

DOE 1331. ID
5-18-92

THIS PAGE MUST BE KEPT WITH DOE 1331.1D, PROCUREMENT AND ASSISTANCE DATA SYSTEM.

DOE 1331. ID, PROCUREMENT AND ASSISTANCE DATA SYSTEM, HAS REVISED DOE 1331.1C TO REFLECT ORGANIZATIONAL, TITLE, ROUTING SYMBOL, AND OTHER EDITORIAL REVISIONS TO INCORPORATE CHANGES REQUIRED BY SEN-6. NO SUBSTANTIVE CHANGES HAVE BEEN MADE. DUE TO THE NUMBER OF PAGES AFFECTED BY THE REVISIONS, THE ORDER HAS BEEN ISSUED AS A REVISION.

U.S. Department of Energy
Washington, D.C.

ORDER

DOE 1331.1D

5-18-92

SUBJECT: PROCUREMENT AND ASSISTANCE DATA SYSTEM

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1. PURPOSE. To establish the responsibilities and requirements for reporting data to the Department of Energy (DOE) Procurement and Assistance Data System (PADS) and procedures for interfaces with the system.
 2. CANCELLATION. DOE 1331 .1C PROCUREMENT AND ASSISTANCE DATA SYSTEM, of 02-17-89.
 3. REFERENCES.
 - a. DOE DN-04-20-R, "Procurement and Assistance Data System (PADS) System Reference Manual," December 1989, which contains detailed instructions for using the system.
 - b. DOE DN-04-20-RPTS, "PADS Standard Reports Manual," December 1988, which contains detailed description of reports currently available from PADS.
 - c. DOE PR-0010, "Handbook for Preparation of the Individual Procurement Action Report," July 1991, which contains instructions for completing DOE F 4200.40, "Individual Procurement Action Report" (IPAR) for procurement actions and DOE F 4200.40A, "Individual Procurement Action Report" for financial assistance actions and DOE F 4200.41, "Individual Procurement Action Report-Supplement."
 - d. DOE MA-0428, "Handbook for Preparation of DOE Procurement Request Forms," November 1990, which contains detailed instructions for completing DOE F 4200.33, "Procurement Request-Authorization" and DOE F 4200.34, "Procurement Request-Authorization Funding Data Continuation Sheet."
 - e. Federal Acquisition Regulations 2.1 which sets forth regulations Federal agencies must follow in acquiring goods and services.
 - f. Department of Energy Acquisition Regulations 902.1 which implements and supplements the Federal Acquisition Regulations in relation to the Department's procurements. "
 4. DEFINITIONS.
 - a. Initiating Office. Organization which authorizes the acquisition of goods and services using the DOE F 4200.33, "Procurement Request-Authorization."

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Procurement, Assistance
and Program Management

- b. Awarding Office. Organization which makes procurement and financial assistance awards.
- c. Head of Contracting Activity. Official who has the overall responsibility for managing contracting activity. (See Federal Acquisition Regulation 2.1, and Department of Energy Acquisition Regulation 902.1.)
- d. Contracting Officer. Individual with the authority to enter into, administer, and/or terminate procurement and financial assistance awards.

5. BACKGROUND.

- a. The PADS is the Department's official computerized system maintained to collect, track, and report DOE procurement and financial assistance actions. The system stores information which is used to provide data for:
 - (1) Functional Management. Overview of Departmental procurement and financial assistance actions, multiple categories of awards or anticipated awards, trend data, and other management information.
 - (2) Line Management. Day-to-day monitoring of procurement and financial assistance processes, awards, and administration.
 - (3) Federal Agencies. Submission of required recurring reports to the Office of Management and Budget, General Services Administration, Department of Commerce, and Small Business Administration.
 - (4) Other Information Requirements such as Freedom of Information requests, congressional requests, and public inquiries.
- r). The system tracks procurement and financial assistance actions from initiation and award through retirement, and contains data on awards/obligations of funds by the Department.

6. RESPONSIBILITIES AND AUTHORITIES.

- a. Director of Administration and Human Resource Management (AD-1) through the:
 - (i) Director of Information Technology Services and Operations (AD-25) shall:
 - (a) Provide computer and telecommunication services for the system.

- (b) Design and provide software maintenance for the system in accordance with requirements defined by the Director, Office of Procurement, Assistance and Program Management (PR-1).

(2) Director of Procurement, Assistance and Program Management (PR-1) shall:

- (a) Establish and define system requirements in accordance with established Departmental computer software management policy and procedures.
- (b) Monitor the system's operation to ensure that functional requirements are supported and identify problems to be resolved.
- (c) Provide reports to Heads of Departmental Elements and to line and staff organizations as required. .
- (d) Develop, maintain, and distribute documentation and instructions for the preparation and submission of input and retrieval of data.
- (e) Train DOE personnel and DOE-sponsored personnel to prepare data input and to retrieve data from the system.
- (f) Authorize access to the data base.

(3) Chief Financial Officer (CR-1) shall provide the Procurement Information Systems and Analysis Division with financial data as required for comparison with PADS data.

- b. Initiating Offices shall submit completed procurement requests DOE F 4200.33 for procurement and financial assistance transactions to an awarding office.
- c. Awarding Offices shall enter data into PADS from the procurement request and from the individual Procurement Action Report (IPAR) within 5 working days after the action date.
- d. Contracting Officers shall ensure that an Individual Procurement Action Report (IPAR) is completed for each procurement and financial assistance action and that a copy of the completed IPAR is maintained in the official file.
- e. Heads of Contracting Activities shall ensure that awarding offices under their jurisdiction institute proper procedures to comply with this Order.

7. REPORTING REQUIREMENTS AND PROCEDURES.

a. Data shall be submitted on the following:

- (1) All procurement transactions where the total award value is greater than \$25,000, all financial assistance transactions, and all interagency agreements actions are required to be reported on an individual transaction basis to PADS within 5 working days of the award date. These include purchase of fee or easement interests and leases of land and buildings.
- (2) Procurement transactions with a total award value of \$25,000 or less are reportable either in summary form each fiscal year quarter on the SF 281, "Summary Contract Action Report (\$25,000 or Less)" or individually to PADS within 5 days of award. The SF 281 summary reports must be received in Headquarters by the 15th day following the end of each fiscal year quarter.

b. All data shall be submitted timely and accurately in order to:

- (1) Meet data requirements of Departmental officials, other Federal agencies, the Federal Procurement Data System, and the Federal Assistance Award Data System.
- (2) Respond to request for information originating from Congress and the public and private sectors.

c. Initiating offices shall submit PRs to awarding offices which shall develop internal procedures for submitting data into PADS in the format prescribed in the PADS System Reference Manual.

d. Any procedures involving an automated interface with PADS should be coordinated with the Procurement Information Systems and Analysis Division.

e. Details for the required data input and for extracting desired reports and formation are contained in the "PADS System Reference Manual," the "PADS Standard Reports Manual," and the "Handbook for Preparation of the Individual Procurement Action Report (IPAR)."

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.
Acting Director
Administration and Human
Resource Management

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