

# FEDERAL PROCUREMENT DATA SYSTEM REPORTING MANUAL

Amendment 32

~~June~~ October 1999



# FPDS REPORTING MANUAL

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PART VII

SUMMARY SUBCONTRACT REPORT  
~~SUMMARY~~  
~~SUBCONTRACT REPORT~~ AND  
CONTINUATION SHEET



INSERT REPORT FORMAT



## PART VII

### SUMMARY SUBCONTRACT REPORT AND CONTINUATION SHEET

#### **B. GENERAL INSTRUCTIONS**

Reporting agencies shall provide summary information on the amount of subcontracting activity reported by prime contractors and subcontractors on the SF 295 (Summary Subcontract Report) and on the OF 312 (Small Disadvantaged Business (SDB) Participation Report).

The Federal Acquisition Regulation (FAR) requires that subcontract data for prime contract awards be submitted to the Federal Procurement Data Center (FPDC) annually. For all prime contracts, except construction, the threshold is over \$500,000 – for construction, it is over \$1 million.

Small Disadvantaged Business (SDB) dollars in 10b. must be from contracts with subcontracting plans awarded from solicitations issued on or after 1/1/1999.

Reporting agencies shall submit Summary Subcontract Report records with unique entries in the following fields: Reporting Agency Code, Reporting Period (Fiscal Year), Type of Plan, and Contractor Identification Number.

Summary Subcontract Report data and Continuation Sheet data shall be placed in separate files. If submitting ASCII files then please note that a Summary Subcontracting SIC record must match one and only one Summary Contract Report record.

All dollars are to be reported in whole dollars, right-justified, with leading zeros.

The report is due to the Federal Procurement Data Center not later than March 1st for the previous fiscal year ending September 30th.

The report may be submitted by magnetic media, diskettes, FTP (File Transfer Protocol), or on-line. A separate consolidated report shall be submitted for each SF 295 received by the reporting agency.

**SUMMARY SUBCONTRACT REPORT  
TRANSMITTAL MEMORANDUM**

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

Date \_\_\_\_\_

SUBJECT: Submission of Summary Subcontract Reports from \_\_\_\_\_  
(Agency)

Attached are the annual Summary Subcontract Reports for \_\_\_\_\_  
(Fiscal Year)

A. Summary Subcontract Report:

Check all applicable blocks:

- 1. Magnetic Tape (Reel Number \_\_\_\_\_).  
(Include SF 277)
- 2. FTP (File Transfer Protocol) (Number of transactions \_\_\_\_\_).
- 3. Diskette (No. of disks \_\_\_\_\_).
- 4. Submitted On-Line (Number of transactions \_\_\_\_\_).
- 5. Total Number of Reports \_\_\_\_\_.
- 6. No reportable Summary Subcontract Reports this fiscal year.

B. Summary Subcontract Report - Continuation Sheet

Check all applicable blocks:

- 1. Magnetic Tape (Reel Number \_\_\_\_\_).  
(Include SF 277)
- 2. FTP (File Transfer Protocol) (Number of transactions \_\_\_\_\_).
- 3. Diskette (No. of disks \_\_\_\_\_).
- 4. Submitted On-Line (Number of transactions \_\_\_\_\_).
- 5. Total Number of Reports \_\_\_\_\_.
- 6. No reportable Summary Subcontract Reports this fiscal year.

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

### **C. SUMMARY SUBCONTRACT REPORT TRANSMITTAL MEMORANDUM**

A Summary Subcontract Report transmittal memorandum shall be sent with each submission. The memorandum shall contain the agency's official statistics of the number of Summary Subcontract Reports that are being submitted to the FPDC ~~which which which~~ will be used as a validation process to help ensure completeness and accuracy. The memorandum must contain the information prescribed on the preceding page and be completed in accordance with the following instructions.

#### **A. INSTRUCTIONS FOR COMPLETING THE SUMMARY SUBCONTRACT REPORT TRANSMITTAL MEMORANDUM**

1. When submitting the Summary Subcontract Reports on tape, the internal reel number and the SF 277 must be provided. (See Appendix C for sample of 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.
2. When submitting the Summary Subcontract Reports via FTP (File Transfer Protocol), identify the number of transactions transferred.
3. When submitting the Summary Subcontract Reports 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.
4. When submitting the Summary Subcontract Reports on-line, identify the number of transactions entered on-line.
5. When submitting Summary Subcontract Reports ~~on~~ using magnetic tape, diskette, FTP, or on-line, the total number of Summary Subcontract Report records must be provided.
6. If your agency has no reportable transactions for this fiscal year, check this box.

#### **B. INSTRUCTIONS FOR COMPLETING THE SUMMARY SUBCONTRACT REPORT - CONTINUATION SHEET**

Same as A. items 1 through 6 above.

### **D. DEFINITIONS**

Reporting Organization - The corporation, company, or subdivision for which subcontracting data are being reported.

Federal Fiscal Year - The Federal fiscal year is from October 1 through September 30. Cumulative fiscal year dollars means the cumulative dollars reported on a SF 295 by the reporting organization for the Fiscal Year Reported in Block 4 on the SF 295.

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|--|
| <b>E. SPECIFIC INSTRUCTIONS – SUMMARY SUBCONTRACT REPORT</b> |
|--|

**Item 1. REPORTING AGENCY**

Report the appropriate four (4) digits agency identification code from FIPS PUB 95 (Code for the Identification of Federal and Federal Assisted Organizations). The four (4) digit code shall be the major agency code and not the subagency code (e.g. DOD - 9700, DOE - 8900, and NASA - 8000) unless prior approval is obtained from FPDC.

|

**Item 2. REPORTING PERIOD**

Report the four (4) digits that identify the Federal fiscal year of the period for which the report is submitted.

**Item 3. TYPE OF PLAN**

Report the applicable code. Report code A if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an Individual Subcontracting Plan. Report code C if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an approved Commercial Products Plan. (See special instructions in Blocks 9 and 10 on the SF-295 on reporting dollars for subcontracting activity under a Commercial Products Plan.)

**Item 4. TYPE OF REPORT**

Report the applicable code. Report code 1 if this submission represents a regular subcontract report submitted by the reporting organization. Report code 2 if this submission represents the final report submitted by the reporting organization. Code 2 should be reported only if the reporting organization has indicated that it has completed all contracts containing subcontracting plans awarded by the agency to which it is reporting. Report code 3 if this submission represents a revision to a previously reported subcontract report.

**Item 5. CONTRACTOR IDENTIFICATION NUMBER**

Report the contractor identification number that identifies the prime contractor or subcontractor for which the Summary Subcontractor Report is being submitted.

If the contractor identification number is not available, the number may be obtained by contacting Dun and Bradstreet, Inc. on 1-888-546-0024, or by Facsimile 1-610-882-7140.

Dun and Bradstreet will honor telephone requests for up to ten (10) contractor identification numbers per call. Requests for larger quantities should be mailed to: FPDC Department, Dun and Bradstreet Information Services, 899 Eaton Avenue, Bethlehem, PA 18025-0013.

Do not direct the request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request; reporting agency name; requester's agency code; name and phone number of the individual making the request; and contractor establishment name, street address, city, state, zip code, and telephone number (if available).

**Item 6. REPORT SUBMITTED AS**

Report whether the reporting organization is reporting as a Federal prime contractor, subcontractor, or both.

**Item 7. CORPORATION, COMPANY, OR SUBDIVISION**

Report the name and address of the reporting organization (corporation, company, or subdivision) for which the subcontract data are being submitted.

**Item 8. MAJOR PRODUCT OR SERVICE LINES**

Report the major product or service lines of the reporting organization as submitted in Block 9 on the SF 295. Only include one product or service per line. Do not report standard industrial classification (SIC) or product and service (PSC) codes.

**Item 9a. SUBCONTRACT AWARDS TO SMALL BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to small business concerns (including subcontracts with small disadvantaged businesses and women-owned small businesses) made by the reporting organization as submitted in Block 10A on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Block 8 on the SF 295. If applicable, include the reporting organization's subcontract awards to Historically Black Colleges and Universities (HBCUs), and Minority Institutions (MIs).

**NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.**

**Item 9b. SUBCONTRACT AWARDS TO LARGE BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to large business concerns made by the reporting organization as submitted in Block 10B on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Block 8 on the SF 295. If applicable, exclude the reporting organization's subcontract awards to HBCUs and MIs.

**NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.**

**Item 9c. TOTAL SUBCONTRACT AWARDS**

Report the sum of Items 9a. and 9b.

**Item 10a. SUBCONTRACT AWARDS TO SMALL DISADVANTAGED BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to small disadvantaged business concerns (including women-owned small disadvantaged business concerns) made by the reporting organization as submitted in Block 11 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Block 8 on the SF 295. If applicable, include the reporting organization's subcontract awards to HBCUs and MIs. This amount is a subset of Item 9a.

**NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.**

**Item 10b. CONTRACTS WITH SUBCONTRACTING PLANS AWARDED FROM SOLICITATIONS ISSUED ON OR AFTER 1/1/1999?**~~SUBCONTRACT AWARDS TO SMALL DISADVANTAGED BUSINESS CONCERNS~~

**Report the applicable code as shown below:**

- N = None - No requirement for an SDB breakout under the subcontracting plan(s).**
- S = Some - Some of the subcontracting plan(s) call for an SDB breakout.**
- A = All - All of the subcontracting plans call for an SDB breakout.**

**Item 11. SUBCONTRACT AWARDS TO WOMEN-OWNED SMALL BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to women-owned small business concerns (including women-owned small disadvantaged business concerns) made by the reporting organization as submitted in Block 12 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Block 8 on the SF 295. This amount is a subset of Item 9A.

**NOTE: REPORTING NUMBER OF AWARDS IS RESERVED PENDING FEDERAL ACQUISITION REGULATION (FAR) SF 295 CHANGE.**

**Item 12. – SUBCONTRACT AWARDS TO HUBZONE SMALL BUSINESS CONCERNS**

Report the cumulative fiscal year dollars for subcontract awards to HUBZone small business concerns, including HUBZone small disadvantaged business concerns, HUBZone women-owned small business concerns, and Indian reservation awards as submitted in Block 14 on the SF-295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Block 8 on the SF 295. This amount is a subset of Item 9a.

**Item 13. SUBCONTRACT AWARDS TO HISTORICALLY BLACK COLLEGES AND UNIVERSITIES/MINORITY INSTITUTIONS (IF APPLICABLE)**

Report the cumulative fiscal year dollars for subcontract awards to HBCUs and MIs as submitted in Block 14 on the SF 295. For subcontract awards under Commercial Products Plan, report the cumulative fiscal year dollars attributable to your agency based on the percentage indicated in Block 8 on the SF 295. This amount is a subset of Item 10.

**Item 14. ADMINISTERING OFFICER'S NAME**

Report the name of the prime contractor's administering officer as provided by the reporting organization. Report the last name first. The prime contractor's administering officer is the reporting organization's official responsible for administering the subcontracting program.

**Item 15. ADMINISTERING OFFICER'S TELEPHONE NUMBER**

Report the area code and phone number of the prime contractor's administering officer as provided by the reporting organization. Do not include FTS or AUTOVON numbers.



## **F. SPECIFIC INSTRUCTIONS – SUMMARY SUBCONTRACT REPORT - CONTINUATION SHEET**

This sheet is meant to instruct agencies regarding their report of Major SIC Group codes and associated dollar amounts based on records reported in the Summary Subcontract Report. Any Summary Subcontract Report record with an S (Some) or A (All) in Item 10b. (Were contracts with subcontracting plans awarded from solicitations issued on or after 1/1/1999?) must have at least one Major SIC Group code and dollar value reported to the FPDC in the Continuation Sheet.

Files containing Continuation Sheet data for the Summary Subcontract Report should be in ASCII format and can be in one of two formats: (1) delimited by a character such as a semi-colon or (2) created so that each field is in the order listed below and has a fixed length. Please advise your ALO as to the format chosen for your data submission. If your agency is using the FPDS On-Line System, the system will prompt you for the Major SIC Group code(s).

### **Item 1. REPORTING AGENCY**

Report the appropriate four (4) digit agency identification code from FIPS PUB 95 (Code for the Identification of Federal and Federal Assisted Organizations). The four (4) digit code shall be the major agency code and not the subagency code (e.g. DOD - 9700, DOE - 8900, and NASA - 8000) unless prior approval is obtained from FPDC.

### **Item 2. REPORTING PERIOD**

Report the four (4) digits that identify the Federal fiscal year of the period for which the report is submitted.

### **Item 3. TYPE OF PLAN**

Report the applicable code. Report code A if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an Individual Subcontracting Plan. Report code C if this is a summary subcontract report that represents the reporting organization's subcontracting activity under an approved Commercial Products Plan. (See special instructions in Blocks 9 and 10 on reporting dollars for subcontracting activity under a Commercial Products Plan.)

### **Item 4. CONTRACTOR IDENTIFICATION NUMBER**

Report the contractor identification number that identifies the prime contractor or subcontractor for which the subcontractor report is being submitted.

If the contractor identification number is not available, the number may be obtained by contacting Dun and Bradstreet, Inc. on 1-888-546-0024, or by Facsimile 1-610-882-7140.

Dun and Bradstreet will honor telephone requests for up to ten (10) contractor identification numbers per call. Requests for larger quantities should be mailed to: FPDC Department, Dun and Bradstreet Information Services, 899 Eaton Avenue, Bethlehem, PA 18025-0013.

Do not direct the request to any other Dun & Bradstreet office. The following information will be requested by Dun & Bradstreet at the time of the request; reporting agency name; requester's agency code; name and phone number of the individual making the request; and contractor establishment name, street address, city, state, zip code, and telephone number (if available).

NOTE: Items 1 through 4 above must match exactly one and only one of the Summary Subcontracting records submitted according to the instructions for the Summary Subcontract Report in the Federal Procurement Data System Reporting Manual.

Item 5. Breakout of SDB Participation by Major SIC Group

Item 5A. Major SIC Group

Report the two (2) digit code from the SBA Standard Industrial Classification web site. The address is: <http://www.sba.gov/regulations/siccodes/>.

Only valid SIC codes will be accepted. Please check your SIC codes against the SBA SIC web site or the online table based on the web site.

Item 5B. Fiscal Year Dollars

Report the amount obligated or deobligated associated with a particular Major SIC Group code. The number must be in whole dollars, in twelve (12) digits with leading zeroes as necessary. If using the FPDS On-Line System to enter your data, the system has been designed to automatically calculate and enter the appropriate number of leading zeroes. The amount reported shall be rounded to the nearest whole dollar. For example, \$25,498.50 will be rounded to \$25,499 and reported as 000000025499 while \$52,151.22 will be rounded to \$52,151 and reported as 000000052151. Deobligations shall be rounded in the same way and a negative sign added before the dollar amount, for example a deobligation of \$24,495.60 will be rounded and reported as 000000-24496.

The sum of all Major SIC Groups and Fiscal Year Dollars reported must be less than or equal to Item 10a. on the Summary Subcontract Report if Item 10b. on the Summary Subcontract Report is coded S (Some) or A (All).

**FG. SUMMARY SUBCONTRACT REPORT ~~FORMAT~~ EDIT SPECIFICATIONS**

| ITEM # | DATA ELEMENTS    | NO. OF POSITIONS | EDIT SPECIFICATIONS  |
|--------|------------------|------------------|--|
| 1.     | Reporting Agency | 4                | Must not be blank.<br>Must be on table of agency, subagency file (FIPS PUB 95) [Parent Agency Code]. |
| 2.     | Reporting Period | 4                | Must be numeric.<br>Cannot be greater than current year.   |
| 3.     | Type of Plan     | 1                | Must be A or C.  |
| 4.     | Type of Report   | 1                | Must be 1, 2, or 3.  |

| ITEM # | DATA ELEMENTS | NO. OF POSITIONS | EDIT SPECIFICATIONS |
|--------|---------------|------------------|---------------------|
|--------|---------------|------------------|---------------------|

|     |   |     |   |
|-----|---|-----|---|
| 5.  | Contractor Identification Number        | 9   | Must be nine (9) character numeric.<br>Must not be blank.<br>Must pass check digit routine.<br><u>Must not be on the invalid table on the Contractor Information File (CIF).</u><br><u>The combination of Items 1, 2, 3, and 5 must be unique.</u>  |
| 6.  | Report Submitted As                     |     | Must be P, S, or B.   |
| 7.  | Corporation, Company or Subdivision     | 187 | Must not be blank.<br>Must be left justified.<br>Company Name 1 is mandatory.<br>Company Name 2 and Company Name 3 may be blank.<br>Address must be completed.<br>City and State Abbreviation must be Completed.<br>First five digits of zip code must completed and last four digits of zip code may be blank. |
| 8.  | <u>Major Products or Services Lines</u> | 90  | <u>Product 1 is mandatory.</u><br><u>Product 2 and Product 3 may be blank.</u>  |
| 9a. | Small Business Concerns                 | 18  | If completed, must be numeric, right justified and zero filled.<br>Number of Actions may be blank.<br>Dollars may be blank.   |
| 9b. | Large Business Concerns                 | 18  | If completed, must be numeric, right justified and zero filled.<br>Number of Actions may be blank.<br>Dollars may be blank.   |
| 9c. | Total                                   | 18  | If completed, must be numeric, right justified and zero filled.<br>Number of Actions may be blank.<br>Dollars may be blank.<br>Must equal the sum of Items 9a. and 9b.  |

| ITEM #            | DATA ELEMENTS  | NO. OF POSITIONS | EDIT SPECIFICATIONS   |
|-------------------|--|------------------|---|
| 10a.              | Small Disadvantaged Business Concerns  | 18               | If completed, must be numeric and right justified.<br>Number of Actions may be blank.<br>Dollars may be blank.  |
| 10b.              | <b>Contracts with subcontracting plans awarded from solicitations issued on or after 1/1/1999?</b> | 1                | <b>Must be N, S, or A.<br/>If S or A, then at least one Major SIC Group and associated SIC dollars must be entered. (See the Continuation Sheet Instructions.)<br/>If S or A, then Total Dollars from Continuation Sheet must be less than or equal to Item 10a. (SDB Dollars).</b> |
| 11.               | Women-Owned Small Business Concerns  | 18               | If completed, must be numeric, right justified and zero filled.<br>Number of Actions may be blank.<br>Dollars may be blank.   |
| 12                | HUBZone Small Business Concerns  | 18               | If completed, must be numeric, right justified and zero filled.<br>Number of Actions may be blank.<br>Dollars may be blank.   |
| 13                | Historically Black Colleges & Universities/Minority Institutions                                   | 12               | Must be numeric, right justified and zero filled.<br>Dollars may be blank.  |
| 14.<br>14a<br>14b | Administering Officer<br>Last Name<br>First Name   | 30               | Must be completed and left justified.   |
| 15.<br>15a<br>15b | Administering Officer<br>Telephone Area Code<br>Telephone Number                                   | 10               | Must be completed.  |



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| <b>H. SUMMARY SUBCONTRACT REPORT FORM CONTINUATION SHEET EDIT SPECIFICATIONS</b> |
|--|

| <u>ITEM #</u> | <u>DATA ELEMENTS</u>                                    | <u>NO. OF POSITIONS</u> | <u>EDIT SPECIFICATIONS</u>  |
|---------------|---|-------------------------|---|
| <u>1.</u>     | <u>Reporting Agency</u>                                 | <u>4</u>                | <u>Must not be blank.</u><br><u>Must be on table of agency, subagency file (FIPS PUB 95) [Parent Agency Code].</u>  |
| <u>2.</u>     | <u>Reporting Period</u>                                 | <u>4</u>                | <u>Must be numeric.</u><br><u>Cannot be greater than current year.</u>  |
| <u>3.</u>     | <u>Type of Plan</u>                                     | <u>1</u>                | <u>Must be A or C.</u>  |
| <u>4.</u>     | <u>Contractor Identification Number</u>                 | <u>9</u>                | <u>Must be nine (9) character numeric.</u><br><u>Must not be blank.</u><br><u>Must pass check digit routine.</u><br><u>Must not be on the invalid table on the Contractor Information File (CIF).</u><br><u>The combination of Items 1, 2, 3, and 4 must be unique and the combination of 1, 2, 3, and 4 must match a record on the Summary Subcontract Report.</u> |
| <u>5.</u>     | <u>Breakout of SDB Participation by Major SIC Group</u> |                         |   |
| <u>5A.</u>    | <u>Major SIC Group</u>                                  | <u>2</u>                | <u>Must not be blank.</u><br><u>Must be a valid Major SIC Group.</u>  |
| <u>5B.</u>    | <u>Fiscal Year Dollars</u>                              | <u>12</u>               | <u>Must not be blank.</u><br><u>Must be numeric, right justified, and zero filled.</u><br><u>Sum of dollars must be less than or equal to Item 10a. on the Summary Subcontract Report if Item 10b. on the Summary Subcontract Report is coded S (Some) or A (All).</u>  |

## **I.G. INPUT SPECIFICATIONS**

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

Summary Subcontract Reports and Format Continuation Sheet may be submitted as follows:

1. **Magnetic Tape.** Tape reels shall have an external label identifying the contents as "FPDS Summary Subcontract Report" along with the reporting period (fiscal year) and the name and mailing address of the office to which the reel is to be returned. A Standard Form 277 must be enclosed with each tape reel. A Standard ASCII formatted tape is required. ~~are preferred, but standard EBCDIC formatted tapes may be accepted with prior agreement. The record layout is shown in Part VII, H.~~

**Standard ASCII.** All data fields are character coded in ASCII. Tapes are 9 track with recording densities of 800bpi, 1600bpi, or 6250bpi, which comply with FIPS PUB 31 (ANSX3.22-1973), 25(ANSX3.39-1973), or 50 (ANSX3.54-1976) respectively with respect to encoding techniques. Internal labels are IBM standard labels or may be omitted.

~~**Standard EBCDIC.** All data fields are character coded in EBCDIC. Tapes are 9 track with recording densities of 800bpi, 1600bpi, or 6250bpi, which comply with FIPS PUB 31 (ANSX3.22-1973), 25 ANSX3.39-1973), or 50 (ANSX3.54-1976) respectively with respect to encoding techniques. Internal label are IBM standard labels or may be omitted.~~

2. **FTP (File Transfer Protocol).** There are no other standards for submitting data via FTP other than that mentioned in the Summary Subcontract Report Transmittal Memorandum instructions of this manual.

3. **Floppy Disk.** There are no other standards for submitting data on floppy disk other than that mentioned in the Summary Subcontract Report Transmittal Memorandum instructions of this manual.

4. **On-Line Processing.** The FPDS On-Line System is available to all agencies for both initial submissions and error corrections. FPDS On-Line System ~~documentation and training are~~ is available.

5. **Electronic Submission.** FPDS telecommunications requirements are as follows:

a. ~~\_\_\_\_\_ a.~~ To submit records on-line the requirements are:

1. IBM compatible PC running windows and
2. Software provided by FPDC plus
3. Either a modem or an internet connection and a web browser.

~~IBM compatible PC with modem or internet connection (FPDC will provide the required software);~~

b. To submit via FTP and/or to access the FPDS web site, it requires an internet connection and a web browser. ~~or, internet connection with world wide web browser (any platform);~~

~~c. and, a mouse (with a DOS driver if on a PC but not running windows).~~

|  |
|--|
| <b>JH. INPUT RECORD (Summary Subcontract Report)</b> |
|--|

| ITEM #                    | DATA ELEMENTS  | TYPE DATA | NUMBER OF CHARACTERS | RECORD POSITIONS     |
|---------------------------|--|-----------|----------------------|----------------------|
| 1                         | Reporting Agency   | AN        | 4                    | 1-4                  |
| 2                         | Reporting Period   | N         | 4                    | 5-8                  |
| 3                         | Type of Plan   | A         | 1                    | 9                    |
| 4                         | Type of Report   | N         | 1                    | 10                   |
| 5                         | Contractor Identification Number   | N         | 9                    | 11-19                |
| 6                         | Report Submitted as Corporation, Company, or Subdivision   | A         | 1                    | 20                   |
| 7                         | Name 1   | AN        | 40                   | 21-60                |
|                           | Name 2   | AN        | 40                   | 61-100               |
|                           | Name 3   | AN        | 40                   | 101-140              |
|                           | Street Address   | AN        | 40                   | 141-180              |
|                           | City   | A         | 16                   | 181-196              |
|                           | State Abbreviation   | A         | 2                    | 197-198              |
|                           | Zip Code   | N         | 9                    | 199-207              |
| 8                         | Major Products or Service Lines  |           |                      |                      |
|                           | Product 1  | A         | 30                   | 208-237              |
|                           | Product 2  | A         | 30                   | 238-267              |
|                           | Product 3  | A         | 30                   | 268-297              |
| 9a                        | Small Business Concerns-Number Of Awards <b>(RESERVED)</b>   | N         | 6                    | 298-303              |
| 9a                        | Small Business Concerns-Dollars  | N         | 12                   | 304-315              |
| 9b                        | Large Business Concerns-Number of Awards <b>(RESERVED)</b>   | N         | 6                    | 316-321              |
| 9b                        | Large Business Concerns-Dollars  | N         | 12                   | 322-333              |
| 9c                        | Total-Number of Awards <b>(RESERVED)</b>   | N         | 6                    | 334-339              |
| 9c                        | Total Dollars  | N         | 12                   | 340-351              |
| <del>40a</del> <u>10a</u> | Small Disadvantaged Business Concerns-Number of Awards <b>(RESERVED)</b>                           | N         | 6                    | 352-357              |
| <u>10a</u>                | Small Disadvantaged Business Concerns-Dollars  | N         | 12                   | 358-369              |
| <u>10b</u>                | <u>Contracts with subcontracting plans awarded from solicitations issued on or after 1/1/1999?</u> | <u>A</u>  | <u>1</u>             | <u>370</u>           |
| 11                        | Women-Owned Small Business Concerns-Number of Awards <b>(RESERVED)</b>                             | N         | 6                    | <del>3719-3756</del> |
| 11                        | Women-Owned Small Business Concerns-Dollars  | N         | 12                   | <del>3767-3878</del> |
| 12                        | HUBZone Small Business Concerns-Number of Awards <b>(RESERVED)</b>                                 | N         | 6                    | <del>3889-3934</del> |
| 12                        | HUBZone Small Business Concerns-Dollars  | N         | 12                   | <del>3945-4056</del> |

| ITEM # | DATA ELEMENTS  | TYPE DATA | NUMBER OF CHARACTERS | RECORD POSITIONS                  |
|--------|--|-----------|----------------------|-----------------------------------|
| 13     | Historically Black Colleges and Universities/Minority Institutions Dollars (If Applicable) | N         | 12                   | <del>4067</del> - <del>4178</del> |
| 14     | Administering Officer Last Name  | A         | 15                   | <del>4189</del> - <del>4323</del> |
|        | First Name   | A         | 15                   | <del>3334</del> - <del>4478</del> |
| 15     | Administering Officer Telephone Area Code  | N         | 3                    | <del>4489</del> - <del>4501</del> |
|        | Telephone Number   | N         | 7                    | <del>4512</del> - <del>4578</del> |

**K. INPUT RECORD (Summary Subcontract Report - Continuation Sheet)**

| ITEM #    | DATA ELEMENTS   | TYPE DATA | NUMBER OF CHARACTERS | RECORD POSITIONS |
|-----------|---|-----------|----------------------|------------------|
| <u>1</u>  | <u>Reporting Agency</u>                                 | <u>AN</u> | <u>4</u>             | <u>1-4</u>       |
| <u>2</u>  | <u>Reporting Period</u>                                 | <u>N</u>  | <u>4</u>             | <u>5-8</u>       |
| <u>3</u>  | <u>Type of Plan</u>                                     | <u>A</u>  | <u>1</u>             | <u>9</u>         |
| <u>4</u>  | <u>Contractor Identification Number</u>                 | <u>N</u>  | <u>9</u>             | <u>10 - 18</u>   |
| <u>5</u>  | <u>Breakout of SDB Participation by Major SIC Group</u> |           |                      |                  |
| <u>5A</u> | <u>Major SIC Group</u>                                  | <u>N</u>  | <u>2</u>             | <u>19 - 20</u>   |
| <u>5B</u> | <u>Fiscal Year Dollars</u>                              | <u>N</u>  | <u>12</u>            | <u>21 - 32</u>   |

- NOTE: – (1) Only one SIC and SIC dollar value per record.  
(2) Enter as many records as needed to record the different SIC codes that apply for a particular combination of Items 1, 2, 3, and 4.  
(3) There should only be one record with a particular combination of Item 1, 2, 3, 4, and 5.

|

|

~~APPENDICES A through G~~

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

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

\_\_\_\_\_ Federal Procurement Data Center  
 \_\_\_\_\_ General Services Administration  
 \_\_\_\_\_ 7th & D Street, S.W., Room 5652  
 \_\_\_\_\_ Washington, DC 20407  
 \_\_\_\_\_ Phone (202) 401-1529

1. \_\_\_\_\_ **FPDS Federal Procurement Report**

The Federal Procurement Report, standard report for the FPDS, is published annually and is distributed upon request, free of charge, as long as the supply lasts. When the supply is depleted, photo copies will be prepared, as requested, and made available for a fee. To have your name and address placed on the mailing list for the Federal Procurement Report, send your request to the Director, Federal Procurement Data Center at the above address.

2. \_\_\_\_\_ **Special Reports**

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

3. \_\_\_\_\_ **Services Available**

\_\_\_\_\_ Listing of all individually reported contract actions in the FPDS master file, by quarter or fiscal year, generated at the agency, subagency or contracting office level.  
 \_\_\_\_\_ (For Reporting Agencies Only)

\_\_\_\_\_ FPDS edit programs and tables are available on computer tapes or electronically without charge to executive agencies.

\_\_\_\_\_ Limited quantities of FPDC publications, i.e., FPDS Reporting Manual and FPDS Product/Service Codes Manual, are available without charge.

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## 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.~~

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~~

13. ~~Historically Black Colleges and Universities~~

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

14. ~~Indefinite-Delivery Contracts (IDC)~~

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

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

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

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

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

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

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

15. ~~Key Fields~~

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

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

16. ~~Micro-Purchases~~

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

17. ~~Minority Institution~~

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

18. ~~Participating Agency~~

~~The Small Business Competitiveness Demonstration Program Act of 1988 (Title VII, PL 100-656) defines participating agencies to include the Departments of Agriculture, Defense, Energy, Health and Human Services, Interior, Transportation, and Veterans Affairs; Environmental Protection Agency; General Services Administration; and the National Aeronautics and Space Administration.~~

19. ~~Targeted Industry Groups~~

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

20. ~~Transaction~~

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

21. ~~Women Owned Business~~

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

22. ~~Women-Owned Small Business~~

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

|

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## 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 10-4, 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.~~

|

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Insert (Computer Magnetic Tape File Properties)

Insert (Instructions)

**BACKGROUND REFERENCES**

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

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|

**Contractor Identification Number Check Digit Algorithm**

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

$$\begin{array}{r}
 \text{9-digit code} \quad \text{---} X \quad \text{---} \\
 \text{multiplied by:} \quad \text{---} \underline{1} \quad \underline{2} \quad \underline{1} \quad \underline{2} \quad \underline{1} \quad \underline{2} \quad \underline{1} \quad \underline{2} \quad \underline{1} \quad \text{---} \\
 \text{---} X+ \quad X+X+ \quad X+ \quad X+X+ \quad X+ \quad X+X+ \quad X+ \quad X+X+ \quad X+ \quad \text{---} = X0 \text{ or } X5
 \end{array}$$

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

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

$$\begin{array}{r}
 \text{---} 0 \quad 0 \quad 3 \quad 2 \quad 6 \quad 5 \quad 4 \quad 0 \quad 7 \quad \text{---} \\
 \text{---} \underline{X1} \quad \underline{2} \quad \underline{1} \quad \underline{2} \quad \underline{1} \quad \underline{2} \quad \underline{1} \quad \underline{2} \quad \underline{1} \quad \text{---} \\
 \text{---} 0 \quad +0 \quad +3 \quad +4 \quad +6 \quad +1+0 \quad +4 \quad +0 \quad +7 \quad = 25, \text{ and the sum of the products added individually by each} \\
 \text{---} \text{digit is divisible by five}
 \end{array}$$

|

|

**Historically Black Colleges and Universities**

A current list of the Historically Black Colleges and Universities (HBCUs) and Minority Institutions (Mis) can be found on the Department of Education, Office of Civil Right's web site. The address is:  
<http://ed.gov/OFFICES/OCR/99minin.html>.

| This web site ~~address~~ denotes an \* beside the State where the educational institution is also a minority institution.

| ~~The Federal Procurement Data Center's web site ([www.fpds.gsa.gov](http://www.fpds.gsa.gov)) has a list of current Historically Black Colleges and Universities and Minority Institutions (HBCU/MI) and their associated DUNS number.~~

