

FPDS-NG

Government User's Manual



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FPDS-NG USER'S MANUAL
TABLE OF CONTENTS

SECTION NUMBER	TITLE OF SECTION	PAGE NUMBER
1	SCOPE	1
1.1	RESPONSIBILITIES	1
1.1.1	EXECUTIVE AGENCIES	1
1.1.2	GENERAL SERVICES ADMINISTRATION (GSA)	1
1.1.3	CHANGE CONTROL BOARD (CCB)	2
1.2	SUPPLEMENTAL INSTRUCTIONS	2
2	INTRODUCTION TO DATA ENTRY	2
2.1	DATA ACCURACY, INTEGRITY and TIMELINESS	2
2.2	METHODS OF REPORTING	2
2.2.1	ACTION REPORTING	2
2.2.2	REPORTABLE ACTIONS	2
2.2.3	NONREPORTABLEACTIONS	3
2.3	USER ID AND PASSWORD	4
2.4	AWARDS COLUMN	4
2.5	BASIC IDV COLUMN	5
2.6	TRANSACTION/MODIFICATIONS COLUMN	5
2.7	SYSTEM ADMINISTRATION COLUMN	5
2.8	REPORTS	5
2.9	USER'S AWARD and IDV INBOX	5
2.1	ADVANCED SEARCH	6
2.10.1	ACCESSING ADVANCED SEARCH	6
2.11	SEARCH RULES	8
2.11.1	WILDCARD	8
2.11.2	DATA ENTRY	9
2.11.3	FIELD RULES	9
2.11.4	FUNDING	12
3	LET'S GET STARTED	14
3.1	LOG IN	15
3.2	REGISTRATION	15
3.3	FREQUENTLY ASKED QUESTIONS	15
3.4	LINKS	15
3.5	TOP REQUESTS	16
4	AWARDS	16
4.1	AWARDS COLUMN	17
4.1.1	TRANSACTION INFORMATION	17
4.1.2	DOCUMENT INFORMATION	17
4.1.2.1	AWARD ID	17
4.1.2.2	AGENCY	17
4.1.2.3	PIID	18
4.1.2.4	MODIFICATION NUMBER	18
4.1.2.5	TRANSACTION NUMBER	18

4.1.2.6	REFERENCED IDV ID	18
4.1.2.7	REASON FOR MODIFICATION	19
4.1.2.8	SOLICITATION ID	20
4.1.2.9	TREASURY ACCOUNT SYSTEM	20
4.2	DATES AND AMOUNTS	21
4.3	REPORTING DOLLAR AMOUNTS	22
4.4	FEE FOR USE OF IDV	27
4.5	PURCHASER'S INFORMATION	28
4.6	CONTRACTOR INFORMATION	29
4.7	DUNS®NUMBER	31
4.8	CONTRACT DATA	32
4.9	PRINCIPAL PLACE OF PERFORMANCE	42
4.1	PRODUCT OR SERVICE CODE INFORMATION	42
4.11	COMPETITION INFORMATION	51
4.12	PREFERENCE PROGRAMS/OTHER DATA	61
5	BASIC INDEFINITE DELIVERY VEHICLES (IDVs)	62
5.1	TRANSACTION INFORMATION	63
5.2	DOCUMENT INFORMATION	64
5.3	DATES AND AMOUNTS	66
5.4	AMOUNTS	67
5.5	PURCHASERS INFORMATION	68
5.6	CONTRACTOR INFORMATION	70
5.6.1	SAM EXCEPTION	70
5.6.2	DUNS NUMBER	71
5.6.3	CAGE CODE	71
5.6.4	BUSINESS CATEGORY- OBTAINED FROM SAM	71
5.7	CONTRACT DATA	72
5.8	LEGISLATIVE MANDATES AND INTER AGENCY CONTRACTING AUTH	79
5.9	CONTRACT MARKETING DATA	81
5.10	PRODUCT OR SERVICE INFORMATION	82
5.11	COMPETITION INFORMATION	87
6	PREFERENCE PROGRAMS/OTHER DATA	94
7	TRANSACTION/MODIFICATIONS COLUMN	96
8	INTRODUCTION TO REPORTS	97
8.1.1	ACCESSING AND GENERATING FPDS-NG REPORTS	98
8.1.2	FPDS-NG STANDARD REPORTS	100
8.2	SAMPLE OF AVAILABLE STANDARD REPORTS BY CATEGORY	102
8.3	CREATING YOUR QUERY	110
8.4	SEARCH NAME	111
8.4.1	SEARCH CRITERIA	112

8.4.2	NEW FEATURES	115
8.4.2.1	SENDING YOUR QUERY	115
8.4.2.2	EXPORT	115
8.4.3	HIGHLIGHTING	116
8.4.3.1	DRILL	117
8.4.3.2	CHARTS	118
8.4.3.3	WORKFLOW	119
8.5	FPDS-NG AD HOC REPORTING TOOL	119
8.5.1	BASIC AD HOC REPORTING	119
8.6.	QUERIES	120
8.7	HOW TO CREATE REPORTS	122
8.7.1	SELECTING METRICS	122
8.7.2	SELECTING ATTRIBUTES	123
8.7.3	CREATING FILTERS	124
8.8	ezSEARCH	125
8.8.1	BEGINNING YOUR QUERY	125
8.8.2	REFINING YOUR SEARCH	126
8.8.3	FURTHER REFINING YOUR SEARCH	126
8.8.4	REMOVE SEARCH CRITERIA	126
8.8.5	SORT BY	127
8.8.6	RECENT SEARCHES	128
9	INTERAGENCY CONTRACT DIRECTORY (ICD)	130
9.1	INTRODUCTION	130
9.1.1	ACCESS TO ICD	130
9.1.2	EXPORT DATA	134
9.1.3	HELP	134
9.1.4	REFINING YOUR SEARCH	134
9.1.5	ADVANCED SEARCH	135
9.1.6	AVAILABLE SEARCH CRITERIA	136

APPENDIX A	FPDS-NG FRE QUENTLY ASKED QUESTIONS	139
APPENDIX B	GLOSSARY OF TERMS	143
APPENDIX C	INSTRUCTIONS FOR REPORTING REREPRESENTATION ACTIONS IN FPDS-NG	158
APPENDIX D	REPORTING FUNDING ORGANIZATION DATA TO FPDS-NG	159
APPENDIX E	INSTRUCTIONS FOR TRANSFERRING A CONTRACT	160
APPENDIX F	SYSTEM GENERATED ELEMENTS	163

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 11110 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 ANDPASSWORD

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 IDVCOLUMN

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 two 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 FinalStatus.
- 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  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 a web-based search interface with the following fields and controls:

- Prepared By (User ID): [Text Input]
- Contracting Office ID: [Text Input]
- Contracting Office Name: [Text Input]
- Vendor Name: [Text Input]
- NAICS Code: [Text Input]
- Funding Agency ID: [Text Input]
- Funding Office ID: [Text Input]
- Status: [Dropdown Menu] (Current selection: Final)
- Award/Indefinite Delivery Vehicle Type: [Dropdown Menu] (Current selection: Award)
- Action Obligation Range: [Text Input]
- Base And All Options Value (Total Contract Value) Range: [Text Input]
- Date Signed Range (mm/dd/yyyy) : [Text Input]
- Last Modified Date Range (mm/dd/yyyy) : [Text Input]

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 [dropdown] 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 [Search]. 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 search results page with the following table:

Contract Search Results			
4 Documents Found			
			1 - 4 Of 4
AWARD ID:	4740-G501P12BWC0008	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:	
Vendor Name:	NATIONAL GRID CORPORATE SERVICES LLC	Base and All Options Value (Total Contract Value):	\$190000.00
Other AWARD ID:			
AWARD ID:	4740-G501P12BWC0008	Doc Type:	PO
Mod Number:	PS01	Status:	Final
Agency Name:	PUBLIC BUILDINGS SERVICE	Referenced IDV ID:	221122
Office Name:	GSA/PBS NEW ENGLAND REGION	NAICS Code:	
Vendor Name:	NATIONAL GRID CORPORATE SERVICES LLC	Base and All Options Value (Total Contract Value):	\$0.00
Other AWARD ID:			
AWARD ID:	4740-G501P12BWC0008	Doc Type:	PO
Mod Number:	PS02	Status:	Final
Agency Name:	PUBLIC BUILDINGS SERVICE	Referenced IDV ID:	221122
Office Name:	GSA/PBS NEW ENGLAND REGION	NAICS Code:	
Vendor Name:	NATIONAL GRID CORPORATE SERVICES LLC	Base and All Options Value (Total Contract Value):	\$600.00
Other AWARD ID:			
AWARD ID:	4740-G501P12BWC0008	Doc Type:	PO
Mod Number:	PS03	Status:	Final
Agency Name:	PUBLIC BUILDINGS SERVICE	Referenced IDV ID:	221122
Office Name:	GSA/PBS NEW ENGLAND REGION	NAICS Code:	
Vendor Name:	NATIONAL GRID CORPORATE SERVICES LLC	Base and All Options Value (Total Contract Value):	\$103540.00
Other AWARD ID:			
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. Partial Purchase Order Screen

The screenshot displays a 'Document Information' window with the following fields and values:

	Agency	Procurement Identifier	Modification No	Trans No
Award ID:	4740	GS01P12BWC0008	0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				

Below the main fields, there are sub-headers for 'Agency Identifier', 'Main Account', 'Sub Account', and 'Initiative'.

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 byname.

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.

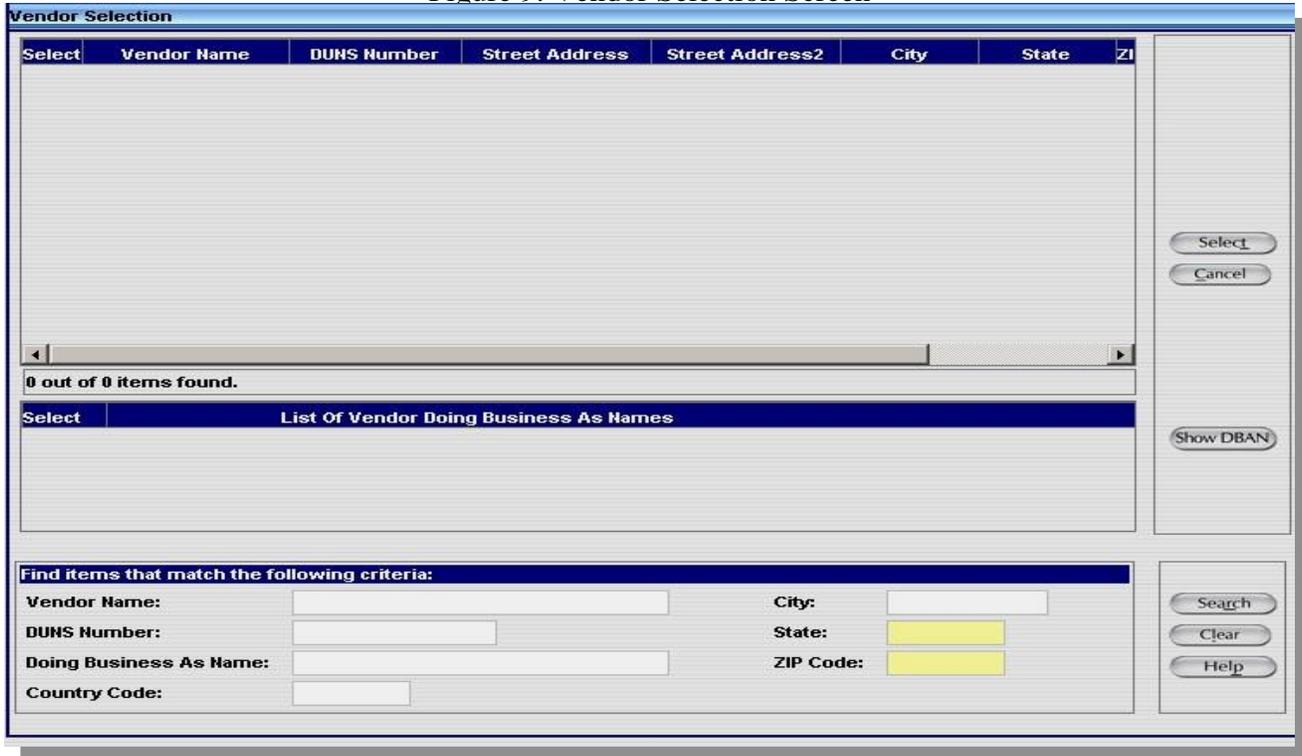
Field 18: Last Modified Date Range

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



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"/>		

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 S
<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			
	Agy ID	PIID	(How to find migrated documents?)
Award ID:	4732		
Referenced IDV ID:			
Prepared By (User ID):			
Contracting Office ID:			
Contracting Office Name:			
Vendor Name:	Goodwill Industries		
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) :			

Buttons: Search, Clear, Close, Help

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

Try new ezSearch (BETA)

Select . A list of documents displays as shown will be

returned. Figure 12. Award Search Results

The screenshot shows a web interface for award search results. At the top, there is a navigation bar with 'HOME', 'ezSearch', 'Advanced Search', a search input field, a 'GO' button, and a 'Log Off' button. Below the navigation bar, there are 'Close' and 'Help' buttons. The main content area is titled 'AWARD Search Results' and shows '2 Documents Found' with a pagination indicator '1 - 2 Of 2'. Two document entries are listed, each with a table of details:

Document 1		Document 2	
AWARD ID:	4730-FP0012604	Doc Type:	PO
Mod Number:	0	Status:	Final
Agency Name:	FEDERAL ACQUISITION SERVICE	Referenced IDV ID:	-
Office Name:	GSA/FSS GENERAL PROCUREMENT	NAICS Code:	561910
Vendor Name:	GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY INCORPORATED	Base And All Options Value:	\$29817.10
Other AWARD ID:		Action Obligation:	\$29817.10
Document 2		Document 2	
AWARD ID:	4730-FP0012605	Doc Type:	PO
Mod Number:	0	Status:	Final
Agency Name:	FEDERAL ACQUISITION SERVICE	Referenced IDV ID:	-
Office Name:	GSA/FSS GENERAL PROCUREMENT	NAICS Code:	561910
Vendor Name:	GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY INCORPORATED	Base And All Options Value:	\$30449.04
Other AWARD ID:		Action Obligation:	\$30449.04

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.

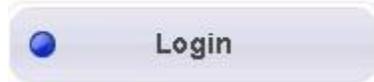
3. LET'S GET STARTED

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)

The screenshot shows the FPDS-NG home page. On the left, there is a 'Login' section with 'Log-In:' and 'Password:' input fields and a 'Login' button. Below the login section are links for 'Forgot Your Password?', 'Security and Privacy', 'Contact Help Desk', and 'Important D&B Information'. In the center, there is the 'ezSearch' logo and a search box with the text 'Google-like search to help you find federal contracts...'. Below the search box, there are several news items under the heading 'NIA Code - Hurricane Maria (H17M)', 'NIA Extension for Hurricane Sandy', 'FY 2016 Small Business Goaling Report', and 'NIA Code - Hurricane Irma (H17I)'. On the right, there is a 'Top Requests' section with a list of reports such as 'Recovery Report', 'Recovery Data (Recipient-Reported, Cumulative Summary)', 'Recovery Data (Recipient-Reported, FY2013Q4)', 'Hurricane Sandy Report', 'Hurricane Irene Report', 'Pacific Earthquake/Tsunami', 'Hurricane Earl Report', 'Gulf Oil Spill Report', 'Haiti Earthquake Report', 'Hurricane Katrina Report', 'Hurricane Rita Report', 'Hurricane Harvey Report', 'Hurricane Irma Report', 'Other Hurricane/Disaster Relief', and 'Oklahoma Tornado 2013 Report'. At the bottom right, there is a 'Latest News' section with links for 'NIA Code - Hurricane Harvey (H17H)' and 'NIA Code - Hurricane Irma'.

There are seven areas within the Home Logon screen:



3.1 LOG IN

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 provides users access to referential data that may assist in using FPDS-NG or answering questions that are outside the realm of the Frequently Asked Questions.

3.5 TOP REQUESTS

The items listed within this section reflect the most frequently requested reports.

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 from 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
Closed Status:		Last Modified Date:	
		Last Modified User:	
		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				
Award ID:	4732	Procurement Identifier	Modification No	Trans No
Referenced IDV ID:			0	0
Reason For Modification:				
Solicitation ID:				
Treasury Account Symbol:	Agency Identifier	Main Account	Sub Account	Initiative
				Select One

4.1.2.1 AWARDID

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	Code Short Description
A	Additional Work ((New Agreement, Justification Required)
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".

NOTE: As of June 28, 2019, the Treasury Account Symbol fields will be Not Applicable and will be grayed out. That includes all three parts: The Agency Identifier (2 characters); the Main Accounts (4 characters); and a Sub Account (3 characters).

As of June 28, 2019. The Initiative field will be Not Applicable and will be grayed out.

4.2 DATES AND AMOUNTS SECTION

Figure 17. Dates

Dates		Amounts	
Date Signed (mm/dd/yyyy) *	<input type="text"/>	Action Obligation:	\$0.00
Effective Date (mm/dd/yyyy) *	<input type="text"/>	Base And Exercised Options Value:	\$0.00
Completion Date (mm/dd/yyyy) *	<input type="text"/>	Base and All Options Value (Total Contract Value):	\$0.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	<input type="text"/>	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.

4.2.2 Period of Performance Start Date (Data Dictionary Element 2B)

This data element is required for all Awards and propagates to all 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. Apply agency rules regarding Period of Performance Start 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 IDV's and Propagates to the Modifications. The data element is Not Applicable on a BOA and a BPA. 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				
Agency	Procurement Identifier		Modification No	Trans No
Award ID: 4732	GS00TEST9111111		0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				
Treasury Account Symbol: 47	Main Account: 4534	Sub Account: 001	Initiative: 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 Contract Value) Input \$50,000.00

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 Contract Value) Input \$5,000.00

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 Contract Value) Input \$60,000.00

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 OPTIONYEAR

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		
		Previous	Current	Total
Date Signed (mm/dd/yyyy) *		Action Obligation: *	\$200,000.00	\$350,000.00
Effective Date (mm/dd/yyyy) *		Base And Exercised Options Value: *	\$200,000.00	\$350,000.00
Completion Date (mm/dd/yyyy) *		Base and All Options Value (Total Contract Value): *	\$425,000.00	\$425,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *		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	Action Obligation:	Current: \$150,000.00 Total: \$350,000.00
Effective Date (mm/dd/yyyy) :	05/01/2015	Base And Exercised Options Value:	\$150,000.00
Completion Date (mm/dd/yyyy) :	01/30/2018	Base and All Options Value (Total Contract Value):	\$0.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/30/2018	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	\$500,000.00	\$225,000.00	\$725,000.00
Effective Date (mm/dd/yyyy) :	05/15/2015			
Completion Date (mm/dd/yyyy) :	01/30/2018			
Est. Ultimate Completion Date (mm/dd/yyyy) :	02/05/2018			
		Action Obligation:*		
		Base And Exercised Options Value:*		
		Base and All Options Value (Total Contract Value):*	\$225,000.00	\$725,000.00
		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		\$225,000.00	\$725,000.00
Effective Date (mm/dd/yyyy) :	05/15/2015			
Completion Date (mm/dd/yyyy) :	01/30/2018		\$225,000.00	\$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	02/05/2018		\$225,000.00	\$725,000.00
		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	\$725,000.00	\$25,000.00	\$750,000.00
Effective Date (mm/dd/yyyy) :	5/20/2015			
Completion Date (mm/dd/yyyy) :	01/30/2018			
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/30/2018			
		Action Obligation:*		
		Base And Exercised Options Value:*		
		Base and All Options Value (Total Contract Value):*	\$25,000.00	\$725,000.00
		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		\$25,000.00	\$750,000.00
Effective Date (mm/dd/yyyy) :	05/20/2015			
Completion Date (mm/dd/yyyy) :	01/30/2018		\$25,000.00	\$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/30/2018		\$25,000.00	\$750,000.00
		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:	Agency Identifier	Main Account	Sub Account	Initiative
	47	4534	001	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	\$50,000.00
Effective Date (mm/dd/yyyy) :	02/03/2017	Base And Exercised Options Value: *	\$50,000.00	\$50,000.00
Completion Date (mm/dd/yyyy) :	01/30/2018	Base and All Options Value (Total Contract Value): *	\$50,000.00	\$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:	\$45,000.00
Effective Date (mm/dd/yyyy) :	02/03/2017	Base And Exercised Options Value:	\$45,000.00
Completion Date (mm/dd/yyyy) :	01/30/2018	Base and All Options Value (Total Contract Value):	\$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	02/05/2018	Fee Paid for Use of IDV:	\$0.00

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		Previous	Current	Total
Effective Date (mm/dd/yyyy) :	02/01/2017	Action Obligation:	\$200,000.00	\$100,000.00	\$200,000.00
Completion Date (mm/dd/yyyy) :	01/30/2018	Base And Exercised Options Value:	\$500,000.00	\$0.00	\$500,000.00
Est. Ultimate Completion Date	02/05/2018	Base and All Options Value (Total Contract Value):	\$500,000.00	\$0.00	\$500,000.00
		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) :	09/01/2005		Current	Total
Effective Date (mm/dd/yyyy) :	09/01/2005	Action Obligation:	\$100,000.00	\$300,000.00
Completion Date (mm/dd/yyyy) :	06/30/2006	Base And Exercised Options Value:	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/30/2008	Base And All Options Value:	\$0.00	\$500,000.00
		Fee Paid for Use of IDV:	\$0.00	

Figure 36. Incremental Funding of Mod #2

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

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

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
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4.5 PURCHASER INFORMATION

Figure 39. Purchaser Information

Purchaser Information			
Contracting Office Agency ID: ^A	4700	Contracting Office Agency Name:	GENERAL SERVICES ADMINISTRATION
Contracting Office ID: ^A		Contracting Office Name:	
Funding Agency ID: ^A		Funding Agency Name:	
Funding Office ID: ^A		Funding Office Name:	
Foreign Funding: ^A	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

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

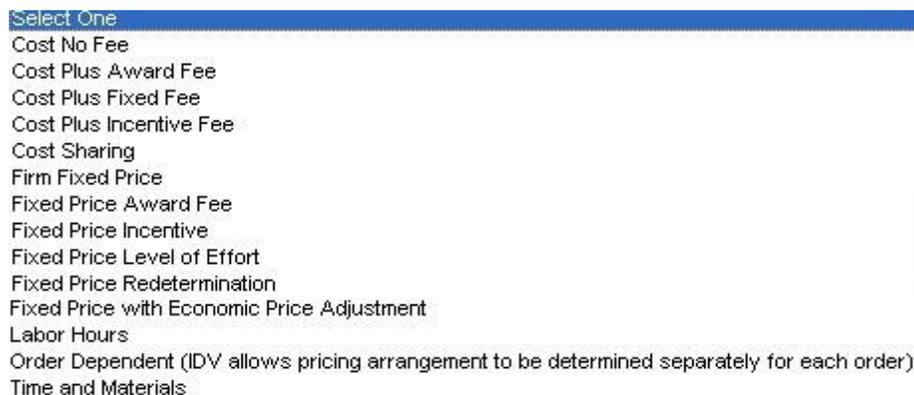
Figure 42. Contract Data

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:



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:

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.

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 EMERGENCY ACQUISITION (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 or peacekeeping operation, or a presidential issued emergency declaration, or a major disaster declaration. 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)

C	Presidential issued emergency declaration, or a major disaster declaration.
D	Humanitarian and Civic Assistance as Defined in 10 U.S.C. 401(e)
X	If A, B, C, or D 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



The screenshot shows a web form titled "Legislative Mandates" with a blue header. Below the header, there are four rows, each with a label and a dropdown menu. The labels are: "Clinger-Cohen Act:", "Labor Standards:", "Materials, Supplies, Articles, and Equip:", and "Construction Wage Rate Requirements:". Each dropdown menu currently displays "Select One" with a downward arrow.

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)

	State	Location	Country
Principal Place Of Performance Code:			
Principal Place Of Performance County Name:			
Principal Place Of Performance City Name:			
Congressional District Place Of Performance:			
Place Of Performance Zip Code(+4):			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

The screenshot shows a web-based form titled "Product Or Service Information". The form is organized into several sections, each with a label and a corresponding input field. The fields include:

- Product/Service Code:** Text input with an ellipsis button for search.
- IDV NAICS:** Text input.
- Principal NAICS Code:** Text input with an ellipsis button for search.
- Bundled Contract:** Dropdown menu with "Select One" as the current selection.
- DOD Acquisition Program:** Text input with an ellipsis button for search.
- Country of Product or Service:** Text input with an ellipsis button for search.
- Origin:** Text input with an ellipsis button for search.
- Place of Manufacture:** Dropdown menu with "Select One" as the current selection.
- Domestic or Foreign Entity:** Dropdown menu with "Select One" as the current selection.
- Materials/Sustainability:** Dropdown menu with "Select One" as the current selection.
- InfoTech Commercial Item Category:** Dropdown menu with "Select One" as the current selection.
- Claimant Program Code:** Text input with an ellipsis button for search.
- Sea Transportation:** Dropdown menu with "Select One" as the current selection.
- GFP Provided Under This:** Dropdown menu with "Select One" as the current selection.
- Action:** Dropdown menu with "Select One" as the current selection.
- Use Of EPA Designated Products:** Dropdown menu with "Select One" as the current selection.
- Description Of Requirement:** A separate section with a text input field.

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

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 (DataDictionary 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:

Code	Short Description	Long Description
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 synopsisized 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)

For Awards, this data element is required for a DCA and Purchase Order and propagates for Delivery Orders, Part 8 BPA Calls, and Part 13 BPA Calls for DoD and Civilian Agencies. For IDVs, this data element is required for FSS, GWAC, BOA, IDC, and Part 13 BPAs, and propagates for Part 8 BPAs. 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 (http://www.whitehouse.gov/omb/procurement_index_green/)	Environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).
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 (http://www.whitehouse.gov/omb/procurement_index_green/)	FAR 52.223-4 & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).
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 (http://www.whitehouse.gov/omb/procurement_index_green/)	FAR 52.223-4 & bio-based & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).
L	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/)	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).

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.

NOTE: As of June 28, 2019, the Description of Requirements field will have a maximum of 250 characters.

4.11 COMPETITION INFORMATION

Figure 45. Competition Information

The screenshot shows a form titled "Competition Information" with the following fields and controls:

- Extent Competed For Referenced IDV: [Text Input]
- Extent Competed: [Select One]
- Solicitation Procedures: [Select One]
- IDV Type Of Set Aside: [Text Input]
- Type Of Set Aside: [Select One]
- Type Of Set Aside Source: [Text Input]
- Evaluated Preference: [Select One]
- SBIR/STTR: [Select One]
- Fair Opportunity/Limited Sources: [Select One]
- Other Than Full And Open Competition: [Select One]
- Local Area Set Aside: [Select One]
- FedBizOpps: [Select One]
- A76 Action: [Select One]
- Commercial Item Acquisition Procedures: [Select One]
- IDV Number of Offers: [Text Input]
- Number Of Offers Received: [Text Input] Number of Offers Source: [Text Input]
- Small Business Competitiveness Demonstration Program: [Checkbox]
- Commercial Item Test Program: [Select One]

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 ^{Civ}	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 ^{DoD}	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 change. 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 ^{Civ}	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 ^{Civ}	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).

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 ^{Civ}	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 ^{Civ}	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
SDVOSBC	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 ^{Civ}	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.
EDWOSBSS	Economically Disadvantaged Women-Owned Small Business Sole Source	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.

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

Dictionary Element 10Q Use Case for appropriate data entry requirements.

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 FAR 16.505(B)(2)(i)(C)
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 ^{Civ}	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:

		industry categories and referenced F11D 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/OTHERDATA

Figure 46. Preference Programs/Other Data

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 19.705-2I)
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 offeror’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).

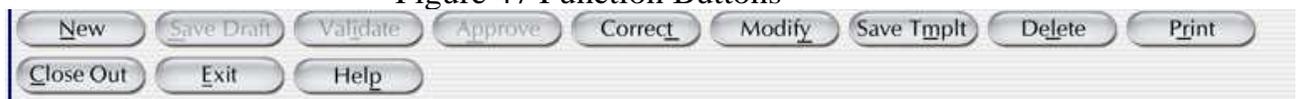
4.12.3 PRICE EVALUATION PERCENT DIFFERENCE (Data Dictionary Element 11C)

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.

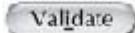
Figure 47 Function Buttons



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

 – Creates a new entry screen for the Award section.

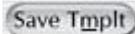
 – Saves the information in your document. Use this when you report data in the system, whether complete or in part. If you have made changes to the action, please hit the Save Draft button before validating or closing the action. This process will ensure that your data will not be lost.

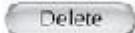
 – Determines if there are any errors. Use this when the record is complete. If there are errors, the screen will display error messages at the top of the document. All fields in error status are shown in Red and must be corrected in order to Validate and Approve the action.

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

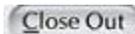
 – Allows you to fix mistakes in FPDS-NG that do not change the legal intent of the contract action. You can only use this function when a contract action is in final status. The data dictionary use cases refer to Correct type actions as ‘Change’.

 – 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 Tmplt"/> <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"/>					
Transaction Information					
IDV Type:	Other IDC	Prepared Date:	02/23/2017 10:23:00	Prepared User:	MD.NEARY
IDV Status:	NEW	Last Modified Date:		Last Modified User:	
Closed Status:		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: ⁴	4700		0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				
Treasury Account Symbol: ⁵	Agency Identifier	Main Account	Sub Account	Initiative
				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 Period of Performance Start 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.)

Code Short Description	Code Short Description
A	Additional Work (New Agreement, Justification Required)
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.

NOTE: As of June 28, 2019, the Treasury Account Symbol fields will be Not Applicable and will be grayed out. That includes all three parts: The Agency Identifier (2characters); the Main Accounts (4 characters); and a Sub Account (3 characters).

As of June 28, 2019. The Initiative field will be Not Applicable and will be grayed out.

5.3 DATES AND AMOUNTS

Figure 50. Dates and Amounts for IDV

The screenshot shows a form with two columns of fields. The left column contains three date fields: 'Date Signed (mm/dd/yyyy) *', 'Effective Date (mm/dd/yyyy) *', and 'Last Date to Order (mm/dd/yyyy) *'. The right column contains three monetary value fields: 'Action Obligation: \$0.00', 'Base and All Options Value (Total Contract Value): * \$0.00', and 'Total Estimated Order Value: * \$0.00'. All fields are currently empty or show zero values.

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.

5.3.2 Period of Performance Start Date (Data Dictionary Element 2B).

The data element is required for all IDVs and propagates to all Modifications. This date can be the same date as the Date Signed. The format is mm/dd/yyyy. The Period of Performance Start Date is the date that the parties agree will be the starting date for the contract's requirements. In certain cases the Period of Performance Start 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 Period of Performance Start 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 IDV's and Propagates to the Modifications. The data element is Not Applicable on a BOA and a BPA. 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:	\$0.00
Effective Date (mm/dd/yyyy) *	<input type="text"/>	Base and All Options Value (Total Contract Value): *	\$0.00
Last Date to Order (mm/dd/yyyy) *	<input type="text"/>	Total Estimated Order Value: *	\$0.00

5.5 PURCHASER INFORMATION

Figure 51. Purchaser Information for IDV

Purchaser Information			
Contracting Office Agency ID: *	4740	Contracting Office Agency Name:	PUBLIC BUILDINGS SERVICE
Contracting Office ID: *	BW000	Contracting Office Name:	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: *	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.

Short Description	Long Description
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:	
Vendor Name:	
DBAN:	
Cage Code:	
Street:	
Street2:	
City:	
State:	Zip:
Country:	
Phone:	
Fax No:	
Congressional District:	
Business Category Show Details	
Organization Type:	Vendor is not selected.
Number of Employees:	
State of Incorporation:	
Country of Incorporation:	
Annual Revenue:	\$0

5.6.1 SAM EXCEPTION (Data Dictionary Element 9J)

All vendors must have a DUNS® 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® 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® 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
Undefined Action:	Select One
Multiyear Contract:	Select One
Performance Based Service Acquisition:	Select One
<i>* FY 2004 and prior; 80% or more specified as performance requirement</i>	
<i>* FY 2005 and later; 50% or more specified as performance requirement</i>	
Contingency Humanitarian Peacekeeping Operation:	Select One

5.7.1 TYPE OF CONTRACT (Data Dictionary Element 6A)

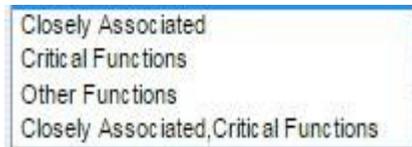
This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the type with greater contract dollar value, or, for agencies that 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:



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 9/6/2017 through 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 dropdown 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.

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

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.

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-yearcontract.

5.7.13 PERFORMANCE BASED SERVICE ACQUISITION (Data Dictionary Element6F)

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.

4.8.15 EMERGENCY ACQUISITION (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)
C	Presidential issued emergency declaration, or a major disaster declaration.
D	Humanitarian and Civic Assistance as Defined in 10 U.S.C. 401(e)
X	If A, B, C or D 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 Authority:	
Additional Reporting:	Select One or More Options ▲	(1000 characters)	
	Hydrofluorocarbons		
	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

The screenshot shows a form titled "Contract Marketing Data". The fields and their current states are as follows:

- Website URL:** (http://www.fpds.gov)
- Who Can Use:** Select One (dropdown menu)
- FIPS 95 codes / Other Text:** (text input field)
- Email Contact:** (text input field)
- Maximum Order Limit:** (text input field)
- Fee for Use of Service:**
 - Fixed (with a percentage input field)
 - Varies by Amount (with Lower Value and Upper Value input fields)
 - Varies by Other Factor
 - No Fee
- Ordering Procedure (1000 characters):** (Optional if Website URL is provided, otherwise mandatory.) (text area with scrollbars)

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 several input fields and dropdown menus. The fields are: "Product/Service Code:" with an ellipsis button and a "Description:" label; "Principal NAICS Code:" with an ellipsis button and a "Description:" label; "Claimant Program Code:" with an ellipsis button and a "Description:" label; "Bundled Contract:" with a "Select One" dropdown menu; "GFE/GFP Provided Under This Action:" with a "Select One" dropdown menu; "Use Of Recovered Material:" with a "Select One" dropdown menu; "Domestic or Foreign Entity:" with a "Select One" dropdown menu; "Sea Transportation:" with a "Select One" dropdown menu; and "Description Of Contract Requirement:" with a large text area and a note "(4000 characters)".

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) 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.
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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 (http://www.whitehouse.gov/omb/procurement_index_green/)	Environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).
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 (http://www.whitehouse.gov/omb/procurement_index_green/)	FAR 52.223-4 & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).
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 (http://www.whitehouse.gov/omb/procurement_index_green/)	FAR 52.223-4 & bio-based & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).
L	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/)	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable (http://www.whitehouse.gov/omb/procurement_index_green/).

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 an 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.

NOTE: As of June 28, 2019, the Description of Requirements field will have a maximum of 250 characters

5.11 COMPETITION INFORMATION

FIGURE 58. COMPETITION INFORMATION FOR IDVs

Competition Information	
Extent Competed For Referenced IDV:	<input type="text"/>
Extent Competed: *	Select One <input type="button" value="v"/>
Source Selection Process: *	Select One <input type="button" value="v"/>
Solicitation Procedures: *	Select One <input type="button" value="v"/>
IDV Type Of Set Aside:	<input type="text"/>
Type Of Set Aside: *	Select One <input type="button" value="v"/>
Type Of Set Aside Source:	<input type="text"/>
Evaluated Preference: *	Select One <input type="button" value="v"/>
SBIR/STTR:	Select One <input type="button" value="v"/>
Fair Opportunity/Limited Sources:	Select One <input type="button" value="v"/>
Other Than Full And Open Competition:	Select One <input type="button" value="v"/>
Local Area Set Aside: *	Select One <input type="button" value="v"/>
FedBizOpps: *	Select One <input type="button" value="v"/>
A76 Action: *	Select One <input type="button" value="v"/>
Commercial Item Acquisition Procedures: *	Select One <input type="button" value="v"/>
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"/>
Simplified Procedures for Certain Commercial Items: *	Select One <input type="button" value="v"/>
Preference Programs / Other Data	

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 SOURCE SELECTION PROCESS (Data Dictionary Element 10Z)

This data element is required on the following Base Version 1.5 contract types when Date Signed is greater than or equal to June 27, 2020:

- IDVs: FSS, GWAC, IDC, and Part 8 BPAs
- Awards: Purchase Orders, Definitive Contracts, Delivery Orders under, FSS/GWAC/Multiple Award IDCs, Delivery Orders under BOAs, BPA Calls Under Multiple Award Part 8 BPAs, and BPA Calls Under Part 13 BPAs

The designator for indicating what type of source selection process along the best value continuum, (see FAR 15.101) was used to determine the successful offeror for an award, if any.

Report the choice for the type of source selection process used. Noncompetitive awards should be entered as 'Other'. Competitive awards should be reported using one of the available choices. Report LPTA or TO, as appropriate, when a source selection process was used on awards issued using any FAR part procedures (i.e., not limited to FAR part 15).

- Trade-off – Select this option if contract award used any type of best value tradeoff process using price/cost and non-price/cost factors to determine the successful offeror award. Trade-off is defined in FAR subpart 15.101-1, but select this option if the process was used for competitive procurements conducted in accordance with other subparts (e.g., 8, 12, 13, 16).
- Lowest Price Technically Acceptable – Select this option if contract award used the LPTA source selection process. LPTA is defined in FAR subpart 15.101-2, but select this option if the process was used for competitive procurements conducted in accordance with other subparts (e.g., 8, 12, 13, 16).

- Other – Select this option if contract award did not use LPTA or a Trade-off process to determine the successful offeror (e.g., price-only, sole-source).

Code	Short Description
TO	Trade-off
LPTA	Lowest Price Technically Acceptable
0	Other

5.11.4 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 populated 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). (FAR14)
- 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.

5.11.5 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 ^{Civ}	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 ^{Civ}	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).
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 ^{Civ}	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 ^{Civ}	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 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 ^{Civ}	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 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.

5.11.6 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.)

5.11.7 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.

5.11.8 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

5.11.9 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.

5.12 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.

5.12.1 A-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”.

5.12.2 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.

5.12.3 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.

5.12.4 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.

5.12.5 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 IDVType = 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.

5.12.6 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

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

		offeror'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. □

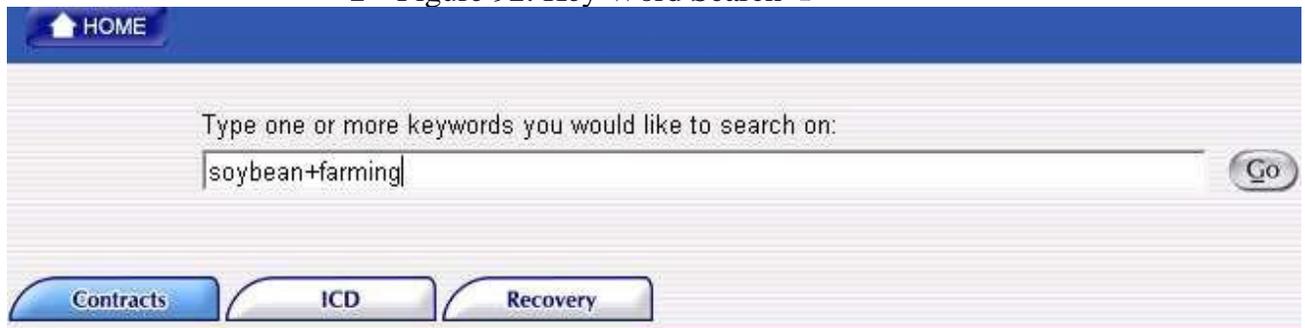
8.8 EZSEARCH

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.

8.8.1 BEGINNING 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 □



The screenshot shows a web interface for searching contracts. At the top left is a blue button labeled 'HOME' with a house icon. Below it is a search input field with the placeholder text 'Type one or more keywords you would like to search on:'. The input field contains the text 'soybean+farming'. To the right of the input field is a circular 'Go' button. Below the input field are three buttons: 'Contracts', 'ICD', and 'Recovery'.

- 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 (1559)
- AGRICULTURE, DEPARTMENT OF (316)
- HOMELAND SECURITY, DEPARTMENT OF (82)
- STATS, DEPARTMENT OF (83)
- VETERANS AFFAIRS, DEPARTMENT OF (35)
- AGENCY FOR INTERNATIONAL DEVELOPMENT (28)
- BROADCASTING BOARD OF GOVERNORS (28)
- 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 (65)
- VETERANS AFFAIRS, DEPARTMENT OF (35)
- 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#):	AG612RF060026 (0) View	Award Type:	Purchase Order
Vendor Name:	SOYBEAN TESTING AND RESEARCH	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 (H989)
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 YOURSEARCH

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

Award ID (Mod#): [CB01](#) (0) [View](#)

Vendor Name: [DELL MARKETING LP](#)

Date Signed: October 18, 2006

Referenced IDV: [W91QUZ06D0002](#)

NAICS (Code): ELECTRONIC COMPUTER MANUFACTURING ([334111](#))

Vendor City: ROUND ROCK

Vendor State: TX

Award Type: Delivery Order

Contracting Agency: [DEPT OF THE ARMY](#)

Action Obligation: \$9,914

Contracting Office: [XR W4T8 USA SMDC HUNTSVILLE](#)

PSC (Code): ADPE SYSTEM CONFIGURATION ([7010](#))

Vendor DUNS: [8779365180000](#)

Vendor ZIP: [78682](#)

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"

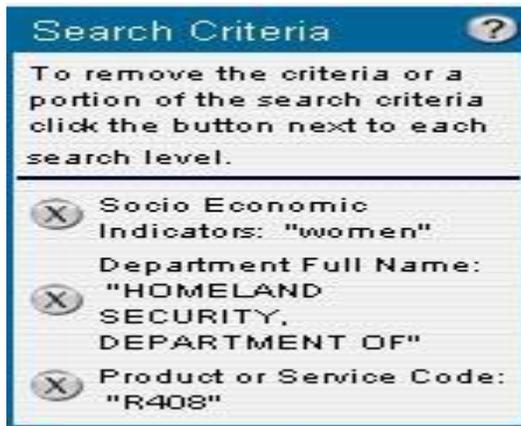
Sort By

This section allows the user

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

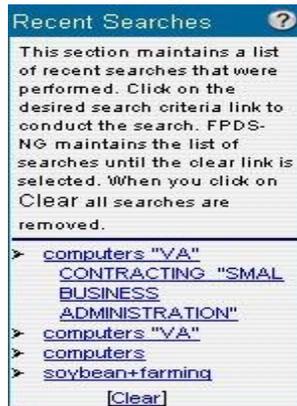


8.8.6 RECENT SEARCHES

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

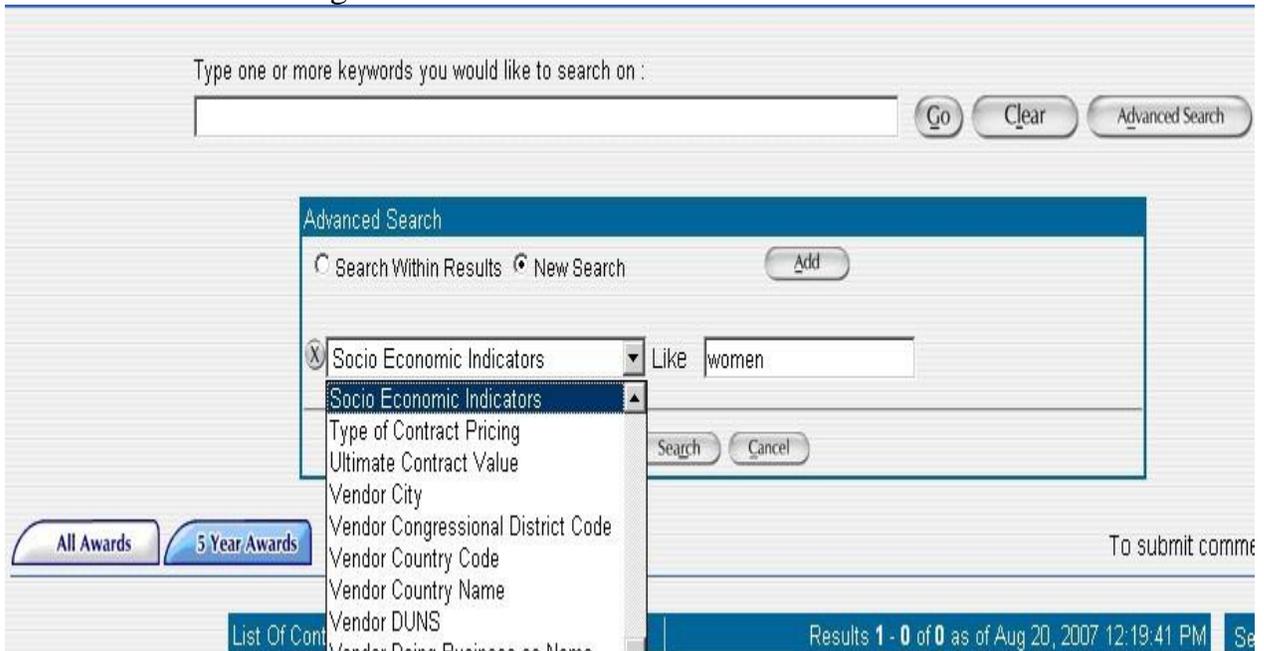
- Click on the Advanced Search button  □

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 to view the field descriptions. □
- Enter a value in the Like box. □

Figure 99. Advance Search Selections



Click on 

Figure 100. Advanced Search Results

Result Page: 1 2 3 4 5 6 7 8 9 10 Next Search took 6.77 seconds

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
<ul style="list-style-type: none"> GENERAL SERVICES ADMINISTRATION (609886) DEPT OF DEFENSE (363539) VETERANS AFFAIRS, DEPARTMENT OF (147087) INTERIOR, DEPARTMENT OF THE (26935) JUSTICE, DEPARTMENT OF (31959) HEALTH AND HUMAN SERVICES, DEPARTMENT OF (28039) HOMELAND SECURITY, DEPARTMENT OF (23846) AGRICULTURE, DEPARTMENT OF (22074) TREASURY, DEPARTMENT OF THE (18159) COMMERCE, DEPARTMENT OF (12489) 	<p>Award ID (Mod#): 00001200109B101811M949 (2) View</p> <p>Vendor Name: INTER. ARCHAEOLOGICAL RESEARCH</p> <p>Date Signed: December 08, 2003</p> <p>Referenced IDV:</p> <p>IIAICS (Code): ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611)</p> <p>Vendor City: HONOLULU</p> <p>Vendor State: HI</p>	<p>Award Type: Purchase Order</p> <p>Contracting Agency: U.S. FISH AND WILDLIFE SERVICE</p> <p>Action Obligation: \$45,707</p> <p>Contracting Office: U.S. FISH AND WILDLIFE SERVICE</p> <p>PSC (Code): EDUCATIONAL STUDIES AND ANALYSES (B542)</p> <p>Vendor DUNS: 6058316430000</p> <p>Vendor ZIP: 968262231</p>	<p>To remove the criteria or a portion of the search criteria click the button next to each search level.</p> <p><input checked="" type="checkbox"/> Socio Economic Indicators: "women"</p>
<ul style="list-style-type: none"> FEDERAL SUPPLY SERVICE (688277) VETERANS AFFAIRS, DEPARTMENT OF (147087) DEPT OF THE ARMY (124781) DEFENSE LOGISTICS AGENCY (68259) DEPT OF THE NAVY (77390) DEPT OF THE AIR FORCE (39384) PUBLIC BUILDINGS 	<p>Award ID (Mod#): 00001200109B101811M945 (1) View</p> <p>Vendor Name: BISHOP MUSEUM</p> <p>Date Signed: December 08, 2003</p> <p>Referenced IDV:</p> <p>IIAICS (Code): ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (541611)</p> <p>Vendor City: HONOLULU</p> <p>Vendor State: HI</p>	<p>Award Type: Purchase Order</p> <p>Contracting Agency: U.S. FISH AND WILDLIFE SERVICE</p> <p>Action Obligation: \$40,000</p> <p>Contracting Office: U.S. FISH AND WILDLIFE SERVICE</p> <p>PSC (Code): EDUCATIONAL STUDIES AND ANALYSES (B542)</p> <p>Vendor DUNS: 0776732420000</p> <p>Vendor ZIP: 968172704</p>	<p>Sort By</p> <p>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.</p>
	<p>Award ID (Mod#): 00001200301C03HQF50054G507F0352K (10) View</p> <p>Vendor Name: COASTAL INTERNATIONAL SECURITY</p>	<p>Award Type: Delivery Order</p> <p>Contracting Agency: GEOLOGICAL SURVEY</p>	<p>Relevance</p> <p>PRIMARY KEY</p> <p>Contract Type</p> <p>Agency Code</p> <p>Agency Full Name</p> <p>Date Signed</p> <p>Contracting Agency ID</p> <p>Contracting Agency Name</p> <p>Department Full Name</p> <p>Obligated Amount</p> <p>Principal NAICS Code</p> <p>Product or Service Code</p> <p>Vendor State</p>

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.

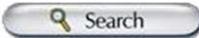
ICD provides the ability to search for contracts based on free text. All contracts searched are in Final status. Any DoD contract that is less than 90 days old will not be included in the search.

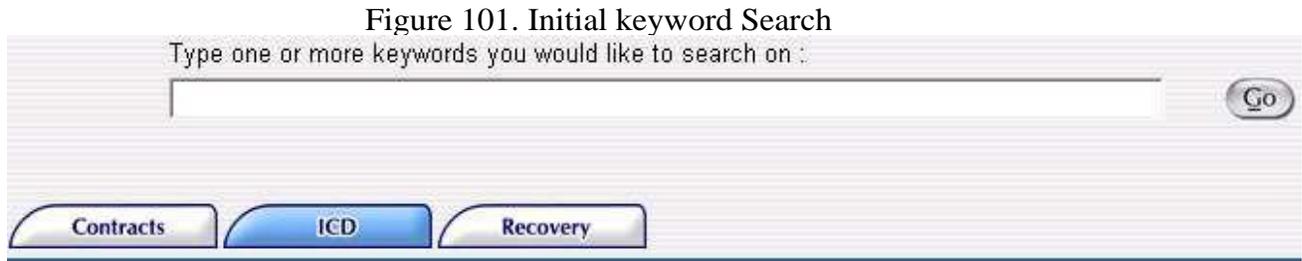
Free text refers to matching search criteria entered with any of the 20 elements displayed on the ICD results screen.

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 in the address bar.

Enter any text in the search box and click  □



 Clears the search text entered in the text box.

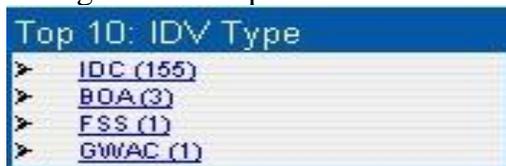
The  tab provides a view of all the active IDVs and Awards in a 'Final' status.

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.

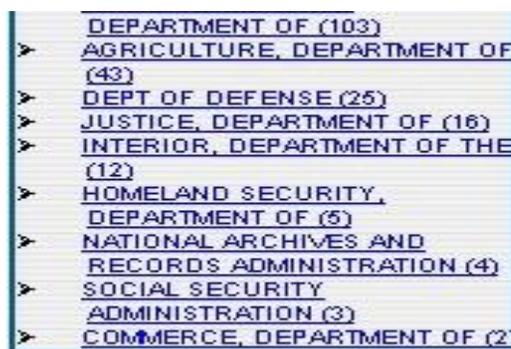
Figure 102. Top 10 IDV Results



Top 10: IDV Type	
>	<u>IDC (155)</u>
>	<u>BOA (3)</u>
>	<u>FSS (1)</u>
>	<u>GWAC (1)</u>

The Top 10 Department names are displayed to the left from the search results.

Figure 103. Top 10 Department Names



>	<u>DEPARTMENT OF (103)</u>
>	<u>AGRICULTURE, DEPARTMENT OF (43)</u>
>	<u>DEPT OF DEFENSE (25)</u>
>	<u>JUSTICE, DEPARTMENT OF (16)</u>
>	<u>INTERIOR, DEPARTMENT OF THE (12)</u>
>	<u>HOMELAND SECURITY, DEPARTMENT OF (5)</u>
>	<u>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)</u>
>	<u>SOCIAL SECURITY ADMINISTRATION (3)</u>
>	<u>COMMERCE, DEPARTMENT OF (2)</u>

The Top 10 Contracting Agency names are displayed to the left from the search results.

Figure 104. Top 10 Contracting Agencies



Top 10: Contracting Agency	
>	<u>FEDERAL SUPPLY SERVICE (199)</u>
>	<u>VETERANS AFFAIRS, DEPARTMENT OF (103)</u>
>	<u>FOREST SERVICE (36)</u>
>	<u>DEPT OF THE ARMY (23)</u>
>	<u>FEDERAL PRISON SYSTEM (14)</u>
>	<u>PUBLIC BUILDINGS SERVICE (8)</u>
>	<u>BUREAU OF LAND MANAGEMENT (6)</u>
>	<u>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)</u>
>	<u>FOOD SAFETY AND INSPECTION SERVICE (3)</u>
>	<u>U.S. COAST GUARD (3)</u>

The Top 10 Vendor names are displayed to the left from the search results.

Figure 105. Top 10 Vendors



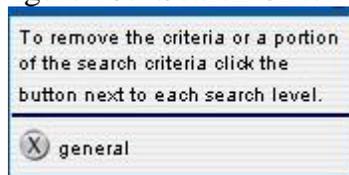
The Top 10 Fee for Use of Service names are displayed to the left from the search results.

Figure 106. Top 10 Fee for Use of Service Names



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



The Search criteria can be deleted from the Search criteria by using the  button.

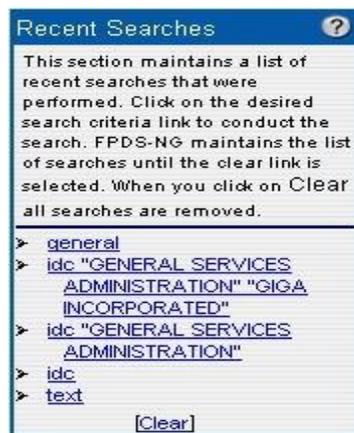
The Sort By allows the user to sort the existing results right of the search results in ascending and descending order.

Figure 108. Sort Search Criteria File



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



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

Vendor Name:	INTELLECTUAL INFORMATION TECHNOLOGY SOLUTIONS LIMITED LIABILITY COMPANY	Contracting Agency:	SMITHSONIAN INSTITUTION
Last Date to Order:	May 24, 2012	Ceiling Remaining (\$):	\$0
Agency Name:	SMITHSONIAN INSTITUTION	Contracting Office (ID):	SMITHSONIAN INSTITUTION (10000)
NAICS (Code):	COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION (236220)	PSC (Code):	MAINT-REP-ALT/EXHIBITION BUILDINGS (Z191)
Website URL:	-	POC Email:	-
Requirement Description:	IDIQ Contract for Construction Services	Program Acronym:	IDV
National Interest Action:	None	Fee for Use of Service:	-
Major Program:	-	Who Can Use:	Only the Agency awarding the contract may place orders.
Type of Contract:	Order Dependent (IDV allows pricing arrangement to be determined separately for each order)		
Socio Economic Data:	8A FIRM, VOB VETERAN OWNED BUSINESS, MINORITY OWNED BUSINESS, SMALL DISADVANTAGE BUSINESS		

9.1.2 EXPORTING DATA

The options you have available with exporting the results:

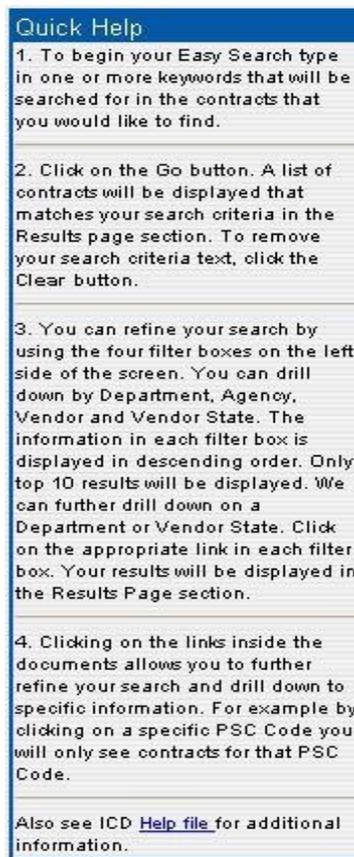
-  Provides the ability to save the data as a PDF.
-  Provides the ability to save the data as or a command delimited file (CSV).

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 in.

9.1.3 HELP

The Quick Help feature is available to provide navigation instructions. It also provides a link to the Help file.

Figure 111. Help File



9.1.4 REFINING YOURSEARCH

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  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



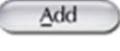
Click the  button to add search criteria. A dropdown field will be displayed.

Figure 113. Advanced Search Selection Box



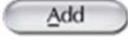
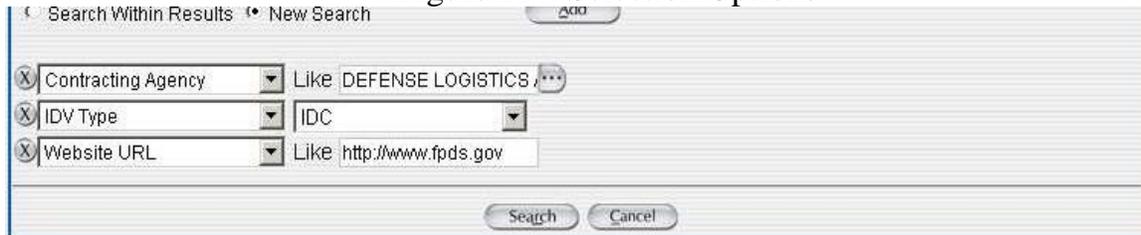
Multiple search criteria can be added on the Advanced Search screen using  button.

Figure 114. Selection Options

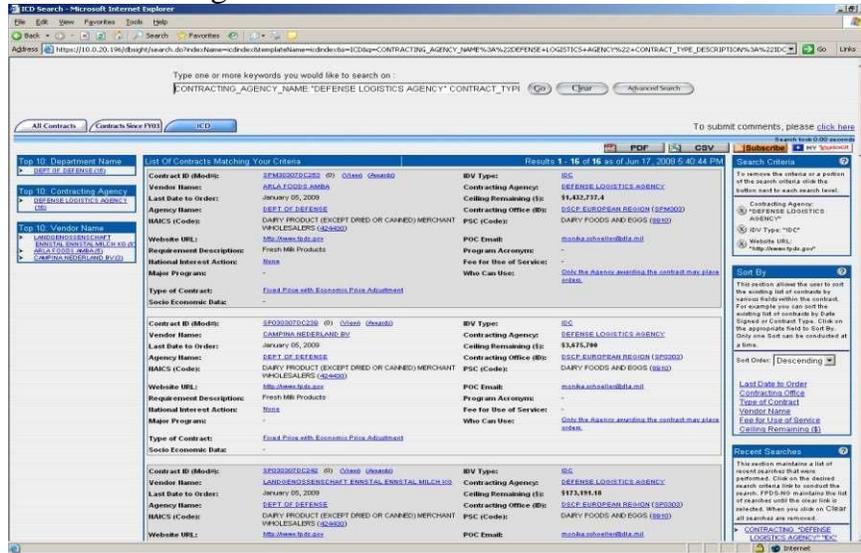


In the remaining fields, you may enter other information to customize your search.

- 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 . A list of IDVs will display.

Figure 115. Results From Your Criteria

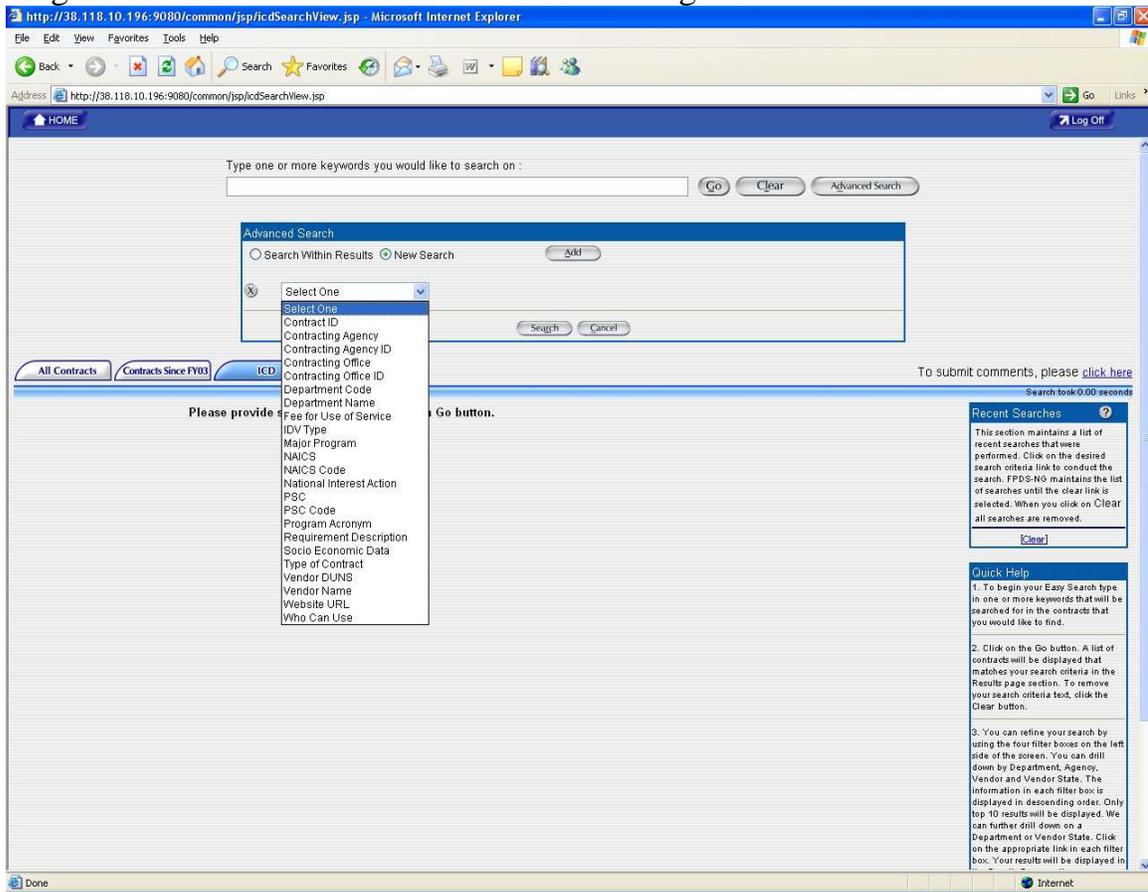


9.1.6 AVAILABLE SEARCHCRITERIA

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

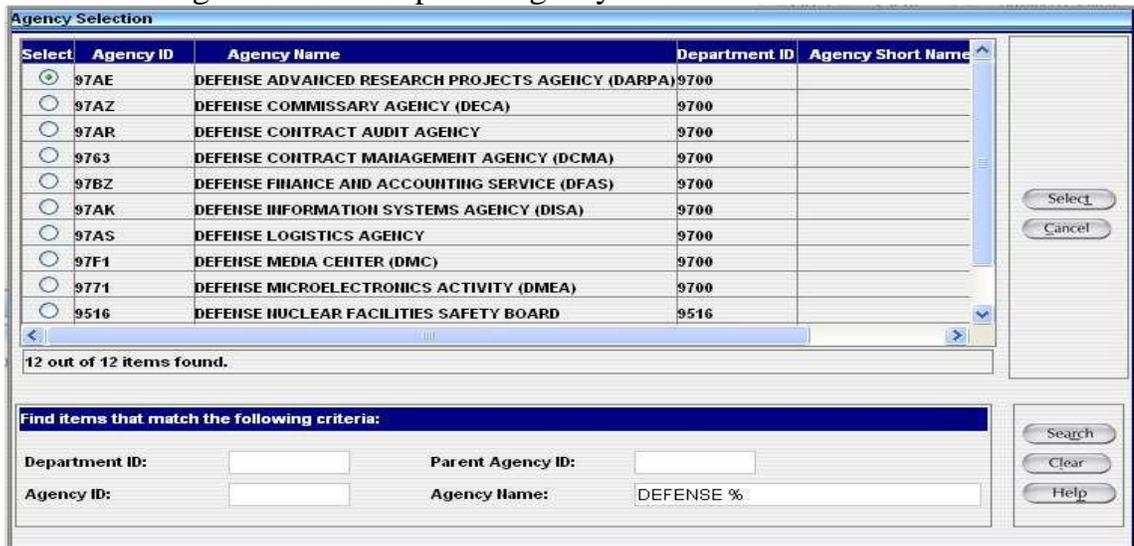
Figure 116. Advanced Search Screen Reflecting Available Search Criteria



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 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



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 interoperability 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.

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

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.

- 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 PHOTOGRAPHICSUPPLIES STORES”, we buy cameras.
- A.
- 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.

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.

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

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 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 no 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 response 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" (0), 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. “Period of Performance Start 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. "Contracting Office Agency ID"
6. "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. “Period of Performance Start 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 Competed For Referenced IDV:	Yes	Denotes the Extent Competed 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

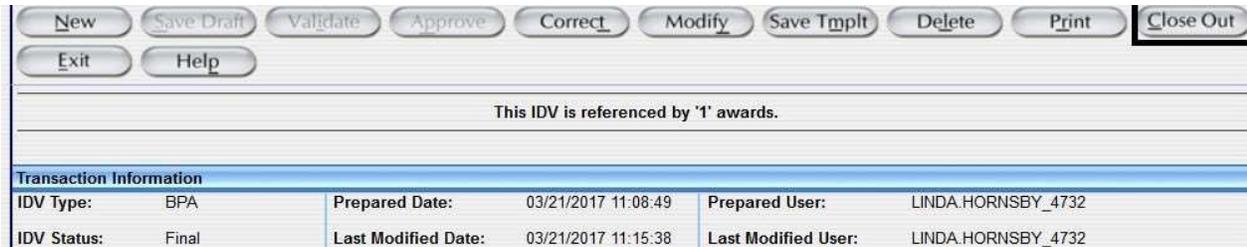
Last Modified Date: This data element captures the Last Date that the field was edited, either by the user or the FPDS-NG system.

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



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