

Competition Advocate Responsibilities



[Reference: FAR 6.5, FAR 7 and DEAR 906.501]

Overview

This section discusses the competition advocate requirements and provides a Federal Procurement Data System-New Generation (FPDS-NG) coding assistance sheet and screen shots for the FPDS-NG Competition Report.

Background

FAR Part 6.5, “Competition Advocates,” implements section 20 of the Office of Federal Procurement Policy Act, which requires the head of each executive agency to designate an Agency Competition Advocate and Procuring Activity Advocates (hereafter referred to as Activity Competition Advocates). In accordance with DEAR 906.501, the Secretary of Energy has delegated this authority for the appointment of the agency and contracting activity Advocates to the SPEs. The duties and responsibilities of agency and procuring activity competition advocates are prescribed by FAR 6.502. Additionally, FAR 6.502(b)(2) requires agency and procuring activity competition advocates to prepare and submit an Annual Competition Report to the Senior Procurement Executive (SPE) and the Chief Acquisition Officer. The minimum annual reporting requirements are defined in FAR 6.502(b)(2) and shall be included in both the Agency and Activity Competition Reports. If additional reporting requirements are required, the Agency Competition Advocate will notify the Activity Competition Advocates via email. Acquisition Guide Chapter 6.1 requires the Activity Competition Advocate review and approval on all Justifications for Other than Full and Open Competition (JOFOCs) pursuant to FAR Part 6.3. FAR Part 7 requires any acquisition plan that proposes using other than full and open competition to be coordinated with the cognizant Competition Advocate.

Authority

As mentioned, the Office of Federal Procurement Policy Act requires the head of each executive agency to designate a competition advocate for the agency and for each procuring activity of the agency. The Secretary of Energy has designated two SPEs that are responsible for the portions of the Department for which they have been assigned.

Agency Competition Advocate

The DOE SPE is the Director, Office of Procurement and Assistance Management and shall designate the Agency Competition Advocate for DOE. The NNSA SPE is the Director of the Office of Acquisition and Supply Management and shall designate the Competition Advocate for NNSA.

The Agency Competition Advocates are responsible for the following:

Ensure the Annual Competition Report is completed by the Activity Competition Advocate and submitted to their SPE by the required due date.

Periodically monitor competition results throughout the fiscal year and provide feedback directly to the Activity Competition Advocates, if needed.

Approve all JOFOCs that exceed the Head of the Contracting Activity (HCAs) approval level. After approval, the Agency Competition Advocate will forward the JOFOC to the appropriate SPE (DOE or NNSA) for approval.

Coordinate on any acquisition plan that proposes using other than full and open competition when awarding a contract in accordance with FAR Part 7, which exceed the HCA's approval level.

The NNSA SPE shall submit the NNSA Annual Competition Report to the DOE SPE. The DOE SPE shall consolidate the DOE and NNSA reports and make the DOE Annual Competition Report available to the OFPP, upon request.

Determine and notify each Activity Competition Advocate of their competition goal for the next fiscal year no later than October 31.

Head of Contracting Activities

The SPEs have delegated the authority to appoint Contracting Activity Competition Advocates to the HCAs. Each HCA shall designate an Activity Competition Advocate for each activity in accordance with their delegation letter and ensure the Agency Competition Advocate is copied on each delegation letter. If a delegation requires a waiver (employee is not a GS/GM-15 and/or not a GS-1102), the HCA shall submit a waiver request, proposed delegation letter, and the individual's resume for Agency Competition Advocate approval. The Agency Competition Advocate shall forward the waiver request to the cognizant SPE, with an approval recommendation. The HCA shall ensure the Activity Competition Report is submitted timely.

Activity Competition Advocate

Each Activity Competition Advocate is responsible for the following:

Submit the reporting requirements required by FAR Part 6 in addition to any other reporting requirements the Agency Competition Advocate requires. The Activity Competition Advocate shall utilize the information contained within the competition report tab of the FPDS-NG system for all statistical data contained within the Activity Competition Report. The Activity Competition Report shall be submitted to the Agency Competition Advocate no later than November 1st of each calendar year (or next duty day if the 1st falls on a weekend).

Review the Federal FPDS-NG on a quarterly basis to ensure proper coding. If discrepancies are encountered, they shall notify their respective Contracting Officer and ensure all corrective actions are tracked and rectified within 30 calendar days.

Coordinate and maintain a copy of any acquisition plan that proposes using other than full and open competition when awarding a contract in accordance with FAR Part 7.

Review, approve and maintain a copy of all Justifications for Other than Full and Open Competition (JOFOCs) greater than \$650,000.00 but not exceeding \$12.5M (dollar thresholds are subject to change, see FAR 6.304(a) for the current dollar threshold), and review all JOFOCs exceeding \$12.5M. Please refer to Acquisition Guide Chapter 6.1 for detailed guidance on JOFOCs.

Electronic Posting

The Agency Competition Advocate shall ensure the names and phone numbers of the Competition Advocates are electronically posted. The electronic posting shall be updated quarterly.

FPDS-NG Coding Assistance Sheet

A sample is attached.

FPDS-NG Competition Report Screen Shots

A sample is attached.

FPDS-NG CODING ASSISTANCE SHEET VERSION 1.4

This is not an all inclusive list, but merely addresses the most common errors within FPDS-NG. Please review the FPDS-NG Data Element Dictionary detailed instructions located at: https://www.fpds.gov/downloads/Manuals/FPDS_NG_Users_Manual_V1.4.pdf.

*The data fields below that are highlighted in **yellow** are transferred from STRIPES to FPDS-NG. **You should never change them in FPDS-NG without first changing the fields within STRIPES.** The FPDS-NG system will allow you to change the data within the fields without changing it in STRIPES. However, by doing so, your activity will spend countless hours trying to reconcile the data.*

Date Signed – For funded actions, the date signed is the date funds were obligated (date the CO signed). For awards that will be funded at a future date, the award date is the date signed by the Contracting Officer. For basic agreements or IDVs, for which there is no funding on the basic document, the award date is the date mutually agreed upon by the Contracting Officer and the contractors.

Effective Date – This is the date that the Period of Performance starts. This can be the same date as the Date Signed or later. The effective date **CANNOT** be earlier than the date signed.

Completion Date – This field is defined as the end of the base contract plus any exercised options. Completion Date must be less than or equal to Estimated Ultimate Completion Date.

Estimated Ultimate Completion Date - This field represents the estimated or scheduled completion date, including the base contract or order and all options (if any) whether the options have been exercised or not. For delivery orders, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle.

Action Obligation - Enter the net amount of funds (in dollars and cents) obligated or deobligated by this transaction. If the net amount is zero, enter zero. If the net amount is a deobligation, enter a minus sign at the beginning of the amount.

Base And Exercised Options Value - Enter the contract value for the base contract and any options/modifications that have been exercised.

For example:

For a new award: Enter the total value (in dollars and cents) of the base contract plus all options (if any) that have been exercised at the time of award.

For a modification: Enter the CHANGE (positive or negative, if any) in the current contract value that results from this modification.

Base And All Options Value - Enter the mutually agreed upon total contract or order value including all options (if any). For modifications, this is the change (positive or negative, if any) in the mutually agreed upon total contract value.

For example:

For a new award/IDV: Enter the mutually agreed upon total estimated contract or order value (in dollars and cents) including the base contract and all options (if any).

For an indefinite delivery vehicle: Enter the total estimate value (in dollars and cents) for all orders that are expected to be placed against this contract.

For modifications: Enter the CHANGE (positive or negative, if any) in the mutually agreed upon total contract value (in dollars and cents).

Type of Contract – The value will populate for a Modification. This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the type with greater contract value, or, for agencies that report multiple actions, follow agency instructions. Select the appropriate value from the drop down menu.

Values are listed below:

Type of Contract
Fixed Price Redetermination
Fixed Price Level of Effort
Firm Fixed Price
Fixed Price with Economic Price Adjustment
Fixed Price Incentive
Fixed Price Award Fee
Cost Plus Award Fee
Cost No Fee
Cost Sharing
Cost Plus Fixed Fee
Cost Plus Incentive Fee
Time and Materials
Labor Hours
Order Dependent (This applies to IDVs only. IDV allows pricing arrangement to be determined separately for each order).

Reason for Modification – This field will only be available when performing a modification to an existing contract. Select the appropriate entry from the drop down menu.

NOTE: When a modification changes the vendor information, i.e., name and/or address, you must select Novation Agreement. Otherwise, the system will not allow changes to the vendor information on a Modification. Additionally, 'Transfer Action' is a new entry in the Reason for Modification field. Anyone can select this entry; however, you will not be able to 'Save Draft' if you do not have the Transfer privilege. Re-representation reasons should be used when a contract modification exercises an option and the vendor socioeconomic status has changed. For example, a contract was awarded to an 8(a) firm five years ago, the firm graduated from

the program three years after award. When the modification is issued to exercise an option, the re-representation is required to change the vendor information associated with the award. From that point in time forward, the vendor will no longer show as an 8(a) vendor in FPDS-NG.

The following are additional instructions for these specific Reasons for Modification:

(1) Use the Termination for Default (complete or partial) value to report Termination for Cause actions on contracts for commercial items;

(2) Use the Transfer Action value to transfer the “ownership” of a contract to a new contract office. Transfer Action is not to be used when only delegating contract administration subject to FAR Subpart 42.2.

(3) Follow the instructions in Appendix D for reporting Novation Agreements, Re-representations, and Re-representations of Non-Novated Mergers/Acquisitions.

Short descriptions are as follows:

Code	Short Description
A	Additional Work (new agreement, FAR part 6 applies)
B	Supplemental Agreement for work within scope
C	Funding Only Action
D	Change Order (this is a UNILATERAL modification ONLY)!
E	Terminate for Default (complete or partial)
F	Terminate for Convenience (complete or partial)
G	Exercise an Option
H	Definitize Letter Contract
J	Novation Agreement
K	Close Out (Closing Out your contract)
L	Definitize Change Order (definitize your UNILATERAL modification)
M	Other Administrative Action
N	Legal Contract Cancellation
P	Representation of Non-Novated Merger/Acquisition
R	Representation
S	Change PIID
T	Transfer Action
V	Vendor DUNS change
W	Vendor Address Change
X	Terminate for Cause

Extent Competed – This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications. It is required on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. *It is the code that represents the competitive nature of the contract.*

Code	Short Description	Long Description
A	Full and Open Competition	Report this code if the action resulted from an award pursuant to: FAR 6.102(a) – sealed bid, FAR 6.102(b) – competitive proposal, FAR 6.102(c) – Combination or any other competitive method that did not exclude sources of any type
B	Not Available for Competition	Select this code when the contract is not available for competition
C	Not Competed	Select this code when the contract is not competed.
D	Full and Open Competition after exclusion of sources	Select this code when some sources are excluded before competition.
E	Follow On to Competed Action	Select this code when the action is a follow on to an existing competed contract , FAR 6.302-1.
F	Competed under SAP	Select this code when the action is competed under the SAT.
G	Not Competed Under SAP	Select this code when the action is NOT competed under the SAT.

Other than Full and Open Competition – This field indicates the reason the award was not competed or limited competition was used. Select the code from the drop down menu.

Definitions for each value are listed below:

Code	Short Description	Long Description
UNQ	Unique Source (FAR 6.302-1(b)(1))	Report this code if the action was justified in pursuant to FAR 6.302-1(b)(1).
FOC	Follow-On Contract (FAR 6.302-1(a)(2)(ii/iii))	For a Definitive Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii/iii).
UR	Unsolicited Research Proposal (FAR 6.302-1(a)(2)(i))	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
PDR	Patent or Data Rights (FAR 6.302-1(b)(2))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
UT	Utilities (FAR 6.302-1(b)(3))	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.
STD	Standardization (FAR 6.302-1(b)(4))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
ONE	Only One Source-Other (FAR 6.302-1)	Report this code if the action was justified pursuant to FAR 6.302-1

		situation other than the examples cited above.
URG	Urgency (FAR 6.302-2)	Report this code if the action was justified pursuant to FAR 6.302-2.
MES	Mobilization, Essential R&D (FAR 6.302-3)	Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
IA	International Agreement (FAR 6.302-4)	Report this code if the action was justified pursuant to FAR 6.302-4.
OTH	Authorized by Statute (FAR 6.302-5(a)(2)(i))	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific Not Listed.
RES	Authorized Resale (FAR 6.302-5(a)(2)(ii))	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
NS	National Security (FAR 6.302-6)	Report this code if the action was justified pursuant to FAR 6.302-6.
PI	Public Interest (FAR 6.302-7)	Request this code if the action was justified pursuant to FAR 6.302-7.
MPT	Less than or equal to the Micro-Purchase Threshold	Report this code if the action was justified pursuant to FAR 13.202.
SP2	SAP Non-Competition (FAR 13)	Report this code for a non-competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.
BND	Brand Name Description (FAR 6.302-1(c))	Report this code if an acquisition used a brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer.

Undefinitized Action – This data element is required for all Awards and Modifications. Select the appropriate value from the drop down box.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Letter Contract	Report this code if the DCA or IDV contract is a Letter Contract. Also report this code for funding modifications to a letter contract, prior to definitization.
B	Other Undefinitized Action	Report this code for unpriced Pos, unpriced delivery/task orders, BPA calls, or unpriced contract modifications (except for funding mods reported as letter contracts). Also report this code

		for funding mods, prior to definitization , of actions reported as Other Undefined Action.
X	NO	Report this code if the action is neither a Letter Contract nor an Undefined Action.

Multi Year Contract – This data element is only required on an IDC. It is Not Applicable for all other IDVs and Modifications. This field indicates that this transaction is a multi-year contract. These are contracts issued under specific Congressional multi-year authority for specific programs. The key distinguishing difference between multiple year and multi-year contracts is that multi-year contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for each program year. They normally include a cancellation ceiling, i.e., the maximum amount the Government will pay for termination if the remaining funding is not appropriated (FAR 17.103). Furthermore, a multi-year contract is defined as a contract for the purchase of supplies or services for more than 1, but not more than 5, program years. Such contracts are issued under **specific congressional authority for specific programs**.

To date, there are no multi-year contracts within DOE. If you have one with congressional authority, please notify HQ immediately. For example, you may have a contract that has DoD funding that is under congressional authority, but that does not make the DOE contract a multi-year contract.

Davis Bacon Act - Select “YES” if the award is subject to the Davis Bacon Act and the Davis Bacon Act clause and wage determination or the collective bargaining agreement is included in the award. The Davis Bacon Act applies to contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States. Otherwise, select No or Not Applicable (FAR 22.403-1). Select Not Applicable if the procurement is not for construction **or** if the dollar threshold was not met.

For clarification: If the contract is primarily a service contract yet contains over \$2,000.00 of construction, you must include Davis Bacon as well as the Service Contract Act requirements within your contract.

Purchase Card As Payment Method - This data element is required for all Awards and Modifications. Select “YES” from the drop down menu if the method of payment under an award is the Purchase Card. Agencies may issue formal contract documents and make payment using the Purchase Card. If the Purchase Card was not used as a method of payment, select “NO”. **An award made using the Purchase Card that is above the micro-purchase threshold must have a contract vehicle and must mark this data element “YES” because a purchase card used over the micro-purchase threshold is being used as a payment method.**

Non-Reportable Actions - Agencies shall not report:

- Procurement actions with an action date of five (5) years earlier than the current fiscal year with the exception of Federal Supply and VA schedules, leases and utilities.
 - Financial assistance actions e.g. grants, cooperative agreements, subsidies, and contributions except for those Agencies who have a special module to accumulate information on these types of actions.
 - Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases obtained through the use of the government purchase card. The term “micro-purchase” has the same meaning as set forth in FAR 2.101.
 - Interagency agreements with other federal agencies (e.g. Tennessee Valley Authority), independent federal establishments (e.g. Export/Import Bank of the US), or federally chartered sources (e.g. Howard University or the Smithsonian Institution).
 - Government Bills of Lading and Government Transportation Requests.
 - Actions using predominantly **non-appropriated funds**, except pursuant to funds held in trust accounts mentioned.
 - FEDSTRIP and MILSTRIP requisitions.
 - Actions involving transfer of supplies within and among agencies and sub-agencies.
 - Orders from GSA Stock and GSA Consolidated Purchase Program.
- Additionally, both civilian agencies and DoD will not report actions for petroleum or petroleum products ordered against a Defense Logistics Agency Indefinite Delivery Contract.

For additional guidance regarding non-appropriated funds, please review the following:

Reporting or Not Reporting to the Federal Procurement Data System - Next Generation (FPDS-NG)

<http://management.energy.gov/documents/Flash2009-50.pdf>

Detailed Reporting or Not Reporting Guidance - Other Federal Agency Funding

<http://management.energy.gov/documents/Flash2009-50Attachment.pdf>

Reporting Dollar Amounts In FPDS-NG -The FAR states you must report modifications to actions that change previously reported contract action report data, regardless of dollar value. When zero dollar Modifications are reported, the system automatically defaults to \$0.00.

The following examples are scenarios for completing the dollar fields in FPDS-NG. Please note that the dollars in the Action Obligation, Base and Exercised Option Value and Base and All Options are calculated in the order in which they are entered into the system. The total values will reflect the latest modification by the date that the award was finalized or corrected.

EXAMPLE 1: ADDING A \$50,000 PURCHASE ORDER

Below, the user is reporting a purchase order for \$50,000.00 in FPDS-NG:

Transaction Information					
Award Type:	Purchase Order	Prepared Date:	10/11/2010 10:31:20	Prepared User:	LHORNSBY
Award Status:	NEW	Last Modified Date:		Last Modified User:	
Document Information					
Award ID:	Agency	Procurement Identifier	Modification No	Trans No	
	4700		0	0	
Referenced IDV ID:					
Reason For Modification:					
Solicitation ID:					
Treasury Account Symbol:	Agency Identifier	Main Account	Sub Account	Initiative	
				Select One	
Dates		Amounts			
Date Signed (mm/dd/yyyy)	08/01/2005	Action Obligation:	\$50,000.00		
Effective Date (mm/dd/yyyy)	08/01/2005	Base And Exercised Options Value:	\$50,000.00		
Completion Date (mm/dd/yyyy)	09/30/2005	Base And All Options Value:	\$50,000.00		
Est. Ultimate Completion Date (mm/dd/yyyy)	09/30/2005	Fee Paid for Use of IDV:	\$0.00		

Action Obligation Input \$50,000.00
 Base and Exercised Options Value Input \$50,000.00
 Base and all Options Value Input \$50,000.00

EXAMPLE 2: REPORTING A \$5,000 MODIFICATION

In this example, the user is reporting a \$5,000.00 modification to the original \$50,000.00 purchase order in FPDS-NG. Below shows an obligation of \$5,000.00 entered in the Current column. The Total column will continue to reflect the previous amount until Save Draft is selected.

<input type="button" value="New"/> <input type="button" value="Save Draft"/> <input type="button" value="Validate"/> <input type="button" value="Approve"/> <input type="button" value="Correct"/> <input type="button" value="Modify"/> <input type="button" value="Save Tmpl"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>					
<input type="button" value="Close"/> <input type="button" value="Help"/>					
Transaction Information					
Award Type:	Purchase Order	Prepared Date:	10/11/2010 10:16:45	Prepared User:	LHORNSBY
Award Status:	NEW	Last Modified Date:		Last Modified User:	
Document Information					
Award ID:	4700	Procurement Identifier		Modification No	0
Referenced IDV ID:					
Reason For Modification:					
Solicitation ID:					
Treasury Account Symbol:		Agency Main Sub Identifier Account Account		Initiative	Select One
Dates		Amounts			
Date Signed (mm/dd/yyyy) *	12/01/2007	Action Obligation: *	Previous	Current	Total
Effective Date (mm/dd/yyyy) *	12/01/2007	Base And Exercised Options Value: *	\$50,000.00	\$5,000.00	\$55,000.00
Completion Date (mm/dd/yyyy) *	05/07/2008	Base And All Options Value:	\$50,000.00	\$5,000.00	\$55,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	05/07/2008	Fee Paid for Use of IDV:	\$0.00		

Action Obligation Input \$5,000.00
 Base and Exercised Options Value Input \$5,000.00
 Base and all Options Value Input \$5,000.00

When the document is saved, validated and approved, the final screen shown below will reflect the new total of \$55,000.00.

Final Total

Dates		Amounts	
Date Signed (mm/dd/yyyy) *	08/05/2005	Action Obligation: *	\$55,000.00
Effective Date (mm/dd/yyyy) *	08/30/2005	Base And Exercised Options Value: *	\$55,000.00
Completion Date (mm/dd/yyyy) *	09/30/2005	Base And All Options Value: *	\$55,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	09/30/2005	Fee Paid for Use of IDV:	\$0.00

EXAMPLE 3: NEW \$10,000 CONTRACT

This example shows a new contract for \$10,000.00 with four one-year options at \$12,500.00 each year. The initial award is a \$10,000.00 obligation. The Base and Exercised Options Value also shows \$10,000.00, while the Base and All Options Value shows the total of \$60,000.00.

General Information			
Award Type:	Purchase Order	Agy	PID
Award Status:	Final	Award ID: [^]	4740 ... GS00P04CYD0052P0004CY0052
Prepared By:	MDNEARY@GSA.GOV	Mod No	0
Prepared Date:	06/16/2005 15:34:39	Trans No	0
Last Modified By:	MDNEARY@GSA.GOV	Referenced IDV ID:	...
Last Modified Date:	06/16/2005 15:34:39	Reason For Modification:	...
		Solicitation ID:	
Dates		Amounts	
Date Signed (mm/dd/yyyy) [^]	5/10/2005	Action Obligation: [^]	\$10000.00
Effective Date (mm/dd/yyyy) [^]	05/12/2005	Base And Exercised Options Value: [^]	\$10000.00
Completion Date (mm/dd/yyyy) [^]	09/30/2006	Base And All Options Value: [^]	\$60000.00
Est. Ultimate Completion Date (mm/dd/yyyy) [^]	09/30/2009	Fee Paid for Use of IDV:	\$0.00

Action Obligation Input \$10,000.00
 Base and Exercised Options Value Input \$10,000.00
 Base and all Options Value Input \$60,000.00

EXAMPLE 4: EXISTING CONTRACT FOR \$200,000.

Below shows an existing contract awarded for \$200,000.00 with Base and All Options totaling \$425,000.00.

Dates		Amounts	
Date Signed (mm/dd/yyyy) *	05/01/2005	Action Obligation: *	\$200,000.00
Effective Date (mm/dd/yyyy) *	06/01/2005	Base And Exercised Options Value: *	\$200,000.00
Completion Date (mm/dd/yyyy) *	05/31/2006	Base And All Options Value: *	\$425,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	05/31/2008	Fee Paid for Use of IDV:	\$0.00
Purchaser Information			
Contracting Office Agency ID: *	4745	Contracting Office Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY
Contracting Office ID: *	PD000	Contracting Office Name:	GSA/OFC GOVERNMENTWIDE POLICY

Below shows a new work modification for \$75,000.00 that also has a Required Completion Date earlier than the base Ultimate Completion Date.

Below depicts the Modification to add \$75,000.00:

Dates		Amounts			
		Previous	Current	Total	
Date Signed (mm/dd/yyyy) *	06/25/2005	Action Obligation: *	\$200,000.00	75000	\$200,000.00
Effective Date (mm/dd/yyyy) *	07/01/2005	Base And Exercised Options Value: *	\$200,000.00	75000	\$200,000.00
Completion Date (mm/dd/yyyy) *	05/31/2006	Base And All Options Value: *	\$425,000.00	75000	\$425,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	05/31/2006	Fee Paid for Use of IDV:	\$0.00		

When the document is saved, validated, and approved the final screen shown below will reflect the new total obligation and current value of \$275,000.00. This modification also increases the Base and All Options Value to \$500,000.00.

Dates		Amounts		
		Current	Total	
Date Signed (mm/dd/yyyy) *	06/25/2005	Action Obligation: *	\$75,000.00	\$275,000.00
Effective Date (mm/dd/yyyy) *	07/01/2005	Base And Exercised Options Value: *	\$75,000.00	\$275,000.00
Completion Date (mm/dd/yyyy) *	05/31/2006	Base And All Options Value: *	\$75,000.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	05/31/2006	Fee Paid for Use of IDV:	\$0.00	

EXAMPLE 5: CREATING A MODIFICATION TO EXERCISE AN OPTION YEAR

Below depicts an example of creating a Modification to Exercise an Option Year in the amount of \$150,000.00:

Dates		Amounts					
Date Signed	Effective Date	Completion Date	Est. Ultimate Completion Date		Previous	Current	Total
08/12/2005	08/12/2005	09/30/2006	09/30/2009	Action Obligation:	\$275,000.00	\$150,000.00	\$425,000.00
				Base And Exercised Options Value:	\$275,000.00	\$150,000.00	\$425,000.00
				Base And All Options Value:	\$500,000.00	\$0.00	\$500,000.00
				Fee Paid for Use of IDV:	\$0.00		

When the document is saved, validated and approved, the final screen shown below will reflect the new total obligation and current value of \$425,000.00:

Dates		Amounts				
Date Signed	Effective Date	Completion Date	Est. Ultimate Completion Date		Current	Total
08/12/2005	08/12/2005	09/30/2006	09/30/2009	Action Obligation:	\$150,000.00	\$425,000.00
				Base And Exercised Options Value:	\$150,000.00	\$425,000.00
				Base And All Options Value:	\$0.00	\$500,000.00
				Fee Paid for Use of IDV:	\$0.00	

Action Obligation Input \$150,000.00

Base and Exercised Options Value Input \$150,000.00

Base and all Options Value Input \$0.00

EXAMPLE 6: ISSUING MODIFICATIONS FOR \$225,000/\$25,000

Below depicts a contract awarded for \$500,000.00:

Dates		Amounts	
Date Signed (mm/dd/yyyy):*	07/05/2005	Action Obligation:*	\$500,000.00
Effective Date (mm/dd/yyyy):*	07/15/2005	Base And Exercised Options Value:*	\$500,000.00
Completion Date (mm/dd/yyyy):*	07/14/2006	Base And All Options Value:*	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	07/14/2008	Fee Paid for Use of IDV:	\$0.00
Purchaser Information			

Action Obligation Input \$500,000.00

Base and Exercised Options Value Input \$500,000.00

Base and All Options Value Input \$500,000.00

Below depicts the user issuing a modification in the amount of \$225,000.00:

Dates		Amounts		
		Previous	Current	Total
Date Signed (mm/dd/yyyy):*	09/15/2005	Action Obligation:*	\$500,000.00	\$725,000.00
Effective Date (mm/dd/yyyy):*	09/15/2005	Base And Exercised Options Value:*	\$500,000.00	\$725,000.00
Completion Date (mm/dd/yyyy):*	09/30/2006	Base And All Options Value:*	\$500,000.00	\$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	09/30/2006	Fee Paid for Use of IDV:	\$0.00	

After creating the modification for \$225,000.00 the user has validated and approved the modification below:

Dates		Amounts		
		Current	Total	
Date Signed (mm/dd/yyyy):*	07/18/2005	Action Obligation:	\$225,000.00	\$725,000.00
Effective Date (mm/dd/yyyy):*	07/19/2005	Base And Exercised Options Value:	\$225,000.00	\$725,000.00
Completion Date (mm/dd/yyyy):*	07/14/2006	Base And All Options Value:	\$225,000.00	\$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	07/14/2008	Fee Paid for Use of IDV:	\$0.00	

An additional modification for \$25,000.00 is added to the existing total obligated value of \$725,000.00 for a new total of \$750,000.00 below:

Dates		Amounts		
		Previous	Current	Total
Date Signed (mm/dd/yyyy):*	09/13/2005	Action Obligation:*	\$725,000.00	\$750,000.00
Effective Date (mm/dd/yyyy):*	09/13/2005	Base And Exercised Options Value:*	\$725,000.00	\$750,000.00
Completion Date (mm/dd/yyyy):*	09/30/2006	Base And All Options Value:*	\$725,000.00	\$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	09/30/2006	Fee Paid for Use of IDV:	\$0.00	

After creating the modification for \$25,000.00 the user has validated and approved the modification below:

Dates		Amounts		
Date Signed (mm/dd/yyyy): [^]	08/12/2005		Current	Total
Effective Date (mm/dd/yyyy): [^]	08/12/2005	Action Obligation: [^]	\$25,000.00	\$750,000.00
Completion Date (mm/dd/yyyy): [^]	12/14/2006	Base And Exercised Options Value: [^]	\$25,000.00	\$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): [^]	12/14/2008	Base And All Options Value: [^]	\$25,000.00	\$750,000.00
		Fee Paid for Use of IDV:	\$0.00	

EXAMPLE 7: MODIFICATION DEOBLIGATING \$5,000

Below depicts a delivery order for \$50,000.00:

General Information							
Award Type:	Delivery/Task Order	Agy		PRD		Mod No	Trans No
Award Status:	Draft	Award ID: *	4735	GST0205DL6114	0	0	0
Prepared By:	MDNEARY@GSA.GOV	Referenced IDV ID: *	4730	GS35F0001K	0		
Prepared Date:	08/09/2005 13:38:20	Reason For Modification:					
Last Modified By:	MDNEARY@GSA.GOV	Solicitation ID:					
Last Modified Date:	08/09/2005 13:38:56						
Dates				Amounts			
Date Signed (mm/dd/yyyy):*	05/30/2005	Action Obligation: *					\$50,000.00
Effective Date (mm/dd/yyyy):*	05/31/2005	Base And Exercised Options Value: *					\$50,000.00
Completion Date (mm/dd/yyyy):*	05/30/2006	Base And All Options Value: *					\$50,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	05/30/2008	Fee Paid for Use of IDV: *					\$0.00

Below depicts a modification deobligating \$5,000.00:

Dates		Amounts			
			Previous	Current	Total
Date Signed (mm/dd/yyyy):*	07/01/2005	Action Obligation: *	\$50,000.00	-\$5,000.00	\$45,000.00
Effective Date (mm/dd/yyyy):*	07/01/2005	Base And Exercised Options Value: *	\$50,000.00	-\$5,000.00	\$45,000.00
Completion Date (mm/dd/yyyy):*	09/30/2006	Base And All Options Value: *	\$50,000.00	-\$5,000.00	\$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	09/30/2008	Fee Paid for Use of IDV: *	\$0.00		

Below depicts the results of a \$5,000.00 deobligation in the delivery order amount:

Dates		Amounts		
			Current	Total
Date Signed (mm/dd/yyyy):*	06/16/2005	Action Obligation: *	-\$5,000.00	\$45,000.00
Effective Date (mm/dd/yyyy):*	06/16/2005	Base And Exercised Options Value: *	-\$5,000.00	\$45,000.00
Completion Date (mm/dd/yyyy):*	05/30/2006	Base And All Options Value: *	-\$5,000.00	\$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	05/30/2008	Fee Paid for Use of IDV: *	\$0.00	

EXAMPLE 8: INCREMENTAL FUNDING

Below are examples of Incremental Funding. The contract is for one year, and the Base and All Options Value is \$500,000.00. The initial obligation is \$200,000.00 with incremental funding of \$100,000.00:

Dates		Amounts	
Date Signed (mm/dd/yyyy):*	05/15/2004	Action Obligation:*	\$200,000.00
Effective Date (mm/dd/yyyy):*	06/01/2004	Base And Exercised Options Value:*	\$500,000.00
Completion Date (mm/dd/yyyy):*	05/31/2005	Base And All Options Value:*	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	05/31/2005	Fee Paid for Use of IDV:	\$0.00
Purchaser Information			
Contracting Office Agency ID:*	4740	Contracting Office Agency Name:	PUBLIC BUILDINGS SERVICE
Contracting Office ID:*	BW000	Contracting Office Name:	GSA/PUBLIC BUILDINGS SERVICE
Funding Agency ID:*			
Funding Office ID:*			

Below shows the first incremental obligation of \$100,000.00 after initial award obligation:

Dates		Amounts			
Date Signed (mm/dd/yyyy):*	09/01/2005		Previous	Current	Total
Effective Date (mm/dd/yyyy):*	09/01/2005	Action Obligation:*	\$200,000.00	\$100,000.00	\$300,000.00
Completion Date (mm/dd/yyyy):*	06/30/2006	Base And Exercised Options Value:*	\$500,000.00	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	06/30/2008	Base And All Options Value:*	\$500,000.00	\$0.00	\$500,000.00
		Fee Paid for Use of IDV:	\$0.00		

Below depicts the validated and approved initial incremental funding obligation of \$100,000.00:

Dates		Amounts		
Date Signed (mm/dd/yyyy):*	09/01/2005		Current	Total
Effective Date (mm/dd/yyyy):*	09/01/2005	Action Obligation:*	\$100,000.00	\$300,000.00
Completion Date (mm/dd/yyyy):*	06/30/2006	Base And Exercised Options Value:*	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	06/30/2008	Base And All Options Value:*	\$0.00	\$500,000.00
		Fee Paid for Use of IDV:	\$0.00	

Below is the Incremental Funding of Mod #2:

Dates		Amounts			
Date Signed (mm/dd/yyyy):*	09/15/2005		Previous	Current	Total
Effective Date (mm/dd/yyyy):*	09/15/2005	Action Obligation:*	\$300,000.00	\$100,000.00	\$400,000.00
Completion Date (mm/dd/yyyy):*	06/30/2006	Base And Exercised Options Value:*	\$500,000.00	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):*	06/30/2006	Base And All Options Value:*	\$500,000.00	\$0.00	\$500,000.00
		Fee Paid for Use of IDV:	\$0.00		

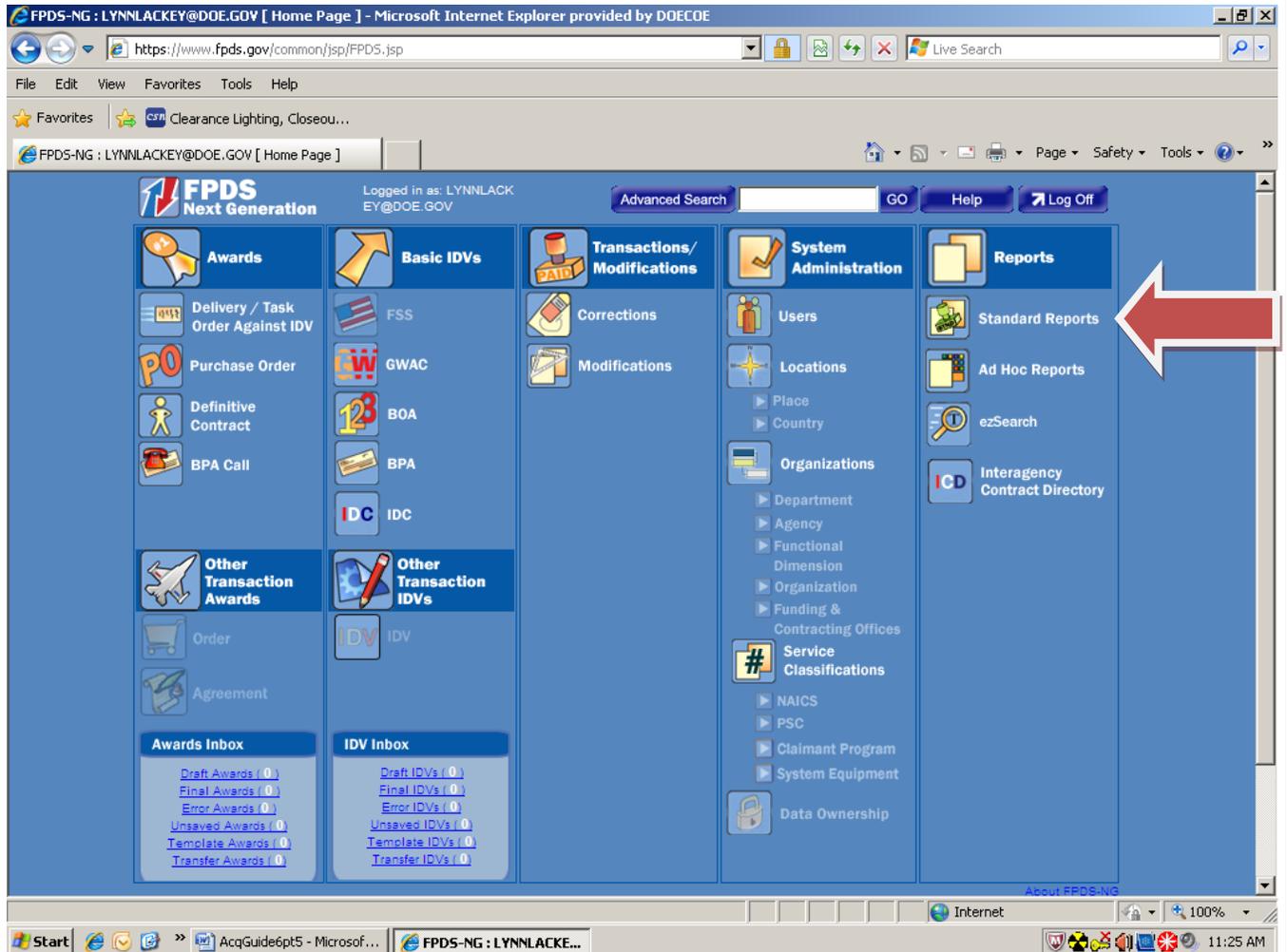
Below shows the final \$100,000.00 incremental funding obligation against the contract:

Dates		Amounts		
			Current	Total
Date Signed (mm/dd/yyyy) *	06/05/2004			
Effective Date (mm/dd/yyyy) *	06/05/2004	Action Obligation: *	\$100,000.00	\$500,000.00
Completion Date (mm/dd/yyyy) *	06/30/2005	Base And Exercised Options Value: *	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	06/30/2005	Base And All Options Value: *	\$0.00	\$500,000.00
		Fee Paid for Use of IDV:	\$0.00	

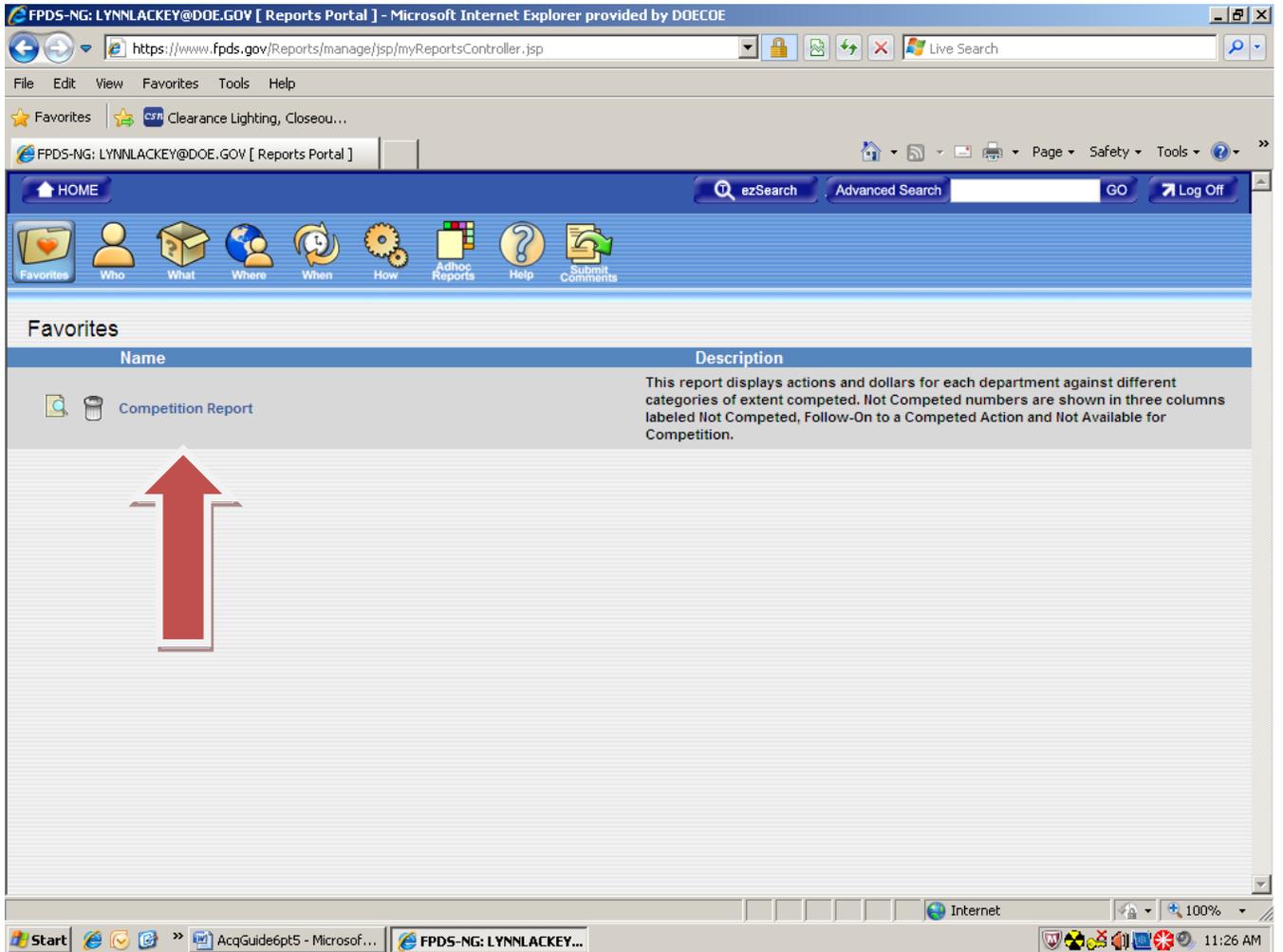
The value Combination (Applies to Awards where two or more of the above apply) cannot be selected on documents with a date signed of October 1, 2009 and later and the value Other (Applies to Awards where none of the above apply) cannot be selected on documents with a date signed of October 1, 2008 and later.

FPDS-NG COMPETITION REPORT SCREEN SHOTS

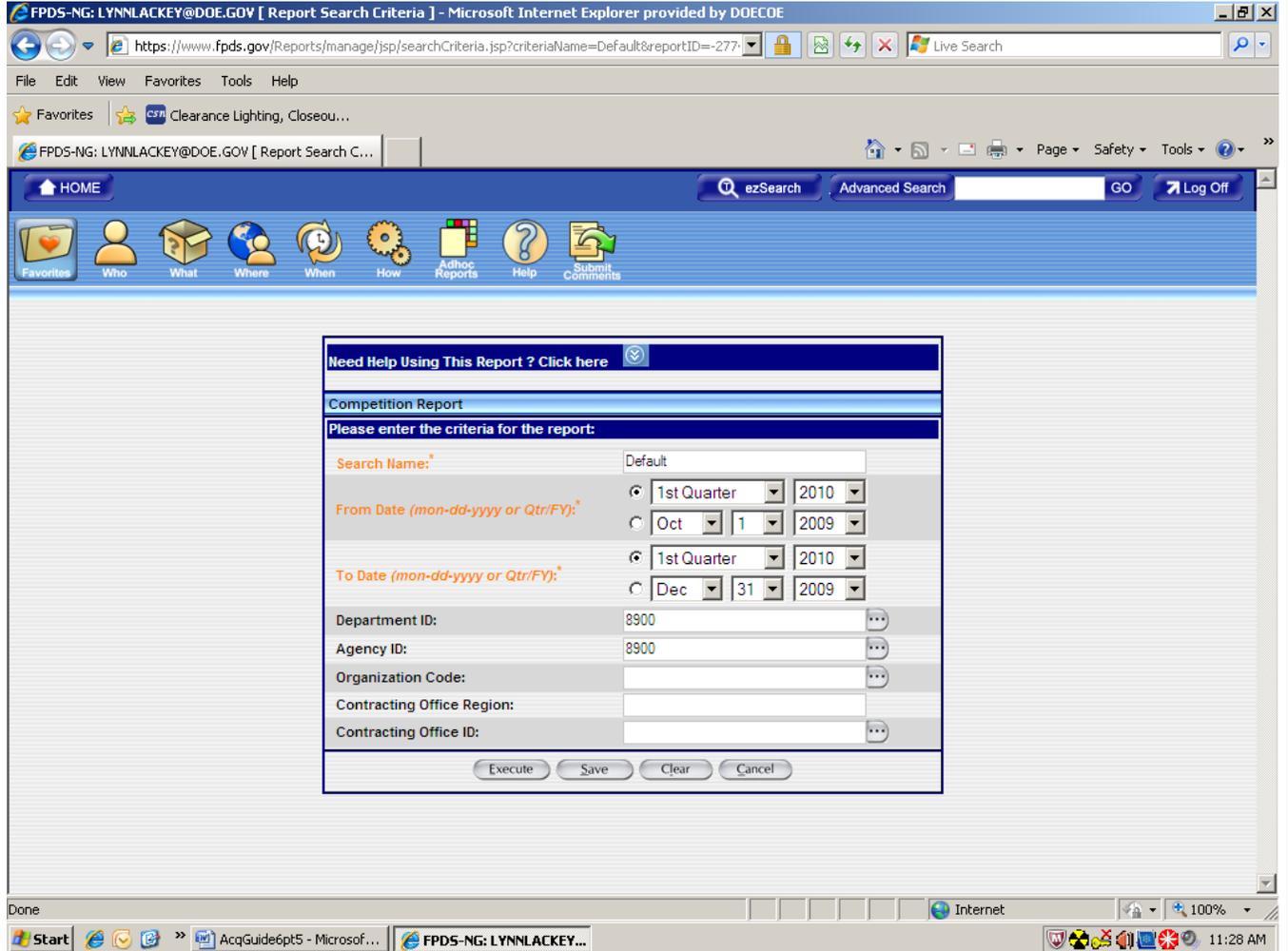
Step 1 – Log into FPDS-NG and click under the “Reports” heading the icon for “Standard Reports”.



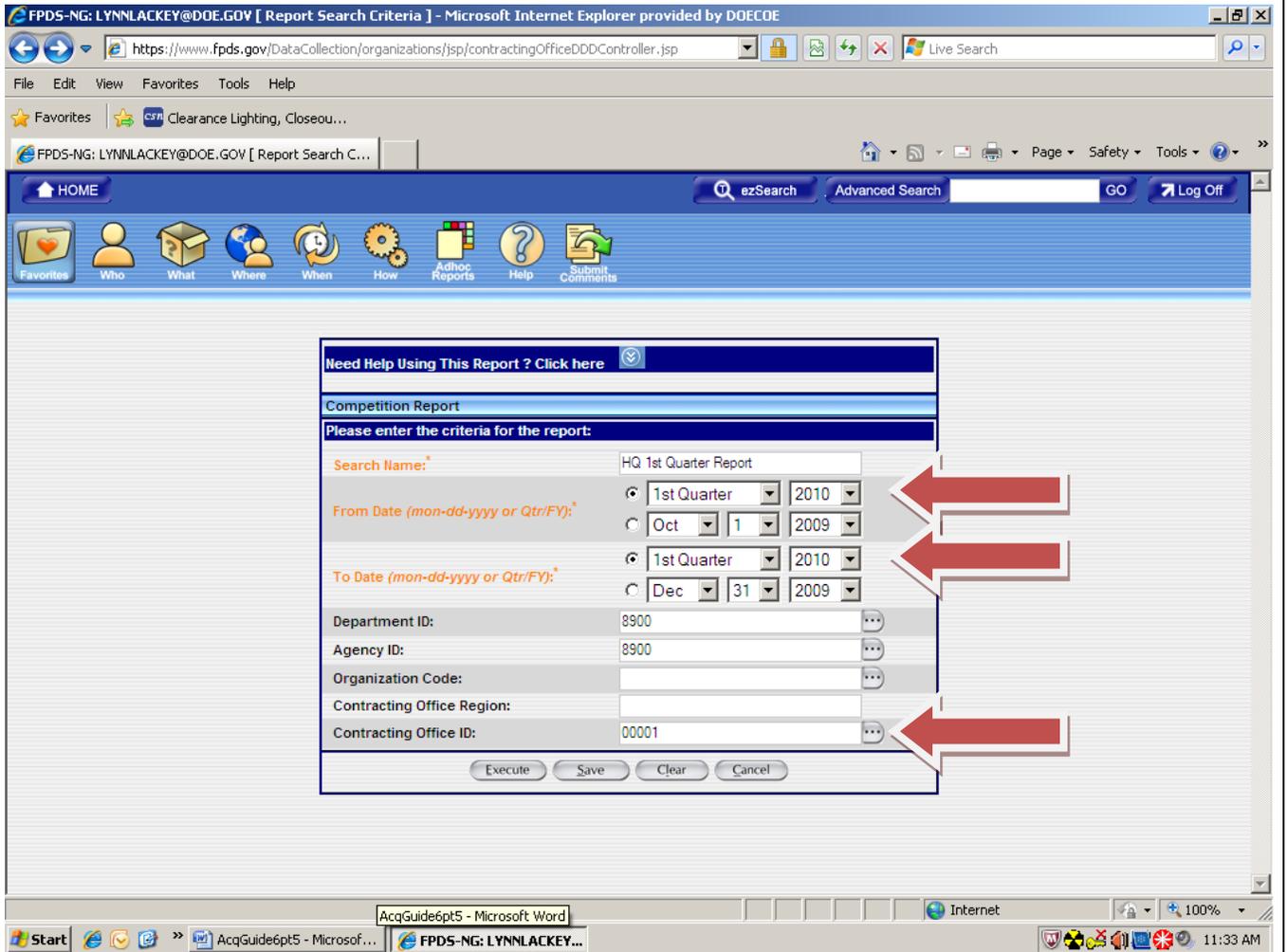
Step 2 – Click under “Reports” the icon for “Standard Reports”. The report screen for Competition Reports should show up. If not, contact your administrator. Click on the words “Competition Report”.



Step 3 – Your screen will look like the below:



Step 4 - Fill in the search name (this will be the title you assign to your report), the search perimeters which are the From and To Dates, and the Contracting Office ID. If you're unsure of the ID assigned to your office, simply click on the three period icon directly across to it and a drop down menu will appear. Click the appropriate office code and hit select. IF, you have more than one site, you'll need to run a report for EACH site and combine them together.



Step 5 – Click on the “Execute” button.

The screen shot below depicts the aggregate competition reporting for the entire first quarter for HQ. This portion of the competition report is used for the yearly report (in the example it’s just for the 1st quarter).

Competition Report

Active filters

Send Export Highlighting Drill Charts Workflow

Department	Competition Base (Dollars)	Competed (Dollars)	Percentage Competed (Dollars)	Not Competed (Dollars)	Percentage Not Competed (Dollars)	Follow On to Competed Action (Dollars)	Per Or Ac
ENERGY, DEPARTMENT OF (8900)	\$111,192,154.21	\$94,417,932.85	84.9142 %	\$3,078,635.83	2.7888 %	\$38,800.00	
Total	\$111,192,154.21	\$94,417,932.85	84.9142 %	\$3,078,635.83	2.7888 %	\$38,800.00	

* DoD report data are delayed 90 days for non DoD users.
 * To print a complete version of the sectioned report, you must first download the report to PDF mode.

Done

Start AcqGuide6pt5 - Microsof... FPDS-NG : LYNNLACKE... 11:33 AM

However, you'll need to "drill down" further to view each of the actions separately during this same period.

Step 6 - Right click in the blue area which has "Department" in it. The words "Award Detail" will show up.

Step 7 - Click on the words "Award Detail".

FPDS-NG : LYNNLACKEY@DOE.GOV [Competition Report] - Microsoft Internet Explorer provided by DOECO

https://www.fpds.gov/Reports/manage/jsp/myReportsController.jsp

HOME ezSearch Advanced Search GO Log Off

Close Help

Competition Report

Active filters

Send Export Highlighting Drill Charts Workflow

Department	Competition Base (Dollars)	Completed (Dollars)	Percentage Completed (Dollars)	Not Completed (Dollars)	Percentage Not Completed (Dollars)	Follow On to Completed Action (Dollars)	Per Or Ac
ENERGY, DEPARTMENT OF (890)	\$111,192,154.21	\$94,417,932.85	84.9142 %	\$3,078,635.83	2.7688 %	\$38,800.00	
Total	\$111,192,154.21	\$94,417,932.85	84.9142 %	\$3,078,635.83	2.7688 %	\$38,800.00	

Place cursor in blue area and right click.

The "Award Detail" text box will appear. Click this box.

* DoD report data are delayed 90 days for non DoD users.
* To print a complete version of the sectioned report, you must first download the report to PDF mode.

Done Internet 100%

Start AcqGuide6pt5 - Microsof... FPDS-NG : LYNNLACKE... 11:34 AM

This is what your screen will look like.

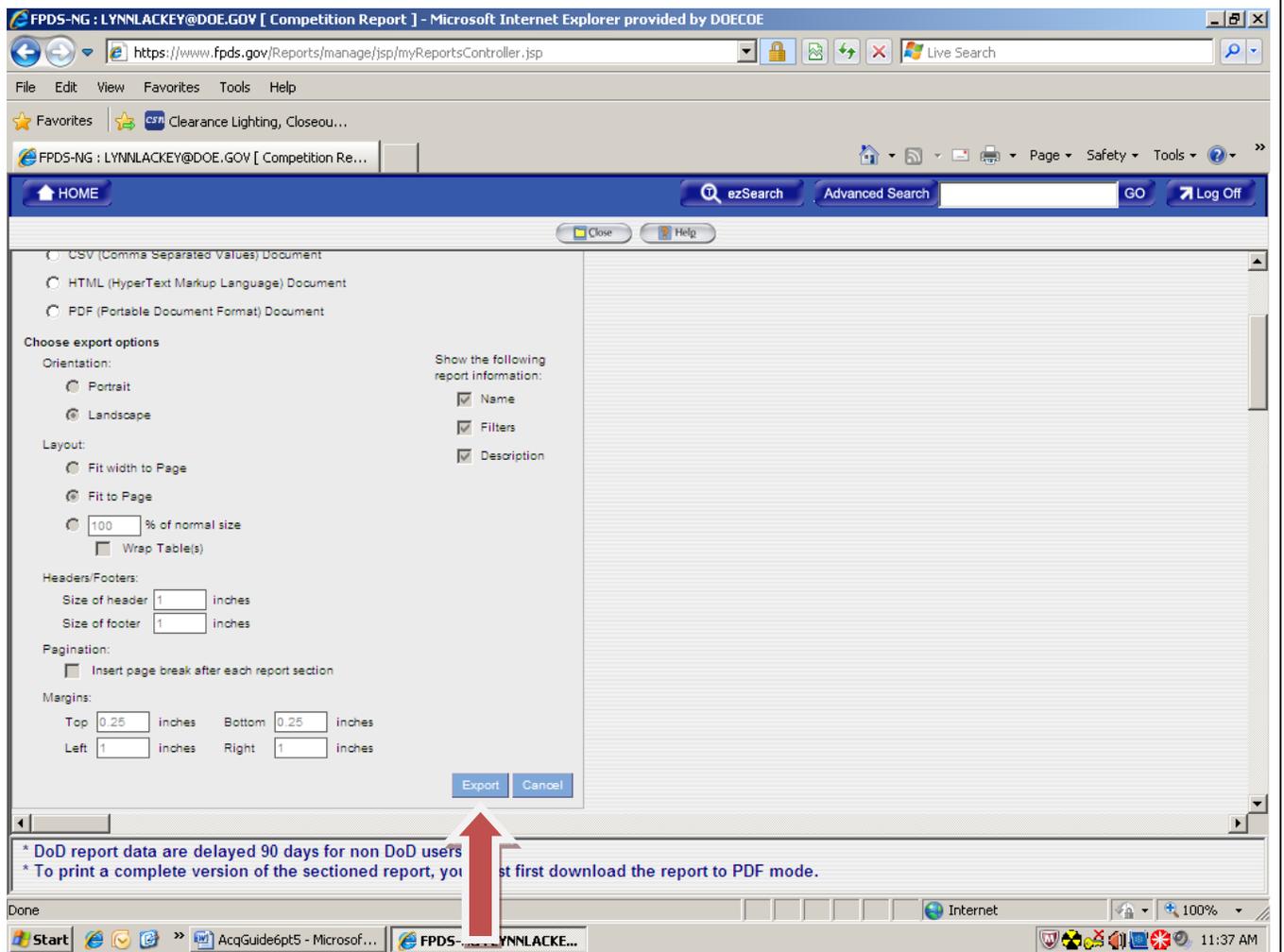
Step 8 – Each of the actions are now separate (shown below). Click on the tab labeled “export”.

The screenshot shows a web browser window displaying the FPDS-NG application. The page title is "FPDS-NG : LYNNLACKEY@DOE.GOV [Competition Report]". The browser address bar shows the URL "https://www.fpds.gov/Reports/manage/jsp/myReportsController.jsp". The page has a navigation bar with "HOME", "ezSearch", "Advanced Search", "GO", and "Log Off" buttons. Below the navigation bar is a table titled "Award Detail" with a sub-header "Active filters". The table has a toolbar with "Send", "Export", "Highlighting", "Drill", "Charts", and "Workflow" buttons. The table contains four rows of award data. A red arrow points to the "Export" button in the toolbar.

Contracting Agency ID	Contracting Agency Name	Contracting Office ID	Contracting Office Name	Contracting Office Region	PIID	Modification Number	Transaction Number	Referenced IDV PIID	Date Signed
8900	ENERGY, DEPARTMENT OF	00001	HEADQUARTERS PROCUREMENT SERVICES	01	DEAC0103EH01015	39		0	11/03/2009
8900	ENERGY, DEPARTMENT OF	00001	HEADQUARTERS PROCUREMENT SERVICES	01	DEAC0103FE87758	30		0	11/08/2009
8900	ENERGY, DEPARTMENT OF	00001	HEADQUARTERS PROCUREMENT SERVICES	01	DEAC0104FE88867	15		0	12/10/2009
8900	ENERGY, DEPARTMENT OF	00001	HEADQUARTERS PROCUREMENT SERVICES	01	DEAC0105CN90009	8		0	11/10/2009

* DoD report data are delayed 90 days for non DoD users.
 * To print a complete version of the sectioned report, you must first download the report to PDF mode.

Step 9 - Scroll down the screen and click on the “Export” tab. Do not export to HTML or PDF because they do not work correctly.



Step 10 - Just decide where you want to put it and what you want to name it. Do not click on the “Open” tab as it doesn’t work properly.

NOTE: If you want to print the combined actions, simply go back to Step 5 and then skip to Step 8. It’s that easy! 😊

