

## **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~~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;
  - (8) Actions involving transfer of supplies within and among agencies and subagencies; or**

- 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.

### Item 33C. OTHER PREFERENCE PROGRAMS

Leave blank if Item 18 is coded Y.

Leave blank if Item 9 is coded G.

**Leave blank if award is made pursuant to a preference program listed in Item 33A or in Item 33B.**

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

- 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.**
- 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

### Item 33D. HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE

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

If a price evaluation preference was used and resulted in an award to a HUBZone small business concern, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-small business. Calculate the percentage by dividing the difference (award price minus the lowest priced large business) by the lowest priced offer from a non-small business. If price evaluation preference was not used or not necessary, report 00. Report whole percents, i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. However, any percent between 00.1 and 1 shall be reported as 01, i.e., 0.2 shall be reported as 01.

**Item 33E. SMALL DISADVANTAGED BUSINESS PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE**

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

If award was made to a small disadvantaged business as a result of a price evaluation adjustment, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-SDB, or an SDB that waives the price evaluation adjustment. Calculate the percentage by dividing the difference (award price minus the lowest priced offer from a non-SDB) by the lowest priced offer from a non-SDB business. If price evaluation adjustment was not used or not necessary, report 00. Report whole percents, i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. If the small disadvantaged business also received a HUBZone price evaluation preference, report the HUBZone price evaluation preference in Item 33D and the small disadvantaged business price evaluation adjustment premium in Item 33E. However, any percent between 00.1 and 1 shall be reported as 01; i.e., 0.2 shall be reported as 01.

**Item 34. SUBCONTRACTING PLAN (Small, Small Disadvantaged, and Women-Owned Small Business)**

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

These codes pertain to the subcontracting plan for the contract as a whole rather than the reported contract action.

- 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 an emerging small business concern.

Otherwise, report code N.

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

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

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

- Code Y - Yes
- Code N - No

Complete only if Item 43 is coded Y.

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

Otherwise, report code N.

**Item 45. SIZE OF SMALL BUSINESS**

Leave blank if Item 9 is coded Z (GSA, VA, or OPM).  
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
- Code B - Asian Pacific American
- Code C - Black American
- Code D - Hispanic American
- Code E - Native American
- Code F - Other SDB (certified/determined by SBA)
- Code Z - No Representation

**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.

| ITEM # | DATA ELEMENTS                                      | NO. OF POSITIONS | EDIT SPECIFICATIONS   |
|--------|--|------------------|---|
| 27.    | Authority for Other Than Full and Open Competition | 1                | <p>Must be blank unless Item 26 equals L, then must have valid code from table.</p> <p>If equal N, then Item 29 must equal B.</p> <p>If equal C, PSC must begin with "A".</p> <p>Must be blank if Item 25 is coded B, C, D, or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p> |
| 28.    | Number of Offers Received                          | 1                | <p>Must be a valid code or blank.</p> <p>Must be blank if Item 25 is coded B, C, or D.</p> <p>Must have a valid entry if item 25 equals A or E.</p> <p>Must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>   |
| 29.    | Extent Competed                                    | 1                | <p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>   |
| 30.    | Type of Contractor                                 | 1                | <p>Must have valid code or must be blank if Item 18 equals Y.</p> <p>If equal to M, then Item 17 must be foreign except when Item 9 equals G.</p> <p>If equal U, then Item 16 must be a valid code from the HBCU/MI table.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>  |
| 31.    | Women-Owned Business                               | 1                | <p>Must be Y or N; or must be blank if Item 18 equals Y.</p> <p>If equal Y, then Item 30 must be A, B, or C.</p> <p>May be blank if Item 9 equals G.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>  |

| ITEM # | DATA ELEMENTS                         | NO. OF POSITIONS | EDIT SPECIFICATIONS  |
|--------|---------------------------------------|------------------|--|
| 32.    | HUBZone Small Business Concern        | 1                | <p>If equal Y, then Item 30 must be A or B.<br/> If equal N, then Item 33A must be E.<br/> If equal N, then Item 33B must not be B.<br/> Must be Y or N or blank if Item 18 equals Y.<br/> May be blank if Item 9 equals G.<br/> Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>  |
| 33A.   | HUBZone Program                       | 1                | <p>If equal A, then Item 25 must be A, Item 26 must be L and Item 27 must be M.<br/> <b>If equal A through D, then Item 33C must be blank.</b><br/> If equal C, then Item 33D must be greater than 00.<br/> If equal D, then Item 32 must be Y, Item 33B must be D, Item 33D must be greater than 00, and Item 33E must be greater than 00.<br/> If equal A or B, then Item 30 must be A or B and Item 32 must be Y.<br/> <b>Must be blank if Item 18 equals Y.</b><br/> May be blank if Item 9 equals G.<br/> Must be blank if Item 16 is the DUNS which represents Federal Prison <b>Industries</b>, i.e., UNICOR.</p> |
| 33B.   | Small Disadvantaged Business Programs | 1                | <p>If equal A or B, then Item 29 must be A or B.<br/> <b>If equal A through E, then Item 33C must be blank.</b><br/> If equal B, then Item 32 must be Y.<br/> If equal D, then Item 33E must be greater than 00.<br/> If equal A, B, or C, then Item 30 must be A.<br/> <b>Must be blank if Item 18 equals Y.</b><br/> May be blank if Item 9 equals G.<br/> Must be blank if Item 16 is the DUNS which presents Federal Prison Industries, i.e., UNICOR.</p>  |

| ITEM # | DATA ELEMENTS   | NO. OF POSITIONS | EDIT SPECIFICATIONS   |
|--------|---|------------------|---|
| 33C.   | Other Preference Programs   | 1                | <p><b>Must be blank if Item 18 equals Y.</b><br/> <b>Must be blank if Item 33A equals A through D.</b><br/> <b>Must be blank if Item 33B equals A through E.</b><br/> If equal A, then Item 30 must be D.<br/> If equal B, then Item 30 must be A or B.<br/> If equal C, then Item 30 must be A.<br/> If equal D, then Item 33A must be E and Item 33B must be F.<br/> If equal D, then Item 33D and Item 33E must be 00.<br/> If equal E, then Item 30 must be A or B.<br/> If equal E, Item 10 cannot be greater than \$50,000.<br/> May be blank if Item 9 equals G.<br/> 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.<br/> Must be greater than 00 if Item 33A equals C or D.<br/> Must not be greater than 10.<br/> Must be blank if Item 18 equals Y.<br/> May be blank if Item 9 equals H.<br/> May be blank if Item 9 equals G.<br/> 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.<br/> Must be greater than 00 if Item 33A is D or Item 33B is D.<br/> Must not be greater than 10.<br/> Must be blank if Item 18 equals Y.<br/> May be blank if Item 9 equals H.<br/> May be blank if Item 9 equals G.<br/> 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>   |

| ITEM # | DATA ELEMENTS           | NO. OF POSITIONS | EDIT SPECIFICATIONS   |
|--------|-------------------------|------------------|---|
| 39.    | Common Parent'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>Must be blank if Item 38 is blank.</p> <p>Must not be blank if Item 38 is completed.</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>   |
| 40.    | Reserved for FPDS       | 1                | Must be blank (Reserved).   |
| 41.    | Reserved for FPDS       | 1                | Must be blank (Reserved).   |
| 42.    | Demonstration Program   | 1                | <p>Must be Y, N, or blank.</p> <p>Must be blank if Item 9 equals G or Z.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If Y or N, must be a participating agency.</p> <p>If a participating agency, must be Y or N except when Item 9 equals G or Z.</p> <p>If equal Y, then Item 6 must be greater than or equal to 198901.</p> <p>If Y and Item 13 equals 15, 16, or 17 in first two positions, Item 12 must not be numeric in first position.</p> <p>If equal Y, Item 30 must be A, B, or C.</p> <p>If equal Y and Item 13 is coded 7389, 8711, 8712, or 8713 and Item 12 is equal C in first position or T002, T004, T008, T009, T014, or R404; Item 26 must be coded D.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p> |
| 43.    | Emerging Small Business | 1                | <p>Must be Y, N, or blank.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If Y, Item 30 must be A or B.</p> <p>If Y or N, Item 42 must be Y.</p> <p>If N, Item 44 must be blank.</p> <p>If Y, Item 44 must be Y or N.</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   |
|--------|---------------------------------------|------------------|---|
| 44.    | Emerging Small Business Reserve Award | 1                | Must be Y, N, or blank.<br>Must be blank if Item 18 equals Y.<br><b>If Y, then Items 33A must equal E, 33B must equal F, and 33C must equal D.</b><br>If Y, Item 32 must be H.<br>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.  |
| 45.    | Size of Small Business                | 1                | Must be a valid code or blank.<br>Must be blank if Item 18 equals Y.<br>If Item 42 is coded Y and Item 30 is coded A or B, must have a valid code.<br>Must be blank if Item 30 is not equal A or B.<br>Must be blank if Item 42 is not equal Y.<br>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR. |
| 46.    | Reserved for FPDS                     | 10               | Must be blank (Reserved).   |
| 47.    | *Optional Reported Data Elements      | 100              | No special characters.<br>May be blank if Item 18 equals Y.<br>May be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.  |
| 48.    | For Agency Internal Use               |                  | Not edited.   |

**\*Must be approved by OFPP and format agreed to by FPDC.**

**PART I and PART II**

All data must be numeric or numeric with a leading minus sign, "-".

For each line, the total net dollars divided by the number of actions must be less than or equal to \$25,000.

**PART 1. PRIME CONTRACT ACTIONS OF \$25,000 OR LESS**

**PROCUREMENT METHOD**

**NEW AWARDS AND MODIFICATIONS**

| <u>LINE #</u> | <u>DATA ELEMENT</u>   | <u>EDIT SPECIFICATIONS</u>   |
|---------------|---|--|
| 1             | Tariff or Regulated Acquisitions                                | No additional edits are performed.   |
| 2             | Contract for Foreign Government or International Organization   | No additional edits are performed.   |
| 3             | Purchases Using Simplified Acquisition Procedures (FAR Part 13) | The sum of column (b) through (e) must equal column (f).   |
| 4             | Orders - GSA Schedules Only                                     | The sum of column (b) through (e) must equal column (f).   |
| 5             | Orders - Other Federal Schedules                                | The sum of column (b) through (e) must equal column (f).   |
| 6             | All Other Orders  | The sum of column (b) through (e) must equal column (f).   |
| 7             | Other Procurement Methods                                       | The sum of column (b) through (e) must equal column (f).   |
| 8             | Total New Awards and Modifications                              | The sum of lines 1 through 7 in column (a) and (f) must be equal to line 8 in column (a) and (f) respectively. In addition, the sum of lines 3 through 7 in column (b) through (e) must be equal to line 8 in column (b) through (e) respectively. (Line 8 does not add across.) |

**COMPETITION**

| <u>LINE #</u> | <u>DATA ELEMENT</u>           | <u>EDIT SPECIFICATIONS</u>  |
|---------------|-------------------------------|---|
| 9             | Competed                      | The sum of lines 9, 10 and 11, in column (a) through (f) must equal line 8, in column (a) through (f) respectively. |
| 10            | Not Competed                  |   |
| 11            | Not Available for Competition |   |

**NOTE:**        **Actions and Dollars in lines 1 and 2, columns A and F must be added to line 11, columns A and F.**

**MODIFICATIONS**

| <u>LINE #</u> | <u>DATA ELEMENT</u>                       | <u>EDIT SPECIFICATIONS</u>  |
|---------------|---|---|
| 12            | Total Modifications<br>(Excluding Line 3) | Line 12 in column (a) and (f) must be less than or equal to line 8, in column (a) and (f) respectively. |

**PART II. SELECTED SOCIOECONOMIC STATISTICS**

**CATEGORY**

| <u>LINE #</u> | <u>DATA ELEMENT</u>      | <u>EDIT SPECIFICATIONS</u>   |
|---------------|--------------------------|--|
| 13            | Small Business Set-Aside | Line 13(a) must be less than or equal to line 8(a) and line 13(b) must be less than or equal to line 8(b).<br>Line 13(a) must be less than or equal to line 14(a) and line 13(b) must be less than or equal to line 14(b). |
| 14            | Small Business Concerns  | Line 14(a) must be less than or equal to line 8(a) and <b>line 14(b) must be equal to line 8(b).</b>   |