

Procurement and Assistance Data System (PADS) Reporting



[Reference: FAR 4.602 and 19.704]

Guiding Principles

- **Be Careful When Entering**
- **Be Accurate**
- **Be Timely**
- **Double check**

Overview

This section discusses the Department of Energy's procedures to implement statutory reporting requirements for collecting data on procurement and financial assistance actions.

Background

In accordance with the Office of Federal Procurement Policy Act, the Administrator for Federal Procurement Policy maintains a system for collecting, developing and disseminating procurement data to the Congress, the Executive branch, and the private sector. The Federal Procurement Data System-Next Generation (FPDS-NG) is the automated data system that accomplishes this task. The Department of Energy reports its data to the FPDS-NG through the Procurement and Assistance Data System (PADS).

The Bureau of the Census operates the Federal Assistance Award Data System (FAADS), which is the central source of data on domestic assistance programs of the Federal government. These domestic assistance programs are detailed in the Catalog of Federal Domestic Assistance (CFDA). The Department reports its financial assistance data to FAADS through PADS.

The Office of Federal Procurement Policy also collects summary socioeconomic data on subcontracts awarded by prime contractors. The Department collects this data in the Subcontracting Reporting System (SRS).

Current Reporting

Contracting Officers report appropriate data within 5 working days of award.

For procurement actions where the total value exceeds \$25,000, data are reported to PADS in the format identified on the Individual Procurement Action Report (IPAR), including awards made through simplified acquisition procedures. The Department reports most these data quarterly to the FPDS.

For procurement actions with a total value of \$25,000 or less, the data are reported using SF 281, the Summary Contract Action Report (\$25,000, or less). These data are reported to the Contracts Under Twenty-Five Thousand System (CUTS). Agency reports are generated and sent to FPDS-NG on a quarterly basis.

Please note that awards using purchase cards are not reported to FPDS-NG, PADS, or CUTS.

The Department reports all financial assistance actions to FAADS on a quarterly basis.

The Subcontracting Report for Individual Contracts (SF-294) is used to report a contractor's subcontracting achievements as measured against the goals of its subcontracting plan for an individual contract. This report is submitted on a semi-annual basis for periods ending March 31st and September 30th. The reporting period for the SF-294 begins with the inception of the contract and the information provided on each report is cumulative for the life of that contract.

The Summary Subcontracting Report (SF-295) summarizes the contractor's subcontracting activities, during the fiscal year, for all contracts with subcontracting plans. The SF-295 is provided once a year, by October 30th for the previous fiscal year that ended on September 30th.

Fiscal Year 2005 Reporting Changes

Beginning in fiscal year 2005, the Department of Energy will report all reportable procurement actions over \$2,500 to FPDS-NG directly, and will no longer use PADS and CUTS for the collection of FPDS-NG reportable actions.

Data on Financial Assistance, Interagency Agreements, Task Orders Against Interagency Agreements, International Agreements, Sales Contracts, and Waste Revenue Collection are not reported to FPDS-NG, but will continue to be reported to PADS.

Please note that awards using purchase cards will not be reported to FPDS-NG or PADS.

Further Information

Additional information on contract reporting is available in the following documents, all of which have hyperlinks below:

[DOE O 200.1, Information Management Program](#)

[Handbook for the Preparation of the Individual Procurement Action Report \(IPAR\)](#)

[Federal Procurement Data System-Next Generation](#)

[Federal Assistance Award Data System](#)

Guidelines and Operating Procedures for the Use of the DOE Subcontracting Reporting System (SRS) (soon to be released)

You may find PADS forms and information on the Professionals Page by clicking [here](#).

Questions regarding FPDS-NG, PADS, CUTS, and SRS reporting requirements may be directed to the Office of Management Systems and Services, Information Management Systems Division at (202) 586-4934.