

# Tuition Ordering and Payment Process Handbook – Appendix A-11

**SUBJECT:** Reporting Educational Service Agreement (ESA) Orders in the Federal Procurement Data System – Next Generation (FPDS-NG)

**PURPOSE:** To inform NROTC Unit Ordering Officers of the requirements of reporting tuition payment orders and modifications against ESAs.

**OVERVIEW:** GSA is the lead agency in consolidating and reporting federal contracting actions to congress. The information collected for these reports are obtained through a central web based information repository known as FPDS-NG and is located at [www.fpds.gov](http://www.fpds.gov).

Orders placed on DD Form 1155, Order for Supplies or Services, and modifications made on Standard Form 30, Amendment of Solicitation/Modification of Contract, (that changes any of the contract action reporting data) under the unit's Educational Service Agreement(s) must be reported in FPDS-NG within three days per FAR 4.604(b)(2). The information contained in this Appendix provides information about how to properly enter the required information and avoid commonly observed reporting discrepancies.

FPDS-NG requires continually accessing the system to remain active; it is recommended that each user logs into FPDS-NG monthly.

## **ACTION REQUIRED:**

1. Adhere to the entry guidance contained in the illustrations on the following pages.

## **CONTENTS:**

- FPDS-NG Home Page	Pages 2
- FPDS-NG Dashboard	Pages 3
- Setting up a Template	Pages 4
- Reporting a Contract Action from a Template	Pages 7
- Reporting a Contract Modification	Pages 9
- Running a CAR Report	Pages 11
- Common Discrepancies	Pages 13

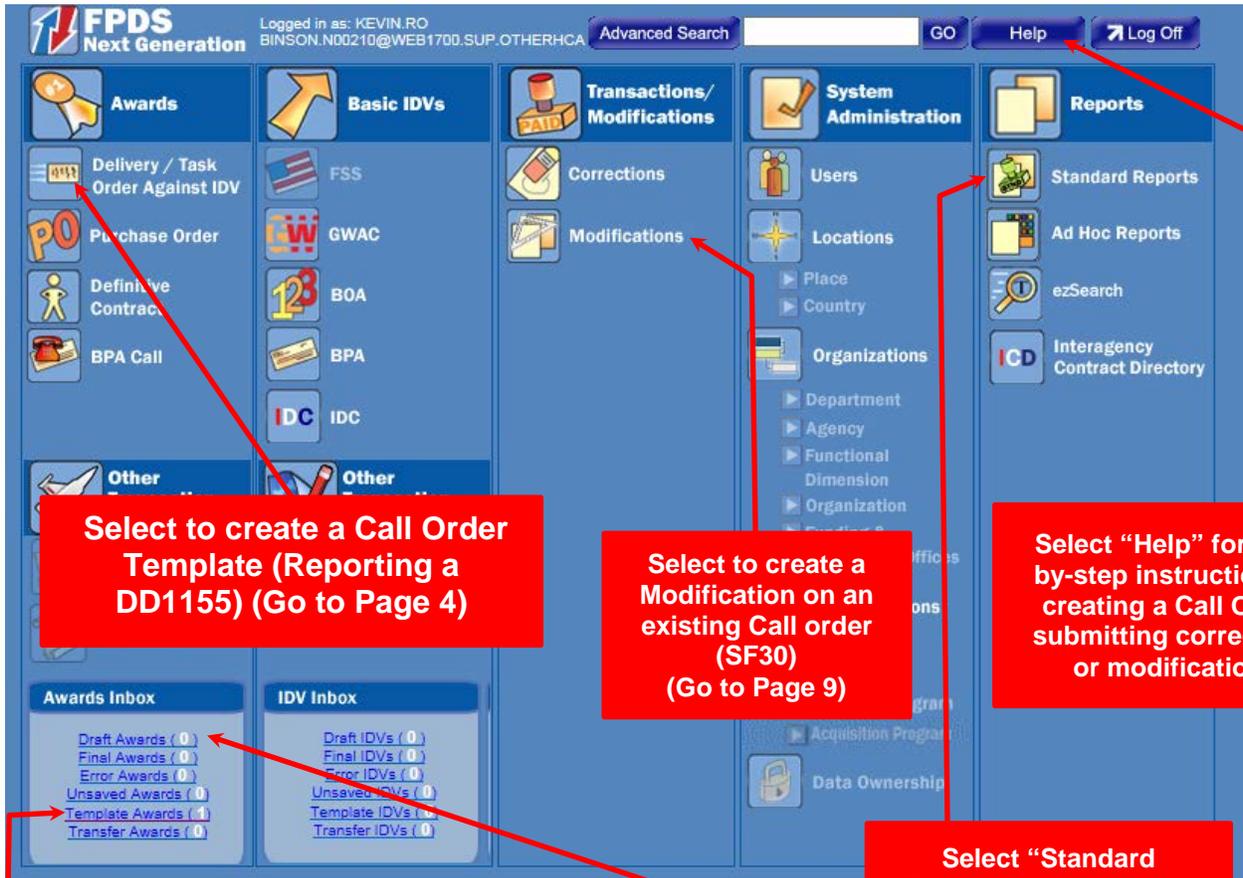
# FPDS-NG HOME PAGE

The screenshot shows the FPDS-NG Home Page with several red callout boxes and arrows:

- Top Navigation:** A red arrow points to the "Training" link in the top navigation bar.
- Login:** A red box labeled "Login (Go to Page 3)" has an arrow pointing to the "Log In" button in the left sidebar.
- Registration:** A red box labeled "DO NOT USE: Refer to Appendix A-10 for registering" has an arrow pointing to the "Who Should Register?" link in the left sidebar.
- Training:** A large red box labeled "Training to be completed by all first time users. Complete the 'Award Computer Based Training' CBT (Only need to complete the Delivery Order Module)" has an arrow pointing to the "Training" link in the top navigation bar.

The page content includes sections for "ezSearch", "Deployment of Version 1.5", "GSA SmartPay Reports", "NIA Code - Hurricane Maria (H17M)", "NIA Extension for Hurricane Sandy", "FY 2016 Small Business Goaling Report", and "Upgrade to TLS 1.2 and SHA2 for".

# FPDS-NG DASHBOARD



*Note: The Modifications icon is to report a SF 30 contract modification. The Correction icon is to correct improperly submitted FPDS-NG data. NROTC unit Contracting Officers do not have access rights to the correct data function. To correct data entry mistakes, the NROTC unit contracting officer has to submit a request to the FLC FPDS-NG POC to enter the corrections.*

# SETTING UP A TEMPLATE

Note: DO NOT hit back page, this will delete your work. Select Cancel to exit back to your report.

The first time reporting contract action in FPDS-NG, it is recommended that you set up a template first. To do so, from the dashboard page, select the Delivery/Task Order Against IDV under the Awards column. Unless prompted otherwise, enter the information exactly as shown in this example.

**Transaction Information**

Award Type: Delivery/Task Order  
Prepared Date: 03/16/2018 14:00:28  
Prepared User: KEVIN.ROBINSON.N00210@WEB1700.SUP.OTHERHCA

Award Status: NEW  
Last Modified Date:  
Last Modified User:

Closed Status:  
Closed Status Date:  
Closed By:

**Document Information**

Agency	Procurement Identifier	Modification No	Trans No
Award ID: 9700		0	0
Referenced IDV ID: N0014006G0045			

Reason For Modification:

Main Account: Sub Account:

**Referenced IDV Selection**

Select	Agency ID	PIID	Document Type	Contractor Name
<input checked="" type="radio"/>	9700	N0014006G0045	IDC	PENNSYLVANIA STATE UNIVER

1 out of 1 items found

Find items that match the following criteria:

Agency ID:   
PIID: N0014006G0045

Buttons: Select, Cancel, Search, Clear, Help

Once you click on the select button, FPDS-NG will auto populate information from the ESA.

Fill in the following data fields as shown

Document Information				
Agency	Procurement Identifier	Modification No	Trans No	
Award ID:		0	0	
Referenced IDV ID:	9700	N0014006G0045	P000003	
Reason For Modification:				
Solicitation ID:				
Treasury Account Symbol:	17	1804	Initiative: Select One	
Dates		Amounts		
Date Signed (mm/dd/yyyy):		Action Obligation:	\$0.00	
Effective Date (mm/dd/yyyy):		Base And Exercised Options Value:	\$0.00	
Completion Date (mm/dd/yyyy):		Base and All Options Value (Total Contract Value):	\$0.00	
Est. Ultimate Completion Date (mm/dd/yyyy):		Fee Paid for Use of IDV:	\$0.00	
Purchaser Information				
Contracting Office Agency ID:	1700	EPT OF THE NAVY		
Contracting Office ID:	N63310	Contracting Office Name: NROTCU PENNSYLVANIA STATE UNIV		
Funding Agency ID:	1700	Funding Agency Name: DEPT OF THE NAVY		
Funding Office ID:	N3560A	Fu		
Foreign Funding:	Not Applicable			
Contractor Information				
Contract Data				
Type of Contract:	Firm Fixed Price			
Inherently Governmental Functions:	Select One			
Multiyear Contract:	Select One			
Major Program:				
National Interest Action:	None			
Cost Or Pricing Data:	Select One			
Purchase Card Used As Payment Method:	No			
Undefinited Action:	No			
Performance Based Service Acquisition:	No - Service where PBA is not used.			
Contingency Humanitarian Peacekeeping Operation:	Not Applicable			
Contract Financing:	Not Applicable			
Cost Accounting Standards Clause:	Select One			
Consolidated Contract:	No			
Number Of Actions:				
Legislative Mandates		Principal Place of Performance		
Clinger-Cohen Act:	Select One	Principal Place Of Performance Code:	State: PA	Location: USA
Labor Standards:	Select One	Principal Place Of Performance County Name:	CENTRE	
Materials, Supplies, Articles, and Equip:	Select One	Principal Place Of Performance City Name:	UNIVERSITY PARK	
Construction Wage Rate Requirements:	Select One	Congressional District Place Of Performance:		
Additional Reporting:	Select One or More Options None of the Above	Place Of Performance Zip Code(+4):	16802	- 7001
Interagency Contracting Authority:	Not Applicable	USPS ZIP Codes		
Other Interagency Contracting Statutory Authority: (1000 characters)		Enter your College/University Zip Code		

Product Or Service Information	
Product/Service Code:	U005 ... Description: EDUCATION/TRAINING- TUITION/REGISTRATION/
Principal NAICS Code:	... Description:
Bundled Contract:	Not a bundled requirement
DOD Acquisition Program:	000 ... Description: NONE
Country of Product or Service Origin:	USA ... UNITED STATES
Place of Manufacture:	Not a manufactured end product
Domestic or Foreign Entity:	Select One
Recovered Materials/Sustainability:	Select One OMB Policy on Sustainable Acquisition
InfoTech Commercial Item Category:	Select One
Claimant Program Code:	S1 ... Description: SERVICES
Sea Transportation:	No
GFP Provided Under This Action:	Transaction does not use GFP
Use Of EPA Designated Products:	Not Required
Description Of Requirement: (4000 characters)	

Select the validate button and correct all of the common information data field errors. Ignore all of the task order specific data field errors. These data fields will be filled in when you create a task order contract action report.



Once all common data field Validation errors are corrected, Select Save Tmpl button.



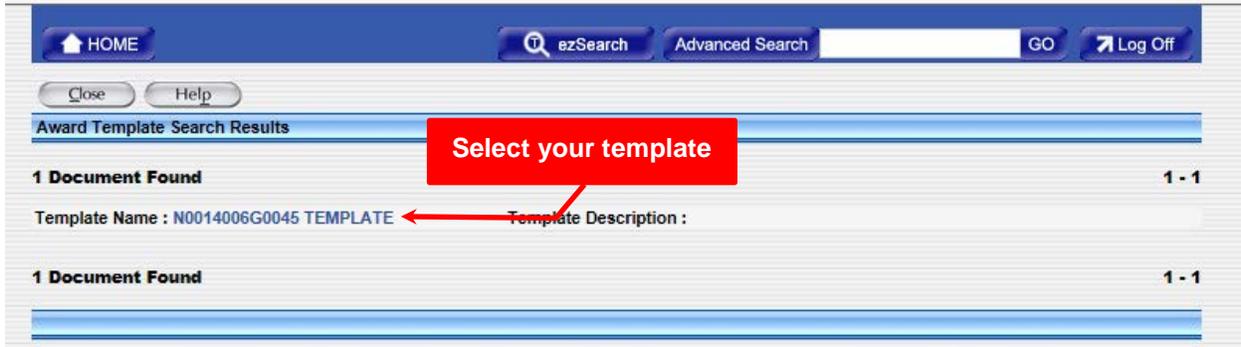
Once you select "Save Tmpl", FPDS-NG will take you to another page



You now have a template to use for all task orders and mods placed on this ESA. Select the Home icon to take you back to the FPDS-NG Dashboard on page 2.

# Create a Task Order against an ESA from a Template

From the FPDS-NG Dashboard, select Templates Award link (bottom left column).



FPDS-NG will take you to your pre-populated template page. Fill in the highlighted blocks.

Transaction Information					
Award Type:	Delivery/Task Order	Prepared Date:	03/16/2018 14:11:13	Prepared User:	KEVIN.ROBINSON.N00210@WEB1700.SUP.OTHERHCA
Award Status:	NEW	Last Modified Date:		Last Modified User:	
Closed Status:		Closed Status Date:		Closed By:	
Document Information					
	Agency	Procurement Identifier	Modification No	Trans No	
Award ID:	9700	N6331017F0002	0	0	
Referenced IDV ID:	9700	N0014006G0045	P00003		
Reason For Modification:					
Solicitation ID:					
Treasury Account Symbol:	17	1804		Initiative	
	Agency Identifier	Main Account	Sub Account	Select One	

## Award ID - Mandatory Fields

- Agency Code - Enter "9700"
- Procurement Identifier - Enter your 13-digit task order number from block 2 of your DD Form 1155. The 9<sup>th</sup> digit is a "F".
- Mod No - Defaults to '0' on a base contract.
- Trans No – Enter "0"

Dates		Amounts	
Date Signed (mm/dd/yyyy) :* Effective Date (mm/dd/yyyy) :* Completion Date (mm/dd/yyyy) :* Est. Ultimate Completion Date (mm/dd/yyyy) :*	12/17/2016 01/05/2017 05/20/2017 05/20/2017	Action Obligation :* Base And Exercised Options Value :* Base and All Options Value (Total Contract Value) :* Fee Paid for Use of IDV :*	\$1,667,433.00 \$1,667,433.00 \$1,667,433.00 \$0.00

**Dates - Mandatory Fields**

- *Date Signed* - Enter the date you signed block 24 of the DD Form 1155.
- *Effective Date* - Enter the start date of the period of performance as indicated in the narrative of your continuation page of your DD Form 1155.
- *Completion Date* - Enter the end date of the period of performance as indicated in the narrative of your continuation page of your DD Form 1155.
- *Est. Ultimate Completion Date* – Same as the completion date.

**Amounts - Mandatory Fields**

- *Action Obligation* – This is the amount from the task order DD Form 1155 block 25.
- *Base and Exercised Option Value* – Will be the same as your Action Obligation.
- *Base and All Options Value* – Will be the same as your Action Obligation.
- *Fee Paid for Use of IDV* – Enter \$0.00”.

**Product Or Service Information**

Product/Service Code: U005 Description: EDUCATION/TRAINING- TUITION/REGISTRATION/  
Principal NAICS Code: Description:  
Bundled Contract: Not a bundled requirement  
DOD Acquisition Program: 000 Description: NONE  
Country of Product or Service Origin: USA UNITED STATES  
Place of Manufacture: Not a manufactured end product  
Domestic or Foreign Entity: Select One  
Recovered Materials/Sustainability: Select One OMB Policy on Sustainable Acquisition  
InfoTech Commercial Item Category: Select One  
Claimant Program Code: S1 Description: SERVICES  
Sea Transportation: No  
GFP Provided Under This Action: Transaction does not use GFP  
Use Of EPA Designated Products: Not Required  
Description Of Requirement: (4000 characters) TUITION AND FEES FOR SPRING SEMESTER 2017

**Product or Service Information - Mandatory Fields**

- *Description of Requirements* – Enter “TUITION AND FEES FOR (Insert term and year)”

Select the validate button and correct all data field errors.



Once all data field Validation errors are corrected, the Approve will become available, select and you are finished.

# Reporting a Contract Modification

From the FPDS-NG Dashboard, select Modification link.

Select the document you need for Modification

	Agy ID	PIID	(How to find migrated documents?)	Mod No
Award ID:	1700	N6331017F0002		
Status:	FINAL			
Award/Indefinite Delivery Vehicle Type:	Award			

Search Clear Close Help

NOTE: The search may take about 30 seconds to return results.

Try new ezSearch (BETA)

Enter the task order number you are modifying

Select Search

Select the document you are modifying

Document Information

	Agency	Procurement Identifier	Modification No	Trans No
Award ID:	9700	N6331017F0002	P00001	0
Referenced IDV ID:	9700	N0014006G0045	P00003	
Reason For Modification:				
Solicitation ID:				
Treasury Account Symbol:	Agency Identifier	Main Account	Sub Account	Initiative
	17	1804		Select One

Enter Mod number

Select

Reason For Modification Selection

- Definitize Letter Contract
- Exercise an Option
- Funding Only Action
- Legal Contract Cancellation
- Innovation Agreement
- Other Administrative Action
- Rerepresentation
- Rerepresentation of non-Innovated Merger/Acquisition
- Supplemental Agreement for work within scope
- Terminate for Convenience (complete or partial)
- Terminate for Default (complete or partial)
- Transfer Action
- Vendor Address Change
- Vendor DUHS Change

Select For Unilateral Mods

Select For Bilateral Mods

Click once you have selected the reason

Select Cancel Help

Dates		Amounts	
Date Signed (mm/dd/yyyy) :*	12/17/2016	Action Obligation:*	-9684.00
Effective Date (mm/dd/yyyy) :*	01/05/2017	Base And Exercised Options Value:*	-9684.00
Completion Date (mm/dd/yyyy) :*	05/20/2017	Base and All Options Value (Total Contract Value):*	-9684.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	05/20/2017	Fee Paid for Use of IDV:*	\$0.00
Solicitation Date (mm/dd/yyyy) :			

#### Dates - Mandatory Fields

- *Date Signed* - Enter the date you signed block 16C of the SF 30.
- *Effective Date* - Enter the date from block 3 of the SF 30.
- *Completion Date* - Enter the end date of the period of performance as indicated in the narrative of your continuation page of your DD Form 1155.
- *Est. Ultimate Completion Date* – Same as the completion date.

#### Amounts - Mandatory Fields

- *Action Obligation* – This is the amount from the modification SF 30 block 12. Use (-) for decreases.
- *Base and Exercised Option Value* – Will be the same as your Action Obligation
- *Base and All Options Value* – Will be the same as your Action Obligation.
- *Fee Paid for Use of IDV* – Enter "\$0.00".

*Note: Online instructions tell you to enter the total amount of the task order to include all mods in the Base and Exercise Option and Total Value fields, however the system will double the amounts if you do. This issue has been reported to FLC.*

Make any other updates to the data fields if changed by this modification.

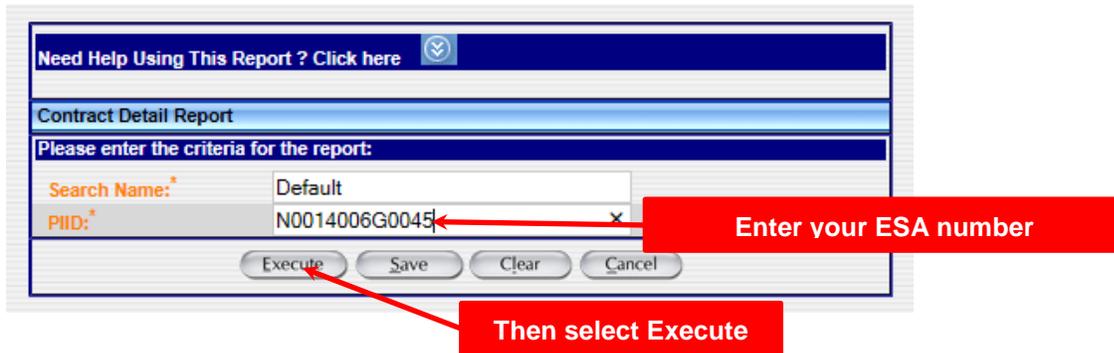
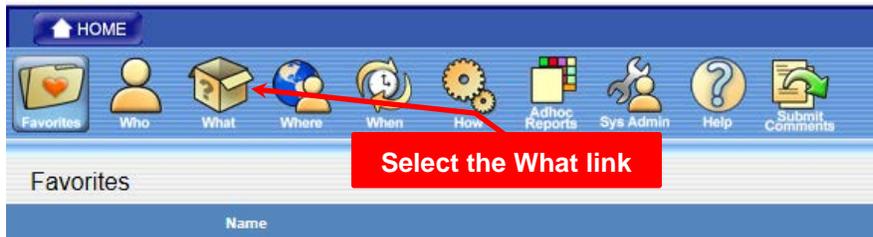
Select the validate button and correct all data field errors.



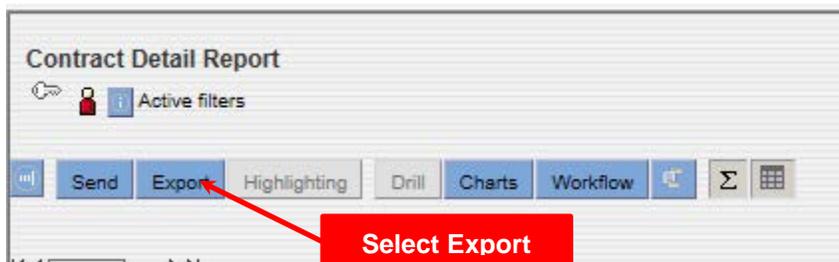
Once all data field Validation errors are corrected, the  will become available, select and you are finished.

# Running A CAR Report

From the FPDS-NG Dashboard, select Standard Reports link (top right column).



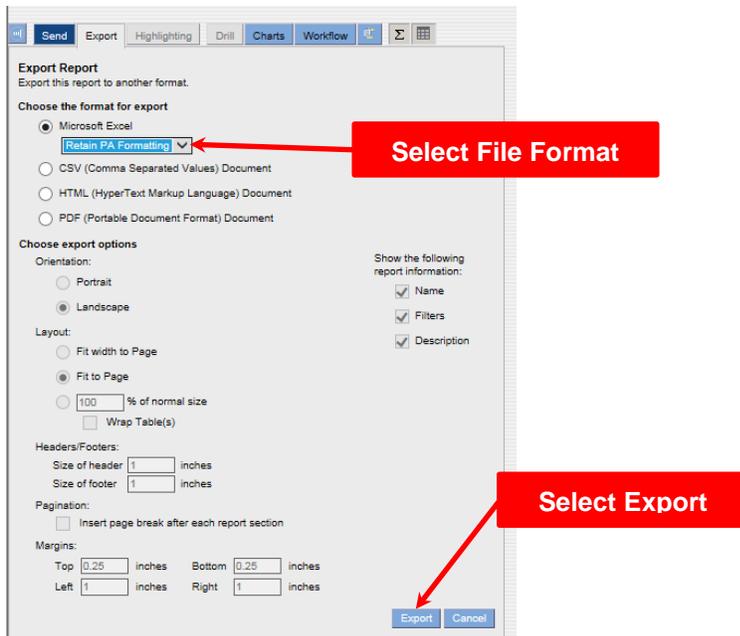
FPDS-NG will produce your report of all contract actions reported under your ESA number.



From this page, you can quickly compare your data entries to ensure completeness and consistency in reporting.

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	Effective Date	Completion Date	Est. Ultimate Completion Date	
1700	DEPT OF THE NAVY	N83310	NROTCU PENNSYLI	NO REGION IDENTIFI	0001	0		0	ND014006G0045	09/09/2016	10/01/2016	12/09/2016	12/09/2016
1700	DEPT OF THE NAVY	N83310	NROTCU PENNSYLI	NO REGION IDENTIFI	0001	P00001		0	ND014006G0045	02/21/2017	10/01/2016	12/09/2016	02/21/2017
1700	DEPT OF THE NAVY	ND0140	NAVSUP FLT LOG C	NO REGION IDENTIFI	ND014006G0045	0			09/07/2008	09/07/2008			
1700	DEPT OF THE NAVY	ND0189	NAVSUP FLT LOG C	NO REGION IDENTIFI	ND014006G0045	P00003			05/03/2010	05/13/2010			
1700	DEPT OF THE NAVY	N83310	NROTCU PENNSYLI	NO REGION IDENTIFI	N8331017F0002	0		0	ND014006G0045	01/25/2017	01/16/2017	05/12/2017	05/12/2017
1700	DEPT OF THE NAVY	N83310	NROTCU PENNSYLI	NO REGION IDENTIFI	N8331017F0002	P00001		0	ND014006G0045	04/20/2017	04/20/2017	05/12/2017	05/12/2017

### To Download



You will be prompted to Save as; name your file and download path. You may now open the Excel file and review the data.

## Common Discrepancies

Award ID: Procurement Identifier – Entering the wrong number. This is your 13 digit Task Order Number. You MUST use the entire 13 digit number.

Award ID: Modification Number – Incorrectly entering the modification numbers. All modification numbers start with “P” and five sequential numbers. Example, P00001, P00002, etc.

Date signed and Effective Date: Signing the DD Form 1155 out of order. The date signed MUST be the same or before the Effective Date.

Purchase Card used as Payment Method – Select NO only.

Performance Based Service Acquisition – Indicating that the Educational services are performance based. Education/Training IS NOT a service where performance based service acquisition is used

Product or Service Information, Description of Requirement: Entering the wrong statement, or incomplete statement or entering a long narrative. Type in only “TUITION AND FEES FOR (*Insert term and year*) IGF::OT::IGF” In this field, less is better.

Amounts: Failing to indicate subtractions properly. Pay attention to Action Amounts if they are adding or subtracting. For subtracting, enter a (-) in front of the number.