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Acquisition & Assistance**

**INTERIM UPDATE 07-12**

**SUBJECT:** Electronic Procurement Information Collection System (ePICS)

**NEW MATERIAL:** This Interim Updates announces the deployment of Epics. This web-based reporting tool replaces the data gathering functions previously performed in ProDoc.

**EFFECTIVE DATE:** June 13, 2007

**ATTACHMENTS:** [ePICS Complete Manual](#)  
[Section A - Acquisition](#)  
[Section B - Assistance](#)  
[Section C - IAAs](#)  
[ePICS Data Entry Quick Tips](#)

POLICY

USAID/General Notice  
M/OAA  
06/14/2007

Subject: Electronic Procurement Information Collection System (ePICS)

We are pleased to announce the deployment of ePICS!

This web-based reporting tool replaces the data gathering functions previously performed in ProDoc. ProDoc was the Agency's tool for document generation and data gathering and was decommissioned on September 30, 2006. ePICS is an interim tool designed to help us fulfill our reporting requirements, pending full implementation of the new automated systems, Global Acquisition System (GLAS) and Joint Assistance Management System (JAMS). This means that contracting staff, agreement officers, executive officers and others must now enter required data for all awards made this fiscal year that meet the following criteria. For contracts, FPDS-NG requires reporting of all actions where the Total Estimated Cost is expected to exceed the micro-purchase threshold of \$3,000. For assistance instruments, FAADS requires reporting for all actions as there is no minimum threshold. Therefore, all awards and modifications made since October 1, 2006 that meet this stated criteria must now be entered into ePICS and should be completed by July 13, 2007. In addition, in order to comply with the new requirements of the Federal Funding Accountability & Transparency Act of 2006 (FFATA), award information for new awards and modifications must now be entered within 30 days of award.

Note: GLAS users will continue to enter their acquisition award data into GLAS instead of ePICS. Where GLAS is being used, users must still enter assistance awards in ePICS until such time that JAMS is deployed.

## WASHINGTON

M/OAA/CAS/SUP will provide roles and access to ePICS to all M/OAA Contract Specialists and Contracting Officers. M/OAA/CAS/SUP will notify M/OAA users once roles and access are set in the system, via e-mail. There is no need to request access. Non-M/OAA personnel responsible for Acquisition & Assistance reporting will also be provided roles and access. Bureau Transition Coordinators (BTCs) should provide a listing of names and office symbols for all potential users to Judy Britt at [jbritt@usaid.gov](mailto:jbritt@usaid.gov). In addition, to assist Washington users with their entries into ePICS, M/OAA/CAS/SUP will prepare NMS reports for each M/OAA Division and bureau for all relevant awards issued between October 1, 2006 and the issuance date of this Notice. These reports will be distributed to the Division Chiefs and BTCs for further dissemination.

## MISSIONS

With ePICS, Missions are given the authority to designate an on-site Domain Administrator for each Mission location. This will allow each Mission to manage their users. For instance, Missions will create, set roles, and disable their own users. In order to get started, Missions must provide the name of the chosen Domain Administrator and an alternate, to Sebrina Robinson at [srobinson@usaid.gov](mailto:srobinson@usaid.gov). Please provide these names as soon as possible and no later than June 22. Once the information is received, access will be provided to the Domain Administrators, and they can begin providing access to the rest of the staff at their locations.

## USER SUPPORT

ePICS is a user-friendly system and we ask that you make use of the attached manuals and data entry tips. The manual has been divided into sections by the type of action being entered for ease of use. The Data Entry Tips is an abridged version of the manuals and intended to help with initial use by providing clarity on basic navigation, terms, and field definitions. These documents will also be posted on the OAA Solution Center website: <http://inside.usaid.gov/M/OAA/SolutionsCenter/egov/epics.html>.

As with any new system, we expect many comments, concerns, and suggestions for improvement. A dedicated e-mail box has been set up to accommodate these responses. This e-mail box will also be used to field any requests for help with the application. Please send your messages to the [E-PICS@usaid.gov](mailto:E-PICS@usaid.gov) mailbox.

Being a web-based application, ePICS may work better in some locations than others, depending on connectivity strengths and latency issues. Missions of particular concern include: Almaty, Antananarivo, Dar Es Salaam, Dhaka, Dili, Kabul, Kathmandu, Kigali, Lilongwe, and Yerevan. System administrators in these locations should send an e-mail to the [E-PICS@usaid.gov](mailto:E-PICS@usaid.gov) mailbox to coordinate additional testing prior to the mission beginning to use ePICS.

ePICS can be found at: <http://epics.us.usaid.gov:7777/pls/htmlldb/f?p=777> Please bookmark this site.

ATTACHMENTS:

- [ePICS Complete Manual](#)
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- [ePICS Data Entry Quick Tips](#)

Point of Contact: Any questions concerning this Notice may be directed to:  
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