



## Government User's Manual



Version 1.5

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## Forward

The FPDS User's Manual and Data Dictionary were developed to familiarize users with FPDS data requirements and assist them with FPDS 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 users from reviewing these regulations and procedures which form the basis and set the context for FPDS data entry requirements. If an FPDS 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.

Information entered in FPDS 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 data entry. FPDS 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.

## Limitation on Permissible Use of Dun & Bradstreet, Inc. (D&B) Data:

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Entity registration, exclusion, or contract award records in FPDS may contain D&B-supplied data. Applicable records containing D&B data include all entity registration records with a last updated date earlier than 4/4/2022, all exclusions records with a created date earlier than 4/4/2022, and all base award notices with an award date earlier than 4/4/2022. These records show the Entity Validation Service (EVS) Source as D&B in outbound data streams.

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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 (FPDS). The General Services Administration's (GSA) contractor operates and maintains the FPDS.

Executive departments and agencies are responsible for collecting and reporting data to FPDS 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 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 is valid and complete.

### 1.1 Responsibilities

#### 1.1.1 Executive Agencies

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

Contracting offices must submit complete and accurate data on contract actions to FPDS 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 contractor or GSA.

Users will refer FPDS 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 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 Program Manager directs the activities of the contractor as they relate to Modifications in the system.

### 1.1.3 Change Control Board (CCB)

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

## 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, 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 is accurate, complete, and submitted in a timely manner. Data that passes validation rules is not necessarily accurate. As an example, NAICS 111110 is Soybean Farming. While this code will pass all validations, there is a good chance that this is not what you are buying. It is incumbent on the Contracting Officers and Agencies to assure the accuracy of all information submitted. In order to ensure timeliness and up-to-date information within the system, Contracting Officers must submit complete and accurate data on all required contract actions in accordance with FAR 4.604.

### 2.2 Methods of Reporting

There are two methods of reporting to FPDS: 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 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 specific 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. 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:
  - o Task and Delivery Order Contracts (see subpart 16.5), including Government-wide acquisition contracts and multi-agency contracts.
  - o GSA Federal Supply Schedules (FSS)
  - o Blanket Purchase Agreements (see 13.303)
  - o Basic Ordering Agreements (see 16.703)
  - o 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 user 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 Access Level

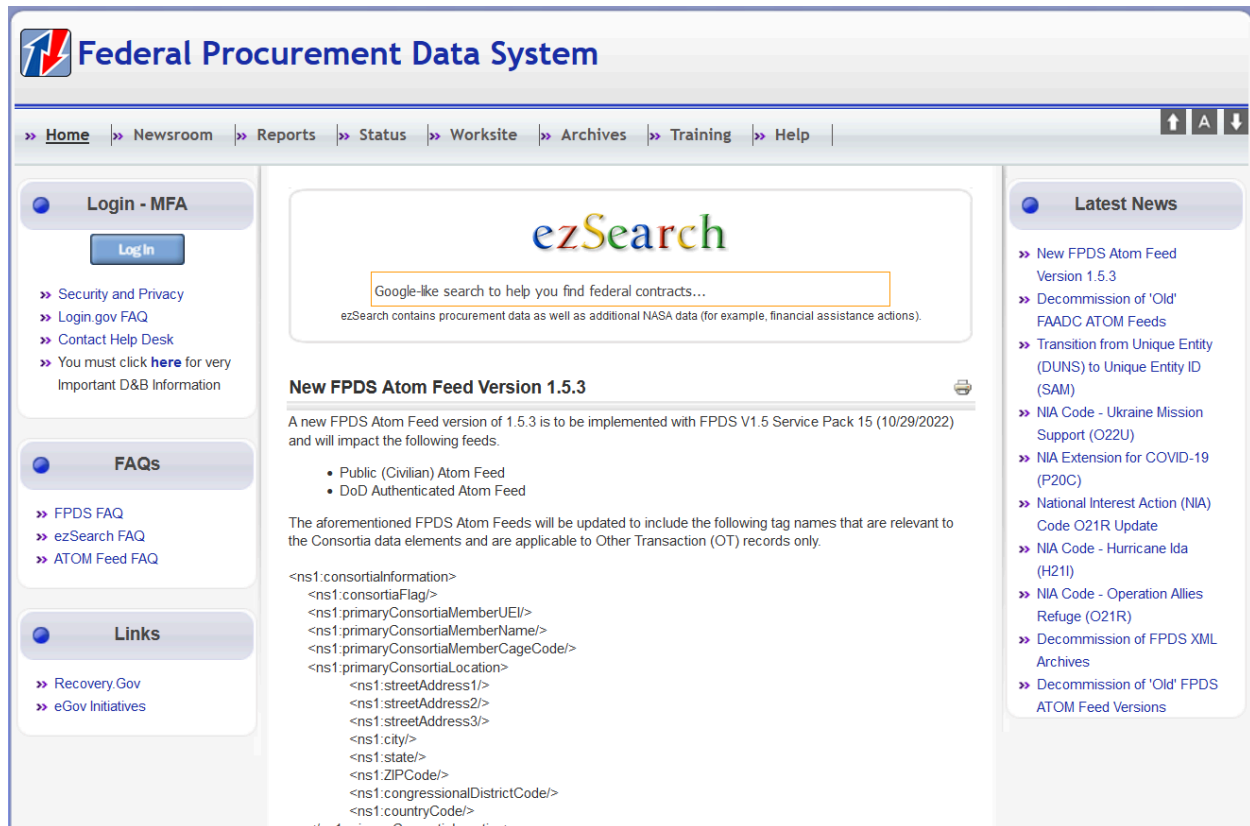
To enter data into FPDS, your access level is determined by Agency System Administrators or Contract Writing System Administrators and you may not have access to all of the available features. Users entering data through the Contract Writing System (CWS) will not see the FPDS Main Navigation Screen shown in Figure 2. Accounts will become inactive if not accessed within 90 days, or after 5 unsuccessful logon attempts. If your account is deactivated, contact your Agency System Administrator; the FPDS Help Desk cannot reactivate user accounts.

## 3. Let's Get Started

Accessing FPDS through the Web Portal will require that you use one of the Internet browsers such as 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>. You will then be provided with the Login screen as shown in Figure 1 below:

Figure 1. FPDS Partial Login Screen (Home Page)





There are three main areas within the Home Login screen:

### 3.1 Login



You will be presented with a 'Login' button which upon clicking will redirect you to the Login.gov sign-on page that will ask for your Login.gov email address and password. Upon entering a valid email address/password combination, you will be taken to the 2-factor authentication code entry page. After entering a valid authentication code generated from the chosen

authentication method, you will be redirected to the FPDS Main Navigation Screen, and your authenticated user session will begin.

Government user accounts not used within a 90-day period will become inactive. The FPDS Support Desk cannot reactivate users' accounts. If you have not accessed FPDS for 90 days or more, you will have to contact your Agency FPDS System Administrator to enable your account.

If you are accessing FPDS through your Contract Writing System (CWS), you will not login as described above. Once you are in your CWS, there will be an option that interfaces with FPDS and you will not see the Login Screen. When this interface function is selected, you will be taken directly into the FPDS Main Navigation Screen as shown in Figure 2.

If the user enters an incorrect password on Login.gov, users will be able to reset their password using the password reset link displayed after an invalid login attempt.

### 3.2 Frequently Asked Questions



This section contains Frequently Asked Questions on the FPDS, ezSearch query function, and ATOM feed.

### 3.3 Links



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

Figure 2. Main Navigation Screen



### 3.4 Awards Column

An Award is a contractual vehicle that cannot have orders placed against it. 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, 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.

### 3.5 Basic IDV Column


A Basic IDV is a contract/agreement awarded to one or more entities to facilitate the delivery of supply and service orders. The only types of contracts which may have orders placed against them are FSS, 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:

- Federal Supply Schedule (FSS) – 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.
- Government-Wide Acquisition Contract (GWAC) – 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).
- Basic Ordering Agreement (BOA) – A written instrument of understanding, negotiated between the Government and an entity, 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.
- Blanket Purchasing Agreements (BPA) – 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.
- Indefinite Delivery Contract (IDC) – A vehicle that has been awarded to one or more entities 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).

### 3.6 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.

### 3.7 System Administration Column

Your Department/Agency System Administrator controls access to these functions. The FPDS contractor maintains control of the referenced 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.

### 3.8 Accessing FPDS Data

There are two methods for retrieving data from FPDS: ezSearch and Interagency Contract Directory (ICD). Additional information is available in Section 6.

### 3.9 User's Awards and IDV Inbox

At the bottom of the Main Menu screen, you will notice that there are two inboxes (Figure 3). One will contain information on your Awards and the other will be for your IDVs.

Figure 3. Users Awards and IDV Inbox

Awards Inbox	IDV Inbox
<a href="#">Draft Awards ( 22 )</a>	<a href="#">Draft IDVs ( 9 )</a>
<a href="#">Final Awards ( 64 )</a>	<a href="#">Final IDVs ( 49 )</a>
<a href="#">Error Awards ( 12 )</a>	<a href="#">Error IDVs ( 2 )</a>
<a href="#">Unsaved Awards ( 0 )</a>	<a href="#">Unsaved IDVs ( 0 )</a>
<a href="#">Template Awards ( 18 )</a>	<a href="#">Template IDVs ( 15 )</a>
<a href="#">Transfer Awards ( 28 )</a>	<a href="#">Transfer IDVs ( 66 )</a>

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

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

### 3.10 Advanced Search

Contracts are reported in FPDS 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. 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. This includes records in FINAL, DRAFT, VOID, AND ERROR status.

#### 3.10.1 Accessing Advanced Search

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

1. Click **Advanced Search** at the top of the FPDS main screen as shown:

Figure 4. FPDS Main Menu



2. The Advanced Search screen is shown in Figure 5. To use Advanced Search, you must enter information in at least one or more fields; for example, PIID, Legal Business Name, and/or Prepared By (User ID).

Figure 5. Advanced Search Screen

Document Search Criteria			
	Agy ID	PIID	(How to find migrated documents?)
Award ID:	4700		
Referenced IDV ID:			
Prepared By (User ID):			
Contracting Office ID:			
Contracting Office Name:			
Legal Business 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) :			
<div> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/> </div> <p>NOTE: The search may take about 5 to 10 minutes to return the results.</p> <p>Try new <a href="#">ezSearch</a> (BETA)</p>			



- The 'Agency ID (Agy ID)' field is auto-populated based on user ID. If you are looking for documents belonging to another agency, enter the appropriate Agency ID, such as 4700 (GSA). If you are unsure of the Agency ID, use  to find the ID or leave this field blank.
- Enter the PIID or part of the PIID (at least five characters – or four with a wildcard %) to find a document matching the information in the Agency ID and PIID.
- The 'Status' does not need to be selected as a search criteria for FINAL and DRAFT records. However, if you need to search for records in ERRORED OUT or VOID status, you need to select the appropriate status.
- Select Award as the 'Award/Indefinite Delivery Vehicle 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, click . The Advanced Search-Search Results screen shown in Figure 6 displays. The Search Results screen will have links to documents that match the search criteria entered in Advanced Search.

Figure 6. Advanced Search Results Screen



<a href="#">HOME</a> <a href="#">ezSearch</a> <a href="#">Advanced Search</a> <input type="text"/> <a href="#">GO</a> <a href="#">Log Off</a>			
<a href="#">Close</a> <a href="#">Help</a>			
<b>AWARD Search Results</b>			
<b>28 Documents Found</b>		<b>1 - 10 Of 28</b>	<a href="#">Next</a>
AWARD ID:	4700-47340218KTEST2	Doc Type:	PO
Mod Number:	0	Status:	Final
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:	-
Office Name:	GSA CONTRACTING OFFICE	NAICS Code:	111110
Legal Business Name:	COMPUSEARCH SOFTWARE SYSTEMS, INC.	Base and All Options Value (Total Contract Value):	\$20.00
Other AWARD ID:		Action Obligation:	\$0.00
AWARD ID:	4700-47AG0019C0004	Doc Type:	DCA
Mod Number:	0	Status:	Final
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:	-
Office Name:	OFFICE OF THE ADMINISTRATOR	NAICS Code:	111110
Legal Business Name:	IBM CREDIT LLC	Base and All Options Value (Total Contract Value):	\$10000.00
Other AWARD ID:		Action Obligation:	\$10000.00
AWARD ID:	4700-47AG0019C2019	Doc Type:	DCA
Mod Number:	P00001	Status:	Final
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:	-
Office Name:	GSA CONTRACTING OFFICE	NAICS Code:	111110
Legal Business Name:	INDUSTRY STANDARD USA1, LLC	Base and All Options Value (Total Contract Value):	\$0.00
Other AWARD ID:		Action Obligation:	\$0.00
AWARD ID:	4700-47AG0019C2019	Doc Type:	DCA
Mod Number:	0	Status:	Final
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:	-
Office Name:	OFFICE OF THE ADMINISTRATOR	NAICS Code:	111110
Legal Business Name:	IBM CREDIT LLC	Base and All Options Value (Total Contract Value):	\$10000.00
Other AWARD ID:		Action Obligation:	\$10000.00
AWARD ID:	4700-47AG0019C2020	Doc Type:	DCA
Mod Number:	P00002	Status:	Final
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:	-
Office Name:	GSA CONTRACTING OFFICE	NAICS Code:	111110
Legal Business Name:	IBM CREDIT LLC2	Base and All Options Value (Total Contract Value):	\$0.00
Other AWARD ID:		Action Obligation:	\$0.00

8. Selecting a contract link will display a document like the one shown in figure 7.

Figure 7. Partial Purchase Order Screen

Document Information				
	Agency	Procurement Identifier	Modification No	Trans No
Award ID:	4700	47340221MSP13MFP1	0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				
	Agency Main Sub Identifier Account Account		Initiative	
Treasury Account Symbol:			Select One	

### 3.10.2 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 at the 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 PIID, Referenced IDV ID, Contracting Office Name, and Legal Business Name. You will still need to enter the minimum number of characters for the respective field according to the rules as defined in this section.



### 3.10.3 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.

### 3.10.4 Field Rules

Figure 8 shows the fields of the Advanced Search screen. Each field is described in a respective section following the figure.

Figure 8. Document Search Criteria Screen

The screenshot displays the 'Document Search Criteria' window. At the top, there are four header fields: 'Agy ID' (containing '4732'), 'PIID' (with a dropdown arrow), '(How to find migrated documents?)', and 'Mod No'. Below these are several search criteria fields: 'Award ID:', 'Referenced IDV ID:', 'Prepared By (User ID):', 'Contracting Office ID:', 'Contracting Office Name:', 'Legal Business Name:', 'NAICS Code:', 'Funding Agency ID:', and 'Funding Office ID:'. Each of these fields has a corresponding input box and a dropdown arrow. The 'Status:' field is set to 'Final'. The 'Award/Indefinite Delivery Vehicle Type:' field is set to 'Award'. Below these are four range fields: 'Action Obligation Range:', 'Base And All Options Value (Total Contract Value) Range:', 'Date Signed Range (mm/dd/yyyy) :', and 'Last Modified Date Range (mm/dd/yyyy) :'. Each range field has two input boxes labeled 'From:' and 'To:'. At the bottom of the form, there are four buttons: 'Search', 'Clear', 'Close', and 'Help'. Below the buttons, a note states: 'NOTE: The search may take about 5 to 10 minutes to return the results.' At the very bottom, there is a link: 'Try new ezSearch (BETA)'.

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

- Agy ID
- PIID


- Prepared By (User ID)

### **Field 1: Award ID**

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

- Agy ID (Agency ID)
- PIID
- Mod No

#### **Field 1a: Agy 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 1b: PIID (Procurement Instrument Identifier)**

This field is a unique identifier for each contract, agreement, or order in FPDS. To search on this field, enter at least 4 characters plus the % wildcard. The maximum number of characters that you can enter in this field is 50. For example, if you know the PIID has the characters "GS01P11BWC", you can add the % to assist in the search (GS01P11BWC%).

#### **Field 1c: Mod No (Modification Number)**

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 2: Referenced IDV (Indefinite Delivery Vehicle) ID**

By entering a Referenced IDV PIID in this field, the system will return a list of all Delivery/Task Orders and BPA Calls placed against that contract.

### **Field 3: Prepared By (User ID)**

FPDS 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. The maximum length of this field is 50 characters.

### **Field 4: Contracting Office ID**

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

### Field 5: Contracting Office Name

This information is automatically populated based on the Contracting Office ID code selected.

### Field 6: Legal Business Name


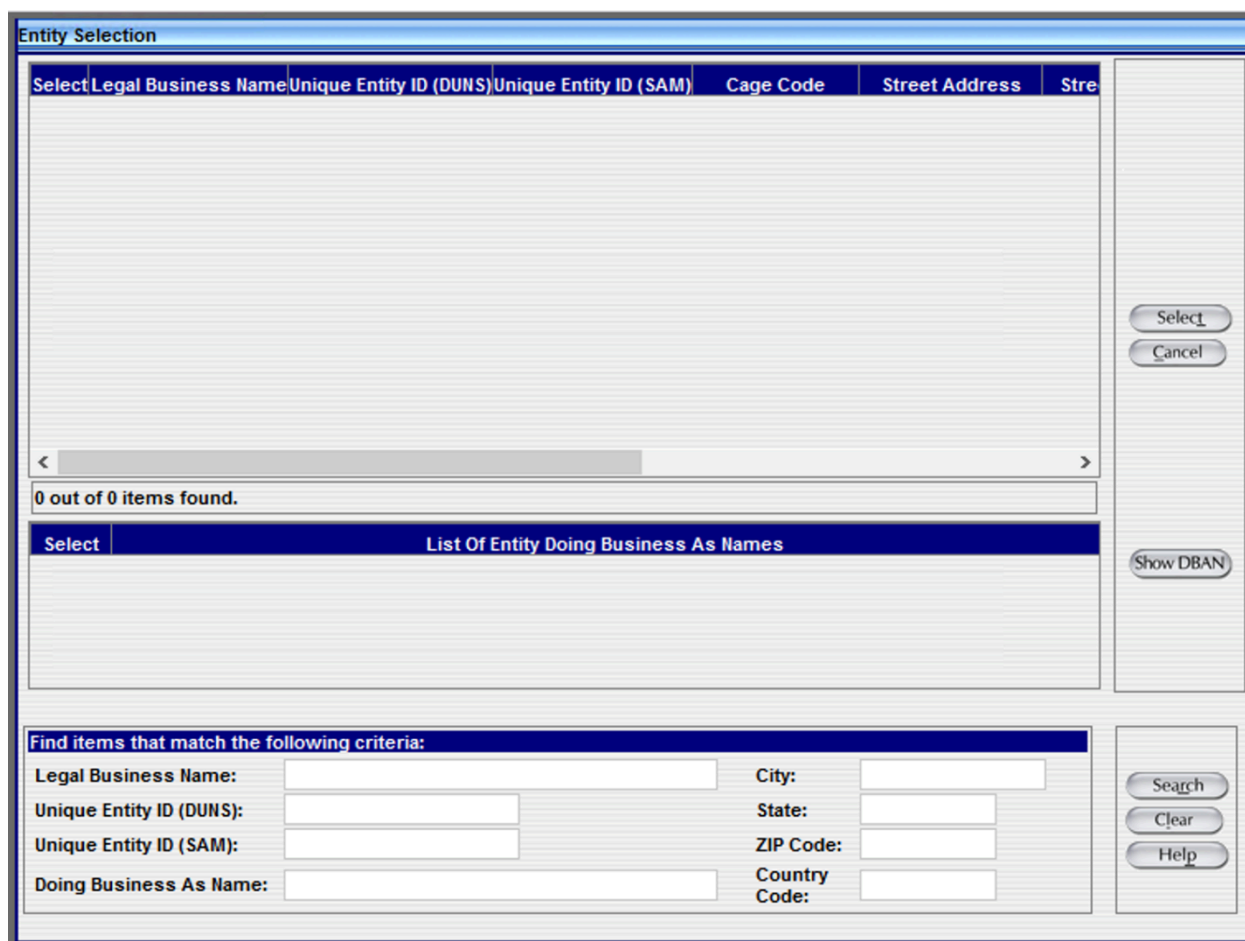
You must enter at least 3 characters in this field. The maximum length of this field is 80 characters. The FPDS entity table contains only entities that have registered in the System for Award Management (SAM). If you are not sure how the Legal Business Name will appear in FPDS, use  to access a Legal Business Name picklist. The Entity Selection screen will display as shown below:

Figure 9. Entity Selection Screen



The Entity Selection screen is a web-based interface for searching and selecting entities. It features a table with columns for Select, Legal Business Name, Unique Entity ID (DUNS), Unique Entity ID (SAM), Cage Code, Street Address, and Street Address. The table is currently empty, displaying "0 out of 0 items found." Below the table is a section titled "List Of Entity Doing Business As Names" with a "Select" column. At the bottom, there is a search criteria section titled "Find items that match the following criteria:" with input fields for Legal Business Name, Unique Entity ID (DUNS), Unique Entity ID (SAM), Doing Business As Name, City, State, ZIP Code, and Country Code. On the right side, there are buttons for Select, Cancel, Show DBAN, Search, Clear, and Help.

Select	Legal Business Name	Unique Entity ID (DUNS)	Unique Entity ID (SAM)	Cage Code	Street Address	Street Address
0 out of 0 items found.						

Select	List Of Entity Doing Business As Names
--------	--

Find items that match the following criteria:

Legal Business Name:	<input type="text"/>	City:	<input type="text"/>
Unique Entity ID (DUNS):	<input type="text"/>	State:	<input type="text"/>
Unique Entity ID (SAM):	<input type="text"/>	ZIP Code:	<input type="text"/>
Doing Business As Name:	<input type="text"/>	Country Code:	<input type="text"/>

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

In the Entity Selection screen, you can enter the Unique Entity ID or a partial name for that entity. FPDS will generate a list matching your search criteria so you can choose the appropriate Legal Business Name.


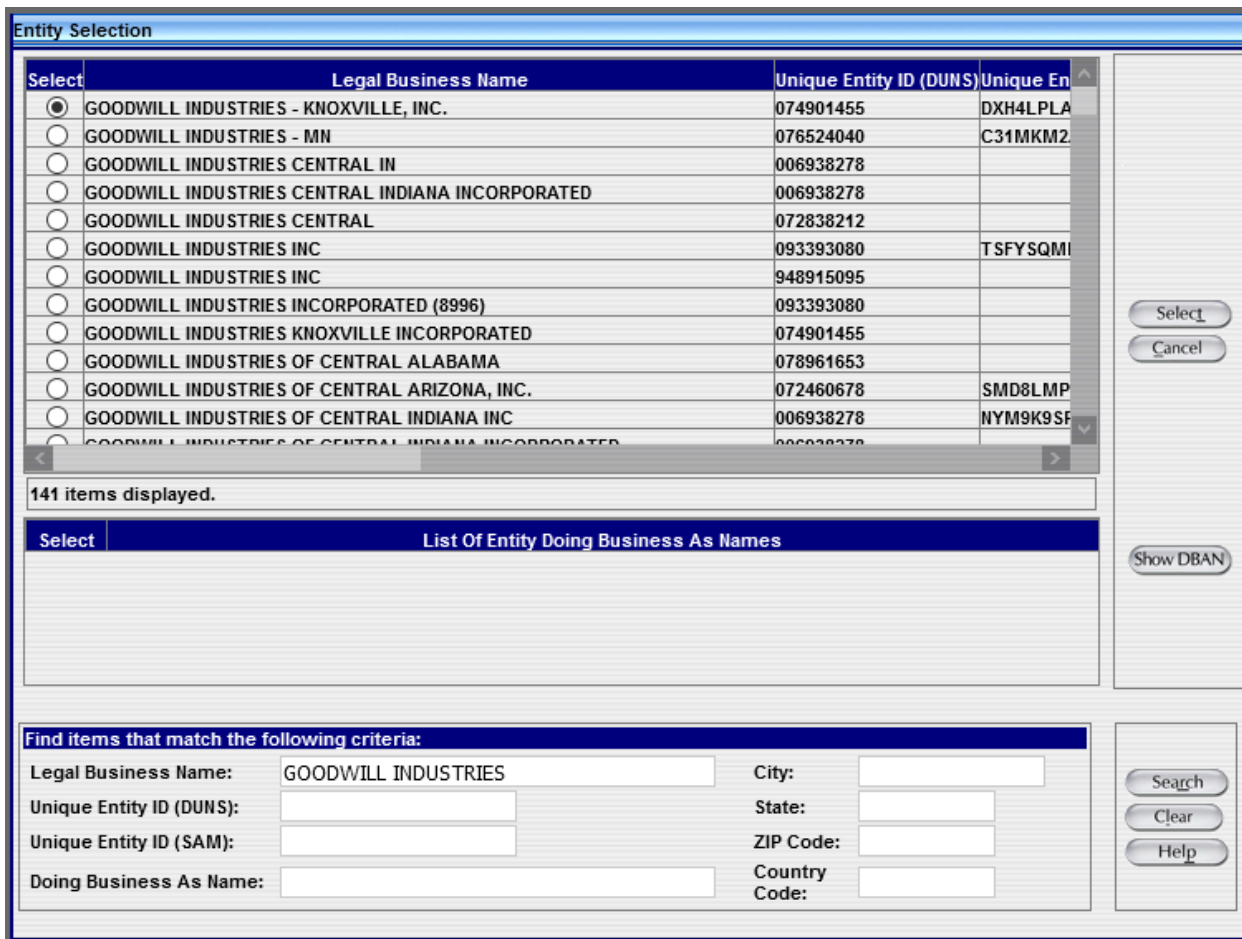
In the Entity Selection screen shown below, a search is to be performed for the Legal Business Name by entering partial information and a wildcard (Goodwill Industries%). After the criteria are entered, you can .

Figure 10. Entity Selection Continued



**Entity Selection**

Select	Legal Business Name	Unique Entity ID (DUNS)	Unique En
<input checked="" type="radio"/>	GOODWILL INDUSTRIES - KNOXVILLE, INC.	074901455	DXH4LPLA
<input type="radio"/>	GOODWILL INDUSTRIES - MN	076524040	C31MKM2
<input type="radio"/>	GOODWILL INDUSTRIES CENTRAL IN	006938278	
<input type="radio"/>	GOODWILL INDUSTRIES CENTRAL INDIANA INCORPORATED	006938278	
<input type="radio"/>	GOODWILL INDUSTRIES CENTRAL	072838212	
<input type="radio"/>	GOODWILL INDUSTRIES INC	093393080	TSFYSQMI
<input type="radio"/>	GOODWILL INDUSTRIES INC	948915095	
<input type="radio"/>	GOODWILL INDUSTRIES INCORPORATED (8996)	093393080	
<input type="radio"/>	GOODWILL INDUSTRIES KNOXVILLE INCORPORATED	074901455	
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL ALABAMA	078961653	
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL ARIZONA, INC.	072460678	SMD8LMP
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL INDIANA INC	006938278	NYM9K9SF
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL INDIANA INCORPORATED	006938278	

141 items displayed.

**Select** **List Of Entity Doing Business As Names**

**Find items that match the following criteria:**

Legal Business Name:  City:

Unique Entity ID (DUNS):  State:

Unique Entity ID (SAM):  ZIP Code:

Doing Business As Name:  Country Code:

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




To choose the entity Goodwill Industries, select the appropriate radio button  and then . This populates the entity 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:	4700		
Referenced IDV ID:			
Prepared By (User ID):			
Contracting Office ID:			
Contracting Office Name:			
Legal Business 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) :			
<div> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/> </div>			
NOTE: The search may take about 5 to 10 minutes to return the results.			
Try new <a href="#">ezSearch</a> (BETA)			

### Field 7: 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 8: Funding Agency ID

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

### Field 9: 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 10: 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 11: Award/Indefinite Delivery Vehicle Type**

This field defaults to "Award". Types of Awards include: Purchase Orders (PO), Delivery/Task Orders (DO), BPA Call, and Definitive Contracts. Types of IDVs include: Government-Wide Acquisition Contract (GWAC), Other Indefinite Delivery Contract (IDC), Federal Supply Schedule (FSS), Basic Ordering Agreement (BOA), and Blanket Purchase Agreements (BPA). Select one of the following from the drop-down:

- All
- Award
- Indefinite Delivery Vehicle
- Other Transaction Award
- Other Transaction Indefinite Delivery Vehicle

#### **Field 12: 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 13: Base and All Options Value (Total Contract Value) 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 14: Date Signed Range (mm/dd/yyyy)**

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 15: Last Modified Date Range (mm/dd/yyyy)**

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

## **4. Awards**

### **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 system as shown in the Awards module. This allows the user to add and modify Awards.

#### 4.1.1 Award Type (Data Dictionary Element 12B)

The type of Award being entered by this transaction. The Awards column consists of the following types of actions:

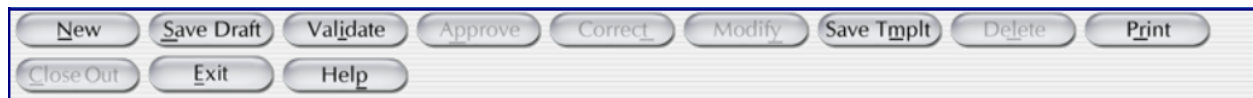
- Delivery/Task Order Against an IDV – an order for supplies placed against an established contract or with Government sources.
- Purchase Order – an offer by the Government to buy supplies or services, including construction and research and development, upon specified terms and conditions, using simplified 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, it includes all types of commitments that obligate the Government to an expenditure of appropriated funds except Purchase Orders, Delivery/Task 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.

The Award Type is determined by your selection from the Awards column on the main screen.

See Data Dictionary Element 12B Use Case for appropriate data entry requirements.

#### 4.1.2 Award Screen Function Buttons

Figure 12. Award Function Buttons



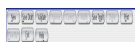
NOTE: Depending on the type of action selected, the appropriate buttons will be enabled.



- Creates a new entry 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 click 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 system 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 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. However, the PIID may be re-used. FPDS 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 allows the user to close out a contract family. The function will also be available in GUI Services and the Web Portal.

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

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

## 4.2 Transaction Information

Figure 13. Award Transaction Information Section

Transaction Information					
<b>Award Type:</b>	Purchase Order	<b>Prepared Date:</b>	10/23/2018 15:53:53	<b>Prepared User:</b>	GSA_USER_1
<b>Award Status:</b>	Final	<b>Last Modified Date:</b>	06/27/2019 22:33:35	<b>Last Modified User:</b>	GSA_USER_1
<b>Closed Status:</b>	No	<b>Closed Status Date:</b>		<b>Closed By:</b>	
		<b>Approved Date:</b>	10/23/2018 15:54:04	<b>Approved By:</b>	GSA_USER_1

The system automatically generates all the following information:

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



- Closed Status Date
- Approved Date
- Prepared User
- Last Modified User
- Closed By
- Approved By

## 4.3 Document Information

Figure 14. Award Document Information

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

### 4.3.1 Award ID

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

#### 4.3.1.1 Agency Identifier (Data Dictionary Element 1F)

This data element is Required on all Awards and Propagates to the Modifications.

The field is automatically populated based on the user's profile information.

See Data Dictionary Element 1F Use Case for appropriate data entry requirements.

NOTE: All of DoD uses the "9700" Agency code/identifier.

#### 4.3.1.2 Procurement Instrument Identifier (PIID) (Data Dictionary Element 1A)

As defined in FAR 4.605(a), this data element is Required on all Awards and Propagates to the Modifications.

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.

- Positions 1 through 6 will be required to match the Contracting Office ID (AAC for Civilians, DODAAC for DoD).
- Positions 7 and 8 will be required to match the last two digits of 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.

#### 4.3.1.3 Modification Number (Data Dictionary Element 1B)

This data element is a Required field on all Modifications and is Not Applicable on base Awards.

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.

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.

#### 4.3.1.4 Transaction Number (Data Dictionary Element 1D)

This data element is Not Applicable 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 Propagates to the Modifications.

See Data Dictionary Element 1D Use Case for appropriate data entry requirements.

#### 4.3.2 Referenced IDV ID (Data Dictionary Elements 1C, 1G, and 1H)

Refer to the FPDS Data Dictionary for requirement states on the following data elements.

Enter the contract or agreement number of the IDV against which your order is placed. FPDS allows for up to 50 characters. This data element consists of three parts:

- Referenced IDV PIID (Data Dictionary Element 1C)
- Referenced IDV Modification Number (Data Dictionary Element 1G)
- Referenced IDV Agency Identifier (Data Dictionary Element 1H)

See Data Dictionary Elements 1C, 1G, and 1H Use Cases for appropriate data entry requirements.

#### 4.3.3 Reason for Modification (Data Dictionary Element 12C)

This field will only be available when performing a Modification to an existing contract. It is Required on Modifications and Not Applicable on base Awards. 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 entity information, you must select one of the Entity Change Modifications (e.g., Novation Agreement, Unique Entity ID or Legal Business Name Change – Non-Novation, Rerepresentation, Entity Address Change, etc.). Otherwise, the system will not change the entity information on a Modification.

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 requires your account to have the ‘Transfer’ privilege. 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. Rerepresentation reasons should be used when a contract Modification exercises an option, and the entity 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 entity credits associated with the Award. From that point in time forward, the entity will no longer show as an 8(a) entity in FPDS. If you are only changing the Entity Address, the “Entity Address Change” should be used. Follow the instructions in Appendix C for reporting Novation Agreements, Rerepresentations, and Rerepresentations of Non-Novated Mergers/Acquisitions.

Short descriptions for each value are listed below:

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	Unique Entity ID or Legal Business Name Change – Non-Novation
W	Entity Address Change
X	Terminate for Cause
Y	Add Subcontract Plan

#### 4.3.4 Solicitation ID (Data Dictionary Element 1E)

This data element is Optional on all Awards and Propagates to the Modifications. However, it is Required if the Data Element “Contract Opportunities Notice” is ‘Yes’.

See Data Dictionary Element 1E Use Case for appropriate data entry requirements.

#### 4.3.5 Treasury Account System (TAS) (Data Dictionary Elements 6SC, 6SG, 6SH, 6SI)

These data elements are Not Applicable as of June 28, 2019.

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

This data element is also used to identify if the funds were part of the American Recovery and Reinvestment Act.

6SC – The data element “Treasury Account Symbol Agency Identifier” is:

- Required before June 25, 2016 if the Action Obligation is more than or less than zero (\$0.00).
- Optional from June 25, 2016 – June 28, 2019 regardless of the Action Obligation amount or if the American Recovery and Reinvestment Act is selected as the Initiative.

Agency Identifier represents the department, agency or establishment of the U.S. Government that is responsible for the Treasury Account Symbol.

6SG – The data element “Main Account Code” is:

- Required before June 25, 2016 if the Action Obligation is more than or less than zero (\$0.00).
- Optional from June 25, 2016 – June 28, 2019 regardless of the Action Obligation amount or if the American Recovery and Reinvestment Act is selected as the Initiative.

This data element identifies the type and purpose of the fund.

6SH – The data element “Sub Account Code” is:

- Required before June 25, 2016 when the only entry for that Agency and Main Account includes a Sub Account.

- Optional from June 25, 2016 – June 28, 2019 except when the only entry for that Agency and Main Account includes a Sub Account in the FAST Book.

6SI – The data element “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. This field is disabled as of June 28, 2019.

See Data Dictionary Elements 6SC, 6SG, 6SH, and 6SI Use Cases for appropriate data entry requirements.

## 4.4 Dates

Figure 15. Award Dates

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

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

### 4.4.1 Date Signed (Data Dictionary Element 2A)

This data element is Required on all Awards and Modifications.

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 Signed is the date signed by the Contracting Officer.

See Data Dictionary Element 2A Use Case for appropriate data entry requirements.

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

This data element is Required on all Awards and, for actions starting October 25, 2019, it Propagates to the Modifications.

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.

#### 4.4.3 Completion Date (Data Dictionary Element 2C)

This data element is Required on all Awards and Modifications.

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.

#### 4.4.4 Estimated Ultimate Completion Date (Data Dictionary Element 2D)

This data element is Required on all Awards and Modifications.

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/Task Orders, this refers to the Delivery/Task Order completion only, not the referenced Indefinite Delivery Vehicle.

See Data Dictionary Element 2D Use Case for appropriate data entry requirements.

#### 4.4.5 Solicitation Date (Data Dictionary Element 2H)

This data element is Optional on all Awards and Propagates to the Modifications.

The “Solicitation Date” is the date that the solicitation was issued.

See Data Dictionary Element 2H Use Case for appropriate data entry requirements.

### 4.5 Amounts

Figure 16. Award Amounts

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

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.

Please note 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 the Award was finalized or corrected.

#### 4.5.1 Action Obligation (Data Dictionary Element 3C)

This data element is Required on all Awards and Modifications.

Enter the net amount of funds (in dollar 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.

#### 4.5.2 Base and Exercised Options Value (Data Dictionary Element 3B)

This data element is Required on all Awards and Modifications.

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.

#### 4.5.3 Base and All Options Value (Total Contract Value) (Data Dictionary Element 3A)

This data element is Required on all Awards and Modifications.

The Base and All Options Value is the 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.

#### 4.5.4 Fee Paid for Use of IDV (Data Dictionary Element 5J)

This data element is Required on Delivery/Task Orders and BPA Calls and Propagates to the Modifications. It is Not Applicable on Purchase Orders or Definitive Contracts.

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.

#### 4.5.5 Amounts Examples

The following examples are scenarios for completing the dollar fields in FPDS.

##### 4.5.5.1 Example 1: Adding a \$50,000 Purchase Order

In Figure 17, the user is reporting a Purchase Order for \$50,000 in FPDS.

Figure 17. Adding a \$50,000 Purchase Order

Document Information				
<b>Agency</b>	<b>Procurement Identifier</b>	<b>Modification No</b>	<b>Trans No</b>	
Award ID: 4700	47340218KTEST2	0	0	
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				
<b>Agency Identifier</b>	<b>Main Account</b>	<b>Sub Account</b>	<b>Initiative</b>	
Treasury Account Symbol: 05	0108		Select One	

Dates	Amounts	
Date Signed (mm/dd/yyyy) :	01/01/2018	Action Obligation: *
Period of Performance Start Date (mm/dd/yyyy) :	01/01/2018	Base And Exercised Options Value: *
Completion Date (mm/dd/yyyy) :	01/01/2020	Base and All Options Value (Total Contract Value): *
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/01/2020	Fee Paid for Use of IDV:
Solicitation Date (mm/dd/yyyy) :		

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

#### 4.5.5.2 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. Figure 18 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 18. \$5,000 Modification

Dates	Amounts		
Date Signed (mm/dd/yyyy) :	02/01/2021		
Period of Performance Start Date (mm/dd/yyyy) :	02/01/2021		
Completion Date (mm/dd/yyyy) :	06/01/2021		
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2021		
Solicitation Date (mm/dd/yyyy) :			
		Previous	Current
Action Obligation: *		\$50,000.00	\$5,000.00
Base And Exercised Options Value: *		\$50,000.00	\$5,000.00
Base and All Options Value (Total Contract Value): *		\$50,000.00	\$5,000.00
Fee Paid for Use of IDV:		\$0.00	

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 19 will reflect the new total of \$55,000.00.

Figure 19. Final Total



Dates		Amounts	
Date Signed (mm/dd/yyyy) :	01/01/2018	Action Obligation:	Current
Period of Performance Start Date (mm/dd/yyyy) :	01/01/2019	Base And Exercised Options Value:	Total
Completion Date (mm/dd/yyyy) :	01/01/2020	Base and All Options Value (Total Contract Value):	
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/01/2020		
Solicitation Date (mm/dd/yyyy) :		Fee Paid for Use of IDV:	

#### 4.5.5.3 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 Base and All Options Value (Total Contract Value) shows the total of \$60,000.

Figure 20. \$10,000 Contract

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	01/01/2019	Action Obligation:	\$10,000.00
Period of Performance Start Date (mm/dd/yyyy) :	01/01/2019	Base And Exercised Options Value:	\$10,000.00
Completion Date (mm/dd/yyyy) :	01/01/2020	Base and All Options Value (Total Contract Value):	\$60,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/01/2020	Fee Paid for Use of IDV:	\$0.00
Solicitation Date (mm/dd/yyyy) :			

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

#### 4.5.5.4 Example 4: Existing Contract for \$200,000

Figure 21 shows an existing contract awarded for \$200,000 with Base and All Options Value (Total Contract Value) totaling \$425,000.

Figure 21. Existing Contract for \$200,000

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	01/01/2018	Action Obligation:	\$200,000.00
Period of Performance Start Date (mm/dd/yyyy) :	01/01/2018	Base And Exercised Options Value:	\$200,000.00
Completion Date (mm/dd/yyyy) :	01/01/2020	Base and All Options Value (Total Contract Value):	\$425,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/01/2020	Fee Paid for Use of IDV:	\$0.00
Solicitation Date (mm/dd/yyyy) :			

#### 4.5.5.5 Example 5: Creating a Modification to Exercise an Option Year

Figure 22 shows an example of creating a Modification to Exercise an Option Year in the amount of \$150,000.

Figure 22. Option for \$150,000

Dates		Amounts			
Date Signed (mm/dd/yyyy) *			Previous	Current	Total
Period of Performance Start Date (mm/dd/yyyy) :		Action Obligation: *	\$200,000.00	\$150,000.00	\$350,000.00
Completion Date (mm/dd/yyyy) *		Base And Exercised Options Value: *	\$200,000.00	\$150,000.00	\$350,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *		Base and All Options Value (Total Contract Value): *	\$425,000.00	\$0.00	\$425,000.00
Solicitation 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 23 will reflect the new total obligation and current value of \$425,000.

Figure 23. Validated and Approved for \$150,000

Dates		Amounts		
Date Signed (mm/dd/yyyy) :	02/01/2019		Current	Total
Period of Performance Start Date (mm/dd/yyyy) :	02/01/2019	Action Obligation:	\$150,000.00	\$350,000.00
Completion Date (mm/dd/yyyy) :	01/01/2020	Base And Exercised Options Value:	\$150,000.00	\$350,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/01/2020	Base and All Options Value (Total Contract Value):	\$0.00	\$425,000.00
Solicitation Date (mm/dd/yyyy) :		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

#### 4.5.5.6 Example 6: Issuing Modifications for \$225,000/\$25,000

Figure 24 shows a contract awarded for \$500,000.

Figure 24. New Contract with \$500,000 in Obligations

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	01/01/2019	Action Obligation:	\$500,000.00
Period of Performance Start Date (mm/dd/yyyy) :	01/01/2019	Base And Exercised Options Value:	\$500,000.00
Completion Date (mm/dd/yyyy) :	01/01/2020	Base and All Options Value (Total Contract Value):	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/01/2020	Fee Paid for Use of IDV:	\$0.00
Solicitation Date (mm/dd/yyyy) :			

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 25 shows the user issuing a Modification in the amount of \$225,000.

Figure 25. Modification for \$225,000

Dates		Amounts			
Date Signed (mm/dd/yyyy) *	02/01/2019	Action Obligation:*	Previous \$500,000.00	Current \$225,000.00	Total \$725,000.00
Period of Performance Start Date (mm/dd/yyyy) *	02/01/2019	Base And Exercised Options Value:*	\$500,000.00	\$225,000.00	\$725,000.00
		Base and All Options Value (Total Contract Value):*	\$500,000.00	\$225,000.00	\$725,000.00
Completion Date (mm/dd/yyyy) *	01/01/2020	Fee Paid for Use of IDV:	\$0.00		
Est. Ultimate Completion Date (mm/dd/yyyy) *	01/01/2020				
Solicitation Date (mm/dd/yyyy) :					

After creating the Modification for \$225,000 the user has validated and approved the Modification in Figure 26.

Figure 26. Validate and Approve for \$225,000

Dates		Amounts		
Date Signed (mm/dd/yyyy) :	02/01/2019		Current	Total
Period of Performance Start Date (mm/dd/yyyy) :	02/01/2019	Action Obligation:	\$225,000.00	\$725,000.00
Completion Date (mm/dd/yyyy) :	01/01/2020	Base And Exercised Options Value:	\$225,000.00	\$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	01/01/2020	Base and All Options Value (Total Contract Value):	\$225,000.00	\$725,000.00
Solicitation Date (mm/dd/yyyy) :		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 27.

Figure 27. Modification for an Additional \$25,000

Dates		Amounts			
Date Signed (mm/dd/yyyy) *	03/01/2019	Action Obligation:*	Previous \$725,000.00	Current \$25,000.00	Total \$750,000.00
Period of Performance Start Date (mm/dd/yyyy) *	03/01/2019	Base And Exercised Options Value:*	\$725,000.00	\$25,000.00	\$750,000.00
Completion Date (mm/dd/yyyy) *	06/01/2020	Base and All Options Value (Total Contract Value):*	\$725,000.00	\$25,000.00	\$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	06/01/2020	Fee Paid for Use of IDV:	\$0.00		
Solicitation Date (mm/dd/yyyy) :					

After creating the Modification for \$25,000, the user has validated and approved the Modification in Figure 28.

Figure 28. Validated and Approved for \$25,000

Dates		Amounts		
Date Signed (mm/dd/yyyy) :	03/01/2019	Action Obligation:	Current	Total
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Base And Exercised Options Value:	\$25,000.00	\$750,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	\$25,000.00	\$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020			
Solicitation Date (mm/dd/yyyy) :		Fee Paid for Use of IDV:	\$0.00	

#### 4.5.5.7 Example 7: Modification Deobligating \$5,000

Figure 29 shows a Delivery/Task Order for \$50,000.

Figure 29. Delivery/Task Order for \$50,000

Document Information				
	Agency	Procurement Identifier	Modification No	Trans No
Award ID:	4700	47340219MUSERMAN2	0	0
Referenced IDV ID:	4700	47340221DTEST	P00DK1	
Reason For Modification:				
Solicitation ID:				
	Agency Main Sub Identifier Account Account	Initiative		
Treasury Account Symbol:			Select One	

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	03/01/2019	Action Obligation:	\$50,000.00
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Base And Exercised Options Value:	\$50,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	\$50,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020	Fee Paid for Use of IDV:	\$50,000.00
Solicitation Date (mm/dd/yyyy) :			

Figure 30 shows the Modification deobligating \$5,000.00.

Figure 30. Modification Deobligating \$5,000

Dates		Amounts			
Date Signed	03/01/2019		Previous	Current	Total
(mm/dd/yyyy) :		Action Obligation:	\$50,000.00	-\$5,000.00	\$45,000.00
Period of Performance		Base And Exercised Options Value:	\$50,000.00	-\$5,000.00	\$45,000.00
Start Date (mm/dd/yyyy) :	03/01/2019	Base and All Options Value (Total	\$50,000.00		\$45,000.00
Contract Value):				-\$5,000.00	
Completion Date	06/01/2020	Fee Paid for Use of IDV:	\$50,000.00		
(mm/dd/yyyy) :					
Est. Ultimate Completion Date	06/01/2020				
(mm/dd/yyyy) :					
Solicitation Date					
(mm/dd/yyyy) :					

Figure 31 shows the results of the \$5,000.00 deobligation in the Delivery Order amount.

Figure 31. Validated and Approved Deobligation for \$5,000

Dates		Amounts		
Date Signed (mm/dd/yyyy) :	03/01/2019		Current	Total
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Action Obligation:	-\$5,000.00	\$45,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base And Exercised Options Value:	-\$5,000.00	\$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	-\$5,000.00	\$45,000.00
Solicitation Date (mm/dd/yyyy) :		Fee Paid for Use of IDV:	\$50,000.00	

#### 4.5.5.8 Example 8: Incremental Funding

Figures 32 through 36 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 32. Incremental Funding

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	03/01/2019	Action Obligation:	\$200,000.00
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Base And Exercised Options Value:	\$500,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020	Fee Paid for Use of IDV:	\$0.00
Solicitation Date (mm/dd/yyyy) :			

Figure 33 shows the first incremental obligation of \$100,000 after initial Award obligation.

Figure 33. Incremental Funding for \$100,000

Dates		Amounts			
Date Signed (mm/dd/yyyy) :	03/01/2019		Previous	Current	Total
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Action Obligation:	\$200,000.00	\$100,000.00	\$300,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base And Exercised Options Value:	\$500,000.00	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	\$500,000.00	\$0.00	\$500,000.00
Solicitation Date (mm/dd/yyyy) :		Fee Paid for Use of IDV:	\$0.00		

Figure 34 shows the validated and approved initial incremental funding obligation of \$100,000.

Figure 34. Validated and Approved for \$100,000

Dates		Amounts		
Date Signed (mm/dd/yyyy) :	03/01/2019		Current	Total
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Action Obligation:	\$100,000.00	\$300,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base And Exercised Options Value:	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	\$0.00	\$500,000.00
Solicitation Date (mm/dd/yyyy) :		Fee Paid for Use of IDV:	\$0.00	

Figure 35. Incremental Funding of Mod #2

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	03/01/2019	Action Obligation:	Current \$100,000.00
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Base And Exercised Options Value:	Total \$400,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	\$0.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020		\$500,000.00
Solicitation Date (mm/dd/yyyy) :		Fee Paid for Use of IDV:	\$0.00

Figure 36 shows the final \$100,000 incremental funding obligation against the contract.

Figure 36. Final Obligation for \$100,000

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	03/01/2019	Action Obligation:	Current \$100,000.00
Period of Performance Start Date (mm/dd/yyyy) :	03/01/2019	Base And Exercised Options Value:	Total \$500,000.00
Completion Date (mm/dd/yyyy) :	06/01/2020	Base and All Options Value (Total Contract Value):	\$0.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	06/01/2020		\$500,000.00
Solicitation Date (mm/dd/yyyy) :		Fee Paid for Use of IDV:	\$0.00

## 4.6 Purchaser Information

Figure 37. Award Purchaser Information

Purchaser Information	
Contracting Office Agency ID:*	4700 ...
Contracting Office ID:*	...
Funding Agency ID:*	...
Funding Office ID:*	...
Foreign Funding:*	Select One v
Contracting Office Agency Name:	GENERAL SERVICES ADMINISTRATION
Contracting Office Name:	
Funding Agency Name:	
Funding Office Name:	

### 4.6.1 Contracting Office Agency ID (Data Dictionary Element 4A)

This data element is Required on all Awards and Modifications. FPDS 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.

### 4.6.2 Contracting Office Agency Name

This data element is Required on all Awards and Modifications. FPDS automatically populates this field based on the name associated with the Contracting Office Agency ID.

### 4.6.3 Contracting Office ID (Data Dictionary Element 4B)

This data element is Required on all Awards and Modifications.

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.



See Data Dictionary Element 4B Use Case for appropriate data entry requirements.

#### 4.6.4 Contracting Office Name

This data element is Required on all Awards and Modifications. FPDS automatically populates this field based on the name associated with the Contracting Office ID from the list maintained within FPDS by the agency.

#### 4.6.5 Funding Agency ID (Data Dictionary Element 4C)

This data element is Required on all Awards and Modifications.

Enter the code on each action which identifies the agency that provided the obligated funds. 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. This report can be found at <https://www.sam.gov/>.

See Data Dictionary Element 4C Use Case for appropriate data entry requirements.

#### 4.6.6 Funding Agency Name

This data element is Required on all Awards and Modifications. FPDS automatically populates the agency name based on the agency code entered in the Funding Agency ID.

#### 4.6.7 Funding Office ID (Data Dictionary Element 4D)

This data element is Required on all Awards and Modifications.

Do not enter a code unless it is a valid funding office code in the FPDS 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.

See Data Dictionary Element 4D Use Case for appropriate data entry requirements.

#### 4.6.8 Funding Office Name

This data element is Required on all Awards and Modifications. FPDS automatically populates the office name based on the funding/contracting office code entered in the Funding Office ID.

#### 4.6.9 Foreign Funding (Data Dictionary Element 4F)

This data element is Required on all Awards and Modifications.

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 each value are listed below:

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 organization 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.

## 4.7 Entity Information

Figure 38. Award Entity Information

### 4.7.1 FAR (Federal Acquisition Regulation) 4.1102 Exception (Data Dictionary Element 9J)

NOTE: This data element is the same as the “2 CFR Part 25 Exception” data element in FAADC.

This data element is Optional on Purchase Orders and Definitive Contracts. This data element Propagates on Delivery/Task Orders, BPA Calls, and to the Modifications.

All entities are required to fully register in the System for Award Management (SAM) database unless one of the following exceptions applies. Even if an exception is authorized, all entities must have a Unique Entity ID. These exceptions are outlined in FAR 4.1102(a)(1)-(7).

- Awards made to foreign entities for work performed outside the United States (if it is impractical to obtain SAM registration), for awards with a Total Contract Value at or below \$30,000.
- 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 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).



- 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 supporting diplomatic or developmental operations in a danger pay post located outside the United States and its outlying areas, including those performed in support of foreign assistance programs overseas, designated by the Department of State.
- 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.
- Individuals outside of the United States and its outlying areas.
- Micro-purchases that do not use the EFT method for payment and are not required to be reported (see FAR 4.6).

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

#### 4.7.2 Unique Entity ID (UEI) (Data Dictionary Element 9M)

This data element is Required on Purchase Orders and Definitive Contracts and Propagates on Delivery/Task Orders, BPA Calls, and Modifications.

Report the UEI for the entity location that received the Award. The Unique Entity ID entered by the user is validated against SAM data after the value is entered. This element is a 12-character alphanumeric code issued to an entity in the System for Award Management (SAM).

All entity entries in FPDS must have a UEI. There are two types of UEI: Individual or Entity UEI and Generic UEI. You must have a UEI or you cannot complete a contract action report in FPDS.

- Individual or Entity UEI – The entity obtains a UEI through SAM. FPDS uses the UEI provided by the user reporting the contract action report to access the entity information registered in SAM.
- Generic UEI – When you use a Generic UEI, FPDS will populate the Legal Business Name and address related to that Generic UEI registered in SAM. The use of Generic UEI obscures the identification of the actual entity and should therefore be used sparingly so as not to limit transparency to the public.

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

The following information is automatically populated from SAM based on the UEI entered by the user:

Data Element	Data Dictionary Element Number
Legal Business Name	13GG
DBAN (Doing Business As Name)	13HH
CAGE Code (Commercial and Government Entity)	9L

Street	13JJ
Street 2	13KK
City	13MM
State	13NN
ZIP Code	13PP
Country	13QQ
Phone	13RR
Fax No	13SS
Congressional District	9F

NOTE: For a non-Far 4.1102 Exception, the entity 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).

### 4.7.3 Business Category – Obtained from SAM and cannot be changed by the user.

Figure 39. Award Business Category

Business Category		Show Details
Organization Type:		Entity is not selected.
State of Incorporation:		
Country of Incorporation:		

FPDS receives an entity file nightly from the System for Award Management (SAM), which is used to update the internal entity file. The internal entity file is used to populate the information in this section. These fields are open for user input when a FAR 4.1102 Exception is selected for records with a ‘Date Signed’ before 10/29/2022. Use the On-Line Representations and Certifications (ORCA) <https://www.sam.gov> to get the socio-economic information needed for the entity in the case of a FAR 4.1102 Exception. For records created on or after 10/29/2022, Business Category flags are restricted from user input and cannot be reported.

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

- Business Types
- Socio Economic Data
- Line of Business
- Relationship with Federal Government
- Other Governmental Entities
- Organization Factors
- Educational Entities
- Certifications

## 4.8 Contract Data

Figure 40. Award Contract Data

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

#### 4.8.1 Type of Contract (Data Dictionary Element 6A)

This data element is Required on all Awards and Propagates to the Modifications.

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.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Fixed Price Redetermination	
B	Fixed Price Level of Effort	
J	Firm Fixed Price	
K	Fixed Price with Economic Price Adjustment	
L	Fixed Price Incentive	
M	Fixed Price Award Fee	
R	Cost Plus Award Fee	
S	Cost No Fee	
T	Cost Sharing	
U	Cost Plus Fixed Fee	
V	Cost Plus Incentive Fee	
Y	Time and Materials	
Z	Labor Hours	

1	Order Dependent (IDV allows pricing arrangement to be determined separately for each order)	This applies to IDVs only. IDV allows pricing arrangement to be determined separately for each order.
2	Combination (Applies to Awards where two or more of the above apply)	This applies to Awards only. Note: This value is not valid after Sept. 30, 2009.
3	Other (Applies to Awards where none of the above apply)	This applies to Awards only. Note: This value is not valid after Sept. 30, 2008.

#### 4.8.2 Inherently Governmental Functions (Data Dictionary Element 6T)

This data element is Optional on all Awards and Modifications.

Contracts shall not be used for the performance of Inherently Governmental Functions. This field is for the actions signed on or later than 03/01/2012 and that have a PSC as a Service. For records with a 'Date Signed' of 04/29/2023 or later:

- When PSC is a Product or PSC = R497, then the "Inherently Governmental Functions: value must be blank.
- When PSC is a Service (except when PSC = R497), a value for "Inherently Governmental Functions" must be entered.

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

Short descriptions for each value are listed below:

Code	Short Description
CL	Closely Associated
CT	Critical Functions
OT	Other Functions
CL,CT	Closely Associated, Critical Functions

#### 4.8.3 Multi-Year Contract (Data Dictionary Element 6C)

This data element is Required on a Definitive Contract and Propagates on Delivery/Task Orders referencing an FSS, GWAC, Multiple IDC, and Single IDC. It also Propagates to the Modifications. This data element is Not Applicable on a Delivery/Task Order referencing a BOA, a Purchase Order, or a BPA Call.

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 Optional on Delivery/Task Orders against any IDV, Purchase Orders, and Definitive Contracts and Propagates on BPA Calls and Modifications.

This is the agency determined code for a major program within the agency.

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 on all Awards and Modifications.

It identifies the Awards made in response to national interest actions. The event 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. **Note:** The National Interest Action data element has been end-dated and may no longer be selected on Awards with a Date Signed on or after 1/27/2024.

Definitions for each value 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.
W081	California Wildfires 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 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.
H06C	Hurricane Chris 2006	Hurricane Chris 2006. This code is valid for actions 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.
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 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 9/3/2010 through 10/3/2010.
O10G	Gulf Oil Spill 0410	Gulf Oil Spill 0410. This code is valid for actions signed 4/25/2010 through 8/23/2013.
H11I	Hurricane Irene 2011	Hurricane Irene 2011. This code is valid for actions signed 8/22/2011 through 10/22/2012.
Q11J	Pacific Earthquake/Tsunami 2011	Pacific Earthquake/Tsunami 2011. This code is valid for actions signed 3/11/2011 through 9/12/2011.
O12F	Operation Enduring Freedom (OEF)	Operation Enduring Freedom (OEF). This code is valid for actions signed 10/1/2011 through 9/30/2014.
H12I	Hurricane Isaac 2012	Hurricane Isaac (ISAAC2012). This code is valid for actions signed 8/30/2012 through 12/28/2012.
H13S	Hurricane Sandy 2013	Hurricane Sandy (SANDY2012). This code is valid for actions signed 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 5/20/2013 through 11/19/2013.
O14S	Operations in Iraq and Syria	Operations in Iraq and Syria. This code is valid for actions signed 9/14/2014 through 12/31/2023.
O14E	Operation United Assistance (OUA) – Ebola Outbreak West Africa	Operation United Assistance (OUA) – Ebola Outbreak West Africa. This code is valid for actions signed 9/15/2014 through 9/30/2016.
O15F	Operation Freedom’s Sentinel (OFS)	Operation Freedom’s Sentinel (OFS) 2015. This code is valid for actions signed starting 1/1/2015 through 12/31/2023.

H17H	Hurricane Harvey 2017	Hurricane Harvey 2017. This code is valid for actions signed 8/28/2017 through 6/30/2018.
H17I	Hurricane Irma 2017	Hurricane Irma 2017. This code is valid for actions signed 9/6/2017 through 6/30/2018.
H17M	Hurricane Maria 2017	Hurricane Maria 2017. This code is valid for actions signed 9/20/2017 through 10/15/2019.
H18F	Hurricane Florence 2018	Hurricane Florence 2018. This code is valid for actions signed 9/13/2018 through 3/15/2019.
H19D	Hurricane Dorian 2019	Hurricane Dorain 2019. This code is valid for actions signed 9/6/2019 through 11/27/2019.
H19M	Hurricane Michael 2019	Hurricane Michael 2019. This code is valid for actions signed 10/11/2018 through 4/12/2019.
P20C	COVID-19 2020	COVID-19 2020. This code is valid for actions signed starting 3/13/2020 through 9/30/2022.
H20L	Hurricane Laura 2020	Hurricane Laura 2020. This code is valid for actions signed starting 8/26/2020 through 11/30/2020.
O21R	Operations Allies Refuge / Welcome	Operation Allies Refuge / Welcome. This code is valid for actions signed 7/22/2021 through 6/30/2023.
H21I	Hurricane Ida 2021	Hurricane Ida 2021. This code is valid for actions signed 8/31/2021 through 10/31/2021.
O22U	Ukraine Mission Support	Ukraine Mission Support. This code is valid for actions signed 3/4/2022 through 9/30/2022.
O23R	Operation Atlantic Resolve	Operation Atlantic Resolve. This code is valid for actions signed 8/31/2023 through 12/31/2023.

#### 4.8.6 Cost or Pricing Data (Data Dictionary Element 6J)

This data element is Required on a Definitive Contract. It Propagates on a Delivery/Task Order against a Single and Multiple Award IDC and to the Modifications. It is Optional on a Delivery/Task Order against an FSS, GWAC, BOA or BPA Call. It is Not Applicable on Purchase Orders.

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 on 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 Undefined Action (Data Dictionary Element 6B)

This data element is Required on all Awards and Modifications.

Select the appropriate value from the drop-down box. If the contract action is a Letter Contract, then select "Letter Contract". If the contract action is an Undefined Action, then select "Other Undefined Action". If the contract action is neither a Letter Contract nor an Undefined Action, then select "Not Applicable".

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 Undefined 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 Undefined Action.
X	NO	Report this code if the action is neither a Letter Contract nor an Undefined Action.

#### 4.8.9 Performance Based Service Acquisition (PBSA) (Data Dictionary Element 6F)

This data element is Required on all Awards and Propagates to the 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 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.

#### 4.8.10 Emergency Acquisition (Data Dictionary Element 6H)

This data element is Required on all Awards and Modifications.

This is a designator of contract actions and supports a declared contingency operation, a declared humanitarian or peacekeeping operations, 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.

Short descriptions 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	Not Applicable

#### 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 Propagates to the Modifications.

Select the appropriate option from the drop-down menu.

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

Short descriptions for each value are listed below:

Code	Short Description
A	FAR 52.232-16 Progress Payments
C	Percentage of Completion Progress
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 on a Definitive Contract. It Propagates on Delivery/Task Orders referencing any IDV, BPA Calls, and to the Modifications. It is Not Applicable on Purchase Orders.

Select the correct value from the drop-down menu. This field indicates whether the contract includes a Cost Accounting Standards clause.

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

Definitions for each value are listed below:

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.
---	--------------------------------	--

#### 4.8.13 Consolidated Contract (Data Dictionary Element 8P)

This data element is Required on all Awards and Propagates to the Modifications. If the value of “Yes” is selected on the IDV, then the value Propagates to the Delivery/Task Orders. This propagation would only occur before February 3, 2017 as the value “Yes” can no longer be selected.

“Consolidation”, “consolidation of contract requirements”, “consolidated contract”, or “consolidated requirement” means:

1. A solicitation for a single contract, a multiple award contract, a task order, or a delivery order to satisfy:
  - a. Two or more requirements of the Federal agency for supplies or services that have been provided to or performed for the Federal agency under two or more separate contracts, each of which was lower in cost than the total cost of the contract for which offers are solicited; or
  - b. Requirements of the Federal agency for construction projects to be performed at two or more discrete sites.
2. “Separate contract” as used in this definition, means a contract that has been performed by any business, including small and other than small business concerns.

See Data Dictionary Element 8P Use Case for appropriate data entry requirements.

Note: Beginning on February 3, 2017, the thresholds will no longer apply. The drop-down values have been changed. Both the current and new values are shown below.

The below current values of “Yes” and “No” can only be selected when the ‘Date Signed’ is on or before 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 funding 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 February 3, 2017, or later.

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.
B	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	Consolidate 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.

#### 4.8.14 Number of Actions (Data Dictionary Element 6Q)

This data element is Required for DoD and Optional for Civilian Agencies on all Awards and Modifications.

This field indicates the number of actions that are reported in one transaction, when multiple actions are reporting using Express Reporting. If left blank, FPDS defaults to the value of one.

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

#### 4.9 Legislative Mandates

Figure 41. Award Legislative Mandates

Legislative Mandates	Principal Place
Clinger-Cohen Act: *	Select One ▼
Labor Standards: *	Select One ▼
Materials, Supplies, Articles, and Equip: *	Select One ▼
Construction Wage Rate Requirements: *	Select One ▼
Additional Reporting: *	Select One or More Options Employment Eligibility Verification (52.222-54) Service Contract Inventory (FAR 4.17) None of the Above
Interagency Contracting Authority: *	Select One ▼
Other Interagency Contracting Statutory Authority: (1000 characters) *	

#### 4.9.1 Clinger-Cohen Act (Data Dictionary Element 7A)

This data element is Required on Purchase Orders and Definitive Contracts and Propagates on all Delivery/Task Orders against any IDV, BPA Calls, and to the Modifications.

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. 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.

#### 4.9.2 Labor Standards (Data Dictionary Element 7C)

This data element is Required on Purchase Orders and Definitive Contracts and Propagates on all Delivery/Task Orders against any IDV, BPA Calls, and Modifications.

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. The FAR clause is 52.222-41 “Labor Standards” – that goes with the Service Contract Labor Standards (formerly Service Contract Act).

See Data Dictionary Element 7C Use Case for appropriate data entry requirements.

#### 4.9.3 Materials, Supplies, Articles, and Equip (Data Dictionary Element 7B)

This data element is Required on Purchase Orders and Definitive Contracts and Propagates on all Delivery/Task Orders against any IDV, BPA Calls, and Modifications.

Select “Yes” if the Award is subject to Materials, Supplies, Articles, and Equipment and the Materials, Supplies, Articles, 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. The FAR clause is 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).

See Data Dictionary Element 7B Use Case for appropriate data entry requirements.

#### 4.9.4 Construction Wage Rate Requirements (Data Dictionary Element 7D)

This data element is Required on Purchase Orders and Definitive Contracts and Propagates on all Delivery/Task Orders against any IDV, BPA Calls, and Modifications.

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. The FAR clause is 52.222-6 “Construction Wage Rate Requirements” – that goes with Wage Rate Requirements (Construction) (formerly Davis-Bacon Act).

See Data Dictionary Element 7D Use Case for appropriate data entry requirements.

#### 4.9.5 Additional Reporting (Data Dictionary Element 7G)

This data element is Required on 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.

See Data Dictionary Element 7G Use Case for appropriate data entry requirements.

#### 4.9.6 Interagency Contracting Authority (Data Dictionary Element 7E)

This data element is Required on 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 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.

#### 4.9.7 Other Interagency Contracting Statutory Authority (Data Dictionary Element 7F)

This data element is Optional on all Awards and Modifications. However, it is Required if the ‘Interagency Contracting Authority’ has a value of “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.

See Data Dictionary Element 7F Use Case for appropriate data entry requirements.

#### 4.10 Principal Place of Performance

Figure 42. Award Principal Place of Performance

#### 4.10.1 Principal Place of Performance Code (State, Location, Country) (Data Dictionary Element 9C)

FPDS auto-populates the State and Location of 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. Country Code is Required on all Awards and Propagates to the Modifications.

For V1.2 Awards or earlier, the Location Code will appear and will be blank in V1.3 documents.

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

#### 4.10.2 Principal Place of Performance County Name

This field auto-populates based on the choice made in the 'Place of Performance Zip Code (+4)'. This data element indicates the County Name for U.S. Place of Performance.

#### 4.10.3 Principal Place of Performance City Name

This field auto-populates based on the choice made in the 'Place of Performance Zip Code (+4)'. This data element indicates the City Name for the Place of Performance.

#### 4.10.4 Congressional District Place of Performance (Data Dictionary Element 9G)

This field auto-populates based on the choice made in the 'Place of Performance Zip Code (+4)'. This data element indicates the Congressional District, if it can be determined, for U.S. Place of Performance. Otherwise, indicates that multiple districts may be involved.

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

#### 4.10.5 Place of Performance Zip Code (+4) (Data Dictionary Element 9K)

This data element is Required on all Awards and Propagates to the 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.

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

- The 'State' and 'Location', if it can be determined, of the Principal Place of Performance Code
- Principal Place of Performance County Name
- Principal Place of Performance City Name
- Congressional District Place of Performance

FPDS 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.

## 4.11 Product or Service Information

Figure 43. Award Product or Service Information

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

- Product/Service Code:** A text input field with an ellipsis button and a "Description:" label.
- Principal NAICS Code:** A text input field with an ellipsis button and a "Description:" label.
- Bundled Contract:** A dropdown menu with "Select One" as the current selection.
- DOD Acquisition Program:** A text input field with an ellipsis button and a "Description:" label.
- Country of Product or Service Origin:** A text input field with an ellipsis button.
- Place of Manufacture:** A dropdown menu with "Select One" as the current selection.
- Domestic or Foreign Entity:** A dropdown menu with "Select One" as the current selection.
- Recovered:** A dropdown menu with "Select One" as the current selection.
- Materials/Sustainability:** A dropdown menu with "Select One" as the current selection, followed by a link "OMB Policy on Sustainable Acquisition".
- Information Technology Commercial Category:** A dropdown menu with "Select One" as the current selection.
- Claimant Program Code:** A text input field with an ellipsis button and a "Description:" label.
- Sea Transportation:** A dropdown menu with "Select One" as the current selection.
- GFP Provided Under This Action:** A dropdown menu with "Select One" as the current selection.
- Use Of EPA Designated Products:** A dropdown menu with "Select One" as the current selection.
- Description Of Requirement:** A large text area with a character count "(Limit 250 characters) Current: 0".

### 4.11.1 Product or Service Code (Data Dictionary Element 8A)

This data element is Required on all Awards and Propagates to the Modifications.

Report the four-character code from the FPDS [Product and Service Codes Manual](#) or use the ellipsis 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.

### 4.11.2 Principal NAICS Code (Data Dictionary Element 8G)

This data element is Required on Purchase Orders and Definitive Contracts. It Propagates on Delivery/Task Orders against all IDVs, BPA Calls, and Modifications.

Report the 6-digit code from the [North American Industry Classification System \(NAICS\) Manual](#) or use the ellipsis 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. The Product or Service Code (PSC) should correlate to the selected NAICS Code.

See Data Dictionary Element 8G Use Case for appropriate data entry requirements.

#### 4.11.3 Bundled Contract (Data Dictionary Element 8N)

This data element is Required on all Awards and Propagates to 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 businesses (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:

Values that can no longer 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 D 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.

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.

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

This data element is Required for DoD only on all Awards and Propagates to the Modifications.

It identifies the program (such as weapons systems or major information systems) for which this purchase is being made. It is a 3-character alphanumeric code, established in the Defense Acquisition Visibility Enterprise (DAVE) system and also referred to as a Centralized Unique Program Identifier (CUPID). See Data Dictionary Element 8B Use Case for appropriate data entry requirements.

#### 4.11.5 Country of Product or Service Origin (Data Dictionary Element 9E)

This data element is Required on all Awards and Propagates to the Modifications.

Enter “USA” 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 ellipsis 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.

#### 4.11.6 Place of Manufacture (Data Dictionary Element 9H)

This data element is Required on all Awards and Propagates to the Modifications.

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).

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

NOTE: Beginning in FY 2007, codes A and B are not valid options for actions.

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 synopsized and conducted through full and open competition (FAR 25.103(b)(3)).
K	Mfg outside U.S. – Unreasonable cost	The cost of the offered domestic end products was unreasonable (FAR 25.103(c), 25.105, and Subpart 25.5).
L	Mfg outside U.S. – Qualifying country (DoD only)	For DoD only, the foreign manufactured end products are predominantly qualifying country end products (DFARS 225.003 and 225.872.1)

#### 4.11.7 Domestic or Foreign Entity (Data Dictionary Element 8Q)

This data element is Required on a Purchase Order and a Definitive Contract and Propagates on Delivery/Task Orders against all IDVs and BPA Calls. For Modifications, the value Propagates unless the Reason for Modification is “Novation Agreement,” or it is the first modification after Transfer Action; then the value is Required.

Select the appropriate value from the drop-down menu.

See Data Dictionary Element 8Q Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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)

#### 4.11.8 Recovered Materials/Sustainability (Data Dictionary Element 8L)

For Delivery/Task Orders against an FSS, GWAC, or Multiple Award IDC, this data element is Required when the ‘Date Signed’ on the IDV Base is on or before 4/28/2023 and Propagates when the ‘Date Signed’ on the IDV Base is 4/29/2023 or later.

This data element is Required on a Delivery/Task Order against a BOA as well as on Purchase Orders, Definitive Contracts, and BPA Calls. It Propagates on a Delivery/Task Order against a Single Award IDC and to the Modifications.

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 'Use of EPA Designated Products' 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	Environmentally preferable
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	FAR 52.223-4 & environmentally preferable
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	FAR 52.223-4 & bio-based & environmentally preferable
L	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable

#### 4.11.9 Information Technology Commercial Category (Data Dictionary Element 8H)

This data element is Optional on all Awards and Propagates to the Modifications. It is Required if Funding Agency is DoD (begins with "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 code designates the commercial availability of an information technology product or service. Please select the appropriate option 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 Off-the-Shelf (COTS) Item	Report this code if the item meets the definition of COTS item in FAR 2.101. Before 6/25/2022, this value was known as 'Commercially Available'.
B	Commercial Product	Report this code if the product meets the definition of commercial in FAR 2.101. Before 6/25/2022, this value was known as 'Other Commercial Item'.
C	Non-developmental Item	Report this code if the item meets the definition of a non-developmental item in FAR 2.101.
D	Noncommercial Product	Report this code if the product or item does not meet the definitions of commercial product or non-developmental item in FAR 2.101. Before 6/25/2022, this value was known as 'Non-Commercial Item'.
E	Commercial Service	Report this code if the service meets the definitions of commercial service in FAR 2.101.
F	Noncommercial Service	Report this code for all other services. Before 6/25/2022, this value was known as 'Non-Commercial Service'.
Z	Not IT Products or Services	

#### 4.11.10 Claimant Program Code (Data Dictionary Element 8F)

This data element is Required when the 'Date Signed' is on or before 10/28/2022 for DoD, not for Civilian Agencies. This data element may no longer be input by DoD or Civilian Agencies when the 'Date Signed' is on or after 10/29/2022.

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.

NOTE: The Claimant Program Code has been end-dated and may no longer be entered on Awards with a 'Date Signed' on or after 10/29/2022.

#### 4.11.11 Sea Transportation (Data Dictionary Element 8M)

This data element is Required when the 'Date Signed' is on or before 1/27/2023 for DoD, not for Civilian Agencies. This data element may no longer be input by DoD or Civilian Agencies when the 'Date Signed' is on or after 1/28/2023.

This field designates whether the entity 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.

NOTE: The Sea Transportation data element has been end-dated and may no longer be entered on Awards with a 'Date Signed' on or after 1/28/2023.

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

#### 4.11.12 GFP Provided Under This Action (Data Dictionary Element 8J)

This data element is Required on all Awards and Modifications. For Modifications, the value from the base will prepopulate, but it can be changed. If a change to this data element occurs on the base, the new value will **not** propagate to the Modification.

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.

#### 4.11.13 Use Of EPA Designated Products (Data Dictionary Element 8K)

This data element is Required on all Awards and Propagates to the Modifications.

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 option 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.

#### 4.11.14 Description of Requirement (Data Dictionary Element 6M)

This data element is Required on all Awards and Modifications.

For the initial base award, enter a brief description of the goods or services you are buying. For Modifications, either re-state the brief description of the goods or services or describe what the modification is doing. The description field may also contain additional information. It may **not** contain PII. This is a summary level field, and it is not expected to restate the exact information from an Award or Modification.

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

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

## 4.12 Competition Information

Figure 44. Award Competition Information

Competition Information	
Extent Competed For Referenced IDV:	<input type="text"/>
Extent Competed: *	Select One ▼
Source Selection Process: *	Select One ▼
Solicitation Procedures: *	Select One ▼
IDV Type Of Set Aside:	<input type="text"/>
Type Of Set Aside: *	Select One ▼
Type Of Set Aside Source:	<input type="text"/>
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 ▼
Contract Opportunities Notice: *	Select One ▼
A76 Action:	Select One ▼
Commercial Products and Services Acquisition Procedures: *	Select One ▼
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 Products and Commercial Services: *	Select One ▼

### 4.12.1 Extent Competed for Referenced IDV

This is a system-generated data element on Delivery/Task Orders and BPA Calls. It denotes the Extent Competed for the IDV.

### 4.12.2 Extent Competed (Data Dictionary Element 10A)

This data element is Required on a Delivery/Task Order against a BOA, a Purchase Order, a Definitive Contract, and a Part 13 BPA Call. It Propagates on a Delivery/Task Order against an FSS, GWAC, Multiple Award IDC, or Single Award IDC, as well as a Part 8 BPA Call, and to the Modifications.

It is the code that represents the competitive nature of the contract.

See Data Dictionary Element 10A Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
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.
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.
D	Full and Open Competition after exclusion of sources	Select this code when some sources are excluded before competition.
E	Follow On to Competed Action	Select this code when the action is a follow on to an existing competed contract (FAR 6.302-1). This value is not available for Post CLOD actions.
F	Competed under SAP	Select this code when the action is competed under the Simplified Acquisition Threshold.
G	Not Competed under SAP	Select this code when the action is NOT competed under the Simplified Acquisition Threshold.

#### 4.12.3 Source Selection Process (Data Dictionary Element 10Z)

For Base Version 1.5 contracts with a 'Date Signed' of June 27, 2020, or later, this data element is Required on Delivery/Task Orders against an FSS, GWAC, Multiple Award IDC, or a BOA, as well as a Purchase Order, Definitive Contract, and BPA Calls. This data element Propagates on a Delivery/Task Order against a Single Award IDC and to the Modifications.

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 issues using any FAR part procedures (i.e., not limited to FAR part 15).

See Data Dictionary Element 10Z Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
LPTA	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).
TO	Trade-off	Select this option if contract award used any type of best value trade-off 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., 7, 12, 13, 16).
O	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).

#### 4.12.4 Solicitation Procedures (Data Dictionary Element 10M)

This data element is Required on a Delivery/Task Order against a BOA, Purchase Orders, Definitive Contract, and a Part 13 BPA Call. For a Delivery/Task Order against a Single Award IDC, it will propagate from the IDC. For a Delivery/Task Order against an FSS/GWAC/Multiple Award IDC or a Part 8 BPA Call, it will system-generate the value “Subject to Multiple Award Fair Opportunity” for Solicitation Procedures. The value will propagate to all Modifications.

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	Long Description
NP	Negotiated Proposal/Quote	Report this code for contract awards over the Simplified Acquisition Threshold using negotiated procedures (FAR 12, FAR 13, and FAR 15).
SB	Sealed Bid	Report this code for contract award over the Simplified Acquisition Threshold using seal bidding procedures (FAR 14).
TS	Two Step	Report this code for contract award over the Simplified Acquisition Threshold that uses a combination of sealed bids and negotiated procedures (FAR 6.102).
SP1	Simplified Acquisition	Report this code for a competitive or non-competitive acquisition when Simplified Acquisition Procedures in FAR 13 are used.
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).
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 for 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).
SSS	Only One Source	Report this code if no solicitation procedure was used in this action.
MAFO	Subject to Multiple Award Fair Opportunity	Report this code if order was Subject to Multiple Award Fair Opportunity.
DDP	DFARS 226.72 Demo Project	Report this code if the action resulted from DoD Pilot Program per NDAA for Eligible Employers of Persons with Disabilities.

#### 4.12.5 IDV Type of Set Aside

This is a system-generated data element that Propagates the value from the referenced IDV when 'Fair Opportunity/Limited Sources' has a value other than "Sole Source" or "Competitive Set Aside". It reflects the Set Aside value selected by the user on the IDV. In this case, the 'Type of Set Aside' field shall not be populated.

#### 4.12.6 Type of Set Aside (Data Dictionary Element 10N)

This data element is Required on a Delivery/Task Order against a BOA, a Purchase Order, a Definitive Contract, and a Part 13 BPA Call. It Propagates on a Delivery/Task Order referencing a Single Award IDC and to the Modifications. For a Delivery/Task Order referencing an FSS, GWAC, or Multiple Award IDC, and Part 8 BPA Calls, if 'Fair Opportunity/Limited Sources' is chosen as either "Sole Source" or "Competitive Set Aside", then the 'Type of Set Aside' will be Required. If any other value is chosen for 'Fair Opportunity/Limited Sources', then the 'Type of Set Aside' will be propagated from the referenced IDV and will be populated on the 'IDV Type of Set Aside' field. In this case, the 'Type of Set Aside' field shall not be populated.

Pre CLOD, this is a Required data element on all Awards for DoD and Civilian Agencies with the exception of a Delivery/Task Order for DoD where it is not required. It is not required on a Modification, Change or Delete for both Civilian Agencies and DoD. Post CLOD, this field will be populated on a Delivery/Task Order with the value from the Multiple or Single Award 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 data element (10U).

See Data Dictionary Element 10N Use Case for appropriate data entry requirements.

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 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
  - o This value is not valid when the ‘Date Signed’ is on or after 10/14/2015.
- HBCU or MI Set-Aside – Total
  - o This value is not valid 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

Definitions for each value are listed below:

Code	Short Description	Long 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 HUBZone	Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern (see FAR 19.800(d)).
8A	8A Competed	Report this code for an 8a award pursuant to FAR 19.805-2.
BI <sup>CIV</sup>	Buy Indian	Report this code if applicable. As of 7/8/2013, this value can no longer be used by the Department of Interior. This code can still be used by the Indian Health Service of the Department of Health and Human Services.
ISBEE	Indian Small Business Economic Enterprise	Report this code if applicable. This value can only be used by the Department of the Interior and the 'Indian Health Service'. The start date is 6/24/2023.
ISEE	Indian Economic Enterprise starting	Report this code if applicable. This value can only be used by the Department of the Interior and the 'Indian Health Service'. The start date is 6/24/2023.
HS2 <sup>CIV</sup>	Combination HUBZone and 8(a)	Report this code if the award was a combination HUBZone set-aside and 8(a) award. This value was deprecated on 10/02/2008.
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 or 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 non-competitive procedures to a HUBZone small

		business concern under the authority of FAR 19.1306.
NONE	No set aside used.	Report this code if the contract award was not a socio-economic program set-aside.
RSB <sup>CIV</sup>	Reserved for Small Business \$250k to \$100k (available only pre CLOD)	Report this code if award exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold (see FAR 13).
8AC <sup>CIV</sup>	SDB Set-Aside 8(a)	Report this code for a Small Disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d). This code was deprecated on 11/18/2005.
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 (see 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 (see FAR 19.1405).
SBP	Small Business Set-Aside – Partial	Report this code for a partial small business set aside made pursuant to FAR 19.502-3.
SBA	Small Business Set-Aside – Total	Report this code for a small business set aside.
VSB <sup>CIV</sup>	Very Small Business Set Aside	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-side procedures under the very small business pilot program set forth in FAR 19.9. This code was deprecated on 1/17/2006.
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 4/1/2011.



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 4/1/2011.
WOSBSS	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	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.

#### 4.12.7 Type of Set Aside Source

This is a system-generated data element. It denotes the origin of the Set Aside.

#### 4.12.8 Evaluated Preference (Data Dictionary Element 10P)

This data element is Required on a Delivery/Task Order referencing a BOA, a Purchase Order, a Definitive Contract, and a Part 13 BPA Call. It Propagates on a Delivery/Task Order against an FSS, GWAC, Multiple Award IDC, or Single Award IDC, as well as on Part 8 BPA Calls and Modifications.

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.

Definitions for each value are listed below:

Code	Short Description	Long Description
NONE	No Preference used	Report this code if no evaluation preference was used in this action.
SDA	SDB Price Evaluation	Report this code for 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.
SPS	SDB Preferential Consideration Partial SB Set Aside	Report this code if 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.
HZE	HUBZone Price Evaluation	Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference (see FAR 19.1307).
HSD	Combined HUB/SDB Preference	Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference (FAR 19.13) and the Small Disadvantaged Business Price Evaluation Adjustment per FAR 19.11.

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

This data element is Optional on a Delivery/Task Order against a BOA, a Purchase Order, a Definitive Contract, and BPA Calls. It Propagates on a Delivery/Task Order referencing an FSS, GWAC, Multiple Award IDC, or Single Award IDC, as well as to the Modifications.

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	Long 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
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#### 4.12.10 Fair Opportunity/Limited Sources (Data Dictionary Element 10R)

This data element is Required on Delivery/Task Order against an FSS, GWAC, and Multiple Award IDC. It Propagates on Part 8 BPA Calls and to Modifications. It is Not Applicable on a Delivery/Task Order against a Single Award IDC or a BOA, or on a Purchase Order, Definitive Contract, or Part 13 BPA Call.

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	Long 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)(iii).
MG	Minimum Guarantee	Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor (see FAR Part 16.505(B)(2)(iv)).
ONE	Only One Source – Other	Report this code if the action was justified pursuant FAR 16.505(B)(2)(ii).
OSA	Other Statutory Authority (Pre CLOD DoD only)	Report this code when you have other Statutory Authority.
URG	Urgency	Report this code if the action was justified pursuant to FAR 16.505(B)(2)(i).
CSA	Competitive Set Aside	Report this code if action was justified pursuant to 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.

#### 4.12.11 Other Than Full and Open Competition (Data Dictionary Element 10C)

This data element Propagates on a Delivery/Task Order referencing an FSS, GWAC, Multiple Award IDC, and a Single Award IDC, as well as on a Part 8 BPA Call, and to the Modifications. It

is Optional on a Delivery/Task Order against a BOA, a Purchase Order, a Definitive Contract, and a Part 13 BPA Call.

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

STD	Standardization (FAR 6.302-1(b)(4))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
UNQ	Unique Source (FAR 6.302-1(b)(1))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
UR	Unsolicited Research Proposal (FAR 6.302-1(a)(2)(i))	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.

#### 4.12.13 Local Area Set Aside (Data Dictionary Element 10U)

This data element is Required on a Delivery/Task Order against an FSS, GWAC, Multiple Award IDC, and BOA, as well as on a Purchase Order, Definitive Contract, and a BPA Call. It Propagates on a Delivery/Task Order against a Single Award IDC and to the Modifications.

Select the appropriate response for the Award being entered.

See Data Dictionary Element 10U Use Case for appropriate data entry requirements.

#### 4.12.14 Contract Opportunities Notice (Data Dictionary Element 10S)

This data element is Required on a Purchase Order and a Definitive Contract. It Propagates on a Delivery/Task Order referencing an FSS, GWAC, Multiple Award IDC, and Single Award IDC, and to the Modifications. It is Optional on a Delivery/Task Order against a BOA and on BPA Calls.

This field displays whether the synopsis requirement 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 Contract Opportunities Notice
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

#### 4.12.15 A-76 (FAIR ACT) Action (Data Dictionary Element 10L)

This data element is Required when the Date Signed is before 10/29/2022. This data element Propagates on Delivery/Task Orders against any IDC, BPA Calls, and Modifications and it is Not Applicable on a Purchase Order or Definitive Contract.

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.

NOTE: The A-76 (FAIR Act) Action has been end-dated and may no longer be entered on Awards with a Date Signed on or after 10/29/2022.

#### 4.12.16 Commercial Products and Services Acquisition Procedures (Data Dictionary Element 10H)

This data element is Required on a Purchase Order and a Definitive Contract. It Propagates on Delivery/Task Orders against any IDV, BPA Calls, and Modifications.

This designates whether the solicitation used the special requirements for the acquisition of commercial products or other supplies or services authorized to use commercial 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 Products/Services	Select this value when the action is for a commercial product or service using FAR Part 12 Commercial procedures. Before 5/21/2022, this value was known as 'Commercial Item'.
B	Products or services pursuant to FAR 12.102(f)	Select this value for any acquisition of products or services, determined by the head of the agency, to be used to facilitate defense against or recovery from cyber, nuclear, biological, chemical, or radiological attack pursuant to FAR 12.102(f) that uses commercial products/services procedures. Before 5/21/2022, this value was known as 'Supplies or services pursuant to FAR 12.102(f)'.
C	Services pursuant to FAR 12.102(g)	Select this value for any acquisition of services that does not meet the definition of commercial products/services but meets the criteria in FAR 12.102(g). Specifically, (i) Is entered into on or

		<p>before November 24, 2013; (ii) Has a value of \$29.5 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.</p> <p><b>**This code was ended effective November 25, 2013.</b></p>
D	Commercial Products/Services Procedures Not used	Select this value when commercial procedures were not used. Before 5/21/2022, this value was known as 'Commercial Item Procedures not used'.
E	DoD – Section 803 CSO Procedures	Select this value for any acquisition of supplies or services resulting from a commercial solutions opening pursuant to 212.72. This is a DoD only value available 10/29/2022 or later.

#### 4.12.17 IDV Number of Offers

This is a system generated data element. It reflects the Number of Offers selected by the user on the IDV.

#### 4.12.18 Number of Offers Received (Data Dictionary Element 10D)

This data element is Required on a Delivery/Task Order referencing an FSS, GWAC, Multiple Award IDC, and BOA, as well as on a Purchase Order, Definitive Contract, and a Part 13 BPA Call. It Propagates on a Delivery/Task Order referencing a Single Award IDC, a Part 8 BPA Call, and to the Modifications.

Enter the number of offers received in response to the solicitation or number of multiple award contracts/schedules received for Delivery/Task Orders.

See Data Dictionary Element 10D Use Case for appropriate data entry requirements.

#### 4.12.19 Small Business Competitiveness Demonstration Program (Data Dictionary Element 10K)

This is a system-generated data element. It indicates 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:

Code	Short Description	Long Description
Y	Yes	FPDS 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 Referenced PIID does not point to an IDV for which IDV Type = FSS and Business Types does not indicate a governmental entity, or educational or non-profit organization and other provisions of FAR 19.10 are met.
N	No	FPDS will return No if Yes does not apply.

#### 4.12.20 Simplified Procedures for Certain Commercial Products and Commercial Services (Data Dictionary Element 10J)

This data element is Required on a Delivery/Task Order referencing a BOA, a Purchase Order, a Definitive Contract, and a Part 13 BPA Call. It Propagates on a Delivery/Task Order referencing an FSS, GWAC, Multiple Award IDC, and Single Award IDC, as well as on a Part 8 BPA Call, and to the Modifications.

This field designates whether the acquisition utilized FAR subpart 13.5 Simplified Procedures for Certain Commercial Products and Commercial Services. This subpart provides for the user of simplified acquisition procedures for the acquisition of products 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 acquisitions; (2) the acquisition does not exceed the \$20 million and is for



commercial acquisitions 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 cyber, nuclear, biological, chemical, or radiological attack; or (3) the acquisition does not exceed the \$20 million and can be treated as an acquisition of commercial products/services in accordance with FAR 12.102(f)(1) – agency head determines the products/services to be used to facilitate defense against or recovery from cyber, nuclear, biological, chemical, or radiological attack.

See Data Dictionary Element 10J Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
Y	Yes	Simplified Procedures for Certain Commercial Products/Services used
N	No	Simplified Procedures for Certain Commercial Products/Services not used

#### 4.13 Preference Programs/Other Data

Figure 45. Award Preference Programs/Other Data

##### 4.13.1 Contracting Officer's Business Size Selection (Data Dictionary Element 11A)

This data element is Required on a Purchase Order and a Definitive Contract. It Propagates on Delivery/Task Orders against any IDC, BPA Calls, and to the Modifications.

This field indicates if the selected entity 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 the drop-down menu. This field is important because the Small Business Goaling Report is based on whether or not the business size is small. This report can be found at <https://www.sam.gov/>.

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.

#### 4.13.2 Subcontract Plan (Data Dictionary Element 11B)

This data element is Required on a Delivery/Task Order referencing a BOA, a Purchase Order, a Definitive Contract, and a Part 13 BPA Call. It Propagates on a Delivery/Task Order referencing an FSS, GWAC, Multiple Award IDC, and Single Award IDC. It is Not Applicable on a Part 8 BPA Call. For Modifications, the value Propagates unless the Reason for Modification is “Novation Agreement”, “Rerepresentation of Non-Novated Merger/Acquisition”, “Rerepresentation”, or “Add Subcontracting Plan”; then the value will be Required.

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 entities’ 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).
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#### 4.13.3 Price Evaluation Percent Difference (Data Dictionary Element 11C)

This data element is Optional on a Definitive Contract and Propagates to the Modifications. It is Not Applicable on Delivery/Task Orders against any IDC, Purchase Orders, and BPA Calls.

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 before 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)

### 5.1 IDV Column

A basic Indefinite Delivery Vehicle is a contract that the Contracting Officer awards to one or more entities 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 FAR but serves as an umbrella that covers several different special contracting methods. IDVs are accessed via the Navigation screen of the FPDS system as shown in the IDVs module. This allows the user to add and modify IDVs.

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

The type of Indefinite Delivery Vehicle (IDV) being entered by this transaction. IDV Types include:

- Federal Supply Schedule (FSS) – 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.

- Government-Wide Acquisition Contract (GWAC) – 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).
- Basic Ordering Agreement (BOA) – A written instrument of understanding, negotiated between the Government and an entity, 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.
- Blanket Purchasing Agreements (BPA) – 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.
- Indefinite Delivery Contract (IDC) – A vehicle that has been awarded to one or more entities 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 (IDDDQ), and Indefinite Delivery Requirement (IDR).

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

See Data Dictionary Element 12A Use Case for appropriate data entry requirements.

### 5.1.2 IDV Screen Function Buttons

Figure 46. IDV Function Buttons



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




- Creates a new entry for the IDV 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.

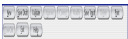
 - Allows you to Approve the document. Use this when the document is error free. The record will then be in FINAL status.


 - Allows you to fix mistakes in FPDS 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 IDVs. 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. However, the PIID may be re-used. FPDS 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 allows the user to close out a contract family. The function will also be available in GUI Services and the Web Portal.

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

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

## 5.2 Transaction Information

Figure 47. IDV Transaction Information Section

Transaction Information			
IDV Type:	Other IDC	Prepared Date:	05/26/2023 19:28:38
IDV Status:	NEW	Prepared User:	GSA_USER_5
Closed Status:		Last Modified Date:	
		Last Modified User:	
		Closed Status Date:	
		Closed By:	
		Approved Date:	
		Approved By:	

The system automatically generates all the following information:

- IDV Type
- IDV Status
- Closed Status

- Prepared Date
- Last Modified Date
- Closed Status Date
- Approved Date
- Prepared User
- Last Modified User
- Closed By
- Approved By

## 5.3 Document Information

Figure 48. IDV Document Information

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

### 5.3.1 IDV ID

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

#### 5.3.1.1 Agency Identifier (Data Dictionary Element 1F)

This data element is Required on all IDVs and Propagates to the Modifications.

The field is automatically populated based on the user's profile information.

See Data Dictionary Element 1F Use Case for appropriate data entry requirements.

NOTE: All of DoD uses the "9700" Agency code/identifier.

#### 5.3.1.2 Procurement Instrument Identifier (PIID) (Data Dictionary Element 1A)

As defined in FAR 4.605(a), this data element is Required on all IDVs and Propagates to the Modifications.

Enter the unique PIID that identifies your IDV. 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.

- Positions 1 through 6 will be required to match the Contracting Office ID (AAC for Civilians, DODAAC for DoD).

- Positions 7 and 8 will be required to match the last two digits of 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.

#### 5.3.1.3 Modification Number (Data Dictionary Element 1B)

This is a Required field on all Modifications and is Not Applicable on base IDVs.

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.

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 used for Modifications issued by the procuring office.

#### 5.3.2 Referenced IDV ID (Data Dictionary Elements 1C, 1G, and 1H)

This data element is Required on Part 8 BPAs. It is Not Applicable on an FSS, GWAC, BOA, Part 13 BPA, or an IDC and Propagates to the Modifications.

Enter the contract or agreement number of the IDV against which your order is placed. FPDS allows for up to 50 characters. This data element consists of three parts:

- Referenced IDV PIID (Data Dictionary Element 1C)
- Referenced IDV Modification Number (Data Dictionary Element 1G)
- Referenced IDV Agency Identifier (Data Dictionary Element 1H)

See Data Dictionary Elements 1C, 1G, and 1H Use Cases for appropriate data entry requirements.

#### 5.3.3 Reason for Modification (Data Dictionary Element 12C)

This field will only be available when performing a Modification to an existing contract. It is Required on Modifications and Not Applicable on base IDVs. Select the appropriate option from the drop-down menu.

See Data Dictionary Element 12C Use Case for appropriate data entry requirements.

NOTE: When a Modification changes the entity information, you must select one of the Entity Change Modifications (e.g., Novation Agreement, Unique Entity ID or Legal Business Name

Change – Non-Novation, Rerepresentation, Entity Address Change, etc.). Otherwise, the system will not change the entity information on a Modification.

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 requires your account to have the ‘Transfer’ privilege. 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. Rerepresentation reasons should be used when a contract Modification exercises an option, and the entity 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 entity credits associated with the Award. From that point in time forward, the entity will no longer show as an 8(a) entity in FPDS. If you are only changing the Entity Address, the Entity Address Change should be used. Follow the instructions in Appendix C for reporting Novation Agreements, Rerepresentations, and Rerepresentations of Non-Novated Mergers/Acquisitions.

Short descriptions for each value are listed below:

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	Unique Entity ID or Legal Business Name Change – Non-Novation



W	Entity Address Change
X	Terminate for Cause
Y	Add Subcontract Plan

#### 5.3.4 Solicitation ID (Data Dictionary Element 1E)

This data element is Optional on all IDVs and Propagates to the Modifications. However, it is Required if the data element “Contract Opportunities Notice” is ‘Yes’.

See Data Dictionary Element 1E Use Case for appropriate data entry requirements.

#### 5.3.5 Treasury Account System (TAS) (Data Dictionary Elements 6SC, 6SG, 6SH, 6SI)

These data elements are Not Applicable as of June 28, 2019.

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

This data element is also used to identify if the funds were part of the American Recovery and Reinvestment Act.

6SC – The data element “Treasury Account Symbol Agency Identifier” is:

- Required before June 25, 2016 if the Action Obligation is more than or less than zero (\$0.00).
- Optional from June 25, 2016 – June 28, 2019 regardless of the Action Obligation amount or if the American Recovery and Reinvestment Act is selected as the Initiative.

Agency Identifier represents the department, agency or establishment of the U.S. Government that is responsible for the Treasury Account Symbol.

6SG – The data element “Main Account Code” is:

- Required before June 25, 2016 if the Action Obligation is more than or less than zero (\$0.00).
- Optional from June 25, 2016 – June 28, 2019 regardless of the Action Obligation amount or if the American Recovery and Reinvestment Act is selected as the Initiative.

This data element identifies the type and purpose of the fund.

6SH – The data element “Sub Account Code” is:

- Required before June 25, 2016 when the only entry for that Agency and Main Account includes a Sub Account.
- Optional from June 25, 2016 – June 28, 2019 except when the only entry for that Agency and Main Account includes a Sub Account in the FAST Book.

6SI – The data element “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. This field is disabled as of June 28, 2019.

See Data Dictionary Elements 6SC, 6SG, 6SH, and 6I Use Cases for appropriate data entry requirements.

## 5.4 Dates

Figure 49. IDV Dates

Dates	
Date Signed (mm/dd/yyyy) *	<input type="text"/>
Period of Performance Start Date (mm/dd/yyyy) *	<input type="text"/>
Last Date to Order (mm/dd/yyyy) *	<input type="text"/>
Solicitation Date (mm/dd/yyyy) :	<input type="text"/>

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

### 5.4.1 Date Signed (Data Dictionary Element 2A)

This data element is Required on all IDVs and Modifications.

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 Signed 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 Signed is the date mutually agreed upon by the Contracting Officer and the entities.

See Data Dictionary Element 2A Use Case for appropriate data entry requirements.

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

This data element is Required on all IDVs and, for actions starting October 25, 2019, it Propagates to the Modifications.

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.

### 5.4.3 Last Date to Order (Data Dictionary Element 2E)

This data element is Required on all IDVs and Modifications.

This is the last date on which an order may be placed against an Indefinite Delivery Vehicle.

See Data Dictionary Element 2E Use Case for appropriate data entry requirements.

#### 5.4.4 Solicitation Date (Data Dictionary Element 2H)

This data element is Optional on an FSS, GWAC, and IDC and Propagates to the Modifications. It is Not Applicable on a BOA or a BPA.

The “Solicitation Date” is the date that the solicitation was issued.

See Data Dictionary Element 2H Use Case for appropriate data entry requirements.

### 5.5 Amounts

Figure 50. IDV Amounts

Amounts	
Action Obligation:	\$0.00
Base and All Options Value (Total Contract Value): *	\$0.00
Total Estimated Order Value: *	\$0.00

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.

Please note the dollars in the Action Obligation, Base and All Options Value (Total Contract Value), and Total Estimated Order 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 the IDV was finalized or corrected.

For more examples on Amounts, please see section 4.5.5 above.

#### 5.5.1 Action Obligation (Data Dictionary Element 3C)

This data element is Optional on all Awards and Modifications.

Enter the net amount of funds (in dollar 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.

#### 5.5.2 Base and All Options Value (Total Contract Value) (Data Dictionary Element 3A)

This data element is Required on all IDVs and Modifications.

The Base and All Options Value is the 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.

### 5.5.3 Total Estimated Order Value (Data Dictionary Element 3E)

This data element is Required on an FSS, GWAC, and IDC and Propagates to the Modifications. It is Not Applicable on a BOA or a BPA.

This amount reflects the total estimated value of all potential orders that can be placed against this IDV. This amount should only reflect the estimated value of all orders. This does not include any obligated amounts that may have been placed on the IDV itself.

See Data Dictionary Element 3E Use Case for appropriate data entry requirements.

## 5.6 Purchaser Information

Figure 51. IDV Purchaser Information

Purchaser Information	
Contracting Office Agency ID: *	4700 ... Contracting Office Agency Name: GENERAL SERVICES ADMINISTRATION
Contracting Office ID: *	... Contracting Office Name:
Funding Agency ID: *	... Funding Agency Name:
Funding Office ID: *	... Funding Office Name:
Foreign Funding: *	Select One v

### 5.6.1 Contracting Office Agency ID (Data Dictionary Element 4A)

This data element is Required on all IDVs and Modifications. FPDS 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.

### 5.6.2 Contracting Office Agency Name

This data element is Required on all IDVs and Modifications. FPDS automatically populates this field based on the name associated with the Contracting Office Agency ID.

### 5.6.3 Contracting Office ID (Data Dictionary Element 4B)

This data element is Required on all IDVs and Modifications.

This field may be pre-populated based upon your 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.

See Data Dictionary Element 4B Use Case for appropriate data entry requirements.

### 5.6.4 Contracting Office Name

This data element is Required on all IDVs and Modifications. FPDS automatically populates this field based on the name associated with the Contracting Office ID from the list maintained within FPDS by the agency.

### 5.6.5 Funding Agency ID (Data Dictionary Element 4C)

This data element is Required on all IDVs and Modifications.

Enter the code on each action which identifies the agency that provided the obligated funds. 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. This report can be found at <https://www.sam.gov/>.

See Data Dictionary Element 4C Use Case for appropriate data entry requirements.

### 5.6.6 Funding Agency Name

This data element is Required on all IDVs and Modifications. FPDS automatically populates the agency name based on the agency code entered in the Funding Agency ID.

### 5.6.7 Funding Office ID (Data Dictionary Element 4D)

This data element is Required on all IDVs and Modifications.

Do not enter a code unless it is a valid funding office code in the FPDS 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.

See Data Dictionary Element 4D Use Case for appropriate data entry requirements.

### 5.6.8 Funding Office Name

This data element is Required on all IDVs and Modifications. FPDS automatically populates the office name based on the funding/contracting office code entered in the Funding Office ID.

### 5.6.9 Foreign Funding (Data Dictionary Element 4F)

This data element is Required on all IDVs and Modifications.

This field indicates if the contract action was funded by a foreign entity. Select the appropriate option from the following drop-down list.

See Data Dictionary Element 4F Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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 organization 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.

## 5.7 Entity Information

Figure 52. IDV Entity Information

### 5.7.1 FAR (Federal Acquisition Regulation) 4.1102 Exception (Data Dictionary Element 9J)

NOTE: This data element is the same as the “2 CFR Part 25 Exception” data element in FAADC.

This data element is Optional on an FSS, GWAC, BOA, Part 13 BPA, and IDC. It Propagates on a Part 8 BPA and to the Modifications.

All entities are required to fully register in the System for Award Management (SAM) database unless one of the following exceptions applies. Even if an exception is authorized, all entities must have a Unique Entity ID. These exceptions are outlined in FAR 4.1102(a)(1)-(7).

- Awards made to foreign entities for work performed outside the United States (if it is impractical to obtain SAM registration), for awards with a Total Contract Value at or below \$30,000.
- 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 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).
- 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 supporting diplomatic or developmental operations in a danger pay post located outside the United States and its outlying areas, including those performed in support of foreign assistance programs overseas, designated by the Department of State.

- 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.
- Individuals outside of the United States and its outlying areas.
- Micro-purchases that do not use the EFT method for payment and are not required to be reported (see FAR 4.6).

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

### 5.7.2 Unique Entity ID (UEI) (Data Dictionary Element 9M)

This data element is Required on Purchase Orders and Definitive Contracts. It Propagates on Delivery/Task Orders, BPA Calls, and Modifications.

Report the UEI for the entity location that received the Award. The Unique Entity ID entered by the user is validated against SAM data after the value is entered. This element is a 12-character alphanumeric code issued to an entity in the System for Award Management (SAM).

All entity entries in FPDS must have a UEI. There are two types of UEI: Individual or Entity UEI and Generic UEI. You must have a UEI or you cannot complete a contract action report in FPDS.

- Individual or Entity UEI – The entity obtains a UEI through SAM. FPDS uses the UEI provided by the user reporting the contract action report to access the entity information registered in SAM.
- Generic UEI – When you use a Generic UEI, FPDS will populate the Legal Business Name and address related to that Generic UEI registered in SAM. The use of Generic UEI obscures the identification of the actual entity and should therefore be used sparingly so as not to limit transparency to the public.

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

The following information is automatically populated from SAM based on the UEI entered by the user:

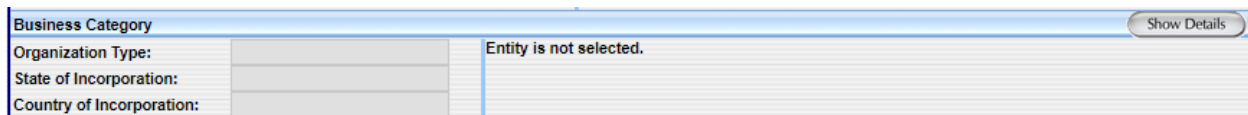
Data Element	Data Dictionary Element Number
Legal Business Name	13GG
DBAN (Doing Business As Name)	13HH
CAGE Code (Commercial and Government Entity)	9L
Street	13JJ
Street 2	13KK
City	13MM
State	13NN
ZIP Code	13PP
Country	13QQ
Phone	13RR

Fax No	13SS
Congressional District	9F

NOTE: For a non-Far 4.1102 Exception, the entity 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).

### 5.7.3 Business Category – Obtained from SAM and cannot be changed by the user.

Figure 53. IDV Business Category



Business Category		Show Details
Organization Type:		Entity is not selected.
State of Incorporation:		
Country of Incorporation:		

FPDS receives an entity file nightly from the System for Award Management (SAM), which is used to update the internal entity file. The internal entity file is used to populate the information in this section. These fields are open for user input when a FAR 4.1102 Exception is selected for records with a ‘Date Signed’ before 10/29/2022. Use the On-Line Representations and Certifications (ORCA) <https://www.sam.gov> to get the socio-economic information needed for the entity in the case of a FAR 4.1102 Exception. For records created on or after 10/29/2022, Business Category flags are restricted from user input and cannot be reported.

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

- Business Types
- Socio Economic Data
- Line of Business
- Relationship with Federal Government
- Other Governmental Entities
- Organization Factors
- Educational Entities
- Certifications

## 5.8 Contract Data

Figure 54. IDV Contract Data



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 ▼
Unidentified Action: *	Select One ▼
Multiyear Contract: *	Select One ▼
Performance Based Service Acquisition: *	Select One ▼
* FY 2004 and prior; 80% or more specified as performance requirement * FY 2005 and later; 50% or more specified as performance requirement	
Emergency Acquisition: *	Select One ▼

### 5.8.1 Type of Contract (Data Dictionary Element 6A)

This data element is Required on all IDVs and Propagates to the Modifications.

This field displays the type of contract from FAR 16 that applies to this procurement. If an IDV 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.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Fixed Price Redetermination	
B	Fixed Price Level of Effort	
J	Firm Fixed Price	
K	Fixed Price with Economic Price Adjustment	
L	Fixed Price Incentive	
M	Fixed Price Award Fee	
R	Cost Plus Award Fee	
S	Cost No Fee	
T	Cost Sharing	
U	Cost Plus Fixed Fee	
V	Cost Plus Incentive Fee	
Y	Time and Materials	
Z	Labor Hours	
1	Order Dependent (IDV allows pricing arrangement to be determined separately for each order)	This applies to IDVs only. IDV allows pricing arrangement to be determined separately for each order.

2	Combination (Applies to Awards where two or more of the above apply)	This applies to Awards only. Note: This value is not valid after Sept. 30, 2009.
3	Other (Applies to Awards where none of the above apply)	This applies to Awards only. Note: This value is not valid after Sept. 30, 2008.

### 5.8.2 Inherently Governmental Functions (Data Dictionary Element 6T)

This data element is Optional on a BOA, a BPA, an IDC, and Modifications. It is Not Applicable on an FSS or a GWAC.

Contracts shall not be used for the performance of Inherently Governmental Functions. This field is for the actions signed on or after 03/01/2012 which have a PSC as a Service. For records with a Date Signed of 04/29/2023 or later:

- When PSC is a Product or PSC = R497, then the “Inherently Governmental Functions: value must be blank.
- When PSC is a Service (except when PSC = R497), a value for “Inherently Governmental Functions” must be entered.

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

Short descriptions for each value are listed below:

Code	Short Description
CL	Closely Associated
CT	Critical Functions
OT	Other Functions
CL,CT	Closely Associated, Critical Functions

### 5.8.3 Major Program (Data Dictionary Element 6G)

This data element is Optional on a GWAC, a BOA, BPAs, and an IDC and Propagates to the Modifications. It is Not Applicable on 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).

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

### 5.8.4 National Interest Action (Data Dictionary Element 6R)

This data element is Required on all IDVs and Modifications.

It identifies the IDVs made in response to national interest actions. The event 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. **Note:** The National Interest Action data element has been end-dated and may no longer be selected on IDVs with a Date Signed on or after 1/27/2024.

Definitions for each value 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.
W081	California Wildfires 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 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.
H06C	Hurricane Chris 2006	Hurricane Chris 2006. This code is valid for actions 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.
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 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 9/3/2010 through 10/3/2010.
O10G	Gulf Oil Spill 0410	Gulf Oil Spill 0410. This code is valid for actions signed 4/25/2010 through 8/23/2013.

H11I	Hurricane Irene 2011	Hurricane Irene 2011. This code is valid for actions signed 8/22/2011 through 10/22/2012.
Q11J	Pacific Earthquake/Tsunami 2011	Pacific Earthquake/Tsunami 2011. This code is valid for actions signed 3/11/2011 through 9/12/2011.
O12F	Operation Enduring Freedom (OEF)	Operation Enduring Freedom (OEF). This code is valid for actions signed 10/1/2011 through 9/30/2014.
H12I	Hurricane Isaac 2012	Hurricane Isaac (ISAAC2012). This code is valid for actions signed 8/30/2012 through 12/28/2012.
H13S	Hurricane Sandy 2013	Hurricane Sandy (SANDY2012). This code is valid for actions signed 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 5/20/2013 through 11/19/2013.
O14S	Operations in Iraq and Syria	Operations in Iraq and Syria. This code is valid for actions signed 9/14/2014 through 12/31/2023.
O14E	Operation United Assistance (OUA) – Ebola Outbreak West Africa	Operation United Assistance (OUA) – Ebola Outbreak West Africa. This code is valid for actions signed 9/15/2014 through 9/30/2016.
O15F	Operation Freedom’s Sentinel (OFS)	Operation Freedom’s Sentinel (OFS) 2015. This code is valid for actions signed starting 1/1/2015 through 12/31/2023.
H17H	Hurricane Harvey 2017	Hurricane Harvey 2017. This code is valid for actions signed 8/28/2017 through 6/30/2018.
H17I	Hurricane Irma 2017	Hurricane Irma 2017. This code is valid for actions signed 9/6/2017 through 6/30/2018.
H17M	Hurricane Maria 2017	Hurricane Maria 2017. This code is valid for actions signed 9/20/2017 through 10/15/2019.
H18F	Hurricane Florence 2018	Hurricane Florence 2018. This code is valid for actions signed 9/13/2018 through 3/15/2019.
H19D	Hurricane Dorian 2019	Hurricane Dorian 2019. This code is valid for actions signed 9/6/2019 through 11/27/2019.
H19M	Hurricane Michael 2019	Hurricane Michael 2019. This code is valid for actions signed 10/11/2018 through 4/12/2019.
P20C	COVID-19 2020	COVID-19 2020. This code is valid for actions signed starting 3/13/2020 through 9/30/2022.
H20L	Hurricane Laura 2020	Hurricane Laura 2020. This code is valid for actions signed starting 8/26/2020 through 11/30/2020.

O21R	Operations Allies Refuge / Welcome	Operation Allies Refuge / Welcome. This code is valid for actions signed 7/22/2021 through 6/30/2023.
H21I	Hurricane Ida 2021	Hurricane Ida 2021. This code is valid for actions signed 8/31/2021 through 10/31/2021.
O22U	Ukraine Mission Support	Ukraine Mission Support. This code is valid for actions signed 3/4/2022 through 9/30/2022.
O23R	Operation Atlantic Resolve	Operation Atlantic Resolve. This code is valid for actions signed 8/31/2023 through 12/31/2023.

### 5.8.5 Type of IDC (Data Dictionary Element 6D)

This data element is Required on an IDC and Propagates to the Modifications. It is Not Applicable on an FSS, GWAC, BOA, or a BPA.

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.

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

Short descriptions for each value are listed below:

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

### 5.8.6 Multiple or Single Award IDV (Data Dictionary Element 6E)

This data element is Required on a BOA, BPAs, and IDC and Propagates to the Modifications. It is auto-populated as “Multiple” for an FSS and GWAC.

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.

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

Definitions for each value 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 entities.
S	Single Award	Enter code S when the contract does not meet the definition of a multiple award contract.

### 5.8.7 Program Acronym (Data Dictionary Element 6P)

This data element is Required on a GWAC and Propagates to the Modifications. It is Optional on a BOA, BPAs, and IDC. It is Not Applicable on an FSS.

It is the short name, title, or code used for a GWAC or other major contracting program. Examples include COMMITS, ITOPS, SEWP, and DT-IV.

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

### 5.8.8 Cost or Pricing Data (Data Dictionary Element 6J)

This data element is Required on an IDC and Propagates to the Modifications. It is Not Applicable on an FSS, GWAC, BOA, or a BPA.

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.

### 5.8.9 Cost Accounting Standards Clause (Data Dictionary Element 6L)

This data element is Required on all IDVs and Propagates to the Modifications.

Select the correct value from the drop-down menu. This field indicates whether the contract includes a Cost Accounting Standards clause.

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

Definitions for each value are listed below:

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.

### 5.8.10 Consolidated Contract (Data Dictionary Element 8P)

This data element is Required on all IDVs and Propagates to the Modifications.

“Consolidation”, “consolidation of contract requirements”, “consolidated contract”, or “consolidated requirement” means:

1. A solicitation for a single contract, a multiple award contract, a task order, or a delivery order to satisfy:
  - a. Two or more requirements of the Federal agency for supplies or services that have been provided to or performed for the Federal agency under two or more separate contracts, each of which was lower in cost than the total cost of the contract for which offers are solicited; or
  - b. Requirements of the Federal agency for construction projects to be performed at two or more discrete sites.
2. “Separate contract” as used in this definition, means a contract that has been performed by any business, including small and other than small business concerns.

See Data Dictionary Element 8P Use Case for appropriate data entry requirements.

Note: Beginning on February 3, 2017, the thresholds will no longer apply. The drop-down values have been changed. Both the current and new values are shown below.

The below current values of “Yes” and “No” can only be selected when the Date Signed is on or before 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 funding 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 February 3, 2017, or later.

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.
B	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	Consolidate 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.

#### 5.8.11 Undefinitized Action (Data Dictionary Element 6B)

This data element is Required on a BOA, BPAs, IDC, and Modifications. It is Not Applicable on an FSS or a GWAC.

Select the appropriate value from the drop-down box. If the contract action 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”.

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.

#### 5.8.12 Multi-Year Contract (Data Dictionary Element 6C)

This data element is Required on an IDC and Propagates to the Modifications. It is Not Applicable on an FSS, GWAC, BOA, or a BPA.

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.

#### 5.8.13 Performance Based Service Acquisition (PBSA) (Data Dictionary Element 6F)

This data element is Required on all IDVs and Propagates to the 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 reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements.

Select the correct value from the drop-down box.

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

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

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

Definitions for each value are listed below:

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

#### 5.8.14 Emergency Acquisition (Data Dictionary Element 6H)

This data element is Required on a GWAC, BOA, BPAs, IDC, and on Modifications. It is Not Applicable on an FSS.

This is a designator of contract actions and supports a declared contingency operation, a declared humanitarian or peacekeeping operations, 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.

Short descriptions 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	Not Applicable

## 5.9 Legislative Mandates

Figure 55. IDV Legislative Mandates

Legislative Mandates	
Clinger-Cohen Act: *	Select One ▼
Labor Standards: *	Select One ▼
Materials, Supplies, Articles, and Equip: *	Select One ▼
Construction Wage Rate Requirements: *	Select One ▼
Additional Reporting: *	Select One or More Options Employment Eligibility Verification (52.222-54) Service Contract Inventory (FAR 4.17) None of the Above

### 5.9.1 Clinger-Cohen Act (Data Dictionary Element 7A)

This data element is Required on an FSS, GWAC, BOA, Part 13 BPA, and IDC. It Propagates on a Part 8 BPA and to the Modifications.

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. 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.

### 5.9.2 Labor Standards (Data Dictionary Element 7C)

This data element is Required on an FSS, GWAC, BOA, Part 13 BPA, and an IDC. It Propagates on a Part 8 BPA and to the Modifications.

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. The FAR clause is 52.222-41 “Labor Standards” – that goes with the Service Contract Labor Standards (formerly Service Contract Act).

See Data Dictionary Element 7C Use Case for appropriate data entry requirements.

### 5.9.3 Materials, Supplies, Articles, and Equip (Data Dictionary Element 7B)

This data element is Required on an FSS, GWAC, BOA, Part 13 BPA, and an IDC. It Propagates on a Part 8 BPA and to the Modifications.

Select “Yes” if the Award is subject to Materials, Supplies, Articles, and Equipment and the Materials, Supplies, Articles, 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. The FAR clause is 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).

See Data Dictionary Element 7B Use Case for appropriate data entry requirements.

#### 5.9.4 Construction Wage Rate Requirements (Data Dictionary Element 7D)

This data element is Required on an FSS, GWAC, BOA, Part 13 BPA, and an IDC. It Propagates on a Part 8 BPA and to the Modifications.

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. The FAR clause is 52.222-6 “Construction Wage Rate Requirements” – that goes with Wage Rate Requirements (Construction) (formerly Davis-Bacon Act).

See Data Dictionary Element 7D Use Case for appropriate data entry requirements.

#### 5.9.5 Additional Reporting (Data Dictionary Element 7G)

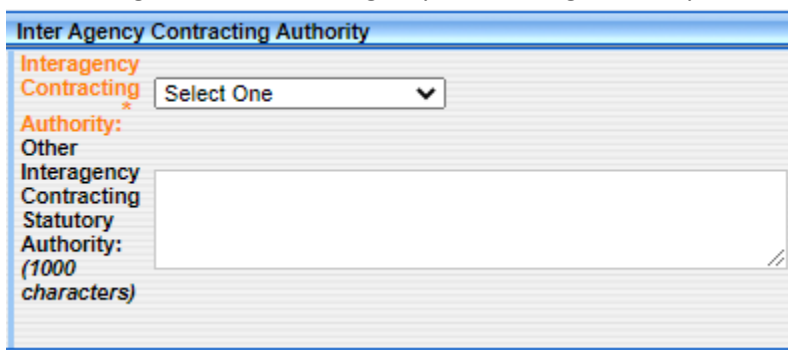
This data element is Required on all IDVs and Propagates to the Modifications.

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.

See Data Dictionary Element 7G Use Case for appropriate data entry requirements.

#### 5.10 Inter Agency Contracting Authority

Figure 56. IDV Inter Agency Contracting Authority



The screenshot shows a form titled "Inter Agency Contracting Authority". It contains a dropdown menu labeled "Interagency Contracting Authority:" with the text "Select One" and a downward arrow. Below this, there is a text input field with the label "Other Interagency Contracting Statutory Authority: (1000 characters)".

### 5.10.1 Interagency Contracting Authority (Data Dictionary Element 7E)

This data element is Required on all IDVs 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 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.

### 5.10.2 Other Interagency Contracting Statutory Authority (Data Dictionary Element 7F)

This data element is Optional on all IDVs and Modifications. However, it is Required if the ‘Interagency Contracting Authority’ has a value of “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.

See Data Dictionary Element 7F Use Case for appropriate data entry requirements.

## 5.11 Contract Marketing Data

Figure 57. IDV Contract Marketing Data

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

### 5.11.1 Website URL (Data Dictionary Element 5A)

This data element is Required on an FSS and Propagates to the Modifications. It is Optional on a GWAC, BOA, BPA, and an IDC.

This is the website URL for inter-agency Indefinite Delivery Vehicles. Enter the website URL where users may go to get more information on the contract or program. Maximum length is 100 positions.

See Data Dictionary Element 5A Use Case for appropriate data entry requirements.

### 5.11.2 Who Can Use (Data Dictionary Element 5B)

This data element is Required on all IDVs and Propagates to the 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:

- All Federal Government agencies may place orders against the contract.
- Only Civilian Agencies may place orders against the contract.
- Only Department of Defense agencies may place orders against the contract.
- Only the agencies with the FIPS 95 codes listed in a comma-separated list.
- Only the Agency awarding the contract may place orders.
- Provide a text statement of which agencies may place orders against the contract.

See Data Dictionary Element 5B Use Case for appropriate data entry requirements.

### 5.11.3 FIPS 95 Codes / Other Text

This data element is Optional on all IDVs and Propagates to the Modifications.

If you select “Only the agencies with the FIPS 95 codes listed in a comma-separated list” 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.

### 5.11.4 Email Contact (Data Dictionary Element 5K)

This data element is Required on an FSS and a GWAC. It is Optional on a BOA, BPAs, and an IDC and Propagates to the Modifications.

The email address of the point of contact for an IDV, entity, contracting agency, reporting agency, customer, or offset customer.

See Data Dictionary Element 5K Use Case for appropriate data entry requirements.

### 5.11.5 Individual Order/Call Limit (Data Dictionary Element 5C)

This data element is Required on an FSS, GWAC, BPA, and an IDC. It is Optional on Modifications. It is Not Applicable on 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.

See Data Dictionary Element 5C Use Case for appropriate data entry requirements.

#### 5.11.6 Fee for Use of Service (Data Dictionary Elements 5D, 5E, 5F, and 5G)

Refer to the FPDS Data Dictionary for requirement states on the following data elements.

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:
  - o 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’.
  - o 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.

See Data Dictionary Elements 5D, 5E, 5F, and 5G Use Cases for appropriate data entry requirements.

#### 5.11.7 Ordering Procedure (Data Dictionary Element 5H)

This data element is Optional on a GWAC, BOA, BPA, and an IDC and Propagates to the Modifications. It is Not Applicable on an FSS.

For the initial load of the IDV, describe ordering procedures, unless included in the Government website listed in the ‘Website URL’ data element.

See Data Dictionary Element 5H Use Case for appropriate data entry requirements.

### 5.12 Product or Service Information

Figure 58. IDV Product or Service Information

Product Or Service Information	
Product/Service Code: *	<input type="text"/> ... Description: <input type="text"/>
Principal NAICS Code: *	<input type="text"/> ... Description: <input type="text"/>
Claimant Program Code:	<input type="text"/> ... Description: <input type="text"/>
Bundled Contract: *	Select One ▼
GFP Provided Under This *	Select One ▼
Action: Recovered	
Materials/Sustainability: *	Select One ▼ OMB Policy on Sustainable Acquisition
Domestic or Foreign Entity: *	Select One ▼
Sea Transportation:	Select One ▼
Description Of Requirement: * (Limit 250 characters) Current: 0	<input type="text"/>

### 5.12.1 Product or Service Code (Data Dictionary Element 8A)

This data element is Required on all IDVs and Propagates to the Modifications.

Report the four-character code from the FPDS [Product and Service Codes Manual](#) or use the ellipsis 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.

### 5.12.2 Principal NAICS Code (Data Dictionary Element 8G)

This data element is Required on an FSS, GWAC, BOA, Part 13 BPA, and an IDC. It Propagates on a Part 8 BPA and to the Modifications.

Report the 6-digit code from the [North American Industry Classification System \(NAICS\) Manual](#) or use the ellipsis 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. The Product or Service Code (PSC) should correlate to the selected NAICS Code.

See Data Dictionary Element 8G Use Case for appropriate data entry requirements.

### 5.12.3 Claimant Program Code (Data Dictionary Element 8F)

This data element is Optional for an IDC and Propagates to the Modifications. It is Not Applicable for an FSS, GWAC, BOA, or a BPA. This data element may no longer be input by DoD or Civilian Agencies when the 'Date Signed' is on or after 10/29/2022.

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.



NOTE: The Claimant Program Code has been end-dated and may no longer be entered on Awards with a 'Date Signed' on or after 10/29/2022.

#### 5.12.4 Bundled Contract (Data Dictionary Element 8N)

This data element is Required on all IDVs and Propagates to 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 businesses (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:

Values that can no longer 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 D 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.

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.

#### 5.12.5 GFP Provided Under This Action (Data Dictionary Element 8J)

This data element is Required on all IDVs and Modifications. For Modifications, the value from the base will prepopulate, but it can be changed. If a change to this data element occurs on the base, the new value will **not** propagate to the Modification.

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.

#### 5.12.6 Recovered Materials/Sustainability (Data Dictionary Element 8L)

This data element is Required on an FSS, GWAC, and an IDC and Propagates to the Modifications. It is Not Applicable on a BOA or a BPA.

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 ‘Use of EPA Designated Products’ 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	Environmentally preferable
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	FAR 52.223-4 & environmentally preferable
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	FAR 52.223-4 & bio-based & environmentally preferable
L	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable

### 5.12.7 Domestic or Foreign Entity (Data Dictionary Element 8Q)

This data element is Required on an FSS, GWAC, BOA, Part 13 BPA, and an IDC and Propagates on a Part 8 BPA. For Modifications, the value Propagates unless the Reason for Modification is “Novation Agreement”, or it is the first modification after Transfer Action; then the value will be Required.

Select the appropriate value from the drop-down menu.

See Data Dictionary Element 8Q Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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)

#### 5.12.8 Sea Transportation (Data Dictionary Element 8M)

This data element is Required when Date Signed is before 1/28/2023 for DoD, not for Civilian Agencies. This data element may no longer be input by DoD or Civilian Agencies when Date Signed is on or after 1/28/2023.

This field designates whether the entity 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.

NOTE: The Sea Transportation data element has been end-dated and may no longer be entered on Awards with a Date Signed on or after 1/28/2023.

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

#### 5.12.9 Description of Requirement (Data Dictionary Element 6M)

This data element is Required on all Awards and Modifications.

For the initial base award, enter a brief description of the goods or services you are buying. For Modifications, either re-state the brief description of the goods or services or describe what the modification is doing. The description field may also contain additional information. It may **not** contain PII. This is a summary level field and it is not expected to restate the exact information from an Award or Modification.

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

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

## 5.13 Competition Information

Figure 59. IDV Competition Information

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

- Extent Competed For Referenced IDV: (Text input)
- Extent Competed: (Dropdown menu with "Select One" selected)
- Source Selection Process: (Dropdown menu with "Select One" selected)
- Solicitation Procedures: (Dropdown menu with "Select One" selected)
- IDV Type Of Set Aside: (Text input)
- Type Of Set Aside: (Dropdown menu with "Select One" selected)
- Type Of Set Aside Source: (Text input)
- Evaluated Preference: (Dropdown menu with "Select One" selected)
- SBIR/STTR: (Dropdown menu with "Select One" selected)
- Fair Opportunity/Limited Sources: (Dropdown menu with "Select One" selected)
- Other Than Full And Open Competition: (Dropdown menu with "Select One" selected)
- Commercial Products and Services Acquisition Procedures: (Dropdown menu with "Select One" selected)
- A76 Action: (Dropdown menu with "Select One" selected)
- Contract Opportunities Notice: (Dropdown menu with "Select One" selected)
- Local Area Set Aside: (Dropdown menu with "Select One" selected)
- IDV Number of Offers: (Text input)
- Number Of Offers Received: (Text input)
- Number of Offers Source: (Text input)
- Small Business Competitiveness Demonstration Program: (Checkbox, currently unchecked)
- Simplified Procedures for Certain Commercial Products and Commercial Services: (Dropdown menu with "Select One" selected)

### 5.13.1 Extent Competed for Referenced IDV

This is a system generated data element on Delivery/Task Orders and BPA Calls. It denotes the Extent Competed for the IDV.

### 5.13.2 Extent Competed (Data Dictionary Element 10A)

This data element is Required on an FSS, GWAC, and IDC. It Propagates on a Part 8 BPA and to the Modifications. It is Not Applicable on a BOA or a Part 13 BPA.

It is the code that represents the competitive nature of the contract.

See Data Dictionary Element 10A Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
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.
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.
D	Full and Open Competition after exclusion of sources	Select this code when some sources are excluded before competition.
E	Follow On to Competed Action	Select this code when the action is a follow on to an existing competed contract (FAR 6.302-1). This value is not available for Post CLOD actions.
F	Competed under SAP	Select this code when the action is competed under the Simplified Acquisition Threshold.
G	Not Competed under SAP	Select this code when the action is NOT competed under the Simplified Acquisition Threshold.

### 5.13.3 Source Selection Process (Data Dictionary Element 10Z)

For Base Version 1.5 contracts with a 'Date Signed' on or after June 27, 2020, this data element is Required on an FSS, GWAC, Part 8 BPA, and IDC. This data element Propagates to the Modifications. It is Not Applicable on a BOA or a Part 13 BPA.

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 issues using any FAR part procedures (i.e., not limited to FAR part 15).

See Data Dictionary Element 10Z Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
LPTA	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).
TO	Trade-off	Select this option if contract award used any type of best value trade-off 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., 7, 12, 13, 16).
O	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).

#### 5.13.4 Solicitation Procedures (Data Dictionary Element 10M)

This data element is Required on an FSS, GWAC, and an IDC. For a Part 8 BPA, it will system-generate the value “Subject to Multiple Award Fair Opportunity” for Solicitation Procedures. It Propagates to the Modifications.

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	Long Description
NP	Negotiated Proposal/Quote	Report this code for contract awards over the Simplified Acquisition Threshold using negotiated procedures (FAR 12, FAR 13, and FAR 15).
SB	Sealed Bid	Report this code for contract award over the Simplified Acquisition Threshold using seal bidding procedures (FAR 14).
TS	Two Step	Report this code for contract award over the Simplified Acquisition Threshold that uses a combination of sealed bids and negotiated procedures (FAR 6.102).
SP1	Simplified Acquisition	Report this code for a competitive or non-competitive acquisition when Simplified Acquisition Procedures in FAR 13 are used.
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).
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 for 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).
SSS	Only One Source	Report this code if no solicitation procedure was used in this action.
MAFO	Subject to Multiple Award Fair Opportunity	Report this code if order was Subject to Multiple Award Fair Opportunity.

#### 5.13.5 IDV Type of Set Aside

This is a system generated data element that Propagates the value from the referenced IDV when 'Fair Opportunity/Limited Sources' has a value other than "Sole Source" or "Competitive Set Aside". It reflects the Set Aside value selected by the user on the IDV. In this case, the 'Type of Set Aside' field shall not be populated.

#### 5.13.6 Type of Set Aside (Data Dictionary Element 10N)

This data element is Required on an FSS, GWAC, and IDC and Propagates to the Modifications. For Part 8 BPAs, if 'Fair Opportunity/Limited Sources' is chosen as either "Sole Source" or "Competitive Set Aside", then the 'Type of Set Aside' will be Required. If 'Fair Opportunity/Limited Sources' is chosen as any other value, then the 'Type of Set Aside' will be propagated from the referenced IDV and will be populated on the 'IDV Type of Set Aside' field. In this case, the 'Type of Set Aside' field shall not be populated. This data element is Not Applicable on a BOA or a Part 13 BPA.

Pre CLOD, this is a Required data element on 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 on a Modification, Change or Delete for both Civilian Agencies and DoD. Post CLOD, this field will be populated on a Delivery/Task 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.



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 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
  - o This value is not valid when the ‘Date Signed’ is on or after 10/14/2015.
- HBCU or MI Set-Aside – Total
  - o This value is not valid 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

Definitions for each value are listed below:

Code	Short Description	Long 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 HUBZone	Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern (see FAR 19.800(d)).
8A	8A Competed	Report this code for an 8a award pursuant to FAR 19.805-2.
BI <sup>CIV</sup>	Buy Indian	Report this code if applicable. As of 7/8/2013, this value can no longer be used by the Department of Interior. This code can still be

		used by the Indian Health Service of the Department of Health and Human Services.
ISBEE	Indian Small Business Economic Enterprise	Report this code if applicable. This value can only be used by the Department of the Interior and the 'Indian Health Service'. The start date is 6/24/2023.
ISEE	Indian Economic Enterprise starting	Report this code if applicable. This value can only be used by the Department of the Interior and the 'Indian Health Service'. The start date is 6/24/2023.
HS2 <sup>CIV</sup>	Combination HUBZone and 8(a)	Report this code if the award was a combination HUBZone set-aside and 8(a) award. This value was deprecated on 10/02/2008.
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 or 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 non-competitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
NONE	No set aside used.	Report this code if the contract award was not a socio-economic program set-aside.
RSB <sup>CIV</sup>	Reserved for Small Business \$250k to \$100k (available only pre CLOD)	Report this code if award exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold (see FAR 13).
8AC <sup>CIV</sup>	SDB Set-Aside 8(a)	Report this code for a small disadvantaged business award made under a competitive 8(a)

		preference program pursuant to FAR 19.800(d). This code was deprecated on 11/18/2005.
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 (see 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 (see FAR 19.1405).
SBP	Small Business Set-Aside – Partial	Report this code for a partial small business set aside made pursuant to FAR 19.502-3.
SBA	Small Business Set-Aside – Total	Report this code for a small business set aside.
VSB <sup>civ</sup>	Very Small Business Set Aside	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-side procedures under the very small business pilot program set forth in FAR 19.9. This code was deprecated on 1/17/2006.
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 4/1/2011.
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 4/1/2011.
WOSBSS	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	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.
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### 5.13.7 Type of Set Aside Source

This is a system-generated data element. It denotes the origin of the Set Aside.

### 5.13.8 Evaluated Preference (Data Dictionary Element 10P)

This data element is Required on an FSS, GWAC, and an IDC. It Propagates on a Part 8 BPA and to the Modifications. It is Not Applicable on a BOA or a Part 13 BPA.

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.

Definitions for each value are listed below:

Code	Short Description	Long Description
NONE	No Preference used	Report this code if no evaluation preference was used in this action.
SDA	SDB Price Evaluation	Report this code for 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.
SPS	SDB Preferential Consideration Partial SB Set Aside	Report this code if 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.
HZE	HUBZone Price Evaluation	Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference (see FAR 19.1307).
HSD	Combined HUB/SDB Preference	Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference (FAR 19.13) and the Small

		Disadvantaged Business Price Evaluation Adjustment per FAR 19.11.
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#### 5.13.9 SBIR/STTR (Data Dictionary Element 10Q)

This data element is Optional on a BOA, BPAs, and an IDC and Propagates to the Modifications. It is Not Applicable on an FSS or a GWAC.

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	Long 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

#### 5.13.10 Fair Opportunity/Limited Sources (Data Dictionary Element 10R)

This data element is Required on a Part 8 BPA and Propagates to the Modifications. It is Not Applicable on an FSS, GWAC, BOA, Part 13 BPA, or an IDC.

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	Long 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)(iii).
MG	Minimum Guarantee	Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor (see FAR Part 16.505(B)(2)(iv).
ONE	Only One Source – Other	Report this code if the action was justified pursuant FAR 16.505(B)(2)(ii).
OSA	Other Statutory Authority (Pre CLOD DoD only)	Report this code when you have other Statutory Authority.
URG	Urgency	Report this code if the action was justified pursuant to FAR 16.505(B)(2)(i).
CSA	Competitive Set Aside	Report this code if action was justified pursuant to 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.

#### 5.13.11 Other Than Full And Open Competition (Data Dictionary Element 10C)

This data element is Optional on an FSS, GWAC, and IDC. It Propagates on a Part 8 BPA and to the Modifications. It is Not Applicable on a BOA or a Part 13 BPA.

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	Long Description
OTH	Authorized by Statute (FAR 6.302-5(a)(2)(i))	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific program is not listed.
RES	Authorized Resale (FAR 6.302-5(a)(2)(ii))	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
BND	Brand Name Description (FAR 6.302-1(c))	Report this code if an acquisition used a brand name description or other purchase description

		to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer.
FOC	Follow-On Contract (FAR 6.302-1(a)(2)(ii/iii))	For a Definitive Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
IA	International Agreement (FAR 6.302-4)	Report this code if the action was justified pursuant to FAR 6.302-4.
MPT <sup>CIV</sup>	Less than or equal to the Micro-Purchase Threshold	Report this code if the action was justified pursuant to FAR 13.202.
MES	Mobilization, Essential R&D (FAR 6.302-3)	Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
NS	National Security (FAR 6.302-6)	Report this code if the action was justified pursuant to FAR 6.302-6.
ONE	Only One Source-Other (FAR 6.302-1 other)	Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.
PDR	Patent or Data Rights (FAR 6.302-1(b)(2))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
PI	Public Interest (FAR 6.302-7)	Report this code if the action was justified pursuant to FAR 6.302-7.
SP2	SAP Non-Competition (FAR 13) Pre CLOD Civilian only	Report this code for a non-competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.
STD	Standardization (FAR 6.302-1(b)(4))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
UNQ	Unique Source (FAR 6.302-1(b)(1))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
UR	Unsolicited Research Proposal (FAR 6.302-1(a)(2)(i))	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.

### 5.13.12 Commercial Products and Services Acquisition Procedures (Data Dictionary Element 10H)

This data element is Required on all IDVs and Propagates to the Modifications.

This designates whether the solicitation used the special requirements for the acquisition of commercial products or other supplies or services authorized to use commercial 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:

<b>Code</b>	<b>Short Description</b>	<b>Long Description</b>
A	Commercial Products/Services	Select this value when the action is for a commercial product or service using FAR Part 12 Commercial procedures. Before 5/21/2022, this value was known as 'Commercial Item'.
B	Products or services pursuant to FAR 12.102(f)	Select this value for any acquisition of products or services, determined by the head of the agency, to be used to facilitate defense against or recovery from cyber, nuclear, biological, chemical, or radiological attack pursuant to FAR 12.102(f) that uses commercial products/services procedures. Before 5/21/2022, this value was known as 'Supplies or services pursuant to FAR 12.102(f)'.
C	Services pursuant to FAR 12.102(g)	Select this value for any acquisition of services that does not meet the definition of commercial products/services 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 \$29.5 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 Products/Services Procedures Not used	Select this value when commercial procedures were not used. Before 5/21/2022, this value was



		known as 'Commercial Item Procedures not used'.
E	DoD – Section 803 CSO Procedures	Select this value for any acquisition of supplies or services resulting from a commercial solutions opening pursuant to 212.72. This is a DoD only value available 10/29/2022 or later.

### 5.13.13 A-76 (FAIR ACT) Action (Data Dictionary Element 10L)

This data element Propagates on a Part 8 BPA and to the Modifications. It is Not Applicable on an FSS, GWAC, BOA, Part 13 BPA, or an IDC.

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.

NOTE: The A-76 (FAIR Act) Action has been end-dated and may no longer be entered on Awards with a Date Signed on or after 10/29/2022.

### 5.13.14 Contract Opportunities Notice (Data Dictionary Element 10S)

This data element is Required on a Purchase Order and a Definitive Contract. It Propagates on a Delivery/Task Order referencing an FSS, GWAC, Multiple Award IDC, and Single Award IDC, as well as Modifications. It is Optional on a Delivery/Task Order against a BOA and BPA Calls.

This field displays whether the synopsis requirement 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 Contract Opportunities Notice
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

### 5.13.15 Local Area Set Aside (Data Dictionary Element 10U)

This data element is Required on an FSS, GWAC, Part 8 BPA, and IDC and Propagates to the Modifications. It is Not Applicable on a BOA or a Part 13 BPA.

Select the appropriate response for the Award being entered.

See Data Dictionary Element 10U Use Case for appropriate data entry requirements.

#### 5.13.16 IDV Number of Offers

This is a system generated data element. It reflects the Number of Offers selected by the user on the IDV.

#### 5.13.17 Number of Offers Received (Data Dictionary Element 10D)

This data element is Required on an FSS, GWAC, Part 8 BPA, and IDC and Propagates to the Modifications. It is Not Applicable on a BOA or a Part 13 BPA.

Enter the number of offers received in response to the solicitation or number of multiple award contracts/schedules received for Delivery/Task Orders.

See Data Dictionary Element 10D Use Case for appropriate data entry requirements.

#### 5.13.18 Small Business Competitiveness Demonstration Program (Data Dictionary Element 10K)

This is a system generated data element. It indicates 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:

Code	Short Description	Long Description
Y	Yes	FPDS 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 Referenced PIID does not point to an IDV for

		which IDV Type = FSS and Business Types does not indicate a governmental entity, or educational or non-profit organization and other provisions of FAR 19.10 are met.
N	No	FPDS will return No if Yes does not apply.

### 5.13.19 Simplified Procedures for Certain Commercial Products and Commercial Services (Data Dictionary Element 10J)

This data element is Required on an FSS, FWAC, and IDC. It Propagates on a Part 8 BPA and to the Modifications. It is Not Applicable on a BOA or a Part 13 BPA.

This field designates whether the acquisition utilized FAR subpart 13.5 Simplified Procedures for Certain Commercial Products and Commercial Services. This subpart provides for the user of simplified acquisition procedures for the acquisition of products 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 acquisitions; (2) the acquisition does not exceed the \$20 million and is for commercial acquisitions 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 cyber, nuclear, biological, chemical, or radiological attack; or (3) the acquisition does not exceed the \$20 million and can be treated as an acquisition of commercial products/services in accordance with FAR 12.102(f)(1) – agency head determines the products/services to be used to facilitate defense against or recovery from cyber, nuclear, biological, chemical, or radiological attack.

See Data Dictionary Element 10J Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
Y	Yes	Simplified Procedures for Certain Commercial Products/Services used
N	No	Simplified Procedures for Certain Commercial Products/Services not used

### 5.14 Preference Programs/Other Data

Figure 60. IDV Preference Programs

Preference Programs / Other Data	
Contracting Officer's Business Size Selection: *	<input type="text" value="Select One"/>
Subcontract Plan: *	<input type="text" value="Select One"/>

#### 5.14.1 Contracting Officer's Business Size Selection (Data Dictionary Element 11A)

This data element is Required on an FSS, GWAC, BOA, Part 13 BPA, and IDC. It Propagates on a Part 8 BPA and to the Modifications.

This field indicates if the selected entity 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 the drop-down menu. This field is important because the Small Business Goaling Report is based on whether or not the business size is small. This report can be found at <https://www.sam.gov/>.

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.

#### 5.14.2 Subcontract Plan (Data Dictionary Element 11B)

This data element is Required on an FSS, GWAC, and IDC. It is Not Applicable on a BOA or a BPA. For Modifications, the value Propagates unless the Reason for Modification is "Novation Agreement", "Rerepresentation of Non-Novated Merger/Acquisition", "Rerepresentation", or "Add Subcontracting Plan"; then the value will be Required.

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 entities' 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).


## 6 FPDS EZSEARCH

This section describes the ezSearch capability in FPDS. EzSearch is a 'Google' like tool that allows you to perform searches on various information related to contract action records. FPDS gathers information on reported procurement transactions and stores this information in a database for analysis. Searches for those reported transactions are conducted using ezSearch and can be searched via the three pre-defined filter tabs: Contracts, Interagency Contract Directory (ICD), and Recovery.

### 6.1 Search Tabs within EzSearch


#### 6.1.1 Contracts



The  tab provides a view of all active IDVs and Awards in a FINAL status. When searching on the 'Contracts' tab, no filters are applied unless you apply them yourself by either using 'Advanced Search' or by using the drill-down technique mentioned later (6.3.2-6.3.3). Any DoD contract that is less than 90 days old will not be included in the search.

#### 6.1.2 Interagency Contract Directory (ICD)




The  tab provides a view of all active IDVs in a FINAL status created on or after October 1, 2006. When searching on the ICD tab, only IDV results will return. Awards will

not show in the search results for this tab. Other filters can be applied using 'Advanced Search' or using the drill-down technique mentioned later (6.3.2-6.3.3). Any DoD contract that is less than 90 days old will not be included in the search.

### 6.1.3 Recovery



The  tab allows users to view all active IDVs and Awards in a FINAL status where the funds were part of the American Recovery and Reinvestment Act (ARRA). For this tool, search results will contain both IDVs and Awards, but only results related to ARRA. For more information on ARRA, go here: [American Recovery and Reinvestment Act](#). 'Advanced Search' or using the drill-down technique mentioned later (6.3.2-6.3.3). Any DoD contract that is less than 90 days old will not be included in the search.

## 6.2 Accessing the EzSearch Tools

EzSearch can be accessed in a few different ways.

For Contracts:

- From the FPDS Home page
- From the FPDS Authenticated Navigation page (indicated by the red arrow in figure 61 below)

For ICD:

- From the FPDS Home page ezSearch link, then pressing the 'ICD' tab
- From the FPDS Authenticated Navigation page (indicated by the yellow arrow in figure 61 below)
- By launching a browser and typing [www.contractdirectory.gov](http://www.contractdirectory.gov) in the address bar

NOTE: For the last two options, ICD will look different and have slightly different filtering capabilities until you press 'Show Orders/Calls (in FPDS)' from the search results.

For Recovery:

- Recovery can only be accessed by first accessing ezSearch in one of the methods above, and then pressing the 'Recovery' tab.

Figure 61. FPDS Authenticated Navigation Page

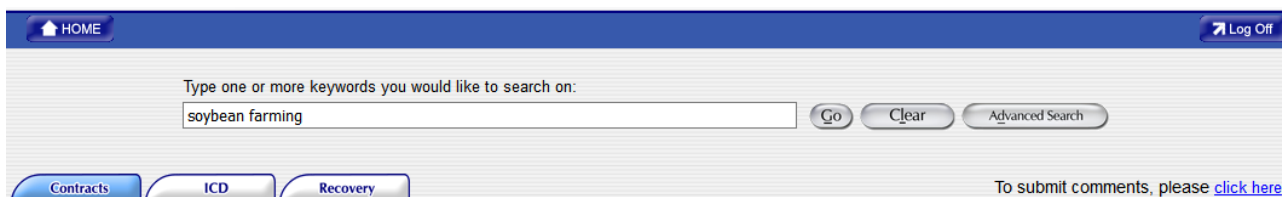


## 6.3 EzSearch Search Features

### 6.3.1 Beginning your Query

To begin your ezSearch query, enter one or more keywords that will be searched for in the contracts that you would like to find.

Figure 62. Key Word Search





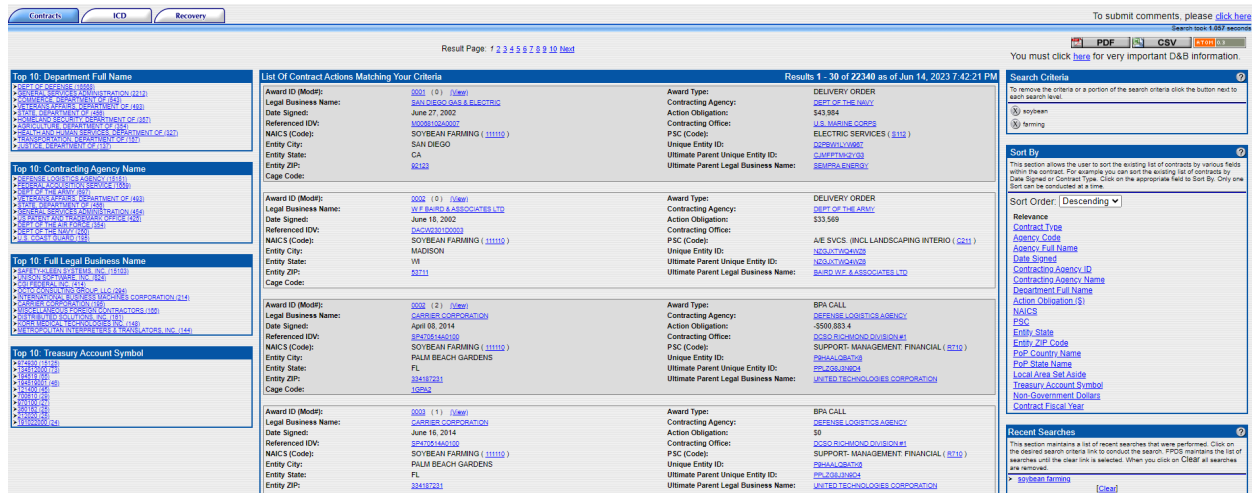
Click on the  button. A list of contracts matching your search criteria will be displayed in the results section. To remove your search criteria text, click the  button. Results will be as follows:

Figure 63. ezSearch Results



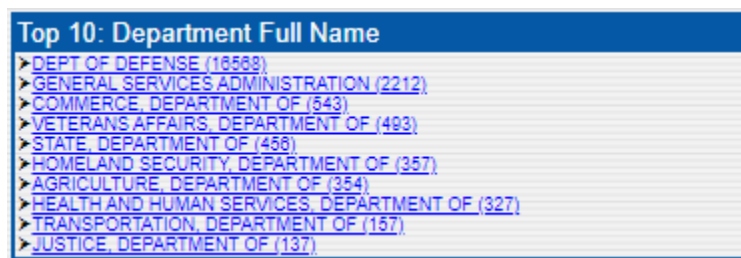
The screenshot shows the ezSearch Results page. On the left, there are four filter boxes: 'Top 10: Department Full Name', 'Top 10: Contracting Agency Name', 'Top 10: Full Legal Business Name', and 'Top 10: Treasury Account Symbol'. The main area displays a 'List of Contract Actions Matching Your Criteria' with columns for Award ID, Legal Business Name, Date Signed, Referenced ID, NAICS Code, Entity City, Entity State, Entity ZIP, and Cage Code. The results are sorted by Date Signed in descending order. On the right, there are sections for 'Search Criteria', 'Sort By', and 'Recent Searches'.

### 6.3.2 Refining your Search

You can refine your search by using the four filter boxes on the left side of the screen. You can drill-down by Department (Figure 64), Agency (Figure 65), Full Legal Business Name (Figure 66), and Treasury Account Symbol (Figure 67). The information in each filter box is displayed in descending order. Only the top 10 results will be displayed.

Click on the appropriate link in each filter box. Your results will be displayed in the 'Results Page' section as shown in Figure 63 (above).

Figure 64. Top 10 Department Full Name



The screenshot shows the 'Top 10: Department Full Name' filter box. It contains a list of departments with their respective counts in parentheses, all in descending order. The list includes: DEPT OF DEFENSE (16558), GENERAL SERVICES ADMINISTRATION (2212), COMMERCE, DEPARTMENT OF (543), VETERANS AFFAIRS, DEPARTMENT OF (493), STATE, DEPARTMENT OF (456), HOMELAND SECURITY, DEPARTMENT OF (357), AGRICULTURE, DEPARTMENT OF (354), HEALTH AND HUMAN SERVICES, DEPARTMENT OF (327), TRANSPORTATION, DEPARTMENT OF (157), and JUSTICE, DEPARTMENT OF (137).

Figure 65. Top 10 Contracting Agency Name



Top 10: Contracting Agency Name
DEFENSE LOGISTICS AGENCY (15151)
FEDERAL ACQUISITION SERVICE (1659)
DEPT OF THE ARMY (687)
VETERANS AFFAIRS, DEPARTMENT OF (493)
STATE, DEPARTMENT OF (456)
GENERAL SERVICES ADMINISTRATION (454)
US PATENT AND TRADEMARK OFFICE (425)
DEPT OF THE AIR FORCE (354)
DEPT OF THE NAVY (250)
U.S. COAST GUARD (195)

Figure 66. Top 10 Full Legal Business Name

Top 10: Full Legal Business Name
SAFETY-KLEEN SYSTEMS, INC. (15103)
UNISON SOFTWARE, INC. (824)
CGI FEDERAL INC. (414)
OCTO CONSULTING GROUP, LLC (294)
INTERNATIONAL BUSINESS MACHINES CORPORATION (214)
CARRIER CORPORATION (195)
MISCELLANEOUS FOREIGN CONTRACTORS (165)
DISTRIBUTED SOLUTIONS, INC. (181)
KORR MEDICAL TECHNOLOGIES INC. (148)
METROPOLITAN INTERPRETERS & TRANSLATORS, INC. (144)

Figure 67. Top 10 Treasury Account Symbol

Top 10: Treasury Account Symbol
974930 (15125)
134512000 (73)
194519 (65)
194519001 (45)
121400 (45)
700610 (29)
970100 (27)
360162 (25)
212020 (25)
191022000 (24)

### 6.3.3 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 that specific PSC Code. The ‘Search Criteria’ box will be updated to reflect the new search.

Figure 68. Drill-Down by PSC Code

List Of Contract Actions Matching Your Criteria				Results 1 - 2 of 2 as of Jun 14, 2023 7:51:42 PM		Search Criteria
Award ID (Modifi):	0001 (0) (289)	Award Type:	DELIVERY ORDER			To remove the criteria or a portion of the search criteria click the button next to each search level.
Legal Business Name:	SAN DIEGO GAS & ELECTRIC	Contracting Agency:	DEPT OF THE NAVY			<input checked="" type="checkbox"/> soybean
Date Signed:	June 27, 2002	Action Obligation:	\$43,984			<input checked="" type="checkbox"/> farming
Referenced IDV:	MD08810240007	Contracting Office:	U.S. MARINE CORPS			<input checked="" type="checkbox"/> PSC: "S112"
NAICS (Code):	SOYBEAN FARMING (111110)	PSC (Code):	ELECTRIC SERVICES (S112)			
Entity City:	SAN DIEGO	Unique Entity ID:	DCPRVWV987			
Entity State:	CA	Ultimate Parent Unique Entity ID:	CJMPFMS2V03			
Entity ZIP:	92123	Ultimate Parent Legal Business Name:	SEMPRA ENERGY			
Cage Code:						
IDV ID (Modifi):	MD08810240007 (0) (289)	IDV Type:	IDC			
Legal Business Name:	SAN DIEGO GAS & ELECTRIC	Contracting Agency:	DEPT OF THE NAVY			
Date Signed:	June 27, 2002	Action Obligation:	\$0			
Referenced IDV:		Contracting Office:	U.S. MARINE CORPS			
NAICS (Code):	SOYBEAN FARMING (111110)	PSC (Code):	ELECTRIC SERVICES (S112)			
Entity City:	SAN DIEGO	Unique Entity ID:	DCPRVWV987			
Entity State:	CA	Ultimate Parent Unique Entity ID:	CJMPFMS2V03			
Entity ZIP:		Ultimate Parent Legal Business Name:	SEMPRA ENERGY			
Cage Code:						

Refine your search as desired using either the ‘Advanced Search’ options or the drill-down feature.

Click 'View' beside an Award/IDV ID to view a record in detail on a new screen.

In the bottom right corner of the screen, there is a drop-down for results per page. Click the drop-down **Results per page: 30** to configure the number of results to be displayed per page.

#### 6.3.4 Remove Search Criteria


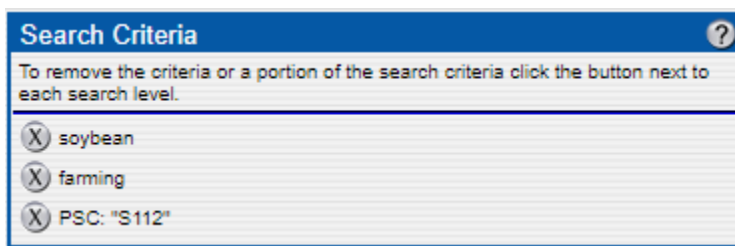
The 'Search Criteria' box located in the top right corner of the Results screen displays your current search criteria. To remove specific search criteria, click the  icon next to the search criteria you would like to delete from your search. The search will then recompute based on the remaining search criteria.

Figure 69. Search Criteria Box



#### 6.3.5 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 70. Sort By Box

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 \(\\$\)](#)  
[NAICS](#)  
[PSC](#)  
[Entity State](#)  
[Entity ZIP Code](#)  
[PoP Country Name](#)  
[PoP State Name](#)  
[Local Area Set Aside](#)  
[Treasury Account Symbol](#)  
[Non-Government Dollars](#)  
[Contract Fiscal Year](#)

### 6.3.6 Recent Searches

The 'Recent Searches' box maintains a list of the recent searches performed. Click on the desired search criteria link to conduct the search. FPDS maintains the list of searches until the 'Clear' link is selected. When you click on 'Clear', all previous searches are removed.

Figure 71. Recent Searches Box

Recent Searches
?



This section maintains a list of recent searches that were performed. Click on the desired search criteria link to conduct the search. FPDS maintains the list of searches until the clear link is selected. When you click on **Clear** all searches are removed.

> [soybean farming "S112"](#)  
> [soybean farming](#)

[Clear]

### 6.3.7 Exporting Data

The options available for exporting the search results are:

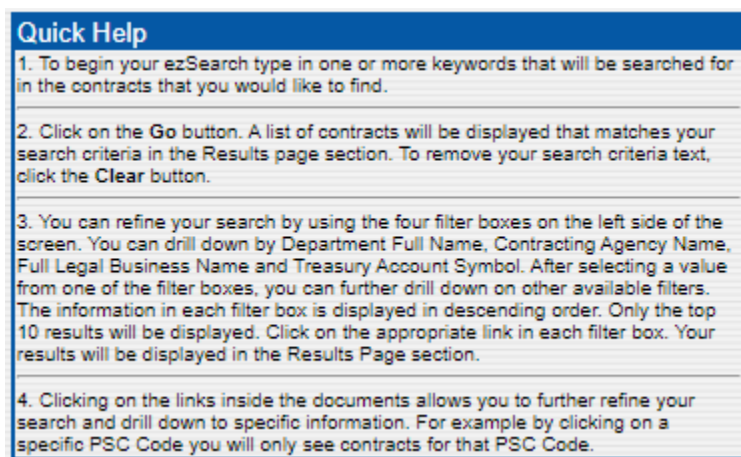
-  **PDF** provides the ability to save the data as a PDF
-  **CSV** provides the ability to save the data as a comma-separated or comma-delimited values (csv) file

NOTE: There is a 30,000-row limit for ezSearch queries when exporting the results of a search/query to a file, no matter what format the results are exported in.

### 6.3.8 Help

The 'Quick Help' feature is available to provide navigation instructions.

Figure 72. Quick Help Box



### 6.3.9 Advanced Search Within EzSearch


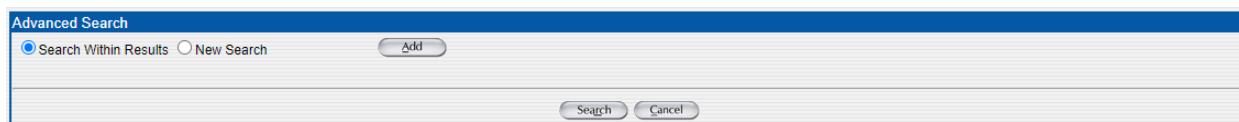
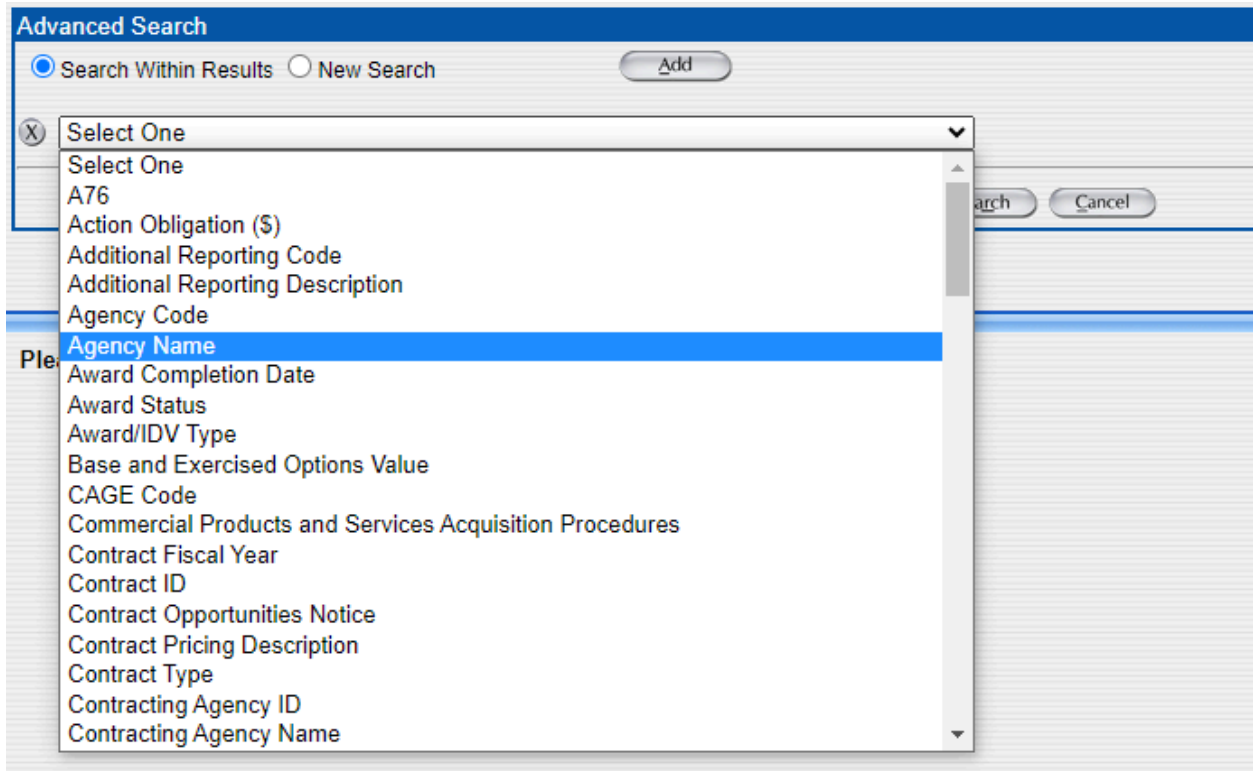
EzSearch has an 'Advanced Search' feature within. The Contracts and Recovery tabs have similar functionality and filter options. ICD has fewer filter options and slightly different functionality. You'll find ease of use is the same across the different tabs, but just note ICD will have some minor differences because it aligns with the features and filtering capabilities from [www.contractdirectory.gov](http://www.contractdirectory.gov). To conduct an Advanced Search within ezSearch, click on the 'Advanced Search' button . You can conduct a search within the existing search, or you can start a new search.

Figure 73. Advanced Search Screen



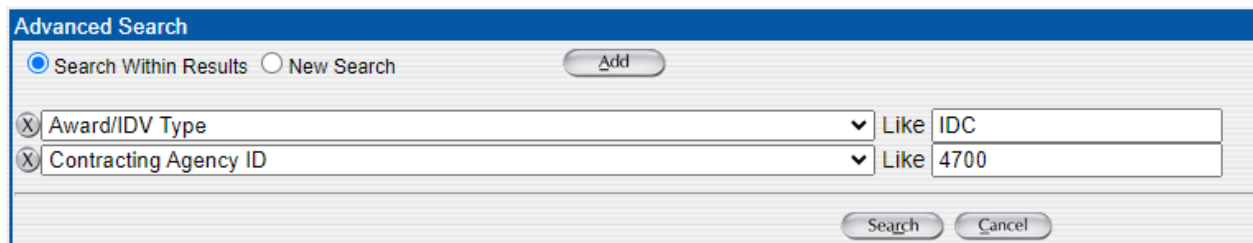
When you click the 'Add' button, a drop-down list will appear. You can then click on the drop-down box and select a filter. When selecting from the drop-down list of field names, a 'Like' box will appear for you to apply the filter. If you're unsure about what drop-down option to use or what to enter in the 'Like' box, refer to the [FPDS Data Dictionary](#) or the [ezSearch FAQ Wiki Page](#).

Figure 74. Advanced Search Selections



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

Figure 75. Multiple Advanced Search Selections



For most fields, you may use a % as a wildcard. Sometimes, a drop-down will appear for the 'Like' field when using Advanced Search on the ICD tab. The following Advanced Search options should have drop-downs to be able to select specific values:

- Fee for Use of Service
- IDV Type
- National Interest Action
- Socio Economic Data

Figure 76. ICD Drop-down Options

**Advanced Search**

☒ Search Within Results ☐ New Search Add

☒ National Interest Action ▼

American Samoa Earthquake, Tsunami and Flooding ▼  
 American Samoa Earthquake, Tsunami and Flooding  
 California Wildfires 2008  
 Gulf Oil Spill 0410  
 Haiti Earthquake 2010  
 Hurricane Chris 2006  
 Hurricane Earl 2010  
 Hurricane Ernesto 2006  
 Hurricane Gustav 2008  
 Hurricane Hanna 2008  
 Hurricane Ike 2008  
 Hurricane Irene 2011  
 Hurricane Katrina 2005  
 Hurricane Ophelia 2005  
 Hurricane Rita 2005  
 Hurricane Wilma 2005  
 Inauguration 2009  
 Midwest Storms and Flooding 2008  
 None  
 Pacific Earthquake/Tsunami 2011

Cancel

Once finished selecting your filters, click 'Search' to get a list of results.

Figure 77. Advanced Search Results

Type one or more keywords you would like to search on:  
 AWARD\_TYPE="IDC" CONTRACTING\_AGENCY\_ID="4700" Go Clear Advanced Search

**Contracts** **ICD** **Recovery**

Result Page: 1 2 3 4 5 Next

**Top 10: Department Full Name**  
 1. GENERAL SERVICES ADMINISTRATION (1)

**Top 10: Contracting Agency Name**  
 1. GSA CONTRACTING OFFICE (1)

**Top 10: Full Legal Business Name**  
 1. HARRIS CORPORATION (1)  
 2. SOYBEAN FARMING (1)  
 3. PALM BAY (1)  
 4. JAXSON INC (1)  
 5. JAXSON INC (1)  
 6. JAXSON INC (1)  
 7. JAXSON INC (1)  
 8. JAXSON INC (1)  
 9. JAXSON INC (1)  
 10. JAXSON INC (1)

**List Of Contract Actions Matching Your Criteria**

IDV ID (Mod#)	Legal Business Name	Date Signed	Referenced IDV	NAICS (Code)	Entity City	Entity State	Entity ZIP	Cage Code	IDV Type	Contracting Agency	Action Obligations	Contracting Office	PSC (Code)	Unique Entity ID	Ultimate Parent Unique Entity ID	Ultimate Parent Legal Business Name
4740211CD001 ( 0 ) ( 0000 )	JAXSON TECHNOLOGIES, INC.	January 01, 2011		SOYBEAN FARMING ( 11112 )	PALM BAY	FL	32903377	91417	IDC	GENERAL SERVICES ADMINISTRATION	50	F20 AGENCY COORDINATOR	R&D-INSECT & DIS CONT-B RES ( 4411 )	QJMS221544	JAXSON INC	HARRIS CORPORATION
4740211CD001 ( P0002 ) ( 0000 )	JAXSON TECHNOLOGIES, INC.	January 01, 2022		SOYBEAN FARMING ( 11112 )	PALM BAY	FL	32903377	91417	IDC	GENERAL SERVICES ADMINISTRATION	50	GSA CONTRACTING OFFICE	AGRICULTURE R&D SERVICES: AGRICULTURAL RESEARCH AND SERVICES: BASIC RESEARCH ( 4411 )	QJMS221544	JAXSON INC	HARRIS CORPORATION
4740211CD001 ( P0003 ) ( 0000 )	JAXSON TECHNOLOGIES, INC.	August 01, 2020		SOYBEAN FARMING ( 11112 )	PALM BAY	FL	32903377	91417	IDC	GENERAL SERVICES ADMINISTRATION	50	GSA CONTRACTING OFFICE	R&D-AGRICULTURE: INSECT AND DISEASE CONTROL (BASIC RESEARCH) ( 4411 )	QJMS221544	JAXSON INC	HARRIS CORPORATION
4740210AT001 ( 0 ) ( 0000 )	AR 072458 JAXSON-PTV LTD.	April 01, 2019		SOYBEAN FARMING ( 11112 )	YERBYONG				IDC	GENERAL SERVICES ADMINISTRATION	50	GSA CONTRACTING OFFICE	NUCLEAR PROJECTILES ( 2111 )	QJMS221544	JAXSON INC	HARRIS CORPORATION

**Search Criteria**  
 To remove the criteria or a portion of the search criteria click the button next to each search level:  
 Award IDV Type: "IDC"  
 Contracting Agency ID: "4700"

**Sort By**  
 This section allows the user to sort the resulting list of contracts by various fields within the criteria. For example you can sort the resulting 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  
 Data Signed  
 Contracting Agency ID  
 Contracting Agency Name  
 Department Full Name  
 Action Obligations (0)  
 NAICS  
 PSC  
 Entity State  
 Entity ZIP Code  
 POC Country Name  
 POC State Name  
 Local Area Set Aside  
 Treasury Account Symbol  
 Non-Government Dollars  
 Contract Fiscal Year

**Recent Searches**  
 This section maintains a list of recent searches that were performed. Click on the desired search criteria link to conduct the search. FPOG maintains the list of searches until the clear link is selected. When you click on CLEAR all searches are removed.  
 IDC "IDC"  
 Soybean Farming "1112"  
 Soybean Farming

## Appendix A – FPDS Frequently Asked Questions

### A.1 Why is contracting reporting in FPDS necessary?

Through the Office of Federal Procurement Policy (OFPP) Act, Congress mandated that contract actions using appropriated funds must be reported to FPDS.

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 analysis to structure strategic procurements and save money; improve government-wide management; and establish interoperation with other government-wide data systems.

In addition, there is now the ability to independently access Government-wide information globally. This increases the need for data accuracy.

Agencies also use this information for management purposes. As an example, some agencies use this information to calculate workload and buyer productivity.

### A.2 What is not included in FPDS?

The following are examples of data not reported in FPDS:

- Subcontracting data
- Financial information other than instant obligation and estimated values
- Accounting data
- CLIN (contract line-item number) information
- Detailed contract information, such as terms and conditions, deliverables, statements of work, proposals, entity employee information, line items, and wage determination

### A.3 What are the roles of federal departments and agencies, including SBA, in federal contract reporting?

Federal contracting data is entered into FPDS 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 is managed by the General Services Administration's (GSA) Integrated Acquisition Environment Program Management Office (IAEPMO). This office assures proper maintenance of FPDS'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 the 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 wants to filter and view records, you will need to be registered as you must access FPDS through an internet browser, not your contracting writing system, at <https://fpds.gov>. Government employees, who are registered through their agency's FPDS System Administrator, may have additional capabilities.

#### A.5 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 or DoDAAC)
- 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.6 Why is there no Federal mandate on the format of contract numbers (PIID)?

As of April 1, 2018, the Uniform PIID Structure was implemented. See above (A.6) for the requirements.

#### A.7 Can I get a copy of the contract file including the terms and conditions from FPDS?

No. Only designated data about the contract is in FPDS.

#### A.8 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.

#### A.9 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.10 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 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.11 Where can I find the type of contract awarded?

This information is available in FPDS. Please refer to the FPDS Data Dictionary for specific data elements and definitions.

#### A.12 How can I tell if a contract action is referencing a Federal Supply Schedule?

When a Delivery/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 Federal Supply Schedules (FSS)



and they are General Services Administration (GSA) and Veteran Affairs (VA). If the Delivery/Task Order 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, or other type of Indefinite Delivery Vehicle. If a Delivery/Task Order has a GSA referenced PIID that is in the following format, then it is an FSS.

<u>Position 1-2</u>	<u>Position 3-4</u>	<u>Position 5</u>	<u>Position 6-9</u>	<u>Position 10</u>
GS	##	F	####	Alpha A-Y

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 an FSS action. Prior to the implementation, the above structure has not changed.

#### **A.13 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 in 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.14 What are federal departments and agencies doing to assure the data they submit to FPDS are as accurate as possible?**

The federal government is committed to improving the acquisition data in FPDS. 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.

#### **A.15 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 entities. 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.16 What does “Purchase Card Used as Method of Payment” mean?**

The order or contract provides for payments to the entity to be made through by use of the purchase card. These are “charges” backed by a contract vehicle/document. It allows the government and the entity to avoid the use of expensive invoices.

#### A.17 Does FPDS have purchase card data?

Purchase card transactions less than or equal to the micro purchase threshold are not reportable to FPDS. The banks that issue the cards collect purchase card data.

#### A.18 What is the difference between the North American Industrial Classification System (NAICS) and Product and Service Codes (PSC)? Why does FPDS have both?

The North American Free Trade Agreement (NAFTA) requires the use of NAICS by the government. The NAICS classifies commercial activity into broad business categories, such as soybean farming, manufacturer, wholesaler, retail, and services. PSCs describe specific products and services which form the basis for national stock numbers.

Both fields are required because statute requires some reports to be based on NAICS information, some on PSC information, and some, such as the Competitive Demonstration Program, must use both codes.

It also helps narrow a search if we allow users to select what they want from two or three filters. For example, we do not buy “Photographic and Photocopying Equipment Manufacturing”, “Photographic Equipment and Supplies Wholesalers”, or “Camera and Photographic Supplies Stores”, but instead we buy cameras.

#### A.19 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 entity’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 the federal government.

**Agency System Administrator** – Overall responsibility for the administration of FPDS 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 include Purchase Orders (PO), Delivery/Task Orders (DO), BPA Calls, and Definitive Contracts.

**BOA** – Basic Ordering Agreement. Note: A Basic Ordering Agreement is NOT a contract. A Basic Ordering Agreement is a written instrument of understanding, negotiated between the government and entity that contain (a) terms and clauses applicable to future contracts (orders) between the parties during its term; (b) a description, as specific as uncertain requirements 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 Supply Schedule contracts are not Basic Order Agreements.

**BPA** – Blanket Purchase Agreement. In accordance with Federal Acquisition Regulation (FAR) 8.405-3, ordering activities may establish BPAs under any GSA Federal Supply Schedule (FSS) contract. A GSA FSS 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 CCB serves as the primary communication liaison to the agencies and is ultimately responsible for tracking all approved changes to FPDS. The CCB member proposes and reviews configuration items required to keep the FPDS 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 known 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 entity 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.

**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).

**FAR 4.1102 Exception** – The reason an entity not registered in the mandated SAM system was used in a purchase. These reasons outlined in the FAR are:

1. Purchases under the micro-purchase threshold that use government-wide commercial purchase card as both the purchasing and payment mechanism, as opposed to using the purchase card for payment only.
2. Classified contracts (see 2.101) when registration in SAM, or use of SAM data, could compromise the safeguarding of classified information or national security.
3. Deployed Contracting Officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(8).
4. Contracting Officers located outside the United States and its outlying areas, as defined in 2.101, for work to be performed in support of diplomatic or developmental operations, including those performed in support of foreign assistance programs overseas, in an area that has been designated by the Department of State as a danger pay post (see <https://aoprals.state.gov/>).
5. Contracting Officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, e.g., Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121).
6. Contracts with individuals for performance outside the United States and its outlying areas.
7. Contracts awarded without providing for full and open competition due to unusual or compelling urgency (see 6.302-2).
8. Contract actions at or below \$30,000 awarded to foreign vendors for work performed outside the United States, if it is impractical to obtain SAM registration.
9. 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).

**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** – Federal Procurement Data System. FPDS is the current central repository of information on Federal contracting. The system contains detailed information on contract actions over \$3,000 (FY 2004 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 entities 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 (IDDO), 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. It is the short name for The McNamara-O’Hara Service Contract Act of 1965 (SCA) that requires general contractors and subcontractors performing services on prime contracts in excess of \$2,500 pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality as determine 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 \$15,000. 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 Modifications: Bilateral or Unilateral. A bilateral Modification (supplemental agreement) is a contract Modification that is signed by the entity 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 fall into one of the following areas:

- Add Subcontract Plan
- Additional Work (new agreement, FAR Part 6 applies)
- Change Order
- Change PIID
- Close Out
- Definitize Change Order
- Definitize 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 Cause
- Terminate for Convenience (Complete or Partial)
- Terminate for Default (Complete or Partial)
- Transfer Action
- Unique Entity ID or Legal Business Name Change – Non-Novation
- Entity Address Change

**Multiple or Single Award IDC** – A Multiple Award IDC contract is one of many that resulted from a single solicitation. A Single Award IDC contract indicates that only one Award has been made from a single solicitation.

**Multi-year Contract** – A Multi-year contract means a contract for the purchase of supplies or services for more than 1, but not more than 5, program years. Such contracts are issued under specific congressional authority for specific programs. The key distinguishing difference between Multi-year contracts and multiple year contracts is that Multi-year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first.

**NAICS Code** – The North American Industrial Classification Systems classifies commercial activity into broad business categories, such as agriculture, mining, construction, manufacturing, wholesale trade, retail trade, and services.

**Novation** – This is a legal instrument executed by the entity of 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 FPDS.

**Performance-Based Service Contract –**

- 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 and Service Code Manual](#).



**Record Type** – The category of record being entered by this transaction. Types of records include IDV (I), Award (A), and 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 Orders and BPA Calls.

**SAM** – System for Award Management database. The primary government repository for entity information required for the conduct of business with the government.

**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, 51 percent or more 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 entity business characteristics, e.g., Women-Owned Business, Small Disadvantaged Business, Educational Institution, Minority-Owned business, etc.

**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 “request 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.

**Unique Entity ID** – is the 12-character alphanumeric value assigned by SAM (System for Award Management) to identify unique business entities.

**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.

**Women-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, 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

When the entity 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 Delivery/Task 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 entity has made in the On-Line Representations and Certifications Application (ORCA); and
3. Submit a Modification contract action report in FPDS.

*The Contracting Officer must complete the contract action report as follows:*

1. In order to report a rerepresentation action in FPDS and incorporate the latest entity information from the System for Award Management (SAM), 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’ (11A) will be required to be completed. Choose “Small Business” (S) or “Other Than Small Business” (O), as appropriate, to identify the rerepresented size status of the entity.
  - b. All socio-economic information will refresh from the entity’s record in SAM.
  - c. If 1.a. is chosen, the entity 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

In order to correctly report the DoD organizations for which contract actions are accomplished to FPDS, as is required in the system, federal contracting offices shall follow the instructions below for completing the FPDS 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 Orders).

1. Complete the FPDS 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 an 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 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 an MIPR.

Office of Management and Budget's (OMB) 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

### E.1 Transfer Action – IDVs

Below is the functionality of FPDS when the “Transfer Action” is chosen as the ‘Reason for Modification’ for an Indefinite Delivery Vehicle (IDV) 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 a Federal Supply Schedule (FSS). Only the Agency System Administrator has the privilege to create a “Transfer Action” Modification, but the privilege can be delegated.

1. FPDS shall open only the following data elements on a “Transfer Action” Modification:
  - a. Modification Number
  - b. Date Signed
  - c. Period of Performance Start Date
  - d. Last Date to Order
  - e. Contracting Office Agency ID
  - f. Contracting Office ID
  - g. Action Obligation
  - h. 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 ‘Modify’ on the transferred document, all the fields will open, except PIID, and the validation rules will apply. The ‘PIID’ fields will not open and the ‘PIID’ validation rules will not apply. When the receiving agency executes this Modification, all 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 day 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” has been successfully completed, another “Transfer Action” Modification cannot be done on the same contract.

## E.2 Change PIID – IDVs

Below is the functionality of FPDS when the “Change PIID” is chosen as the ‘Reason for Modification’ for an Indefinite Delivery Vehicle (IDV) 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 a Federal Supply Schedule (FSS). Only the Agency System Administrator has the privilege to create a “Transfer Action” Modification, but the privilege can be delegated.

1. FPDS shall open only the following data elements on a “Change PIID” Modification:
  - a. PIID
  - b. Agency ID
  - c. Modification Number
  - d. Date Signed
  - e. Contracting Office Agency ID
  - f. Contracting Office ID
2. The user must 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. Note: 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 Administrator 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 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 Advanced Search when a search is done on the new ‘PIID’, however, you cannot search the old ‘PIID’.

9. If the 'PIID' was changed on a Multiple Award IDV and it is a 'Referenced IDV ID' on a Delivery/Task Order, the 'Referenced IDV ID' will be changed on the Delivery/Task Order and all the Modifications to the Delivery/Task Order which reference the IDV whose PIID has changed. This is also the case for a BPA Call against a BPA.

### E.3 Transfer Action - Awards

The functionality for a "Transfer Action" is no different on a Delivery/Task Order than it is for an IDC except that different fields open.

1. FPDS shall open only the following data elements on a "Transfer Action" Modification:
  - a. Modification Number
  - b. Date Signed
  - c. Period of Performance Start Date
  - d. Completion Date
  - e. Est. Ultimate Completion Date
  - f. Contracting Office Agency ID
  - g. Contracting Office ID
  - h. Action Obligation
  - i. Base and Exercised Options Value
  - j. Base and all Options Value (Total Contract Value)

### E.4 Change PIID – Awards

The functionality for a "Change PIID" is no different on a Delivery/Task Order than it is for an IDC except that different fields open.

1. If the "Change PIID" is the first Modification after a Delivery/Task Order was transferred, then the PIID fields will open and all fields that would normally open for a base Delivery/Task 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 day 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 Administrator for further assistance".
4. If the 'PIID' was changed on a Multiple Award IDV and it is a 'Referenced IDV ID' on a Delivery/Task Order, then the 'Referenced IDV ID' will be changed on the base Delivery/Task Order and all the Modifications to the Delivery/Task 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 screen; however, the responses are system generated. Included in this appendix are screenshots that show the new data elements.

The following fields in FPDS 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:

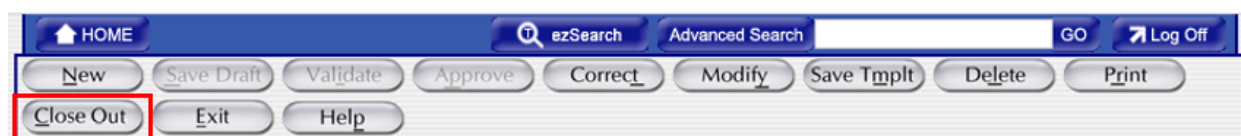
**Last Modified Date** – This data element captures the Last Date the field was edited, either by the user or the FPDS system.

**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, then 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.

Figure 78. Close Out Button



**Closed Status** – This data element displays a “Yes” or “No” which reflects if the action was closed or not. Once the action is Closed Out, a data management fix 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.

Figure 79. Close Out Data Elements

Transaction Information			
Award Type:	Purchase Order	Prepared Date:	06/15/2023 22:36:18
Award Status:	Final	Last Modified Date:	06/15/2023 22:36:30
Closed Status:	Yes	Closed Status Date:	06/15/2023 22:36:30
		Approved Date:	06/15/2023 22:36:25
		Prepared User:	FPDS_USER_MANUAL
		Last Modified User:	FPDS_USER_MANUAL
		Closed By:	FPDS_USER_MANUAL
		Approved By:	FPDS_USER_MANUAL

**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 ‘Extent Competed’.

**IDV Type of Set Aside, IDV Type of Set Aside Source** – The screen below shows an example of a Delivery/Task Order 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/Limited Sources’ selected on the Delivery/Task Order is “Competitive Set Aside”, the ‘Type of Set Aside’ on the Delivery/Task Order can be changed. In this case, the entry was changed to “Reserved for Small Business”. The ‘Type of Set Aside Source’ shows “This Action”. That means the ‘Type of Set Aside’ entry is from the Delivery/Task Order.

Figure 80. IDV Type of Set Aside and Type of Set Aside Source

Competition Information	
Extent Competed For Referenced IDV:	
Extent Competed:	Full and Open Competition
Source Selection Process:	Other
Solicitation Procedures:	Subject to Multiple Award Fair Opportunity
IDV Type Of Set Aside:	No set aside used.
Type Of Set Aside:	Reserved for Small Business
Type Of Set Aside Source:	This Action
Evaluated Preference:	No Preference used
SBIR/STTR:	Select One
Fair Opportunity/Limited Sources:	Competitive Set Aside

**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 three (3). The Delivery/Task Order has the ‘Number of Offers Received’ as twelve (12). The ‘Number of Offers Source’ shows “This Action”. That means the ‘Number of Offer Source’ entry is from the Delivery/Task Order.

Figure 81. IDV Number of Offers and Number of Offers Source

IDV Number of Offers:	3	
Number Of Offers Received:	12	Number of Offers Source: This Action