NOAA ACQUISITION AND GRANTS OFFICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

C.Award Production Date Fields

The date fields on an award are critical data elements on any procurement action. Insuring that the date fields are correct at time of obligation is necessary for accurate reporting and they are contractually significant.

There are critical management data reports which are generated from the data entered in the C.Award System. Failure to enter correct date field data in C.Award can affect these reports and lead to incorrect assumptions about our work.

The following Screen clips will provide a guide to the most critical of these date fields.

The Award Administration Tab:

The **Award Date** always defaults to the date the award document is created. Prior to obligation and signature, this date should reflect the actual date of award and can be changed prior to obligation.

The **Signed on Date** field should generally be the same date as the award date.

The **Start Date** may be different then the award date but should be consistent with your agreement with the Contractor.

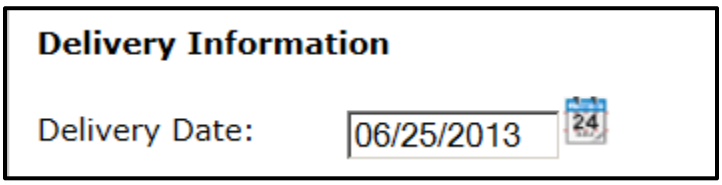
The **Notice to Proceed Date** is not required. Use of this date field depends on the type of award. If the date of performance shall begin at a later date than the actual award date, then the Notice to Proceed Date should be entered.

The **Expiration Date** field must be entered. It is critical for reporting purposes that the actual date the contract expires as agreed with the Contractor be entered in this field.

The **Estimated Ultimate Completion Date** must be entered. This date field represents the date in which all deliveries and payments should have been made.

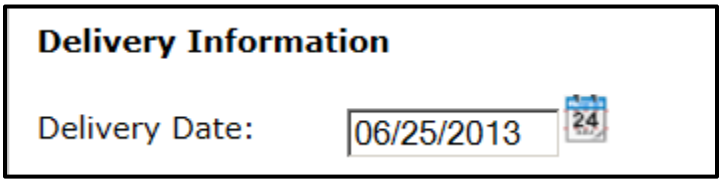
The Award Administration Properties Tab contains the delivery date. This date comes from the request date from the customer requisition. Always check this date for consistency with your primary dates on the Award Administration Tab.

The Delivery Date should not be greater than the Expiration date on the Award Administration Tab.



Award Line Item Detail Address Tab

On each line item under the Address Tab, there is a delivery Date. Many awards may have a staggered delivery date. No line item delivery date should exceed the overall delivery dates established on the Award Administration Properties Tab, as that date represents the maximum date under which all deliveries should have been received.



Why are date fields critical?

Along with being contractually significant, four of the established dates from the award document are imported to FPDS for reporting. In the sample below you can see the dates which were entered on the Award Administration date fields.

In the sample below sequential dates were entered to show the relationship between the Award Administration date fields and the FPDS report data received from CAward.

Award Dates

* Award Date:	06/25/2013		
Signed on Date:	06/26/2013	Notice to Proceed:	06/28/2013
Issue Date:		* Expiration Date:	06/29/2013
Start Date:	06/27/2013	* Est. Ultimate Completion Date:	06/30/2013

C.Award Award Date matches FPDS Effective Date

C.Award Signed On Date matches FPDS Date Signed

C.Award Issue Date not imported to FPDS. Issue dates field fills once award has been obligated and Issued.

C.award Start Date does not import to FPDS.

Notice to Proceed Date does not import to FPDS.

Dates

Date Signed *(mm/dd/yyyy)* : *	06/26/2013
Effective Date *(mm/dd/yyyy)* : *	06/25/2013
Completion Date *(mm/dd/yyyy)* : *	06/29/2013
Est. Ultimate Completion Date *(mm/dd/yyyy)* : *	06/30/2013

When creating the FPDS Award Report, the dates highlighted are imported to FPDS from C.Award. If any of these dates are incorrect, do not change them on the FPDS report. Return to the Award document and change the dates on the Award Administration Tab. If the dates are changed in FPDS and not CAward, the FPDS reports will error out.

For C.Request/C.Award help, contact Client Services:
Phone: 301-444-3400 (Choose Option 1 for password resets or Option 3 for all other CSuite issues.)
e-mail: clientservices@noaa.gov
Hours: 7:00 a.m. - 5:00 p.m. ET, Monday – Friday

Revised C.Hughes 08/09/2013