

GSA ORDER

Subject: General Services Administration Acquisition Manual; Federal Procurement Data System—Next Generation (FPDS-NG)

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM).
2. Background. The Federal Procurement Data System—Next Generation (FPDS-NG), maintains an historical trail of all transactions, including interagency transactions conducted through government-wide acquisition contracts (GWACs), multi-agency contracts, and Federal Supply Schedule contracts. The Federal Acquisition Regulation (FAR) 4.602 requires agencies to report information on contract actions over \$2,500 and modifications to those transactions regardless of dollar value to the FPDS-NG; and use a procurement identifier that complies with the numbering guidelines established by the Joint Financial Management Improvement Project. The General Services Administration Procurement Data System (GPDS) has been replaced by FPDS-NG, and GSAM 504.602-70 is being updated to reflect changes in FAR 4.6.

Additionally, GSAM 504.7001-2 and 504.7001-3 are being revised to delete “GPDS” and insert “FPDS GSA Detailed Contracting Office List” and require that the first positions of the procurement instrument identifier in GSAM 504.7001-3 be alpha characters that indicate the issuing agency, and require that each order and call instrument identification number begin with the agency identifier.

3. Effective date. June 8, 2005.
4. Explanation of changes. To be consistent with the requirements of FAR 4.602, this change will—
  - a. Revise 504.602-70 to delete the requirement for information on contract actions to be reported to the General Services Administration Procurement Data System (GPDS) and require that such information to be reported directly to the Federal Procurement Data System (FPDS-NG); and
  - b. Revise Section 504.7001-2 and Section 504.7001-3 to delete “GPDS” and insert “FPDS GSA Detailed Contracting Office List” and require that the first positions of the procurement identifier in GSAM 504.7001-3 be alpha characters, indicating the issuing agency and each order and call instrument identification number begin with the agency identifier.

5. Filing instructions. Remove and insert the following pages to the GSAM:

Remove pages

504-i and 504-ii  
504-3 thru 504-8

Insert pages

504-i and 504-ii  
504-3 thru 504-8



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Office of the Chief Acquisition Officer  
General Services Administration

# CHANGE 16 JUNE 8, 2005

## PART 504—ADMINISTRATIVE MATTERS

*Sec.*

### **Subpart 504.1—Contract Execution**

- 504.101 Contracting officer's signature.
- 504.103 Contract clause.

### **Subpart 504.2—Contract Distribution**

- 504.201 Procedures.
- 504.203 Taxpayer identification number information.

### **Subpart 504.4—Safeguarding Classified Information Within Industry**

- 504.402 General.
- 504.470 Requests for release of classified information.
  - 504.470-1 Authorization for release.
  - 504.470-2 Termination of authorization for release.
- 504.471 Processing security requirements checklist (DD Form 254).
- 504.472 Periodic review.
- 504.473 Recurring procurement.
- 504.474 Control of classified information.
- 504.475 Return of classified information.
- 504.476 Breaches of security.

### **Subpart 504.5—Electronic Commerce in Contracting**

- 504.500 Scope of Subpart.
- 504.502 Policy.
- 504.570 Procedures for using the EPS.

### **Subpart 504.6—Contract Reporting**

- 504.602-70 Reporting to the Federal Procurement Data System—Next Generation (FPDS-NG).
- 504.602-71 Federal Procurement Data System—Public Access to Data.

### **Subpart 504.8—Government Contract Files**

- 504.800 Scope of subpart.
- 504.802 Contract files.
- 504.803 Contents of contract files.
- 504.804-5 Detailed procedures for closing out contract files.
- 504.805 Storage, handling, and disposal of contract files.

### **Subpart 504.9—Information Reporting to the Internal Revenue Service**

- 504.903 Payment information.

### **Subpart 504.70—Uniform Procurement Instrument Identification**

- 504.7001 Uniform procurement instrument identification.
  - 504.7001-1 Policy.
  - 504.7001-2 Basic procurement instrument identification number.
  - 504.7001-3 Order and call instrument identification number.
  - 504.7001-4 Supplemental procurement instrument identification number.
  - 504.7001-5 Codes for instrument identification numbers.
- 504.7002 Procurement contract register.

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**504.570 Procedures for using the EPS.**

(a) You must use the EPS to issue any synopsis required by FAR Part 5 or GSAR [Part 505](#).

(b) You must issue each written solicitation on the EPS, except as provided in paragraphs [\(c\)\(2\)](#) and [\(d\)](#) below.

(c) Although GSA intends that the EPS will substitute for paper copies of solicitations, web-based transactions are not practical in some industries or in some geographic areas at this time.

(1) If you expect that electronic access to a solicitation will result in adequate competition, distribute the solicitation only through the EPS. Include the following notice in the related synopsis:

GSA is issuing this solicitation only electronically. Interested parties may access the solicitation at <http://www.eps.gov>. This site provides instructions for downloading the solicitation file.

(2) If you believe that distribution of paper copies is necessary to ensure adequate competition, document the file to justify distribution of paper copies. Include the notice in paragraph [\(c\)\(1\)](#) above in the related synopsis, leaving out the first sentence.

(d) In some cases, release of construction drawings must be controlled to ensure adequate security. In other cases, an exhibit or attachment incorporated in a solicitation may not be available electronically. In either of these cases, you must explain in both the synopsis and the solicitation how interested parties may obtain a copy. In addition to the notice required by paragraph [\(c\)](#), include a notice substantially the same as below in both the synopsis and solicitation. Tailor the notice as necessary for the particular acquisition.

This solicitation incorporates documents which are not available electronically. See [*Identify the solicitation section that lists the subject documents*]. Interested parties may request copies of these documents by writing the Contracting Officer at the address in [*Identify address block in the solicitation*].

(e) The *Electronic Posting System Manual* provides detailed instructions for using the EPS. The Manual is available at <http://www.eps.gov/buyer.html>.

**Subpart 504.6—Contract Reporting****504.602-70 Reporting to the Federal Procurement Data System—Next Generation (FPDS-NG).**

The Office of Federal Procurement Policy (OFPP), in accordance with 41 U.S.C. 405(d), requires all Federal agencies to report information on contract actions to the Federal Procurement Data System—Next Generation (FPDS-NG). Federal agencies are required to report all transactions over \$2,500 and modifications to those transactions regardless of dollar value, in accordance with FAR 4.602(c)(1). Addition-

ally, Federal agencies participating under the Small Business Demonstration Program, in accordance with FAR 4.602(c)(2), are required to report as an individual contract action all awards, regardless of dollar value, in the designated industry groups. With the implementation of FPDS-NG, the General Services Procurement Data System (GPDS) was discontinued and all transactions are reported directly to FPDS-NG.

(a) *Reporting requirements.* Detailed specification of FPDS-NG data reporting requirements is contained in the FPDS-NG Reports document (available at <http://www.fpds-ng.com/downloads.html>). Reporting offices are encouraged to utilize automated information systems for FPDS-NG data reporting, provided that the systems contain all required FPDS-NG data elements via the machine-to-machine process and the automated acquisition system has received the proper certification from the FPDS-NG system manager.

(b) *Responsibilities.*—(1) *Senior Procurement Executive.* The Senior Procurement Executive—

(i) Exercises overall responsibility for policy matters relating to reporting by GSA contracting activities to the FPDS-NG;

(ii) Provides GSA officials with information necessary for the management, evaluation and oversight of GSA procurement activity. Provides GSA officials with policy guidance required to implement reporting requirements, and periodic changes to reporting requirements, prescribed by OFPP;

(iii) Approves reporting procedures, including use of GSA automated data systems, for reporting data to the FPDS-NG;

(iv) Ensures complete and accurate data reporting, including correction of error listings, for data submitted by Central Office staff offices and ensures that GSA contracting activities are in compliance with all special data reporting requirements specified in the FPDS-NG Validations and Data Dictionary (available at

<http://www.fpds-ng.com/downloads.html>);

(v) Assists the Heads of Services in establishing procedures to ensure complete and accurate reporting of procurement data to the FPDS-NG by their respective services, and developing appropriate training to ensure accurate reporting by contracting offices; and

(vi) Evaluates the completeness and accuracy of FPDS-NG data reporting through information retrievals.

(2) *Heads of Services.* The Head of each Service—

(i) Establishes procedures within the Service to ensure complete and accurate reporting of procurement data to the FPDS-NG by all contracting offices within the Service;

(ii) Communicates reporting procedures provided by the Senior Procurement Executive to all contracting

offices within the Service that do not report procurement data through an automated system;

(iii) Ensures, for all contracting offices within the Service using automated systems for reporting procurement data, that user manuals for the systems incorporate all data elements required for FPDS-NG reporting. User manuals for automated systems, edit checks incorporated into these systems, and conversion programs for extraction of data in a format suitable for transmission to the FPDS-NG, will be subject to periodic review by the Senior Procurement Executive to validate conformance with FPDS-NG reporting requirements;

(iv) Implements changes to reporting procedures when advised of changes to FPDS-NG reporting requirements by the Senior Procurement Executive;

(v) Designates FPDS-NG Coordinators to manage and monitor the submission and editing of FPDS-NG Data; and

(vi) Conducts training for contracting office personnel, where necessary, to ensure complete and accurate procurement data reporting.

(3) *Regional Heads of Contracting Activities (HCAs)*. The Regional Heads of Contracting Activities (the Regional Administrators)—

(i) Exercise responsibility for complete and accurate reporting of procurement data submitted to the FPDS-NG, including data input and correction of error records, for all contracting offices that are not within the responsibility of the Heads of Services;

(ii) Periodically evaluates the completeness and accuracy of FPDS-NG data reporting in all regional contracting offices through use of information retrievals; and

(iii) Designates FPDS-NG Regional Coordinators to manage and monitor the submission and editing of FPDS-NG data.

(4) *Heads of Staff Offices*. The Heads of Staff Offices will ensure that staff offices report procurement data to the FPDS-NG in accordance with established procedures.

#### **504.602-71 Federal Procurement Data System—Public Access to Data.**

(a) *The FPDS database*. The General Services Administration awarded a contract for creation and operation of the Federal Procurement Data System (FPDS) database. That database includes information reported by departments and agencies as required by Federal Acquisition Regulation (FAR) Subpart 4.6. One of the primary purposes of the FPDS database is to provide information on Government procurement to the public.

(b) *Fee for direct hook-up*. To the extent that a member of the public requests establishment of real-time integration of reporting services to run reports from another application, a one-time charge of \$2,500 for the original integration must be paid by the requestor. This one-time charge covers the setup and certification required for an integrator to access the FPDS database and for technical assistance to help integrators use the web services. The fee will be paid to the FPDS contractor and credited to invoices submitted to GSA by the FPDS contractor.

### **Subpart 504.8—Government Contract Files**

#### **504.800 Scope of subpart.**

This subpart prescribes a standard contract file format for all contracts that exceed the simplified acquisition threshold, except leases of real property. You may also apply this subpart to purchases using simplified acquisition procedures.

#### **504.802 Contract files.**

(a) *File standardization*. Place all information and documentation required by FAR 4.802 and 4.803 in the contract file. Organize the file in the standard contract file format in [504.803](#).

(b) *Responsibility for files*. You are responsible for the official file. Those initiating documents about the contract must forward the documents to you for inclusion in the file. You are accountable for contract files transferred to the records center and for knowing where the National Archives and Records Administration placed the files.

(c) *Transfer of responsibility for contract files*. (1) When responsibility for a contract transfers from you to another contracting officer, e.g., transfer of assignments or redelegation of contract administration (intraoffice or interoffice), you must prepare a detailed listing by file number and name to identify the file(s) to be transferred.

(2) Retain a copy of the listing and send a copy to your successor as advance notice of the files to be transferred.

(3) Retain duplicates of the files transferred until your successor acknowledges receipt of the files.

(4) Send the files to be transferred to your successor by certified mail, return receipt requested, or by another method

requiring your successor's signature to acknowledge receipt. Send two copies of the listing with the transferred files.

(5) Your successor must sign one copy of the listing, certifying receipt of the files listed, and return the signed copy to you.

### 504.803 Contents of contract files.

(a) *Arrangement.* (1) Tab the contract file.

(2) File items in reverse order starting with item (1) on the bottom of the file and item (27) on the top.

(3) File documents within a tab chronologically with the most recent document on top.

(4) Place documents too voluminous for an individual tab in a separate file. Annotate the tab with the location of the file.

(5) Omit any tab not required for the contract.

(b) *Tab contents.* The following instructions apply to contract actions up to award. Contracting activities may develop further guidance on tabbing postaward actions tailored to their requirements. Tab the contract file as specified below:

(1) Requisition or request for contractual action. Include the certification of the accuracy and completeness of data supporting a recommendation by technical or requirements personnel to use other than full and open competition. (See FAR 6.303-1(b).)

(2) Specifications, drawings, and other technical documents.

(3) Acquisition plan including, if applicable, the determination required by OMB Circular A-76 and concurrence of the cognizant competition advocate.

(4) Determination and findings required by FAR 1.7 and [501.7](#), or justification required by FAR 6.303, including the certification of accuracy and completeness of the justification.

(5) Department of Labor Wage Determination.

(6) Small business determinations.

(7) Source list.

(8) Statement as to synopsis of proposed procurement under FAR 5.2 or other required advertisements under [505.2](#).

(9) Presolicitation notice.

(10) IFB/RFP and amendments.

(11) Abstract of bids or proposals including identification of the low bidder or offeror, discounted price, etc.

(12) Cost or pricing data and information other than cost or pricing data. Include the waiver and documentation supporting the waiver if the requirement for submission of cost or pricing data is waived, as provided in FAR 15.403-1(b)(4).

(13) Field pricing report (see FAR 15.404-2).

(14) Price or cost analysis report prepared under FAR 15.404. Include:

(i) Supporting technical analyses, other than those supporting an audit report.

(ii) Profit or fee analysis required by FAR 15.404-4 and [515.404-4](#).

(iii) An independent Government estimate, if required.

(15) Documentation required by FAR 15.406, written to permit reconstruction of the acquisition's major events.

(16) Certificate of current cost or pricing data, if applicable.

(17) Pre-award survey.

(18) EEO compliance review.

(19) "No bid" or "no proposal" correspondence.

(20) Unsuccessful bids or proposals. Include a copy of each rejected bid and unacceptable proposal.

(21) Mistakes in bids and protests. Include all correspondence and determinations relating to Mistakes in bids disclosed before award or protests.

(22) Actions taken on late bids or proposals.

(23) Contract action. Include:

(i) Successful bid or proposal and all pertinent correspondence applicable to the contract action, including evidence of submission of contract award data to paying office (see [504.201](#)).

(ii) Subcontracting plans incorporated in and made a material part of a contract, as required by FAR 19.705-5(a)(5).

(24) Evidence of legal review, if required.

(25) Approvals. Include, as applicable:

(i) GSA Form 1535, Recommendation for Award.

(ii) Documentation of approval of subcontracting plan.

(iii) Record of individuals authorized access to contractor bid or proposal information or source selection information (see [503.104-5\(a\)\(4\)](#)).

(26) Notices of award.

(27) SF 279, FPDS Individual Contract Action Report, or system-generated equivalent.

(c) *Index.* (1) Place an index of the file tabs in the file. Mark items that do not apply. If necessary, briefly explain why. You may use the GSA Form 3420, Contract/Modification File Checklist File Format (Award), for the index.

(2) Include subheadings under a tab if required by your office.

### 504.804-5 Detailed procedures for closing out contract files.

The administrative contracting officer (ACO) must forward the statement required by FAR 4.804-5(b) and the contract files to the cognizant procuring contracting officer (PCO). The ACO must follow the procedures outlined in [504.802\(c\)](#) when transferring files to the PCO.

504.805

**504.805 Storage, handling, and disposal of contract files.**

Your accountability for contract files ends when the following three conditions exist:

- (a) The files' retention period expires.
- (b) You receive the notice of disposal from the National Archives and Records Administration.
- (c) The records liaison officer whose organization has functional responsibility for the files approves disposal.

**Subpart 504.9—Information Reporting to the Internal Revenue Service**

**504.903 Payment information.**

(a) The Office of Finance reports to IRS on payments made to certain contractors for services performed and to lessors for providing space in buildings. This is required by 26 U.S.C. 6041 and 6041A and implemented in 26 CFR. To assist Finance, you must indicate on obligating documents you send them (e.g., purchase, delivery, or task orders; contracts; the GSA Form R-620 for leases; or certified invoices) all the following information:

- (1) Contractor's organizational structure (e.g. corporation, partnership).
- (2) Contractor's taxpayer identification number (TIN).
- (b) Make reports required by 26 U.S.C. 6050M through the FPDS.

**Subpart 504.70—Uniform Procurement Instrument Identification**

**504.7001 Uniform procurement instrument identification.**

This subpart:

- (a) Prescribes procedures for identifying contracts, orders, and other procurement instruments regardless of dollar threshold.
- (b) Applies to all contracting activities, except:
  - (1) FSS's procurement activities, except FSS Property Management Division (FBP) which must comply with these procedures.
  - (2) Real property leasing.

**504.7001-1 Policy.**

(a) Use the uniform procurement instrument identification system for procurement instruments listed in [504.7001-5\(c\)](#). Do not use it for:

- (1) Purchases made through certified invoice procedures (see [513.370](#)).
- (2) Imprest fund purchases.
- (3) Purchases made with the Governmentwide commercial purchase card.
- (b) Complete the contract number block provided on the applicable forms. If a space is not reserved for the prescribed number, place the number in the upper right-hand corner of the form.
- (c) Each contracting office must maintain records to ensure continuity and control of procurement instrument identification numbers. (See [504.7002](#).)

**504.7001-2 Basic procurement instrument identification number.**

The basic procurement instrument identification number normally is assigned at award. The contracting office may assign a number when it receives a procurement request to facilitate procurement tracking. The basic procurement instrument identification number stays the same throughout the life of the procurement instrument. It consists of 14 alphanumeric characters as follows:

Character(s)	Content	Content Description Location	Example
1-2	Agency Designation Code	Always "GS"	GS
3-4	Region/Central Office Identification Code	<a href="#">504.7001-5(a)</a>	02
5	Service/Office Code	<a href="#">504.7001-5(b)</a>	P
6-7	Last Two Digits of Fiscal Year of Number Assignment		99
8-9	Preparing Contracting Office Code	Located in FPDS-NG  GSA Detailed Contracting Office List	PF
10	Instrument Code	<a href="#">504.7001-5(c)</a>	L
11-14	Serial Number	<a href="#">504.7001-5(d)</a>	0002

**504.7001-3 Order and call instrument identification number.**

Delivery or task orders under indefinite delivery contracts and schedule contract orders are identified by placing an 13-character alphanumeric identification number in the order number block of the order form as shown in the table below.



The basic indefinite delivery or schedule contract number is placed in the contract number block of the order form.

Character(s)	Content	Content Description Location	Example
1-2	Agency Designation Code	Always "GS"	GS
3	Service/Office Code	<a href="#">504.7001-5(b)</a>	P
4-5	Region/Central Office Identification Code	<a href="#">504.7001-5(a)</a>	01
6-7	Last Two Digits of Fiscal Year of Number Assignment		98
8-9	Preparing Contracting Office Code	Located in FPDS-NG  GSA Detailed Contracting Office List	PB
10-13	Serial Number (in sequence as issued by the contracting office)	<a href="#">504.7001-5(d)</a>	B096

**504.7001-4 Supplemental procurement instrument identification number.**

Modifications to the basic contract instrument and to calls/orders against contracts are numbered with a four character alphanumeric number. The supplemental identification numbering system applies to all modifications to contracts and to call/orders against contracts.

Character(s)	Content	Description	Example
1	Office Issuing Modification	A = Administrative Office P = Purchasing Office	A
2	Action Type	A = Administrative Change C = Change Order O = Other S = Supplemental Agreement (bilateral signatures)	S
3-4	Serial Number	01-99 AI-A9 to ZI-Z9 AA-AZ to ZA-ZZ	B2

**504.7001-5 Codes for instrument identification numbers.**

(a) *Region/Central Office Codes.*

- 00 Central Office
- 01 Region 1
- 02 Region 2
- 03 Region 3
- 04 Region 4

- 05 Region 5
- 06 Region 6
- 07 Region 7
- 08 Region 8
- 09 Region 9
- 10 Region 10
- 11 National Capital Region

(b) *Preparing Service/Office Codes.*

- B Office of the Chief Financial Officer
- F Federal Supply Service
- G GSA Board of Contract Appeals
- C Office of the Chief People Officer
- I Office of Chief Information Officer
- J Office of Inspector General
- L Office of General Counsel
- M Office of Governmentwide Policy
- P Public Buildings Service
- T Federal Technology Service

(c) *Procurement Instrument Type Codes.*

- A Agreements, including basic agreements, basic ordering agreements, and blanket purchase agreements.
- B Reserved.
- C Contracts, including letter contracts; contracts referencing basic agreements, or basic ordering agreements, excluding indefinite delivery contracts.
- D Indefinite delivery contracts, including definite quantity, requirements, and indefinite quantity.
- E Sales contracts.
- F-L Reserved.
- M Purchase orders (open market simplified acquisition)—manual.
- N Reserved.
- P Purchase orders (open market simplified acquisition)—automated.
- Q-R Reserved.
- S Schedule contract.
- T-Z Reserved.

(d) *Serial Number Codes.* (1) A separate series of numbers may be used for each basic instrument type (see [504.7001-2](#) and [504.7001-5\(c\)](#)).

(2) For delivery or task orders, each order issued by contracting office must receive a consecutive serial number. That is, orders are numbered in sequence as issued by the contracting office; not in sequence under any individual contract.

(3) At the beginning of each fiscal year, the first number assigned is 0001.

(4) Alphanumeric characters are serially assigned after the numeric series is exhausted.

(5) The allowable numeric and alphanumeric sequences, excluding alpha I and O are:

(i) 0001 through 9999.

(ii) AOO1 through A999, BOO1 through B999.

(iii) and so on to ZOO1 through Z999.

(6) Each issuing office is responsible for controlling serial number assignments.

**504.7002 Procurement contract register.**

GSA Form 2728, Procurement Contract Register, or an automated register, is used to ensure continuity and control of procurement instrument identification numbers.