

Collection of DOE-Specific Data Elements in PADSWeb

Beginning in FY 2007, updating of certain DOE-specific data elements on FPDS-NG reportable awards will be permitted through the PADSWeb online forms. The data elements that will be collected are as follows:

- ✓ Retirement Date
- ✓ Contracting Officer
- ✓ Technical Representative
- ✓ Cognizant DOE Office
- ✓ E-Government
- ✓ Contract Specialist
- ✓ Cognizant Federal Agency
- ✓ OSTI Deliverable

The DOE-specific data elements will be accessible via a redesigned version of the Miscellaneous Change form. Though the specific intent of this redesign is to provide update capability for the FPDS-NG reportable awards, this form will remain available for updating all awards collected in the PADSWeb application.

Below is a side-by-side comparison of the old and new versions of the Miscellaneous Change form. Note that all of the fields that previously existed on the Miscellaneous Change form are still available on the new form. Additionally, any/all validation rules that previously existed are still enforced.

Old Miscellaneous Change Form

Data Elements carried over from the old form:

- ✓ Contracting Officer
- ✓ Contract Specialist
- ✓ Technical Representative
- ✓ Completion Date¹
- ✓ Ultimate Completion Date¹
- ✓ Retirement Date
- ✓ Award Status

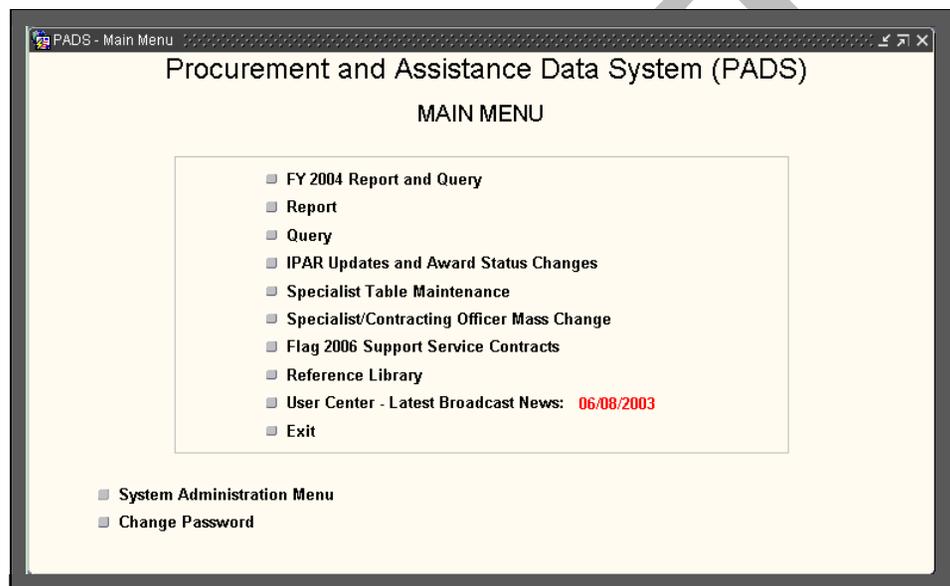
¹ Restricted Access – Update only allow on DOE-reportable awards

New Miscellaneous Change Form

New Data Elements:

- ✓ E-Government
- ✓ OSTI Deliverable
- ✓ Cognizant Federal Agency
- ✓ Cognizant DOE Office
- ✓ Original Award Date (No update allowed)

The Miscellaneous Change form will continue to be accessed from the **PADSWeb Main Menu** via the *IPAR Updates and Award Status Changes* option.



After selecting the *IPAR Updates and Award Status Changes* option from the **PADSWeb Main Menu**, the **Contract Maintenance** form opens.

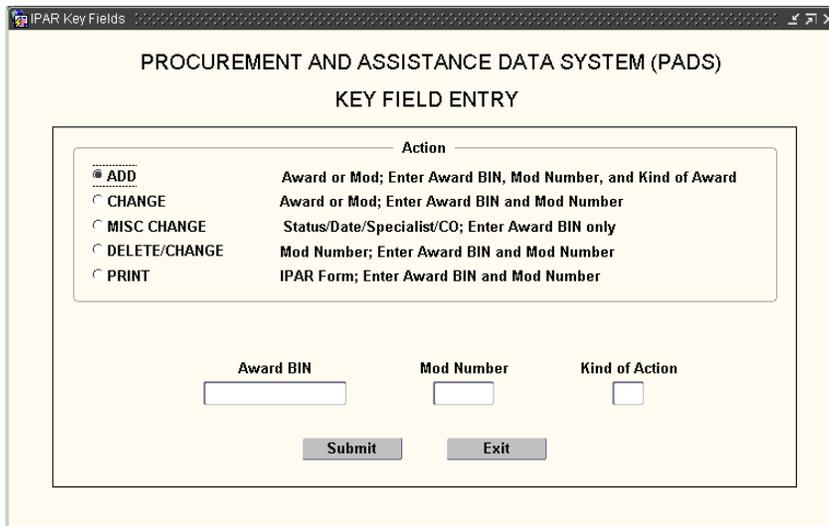
The **Contract Maintenance** form is an enhanced version of the IPAR Key Fields Entry form. This new form has two (2) tab pages labeled "IPAR Key Fields" and "Search". The "IPAR Key Fields" tab provides the same functionality that was available in the IPAR Key Fields Entry form while the "Search" tab offers the ability to retrieve multiple awards which can be update from the list.

By default, the "IPAR Key Fields" tab is displayed when the **Contract Maintenance** form is initially accessed.

Aside from a few cosmetic changes, the IPAR Key Fields form is very similar to the previous version. Functionally, the only difference is that the old form did not allow any actions against FPDS-NG reportable awards whereas; the new form now allows the *Miscellaneous Change* and *Print Action* options to be selected.

Shown below is a side-by-side comparison of the old IPAR Key Fields Entry form and the new **Contract Maintenance** form with the IPAR Key Fields tab page in view.

Old IPAR Key Fields Form



PROCUREMENT AND ASSISTANCE DATA SYSTEM (PADS)
KEY FIELD ENTRY

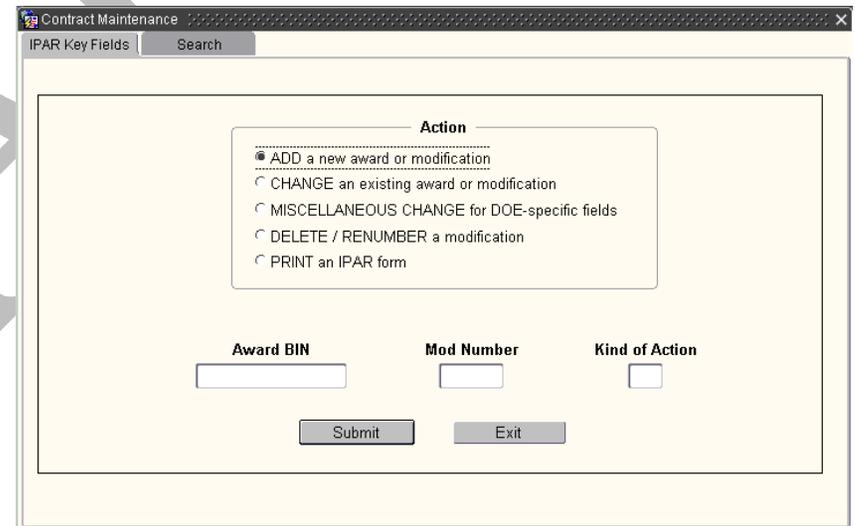
Action

- ADD Award or Mod; Enter Award BIN, Mod Number, and Kind of Award
- CHANGE Award or Mod; Enter Award BIN and Mod Number
- MISC CHANGE Status/Date/Specialist/CO; Enter Award BIN only
- DELETE/CHANGE Mod Number; Enter Award BIN and Mod Number
- PRINT IPAR Form; Enter Award BIN and Mod Number

Award BIN Mod Number Kind of Action

Submit Exit

New Contract Maintenance Form (IPAR Key Fields Tab)



Contract Maintenance
IPAR Key Fields Search

Action

- ADD a new award or modification
- CHANGE an existing award or modification
- MISCELLANEOUS CHANGE for DOE-specific fields
- DELETE / RENUMBER a modification
- PRINT an IPAR form

Award BIN Mod Number Kind of Action

Submit Exit

- ✓ The Action options remain unchanged; only the descriptions have changed
 - ↳ Add, Change, Miscellaneous Change, Delete / Renumber, and Print
- ✓ Miscellaneous Change and Print are available for use with FPDS-NG reportable awards

The Search feature provides a way to work with a list of awards as opposed to working with just one award at a time as is done on the IPAR Key Fields tab. The Search tab provides a form with some standard criteria used to return a list of awards or modification that match the specified criteria. The search form is shown below.

The screenshot shows a web application window titled "Contract Maintenance" with two tabs: "IPAR Key Fields" and "Search". The "Search" tab is active. The form contains the following elements:

- Two checkboxes: "Show only awards for awarding office(s) that I am authorized to update" and "Show only awards that are reported directly into FPDS-NG".
- Input fields for "Award BIN", "Awardee Name", and "Mod Number".
- Date range selectors for "Award Date", "Completion Date", and "Last Updated Date", each with "from" and "to" sub-inputs.
- A dropdown menu for "Max Number of Results" set to "50".
- Three buttons at the bottom: "Submit", "Cancel", and "Help".

The following is a description of each of the items on the Search form:

Show only awards for awarding office(s) that I am authorized to update

When this box is checked, only those records that you are authorized to update will be returned in the results. Access privileges are saved within your user profile and were assigned when your account was created. Contact Paul Coombs, MA-623, if your profile needs to be updated.

Show only awards that are reported directly into FPDS-NG

This option, when checked, will cause only those awards that are reported directly into FPDS-NG to be returned in the results.

Award BIN

Enter this field to search for complete or partial Award BIN. The Award BIN is entered in the standard format,

aa-bb-yyrrrrrr

where,

aa = Type of Award Instrument Code
bb = Award Office Code
yy = Fiscal Year
rrrrrr = Register Number

Use the wildcard character (%) to search for partial Award BINs based on a pattern of text. For example, to find Fiscal Year 2006 Delivery Orders for any Awarding Office, enter

AD%-06

The system automatically inserts the wildcard character at the end of the text, thus the trailing wildcard has been omitted.

The following is an example of the Award BINs that this might return:

AD01-06ME39457
AD06-06RL58293
AD26-06NT92048

 **Awardee Name**

Enter this field to search for a complete or partial Awardee Name. Use the wildcard character (%) to search for partial names based on a pattern of text. For example, to find all names containing "Westinghouse", enter

%Westinghouse

Note that the system automatically inserts the wildcard character at the end of the text, thus the trailing wildcard has been omitted.

The following is a sample of the names that might be returned:

SIEMANS WESTINGHOUSE PWR CORP
WESTINGHOUSE ELECTRIC CO LLC
WESTINGHOUSE ELECTRIC COMPANY LLC

 **Mod Number**

Enter this field to find a complete or partial Mod Number. Use the wildcard character (%) to search based on a partial entry. For example, to return only the base award (where Mod Number is zero), enter

%000

This will cause any modification ending in "000" to be returned regardless of the first character.

 **Award Date**

Find awards made during a specified time period. Enter all dates in the format MM/DD/YYYY.

 **Completion Date**

Find awards that will expire during a specified time period. Enter all dates in the format MM/DD/YYYY.

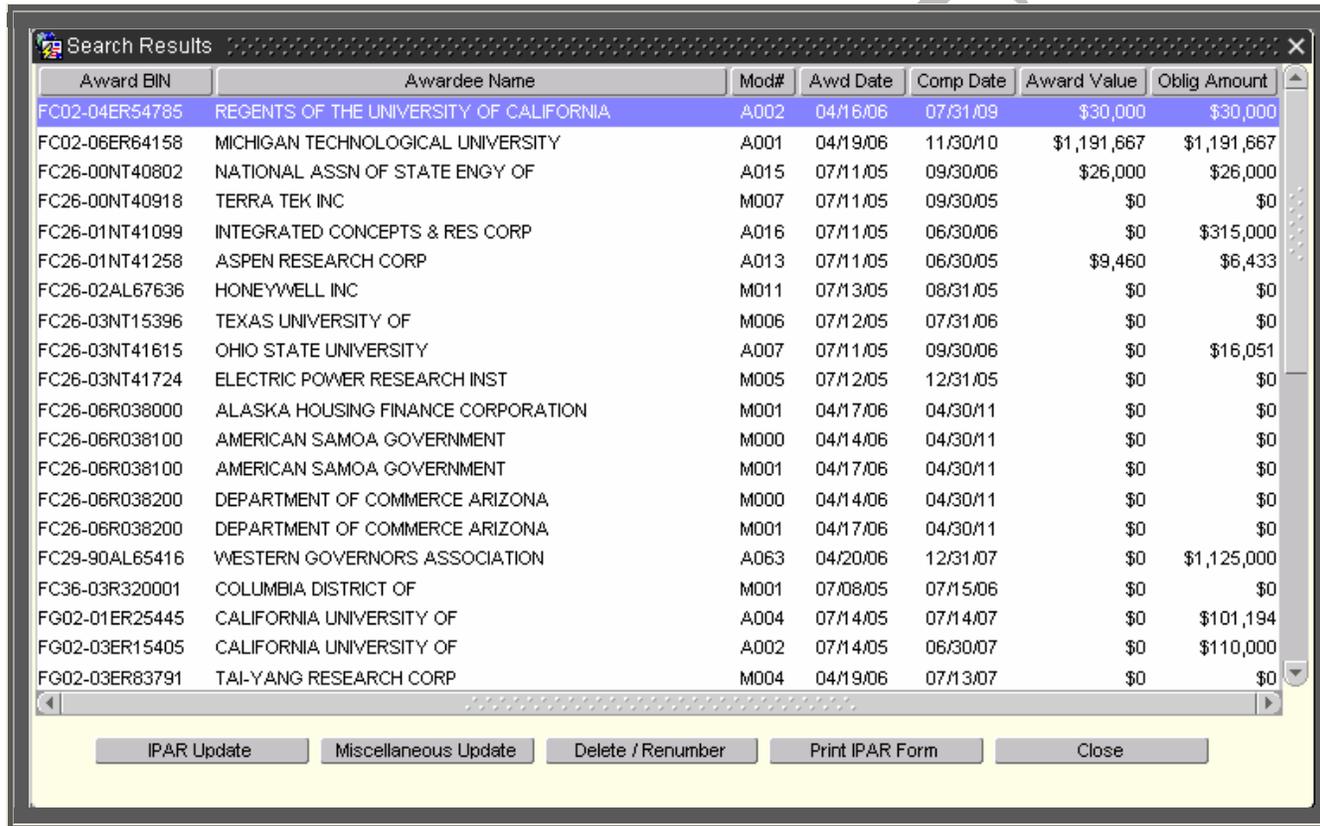
 **Last Updated Date**

Find awards that were updated during a specified time period. Enter all Date in the format MM/DD/YYYY.

 **Max Number of Results**

Select the maximum number of results to be returned. "50" is the default selection. The maximum number of results that may be returned by a search is 1000.

When the Submit button is pressed on the Search form, the matching awards are displayed in a separate window.



Award BIN	Awardee Name	Mod#	Awr Date	Comp Date	Award Value	Oblig Amount
FC02-04ER54785	REGENTS OF THE UNIVERSITY OF CALIFORNIA	A002	04/16/06	07/31/09	\$30,000	\$30,000
FC02-06ER64158	MICHIGAN TECHNOLOGICAL UNIVERSITY	A001	04/19/06	11/30/10	\$1,191,667	\$1,191,667
FC26-00NT40802	NATIONAL ASSN OF STATE ENGY OF	A015	07/11/05	09/30/06	\$26,000	\$26,000
FC26-00NT40918	TERRA TEK INC	M007	07/11/05	09/30/05	\$0	\$0
FC26-01NT41099	INTEGRATED CONCEPTS & RES CORP	A016	07/11/05	06/30/06	\$0	\$315,000
FC26-01NT41258	ASPEN RESEARCH CORP	A013	07/11/05	06/30/05	\$9,460	\$6,433
FC26-02AL67636	HONEYWELL INC	M011	07/13/05	08/31/05	\$0	\$0
FC26-03NT15396	TEXAS UNIVERSITY OF	M006	07/12/05	07/31/06	\$0	\$0
FC26-03NT41615	OHIO STATE UNIVERSITY	A007	07/11/05	09/30/06	\$0	\$16,051
FC26-03NT41724	ELECTRIC POWER RESEARCH INST	M005	07/12/05	12/31/05	\$0	\$0
FC26-06R038000	ALASKA HOUSING FINANCE CORPORATION	M001	04/17/06	04/30/11	\$0	\$0
FC26-06R038100	AMERICAN SAMOA GOVERNMENT	M000	04/14/06	04/30/11	\$0	\$0
FC26-06R038100	AMERICAN SAMOA GOVERNMENT	M001	04/17/06	04/30/11	\$0	\$0
FC26-06R038200	DEPARTMENT OF COMMERCE ARIZONA	M000	04/14/06	04/30/11	\$0	\$0
FC26-06R038200	DEPARTMENT OF COMMERCE ARIZONA	M001	04/17/06	04/30/11	\$0	\$0
FC29-90AL65416	WESTERN GOVERNORS ASSOCIATION	A063	04/20/06	12/31/07	\$0	\$1,125,000
FC36-03R320001	COLUMBIA DISTRICT OF	M001	07/08/05	07/15/06	\$0	\$0
FG02-01ER25445	CALIFORNIA UNIVERSITY OF	A004	07/14/05	07/14/07	\$0	\$101,194
FG02-03ER15405	CALIFORNIA UNIVERSITY OF	A002	07/14/05	06/30/07	\$0	\$110,000
FG02-03ER83791	TAI-YANG RESEARCH CORP	M004	04/19/06	07/13/07	\$0	\$0

Buttons below the table: IPAR Update, Miscellaneous Update, Delete / Renumber, Print IPAR Form, Close

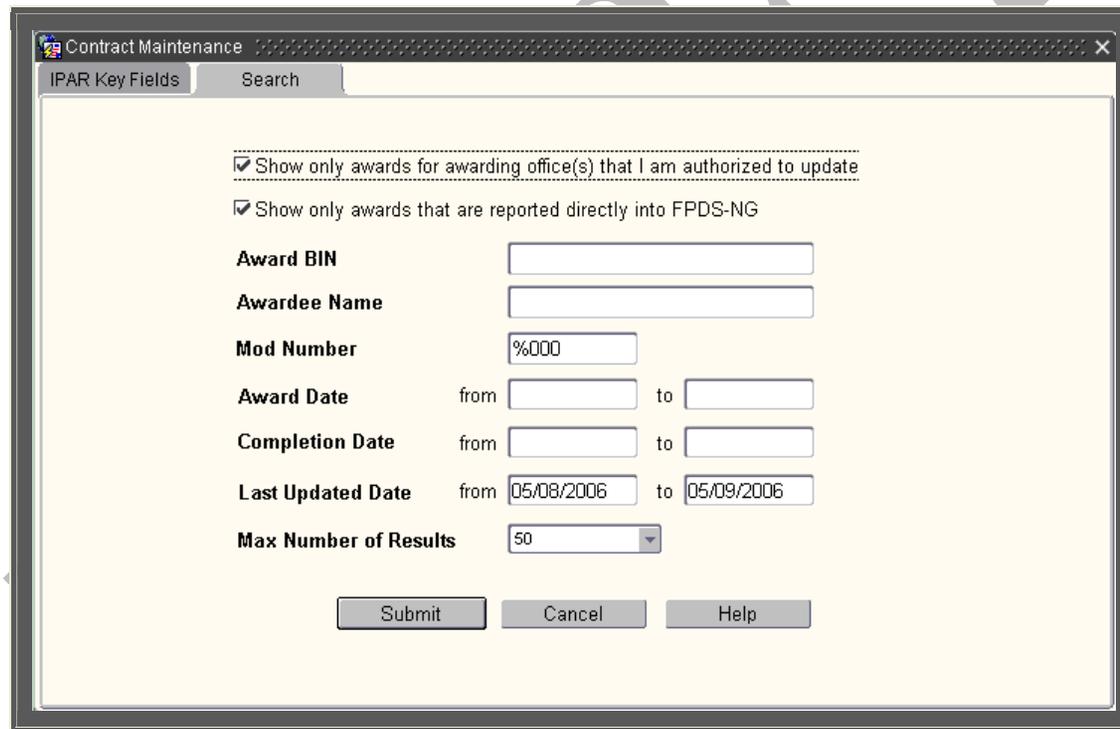
The buttons above the columns (Award BIN, Awardee Name ...) will sort the results by that column. For example, to sort the list by Awardee Name, click the Awardee Name button.

The buttons below the list of records are used to work with the awards or modifications. These buttons correspond to the Action options available on the IPAR Key Fields form.

Example -- Searching for FPDS-NG awards

Find all of the awards that were either created or modified in FPDS-NG on May 8, 2006 in order to update the DOE-specific data elements.

- ✓ Go to the Contract Maintenance form and click on the Search tab.
- ✓ Fill in the criteria on the Search form
 - Check the box next to Show only awards that are reported directly into FPDS-NG
 - Enter the Mod Number (%000 will return only the basic award)
 - Enter Last Updated Date (From = 05/08/2006; To = 05/09/2006)



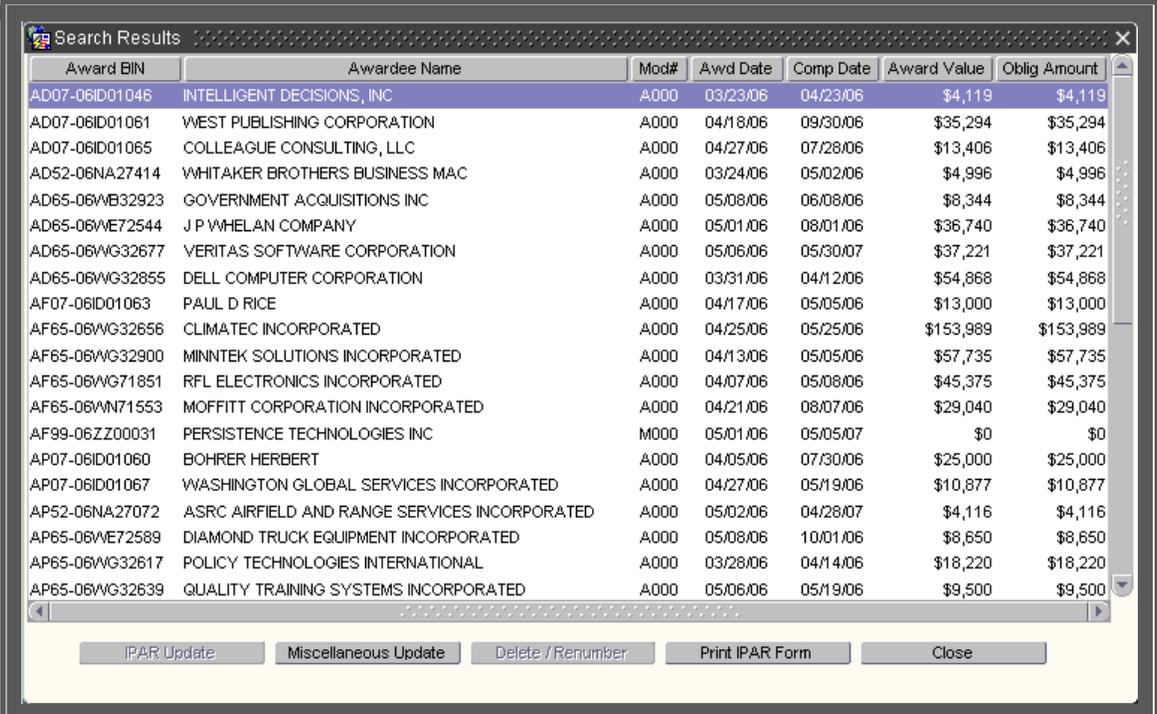
The screenshot shows a web application window titled "Contract Maintenance" with a "Search" tab selected. The form contains the following fields and options:

- Show only awards for awarding office(s) that I am authorized to update
- Show only awards that are reported directly into FPDS-NG
- Award BIN**:
- Awardee Name**:
- Mod Number**:
- Award Date**: from to
- Completion Date**: from to
- Last Updated Date**: from to
- Max Number of Results**:

At the bottom of the form are three buttons: "Submit", "Cancel", and "Help".

- ✓ Click the Submit button

The results are displayed in a separate window.



Award BIN	Awardee Name	Mod#	Awd Date	Comp Date	Award Value	Oblig Amount
AD07-06ID01046	INTELLIGENT DECISIONS, INC	A000	03/23/06	04/23/06	\$4,119	\$4,119
AD07-06ID01061	WEST PUBLISHING CORPORATION	A000	04/18/06	09/30/06	\$35,294	\$35,294
AD07-06ID01065	COLLEAGUE CONSULTING, LLC	A000	04/27/06	07/28/06	\$13,406	\$13,406
AD52-06NA27414	WHITAKER BROTHERS BUSINESS MAC	A000	03/24/06	05/02/06	\$4,996	\$4,996
AD65-06WB32923	GOVERNMENT ACQUISITIONS INC	A000	05/08/06	06/08/06	\$8,344	\$8,344
AD65-06WE72544	J P WHELAN COMPANY	A000	05/01/06	08/01/06	\$36,740	\$36,740
AD65-06WG32677	VERITAS SOFTWARE CORPORATION	A000	05/06/06	05/30/07	\$37,221	\$37,221
AD65-06WG32855	DELL COMPUTER CORPORATION	A000	03/31/06	04/12/06	\$54,868	\$54,868
AF07-06ID01063	PAUL D RICE	A000	04/17/06	05/05/06	\$13,000	\$13,000
AF65-06WG32656	CLIMATEC INCORPORATED	A000	04/25/06	05/25/06	\$153,989	\$153,989
AF65-06WG32900	MINNTEK SOLUTIONS INCORPORATED	A000	04/13/06	05/05/06	\$57,735	\$57,735
AF65-06WG71851	RFL ELECTRONICS INCORPORATED	A000	04/07/06	05/08/06	\$45,375	\$45,375
AF65-06WN71553	MOFFITT CORPORATION INCORPORATED	A000	04/21/06	08/07/06	\$29,040	\$29,040
AF99-06ZZ00031	PERSISTENCE TECHNOLOGIES INC	M000	05/01/06	05/05/07	\$0	\$0
AP07-06ID01060	BOHRER HERBERT	A000	04/05/06	07/30/06	\$25,000	\$25,000
AP07-06ID01067	WASHINGTON GLOBAL SERVICES INCORPORATED	A000	04/27/06	05/19/06	\$10,877	\$10,877
AP52-06NA27072	ASRC AIRFIELD AND RANGE SERVICES INCORPORATED	A000	05/02/06	04/28/07	\$4,116	\$4,116
AP65-06WE72589	DIAMOND TRUCK EQUIPMENT INCORPORATED	A000	05/08/06	10/01/06	\$8,650	\$8,650
AP65-06WG32617	POLICY TECHNOLOGIES INTERNATIONAL	A000	03/28/06	04/14/06	\$18,220	\$18,220
AP65-06WG32639	QUALITY TRAINING SYSTEMS INCORPORATED	A000	05/06/06	05/19/06	\$9,500	\$9,500

Buttons: IPAR Update, Miscellaneous Update, Delete / Renumber, Print IPAR Form, Close

Highlight the desired record and click either the Miscellaneous Update or Print IPAR form buttons. Because these are awards that are reported directly to FPDS-NG, only the Miscellaneous Update and Print IPAR Form buttons are enabled.

To return to the Search form, click the Close button.