

**FEDERAL PROCUREMENT DATA SYSTEM**

**REPORTING MANUAL**

**Amendment 4**

**MAY 2000**



**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. The 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 with 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).

<b>Item 17. PRINCIPAL PLACE OF PERFORMANCE</b>
--

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 the code of the location involving the largest dollars 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 and 50000 by 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. For cities or localities in the 50 States and U.S. outlying areas, report the 5-digit code found in FIPS PUB 55. If the city or locality is not listed in FIPS PUB 55, find the county (or equivalent) in FIPS PUB 55 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.



**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. PERFORMANCE-BASED SERVICE CONTRACTING (PBSC)**

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

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

Leave blank if Item 18 is coded Y.

Report Y if the contract meets the requirements described below. Report N if the contract does not meet the requirements described below.

Performance-Based Service Contracts (PBSC) define work in measurable, outcome - oriented terms. PBSCs do not use imprecise or broad statements of work; prescribe how to perform the work; or specify job categories or personnel qualifications (i.e., resumes). FAR 37.601 define the minimum essential elements of a PBSC. A PBSC -

- a. Describes the requirements in terms of results required rather than the methods of performance of the work;
- b. Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see 46.103(a) and 46.401(a));
- c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and
- d. Includes performance incentives where appropriate.

For FPDS reporting purposes, a minimum of 80% of the anticipated obligations under the procurement action must meet the above requirements.



PBSC applies to service codes. PSC must begin with 'A' through 'X' except for Architect/Engineering (A/E) (PSC begins with 'C'), Utilities (PSC begins with 'S1'). SIC must not begin with '15', '16', or '17' (Construction).

The dollar threshold for reporting PBSC is for procurement actions with an estimated value over \$100,000, and the action date is equal to or greater than October 1, 2000.

NOTE: Product and Service Codes should always be selected based upon the services being provided not the source of funding.

<b>Item 21. BUNDLING OF CONTRACT REQUIREMENTS (RESERVED PENDING FAR CHANGE)</b>
---

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

<b>C.3 UNIQUE REPORTING REQUIREMENTS</b>
--

**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 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 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 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 VA federal schedule contract data.



**PROCESSING ORDERS UNDER FEDERAL SCHEDULE CONTRACTS**

	SF 279 Item Numbers (Column 1)	Required for Load of Federal Schedule Contract (Column 2)	Agencies Report On Order (Column 3)	Automated Fill Process (Column 4)
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	
<b>20.</b>	<b>Performance-Based Service Contracting (PBSC)</b>		<b>X</b>	
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



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. Must be blank if Item 9 is A, B, C, or Z. May be blank if Item 9 equals D. 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.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
12.	Principal Product or Service	4	<p>Must be valid code from PSC table, or must be blank if Item 9 equals Z.</p> <p>If Item 12 equals A---, Item 9 cannot be G.</p> <p><u>If Item 20 equals Y, must begin with 'A' through 'X' excluding 'C' or 'S1'.</u></p>
13.	Principal Standard Industrial Classification Code	4	<p>Must be valid code from SIC table. May be blank if Item 9 equals G.</p> <p><u>If Item 20 equals Y, SIC must not begin with '15', '16', or '17'.</u></p>
14.	Commercial Item Acquisition	1	<p>Must be Y or N, or may be blank if Item 9 equals G.</p> <p>Must be Y if Item 25 equals E.</p> <p>If equal Y and Item 18 = N, then Item 24 must equal J or K.</p> <p>If equal Y and Item 18 = Y, then Item 24 must be blank.</p>
15.	Contractor Name	30	<p>Must not be blank.</p> <p>Must be left justified.</p>
16.	Contractor Identification Number (DUNS)	9	<p>Must be nine (9) character numeric.</p> <p>Must not be blank.</p> <p>Must pass check digit routine. (See Appendix E.)</p> <p>Must not be on the invalid table of the Contractor Information File (CIF).</p>
17.	Principal Place of Performance	9	<p>State and US outlying area codes must be valid codes from FIPS 55 unless foreign country has valid entry.</p> <p>City code must have valid code from FIPS 55 if there is valid state code.</p> <p>If state equals 11, then city code must equal 50000.</p> <p>Country must be blank unless State code is blank, then must have valid entry from FIPS 10.</p> <p>Must be blank if Item 9 equals Z.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
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.
20.	<del>Reserved for</del> <u>FPDS Performance-Based Service Contract (PBSC)</u>	1	<del>Must be blank (Reserved).</del> <u>Must be Y or N.</u> <u>Must be blank if Item 9 equals Z.</u> <u>Must be blank if Item 18 equals Y.</u> <u>If Y, then PSC must begin with 'A' through 'X' excluding 'C' and 'S1'.</u> <u>If Y, then SIC must not begin with '15', '16', or '17'.</u> <u>If Y, then action date must be equal to or greater than October 2000.</u> <u>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</u>
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 equal 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 FIPS 10, 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.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
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.
25.	CICA Applicability	1	Must have valid code or must be blank if Item 18 equals Y. If equal A, then Item 6 must be greater than March 1985. If equal B, then Item 9 must be D, H, J, or K. If equal B, C, or D, then Items 26, 27, and 28 must be blank. If equal B, then Item 34 must be B and Item 4 may be blank. If equal E, then Items 26 and 27 must be blank. If equal E, then Item 28 must have a valid entry and Item 14 must equal Y. If equal E, then Item 34 must be A or B. 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.
26.	Solicitation Procedures	1	Must have valid code if Item 25 equals A or must be blank if Item 25 is coded B, C, D, or E. Must be blank if Item 18 equals Y. If equal A-K, then Item 27 must be blank and Item 29 must be A. If equal A through G, then Item 33A must be C, D, or E. If equal A through G, then Item 33B must be D, E, or F. If equal E, then Item 12 must be A---. If equal D, then Item 12 must be a valid service code. If equal K, then Item 30 must be A or B. If equal L, then Item 27 must have a valid entry and not be blank. 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.



C5. INPUT SPECIFICATIONS
--------------------------

The FPDC will no longer accept hard copy reports and magnetic tapes. All data should be input via on-line, 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.

Individual Contract Action Reports and Summary Contract Action Reports may be submitted as follows:

1. **Floppy Disk.** There are no other standards for submitting data on floppy disk other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual.
2. **FTP (File Transfer Protocol).** There are no other standards for submitting data on FTP other than that mentioned in the Data Transmittal Memorandum instructions in Part III.A of this manual. The FTP address is 159.142.126.6.
3. **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 available.
4. **Electronic Submissions.** FPDS telecommunications requirements are as follows:
  - a. IBM compatible PC with modem or internet connection (FPDC will provide the required software);
  - b. 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>C.6. INPUT RECORD (SF 279)</b>
-----------------------------------

<b>ITEM #</b>	<b>DATA ELEMENTS</b>	<b>TYPE DATA</b>	<b>NUMBER OF CHARACTERS</b>	<b>RECORD POSITIONS</b>
1.	Reporting Agency	AN	4	1-4
2.	Contract Number	AN	15	5-19
3.	Modification Number	AN	4	20-23
4.	Contracting Office Code Number	AN	15	24-38
5.	Contracting Office	AN	5	39-43
6.	Action Date (CCYYMM)	N	6	44-49
7.	Type of Data Entry	A	1	50
8.	Report Period (CCYYQ)	N	5	51-55
9.	Kind of Contract Action	A	1	56
10.	Dollars Obligated or Deobligated this Action	N	8	57-64
11.	Type of Obligation	A	1	65
12.	Principal Product or Service	AN	4	66-69
13.	Principal Standard Industrial Classification Code	N	4	70-73
14.	Commercial Item Acquisition	A	1	74
15.	Contractor Name	AN	30	75-104
16.	Contractor Identification Number	N	9	105-113
17.	Principal Place of Performance	N	7	114-120
	Or Foreign Country	A	2	121-122
18.	Contract for Foreign Government or International Organization	A	1	123
19.	Tariff or Regulated (Pre-CICA)	A	1	124
20.	Performance-Based Service Contracting (PBSC)	A	1	125
21.	Bundling of Contract Requirements	A	1	126
22.	Country of Manufacture	A	2	127-128
23.	Synopsis of Procurement Prior to Award	A	1	129
24.	Type of Contract or Modification	A	1	130
25.	CICA Applicable	A	1	131
26.	Solicitation Procedures	A	1	132