

C

FPDS

REPORTING MANUAL

INDIVIDUAL CONTRACT ACTION REPORT

(ICAR)

(SF 279)

FOR FY 2001

(OCTOBER 2000 THROUGH SEPTEMBER 2001)

C.1. FORM

The current Federal Procurement Data System (FPDS) Individual Contract Action Report (ICAR) (SF-279) can be found on the GSA's web site. The URL address is:
<http://hydra.gsa.gov/forms/zero.htm>

INSERT SF 279 FORMS

INSERT PAGE 2 of SF 279

C.2. INSTRUCTIONS FOR REPORTING ON THE INDIVIDUAL CONTRACT ACTION REPORT (ICAR) (For Edit Specifications See C.4.)

Item 1. REPORTING AGENCY

Report the appropriate four (4) digit agency and subagency identification code from Federal Information Processing Standards (FIPS) Publication 95 (FIPS 95).

Item 2. CONTRACT NUMBER

Report the contract or purchase order number. If this action is an order against a federal schedule contract or an indefinite delivery contract, report the contract number in this item and report the order number in Item 4. If this action is an order under a basic ordering agreement, report the basic ordering agreement number in this item and report the order number in Item 4. When reporting contracts placed under Section 8(a) of the Small Business Act, report the contract number assigned by the reporting agency in this item rather than the number assigned by the Small Business Administration (SBA).

Item 3. MODIFICATION NUMBER

When reporting modifications to contracts or orders, report the modification number assigned by the reporting contracting office. Terminations are to be reported as modifications and must have a modification number.

For agencies awarding federal schedule contracts, see Part III, C.3b. and the accompanying chart for additional instructions on modification number.

Item 4. CONTRACTING OFFICE ORDER NUMBER

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

Report the unique number assigned by the contracting office to identify delivery orders or task orders placed against indefinite delivery contracts, federal schedule contracts or basic ordering agreements, and calls/orders against Blanket Purchase Agreements.

Item 5. CONTRACTING OFFICE

Report the five (5) character code (assigned by the agency) that uniquely identifies the purchasing or contracting office.

Item 6. ACTION DATE

Report the date of award or date a mutually binding agreement was reached, not the date the ICAR was prepared. Use four (4) digits to indicate the calendar year and two (2) digits to indicate the month (e.g., 199710 for October 1997). The action date should be the date of the written obligation of funds. In the case of letter contracts, the date to be entered is the date when the signed copy is received from the contractor, if the contractor signed after the contracting officer. For contracts awarded in one fiscal year and not effective until the next (because they are contingent on the availability of funds or for other reasons), the date shall be the date the funds are obligated. Actions that are not effective until a following quarter because of fund availability shall be reported in the next quarter.

Item 7. TYPE OF DATA ENTRY

Report the appropriate code to indicate that the report is an original, deleting, or correcting entry, as follows:

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

NOTE: If key fields 1,2,3,4,5, or 6 are to be changed, a correcting entry cannot be processed. Instead, the original entry must be deleted and a new original must be submitted.

Item 8. REPORT PERIOD

Report the four (4) digits of the fiscal year and the single digit for the fiscal quarter (1,2,3,or 4) for which data were reported by the agency data collection point.

Item 9. KIND OF CONTRACT ACTION

Report one of the codes below for each action reported:

- Code A - Initial Letter Contract. Report this code when an initial letter contract is executed. For a letter contract that is designated as a modification of an existing contract, report code H. Use code B to report the definitization of a letter contract.
- Code B - Definitive Contract Superseding Letter Contract. Report this code when applicable.
- Code C - New Definitive Contract. Report this code when the first binding document is the instrument containing all the terms and conditions of the contract. Use code C to report an indefinite delivery contract where funds are obligated on the contract, and not on the individual orders.
- Code D - Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code when the contract action is over \$25,000 and awarded as a purchase order or call under a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Code D may also be used to report acquisitions under the commercial items test program in FAR Subpart 13.5 that are above \$100,000 and awarded as purchase orders or BPA calls. Agencies may report contract actions over \$25,000 but less than or equal to \$200,000 in support of a contingency operation (see FAR 2.101) in Code D or on the SF 281, if detailed information is not available. [Only the Secretary of Defense can declare a contingency operation (10 USC 101(a)(13)).] Modifications to simplified acquisitions shall be reported as code H. Any agency that chooses to

report on the SF 279 contract actions of \$25,000 or less made pursuant to simplified acquisition procedures (including Micro-purchases awarded using procedures other than government purchase cards) should use code D.

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

- Code E - Order Under Single Award Indefinite Delivery Contract (IDC). Report this code when the action is an order under a single award indefinite delivery contract awarded by any agency. Orders under federal schedule contracts shall be reported as code G rather than E. Orders under multiple award task orders or delivery orders, indefinite delivery indefinite quantity (IDIQ) contracts shall be reported as code L. See Appendix B for definition of indefinite delivery contracts.
- Code F - Order Under Basic Ordering Agreement (BOA). Report this code when the action is an order under a BOA awarded by any agency.
- Code G - Order/Modification Under Federal Schedule. Report this code when the action is an order, modification to an order, or termination of an order under a federal schedule contract. Also, report this code when the action is an order/call against a BPA under a federal schedule contract. For an order/call against a BPA under a federal schedule contract, report the federal schedule number in Item 2, and the BPA order number in Item 4. (See Appendix B for definition of federal schedule contract and Part III, C.3c. for instructions on reporting orders against federal schedule contracts.) Orders under GSA area-wide contracts for utility services shall be reported as code E rather than code G.
- Code H - Modification. Report this code when the action is a modification to an existing letter contract, definitive contract, or order (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code J - Termination for Default. Report this code when the action is a modification that executes a termination for default settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code K - Termination for Convenience. Report this code when the action is a modification that executes a termination for convenience settlement (except a modification to an order under a federal schedule contract shall be reported under code G).
- Code L - Order Under Multiple Award Contract. Report this code when the action is a task order for services or a delivery order for supplies and equipment issued under a multiple award IDIQ contract awarded by any agency pursuant to the multiple award preference set forth in FAR 16.504(c)(1) or 16.504(c)(2). See Appendix B for definition of task order and delivery order IDIQ contracts.
- Code Z - Initial Load of Federal Schedule Contract. Report this code for the initial load of a federal schedule contract. This code is authorized for use only by GSA and VA pursuant to Part III paragraph C.3b. (See Appendix B for

definition of federal schedule contract.) **CHANGES TO FEDERAL SCHEDULES MUST BE MADE BY CORRECTING RECORDS ONLY.**

Item 10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION

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

Report the amount obligated or deobligated by the reported action in eight digits with leading zeros as necessary. The amount reported shall be rounded to the nearest thousand and then truncated to eliminate the zeros resulting from the rounding. For example, \$25,498.50 will be rounded to \$25,000 and reported as 00000025 while \$25,501.60 will be rounded to \$26,000 and reported as 00000026. Obligations and deobligations between minus \$500 and plus \$500, when rounded to the nearest thousand dollars, would result in a zero entry and shall not be reported to the FPDS.

Item 11. TYPE OF OBLIGATION

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

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

Item 12. PRINCIPAL PRODUCT OR SERVICE

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

a. Report the four (4) character code from the FPDS Product and Service Codes Manual identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or deobligated for the contract/action.

b. For research and development, report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter "A".

Do not report R&D codes for acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from R&D work. Such services, supplies, or equipment shall be coded in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual, even though R&D appropriations are used. Do not use R&D codes for orders under federal schedule contracts.

c. For services other than research and development, report the appropriate code from Section I, Part B, of the FPDS Product and Service Codes Manual. These codes begin with a letter other than "A".

d. For supplies and equipment, report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.

Item 13. PRINCIPAL NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE

Report the six (6) digit code from the North American Industry Classification System (NAICS) Manual. There is a crosswalk from SIC to NAICS codes on the Census web site using the address <http://www.census.gov/epcd/www/naics.html>. If more than one code applies, report the

code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action.

Item 14. COMMERCIAL ITEM ACQUISITION

Report the appropriate code.

- Code Y – Yes. Report this code if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.
- Code N – No. Report this code if the action is not for a commercial item procured pursuant to FAR Part 12 procedures.

Item 15. CONTRACTOR NAME

Report the name of the contractor (up to 30 characters) receiving the award. For awards under the 8(a) Contract Award program, report the name of the performing contractor, not the Small Business Administration (SBA).

Item 16. CONTRACTOR IDENTIFICATION NUMBER

The Federal Procurement Data System (FPDS) web address is fpds.gsa.gov. 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).

Item 17. PRINCIPAL PLACE OF PERFORMANCE

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

Report the code of the city, state, foreign country, or Government installation where the items will be produced, manufactured, mined, or grown or where the service will be performed. This item refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

If the items are supplied parts shipped from stock by a regular dealer, the place of performance is the regular dealer's location. If the items are shipped for the regular dealer by a subcontractor who produces the items, the place of performance is the subcontractor's location.

If more than one location is involved, report 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 US outlying areas, report the appropriate 2-digit numeric code found in FIPS PUB 55. For cities or localities in the 50 States and US 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 US outlying areas, leave "State" and "City" blank and report the 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. Product and Service Code (PSC) must begin with 'A' through 'X' except for Architect/Engineering (A/E) (PSC begins with 'C'), Utilities (PSC begins with 'S1'). NAICS must not begin with '233' (except for 233110), '234', or '235' (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, 1999.

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

Item 21. BUNDLING OF CONTRACT REQUIREMENTS

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

These codes pertain to the contract as a whole rather than the reported contract action. For modifications, report the same code as the original contract.

- Code Y - Yes. Report this code when the value of this contract, including all options, was expected to exceed \$5,000,000 and the contracting officer determined this contract action was a result of consolidating two or more requirements for supplies or services previously solicited, provided, or performed under separate small contracts, into a solicitation for a single contract likely to be unsuitable for award to a small business concern. See FAR 19.XXX.
- Code N - No. Report this code when the contract action is not a bundling requirement.

Item 22. COUNTRY OF MANUFACTURE

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

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

If acquiring supplies or equipment manufactured, mined, or grown in a foreign country, report the code from FIPS PUB 10 of that country. If a service is performed by a foreign contractor, report the code from FIPS PUB 10 of that country. If the product is manufactured, mined, or grown in the USA (the 50 states, the District of Columbia or US outlying area), or the service is performed by a US contractor, report US.

Item 23. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD

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

Report one of the following codes based on the Commerce Business Daily synopsis requirements of FAR Subpart 5.2. Also, use Code A if a combined synopsis/solicitation of the proposed action was prepared in accordance with FAR Subpart 12.603.

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

Item 24. TYPE OF CONTRACT OR MODIFICATION

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

Report the code that represents the predominance of dollars obligated or deobligated for the contract/action.

- Code A - Fixed-Price Redetermination.
- Code J - Firm Fixed-Price.
- Code K - Fixed-Price with Economic Price Adjustment.
- Code L - Fixed-Price Incentive.
- Code R - Cost-Plus-Award Fee.
- Code S - Cost-No Fee.
- Code T - Cost-Sharing.
- Code U - Cost-Plus-Fixed-Fee.
- Code V - Cost-Plus-Incentive Fee.
- Code Y - Time and Materials.
- Code Z - Labor Hour.

Item 25. CICA APPLICABILITY

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

Report the appropriate code below:

- Code A - CICA Applicable. Report this code if the action resulted from a solicitation issued on or after April 1, 1985, and code B or code C does not apply.
- Code B - Purchase Orders/BPA Calls Using Simplified Acquisition Procedures. Report this code if the contract action is over \$25,000 and awarded as a purchase order or call against a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Do not report in Code B commercial item purchases under the commercial item test program in FAR Subpart 13.5. Report those commercial item purchases using Code E.
- Code C - Subject to Statute Other Than CICA. Report this code if specific legislation authorizes the agency to use procurement procedures not covered by the CICA statute. This code may be reported only if the agency authorizes the use of the code and notifies FPDC in advance that the code is authorized.

- Code D - Pre-CICA. Report this code if the action resulted from a solicitation issued before April 1, 1985, irrespective of the award date. Modifications within the original scope of work of such awards and orders under Pre-CICA indefinite delivery type contracts are reported as Pre-CICA.

NOTE: In the case of a modification after April 1, 1985, for work outside the original scope of a Pre-CICA contract, CICA is applicable to the modification. These modifications shall be reported as code A.

- Code E - Commercial Items Acquisition Under Test Program. Report Code E for an acquisition of commercial items exceeding the simplified acquisition threshold of \$100,000 but not over \$5 million when the simplified acquisition procedures in FAR Subpart 13.5 are used and the Clauses at 52.212 are included in the contract.

Item 26. SOLICITATION PROCEDURES

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

Report when Item 25 is coded A, otherwise leave blank. Codes A through K designate the solicitation procedures available to provide for full and open competition as set forth in FAR Subparts 6.1 and 6.2. Code L designates the solicitation procedure for contracting without providing for full and open competition. Modifications within the scope of a contract and orders under requirements or definite quantity contracts shall be reported the same as the initial contract. Modifications outside the scope of the original contract shall be reported pursuant to the conditions applicable to that specific action. Orders under indefinite quantity contracts shall be reported the same as the initial contract when the conditions in FAR Subpart 6.001(e) are met. If these conditions are not met, the order shall be reported pursuant to the conditions applicable to that specific order. Orders under delivery order and task order IDIQ contracts awarded pursuant to FAR Subpart 16.5 shall be reported the same as the initial contract (FAR Subpart 6.001(f)). For orders under a basic ordering agreement and modifications thereto, report the solicitation procedure for the individual order and not the basic ordering agreement.

Report one of the following codes:

- Code A - Full and Open Competition - sealed bid. Report this code if the action resulted from an award pursuant to FAR 6.102(a).
- Code B - Full and Open Competition - competitive proposal. Report this code if the action resulted from an award pursuant to FAR 6.102(b).
- Code C - Full and Open Competition - Combination. Report this code if the action resulted from an award pursuant to FAR 6.102(c).
- Code D - Architect-Engineer. Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).
- Code E - Basic Research. Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).

- Code F - Multiple Award Schedule. Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3) and the applicable provisions referenced thereunder.
- Code G - Alternative Sources. Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources:
 - To reduce overall costs pursuant to FAR 6.202(a)(1).
 - To have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2).
 - To establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3).
 - To ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4).
 - To satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5).
 - To satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
- Code H - Reserved.
- Code J - Reserved.
- Code K - Set-Aside. Report this code if the action resulted from use of procedures for set-asides pursuant to FAR 6.203 or 6.205. Also report this code for 8(a) contract awards or HUBZone set-aside awards that were competed pursuant to FAR 6.204 or 6.205. Report sole source 8(a) contract awards or sole source HUBZone awards pursuant to FAR 6.302-5(b)(4) or FAR 6.302-5(b)(6) under code L.

Use codes D through G, if applicable, rather than code K. In such cases, report the set-aside information in Item 33A, Item 33B, or Item 33C.
- Code L - Other Than Full and Open Competition. Report this code if the action resulted from use of other than full and open competition pursuant to FAR 6.301. When code L is used, an entry is required in Item 27. Actions pursuant to the SBA 8(a) Contract Award Program or HUBZone awards that are sole source shall be coded L in Item 26 and M in Item 27. Competed 8(a) Contract Awards or HUBZone set-aside awards shall be reported as code K.

Item 27. AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION

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

Explanations of the authorities are set forth in FAR 6.302.

Report one of the following codes only when the response to Item 26 (Solicitation Procedures) is "L":

- Code A - Unique Source. Report this code if the action was justified pursuant to FAR 6.302-1(b)(1).
- Code B - Follow-On Contract. Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).
- Code C - Unsolicited Research Proposal. Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
- Code D - Patent/Data Rights. Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
- Code E - Utilities. Report this code if the action was justified pursuant to FAR 6.302-1(b)(3).
- Code F - Standardization. Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
- Code G - Only One Source-Other. Report this code if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in codes A through F above.
- Code H - Urgency. Report this code if the action was justified pursuant to FAR 6.302-2.
- Code J - Mobilization, Essential R&D Capability, or Expert Services. Report this code if the action was justified pursuant to FAR 6.302-3(a) (2).
- Code K - Reserved.
- Code L - International Agreement. Report this code if the action was justified pursuant to FAR 6.302-4.
- Code M - Authorized by Statute. Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(i). This includes actions pursuant to the SBA 8(a) Contract Award Program or HUBZone program that are sole source pursuant to FAR 6.302-5(b)(4) or 6.302-5(b)(6).
- Code N - Authorized Resale. Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
- Code P - National Security. Report this code if the action was justified pursuant to FAR 6.302-6.

- Code Q - Public Interest. Report this code if the action was justified pursuant to FAR 6.302-7.

Item 28. NUMBER OF OFFERS RECEIVED

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

Must be completed if Item 25 = A or E.

Report the code that represents the range for the actual number of offers/bids received in response to the solicitation.

- Code A 1
- Code B 2-5
- Code C 6-10
- Code D 11-15
- Code E 16-20
- Code F 21-50
- Code G Over 50

Item 29. EXTENT COMPETED

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

Report one of the following codes below when the conditions apply, or in accordance with agency instructions.

- Code A - Competed Action. Report this code when any of the following conditions apply:
 - Competitive procedures were used to fulfill the requirement for full and open competition (reference FAR 6.1). Item 26 is coded A through F.
 - Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources or to set-aside a procurement for small business (reference FAR 6.2). Item 26 is coded G or K.
 - Full and open competition was provided for after exclusion of sources to compete 8(a) Contract Awards with an anticipated award price (including options) of \$5 million for manufacturing or \$3 million for other contract opportunities (reference FAR 6.204).
 - Statutory authorities for other than full and open competition were used (reference FAR 6.3), and more than one offer was received. Item 27 is coded A through D, E (telecommunications only), F through L, or P through Q and Item 28 is coded B through G.

NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) Contract Awards that are sole source; brand name commercial products for authorized resale;

or awards for utilities (except telecommunications) are excluded from code A and should be reported in code B.

- Contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was negotiated competitively.
- Simplified acquisition procedures were used and competition was obtained.
- Code B - Not Available for Competition. Report this code when any of the following conditions apply to the award:
 - Awards for utilities (excluding long distance telecommunication services) where there is no opportunity for competition. Local telecommunication dial tone services should be reported as not available for competition. Item 27 is coded E or Item 19 is coded Y.
 - Brand named commercial products for authorized resale. Item 27 is coded N.
 - Procurements authorized or required by statute to be awarded to a designated source. Item 27 is coded M.
 - Sole Source 8(a) Contract Awards pursuant to FAR 6.302.5(b)(4). Item 26 is coded L, Item 27 is coded M and Item 32 is coded B.
 - Other contract actions where the agency has determined that there is no opportunity for competition.
- NOTE:** Reports of actions not available for competition prepared by the FPDC will also include actions reported in Item 18; i.e., contracts for foreign government or international organization.
- Code C - Follow-On to Competed Action. Report this code when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. (See Appendix B for definition of "Follow-On Contract".)
- Code D - Not Competed. Report this code when codes A, B, or C do not apply.

Item 30. TYPE OF CONTRACTOR

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

Report the appropriate code below based on the size, type, and location of the contractor:

- Code A - Small Disadvantaged Business. Report this code for an award to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. This includes HUBZone small disadvantaged business concerns, Indian

reservations, and all 8(a) concerns. Excluded are minority-owned large business concerns (use code C, Large Business).

- Code B - Other Small Business. Report this code for an award to a small business concern (including an individual) as defined in FAR 19.001 when code A does not apply. This includes HUBZone small business concerns.
- Code C - Large Business. Report this code for an award to a concern (defined in FAR 19.001) that is not a small business concern or an individual.
- Code D - JWOD Nonprofit Agency. Report this code for an award to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.
- Code E - Educational Institution. Report this code for an award to any educational institution, including but not limited to, universities, colleges, schools, or other organizations of learning. This excludes Historically Black Colleges and Universities/Minority Institutions which shall be reported as code U, and entities outside the US and its outlying areas which shall be reported as code L.
- Code F - Hospital. Report this code for an award to any medical organization, including but not limited to, hospitals, medical centers, clinics, and laboratories. This includes all hospitals regardless of ownership.
- Code G - Nonprofit Organization. Report this code for an award to any other organization that is neither organized for profit nor owned by a state or local government, including but not limited to, nonprofit research organizations. This excludes educational institutions and hospitals.
- Code H - Reserved.
- Code J - Reserved.
- Code K - State/Local Government. Report this code for an award to state or local government excluding educational institutions or hospitals.
- Code L - Foreign Contractor. Report this code for an award to a source outside the US and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).
- Code M - Domestic Contractor Performing Outside US Report this code for an award to a source inside the US and its outlying areas, but where the principal place of performance will be outside the US and its outlying areas.
- Code U - Historically Black Colleges and Universities/Minority Institutions (HBCU/MI). Report this code for an award to an educational institution classified as an HBCU or MI. (See Appendix B for definition of HBCU and MI educational institutions and Appendix F for SBA web site for listing these institutions.)

Item 31. WOMEN-OWNED BUSINESS

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

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

- Code Y - Yes. Report this code if the award is to a women-owned business, as defined in FAR 52.204-5, 52.212-3(c), and 52.219-1. (See Appendix B for definition of women-owned business and women-owned small business.)
- Code N - No. Report this code if the award is not to a women-owned business, or if the contractor did not provide certification.

Item 32. HUBZONE SMALL BUSINESS CONCERN

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

- Code Y - Yes. Report this code if the award is to a HUBZone small business concern. See FAR 19.001 for definition of HUBZone small business concern.
- Code N - No. Report this code if the award is not to a HUBZone small business concern.

Item 33A. HUBZONE PROGRAM

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

- Code A - HUBZone Sole Source. Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
- Code B - HUBZone Set-Aside. Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305.
- Code C - HUBZone Price Evaluation Preference Award. Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.307.
- Code D - Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment. Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Preference and the Small Disadvantaged Business Price Evaluation Adjustment.
- Code E - Not applicable. Report this code if no HUBZone preference program was used.

Item 33B. SMALL DISADVANTAGED BUSINESS PROGRAMS

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

- Code A - 8(a) Contract Award. Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency.
- Code B - 8(a) with HUBZone Priority. Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).
- Code C - SDB Set-Aside. Report this code for a small disadvantaged business award made pursuant to FAR 19.
- Code D - SDB Price Evaluation Adjustment. Report this code for an award made to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
- 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.

- 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).

- 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.
- 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.
- Code C - Buy Indian. 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).

- 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.
- 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.

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

- Code A - Walsh-Healey Act.
- Code B - Reserved.
- Code C - Service Contract Act.
- Code D - Davis-Bacon Act.
- 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 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). 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 a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order. Do not report this code if all awardees were not given a fair opportunity to be considered for the original order. See FAR Part 16.505(b).
- Code E - Minimum Guarantee. Report this code when it was necessary to place an order to satisfy a minimum amount guaranteed to the contractor. See FAR Part 16.505(b).
- Code F - Not Applicable.

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

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

Complete only if Item 42 is coded Y and the award is to a small business concern.

Report the code that corresponds to the range of the number of employees or the range of the average annual gross revenue for the small business contractor receiving the award as represented by the contractor in response to the solicitation.

Item 46. RESERVED FOR FPDS

This item is reserved.

Item 47. OPTIONAL REPORTED DATA ELEMENTS

This item may be used for agencies to report unique data that the FPDC uses for informational requests. Agencies must notify OFPP of any data, other than that set forth below, to be reported on an optional basis. Agencies must contact the FPDC for codes and layout 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.

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	
2.	Contract Number	X	
3.	Modification Number	*	
4.	Contracting Office Order Number	X	
5.	Contracting Office	X	
6.	Action Date	X	
7.	Type of Entry	X	
8.	Report Period	X	
9.	Kind of Contract Action	X	
10.	Dollars	X	
11.	Type of Obligation	X	
12.	Principal Product or Service	X	
13.	Principal NAICS Code		X
14.	Commercial Item Acquisition		X
15.	Contractor Name	X	
16.	Contractor Identification Number	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 Full & Open 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

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)
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
34.	Subcontracting Plan	X	X
35.	Subject to Labor Statutes	X	X
36.	Estimated Contract Completion Date	X	X
37.	Contractor's TIN	X**	X**
38.	Common Parent's Name	X**	X**
39.	Common Parent's TIN	X**	X**
40.	Veteran Owned Small Business	X	X
41.	Multiple Award Contract Fair Opportunity	X	X

* Required for modifications to orders by the reporting agency only.

** See Instructions and edits for Items 36, 37, and 38 to determine when they are required.

NOTE: Changes to Federal Schedules must be made by correcting records only.

d. Consolidated Reports (DOD Only)

- (1) Orders placed against indefinite delivery contracts awarded by the Defense Fuel Supply Center, the Defense General Supply Center (for petroleum and petroleum products), and the Military Sealift Command (for ocean transportation). The estimated value of the orders to be placed in each fiscal year against each contract is reported on a separate SF 279 in the appropriate fiscal year by the DOD central data collection point.
- (2) Air Mobility Command awards for international airlift services. These actions are reported by the DOD central data collection point at the end of each operating month by the issuance of one master SF 279 for each airlift contract.
- (3) Utilities vouchers processed by the U.S. Army Contracting Command, Europe (USACCE), for the purchase of utilities from municipalities, such as gas, electricity, water, sewage, steam, snow removal, and garbage collection. These actions are consolidated monthly and the cumulative dollar amount reported on a separate SF 279 by the DOD central data collection point.
- (4) Orders placed by Defense Commissary Agency for resale items in excess of \$25,000. Orders under each contract shall be consolidated monthly and cumulative dollar amounts reported by the DOD central data collection point on a single SF 279 for each contract.
- (5) Orders under communications service agreements for local dial tone services may be consolidated in accordance with DOD instructions.

e. Multiple Reporting (DOD Only)

A separate report is submitted for each part of a single action which involves:

- (1) More than one type of contract (such as cost-plus-incentive fee with cost-plus-award fee provisions) and the non-predominant portion exceed \$500,000.
- (2) Funds held in trust accounts for foreign governments or international organizations (including Foreign Military Sales) or procurements for foreign governments or international organizations regardless of the nature of the funds.
- (3) Multiple definitive actions with the same contract number (e.g. reporting unclassified information on classified contracts or actions under master ship repair agreements). Under such circumstances, DOD may report the DD350 number in Item 3 on the SF 279 to create a unique record for each contract action.

f. Telecommunications from Regulated Carriers

Contract actions for telecommunications from regulated carriers shall be reported. Contract actions may be aggregated by regulated carrier using one SF 279 for each carrier so long as the contract actions are reported within the fiscal year.

g. Reporting Purchases from UNICOR

Purchases from Federal Prison Industries, i.e., UNICOR, are considered intergovernmental transfers. Agencies shall report contract actions with UNICOR in accordance with the General Reporting Requirements in Part III.B of this Manual. Orders for UNICOR products from the GSA Stock Program are not reportable as these are purchases from GSA. Special reporting requirements are as follows:

(1) ICAR Reports (SF 279).

Report Items 1-17 when the contractor identification number (Item 16) represents UNICOR. All remaining SF 279 items must be blank.

(2) Summary Reports (SF 281).

Report total actions and net dollars in Part I, Column (e). Do not include in Part II.

(3) Contractor Identification Number for UNICOR.

The following contractor identification number will be used for reporting in the FPDS contract actions with Federal Prison Industries, i.e., UNICOR: 626627459.

C.4 SF 279 EDIT SPECIFICATIONS

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
1.	Reporting Agency	4	<p>Must not be blank. Must be on table of agency/subagency File (FIPS 95).</p>
2.	Contract Number	15	<p>Must not be blank. Must not be all zeros. Must be left justified. Cannot be reported more than once by the same agency when Item 9 equals C. Must be alpha and numeric only (no embedded spaces or special characters). If Item 9 is coded G, then contract number must be on the federal schedules contract file. If Item 9 is coded G, then Item 2 must begin with "GS" or "V". If Item 9 is coded G, Item 2 begins with "GS", the fifth position must be "F" or "K". If Item 9 is coded G and Item 2 begins with "GS", and "F" is in the fifth position, then the contract number must have 10 digits, and the tenth position must be an alpha character. If Item 9 is coded G, Item 2 begins with "GS", and "K" is in the fifth position, then the contract number must have 14 digits, and the 10th digit must be "S". If Item 9 is coded G and Item 2 begins with "GS", the third and fourth positions must be numeric. If Item 9 is coded G and Item 2 begins with "GS", the contract number must not contain alpha "O".</p>
3.	Modification Number	4	<p>Must not be blank if Item 9 is H, J or K. Must be blank if Item 9 is A, C, or D. Must be left justified. Must not include embedded spaces or special characters. May be blank or have entry if Item 9 is coded B, E, F, G, L, or Z. For DOD, may have an entry if Item 9 is coded A, C, or D. (See Section C.3d.)</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
4.	Contracting Office Order Number	15	Must have entry if Item 9 is E, F, G, or L. 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.

TEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
12.	Principal Product or Service	4	Must be valid code from PSC table, or must be blank if Item 9 equals Z. If Item 12 equals A---, Item 9 cannot be G. If Item 20 equals Y, must begin with 'A' through 'X' excluding 'C' or 'S1'.
13.	Principal North American Industry Classification System (NAICS) Code	6	Must be valid code from NAICS table. May be blank if Item 9 equals G. If Item 20 equals Y, NAICS must not begin with '233' (except for 233110), '234', or '235' in the first three positions.
14.	Commercial Item Acquisition	1	Must be Y or N, or may be blank if Item 9 equals G. Must be Y if Item 25 equals E. If equal Y and Item 18 = N, then Item 24 must equal J or K. If equal Y and Item 18 = Y, then Item 24 must be blank.
15.	Contractor Name	30	Must not be blank. Must be left justified.
16.	Contractor Identification Number (DUNS)	9	Must be nine (9) character numeric. Must not be blank. Must pass check digit routine. (See Appendix E.)
17.	Principal Place of Performance	9	State and US outlying area codes must be valid codes from FIPS 55 unless foreign country has valid entry. City code must have valid code from FIPS 55 if there is valid state code. If state equals 11, then city code must equal 50000. Country must be blank unless State code is blank, then must have valid entry from FIPS 10. Must be blank if Item 9 equals Z.
18.	Contract for Foreign Government or International Organization	1	Must be Y or N, or must be blank if Item 9 equals Z. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
19.	Tariff or Regulated (Pre-CICA)	1	Must be Y or 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.	Performance-Based Service Contract (PBSC)	1	Must be Y or N. Must be blank if Item 9 equals Z. Must be blank if Item 18 equals Y. If Y, then PSC must begin with 'A' through 'X' excluding 'C' and 'S1'. If Y, then NAICS must not begin with '233' (except for 233110), '234', or '235' in the first three positions. If Y, then action date must be equal to or greater than October 2000. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.
21.	Bundling of Contract Requirements	1	Must be Y or N or blank if Item 18 equals Y. May be blank if Item 9 equals G. If Y, then action date must be equal to or greater than October 2000. 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 equals 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.

TEM #	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 equals 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 Item 26 and 27 must be blank. If equal E, then Item 28 must have a valid entry and Item 14 must be 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 C, 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.

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. If equal N, then Item 33A must be E. If equal N, then Item 33B must not be B. Must be Y or N or blank if Item 18 equals Y. May be blank if Item 9 equals G. Must be blank if Item 16 is the DUNS which represents Federal Prison Industries, i.e., UNICOR.</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. If equal A through D, then Item 33C must be blank. If equal C, then Item 33D must be greater than 00. 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. If equal A or B, then Item 30 must be A or B and Item 32 must be Y. 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.</p>
33B.	Small Disadvantaged Business Programs	1	<p>If equal A or B, then Item 29 must be A or B. If equal A through E, then Item 33C must be blank. If equal B, then Item 32 must be Y. If equal D, then Item 33E must be greater than 00. If equal A, B, or C, then Item 30 must be A. 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 presents Federal Prison Industries, i.e., UNICOR.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
33C.	Other Preference Programs	1	<p>Must be blank if Item 18 equals Y. Must be blank if Item 33A equals A through D. Must be blank if Item 33B equals A through E. If equal A, then Item 30 must be D. If equal B, then Item 30 must be A or B. If equal C, then Item 30 must be A. If equal D, then Item 33A must be E and Item 33B must be F. If equal D, then Item 33D and Item 33E must be 00 or blank. If equal E, then Item 30 must be A or B. If equal E, Item 10 cannot be greater than \$50,000. 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.</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. Must be greater than 00 if Item 33A equals C or D. Must be 00 or blank if Item 33A equals A, B, or E. Must not be greater than 10. Must be blank if Item 18 equals Y. May be blank if Item 9 equals 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.</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. Must be greater than 00 if Item 33A is D or Item 33B is D. Must not be greater than 10. Must be 00 or blank if Item 33A equals A, B, C, or E. Must be blank if Item 18 equals Y. May be blank if Item 9 equals 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.</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 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)	1	<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. Must not include hyphens. Must not equal all 9's. Must not equal all zeros. Must be blank if Item 38 is blank. Must not be blank if Item 38 is not 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.</p>
40.	Veteran Owned Small Business	1	<p>Must be A, B, C, or blank. May be blank if Item 9 equals G. If A or B then Item 30 must be A or B. Must be blank if Item 18 equals Y. If Y, then action date must be equal to or greater than October 2000. 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. May be blank if Item 9 equals G. Must be blank if Item 18 equals Y. If A through E, then Item 9 must be L. If F then Item 9 must not be L. If Y, then action date must be equal to or greater than October 2000. 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 then Item 26 must be coded D. 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. If 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>
44.	Emerging Small Business Reserved Award	1	<p>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.</p>

ITEM #	DATA ELEMENTS	NO. OF POSITIONS	EDIT SPECIFICATIONS
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 by FPDC. See next page for approved formats.

C.5. 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).

C.6. INPUT RECORD (SF 279)

ITEM #	DATA ELEMENTS	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
1.	Reporting Agency	AN	4	1-4
2.	Contract Number	AN	15	5-19
3.	Modification Number	AN	4	20-23
4.	Contracting Office Order Number	AN	15	24-38
5.	Contracting Office	AN	5	39-43
6.	Action Date (CCYYMM)	N	6	44-49
7.	Type of 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 NAICS Code	N	6	70-75
14.	Commercial Item Acquisition	A	1	76
15.	Contractor Name	AN	30	77-106
16.	Contractor Identification Number	N	9	107-115
17.	Principal Place of Performance	N	7	116-122
	Or Foreign Country	A	2	123-124
18.	Contract for Foreign Government or International Organization	A	1	125
19.	Tariff or Regulated	A	1	126
20.	Performance-Based Service Contracting (PBSC)	A	1	127
21.	Bundling of Contract Requirements	A	1	128
22.	Country of Manufacture	A	2	129-130
23.	Synopsis of Procurement Prior to Award	A	1	131
24.	Type of Contract or Modification	A	1	132
25.	CICA Applicability	A	1	133
26.	Solicitation Procedures	A	1	134
27.	Authority for Other Than Full and Open Competition	A	1	135
28.	Number of Offers Received	A	1	136
29.	Extent Competed	A	1	137
30.	Type of Contractor	A	1	138
31.	Women-Owned Business	A	1	139
32.	HUBZone Small Business Concerns	A	1	140
33A.	HUBZone Program	A	1	141
33B.	Small Disadvantaged Business Programs	A	1	142
33C.	Other Preference Programs	A	1	143
33D.	HUBZone Price Evaluation Preference Percent Difference	AN	2	144-145
33E.	Small Disadvantaged Business Price Evaluation Adjustment Percent Difference	AN	2	146-147
34.	Subcontracting Plan	A	1	148
35.	Subject to Labor Statutes	A	A	149
36.	Estimated Contract Completion Date (CCYYMM)	N	6	150-155

ITEM #	DATA ELEMENTS	TYPE DATA	NUMBER OF CHARACTERS	RECORD POSITIONS
37.	Contractor's TIN	N	9	156-164
38.	Common Parent's Name	AN	30	165-194
39.	Common Parent's TIN	N	9	195-203
40.	Veteran Owned Small Business (VOSB)	A	1	204
41.	Multiple Award Contract Fair Opportunity	A	1	205
42.	Demonstration Program	A	1	206
43.	Emerging Small Business	A	1	207
44.	Emerging Small Business Reserve Award	A	1	208
45.	Size of Small Business	A	1	209
46.	Reserved for FPDS		10	210-219
47.	Optional Reported Data Elements	AN	*	220-
48.	For Agency Internal Use			

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

The formats for Item 47. Optional Reported Data Elements are as follows:

FORMAT – ALL AGENCIES EXCEPT NASA AND DOD

DATA ELEMENT	TYPE DATA	NO. OF POSITIONS	RECORD POSITIONS	EDITS
Funding Agency	AN	4	220-223	Must be on agency/ subagency table (FIPS 95) or blank.
Requesting Office Code (Reserved)	AN	6	224-229	Reserved.
Reserved	AN	15	230-244	Must be blank (Reserved).

FORMAT - NASA

DATE ELEMENT	TYPE DATA	NO. OF POSITIONS	RECORD POSITIONS	EDITS
Funding Agency	AN	4	220-223	Must be on agency/ subagency table (FIPS 95) or blank.
Requesting Office Code (Reserved)	AN	6	224-229	Reserved.
Reserved	AN	15	230-244	Must be blank (Reserved).
Number of Multiple Procurement Actions per Transactions	N	2	245-246	Must be number from 01 through 99.

FORMAT – DOD

DATA ELEMENT	TYPE DATE	NO. OF POSITIONS	RECORD POSITIONS	EDITS
Funding Agency	AN	4	220-223	Must be on agency/ Subagency table (FIPS 95) or blank.
Requesting Office Code (Reserved)	AN	6	224-229	Reserved.
Reserved	AN	15	230-244	Must be blank (Reserved).
DOD Claimant Program Code	AN	3	245-247	Must be on the table provided by DOD.
DOD Service	AN	1	248	Must be on the table provided by DOD.
DOD System or Equipment Code	AN	3	249-251	Must be on the table provided by DOD.
DD 350 Number	AN	6	252-257	Not edited.
Ethnic Group for Small Disadvantaged Business Concerns	A	1	258	Must be on the table provided by DOD.

These formats are effective with data for Fiscal Year 2001 starting October 1, 2000. If you have any additional questions please contact FPDC.

