

FEDERAL PROCUREMENT DATA SYSTEM

REPORTING MANUAL

Amendment 5A

SEPTEMBER 2000

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

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 38 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. VETERAN OWNED SMALL BUSINESS (VOSB)

Leave blank if Item 18 is coded Y.

Leave blank if Item 9 is coded G.

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

Report one of the codes below for each action reported:

- Code A - Service Disabled Veteran Owned Small Business. Report this code if the concern is a small business owned by a service disabled veteran(s). See FAR Part 19.
- Code B - Veteran Owned Small Business - Report this code if the concern is a small business owned by a veteran(s). ~~Report all awards to Veteran Owned Small Business including what was reported under code A (Service Disabled Veteran Owned Small Business).~~ See FAR Part 19.
- Code C - Not Veteran Owned Small Business - Report this code to report if the concern is not a small business owned by a veteran(s).

Item 41. MULTIPLE AWARD CONTRACT FAIR OPPORTUNITY

Leave blank if Item 18 is coded Y.

Leave blank if Item 9 is coded G.

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

Report one of the codes below for each action reported:

- Code A - Fair Opportunity Process. Report this code when the delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR Part 16.505(b).
- Code B - Urgency. Report this code when agency need is so urgent that providing fair opportunity would result in unacceptable delays. See FAR Part 16.505(b).
- Code C - One/Unique Source. Report this code when only one contract awardee is capable of providing the supplies or services at the level or quality required because the supplies or services are unique or highly specialized. See FAR Part 16.505(b).
- Code D - Follow on Contract. Report this code when the order was issued on a sole source basis in the interest of economy and efficiency as

C.3 UNIQUE REPORTING REQUIREMENTS

a. Reporting Orders under Indefinite Delivery Contracts (except Federal Schedule Contracts) and Basic Ordering Agreements .

Indefinite delivery contracts (including task order and delivery order contracts) and basic ordering agreements are not reportable to FPDS since the obligations/deobligations are reported on the orders. [See Code C in Item 9 (Kind of Contract Action), for additional guidance.] Procuring agencies are required to provide authorized ordering agencies the necessary data to report a complete ICAR for orders against indefinite delivery contracts (including task and delivery order contracts) and basic ordering agreements.

b. Reporting Federal Schedule Contracts .

The General Services Administration (GSA) and 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 NAICS Code	X		X
14.	Commercial Item Acquisition	X		X
15.	Contractor Name	X	X	
16.	Contractor Identification Number	X	X	
17.	Place of Performance		X	
18.	Contract for Foreign Government or International Organization		X	
19.	Tariff or Regulated		X	
20.	Performance-Based Service Contracting (PBSC)		X	
21.	Bundling of Contract Requirements	X		X
22.	Country of Manufacture		X	
23.	Synopsis of Procurement Prior to Award	X		X
24.	Type of Contract or Modification	X		X
25.	CICA Applicability	X		X
26.	Solicitation Procedures	X		X
27.	Authority For Other Than F&O Competition	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

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
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 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 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>
40.	Veteran Owned Small Business	1	<p>Must be A, B, C, or blank.</p> <p>Must <u>May</u> be blank if Item 9 equals G.</p> <p>If A or B then Item 30 must be A or B.</p> <p>Must be blank if Item 18 equals Y.</p> <p>If completed then action date must be greater than October 2000.</p> <p>Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</p>
41.	Multiple Award Contract Fair Opportunity	1	<p>Must be A through F, or blank.</p> <p>Must be blank if Item 9 equals G.</p> <p><u>May</u> be blank if Item 18 equals Y.</p> <p>If A through E, then Item 9 must be L.</p> <p>If F then Item 9 must not be L.</p> <p>If completed, then action date must be greater than October 2000.</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
42.	Demonstration Program	1	<p>Must be Y, N, or blank. Must be blank if Item 9 equals G or Z. Must be blank if Item 18 equals Y. If Y or N, must be a participating agency. If a participating agency, must be Y or N except when Item 9 equals G or Z. If equal Y, then Item 6 must be greater than or equal to 198901. If Y and Item 13 equals 233 (except for 233110), 234, or 235 in the first three positions, Item 12 must not be numeric in first position. If equal Y, Item 30 must be A, B, or C. If equal Y and Item 13 is coded 541310, 541330, 541360, or 541370 and Item 12 is equal C in first position or T002, T004, T008, T009, T014, or R404— <u>then Item 26 must be coded D.</u> 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. Must be blank if Item 18 equals Y. If Y, Item 30 must be A or B. If Y or N, Item 42 must be Y. If N, Item 44 must be blank. It Y, Item 44 must be Y or N. 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 Reserved Award	1	Must be Y, N, or blank. Must be blank if Item 18 equals Y. If Y, then Items 33A must equal E, 33B must equal F, and 33C must equal D. 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 valid code or blank. Must be blank if Item 18 equals Y. If Item 42 coded Y and Item 30 is coded A or B, must have a valid code. Must be blank, if Item 30 is not equal to A or B. Must be blank if Item 42 is not equal to Y. 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. May be blank if item 18 equals Y. 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 be FPDC. See next page for approved formats.

LINE 15 - 8(A) CONTRACT AWARDS

Report the total actions and net dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

LINE 16 - SMALL DISADVANTAGED BUSINESS SET-ASIDE

Report the total actions and net dollars for awards made under the small disadvantaged business set-aside program pursuant to FAR Part 19.

LINE 17 - SMALL DISADVANTAGED BUSINESS CONCERNS

Report the total actions and net dollars to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. Note that this includes all 8(a) concerns (which are reported under line 15 above) but excludes minority-owned large business concerns. This also includes HUBZone small disadvantaged business concerns and Indian reservations.

LINE 18 - HBCU/MI

Report the total actions and net dollars to historically black colleges and universities, or minority institutions. See Appendix B for definitions and Appendix F for the web site address.

LINE 19 - HUBZONE PROGRAM

Report the total actions and net dollars if the action was awarded under the HUBZone preference program pursuant to FAR 19.13.

LINE 20 - HUBZONE SMALL BUSINESS CONCERNS

Report the total actions and net dollars made to all HUBZone small business concerns. See FAR 19.001 for definition of HUBZone small business concern.

LINE 21 - WOMEN-OWNED SMALL BUSINESS CONCERNS

Report the total actions and net dollars to women-owned small business concerns as represented in response to FAR 52.219-1.

LINE 22 - JWOD NONPROFIT AGENCY

Report the total actions and net dollars to a non-profit agency employing people who are blind or severely disabled (referred to as JWOD Participating Nonprofit Agency) as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD).

LINE 23 - SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

Report the total actions and net dollars to a small business owned by a service disabled veteran. See FAR Part 19.

LINE 24 - VETERAN OWNED SMALL BUSINESS (VOSB)

Report the total actions and net dollars to all veteran owned small businesses. This should include total actions and net dollars included in Line 23. See FAR Part 19.

D.5 DELETING/CHANGING REPORTS

Submit a new SF 281 report completely filled out and marked "REVISED". All of the original input data will be eliminated and the "REVISED" data will replace it.

D.6 INPUT SPECIFICATIONS

Data submitted on-line only. Hard copies, magnetic tape, and diskette are not acceptable.

D.7 SF 281 EDIT SPECIFICATIONS

- | | |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A. Report Period | Report period covered in submission to FPDC.
FY = Fiscal Year - four (4) numeric digits.
QTR = Quarter - one (1) numeric digit.
Valid digits are 1, 2, 3, 4.
Example: 1 st quarter of fiscal year 2000 = (FY) 2000 (QTR) 1. |
| B. Report Type | Must not be blank
If marked "revision" an original report must be on the SF 281 master table. If marked "original", a matching report must not be on the SF 281 master table. |
| C. Reporting Agency Code | Four (4) digit numeric agency code from FIPS 95 (Code for Identification of Federal and Federally-Assisted Organizations). |
| D. Reporting Agency Name | Must be completed - used to verify reporting agency code. |
| E. Contracting Office Code | Not edited by FPDC, since each agency submits a summary report. For agency use only. |
| Contracting Office Name | Not edited by FPDC. For agency use only. |

PART IV

RESERVED

APPENDIX F

Historically Black Colleges and Universities and Minority Institutions

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 Rights web site. The address is: <http://www.ed.gov/offices/OCR/ocrprod.html>
From there click on the category 'EDUCATIONAL RESEARCH' then click on the heading '2000 UNITED STATES DEPARTMENT OF EDUCATION U. S. ACCREDITED POST SECONDARY MINORITY INSTITUTIONS'.