



**FPDS-NG USER'S MANUAL**  
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## FORWARD

The FPDS-NG User's Manual and Data Dictionary were developed to familiarize users with FPDS-NG data requirements and assist them with FPDS-NG data entry. They are not intended to serve as a substitute for the Federal Acquisition Regulation, Defense Federal Acquisition Regulation Supplement, or Department/Agency procedures. They do not relieve FPDS-NG users from reviewing these regulations and procedures which form the basis and set the context for FPDS-NG data entry requirements. If an FPDS-NG user has questions regarding how a particular procurement was conducted, he/she should discuss them with the servicing contracting officer or procurement policy officials prior to attempting to enter data into FPDS-NG.

Information entered into FPDS-NG is post-award information. Contract formation or pre-award decisions and actions, such as the type of contract to be used, applicability of certain statutes, extent of competition, must be concluded prior to contract award and therefore, prior to FPDS-NG data entry. FPDS-NG is designed to capture and summarize a variety of information on pre-award decisions and actions after the fact. This manual is not intended to guide contracting personnel's pre-award decisions which are directed by regulation and procedure.

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## **1. SCOPE**

The Office of Federal Procurement Policy, as amended, 41 U.S.C. 401 et seq. and (FAR Subpart 4.6) requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System for collecting, developing and disseminating procurement data to the Congress, Executive Branch and private sector. The Federal Procurement Data System Program Management Office (FPDS PMO) within the Office of the Integrated Acquisition Environment (IAE) oversees the operation of the Federal Procurement Data System Next Generation (FPDS-NG). The General Services Administration's (GSA) contractor operates and maintains the FPDS-NG.

Executive departments and agencies are responsible for collecting and reporting data to FPDS-NG as required by the Federal Acquisition Regulation (FAR). The Federal Government uses the reported data to measure and assess the impact of Federal procurement on the nation's economy, the extent to which awards are made to businesses in the various socio-economic categories, the impact of full and open competition on the acquisition process and other procurement policy purposes.

FPDS-NG contains data that the Federal Government uses to create recurring and special reports to the President, the Congress, the Government Accountability Office, Federal executive agencies and the general public.

The Office of Federal Procurement Policy (OFPP) requires that each Department and Agency certify annually that all data within FPDS-NG is valid and complete.

### **1.1 RESPONSIBILITIES**

#### **1.1.1 EXECUTIVE AGENCIES**

Executive agencies must establish an agency point of contact to handle FPDS-NG agency specific issues. Agency FPDS-NG points of contact represent the agency on the FPDS-NG Change Control Board (CCB).

Contracting offices must submit complete and accurate data on contract actions to FPDS-NG within thirty (30) workdays after contract award. (FAR 4.604(3))

The agency system administrator determines the users' privileges, including the contract writing system (CWS) privileges. Assignment of these privileges is NOT the responsibility of the FPDS-NG contractor or GSA.

Users will refer FPDS-NG design issues to the agency system administrator who will forward the appropriate IAE Change Request Form to the CCB for resolution.

Executive agencies will not direct any work to be done by the FPDS-NG contractor. Only GSA has this authority.

### **1.1.2 GENERAL SERVICES ADMINISTRATION (GSA)**

GSA hosts and chairs the Change Control Board (CCB). GSA's FPDS-NG Program Manager directs the activities of the contractor as they relate to modifications to the system.

### **1.1.3 CHANGE CONTROL BOARD (CCB)**

The FPDS-NG CCB serves as the primary communication liaison to the agencies and is ultimately responsible for tracking all approved changes to the FPDS-NG. The CCB proposes and reviews configuration items required to keep the FPDS-NG database current with Federal requirements including Standard Reports and the support contract.

## **1.2 SUPPLEMENTAL INSTRUCTIONS**

See Agency supplements for Agency specific instructions.

## **2. INTRODUCTION TO DATA ENTRY**

### **2.1 DATA ACCURACY, INTEGRITY and TIMELINESS**

To reiterate the importance of accuracy, integrity and timeliness of reporting to FPDS-NG, the system contains data that the Federal Government uses to create recurring and special reports to the President, Congress, Government Accountability Office, Federal executive agencies, and the general public. The data is also used to populate the USAspending.gov website in accordance with the Federal Funding Accountability and Transparency Act. Therefore, it is extremely important that data contained in FPDS-NG is accurate, complete, and submitted in a timely manner. Data that passes validation rules is not necessarily accurate. As an example, NAICS 111110 is Soybean farming. While this code will pass all validations, there is a good chance that this is not what you are buying. It is incumbent on the Contracting Officers and Agencies to assure the accuracy of all information submitted. In order to ensure timeliness and up-to-date information within the system, contracting officers **must** submit complete and accurate data on all required contract actions in accordance with FAR [4.604](#).

### **2.2 METHODS OF REPORTING**

There are two methods of reporting to FPDS-NG: Web Portal and Contract Writing Systems (CWS). The information provided in this document is based on Web Portal access. If you are reporting via CWS, you may not see the main navigation screen.

#### **2.2.1 ACTION REPORTING**

FPDS-NG makes a distinction between types and methods of contracting. Within this document, the titles for classes of Awards and IDV are:

- Award - A contractual vehicle that cannot have orders placed against it.
- Basic IDV - The basic award that allows you to place orders in accordance with the terms and conditions of the basic IDV.

#### **2.2.2 REPORTABLE ACTIONS**

Agencies will report on all contract actions using appropriated funds as specified in FAR 4.606. AbilityOne (formerly JWOD Nonprofit Agency or Sheltered Workshop awards) and UNICOR (Federal Prison Industries) awards are reportable as they are not interagency agreements.

Below is a partial list of types of awards reportable to FPDS-NG. See FAR 4.606 for the full list. Agencies will report unclassified information on all contract actions using appropriated funds including, but not limited to, those made:

- Definitive contracts, including purchase orders and impress fund buys over the micro-purchase threshold awarded by a contracting officer.
- Indefinite delivery vehicle (identified as an “IDV” in FPDS). Examples of IDVs include the following:
- Task and Delivery Order Contracts (see [subpart 16.5](#)), including–
  - Government-wide acquisition contracts.
  - Multi-agency contracts.
- GSA Federal supply schedules.
- Blanket Purchase Agreements (see [13.303](#)).
- Basic Ordering Agreements (see [16.703](#)).
- Any other agreement or contract against which individual orders or purchases may be placed.

All calls and orders awarded under the indefinite delivery vehicles identified in the following:

- With appropriated funds transferred from one executive agency to another where the servicing agency contracts for the supplies or services;
- With appropriated funds obligated pursuant to the provisions of PL 85-804;
- By one agency for another;
- For supplies and equipment;
- For construction, alteration or maintenance of real property;
- For services, including research and development and Utilities;
- AbilityOne (formerly JWOD Nonprofit Agency or Sheltered Workshop awards);
- Telecommunications from regulated carriers; and
- Federal Prison Industries, i.e. UNICOR awards (orders from GSA stock for UNICOR products are not reportable);
- Agencies will report all contract actions made with funds held in trust accounts for foreign governments or procurements for foreign governments regardless of the nature of the funds. (The term “foreign governments include international organizations.)

## 2.2.3 NON-REPORTABLE ACTIONS

Agencies shall not report:

- Financial assistance actions e.g. grants, cooperative agreements, subsidies, and contributions except for those Agencies who have a special module to accumulate information on these types of actions.
- Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases obtained through the use of the government purchase card. The term “micro-purchase” has the same meaning as set forth in FAR 2.101.
- Interagency agreements with other federal agencies (e.g. Tennessee Valley Authority), independent federal establishments (e.g. Export/Import Bank of the US), or federally chartered sources (e.g. Howard University or the Smithsonian Institution).
- Actions involving transfer of supplies within and among agencies and sub-agencies.
- Orders from GSA Stock and GSA Consolidated Purchase Program.

- Additionally, civilian agencies will not report actions for petroleum or petroleum products ordered against a Defense Logistics Agency (DLA) Indefinite Delivery Contract as the funds are reported by DLA.

## 2.3 USER ID AND PASSWORD

To enter data into FPDS-NG, Your access level is determined by Agency System Administrators or Contract Writing System Administrators and you may not have access to all to the available features. Users entering data through the contract writing system (CWS) will not see the FPDS-NG Main Navigation Screen shown in Figure 1. Accounts will become inactive if not accessed within 90 days, or after 5 unsuccessful logon attempts. If your account is de-activated, contact your Agency System Administrator not the FPDS-NG Help Desk.

Figure 1. Main Navigation Screen



## 2.4 AWARDS COLUMN

The awards column consists of the following types of actions:

- **Delivery/Task Order against IDV** - an order for supplies placed against an established contract or with Government sources.
- **Purchase Order** - an offer by the Government to buy supplies or services, including construction and research and development, upon specified terms and conditions, using simplified acquisition procedures.
- **Definitive Contract** - a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. For purposes of data collection in FPDS-NG, it includes all types of commitments that obligate the Government to an expenditure of appropriated funds except purchase orders, delivery orders and BPA Calls. Data on these types of awards are collected separately. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq.
- **BPA Call** - A purchase under a Blanket Purchase Agreement that does not exceed the simplified acquisition threshold unless otherwise specified by your agency.

## 2.5 BASIC IDV COLUMN

A Basic IDV is a contract/agreement awarded to one or more vendors to facilitate the delivery of supply and service orders. The only types of awards which may have orders placed against them are Federal Supply Schedule, GWAC, BOA, BPA, and IDC. Refer to FAR Parts 8, 13 and 16 to determine the type of IDV.

Use this column when entering the following type of document:

- **FSS (Federal Supply Schedule)** - The creation of 'Schedules' is restricted to creating this type of awards by GSA and VA only.

## 2.6 TRANSACTION/MODIFICATIONS COLUMN

Use this column when selecting a contract action report to correct or modify. By using

Advanced Search  (see the Advanced Search section 2.10) capability at the top of the screen, you can also perform these functions. To perform any of these functions, you must have a PIID (Procurement Instrument Identifier).

- **Correction** - To fix a mistake in a record that is in final status. It should be noted that the correction should not change the legal intent of the contract action. You can only use this function when a contract action report is in final status.
- **Modifications** - Use modifications to report information on a document where the legal intent of the contract has changed. To report modifications to an existing Award/IDV document; the base document must already be in final status in FPDS-NG.

## 2.7 SYSTEM ADMINISTRATION COLUMN

Your Department/Agency System Administrator controls access to these functions. The FPDS-NG contractor maintains control of the reference tables for Product and Service Codes (PSCs), North American Industry Classification System (NAICS) codes, Department, Agency and Location Codes under their respective Federal Information Processing Standards (FIPS) directory and Special Publication 800-87-Revision 1a. Contact your System Administrator if you need assistance in this area.

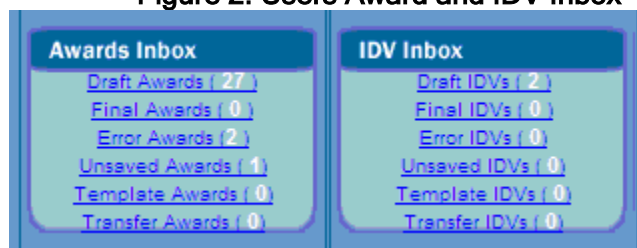
## 2.8 REPORTS

There are four methods for retrieving data from FPDS-NG: Standard Reports, Adhoc, ezSearch and Interagency Contract Directory (ICD). Additional information is available in Section 7.

## 2.9 USER'S AWARDS AND IDVINBOX

At the bottom of the Main Menu screen you will notice that there are two inboxes (Figure 2). One will contain the information on your awards and the other will be for your IDVs.

Figure 2. Users Award and IDV Inbox



The following is an explanation of the terms used within the Awards and IDV inboxes:

- **Draft Awards** - Number of records that have been saved in draft that may or may not have been validated and are awaiting approval.
- **Final Awards** - Number of records the user has in Final Status.
- **Error Awards** - Number of records that are missing required information.
- **Template Awards** - Users can create a template which contains the majority of the data elements needed to be reported. The user can open the template and complete the fields that are unique to the action being reported. This will eliminate the re-keying of elements that are identical for multiple records. Agencies are responsible for maintaining templates they create.
- **Transfer Awards** - Identifies the number of records that are waiting for acceptance by the receiving Agency

## 2.10 ADVANCED SEARCH

Contracts are reported in FPDS-NG in real time under two categories: Award and IDV (Indefinite Delivery Vehicle). The Advanced Search feature allows you to perform complex searches for an Award or IDV by using several criteria. Advanced Search produces search results based on fields on the Award and IDV documents. After using Advanced Search, the Search Results screen displays a link for each document that matches the search criteria. To conveniently access these reported contracts, click the link. This allows you to access and view any reported contract that is available in FPDS-NG. This includes records in final, draft, void and error status.

### 2.10.1 ACCESSING ADVANCED SEARCH

Advanced Search is located at the top of the screen. Use the following steps to access the Advanced Search function.

Click [Advanced Search](#) at the top of the FPDS-NG main screen as shown:

Figure 3. FPDS-NG Main Menu



The Advanced Search screen is shown below. To use Advanced Search, you must enter information in at least one or more fields; for example, PIID, Vendor Name, and/or Prepared By (User ID). The Agency ID (Agency ID) field is auto-populated based on user ID.

Figure 4. Advanced Search Screen

The screenshot shows the Advanced Search screen with the following fields and options:

- Prepared By (User ID):
- Contracting Office ID:
- Contracting Office Name:
- Vendor Name:
- NAICS Code:
- Funding Agency ID:
- Funding Office ID:
- Status: Final (dropdown)
- Award/Indefinite Delivery Vehicle Type: Award (dropdown)
- Action Obligation Range: From: To:
- Base And All Options Value (Total Contract Value) Range: From: To:
- Date Signed Range (mm/dd/yyyy): From: To:
- Last Modified Date Range (mm/dd/yyyy): From: To:
- Buttons: Search, Clear, Close, Help
- NOTE: The search may take about 5 to 10 minutes to return the results.
- Try new ezSearch (BETA)

If you are looking for documents belonging to another agency, enter the appropriate Agency ID, such as 4700 (GSA). If you are unsure of the Agency ID use to find the ID or leave this field blank.

Enter the PIID or part of the PIID (at least five characters—or four with a wildcard %) to find a document matching the information in the Agency ID and PIID.

- The Status does not need to be selected as a search criteria for final and draft records. However, if you need to search for records in error or voided records you need to select the appropriate status.
- Select Award as the Award/IDV Type to narrow the search by the type of documents you want to view.

Once the search criteria information is entered in the Advanced Search screen, select . The following Advanced Search screen displays this information. The Advanced Search will generate links to documents that match the criteria you enter. The following screen displays the links matching the search criteria.

Figure 5. Award Search Results Screen

The screenshot shows the Award Search Results screen with the following table:

| Contract Search Results |                                      |                            |             |
|-------------------------|--------------------------------------|----------------------------|-------------|
| 4 Documents Found       |                                      |                            |             |
| 1 - 4 Of 4              |                                      |                            |             |
| AWARD ID:               | 4740-GS01P12BWC0008                  | Doc Type:                  | PO          |
| Mod Number:             | 0                                    | Status:                    | Final       |
| Agency Name:            | PUBLIC BUILDINGS SERVICE             | Referenced IDV ID:         | 221122      |
| Office Name:            | GSA/PBS NEW ENGLAND REGION           | NAICS Code:                | 221122      |
| Vendor Name:            | NATIONAL GRID CORPORATE SERVICES LLC | Base and All Options Value | \$190000.00 |
| Other AWARD ID:         |                                      | (Total Contract Value):    |             |
| AWARD ID:               | 4740-GS01P12BWC0008                  | Doc Type:                  | PO          |
| Mod Number:             | PO01                                 | Status:                    | Final       |
| Agency Name:            | PUBLIC BUILDINGS SERVICE             | Referenced IDV ID:         | 221122      |
| Office Name:            | GSA/PBS NEW ENGLAND REGION           | NAICS Code:                | 221122      |
| Vendor Name:            | NATIONAL GRID CORPORATE SERVICES LLC | Base and All Options Value | \$0.00      |
| Other AWARD ID:         |                                      | (Total Contract Value):    |             |
| AWARD ID:               | 4740-GS01P12BWC0008                  | Doc Type:                  | PO          |
| Mod Number:             | P502                                 | Status:                    | Final       |
| Agency Name:            | PUBLIC BUILDINGS SERVICE             | Referenced IDV ID:         | 221122      |
| Office Name:            | GSA/PBS NEW ENGLAND REGION           | NAICS Code:                | 221122      |
| Vendor Name:            | NATIONAL GRID CORPORATE SERVICES LLC | Base and All Options Value | \$600.00    |
| Other AWARD ID:         |                                      | (Total Contract Value):    |             |
| AWARD ID:               | 4740-GS01P12BWC0008                  | Doc Type:                  | PO          |
| Mod Number:             | P503                                 | Status:                    | Final       |
| Agency Name:            | PUBLIC BUILDINGS SERVICE             | Referenced IDV ID:         | 221122      |
| Office Name:            | GSA/PBS NEW ENGLAND REGION           | NAICS Code:                | 221122      |
| Vendor Name:            | NATIONAL GRID CORPORATE SERVICES LLC | Base and All Options Value | \$103540.00 |
| Other AWARD ID:         |                                      | (Total Contract Value):    |             |
| 4 Documents Found       |                                      |                            |             |
| 1 - 4 Of 4              |                                      |                            |             |

Selecting a contract link will display a document like the one shown in the following figure:

**Figure 6. Purchase Order Screen**

|                                                                                                                                                                                                                                                                                                                                                              |                |                                                    |                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------|----------------------------|
| <input type="button" value="New"/> <input type="button" value="Save Draft"/> <input type="button" value="Validate"/> <input type="button" value="Approve"/> <input type="button" value="Correct"/> <input type="button" value="Modify"/> <input type="button" value="Save Tmpl"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> |                |                                                    |                            |
| <input type="button" value="Close Out"/> <input type="button" value="Exit"/> <input type="button" value="Help"/>                                                                                                                                                                                                                                             |                |                                                    |                            |
| <b>Transaction Information</b>                                                                                                                                                                                                                                                                                                                               |                |                                                    |                            |
| Award Type:                                                                                                                                                                                                                                                                                                                                                  | Purchase Order | Prepared Date:                                     | 03/28/2012 15:25:22        |
| Award Status:                                                                                                                                                                                                                                                                                                                                                | Final          | Last Modified Date:                                | 03/28/2012 15:26:11        |
| Closed Status:                                                                                                                                                                                                                                                                                                                                               | No             | Closed Status Date:                                |                            |
|                                                                                                                                                                                                                                                                                                                                                              |                | Prepared User:                                     | 01.WILLIAM.HIGGINS.GSA.GOV |
|                                                                                                                                                                                                                                                                                                                                                              |                | Last Modified User:                                | 01.WILLIAM.HIGGINS.GSA.GOV |
|                                                                                                                                                                                                                                                                                                                                                              |                | Closed By:                                         |                            |
| <b>Document Information</b>                                                                                                                                                                                                                                                                                                                                  |                |                                                    |                            |
| Award ID:                                                                                                                                                                                                                                                                                                                                                    | 4740           | Procurement Identifier                             | GS01P12BWC0008             |
| Referenced IDV ID:                                                                                                                                                                                                                                                                                                                                           |                | Modification No                                    | 0                          |
| Reason For Modification:                                                                                                                                                                                                                                                                                                                                     |                |                                                    |                            |
| Solicitation ID:                                                                                                                                                                                                                                                                                                                                             |                |                                                    |                            |
| Treasury Account Symbol:                                                                                                                                                                                                                                                                                                                                     | 47             | Agency Main Identifier Account                     | 4542 001                   |
|                                                                                                                                                                                                                                                                                                                                                              |                | Sub Account                                        |                            |
|                                                                                                                                                                                                                                                                                                                                                              |                | Initiative                                         | Select One                 |
| <b>Dates</b>                                                                                                                                                                                                                                                                                                                                                 |                | <b>Amounts</b>                                     |                            |
| Date Signed (mm/dd/yyyy) :                                                                                                                                                                                                                                                                                                                                   | 11/04/2011     | Action Obligation:                                 | \$19,000.00                |
| Effective Date (mm/dd/yyyy) :                                                                                                                                                                                                                                                                                                                                | 04/01/2011     | Base And Exercised Options Value:                  | \$19,000.00                |
| Completion Date (mm/dd/yyyy) :                                                                                                                                                                                                                                                                                                                               | 03/31/2021     | Base and All Options Value (Total Contract Value): | \$190,000.00               |
| Est. Ultimate Completion Date (mm/dd/yyyy) :                                                                                                                                                                                                                                                                                                                 | 03/31/2021     | Fee Paid for Use of IDV:                           | \$0.00                     |
| <b>Purchaser Information</b>                                                                                                                                                                                                                                                                                                                                 |                |                                                    |                            |
| Contracting Office Agency ID:                                                                                                                                                                                                                                                                                                                                | 4740           | Contracting Office Agency Name:                    | PUBLIC BUILDINGS SERVICE   |
| Contracting Office ID:                                                                                                                                                                                                                                                                                                                                       | BW000          | Contracting Office Name:                           | GSA/PBS NEW ENGLAND REGION |
| Funding Agency ID:                                                                                                                                                                                                                                                                                                                                           | 4740           | Funding Agency Name:                               | PUBLIC BUILDINGS SERVICE   |
| Funding Office ID:                                                                                                                                                                                                                                                                                                                                           | BW000          | Funding Office Name:                               | GSA/PBS NEW ENGLAND REGION |
| Foreign Funding:                                                                                                                                                                                                                                                                                                                                             | Not Applicable |                                                    |                            |

## 2.11 SEARCH RULES

### 2.11.1 WILDCARD

The Advanced Search fields allow you to use a wildcard. The percent sign (%) is the wildcard character that you may use in the data entry fields. You can place the wildcard in the middle or end of a data string in any of the fields on the Advanced Search screen. For example, you can enter a wildcard after entering the first part of the data string. When a user enters "COM%" in a data field, the search will return anything that starts with "COM", such as **Company**, **Complete**, and **Composition**. If you use a wildcard while searching for a document, it can be used for Agency ID, PIID, or Prepared By (User ID). You will still need to enter the minimum number of characters for the respective field according to the rules as defined in this section.

### 2.11.2 DATA ENTRY

The more information you enter in the Advanced Search, the faster your search will return results. Additionally, entering as much information as possible will limit the number of records returned, which will make your search more efficient.

### 2.11.3 FIELD RULES

The following figure shows the fields of the Advanced Search screen numbered from 1 through 18. Each numbered field is described in a respective section following the figure.

Figure 7. Numbered Document Search Criteria Screen

Document Search Criteria

|                                                          | Agy ID | PIID (How to find migrated documents?) | Mod No |
|----------------------------------------------------------|--------|----------------------------------------|--------|
| Award ID:                                                | 4732   |                                        |        |
| Referenced IDV ID:                                       |        |                                        |        |
| Prepared By (User ID):                                   |        |                                        |        |
| Contracting Office ID:                                   |        |                                        |        |
| Contracting Office Name:                                 |        |                                        |        |
| Vendor Name:                                             |        |                                        |        |
| NAICS Code:                                              |        |                                        |        |
| Funding Agency ID:                                       |        |                                        |        |
| Funding Office ID:                                       |        |                                        |        |
| Status:                                                  | Final  |                                        |        |
| Award/Indefinite Delivery Vehicle Type:                  | Award  |                                        |        |
| Action Obligation Range:                                 | From:  | To:                                    |        |
| Base And All Options Value (Total Contract Value) Range: |        |                                        |        |
| Date Signed Range (mm/dd/yyyy) :                         |        |                                        |        |
| Last Modified Date Range (mm/dd/yyyy) :                  |        |                                        |        |

Search Clear Close Help

NOTE: The search may take about 5 to 10 minutes to return the results.

Try new ezSearch (BETA)

### Field 1: Award ID

This element is composed of three fields used to identify each reported contract as a unique document in FPDS-NG. The fields are:

- AGY ID
- PIID
- Mod No.

You must enter information in at least one of the following fields:

- Agency ID
- PIID
- Prepared By (User ID)

### Field 2: Agency ID (Agency ID)

To use this field you must enter at least 2 characters of the agency code plus the % (wildcard). The maximum length of this field is 4 characters. If you do not know the four character code for an agency, click  to use a pick list.

### Field 3: PIID (Procurement Instrument Identifier)

This field is a unique identifier for each contract, agreement, or order in FPDS-NG.

To search on this field, enter at least 4 characters plus the % wildcard. The maximum length of the PIID is 35 characters. For example, if you know the PIID has the characters GS01P11BWC%, you can add the % to assist in the search. The Advanced Search screen displayed in the following figure has the characters GS01P11BWC% in the PIID field. The example also shows the Agency ID as 97AS.

Figure 8. Award Search Results Screen

HOME

ezSearch

Advanced Search

GO

Log Off

Close

Help

AWARD Search Results

20 Documents Found

1 - 10 Of 20

Next

|                 |                              |                             |           |
|-----------------|------------------------------|-----------------------------|-----------|
| AWARD ID:       | 4740-GS01P11BWC0006          | Doc Type:                   | DCA       |
| Mod Number:     | PO01                         | Status:                     | Final     |
| Agency Name:    | PUBLIC BUILDINGS SERVICE     | Referenced IDV ID:          | -         |
| Office Name:    | GSA/PUBLIC BUILDINGS SERVICE | NAICS Code:                 | 221210    |
| Vendor Name:    | SPRAGUE ENERGY CORP          | Base And All Options Value: | \$1237.83 |
| Other AWARD ID: |                              | Action Obligation:          | \$0.00    |

|                 |                              |                             |            |
|-----------------|------------------------------|-----------------------------|------------|
| AWARD ID:       | 4740-GS01P11BWC0006          | Doc Type:                   | DCA        |
| Mod Number:     | 0                            | Status:                     | Final      |
| Agency Name:    | PUBLIC BUILDINGS SERVICE     | Referenced IDV ID:          | -          |
| Office Name:    | GSA/PUBLIC BUILDINGS SERVICE | NAICS Code:                 | 221210     |
| Vendor Name:    | SPRAGUE ENERGY CORP          | Base And All Options Value: | \$15903.00 |
| Other AWARD ID: |                              | Action Obligation:          | \$15903.00 |

|                 |                                    |                             |        |
|-----------------|------------------------------------|-----------------------------|--------|
| AWARD ID:       | 4740-GS01P11BWC0059                | Doc Type:                   | DCA    |
| Mod Number:     | PA02                               | Status:                     | Final  |
| Agency Name:    | PUBLIC BUILDINGS SERVICE           | Referenced IDV ID:          | -      |
| Office Name:    | GSA/PUBLIC BUILDINGS SERVICE       | NAICS Code:                 | 541310 |
| Vendor Name:    | BARGMANN HENDRIE & ARCHETYPE, INC. | Base And All Options Value: | \$0.00 |
| Other AWARD ID: |                                    | Action Obligation:          | \$0.00 |

|                 |                                    |                             |        |
|-----------------|------------------------------------|-----------------------------|--------|
| AWARD ID:       | 4740-GS01P11BWC0059                | Doc Type:                   | DCA    |
| Mod Number:     | PS01                               | Status:                     | Final  |
| Agency Name:    | PUBLIC BUILDINGS SERVICE           | Referenced IDV ID:          | -      |
| Office Name:    | GSA/PUBLIC BUILDINGS SERVICE       | NAICS Code:                 | 541310 |
| Vendor Name:    | BARGMANN HENDRIE & ARCHETYPE, INC. | Base And All Options Value: | \$0.00 |
| Other AWARD ID: |                                    | Action Obligation:          | \$0.00 |

Notice that the search returned 4 documents matching the entered criteria. To return fewer documents, use more search fields or a date range on the search criteria screen.

#### Field 4: Mod umber:

You can use a Mod number in conjunction with a PIID to find a specific document. The Mod number can be alphanumeric. For any given PIID, the Mod number must be unique. The maximum number of characters that you can enter in this field is 25.

#### Field 5: Referenced IDV (Indefinite Delivery Vehicle) ID

By entering a Referenced IDV PIID in this field, the system will return a list of all task/delivery orders placed against the contract.

#### Field 6: Prepared By (User ID)

FPDS-NG populates the Prepared By field with the user ID of the person logged in when a new document is created. To search for documents prepared by an individual, type their user ID in this field. There is no minimum constraint on this field. The maximum length of this field is 28 characters.

#### Field 7: Contracting Office ID

Contracting Office ID is a variable code not to exceed 6 characters. You can use this office code to find documents in much the same way as you use the Agency ID code. If you do not know this code, use  to look up the contracting office by name.

#### Field 8: Contracting Office Name

This information is automatically filled in based on the Contracting Office Code selected.

**Field 9: Vendor Name**

You must enter at least 3 characters in this field. The maximum length of this field is 80 characters. The FPDS-NG vendor table contains only vendors that have registered in the System for Award Management (SAM). If you are not sure how the Vendor Name will appear in FPDS-NG, use  to access a Vendor picklist.

**Field 10: NAICS Code (North American Industry Classification System)**

Use this field to look up awards for a specific NAICS code. If you are not sure of the NAICS, use  to access a look up table for NAICS.

**Field 11: Funding Agency ID**

This is the code for the agency that provided the funding for this transaction.

**Field 12: Funding Office ID**

This is the code provided by the funding agency that identifies the office or other organizational entity that provided the funds for this transaction. If the Funding Agency is not DoD, the code must be valid in the contracting/funding office table. If the Funding Agency is DoD, the code must be valid in the DoD Activity Address Code (DODAAC) table. This is a required field on all actions.

**Field 13: Status**

The Status field defaults to Final. Draft, Error or Void records can be obtained by selecting the appropriate status from the drop down list.

**Field 14: Award/Indefinite Delivery Vehicle Type**

This field defaults to Award. Types of awards include: Purchase Orders (PO), Delivery Orders (DO), BPA Calls, and Definitive Contracts. Types of IDVs include: Government-Wide Acquisition Contract (GWAC), Multi-Agency Contract, Other Indefinite Delivery Contract (IDC), Federal Supply Schedule (FSS), Basic Ordering Agreement (BOA), and Blanket Purchase Agreements (BPA). Select either Both, Award or Indefinite Delivery Vehicle from the drop down.

**Field 15: Action Obligation Range**

Use this field when searching for contracts in specific dollar ranges. To use the search criteria, enter a dollar range, for example: 25,000.00 - 100,000.00.

**Field 16: Base and All Options Value (Total Contract Value)**

Use this field when searching for contracts in specific dollar ranges. To use the search criteria, enter a dollar range, for example: 5,000.00 - 100,000.00.

**Field 17: Signed Date Range**

Use this field to search for documents that were signed during a specified date range. The Signed Date Range format is mm/dd/yyyy.

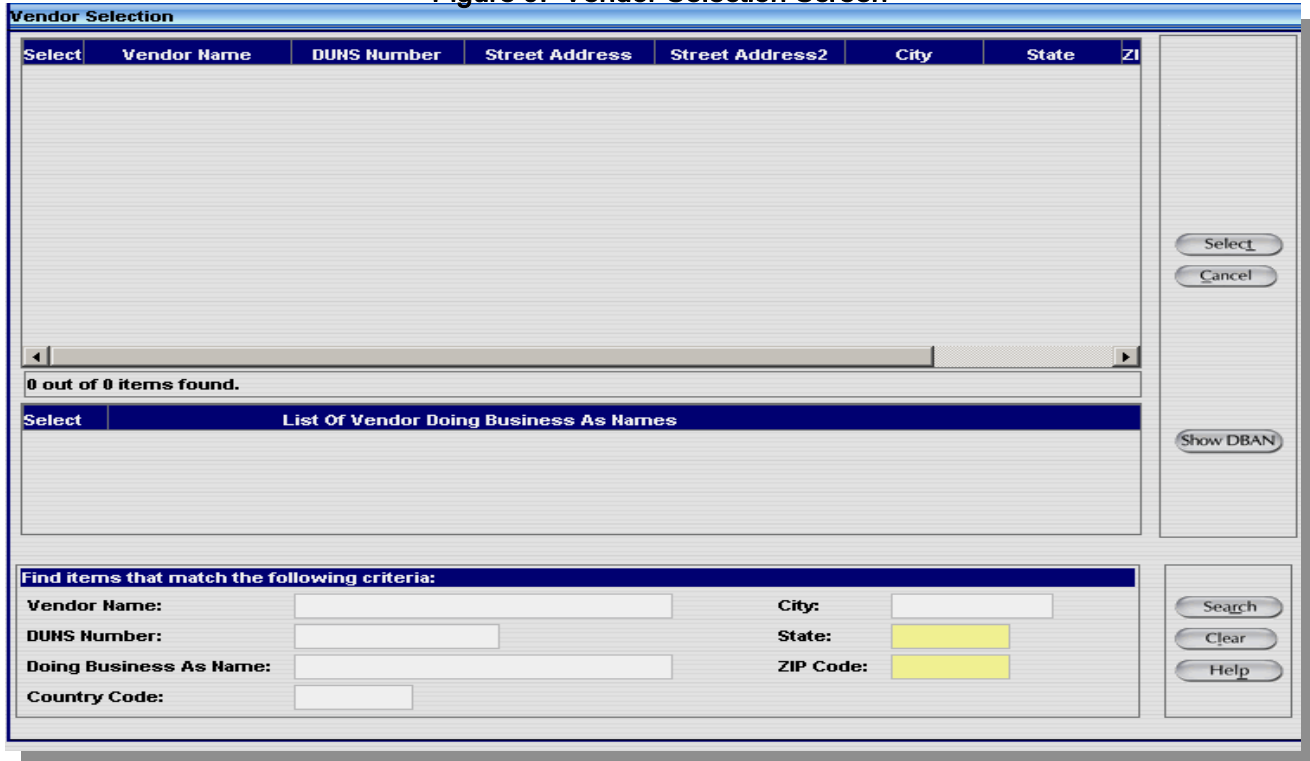
**Field 18: Last Modified Date Range**

To search using this criterion, enter the Last Modified Date Range in mm/dd/yyyy format.

## 2.11.4 FUNDING INFORMATION

To access a list of information, select  to display a selection screen. For example, if you want to find a reported contract using a vendor name, but you are not sure how the vendor is listed in FPDS-NG, you can use the ellipsis button to access a vendor selection list. The vendor selection screen will display as shown below:

Figure 9. Vendor Selection Screen



The Vendor Selection screen is a web-based interface for searching vendors. It features a table with columns: Select, Vendor Name, DUNS Number, Street Address, Street Address2, City, State, and ZIP. Below the table, it displays "0 out of 0 items found." and a section titled "List Of Vendor Doing Business As Names" with a "Select" column. At the bottom, there is a search criteria section with fields for Vendor Name, DUNS Number, Doing Business As Name, Country Code, City, State, and ZIP Code. A "Search" button is located to the right of the search criteria. On the far right, there are buttons for "Select", "Cancel", "Show DBAN", "Search", "Clear", and "Help".

| Select | Vendor Name | DUNS Number | Street Address | Street Address2 | City | State | ZIP |
|--------|-------------|-------------|----------------|-----------------|------|-------|-----|
|--------|-------------|-------------|----------------|-----------------|------|-------|-----|

0 out of 0 items found.

| Select | List Of Vendor Doing Business As Names |
|--------|----------------------------------------|
|--------|----------------------------------------|

Find items that match the following criteria:

|                         |                      |           |                      |
|-------------------------|----------------------|-----------|----------------------|
| Vendor Name:            | <input type="text"/> | City:     | <input type="text"/> |
| DUNS Number:            | <input type="text"/> | State:    | <input type="text"/> |
| Doing Business As Name: | <input type="text"/> | ZIP Code: | <input type="text"/> |
| Country Code:           | <input type="text"/> |           |                      |

Search

Select

Cancel

Show DBAN

Search

Clear

Help

In the vendor selection screen, you can enter the vendor DUNS® NUMBER or a partial name for that vendor. FPDS-NG will generate a list matching your search criteria so you can choose the appropriate vendor name.

In the vendor selection screen shown below, a search is to be performed for the vendor name by entering partial information and a wildcard (Goodwill Industries%). After the criteria are entered, you can .

Figure 10. Vendor Selection Continued

| Select                           | Vendor Name                                         | DUNS Number | Street Address |
|----------------------------------|-----------------------------------------------------|-------------|----------------|
| <input checked="" type="radio"/> | GOODWILL INDUSTRIES                                 | 042727883   | 1080 N 7TH ST  |
| <input type="radio"/>            | GOODWILL INDUSTRIES - KNOXVILLE, INC                | 074901455   | 5307 KINGST    |
| <input type="radio"/>            | GOODWILL INDUSTRIES BIG BEND INC                    | 080686751   | 300 MABRY S    |
| <input type="radio"/>            | GOODWILL INDUSTRIES INTERNATIONAL, INC.             | 074799800   | 15810 INDIAN   |
| <input type="radio"/>            | GOODWILL INDUSTRIES OF ACADIANA HOUSING CORPORATION | 961221546   | 5718 CAMER     |
| <input type="radio"/>            | GOODWILL INDUSTRIES OF ASHTABULA INC                | 094505864   | 621 GOODWIL    |
| <input type="radio"/>            | GOODWILL INDUSTRIES OF CENTRAL ALABAMA              | 078961653   | 900 AIR BASE   |
| <input type="radio"/>            | GOODWILL INDUSTRIES OF CENTRAL ARIZONA, INC.        | 072460678   | 2626 W BERY    |
| <input type="radio"/>            | GOODWILL INDUSTRIES OF CENTRAL FLORIDA INC          | 073228728   | 7531 S ORAN    |
| <input type="radio"/>            | GOODWILL INDUSTRIES OF CENTRAL INDIANA INC          | 006938278   | 1635 W MICH    |

87 out of 87 items found.

| Select                           | List Of Vendor Doing Business As Names |
|----------------------------------|----------------------------------------|
| <input checked="" type="radio"/> | No Doing Business As Name (DBAN)       |
| <input type="radio"/>            | PRODUCTION RESOURCES DIVISION          |

Find items that match the following criteria:

Vendor Name:  City:

DUNS Number:  State:

Doing Business As Name:  ZIP Code:

Country Code:

Buttons: Select, Cancel, Show DBAN, Search, Clear, Help

To choose the vendor Goodwill Industries, select the appropriate radio button ☒ and then **Select**. This populates the vendor name shown below in the Advanced Search screen:

Figure 11. Document Search Criteria Screen

| Document Search Criteria                                                                                                                                |                                                  |                          |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------|----------------------|
| Award ID:                                                                                                                                               | <input type="text" value="4732"/>                | <input type="text"/>     | <input type="text"/> |
| Referenced IDV ID:                                                                                                                                      | <input type="text"/>                             |                          |                      |
| Prepared By (User ID):                                                                                                                                  | <input type="text"/>                             |                          |                      |
| Contracting Office ID:                                                                                                                                  | <input type="text"/>                             |                          |                      |
| Contracting Office Name:                                                                                                                                | <input type="text"/>                             |                          |                      |
| Vendor Name:                                                                                                                                            | <input type="text" value="Goodwill Industries"/> |                          |                      |
| NAICS Code:                                                                                                                                             | <input type="text"/>                             |                          |                      |
| Funding Agency ID:                                                                                                                                      | <input type="text"/>                             |                          |                      |
| Funding Office ID:                                                                                                                                      | <input type="text"/>                             |                          |                      |
| Status:                                                                                                                                                 | <input type="text" value="Final"/>               |                          |                      |
| Award/Indefinite Delivery Vehicle Type:                                                                                                                 | <input type="text" value="Award"/>               |                          |                      |
| Action Obligation Range:                                                                                                                                | From: <input type="text"/>                       | To: <input type="text"/> |                      |
| Base And All Options Value (Total Contract Value) Range:                                                                                                | <input type="text"/>                             | <input type="text"/>     |                      |
| Date Signed Range (mm/dd/yyyy) :                                                                                                                        | <input type="text"/>                             | <input type="text"/>     |                      |
| Last Modified Date Range (mm/dd/yyyy) :                                                                                                                 | <input type="text"/>                             | <input type="text"/>     |                      |
| <p>Buttons: Search, Clear, Close, Help</p> <p>NOTE: The search may take about 5 to 10 minutes to return the results.</p> <p>Try new ezSearch (BETA)</p> |                                                  |                          |                      |

Select . A list of documents displays as shown will be

returned. **Figure 12. Award Search Results**

Screen

ezSearch Advanced Search GO Log Off

Close Help

**AWARD Search Results**

2 Documents Found 1 - 2 Of 2

|                        |                                           |                                    |            |
|------------------------|-------------------------------------------|------------------------------------|------------|
| <b>AWARD ID:</b>       | 4730-FP0012604                            | <b>Doc Type:</b>                   | PO         |
| <b>Mod Number:</b>     | 0                                         | <b>Status:</b>                     | Final      |
| <b>Agency Name:</b>    | FEDERAL ACQUISITION SERVICE               | <b>Referenced IDV ID:</b>          | -          |
| <b>Office Name:</b>    | GSA/FSS GENERAL PROCUREMENT               | <b>NAICS Code:</b>                 | 561910     |
| <b>Vendor Name:</b>    | GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY | <b>Base And All Options Value:</b> | \$29817.10 |
| <b>Other AWARD ID:</b> | INCORPORATED                              | <b>Action Obligation:</b>          | \$29817.10 |

|                        |                                           |                                    |            |
|------------------------|-------------------------------------------|------------------------------------|------------|
| <b>AWARD ID:</b>       | 4730-FP0012605                            | <b>Doc Type:</b>                   | PO         |
| <b>Mod Number:</b>     | 0                                         | <b>Status:</b>                     | Final      |
| <b>Agency Name:</b>    | FEDERAL ACQUISITION SERVICE               | <b>Referenced IDV ID:</b>          | -          |
| <b>Office Name:</b>    | GSA/FSS GENERAL PROCUREMENT               | <b>NAICS Code:</b>                 | 561910     |
| <b>Vendor Name:</b>    | GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY | <b>Base And All Options Value:</b> | \$30449.04 |
| <b>Other AWARD ID:</b> | INCORPORATED                              | <b>Action Obligation:</b>          | \$30449.04 |

2 Documents Found 1 - 2 Of 2

Select the link for the document that you want to view and the system will show you the complete record as it appears in the database.

### 3. LET'S GET STARTED

Accessing FPDS-NG through the Web Portal will require that you use one of the Internet browsers such as Internet Explorer (Version 6.0 and above), Opera (Version 7.0 and above), Firefox Mozilla (Version 5.0 and above), etc. The URL that you will need to enter is <https://www.fpds.gov>. Press the enter key. You will then be provided with the Log In screen as shown below:

**Figure 13. FPDS-NG Partial Login Screen (Home Page)**



There are seven areas within the Home Logon screen:

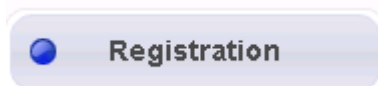


### 3.1 LOGIN

This is where you will enter your User ID and Password. For security purposes, your password **must** be at least 8 characters with a combination of alpha and numeric characters and at least one special character such as !, @, #, \$, %, \*, & etc. Your password must be changed every 90 days. Government user accounts not used within a 90 day period will become inactive. The FPDS-NG Support Desk cannot re-activate user's accounts. If you have not accessed FPDS-NG for 90 days or more, you will have to contact your Agency FPDS-NG System Administrator to reactivate your account. If you are accessing FPDS-NG through your Contract Writing System (CWS), you will not be logging in as described above. Once you are in your CWS there will be an option that interfaces with the FPDS-NG and you will not see the Logon Screen. When this interface function is selected, you will be taken directly into the FPDS-NG Main Navigation Screen as shown in Figure 1.

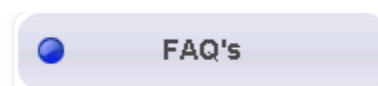
If the users enter incorrect passwords, the FPDS-NG system will fire the error message "Invalid username/password". If the users enter incorrect passwords, the FPDS-NG

Login screen allows the user four attempts to enter the correct password. After the fourth attempt, the users are automatically redirected to the "Forgot Your Password" screen. "Four" is a cumulative number; it is not the number that is calculated on that same day. For example, a user could log into the FPDS-NG system incorrectly a few months ago and that incorrect login attempt would be counted as the first time. Depending on the circumstance you may be asked to enter a Captcha value.



### 3.2 REGISTRATION

This segment of the Log In screen explains the registration process and allows both Government and Public users to register for access to FPDS-NG. It should be noted that if you are a Government user and you register via this method, you need to have your Agency FPDS-NG System Administrator set up your User Privileges prior to being able to access the system. Contact your agency system administrator since many agencies have different registration requirements.



### 3.3 FREQUENTLY ASKED QUESTIONS

This section contains Frequently Asked Questions on the FPDS-NG and the ezSearch query function.



### 3.4 LINKS

This section contains link to Recovery.Gov and eGov Initiatives.

### 3.5 TOP REQUESTS

This section lists the reports that are of the most interest to the Government and the public.

## 4. AWARDS

Figure 14. Function Buttons



**New** - Creates a new entry screen for the Award section.

**Save Draft** - Saves the information in your document. Use this when you report data in the system, whether complete or in part. If you have made changes to the action, please hit the Save Draft button before validating or closing the action. This process will ensure that your data will not be lost.

**Validate** - Determines if there are any errors. Use this when the record is complete. If there are errors, the screen will display error messages at the top of the document. All fields in error status are shown in Red and must be corrected in order to Validate and Approve the action.

**Approve** - Allows you to Approve the document. Use this when the document is error free. The record will then be in final status.

**Correct** - Allows you to fix mistakes in FPDS-NG that do not change the legal intent of the contract action. You can only use this function when a contract action is in final status. **The Data Dictionary Use Cases refer to Correct type actions as 'Change'.**

**Modify** - Allows you to prepare a modification to a base record. This button is on the header of your entry screen. You can also use the Modification selection from the main menu under Transactions/Modifications.

**Save Tmpl** - Allows you to prepare a document to be used as a template for recurring awards. Templates are created to allow you to quickly complete additional records using the same basic contract information.

**Delete** - Allows you to Delete a record entirely from the system. Nothing is saved in FPDS-NG. However, the PIID may be re-used. FPDS-NG will not allow the user to delete a base record if there are modifications or orders against it.

**Print** - Allows you to print the document that is currently on the screen.

**Close Out** - The Close Out button allows the user to close out a contract family. The function will also be available in GUI Services and the Web Portal.

**Exit** - The user Exit the current document without saving. The user will see a dialog box asking if the document should be saved.

**Help** - Provides the user on-line help that includes a glossary. You can also access the help by clicking the Help button at the top right corner of the main FPDS-NG screen.

**NOTE: The Void functionality has been deprecated form FPDS-NG as of July 10, 2009.**

## 4.1 AWARDS COLUMN

An award is a contractual vehicle that cannot have orders placed against it. Use this column when entering the following types of documents: Delivery/Task Order, Purchase Order, Definitive Contract and BPA Call. Awards are accessed via the Navigation screen of the FPDS-NG system as shown in the Awards module. This allows the user to add and modify awards. Awards are divided into four types. See Section 2.4 for definitions.

### 4.1.1 TRANSACTION INFORMATION

Figure 15. Award Transaction Information Section

| Transaction Information |                |                     |                     |
|-------------------------|----------------|---------------------|---------------------|
| Award Type:             | Purchase Order | Prepared Date:      | 02/22/2017 08:15:13 |
| Award Status:           | NEW            | Prepared User:      | LINDA.HORNSBY_4732  |
|                         |                | Last Modified Date: |                     |
|                         |                | Last Modified User: |                     |
| Closed Status:          |                | Closed Status Date: |                     |
|                         |                | Closed By:          |                     |

The system automatically generates all of the following information:

- Award Type
- Award Status
- Closed Status
- Prepared Date
- Last Modified Date
- Closed Status Date
- Prepared User
- Last Modified User
- Closed By

### 4.1.2 DOCUMENT INFORMATION

Figure 16. Document Information

| Document Information     |                                               |                        |                 |              |
|--------------------------|-----------------------------------------------|------------------------|-----------------|--------------|
|                          | Agency                                        | Procurement Identifier | Modification No | Trans No     |
| Award ID: *              | 4732 ...                                      |                        | 0               | 0            |
| Referenced IDV ID:       |                                               | ...                    |                 |              |
| Reason For Modification: | ...                                           |                        |                 |              |
| Solicitation ID:         |                                               |                        |                 |              |
|                          | Agency Main Sub<br>Identifier Account Account | Initiative             |                 |              |
| Treasury Account Symbol: |                                               |                        |                 | Select One ▼ |

#### 4.1.2.1 AWARD ID

Consists of the Agency [code], Procurement Instrument Identifier, and Modification Number and the Transaction Number as described below

#### 4.1.2.2 AGENCY (Data Dictionary Element 1F)

This data element is required for all awards, Modifications, Changes and Delete for both DoD and Civilian agencies. It is automatically populated based on the user's log-in information.

#### **4.1.2.3 PIID (PROCUREMENT INSTRUMENT IDENTIFIER) (Data Dictionary Element 1A)**

As defined in FAR 4.605(a) this data element is required for all Awards, Modifications, Changes or Delete for both DoD and Civilian Agencies. Enter the unique PIID that identifies your award. The PIID is the contract or order number. See Data Dictionary Element 1A Use Case for appropriate data entry requirements.

NOTE: Effective April 1, 2018, the PIID Structure was changed to comply with the Uniform PIID Structure (FAR Subpart 4.16). The PIID structure is shown below. This is for Civilian Agencies only.

- Positions 1 through 6 will be required to match the Contracting Office ID (AAC).
- Positions 7 through 8 will be required to match the Fiscal Year of the Date Signed.
- Position 9 will designate the type of instrument.
- Positions 10 through 17 will be assigned by the Agency.

#### **4.1.2.4 MODIFICATION NUMBER (Data Dictionary Element 1B)**

Enter a Modification Number in accordance with your agency's policy, when reporting modifications to contracts, agreements, or orders. This number must be unique for any given PIID. This is a required field for all modifications. See Data Dictionary Element 1B Use Case for appropriate data entry requirements.

NOTE: Effective April 1, 2018, Modification Number Structure was changed to comply with the Uniform PIID Structure (FAR Subpart 4.16). The Modification structure is shown below. This is for Civilian agencies.

The Modification must begin with an (A) or a (P) and must be six characters. The letter A is to be used for Modifications issued by the Contract Administration Office (If other than the procuring office). The letter P is designated for Modifications issued by the procuring office.

#### **4.1.2.5 TRANSACTION NUMBER (Data Dictionary Element 1D)**

This data element is not required for Civilian Agencies. It is required for DoD when completing multiple reports on a single contract action in the limited cases identified in the DFARS where this is required (e.g., actions combining foreign military sales and non-foreign military sales). It is not required for a Change, Modification or Delete for DoD. See Data Dictionary Element 1D Use Case for appropriate data entry requirements.

#### **4.1.2.6 REFERENCED IDV ID (Data Dictionary Elements 1C, 1G and 1H)**

This data element is required for all Delivery/Task orders and BPA calls. It is not required for a DCA, Purchase Order, and a Modification. Enter the contract or agreement number of the IDV against which your order is placed. FPDS-NG allows for up to 50 characters. This data element consists of three parts: The Referenced IDV agency identifier, Referenced IDV PIID and the Referenced IDV Modification Number. See Data Dictionary Element 1C, 1G and 1H Use Case for appropriate data entry requirements.

#### 4.1.2.7 REASON FOR MODIFICATION (Data Dictionary Element 12C)

This field will only be available when performing a modification to an existing contract. Select the appropriate entry from the drop down menu. See Data Dictionary Element 12C Use Case for appropriate data entry requirements.

NOTE: When a modification changes the vendor information, you must select one of the Vendor Change modifications (e.g., Novation Agreement, Rerepresentation, Vendor Address Change, etc.). Otherwise, the system will not change the vendor information on a Modification. 'Transfer Action' requires your account to have the 'Transfer' privilege. Rerepresentation reasons should be used when a contract modification exercises an option and the vendor socioeconomic status has changed. For example, a contract was awarded to an 8(a) firm five years ago, the firm graduated from the program three years after award. When the modification is issued to exercise an option, the Rerepresentation is required to change the vendor credits associated with the award. From that point in time forward, the vendor will no longer show as an 8(a) vendor in FPDS-NG. If you are only changing the Vendor Address the Vendor Address Change should be used.

The following are additional instructions for these specific Reasons for Modification:

- (1) Use the Termination for Default (complete or partial) value to report Termination for Cause actions on contracts for commercial items;
- (2) Use the Transfer Action value to transfer the "ownership" of a contract to a new contract office. Transfer Action is not to be used when only delegating contract administration subject to FAR Subpart 42.2. Follow the instructions in Appendix E for reporting these transactions;
- (3) Follow the instructions in Appendix C for reporting Novation Agreements, Rerepresentations, and Rerepresentations of Non-Novated Mergers/Acquisitions.

Short descriptions for the entries are as follows:

| Code | Short Description                                   |
|------|-----------------------------------------------------|
| A    | Additional Work (new agreement, FAR part 6 applies) |
| B    | Supplemental Agreement for work within scope        |
| C    | Funding Only Action                                 |
| D    | Change Order                                        |
| E    | Terminate for Default (complete or partial)         |
| F    | Terminate for Convenience (complete or partial)     |
| G    | Exercise an Option                                  |
| H    | Definitize Letter Contract                          |
| J    | Novation Agreement                                  |
| K    | Close Out                                           |
| L    | Definitize Change Order                             |
| M    | Other Administrative Action                         |
| N    | Legal Contract Cancellation                         |
| P    | Rerepresentation of Non-Novated Merger/Acquisition  |
| R    | Rerepresentation                                    |
| S    | Change PIID                                         |
| T    | Transfer Action                                     |
| V    | Vendor DUNS or Name Change - Non-Novation           |
| W    | Vendor Address Change                               |
| X    | Terminate for Cause                                 |
| Y    | Add Subcontracting Plan                             |

#### 4.1.2.8 SOLICITATION ID (DATA DICTIONARY ELEMENT 1E)

The data element is optional for all Awards for both DoD and Civilian and populates on Modifications. However, it is now required if the Data Element "FedBizOpps" is 'Yes'. See Data Dictionary Element 1E Use Case for appropriate data entry requirements.

#### 4.1.2.9 TREASURY ACCOUNT SYSTEM (TAS)(Data Dictionary Data Element 6SG thru 6SI)

The data element is required if the Action Obligation is more than or less than zero \$0.00.

**(6SG)** - The data element "Treasury Account Symbol Main Account" is required on all documents if the Action Obligation is more than or less than zero '\$0.00'. It is required on all American Recovery and Reinvestment Act actions irrespective of the Action Obligation. If you do not know your Treasury Account Symbol (TAS) please contact your budget\finance office.

This data element is now Optional regardless of the Action Obligation amount or if the American Recovery and Reinvestment Act is selected as the Initiative. This instruction will apply on actions with a "Date Signed" on or later than June 25, 2016.

**(6SH)** - The data element "Treasury Account Symbol Sub Account" is required when the only entry for that Agency and Main Account includes a Sub Account.

**(6SI)** - The data element "Treasury Account Symbol Initiative" has a drop down with 'American Recovery and Reinvestment Act' as the only value that can be selected. If this action is not 'American Recovery and Reinvestment Act' leave it as 'Select One'. Through Business Services, the users can send only 'ARRA' in the 'initiative' XML tag.

The Treasury Account Symbol (consisting of Agency Identifier, Main Account Code and Sub Account Code) has to be valid.

This data element is also used to identify if the funds were part of the American Recovery and Reinvestment Act. If you do not know your Treasury Account Symbol (TAS) please contact your budget\finance office.

**Note:** If you are trying to update the "Initiative" or "Treasury Account Symbol" fields through Business Services using the 'update' or 'correct' request; send all the values for each of the following within 'listOfTreasuryAccounts' XML tag:  
"Treasury Account Symbol Agency Identifier", "Main Account Code", "Sub Account Code", and "Initiative".

## 4.2 DATES AND AMOUNTS SECTION

Figure 17. Dates

| Dates                                        |  | Amounts                                            |        |
|----------------------------------------------|--|----------------------------------------------------|--------|
| Date Signed (mm/dd/yyyy) *                   |  | Action Obligation:                                 | \$0.00 |
| Effective Date (mm/dd/yyyy) *                |  | Base And Exercised Options Value:                  | \$0.00 |
| Completion Date (mm/dd/yyyy) *               |  | Base and All Options Value (Total Contract Value): | \$0.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) * |  | Fee Paid for Use of IDV:                           | \$0.00 |

Dates are to be entered in the mm/dd/yyyy format. For example, 12/19/2008.

### 4.2.1 DATE SIGNED (Data Dictionary Element 2A)

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. The date signed is when a mutually binding agreement is reached as specified below:

- For funded actions, the date signed is the date funds were obligated.
- For awards that will be funded at a future date, the award date is the date signed by the contracting officer.
- For basic agreements or IDVs, for which there is no funding on the basic document, the award date is the date mutually agreed upon by the contracting officer and the contractors.

**NOTE:** All FPDS-NG standard reports, unless otherwise stated in the report criteria, will use the Date Signed. See Data Dictionary Element 2A Use Case for appropriate data entry requirements.

### 4.2.2 EFFECTIVE DATE (Data Dictionary Element 2B)

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. This is the date that the Period of Performance starts. This can be the same date as the Date Signed or later. The effective date CAN be earlier than the date signed. Apply agency rules regarding Effective Date and Date Signed. See Data Dictionary Element 2B Use Case for appropriate data entry requirements.

### 4.2.3 SOLICITATION DATE (Data Dictionary Element 2H)

This data element is optional for all Awards and Propagates to the Modifications. The data element is Not Applicable on all IDVs, except for an IDC. It is Optional on an IDC and propagates to the Modifications. This requirement is for DoD only. The “Solicitation Date” is the date that the solicitation was issued. For additional data entry requirements see Data Dictionary Element 2H.

### 4.2.4 COMPLETION DATE (Data Dictionary Element 2C)

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. This field is defined as the end of the base contract plus any exercised options. Completion Date must be less than or equal to Estimated Ultimate Completion Date. See Data Dictionary Element 2C Use Case for appropriate data entry requirements.

### 4.2.5 ESTIMATED ULTIMATE COMPLETION DATE (Data Dictionary Element 2D)

The data element is required for all Awards and Modifications for both Civilian Agencies and DoD. This field represents the estimated or scheduled

completion date, including the base contract or order and all options (if any) whether the options have been exercised or not. For delivery orders, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle. See Data Dictionary Element 2D Use Case for appropriate data entry requirements.

#### 4.2.6 ACTION OBLIGATION (Data Dictionary Element 3C)

This data is required for all Awards and Modifications. Enter the net amount of funds (in dollars and cents) obligated or deobligated by this transaction. If the net amount is zero, enter zero. If the net amount is a deobligation, enter a minus sign at the beginning of the amount. See Data Dictionary Element 3C Use Case for appropriate data entry requirements.

#### 4.2.7 BASE AND EXERCISED OPTIONS VALUE (Data Dictionary Element 3B)

This data element required on all Awards and Modification. Enter the contract value for the base contract and any options/modifications that have been exercised. See Data Dictionary Element 3B Use Case for appropriate data entry requirements.

#### 4.2.8 BASE AND ALL OPTIONS VALUE (TOTAL CONTRACT VALUE) (Data Dictionary Element 3A)

This data element is required for all Awards and Modifications. Enter the mutually agreed upon total contract or order value including all options (if any). For modifications, this is the change (positive or negative, if any) in the mutually agreed upon total contract value. See Data Dictionary Element 3A Use Case for appropriate data entry requirements.

### 4.3 REPORTING DOLLAR AMOUNTS IN FPDS-NG

The FAR states you must report modifications to actions that change previously reported contract action report data, regardless of dollar value. When zero dollar Modifications are reported, the system automatically defaults to \$0.00.

The following examples are scenarios for completing the dollar fields in FPDS- NG. Please note that the dollars in the Action Obligation, Base and Exercised Option Value and Base and All Options Value (Total Contract Value) are calculated in the order in which they are entered into the system. The total values will reflect the latest modification by the date that the award was finalized or corrected.

#### 4.3.1 EXAMPLE 1: ADDING A \$50,000 PURCHASE ORDER

In **Figure 18**, the user is reporting a purchase order for \$50,000 in FPDS-NG.

**Figure 18. Adding a \$50,000 Purchase Order**

| Document Information                        |                   |                                                    |                 |            |
|---------------------------------------------|-------------------|----------------------------------------------------|-----------------|------------|
| Award ID:                                   | Agency            | Procurement Identifier                             | Modification No | Trans No   |
| Referenced IDV ID:                          | 4732              | GS00TEST911111                                     | 0               | 0          |
| Reason For Modification:                    |                   |                                                    |                 |            |
| Solicitation ID:                            |                   |                                                    |                 |            |
| Treasury Account Symbol:                    | Agency Identifier | Main Account                                       | Sub Account     | Initiative |
|                                             | 47                | 4534                                               | 001             | Select One |
| Dates                                       |                   | Amounts                                            |                 |            |
| Date Signed (mm/dd/yyyy):                   | 01/01/2015        | Action Obligation:                                 | \$50,000.00     |            |
| Effective Date (mm/dd/yyyy):                | 01/01/2015        | Base And Exercised Options Value:                  | \$50,000.00     |            |
| Completion Date (mm/dd/yyyy):               | 01/30/2018        | Base and All Options Value (Total Contract Value): | \$50,000.00     |            |
| Est. Ultimate Completion Date (mm/dd/yyyy): | 01/30/2018        | Fee Paid for Use of IDV:                           | \$0.00          |            |

Action Obligation

Input \$50,000.00

Base and Exercised Options Value    Input \$50,000.00  
 Base and All Options Value (Total    Input \$50,000.00  
 Contract Value)

#### 4.3.2 EXAMPLE 2: REPORTING A \$5,000 MODIFICATION

In this example, the user is reporting a \$5,000 modification to the original \$50,000 purchase order in FPDS-NG. **Figure 19** shows an obligation of \$5,000.00 entered in the Current column. The Total column will continue to reflect the previous amount until Save Draft is selected.

**Figure 19. \$5,000 Modification**

Action Obligation                      Input \$5,000.00  
 Base and Exercised Options Value    Input \$5,000.00  
 Base and All Options Value (Total    Input \$5,000.00  
 Contract Value)

When the document is saved, validated and approved, the final screen shown in **Figure 20** will reflect the new total of \$55,000.

**Figure 20. Final Total**

| Dates                                        |            | Amounts                                            |            |             |
|----------------------------------------------|------------|----------------------------------------------------|------------|-------------|
|                                              |            |                                                    | Current    | Total       |
| Date Signed (mm/dd/yyyy) :                   | 01/03/2015 | Action Obligation:                                 | \$5,000.00 | \$55,000.00 |
| Effective Date (mm/dd/yyyy) :                | 01/03/2015 | Base And Exercised Options Value:                  | \$5,000.00 | \$55,000.00 |
| Completion Date (mm/dd/yyyy) :               | 09/12/2017 | Base and All Options Value (Total Contract Value): | \$5,000.00 | \$55,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 09/12/2017 |                                                    |            |             |
|                                              |            | Fee Paid for Use of IDV:                           | \$0.00     |             |

#### 4.3.3 EXAMPLE 3: NEW \$10,000 CONTRACT

This example shows a new contract for \$10,000 with four one-year options at \$12,500 each year. The initial award is a \$10,000 obligation.

The **Base and Exercised Options Value** also shows \$10,000, while the **Base and All Options Value (Total Contract Value)** shows the total of \$60,000.

**Figure 21. \$10,000 Contract**

| Dates                                        |            | Amounts                                              |             |
|----------------------------------------------|------------|------------------------------------------------------|-------------|
| Date Signed (mm/dd/yyyy) *                   | 01/01/2015 | Action Obligation: *                                 | \$10,000.00 |
| Effective Date (mm/dd/yyyy) *                | 01/01/2015 | Base And Exercised Options Value: *                  | \$10,000.00 |
| Completion Date (mm/dd/yyyy) *               | 01/30/2018 | Base and All Options Value (Total Contract Value): * | \$60,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) * | 01/30/2018 | Fee Paid for Use of IDV:                             | \$0.00      |

Action Obligation                      Input \$10,000.00  
 Base and Exercised Options Value    Input \$10,000.00  
 Base and All Options Value (Total    Input \$60,000.00  
 Contract Value)

#### 4.3.4 EXAMPLE 4: EXISTING CONTRACT FOR \$200,000

**Figure 22** shows an existing contract awarded for \$200,000 with Base and All Options Value (Total Contract Value) totaling \$425,000.

Figure 22. Existing Contract for \$200,000

| Dates                                        |            | Amounts                                            |                                               |
|----------------------------------------------|------------|----------------------------------------------------|-----------------------------------------------|
| Date Signed (mm/dd/yyyy) :                   | 01/01/2015 | Action Obligation:                                 | \$200,000.00                                  |
| Effective Date (mm/dd/yyyy) :                | 01/01/2015 | Base And Exercised Options Value:                  | \$200,000.00                                  |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | \$425,000.00                                  |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 01/30/2018 | Fee Paid for Use of IDV:                           | \$0.00                                        |
| Purchaser Information                        |            |                                                    |                                               |
| Contracting Office Agency ID:                | 4732       | Contracting Office Agency Name:                    | FEDERAL ACQUISITION SERVICE                   |
| Contracting Office ID:                       | AH000      | Contracting Office Name:                           | GSA/FAS ITS STRATEGIC SOLUTIONS CONTRACT OPEF |

#### 4.3.5 EXAMPLE 5: CREATING A MODIFICATION TO EXERCISE AN OPTION YEAR

Figure 23 shows an example of creating a Modification to Exercise an Option Year in the amount of \$150,000.

Figure 23. Option for 150,000

| Dates                                        |  | Amounts                  |              |              |
|----------------------------------------------|--|--------------------------|--------------|--------------|
| Date Signed (mm/dd/yyyy) :                   |  | Previous                 | Current      | Total        |
| Effective Date (mm/dd/yyyy) :                |  | \$200,000.00             | \$150,000.00 | \$350,000.00 |
| Completion Date (mm/dd/yyyy) :               |  | \$200,000.00             | \$150,000.00 | \$350,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : |  | \$425,000.00             | \$0.00       | \$425,000.00 |
|                                              |  | Fee Paid for Use of IDV: |              |              |
|                                              |  | \$0.00                   |              |              |

When the document is saved, validated and approved, the final screen shown in Figure 24 will reflect the new total obligation and current value of \$425,000.

Figure 24. Validated and Approved for \$150,000

| Dates                                        |            | Amounts                  |              |  |
|----------------------------------------------|------------|--------------------------|--------------|--|
| Date Signed (mm/dd/yyyy) :                   | 05/01/2015 | Current                  | Total        |  |
| Effective Date (mm/dd/yyyy) :                | 05/01/2015 | \$150,000.00             | \$350,000.00 |  |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | \$150,000.00             | \$350,000.00 |  |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 01/30/2018 | \$0.00                   | \$425,000.00 |  |
|                                              |            | Fee Paid for Use of IDV: |              |  |
|                                              |            | \$0.00                   |              |  |

Action Obligation Input \$150,000.00  
 Base and Exercised Options Value Input \$150,000.00  
 Base and All Options Value (Total Contract Value) Input \$0.00

#### 4.3.6 EXAMPLE 6: ISSUING MODIFICATIONS FOR \$225,000/\$25,000

Figure 25 shows a contract awarded for \$500,000.

Figure 25. New Contract with \$500,000 in Obligations

| Dates                                        |            | Amounts                                            |              |
|----------------------------------------------|------------|----------------------------------------------------|--------------|
| Date Signed (mm/dd/yyyy) :                   | 05/01/2015 | Action Obligation:                                 | \$500,000.00 |
| Effective Date (mm/dd/yyyy) :                | 05/01/2015 | Base And Exercised Options Value:                  | \$500,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | \$500,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 01/30/2018 | Fee Paid for Use of IDV:                           | \$0.00       |

Action Obligation Input \$500,000.00  
 Base and Exercised Options Value Input \$500,000.00  
 Base and All Options Value (Total Contract Value) Input \$500,000.00

Figure 26 shows the user issuing a modification in the amount of \$225,000.

**Figure 26. Modification for \$225,000**

| Dates                                        |            | Amounts                                             |              |              |
|----------------------------------------------|------------|-----------------------------------------------------|--------------|--------------|
|                                              |            | Previous                                            | Current      | Total        |
| Date Signed (mm/dd/yyyy) :                   | 05/15/2015 |                                                     |              |              |
| Effective Date (mm/dd/yyyy) :                | 05/15/2015 | Action Obligation:*                                 | \$500,000.00 | \$225,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base And Exercised Options Value:*                  | \$500,000.00 | \$225,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 02/05/2018 | Base and All Options Value (Total Contract Value):* | \$500,000.00 | \$225,000.00 |
|                                              |            | Fee Paid for Use of IDV:                            | \$0.00       |              |

After creating the modification for \$225,000 the user has validated and approved the modification in Figure 27.

**Figure 27. Validate and Approve for \$225,000**

| Dates                                        |            | Amounts                                            |              |              |
|----------------------------------------------|------------|----------------------------------------------------|--------------|--------------|
|                                              |            |                                                    | Current      | Total        |
| Date Signed (mm/dd/yyyy) :                   | 05/15/2015 | Action Obligation:                                 | \$225,000.00 | \$725,000.00 |
| Effective Date (mm/dd/yyyy) :                | 05/15/2015 | Base And Exercised Options Value:                  | \$225,000.00 | \$725,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | \$225,000.00 | \$725,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 02/05/2018 | Fee Paid for Use of IDV:                           | \$0.00       |              |

An additional modification for \$25,000 is added to the existing total obligated value of \$725,000 for a new total of \$750,000 in Figure 28.

**Figure 28. Modification for an Additional \$25,000**

| Dates                                        |            | Amounts                                             |              |             |
|----------------------------------------------|------------|-----------------------------------------------------|--------------|-------------|
|                                              |            | Previous                                            | Current      | Total       |
| Date Signed (mm/dd/yyyy) :                   | 5/20/2015  |                                                     |              |             |
| Effective Date (mm/dd/yyyy) :                | 5/20/2015  | Action Obligation:*                                 | \$725,000.00 | \$25,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base And Exercised Options Value:*                  | \$725,000.00 | \$25,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 01/30/2018 | Base and All Options Value (Total Contract Value):* | \$725,000.00 | \$25,000.00 |
|                                              |            | Fee Paid for Use of IDV:                            | \$0.00       |             |

After creating the modification for \$25,000 the user has validated and approved the modification in Figure 29.

**Figure 29. Validated and Approved for \$25,000**

| Dates                                        |            | Amounts                                            |             |              |
|----------------------------------------------|------------|----------------------------------------------------|-------------|--------------|
|                                              |            |                                                    | Current     | Total        |
| Date Signed (mm/dd/yyyy) :                   | 05/20/2015 | Action Obligation:                                 | \$25,000.00 | \$750,000.00 |
| Effective Date (mm/dd/yyyy) :                | 05/20/2015 | Base And Exercised Options Value:                  | \$25,000.00 | \$750,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | \$25,000.00 | \$750,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 01/30/2018 | Fee Paid for Use of IDV:                           | \$0.00      |              |

#### 4.3.7 EXAMPLE 7: MODIFICATION DEOBLIGATING \$5,000

Figure 30 shows a delivery order for \$50,000.

Figure 30. Delivery Order for \$50,000

| Document Information     |                   |                        |                 |            |
|--------------------------|-------------------|------------------------|-----------------|------------|
|                          | Agency            | Procurement Identifier | Modification No | Trans No   |
| Award ID:                | 4732              | GSTEST909              | 0               | 0          |
| Referenced IDV ID:       | 4732              | GS00TEST07             | 0               |            |
| Reason For Modification: |                   |                        |                 |            |
| Solicitation ID:         |                   |                        |                 |            |
| Treasury Account Symbol: | 47                | 4534                   | 001             | Initiative |
|                          | Agency Identifier | Main Account           | Sub Account     | Select One |

| Dates                                        |            | Amounts                                            |             |
|----------------------------------------------|------------|----------------------------------------------------|-------------|
| Date Signed (mm/dd/yyyy) :                   | 02/02/2017 | Action Obligation:                                 | \$50,000.00 |
| Effective Date (mm/dd/yyyy) :                | 02/02/2017 | Base And Exercised Options Value:                  | \$50,000.00 |
| Completion Date (mm/dd/yyyy) :               | 02/05/2018 | Base and All Options Value (Total Contract Value): | \$50,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 02/05/2018 | Fee Paid for Use of IDV:                           | \$0.00      |

Figure 31 shows the Modification deobligating \$5,000.00.

Figure 31. Modification Deobligating \$5,000

| Dates                                        |            | Amounts                                              |             |             |             |
|----------------------------------------------|------------|------------------------------------------------------|-------------|-------------|-------------|
|                                              |            |                                                      | Previous    | Current     | Total       |
| Date Signed (mm/dd/yyyy) :                   | 02/03/2017 | Action Obligation: *                                 | \$50,000.00 | \$-5,000.00 | \$50,000.00 |
| Effective Date (mm/dd/yyyy) :                | 02/03/2017 | Base And Exercised Options Value: *                  | \$50,000.00 | \$-5,000.00 | \$50,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): * | \$50,000.00 | \$-5,000.00 | \$50,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 02/05/2018 | Fee Paid for Use of IDV:                             | \$0.00      |             |             |

Figure 32 shows the results of a \$5,000.00 deobligation in the delivery order amount.

Figure 32. Validated and Approved Deobligation for \$5,000

| Dates                                        |            | Amounts                                            |             |             |
|----------------------------------------------|------------|----------------------------------------------------|-------------|-------------|
|                                              |            |                                                    | Current     | Total       |
| Date Signed (mm/dd/yyyy) :                   | 02/03/2017 | Action Obligation:                                 | -\$5,000.00 | \$45,000.00 |
| Effective Date (mm/dd/yyyy) :                | 02/03/2017 | Base And Exercised Options Value:                  | -\$5,000.00 | \$45,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | -\$5,000.00 | \$45,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 02/05/2018 |                                                    |             |             |

#### 4.3.8 EXAMPLE 8: INCREMENTAL FUNDING

Figure 33 through Figure 37 are examples of Incremental Funding. The contract is for one year, and the Base and All Options Value (Total Contract Value) is \$500,000.

The initial obligation is \$200,000 with incremental funding of \$100,000.

Figure 33. Incremental Funding

| Dates                                        |            | Amounts                                            |              |
|----------------------------------------------|------------|----------------------------------------------------|--------------|
|                                              |            |                                                    |              |
| Date Signed (mm/dd/yyyy) :                   | 05/01/2016 | Action Obligation:                                 | \$200,000.00 |
| Effective Date (mm/dd/yyyy) :                | 05/01/2016 | Base And Exercised Options Value:                  | \$500,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | \$500,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 01/30/2018 | Fee Paid for Use of IDV:                           | \$0.00       |

Figure 34 shows the first incremental obligation of \$100,000 after initial award obligation.

Figure 34. Incremental Funding for \$100,000

| Dates                          |            | Amounts                                              |                          |                         |                       |
|--------------------------------|------------|------------------------------------------------------|--------------------------|-------------------------|-----------------------|
| Date Signed (mm/dd/yyyy) *     | 02/01/2017 | Action Obligation: *                                 | Previous<br>\$200,000.00 | Current<br>\$100,000.00 | Total<br>\$200,000.00 |
| Effective Date (mm/dd/yyyy) *  | 02/01/2017 | Base And Exercised Options Value: *                  | \$500,000.00             | \$0.00                  | \$500,000.00          |
| Completion Date (mm/dd/yyyy) * | 01/30/2018 | Base and All Options Value (Total Contract Value): * | \$500,000.00             | \$0.00                  | \$500,000.00          |
| Est. Ultimate Completion Date  | 02/05/2018 | Fee Paid for Use of IDV:                             | \$0.00                   |                         |                       |

Figure 35 shows the validated and approved initial incremental funding obligation of \$100,000.

Figure 35. Validated and Approved for \$100,000

| Dates                                        |            | Amounts                           |              |              |
|----------------------------------------------|------------|-----------------------------------|--------------|--------------|
| Date Signed (mm/dd/yyyy) :                   |            |                                   | Current      | Total        |
| 09/01/2005                                   |            | Action Obligation:                | \$100,000.00 | \$300,000.00 |
| Effective Date (mm/dd/yyyy) :                | 09/01/2005 | Base And Exercised Options Value: | \$0.00       | \$500,000.00 |
| Completion Date (mm/dd/yyyy) :               | 06/30/2006 | Base And All Options Value:       | \$0.00       | \$500,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 06/30/2008 | Fee Paid for Use of IDV:          | \$0.00       |              |

Figure 36. Incremental Funding of Mod #2

| Dates                                        |            | Amounts                                            |              |              |
|----------------------------------------------|------------|----------------------------------------------------|--------------|--------------|
| Date Signed (mm/dd/yyyy) :                   |            |                                                    | Current      | Total        |
| 06/29/2016                                   |            | Action Obligation:                                 | \$100,000.00 | \$400,000.00 |
| Effective Date (mm/dd/yyyy) :                | 06/29/2016 | Base And Exercised Options Value:                  | \$0.00       | \$500,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | \$0.00       | \$500,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 02/05/2018 |                                                    |              |              |

Figure 37 shows the final \$100,000 incremental funding obligation against the contract.

Figure 37. Final Obligation for \$100,000

| Dates                                        |            | Amounts                                            |              |              |
|----------------------------------------------|------------|----------------------------------------------------|--------------|--------------|
| Date Signed (mm/dd/yyyy) :                   |            |                                                    | Current      | Total        |
| 02/02/2017                                   |            | Action Obligation:                                 | \$100,000.00 | \$500,000.00 |
| Effective Date (mm/dd/yyyy) :                | 02/02/2017 | Base And Exercised Options Value:                  | \$0.00       | \$500,000.00 |
| Completion Date (mm/dd/yyyy) :               | 01/30/2018 | Base and All Options Value (Total Contract Value): | \$0.00       | \$500,000.00 |
| Est. Ultimate Completion Date (mm/dd/yyyy) : | 02/05/2018 |                                                    |              |              |

#### 4.4 FEE PAID FOR USE OF IDV (Data Dictionary Element 5J)

This data element is required on Delivery/Task Orders for both Civilian Agencies and DoD. It is also required for BPA Calls and Not Applicable for a DCA and a PO. The agency placing the order will enter the dollar value of the fee charged for this action. See Data Dictionary Element 5J Use Case for appropriate data entry requirements.

Figure 38. Fee Paid Screen

|                          |        |
|--------------------------|--------|
| Fee Paid for Use of IDV: | \$0.00 |
|--------------------------|--------|

## 4.5 PURCHASER INFORMATION

Figure 39. Purchaser Information

| Purchaser Information                      |                                                                          |
|--------------------------------------------|--------------------------------------------------------------------------|
| Contracting Office Agency ID: <sup>*</sup> | 4700 ... Contracting Office Agency Name: GENERAL SERVICES ADMINISTRATION |
| Contracting Office ID: <sup>*</sup>        | ... Contracting Office Name:                                             |
| Funding Agency ID: <sup>*</sup>            | ... Funding Agency Name:                                                 |
| Funding Office ID: <sup>*</sup>            | ... Funding Office Name:                                                 |
| Foreign Funding: <sup>*</sup>              | Select One                                                               |

### 4.5.1 CONTRACTING OFFICE AGENCY ID (Data Dictionary Element 4A)

FPDS-NG automatically populates this field based on the user's profile. This code cannot be changed when the document is in final status unless you issue a modification to specifically transfer responsibility to another office. See Data Dictionary Element 4A Use Case for appropriate data entry requirements.

### 4.5.2 CONTRACTING OFFICE AGENCY NAME

This data element is required for all Awards for both Civilian Agencies and DoD. FPDS-NG automatically populates this field based on the name associated with the Contracting Office Agency ID.

### 4.5.3 CONTRACTING OFFICE ID (Data Dictionary Element 4B)

This data element is required for all Awards, IDVs and Modifications for both Civilian Agencies and DoD. This field may be pre-populated based upon your user profile. If not, enter the Contracting Office code that identifies your contracting office. Your agency system administrator or a designated individual maintains the list of valid contracting offices.

### 4.5.4 CONTRACTING OFFICE NAME

FPDS-NG automatically populates this field based on the name associated with the Contracting Office ID from the list maintained within FPDS-NG by the agency.

### 4.5.5 FUNDING AGENCY ID (Data Dictionary Element 4C)

This data element is required for all actions for both Civilian Agencies and DoD. Enter the code on each action which identifies the agency that provided the obligated funds. It is not required for a Change or Delete for both Civilian Agencies and DoD. See Data Dictionary Element 4C Use Case for appropriate data entry requirements.

### 4.5.6 FUNDING AGENCY NAME

FPDS-NG automatically populates the agency name based on the agency code entered in the Funding Agency ID.

#### 4.5.7 FUNDING OFFICE ID (Data Dictionary Element 4D)

This data element is required for all Civilian Agencies and DoD Awards and Modifications. Do not enter a code unless it is a valid funding office code in the FPDS-NG Contracting Office/Funding Office Lookup Table for the agency. If

Program/Funding Agency is DoD, the Program/Funding Office Code must be a DoD Activity Address Code (DoDAAC) that aligns to the code provided in the Funding Agency ID. The Program/Funding Office Code is NOT the payment office (such as DFAS), it is the requiring organization providing the preponderance of funding for the contract action. If another agency provided the funds for the award, their four digit agency code should be entered in this field. This field is important because the Small Business Goaling Report is based on Funding Agency. See Data Dictionary Element 4D Use Case for appropriate data entry requirements.

#### 4.5.8 FUNDING OFFICE NAME

FPDS-NG automatically populates the office name based on the funding/contracting office code entered in the Funding Office ID.

#### 4.5.9 FOREIGN FUNDING (Data Dictionary Element 4F)

This data element is required for all Awards, Modifications and Changes and is not required for Delete, for both Civilian Agencies and DoD. This field indicates if the contract action was funded by a foreign entity. Select the appropriate entry from the following drop down list. See Data Dictionary Element 4F Use Case for appropriate data entry requirements.

Definitions for the entries are as follows:

| Code | Short Description     | Long Description                                                                                                                                       |
|------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Foreign Funds FMS     | Report this code if a foreign government or international organization bears some of the cost of the acquisition through Foreign Military Sales.       |
| B    | Foreign Funds non-FMS | Report this code if a foreign government or international organizations bears some cost of the acquisition by means other than Foreign Military Sales. |
| X    | Not Applicable        | Report this code if a foreign government or international organization does not bear any of the cost of the acquisition.                               |

#### 4.6 CONTRACTOR INFORMATION

Figure 40. Contractor Information

| Contractor Information |                         |                                                                   |                        |
|------------------------|-------------------------|-------------------------------------------------------------------|------------------------|
| SAM Exception:         |                         | PLEASE SELECT SAM EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON |                        |
| DUNS No.*              | 783266950               | Street:                                                           | 2455 PACES FERRY RD SE |
| Vendor Name:           | HOME DEPOT U.S.A., INC. | Street2:                                                          |                        |
| DBAN:                  |                         | City:                                                             | ATLANTA                |
| Cage Code:             | 1MX07                   | State:                                                            | GA Zip: 303391834      |
|                        |                         | Country:                                                          |                        |
|                        |                         | Phone:                                                            | (770) 384-3772         |
|                        |                         | Fax No:                                                           | (866) 589-0691         |
|                        |                         | Congressional District:                                           | GEORGIA 11             |

#### 4.6.1 SYSTEM FOR AWARD MANAGEMENT (SAM) EXCEPTION (Data Dictionary Element 9J)

All vendors must have a DUNS® NUMBER. All vendors are required to register in the SAM database unless one of the exceptions applies. These exceptions are outlined in FAR 4.1102 (a) (1) - (6). If a SAM Exception is selected for the award, choose one of the following from the drop down menu:

- Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain SAM registration.
- Classified Contracts (FAR 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security.
- Contracting Officers deployed in the course of military operations, including but not limited to contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7).
- Contracting Officers conducting emergency operations, such as: responses to natural or environmental disasters, and national or civil emergencies. For example, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42.U.S.C. 5121).
- Contracts to support unusual or compelling needs (see FAR 6.302-2).
- Government-wide Commercial Purchase Card used as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
- Micro-purchases that do not use the EFT method for payment and are not required to be reported (see FAR 4.6).

The data is populated from the parent contract for Delivery/Task orders and BPA Calls.

**NOTE:** Even if an exception is authorized, you must enter a DUNS® NUMBER. If you choose an exception, the vendor information fields open for manual data entry. Therefore, in addition to completing the name, address, and DUNS® NUMBER information, You must check all of the appropriate Business Type, Socioeconomic, Line of Business, Relationship with Federal Government, Other Government Entities, Organization Factors, Educational Entities, and Certification fields which will appear on the screen once an exception is selected. **If the vendor DUNS® NUMBER is in the SAM, whether generic or actual, the system will not allow an exception. An error message will appear upon saving the document.**

See Data Dictionary Element 9J Use Case for appropriate data entry requirements.

#### 4.7 DUNS® NUMBER. (Data Dictionary Element 9A)

This data element is required for Awards and IDVs for both Civilian Agencies and DoD. The data is populated from the parent contract for Delivery/Task Orders and BPA Calls. It is not required on Modifications for either Civilian Agencies or DoD. The DUNS® NUMBER is a 9 digit code issued to an individual or business by Dun & Bradstreet. The contractor must be registered in the System for Award Management (SAM) database.

**NOTE:** You must have a DUNS® NUMBER or you cannot complete a contract action report in FPDS-NG. See Data Dictionary Element 9A Use Case for appropriate data entry requirements. Report the DUNS number for the contractor location that received the award.

**NOTE:** The contractor registration in SAM must be complete, including Core, Assertions, Representations and Certifications, and Points of Contact sections. The “Purpose of Registration” must include “All Awards” (code Z2 or Z5).

There are two types of DUNS® NUMBER, Individual or Vendor, and Generic DUNS® Numbers.

- Individual or Vendor DUNS® NUMBER - The vendor obtains a DUNS® NUMBER through Dun and Bradstreet and enters it into SAM. FPDS-NG uses the DUNS Number provided by the user reporting the contract action report to access the vendor information registered in SAM.
- Generic DUNS® NUMBER - The government has established a small subset of ‘Generic’ DUNS numbers registered with Dun & Bradstreet and SAM, which may be used in limited circumstances according to your agency procedures. Contact your agency system administrator regarding questions on your agency’s use of generic DUNS. When you use a generic DUNS number, FPDS-NG will populate the vendor name and address related to that generic DUNS number registered in SAM. The use of generic DUNS numbers obscures the identification of the actual contractor, and should therefore be used sparingly so as not to limit transparency to the public.

The following information is automatically populated from SAM unless a SAM exception is used.

- VENDOR NAME
- DBAN (DOING BUSINESS AS NAME)
- CAGE Code (Commercial and Government Entity)
- STREET
- STREET 2
- CITY
- STATE
- ZIP CODE
- COUNTRY
- PHONE
- FAX No
- CONGRESSIONAL DISTRICT

##### 4.7.1 CAGE Code ((Data Dictionary Element 9L)

The CAGE Code is pulled from SAM based on DUNS selected on the action.

#### 4.7.2 BUSINESS CATEGORY - Obtained from SAM and cannot be changed by user.

Figure 41. Business Category

| Business Category        |     | Hide Details            |
|--------------------------|-----|-------------------------|
| Organization Type        |     | Vendor is not selected. |
| Number of Employees      | 0   |                         |
| State of Incorporation   |     |                         |
| Country of Incorporation |     |                         |
| Annual Revenue           | \$0 |                         |

The FPDS-NG vendor file receives the information in this section from the System for Award Management (SAM). FPDS-NG receives a file nightly from SAM to update its internal vendor file. FPDS-NG only opens these fields for the user input when a SAM Exception is selected. Use the On-Line Representations and Certifications (ORCA) <https://www.sam.gov> to get the socio-economic information needed for the vendor in the case of a SAM Exception.

The information below is also populated from SAM. If you click on the Show Details button you can see all of the information available in each of the following categories:

- BUSINESS TYPES
- SOCIOECONOMIC DATA
- LINE OF BUSINESS
- RELATIONSHIP WITH FEDERAL GOVERNMENT
- OTHER GOVERNMENT ENTITIES
- ORGANIZATION FACTORS
- EDUCATIONAL ENTITIES
- CERTIFICATIONS

#### 4.8 CONTRACT DATA

Figure 42. Contract Data

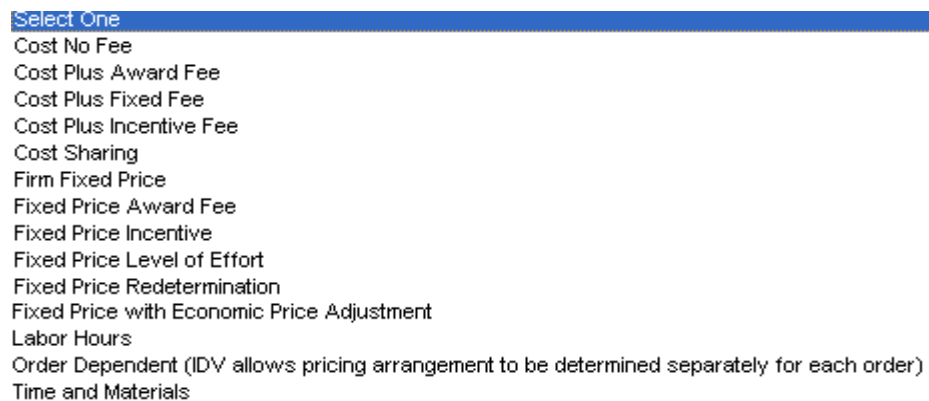
| Contract Data                                                         |            |
|-----------------------------------------------------------------------|------------|
| Type of Contract: *                                                   | Select One |
| Inherently Governmental Functions:                                    | Select One |
| Multiyear Contract:                                                   | Select One |
| Major Program:                                                        |            |
| National Interest Action: *                                           | Select One |
| Cost Or Pricing Data:                                                 | Select One |
| Purchase Card Used As Payment Method: *                               | Select One |
| Uninitialized Action: *                                               | Select One |
| Performance Based Service Acquisition: *                              | Select One |
| * FY 2004 and prior; 80% or more specified as performance requirement |            |
| * FY 2005 and later; 50% or more specified as performance requirement |            |
| Contingency Humanitarian Peacekeeping Operation: *                    | Select One |
| Contract Financing:                                                   | Select One |
| Cost Accounting Standards Clause:                                     | Select One |
| Consolidated Contract: *                                              | Select One |
| Number Of Actions:                                                    | 1          |

##### 4.8.1 TYPE OF CONTRACT (Data Dictionary Element 6A)

This data element is required for all Awards. The value will populate for a Modification. This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the

type with greater contract value, or, for agencies that report multiple actions, follow agency instructions. Select the appropriate value from the drop down menu. See Data Dictionary Element 6A Use Case for appropriate data entry requirements.

Values are listed below:



A screenshot of a dropdown menu with a blue header labeled "Select One". The menu lists the following options: Cost No Fee, Cost Plus Award Fee, Cost Plus Fixed Fee, Cost Plus Incentive Fee, Cost Sharing, Firm Fixed Price, Fixed Price Award Fee, Fixed Price Incentive, Fixed Price Level of Effort, Fixed Price Redetermination, Fixed Price with Economic Price Adjustment, Labor Hours, Order Dependent (IDV allows pricing arrangement to be determined separately for each order), and Time and Materials.

- Select One
- Cost No Fee
- Cost Plus Award Fee
- Cost Plus Fixed Fee
- Cost Plus Incentive Fee
- Cost Sharing
- Firm Fixed Price
- Fixed Price Award Fee
- Fixed Price Incentive
- Fixed Price Level of Effort
- Fixed Price Redetermination
- Fixed Price with Economic Price Adjustment
- Labor Hours
- Order Dependent (IDV allows pricing arrangement to be determined separately for each order)
- Time and Materials

The value Combination (Applies to Awards where two or more of the above apply) cannot be selected on documents with a date signed of October 1, 2009 and later and the value Other (Applies to Awards where none of the above apply) cannot be selected on documents with a date signed of October 1, 2008 and later.

#### **4.8.2 UNDEFINITIZED ACTION UNDEFINITIZED ACTION (DATA DICTIONARY ELEMENT 6B)**

This element is required on all documents and modifications except for an FSS and GWAC.

#### **4.8.3 MULTI-YEAR CONTRACT (Data Dictionary Element 6C)**

This data element is required for a DCA and is Not Applicable on a Modification. For both Civilian Agencies and DoD. Multi-Year contracts are issued under specific Congressional multi-year authority for specific programs. The key distinguishing difference between multiple year contracts and multi-year contracts is that multi-year contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for each program year. They normally include a cancellation ceiling, i.e., the maximum amount the Government will pay for termination if the remaining funding is not appropriated. (FAR 17.103). Select No if the transaction is not a multi-year contract. See Data Dictionary Element 6C Use Case for appropriate data entry requirements.

#### **4.8.4 MAJOR PROGRAM (Data Dictionary Element 6G)**

This data element is Not Applicable on a Modification and it populates on a Part 8 and Part 13 BPA Call. It is optional for all other award types for both Civilian Agencies and DoD. This is the agency determined code for a major program within the agency. For an Indefinite Delivery Vehicle, this may be the name of a GWAC (such as, ITOPS or COMMITS). See Data Dictionary Element 6G Use Case for appropriate data entry requirements.

#### 4.8.5 NATIONAL INTEREST ACTION (Data Dictionary Element 6R)

This data element is required for all Awards, IDVs and Modifications for both Civilian Agencies and DoD. It identifies the awards made in response to national interest actions. The events included in this list are determined by the Department of Homeland Security in accordance with the Stafford Act. Select the appropriate entry from the drop down menu. See Data Dictionary Element 6R Use Case for appropriate data entry requirements.

| Code | Short Description                                    | Long Description                                                                                                                   |
|------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| NONE | None                                                 | None                                                                                                                               |
| H05K | Hurricane Katrina 2005                               | Hurricane Katrina 2005. This code is valid for actions signed 8/23/2005 through 8/13/2018.                                         |
| H05O | Hurricane Ophelia 2005                               | Hurricane Ophelia 2005. This code is valid for actions signed 9/6/2005 through 8/13/2018.                                          |
| H05R | Hurricane Rita 2005                                  | Hurricane Rita 2005. This code is valid for actions signed 9/17/2005 through 8/13/2018.                                            |
| H05W | Hurricane Wilma 2005                                 | Hurricane Wilma 2005. This code is valid for actions signed 10/17/2005 through 8/13/2018.                                          |
| H06C | Hurricane Chris 2006                                 | Hurricane Chris 2006. This code is valid for actions starting signed 8/1/2006 through 8/30/2006.                                   |
| H06E | Hurricane Ernesto 2006                               | Hurricane Ernesto 2006. This code is valid for actions signed 8/25/2006 through 8/13/2018.                                         |
| W081 | California Wild Fires 2008                           | California Wildfires 2008. This code is valid for actions signed 10/1/2007 through 5/11/2009                                       |
| F08I | Midwest Storms and Flooding 2008                     | Midwest Storms and Flooding 2008. This code is valid for actions signed 6/26/2008 through 5/11/2009.                               |
| H08G | Hurricane Gustav 2008                                | Hurricane Gustav 2008. This code is valid for actions signed 8/29/2008 through 8/13/2018.                                          |
| H08H | Hurricane Hanna 2008                                 | Hurricane Hanna 2008. This code is valid for actions signed starting 9/4/2008 through 1/31/2009.                                   |
| H08I | Hurricane Ike 2008                                   | Hurricane Ike 2008. This code is valid for actions signed 9/4/2008 through 8/13/2018.                                              |
| I09P | Inauguration 2009                                    | Inauguration Emergency Declaration 2009. This code is valid for actions signed 1/15/2009 through 1/24/2009.                        |
| T10S | American Samoa Earthquake, Tsunami and Flooding 2010 | American Samoa Earthquake, Tsunami and Flooding 2010. This code is valid for actions signed starting 9/30/2009 through 12/31/2009. |

|       |                                                                     |                                                                                                                                                   |
|-------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Q10H  | Haiti Earthquake 2010                                               | Haiti Earthquake 2010. This code is valid for actions signed 1/13/2010 through 1/15/2012.                                                         |
| H10E  | Hurricane Earl 2010                                                 | Hurricane Earl (EARL 2010). This code is valid for actions signed starting 9/03/2010 through 10/03/2010.                                          |
| O10G  | Gulf Oil Spill 0410                                                 | Gulf Oil Spill 0410. This code is valid for actions signed starting 4/25/2011 through 8/23/2013.                                                  |
| H11 I | Hurricane Irene 2011                                                | Hurricane Irene 2011. This code is valid for actions signed starting 8/22/2011 through 10/22/2012.                                                |
| Q11J  | Pacific Earthquake /Tsunami 2011.                                   | Pacific Earthquake /Tsunami 2011. This code is valid for actions signed starting 3/11/2011 through 9/12/2011.                                     |
| O12F  | Operation Enduring Freedom (OEF)                                    | Operation Enduring Freedom (OEF). This code is valid for actions signed starting 10/01/2011 through 12/31/2014.                                   |
| H12 I | Hurricane Isaac 2012                                                | Hurricane Isaac (ISAAC2012). This code is valid for actions signed starting 8/30/2012 through 12/28/2012.                                         |
| H13S  | Hurricane Sandy 2012                                                | Hurricane Sandy (SANDY2012). This code is valid for actions signed starting 10/28/2012 through 12/31/2017.                                        |
| T13O  | Oklahoma Tornado and Storm 2013                                     | Oklahoma Tornado and Storm 2013. This code is valid for actions signed starting 5/20/2013 through 11/19/2013.                                     |
| O14E  | Operation United Assistance (OUA) – Ebola Outbreak West Africa 2014 | Operation United Assistance (OUA) – Ebola Outbreak West Africa 2014. This code is valid for actions signed starting 9/15/2014 through 09/30/2016. |
| O14S  | Operations in Iraq and Syria 2014                                   | Operations in Iraq and Syria 2014. This code is valid for actions signed starting 9/14/2014 through 9/30/2019.                                    |
| O15F  | Operation Freedom’s Sentinel (OFS)                                  | Operation Freedom’s Sentinel (OFS) 2015. This code is valid for actions signed starting 1/1/2015 through 12/31/2019.                              |
| H17H  | Hurricane Harvey                                                    | Hurricane Harvey (Harvey2017 This code is valid for actions signed starting 8/28/2017 through 6/30/2018.                                          |
| H17I  | Hurricane Irma                                                      | Hurricane Irma (IRMA2017) This code is valid for actions signed starting 9/6/2017through 6/30/2018.                                               |
| H17M  | Hurricane Maria                                                     | Hurricane Maria (Maria2017). This code is valid for actions signed starting 8/28/017 through 12/15/2018.                                          |

#### 4.8.6 COST OR PRICING DATA (Data Dictionary Element 6J)

This data element is required on a DCA. It populates on a Delivery/Task Order against a single and multiple award IDC and a Modification. It is Optional on a Delivery/Task Order against a BOA, and a Part 8 and Part 13 BPA Call and is Not Applicable for a PO. Select from the drop-down list the code that indicates whether cost or pricing data was obtained and certified, not obtained or waived. (DFARS 253.204-70(c) (4) (xi)). See Data Dictionary Element 6J Use Case for appropriate data entry requirements.

#### 4.8.7 PURCHASE CARD AS PAYMENT METHOD (Data Dictionary Element 6N)

This data element is required for all Awards and Modifications. Select 'Yes' from the drop down menu if the method of payment under an award is the Purchase Card. Agencies may issue formal contract documents and make payment using the Purchase Card. If the Purchase Card was not used as a method of payment, select 'No'. An award made using the Purchase Card that is above the Micro-Purchase Threshold must have a contract vehicle and must mark this data element 'YES' because a purchase card used over the Micro-Purchase Threshold is being used as a payment method. See Data Dictionary Element 6N Use Case for appropriate data entry requirements.

#### 4.8.8 UNDEFINITIZED ACTION (Data Dictionary Element 6B)

This data element is required for all Awards and Modifications. Select the appropriate value from the drop down box. See Data Dictionary Element 6B Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

|   |                            |                                                                                                                                                                                                                                                                                             |
|---|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                            | this code for funding modifications to a letter contract, prior to definitization.                                                                                                                                                                                                          |
| B | Other Undefinitized Action | Report this code for unpriced POs, unpriced delivery/task orders, BPA calls, or unpriced contract modifications (except for funding mods reported as letter contracts). Also report this code for funding mods, prior to definitization, of actions reported as Other Undefinitized Action. |
| X | NO                         | Report this code if the action is neither a Letter Contract nor an Undefinitized Action.                                                                                                                                                                                                    |

#### 4.8.9 PERFORMANCE-BASED SERVICE ACQUISITION (Data Dictionary Element 6F)

This data element is required for all Awards and Populates on a Modification. The PBSA process:

- Describes the requirements in terms of results required rather than the methods of performance of the work.
- Uses measurable performance standards (e.g. terms of quality, timeliness, and quantity) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a)).
- 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 FAR 46.407).

- Includes performance incentives where appropriate. For FPDS-NG reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements. Select the correct value from the drop down box.

For FY 2004 and prior, this is a contract for services and 80% or more of the requirement specified as a performance requirement.

For FY 2005 and later, this is a contract for services and 50% or more of the requirement is specified as a performance requirement.

See Data Dictionary Element 6F Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                   | Long Description                                                                                                                                                                                                                           |
|------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y    | Yes-Service where PBA is used.      | Enter Yes for contract actions for services where: For FY2004 and prior - 80% of the requirement is performance based, as measured in dollars; for FY2005 and later - 50% of the requirement or performance based, as measured in dollars. |
| N    | No - Service where PBA is not used. | Enter No for contract actions for services where the above PBA standards are not meet.                                                                                                                                                     |
| X    | Not Applicable                      | Enter Not Applicable for contract actions where PBA does not apply.                                                                                                                                                                        |

#### 4.8.10 CONTINGENCY, HUMANITARIAN OR PEACEKEEPING OPERATION (Data Dictionary Element 6H)

This data element is required on all Award and Modifications. This is a designator of contract actions and supports a declared contingency operation, a declared humanitarian operation, or a declared peacekeeping operation. Choose the appropriate selection from the drop-down menu. See Data Dictionary Element 6H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                                                      |
|------|------------------------------------------------------------------------|
| A    | Contingency operation as defined in 10 U.S.C. 101(a)(13)               |
| B    | Humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8) |
| X    | If A or B does not apply                                               |

#### 4.8.11 CONTRACT FINANCING (Data Dictionary Element 6K)

This data element is required for DoD and optional for Civilian Agencies for all Awards, and populates to the Modifications. Select the appropriate option from the drop-down menu. See Data Dictionary Element 6K Use Case for appropriate

data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                             |
|------|-----------------------------------------------|
| A    | FAR 52.232-16 Progress Payments               |
| C    | Percentage of Completion Progress Payments    |
| D    | Unusual Progress Payments or Advance Payments |
| E    | Commercial Financing                          |
| F    | Performance-Based Financing                   |
| Z    | Not Applicable                                |

#### 4.8.12 COST ACCOUNTING STANDARDS CLAUSE (Data Dictionary Element 6L)

This data element is required for a DCA and Not Applicable for all other awards. The value will populate to the Modification. Select the correct value from the drop down menu. See Data Dictionary Element 6L Use Case for appropriate data entry requirements.

#### 4.8.13 CONSOLIDATED CONTRACT (Data Dictionary Element 8P)

This data element is required for all awards and populates to the Modification. If a contract or order with an estimated total value that exceeds the thresholds stated in the FAR at time of contract award, and the action is a consolidation of contract requirements, then select 'Yes'. It is DoD's responsibility to identify consolidated requirements in the Interagency Agreement. Enter 'No' if the contract or order is not funded by DoD, or if the contract or order: (1) Has an estimated total value less than or equal to the appropriate threshold (2) Has been reported as a Bundled Contract or (3) Is not a consolidation of contract requirements. Civilian agencies may assume it is not a consolidated requirement if DoD has not specified this in the Interagency Agreement. Thresholds change over time. Please verify the threshold in place for the contract's Date Signed. Beginning on February 3, 2017, the thresholds will no longer apply. The Data Element is required on all Awards and IDV's. The dropdown values have been changed. Both the current and new values are shown below. Also, this is a Required Data Element for Civilian agencies and no longer just applies when DoD is the Funding Agency.

The below current values of 'Yes' and 'No' can only be selected when the "Date Signed" is on or earlier than February 2, 2017.

| Code | Short Description | Long Description                                                                                                                                                                                                                                                |
|------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y    | Yes               | Enter 'Yes' if the contract action is: (1) for a contract or order awarded by DoD or with DoD funding (2) with an estimated total value that exceeds the threshold and (3) the action is a consolidation of contract requirements.                              |
| N    | No                | Enter 'No' if the contract or order is not funded by DoD, or if the contract or order: (1) has an estimated total value less than or equal to the threshold; (2) has been reported as a Bundled Contract or (3) is not a consolidation of contract requirements |

The below new values can only be selected when the “Date Signed” is on or later than February 3, 2017.

|  | Short Description                                        | Long Description                                                                                                                                                                                                                                                                                                                                                                                          |
|--|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Consolidated Requirements                                | Enter Code A when the requirements meet the definition of “Consolidation” or “consolidated requirement” at FAR 2.101 but a written determination was not made because 1) the estimated value of the requirements were at or below \$2 million OR 2) the requirements are bundled and a written determination for bundling is required. This value can only be selected on or later than February 3, 2017. |
|  | Consolidated Requirements with Written Determination:    | Enter Code B when the requirements meet the definition of “Consolidation” or “consolidated requirement” at FAR 2.101 and a Written Determination is made in accordance with FAR 7.107-2. This value can only be selected on or later than February 3, 2017.                                                                                                                                               |
|  | Consolidated Requirements Under FAR 7.107-1(b) Exception | Enter Code C when the requirements meet the definition of “Consolidation” or “consolidated requirement” at FAR 2.101 but do not require a written determination in accordance with FAR 7.107-1(b). This value can only be selected on or later than February 3, 2017.                                                                                                                                     |
|  | Not Consolidated                                         | Enter Code D when the requirements do not meet the definition of “Consolidation” or “consolidated requirement” at FAR 2.101. This value can only be selected on or later than February 3, 2017.                                                                                                                                                                                                           |

#### 4.8.14 NUMBER OF ACTIONS (Data Dictionary Element 6Q)

This data element is Optional on all Awards and Modifications for DoD and Civilian Agencies. This field indicates the number of actions that are reported in one transaction, when multiple actions are reported using Express Reporting. If left blank, FPDS-NG defaults to the value of one. See Data Dictionary Element 6Q Use Case for appropriate data entry requirements.

#### 4.8.15 LEGISLATIVE

##### MANDATES AND PRINCIPAL PLACE OF PERFORMANCE

Figure 43. Legislative Mandates and Principal Place of Performance

| Legislative Mandates                        |              |
|---------------------------------------------|--------------|
| Clinger-Cohen Act: *                        | Select One ▾ |
| Labor Standards: *                          | Select One ▾ |
| Materials, Supplies, Articles, and Equip: * | Select One ▾ |
| Construction Wage Rate Requirements: *      | Select One ▾ |

##### 4.8.15.1 CLINGER-COHEN ACT (Data Dictionary Element 7A)

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select Yes if the contracting agency or the funding agency is DoD and this procurement is for computer hardware or services. Select a value certified by the funding office as to whether the planning requirements at (40USC11312 & 40USC11313) are met. See Data Dictionary Element 7A Use Case for appropriate data entry requirements.

##### 4.8.15.2 LABOR STANDARDS (Data Dictionary Element 7C)

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select yes if the award is subject to Labor Standards and the Labor Standards clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, select No or Not Applicable. (FAR 22.10). Select Not Applicable if the award does not meet the dollar threshold or was listed as exempt under FAR 22.10. See Data Dictionary Element 7C Use Case for appropriate data entry requirements. FAR Clause 52.222-41 "Labor Standards" - that goes with the Service Contract Labor Standards (formerly Service Contract Act)

##### 4.8.15.3 MATERIALS, SUPPLIES, ARTICLES, and EQUIP (Data Dictionary Element 7B)

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select Yes if the award is subject to Materials, Supplies, Articles, and Equipment and the Materials, Supplies, Article, and Equipment clause is included in the award. The Materials, Supplies, Articles, and Equipment applies to the manufacture or furnishing of materials, supplies, articles, and equipment (referred to as supplies) in any amount exceeding \$10,000. Otherwise, select No or Not Applicable. (FAR 22.6). Select Not Applicable if the dollar threshold was not met or if the award was exempt based on the fact that it was not a manufactured item. See Data Dictionary Element 7B Use

Case for appropriate data entry requirements. FAR Clause 52.222-20 "Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000" - that goes with Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000 (formerly Walsh-Healey).

#### **4.8.15.4 CONSTRUCTION WAGE RATE REQUIREMENTS (Data Dictionary Elements (7D)**

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select Yes if the award is subject to the Construction Wage Rate Requirements clause and wage determination or the collective bargaining agreement is included in the award. The Construction Wage Rate Requirements applies to contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States. Otherwise, select No or Not Applicable. (FAR 22.403-1). Select Not Applicable if the procurement is not for construction or if the dollar threshold was not met. See Data Dictionary Element 7D Use Case for appropriate data entry requirements. FAR Clause 52.222-6 "Construction Wage Rate Requirements" - that goes with Wage Rate Requirements (Construction) (formerly David-Bacon Act) .

#### **4.8.15.5 INTERAGENCY CONTRACTING AUTHORITY (Data Dictionary Element 7E)**

The data element is required for all Awards, and Modifications. If the transaction was made subject to Other Statutory Authority, select the appropriate value from the drop down box. If you select Other Statutory Authority, then you must complete the Other Interagency Contracting Statutory Authority text field with the name of the authority (give citation number). See Data Dictionary Element 7E Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                        | Long Description                                                             |
|------|------------------------------------------|------------------------------------------------------------------------------|
| A    | Economy Act                              | Report this code if the transaction is subject to the Economy Act.           |
| B    | Other Statutory Authority                | Transaction is subject to other interagency contracting Statutory Authority. |
| X    | Not Applicable(the field does not apply) | No Statutory Authority applies to the transaction                            |

#### **4.8.15.6 OTHER INTERAGENCY CONTRACTING STATUTORY AUTHORITY (Data Dictionary Element 7F)**

For the initial load of a Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act. This data element is Optional for all awards and modifications. However, it is required if the Interagency Contracting Authority has a value of Other Statutory Authority.

#### **4.8.15.7 ADDITIONAL REPORTING (Data Dictionary Element 7G)**

This data element is required for all Awards and Propagates to the Modifications. This data element allows the user to select the additional reporting requirements that apply to the contract action. Multiple values can be selected if more than one requirement applies to this action.

#### 4.9 PRINCIPAL PLACE OF PERFORMANCE CODE (STATE, LOCATION, COUNTRY) (Data Dictionary Element 9C)

The screenshot shows a web form titled "Principal Place of Performance". It contains several input fields: "Principal Place Of Performance Code:" with a red asterisk, "Principal Place Of Performance County Name:", "Principal Place Of Performance City Name:", "Congressional District Place Of Performance:", and "Place Of Performance Zip Code(+4):" with a red asterisk. To the right of the first field are three smaller fields labeled "State", "Location", and "Country", each with a dropdown arrow. To the right of the last field is a link that says "... USPS ZIP Codes".

##### 4.9.1 PRINCIPAL PLACE OF PERFORMANCE CODE (STATE, LOCATION, COUNTRY) (Data Dictionary Element 9C)

FPDS-NG auto-populates this field based on the choice made in the PLACE OF PERFORMANCE ZIP CODE (+4). The only entry that is required is the Country Code that is valid in the Geopolitical Entities, Names, and Codes Standards (GENC) if the Place of Performance is outside of the US. For V1.2 awards or earlier the Location Code will appear and will be blank in V 1.3 documents.

The following fields are all auto-populated based on the Place of Performance Zip Code (+4):

- PRINCIPAL PLACE OF PERFORMANCE COUNTY NAME
- PRINCIPAL PLACE OF PERFORMANCE CITY NAME
- CONGRESSIONAL DISTRICT PLACE OF PERFORMANCE

##### 4.9.2 PLACE OF PERFORMANCE ZIP CODE (+4) (Data Dictionary Element 9K)

This data element is required for all Awards and Modifications. This is the location of the principal plant or place of business where the items will be produced, supplied from stock, or where the service will be performed. For construction contracts, enter the site of construction. If more than one location is involved in performance, enter the principal place of performance (where the predominant amount of work is performed). FPDS-NG auto-populates the Principal Place of Performance State, Country, County, City and Congressional District based on this field. FPDS-NG provides a link to the United States Postal Service website if you do not know the four digit extension to the place of performance zip code. See Data Dictionary Element 9K Use Case for appropriate data entry requirements.

#### 4.10 PRODUCT OR SERVICE CODE INFORMATION

Figure 44. Product or Service Information

#### 4.10.1 PRODUCT OR SERVICE CODE (Data Dictionary Element 8A)

This data element is required for Awards and Populates on the Modification for both Civilian Agencies and DoD. It is not required on a Change or Delete for DoD and Civilian Agencies. Report the four-character code from the FPDS Product and Service Codes Manual

[http://www.fpds.gov/downloads/top\\_requests/PSC\\_Manual\\_FY2016\\_Oct1\\_2015.pdf](http://www.fpds.gov/downloads/top_requests/PSC_Manual_FY2016_Oct1_2015.pdf)

or use the ellipses button on the screen to find the appropriate Product or Service Code 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 de-obligated for the contract/action. See Data Dictionary Element 8A Use Case for appropriate data entry requirements.

#### 4.10.2 PRINCIPAL NAICS CODE (Data Dictionary Element 8G)

This data element is required for a DCA, Purchase Order and IDVs for both Civilian Agencies and DoD. It Populates for all Delivery/Task Order, BPA Calls, Modification Report the 6-digit code from the [North American Industry Classification System \(NAICS Manual\)](#) or use the ellipses button on the screen to find the appropriate NAICS Code. The Code that was used when the solicitation was issued is what should be reported in FPDS-NG. The Product or Service Code (PSC) must correlate to the selected NAIC) See Data Dictionary Element 8G Use Case for appropriate data entry requirements.

#### 4.10.3 BUNDLED CONTRACT PRINCIPAL NAICS CODE (Data Dictionary Element 8N)

This data element is required on all Awards for both Civilian Agencies and DoD and it Populates on the Modifications. A contract is bundled if the contracting officer previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business.

(FAR 19.2, FAR 2.101). For DoD, bundling is a subset of consolidated contract. Thresholds change over time. Please verify the threshold in place for the date signed of the contract. Select the appropriate value from the drop down menu. See Data Dictionary Element 8N Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

The values for Bundled Contract have changed. See table below. Thresholds no longer apply to actions with a "Date Signed" on or after February 3, 2017.

Values: Current Values that no longer can be able to be selected on or later than February 3, 2017.

|  | Short Description         | Long Description                                                                                                                                                                                                                                                                                                                                                                     |
|--|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Mission Critical          | Enter Code A if the agency has determined that the bundled requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in the FAR 7.107 to determine that the consolidation is necessary and justified. This value will no longer be able to be selected on or later than February 3, 2017.                       |
|  | OMB Circular A-76         | Enter Code B if the agency used the OMB Circular A-76 process to determine that the bundling of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107. Code B cannot be selected if the requirement is substantially bundled. This value will no longer be able to be selected on or later than February 3, 2017. |
|  | Other                     | Enter Code C when the requirement is "Bundled" and Codes A, B and C do not apply. This value will no longer be able to be selected on or later than February 3, 2017.                                                                                                                                                                                                                |
|  | Not a Bundled Requirement | Enter Code D if the requirement is not "Bundled". This value will no longer be able to be selected on or later than February 3, 2017.                                                                                                                                                                                                                                                |

Below are new values that can only be selected on or later than February 3, 2017.

|  | Short Description | Long Description |
|--|-------------------|------------------|
|  |                   |                  |

|  |                                                       |                                                                                                                                                                                                                                    |
|--|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                       |                                                                                                                                                                                                                                    |
|  | Bundled Requirements                                  | Enter Code E when the requirements meet the definition of “Bundling” at FAR 2.101. This value can only be selected on or later than February 3, 2017.                                                                              |
|  | Substantially Bundled Requirements                    | Enter Code F when the requirements meet the definition of “Bundling” at FAR 2.101 but has an estimated value outlined at FAR 7.107-4 Substantial Bundling. . This value can only be selected on or later than February 3, 2017.    |
|  | Bundled Requirements Under a FAR 7.107-1(b) Exception | Enter Code G when the requirements meet the definition of “Bundling” at FAR 2.101 but do not require a written determination in accordance with FAR 7.107-1(b). This value can only be selected on or later than February 3, 2017. |
|  | Not Bundled                                           | Enter Code H when the requirements do not meet the definition of “Bundling” at FAR 2.101. This value can only be selected on or later than February 3, 2017.                                                                       |

#### 4.10.4 DoD Acquisition Program (Data Dictionary Element 8B)

This field is required for DoD only, on all Awards and Populates on the Modification and a Part 13 BPA Call. It is Not Applicable for IDCs. This is the MDAP, MAIS, or other 4-digit program code. The first character is a number from 1- 4 that identifies the DoD component. The last three characters identify the component's program, system, or equipment. See Data Dictionary Element 8B Use Case for appropriate data entry requirements.

#### 4.10.5 COUNTRY OF PRODUCT OR SERVICE ORIGIN (Data Dictionary Element 9E)

This field is required for DoD and Civilian Agencies on all Awards, and Populates on the Modifications. Enter “US” if the product being procured is a domestic end product. If the product is not a domestic end product, enter the FIPS 10-4 Country Code or use the ellipses button on the screen to find the appropriate country code. This field provides information to support the Buy American Act, Trade Agreement Act, and Small Business Act. See Data Dictionary Element 9E Use Case for appropriate data entry requirements.

#### 4.10.6 PLACE OF MANUFACTURE (Data Dictionary Element 9H)

This data element is required for all Awards and Populates on the Modification. Select the appropriate option from the drop-down menu. When a product has substantial foreign components, this field indicates whether the contract is still technically a U.S. contract (Buy American Act). NOTE: Beginning in FY2007 codes A and B are not valid options for actions. See Data Dictionary Element 9H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| <b>Code</b> | <b>Short Description</b>                                                                                      | <b>Long Description</b>                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A           | Performed or Manufactured in US, but services performed by a foreign concern or more than 50% foreign content | The action is for (i) A foreign end product that is manufactured in the United States but still determined to be foreign because 50 percent or more of the cost of its components is not mined, produced, or manufactured inside the United States or inside qualifying countries; or (ii) Services performed in the United States by a foreign concern.                                                                 |
| B           | Performed or Manufactured outside US                                                                          | The action is for (i) Any other foreign end product; or (ii) Services performed outside the United States by a foreign concern.                                                                                                                                                                                                                                                                                          |
| C           | Not a manufactured end product                                                                                | Not a manufactured end product action                                                                                                                                                                                                                                                                                                                                                                                    |
| D           | Mfg in U.S.                                                                                                   | The action is predominantly for acquisition of manufactured end products that are manufactured in the United States                                                                                                                                                                                                                                                                                                      |
| E           | Mfg outside U.S. - Use outside the United States                                                              | The foreign manufactured end products acquired are predominantly for use outside the United States (FAR 25.100).                                                                                                                                                                                                                                                                                                         |
| F           | Mfg outside U.S. - Resale                                                                                     | The foreign manufactured end products acquired are predominantly for resale (FAR 25.103(d)).                                                                                                                                                                                                                                                                                                                             |
| G           | Mfg outside U.S. - Trade Agreements                                                                           | The foreign manufactured end products are predominantly eligible products acquired under Trade Agreements (FAR 25.402(a)(1)).                                                                                                                                                                                                                                                                                            |
| H           | Mfg outside U.S. - Commercial information technology                                                          | The foreign manufactured end products are predominantly commercial information technology items (FAR 25.103(e)).                                                                                                                                                                                                                                                                                                         |
| I           | Mfg outside U.S. -Public interest determination                                                               | The head of the agency has made a determination that domestic preferences would be inconsistent with the public interest (FAR 25.103(a)).                                                                                                                                                                                                                                                                                |
| J           | Mfg outside U.S. - Domestic non-availability                                                                  | The foreign manufactured end products were predominantly not domestically available as shown by one of the following: (i) The item is listed at FAR 25.104 (FAR 25.103(b)(1)). (ii) The agency did an individual determination (FAR 25.103(b)(2)). (iii) No offer of a domestic end product was received, even though the acquisition was synopsized and conducted through full and open competition (FAR 25.103(b)(3)). |
| K           | Mfg outside U.S. - Unreasonable cost                                                                          | The cost of the offered domestic end products was unreasonable (FAR 25.103(c), 25.105, and Subpart 25.5)                                                                                                                                                                                                                                                                                                                 |
| L           | Mfg outside U.S. - Qualifying country (DOD only)                                                              | For DoD only, the foreign manufactured end products are predominantly qualifying country end products (DFARS 225.003 and 225.872-1)                                                                                                                                                                                                                                                                                      |

#### 4.10.7 DOMESTIC OR FOREIGN ENTITY (Data Dictionary Element 8Q)

This data element is required for a DCA, Purchase Order, for DoD and Civilian Agencies. It populates on a Delivery/Task Order and BPA Calls. Select the appropriate value from the drop down menu. See Data Dictionary Element 8Q Use Case for appropriate data entry requirements.

Select one of the following options:

| Code | Short Description                                   | Long Description                                    |
|------|-----------------------------------------------------|-----------------------------------------------------|
| A    | U.S. Owned Business                                 | U.S. Owned Business                                 |
| B    | Other U.S. Entity (e.g. Government)                 | Other U.S. Entity (e.g. Government)                 |
| C    | Foreign-Owned Business Incorporated in the U.S.     | Foreign-Owned Business Incorporated in the U.S.     |
| D    | Foreign-Owned Business Not Incorporated in the U.S. | Foreign-Owned Business NOT Incorporated in the U.S. |
| O    | Other Foreign Entity (e.g. Foreign Government)      | Other Foreign Entity (e.g. Foreign Government)      |

#### 4.10.8 RECOVERED MATERIALS/SUSTAINABILITY (Data Dictionary Element 8L)

This data element Populates on a DO against a single award IDV and modifications. It is required on a DO against a multiple IDV and BOA and all other awards. This field designates whether the contracting officer included clauses in the contract for the Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA Designated Products. Please select the appropriate value from the drop down menu. See Data Dictionary Element 8L Use Case for appropriate data entry requirements.

**NOTE:** When EPA Designated Product(s) is coded as 'Not Required' (E), then Recovered Materials/Sustainability" must be 'No Clauses Included and No Sustainability Included' (C), 'Energy Efficient' (D) 'Bio-based' (E), or 'Environmentally preferable' (F).

Definitions for each value are listed below:

| Code | Short Description                                                                                                                                                                                        | Long Description                                                                                                                                                                                                                  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | FAR 52.223-4 Included                                                                                                                                                                                    | The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.                                                                                                                                        |
| B    | FAR 52.223-4 and FAR 52.223-9 Included                                                                                                                                                                   | The solicitation included the provision at FAR 52.223-4, Recovered Material Certification and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products. |
| C    | No Clauses Included and No Sustainability Included                                                                                                                                                       | Neither clause is included in the contract.                                                                                                                                                                                       |
| D    | Energy efficient                                                                                                                                                                                         | Energy efficient.                                                                                                                                                                                                                 |
| E    | Bio-based                                                                                                                                                                                                | Bio-based.                                                                                                                                                                                                                        |
| F    | Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )                                               | Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                                                                       |
| G    | FAR 52.223-4 & energy efficient                                                                                                                                                                          | FAR 52.223-4 & energy efficient.                                                                                                                                                                                                  |
| H    | FAR 52.223-4 & bio-based                                                                                                                                                                                 | FAR 52.223-4 & bio-based.                                                                                                                                                                                                         |
| I    | FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )                                | FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                                                        |
| J    | FAR 52.223-4 & bio-based & energy efficient                                                                                                                                                              | FAR 52.223-4 & bio-based & energy efficient.                                                                                                                                                                                      |
| K    | FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )                    | FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                                            |
| L    | FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ) | FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                         |

#### 4.10.9 INFORMATION TECHNOLOGY COMMERCIAL ITEM CATEGORY (Data Dictionary Element 8H)

This data element is optional on all awards for DoD and Civilian Agencies and Populates on Modifications. It is required if Funding Agency is DoD (begins "17", "21", "57", "96CE", or "97") and Product/Service Code begins with "70", "D3", "H170", "H270", "H370", "H970", "J070", "K070", "L070", "N070", "U012", or "W070". This is a code that designates the commercial availability of an information technology product or service. Please select the appropriate value from the drop down list. See Data Dictionary Element 8H Use Case for appropriate data entry requirements. Definitions for each value are listed below:

| Code | Short Description           | Long Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Commercially Available      | Report this code if the item meets the definition of commercial item in FAR 2.101, does not require any modifications, and is available in the commercial marketplace.                                                                                                                                                                                                                                                                                                             |
| B    | Other Commercial Item       | Report this code if the item meets the definition of commercial item in FAR 2.101, but requires minor modifications, or is not yet available in the commercial marketplace, but will be in time to meet our needs.                                                                                                                                                                                                                                                                 |
| C    | Non-developmental Item      | Report this code if the item meets the definition of a non-developmental item in FAR 2.101 ((1) any previously developed item of supply used exclusively for governmental Federal agency, purposes by a state or local government, or foreign government with which the United States has a mutual defense cooperation agreement, (2) is used as a paragraph (1) but requires only minor modifications or modifications of a type customarily available in the commercial market). |
| D    | Non-Commercial Item         | Report this code if the item does not meet                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|      |                             | the definitions of commercial item or non-developmental item in FAR 2.101.                                                                                                                                                                                                                                                                                                                                                                                                         |
| E    | Commercial Service          | Report this code if the item meets the definitions of commercial service in FAR 2.101 (services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific service performed).                                                                                                                                                                                                    |
| F    | Non-Commercial Service      | Report this code for all other services.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Z    | Not IT Products or Services |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

#### 4.10.10 CLAIMANT PROGRAM CODE (Data Dictionary Element 8F)

This field is Optional for all Awards for DoD and Civilian agencies and populates on the Modification. Report the appropriate code if funding agency is DoD (begins with "17", "21", "57", "96CE", or "97"). A claimant program number designates a grouping of supplies, construction, or other services. Enter the appropriate code from the DoD Procurement Coding Manual Section III. See Data Dictionary Element 8F Use Case for appropriate data entry requirements.

#### 4.10.11 SEA TRANSPORTATION (Data Dictionary Element 8M)

This field is Optional for all Awards for DoD and Civilian agencies and populates on the Modification. This field designates whether the contractor anticipates some of the supplies may be transported by sea. Please select the appropriate value from the drop down list. See Data Dictionary Element 8M Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code  | Short Description | Long Description                                                                                      |
|-------|-------------------|-------------------------------------------------------------------------------------------------------|
| Y     | Yes               | Positive Response to DFARS 252.247-7022 or 252.212-7000(c)(2)                                         |
| N     | No                | Negative Response to DFARS 252.247-7022 or 252.212-7000(c)(2)                                         |
| U     | Unknown           | No response or Provision Not Included in Solicitation                                                 |
| Blank | NA                | Not DoD or Business Type = Federal Agency or How Competed indicates Simplified Acquisition Procedures |

#### 4.10.12 GFP PROVIDED UNDER THIS ACTION (Data Dictionary Element 8J)

This data element is required for all Awards and Modifications. This field designates if the contract authorizes the use of Government Furnished Property (GFP), pursuant to FAR 45. Please select the appropriate value from the drop down list. See Data Dictionary Element 8J Use Case for appropriate data entry requirements.

#### 4.10.13 USE OF EPA DESIGNATED PRODUCTS (Data Dictionary Element 8K)

This field is required for all Awards for both DoD and Civilian Agencies and populates on the Modification. This field indicates the use of EPA Designated Products pursuant to the Resource Conservation and Recovery Act (RCRA), Section 6002, and Executive Order 13101 which requires the purchase of Environmental Protection Agency (EPA) designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP). This requirement applies to all contracts that require EPA designated products. If more than one exception applies, report the predominant exception code or the code for the highest cost EPA designated item for which a justification was completed. Please select the appropriate value from the drop down list. See Data Dictionary Element 8K Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| CODE | SHORT DESCRIPTION           | LONG DESCRIPTION                                                                                                                                                                                                                                    |
|------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Meets Requirements          | EPA-designated product or products were purchased and all contained the required minimum recovered material content.                                                                                                                                |
| B    | Justification - Time        | EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)). |
| C    | Justification - Price       | EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).                  |
| D    | Justification - Performance | EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed                                                                                                         |

|   |              |                                                                                                                            |
|---|--------------|----------------------------------------------------------------------------------------------------------------------------|
|   |              | based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)). |
| E | Not Required | No EPA-designated product(s) were required.                                                                                |

#### 4.10.14 DESCRIPTION OF REQUIREMENT (Data Dictionary Element 6M)

This field is required for all Awards and Modifications for both DoD and Civilian Agencies.

#### 4.11 COMPETITION INFORMATION

Figure 45. Competition Information

| Competition Information                               |                                                                    |
|-------------------------------------------------------|--------------------------------------------------------------------|
| Extent Competed For Referenced IDV:                   | <input type="text"/>                                               |
| Extent Competed: *                                    | Select One <input type="text"/>                                    |
| Solicitation Procedures: *                            | Select One <input type="text"/>                                    |
| IDV Type Of Set Aside:                                | <input type="text"/>                                               |
| Type Of Set Aside: *                                  | Select One <input type="text"/>                                    |
| Type Of Set Aside Source:                             | <input type="text"/>                                               |
| Evaluated Preference: *                               | Select One <input type="text"/>                                    |
| SBIR/STTR:                                            | Select One <input type="text"/>                                    |
| Fair Opportunity/Limited Sources:                     | Select One <input type="text"/>                                    |
| Other Than Full And Open Competition:                 | Select One <input type="text"/>                                    |
| Local Area Set Aside: *                               | Select One <input type="text"/>                                    |
| FedBizOpps: *                                         | Select One <input type="text"/>                                    |
| A76 Action: *                                         | Select One <input type="text"/>                                    |
| Commercial Item Acquisition Procedures: *             | Select One <input type="text"/>                                    |
| IDV Number of Offers:                                 | <input type="text"/>                                               |
| Number Of Offers Received: *                          | <input type="text"/> Number of Offers Source: <input type="text"/> |
| Small Business Competitiveness Demonstration Program: | <input type="checkbox"/>                                           |
| Commercial Item Test Program: *                       | Select One <input type="text"/>                                    |

##### 4.11.1 EXTENT COMPETED (Data Dictionary Element 10A)

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications. It is required on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. It is the code that represents the competitive nature of the contract. See Data Dictionary Element 10A Use Case for appropriate data entry requirements.

| Code | Short Description                                                                | Full Description                                                                                                                                                                                                                       |
|------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F    | Competed under SAP                                                               | Select this code when the action is competed under the Simplified Acquisition Threshold.                                                                                                                                               |
| E    | Follow On to Competed Action. This value is not available for Post CLOD actions. | Select this code when the action is a follow on to an existing competed contract. FAR 6.302-1                                                                                                                                          |
| A    | Full and Open Competition                                                        | Report this code if the action resulted from an award pursuant to FAR 6.102(a) - sealed bid, FAR 6.102(b) - competitive proposal, FAR 6.102(c) - Combination, or any other competitive method that did not exclude sources of any type |
| D    | Full and Open Competition after exclusion of sources                             | Select this code when some sources are excluded before competition                                                                                                                                                                     |
| B    | Not Available for Competition                                                    | Select this code when the contract is not available for competition                                                                                                                                                                    |

|   |                        |                                                                                             |
|---|------------------------|---------------------------------------------------------------------------------------------|
| C | Not Competed           | Select this code when the contract is not competed.                                         |
| G | Not Competed under SAP | Select this code when the action is NOT competed under the Simplified Acquisition Threshold |

Definitions for each value are listed below:

#### 4.11.2 SOLICITATION PROCEDURES (Data Dictionary Element 10M)

This data element is required for a DO against a BOA, PO, DCA, and a Part 13 BPA call. For a DO against a single award IDC is will populate the value from the parent. For a DO, Part 8 BPA, Part 8 BOA Call against a multiple award it will system generate the value 'Subject to Multiple Award Fair Opportunity' for Solicitation Procedures. All modifications will be populated. This is the designator for the solicitation procedures used. Select the appropriate procedure from the drop-down menu. See Data Dictionary Element 10M Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code                | Short Description                                                                      | Full Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AS                  | 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). |
| AE                  | Architect-Engineer FAR 6.102                                                           | Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| BR                  | Basic Research                                                                         | Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| NP                  | Negotiated Proposal/Quote                                                              | Report this code for contract award over \$100K using negotiated procedures. FAR 12, FAR, 13, FAR 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| NONE <sup>Civ</sup> | No solicitation procedure used.                                                        | Report this code if no solicitation procedure was used in this action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SB                  | Sealed Bid                                                                             | Report this code for contract award over \$100K using seal bidding procedures. FAR 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SP1                 | Simplified Acquisition. This value will be available for DoD action post CLOD only.    | Report this code whenever simplified acquisition procedures are used (competitive or non-competitive).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SSS <sup>DoD</sup>  | Only One Source                                                                        | Report this code if no solicitation procedure was used in this action.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| MAFO                | Subject to Multiple Award Fair opportunity (pre CLOD: Multiple Award Fair opportunity) | Report this code if order was Subject to Multiple Award Fair Opportunity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| TS                  | Two Step                                                                               | Report this code for contract awards over \$100K that uses a combination of sealed bids and negotiated procedures. FAR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

#### 4.11.3 TYPE SET ASIDE (Data Dictionary Element 10N)

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications unless one of the two new values available in the “Fair Opportunity/Limited Source” data element drop down is selected. If one of the new values is not selected the function does not changes. **Please see NOTE below for explanation.** It is required on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. It is the code that represents the competitive nature of the contract.

Pre CLOD, this is a required data element for all Awards for DoD and Civilian agencies with the exception of a Delivery/Task Order for DoD which is not required. It is not required for a Modification, Change or Delete for both Civilian Agencies and DoD. Post CLOD, this field will be populated on a Delivery Order with the value from the Multiple or Single IDV.

This is the designator for the type of set aside determined for the contract action. Select the appropriate value from the drop-down menu when you use any of the following set-asides that exclude some potential sources and limit competition in some way. Local Area Set-Asides are addressed in a separate field (10U). See Data Dictionary Element 10N Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code               | Short Description                                                      | Full Description                                                                                                                                                                                                             |
|--------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8AN                | 8(a) Sole Source                                                       | 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 per 219.811 |
| HS3                | 8(a) with HUB Zone Preference                                          | 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).                                                  |
| 8A                 | 8A Competed                                                            | Report this code for an 8a award pursuant to FAR 19.805-2                                                                                                                                                                    |
| BI <sup>Civ</sup>  | Buy Indian                                                             | Report this code if applicable. As of 7/8/2013 this value can no longer be used by the Department of Interior. This code can still be used by the Indian Health Service of the Department of Health and Human Services.      |
| ISBEE              | Indian Small Business Economic Enterprise                              | Report this code if applicable. This value can only be used by the Department of Interior. The start date is 7/8/2013.                                                                                                       |
| ISEE               | Indian Economic Enterprise starting                                    | Report this code if applicable. This value can only be used by the Department of Interior. The start date is 7/8/2013.                                                                                                       |
| HS2 <sup>Civ</sup> | Combination HUBZone and 8(a)-(This value was deprecated on 10-02-2008) | Report this code if the award was a combination HUBZone set-aside and 8(a) award.                                                                                                                                            |
| ESB                | Emerging Small Business Set-Aside                                      | Enter this code if the action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program (see FAR Subpart 19.10).            |

|                          |                                                                             |                                                                                                                                                                                                                                                    |
|--------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HMP</b>               | <b>HBCU or MI Set-Aside -- Partial</b>                                      | <b>Report this code for contract awards directed to Historically Black College/University of Minority Institution per DFARS 235.016. This value cannot be selected after 10/13/2014.</b>                                                           |
| <b>HMT</b>               | <b>HBCU or MI Set-Aside -- Total</b>                                        | <b>Report this code for an award directed to a Historically Black College/University or Minority Institution per DFARS 226.7003. This value cannot be selected after 10/13/2014.</b>                                                               |
| <b>HZC</b>               | <b>HUBZone Set-Aside</b>                                                    | <b>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</b>                                                                                 |
| <b>HZS</b>               | <b>HUBZone Sole Source</b>                                                  | <b>Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.</b>                                                                                            |
| <b>NONE</b>              | <b>No set aside used.</b>                                                   | <b>Report this code if the contract award was not a socio-economic program set-aside.</b>                                                                                                                                                          |
| <b>RSB<sup>Civ</sup></b> | <b>Reserved for Small Business \$2501 to 100K (available only pre CLOD)</b> | <b>Report this code if awards exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold. FAR 13</b>                                                                                                            |
| <b>8AC<sup>Civ</sup></b> | <b>SDB Set-Aside 8(a)- (Deprecated on 11/18/2005)</b>                       | <b>Report this code for a small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).</b>                                                                                                       |
| <b>SDVOSBS</b>           | <b>SDVOSB Sole Source</b>                                                   | <b>Report this code for contract awards exceeding the micro purchase threshold set-aside for non-competitive award to service-disabled veteran-owned small business concerns. FAR 19.1406</b>                                                      |
| <b>SDVOSBC</b>           | <b>Service Disabled Veteran Owned Small Business Set-Aside</b>              | <b>Report this code for contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns. FAR.19.1405</b>                                                     |
| <b>SBP</b>               | <b>Small Business Set-Aside -- Partial</b>                                  | <b>Report this code for a partial small business set aside made pursuant to FAR 19.502-3.</b>                                                                                                                                                      |
| <b>SBA</b>               | <b>Small Business Set Aside - Total</b>                                     | <b>Report this code for a small business set aside.</b>                                                                                                                                                                                            |
| <b>VSB<sup>Civ</sup></b> | <b>Very Small Business Set Aside (Deprecated on 1/17/2006)</b>              | <b>Report this code if the acquisition is between \$2,501 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. (Expired)</b> |
| <b>VSA</b>               | <b>Veteran Set Aside</b>                                                    | <b>Report this code for actions with Veteran Owned Businesses. Only VA can use this value.</b>                                                                                                                                                     |
| <b>VSS</b>               | <b>Veteran Sole Source</b>                                                  | <b>Report this code for actions with Veteran Owned Businesses. Only VA can use this value.</b>                                                                                                                                                     |
| <b>WOSB</b>              | <b>Women-Owned Small Business</b>                                           | <b>Report this code for a Women-Owned Small Business Set-Aside made pursuant to FAR 19.15. This code is only valid for actions signed on or after 4/01/2011.</b>                                                                                   |
| <b>EDWOSB</b>            | <b>Economically Disadvantaged Women-Owned Small Business</b>                | <b>Report this code for an Economically Disadvantaged Women-Owned Small Business Set-Aside made pursuant to FAR 19.15. This code is only valid for actions signed on or after 4/01/2011.</b>                                                       |
| <b>WOSBSS</b>            | <b>Women-Owned Small Business Sole Source</b>                               | <b>Women Owned Small Business Sole Source: Report this code for a Women Owned Small Business Sole Source made pursuant to FAR 19.15. This code is only valid for actions signed on or after 11/13/2015.</b>                                        |
| <b>EDWOSBSS</b>          | <b>Economically Disadvantaged Women-Owned Small Business Sole Source</b>    | <b>Economically Disadvantaged Women Owned Small Business Sole Source: Report this code for a Economically Disadvantaged Women Owned Small Business Sole Source made pursuant to FAR 19.15.</b>                                                     |

|  |  |                                                                    |
|--|--|--------------------------------------------------------------------|
|  |  | This code is only valid for actions signed on or after 11/13/2015. |
|--|--|--------------------------------------------------------------------|

NOTE: Beginning on or after November 1, 2011, two new values, 'Competitive Set Aside' and 'Sole Source' under "FAIR Opportunity/ Limited Sources" will be available for these document types: Delivery/Task Order against a Multiple Award IDV (FSS, GWAC, or Multiple Award IDC); Part 8 BPA and Part 8 BPA Call.

The valid "Type of Set Aside" values for the 'Competitive Set Aside' are as follows:

1. 8(a) Competed
2. Small Business Set Aside - Partial
3. Small Business Set Aside - Total
4. HUBZone Set Aside.
5. Service Disabled Veteran Owned Small Business Set Aside.
6. HBCU or MI Set-Aside - Partial-This valid is not value when the "Date Signed" is on or after 10/14/2015.
7. HBCU or MI Set-Aside - Total- This valid is not value when the "Date Signed" is on or after 10/14/2015.
8. Women Owned Small Business
9. Economically Disadvantaged Women Owned Small Business

The valid Type of Set Aside values for the Sole Source are as follows:

1. 8(a) Sole Source.
2. HUBZone Sole Source.
3. Service Disabled Veteran Owned Small Business Sole Source, Women- Owned Small Business Sole Source and Disadvantaged Women-Owned Small Business Sole Source.

#### **4.11.4 EVALUATED PREFERENCE (Data Dictionary Element 10P)**

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications. It is required on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. This is the designator for the type of preference determined for the contract action. Report a code from the drop down menu when a contract was made pursuant to the socio economic program price evaluation preferences, see FAR 19.11 and FAR 19.13. See Data Dictionary Element 10P Use Case for appropriate data entry requirements.

#### **4.11.5 SBIR/STTR (Data Dictionary Element 10Q)**

This data element populates on a DO against a single award IDC and a multiple IDV and is Optional on all other Awards.

This is the designator which identifies awards under the Small Business Innovation Research or Small Technology Transfer Research programs. Select the appropriate value from the drop down menu. See Data

Definitions for each value are listed below:

| Code | Short Description             | Full Description                                                                                                                   |
|------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| SR1  | SBIR Program Phase I Action   | Use this code if the award was related to a Phase I contract in support of the Small Business Innovation Research (SBIR) Program.  |
| SR2  | SBIR Program Phase II Action  | Use this code if the award was related to a Phase II contract in support of the Small Business Innovation Research (SBIR) Program. |
| SR3  | SBIR Program Phase III Action | Use this code if the award was related to a Phase III contract in support of the Small Business Innovation Research (SBIR) Program |
| ST1  | STTR Phase I                  | Use this code if the award was related to a Phase I contract in support of the Small Technology Transfer Research (STTR) Program   |
| ST2  | STTR Phase II                 | Use this code if the award was related to a Phase II contract in support of the Small Technology Transfer Research (STTR) Program  |
| ST3  | STTR Phase III                | Use this code if the award was related to a Phase III contract in support of the Small Technology Transfer Research (STTR) Program |

#### 4.11.6 FAIR OPPORTUNITY/LIMITED SOURCES (Data Dictionary Element 10R)

This data element is Required for Delivery Order and a Part 8 BPA and Part 8 BPA Calls against a Multiple Award IDV (FSS, GWACS, and IDCs ) for both Civilian Agencies and DoD. It populates on a Modification and is Not Applicable for the other Awards. Select the appropriate value from the drop down menu. See Data Dictionary Element 10R Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                                                                   | Full Description                                                                                                                                |
|------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| FAIR | Fair Opportunity Given (pre CLOD DoD only: No Exception - Fair Opportunity Given)   | Report this code if Fair Opportunity was given on this order.                                                                                   |
| FOO  | Follow-on Delivery Order Following Competitive Initial Order Economy and Efficiency | Report this code if the action was justified pursuant to FAR16.505(B)(2)(iii)                                                                   |
| MG   | Minimum Guarantee                                                                   | Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor. See FAR Part 16.505(b)(2)(iv). |
| ONE  | Only One Source - Other                                                             | Report this code if the action was justified pursuant FAR 16.505(B)(2)(ii)                                                                      |
| OSA  | Other Statutory Authority (Pre CLOD DoD only)                                       | Report this code when you have other Statutory Authority.                                                                                       |

|     |                       |                                                                                                                  |
|-----|-----------------------|------------------------------------------------------------------------------------------------------------------|
| URG | Urgency               | Report this code if the action was justified pursuant to FAR 16.505 (B)(2)(i)                                    |
| CSA | Competitive Set Aside | Report this code if action was justified                                                                         |
|     |                       | pursuant FAR 19.502-4 and in accordance with 1331 of Public Law 110240.                                          |
| SS  | Sole Source           | Report this code if action was justified pursuant FAR 19.502-4 and in accordance with 1331 of Public Law 110240. |

#### 4.11.7 OTHER THAN FULL AND OPEN COMPETITION (Data Dictionary Element 10C)

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications. It is Optional on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. This field indicates the reason the award was not competed or limited competition was used. Select the code from the drop down menu. See Data Dictionary Element 10C Use Case for appropriate data entry requirements.

**NOTE:** This data element was formerly called “Reason Not Competed”.

Definitions for each value are listed below:

| Code               | Short Description                                    | Full Description                                                                                                                                                                                   |
|--------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OTH                | Authorized by Statute (FAR 6.302-5(a)(2)(i))         | Report this code if the action was justified pursuant to FAR 6.302-5 and a specific program is not listed.                                                                                         |
| RES                | Authorized Resale (FAR 6.302-5(a)(2)(ii))            | Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).                                                                                                                    |
| BND                | Brand Name Description (FAR 6.302-1(c))              | Report this code if an acquisition used a brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer. |
| FOC                | Follow-On Contract (FAR 6.302-1(a)(2)(ii/iii))       | For a Definitive Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).                                                               |
| IA                 | International Agreement (FAR 6.302-4)                | Report this code if the action was justified pursuant to FAR 6.302-4.                                                                                                                              |
| MPT <sup>Civ</sup> | Less than or equal to the Micro-Purchase Threshold   | Report this code if the action was justified pursuant to FAR 13.202                                                                                                                                |
| MES                | Mobilization, Essential R&D (FAR 6.302-3)            | Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).                                                                                                                        |
| NS                 | National Security (FAR 6.302-6)                      | Report this code if the action was justified pursuant to FAR 6.302-6.                                                                                                                              |
| ONE                | Only One Source-Other (FAR 6.302-1 other)            | Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.                                                                                |
| PDR                | Patent or Data Rights (FAR 6.302-1(b)(2))            | Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).                                                                                                                        |
| PI                 | Public Interest (FAR 6.302-7)                        | Report this code if the action was justified pursuant to FAR 6.302-7.                                                                                                                              |
| SP2                | SAP Non-Competition (FAR 13) Pre CLOD Civilian only. | Report this code for a non-competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.                                                                                |
| STD                | Standardization (FAR 6.302-1(b)(4))                  | Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).                                                                                                                        |

|     |                                   |                                                                                                                                                                               |
|-----|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| UNQ | Unique Source (FAR 6.302-1(b)(1)) | Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)                                                                                                    |
| UR  | Unsolicited Research              | Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).                                                                                                |
| URG | Urgency (FAR 6.302-2)             | Report this code if the action was justified pursuant to FAR 6.302-2.                                                                                                         |
| UT  | Utilities (FAR 6.302-1(b)(3))     | Report this code if the action was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available. |

#### 4.11.8 LOCAL AREA SET-ASIDE (Data Dictionary Element 10U)

This data element populates on a DO against a single award IDC and all Modifications. This is a required data element for all other Awards for Civilian Agencies and DoD. Select the appropriate response for the award being entered. See Data Dictionary Element 10U Use Case for appropriate data entry requirements.

#### 4.11.9 FEDBIZOPPS (Data Dictionary Element 10S)

This data element is required for a DCA, Purchase Order, and it Populates on a Delivery/Task Order against a Multiple or Single Award IDV and Modification for both Civilian Agencies and DoD. It is Optional for BPA Calls and Orders against a BOA for Civilian Agencies and DoD. This field displays whether the synopsis requirements of FAR Subpart 5.2 have been observed. Select the appropriate value from the drop down menu. See Data Dictionary Element 10S Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description | Long Description                                               |
|------|-------------------|----------------------------------------------------------------|
| Y    | Yes               | Transaction subject to FedBizOpps                              |
| N    | No                | Transaction subject to FAR 5.102 or 5.202 exception            |
| X    | Not Applicable    | Transaction with Action Obligation less than or equal to \$25K |

#### 4.11.10 A-76 (FAIR ACT) ACTION (Data Dictionary Element 10L)

This data element is required for a DCA, Purchase Order, and populates on all orders, BPA Calls and Modifications. Select 'Yes' if the contract action resulted from an A-76/Fair Act competitive sourcing process. Otherwise select 'No'. See Data Dictionary Element 10L Use Case for appropriate data entry requirements.

#### 4.11.11 COMMERCIAL ITEM ACQUISITION PROCEDURES (Data Dictionary Element 10H)

This data element is required for a DCA, Purchase Order, and populates on all orders and BPA Calls and Modifications.

This designates whether the solicitation used the special requirements for the acquisition of commercial items or other supplies or services authorized to use commercial item procedures intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12. Select the appropriate value from the drop down menu. See Data Dictionary Element 10H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                              | Long Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Commercial Item                                | Select this value when the action is for a commercial item using FAR Part 12 Commercial item procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| B    | Supplies or services pursuant to FAR 12.102(f) | Select this value for any acquisition of supplies or services, determined by the head of the agency, to be used to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack pursuant to FAR 12.102(f) that uses commercial item procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| C    | Services pursuant to FAR 12.102(g)             | Select this value for any acquisition of services that does not meet the definition of commercial item but meets the criteria in FAR 12.102(g). Specifically, (i) Is entered into on or before November 24, 2013; (ii) Has a value of \$27 million or less; (iii) Meets the definition of performance-based acquisition at FAR 2.101; (iv) Uses a quality assurance surveillance plan; (v) Includes performance incentives where appropriate; (vi) Specifies a firm-fixed price for specific tasks to be performed or outcomes to be achieved; and (vii) Is awarded to an entity that provides similar services to the general public under terms and conditions similar to those in the contract or task order. This code was ended effective November 25, 2013. |
| D    | Commercial Item Procedures Not used            | Select this value when commercial item Procedures were not used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

#### 4.11.12 NUMBER OF OFFERS RECEIVED SBIR/STTR (Data Dictionary Element 10D)

This data element populates on a DO against a single award IDC, modifications and is required on all other Awards.

Enter the number of offers received in response to the solicitation or number of multiple award contracts/schedules received for Delivery Orders. See Data Dictionary Element 10D Use Case for appropriate data entry requirements.

#### 4.11.13 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (Data Dictionary Element 10K)

FPDS-NG auto-populates this field when awards are made to U.S. business concerns (as a result of solicitations issued on or after Jan 1, 1989) for the designated industry groups or the ten targeted industry categories as defined by FAR 19.10. See Data Dictionary Element 10K Use Case for appropriate data entry requirements. This data element only applies to the following ten agencies:

- The Department of Agriculture
- The Department of Defense, except the National Imagery and Mapping Agency

- The Department of Energy
- The Department of Health and Human Services
- The Department of the Interior
- The Department of Transportation
- The Department of Veterans Affairs
- The Environmental Protection Agency
- The General Services Administration
- The National Aeronautics and Space Administration

Definitions for each value are listed below:

|   |    |                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |    | Agency Code indicates a participating agency listed in FAR 19.1004 and NAICS indicates one of the Industry Groups listed in FAR 19.1005 and/or Agency-Specified Industry Categories and Referenced PIID does not point to an IDV for which IDV Type = FSS and Business Types does not indicate a governmental entity, or educational or non-profit organization and other provisions of FAR 19.10 are met. |
| N | No | FPDS-NG will return No if Yes does not apply.                                                                                                                                                                                                                                                                                                                                                              |

#### 4.11.14 COMMERCIAL ITEM TEST PROGRAM (Data Dictionary Element 10J)

This data element is required for a DCA, Purchase Order, Part 13 BPA Call and populates on all orders and Part 8 BPA Call and Modifications.

This field designates whether the acquisition utilized FAR 13.5 Test Program for Certain Commercial Items. The FAR 13.5 Test Program provides for the use of simplified acquisition procedures for the acquisition of supplies or services in amounts greater than the simplified acquisition threshold when: (1) the acquisition does not exceed the threshold and the contracting officer reasonably expects that offers will only include commercial items; (2) the acquisition does not exceed the threshold and is for commercial items that, as determined by the head of the agency, are to be used in support of a contingency operation or to facilitate the defense against or recovery from nuclear, biological, chemical, or radiological attack; or (3) the acquisition does not exceed the threshold and can be treated as an acquisition of commercial items in accordance with FAR 12.102(f)(1) -- agency head determines the supplies or services are to be used to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack.

Definitions for each value are listed below:

## 4.12 PREFERENCE PROGRAMS/OTHER DATA

Figure 46. Preference Programs/Other Data

| Preference Programs / Other Data               |            |
|------------------------------------------------|------------|
| Contracting Officer's Business Size Selection: | Select One |
| Subcontract Plan:                              | Select One |
| Price Evaluation Percent Difference:           | %          |

### 4.12.1 CONTRACTING OFFICER'S BUSINESS SIZE SELECTION (Data Dictionary Element 11A)

This is a required data element for a DCA and a Purchase Order, and it populates on all other Awards and Modifications. This field indicates if the selected contractor meets the small business size standard for award to a small business based on the NAICS code assigned to the action. Select the appropriate value from drop-down menu. This field is important because the Small Business Goaling Report is based on whether or not the business size is small. See Data Dictionary Element 11A Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description         | Long Description                                                                              |
|------|---------------------------|-----------------------------------------------------------------------------------------------|
| S    | Small Business            | The Contracting Officer determines that the awardee is a small business for this procurement. |
| O    | Other Than Small Business | Enter O if it is other than small business.                                                   |

**NOTE:** Because the contractor can be considered large in some NAICS and small in others, the contracting officer/buyer will determine the business size based on the NAICS being purchased.

### 4.12.2 SUBCONTRACT PLAN (Data Dictionary Element 11B)

This data element is Required for a DCA, Purchase Order, Delivery Order against a BOA and Part 13 BPA Call. A Delivery Order against FSS, GWAC and IDC will be propagated. Part 8 BPA Call is Not Applicable. This field indicates whether the contract award required a Subcontracting Plan. This field is also used to provide information to eSRS on awards that have subcontracting plans. Failure to complete this field accurately impacts vendors' ability to report subcontracting achievement to the Electronic Subcontracting Reporting System (eSRS). Select the appropriate value from the drop down menu. See Data Dictionary Element 11B Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                                   | Long Description                                                                                                         |
|------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| A    | Plan Not Included - No Subcontracting Possibilities | A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-21) |
| B    | Plan Not Required                                   | No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a)).               |

|   |                                        |                                                                                                                                                                                                                                                                                 |
|---|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | Plan Required - Incentive Not Included | Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c)). This value is end dated as of May 1, 2015.                                                                                                                        |
| D | Plan Required - Incentive Included     | Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c) and DFARS 219.708(c)). This value is end dated as of May 1, 2015.                                                                                                          |
| E | Plan Required (Pre 2004)               | Plan Required (Pre 2004)                                                                                                                                                                                                                                                        |
| F | Individual Subcontract Plan            | Applies to a specific contract with goals that covers the entire contract period, including option periods (FAR 19.701)                                                                                                                                                         |
| G | Commercial Subcontract Plan            | Commercial plan” means a subcontracting plan (including goals) that covers the offerer’s fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line) (FAR 19.701) |
| H | DoD Comprehensive Subcontract Plan     | A subcontracting plan based on a plant, division, or company-wide basis. This value is only valid for DoD. (DFARS 219.702).                                                                                                                                                     |

#### 4.12.3 PRICE EVALUATION PERCENT DIFFERENCE (Data Dictionary Element 11C)

This data element is optional for a DCA and Populates for a Modification and is Not

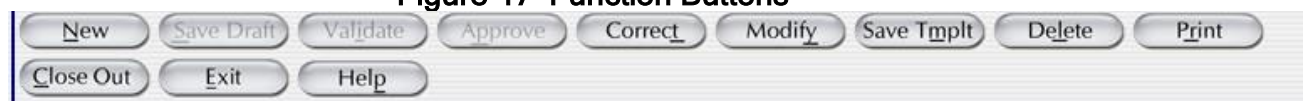
Applicable for all other Awards for both Civilian Agencies and DoD. Enter a number between 00 and 20 which represents the percent difference between the award price and the lowest priced offer from a responsive, responsible non-HUBZone or non-SDB. Report this percent difference for HUBZone and SDB Price Evaluation Adjustment Programs. **(The SDB Price Evaluation can only be selected with a “Date Signed” on or prior to October 13, 2014.)**

Calculate the percentage by dividing the difference (award price minus the lowest priced non-small or HUBZone business) by the lowest priced offer from a non-small business and enter it as a two-digit number rounded to the nearest percent. If no premium was paid, enter two zeros (00). See Data Dictionary Element 11C Use Case for appropriate data entry requirements.

## 5. BASIC INDEFINITE DELIVERY VEHICLES (IDVs)

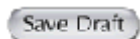
A basic Indefinite Delivery Vehicle is a contract that the contracting officer awards to one or more vendors to facilitate the delivery of supply and service orders. A contracting officer establishes an Indefinite Delivery Vehicle by awarding a Federal Supply Schedule (FSS), Government-Wide Acquisition Contract (GWAC), Basic Ordering Agreement (BOA), Blanket Purchasing Agreement (BPA), or other Indefinite Delivery Contract (IDC). FAR Part 17 (Special Contracting Methods) defines the types of IDVs. IDV is not a term found in the FAR but serves as an umbrella that covers several different special contracting methods.

**Figure 47 Function Buttons**



**NOTE:** Depending on the type of action selected, the appropriate button will be enabled.

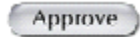
**New** - Creates a new entry screen for the Award section.



- Saves the information in your document. Use this when you report data in the system, whether complete or in part. If you have made changes to the action, please hit the Save Draft button before validating or closing the action. This process will ensure that your data will not be lost.



- Determines if there are any errors. Use this when the record is complete. If there are errors, the screen will display error messages at the top of the document. All fields in error status are shown in Red and must be corrected in order to Validate and Approve the action.



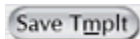
- Allows you to Approve the document. Use this when the document is error free. The record will then be in final status.



- Allows you to fix mistakes in FPDS-NG that do not change the legal intent of the contract action. You can only use this function when a contract action is in final status. **The data dictionary use cases refer to Correct type actions as 'Change'.**



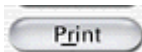
- Allows you to prepare a modification to a base record. This button is on the header of your entry screen. You can also use the Modification selection from the main menu under Transactions/Modifications.



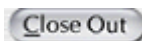
- Allows you to prepare a document to be used as a template for recurring awards. Templates are created to allow you to quickly complete additional records using the same basic contract information.



- Allows you to Delete a record entirely from the system. Nothing is saved in FPDS-NG. However, the PIID may be re-used. FPDS-NG will not allow the user to delete a base record if there are modifications or orders against it.



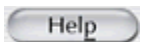
- Allows you to print the document that is currently on the screen.



- The Close Out button allow the user to close out a contract family with the new API. The function will also be available in GUI Services and the Web Portal.



- Changed the Close Button to Exit. The user Exit the current document without saving. The user will see a dialog box asking if the document should be saved.



- Provides the user on-line 'Help' that includes a Glossary. You can also access the help by clicking the 'Help' button at the top right corner of the main FPDS-NG screen.

NOTE: The Void functionality has been deprecated from FPDS-NG as of July 10, 2009.

## 5.1 TRANSACTION INFORMATION

Figure 48 Transaction Information for IDV

|                                                                                                                                                                                                                                                                                                                                                              |           |                     |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------|---------------------|
| <input type="button" value="New"/> <input type="button" value="Save Draft"/> <input type="button" value="Validate"/> <input type="button" value="Approve"/> <input type="button" value="Correct"/> <input type="button" value="Modify"/> <input type="button" value="Save Tmpl"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> |           |                     |                     |
| <input type="button" value="Close Out"/> <input type="button" value="Exit"/> <input type="button" value="Help"/>                                                                                                                                                                                                                                             |           |                     |                     |
| <b>Transaction Information</b>                                                                                                                                                                                                                                                                                                                               |           |                     |                     |
| IDV Type:                                                                                                                                                                                                                                                                                                                                                    | Other IDC | Prepared Date:      | 02/23/2017 10:23:00 |
| IDV Status:                                                                                                                                                                                                                                                                                                                                                  | NEW       | Prepared User:      | MD.NEARY            |
| Closed Status:                                                                                                                                                                                                                                                                                                                                               |           | Last Modified Date: |                     |
|                                                                                                                                                                                                                                                                                                                                                              |           | Last Modified User: |                     |
|                                                                                                                                                                                                                                                                                                                                                              |           | Closed Status Date: |                     |
|                                                                                                                                                                                                                                                                                                                                                              |           | Closed By:          |                     |

FPDS-NG automatically generates the following information:

- IDV Type
- IDV Status
- Closed Status
- Prepared Date
- Last Modified Date
- Closed Status Date
- Prepared User
- Last Modified User
- Closed By

#### 5.1.1 IDV TYPE (Data Dictionary Element 12A)

The IDV types include:

- **FSS** (Federal Supply Schedule) - A simplified process of acquiring commonly used supplies and services in varying quantities at lower prices while obtaining discounts associated with volume buying. GSA and VA are the only agencies authorized to award this type of contract.
- **GWAC** (Government-Wide Acquisition Contract) - When creating a government wide vehicle for ordering IT services or supplies. Delegation of authority must be received from OFPP to award this type of vehicle (such as, COMMITS, ITOP, STARS and SEWP).
- **BOA** (Basic Ordering Agreement) - A written instrument of understanding, negotiated between the Government and a contractor, that contains (1) terms and clauses applying to future actions (orders) between the parties during the term, (2) a description, as specific as practical, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the Basic Ordering Agreement. Each order against a BOA is a separate contract. Federal Schedule Contracts are not Basic Ordering Agreements.
- **BPA** (Blanket Purchasing Agreement) - A BPA simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork. Ordering Offices may establish BPAs against a Federal Supply Schedule.
- **IDC** (Indefinite Delivery Contract) - A vehicle that has been awarded to one or more vendors to facilitate the delivery of supply and service orders. These may include Multiple Award Contract (MAC), Indefinite Delivery Indefinite Quantity (IDIQ), Indefinite Delivery Definite Quantity (IDDQ), and Indefinite Delivery Requirement (IDR).

The IDV type is determined by your selection from the Basic IDVs column on the main screen.

## 5.2 DOCUMENT INFORMATION

Figure 49. Document Information for IDV

| Document Information                  |                   |                        |                 |            |
|---------------------------------------|-------------------|------------------------|-----------------|------------|
|                                       | Agency            | Procurement Identifier | Modification No | Trans No   |
| Award ID: <sup>*</sup>                | 4700              |                        | 0               | 0          |
| Referenced IDV ID:                    |                   |                        |                 |            |
| Reason For Modification:              |                   |                        |                 |            |
| Solicitation ID:                      |                   |                        |                 |            |
|                                       | Agency Identifier | Main Account           | Sub Account     | Initiative |
| Treasury Account Symbol: <sup>*</sup> |                   |                        |                 | Select One |

### 5.2.1 IDV ID

Consists of the Agency (Code), Procurement Instrument Identifier (PIID) and Modification Number as described below.

#### 5.2.1.1 AGENCY

This data element is required for all IDVs and is automatically populated based on the user's profile.

**NOTE:** All of DoD uses the 9700 agency code/identifier.

#### 5.2.1.2 PROCUREMENT INSTRUMENT IDENTIFIER (PIID) (Data Dictionary Element 1A)

As defined in FAR 4.605(a) enter the unique PIID that identifies your IDV. The PIID is the contract number. The PIID field is required for all IDVs and Modifications.

**NOTE:** As of April 1, 2018, the PIID Structure was changed to comply with the Uniform PIID Structure (FAR Subpart 4.16). The PIID structure is shown below. This is for Civilian Agencies only. DoD is already using this structure. The effective date for the FPDS-NG changes is

- Positions 1 through 6 will be required to match the Contracting Office ID (AAC).
- Positions 7 through 8 will be required to match the Fiscal Year of the Date Signed.
- Position 9 will designate the type of instrument.
- Positions 10 through 17 will be assigned by the Agency.

#### 5.2.1.3 MODIFICATION NUMBER (Data Dictionary Element 1B)

Enter a Modification Number when reporting modifications to contracts, agreements, or orders. Report the modification number sequence as prescribed by your agency. This number must be unique for any given PIID. FPDS-NG requires this field for all modifications.

**NOTE:** As of April 1, 2018, Modification Number Structure was changed to comply with the Uniform PIID Structure (FAR Subpart 4.16). The Modification structure is shown below. This is for Civilian and DoD Agencies.

The Modification must begin with an (A) or a (P) and must be six characters. The letter A is to be used for Modifications issued by the Contract Administration

Office (If other than the procuring office). The letter P is designated for Modifications issued by the procuring office.

#### 5.2.1.4 REFERENCED IDV ID (Data Dictionary Element 1C)

Enter the contract or agreement number of the IDV against which your Part 8 Blanket Purchase Agreement (BPA) is placed. This field can only have an entry for the initial entry of a Part 8 BPA. For all other IDV types the field is grayed out, meaning that no entry is allowed. FPDS-NG allows up to 50 characters.

#### 5.2.1.5 REASON FOR MODIFICATION (Data Dictionary Element 12C)

This field will only be available when performing a modification to an existing contract. Select the appropriate entry from the drop down menu.

The entries are as follows:

(Please note that you will not see the codes on the FPDS-NG input screen.)

| <b>Code Short Description</b> | <b>Code Short Description</b>                       |
|-------------------------------|-----------------------------------------------------|
| A                             | Additional Work (new agreement, FAR part 6 applies) |
| B                             | Supplemental Agreement for work within scope        |
| C                             | Funding Only Action                                 |
| D                             | Change Order                                        |
| E                             | Terminate for Default (complete or partial)         |
| F                             | Terminate for Convenience (complete or partial)     |
| G                             | Exercise an Option                                  |
| H                             | Definitize Letter Contract                          |
| J                             | Novation Agreement                                  |
| K                             | Close Out                                           |
| L                             | Definitize Change Order                             |
| M                             | Other Administrative Action                         |
| N                             | Legal Contract Cancellation                         |
| P                             | Rerepresentation of Non-Novated Merger/Acquisition  |
| R                             | Rerepresentation                                    |
| S                             | Change PIID                                         |
| T                             | Transfer Action                                     |
| V                             | Vendor DUNS Change                                  |
| W                             | Vendor Address Change                               |
| X                             | Terminate for Cause                                 |
| Y                             | Add Subcontract Plan                                |

NOTES: When a modification needs to update vendor information (e.g.. name and/or address) you must select the proper Reason for Modification (e.g.. Novation Agreement, Vendor DUNS or Name Change, Vendor Address Change, Rerepresentation). Otherwise, the system will not allow changes to the vendor information on a modification. 'Transfer Action' is an entry in the Reason for Modification field that is available to agency administrators. Anyone can select this entry; however, the user will not be able to save draft unless the user ID has the Transfer privilege assigned.

#### 5.2.1.6.1 SOLICITATION ID (Data Dictionary Element 1E)

The data element is optional for all Awards for both DoD and Civilian and populates on Modifications. However, it is now required if the Data Element "FedBizOpps" is 'Yes'. See Data Dictionary Element 1E Use Case for appropriate data entry requirements.

### 5.2.1.7 TREASURY ACCOUNT SYSTEM (TAS) - (Data Element 6SG thru 6SI)

The data element is required on all civilian documents if the Action Obligation is more than or less than zero \$0.00. For DoD, this data element is Optional irrespective of the Action Obligation value except for American Recovery and Reinvestment Act actions when it is required for DoD. This data element is also used to identify if the funds were part of the American Recovery and Reinvestment Act. If you do not know your Treasury Account Symbol (TAS) please contact your budget/finance office.

## 5.3 DATES AND AMOUNTS

Figure 50. Dates and Amounts for IDV

|                                   |  |                                                     |        |
|-----------------------------------|--|-----------------------------------------------------|--------|
| Date Signed (mm/dd/yyyy) :        |  | Action Obligation:                                  | \$0.00 |
| Effective Date (mm/dd/yyyy) :     |  | Base and All Options Value (Total Contract Value):* | \$0.00 |
| Last Date to Order (mm/dd/yyyy) : |  | Total Estimated Order Value:*                       | \$0.00 |

### 5.3.1 DATE SIGNED (Data Dictionary Element 2A)

The data element is required for all IDVs and Modifications. The date signed is when a mutually binding agreement is reached. The date signed by the Contracting Officer or the Contractor, whichever is later. The format is mm/dd/yyyy. For basic agreements, or IDVs, for which there is no funding on the basic document, the date signed is the date mutually agreed upon by the contracting officer and the contractors. When funds are obligated the date signed should be the date of the written obligation of funds.

**NOTE:** All reports unless otherwise stated in the report criteria will be programmed to use the Date Signed.

### 5.3.2 EFFECTIVE DATE (Data Dictionary Element 2B).

The data element is required for all IDVs and Modifications. This date can be the same date as the Date Signed. The format is mm/dd/yyyy. The effective date is the date that the parties agree will be the starting date for the contract's requirements. In certain cases the effective date may be delayed so that it is later than the date signed. Reasons could include avoiding major holidays or to wait for the availability of funds. The effective date can also be before the date signed when a contractor started work before a formal agreement was signed.

### 5.3.3 LAST DATE TO ORDER (Data Dictionary Element 2E)

The data element is required for all IDVs and Modifications. Last date on which an order may be placed against an indefinite delivery vehicle. The format is mm/dd/yyyy.

### 5.3.4 SOLICITATION DATE (Data Dictionary Element 2H)

This data element is optional for all Awards and Propagates to the Modifications. The data element is Not Applicable on all IDVs, except for an IDC. It is Optional on an IDC and propagates to the Modifications. This requirement is for DoD only. The "Solicitation Date" is the date that the

solicitation was issued. For additional data entry requirements see Data Dictionary Element 2H.

## 5.4 AMOUNTS

### 5.4.1 ACTION OBLIGATION (Data Dictionary Element 3C)

This data element is Optional for all IDVs and Modifications. Enter the net amount of funds (in dollars and cents) obligated or deobligated by this transaction. If the net amount is zero, enter zero. If the net amount is a deobligation, enter a minus sign at the beginning of the amount. Enter dollars and cents.

### 5.4.2 BASE AND EXERCISED OPTION VALUE (Data Dictionary Element 3B)

The contract value for the base contract and any options that have been exercised.

This data element is Not Applicable for all IDV's and modifications.

### 5.4.3 BASE AND ALL OPTIONS VALUE (TOTAL CONTRACT VALUE) (Data Dictionary Element 3A)

This data element is required for all IDVs and Modifications. Enter the mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, this is the total estimated value for all orders which are expected to be placed against the vehicle. For modifications, this is the change (positive or negative, if any) in the mutually agreed upon total contract value. Enter dollars and cents.

### 5.4.4 TOTAL ESTIMATED ORDER VALUE (Data Dictionary Element 3E)

This data element is only required on an FSS, GWAC and IDC and is Optional on Modifications.

| Dates                             |                      | Amounts                                              |                                     |
|-----------------------------------|----------------------|------------------------------------------------------|-------------------------------------|
| Date Signed (mm/dd/yyyy) *        | <input type="text"/> | Action Obligation:                                   | <input type="text" value="\$0.00"/> |
| Effective Date (mm/dd/yyyy) *     | <input type="text"/> | Base and All Options Value (Total Contract Value): * | <input type="text" value="\$0.00"/> |
| Last Date to Order (mm/dd/yyyy) * | <input type="text"/> | Total Estimated Order Value: *                       | <input type="text" value="\$0.00"/> |

## 5.5 PURCHASER INFORMATION

Figure 51. Purchaser Information for IDV

| Purchaser Information           |                                         |                                 |                                                           |
|---------------------------------|-----------------------------------------|---------------------------------|-----------------------------------------------------------|
| Contracting Office Agency ID: * | <input type="text" value="4740"/> ...   | Contracting Office Agency Name: | <input type="text" value="PUBLIC BUILDINGS SERVICE"/>     |
| Contracting Office ID: *        | <input type="text" value="BW000"/> ...  | Contracting Office Name:        | <input type="text" value="GSA/PUBLIC BUILDINGS SERVICE"/> |
| Funding Agency ID: *            | <input type="text"/> ...                | Funding Agency Name:            | <input type="text"/>                                      |
| Funding Office ID: *            | <input type="text"/> ...                | Funding Office Name:            | <input type="text"/>                                      |
| Foreign Funding: *              | <input type="text" value="Select One"/> |                                 |                                                           |

### 5.5.1 CONTRACTING OFFICE AGENCY ID (Data Dictionary Element 4A)

FPDS-NG automatically populates this field based on the user's profile.

This code cannot be changed when the document is in final status unless you issue a modification to specifically transfer responsibility to another office.

#### **5.5.2 CONTRACTING OFFICE AGENCY NAME.**

FPDS-NG automatically populates this field based on the name associated with the Contracting Office Agency ID in 5.1.1.

#### **5.5.3 CONTRACTING OFFICE ID (Data Dictionary Element 4B)**

This data element is required for all IDVs and Modifications. Enter the code that identifies your contracting office. Must be a valid value in the contracting office table. Agency system administrators are responsible for maintaining their agency's list of valid contracting offices.

#### **5.5.4 CONTRACTING OFFICE NAME**

FPDS-NG automatically populates this field based on the name associated with the Contracting Office ID in 5.1.3.

#### **5.5.5 FUNDING AGENCY ID (Data Dictionary Element 4C)**

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. If funding has been provided by more than one agency a separate action should be prepared to reflect the obligations from each agency. Enter the code on each action which identifies the agency that provided the obligated funds. See Data Dictionary Element 4C Use Case for appropriate data entry requirements.

#### **5.5.6 FUNDING AGENCY NAME**

FPDS-NG automatically populates the agency name based on the agency code entered in the Funding Agency ID.

#### **5.5.7 FUNDING OFFICE ID (Data Dictionary Element 4D)**

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. Do not enter a code unless it is a valid funding office code in the FPDS-NG Contracting Office/Funding Office Lookup Table for the agency. If Program/Funding Agency is DoD, the Program/Funding Office Code must be a DoD Activity Address Code (DoDAAC) that aligns to the code provided in the Funding Agency ID. The Program/Funding Office Code is NOT the payment office (such as DFAS), it is the requiring organization providing the preponderance of funding for the contract action. If another agency provided the funds for the award, their four digit agency code should be entered in this field. This field is important because the Small Business Goaling Report is based on Funding Agency. See Data Dictionary Element 4D Use Case for appropriate data entry requirements.

#### **5.5.8 FUNDING OFFICE NAME**

FPDS-NG automatically populates the office name based on the funding/contracting office code entered in the Funding Office ID.

#### **5.5.9 FOREIGN FUNDING (Data Dictionary Element 4F)**

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. This field indicates if the contract action was funded by a foreign entity. Select the appropriate entry from the following drop down list. See Data Dictionary Element 4F Use Case for appropriate data entry requirements.

| <b>Short Description</b> | <b>Long Description</b>                                                                                                                                |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foreign Funds FMS        | Report this code if a foreign government or international organization bears some of the cost of the acquisition through Foreign Military Sales.       |
| Foreign Funds non-FMS    | Report this code if a foreign government or international organizations bears some cost of the acquisition by means other than Foreign Military Sales. |
| Not Applicable           | Report this code if a foreign government or international organization does not bear any of the cost of the acquisition.                               |

## 5.6 CONTRACTOR INFORMATION

Figure 52. Contractor Information for IDV

**Contractor Information**

SAM Exception: PLEASE SELECT SAM EXCEPTION BY CLICKING THE ELLIPSIS (...) BUTTON ... Remove Exception

DUNS No: [Field] Street: [Field]  
Vendor Name: [Field] Street2: [Field]  
DBAN: [Field] City: [Field]  
Cage Code: [Field] State: [Field] Zip: [Field]  
Country: [Field]  
Phone: [Field]  
Fax No: [Field]  
Congressional District: [Field]

**Business Category** Show Details

Organization Type: [Field] Vendor is not selected.  
Number of Employees: [Field]  
State of Incorporation: [Field]  
Country of Incorporation: [Field]  
Annual Revenue: [Field] \$0

### 5.6.1 SAM EXCEPTION (Data Dictionary Element 9J)

All vendors must have a DUNS<sup>®</sup> NUMBER. All vendors are required to register in the System for Award Management (SAM) database except when one of the following seven exceptions applies.

If a SAM Exception is selected for the award, choose one of the following from the drop down menu:

- **Awards made to foreign vendors for work performed outside the United States** (if it is impractical to obtain SAM registration).
- **Classified Contracts** (see FAR 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security.
- **Contracting Officers deployed in the course of military operations**, including but not limited to contingency operations as defined in n10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7).
- **Contracting Officers conducting emergency operations**, such as responses to natural or environmental disasters, or national or civil emergencies. For example, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121).
- **Contracts to support unusual or compelling needs** (see FAR 6.302-2).
- **Government-wide Commercial Purchase Card** used as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
- **Micro-purchases that do not use the EFT method for payment** and are not required to be reported. (FAR 4.6)

**NOTE:** Even if an exception is authorized, you must enter a DUNS<sup>®</sup> NUMBER. If you choose an exception, the vendor information fields open for manual data entry. In addition to completing the name, address, and DUNS information, you must check all of the appropriate socioeconomic and business-related fields. See the screen shot below. If the vendor DUNS<sup>®</sup> NUMBER is in the

System for Award Management (SAM), whether generic or actual, the system will not allow an exception. An error message will appear upon saving the document.

#### **5.6.2 DUNS® NUMBER (Data Dictionary Element 9A)**

All vendor entries in FPDS-NG must have a DUNS® NUMBER. There are two types of DUNS® NUMBERS, Individual or Vendor DUNS® NUMBERS, and Generic DUNS® NUMBERS. You must have a DUNS® NUMBER or you cannot complete a contract action report in FPDS-NG.

- Individual or Vendor DUNS® NUMBER - The vendor obtains a DUNS® NUMBER through Dun and Bradstreet and enters it into SAM. FPDS-NG uses the DUNS number provided by the user reporting the contract action report to access the vendor information registered in SAM.
- Generic DUNS® NUMBER - The government has established a small subset of 'Generic' DUNS numbers registered with Dun & Bradstreet and SAM, which may be used in limited circumstances according to your agency procedures. Contact your agency system administrator regarding questions on your agency's use of generic DUNS. When you use a generic DUNS number, FPDS-NG will populate the vendor name and address related to that generic DUNS number registered in SAM. The use of generic DUNS numbers obscures the identification of the actual contractor, and should therefore be used sparingly so as not to limit transparency to the public.
- Report the DUNS number for the contractor location that received the award.
- **NOTE:** The contractor registration in SAM must be complete, including Core, Assertions, Representations and Certifications, and Points of Contact sections. The "Purpose of Registration" must include "All Awards" (code Z2 or Z5).

The following information is automatically populated from SAM unless a SAM exception is used.

- VENDOR NAME
- DBAN (DOING BUSINESS AS NAME)
- CAGE CODE
- STREET
- STREET 2
- CITY
- STATE
- ZIP CODE
- COUNTRY
- PHONE
- FAX No
- CONGRESSIONAL DISTRICT

#### **5.6.3 CAGE Code ((Data Dictionary Element 9L)**

The CAGE Code is pulled from SAM based on DUNS selected on the action.

#### **5.6.4 BUSINESS CATEGORY- OBTAINED FROM SAM AND CANNOT BE CHANGED BY USER**

Populated from SAM except when there is a valid SAM exception. When there is a SAM exception the checkboxes are not grayed out and the user can click on each business element which applies to the action's vendor and use the On-Line

Representations and Certifications Application (ORCA) located at <https://www.sam.gov> to get the socio-economic information needed.

Figure 53. Business Category

| Business Category         |     | Show Details            |
|---------------------------|-----|-------------------------|
| Organization Type:        |     | Vendor is not selected. |
| Number of Employees:      |     |                         |
| State of Incorporation:   |     |                         |
| Country of Incorporation: |     |                         |
| Annual Revenue:           | \$0 |                         |

The FPDS-NG vendor file receives the information in this section from the System for Award Management (SAM). FPDS-NG receives a file nightly from SAM to update its internal vendor file. The only time FPDS-NG opens these fields for the user to complete is when using a SAM Exception, as explained in the SAM Exception section. Use ORCA <https://www.sam.gov> to get the socio-economic information needed for the vendor in the case of a SAM Exception.

## 5.7 CONTRACT DATA

Figure 54. Contract Data for IDV

| Contract Data                                                                        |              |
|--------------------------------------------------------------------------------------|--------------|
| Type of Contract: *                                                                  | Select One ▼ |
| Inherently Governmental Functions:                                                   | Select One ▼ |
| Major Program:                                                                       |              |
| National Interest Action: *                                                          | Select One ▼ |
| Type of IDC: *                                                                       | Select One ▼ |
| Multiple Or Single Award IDV: *                                                      | Select One ▼ |
| Program Acronym:                                                                     |              |
| Cost Or Pricing Data: *                                                              | Select One ▼ |
| Cost Accounting Standards Clause: *                                                  | Select One ▼ |
| Consolidated Contract: *                                                             | Select One ▼ |
| Undefinitized Action: *                                                              | Select One ▼ |
| Multiyear Contract: *                                                                | Select One ▼ |
| Performance Based Service Acquisition: *                                             | Select One ▼ |
| <small>* FY 2004 and prior; 80% or more specified as performance requirement</small> |              |
| <small>* FY 2005 and later; 50% or more specified as performance requirement</small> |              |
| Contingency Humanitarian Peacekeeping Operation: *                                   | Select One ▼ |

### 5.7.1 TYPE OF CONTRACT (Data Dictionary Element 6A)

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the type with greater contract dollar value, or, for agencies that report multiple actions, follow your agency instructions. Select the appropriate value from the drop down menu.

Select One

- Cost No Fee
- Cost Plus Award Fee
- Cost Plus Fixed Fee
- Cost Plus Incentive Fee
- Cost Sharing
- Firm Fixed Price
- Fixed Price Award Fee
- Fixed Price Incentive
- Fixed Price Level of Effort
- Fixed Price Redetermination
- Fixed Price with Economic Price Adjustment
- Labor Hours
- Order Dependent (IDV allows pricing arrangement to be determined separately for each order)
- Time and Materials

The value Combination (Applies to Awards where two or more of the above apply) cannot be selected on documents with a date signed of October 1, 2009 and later and the value Other (Applies to Awards where none of the above apply) cannot be selected on documents with a date signed of October 1, 2008 and later.

### 5.7.2 INHERENTLY GOVERNMENTAL FUNCTIONS (Data Dictionary Element 6T)

Contracts shall not be used for the performance of inherently governmental functions. This field is for the actions signed on/after than 03/01/2012 and that have a PSC as a Service and is not applicable for FSSs and GWACs. Required on BOAs, BPAs and IDCs and required on modifications.

The drop down will reflect the following available selections:

Closely Associated  
Critical Functions  
Other Functions  
Closely Associated,Critical Functions

### 5.7.3 MAJOR PROGRAM (Data Dictionary Element 6G)

This field is not required but you may enter it on all IDVs except for an FSS. This is the agency determined code for a major program within the agency. For an Indefinite Delivery Vehicle, this may be the name of a GWAC (such as, ITOPS or COMMITS).

### 5.7.4 NATIONAL INTEREST ACTION (Data Dictionary Element 6R)

The data element is required for all IDVs and Modifications. This field identifies the awards made in response to national interest actions. The actions included in this list are determined by the Department of Homeland Security. Select the appropriate entry from the drop down menu.

**CAUTION:** The list below is representative only. Additional values may have been added since this document was last updated.

Values are listed below:

| Code | Short Description      | Long Description                                                                           |
|------|------------------------|--------------------------------------------------------------------------------------------|
| NONE | None                   | None                                                                                       |
| H05K | Hurricane Katrina 2005 | Hurricane Katrina 2005. This code is valid for actions signed 8/23/2005 through 8/13/2018. |
| H05O | Hurricane Ophelia 2005 | Hurricane Ophelia 2005. This code is valid for actions signed 9/6/2005 through 8/13/2018.  |

|       |                                                      |                                                                                                                                    |
|-------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| H05R  | Hurricane Rita 2005                                  | Hurricane Rita 2005. This code is valid for actions signed 9/17/2005 through 8/13/2018.                                            |
| H05W  | Hurricane Wilma 2005                                 | Hurricane Wilma 2005. This code is valid for actions signed 10/17/2005 through 8/13/2018.                                          |
| H06C  | Hurricane Chris 2006                                 | Hurricane Chris 2006. This code is valid for actions starting signed 8/1/2006 through 8/30/2006.                                   |
| H06E  | Hurricane Ernesto 2006                               | Hurricane Ernesto 2006. This code is valid for actions signed 8/25/2006 through 8/13/2018.                                         |
| W081  | California Wild Fires 2008                           | California Wildfires 2008. This code is valid for actions signed 10/1/2007 through 5/11/2009                                       |
| F08I  | Midwest Storms and Flooding 2008                     | Midwest Storms and Flooding 2008. This code is valid for actions signed 6/26/2008 through 5/11/2009.                               |
| H08G  | Hurricane Gustav 2008                                | Hurricane Gustav 2008. This code is valid for actions signed 8/29/2008 through 8/13/2018.                                          |
| H08H  | Hurricane Hanna 2008                                 | Hurricane Hanna 2008. This code is valid for actions signed starting 9/4/2008 through 1/31/2009.                                   |
| H08I  | Hurricane Ike 2008                                   | Hurricane Ike 2008. This code is valid for actions signed 9/4/2008 through 8/13/2018.                                              |
| I09P  | Inauguration 2009                                    | Inauguration Emergency Declaration 2009. This code is valid for actions signed 1/15/2009 through 1/24/2009.                        |
| T10S  | American Samoa Earthquake, Tsunami and Flooding 2010 | American Samoa Earthquake, Tsunami and Flooding 2010. This code is valid for actions signed starting 9/30/2009 through 12/31/2009. |
| Q10H  | Haiti Earthquake 2010                                | Haiti Earthquake 2010. This code is valid for actions signed 1/13/2010 through 1/15/2012.                                          |
| H10E  | Hurricane Earl 2010                                  | Hurricane Earl (EARL 2010). This code is valid for actions signed starting 9/03/2010 through 10/03/2010.                           |
| O10G  | Gulf Oil Spill 0410                                  | Gulf Oil Spill 0410. This code is valid for actions signed starting 4/25/2011 through 8/23/2013.                                   |
| H11 I | Hurricane Irene 2011                                 | Hurricane Irene 2011. This code is valid for actions signed starting 8/22/2011 through 10/22/2012.                                 |
| Q11J  | Pacific Earthquake /Tsunami 2011.                    | Pacific Earthquake /Tsunami 2011. This code is valid for actions signed starting 3/11/2011 through 9/12/2011.                      |
| O12F  | Operation Enduring Freedom (OEF)                     | Operation Enduring Freedom (OEF). This code is valid for actions signed starting 10/01/2011 through 12/31/2014.                    |
| H12 I | Hurricane Isaac 2012                                 | Hurricane Isaac (ISAAC2012). This code is valid for actions signed starting 8/30/2012 through 12/28/2012.                          |

|      |                                                                     |                                                                                                                                                   |
|------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| H13S | Hurricane Sandy 2012                                                | Hurricane Sandy (SANDY2012). This code is valid for actions signed starting 10/28/2012 through 12/31/2017.                                        |
| T13O | Oklahoma Tornado and Storm 2013                                     | Oklahoma Tornado and Storm 2013. This code is valid for actions signed starting 5/20/2013 through 11/19/2013.                                     |
| O14E | Operation United Assistance (OUA) – Ebola Outbreak West Africa 2014 | Operation United Assistance (OUA) – Ebola Outbreak West Africa 2014. This code is valid for actions signed starting 9/15/2014 through 09/30/2016. |
| O14S | Operations in Iraq and Syria 2014                                   | Operations in Iraq and Syria 2014. This code is valid for actions signed starting 9/14/2014 through 9/30/2019.                                    |
| O15F | Operation Freedom’s Sentinel (OFS)                                  | Operation Freedom’s Sentinel (OFS) 2015. This code is valid for actions signed starting 1/1/2015 through 12/31/2019.                              |
| H17H | Hurricane Harvey                                                    | Hurricane Harvey (Harvey2017) This code is valid for actions signed starting 8/28/2017 through 6/30/2018.                                         |
| H17I | Hurricane Irma                                                      | Hurricane Irma (IRMA2017) This code is valid for actions signed starting 9/6/2017through 6/30/2018.                                               |
| H17M | Hurricane Maria                                                     | Hurricane Maria (Maria2017). This code is valid for actions signed starting 8/28/017 through 12/15/2018.                                          |

#### 5.7.5 TYPE OF IDC (Data Dictionary Element 6D)

This data element is required on an IDC and Populates to the Modification. It is Not Applicable for all other IDVs. This field identifies whether the IDC or Multi-Agency Contract is Indefinite Delivery/Requirements, Indefinite Delivery/Indefinite Quantity, or Indefinite Delivery/Definite Quantity (FAR 16.5). Select the appropriate value from the drop down menu. An entry is required for civilian agency and DoD IDCs. Values are listed below:

| Code | Short Description                         |
|------|-------------------------------------------|
| A    | Indefinite Delivery / Requirements        |
| B    | Indefinite Delivery / Indefinite Quantity |
| C    | Indefinite Delivery / Definite Quantity   |

#### 5.7.6 MULTIPLE OR SINGLE AWARD IDV (Data Dictionary Element 6E)

This data element is Auto Populated as Multiple for an FSS and GWAC and is required for all other IDVs and it populates to the Modification. This field indicates whether the contract is one of many that resulted from a single solicitation, or all of the contracts are for the same or similar items, and contracting officers are required to compare their requirements with the offerings under more than one contract or are required to acquire the requirement competitively among the awardees. Select the appropriate value from the drop down menu.

**NOTE:** BPA “Multiple or Single Award IDV” value does not pull the “Multiple or Single Award IDV” value of the referenced FSS to the BPA. The “Multiple or Single Award IDV” value shall be required and selected by the user for all BPA bases created.

Values and descriptions are listed below:

| Code | Short Description | Long Description                                                                                                                                                                          |
|------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M    | Multiple Award    | Enter code M if the contract is one of several awarded under a single solicitation when contracting officers are required to compare or compete their requirements among several vendors. |
| S    | Single Award      | Enter code S when the contract does not meet the definition of a multiple award contract.                                                                                                 |

#### 5.7.7 PROGRAM ACRONYM (Data Dictionary Element 6P)

This Data Element is Not Applicable for an FSS. It is required on a GWAC and is Optional on all other IDVs and the value will populate to the Modification. The short name, title, or code used for a GWAC or other major contracting program. Examples include COMMITS, ITOPS, SEWP, and DT-IV.

#### 5.7.8 COST OR PRICING DATA (Data Dictionary Element 6J)

This data element is required for an ICD and is Not Applicable for all other IDVs. The value will populate to the Modification. Select the appropriate value from the drop-down menu. Values are listed below:

| Code | Short Description     |
|------|-----------------------|
| N    | No                    |
| W    | Not Obtained - Waived |
| Y    | Yes                   |

#### 5.7.9 COST ACCOUNTING STANDARDS CLAUSE (Data Dictionary Element 6L)

This data element is required on all IDVs and this populates to the Modification. This field indicates whether the contract includes a Cost Accounting Standards clause.

| Code | Short Description              | Long Description                                                              |
|------|--------------------------------|-------------------------------------------------------------------------------|
| Y    | Yes - CAS clause included      | Select this code if the action includes a Cost Accounting Standards clause.   |
| N    | No - CAS waiver approved       | Select this code if the action was subject to CAS, but a waiver was approved. |
| X    | Not Applicable exempt from CAS | Select this code if the action is exempted from CAS.                          |

#### 5.7.10 CONSOLIDATED CONTRACT (Data Dictionary Element 8P)

This data element is required for all awards and populates to the Modification. If a contract or order with an estimated total value that exceeds the thresholds stated in the FAR at time of contract award, and the action is a consolidation of contract requirements, then select 'Yes'. It is DoD's responsibility to identify consolidated requirements in the Interagency Agreement. Enter 'No' if the contract or order is not funded by DoD, or if the contract or order: (1) Has an estimated total value less than or equal to the appropriate threshold (2) Has been reported as a Bundled Contract or (3) Is not a consolidation of contract requirements. Civilian agencies may assume it is not a consolidated requirement if DoD has not specified this in the Interagency Agreement. Thresholds change over time. Please verify the threshold in place for the contract's Date Signed. Beginning on February 3, 2017, the thresholds will no longer apply. The Data Element is required on all Awards and IDV's. The dropdown

values have been changed. Both the current and new values are shown below.

The dropdown values have been changed. Both the current and new values are shown below. Also, this is a required Data Element for Civilian agencies and no longer just applies when DoD is the Funding Agency.

The below current values of 'Yes' and 'No' can only be selected when the "Date Signed" is on or earlier than February 2, 2017.

| Code | Short Description | Long Description                                                                                                                                                                                                                                                |
|------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y    | Yes               | Enter 'Yes' if the contract action is: (1) for a contract or order awarded by DoD or with DoD funding (2) with an estimated total value that exceeds the threshold and (3) the action is a consolidation of contract requirements.                              |
| N    | No                | Enter 'No' if the contract or order is not funded by DoD, or if the contract or order: (1) has an estimated total value less than or equal to the threshold; (2) has been reported as a Bundled Contract or (3) is not a consolidation of contract requirements |

The below new values can only be selected when the "Date Signed" is on or after than February 3, 2017.

| Code | Short Description                                     | Long Description                                                                                                                                                                                                                                                                                                                                                                                          |
|------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Consolidated Requirements                             | Enter Code A when the requirements meet the definition of "Consolidation" or "consolidated requirement" at FAR 2.101 but a written determination was not made because 1) the estimated value of the requirements were at or below \$2 million OR 2) the requirements are bundled and a written determination for bundling is required. This value can only be selected on or later than February 3, 2017. |
|      | Consolidated Requirements with Written Determination: | Enter Code B when the requirements meet the definition of "Consolidation" or "consolidated requirement" at FAR 2.101 and a Written Determination is made in accordance with FAR 7.107-2. This value can only be selected on or later than February 3, 2017.                                                                                                                                               |

|   |                                                          |                                                                                                                                                                                                                                                                       |
|---|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C | Consolidated Requirements Under FAR 7.107-1(b) Exception | Enter Code C when the requirements meet the definition of "Consolidation" or "consolidated requirement" at FAR 2.101 but do not require a written determination in accordance with FAR 7.107-1(b). This value can only be selected on or later than February 3, 2017. |
| D | Not Consolidated                                         | Enter Code D when the requirements do not meet the definition of "Consolidation" or "consolidated requirement" at FAR 2.101. This value can only be selected on or later than February 3, 2017.                                                                       |

#### 5.7.11 UNDEFINITIZED ACTION (Data Dictionary Element 6B)

This data element is Not Applicable for an FSS and GWAC. It is required on all other IDVs and Modification. If the contract is a Letter Contract, then select Letter Contract.

If the contract action is an Undefinitized Action, then select Other Undefinitized Action. If the Contract action is neither a Letter Contract nor an Undefinitized Action, then select Not Applicable.

| Code | Short Description          | Long Description                                                                                                                                                                                                                                                                            |
|------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Letter Contract            | Report this code if the DCA or IDV contract is a Letter Contract. Also report this code for funding modifications to a letter contract, prior to definitization.                                                                                                                            |
| B    | Other Undefinitized Action | Report this code for unpriced POs, unpriced delivery/task orders, BPA calls, or unpriced contract modifications (except for funding mods reported as letter contracts). Also report this code for funding mods, prior to definitization, of actions reported as Other Undefinitized Action. |
| X    | NO                         | Report this code if the action is neither a Letter Contract nor an Undefinitized Action.                                                                                                                                                                                                    |

#### 5.7.12 MULTIYEAR CONTRACT (Data Dictionary Element 6C)

This data element is only required on an IDC. It is Not Applicable for all other IDVs and Modifications. This field indicates that this transaction is a multi-year contract. These are contracts issued under specific Congressional multi-year authority for specific programs. The key distinguishing difference between multiple year and multi-year contracts is that multi-year contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for each program year. They normally include a cancellation ceiling, i.e., the maximum amount the government will pay for Termination if the remaining funding is not appropriated. (FAR 17.103). Select No if the transaction is not a multi-year contract.

### 5.7.13 PERFORMANCE BASED SERVICE ACQUISITION (Data Dictionary Element 6F)

This data element is required on all IDVs and Modifications.

The PBSA process:

- Describes the requirements in terms of results required rather than the methods of performance of the work.
- Uses measurable performance standards (e.g. terms of quality, timeliness, and quantity) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a)).
- 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 FAR 46.407).
- Includes performance incentives where appropriate. For FPDS-NG reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements. Select the correct value from the drop down box.

For FY 2004 and prior, this is a contract for services and 80% or more of the requirement specified as a performance requirement.

For FY 2005 and later, this is a contract for services and 50% or more of the requirement is specified as a performance requirement.

See Data Dictionary Element 6F Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                   | Long Description                                                                                                                                                                                                                           |
|------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Y    | Yes-Service where PBA is used.      | Enter Yes for contract actions for services where: For FY2004 and prior - 80% of the requirement is performance based, as measured in dollars; for FY2005 and later - 50% of the requirement or performance based, as measured in dollars. |
| N    | No - Service where PBA is not used. | Enter No for contract actions for services where the above PBA standards are not met.                                                                                                                                                      |
| X    | Not Applicable                      | Enter Not Applicable for contract actions where PBA does not apply.                                                                                                                                                                        |

#### 5.7.14 CONTINGENCY, HUMANITARIAN, OR PEACEKEEPING OPERATION (Data Dictionary Element 6H)

This data element is Not Applicable for an FSS and Required on all other IDV's and Modifications. This is a designator of contract actions and supports a declared contingency operation, a declared humanitarian operation, or a declared peacekeeping operation. Choose the appropriate selection from the drop-down menu. See Data Dictionary Element 6H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

| Code | Short Description                                                      |
|------|------------------------------------------------------------------------|
| A    | Contingency operation as defined in 10 U.S.C. 101(a)(13)               |
| B    | Humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8) |
| X    | If A or B does not apply                                               |

### 5.8 LEGISLATIVE MANDATES AND INTER AGENCY CONTRACTING AUTHORITY

Figure 55. Legislative Mandates and Inter Agency Contracting Authority

| Legislative Mandates                      |                              | Inter Agency Contracting Authority |              |
|-------------------------------------------|------------------------------|------------------------------------|--------------|
| Clinger-Cohen Act:                        | Select One ▼                 | Interagency Contracting Authority: | Select One ▼ |
| Labor Standards:                          | Select One ▼                 | Other                              |              |
| Materials, Supplies, Articles, and Equip: | Select One ▼                 | Interagency Contracting Authority: |              |
| Construction Wage Rate Requirements:      | Select One ▼                 | Statutory                          |              |
| Additional Reporting:                     | Select One or More Options ▲ | Authority:                         |              |
|                                           | Hydrofluorocarbons           | (1000 characters)                  |              |
|                                           | Service Contract Inventory ▼ |                                    |              |

#### 5.8.1 CLINGER-COHEN ACT (Data Dictionary Element 7A)

The data element is required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes

if the contracting agency or the funding agency is DoD and this procurement is for computer hardware or services. Select a value certified by the funding office as to whether the planning requirements at 42 USC 1422 and 42 USC 1423 are met. If the funding agency is not DoD, or the planning requirements were other than those cited above, select No. See Data Dictionary Element 7A Use Case for appropriate data entry requirements.

#### **5.8.2 LABOR STANDARDS (Data Dictionary Element 7C)**

The data element is required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes if the award is subject to the Labor Standards Act and the Labor Standards Act clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, select No or Not Applicable. (FAR 22.10). Select Not Applicable if the award does not meet the dollar threshold or was listed as exempt under FAR 22.10. See Data Dictionary Element 7C Use Case for appropriate data entry requirements. FAR Clause 52.222-41 "Labor Standards - that goes with the Service Contract Labor Standards (formerly the Service Contract Act).

**NOTE:** The base document propagates the value to all the modifications. The FSS propagates the value to BPAs that reference FSS.

#### **5.8.3 MATERIALS, SUPPLIES, ARTICLES AND EQUIPMENT (Data Dictionary Element 7B)**

The data element is required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes if the award is subject to the Materials, Supplies, Articles and Equipment and the Materials, Supplies, Articles and Equipment Act clause is included in the IDV. The Materials, Supplies, Articles and Equipment Act applies to the manufacture or furnishing of materials, supplies, articles, and equipment (referred to as supplies) in any amount exceeding \$10,000. Otherwise, select No or Not Applicable. (FAR 22.6). Select Not Applicable if the dollar threshold was not met or if the IDV was exempt based on the fact that it was not a manufactured item. See Data Dictionary Element 7B Use Case for appropriate data entry requirements. FAR Clause 52.222-20 "Contracts for Materials, Supplies, Articles and Equipment exceeding \$15,000 - that goes with Contracts for Materials, Supplies, Articles and Equipment exceeding \$15,000 (formerly Walsh-Healey).

#### **5.8.4 CONSTRUCTION WAGE RATE REQUIREMENTS (Data Dictionary Element 7D)**

The data element is Required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes if the award is subject to the Construction Wage Rate Requirements clause and wage determination or the collective bargaining agreement is included in the IDV. The Construction Wage Rate applies to contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States. Otherwise, select No or Not Applicable. (FAR 22.403-1). Select Not Applicable if the procurement is not for construction or if the dollar threshold was not met. See Data Dictionary Element 7D Use Case for appropriate data entry requirements. The FAR Clause 52.222-6 "Construction Wage Rate Requirements" - that goes with Construction Wage Rate Requirements (Construction) (formerly Davis Bacon Act).

#### **5.8.5 INTERAGENCY CONTRACTING AUTHORITY (Data Dictionary Element 7E)**

The data element is Required on an FSS, GWAC, BOA, IDC, Part 13 BPA and Modifications. It populates to the Part 8 BPA from the FSS. If you select Other Statutory Authority, you must complete the Other Interagency Contracting Statutory Authority data element. See Data Dictionary Element 7E Use Case for appropriate data entry requirements.

| Code | Short Description                        | Long Description                                                             |
|------|------------------------------------------|------------------------------------------------------------------------------|
| A    | Economy Act                              | Report this code if the transaction is subject to the Economy Act.           |
| B    | Other Statutory Authority                | Transaction is subject to other interagency contracting Statutory Authority. |
| X    | Not Applicable(the field does not apply) | No Statutory Authority applies to the transaction                            |

### 5.8.6 OTHER INTERAGENCY CONTRACTING STATUTORY AUTHORITY (Data Dictionary Element 7F)

This data element is Optional unless the Interagency Contract Authority has a value of Other Statutory Authority. This field indicates whether the transaction is subject to other statutory authority. For the initial load of a Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

### 5.8.7 ADDITIONAL REPORTING (Data Dictionary Element 7G)

This data element is Required for all Awards and Propagates to the Modifications. This data element allows the user to select the additional reporting requirements that apply to the contract action. Multiple values can be selected if more than one requirement applies to this action.

## 5.9 CONTRACT MARKETING DATA

Figure 56. Contracting Marketing Data Section

| Contract Marketing Data                                                                              |                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Website URL: ( <i>http://www.fpds.gov</i> )                                                          | <input type="text"/>                                                                                                                                                                                                                           |
| Who Can Use: <sup>*</sup>                                                                            | Select One                                                                                                                                                |
| FIPS 95 codes / Other Text:                                                                          | <input type="text"/>                                                                                                                                                                                                                           |
| Email Contact:                                                                                       | <input type="text"/>                                                                                                                                                                                                                           |
| Maximum Order Limit: <sup>*</sup>                                                                    | <input type="text"/>                                                                                                                                                                                                                           |
| Fee for Use of Service:                                                                              | <input type="radio"/> Fixed <input type="text"/> %<br><input type="radio"/> Varies by Amount <input type="text"/> Lower Value <input type="text"/> Upper Value<br><input type="radio"/> Varies by Other Factor<br><input type="radio"/> No Fee |
| Ordering Procedure (1000 characters):<br>(Optional if Website URL is provided, otherwise mandatory.) | <input type="text"/>                                                                                                                                                                                                                           |

### 5.9.1 WEBSITE URL (Data Dictionary Element 5A)

This data element is required on an FSS and is Optional on all Other IDVs and is Not Applicable for Modifications. This is the web site URL for inter-agency Indefinite Delivery Vehicles. Enter the web site URL where users may go to get more information on the contract or program. Maximum length is 100 positions. This data element is required on an FSS.

### 5.9.2 WHO CAN USE (Data Dictionary Element 5B)

This data element is required on all IDVs and is Not Applicable for Modifications. This field designates agencies that may place orders against this indefinite delivery vehicle. For the initial award of an IDV, select one of the following:

- **Only My Agency** - Only the agency awarding the contract may place orders.
- **All Agencies** - All Federal Government agencies may place orders against the contract.

- **Defense** - Only Department of Defense agencies may place orders against the contract.
- **Civilian** - Only civilian agencies may place orders against the contract.
- **Other** - Provide a text statement of which agencies may place orders against the contract.

### 5.9.3 CODES/OTHER TEXT

If you select "Codes" or "Other" under "Who Can Use," this field will allow you to enter the four position agency codes for agencies that can use this contracting vehicle. For example: 4730, 9700, 8000, etc.

### 5.9.4 EMAIL CONTACT (Data Dictionary Element 18R)

This data element is required on a FSS and is Optional on all other IDVs and Populates to the Modification. The email address of the point of contact for an IDV, contractor, contracting agency, reporting agency, customer, or offset officer.

### 5.9.5 INDIVIDUAL ORDER/CALL LIMIT (Data Dictionary Element 5C)

This data element is required on all IDVs, except for a BOA, and is Optional on a Modification. The data element is Not Applicable for a BOA. If this action is an initial entry of an IDV, then enter the maximum dollar amount that can be applied to a single order against the IDV. If there is no maximum order limit, enter 0.00. If you are reporting on a modification enter the new total amount, note the change

### 5.9.6 FEE FOR USE OF SERVICE (Data Dictionary Element 5D, E, F & G)

This data element is Not Applicable for an FSS. It is required on a GWAC and is Optional on all other IDVs and Populates to the Modification. The administrative fees charged for using an Indefinite Delivery Vehicle other than the Federal Supply Schedule (FSS) Vehicle. The types include:

- **Fixed** - "Fixed Fee" Fee for Use of Service. For example: 2% is entered as 2 (the system will round to two decimal places) and 4.7565 will be rounded to 4.76%.
- **Varies by Amount:**
  - **Lower Value** - Enter the whole dollar lower fee value amount if "Varies by Amount"/"Varies by Other factor" are selected for Fee for Use of Service.
  - **Upper Value** - Enter the whole dollar upper fee value amount if "Varies by Amount"/"Varies by Other factor" is selected for Fee for Use of Service.
- **Varies by Other Factor** - Select this if none of the above applies.
- **No Fee** - Select this if there is no fee applied for use of services.

### 5.9.7 ORDERING PROCEDURE (Data Dictionary Element 5H)

This data element is Not Applicable for an FSS and is Optional on all other IDVs and Populates to the Modification. For the initial load of the IDV, describe ordering procedures, unless included in the Government website listed in the "Web Site URL" data element.

## 5.10 PRODUCT OR SERVICE INFORMATION

**Figure 57. Product or Service Information for IDVs**

The screenshot shows a web form titled "Product Or Service Information". It contains the following fields:

- Product/Service Code:** A text input field with an ellipsis button to its right.
- Principal NAICS Code:** A text input field with an ellipsis button to its right.
- Claimant Program Code:** A text input field with an ellipsis button to its right.
- Bundled Contract:** A dropdown menu with "Select One" as the current selection.
- GFE/GFP Provided Under This Action:** A dropdown menu with "Select One" as the current selection.
- Use Of Recovered Material:** A dropdown menu with "Select One" as the current selection.
- Domestic or Foreign Entity:** A dropdown menu with "Select One" as the current selection.
- Sea Transportation:** A dropdown menu with "Select One" as the current selection.
- Description Of Contract Requirement:** A large text area with a character count "(4000 characters)" and up/down arrow buttons on the right side.

#### **5.10.1 PRODUCT OR SERVICE CODE (Data Dictionary Element 8A)**

This data element is required for all IDVs and Populates to the Modification. Report the four-character code from the FPDS Product and Service Codes Manual. This manual can be found on the FPDS-NG Project Site([http://www.fpdsng.com/downloads/service\\_product\\_codes.pdf](http://www.fpdsng.com/downloads/service_product_codes.pdf)) or use the ellipses button on the screen to find the appropriate Product or Service Code 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 de-obligated for the contract/action. See Data Dictionary Element 8A Use Case for appropriate data entry

#### **5.10.2 PRINCIPAL NAICS CODE (Data Dictionary Element 8G)**

This data element is required for all IDVs and Populates to the Modification. Enter the NAICS Code or use the ellipses button on the screen to find the appropriate NAICS Code. Report the 6-digit code from the [North American Industry Classification System \(NAICS\) Manual](#). 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. The Product or Service Code (PSC) must correlate to the selected NAICS.

#### **5.10.3 CLAIMANT PROGRAM CODE (Data Dictionary Element 8F)**

This data element is Not Applicable and Populates to the Modification. Report the appropriate code if funding agency is DoD (begins with "17", "21", "57", "96CE", or "97"). A claimant program number designates a grouping of supplies, construction, or other services. Enter the appropriate code from the DoD Procurement Coding Manual Section III. The DoD program office should provide this code to civilian agencies on the requesting document.

#### **5.10.4 BUNDLED REQUIREMENTS (Data Dictionary Element 8N)**

This data element is required on all Awards for both Civilian Agencies and DoD and it Populates on the Modifications. A contract is bundled if the contracting officer determines that the contract action is a result of consolidating two or more requirements previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business. (FAR 19.2, FAR 2.101). Thresholds change over time. Please verify the threshold in place for the date signed of the contract. Select the appropriate value from the drop down menu. See Data Dictionary Element 8N Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

The values for Bundled Contract have changed. See table below. Thresholds no longer apply to actions with a “Date Signed” on or after February 3, 2017.

**VALUES:** Current Values that no longer can be able to be selected on or later than February 3, 2017

| Code | Short Description         | Long Description                                                                                                                                                                                                                                                                                                                                                                     |
|------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Mission Critical          | Enter Code A if the agency has determined that the bundled requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in the FAR 7.107 to determine that the consolidation is necessary and justified. This value will no longer be able to be selected on or later than February 3, 2017.                       |
| B    | OMB Circular A-76         | Enter Code B if the agency used the OMB Circular A-76 process to determine that the bundling of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107. Code B cannot be selected if the requirement is substantially bundled. This value will no longer be able to be selected on or later than February 3, 2017. |
| C    | Other                     | Enter Code C when the requirement is "Bundled" and Codes A, B and C do not apply. This value will no longer be able to be selected on or later than February 3, 2017.                                                                                                                                                                                                                |
| D    | Not a Bundled Requirement | Enter Code D if the requirement is not “Bundled”. This value will no longer be able to be selected on or                                                                                                                                                                                                                                                                             |

|  |  |                              |
|--|--|------------------------------|
|  |  | later than February 3, 2017. |
|--|--|------------------------------|

Below are new values that can only be selected on or later than February 3, 2017.

| Code | Short Description                                     | Long Description                                                                                                                                                                                                                   |
|------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E    | Bundled Requirements                                  | Enter Code E when the requirements meet the definition of “Bundling” at FAR 2.101. This value can only be selected on or later than February 3, 2017.                                                                              |
| F    | Substantially Bundled Requirements                    | Enter Code F when the requirements meet the definition of “Bundling” at FAR 2.101 but has an estimated value outlined at FAR 7.107-4 Substantial Bundling. . This value can only be selected on or later than February 3, 2017.    |
| G    | Bundled Requirements Under a FAR 7.107-1(b) Exception | Enter Code G when the requirements meet the definition of “Bundling” at FAR 2.101 but do not require a written determination in accordance with FAR 7.107-1(b). This value can only be selected on or later than February 3, 2017. |
| H    | Not Bundled                                           | Enter Code H when the requirements do not meet the definition of “Bundling” at FAR 2.101. This value can only be selected on or later than February 3, 2017.                                                                       |

#### 5.10.5 GFP PROVIDED UNDER THIS ACTION (Data Dictionary Element 8J)

This data element is required on all IDVs and Modifications. If the contractor is authorized to use Government Furnished Property (GFP), pursuant to FAR 45, make the appropriate selection from the drop down menu.

#### 5.10.6 RECOVERED MATERIALS/SUSTAINABILITY (Data Dictionary Element 8L)

This data element is Not Applicable for an FSS, BOA, and BPA. It is required on a GWAC and IDC and populates to the Modification. This designates whether the contracting officer included clauses in the contract for the Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA designated Products.

The drop down lists the following options:

| Code | Short Description                                                                                                                                                                                        | Long Description                                                                                                                                                                                                                  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | FAR 52.223-4 Included                                                                                                                                                                                    | The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.                                                                                                                                        |
| B    | FAR 52.223-4 and FAR 52.223-9 Included                                                                                                                                                                   | The solicitation included the provision at FAR 52.223-4, Recovered Material Certification and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products. |
| C    | No Clauses Included and No Sustainability Included                                                                                                                                                       | Neither clause is included in the contract.                                                                                                                                                                                       |
| D    | Energy efficient                                                                                                                                                                                         | Energy efficient.                                                                                                                                                                                                                 |
| E    | Bio-based                                                                                                                                                                                                | Bio-based.                                                                                                                                                                                                                        |
| F    | Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )                                               | Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                                                                       |
| G    | FAR 52.223-4 & energy efficient                                                                                                                                                                          | FAR 52.223-4 & energy efficient.                                                                                                                                                                                                  |
| H    | FAR 52.223-4 & bio-based                                                                                                                                                                                 | FAR 52.223-4 & bio-based.                                                                                                                                                                                                         |
| I    | FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )                                | FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                                                        |
| J    | FAR 52.223-4 & bio-based & energy efficient                                                                                                                                                              | FAR 52.223-4 & bio-based & energy efficient.                                                                                                                                                                                      |
| K    | FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )                    | FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                                            |
| L    | FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ) | FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).                         |

**NOTE:** When EPA Designated Product(s) is coded as 'Not Required' (E), then Recovered Materials/Sustainability" must be 'No Clauses Included and No Sustainability Included' (C), 'Energy Efficient' (D) 'Bio-based' (E), or 'Environmentally preferable' (F).

#### 5.10.7 DOMESTIC OR FOREIGN ENTITY (Data Dictionary Element 8Q)

This data element is required on all IDVs and Modifications. Select the appropriate value for the vendor from the drop down vendor that denotes if the contractor is a domestic or foreign firm.

| Code | Short Description                                   |
|------|-----------------------------------------------------|
| A    | U.S. Owned Business                                 |
| B    | Other U.S. Entity (e.g. Government)                 |
| C    | Foreign-Owned Business Incorporated in the U.S.     |
| D    | Foreign-Owned Business Not Incorporated in the U.S. |
| O    | Other Foreign Entity (e.g. Foreign Government)      |

#### 5.10.8 SEA TRANSPORTATION (Data Dictionary Element 8M)

This data element is Not Applicable for a FSS and is Optional for all other IDVs and Populates to the Modification. This is a code designating whether the contractor anticipates some of the supplies may be transported by sea. Select “Yes” when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c) (2), Offer Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies provided may be transported by sea. The drop down lists the following:

- **Yes** - Positive Response to DFARS 252.247-7022 or 252.212-7000(c)(2).
- **No** - Negative Response to DFARS 252.247-7022 or 252.212-7000(c)(2).
- **Unknown** - No response or Provision Not Included in Solicitation.
- **NA** - Not DoD or Business Type = Federal Agency or How Competed indicates Simplified Acquisition Procedures.

#### 5.10.9 DESCRIPTION OF CONTRACT REQUIREMENT (Data Dictionary Element 6M)

This data element is required on all IDVS and Modifications. Enter a brief meaningful description of the end item or service being procured.

### 5.11 COMPETITION INFORMATION

FIGURE 58. COMPETITION INFORMATION FOR IDVS

|                                                              |                          |
|--------------------------------------------------------------|--------------------------|
| <b>Solicitation Procedures:</b> *                            | Select One               |
| <b>Type Of Set Aside:</b> *                                  | Select One               |
| <b>Evaluated Preference:</b> *                               | Select One               |
| <b>SBIR/STTR:</b>                                            | Select One               |
| <b>Fair Opportunity / Limited Sources:</b>                   | Select One               |
| <b>Other Than Full And Open Competition:</b>                 | Select One               |
| <b>Commercial Item Acquisition Procedures:</b> *             | Select One               |
| <b>A76 Action:</b> *                                         | Select One               |
| <b>FedBizOpps:</b> *                                         | Select One               |
| <b>Local Area Set Aside:</b> *                               | Select One               |
| <b>Number Of Offers Received:</b> *                          |                          |
| <b>Small Business Competitiveness Demonstration Program:</b> | <input type="checkbox"/> |
| <b>Commercial Item Test Program:</b> *                       | Select One               |

### 5.11.1 EXTENT COMPETED FOR REFERENCED IDV

When reporting BPA calls, BOA orders, or Task/Delivery orders the information in this field is auto-populated from the Referenced IDV.

### 5.11.2 EXTENT COMPETED (Data Dictionary Element 10A)

This data element is required on an FSS, GWAC and IDC. It is Not Applicable for a BOA and Part 13 BPA. It Populates on a Part 8 BPA and on a Modification. This is a code that represents the competitive nature of the contract.

The drop-down lists the following:

- **Full and Open Competition** - The action resulted from an award pursuant to FAR 6.102(a) - Sealed Bid, FAR 6.102(b) - Competitive Proposal, FAR 6.102(c) - Combination, or any other competitive method that did not exclude sources of any type.
- **Not Available for Competition** - The contract is not available for competition.
- **Not Competed** - The contract is not competed.
- **Full and Open Competition after exclusion of sources** - Some sources are excluded before competition.
- **Follow On to Competed Action** - The action is a follow on to an existing competed contract. (FAR 6.302-1)
- **Competed under SAP** - The action is competed under the Simplified Acquisition Threshold.
- **Not Competed under SAP** - The action is NOT competed under the Simplified Acquisition Threshold.

### 5.11.3 SOLICITATION PROCEDURES (Data Dictionary Element 10M)

This data element is required for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populates on a Modification. A Part 8 BPA is populated with Subject to Multiple Award Fair Opportunity.

Select the appropriate procedure from the drop-down menu. This is the designator for the solicitation procedures available. Report this code for the type of solicitation procedure used.

- **Negotiated Proposal** - Solicitation using negotiated procedures (RFP) other than simplified acquisition procedures (RFQ). (FAR 12, FAR, 13, FAR 15)
- **Sealed Bid** - Solicitation using seal bidding procedures (IFB). (FAR 14)
- **Two Step** - Solicitation that uses a combination of sealed bids and negotiated procedures. (FAR 6.102)
- **Simplified Acquisition** -Simplified Acquisition Procedures means the methods prescribed in [Part 13](#) for making purchases of supplies or services.
- **Architect Engineer** - An Architect Engineer action is solicited pursuant to FAR 6.102(d)(1).
- **Basic Research** - A Basic Research action is solicited pursuant to FAR 6.102(d)(2).
- **Alternative Sources** - 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).

- **No solicitation procedure used** - No solicitation was used in this action.

#### 5.11.4 TYPE SET ASIDE (Data Dictionary Element 10N)

This data element is required for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populates on a Part 8 BPA and a Modification.

Select from the drop-down menu. This is the designator for type of set aside determined for the contract action.

Report this code when you use any of the following set-asides to award a contract.

| Code               | Short Description                                                          | Full Description                                                                                                                                                                                                             |
|--------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8AN                | 8(a) Sole Source                                                           | 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 per 219.811 |
| HS3                | 8(a) with HUB Zone Preference                                              | 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).                                                  |
| 8A                 | 8A Competed                                                                | Report this code for an 8a award pursuant to FAR 19.805-2                                                                                                                                                                    |
| BI <sup>Civ</sup>  | Buy Indian                                                                 | Report this code if applicable. As of 7/8/2013 this value can no longer be used by the Department of Interior. This code can still be used by the Indian Health Service of the Department of Health and Human Services.      |
| ISBEE              | Indian Small Business Economic Enterprise                                  | Report this code if applicable. This value can only be used by the Department of Interior. The start date is 7/8/2013.                                                                                                       |
| ISEE               | Indian Economic Enterprise starting                                        | Report this code if applicable. This value can only be used by the Department of Interior. The start date is 7/8/2013.                                                                                                       |
| HS2 <sup>Civ</sup> | Combination HUBZone and 8(a)-<br>(This value was deprecated on 10-02-2008) | Report this code if the award was a combination HUBZone set-aside and 8(a) award.                                                                                                                                            |
| ESB                | Emerging Small Business Set-Aside                                          | Enter this code if the action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program (see FAR Subpart 19.10).            |
| HMP                | HBCU or MI Set-Aside -- Partial                                            | Report this code for contract awards directed to Historically Black College/University of Minority Institution per DFARS 235.016. This value cannot be selected after 10/13/2014.                                            |
| HMT                | HBCU or MI Set-Aside -- Total                                              | Report this code for an award directed to a Historically Black College/University or Minority Institution per DFARS 226.7003. This value cannot be selected after 10/13/2014.                                                |
| HZC                | 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                                                                  |
| HZS                | 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.                                                                             |
| NONE               | No set aside used.                                                         | Report this code if the contract award was not a socio-economic program set-aside.                                                                                                                                           |
| RSB <sup>Civ</sup> | Reserved for Small Business \$2501 to 100K (available only pre CLOD)       | Report this code if awards exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold. FAR 13                                                                                             |
| 8AC <sup>Civ</sup> | SDB Set-Aside 8(a)-(Deprecated on 11/18/2005)                              | Report this code for a small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).                                                                                        |
| SDVOSBS            | SDVOSB Sole Source                                                         | Report this code for contract awards exceeding the micro purchase threshold set-aside for non competitive award to service-disabled veteran-                                                                                 |

|                    |                                                                   |                                                                                                                                                                                                                                                             |
|--------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                                                                   | owned small business concerns. FAR 19.1406                                                                                                                                                                                                                  |
| SDVOSB<br>C        | Service Disabled Veteran Owned Small Business Set-Aside           | Report this code for contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns. FAR.19.1405                                                                     |
| SBP                | Small Business Set-Aside -- Partial                               | Report this code for a partial small business set aside made pursuant to FAR 19.502-3.                                                                                                                                                                      |
| SBA                | Small Business Set Aside - Total                                  | Report this code for a small business set aside.                                                                                                                                                                                                            |
| VSB <sup>Civ</sup> | Very Small Business Set Aside (Deprecated on 1/17/2006)           | Report this code if the acquisition is between \$2,501 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. (Expired)                 |
| VSA                | Veteran Set Aside                                                 | Report this code for actions with Veteran Owned Businesses. Only VA can use this value.                                                                                                                                                                     |
| VSS                | Veteran Sole Source                                               | Report this code for actions with Veteran Owned Businesses. Only VA can use this value.                                                                                                                                                                     |
| WOSB               | Women-Owned Small Business                                        | Report this code for a Women-Owned Small Business Set-Aside made pursuant to FAR 19.15. This code is only valid for actions signed on or after 4/01/2011.                                                                                                   |
| EDWOSB             | Economically Disadvantaged Women-Owned Small Business             | Report this code for an Economically Disadvantaged Women-Owned Small Business Set-Aside made pursuant to FAR 19.15. This code is only valid for actions signed on or after 4/01/2011.                                                                       |
| WOSBSS             | Women-Owned Small Business Sole Source                            | Women Owned Small Business Sole Source: Report this code for a Women Owned Small Business Sole Source made pursuant to FAR 19.15. This code is only valid for actions signed on or after 11/13/2015.                                                        |
| EDWOSB<br>SS       | Economically Disadvantaged Women-Owned Small Business Sole Source | Economically Disadvantaged Women Owned Small Business Sole Source: Report this code for an Economically Disadvantaged Women Owned Small Business Sole Source made pursuant to FAR 19.15. This code is only valid for actions signed on or after 11/13/2015. |

**NOTE:** Beginning on or after November 1, 2011, two new values, ‘Competitive Set Aside’ and ‘Sole Source’ under “FAIR Opportunity/ Limited Sources” will be available for these document types: Delivery/Task Order against a Multiple Award IDV (FSS, GWAC, or Multiple Award IDC); Part 8 BPA and Part 8 BPA Call.

The valid “Type of Set Aside” values for the ‘Competitive Set Aside’ are as follows:

- 8(a) Competed
- Small Business Set Aside - Partial
- Small Business Set Aside - Total
- HUBZone Set Aside.
- Service Disabled Veteran Owned Small Business Set Aside.
- HBCU or MI Set-Aside - Partial-This valid is not value when the “Date Signed” is on or after 10/14/2015.
- HBCU or MI Set-Aside - Total- This valid is not value when the “Date Signed” is on or after 10/14/2015.
- Women Owned Small Business
- Economically Disadvantaged Women Owned Small Business

The valid Type of Set Aside values for the Sole Source are as follows:

- 8(a) Sole Source.
- HUBZone Sole Source.
- Service Disabled Veteran Owned Small Business Sole Source,  
Women-Owned

- Small Business Sole Source and Disadvantaged Women-Owned Small Business Sole Source.

#### 5.11.5 EVALUATED PREFERENCE (Data Dictionary Element 10P)

This data element is required for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populates on a Part 8 BPA and a Modification.

This is the designator for the type of preference determined for the contract action.

Report a code from the drop down menu when a contract was made pursuant to the socio economic program price evaluation preferences, see FAR 19.11 and FAR 19.13.

- **No Preference used** - No evaluation preference was used in this action.
- **SDB Price Evaluation Adjustment** - An award made through full and open competition with award to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11. **(The SDB Price Evaluation can only be selected with a “Date Signed” on or prior to October 13, 2014.)**
- **SDB Preferential Consideration Partial Set Aside** - The award was made through Full and Open Competition after Exclusion of Sources pursuant to FAR 6.2. Enter this code if the action was a partial set-aside for small business and Partial SB Set-Aside preferential consideration resulted in an award to an SDB. **The SDB Preferential Consideration Partial Set Aside can only be selected with a “Date Signed” on or prior to October 13, 2014.)**
- **HUBZone Price Evaluation Preference** - 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 19.1307.
- **Combined HUB/SDB Preference** - The award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference, see FAR 19.13, and the Small Disadvantaged Business Price Evaluation Adjustment, see FAR 19.11. **(The SDB Price Evaluation can only be selected with a “Date Signed” on or prior to October 13, 2014.)**

#### 5.11.6 SBIR/STTR (Data Dictionary Element 10Q)

This data element is Not Applicable for an FSS and GWAC. It is Optional for all other IDV's and Populates to the Modification. This is the designator for the type of research determined for the contract action. Report this code when you are awarding a contract for any of the values listed below.

- **SBIR Program Phase I Action** - The award was related to a Phase I contract in support of the Small Business Innovation Research (SBIR) Program.
- **SBIR Program Phase II Action** - The award was related to a Phase II contract in support of the Small Business Innovation Research (SBIR) Program.
- **SBIR Program Phase III Action** - The award was related to a Phase III contract in support of the Small Business Innovation Research (SBIR) Program.
- **STTR Phase I** - The award was related to a Phase I contract in support of the Small Technology Transfer Research (STTR) Program.
- **STTR Phase II** - The award was related to a Phase II contract in support of the Small Technology Transfer Research (STTR) Program.
- **STTR Phase III** - The award was related to a Phase III contract in support of the Small Technology Transfer Research (STTR) Program.

#### **5.11.7 FAIR OPPORTUNITY/LIMITED SOURCES (Data Dictionary Element 10R)**

This data element is required on a Part 8 BPA and Populates to the Modification. It is Not Applicable on all other IDVs. This field is used to determine the extent of competition on delivery orders under a multiple award IDIQ contract in accordance with the Fair Opportunity Act. Pre CLOD, this data element was open for input, however, it does not apply to an IDV. Post CLOD, this data element will be grayed out and uneditable. **Note: This data element is named “STATUTORY EXCEPTION TO FAIR OPPORTUNITY” PRE CLOD and “FAIR OPPORTUNITY/LIMITED SOURCES” POST CLOD**

#### **5.11.8 OTHER THAN FULL AND OPEN COMPETITION (Data Dictionary Element 10C)**

This data element is Optional for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populates on a Part 8 BPA and a Modification.

This is the designator for solicitation procedures other than full and open competition pursuant to FAR 6.3 or other statutory basis. **This data element was formerly named ‘REASON NOT COMPETED’.**

- **Authorized by Statute (FAR 6.302-5(a)(2)(i))** - The award was justified pursuant to FAR 6.302-5 and a specific program is not listed.
- **Authorized Resale (FAR 6.302-5(a)(2)(ii))** - The award was justified pursuant to FAR 6.302-5(a)(2)(ii).
- **Brand Name Description (FAR 6.302-1(c))** - The award used a brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer.
- **Follow-On Contract (FAR 6.302-1(a)(2)(ii/iii))** - The award was Definitive Contract, and the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
- **International Agreement (FAR 6.302-4)** - The award was justified pursuant to FAR 6.302-4.
- **Less than or equal to the Micro-Purchase Threshold (Civilian Only)** - The award was justified pursuant to FAR 13.202.
- **Mobilization, Essential R&D (FAR 6.302-3)** - The award was justified pursuant to FAR 6.302-3(a)(2).
- **National Security (FAR 6.302-6)** - The award was justified pursuant to FAR 6.302-6.
- **Only One Source-Other (FAR 6.302-1 other)** - The award was justified pursuant to FAR 6.302-1 situation other than the examples cited in this list.
- **Patent or Data Rights (FAR 6.302-1(b)(2))** - The award was justified pursuant to FAR 6.302-1(b)(2).
- **Public Interest (FAR 6.302-7)** - The award was justified pursuant to FAR 6.302-7.
- **SAP Non-Competition (FAR 13)** - The award was a non-competitive acquisition and simplified acquisition procedures in FAR 13.3 were used. Pre CLOD Civilian only.
- **Standardization (FAR 6.302-1(b)(4))** - The award was justified pursuant to FAR 6.302-1(b)(4).
- **Unique Source (FAR 6.302-1(b)(1))** - The award was justified pursuant to FAR 6.302-1(b)(1).
- **Unsolicited Research Proposal (FAR 6.302-1(a)(2)(i))** - The award was justified pursuant to FAR 6.302-1(a)(2)(i).

- **Urgency (FAR 6.302-2)** - The award was justified pursuant to FAR 6.302-2.
- **Utilities (FAR 6.302-1(b)(3))** - The award was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.

#### 5.11.9 COMMERCIAL ITEM ACQUISITION PROCEDURES (Data Dictionary Element 10H)

This data element is required on all IDVs and populates on a Modification.

This designates whether the solicitation used the special requirements for the acquisition of commercial items intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12. Select 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.

Definitions for each value are listed below:

| Code | Short Description                              | Long Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Commercial Item                                | Select this value when the action is for a commercial item using FAR Part 12 Commercial item procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| B    | Supplies or services pursuant to FAR 12.102(f) | Select this value for any acquisition of supplies or services, determined by the head of the agency, to be used to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack pursuant to FAR 12.102(f) that uses commercial item procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| C    | Services pursuant to FAR 12.102(g)             | Select this value for any acquisition of services that does not meet the definition of commercial item but meets the criteria in FAR 12.102(g). Specifically, (i) Is entered into on or before November 24, 2013; (ii) Has a value of \$27 million or less; (iii) Meets the definition of performance-based acquisition at FAR 2.101; (iv) Uses a quality assurance surveillance plan; (v) Includes performance incentives where appropriate; (vi) Specifies a firm-fixed price for specific tasks to be performed or outcomes to be achieved; and (vii) Is awarded to an entity that provides similar services to the general public under terms and conditions similar to those in the contract or Task order. This code was ended effective November 25, 2013. |
| D    | Commercial Item Procedures Not used            | Select this value when commercial item procedures were not used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

#### 5.11.10A-76 ACTION (Data Dictionary Element 10L)

This data element populates on a Part 8 BPA and Modification. It is required on all other IDVs. If the contract resulted from an A-76 Fair Act competitive sourcing process, then select "Yes". Otherwise, selection "No".

#### 5.11.11 FEDBIZOPPS (Data Dictionary Element 10S)

This data element is required for an FSS, GWAC, and IDC. It is Optional for a BOA, Part 13 BPA, Part 8 BPA, and it populates on a Modification.

This field displays whether the synopsis requirements of FAR Subpart 5.2 have been observed. Select the appropriate value from the drop down menu.

#### 5.11.12 LOCAL AREA SET ASIDE (Data Dictionary Element 10U)

This data element is required for an FSS, GWAC, Part 8 BPA and IDC. It is Not Applicable for a BOA and Part 13 BPA, and it populates on a Modification.

When awarding emergency response actions during the term of a major disaster or emergency declaration by the President of the United States under the authority of the Stafford Act, preference shall be given to the extent feasible and practicable to local firms. Preference may be given through a local area set aside or an evaluation preference.

#### 5.11.13 NUMBER OF OFFERS RECEIVED (Data Dictionary Element 10D)

Enter the actual number of offers received. These are the actual offers/bids you received in response to the solicitation or number of multiple award contracts/schedules received for Delivery Orders. This data element is required for an FSS, GWAC, Part 8 BPA and IDC. It is Not Applicable for a BOA, Part 13 BPA, and it populates on a Modification.

#### 5.11.14 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (Data Dictionary Element 10K)

FPDS-NG auto-populates this field when awards are made to U.S. business concerns (as a result of solicitations issued on or after Jan 1, 1989) for the designated industry groups or the ten targeted industry categories as defined by FAR 19.10.

- **Yes** - FPDS-NG will return Yes if Contracting Agency Code indicates a participating agency listed in FAR 19.1004 and NAICS indicates one of the Industry Groups listed in FAR 19.1005 and/or Agency-Specified Industry Categories, and the Referenced PIID does not point to an IDV for which IDV Type = FSS, and Business Types does not indicate a governmental entity, or educational or non-profit organization, and other provisions of FAR 19.10 are met.
- **No** - This is the value defaulted in FPDS-NG if the box is not selected.

#### 5.11.15 COMMERCIAL ITEM TEST PROGRAM (Data Dictionary Element 10J)

This data element is required for an FSS, GWAC and IDC. It is Not Applicable for a BOA and Part 13 BPA. It populates for a Part 8 BPA and for a Modification.

| Code | Short Description | Long Description                   |
|------|-------------------|------------------------------------|
| Y    | Yes               | Commercial Item Test Program used  |
| N    | No                | Not a Commercial Item Test Program |

### 6. PREFERENCE PROGRAMS/OTHER DATA

Figure 59. Preference Programs/Other Data

| Preference Programs / Other Data                      |                      |
|-------------------------------------------------------|----------------------|
| IDV Contracting Officer's Business Size Selection:    | <input type="text"/> |
| Contracting Officer's Business Size Selection:        | <input type="text"/> |
| Contracting Officer's Business Size Selection Source: | <input type="text"/> |
| Subcontract Plan:                                     | <input type="text"/> |

## 6.1 CONTRACTING OFFICER'S BUSINESS SIZE SELECTION (Data Dictionary Element 11A)

This data element Populates on a Part 8 BPA and on a Modification. It is required on all other IDVs. This field indicates if the selected contractor meets the small business size standard for award to a small business based on the NAICS code. Select one of the following from the drop down menu:

- **Small Business** - The Contracting Officer determines that the selected vendor is a small business for this procurement.
- **Other Than Small Business** - If the selected vendor is other than small business.

**NOTE:** Because the contractor can be considered large in some NAICS and small in others, the contracting officer/buyer will determine the business size based on the predominant NAICS for the products or services being procured as specified in On-Line Representations and Certifications Application (ORCA).

### 6.1.2 SUBCONTRACT PLAN (Data Dictionary Element 11B)

This data element is Not Applicable on a Part 8BPA and Populates on a Modification. It is Required on all other IDVs. Select from the drop-down menu for the code reflecting the subcontracting plan requirement (See FAR 19.702).

| Code | Short Description                                   | Long Description                                                                                                                                                       |
|------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A    | Plan Not Included - No Subcontracting Possibilities | A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2I)                                               |
| B    | Plan Not Required                                   | No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a)).                                                             |
| C    | Plan Required -Incentive Not Included               | Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c)). This value is end dated as of May 1, 2015.               |
| D    | Plan Required - Incentive Included                  | Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c) and DFARS 219.708(c)). This value is end dated as of May 1, 2015. |
| E    | Plan Required (Pre 2004)                            | Plan Required (Pre 2004)                                                                                                                                               |
| F    | Individual Subcontract Plan                         | Applies to a specific contract with goals that covers the entire contract period, including option periods (FAR 19.701)                                                |
| G    | Commercial Subcontract Plan                         | Commercial plan" means a subcontracting plan (including goals) that covers the                                                                                         |

|   |                                    |                                                                                                                                                                                                  |
|---|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |                                    | offerer's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line) (FAR 19.701) |
| H | DoD Comprehensive Subcontract Plan | A subcontracting plan based on a plant, division, or company-wide basis. This value is only valid for DoD. (DFARS 219.702).                                                                      |

## 7. TRANSACTION/MODIFICATIONS COLUMN

Use this column when selecting a contract action report to correct, or modify. By using Advanced Search  (see the Advanced Search section 2.10) capability at the top of the screen, you can also perform these functions. To perform any of these functions, you must have a PIID (Procurement Instrument Identifier).

- **Correction** - To fix a mistake in a record that is in final status. It should be noted that the correction should not change the legal intent of the contract action. You can only use this function when a contract action report is in final status. .
- **Modifications** - Use modifications to report information on a document where the legal intent of the contract has changed. To report modifications to an existing Award/IDV document; the base document must already be in final status in FPDS-NG.

## FPDS-NG INTRODUCTION TO REPORTS

### 8. INTRODUCTION TO REPORTS

- 8.1 The reports document describes the Standard, Ad hoc, ezSearch and Interagency Contract Directory reporting capabilities in FPDS-NG. There are certain reports that are reserved for those individuals who have System Administration permissions.

The Report functions are accessed via the Navigation screen shown in the following figure. FPDS-NG reporting allows the Federal Government to track users, performance, contract statistics and goal accomplishments. FPDS-NG gathers information on reported procurement transactions and stores this information in a database for analysis and reporting. The reports are generated using two types of functionality:

- Standard - These reports have been programmed to allow the user to run them with a minimum of additional input.
- Adhoc - These reports allow you to create your own reports for those times when you need a unique combination of values that are not in the Standard Reports
- ezSearch - This is a 'Google' like tool that allows you to perform searches on the various fields within the FPDS-NG system
- Interagency Contract Directory (ICD) - This is also a 'Google' like tool that presently contains all active Federal Supply Schedules (FSS), Government wide Acquisition Contracts (GWAC), Blank Ordering Agreements (BOA), Blank Purchase Agreements (BPA), and the various types of Indefinite Delivery Contracts awarded after October 1, 2006.

Figure 60. FPDS-NG Navigation Screen



## 8.1.1 ACCESSING AND GENERATING FPDS-NG STANDARD REPORTS

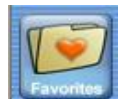
The following sections provide instructions for accessing and generating reports in FPDS-NG. Public and Government users have similar procedures for accessing reports with the exception of static reports developed and shown on the Log In screen. To access the reports in FPDS-NG, you must be a registered Government or public user in the FPDS-NG system. The following instructions can be used based on the designation of the user (public or government). Some reports are not accessible to the public user and there are some reports that users without System Administration permissions will not be able to access.

The following is a view of the reports toolbar:

**Figure 61. Reports Toolbar**



The Reports Sections is broken down by Favorites, Who, What, Where, When, How, Adhoc Reports, System Admin and Help.



The Favorites category is used to acquire and store selected reports that you may run on a frequent basis.



The Who category reports contain information on who is winning government contracts by vendor and type.



The What category reports contain information on the types of Products and Services the government has been buying.



The Where category reports allow you to view where the government is spending its money, both in the U.S. and abroad.



The When category reports tell you when a procurement was made.



The How category reports will provide you information on how the government made the award (Small Business, Type of Competition, etc.) Also in this category you will be able to view how the government is meeting their statutory goals.

Before we move into the description of the various reports under each category there are a few handy features that have been built into the Reports Module to assist you in selecting the appropriate report to suit your needs.

If you are not quite sure of the report that you want or does a given report contain the information that you are looking for, you can select the following button:



When this preview button is selected, a view provides the type of information that will be displayed for the given report that you may be running. The following view is of the Awards by Contractor Type:

**Figure 62. Award By Contractor Type Report Results**

Figure 62: Award By Contractor Type Report Results

Awards By Contractor Type

Active filters

Send

Export

Highlighting

Drill

Charts

Σ

Description

This report displays the dollars and actions for Awards by Contractor Type. The report also allows drilling down to the PIID level.

| Department                             | Total Actions | Total Dollars | Large Business Actions | Large Business Dollars | Small Business Actions | Small Business Dollars | Total Education Actions |
|----------------------------------------|---------------|---------------|------------------------|------------------------|------------------------|------------------------|-------------------------|
| GENERAL SERVICES ADMINISTRATION (4700) | 33            | \$4,254.00    | 16                     | \$244.00               | 16                     | \$3,960.00             | 0                       |
| Total                                  | 33            | \$4,254.00    | 16                     | \$244.00               | 16                     | \$3,960.00             | 0                       |

| HBCU (Historically Black College or University) Dollars | MI (Minority Institutions) Dollars | HBCU and MI Dollars | Other Education Dollars | Indian Tribe (Federally Recognized) Actions | Indian Tribe (Federally Recognized) Dollars | Native Hawaiian Owned Organization Or Firm Actions | Native Hawaiian Owned Organization Or Firm Dollars |
|---------------------------------------------------------|------------------------------------|---------------------|-------------------------|---------------------------------------------|---------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| \$0.00                                                  | \$0.00                             | \$0.00              | \$0.00                  | 0                                           | \$0.00                                      | 0                                                  | \$0.00                                             |
| \$0.00                                                  | \$0.00                             | \$0.00              | \$0.00                  | 0                                           | \$0.00                                      | 0                                                  | \$0.00                                             |

| Tribally Owned Firm Actions | Tribally Owned Firm Dollars | Native American Owned Actions | Native American Owned Dollars | American Indian Owned Actions | American Indian Owned Dollars | US Tribal Government Actions | US Tribal Government Dollars | Alaskan Native Owned Corporation Or Firm Actions |
|-----------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|------------------------------|------------------------------|--------------------------------------------------|
| 0                           | \$0.00                      | 0                             | \$0.00                        | 0                             | \$0.00                        | 0                            | \$0.00                       | 0                                                |
| 0                           | \$0.00                      | 0                             | \$0.00                        | 0                             | \$0.00                        | 0                            | \$0.00                       | 0                                                |

| Alaskan Native Owned Corporation Or Firm Dollars | U.S. Hospital Actions | U.S. Hospital Dollars | UNICOR Actions | UNICOR Dollars | Other U.S. Government Actions | Other U.S. Government Dollars | Non Profit Actions | Non Profit Dollars |
|--------------------------------------------------|-----------------------|-----------------------|----------------|----------------|-------------------------------|-------------------------------|--------------------|--------------------|
| \$0.00                                           | 0                     | \$0.00                | 0              | \$0.00         | 0                             | \$0.00                        | 0                  | \$0.00             |
| \$0.00                                           | 0                     | \$0.00                | 0              | \$0.00         | 0                             | \$0.00                        | 0                  | \$0.00             |

| JWOD Actions | JWOD Dollars | Foreign Concern or Entity Actions | Foreign Concern or Entity Dollars | U.S. Business Performing Overseas Actions | U.S. Business Performing Overseas Dollars |
|--------------|--------------|-----------------------------------|-----------------------------------|-------------------------------------------|-------------------------------------------|
| 0            | \$0.00       | 13                                | \$0.00                            | 3                                         | \$204.00                                  |
| 0            | \$0.00       | 13                                | \$0.00                            | 3                                         | \$204.00                                  |

If the report has the 'drill down' or Detail capability it will be shown as follows:

**Figure 63. Awards By Contractor Type Drill Down**

| Award Detail          |                                         |                       |                                       |                           |                   |                     |                       |                            |
|-----------------------|-----------------------------------------|-----------------------|---------------------------------------|---------------------------|-------------------|---------------------|-----------------------|----------------------------|
| Contracting Agency ID | Contracting Agency Name                 | Contracting Office ID | Contracting Office Name               | Contracting Office Region | PIID              | Modification Number | Transaction Number    | Referenced IDV PIID        |
| 4745                  | OFFICE OF THE CHIEF ACQUISITION OFFICER | AI000                 | GSA/IAE/OFF CHIEF ACQUISITION OFFICER | 00                        | GSTRANSFERC301    | C2                  |                       |                            |
| 4745                  | OFFICE OF THE CHIEF ACQUISITION OFFICER | PD000                 | GSA/OFF CHIEF ACQUISITION OFFICER     | 00                        | GSTRANSFERB201    | B1                  | 0                     |                            |
| Date Signed           | Effective Date                          | Completion Date       | Est. Ultimate Completion Date         | Last Date to Order        | Funding Agency ID | Funding Office ID   | Foreign Funding       | Domestic or Foreign Entity |
| 12/13/2007            | 12/13/2007                              |                       |                                       | 12/13/2008                | N/A               | N/A                 |                       |                            |
| 12/13/2007            |                                         |                       |                                       |                           | 4745              | PD000               | FOREIGN FUNDS NON-FMS |                            |

Please note that we are not going to show the entire Award Detail view of the example as this report reflects all of the fields that are maintained within FPDS-NG.

## 8.1.2FPDS-NG STANDARD REPORTS

This following section is called the Appendix. The Appendix for every report reflects any and all exclusions that may have been made and the actual way in which the information in the report is calculated. Therefore, if you feel that the report you have executed does not contain the information that you believe should be included in the specific report, you should always check the Appendix to determine if your information may fall under any of the exclusions for that report. The Appendix will also show how the report is calculated. The following is an example of the Appendix from the Awards by Contractor Type report.

### Appendix

This report displays actions and dollars for awards and IDVs in an approved status for the specified date signed range.

Total Actions: This column displays the sum of "Number of Actions".

Total Dollars: This column displays the sum of "Dollars Obligated".

Large Business Actions: This column is an aggregation of Number of Actions when "Contracting Officer's Selection of Business Size" is equal to "Other than Small Business" and the following vendor business types are "No"

- Local Government
- State Government
- Federal Government
- US Tribal Government
- JWOD
- HBCU
- Minority Institution
- Non Profit Organization
- Hospital Flag
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm
- Native American Owned

- American Indian Owned
- Alaskan Native Corporation Owned Firm
- Large Business Dollars: This column is an aggregation of Dollars Obligated when "Contracting Officer's Selection of Business Size" is equal to the value "Other than Small Business" and the following vendor business types should be "No"
- Local Government
- State Government
- Federal Government
- US Tribal Government
- JWOD
- HBCU
- Minority Institution
- Non Profit Organization
- Hospital Flag
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm
- Native American Owned
- American Indian Owned
- Alaskan Native Corporation Owned Firm

Small Business Actions: This column is an aggregation of Number of Actions when "Contracting Officer's Selection of Business Size" is equal to the value "Small Business".

Small Business Dollars: This column is an aggregation of Dollars Obligated when "Contracting Officer's Selection of Business Size" is equal to the value "Small Business".

Total Education Actions: The "Total Education Actions" consists of the following sub-columns:

- HBCU (Historically Black College or University) Actions
- MI (Minority Institution) Actions
- HBCU + MI Actions
- Other Education Actions

Total Education Dollars: The "Total Education Dollars" consists of the following sub-columns:

- HBCU (Historically Black College or University) Dollars
- MI (Minority Institution) Dollars
- HBCU + MI Dollars
- Other Education Dollars

HBCU Actions: This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'Y' and MI (Minority Institution) = 'N'.

HBCU Dollars: This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'Y' and MI (Minority Institution) = 'N'.

MI Actions: This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'

MI Dollars: This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'.

HBCU and MI Actions (Flagged as both in SAM): This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'Y' , MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'

HBCU and MI Dollars (Flagged as both in SAM): This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'Y' , MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'

Indian Tribe (Federally Recognized) Actions: This column is an aggregation of Number of Actions when Indian Tribe (Federally Recognized) = 'Y'.

Indian Tribe (Federally Recognized) Dollars: This column is an aggregation of Dollars Obligated when Indian Tribe (Federally Recognized) = 'Y'

Native Hawaiian Organization Owned Firm Actions: This column is an aggregation of Number of Actions when Native Hawaiian Organization Owned Firm = 'Y'.

Native Hawaiian Organization Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Native Hawaiian Organization Owned Firm = 'Y'

Tribally Owned Firm Actions: This column is an aggregation of Number of Actions when Tribally Owned Firm = 'Y'.

Tribally Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Tribally Owned Firm = 'Y'

Native American Owned Actions: This column is an aggregation of Number of Actions when Native American Owned = 'Y'.  
Native American Owned Dollars: This column is an aggregation of Dollars Obligated when Native American Owned Firm = 'Y'

American Indian Owned Actions: This column is an aggregation of Number of Actions when = American Indian Owned 'Y'.  
American Indian Owned Dollars: This column is an aggregation of Dollars Obligated when American Indian Owned = 'Y'

US Tribal Government Actions: This column is an aggregation of Number of Actions when = US Tribal Government = 'Y'.  
US Tribal Government Dollars: This column is an aggregation of Dollars Obligated when US Tribal Government = 'Y'

Alaskan Native Corporation Owned Firm Actions: This column is an aggregation of Number of Actions when = Alaskan Native Corporation Owned Firm = 'Y'.  
Alaskan Native Corporation Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Alaskan Native Corporation Owned Firm = 'Y'

Other Education Actions: This column is an aggregation of Number of Actions when Education Institution = 'Y', HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'N'.  
Other Education Dollars: This column is an aggregation of Dollars Obligated when Education Institution = 'Y', HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'N'.

U.S. Hospital Actions: This column is an aggregation of Number of Actions when Hospital Flag = 'Y'.  
U.S. Hospital Dollars: This column is an aggregation of Dollars Obligated when Hospital Flag = 'Y'.

UNICOR Actions: This column is an aggregation of Number of Actions when the DUNS Number is among the list of UNICOR DUNS numbers provided below:

014723167, 025866133, 027435366, 042811430, 056435894, 057272486, 060771920, 068638951, 072724859, 075399977, 085119121, 086854069, 088695218, 096356964, 098736291, 103385519, 118882161, 126924018, 127300429, 127607732, 129794269, 147374714, 148033947, 148071236, 152000998, 161114251, 177021870, 178845053, 183606490, 185501798, 185930542, 187651752, 199234480, 618879423, 622178747, 624770475, 626627459, 626979314, 794034553, 801970971, 801977273, 801983800, 801984964, 801991969, 883387995, 932169972, 932793250, 933631806, 933631814, 933631939, 942195132

UNICOR Dollars: This column is an aggregation of Dollars Obligated when the DUNS Number is among the list of UNICOR DUNS numbers provided above:

U.S. Government Actions: This column is an aggregation of Number of Actions when Local Government or State Government or Federal Government or Tribal Government = 'Y'.  
U.S. Government Dollars: This column is an aggregation of Dollars Obligated when Local Government or State Government or Federal Government or Tribal Government = 'Y'.

Non Profit Actions: This column is an aggregation of Number of Actions when Non Profit Organization = 'Y'.  
Non Profit Dollars: This column is an aggregation of Dollars Obligated when Non Profit Organization = 'Y'.

JWOD Actions: This column is an aggregation of Number of Actions when JWOD = 'Y'.  
JWOD Dollars: This column is an aggregation of Dollars Obligated when JWOD = 'Y'.

Foreign Concern/Entity Actions: This column is an aggregation of Number of Actions when the vendor country is not equal to USA.  
Foreign Concern/Entity Dollars: This column is an aggregation of Dollars Obligated when the vendor country is not equal to USA.

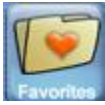
U.S. Business Performing Overseas Actions: This column is an aggregation of Number of Actions when the vendor country is U.S. and Place of Performance is not USA.  
U.S. Business Performing Overseas Dollars: This column is an aggregation of Dollars Obligated when the vendor country is U.S. and Place of Performance is not equal to USA.

Report Drill Down capabilities include MACOM and SUBCOM as selection criteria and are relevant to DoD data only.

The Federal Procurement Data System - Next Generation (FPDS-NG) is a dynamic, real-time database. Updates to data, including new actions, modifications, and corrections are made on a regular basis. Such updates could result in changes to the FPDS-NG data used to compile reports on actions for current and/or prior fiscal years. Accordingly, all reports need to be viewed with this in mind. It should also be noted that availability of DoD data entered into FPDS-NG is subject to a 90-day delay for non DoD users.

## 8.2SAMPLE OF AVAILABLE STANDARD REPORTS BY CATEGORY

Figure 64. Available Standard Reports



**Favorite Reports** are defined by the user and consist of a collection of reports that have been specifically chosen. This section will be blank, if you are a new user, until the user bookmarks reports to be added to the Favorites section. Otherwise, with the deprecation of the Business Objects Reports, the Favorites category was populated with the reports that had previously existed in "My Reports".



**WHO Reports** are defined as:

Who is winning government contract by vendor name or type?

#### REPORT TITLE

Awards By Contractor Type

#### DESCRIPTION OF THE REPORT

This report displays the dollars and actions for Awards by Contractor Type. The report also allows drilling down to the PIID level.

Contractor Search

This Report shows Total Actions and Dollars for a given Contractor.

Orders Referencing Incorrect IDV

This report displays Delivery Orders/Task Orders (DO/TO) and BPA Calls that were placed against an IDV by an agency that does not have the authority to use the Referenced IDV.



**WHAT Reports** are defined as:

What types of products and services the government has been buying?

#### REPORT TITLE

Contract Detail Report

#### DESCRIPTION OF THE REPORT

This Report shows the complete contractual data for the specified PIID.

Federal Contract Actions and Dollars

This report displays the federal contract actions and dollars for the specified date signed range.

Inherently Governmental Functions

This report displays the actions and dollars for 'Closely Associated', 'Critical Functions', 'Other Functions' and 'Null Inherently Governmental

Functions' when 'Service' is selected for PSC.

#### Other Transaction Actions and Dollars Report

This report displays the Other Transaction actions and dollars for the specified date signed range.

#### Procurement History for Market Research Report

This report provides total dollars awarded to all vendors for a Product and Service Code (PSC) given in the search criteria. The dollars are aggregated by the unique entry reported in the Description of Requirements field.

#### Total Actions by NAICS Report

The report displays actions and dollars for North American Industry Classification System (NAICS) Categories and how many of them are acquired by Commercial Item procedures at the Federal Government level.

#### Total Actions by PSC Report

The report displays actions and dollars for Product or Service Code (PSC) Categories and how many of them are acquired by Commercial Item procedures at the Federal Government level.

#### Trade Agreements Report

This report displays the number of unique PIIDs and the cumulative dollars obligated for the contracts covered by the NAFTA and GPA trade agreements.



**WHERE Reports are defined as:**

**Where is the government spending its money, both in the US and abroad?**

#### **REPORT TITLE**

Buy American Act Place of Manufacture Report

#### **DESCRIPTION OF THE**

This report displays the Actions and Dollars for manufactured end items across the Federal Government using the values of Place of Manufacture.

#### Geographical Report by Place of Performance

This report provides data on all Awards, Indefinite Delivery Vehicles, and Modifications based on the Place of Performance. The report displays

the Place of Performance state or country name.

## Geographical Report by Vendor Location

This report provides data on all Awards, Indefinite Delivery Vehicles, and Modifications based on the vendor location. The report displays the vendor state or country name.



**WHEN Reports** are defined as:

**When were the procurements made?**

### REPORT TITLE

### DESCRIPTION OF THE REPORT

Contract Detail Report

This report provides the complete contractual data for the specified PIID.

Procurement History for Market Research Report

This report provides total dollars awarded to all vendors for a Product and Service Code (PSC) given in the search criteria. The dollars are aggregated by the unique entry reported in the Description of Requirements field.



**HOW Reports** are defined as:

**How did the government make the award (Small Business, Type of Competition, etc)?**

**How is the government meeting its statutory goals?**

### REPORT TITLE

### DESCRIPTION OF THE REPORT

Bundled and Consolidated Contracts Report

This Report Displays the actions and dollars for Bundled and Consolidated Contracts that exceed the threshold that was in place on the date signed of the action.

Buying Through Government Acquisition Vehicles Report

The Buying Through Government Acquisition Vehicles report displays actions and dollars for all contract actions (Awards, IDVs, and Modifications) based on 'Who Can Use' on the IDV and based on Department ID for Awards referencing an IDV. The actions and dollars are divided into two Workflows, Single

Agency Vehicle Usage and Multi-Agency Vehicle Usage.

Competition Report

This is the official competition report. It provides both a summary level report and detailed drilldowns based on statutory exceptions. Additional information about this report is available in the Appendix and the FAQs on the FPDS-NG Homepage.

Competition Report - OLD

NOT THE OFFICIAL REPORT FOR COMPETITION. This is the old competition report and does not provide as accurate a representation as the Competition Report above.

Competitive Procedures, but one Offer Reports

This report displays Competed (Competed Under SAP, Full and Open Competition, Full and Open Competition after Exclusion of Sources and Fair Opportunity) data that has only one offer. This is an **ANOMALY** report.

Contract Termination for Default-Cause Report

This report reflects the 'Termination for Default (complete or partial)' and 'Termination for Cause' data for the Date range specified. This is an **ANOMALY** report.

Funding Report

This report provides data pertaining to federal funding. It provides total actions/dollars an agency has awarded on behalf of another agency, as well as the total actions/dollars the agency has awarded using their own funds.

IDVs whose Orders are over the Ceiling Amount

This report displays dollars obligated on the Orders that are over the Referenced IDVs Ultimate Contract Value. This is an **ANOMALY** Report.

Local Area Set-Aside Report

This report displays the federal actions and the dollars for those activities of major disaster or emergency, where preference was given to the local firms through a local area set-aside.

Official Small Business Goaling Report For FY 2005 and FY 2006

This is the Official Small Business Goaling Report for FY 2005 and FY

|                                                    |                                                                                                                                                                                                                                                      |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                    | 2006, based on static data as it appeared in FPDS-NG on 7/01/2007. This report displays the dollars, actions, and percentages for small business contracts for FY 2005 and 2006 only.                                                                |
| Official Small Business Goaling Report For FY 2007 | This is the Official Small Business Goaling Report for FY 2007, based on static data as it appeared in FPDS-NG on 8/01/2008. This report displays the dollars, actions, and percentages for small business contracts for FY 2007 only.               |
| Orders Placed After IDVs Last Date to Order        | This report displays Orders that are placed after their IDV's Last Date to Order. This is an <b>ANOMALY</b> Report.                                                                                                                                  |
| Performance Based Acquisition Report               | This report displays actions, dollars and percentages for the performance based acquisition contracts for the specified date range. It also provides drill down capability to view specific report details, including field values for the contract. |
| Potential Vendor Anomaly Report                    | This report displays all of the contracts that are marked as Small Business by the contracting officer and the contractor is one of the Top 100 Federal Contractors. This is an <b>ANOMALY</b> Report.                                               |
| Purchase Card as a Payment Method                  | This report displays the procurement actions within a specified date range where the Purchase Card was used/not used as a method of payment.                                                                                                         |
| Recycled Content Product by Awarding Org.          | This report displays EPA Designated Product and Recovered Material Clauses data for the specified date range and PSC range.                                                                                                                          |
| Small Business Achievements by Awarding Org.       | The Small Business Achievements by Awarding Agency displays the dollars, actions, and percentages for small business contracts. The goaling                                                                                                          |

exclusions apply to this report. This report is run by awarding agency.

#### Small Business Competitiveness Demonstration

This report displays Program Report actions and dollars for the ten agencies that participate in the Small Business Competitiveness Demonstration Program. See Appendix for the list of participating agencies.

#### Small Business Goaling Report

This report displays the dollars, actions, and percentages for small business contracts. The goaling exclusions apply to this report. This report is run by funding agency.

#### Subcontracting Plan Report

This report displays 'Plan Required - Incentive Not Included', 'Plan Required - Incentive Included', 'Plan Required (Pre 2004)', 'Individual Subcontract Plan', 'Commercial Subcontract Plan' or 'DoD Comprehensive Subcontract Plan'. This is an **ANOMALY** Report.

#### Sustainability Report

This report displays actions and dollars for the "Recovered Materials/Sustainability" Values. Actions with a foreign Place of Performance or Claimant Program coded as Weapons are excluded from this report.

#### Unique Vendors

This report reflects the number of Unique Vendors in a given Fiscal Year. This is an **ANOMALY** Report.



SYSTEM ADMINISTRATION Reports are defined as:

Reports are designed for System Administrators to assist them in identifying unusual events, detailed reports on contract status and a number of reference type reports to assist management. It should be noted that the reports within the System Administrators tab **are not** available to the public.



**SYSTEM ADMINISTRATION Reports are for System Administrators and you must have System Admin. rights in order to use these reports. The Public users cannot see these reports.**

**REPORT TITLE**  
Audit Procedures

**DESCRIPTION OF THE REPORT**  
This report displays all the suspicious events that exceed the prescribed threshold of "X amount".

Contracting Office Report

This report provides data on the Contracting Offices for the federal departments. It also identifies whether a Contracting Office is active or inactive; whether it is a funding office, a contracting office or both.

Individual Data Item Oversight Tracker Report

This report provides the contractual detail required by Agency System Administrators to review their contracts.

List of Users Report

This report displays the list of active and inactive FPDS-NG users, grouped by the roles for the given agency or department. The report also allows drilling down to the user privileges.

National Interest Action Report

This report provides the National Interest Action data. It provides the contractual data pertaining to federal spending on National Interest Actions such as Katrina, Rita et al.

Rerepresentation Eligible Actions Report

This report displays the contracts that are eligible for Rerepresentation for all of the Federal Government departments, based on the 5 year period of performance rule.

Rerepresentation Report

This report displays the contracts that have the "Reason for Modification" as "Rerepresentation", "Novation" or "Representation of Non-Novated Merger/Acquisition" for all the Federal Government departments

Status of Actions Report

This report displays Federal Government actions in the Draft, Error and Void status, created via Contract Writing Systems, the FPDS-NG System, Web Portal and Migration for the selected date range. It also offers drill downs and a detail report.

## Transfer Actions Report

This report provides information on contracts that have been transferred.

## Workload Report

This report displays actions and dollars for all the federal government contracts for various dollar ranges, thus displaying the workload. It also drills down to the workload by type of contract and displays actions and dollars for each contract type.

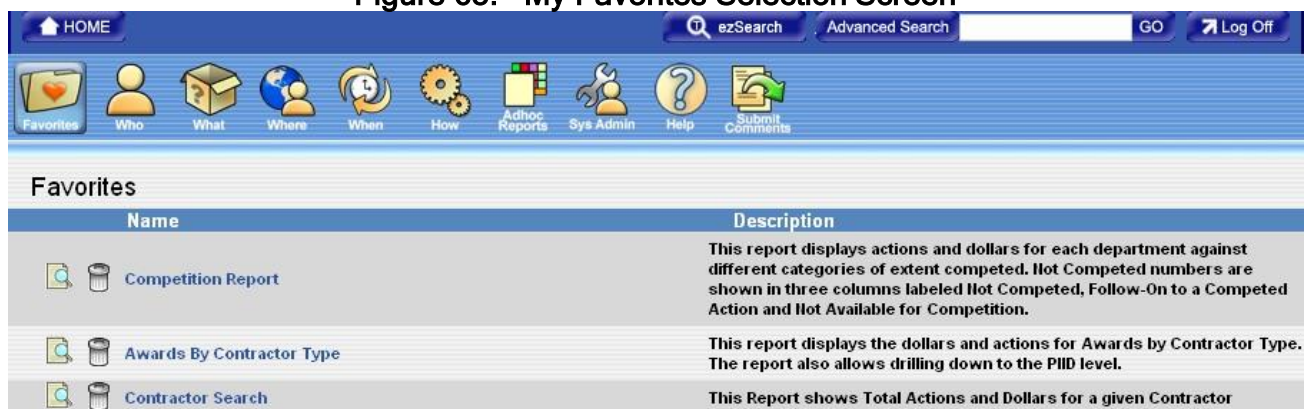
### 8.3 CREATING YOUR QUERY

#### 8.3.1 Opening the Standard Reports Screen

The Standard Reports screen displays a list of selected reports associated with the user's profile. To access the Standard Reports list use the following steps.

- 1) To open the Standard Reports screen from the Main Navigation screen under Reports, select .
- 2) FPDS-NG will display the Standard Reports screen shown in the following figure.

**Figure 65. My Favorites Selection Screen**



#### 8.3.2 Selecting Available Reports

Reports must be added to the My Favorites screen to generate or print reports. To add reports to the My Favorites screen, use the following steps.

- Click on one of the six Report category buttons:

**Figure 66. Report Category Buttons**



- Click on the Add to Favorites  next to the specific report you want to add

Figure 67. Adding A Report to My Favorites



The report along with any search criteria will be added to the Favorites category. You can then execute the report from either the Favorites category or the Report category by clicking on the report name. Once you have selected the report you want the Search Criteria Screen will appear.

## 8.4 SEARCH NAME

The Search Criteria screens are used to run all Standard Reports. The Search Name, shown in the following figure, is displayed with the name "Default". This field is used to name the search criteria entered for a selected report. Saving the search criteria with a designated name stores the information on the My Favorites Screen. The saved search criteria are associated with the user's login ID. The user can retrieve this information by selecting the saved name in the My Favorites screen. This function eliminates the repeated entering of search criteria for those reports that you use on a recurring basis. Once you have saved the specific query criteria that report will appear under the main report name. An example of two reports that have been saved is as follows with one being for the Department of Transportation for FY 2007 and the other for the Department of State for FY 2007:

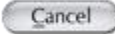


Figure 68. Search Criteria Screen

#### 8.4.1 SEARCH CRITERIA

Enter the search criteria that are mandatory. (Field Names shown in orange). Search criteria screens are used to run all reports. The user enters the data in this screen that determines the data displayed in the report. Search criteria screens have features that are consistent regardless of the data the user is asked to enter.

- **Mandatory Fields:** Fields in the search criteria with an asterisk (\*). The mandatory fields are also designated by the color orange. A value must be entered before the report will execute. An error message is displayed:
- When no data is entered in a required field; 2. Conflicting date parameters such as a Quarter being selected in the From Date field and a specific date entered into the To Date field and 3. An error message will be sent if the user selects a date range that covers more than one year.
- **Non-mandatory Fields:** Fields in the search criteria that do not have an asterisk (\*) are not required and may be left blank. When left blank, all values for that field are shown in the report.
- **Wildcard:** The % is the wildcard character that may be used in the data entry fields. Enter a wildcard after entering the first part of the data string. For example, when a user enters 'COM%' in a data field, the search will return anything that starts with 'COM,' i.e., company, complete, composition, etc.
- **Saving Report Criteria:** The Search Name field allows the user to save the report criteria so that it can be executed again without having to enter all of the data. The user may save as many different criteria for a report as they wish. The name of the criteria is displayed on the My Reports screen below the associated report.
- **Execute** Runs the report based on the criteria entered in the search criteria screen. If mandatory fields are not filled in, an error message will display.
- **Save** Saves the search criteria with the name shown in the 'Criteria Name' field. The saved search is then placed below the report name on the My Reports screen.
- **Clear** Deletes the entries made in the search and allows re-entering without leaving the search screen.

-  Closes the search criteria screen. The report is not executed and the search criteria will not be saved.
- Some fields can be auto-filled by clicking the  and using the associated Search/Select screen.

The Search Criteria Screen shown above as it is presently completed is requesting information for the 1<sup>st</sup> Quarter of FY 2008 for the Department equaling General Services Administration and the Agency equaling the Public Buildings Service (4740).

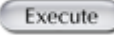
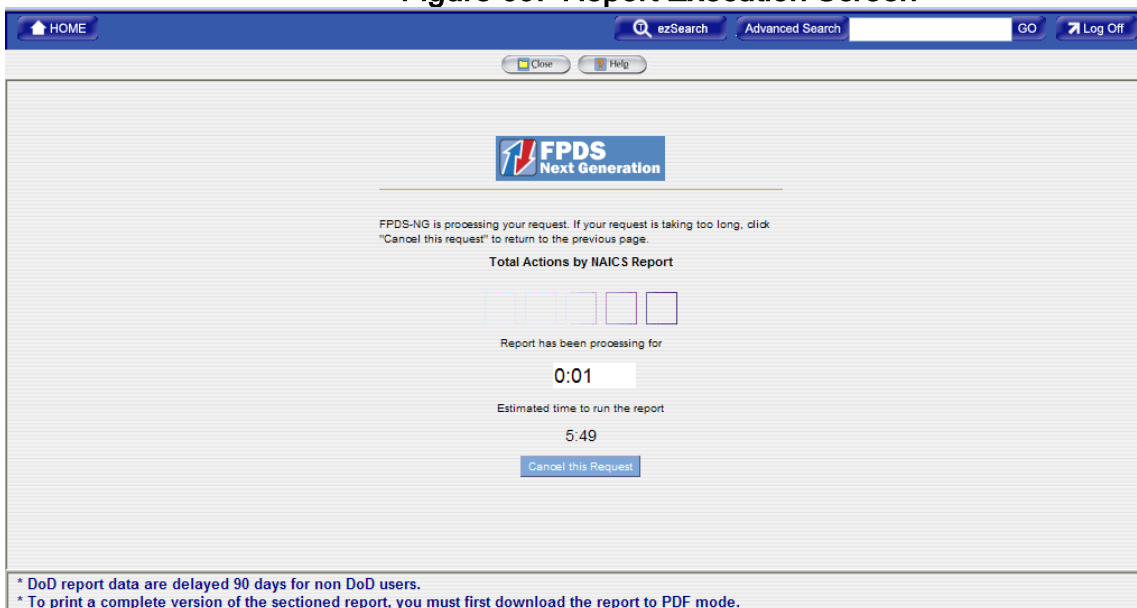
Click  to start the search. While the report is running the report, you will see the following screen:

**Figure 69. Report Execution Screen**



HOME  Advanced Search  GO 

**FPDS**  
Next Generation

FPDS-NG is processing your request. If your request is taking too long, click "Cancel this request" to return to the previous page.

**Total Actions by NAICS Report**

☐ ☐ ☐ ☐ ☐

Report has been processing for  
**0:01**

Estimated time to run the report  
**5:49**



\* DoD report data are delayed 90 days for non DoD users.  
\* To print a complete version of the sectioned report, you must first download the report to PDF mode.

The report will display. See the sample below of the Total Actions by NAICS Report.

**Figure 70. Report Display Screen**

Close Help

Total Actions by NAICS Report

Active filters

Send Export Highlighting Drill Charts Workflow

1 of 2

| NAICS Category (Description)                                                          | Total Actions | % Total Actions | Total Dollars    | % Total Dollars | Commercial Procedures Actions | % Commercial Actions for NAICS | Commercial Procedures Dollars | % Commercial Dollars for NAICS |
|---------------------------------------------------------------------------------------|---------------|-----------------|------------------|-----------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|
| 53 (REAL ESTATE AND RENTAL AND LEASING)                                               | 20,220        | 11.6893 %       | \$639,948,674.34 | 25.3468 %       | 19                            | 0.0940 %                       | \$65,805.00                   | 0.0103 %                       |
| 23 (CONSTRUCTION)                                                                     | 3,483         | 2.0136 %        | \$435,494,574.52 | 17.2489 %       | 56                            | 1.6078 %                       | \$4,744,134.77                | 1.0894 %                       |
| NO NAICS CATEGORY SPECIFIED                                                           | 7,041         | 4.0705 %        | \$407,120,683.66 | 16.1250 %       | 17                            | 0.2414 %                       | \$12,605.06                   | 0.0031 %                       |
| 54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)                                 | 3,328         | 1.9239 %        | \$394,239,518.80 | 15.6148 %       | 1,099                         | 33.0228 %                      | -\$1,288,510.13               | -0.3268 %                      |
| 33 (MANUFACTURING (METALS, MACHINERY, COMPUTER, ELECTRONICS ELECTRICAL TRANSPORTATION | 57,447        | 33.2106 %       | \$274,730,780.88 | 10.8814 %       | 3,063                         | 5.3319 %                       | \$16,202,385.15               | 5.8975 %                       |

If additional information is needed concerning the awards made by the Public Buildings Service for the first quarter you can RIGHT click on NAICS Code. This will bring up two options for drilling down. This is shown below:

Figure 71. Drilling Down Capability

Total Actions by NAICS Report

Active filters

Send Export Highlighting Drill Charts Workflow

1 of 2

| NAICS Category (Description)                          | Total Actions | % Total Actions | Total Dollars    | % Total Dollars | Commercial Procedures Actions | % Commercial Actions for NAICS | Commercial Procedures Dollars | % Commercial Dollars for NAICS |
|-------------------------------------------------------|---------------|-----------------|------------------|-----------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|
| 53 (REAL ESTATE AND RENTAL AND LEASING)               | 20,220        | 11.6893 %       | \$639,948,674.34 | 25.3468 %       | 19                            | 0.0940 %                       | \$65,805.00                   | 0.0103 %                       |
| 23 (CONSTRUCTION)                                     | 3,483         | 2.0136 %        | \$435,494,574.52 | 17.2489 %       | 56                            | 1.6078 %                       | \$4,744,134.77                | 1.0894 %                       |
| NO NAICS CATEGORY SPECIFIED                           | 7,041         | 4.0705 %        | \$407,120,683.66 | 16.1250 %       | 17                            | 0.2414 %                       | \$12,605.06                   | 0.0031 %                       |
| 54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES) | 3,328         | 1.9239 %        | \$394,239,518.80 | 15.6148 %       | 1,099                         | 33.0228 %                      | -\$1,288,510.13               | -0.3268 %                      |

If you select Drill you will be returned with a selection block of the various levels you can select to drill down to. The options are as follows:

Figure 72. Primary Drilling Path Selections

Total Actions by NAICS Report

Active filters

Send Export Highlighting Drill Charts Workflow

1 of 2

| NAICS Category (Description)                                                          | Total Actions | % Total Actions | Total Dollars    | % Total Dollars | Commercial Procedures Actions | % Commercial Actions for NAICS | Commercial Procedures Dollars | % Commercial Dollars for NAICS |
|---------------------------------------------------------------------------------------|---------------|-----------------|------------------|-----------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|
| 53 (REAL ESTATE AND RENTAL AND LEASING)                                               | 20,220        | 11.6893 %       | \$639,948,674.34 | 25.3468 %       | 19                            | 0.0940 %                       | \$65,805.00                   | 0.0103 %                       |
| 23 (CONSTRUCTION)                                                                     | 3,483         | 2.0136 %        | \$435,494,574.52 | 17.2489 %       | 56                            | 1.6078 %                       | \$4,744,134.77                | 1.0894 %                       |
| NO NAICS CATEGORY SPECIFIED                                                           | 7,041         | 4.0705 %        | \$407,120,683.66 | 16.1250 %       | 17                            | 0.2414 %                       | \$12,605.06                   | 0.0031 %                       |
| 54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)                                 | 3,328         | 1.9239 %        | \$394,239,518.80 | 15.6148 %       | 1,099                         | 33.0228 %                      | -\$1,288,510.13               | -0.3268 %                      |
| 33 (MANUFACTURING (METALS, MACHINERY, COMPUTER, ELECTRONICS ELECTRICAL TRANSPORTATION | 57,447        | 33.2106 %       | \$274,730,780.88 | 10.8814 %       | 3,063                         | 5.3319 %                       | \$16,202,385.15               | 5.8975 %                       |

Primary Path:  
 Total Actions by NAICS Report (NAICS Category (Description))  
 NAICS Category (Description)  
 NAICS Sub Category (Description)  
 6 digit NAICS Code (Description)  
 Department  
 Contracting Agency  
 Major Command Code  
 Sub Command1 Code  
 Sub Command2 Code  
 Sub Command3 Code  
 Contracting Office Region  
 Contracting Office  
 Referenced IDV PIID  
 PIID  
 Modification Number  
 Transaction Number

If you select the Award Detail you will be given every field that is associated with each of the records (20,220). However, due to the 'row return restrictions' of Informatica, you will have to reduce the timeframe or other criteria used in the selection criteria. The 'row return restriction' is limited to 30,000 rows.

## 8.4.2NEW FEATURES

There are a number of new features that are built into this reporting tool.

**Figure 73. Menu Toolbar Within Executed Report**



### 8.4.2.1SENDING YOUR QUERY

**Send**

With Informatica you can email the report to anyone who has an email address. When you select Send, the following screen will appear for you to complete:

**Figure 74. Sending Creation Screen**

A dialog box titled 'Email Report'. It contains the following text: 'To email this report, enter a recipient and subject, choose a format, and then click Send.' and 'For multiple recipients, use comma to separate email addresses.' Below this are four input fields labeled 'To:', 'Cc:', 'Bcc:', and 'Subject:'. At the bottom, there is a label 'Send report as:' followed by a dropdown menu currently showing 'PDF Document'.

If you would like to Export your report, you will need to click the 'Export' button on the Informatica Tool Bar.

Once you have clicked 'Export' you will be given options on how you would like to see your report. Please select one of the following options shown below and click on.

### 8.4.2.2EXPORTING YOUR REPORTRESULTS

**Export**

**Figure 75. Choices of Types of Export Screen**

**Export Report**  
Export this report to another format.

**Choose the format for export**

☒ Microsoft Excel  
Retain PA Formatting ▼

☐ CSV (Comma Separated Values) Document

☐ HTML (HyperText Markup Language) Document

☐ PDF (Portable Document Format) Document

**Choose export options**

**Orientation:**

☐ Portrait

☒ Landscape

**Layout:**

☒ Fit width to Page

☐ Fit to Page

☐ 100 % of normal size

☐ Wrap Table(s)

**Headers/Footers:**

Size of header 1 inches

Size of footer 1 inches

**Pagination:**

☐ Insert page break after each report section

**Margins:**

Top 0.25 inches Bottom 0.25 inches

Left 1 inches Right 1 inches

**Show the following report information**

☒ Name

☒ Filters

☒ Description

Export Cancel

With the Export feature, you can download the report to one of the above-cited formats.

### 8.4.3 HIGHLIGHTING

#### Highlighting

In order to create a highlighting rule you will select Highlighting and you will be requested to select values within the report that you would like to have highlighted. You will then be provided the following options:

Figure 76. Highlighting Capabilities Screen

**Create Highlighting Rule**  
Use the tools below to enter a name, specify threshold ranges and select a display format for your highlighting rule.

Name highlighting rule:

Specify highlighting rule:

Enter values:

Show: 3 bands Red Yellow Green

Select format: *This specifies how highlighting will appear in table cells.*

☒

|        |
|--------|
| 10,000 |
| 5,000  |
| 2,000  |

☐

|          |
|----------|
| A 10,000 |
| A 5,000  |
| A 2,000  |

☐

|        |
|--------|
| 10,000 |
| 5,000  |
| 2,000  |

Set highlighting state: ☒ Active ☐ Inactive

[More options...](#)

#### 8.4.3.1 DRILL

##### Drill

The Drill Down capability provides the user with the ability to view information at various levels.

If additional information is needed concerning the awards made by the Public Buildings Service for the first quarter you can RIGHT click on NAICS Code. This will bring up two options for drilling down. This is shown below:

Figure 77. Drilling Capabilities

Total Actions by NAICS Report

Active filters

Send Export Highlighting Drill Charts Workflow

1 of 2

| NAICS Category (Description)                          | Total Actions | % Total Actions | Total Dollars    | % Total Dollars | Commercial Procedures Actions | % Commercial Actions for NAICS | Commercial Procedures Dollars | % Commercial Dollars for NAICS |
|-------------------------------------------------------|---------------|-----------------|------------------|-----------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|
| 53 (REAL ESTATE AND RENTAL AND LEASING)               | 20,222        | 11.6893 %       | \$639,948,674.34 | 25.3468 %       | 19                            | 0.0940 %                       | \$65,805.00                   | 0.0103 %                       |
| 23 (CONSTRUCTION)                                     | 2,0136        | 2.0136 %        | \$435,484,574.52 | 17.2489 %       | 56                            | 1.6078 %                       | \$4,744,134.77                | 1.0894 %                       |
| NO NAICS CATEGORY SPECIFIED                           | 7,041         | 4.0705 %        | \$407,120,683.66 | 16.1250 %       | 17                            | 0.2414 %                       | \$12,605.06                   | 0.0031 %                       |
| 54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES) | 3,328         | 1.9239 %        | \$394,239,518.80 | 15.6148 %       | 1,099                         | 33.0228 %                      | -\$1,288,510.13               | -0.3268 %                      |

If you select Drill, you will be returned with a selection block of the various levels you can select to drill down to. The options are as follows:

Figure 78. Drilling Selection Screen

Total Actions by NAICS Report

Active filters

Send Export Highlighting Drill Charts Workflow

1 of 2

| NAICS Category (Description)                                                           | Total Actions | % Total Actions | Total Dollars | % Total Dollars | Commercial Procedures Actions | % Commercial Actions for NAICS | Commercial Procedures Dollars | % Commercial Dollars for NAICS |
|----------------------------------------------------------------------------------------|---------------|-----------------|---------------|-----------------|-------------------------------|--------------------------------|-------------------------------|--------------------------------|
| 53 (REAL ESTATE AND RENTAL AND LEASING)                                                | 20,222        |                 |               |                 | 19                            | 0.0940 %                       | \$65,805.00                   | 0.0103 %                       |
| 23 (CONSTRUCTION)                                                                      | 2,0136        |                 |               |                 | 56                            | 1.6078 %                       | \$4,744,134.77                | 1.0894 %                       |
| NO NAICS CATEGORY SPECIFIED                                                            | 7,041         |                 |               |                 | 17                            | 0.2414 %                       | \$12,605.06                   | 0.0031 %                       |
| 54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)                                  | 3,328         |                 |               |                 | 1,099                         | 33.0228 %                      | -\$1,288,510.13               | -0.3268 %                      |
| 33 (MANUFACTURING (METALS, MACHINERY, COMPUTER, ELECTRONICS ELECTRICAL TRANSPORTATION) | 57,447        |                 |               |                 | 3,063                         | 5.3319 %                       | \$16,202,385.15               | 5.8975 %                       |

Primary Path:

Total Actions by NAICS Report (NAICS Category (Description))

NAICS Category (Description)

NAICS Sub Category (Description)

6 digit NAICS Code (Description)

Department

Contracting Agency

Major Command Code

Sub Command1 Code

Sub Command2 Code

Sub Command3 Code

Contracting Office Region

Contracting Office

Referenced IDV PIID

PIID

Modification Number

Transaction Number

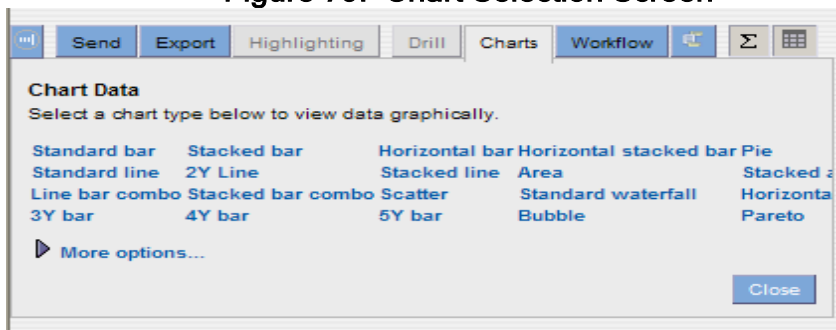
Once you have completed using a report, you can just click on the  button and you can exit the Reports section of the FPDS-NG Menu or select another report to be executed.

### 8.4.3.2 CHARTS

#### Charts

This function allows you to create a number of different types of charts to reflect the data that was returned from your Informatica query.

Figure 79. Chart Selection Screen

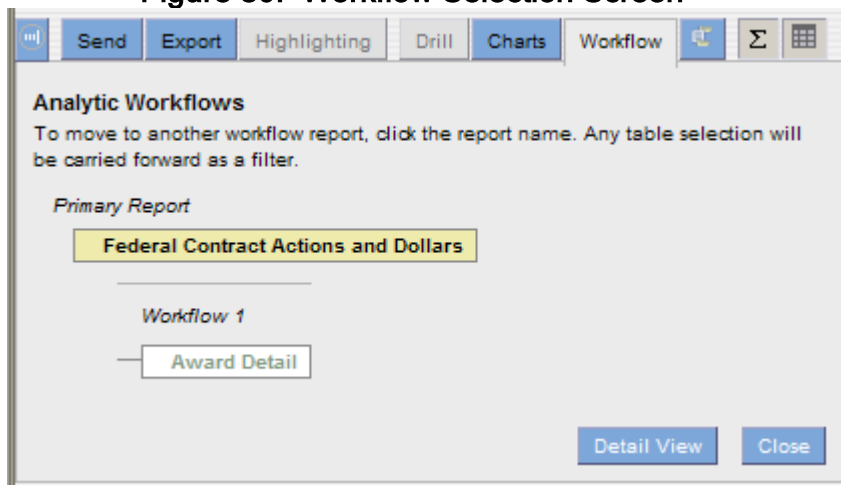


### 8.4.3.3 WORKFLOW

#### Workflow

The Workflow tab allows you to return to a selection of the report that was produced by Informatica. If you want to return to the initial report, you will select the Primary Report. If you want to see the Award Detail of all the records, you will select the Award Detail

Figure 80. Workflow Selection Screen



## 8.5 FPDS-NG AD HOC REPORTING TOOL

This section of the manual will provide instructions for creating reports based on your selected criteria. Agencies, companies and private individuals can create reports that answer their business questions and analyze processes. Custom reports are created using queries. A query is one or more statements that request data from the database. If data is available, then the requested data will be returned in the form of a table which is presented in rows and columns.

### 8.5.1 BASIC AD HOC REPORTING

When creating queries, all of the Ad Hoc features do not have to be used to access information needed to run a report. Users can customize a dashboard to directly access key reports and documents from one place. A number of analytic tasks can be completed when a report is viewed. FPDS-NG uses the Informatica, Power Analyzer tool to create custom reports. Informatica has an analytics engine that

extracts, filters and presents information in easy to understand reports. It uses a web browser interface to design, develop and deploy analytic reports.

Before creating your first query, please become familiar with several terms that will be used throughout this section and when you execute the Ad Hoc capabilities.

- Metrics
- Attributes

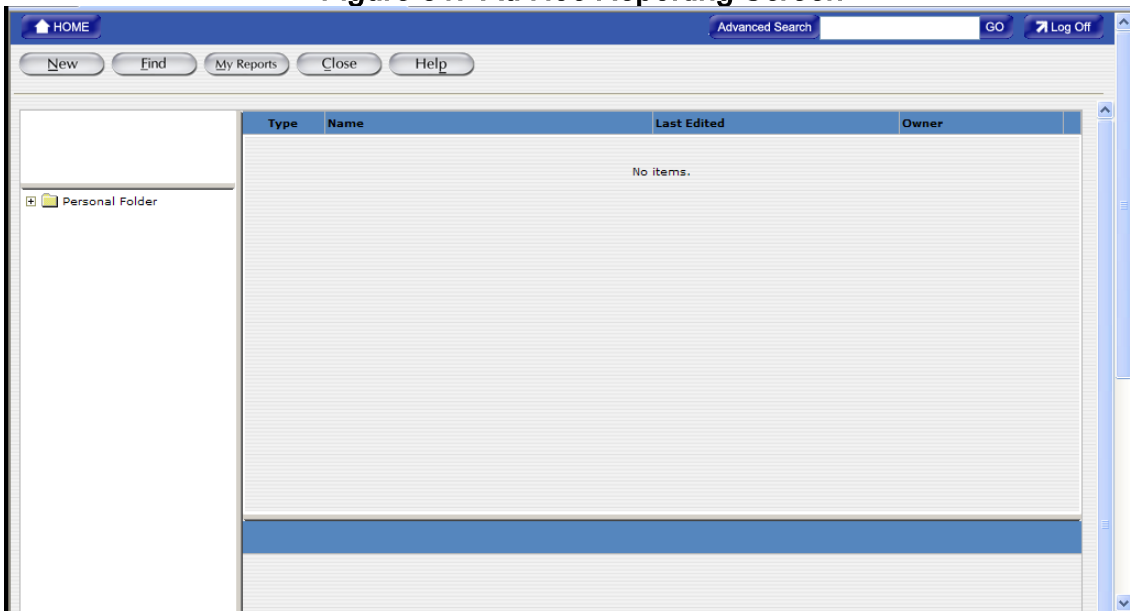
Metrics and attributes are central to this Ad Hoc process. Any analysis of a business process involves measurements of its performance. In the Ad Hoc reporting tool, a **measurement** is recognized as a **metric**. For example, you may be requested to run a report for use in the analysis of the average dollars obligated to small businesses in New York for FY 2007 with the information broken down by quarters. In this instance, the measurement, or metric, that the individual wants to evaluate is the average dollars obligated.

The parameters involved in the metric are called dimension attributes. If we use the previous example, the attributes that affect the metric are awards (Dollars Obligated), Place of Performance (New York) and time (Fiscal Year of 2007). Attributes are the factors that determine the value of the metric. You will be creating your reports based on the available metrics and attributes.

## 8.6.QUERIES

The query panel and tabs that you will see when first clicking on  is shown below:

Figure 81. Ad Hoc Reporting Screen



The first time the query panel is accessed by the user, the reporting screen will display without information or settings as shown above.

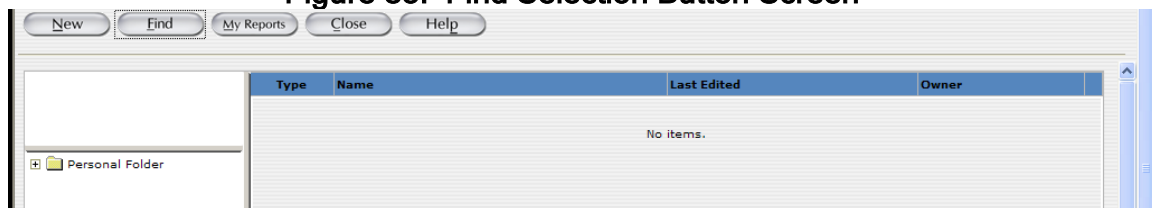
The following describes the functions of the buttons:

**Figure 82. Function Buttons**



- **New Button** - The new button allows you to create analytic reports from the FPDS-NG data.
- **Find Button** - The Find button allows the user to search for reports and shared documents that they want to view. The Adhoc reporting tool keeps all reports in the Personal Folder of each user. To find reports, browse through the Personal Folders. The user can also search for a specific report. When you click this button you will be shown the following screen:

**Figure 83. Find Selection Button Screen**



If there are any reports that have been previously created and saved, they will appear when you double click on the Personal Folder and the following information will be provided:

**Figure 84. Find Screen with Saved Queries**



To create reports, the user must have the Reporting Tools privilege. While the report is displayed, use the Edit Report button to return to the report. Do not click the browser Back button or the Create Report tab. If the back button on the web browser is used, the system might clear the data on the page. When you are creating a new report, use the Reset button to clear the data from the report. The reset button removes any metrics, attributes, filters, rankings or formatting that may have been added to the report and takes the report back to

Step 1 of the Create Report tab. Once the report is saved, the reset button can be used to clear all settings and create a new report.

## 8.7 HOW TO CREATE REPORTS

The first step in creating reports is to specify the data and the format for the report.

To create a report select the New button.

Depending on the data that you want to be displayed in the report, one or more of the following steps will be completed:

- Select metrics for the report
- Select attributes for the report
- Set the filters for the report
- Set Layout and Format for the report

### 8.7.1 SELECTING METRICS

**Figure 85. Selecting the Metrics for the Report**

When you double click on the Award - IDV Information folder you will see two additional dropdowns - Dollar Values and Contract Actions.

If you are interested in having the dollars shown in your report, double click on Dollar Values. The following screen will appear:

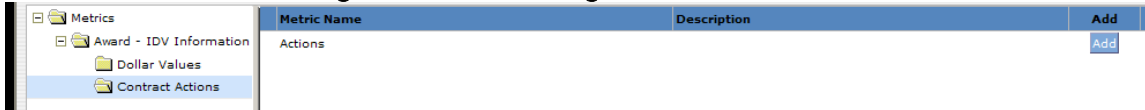
**Figure 86. Dollar Value Metrics**

| Metric Name                      | Description | Add |
|----------------------------------|-------------|-----|
| Base and Exercised Options Value |             | Add |
| Action Obligation                |             | Add |
| Base and All Options Value       |             | Add |

You can select one Metric Name and then hit the Add button. If you would like to see all of the dollars associate with the information you will be extracting from the database, you can follow the same process of selecting a Metric Name and selecting Add.

Now that the dollars you want to see have been selected, you can also select Contract Actions which is a count of actions.

**Figure 87. Selecting the Contract Actions Metrics**



You will use the same process of selecting a value as you did with the Dollar Values.

### 8.7.2 SELECTING ATTRIBUTES

This section describes the selection of attributes to be reflected in your report.

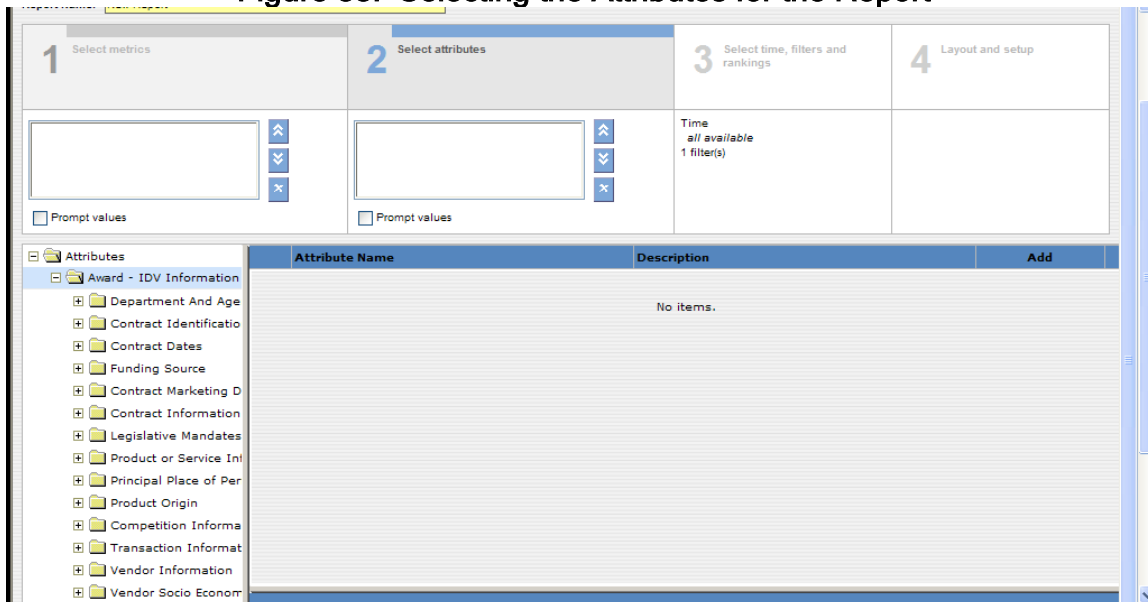
For example, you may want to see the Date Signed, Product Service Codes and the Contracting Office names.

You will now click on Box 2, Select Attributes. All attributes and attribute folders display for which you have read permissions. Depending on the metrics you selected for the report, the related attribute folders will be displayed.

The Award and IDV Information selection folder will appear.

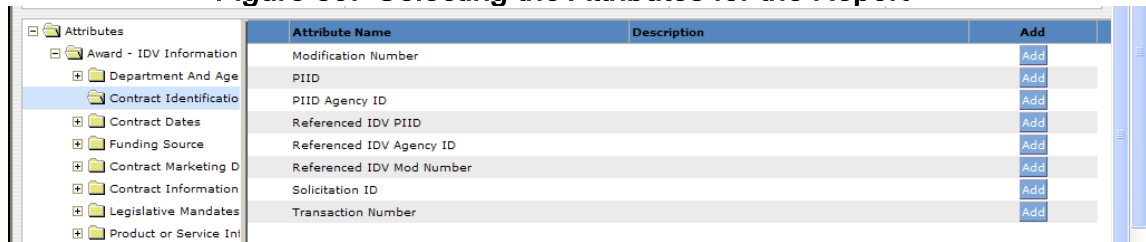
Double click on this folder and you will then be given additional folders with attributes for each of the categories shown. In order to see all of the attributes you will need to double click on the respective files that you want to review and make selections from. The following is an example of what you will see:

**Figure 88. Selecting the Attributes for the Report**



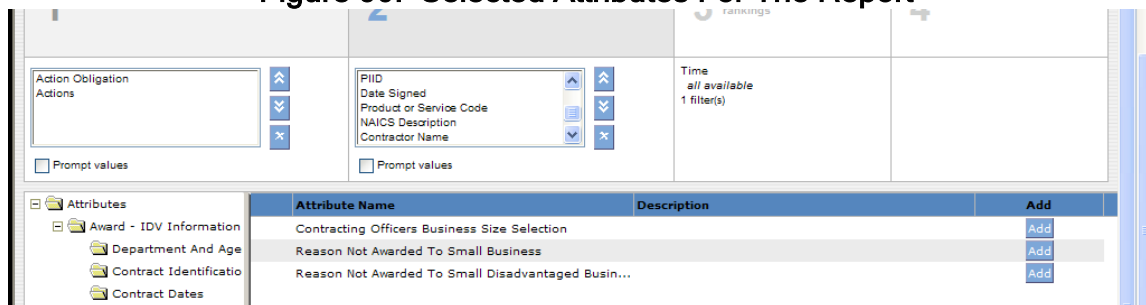
The following example shows the Contract Identification folder open with the selections that are available under this category:

**Figure 89. Selecting the Attributes for the Report**

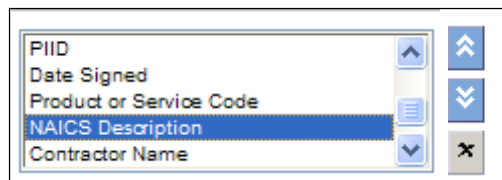


Once you have satisfied your requirements of the fields that you want to see data on, your screen will appear similar to this screen.

**Figure 90. Selected Attributes For The Report**



It should be noted that there were additional fields that were requested, however, they do not appear on this screen shot. You can scroll up and down your selections using the scroll bar at the right of the selected Attributes. If you want to remove a category from your selected Attributes, all you need to do is highlight the title and then click the 'X' button. This screen reflects that I want to remove the NAICS Description from the categories to be included in the report.



### 8.7.3 CREATING FILTERS

After you select metrics and attributes for a report, you can enhance your report by completing the following tasks:

- **Creating Filters** - Filters allow you to set a range for the data you want to display in the report. You can use a filter in your report to set a range for the report data. When creating a report, you often need to set a range for the report data. This range depends on the business question that you want to answer. You can create the following types of filters:
  - **Attribute Filters** - An attribute filter sets a range for the report data based on selected attributes values. You select the attribute values by selecting an attribute name, an operator for the filter, and values for the operator.
  - **Metric Filters** - A metric filter sets a range for the report data based on selected metric values. You select the metric values by selecting a metric name, an operator for the filter, and values for the operator.

- Data Parameter Selection - Once your filters are established and you execute the Report, you will be provided with one final screen to establish the date parameter for your query.

The maximum date parameter for most of the reports is for a 5 year period.

**Figure 91. Selecting Data Parameters For The Report**

More in-depth instructions for creating Adhoc reports can be found on the FPDS-NG Worksite at: <https://www.fpds.gov/fpdsng/cms/index.php/en/training.html> (Manuals section).

## 8.8EZSEARCH

EzSearch provides the ability to search for contracts based on free text. All contracts searched are in Final status. Any DoD contract that is less than 90 days old will not be included in the search.

### 8.8.1BEGINNING YOUR QUERY

To begin your ezSearch type in one or more keywords that will be searched for in the contracts that you would like to find.

• **Figure 92. Key Word Search**

- Click on the  button. A list of contracts will be displayed that matches your search criteria in the Results page section. To remove your search criteria text, click the  button. Report results will be as follows:

**Figure 93. Report Results**

Result Page: 1 2 3 4 5 6 7 8 9 10 Next

PDF CSV Subscribe

Search took 0.10 seconds

Log Off

Top 10: Department Full Name

- DEPT OF DEFENSE (1553)
- AGRICULTURE, DEPARTMENT OF (316)
- HOMELAND SECURITY, DEPARTMENT OF (62)
- STATE, DEPARTMENT OF (83)
- VETERANS AFFAIRS, DEPARTMENT OF (33)
- AGENCY FOR INTERNATIONAL DEVELOPMENT (28)
- BROADCASTING BOARD OF GOVERNORS (23)
- HEALTH AND HUMAN SERVICES, DEPARTMENT OF (21)
- INTERIOR, DEPARTMENT OF THE (21)
- COMMERCE, DEPARTMENT OF (13)

Top 10: Contracting Agency Name

- DEFENSE LOGISTICS AGENCY (1152)
- FARM SERVICE AGENCY (240)
- DEPT OF THE ARMY (225)
- DEPT OF THE NAVY (111)
- STATE, DEPARTMENT OF (83)
- AGRICULTURAL RESEARCH SERVICE (58)
- U.S. COAST GUARD (55)
- VETERANS AFFAIRS, DEPARTMENT OF (33)
- DEPT OF THE AIR FORCE (31)
- AGENCY FOR INTERNATIONAL DEVELOPMENT (28)

List Of Contract Actions Matching Your Criteria

Results 1 - 30 of 2215 as of Aug 11, 2008 7:55:35 AM

|                  |                                  |                     |                                |
|------------------|----------------------------------|---------------------|--------------------------------|
| Award ID (Mod#): | AG6125P060025 (0) (View)         | Award Type:         | Purchase Order                 |
| Vendor Name:     | SOYBEAN TESTING AND RESEARCH SER | Contracting Agency: | AGRICULTURAL RESEARCH SERVICE  |
| Date Signed:     | August 09, 2006                  | Action Obligation:  | \$5,208                        |
| Referenced IDV:  |                                  | Contracting Office: | USDA ARS MWA 6126              |
| NAICS (Code):    | SOYBEAN FARMING (111110)         | PSC (Code):         | MISC TEST & INSPECT SVC (H999) |
| Vendor City:     | LU VERNE                         | Vendor DUNS:        | 1774322390000                  |
| Vendor State:    | IA                               | Vendor ZIP:         | 505608512                      |

Search Criteria

To remove the criteria or a portion of the search criteria click the button next to each search level.

soybean

Sort By

This section allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.

Sort Order: Descending

Relevance

- Contract Type
- Agency Code
- Agency Full Name
- Date Signed
- Contracting Agency ID
- Contracting Agency Name
- Department Full Name
- Action Obligation (\$)

## 8.8.2 REFINING YOUR SEARCH

You can refine your search by using the four filter boxes on the left side of the screen. You can drill down by Department, Agency, Vendor and Vendor State. The information in each filter box is displayed in descending order. Only the top 10 results will be displayed. The user can further drill down on a Department or Vendor State.

Click on the appropriate link in each filter box. Your results will be displayed in the Results Page section as shown in Figure 108.

## 8.8.3 FURTHER REFINING YOUR SEARCH

If you would like to refine your search further, you can click on any of the links (shown in blue) within the list of documents to drill down. For example by clicking on the PSC Code your search results will only contain those documents with the specific PSC Code. The Search Criteria box will be updated to reflect the new search.

Figure 94. Selecting Data Parameters For The Report

List Of Contracts Matching Your Criteria

Results 1 - 30 of 12078 as of Aug 23, 2007 10:49:53 AM

Search Criteria

To remove the criteria or a portion of the search criteria click the button next to each search level.

dell

Product or Service Code: "7010"

Sort By

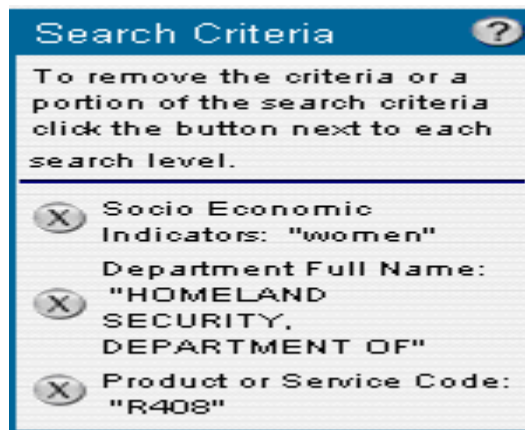
This section allows the user

|                  |                                            |                     |                                  |
|------------------|--------------------------------------------|---------------------|----------------------------------|
| Award ID (Mod#): | CB01 (0) (View)                            | Award Type:         | Delivery Order                   |
| Vendor Name:     | DELL MARKETING LP                          | Contracting Agency: | DEPT OF THE ARMY                 |
| Date Signed:     | October 18, 2006                           | Action Obligation:  | \$9,914                          |
| Referenced IDV:  | W91QZ06D00002                              | Contracting Office: | XR W4T8 USA SMDC HUNTSVILLE      |
| NAICS (Code):    | ELECTRONIC COMPUTER MANUFACTURING (334111) | PSC (Code):         | ADPE SYSTEM CONFIGURATION (7010) |
| Vendor City:     | ROUND ROCK                                 | Vendor DUNS:        | 8779365180000                    |
| Vendor State:    | TX                                         | Vendor ZIP:         | 78682                            |

## 8.8.4 REMOVE SEARCH CRITERIA

To remove specific search criteria click on the remove icon next to the search criteria you would like to delete from your search. The search will then recompute based on the search criteria that remains.

Figure 95. Removing Search Criteria



The Search Criteria box located in the top right corner of the screen displays your current search criteria. To remove the criteria or a portion of the search criteria click the button next to each search level.

### 8.8.5 SORT BY

The Sort By box allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.

**Figure 96. Sort by Relevance**

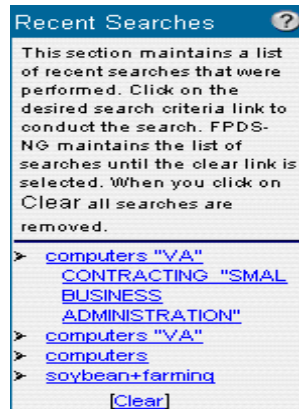


### 8.8.6 RECENT SEARCHES

The Recent Searches box maintains a list of recent searches that were performed. Click on the desired search criteria link to conduct the search. FPDS-NG maintains the list of searches until the clear link is selected. When you click on 'Clear' all searches are removed.

Clicking on the links inside the documents allows you to further refine your search and drill down to specific information. For example by clicking on a specific PSC Code you will only see contracts for that PSC Code.

**Figure 97. Recent Searches Made**



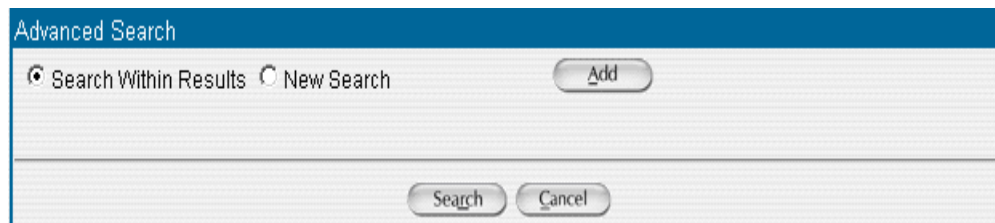
### 8.8.7 ADVANCED SEARCH

To conduct an Advanced Search

- Click on the Advanced Search button



**Figure 98. Advanced Search Screen**



- You can select to conduct a search from an existing search or you can choose to conduct a new search.
- Click on the Add button. Click in the dropdown box and make a selection. When making a selection from the drop down list of field names you may access the data dictionary which will provide you with a description of acceptable values to enter in the search criteria Like box. Use this link to access the data dictionary [https://www.fpds.gov/downloads/Version\\_1.4.5\\_specs/FPDSNG\\_DataDictionary\\_V1.4.5.pdf](https://www.fpds.gov/downloads/Version_1.4.5_specs/FPDSNG_DataDictionary_V1.4.5.pdf) to view the field descriptions.
- Enter a value in the Like box.

Figure 99. Advance Search Selections

Type one or more keywords you would like to search on :

Advanced Search

☐ Search Within Results ☒ New Search

X  Like

Socio Economic Indicators

Type of Contract Pricing

Ultimate Contract Value

Vendor City

Vendor Congressional District Code

Vendor Country Code

Vendor Country Name

Vendor DUNS

Vendor Doing Business as Name

Results 1 - 0 of 0 as of Aug 20, 2007 12:19:41 PM

Click on

Figure 100. Advanced Search Results

Search took 6.77 second

Result Page: 1 2 3 4 5 6 7 8 9 10 Next

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                          |                                         |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|-------------|----------------|--------------|--------------------------------|---------------------|--------------------------------|--------------|-------------------|--------------------|----------|-----------------|--|---------------------|--------------------------------|---------------|-------------------------------------------------------------------------------|-------------|-----------------------------------------|--------------|----------|--------------|---------------|---------------|----|-------------|-----------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Top 10: Department Full Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | List Of Contracts Matching Your Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Results 1 - 30 of 1367147 as of Aug 20, 2007 12:23:26 PM | Search Criteria ?                       |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <div>GENERAL SERVICES ADMINISTRATION (609885)</div> <div>DEPT OF DEFENSE (363439)</div> <div>VETERANS AFFAIRS, DEPARTMENT OF (147087)</div> <div>INTERIOR, DEPARTMENT OF THE (36835)</div> <div>JUSTICE, DEPARTMENT OF (31959)</div> <div>HEALTH AND HUMAN SERVICES, DEPARTMENT OF (28039)</div> <div>HOMELAND SECURITY, DEPARTMENT OF (23846)</div> <div>AGRICULTURE, DEPARTMENT OF (22074)</div> <div>TREASURY, DEPARTMENT OF THE (18159)</div> <div>COMMERCE, DEPARTMENT OF (12493)</div> | <table><tr><td>Award ID (Mod#):</td><td>00001200109B101811M949 (2) (View)</td><td>Award Type:</td><td>Purchase Order</td></tr><tr><td>Vendor Name:</td><td>INTER. ARCHAEOLOGICAL RESEARCH</td><td>Contracting Agency:</td><td>U.S. FISH AND WILDLIFE SERVICE</td></tr><tr><td>Date Signed:</td><td>December 08, 2003</td><td>Action Obligation:</td><td>\$45,707</td></tr><tr><td>Referenced IDV:</td><td></td><td>Contracting Office:</td><td>U.S. FISH AND WILDLIFE SERVICE</td></tr><tr><td>IAICS (Code):</td><td>ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611)</td><td>PSC (Code):</td><td>EDUCATIONAL STUDIES AND ANALYSES (B542)</td></tr><tr><td>Vendor City:</td><td>HONOLULU</td><td>Vendor DUNS:</td><td>6058316430000</td></tr><tr><td>Vendor State:</td><td>HI</td><td>Vendor ZIP:</td><td>968262231</td></tr></table> | Award ID (Mod#):                                         | 00001200109B101811M949 (2) (View)       | Award Type: | Purchase Order | Vendor Name: | INTER. ARCHAEOLOGICAL RESEARCH | Contracting Agency: | U.S. FISH AND WILDLIFE SERVICE | Date Signed: | December 08, 2003 | Action Obligation: | \$45,707 | Referenced IDV: |  | Contracting Office: | U.S. FISH AND WILDLIFE SERVICE | IAICS (Code): | ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611) | PSC (Code): | EDUCATIONAL STUDIES AND ANALYSES (B542) | Vendor City: | HONOLULU | Vendor DUNS: | 6058316430000 | Vendor State: | HI | Vendor ZIP: | 968262231 |  | <div>To remove the criteria or a portion of the search criteria click the button next to each search level.</div> <div>X Socio Economic Indicators: "women"</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Award ID (Mod#):                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 00001200109B101811M949 (2) (View)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Award Type:                                              | Purchase Order                          |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vendor Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | INTER. ARCHAEOLOGICAL RESEARCH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Contracting Agency:                                      | U.S. FISH AND WILDLIFE SERVICE          |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Date Signed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | December 08, 2003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action Obligation:                                       | \$45,707                                |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Referenced IDV:                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Contracting Office:                                      | U.S. FISH AND WILDLIFE SERVICE          |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| IAICS (Code):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PSC (Code):                                              | EDUCATIONAL STUDIES AND ANALYSES (B542) |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vendor City:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HONOLULU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Vendor DUNS:                                             | 6058316430000                           |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vendor State:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | HI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vendor ZIP:                                              | 968262231                               |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Top 10: Contracting Agency Name                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                          | Sort By ?                               |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <div>FEDERAL SUPPLY SERVICE (688377)</div> <div>VETERANS AFFAIRS, DEPARTMENT OF (147087)</div> <div>DEPT OF THE ARMY (134791)</div> <div>DEFENSE LOGISTICS AGENCY (69259)</div> <div>DEPT OF THE NAVY (77390)</div> <div>DEPT OF THE AIR FORCE (39384)</div> <div>PUBLIC BUILDINGS</div>                                                                                                                                                                                                     | <table><tr><td>Award ID (Mod#):</td><td>00001200109B101811M949 (1) (View)</td><td>Award Type:</td><td>Purchase Order</td></tr><tr><td>Vendor Name:</td><td>BISHOP MUSEUM</td><td>Contracting Agency:</td><td>U.S. FISH AND WILDLIFE SERVICE</td></tr><tr><td>Date Signed:</td><td>December 08, 2003</td><td>Action Obligation:</td><td>\$40,000</td></tr><tr><td>Referenced IDV:</td><td></td><td>Contracting Office:</td><td>U.S. FISH AND WILDLIFE SERVICE</td></tr><tr><td>IAICS (Code):</td><td>ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611)</td><td>PSC (Code):</td><td>EDUCATIONAL STUDIES AND ANALYSES (B542)</td></tr><tr><td>Vendor City:</td><td>HONOLULU</td><td>Vendor DUNS:</td><td>0776732420000</td></tr><tr><td>Vendor State:</td><td>HI</td><td>Vendor ZIP:</td><td>968172704</td></tr></table>                  | Award ID (Mod#):                                         | 00001200109B101811M949 (1) (View)       | Award Type: | Purchase Order | Vendor Name: | BISHOP MUSEUM                  | Contracting Agency: | U.S. FISH AND WILDLIFE SERVICE | Date Signed: | December 08, 2003 | Action Obligation: | \$40,000 | Referenced IDV: |  | Contracting Office: | U.S. FISH AND WILDLIFE SERVICE | IAICS (Code): | ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611) | PSC (Code): | EDUCATIONAL STUDIES AND ANALYSES (B542) | Vendor City: | HONOLULU | Vendor DUNS: | 0776732420000 | Vendor State: | HI | Vendor ZIP: | 968172704 |  | <div>This section allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.</div> <div>Relevance</div> <div>PRIMARY KEY</div> <div>Contract Type</div> <div>Agency Code</div> <div>Agency Full Name</div> <div>Date Signed</div> <div>Contracting Agency ID</div> <div>Contracting Agency Name</div> <div>Department Full Name</div> <div>Obligated Amount</div> <div>Principal NAICS Code</div> <div>Product or Service Code</div> <div>Vendor State</div> |
| Award ID (Mod#):                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 00001200109B101811M949 (1) (View)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Award Type:                                              | Purchase Order                          |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vendor Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | BISHOP MUSEUM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Contracting Agency:                                      | U.S. FISH AND WILDLIFE SERVICE          |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Date Signed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | December 08, 2003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action Obligation:                                       | \$40,000                                |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Referenced IDV:                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Contracting Office:                                      | U.S. FISH AND WILDLIFE SERVICE          |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| IAICS (Code):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PSC (Code):                                              | EDUCATIONAL STUDIES AND ANALYSES (B542) |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vendor City:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HONOLULU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Vendor DUNS:                                             | 0776732420000                           |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Vendor State:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | HI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Vendor ZIP:                                              | 968172704                               |             |                |              |                                |                     |                                |              |                   |                    |          |                 |  |                     |                                |               |                                                                               |             |                                         |              |          |              |               |               |    |             |           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## 9. INTERAGENCY CONTRACT DIRECTORY (ICD)

### 9.1 INTRODUCTION

Interagency Contract Directory is a searchable database that can be used to identify government contracts that are used to place orders against. The information retrieved through this search is almost real-time data. However the report information is accurate for the last update made to the index. ICD is designed to be efficient by only taking the user seconds to bring up search results.

ICD provides the ability to search for contracts based on free text. All contracts searched are in Final status. Any DoD contract that is less than 90 days old will not be included in the search.

Free text refers to matching search criteria entered with any of the 20 elements displayed on the ICD results screen.

#### 9.1.1 ACCESS TO ICD

There are 3 ways to access ICD.

- From the FPDS-NG login page
- From the FPDS-NG Home Page and
- By launching a browser and typing [www.contractdirectory.gov](http://www.contractdirectory.gov) in the address bar.

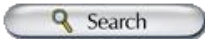
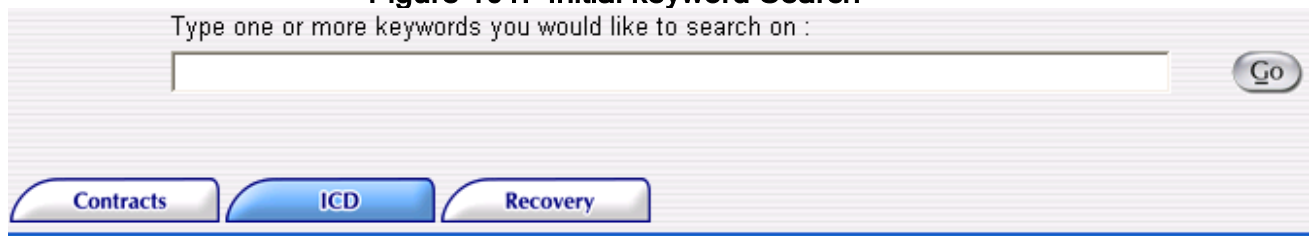
Enter any text in the search box and click 

**Figure 101. Initial keyword Search**



The interface shows a search box with the placeholder text "Type one or more keywords you would like to search on :". To the right of the search box is a "Go" button. Below the search box are three tabs: "Contracts", "ICD", and "Recovery". The "ICD" tab is currently selected and highlighted in blue.

 Clears the search text entered in the text box.

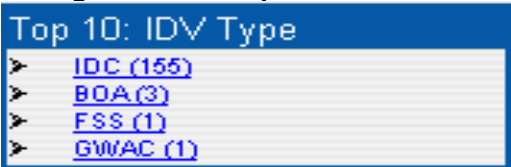
The  tab provides a view of all the active IDVs and Awards in a 'Final' status.

The  tab allows users to view all the active IDVs created on or after October 1, 2006.

The  tab allow users to view all the active IDVS and Awards in a 'Final' status where the funds were part of the American Recovery and Reinvestment Act.

The Top 10 IDV types are displayed to the left from the search results. This display represents the frequency of the occurrence of the search data from the search results.

Figure 102. Top 10 IDV Results

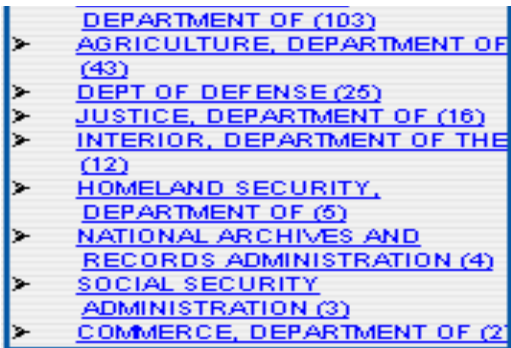


A screenshot of a web application showing the top 10 IDV types. The title is 'Top 10: IDV Type' in a blue header. Below the header is a list of four items, each preceded by a right-pointing arrow. The items are: 'IDC (155)', 'BOA (3)', 'FSS (1)', and 'GWWAC (1)'. The text is blue and appears to be a hyperlink.

| Top 10: IDV Type |                           |
|------------------|---------------------------|
| >                | <a href="#">IDC (155)</a> |
| >                | <a href="#">BOA (3)</a>   |
| >                | <a href="#">FSS (1)</a>   |
| >                | <a href="#">GWWAC (1)</a> |

The Top 10 Department names are displayed to the left from the search results.

Figure 103. Top 10 Department Names



A screenshot of a web application showing the top 10 department names. The list is preceded by a right-pointing arrow. The items are: 'DEPARTMENT OF (103)', 'AGRICULTURE, DEPARTMENT OF (43)', 'DEPT OF DEFENSE (25)', 'JUSTICE, DEPARTMENT OF (16)', 'INTERIOR, DEPARTMENT OF THE (12)', 'HOMELAND SECURITY, DEPARTMENT OF (5)', 'NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)', 'SOCIAL SECURITY ADMINISTRATION (3)', and 'COMMERCE, DEPARTMENT OF (2)'. The text is blue and appears to be a hyperlink.

|   |                                                                  |
|---|------------------------------------------------------------------|
| > | <a href="#">DEPARTMENT OF (103)</a>                              |
| > | <a href="#">AGRICULTURE, DEPARTMENT OF (43)</a>                  |
| > | <a href="#">DEPT OF DEFENSE (25)</a>                             |
| > | <a href="#">JUSTICE, DEPARTMENT OF (16)</a>                      |
| > | <a href="#">INTERIOR, DEPARTMENT OF THE (12)</a>                 |
| > | <a href="#">HOMELAND SECURITY, DEPARTMENT OF (5)</a>             |
| > | <a href="#">NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)</a> |
| > | <a href="#">SOCIAL SECURITY ADMINISTRATION (3)</a>               |
| > | <a href="#">COMMERCE, DEPARTMENT OF (2)</a>                      |

The Top 10 Contracting Agency names are displayed to the left from the search results.

Figure 104. Top 10 Contracting Agencies



A screenshot of a web application showing the top 10 contracting agencies. The title is 'Top 10: Contracting Agency' in a blue header. Below the header is a list of ten items, each preceded by a right-pointing arrow. The items are: 'FEDERAL SUPPLY SERVICE (199)', 'VETERANS AFFAIRS, DEPARTMENT OF (103)', 'FOREST SERVICE (36)', 'DEPT OF THE ARMY (23)', 'FEDERAL PRISON SYSTEM (14)', 'PUBLIC BUILDINGS SERVICE (8)', 'BUREAU OF LAND MANAGEMENT (6)', 'NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)', 'FOOD SAFETY AND INSPECTION SERVICE (3)', and 'U.S. COAST GUARD (3)'. The text is blue and appears to be a hyperlink.

| Top 10: Contracting Agency |                                                                  |
|----------------------------|------------------------------------------------------------------|
| >                          | <a href="#">FEDERAL SUPPLY SERVICE (199)</a>                     |
| >                          | <a href="#">VETERANS AFFAIRS, DEPARTMENT OF (103)</a>            |
| >                          | <a href="#">FOREST SERVICE (36)</a>                              |
| >                          | <a href="#">DEPT OF THE ARMY (23)</a>                            |
| >                          | <a href="#">FEDERAL PRISON SYSTEM (14)</a>                       |
| >                          | <a href="#">PUBLIC BUILDINGS SERVICE (8)</a>                     |
| >                          | <a href="#">BUREAU OF LAND MANAGEMENT (6)</a>                    |
| >                          | <a href="#">NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)</a> |
| >                          | <a href="#">FOOD SAFETY AND INSPECTION SERVICE (3)</a>           |
| >                          | <a href="#">U.S. COAST GUARD (3)</a>                             |

The Top 10 Vendor names are displayed to the left from the search results.

**Figure 105. Top 10 Vendors**

| Top 10: Vendor Name |                                                                  |
|---------------------|------------------------------------------------------------------|
| ➤                   | <a href="#">GIGA INCORPORATED (48)</a>                           |
| ➤                   | <a href="#">KIPPER TOOL COMPANY INCORPORATED (40)</a>            |
| ➤                   | <a href="#">KENNAMETAL INCORPORATED (28)</a>                     |
| ➤                   | <a href="#">CONTINENTAL MACHINE PRODUCTS INC (19)</a>            |
| ➤                   | <a href="#">WATKINS AND ASSOCIATES INCORPORATED (7952) (16)</a>  |
| ➤                   | <a href="#">KAUFMAN COMPANY INCORPORATED (13)</a>                |
| ➤                   | <a href="#">CABEZON GROUP INCORPORATED (12)</a>                  |
| ➤                   | <a href="#">STAG ENTERPRISE INCORPORATED (12)</a>                |
| ➤                   | <a href="#">ALON INCORPORATED (12)</a>                           |
| ➤                   | <a href="#">FOCUSED SOLUTIONS LIMITED LIABILITY COMPANY (11)</a> |

The Top 10 Fee for Use of Service names are displayed to the left from the search results.

**Figure 106. Top 10 Fee for Use of Service Names**

| Top 10: Fee for Use of Service |                                                     |
|--------------------------------|-----------------------------------------------------|
| ➤                              | <a href="#">No Fee (515)</a>                        |
| ➤                              | <a href="#">Range - Varies by Other Factor (26)</a> |
| ➤                              | <a href="#">Fixed (19)</a>                          |
| ➤                              | <a href="#">Range - Varies by Amount (2)</a>        |

The Search criteria entered in the Search field is displayed in the ‘Search Criteria’ to the right of the search results.

**Figure 107. Search Criteria File**

|                                                                                                        |         |
|--------------------------------------------------------------------------------------------------------|---------|
| To remove the criteria or a portion of the search criteria click the button next to each search level. |         |
| <input type="button" value="X"/>                                                                       | general |

The Search criteria can be deleted from the Search criteria by using the  button.

The Sort By allows the user to sort the existing results right of the search results in ascending and descending order.

Figure 108. Sort Search Criteria File

Sort By ?

This section allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.

Sort Order: Descending

[Last Date to Order](#)  
[Contracting Office](#)  
[Type of Contract](#)  
[Vendor Name](#)  
[Fee for Use of Service](#)  
[Ceiling Remaining \(\\$\)](#)

The Search criteria entered in the Search field is displayed in the 'Recent Searches' to the right of the search results.

Figure 109. Recent Searches

Recent Searches ?

This section maintains a list of recent searches that were performed. Click on the desired search criteria link to conduct the search. FPDS-NG maintains the list of searches until the clear link is selected. When you click on Clear all searches are removed.

- > [general](#)
- > [idc "GENERAL SERVICES ADMINISTRATION" "GIGA INCORPORATED"](#)
- > [idc "GENERAL SERVICES ADMINISTRATION"](#)
- > [idc](#)
- > [text](#)

[\[Clear\]](#)

Clicking on the links inside the documents allows you to further refine your search and drill down to specific information. For example by clicking on a specific Contracting Agency you will only see contracts for that Contracting Agency.

Figure 110. Results From Your Criteria

|                                  |                                                                                                             |                                 |                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------------|
| <b>Vendor Name:</b>              | <a href="#">INTELLIGENCE INFORMATION TECHNOLOGY SOLUTIONS LIMITED LIABILITY COMPANY</a>                     | <b>Contracting Agency:</b>      | <a href="#">SMITHSONIAN INSTITUTION</a>                                 |
| <b>Last Date to Order:</b>       | May 24, 2012                                                                                                | <b>Ceiling Remaining (\$):</b>  | \$0                                                                     |
| <b>Agency Name:</b>              | <a href="#">SMITHSONIAN INSTITUTION</a>                                                                     | <b>Contracting Office (ID):</b> | <a href="#">SMITHSONIAN INSTITUTION (10000)</a>                         |
| <b>NAICS (Code):</b>             | COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION (236220)                                                 | <b>PSC (Code):</b>              | MAINT-REP-ALT/EXHIBITION BUILDINGS (Z191)                               |
| <b>Website URL:</b>              | -                                                                                                           | <b>POC Email:</b>               | -                                                                       |
| <b>Requirement Description:</b>  | IDIQ Contract for Construction Services                                                                     | <b>Program Acronym:</b>         | <a href="#">IDV</a>                                                     |
| <b>National Interest Action:</b> | <a href="#">None</a>                                                                                        | <b>Fee for Use of Service:</b>  | -                                                                       |
| <b>Major Program:</b>            | -                                                                                                           | <b>Who Can Use:</b>             | <a href="#">Only the Agency awarding the contract may place orders.</a> |
| <b>Type of Contract:</b>         | <a href="#">Order Dependent (IDV allows pricing arrangement to be determined separately for each order)</a> |                                 |                                                                         |
| <b>Socio Economic Data:</b>      | 8A FIRM, VOB VETERAN OWNED BUSINESS, MINORITY OWNED BUSINESS, SMALL DISADVANTAGE BUSINESS                   |                                 |                                                                         |

### 9.1.2EXPORTING DATA

The options you have available with exporting the results:

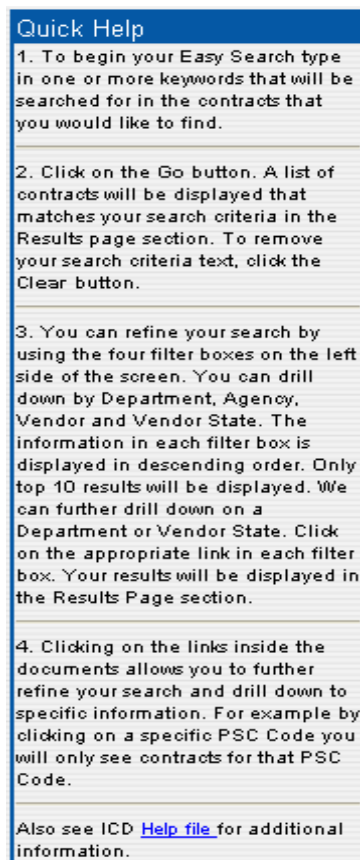
-  Provides the ability to save the data as a PDF.
-  Provides the ability to save the data as or a command delimited file (CSV).

**NOTE:** There is a 30,000 row limit on the Standard, Ad Hoc and ezSearch reports when exporting a report to a file no matter what format it is increasing.

### 9.1.3HELP

The Quick Help feature is available to provide navigation instructions. It also provides a link to the Help file.

Figure 111. Help File



### 9.1.4REFINING YOUR SEARCH

Refine Search as desired by either using the advanced search options or using the drill down feature.

- Click the link 'view' beside the IDV ID to view the IDV in a new screen.
- Click the link 'Awards' to view all the associated awards in a new screen. The view will display all the awards that reference the selected IDV.

- Click the drop down **Results per page:** 30 to configure the number of results to be displayed per page.

## 9.1.5 ADVANCED SEARCH

The Advanced Search feature allows you to do complex searches for an IDV by using different criteria. In order to perform a more in-depth search, please follow the steps below:

Click the **Advanced Search** on the top of the screen. The Advanced Search screen will be displayed. The user will be able to search from within the search results or perform a new search.

**Figure 112. Advanced Search Add Selection Screen**

Click the **Add** button to add search criteria. A dropdown field will be displayed.

**Figure 113. Advanced Search Selection Box**

Multiple search criteria can be added on the Advanced Search screen using **Add** button.

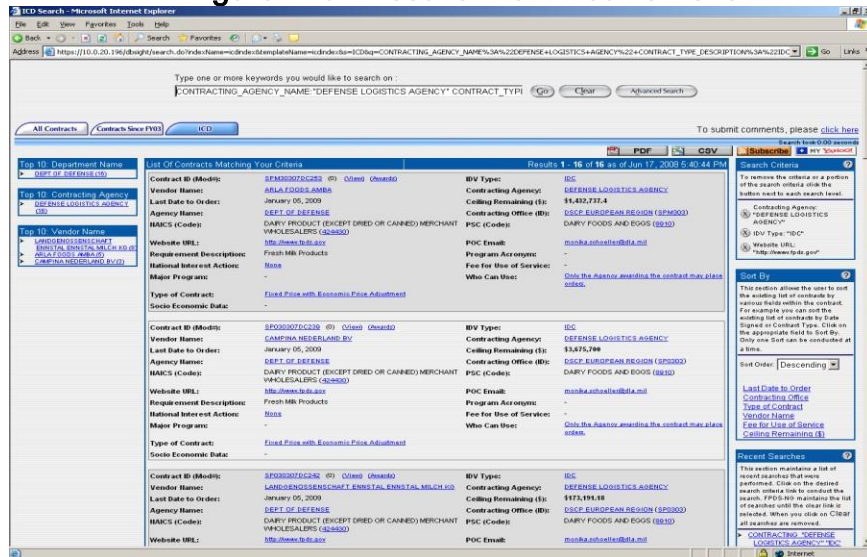
**Figure 114. Selection Options**

In the remaining fields, you may enter other information to customize your search.

- For most fields, you may use a % as a [wildcard](#).
- You may use the to see a pick list.
- You may use the drop down to select values
- You may enter values in the text boxes provided against some fields.

Click **Search**. A list of IDVs will display.

Figure 115. Results From Your Criteria

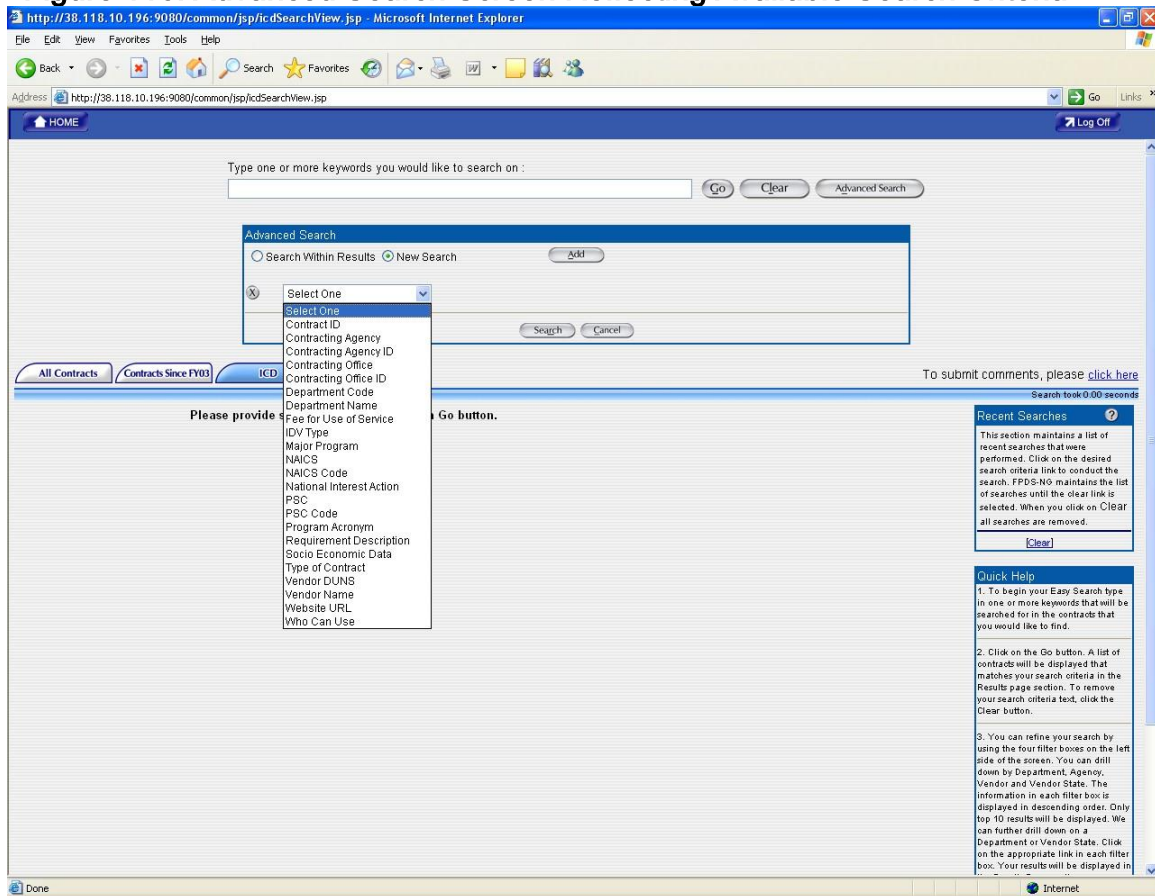


## 9.1.6 AVAILABLE SEARCH CRITERIA

The user will be able to perform searches using the following search criteria.

- Agency Name
- Description of Contract Requirement
- Contract Identifier (PIID)
- Type of contract pricing description
- Contracting Agency Name
- Contracting Office ID
- Contracting Office Name
- Major Program Name
- Program Acronym
- NIA Short Description
- NAICS Code or Description
- PSC Code or Description
- Vendor name
- Website URL
- Who Can Use
- Fee for use of service
- Vendor Socio Economic categories
- Type of IDV

**Figure 116. Advanced Search Screen Reflecting Available Search Criteria**



The following Advanced Search options should have look up screens to be able to search for specific values

- Contracting Agency
- Contracting Agency ID
- Contracting Agency Name
- Contracting Agency ID
- Contracting Office Name
- Contracting Office ID
- Vendor DUNS
- Vendor Name
- NAICS Code or Description
- PSC Code or Description

Figure 117. Example of Agency Selection Screen

The screenshot shows a window titled "Agency Selection". It contains a table with the following columns: "Select", "Agency ID", "Agency Name", "Department ID", and "Agency Short Name". The table lists 12 agencies, all with a Department ID of 9700, except for the last one which has 9516. The agencies are: 97AE (DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)), 97AZ (DEFENSE COMMISSARY AGENCY (DECA)), 97AR (DEFENSE CONTRACT AUDIT AGENCY), 9763 (DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)), 97BZ (DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)), 97AK (DEFENSE INFORMATION SYSTEMS AGENCY (DISA)), 97AS (DEFENSE LOGISTICS AGENCY), 97F1 (DEFENSE MEDIA CENTER (DMC)), 9771 (DEFENSE MICROELECTRONICS ACTIVITY (DMEA)), and 9516 (DEFENSE NUCLEAR FACILITIES SAFETY BOARD). To the right of the table are "Select" and "Cancel" buttons. Below the table, it says "12 out of 12 Items found." Below that is a section titled "Find items that match the following criteria:" with four input fields: "Department ID:", "Parent Agency ID:", "Agency ID:", and "Agency Name:". The "Agency Name" field contains "DEFENSE %". To the right of these fields are "Search", "Clear", and "Help" buttons.

| Select                           | Agency ID | Agency Name                                       | Department ID | Agency Short Name |
|----------------------------------|-----------|---------------------------------------------------|---------------|-------------------|
| <input checked="" type="radio"/> | 97AE      | DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA) | 9700          |                   |
| <input type="radio"/>            | 97AZ      | DEFENSE COMMISSARY AGENCY (DECA)                  | 9700          |                   |
| <input type="radio"/>            | 97AR      | DEFENSE CONTRACT AUDIT AGENCY                     | 9700          |                   |
| <input type="radio"/>            | 9763      | DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)         | 9700          |                   |
| <input type="radio"/>            | 97BZ      | DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)     | 9700          |                   |
| <input type="radio"/>            | 97AK      | DEFENSE INFORMATION SYSTEMS AGENCY (DISA)         | 9700          |                   |
| <input type="radio"/>            | 97AS      | DEFENSE LOGISTICS AGENCY                          | 9700          |                   |
| <input type="radio"/>            | 97F1      | DEFENSE MEDIA CENTER (DMC)                        | 9700          |                   |
| <input type="radio"/>            | 9771      | DEFENSE MICROELECTRONICS ACTIVITY (DMEA)          | 9700          |                   |
| <input type="radio"/>            | 9516      | DEFENSE NUCLEAR FACILITIES SAFETY BOARD           | 9516          |                   |

12 out of 12 Items found.

Find items that match the following criteria:

Department ID:  Parent Agency ID:

Agency ID:  Agency Name: DEFENSE %

Search Clear Help

The following Advanced Search options should have drop downs to be able to select for specific values

- Fee for use of Service
- IDV Type
- NIA Short Description
- Socio Economic Data
- Who Can Use. If the value chosen is 'Only My Agency', then a text box should be provided to enter the agency Name

Figure 118. Example of Selection Drop Down on Advanced Search Screen

The screenshot shows a window titled "Advanced Search". On the left, there is a button labeled "ICD". Below it, the text "se provide search criteria and click o" is visible. The main area of the window is a large drop-down menu with a list of agency types. The list includes: AIOB AMERICAN INDIAN OWNED BUSINESS, AIRPORT AUTHORITY, ALASKAN NATIVE CORPORATION, APAOB ASIAN PACIFIC OWNED BUSINESS, ARCHITECTURE AND ENGINEERING, BAOB BLACK OWNED BUSINESS, COMMUNITY CORP OWNED FIRM, COMMUNITY DEVELOPMENT CORP, CONSTRUCTION FIRM, CONTRACTS, CONTRACTS GRANTS, CORP ENTITY NOT TAX EXEMPT, CORP ENTITY TAX EXEMPT, COUNCIL OF GOVERNMENTS, COUNTRY\_OF\_INCORPORATION, DOMESTIC SHELTER, DOT CERTIFIED DISADV BUS, EDUCATIONAL INSTITUTION, FEDERAL AGENCY, FEDERAL GOVERNMENT, FEDERALLY FUNDED R AND D CORP, FIRMBA JOINT VENTURE, FOR PROFIT ORGANIZATION, FOREIGN GOVERNMENT, FOREIGN\_OWNED\_AND\_LOCATED, FOUNDATION, GRANTS, HAOB HISPANIC OWNED BUSINESS, and HBCU HISTORICALLY BLACK COLLEGE UNIVERSITY. To the right of the drop-down menu, there is a "To" label.

ICD

se provide search criteria and click o

To

AIOB AMERICAN INDIAN OWNED BUSINESS  
AIRPORT AUTHORITY  
ALASKAN NATIVE CORPORATION  
APAOB ASIAN PACIFIC OWNED BUSINESS  
ARCHITECTURE AND ENGINEERING  
BAOB BLACK OWNED BUSINESS  
COMMUNITY CORP OWNED FIRM  
COMMUNITY DEVELOPMENT CORP  
CONSTRUCTION FIRM  
CONTRACTS  
CONTRACTS GRANTS  
CORP ENTITY NOT TAX EXEMPT  
CORP ENTITY TAX EXEMPT  
COUNCIL OF GOVERNMENTS  
COUNTRY\_OF\_INCORPORATION  
DOMESTIC SHELTER  
DOT CERTIFIED DISADV BUS  
EDUCATIONAL INSTITUTION  
FEDERAL AGENCY  
FEDERAL GOVERNMENT  
FEDERALLY FUNDED R AND D CORP  
FIRMBA JOINT VENTURE  
FOR PROFIT ORGANIZATION  
FOREIGN GOVERNMENT  
FOREIGN\_OWNED\_AND\_LOCATED  
FOUNDATION  
GRANTS  
HAOB HISPANIC OWNED BUSINESS  
HBCU HISTORICALLY BLACK COLLEGE UNIVERSITY

## APPENDIX A

### FPDS-NG FREQUENTLY ASKED QUESTIONS

#### A.1 Why is contract reporting in FPDS-NG necessary?

Through the Office of Federal Procurement Policy (OFPP) Act, Congress mandated that contract actions using appropriated funds must be reported to FPDS-NG.

The Government has a compelling need to understand where your tax dollars are spent. Collecting data about Government procurements provides a broad picture of the overall Federal acquisition process. The ability to look at all contracts across many agencies, in great detail, is a key ingredient to establishing transparency in published Government procurement data and credibility in the professionals who use these contracts. With a view of the federal spending we can hope to conduct analyses to structure strategic procurements and save money; improve government-wide management; and establish interoperation with other government-wide data systems.

In addition, there is now the ability to independently access Government-wide information globally. This increases the need for data accuracy.

Agencies also use this information for management purposes. As an example, some agencies use this information to calculate workload and buyer productivity.

#### A.2 What is not included in FPDS-NG?

Following are examples of data not reported in the FPDS-NG.

- Subcontracting data.
- Financial information other than instant obligation and estimated values.
- Accounting data.
- CLIN information.
- Detailed contract information, such as terms and conditions, deliverables, statements of work, proposals, contractor employee information, line items and wage determinations.

#### A.3 What are the roles of federal departments and agencies, including SBA, in federal contract reporting?

Federal contracting data is entered into the Federal Procurement Data System-Next Generation (FPDS-NG) by acquisition agencies, each of which has primary responsibility for the quality of the data that they submit to the system. After each fiscal year, submitting departments and agencies verify to the Office of Federal Procurement Policy, in the Office of Management and Budget, that their procurement data is properly entered into the system. FPDS-NG is managed by the General Services Administration's (GSA's) Integrated Acquisition Environment Program Office (IAEPMO). This office assures proper maintenance of FPDS-NG's online database of federal procurement actions, assures its continued accessibility by members of the public, media, congressional staffs, and by federal officials who must reference the data they have submitted. The system provides substantial report generating capability, including many standard reports that allow users to retrieve information about federal procurements.

Contracting information captured in FPDS-NG is used by SBA in preparation of annual Small Business Goaling Reports (SBGRs). In turn, these reports are used to evaluate federal agencies performance under socioeconomic procurement preference programs, and achievement of goals under those programs.

**A.4 Who needs to be registered and why?**

If you do not use a contract writing system and input your contract action reports through Web portal, you need to be registered. If you use a contract writing system, the standard is a single sign-on which is established for that server and you do not need an individual registration. However, if you are a system administrator or other individual who generates reports or queries, you will need to be registered as you must access FPDS-NG through an internet browser, not your contracting writing system, at <https://fpds.gov>. Government employees, who are registered through their agency's FPDS-NG System Administrator, may have additional capabilities over and above running reports or creating queries. Note that if a government employee wants to use FPDS-NG from their home/personal computer they will need to be registered.

**A.5 What if I forget my user ID?**

Contact your Department or Agency FPDS-NG System Administrator, not the support desk.

**A.6 What if I forget my password?**

Use the forgotten password function on the Log In screen.

**A.7 What if I get locked out after 5 unsuccessful attempts at logging in?**

Contact your Department or Agency FPDS-NG System Administrator.

**A.8 Is there any intelligence in the contract numbers (PIID)?**

Yes there is. The Uniform PIID is shown below:

- Positions 1 through 6 will be required to match the Contracting Office ID (AAC).
- Positions 7 through 8 will be required to match the Fiscal Year of the Date Signed.
- Position 9 will designate the type of instrument.
- Positions 10 through 17 will be assigned by the Agency.

**A.9 Why is there no Federal mandate on the format of contract numbers (PIID)?**

As of October 1, 2017 the Uniform PIID Structure was implemented. See above (A.8) for the requirements.

**A.10 Can I get a copy of the contract file including the terms and conditions from FPDS-NG?**

No. Only designated data about the contract is in FPDS-NG.

**A.11 If not, where can I get a copy of the contract?**

Frequently, these requests are handled as Freedom of Information Act (FOIA) requests. You will need to contact the awarding agency's FOIA Office for further information. .12 Is there a central repository of all active contract documents?

No. The active contract files are not stored in a federal sponsored, central repository. Only closed out contracts are maintained in an archival status. The active contract files are maintained by the appropriate contracting office.

**A.13 Where can I see the items that were purchased or delivered on a contract?**  
We refer to this level of detail as the “contract line item” or the “contract line item number” (CLIN) data. FPDS-NG collects data at the contract level not at the CLIN level. Usually CLIN data is available to the public through a formal request made to the awarding agency’s FOIA office.

**A.14 Where can I find the type of contract awarded?**  
This information is available in FPDS-NG. Please refer to the FPDS-NG Data Dictionary for specific data elements and definitions.

**A.15 How can I tell if a contract action is referencing a Federal Supply Schedule?**  
When a Delivery Order, Task Order, BPA or BPA Call is placed in the system, the record is required to have a reference PIID. There are only two Agencies that award Schedules and they are General Services Administration (GSA) and Veteran Affairs (VA). If the DO/TO are for medical supplies and/or services the schedule will usually begin with ‘VA’. The BPA Call will reference the BPA that may have been created from a VA, FSS schedule or other type of Indefinite Delivery Vehicle. If a DO/TO has a GSA referenced PIID that is in the following format, it is a schedule.

|                     |                     |                   |                     |                    |
|---------------------|---------------------|-------------------|---------------------|--------------------|
| <u>Position 1-2</u> | <u>Position 3-4</u> | <u>Position 5</u> | <u>Position 6-9</u> | <u>Position 10</u> |
| GS                  | NN                  | F                 | NNNN                | Alpha A-Y          |

Please note that the ‘N’ in this example represents numbers.

NOTE: Starting with the implementation (April 1, 2018) of the Uniform PIID Structure, there will not be any way to determine if a Contract Action Report is a Federal Supply Schedule (FSS) action. Prior to the implementation, the above structure has not changed.

**A.16 Does the location of the Contracting Office have any bearing on where the item being purchased will be used or the services provided?**

In many instances the products or services are located in the same area as the Contracting Office. However, there are as many times where the products and services are used in a Field Office that is not co-located with the Contracting Office. An example of awards made at one location and used at another is the purchase of fleet vehicles. The actions are awarded in Washington, DC by the Federal Acquisition Service (FAS) and the vehicles are shipped to a number of the Fleet Management Centers throughout the United States.

**A.17 What are federal departments and agencies doing to assure that the data they submit to FPDS-NG are as accurate as possible?**

The federal government is committed to improving the acquisition data it reports to FPDS-NG. While progress has been made, additional process improvements are underway. For example, the Administrator of the Office of Federal Procurement Policy now requires that agencies establish and document procedures for validating and verifying contract data submitted to FPDS-NG.

**A.18 Why does accuracy in small business contracting data matter?**

Federal contracting preference programs are intended to promote a vibrant National industrial base, which provides the government an ample pool of vendors. To ensure full participation in the Federal marketplace, statutory goals have been established for each of these programs. Each year, performance against these goals is evaluated. Because the purpose of contracting goals is so important, performance evaluation must be accurate. With accurate contract data, federal agencies can take appropriate credit for their small business contract awards.

#### **A.19 What is the Small Business Goaling Report?**

This is a report mandated by the Small Business Act, generated using FPDS-NG data. In that Act, Congress mandated that the Executive Branch provide contracting opportunities to small businesses owned by women, veterans, service disabled veterans, small disadvantaged businesses, or businesses located in historically underutilized business zones and awards using 8(A) procedures.

The Small Business Administration (SBA) is responsible for setting goals for small business participation in federal contracts. Annually the SBA works with each agency to set goals. The SBA submits an annual Small Business report with achievements against the goals to Congress. The report is generated by FPDS-NG and is published officially on the SBA web-site [www.sba.gov](http://www.sba.gov). Achievements are credited to the agency funding the award not the agency issuing the contract action.

#### **A.20 What is included in the Small Business Goaling Report?**

Only actions covered by the Small Business Act are included in the report. This is a Department level report that displays small business data for a specified date range by Funding Agency.

The criteria for the Small Business Goaling Report are listed in the appendix at the end of the report. Data for this report are calculated as follows:

Limitation on Permissible Use of Dun & Bradstreet, Inc. (D&B) Data:

This website contains data supplied by third party information suppliers, one of which is D&B. For the purposes of the following limitation on permissible use of D&B data, which includes each entity's DUNS Number and its associated business information, "D&B Open Data" is defined as the following data elements: Business Name, Street Address, City Name, State/Province Name, Country Name, County Code, State/Province Code, State/Province Abbreviation, ZIP/Postal Code, Country Name and Country Code.

D&B hereby grants you, the user, a license for a limited, non-exclusive right to use D&B Open Data within the limitations set forth herein. By using this website you agree that you shall not use D&B Open Data without giving written attribution to the source of such data (i.e., D&B) and shall not access, use or disseminate D&B Open Data in bulk, (i.e., in amounts sufficient for use as an original source or as a substitute for the product and/or service being licensed hereunder).

Except for data elements identified above as D&B Open Data, under no circumstances are you authorized to use any other D&B data for commercial, resale or marketing purposes (e.g., identifying, quantifying, segmenting and/or analyzing customers and prospective customers). Systematic access (electronic harvesting) or extraction of content from the website, including the use of "bots" or "spiders", is prohibited. Federal government entities are authorized to use the D&B data for purposes of acquisition as defined in FAR 2.101 and for the purpose of managing Federal awards, including sub-awards, or reporting Federal award information.

GSA assumes no liability for the use of the D&B data once it is downloaded or accessed. The D&B data is provided "as is" without warranty of any kind. The D&B data is the intellectual property of D&B. In no event will D&B or any third party information supplier be liable in any way with regard to the use of the D&B data. For more information about the scope of permissible use of D&B data licensed hereunder, please contact D&B at [datause\\_govt@dnb.com](mailto:datause_govt@dnb.com).

Competition values/label names may have changed. Please refer to the Data Dictionary for further details.

CLOD is an acronym for Competition Line of Demarcation. The official CLOD date is 10/31/2009. Pre CLOD is any action signed earlier than the CLOD date. Post CLOD is any action signed on or later than the CLOD date.

This is a Department level report that displays Small Business data for a specified date range by Funding Agency. Please note if the Funding Agency is empty, the Contracting Agency is the Funding Agency and will be used for this report.

Data for this report is calculated as follows:

Total Small Business Eligible Actions: This column is an aggregation of Number of Actions, after exclusions are applied.

Total Small Business Eligible Dollars: This column is an aggregation of Dollars Obligated, after exclusions are applied.

Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Business Size Selection' is equal to "Small Business."

Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Business Size Selection' is equal to "Small Business."

Small Business Percentage of Dollars Obligated: This column is computed as follows: Small Business Dollars/Total Small Business Eligible Dollars.

Small Disadvantaged Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Business Size Selection' is equal to "Small Business" AND the vendor's business type is SBA Certified Small Disadvantaged Business or Self Certified Small Disadvantaged Business or 8(a) Program Participant or 8(a) Joint Venture. For DoD (department ID: 9700), NASA (department ID: 8000) and United States Coast Guard (contracting agency: 6950 or 7008), the following additional logic shall apply:

Vendor flag is either 'Historically Black Colleges or Universities' or 'Minority Institution'. Effective 10/14/2014, this shall no longer apply to new actions awarded by DoD and USCG.

Small Disadvantaged Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Business Size Selection' is equal to "Small Business" AND the vendor's business type is SBA Certified Small Disadvantaged Business or Self Certified Small Disadvantaged Business or 8(a) Program Participant or 8(a) Joint Venture. For DoD (department ID: 9700), NASA (department ID: 8000) and United States Coast Guard (contracting agency: 6950 or 7008), the following additional logic shall apply:

Vendor flag is either 'Historically Black Colleges or Universities' or 'Minority Institution'. Effective 10/14/2014, this shall no longer apply to new actions awarded by DoD and USCG.

Small Disadvantaged Business Percentage of Dollars Obligated: This column is computed as follows: Small Disadvantaged Business Dollars/Total Small Business Eligible Dollars.

8(a) Procedure Actions: This column is an aggregation of Number of Action when the 'Contracting Officer's Business Size Selection' is equal to "Small Business" and the 'Type of Set Aside' is one of the following values: 8(a) Sole Source, 8(a) with HUB Zone, 8(a) Competed

8(a) Procedure Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Business Size Selection' is equal to "Small Business" and the 'Type of Set Aside' is one of the following values: 8(a) Sole Source, 8(a) with HUB Zone, 8(a) Competed

8(a) Procedure Percentage: This column is computed as follows: 8(a) Procedure Dollars/ Total Small Business Eligible Dollars.

**NOTE:**

Some legacy data does not carry over the Type of Set Aside value of the reference IDVs, in order to capture these contract values, the special handling below must be applied:

1) For DOs and BPA Calls that reference a V1.4 BOA and a V1.4 Part 13 BPA the 8(a) procedures shall consider the "Type of Set Aside" on the DO and BPA Call.

2) For Multiple Award Delivery/Task Orders (MDO\*), Part 8 BPAs and Part 8 BPA Calls, when the "Fair Opportunity/Limited Sources" value on these documents is either 'Competitive Set Aside' or 'Sole Source', 8(a) procedures shall consider the "Type of Set Aside" on the DO and BPA Call.

3) For DOs and BPA Calls that reference IDVs other than those in above cases, the 8(a) procedures shall consider the "Type of Set Aside" on the referenced IDV.

4) For Standalone contracts (PO,DCA, IDC, FSS, GWAC, BOA, Part 13 BPA), 8(a) procedures shall consider the "Type of Set Aside" on the contract.

\* Delivery/Task Orders referencing Multiple Award IDVs - FSS, GWAC or Multiple Award IDC.

**Veteran Owned Small Business Actions:** This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Veteran Owned.

**Veteran Owned Small Business Dollars:** This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Veteran Owned.

**Veteran Owned Small Business Percentage of Dollars Obligated:** This column is computed as follows: Veteran Owned Small Business Dollars/Total Small Business Eligible Dollars.

**Service Disabled Veteran Owned Small Business Actions:** This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Service Disabled Veteran Owned.

**Service Disabled Veteran Owned Small Business Dollars:** This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Service Disabled Veteran Owned.

**Service Disabled Veteran Owned Small Business Percentage of Dollars Obligated:** This column is computed as follows: Service Disabled Veteran Owned Small Business Dollars/Total Small Business Eligible Dollars.

**Women Owned Small Business Actions:** This column is an aggregation of Number of Actions when 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Women Owned, Women Owned Small Business, Joint Venture Women Owned Small Business, Economically Disadvantaged Women Owned Small Business or Economically Disadvantaged Joint Venture Women Owned Small Business.

**Women Owned Small Business Dollars:** This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Women Owned, Women Owned Small Business, Joint Venture Women Owned Small Business, Economically Disadvantaged Women Owned Small Business or Economically Disadvantaged Joint Venture Women Owned Small Business.

**Women Owned Small Business Percentage of Dollars Obligated:** This column is computed as follows: Women Owned Small Business Dollars/Total Small Business Eligible Dollars.

**Certified HUBZone Small Business Actions:** This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is HUBZone Certified or HUBZone Joint Venture.

**Certified HUBZone Small Business Dollars:** This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Certified HUBZone or HUBZone Joint Venture.

**Certified HUBZone Small Business Percentage of Dollars Obligated:** This column is computed as follows: Certified HUBZone Small Business Dollars/Total Small Business Eligible Dollars.

## **A.21 What is excluded from the Small Business Goaling Report?**

Only actions covered by the Small Business Act are included in the report. There are many other actions that are excluded from the goaling report. FPDS-NG standard reports identify the query at the bottom of the report to assist report users in understanding the report criteria. Exclusions are referenced below:

The following (goaling) exclusions apply to the Small Business Goaling Report.

The following (goaling) exclusions apply to the Small Business Goaling Report.

Note: The exclusions that appear on the Small Business Goaling Report are the same goaling exclusions that apply to the Small Business Achievements by Awarding Organization Report and the Simplified Acquisition Threshold (SAT) Report.

- Javits-Wagner-O'Day Program (JWOD, Sheltered Workshop): Awards that have a contractor with a SAM based Sheltered Workshop designation Flag equal to "Y" are excluded.

- Contracts performed outside of the United States: Awards performed outside of the US are designated when the country in the place of performance is NOT the United States. This data will no longer be excluded when the Date Signed is on or after October 1, 2015.

- UNICOR: Exclude the UNICOR DUNS numbers specified in APPENDIX A.
- American Institute in Taiwan: Awards with the American Institute in Taiwan designated as the contractor for the award and determined by a DUNS number of '161174503'. (data are included when the signed date is equal to or greater than October 1, 2017)
- All records that have the value of Code A 'Contingency operation as defined in 10 U.S.C 101(a)(13)' for the Data Element "Contingency, Humanitarian and Peacekeeping Operation" and the Funding Agency is DoD, where the performance is outside of the USA and its territories and the Date Signed is equal to or greater than 10/01/2015.
- All records that have the value of Code 'B' 'Humanitarian or Peacekeeping Operation as defined in 10 U.S.C 2302(8)' for the Data Element "Contingency, Humanitarian, or Peacekeeping Operation" where the performance is outside of the USA and its territories, and the Funding Agency is DoD, and the Date Signed is equal to or greater than 10/01/2017.
- All records that have the value of Code 'ZSF' 'Status of Forces Agreements' for "DoD Acquisition Program", where the performance is outside of the USA and its territories, and the Funding Agency is DoD and the Date Signed is equal to or greater than 10/01/2017.
- The 'Country Where Award was Issued' will be derived from the Country of the Contracting Office associated with the contract. Based on this derivation the following new exclusion will be added:
- All contracts that have the 'Country Where Award was Issued' Code as other than USA or USA Territories and the Place of Performance as other than USA or USA Territories, and the Funding Agency is DoD, and Date Signed is equal to or greater 10/01/2017.
- Acquisitions by agencies on behalf of foreign governments or entities or international organizations: Actions that are funded by foreign entities ("Funded by Foreign Entity" = 'Yes' OR "Foreign Funding" = 'Foreign Funds - FMS' or 'Foreign Funds - non-FMS') are excluded from the report.
- Contracts funded predominately with agency generated sources. Accordingly, the following Federal Government agencies are excluded:
  - FDIC, 5100 . (data are included when the signed date is equal to or greater than October 1, 2017)
  - Postal Service, 1800 (. (data are included when the signed date is equal to or greater than October 1, 2017)
  - Bureau Of Engraving And Printing, 2041 (data are included when the signed date is equal to or greater than October 1, 2013)
  - United States Mint, 2044 . (data are included when the signed date is equal to or greater than October 1, 2017)
  - Office Of The Comptroller Of The Currency, 2046 (data are included when the signed date is equal to or greater than October 1, 2013)
  - Office Of Thrift Supervision, 2047 (data are included when the signed date is equal to or greater than October 1, 2013)
  - Transportation Security Administration, 6965; 7013, (data are included when the signed date is equal to or greater than July 1, 2008)
  - Federal Aviation Administration, 6920 (data are included when the signed date is equal to or greater than October 1, 2017)
  - Tennessee Valley Authority (data are included when the signed date is equal to or greater than October 1, 2017)
  - Administrative Office of the US Courts, 1027 (data are included when the signed date is equal to or greater than October 1, 2017)
  - Architect of the Capitol, (data are included when the signed date is equal to or greater than October 1, 2017)
  - Bankruptcy Courts, (data are included when the signed date is equal to or greater than October 1, 2017)
  - Central Intelligence Agency, (data are included when the signed date is equal to or greater than October 1, 2017)
  - Congressional Budget Office, 0800 (data are included when the signed date is equal to or greater than October 1, 2017)
  - Court Services and Offender Supervision Agency, 9594 (data are included when the signed date is equal to or greater than October 1, 2013)
  - Pretrial Services Agency, 959P (data are included when the signed date is equal to or greater than October 1, 2017)

- Federal Judicial Center, 1028 (data are included when the signed date is equal to or greater than October 1, 2017)
- Overseas Private Investment Corporation, 7100 (data are included when the signed date is equal to or greater than October 1, 2013)
- Supreme Court of US, 1001 (data are included when the signed date is equal to or greater than October 1, 2017)
- US Courts of Appeals-Judicial Circuits, 1002 (data are included when the signed date is equal to or greater than October 1, 2017)
- US District and Territorial Courts, 1012 (data are included when the signed date is equal to or greater than October 1, 2017)
- Acquisitions with a Reason Not Competed value of "RES" for Resale (data are included when the signed date is equal to or greater than October 1, 2017)
- Product Service codes for Leases in the format X\*\*\*.
- Product Service codes for Utilities S112 (Electric). (data are included when the signed date is equal to or greater than October 1, 2017)
- Tricare DODAAC - H94002. (based on Contracting Office Code)
- Tricare DODAAC - HT9402. (based on Contracting Office Code)
- Centers for Medicare & Medicaid Services (CMS) non-appropriated funded contracts - 00NAF. (based on Contracting Office Code)
- Department of Education's Not-for-Profit(NFP) Loan Servicing contracts listed below (Base and any Modification), plus any Award (Base or Modification) which references one of these contract numbers should be excluded. (data are excluded when the signed date is equal to or greater than October 1, 2013):

| Contract     | Number                                     | Servicer |
|--------------|--------------------------------------------|----------|
| EDFSA11D0012 | MISSOURI HIGHER EDUCATION LOAN AUTHORITY   |          |
| EDFSA12D0003 | UTAH HIGHER EDUCATION ASSISTANCE AUTHORITY |          |
| EDFSA12D0005 | EDUCATIONAL SERVICES OF AMERICA, INC.      |          |
| EDFSA12D0006 | ASPIRE RESOURCES INC.                      |          |
| EDFSA12D0007 | NEW HAMPSHIRE HIGHER EDUCATION LOAN CORP   |          |
| EDFSA12D0012 | OKLAHOMA STUDENT LOAN AUTHORITY            |          |
| EDFSA13D0001 | VERMONT STUDENT ASSISTANCE CORPORATION     |          |

\* US Territories:

AMERICAN SAMOA [UNITED STATES]  
 UNITED STATES MINOR OUTLYING ISLANDS  
 MIDWAY ISLANDS [UNITED STATES]  
 NORTHERN MARIANA ISLANDS [UNITED STATES]  
 GUAM [UNITED STATES]  
 PUERTO RICO [UNITED STATES]  
 NAVASSA ISLAND [UNITED STATES]  
 JARVIS ISLAND [UNITED STATES]  
 BAKER ISLAND [UNITED STATES]  
 HOWLAND ISLAND [UNITED STATES]  
 JOHNSTON ATOLL [UNITED STATES]  
 KINGMAN REEF [UNITED STATES]  
 PALMYRA ATOLL [UNITED STATES]  
 VIRGIN ISLANDS [UNITED STATES]  
 WAKE ISLAND [UNITED STATES]  
 UNITED STATES MISCELLANEOUS PACIFIC ISLANDS

#### APPENDIX A - List of DUNS - UNICOR/Federal Prison Industries

014723167 177021870  
 025866133 178845053  
 027435366 183606490  
 042811430 185501798  
 056435894 185930542

057272486 187651752  
060771920 199234480  
068638951 618879423  
072724859 622178747  
075399977 624770475  
085119121 626627459  
086854069 626979314  
088695218 794034553  
096356964 801970971  
098736291 801977273  
103385519 801983800  
118882161 801984964  
126924018 801991969  
127300429 883387995  
127607732 932169972  
129794269 932793250  
147374714 933631806  
148033947 933631814  
148071236 933631939  
152000998 942195132  
161114251 199221480

The following UNICOR DUNS shall be excluded effective 10/1/2013:

118575729 196069173  
198353984 806788407  
878435213 139397371  
621502173 801972068  
170419167 139611631  
782184956

Report Drill Down capabilities include MACOM and SUBCOM as selection criteria and are relevant to DOD data only.

The Federal Procurement Data System - Next Generation (FPDS-NG) is a dynamic, real-time database. Updates to data, including new actions, modifications, and corrections are made on a regular basis. Such updates could result in changes to the FPDS-NG data used to compile reports on actions for current and/or prior fiscal years. Accordingly, all reports need to be viewed with this in mind. It should also be noted that availability of DoD data entered into FPDS-NG is subject to a 90-day delay for non DoD users.

**A.22 What is the difference between Small Disadvantaged Business (SDB) and 8(a) in the Small Business Goaling Report?**

All 8(a)s are SDBs, but not all SDBs are 8(a)s. The 8(a) category is included to separately identify those actions and dollars which used SBA 8(a) procedures. Just because a vendor is identified in SAM as 8(a), does not automatically give an agency credit for an 8(a) award. The award must have been an 8(a) set-aside for the agency to get credit in the small business goaling report. The small business goaling report does not goal 8(a) vendors, it goals participation in the SBA 8(a) Program.

**A.23 Where do the Contracting Officers get the information to put in the Contracting Officer's Business Size Selection?**

The contracting officers should check with the Online Representations & Certifications Application (ORCA) to contracting officer's selection of business size should come from ORCA. ORCA is the official source for business size.

**A.24 Why don't I get credit for all of my 8(a) awards?**

SBA is monitoring the use of the 8(a) program procedures, not the vendor being certified by SBA as an 8(a) concern. When Agencies and Contracting Offices are reviewing their Small Business Goaling Report, they question why all 8(a) awards do not appear in the agency's accomplishments for 8(a) concerns. It should be noted that if you are using the SBA's 8(a) procedures for awarding an 8(a) contract by either 8(a) Competed or 8(a) Sole Source for the Type of Set-Aside, you will receive credit in the following categories: 8(a), Small Disadvantaged Business and Small Business. Additional credits would be given if the vendor is a Woman Owned Business, Service Disabled Veteran Owned Small Business, etc. However, if you award an 8(a) vendor an award using Full and Open Competition, you will only get credit for Small Disadvantaged Business and Small Business and any of the additional credits mentioned above if appropriate. We consider the 8(a) vendor in this case a 'Got Lucky' as he was competing for work with the large vendors as well as other small businesses. The reason that you would not get credit for an 8(a) award is that you did not use the SBA 8(a) procedures in making the award.

**A.25 Why don't my queries match the standard reports?**

FPDS-NG is a dynamic, real time system; therefore, every time a new contract action report (CAR) is entered into FPDS-NG it has the potential to change data. Contracts can run for years and data changes. In addition, contractors change their information too. For example, if you run a report or query on Monday, you can get a different answer on the same report or query on Friday because additional CARS have been reported and are now included in the output. (Only CARS that have been finalized are included in any reports or queries.)

Another reason reports and queries will not match is that data requests are not identically written. FPDS-NG standard reports identify the query at the bottom of the report to assist report users in understanding the report criteria.

Most reports are based on which contracting office issued the award. The SBA requirement for reporting purposes is based on the agency that is funding these contracts, not the awarding agency.

**A.26 What does "Purchase Card Used as Method of Payment" mean?**

The order or contract provides for payments to the contractor to be made through the use of the purchase card. These are "charges" backed by a contract vehicle/document. It allows the government and the contractor to avoid the use of expensive invoices.

**A.27 Does FPDS-NG have purchase card data?**

Purchase card transactions less than or equal the micro purchase threshold are not reportable to FPDS-NG. The banks that issue the cards collect purchase card data.

**A.28 What is the difference between the North American Industrial Classification System (NAICS) and Product and Service Codes (PSC)? Why does FPDS-NG have both?**

The North American Free Trade Agreement (NAFTA) requires the use of NAICS by The Government. The NAICS classifies commercial activity into broad business categories, such as soybean farming, manufacturer, wholesaler, retail, and services. PSCs describe specific products and services which form the basis for national stock numbers.

Both fields are required because statute requires some reports to be based on NAICS information, some on PSC information, and some, such as the Competitive

Demonstration Program, must use both codes.

It also helps narrow a search if we allow users to select what they want from two or three filters. For example, we do not buy “PHOTOGRAPHIC AND PHOTOCOPYING EQUIPMENT MANUFACTURING”, “PHOTOGRAPHIC EQUIPMENT AND SUPPLIES WHOLESALERS”, or CAMERA AND PHOTOGRAPHIC SUPPLIES STORES”, we buy cameras.

**A.29 Why do my reports time out?**

The report may be too large or the search criteria may be too broad. Refine your search criteria by changing the date range or adjusting other search fields. Some time out issues may be due to your agency’s particular system configuration.

**A.30 What does Place of Performance really mean?**

The information in this field should reflect where the items will be produced, manufactured, mined, or grown or where the service will be performed. This field 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.

**A. 1 What can Prevent Successful Downloading or Sending of files?**

There is a 30,000 line restriction on the Informatica tool used for Standard and Ad hoc Reports. However, it should be noted when e-mailing a large report the recipient may not receive the report until after local business hours. These hold-time standards are established by each agency based on their peak load times.

## APPENDIX B

### GLOSSARY OF TERMS

**8(a)** - The Small Business Administration (SBA) administers the 8(a) Business Development Program that offers a broad scope of assistance to socially and economically disadvantaged firms. 8(a) firms automatically qualify for SDB certification.

**ABILITYONE** - formally known as JWOD - Javits-Wagner-O'Day . Created in 1938 and amended in 1971, the Javits-Wagner-O'Day Act (41 USC 46-48c) and the AbilityOne Program, creates employment and training opportunities for people who are blind or those who have other severe disabilities. This is a preferred supply source for Federal Government.

**Agency System Administrator** - Overall responsibility for the administration of FPDS-NG within the respective agency. These responsibilities include but are not limited to establishing user profiles, privilege and functions associated with passwords and respond to user's questions.

**Award** - Types of awards within FPDS-NG include Purchase Orders (PO), Delivery Orders (DO), BPA Calls, and Definitive Contracts.

**BOA - Basic ordering agreement.** Please Note: A basic ordering agreement is NOT a contract. A basic ordering agreement is a written instrument of understanding, negotiated between the government and contractor that contain (a) terms and clauses applicable to future contracts (orders) between the parties during its term; (b) a description, as specific as practicable of supplies or services to be provided; and (c) methods for pricing, issuing and delivering future orders. Each order against a BOA is a separate contract. Federal schedule contracts are not Basic Ordering Agreements.

**BPA** - In accordance with Federal Acquisition Regulation (FAR) 8.405-3, ordering activities may establish BPAs under any GSA Schedule contract. A GSA Schedule BPA simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

**CCB Change Control Board** - The FPDS-NG CCB serves as the primary communication liaison to the agencies and is ultimately responsible for tracking all approved changes to the FPDS-NG. The CCB member proposes and reviews configuration items required to keep the Federal Procurement Data System database current with Federal requirements including Standard Reports. The FPDS-NG Program Manager chairs the CCB.

**Clinger-Cohen Act Planning Compliance** - This procurement is for computer hardware or services, certification by the funding office as to whether the planning requirements have been met.

**Congressional District** - A congressional district is an electoral constituency which is any cohesive corporate unit or body bound by shared structures, goals or loyalty that elects a single member of the Congress.

**Consolidated Contract** - A consolidated contract results when funds are involved and a solicitation is used to obtain offers for a single contract or a multiple award contract to satisfy two or more requirements of a department, agency, or activity for supplies or services that previously have been provided to, or performed for, that department, agency, or activity under two or more separate contracts.

**Construction Wage Rate previously reflected as the Davis-Bacon Act** - The Davis-Bacon Act of 1931 is a United States federal law which established the requirement for paying prevailing wages on public works projects. All federal government construction contracts, and most contracts for federally assisted construction over \$2,000, must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects.

**Contract Bundling** - The contracting officer determines this contract action is a result of consolidating two or more requirements 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.

**Contracting Officer's Determination of Business Size** - The Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS code that is applicable to the contract. All Standard reports within FPDS-NG use the CO's Determination of Business Size for counting Small Business included in various reports.

**Contract Writing Systems (CWS) Administrator** - Individuals responsible for the implementation, maintenance, and user privileges for the agency's CWS.

**DUNS** - "Data Universal Numbering System number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities, which is used as the identification number for Federal contractors.

**Economy Act** - Provides authority for placement of orders between major organizational units within an agency; procedures for such intra-agency transactions are addressed in agency regulations. The Act applies when more specific statutory authority does not exist.

**Emerging Small Business** - This is a small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity. "Emerging small business reserve amount," for the designated groups described in FAR 19.1005, means a threshold established by the Office of Federal Procurement Policy of—

- (1) \$30,000 for construction, refuse systems and related services, non-nuclear ship repair, landscaping and pest control services; and
- (2) \$50,000 for architectural and engineering services.

**EPA-Designated Product(s)** - The Resource Conservation and Recovery Act (RCRA), Section 6002 and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP).

**Federal Acquisition Regulation (FAR)** - The regulation for use by federal executive agencies for acquisition of supplies and services with appropriated funds.

**FEDSTRIP/MILSTRIP - Federal and Military Standard Requisitioning and Issue Procedures.** These procedures allow for automated processing by the supply system not only of GSA, but also the Department of Defense and the Department of Veterans Affairs-the three supply sources for both civilian and military agencies.

**FPDS-NG - Federal Procurement Data System - Next Generation.** The FPDS-NG is the current central repository of information on Federal contracting. The system contains detailed information on contract actions over \$3,000 (FY2004 and later data). The Executive departments and agencies award over \$200 billion annually for goods and services. The system can identify who bought what, from whom, for how much, when and where.

**Federal Supply Schedule (FSS)** - The Federal Supply Schedule program, directed and managed by the General Services Administration (GSA), provides Federal agencies with a simplified process for obtaining commonly used commercial supplies and services at prices associated with volume buying.

**GBL** - Government Bill of Lading

**GFP** - Government Furnished Property

**GSA** - General Services Administration

**Government Transportation Requests (SF87)** - Authorizes travel for Federal employees

**Government-wide Acquisition Contracts (GWACs)** - defined in Part 2 of the Federal Acquisition Regulation (FAR) as task order or delivery order contracts for Information Technology (IT) established by one agency for government-wide use. Each GWAC is operated by an executive agent designated by the Office of Management and Budget (OMB) pursuant to section 5112(e) of the Clinger-Cohen Act. The Economy Act does not apply when placing orders under GWACs. To use GWACs, agencies must obtain a delegation of authority from the GWAC Program Office. Examples for GWACS include but are not limited to COMMITS, ITOP, SEWP and 8(a) STARS.

**HBCU or MI** - Historically Black College and/or University or Minority Institutions

**HUBZone** - Historically Underutilized Business Zone

**IDC** - An Indefinite Delivery Contract is a vehicle that has been awarded to one or more vendors to facilitate the delivery of supply and service orders. These may include Multiple Award Contract (MAC), Indefinite Delivery Indefinite Quantity (IDIQ), Indefinite Delivery Definite Quantity (IDDQ), and Indefinite Delivery Requirement (IDR). All DOD basic ordering vehicles shall use the Other IDC format.

**IDV - Indefinite Delivery Vehicle.** A basic award that allows you to place orders in accordance with the terms and conditions of the specific IDV.

**Labor Standards formally known as the Service Contract Act** - Is the short name for The McNamara-O'Hara Service Contract Act of 1965 (SCA) requires general contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality as determined by DOL, or the rates contained in a predecessor contractor's collective bargaining agreement.

**MAIS - Major Automated Information Systems**

**Materials, Supplies, Articles and Equip.** formally known as **The Walsh-Healey Act** - or Walsh-Healey Public Contracts Act, passed in 1936 as part of the New Deal, is a United States federal law which protects employees of government contractors whose contracts exceeds \$10,000. For these employees, it establishes overtime as hours worked in excess of 8 hours per day or 40 hours per week, sets the minimum wage equal to the prevailing wage in an area, and sets standards for child and convict labor, as well as job sanitation and safety standards.

**MDAP - Major Defense Acquisition Program**

**Modification** - The term modification means any written change in the terms of a contract. There are two types of modification and they are either a Bilateral or Unilateral. A bilateral modification (supplemental agreement) is a contract modification that is signed by the contractor and the contracting officer. Bilateral modifications are used to— Make negotiated equitable adjustments resulting from the issuance of a change order; definitized letter contracts; and reflect other agreements of the parties modifying the terms of contracts. A unilateral modification is a contract modification that is signed only by the contracting officer. Unilateral modifications are used, for example, to— Make administrative changes; issue change orders; make changes authorized by clauses other than a changes clause (*e.g.*, Property clause, Options clause, or Suspension of Work clause); and issue termination notices. Modifications within FPDS-NG fall into one of the following areas: Additional Work(new agreement, FAR Part 6 applies), Change Order, Close Out, Definitized Change Order, Definitized Letter Contract, Exercise an Option, Funding Only Action, Legal Contract Cancellation, Novation Agreement, Other Administrative Action, Rerepresentation, Rerepresentation of Non-Novated Merger/Acquisition, Supplemental Agreement for Work Within Scope, Terminate for Convenience (Complete or Partial), Terminate for Default (Complete or Partial), Transfer Action, Vendor DUNS Change and Vendor Address Change.

**Multiple or Single Award IDC** - A Multiple Award IDC contract is one of many that resulted from a single solicitation. A Single Award IDC contract indicates that only one award has been made from a single solicitation.

**Multi-year Contract** - A Multi-year contract means a contract for the purchase of supplies or services for more than 1, but not more than 5, program years. Such contracts are issued under specific congressional authority for specific programs. The key distinguishing difference between Multi-year contracts and multiple year contracts is that Multi-year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first.

**NAICS Code** - The North American Industrial Classification Systems classifies commercial activity into broad business categories, such as agriculture, mining, construction, manufacturing, wholesale trade, retail trade, and services.

**Novation** - This is a legal instrument executed by the contractor or successor in interest and the Federal Government. This instrument guarantees performance of the contract, the transferee assumes all obligations under the contract, and the Government recognizes the transfer of the contract and related assets.

**Office of Federal Procurement Policy Act** - 41 U.S.C. requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System (FPDS) for collecting, developing and disseminating procurement data to the Congress, the Executive branch and the private sector. The General Services Administration manages the FPDS-NG.

**Performance-Based Service Contract (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 50% of the anticipated obligations under the procurement action must meet the above requirements.

**PIID** - Procurement Instrument Identifier is the contract number or order number identifying the agreement between the government and the awardees. The PIID field is required for all actions.

**Product or Service Code (PSC)** - The code that best identifies the product or service procured. Codes are defined in the Product Service Code Manual.

**Record Type** - The category of record being entered by this transaction. Types of records include IDV (I), Award (A), Modification (M).

**Recovered Material Clauses** - Designates whether Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA-Designated Products clauses were included in the contract.

**Referenced IDV** - This is the contract or agreement number of the IDV against which your order is placed. This field is mandatory for all delivery/task order and BPA calls.

**SAM** - System for Award Management database means the primary Government repository for contractor information required for the conduct of business with the Government.

**SAM Exception** - The reason a vendor/contractor not registered in the mandated SAM system was used in a purchase. These reasons outlined in the FAR are:

- (1) Purchases that use a government-wide commercial purchase card as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
- (2) Classified contracts (see 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security.
- (3) Deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7);
- (4) Contracting Officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, e.g., Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121)
- (5) Contracts to support unusual or compelling needs (see 6.302-2).
- (6) Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain SAM registration.
- (7) Micro-purchases that do not use the electronic funds transfer (EFT) method for payment and are not required to be reported (see subpart 4.6).

**Small Business Innovation Research (SBIR)** - The Small Business Administration, Office of Technology administers the Small Business Innovation Research (SBIR) Program and the Small Business Technology Transfer (STTR) Program. Through these two competitive programs, SBA ensures that the nation's small, high-tech, innovative businesses are a significant part of the federal government's research and development efforts.

**Small Disadvantaged Business (SDB)** - The SBA administers a business assistance program for small disadvantaged businesses (SDBs) known as the Small Disadvantaged Business Certification Program. SDB certification strictly pertains to benefits in federal procurement. SBA certifies SDBs to make them eligible for special bidding benefits.

**Service-Disabled Veteran-Owned Small Business (SDVOSB)** - The term "small business concern owned and controlled by service-disabled veterans" shall mean a small business concern which is at least 51 percent owned by one or more service-disabled veterans; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service-disabled veterans; and, whose management and daily business operations are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent care-giver of such veteran.

**Small Business Competitiveness Demonstration Program** - This Program was established by the Small Business Competitiveness Demonstration Program Act of 1988, Public Law 100-656 (15 U.S.C. 644 note). The program is implemented by a joint OFPP and SBA Policy Directive and Implementation Plan, dated May 25, 1999. The program consists of two major components— (a) Unrestricted competition in designated industry groups; and (b) Enhanced small business participation in 10 agency targeted industry categories.

**Socio Economic Categories** - These categories identify certain contractor business characteristics, e.g., Women Owned Business, Small Disadvantages Business, Educational Institution, minority owned business.

**Solicitation** - Any request to submit offers or quotations to the government. Solicitations under sealed bid procedures are called “invitations for bids.” Solicitations under negotiated procedures are called “requests for proposals.” Solicitations under simplified acquisition procedures may require submission of either a quotation or an offer.

**STTR - Small Business Technology Transfer Program.** The Small Business Administration, Office of Technology administers the Small Business Innovation Research (SBIR) Program and the Small Business Technology Transfer (STTR) Program. Through these two competitive programs, SBA ensures that the nation's small, high-tech, innovative businesses are a significant part of the Federal Government's research and development efforts.

**Veteran Owned Small Business Concern** - This identifies a small business concern where 51 percent or more is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, 51 percent or more of the stock is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more veterans.

**Woman Owned Small Business Concern** - This identifies a small business concern that is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent or more of the stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

## APPENDIX C

### INSTRUCTIONS FOR REPORTING REREPRESENTATION ACTIONS IN FPDS-NG

When the contractor makes a rerepresentation in accordance with Federal Acquisition Regulation (FAR) Subpart 19.3 requirements, and its size status has changed, the contracting officer must-

1. Issue a contract modification (modifying the base award not the task/delivery order under a contract or call under an agreement) citing the rerepresentation and the change in size status;
2. Ensure the contract file documents the change in size status that the contractor has made in the On-line Representations and Certifications Application (ORCA); and
3. Submit a modification contract action report to FPDS-NG.

*The contracting officer must complete the contract action report as follows:*

1. In order to report a rerepresentation action in FPDS-NG and incorporate the latest contractor information from the System for Award Management (SAM) system, the "Reason for Modification" data element (12C) must be either

- a. "Novation Agreement" (code J) - use this for reporting novation agreements, as they automatically include a rerepresentation requirement,
- b. "Rerepresentation of Non-novated Merger Acquisition" (code P) - use this for reporting rerepresentations that result from merger/acquisition but do not require novation of the contract (see FAR 42.1204(b)), or
- c. "Rerepresentation" (code R) - use this for reporting rerepresentations that result from growth or contraction of a business. This code is the one that should be used to report business size changes that do not result from either 1.a. or 1.b.

2. If the "Reason for Modification" (12C) is 1.a., 1.b., or 1.c. -

- a. The data element "Contracting Officer's Selection of Business Size" (IIA) will be required to be completed. Choose "Small Business" (S) or "Other than Small Business" (O), as appropriate, to identify the rerepresented size status of the contractor.
- b. All socioeconomic information will refresh from the contractor's record in SAM.
- c. If 1.a. is chosen, the contractor's name and address will also refresh from SAM.

3. Complete the remainder of the data elements as they would be completed for any other contract action report.

## APPENDIX D

### REPORTING FUNDING ORGANIZATION DATA TO FPDS-NG

In order to correctly report the DoD organizations for which contract actions are accomplished to FPDS-NG, as is required in the system, federal contracting offices shall follow the instructions below for completing the FPDS-NG contract action reports (CARs). These instructions apply to those requisitions received from DoD organizations that result in new contracts (e.g., DCAs, IDVs), purchase orders, and delivery/task/call orders.

1. Complete the FPDS-NG data field 4D entitled “Program / Funding Office Code” with the Department of Defense Automatic Addressing Code (DoDAAC) identified on the purchase requisition (most often on a Military Interdepartmental Purchase Request (MIPR), Department of Defense Form 448) representing the requisitioner for the transaction. On a MIPR, this is NOT the Pay Office DoDAAC nor the Accounting Station DoDAAC identified in blocks 13 and 14 respectively. The requisitioner’s DoDAAC should be identified in block 8 with the identity of the organization providing the MIPR (note that it is often depicted as the first six characters of the MIPR number in block 5) or clearly identified on any other type of purchase requisition provided.
2. Complete the FPDS-NG data field 4C entitled “Program / Funding Agency Code” with the code shown on the attached matrix that correctly corresponds to the DoDAAC being reported in the “Program / Funding Office Code” data field. This code should not be confused with similar codes that are often seen in a line of accounting or in block 14 of a MIPR.

Office of Management and Budget’s (OMB’s) Intergovernmental Transactions team’s draft Inter-Agency Agreement (IAA) template includes these data elements as required fields in the funding section of the document.

## APPENDIX E

### INSTRUCTIONS FOR TRANSFERRING A CONTRACT

#### TRANSFER ACTION - IDVs.

Below is the functionality of the FPDS-NG when the 'Transfer Action' is chosen as the "Reason for Modification" for an Indefinite Delivery Vehicles (IDVs) contract that is in final status. An Indefinite Delivery Contract (IDC) was used for this example. However, other IDVs will have the same functionality with the exception of Federal Supply Schedules. Only the Agency System Administrator has the privilege to create a 'Transfer Action' modification. However the privilege can be delegated.

1. FPDS-NG shall open only the following data elements on a 'Transfer Action' modification:

1. "Modification Number"
2. "Date Signed"
3. "Effective Date"
4. "Last Date to Order"
5. "Contracting Office Agency ID"
6. "Contracting Office ID"
7. "Action Obligation"
8. "Base and All Options Value (Total Contract Value)"

2. The "Date Signed" on the 'Transfer Action' modification cannot be earlier than any of the prior modifications or the base document.

3. After the 'Transfer Action' is 'Saved', 'Validated' and 'Approved' the agency that is transferring the document will no longer be able to access it. The contract and all modifications prior to the "Transfer Action" will no longer be available to either the transferring or the receiving agency. Both agencies will be able to view the prior documents but all function keys will be disabled. This 'Transfer Action' will never be allowed to be 'Corrected' or 'Deleted'.

4. When the receiving agency opens the transferred document only the "Modify" function key will be enabled.

5. On clicking the 'Modify' button on the transferred document all of the fields will open and the validation rules will apply except for the "PIID". The "PIID" fields will not open and the "PIID" validation rules will not apply. When the receiving agency executes this modification all of the fields will open except the "PIID" fields, unless the "Reason for Modification" was 'Change PIID'. If the reason for modification is 'Change PIID' then the "PIID" fields will also open. The receiving agency shall be very careful to only enter the information that they require.

6. For contracts that have been transferred from a Civilian Agency to DOD the 90 days reveal rule shall apply from the date of the transfer action and any subsequent modifications that fall within that time period.

7. Once a 'Transfer Action' action has been successfully completed another 'Transfer Action' modification cannot be done on the same contract.

## CHANGE PIID - IDVs

**Below is the functionality of the FPDS-NG when the 'Change PIID' is chosen as the "Reason for Modification" for an action that is in final status. An IDC was used for this example. However, other IDVs will have the same functionality.**

1. The 'Change PIID' functionality is only available on actions that are in a final status. Only the Agency System Administrator has the privilege to create a 'Change PIID' modification. However, the privilege can be delegated.

FPDS-NG shall open only the following data elements on a 'Change PIID' modification:

1. "PIID"
2. "Agency PIID ID"
3. "Modification Number"
4. "Date Signed"
5. "Effective Date"
6. "Contracting Office Agency ID"
7. "Contracting Office ID"

2. The user has to at least change the "PIID" or the "PIID Agency ID" when the "Reason for Modification" is 'Change PIID'.

3. The "Date Signed" on the 'Change PIID' modification cannot be earlier than any of the prior modifications or the base document.

4. When the 'Change PIID' is chosen as the "Reason for Modification" and is the first modification after a contract has been transferred, the "PIID" fields will open in addition to the rest of the fields and all the validation rules will fire including the ones for the "PIID". Effective April 1, 2018, if the PIID is changed, the Uniform PIID Structure is required and the appropriate validation rules will fire.

5. A record in final status that has 'Change PIID' as the "Reason for Modification" cannot be corrected to change the "Reason for Modification" or the "PIID" fields. All other fields that are valid on the 'Change PIID' modification can be changed. A record in final status that has the "Reason for Modification" as 'Change PIID' cannot be deleted by the user. The record can only be deleted by data management. If a user attempts to delete a 'Change PIID' modification in final status the following message will be displayed, "A record that is in final status and has the "Reason for Modification" as 'Change PIID' cannot be deleted. Please contact your System Administration for further assistance".

6. If a mistake is made in one of the "PIID" fields on a 'Change PIID' modification, it cannot be corrected after the 'Draft' version has been saved. You will have to delete the 'Draft' document and create another 'Change PIID' modification.

7. Once a 'Change PIID' modification has been successfully completed another 'Change PIID' modification cannot be done on the same contract.

8. When the "PIID" and/or the "Agency PIID ID" are changed the new data will also be applied to all previous modifications and the base document. The old "PIID" will appear as a

text identifier on the advance search when a search is done on the new “PIID”. However, you cannot search on the old “PIID”.

9. If the “PIID” was changed on a multiple award IDV and it is a “Referenced IDV ID” on a ‘Delivery Order’, the “Referenced IDV ID” will be changed on the base Delivery Order and all the mods to the delivery order which reference the IDV whose PIID has changed. This is also the case for a ‘BPA Call’ against a ‘BPA’.

### **TRANSFER ACTION - Awards**

**The functionality is no different when transferring a ‘Delivery Order’ than it is for an ‘IDC’ except that different fields open.**

FPDS-NG shall open only the following data elements on a ‘Transfer Action’ modification:

1. “Modification Number”
2. “Date Signed”
3. “Effective Date”
4. “Completion Date”
5. “Est. Ultimate Completion Date”
6. “Contracting Office Agency ID”
7. “Contracting Office ID”
8. “Action Obligation”
9. “Base And Exercised Options Value”
10. “Base and All Options Value (Total Contract Value)”

### **CHANGE PIID - Awards**

**The functionality for a ‘Change PIID’ modification for a ‘Delivery Order’ is the same as for an IDV.**

1. If the ‘Change PIID’ is the first modification after a ‘Delivery Order’ was transferred the “PIID” fields will open and all the fields that would normally open for a base ‘Delivery Order’ will also open. The fields in a ‘Delivery/Task Order’ that are populated from the “Referenced IDV” will not be available for change.

2. For actions that have been transferred from a Civilian Agency to DOD the 90 days reveal rule shall apply from the date of the transfer action and any subsequent modifications that fall within that time period.

3. If a mistake is made in one of the “PIID” fields on a ‘Change PIID’ modification, it cannot be corrected after the ‘Draft’ version has been saved. You will have to delete the ‘Draft’ document and create another ‘Change PIID’ modification. A record in final status that has the “Reason for Modification” as ‘Change PIID’ cannot be deleted by the user. The record can only be deleted by data management. If a user attempts to delete a ‘Change PIID’ modification in final status the following message will be displayed, “A record that is in final status and has the “Reason for Modification” as ‘Change PIID’ cannot be deleted. Please contact your System Administration for further assistance”.

4. If the “PIID” was changed on a multiple award IDV and it is a “Referenced IDV ID” on a ‘Delivery Order’, the “Referenced IDV ID” will be changed on the base Delivery Order and all the mods to the delivery order which reference the IDV whose PIID has changed. This is also the case for a ‘BPA Call’ against a ‘BPA’.



## APPENDIX F

### SYSTEM GENERATED DATA ELEMENTS

This appendix lists the data elements that are shown on the FPDS-NG screen; however the responses are system generated. Included in this appendix are screenshots that show the new data elements.

The following fields in FPDS-NG are system generated and do not require any input from the user. The information contained in these data elements are based on the information that has either already been selected on the contract action or on the parent IDV document.

| Data Element Name                    | System Generated | Source                                                         |
|--------------------------------------|------------------|----------------------------------------------------------------|
| Last Modified Date                   | Yes              | Date of the Modification                                       |
| Last Modified User                   | Yes              | Based on User Credentials                                      |
| Closed Status                        | Yes              | Status will be 'Yes' or 'No'                                   |
| Closed Status Date                   | Yes              | Date the action was closed                                     |
| Closed By                            | Yes              | Based on User Credentials                                      |
| Extent Completed For Referenced IDV: | Yes              | Denotes the Extent Completed for the IDV                       |
| IDV Type of Set Aside                | Yes              | Reflects the Set Aside Value Selected by the user on the IDV.  |
| Type of Set Aside Source             | Yes              | Denotes the origin of the Set Aside                            |
| IDV Number of Offers                 | Yes              | Reflects the Number of Offers Selected by the user on the IDV. |
| Number of Offers Source              | Yes              | Denotes the origin of the Number of Offers                     |

#### Below are the functions of the above System Generated Data Elements

**Last Modified Date:** This data element captures the Last Date that the field was edited, either by the user or the FPDS-NG system.

**Last Modified User:** This data element captures the user who performed the changes that were captured on the last Modified Date.

#### Close Out Data Elements:

As outlined below, when a final record is selected, a Close Out button will be displayed. If the user selects this button the following system generated data elements will appear. This button does not appear on a draft or erred out record.

## THE CLOSEOUT BUTTON AS SHOWN ON A FINALIZED CONTRACT ACTION

|      |            |          |         |         |        |            |        |       |                  |
|------|------------|----------|---------|---------|--------|------------|--------|-------|------------------|
| New  | Save Draft | Validate | Approve | Correct | Modify | Save Tmplt | Delete | Print | <b>Close Out</b> |
| Exit | Help       |          |         |         |        |            |        |       |                  |

This IDV is referenced by '1' awards.

| Transaction Information |                    |                     |                     |
|-------------------------|--------------------|---------------------|---------------------|
| IDV Type:               | BPA                | Prepared Date:      | 03/21/2017 11:08:49 |
| IDV Status:             | Final              | Last Modified Date: | 03/21/2017 11:15:38 |
| Prepared User:          | LINDA.HORNSBY_4732 |                     |                     |
| Last Modified User:     | LINDA.HORNSBY_4732 |                     |                     |

**Closed Status:** This data element displays a 'Yes' or 'No' which reflects if the action was Closed or not. The user can change the status when the Closed Out is selected from 'Yes' to 'No' before the Closed Out action is completed. Once the action is Closed Out, a Data Management will have to be done to change it.

**Closed Status Date:** This data element displays the date the record was selected to be closed.

**Closed By:** This data element displays the person who closed the action.

## CLOSED STATUS, CLOSED STATUS DATE & CLOSED BY AS SHOWN ON THE CONTRACT ACTION:

| Transaction Information |                    |                     |                     |
|-------------------------|--------------------|---------------------|---------------------|
| IDV Type:               | Other IDC          | Prepared Date:      | 03/15/2017 09:07:19 |
| IDV Status:             | NEW                | Last Modified Date: |                     |
| Closed Status:          |                    | Closed Status Date: |                     |
| Prepared User:          | LINDA.HORNSBY_4732 |                     |                     |
| Last Modified User:     |                    |                     |                     |
| Closed By:              |                    |                     |                     |

**Extent Competed for Referenced IDV:** This data element provides the Extent Competed value from the Referenced IDV. It is a display only on Awards, to assist the user in knowing what the parent IDV had as an Extent Competed.

**IDV Type of Set Aside, IDV Type of Set Aside Source:** The screen below shows an example of a Delivery Order (DO) against a multiple award IDC. The IDC has the entry of No set aside used in the Type of Set Aside. Because the "Fair Opportunity" selected on the DO is 'Competitive Set Aside', the "Type of Set Aside" on the DO can be changed. In this case the entry was changed to Women Owned Small Business. The "Type of Set Aside Source" shows 'This Action'. That means that the Set Aside entry is from the Delivery Order.

## IDV TYPE OF SET-ASIDE AND TYPE OF SET-ASIDE AS SHOWN ON THE CONTRACT ACTION

| Competition Information             |                                            |
|-------------------------------------|--------------------------------------------|
| Extent Competed For Referenced IDV: |                                            |
| Extent Competed:                    | Full and Open Competition                  |
| Solicitation Procedures:            | Subject to Multiple Award Fair Opportunity |
| IDV Type Of Set Aside:              | No set aside used.                         |
| Type Of Set Aside:                  | Women Owned Small Business                 |
| Type Of Set Aside Source:           | This Action                                |

**IDV Number of Offers, Number of Offers Source:** See below for an example for the "Number of Offers Source". The IDC has "IDV Number of Offers" as four (4). The DO has the "Number of Offers Received" as two (2). The "Number of Offer Source" shows 'This Action'. That means that the entry for the "Number of Offer Source" is from the DO.

**IDV NUMBER OF OFFERS AND NUMBER OF OFFERS SOURCE  
AS SHOWN ON THE CONTRACT ACTION**

|                              |   |                                      |
|------------------------------|---|--------------------------------------|
| IDV Number of Offers:        | 4 |                                      |
| Number Of Offers Received: * | 2 | Number of Offers Source: This Action |

**NOTE:** These data elements are system generated and for display only. Adding these data elements will assist the users and the public, when running reports, to determine the source of the data.