Federal Procurement Data System-Next Generation (FPDS-NG) ARS User's Guide

The ARS User's Guide was developed from the Help Section of the FPDS-NG to assist users in entering their procurement actions into FPDS-NG. If you have any questions regarding the information in the ARS User's Guide, please contact Angelia Fleming Loggie on 301-504-1730, or via e-mail at aloggie@ars.usda.gov.

Table of Contents

Reportable/Nonreportable Contract Actions

1.   Agencies <u>shall report</u> unclassified information on all contract actions using appropriated funds including those made:
- With stock and replenishable revolving funds;
- With appropriated funds transferred from one executive agency to another where the servicing agency contracts for the supplies or services;
- With appropriated funds obligated pursuant to the provisions of PL 85-804;
- By one agency to another;
- For supplies and equipment;
- For all real property both leased and purchased;
- For construction, alteration or maintenance of real property;
- For services, including research and development;
- 8(a) Contract Awards;
- JWOD Nonprofit Agency (formerly referred to as Sheltered Workshop awards);
- Telecommunications from regulated carriers;
- Federal Prison Industries, i.e. UNICOR awards (orders from GSA stock for UNICOR products are not reportable); and
- Micro-purchases (purchases valued at $2,500 or less) <u>not</u> using the government purchase card.

2.   Agencies <u>shall report</u> all contract actions made with funds held in trust accounts for foreign governments or procurements for foreign governments regardless of the nature of the funds. The term "foreign governments" includes international organizations.

3.   Agencies <u>shall not report</u> the following actions:
- Procurement actions with an action date of five (5) years earlier than the current fiscal year;
- Assistance actions, such as grants, cooperative agreements, subsidies, and contributions;
- Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases (purchases valued at $2,500 or less) obtained through the use of the government purchase card;
- Interagency agreements with other federal agencies (e.g., Tennessee Valley Authority), independent federal establishments (e.g., Export/Import Bank of the US), or federally chartered sources (e.g., Howard University or the Smithsonian Institution). (NOTE: 8(a) Contract Awards and UNICOR awards shall be reported.);
- Government Bills of Lading and Government Transportation Requests;
- Actions using predominantly non-appropriated funds;
- FEDSTRIP and MILSTRIP requisitions;
- Actions involving transfer of supplies within and among agencies and subagencies; or
- Orders from GSA Stock and GSA Consolidated Purchase Program.

Introduction to FPDS-NG

4.   Civilian agencies <u>shall not report</u> actions for petroleum or petroleum products ordered against a Defense Logistics Agency Indefinite Delivery Contract.

Awards Inbox

The Awards Inbox provides you with information on the number and state of the awards
currently assigned to your User ID. Five types of awards can be viewed in the Awards Inbox.

1.   **Draft Awards** - records which have been created in FPDS-NG, but that are missing
        certain required elements. These awards are saved for future completion in an 'as-is'
        state but are not subjected to the validation process.

        To access Draft Awards:
        •   Click the **Draft Awards** link to see all the awards with a *Draft* status.
        •   Click the record you want to open.

2.   **Final Awards** - completed awards that passed all validation rules.

        To access Final Awards:
        •   Click the **Final Awards** link to see all the awards with a *Final* status.
        •   Click the record you want to open.

3.   **Error Awards** - records that have been validated but contain errors which prevent the
        record from being approved.

        Error transactions are placed in the Error Inbox. The Error Inbox allows system
        administrators with the necessary privileges in FPDS-NG to correct individual and
        multiple transactions.

        FPDS-NG Agency System Administrators with the necessary privileges may correct final
        transactions.

        To correct multiple transactions, the System Administrator will send the desired update to
        the FPDS-NG Administrator via the help desk. The FPDS-NG Administrator will make
        the desired changes and notify the System Administrator when the changes have been
        made.

        To Access Error Awards:
        •   Click the **Error Awards** link to see all the awards with errors.
        •   Click the record you want to open.

4.   **Unsaved Awards** - records which have been changed but not saved or validated prior to
        closing.

        To Access Unsaved Awards:
        •   Click the **Unsaved Awards** link to see all the awards with an *Unsaved* status .
        •   Click the record you want to open.

Introduction to FPDS-NG

5.　　**Template Awards** - records that have been created to allow you to quickly complete additional records using the same basic contract information.

　　　Template Awards are useful for contracts in which you frequently place orders with a vendor.

　　　To Access Template Awards:
- 　　　Click the **Template Awards** link to see all the Award templates.
- 　　　Click the record you want to open.

Indefinite Delivery Vehicle (IDV) Inbox

The IDV Inbox provides you with information on the number and state of the IDV's which are currently assigned to your User ID. Five types of IDV's can be viewed in the IDV's Inbox.

1.   **Draft IDV's** - records which have been created in FPDS-NG, but that are missing certain required elements. These IDV's are saved for future completion in an 'as-is' state but are not subjected to the validation process.

   To access Draft IDV's:
   - Click the **Draft IDV's** link to see all the awards with a *Draft* status.
   - Click the record you want to open.

2.   **Final IDV's** - completed awards that passed all validation rules.

   To access Final IDV's:
   - Click the **Final IDV's** link to see all the awards with a *Final* status.
   - Click the record you want to open.

3.   **Error IDV's** - records that have been validated but contain errors which prevent the record from being approved.

   Error transactions are placed in the Error Inbox. The Error Inbox allows system administrators with the necessary privileges in FPDS-NG to correct individual and multiple transactions.

   FPDS-NG Agency System Administrators with the necessary privileges may correct final transactions.

   To correct multiple transactions, the System Administrator will send the desired update to the FPDS-NG Administrator via the help desk. The FPDS-NG Administrator will make the desired changes and notify the System Administrator when the changes have been made.

To Access Error IDV's:
- Click the **Error IDV's** link to see all the awards with errors.
- Click the record you want to open.

4.   **Unsaved IDV's** - records which have been changed but not saved or validated prior to closing.

To Access Unsaved IDV's:
- Click the **Unsaved IDV's** link to see all the awards with an *Unsaved* status.
- Click the record you want to open.

5.   **Template IDV's** - records that have been created to allow you to quickly complete additional records using the same basic contract information.

Template IDV's are useful for contracts in which you frequently place orders with a vendor.

To Access Template IDV's:
- Click the **Template IDV's** link to see all the IDV templates.
- Click the record you want to open.

Updating User Profile

Users can update their profile and reset their password in FPDS-NG. The User Management screen allows the user to read/write to their respective User's Profile. Only the REE System Administrator (Angelia Fleming Loggie) has the ability to create, update and enable/disable and assign User Privileges.

1. From the FPDS-NG Navigation screen, under System Administration, click the Users button.
   - FPDS will display your User Information.
   - Enter the updated data in the User Information section.

   Example: Password and Confirm Password

   - Click the Save button.

Forgot Your Password?

If you forgot your password, click the "Forgot you password?" link below the login button on the main screen. Enter your User ID and click the submit button. FPDS-NG will automatically reset your password and send notification to the e-mail address in your User Profile.

Forgot Your User ID?

Contact the REE System Administrator.

Updating Your User Profile in FPDS-NG

Advanced Search Feature

The Advanced Search feature helps you to find records in FPDS-NG. This is especially important when searching for records that have been migrated from the previous Federal Procurement Data Center's system. It is also helpful to find any actions in FPDS-NG.

Searching for a Record using the Wildcard

A wildcard (%) is used as a variable for unknown characters. FPDS-NG uses a trailing wildcard when doing a search. This means it automatically inserts a wildcard at the end of whatever you typed.

- Example: If you type **OFFICE** in the name field of the Vendor Selection screen and then click the Search button, you may get something like:

  OFFICERS EQUIPMENT COMPANY
  OFFICE SERVICE COMPANY
  OFFICE FURNITURE LIQUIDATORS

Use the wildcard (%) when you want to search for unknown characters in the beginning or middle of known characters.

- Example: If you type **%OFFICE** in the name field of the Vendor Selection screen and then click the Search button, you may get something like:

  BOISE CASCADE OFFICE PRODUCTS
  SIERRA OFFICE SYSTEMS

NOTE: Using the wildcard will increase the search time.

Searching for Records in FPDS-NG

Searching for Migrated Records

When the existing records were migrated into FPDS-NG, the first five fields of the old system (Contract Office Code, Contract Number, Delivery/Task Order Number, Action Date, and Type of Action) were combined to make the migrated record's Procurement Instrument Identifier (PIID). The PIID of migrated records is different from Indefinite Delivery Vehicles (IDV's) and new records entered into FPDS-NG.

1.   Click the [Advanced Search] Advanced Search button on top of the FPDS-NG Navigation screen. The Advanced Search screen will display (See the example below).

2.   Enter the search criteria. Use the wildcard (%) to supplement incomplete or unknown values.
-     For IDV's, the PIID is the same as the original contract number.
-     For Migrated contracts, purchase orders, and delivery/task orders the PIID is a combination of:
     o   Contracting Office Code minus any preceding zeros: (ex: Contract Office 0202 would be 202);
     o   Action Date (format "YYYYMM");
     o   Contract Action Type, single character representing the Award Type
          ▪   A - BPA Call
          ▪   B - Purchase Order
          ▪   C - Delivery/Task Order
          ▪   D - Standalone Contract;
     o   Order Number (if it exists); and
     o   Contract Number.

Example: To find Delivery Order 05 to contract 50-3K15-2-2700 that was awarded by Contract Office code 3K15 in May 2003, you will need to enter the following information in the following sequence:
-     Contract Office Code: 3K15, plus
-     Action Date: 200305, plus
-     Action Type: C, plus
-     Order No: 05, plus
-     Contract Number: 503K1522700
-     Change Status to FINAL

Searching for Records in FPDS-NG

       All together it will look like: 3K15200305C03503K1522700 (See example below).

3. Click the Search button at bottom of screen. A list of records will display (See example below).

4. Click the record you want.

Searching for Records in FPDS-NG

Searching for New Records Entered in FPDS-NG

1.   Click the [Advanced Search] Advanced Search button on top of the FPDS-NG Navigation screen. The Advanced Search screen will display (See example below).

2.   Enter the search criteria. Use the wildcard (%) to supplement incomplete or unknown values in the following sequence.
   - Enter Agency ID in Agy ID block;
   - Enter the PIID (the PIID created in FPDS-NG for original action):
     - Contracting Office Code minus any preceding zeros: (ex: Contract Office 0202 would be 202); and
     - Order Number; or,
     - Contract Number.

Example:
To find Delivery Order 43-32NT-4-4117 to Federal Supply Service (FSS) contract GS25F1001B awarded by Contract Office 32NT, you will need to enter the following information:

- Agency ID: 12H2
- Department Code: AG, plus
- Contract Office Code: 3K15, plus
- Order No: 4332NT44117
- Contract Number: GS25F1001B is not required, but can be entered in the Referenced IDV ID field.

All together it will look like: Agcy ID 12H2   PIID AG32NT4332NT44117
Referenced IDV ID: GS25F1001B

Searching for Records in FPDS-NG

3.   Click the Search button.
        A list will of records associated with this DO will display (See example below).
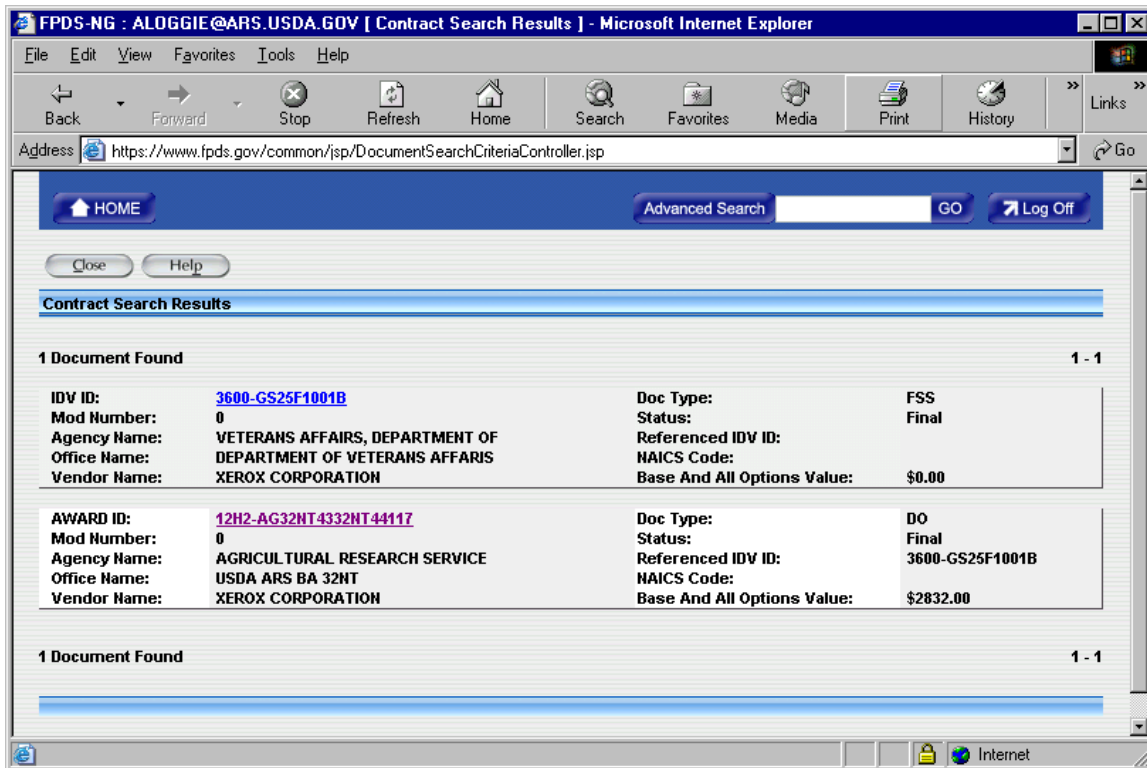
4.   Click the record you want.

Types of Awards

In this section you will find help on how to create four award types:
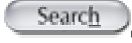
1. **Delivery/Task Order Against Indefinite Delivery Vehicle (IDV)** - an order for supplies or services placed against an established contract or with Government sources.

2. **Purchase Order** - an offer by the Government established to buy supplies or services.

3. **Standalone Contract** - a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts.

4. **Blanket Purchase Agreement (BPA) Call** - a call against an existing BPA to request a service or product provided under the established agreement.

How to Enter a Delivery/Task Order (DO) Against an IDV

From the FPDS-NG Navigation screen, under the Awards logo, click the Delivery/Task Order Against IDV link, and enter the following information.

1.　**General Information**
　　a.　**Award Type** - Defaults to Delivery/Task Order
　　b.　**Award Status** - Defaults to New
　　c.　**Award ID -** Mandatory fields
　　　　• **Agency Code** - Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
　　　　• **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the delivery/task order number for the action. Use the convention for numbering Contracts, Agreements and Orders established in AGAR Advisory 57. The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation (AGAR Advisory 57 example: AG314243314230005).
　　　　• Mod No. - Not applicable.
　　　　• **Referenced IDV ID** - Mandatory field. Enter the Contract Number of the IDV against which the order is placed.
　　　　　○ Click the Ellipsis button to search for IDV.
　　　　　○ Enter Contract's PIID, and click the Search button. Do not use the numbering convention used to create the PIID for the delivery/task order (Example of PIID: 533K15010400).
　　　　　○ If unable to locate IDV, see Searching for Records in FPDS-NG directions for instructions to use the Advanced Search to search for IDV.
　　　　• Reason for Modification - Not applicable.
　　　　• Solicitation ID - If applicable, enter the Solicitation Identifier used in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters.

2.　**Dates** - Mandatory fields (format: MM/DD/YYYY).
　　a.　**Date Signed** - Enter the date the action was signed by the Contracting Officer.
　　b.　**Effective Date** - Enter the effective date agreed to by the parties.
　　c.　**Completion Date** - Enter the mutually agreed upon completion date including all options or other modifications.
　　d.　**Estimated Ultimate Completion Date** - Enter the mutually agreed upon completion date for the delivery/task order including all options or other modifications only, not the referenced IDV.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering Awards in FPDS-NG

3.   **Amounts** - Mandatory fields. Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00). If amount is a de-obligation, enter a minus sign in addition to the amount ($-12,500.00).
   a.   **Obligation Amount** - Enter the net amount of funds obligated or de-obligated by this transaction.
   b.   **Change in Base and Exercised Options Value** - Enter the total of the base contract plus all options (if any) that have been exercised at the time of award.
   c.   **Change in Base and All Options Value** - Enter the mutually agreed upon total estimated contract or order value including the base contract and all options (if any).
   d.   **Fees Paid For Use of Service** - List of administrative fees charged for using an IDV other than Federal Supply Schedule (FSS) Vehicle. The fees can be one of the following format: 1) Fixed, 2) Range - Varies by amount, and 3) Range - Varies by Other Factors.

4.   **Purchaser Information**
   a.   **Contracting Office Agency ID** - Mandatory default field.
   b.   **Contracting Office ID** - Mandatory, possible default field. Contracting Office Code must be a valid Contracting Office Code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.
   c.   Funding Agency ID - Leave blank if same as Contracting Office Agency. If other than Contracting Office Agency,
      *   Click the ⸱⸱⸱ Ellipsis button to search the Lookup Table for proper Agency code. Enter '12' in the bottom of the field under Agency Code.
      *   Click the Search Search button on the right to search database.
      *   From the pick list, click the ○ radio button on the right side to make your selection.
      *   Click the Select Select button on the right to load your selection.
   d.   Funding Office ID - Not applicable. Leave blank.
   e.   **Funded by Foreign Entity** - Mandatory field. Check box if a foreign government or international organization bears some of the cost of the acquisition (this includes Foreign Military Sales).
   f.   Reason for Inter-Agency Contracting - Not applicable.

5.   **Contractor Information** - Pulled from data provided by contractors in the Central Contractor Registration (CCR) System.
   a.   CCR Exception - This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information fields will open up to allow you to enter your contractor's information, socio-economic data, etc.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.
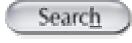
b. **Contractor's Name, Address, and DUNS Number** - Mandatory fields. Since information is pulled from the CCR, it is best to search for the contractor using the DUNS number.

- Click the Ellipsis button.
- Enter the DUNS Number in the bottom field.
- Click the Search button on the right to search database.
- From the pick list, click the ⭘radio button on the right side to make your selection.
- Click the Select button on the right to load your selection.

6. **Socio Economic Data** - Mandatory fields. Section will automatically populate from data provided by contractor in CCR.

7. **Contract Data**
    a. **Type of Contract** - Mandatory field. Select the type that best describes the contract.
    b. **Multi Year Contract** - Mandatory field. Check box when the definition for multi year contract applies. Do not report contracts containing options as multi year unless the definition below applies to the contract. A contract for the purchase of supplies or services for more than 1, but not more than 5, program years is a multi year contract. Such contracts are issued under specific congressional authority for specific programs. A multi year contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds, and (if it does so provide) may provide for a cancellation payment to be made to the contractor if appropriations are not made. The key distinguishing difference between multi year contracts and multiple year contracts is that multi year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first. (See FAR 17.103).
    c. Major Program - An agency determined code for a major program within the agency. For an IDV, this may be the name of a GWAC (e.g., ITOP or COMMITS).
    d. Cost or Pricing Data - Not applicable.
    e. **Purchase Card Accepted as Payment Method** - Mandatory field. Check box if action is paid using the Governmentwide Purchase Card.
    f. Letter Contract - Not applicable.
    g. **Performance Based Service Contract (PBSC)** - Mandatory field. If applicable, enter the appropriate code from the list. A PBSC contract is defined by FAR 37.601.
    h. Contingency Humanitarian Peacekeeping Operation - Not applicable.
    i. Contract Financing - If applicable, enter the appropriate code from the list.
    j. Cost Accounting Standards Clause - Not applicable.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

8.   **Legislative Mandates**
    a.   **Clinger Cohen Act** - Mandatory field. Check if the transaction is subject to the Clinger Cohen Act. Otherwise leave blank.
    b.   Service Contract Act - Not applicable.
    c.   Walsh Healy Act - Not applicable.
    d.   Davis Bacon Act - Not applicable.

9.   **Principal Place of Performance**
    a.   **Principal Place of Performance Name** - Mandatory field. Select the appropriate code from the FPDS-NG list.
        - Click the Ellipsis button.
        - Enter the City and State in the appropriate fields at the bottom of the form.
        - Click the Search button on the right to search database.
        - From the pick list, click the radio button on the right side to make your selection.
        - Click the Select button on the right to load your selection.
    b.   Congressional District Place of Performance - Not applicable.
    c.   Congressional District Contractor - Not applicable.

10.   **Product or Service Information**
    a.   **Product or Service Code** - Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.
        - Click the Ellipsis button.
        - Enter the description in the bottom field.
        - Click the Search button on the right to search database.
        - From the pick list, click the radio button on the right side to make your selection.
    b.   Principal NAICS Code - Not applicable.
    c.   **Bundled Requirements** - Mandatory field. Select the code that best represents the agency's reason for bundling contract requirements.
    d.   System Equipment Code - Select one if applicable, otherwise leave blank.
    e.   Country of Origin - Select one if applicable, otherwise leave blank.
    f.   Place of Manufacture- Select one if applicable, otherwise leave blank.
    g.   Use of Recovered Material - Not applicable.
    h.   Info Tech Commercial Item Category - Select one if applicable, otherwise leave blank.
    i.   Claimant Program Code- Select one if applicable, otherwise leave blank.
    j.   Sea Transportation - Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

k. **GFE-GFP Provided Under This Action** – Mandatory field. Check if the contract uses Government Furnished Equipment (GFE) or Government Furnished Property (GFP), otherwise leave blank.

l. **Use of EPA Designated Products** – Mandatory field. Select one.

11. **Description of Contract Requirement** - Mandatory field. Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your location's mission. You have 4,000 characters to write your description.

12. **Competition Info**

a. **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.

b. **Number of Offers Received** - Mandatory field. Enter the actual number of offers received.

c. Small Business Competitiveness Demonstration Program - Not applicable.

d. Commercial Item Test Program - Not applicable.

e. **Pre Award FBO Requirement** - Mandatory field. Check if the synopsis requirements of FAR Subpart 5.2 were followed, otherwise leave blank.

f. **SBA/OPFF Synopsis Waiver Pilot** - Mandatory field. Check if applicable, otherwise leave blank.

g. **Alternate Advertising** - Mandatory field. Check if the contracting officer used methods in addition to or in place of those required by FAR 5.201 to advertise the requirement, otherwise leave blank.

h. A76 Action - Not applicable.

i. Commercial Item Acquisition Procedures - Not applicable.

13. **Preference Programs/Other Data**

a. Contracting Officer Business Size Determination - Not applicable.

b. Subcontract Plan - Not applicable.

c. Price Evaluation Percent Difference - Not applicable.

d. Reason Not Awarded to Small Disadvantaged Business - Pick the description that best identifies the competition.

e. Reason Not Awarded to Small Business - Pick the description that best identifies the competition.

14. Click the [Save Draft] Save Draft button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering Awards in FPDS-NG

15. Click the [Validate] Validate button to check all fields.
- The validation procedure compares all data in the form against the validation rules.
- The field names of fields that do not meet the validation criteria are highlighted in red.
- Before you proceed, you must correct all fields and repeat the validation process.
- If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

16. Click the [Approve] Approve button. Record is now saved in FPDS-NG as *Final*.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter a Purchase Order (PO)

From the FPDS-NG Navigation screen, under the [Awards logo, click the [Purchase Order link.

1.   **General Information**
   a.   **Award Type -** Defaults to Purchase Order
   b.   **Award Status -** Defaults to New
   c.   **Award ID -** Mandatory fields
      - **Agency Code** – Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
      - **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the purchase order number for the action. Use the convention for numbering Contracts, Agreements and Orders established in AGAR Advisory 57. The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation (AGAR Advisory 57 example: AG314243314230005).
      - Mod No. - Not applicable.
      - Referenced IDV ID - Not applicable.
      - Reason for Modification - Not applicable.
      - Solicitation ID - If applicable, enter the Solicitation Identifier used in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters

2.   **Dates -** Mandatory fields (format: MM/DD/YYYY).
   a.   **Date Signed** - Enter the date the action was signed by the Contracting Officer. For a bilateral transaction, this is the later of the date signed by the Contractor or the Contracting Officer. For a unilateral transaction, this is the date signed by the Contracting Officer.
   b.   **Effective Date** - Enter the effective date agreed to by the parties.
   c.   **Completion Date** - Enter the mutually agreed completion date including all options or other modifications.
   d.   **Estimated Ultimate Completion Date** - Enter the mutually agreed upon completion date including all options or other modifications.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering Awards in FPDS-NG

3.   **Amounts -** Mandatory fields. Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00). If amount is a de-obligation, enter a minus sign in addition to the amount ($-12.500.00).

      a.   **Obligation Amount** - Enter the net amount of funds obligated or de-obligated by this transaction.

      b.   **Change in Base and Exercised Options Value** - Enter the total of the base contract plus all options (if any) that have been exercised at the time of award.

      c.   **Change in Base and All Options Value** - Enter the mutually agreed upon total estimated contract or order value including the base contract and all options (if any).

      d.   Fees Paid For Use of Service - Not applicable.

4.   **Purchaser Information**

      a.   **Contracting Office Agency ID** - Mandatory default field.

      b.   **Contracting Office ID** - Mandatory, possible default field. Contracting Office Code must be a valid contracting office code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.

      c.   Funding Agency ID - Leave blank if same as Contracting Office Agency. If other than Contracting Office Agency,

- Click the ⬚Ellipsis button to search the Lookup Table for proper Agency code. Enter '12' in the bottom of the field under Agency Code.
- Click the [Search] Search button on the right to search database.
- From the pick list, click the ◯ radio button on the right side to make your selection.
- Click the [Select] Select button on the right to load your selection.

      d.   Funding Office ID - Not applicable, leave blank.

      e.   **Funded by Foreign Entity** - Mandatory field. Check box if a foreign government or international organization bears some of the cost of the acquisition (this includes Foreign Military Sales).

      f.   Reason for Inter-Agency Contracting: - Not applicable.

5.   **Contractor Information** - Pulled from data provided by contractors in the Central Contractor Registration (CCR) System.

      a.   CCR Exception - This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information fields will open up to allow you to enter your contractor's information, socio-economic data, etc.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.
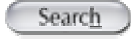
b.   **Contractor's Name, Address, and DUNS Number** - Mandatory fields. Since information is pulled from the CCR, it is best to search for the contractor using the DUNS number.

- Click the Ellipsis button.
- Enter the DUNS Number in the bottom field.
- Click the Search button on the right to search database.
- From the pick list, click the ○ radio button on the right side to make your selection.
- Click the Select button on the right to load your selection.

6.   **Socio Economic Data** - Mandatory fields. Section will automatically populate when you select the vendor.

7.   **Contract Data**

a.   **Type of Contract** - Mandatory field. Select the type that best describes the contract.

b.   **Multi Year Contract** - Mandatory field. Check box when the definition for multi year contract applies. Do not report contracts containing options as multi year unless the definition below applies to the contract. A contract for the purchase of supplies or services for more than 1, but not more than 5, program years is a multi year contract. Such contracts are issued under specific congressional authority for specific programs. A multi year contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds, and (if it does so provide) may provide for a cancellation payment to be made to the contractor if appropriations are not made. The key distinguishing difference between multi year contracts and multiple year contracts is that multi-year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first (See FAR 17.103).

c.   Major Program - An agency determined code for a major program within the agency. For an IDV, this may be the name of a GWAC (e.g., ITOP or COMMITS).

d.   Cost or Pricing Data - Not applicable.

e.   **Purchase Card Accepted as Payment Method** - Mandatory field. Check box when paid by Governmentwide Purchase Card

f.   Letter Contract - Not applicable.

g.   **Performance Based Service Contract (PBSC)** - Mandatory field. Enter the appropriate code from the list. A PBSC contract is defined by FAR 37.601.

h.   Contingency Humanitarian Peacekeeping Operation - Not applicable

i.   Contract Financing - Not applicable.

j.   Cost Accounting Standards Clause - Not applicable.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

8.   **Legislative Mandates** - Mandatory fields.
    a.   **Clinger Cohen Act** - Check if the transaction is subject to Clinger Cohen Act, otherwise leave blank.
    b.   **Service Contract Act** - Check if the transaction is subject to Service Contract Act, otherwise leave blank.
    c.   **Walsh Healy Act** - Check if the transaction is subject to Walsh Healy Act, otherwise leave blank.
    d.   **Davis Bacon Act** - Check if the transaction is subject to Davis Bacon Act, otherwise leave blank.

9.   **Principal Place of Performance**
    a.   **Principal Place of Performance Name** - Mandatory field. Select the appropriate code from the FPDS-NG list.
- Click the Ellipsis button.
- Enter the City and State in the bottom field, click the Search button on the right to search database.
- From the pick list, click the radio button on the right side to make your selection.
- Click the Select button on the right to load your selection.
    b.   Congressional District Place of Performance - Not applicable
    c.   Congressional District Contractor - Not applicable.

10.   **Product or Service Information**.
    a.   **Product or Service Code** - Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.
- Click the Ellipsis button.
- Enter the description on in the bottom field.
- Click the Search button on the right to search database.
- From the pick list, click the radio button on the right side to make your selection.
    b.   **Principal NAICS Code** - Mandatory field. Report the code that was used in the solicitation.
    c.   Bundled Requirements - Not applicable.
    d.   System Equipment Code - Select one if applicable, otherwise leave blank.
    e.   **Country of Origin** - Mandatory field. Select one.
    f.   Place of Manufacture- Select one if applicable, otherwise leave blank.
    g.   **Use of Recovered Material -** Mandatory field. Select one.
    h.   Info Tech Commercial Item Category - Select one if applicable, otherwise leave blank.
    i.   Claimant Program Code- Select one if applicable, otherwise leave blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

j.   Sea Transportation - Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.

k.   **GFE-GFP Provided Under This Action** - Mandatory field. Check if the contract uses Government Furnished Equipment (GFE) or Government Furnished Property (GFP), otherwise leave blank.

l.   **Use of EPA Designated Products** - Mandatory field. Select one.

11.   **Description of Contract Requirement** - Mandatory field. Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your location's mission. You have 4,000 characters to write your description.

12.   **Competition Info**

a.   **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.

b.   **Number of Offers Received** - Mandatory field. Enter the actual number of offers received.

c.   Small Business Competitiveness Demonstration Program - Not applicable.

d.   Commercial Item Test Program - Not applicable.

e.   **Pre Award FBO Requirement** - Mandatory field. Check if the synopsis requirements of FAR Subpart 5.2 were followed, otherwise leave blank.

f.   **SBA/OPFF Synopsis Waiver Pilot** - Mandatory field. Check if applicable, otherwise leave blank.

g.   **Alternate Advertising** - Mandatory field. Check if the contracting officer used methods in addition to or in place of those required by FAR 5.201 to advertise the requirement, otherwise leave blank.

h.   A76 Action - Not applicable.

i.   **Commercial Item Acquisition Procedures** - Mandatory field. Check if applicable, otherwise leave blank.

13.   **Preference Programs/Other Data**

a.   **Contracting Officer Business Size Determination** - Mandatory field. Pick the description that best identifies the Business Size.

b.   Subcontract Plan - Not applicable.

c.   Price Evaluation Percent Difference - If applicable enter percentage used, otherwise leave blank.

d.   Reason Not Awarded to Small Disadvantaged Business - Pick the description that best identifies the competition.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering Awards in FPDS-NG

      e.   Reason Not Awarded to Small Business - Pick the description that best identifies the competition.

14.   Click the [Save Draft] Save Draft button.

15.   Click the [Validate] Validate button to check all fields.
- The validation procedure compares all data in the form against the validation rules.
- The field names of fields that do not meet the validation criteria are highlighted in red.
- Before you proceed, you must correct all fields and repeat the validation process.
- If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

16. Click the [Approve] Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter a Standalone Contract (SAC)

From the FPDS-NG Navigation screen, under the Awards logo, click the Standalone Contract link.

1. **General Information**
    a. **Award Type -** Defaults to Standalone Contract
    b. **Award Status -** Defaults to New
    c. **Award ID -** Mandatory fields
        *   **Agency Code** - Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
        *   **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the purchase order number for the action. Use the convention for numbering Contracts, Agreements and Orders established in AGAR Advisory 57. The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation (AGAR Advisory 57 example: AG314243314230005).
        *   Mod No. - Not applicable.
        *   Referenced IDV ID - Not applicable.
        *   Reason for Modification - Not applicable.
        *   Solicitation ID - If applicable, enter the Solicitation Identifier used in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters.

2. **Dates -** Mandatory fields (format: MM/DD/YYYY).
    a. **Date Signed** - Enter the date that the action was signed by the Contracting Officer. For a bilateral transaction, this is the later of the date signed by the Contractor or the Contracting Officer. For a unilateral transaction, this is the date signed by the Contracting Officer.
    b. **Effective Date** - Enter the effective date agreed to by the parties.
    c. **Completion Date** – Enter the mutually agreed upon completion date including all options or other modifications.
    d. **Estimated Ultimate Completion Date** - Enter the mutually agreed upon completion date including all options or other modifications only, not the referenced indefinite delivery vehicle.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

3.   **Amounts -** Mandatory fields. Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00). If amount is a de-obligation, enter a minus sign in addition to the amount ($-12,500.00).

    a.   **Obligation Amount** - Enter the net amount of funds obligated or de-obligated by this transaction.

    b.   **Change in Base and Exercised Options Value** - Enter the total of the base contract plus all options (if any) that have been exercised at the time of award.

    c.   **Change in Base and All Options Value** - Enter the mutually agreed upon total estimated contract or order value including the base contract and all options (if any).

    d.   Fees Paid For Use of Service - Not applicable.

4.   **Purchaser Information**

    a.   **Contracting Office Agency ID** - Mandatory default field.

    b.   **Contracting Office ID** - Mandatory, possible default field. Contracting Office Code must be a valid contracting office code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.

    c.   Funding Agency ID - Leave blank if same as Contracting Office Agency. If other than Contracting Office Agency,

- Click the ⋯Ellipsis button to search the Lookup Table for proper Agency code. Enter '12' in the bottom of the field under Agency Code.
- Click the Search Search button on the right to search database.
- From the pick list, click the ○radio button on the right side to make your selection.
- Click the Select Select button on the right to load your selection.

    d.   Funding Office ID - Not applicable. Leave blank.

    e.   **Funded by Foreign Entity** - Mandatory field. Check box if a foreign government or international organization bears some of the cost of the acquisition (this includes Foreign Military Sales).

    f.   Reason for Inter-Agency Contracting - Not applicable.

5.   **Contractor Information -** Pulled from data provided by contractors in the Central Contractor Registration (CCR) System.

    a.   CCR Exception - This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information fields will open up to allow you to enter your contractor's information, socio-economic data, etc.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.
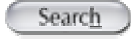
b. **Contractor's Name, Address, and DUNS Number** - Mandatory fields. Since information is pulled from the CCR, It is best to search for the contractor using the DUNS number.

- Click the [···] Ellipsis button.
- Enter the DUNS Number in the bottom field.
- Click the [Search] Search button on the right to search database.
- From the pick list, click the ○ radio button on the right side to make your selection.
- Click the [Select] Select button on the right to load your selection.

6. **Socio Economic Data** Mandatory fields. Section will automatically populate when you select the vendor.

7. **Contract Data**
a. **Type of Contract** - Mandatory field. Select the type that best describes the contract.
b. **Multi Year Contract** - Mandatory field. Check box when the definition for multi year contract applies. Do not report contracts containing options as multiyear unless the definition below applies to the contract. A contract for the purchase of supplies or services for more than 1, but not more than 5, program years is a multi year contract. Such contracts are issued under specific congressional authority for specific programs. A multi year contract may provide that performance under the contract during the second and subsequent years of the contract is contingent upon the appropriation of funds, and (if it does so provide) may provide for a cancellation payment to be made to the contractor if appropriations are not made. The key distinguishing difference between multi-year contracts and multiple year contracts is that multi year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first (See FAR 17.103).
c. Major Program - An agency determined code for a major program within the agency. For an IDV, this may be the name of a GWAC (e.g., ITOP or COMMITS).
d. Cost or Pricing Data – Select one that best describes the cost or pricing data for the contract.
e. **Purchase Card Accepted as Payment Method** - Mandatory field. Check box when paid by Governmentwide Purchase Card.
f. **Letter Contract** – Mandatory field. Check box if the award is a Letter Contract, otherwise leave blank.
g. **Performance Based Service Contract (PBSC)** - Mandatory field. Enter the appropriate code from the list. A PBSC contract is defined by FAR 37.601.
h. Contingency Humanitarian Peacekeeping Operation – If applicable, select one, otherwise leave blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering Awards in FPDS-NG

        i.   Contract Financing - Select one that best describes the contract's financing.

        j.   Cost Accounting Standards Clause - Check box if applicable, otherwise leave blank.

8.   **Legislative Mandates** Mandatory fields.

        a.   **Clinger Cohen Act** - Check if the transaction is subject to Clinger Cohen Act, otherwise leave blank.

        b.   **Service Contract Act** - Check if the transaction is subject to Service Contract Act, otherwise leave blank.

        c.   **Walsh Healy Act** - Check if the transaction is subject to Walsh Healy Act, otherwise leave blank.

        d.   **Davis Bacon Act** - Check if the transaction is subject to Davis Bacon Act, otherwise leave blank.

9.   **Principal Place of Performance**

        a.   **Principal Place of Performance Name** – Mandatory field. Select the appropriate code from the FPDS-NG list.

- Click the [···] Ellipsis button.
- Enter the City and State in the bottom field.
- Click the [Search] Search button on the right to search database.
- From the pick list, click the ○ radio button on the right side to make your selection.
- Click the [Select] Select button on the right to load your selection.

        b.   Congressional District Place of Performance – Not applicable

        c.   Congressional District Contractor – Not applicable.

10.   **Product or Service Information**.

        a.   **Product or Service Code** - Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.

- Click the [···] Ellipsis button.
- Enter the description on in the bottom field.
- Click the [Search] Search button on the right to search database.
- From the pick list, click the ○ radio button on the right side to make your selection.

        b.   **Principal NAICS Code** – Mandatory field. Report the code that was used in the solicitation.

        c.   **Bundled Requirements** – Mandatory field. Select one.

        d.   System Equipment Code – Select one if applicable, otherwise leave blank.

        e.   **Country of Origin** – Mandatory field. Select one.

        f.   Place of Manufacture- Select one if applicable, otherwise leave blank.

        g.   **Use of Recovered Material –** Mandatory field. Select one.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

h. Info Tech Commercial Item Category – Select one if applicable, otherwise leave blank.

i. Claimant Program Code- Select one if applicable, otherwise leave blank.

j. Sea Transportation - Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.

k. **GFE-GFP Provided Under This Action** – Mandatory field. Check if the contract uses Government Furnished Equipment (GFE) or Government Furnished Property (GFP), otherwise leave blank.

l. **Use of EPA Designated Products** – Mandatory field. Select one.

11. **Description of Contract Requirement** - Mandatory field. Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your location's mission. You have 4,000 characters to write your description.

12. **Competition Info**
    a. **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.
    b. **Number of Offers Received** - Mandatory field. Enter the actual number of offers received.
    c. Small Business Competitiveness Demonstration Program - Not applicable.
    d. Commercial Item Test Program - Not applicable.
    e. **Pre Award FBO Requirement** - Mandatory field. Check if the synopsis requirements of FAR Subpart 5.2 were followed, otherwise leave blank.
    f. **SBA/OPFF Synopsis Waiver Pilot** - Mandatory field. Check if applicable, otherwise leave blank.
    g. **Alternate Advertising** - Mandatory field. Check if the contracting officer used methods in addition to or in place of those required by FAR 5.201 to advertise the requirement, otherwise leave blank.
    h. **A76 Action** - Mandatory field. Check if applicable, otherwise leave blank.
    i. **Commercial Item Acquisition Procedures** – Mandatory field. Check if applicable, otherwise leave blank.

13. **Preference Programs/Other Data**
    a. **Contracting Officer Business Size Determination** – Mandatory field. Pick the description that best identifies the Business Size.
    b. **Subcontract Plan** –Mandatory field (See FAR Part 19.702). Report the code for the subcontracting requirement.
    c. Price Evaluation Percent Difference – If applicable enter percentage used, otherwise leave blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering Awards in FPDS-NG

      d.   Reason Not Awarded to Small Disadvantaged Business - Pick the description that best identifies the competition.

      e.   Reason Not Awarded to Small Business - Pick the description that best identifies the competition.

14.   Click the Save Draft button.

15.   Click the Validate button to check all fields.
- The validation procedure compares all data in the form against the validation rules.
- The field names of fields that do not meet the validation criteria are highlighted in red.
- Before you proceed, you must correct all fields and repeat the validation process.
- If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.
-

16.   Click the Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter a Blanket Purchase Agreement (BPA) Call

From the FPDS-NG Navigation screen, under the [icon] Awards logo, click the [icon] BPA Call link.

1. **General Information**
   a. **Award Type** - BPA Call
   b. **Award Status -** Defaults to New
   c. **Award ID** - Mandatory fields.
      - **Agency Code** – Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
      - **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the BPA call order number for the action. Use the convention for numbering Contracts, Agreements and Orders established in AGAR Advisory 57. The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation (AGAR Advisory 57 example: AG314243314230005).
      - Mod No. – Not applicable.
      - **Referenced IDV ID** - Mandatory field. Enter the BPA Number against which the order is placed.
        - o Click the [icon] Ellipsis button to search for IDV. Do not use the numbering convention used to create the PIID (Example: 533K1522700).
      - Reason for Modification - Not applicable.
      - Solicitation ID – Not applicable.

2. **Dates** - Mandatory fields (format: MM/DD/YYYY).
   a. **Date Signed** - Enter the date the action was signed by the Contracting Officer
   b. **Effective Date** - Enter the effective date agreed to by the parties.
   c. **Completion Date** - Enter the mutually agreed upon completion date including all options or other modifications.
   d. **Estimated Ultimate Completion Date** - Enter the mutually agreed upon completion date including all options or other modifications.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering Awards in FPDS-NG

3.   **Amounts** - Mandatory fields. Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00). If amount is a de-obligation, enter a minus sign in addition to the amount ($-12,500.00).
    a.   **Obligation Amount** - Enter the net amount of funds obligated or de-obligated by this transaction.
    b.   **Change in Base and Exercised Options Value** - Enter the total of the base contract plus all options (if any) that have been exercised at the time of award.
    c.   **Change in Base and All Options Value** - Enter the mutually agreed upon total estimated contract or order value including the base contract and all options (if any).
    d.   Fees Paid For Use of Service – Not applicable.

4.   **Purchaser Information**
    a.   **Contracting Office Agency ID** - Mandatory default field.
    b.   **Contracting Office ID** – Mandatory, possible default field. Contracting Office Code must be a valid contracting office code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.
    c.   Funding Agency ID – Leave blank if same as Contracting Office Agency. If other than Contracting Office Agency,
- Click the Ellipsis button to search the Lookup Table for proper Agency code. Enter '12' in the bottom of the field under Agency Code.
- Click the Search button on the right to search database.
- From the pick list, click the radio button on the right side to make your selection.
- Click the Select button on the right to load your selection.
    d.   Funding Office ID – Not applicable. Leave blank.
    e.   **Funded by Foreign Entity** - Mandatory field. Check box if a foreign government or international organization bears some of the cost of the acquisition (this includes Foreign Military Sales).
    f.   Reason for Inter-Agency Contracting - Not applicable.

5.   **Contractor Information** – Pulled from data provided by contractors in the Central Contractor Registration (CCR) System.
    a.   CCR Exception – This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information field will open up to allow you to enter your contractor's information, socio-economic data, etc.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

    b.   **Contractor's Name, Address, and DUNS Number** – Mandatory fields
- Click the ⊡Ellipsis button.
- Enter the DUNS Number in the bottom field.
- Click the [Search] Search button on the right to search database.
- From the pick list, click the ○ radio button on the right side to make your selection.
- Click the [Select] Select button on the right to load your selection.

6.   **Socio Economic Data**. Mandatory fields. Section will automatically populate when you select the vendor.

7.   **Contract Data**
    a.   Type of Contract – Not applicable.
    b.   Multi Year Contract – Not applicable.
    c.   Major Program – Not applicable.
    d.   Cost or Pricing Data - Not applicable.
    e.   **Purchase Card Accepted as Payment Method** - Mandatory field. Check box when paid by Governmentwide Purchase Card.
    f.   Letter Contract - Not applicable.
    g.   Performance Based Service Contract (PBSC) – Not applicable.
    g.   Contingency Humanitarian Peacekeeping Operation – Not applicable.
    i.   Contract Financing - If applicable
    j.   Cost Accounting Standards Clause - Not applicable.

8.   **Legislative Mandates**
    a.   Clinger Cohen Act – Not applicable.
    b.   Service Contract Act - Not applicable.
    c.   Walsh Healy Act - Not applicable.
    d.   Davis Bacon Act - Not applicable.

9.   **Principal Place of Performance**
    a.   **Principal Place of Performance Name** - Mandatory field. Select the appropriate code from the FPDS-NG list.
- Click the ⊡Ellipsis button.
- Enter the City and State in the bottom field.
- Click the [Search] Search button on the right to search database.
- From the pick list, click the ○ radio button on the right side to make your selection.
- Click the [Select] Select button on the right to load your selection.

    b.   Congressional District Place of Performance – Not applicable.
    c.   Congressional District Contractor – Not applicable.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

10. **Product or Service Information**
    a. **Product or Service Code** - Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.
       - Click the Ellipsis button.
       - Enter the description on in the bottom field, click the Search button on the right to search database.
       - From the pick list, click the radio button on the right side to make your selection.
    b. Principal NAICS Code - Not applicable.
    c. Bundled Requirements – Not applicable.
    d. System Equipment Code – Not applicable.
    e. Country of Origin – Select one if applicable, otherwise leave blank.
    f. Place of Manufacture- Select one if applicable, otherwise leave blank.
    g. Use of Recovered Material – Not applicable.
    h. Info Tech Commercial Item Category – Not applicable.
    i. Claimant Program Code- Not applicable.
    j. Sea Transportation – Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2) Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.
    k. GFE-GFP Provided Under This Action – Not applicable.
    l. Use of EPA Designated Products – Not applicable.

11. Description of Contract Requirement - Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your location's mission. You have 4,000 characters to write your description.

12. **Competition Info**
    a. **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.
    b. Number of Offers Received – Not applicable.
    c. Small Business Competitiveness Demonstration Program – Not applicable.
    d. Commercial Item Test Program – Not applicable.
    e. Pre Award FBO Requirement – Not applicable.
    f. SBA/OPFF Synopsis Waiver Pilot - Not applicable.
    g. Alternate Advertising – Not applicable.
    h. A76 Action - Not applicable.
    i. Commercial Item Acquisition Procedures – Not applicable.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

13. **Preference Programs/Other Data**
    a. Contracting Officer Business Size Determination – Default field.
    b. Subcontract Plan - Not applicable.
    c. Price Evaluation Percent Difference – Not applicable.
    d. Reason Not Awarded to Small Disadvantaged Business – Not applicable.
    e. Reason Not Awarded to Small Business – Not applicable.

14. Click the [Save Draft] Save Draft button.

15. Click the [Validate] Validate button to check all fields.
    - The validation procedure compares all data in the form against the validation rules.
    - The field names of fields that do not meet the validation criteria are highlighted in red.
    - Before you proceed, you must correct all fields and repeat the validation process.
    - If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

16. Click the [Approve] Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Types of Indefinite Delivery Vehicles (IDV)

In this section you will find help on how to create five Basic Indefinite Delivery Vehicle types:

1.   **Federal Supply Schedule (FSS)** - a General Services Administration (GSA) schedule contracting office-issued publication containing the information necessary for placing delivery orders with schedule contractors. Ordering offices issue delivery orders directly to the schedule contractors for the required supplies and services.

The FSS program, directed and managed by GSA, provides Federal agencies with a simplified process for obtaining commonly used commercial supplies and services at prices associated with volume buying (also see 8.002). Indefinite delivery contracts (including requirements contracts) are established with commercial firms to provide supplies and services at stated prices for given periods of time.

USDA does not enter FSS contracts in FPDS-NG and they will not be covered in this manual.

2.   **Government-Wide Acquisition Contract (GWAC)** - a task-order or delivery-order contract for information technology supplies or services established by one agency for Governmentwide use that is operated, (1) by an executive agent designated by the Office of Management and Budget pursuant to section 5112(e) of the Clinger Cohen Act, 40 U.S.C. 1412(e); or (2) under a delegation of procurement authority issued by the General Services Administration (GSA) prior to August 7, 1996, under authority granted GSA by the Brooks Act, 40 U.S.C. 759 (repealed by Pub. L. 104-106).

3.   **Basic Ordering Agreement (BOA)** - a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor, that contains, (1) terms and clauses applying to future contracts (orders) between the parties during its term, (2) a description, as specific as practicable, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the basic ordering agreement. A basic ordering agreement is not a contract.

A BOA may be used to expedite contracting for uncertain requirements for supplies or services when specific items, quantities, and prices are not known at the time the agreement is executed, but a substantial number of requirements for the type of supplies or services covered by the agreement are anticipated to be purchased from the contractor. Under proper circumstances, the use of these procedures can result in economies in ordering parts for equipment support by reducing administrative lead-time, inventory investment, and inventory obsolescence due to design changes.

Entering IDV's in FPDS-NG

4.   **Blanket Purchase Agreement (BPA)** - a simplified method of filling anticipated repetitive needs for services and products. BPA's are "charge accounts" that ordering offices establish with GSA Schedule contractors to provide themselves with an easy ordering tool. In accordance with Federal Acquisition Regulation (FAR) 8.404, ordering offices may establish BPA's under any GSA Schedule contract.

5.   **Indefinite Delivery Contracts (IDC)** - is a vehicle that has been awarded to one or more vendors to facilitate the delivery of supply and service orders.

How to Enter a Government Wide Acquisition Contract (GWAC)

From the FPDS-NG Navigation screen, under the Basic IDV's logo, click the GWAC link.

1.   **General Information**
   a.   **IDV Type** - Defaults to GWAC
   b.   **IDV Status -** Defaults to New
   c.   **IDV ID -** Mandatory fields
      - **Agency Code** – Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
      - **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the contract number for the action. Use the convention for numbering Contracts, Agreements and Orders established in AGAR Advisory 57. The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation (AGAR Advisory 57 example: AG314243314230005).
      - Mod No. – Not applicable.
      - Referenced IDV ID – Not applicable.
      - Reason for Modification - Not applicable.
      - Solicitation ID – If applicable, enter the Solicitation Identifier used in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters

2.   **Dates** - Mandatory fields (format: MM/DD/YYYY).
   a.   **Date Signed** - Enter the date the action was signed by the Contracting Officer
   b.   **Effective Date** - Enter the effective date agreed to by the parties.
   c.   **Last Date to Order** - Enter the last date an order may be placed against this IDV.

3.   **Amounts** - Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00). If amount is de-obligation, enter a minus sign in addition to the amount ($-12.500.00).
   a.   Action Obligation - If amount is zero, enter zero dollars ($0).
   b.   **Change in Base and All Options Value** - Mandatory field. Enter the total estimated value for all orders expected to be placed against this IDV.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering IDV's in FPDS-NG

4. **Purchaser Information**
   a. **Contracting Office Agency ID** - Mandatory default field.
   b. **Contracting Office ID** – Mandatory possible default field. Contracting Office Code must be a valid contracting office code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.

5. **Contractor Information** – Pulled from data provided by contractors in the Central Contractor Registration (CCR) System.
   a. CCR Exception – This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information fields will open up to allow you to enter your contractor's information, socio-economic data, etc.
   b. **Contractor's Name, Address, and DUNS Number** – Mandatory fields. Since information is pulled from CCR, it is best to search for the contractor using the DUNS number.
      - Click the ⋯Ellipsis button.
      - Enter the DUNS Number in the bottom field.
      - Click the ⟨ Search ⟩Search button on the right to search database.
      - From the pick list, click the ○radio button on the right side to make your selection.
      - Click the ⟨ Select ⟩Select button on the right to load your selection.

6. **Socio Economic Data** - Mandatory fields. Section will automatically populate from data provided by contractor in CCR.

7. **Contract Data**
   a. **Type of Contract** - Mandatory field. Select the type that best describes the contract.
   b. Major Program - An agency determined code for a major program within the agency. For an IDV, this may be the name of a GWAC (e.g., ITOP or COMMITS).
   c. Type of IDC - Not applicable.
   d. Multiple or Single Award IDC - Not applicable.
   e. **Program Acronym** - Mandatory field. The short name or title used for a GWAC or other contracting program. Examples include COMMITS, ITOP, SEWP.
   f. Cost or Pricing Data – Not applicable.
   g. Cost Accounting Standards Clause – Check box if applicable.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

8.   **Legislative Mandates -** Mandatory fields.
    a.   **Walsh Healy Act** - Check if the transaction is subject to Walsh Healy Act, otherwise leave blank.
    b.   **Service Contract Act** - Check if the transaction is subject to Service Contract Act, otherwise leave blank.
    c.   **Davis Bacon Act** - Check if the transaction is subject to Davis Bacon Act, otherwise leave blank.

9.   **Inter Agency IDV Authority**
    a.   Economy Act - For initial load of Multi-Agency Contract or other IDC. Check box if the award is authorized pursuant to the Economy Act, otherwise leave blank.
    b.   Other Statutory Authority - For initial load of Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

10.   **Contract Marketing Data**
    a.   Website URL: Enter the website URL for inter agency IDV's. Optional for single agency IDV's. Mandatory for governmentwide IDV's.
    b.   **Who Can Use** – Mandatory field.
    c.   FIPS 95 Codes/Other Text - Select one if applicable, otherwise leave blank.
    d.   **Email Contact** – Mandatory field. Email address of Point of Contact (Contracting Officer) for contract.
    e.   **Maximum Order Limit** – Mandatory field. Maximum dollar amount that can be applied to a single order against the IDV.
    f.   **Fee for Use of Service** – Mandatory field. List of administrative fees charged for using an Indefinite Delivery Vehicle other than Federal Supply Schedule (FSS) Vehicle. The fees can be one of the following format: 1) Fixed; 2) Range - Varies by amount; and, 3) Range - Varies by Other Factor.
    g.   Ordering Procedure (4,000 characters) – Optional if Website URL provided, otherwise mandatory.

11.   **Product or Service Information**
    a.   **Product or Service Code** – Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.
    b.   **Principal NAICS Code** – Mandatory field. Report the code that was used in the solicitation.
    c.   Claimant Program Code – Not applicable.
    d.   **Bundled Requirements** – Mandatory field. Select the code that best represents the agency's reason for bundling contract requirements.
    e.   **GFE-GFP Provided Under This Action** – Mandatory field. Check if the contract uses Government Furnished Equipment (GFE) or Government Furnished Property (GFP), otherwise leave blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

      f.   **Use of Recovered Material** – Mandatory field. When EPA-Designated Product(s) is/are coded A, B, C, or D, enter one of the codes. Otherwise, leave blank.

      g.   Sea Transportation - Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.

12.   **Description of Contract Requirement** – Mandatory field. Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your location's mission. You have 4,000 characters to write your description.

13.   **Competition Info**
      a.   **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.
      b.   **Number of Offers Received** – Mandatory field. Enter the actual number of offers received.
      c.   Small Business Competitiveness Demonstration Program – Not applicable.
      d.   Commercial Item Test Program – Not applicable.
      e.   **Commercial Item Acquisition Procedures** – Mandatory field. Check box if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.

14.   **Preference Programs/Other Data**
      a.   **Contracting Officer Business Size Determination** - Report the Contracting Officer's determination of whether the selected contractor is a small business for this contract.
      b.   **Subcontract Plan** – Mandatory field. Select the code for the subcontracting requirement (See FAR Part 19.702).

15.   Click the Save Draft button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

16.   Click the [Validate] Validate button to check all fields.
- The validation procedure compares all data in the form against the validation rules.
- The field names of fields that do not meet the validation criteria are highlighted in red.
- Before you proceed, you must correct all fields and repeat the validation process.
- If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

17.   Click the [Approve] Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter a Basic Ordering Agreement (BOA)

From the FPDS-NG Navigation screen, under the Basic IDV's logo, click the BOA link.

1.   **General Information**
   a.   **IDV Type** - Defaults to BOA.
   b.   **IDV Status -** Defaults to New.
   c.   **IDV ID -** Mandatory fields.
      •   **Agency Code** – Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
      •   **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the BOA number for the action. Use the convention for numbering Contracts, Agreements and Orders (see AGAR Advisory 57). The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation. (AGAR Advisory 57 example: AG314243314230005).
      •   Mod No. – Not applicable.
      •   Referenced IDV ID – Not applicable.
      •   Reason for Modification - Not applicable.
      •   Solicitation ID – If applicable, enter the Solicitation Identifier used in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters

2.   **Dates** - Mandatory fields (format: MM/DD/YYYY).
   a.   **Date Signed** - Enter the date the action was signed by the Contracting Officer
   b.   **Effective Date** - Enter the effective date agreed to by the parties.
   c.   **Last Date to Order** - Enter the last date an order may be placed against this IDV.

3.   **Amounts** - Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00), If amount is de-obligation, enter a minus sign in addition to the amount ($-12,500.00).
   a.   Action Obligation - If amount is zero, enter zero dollars ($0.00).
   b.   **Change in Base and All Options Value** - Mandatory field. Enter the total estimated value for all orders expected to be placed against this IDV.

4.   **Purchaser Information**
   a.   **Contracting Office Agency ID** - Mandatory default field.
   b.   **Contracting Office ID** – Mandatory possible default field. Contracting Office Code must be a valid contracting office code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering IDV's in FPDS-NG

5. **Contractor Information** – Pulled from data provided by contractors in the Central Contractor Registration (CCR) System.
   a. CCR Exception – This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information fields will open up to allow you to enter your contractor's information, socio-economic data, etc.
   b. **Contractor's Name, Address, and DUNS Number** – Mandatory fields
      - Click the ⬚ Ellipsis button.
      - Enter the DUNS Number in the bottom field.
      - Click the ⬚ Search ⬚ Search button on the right to search database.
      - From the pick list, click the ○ radio button on the right side to make your selection.
      - Click the ⬚ Select ⬚ Select button on the right to load your selection.

6. **Socio Economic Data** - Mandatory fields. Section will automatically populate from data provided by contractor in CCR.

7. **Contract Data**
   a. **Type of Contract** - Mandatory field. Select the type that best describes the contract.
   b. Major Program - An agency determined code for a major program within the agency. For an IDV, this may be the name of a GWAC (e.g., ITOP or COMMITS).
   c. Type of IDC - Not applicable.
   d. Multiple or Single Award IDC - Not applicable.
   e. **Program Acronym** - Mandatory field. The short name or title used for a GWAC or other contracting program. Examples include COMMITS, ITOP, SEWP.
   f. Cost or Pricing Data – Not applicable.
   g. Cost Accounting Standards Clause - Check box if applicable.

8. **Legislative Mandates -** Mandatory fields.
   a. **Walsh Healy Act** - Check if the transaction is subject to Walsh Healy Act, otherwise leave blank.
   b. **Service Contract Act** - Check if the transaction is subject to Service Contract Act, otherwise leave blank.
   c. **Davis Bacon Act** - Check if the transaction is subject to Davis Bacon Act, otherwise leave blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

9. **Inter Agency IDV Authority**
   a. Economy Act - For initial load of Multi-Agency Contract or other IDC. Check box if the award is authorized pursuant to the Economy Act, otherwise leave blank.
   b. Other Statutory Authority - For initial load of Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

10. **Contract Marketing Data**
   a. Website URL – Enter the website URL for inter agency IDV's. Optional for single agency IDV's. Mandatory for governmentwide IDV's.
   b. **Who Can Use** – Mandatory field
   c. FIPS 95 Codes/Other Text - Select one if applicable, otherwise leave blank.
   d. **Email Contact** – Mandatory field. Email address of Point of Contact (Contracting Officer) for contract.
   e. **Maximum Order Limit** – Mandatory field. Maximum dollar amount that can be applied to a single order against the IDV.
   f. **Fee for Use of Service** – Mandatory field. List of administrative fees charged for using an Indefinite Delivery Vehicle other than FSS Vehicle. The fees can be one of the following format; 1) Fixed; 2) Range - Varies by amount; and, 3) Range - Varies by Other Factor.
   g. Ordering Procedure (4,000 characters) – Optional if Website URL provided, otherwise mandatory.

11. **Product or Service Information**
   a. **Product or Service Code** – Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.
   b. **Principal NAICS Code** – Mandatory field. Report the code that was used in the solicitation.
   c. Claimant Program Code – Not applicable.
   d. **Bundled Requirements** – Mandatory field. Select the code that best represents the agency's reason for bundling contract requirements.
   e. **GFE-GFP Provided Under This Action** – Mandatory field. Check if the contract uses GFE or GFP, otherwise leave blank.
   f. **Use of Recovered Material** – Mandatory field. When EPA-Designated Product(s) is/are coded A, B, C, or D, enter one of the codes. Otherwise, leave blank.
   g. Sea Transportation - Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

12. **Description of Contract Requirement** – Mandatory field. Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your location's mission. You have 4,000 characters to write your description.

13. **Competition Info**
    a. **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.
    b. Number of Offers Received – Not applicable.
    c. Small Business Competitiveness Demonstration Program – Not applicable.
    d. Commercial Item Test Program – Not applicable.
    e. Commercial Item Acquisition Procedures – Not applicable.

14. **Preference Programs/Other Data**
    a. **Contracting Officer Business Size Determination** - Report the Contracting Officer's determination of whether the selected contractor is a small business for this contract.
    b. **Subcontract Plan** – Mandatory field. Select the code for the subcontracting requirement. (See FAR Part 19.702)

15. Click the [Save Draft] Save Draft button.

16. Click the [Validate] Validate button to check all fields.
    - The validation procedure compares all data in the form against the validation rules.
    - The field names of fields that do not meet the validation criteria are highlighted in red.
    - Before you proceed, you must correct all fields and repeat the validation process.
    - If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

17. Click the [Approve] Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter a Blanket Purchase Agreement (BPA)

From the FPDS-NG Navigation screen, under the [icon] Basic IDV's logo, click the [icon] BPA link.

1.   **General Information**
     a.   **IDV Type** - Defaults to BPA
     b.   **IDV Status** - Defaults to New
     c.   **IDV ID -** Mandatory fields
          • **Agency Code** – Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
          • **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the BPA number for the action. Use the convention for numbering Contracts, Agreements and Orders established in AGAR Advisory 57. The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation (AGAR Advisory 57 example: AG314243314230005).
          • Mod No. – Not applicable.
          • Referenced IDV ID – If attaching a BPA to a Federal Supply Schedule (FSS) contract, enter FSS contract number, otherwise leave blank.
          • Reason for Modification - Not applicable.
          • Solicitation ID – If applicable, enter the Solicitation Identifier used in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters

2.   **Dates** - Mandatory fields (format: MM/DD/YYYY).
     a.   **Date Signed** - Enter the date the action was signed by the Contracting Officer
     b.   **Effective Date** - Enter the effective date agreed to by the parties.
     c.   **Last Date to Order** - Enter the last date an order may be placed against this IDV.

3.   **Amounts** - Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00). If amount is de-obligation, enter a minus sign in addition to the amount (-$12,500.00).
     a.   Action Obligation - If amount is zero, enter zero dollars ($0.00).
     b.   **Change in Base and All Options Value** - Mandatory field. Enter the total estimated value for all orders expected to be placed against this IDV.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Entering IDV's in FPDS-NG

4.   **Purchaser Information**
   a.   **Contracting Office Agency ID** - Mandatory default field.
   b.   **Contracting Office ID** – Mandatory possible default field. Contracting Office Code must be a valid contracting office code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.

5.   **Contractor Information** – Pulled from data provided by contractors in the Central Contractor Registration (CCR) System).
   a.   CCR Exception – This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information fields will open up to allow you to enter your contractor's information, socio-economic data, etc.
   b.   **Contractor's Name, Address, and DUNS Number** – Mandatory field. Since information is pulled from the CCR, it is best to search for the contractor using the DUNS number.
   - Click the Ellipsis button.
   - Enter the DUNS Number in the bottom field.
   - Click the Search button on the right to search database.
   - From the pick list, click the ○ radio button on the right side to make your selection.
   - Click the Select button on the right to load your selection.

6.   **Socio Economic Data** - Mandatory fields. Section will automatically populate from data provided by contractor in CCR.

7.   **Contract Data**
   a.   **Type of Contract** - Mandatory field. Select the type that best describes the contract.
   b.   Major Program - An agency determined code for a major program within the agency. For an IDV, this may be the name of a GWAC (e.g., ITOP or COMMITS).
   c.   Type of IDC - Not applicable.
   d.   Multiple or Single Award IDC: Not applicable.
   e.   **Program Acronym** - Mandatory field. The short name or title used for a GWAC or other contracting program. Examples include COMMITS, ITOP, SEWP.
   f.   Cost or Pricing Data – Not applicable.
   g.   Cost Accounting Standards Clause - Check box if applicable.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

8. **Legislative Mandates -** Mandatory fields.
    a. **Walsh Healy Act** - Check if the transaction is subject to Walsh Healy Act, otherwise leave blank.
    b. **Service Contract Act** - Check if the transaction is subject to Service Contract Act, otherwise leave blank.
    c. **Davis Bacon Act** - Check if the transaction is subject to Davis Bacon Act, otherwise leave blank.

9. **Inter Agency IDV Authority**
    a. Economy Act - For initial load of Multi-Agency Contract or other IDC. Check box if the award is authorized pursuant to the Economy Act, otherwise leave blank.
    b. Other Statutory Authority - For initial load of Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

10. **Contract Marketing Data**
    a. Website URL - The website URL for inter agency BPA's. Optional for single agency BPA's. Mandatory for governmentwide BPA's.
    b. **Who Can Use** – Mandatory field
    c. FIPS 95 Codes/Other Text - Select one if applicable, otherwise leave blank.
    d. Email Contact – Email address of Point of Contact (Contracting Officer) for BPA.
    e. Maximum Order Limit – Maximum dollar amount that can be applied to a single order against the BPA.
    f. Fee for Use of Service – List of administrative fees charged for using an IDV other than Federal Supply Schedule (FSS) Vehicle. The fees can be one of the following format: 1) Fixed, 2) Range - Varies by amount, and 3) Range - Varies by Other Factor.
    g. Ordering Procedure (4,000 characters) – Optional if Website URL provided, otherwise mandatory.

11. **Product or Service Information**
    a. **Product or Service Code** – Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.
    b. **Principal NAICS Code** – Mandatory field. Report the code that was used in the solicitation.
    c. Claimant Program Code – Not applicable.
    d. **Bundled Requirements** – Mandatory field. Select the code that best represents the agency's reason for bundling contract requirements.
    e. **GFE-GFP Provided Under This Action** – Mandatory field. Check if the BPA uses Government Furnished Equipment (GFE) or Government Furnished Property (GFP), otherwise leave blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

      f.   **Use of Recovered Material** – Mandatory field. When EPA-Designated Product(s) is/are coded A, B, C, or D, enter one of the codes. Otherwise, leave blank.

      g.   Sea Transportation - Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.

12.   **Description of Contract Requirement** – Mandatory field. Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your location's mission. You have 4,000 characters to write your description.

13.   **Competition Info**
      a.   **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.
      b.   Number of Offers Received – Not applicable.
      c.   Small Business Competitiveness Demonstration Program – Not applicable.
      d.   Commercial Item Test Program – Not applicable.
      e.   Commercial Item Acquisition Procedures – Not applicable.

14.   **Preference Programs/Other Data**
      a.   **Contracting Officer Business Size Determination** - Report the Contracting Officer's determination of whether the selected contractor is a small business for this contract.
      b.   **Subcontract Plan** – Mandatory field. Select the code for the subcontracting requirement (See FAR Part 19.702).

15.   Click the [Save Draft] Save Draft button.

16.   Click the [Validate] Validate button to check all fields.
   - The validation procedure compares all data in the form against the validation rules.
   - The field names of fields that do not meet the validation criteria are highlighted in red.
   - Before you proceed, you must correct all fields and repeat the validation process.
   - If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

17.   Click the [Approve] Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter an Indefinite Delivery Contract (IDC)

From the Home screen, under the [icon] Basic IDV's logo, click the [IDC icon] IDC link.

1. **General Information**
    a. **IDV Type** - Defaults to Other IDC
    b. **IDV Status -** Defaults to New
    c. **IDV ID -** Mandatory fields
        - **Agency Code** – Defaults to the appropriate four (4) digit agency identification code from the Federal Information Processing Standards Publication 95 (FIPS Pub 95) (Example: 12H2 for ARS).
        - **Procurement Instrument Identifier (PIID)** - Mandatory field. Enter the contract number for the action. Use the convention for numbering Contracts, Agreements and Orders established in AGAR Advisory 57. The number format must be upper case alpha and numeric only with no embedded spaces or special characters. FPDS-NG will convert lower case letters to upper case, remove leading or trailing blank spaces, and remove any non-alphanumeric characters prior to validation (AGAR Advisory 57 example: AG314243314230005).
        - Mod No. – Not applicable.
        - Referenced IDV ID – Not applicable.
        - Reason for Modification - Not applicable.
        - Solicitation ID – If applicable, enter the Solicitation Identifier used in FedBizOpps. Number format must be upper case alpha and numeric only with no embedded spaces or special characters

2. **Dates** - Mandatory fields (format: MM/DD/YYYY).
    a. **Date Signed** - Enter the date the action was signed by the Contracting Officer
    b. **Effective Date** - Enter the effective date agreed to by the parties.
    c. **Last Date to Order** - Enter the last date an order may be placed against this IDV.

3. **Amounts** - Use dollar sign ($) in front of amount. Enter amounts in dollars AND cents. If amount is zero, enter zero dollars ($0.00), If amount is de-obligation, enter a minus sign in addition to the amount ($-12,500.00).
    a. Action Obligation - If amount is zero, enter zero dollars ($0.00).
    b. **Change in Base and All Options Value** - Mandatory field. Enter the total estimated value for all orders expected to be placed against this IDV.

4. **Purchaser Information**
    a. **Contracting Office Agency ID** - Mandatory default field.
    b. **Contracting Office ID** – Mandatory possible default field. Contracting Office Code must be a valid contracting office code in FPDS-NG. If the default code is not appropriate, enter the code for the contracting office that executed or is otherwise responsible for the transaction.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

5.   **Contractor Information -** Pulled from data provided by contractors in the Central Contractor Registration (CCR) System.

   a.   CCR Exception – This field is used in cases where the vendor is not required to be in CCR (i.e. foreign vendor, emergency operations, etc.). Select the exception that best describes the contract. When you select an exception, the Contractor Information fields will open up to allow you to enter your contractor's information, socio-economic data, etc.

   b.   **Contractor's Name, Address, and DUNS Number** – Mandatory fields. Since information is pulled from the CCR, it is best to search for the contractor using the DUNS number.

   - Click the ⋯Ellipsis button.
   - Enter the DUNS Number in the bottom field.
   - Click the [Search] Search button on the right to search database.
   - From the pick list, click the ○radio button on the right side to make your selection.
   - Click the [Select] Select button on the right to load your selection.

6.   **Socio Economic Data -** Mandatory fields. Section will automatically populate when you select the vendor.

7.   **Contract Data**

   a.   **Type of Contract** - Mandatory field. Select the type that best describes the contract.

   b.   Major Program - An agency determined code for a major program within the agency. For an IDV, this may be the name of a GWAC (e.g., ITOP or COMMITS).

   c.   **Type of IDC** - Mandatory field. Identify whether the IDC or Multi-Agency Contract is Indefinite Delivery/Requirements, Indefinite Delivery/Indefinite Quantity, or Indefinite Delivery/Definite Quantity.

   d.   **Multiple or Single Award IDC** - Mandatory field. Identify whether contract is one of many that resulted from a single solicitation, all of the contracts are for the same or similar items, and contracting officers are required to compare their requirements with the offerings under more than one contract or are required to acquire the requirement competitively among the awardees (fair opportunity).

   e.   **Program Acronym** - Mandatory field. The short name or title used for a GWAC or other contracting program. Examples include COMMITS, ITOP, SEWP.

   f.   Cost or Pricing Data – Select from list.

   g.   Cost Accounting Standards Clause - Check box if applicable.

8.   **Legislative Mandates -** Mandatory fields.

   a.   **Walsh Healy Act** - Check if the transaction is subject to Walsh Healy Act, otherwise leave blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.
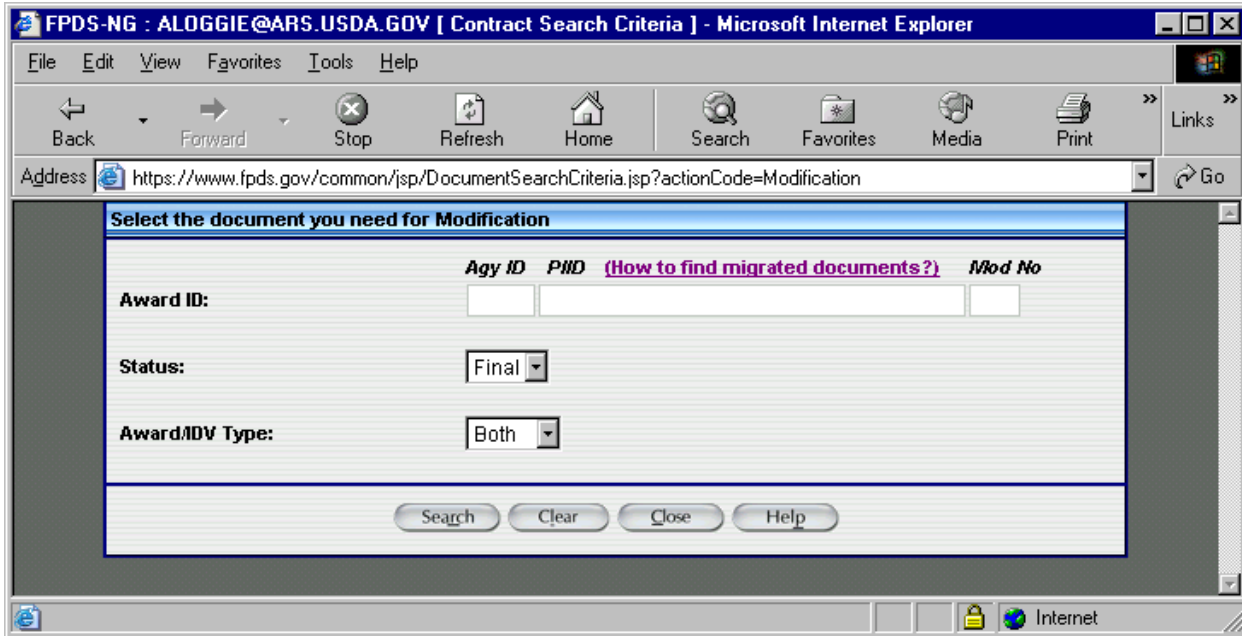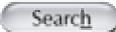
    b.   **Service Contract Act** - Check if the transaction is subject to Service Contract Act, otherwise leave blank.

    c.   **Davis Bacon Act** - Check if the transaction is subject to Davis Bacon Act, otherwise leave blank.

9.   **Inter Agency IDV Authority**

    a.   Economy Act - For initial load of Multi-Agency Contract or other IDC, enter Check box if the award is authorized pursuant to the Economy Act, otherwise leave blank.

    b.   Other Statutory Authority - For initial load of Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

10.   **Contract Marketing Data**

    a.   Website URL: The website URL for inter agency IDV's. Optional for single agency IDV's. It is mandatory for government wide IDV's.

    b.   **Who Can Use** – Mandatory field

    c.   FIPS 95 Codes/Other Text - Select one if applicable, otherwise leave blank.

    d.   Email Contact – Email address of Point of Contact (Contracting Officer) for contract.

    e.   Maximum Order Limit – Maximum dollar amount that can be applied to a single order against the IDV.

    f.   Fee for Use of Service – List of administrative fees charged for using an Indefinite Delivery Vehicle other than Federal Supply Schedule (FSS) Vehicle. The fees can be one of the following format: 1) Fixed, 2) Range - Varies by amount, and 3) Range - Varies by Other Factor.

    g.   Ordering Procedure (4,000 characters) – Optional if Website URL provided, otherwise mandatory.

11.   **Product or Service Information**

    a.   **Product or Service Code** – Mandatory field. Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.

    b.   **Principal NAICS Code** – Mandatory field. Report the code that was used in the solicitation.

    c.   Claimant Program Code – Select the appropriate code from the DoD Procurement Coding Manual Section III, DoD Claimant Program.

    d.   **Bundled Requirements** – Mandatory field. Select the code that best represents the agency's reason for bundling contract requirements.

    e.   **GFE-GFP Provided Under This Action** – Mandatory field. Check if the contract uses GFE or GFP, otherwise leave blank.

    f.   **Use of Recovered Material** – Mandatory field. When EPA-Designated Product(s) is/are coded A, B, C, or D, enter one of the codes. Otherwise, leave Recovered Material Clauses blank.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

g.   Sea Transportation - Check when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offeror Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies being provided may be transported by sea.

12.   **Description of Contract Requirement** – Mandatory field. Enter a brief, accurate, and thorough description of the goods or services that you are buying. Do not to use obscure abbreviations, acronyms, or lingo in your descriptions. Remember when you are writing your description that many people from USDA, GSA, Congress, etc., will have the ability to look at and review this data, and they do not know your Location's mission. You have 4,000 characters to write your description.

13.   **Competition Info**
        a.   **Competitive Procedures/Reason Not Competed** - Mandatory field. Pick the description that best identifies the competition.
        b.   **Number of Offers Received** – Mandatory field. Enter the actual number of offers received.
        c.   Small Business Competitiveness Demonstration Program – Not applicable.
        d.   Commercial Item Test Program – Not applicable.
        e.   Commercial Item Acquisition Procedures – Check box if applicable.

14.   **Preference Programs/Other Data**
        a.   **Contracting Officer Business Size Determination** - Report the Contracting Officer's determination of whether the selected contractor is a small business for this contract.
        b.   **Subcontract Plan** – Mandatory field. Select the code for the subcontracting requirement. (See FAR Part 19.702)

15.   Click the [Save Draft] Save Draft button.

16.   Click the [Validate] Validate button to check all fields.
        •   The validation procedure compares all data in the form against the validation rules.
        •   The field names of fields that do not meet the validation criteria are highlighted in red.
        •   Before you proceed, you must correct all fields and repeat the validation process.
        •   If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

17.   Click the [Approve] Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter a Modification

The Modification function allows you to report a modification for a contract, purchase order, delivery/task order, or IDV. The contract, purchase order, delivery/task order, or IDV must already exist in FPDS-NG.

From the Navigation screen, under the [icon]Transaction/Modifications logo, click the [icon] Modifications button. A search screen like the one below will display.

1.   Enter the PIID.
2.   Click the [Search] Search button. A list of records will display.
4.   Click the record you want.
5.   Enter the Mod Number.
6.   Enter the Reason for Modification.
7.   Make any other changes as needed.
8.   Click the [Save Draft] Save Draft button.
9.   Click the [Validate] Validate button to check all fields.
- The validation procedure compares all data in the form against the validation rules.
- The field names of fields that do not meet the validation criteria are highlighted in red.
- Before you proceed, you must correct all fields and repeat the validation process.
- If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

Modifications, Corrections, and Voids in FPDS-NG
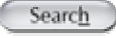
10. Click the [Approve] Approve button.

Another way to Modify an action is to use the modify button after searching and retrieving the record you wish to modify.

1. Click the [Advanced Search] Advanced Search button on top of the main FPDS-NG Navigation screen.
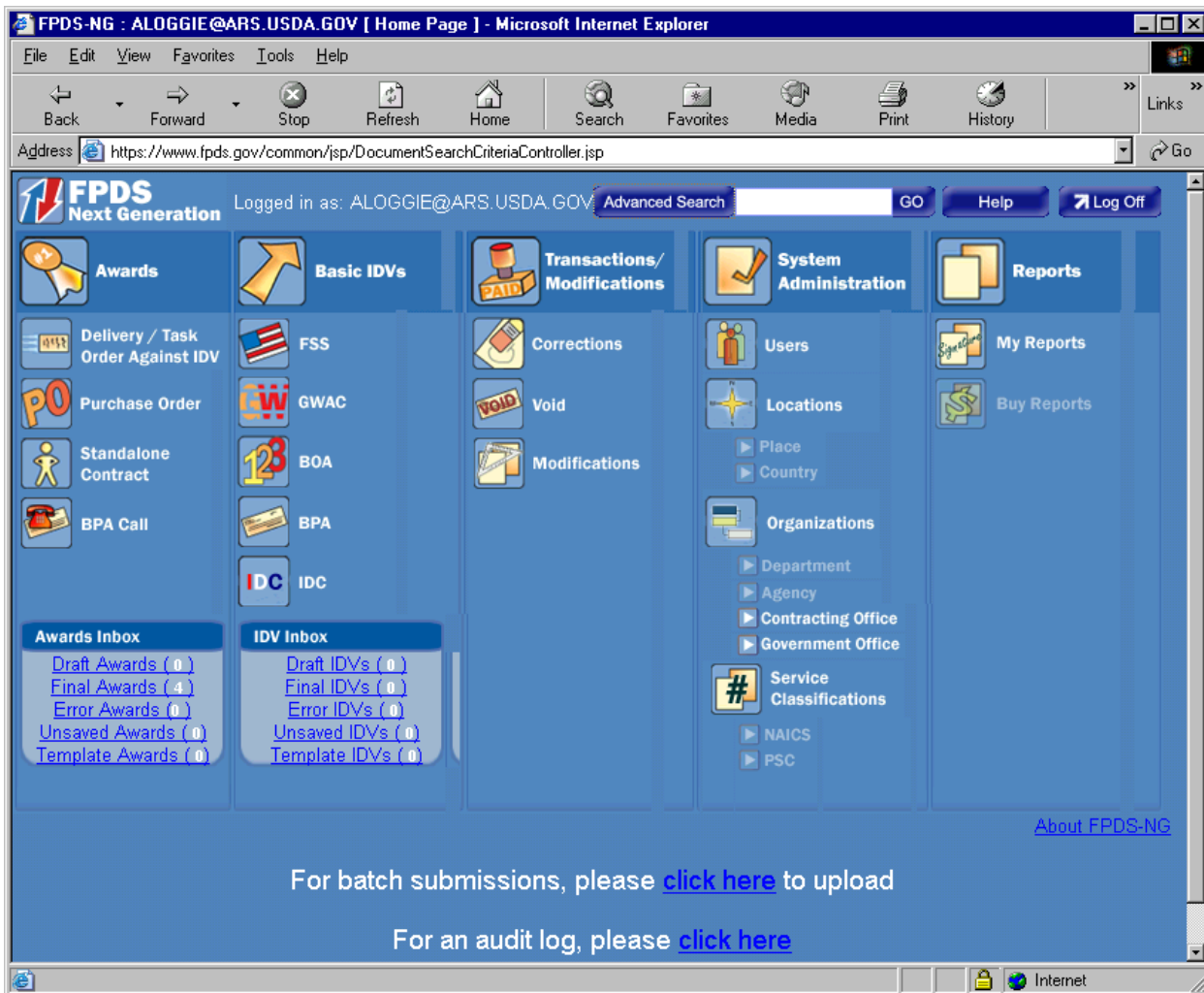
The Advanced Search screen will display (See Searching for Records in FPDS-NG directions) on how to fill out the Advanced Search Screen.

2. Enter the search criteria.
3. Click the [Search] Search button. A list of records will display
4. Click the record you want.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

5.   From the main information screen of the record click on the [Modify] Modify button at the top of the screen. The screen will change to allow you to enter the modification for the records.

6.   Enter the Mod Number.
7.   Enter the Reason for Modification.
8.   Make any and all other changes needed for modification.

9.   Click the [Save Draft] Save Draft button.

10.   Click the [Validate] Validate button to check all fields.

- The validation procedure compares all data in the form against the validation rules.
- The field names of fields that do not meet the validation criteria are highlighted in red.
- Before you proceed, you must correct all fields and repeat the validation process.

- If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

11. Click the Approve Approve button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Correct a Record

The Correct function allows you to correct errors in an Award or IDV that has a final status.

1.   From the Navigation screen, under the Transaction/Modifications logo, click the Corrections button.
2.   Enter the Award ID: Agency Code and the PIID.
3.   Enter any other search criteria.
4.   Click the Search button.
5.   Click the document you want to correct.
6.   Make the corrections.
7.   Click the Save button.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

Page 72

How to Void a Record

The Void function allows you to void an Award or IDV. The Award or IDV must already exist in FPDS-NG.

Voiding a record cancels its associated PIID and therefore it cannot be used again.

1.   From the Navigation screen, under the Transaction/Modifications logo, click the Void button.
2.   Enter the Award ID, Agency Code, and the PIID.
3.   Enter any other search criteria.
4.   Click the Search button.
5.   Click the document you want.
6.   Click the Void button to void the document.

Modifications, Corrections, and Voids in FPDS-NG

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Enter A Template

Templates are records that you create to allow you to quickly complete additional records using the same basic contract information. You can create templates for both Awards and IDV's records. Template are useful for contracts in which you frequently place orders with a vendor.

1.   Following the steps above, create your Award or IDV record, or use the search feature to retrieve the record you wish to use as a template.
2.   Click on the ⬚Save Tmplt⬚ Save Template button at the top of the record.

Using Templates in FPDS-NG

3. Enter the Name and Description of the Template in the respective fields.

4. Click the [Save] Save button at the top of the screen.

NOTE: **Fields in BOLD are required for the record being entered.** All other fields are either optional or not applicable for the record being entered.

How to Retrieve Template to Enter a Record

1.   From the main information screen, click on the Template Inbox. A list of templates will display.

2.   Click the record you want.

3.   Click the Create Doc Create Document button at the top of the screen.

4.   A new record with all key fields already filled in will appear. Make any other changes as needed.

5.   Click the Save Draft Save Draft button.

6.   Click the Validate Validate button to check all fields.
   - The validation procedure compares all data in the form against the validation rules.
   - The field names of fields that do not meet the validation criteria are highlighted in red.
   - Before you proceed, you must correct all fields and repeat the validation process.
   - If the validation is successful, an 'Award successfully validated' notification appears at the top of the form.

7.   Click the Approve Approve button.