DFARS Procedures, Guidance, and Information

(Revised July 29, 2009)

PGI 204.6—CONTRACT REPORTING

PGI 204.602 General.

(1) *Helpful documents*. The Federal Procurement Data System (FPDS) website at https://www.fpds.gov provides useful documents and on-line training to assist with FPDS data entry. Key manuals can be found under "Downloads" at the FPDS Project Site at http://www.fpdsng.com, to include:

(i) FPDS Data Element Dictionary – The data dictionary outlines all relevant information for each data field. It identifies whether a data field is Required, Optional, or Not Required, for each type of data entry screen (Awards, Indefinite Delivery Vehicles, and Transactions/Modifications) broken out by civilian agencies and DoD. It also identifies the source of data entry (e.g., Contracting Officer, Central Contractor Registration, FPDS); the format of the field; and whether the field input is derived from entries in other fields. At the back of the Data Dictionary is a useful summary "J3 DoD Use Case Summary." If a data field is identified as "Not Required," it may mean that the data is pre-populated from another source, such as the Central Contractor Registration for vendor data, or the originating contract action report if the current action is referencing a previously reported award.

(ii) FPDS Data Validations – This document identifies all the validation rules that are applied to data entry. The majority of the rules apply Government-wide. DoD specific validation rules appear at "J5.5.1 DoD Specific Validations."

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

(2) *Reporting technical or policy issues.*

(i) *Technical issues.* To report an FPDS technical issue—

(A)*(1)* Users of the Standard Procurement System (SPS) should contact their local SPS Help Desk (authorized SPS caller), who will then contact the CACI SPS Help Desk, by phone at 1-800-234-7453 or by e-mail at sps.helpdesk@caci.com;

(2) Users of other contract writing systems should contact the local contract writing system administrator to determine the appropriate procedures; and

(3) Web users should contact their local system administrator, who will then contact the FPDS Help Desk; or

(B) If the issue is an obvious FPDS technical issue that needs to be documented and corrected by the system, the user should contact the FPDS Help Desk, by phone at 703-390-5360 or by e-mail at fpdssupport@gce2000.com. When e-mailing the FPDS Help Desk, also copy the applicable agency representative identified in paragraph (2)(iii) of this section.

(ii) *Policy issues.* Report policy issues to the applicable agency representative identified in paragraph (2)(iii) of this section.

(iii) *Agency representatives.* Department/agency FPDS representatives are as follows:

(A) Army.

Lorraine Scott, Lorraine.Scott2@us.army.mil, 804-734-2146.
Angela Hong (Technical), angela.hong@us.army.mil, 703-681-9783.
Stephanie Mullen, stephanie.mullen@us.army.mil, 703-681-5552.

(B) Navy.

Patricia Coffey, patricia.coffey@navy.mil, 202-685-1279.
Todd Hoover, todd.hoover@navy.mil, 717-605-2469.
Ruby Hookfin, ruby.hookfin@navy.mil, 202-781-2896.

(C) Air Force.

Susan Haskew, susan.haskew.ctr@pentagon.af.mil, 703-588-7268.
Milton Dillard, milton.dillard@pentagon.af.mil, 703-588-7014.

(D) Defense Logistics Agency.

Judy Lee, judy.lee@dla.mil, 703-767-1376.

(E) Standard Procurement System (SPS).

Susan Reier, susan.reier@bta.mil, 703-601-7412.
Rene Soriano, rene.soriano@bta.mil, 703-601-7414.

(F) Defense Manpower Data Center (for overall DoD reporting).

Brian Davidson, brian.davidson@osd.pentagon.mil, 703-588-0413.
Paul Gaughan, paul.gaughan@osd.pentagon.mil, 703-588-0405.
Richard Hardy, rich.hardy@osd.pentagon.mil, 703-588-0402.
Ellen Ainaire, ellen.ainaire@osd.pentagon.mil, 703-588-0673.

(G) Business Transformation Agency (BTA).

Gary Pugliano, gary.pugliano@bta.mil, 703-607-2066.
Adarryl Roberts, adarryl.roberts@bta.mil, 703-607-3767.

(H) Office of the Secretary of Defense, Defense Procurement.

Lisa Romney, lisa.romney@osd.mil, 703-602-8675.
Teresa Brooks, teresa.brooks@osd.mil, 703-697-6710.

(I) Office of Small Business Programs.

Carol Brown, carol.a.brown@osd.mil, 703-604-0157, x147.

PGI 204.606 Reporting data.

(1) *Methods of reporting to FPDS*.

(i) *Individual contract action report (CAR) (one CAR per contract action)*.

The normal method of reporting to FPDS is through the use of individual CARs. However, see paragraphs (1)(ii) and (iii) of this section for exceptions to individual reporting.

(ii) *Multiple CARs (more than one CAR per contract action)*.

(A) Prepare multiple CARs if—

(1) The action includes foreign military sales (FMS) requirements in addition to non-FMS requirements.

(2) The action includes more than one type of contract (e.g., fixed-price, cost-plus-fixed-fee) and any of the types has a dollar value greater than $500,000. Use a separate CAR for each contract type.

(3) The action includes civilian (non-DoD) Federal agency funded requirements and DoD-funded requirements.

(B) The following multiple CAR transaction identification numbers have been established for reporting multiple CARs when the Procurement Desktop Defense (PD2) application is used (other contract writing applications may use different codes):

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

(iii) *Express reporting (consolidated reporting of multiple contract actions, to be submitted at least monthly).*

(A) Express reporting may be used for—

(1) Multiple contract actions against a single contract or agreement, when monthly volume of actions is such that individual contract action reporting is overly burdensome (e.g., orders placed by the Defense Commissary Agency for resale; installation housing maintenance; and recurring blanket purchase agreement actions);

(2) Multiple contract actions accomplished away from the contracting office, such as ships away from home port; contingency, humanitarian, or peacekeeping operations; or other remote deployments;

(3) Multiple contract actions for energy-related supplies and associated services accomplished by the Defense Energy Support Center; and

(4) Orders under communications service agreements for local dial tone services, in accordance with agency procedures.

(B) When express reports reflect more than one contractor for overseas actions, use the appropriate generic DUNS number.

(C) Express reports must be submitted no less frequently than monthly.

(2) *Entering competition-related data in FPDS.*

(i) Multiple or single award indefinite-delivery contracts (FPDS Element 6E).

(A) Multiple Award – Select Multiple Award when the contract is—

(1) One of several indefinite-delivery indefinite-quantity (IDIQ) contracts awarded under a single solicitation in accordance with FAR 16.504(c);

(2) One of several blanket purchase agreements awarded against a Federal Supply Schedule in accordance with FAR 8.405-3; or

(3) Any other IDIQ contract that an agency enters into with two or more sources under the same solicitation that requires contracting officers to compare or compete their requirements among several vendors.

(B) Single Award – Select Single Award when the contract does not satisfy the above criteria for a multiple award.

(ii) Solicitation procedures (FPDS Element 10M). When only one source is solicited, enter Single Source Solicited. Otherwise, select the appropriate entry from the following list:

(A) Single Source Solicited – Use this code if no solicitation procedure was used or only one source is solicited for the action, to include orders placed against multiple award contracts where only a single source was solicited.

(B) Negotiated Proposal/Quote – Use this code for contract actions that use negotiated procedures (FAR Part 12, 13, or 15).

(C) Sealed Bid – Use this code for contract actions using sealed bid procedures (FAR Part 14).

(D) Two Step – Use this code for contract actions that use a combination of sealed bids and negotiated procedures (FAR 6.102).

(E) Architect-Engineer FAR 6.102 – Use this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).

(F) Basic Research – Use this code if the action resulted from a competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).

(G) Alternative Sources – Use this code if the action resulted from use of procedures that provided for full and open competition after exclusion of sources to establish or maintain alternative sources pursuant to FAR 6.202.

(H) Multiple Award Fair Opportunity – Use this code for orders placed against multiple award contracts that provided for fair opportunity pursuant to DFARS 208.405-70 or FAR 16.505/DFARS 216.505-70.

(iii) Extent Competed (FPDS Element 10A). This field is a system-derived field for DoD. FPDS derives a value for Extent Competed based upon the contracting officer's entries in the FPDS fields. The entries for Type of Set-Aside and Reason Not Competed must track to the acquisition documents for the contract action. The options DoD uses for Extent Competed are identified below. Extent Competed for orders placed by DoD is pulled from the basic contract.

(A) Full and Open Competition – The system will derive this code for the action if it resulted from an award pursuant to FAR 6.102(a), Sealed bids; FAR 6.102(b), Competitive proposals; FAR 6.102(c), Combination; or any other competitive method that did not exclude sources of any type.

(B) Not Available for Competition – The system will derive this code if the action is not available for competition (e.g., single source actions authorized by statute, international agreement, for utilities, or for resale).

(C) Not Competed – The system will derive this code when the action is not competed.

(D) Full and Open Competition after Exclusion of Sources – This code is derived when sources are excluded before competition. (Note: This terminology is broader than FAR Subpart 6.2 (which includes set-aside actions and actions to establish or maintain alternate sources) in that it also includes actions justified by a justification and approval that provided for competition.)

DoD does not use any other of the FPDS Extent Competed codes, to include Follow-On to Competed Action (which is captured in the Reason Not Competed field in FPDS).

(iv) Statutory Exception to Fair Opportunity (FPDS Element 10R). This field is the basis for determining whether competition is provided for on orders placed against multiple award contracts. Accordingly, this field must be entered for orders against IDIQ contracts coded multiple award, to include DoD contracts, Federal Supply Schedule contracts, and

Government-wide contracts. If a Federal Supply Schedule contract or a Government-wide multiple-award contract is not coded as a multiple award vehicle, thereby preventing completion of this field, the FPDS user should notify his or her department/agency representative so that the contracting office for the multiple award contract can be notified and pursue correction.

(A) Urgency – Use this code if the action was justified pursuant to FAR 16.505(b)(2)(i).

(B) Only One Source – Other – Use this code if the action was justified pursuant to FAR 16.505(b)(2)(ii).

(C) Follow-On Delivery Order Following Competitive Initial Order – Use this code if the action was justified pursuant to FAR 16.505(b)(2)(iii).

(D) Minimum Guarantee – Use this code if it was necessary to place an order to satisfy a minimum amount guaranteed to the contractor. See FAR 16.505(b)(2)(iv).

(E) Other Statutory Authority – Use this code if a statute expressly authorizes or requires that the purchase by made from a specified source. See DFARS 208.405-70(b)(1).

(F) No Exception – Fair Opportunity Given - Use this code if fair opportunity was given pursuant to DFARS 208.405-70 or FAR 16.505/DFARS 216.505-70.

(3) *Actions not reported*. In addition, to the types of actions listed in FAR 4.606(c), do not report the following types of actions to FPDS:

(i) Orders placed by ordering officers against indefinite-delivery vehicles awarded by—

(A) The United States Transportation Command (USTRANSCOM) or its components for decentralized transportation-related services. USTRANSCOM will report these orders. Contracting officers shall submit consolidated reports of orders (bookings/bills of lading) at least annually to USTRANSCOM; or

(B) The Defense Energy Support Center (DESC) for energy-related supplies and associated services. DESC will report these orders.

(ii) Purchases made under classified contracts.