

# FEDERAL PROCUREMENT DATA SYSTEM REPORTING MANUAL

**Amendment 22**

~~June~~ June 1999



# FPDS REPORTING MANUAL

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~~PART I~~

~~GENERAL INFORMATION~~



## PART I

### GENERAL INFORMATION

#### A. SCOPE

The Office of Federal Procurement Policy Act, as amended, 41 U.S.C. 401 et. seq., requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System (FPDS) for collecting, developing, and disseminating procurement data to the Congress, the Executive branch, and the private sector. The Federal Procurement Data Center (FPDC) operates the FPDS and is located in the General Services Administration (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.
- Prime contract actions made pursuant to the Trade Agreements Act of 1979 (PL 96-39) and as amended by the Uruguay Round Agreement Act using non-appropriated funds are reported in the "Individual Contract Report for Contracts Exceeding \$182,000 for the Purchase of Supplies and Equipment". (See format in Part IV of this manual.)

- \_\_\_\_\_ Reserved – Part V of this manual.

~~Prime contract actions, regardless of dollar amount, made pursuant to the Trade Agreements Act of 1979 (PL 96-39) and as amended by the Uruguay Round Agreement Act using either appropriated or non-appropriated funds are reported in the "Letter Report of Total Procurement of Supplies and Equipment". (See format in Part V of this Manual.)~~

- Summary subcontract information on the amount of subcontracting activity reported by prime contractors and subcontractors is reported on the SF 295 "Summary Subcontract Report". (See format in Part VII of this manual.)

## REPORTING REQUIREMENTS

ACTUAL REPORTING AGENCIES	FPDS REPORTS (SF 279, SF 281)	TRADE DATA REPORTS	
1. Executive Office of the President	X	X	
2. Department of Agriculture	X	X	
3. Department of Commerce	X	X	
4. Department of Defense	X	X	
5. Department of Education	X	X	
6. Department of Energy	X	X	
7. Department of Health and Human Services	X	X	
8. Department of Housing and Urban Development	X	X	
9. Department of the Interior	X	X	
10. Department of Justice	X	X	
11. Department of Labor	X	X	
12. Department of State	X	X	
13. Department of Transportation	X	X	
14. Department of Treasury	X	X	
15. Department of Veterans Affairs	X	X	
16. Agency for International Development	X	X	
17. American Battle Monuments Commission	X	X	
<del>18</del> . Commission on Civil Rights	X	X	
<del>19</del> . Commodity Futures Trading Commission	X	X	
<del>20</del> . Consumer Product Safety Commission	X	X	
<del>21</del> . Corporation for National and Community Services (ACTION)	X	X	
<del>22</del> . Defense Nuclear Facilities Safety Board	X	X	
<del>23</del> . Environmental Protection Agency	X	X	
<del>24</del> . Equal Employment Opportunity Commission	X	X	
<del>25</del> . Export-Import Bank of the U.S.	-	X	
<del>26</del> . Farm Credit Administration	-	X	
<del>27</del> . Federal Communications Commission	X	X	
<del>28</del> . Federal Deposit Insurance Corporation	-	X	
<del>29</del> . Federal Emergency Management Agency	X	X	
<del>30</del> . Federal Energy Regulatory Commission		X	X

## REPORTING REQUIREMENTS

ACTUAL REPORTING AGENCIES	FPDS REPORTS (SF 279, SF 281)	TRADE DATA REPORTS
311. Federal Election Commission	X	X
322. Federal Labor Relations Authority	X	X
333. Federal Maritime Commission	X	X
344. Federal Mediation and Conciliation Service	X	X
355. Federal Mine Safety and Health Review Commission	X	X
366. Federal Trade Commission	X	X
377. General Services Administration	X	X
388. International Trade Commission	X	X
399. J.F. Kennedy Center for the Performing Arts	X	X
4040. Merit Systems Protection Board	X	X
411. National Aeronautics and Space Administration	X	X
422. National Archives and Records Administration	X	X
433. National Capital Planning Commission		X X
444. National Credit Union Administration		- X
455. National Endowment for the Arts	X	X
466. National Endowment for the Humanities		X X
477. National Gallery of Art	X	X
488. National Holocaust Memorial Museum	X	X
499. National Labor Relations Board	X	X
5050. National Mediation Board	X	X
511. National Science Foundation	X	X
522. National Transportation Safety Board		X X
533. Nuclear Regulatory Commission	X	X
544. Occupational Safety and Health Review Commission	X	X
555. Office of Personnel Management	X	X
566. Overseas Private Investment Corporation	-	X
577. Panama Canal Commission	-	X
588. Peace Corps	X	X
599. Railroad Retirement Board	X	X
6060. Securities and Exchange Commission		X X

## REPORTING REQUIREMENTS

<b>ACTUAL REPORTING AGENCIES</b>	<b>FPDS REPORTS (SF 279, SF 281)</b>	<b>TRADE DATA REPORTS</b>
611. Selective Service System	X	X
622. Small Business Administration	X	X
633. Smithsonian Institution	X	X
644. Social Security Administration	X	X
655. Tennessee Valley Authority	X	X
666. U.S. Soldiers' & Airmens' Home	X	X
677. U.S. Trade and Development Agency		X X

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

Changes to this manual will be reviewed by the FPDS Policy Advisory Board 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.



PART II

GENERAL REPORTING REQUIREMENTS







## PART II

### GENERAL REPORTING REQUIREMENTS

#### A. RESPONSIBILITIES

1. Executive agencies shall establish a central agency data collection point to collect and verify the accuracy of reports submitted by their contracting offices. The central agency 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 actions in accordance with the following schedule:
  - a. For the first, second, and third fiscal quarters, data shall be submitted to the FPDC not later than 30 calendar days following the end of each quarter.
  - b. For the fourth fiscal 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's notification to reporting agencies of their errors. Data submitted late, but within the error correction period, will be accepted only if it does not adversely impact the FPDC's processing schedule. Any data not submitted or data remaining in the error file 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 no 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 are a maximum of seven (7) reports required when reporting data to the FPDC:

1. Data Transmittal Memorandum (See Part III).
2. Individual Contract Action Report (ICAR) (See Part III).
3. Summary Contract Action Report (\$25,000 or Less) (SCAR) (See Part III).
4. Individual Contract Report for Contracts Exceeding \$182,000 for the Purchase of Supplies and Equipment (Non-appropriated funds) (See Part IV).
5. ~~Reserved Letter Report of Total Procurement of Supplies and Equipment~~ (See Part V).
6. Contracting Office Code Report (See Part VI).
7. Summary Subcontract Report (See Part VII).



~~PART III~~

~~REPORTING INSTRUCTIONS AND FORMS~~



## DATA TRANSMITTAL MEMORANDUM

A data transmittal memorandum shall be sent with each data submission. The memorandum shall contain the agency's official summary statistics which 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 page and be completed in accordance with the subsequent instructions.



**DATA TRANSMITTAL MEMORANDUM**

GSA, Federal Procurement Data Center  
7th & D Streets, SW, Room 5652  
Washington, DC 20407

Date: \_\_\_\_\_

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. Tape no. (Include SF 277) \_\_\_\_\_.
  - 3. Magnetic tape (Number of Actions) \_\_\_\_\_.
  - 4. Diskette (Number of Actions) \_\_\_\_\_.
  - 5. Submitted on-line (Number of Actions) \_\_\_\_\_.
  - 6. Net dollars (in 000) \_\_\_\_\_.
  - 7. No reportable actions this quarter.
  - 8. Not required to report SF 279 data.

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

- 
- C.  Individual Contract Report for Contracts Exceeding \$182,000 for the Purchase of Supplies & Equipment (Non-appropriated funds).
- 1. Reports submitted (Number of Actions) \_\_\_\_\_.
  - 2. No reportable actions this quarter.
  - 3. Not required to report foreign trade data.

- 
- D.  ~~Reserved~~ Letter Report of Total Procurement of Supplies & Equipment
- 1. ~~Letter report submitted on-line.~~
  - 2. ~~No reportable actions this quarter.~~

- 
- E.  Contracting Office Code Report
- 1. Reports submitted on-line (Number) \_\_\_\_\_.
  - 2. Reports submitted magnetic tape/FTP/diskette (Number) \_\_\_\_\_.
  - 2. No reports this quarter.

- 
- F.  Internal Revenue Service (IRS) Information Returns.  
(See Data Transmittal Memorandum - Continuation)
- 

\_\_\_\_\_  
(Signature of Agency Contact)

**DATA TRANSMITTAL MEMORANDUM  
(CONTINUATION)**

GSA, Federal Procurement Data Center  
7th & D Streets, SW, Room 5652  
Washington, DC 20407

Date \_\_\_\_\_

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

Agency: \_\_\_\_\_

Quarter and Fiscal Year \_\_\_\_\_

**Check the applicable blocks:**

F.  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 or her delegate), 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 purpose of providing the information necessary for making true, correct, and complete returns as required by Section 6050M.

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

\_\_\_\_\_  
(Signature of Agency Head or His or Her 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 on tape, the internal reel number and the SF 277 must be provided. (See Appendix C for sample SF 277). Each tape must have an external label to include: agency, reporting period, internal tape number, and data set name (DSN) for labeled tapes.
3. When submitting SF 279 transactions on magnetic tape, identify the number of transactions keyed to tape.
4. When submitting SF 279 transactions on 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, document name, reporting period, and record length.
5. When submitting SF 279 transactions on-line, identify the number of transactions entered on-line.
6. Identify the total net dollars (in 000) of all transactions (tape, FTP, diskette, or entered through the FPDS On-Line System) submitted. [To calculate net dollars: add all obligations submitted and subtract all deobligations submitted.] Net dollars must be rounded to thousands.
7. If your agency has no reportable transactions this reporting period, check this box.
8. 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. Individual Contract Report for Contracts Exceeding \$182,000 for the Purchase of Supplies and Equipment (Non-appropriated funds). CHECK ALL APPLICABLE BOXES.**

1. If your agency report is attached, check this box.
2. If your agency has no transactions to report this quarter, check this box.
3. If your agency is not required to report these transactions, check this box.

**D. Reserved. Letter Report of Total Procurement of Supplies and Equipment. CHECK ALL APPLICABLE BOXES.**

1. ~~If your agency has keyed the letter report on-line, check this box.~~
2. ~~If your agency has no transactions to report this quarter, check this box.~~

**E. 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 magnetic tape/FTP/diskette, check this box. ONLY provide new data or changes.
3. If your agency does not have any reports, check this box.

**F. 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. THIS FORM IS REQUIRED BY IRS 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, orders 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). (Obligations and deobligations between minus \$500 and plus \$500, when rounded to nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS).
- 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, but not both.

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 U.S.C. 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). (Obligations and deobligations between minus \$500 and plus \$500, when rounded to the nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS.)

See Appendix B for definition of participating agencies.

d. Very Small Business Pilot Program

- Agencies shall report all actions on the Individual Contract Action Report (ICAR) for acquisitions between \$2,500 and \$50,000 under this 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 Public Law 85-804;
  - (4) By one agency for 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 Award;
  - (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.);~~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 U.S.), or federally chartered sources (e.g., Howard University or the Smithsonian 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 or MILSTRIP requisitions;



Insert FEDERAL PROCUREMENT DATA SYSTEM (FPDS)  
INDIVIDUAL CONTRACT ACTION REPORT



**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 and 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 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. 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. ~~task orders, placed against indefinite delivery contracts, federal schedule contracts or basic ordering agreements, and call/orders against Blanket Purchase Agreements.~~

**Item 5. CONTRACTING OFFICE**

Report the five (5) character code (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 is prepared. Use four (4) digits to indicate the calendar year and two (2) digits to indicate the month (e.g., 1997 10 for October 1997). The action date should be the date of the written obligation of funds. In the case of letter contracts, the date to be entered is the date when the signed copy is received from the contractor, if the contractor signed after the contracting officer. For contracts awarded in one fiscal year and not effective until the next (because they are contingent on the availability of funds or for other reasons), the date shall be the date the funds are obligated. Actions that are not effective until a following quarter because of fund availability shall be reported in that following 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:

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

- o Code A - Initial Letter Contract. Report this code when an initial letter contract is executed. For a letter contract which is designated as a modification of an existing contract, report code H. Use code B to report the definitization of a letter contract.
- o Code B - Definitive Contract Superseding Letter Contract. Report this code when applicable.
- o 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.
- o 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 U.S.C. 101(a) (13)).] Modifications to simplified acquisitions shall be reported as code H. Any agency that chooses to report on the SF 279 contract actions of \$25,000 or less made pursuant to simplified acquisition procedures (including Micro-purchases awarded using procedures other than government purchase cards) should use code D.

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

- o 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 code E. Orders under multiple award task order or delivery order, indefinite delivery indefinite quantity (IDIQ) contracts shall be reported as code L. See Appendix B for definition of indefinite delivery contracts.
- o Code F - Order Under Basic Ordering Agreement (BOA). Report this code when the action is an order under a BOA awarded by any agency.
- o 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. ~~For the federal schedule contract, report the federal schedule contract number in Item 2 and 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.
- o 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).
- o 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).
- o 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).
- o 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.
- o 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, ~~and OPM~~ 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.**

<b>Item 10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION</b>
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Leave blank if Item 9 is coded Z (GSA, or VA, ~~or OPM~~).

Report the amount obligated or deobligated by the reported action in eight digits with leading zeros as necessary. The amount reported shall be rounded to the nearest thousand and then truncated to eliminate the zeros resulting from the rounding. For example, \$25,498.50 will be rounded to \$25,000 and reported as 00000025 while \$25,501.60 will be rounded to \$26,000 and reported as 00000026. Obligations and deobligations between

minus \$500 and plus \$500, when rounded to the nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS.

**Item 11. TYPE OF OBLIGATION**

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

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

**Item 12. PRINCIPAL PRODUCT OR SERVICE**

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

- 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 STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE**

Report the four (4) digit code from the OMB Standard Industrial Classification Manual. 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.

**Item 14. COMMERCIAL ITEM ACQUISITION**

Report the appropriate code.

- o 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.
- o 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 [fpds.gsa.gov](http://fpds.gsa.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. For 8(a) Contract Awards, report the DUNS number of the performing contractor, not the Small Business Administration.
- b. If the contractor does not provide its DUNS number, the contracting office can obtain one by contacting Dun & Bradstreet, Inc., as follows:
  1. Telephone: 1-888-546-0024.
  2. Facsimile: 1-610-882-7140.
- c. Dun and Bradstreet will honor telephone requests for up to ten (10) DUNS numbers per call. Requests for larger quantities should be faxed to the number in paragraph b. above or mailed to:

FPDC Department  
Dun and Bradstreet Information Services  
899 Eaton Avenue  
Bethlehem, PA 18025-0013

- d. DO NOT direct this request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request:
  1. Reporting agency name.
  2. Requester's agency code.
  3. Contracting office code.
  4. The name and phone number of the individual making the request.
  5. If the contractor is domestic (address within 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 the items are shipped for the regular dealer by a subcontractor who produces the items, the place of performance is the subcontractor's location.

If more than one location is involved, report only the code of the location involving the largest dollar 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 code and 50000 for the city code.
- b. For the 50 States and the U.S. outlying areas, report the appropriate 2-digit numeric code found in FIPS PUB 55-3. For cities or localities in the 50 States and U.S. outlying areas, report the 5-digit code found in FIPS PUB 55-3. If the city or locality is not listed in FIPS PUB 55-3, find the county (or equivalent) in FIPS PUB 55-3 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 U.S. outlying areas, leave "State" and "City" blank and report the two (2) position alphabetic country code from FIPS PUB 10-44.

**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 19. TARIFF OR REGULATED (PRE-CICA)**

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

Report this Item when Item 25 is coded D; otherwise leave blank.

Report code Y if the action involves a tariff or regulated acquisition when the supplier is a sole source and service rates are fixed or adjusted by a Federal, State or other public regulatory body. Otherwise, report code N.

**Item 20. RESERVED FOR FPDS**

**Item 21. BUNDLING OF CONTRACT REQUIREMENTS (RESERVED PENDING FAR CHANGE)**

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.

- o 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.XXX.
- o 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 10-44~~ of that country. If a service is performed by a foreign contractor, report the code from ~~FIPS PUB 10-44~~ of that country. If the product is manufactured, mined, or grown in the U.S.A. (the 50 states, the District of Columbia or U.S. outlying area), or the service is performed by a U.S. contractor, 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 Commerce Business Daily synopsis requirements of FAR Subpart 5.2. Also, use Code A if a combined synopsis/solicitation of the proposed action was prepared in accordance with FAR Subpart 12.603.

- o Code A - Synopsized prior to award.
- o Code B - Not synopsized due to urgency.
- o Code C - Not synopsized for other reason.

#### **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.

- o Code A - Fixed-Price Redetermination.
- o Code J - Firm Fixed-Price.
- o Code K - Fixed-Price with Economic Price Adjustment.
- o Code L - Fixed-Price Incentive.
- o Code R - Cost-Plus-Award Fee.

- o Code S - Cost-No Fee.
- o Code T - Cost-Sharing.
- o Code U - Cost-Plus-Fixed-Fee.
- o Code V - Cost-Plus-Incentive Fee.
- o Code Y - Time and Materials.
- o Code Z - Labor Hour.

<b>Item 25. CICA APPLICABILITY</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

Report the appropriate code below:

- o 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.
- o 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.
- o 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.
- o 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.

- o 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.

<b>Item 26. SOLICITATION PROCEDURES</b>
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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

- o 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.
- o 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.
- o 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.
- o 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.
- o 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.
- o Code H - ~~Reserved.~~Reserved
- o Code J - Reserved.
- o Code K - ~~State/Local Government.~~ ~~State/Local Government.~~ Report this code for~~Report this code for~~ an award to state or local government excluding educational institutions or hospitals.~~an award to state or local government, excluding educational institutions or hospitals.~~
- o Code L - Foreign Contractor. Report this code for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).
- o Code M - Domestic Contractor Performing Outside U.S. Report this code for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas.
- o 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 a listing of these institutions.)

<b>Item 31. WOMEN-OWNED BUSINESS</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

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

- o 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.)

- o Code N - No. Report this code if the award is not to a women-owned business, or if the contractor did not provide certification.

<b>Item 32. HUBZONE SMALL BUSINESS CONCERN</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o **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.
- o **Code N** - **No.** Report this code if the award is not to a HUBZone small business concern.

<b>Item 33A. HUBZONE PROGRAM</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o 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.
- o 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.
- o 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.
- o 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.
- o Code E - Not applicable. Report this code if no HUBZone preference program was used.

<b>Item 33B. SMALL DISADVANTAGED BUSINESS PROGRAMS</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o 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.
- o 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).
- o Code C - SDB Set-Aside. Report this code for a small disadvantaged business award made pursuant to FAR 19.
- o 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.

- o 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.

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

<b>Item 33C. OTHER PREFERENCE PROGRAMS</b>
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Leave blank if Item 16 is coded UNICOR (DUNS=626627459).

- o Code A - Directed to JWOD Nonprofit Agency. Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
- o 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.
- o Code C - Buy Indian/Self Determination. 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).
- o 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 or in Item 33A or Item 33B.
- o 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

<b>Item 33D. HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE</b>
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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.

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

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

**Item 36. ESTIMATED CONTRACT COMPLETION DATE**

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

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 U.S. and does not have an office or place of business or a fiscal or paying agent in the U.S.

**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 37 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. RESERVED FOR FPDS**

This item is reserved.

**Item 41. RESERVED FOR FPDS**

This item is reserved.

**Item 42. DEMONSTRATION PROGRAM**

Non-participating agencies leave Items 42 through 45 blank.

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
- Code N - No

Report code Y for any contract action awarded to U.S. 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 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 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).

- | Number of Employees                        | or | Average Annual Gross Revenue                               |
|--|----|--|
| <input type="radio"/> Code A - 50 or less  |    | <input type="radio"/> Code M - \$1,000,000 or less         |
| <input type="radio"/> Code B - 51 -100     |    | <input type="radio"/> Code N - \$1,000,001 - \$2,000,000   |
| <input type="radio"/> Code C - 101 - 250   |    | <input type="radio"/> Code P - \$2,000,001 - \$3,500,000   |
| <input type="radio"/> Code D - 251 - 500   |    | <input type="radio"/> Code R - \$3,500,001 - \$5,000,000   |
| <input type="radio"/> Code E - 501 - 750   |    | <input type="radio"/> Code S - \$5,000,001 - \$10,000,000  |
| <input type="radio"/> Code F - 751 - 1,000 |    | <input type="radio"/> Code T - \$10,000,001 - \$17,000,000 |
| <input type="radio"/> Code G - Over 1,000  |    | <input type="radio"/> Code Z - Over \$17,000,000           |

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.

**Item 46. RESERVED FOR FPDS**

This item is reserved.

**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 tape positions to use when reporting optional data elements. Examples include:

1. DOD Claimant Program Code.
2. DOD System or Equipment Code.
3. NASA - number of multiple procurement actions per transaction.
4. 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

- o Code B - Asian Pacific American
- o Code C - Black American
- o Code D - Hispanic American
- o Code E - Native American
- o Code F - Other SDB (certified/determined by SBA)
- o Code Z - No Representation

**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~~ and the 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~~ 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~~ 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~~ or VA federal schedule contract data.

**PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS**

	<b>SF 279 Item Numbers (Column 1)</b>	<b>Required for Load Of Federal Schedule Contract (Column 2)</b>	<b>Agencies Report On Orders (Column 3)</b>	<b>Automated Fill Process (Column 4)</b>
1.	Reporting Agency	X	X	
2.	Contract Number	X	X	
3.	Modification Number		*	
4.	Contracting Office Code #		X	
5.	Contracting Office	X	X	
6.	Action Date	X	X	
7.	Type of Entry	X	X	
8.	Report Period	X	X	
9.	Kind of Contract Action	X	X	
10.	Dollars		X	
11.	Type of Obligation		X	
12.	Principal Product or Service	X	X	
13.	Principal SIC Code	X		X
14.	Commercial Item Acquisition	X		X
15.	Contractor Name	X	X	
16.	Contractor Identification Number	X	X	
17.	Place of Performance		X	
18.	Contract for Foreign Government or International Organization		X	
19.	Tariff or Regulated		X	
20.	Reserved			
21.	Bundling of Contract Requirements Reserved	X		X
22.	Country of Manufacture		X	
23.	Synopsis Prior to Award	X		X
24.	Type of Contract	X		X
25.	CICA Applicable	X		X
26.	Solicitation Procedures	X		X
27.	Authority For Other Than F&O	X		X
28.	Number of Offers Received	X		X
29.	Extent Competed	X		X
30.	Type of Contractor	X		X
31.	Women-Owned Business	X		X
32.	HUBZone Small Business Concern	X		X
33A.	HUBZone Program	X		X
33B.	Small Disadvantaged Business Programs	X		X
33C.	Other Preference Program	X		X
33D.	HUBZone Price Evaluation Preference Percent Difference	X		X
33E.	Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	X		X

(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.

<b>C.4 SF 279 EDIT SPECIFICATIONS</b>
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<b>ITEM #</b>	<b>DATA ELEMENTS</b>	<b>NO. OF POSITIONS</b>	<b>EDIT SPECIFICATIONS</b>
1.	Reporting Agency	4	<p>Must not be blank. Must be on table of agency/subagency File (FIPS 95).</p>
2.	Contract Number	15	<p>Must not be blank. Must not be all zeros. Must be left justified. <u>Cannot be reported more than once by the same agency when Item 9 equals C</u> <del>Cannot be reported more than once by the same agency when Item 9 equals C.</del> 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 file. If Item 9 is coded G, then Item 2 must begin with "GS" <del>or</del> "V". If Item 9 is coded G, Item 2 begins with "GS", the fifth position must be "F" or "K". If Item 9 is coded G and Item 2 begins with "GS", and "F" is in the fifth position, then the contract number must have 10 digits, and the tenth position must be an alpha character. If Item 9 is coded G, Item 2 begins with "GS", and "K" is in the fifth position, then the contract number must have 14 digits, and the 10th digit must be "S". If Item 9 is coded G and Item 2 begins with "GS", the third and fourth positions must be numeric. If Item 9 is coded G and Item 2 begins with "GS", the contract number must not contain alpha "O".</p>
3.	Modification Number	4	<p>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.)</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
4.	Contracting Office Order Number	15	Must have entry if Item 9 is E, F, G, or L. <del>Must be blank if Item 9 is A, B, C, or Z.</del> <del>Must be blank if Item 9 is A, B, C, or Z.</del> <del>May be blank if Item 9 equals D.</del> <u>Must be blank if Item 9 equals D.</u> Must be left justified. Must not include embedded spaces or special characters.
5.	Contracting Office	5	Must be 5 characters. Must be on agency Contracting Office table for agency code in Item 1.
6.	Action Date (CCYYMM)	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.
7.	Type of Data Entry	1	Must be A, B, or C only. If A, must not have duplicate key items. If B or C, must match key on ICAR master file.
8.	Report Period (CCYYQ)	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.
9.	Kind of Contract Action	1	Must have valid code. If equal D, Item 25 must equal B, E, or blank.
10.	Dollars Obligated or Deobligated this Action	8	Must be numeric, or must be blank if Item 9 equals Z. Must be right justified.
11.	Type of Obligation	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 file.
12.	Principal Product or Service	4	Must be valid code from PSC table, or must be blank if Item 9 equals Z. If Item 12 equals A---, Item 9 cannot be G.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
13.	Principal Standard Industrial Classification Code	4	Must be valid code from SIC table. May be blank if Item 9 equals G.
14.	Commercial Item Acquisition	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.
15.	Contractor Name	30	Must not be blank. Must be left justified.
16.	Contractor Identification Number (DUNS)	9	Must be nine (9) character numeric. Must not be blank. Must pass check digit routine. (See Appendix E). Must not be on the invalid table of the Contractor Information File (CIF).
17.	Principal Place of Performance	9	State and US outlying area codes must be valid codes from FIPS 55-3 unless foreign country has valid entry. City code must have valid code from FIPS 55-3 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 <del>FIPS 10-FIPS 10-34</del> . Must be blank if Item 9 equals Z.
18.	Contract for Foreign Government or International Organization	1	Must be Y or N, or must be blank if Item 9 equals Z. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
19	Tariff or Regulated (Pre-CICA)	1	Must be Y, N, or blank. If Y or N, then Item 25 must equal D. Must be blank if Item 9 equals Z. Must be blank if Item 18 equals Y. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
20.	Reserved for FPDS	1	Must be blank (Reserved).
21.	(Reserved) Bundling of Contract Requirements	1	Must be Y or N or blank if Item 18 equals Y. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
22.	Country of Manufacture	2	Must be valid code from <del>FIPS 10-34</del> <del>FIPS 10-34</del> , or must be blank if Item 9 equals Z or if Item 18 equals Y. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
23	Synopsis of Procurement Prior to Award	1	Must be A, B, or C; or must be blank if Item 18 equals Y. If equal B and Item 25 equal A, then Item 27 must be coded H. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
24.	Type of Contract or Modification	1	Must have valid code or must be blank if Item 18 equals Y. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
25.	CICA Applicability	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal 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><u>If equal B, then Item 34 must be B and Item 4 may be blank.</u><del>If equal B, then Item 34 must be B and Item 4 must be blank.</del></p> <p>If equal E, then Items 26 and 27 must be blank.</p> <p>If equal E, then Item 28 must have a valid entry and Item 14 must 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 which represents Federal Prison Industries, i.e., UNICOR.</p>
26.	Solicitation Procedures	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 through G, then Item 33A must be C, D, or E.</p> <p>If equal A through G, then Item 33B must be D, E, or F.</p> <p>If equal E, then Item 12 must be 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 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 which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
33C.	Other Preference Programs	1	<p>Must have valid code or must be blank if Item 18 equals Y.</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 D, then Item 33D and Item 33E must be 00.</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 which represents Federal Prison Industries, i.e., UNICOR.</p>
33D	HUBZone Price Evaluation Preference Percent Difference	2	<p>If Item 33D has an entry, then Item 9 must be A, C, or D.</p> <p>Must be greater than 00 if Item 33A equals C or D.</p> <p>Must not be greater than 10.</p> <p>Must be blank if Item 18 equals Y.</p> <p><u>May be blank if Item 9 equals H.</u></p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
33E.	Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	2	<p>If Item 33E has an entry, then Item 9 must be A, C, or D.</p> <p>Must be greater than 00 if Item 33A is D or Item 33B is D.</p> <p>Must not be greater than 10.</p> <p>Must be blank if Item 18 equals Y.</p> <p><u>May be blank if Item 9 equals H.</u></p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
34.	Subcontracting Plan	1	<p>Must be A or B; or must be blank if Item 18 equals Y.</p> <p>Must be B if Item 30 equals A or B.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
35.	Subject to Labor Statutes	1	<p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If A, C, or D, then Item 30 cannot equal L or M.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
36.	Estimated Contract Completion Date (CCYYMM)	6	<p>Must be numeric or may be blank if Item 37 is blank.</p> <p>Must be completed if Item 9 equals G.</p> <p>Month must be 01 through 12.</p> <p>Year must be four (4) digit numeric.</p> <p>Must be equal or greater than Item 6, except if Item 9 equals H, J, or K.</p> <p>Cannot be later than 25 years after the date in Item 6, except for leases (PSC X---) and utilities (PSC S---).</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
37.	Contractor's TIN	9	<p>Must be nine (9) digit numeric code or blank.</p> <p>Must not include hyphens.</p> <p>Must not equal all 9's.</p> <p>Must not equal all zeros.</p> <p>May be blank if Item 30 equals H, J, K, or L.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
38.	Common Parent's Name	30	<p>Must be left justified.</p> <p>May be blank.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>

PART V

~~LETTER REPORT OF TOTAL PROCUREMENT~~ RESERVED

~~OF SUPPLIES AND EQUIPMENT~~



**PART V**

**LETTER REPORT OF TOTAL PROCUREMENT  
OF SUPPLIES RESERVED AND EQUIPMENT**

**A. LETTER REPORT OF TOTAL PROCUREMENT OF SUPPLIES AND EQUIPMENT**

This letter report is applicable to both appropriated and non-appropriated funds. Agencies shall submit the report by letter to the FPDC. The following data will be reflected:

AGENCY NAME: \_\_\_\_\_ REPORTING AGENCY CODE \_\_\_\_\_

FOR THE PERIOD \_\_\_\_\_ THROUGH \_\_\_\_\_

TOTAL DOLLARS OBLIGATED \_\_\_\_\_

\_\_\_\_\_  
(Signature of Agency Contact)

**B. GENERAL REPORTING REQUIREMENTS**

Each agency subject to the Trade Agreements Act of 1979 and as amended by the Uruguay Round Agreement Act and the International Agreement on Government Procurement shall report the total whole dollars obligated by all contracts awarded during the reporting period (regardless of their individual dollar amount), for supplies and equipment purchased with either appropriated or non-appropriated funds (non-appropriated fund purchases of supplies or equipment for resale should not be reported, but all purchases of supplies or equipment for the Government's use should be reported).

**C. DETAILED LINE ITEM INSTRUCTIONS (See A above.)**

**D. DELETING/CHANGING REPORTS**

Submit a new letter and indicate this is "REVISED" data. Original data will be replaced by the "REVISED" version.

**E. INPUT SPECIFICATIONS**

Data is submitted by on-line system only.

**F. INPUT RECORD**

Not applicable.

**G. EDIT SPECIFICATIONS**

Not applicable.



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:

- o Construction under standard industrial classification (SIC) codes that comprise major groups 15, 16, and 17 (excluding dredging -- FPDS service codes Y216 and Z216);
- o Refuse systems and related services under SIC code 4212 or 4953, limited to FPDS service code S205;
- o Architectural and engineering (A&E) services (including surveying and mapping) under SIC codes 7389, 8711, 8712, or 8713 (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 U.S.C. 541 et seq (the Brooks A-E Act); and
- o Non-nuclear ship repair -- ship repair (including overhauls and conversions) performed on non-nuclear propelled and non-propelled ships under SIC code 3731, limited to the FPDS service codes J998 (repair performed east of the 108th meridian) and J999 (repair performed west of the 108th meridian).

5. Emerging Small Business

A small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the standard industrial classification code assigned to a contracting opportunity. The size standard for determining small businesses are set forth in FAR Part 19.

6. Emerging Small Business Reserve Awards

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 amount 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.

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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 U.S.C. 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

## 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 1-2, Code for Information Interchange Its Representations, Subsets, and Extensions.
4. FIPS PUB 3-1, Recorded Magnetic Tape for Information Interchange (800 CPI (NRZI)).
5. FIPS PUB 79, Magnetic Tape Label and File Structure for Information Interchange.
6. FIPS PUB 10-~~FIPS PUB 10-44~~, Countries, Dependencies and Areas of Special Sovereignty.
7. FIPS PUB 55-3 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.
8. FIPS PUB 25, Recorded Magnetic Tape for Information Interchange (1600 CPI, Phase Encoded).
9. FIPS PUB 50, Recorded Magnetic Tape for Information Interchange (6250 CPI (246 CPMM) Group Coded Recording).
10. FIPS PUB 95, Codes for the Identification of Federal and Federally Assisted Organizations.
11. OMB Standard Industrial Classification Code Manual (1987 Version).
12. Computer Magnetic Tape File Properties (SF 277) (Attached).

**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.**



