funding Agency Code
Work For Others Funding Agency Desc

Indefinite Delivery Vehicle Fields

IDV - Last Date to Order
IDV - Economy Act Flag
IDV - Fee for Use of Service
IDV - Fee Paid for Use of IDV
IDV - Fee Range Lower Value
IDV - Fee Range Upper Value
IDV - Fixed Fee Value
IDV - Maximum Order Limit
IDV - Multiple or Single Award IDC
IDV - Ordering Procedures
IDV - Other Statutory Authority
IDV - Type of IDV
IDV - Program Acronym
IDV - Web Site URL
IDV - Who Can Use

DATA ELEMENT NAME
Socioeconomic Fields From CCR
American Indian Owned Business
Asia-Pacific American Owned Business
Black American Owned Business
Hispanic American Owned Business
Minority Owned Business
Native American Owned Business
Service-Related Disabled VOB
Subcontinent Asian American Owned
Veteran Owned Business
Women Owned Business
CO's Determination Small Business Related Fields
CO Determination of Business Size Code
CO Determination of Business Size Desc
CO Emerging Small Business
CO HUBZone Firm
CO Small Disadvantaged Business
CO Very Small Business

DATA FIELDS REMOVED

DATA ELEMENT NAME

Emerging SB Res Awd Flag

Hubzone Percent Difference

Hubzone Program Code

Hubzone Program Description

Hubzone SB Concern Flag

Labor Statutes Code

Labor Statutes Description

MAC Fair Opportunity Code

MAC Fair Opportunity Desc

Parent Name

Parent Taxpayer ID Number

Preference Program Code

Preference Program Description

Size of Small Business Code

Size of Small Business Description

Small Disadv Business Percent Difference

Small Disadv Business Program Code

Small Disadv Business Program Desc

Taxpayer ID Number

Vendor Identification Number

Mod CICA Applicable Code

Mod CICA Applicable Desc

Mod Comp Ex Auth Code

Mod Comp Ex Auth Desc

Mod Competitive Indicator

Solicitation Procedures Code

Solicitation Procedures Description

DATA ELEMENTS REVISED

DATA ELEMENT NAME

Bundling - Contract	Converted from Yes/No to A-D Codes
Extent Competed	Required on the A000/M000 Basic Award only. No longer reported on Mods.
Extent Competed Description	
Number of Offers Received Code	Required on the A000/M000 Basic Award only. No longer reported on Mods. Converted to actual numbers between 1-999.
Subcontracting Plan	Converted from Yes/No to Codes A-D.
Synopsis	Required on the A000/M000 Basic Award only. No longer reported on Mods. Converted from Codes A-D to A-C.
Synopsis Description	
Veteran-Owned Small Business Code	Converted into two separate Yes/No fields, Veteran Owned Small Business and Disabled Related Veteran Owned Small Business. These fields are now derived from the CCR.
Woman Owned Business	Now derived from the CCR.

NEW / REVISED CODES

Bundled Requirement			
FY 2004 Code	Description		Old Code
A	Mission Critical		
B	OMB Circular A-76		
C	Other		
D	Not A Bundled Requirement		N

Subcontracting Plan			
FY 2004 Code	Description		Old Code
A	Plan Not Included – No Subcontracting		N
B	Plan Not Required		N
C	Plan Required – Incentive Not Included		Y
D	Plan Required – Incentive Included		

Synopsis			
FY 2004 Code	Description		Old Code
A	Synopsized Prior To Award		A
B	Not Synopsized under SBA / OFPP Waiver		D
C	Not Synopsized / Not Acceptable		B / C

Type of Award Instrument (TPAI) Codes

New

FY 2004 Code	Description	Valid Kind of Award Codes <u>A000/M000</u> <u>A+/M+</u>
BP	BPA Calls	SP BC; TR; UC; 1P 1T; 1W; 1X; 1Y
GW	GWAC	1A BC, TR, UC, 1D, 1M, 1N, 1P, 1V, 1W, 1Y

Revised

FY 2004 Code	Description	
AM	Indefinite Delivery Contract	Agreements Only – No longer allowed for Standalone Contracts

Type Of Award Codes

Awards – New

Code	Description
I	Fixed Price Level of Effort
N	Fixed Price Award Fee

Indefinite Delivery Vehicles / Agreements – New

Code	Description
4	Order Dependent (IDV Allows Pricing)
5	Combination (Two or more Codes Apply)
6	Other (None of the TPAW Codes Apply)

COMPETITION CODES

Standalone Contracts

TPAIs

AC	AR	RL	RO	RP
----	----	----	----	----

Indefinite Delivery Vehicles (IDV)/ Agreements

TPAIs

AB	AK	AM	GW
----	----	----	----

Full & Open Competition

Code	Description
------	-------------

8AC	SDB SET-ASIDE 8(a)
AE	ARCHITECT-ENGINEER
AS	ALTERNATIVE SOURCES
BR	BASIC RESEARCH
ESB	EMERGING SMALL BUSINESS SET-ASIDE
F&O	FULL AND OPEN COMPETITION
HM	HBCU OR MINORITY INST SET-ASIDE
HS2	COMBINATION HUBZ SET-ASIDE/ 8(a)
HS3	SDB, 8(a) WITH HUBZone PRIORITY
HSD	COMBINED HUBZ/SDB PREFERENCE
HZC	HUBZone SET-ASIDE
HZE	HUBZone PRICE EVALUATION PREFERENCE
SBA	SMALL BUSINESS SET-ASIDE
SDA	SDB PRICE EVALUATION ADJUSTMENT
SPP	SDB PARTICIPATING PROGRAM
SPS	SDB PREFERENTIAL CONSIDERATION
SR1	SBIR PROGRAM PHASE I ACTION
SR2	SBIR PROGRAM PHASE II ACTION
SR3	SBIR PROGRAM PHASE III ACTION
VSB	VERY SMALL BUSINESS SET-ASIDE

Not Available for Competition

Code	Description
------	-------------

8AN	NON-COMPETITIVE 8(a)
BI	BUY INDIAN
FOC	FOLLOW-ON CONTRACT
IA	INTERNATIONAL AGREEMENT
JWD	DIRECTED TO JWOD NONPROFIT
OTH	AUTHORIZED BY STATUTE NOT LISTED
RES	AUTHORIZED FOR RESALE
UT	UTILITIES

Non Competitive – Not Competed

Code	Description
HZS	HUBZone SOLE SOURCE
MES	MOBILIZATION R&D OR EXPERT SERVICES
NS	NATIONAL SECURITY
ONE	ONLY ONE SOURCE – OTHER
PDR	PATENT/DATA RIGHTS
PI	PUBLIC INTEREST
STD	STANDARDIZATION
UNQ	UNIQUE SOURCE
URG	URGENCY
UR	UNSOLICITED RESEARCH

Purchase Orders, Simplified Acquisition for SB Demo, and BPA Calls

TPAIs

AF AX BP

Full & Open Competition

Code	Description
SP1	SIMPLIFIED ACQUISITION

Not Available for Competition

Code	Description
8aN	NON-COMPETITIVE 8(a)
BI	BUY INDIAN
FOC	FOLLOW-ON CONTRACT
IA	INTERNATIONAL AGREEMENT
JWD	DIRECTED TO JWOD NONPROFIT
OTH	AUTHORIZED BY STATUTE NOT LISTED
RES	AUTHORIZED FOR RESALE
UT	UTILITIES

Non Competitive – Not Competed

Code	Description
SP2	Simplified Acquisition

Delivery & Task Orders

TPAIs

AD AT

Full & Open Competition

<u>Code</u>	<u>Description</u>
CDO	Competitive Delivery / Task Order

Non Competitive

<u>Code</u>	<u>Description</u>
<u>FOO</u>	Follow-On Delivery Order Following Competitive Initial Order
<u>MG</u>	Minimum Guarantee
<u>NDO</u>	Non-Competitive Delivery Order
<u>ONE</u>	Only One Source – Other
<u>UNQ</u>	Unique Source
<u>URG</u>	Urgency

UNICORs

TPAIs

UN

Not Available for Competition

<u>Code</u>	<u>Description</u>
<u>FPI</u>	UNICOR

Procurement Type Of Business

Old Code	PADSWeb Description	New Code	PADSWeb FY 2004 Description
A11	Small Business – 8(A)	A00	Small Business
A22	Small Business – Direct Disadvantaged		
A33	Small Business – Other		

B11	Large Business- Minority		
B22	Large Business – Other	B22	Large Business

C1A	HBCU or Minority Inst	I0H	HBCU
		I0M	Minority Institution
		I0R	Research Institution
C1G	Educational Institution	I0E	Educational Institution

C3G	State/Local Government	C0L	Local Government/Municipality
		C0S	State Government
F2N	FG – Other Fed Govt	C0F	Federal Government
		C0T	Tribal Government

C3N	Non Profit Organization	C3N	Non Profit Organization
C4N	Sheltered Workshop	C4N	JWOD Sheltered Workshop

E1N	Foreign Contractor	E1N	Foreign Contractor
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IPAR Data Entry Screens

Financial Assistance – Add / Change Basic

PADS - Procurement and Assistance Data System

Action Window

Financial Assistance IPAR (Basic)

INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)
FINANCIAL ASSISTANCE ACTIONS - ADD BASIC

Award BIN	Mod Num	Kind of Action	
<input type="text" value="FG99-04ZZ00012"/>	<input type="text" value="A000"/>	<input type="text" value="NEW DEFINITIVE AWARD"/>	

DUNS Number	Contractor Name	Division
<input type="text"/>	<input type="text"/>	<input type="text"/>

State	Country	City	County	Zip Code	Cong Dist
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/> <input type="text"/>	<input type="text"/>

Type of Bus	Type Award	E-Govt	R & D	Hispanic Inst	OSTI Del	Govt Property	Cog Fed Agy	Cog DOE Off
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Admin Deleg Off	Admin Deleg Date	Tech Rep Name	Senior Investigator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CFDA	SBIR	State Appl ID	Ext Competed	Copy Address?
<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

L A State	L A City	L A County	L A Zip Code	L A Cong Dist
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-"/> <input type="text"/>	<input type="text"/>

Award Date	Effective Date	Completion Date	Budget From Date	Budget To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description of Work	Specialist	Contract Officer
<input type="text"/>	<input type="text"/>	<input type="text"/>

Govt Share	Awardee Share	Total	B & R Code	B & R Dollars
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			B & R Total:	<input type="text"/>

Office Use Fields

Date	Dollars	Miscellaneous	Internal Office Use	PR Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Text				
<input type="text"/>				

IPAR Data Entry Screens

Financial Assistance – Add Mod

PADS - Procurement and Assistance Data System
Action Window

Financial Assistance IPAR (Mod)

INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR) FINANCIAL ASSISTANCE ACTIONS - ADD MOD

Award BIN	Mod Num	Kind of Action		
<input type="text" value="FG99-03ZZ99997"/>	<input type="text" value="A001"/>	<input type="text" value="CONTINUATION AWARD"/>		
Total Award Value	Government Share	Total Obligations	Unobligated Amount	
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	
Award Date	Effective Date	Completion Date	Budget From Date	Budget To Date
<input type="text"/>	<input type="text"/>	<input type="text" value="08/01/2005"/>	<input type="text"/>	<input type="text"/>
Description of Work		Specialist	Contract Officer	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Govt Share	Awardee Share	Total	B & R Code	B & R Dollars
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			<input type="text"/>	<input type="text"/>
			B & R Total: <input type="text" value="0"/>	
Office Use Fields				
Date	Dollars	Miscellaneous	Internal Office Use	PR Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Text				
<input type="text"/>				

IPAR Data Entry Screens

Procurement – Add Basic Stand Alone Contracts (TPAIs of AC, RL, RO, RP)

PADS - Procurement and Assistance Data System

Action Window

PADS Procurement IPAR (Basic)

INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)

PROCUREMENT ACTIONS - ADD BASIC

Award BIN <input type="text" value="AC99.03ZZ00001"/>	Mod Num <input type="text" value="A000"/>	Kind of Action <input type="text" value="NEW DEFINITIVE AWARD"/>
DUNS Number <input type="text"/>	Contractor Name <input type="text"/>	Division <input type="text"/>
State <input type="text"/>	Country <input type="text"/>	City <input type="text"/>
County <input type="text"/>		Zip Code <input type="text"/>
Cong Dist <input type="text"/>		
<input type="button" value="View CCR"/>	CO Size <input type="radio"/> Small <input checked="" type="radio"/> Other	Type of Bus <input type="text"/>
SDB <input checked="" type="radio"/> Yes <input type="radio"/> No	8(a) Pgm <input checked="" type="radio"/> Yes <input type="radio"/> No	Emg Sm Bus <input checked="" type="radio"/> Yes <input type="radio"/> No
Hub Zone Bus <input checked="" type="radio"/> Yes <input type="radio"/> No	Very Sm Bus <input checked="" type="radio"/> Yes <input type="radio"/> No	
Type Award <input type="text"/>	E-Govt <input type="text"/>	R & D <input type="radio"/> Yes <input checked="" type="radio"/> No
Supp Serv <input type="radio"/> Yes <input checked="" type="radio"/> No	Safety & Health <input type="radio"/> Yes <input checked="" type="radio"/> No	Hispanic Inst <input type="radio"/> Yes <input checked="" type="radio"/> No
Admin Deleg Off <input type="text"/>	Admin Deleg Date <input type="text"/>	Tech Rep Name <input type="text"/>
Senior Investigator <input type="text"/>		
Govt Property <input type="text"/>	OSTI Deliverable <input type="text"/>	Cog Fed Agy <input type="text"/>
Cog DOE Off <input type="text"/>		
Directed Award <input type="radio"/> Yes <input checked="" type="radio"/> No	Product Service <input type="text"/>	NAIC <input type="text"/>
Trade Country <input type="text"/>	Bundled Rqmt <input type="text"/>	Multi-Year <input type="radio"/> Yes <input checked="" type="radio"/> No
EPA Product <input type="text"/>	EPA Rec Mat <input type="text"/>	Perf Based <input type="radio"/> Yes <input checked="" type="radio"/> No
SB Subcon Plan <input type="radio"/> Yes <input checked="" type="radio"/> No	Price Eval Adj <input type="text"/>	
Comp Procedures <input type="text"/>	Offers <input type="text"/>	Synopsis <input type="text"/>
Comm Item <input type="radio"/> Yes <input checked="" type="radio"/> No	SB Demo Pgm <input type="radio"/> Yes <input checked="" type="radio"/> No	
A-76 Action <input type="radio"/> Yes <input checked="" type="radio"/> No	Davis-Bacon Act <input type="radio"/> Yes <input checked="" type="radio"/> No	Walsh-Healey Act <input type="radio"/> Yes <input checked="" type="radio"/> No
Service Contract Act <input type="radio"/> Yes <input checked="" type="radio"/> No		
Oth Agency <input type="text"/>	FA DODAAC <input type="text"/>	FA Reas Purch <input type="text"/>
FA Comm Item <input type="text"/>	FA Cling Coh <input type="radio"/> Yes <input checked="" type="radio"/> No	FA Claimant <input type="text"/>
Award Date <input type="text"/>	Effective Date <input type="text"/>	Completion Date <input type="text"/>
Ult Completion Date <input type="text"/>		
Description of Work <input type="text"/>		
EPACT <input type="radio"/> Yes <input checked="" type="radio"/> No	EPACT Amt <input type="text"/>	Specialist <input type="text"/>
Contract Officer <input type="text"/>		
UR Award Value <input type="text"/>	Govt Share <input type="text"/>	Awardee Share <input type="text"/>
Tot Award Value <input type="text"/>	B & R Code <input type="text"/>	B & R Dollars <input type="text"/>
Oth Fund Agy <input type="text"/>		

IPAR Data Entry Screens

Procurement – Add Basic Purchase Orders, and Simplified Acquisition Small Demo (TPAIs of AF and AX)

PADS - Procurement and Assistance Data System

Individual Procurement Action Report (IPAR)
PROCUREMENT ACTIONS - ADD BASIC

Award BIN: Mod Num: Kind of Action:

DUNS Number: Contractor Name: Division:

State: Country: City: County: Zip Code: Cong Dist:

View CCR CO Size: Small Other Type of Bus: SDB: Yes No 8(a) Pgm: Yes No Emg Sm Bus: Yes No Hub Zone Bus: Yes No Very Sm Bus: Yes No

Type Award: E-Govt: R & D: Yes No Supp Serv: Yes No Safety & Health: Yes No Hispanic Inst: Yes No

Admin Deleg Off: Admin Deleg Date: Tech Rep Name: Senior Investigator:

Govt Property: OSTI Deliverable: Cog Fed Agy: Cog DOE Off:

Directed Award: Yes No Product Service: NAIC: Trade Country: Multi-Year: Yes No

EPA Product: EPA Rec Mat: Perf Based: Yes No

Comp Procedures: Offers: Synopsis: Comm Item: Yes No SB Demo Pgm: Yes No

Davis-Bacon Act: Yes No Walsh-Healey Act: Yes No Service Contract Act: Yes No

Oth Agency: FA DODAAC: FA Reas Purch: FA Comm Item: FA Cling Coh: Yes No FA Claimant:

Award Date: Effective Date: Completion Date: Ult Completion Date:

Description of Work:

EPACT: Yes No EPACT Amt: Specialist: Contract Officer:

Ult Award Value: Govt Share: Awardee Share: Tot Award Value: B & R Code: B & R Dollars: Oth Fund Agy:

Office Use Fields

Date: Dollars: Miscellaneous: Internal Office Use: PR Number:

Text:

IPAR Data Entry Screens

Procurement – Add Basic Delivery and Task Orders (TPAIs of AD and AT)

PADS - Procurement and Assistance Data System

Individual Procurement Action Report (IPAR)
PROCUREMENT ACTIONS - ADD BASIC

Award BIN **Mod Num** **Kind of Action**

DUNS Number **Contractor Name** **Division** **Master BIN**

State **Country** **City** **County** **Zip Code** **Cong Dist**

CO Size Small Other **Type of Bus** **SDB** Yes No **8(a) Pgm** Yes No **Emg Sm Bus** Yes No **Hub Zone Bus** Yes No **Very Sm Bus** Yes No

Type Award **E-Govt** **R & D** Yes No **Supp Serv** Yes No **Safety & Health** Yes No **Hispanic Inst** Yes No

Admin Deleg Off **Admin Deleg Date** **Tech Rep Name** **Senior Investigator**

Govt Property **OSTI Deliverable** **Cog Fed Agy** **Cog DOE Off**

Directed Award Yes No **Product Service** **NAIC** **Trade Country** **Bundled Rqmt** **Multi-Year** Yes No

EPA Product **EPA Rec Mat** **Perf Based** Yes No

Comp Procedures **Offers** **Synopsis** **SB Demo Pgm** Yes No

Oth Agency **FA DODAAC** **FA Reas Purch** **FA Comm Item** **FA Cling Coh** Yes No **FA Claimant**

Award Date **Effective Date** **Completion Date** **Ult Completion Date**

Description of Work

EPACT Yes No **EPACT Amt** **Specialist** **Contract Officer**

UR Award Value **Govt Share** **Awardee Share** **Tot Award Value** **B & R Code** **B & R Dollars** **Oth Fund Agy**

Office Use Fields
Date **Dollars** **Miscellaneous** **Internal Office Use** **PR Number**

Text

IPAR Data Entry Screens

Procurement – Add Basic BPA Calls (TAPI of BP)

PADS - Procurement and Assistance Data System

Individual Procurement Action Report (IPAR)
PROCUREMENT ACTIONS - ADD BASIC

Award BIN **Mod Num** **Kind of Action**

DUNS Number **Contractor Name** **Division** **Master BIN**

State **Country** **City** **County** **Zip Code** **Cong Dist**

CO Size Small Other **Type of Bus** **SDB** Yes No **8(a) Pgm** Yes No **Emg Sm Bus** Yes No **Hub Zone Bus** Yes No **Very Sm Bus** Yes No

Type Award **E-Govt** **R & D** Yes No **Supp Serv** Yes No **Safety & Health** Yes No **Hispanic Inst** Yes No

Admin Deleg Off **Admin Deleg Date** **Tech Rep Name** **Senior Investigator**

Govt Property **OSTI Deliverable** **Cog Fed Agy** **Cog DOE Off**

Product Service **NAIC** **Trade Country**

Award Date **Effective Date** **Completion Date**

Description of Work

EPACT Yes No **EPACT Amt** **Specialist** **Contract Officer**

Govt Share **Awardee Share** **Tot Award Value** **B & R Code** **B & R Dollars** **Oth Fund Agy**

Office Use Fields

Date **Dollars** **Miscellaneous** **Internal Office Use** **PR Number**

Text

IPAR Data Entry Screens Procurement – Add Mod

INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)
PROCUREMENT ACTIONS - ADD MOD

Award BIN	Mod Number	Kind of Action	
AC99-03ZZ11001	A003	SUPPLEMENTAL AGREEMENT-MONETARY ACTION	
Total Award Value	Government Share	Total Obligations	Unobligated Amount
100000	100000	100000	0

Award Date	Effective Date	Completion Date	Ult Completion Date
		07/18/2004	

Description of Work

EPACT
 Yes
 No

EPACT Amt

Specialist 0001 **Contract Officer** 0002

Ult Award Value	Govt Share	Awardee Share	Tot Award Value	B & R Code	B & R Dollars	Oth Fund Agy

Office Use Fields

Date	Dollars	Miscellaneous	Internal Office Use	PR Number

Text

Ultimate Award Value Adjustment:

For Mods this is the amount to be ‘added to’ or ‘subtracted from’ the Contract’s Ultimate Award Value.

IPAR Data Entry Screens

Procurement – Add Basic IDV (TPAIs of AB, AK, AM , GW)

Action Window

PADS Procurement IPAR (Basic)

INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR)

INDEFINITE DELIVERY VEHICLE ACTIONS - ADD BASIC

Award BIN <input type="text" value="AC99.03ZZ00001"/>	Mod Num <input type="text" value="M000"/>	Kind of Action <input type="text" value="NEW DEFINITIVE AWARD"/>
DUNS Number <input type="text"/>	Contractor Name <input type="text"/>	Division <input type="text"/>
State <input type="text"/>	Country <input type="text"/>	City <input type="text"/>
County <input type="text"/>		Zip Code <input type="text" value="-"/>
Cong Dist <input type="text"/>		
<input type="button" value="View CCR"/>	CO Size <input type="radio"/> Small <input checked="" type="radio"/> Other	Type of Bus <input type="text"/>
SDB <input type="radio"/> Yes <input checked="" type="radio"/> No	8(a) Pgm <input type="radio"/> Yes <input checked="" type="radio"/> No	Emg Sm Bus <input type="radio"/> Yes <input checked="" type="radio"/> No
Hub Zone Bus <input type="radio"/> Yes <input checked="" type="radio"/> No	Very Sm Bus <input type="radio"/> Yes <input checked="" type="radio"/> No	
Type Award <input type="text"/>	E-Govt <input type="text"/>	Govt Property <input type="text"/>
Product Service <input type="text"/>	NAIC <input type="text"/>	
Admin Deleg Off <input type="text"/>	Admin Deleg Date <input type="text"/>	Tech Rep Name <input type="text"/>
Senior Investigator <input type="text"/>		
Comm Item <input type="radio"/> Yes <input checked="" type="radio"/> No	SB Subcon Plan <input type="radio"/> Yes <input checked="" type="radio"/> No	Comp Procedures <input type="text"/>
Offers <input type="text"/>		
Bundled Rqmt <input type="text"/>	Davis-Bacon Act <input type="radio"/> Yes <input checked="" type="radio"/> No	Walsh-Healey Act <input type="radio"/> Yes <input checked="" type="radio"/> No
Service Contract Act <input type="radio"/> Yes <input checked="" type="radio"/> No		
IDC Type <input type="text"/>	Multi/Single <input type="text"/>	Econ. Act <input type="radio"/> Yes <input checked="" type="radio"/> No
Other Stat. Auth. <input type="text"/>	Prog. Acronym <input type="text"/>	
Service Fee <input type="text"/>	Fixed Fee <input type="text"/>	Fee Range High <input type="text"/>
Fee Range Low <input type="text"/>		
Last Order Date <input type="text"/>	Who Can Use <input type="text"/>	Web URL <input type="text"/>
Max Order Limit <input type="text"/>		
Ordering Proc <input type="text"/>		
Award Date <input type="text"/>	Effective Date <input type="text"/>	Completion Date <input type="text"/>
Ult Award Value <input type="text"/>	Specialist <input type="text"/>	Contract Officer <input type="text"/>
Description of Work <input type="text"/>		
Office Use Fields		
Date <input type="text"/>	Dollars <input type="text"/>	Miscellaneous <input type="text"/>
Internal Office Use <input type="text"/>	PR Number <input type="text"/>	
Text <input type="text"/>		