



Operation and Maintenance of USAID's Information Technology Infrastructure and Systems Program

PVS Portal User Manual

USAID Owner: S. Danny You

Date: 8 January 2021

Contract No:	72MC1019M00011
Contractor's Title:	NTT Data: Global Business Services – Federal
Security Classification:	SBU
PVS Portal Release	Release 3.3

DOCUMENT CHANGE HISTORY

The table below identifies all changes that have been incorporated into the PVS Portal User Manual. Baseline changes require review and approval.

Document Revision	Date	Description
Baseline	December 7, 2012	Baseline: PVS Release 3.1.2 Portal User Manual
1.0	December 12, 2012	User Manual Updates
1.1	December 20, 2012	User Manual Updates
1.2	January 2, 2013	User Manual Updates
1.3	January 9, 2013	Screenshot Updates
1.4	January 16, 2013	Screenshot Updates
2.0	September 19, 2013	Screenshot Updates
2.1	September 25, 2013	Screenshot Updates and Version Control Number change
2.2	January 3, 2014	Screenshot Updates and Version Control Number changes.
3.0	June 20, 2016	Update password security
3.1	November 25, 2016	Add secure messaging and File Upload
3.2	February 3, 2016	Enhance secure messaging and file upload
3.3	March 6, 2017	Added search function to secure messaging
3.4	July 6, 2017	Added SAR functionality
3.5	January 19, 2018	Add Direct Vetting Functionality
3.9	July 30, 2019	User Manual Updates based upon recent security controls and pertinent release content
4.0	January 8, 2021	User Manual Updates based upon pertinent release content

Contents

1. OVERVIEW	7
1.1 PVS PORTAL SECURITY	7
1.2 PVS PORTAL SECURITY ROLES	8
1.3 CHANGING YOUR PASSWORD	ERROR! BOOKMARK NOT DEFINED.
1.4 PVS PORTAL PASSWORD EXPIRATION	9
1.5 PVS PORTAL PASSWORD RESET	10
2. GETTING STARTED	14
2.1 COMMONLY USED FUNCTIONS	14
3. VETTING OVERVIEW	15
3.1 PORTAL VETTING PROCESS	15
4. NAVIGATING THE PORTAL DESKTOP	16
4.1 PARTNER INFORMATION FORM DESKTOP CATEGORIES	16
4.2 PIF CATEGORIES	16
4.3 SUB-AWARD REPORT DESKTOP CATEGORIES	17
4.4 SAR CATEGORIES	18
5. PIF DESKTOP SUMMARY	19
5.1 PIF SEARCH FUNCTION – INTRODUCTION	19
6. SAR DESKTOP SUMMARY	19
6.1 SAR SEARCH FUNCTION – INTRODUCTION	20
6.2 SEARCH FUNCTION – SAR ID, AWARDEE NAME, AWARDEES, MODIFIED DATE, SUBMITTED DATE AND SAR STATUS	21
6.3 SEARCH FUNCTION – DATE SUBMITTED, START DATE, END DATE	21
6.3.2 Search Function – Check All Status Values	23
7. CREATING A NEW AWARD SUBMISSION PARTNER INFORMATION FORM (PIF)	24
7.1 ORGANIZATION PROPOSED TO RECEIVE AWARD OR OTHER ASSISTANCE	24
8. CREATING A NEW SUB-AWARD REPORT FORM (SAR)	32
9. CREATING A NEW NON-AWARD SUBMISSION	35
9.1 KEY INDIVIDUALS	ERROR! BOOKMARK NOT DEFINED.
10. REVIEW AND SUBMIT A PIF	37
10.1 PREVIEWING A PIF	37
10.2 REVIEW & PRINT A PIF	37
10.3 SUBMISSION COMMENTS	38

10.3.1	Entering Submission Comments	38
10.3.2	Confirming & Saving Certification.....	38
10.4	SECTION C. CERTIFICATION	39
10.5	DIRECT VETTING	41
11.	REVIEW AND SUBMIT A SAR.....	45
11.1	SUBMISSION COMMENTS.....	45
	ENTERING SUBMISSION COMMENTS	45
	Confirming & Saving Certification.....	46
11.2	CERTIFICATION	46
11.2.1	Submitting a SAR.....	46
11.2.2	Notification and Rejection of a SAR	47
12.	REVIEW AND SUBMIT A NON-AWARD SUBMISSION.....	48
12.1	SUBMISSION COMMENTS.....	48
	Entering Submission Comments	48
12.2	CERTIFICATION (IMPLEMENTING PARTNER)	48
	Confirming & Saving Certification.....	48
13.	PVS PIF/SAR STATUS.....	50
14.	SECURE MESSAGING.....	51
14.1	ADDING MESSAGES.....	51
15.	PORTAL ASSISTANCE.....	55

List of Figures

Figure 1: Confirmation for Portal Account.....	8
Figure 2: Temporary Password Notification	Error! Bookmark not defined.
Figure 3: Creating Password	9
Figure 4: Expiring Password	10
Figure 5: Need for Password Reset.....	10
Figure 6: Challenge Questions	11
Figure 7: Temporary Password after challenge questions	12
Figure 8: Entering Portal	13
Figure 9: Main Menu Functions	14
Figure 10: Vetting Overview	15
Figure 11: Vetting Steps.....	15
Figure 12: Start New PIF Submission	16
Figure 13: PIF Desktop Data Columns.....	16
Figure 14: Start New SAR Submission Button.....	17
Figure 15: PIF Desktop Data Columns.....	18

Figure 16: Desktop Summary.....	Error! Bookmark not defined.
Figure 17: PIF Status Selections	19
Figure 18: Show All Button	19
Figure 19: Desktop Summary.....	20
Figure 20: Project Name Selections	20
Figure 21: Show All Button	21
Figure 22: Results per Page & Page Count.....	21
Figure 23: Date Submitted/Calendar selector	22
Figure 24: Search by Awardee Name.....	22
Figure 25: Search By PIF Status.....	23
Figure 26 PIF Desktop Data Columns.....	24
Figure 27: Create New Partner Information Form.....	24
Figure 28: Organization Proposed to Receive Award or Other Assistance	25
Figure 29: Adding a Key Individual.....	27
Figure 30: Beneficiary/Assistance.....	28
Figure 31: Adding New Beneficiary.....	Error! Bookmark not defined.
Figure 32: Editing A Beneficiary	Error! Bookmark not defined.
Figure 33: Removing a Beneficiary	Error! Bookmark not defined.
Figure 34: Starting a file upload.....	Error! Bookmark not defined.
Figure 35: File upload button for single organization/individual	30
Figure 36: Starting a file upload.....	30
Figure 37: Select file name appears to right of 'Choose File' button.....	Error! Bookmark not defined.
Figure 38: The Browse window.....	31
Figure 39: File listed in grid's upload items	31
Figure 40: SAR Desktop Data Columns	32
Figure 41: Create Sub-Award Report Form	33
Figure 42: In-Progress SAR With Several Awards Already Added	34
Figure 43: Start New Submission Button.....	35
Figure 44: Create New Non-Award Organization	Error! Bookmark not defined.
Figure 45: Organization Proposed to Receive Award or Other Assistance	36
Figure 46: Add Key Individual	36
Figure 47: Adding a Key Individual.....	Error! Bookmark not defined.
Figure 48: Beneficiary/Assistance.....	Error! Bookmark not defined.
Figure 49: Editing A Beneficiary	Error! Bookmark not defined.
Figure 50: Delete A Beneficiary Confirmation	Error! Bookmark not defined.
Figure 51: Removing a Beneficiary	Error! Bookmark not defined.
Figure 52: PIF Preview Access to .PDF	37
Figure 53: File Dialog.....	37
Figure 54: Submission Comments	38
Figure 55: Certification	39
Figure 56: Submit PIF (Chief of Party Only)	40
Figure 57: PIF Desktop for a Prime User	41
Figure 58: PIF Desktop for a Sub-Awardee User.....	42

Figure 59: PIF Desktop showing Sub-Awardee user with a Sub-Awardee Submitted PIF with Uneditable Link 42

Figure 60: PIF Desktop showing a PrimeUser User with Editable Link to Sub-Awardee Submitted PIF..... 44

Figure 61: PIF Submission Page (identical for Sub-Awardee and Prime Submitters)..... 45

Figure 62: Submission Comments 45

Figure 63: Certification 46

Figure 64: PIF Portal User Confirmation 47

Figure 65: Submission Comments..... 48

Figure 66: Certification 49

Figure 67: Save PIF 49

Figure 68: PIF Status (Sample) 50

Figure 69: Accessing Secure Messaging..... 51

Figure 70: Secure Messaging Center 51

Figure 71: To View and Existing Message..... 52

Figure 72: Preparing a New Message 53

Figure 73: File Attachments screen 54

Figure 74: Portal Assistance 55

1. OVERVIEW

The Partner Vetting System (PVS) Portal is a software application interface for USAID's *external* implementing partners, usually non-government organizations (NGOs), through which USAID manages and facilitates vetting of potential awardees. While paper submission of partner information is available, but the Portal facilitates the electronic and timely information exchange to the USAID vetting support units (VSU) working in PVS. Access to the Portal is available whenever there is an Internet connection.

Consistent with statutes, regulations and executive orders, USAID has over the years taken a number of steps, when implementing the U.S. foreign assistance program, to mitigate the risk that agency funds and other resources might inadvertently benefit individuals or entities that are terrorists, supporters of terrorists, or affiliated with terrorists. Given the range of activities carried out by USAID and the range of circumstances under which they are implemented, additional procedures may be warranted to ensure appropriate due diligence.

USAID conducts in certain high-risk countries a screening process for proposed awardees known as "vetting" to ensure the United States Government does not provide, even inadvertently, support to an individual or entity for which there are reasonable grounds to believe that such individual or entity is or was engaged in terrorist activities inconsistent with the interests of U.S. national security or the foreign policy interests of the United States.

Vetting is the process by which USAID checks the names and other personal identifying information of key individuals of contractors and grantees, and sub-award recipients, against intelligence and law enforcement databases. PVS facilitates the vetting of individuals and directors, officers, and other key individuals who apply for USAID contracts, grants, cooperative agreements, or other funding for entities who apply for registration with USAID.

1.1 PVS Portal Security

The PVS Portal Log-In page allows registered Portal Users access to the PVS Portal application 24 hours a day, 7 days a week. This secure site enables authorized Users to view their PVS Partner Information Form (PIF) and Sub-Award Report (SAR) data, and other relevant details specific to their account.

PVS & PVS Portal are protected by login credentials, centralizing the source of user IDs and passwords stored within the Partner Vetting System (PVS) within USAID Intranet infrastructure. This integrates with Windows and an internet browser to provide access to the application. The user must first be created in the database and assigned an appropriate role as described below in Section 1.2. The prospective user is then sent a temporary password via email which he/she has 24 hours to change, refer to section 1.3 for password rules. Passwords/phrases will only be accepted when they meet minimum security measures as guided by the software and subject to Agency review.

To sign onto the Portal, the User must have a valid Portal account, as access to the Portal is controlled by using roles which can be assigned by the PVS System Administrator.

1.2 PVS Portal Security Roles

PVS Portal has only two unique roles: Implementing Partner (“Data Entry”) and Chief of Party (“Certifier”). The roles provide the following functions and while the Implementing Partner can be assumed by many users or a core group of a few users, ONLY the Chief of Party can finalize the Partner Information Form (PIF) and submit the PIF into USAID’s PVS, via the Portal’s “submit” function.

- **Implementing Partner/Data Entry:** Responsible for performing data entry of Contract/Grant information, organizations, and Key-individuals. Implementing Partners cannot see vetting results or submit PIFs to the Vetting Officials.
- **Chief Of Party/Certifier:** Independently responsible for certification that the PIF form created has undergone reasonable steps (in accordance with sound business practices) to verify the information contained in the PIF is accurate. The Chief of Party further confirms this understanding that the U.S. Government may rely on the accuracy of such information in processing specified vetting request.

The new user will receive two (2) emails once the user is created by the PVS Official for Portal Access: that the account has been created with a user name, and the second with the temporary password when newly created, or the password has been resent.

1.3 Portal Password Rules

The rules and access guidelines of PVS Portal are listed below. As you can see, there are many requirements given the necessary security of an application collecting and handling Personally identifiable information (PII). In the main menu of PVS Portal across the top, when needed to establish your real password (not the system generated 60 day password), you’ll see a “Change Password” button. All Portal Users have 24 hours to change the temporary password to a permanent one based on the following criteria:

- Must contain at least 12 characters
- Must not start or end with a numeric character
- Must contain three (3) of the following character types:
 - Lower Case Character (abcdefg)
 - Upper Case Character (ABCDEFGH)
 - Numeric Character (123456)
 - Special Character (@, \$, !, etc.)
- Password must not match any of the prior 24 passwords previously used.
- PVS Portal passwords expire every 60 days. If a user does not reset their password, they are locked out/disabled entirely after 90 days

- PVS Portal users must answer 3 security questions that help them with personal password recovery, should they need the assistance to reset a password.
- When a Portal user does have a reset password, he/she is given a temporary password in an email that allows access for 24 hours access, and then must create a new permanent (60 day duration) password.

When changing your temporary password:

Enter your emailed Username and then the temporary password.

Click *Login* button and system will prompt and redirect the user to change the password.

Enter a new password in *Create New Password* text box, system will display a Green “Password Accepted” confirmation if the password fits the required criteria. Re-type the new password in *Confirm New Password* textbox. The system will display a green “Password Matches” confirmation if both typed passwords match. Click “Submit” button. The user is directed to the Portal login page to enter their newly created password.

Figure 1: Creating & Confirming the password

Note:

The Implementing Partner will contact their designated USAID VSU (Vetting Official or Vetting Assistant) with questions or concerns regarding their account.

1.4 PVS Portal Password Expiration

The PVS Portal can cease to work for one of three reasons:

- The password has not been updated for over 60 days and has expired
- The password has not been used for the last 90 days or since account creation, and has been locked due to inactivity on the account.
- The user account has locked due to three consecutive incorrect passwords.

If any of the above occurs, the user must contact a PVS VSU Official to receive a new temporary

password. The user will then follow the steps outlined starting in section 1.3 above.

Starting at two weeks before the password expiration date, the system will advise the user on login that the password will soon expire when you log into the site. The user can click ‘OK’ to this warning and continue to use the web site normally.

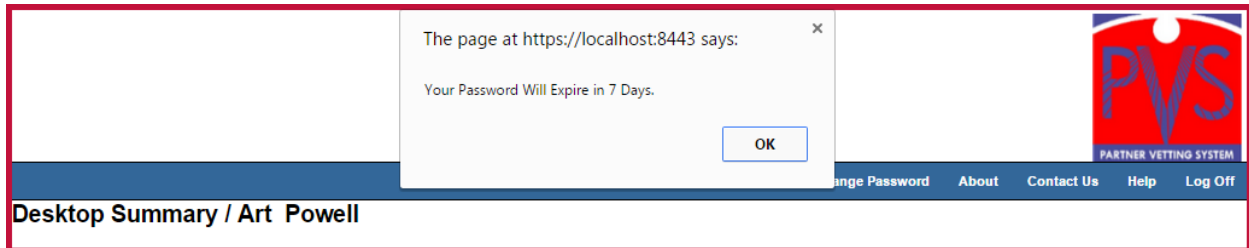


Figure 2: Expiring Password

If this warning is ignored, it will continue to decrement each day.

1.5 PVS Portal Password Reset

The user can avoid expiration by using the ‘Change Password’ selection on the blue tool bar across the top to change the password before it expires. On the day the password expires, the user will see the following when attempting to login:

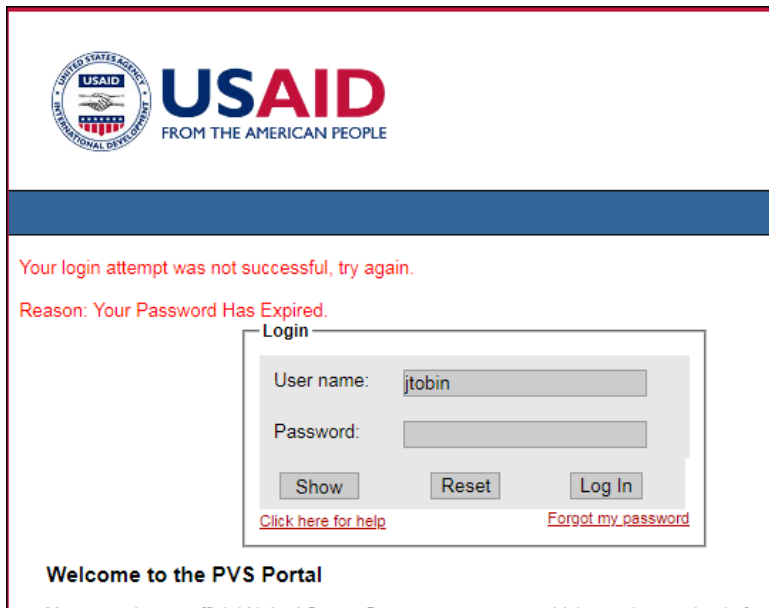


Figure 3: Need for Password Reset

After the password is changed the expiration date will be updated to reflect a date 60 days in the future.

Users who forget their password or find that their password has expired can personally reset the password without intervention by the Vetting Support Unit (VSU). The system relies on a

question challenge system where the user has selected and answered three questions during the first login, where these questions and answers have not been configured.

Upon selecting 'Forgot my password' the user must answer two of the three questions randomly selected. The system allows the user three attempts to answer these questions. If the user fails three times, the user must wait 24 hours to try again or contact the USAID Vetting Support Unit for a password reset. Once you submit your three questions with answers, you will not see this screen again unless you need to reset your password. If you fail to login or get locked out or you can't remember your password, you can reset it with the security questions. On the main login screen, enter your user name and then click the red 'Forgot my password' link under the login window.

As you answer the questions, they are not case-sensitive but all characters must match.

The screenshot shows the PVS Partner Vetting System interface. At the top left is the USAID logo with the text 'USAID FROM THE AMERICAN PEOPLE'. At the top right is the PVS logo with the text 'PVS PARTNER VETTING SYSTEM'. Below the logos is a navigation bar with 'Login' and 'About' links. The main heading is 'Please select, answer, and remember the following three questions'. The form contains three question sets, each with a dropdown menu for the question and a text input field for the answer. At the bottom of the form area are 'Submit' and 'Cancel' buttons. The footer of the page contains the copyright notice '© Copyright 2012'.

Figure 4: Challenge Questions

If you do answer both questions correctly, you will be given a temporary password that will be valid for only 30 minutes.

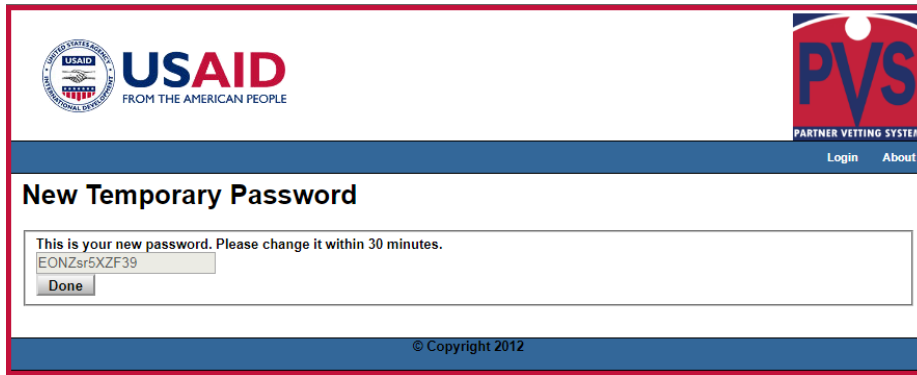


Figure 5: Temporary Password after challenge questions

Please note that the ‘Change Password’ menu selection is only available to users who have successfully logged into a PVS Portal session.

The “show” button was added to the main login frame and will show as the letters are actually being entered. Click it once and letters typed appear as-is. Click it again and only asterisks appear.

Upon successful login, the user will be asked to agree to the “Security and Monitoring” statement as well as accept the “Rules of Behavior.” The “Security and Monitoring” statement must be agreed to once per day, as concurrence is logged in case of an audit. If you log in more than once per day, you’re only asked to agree to this the first time.

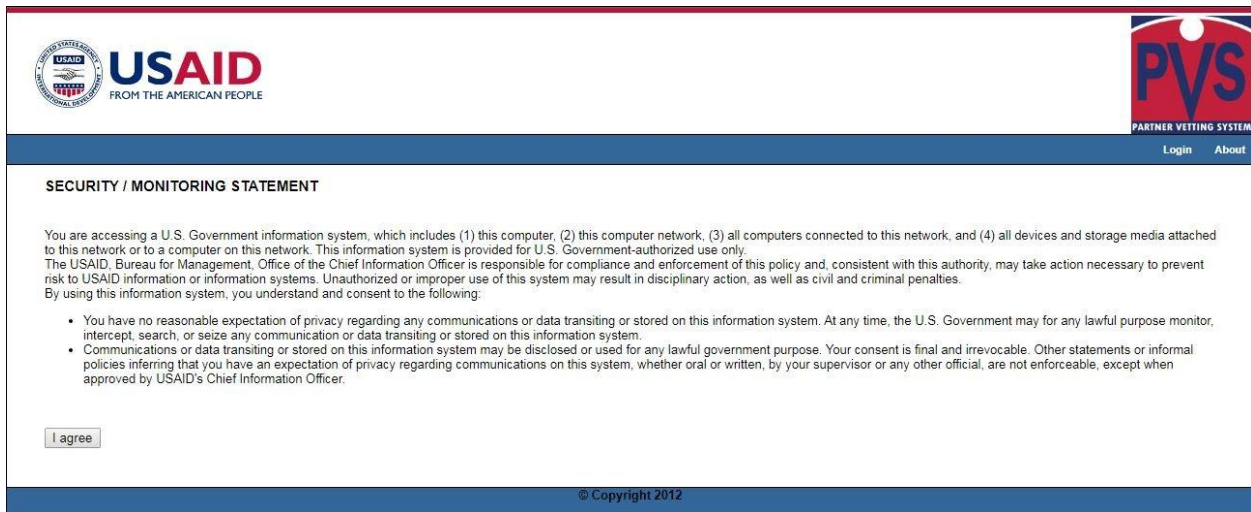


Figure 6: Security and Monitoring Statement

The “Rules of Behavior” agreement are required each and every time a user logs in.

RULES OF BEHAVIOR FOR ALL USERS FOR THE Partner Vetting System Portal (PVS Portal)

The PVS Information System Security Officer (ISSO) is responsible for ensuring an adequate level of protection and security is afforded to the PVS system. The requisite level of protection and security is accomplished through an appropriate mix of technical, administrative, and managerial controls including written guidance. Because written guidance cannot cover every contingency, the following Rules of Behavior are provided to further stipulate the responsibility of the users of the PVS System.

All persons must understand that these Rules of Behavior are based on Federal Laws and regulation and, as such, there are consequences for violation of these rules. Depending on the severity of the violation, at the discretion of management and with due process of law, consequences can include: reprimand, removal of access privileges, suspension, demotion, or termination from work, and criminal and civil penalties.

I understand that, when using the PVS System, I am personally accountable for my actions and that I must:

- Protect data in accordance with the Privacy Act of 1974.
- Protect sensitive information from disclosure to unauthorized individuals or groups.
- Acquire and use sensitive information only in accordance with the performance of my official government duties.
- Agency point-of-contact must protect information security by properly identifying Agency employees eligible as users of PVS.
- Dispose of sensitive information contained in hard copy or soft copy, as appropriate.
- Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used.
- Protect my password from disclosure.
- Report security incidents and vulnerabilities to the PVS system ISSO.
- Comply with the provisions of the copyrighted software by not infringing upon or compromising (copy, distribute, manipulate, etc.) software of this system.
- Ensure all changes to PVS System components and data are done via approved configuration control procedures.
- Use government equipment in accordance with my site/Agency's policies procedures.

I understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to this system regardless of location.

I understand that the PVS ISSO reserves the right, to terminate or suspend my access and use of the PVS System, without notice, if there is a violation of these Rules of Behavior.

I have read and understand the Rules of Behavior governing my use of the PVS System and agree to abide by them. I understand that failure to do so may result in disciplinary action being brought against me.

Figure 7: Rules of Behavior

Make sure that all three checkboxes are checked after reading the condition it describes and click 'I Agree'.

2. GETTING STARTED

2.1 Commonly Used Functions



Figure 8: Main Menu Functions

Messages

- Enters Secure Messaging screen where messages can be send among mission users without actually sending email over the Internet.

My PIFs

- Displays all PIF and PIF Status currently available to the Implementing Partner in Table format and returns the Implementing Partner to the PVS Portal Summary Page.

My SARs

- **This selection is available only to users aligned to West Bank Gaza partners.** Displays all SAR and SAR Status currently available to the Implementing Partner in Table format and returns the Implementing Partner to the PVS Portal Summary Page.

Change Password

- Provides the user with a way to change the PVS Portal password. This password expires after 60 days and must be updated. If not, the system will lock the user out. If no action is taken on the password, the system deactivates the user after 90 days.

About

- Provides important information regarding Portal, Privacy and Security Notices, Accessibility and Accessing Documents in different file formats information.

Contact Us

- Provides users with Point of Contact data for specific geographic vetting programs or Bureaus' corresponding email addresses.

Help

- Launches a page of valuable user assistance information, organized into specific topic tabs along the left sidebar. In addition, these Help topics are translated into seven other languages, to be accessed via "Language" drop down. Finally, the PVS Portal User Manual can be launched in a separate browsing window to provide technical documentation and assistance.

Log Off

- Removes the user's login credentials from the existing session and out of PVS. Returning users will need to re-enter their credentials to gain access.

3. VETTING OVERVIEW

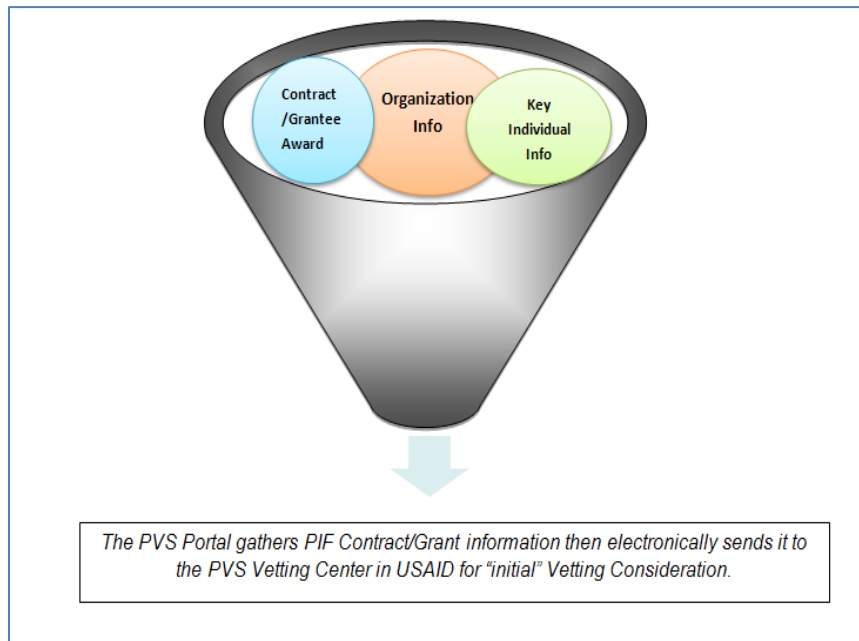


Figure 9: Vetting Overview

3.1 Vetting Process

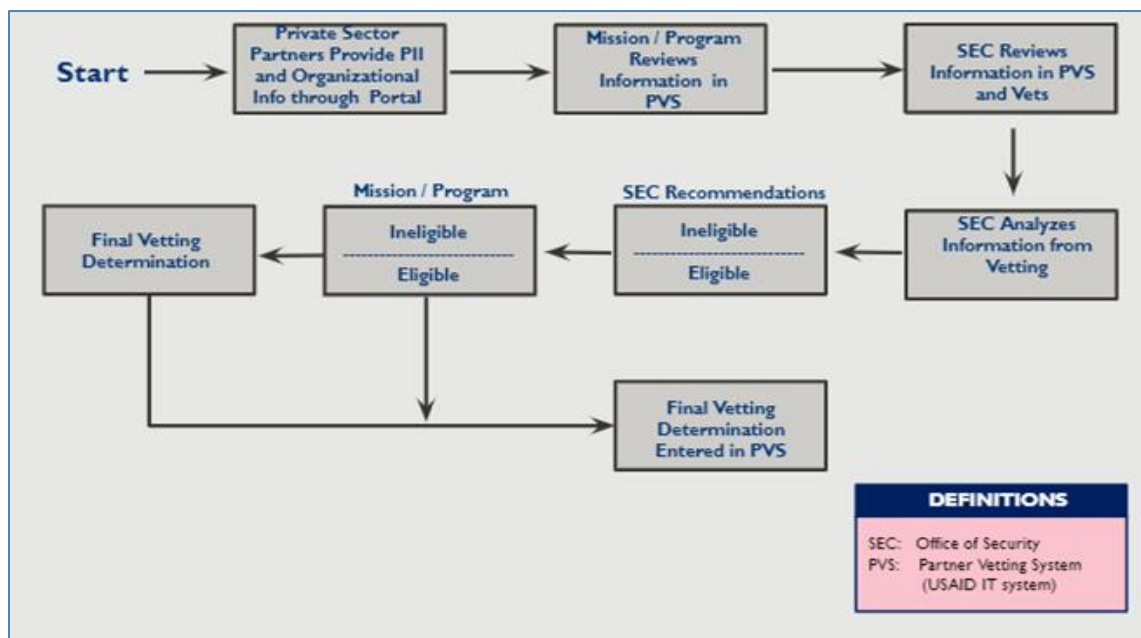


Figure 10: Vetting Data Flow

4. NAVIGATING THE PORTAL DESKTOP

Upon initial login, the Desktop Summary page will always display to the Portal User, any **Partner Information Forms (PIFs)** created and or assigned to their workload. Within the Desktop Summary, the Portal User can review, create searches, confirm the date the PIF was modified, Awardee Names, Name of Contract Grant, review Award Amounts as well as obtain PIF status information. User can return to the Desktop Summary upon clicking the “My Desktop” tab at the top of the Portal tool bar.

PIF ID	Date Modified	Awardee Name	Name of Contract/Grant	Award Amount	Start Date	PIF Status	Delete	PDF
63639	10-20-2020	Integrated ICT Solution Company	just a purpose no big deal	\$45,677.00	10-29-2020	INCOMPLETE	X	PDF
63467	09-25-2020	dd	Airport Construction2222	\$30,000.00	09-23-2020	INCOMPLETE	X	PDF
63419	09-14-2020	Marine Logistic and Vehicle	Road Construction	\$12,619.00	09-15-2020	INCOMPLETE	X	PDF
63398	09-09-2020	Janeen testing subaward	just a purpose	\$87,668.00	09-24-2020	INCOMPLETE	X	PDF
63320	08-17-2020	InduCorp List	Non-Award Data Entry	None	None	INCOMPLETE	X	-
62907	08-04-2020	Test subawardee org	Bringing food	\$43,435.00	05-31-2020	INCOMPLETE	X	PDF
62809	04-20-2020	InduCorp List	Non-Award Data Entry	None	None	INCOMPLETE	X	-
62787	05-08-2020	James William Houghton	Just a purpose	\$50,000.00	05-01-2020	INCOMPLETE	X	PDF
62565	05-07-2020	Moes Southwest Grill	want more nuggets	\$27,000.00	02-04-2020	INCOMPLETE	X	PDF

* PDF display is not currently available for Non-Award PIF Submissions

Figure 11: PVS Portal Desktop Home

4.1 Partner Information Form Desktop Categories

The Partner Information Form (PIF) in the PVS Portal provides accurate PIF Status and Submission data in support of the vetting of individuals, officers, or other officials of who apply for USAID contracts, grants, and cooperative agreements. These fields can be sorted in ascending and descending order, as the User requires by clicking on to the desired column header.

PIF Categories Display as Follows:

PIF ID	Date Modified	Awardee Name	Name of Contract/Grant	Award Amount	Start Date	Pif Status	Delete	PDF
--------	---------------	--------------	------------------------	--------------	------------	------------	--------	-----

Figure 12: PIF Desktop Data Columns

4.2 PIF Fields

PIF ID	System generated auto number provided by the Portal to identify the Partner Information Form.
Date Modified	Calendar date representing when the PIF has been either been revised or altered to a different date. This is a system generated date and not a field to be editable by a user.
Awardee Name	The NGO that expends Federal awards received from a pass-through entity to carry out a Federal program, but does not include an individual that is a beneficiary of such a program.

Award Amount	Financial amount calculated approximately in US currency format of what the displayed PIF Submission will total to. For the non-award PIF submissions for which there is no contract or grant, this field will display “None”.
Contract/Grant Start Date	Date that the award is expected to start. For the non-award PIF submissions for which there is no contract or grant, this field will display “None”.
PIF Status	Displays the specific position within the current movement in the PIF lifecycle towards the final Status objective of vetting consideration.
Delete	Ability to remove the PIF created from the Desktop (once the PIF is deleted it can no longer be recovered and must be recreated.)
PDF	Portable Document Format: a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted. The non-award PIF submission does not support this function.

SAR Desktop Summary / Art Powell

Project Name

Check All Status Values

SAR ID	Prime Awardee ID	Prime Awardee Name	Awardees	Date Modified	Date Submitted	Pif Status	Delete	Report
22005	72024	Dajani Company For Furniture	multiple awards	06-21-2017		INCOMPLETE	X	▼
21985	72024	Dajani Company For Furniture	multiple awards	06-22-2017		INCOMPLETE	X	▼
21945	72024	Dajani Company For Furniture	multiple awards	06-23-2017		INCOMPLETE	X	▼
21925	72024	Dajani Company For Furniture	multiple awards	06-16-2017		INCOMPLETE	X	▼

* PDF display is not currently available for Non-Award PIF Submissions

10 Results per page Records 1 to 4 of 4 Page 1 of 1

© Copyright 2012

Figure 13: Start New SAR Submission Button

4.3 Sub-Award Report Desktop Categories

The Partner Information Form (PIF) in the PVS Portal provides accurate PIF Status and Submission data in support of the vetting of individuals, officers, or other officials of who apply for USAID contracts, grants, and cooperative agreements. These fields can be sorted as the User requires by clicking on to the desired column header.

PIF Categories Display as Follows:

SAR ID	Prime Awardee ID	Prime Awardee Name	Awardees	Date Modified	Date Submitted	Pif Status	Delete	Report
--------	------------------	--------------------	----------	---------------	----------------	------------	--------	--------

*Figure 14: PIF Desktop Data Columns***4.4 SAR Categories**

SAR ID	System generated auto number provided by the Portal to identify the Partner Information Form.
Prime Awardee ID	The ID number of the prime award upon which this sub-award is based
Prime Awardee Name	The name of the prime award upon which this sub-award is based.
Awardees	Shows a list of awardees added so far to this SAR when the mouse hovers over the link.
Date Modified	Calendar date representing when the SAR has been either been revised or altered to a different date. This is a system generated date and not a field to be editable by a user.
Date Submitted	Calendar date representing the current day of the year, which the SAR has been submitted to PVS. This is a system generated date within the PVS software. Unless searching by status, this column will usually be empty because the desktop normally only shows incomplete and rejected SARs. A rejected SAR will show the failed submission date.
PIF Status	Displays the specific position within the current movement in the SAR lifecycle towards the final Status objective of vetting consideration.
Delete	Ability to remove an award added to this SAR. Once the SAR is deleted, it can no longer be recovered and must be recreated.
Report	Excel report showing the SAR details

5. PIF DESKTOP SUMMARY

5.1 PIF Search Function – Introduction

The Portal Search function performs by searching existing PIF's for specified keywords and or other criteria entered into PIF Search units then and return a list of the PIF's where the keywords were found. Users may search for PIF's based on one the following criteria: Awardee Name, Government ID Number, Date Submitted, Project Name or PIF Status.

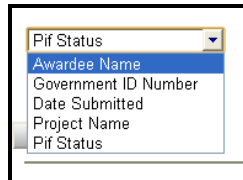


Figure 15: PIF Status Selections

The results will be displayed on the User's Desktop Summary page contingent upon selection made. Users may review Results per Page in increments of 10, 20, 40, 80 or All results per page. If no PIF is available to match what was entered, the page will provide a "No PIF's to Match your current search" and the User will need to redefine their search. The Page Count Function displays when there are additional PIF's to review based on the Search criteria.

Users also have the option to view all of their PIF's, by clicking the "Show All" button.

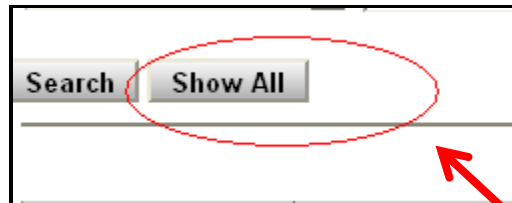


Figure 16: Show All Button

6. SAR DESKTOP SUMMARY

Upon initial login, the Desktop Summary page will always display to the Portal User, any **Sub Award Reports** (SAR's) created and or assigned to their workload. Within the Desktop Summary, the Portal User can review, create searches, confirm the date the SAR was modified and/or submitted, Awardee Names, a hover list of awardees as well as obtain PIF status information. User can return to the Desktop Summary upon clicking the "My SARS" tab at the top on the Portal tool bar.

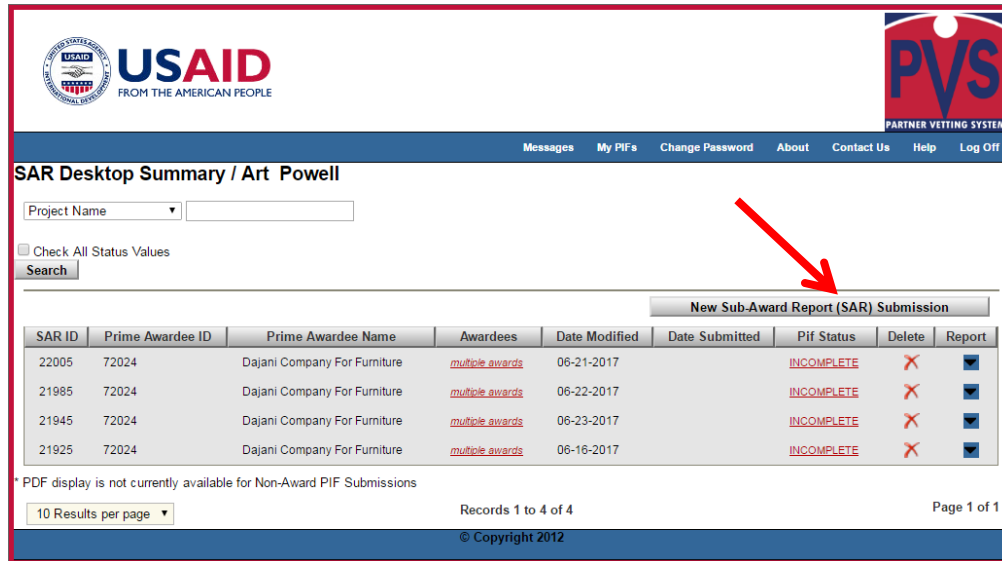


Figure 17: SAR Desktop Summary

6.1 SAR Search Function – Introduction

The Portal Search function performs by searching existing SAR’s for specified keywords and or other criteria entered into SAR Search units then and return a list of the SAR’s where the keywords were found. Users may search for SAR’s based on one the following criteria: Awardee ID, Awardee Name, Awardee Number, Government ID Number, Date Submitted, Start Date, End Date Project Name or SAR Status.

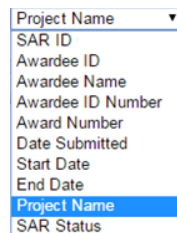


Figure 18: Project Name Selections

The results will be displayed on the User’s SAR Desktop Summary page contingent upon selection made. Users may review Results per Page in increments of 10, 20, 40, 80 or All results per page. If no SAR is available to match what was entered, the page will provide a “No PIF’s to Match your current search” and the User will need to redefine their search. The Page Count Function displays when there are additional SAR’s to review based on the Search criteria.

Users also have the option to view all of their SAR’s, by clicking the “Show All” button.

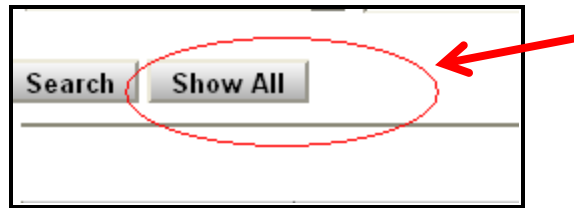


Figure 19: Show All Button

USAID FROM THE AMERICAN PEOPLE

PVS PARTNER VETTING SYSTEM

Messages My PIFs Change Password About Contact Us Help Log Off

SAR Desktop Summary / Art Powell

SAR Status ▾

Incomplete ▾

Check All Status Values

Search

New Sub-Award Report (SAR) Submission

SAR ID	Prime Awardee ID	Prime Awardee Name	Awardees	Date Modified	Date Submitted	SAR Status	Delete	Report
22145	72024	Dajani Company For Furniture	multiple awards	07-24-2017		INCOMPLETE	✗	▾
22005	72024	Dajani Company For Furniture	multiple awards	06-21-2017		INCOMPLETE	✗	▾
21985	72024	Dajani Company For Furniture	multiple awards	06-22-2017		INCOMPLETE	✗	▾
21945	72024	Dajani Company For Furniture	multiple awards	06-23-2017		INCOMPLETE	✗	▾
21925	72024	Dajani Company For Furniture	multiple awards	06-16-2017		INCOMPLETE	✗	▾

* PDF display is not currently available for Non-Award PIF Submissions

10 Results per page ▾

Records 1 to 5 of 5

Page 1 of 1

© Copyright 2012

Figure 20: Results per Page & Page Count

6.2 Search Function – SAR ID, Awardee Name, Awardees, Modified Date, Submitted Date and SAR Status

To Search by Awardee Name:

- Select the appropriate label from Dropdown menu
- Enter search text into the text box
- Click Search button and desktop summary will display Awardee SARs available

Note: the Search will fully execute by entering “as many “or “as few” numbers or characters, however, it will yield as well as display EVERY PIF with that number or alpha in its contents text box.

6.3 Search Function – Date Submitted, Start Date, End Date

To Search by Date:

- Select the appropriate date type from dropdown menu, so the desktop summary will display a Start Date and End Date text box and 2 calendars
- Enter in the Start Date and or select from the calendar
- Enter in the End Date and or select from the calendar
- Click Search button, and the desktop summary will display All SAR's Listed with corresponding date range provided.



Figure 21: Date Submitted/Calendar selector

To Search by Project Name:

- Select the appropriate awardee field to search from dropdown menu and the desktop summary will display the text box.
- Enter text you are searching for into the text box
- Click “Search” button, and the desktop summary will display all SAR's Listed matching the provided information

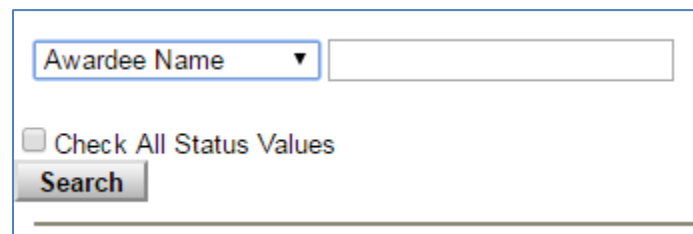


Figure 22: Search by Awardee Name

6.3.1.1 SEARCH FUNCTION – PIF STATUS

There are four (4) distinct SAR statuses which provide the Portal User with the status en route to Award. Please note that any status displayed on the SAR Desktop **ONLY** applies to the SAR, **NOT** the vetting status of the Award/Grant with USAID:

1. Incomplete

The SAR is still a work-in-progress (Saved only) and the Chief of Party has not certified nor sent the SAR to the PVS Vetting Officials via the Portal.

2. Submitted

The SAR has been certified by the Chief of Party. Notification will be sent to the assigned VSU (outside of the PVS Portal).

3. Rejected

The SAR has been not been accepted by the Vetting Unit. Justification as to why the submitted PIF will not be moving forward at this time will be provided. Users will then have a chance to make necessary changes and have the Chief of Party to resubmit or delete the PIF in its entirety. Once a SAR is returned by the PVS Officials, notification will be sent via email to the Chief of Party.

4. Completed

The SAR has been Approved (the SAR only, not the Vetting status of the award/grant by USAID) by the Vetting Unit. In addition, the submitted SAR will continue moving forward in the Vetting process. Once a SAR deemed Completed by the PVS Officials, notification will be sent via email to the Chief of Party.

To Search by PIF Status:

Select PIF Status from dropdown menu, and the desktop summary will display the following status:

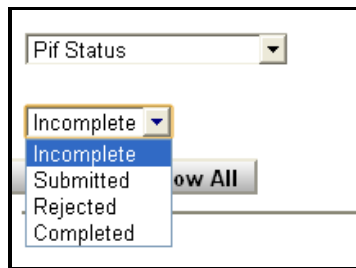


Figure 23: Search By PIF Status

Select the status to review (Incomplete, Submitted, Rejected or Completed)

Click “Search” button, and the desktop summary will display All SAR’s Listed with corresponding status name provided.

6.3.2 Search Function – Check All Status Values

By default, all searches return on SAR submissions that match search criteria and have the status ‘Incomplete’ or ‘Rejected’. Clicking this checkbox above the “Search” button would return all records matching the search criteria regardless of status.

7. CREATING A NEW AWARD SUBMISSION PARTNER INFORMATION FORM (PIF)

To Create a New Partner Information Form (PIF) Submission:

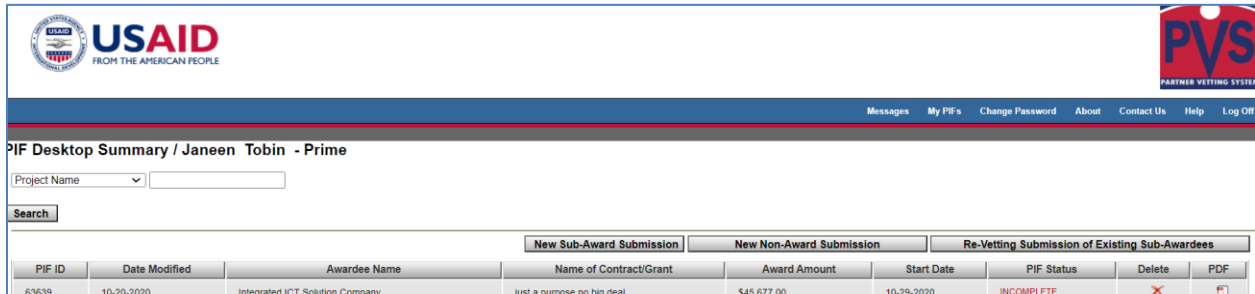


Figure 24 PIF Desktop Data Columns

1. Click “New Subward Submission” Button.
2. The system will redirect the user to template “Part 1: Information about Proposed Activities.”

Figure 25: Create New Partner Information Form

1. Select the related Prime Award in which this PIF submission is associated. Pre-entered information regarding the award will populate the template. (Only those Awards the User has associations with will display based on login credentials)
2. Select Awardee Type (Individual or Organization)
3. Select the type of Proposed award or other assistance. (Contract, Grant, Cooperative Agreement or Beneficiary/Assistance, Micro-enterprise Loan or Trainee)
4. Enter the Parent Company, Company URL, Location of proposed activity (State, Region, Country), Award/Solicitation Number
5. Enter the award amount (In US Dollars)*
6. Enter the purpose of Proposed Award or Assistance*
7. Select the award’s estimated Start & End Dates (from calendars)*

*Denotes required field.

7.1 Sub-award organization Proposed to Receive Award or other Assistance

To Assign an Organization Proposed to Receive Award or Other Assistance:

Select the Name of the Organization* (From dropdown)

OR

If No organizations which match that name exist, please add an organization using the form provided with the following data:

1. Name*
2. Affiliation (Parent, Subsidiary, Branch)
3. Address Line 1*
4. Address Line 2 (If applicable)
5. City
6. State
7. Country (From drop-down)
8. Zip Code
9. Telephone (1)* (Primary Telephone #)
10. Telephone (2) (Cell)
11. Fax (1)*
12. Email address*
13. Email address (2)

Click Save button (Or cancel)

*Denotes required field.

Organization Proposed to Receive Award or other Assistance

* Denotes mandatory field

Start typing characters to select existing organization (2 chars minimum):

* Name		Affiliation Type	
<input type="text"/>		N/A	
* Address Line 1			
<input type="text"/>			
Address Line 2			
<input type="text"/>			
City	State	Zip Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	(Please Select...)
* Telephone 1		Telephone 2 (Cell)	
<input type="text"/>		<input type="text"/>	
* Fax 1			
<input type="text"/>			
* Email 1		Email 2	
<input type="text"/>		<input type="text"/>	

Figure 26: Sub-award organization Data

7.2 Key Individuals

The Implementing Partner and/or Chief of Party is responsible for identifying essential personnel who will be used for the sole purpose of USAID financed funds applied for. These critical persons are referred to in the PVS Portal as “**Key Individuals.**”

Each PIF should contain at least one (1) Key individual for the funds applied for, however, they may add multiple Key individuals as necessary for the Award. The Portal serves as a data repository, allowing a previously entered Key Individual by the Partner the ability to “select” that Key Individual without having to create a brand new record.

7.2.1 Adding a Key Individual

To add a Key Individual, enter the following data:

1. Full Name* (WBG users have separate fields for FN, Middle name(s) and Last Name)
2. Place of Birth*
3. Date of Birth*
4. Gender (Male or Female)
5. Other Names used (may include nicknames, pseudonyms)
6. Employer
7. Title
8. Rank or Title in the Organization
9. Occupation
10. Residence Address Line 1
11. Residence Address Line 2
12. City
13. State
14. Province/Region
15. Country (from drop down)
16. Zip Code
17. Tribal Affiliation
18. Email address 1*
19. Alternate Email
20. Telephone 1 (Primary #)*
21. Telephone 2 (Cell #)
22. Government-Issued Photo ID number1*
23. Government Issued ID Type 1* (Ex: Passport, etc.)
24. Country of Issuance for ID 1*
25. Government-Issued Photo ID number2* (second set of data points are required only if user chooses dual citizenship= yes)
26. Government Issued ID Type 2* (Ex: Passport, etc.)
27. Country of Issuance for ID 2*
28. Confirm if the individual a US citizen (Y/N)*
29. Citizenship (from drop-down)*
30. Does the KI have dual citizenship (Y/N)?*
31. Second citizenship (from drop-down) (required only if user select “Y” to dual

citizenship)

32. Confirm if the individual a legal permanent US resident?*(Y/N)

33. Professional Licenses (State Issued)

(*Denotes required field.)

Click the “Save” button. The user will then be taken to the Contractor/Grantee/Recipient Certification page.

It is very important to have the partner input data to any and all fields that apply, even if they are not noted as “Required.” Please consider all data points as mandatory and necessary for accurate, efficient and effective vetting.

5 Results per page Records 1 to 2 of 2 Page 1 of 1

* Denotes mandatory field
Start typing characters to select existing individual (2 chars minimum):

New

New Key Individual
Select an individual or enter the individual details to add them to this PIF Submission.

Name *

Place of Birth* Date of Birth* Gender Male Female Other names used:

Employer Title Rank or title in the organization * Occupation

Residence Address Line 1 Address Line 2 City State

Province/Region Country Zip Code Tribal Affiliation

Email* Alternate Email Telephone 1* Telephone 2 (Cell)

Government-issued photo ID number* ID Type* Country of Issuance*

2nd Government-issued photo ID number* 2nd ID Type* Country of Issuance for 2nd ID*

U.S. Citizen* Yes No Citizenship* Dual Citizenship* Yes No Second Citizenship

Legal permanent U.S. resident* Yes No Professional Licenses - State Issued Certificates

Save **Cancel**

Figure 27: Adding a Key Individual

7.3 Beneficiaries

“Beneficiaries” are organizations or individuals who benefit indirectly from an award (e.g. training, or medical assistance). The ability to add beneficiaries is contingent upon the “Type of proposed award or other assistance” selected under the Award Details.

Figure 28: Beneficiary/Assistance

7.3.1 Adding Beneficiaries

To add a beneficiary, from the “Create New Partner Information Form” Submission page:

1. Select the related Prime Award to which this PIF Submission is associated. Pre-entered information regarding the award will populate the template. (Only those Awards the User has associations with will display, based on login credentials)
2. Select Awardee Type (Individual or Organization)
3. Select “Beneficiary/Assistance” as the type. **Note: “Beneficiary/Assistance” MUST be selected as the “Type” to add single and or Multiple Beneficiaries**
4. Proceed with populating the subawardee organization (if you selected “Organization” in the step above) and individual(s) data as specified in sections above, such as if you were adding Key Individuals. If you selected “Individual”, you can add individual(s) but will not need to enter the subawardee organization. The result will show similar to:

Figure 29: Adding Beneficiary Individuals

Select “Save” so that the user will be returned to the “Create New Partner Information Form” Submission and the beneficiary/ies entered will be displayed.

7.3.2 Editing a Beneficiary from a PIF:

1. Click the “Edit” icon from the Beneficiary/Individual Details Table as shown in the screenshot above in the “Edit” Column, and the beneficiary selected displays.
2. Make desired edits

3. Select 'Save' and the edited beneficiary displays in the table.

7.3.3 Remove A beneficiary

To Remove a Beneficiary from a PIF:

Click the "X" from the "Beneficiary/Individual Details" table as shown in the screenshot above ("Delete" is the first column), and the beneficiary is removed from the table, no longer associated with that selected PIF. You will see a user message such as:

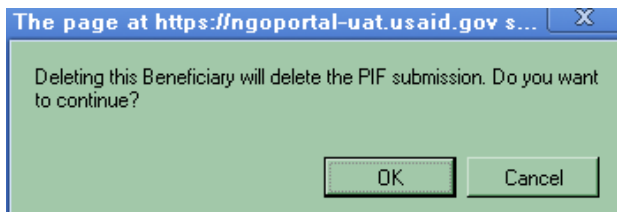


Figure 30: Confirm Deletion of a Beneficiary

You can select OK. However, he/she will continue to be available for future PIF selection.

7.3.4 Upload a File to the individual or organization beneficiary record

To Upload a file for a beneficiary from a PIF:

Click the up-arrow icon from the Beneficiary/Individual Details grid, which is in the last column. The result shows an upload screen for the selected individual. The user can then:

1. Upload a new file: Click on the 'Choose File' button in the lower right.
2. Upload a File to the individual or organization record that is not shown in a grid

There are two situations where an Individual or organization will never appear in a grid. These occur when sub-award submissions are made. If the sub-award is for an organization, there will only be one organization and it will only appear at the bottom of the award page.

Additionally, if only one individual is attached for a sub-award, it will not appear in a grid either. For these two situations, there will be an 'upload' button that appears in the lower-left corner of the award page, under the Organization. Once one or more files have been added to the organization/individual a paperclip will appear to the right of the upload button. This will look as it does below:

Organization Proposed to Receive Award or other Assistance
 * Denotes mandatory field

* Name		Affiliation Type	
Universal States Group (Construction)		Parent Organization	
* Address Line 1			
Shahre-Naw, 3rd Butcher Street,			
Address Line 2			
House # 8th, Kabul, Afghanistan			
City	State	Zip Code	Country
Kabul	Kabul	N/A	Afghanistan
* Telephone 1		Telephone 2 (Cell)	
+93 (0) 702 020 447		N/A	
* Fax 1			
N/A			
* Email 1		Email 2	
mustafa@us-group.us		N/A	

Figure 31: File upload button for single organization/individual

The opportunity to save a file for these entities can only be done after the record has been saved for the first time. It might be necessary to return to this page via the ‘Award edit’ link on the navigation bar under the menu bar at the top of the form. or from the desktop by re-entering an incomplete PIF submission.

The screenshot shows the PVS portal interface. At the top left is the USAID logo with the text 'FROM THE AMERICAN PEOPLE'. At the top right is the PVS logo with the text 'PARTNER VETTING SYSTEM'. Below the logos is a navigation bar with links: Messages, My Desktop, Change Password, About, Contact Us, Help, Log Off.

The main content area is titled 'Upload Items for Lillian G. Smathers'. It contains a table with the following data:

Upload Post Date	File Name	File Type	File Size	Upload Type	Delete
02-23-2017	NetscalerLogout.png	image/png	148875	National Identification	X
02-08-2017	site2.bmp	image/bmp	30054	Driver License	X
01-31-2017	1485388304_upload.png	image/png	5932	Passport	X

Below the table, there is a dropdown menu set to '10 Results per page', the text 'Records 1 to 3 of 3', and 'Page 1 of 1'.

Under the table, there is a section titled 'File to Upload:' with a 'Choose File' button circled in red. Below this are radio buttons for 'Passport', 'Driver License', 'National Identification', and 'Other'. At the bottom left of this section are 'Submit' and 'Done' buttons, with a red arrow pointing to the 'Submit' button.

At the bottom of the page, there is a copyright notice: '© Copyright 2012'.

Figure 32: Starting a file upload

That will trigger a browse window, so the user can select a file. Clicking the ‘Choose File’ button pops up the Windows file dialog box shown below:

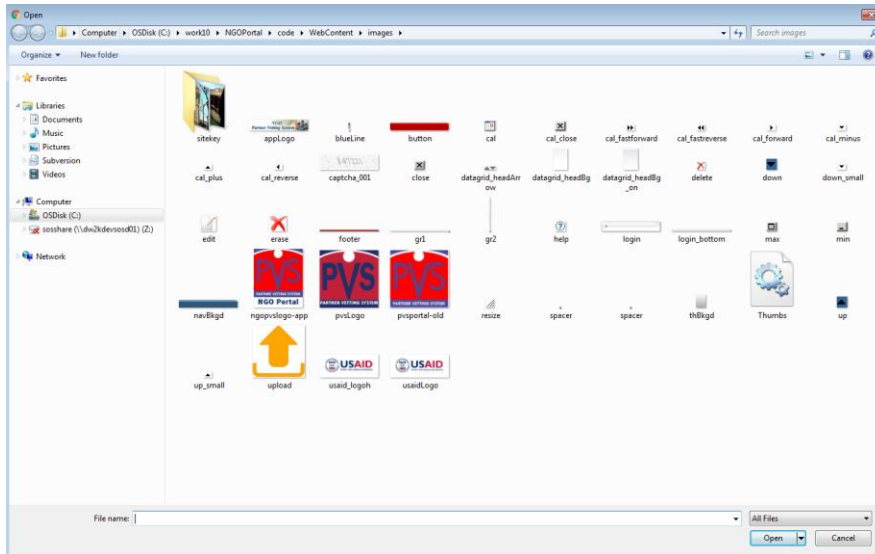


Figure 33: The Browse window

After clicking ‘Open’, the selected file name will then appear next to the Choose File button. Click ‘Submit’ to complete the upload. After clicking ‘Submit’ the file will appear on the list.

8. CREATING A NEW SUB-AWARD REPORT FORM (SAR)

To Create a New Sub-Award Report Form (SAR) Submission:

Click “Start New Sub-Award Report (SAR) Submission” Button. The system will re-direct the user to template “Part 1: Information About Proposed Activities.

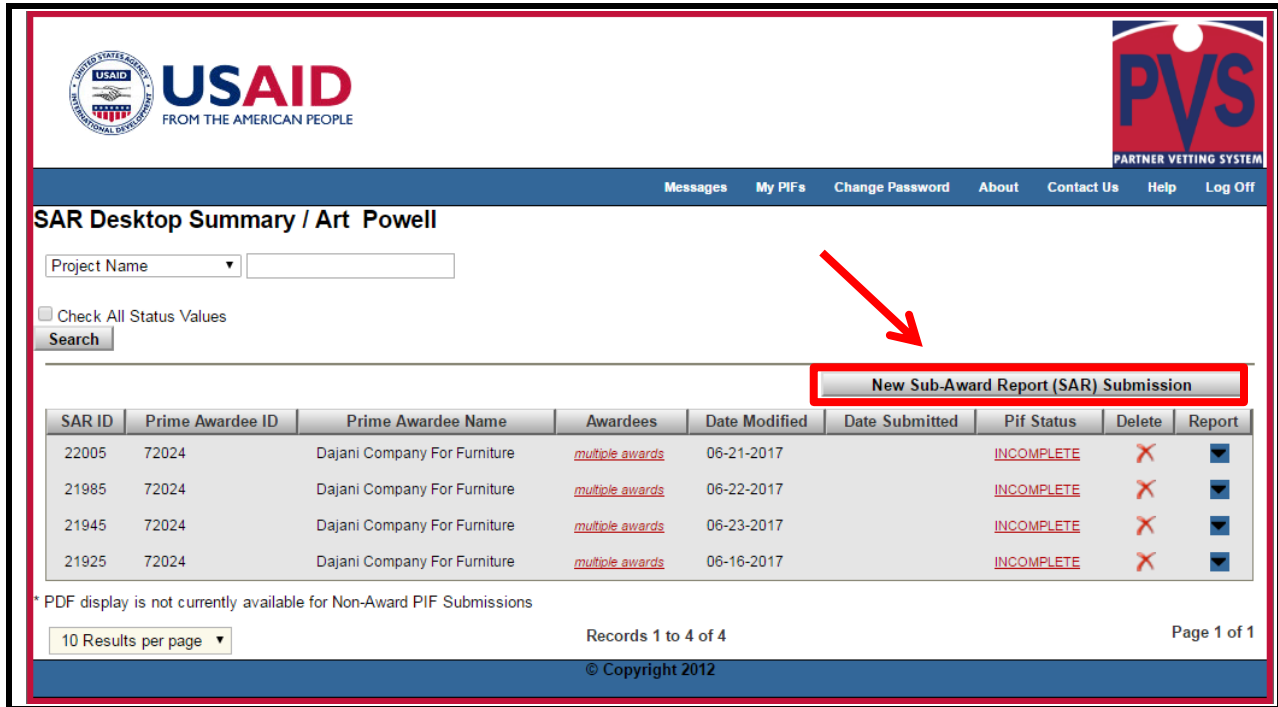


Figure 34: SAR Desktop Data Columns

Related Prime Award in which this PIF submission is associated*. Pre-entered information regarding the award will populate the template.

(Only those Awards the User has associations with will display based on login credentials)

- Awardee Type (Individual or Organization)*
- Type of Proposed award or other assistance* (Formal Contract, Informal Contract, Grant, In-Kind Assistance)
- Type of award modification. (Cost Amendment, Time Extension/Reduction, Cost Amendment and Time Restriction, Correction)
- Award Amount (In US Dollars)*
- Purpose of Proposed Award or Assistance*
- Estimated Start Date (From Calendar)*
- Estimated End Date (From Calendar)*
- Purpose of Proposed Award or Assistance*

*Denotes required field.

The screenshot shows the 'Create Sub-award Submission' form in the PVS Portal. At the top, there is a navigation bar with links: Messages, My PIFs, My SARs, Change Password, About, Contact Us, Help, and Log Off. Below this is a sub-navigation bar with: Add Awards, Add Key Individuals, Review and Submit, and a highlighted 'Add New Sub-Award' button. An arrow points to this button. Below the navigation is a table header with columns: Awardee Name, Award Type, Award Number, Award Amount, Start Date, End Date, Mod Type, Edit, and Delete. The table is currently empty, showing 'Records 1 to 0 of 0' and 'Page 1 of 1'. The main form area is titled 'Part 1: Information About Proposed Activities' and contains several sections:

- Award Details:** Includes fields for Prime Award (dropdown), Name of the Prime Contractor, grantee, or recipient (text), Award Type (radio buttons for Individual and Organization), Type of award/assistance (dropdown), and Type of award modification (dropdown).
- Parent Company:** Includes fields for Parent Company (text), Award Number (text), and Company URL (text).
- Location of Proposed Activity:** Includes fields for State (text), Region (text), Country (dropdown), Award Amount (text), Start Date (calendar), and End Date (calendar).
- Purpose of Proposed Award or Assistance:** A large text area for description.
- Organization Proposed to Receive Award or other Assistance:** A section with multiple fields: Name (dropdown), Address Line 1 and 2 (text), City, State, Zip Code, and Country (text/dropdown), Identification Number, Telephone (1), (2), and (3) (text), Fax (1) and (2) (text), and Email (1) and (2) (text).

Figure 35: Create Sub-Award Report Form

A SAR is similar to a PIF but the flow of information differs slightly. A SAR can have one to many awards. Each award has separate award information except that for a given SAR, the parent award is the same and should refresh after the first award is entered for each subsequent award.

Additionally, each award has a single awardee which can be either an individual or an organization. If the the awardee is an organization, there are no key individuals entered.

Each award entered will appear on the grid at the top of the SAR entry page. The form above is for a new SAR so no awards have yet been entered and the grid is empty.

To Add an award, click the ‘Add New Sub-Award’ button in the upper left corner as shown above. After one or more awards have been entered the grid will appear as follows:

Messages My PIFs My SARs Change Password About Contact Us Help Log Off								
Award Edit		Review and Submit						
Add New Sub-Award								
Awardee Name	Award Type	Award Number	Award Amount	Start Date	End Date	Mod Type	Edit	Delete
Arab World for Research and Development (AWRAD)	Formal Contract	9068605948609	\$46,500.00	06-20-2017	06-27-2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Bella Von Mettier	Informal Contract	9457695867	\$36,000.00	06-23-2017	06-30-2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ben Gurian Industries	In-Kind Assistance	3495034985	\$59,233.00	07-20-2017	07-27-2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bonzo Hoverboards	In-Kind Assistance	4589489348	\$43,200.00	06-20-2017	06-27-2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dell Computer Corp	Formal Contract	09579348	\$39,500.00	06-21-2017	06-28-2017		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5 Results per page Records 1 to 5 of 8 Page 1 of 2 [Next »](#)

[Create Sub-award Submission](#)

Figure 36: In-Progress SAR With Several Awards Already Added

Any of the previously entered sub-awards may be edited by clicking the ‘Edit’ link to the right.

9. CREATING A NEW NON-AWARD SUBMISSION

Upon the initial development of “New Non-Award Submission”, users will find no Prime Award field. There is also no start date, end date, award amount or award description text fields. The Awardee Type fields remains because the application needs to present the appropriate field types for entry. In general, much of the same data entry processes explained in sections above for new subaward submissions also applies to new non-award submissions: adding, editing and deleting subawardee organizations, key individuals, and beneficiaries.

To create a New Partner Non-Award Submission:

- Click “New Non-award Submission” Button, and the Portal will redirect User to template “Part 1: Information About Proposed Activities.”

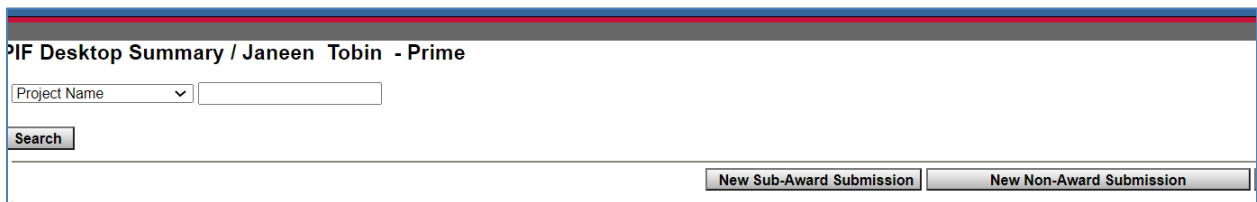


Figure 37: Start “New Non-Award Submission” Button

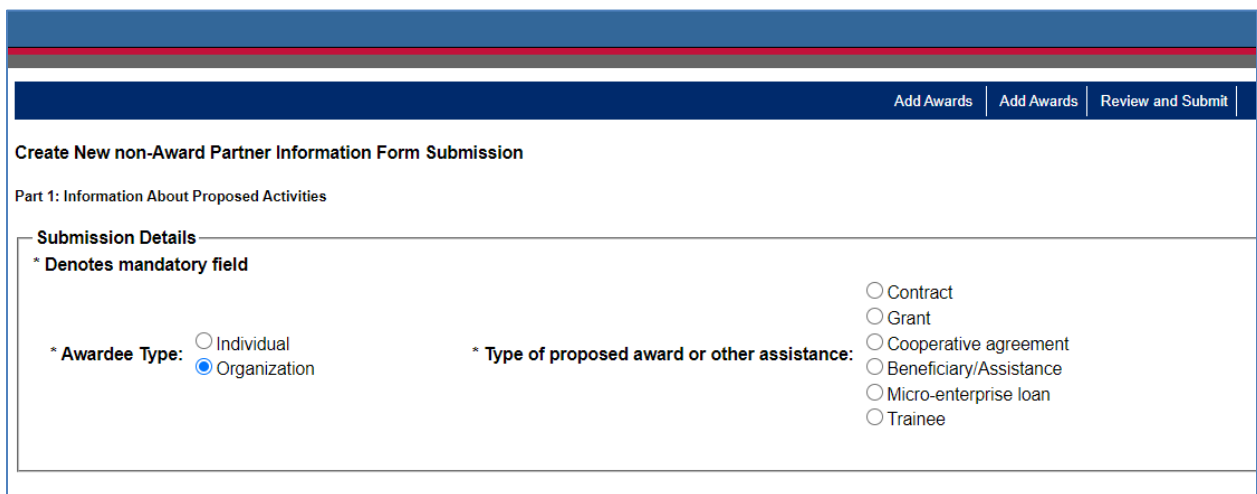


Figure 38: Adding the Information about proposed activities

- Select Awardee Type (Individual or Organization)*
- Select Type of Proposed award or other assistance.* (Contract, Grant, Cooperative Agreement or Beneficiary/Assistance, Micro-enterprise Loan or Trainee)

*Both fields are required.

In the new non-award Submission, the User selects an awardee type and can then enter one to many of either type. There is no limit on how many are allowed to be entered. Once the first entry is made, the following screen will appear:

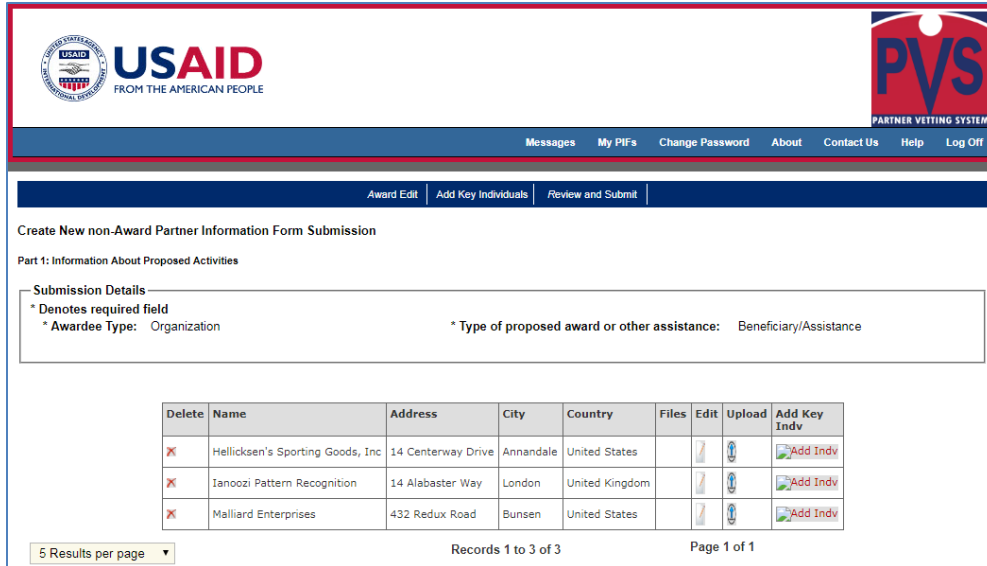


Figure 39: Organization Proposed to Receive Award or Other Assistance

To assign a subawardee organization, follow the usual data entry guidance for new subaward submissions to enter vital data for this subawardee organization, such as Name, address, email, phone number. Complete the above actions with the “Save” button. At this point, you can also add Key Individuals using the icon in the far right column, as circled below.

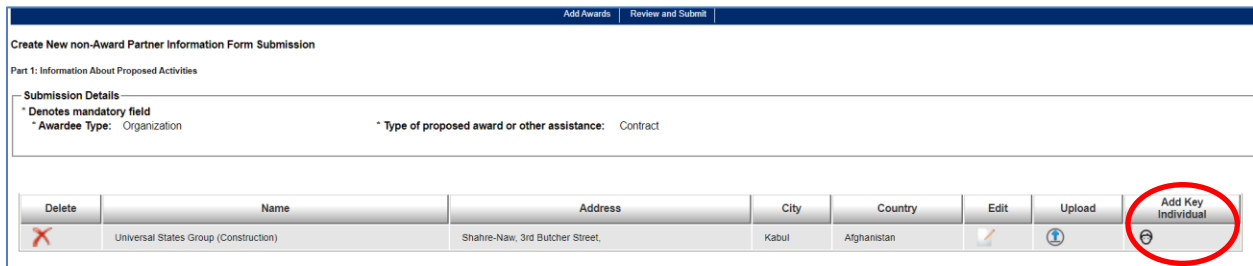


Figure 40: Add Key Individual

9.1.1 Adding Key Individuals to Non-award submissions

The “Add Key individual” fields and form for non-award submissions are identical to those for new subaward submissions. Follow guidance as shown in that section for required fields and data entry.

Select the “Save” button and the user will be taken to the Contractor/Grantee/Recipient Certification page.

10. REVIEW AND SUBMIT A PIF

10.1 Previewing a PIF

Before the PIF submission, the Implementing Partner will have an opportunity to preview the PIF form via a link (preview the PIF form) within the Portal to ensure the accuracy of the information on the form as well as to make any necessary changes. This step is also known as the “CONTRACTOR/GRANTEE/RECIPIENT CERTIFICATION.”

The entered PIF information can be accessed by clicking the “preview the PIF link”. The User will then have “read only” access to any information previously entered and saved into the Portal which can be saved, printed, reviewed and or corrected as necessary.

Note: A user must have the Chief of Party (Authorizing Official) role to be able to submit a PIF. If the submission form contains only a ‘Save’ button and no ‘Submit’ button or a text field to enter a password, the user does not have the required role to submit.

10.2 Review & Print a PIF

To Preview and Print a PIF

From the

Click “Review and Submit” button

Click “Preview the PIF” form link and File Download for Pif_Report.pdf will launch

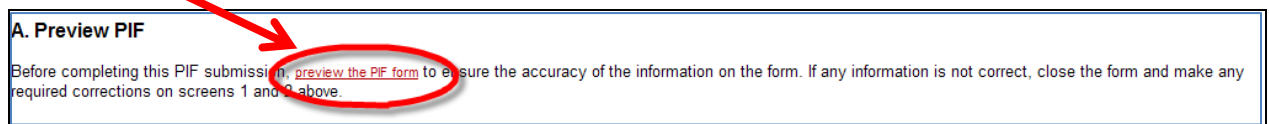


Figure 41: PIF Preview Access to .PDF

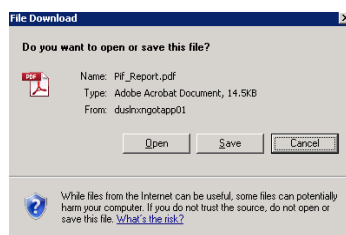


Figure 42: File Dialog

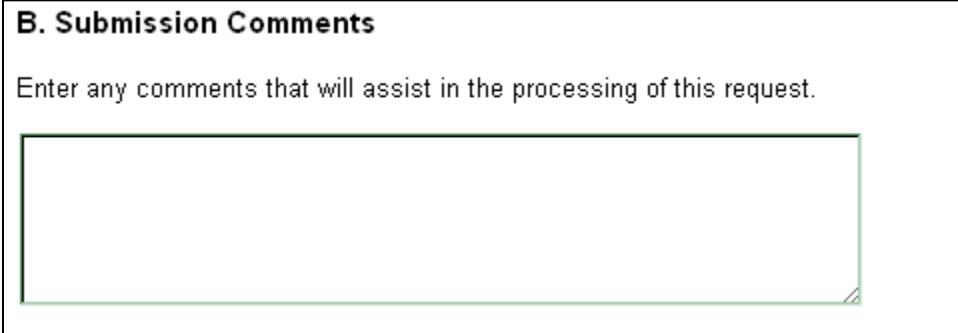
- Click “Open” (or “Save” to the designated drive.) The document will launch (when opened) or will be placed on designated drive when saved.
- Select Print
- Review the PIF and or return to the Portal to make any necessary changes (if applicable)

Note: Only Users that have access to the Portal will be able to preview created PIF's, however, PIF's can be downloaded to the hard-drive and passed along via email to other parties who may be working collaboratively on the project, but are not authorized to enter the data into the Portal.

10.3 Submission Comments

User will enter any Submission Comments that will assist in the processing of the request. This is a text field to enter any comment or information that will assist in the processing of the Vetting request.

10.3.1 Entering Submission Comments



B. Submission Comments

Enter any comments that will assist in the processing of this request.

Figure 43: Submission Comments

10.3.2 Confirming & Saving Certification

To Confirm & Save PIF Certification

☞ **Click** Certification Box

☞ **Verify** Name, Title/Organization and Date

☞ **Click** Save PIF Button

☞ Implementing Partner will receive a PVS Portal Confirmation Thank You notice.

B. Certification

Contractor/Grantee/Recipient certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor/Grantee/Recipient understands that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Please read the statement below and place a checkmark in the checkbox in lieu of a signature.

I certify in submitting this form that I have taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. I understand that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Please check this box only if PIF is complete and ready for submission.

Name: glenn walker
 Title/Organization : Sunil Construction
 Date: 19-Dec-2013

Figure 44: Certification

Please be advised that *PVS does not internally notify the Chief of Party that the PIF* is ready for their review. The Implementing Partner will need to contact the Chief of Party directly via an alternate medium (ex: Email, telephone etc.) that the PIF is ready for concurrence. However, the Implementing partner does have the ability to continue to work on the PIF as long as the PIF has not been “Submitted” by the Chief of Party to the mission/vetting program.

10.4 Section C. Certification

The Chief Of Party (also referred to as the Contractor/Grantee/Recipient) certifies that the PIF form completed by either themselves, or the Implementing Partner has taken reasonable steps (in accordance with sound business practices) to verify the information contained in the PIF form.

Once the PIF is created and saved by the Implementing Partner, and before a PIF can be submitted to USAID, a final checkpoint must be made to ensure that all information submitted has been reviewed and examined thoroughly. This action is can ONLY be performed by the Chief Of Party role.

In addition, once the PIF has been authorized and submitted, no further work can be entered into the PIF. For any changes or Modifications required must involve the responsible VSU to “Reject” the PIF so that further data entry can take place.

10.4.1.1 SUBMITTING A PIF

To Submit a PIF:

- ☛ **Review** PIF
- ☛ **Enter** Submission Comments (Optional)
- ☛ **Click** Certification check boxes (only check the second box if the PIF complete and ready for submission).
- ☛ **Verify** Name, Title/Organization and Date
- ☛ **Enter** PVS PORTAL password (User must use the same Password they used to gain access into the Portal)
- ☛ **Click** Submit PIF Button

↳ User receives confirmation

A notice via email will be sent to the assigned/responsible VSU that a PIF has been submitted for further Vetting consideration.

10.4.1.2 NOTIFICATION AND REJECTION OF A PIF

Notification via email will be sent to the assigned/responsible VSU that a PIF has been submitted for further Vetting consideration. In addition, If the PIF is “Rejected” (meaning further information is required or for another reason), the Chief of Party will receive email notification with Justification as to why the PIF was returned. The PIF (when selected) in the Portal will also display the justification.

Furthermore, the Status of the PIF (from the PIF Summary page) will be changed in the Portal from “Submitted” to “Rejected”. Based on the reason for the rejection; the Chief of Party will be required to review the information submitted, make (or delegate) requested changes, and resubmit (if applicable).

Contractor/Grantee/Recipient Certification

A. Submission Comments

Enter any comments that will assist in the processing of this request.

Please be sure to contact the Service Providers to notify them that this process is moving forward with the Government. Thank You. Please contact the Task Lead at 123-456-7890

B. Certification

Contractor/Grantee/Recipient certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor/Grantee/Recipient understands that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Please read the statement below and place a checkmark in the checkbox in lieu of a signature.

I certify in submitting this form that I have taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. I understand that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Please check this box only if PIF is complete and ready for submission.

Name: Pegues Keisha
Title/Organization : ABC Company
Date: 23-Dec-2013

Please enter password

Figure 45: Submit PIF (Chief of Party Only)

11. DIRECT VETTING

Starting with version 3.0.2 of the PVS Portal, direct vetting will be supported. In order to understand direct vetting, each user, going forward will have a user type. This user type will be provided by PVS when the NGO Portal user is initially set up.

All users will be one of two types:

- Prime User
- Sub-Awardee User

The PIF desktop for a prime user will look like the screen below. Notice the prime designation after the user’s name under the USAID banner.

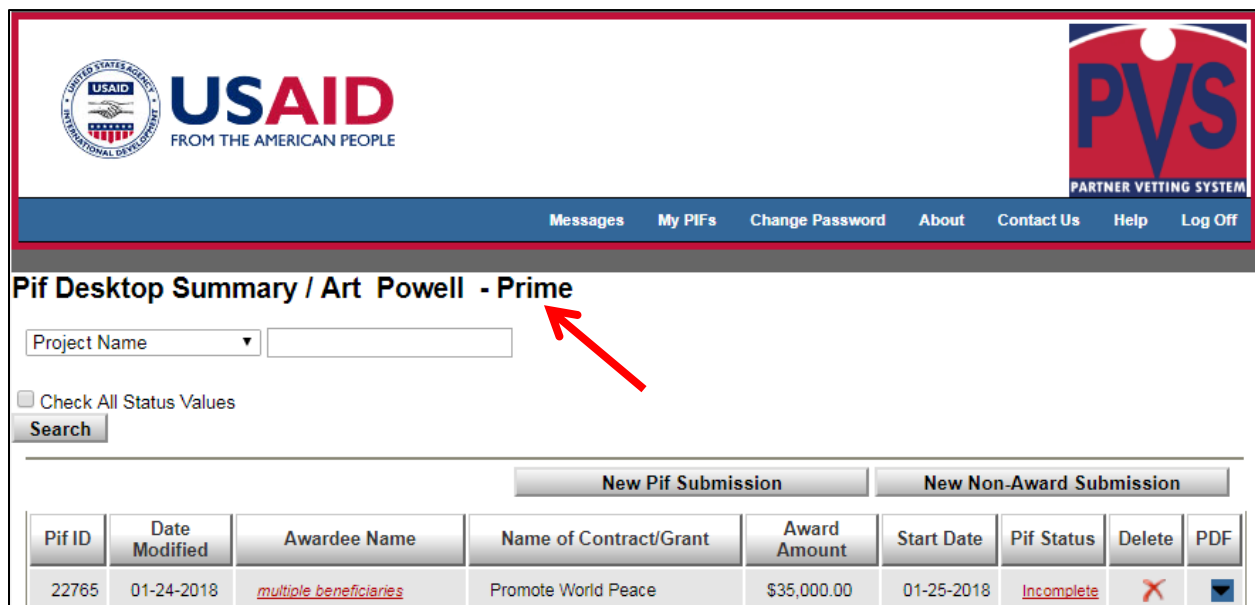


Figure 46: PIF Desktop for a Prime User

The PIF desktop for a sub-awardee user will look like the screen below. Notice the prime designation after the user’s name under the USAID banner.

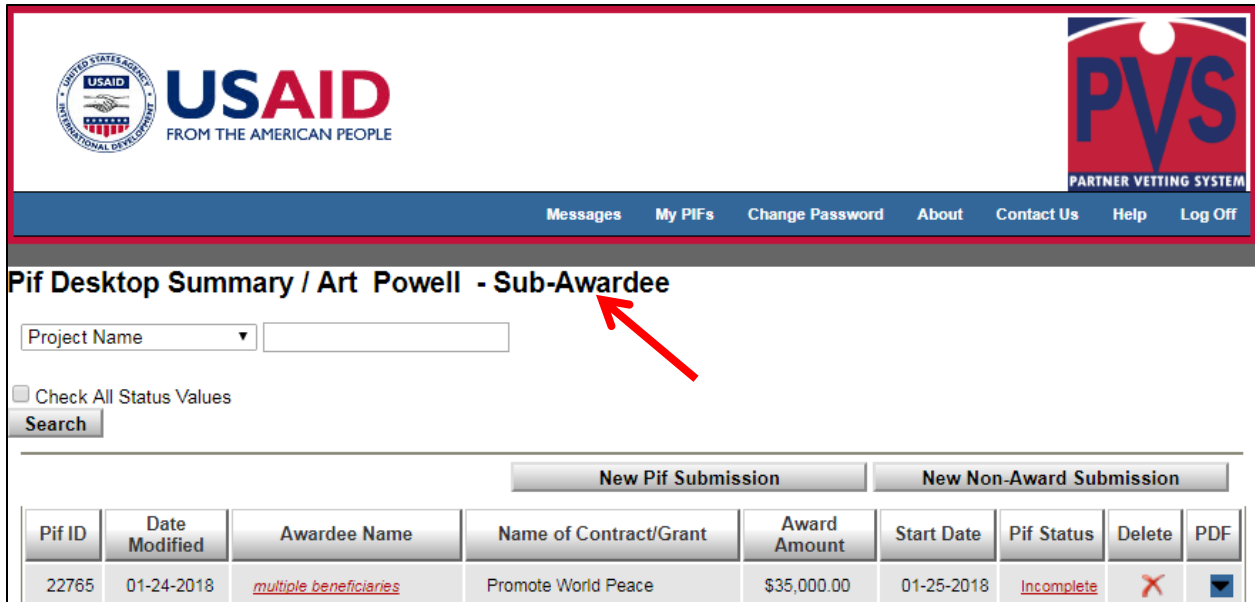


Figure 47: PIF Desktop for a Sub-Awardee User

Prior to the addition of direct vetting, all users were considered prime users. Going forward, it will be possible for PVS users to set up Portal users that are of type sub-awardee.

Everything will work exactly as before except that any sub-awardees certifying a PIF will cause the status of the PIF to change from incomplete or rejected to ‘Ready for Prime Certification’. These PIFs will now show on the desktop as ‘Prime Ready’. For users of type Sub-Awardee, this pif will appear on the desktop but will not be editable by users of type Sub-Awardee.

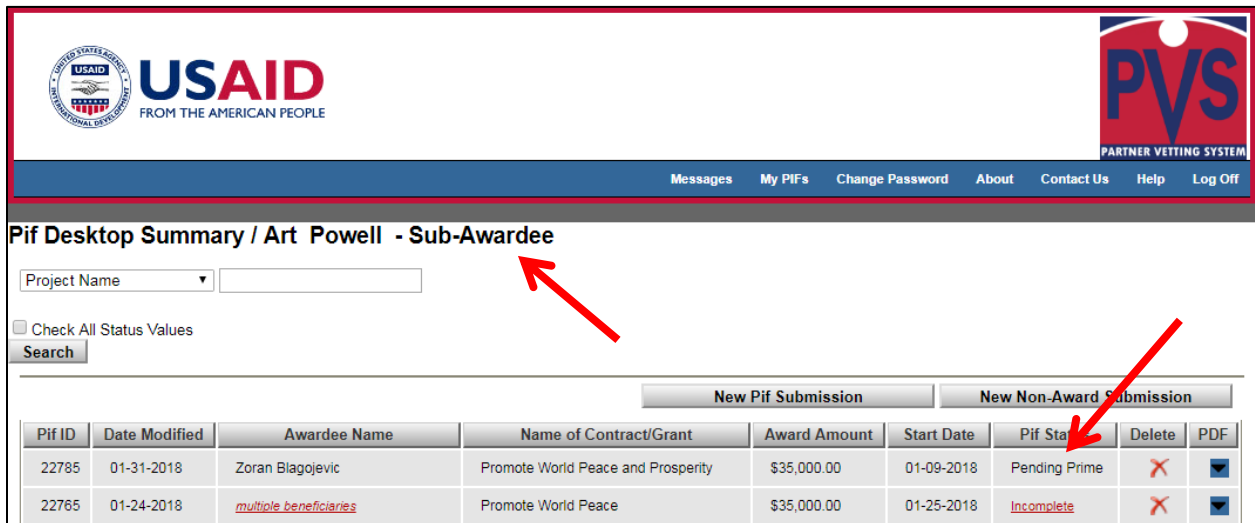


Figure 48: PIF Desktop showing Sub-Awardee user with a Sub-Awardee Submitted PIF with Uneditable Link

Prior to this, any certification would change the status to ‘Submitted’ and the PIF would have no

longer appeared on the desktop by default. The submitted PIF could be viewed (but not edited) by searching on the submitted status.

Any user of type sub-awardee who submits a PIF to make it ready for prime certification will require COP status to do so, just as it is with prime users.

Any PIF in the 'Prime Ready' status will require that a COP of user type prime will also have to follow up with their own certification of the PIF which will then change the status to 'Submitted' and drop it from the desktop for all user types.

A prime user logging into the desktop will see the 'Prime Pending' status as an editable link. See below:

Pif Desktop Summary / Art Powell - Prime

Project Name

Check All Status Values

New Pif Submission						New Non-Award Submission		
Pif ID	Date Modified	Awardee Name	Name of Contract/Grant	Award Amount	Start Date	Pif Status	Delete	PDF
22785	01-31-2018	Zoran Blagojevic	Promote World Peace and Prosperity	\$35,000.00	01-09-2018	Pending Prime	<input type="checkbox"/>	<input type="checkbox"/>
22765	01-24-2018	<i>multiple beneficiaries</i>	Promote World Peace	\$35,000.00	01-25-2018	Incomplete	<input type="checkbox"/>	<input type="checkbox"/>

Figure 49: PIF Desktop showing a PrimeUser User with Editable Link to Sub-Awardee Submitted PIF

A prime user clicking on the ‘Pending Prime’ link above will be taken to the award page and will have full editing capabilities, if needed, before submitting the Sub-Awardee approved PIF.

Any comments added by the Sub-Awardee submitter will still appear on the submission page will still be visible. The prime submitter can keep, delete or append to these comments as needed.

12. REVIEW AND SUBMIT A SAR

Contractor/Grantee/Recipient Certification

A. Preview SAR
 Before completing this PIF submission, [preview the SAR form](#) to ensure the accuracy of the information on the form. If any information is not correct, close the form and make any required corrections on screens 1 and 2 above.

B. Submission Comments
 Enter any comments that will assist in the processing of this request.

C. Certification
 Contractor/Grantee/Recipient certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor/Grantee/Recipient understands that the U.S. Government may rely on the accuracy of such information in processing this vetting request.
 Please read the statement below and place a checkmark in the checkbox in lieu of a signature.

The information contained in this report is complete and accurate to the best of my knowledge.

The mandatory Provisions were signed and Anti-Terrorism Certification (ATC) were obtained as required by USAID.

- Prohibition Against Support of Terrorism
- Restriction on Facility Names
- Prohibition Against Cash Assistance to the PA.

Name: Art Powell
 Title/Organization : DAI-EGP
 Date: 03-Aug-2017

Please enter password

© Copyright 2012

Figure 50: PIF Submission Page (identical for Sub-Awardee and Prime Submitters)

12.1 Submission Comments

User will enter any Submission Comments that will assist in the processing of the request. This is a text field to enter any comment or information that will assist in the processing of the Vetting request.

Entering Submission Comments

B. Submission Comments

Enter any comments that will assist in the processing of this request.

Figure 51: Submission Comments

Confirming & Saving Certification

To Confirm & Save SAR Certification:

- Click Certification Box
- Verify Name, Title/Organization and Date
- Click the “Save SAR” Button; the Implementing Partner will receive a “PVS Portal Confirmation/Thank You” notice.

C. Certification

Contractor/Grantee/Recipient certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor/Grantee/Recipient understands that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Please read the statement below and place a checkmark in the checkbox in lieu of a signature.

The information contained in this report is complete and accurate to the best of my knowledge.

The mandatory Provisions were signed and Anti-Terrorism Certification (ATC) were obtained as required by USAID.

- Prohibition Against Support of Terrorism
- Restriction on Facility Names
- Prohibition Against Cash Assistance to the PA.

Figure 52: Certification

Please be advised that **PVS does not internally notify the Chief of Party that the SAR** is ready for their review. The Implementing Partner will need to contact the Chief of Party directly via an alternate medium (ex: Email, telephone etc.) that the SAR is ready for concurrence. However, the Implementing partner does have the ability to continue to work on the SAR as long as the SAR has not been “Submitted” by the Chief of Party to the VSU/mission/Bureau of USAID.

12.2 Certification

The Chief Of Party (also referred to as the Contractor/Grantee/Recipient) certifies that the PIF form completed by either themselves, or the Implementing Partner has taken reasonable steps (in accordance with sound business practices) to verify the information contained in the PIF form.

Once the PIF is created and saved by the Implementing Partner, and before a PIF can be submitted to USAID, a final checkpoint must be made to ensure that all information submitted has been reviewed and examined thoroughly. This action is can ONLY be performed by the Chief Of Party role.

In addition, once the PIF has been authorized and submitted, no further work can be entered into the PIF. For any changes or Modifications required must involve the responsible VSU to “Reject” the PIF so that further data entry can take place.

12.2.1 Submitting a SAR

To Submit a PIF:

- Enter Submission Comments (Optional)
- Click Certification check boxes (only check the second box if the SAR complete and ready for submission).
- Verify Name, Title/Organization and Date
- Enter PVS PORTAL password (User must use the same Password they used to gain access into the Portal)

- Click Submit SAR Button and the user receives confirmation

A notice via email will be sent to the assigned/responsible VSU that a PIF has been submitted for further Vetting consideration.

12.2.2 Notification and Rejection of a SAR

Notification via email will be sent to the assigned/responsible VSU that a PIF has been submitted for further Vetting consideration. In addition, if the SAR is “Rejected” (meaning further information is required or for another reason), the Chief of Party will receive email notification with Justification as to why the SAR was returned. The SAR (when selected) in the Portal will also display the justification.

Furthermore, the Status of the SAR (from the SAR Summary page) will be changed in the Portal from “Submitted” to “Rejected”. Based on the reason for the rejection; the Chief of Party will be required to review the information submitted, make (or delegate) requested changes, and resubmit (if applicable).

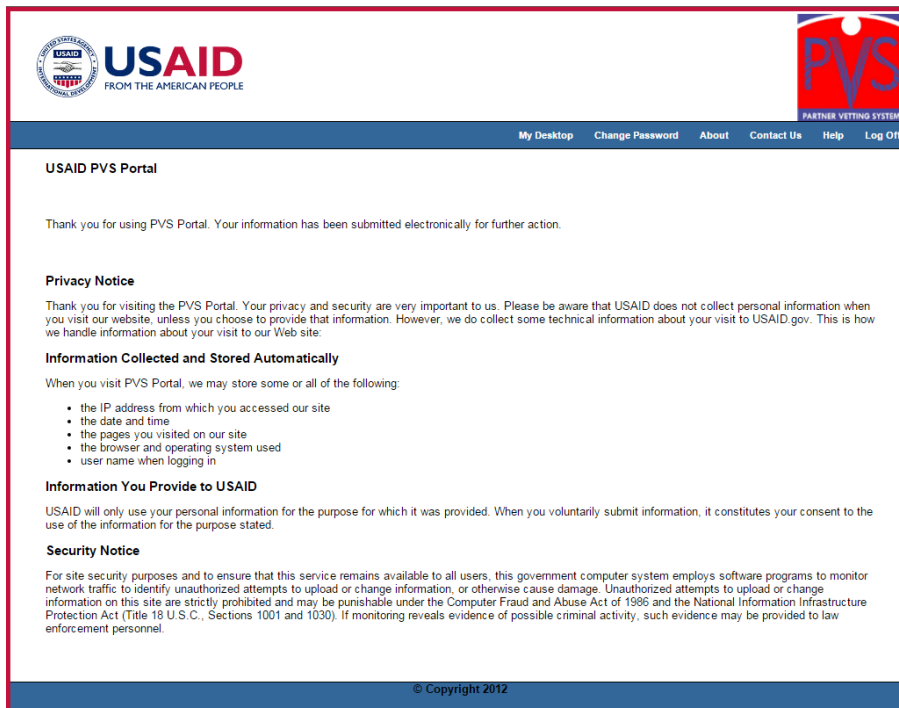


Figure 53: PIF Portal User Confirmation

13. REVIEW AND SUBMIT A NON-AWARD SUBMISSION

What a user sees upon entering this page depends upon whether or not the user is a chief of party (COP) for this PIF. This classification is set by the PVS user for each specific prime award awarded to the user's company. If the user is a COP, the user will be able to certify/submit the PIF. If the user is not a COP, that user will only be able to save the PIF. It should be noted here that saving will only update the submission comments and the PIF modification date and user. All preceding information will have already been saved prior to entry to this page.

13.1 Submission Comments

Both COP users and non-COP users are able to enter/update submission comments. Users will enter any Submission Comments that will assist in the processing of the request. This is a text field to enter any comment or information that will assist in the processing of the Vetting request.

Entering Submission Comments

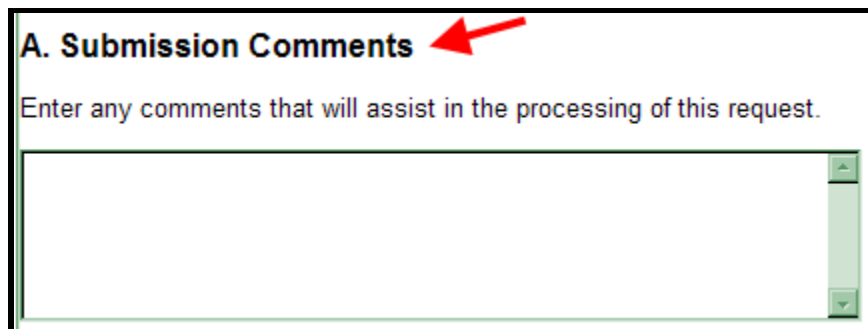


Figure 54: Submission Comments

13.2 Certification (Implementing Partner)

Before the PIF can be saved or certified, a checkmark must be placed in the Certification Box, thereby acknowledging that the Implementing Partner has taken reasonable steps (in accordance with sound business practices) to verify the information contained in the form. All Users are to fully understand that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Confirming & Saving Certification

To confirm & save Non-Award Certification

- Click Certification Box
- Verify Name, Title/Organization and Date
- Click “Save PIF” Button, then the implementing Partner will receive a PVS Portal Confirmation “Thank You” notice.

Contractor/Grantee/Recipient Certification

A. Submission Comments

Enter any comments that will assist in the processing of this request.

Enter Comments Here

B. Certification

Contractor/Grantee/Recipient certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor/Grantee/Recipient understands that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Please read the statement below and place a checkmark in the checkbox in lieu of a signature.

I certify in submitting this form that I have taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. I understand that the U.S. Government may rely on the accuracy of such information in processing this vetting request.

Name: Regular User
Title/Organization : ABC Company
Date: 03-Jan-2014

Save PIF Cancel

Figure 55: Certification

Once the “Save PIF” button is clicked, the data has been successfully retained and the Implementing Partner will receive a Portal confirmation and Thank You notice!

Please be advised the Implementing partner does have the ability to continue to work on the Non-Award PIF as long as the Non-Award PIF.

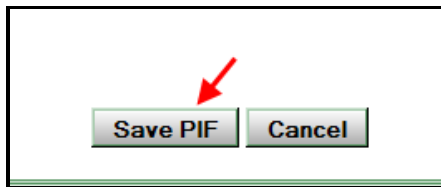


Figure 56: Save PIF

14. PVS PIF/SAR STATUS

There are four (4) distinct PVS Statuses which provide the Portal User with status en route to Award. Please note that any status displayed on the PIF/SAR Desktop **ONLY** applies to the Partner Information Form, NOT the Vetting status of the Award/Grant with USAID.

1. Submitted

- The PIF/SAR has been certified by the Chief of Party. Notification will be sent to the assigned VSU via an external medium (outside of the Portal).

2. Incomplete

- The PIF/SAR is still a work in progress (Saved only) and the Chief of Party has not certified nor sent the PIF/SAR to the PVS Vetting Officials via the Portal.

3. Rejected

- The PIF/SAR has been returned to the Portal for further information and or justification as to why the PIF will not be moving forward in the vetting process at this time. Users will then have a chance to make necessary changes, and or have the Chief of Party to resubmit, and or delete the RAI in its entirety. In addition, once a PIF is returned by the PVS Officials, notification is sent via email.

4. Completed

- The PIF has been Approved (the PIF only, not the Vetting status of the award/grant by USAID) by the Vetting Unit. In addition, the submitted PIF will continue moving forward in the Vetting process. Once a PIF is deemed Completed by the PVS Officials, notification will be sent via email to the Chief of Party.

5. Prime Ready

- The PIF has been Approved (the PIF only, not the Vetting status of the award/grant by USAID) by the sub-awardee Vetting Unit. The PIF must first be approved by a prime vetting agent before the PIF will continue moving forward in the Vetting process.

PIF ID	Date Modified	Awardee Name	Name of Contract/Grant	Award Amount	Start Date	PIF Status	Delete	PDF
6526	12-18-2013	Best Buy	Security Risk	\$20,000.00	12-18-2013	INCOMPLETE	X	PDF
6361	09-23-2013	Microsoft Ukraine	JOKE	\$2,000.00	09-17-2013	INCOMPLETE	X	PDF
6321	09-06-2013	Microsoft Ukraine	Bridge Construction	\$33,930.00	09-03-2013	INCOMPLETE	X	PDF
5923	03-06-2013	Microsoft Ukraine	Building schools	\$200,000.00	03-06-2013	REJECTED	X	PDF

* PDF display is not currently available for Non-Award PIF Submissions

10 Results per page Records 1 to 4 of 4 Page 1 of 1

Figure 57: PIF Status (Sample)

15. SECURE MESSAGING

Secure messages that do not rely on Internet email can be sent between Portal and PVS users. Messages can be added, viewed and deleted.

15.1 Adding messages

The secure messaging functions can be accessed from anywhere in the application where user credentials have been entered. The heading menu shows ‘Messages’ on the left side:



Figure 58: Accessing Secure Messaging

Clicking the messages link takes the user to the following screen.

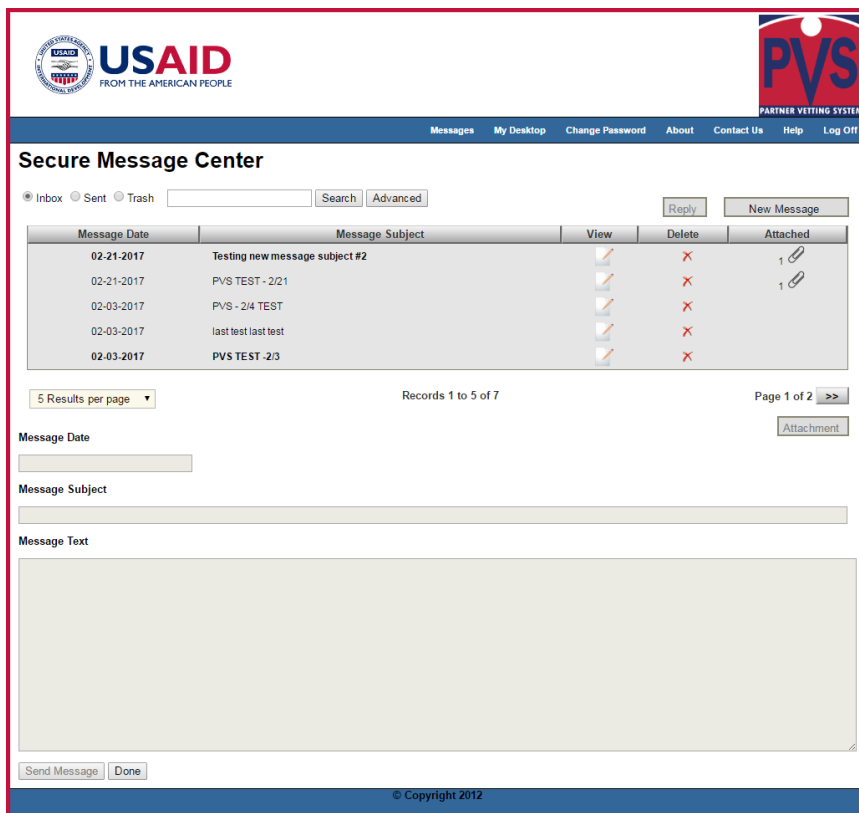


Figure 59: Secure Messaging Center

On this screen, the user will see any messages sent to their company. Messages that have not yet been read (view icon clicked) will appear in bold font. If the View icon is clicked in the grid, it

will show the selected message in the windows below as such. This message is read-only since it has already been sent.

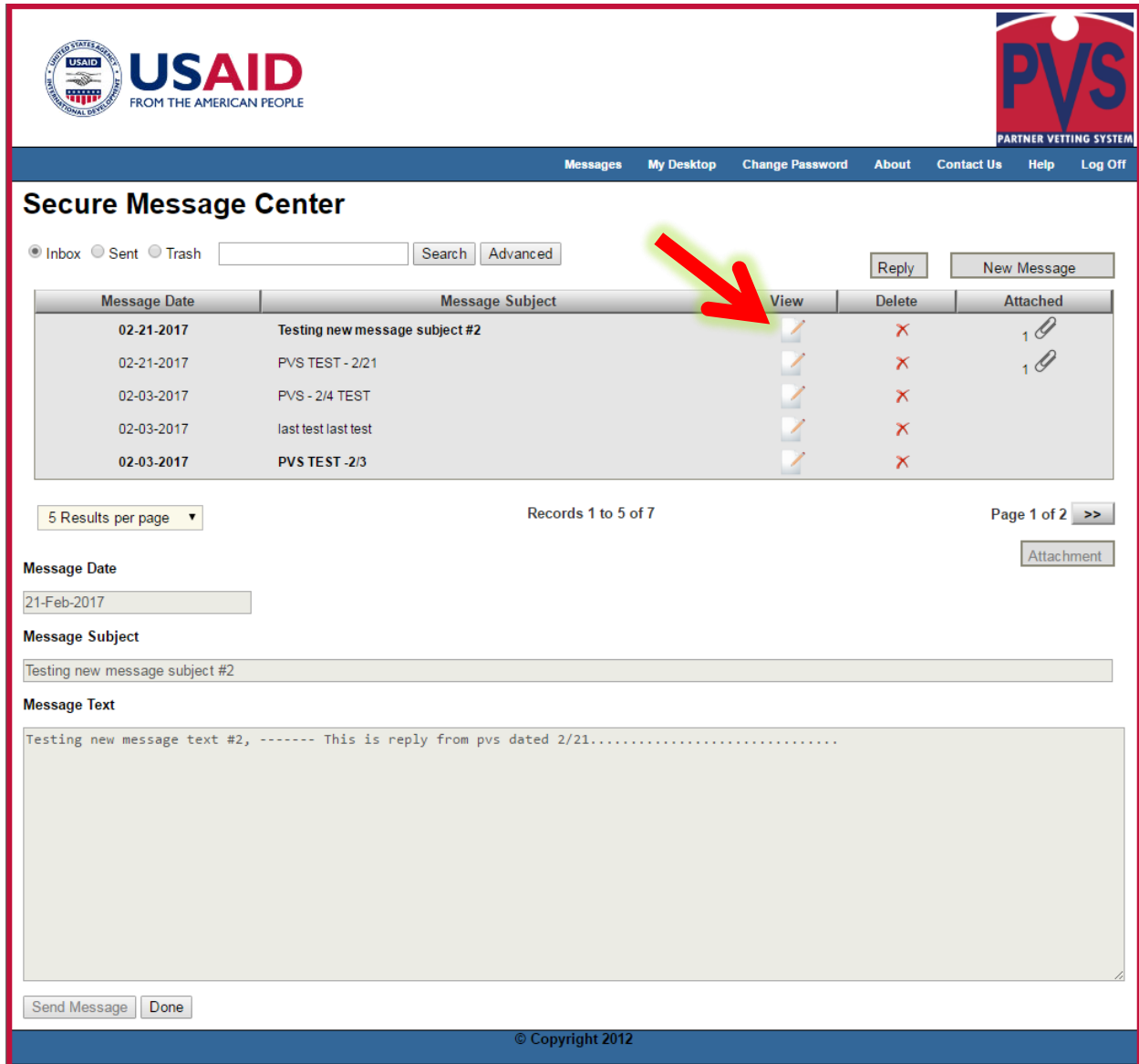


Figure 60: To View and Existing Message

Clicking the 'New Message' button in the upper right will clear the subject and body text fields, populate the date with the current date and place the cursor in the subject field.

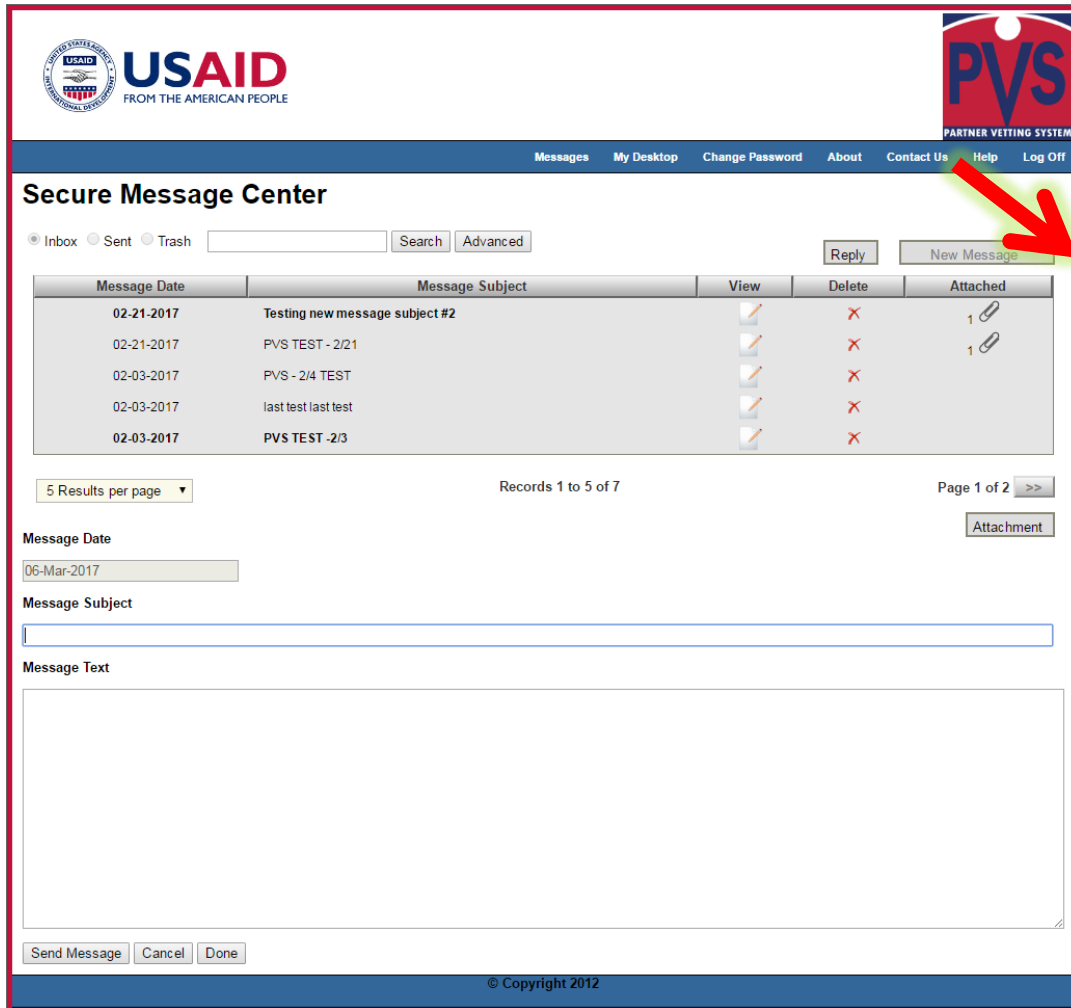


Figure 61: Preparing a New Message

Click the ‘Send Message’ button in the lower right to “deliver” the message to the other folks in the mission. Additionally, during any point in the message creation process, the user can add an attachment. Attachments look a lot like file uploads. If the ‘Attachment’ button is clicked, the following screen appears:

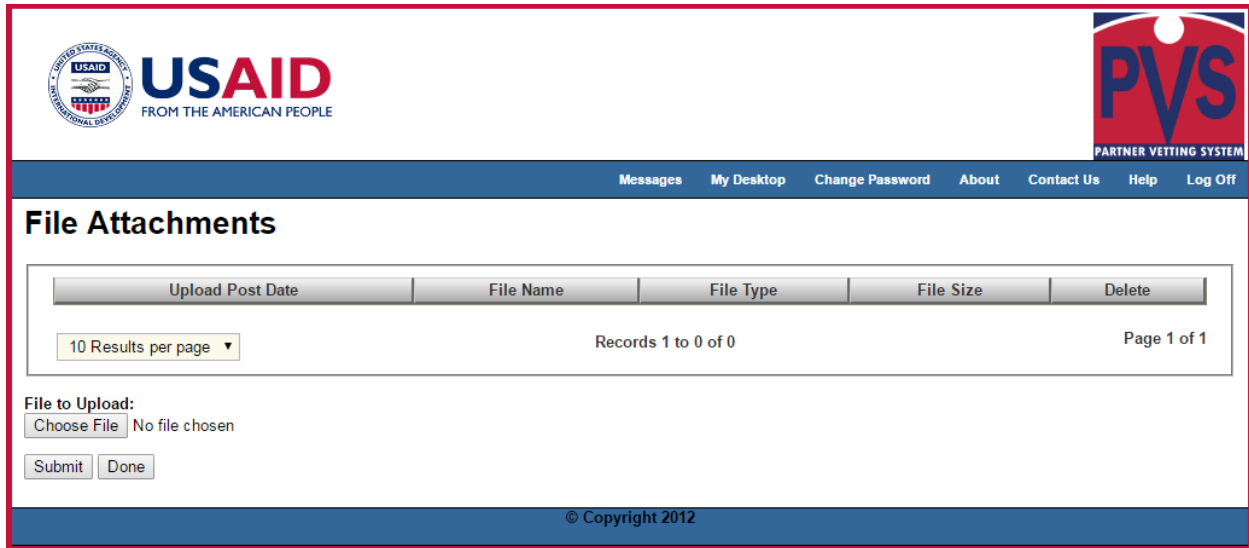


Figure 62: File Attachments screen

After attachments are added, the ‘Done’ button is clicked and that returns the users to the message being composed in its current state. The message will not be sent until the ‘Send Message’ button is clicked. Click ‘Done’ to return to where you clicked “Messages”.

16. PORTAL ASSISTANCE

PVS Portal offers assistance and Help resources within the Portal:

Contact Us

- Provides the Portal User with a Point of Contact; and the corresponding email address in which to contact the Portal officials directly. This button will be used if the User has forgotten their User Name or require a Password Reset.

Help

- Launches the Portal User Manual to provide technical documentation and assistance to the Implementing Partners as well as the Chief Of Party using the system.
- Contact your Mission or Point of Contact (POC) for further guidance.

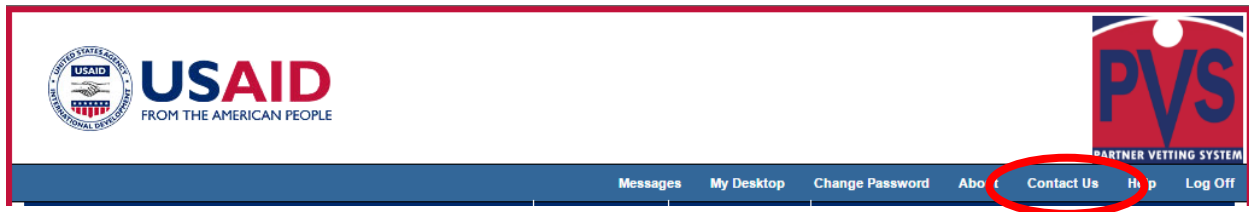


Figure 63: Portal Assistance

APPENDIX A: ACRONYMS AND ABBREVIATIONS

Acronym	Term
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CTO	Cognizant Technical Officer
PIF	Partner Information Form
POC	Point of Contact
PSC	Personal Services Contractor
PVS	Partner Vetting System
SBU	Sensitive But Unclassified
USAID	U.S. Agency for International Development
VO	Vetting Officer
USD	U.S. Dollars