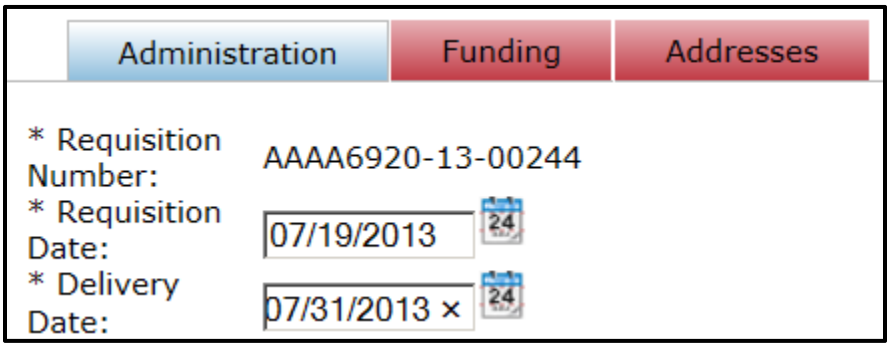
NOAA ACQUISITION AND GRANTS OFFICE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

C.Award & the FPDS Interface

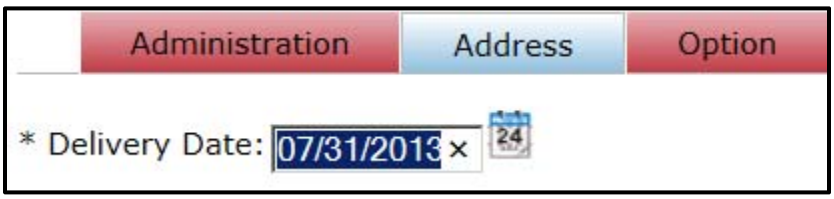
The purpose of this document is to provide clarification on properly coding and preparing an award in C.Award and its effect on the data reported and coded in FPDS through the interface.

DATE FIELDS AND REQUISITIONS PREPARED IN C.REQUEST

When a customer prepares a requisition in C.Request, the Administration section of C.Request requires the Requisition Date which defaults to the date the Requisition is prepared. The requestor enters the Delivery Date on the Administration section of the requisition.

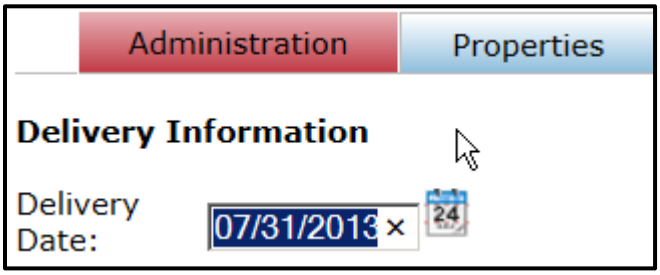


When the customer creates line items on the requisition, the Delivery Date from the requisition Administration section becomes the default date for each line item created on the requisition unless the customer changes the line item delivery date.



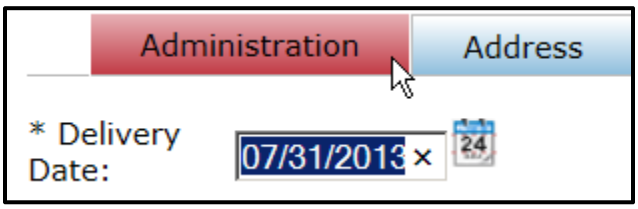
C.REQUEST TO C.AWARD DEFAULT DATES

When the award is created in C.Award, the default delivery date from the requisition becomes the default delivery date on the award administration screen.



All of the line items brought forward from the requisition will also carry forward the default delivery date created by the customer at the line item level for each line item created on the requisition.

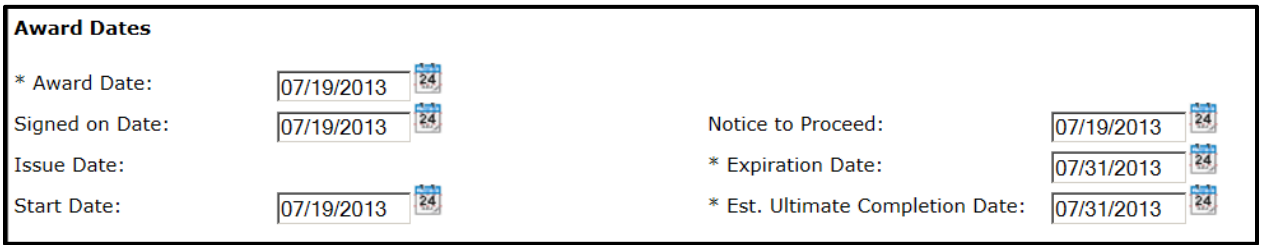
When preparing the award, the Contract Specialist should take note to correct these default dates. **The requisitioning customer can only state on the requisition their desired delivery date for the award prepared.** The actual delivery dates for each of the line items on the award may be the same and may be different depending on the nature of the goods or services being delivered and what was negotiated.



DATE FIELDS IN C.AWARD

The Award Administration section which is the first screen to be entered upon creating an award contains critical date fields which are carried over to FPDS through the interface. It is critical that this data be correct and actually reflect what was negotiated and offered by the contractor.

The Award Date defaults to the date the award is created in C.Award. If the award is not finalized until a later date, then this date can be changed to reflect the actual date of award.
The Signed On Date should be the date the award is printed and actually signed by the contracting Officer. This date should generally reflect the Award Date but under certain circumstances may be a date later then the award date.
The Issue Date is created by the system after the award is obligated and issued.
The Start Date may be different then the Award Date depending on the nature of the goods or services requested. The Start Date is the date that performance shall begin.
The Notice to Proceed Date is generally used for services where a Notice To Proceed is issued when certain deliverables are required prior to the actual commencement of performance as established by the Start Date.
The Expiration Date is the date the all goods or services are expected to have been delivered. This is the date the award ends.
The Est. Ultimate Completion Date is the date all contract activity should have been completed. Line item delivery dates at the line item level should not exceed the Expires On Date established in the Award Administration section.



OTHER AGENCY AWARDS

If the award is made against and Other Agency IDV such as a GSA Federal Supply Schedule, the referenced IDV Award number shall be entered in the GSA/FSS field shown. This field is entered on the Award PIID Creation Screen.

Award Number:	GS35F0290X/DG-1330-13-NC-0007
*Award Name:	Clips
GSA/FSS Number:	GS35F0290X

The Award Administration Admin Tab also displays the referenced Other Agency Contract ID.

* Award Type:	Delivery Order/Other Agency	
Base Contract Number:	GS35F0290X	Last Number Used:

• NOTE: This number is entered without dashes or spaces and must be correct before closing the Award Administration Section.

MOVING TO THE FPDS INTERFACE SCREEN

After the award administration section has been completed and all line item detail has been reviewed and corrected, the totals section reviewed, return to the Award Summary.

Click on FPDS-NG to start the reporting process.

The FPDS Interface Screen will open displaying two sections. The Contract Action Information section summarizes the award data as shown below.

Contract Action Information

Agency ID:	1330
Award Type:	Delivery Order/Other Agency
Award Name:	Clips
Award PIIN:	DG-1330-13-NC-0007
GSA/FSS Number:	GS35F0290X
Status:	On Draft Award
Award Date:	07/19/2013
Obligated Amount:	$1.00

The FPDS-NG Information data is displayed in the second section of the screen.

FPDS-NG Information

Report Status:	Report does not exist in FPDS-NG	
Agency ID:	1330	
Award Type:	Delivery/Task Order	
Derived Award PIID:	DOCDG-1330-13-NC-0007	Advanced Search
IDV Agency ID:	4730	
IDV PIID:	GS35F0290X	Advanced Search
	The IDV Number is mandatory for this award type.	

The NOAA Agency ID 1330 is brought forward the system. **Never change this code.**

Confirm that the Award Type is consistent with the Contract Action Information section Award Type. The Derived Award PIID is displayed proceeded with the prefix DOC. Do not alter or change the Award PIID.

The IDV Agency ID will be blank. If the award is being placed against a GSA Contract the Code 4730 should be entered.

If the IDV PIID is not a GSA number but another agency contract number, that agencies FIPS code must be entered. Example: If the IDV PIID is a DOC contract number then the IDV Agency ID Code would be 1330.

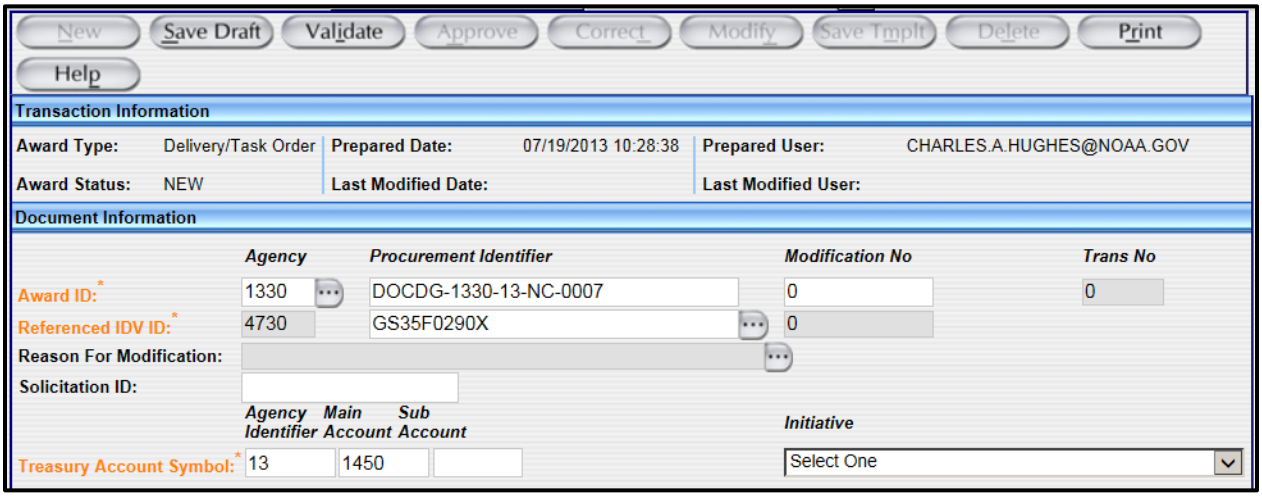
If the IDV PIID is a NASA Contract, the IDV Agency Code for NASA would be 8000.

If uncertain of the other agency FIPS Code, these codes can be found on the NIST website at the following link: http://www.itl.nist.gov/fipspubs/fips95-2.pdf

When the FPDS Interface Screen has been verified, click Create to transition to FPDS-NG.

The C.Award system will open Windows Internet Explorer and open a link to the correct reporting form in the FPDS System. A blank FPDS report form will open in FPDS appropriate for the type of award being reported. Certain critical data elements are provided by C.Award and transferred to the FPDS report.

FPDS TRANSACTION/DOCUMENT INFORMATION



• The FPDS Report Header Section identifies the award type, “Delivery/Task Order”
• The Award Status as “New”
• The Prepared Date and the Prepared User.

Document Information Section

• The document information section brings forward the Agency ID for NOAA of 1330, this should never be changed.
• The Award PIID is brought forward.
• TAS Code is brought forward as entered in the Award Administration.
• If there is an error in any data field populated, **DO NOT CHANGE IT HERE.**
• Close FPDS without saving and return to the C.Award to correct errors within the award document, and then return to FPDS.

Dates & Amounts Section

Dates		Amounts	
Date Signed (mm/dd/yyyy) : *	07/19/2013	Action Obligation: *	$1.00
Effective Date (mm/dd/yyyy) : *	07/19/2013	Base And Exercised Options Value: *	$0.00
Completion Date (mm/dd/yyyy) : *	07/31/2013	Base And All Options Value: *	$0.00
Est. Ultimate Completion Date (mm/dd/yyyy) : *	07/31/2013	Fee Paid for Use of IDV: *	$0.00

- The Date Signed, Effective Date, Completion Date, and Est. Ultimate Completion Date are populated from the dates entered in C.Award.
- The Action Obligation dollar value is brought over from the award.
- The contract specialist shall enter the reaming dollar value fields.

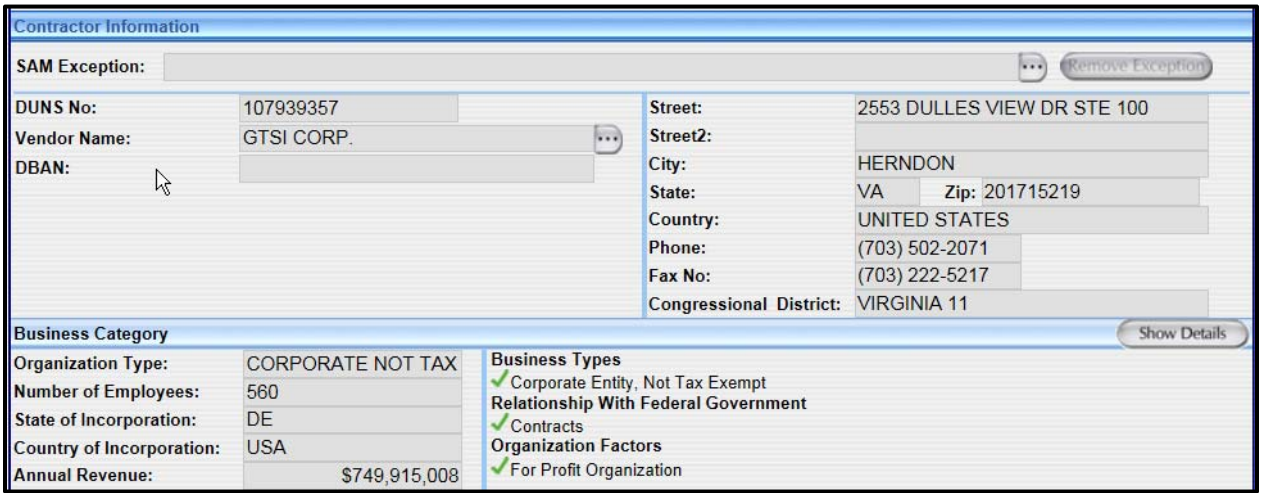
FPDS Purchaser Information

Purchaser Information			
Contracting Office Agency ID: *	1330	Contracting Office Agency Name:	NATIONAL OCEANIC AND ATMOSPHERIC
Contracting Office ID: *	000DG	Contracting Office Name:	DEPT OF COMM/NAT OCEAN AND ATMOS
Funding Agency ID: *	1330	Funding Agency Name:	NATIONAL OCEANIC AND ATMOSPHERIC
Funding Office ID: *	NA	Funding Office Name:	NATIONAL OCEANIC AND ATMOPHERIC A
Foreign Funding: *	Not Applicable		

- **The Contracting Office Agency ID** is populated from the users FPDS Profile based on the agency worked if performed in. **Do not change.**
- **The Contracting Office ID** is populated from the users FPDS Profile based on the contracting office the work is performed in. **Do not change.**
- **The Funding Agency ID** must be entered by the specialist. A list of common Funding Agency ID's can be found at the end of this document. A Funding Agency ID is the Agency FIPS Code providing the funding for the acquisition.

- **The Funding Office ID** is the client office which is providing the funding to make the purchase. Example: If the requesting office is a National Weather Service Office, then the Funding Office ID would be NW. This should not be confused with the Agency ID or the Contracting Office ID.

Contractor Information & Business Category Section



Contractor Information

SAM Exception: Remove Exception

DUNS No:	107939357	Street:	2553 DULLES VIEW DR STE 100
Vendor Name:	GTSI CORP.	Street2:	
DBAN:		City:	HERNDON
		State:	VA Zip: 201715219
		Country:	UNITED STATES
		Phone:	(703) 502-2071
		Fax No:	(703) 222-5217
		Congressional District:	VIRGINIA 11

Business Category Show Details

Organization Type:	CORPORATE NOT TAX
Number of Employees:	560
State of Incorporation:	DE
Country of Incorporation:	USA
Annual Revenue:	$749,915,008

Business Types
✓ Corporate Entity, Not Tax Exempt
Relationship With Federal Government
✓ Contracts
Organization Factors
✓ For Profit Organization

- The Dun and Bradstreet Number Associated with the vendor selected are populated from C.Award. When the report document is saved the data will appear.

Product or Service Information Section

Product Or Service Information

Product/Service Code:*	7030 Description: ADP SOFTWARE
Principal NAICS Code:	541519 Description: OTHER COMPUTER RELATED SERVICES
Bundled Contract:*	Not a bundled requirement
System Equipment Code:	Description:
Country of Product or Service Origin:*	USA UNITED STATES
Place of Manufacture:*	Mfg in U.S.
Domestic or Foreign Entity:	U.S. Owned Business
Recovered Materials/Sustainability:*	Select One OMB Policy on Sustainable Acquisition
InfoTech Commercial Item Category:	Select One
Claimant Program Code:	Description:
Sea Transportation:	Select One
GFE/GFP Provided Under This Action:*	Transaction does not use GFE/GFP
Use Of EPA Designated Products:*	Not Required
Description Of Requirement:* *(4000 characters)*	Test

- The Product Service Code is populated from the C.Award document.
- The Principal NAICS Code is populated from the award document.

FPDS-NG HELP

The remainder of the data fields highlighted in Orange must be responded to. If uncertain of which response to select from a given drop down on the form, go to the FPDS help page at https://www.fpds.gov/help/index.jsp . Select the type of award from the help index as shown below.

Awards

- Validate an Award
- Approve an Award
- Create a Delivery/Task Order
- Create an PO
- Create a Definitive Contract
- Create a BPA Call
- Create a OT Order
- Create a OT Agreement
- Delete an Award

Example: Click on Create a Delivery/Task Order and scroll down to the field name, such as Extent Competed;

7. Enter data in the **Contract Data** section.
   a. Type of Contract - Enter the value that best describes the Contract Type.

Some definitions have a highlighted link which provides greater detail. In this sample by clicking on the link, the following is displayed:

C.Award to FPDS Errors

When errors are received while completing an FPDS Report between C.Award and FPDS please remember certain critical data elements are carried over to FPDS from C.Award.

- If any of the data carried over from your award or modification to FPDS is incorrect; **DO NOT CORRECT IT IN FPDS**.
  Do not save the FPDS report
  Exit out of the browser and return to C.Award.
  Return to your award or modification document and make the changes in C.Award on the Administration Section of the document or the line item level to correct the data.
- When you have corrected the error(s), return to FPDS through the link in C.Award and check to make sure the data brought in is now correct. If the data is correct; continue with the FPDS report, Validate, Save Draft, and return to C.Award to have the report Approved.

If exported data is correct in FPDS, when save draft is selected and you return to C.Award, the system will change the corrections you have made. C.Award and FPDS communicate with each other to insure the validity of the exported date. If you change it, it will change back to match your document in C.Award. If the data is incorrect in FPDS, it is incorrect on the original C.Award document.

Funding Agency ID's

- 1300 Department of Commerce
- 1301 Office of the Secretary
- 1303 Office of the General Counsel
- 1304 Office of the Inspector General
- 1306 Office - Chief Financial Officer & Assist. Sec'y for Admin.
- 1314 Economic and Statistics Administration
- 1315 Chief Economist
- 1321 Bureau of Economic Analysis
- 1323 Bureau of the Census
- 1325 Economic Development Administration
- 1330 National Oceanic and Atmospheric Administration
- 1335 National Telecommunication and Information Administration
- 1341 National Institute of Standards and Technology
- 1342 National Technical Information Service
- 1343 Assistant Secretary for Technology Policy
- 1344 Patent and Trademark Office/Under Secretary for Intellectual Property
- 1350 International Trade Administration
- 1351 Under Secretary for Export Administration/Bureau of Industry and Security
- 1352 Minority Business Development Agency
- 1359 Technology Administration/Under Secretary of Technology
- 1363 Committee for the Implementation of Textile Agreements
- 1365 Export Administration Review Board

Funding Office ID's

- NA National Oceanic and Atmospheric Administration (NOAA)
- NB National Institute of Standards and Technology (NIST)
- NC National Ocean Service (NOS)
- NE National Environmental Satellite, Data, and Information, Service (NESDIS)
- NF National Marine Fisheries Service (NMFS)
- NM Marine Aviation Operations (OMAO)
- NR Oceanic & Atmospheric Research (OAR)
- NT National Telecommunications and Information Administration (NTIA)
- NW National Weather Service (NWS)
- TA International trade Administration (ITA)

Primary Contracting Office ID's

- 000DG National Capitol Acquisition Division Silver Spring, MD
- 000EA Eastern Region Acquisition Division Norfolk, VA
- 000WC Eastern Region Acquisition Division Kansas City, MO
- 000QA Eastern Region Acquisition Division Data Bouy Center Stennis, MS
- 000RA Western Region Acquisition Division Boulder, CO
- 000AB Western Reqion Acquisition Division Seattle, WA

Field Delegate Contracting Office ID's

- WE1330 Western Field Delegates OFA
- WE133C Western Field Delegates NOS
- WE133E Western Field Delegates NESDIS
- WE133F Western Field Delegates NMFS
- WE133M Western Field Delegates OMAO
- WE133R Western Field Delegates OAR
- WE133W Western Field Delegates NWS
- EE1330 Eastern Field Delegates OFA
- EE133C Eastern Field Delegates NOS
- EE133E Eastern Field Delegates NESDIS
- EE133F Eastern Field Delegates NMFS
- EE133M Eastern Field Delegates OMAO
- EE133R Eastern Field Delegates OAR
- EE133W Eastern Field Delegates NWS

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 8/2/2013 C.hughes