
**CAM NOTICE 02-01
October 1, 2002**

**Commerce Acquisition Manual
CAM Notice 02-01**

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2. *File in:* CAM Part 13, Section 4, 1304.6
3. *Replacement Page:* Replace pages 7-65 with the attached pages 7-65
4. *Effective:* October 1, 2002
5. *Applicability:* All Departmental Offices
6. *Supersedes:* CAM 1304.6, effective October 1, 2001, in its entirety
7. *Summary of Changes:* This amendment incorporates changes based on the Federal Procurement Data System (FPDS) Reporting Manual, Amendment 8, and effective Fiscal Year 2003.

Christine Makris
Director
Commerce Acquisition Performance,
Policy and Support

**DEPARTMENT OF COMMERCE FEDERAL PROCUREMENT DATA SYSTEM
REPORTING PROCEDURES**

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1 General Reporting Requirements

Introduction/Scope

The Office of Federal Procurement Policy Act, as amended, 41 U.S.C. 401 et. Seq., requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System (FPDS) for collecting, developing, and disseminating procurement data to the Congress, the Executive branch, and the private sector. The Federal Procurement Data Center (FPDC) operates the FPDS and is located in the General Services Administration (GSA- executive agent for the Administrator).

Executive departments and agencies are responsible for collecting and reporting procurement data to the FPDC. The data are used to measure and assess the impact of Federal procurement on the nation's economy, the extent to which small business firms and small disadvantaged business firms are sharing in Federal procurement, the impact of full and open competition in the acquisition process, and other procurement policy purposes.

The Department of Commerce is an executive agency required to report procurement data to the FPDC on a quarterly basis. Currently, the Department uses several small purchasing systems to generate summary procurement data for transactions anticipated to have a life cycle cost of less than \$25,000 and a centralized Commerce Procurement Data System (CPDS) for reporting transactions anticipated to have a life cycle cost exceeding \$25,000. The Department will use the Standard Form 279 (SF-279), Individual Contract Action Report (ICAR) for transactions whose life cycle costs are anticipated to exceed \$25,000 and the Standard Form 281 (SF-281), Summary Contract Action Report (SCAR) for transactions whose life cycle cost is not expected to exceed \$25,000

This procedures manual duplicates the instructions provided in the Federal Procurement Data System (FPDS) Reporting Manual current through Amendment 8, dated August 15, 2002. Updates to this manual will be made as supplements to reporting requirements are issued by the FPDC.

The procedures in this manual are to be used by all Department of Commerce acquisition professionals. Questions and suggestions concerning these instructions should be directed to the Office of Acquisition Management, Commerce Acquisition Systems Division and Acquisition Programs and Policy Division.

Applicability/Responsibility

Within the Office of Acquisition Management, the Acquisition Systems and Acquisition Programs and Policy Divisions are responsible for the development of policy and training related to data input and use of the CPDS and Commerce Standard Acquisition and Reporting System (CSTARS). CSTARS is an enterprise-wide automated procurement system, currently in production at the National Institute of Standards and Technology (NIST), and the Office of the Secretary and its affiliate contracting offices (Acquisition Services, Office of Administrative Services, COMMITS, Office of Security, and the Office of the Inspector General), the National Oceanic and Atmospheric Administration (NOAA), the Bureau of the Census. The Commerce Acquisition Systems Division is responsible for providing mechanisms, facilities and resources to collect, process, maintain and disseminate the Department's procurement data including reporting under the FPDS.

Each Department procurement office is responsible for submitting timely and accurate data into the CPDS and to the Office of Small and Disadvantaged Business Utilization in accordance with this manual. Offices are also responsible for correcting any records submitted in error to the systems. The Commerce Acquisition Systems Division will notify procurement offices of any record errors.

General Reporting Requirements

The Department is required to report unclassified information on all contract actions for obligations/deobligations of appropriated funds and other data as follows:

- Contract actions for awards (contracts, delivery orders, orders against basic ordering agreements, orders against blanket purchase agreements, etc.) with an anticipated award value (estimated life cycle cost) **over \$25,000, including modifications to those awards regardless of dollar amount**, on an ICAR or SF-279.
- Contract actions for awards (contracts, simplified acquisitions, delivery orders, orders against basic ordering agreements or blanket purchase agreements, etc.) with an anticipated award value of **\$25,000 or less, including modifications to those awards**, on a SCAR or SF-281.

Note: Once an action has been reported on an SF-281, it continues to be reported on an SF-281. Once an action has been reported on an SF-279, it is always reported on an SF-279. *You must not report an action on both the SF-281 report and on an SF-279.*

1.1.1 What to Report:

Report all actions:

- With appropriated funds;
- With stock and replenishable revolving funds;
- With no funds, e.g., indefinite delivery contracts (IDC), basic ordering agreements (BOAs), administrative changes, and no-cost time extensions;
- With appropriated funds transferred from one executive agency to another where the servicing agency contracts for the supplies or services;
- For all real property both leased and purchased;
- For construction, alteration or maintenance of real property;
- For services, including research and development;
- For supplies and equipment;
- 8(a) Contract Award;
- Javits Wagner O'Day (JWOD) Nonprofit Agency (formerly referred to as Sheltered Workshop awards);
- Telecommunications from regulated carriers; and
- Federal Prison Industries (UNICOR) awards.

1.1.2 What Not to Report:

Do not report any actions that are:

- Procurement transactions with an award date of five (5) years earlier than the current fiscal year;
- Training authorizations (SF-182), imprest fund, SF 44 purchases, and micro-purchases obtained through the use of the government purchase card;
- Assistance actions, such as grants, cooperative agreements, subsidies, and contributions;
- Interagency agreements that are not handled as contract actions, such as Memorandums of Understanding and Reimbursable Agreements;
- Government Bills of Lading (GBLs) or Transportation Requests (GTRs);
- FEDSTRIP or MILSTRIP requisitions;
- Actions involving transfer of supplies within and among agencies and subagencies;
- Orders from GSA Stock and GSA Consolidated Purchase Program;
- Actions for petroleum or petroleum products ordered against a Defense Logistics Agency (DLA) Indefinite Delivery Contract; and

- Actions using predominantly non-appropriated funds, except all contract actions made with funds held in trust accounts for foreign governments or procurements for foreign governments regardless of the nature of the funds. (The term foreign government includes international organizations.)

1.1.3 When to Report:

All contract actions shall be entered into the automated CPDS within 7 workdays of the effective date of the action. All data for a fiscal quarter must be entered into CPDS no later than 15 days beyond the end of the quarter. The Department of Commerce is required to transmit a data report to the FPDC on a quarterly basis.

Summary Contract Action Reports (SCARs) or SF-281 which records information on all procurement actions under \$25,000, must be filed with the Office of Small Disadvantaged Business Utilization (OSDBU) within fifteen (15) calendar days at the end of the quarter (January 15, April 15, July 15, and October 15). Procurement offices may use automated procurement systems to compile the data for submission, or the data may be compiled manually.

Procurement offices which have delegated procurement authority to field offices under their jurisdiction should send a separate SF-281 reports to the OSDBU for their immediate office, each field office, and a combined report for their office and all affiliated field offices under their jurisdiction. Each report should be clearly labeled to reflect the office(s) submitting the data, and signed by a management official in that office, as well as a telephone number in case the OSDBU has any questions regarding the report submission(s).

2 Individual Contract Action Report (ICAR) (Actions over \$25,000)

2.1 Standard Form 279, Individual Contract Action Report

As previously stated, effective October 1, 2002 the Department of Commerce will use the SF-279 to record information on procurement actions of over \$25,000, as prescribed by the Federal Procurement Data System (FPDS). The current version of the SF-279 is dated August 15, 2002. The form is posted on the FPDS website at <http://www.fpsc.gov/fpsc/FY2003RM.htm>

The instructions for each item are contained in this manual and will indicate valid entries for each item. Blank may be a valid entry. The instructions provided herein will indicate when and under what circumstances blank is a valid entry.

In most acquisition offices, the contract specialist fills out the SF-279 form using CSTARTS or a data entry clerk enters the information on the form into the CPDS using the **i u2003** program for data entry under the database called cpds01.

The **i u2** procedure has been updated for FY2003 entries in the cpds01 database. The **i u2002** procedure is available for late entry of FY2002 transactions in the cpds01 database.

If the entries on the form conform to the edit specifications in this manual, the information can be entered into the CPDS without any problem. If the data entry clerk cannot enter the data on the SF-279 form because it will not pass the edit checks in the CPDS, the clerk should mark the item(s) that reject, record the error message, and return the form to the contract specialist for correction(s). To assist data personnel in distinguishing between a zero and the letter "O", contract specialists are encouraged to write zeros with a slash overstrike when completing the ICAR form.

Data entry clerks should not make any changes to data on the form just to get the entry into CPDS. A contracting officer who certifies that the data is accurate signs the SF-279. The contracting officer is responsible for any changes to the entries on the form and the validity of the data regarding that transaction in the CPDS database.

The CPDS controls on the first nine items on the SF-279; which means that once these items have been entered into the CPDS, no changes can be made to them. They are the control fields of the record, therefore, if one of those items is in error, the entire entry must be deleted from the CPDS and re-entered correctly. Deletions can be made using the i u2003 program in cpds01.

Changes may be made to other items on the form after the action has been entered into the CPDS by retrieving it from the system and making a correcting entry. Correcting entries are made using the i u2003 program in cpds01. The original record must be retrieved using identical information as keyed originally in the control fields (first data entry screen), except that the type of data entry (Item 7 on the ICAR) must be coded as C. As stated above, an error in the control fields cannot be changed through a correcting entry.

After the data on the SF-279 has been entered into the CPDS, the form should be filed in the contract file. The CPDS program includes a report that will produce a copy of the record entered for verification. This report is run in CPDS. The procedure i print-sel-contract can be used to print the entire transaction record vertically, however, only one record can be queried at a time. For audit purposes, it is recommended that a copy of this report be included in the contract file. Your Contracting Office Procurement Systems Administrator will have a listing of the verification report name that is run in the CPDS.

2.2. Instructions For Reporting On The Individual Contract Action Report (ICAR)

Item 1. REPORTING AGENCY

Report the appropriate four (4) digit agency or subagency identification code from Federal Information Processing Standards (FIPS) Publication 95 (FIPS 95).

All Commerce agencies begin with 13, and are defined in FIPS Pub 95-2. A cross-reference table to the bureau codes is provided under Exhibit E.

Item 2. CONTRACT NUMBER

Report the contract or purchase order number. If this action is an order against a federal schedule contract or an indefinite delivery contract, report the contract number in this item and report the order number in Item 4. If this action is an order under a basic ordering agreement, report the basic ordering agreement number in this item and report the order number in Item 4. When reporting contracts placed under Section 8(a) of the Small Business Act, report the contract number assigned by the reporting agency in this item rather than the number assigned by the Small Business Administration (SBA).

Document numbering structure will vary according to the agency and system utilized for its generation. Please refer to Exhibit C for a listing of sample Department of Commerce contract number formats.

Refer to Exhibit F for valid GSA Federal Schedule contract numbering formats. Should the GSA contract number differ from the format provided in Exhibit F, the order is considered to be an award under a Government Wide Agency Contract (GWAC) and the Kind of Contract Action (Item 9) should be coded as E or L. To see a listing of valid GSA Contract numbers see <http://www.fss.gsa.gov>, then select the "schedules" link. GSA Public Utility contracts can be found at <http://www.gsa.gov/pbs/xu/contracts1.htm>

Item 3. MODIFICATION NUMBER

When reporting modifications to contracts or orders, report the modification number assigned by the reporting contracting office up to 6 positions. Terminations are to be reported as modifications and must have a modification number.

For agencies awarding federal schedule contracts, see Part III, C.3b. and the accompanying chart for additional instructions on modification number.

Item 4. CONTRACTING OFFICE ORDER NUMBER

Leave blank if Item 9 is coded Z (GSA or VA).

Report the unique number assigned by the contracting office to identify delivery orders or task orders placed against indefinite delivery contracts, federal schedule contracts or basic ordering agreements, and calls/orders against Blanket Purchase Agreements.

Item 5. CONTRACTING OFFICE

Report the 4, 5, or 6-position codes (assigned by the agency) that uniquely identifies the purchasing or contracting office.

* **Contracting Office Codes are assigned by the Office of Acquisition Management, Commerce Acquisition Systems Division. The active Contracting Office Codes are provided as Exhibit D.**

Item 6. ACTION DATE

Report the date of award or date a mutually binding agreement was reached, not the date the ICAR was prepared. Use four (4) digits to indicate the calendar year and two (2) digits to indicate the month (e.g., 199710 for October 1997). The action date should be the date of the written obligation of funds. In the case of letter contracts, the date to be entered is the date when the signed copy is received from the contractor, if the contractor signed after the contracting officer. For contracts awarded in one fiscal year and not effective until the next (because they are contingent on the availability of funds or for other reasons), the date shall be the date the funds are obligated. Actions that are not effective until a following quarter because of fund availability shall be reported in the next quarter.

Item 7. TYPE OF DATA ENTRY

Report the appropriate code to indicate that the report is an original, deleting, or correcting entry, as follows:

- Code A = Original - Use this code to report an action that has not been previously reported to the FPDS.
- Code B = Deleting - Use this code to delete a matching action (one that is identical in fields 1,2,3,4,5, and 6) which has been previously reported to the FPDS.
- Code C = Correcting - Use this code to correct an action previously reported to the FPDS.

NOTE: If key fields 1,2,3,4,5, or 6 are to be changed, a correcting entry cannot be processed. Instead, the original entry must be deleted and a new original must be submitted.

Item 8. REPORT PERIOD

Report the four (4) digits of the fiscal year and the single digit for the fiscal quarter (1, 2, 3, or 4) for which data were reported by the agency data collection point.

Skip this item if using CPDS. The CPDS will automatically fill in this field with the fiscal year and quarter during which the data was extracted from CPDS and reported to the FPDS.

Item 9. KIND OF CONTRACT ACTION

Report one of the codes below for each action reported:

- Code A = Initial Letter Contract. Report this code when an initial letter contract is executed. For a letter contract that is designated as a modification of an existing contract, report code H. Use code B to report the definitization of a letter contract.
- Code B = Definitive Contract Superseding Letter Contract. Report this code when applicable.

- Code C = New Definitive Contract. Report this code when the first binding document is the instrument containing all the terms and conditions of the contract. Use code C to report an indefinite delivery contract where funds are obligated on the contract, and not on the individual orders.
- Code D = Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code when the contract action is over \$25,000 and awarded as a purchase order or call under a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Code D may also be used to report acquisitions under the commercial items test program in FAR Subpart 13.5 that are above \$100,000 and awarded as purchase orders or BPA calls. Agencies may report contract actions over \$25,000 but less than or equal to \$200,000 in support of a contingency operation (see FAR 2.101) in Code D or on the SF 281, if detailed information is not available. [Only the Secretary of Defense can declare a contingency operation (10 USC 101(a)(13)).] Modifications to simplified acquisitions shall be reported as code H. Any agency that chooses to report on the SF 279 contract Actions of \$25,000 or less made pursuant to simplified acquisition procedures (including Micro-purchases awarded using procedures other than government purchase cards) should use code D.

NOTE: See Code G for special instructions to report order/calls against BPAs under Federal Schedule Contracts.

- Code E = Order Under Single Award Indefinite Delivery Contract (IDC). Report this code when the action is an order under a single award indefinite delivery contract awarded by any agency. Orders under federal schedule contracts shall be reported as code G rather than E. Orders under multiple award task orders or delivery orders, indefinite delivery indefinite quantity (IDIQ) contracts shall be reported as code L. See Appendix B for definition of indefinite delivery contracts.
- Code F = Order Basic Ordering Agreement (BOA). Report this code when the action is an order under a BOA awarded by any agency.
- Code G = Order/Modification Under Federal Schedule. Report this code when the action is an order, modification to an order, or termination of an order under a federal schedule contract. Also, report this code when the action is an order/call against a BPA under a federal schedule contract. For an order/call against a BPA under a federal schedule contract, report the federal schedule number in Item 2, and the BPA order number in Item 4. (See Appendix B for definition of federal schedule contract and Part III, C.3c. for instructions on reporting orders against federal schedule contracts.) Orders under GSA area-wide contracts for utility services shall be reported as code E rather than code G.
- Code H = Modification. Report this code when the action is a modification to an existing letter contract, definitive contract, or order (except a modification to an order under a federal schedule contract shall be reported under code G).

- Code J = Termination for Default. Report this code when the action is a modification that executes a termination for default settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code K = Termination for Convenience. Report this code when the action is a modification that executes a termination for convenience settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code L = Order Under Multiple Award Contract. Report this code when the action is a task order for services or a delivery order for supplies and equipment issued under a multiple award IDIQ contract awarded by any agency pursuant to the multiple award preference set forth in FAR 16.504(c)(1) or 16.504(c)(2). See Appendix B for definition of task order and delivery order IDIQ contracts.
- Code Z = Initial Load of Federal Schedule Contract. Report this code for the initial load of a federal schedule contract. This code is authorized for use only by GSA and VA pursuant to Part III paragraph C.3b. (See Appendix B for definition of federal schedule contract.) **CHANGES TO FEDERAL SCHEDULES MUST BE MADE BY CORRECTING RECORDS ONLY.**

Item 10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION

Leave blank if Item 9 is coded Z (GSA or VA).

Report the amount obligated or deobligated by the reported action in 11-digits with leading zeros as necessary. The amount reported shall be rounded to the nearest WHOLE DOLLAR. For example, \$25,498.50 will be rounded to \$25,499 and reported as 00000025499.

Item 11. TYPE OF OBLIGATION

Leave blank if Item 9 is coded Z (GSA or VA).

- Code A = Obligated. Report this code if the action obligates dollars.
- Code B = Deobligated. Report this code if the action deobligates dollars.

Item 12. PRINCIPAL PRODUCT OR SERVICE

- a. Report the four (4) character code from the FPDS Product and Service Codes Manual identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or deobligated for the contract/action.

(There is an FPDS Search engine at <http://fpdsweb1.gsa.gov/fpdsweb/PscWiz>)

- b. For research and development, report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter 'A'.

Do not report R&D codes for acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from R&D work. Such services, supplies, or equipment shall be coded in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual, even though R&D appropriations are used. Do not use R&D codes for orders under federal schedule contracts.

- c. For services other than research and development, report the appropriate code from Section I, Part B, of the FPDS Product and Service Codes Manual. These codes begin with a letter other than 'A'.
- d. For supplies and equipment, report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.

Item 13. PRINCIPAL NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE

Report the 6-digit code from the North American Industry Classification System (NAICS) Manual. There is a crosswalk from SIC to NAICS codes on the Census web site using the address <http://www.census.gov/epcd/www/naics.html>. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action.

Several NAICS subsector codes have changed in FY 2003. Please see the most recent NAICS code manual.

Item 14. COMMERCIAL ITEM ACQUISITION

Report the appropriate code.

- Code Y = Yes. Report this code if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.
- Code N = No. Report this code if the action is not for a commercial item procured pursuant to FAR Part 12 procedures.

Item 15. CONTRACTOR NAME

Report the name of the contractor (up to 30 characters) receiving the award. For awards under the 8(a) Contract Award program, report the name of the performing contractor, not the Small Business Administration (SBA).

Item 16. CONTRACTOR IDENTIFICATION NUMBER

The Federal Procurement Data System (FPDS) web address is fpdc.gov. The site will provide information on files that are downloadable. For the DUNS file, the DUNS numbers are identified as either "VALID" or "NOT!" valid.

If the DUNS number represents Federal Prison Industries, i.e., UNICOR, report items 1 through 17 only, and leave remaining items blank. The DUNS number for UNICOR is 626627459.

- a. Report the nine (9) digit numeric DUNS number assigned by Dun & Bradstreet or reported by the contractor that identifies the contractor establishment receiving the award. The 8(a) Contract Awards, report the DUNS number of the performing contractor, not the Small Business Administration.
- b. If the contractor does not provide its DUNS number, the contracting office can obtain one by contacting Dun & Bradstreet, Inc., as follows:

1. Telephone: 1-888-546-0024
 2. Facsimile: 1-610-882-7140.
- c. Dun and Bradstreet will honor telephone requests for up to ten (10) DUNS numbers per call. Requests for larger quantities should be faxed to the number in paragraph b. above or mailed to:
- FPDC Department
Dun and Bradstreet Information Services
899 Eaton Avenue
Bethlehem, PA 18025-0013
- d. DO NOT direct this request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request:
1. Reporting agency name.
 2. Requester's agency code.
 3. Contracting office code.
 4. The name and phone number of the individual making the request.
 5. If the contractor is domestic (address with the U.S.), provide the contractor establishment name, street address, city, state, zip code, and telephone number (if available).
 6. If the contractor is foreign (address outside the U.S.), provide the contractor establishment name, street address, province (if any), city, country, postal code, and telephone number (if available).

Item 17. PRINCIPAL PLACE OF PERFORMANCE
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Leave blank if Item 9 is coded Z (GSA or VA).

Report the code of the city, state, foreign country, or Government installation where the items will be produced, manufactured, mined, or grown or where the service will be performed. This item refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

See FIPS PUB 55-3 at

<http://www.itl.nist.gov/fipspubs/55new/nav-top-fr.htm>

If the items are supplied parts shipped from stock by a regular dealer, the place of performance is the regular dealer's location. If a subcontractor who produces the items ships the items for the regular dealer, the place of performance is the subcontractor's location.

If more than one location is involved, report the code of the location involving the largest dollars' share of the contract.

For construction and architect/engineer contracts, report the construction site location. If the contract is for architect/engineer design work, the place of performance is where the design work is being done.

If the place of performance cannot be determined (e.g., if the contractor has multiple location sites performing the same volume of work), or commercial item acquisition procedures were used, report the contractor's billing or home office location.

Report the code for principal place of performance as follows:

- a. For Washington, DC, report 11 for the state and 50000 by the city code.
- b. For the 50 States and the US outlying areas, report the appropriate 2-digit numeric code found in FIPS PUB 55. For cities or localities in the 50 States and US outlying areas, report the 5-digit code found in FIPS PUB 55. If the city or locality is not listed in FIPS PUB 55, find the county (or equivalent) in FIPS PUB 55 and report that 5-digit numeric code (county codes are listed last in each state's listing and begin with 99). Leave "Foreign Country" blank.
- c. For locations outside the 50 States and US outlying areas, leave "State" and "City" blank and report the 2-position alphabetic country code from FIPS PUB 10.

See <http://www.nima.mil/gns/html/fips10-4.html>

Item 18. CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION

Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report code Y if a foreign government or international organization bears any part of the cost of the action. Otherwise, enter code N. (See Part III, C.3e, Multiple Reporting.) If code Y is reported, DO NOT report Items 19-35 and 40-47.

Item 19A. USE OF EPA DESIGNATED PRODUCTS

Leave blank if Item 9 is coded Z (GSA or VA).

The Resource Conservation and Recovery Act (RCRA), Section 6002 and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) EPA-designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP). This list of EPA-designated products is available at <http://www.epa.gov/cpg>. This requirement applies to all contracts that require EPA-designated products. When purchasing a product or products on this list without the required minimum recovered material content, a written justification based on exception codes B, C, or D below is required by FAR 23.405(c). If more than one exception applies or more than one justification was completed, report the predominant exception code or the code for the highest cost EPA-designated item for which a justification was completed. See Appendix G for further guidance. Select one of the following:

- Code A = EPA-designated product or products were purchased and all contained the required minimum recovered material content.
- Code B = EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)).
- Code C = EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).

- Code D = EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)).
- Code E = No EPA-designated product(s) were required.

Item 19B. USE OF RECOVERED MATERIAL AND WASTE REDUCTION CLAUSES (STARTING FY 2002)

Report only if Use of EPA Designed Products (item 19A.) is coded A, B, C, or D. Otherwise leave blank.

- Code A = Recovered Material and Waste Reduction Clauses. Report this code only if the contract includes FAR 52.223-4, Recovered Material Certification, or FAR 52.223-4, Recovered Material Certification and FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products or FAR 52.223.10, Waste Reduction Program.
- Code B = Report this code if neither clause is included in the contract.

Item 20. PERFORMANCE-BASED SERVICE CONTRACTING (PBSC) (Starting in FY 2002)

Leave blank if Item 16 is coded UNICOR (DUNS 626627459).

Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 18 is coded Y.

If action date is between October 2000 and September 2001, leave blank if PSC (item 12), product code is numeric or if service code begins with 'C' or 'S1'.

Starting with action date October 2001, leave blank if PSC (item 12), product code is numeric or if service code begins with 'C', 'S1', or 'Y'.

Report Y if the contract meets the requirements described below.

Report N if the contract does not meet the requirements described below.

Performance-Based Service Contracts (PBSC) defines work in measurable, outcome – oriented terms. PBSCs do not use imprecise or broad statements of work; prescribe how to perform the work; or specify job categories or personnel qualifications (i.e., resumes). FAR 37.601 define the minimum essential elements of a PBSC. A PBSC –

- a. Describes the requirements in terms of results required rather than the methods of performance of the work;
- b. Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see 46.103(a) and 46.401(a));
- c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and
- d. Includes performance incentives where appropriate.

For FPDS reporting purposes, a minimum of 80% of the anticipated obligations under the procurement action must meet the above requirements.

PBSC applies to certain service codes. Product and Service Code (PSC) must begin with 'A' through 'Z' except for Architect/Engineering (A/E) (PSC begins with 'C'), Utilities (PSC begins with 'S1'), Construction (PSC begins with 'Y'). NAICS must not begin with '233' (except for 233110), '234', '236', or '237' (except for 237210).

The dollar threshold for reporting PBSC is for procurement actions with an estimated value over \$25,000, and the action date is equal to or greater than October 1, 2000.

NOTE: Product and Service Codes should always be selected based upon the services being provided, not the source of funding.

Item 21. BUNDLING OF CONTRACT REQUIREMENTS

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

These codes pertain to the contract as a whole rather than the reported contract action. For modifications, report the same code as the original contract.

- Code Y = Yes. Report this code when the value of this contract, including all options, was expected to exceed \$5,000,000 and the contracting officer determined this contract action was a result of consolidating two or more requirements for supplies or services previously solicited, provided, or performed under separate small contracts, into a solicitation for a single contract likely to be unsuitable for award to a small business concern. See FAR 19.2, FAR Subpart 4.6, and FAR Subpart 2.101.
- Code N = No. Report this code when the contract action is not a bundling requirement.

Item 22. COUNTRY OF MANUFACTURE

Leave blank if Item 9 is coded Z (GSA or VA).

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

If acquiring supplies or equipment manufactured, mined, or grown in a foreign country, report the code from FIPS PUB 10 of that country. (see <http://www.itl.nist.gov/fipspubs/fip10-4.htm>). If a foreign contractor is performing a service, report the code from FIPS PUB 10 of that country. If the product is manufactured, mined, or grown in the USA (the 50 states, the District of Columbia or US outlying area), or a US contractor is performing the service, report US.

Item 23. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report one of the following codes based on the synopsis requirements of FAR Subpart 5.2. Use Code A if a combined synopsis/solicitation of the proposed action was prepared in accordance with FAR Subpart 12.603.

Use Code D if your agency is participating in the SBA/OFPP Pilot Program that allows for the waiver of the synopsis requirement in the FAR Subpart 5.2 when agencies acquire services valued between \$25,000 and \$100,000 from small businesses under set-asides. If the acquisition is subject to the Small Business Competitive Demonstration Test Program, Code D cannot be used.

- Code A = Synopsized prior to award.
- Code B = Not synopsized due to urgency.
- Code C = Not synopsized for other reason.
- Code D = Not synopsized Under the SBA/OFPP Waiver Pilot Program.

Item 24. TYPE OF CONTRACT OR MODIFICATION

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the code that represents the predominance of dollars obligated or deobligated for the contract/action.

- Code A = Fixed-Price Redetermination.
- Code J = Firm Fixed-Price.
- Code K = Fixed-Price with Economic Price Adjustment.
- Code L = Fixed-Price Incentive.
- Code R = Cost-Plus-Award Fee.
- Code S = Cost-No Fee.
- Code T = Cost-Sharing.
- Code U = Cost-Plus-Fixed-Fee.
- Code V = Cost-Plus-Incentive Fee.
- Code Y = Time and Materials.
- Code Z = Labor Hour.

Item 25. CICA APPLICABILITY

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below:

- Code A = CICA Applicable. Report this code if the action resulted from a solicitation issued on or after April 1, 1985, and code B or code C does not apply.
- Code B = Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code if the contract action is over \$25,000 and awarded as a purchase order or call against a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Do not report in Code B commercial item purchases under the commercial item test program in FAR Subpart 13.5. Report those commercial item purchases using Code E.
- Code C = Subject to Statute Other Than CICA. Report this code if specific legislation authorizes the agency to use procurement procedures not covered by the CICA statute. This code may be reported only if the agency authorizes the use of the code and notifies FPDC in advance that the code is authorized.

- Code D = Pre-CICA. Report this code if the action resulted from a solicitation issued before April 1, 1985, irrespective of the award date. Modifications within the original scope of work of such awards and orders under Pre-CICA indefinite delivery type contracts are reported as Pre-CICA.

NOTE: In the case of a modification after April 1, 1985, for work outside the original scope of a Pre-CICA contract, CICA is applicable to the modification. These modifications shall be reported as code A.

- Code E = Commercial Items Acquisition Under Test Program. Report Code E for an acquisition of commercial items exceeding the simplified acquisition threshold of \$100,000 but not over \$5 million when the simplified acquisition procedures in FAR Subpart 13.5 are used and the Clauses at 52.212 are included in the contract.

Item 26. SOLICITATION PROCEDURES

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report when Item 25 is coded A, otherwise leave blank. Codes A through K designate the solicitation procedures available to provide for full and open competition as set forth in FAR Subparts 6.1 and 6.2. Code L designates the solicitation procedure for contracting without providing for full and open competition. Modifications within the scope of a contract and orders under requirements or definite quantity contracts shall be reported the same as the initial contract. Modifications outside the scope of the original contract shall be reported pursuant to the conditions applicable to that specific action. Orders under indefinite quantity contracts shall be reported the same as the initial contract when the conditions in FAR Subpart 6.001(e) are met. If these conditions are not met, the order shall be reported pursuant to the conditions applicable to that specific order. Orders under delivery order and task order IDIQ contracts awarded pursuant to FAR Subpart 16.5 shall be reported the same as the initial contract (FAR Subpart 6.001(f)). For orders under a basic ordering agreement and modifications thereto, report the solicitation procedure for the individual order and not the basic ordering agreement.

Report one of the following codes:

- Code A = Full and Open Competition - sealed bid. Report this code if the action resulted from an award pursuant to FAR 6.102(a).
- Code B = Full and Open Competition - competitive proposal. Report this code if the action resulted from an award pursuant to FAR 6.102(b).
- Code C = Full and Open Competition - Combination. Report this code if the action resulted from an award pursuant to FAR 6.102(c).
- Code D = Architect-Engineer. Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).
- Code E = Basic Research. Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).

-
- Code F = Multiple Award Schedule. Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3) and the applicable provisions referenced thereunder.
 - Code G = Alternative Sources. Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources:
 - = To reduce overall costs pursuant to FAR 6.202(a)(1).
 - = To have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2).
 - = To establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3).
 - = To ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4).
 - = To satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5).
 - = To satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
 - Code H = Reserved.
 - Code J = Reserved.
 - Code K = Set-Aside. Report this code if the action resulted from use of procedures for set-asides pursuant to FAR 6.203 or 6.205. Also report this code for 8(a) contract awards or HUBZone set-aside awards that were competed pursuant to FAR 6.204 or 6.205. Report sole source 8(a) contract awards or sole source HUBZone awards pursuant to FAR 6.302-5(b)(4) or FAR 6.302-5(b)(6) under code L.

Use codes D through G, if applicable, rather than code K. In such cases, report the set-aside information in Item 33A, Item 33B, or Item 33C.

- Code L = Other Than Full and Open Competition. Report this code if the action resulted from use of other than full and open competition pursuant to FAR 6.301. When code L is used, an entry is required in Item 27. Actions pursuant to the SBA 8(a) Contract Award Program or HUBZone awards that are sole source shall be coded L in Item 26 and M in Item 27. Competed 8(a) Contract Awards or HUBZone set-aside awards shall be reported as code K.

Item 27. AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Explanations of the authorities are set forth in FAR 6.302.

Report one of the following codes only when the response to Item 26 (Solicitation Procedures) is "L":

- Code A = Unique Source. Report this code if the action was justified pursuant to FAR 6.302-1(b)(1).
- Code B = Follow-On Contract. Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).
- Code C = Unsolicited Research Proposal. Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
- Code D = Patent/Data Rights. Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
- Code E = Utilities. Report this code if the action was justified pursuant to FAR 6.302-1(b)(3).
- Code F = Standardization. Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
- Code G = Only One Source-Other. Report this code if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in codes A through F above.
- Code H = Urgency. Report this code if the action was justified pursuant to FAR 6.302-2.
- Code J = Mobilization, Essential R&D Capability, or Expert Services. Report this code if the action was justified pursuant to FAR 6.302-3(a) (2).
- Code K = Reserved.
- Code L = International Agreement. Report this code if the action was justified pursuant to FAR 6.302-4.
- Code M = Authorized by Statute. Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(i). This includes actions pursuant to the SBA 8(a) Contract Award Program or HUBZone program that are sole source pursuant to FAR 6.302-5(b)(4) or 6.302-5(b)(6).
- Code N = Authorized Resale. Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).

- Code P = National Security. Report this code if the action was justified pursuant to FAR 6.302-6.
- Code Q = Public Interest. Report this code if the action was justified pursuant to FAR 6.302-7.

Item 28. NUMBER OF OFFERS RECEIVED

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Must be completed if Item 25 = A or E.

Report the code that represents the range for the actual number of offers/bids received in response to the solicitation.

- Code A = 1
- Code B = 2-5
- Code C = 6-10
- Code D = 11-15
- Code E = 16-20
- Code F = 21-50
- Code G = Over 50

Item 29. EXTENT COMPETED

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report one of the following codes below when the conditions apply, or in accordance with agency instructions.

- Code A = Competed Action. Report this code when any of the following conditions apply:
 - = Competitive procedures were used to fulfill the requirement for full and open competition (reference FAR 6.1). Item 26 is coded A through F.
 - = Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources or to set-aside a procurement for small business (reference FAR 6.2). Item 26 is coded G or K.
 - = Full and open competition was provided for after exclusion of sources to compete 8(a) Contract Awards with an anticipated award price (including options) of \$5 million or more for manufacturing or \$3 million or more for other contract opportunities (reference FAR 6.204)
 - = Statutory authorities for other than full and open competition were used (reference FAR 6.3), and more than one offer was received. Item 27 is coded A through D, E (telecommunications only), F through L, or P through Q and Item 28 is coded B through G.

NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) Contract Awards that are sole source; brand name commercial products for authorized resale; or awards for utilities (except telecommunications) are excluded from code A and should be reported in code B.

= Contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was negotiated competitively.

=Simplified acquisition procedures were used and competition was obtained.

- Code B = Not Available for Competition. Report this code when any of the following conditions apply to the award:

= Awards for utilities (excluding long distance telecommunication services) where there is no opportunity for competition. Local telecommunication dial tone services should be reported as not available for competition. Item 27 is coded E or Item 19 is coded Y.

= Brand named commercial products for authorized resale. Item 27 is coded N.

= Procurements authorized or required by statute to be awarded to a designated source. Item 27 is coded M.

= Sole Source 8(a) Contract Awards pursuant to FAR 6.302.5(b)(4). Item 26 is coded L, Item 27 is coded M and Item 32 is coded B.

= Other contract actions where the agency has determined that there is no opportunity for competition.

NOTE: Reports of actions not available for competition prepared by the FPDC will also include actions reported in Item 18; i.e., contracts for foreign government or international organization.

- Code C = Follow-On to Completed Action. Report this code when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. (See Appendix B for definition of "Follow-On Contract".)

- Code D = Not Completed. Report this code when codes A, B, or C do not apply.

Item 30. TYPE OF CONTRACTOR

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below based on the size, type, and location of the contractor:

- Code A = Small Disadvantaged Business. Report this code for an award to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. This includes HUBZone small disadvantaged business concerns, Indian reservations, and all 8(a) concerns. Excluded are minority-owned large business concerns (use code C, Large Business).
- Code B = Other Small Business. Report this code for an award to a small business concern (including an individual) as defined in FAR 19.001 when code A does not apply. This includes HUBZone small business concerns.
- Code C = Large Business. Report this code for an award to a concern (defined in FAR 19.001) that is not a small business concern or an individual.
- Code D = JWOD Nonprofit Agency. Report this code for an award to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) as defined in FAR 8.7, which implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
- Code E = Educational Institution. Report this code for an award to any educational institution, including but not limited to, universities, colleges, schools, or other organizations of learning. This excludes Historically Black Colleges and Universities/Minority Institutions, which shall be, reported as code U, and entities outside the US and its outlying areas, which shall be reported as code L.
- Code F = Hospital. Report this code for an award to any medical organization, including but not limited to, hospitals, medical centers, clinics, and laboratories. This includes all hospitals regardless of ownership.
- Code G = Nonprofit Organization. Report this code for an award to any other organization that is neither organized for profit nor owned by a state or local government, including but not limited to, nonprofit research organizations. This excludes educational institutions and hospitals.
- Code H = Reserved.
- Code J = Reserved.
- Code K = State/Local Government. Report this code for an award to state or local government excluding educational institutions or hospitals.
- Code L = Foreign Contractor. Report this code for an award to a source outside the US and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).
- Code M = Domestic Contractor Performing Outside US Report this code for an award to a source inside the US and its outlying areas, but where the principal place of performance will be outside the US and its outlying areas.

- Code U = Historically Black Colleges and Universities/Minority Institutions (HBCU/MI). Report this code for an award to an educational institution classified as an HBCU or MI. (See Appendix B for definition of HBCU and MI educational institutions and Appendix F for SBA web site for listing these institutions.)

Item 31. WOMEN-OWNED BUSINESS

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below based on the contractor's certification:

- Code Y = Yes. Report this code if the award is to a women-owned business, as defined in FAR 52.204-5, 52.212-3(c), and 52.219-1. (See Appendix B for definition of women-owned business and women-owned small business.)
- Code N = No. Report this code if the award is not to a women-owned business, or if the contractor did not provide certification.

Item 32. HUBZONE SMALL BUSINESS CONCERN

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

See Appendix H for further guidance.

- Code Y = Yes. Report this code if the award is to a HUBZone small business concern. See FAR 19.001 for definition of HUBZone small business concern.
- Code N = No. Report this code if the award is not to a HUBZone small business concern.

Item 33A. HUBZONE PROGRAM

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- Code A = HUBZone Sole Source. Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
- Code B = HUBZone Set-Aside. Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305.
- Code C = HUBZone Price Evaluation Preference Award. Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.307.
- Code D = Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment. Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Preference and the Small Disadvantaged Business Price Evaluation Adjustment.
- Code E = Not applicable. Report this code if no HUBZone preference program was used.

Item 33B. SMALL DISADVANTAGED BUSINESS PROGRAMS

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- Code A = 8(a) Contract Award. Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency.
- Code B = 8(a) with HUBZone Priority. Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).
- Code C = SDB Set-Aside. Report this code for a small disadvantaged business award made pursuant to FAR 19.
- Code D = SDB Price Evaluation Adjustment. Report this code for an award made to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
- Code E = SDB Participation Program. Report this code for an award made as a result of the application of the solicitation's evaluation factor or subfactor for the participation of SDB concerns in performance of the contract pursuant to FAR 19.12.

NOTE: The award may be made to other than SDB concerns.

- Code F = Not Applicable. Report this code if no SDB program was used.

Item 33C. OTHER PREFERENCE PROGRAMS

Leave blank if Item 18 is coded Y.

Leave blank if Item 9 is coded G.

Leave blank if award is made pursuant to a preference program listed in Item 33A or in Item 33B.

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- Code A = Directed to JWOD Nonprofit Agency. Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implement the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
- Code B = Small Business Set-Aside. Report this code for a small business set-aside (including Small Business Innovation Research (SBIR)) or a partial small business set-aside made pursuant to FAR 19.502-2 or 19.502-3.
- Code C = Buy Indian. Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).

- Code D = No Preference Program or Not Listed. Report this code if the award is not made pursuant to a preference program, or the preference program is not listed above.
- Code E = Very Small Business Set-Aside. Report this code if the acquisition is between \$2,500 and \$50,000 and was awarded to a very small business concern as a result of using set-aside procedures under the very small business pilot program set forth in FAR 19.9

Item 33D. HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

If a price evaluation preference was used and resulted in an award to a HUBZone small business concern, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-small business. Calculate the percentage by dividing the difference (award price minus the lowest priced large business) by the lowest priced offer from a non-small business. If price evaluation preference was not used or not necessary, report 00. Report whole percents, i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. However, any percent between 00.1 and 1 shall be reported as 01, i.e., 0.2 shall be reported as 01.

Item 33E. SMALL DISADVANTAGED BUSINESS PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

If award was made to a small disadvantaged business as a result of a price evaluation adjustment, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-SDB, or an SDB that waives the price evaluation adjustment. Calculate the percentage by dividing the difference (award price minus the lowest priced offer from a non-SDB) by the lowest priced offer from a non-SDB business. If price evaluation adjustment was not used or not necessary, report 00. Report whole percents, i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. If the small disadvantaged business also received a HUBZone price evaluation preference, report the HUBZone price evaluation preference in Item 33D and the small disadvantaged business price evaluation adjustment premium in Item 33E. However, any percent between 00.1 and 1 shall be reported as 01; i.e., 0.2 shall be reported as 01.

Item 34. SUBCONTRACTING PLAN (Small, Small Disadvantaged, and Women-Owned Small Business)

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

These codes pertain to the subcontracting plan for the contract as a whole rather than the reported contract action.

- Code A = Required. Report this code if the contract contains such a plan. (See FAR 19.702(a).)

- Code B = Not Required. Report this code if the contract does not contain such a plan.

Item 35. SUBJECT TO LABOR STATUTES

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the code that represents the predominance of the dollars obligated or deobligated for the contract/action.

- Code A = Walsh-Healey Act.
- Code B = Reserved.
- Code C = Service Contract Act.
- Code D = Davis-Bacon Act.
- Code E = Not subject to Walsh-Healey, Service Contract or Davis-Bacon Acts.

Item 36. ESTIMATED CONTRACT COMPLETION DATE

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the estimated contract completion date based on the delivery schedule in the contract. If the initial contract contains options, report the estimated contract completion date for the initial contract award. When the options are exercised, report the change in the completion date with the contract action that obligates the funds for the option year. If the contract is incrementally funded, report the completion date for the entire contract period.

Item 37. CONTRACTOR'S TIN

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the taxpayer identification number (TIN) for the contractor receiving the award. For awards under the 8(a) Contract Award Program, report the TIN of the performing contractor, not the Small Business Administration.

Contractor TIN is required for all contract actions except the following:

- Any contract with a contractor who, in making the agreement, is acting in his or her capacity as an employee of a Federal executive agency (e.g. any contract of employment under which the employee is paid wages subject to income tax withholdings);
- Any contract with a foreign government (or any agency or instrumentality thereof);
- Any contract with a state or local governmental unit (or any agency or instrumentality thereof); or
- Any contract with a person who is not required to have a TIN, such as a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the US and does not have an office or place of business or a fiscal or paying agent in the US.

Item 38. COMMON PARENT'S NAME

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the name of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis. Leave blank if not applicable.

Item 39. COMMON PARENT'S TIN

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Required if Item 38 is completed; otherwise, leave blank.

Report the taxpayer identification number (TIN) of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis.

Item 40. VETERAN OWNED SMALL BUSINESS (VOSB)

Leave blank if Item 18 is coded Y.

Leave blank if Item 9 is coded G.

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report one of the codes below for each action reported with an action date on or after October 1, 2000.

- Code A = Service Disabled Veteran Owned Small Business. Report this code if the concern is a small business owned by a service disabled veteran(s). See FAR Part 19.
- Code B = Veteran Owned Small Business. Report this code if the concern is a small business owned by a veteran(s). See FAR Part 19.
- Code C = Not Veteran Owned Small Business. Report this code to report if the concern is not a small business owned by a veteran(s).

Item 41. MULTIPLE AWARD CONTRACT FAIR OPPORTUNITY

Leave blank if Item 18 is coded Y.

Leave blank if Item 9 is coded G.

Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Complete only if item code 9 is coded L.

Must be completed only for initial award of a task or delivery order.

Report one of the codes below for each action reported with an action date on or after October 1, 2000.

- Code A = Fair Opportunity Process. Report this code when the delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR Part 16.505(b).

- Code B = Urgency. Report this code when agency need is so urgent that providing fair opportunity would result in unacceptable delays. See FAR Part 16.505(b).
- Code C = One/Unique Source. Report this code when only one contract awardee is capable of providing the supplies or services at the level or quality required because the supplies or services are unique or highly specialized. See FAR Part 16.505(b).
- Code D = Follow on Contract. Report this code when the order was issued on a sole source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order. Do not report this code if all awardees were not given a fair opportunity to be considered for the original order. See FAR Part 16.505(b).
- Code E = Minimum Guarantee. Report this code when it was necessary to place an order to satisfy a minimum amount guaranteed to the contractor. See FAR Part 16.505(b).

ITEMS 42 THROUGH 45 DO NOT APPLY TO THE DEPARTMENT OF COMMERCE AND MUST NOT BE COMPLETED.

Item 46A. FUNDING AGENCY

May be blank. If reporting an award done by your agency on behalf of another federal agency, report the 4-digit agency code (FIPS 95) of the funding agency.

Item 46B. FUNDING AGENCY - DODAAC

If the award being reported in Funding Agency (item 46A) is for DOD (begins with 17, 21, 57, 96CE, or 97) enter the six digit Department of Defense Activity Address Code (DODAAC).

Item 46C. FUNDING AGENCY – COMMERCIAL ITEM CATEGORY

Leave blank if Funding Agency (item46A) is blank

Complete this item when Item 46A is DOD (begins with '17', '21', '57', '96CE', or '97') and Item12 begins with '70', 'D3', 'H170', 'H270', 'H370', 'H970', 'J070', 'K070', 'L070', 'N070', 'U012' or 'W070'. The valid codes are:

- Code A = Commercially Available Off-The-Shelf Item. Report this code if the item meets the definition of commercial item in FAR 2.101, does not require any modifications and is available in the commercial marketplace.
- Code B = Other Commercial Item. Report this code if the item meets the definition of commercial item in FAR 2.101, but requires minor modifications, or is not yet available in the commercial marketplace, but will be in time to meet our needs.
- Code C = Nondevelopmental Item. Report this code if the item meets the definition of a nondevelopmental item in FAR 2.101 ((1) any previously developed item of supply used exclusively for governmental purposes by a Federal agency, state or local government, or foreign government with which the United

States has a mutual defense cooperation agreement, (2) is used as a paragraph (1) but requires only minor modifications or modifications of a type customarily available in the commercial market).

- Code D = Noncommercial Item. Report this code if the item does not meet the definitions of commercial item or nondevelopmental item in FAR 2.101.
- Code E = Commercial Service. Report this code if the item meets the definitions of commercial service in FAR 2.101 (services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific service performed).
- Code F = Noncommercial Service. Report this code for all other services.

Item 46D. FUNDING AGENCY – REASON OF PURCHASE
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Leave blank if Funding Agency (Item 46A) is blank.

Complete this item when Item 46A is DOD (begins with '17', '21', '57', '96CE', or '97') and Item 12 begins with '70', 'D3', 'H170', 'H270', 'H370', 'H970', 'J070', 'K070', 'L070', 'N070', 'U012' or 'W070'. The valid codes are:

- Code A = Convenience and Economy. Report this code if the Department of Defense program office has certified that the purchase was made under the Economy Act.
- Code B = Expertise. Report this code if the Department of Defense program office has certified that the servicing agency is better qualified to enter into and administer the contract due to capabilities or expertise at the servicing agency not found with the Department of Defense.
- Code C = Specifically Authorized. Report this code if the Department of Defense program office has certified that the servicing agency is specifically authorized by law or regulation to purchase the goods or services on behalf of other agencies.
- Code D = Authorized by Executive Order. Report this code if the Department of Defense program office has certified that the purchase is specifically authorized by Executive Order.
- Code E = Modification or Extension. Report this code if the Department of Defense program office has certified that the purchase is a modification or extension of an existing order under a multiple award contract and meets the criteria in FAR 16.505(b)(2).
- Code F = Other. Report this code if the Department of Defense program office has certified a reason not cited above.

Item 46E. FUNDING AGENCY – CLINGER-COHEN ACT

Leave blank if Funding Agency (Item 46A) is blank.

Complete this item when Item 46A is DOD (begins with '17', '21', '57', '96CE', or '97') and Item 12 begins with '70', 'D3', 'H170', 'H270', 'H370', 'H970', 'J070', 'K070', 'L070', 'N070', 'U012' or 'W070'. The valid codes are:

- Y = Yes Report this code if the Department of Defense program office has certified that the information technology purchase meets the planning requirements in 40 USC 1422 and 1423.
- N = No Report this code if the Department of Defense program office has not certified that the information technology purchase meets the planning requirements in 40 USC 1422 and 1423.

Item 47. OPTIONAL REPORTED DATA ELEMENTS

This item may be used for agencies to report unique data that the FPDC uses for informational requests. Agencies must notify OFPP of any data, other than that set forth below, to be reported on an optional basis. Agencies must contact the FPDC for codes and layout positions to use when reporting optional data elements. Examples include:

1. DOD Claimant Program Code.
2. DOD System or Equipment Code.
3. Ethnic Group for Small Disadvantaged Business Concerns.

Data on ethnic group shall be reported for DOD only. Report one of the codes below if the contract action is awarded to a small disadvantaged business concern:

- Code A = Subcontinent Asian (Asian-Indian) American
- Code B = Asian Pacific American
- Code C = Black American
- Code D = Hispanic American
- Code E = Native American
- Code F = Other SDB (Certified/determined by SBA)
- Code Z = No Representation

4. Number of Transactions

Starting in FY 2003 (action date beginning October 2002) this data field is mandatory for DOD only. This field is 6 positions in length and must be right justified with preceding zeroes.

Item 48. FOR AGENCY INTERNAL USE

This item is reserved for agencies to collect data for their own internal use. This data need not be reported to FPDS.

3.UNIQUE REPORTING REQUIREMENTS

a. **Reporting Orders under Indefinite Delivery Contracts (except Federal Schedule Contracts) and Basic Ordering Agreements.**

Indefinite delivery contracts (including task order and delivery order contracts) and basic ordering agreements are not reportable to FPDS since the obligations/deobligations are reported on the orders. (See Code C in Item 9 (Kind of Contract Action), for additional guidance.) Procuring agencies are required to provide authorized ordering agencies the necessary data to report a complete ICAR for orders against indefinite delivery contracts (including task and delivery order contracts) and basic ordering agreements.

b. **Reporting Federal Schedule Contracts.**

The General Services Administration (GSA) and Department of Veterans Affairs (VA) shall report required data to establish the federal schedule contracts in the FPDS not later than 30 days following the end of the month in which the schedule was awarded. The data items that must be reported by GSA or VA to load the federal schedule contracts into the federal schedules contract file are shown in column 2 of the following chart entitled "Processing Orders Under Federal Schedule Contracts". This will permit special processing by the FPDC prior to reporting of the orders by the ordering agency during the normal submission schedule in Part II.A.2.

c. **Reporting orders against Federal Schedule Contracts.**

When an order against a federal schedule contract is reported, the ordering agency shall report the data items shown in column 3. The FPDS searches the federal schedules contract file for the schedule contract number. If the contract number is not found, the order report is rejected. If a match is found, the data items shown in column 4 are filled using the data in the federal schedules contract file. Those items and the items reported by the ordering agency (column 3) are placed in the ICAR file for the order.

If an ordering agency reports data shown in column 4, the data will be edited and matched against the federal schedules contract file data. If there is a discrepancy, the ordering agency will be notified by the FPDC. The ordering agency shall be responsible for reconciling the differences with GSA or VA and have those agencies correct the federal schedule contract file. If the ordering agency report is in error, no action is required in the FPDS because the order report will contain the GSA or VA federal schedule contract data.

3.1 PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS

- Notes: 1. For this form, if a column has 'X' an entry is required.
 2. For this form, if a column has '**' it is required for modifications to order by the reporting agency only.
 3. For this form, if a column has 'X' followed by a double '**' see instructions and edits for items 37, 38, and 39 to determine when they are required.
 4. For this form, if a column has 'X' followed by a triple '**' means for a Federal Schedule Contract this field can be left blank.

<u>Item Name</u>	<u>Item Number</u>	<u>Required for Load Of Federal Schedule Contract</u>	<u>Agencies Report On Order</u>	<u>Automated Fill Process</u>
Reporting Agency	1.	X	X	
Contract Number	2.	X	X	
Modification Number	3.		*	
Contracting Office Order Number	4.		X	
Contracting Office	5.	X	X	
Action Date	6.	X	X	
Type of Entry	7.	X	X	
Report Period	8.	X	X	
Kind of Contract Action	9.	X	X	
Dollars (WHOLE DOLLARS)	10.		X	
Type of Obligation	11.		X	
Principal Product or Service	12.	X	X	
Principal NAICS Code	13.	X		X
Commercial Item Acquisition	14.	X		X
Contractor Name	15.	X	X	
Contractor Identification Number	16.	X	X	
Place of Performance	17.		X	
Contract for Foreign Government or International Organization	18.		X	
Use of EPA Designated Products	19A.		X	
Use of Recovered Material and Waste Reduction Clauses	19B.	X***		X
Performance-Based Service Contracting (PBSC)	20.		X	
Bundling of Contract Requirements	21.	X		X
Country of Manufacture	22.		X	
Synopsis of Procurement Prior to Award	23.	X		X
Type of Contract or Modification	24.	X		X
CICA Applicability	25.	X		X
Solicitation Procedures	26.	X		X
Authority For Other Than Full & Open Competition	27.	X		X
Number of Offers Received	28.	X		X
Extent Competed	29.	X		X
Type of Contractor	30.	X		X
Women-Owned Business	31.	X		X

PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS

<u>Item Name</u>	<u>Item Number</u>	<u>Required for Load Of Federal Schedule Contract</u>	<u>Agencies Report On Order</u>	<u>Automated Fill Process</u>
HUBZone Small Business Concern	32.	X		X
HUBZone Program	33A.	X		X
Small Disadvantaged Business Programs	33B.	X		X
Other Preference Program	33C.	X		X
HUBZone Price Evaluation Preference Percent Difference	33D.	X		X
Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	33E.	X		X
Subcontracting Plan	34.	X		X
Subject to Labor Statutes	35.	X		X
Estimated Contract Completion Date	36.	X	X	
Contractor's TIN	37.	X**		X**
Common Parent's Name	38.	X**		X**
Common Parent's TIN	39.	X**		X**
Veteran Owned Small Business	40.	X		X
Multiple Award Contract Fair Opportunity	41.	X		X
Funding Agency	46A.		X	
Funding Agency – DODAAC	46B.		X	
Funding Agency – Commercial Item Category	46C.		X	
Funding Agency - Reason for Purchase	46D.		X	
Funding Agency - Clinger-Cohen Act	46E.		X	

NOTE: Changes to Federal Schedules must be made by correcting records only.

d. f. Telecommunications from Regulated Carriers

Contract actions for telecommunications from regulated carriers shall be reported. Contract actions may be aggregated by regulated carrier using one SF 279 for each carrier so long as the contract actions are reported within the fiscal year.

g. Reporting Purchases from UNICOR

Purchases from Federal Prison Industries, i.e., UNICOR, are considered intergovernmental transfers. Agencies shall report contract actions with UNICOR in accordance with the General Reporting Requirements in Part III.B of this Manual. Orders for UNICOR products from the GSA Stock Program are not reportable as these are purchases from GSA. Special reporting requirements are as follows:

- (1) ICAR Reports (SF 279).

Report Items 1-17 when the contractor identification number (Item 16) represents UNICOR. All remaining SF 279 items must be blank.

(2) Summary Reports (SF 281).

Report total actions and net dollars in Part I, Column (e). Do not include in Part II.

(3) Contractor Identification Number for UNICOR.

The following contractor identification number will be used for reporting in the FPDS contract actions with Federal Prison Industries, i.e., UNICOR: 626627459.

3.2 SF 279 EDIT SPECIFICATIONS

DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
Reporting Agency	1. 4	Must not be blank. Must be on table of agency/subagency table (FIPS 95).
Contract Number	2. 15	<p>Must not be blank. Must not be all zeros. Must be left justified. Cannot be reported more than once by the same agency when Item 9 equals C. Must be alpha and numeric only (no embedded spaces or special characters). If Item 9 is coded G, then contract number must be on the federal schedules contract table. If Item 9 is coded G, then Item 2 must begin with 'GS' or 'V'. If Item 9 is coded G, Item 2 begins with 'GS', the fifth position must be 'F' or 'K'. If Item 9 is coded G and Item 2 begins with 'GS', and 'F' is in the fifth position, then the contract number must have 10 digits, and the tenth position must be an alpha character. If Item 9 is coded G, Item 2 begins with 'GS', and 'K' is in the fifth position, then the contract number must have 14 digits, and the 10th digit must be 'S'. If Item 9 is coded G and Item 2 begins with 'GS', the third and fourth positions must be numeric. If Item 9 is coded G and Item 2 begins with 'GS', the contract number must not contain alpha 'O'. If contract number on federal schedule table, item 9 must be coded G except for codes J, K, and Z.</p>

DATA ELEMENTS	ITEM #	NO. OF POSITIONS	EDIT SPECIFICATIONS
Modification Number	3.	6	Must not be blank if Item 9 is H, J or K. Must be blank if Item 9 is A, C, or D. Must be left justified. Must not include embedded spaces or special characters. May be blank or have entry if Item 9 is coded B, E, F, G, L, or Z. For DOD, may have an entry if Item 9 is coded A, C, or D. (See Section C.3d.)
Contracting Office Order Number	4.	15	Must have entry if Item 9 is E, F, G, or L. Must be blank if Item 9 is A, B, C, or Z. May be blank if Item 9 equals D. Must be left justified. Must not include embedded spaces or special characters.
Contracting Office	5.	6	Must be 4, 5, or 6 characters. Must be left justified. Must be on agency Contracting Office table for agency code in Item 1.
Action Date (CCYYMM)	6.	6	Must be numeric. Cannot be greater than current quarter and year. Month must be 01 through 12. Year cannot be less than 5 years from the current fiscal year.
Type of Data Entry	7.	1	Must be A, B, or C only. If A, must not have duplicate key items. (Items 1 through 6 make up ICAR key.) If B or C, must match key on ICAR master table.
Report Period (CCYYQ)	8.	5	Must be numeric. Cannot be greater than current quarter and year. FY cannot be less than 5 years from the current FY. Q must be 1, 2, 3, or 4. Report period cannot be before action date (item 6).
Kind of Contract Action	9.	1	Must have valid code. If equal D, Item 25 must equal B, E, or blank if Item 18 equals Y.
Dollars Obligated or Deobligated this Action (WHOLE DOLLARS)	10.	11	Must be numeric, or must be blank if Item 9 equals Z. Must be right justified with preceding zeroes.

DATA ELEMENTS	ITEM #	NO. OF POSITIONS	EDIT SPECIFICATIONS
Type of Obligation	11.	1	Must be A or B, or must be blank if Item 9 equals Z. If B, Item 2 must match ICAR on ICAR master table.
Principal Product or Service	12.	4	Must be valid code from PSC table If Item 12 begins with 'A', Item 9 cannot be G. Between action dates October 2000 and September 2001, if Item 20 equals Y, must begin with 'A' through 'Z' excluding 'C' or 'S1'. Modification Number Starting with action date October 2001, if Item 20 equals Y, must begin with 'A' through 'Z' excluding 'C', 'S1', or 'Y'.
Principal North American Industry Classification System (NAICS) Code	13.	6	Must be valid 6-digit code from NAICS table. May be blank if Item 9 equals G. If Item 20 equals Y, then NAICS must not begin with '233' (except for 233110), '234', '236' or '237' (except for 237210) in the first three positions.
Commercial Item Acquisition	14.	1	Must be Y or N, or may be blank if Item 9 equals G. Must be Y if Item 25 equals E. If equal Y and Item 18 = N, then Item 24 must equal J or K. If equal Y and Item 18 = Y, then Item 24 must be blank.
Contractor Name	15.	30	Must not be blank. Must be left justified.
Contractor Identification Number (DUNS)	16.	9	Must be 9-character numeric. Must not be blank. Must pass check digit routine. (See Appendix E.)

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Principal Place of Performance	17.	9	State and US outlying area codes must be valid codes from FIPS 55 unless foreign country has valid entry. City code must have valid code from FIPS 55 if there is valid state code. If state equals 11, then city code must equal 50000. Country must be blank unless State code is blank, then must have valid entry from FIPS 10. Must be blank if Item 9 equals Z.
Contract for Foreign Government or International Organization	18.	1	Must be Y or N, or must be blank if Item 9 equals Z. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Use of EPA Designated Products	19A.	1	Must have valid code. Must be blank if Item 9 equals Z. Must be blank if Item 18 equals Y. If code equals A thru D then Use of Recovered Material Clauses must be coded A or B.
Use of Recovered Material and Waste Reduction Clauses	19B.	1	May be blank if Item 9 equals G. If Item 9 equals Z, then must be A, B or blank. Must be blank if Item 19A = E or blank otherwise must be coded A or B.
Performance-Based Service Contract (PBSC)	20.	1	Must be Y, N or blank. Must be blank if Item 9 equals Z. Must be blank if Item 18 equals Y. Starting with action date October 2001, must be blank if PSC is numeric or if service code begins with 'C', 'S1', or 'Y'. Starting with action date October 2001, if Y, then PSC must begin with 'A' through 'Z' excluding 'C', 'S1' or 'Y'. If Y, then NAICS must not begin with '233' (except for 233110), '234', '236', or '237' (except for 237210) in the first three positions. If Y, then action date must be equal to or greater than 200010. Between action dates October 2000 through September 2001, if Y, then PSC must begin with 'A' through 'Z' excluding 'C' and 'S1', otherwise N. Must be blank if action date is less than October 2000. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Bundling of Contract Requirements	21.	1	Must be Y or N or blank if Item 18 equals Y. May be blank if Item 9 equals G. If Y, then action date must be equal to or greater than 200010. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Country of Manufacture	22.	2	Must be valid code from FIPS 10, or must be blank if Item 9 equals Z or if Item 18 equals Y. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Synopsis of Procurement Prior to Award	23.	1	Must be A, B, C or D, or must be blank if Item 18 equals Y. If equal B and Item 25 equals A, then Item 27 must be coded H. If equal D, then Item 30 must be A or B. If equal D, then Item 10 must be equal or less than \$100K. If equal D, then Item 9 must be D. If equal D, then Item 12 must be a service code (begins with A through Z, except for E). If equal D, then Item 42 must be N or blank. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Type of Contract or Modification	24.	1	Must have valid code or must be blank if Item 18 equals Y. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
CICA Applicability	25.	1	Must have valid code or must be blank if Item 18 equals Y. If equals A, then Item 6 must be greater than March 1985. If equal B, then Item 9 must be D, H, J, or K. If equal B, C, or D, then Items 26, 27, and 28 must be blank. If equal B, then Item 34 must be B and Item 4 may be blank. If equal E, then Item 26 and 27 must be blank. If equal E, then Item 28 must have a valid entry and Item 14 must be equal Y. If equal E, then Item 34 must be A or B. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Solicitation Procedures	26.	1	<p>Must have valid code if Item 25 equals A or must be blank if Item 25 is coded B, C, D, or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If equal A-K, then Item 27 must be blank and Item 29 must be A.</p> <p>If equal A, B, C, E, F, or G, then Item 33A must be C, D, or E.</p> <p>If equal D, then Item 33A must not equal A, C or D.</p> <p>If equal A through C, then Item 33B must be D, E, or F.</p> <p>If equal D, then Item 33B must not equal D.</p> <p>If equal E, then Item 12 must begin with 'A'.</p> <p>If equal D, then Item 12 must be a valid service code.</p> <p>If equal K, then Item 30 must be A or B.</p> <p>If equal L, then Item 27 must have a valid entry and not be blank.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Authority for Other Than Full and Open Competition	27.	1	<p>Must be blank unless Item 26 equals L, then must have valid code from table.</p> <p>If equal N, then Item 29 must equal B.</p> <p>If equal C, PSC must begin with 'A'.</p> <p>Must be blank if Item 25 is coded B, C, D, or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Number of Offers Received	28.	1	<p>Must be a valid code or blank.</p> <p>Must be blank if Item 25 is coded B, C, or D.</p> <p>Must have a valid entry if item 25 equals A or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Extent Competed	29.	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>

DATA ELEMENTS	ITEM #	NO. OF POSITION	EDIT SPECIFICATIONS
Type of Contractor	30.	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal to M, then Item 17 must be foreign except when Item 9 equals G.</p> <p>If equal B through M, than Item 33B cannot equal A through D.</p> <p>If equal U, then Item 16 must be a valid code from the HBCU/MI table.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Women-Owned Business	31.	1	<p>Must be Y or N; or must be blank if Item 18 equals Y.</p> <p>If equal Y, then Item 30 must be A, B, or C.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
HUBZone Small Business Concern	32.	1	<p>Must be Y or N, or must be blank if Item 18 equals Y.</p> <p>If equal Y, then Item 30 must be A or B.</p> <p>If equal N, then Item 33A must be E.</p> <p>If equal N, then Item 33B must not be B.</p> <p>May be blank if Item 9 equals G.</p> <p>If Y, then Item 16 must match the DUNS on the SBA HUBZone table.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
HUBZone Program	33A.	1	<p>If equal A, then Item 25 must be A, Item 26 must be L and Item 27 must be M.</p> <p>If equal A through D, then Item 33C must be blank.</p> <p>If equal C, then Item 33D must be greater than 00.</p> <p>If equal D, then Item 30 must be A, Item 32 must be Y, Item 33B must be D, Item 33D must be greater than 00, and Item 33E must be greater than 00.</p> <p>If equal A or B, then Item 30 must be A or B and Item 32 must be Y.</p> <p>If A, B, C, or D then Item 33B must be not A or B.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Small Disadvantaged Business Programs	33B.	1	<p>If equal A or B, then Item 29 must be A, B, or C.</p> <p>If A or B then Item 33A must not be A, B, C, or D.</p> <p>If equal A through E, then Item 33C must be blank.</p> <p>If equal B, then Item 32 must be Y.</p> <p>If equal D, then Item 33E must be greater than 00.</p> <p>If equal A, B, or C, then Item 30 must be A.</p> <p>If A through D, then Item 30 cannot equal B through M.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Other Preference Programs	33C.	1	<p>Must be blank if Item 18 equals Y.</p> <p>Must be blank if Item 33A equals A through D.</p> <p>Must be blank if Item 33B equals A through E.</p> <p>If equal A, then Item 30 must be D.</p> <p>If equal B, then Item 30 must be A or B.</p> <p>If equal C, then Item 30 must be A.</p> <p>If equal D, then Item 33A must be E and Item 33B must be F.</p> <p>If equal A through E, then Item 33D and Item 33E must be 00 or blank.</p> <p>If equal E, then Item 30 must be A or B.</p> <p>If equal E, Item 10 cannot be greater than \$50,000.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
HUBZone Price Evaluation Preference Percent Difference	33D.	2	<p>If Item 33D has an entry, then Item 9 must be A, C, or D.</p> <p>Must be greater than 00 if Item 33A equals C or D.</p> <p>Must be 00 or blank if Item 33A equals A, B, or E.</p> <p>Must not be greater than 10.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals H.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>

DATA ELEMENTS	ITEM #	NO. OF POSITIONS	EDIT SPECIFICATIONS
Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	33E.	2	If Item 33E has an entry, then Item 9 must be A, C, or D. Must be greater than 00 if Item 33A is D or Item 33B is D. Must not be greater than 10. Must be 00 or blank if Item 33A equals A, B, C, or E. Must be blank if Item 18 equals Y. May be blank if Item 9 equals H. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Subcontracting Plan	34.	1	Must be A or B; or must be blank if Item 18 equals Y. Must be B if Item 30 equals A or B. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Subject to Labor Statutes	35.	1	Must have valid code or must be blank if Item 18 equals Y. If A, C, or D, then Item 30 cannot equal M. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Estimated Contract Completion Date (CCYYMM)	36.	6	Must be numeric or may be blank if Item 37 is blank. Must be completed if Item 9 equals G. Must be completed if Item 9 equals Z. Month must be 01 through 12. Year must be four-digit numeric. Must be equal or greater than Item 6, except if Item 9 equals H, J, or K. Cannot be later than 25 years after the date in Item 6, except for leases (PSC begins with 'X') and utilities (PSC begins with 'S'). Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITION</u>	<u>EDIT SPECIFICATIONS</u>
Contractor TIN	37.	9	<p>Must be 9-digit numeric code or blank. Must not include hyphens. Must not equal all 9's. Must not equal all zeros. May be blank if Item 30 equals H, J, K, or L. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Common Parent's Name	38.	30	<p>Must be left justified. May be blank. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Common Parent's TIN	39.	9	<p>Must be 9-digit numeric code or blank. Must not include hyphens. Must not equal all 9's. Must not equal all zeros. Must be blank if Item 38 is blank. Must not be blank if Item 38 is not blank. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Veteran Owned Small Business	40.	1	<p>Must be A, B, C; or must be blank. May be blank if Item 9 equals G. If A or B then Item 30 must be A or B. Must be blank if Item 18 equals Y. If A, B, or C, then action date must be equal to or greater than October 1, 2000. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Multiple Award Contract Fair Opportunity	41.	1	<p>If action date less than 200010 then Item 41 must be blank. If action date between 200010 and 200109 then Item 41 must be 'A' through 'F' or blank. If action date greater than or equal to 200110 and Item 9 equals 'L' then Item 41 must be 'A' through 'E', otherwise leave blank. Must be blank if Item 18 equals Y. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITION</u>	<u>EDIT SPECIFICATIONS</u>
Funding Agency	46A.	4	Must be on agency/subagency table (FIPS 95) or blank.
Funding Agency – DODAAC	46B.	6	Must be completed if Item 46A is DOD (begins with '17', '21', '57', '96CE', or '97') otherwise leave blank. Must be on DODAAC table.
Funding Agency – Commercial Item Category	46C.	1	Must be A through F if Item 46A is DOD (begins with '17', '21', '57', '96CE', or '97') and Item 12 begins with '70', 'D3', 'H170', 'H270', 'H370', 'H970', 'J070', 'K070', 'L070', 'N070', 'U012' or 'W070' otherwise leave blank. If A, B, C, or E, then Item 14 must be equal to Y. If D or F, then Item 14 must be equal to N. Must be blank if Item 46A is blank.
Funding Agency – Reason for Purchase	46D.	1	Must be completed if Item 46A is DOD (begins with '17', '21', '57', '96CE', or '97') and Item 12 begins with '70', 'D3', 'H170', 'H270', 'H370', 'H970', 'J070', 'K070', 'L070', 'N070', 'U012' or 'W070' otherwise leave blank. Must be blank if Item 46A is blank.
Funding Agency – Clinger-Cohen Act-	46E.	1	Must be completed if Item 46A is DOD (begins with '17', '21', '57', '96CE', or '97') and Item 12 begins with '70', 'D3', 'H170', 'H270', 'H370', 'H970', 'J070', 'K070', 'L070', 'N070', 'U012' or 'W070' otherwise leave blank. Must be blank if Item 46A is blank.
*Optional Reported Data Elements (Must be approved by OFPP and format agreed to by FPDC. See next page for approved formats.)	47.	100	No special characters. May be blank if item 18 equals Y. May be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.

3.3 INPUT RECORD (SF 279)

NOTE: 1. For this table, Type Data: A = Alpha field, N = Numeric field, and AN = Alpha Numeric field.
 2. An * means see DoD format below.

DATA ELEMENTS	ITEM	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
Reporting Agency	1.	AN	4	1-4
Contract Number	2.	AN	15	5-19
Modification Number	3.	AN	6	20-25
Contracting Office Order Number	4.	AN	15	26-40
Contracting Office	5.	AN	6	41-46
Action Date (CCYYMM)	6	N	6	47-52
Type of Entry	7.	A	1	53
Report Period (CCYYQ)	8.	N	5	54-58
Kind of Contract Action	9.	A	1	59
Dollars Obligated or Deobligated this Action	10.	N	11	60-70
Type of Obligation	11.	A	1	71
Principal Product or Service	12.	AN	4	72-75
Principal NAICS Code	13.	N	6	76-81
Commercial Item Acquisition	14.	A	1	82
Contractor Name	15.	AN	30	83-112
Contractor Identification Number	16.	N	9	113-121
Principal Place of Performance Or Foreign Country	17.	N	7	122-128
Contract for Foreign Government or International Organization	18.	A	1	129-130
Use of EPA Designated Products	19A.	A	1	131
Use of Recovered Material and Waste Reduction Clauses	19B.	A	1	132
Performance-Based Service Contracting (PBSC)	20.	A	1	133
Bundling of Contract Requirements	21.	A	1	134
Country of Manufacture	22.	A	2	135
Synopsis of Procurement Prior to Award	23.	A	1	136-137
Type of Contract or Modification	24.	A	1	138
CICA Applicability	25.	A	1	139
Solicitation Procedures	26.	A	1	140
Authority for Other Than Full and Open Competition	27.	A	1	141
Number of Offers Received	28.	A	1	142
Extent Competed	29.	A	1	143
Type of Contractor	30.	A	1	144
Women-Owned Business	31.	A	1	145
HUBZone Small Business Concerns	32.	A	1	146
HUBZone Program	33A.	A	1	147
Small Disadvantaged Business Programs	33B.	A	1	148
Other Preference Programs	33C.	A	1	149
HUBZone Price Evaluation Preference Percent Difference	33D.	AN	2	150
Small Disadvantaged Business Price	33E.	AN	2	151-152

DATA ELEMENTS	ITEM	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
Evaluation Adjustment Percent Difference				
Subcontracting Plan	34.	A	1	155
Subject to Labor Statutes	35.	A	A	156
Estimated Contract Completion Date (CCYYMM)	36.	N	6	157-162
Contractor's TIN	37.	N	9	163-171
Common Parent's Name	38.	AN	30	172-201
Common Parent's TIN	39.	N	9	202-210
Veteran Owned Small Business (VOSB)	40.	A	1	211
Multiple Award Contract Fair Opportunity	41.	A	1	212
Funding Agency	46A.	AN	4	217-220
Funding Agency - DODAAC	46B.	AN	6	221-226
Funding Agency - Commercial Item Category	46C.	A	1	227
Funding Agency - Reason for Purchase	46D.	A	1	228
Funding Agency - Clinger-Cohen Act	46E.	A		229
Optional Reported Data Elements (Must be approved by OFPP and format agreed to by FPDC.)	47.	AN	*	230-
For Agency Internal Use	48.			

4. Instructions For Reporting On The Summary Contract Action Report (\$25,000 Or Less) (Scar)

a. Reporting Contract Actions and Dollar Amounts

- (1) Contract actions - Count each contract action, purchase order, call against a blanket purchase agreement, order against a basic ordering agreement, delivery order, or modification that obligates or deobligates funds during the report period.
- (2) Net whole dollar amounts - Net whole dollars are the net sum of obligated and deobligated dollars during the report period, rounded to the nearest NET WHOLE DOLLARS. Examples include:
 - \$4,565,264.50 shall be reported as 4565265.
 - \$964,745.40 shall be reported as 964745.

b. Explanation of Lines and Columns

- Column (a) is for the number of actions.
- Column (f) in Part I and column (b) in Part II are the total net whole dollars for the number of actions in column (a) for the appropriate line.
- Columns (b) through (e) in Part I break down the total in column (f) by type of business for lines 3 through 7 and lines 9 through 11 as follows: (NOTE: Line 8 does not add across because lines 1 and 2 are excluded from columns (b) through (e) but reported in column (f)).
- Column (b) is for net whole dollars to small businesses. (See Part III, C.2, Item 30 for definition.)
- Column (c) is for net whole dollars to large businesses. (See Part III, C.2, Item 30 for definition.)
- Column (d) is for net whole dollars to both domestic contractors performing outside the United States and to foreign contractors. (See Part III, C.2, Item 30 for definition.)
- Column (e) is for net whole dollars to any other entity that does not fall within the definitions of columns (b) through (d), and include state and local governments, educational institutions, non-profit or not-for-profit organizations, and Federal Prison Industries, i.e., UNICOR. (See Part III, C.2, Item 30 for definition.)
- Column (f) is the sum of column (b) through (e) for lines 3 through 7. (NOTE: Line 8 and lines 9 through 11 do not add across because lines 1 and 2 are excluded from columns (b) through (e) but reported in column (f).)

All lines include both new awards and modifications, with the exception of Line 12 which is for modifications only.

The information items at the bottom of the report (name, signature, date submitted, and telephone number) are self-explanatory.

4.1 HEADING

A. REPORT PERIOD

Report the 4digits of the fiscal year and the single digit for the fiscal quarter (1, 2, 3, or 4) for which data were reported by the agency data collection point.

B. REPORT TYPE

Mark "original" if this is the original submission for a given quarter.

Mark "revision" if this is a change or deletion to a previously submitted report. The data on the revision form will replace all data from the previous submission.

C. REPORTING AGENCY CODE

Report the appropriate 4position agency or subagency identification code from FIPS PUB 95.

D. REPORTING AGENCY NAME

Self-explanatory

E. CONTRACTING OFFICE CODE

For agency use only

F. CONTRACTING OFFICE NAME

For agency use only

4.2 DETAILED LINE ITEM ENTRIES

PART I. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS

Report actions and net whole dollars to Federal Prison Industries, i.e., UNICOR, in Part I only.

LINE 1 - TARIFF OR REGULATED ACQUISITIONS

Report the total actions and net whole dollars for tariff or regulated industry actions. (See Part III, C.2, Item 19 for definition.) Report Pre-CICA and Post-CICA contract actions.

NOTE: Do not report these actions and net whole dollars in lines 3 through 7 and in Part II.

LINE 2 - CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION

Report the total actions and net whole dollars for contracts with a foreign government or international organization. (See Part III, C.2, Item 18 for definition.)

NOTE: Do not report these actions and net whole dollars in lines 3 through 7 and in Part II.

LINE 3 - PURCHASES USING SIMPLIFIED ACQUISITION PROCEDURES (FAR PART 13)

Report the total actions and net whole dollars for purchases of \$25,000 or less (**including modifications to those purchases**) awarded pursuant to the simplified acquisition procedures in FAR Part 13, excluding imprest funds, SF 44 purchases, and government purchase card purchases. Micro-purchases awarded using simplified acquisition procedures, other than the use of the government purchase card, should be reported on this line. (See Appendix B for definition of Micro-Purchases.) Agencies may report contract actions exceeding \$25,000 in support of a contingency operation awarded pursuant to FAR Part 13 in line 3 if detailed information is not available.

LINE 4 - ORDERS - GSA SCHEDULES ONLY

Report the total actions and net whole dollars for orders placed under GSA federal schedule contracts.

LINE 5 - ORDERS - OTHER FEDERAL SCHEDULES

Report the total actions and net whole dollars for orders placed under VA federal schedule contracts..

LINE 6 - ALL OTHER ORDERS

Report the total actions and net whole dollars for orders placed under indefinite delivery contracts (other than federal schedule contracts) and basic ordering agreements.

LINE 7 - OTHER PROCUREMENT METHODS

Report the total actions and net whole dollars for any action reportable on the SF 281, and not falling into any of the categories in lines 1 through 6. This line includes 8(a) Contract Awards, JWOD Nonprofit Agency awards, and UNICOR awards.

LINE 8 - TOTAL NEW AWARDS AND MODIFICATIONS

Report the totals of lines 1 through 7 in this row.

LINE 9 - COMPETED

Report the portions of line 8 (total actions and net whole dollars) which were competitively awarded.

Competed actions include actions \$25,000 or less when any of the following conditions apply:

- Simplified acquisition procedures were used and competition was obtained.
- Competitive procedures were used to fulfill the requirement for full and open competition (reference FAR 6.1).
- Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources, to set-aside a procurement for small business or labor surplus area concerns, or to compete 8(a) Contract Awards (reference FAR 6.2).
- Statutory authorities for other than full and open competition were used (reference FAR 6.3), and more than one offer was received.

NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) Contract Awards that are sole source; brand name commercial products for authorized resale; or awards for utilities (except telecommunications) are excluded from line 9 and should be reported under line 11.

- Contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was negotiated competitively.

LINE 10 - NOT COMPETED

Report the portions of line 8 (total actions and net whole dollars) which were not competitively awarded.

Contract actions that were not available for competition are to be reported in line 11.

LINE 11 - NOT AVAILABLE FOR COMPETITION

Report the portions of line 8 (total actions and net whole dollars) which were not available for competition. Actions \$25,000 or less are not available for competition when any of the following conditions apply:

- Awards for utilities (excluding long distance telecommunication services) where there is no opportunity for competition (Line 1). Local telecommunication dial tone services should be reported as not available for competition.
- Contract for foreign government or international organization. (Line 2)
- Brand name commercial products for authorized resale.

- Procurements authorized or required by statute to be awarded to a designated source.
- Sole source 8(a) Contract Awards, pursuant to FAR 6.3025(b)(4).
- Micro-purchase (FAR 13.101).
- Awards with Federal Prison Industries (UNICOR).
- Other contract actions where the agency has determined that there is no opportunity for competition.

LINE 12 - TOTAL MODIFICATIONS (EXCLUDING LINE 3)

Report the portions of line 8 (total actions and net whole dollars), excluding FAR Part 13 simplified acquisitions reported in line 3, which were modifications (not new awards).

PART II. SELECTED SOCIOECONOMIC STATISTICS

LINE 13 - SMALL BUSINESS SET-ASIDE

Report the total actions and net whole dollars for awards (including SBIR) made under the small business set-asides or partial small business set-asides awarded pursuant to FAR 13.105, 19.502-2, or 19.502-3.

LINE 14 - SMALL BUSINESS CONCERNS

Report the total actions and net whole dollars to small business concerns as defined in FAR 19.001. This also includes awards to small disadvantaged business concerns, women-owned small business concerns, and HUBZone small business concerns.

LINE 15 - 8(A) CONTRACT AWARD

Report the total actions and net whole dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

LINE 16 - SMALL DISADVANTAGED BUSINESS SET-ASIDE

Report the total actions and net whole dollars for awards made under the small disadvantaged business set-aside program pursuant to FAR Part 19.

LINE 17 - SMALL DISADVANTAGED BUSINESS CONCERNS

Report the total actions and net whole dollars to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. Note that this includes all 8(a) concerns (which are reported under line 15 above) but excludes minority-owned large business concerns. This also includes HUBZone small disadvantaged business concerns and Indian reservations.

LINE 18 – HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY INSTITUTIONS (HBCU/MI)

Report the total actions and net whole dollars to historically black colleges and universities, or minority institutions. See Appendix B for definitions and Appendix F for the web site address.

LINE 19 - HUBZONE PROGRAM

Report the total actions and net whole dollars if the action was awarded under a HUBZone preference program pursuant to FAR 19.13.

LINE 20 - HUBZONE SMALL BUSINESS CONCERNS

Report the total actions and net whole dollars made to all HUBZone small business concerns. See FAR 19.001 for definition of HUBZone small business concern.

LINE 21 - WOMEN-OWNED SMALL BUSINESS CONCERNS

Report the total actions and net whole dollars to women-owned small business concerns as represented in response to FAR 52.219-1.

LINE 22 – JWOD NONPROFIT AGENCY

Report the total actions and net whole dollars to a non-profit agency employing people who are blind or severely disabled (referred to as JWOD Participating Nonprofit Agency) as defined in FAR 8.7 that implements the Javits-Wagner-O'Day Act (JWOD).

LINE 23 – SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

Report the total actions and net whole dollars to a small business owned by a service disabled veteran. See FAR Part 19.

LINE 24 – VETERAN OWNED SMALL BUSINESS (VOSB)

Report the total actions and net whole dollars to all veteran owned small businesses. This should include total actions and net dollars included in Line 23. See FAR Part 19.

4.3 DELETING/CHANGING REPORTS

Submit a new SF 281 report completely filled out and marked "REVISED". All of the original input data will be eliminated and the "REVISED" data will replace it.

4.4 SF 281 EDIT SPECIFICATIONS

<u>DATA ELEMENT</u>	<u>ITEM #</u>	<u>EDIT SPECIFICATIONS</u>
Report Period	A.	Report period covered in submission to FPDC. FY (Fiscal Year) is 4 numeric digits. QTR (Quarter) is 1 numeric digit. Valid digits for quarter are 1, 2, 3, or 4. Example: 1st quarter of fiscal year 2000 = (FY) 2000 (QTR) 1.
Report Type	B.	Must not be blank. If marked "revision", an original report must be on the SF 281 master table. If marked "original", a matching report must not be on the SF 281 master table.
Reporting Agency Code	C.	Must be a 4-position agency or subagency code from FIPS PUB 95 (Code for Identification of Federal and Federally-Assisted Organizations).
Reporting Agency Name	D.	Must be completed - used to verify reporting agency code.
Contracting Office Code	E.	Not edited by FPDC, since each agency submits a summary report. For agency use only.
Contracting Office Name	F.	Not edited by FPDC. For agency use only.

PART I and PART II

All data must be numeric or numeric with a leading minus sign, "-".

For each line, the total net whole dollars divided by the number of actions must be less than or equal to \$25,000.

PART 1. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS

PROCUREMENT METHOD

NEW AWARDS AND MODIFICATIONS

<u>DATE ELEMENT</u>	<u>ITEM #</u>	<u>DATA SPECIFICATIONS</u>
Tariff or Regulated Acquisitions	1.	No additional edits are performed.
Contract for Foreign Government or International Organization	2.	No additional edits are performed.
Purchases Using Simplified Acquisition Procedures (FAR Part 13)	3.	The sum of column (b) through (e) must equal column (f).
Orders - GSA Schedules Only	4.	The sum of column (b) through (e) must equal column (f).
Orders - Other Federal Schedules	5.	The sum of column (b) through (e) must equal column (f).
All Other Orders	6.	The sum of column (b) through (e) must equal column (f).
Other Procurement Methods	7.	The sum of column (b) through (e) must equal column (f).
Total New Awards and Modifications	8.	The sum of lines 1 through 7 in column (a) and (f) must be equal to line 8 in column (a) and (f) respectively. In addition, the sum of lines 3 through 7 in column (b) through (e) must be equal to line 8 in column (b) through (e) respectively. Line 8 does not add across.

COMPETITION

<u>DATE ELEMENT</u>	<u>ITEM #</u>	<u>DATA SPECIFICATIONS</u>
Competed	9	The sum of lines 9, 10 and 11, in column (a) through (f) must equal line 8, in column (a) through (f) respectively.
Not Competed	10.	
Not Available for Competition	11.	

NOTE: Actions and Net Whole Dollars in lines 1 and 2, columns A and F must be added to line 11, columns A and F.

MODIFICATIONS

<u>DATE ELEMENT</u>	<u>ITEM #</u>	<u>DATA SPECIFICATIONS</u>
Total Modifications (Excluding Line 3)	12.	Line 12 in column (a) and (f) must be less than or equal to line 8, in column (a) and (f) respectively.

PART II. SELECTED SOCIOECONOMIC STATISTICS

CATEGORY

<u>DATE ELEMENT</u>	<u>ITEM #</u>	<u>DATA SPECIFICATIONS</u>
Small Business Set-Aside	13.	Line 13(a) must be less than or equal to line 14(a) and line 13(b) must be less than or equal to line 14(b).
Small Business Concerns	14.	Line 14(a) must be less than or equal to line 8(a) and line 14(b) must be equal to line 8(b).
8(a) Contract Award	15.	Line 15(a) must be less than or equal to line 14(a) and line 15(b) must be less than or equal to line 14(b). Line 15(a) must be less than or equal to line 17(a) and line 15(b) must be less than or equal to line 17(b).
Small Disadvantaged Business Set-Aside	16.	Line 16(a) must be less than or equal to Line 14(a) and line 16(b) must be less than or equal to line 14(b). Line 16(a) must be less than or equal to line 17(a) and line 16(b) must be less than or equal to line 17(b).
Small Disadvantaged Business Concerns	17.	The sum of lines 15 and 16 in column (a) and (b) must be less than or equal to line 17 in column (a) and (b), respectively. Line 17(a) must be greater than or equal to line 16(a) and line 17(b) must be greater than or equal to line 16(b). Line 17(a) must be less than or equal to line 14(a) and line 17(b) must be less than or equal to line 14(b).
Historically Black Colleges and Universities and Minority Institutions (HBCU/MI)	18.	Line 18(a) must be less than or equal to line 8(a) and line 18(b) must be less than or equal to line 8(e).
HUBZone Program	19.	Line 19(a) must be less than or equal to line 14(a) and line 19(b) must be less than or equal to line 14(b). Line 19(a) must be less than or equal to line 20(a) and line 19(b) must be less than or equal to line 20(b).

than or equal to line 20(b).

<u>DATE ELEMENT</u>	<u>ITEM #</u>	<u>DATA SPECIFICATIONS</u>
HUBZone Small Business Concern	20.	Line 20(a) must be less than or equal to line 14(a) and line 20(b) must be less than or equal to line 14(b).
Women-Owned Small Business Concerns	21.	Line 21(a) must be less than or equal to line 14(a) and line 21(b) must be less than or equal to line 14(b).
JWOD Nonprofit Agency	22.	Line 22(a) must be less than or equal to line 8(a) and line 22(b) must be less than or equal to line 8(e).
Service Disabled Veteran Owned Small Business	23.	Line 23(a) must be less than or equal to 14(a) and line 23(b) must be less than or equal to line 14(b). Line 23(a) must be less than or equal to line 24(a) and line 23(b) must be less than or equal to line 24(b).
Veteran Owned Small Business	24.	Line 24(a) must be less than or equal to 14(a) and line 24(b) must be less than or equal to line 14(b). Line 24(a) must be greater than or equal to line 23(a) and line 24(b) must be greater than or equal to line 23(b).

Attachment C: Procurement Award Numbering Formats

The Department will utilize and accept two separate numbering conventions for acquisitions during the transition to an enterprise-wide automated procurement system. The enterprise system, known as the Commerce STandard Acquisition and Reporting System (CSTARS) will be referred to in the CPDS as contract number type 3, New. Any other Departmental legacy procurement system should conform to the numbering convention adopted by the Department in 1985 and is referred to in the CPDS as contract number type 2, Recent.

On the CPDS entry screen, the contract number type 1, Legacy, refers to any contracts which conform to the Department's pre-1985 numbering convention. The contract number type 4, Other Agency, refers to any contracts awarded by any agency other than the Department of Commerce. This attachment will not address the format of the numbering conventions for these contract number types.

Contract Number Type 3: New

Solicitations and awards following this numbering convention or schematic are 14 characters in length, and are comprised of the following parts: activity code, fiscal year designation, counter code, and serial transaction number.

- (a) Activity Code: The activity code is 6 digit alpha-numeric, and includes a combination of the contracting office code and the activity code of the requiring bureau or agency. Refer to Attachment D for a listing of the active Procurement Office Codes and Attachment E for a listing of the Bureau or Agency Codes.
Example: SA1301, SD1304, SB1342, SE1306, SC1306
- (b) Fiscal Year: The fiscal year is designated by 2 digits and indicates the last 2 positions of the fiscal year of the base transaction. There are no CSTARS transactions processed prior to fiscal year 2001.
Example: 01, 02
- (c) Counter Code: The counter code is 2 digit alphabetic, and resembles the old transaction codes, and identifies the type of action. Counter codes identify the type of acquisition transaction being processed. For example, a simplified acquisition award for services that contains a fixed price uses the counter code SE; a prepaid simplified acquisition for supplies would use the counter code AU. The first letter of the counter code designates whether the action is a simplified acquisition, advance pay acquisition, unpriced order, contract, or agreements, and are designated with the codes S, A, U, C, and B respectively. A listing of all counter codes are provided below in a crosswalk table comparison to the recent transaction codes.
Example: CN, SE, AU
- (d) Serial Number: The serial number is a sequential 4 digit numeric field. The automated procurement system generates the serial number based upon the selected counter code. This means that more than one document may be numbered 0001 during the current fiscal year. Close attention must be paid to the counter code indicator.

The following are examples of award document numbers using CSTARS;

SA130101CN0001	SD130401CN0002
SC130101AU0234	SC130101SE0001

Contract Number Type 2: Recent

For documents generated from procurement systems other than CSTARS, the most recent numbering convention is the format of record. This numbering convention was developed in 1985 and is 12 characters in length consisting of the following components: transaction code, procurement office code, requiring bureau code, fiscal year designation, and serial transaction number.

Attachment C: Procurement Award Numbering Format

- (a) Transaction code: A two digit numeric field identifying the type of action being processed. The following is a list of the transaction codes and applicable definitions:

Code	Description
40	PURCHASE ORDERS. Fixed price and fixed quantity with anticipated one-time vendor payment. Also, estimated quantity/price of supplies with anticipated one-time vendor payment (e.g., equipment purchase).
41	PURCHASE ORDERS. Advance payment authorized by procurement regulations (e.g., subscriptions).
42	PURCHASE ORDERS. Fixed price and fixed quantity for agreed upon automatic cyclic payments (Space rentals).
43	PURCHASE ORDERS. Fixed price and fixed quantity with anticipated recurring vendor payments (e.g., equipment rental). Estimated price/quantity with anticipated recurring vendor payments (e.g., Xerox rental with monthly charges based upon number of copies produced). Estimated price/quantity for services even though there is an anticipated one-time vendor payment (e.g., the clearing of land wherein the hourly rate is known but the number of hours to clear the land is estimated).
45	BLANKET PURCHASE AGREEMENTS
46	DELIVERY ORDERS AGAINST DOC CONTRACTS. Delivery orders against DOC contracts placed from a contracting office. Delivery orders against DOC contracts placed in small purchasing offices using the Small Purchase System should be coded "40" through "43."
47	PURCHASE ORDERS FOR UTILITY SERVICES
50	ALL CONTRACTS
51	SOLICITATION - SEALED BID
52	SOLICITATION - REQUEST FOR PROPOSAL Except Quick Reaction Task Order
53	SOLICITATION - REQUEST FOR QUOTATION
54	SOLICITATION - REQUEST FOR PROPOSAL Quick Reaction Task Orders only.
55	QUICK REACTION TASK ORDERS Task orders against Quick Reaction contracts.
56	TASK ORDERS An order which is a distinct procurement action requiring an individualized Statement of Work, a proposal, terms which may be negotiated, etc.

- (b) Procurement Office Codes are 2 character alpha in format and indicates the acquisition office responsible for the award. Refer to Attachment D for a listing of the active Procurement Office Codes.

Examples: SA, AB, SB, RA, EA

Attachment C: Procurement Award Numbering Format

(c) Requiring Bureau or Agency Codes are 2 character alpha in format and indicates the bureau or agency providing the funds or the need for the action. This is component is also referred to as the customer. Refer to Attachment E for a listing of the Bureau or Agency Codes.

Examples: BE, AA, NA, NW, NR, EX

(d) Fiscal Year Designator in this numbering convention is a single numeric character of the current fiscal year.

Examples:1, 0, 9, 2

(e) Serial Number is a five character field. This number field is designed to allow sequential document numbering, however, some procurement offices may have used the fields to indicate various internal practices or processes.

Examples: 00001, C1234, 90001

The following are sample award numbers issued from existing Departmental acquisition systems, not including CSTARs:

50SAAA100023

47RANA000002

43WCNF900001

50YABC890003

Cross Walk of Transaction Codes to CSTARs Counter Codes

Document Type	CSTARs Counter Code Designations	Transaction Codes
Priced Purchase Order: Services	SE	40, 41, 42, 43
Priced Purchase Order: Supplies	SU	40, 41, 42, 43
Priced Purchase Order: Utilities	ST	40, 41, 42, 43, 47
Priced Purchase Order: Prepay Services	AE	41
Priced Purchase Order: Prepay Supplies	AU	41
Unpriced Purchase Order: Services	UE	43
Unpriced Purchase Order: Supplies	UU	43
Blanket Purchase Agreements	Unrestricted BPA's: BU	45
	Restricted BPA's: BR	45
Basic Ordering Agreements	BA	45, 50
Contracts	CN	50
Indefinite Delivery Type Contracts	CQ	50
Delivery Orders Against other Agency Contracts	CT (COMMITTS) CC (Other Commerce) NC (Any other agency)	40, 41, 43, 46
Solicitations: Request for Quotes	RQ	N/A
Solicitations: Request for Proposals	RP	52
Solicitations: Sealed Bids	RB	51

Attachment D: Procurement Office Codes

<u>Codes</u>	<u>Office and Location</u>
DG—Acquisition and Grants Office (AGO)	Mr. Richard Bennett Acting Director, Acquisition and Grants Office 1305 East-West Highway Room 7601, SSMC4 Silver Spring, MD 20910-3281 Phone: (301) 713-0836 Fax: (301) 713-0219
Legacy Codes: AA—Simplified Acquisitions Branch DD—ADP Procurement Branch DK—Contract Administration Branch DS—Operations Support Branch SP—SAO	
AB—WASC	Ms. Heidi L. Sickles Chief, Acquisition Management Division NOAA/Western Administrative Support Center (WASC) 7600 Sand Point Way, NE Building 1, BIN C15700 Seattle, WA 98115 Phone: (206) 526-6021 Fax: (206) 526-6025 or 6672
RA—MASC	Mr. David Barr Chief, Acquisition Management Division NOAA/Mountain Administrative Support Center (MASC) 325 Broadway - Room 5559 Boulder, CO 80303-3328 Phone: (303) 497-3515 Fax: (303) 497-3163
WC—CASC	Mr. Gary Scibona Chief, Acquisition Management Division NOAA/Central Administrative Support Center (CASC) 601 East 12th Street - Room 1756 Kansas City, MO 64106 Phone: (816) 426-7267 Fax: (816) 426-7530

Attachment D: Procurement Office Codes

<u>Codes</u>	<u>Office and Location</u>
EA—EASC	Mr. Dewey Privot Acting Chief, Acquisition Management Division NOAA/Eastern Administrative Support Center (EASC) Norfolk Federal Building 200 Granby Street, Room 815 Phone: (757) 441-6893 Fax: (757) 441-3786
QA—NDBC	Mr. Daniel J. Laurent Chief, Acquisition Management Division NOAA/National Data Buoy Center (NDBC) Building 1100, CW/DB5 Stennis Space Center, MS 39529-6000 Phone: (228) 688-1705 Fax: (228) 688-3153
NA—Small Purchase Office SB—Contracting Office TA—National Technical Info Service	Mr. Norman L. Osinski Chief, Acquisition and Assistance Division National Institute of Standards and Technology (NIST) 100 Bureau Drive Building 301 - Room B-128 Gaithersburg, MD 20899 Phone: (301) 975-6350 Fax: (301) 926-0628
PA—Office of Procurement Legacy Code: PB—APCS	Mr. Michael Anastasio, Acting Director, Procurement Office Patent and Trademark Office 2011 Crystal Drive Crystal Park 1 - Room 810 Arlington, VA 22202 Phone: (703) 305-8014 Fax: (703) 305-8294

Attachment D: Procurement Office Codes

Codes

YA—Suitland

Office and Location

Mr. Mike Palensky
Acting Chief, Procurement Office
Bureau of the Census - Suitland
ACQ Room 1557-3
Washington, DC 20233-1700
Phone: (301) 457-1818
Fax: (301) 457-1785

YB—Jeffersonville

Ms. Connie Smith
Chief, Procurement Element
Bureau of the Census - Jeffersonville
1201 East 10th Street
Building 66 - Room 149
Jeffersonville, IN 47132
Phone: (812) 218-3351
Fax: (812) 218-3937

SA—Contracting Office
SC—Office of Admin Services
SE—Office of Security
SD—OIG

Mrs. Tiffany Hixson
Director, Commerce Acquisition Solutions
Office of Acquisition Management
Department of Commerce
14th and Constitution Ave., NW, Room 6521
Washington, D.C. 20230
Phone: (202) 482-6100
Fax: (202) 482-4988

CM—COMMITTS

Ms. Tina Burnette
Head of Contracting Office
Commerce Information Technology Solutions and
COMMITTS Program Office
Department of Commerce
14th and Constitution Ave. NW, Room 6520
Washington, D.C. 20230
Phone: (202) 482-6100
Fax: (202) 501-8122

Attachment E: Bureau Office Codes for Document Numbering

Alpha Code	FIPS Pub 95-2	CSTARS Code (w/in the document number)	Office Name
AA	1301	1301	Office of the Secretary
BA	1321	1321	Bureau of Economic Analysis (BEA)
BC	1323	1323	Bureau of the Census
BE	1352	1352	Minority Business Development Agency (MBDA)
EA	1314	1314	Economic Affairs
ED	1325	1325	Economic Development Administration (EDA)
EX	1351	1351	Export Administration (BXA)
GG	1304	1304	Office of the Inspector General
NA	1330	1330	National Oceanic and Atmospheric Administration (NOAA)
NB	1341	1341	National Institute of Standards and Technology (NIST)
NC	1330	133C	NOAA National Ocean Survey (NOS)
NE	1330	133E	NOAA National Environmental Satellite and Data (NESDIS)
NF	1330	133F	NOAA National Marine Fisheries (NMF)
NR	1330	133R	NOAA Oceanic and Atmospheric Research (OAR)
NS	1342	1342	National Technical Information Service (NTIS)
NT	1335	1335	National Telecommunications and Information Administration (NTIA)
NW	1330	133W	NOAA National Weather Service (NWS)
PT	1344	1344	Patent and Trademark Office (PTO)
TA	1350	1350	International Trade Administration (ITA)
TK	1359	1359	Technology Administration
TS	-----	-----	US Travel and Tourism Administration (USTTA)
AA	1303	1303	Office of General Counsel
AA	1306	1306	Chief Financial Officer/Assistant Secretary for Administration

Attachment F: GSA Schedule Number Format

GSA/FSS FSC FEDERAL SCHEDULE CONTRACT NUMBER FORMAT:

G S n n F n n n n a

n=numeric

a=alpha

Notes:

- a. The "GS" and "F" characters in the first, second, and fifth positions are constant.
- b. The second and third numeric characters must be one of the following:
00, 02, 03, 04, 05, 06, 07, 09, 10, 11, 14, 15, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 35.
- c. The last digit is always alphabetic. The letter "F" is assigned to international schedules. The letters "A", "B", "C", "D", have been issued, and "E" is now being assigned to FY97 awards. New letters will be assigned for awards in future fiscal years: "G" for FY98, "H" for FY99, etc
- d. Federal agencies also place orders against GSA/FSS term contracts (copiers, travel services, etc), which are not schedule contracts. These contracts end in a numeric character (tenth position). Order reporting in Item 9, Kind of Contract Action must be E (Order Under GWAC Single Award Contract) or L (Order Under GWAC Multiple Award Contract). Also, FTS contracts are not GSA Schedules and Item 9 should be coded as "2" or "3".

Attachment G: SF-279 Individual Contract Action Report (ICAR)

ITEM NAME	ITEM #	RESPONSE
REPORTING AGENCY (FIPS 95)	1.	
CONTRACT NUMBER	2.	
MODIFICATION NUMBER	3.	
CONTRACTING OFFICE ORDER NUMBER	4.	
CONTRACTING OFFICE CODE	5.	
ACTION DATE (YYYYMM)	6.	
TYPE OF DATA ENTRY A. Original, B. Deleting, C. Correcting	7.	
REPORT PERIOD (YYYYQ)	8.	
KIND OF CONTRACT ACTION A. Initial Letter Contract, B. Definitive Contract Superseding Letter, C. New Definitive Contract, D. Purchase Orders/BPA Calls Using Simplified Acquisition Procedures, E. Order Under Single Award Indefinite Delivery Contract, F. Order Under BOA, G. Order/Modifications Under Federal Schedule Contract, H. Modification, J. Termination for Default, K. Termination for Convenience, L. Order Under Multiple Award Contract, Z. Initial Load of Federal Schedule Contract	9.	
DOLLARS OBLIGATED OR DEOBLIGAED THIS ACTION (WHOLE DOLLARS)	10.	
TYPE OF OBLIGATION A. Obligated, B. Deobligated	11.	
PRINCIPAL PRODUCT OR SERVICE CODE	12.	
PRINCIPAL NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM	13.	
COMMERCIAL ITEM ACQUISITION PROCEDURES Y - Yes, N - No	14.	
CONTRACTOR NAME	15.	
CONTRACTOR IDENTIFICATION NUMBER (DUNS)	16.	
PRINCIPAL PLACE OF PERFORMANCE (FIPS 55) State City	17A.	
FOREIGN COUNTRY (FIPS 10)	17B.	
CONTRACT FOR FOREIGN GOVT. OR INTERNATIONAL ORGANIZATION Y - Yes, N - No	18	
USE OF EPA DESIGNATED PRODUCTS A. EPA-designated products or products were purchased and all contained the required minimum recovered material content, B. EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the products(s) competitively within a reasonable time, C. EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire product(s) at a reasonable price, D. EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications, E. No EPA-designated product(s) were required.	19A.	
USE OF RECOVERED MATERIAL AND WASTE REDUCTION CLAUSES A. Recovered Material and Waste Reduction Clauses, B. No Clauses Included	19B.	
PERFORMANCE-BASED SERVICE CONTRACTING (PBSC) Y - Yes, N - No	20.	
BUNDLING OF CONTRACT REQUIREMENTS Y - Yes, N - No	21.	
COUNTRY OF MANUFACTURE (FIPS 10)	22.	

SF-279 Individual Contract Action Report (ICAR) (continued)

ITEM NAME	ITEM #	RESPONSE
SYNOPSIS OF THIS PROCUREMENT PRIOR TO AWARD A. Synopsized Prior to Award, B. Not Synopsized Due to Urgency, C. Not Synopsized for Other Reasons, D. Not Synopsized Under the SBA/OFPP Waiver Pilot	23.	
TYPE OF CONTRACT OR MODIFICATION A. Fixed Price Redetermination, J. Fixed Price, K. Fixed Price with Economic Price Adjustment, L. Fixed Price Incentive, R. Cost Plus Award Fee, S. Cost - No Fee, T. Cost Sharing, U. Cost Plus Fixed Fee, V. Cost Plus Incentive, Y. Time and Materials, Z. Labor Hours	24.	
CICA APPLICABILITY A. CICA Applicable, B. Purchase Orders/BPA Calls Using Simplified Acquisition Procedures, C. Subject to Statute Other Than CICA, D. Pre-CICA, E. Commercial Item Acquisition Procedures Under Test Program	25.	
SOLICITATION PROCEDURES (Complete only if Item 25 = A) A. Full and Open Competition - Sealed Bid, B. Full and Open Competition - Competitive Proposal, C. Full and Open Competition - Combination, D. Architect - Engineer Procedures, E. Basic Research, F. Multiple Award Schedule, G. Alternative Sources, H. Reserved, J. Reserved, K. Set-Aside, L. Other Than Full and Open Competition	26.	
AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION (Complete only if Item 26 = L) A. Unique Source, B. Follow-on Contract, C. Unsolicited Research Proposal, D. Patent/Data Rights, E. Utilities, F. Standardization, G. Only One Source – Other, H. Urgency, J. Mobilization, Essential R&D Capability or Expert Services, K. Reserved, L. International Agreement, M. Authorized by Statute, N. Authorized for Resale, P. National Security, Q. Public Interest	27.	
NUMBER OF OFFERS RECEIVED (Complete Only if Item 25 = A or E) A. 1, B. 2-5, C. 6-10, D. 11-15, E. 16-20, F. 21-50, G. Over 50	28.	
EXTENT COMPETED A. Competed Action, B. Not Available for Competition, C. Follow-on to Contract Action, D. Not Competed	29.	
TYPE OF CONTRACTOR A. Small Disadvantaged Business, B. Other Small Business, C. Large Business, D. JWOD Nonprofit Agency, E. Educational Institution, F. Hospital, G. Nonprofit Organization, H. Reserved, J. Reserved, K. State/Local Government, L. Foreign Contractor, M. Domestic Contractor Performing Outside US, U. Historically Black College/University or Minority Institution (HBCU/MI)	30.	
WOMEN-OWNED BUSINESS Y - Yes, N - No	31.	
HUBZONE SMALL BUSINESS CONCERN Y - Yes, N - No	32.	
HUBZONE PROGRAM A. HUBZone Sole Source, B. HUBZone Set-Aside, C. HUBZone Price Evaluation Preference, D. Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment, E. Not Applicable	33A.	
SMALL DISADVANTAGED BUSINESS PROGRAM A. 8(a) Contract Award, B. 8(a) with HUBZone Priority, C. SDB Set-Aside, D. SDB Price Evaluation Adjustment, E. SDB Participating Program, F. Not Applicable	33B.	
OTHER PREFERENCE PROGRAMS A. Directed to JWOD Nonprofit Agency, B. Small Business Set-Aside, C. Buy Indian, D. No Preference/Not Listed, E. Very Small Business Set-Aside	33C.	
HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE	33D.	
SDB PRICE EVALUATION ADJUSTMENT PERCENT DIFFERECNE	33E.	
SUBCONTRACTING PLAN A – Required, B – Not Required	34.	

SF-279 Individual Contract Action Report (ICAR) (continued)

ITEM NAME		ITEM #	RESPONSE
SUBJECT TO LABOR STATUTES A. Walsh-Healey Act, B. Reserved, C. Service Contract Act, D. Davis-Bacon Act, E. Not Subject to Walsh-Healey, Service Contract, or Davis-Bacon Acts		35.	
ESTIMATED CONTRACT COMPLETION DATE (YYYYMM)		36.	
CONTRACTOR'S TIN		37.	
COMMON PARENT'S NAME		38.	
COMMON PARENT'S TIN		39.	
VETERAN-OWNED SMALL BUSINESS (VOSB) A. Service Disabled Veteran Owned Small Business, B. Other Veteran Owned Small Business, C. Not Veteran Owned Small Business		40.	
MULTIPLE AWARD CONTRACT FAIR OPPORTUNITY A. Fair Opportunity Process, B. Urgency, C. One/Unique Source, D. Follow on Contract, E. Minimum Guarantee, F. Not Applicable		41.	
FUNDING AGENCY		46A.	
FUNDING AGENCY - DODAAC		46B.	
FUNDING AGENCY - COMMERCIAL ITEM CATEGORY A. Commercially Available Off-The-Shelf Item, B. Other Commercial Item, C. Nondevelopmental Item, D. Noncommercial Item, E. Commercial Service, F. Noncommercial Service.		46C.	
FUNDING AGENCY - REASON FOR PURCHASE A. Convenience and Economy, B. Expertise, C. Specifically Authorized, D. Authorized by Executive Order, E. Modification or Extension, F. Other		46D.	
FUNDING AGENCY - CLINGER-COHEN ACT Y - Yes, N - No		46E.	
OPTIONAL REPORTED DATA ELEMENTS		47.	
49. CONTRACTING OFFICER OR REPRESENTATIVE			
a. TYPED NAME	b. SIGNATURE	TELEPHONE	DATE SUBMITTED
		c. AREA CODE NUMBER	