



U.S. DEPARTMENT OF ENERGY

HANDBOOK

FOR THE PREPARATION OF

INDIVIDUAL PROCUREMENT ACTION REPORTS

(IPAR)

October 2004

(This page left blank intentionally.)

TABLE OF CONTENTS

TABLE OF CONTENTS	iii
INTRODUCTION.....	ix
PROCUREMENT ACTIONS.....	1
ITEM 1 AWARD BIN (BUSINESS INSTRUMENT NUMBER)	1
ITEM 2 MODIFICATION NUMBER	5
ITEM 3 KIND OF AWARD	6
ITEM 4 DUNS NUMBER.....	9
ITEM 5 CONTRACTOR NAME.....	10
ITEM 6 DIVISION.....	10
ITEM 7 MASTER BIN	10
ITEM 8 STATE	11
ITEM 9 COUNTRY	11
ITEM 10 CITY	12
ITEM 11 COUNTY	12
ITEM 12 ZIP CODE.....	12
ITEM 13 CONGRESSIONAL DISTRICT	12
VIEW CCR.....	13
ITEM 14 CONTRACTING OFFICER’S BUSINESS SIZE DETERMINATION ...	14
ITEM 15 TYPE OF BUSINESS (TOB).....	14
ITEM 16 SMALL DISADVANTAGED BUSINESS.....	16
ITEM 17 8(a) PROGRAM	17
ITEM 18 EMERGING SMALL BUSINESS	17
ITEM 19 HUBZone BUSINESS.....	17
ITEM 20 VERY SMALL BUSINESS (VSB).....	17
ITEM 21 TYPE OF AWARD	19
ITEM 22 E-GOVERNMENT.....	21
ITEM 23 RESEARCH AND DEVELOPMENT	22
ITEM 24 SUPPORT SERVICE	22
ITEM 25 SAFETY AND HEALTH CLAUSE	23
ITEM 26 HISPANIC INSTITUTION	23
ITEM 27 DELEGATED AWARD ADMINISTRATION OFFICE	23
ITEM 28 ADMINISTRATION OFFICE DELEGATION DATE.....	24
ITEM 29 TECHNICAL REPRESENTATIVE NAME.....	24
ITEM 30 SENIOR INVESTIGATOR.....	24
ITEM 31 GOVERNMENT FURNISHED EQUIPMENT / PROPERTY	24
ITEM 32 OSTI DELIVERABLE	25
ITEM 33 COGNIZANT FEDERAL AGENCY.....	25
ITEM 34 COGNIZANT DOE OFFICE	26
ITEM 35 INDEFINITE DELIVERY VEHICLE (IDV) FEE	26
ITEM 36 DIRECTED AWARD.....	26
ITEM 37 PRODUCT / SERVICE CODE	26
ITEM 38 NAIC CODE.....	28
ITEM 39 TRADE COUNTRY OF MANUFACTURE	29

ITEM 40	BUNDLING OF CONTRACT REQUIREMENTS	29
ITEM 41	MULTI-YEAR CONTRACT	30
ITEM 42	USE OF EPA DESIGNATED PRODUCTS	30
ITEM 43	USE OF RECOVERED MATERIAL CLAUSES	31
ITEM 44	PERFORMANCE BASED SERVICE CONTRACT	32
ITEM 45	SUBCONTRACTING PLAN.....	33
ITEM 46	PRICE EVALUATION ADJUSTMENT	34
ITEM 47	COMPETITIVE SOLICITATION PROCEDURES	34
ITEM 48	NUMBER OF OFFERS.....	39
ITEM 49	SYNOPSIS REQUIREMENT	39
ITEM 50	COMMERCIAL ITEM.....	40
ITEM 51	SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM40	
ITEM 52	A-76 ACTION	40
ITEM 53	DAVIS-BACON ACT	41
ITEM 54	WALSH-HEALEY ACT	41
ITEM 55	SERVICE CONTRACT ACT	41
ITEM 56	OTHER AGENCY CODE.....	42
ITEM 57	FUNDING AGENCY - DODAAC	42
ITEM 58	FUNDING AGENCY - REASON FOR PURCHASE.....	42
ITEM 59	FUNDING AGENCY - COMMERCIAL ITEM CATEGORY	44
ITEM 60	FUNDING AGENCY - CLINGER-COHEN ACT	45
ITEM 61	FUNDING AGENCY - CLAIMANT	45
ITEM 62	AWARD DATE.....	45
ITEM 63	EFFECTIVE DATE.....	46
ITEM 64	COMPLETION DATE	46
ITEM 65	ULTIMATE COMPLETION DATE.....	46
ITEM 66	DESCRIPTION OF WORK	47
ITEM 67	EPACT	47
ITEM 68	EPACT AMOUNT	47
ITEM 69	SPECIALIST CODE	47
ITEM 70	CONTRACTING OFFICER CODE.....	47
ITEM 71	AWARD STATUS	47
ITEM 72	RETIREMENT/CONVERTED DATE	48
ITEM 73	ULTIMATE AWARD VALUE / ADJUSTED	49
ITEM 74	CURRENT GOVERNMENT SHARE (DOE Face Value).....	50
ITEM 75	CURRENT AWARDEE SHARE.....	51
ITEM 76	CURRENT TOTAL AWARD VALUE	52
ITEM 77	B&R CODE	53
ITEM 78	B&R DOLLARS.....	53
ITEM 79	OTHER FUNDING AGENCY.....	53
ITEM 80	DATE.....	53
ITEM 81	DOLLARS	54
ITEM 82	MISCELLANEOUS	54
ITEM 83	INTERNAL OFFICE USE	54
ITEM 84	PR NUMBER.....	54

ITEM 85	TEXT	54
ITEM 86	TRANSFERRED TO AWARDING OFFICE.....	54
INDEFINITE DELIVERY VEHICLE (IDV) ACTIONS		57
ITEM 1	AWARD BIN (BUSINESS INSTRUMENT NUMBER)	57
ITEM 2	MODIFICATION NUMBER	60
ITEM 3	KIND OF AWARD	60
ITEM 4	DUNS NUMBER.....	62
ITEM 5	CONTRACTOR NAME.....	63
ITEM 6	DIVISION.....	63
ITEM 7	STATE	63
ITEM 8	COUNTRY	64
ITEM 9	CITY	64
ITEM 10	COUNTY	64
ITEM 11	ZIP CODE.....	64
ITEM 12	CONGRESSIONAL DISTRICT	65
VIEW CCR.....		65
ITEM 13	CONTRACTING OFFICER'S BUSINESS SIZE DETERMINATION ...	66
ITEM 14	TYPE OF BUSINESS (TOB).....	66
ITEM 15	SMALL DISADVANTAGED BUSINESS.....	69
ITEM 16	8(a) PROGRAM	69
ITEM 17	EMERGING SMALL BUSINESS	69
ITEM 18	HUBZone BUSINESS	69
ITEM 19	VERY SMALL BUSINESS (VSB).....	70
ITEM 20	TYPE OF AWARD	71
ITEM 21	E-GOVERNMENT.....	74
ITEM 22	GOVERNMENT FURNISHED EQUIPMENT / PROPERTY	74
ITEM 23	PRODUCT / SERVICE CODE	75
ITEM 24	NAIC CODE.....	76
ITEM 25	DELEGATED AWARD ADMINISTRATION OFFICE	77
ITEM 26	ADMINISTRATION OFFICE DELEGATION DATE.....	77
ITEM 27	TECHNICAL REPRESENTATIVE NAME.....	77
ITEM 28	SENIOR INVESTIGATOR.....	77
ITEM 29	COMMERCIAL ITEM.....	77
ITEM 30	SUBCONTRACTING PLAN.....	78
ITEM 31	COMPETITIVE SOLICITATION PROCEDURES	79
ITEM 32	NUMBER OF OFFERS.....	82
ITEM 33	BUNDLING OF CONTRACT REQUIREMENTS	82
ITEM 34	DAVIS-BACON ACT	83
ITEM 35	WALSH-HEALEY ACT	83
ITEM 36	SERVICE CONTRACT ACT	84
ITEM 37	IDC TYPE.....	84
ITEM 38	MULTIPLE OR SINGLE AWARD IDC	85
ITEM 39	ECONOMY ACT	85
ITEM 40	OTHER STATUTORY AUTHORITY	86
ITEM 41	PROGRAM ACRONYM	86
ITEM 42	SERVICE FEE.....	86

ITEM 43	FIXED FEE.....	86
ITEM 44	FEE RANGE LOW.....	87
ITEM 45	FEE RANGE HIGH.....	87
ITEM 46	LAST ORDER DATE.....	87
ITEM 47	WHO CAN USE.....	87
ITEM 48	WEB URL.....	87
ITEM 49	MAXIMUM ORDER LIMIT.....	88
ITEM 50	ORDERING PROCEDURES.....	88
ITEM 51	AWARD DATE.....	88
ITEM 52	EFFECTIVE DATE.....	88
ITEM 53	COMPLETION DATE.....	89
ITEM 54	ULTIMATE COMPLETION DATE.....	89
ITEM 55	ULTIMATE AWARD VALUE / ADJUSTED.....	89
ITEM 56	SPECIALIST CODE.....	90
ITEM 57	CONTRACTING OFFICER CODE.....	90
ITEM 58	DESCRIPTION OF WORK.....	90
ITEM 59	AWARD STATUS.....	90
ITEM 60	RETIREMENT DATE.....	91
ITEM 61	DATE.....	92
ITEM 62	DOLLARS.....	92
ITEM 63	MISCELLANEOUS.....	92
ITEM 64	INTERNAL OFFICE USE.....	93
ITEM 65	PR NUMBER.....	93
ITEM 66	TEXT.....	93
FINANCIAL ASSISTANCE AWARDS.....		97
ITEM 1	AWARD BIN (BUSINESS INSTRUMENT NUMBER).....	97
ITEM 2	MODIFICATION NUMBER.....	99
ITEM 3	KIND OF AWARD.....	100
ITEM 4	DUNS NUMBER.....	101
ITEM 5	CONTRACTOR NAME.....	102
ITEM 6	DIVISION.....	102
ITEM 7	STATE.....	102
ITEM 8	COUNTRY.....	102
ITEM 9	CITY.....	103
ITEM 10	COUNTY.....	103
ITEM 11	ZIP CODE.....	103
ITEM 12	CONGRESSIONAL DISTRICT.....	103
ITEM 13	TYPE OF BUSINESS.....	104
ITEM 14	TYPE OF AWARD.....	106
ITEM 15	E-GOVERNMENT.....	107
ITEM 16	RESEARCH AND DEVELOPMENT.....	107
ITEM 17	HISPANIC INSTITUTION.....	107
ITEM 18	OSTI DELIVERABLE.....	108
ITEM 19	GOVERNMENT FURNISHED EQUIPMENT / PROPERTY.....	108
ITEM 20	COGNIZANT FEDERAL AGENCY.....	109
ITEM 21	COGNIZANT DOE OFFICE.....	109

ITEM 22	DELEGATED AWARD ADMINISTRATION OFFICE	109
ITEM 23	ADMINISTRATION OFFICE DELEGATION DATE	110
ITEM 24	TECHNICAL REPRESENTATIVE NAME.....	110
ITEM 25	SENIOR INVESTIGATOR.....	110
ITEM 26	CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)	110
ITEM 27	SMALL BUSINESS INNOVATIVE RESEARCH (SBIR).....	110
ITEM 28	STATE APPLICATION IDENTIFIER (SAI).....	111
ITEM 29	EXTENT COMPETED	111
ITEM 30	COPY ADDRESS.....	111
ITEM 31	LEGAL ADDRESS STATE.....	112
ITEM 32	LEGAL ADDRESS CITY	112
ITEM 33	LEGAL ADDRESS COUNTY.....	112
ITEM 34	LEGAL ADDRESS ZIP CODE	112
ITEM 35	LEGAL ADDRESS CONGRESSIONAL DISTRICT	112
ITEM 36	AWARD DATE.....	113
ITEM 37	AWARD EFFECTIVE DATE (Begin Project Period).....	113
ITEM 38	AWARD COMPLETION DATE (End Project Period).....	113
ITEM 39	BUDGET PERIOD FROM DATE	113
ITEM 40	BUDGET PERIOD TO DATE.....	113
ITEM 41	DESCRIPTION OF WORK	113
ITEM 42	SPECIALIST CODE	114
ITEM 43	CONTRACTING OFFICER CODE.....	114
ITEM 44	AWARD STATUS	114
ITEM 45	RETIREMENT DATE.....	114
ITEM 46	GOVERNMENT SHARE (DOE Face Value)	115
ITEM 47	AWARDEE SHARE	116
ITEM 48	TOTAL VALUE.....	117
ITEM 49	B&R CODE	118
ITEM 50	B&R DOLLARS.....	118
ITEM 51	DATE.....	118
ITEM 52	DOLLARS	118
ITEM 53	MISCELLANEOUS	118
ITEM 54	INTERNAL OFFICE USE	119
ITEM 55	PR NUMBER.....	119
ITEM 56	TEXT	119
ITEM 57	TRANSFERRED TO OFFICE.....	119
IPAR SUPPLEMENT FORM		123
ITEM 1	AWARD BIN.....	123
ITEM 2	MODIFICATION NUMBER	123
ITEM 3	AWARD DATE.....	123
ITEM 4	B&R NUMBER	123
ITEM 5	B&R DOLLARS.....	124
ITEM 6	WORK FOR OTHERS FUNDING AGENCY	124
APPENDIX A – LINKS TO FORMS		1
APPENDIX B - REQUIRED FIELDS for NEW AWARDS		1
APPENDIX C - REQUIRED FIELDS for NEW IDVs		1

APPENDIX D – REQUIRED FIELDS for MODS.....	1
APPENDIX E – REQUIRED FIELDS for IDV MODS.....	1

INTRODUCTION

The Procurement and Assistance Data System (PADS) provides a mechanism for collecting, assembling, organizing, and presenting acquisition and assistance data for the Department of Energy (DOE). PADS provides information to the Federal Assistance Awards Data System (FAADS).

Beginning in October 2004, most procurement-type awards are required to be reported to the Federal Procurement Data System Next Generation (FPDS-NG). This Handbook notes which award instruments types are to be reported to FPDS-NG, but does not provide any instruction on how to report to FPDS-NG. Please visit FPDS-NG at <https://www.fpds.gov> for more information.

This handbook and associated documents establish a uniform system to report acquisition and assistance data to PADS for the collection, processing, and dissemination of official statistical data on the Department's acquisition and assistance actions. The data provides, based on information available at the time of request, a basis for any recurring and special reports to the senior procurement executive, and the National Nuclear Security Administration, Congress, General Accounting Office (GAO), Federal executive agencies, Office of Management and Budget (OMB), and the general public. It provides information for measuring and assessing the extent to which small business firms and small disadvantaged business enterprises are sharing in DOE's business, and for other acquisition and assistance policy and management control purposes.

The Individual Procurement Action Report consists of two data collection forms, one for collecting information on procurement actions (DOE F 4200.40) and another for collecting information on financial assistance actions (DOE F 4200.40A). The IPAR Supplement (DOE F 4200.41) may be used for data collection on both types of actions.

The Handbook for the Preparation of the Individual Procurement Action Report (IPAR) has been divided in four sections to support the individual forms: Procurement; Indefinite Delivery Vehicle Procurements; Financial Assistance; and the Supplemental Form for Procurement and Financial Assistance.

Click here to access forms:

Procurement: <http://www.directives.doe.gov/pdfs/forms/4200-40.pdf>

IDV Procurement: [http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/IDV/\\$File/IDV.PDF](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/IDV/$File/IDV.PDF)

Financial Assistance: <http://www.directives.doe.gov/pdfs/forms/4200-40a.pdf>

Supplemental: <http://www.directives.doe.gov/pdfs/forms/4200-41.pdf>

See Appendix A for sample procurement and financial assistance IPAR forms.

**** Please note the IPAR Handbook does not provide any information on how to report to the Federal Procurement Data System-Next Generation (FPDS-NG), although it does note which award instrument types must be reported to FPDS-NG.**

(This page left blank intentionally.)

SECTION 1
PROCUREMENT ACTIONS

(This page left blank intentionally.)

PROCUREMENT ACTIONS

USE CASE: Add / Change / Delete

Check "ADD" if this is a new basic award or a modification to an existing award not previously reported to PADS. Check the block marked "CHANGE" if this award action is a change to an award/modification previously reported to PADS. Check "DELETE" if this modification is to be deleted from PADS. **Basic awards cannot be deleted.**

Please note: Many of the award instruments types must be reported directly to the Federal Procurement Data System-Next Generation FPDS-NG). The instructions below note which ones are to be reported to FPDS-NG and which ones to PADS.

ITEM 1 AWARD BIN (BUSINESS INSTRUMENT NUMBER)

Enter the identifying number for the legal document, which constitutes the agreement between the Department of Energy and the awardees.

NOTE: This item is known as the Procurement Instrument Identifier (PIID) in FPDS-NG.

Award Business Instrument Number: The award business instrument number consists of 17 characters and has the following format: DE-AC01-02FE12345. Information is encoded in the number as follows:

- A. The first and second positions, **DE**-AC01-02FE12345, contain the two-character code assigned by the Federal Procurement Data Center to identify Department of Energy awards.
- B. The third position contains a dash.
- C. The fourth and fifth positions, DE-**AC**01-02FE12345, contain a two-character code corresponding to the type of award instrument. (The Type of Award Instrument Codes and definitions follow.)
- D. The sixth and seventh positions, DE-AC**01**-02FE12345, identify the responsible awarding office. (The Awarding Office codes can be found at <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWOC>.)
- E. The eighth position is a dash.

- F. The ninth and tenth positions, DE-AC01-02FE12345, contain the last two digits of the fiscal year of the award date of the basic award.
- G. The eleventh and twelfth positions, DE-AC01-02FE12345, contain a two-character code indicating the initiating office. (Due to Departmental reorganizations, some award business instrument numbers contain codes that are no longer used for new awards.)
- H. The thirteenth through seventeenth positions, DE-AC01-02FE12345, will contain a five digit serial number assigned by the initiating office. The last seven digits of the award BIN are referred to as the Register Number. The register number remains unchanged from initiation of the award through retirement.

TYPE OF AWARD INSTRUMENTS

CODE

DEFINITION

AA

Basic Agreement (Terms and Conditions Only)*

A basic agreement is a written instrument of understanding (not a CONTRACT), negotiated between an agency or contracting activity and a contractor, that (1) contains contract clauses applying to future contracts between the parties during its term and (2) contemplates separate contracts that will incorporate by reference or attachment the required and applicable clauses agreed upon in the basic agreement. **(No dollars entered into PADS)**
Reference FAR 16.702

AC

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. Reference FAR 2.101

AD

Delivery Order*

An order for supplies placed against an established contract or with Government sources of supply. **(Item 7, Master Bin, must be entered when AD is used.)** Reference FAR 13.101

AF

Simplified Acquisition Procedure*

An award made under FAR 13, Simplified Acquisition Procedures, where the total value of the award is between \$25,001-100,000. For Commercial Item Test Program award must be \$100,001 to \$5,000,000.

AI Interagency Agreement (Purchase)**

A procedure by which an agency (the requesting agency) obtains supplies or services from or through another agency (the servicing agency).
Reference FAR 17.501

AP Purchase Order*

An award made under FAR 13, Simplified Acquisition Procedures, where the total value of the award is less than \$25,001.

AR Research Opportunity Announcement (ROA)*

DOE's term for BROAD AGENCY ANNOUNCEMENT. ROAs are a form of competitive solicitation under which DOE's broad missions and program-level research objectives are defined and proposals are requested from all offerors capable of satisfying DOE's needs. Reference DEAR 935.016-1

AS Special Research Contract*

Headquarters designated acquisition award instrument for basic research with educational or other nonprofit institutions when the annual DOE support under the contract does not exceed \$1,000,000 per year. DOE's monetary obligation should be a specified amount referred to as the support ceiling, effective for the contract term.

NOTE: This code can not be used for new awards, only modifications to existing awards.

AT Task Order***

An order for services issued under a TASK ORDER CONTRACT. (**Item 7, Master Bin, must** be entered when AT is used.) Reference FAR 16.505(b)

AX Simplified Acquisition for Small Business Competitiveness Demonstration Program*

A simplified acquisition that fits in the designated industry groups as defined by the Business Opportunity Development Reform Act of 1988 (Public Law 100-656) or into the ten targeted industry categories as defined by Department of Energy Office of Small and Disadvantaged Business Utilization. Award value must be no more than \$100,000. Reference FAR 19.1001

BP Blanket Purchase Call*

Orders placed against a BLANKET PURCHASE AGREEMENT that may not exceed the dollar limitation for simplified acquisitions. The existence of a BPA does not justify sole source purchasing. Reference FAR 13.303

CR Waste Management Revenue Collection**

A contract for the "funds in" collection of revenue from contractors of the Department on disposal of spent nuclear fuel and/or high-level radioactive waste. **(No dollars entered on IPAR.)**

GI International Agreement**

Treaties and other agreements of a contractual character between different countries or organizations of states (foreign) creating legal rights and obligations between the parties.

GM Memorandum of Understanding**

A written agreement broadly stating basic understanding and describing a mechanism for coordinating activities to be engaged in by the Department and other signatory authorities. It is not limited to understandings with Federal agencies and may include: local, State, international, and other government entities; the private sector, and educational institutions. **(No funds agreement.)**

RL Lease of Real Property*

An agreement, which gives exclusive possessive interest in the property for a specified time. (Rental property is land or land and improvements including interests therein.)

RO Other Real Property Transaction*

Real property actions that are not lease or purchase of real property.

RP Purchase of Real Property*

All agreements by which the Department purchases real property. (Real property is land or land and improvements including interests therein.)

SA Interagency Agreement (Sales)**

A sales type award (funds in) between DOE and another executive agency, which sets out specific tasks to be accomplished by DOE in support of the other agency. As a sales instrument, it is intended to transfer some personal property or non-personal service to the buying agency for appropriate remuneration. The agreement clearly specifies work contemplated, reporting requirements, procurement and patent policy, personnel exchanges (if necessary), and arrangements for transfer of funds (when applicable). **No dollars entered in PADS.)**

SC Sales Contract**

A contract under which a purchaser buys Government-owned material from the Government (No dollars entered in PADS.)

UN UNICOR (Federal Prison Industries)*

An award made to Federal Prison Industries as a new basic award or an order against another contract (i.e., Federal Schedule). Reference FAR 8.601

NOTE: Reference DOE Order 540.1A, "Departmental Business Instrument Numbering System," 1/27/2005; FAR 4.601(d)(4)

*** Report directly to the Federal Procurement Data System-Next Generation (FPDS-NG)**

**** Report directly to the Procurement and Assistance Data System (PADS)**

**** Report task order against Interagency Agreement to the Procurement and Assistance Data System (PADS). Report all others to FPDS-NG.**

ITEM 2	MODIFICATION NUMBER
---------------	----------------------------

Award Modification Number: All new basic awards and modifications to an award are identified by a modification number assigned by the awarding office. These modification numbers are not part of the award business instrument number.

1. The basic award and modifications to each business instrument must be sequentially numbered by use of a four-position alphanumeric code.
 - a. The first position must be a capital letter identifying the type of action as follows:

A - (Amount) An action adding, changing, or deleting financial data that is collected on the IPAR, but not administrative corrections to

financial data.

M - (Miscellaneous) An action having no net effect on financial data that is collected on the IPAR, including administrative corrections.

2. The second through fourth positions must contain a sequential serial number of the modification. For basic awards, enter A000. The next assigned modification number would be 001, 002 etc. These numbers continue in sequence throughout the life of the award.
 - a. Examples of basic award and modifications:
 - A000** Basic award
 - M001** First modification to contract, no effect on financial data.
 - A002** Second modification to contract, changes in financial data.
 - M003** Third modification to contract, no effect on financial data.

NOTE: For a given BIN, if the Modification Number already exists, then Use Case must be Change or Delete.

ITEM 3	KIND OF AWARD
---------------	----------------------

NEW AWARDS

<u>CODE</u>	<u>DEFINITION</u>
1A	New Definitive Award The establishment of a binding legal relationship between the Government and awardees, or contractor, for the purpose of receiving supplies, services, construction, research and development.
1B	Order Under Blanket Purchasing Agreement (BPA) An order for supplies and/or services under a basic purchasing agreement. This also includes orders that are awarded using the Commercial Item Test Program.
1G	Order Under Single Award Contract An order issued under a single award Indefinite Delivery Indefinite Quantity (IDIQ) contract.
1J	Order Under Federal Schedule

An order for supplies and/or services against an established Federal schedule contract. The terms and conditions, including price and delivery, are included in the Federal schedule.

1K Order Under Basic Ordering Agreement (BOA)

An order for supplies and/or services under a basic ordering agreement.

1L Order Under Interagency or International Agreement

The purchase of supplies or services under Interagency or International Agreement.

1Z Order Under Multiple Award Contract

An order under a multiple award Indefinite Delivery Indefinite Quantity (IDIQ) contract.

LC Letter Contract

A written preliminary contractual instrument in which the terms and conditions were not definitized prior to execution of the award.

SP Simplified Acquisition Procedure

The acquisition of supplies and/or services pursuant to procedures in FAR Part 13. This includes simplified acquisitions awarded under the Commercial Item Test Program.

MODIFICATIONS

A modification is any written change in terms of a contract (FAR 43.101).

CODE DEFINITION

1D Exercise of Option

"Option" is a unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract or may elect to extend the term of the contract. Written notification within the time specified in the contract is required to exercise the option. Reference FAR 17.201

1J Modification to Order Under Federal Schedule

A modification to an order for supplies and/or services against an established Federal schedule contract.

1M Termination for Default

The right of the Government to completely or partially terminate a contract because of the contractor's actual or anticipated failure to perform its contractual obligations. Reference FAR 49.401

1N Termination for Convenience

The right of the Government to terminate or cancel performance of work under a contract, in whole or in part, if the CONTRACTING OFFICER determines that termination is in the Government's interest. Reference FAR 49.1

1P Supplemental Agreement - Monetary Action

A contract modification to an award effecting changes in the general scope of work, obligations, or other award terms and conditions. This type of modification requires the signature of the contractor and the contracting officer. Reference FAR 43.101

1T Incremental Funding (Only)

The obligation of funds to an award containing a total price or estimated cost, in periodic installments against prescribed performance goals or objectives. The modification is normally unilateral with an increase in obligations only.

1V No Cost Time Extension (Only)

A modification which extends only the performance period under an award with no increase in the total face value or obligated dollars.

1W Administrative Change

A unilateral modification to an award instrument which changes administrative data; e.g., paying office, technical representative, etc.

1X Funding Adjustment to Completed Award

A modification issued to an award instrument which has been completed wherein funds need to be obligated or de-obligated before it can be retired.

1Y Other

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

The contractor can obtain a DUNS number by calling Dun and Bradstreet, Inc. at 1-888-546-0024. Facsimile requests should be made to 1-610-882-7140.

The DUNS number for UNICOR is 626627459.

Reference FAR 4.601(b)(2); FAR 4.602(d); FAR 4.603(a)

NOTE: It is recommended that each User, prior to entering a new Basic award, verify that the DUNS Number and Contractor are on the PADSWeb CCR Lookup table in the Reference Library.

ITEM 5	CONTRACTOR NAME
---------------	------------------------

Enter the name of the contractor supplying the product or service as it appears on the contract. (System generated once **Item 4, DUNS Number**, is entered.)

Reference FAR 4.601(b)(2)

ITEM 6	DIVISION
---------------	-----------------

Enter the name of the sub-organization of the contractor in **Item 5, Contractor Name**.

Example: Cable Division (System generated once **Item 4, DUNS Number**, is entered.)

ITEM 7	MASTER BIN
---------------	-------------------

Enter the 17-character DOE Master Award BIN or another agency's contract number (e.g., GSA Federal Supply Schedule Contract or GSA IDIQ contract). This number is used when a separate award BIN is created to issue a delivery order, BPA call, or task order for actual delivery of products or services. (Examples: DE-AM01-99AD12345, GS-99X9999). DOE Master Bin numbers begin with DE-AB, DE-AI, DE-AK, DE-AM, or DE-GI.

When reporting orders under Indefinite Delivery Vehicles (IDV) such as a GWAC, IDC, FSS, BOA, or BPA, report the Award Bin (Contract Number or Agreement Number) of the IDV. For the initial load of a BPA under a FSS, this is the FSS contract number. Note: BOA's and BPA's are with industry and not with other Federal Agencies.

Report the Contract or Agreement Number of the IDV against which the order is placed. When reporting the initial load of a BPA under a FSS, report the FSS contract number.

NOTE: This item is known as the Referenced Procurement Instrument Identifier in FPDS-NG.

PRINCIPAL PLACE OF PERFORMANCE

Report the city, state, foreign country, of the location where the items will be produced, manufactured, mined, or grown or where the service will be performed. This item refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

If the items are supplied parts shipped from stock by a regular dealer, the place of performance is the regular dealer's location. If the items are shipped for the regular dealer by a subcontractor who produces the items, the place of performance is the subcontractor's location.

If more than one location is involved, report only the location involving the largest dollar share of the contract.

For construction and architect/engineer contracts, report the construction site location. If the contract is for architect/engineer design work, the place of performance is where the design work is being done.

If the place of performance cannot be determined (e.g., if the contractor has multiple location sites performing the same volume of work), or commercial item acquisition procedures were used, report the contractor's billing or home office location.

ITEM 8

STATE

Enter the 2-character U.S. Postal Service code for the state or outlying area that is the principal place of performance of the award. State codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPST>.

ITEM 9

COUNTRY

Enter the 2-character code for the country that is the principal place of performance of the award. For locations in the U.S., leave this element blank. Country codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPCY>.

ITEM 10 CITY

Enter the name of the city that is the principal place of performance of the award (up to 25 characters). (Example: Dallas)

ITEM 11 COUNTY

Enter the name of the county that is the location of the principal place of performance of the award. (Example: Montgomery). For the District of Columbia (DC), and locations outside the U.S., leave county blank.

When city and state are entered, county will be system generated. If city within the state is in multiple counties, or if multiple cities with the same name are in a state, county must be entered by selecting from the dropdown menu.

The FIPS 55 (Federal Information Processing Standards) provides information concerning city, county, and state at <http://www.itl.nist.gov/fipspubs/>.

ITEM 12 ZIP CODE

Enter the 9-digit zip code that applies to the principal place of performance of the award. (Example: 22134-2700).

Zip Codes are listed in the U.S. Postal Service's National Zip Code Directory at <http://www.usps.com/zip4/>.

For locations outside the U.S., leave zip code blank.

ITEM 13 CONGRESSIONAL DISTRICT

Enter the 2-character numeric code for the congressional district that is the principal place of performance of the award. Congressional District will be system generated from the state and the zip code. If a zip code encompasses more than one Congressional District, choose from the dropdown menu. These codes are listed in the Congressional District Atlas. (Example: 01).

NOTE: Codes entered will be verified against Post Office Congressional District information.

VIEW CCR

The two views below show the information that is available from the CCR by clicking this button.

The first screenshot shows the 'INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR) - PROCUREMENT ACTIONS - ADD BASIC' form. It includes fields for Award BIN (AC99-04ZZ56781), Mod Num (A000), and Kind of Action (NEW DEFINITIVE AWARD). Below these are fields for DUNS Number (827006867), Contractor Name (RS INFORMATION SYSTEMS, INC.), and Division. There are also fields for State, Country, City, County, Zip Code, and Cong Dist. A 'View CCR' button is present. Further down are sections for CO Size (Small, Other), Type of Bus, SDB, 8(a) Pgm, Emg Sm Bus, Hub Zone Bus, Very Sm Bus, Type Award, E-Govt, R & D, Supp Serv, Safety & Health, and Hispanic Inst. The bottom section includes Admin Deleg Off, Admin Deleg Date, Tech Rep Name, Senior Investigator, Govt Property, OSTI Deliverable, Cog Fed Agy, and Cog DOE Off.

The second screenshot shows the 'Central Contractor Registration Information' form. It includes fields for DUNS Number (827006867), Contractor Name (RS INFORMATION SYSTEMS, INC.), and Division. Below these are fields for Street, City, State, Zip Code, and Country. It also includes Annual Revenue (000000000001330) and Average Number of Employees (0000001900000). The 'Business Type(s)' section contains a grid of checkboxes for various categories: Small Business, 8(a) Program Participant, Hub Zone Business, Small Disadvantaged Business, Large Business, Minority Owned Business, American Indian Owned, Woman Owned Business, Veteran Owned Business, Service Disabled Veteran Owned, Construction Firm, Educational Institution, Emerging Small Business, Foreign Supplier, Historically Black College/University, Labor Surplus Area Firm, Limited Liability Company, Manufacturer of Goods, Minority Institution, Municipality, Nonprofit Institution, Research Institute, S Corporation, Service Location, Sheltered Workshop, and Tribal Government. At the bottom, there are fields for North American Industry Classification System (NAICS) Codes and Product Service Codes.

NOTE: All information collected from the CCR that is available in the View will be stored in PADS as part of the record.

ITEM 14	CONTRACTING OFFICER'S BUSINESS SIZE DETERMINATION
----------------	--

Report the Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS code that is applicable to the contract.

- S** Small Business The Contracting Officer determines that the awardee is a small business for this procurement.
- O** Other than SB Enter if other than small business

Reference FAR 19

ITEM 15	TYPE OF BUSINESS (TOB)
----------------	-------------------------------

Enter the proper code.

<u>CODE</u>	<u>DEFINITION</u>
--------------------	--------------------------

A00	Small Business
------------	-----------------------

Small business means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR Part 121 (see 19.102). Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity

NOTE: This code is system generated when **Item 14, Contracting Officer's Business Size Determination**, is "Small Business."

- B22 Large Business**
- A large business that is not 51 percent owned by one or more individuals of a minority group.
- C0F Federal Government**
- An award to any Federal agency.
- C0L Local Government**
- An award to a local government, excluding educational institutions.
- C0S State Government**
- An award to a state government, excluding educational institutions.
- C0T Tribal Government**
- Tribal government means any Indian tribe, band, nation, or other organized group or community of Indians, including any Alaska Native Corporation as defined in 13 CFR 124.100 which is recognized as eligible for the special programs and services provided by the U.S. to Indians because of their status as Indians, or which is recognized as such by the State in which such tribe, band, nation, group, or community resides.
- C3N Non-Profit Organizations**
- An award to any other organization that is neither organized for profit nor owned by a state or local government, including but not limited to, nonprofit research organizations. This excludes educational institutions and hospitals.
- C4N Sheltered Workshop (JWOD)**
- An organization functioning as a non-profit agency for the blind or severely handicapped.
- E1N Foreign Contractor**
- An award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof.)
- I0E Educational Institution**
- An award to any educational institution, including but not limited to, universities, colleges, schools, or other organizations of learning. This

excludes Historically Black Colleges and Universities/Minority Institutions, which should be reported as C1A, and entities outside the U.S. and its outlying areas, which should be reported as EIN.

I0H Historically Black College/University (HBCU)

An educational institution classified as a HBCU. Click here to link to the list on Education's web page: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

I0M Minority Institution (MI)

An educational institution classified as an MI. Click here to link to the list on Education's web page: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

I0R Research Institution

A public (excluding the Federal government) or private entity or organization that has direct and substantive involvement in proposing, performing, reviewing, or reporting research.

NOTE: The awardee's entry of these codes will be displayed under "View CCR." The Contracting Officer or Specialist must verify that the codes are correct.

NOTE: Items 16 through 20 only used if **Item 14, Contracting Officer's Business Size Determination** is "Small Business."

ITEM 16 SMALL DISADVANTAGED BUSINESS

Yes A small disadvantaged business receiving the award directly. Include in this code HUBZone small disadvantaged business concerns and Indian reservations. Reference FAR 19.001

No Not a small disadvantaged business concern receiving the award directly.

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 17 **8(a) PROGRAM**

Yes A small disadvantaged business receiving an award through the Small Business Administration 8(a) Program. This should include 8(a) awards that are made in the HUBZone Program. Reference FAR 19

No Not a small disadvantaged 8(a) business concern.

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 18 **EMERGING SMALL BUSINESS**

Yes A business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) assigned to the contracting opportunities. (Size standards in FAR 19.1002)

No Not an emerging small business.

NOTE: Check “No” if **Item 51, Small Business Competitiveness Demonstration Program**, is “No.”

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 19 **HUBZone BUSINESS**

Yes A HUBZone small business concern. Reference FAR 19.001

No Not a HUBZone small business concern.

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 20 **VERY SMALL BUSINESS (VSB)**

The term very small business means a concern whose headquarters is located within the geographic area served by a designated SBA district and, together with its affiliates, has no more than 15 employees and has average annual receipts that do not exceed \$1 million. The

terms, concerns, affiliates, average annual receipts, and employees have the meaning given to them in SBA's Regulations contained in Chapter 13 of the CODE of Federal Regulations. (<http://www.sba.gov/GC/indexprograms-vsbs.html#8>).

Yes An award to a very small business.

No Not an award to a very small business concern.

NOTE: 19.902 Designated SBA district – A designated SBA district is the geographic area served by any of the following SBA district offices:

- (1) Albuquerque, NM, serving New Mexico.
- (2) Los Angeles, CA, serving the following counties in California: Los Angeles, Santa Barbara, and Ventura.
- (3) Boston, MA, serving Massachusetts.
- (4) Louisville, KY, serving Kentucky.
- (5) Columbus, OH, serving the following counties in Ohio: Adams, Allen, Ashland, Athens, Auglaize, Belmont, Brown, Butler, Champaign, Clark, Clermont, Clinton, Coshocton, Crawford, Darke, Delaware, Fairfield, Fayette, Franklin, Gallia, Greene, Guernsey, Hamilton, Hancock, Hardin, Highland, Hocking, Holmes, Jackson, Knox, Lawrence, Licking, Logan, Madison, Marion, Meigs, Mercer, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Richland, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Washington, and Wyandot.
- (6) New Orleans, LA, serving Louisiana.
- (7) Detroit, MI, serving Michigan.
- (8) Philadelphia, PA, serving the State of Delaware and the following counties in Pennsylvania: Adams, Berks, Bradford, Bucks, Carbon, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Huntingdon, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Philadelphia, Perry, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, and York.
- (9) El Paso, TX, serving the following counties in Texas: Burster, Culberson, El Paso, Hudspeth, Jeff Davis, Pecos, Presidio, Reeves, and Terrell.

- (10) Santa Ana, CA, serving the following counties in California: Orange, Riverside, and San Bernadino.
(http://www.arnet.gov/far/current/html/Subpart_19_9.html)

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 21	TYPE OF AWARD
----------------	----------------------

Enter the proper code.

CODE

DEFINITION

A

Fixed Price Redetermination

Fixed Price Contract with prospective price re-determination provides for (a) a firm fixed price for an initial period of contract deliveries or performance and (b) prospective re-determination, at a stated time or times during performance, of the price for subsequent periods of performance.

Reference FAR 16.205-2

I

Fixed Price Level of Effort

Requires the (1) contractor to provide a specified level of effort over a stated Period of time, on work that can be stated only in general terms; and (2) Government to pay the contractor a fixed dollar amount.

Reference FAR 16.207-1

J

Firm Fixed Price

Provides for a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract.

Reference FAR 16.202-1

K

Fixed Price with Economic Price Adjustment

Provides for upward and downward revision of the stated contract price upon the occurrence of specified contingencies.

Reference FAR 16.203-1

L

Fixed Price Incentive

Provides for adjusting profit and establishing the final contract price by a formula based on the relationship of final negotiated total cost to total target cost. Reference FAR 16.403

- M** **Interagency/International Agreement**
- An award between DOE and other Federal agencies, a foreign government or international organization.
Reference FAR 17.501
- N** **Fixed Price Award Fee**
- A contract with an established fixed price, which includes normal profit, to be paid for satisfactory contract performance and an award fee earned will be paid in addition to the fixed price. Award fees are used when Contracting Officers want to motivate a contractor since other incentives cannot be used when contractor performance cannot be objectively measured.
Reference FAR 16.404
- O** **Cost No Fee Special Research Contract**
- Special research contract with non-profit or educational institutions.
- P** **No Funds**
- An award not involving equipment or obligation of Federal funds, e.g., terms and conditions only.
- R** **Cost Plus Award Fee**
- A cost-reimbursement contract that provides for a fee consisting of (a) a base amount (which may be zero) fixed at inception of the contract and (b) an award amount based upon a judgmental evaluation by the government, sufficient to provide motivation for excellence in contract performance.
Reference FAR 16.305
- S** **Cost No Fee**
- Cost-reimbursement contract in which the contractor receives no fee.
Reference FAR 16.302
- T** **Cost Sharing**
- Cost-reimbursement contract in which the contractor receives no fee and is reimbursed only for an agreed upon portion of its allowable costs.
Reference FAR 35.001; FAR 16.303
- U** **Cost Plus Fixed Fee**
- A cost-reimbursement contract that provides for payment to the contractor of

a negotiated fee that is fixed at the inception of the contract.
Reference FAR 16.305

V Cost Plus Incentive Fee

A cost-reimbursement contract that provides for an initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs.
Reference FAR 16.404-1

Y Time and Materials

Provides for acquiring supplies or services on the basis of (1) direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit and (2) materials at cost, including, if appropriate, material handling costs as part of material costs.
Reference FAR 16.601

Z Labor Hours

A variation of the time-and-materials contract, differing only in that materials are not supplied by the contractor.
Reference FAR 16.602

5 Combination

Applies to Awards where two or more of the above codes apply.

6 Other

Applies to Awards where none of the above codes apply.

Reference FAR Part 16

NOTE: If **Item 50, Commercial Item**, equals “Yes,” then Type of Contract must equal Fixed Price or Fixed Price with Economic Price Adjustment.

ITEM 22

E-GOVERNMENT

Enter the proper code that describes whether, during the processing of this award, E-Government (electronic commerce) methods were used during the synopsis, solicitation and/or award phase of the acquisition. Examples of E-Government methods include the use of FedBizOpps, the Industry Interactive Procurement System (IIPS), DOE C/-Web or other similar systems that communicate electronically with our vendors.

NOTE: Effective October 1, 2001, all synopses, solicitations and related documents for which widespread notice are required must be posted on FedBizOpps (see Policy Flash 2001-17, Federal Acquisition Circulars (FAC's) 97-25 and 97-26).

<u>CODE</u>	<u>DEFINITION</u>
A	Solicited electronically, synopsisized (if required)
B	Solicited and awarded electronically
C	Awarded electronically (only)
D	Not solicited or awarded electronically

ITEM 23	RESEARCH AND DEVELOPMENT
----------------	---------------------------------

Yes 50 percent or more of the funding on this award is considered to be for research and development.

No Less than 50 percent of the funding on this award is considered to be for research and development.

NOTE: This code should be consistent with **Item 37, Product / Service Code**, and should begin with an "A."

ITEM 24	SUPPORT SERVICE
----------------	------------------------

Yes Award is a support service award.

No Award is not a support service award.

Technical support services include, but are not limited to, determining feasibility of design consideration; development of specifications, system definition, system review and reliability analyses; trade-off analyses; economic and environmental analyses, which may be used in DOE's preparation of environmental impact statements; test and evaluation, survey or reviews to improve the effectiveness, efficiency, and economy of technical operations.

Management support services include, but are not limited to, analyses of workload and work flow; directives management studies; automated data processing; manpower systems analyses; assistance in the preparation of program plans; training and education; analyses of Department management processes; and any other reports or analyses directed toward improving the effectiveness, efficiency, and economy of management and general administrative operations.

Maintenance and operations services include, but are not limited to, general housekeeping and custodial services, physical security, fire fighting, logistics, and maintenance.

EXCLUSION from coverage under these definitions are: Research and Development (R&D) contracts unless the primary purpose of the work under a R&D contract is for technical support services covered by the definition in the first paragraph above.

Also exclude architectural and engineering services which are procured under the Brooks Act guidelines; construction and construction management services; management and operating contracts; and production contracts and services there under.

ITEM 25	SAFETY AND HEALTH CLAUSE
----------------	---------------------------------

Yes There is a safety and health clause included in the contract award.

No There is not a safety and health clause included in the contract award.

ITEM 26	HISPANIC INSTITUTION
----------------	-----------------------------

Yes An institution of higher learning where at least 25% of the student population is Hispanic.

No Not an institution of higher learning where at least 25% of the student population is Hispanic.

Data entered must be in accordance with the Department of Education's current list of U.S. Accredited Postsecondary Minority Institutions. Click here to link to the list on Education's web page: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

NOTE: Do not code this item as "Yes" unless Education's list shows the percentage of Hispanic students to be at least 25%.

ITEM 27	DELEGATED AWARD ADMINISTRATION OFFICE
----------------	--

If award audit and/or property administration is delegated, enter the proper 2-character code that identifies the delegated office. If the award is delegated outside DOE, this value must be entered. If this item is entered, **Item 28, Administration Office Delegation Date**, must be completed. The codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWAM>.

ITEM 28**ADMINISTRATION OFFICE DELEGATION DATE**

Enter the date (MM/DD/YYYY) on which the award administration was delegated. This date must be entered if **Item 27, Delegated Award Administration Office**, is completed.

ITEM 29**TECHNICAL REPRESENTATIVE NAME**

Enter the name of the person delegated the responsibility to serve as the Contracting Officer Technical Representative (COTR) (up to 24 characters). Enter last name, first name, and middle initial.

ITEM 30**SENIOR INVESTIGATOR**

Enter the name of the person designated by the awardee to serve as Project Director or Senior Investigator.

ITEM 31**GOVERNMENT FURNISHED EQUIPMENT / PROPERTY**

The contract uses equipment or property furnished by the government, pursuant to FAR 45. Enter the proper code.

CODE**DEFINITION****F Furnished Government Property**

Government furnished property (48 CFR 1.45-101) means property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

N No Furnished Government Property

There is no furnished Government property accountable to the contract

P Purchased Government Property

Contractor acquired property (48 CFR 1-45.101) means property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

B Both Furnished and Purchased Government Property

Government property (48 CFR 1-45.101) means all property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and contractor-acquired property as defined in 48 CFR 1-45.101.

R Removed Government Property

The contract, at one time, had Government property, but the property has since been removed.

ITEM 32 OSTI DELIVERABLE

This field is used only by the Office of Scientific and Technical Information (OSTI) to identify required scientific/technical reporting deliverables. Enter the 2-character code that closely corresponds to the scientific/technical reporting deliverables specified on the contract “Reporting Requirements Checklist” or the statement of work. The code should not be used to identify any other reporting requirements (e.g., it should not be used for management or financial reporting, such as project status reports).

<u>CODE</u>	<u>DEFINITION</u>
AD	Final Report
AU	Conference Proceedings (scientific/technical conferences ONLY)
AZ	No Technical Information Deliverable Required
CO	Conference Paper
DD	Other (e.g. reports at the end of a phase or task, scientific/technical videos or movies, etc)
YY	Computer Software
YZ	Computer Software Plus Final Report

ITEM 33 COGNIZANT FEDERAL AGENCY

Enter the code of the agency having the predominate financial interest in the organization. The Cognizant Federal Agency is responsible for performing a designated function on behalf of all Federal agencies.

The codes are available at:
<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=CFAA>.

ITEM 34**COGNIZANT DOE OFFICE**

Enter the code of the contracting activity assigned lead office responsibility for all DOE indirect cost matters relating to a particular organization receiving DOE contract and financial assistance awards.

The responsible office is determined by predominance of DOE business with the specific contractor.

The codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWOC>.

ITEM 35**INDEFINITE DELIVERY VEHICLE (IDV) FEE**

Enter the actual fee paid (if any) to the IDV Awarding Agency as a consequence of placing the order. This is not a percentage, but the actual currency paid.

NOTE: IDV types include Government-Wide Acquisition Contract (GWAC), Multi-Agency Contract, Other Indefinite Delivery Contract (IDC), Federal Supply Schedule (FSS), Basic Ordering Agreement (BOA), and Blanket Purchase Agreements (BPA).

ITEM 36**DIRECTED AWARD**

Yes A foreign government, international organization, or foreign military organization bears some of the cost of the acquisition.

No A foreign government, international organization, or foreign military organization is not bearing any part of the cost of the action.

NOTE: Primarily used at Department of Defense.

Reference FAR 4.601(b)(2)

ITEM 37**PRODUCT / SERVICE CODE**

Select the 4-character 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 here to access the Product / Service codes:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PROD>.

NOTE:

- If **Item 21, Type of Award**, is a Delivery Order and the Master BIN points to an IDV for which the IDV type is a FSS, then position one of the Product and Service Code cannot be “A” (Research and Development) and cannot be S111, S112, S114, or S119 (Utilities other than telecom).
- This code should be consistent with **Item 23, Research and Development**, and should begin with an “A.”
- **Item 37, Product / Service Code**, may be 9999 if DUNS Number equals 790238638 or 790238851.
- If at **Item 47, Competitive Solicitation Procedures**, the Competitive Procedure code equals Basic Research or the Reason Not Competed code equals Unsolicited Research, then the Product or Service Code must begin with “A” (Research and Development), or if the DUNS Number equals 790238638 or 790238851 the Product and Service Code may be 9999.
- If at **Item 47, Competitive Solicitation Procedures**, the Competitive Procedure code equals SBIR Program Phase I Action or SBIR Program Phase II Action, then the Product or Service Code must begin with “A” (Research and Development), or if the DUNS Number equals 790238638 or 790238851 the Product or Service Code may be 9999.
- If at **Item 47, Competitive Solicitation Procedures**, the Competitive Procedure code equals Architect-Engineer, then the Product or Service Code must begin with “C” (Architect and Engineering Code).
- If at **Item 47, Competitive Solicitation Procedures**, the Competitive Procedure code equals SDB Set-Aside or the Reason Not Competed code equals Non-Competitive 8(a), then Product or Service Code cannot start with “S1” (Utilities).
- If at **Item 47, Competitive Solicitation Procedures**, the Reason Not Competed code equals Utilities, then the Product or Service Code must begin with “S1” (Utilities).
- If at **Item 47, Competitive Solicitation Procedures**, the Reason Not Competed code, equals Authorized for Resale, then position one of Product or Service Code must be numeric.
- If **Item 47, Competitive Solicitation Procedures**, equals Emerging Small Business Set-Aside, then Product or Service Code must be any code starting with “Y” (Construction) or “Z” (Maintenance of Real Property) except Y216 or Z216 (Dredging), or C111, C112, C113, C114, C115, C116, C117, C118, C119, C121, C122, C123, C124, C129, C130, C211, C212, C213, C214, C215, C216, C219 (All Architect and Engineering Services), J998, J999 (Non-Nuclear Ship Repair), R404

(Surveying), S205 (Garbage Collection), T002, T004, T008, T009, T014 (Map Making), F015 (Well Drilling), P400 or P500 (Demolition).

- If **Item 49, Synopsis Requirement**, is entered as “B”, then the Product or Service Code must begin with A through Z, except for E. (The SBA/OFPP Waiver Pilot exception can only be applied to services. It cannot be applied to purchases of structures and facilities.)
- If **Item 53, Davis-Bacon Act**, equals Yes, then Product or Service Code must be construction (begin with “Y” or “Z”), well drilling (“F015”), or demolition (“P400” or “P500”). Product or Service Code may be miscellaneous (“9999”) if DUNS Number equals 790238638 or 790238851.
- If **Item 55, Service Contract Act**, equals Yes, then position 1 of Product or Service Code must be alpha, or Product or Service Code may be 9999 if DUNS Number equals 790238638 or 790238851.

Reference FAR 4.601(b)(3)

ITEM 38

NAIC CODE

Enter the 6-digit code from the North American Industry Classification Code Manual. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of dollars for the contract action. NAIC codes are available at: <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=NAIC>.

Reference FAR 4.6019(b)(4); FAR 19.303

NOTE:

- If **Item 44, Performance Based Contract**, equals “Yes”, then the first three positions of NAICS must not be certain types of construction (may not begin with 233 [except 233110], 234 or 235).
- If **Item 47, Competitive Solicitation Procedures**, equals Emerging Small Business Set-Aside, then NAICS must be one of the following: a) Certain Construction (233110, 233210, 233220, 233310, 233320, 234110, 234120, 234910, 234920, 234930, 234990, 235110, 235210, 235310, 235410, 235420, 235430, 235510, 235520, 235610, 235710, 235810, 235910, 235920, 235930, 235940, 235950 or 235990); b) Various Non-Hazardous Waste Services (562111, 562119 or 562219); c) Architecture, Engineering, Surveying, Mapping (541310, 541330, 541360 or 541370); or d) Ship Building or Repairing (336611).

ITEM 39**TRADE COUNTRY OF MANUFACTURE**

If acquiring supplies or equipment manufactured, mined, or grown in a foreign country, enter the country code. If a service is performed by a foreign contractor, enter the code for that country. The codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPCY>.

Reference FIPS Publication 10

ITEM 40**BUNDLING OF CONTRACT REQUIREMENTS**

Designates that the value of the contract, including all options, is expected to exceed \$5M, and the contracting officer determines this contract action is a result of consolidating two or more requirements previously solicited, provided or performed under separate small contracts into a solicitation for a single contract likely to be unsuitable for award to a small business concern. Indicates the reason why the agency bundled contract requirements.

Enter the code that best represents the agency's reason for bundling contract requirements.

CODE**DEFINITION****A****Mission Critical**

Enter Code A if the agency has determined that the consolidated of requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in the FAR 7.107 to determine that the consolidation is necessary and justified.

B**OMB Circular A-76**

Enter code B if the agency used the OMB Circular A-76 process to determine that the consolidation of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107.

C**Other**

Enter Code C when the requirement is "bundled" and Codes A and B do not apply.

D**Not a Bundled Requirement**

NOTE: If **Item 73, Ultimate Award Value / Adjusted**, is less than \$5 million, then the Bundling of Contract Requirements must be Code D, "Not a Bundled Requirement."

ITEM 41 MULTI-YEAR CONTRACT

A multi-year contract is a contract for the purchase of supplies or services for more than one, but not more than five, program years. Such contracts are issued under specific congressional authority for specific programs. A multi-year contract may specify 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 one year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first.

Do not report contracts containing options as multi-year unless the definition above applies to the contract.

Yes Award is a multi-year contract as per the above description.

No Award is not a multi-year contract as per the above description.

NOTE:

- If **Item 21, Type of Award**, equals Delivery Order and Master BIN points to an IDV for which the IDV Type equals Federal Supply Schedule, then Multi-year Contract must equal "No."
- If at **Item 47, Competitive Solicitation Procedures**, the Competitive Procedure code equals Simplified Acquisition Procedures or Competitive Delivery Order or Reason Not Competed code equals Simplified Acquisition Procedures or is Non-Competitive, then Multi-year Contract must be "No."

Reference FAR 17.103

ITEM 42 USE OF EPA DESIGNATED PRODUCTS

The Resource Conservation and Recovery Act (RCRA), Section 6002 and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) EPA-designated products with a required minimum material content as described in an agency's Affirmative Procurement Program (APP). This list of EPA-designated products is available at <http://www.epa.gov/cpg/products.htm>. This requirement applies to all contracts that require EPA-designated products.

When purchasing a product or products on this list without the required minimum recovered material content, a written justification based on exception codes B, C, or D below is required by FAR 23.405(c). If more than one exception applies or more than one justification was completed, report the predominant exception code or the code for the highest cost EPA-designated item for which a justification was completed.

Select one of the following:

<u>CODE</u>	<u>DEFINITION</u>
--------------------	--------------------------

A	Meets Requirements
----------	---------------------------

EPA-designated product or products were purchased and all contained the required minimum recovered material content.

B	Justification – Time
----------	-----------------------------

EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)).

C	Justification – Price
----------	------------------------------

EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).

D	Justification – Performance
----------	------------------------------------

EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)).

E	Not Required
----------	---------------------

No EPA-designated product(s) were required.

Reference FAR 23.405(c)

ITEM 43

USE OF RECOVERED MATERIAL CLAUSES
--

Designates whether Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA-Designated Products clauses were included in the

contract.

When **Item 42, Use of EPA-Designated Products**, is coded A, B, C, or D, enter one of the following codes. Otherwise, leave Use of Recovered Material Clauses blank.

<u>CODE</u>	<u>DEFINITION</u>
A	The solicitation included the provision at FAR 52.223-4 , Recovered Material Certification.
B	The solicitation included the provision at FAR 52.223-4 , Recovered Material Certification, <u>and</u> included the clause at FAR 52.223-9 , Estimate of Percentage of Recovered Material Content for EPA-Designated Products.
C	Neither clause is included in the contract.

NOTE: If **Item 42, Use Of EPA Designated Products**, equals Not Required, the Use Recovered Material Clauses must be blank, else Use of Recovered Material Clauses must have a value.

Reference FAR 23.406; FAR 52.223-4; FAR 52.223-9

ITEM 44	PERFORMANCE BASED SERVICE CONTRACT
----------------	---

Yes This is a performance-based service contract.

No This is not a performance-based service contract.

NOTE: This item must be marked “No” if:

- **Item 4, DUNS Number**, represents Federal Prison Industries, i.e., Unicor
- **Item 37, Product / Service Code**, is numeric or begins with C, S1, or Y
- **Item 38, NAIC Code**, begins with 11, 21, 22, 23, 31, 32, 33, 42, 44, 45, 48, 49, 52, 53, 55, 72, or 92

Performance-Based Service Contracts (PBSC) defines work in measurable, outcome - oriented terms. PBSCs do not use imprecise or broad statements of work; prescribe how to perform the work; or specify job categories or personnel qualifications (i.e., resumes). FAR 37.601 define the minimum essential elements of a PBSC. A PBSC:

- 1) Describes the requirements, in terms of results required rather than the method of performance of the work;
- 2) Uses measurable performance standards (terms of quality, timeliness, quantity, etc.)

and quality assurance surveillance plans (see 46.103 (a) and 46.401 (a));

- 3) Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and
- 4) Includes performance incentives where appropriate.

For reporting purposes, a minimum of 80% of the anticipated obligations under the procurement action must meet the above requirements.

Reference FAR 37.601

ITEM 45	SUBCONTRACTING PLAN
----------------	----------------------------

Report the code for the subcontracting requirement.

Reference FAR 19.702

A Plan Not Included - No Subcontracting

A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2(c))

B Plan Not Required

No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a))

C Plan Required - Incentive Not Included

Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c))

D Plan Required - Incentive Included

Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c) and DFARS 219.708(c))

NOTE:

- If **Item 4, DUNS Number**, is the DUNS that represent Federal Prison Industries, i.e., UNICOR, then Subcontracting Plan must be “Plan Not Required.”

- If **Item 9, Country Code**, under Principal Place of Performance does not indicate U.S., then Subcontracting Plan must be “Plan Not Required.”
- If **Item 14, Contracting Officer’s Business Size Determination**, equals Small Business, then Subcontracting Plan must be “Plan Not Required.”
- If **Item 47, Competitive Procedures**, equals Simplified Acquisition and Competitive or Reason Not Competed Procedures equals Simplified Acquisition and Non-Competitive, then Subcontracting Plan must be “Plan Not Required.”

ITEM 46

PRICE EVALUATION ADJUSTMENT

Report this percent difference for HUBZone and SDB Price Evaluation Adjustment Programs. Report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-SDB or non-HUBZone business. Calculate the percentage by dividing the difference (award price minus the lowest priced non-small or HUBZone business) by the lowest priced offer from a non-small business and enter it as a two-digit number rounded to the nearest percent. If no premium was paid, enter two zeros (00).

NOTE:

- Percent should range from 00 to 20.
- If Competitive Procedures equal SDB Price Evaluation Adjustment, HUBZone Price Evaluation Preference or SDB Preferential Consideration or Partial SB Set-Aside, then Price Evaluation Adjustment/Preference Percent Difference must be greater than 00% and less than or equal to 10%.
- If Competitive Procedures equal Combined HUBZone/Small Disadvantaged Business Price Adjustment, then Price Evaluation Adjustment/Preference Percent Difference must be greater than 00% and less than or equal to 20%.

Reference FAR 19.11; FAR 19.13

ITEM 47

COMPETITIVE SOLICITATION PROCEDURES

The designator for competitive solicitation procedures available pursuant to FAR 6.1 and 6.2, a code that represents the competitive nature of the contract and designator for solicitation procedures other than full and open competition pursuant to FAR 6.3.

Report this code if competition of any sort was solicited pursuant to FAR 6.1 and 6.2. Then enter the code that most appropriately defines the kind of competition, or enter the code that most appropriately defines the reason the action was not competed.

NOTE: This item is required only for the A000/M000 Basic Award – it is no longer reported on modifications.

Full and Open Competition		
Stand Alone Contracts		
Competitive Procedure Code / Description		Instructions
F&O	Full and Open Competition	Report this code if the action resulted from an award pursuant to FAR 6.102(a) - sealed bid, FAR 6.102(b) - competitive proposal, FAR 6.102(c) - Combination, or any other competitive method that did not exclude sources of any type
SBA	Small Business Set-Aside	Report this code for a small business set-aside (excluding Small Business Innovation Research (SBIR)) made pursuant to FAR 19.502-2.
VSB	Very Small Business Set Aside	Report this code if the acquisition is between \$2,500 and \$50,000 and was awarded to a very small business concern as a result of using set-aside procedures under the very small business pilot program set forth in FAR 19.9.
8aC	SDB Set-Aside 8(a)	Report this code for a small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.805.
HZC	HUBZone Set-Aside	Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305.
HS2	Combination HUBZone Set Aside and 8(a) Award	Report this code if the award was a combination HUBZone set-aside and 8(a) award.
AE	Architect - Engineer	Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).
BR	Basic Research	Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).
AS	Alternative Sources	Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources to reduce overall costs pursuant to FAR 6.202(a)(1), to have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2), to establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3), to ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
SR1	SBIR Program Phase I Action	Use this code if the award was related to a Phase I contract in support of the Small Business Innovation Research (SBIR) Program.
SR2	SBIR Program Phase II Action	Use this code if the award was related to a Phase II contract in support of the Small Business Innovation Research (SBIR) Program.

SR3	SBIR Program Phase III Action	Use this code if the award was related to a Phase III contract in support of the Small Business Innovation Research (SBIR) Program
	STTR Phase I	(for future use)
	STTR Phase II	(for future use)
	STTR Phase III	(for future use)
SDA	SDB Price Evaluation Adjustment	Report this code for an award made to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
HZE	HUBZone Price Evaluation Preference	Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.1307
HSD	Combined HUB/SDB Preference	Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference and the Small Disadvantaged Business Price Evaluation Adjustment per FAR 19.1307.
ESB	Emerging Small Business Set-Aside	Enter this code if the action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program (see FAR Subpart 19.10). This excludes contract actions that are modifications within the scope of work of contracts above the emerging small business reserve threshold and follow-on awards, limited to one source. See FPDS Manual Appendix B for definition of emerging small business reserve award.
HS3	SDB, 8(a) with HUBZone Priority	Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).
SPP	SDB Participating Program	Report this code for an award made as a result of the application of the solicitation's evaluation factor or sub-factor for the participation of SDB concerns in performance of the contract pursuant to FAR 19.12.
SPS	SDB Preferential Consideration	Enter this code if the action was a partial set-aside for small business and Partial SB Set-Aside preferential consideration resulted in an award to an SDB.
HM	HBCU or MI Set-Aside	Report this code for an award directed to a Historically Black College/University or Minority Institution per DFARS 226.7003
Purchase Order / BPA Call		
SP1	Simplified Acquisition	Report this code for a competitive acquisition when the Procedures - Competitive simplified acquisition procedures in FAR 13 are used
Delivery Orders		
CDO	Competitive Delivery Order	Report this code if the IDV Type is a Federal Schedule. Report this code when the delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR Part 16.505(b)(1). Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3) and the applicable provisions referenced there under. Fair Opportunity Act drives competition for MultiAward Contract. Report this code when competitive procedures were used in any other circumstance.

Not Available for Competition		
Stand Alone Contracts		
Reason Not Competed Code / Description		Instructions
UT	Utilities	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.
IA	International Agreement	Report this code if the action was justified pursuant to FAR 6.302-4.
RES	Authorized for Resale	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
8aN	Non-Competitive 8(a)	Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency per 219.811.
FPI	UNICOR	Contractor DUNS = 626627459 (UNICOR)
JWD	Directed to JWOD Nonprofit	Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
BI	Buy Indian	Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
OTH	Authorized by Statute and not listed above	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific Not Listed Above program is not listed above.
FOC	Follow-on Contract	a Stand Alone Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
Exception To Full And Open Competition (Non Competitive)		
UR	Unsolicited Research	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
UNQ	Unique Source	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
PDR	Patent / Data / Rights	Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
STD	Standardization	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
ONE	Only One Source - Other	Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.
URG	Urgency	Report this code if the action was justified pursuant to FAR 6.302-2.
MES	Mobilization, Essential R&D Capability or Expert Services	Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
NS	National Security	Report this code if the action was justified pursuant to FAR 6.302-6.
PI	Public Interest	Report this code if the action was justified pursuant to FAR 6.302-7.
HZS	HUBZone Sole Source	Report this code if the action was justified pursuant to FAR 6.302-7.

Purchase Order / BPA Call Not Available for Competition (>25,000 only)		
UT	Utilities	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.
IA	International Agreement	Report this code if the action was justified pursuant to FAR 6.302-4.
RES	Authorized for Resale	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
8aN	Non-Competitive 8(a)	Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency per 219.811.
FPI	UNICOR	Contractor DUNS = 626627459 (UNICOR)
JWD	Directed to JWOD Nonprofit	Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
BI	Buy Indian	Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
OTH	Authorized by Statute and not listed above	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific Not Listed Above program is not listed above.
FOC	Follow-on contract	For a Stand Alone Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
Purchase Order / BPA Call Non Competitive		
SP2	Simplified Acquisition Procedures Non-Competitive	Report this code for a non-competitive acquisition when the simplified acquisition procedures in FAR 13 are used.
Delivery Orders Non Competitive		
UNQ	Unique Source	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
MG	Minimum Guarantee	Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor. See FAR Part 16.505(b)(2)(iv).
FOO	Follow-on Delivery Order Following Competitive Initial Order	For a Delivery Order, report this code when the order was issued pursuant to FAR 16.505(b)(2)(iii) on a sole source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the initial order.
ONE	Only One Source – Other	Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.

URG	Urgency	Report this code if the action was justified pursuant to FAR 6.302-2.
NDO	Non-Competitive Delivery Order	Report this code when competitive procedures are not used in awarding the delivery order for a reason not included above.
Delivery/Task Order Not Available for Competition		
FPI	UNICOR	Contractor DUNS = 626627459 (UNICOR)

Reference FAR 4.601(c); FAR 4.601(d)(1); FAR 6; FAR 8.404(b)(4); FAR 13.003(b)(1); FAR 16.505(b); FAR 19; FAR 4.601(c)(1); FAR 8.7; FAR 13; FAR 19.8; FAR 19.13

ITEM 48	NUMBER OF OFFERS
----------------	-------------------------

Enter the actual number of offers/bids received in response to the solicitation.

Reference FAR 4.601(b)(5); FAR 4.601(d)(3)

NOTE:

- Number of Offers must be a number between 1 and 999.
- This item is required only for the A000/M000 Basic Award – it is no longer reported on modifications.

ITEM 49	SYNOPSIS REQUIREMENT
----------------	-----------------------------

Report one of the following codes based on the synopsis requirements of FAR Subpart 5.2.

<u>CODE</u>	<u>DEFINITION</u>
A	Synopsized prior to award
B	Not synopsized under the SBA/OFPP Waiver Pilot Program
C	Not synopsized for other reason

Reference FAR 4.601(c); FAR 5.2; FAR 6.302-2; FAR 12.603

NOTE: This item is required only for the A000/M000 Basic Award – it is no longer reported on modifications.

ITEM 50**COMMERCIAL ITEM**

Designates whether the solicitation used the special requirements for the acquisition of commercial items intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12.

Yes 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.

No The action is not for a commercial item procured pursuant to FAR 12.

Reference FAR 12; FAR 13.5; FAR 52.212

ITEM 51**SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM**

Indicates whether the contract was awarded to a U.S. business concern as a result of a solicitation issued on or after Jan 1, 1989 for the four designated industry groups or the ten targeted industry categories as part of the Small Business Competitiveness Program as defined by FAR Part 19.10.

Yes Any contract action awarded to U.S. business concerns under the Demonstration Program for the four designated industry groups or the 10 targeted industry categories.

No The award is not in this program.

NOTE: If "No," **Item 18, Emerging Small Business**, must be entered as "No."

Reference FAR 19.10; FAR 52.219-19, FAR 52.219-20, FAR 52.219-21

ITEM 52**A-76 ACTION**

Yes If the contract action resulted from an A-76/Fair Act competitive sourcing process.

No This action is not subject to an A-76/Fair Act competitive sourcing process.

NOTE: Mandatory for Stand Alone Contracts awarded for services.

ITEM 53**DAVIS-BACON ACT**

Yes This action is subject to the Davis-Bacon Act.

No This action is not subject to the Davis-Bacon Act.

NOTE:

- If the DUNS Number is the DUNS that represents Federal Prison Industries, i.e., UNICOR, then Davis-Bacon Act must equal “No.”
- If **Item 9, Country**, is not U.S., then Davis-Bacon Act must equal “No.”
- **Item 37, Product / Service Code**, must begin with “Y” or “Z.”

ITEM 54**WALSH-HEALEY ACT**

Yes This action is subject to the Walsh-Healey Act.

No This action is not subject to the Walsh-Healey Act.

NOTE:

- If the DUNS Number is the DUNS that represents Federal Prison Industries, i.e., UNICOR, then Walsh-Healey Act must be “No.”
- If **Item 9, Country**, is not U.S., then Walsh-Healey Act must equal “No.”
- If **Item 50, Commercial Item**, equals “Yes”, then Walsh-Healey Act must equal “No.”

ITEM 55**SERVICE CONTRACT ACT**

Yes This action is subject to the Service Contract Act.

No This action is not subject to the Service Contract Act.

NOTE:

- If DUNS Number is the DUNS that represents Federal Prison Industries, i.e., UNICOR, then Service Contract Act must equal “No.”
- If **Item 9, Country**, is not U.S., then Service Contract Act must equal “No.”

ITEM 56**OTHER AGENCY CODE**

Enter the 4-digit code that identifies the code of the agency that awarded the Government Wide Acquisition Contract (GWAC) or Multi-Agency Contract or Inter-Service Support Agreements.

Government Wide Acquisition Contracts for information technology are contracts established in accordance with section 5112(e) of the Clinger-Cohen Act (Public Law 104-106) for the procurement of information technology.

Multi-Agency Contracts are contracts established in accordance with section 5124(a)(2) of the Clinger-Cohen Act (Public Law 104-106) for information technology.

Inter-Service Support Agreements (ISSAs) are arrangements between agencies to provide commercial activities on a reimbursement basis through contracts other than GWACs or Multi-Agency contracts.

Click here <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=FIPS> for FIPS Agency Codes or see [Appendix I](#).

NOTE: The next four data elements are entered only if an award is done by DOE on behalf of the Department of Defense for information technology buys. If **Item 56, Other Agency Code**, is entered and identifies DOD with the code beginning with 17, 21, 57, 96CE, or 97, and the product or service code entered in **Item 37, Product / Service Code**, above begins with or is equal to 70, D3, H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070, then the following four elements are required.

ITEM 57**FUNDING AGENCY - DODAAC**

If the award being reported in **Item 56, Other Agency Code**, is for DOD (begins with 17, 21, 57, 96CE, or 97), enter the six digit Department of Defense Activity Address Code (DODAAC).

ITEM 58**FUNDING AGENCY - REASON FOR PURCHASE**

This item should be left blank unless:

- **Item 33, Cognizant Federal Agency**, is DOD

and

- **Item 37, Product / Service Code**, begins with 70, D3, H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070.

If both bullets above are applicable, from the dropdown menu select the proper code.

<u>CODE</u>	<u>DEFINITION</u>
A	Convenience and Economy Report this code if the Department of Defense program office has certified that the purchase was made under the Economy Act.
B	Expertise Report this code if the Department of Defense program office has certified that the servicing agency is better qualified to enter into and administer the contract due to capabilities or expertise at the servicing agency not found with the Department of Defense
C	Specifically Authorized Report this code if the Department of Defense programs office has certified that the servicing agency is specifically authorized by law or regulation to purchase the goods or services on behalf of other agencies.
D	Authorized by an Executive Order Report this code if the Department of Defense program office has certified that the purchase is specifically authorized by the Executive Order.
E	Modification or Extension Report this code if the Department of Defense program office has certified that the purchase is a modification or extension of an existing order under a multiple award contract and meets the criteria in FAR 16.505(b)(2).
F	Other Report this code if the Department of Defense program office has certified a reason not cited above.

Reference FAR 16.505(b)(2)

Enter the proper code.

CODE**DEFINITION****A****Commercially Available Off-The-Shelf Item**

Report this code if the item meets the definition of commercial item in FAR 2.101, does not require any modifications, and is available in the commercial marketplace.

B**Other Commercial Item**

Report this code if the item meets the definition of commercial item in FAR 2.101, but requires minor modifications, or is not yet available in the commercial marketplace, but will be in time to meet our needs.

C**Non-Developmental Item**

Report this code if the item meets the definition of a non-developmental item in FAR 2.101 (1) any previously developed item of supply used exclusively for governmental purposes by a Federal Agency, state or local government, or foreign government with which the United States has a mutual defense cooperation agreement, (2) is used as a paragraph (3) but requires only minor modifications or modifications of a type customarily available in the commercial market.

D**Noncommercial Item**

Report this code if the item does not meet the definitions of commercial item or non-developmental item in FAR 2.101.

E**Commercial Service**

Report this code if the item meets the definitions of commercial service in FAR 2.101 (services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific services performed).

F Noncommercial Service

Report this code for all other services.

ITEM 60 FUNDING AGENCY - CLINGER-COHEN ACT

Yes Report this code if the funding office has certified that the information technology purchase meets the planning requirements in 40 USC 1422 and 1423.

No The funding office has not certified that the information technology purchase meets the planning requirements in 40 USC 1422 and 1423.

This item should be left at “No” unless:

- **Item 33, Cognizant Federal Agency**, is DOD
and
- **Item 37, Product / Service Code**, begins with 70, D3, H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070.

If both bullets above are applicable, select “Yes.”

Reference 40 USC 1422 and 1423

ITEM 61 FUNDING AGENCY - CLAIMANT

A claimant program number designates a grouping of supplies, construction, or other services. Enter the appropriate code from the DOD Procurement Coding Manual Section III, DOD Claimant Program Number.

NOTE: This is mandatory if the funding agency is DOD, otherwise not reportable.

Reference FAR 4.601(b)(4)

ITEM 62 AWARD DATE

Award Date is the date that a mutually binding agreement was reached. The date signed by the Contracting Officer or the Contractor, whichever is later. For a bilateral transaction, this is the later of the date signed by the Contracting Officer or the Contractor. For a unilateral transaction, this is the date signed by the Contracting Officer. (Format: MM/DD/YYYY).

Reference FAR 4.601(b)(1)

ITEM 63**EFFECTIVE DATE**

The date that the parties agree will be the starting date for the contract's requirements. Usually, this is the same as the date signed but may be different. For example, the effective date may be delayed to avoid major holidays or to coincide with the availability of funds; it must be "post dated" to recognize that the contractor started work before the formal agreement was signed. (Format: MM/DD/YYYY).

The Effective Date must be:

- Not prior to 5 years before the current fiscal year

Reference FAR 4.601(b)(1)

ITEM 64**COMPLETION DATE**

The completion date of the base contract plus options that have been exercised. Report the completion date based on the schedule in the contract. For an initial award, report the scheduled completion date for the base contract and any options exercised at time of award. For modifications that exercise options, report the revised scheduled completion date for the base contract including exercised options. (Format: MM/DD/YYYY).

The Completion Date must be:

- Equal to or later than the Effective Date (unless this is a Modification)
- Less than or equal to the Ultimate Completion Date

ITEM 65**ULTIMATE COMPLETION DATE**

The ultimate completion date is the estimated or scheduled completion date including the base contract or order and all options (if any) whether the options have been exercised or not. Enter the mutually agreed upon contract completion date for the entire contract or order including all options or other modifications. For a delivery order, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle.

The Ultimate Completion Date must be:

- Less than or equal to 25 years after the Effective Date (unless Product and Service Code begins with "X" [Leases] or "S" [Utilities]).

ITEM 66**DESCRIPTION OF WORK**

Enter the brief description from the statement of work or project description (not less than 15 characters). A maximum of 150 characters (including spaces, dashes, etc.) may be entered. Insure that the description is a concise statement of what is being acquired or what work is being performed. Avoid use of abbreviations, acronyms and jargon if possible.

ITEM 67**EPACT**

Yes Action applies to the Energy Policy Act of 1992 (Pub. L. 102-486). (DEAR 917.70).

No EPACT does not apply.

ITEM 68**EPACT AMOUNT**

Enter amount of the funding action that will be used to further the goals of the Energy Policy Act. Funding may be equal to or less than the obligation amount funded.

ITEM 69**SPECIALIST CODE**

Enter the 4-character code, which identifies the individual who completed the procurement action. This code is unique to each awarding office for their personnel.

ITEM 70**CONTRACTING OFFICER CODE**

Enter the 4-character code, which identifies the person duly authorized with contracting officer warrant, who signed the contractual document. This code is unique to each awarding office for their personnel.

ITEM 71**AWARD STATUS**

Enter the 2-character code, which reflects the appropriate status of the contract. These codes are optional for field use. They will not be used by Headquarters to generate reports and thus are not used to determine status of award.

<u>CODE</u>	<u>DEFINITION</u>
AA	Active, contract in performance from award date to completion date.
CA	Completion date passed, no final acceptance of deliverables, still open.
CO	Completed with final acceptance of deliverables; closeout action initiated.
RA	Closeout completed. Retirement/aging begun.
RD	Retired; file destroyed.

ITEM 72	RETIREMENT/CONVERTED DATE
----------------	----------------------------------

Enter the date (MM/DD/YYYY) the completed award was retired, i.e., all deliverables have been received and final payment made; or enter the date a DOE prime contractor was converted to a subcontractor under a prime contract.

FINANCIAL DATA GUIDANCE

- A. For a “funds in” or sales transaction, government share, awardee share and total are not entered into PADS.
- B. Dollars are entered as whole dollars; decimal point before cents is required; dollar signs and commas are optional.
- C. Decreases in dollars should be preceded by a minus "-." (Example: -25000).
- D. Corrections to previously entered financial data on modifications will replace current dollar values. Changes may be made by any of three methods:
 - 1. Government share, awardee share and total (Items 74, 75 and 76). A change to any one of these fields requires re-entry of data in all three. To leave dollars as they are in the database, the same values must be re-entered.

If B&R numbers and B&R dollars (**Items 77 and 78**) are not entered, they will be left as they currently exist in the database.
 - 2. Ultimate Award Value – Adjusted (Item 73) The ultimate award value is the mutually agreed upon total contract or order value including all options (if any). For modifications/adjustments, it is the change (positive or negative, if any) in the mutually agreed upon contract

value.

3. B&R numbers and/or B&R dollars (Items 77 and 78). A change made to any B&R number or B&R dollar amount requires re-entry of all B&R numbers and their corresponding B&R dollars.

If government share, awardee share, and total (**Items 74, 75 and 76**) are not entered, they will remain as they currently exist in the database.

4. All five fields are entered; government share, awardee share, total, B&R number, and B&R dollars (**Items 74, 75, 76, 77, and 78**).

ITEM 73

ULTIMATE AWARD VALUE / ADJUSTED

The ultimate award value is the mutually agreed upon total contract or order value including all options (if any). For indefinite delivery vehicles, it is the estimated value for all orders expected to be placed against the vehicle. For modifications/adjustments, it is the change (positive or negative, if any) in the mutually agreed upon contract value.

For a new award: Enter the mutually agreed upon total estimated contract or order value (in dollars and cents) including the base contract and all options (if any).

For an IDV: Enter the total estimated value (in dollars and cents) for all orders expected to be placed against this contract.

For a modification: Enter the change (positive or negative, if any) in the mutually agreed upon total contract value (in dollars and cents).

NOTE:

- If **Item 47, Competitive Solicitation Procedures**, equals Very Small Business Set-Aside, then the Ultimate Award Value / Adjusted must be less than or equal to \$50,000.
- If **Item 47, Competitive Solicitation Procedures**, equals Emerging Small Business Set-Aside, then the Ultimate Award Value / Adjusted must be less than or equal to \$25,000.

Reference FAR 4.601(b)(4)

ITEM 74**CURRENT GOVERNMENT SHARE (DOE Face Value)**

For the basic award, enter the total dollar amount of DOE's share of the current award amount. For a modification, enter the amount of increase or decrease to the current value. PADS will calculate the resultant value.

NOTE:

- Government Share for Contracts with Options excludes amounts associated with unexercised options.
- Government Share for Letter Contracts is the estimated value of the definitized contract.
- Government Share for Management and Operating contracts is the estimated value for the period of performance when first awarded or when extended.

Basic Award

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
500000		500000	AA01	200000

Contract action awarded for a 3-year period for a total estimated cost to the Government of \$500,000. Funds obligated at the time of initial award \$200,000. There is no awardee share.

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
300000		300000	AA01	300000

Contract action awarded for a 3-year period for a total estimated cost to the Government of \$300,000. Funds obligated at the time of initial award is full funding of \$300,000. There is no awardee share.

Modification

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
			AA01	100000

The contract action was initially executed for \$500,000; obligated dollars were \$200,000. (See previous example) An incremental funding modification is awarded for \$100,000. This action has no effect on the Government share of the award; therefore, **Item 74** is left blank.

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
50000		50000	AA01	50000

The contract action was initially executed for \$300,000; obligated dollars were \$300,000. An

increase in scope modification is awarded for \$50,000, and dollars obligated for the mod is \$50,000. **Item 75** is filled in with \$50,000 because of an increase of the Government share.

Reference FAR 4.601(b)(4)

NOTE:

- If Reason for Modification equals Terminate for Default, then Dollars Obligated must be less than or equal to \$0.00.
- The sum of Dollars Obligated for all transactions with the same Award BIN must be less than or equal to the sum of **Item 76, Current Total Award Value**, for the same transactions.
- If Dollars Obligated is less than \$0.00, then the total of all dollars obligated for the same Award BIN must be greater than the amount for this transaction.

ITEM 75	CURRENT AWARDEE SHARE
----------------	------------------------------

For the basic award, enter the total dollar amount of the awardee's share of the current award amount, if none, leave blank. For a modification, enter the amount of increase or decrease to the current awardee share value. PADS will calculate the resultant value.

Basic Award

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
250000	75000	325000	AA01	100000

An action awarded for a 3-year period for a total estimated cost to the Government of \$250,000, a total estimated cost to the awardee of \$75,000, and the Government funds obligated at time of award are \$100,000. The total estimated cost plus awardee share is \$325,000.

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
40000	25000	425000	AA01	400000

An action awarded for a 3-year period for a total estimated cost to the Government of \$400,000, a total estimated cost to the awardee of \$25,000 and the funds obligated of the Government are \$400,000. The total estimated cost of the award is \$425,000.

Modification

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
	-5000	-5000	AA01	150000

The award was initially executed with \$75,000 awardee share. A modification is executed that decreases the awardee share-by \$-5,000 and incrementally funds the award for \$150,000.

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
100000	2000	102000	AA01	100000

The award was initially executed for \$400,000 Government share, \$25,000 awardee share, and obligated dollars of \$400,000. A modification is executed that is an increase in scope of \$100,000 to the Government, \$2,000 to awardee, and obligations increased \$100,000.

ITEM 76 CURRENT TOTAL AWARD VALUE

Enter the sum of **Items 74 and 75** showing the total current award amount. (Example: 150000)

Basic Award

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
105000	5000	10000	AA01	50,000

An action awarded for 3-year period for \$100,000 Government share, \$5,000 awardee share, and Government funds obligated is \$50,000. The total contract value is \$105,000.

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
50000	10000	60000	AA01	50000

An action awarded for 3-year period for \$50,000 Government share, \$10,000 awardee share, and Government funds obligated is \$50,000. The total contract value is \$60,000.

Modification

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
			AA01	50000

The award was initially executed for a total of \$105,000, and dollars obligated at the initial award were \$50,000. An incremental funding modification is awarded for \$50,000 and does not change award value.

74. Government Share	75. Awardee Share	76. Total	77. B&R No.	78. B&R Dollars
15000		15000	AA01	15000

The award was initially executed for a total value of \$60,000 and dollars obligated were \$50,000. An increase in scope modification is issued for \$15,000 and dollars obligated for the modification are \$15,000. This increases the contract value funding level by \$15,000.

Reference FAR 4.601(b)(4)

NOTE:

- **Current Total Award Value** must be currency. If Use Case is “Add”, then **Current Total Award Value** must be greater than or equal to \$0.00.
- **Current Total Award Value** must be less than or equal to **Item 73, Ultimate Award Value / Adjusted**.

ITEM 77 B&R CODE

Enter the valid B&R (Budget and Reporting) number (maximum nine characters Example: HA0502) (Item 26 on DOE F 4200.33) for the FY funds obligated by this award action. If there are more B&R numbers than the three spaces provided, use the IPAR Supplement (DOE Form 4200.41). (Example: HA0502)

ITEM 78 B&R DOLLARS

Enter the amount of obligated funds for each B&R number in **Item 77, B&R Code**, for this award. (Example: 25000)

ITEM 79 OTHER FUNDING AGENCY

Click the F9 key and chose a code from the dropdown menu.

Internal Awarding Office Fields

Items 80 through 86 are for individual office data use and are optional.

ITEM 80 DATE

10 Digit Date field

ITEM 81 DOLLARS

11 Digit Dollar field

ITEM 82 MISCELLANEOUS

110 Character field

ITEM 83 INTERNAL OFFICE USE

30 Character field

ITEM 84 PR NUMBER

Enter the Purchase Request number here.

ITEM 85 TEXT

110 Character field

ITEM 86 TRANSFERRED TO AWARDING OFFICE

This item is to be blank, unless a contract is to be transferred from one DOE awarding office to another. At the time of a transfer, the transferring office enters the office number (01, 02, etc.) of the awarding office receiving the transferred award.

SECTION 2

INDEFINITE DELIVERY VEHICLE (IDV) ACTIONS*

* Report all IDV actions to the Federal Procurement Data System Next Generation (FPDS-NG)

(This page left blank intentionally.)

INDEFINITE DELIVERY VEHICLE (IDV) ACTIONS

USE CASE: Add / Change / Delete

Check "ADD" if this is a new basic award or a modification to an existing award not previously reported to PADS. Check the block marked "CHANGE" if this award action is a change to an award/modification previously reported to PADS. Check "DELETE" if this modification is to be deleted from PADS. **Basic awards cannot be deleted.**

ITEM 1 AWARD BIN (BUSINESS INSTRUMENT NUMBER)

Enter the identifying number for the legal document, which constitutes the agreement between the Department of Energy and the awardees.

NOTE: This item is known as the Procurement Instrument Identifier (PIID) in FPDS-NG.

Award Business Instrument Number: The award business instrument number consists of 17 characters and has the following format: DE-AC01-02FE12345. Information is encoded in the number as follows:

- A. The first and second positions, **DE**-AC01-02FE12345, contain the two-character code assigned by the Federal Procurement Data Center to identify Department of Energy awards.
- B. The third position contains a dash.
- C. The fourth and fifth positions, DE-**AC**01-02FE12345, contain a two-character code corresponding to the type of award instrument. (The Type of Award Instrument Codes and definitions follow.)
- D. The sixth and seventh positions, DE-AC**01**-02FE12345, identify the responsible awarding office. (The Awarding Office codes can be found at <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWOC>.)
- E. The eighth position is a dash.
- F. The ninth and tenth positions, DE-AC01-**02**FE12345, contain the last two digits of the fiscal year of the award date of the basic award.

- G. The eleventh and twelfth positions, DE-AC01-02FE12345, contain a two-character code indicating the initiating office. (Due to Departmental reorganizations, some award business instrument numbers contain codes that are no longer used for new awards.)
- H. The thirteenth through seventeenth positions, DE-AC01-02FE12345, will contain a five digit serial number assigned by the initiating office. The last seven digits of the award BIN are referred to as the Register Number. The register number remains unchanged from initiation of the award through retirement.

TYPE OF IDV AWARD INSTRUMENTS

CODE

DEFINITION

AB

Blanket Purchase Agreement

A blanket purchase agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. **(No dollars entered into PADS.)**
Reference FAR 13.303

AK

Basic Ordering Agreement (BOA)

A basic ordering agreement is a written instrument of understanding (not a CONTRACT), negotiated between a procuring activity 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.
Reference FAR 16.703

AM

Indefinite-Delivery Contract

A type of contract in which the time of delivery is unspecified in the original contract but established by the contracting officer during performance.
Reference FAR 16.5

NOTE: Use this code for Agreements only, no longer allowed for Standalone Contracts.

Three Types of Indefinite-Delivery Contracts:

Definite-Quantity Contract

A definite-quantity contract provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries to be scheduled at designated locations upon order.

Reference FAR 16.502

Requirements Contract

A requirements contract provides for filling all actual purchase requirements of designated Government activities for specific supplies or services during a specified contract period, with deliveries to be scheduled as orders are placed.

Reference FAR 16.503

Indefinite-Quantity Contract

An indefinite-quantity contract provides for an indefinite quantity, within stated maximum or minimum limits, of specific supplies or services to be furnished during a fixed period, with deliveries to be scheduled by placing orders with the contractor.

Reference FAR 16.504(a)

GW Government-Wide Agency Contract (GWAC)

Governmentwide acquisition contract means a task-order or delivery-order contract for information technology 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).

The Economy Act does not apply to orders under a Governmentwide acquisition contract.

NOTE: Reference DOE Order 540.1A, "Departmental Business Instrument Numbering System," 1/27/2005; FAR 4.601(d)(4)

ITEM 2**MODIFICATION NUMBER**

Award Modification Number: All new basic awards and modifications to an award are identified by a modification number assigned by the awarding office. These modification numbers are not part of the award business instrument number.

1. The basic award and modifications to each business instrument must be sequentially numbered by use of a four-position alphanumeric code.
 - a. The first position must be a capital letter identifying the type of action as follows:

A - (Amount) An action adding, changing, or deleting financial data that is collected on the IPAR, but not administrative corrections to financial data.

M - (Miscellaneous) An action having no net effect on financial data that is collected on the IPAR, including administrative corrections.

2. The second through fourth positions must contain a sequential serial number of the modification. For basic awards, enter A000. The next assigned modification number would be 001, 002 etc. These numbers continue in sequence throughout the life of the award.
 - b. Examples of basic award and modifications:

A000 basic award

M001 first modification to contract, no effect on financial data.

A002 second modification to contract, changes in financial data.

M003 third modification to contract, no effect on financial data.

NOTE: For a given BIN, if the Modification Number already exists, then Use Case must be Change or Delete.

ITEM 3**KIND OF AWARD****NEW AWARDS****CODE****DEFINITION****1A****New Definitive Award**

The establishment of a binding legal relationship between the Government

and awardees, or contractor, for the purpose of receiving supplies, services, construction, research and development.

MODIFICATIONS

A modification is any written change in terms of a contract (FAR 43.101).

CODE

DEFINITION

1D

Exercise of Option

"Option" is a unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract or may elect to extend the term of the contract. Written notification within the time specified in the contract is required to exercise the option. Reference FAR 17.201

1M

Termination for Default

The right of the Government to completely or partially terminate a contract because of the contractor's actual or anticipated failure to perform its contractual obligations. Reference FAR 49.401

1N

Termination for Convenience

The right of the Government to terminate or cancel performance of work under a contract, in whole or in part, if the CONTRACTING OFFICER determines that termination is in the Government's interest. Reference FAR 49.1

1P

Supplemental Agreement - Monetary Action

A contract modification to an award effecting changes in the general scope of work, obligations, or other award terms and conditions. This type of modification requires the signature of the contractor and the contracting officer. Reference FAR 43.101

1V

No Cost Time Extension (Only)

A modification which extends only the performance period under an award with no increase in the total face value or obligated dollars.

1W

Administrative Change

A unilateral modification to an award instrument which changes

administrative data; e.g., paying office, technical representative, etc.

1Y Other

"Catch all" code used to report modification actions, which did not meet the criteria of the other codes.

BC Bilateral Change Order

A supplemental agreement issued pursuant to the changes clause in which the terms of the resulting equitable adjustment to the contract were negotiated prior to issuance of the instant change order.

TR Transferred Award

A contract award that is being transferred from one awarding office to another. The office transferring the award is responsible for transfer modifications.

UC Unilateral Change Order

A unilateral modification issued pursuant to the changes clause in which the terms of the resulting equitable adjustment to the contract were not definitized prior to the issuance of the instant change order.

ITEM 4

DUNS NUMBER

Report the DUNS number for the contractor location that received the award.

To verify that the contractor is registered in the CCR, go to the PADS Reference Library at <https://pads.doe.gov/reference/padscodes/> and click on "CCR Lookup." CCR Lookup is a new option in the Reference Library. Functionally, it performs a search of the PADSWeb daily updated copy of the Federal CCR by DUNS Number and/or Contractor Name. Searches are done on full or partial entries of either the DUNS Number or Contractor Name.

The contractor can obtain a DUNS number by calling Dun and Bradstreet, Inc. at 1-888-546-0024. Facsimile requests should be made to 1-610-882-7140.

The DUNS number for UNICOR is 626627459.

Reference FAR 4.601(b)(2); FAR 4.602(d); FAR 4.603(a)

NOTE: It is recommended that each User, prior to entering a new Basic award, verify that the DUNS Number and Contractor are on the PADSWeb CCR Lookup table in the Reference Library.

ITEM 5 CONTRACTOR NAME

Enter the name of the contractor supplying the product or service as it appears on the contract. (System generated once **Item 4, DUNS Number**, is entered.)

Reference FAR 4.601(b)(2)

ITEM 6 DIVISION

Enter the name of the sub-organization of the contractor in **Item 5, Contractor Name**.

Example: Cable Division (System generated once **Item 4, DUNS Number**, is entered.)

PRINCIPAL PLACE OF PERFORMANCE

Report the city, state, foreign country, of the location where the items will be produced, manufactured, mined, or grown or where the service will be performed. This item refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

If the items are supplied parts shipped from stock by a regular dealer, the place of performance is the regular dealer's location. If the items are shipped for the regular dealer by a subcontractor who produces the items, the place of performance is the subcontractor's location.

If more than one location is involved, report only the location involving the largest dollar share of the contract.

For construction and architect/engineer contracts, report the construction site location. If the contract is for architect/engineer design work, the place of performance is where the design work is being done.

If the place of performance cannot be determined (e.g., if the contractor has multiple location sites performing the same volume of work), or commercial item acquisition procedures were used, report the contractor's billing or home office location.

ITEM 7 STATE

Enter the 2-character U.S. Postal Service code for the state or outlying area that is the principal place of performance of the award. State codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPST>.

ITEM 8	COUNTRY
---------------	----------------

Enter the 2-character code for the country that is the principal place of performance of the award. For locations in the U.S., leave this element blank. Country codes are available at: <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPCY>.

ITEM 9	CITY
---------------	-------------

Enter the name of the city that is the principal place of performance of the award (up to 25 characters). (Example: Dallas)

ITEM 10	COUNTY
----------------	---------------

Enter the name of the county that is the location of the principal place of performance of the award. (Example: Montgomery). For the District of Columbia (DC), and locations outside the U.S., leave county blank.

When city and state are entered, county will be system generated. If city within the state is in multiple counties, or if multiple cities with the same name are in a state, county must be entered by selecting from the dropdown menu.

The FIPS 55 (Federal Information Processing Standards) provides information concerning city, county, and state at <http://www.itl.nist.gov/fipspubs/>.

ITEM 11	ZIP CODE
----------------	-----------------

Enter the 9-digit zip code that applies to the principal place of performance of the award. (Example: 22134-2700).

Zip Codes are listed in the U.S. Postal Service's National Zip Code Directory at <http://www.usps.com/zip4/>.

For locations outside the U.S., leave zip code blank.

ITEM 12**CONGRESSIONAL DISTRICT**

Enter the 2-character numeric code for the congressional district that is the principal place of performance of the award. Congressional District will be system generated from the state and the zip code. If a zip code encompasses more than one Congressional District, choose from the dropdown menu. These codes are listed in the Congressional District Atlas. (Example: 01).

NOTE: Codes entered will be verified against Post Office Congressional District information.

VIEW CCR

The two views below show the information that is available from the CCR by clicking this button.

The screenshot shows a web browser window titled "PADS - Procurement and Assistance Data System". The main content area displays the "INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR) - PROCUREMENT ACTIONS - ADD BASIC" form. The form is organized into several sections:

- Header:** "INDIVIDUAL PROCUREMENT ACTION REPORT (IPAR) - PROCUREMENT ACTIONS - ADD BASIC"
- Award Information:**
 - Award BIN: AC99-04ZZ56781
 - Mod Num: A000
 - Kind of Action: NEW DEFINITIVE AWARD
- Contractor Information:**
 - DUNS Number: 827006867
 - Contractor Name: RS INFORMATION SYSTEMS, INC.
 - Division: (empty)
- Location:**
 - State: (empty)
 - Country: (empty)
 - City: (empty)
 - County: (empty)
 - Zip Code: (empty)
 - Cong Dist: (empty)
- Business Characteristics:**
 - CO Size: Small, Other
 - Type of Bus: (empty)
 - SDB: Yes, No
 - 8(a) Pgm: Yes, No
 - Emg Sm Bus: Yes, No
 - Hub Zone Bus: Yes, No
 - Very Sm Bus: Yes, No
- Other Attributes:**
 - Type Award: (empty)
 - E-Govt: (empty)
 - R & D: Yes, No
 - Supp Serv: Yes, No
 - Safety & Health: Yes, No
 - Hispanic Inst: Yes, No
- Administrative Fields:**
 - Admin Deleg Off: (empty)
 - Admin Deleg Date: (empty)
 - Tech Rep Name: (empty)
 - Senior Investigator: (empty)
- Final Attributes:**
 - Govt Property: (empty)
 - OSTI Deliverable: (empty)
 - Cog Fed Agy: (empty)
 - Cog DOE Off: (empty)

A "View CCR" button is visible in the Business Characteristics section.

PADS - Procurement and Assistance Data System

Action Window

Central Contractor Registration Information

DUNS Number: 827006867 Contractor Name: RS INFORMATION SYSTEMS, INC. Division:

Street: City: State: Zip Code: Country:

Annual Revenue: 00000000001330 Average Number of Employees: 0000001900000

Business Type(s):

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

North American Industry Classification System (NAICS) Codes:

Product Service Codes:

NOTE: All information collected from the CCR that is available in the View will be stored in PADS as part of the record.

ITEM 13 CONTRACTING OFFICER'S BUSINESS SIZE DETERMINATION

Report the Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS code that is applicable to the contract.

S Small Business The Contracting Officer determines that the awardee is a small business for this procurement.

O Other than SB Enter if other than small business

Reference FAR 19

ITEM 14 TYPE OF BUSINESS (TOB)

Enter the proper code.

CODE DEFINITION

A00 Small Business

Small business means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR Part 121 (see 19.102). Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity

NOTE: This code is system generated when **Item 13, Contracting Officer's Business Size Determination**, is "Small Business."

B22 Large Business

A large business that is not 51 percent owned by one or more individuals of a minority group.

C0F Federal Government

An award to any Federal agency.

C0L Local Government

An award to a local government, excluding educational institutions.

C0S State Government

An award to a state government, excluding educational institutions.

C0T Tribal Government

Tribal government means any Indian tribe, band, nation, or other organized group or community of Indians, including any Alaska Native Corporation as defined in 13 CFR 124.100 which is recognized as eligible for the special programs and services provided by the U.S. to Indians because of their status as Indians, or which is recognized as such by the State in which such tribe, band, nation, group, or community resides.

C3N Non-Profit Organizations

An award to any other organization that is neither organized for profit nor

owned by a state or local government, including but not limited to, nonprofit research organizations. This excludes educational institutions and hospitals.

C4N Sheltered Workshop (JWOD)

An organization functioning as a non-profit agency for the blind or severely handicapped.

E1N Foreign Contractor

An award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof.)

I0E Educational Institution

An award to any educational institution, including but not limited to, universities, colleges, schools, or other organizations of learning. This excludes Historically Black Colleges and Universities/Minority Institutions, which should be reported as C1A, and entities outside the U.S. and its outlying areas, which should be reported as E1N.

I0H Historically Black College/University (HBCU)

An educational institution classified as a HBCU. Click here to link to the list on Education's web page: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

I0M Minority Institution (MI)

An educational institution classified as an MI. Click here to link to the list on Education's web page: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

I0R Research Institution

A public (excluding the Federal government) or private entity or organization that has direct and substantive involvement in proposing, performing, reviewing, or reporting research.

NOTE: The awardee's entry of these codes will be displayed under "View CCR." The Contracting Officer or Specialist must verify that the codes are correct.

NOTE: Items 15 through 19 only used if **Item 13, Contracting Officer's Business Size Determination** is "Small Business."

ITEM 15 SMALL DISADVANTAGED BUSINESS

Yes A small disadvantaged business receiving the award directly. Include in this code HUBZone small disadvantaged business concerns and Indian reservations. Reference FAR 19.001

No Not a small disadvantaged business concern receiving the award directly.

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 16 8(a) PROGRAM

Yes A small disadvantaged business receiving an award through the Small Business Administration 8(a) Program. This should include 8(a) awards that are made in the HUBZone Program. Reference FAR 19

No Not a small disadvantaged 8(a) business concern.

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 17 EMERGING SMALL BUSINESS

Yes A business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) assigned to the contracting opportunities. (Size standards in FAR 19.1002)

No Not an emerging small business.

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 18 HUBZone BUSINESS

Yes A HUBZone small business concern. Reference FAR 19.001

No Not a HUBZone small business concern.

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 19	VERY SMALL BUSINESS (VSB)
----------------	----------------------------------

The term very small business means a concern whose headquarters is located within the geographic area served by a designated SBA district and, together with its affiliates, has no more than 15 employees and has average annual receipts that do not exceed \$1 million. The terms, concerns, affiliates, average annual receipts, and employees have the meaning given to them in SBA's Regulations contained in Chapter 13 of the CODE of Federal Regulations. (<http://www.sba.gov/GC/indexprograms-vsbs.html#8>).

Yes An award to a very small business.

No Not an award to a very small business concern.

NOTE: 19.902 Designated SBA district – A designated SBA district is the geographic area served by any of the following SBA district offices:

- (1) Albuquerque, NM, serving New Mexico.
- (2) Los Angeles, CA, serving the following counties in California: Los Angeles, Santa Barbara, and Ventura.
- (3) Boston, MA, serving Massachusetts.
- (4) Louisville, KY, serving Kentucky.
- (5) Columbus, OH, serving the following counties in Ohio: Adams, Allen, Ashland, Athens, Auglaize, Belmont, Brown, Butler, Champaign, Clark, Clermont, Clinton, Coshocton, Crawford, Darke, Delaware, Fairfield, Fayette, Franklin, Gallia, Greene, Guernsey, Hamilton, Hancock, Hardin, Highland, Hocking, Holmes, Jackson, Knox, Lawrence, Licking, Logan, Madison, Marion, Meigs, Mercer, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Paulding, Perry, Pickaway, Pike, Preble, Putnam, Richland, Ross, Scioto, Shelby, Union, Van Wert, Vinton, Warren, Washington, and Wyandot.
- (6) New Orleans, LA, serving Louisiana.
- (7) Detroit, MI, serving Michigan.
- (8) Philadelphia, PA, serving the State of Delaware and the following counties in Pennsylvania: Adams, Berks, Bradford, Bucks, Carbon, Chester, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Huntingdon,

Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Philadelphia, Perry, Pike, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, and York.

- (9) El Paso, TX, serving the following counties in Texas: Burster, Culberson, El Paso, Hudspeth, Jeff Davis, Pecos, Presidio, Reeves, and Terrell.
- (10) Santa Ana, CA, serving the following counties in California: Orange, Riverside, and San Bernadino.

(http://www.arnet.gov/far/current/html/Subpart_19_9.html)

Reference FAR 4.601(d)(1); FAR 4.601(d)(2); FAR 8.7; FAR 19.001; FAR 31.701; FAR 52.204-5; FAR 52.212-3(c)

ITEM 20	TYPE OF AWARD
----------------	----------------------

Enter the proper code.

CODE

DEFINITION

A

Fixed Price Redetermination

Fixed Price Contract with prospective price re-determination provides for (a) a firm fixed price for an initial period of contract deliveries or performance and (b) prospective re-determination, at a stated time or times during performance, of the price for subsequent periods of performance.
Reference FAR 16.205-2

I

Fixed Price Level of Effort

Requires the (1) contractor to provide a specified level of effort over a stated Period of time, on work that can be stated only in general terms; and (2) Government to pay the contractor a fixed dollar amount.
Reference FAR 16.207-1

J

Firm Fixed Price

Provides for a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract.
Reference FAR 16.202-1

- K** **Fixed Price with Economic Price Adjustment**
- Provides for upward and downward revision of the stated contract price upon the occurrence of specified contingencies.
Reference FAR 16.203-1
- L** **Fixed Price Incentive**
- Provides for adjusting profit and establishing the final contract price by a formula based on the relationship of final negotiated total cost to total target cost.
Reference FAR 16.403
- M** **Interagency/International Agreement**
- An award between DOE and other Federal agencies, a foreign government or international organization.
Reference FAR 17.501
- N** **Fixed Price Award Fee**
- A contract with an established fixed price, which includes normal profit, to be paid for satisfactory contract performance and an award fee earned will be paid in addition to the fixed price. Award fees are used when Contracting Officers want to motivate a contractor since other incentives cannot be used when contractor performance cannot be objectively measured.
Reference FAR 16.404
- O** **Cost No Fee Special Research Contract**
- Special research contract with non-profit or educational institutions.
- P** **No Funds**
- An award not involving equipment or obligation of Federal funds, e.g., terms and conditions only.
- R** **Cost Plus Award Fee**
- A cost-reimbursement contract that provides for a fee consisting of (a) a base amount (which may be zero) fixed at inception of the contract and (b) an award amount based upon a judgmental evaluation by the government, sufficient to provide motivation for excellence in contract performance.
Reference FAR 16.305

- S** **Cost No Fee**
- Cost-reimbursement contract in which the contractor receives no fee.
Reference FAR 16.302
- T** **Cost Sharing**
- Cost-reimbursement contract in which the contractor receives no fee and is reimbursed only for an agreed upon portion of its allowable costs.
Reference FAR 35.001; FAR 16.303
- U** **Cost Plus Fixed Fee**
- A cost-reimbursement contract that provides for payment to the contractor of a negotiated fee that is fixed at the inception of the contract.
Reference FAR 16.305
- V** **Cost Plus Incentive Fee**
- A cost-reimbursement contract that provides for an initially negotiated fee to be adjusted later by a formula based on the relationship of total allowable costs to total target costs.
Reference FAR 16.404-1
- Y** **Time and Materials**
- Provides for acquiring supplies or services on the basis of (1) direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit and (2) materials at cost, including, if appropriate, material handling costs as part of material costs.
Reference FAR 16.601
- Z** **Labor Hours**
- A variation of the time-and-materials contract, differing only in that materials are not supplied by the contractor.
Reference FAR 16.602
- 4** **Order Dependent**
- IDV allows pricing arrangement to be determined separately for each order.
Reference FAR Part 16

ITEM 21**E-GOVERNMENT**

Enter the proper code that describes whether, during the processing of this award, E-Government (electronic commerce) methods were used during the synopsis, solicitation and/or award phase of the acquisition. Examples of E-Government methods include the use of FedBizOpps, the Industry Interactive Procurement System (IIPS), DOE C/-Web or other similar systems that communicate electronically with our vendors.

NOTE: Effective October 1, 2001, all synopses, solicitations and related documents for which widespread notice are required must be posted on FedBizOpps (see Policy Flash 2001-17, Federal Acquisition Circulars (FAC's) 97-25 and 97-26).

CODE**DEFINITION**

- | | |
|----------|--|
| A | Solicited electronically, synopsized (if required) |
| B | Solicited and awarded electronically |
| C | Awarded electronically (only) |
| D | Not solicited or awarded electronically |

ITEM 22**GOVERNMENT FURNISHED EQUIPMENT / PROPERTY**

The contract uses equipment or property furnished by the government, pursuant to FAR 45. Enter the proper code.

CODE**DEFINITION****F **Furnished Government Property****

Government furnished property (48 CFR 1.45-101) means property in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

N **No Furnished Government Property**

There is no furnished Government property accountable to the contract

P **Purchased Government Property**

Contractor acquired property (48 CFR 1-45.101) means property acquired or otherwise provided by the contractor for performing a contract and to which the Government has title.

B Both Furnished and Purchased Government Property

Government property (48 CFR 1-45.101) means all property owned by or leased to the Government or acquired by the Government under the terms of the contract. It includes both Government-furnished property and contractor-acquired property as defined in 48 CFR 1-45.101.

R Removed Government Property

The contract, at one time, had Government property, but the property has since been removed.

ITEM 23	PRODUCT / SERVICE CODE
----------------	-------------------------------

Select the 4-character 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 here to access the Product / Service codes:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PROD>.

NOTE:

- If **Item 20, Type of Award**, is a Delivery Order and the Master BIN points to an IDV for which the IDV type is a FSS, then position one of the Product and Service Code cannot be “A” (Research and Development) and cannot be S111, S112, S114, or S119 (Utilities other than telecom).
- **Item 23, Product / Service Code**, may be 9999 if DUNS Number equals 790238638 or 790238851.
- If at **Item 31, Competitive Solicitation Procedures**, the Competitive Procedure code equals Basic Research or the Reason Not Competed code equals Unsolicited Research, then the Product or Service Code must begin with “A” (Research and Development), or if the DUNS Number equals 790238638 or 790238851 the Product and Service Code may be 9999.
- If at **Item 31, Competitive Solicitation Procedures**, the Competitive Procedure code equals SBIR Program Phase I Action or SBIR Program Phase II Action, then the Product or Service Code must begin with “A” (Research and Development), or if the DUNS Number equals 790238638 or 790238851 the Product or Service Code may be 9999.
- If at **Item 31, Competitive Solicitation Procedures**, the Competitive Procedure code equals Architect-Engineer, then the Product or Service Code must begin with “C” (Architect and Engineering Code).

- If at **Item 31, Competitive Solicitation Procedures**, the Competitive Procedure code equals SDB Set-Aside or the Reason Not Competed code equals Non-Competitive 8(a), then Product or Service Code cannot start with “S1” (Utilities).
- If at **Item 31, Competitive Solicitation Procedures**, the Reason Not Competed code equals Utilities, then the Product or Service Code must begin with “S1” (Utilities).
- If at **Item 31, Competitive Solicitation Procedures**, the Reason Not Competed code, equals Authorized for Resale, then position one of Product or Service Code must be numeric.
- If **Item 31, Competitive Solicitation Procedures**, equals Emerging Small Business Set-Aside, then Product or Service Code must be any code starting with “Y” (Construction) or “Z” (Maintenance of Real Property) except Y216 or Z216 (Dredging), or C111, C112, C113, C114, C115, C116, C117, C118, C119, C121, C122, C123, C124, C129, C130, C211, C212, C213, C214, C215, C216, C219 (All Architect and Engineering Services), J998, J999 (Non-Nuclear Ship Repair), R404 (Surveying), S205 (Garbage Collection), T002, T004, T008, T009, T014 (Map Making), F015 (Well Drilling), P400 or P500 (Demolition).
- If **Item 34, Davis-Bacon Act**, equals Yes, then Product or Service Code must be construction (begin with “Y” or “Z”), well drilling (“F015”), or demolition (“P400” or “P500”). Product or Service Code may be miscellaneous (“9999”) if DUNS Number equals 790238638 or 790238851.
- If **Item 36, Service Contract Act**, equals Yes, then position 1 of Product or Service Code must be alpha, or Product or Service Code may be 9999 if DUNS Number equals 790238638 or 790238851.

Reference FAR 4.601(b)(3)

ITEM 24

NAIC CODE

Enter the 6-digit code from the North American Industry Classification Code Manual. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of dollars for the contract action. NAIC codes are available at: <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=NAIC>.

Reference FAR 4.6019(b)(4); FAR 19.303

NOTE:

- If **Item 31, Competitive Solicitation Procedures**, equals Emerging Small Business Set-Aside, then NAICS must be one of the following: a) Certain Construction (233110, 233210, 233220, 233310, 233320, 234110, 234120, 234910, 234920, 234930, 234990, 235110, 235210, 235310, 235410, 235420, 235430, 235510, 235520, 235610, 235710, 235810, 235910, 235920, 235930, 235940, 235950 or 235990); b) Various Non-Hazardous Waste Services (562111, 562119 or 562219); c) Architecture, Engineering, Surveying, Mapping (541310, 541330, 541360 or 541370); or d) Ship Building or Repairing (336611).

ITEM 25

DELEGATED AWARD ADMINISTRATION OFFICE

If award audit and/or property administration is delegated, enter the proper 2-character code that identifies the delegated office. If the award is delegated outside DOE, this value must be entered. If this item is entered, **Item 26, Administration Office Delegation Date**, must be completed. The codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWAM>.

ITEM 26

ADMINISTRATION OFFICE DELEGATION DATE

Enter the date (MM/DD/YYYY) on which the award administration was delegated. This date must be entered if **Item 25, Delegated Award Administration Office**, is completed.

ITEM 27

TECHNICAL REPRESENTATIVE NAME

Enter the name of the person delegated the responsibility to serve as the Contracting Officer Technical Representative (COTR) (up to 24 characters). Enter last name, first name, and middle initial.

ITEM 28

SENIOR INVESTIGATOR

Enter the name of the person designated by the awardee to serve as Project Director or Senior Investigator.

ITEM 29

COMMERCIAL ITEM

Designates whether the solicitation used the special requirements for the acquisition of

commercial items intended to more closely resemble those customarily used in the commercial marketplace as define by FAR Part 12.

Yes 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.

No The action is not for a commercial item procured pursuant to FAR 12.

Reference FAR 12; FAR 13.5; FAR 52.212

ITEM 30	SUBCONTRACTING PLAN
----------------	----------------------------

Report the code for the subcontracting requirement.

Reference FAR 19.702

A Plan Not Included - No Subcontracting

A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2(c))

B Plan Not Required

No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a))

C Plan Required - Incentive Not Included

Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c))

D Plan Required - Incentive Included

Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c) and DFARS 219.708(c))

NOTE:

- If **Item 4, DUNS Number**, is the DUNS that represent Federal Prison Industries, i.e., UNICOR, then Subcontracting Plan must be “Plan Not Required.”
- If **Item 8, Country Code**, under Principal Place of Performance does not indicate U.S., then Subcontracting Plan must be “Plan Not Required.”

- If **Item 13, Contracting Officer’s Business Size Determination**, equals Small Business, then Subcontracting Plan must be “Plan Not Required.”
- If **Item 31, Competitive Solicitation Procedures**, equals Simplified Acquisition and Competitive or Reason Not Competed Procedures equals Simplified Acquisition and Non-Competitive, then Subcontracting Plan must be “Plan Not Required.”

ITEM 31	COMPETITIVE SOLICITATION PROCEDURES
----------------	--

The designator for competitive solicitation procedures available pursuant to FAR 6.1 and 6.2, a code that represents the competitive nature of the contract and designator for solicitation procedures other than full and open competition pursuant to FAR 6.3.

Report this code if competition of any sort was solicited pursuant to FAR 6.1 and 6.2. Then enter the code that most appropriately defines the kind of competition, or enter the code that most appropriately defines the reason the action was not competed.

Full and Open Competition		
All IDVs		
Competitive Procedure Code / Description		Instructions
F&O	Full and Open Competition	Report this code if the action resulted from an award pursuant to FAR 6.102(a) - sealed bid, FAR 6.102(b) - competitive proposal, FAR 6.102(c) - Combination, or any other competitive method that did not exclude sources of any type
SBA	Small Business Set-Aside	Report this code for a small business set-aside (excluding Small Business Innovation Research (SBIR)) made pursuant to FAR 19.502-2.
VSB	Very Small Business Set Aside	Report this code if the acquisition is between \$2,500 and \$50,000 and was awarded to a very small business concern as a result of using set-aside procedures under the very small business pilot program set forth in FAR 19.9.
8aC	SDB Set-Aside 8(a)	Report this code for a small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.805.
HZC	HUBZone Set-Aside	Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305.
HS2	Combination HUBZone Set Aside and 8(a) Award	Report this code if the award was a combination HUBZone set-aside and 8(a) award.
AE	Architect - Engineer	Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).

BR	Basic Research	Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).
AS	Alternative Sources	Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources to reduce overall costs pursuant to FAR 6.202(a)(1), to have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2), to establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3), to ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
SR1	SBIR Program Phase I Action	Use this code if the award was related to a Phase I contract in support of the Small Business Innovation Research (SBIR) Program.
SR2	SBIR Program Phase II Action	Use this code if the award was related to a Phase II contract in support of the Small Business Innovation Research (SBIR) Program.
SR3	SBIR Program Phase III Action	Use this code if the award was related to a Phase III contract in support of the Small Business Innovation Research (SBIR) Program
	STTR Phase I	(for future use)
	STTR Phase II	(for future use)
	STTR Phase III	(for future use)
SDA	SDB Price Evaluation Adjustment	Report this code for an award made to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
HZE	HUBZone Price Evaluation Preference	Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.1307
HSD	Combined HUB/SDB Preference	Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference and the Small Disadvantaged Business Price Evaluation Adjustment per FAR 19.1307.
ESB	Emerging Small Business Set-Aside	Enter this code if the action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program (see FAR Subpart 19.10). This excludes contract actions that are modifications within the scope of work of contracts above the emerging small business reserve threshold and follow-on awards, limited to one source. See FPDS Manual Appendix B for definition of emerging small business reserve award.
HS3	SDB, 8(a) with HUBZone Priority	Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).
SPP	SDB Participating Program	Report this code for an award made as a result of the application of the solicitation's evaluation factor or sub-factor for the participation of SDB concerns in performance of the contract pursuant to FAR 19.12.
SPS	SDB Preferential Consideration	Enter this code if the action was a partial set-aside for small business and Partial SB Set-Aside preferential consideration resulted in an award to an SDB.
HM	HBCU or MI Set-Aside	Report this code for an award directed to a Historically Black College/University or Minority Institution per DFARS 226.7003

Not Available for Competition		
All IDVs		
Reason Not Competed Code / Description		Instructions
UT	Utilities	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.
IA	International Agreement	Report this code if the action was justified pursuant to FAR 6.302-4.
RES	Authorized for Resale	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
8aN	Non-Competitive 8(a)	Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency per 219.811.
FPI	UNICOR	Contractor DUNS = 626627459 (UNICOR)
JWD	Directed to JWOD Nonprofit	Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
BI	Buy Indian	Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
OTH	Authorized by Statute and not listed above	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific Not Listed Above program is not listed above.
FOC	Follow-on Contract	a Stand Alone Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
Exception To Full And Open Competition (Non Competitive)		
UR	Unsolicited Research	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
UNQ	Unique Source	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
PDR	Patent / Data / Rights	Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
STD	Standardization	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
ONE	Only One Source - Other	Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.
URG	Urgency	Report this code if the action was justified pursuant to FAR 6.302-2.
MES	Mobilization, Essential R&D Capability or Expert Services	Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
NS	National Security	Report this code if the action was justified pursuant to FAR 6.302-6.
PI	Public Interest	Report this code if the action was justified pursuant to FAR 6.302-7.
HZS	HUBZone Sole Source	Report this code if the action was justified pursuant to FAR 6.302-7.

Reference FAR 4.601(c); FAR 4.601(d)(1); FAR 6; FAR 8.404(b)(4); FAR 13.003(b)(1); FAR 16.505(b); FAR 19; FAR 4.601(c)(1); FAR 8.7; FAR 13; FAR 19.8; FAR 19.13

ITEM 32	NUMBER OF OFFERS
----------------	-------------------------

Enter the actual number of offers/bids received in response to the solicitation.

Reference FAR 4.601(b)(5); FAR 4.601(d)(3)

NOTE:

- Number of Offers must be a number between 1 and 999.
- This item is required only for the A000/M000 Basic Award – it is no longer reported on modifications.

ITEM 33	BUNDLING OF CONTRACT REQUIREMENTS
----------------	--

Designates that the value of the contract, including all options, is expected to exceed \$5M, and the contracting officer determines this contract action is a result of consolidating two or more requirements previously solicited, provided or performed under separate small contracts into a solicitation for a single contract likely to be unsuitable for award to a small business concern. Indicates the reason why the agency bundled contract requirements.

Enter the code that best represents the agency's reason for bundling contract requirements.

CODE

DEFINITION

A

Mission Critical

Enter Code A if the agency has determined that the consolidated of requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in the FAR 7.107 to determine that the consolidation is necessary and justified.

B

OMB Circular A-76

Enter code B if the agency used the OMB Circular A-76 process to determine that the consolidation of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107.

C Other

Enter Code C when the requirement is “bundled” and Codes A and B do not apply.

D Not a Bundled Requirement

NOTE: If **Item 54, Ultimate Award Value / Adjusted**, is less than \$5 million, then the Bundling of Contract Requirements must be Code D, "Not a Bundled Requirement."

Reference FAR 2.101; FAR 4.601(e); FAR 19.2; FAR 7.107; OMB Circular A-76

ITEM 34	DAVIS-BACON ACT
----------------	------------------------

Yes This action is subject to the Davis-Bacon Act.

No This action is not subject to the Davis-Bacon Act.

NOTE:

- **Item 23, Product / Service Code**, must begin with “Y” or “Z.”
- If the DUNS Number is the DUNS that represents Federal Prison Industries, i.e., UNICOR, then Davis-Bacon Act must equal “No.”
- If **Item 8, Country**, is not U.S., then Davis-Bacon Act must equal “No.”

ITEM 35	WALSH-HEALEY ACT
----------------	-------------------------

Yes This action is subject to the Walsh-Healey Act.

No This action is not subject to the Walsh-Healey Act.

NOTE:

- If the DUNS Number is the DUNS that represents Federal Prison Industries, i.e., UNICOR, then Walsh-Healey Act must be “No.”
- If **Item 29, Commercial Item**, equals “Yes”, then Walsh-Healey Act must equal “No.”
- If **Item 8, Country**, is not U.S., then Walsh-Healey Act must equal “No.”

ITEM 36**SERVICE CONTRACT ACT**

Yes This action is subject to the Service Contract Act.

No This action is not subject to the Service Contract Act.

NOTE:

- If DUNS Number is the DUNS that represents Federal Prison Industries, i.e., UNICOR, then Service Contract Act must equal “No.”
- If **Item 8, Country**, is not U.S., then Service Contract Act must equal “No.”

ITEM 37**IDC TYPE**

Identifies whether the IDC or Multi-Agency Contract is Indefinite Delivery/Requirements, Indefinite Delivery/Indefinite Quantity, or Indefinite Delivery/Definite Quantity.

A requirements contract provides for filling all actual purchase requirements of designated Government activities for supplies or services during a specified contract period, with deliveries or performance to be scheduled by placing orders with the contractor.

A Requirements IDC or Multi-Agency Contract is a contract for all of the agency’s requirement for the supplies or services specified, and effective for the period stated, in the IDC or Multi-Agency Contract. After award, the contract is a mandatory source for the agency for the supplies or services specified. The quantities of supplies or services specified in the IDC or Multi-Agency Contract are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

An indefinite-quantity contract provides for an indefinite quantity, within stated limits, of supplies or services during a fixed period. The Government places orders for individual requirements. Quantity limits may be stated as number of units or as dollar values.

An Indefinite-Quantity is a contract for the supplies or services specified, and effective for the period stated, in the IDC or Multi-Agency Contract. The quantities of supplies and services specified in the IDC or Multi-Agency Contract are estimates only and are not purchased by this contract.

A definite-quantity contract provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries or performance to be scheduled at designated locations upon order.

A Definite Quantity IDC or Multi-Agency Contract is a definite-quantity, indefinite-delivery contract for the supplies or services specified, and effective for the period stated, in the IDC or Multi-Agency Contract.

Enter the code from the list for the initial load of an Indefinite Delivery Contract (IDC) or Multi-Agency Contract, but not for Government-Wide Acquisition Contracts (GWACs).

<u>CODE</u>	<u>DEFINITION</u>
A	Indefinite Delivery / Requirements
B	Indefinite Delivery / Indefinite Quantity
C	Indefinite Delivery / Definite Quantity

NOTE: If this data element is completed, then users will be prompted to report the next two data elements.

Reference FAR 52.216-20; FAR 52.216-21; FAR 52.216-22

ITEM 38	MULTIPLE OR SINGLE AWARD IDC
----------------	-------------------------------------

Indicates whether the 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.

<u>CODE</u>	<u>DEFINITION</u>
M	Multiple Award Enter code M if the contract is one of several awarded under a single solicitation when contracting officers are required to compare or compete their requirements among several vendors.
S	Single Award Enter code S when the contract does not meet the definition of a multiple award contract.

Reference FAR 16.5

ITEM 39	ECONOMY ACT
----------------	--------------------

Indicates whether the transaction is subject to the Economy Act.

For initial load of Multi-Agency Contract or other IDC, enter Yes, if the award is authorized pursuant to the Economy Act, otherwise enter No.

Yes The transaction is subject to the Economy Act.

No The transaction is not subject to the Economy Act.

ITEM 40	OTHER STATUTORY AUTHORITY
----------------	----------------------------------

Indicates whether the transaction is subject to 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.

ITEM 41	PROGRAM ACRONYM
----------------	------------------------

The short name or title used for a GWAC or other contracting program. Examples include COMMITS, ITOPS, and SEWP.

ITEM 42	SERVICE FEE
----------------	--------------------

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 formats: 1) Fixed, 2) Range - Varies by amount, and 3) Range - Varies by Other Factor.

<u>CODE</u>	<u>DEFINITION</u>
FIX	Fixed
RVA	Range - Varies by Amount
RVO	Range - Varies by Other Factor
NO	No Fee

NOTE: Can be blank if **Item 47, Who Can Use**, equals “Only My Agency.”

ITEM 43	FIXED FEE
----------------	------------------

The value, expressed as a percent, if “Fixed Fee” is chosen for **Item 42, Service Fee**.

ITEM 44 FEE RANGE LOW

The lower value if “Range” (RVA, RVO) is chosen for **Item 42, Service Fee**.

ITEM 45 FEE RANGE HIGH

The upper value if “Range” (RVA, RVO) is chosen for **Item 42, Service Fee**.

ITEM 46 LAST ORDER DATE

Last date on which an order may be placed against this indefinite delivery vehicle. Enter the last date to place an order, otherwise leave blank.

Reference FAR 4.601(b)(1)

NOTE: Last Order Date must be equal to or later than **Item 52, Effective Date**, of the IDV.

ITEM 47 WHO CAN USE

For initial award of an IDV, enter one of the specified code words that indicate the Agencies that may place orders against this IDV. Certain code words require a list of agencies that may order from the IDV.

<u>CODE</u>	<u>DEFINITION</u>
Only My Agency	Only the agency awarding the contract may place orders.
All Agencies	All Federal Government agencies may place orders against the contract.
Defense	Only Department of Defense agencies may place orders against the contract.
Civilian	Only civilian agencies may place orders against the contract.

ITEM 48 WEB URL

The web site URL for inter agency Indefinite Delivery Vehicles where users may go to get

more information on the contract or program.

NOTE: Can be blank if **Item 47, Who Can Use**, equals “Only My Agency.”

ITEM 49	MAXIMUM ORDER LIMIT
----------------	----------------------------

Maximum dollar amount that can be applied to a single order against the Indefinite Delivery Vehicle. If this action is an initial load of an IDV, then enter the maximum dollar amount that can be applied to a single order against the IDV. If there is no maximum order limit, enter 0.00.

NOTE: Can be blank if **Item 47, Who Can Use**, equals “Only My Agency.”

ITEM 50	ORDERING PROCEDURES
----------------	----------------------------

For initial load of IDV, describe ordering procedures, unless included in the government website listed in **Item 48, Web URL**, data element.

NOTE: Can be blank if **Item 47, Who Can Use**, equals “Only My Agency.”

ITEM 51	AWARD DATE
----------------	-------------------

Award Date is the date that a mutually binding agreement was reached. The date signed by the Contracting Officer or the Contractor, whichever is later. For a bilateral transaction, this is the later of the date signed by the Contracting Officer or the Contractor. For a unilateral transaction, this is the date signed by the Contracting Officer. (Format: MM/DD/YYYY).

Reference FAR 4.601(b)(1)

ITEM 52	EFFECTIVE DATE
----------------	-----------------------

The date that the parties agree will be the starting date for the contract’s requirements. Usually, this is the same as the date signed but may be different. For example, the effective date may be delayed to avoid major holidays or to coincide with the availability of funds; it must be “post dated” to recognize that the contractor started work before the formal agreement was signed. (Format: MM/DD/YYYY).

The Effective Date must be:

- Not prior to 5 years before the current fiscal year

Reference FAR 4.601(b)(1)

ITEM 53	COMPLETION DATE
----------------	------------------------

The completion date of the base contract plus options that have been exercised. Report the completion date based on the schedule in the contract. For an initial award, report the scheduled completion date for the base contract and any options exercised at time of award. For modifications that exercise options, report the revised scheduled completion date for the base contract including exercised options. (Format: MM/DD/YYYY).

The Completion Date must be:

- Equal to or later than the Effective Date (unless this is a Modification)
- Less than or equal to the Ultimate Completion Date

ITEM 54	ULTIMATE COMPLETION DATE
----------------	---------------------------------

The ultimate completion date is the estimated or scheduled completion date including the base contract or order and all options (if any) whether the options have been exercised or not. Enter the mutually agreed upon contract completion date for the entire contract or order including all options or other modifications. For a delivery order, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle.

The Ultimate Completion Date must be:

- Less than or equal to 25 years after the Effective Date (unless Product and Service Code begins with “X” [Leases] or “S” [Utilities]).

ITEM 55	ULTIMATE AWARD VALUE / ADJUSTED
----------------	--

The ultimate award value is the mutually agreed upon total contract or order value including all options (if any). For indefinite delivery vehicles, it is the estimated value for all orders expected to be placed against the vehicle. For modifications/adjustments, it is the change (positive or negative, if any) in the mutually agreed upon contract value.

For a new award: Enter the mutually agreed upon total estimated contract or order value (in dollars and cents) including the base contract and all options (if any).

For an IDV: Enter the total estimated value (in dollars and cents) for all orders expected to be placed against this contract.

For a modification: Enter the change (positive or negative, if any) in the mutually agreed upon total contract value (in dollars and cents).

NOTE:

- If **Item 31, Competitive Solicitation Procedures**, equals Very Small Business Set-Aside, then the Ultimate Award Value / Adjusted must be less than or equal to \$50,000.
- If **Item 31, Competitive Solicitation Procedures**, equals Emerging Small Business Set-Aside, then the Ultimate Award Value / Adjusted must be less than or equal to \$25,000.

Reference FAR 4.601(b)(4)

ITEM 56	SPECIALIST CODE
----------------	------------------------

Enter the 4-character code, which identifies the individual who completed the procurement action. This code is unique to each awarding office for their personnel.

ITEM 57	CONTRACTING OFFICER CODE
----------------	---------------------------------

Enter the 4-character code, which identifies the person duly authorized with contracting officer warrant, who signed the contractual document. This code is unique to each awarding office for their personnel.

ITEM 58	DESCRIPTION OF WORK
----------------	----------------------------

Enter the brief description from the statement of work or project description (not less than 15 characters). A maximum of 150 characters (including spaces, dashes, etc.) may be entered. Insure that the description is a concise statement of what is being acquired or what work is being performed. Avoid use of abbreviations, acronyms and jargon if possible.

ITEM 59	AWARD STATUS
----------------	---------------------

Enter the 2-character code, which reflects the appropriate status of the contract. These codes

are optional for field use. They will not be used by Headquarters to generate reports and thus are not used to determine status of award.

<u>CODE</u>	<u>DEFINITION</u>
AA	Active, contract in performance from award date to completion date.
CA	Completion date passed, no final acceptance of deliverables, still open.
CO	Completed with final acceptance of deliverables; closeout action initiated.
RA	Closeout completed. Retirement/aging begun.
RD	Retired; file destroyed.

ITEM 60	RETIREMENT DATE
----------------	------------------------

Enter the date (MM/DD/YYYY) the completed award was retired, i.e., all deliverables have been received and final payment made; or enter the date a DOE prime contractor was converted to a subcontractor under a prime contract.

FINANCIAL DATA GUIDANCE

- A. For a “funds in” or sales transaction, government share, awardee share and total are not entered into PADS.
- B. Dollars are entered as whole dollars; decimal point before cents is required; dollar signs and commas are optional.
- C. Decreases in dollars should be preceded by a minus "-." (Example: -25000).
- D. Corrections to previously entered financial data on modifications will replace current dollar values. Changes may be made by any of three methods:
 1. Government share, awardee share and total (Items 74, 75 and 76). A change to any one of these fields requires re-entry of data in all three. To leave dollars as they are in the database, the same values must be re-entered.

If B&R numbers and B&R dollars (**Items 77 and 78**) are not entered, they will be left as they currently exist in the database.
 2. Ultimate Award Value – Adjusted (Item 73) The ultimate award value

is the mutually agreed upon total contract or order value including all options (if any). For modifications/adjustments, it is the change (positive or negative, if any) in the mutually agreed upon contract value.

3. B&R numbers and/or B&R dollars (Items 77 and 78). A change made to any B&R number or B&R dollar amount requires re-entry of all B&R numbers and their corresponding B&R dollars.

If government share, awardee share, and total (**Items 74, 75 and 76**) are not entered, they will remain as they currently exist in the database.

4. All five fields are entered; government share, awardee share, total, B&R number, and B&R dollars (**Items 74, 75, 76, 77, and 78**).

Internal Awarding Office Fields

Items 61 through 66 are for individual office data use and are optional.

ITEM 61

DATE

Enter the brief description from the statement of work or project description (not less than 15 characters). A maximum of 150 characters (including spaces, dashes, etc.) may be entered. Insure that the description is a concise statement of what is being acquired or what work is being performed. Avoid use of abbreviations, acronyms and jargon if possible.

ITEM 62

DOLLARS

11 Digit Dollar field

ITEM 63

MISCELLANEOUS

110 Character field

ITEM 64 INTERNAL OFFICE USE

30 Character field

ITEM 65 PR NUMBER

Enter the Purchase Request number here.

ITEM 66 TEXT

110 Character field

(This page left blank intentionally.)

SECTION 3

FINANCIAL ASSISTANCE ACTIONS

**** Please note that all financial assistance awards must be reported directly to PADS.**

(This page left blank intentionally.)

FINANCIAL ASSISTANCE AWARDS

ADD/CHANGE/DELETE

Check “ADD” if this is a new basic award or a modification (to an existing award) not previously reported to PADS. Check the block marked “CHANGE” if this award action is a change to an award/modification previously reported to PADS. Mark “DELETE” if this modification is to be deleted from PADS. Basic awards cannot be deleted.

ITEM 1 AWARD BIN (BUSINESS INSTRUMENT NUMBER)

Enter the identifying number to the legal document, which constitutes that agreement between the Department of Energy and the awardee.

NOTE: This item is known as the Procurement Instrument Identifier (PIID) in FPDS-NG.

Award Business Instrument Number: The award business instrument number consists of 17 characters and has the following format: DE-FG01-02FE12345. The encoded information in the number is as follows:

- A. The first and second positions, **DE**-FG01-02FE12345, contain the two-character code assigned by the Federal Procurement Data Center to identify Department of Energy awards.
- B. The third position contains a dash.
- C. The fourth and fifth positions, DE-**FG**01-02FE12345, contain a two-character code corresponding to the type of award instrument. (The type of Award Instrument Codes and definitions follow).
- D. The sixth and seventh positions, DE-FG**01**-02FE12345, identify the responsible awarding office (The Awarding Office codes can be found at <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWOC>.)
- E. The eighth position is a dash.
- F. The ninth and tenth positions, DE-FG01-**02**FE12345, will contain the last two digits of the fiscal year of the award date of the basic award.

- G. The eleventh and twelfth positions, DE-FG01-02FE12345, contain a two-character code showing the initiating office. Due to Departmental reorganizations, some award business instrument numbers contain codes that are no longer used for new awards.
- H. The thirteenth through seventeenth positions, DE-FG01-025FE12345, will contain a five-digit serial number assigned by the initiating office.

The last seven digits of the award BIN are referred to as the Register Number. This number remains unchanged from initiation through retirement.

TYPE OF AWARD INSTRUMENTS

CODE

DEFINITION

FC

Cooperative Agreement

A legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient whenever - (1) the principal purpose of the relationship is the transfer of money, property, services or anything of value to the State or local government or other recipient to accomplish a public purpose of support or stimulation authorized by Federal statute, rather than acquisition, by purchase, lease, or barter, or property or services for the direct benefit or use of the Federal Government; and (2) substantial involvement is anticipated between the executive agency, acting for the Federal Government, and the State or local government or other recipient during performance of the contemplated activity.

FG

Grant

A legal instrument reflecting a relationship between the Federal Government and a State or local government or other recipient whenever - (1) the principal purpose of the relationship is the transfer of money, property services, or anything of value to the State or local government or other recipient in order to accomplish a public purpose of support or stimulation authorized by Federal Statute, rather than acquisition, by purchase, lease, or barter, or property or services for the direct benefit or use of Federal Government; and (2) no substantial involvement is anticipated between the executive agency, acting for the Federal Government, and the State or local government or other recipient during the performance of the contemplated activity.

FR

Repayment Agreement

Repayment to the Government of the Government's contribution after

completion of the award, and the awardee is making a profit from the research. Applies only to the Clean Coal Cooperative Agreements under CFDA 81.096.

NOTE: Reference DOE Order 540.1A, "Departmental Business Instrument Numbering System," 1/27/2005; FAR 4.601(d)(4)

ITEM 2	MODIFICATION NUMBER
---------------	----------------------------

Award Modification Number: All new basic awards and modifications to an award are identified by a modification number assigned by the awarding office. These modification numbers are not part of the award business instrument number.

1. The basic award and modifications to each business instrument must be sequentially numbered by use of a four-position alphanumeric code.
 - a. The first position must be a capital letter identifying the type of action as follows:

A - (Amount) An action adding, changing, or deleting financial data that is collected on the IPAR, but not administrative corrections to financial data.

M - (Miscellaneous) An action having no net effect on financial data that is collected on the IPAR, including administrative corrections.
2. The second through fourth positions must contain a sequential serial number of the modification. For basic awards, enter A000. The next assigned modification number would be 001, 002 etc. These numbers continue in sequence throughout the life of the award.
 - a. Examples of basic award and modifications:

A000 Basic award

M001 First modification to contract, no effect on financial data.

A002 Second modification to contract, changes in financial data.

M003 Third modification to contract, no effect on financial data.

NOTE: For a given BIN, if the Modification Number already exists, then Use Case must be Change or Delete.

NEW AWARDS**CODE****DEFINITION****1A****New Definitive Award**

The establishment of a binding legal relationship between the Government and awardee, contractor, or grantee for the purpose of receiving supplies, services, construction, research and development, or providing financial assistance.

MODIFICATIONS

A modification is any written change in terms of a grant or financial assistance.

1F**Termination by Mutual Agreement**

DOE may terminate grants, and cooperative agreements in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds.

1H**Continuation Award**

A financial assistance award authorizing a second or subsequent budget period within an existing project period.

1M**Termination for Default**

The exercise of the Government's contractual right to completely or partially terminate a contract because the contractor's or awardee's actual or anticipated failure to perform its contractual obligations.

1P**Supplemental Agreement - Monetary Action**

An increase in the obligations as a result of an increase in the performance effort of the current budget period, e.g. increase total approved budget as a result of purchasing of additional equipment, increasing the level of effort, etc.

1Q**Renewal Award**

A financial assistance award authorizing the first budget period of an extended project period.

1T Incremental Funding (Only)

The increase of obligations without increasing performance effort of the current budget, e.g., partial or final funding actions.

1V No Cost Time Extension (Only)

An amendment to an award instrument, which extends the project period of an award with no increase in the total face value or obligated dollars.

1W Administrative Change

A unilateral modification to an award instrument which changes administrative data; e.g., paying office, technical representative, etc.

1X Funding Adjustment to Completed Award

A modification issued to an award instrument which has been completed wherein funds need to be obligated or deobligated before it can be retired.

1Y Other

Miscellaneous code used to report modification actions, which did not meet the criteria of the other codes. This code includes revision award actions not otherwise covered by other codes such as terms and conditions of award, increase in funds because of an increase in performance effort, etc.

TR Transferred Award

A financial assistance award that is being transferred from one awarding office to another. The office transferring the award is responsible for transfer modifications.

ITEM 4

DUNS NUMBER

Report the DUNS number for the financial assistance awardee that received the award.

To verify that the contractor is registered in the CCR, go to the PADS Reference Library at <https://pads.doe.gov/reference/padscodes/> and click on “Central Contractor Registry (CCR).” CCR Lookup is a new option in the Reference Library. Functionally, it performs a search of the PADSWeb daily updated copy of the Federal CCR by DUNS Number and/or Awardee Name. Searches are done on full or partial entries of either the DUNS Number or Contractor Name.

The financial assistance awardee can obtain a DUNS number by calling Dun and Bradstreet,

Inc. at 1-888-546-0024. Facsimile requests should be made to 1-610-882-7140. Dun and Bradstreet will require an agency code and an office code.

Reference FAR 4.601(b)(2); FAR 4.602(d); FAR 4.603(a)

NOTE:

- The financial assistance awardee must be registered in the CCR.
- It is recommended that each User, prior to entering a new Basic award, verify that the DUNS Number and Awardee are on the PADSWeb CCR Lookup table in the Reference Library.
- Exception processing is in place to add an Awardee into the PADSWeb CCR for Financial Assistance awards. This will be allowed only at the Award Office Administrator level through the approval of the PADSWeb System Administrator.

ITEM 5 CONTRACTOR NAME

Enter the recipient name (up to 30 characters) of the individual, partnership, corporation, firm, association, Federal, State, or local agency, or other type of recipient of the new award. (System generated from CCR once **Item 4, DUNS Number**, is entered.)

ITEM 6 DIVISION

When applicable, enter the name of the functional suborganization of the recipient in **Item 5, Contractor Name**, above. (System generated from CCR once **Item 4, DUNS Number**, is entered.)

ITEM 7 STATE

Enter the 2-character U.S. Postal Service code for the state or outlying area that is the principal place of performance of the award. State codes are available at: <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPST>.

ITEM 8 COUNTRY

Enter the 2-character code for the country that is the principal place of performance of the award. For locations in the U.S., leave this element blank. Country codes are available at: <https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPCY>.

ITEM 9**CITY**

Enter the name of the city that is the principal place of performance of the award (up to 25 characters). (Example: Dallas)

ITEM 10**COUNTY**

Enter the name of the county that is the location of the principal place of performance of the award. (Example: Montgomery). For the District of Columbia (DC), and locations outside the U.S., leave county blank.

When city and state are entered, county will be system generated. If city within the state is in multiple counties, or if multiple cities with the same name are in a state, county must be entered by selecting from the dropdown menu.

The FIPS 55 (Federal Information Processing Standards) provides information concerning city, county, and state at <http://www.itl.nist.gov/fipspubs/>.

ITEM 11**ZIP CODE**

Enter the 9-digit zip code that applies to the principal place of performance of the award. (Example: 22134-2700).

Zip Codes are listed in the U.S. Postal Service's National Zip Code Directory at <http://www.usps.com/zip4/>.

For locations outside the U.S., leave zip code blank.

ITEM 12**CONGRESSIONAL DISTRICT**

Enter the 2-character numeric code for the congressional district that is the principal place of performance of the award. Congressional District will be system generated from the state and the zip code. If a zip code encompasses more than one Congressional District, choose from the dropdown menu. These codes are listed in the Congressional District Atlas. (Example: 01).

NOTE: Codes entered will be verified against Post Office Congressional District information.

Enter the proper code.

CODE**DEFINITION****GAA****State Government**

Includes all 50 States, the District of Columbia, and the outlying areas.
Includes State agencies, such as a State dormitory authority.
Includes the Governor's Office, the legislature and associated committees.
Excludes state institutions of higher education.

GAE**State Higher Education Institution**

Higher education institutions affiliated with a State, the District of Columbia, or a US outlying area.

Includes state operated community colleges, state colleges and universities (and their affiliated medical centers).

GDD**County Government**

Includes Governments designated as counties, boroughs in Alaska, parishes in Louisiana.

Includes subordinate agencies of the county government.

Includes school districts and community colleges in states where they are designated as part of the county government.

Excludes consolidated city/county governments, which are classified as cities.

GEE**City Or Township Government**

Includes cities, towns, townships, boroughs in Pennsylvania, or a municipal corporation generally.

Includes subordinate agencies of the cities or towns.

Includes school districts in cities designated as having dependent school systems.

GFF**Independent School District**

Includes only those districts designated as separate and independent units of

government.

GGG Special District Government

Includes governments so-designated under Bureau of Census guidelines, most of which are single-purpose governments.

Includes certain utility districts, housing authorities, park authorities, sewer authorities, industrial development authorities, and so forth.

GII Private Higher Education Institution

Includes institutions that are not state, city, or county operated colleges or universities.

GJJ Indian Tribe

Self-explanatory.

GKH Other Hospital

All hospitals that cannot be otherwise categorized.

GKK Other

Not otherwise classified. (Used for recipients, which do not fit in any other category.)

GLL Profit Organization

Includes profit organizations, except small businesses or otherwise categorized.

GMM Individual

Includes Social Security and VA beneficiaries and other non-business and non-Government recipients of federal assistance.

GNN Non-Profit Organization

Includes community action agencies and organizations having 501.c.3 status with the IRS, other than higher education institutions.

GSS Small Business

Private firms, which are, classified as small businesses within their particular

industry.

GZZ Recipient Outside U.S. and Outlying Areas

A recipient with a legal address outside the U.S. and in outlying areas.

ITEM 14

TYPE OF AWARD

Enter the proper code.

CODE

DEFINITION

B

Cooperative Agreement

Assistance instrument with substantial involvement between DOE and recipient.

C

Formula Grant

Eligible recipients are determined by statute and amount is determined in accordance with a formula specified in statute or implementing program rules.

D

Project Grant

DOE is authorized under a Federal statute to select the recipient and the project to be supported and to determine the amount to be awarded.

E

Direct Payment for Specified Use

A financial assistance type award to encourage or subsidize a particular activity.

G

Direct Loan

Lending of Federal funds with expectation of repayment.

H

Guaranteed/Insured Loan

Indemnifies a lender against part or all of any default of repayment of a loan.

3

Other Financial Assistance

Financial assistance other than mentioned above.

ITEM 15**E-GOVERNMENT**

Enter the proper code that describes whether, during the processing of this award, E-Government (electronic commerce) methods were used during the synopsis, solicitation and/or award phase of the financial assistance awards. Examples of E-Government methods include the use of FedGrants, Grants.gov, the Industry Interactive Procurement System (IIPS), DOE C/-Web or other similar systems that communicate electronically with our vendors.

NOTE: Effective October 1, 2001, all synopses, solicitations and related documents for which widespread notice are required must be posted on FedGrants.gov (See Financial Assistance Letter 2003-03R).

<u>CODE</u>	<u>DEFINITION</u>
A	Solicited electronically, synopsized (if required)
B	Solicited and awarded electronically
C	Awarded electronically (only)
D	Not solicited or awarded electronically

ITEM 16**RESEARCH AND DEVELOPMENT**

- Yes** 50 percent or more of the funding on this award is considered to be for research and development.
- No** Less than 50 percent of the funding on this award is considered to be for research and development.

ITEM 17**HISPANIC INSTITUTION**

- Yes** An institution of higher learning where at least 25% of the student population is Hispanic.
- No** Not an institution of higher learning where at least 25% of the student population is Hispanic.

Data entered must be in accordance with the Department of Education's current list of U.S. Accredited Postsecondary Minority Institutions. Click here to link to the list on Education's web page: <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

NOTE: Do not code this item as "Yes" unless Education's list shows the percentage of Hispanic students to be at least 25%.

ITEM 18**OSTI DELIVERABLE**

This field is used only by the Office of Scientific and Technical Information (OSTI) to identify required scientific/technical reporting deliverables. Enter the 2-character code that closely corresponds to the scientific/technical reporting deliverables specified on the DOE 4600.2, "Federal Assistance Reporting Checklist." The code should not be used to identify any other reporting requirements e.g., it should not be used for management or financial reporting, such as project status reports.

CODE**DEFINITION**

AD	Final Report
AU	Conference Proceedings (scientific/technical conferences ONLY)
AZ	No Technical Deliverable Required
CO	Conference Paper
DD	Other, e.g., Reports at the end of a phase or task, scientific/technical videos or movies, etc
YY	Computer Software
YZ	Computer Software Plus Final Report

ITEM 19**GOVERNMENT FURNISHED EQUIPMENT / PROPERTY**

The awardee uses equipment or property, either federally-owned or acquired with project funds. Enter the proper code.

CODE**DEFINITION**

F	Federally-owned Property Property in the possession of, or directly acquired by, the Government and subsequently made available to the recipient.
N	No Property There is no federally-owned property or property acquired with project funds under this agreement.
P	Property Acquired with Projected Funds Property acquired with projected funds means equipment acquired by the recipient with the projected funds under the terms of the agreement.

B Both Federally-owned Property and Property Acquired with Project Funds

The award has both federally-owned property and property that was acquired by the recipient with project funds under terms of the agreement.

R Removed Property

The award, at one time, had federally-owned property or property acquired with project funds, but the property has since been removed.

ITEM 20 COGNIZANT FEDERAL AGENCY

Enter the code of the agency having the predominate financial interest in the organization. The Cognizant Federal Agency is responsible for performing a designated function on behalf of all Federal agencies.

The codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=CFAA>.

ITEM 21 COGNIZANT DOE OFFICE

Enter the code of the contracting activity assigned lead office responsibility for all DOE indirect cost matters relating to a particular organization receiving DOE contract and financial assistance awards.

The responsible office is determined by predominance of DOE business with the specific contractor.

The codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWOC>.

ITEM 22 DELEGATED AWARD ADMINISTRATION OFFICE

If award audit and/or property administration is delegated, enter the proper 2-character code that identifies the delegated office. If the award is delegated outside DOE, this value must be entered. If this item is entered, **Item 23, Administration Office Delegation Date**, must be completed. The codes are available at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=AWAM>.

ITEM 23**ADMINISTRATION OFFICE DELEGATION DATE**

Enter the date (MM/DD/YYYY) on which the award administration was delegated. This date must be entered if **Item 22, Delegated Award Administration Office**, is completed.

ITEM 24**TECHNICAL REPRESENTATIVE NAME**

Enter the name of the person delegated the responsibility to serve as the Contracting Officer Technical Representative (COTR) (up to 24 characters). Enter last name, first name, and middle initial.

ITEM 25**SENIOR INVESTIGATOR**

Name of person designated by the awardee to serve as Project Director or Senior Investigator.

ITEM 26**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)**

Enter the 6-character Catalog of Federal Domestic Assistance (CFDA) number assigned to the program supporting the award (Item 20 from DOE F 4200.33). This number should be selected by the sources of funds and not by matching the closest description. The CFDA number can be used only with funds originating from the appropriate program office.

Other CFDA numbers are available for old programs that have modifications to their awards only.

CFDA Codes can be found at:

<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=CFDA>.

ITEM 27**SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)**

- Yes** The award was made pursuant to the Small Business Innovation Development Act of 1982, P.L. 97-219.
- No** The award was not made pursuant to the Small Business Innovation Development Act of 1982, P.L. 97-219.

ITEM 28**STATE APPLICATION IDENTIFIER (SAI)**

Enter the number assigned by the State's single point of contact (SPOC). SAI numbers are reported for all awards under programs that the agency has determined are covered by Executive Order 12372. The Office of Management and Budget (OMB) has established a standard 12-character format for SAI numbers. States have the option of adopting the standard format on a voluntary basis.

If the CFDA number is equal to 81.042, a State Application Identifier number must be reported if it is available.

ITEM 29**EXTENT COMPETED**

Enter the proper code. Required on all new assistance awards.

CODE**DEFINITION****A****Competitive Assistance**

Assistance awarded after competition.

C**Noncompetitive Assistance**

Assistance awarded without competition.

E**Assistance Unsolicited Proposal**

An application which is not submitted in response to a funding opportunity announcement.

ITEM 30**COPY ADDRESS**

Mark this "Yes" if the legal address for this recipient is the same as the place of performance entered in **Items 7-11**.

Mark "No" if the legal address for this recipient is different than the place of performance address entered in **Items 7-11**. Then enter the legal address for the recipient in **Items 31-34**.

ITEM 31**LEGAL ADDRESS STATE**

Enter the 2-character code of the state or territory (includes Freely Associated States) where the recipient is located (legal address). State codes are available at:
<https://pads.doe.gov/reference/padscodes/showmisc.cfm?table=PPST>.

ITEM 32**LEGAL ADDRESS CITY**

Enter the specific name of the city or township where the recipient is located (same as billing address or legal address).

ITEM 33**LEGAL ADDRESS COUNTY**

Enter the county of the recipient's Legal address, (e.g., Montgomery). For the District of Columbia, leave county blank.

If city, state, and zip code are entered, county will be system generated. If city within a state is in multiple counties, or if multiple cities with the same name are in a state, county must be entered.

The FIPS 55 (Federal Information Processing Standard) provides information concerning city, county, and state.

ITEM 34**LEGAL ADDRESS ZIP CODE**

Enter the 9-character zip code, which applies, to legal address, of recipient e.g., 99999-9999.

Zip Codes are listed in the U.S. Postal Service's National Zip Code Directory at
<http://www.usps.com/zip4/>.

For locations outside the U.S., leave zip code blank.

ITEM 35**LEGAL ADDRESS CONGRESSIONAL DISTRICT**

Enter the 2-character code for the congressional district of the recipient's legal address. These codes are listed in the Congressional District Atlas, e.g., 01.

Code will be verified against Post Office Congressional District information.

ITEM 36**AWARD DATE**

Enter the date the DOE contracting officer signed the official award or modification (date executed). Format: MM/DD/YYYY.

ITEM 37**AWARD EFFECTIVE DATE (Begin Project Period)**

Enter the date the award becomes effective. This date reflects the beginning of the project period for a new award or amendment. The effective date can be found in block 7 of DOE Notice of Financial Assistance Award, DOE F 4600.1. Format: MM/DD/YYYY.

ITEM 38**AWARD COMPLETION DATE (End Project Period)**

Enter the completion date of the award. This field must be filled out on the basic award and for all time extensions to the basic award. This date can be found in block 7 of DOE Notice of Financial Assistance Award, DOE F 4600.1. Format: MM/DD/YYYY.

ITEM 39**BUDGET PERIOD FROM DATE**

Beginning date of current budget period. Date can be found in block 6 of DOE Notice of Financial Assistance Award, DOE F 4600.1. Format: MM/DD/YYYY.

ITEM 40**BUDGET PERIOD TO DATE**

Ending date of current budget period. Date can be found in block 6 of DOE Notice of Financial Assistance Award, DOE F 4600.1. Format: MM/DD/YYYY.

ITEM 41**DESCRIPTION OF WORK**

Enter the brief description from the statement of work or project description (not less than 15 characters). A maximum of 150 characters (including spaces, dashes, etc.) may be entered. Insure the description is a concise statement of what is acquired or what work is being performed. Avoid use of abbreviations, acronyms and jargon if possible.

ITEM 42**SPECIALIST CODE**

Enter the 4-character code, which identifies the individual who completed the assistance action. This code is unique to each awarding office for their personnel.

ITEM 43**CONTRACTING OFFICER CODE**

Enter the 4-character code, which identifies the person duly authorized with contracting officer warrant, who signed the contractual document. This code is unique to each awarding office for their personnel.

ITEM 44**AWARD STATUS**

Enter the 2-character code, which reflects the appropriate status of the award. These codes are optional for field use. They will not be used by Headquarters to generate reports and thus are not used to determine status of award.

CODE**DEFINITION**

AA	Active, contract in performance from award date to completion date.
CA	Completion date passed, no final acceptance of deliverables, still open.
CO	Completed with final acceptance of deliverables, closeout action initiated.
RA	Closeout completed. Retirement/aging begun.
RD	Retired, file destroyed.

ITEM 45**RETIREMENT DATE**

Enter the date (MM/DD/YYYY) the completed award was retired, i.e., all deliverables have been received and payment made.

FINANCIAL DATA GUIDANCE

- A. Dollars are entered as whole dollars, no cents, no decimals, and no comma.
- B. Decreases in dollars should be preceded by “-.” (Example: -2500).

C. Corrections to the previously entered financial data on modifications will replace current dollar values. There are three ways of making changes to the existing data:

1. Government share, awardee share and total (Items 46, 47, and 48). A change to any one of these fields requires re-entry of data in all three. To leave dollars as they are on the data base, the same values must be re-entered.

If B&R numbers and B&R dollars (**Items 49 and 50**) are not entered, they will be left as they currently exist on the data base.

2. B&R numbers and/or B&R dollars (Items 49 and 50). A change made to any B&R number or B&R dollar amount requires re-entry of all B&R numbers and their corresponding B&R dollars.

If government share, awardee share, and total (**Items 46, 47, and 48**) are not entered, they will remain as they currently exist on the data base.

3. All five fields - government share, awardee share total, B&R number, and B&R dollars (**Items 46, 47, 48, 49 and 50**).

ITEM 46

GOVERNMENT SHARE (DOE Face Value)

For the basic award, enter the total dollar amount of DOE's share of the award amount. For a modification, enter the amount of increase or decrease to the current value. PADS will calculate the resultant value.

Basic Award

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
500000		500000	AA01	200000

Assistance action awarded for a 3-year period for a total estimated cost to the Government of \$500,000. Funds-obligated at the time of initial award \$200,000. There is no awardee share.

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
300000		300000	AA01	300000

Assistance action awarded for a 3-year period for a total estimated cost to the Government of \$300,000. Funds obligated at the time of initial award is funding of \$300,000. There is no awardee share.

Modification

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
			AA01	100000

Assistance action was initially executed for \$500,000; obligated dollars \$200,000. (See previous example) An incremental funding modification is awarded for \$100,000. This action has no effect on the Government share of the award; therefore, **Item 46** is left blank.

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
50000		50000	AA01	50000

Assistance action was initially executed for \$300,000; obligated dollars were \$300,000. An increase in scope modification is awarded for \$50,000, and dollars obligated for the mod is \$50,000. **Item 46** is filled in with \$50,000 because of an increase of the Government share.

ITEM 47 AWARDEE SHARE

For the basic award, enter the total dollar amount of the awardee's share of the award amount, if none, leave blank. For a modification, enter the amount of increase or decrease to the current awardee share value. PADS will calculate the resultant value.

Basic Award

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
250000	75000	325000	AA01	325000

An action awarded for a 3-year period for a total estimated cost to the Government of \$250,000, a total estimated cost to the awardee of \$75,000, and the Government funds obligated at time of award are, \$250,000. The total estimated cost of the award is \$325,000.

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
400000	25000	425000	AA01	400000

An action awarded for a 3-year period for a total estimated cost to the Government of \$400,000, a total estimated cost to the awardee of \$25,000, and the funds obligated of the Government are \$400,000. The total estimated cost of the award is \$425,000.

Modification

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
	-5000	-5000	AA01	150000

The award was initially executed with \$75,000 awardee share. A modification is executed

that decreases the awardee share by \$-5,000, and incrementally funds the award for \$150,000.

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
100000	2000	102000	AA01	100000

The award was initially executed for \$400,000 Government share, \$25,000 awardee share, and obligated dollars of \$400,000. A modification is executed that is an increase in scope of \$100,000 to the Government, \$2,000 to awardee, and obligations increased \$100,000.

ITEM 48	TOTAL VALUE
----------------	--------------------

Enter the sum of **Items 46 and 47** showing the total award amount.

The total contract value is the "Total Estimated Cost of the Project," from block 17 of the DOE Notice of Financial Assistance Award, DOE F 4600.1, (Example: 150000).

Basic Award

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
10000	5000	105000	AA01	50000

An action awarded for 3-year period for \$100,000 Government share, \$5,000 awardee share, and Government funds obligated is \$50,000. The total contract value is \$105,000.

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
50000	10000	60000	AA01	50000

An action awarded for 3-year period for \$50,000 Government share, \$10,000 awardee share, and Government funds obligated is \$50,000. The total contract value is \$60,000.

Modification

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
			AA01	50000

The award was initially executed for a total of \$105,000, and dollars obligated at the initial award were \$50,000. An incremental funding modification is awarded for \$50,000 and does not change award value.

46. Government Share	47. Awardee Share	48. Total	49. B&R No.	50. B&R Dollars
15000		15000	AA01	15000

The award was initially executed for a total value of \$60,000 and dollars obligated were

\$50,000. An increase in scope modification is issued for \$15,000 and dollars obligated for the modification are \$15,000. This increases the contract value by \$15,000.

ITEM 49 B&R CODE

Enter the valid B&R (Budget and Reporting) number (maximum nine characters, e.g. HA0502, Item 26 on DOE F 4200.33 for the FY funds obligated by this award action. If there are more B&R numbers than the three spaces provided, use the IPAR Supplement (DOE Form 4200.41).

ITEM 50 B&R DOLLARS

Enter the amount of obligated funds for each B&R number for this award. (Example: 25000)

Internal Awarding Office Fields

Items 51 through 57 are for individual office data use and are optional.

ITEM 51 DATE

10-digit date field

ITEM 52 DOLLARS

11-digit dollars only field

ITEM 53 MISCELLANEOUS

30-digit field

ITEM 54 INTERNAL OFFICE USE

30-character field

ITEM 55 PR NUMBER

Enter the Purchase Request number here.

ITEM 56 TEXT

110-character field

ITEM 57 TRANSFERRED TO OFFICE

This item is to be blank, unless a grant is to be transferred from one DOE awarding office to another. At the time of a transfer, the transferring office enters the awarding office number (01, 02, etc.) of the awarding office receiving the transferred award.

(This page left blank intentionally.)

SECTION 4
IPAR SUPPLEMENT FORM

(This page left blank intentionally.)

IPAR SUPPLEMENT FORM

The IPAR supplement, DOE F 4200.41, is used when there are more than three B&R codes and three dollar amounts for the award, and additional space is needed to complete the obligation information for the award or to enter field office specific data. (Further definitions of items below are found in DOE F 4200.40A definitions.)

USE CASE: Add / Change / Delete

Check “ADD” if this is a new basic award or a modification (to an existing award) not previously reported to PADS. Check the block marked “CHANGE” if this award action is a change or correction to award/modification data previously reported to PADS. Check “Delete” if this modification is to be deleted from PADS. Basic awards cannot be deleted.

ITEM 1 AWARD BIN

This number is the 17-character identifying element to the legal document, which constitutes the agreement between the Department of Energy and the awardee. (See instructions for **Item 1, Award BIN**, of IPAR - DOE 4200.40A.)

ITEM 2 MODIFICATION NUMBER

Enter the 4-character modification number that identifies the award document.

ITEM 3 AWARD DATE

Enter the date contracting officer signed the official award. (Format: MM/DD/YYYY).

ITEM 4 B&R NUMBER

Enter the valid B&R (Budget and Reporting) number (maximum nine characters) for the FY funds obligated by this award action. (Example: HA0205).

ITEM 5**B&R DOLLARS**

Enter the amount of FY obligated dollars on this action for each B&R number (**Item 4**).

ITEM 6**WORK FOR OTHERS FUNDING AGENCY**

Click the F9 key and chose a code from the dropdown menu.

APPENDICES

(This page left blank intentionally.)

APPENDIX A – LINKS TO FORMS

Procurement IPAR

<http://www.directives.doe.gov/pdfs/forms/4200-40.pdf>

Indefinite Delivery Vehicles IPAR

[http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/IDV/\\$File/IDV.PDF](http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/WebAttachments/IDV/$File/IDV.PDF)

Supplemental IPAR

<http://www.directives.doe.gov/pdfs/forms/4200-41.pdf>

Financial IPAR

<http://www.directives.doe.gov/pdfs/forms/4200-40a.pdf>

(This page left blank intentionally.)

APPENDIX B - REQUIRED FIELDS for NEW AWARDS

Required Fields for New Awards for Stand Alone Contracts, Purchase Orders, Delivery Orders, Task Orders, Simplified Acquisitions Under \$25,000 and BPA Calls

<u>IPAR FIELD</u>	<u>IDENTIFICATION</u>
1	Add/Change
2	Award BIN
3	Modification Number
4	Kind of Award Action
5	DUNS Number
6	Contractor Name
7	Division
8	Master BIN (only for AD, AT and BP)
9	State
10	Country
11	City
12	County
13	Zip Code
14	Congressional District
15	Contracting Officer's Determination of Business Size
16	TOB Code
17	Small Disadvantaged Business Flag (only required if Field #14 is "Small")
18	Small Business 8(a) Program Flag (only required if Field #14 is "Small")
19	Small Business Emerging Flag (only required if Field #14 is "Small")
20	Small Business HUBZone Firm Flag (only required if Field #14 is "Small")
21	Very Small Business Flag (only required if Field #14 is "Small")
22	Type of Award
23	E-Govt
24	Research and Development
25	Support Service
26	Safety & Health
27	Hispanic Institute
28	Admin Delegation Officer
29	Admin Delegation Date
30	Technical Representative Name
31	Senior Investigator
32	Govt. Property (Not allowed if AX)
33	OSTI Deliverable (Not allowed if AP)
34	Cognizant Federal Agency (Not allowed if AP)
35	Cognizant DOE Office (Not allowed if AP)
36	IDV Fee Paid for Use of Service (only required for AD, AT and BP Basic Awards and Kind of Award not equal to "1J")
37	Directed Award (Not allowed if AP or BP)
38	Product Service Code
39	NAIC Code
40	Trade Country (Not allowed for AD, AP, AT and Kind of Award equal to "1J")
41	Bundling Requirement (Not allowed for AF, AP, AX, and BP)
42	Multi-Year Award (Not allowed if AP or BP)
43	EPA Product (Not allowed if BP)
44	EPA Recovered Material (Not allowed if BP)

44	Performance Based Service Contracting (Not allowed if AP or BP)
45	Subcontract Plan (Not allowed if BP, AF, AD, AP or AT)
46	Price Evaluation Adjustment (Not allowed if BP, AF, AD, AP or AT)
47	Competitive Procedures
48	Number of Offers (Not allowed if AP or BP)
49	Synopsis (Not allowed if AP or BP)
50	Commercial Item (Not allowed if AD, AT, or BP)
51	Small Demo Program (Not allowed if AP)
52	A-76 Action (Not allowed if AF, AD, AP, AT, or BP)
53	Davis-Bacon Act (Not allowed if AD, AT, or BP)
54	Walsh-Healey Act (Not allowed if AD, AT, or BP)
55	Service Contract Act (Not allowed if AD, AT, or BP)
56	Other Agency (Not allowed if BP)
57	FA-DODACC (Required if Funding Agency is DOD, else not allowed and not allowed if BP)
58	FA-Reason Purchased (Required if Funding Agency is DOD, else not allowed and not allowed if BP)
59	FA-Commercial Item (Required if Funding Agency is DOD, else not allowed and not allowed if BP)
60	FA-Clinger Cohen (Required if Funding Agency is DOD, else not allowed and not allowed if BP)
61	FA-DOD Claimant (Required if Funding Agency is DOD, else not allowed and not allowed if BP)
62	Award Date
63	Award Effective Date
64	Award Completion Date
65	Ultimate Completion Date (Not allowed if BP)
66	Description of Work
67	EPACT
68	EPACT Amount (Only required if Field #67 equals "Yes")
69	Specialist Code
70	Contracting Officer Code
71	Award Status (Not allowed if AP)
72	Retirement Date (Not allowed if AP)
73	Ultimate Award Value (Not allowed if BP or on "M" Basic Award, Award Action with no funding)
74	Government Share
75	Awardee Share
76	Total Award Value
77	B&R Number
78	B&R Dollars
79	Other Funding Agency-Work for Others (Not allowed on "M" Basic Award, Award Action with no funding)

OFFICE USE FIELDS (not required)

80	Date
81	Dollars
82	Miscellaneous
83	Internal Office Use
84	PR Number
85	Text
86	Transfer From Office

APPENDIX C - REQUIRED FIELDS for NEW IDVs

Required Fields for New Awards for Indefinite Delivery Vehicles

<u>IPAR FIELD</u>	<u>IDENTIFICATION</u>
	Add/Change
1	Award BIN
2	Modification Number
3	Kind of Award Action
4	DUNS Number
5	Contractor Name
6	Division
7	State
8	Country
9	City
10	County
11	Zip Code
12	Congressional District
13	Contracting Officer's Determination of Business Size
14	TOB Code
15	Small Disadvantaged Business Flag (only required if Field #14 is "Small")
16	Small Business 8(a) Program Flag (only required if Field #14 is "Small")
17	Small Business Emerging Flag (only required if Field #14 is "Small")
18	Small Business HUBZone Firm Flag (only required if Field #14 is "Small")
19	Very Small Business Flag (only required if Field #14 is "Small")
20	Type of Award
21	E-Govt
22	Govt. Property
23	Product Service Code
24	NAIC Code
25	Admin Delegation Officer
26	Admin Delegation Date
27	Technical Representative Name
28	Senior Investigator
29	Commercial Item
30	Subcontracting Plan
31	Competitive Procedures
32	Number of Offers
33	Bundling Requirement
34	Davis-Bacon Act
35	Walsh-Healey Act
36	Service Contract Act
37	IDC Type (only required for AM)
38	Multiple/Single (only required for AM)
39	Economy Act
40	Other Statutory Authority
41	Program Acronym
42	Service Fee
43	Fixed Fee
44	Fee Range Low
45	Fee Range High
46	Last Order Date

47	Who Can Use
48	Web URL
49	Maximum Order Limit
50	Ordering Procedures
51	Award Date
52	Award Effective Date
53	Award Completion Date
54	Ultimate Completion Date
55	Ultimate Award Value
56	Specialist Code
57	Contracting Officer Code
58	Description of Work
59	Award Status
60	Retirement Date

OFFICE USE FIELDS (not required)

61	Date
62	Dollars
63	Miscellaneous
64	Internal Office Use
65	Text
66	Transfer From Office

APPENDIX D – REQUIRED FIELDS for MODS

Required Fields for Modifications for Stand Alone Contracts, Purchase Orders, Delivery Orders, Task Orders, Simplified Acquisitions Under \$25,000 and BPA Calls

<u>IPAR FIELD</u>	<u>IDENTIFICATION</u>
	Add/Change/Delete
1	Award BIN
2	Modification Number
3	Kind of Award Action
62	Award Date
63	Award Effective Date
64	Award Completion Date
65	Ultimate Completion Date (Not allowed if BP)
66	Description of Work
67	EPACT
68	EPACT Amount (Only required if Field #67 equals “Yes”)
69	Specialist Code
70	Contracting Officer Code
73	Ultimate Award Value (Not allowed if BP or on “M” Basic Award, Award Action with no funding)
74	Government Share
75	Awardee Share
76	Total Award Value
77	B&R Number
78	B&R Dollars
79	Other Funding Agency-Work for Others (Not allowed on “M” Basic Award, Award Action with no funding)

OFFICE USE FIELDS (not required)

80	Date
81	Dollars
82	Miscellaneous
83	Internal Office Use
84	PR Number
85	Text
86	Transfer From Office

(This page left blank intentionally.)

APPENDIX E – REQUIRED FIELDS for IDV MODS

Required Fields for Modifications for Indefinite Delivery Vehicles

IPAR FIELD

IDENTIFICATION

	Add/Change/Delete
1	Award BIN
2	Modification Number
51	Award Date
52	Award Effective Date
53	Award Completion Date
54	Ultimate Completion Date
55	Ultimate Award Value
56	Specialist Code
57	Contracting Officer Code
58	Description of Work

OFFICE USE FIELDS (not required)

61	Date
62	Dollars
63	Miscellaneous
64	Internal Office Use
65	Text
66	Transfer From Office

(This page left blank intentionally)