

September 17, 2002

MEMORANDUM FOR AGENCY SENIOR PROCUREMENT EXECUTIVES

FROM: Barbara J. Diering (Signed)  
Special Assistant

SUBJECT: September 2002 Federal Procurement Data System (FPDS)  
Reporting Manual

We are issuing the September 2002 FPDS Reporting Manual in its entirety through Amendment Eight.

On October 1, 2001, agencies began reporting to the FPDS, information regarding the acquisition of products containing recovered materials. The purpose of collecting this information through the FPDS was to monitor compliance with Section 6002 of the Resource Conservation and Recovery Act and Executive Order 13101, and to avoid the need for agencies to manually collect this information. The attached information was developed by an interagency working group, in response to agencies' requests for additional guidance. This guidance is included as Appendix G, and additional guidance on reporting HUBZone contracts is included as Appendix H to the FPDS Reporting Manual. Appendix A has been changed to reflect the new FPDC Web Site address and Appendix B has also been updated to reflect the latest NAICS codes. The 2002 NAICS file will be on our Web Site by October 1, 2002. Also, FIPS 95.1 has been superseded by FIPS 95.2. The FIPS table on our Web Site will be updated with the latest codes.

Additional major changes are as follows:

- The dollar field for both the SF-279 and SF-281 has been changed to collect whole dollars, for example, \$245,246.90 will be \$245,247. **ROUNDING WILL BE TO THE NEAREST WHOLE DOLLAR.**
- The Contract Modification Number and Contracting Office fields have increased to six positions. This field is left justified and does not require a six-digit entry.

Please note that minor changes have been made, for clarification, to the narrative for Items 1, 3, 5, 6, 8, 10, 12, 13, 16, 19A&B, 20, 32, 36. Changes have also been made to the table entitled "Processing Orders Under Federal Schedule Contracts."

Changes have also been made to the SF-279 which include edits to Items 2, 3, 5, 7, 8, 10, 12, 13, 19A&B, 20, 26, 30, 33A, 33B, 33C, 36, 37, 39, 41, 42. The table entitled "Input Record SF-279" has been changed.

Minor changes have also been made to the SF-281 to include edits for Items C, 13, 15, 16, 17, 19, 20, 21, 23, and 24.

Improvements have been made to the Contracting Office Code Report. A new form and instructions are attached.

Minor changes were also made to Parts I, II, and III.

A vertical line in the attached files highlights the above changes.

These changes will become effective on October 1, 2002.

Attachments

FINAL AS OF AUGUST 15, 2002

**FPDS**  
**REPORTING MANUAL**  
**PART I**  
**GENERAL INFORMATION**

**FOR FY 2003**  
**(OCTOBER 2002 THROUGH SEPTEMBER 2003)**



## PART I

### GENERAL INFORMATION

#### A. SCOPE

The Office of Federal Procurement Policy Act, as amended, 41 USC 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 (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.

Data are reported to the FPDC quarterly. Selected statistics for the total Federal government and each Executive department and agency are displayed in the FPDS Federal Procurement Report (See Appendix A).

#### B. APPLICABILITY OF THIS REPORTING MANUAL

The provisions of this reporting manual apply to the Executive departments and agencies listed below:

- Prime contract actions made using appropriated funds are reported in the Individual Contract Action Report and the Summary Contract Action Report (\$25,000 or Less), using the SF 279 and SF 281 or computer-generated equivalent formats.
- Summary subcontract information on the amount of subcontracting activity reported by prime contractors and subcontractors is reported on the SF 295 "Summary Subcontract Report".

## REPORTING AGENCIES

1. Executive Office of the President (1100)
2. Department of Agriculture (1200)
3. Department of Commerce (1300)
4. Department of Defense (9700)
5. Department of Education (9100)
6. Department of Energy (8900)
7. Department of Health and Human Services (7500)
8. Department of Housing and Urban Development (8600)
9. Department of Interior (1400)
10. Department of Justice (1500)
11. Department of Labor (1600)
12. Department of State (1900)
13. Department of Transportation (6900)
14. Department of Treasury (2000)
15. Department of Veterans Affairs (3600)
16. Agency for International Development (1152)
17. American Battle Monument Commission (7400)
18. Broadcasting Board of Governors (9571)
19. Commission on Civil Rights (9517)
20. Commodity Futures Trading Commission (9507)
21. Consumer Product Safety Commission (6100)
22. Corporation for National and Community Services (9577)
23. Court Services and Offender Supervision Agency (9594)
24. Defense Nuclear Facilities Safety Board (9516)
25. Environmental Protection Agency (6800)
26. Equal Employment Opportunity Commission (4500)
27. Federal Communications Commission (2700)
28. Federal Emergency Management Agency (5800)
29. Federal Energy Regulatory Commission (8961)
30. Federal Election Commission (9506)
31. Federal Labor Relations Authority (5400)
32. Federal Maritime Commission (6500)
33. Federal Mediation and Conciliation Service (9300)
34. Federal Mine Safety and Health Review Commission (9504)
35. Federal Trade Commission (2900)
36. General Services Administration (4700)
37. International Trade Commission (3400)
38. J.F. Kennedy Center for the Performing Arts (3352)
39. Merit Systems Protection Board (4100)
40. National Aeronautics and Space Administration (8000)
41. National Archives and Records Administration (8800)
42. National Endowment for the Arts (5920)
43. National Endowment for the Humanities (5940)
44. National Gallery of Art (3355)
45. National Holocaust Memorial Museum (9531)
46. National Labor Relations Board (6300)
47. National Mediation Board (9524)
48. National Science Foundation (4900)
49. National Transportation Safety Board (9508)
50. Nuclear Regulatory Commission (3100)

51. Occupational Safety and Health  
Review Commission (9514)
52. Office of Personnel Management  
(2400)
53. Peace Corps (1145)
54. Railroad Retirement Board  
(6000)
55. Securities and Exchange Commission  
(5000)
56. Selective Service System (9000)
57. Small Business Administration (7300)
58. Smithsonian Institution (3355)
59. Social Security Administration (2800)
60. U.S. Soldiers' & Airmens' Home (8400)
61. U.S. Trade and Development Agency (1153)

**C. PROCEDURES FOR ISSUING CHANGES TO THE FPDS REPORTING  
MANUAL**

The FPDS Policy Advisory Board will review changes to this manual prior to a determination by the Administrator for Federal Procurement Policy. Once a change is approved, an FPDS Reporting Manual supplement will be issued and sent to each agency. Each supplement will be sequentially numbered. The FPDS Reporting Manual will be available on the FPDC web site. The web address is [www.fpdc.gov](http://www.fpdc.gov).



FINAL AS OF AUGUST 15, 2002

**FPDS**  
**REPORTING MANUAL**  
**PART II**  
**GENERAL REPORTING REQUIREMENTS**  
  
**FOR FY 2003**  
**(OCTOBER 2002 THROUGH SEPTEMBER 2003)**



## PART II

### GENERAL REPORTING REQUIREMENTS

#### A. RESPONSIBILITIES

1. Executive agencies shall establish a central agency's data collection point to collect and verify the accuracy of reports submitted by their contracting offices. The central agency's data collection point shall submit reports of contract actions to the FPDC each fiscal quarter.
2. Each executive agency central data collection point shall report its contract action in accordance with the following schedule:
  - a. For the first, second, and third quarters, data shall be submitted to the FPDC not later than 30 calendar days following the end of each quarter.
  - b. For the fourth quarter, data shall be submitted to the FPDC not later than 45 calendar days following the end of the quarter.
  - c. There will be a 30-day period for error correction commencing with the FPDC notification to reporting agencies. Data submitted late, but within the error correction period, will be accepted only if it does not adversely impact the FPDC processing schedule. Any data not submitted or data remaining in the error table after the end of the processing cycle must be corrected by the agency during the next reporting period.
3. Each executive agency shall submit a negative report for any quarter during which it has not reportable contract actions. The negative report shall be submitted using the "Data Transmittal Memorandum" indicating the reports and report periods with no reportable activity.

#### B. REPORTS REQUIRED BY THE FPDC

There is a maximum of five (5) reports required when reporting data to the FPDC.

1. Data Transmittal Memorandum (See Part III.A.).
2. Individual Contract Action Report (ICAR) (See Part III.C.)
3. Summary Contract Action Report (\$25,000 or Less) (SCAR) (See Part III.D.).
4. Contracting Office Code Report (See Part V.).
5. Summary Subcontract Report and Continuation Sheet (See Part VI).

FINAL AS OF AUGUST 15, 2002

FINAL AS OF AUGUST 15, 2002

**FPDS**  
**REPORTING MANUAL**  
**PART III**  
**REPORTING INSTRUCTIONS AND FORMS**  
  
**FOR FY 2003**  
**(OCTOBER 2002 THROUGH SEPTEMBER 2003)**



**A. DATA TRANSMITTAL MEMORANDUM**

A data transmittal memorandum shall be sent with each data submission. The memorandum shall contain the agency's official summary statistics that will be used in the FPDS data edit and validation processes to help ensure completeness and accuracy. The memorandum must contain the information prescribed on the following pages and be completed in accordance with the subsequent instructions.





**DATA TRANSMITTAL MEMORANDUM**

GSA, Federal Procurement Data Center

Date:

7<sup>th</sup> & D Streets, SW, Room 5652  
Washington, DC 20407

SUBJECT: Submission of FPDS Reports

AGENCY: \_\_\_\_\_ Reporting Period (CCYY/Q):  
\_\_\_\_\_

**Check the applicable blocks in each section.**

- A.  Individual Contract Action Report (ICAR) (SF 279)
- 1. FTP (Number of Actions) \_\_\_\_\_.
  - 2. Diskette (Number of Actions) \_\_\_\_\_.
  - 3. Submitted on-line (Number of Actions) \_\_\_\_\_.
  - 4. Net whole dollars \_\_\_\_\_.
  - 5. No reportable actions this quarter.
  - 6. Not required to report SF 279 data.
- 

- B.  Summary Contract Action Report (\$25,000 or less) (SCAR) (SF 281)
- 1. Submitted data on-line (Number of Actions)
  - 2. No reportable actions this quarter.
  - 3. Not required to report SF 281 data.
- 

- C.  Contracting Office Code Report
- 1. Submitted data on-line (Number) \_\_\_\_\_.
  - 2. Reports submitted FTP/diskette (Number) \_\_\_\_\_.
  - 3. No reports this quarter.
- 

- D.  Internal Revenue Service (IRS) Information Returns.  
(See Data Transmittal Memorandum – Continuation.)
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FINAL AS OF AUGUST 15, 2002

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(Signature of Agency Contact)

**DATA TRANSMITTAL MEMORANDUM  
(CONTINUATION)**

GSA, Federal Procurement Data Center

Date:

\_\_\_\_\_  
7<sup>th</sup> & D Streets, SW, Room 5652  
Washington, DC 20407

**SUBJECT:** Certification of IRM Information Returns Pursuant to 26 USC  
6050M

**AGENCY:**

\_\_\_\_\_

**Reporting Period (CCYY/Q):**

\_\_\_\_\_

**Check the applicable blocks:**

E.  Internal Revenue Service (IRS) Information Returns Pursuant to 26 USC  
6050M

1. On behalf of this agency, the FPDC is authorized to make IRS information  
returns.

2. The FPDC is not authorized to make IRS information returns for this agency.

Certification of IRS Information Returns Pursuant to 26 USC 6050M

1. Under penalties of perjury, the information submitted by this agency to the FPDC  
for making the returns has been examined by the agency Head (or his/her  
designate), and such official certifies that the information, to the best of his or her  
knowledge and belief, is a compilation of agency records maintained in the normal  
course of business for the returns as required by Section 6050M.

2. The data has not been certified for making IRS information returns.

\_\_\_\_\_  
(Signature of Agency Head or Designated Delegate)



2. **INSTRUCTIONS FOR COMPLETING THE DATA TRANSMITTAL MEMORANDUM**

**A. Individual Contract Action Report (SF 279). CHECK ALL APPLICABLE BOXES.**

1. When submitting SF 279 transactions via FTP (File Transfer Protocol), identify the number of transactions transmitted.
2. When submitting SF 279 transactions via diskette, identify the number of transactions entered on the diskette. Data must be in ASCII format. Also include on the external label of the diskette, the agency name, reporting period, and record length.
3. When submitting SF 279 transactions on-line, identify the number of transactions entered on-line.
4. Identify the total net whole dollars of all transactions (FTP, diskette, or entered through the FPDS On-Line System) submitted. [To calculate net whole dollars: add all obligations submitted and subtract all deobligations submitted.]
5. If your agency has not reportable transactions this reporting period, check this box.
6. If your agency is not required to report SF 279 transactions, check this box.

**B. Summary Contract Action Report (\$25,000 or Less) (SF 281). CHECK ALL APPLICABLE BOXES.**

1. If your agency has keyed the SF 281 on-line, check this box.
2. If your agency has no reportable transactions this reporting period, check this box.
3. If your agency is not required to report SF 281 transactions, check this box.

**C. Contracting Office Code Report. CHECK ALL APPLICABLE BOXES.**

1. If your agency is submitting this report on-line, check this box. ONLY provide new data or changes.
2. If your agency is submitting this report using FTP or diskette, check this box. ONLY provide new data or changes.
3. If your agency does not have any reports, check this box.

**D. Internal Revenue Service (IRS) Information Returns pursuant to 26 USC 6050M. CHECK THIS BOX IF YOU HAVE INCLUDED THE CONTINUATION SHEET IN THIS PACKAGE.**

Check all applicable boxes on the Data Transmittal Memorandum – (Continuation) form where applicable. IRS REQUIRES THIS FORM ON A QUARTERLY BASIS.

**B. PRIME CONTRACT AWARD REPORTING**

**1. GENERAL REPORTING REQUIREMENTS (SF 279 AND SF 281)**

Executive departments and agencies shall report unclassified information on all contract actions for obligations/deobligations of appropriated funds and other data as follows:

a. Department of Defense

- Contract actions over \$25,000 shall be reported in the Individual Contract Action Report (ICAR).
- Contract actions \$25,000 or less shall be reported in the Summary Contract Action Report (\$25,000 or Less).

b. Civilian Agencies

- Contract actions for awards (contracts, delivery orders, order against basic ordering agreements, etc.) with an anticipated award value over \$25,000, including modifications to those awards regardless of dollar amount, shall be reported in the Individual Contract Action Report (ICAR).
- Contract actions for awards (contracts, purchase orders, delivery orders, orders against basic ordering agreements, etc.) with an anticipated award value of \$25,000 or less, including modifications to those awards, may be reported in the Summary Contract Action Report (\$25,000 or Less) or in the Individual Contract Action Report. Do not report data on both the SF 279 and SF 281.

c. Participating Agencies – Small Business Competitiveness Demonstration Program

- Effective January 1, 1989, participating agencies under the Small Business Competitiveness Demonstration Program, established by the Small Business Competitiveness Demonstration Program Act of 1988, Title VII, PL 100-656, shall report contract actions for all awards resulting from solicitations issued on or after January 1, 1989, in the designated industry groups -- construction, architectural and engineering services (including surveying and mapping) awarded under the qualification-based selection procedures required by 40 USC 541 et seq (the Brooks A-E Act), refuse systems and related services, and non-nuclear ship repair – on the Individual Contract Action Report (ICAR).

See Appendix B for definition of participating agencies.

d. Very Small Business Pilot Program

- Agencies shall report all actions on the Individual Contract Acton Report (ICAR) for acquisitions between \$2,500 and \$50,000 under the pilot program.

**2. REPORTABLE/NONREPORTABLE ACTIONS**

- a. Agencies shall report unclassified information on all contract actions using appropriated funds including those made:
- (1) With stock and replenishable revolving funds;
  - (2) With appropriated funds transferred from one executive agency to another where the servicing agency contracts for the supplies or services;
  - (3) With appropriated funds obligated pursuant to the provisions of PL 85-804;
  - (4) By one agency to another;
  - (5) For supplies and equipment;
  - (6) For all real property both leased and purchased;
  - (7) For construction, alteration or maintenance of real property;
  - (8) For services, including research and development;
  - (9) 8(a) Contract Awards;
  - (10) JWOD Nonprofit Agency (formerly referred to as Sheltered Workshop awards);
  - (11) Telecommunications from regulated carriers; and
  - (12) Federal Prison Industries, i.e. UNICOR awards (orders from GSA stock for UNICOR products are not reportable – see Part III, C.3g.); and
- b. Agencies shall report 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 governments” includes international organizations.)
- c. Agencies shall not report the following actions:
- (1) Procurement actions with an action date of five (5) years earlier than the current fiscal year;
  - (2) Assistance actions, such as grants, cooperative agreements, subsidies, and contributions;
  - (3) Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases (purchases valued at \$2,500 or less) obtained through the use of the government purchase card. The term “micro-purchase” has the same meaning as set forth in FAR 2.101. (See Appendix B.);
  - (4) Interagency agreements with other federal agencies (e.g., Tennessee Valley Authority), independent federal establishments (e.g., Export/Import Bank of the US), or federally chartered sources (e.g., Howard University or the Smithsonian

FINAL AS OF AUGUST 15, 2002

Institution). (NOTE: 8(a) Contract Awards and UNICOR awards shall be reported.);

- (5) Government Bills of Lading and Government Transportation Requests;
  - (6) Actions using predominantly non-appropriated funds, except pursuant to 2b. above;
  - (7) FEDSTRIP and MILSTRIP requisitions;
  - (8) Actions involving transfer of supplies within and among agencies and subagencies; or
  - (9) Orders from GSA Stock and GSA Consolidated Purchase Program.
- d. Civilian agencies shall not report actions for petroleum or petroleum products ordered against a Defense Logistics Agency Indefinite Delivery Contract. (See Part III, C.3d.)



FINAL AS OF AUGUST 15, 2002

**C**

**FPDS  
REPORTING MANUAL  
INDIVIDUAL CONTRACT ACTION REPORT  
(ICAR)  
(SF 279)**

**FOR FY 2003  
(OCTOBER 2002 THROUGH SEPTEMBER 2003)**



**C.1. FORM**

The current Federal Procurement Data System (FPDS) Individual Contract Action Report (ICAR) (SF-279) will be found on the GSA's web site shortly. The URL address is: <http://hydra.gsa.gov/forms/zero.htm>

**FEDERAL PROCUREMENT DATA SYSTEM (FPDS)  
INDIVIDUAL CONTRACT ACTION REPORT (ICAR) (SF 279)**

NOTE: 1. For this form, column 1 defines the item name and description if appropriate.

2. For this form, column 2 depicts the item number for the item name (column 1).
3. For this form, enter the appropriate response in column 3.
4. For this form, blank item # means subheading information only.

<b>ITEM NAME</b>	<b>ITEM #</b>	<b>RESPONSE</b>
REPORTING AGENCY CODE (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/Modification 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 DEOBLIGATED 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 product 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	19A.	

FINAL AS OF AUGUST 15, 2002

time, <b>C</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 product(s) at a reasonable price, <b>D</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) to reasonable performance standards in the specifications, <b>E</b> = No EPA-designated product(s) were required		
<b>USE OF RECOVERED MATERIAL AND WASTE REDUCTION CLAUSES</b> <b>A</b> = Recovered Material and Waste Reduction Clauses, <b>B</b> = No Clauses Included	19B.	
<b>PERFORMANCE-BASED SERVICE CONTRACTING (PBSC)</b> <b>Y</b> = Yes, <b>N</b> = No	20.	
<b>BUNDLING OF CONTRACT REQUIREMENTS</b> <b>Y</b> = Yes, <b>N</b> = No	21.	
<b>COUNTRY OF MANUFACTURE (FIPS 10)</b>	22.	

**FEDERAL PROCUREMENT DATA SYSTEM (FPDS)  
INDIVIDUAL CONTRACT ACTION REPORT (ICAR) (SF 279) (Cont'd)**

<u>ITEM NAME</u>	<u>ITE M #</u>	<u>RESPONS E</u>
<b>SYNOPSIS OF THIS PROCUREMENT PRIOR TO AWARD</b> A = Synopsized Prior to Award, B = Not Synopsized Due to Urgency, C = Not Synopsized for Other Reason, D = Not Synopsized Under the SBA/OFPP Waiver Pilot Program	23.	
<b>TYPE OF CONTRACT OR MODIFICATION</b> 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.	
<b>CICA APPLICABILITY</b> 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.	
<b>SOLICITATION PROCEDURES (Complete only if Item 25 = A)</b> 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.	
<b>AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION (Complete only if Item 26 = L)</b> 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.	
<b>NUMBER OF OFFERS RECEIVED (Complete Only if Item 25 = A or E)</b> A = 1, B = 2-5, C = 6-10, D = 11-15, E = 16-20, F = 21-50, G = Over 50	28.	
<b>EXTENT COMPETED</b> A = Competed Action, B = Not Available for Competition, C = Follow -On to Completed Action, D = Not Completed	29.	
<b>TYPE OF CONTRACTOR</b> 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/Universities or Minority Institution (HBCU/MI)	30.	
<b>WOMEN-OWNED BUSINESS</b> Y = Yes, N = No	31.	
<b>HUBZONE SMALL BUSINESS CONCERN</b> Y = Yes, N = No	32.	
<b>HUBZONE PROGRAM</b> A = HUBZone Sole Source, B = HUBZone Set-Aside, C = HUBZone Price Evaluation Preference Award, D = Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment, E = Not Applicable	33A.	
<b>SMALL DISADVANTAGED BUSINESS PROGRAM</b> 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.	
<b>OTHER PREFERENCE PROGRAMS</b> A = Directed to JWOD Nonprofit Agency, B = Small Business Set-Aside, C = Buy Indian, D = No Preference Program or Not Listed, E = Very Small Business Set-Aside	33C.	
<b>HUBZONE PRICE EVALUATION PREFERENCE PERCENT</b>	33D.	

FINAL AS OF AUGUST 15, 2002

DIFFERENCE		
SMALL DISADVANTAGED BUSINESS PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE	33E.	
SUBCONTRACTING PLAN (Small, Small Disadvantaged, and Women-Owned Small Business) A = Required, B = Not Required	34.	

**FEDERAL PROCUREMENT DATA SYSTEM (FPDS)  
INDIVIDUAL CONTRACT ACTION REPORT (ICAR) (SF 279) (Cont'd)**

ITEM NAME	ITEM #	RESPONSE
<b>SUBJECT TO LABOR STATUTES</b> 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.	
<b>ESTIMATED CONTRACT COMPLETION DATE (YYYYMM)</b>	36.	
<b>CONTRACTOR'S TIN</b>	37.	
<b>COMMON PARENT'S NAME</b>	38.	
<b>COMMON PARENT'S TIN</b>	39.	
<b>VETERAN-OWNED SMALL BUSINESS (VOSB)</b> A = Service Disabled Veteran Owned Small Business, B = Veteran Owned Small Business, C = Not Veteran Owned Small Business	40.	
<b>MULTIPLE AWARD CONTRACT FAIR OPPORTUNITY</b> A = Fair Opportunity Process, B = Urgency, C = One/Unique Source, D = Follow-On Contract, E = Minimum Guarantee	41.	



<p><b>SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM</b> (Applicable to AGR, DOD, DOE, DOI, DOT, EPA, GSA, HHS, NASA, and VA)</p>		
<p><b>DEMONSTRATION PROGRAM</b> Y = Yes, N = No</p>	42.	
<p><b>EMERGING SMALL BUSINESS</b> Y = Yes, N = No</p>	43.	
<p><b>EMERGING SMALL BUSINESS RESERVE AWARD</b> Y = Yes, N = No</p>	44.	
<p><b>SIZE OF SMALL BUSINESS</b> Number of Employees <b>A</b> = 50 or less, <b>B</b> = 51 - 100, <b>C</b> = 101 - 250, <b>D</b> = 251 - 500, <b>E</b> = 501 - 750, <b>F</b> = 751 - 1,000, <b>G</b> = Over 1,000 <b>OR</b> Average Annual Gross Revenue <b>M</b> = \$1,000,000 or less, <b>N</b> = \$1,000,001 - \$2,000,000, <b>P</b> = \$2,000,001 - \$3,500,000, <b>R</b> = \$3,500,001 - \$5,000,000, <b>S</b> = \$5,000,001 - \$10,000,000, <b>T</b> = \$10,000,001 - \$17,000,000, <b>Z</b> = Over \$17,000,000</p>	45.	
<p><b>FUNDING AGENCY</b></p>	46A.	
<p><b>FUNDING AGENCY – DODAAC</b></p>	46B.	
<p><b>FUNDING AGENCY - COMMERCIAL ITEM CATEGORY</b> A = Commercially Available Off-The-Shelf Item, <b>B</b> = Other Commercial Item, <b>C</b> = Nondevelopmental Item, <b>D</b> = Noncommercial Item, <b>E</b> = Commercial Service, <b>F</b> = Noncommercial Service</p>	46C.	
<p><b>FUNDING AGENCY - REASON FOR PURCHASE</b> A = Convenience and Economy, <b>B</b> = Expertise, <b>C</b> = Specifically Authorized, <b>D</b> = Authorized by Executive Order, <b>E</b> = Modification or Extension, <b>F</b> = Other</p>	46D.	
<p><b>FUNDING AGENCY - CLINGER-COHEN ACT</b> Y = Yes, N = No</p>	46E.	
<p><b>OPTIONAL REPORTED DATA ELEMENTS</b></p>	47.	

48. FOR AGENCY INTERNAL USE			
49. CONTRACTING OFFICER OR REPRESENTATIVE			
a. TYPED NAME	b. SIGNATURE	TELEPHONE	DATE SUBMITTED
		c .AREA CODE      NUMBER	

**C.2. INSTRUCTIONS FOR REPORTING ON THE INDIVIDUAL CONTRACT ACTION REPORT (ICAR) (For Edit Specifications See C.4.)**

**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).

**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).

**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.

**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

FINAL AS OF AUGUST 15, 2002

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.

**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

## FINAL AS OF AUGUST 15, 2002

- 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. Zero dollar shall not be reported to the FPDS. Zero filling is not necessary when using the FPDS Online System.

**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.

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](http://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



FINAL AS OF AUGUST 15, 2002

- 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**

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.

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.

**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)).

FINAL AS OF AUGUST 15, 2002

- 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.

FINAL AS OF AUGUST 15, 2002

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. 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.

## FINAL AS OF AUGUST 15, 2002

- 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.

FINAL AS OF AUGUST 15, 2002

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.



## FINAL AS OF AUGUST 15, 2002

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.

FINAL AS OF AUGUST 15, 2002

- 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.

## FINAL AS OF AUGUST 15, 2002

- = 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 Competed 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.

FINAL AS OF AUGUST 15, 2002

- 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.

## FINAL AS OF AUGUST 15, 2002

- 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

FINAL AS OF AUGUST 15, 2002

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).

**Item 42. DEMONSTRATION PROGRAM**

Non-participating agencies leave Items 42 through 45 blank.

Starting in FY 2003 (action date starting in October 2002), the National Imagery and Mapping Agency (NIMA) reporting agency 97AB has been exempt from the Competitiveness Demonstration Program.

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

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

Participating agencies (See Appendix B) under the Small Business Competitiveness Demonstration Program, established by the Small Business Competitiveness Demonstration Program Act of 1988 (Title VII, PL 100-656), shall complete Items 42-45 in accordance with the following instructions. The Demonstration Program does not apply to contract actions under the Federal Schedule Program.

- Code Y = Yes

FINAL AS OF AUGUST 15, 2002

- Code N = No

Report code Y for any contract action awarded to US business concerns as a result of a solicitation issued on or after January 1, 1989 under the Demonstration Program for the four designated industry groups or the ten targeted industry categories. This includes small purchases, modifications to contracts resulting from the above solicitations, or delivery orders. See Appendix B for definitions of designated industry groups and targeted industry categories.

Otherwise, report code N.

**Item 43. EMERGING SMALL BUSINESS**

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

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

- Code Y = Yes
- Code N = No

Complete only if the contract action is for one of the four designated industry groups and Item 42 is coded Y.

Report code Y if the contractor represents that it is an emerging small business concern. See Appendix B for definition of an emerging small business concern.

Otherwise, report code N.

**Item 44. EMERGING SMALL BUSINESS RESERVE AWARD**

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

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

- Code Y = Yes
- Code N = No

Complete only if Item 43 is coded Y.

Report code Y if the contract action (including modifications) resulted from an award that was reserved for an emerging small business concerns. However, contract actions that are modifications within the scope of work of contracts above the emerging small business reserve threshold shall not be reported as emerging small business reserve award. Follow-on awards, limited to one source, shall be coded N. See Appendix B for definition of emerging small business reserve award.

Otherwise, report code N.



**Item 45. SIZE OF SMALL BUSINESS**

Leave blank if Item 9 is coded Z (GSA or VA).  
Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Complete only if Item 42 is coded Y and the award is to a small business concern.

Report the code that corresponds to the range of the number of employees or the range of the average annual gross revenue for the small business contractor receiving the award as represented by the contractor in response to the solicitation.

Number of Employees

- Code A = 50 or less
- Code B = 51 - 100
- Code C = 101 - 250
- Code D = 251 - 500
- Code E = 501 - 750
- Code F = 751 - 1,000
- Code G = Over 1,000

Average Annual Gross Revenue

- Code M = \$1,000,000 or less
- Code N = \$1,000,001 - \$2,000,000
- Code P = \$2,000,001 - \$3,500,000
- Code R = \$3,500,001 - \$5,000,000
- Code S = \$5,000,001 - \$10,000,000
- Code T = \$10,000,001 - \$17,000,000
- Code Z = Over \$17,000,000

**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.





## FINAL AS OF AUGUST 15, 2002

- 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**

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.

**C.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.



**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. Consolidated Reports (DOD Only)**

- (1) Orders placed against indefinite delivery contracts awarded by the Defense Fuel Supply Center, the Defense General Supply Center (for petroleum and petroleum products), and the Military Sealift Command (for ocean transportation). The estimated value of the orders to be placed in each fiscal year against each contract is reported on a separate SF 279 in the appropriate fiscal year by the DOD central data collection point.
- (2) Air Mobility Command awards for international airlift services. The DOD central data collection point reports these actions at the end of each operating month by the issuance of one master SF 279 for each airlift contract.
- (3) Utilities vouchers processed by the U.S. Army Contracting Command, Europe (USACCE), for the purchase of utilities from municipalities, such as gas, electricity, water, sewage, steam, snow removal, and garbage collection. These actions are consolidated monthly and the cumulative dollar amount reported on a separate SF 279 by the DOD central data collection point.
- (4) Orders placed by Defense Commissary Agency for resale items in excess of \$25,000. Orders under each contract shall be consolidated monthly and cumulative dollar amounts reported by the DOD central data collection point on a single SF 279 for each contract.
- (5) Orders under communications service agreements for local dial tone services may be consolidated in accordance with DOD instructions.

**e. Multiple Reporting (DOD Only)**

A separate report is submitted for each part of a single action that involves:

- (1) More than one type of contract (such as cost-plus-incentive fee with cost-plus-award fee provisions) and the non-predominant portion exceed \$500,000.
- (2) Funds held in trust accounts for foreign governments or international organizations (including Foreign Military Sales) or procurements for foreign governments or international organizations regardless of the nature of the funds.
- (3) Multiple definitive actions with the same contract number (e.g. reporting unclassified information on classified contracts or actions under master ship repair agreements). Under such circumstances, DOD may report the DD350 number in Item 3 on the SF 279 to create a unique record for each contract action.

**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.

**C.4 SF 279 EDIT SPECIFICATIONS**

DATA ELEMENTS	<u>I</u>	NO. OF <u>POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Reporting Agency	1.	4	<p>Must not be blank. Must be on table of agency/subagency table (FIPS 95).</p>
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</p>

FINAL AS OF AUGUST 15, 2002

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.

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
*****	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.

FINAL AS OF AUGUST 15, 2002

Must be right justified with preceding zeroes.

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
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'. 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.)



FINAL AS OF AUGUST 15, 2002

<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.

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Performance-Based Service Contract (PBSC)	20.	1	<p>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.</p>
Bundling of Contract Requirements	21.	1	<p>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.</p>
Country of Manufacture	22.	2	<p>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.</p>

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Synopsis of Procurement Prior to Award	23.	1	<p>Must be A, B, C or D, or must be blank if Item 18 equals Y.</p> <p>If equal B and Item 25 equals A, then Item 27 must be coded H.</p> <p>If equal D, then Item 30 must be A or B.</p> <p>If equal D, then Item 10 must be equal or less than \$100K.</p> <p>If equal D, then Item 9 must be D.</p> <p>If equal D, then Item 12 must be a service code (begins with A through Z, except for E).</p> <p>If equal D, then Item 42 must be N or 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>
Type of Contract or Modification	24.	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>
CICA Applicability	25.	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equals A, then Item 6 must be greater than March 1985.</p> <p>If equal B, then Item 9 must be D, H, J, or K.</p> <p>If equal B, C, or D, then Items 26, 27, and 28 must be blank.</p> <p>If equal B, then Item 34 must be B and Item 4 may be blank.</p> <p>If equal E, then Item 26 and 27 must be blank.</p> <p>If equal E, then Item 28 must have a valid entry and Item 14 must be equal Y.</p> <p>If equal E, then Item 34 must be A or B.</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>

FINAL AS OF AUGUST 15, 2002

<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</p>

FINAL AS OF AUGUST 15, 2002

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.

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
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,</p>

FINAL AS OF AUGUST 15, 2002

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.

If equal A or B, then Item 30 must be A or B and Item 32 must be Y.

If A, B, C, or D then Item 33B must be not A or B.

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.

FINAL AS OF AUGUST 15, 2002

<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>



FINAL AS OF AUGUST 15, 2002

Must be 00 or blank if Item 33A  
equals A, B, or E.

Must not be greater than 10.

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.

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
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.

FINAL AS OF AUGUST 15, 2002

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.

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Contractor TIN	37.	9	<p>Must be 9-digit numeric code or blank.</p> <p>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>

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
Multiple Award Contract Fair Opportunity	41.	1	<p>If action date less than 200010 then Item 41 must be blank.</p> <p>If action date between 200010 and 200109 then Item 41 must be 'A' through 'F' or blank.</p> <p>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.</p> <p>Must be blank if Item 18 equals Y.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>
Demonstration Program	42.	1	<p>Must be Y, N, or blank.</p> <p>Must be blank if Item 9 equals G or Z.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If Y or N, must be a participating agency.</p> <p>If a participating agency, must be Y or N except when Item 2 equals 97AB or Item 9 equals G or Z.</p> <p>If equal Y, then Item 6 must be greater than or equal to 198901.</p> <p>If Y and Item 13 equal '233' (except for 233110), '234', '236' or '237' (except for 237210) in the first three positions, Item 12 must not be numeric in first position.</p> <p>If equal Y, Item 30 must be A, B, or C.</p> <p>If equal Y and Item 13 is coded '541310', '541330', '541360', or '541370' and Item 12 is equal C in first position or 'T002', 'T004', 'T008', 'T009', 'T014', or 'R404' then Item 26 must be coded D.</p> <p>Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.</p>

FINAL AS OF AUGUST 15, 2002

<b>DATA ELEMENTS</b>	<b>ITEM #</b>	<b>NO. OF POSITIONS</b>	<b>EDIT SPECIFICATIONS</b>
Emerging Small Business	43.	1	Must be Y, N, or blank. Must be blank if Item 18 equals Y. If Y, Item 30 must be A or B. If Y or N, Item 42 must be Y. If N, Item 44 must be blank. If Y, Item 44 must be Y or N. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Emerging Small Business Reserved Award	44.	1	Must be Y, N, or blank. Must be blank if Item 18 equals Y. If Y, then Items 33A must equal E, 33B must equal F, and 33C must equal D. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
Size of Small Business	45.	1	Must be valid code or blank. Must be blank if Item 18 equals Y. If Item 42 coded Y and Item 30 is coded A or B, must have a valid code. Must be blank, if Item 30 is not equal to A or B. Must be blank if Item 42 is not equal to Y. Must be blank if Item 16 is the DUNS that represent Federal Prison Industries, i.e., UNICOR.
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.

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM #</u>	<u>NO. OF POSITIONS</u>	<u>EDIT SPECIFICATIONS</u>
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.

### C.5. INPUT SPECIFICATIONS

The FPDC will no longer accept hard copy reports and magnetic tapes. All data should be input via on-line, FTP (File Transfer Protocol), or diskette. If your agency does not have the resources available to input your reports, please notify the FPDC to make arrangements for the use of our facilities.

Individual Contract Action Reports and Summary Contract Action Reports may be submitted as follows:

1. Floppy Disk. There are no other standards for submitting data on floppy disk other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual.
2. FTP (File Transfer Protocol). There are no other standards for submitting data on FTP other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual. The FTP address is 159.142.126.76.
3. On-Line Processing. The FPDS On-Line System is available to all agencies for both initial submissions and error corrections. FPDS On-Line System documentation and training are available.
4. Electronic Submissions. FPDS telecommunications requirements are as follows:
  - a. IBM compatible PC with modem or internet connection (FPDC will provide the required software);
  - b. or, internet connection with world wide web browser (any platform);
  - c. and, a mouse (with a DOS driver if on a PC, but not running windows).



**C.6. 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.

<u>DATA ELEMENTS</u>	<u>ITEM</u>	<u>TYPE DATA</u>	<u>NUMBER OF CHARACTERS</u>	<u>RECORD POSITIONS</u>
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	17.	N	7	122-128
Or Foreign Country		A	2	129-130
Contract for Foreign Government or International Organization	18.	A	1	131
Use of EPA Designated Products	19A.	A	1	132
Use of Recovered Material and Waste Reduction Clauses	19B.	A	1	133
Performance-Based Service Contracting (PBSC)	20.	A	1	134
Bundling of Contract Requirements	21.	A	1	135
Country of Manufacture	22.	A	2	136-137
Synopsis of Procurement Prior to Award	23.	A	1	138
Type of Contract or Modification	24.	A	1	139
CICA Applicability	25.	A	1	140
Solicitation Procedures	26.	A	1	141
Authority for Other Than Full and Open Competition	27.	A	1	142
Number of Offers Received	28.	A	1	143
Extent Competed	29.	A	1	144
Type of Contractor	30.	A	1	145
Women-Owned Business	31.	A	1	146
HUBZone Small Business Concerns	32.	A	1	147
HUBZone Program	33A.	A	1	148
Small Disadvantaged Business Programs	33B.	A	1	149
Other Preference Programs	33C.	A	1	150
HUBZone Price Evaluation Preference	33D.	AN	2	151-152
Percent Difference				
Small Disadvantaged Business Price	33E.	AN	2	153-154

FINAL AS OF AUGUST 15, 2002

<u>DATA ELEMENTS</u>	<u>ITEM</u>	<u>TYPE DATA</u>	<u>NUMBER OF CHARACTERS</u>	<u>RECORD POSITIONS</u>
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
Demonstration Program	42.	A	1	213
Emerging Small Business	43.	A	1	214
Emerging Small Business Reserve Award	44.	A	1	215
Size of Small Business	45.	A	1	216
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.			

FINAL AS OF AUGUST 15, 2002

The format for Item 47 starting in FY 2003. Optional Reported Data Elements are as follows:

NOTE: For this table, Type Data: A = Alpha field, N = Numeric field, and AN = Alpha Numeric field.

FORMAT – DOD

DATA ELEMENT	TYPE DATE	NO. OF POSITIONS	RECORD POSITIONS	EDITS
DOD Claimant Program Code	AN	3	230-232	Must be on the table provided by DOD.
DOD Service	AN	1	233	Must be on the table provided by DOD.
DOD System or Equipment Code	AN	3	234-236	Must be on the table provided by DOD.
DD 350 Number	AN	6	237-242	Not edited.
Ethnic Group for Small Disadvantaged Business Concerns	A	1	243	Must be on the table provided by DOD.
Number of Transactions	N	6	244-249	Must be numeric. Must be right justified with preceding zeroes.



FINAL AS OF AUGUST 15, 2002

**D**

**FPDS**

**REPORTING MANUAL**

**SUMMARY CONTRACT ACTION REPORT**

**(\$25,000 OR LESS)**

**(SCAR)**

**(SF 281)**

**FOR FY 2003**

**(OCTOBER 2002 THROUGH SEPTEMBER 2003)**



**D.1. FORM**

The current Federal Procurement Data System (FPDS) Summary Contract Action Report (SCAR) (SF-281) can be found on the GSA's web site. The URL address is:  
<http://hydra.gsa.gov/forms/zero.htm>

FINAL AS OF AUGUST 15, 2002

INSERT SF281 FORM



**C.2. 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.

<b>D.3. HEADING</b>
---------------------

**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

**D.4.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.

**D.5. 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.

**D.6. INPUT SPECIFICATIONS**

Data submitted on-line only. Hard copies, magnetic tape, and punched card inputs are not acceptable.

<b>D.7. SF 281 EDIT SPECIFICATIONS</b>
--

<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 Completed	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).

FINAL AS OF AUGUST 15, 2002

<u>DATE ELEMENT</u>	<u>ITEM #</u>	<u>DATA SPECIFICATIONS</u>
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).

FINAL AS OF AUGUST 15, 2002

<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).





FINAL AS OF AUGUST 15, 2002

**FPDS**  
**REPORTING MANUAL**  
**PART IV**  
**CONTRACTING OFFICE CODE REPORT**  
  
**FOR FY 2003**  
**(OCTOBER 2002 THROUGH SEPTEMBER 2003)**

FINAL AS OF AUGUST 15, 2002

**CONTRACTING OFFICE CODE REPORT FORMAT**

- NOTE: 1 For this form, column 1 defines the item name and description if appropriate.
2. For this form, column 2 defines the item number for the item name (column 1).
  3. For this form, enter the appropriate response in column 3.
  4. For this form, blank or NA item # means for information purposes only.

<b>ITEM NAME</b>	<b>ITEM #</b>	<b>RESPONSE</b>
DATE OF REQUEST	A.	
SUBMITTED BY	B.	
REPORTING AGENCY (FIPS 95)	1.	
REPORTING AGENCY AND/OR SUBAGENCY NAME	1A.	
REGION (FOR GSA ONLY)	R.	
CONTRACTNG OFFICE CODE	2.	
TYPE OF ENTRY	3.	
WHAT CHANGE WOULD YOU LIKE TO MAKE?	3A.	
CONTRACTING OFFICE NAME	4.	
STREET ADDRESS	5.	
OPTIONAL ADDRESS LINE	6.	
OPTIONAL ADDRESS LINE	7.	

CITY	8.	
STATE	9.	
COUNTRY	10.	
ZIP/POSTAL CODE	11.	
DATE THIS CHAGNE BECOMES EFFECTIVE (START DATE)	12.	

FINAL AS OF AUGUST 15, 2002

**PART VI**

**CONTRACTING OFFICE CODE REPORT**

**B. GENERAL INSTRUCTIONS**

The Contracting Office Code Report is used to add, change, or delete contracting office data in the Federal Procurement Data System (FPDS). The FPDS uses this table to verify the existence of a valid contracting office. Provide all alpha characters in **upper case** and submit the information via FTP (File Transfer Protocol) or on-line in accordance with the format in this Part. Also, complete the appropriate box on the FPDS Data Transmittal Memorandum.

The Contracting Office table is used in creating special reports for Congress, other government agencies, the press, and the private sector; therefore, use the official mailing address (street address, P.O. Box, etc.) when completing this form. Agency and subagency name, if applicable will be extracted from the FIPS PUB 95 table.

**C. EDIT SPECIFICATIONS/RECORD LAYOUT**

The Contracting Office Code Report form is composed of the follows fields:

- NOTES:
1. For this form, column 1 defines the field name and description if appropriate.
  2. For this form, column 2 defines the item number for the field name (column 1).
  3. For this form, column 3 defines the records positions, if appropriate.
  4. For this form column 4 defined the edit specification for the field name (column 1).
  5. For this form, NA means for agency use only.
  6. For this form, all field with entries must be left justified using UPPER case letters for all alpha characters.

<b>FIELD NAME</b>	<b>ITEM #</b>	<b>RECORDS POSITIONS</b>	<b>EDIT SPECIFICATION</b>
Date of Request	A.	NA	Report the date of this request. This information is for agency use only and is not entered in the FPDS System.
Submitted By	B.	NA	Report the name of Agency Contact. This information is for agency use only and is not entered in the FPDS

FINAL AS OF AUGUST 15, 2002

FIELD NAME	ITEM #	RECORDS POSITIONS	EDIT SPECIFICATION
			System.
Reporting Agency Code (FIPS 95)	1.	1-4	This is a mandatory field and must be completed. Must be a valid FIPS 95 code.
Reporting Agency and/or Subagency Name	1A.	N/A	For agency use only. This field is computer generated from the Reporting Agency Code (Item 1).
Region (FOR GSA ONLY)	R.	5-6	This is a 2-position <b>mandatory</b> field for GSA. Otherwise leave blank.
Contracting Office Code	2.	7-12	This is a mandatory field and must be completed. This is a 4, 5 or 6-character alphanumeric code assigned by the reporting agency. This code must not contain any special characters or embedded spaces. Must be left justified.
Type of Entry	3.	13	For batch input, this field is <b>mandatory</b> and represents what type of action is being requested. The valid codes are: A = ADD (Complete all entries needed for a complete mailing address.), B = DELETE (Only the preceding fields need to be completed), C = CHANGE (This record will completely replace the previous record. Complete all entries needed for a complete mailing address).  For online via WINFRAME and web input this field is not completed.
What change would you like to make?	3a.	NA	For web input, this field is <b>mandatory</b> and represent what type of action is

FIELD NAME	ITEM #	RECORDS POSITIONS	EDIT SPECIFICATION
			<p>being requested. The valid options are correcting an error or changing the date (for relocations and office name changes):</p> <p>For batch input and online input via WINFRAME this field is not completed.</p>
Contracting Office Name	4.	14-57	<p>This is a mandatory field and must be completed. This field shows the contracting office name associated with the entry. This field must be left justified. DO NOT REPORT AGENCY AND/OR SUBAGENCY NAME AS THESE FIELDS ARE AUTOMATICALLY DERIVED FROM THE REPORTING AGENCY CODE.</p>
Street Address	5.	58-112	<p>This is a mandatory field that must be completed. This field shows the official mailing address of the contracting office. If additional space is needed, use Items 6 and 7 to complete mailing address. DO NOT SEPARATE BASIC PARTS OF THE ADDRESS BETWEEN ITEMS 6 and 7.</p> <p>If completed, this field must be left justified.</p>
Optional Address Line	6.	113-156	<p>Continuation of official mailing address. If completed, this field must be left justified.</p>
Optional Address Line	7.	157-200	<p>Continuation of official mailing address. If completed, this field must be left justified.</p>
City	8.	201-230	<p>This is a <b>mandatory</b> field and must be completed. This field shows the city or town where the contracting office is located. This field must be</p>



FINAL AS OF AUGUST 15, 2002

FIELD NAME	ITEM #	RECORDS POSITIONS	EDIT SPECIFICATION
			left justified.
State	9.	231-232	This is a mandatory field and must be completed if the contracting activity mailing address is located in the 50 states and the US outlying areas. Use 2-character alpha code from FIPS PUB 55. Do not complete if Item 10 (Country Code) is completed.
Country	10.	233-234	This is a mandatory field and must be completed if Item 9 is not completed; otherwise leave blank. Use 2-character alpha code from FIPS PUB 10.
Zip/Postal Code	11.	235-243  244-252	If State is completed, this is a mandatory field and must be completed. This is a five (5) or nine (9) position field associated with the contracting office state code. If there is an entry, this field must be left justified.  If Country is completed, if applicable, complete this field. If there is an entry, this field must be left justified.
Date This Change Becomes Effective (Start Date)	12.	253-258	This is a mandatory field and must be completed. This field shows the first day this contracting office is valid or when a major change was made. For batch and online via WINFRAME is format is YYYYMM. For example: October 2002 should be 200210. For web input select the month and year using the drop down menu options.

FINAL AS OF AUGUST 15, 2002

**FEDERAL PROCUREMENT DATA SYSTEM  
(FPDS)**

**REPORTING MANUAL**

**APPENDICES A THROUGH H**

**FOR FY 2003  
(OCTOBER 2002 THROUGH SEPTEMBER 2003)**

FINAL AS OF AUGUST 15, 2002



## APPENDIX A

### REPORTS AND SERVICES AVAILABLE TO EXECUTIVE DEPARTMENTS, AGENCIES AND USERS

The following reports and services are available from the FPDC by calling, faxing, or writing:

Federal Procurement Data Center  
General Services Administration  
7th & D Street, SW, Room 5652  
Washington, DC 20407  
Phone (202) 401-1529  
Fax (202) 401-1546

#### 1. **FPDS Federal Procurement Report**

The Federal Procurement Report, standard report for the FPDS, is published annually and is available on Federal Procurement Data Center's web site, which is [www.fpdc.gov](http://www.fpdc.gov).

#### 2. **Special Reports**

Special reports can be tailored to include any data element reported on the SF 279 and SF 281 and data added by the FPDC during processing (contractor and purchasing office designations). There is a charge for special reports.

#### 3. **Services Available**

- Listing of all individually reported contract actions in the FPDS master table, by quarter or fiscal year, generated at the agency, subagency or contracting office level.  
(For Reporting Agencies Only)
- FPDS edit programs and tables are available electronically without charge to executive agencies.
- Limited quantities of FPDC publications, i.e., FPDS Reporting Manual (available on FPDC's web site) and FPDS Product/Service Codes Manual, are available without charge.

FINAL AS OF AUGUST 15, 2002

**APPENDIX B**

**GLOSSARY OF DEFINITIONS AND ABBREVIATIONS**

1. Basic Ordering Agreement (BOA)

A basic ordering agreement is not a contract. A basic ordering agreement is a written instrument of understanding, negotiated between the government and contractor that contains (a) terms and clauses applicable to future contracts (orders) between the parties during its term; (b) a description, as specific as practicable, of supplies or services to be provided; and (c) methods for pricing, issuing and delivering future orders. Each order against a BOA is a separate contract. Federal schedule contracts are not Basic Ordering Agreements.

2. CICA - Competition in Contracting Act

3. Contract Action

Any contractual action to obtain supplies, services, or construction from sources outside the Federal Government which obligates or deobligates funds including the award of the contract; an order against an existing indefinite-delivery contract, basic ordering agreement or Federal schedule contract; or a modification of a contract or order such as for additional work, funding action, change order, termination or cancellation. The establishment of tariff schedules for communications and shipping is not considered a contract action.

4. Designated Industry Groups

The following designated industry groups are covered by the Small Business Competitiveness Demonstration Program:

- Construction under North American Industry Classification System (NAICS) codes that comprise:

Subsector 233 (Building, Developing and General Contracting) (excluding 233110, Land Subdivision and Land Development),  
Subsector 234 (Heavy Construction),  
**Subsector 236 (Construction of Buildings), or**  
**Subsector 237 (Heavy and Civil Engineering Construction (excluding 237210, Land Subdivision)).**

This excludes dredging – FPDS service codes Y216 and Z216;

- Refuse systems and related services under North American Industry Classification System (NAICS) codes that comprise:

Subsector 562111 (Solid Waste Collection);  
Subsector 562119 (Other Waste Collection); or  
Subsector 562219 (Other Nonhazardous Waste Treatment and Disposal).

This is limited to FPDS service code S205;

- Architectural and engineering (A&E) services (including surveying and mapping) under North American Industry Classification System (NAICS) codes that comprise:

Subsector 541310 (Architectural Services);  
Subsector 541330 (Engineering Services);  
Subsector 541360 (Geophysical Surveying and Mapping Services); or  
Subsector 541370 (Surveying and Mapping [except Geophysical] Services).

This is limited to FPDS service codes C111 through C216, C219, T002, T004, T008, T009, T014, and R404) awarded under the qualification-based selection procedures required by 40 USC 541 et seq (the Brooks A-E Act); and

- Non-nuclear ship repair – ship repair (including overhauls and conversions) performed on non-nuclear propelled and non-propelled ships under North American Industry Classification System (NAICS) code

Subsector 336611 (Ship Building and Repairing).

This is limited to FPDS service codes J998 (repair performed east of the 108<sup>th</sup> meridian) and J999 (repair performed west of the 108<sup>th</sup> meridian).

5. Emerging Small Business
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A small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity. The size standard for determining small businesses is set forth in FAR Part 19.

6. Emerging Small Business Reserve Awards
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Contract awards with an estimated value greater than \$2,500 but equal to or less than \$25,000 (including actions under simplified acquisition procedures), or such higher amounts as set by OFPP pursuant to Section 712(b) (2) of the Business Opportunity Development Reform Act of 1988 (PL 100-656) that are reserved for exclusive competition among emerging small business firms for the procurement of construction, A&E services (including surveying and mapping), refuse systems and related services, and non-nuclear ship repair. Modifications to contracts having an initial value over the reserve threshold do not fall within the emerging small business reserve program.



7. Executive Agency

An executive department, military department, or independent establishment within the meaning of Sections 101, 102, and 104(1) of Title 5, United States Code, or a wholly-owned Government corporation within the meaning of 31 USC 9101.



8. Federal Schedule Contract

A simplified process of acquiring commonly used supplies and services (including automatic data processing equipment and services) in varying quantities at lower prices while obtaining discounts associated with volume buying. There are three types of federal schedule contracts: single-award, multiple award, and new item introductory schedules. Although GSA awards most schedule contracts, GSA may authorize other agencies to award schedules; e.g., the Department of Veterans Affairs.

9. FIPS - Federal Information Processing Standards

10. Follow-On Contract

A new procurement (whether by separate new contract or a modification outside the scope of the original contract) placed with a particular contractor to continue a specific program, where placement was necessitated by prior decisions. One example is when, by force of circumstances, additional work is awarded to a contractor who was just completing a research and development contract in the same program. Other examples include contracts for support equipment, maintenance support equipment, maintenance support, technical representatives, or spare parts that have been awarded without competition to the contractor who furnished the original equipment.

11. FPDC - Federal Procurement Data Center

12. FPDS - Federal Procurement Data System

13. Historically Black Colleges and Universities

Historically Black Colleges and Universities (HBCU) are defined as any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary of Education to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation.

14. Indefinite-Delivery Contracts (IDC)

There are three types of Indefinite-Delivery contracts; i.e., definite quantity contracts, indefinite quantity contracts, and requirements contracts.

(a) A definite quantity contract provides for delivery of a definite quantity of supplies or services for a fixed period, with deliveries to be scheduled at designated locations upon order.

(b) A requirements contract provides for filling all purchase requirements of designated government activities for supplies or services during a specified contract period, with deliveries to be scheduled by placing orders with the contractor.

(c) An indefinite quantity contract provides for an indefinite quantity, within stated limits, of specific supplies or services to be furnished during a fixed period with deliveries to be scheduled by placing orders with the contractor. The contract shall require the Government to order and the contractor to furnish at least a stated minimum quantity of supplies or services and, if ordered, the contractor to furnish any additional quantities not to exceed a stated maximum.

Indefinite quantity contracts are sometimes referred to as task order and delivery order contracts.

- A task order contract means a contract for services that does not procure or specify a firm quantity of services (other than a minimum or maximum quantity) and that provides for issuance of orders for the performance of tasks during the period of the contract.
- A delivery order contract means a contract for supplies that does not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of supplies during the period of the contract.

## 15. Key Fields

The data element fields on the SF 279 are used to locate specific records for the purpose of applying transactions against the file. These key fields for individually reported contract actions are:

- Item 1. Reporting Agency
- Item 2. Contract Number
- Item 3. Modification Number
- Item 4. Contracting Office Order Number
- Item 5. Contracting Office
- Item 6. Action Date

## 16. Micro-Purchases

Micro-purchase means an acquisition of supplies or services (except construction), the aggregate amount of which does not exceed \$2,500. Micro-purchases for construction are limited to \$2,000.

17. Minority Institution

Minority Institution (MI) means an institution of higher education whose enrollment of a single minority or combination of minorities exceeds 50 percent of the total enrollment. The term "minority" means American Indian, Alaskan Native, Black (not of Hispanic origin), Hispanic (including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin), Pacific Islander or other ethnic group under-represented in science and engineering. Minority institution also includes an Hispanic-serving institution which is defined as an institution which (1) has enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students; and (2) provides assurances that not less than 50 percent of its Hispanic students are low-income individuals who are first generation college students and another 25 percent of its Hispanic students are either low-income individuals or first generation college students. First generation college student means an individual both of whose parents did not complete a baccalaureate degree, or in the case of any individual who regularly resided with and received support from only one parent, an individual whose only such parent did not complete a baccalaureate degree. Low income individual means an individual from a family whose taxable income for the preceding year did not exceed 150 percent of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census.

18. Participating Agency

The Small Business Competitiveness Demonstration Program Act of 1988 (Title VII, PL 100-656) defines participating agencies to include the Departments of Agriculture, Defense (except starting in FY 2003 – October 2002, the National Imagery and Mapping Agency, reporting agency 97AB is exempt), Energy, Health and Human Services, Interior, Transportation, and Veterans Affairs; Environmental Protection Agency; General Services Administration; and the National Aeronautics and Space Administration.

19. Targeted Industry Groups

Categories designated by the participating agency, in conjunction with the Small Business Administration, for enhanced participation by small business.

20. Transaction

A data record covering an individually reportable contract action to the FPDS. Transactions include original reports of contract actions, a correction to an already reported action, or the deletion of an already reported action.

21. Women-Owned Business

Women-Owned business is a business concern which is at least 51% owned by one or more women; or in the case of any publicly-owned business, at least 51% of the stock of which is owned by one or more women, and whose management and daily business operations are controlled by one or more women. Controlled means exercising the power to make policy decisions. Operate means actively involved in the day-to-day management.

22. Women-Owned Small Business

A business that is at least 51% owned, controlled, and operated by women who are U.S. citizens and considered a small business under the criteria and size standards in 13 CFR 121. Controlled means exercising the power to make policy decisions. Operated means actively involved in the day-to-day management.

## APPENDIX C

### PUBLICATIONS AVAILABLE FOR ASSISTANCE IN CODING AND SUBMITTING DATA

1. FPDS Reporting Manual.
2. FPDS Product and Service Codes Manual.
3. FIPS PUB 10, Countries, Dependencies and Areas of Special Sovereignty.
4. FIPS PUB 55, DC-4, Guideline Codes for Named Populated Places, Primary County Divisions, and Other Locational Entities of the United States and Outlying Areas. The Fourth Printed Version. Data file available from NTIS on magnetic tape, PB 87142436.
5. FIPS PUB 95, Codes for the Identification of Federal and Federally Assisted Organizations.
6. OMB Standard Industrial Classification Code Manual (1987 Version).
7. North American Industry Classification System (NAICS).

**NOTE: 1. The FIPS publications may be ordered from the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161, telephone (703) 487-4650. Information concerning cited FIPS publications may be obtained from the National Institute of Standards and Technology, Program Coordination and Support Group, Building 225, Room B151, Gaithersburg, MD 20899, telephone (301) 975-2816.**

**2. The OMB Standard Industrial Classification Code Manual (order #PB87100012) or magnetic tape (order #PB87100020) or diskette (order #PB91507947) can be purchased from the National Technical Information Service by calling (703) 487-4650.**

FINAL AS OF AUGUST 15, 2002



**APPENDIX D**

**BACKGROUND REFERENCES**

1. Commission on Government Procurement (COGP) Report dated December 1972
2. Office of Federal Procurement Policy Act, as amended, 41 USC 401 et. seq.
3. OFPP Memorandum of February 3, 1978
4. Trade Agreement Act of 1979 (PL 96-39), as amended by the Uruguay Round Agreement Act
5. Competition in Contracting Act of 1984 (PL 98-369)
6. Small Business Act, as amended
7. Federal Acquisition Streamlining Act of 1994 (PL 103-355)

FINAL AS OF AUGUST 15, 2002

**APPENDIX E**

**Contractor Identification Number Check Digit Algorithm**

Each 9-digit numeric DUNS number must pass the following check digit test:

9-digit code	X	X	X	X	X	X	X	X	X
multiplied by:	1	2	1	2	1	2	1	2	1
	<hr/>								
	X+	X+X+	X+	X+X+	X+	X+X+	X+	X+X+	X+ =XO or X5

Each of the nine (9) digits is multiplied in sequence by 1, 2, 1, 2, 1, etc., the sum of each digit of the individual products is divisible by “5”.

Example of the check digit algorithm for the following contractor identification number of “003265407”:

0	0	3	2	6	5	4	0	7
X1	2	1	2	1	2	1	2	1
<hr/>								
0 + 0 + 3 +4 +6 +1+0 +4 +0 +7 = 25, and the sum of the products added individually by each digit is divisible by five.								

FINAL AS OF AUGUST 15, 2002

**APPENDIX F**

**Historically Black Colleges and Universities  
and Minority Institutions**

A current list of the Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs) can be found on the Department of Education, Office of Civil Rights web site. The address is <http://www.ed.gov/offices/OCR/minorityinst.html> for the listing of 2001 UNITED STATES DEPARTMENT OF EDUCATION U. S. ACCREDITED POSTSECONDARY MINORITY INSTITUTION. The main Department of Education web site is: <http://www.ed.gov>.  
es (HBCUs):



**APPENDIX G**

**Guidance on FPDS Coding For Purchasing  
EPA-Designated Products**

**Office of Federal Procurement Policy  
White House Task Force on Recycling  
April 3, 2002**





**Coding Procurements Involving EPA-Designed Recycled Content Items**

Beginning in Fiscal Year 2002, the Federal Procurement Data System is collecting information regarding the acquisition of products containing recovered materials, also known as Environmental Protection Agency (EPA)-designated items, recycled content products, or Affirmative Procurement Program items. The information is coded at Blocks 19A and 19B of the SF 279, Federal Procurement Data System (FPDS) Individual Contract Action Report, and Lines B12F and B12G of the DD 350, Individual Contracting Action Report. The information requested does not address whether the *purpose* of the contract is the acquisition of an EPA-designated item. Rather, it asks whether the contractor will be required to use or deliver EPA-designated items in the performance of the contract. This information is provided to clarify existing guidance set forth in FAR 23.404 and DFARS 253.204-70.

FAR 23.405(c) currently provides that “The contracting officer must place in the contract file a written justification if an acquisition of EPA-designated products above the micro-purchase threshold does not contain recovered material.” The directions for the SF279 and DD350 provide that a code for a written justification should be selected when acquiring EPA-designated products without the *required* minimum recovered material content. This required amount is established in EPA guidance and, where an agency has prepared an Affirmative Procurement Plan, a required minimum amount might also be established in the plan. To make clear that the products being acquired must contain at least the percentages of recovered materials specified in EPA’s guidance or an agency’s plan, a minor wording change to FAR 23.404 is in process.

Question. What are EPA-designed items?

Answer. They are products with recycled content which Federal agencies and contractors operating Government-owned facilities are required to purchase. EPA designates these products in the Comprehensive Procurement Guidelines (CPG), 40 CFR 247. The CPG is divided in to the following eight product categories:

- Construction Products
- Landscaping Products
- Non-paper Office Products
- Paper Products
- Parks and Recreation Products
- Transportation Products
- Vehicular Products
- Miscellaneous Products

You may review the EPA list and more detailed information about the products, including recommended recycled content, @<http://www.epa.gov/cpg>. A list of the products is also attached to this document.

**Block 19A/Line B12F**

Select one of five codes which indicate whether or not EPA-designated products containing the minimum required recycled content levels will be acquired under the contract.

1. EPA-designated items will be acquired under the contract and all contain the required minimum recycled content (Code A);
2. Items with minimum required recycled content could not be acquired because one of the acceptable exceptions exists and a written justification was completed (Code B, C, or D), or;
3. No EPA-designated items will be acquired under the contract (Code E).

This question is more difficult than it first appears. Under FAR Part 23 and section 6002 of the Resource Conservation and Recovery Act, agencies are required to purchase EPA-designated products. When these products are not purchased containing the required minimum recovered material content, contracting officers are required to complete a written justification for not purchasing them. The FPDS data fields incorporated in October 2001 are designed to capture data in three areas: 1) Are agencies acquiring EPA-designated products, 2) Do the products contain the required minimum recovered material, and 3) Are agencies using the appropriate justification. There has been some confusion about whether these data elements should only be completed for contracts for supplies, rather than for services, because the purpose of services contracts is not limited to acquiring supplies.

Block 19A/Line B12F do not ask whether the purpose of the contract is the acquisition of an EPA-designated item. Rather, they ask the following regardless if the contract is for supplies or for services: 1) Are EPA-designated items being acquired under the contract? and 2) Do those products contain the required minimum recovered material content? In other words, in the performance of the contract, will the contractor be required to use or deliver EPA-designated items and, if so, will those products contain the minimum recovered material content? Using a construction contract as an example, it is asking whether the construction contract will require the contractor to use or deliver any of the EPA-designated items. It is likely that a construction contract may require the use or delivery of EPA-designated items, because EPA has designated many construction products, including cement and concrete, building insulation, polyester carpet, floor tiles, latex paint, and a number of other items. Building maintenance contracts will also often require contractors to use EPA-designated construction products, paper products, or non-paper office products, such as sanitary tissue, paper towels, plastic trash bags, or restroom dividers.

Block 19A/Line B12F should be coded A if the contract requires the use or delivery of EPA-designated products and it is anticipated that they all will contain the recommended recovered material content prescribed by EPA.

If Block 19A/Line B12F is not coded "A," a written justification will be required. Block 19A/Line B12F should be coded B, C, or D if an EPA-designated item will be used under the contract, but the contract does not require that the item contain recycled content because the product is unavailable competitively within a reasonable time frame (Code B), does not meet appropriate performance standards (Code C), or is not available at a reasonable price (Code D), and a written justification has been prepared. This means that if some of the EPA-designated products to be used or delivered in the performance of the contract will contain recycled content, and some will not, then you must select Code B, C, or D.

Block 19A/Line B12F should be coded E if the contract does not require the use or delivery of any EPA-designated products.

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**[SF279,Block 19B]**

Block 19B should be coded A if some or all the recovered materials clauses have been included in the contract. Block 19B should be coded B if the recovered materials clauses have not been included because the contract does not require the acquisition of EPA-designated products. The recovered materials provisions and clauses and their prescriptions are as follows.

FAR 52.223-4, Recovered Materials Certification - FAR 23.406(a) requires this solicitation provision be inserted in solicitations that are for, or specify the use of, recovered materials.

FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products - FAR 23.406(b) requires this clause be used in solicitations and contracts exceeding \$100,000 that include the provision at 52.223-4.

FAR 52.223-10, Waste Reduction Program - FAR 23.705 requires this clause be used in all solicitations and contracts for contractor operation of Government-owned or -leased facilities and all solicitations and contracts for support services at Government-owned or -operated facilities.

**[DD350, Line B12G]**

Line B12G should be coded A if the clause at FAR 52.223-4 is included in the solicitation. Select Code B if FAR 52.223-4 and FAR 52.223-9 are included in the solicitation.

The recovered materials provisions and clauses and their prescriptions are as follows.

FAR 52.223-4, Recovered Materials Certification - FAR 23.406(a) requires this solicitation provision be inserted in solicitations that are for, or specify the use of, recovered materials.

FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products - FAR 23.406(b) requires this clause be used in solicitations and contracts exceeding \$100,000 that include the provision at 52.223-4.

FAR 52.223-10, Waste Reduction Program - FAR 23.705 requires this clause be used in all solicitations and contracts for contractor operation of Government-owned or -leased facilities and all solicitations and contracts for support services at Government-owned or -operated facilities.

**The Detailed List of EPA-Designated Products**

Construction Products

- Building Insulation Products
- Polyester Carpet
- Carpet Cushion
- Cement and Concrete containing:
  - Fly Ash
  - Ground Granulated Blast
  - Furnace Slag
- Consolidated and Reprocessed Latex Paint
- Floor Tiles (rubber or plastic)
- Flowable Fill
- Laminated Paperboard
- Patio Blocks (rubber or plastic)
- Railroad Grade Crossing Surfaces
- Shower and Restroom Dividers/Partitions
- Structural Fiberboard

Landscaping Products

- Garden and soaker hoses
- Hydraulic Mulch
- Landscaping timbers and posts (plastic lumber)
- Lawn and garden edging
- Yard Trimmings and/or Food Waste Compost

Non-Paper Office Products

- Binders
- Office Recycling Containers
- Office Waste Receptacles
- Plastic Clip Portfolios
- Plastic Clipboards
- Plastic Desktop Accessories
- Plastic Envelopes
- Plastic File Folders
- Plastic Presentation Folders
- Plastic trash Bags
- Printer Ribbons
- Solid Plastic Binders

Paper and Paper Products<sup>1</sup>

- Bristols
- Coated Printing Papers
- Commercial/Industrial Sanitary Tissue Products
- Tray Liners
- Newsprint
- Paperboard and Packaging Products
- Uncoated Printing and writing Papers

Park and Recreation Products

- Park Benches and Picnic Tables
- Plastic Fencing
- Playground Equipment
- Playground Surfaces
- Running Track

Transportation Products

- Channelizers
- Delineators/Flexible Delineators
- Parking Stops
- Traffic Barriers
- Traffic Cones

Vehicular Products

- Re-refined Lubricating Oil
- Reclaimed Engine Coolant
- Retread Tires

Miscellaneous Products

- Awards and Plaques
- Industrial Drums
- Mats
- Pallets
- Signage
- Sorbents
- Strapping and Stretch Wrap

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<sup>1</sup>EPA designated the category "paper and paper products" and provides recommendations for these paper and paperboard grades.

**Guidance on Reporting HUBZone Contract Actions to the Federal Procurement Data System**

- Only contract actions awarded to HUBZone small business concerns that have been certified by SBA should be counted toward HUBZone goal achievement. Therefore it is important that contracting officers and prime contractors refer to SBA's Procurement Marketing and Access Network (PRO-Net) to verify that the contractor or subcontractor is on the list of certified HUBZone firms.
- If a small business concern becomes certified as a HUBZone small business concern during the performance of the contract, including the options, those dollars shall not be counted toward the HUBZone goal achievements. The HUBZone small business concern must be SBA certified when the proposal (including price) is submitted in order for the agency to receive credit for the award.
- Contract actions awarded under SBA's 8(a) Business Development Program to firms that are both certified as an 8(a) firm and a HUBZone small business concern should be counted towards HUBZone goal achievements and 8(a) goal achievements
- Contract actions awarded to certified HUBZone small business concerns using the HUBZone Program's preference mechanisms (sole source, set-asides, or the price evaluation preference) should be counted towards HUBZone goal achievements.
- Contract actions awarded to certified HUBZone small business concerns after the application of both the HUBZone Price Evaluation Preference and the Small Disadvantaged Business Price Evaluation Adjustment should be counted towards HUBZone goal achievements.
- Contract actions that are awarded to certified HUBZone small business concerns under other contract mechanisms such as simplified acquisitions or small business set-asides should be counted towards the HUBZone goal achievements.
- Contract actions that are orders placed against Federal Supply Schedules to certified HUBZone small business concerns should be counted towards the ordering agency's HUBZone goal achievements.

FINAL AS OF AUGUST 15, 2002

- Contract actions awarded to certified HUBZone small business concerns under indefinite delivery contracts (e.g. multiple award contracts, government-wide acquisition contracts (GWACs), definite quantity contracts) should be counted towards HUBZone goal achievements if the HUBZone small business concern was certified when it submitted its proposal, including price, for the contract award.
- Contract actions awarded to a certified HUBZone small business under a HUBZone joint venture should be counted towards HUBZone goal achievements if the joint venture meets the requirement at Title 13, Code of Federal Regulations, Part 126.616.
- Subcontract award data reported by other-than-small business prime contractors and subcontractors shall be limited to awards made to their immediate certified HUBZone small business subcontractors in order to be counted towards HUBZone subcontract goal achievements. Credit cannot be taken for awards made to lower-tier subcontractors.