Guidance on Coding COVID-19 Related Actions and Funding in the Strategic Integrated Procurement Enterprise System (STRIPES), the Federal Procurement Data System (FPDS), FedConnect and beta.SAM.gov to Promote Full, Clear, and Consistent Transparency

This guidance illustrates the fields that must be used to code COVID-19 related procurement actions and funding in STRIPES, FPDS, FedConnect and beta.SAM.gov. Coding the fields as illustrated in the guidance will ensure data is accurate for reporting purposes. To the extent practical, COVID-19 related awards and modifications shall be awarded separately from non COVID-19 actions. Validation of the data will be completed as part of the quarterly Data Act certification submitted by the Heads of the Contract Activities to ensure data submitted for display on USASpending.gov is valid and reliable.

Background Information and Formal Guidance Provided to Agencies

Procurements/Solicitations:

The following guidance was taken primarily from the following Office of Management and Budget (OMB) memos:

- (M-20-21) Implementation Guidance for Supplemental Funding Provided in Response to the Coronavirus Disease 2019 (COVID-19), dated April 10, 2020
- (M-20-18) Managing Federal Contract Performance Issues Associated with the Novel Coronavirus (COVID-19), dated March 20, 2020

- Per OMB M-20-18:

  "Contracting officials are encouraged to use "COVID-19" or "Coronavirus" in their solicitation and related documentation to support easy key word searching for sharing buys when possible and recording contracts once awarded."

- DOE guidance to conform with OMB M-20-18:
  - To the extent practical, COVID-19 related awards and modifications shall be awarded separately from other actions to clearly identify COVID-19 related funding and actions.
  - If COVID-19 funding must be mixed with other funding on an action, the "Description" fields must clearly identify the amount of COVID-19 related obligations on the action.
- Per OMB M-20-21:

  "On March 13, 2020, a National Interest Action (NIA) code (P20C) was added to the Federal Procurement Data System to help identify procurement actions related to COVID-19 response. To promote full, clear, and consistent transparency in the tracking of COVID-related procurement actions, agencies are directed to assign this NIA code to all procurement actions reported into FPDS that are issued in response to the pandemic. This includes new awards for supplies and services as well as modifications that are issued to address COVID-19, irrespective of whether the contract being modified was originally awarded to address COVID-19. The code should also be used in connection with any procurement authority, including but not limited to special emergency procurement authorities identified under Federal Acquisition Regulation (FAR)

Subpart 18.2. (Note: This guidance modifies and supersedes guidance provided in Question 11 of OMB Memorandum M-20-18, Managing Federal Contract Performance Issues Associated with the Novel Coronavirus (March 20, 2020).)"

- DOE guidance to conform with OMB M-20-21:
    - "Emergency Acquisition" field (formerly titled "Contingency, Humanitarian or Peace-keeping" field in FPDS and STRIPES 7.2):
        - When the 'COVID-19' value is selected for the "National Interest Action (NIA)" code in FPDS, a value is also required to be selected in the "Emergency Acquisition" field (formerly "Contingency, Humanitarian or Peace-keeping" field).
        - For COVID-19 related actions, select the 'Presidential issued emergency declaration, or major disaster declaration' value in the "Emergency Acquisition" field.
        - If the "Emergency Acquisition" field in FPDS is changed, it must correspondingly be updated in STRIPES.
- DOE guidance to conform with OMB M-20-22:
    - Refer to Policy Flash 20-2022 - Guidance for using DOE's Clauses developed to implement Section 3610 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Pub. L. No. 116-136)

Finance:

The following guidance was taken primarily from the following Office of the Chief Financial Officer (OCFO) Memos:

- Update to Supplemental Guidance for COVID-19 Related Activities Issued on April 8, 2020 (DOE/OCFO), dated April 15, 2020
- Supplemental Guidance for COVID-19 Related Activities, dated April 8, 2020
- Accounting for COVID-19 Related Expenditures, dated March 13, 2020

Standard Accounting and Reporting System (STARS) Funding for COVID-19 Related Goods & Services

- "As announced on March 13, the CFO has created Project Value 3013735 in STARS to capture funding for COVID-19 related goods and services."
- "For new contractual obligations related to the COVID-19 crisis, Project Value 3013735 must be used when obligating the funds in STARS."
- "For existing contractual obligations already made without the code where some work (cost) is related to COVID-19 (e.g., a support service contract where money is already in place and the contractor is being directed to do COVID-19 work under the tasking or redirect work authorization to focus on COVID-19 activities):
    - For ongoing work:

- If an obligation is already in existence that is not funded by CARES Act and is missing the 3013735 project value, it should be updated from the original source document to include the COVID-19 related work project value for accurate reporting. Contact Office of Finance and Accounting at HQVendorPay@hq.doe.gov for review and best path forward for the obligation.
- Obligations must be correctly coded with the project code when they are recorded in the financial management system (Purchase Order in STARS or requisitions in STRIPES) costs are incurred and paid, they will be matched and recorded against the same accounting string as the obligation.
- For costs already incurred and not funded by CARES Act: recasting is not available as there is not one unique line of accounting to change it to the COVID-19 project value (3013735). To update costed transactions in DOE's financial management system to incorporate the COVID project value of 3013735 requires the change to the obligation individually.
- If assistance is required, please contact HQVendorPay@hq.doe.gov."

DOE National Labs and Management and Operations Contractors (M&Os)

- Funding provided by DOE for direct COVID-19 activities to the National Labs and M&Os shall be charged to the line of accounting with the unique COVID-19 project value '3013735' as established by DOE.

- If an M&O records its obligations as an 'Approved Financial Exception' (AFE) in STRIPES, M&O contracting personnel shall send a list of all COVID-19 awards and modifications to M&O financial staff. M&O financial staff will then ensure that all of the COVID-19 M&O AFE awards and modifications coded to the "National Interest Action (NIA)" field as 'COVID-19 2020' in FPDS are also coded to Project Value '3013735' on the monthly M&O financial submissions to STARS.

- M&O COs and M&O financial staff shall, on a monthly basis, reconcile and confirm all COVID-19 items coded to the "National Interest Action (NIA)" field as 'COVID-19 2020' in FPDS are also coded to Project Value '3013735' in the monthly STARS submissions.

- M&O requisitioners and COs shall identify 'COVID-19' in the beginning of the description fields and include the amount of COVID related funding. For additional information, see the below sections on STRIPES Requisitions, STRIPES Solicitations, and Existing Procurements in STRIPES.

HIGH LEVEL SUMMARY

Budget and Program office staff

- "Project Value" code '013735' shall be used for all COVID-19 related purchases in the accounting string in STRIPES.
- "Purpose" and "Description" fields shall identify 'COVID-19' in the beginning of the fields and include the amount of COVID-19 related funding in STRIPES.
- "Notes to Buyer" field, in STRIPES, shall identify that it is a COVID-19 related purchase.

Contracting Officers (COs)

- "Project Value" code shall be checked and if '3013735' is identified in the accounting string in STRIPES, when coding COVID-19 related actions as 'COVID-19'.

- "Project Value" code not '3013735' for a COVID-19 related action, the CO shall contact the Budget and Program office staff to determine if an amendment to the requisition, to include "Project Value" code '3013735', is necessary and response noted in the contract file.
- FedConnect "Title" and "Description" confirm 'COVID-19' in the beginning of the fields
- Beta.SAM.gov "Title" confirm 'COVID-19' in the beginning of the fields

Below we have identified guidance by system, by document type where appropriate.

STRIPES

- **STRIPES Requisitions, including for procurements and purchase card orders**
  - Item Level "Project Value" field in the Accounting String – identify '3013735'
  - Identify 'COVID-19' in the beginning of and include amount of COVID-19 related funding in the following fields:
    - "Purpose"
    - "Description"
    - Item Level "Description"
  - "Emergency Acquisition" (formerly named Contingency, Humanitarian or Peace-keeping) - select the 'Presidential issued emergency declaration, or major disaster declaration' value
  - "Notes to Buyer" – identify 'COVID-19 related procurement'

- **STRIPES Solicitations**
  - Item Level "Project Value" in the Accounting String – identify '3013735'
  - Identify 'COVID-19' in the beginning of the following fields:
    - "Purpose"
    - "Description"
    - Item level "Description"
    - FedConnect "Title" and "Description"
    - Beta.SAM.gov "Title"
- **STRIPES Procurements**
  - Item Level "Project Value" in the Accounting String – Identify '3013735'
  - Identify 'COVID-19' in the beginning of and include amount of COVID-19 related funding in the following fields:
    - "Purpose"
    - "Description"
    - "FPDS Description"
    - Item Level "Description"
  - "Emergency Acquisition" (formerly named Contingency, Humanitarian or Peace-keeping) - select the 'Presidential issued emergency declaration, or major disaster declaration' value

- **STRIPES Purchase Card Orders**
  - Item Level "Project Value" in the Accounting String – identify '3013735'
  - 'COVID-19' identified in the beginning of and include amount of COVID-19 related funding in the following fields:
    - "Description"
    - Item Level "Description"

FPDS

- "Description of Requirement" – identify 'COVID-19' in the beginning of and include amount of COVID-19 related funding
- "Emergency Acquisition (Formerly Contingency, Humanitarian or Peace-keeping)" - select the 'Presidential issued emergency declaration, or major disaster declaration' value
- "National Interest Action (NIA)" – select 'COVID-19 2020'

FedConnect

- FedConnect "Title" and "Description" - confirm 'COVID-19' in the beginning

Beta.SAM.gov

- Beta.SAM.gov "Title" - confirm 'COVID-19' in the beginning

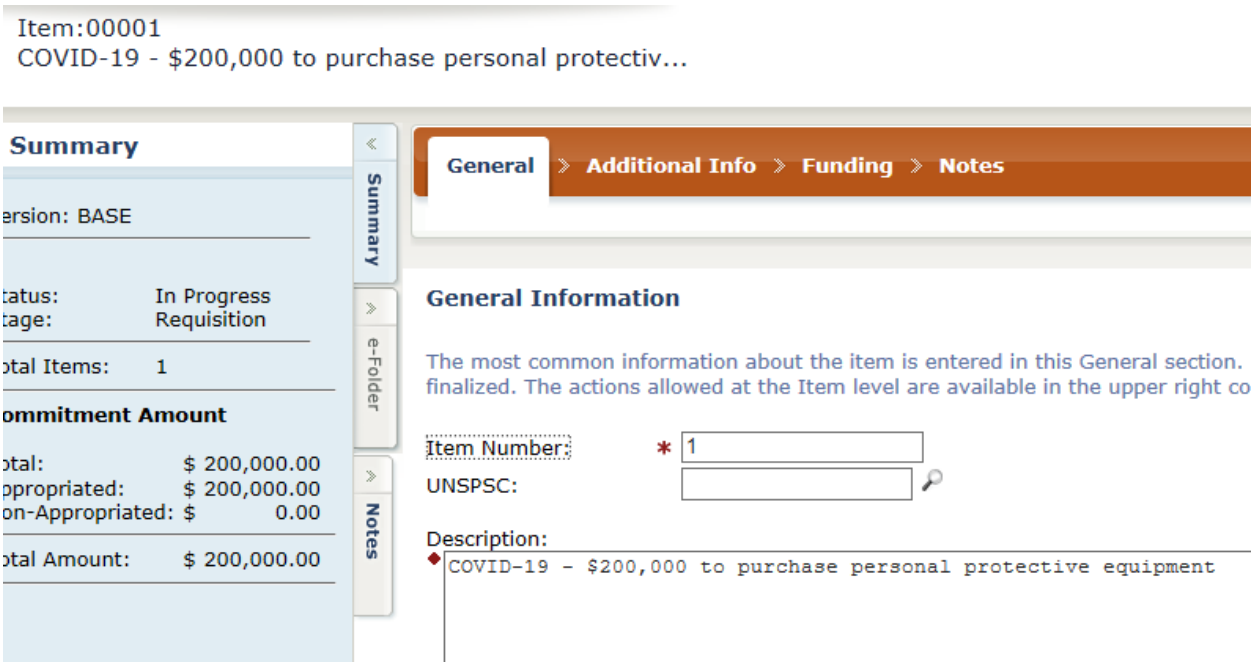
To accomplish these requirements, below are specific instructions, based on role, along with corresponding screenshots from the pertinent systems.

New Procurements in STRIPES

Requisitioners

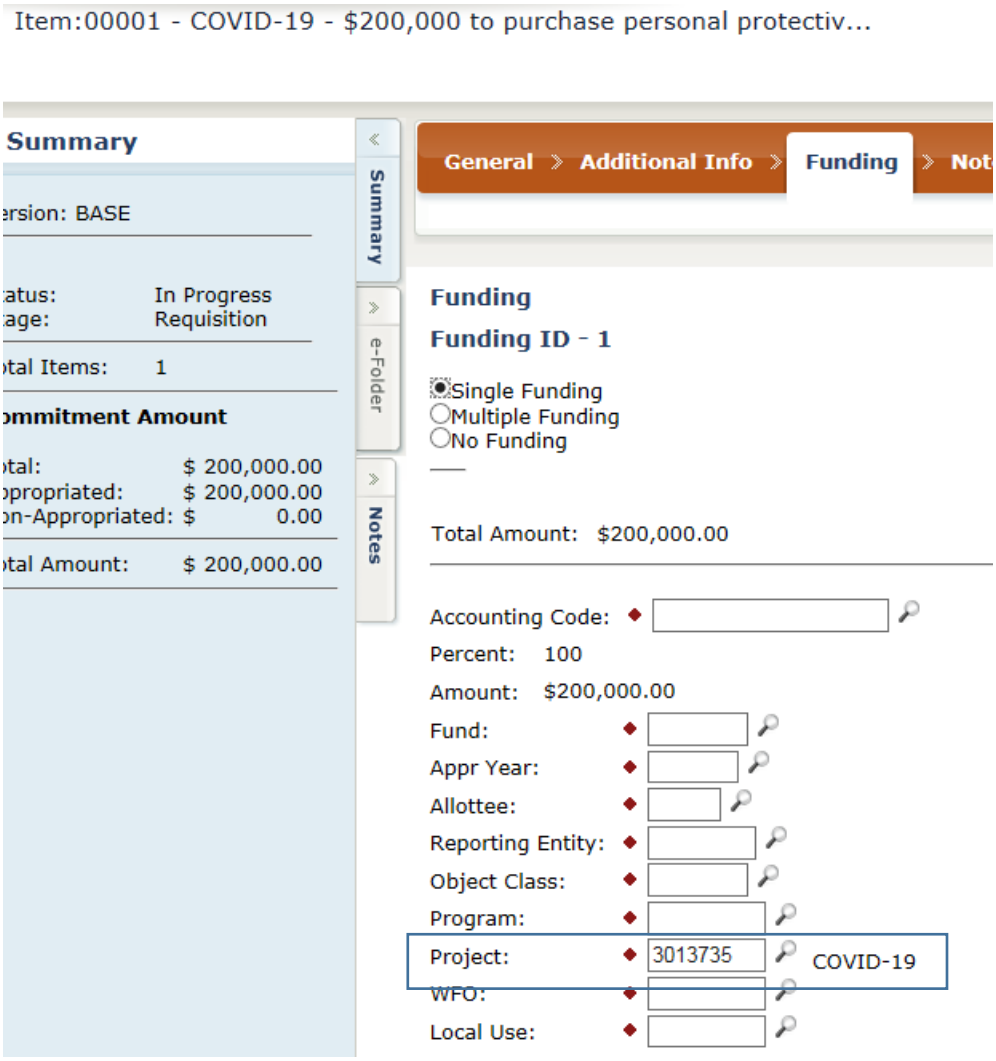
1) In STRIPES, persons creating requisitions must ensure 'COVID-19' is identified in the beginning of the Line Item "Description" field and identify the amount of COVID-19 related funding:

STRIPES Screenshot - Requisition Line Item "Description" field in the General Tab on the Line Item



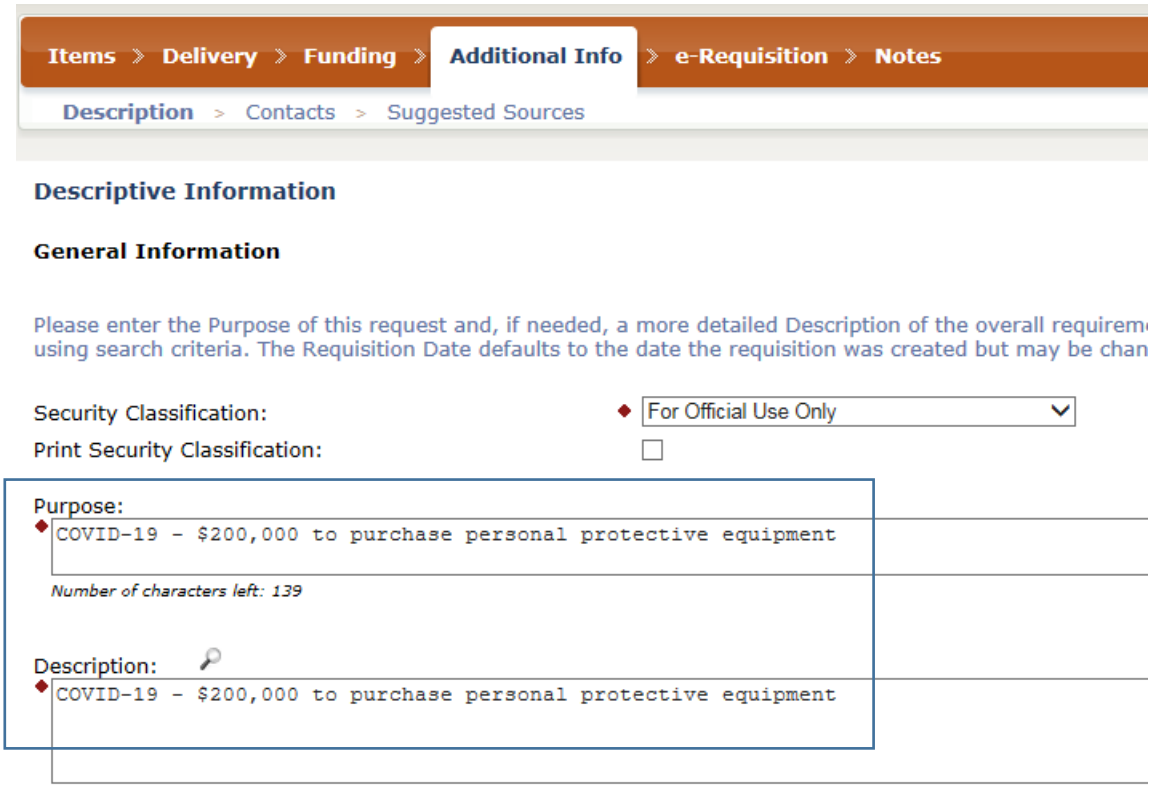
2) In STRIPES, persons creating requisitions must ensure that COVID-19 related funding is identified in "Project Value" field as '3013735' in the Accounting String:

STRIPES Screenshot - Requisition "Project Value" field in the Funding Tab on the Line Item



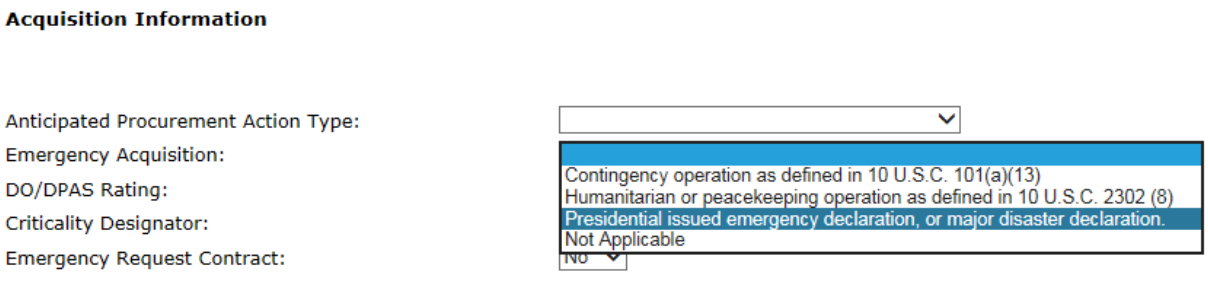
3) In STRIPES, persons creating requisitions must ensure that 'COVID-19' is identified in the beginning of the "Purpose" and "Description" fields and identifies the amount of COVID-19 related funding:

STRIPES Screenshot - Requisition "Purpose" and "Description" field in the Additional Info Tab



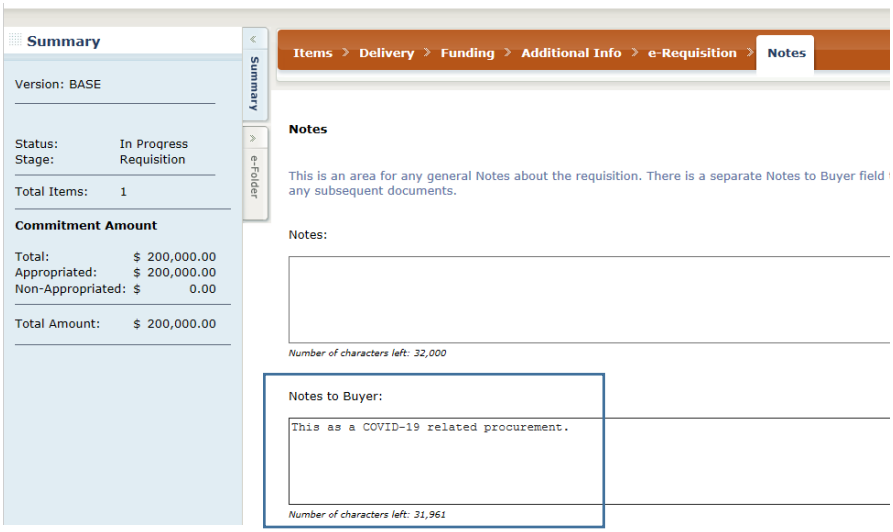
4) In STRIPES, persons creating requisitions must ensure the "Emergency Acquisition" field identifies the 'Presidential issued emergency declaration, or major disaster declaration' value for COVID-19 related procurements:

STRIPES Screenshot – Requisition "Emergency Acquisition" field in the Additional Info Tab



5) In STRIPES, persons creating requisitions must update the "Notes to Buyer" field to identify that it is a COVID-19 related procurement. This field will alert the Contract Specialist (CS) and CO to identify the action as a COVID-19 related procurement in STRIPES and FPDS fields.

STRIPES Screenshot – Requisition "Notes to Buyer" field



STRIPES Solicitations

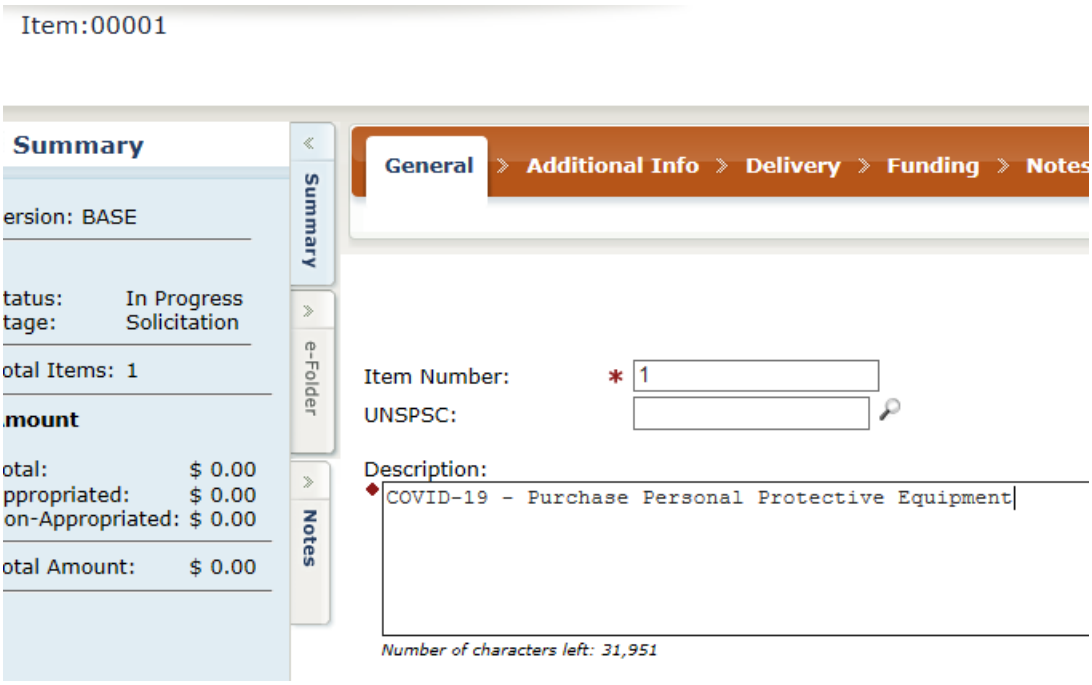
CS/COs

1) In STRIPES, must ensure the following fields identify COVID-19 related solicitations:

- Item Level "Project Value" in the Accounting String – identify '3013735'
- 'COVID-19'identified in the beginning of the following fields:
  - "Purpose"
  - "Description"
  - Item level "Description"

2) In STRIPES, must ensure 'COVID-19' is identified in the beginning of the Line Item "Description" field in STRIPES:

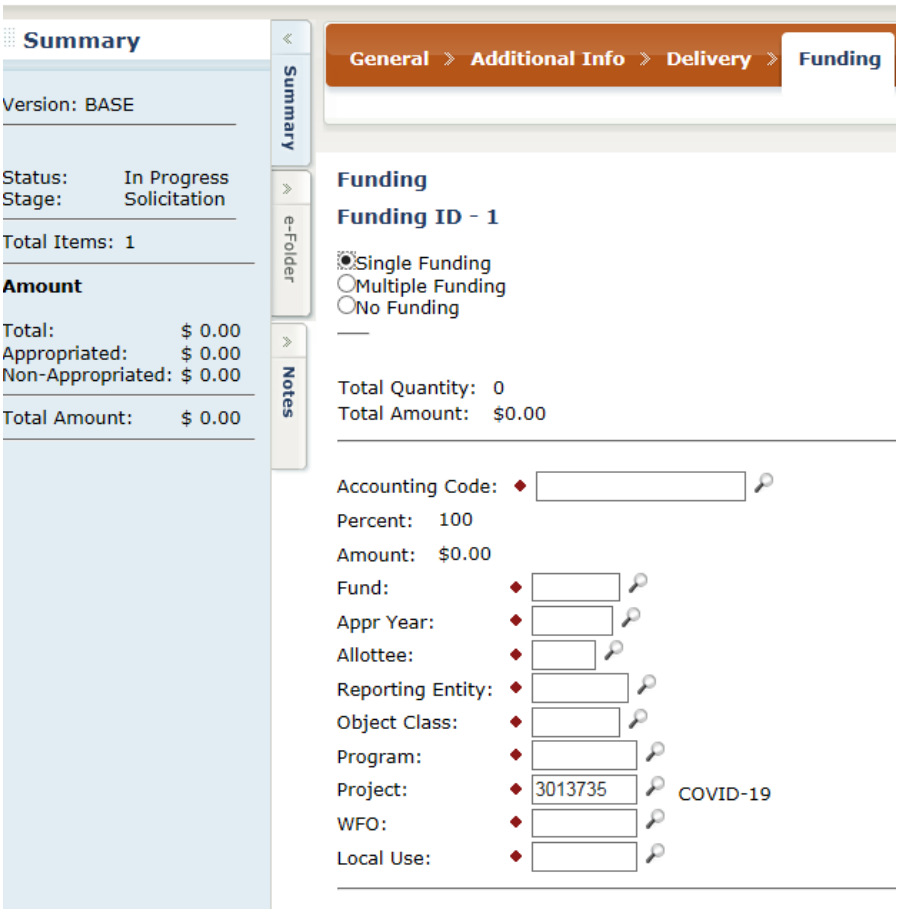
STRIPES Screenshot - Solicitation Line Item "Description" field in the General Tab on the Line Item



3) In STRIPES, must ensure that COVID-19 related funding is identified in "Project Value" field as '3013735' in the Accounting String in STRIPES:

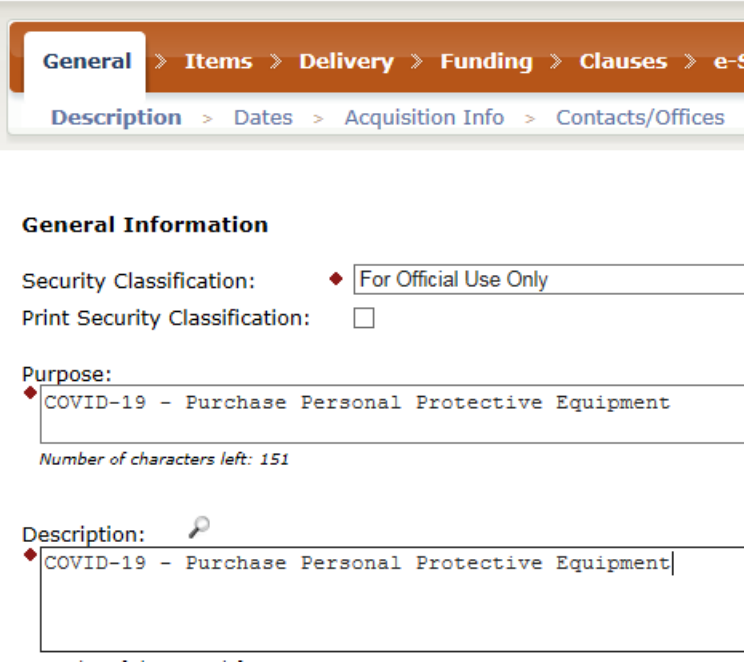
STRIPES Screenshot - Solicitation "Project Value" field in the Funding Tab on the Line Item

Item:00001 - COVID-19 - Purchase Personal Protective Equipment



4) In STRIPES, must ensure that 'COVID-19' is identified in the beginning of the "Purpose" and "Description" fields:

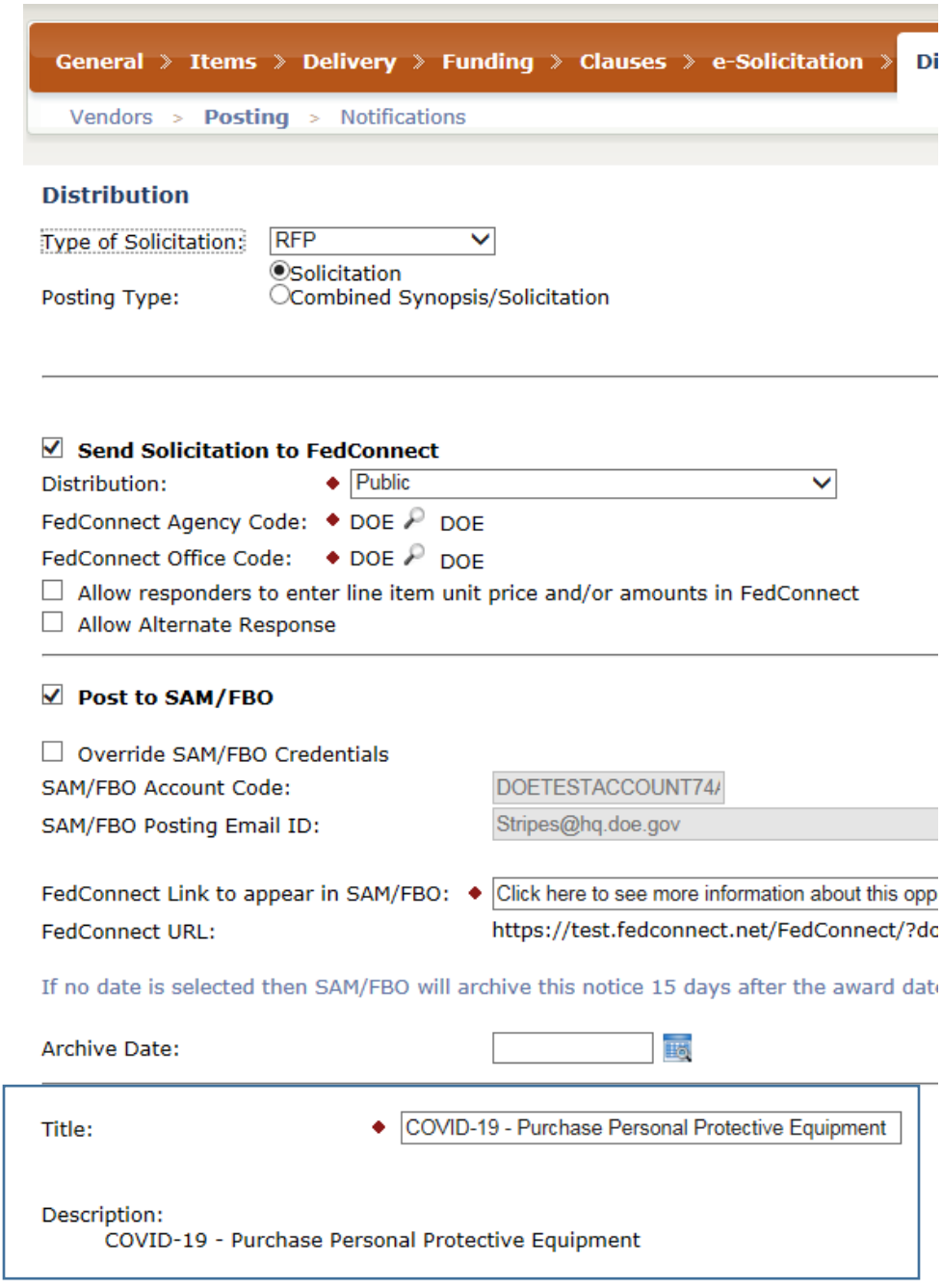
STRIPES Screenshot - Solicitation "Purpose" and "Description" field in the General Tab



STRIPES/FedConnect

1) In STRIPES, must ensure that 'COVID-19' is identified in the beginning of the "Title" and "Description" fields in the Posting Tab in STRIPES:

STRIPES Screenshot - Solicitation "Title" and "Description" fields in the Posting Tab

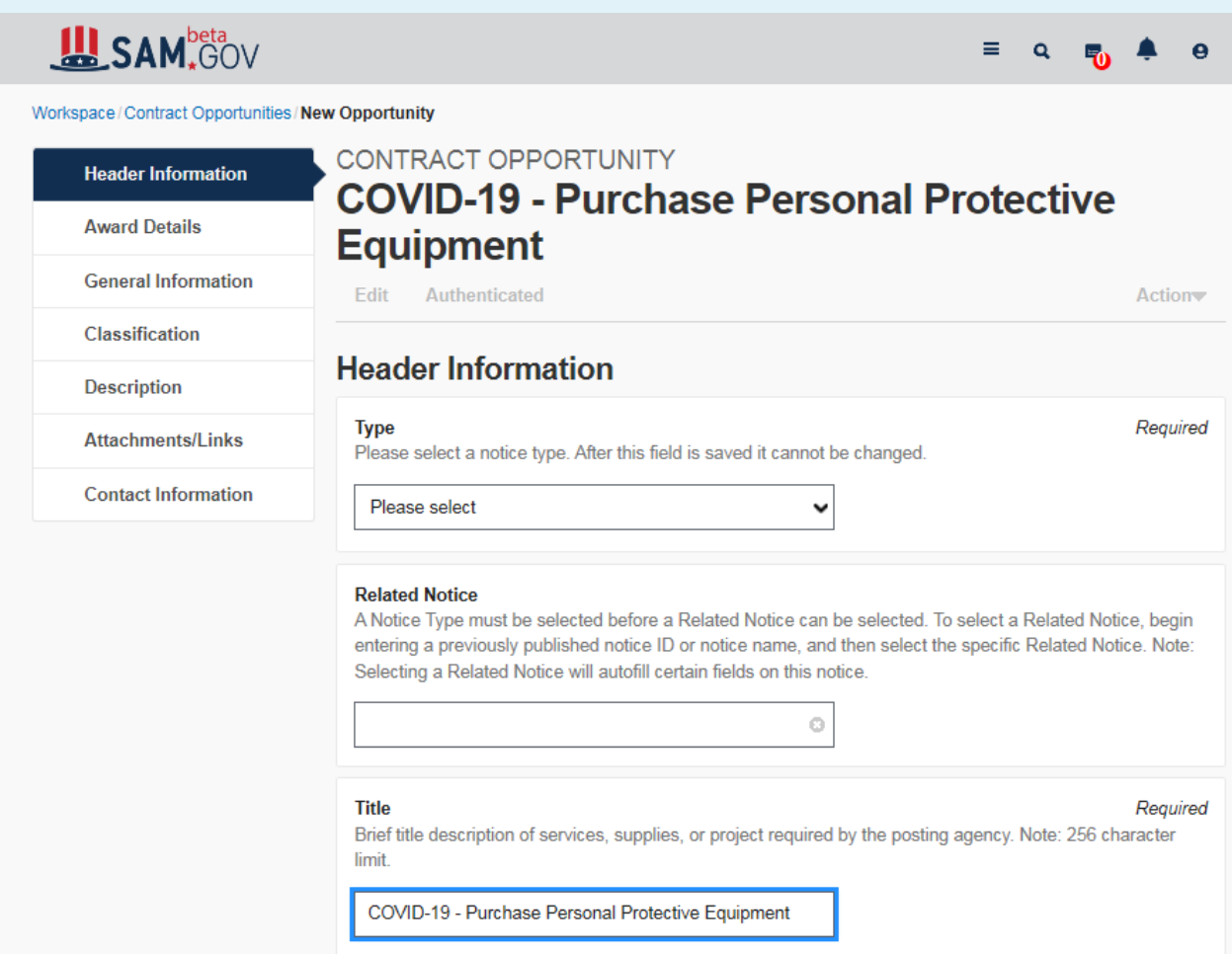


Beta.SAM.gov

CS/COs

1) In beta.SAM.gov, must ensure that 'COVID-19' is identified in the beginning of the "Title" field:

beta.SAM.gov Screenshot - Solicitation "Title" field in the beta.SAM.gov

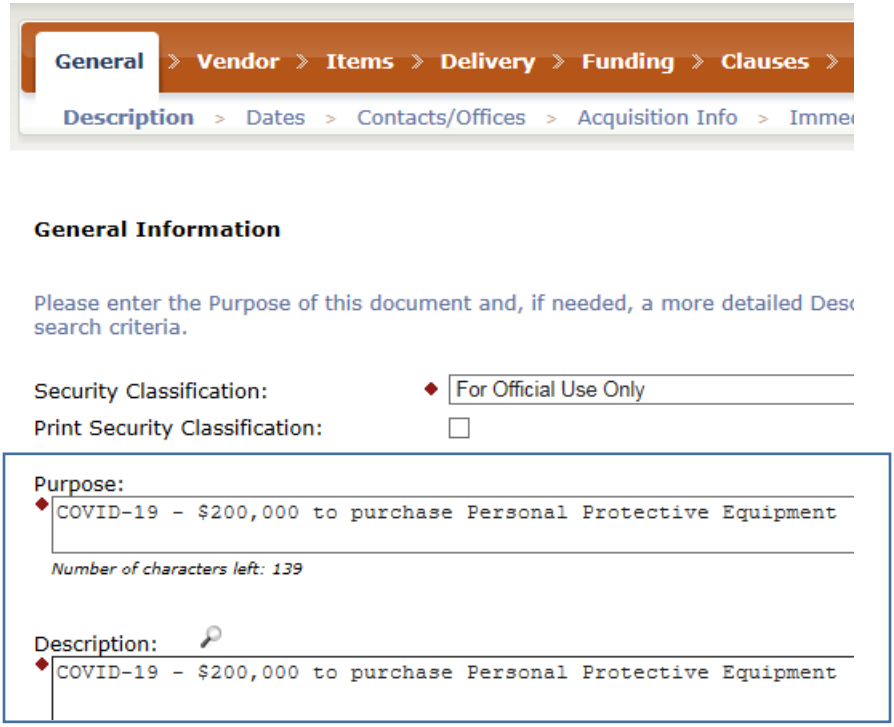


Existing Procurements in STRIPES

CS/COs

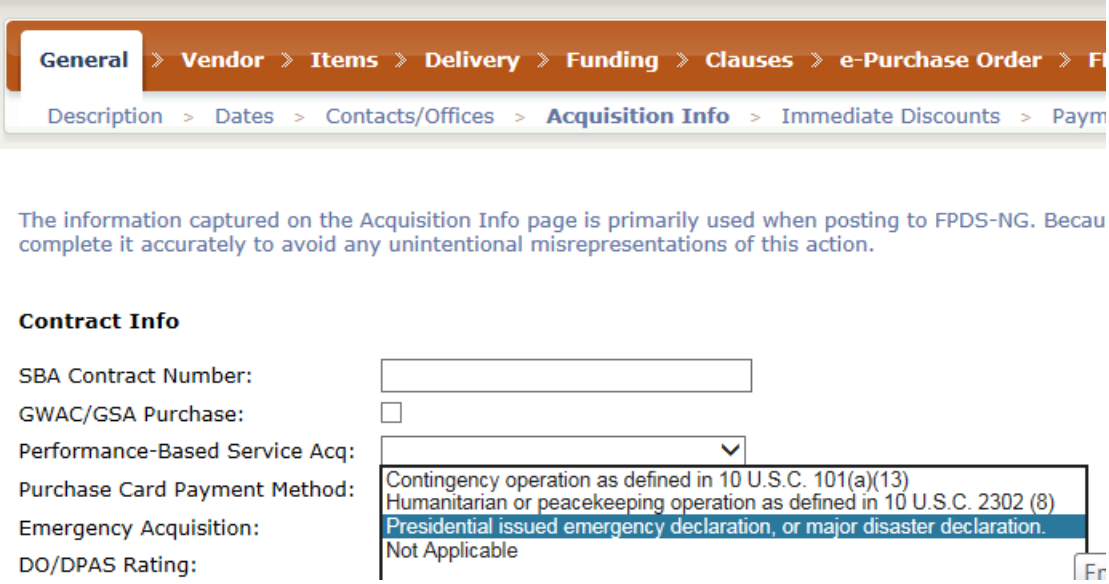
1) In STRIPES, must ensure that 'COVID-19' is identified in the beginning of the "Purpose" and "Description" fields and identify the amount of COVID-19 related funding:

STRIPES Screenshot - Procurement "Purpose" and "Description" field in the General Tab



2) In STRIPES, must ensure the "Emergency Acquisition" field identifies the 'Presidential issued emergency declaration, or major disaster declaration' value for COVID-19 related procurements:

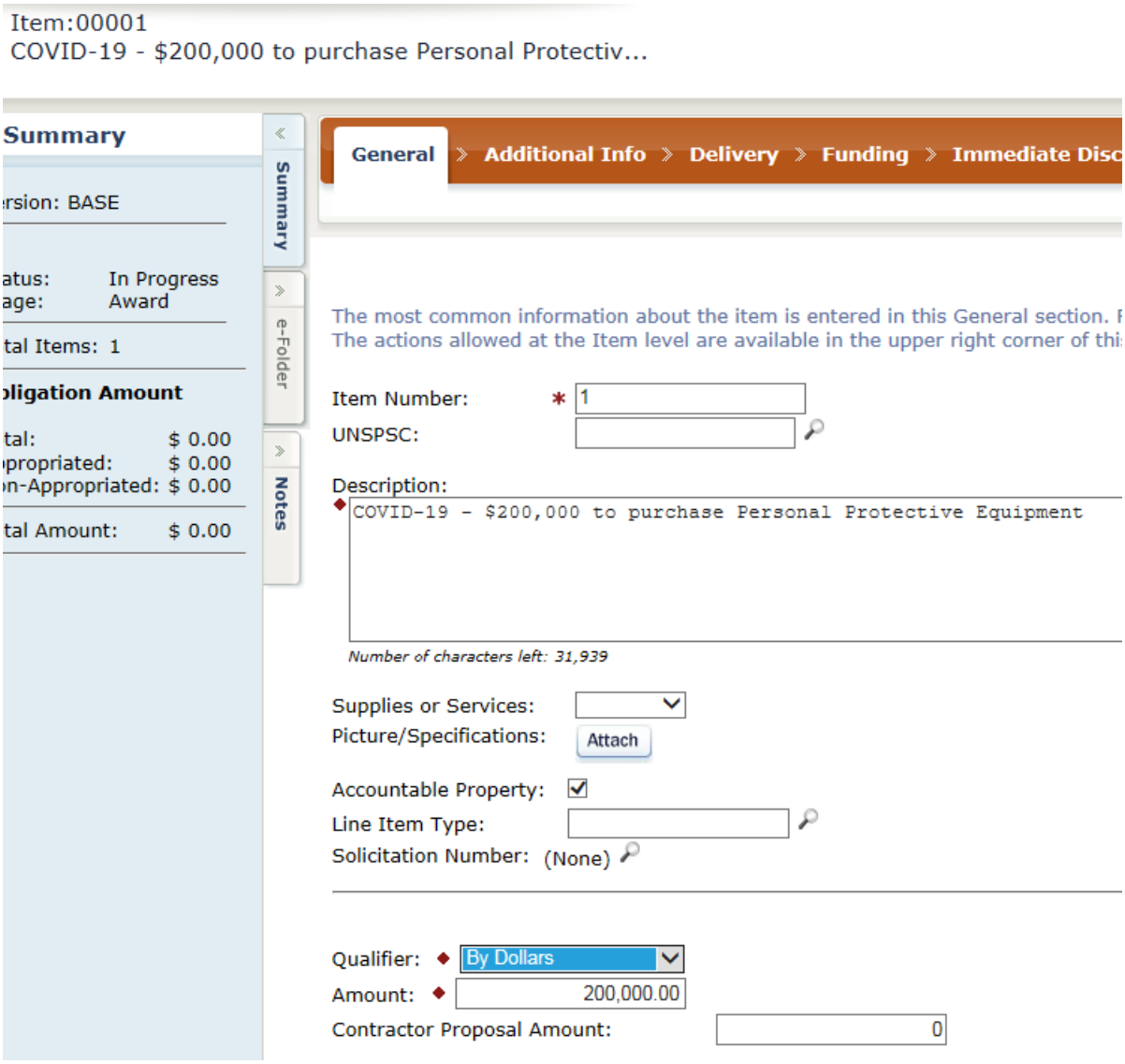
STRIPES Screenshot – Procurement "Emergency Acquisition" field in the General/Acquisition Info Tab



The "Emergency Acquisition" field in STRIPES maps to the "Emergency Acquisition" field in FPDS-NG.

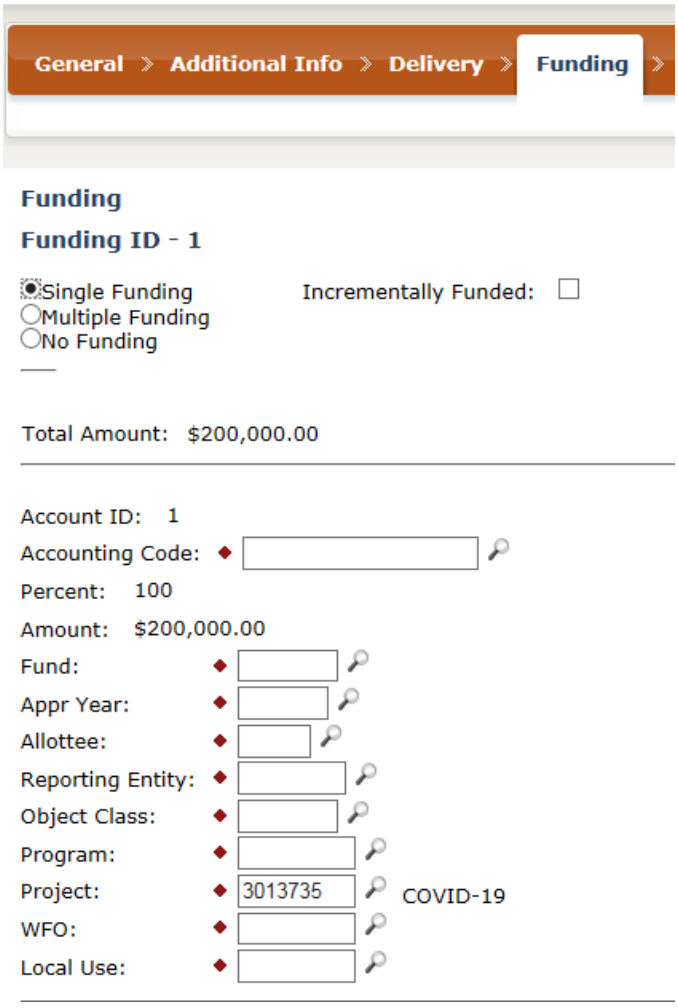
3) In STRIPES, must ensure 'COVID-19' is identified in the beginning of the Line Item "Description" field and identify the amount of COVID-19 related funding:

STRIPES Screenshot - Procurement Line Item "Description" field in the General Tab on the Line Item



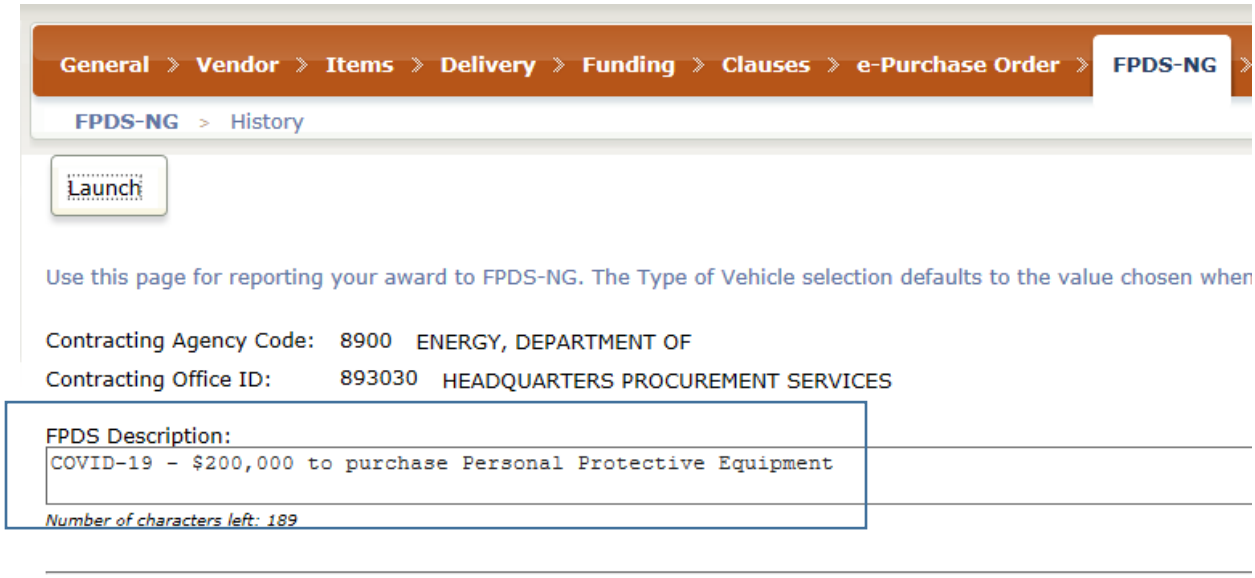
4) In STRIPES, must ensure that COVID-19 related funding is identified in "Project Value" field as '3013735' in the Accounting String:

STRIPES Screenshot - Procurement "Project Value" field in the Funding Tab on the Line Item



5) In STRIPES, must ensure that 'COVID-19' is identified in the beginning of the "FPDS Description" field and identify the amount of COVID-19 related funding:

STRIPES Screenshot - Procurement "FPDS Description" field in the FPDS-NG Tab

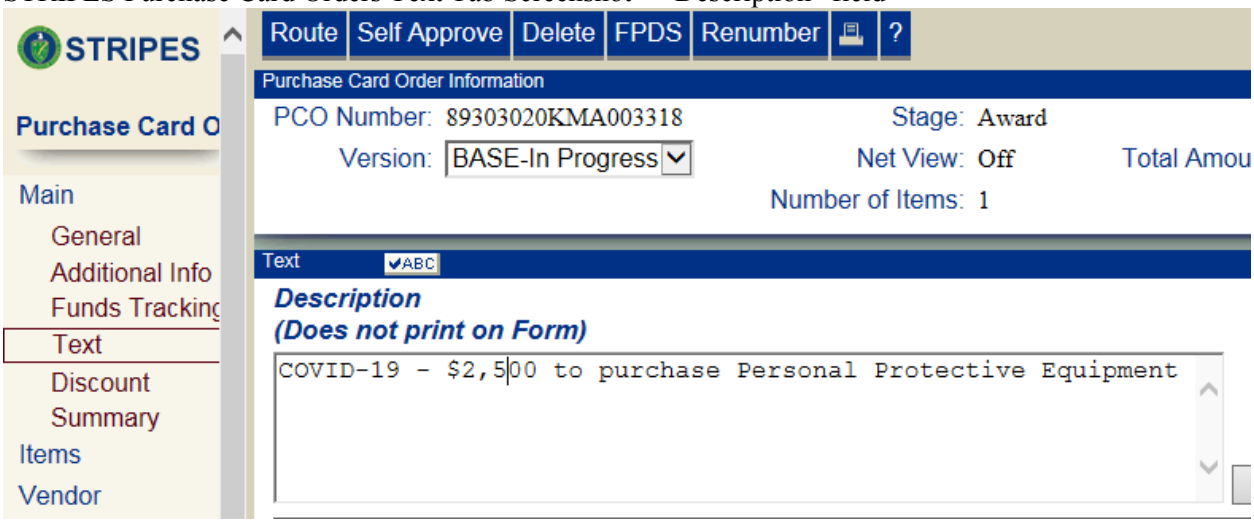


STRIPES Purchase Card Orders

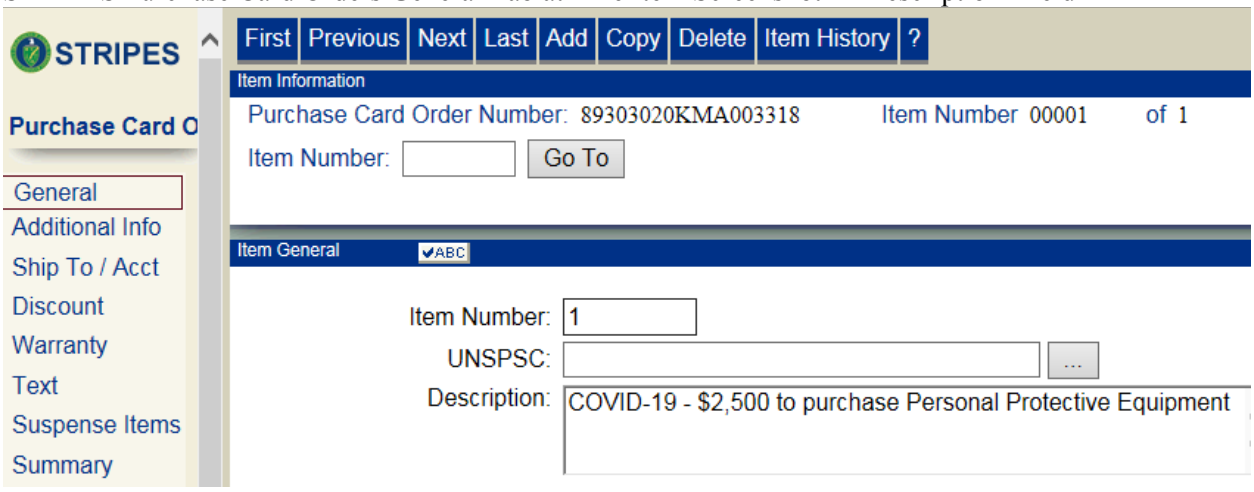
Purchase Card Holders

1) **In STRIPES, must ensure the following FPDS fields identify COVID-19 related procurements:**
   - Item Level "Project Value" in the Accounting String – identify '3013735'
   - 'COVID-19' identified in the beginning of and include amount of COVID related funding in the following fields:
     - "Description"
     - Item Level "Description"

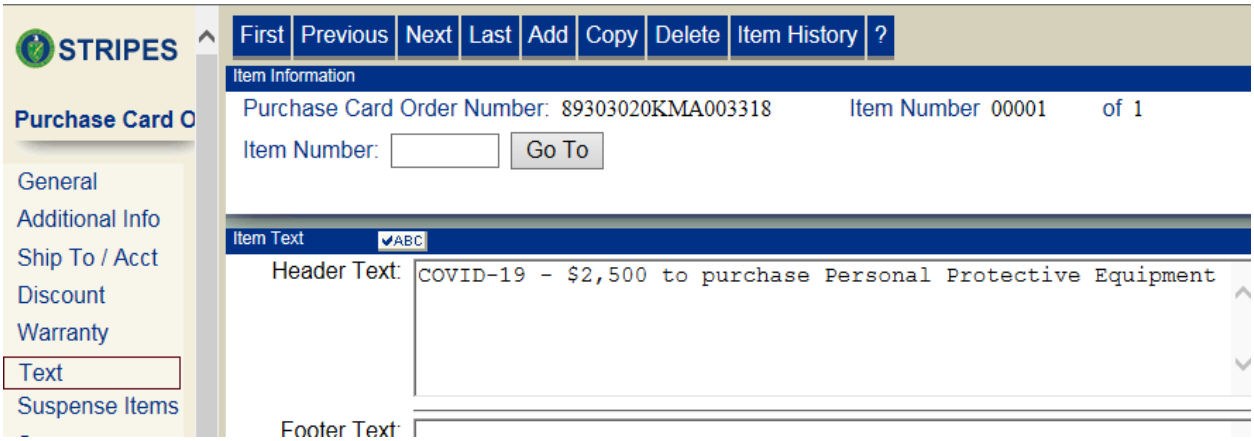
STRIPES Purchase Card Orders Text Tab Screenshot – "Description" field



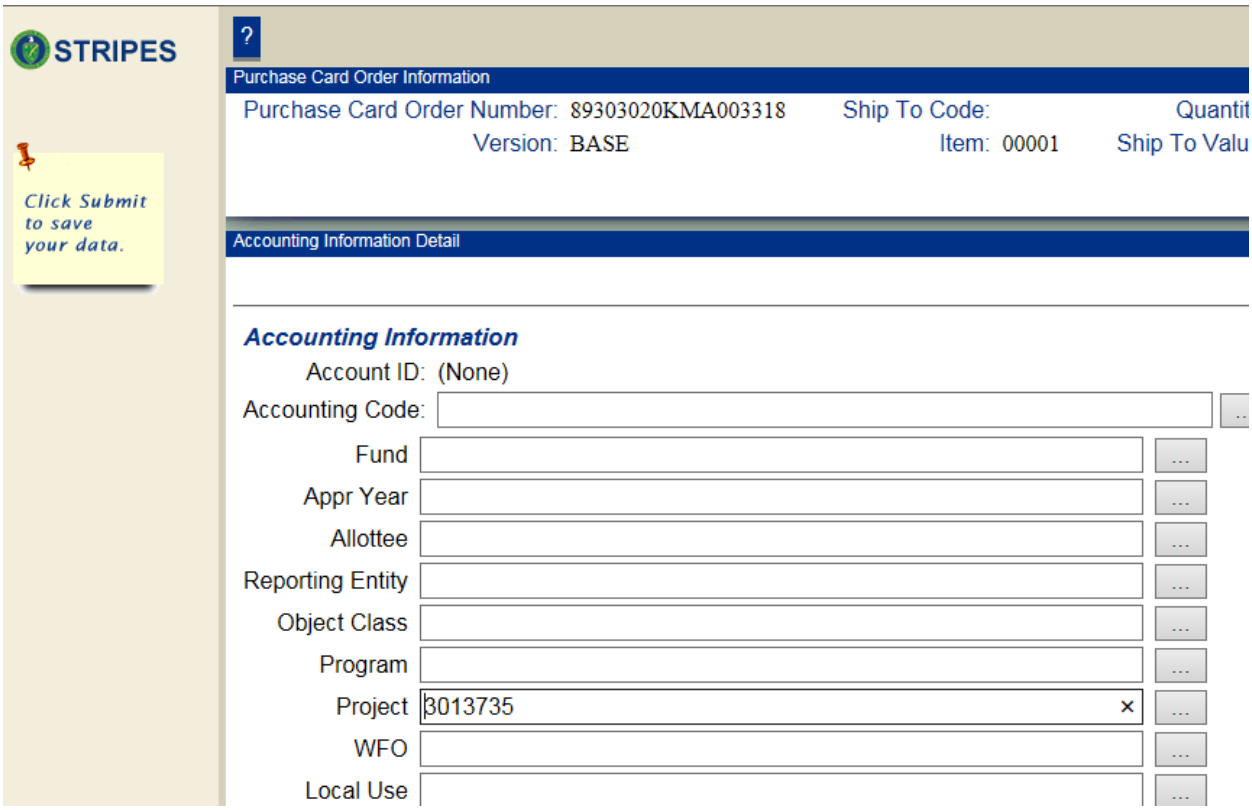
STRIPES Purchase Card Orders General Tab at Line Item Screenshot – "Description" field



STRIPES Purchase Card Orders Text Tab at Line Item Screenshot – “Header Text” field



STRIPES Purchase Card Orders Ship To/Accounting Tab at Line Item Screenshot – “Project Value” field – ‘3013735’

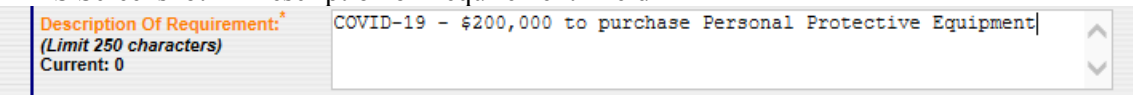


FPDS

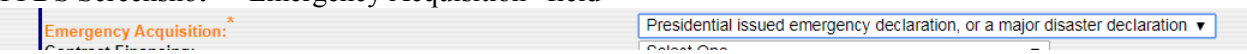
CS/COs

1) In STRIPES, must ensure the following FPDS fields identify COVID-19 related procurements:

FPDS Screenshot – "Description of Requirement" field



FPDS Screenshot – "Emergency Acquisition" field



FPDS Screenshot – "National Interest Action (NIA)" field

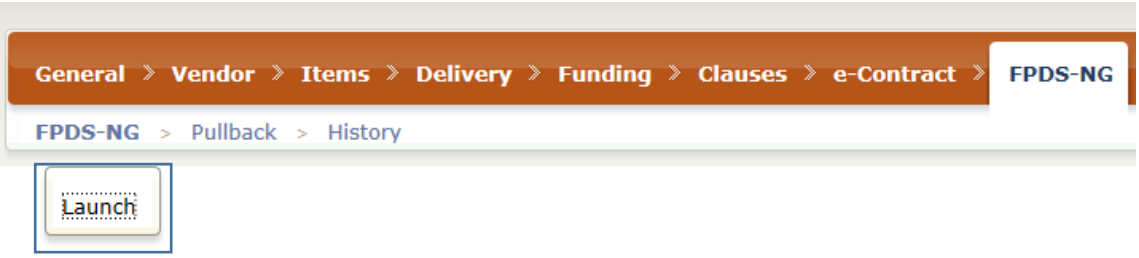
How to Correct FPDS Fields Through STRIPES:

If the "Description of Requirement" or "Emergency Acquisition" or "National Interest Action (NIA)" fields must be corrected in FPDS, follow the steps below to correct the record through STRIPES:

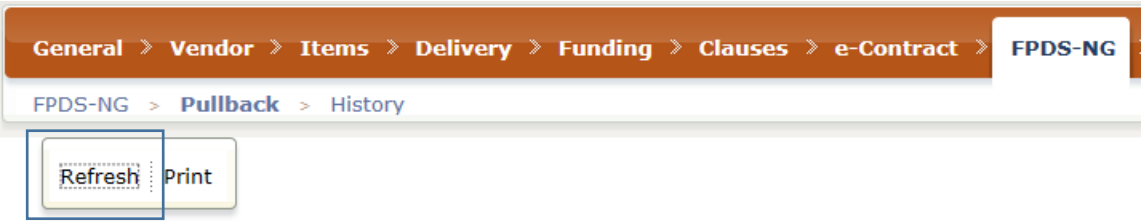
1) Launch a correcting record for FPDS through STRIPES
2) Select the correct value in the dropdown list, save the record, then 'Refresh' the FPDS pullback section in STRIPES

Ensuring the values match in STRIPES and FPDS is necessary for reporting purposes.

STRIPES Screenshot – Launch FPDS Record



STRIPES Screenshot – Refresh FPDS Pullback Record



Links to COVID-19 Guidance

Coronavirus (COVID-19) Acquisition Answers Site

(M-20-22) Preserving the Resilience of the Federal Contracting Base in the Fight Against the Coronavirus Disease 2019 (COVID-19), dated April 17, 2020

Update to Supplemental Guidance for COVID-19 Related Activities Issued on April 8, 2020 (DOE/OCFO), dated April 15, 2020

(M-20-21) Implementation Guidance for Supplemental Funding Provided in Response to the Coronavirus Disease 2019 (COVID-19), dated April 10, 2020

Supplemental Guidance for COVID-19 Related Activities (DOE/OCFO), dated April 8, 2020

Update to Guidance on Application of National Interest Action (NIA) Code to Increase Transparency, dated April 6, 2020

(M-20-18) Managing Federal Contract Performance Issues Associated with the Novel Coronavirus (COVID-19), dated March 20, 2020

Accounting for COVID-19 Related Expenditures (DOE/OCFO), dated March 13, 2020