



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

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MEMORANDUM TO DIRECTORS OF THE DEFENSE AGENCIES  
ASSISTANT SECRETARY OF THE ARMY  
(ACQUISITION, LOGISTICS AND TECHNOLOGY)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION MANAGEMENT), ASN(RDA)  
DEPUTY ASSISTANT SECRETARY OF THE AIR  
FORCE (CONTRACTING), SAF/AQC

SUBJECT: Federal Procurement Data System – Next Generation

As Department of Defense (DoD) components transition to Federal Procurement Data System-Next Generation (FPDS-NG), they will follow the policy and guidance set forth in this memo until such time it is incorporated in the Defense Federal Acquisition Regulation Supplement (DFARS) and/or its companion Procedures, Guidance and Information (PGI). DoD is expected to complete its transition of sites reporting directly to FPDS-NG in Q1FY07.

In FPDS-NG, Contract Actions Reports (CARs) have replaced DD Forms 350. Don't assume a field name in FPDS-NG means the same thing as it did on a DD Form 350. FPDS-NG is a Federal-wide system and thus the same terminology used on the DD Form 350 may have a different meaning with different instructions in FPDS-NG. The attached "FPDS-NG Helpful Tips for DoD" is targeted for the buyer, administrator, and contracting officer and is intended to provide an overview of the key differences likely to be observed as DoD transitions to FPDS-NG. Please use it to supplement other FPDS-NG training materials. This and other DoD specific relevant information will be posted on the DPAP web site at: <http://www.acq.osd.mil/dpap>

There will be no DD Form 350s used for reporting Fiscal Year (FY) 2007 contract actions. For contracting activities transitioning to FPDS-NG at the beginning of FY07, DD Form 350s can be used to "clean up" FY 2006 data through the agency's feeder system process until reporting for FY 2006 is closed (last agency feeder system file is due October 12, 2006).

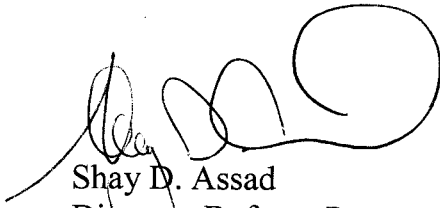
Contract writing systems are required to report the CAR to FPDS-NG, replacing contracting reporting feeder systems. If your activity does not use a contract writing system, manual input is required via the FPDS-NG website at:



<https://www.fpds.gov>. There are no more intermediary reporting systems to detect input errors. The information contained in FPDS-NG will be available to the general public all the way down to the contract level.

As such, the procuring and administrative contracting officer are responsible for the submission and accuracy of the CAR. Please ensure contracting officers are structuring their contracts according to procedures in the FAR and DFARS, and reporting them accordingly including using the contract numbering procedures specified in DFARS 204.70. Additionally, the 7<sup>th</sup> and 8<sup>th</sup> position of the procurement instrument identification number (referred to as procurement instrument identification document, PIID, in FPDS-NG) must be equal to the fiscal year of the date signed. Also, basic awards must be reported before you can report orders or modifications.

During this transition period, if you have any questions, please contact your Agencies Administrator for FPDS-NG or members of the DoD team identified in the attachment. My points of contact for FPDS-NG are Lisa Romney at [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), or Teresa Brooks at [teresa.brooks@osd.mil](mailto:teresa.brooks@osd.mil).



Shay D. Assad  
Director, Defense Procurement and  
Acquisition Policy

Attachment:  
As stated

## FPDS-NG Helpful Tips for DoD

The information in this document is targeted at the buyer, administrator, and contracting officer and is intended to provide an overview of the key differences that are likely to be observed as DoD transitions to FPDS-NG. These hints and other relevant information will be posted on the DPAP web site at: <http://www.acq.osd.mil/dpap>

### **HELPFUL DOCUMENTS**

The FPDS-NG web site <https://www.fpds.gov> contains useful documents and on-line training to assist in data entry in FPDS-NG. Specifically, key manuals can be found under “Downloads” at the FPDS-NG Project Site at <http://www.fpds-ng.com> to include:

FPDS-NG Data Element Dictionary – The data dictionary outlines all relevant information for each data field. It identifies whether a data field is Required, Optional or Not Required, for each type of data entry screen (Awards, Indefinite Delivery Vehicles and Transactions/Modifications) broken out by civilian agencies and DoD. It also identifies the source of data entry (e.g., Contracting Officer, Central Contractor Registration, FPDS-NG); the format of the field (e.g, string (drop down menu or eclipsis), Boolean (checkbox - yes if checked)); and whether the field input is derived from entries in other fields. At the back of the Data Dictionary is a useful summary “J3 DoD Use Case Summary.”

FPDS-NG Users Manual – This manual provides guidance on the various types of data entry screens and addresses whether a particular field is: [R] – requires contracting officer/buyer entry; [A] – pre-populated by FPDS-NG or a contract writing system, if using machine-to-machine process; or [C] – calculated by FPDS-NG for each type of data entry screen. However, the nature of the field is determined based on government-wide requirements. To determine DoD specific requirements, refer to J3 “DoD Use Case Summary” in the FPDS-NG Data Element Dictionary.

FPDS-NG Data Validations - This document identifies all the validation rules that are applied to data entry. The majority of the rules apply federal-wide. DoD specific validation rules appear at “J5.5.1 DoD Specific Validations.”

### **TRAINING**

**FPDS-NG Web Based Training.** The FPDS web site offers on-line computer based training (CBT) at <https://www.fpds.gov> . However, be aware that

## FPDS-NG Helpful Tips for DoD

the CBT has client requirements that may not be allowed by certain Intranets such as Navy's Navy Marine Corps Intranet (NMCI). Copies of the online version of the CBT can be obtained from your agency representative.

**SPS (PD2) Increment 2 / FPDS Web Based Training.** FPDS Functional User and System Administration training is available through the Army Learning Management System (ALMS) website at <https://www.us.army.mil/suite/login/welcome.html>. All SPS (PD2) users will have to have an Army Knowledge Online (AKO) account in order to have SPS web-based training. In order to register for an AKO account, go to the SPS Center of Excellence (COE) website at <http://www.spscoe.sps.eis.army.mil/login.htm>.

Visit the **SPS Knowledge Base** for FPDS-NG Frequently Asked Questions (FAQs), presentations and other helpful documents at <http://kb.caci.com>. Additionally, contact your agency representative identified below for information on additional resources that may be available to your agency.

### **DOD FPDS TEAM - AGENCY REPRESENTATIVES**

DoD has established a triage approach for dealing with technical issues.

- SPS users should first call their local SPS helpdesk ('authorized sps caller') who will then call the CACI SPS Helpdesk at 1-800-234-7453 or [sps.helpdesk@caci.com](mailto:sps.helpdesk@caci.com).
- Users of other contract writing systems should contact the local contract writing system administrator to determine the appropriate procedures.
- Web users should call their local system administrator who will then call the FPDS Helpdesk.
- Finally, call the FPDS Help Desk when there is an obvious FPDS technical issue that needs to be documented and corrected by the system. The Help Desk number is 703-773-4810 or e-mail [fpdssupport@gce2000.com](mailto:fpdssupport@gce2000.com). If you e-mail the FPDS Help Desk also e-mail your agency representative.

Policy issues should also be referred to the agency representative. The DoD team of agency representatives working the Department's transition to FPDS are identified below.

#### Army:

Adarryl Roberts, [adarryl.m.roberts@us.army.mil](mailto:adarryl.m.roberts@us.army.mil), 804-734-0798

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Stephanie Mullen, [stephanie.mullen@hqda.army.mil](mailto:stephanie.mullen@hqda.army.mil), 703-681-5552 (for migration issues)

### Navy:

Patricia Coffey, [patricia.coffey@navy.mil](mailto:patricia.coffey@navy.mil), 202-685-1279

Todd Hoover, [todd.hoover@navy.mil](mailto:todd.hoover@navy.mil), 717-605-2469

Ruby Hookfin, [ruby.hookfin@navy.mil](mailto:ruby.hookfin@navy.mil), 202-781-2896

### Air Force:

Donna Hairston-Benford, [donna.hairston-benford@pentagon.af.mil](mailto:donna.hairston-benford@pentagon.af.mil),  
703-588-7268

Milton Dillard, [milton.dillard@pentagon.af.mil](mailto:milton.dillard@pentagon.af.mil), 703-588-7014

Defense Logistics Agency: Judy Lee, [judy.lee@dla.mil](mailto:judy.lee@dla.mil), 703-767-1376

### Other Defense Agencies:

Brian Davidson, [brian.davidson@osd.pentagon.mil](mailto:brian.davidson@osd.pentagon.mil), 703-604-4572

### Standard Procurement System (SPS):

Joyce Allen, [joyce.l.allen@us.army.mil](mailto:joyce.l.allen@us.army.mil), 703-460-1507

Marguerite Wiese (CTR), [mwiese@caci.com](mailto:mwiese@caci.com), 703-460-1363

### Defense Manpower Data Center:

Brian Davidson, [brian.davidson@osd.pentagon.mil](mailto:brian.davidson@osd.pentagon.mil), 703-604-4572

Richard Hardy, [rich.hardy@osd.pentagon.mil](mailto:rich.hardy@osd.pentagon.mil), 703-604-4584

### Office of Secretary of Defense:

#### Business Transformation Agency (BTA):

Linda Adams, [linda.adams@bta.mil](mailto:linda.adams@bta.mil), 703-872-3247

Gary Pugliano, [gary.pugliano@bta.mil](mailto:gary.pugliano@bta.mil), 703-607-2066

#### Defense Procurement Acquisition Policy (DPAP):

Lisa Romney, [lisa.romney@osd.mil](mailto:lisa.romney@osd.mil), 703-607-5154

Teresa Brooks, [teresa.brooks@osd.mil](mailto:teresa.brooks@osd.mil), 703-681-8309

Richard Sasdi (CTR), [rsasdi@us.ibm.com](mailto:rsasdi@us.ibm.com), 508-439-0635

#### Office of Small Business Programs:

Kathryn Ekberg, [kathryn.ekberg@osd.mil](mailto:kathryn.ekberg@osd.mil), 703-604-0157 x-182

## **CONTRACT ACTION REPORT**

A contract action report (CAR) is the means of reporting in FPDS. CARs should be done at the same time as the award document is being generated by the contract writing system.

If FPDS-NG is not accepting a data element that is correct, then there may be something in the contract or order that is stopping the buyer, administrator or contracting officer from being able to input the correct entry. For example, DoD has included an edit in the Standard Procurement System that requires the Davis Bacon clause to be in the contract in order to check that the Davis Bacon Act is applicable in FPDS-NG.

## FPDS-NG Helpful Tips for DoD

The normal method of reporting to FPDS-NG is by the use of Individual CARs (one CAR per contract action being reported). However, there are instances in DoD where multiple CARs are reported for the same contract action or when one CAR is used to report multiple contract actions.

Prepare Multiple CARs if:

- The action includes Foreign Military Sales (FMS) requirements in addition to non-FMS requirements.
- The action includes more than one type of contract (e.g., fixed price, cost) and the type with the least dollars exceeds \$500,000.
- The action includes Civilian (non-DoD) Federal agency funded requirements and DoD funded requirements.

The following Multiple CAR Transaction IDs have been established for reporting multiple CARs:

Transaction Type	Transaction Number (in FPDS)
DoD-Cost	1
DoD-Cost-Sharing	2
DoD-CPAF	3
DoD-CPPF	4
DoD-CPIF	5
DoD-FFP	6
DoD-FP-EPA	7
DoD-FP-LOE	8
DoD-FPAF	9
DoD-FPI	10
DoD-FPR	11
DoD-LH	12
DoD-TM	13
FMS	14
Non-DoD	15
Non-FMS	16
DoD	17

Express Reporting is a technique that allows contracting officers to be able to consolidate contract actions in special cases for reporting to FPDS-NG.

Prepare express reports for—

- Multiple contract actions against a single contract or agreement, when monthly volume of such actions is such that individual contract action

## FPDS-NG Helpful Tips for DoD

reporting is overly burdensome (e.g., orders placed by the Defense Commissary Agency (DeCA) for resale; installation housing maintenance; and recurring Blanket Purchase Agreement (BPA) actions).

- Multiple contract actions accomplished away from the contracting office, such as ships away from home port; contingency, humanitarian, or peacekeeping activities; or other remote deployments.
- Multiple contract actions for energy related supplies and associated services accomplished by the Defense Energy Support Center or for petroleum products accomplished by the Defense Supply Center, Richmond.
- Multiple reportable government-wide purchase card actions. A minimum of one report each shall be accomplished for small business actions, large business actions, JWOD actions, UNICOR actions, overseas contractor actions, and any other category with actions such as foreign military sales or educational actions.

When express reports reflect more than one contractor for overseas actions, use the appropriate generic DUNS number. Additionally, express reports may be prepared in accordance with agency procedures for orders under communications service agreements for local dial tone services. Express reports must be submitted no less frequently than monthly.

**WHAT IS REPORTABLE?** Generally, Agencies must report contract actions in FPDS if:

- The action is subject to the FAR;
- The action uses appropriated funds; or
- The action will have orders placed against it.

### **DEFINITIONS**

**“Contracting action”** means any action related to the purchasing, renting, or leasing of supplies, services, or construction. The term does not include grants, cooperative agreements, or training authorizations. The term includes, but is not limited to, the following:

- (1) Definitive contracts, including notices of award.
- (2) Letter contracts.
- (3) Purchase orders.
- (4) Indefinite delivery vehicles.
- (5) Purchases made using the Government-wide commercial purchase card.
- (6) Actions for purchase of land or rental or lease of real property.

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- (7) Orders under existing contracts or agreements, e.g.—
  - (i) Orders against basic ordering agreements, including service orders issued on DD Form 1164, Service Order for Personal Property, by installation transportation offices;
  - (ii) Calls against blanket purchase agreements;
  - (iii) Job orders;
  - (iv) Task orders;
  - (v) Delivery orders;
  - (vi) Communication services authorizations; and
  - (vii) Notices of termination or cancellation.
- (8) Contract modifications, e.g.—
  - (i) Change orders;
  - (ii) Supplemental agreements;
  - (iii) Funding actions; and
  - (iv) Option exercises.

**“Indefinite delivery vehicle”** is an indefinite delivery contract, a blanket purchase agreement or a basic ordering agreement.

**“United States and outlying areas”** is defined in Federal Information Processing Standard Publication (FIPS PUB) 55, Guideline: Codes for Named Populated Places, Primary County Divisions, and Other Locational Entities of the United States and Outlying Areas. Outlying areas are—

- (1) American Samoa;
- (2) The Federated States of Micronesia;
- (3) Guam;
- (4) The Marshall Islands;
- (5) Northern Mariana Islands;
- (6) The Trust Territory of Palau;
- (7) Puerto Rico;
- (8) The U.S. Minor Outlying Islands; and
- (9) The U.S. Virgin Islands.

### Mandatory Actions - Agencies must report:

- Contract actions over the micro-purchase threshold and modifications to those contract actions regardless of dollar value.
- All awards under the Small Business Competitiveness Demonstration Program.
- Any contract action DoD is processing for a non-DoD Federal Agency.
- All actions that establish an indefinite delivery contract, blanket purchase agreement or basic ordering agreement.



## FPDS-NG Helpful Tips for DoD

- Actions of any dollar value when multiple CARs are required, as discussed previously.

### Discretionary Actions –

- Agencies may choose to report contract actions at or below the micro-purchase threshold, including those made using the Government-wide commercial purchase card.
- Agencies must contact the DoD System Administrator and FPDS Program Officer if they desire to report other actions in FPDS (e.g., non-appropriated funds (NAF) contracts).

### Not Reportable

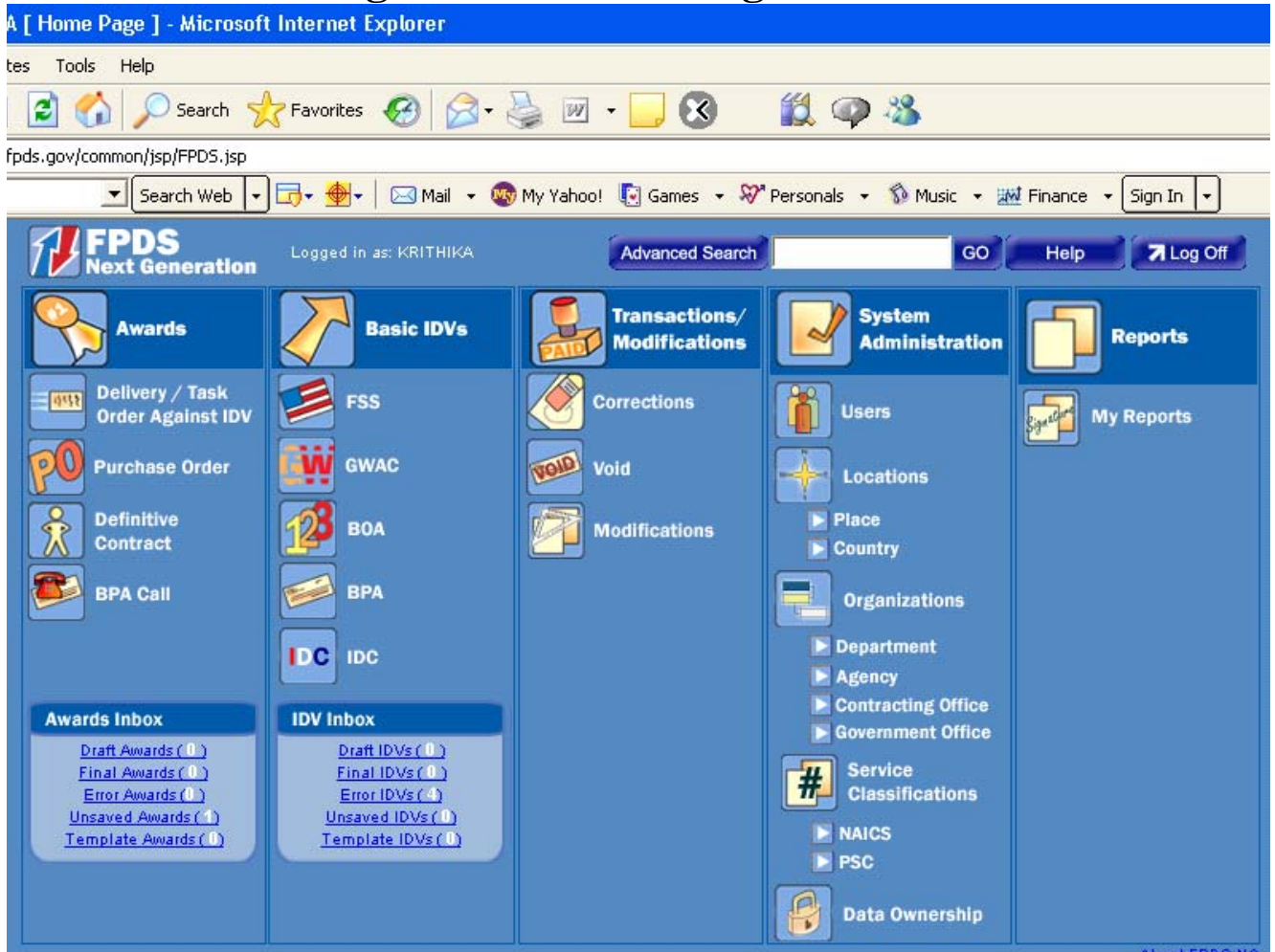
- Imprest fund transactions, SF 44 purchases, and micro-purchases obtained through the use of the Government-wide commercial purchase card.
- Orders from GSA stock and GSA Global Supply Program
- Transactions that involve government bills of lading or transportation requests.
- Orders placed by other contracting offices (who report the action) against IDCs awarded by Surface Deployment & Distribution Command; Defense Energy Supply Center for energy related supplies and associated services; or Defense Supply Center, Richmond for petroleum products. The aforementioned activities will do the reporting.
- Purchases made at GSA or JWOD service stores.
- Purchase made using NAF activity cards, chaplain fund cards, individual government personnel training orders, and Defense printing orders.
- Transactions that cite only NAF.
- Transactions for purchase of land, or rental or lease of real property, when GSA executes the action.
- Requisitions transferring supplies within or among the departments or agencies.

### **FPDS-NG SCREEN LAYOUT**

There are three ways to report data into FPDS-NG: interactive (manual), machine-to-machine, or batch process. When the interactive mode is used, you will see a main navigation screen as shown below. If you are using a contract writing system (machine-to-machine) or batch processing, you will not see the navigation screen (Figure 1). Authorized users can access the navigation screen through the web via <https://www.fpds.gov>

## FPDS-NG Helpful Tips for DoD

**Figure 1. Navigation Screen**



### Award Column

An award is a contractual vehicle that cannot have orders placed against it. The various types of award include:

- Delivery/Task Orders against Indefinite Delivery Vehicles (IDVs) - Use this format for orders against “A”, “D”, or “G” basic awards and “F” orders against non-DoD basic awards (referencing DFARS 204.70 numbering procedures).
- Purchase Orders -Use this format for “M”, “P”, “V”, or “W” basic awards.
- Definitive Contracts – Use this format for definitive contracts coded “C”, “E”, “F”, “H”, “K”, “L”, or “S” basic awards.
- Note: Definitive contracts cannot have orders issued against them.

## FPDS-NG Helpful Tips for DoD

### **Basic IDV Column**

An Indefinite Delivery Vehicle (IDV) is a basic award that allows you to place orders in accordance with the terms and conditions of the specific IDV. In DoD, the only format we use is Indefinite Delivery Contract (IDC). Use this format for “A”, “D”, and “G” basic awards, which are the only types of DoD contract actions that can have orders issued against them. For DoD, an IDC may include Indefinite Delivery Definite Quantity (IDDQ), Indefinite Delivery Requirements (IDR), Indefinite Delivery Indefinite Quantity (IDIQ), Blanket Purchase Agreements (BPA), or Blanket Ordering Agreements (BOAs) . A separate contract number must be used for each multiple award contract.

Use the IDC format to report the contract vehicle against which activities may place orders. Additionally, when an IDC is used be sure to appropriately identify what agencies may place orders against the contract (see the FPDS field entitled “Who Can Place Orders”). If this field is not coded correctly, other agencies may not be able to report actions against the IDC.

Note: DoD does not use the FSS, GWAC, BOA or BPA screens.

### **Transactions/Modifications Column**

- Modification – the modification screen should be used to report contractual modifications to an award or IDV document. The base contract must have been reported and approved in FPDS before the modification can be reported. Do not use the modification screen to correct reporting data on previously submitted CARS.
- Void – Should not be used by DoD.
- Correction – is used only by the Department Administrator or authorized delegates to fix a mistake in the reported data that does not change the legal intent of the contract action.

## FPDS-NG Helpful Tips for DoD

### DATA FIELDS AND DATA ENTRY

**Figure 2. Sample Contract Action Report**

<a href="#">HOME</a>		<input type="text" value="Advanced Search"/> <input type="button" value="GO"/> <input type="button" value="Log Off"/>	
<input type="button" value="New"/> <input type="button" value="Save Draft"/> <input type="button" value="Validate"/> <input type="button" value="Approve"/> <input type="button" value="Correct"/> <input type="button" value="Modify"/> <input type="button" value="Void"/> <input type="button" value="Save Tmplt"/> <input type="button" value="Delete"/>			
<input type="button" value="Print"/> <input type="button" value="Close"/> <input type="button" value="Help"/>			
<b>General Information</b>			
Award Type:	Purchase Order		
Award Status:	New	Award ID: <sup>*</sup>	4745 <input type="text"/> <input type="button" value="..."/>
Prepared By:	JCOCHRAN	Referenced IDV ID:	<input type="text"/> <input type="button" value="..."/>
Prepared Date:	09/22/2003 10:06:44	Reason For Modification:	<input type="text" value="Select One"/>
Last Modified By:		Solicitation ID:	<input type="text"/>
Last Modified Date:			
<b>Dates</b>		<b>Amounts</b>	
Date Signed (mm/dd/yyyy): <sup>*</sup>	<input type="text"/>	Action Obligation: <sup>*</sup>	<input type="text" value="\$0.00"/>
Effective Date (mm/dd/yyyy): <sup>*</sup>	<input type="text"/>	Change in Base And Exercised Options Value: <sup>*</sup>	<input type="text" value="\$0.00"/>
Completion Date (mm/dd/yyyy): <sup>*</sup>	<input type="text"/>	Change in Base And All Options Value: <sup>*</sup>	<input type="text" value="\$0.00"/>
Est. Ultimate Completion Date (mm/dd/yyyy): <sup>*</sup>	<input type="text"/>	Fee Paid for Use of IDV:	<input type="text" value="\$0.00"/>
<b>Purchaser Information</b>			
Contracting Office Agency ID: <sup>*</sup>	4745 <input type="button" value="..."/>	Contracting Office Agency Name:	<input type="text" value="OFFICE OF GOVERNMENTWIDE POLICY"/>
Contracting Office ID: <sup>*</sup>	PD000 <input type="button" value="..."/>	Contracting Office Name:	<input type="text" value="GSA/DFC GOVERNMENTWIDE POLICY"/>
Funding Agency ID:	<input type="text"/> <input type="button" value="..."/>	Funding Agency Name:	<input type="text"/>
Funding Office:	<input type="text"/> <input type="button" value="..."/>	Funding Office Name:	<input type="text"/>
Funded By Foreign Entity: <sup>*</sup>	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	<input type="text" value="Select One"/>
<b>Contractor Information</b>		<b>Socio Economic Data</b>	

- Differences – Fields in FPDS-NG may or may not be the same as the fields in the DD 350. Individuals should review the FPDS-NG Data Dictionary and FPDS-NG Users Manual to ensure they are using FPDS-NG correctly. Using the fields incorrectly can dramatically affect generated reports.
- Types of Fields
  - Mandatory are in **Orange Print**
  - Black print means the field is Optional
  - Grayed out fields mean they are not applicable, are a calculated value or pulled from the basic contract's CAR.
- Input types
  - Drop downs – require that something be selected.
  - Eclipsis/Queries – like drop downs, require that something be selected.

## FPDS-NG Helpful Tips for DoD

Check boxes – checking the block indicates the item is applicable. Not checking the box indicates that item is not applicable.  
Fill ins – require manual entry.

### OTHER HELPFUL TIPS

**Procurement Instrument Identifier** – FPDS-NG utilizes new fields names to identify information related to procurement instruments. Provided below is a cross walk between prior DoD DD 350 terms and FPDS terms and tips for entering the new fields.

#### DoD Names (reference DFARS 204.70)

PIIN

SPIIN (Order or  
Other ID #)

Mod

#### FPDS Names

Agency ID

Ref IDV #

PIID

Mod #

Trans #

- Agency ID is always 9700 for DOD
- Ref IDV is always blank for basic Awards
- Ref IDV = PIIN (of, IDV) when awarding an order
- PIID = PIIN for basic award
- PIID = SPIIN for orders

**Dollar Amounts** – Be careful to start with a blank field and enter dollars and cents, including decimal point. Do not include the dollar sign (\$) or commas. The users manual contains numerous examples for reporting dollar amounts in FPDS.

#### Dates

- Positions 7 and 8 of the PIID must be equal to the fiscal year of the date signed.
- Date Signed determines the fiscal year in which the dollars are reported.
- Effective Date is the start date for Period of Performance.
- Last Date to Order – identifies last date an order can be placed against an IDC.
- Estimated Ultimate Completion Date
  - How to calculate
    - Delivery date for last supplies to be delivered
    - Basic + 4 options would be the day at the end of option 4
    - If delivery order, date of delivery on that order, not the IDV end date

## FPDS-NG Helpful Tips for DoD

- How used
  - Subcontracting Reporting (eSRS)
  - Close-out
  - New award projections for recurring contracts

**Contractor Data** – Much of the information regarding the contractor (e.g., socio-economic factors, the business size or type of entity) is determined by information entered by the contractor in the Central Contractor Registration (CCR) system. Therefore, it is very important you identify your contractor in both your actual contract and associated CAR by the correct Data Universal Numbering System (DUNS) number registered in CCR for that contractor's location.

- When the DUNS number is input, FPDS-NG pulls socio-economic data from CCR, including address information and type of small business, and populates those fields.
- For orders and modifications, the contractor data pulls from the CAR related to the basic award or IDC.
- If the contractor information in CCR does not appear to be correct, request the contractor change it before you make the award, otherwise the CAR for the contract and all orders and modifications in the future will be wrong.
- If you are doing a set aside, FPDS-NG validations could exclude an entry for a vendor with incorrect CCR data.
- If you are reporting an order against an FSS and the FSS' reported business size pulling forward into the order CAR screen is incorrect, email your agency rep or [linda.hornsby@gsa.gov](mailto:linda.hornsby@gsa.gov) so the FSS CAR can be corrected.

**Contracting Officer's Determination of Business Size** – the contracting officer's business size determination is the deciding factor in whether a contractor is reported as a small business. In short, a contracting officer selection of "other than small" negates any small business inputs pulled from CCR and adversely affects your agency's socio-economic goals.

### **Reporting Bundling & Consolidated Contract Actions**

- Bundling and Consolidated data fields are shown in separate locations on CAR entry screens.
- For all actions address whether Bundling is applicable (drop down menu). You should always choose "Not a bundled requirement" when the estimated contract or order value (basic and all options) is < \$5M.
- Check "X" the box for Consolidated when applicable and the estimated contract or order value (basic and all options) is > \$5M.
- Refer to FAR 2.101 for definition of bundling and DFARS 207.170 for definition of consolidation to determine applicability.
- For reporting purposes, bundled actions should NOT also be identified as consolidated actions.

## FPDS-NG Helpful Tips for DoD

### *Extent Competed & Reason Not Competed (Authority for Other than Full and Open Competition (F&OC))*

- DoD frequently uses the terminology “Authority for Other than F&OC” in lieu of “Reason Not Competed” used by the Civilian agencies.
- DoD does not use all the FPDS-NG options for Extent Competed and Reason Not Competed.
- DoD data field options for Extent Competed include: F&OC; F&OC after Exclusion of Sources; Not Available for Competition; and Not Competed.
- DOD has made Extent Competed a calculated field based on information entered in the following fields: Solicitation Procedures; Type of Set-aside; and Reason Not Competed (i.e., Authority for Other than F&OC).
- F&OC after Exclusion of Sources for FPDS-NG reporting purposes is a term used Federal-wide. It differs from the terminology used in FAR 6.2 as it includes any competitive award that is short of full and open competition, to include set-asides and competitive awards pursuant to a determination and findings/justification and approval.

### *Multiple Award IDCs*

- If the IDC is a multiple award IDC, then FPDS-NG will derive the extent competed for the order from the Solicitation Procedures used (either single source solicited or multiple award fair opportunity given); the Fair Opportunity Act Choices (follow on, minimum guarantee, only one source - other, urgency, other statutory authority, or no exception given); and the number of offers received.