FPDS-NG

Government User's Manual

FPDS Next Generation

Version 1.3 October 2008

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1. SCOPE

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

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

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

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

1.1 RESPONSIBILITIES

1.1.1 EXECUTIVE AGENCIES

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

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

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

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

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

1.1.2 GENERAL SERVICES ADMINISTRATION (GSA)

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

1.1.3 CHANGE CONTROL BOARD (CCB)

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

1.2 SUPPLEMENTAL INSTRUCTIONS

See Agency supplements for Agency specific instructions.

2. INTRODUCTION TO DATA ENTRY

2.1 DATA ACCURACY, INTEGRITY and TIMELINESS

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

2.2 METHODS OF REPORTING

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

2.2.1 ACTION REPORTING

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

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

2.2.2 REPORTABLE ACTIONS

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

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

- With replenishable stock and revolving funds;
- 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 to another;
- For supplies and equipment;
- For all real property both leased and purchased;
- 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:

- Procurement actions with an action date of five (5) years earlier than the current fiscal year with the exception of Federal Supply and VA schedules, leases and utilities.
- Financial assistance actions e.g. grants, cooperative agreements, subsidies, and contributions except for those Agencies who have a special module to accumulate information on these types of actions.
- Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases obtained through the use of the government purchase card. The term "micro-purchase" has the same meaning as set forth in FAR 2.101.
- Interagency agreements with other federal agencies (e.g. Tennessee Valley Authority), independent federal establishments (e.g. Export/Import Bank of the US), or federally chartered sources (e.g. Howard University or the Smithsonian Institution).
- Government Bills of Lading and Government Transportation Requests.
- Actions using predominantly non-appropriated funds, except pursuant to funds held in trust accounts mentioned.
- FEDSTRIP and MILSTRIP requisitions.
- Actions involving transfer of supplies within and among agencies and sub-agencies.
- Orders from GSA Stock and GSA Consolidated Purchase Program.

Additionally, both civilian agencies and DoD will not report actions for petroleum or petroleum products ordered against a Defense Logistics Agency Indefinite Delivery Contract.

2.3 USER ID AND PASSWORD

Individuals must have a User Account to enter data into FPDS-NG. Your access level is determined by Agency System Administrators or Contract Writing System Administrators and you may not have access to all of the available features. Users entering data through a contract writing system (CWS) will not see the FPDS-NG main navigation screen shown in Figure 1. Accounts will be become inactive if not accessed within 90 days. If your account is de-activated contact your Agency System Administrator NOT the FPDS-NG Help-Desk.

Figure 1. Main Navigation Screen

2.4 AWARDS COLUMN

The awards column consists of the following types of actions:

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

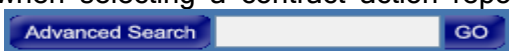
2.5 BASIC IDV COLUMN

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

Use this column when entering the following type of document:

- **FSS (Federal Supply Schedule)** – The creation of 'Schedules' is restricted to creating this type of awards by GSA and VA only.
- **GWAC (Government Wide Acquisition Contract)** – When creating a government wide vehicle for ordering IT services or supplies. OFPP grants the Delegation of authority to award these types of basic IDVs. Examples of GWACs include but are not limited to COMMITS, ITOP, STARS and SEWP.
- **BOA (Basic Ordering Agreement)** – A written instrument of understanding, negotiated between an agency, contracting activity, or contracting office, and a contractor, that contains: (1) terms and clauses applying to future actions (orders) between the parties during the term, (2) a description, as specific as practical, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the BOA. A BOA is not a definitive contract. Only civilian agencies use this format to create the reporting document. DOD uses the IDC screen to report all IDV awards against which orders will be placed.
- **BPA (Blanket Purchasing Agreement)** – A vehicle against an FSS, in accordance with FAR Part 8 or following simplified acquisition procedures in accordance with FAR Part 13. Only civilian agencies use this award type to create the reporting document. DoD uses the IDC screen to report all IDV awards against which orders will be placed.
- **IDC (Indefinite Delivery Contract)** – A terms and conditions vehicle against which you can write orders. The IDC type awards can be made to one or more vendors to facilitate the delivery of supply and/or service orders. These may include MAC (Multiple Award Contracts), Indefinite Delivery Indefinite Quantity (IDIQ,) Indefinite Delivery Definite Quantity (IDDQ) and Indefinite Delivery Requirements (IDR) contracts. All DOD basic ordering vehicles shall use the IDC format. A FAR Part 13 BPA must use the IDC format because the BPA format cited above does not include all the fields necessary for an open market transaction.

2.6 TRANSACTION/MODIFICATIONS COLUMN

Use this column when selecting a contract action report to correct, void, 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.

- **Void** – **Do not use this function if you intend to re-use the PIID. If you intend to re-use the PIID, use the delete function**. (Use the Delete button on the Data Entry screen to execute the Delete function.). Once a document is voided a Help Desk ticket must be opened in order to remove the record from void status so that the Agency may reuse the PIID. **RECOMMENDATION: The Void privilege should be reserved for a limited number of Super Users or System Administrators at or above the Contracting Office level within the Department or Agency**.
- **Modifications** – Use modifications to report information on a document where the legal intent of the contract has changed. To report modifications to an existing Award/IDV document; the base document must already be in final status in FPDS-NG.

2.7 SYSTEM ADMINISTRATION COLUMN

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

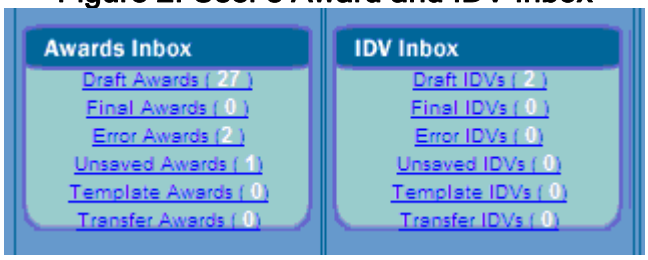
2.8 REPORTS

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

2.9 USER'S AWARDS AND IDV INBOX

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

Figure 2. User's Award and IDV Inbox



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

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

2.10 ADVANCED SEARCH

Contracts are reported in FPDS-NG in real time under two categories: Award and IDV (Indefinite Delivery Vehicle). The Advanced Search feature allows you to perform complex searches for an award or IDV by using several criteria. Advanced Search produces search results based on fields on the award and IDV documents. After using Advanced Search, the Search Results screen

displays a link for each document that matches the search criteria. To conveniently access these reported contracts, click the link. This allows you to access and view any reported contract that is available in FPDS-NG. This includes records in final, draft, void and error status.

2.10.1 ACCESSING ADVANCED SEARCH

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

Click Advanced Search at the top of the FPDS-NG main screen as shown:

Figure 3. FPDS-NG Main Menu

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

Figure 4. Advanced Search Criteria Screen

Document Search Criteria

	Agy ID	PIID (How to find migrated documents?)	Mod No
Award ID:	8000		
Referenced IDV ID:			
Prepared By *(User ID)*:			
Contracting Office ID:			
Contracting Office Name:			
Vendor Name:			
NAICS Code:			
Funding Agency ID:			
Funding Office ID:			
Status:	Final		
Award/Indefinite Delivery Vehicle Type:	Award		

	From:	To:
Action Obligation Range:		
Base And All Options Value Range:		
Signed Date Range *(mm/dd/yyyy)*:		
Last Modified Date Range *(mm/dd/yyyy)*:		

Search Clear Close Help

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

Try new ezSearch (BETA)

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

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

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

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

Figure 5. Award Search Results Screen

HOME | Advanced Search | GO | Log Off

Close | Help

AWARD Search Results

12 Documents Found — 1 - 10 Of 12 — Next

AWARD ID:	4745-GS00M04PDC0001	Doc Type:	DCA
Mod Number:	0	Status:	Final
Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	Referenced IDV ID:	-
Office Name:	GSA/OFC GOVERNMENTWIDE POLICY	NAICS Code:	541618
Vendor Name:	BEACON ASSOCIATES INCORPORATED	Base And All Options Value:	$160280.95
		Action Obligation:	$159470.95
AWARD ID:	4745-GS00M04PDC0002	Doc Type:	DCA
Mod Number:	0	Status:	Final
Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	Referenced IDV ID:	-
Office Name:	GSA/OFC GOVERNMENTWIDE POLICY	NAICS Code:	541990
Vendor Name:	NATIONAL AUTOMATED CLEARING HOUSE ASSOCIATION	Base And All Options Value:	$442250.00
		Action Obligation:	$249000.00
AWARD ID:	4745-GS00M04PDM0005	Doc Type:	PO
Mod Number:	0	Status:	Final
Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	Referenced IDV ID:	-
Office Name:	GSA/OFC GOVERNMENTWIDE POLICY	NAICS Code:	541611
Vendor Name:	K3 INVESTMENTS	Base And All Options Value:	$8900.00
		Action Obligation:	$8900.00
AWARD ID:	4745-GSM0002PD0319	Doc Type:	DO
Mod Number:	0	Status:	Final
Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	Referenced IDV ID:	4730-GS35F4937H
Office Name:	GSA/OFC GOVERNMENTWIDE POLICY	NAICS Code:	
Vendor Name:	SILOSMASHERS, INC	Base And All Options Value:	$4244307.59
		Action Obligation:	$4244307.59

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

Figure 6. Definitive Contracts Screen

HOME | ezSearch | Advanced Search | GO | Log Off

New | Save Draft | Validate | Approve | Correct | Modify | Void | Save Tmplt | Delete

Print | Close | Help

Transaction Information

Award Type:	Definitive Contract	Prepared Date:	02/20/2004 17:22:21	Prepared User:	MJACKSON
Award Status:	Final	Last Modified Date:	08/18/2006 19:43:49	Last Modified User:	FPDSADMIN

Document Information

	Agency	Procurement Identifier	Modification No	Trans No
Award ID:	4745	GS00M04PDC0002	0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				

Dates		Amounts	
Date Signed (mm/dd/yyyy) :	02/19/2004	Action Obligation:	$249,000.00
Effective Date (mm/dd/yyyy) :	02/19/2004	Base And Exercised Options Value:	$249,000.00
Completion Date (mm/dd/yyyy) :	10/15/2004	Base And All Options Value:	$442,250.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	04/15/2005	Fee Paid for Use of IDV:	$0.00

Purchaser Information

Contracting Office Agency ID:	4745	Contracting Office Agency Name:	OFFICE OF THE CHIEF ACQUISITION OFI
Contracting Office ID:	PD000	Contracting Office Name:	GSA/OFF CHIEF ACQUISITION OFFICER
Funding Agency ID:		Funding Agency Name:	
Funding Office ID:		Funding Office Name:	
Funded By Foreign Entity:		Reason For Inter-Agency Contracting:	Select One

2.11 SEARCH RULES

2.11.1 WILDCARD

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

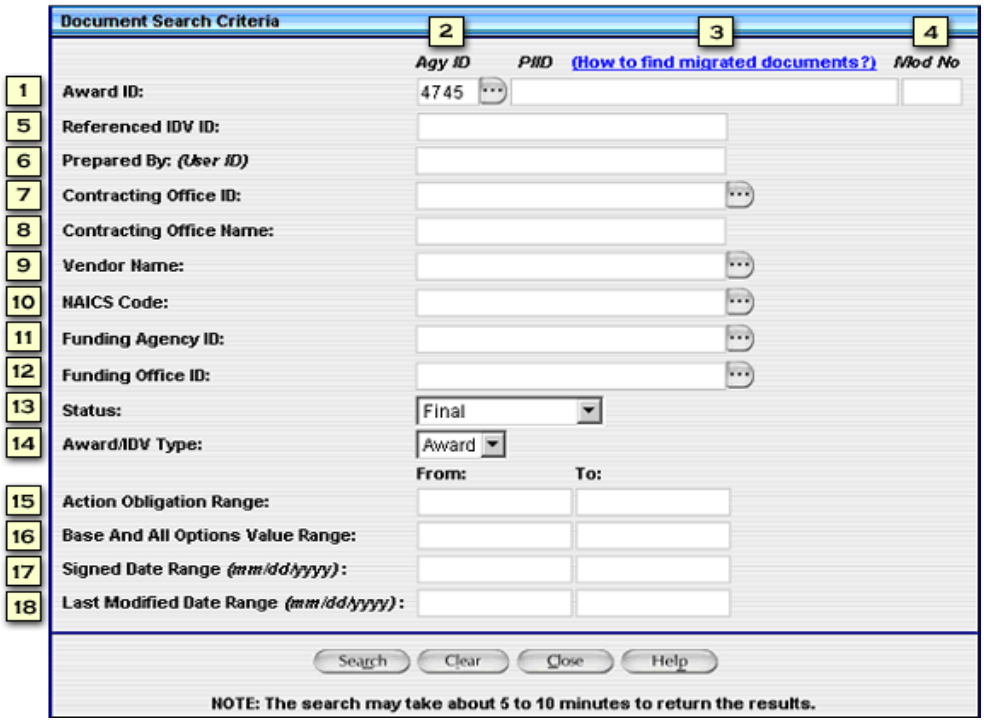
2.11.2 DATA ENTRY

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

2.11.3 FIELD RULES

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

Figure 7. Numbered Document Search Criteria Screen



Field 1: Award ID

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

- AGY ID
- PIID
- Mod No

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

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

Field 2: Agency ID (Agency ID)

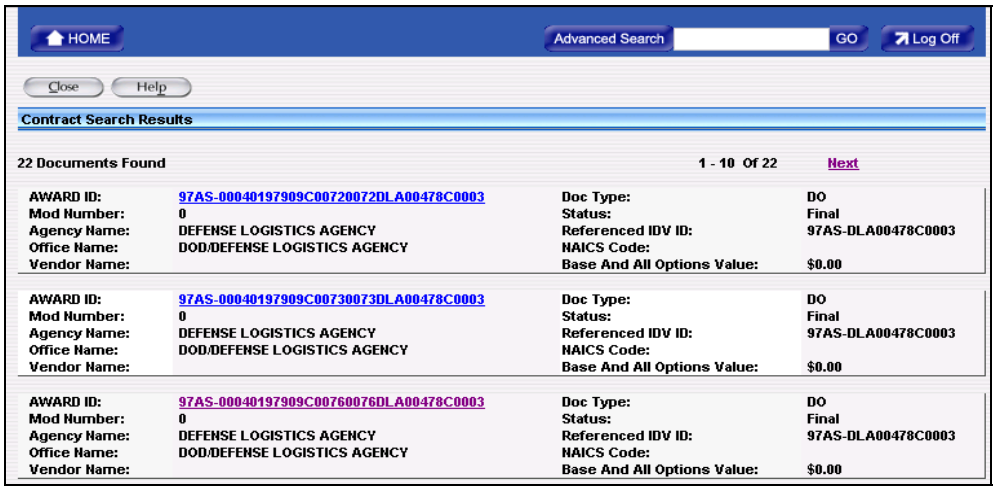
The FIPS 95-2 (Federal Information Processing Standard Publication) lists the 4 digit character agency code. To use this field you must enter at least 2 characters of the agency code plus the % (wildcard). The maximum length of this field is 4 characters. If you do not know the four character code for an agency, click ··· to use a pick list.

Field 3: PIID (Procurement Instrument Identifier)

This field is a unique identifier for each contract, agreement, or order in FPDS-NG. To search on this field, enter at least 4 characters plus the % wildcard. The maximum length of the PIID is 35 characters. For example, if you know the PIID has the characters 0004C, you can add the % to

assist in the search. The Advanced Search screen displayed in the following figure has the characters 0004%C in the PIID field. The example also shows the Agency ID as 97AS.

Figure 8. Award Search Results Screen



Notice that the search returned 22 documents matching the entered criteria. To return fewer documents, use more search fields or a date range on the search criteria screen.

Field 4: Mod 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 5: Referenced IDV (Indefinite Delivery Vehicle) ID

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

Field 6: Prepared By (User ID)

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

Field 7: Contracting Office ID

Contracting Office ID is a variable code not to exceed 6 characters taken from the FIPS 95 (Federal Information Processing Standard Publication). 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. You can also use 2 digits plus % (the wildcard) in this field.

Field 8: Contracting Office Name

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

Field 9: Vendor Name

You must enter at least 3 characters in this field. The maximum length of this field is 80 characters. The FPDS-NG vendor table contains only vendors that have registered in the Central Contractor Registration (CCR). If you are not sure how the Vendor Name will appear in FPDS-NG, use to access a Vendor pick list.

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

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

Field 11: Funding Agency ID

This is the FIPS 95 code for the agency that provided the funding for this transaction.

Field 12: Funding Office ID

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

Field 13: Status

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

Field 14: Award/Indefinite Delivery Vehicle Type

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

Field 15: Action Obligation Range

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

Field 16: Base and All Options

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

Field 17: Signed Date Range

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

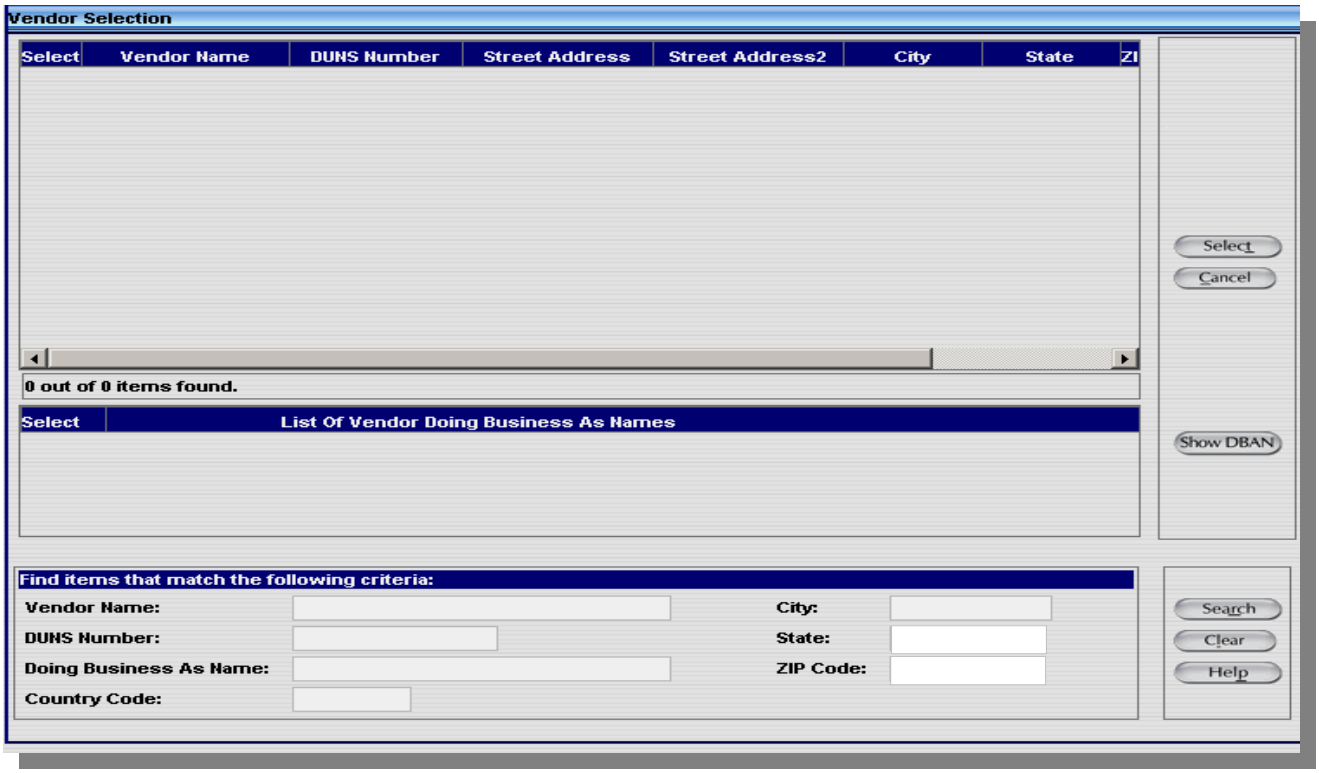
Field 18: Last Modified Date Range

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

2.11.3 FINDING INFORMATION

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

Figure 9. Vendor Selection Screen



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

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

Figure 10 Vendor Selection Continued

Vendor Selection

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

87 out of 87 items found.

Select	List Of Vendor Doing Business As Names
◉	No Doing Business As Name (DBAN)
○	PRODUCTION RESOURCES DIVISION

Select | Cancel | Show DBAN

Find items that match the following criteria:

Vendor Name: GOODWILL INDUSTRIES
DUNS Number:
Doing Business As Name:
Country Code:
City:
State:
ZIP Code:

Search | Clear | Help

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

Figure 11. Document Search Criteria Screen

Document Search Criteria

Agy ID PIID (How to find migrated documents?) Mod No
Award ID: 8000
Referenced IDV ID:
Prepared By (User ID):
Contracting Office ID:
Contracting Office Name:
Vendor Name: GOODWILL INDUSTRIES
NAICS Code:
Funding Agency ID:
Funding Office ID:
Status: Final
Award/Indefinite Delivery Vehicle Type: Both
From: To:
Action Obligation Range:
Base And All Options Value Range:
Signed Date Range (mm/dd/yyyy):
Last Modified Date Range (mm/dd/yyyy):

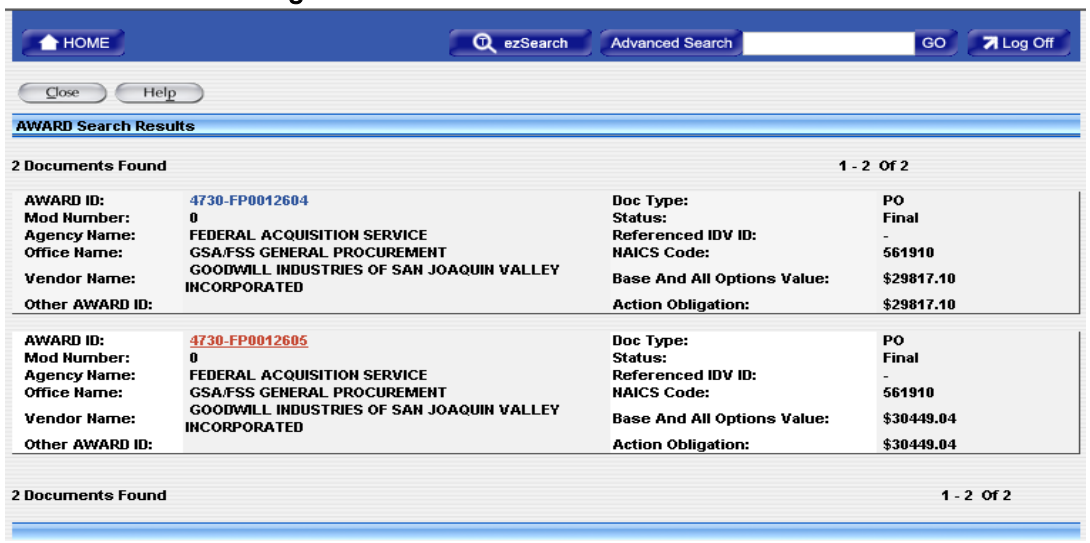
Search | Clear | Close | Help

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

Try new ezSearch (BETA)

Select Search. A list of documents displays as shown will be returned

Figure 12. Award Search Results Screen

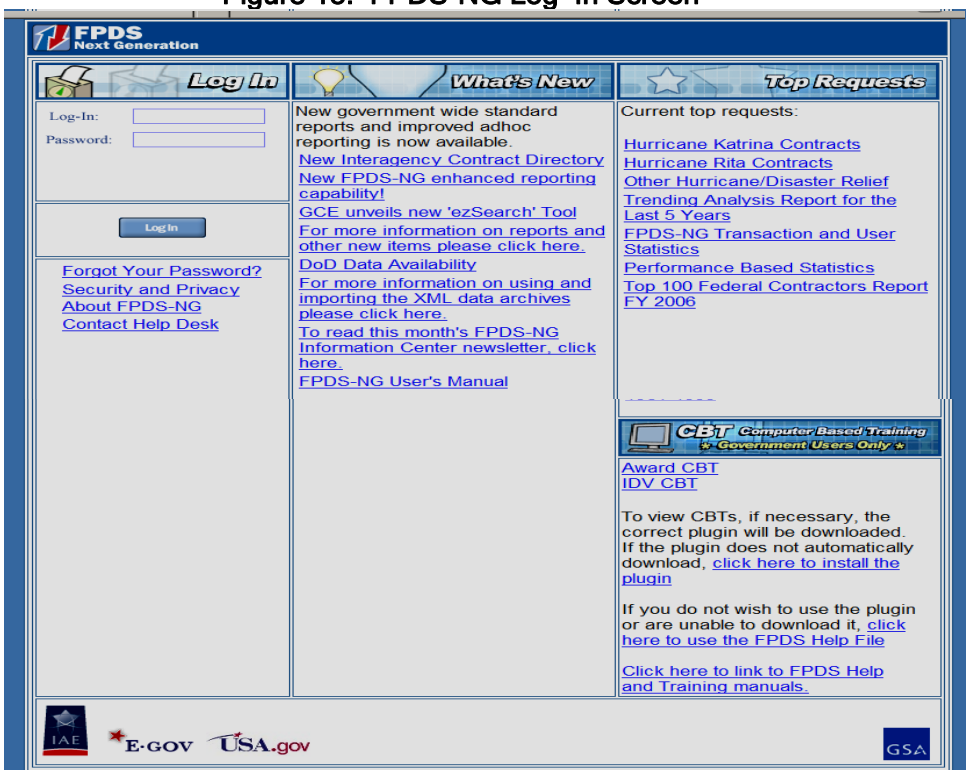


Select the link for the document that you want to view and the system will show you the complete record as it appears in the database.

3. LET'S GET STARTED

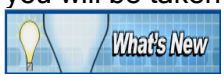
Accessing FPDS-NG through the Web Portal will require that you use one of the Internet browsers such as Internet Explorer (Version 6.0 and above), Opera (Version 7.0 and above), Firefox Mozilla (Version 5.0 and above), etc. The URL that you will need to enter is https://www.fpds.gov. Press the enter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

Figure 13. FPDS-NG Log In Screen



There are seven areas within the Logon screen:

3.1 LOG IN This is where you will enter your User ID and Password. For security purposes, your password **must** be at least 8 characters with a combination of alpha and numeric characters and at least one special character such as !, @, #, $, %, *, & etc. Your password must be changed every 90 days. Government user accounts not used within a 90 day period will become inactive. The FPDS-NG Support Desk cannot re-activate user's accounts. If your login becomes deactivated due to 5 consecutive erroneous attempts to logon or you have not accessed FPDS-NG for 90 days or more, you will have to contact your Agency FPDS-NG System Administrator to reactivate your account. If you are accessing FPDS-NG through your Contract Writing System (CWS), you will not be logging in as described above. Once you are in your CWS there will be an option that interfaces with the FPDS-NG and you will not see the Logon Screen. When this interface function is selected, you will be taken directly into the FPDS-NG Main Navigation Screen as shown in Figure 1.



3.2 WHAT'S NEW This area provides users with a brief roster of new initiatives of the FPDS-NG system such as the ezSearch.

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

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

3.5 IMPORTANT LINKS Provides the user with access to a number of diversified referential data that may assist in using FPDS-NG or answering questions that are outside the realm of the Frequently Asked Questions.

3.6 REPORTS Allows the user to view historical reports without having to generate the report by going into the system and running the report. It should be noted that the reports within this section are run at a given point in time and will not change. Therefore, users cannot compare these static reports accessed through this portal with the dynamic Standard Reports that are generated using a view that is updated daily.

3.7 CBT COMPUTER BASED TRAINING
This section is reserved for Government employees only to obtain training on entering Awards and IDVs into FPDS-NG.

4. AWARDS

Figure 14. Function Buttons

– Creates a new entry screen for the Award section.

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

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

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

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

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

Void - Allows you to Void the document. When an action is voided the system will save the control fields and the PIID cannot be re-used . For Civilian Agencies the control fields are: agency, PIID, modification, referenced IDV ID (agency, PIID and Modification Number). For DoD the control fields are: agency, PIID, modification, transaction number, referenced IDV ID (agency, PIID and Modification Number). You must have the appropriate privilege assigned by your system administrator to use this function. If the button is grayed out you do not have privilege to void an action. See your system administrator for assistance. The void function applies to base records as well as modifications. However, FPDS-NG will not allow you to void a base record if there are modifications or orders against it.

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

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

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

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

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

Change PIID - Provides the user with the ability to change the PIID on an award that has been successfully transferred. If the user does not have the transfer privilege the 'Change PIID' function will not be enabled on the screen. When this function is selected the Reason for Modification will automatically be populated with the value of 'Other Administrative Action'.

4.1 AWARDS COLUMN

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

TRANSACTION INFORMATION

Figure 15. Award Transaction Information Section

Transaction Information					
Award Type:	Definitive Contract	**Prepared Date:**	07/09/2008 15:52:00	**Prepared User:**	LHORNSBY
Award Status:	NEW	**Last Modified Date:**		**Last Modified User:**	

The system automatically generates all of the following information:

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

4.1.2 DOCUMENT INFORMATION SECTION

Figure 16. Document Information

Document Information				
	Agency	*Procurement Identifier*	*Modification No*	*Trans No*
Award ID:*	4700		0	0
Referenced IDV ID:*				
Reason For Modification:				
Solicitation ID:				

4.1.2.1 AWARD ID

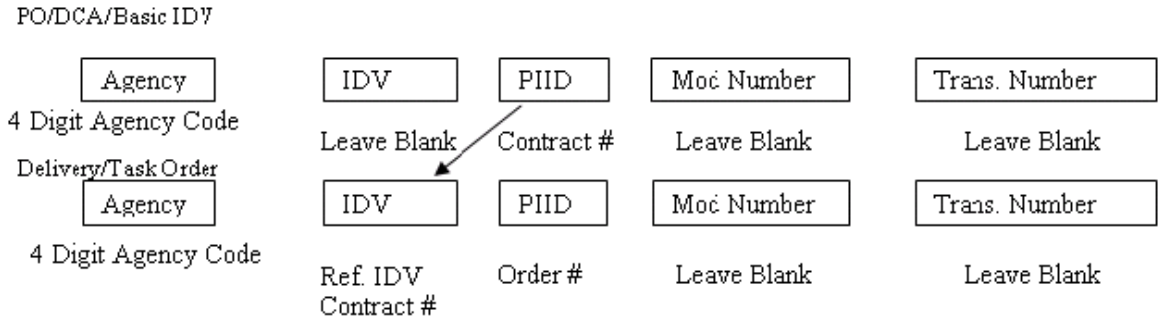
Consists of the Agency [code], Procurement Instrument Identifier, Modification Number. and the Transaction Number as described below.

4.1.2.2 AGENCY (Data Dictionary Element 1F)

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

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

As defined in FAR 4.605(a) this data element is required for all Awards, Modifications, Changes or Delete/Void for both DoD and Civilian Agencies. Enter the unique PIID that identifies your award. The PIID is the contract or order number. Please consult your agency requirements for the numbering scheme. FPDS-NG allows up to 50 characters for this field. Each Agency must use its unique Agency Identifier which can be found in a file located on the FPDS project website (http://www.fpdsng.com) under the Downloads tab in the Important Documents section. The file titled Agency PIID Prefix Information lists the valid agency prefixes. See Data Dictionary Element 1A Use Case for appropriate data entry requirements.



Validation rule for Field 1A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158293

4.1.2.4 MODIFICATION NUMBER (Data Dictionary Element 1B)

Enter a Modification Number in accordance with your agency's policy, when reporting modifications to contracts, agreements, or orders. This number must be unique for any given PIID. This is a required field for all modifications and can be up to 25 characters. Otherwise, leave blank. See Data Dictionary Element 1B Use Case for appropriate data entry requirements.
Validation Rule 1B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158294

4.1.2.5 TRANSACTION NUMBER (Data Dictionary Element 1D)

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

Validation Rule 1D can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158296

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

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

Validation Rule 1C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158295

4.1.2.7 REASON FOR MODIFICATION (Data Dictionary Element 12C)

This field will only be available when performing a modification to an existing contract. Select the appropriate entry from the drop down menu. See Data Dictionary Element 12C Use Case for appropriate data entry requirements.
NOTE: When a modification changes the vendor information, i.e., name and/or address, you must select **Novation Agreement**. Otherwise, the system will not allow changes to the vendor information on a Modification. Additionally, 'Transfer Action' is a new entry in the Reason for Modification field. Anyone can select this entry; however, you will not be able to 'Save Draft' if you do not have the Transfer privilege. Rerepresentation reasons should be used when a contract modification exercises an option and the vendor socioeconomic status has changed. For example, a contract was awarded to an 8(a) firm five years ago, the firm graduated from the program three years after award. When the modification is issued to exercise an option, the rerepresentation is required to

change the vendor information associated with the award. From that point in time forward, the vendor will no longer show as an 8(a) vendor in FPDS-NG.

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

(1) Use the Termination for Default (complete or partial) value to report Termination for Cause actions on contracts for commercial items;

(2) Use the Transfer Action value to transfer the "ownership" of a contract to a new contract office. Transfer Action is not to be used when only delegating contract administration subject to FAR Subpart 42.2. Follow the instructions in Appendix D for reporting these transactions;

(3) Follow the instructions in Appendix D for reporting Novation Agreements, Rerepresentations, and Rerepresentations of Non-Novated Mergers/Acquisitions.

Short descriptions for the entries are as follows:

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

Validation Rule 12C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158388

4.1.2.8 SOLICITATION ID (Data Dictionary Element 1E)

The data element is optional for all Awards for both DoD and Civilian Agencies except for a BPA Call, which is only required for DoD. It is not required for a Change, Modification or Delete/Void. Enter the solicitation number found in FedBizOpps in this field, if required. See Data Dictionary Element 1E Use Case for appropriate data entry requirements.

Validation Rule 1E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158297

4.2 DATES AND AMOUNTS SECTION

Figure 17. Dates

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

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

4.2.1 DATE SIGNED (Data Dictionary Element 2A)

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. It is not required for a Change or Delete/Void. The date signed is when a mutually binding agreement is reached as specified below:

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

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

Validation Rule 2A can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158302

4.2.2 EFFECTIVE DATE (Data Dictionary Element 2B)

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. It is not required for a Change or Delete/Void. This is the date that the Period of Performance starts. This can be the same date as the Date Signed or later. The effective date CANNOT be earlier than the date signed. Apply agency rules regarding Effective Date and Date Signed. See Data Dictionary Element 2B Use Case for appropriate data entry requirements.

See Validation Rule 2B can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158303

4.2.3 COMPLETION DATE (Data Dictionary Element 2C)

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. It is not required for a Change or Delete/Void. 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.

Validation Rule 2C can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158304

4.2.4 ESTIMATED ULTIMATE COMPLETION DATE (Data Dictionary Element 2D)

The data element is required for all Awards and Modifications for both Civilian Agencies and DoD. It is not required on BPA Calls for Civilian Agencies. It is not required for a Change or Delete/Void. This field represents the estimated or scheduled completion date, including the base contract or order and all options (if any) whether the options have been exercised or not. For delivery orders, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle. See Data Dictionary Element 2D Use Case for appropriate data entry requirements.

Validation Rule 2D can be found at the following location:

http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158305

4.2.5 ACTION OBLIGATION (Data Dictionary Element 3C)

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. It is not required for a Change or Delete/Void. Enter the net amount of funds (in dollars and cents) obligated or deobligated by this transaction. If the net amount is zero, enter zero. If the net amount is a deobligation, enter a minus sign at the beginning of the amount. See Data Dictionary Element 3C Use Case for appropriate data entry requirements.

Validation Rule 3C can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158310

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

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. It is also required for a BPA Call for Civilian Agencies, and not required for a Change or Delete/Void. 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.

Validation Rule 3B can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158309

4.2.7 BASE AND ALL OPTIONS VALUE (Data Dictionary Element 3A)

This data element is required for all Awards and Modifications except for a BPA Call. It is not required for a Change or Delete/Void. Enter the mutually agreed upon total contract or order value including all options (if any). For modifications, this is the change (positive or negative, if any) in the mutually agreed upon total contract value. NOTE: HUD currently does not enter this field. See Data Dictionary Element 3A Use Case for appropriate data entry requirements.

Validation Rule 3A can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158308

4.3 REPORTING DOLLAR AMOUNTS IN FPDS-NG

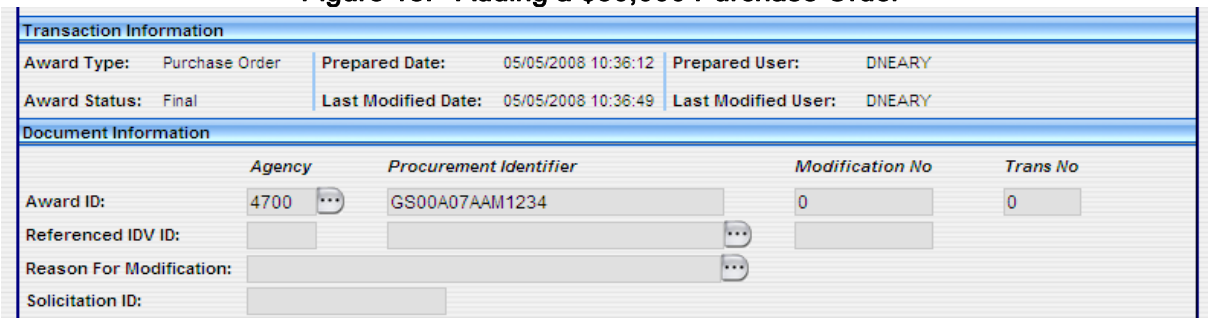
The FAR states you must report modifications to actions that change previously reported contract action report data, regardless of dollar value. When zero dollar Modifications are reported, the system automatically defaults to $0.00.

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

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

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

Figure 18. Adding a $50,000 Purchase Order



Dates		Amounts	
Date Signed (mm/dd/yyyy): *	08/01/2005	Action Obligation: *	$50,000.00
Effective Date (mm/dd/yyyy): *	08/01/2005	Base And Exercised Options Value: *	$50,000.00
Completion Date (mm/dd/yyyy): *	09/30/2005	Base And All Options Value: *	$50,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): *	09/30/2005	Fee Paid for Use of IDV:	$0.00

Action Obligation	Input $50,000.00
Base and Exercised Options Value	Input $50,000.00
Base and all Options Value	Input $50,000.00

4.3.2 EXAMPLE 2: REPORTING A $5,000 MODIFICATION

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

Figure 19. $5,000 Modification

Transaction Information

Award Type:	Purchase Order	Prepared Date:	05/05/2008 10:44:20	Prepared User:	DNEARY
Award Status:	Draft	Last Modified Date:	05/05/2008 10:44:20	Last Modified User:	DNEARY

Document Information

	Agency	Procurement Identifier	Modification No	Trans No
Award ID: *	4700	GS00A07AAM1234	PC01	0
Referenced IDV ID:				
Reason For Modification: *	ADDITIONAL WORK (NEW AGREEMENT,FAR PART 6 AF			
Solicitation ID:				

Dates		Amounts	Previous	Current	Total
Date Signed (mm/dd/yyyy): *	12/01/2007	Action Obligation: *	$50,000.00	$5,000.00	$55,000.00
Effective Date (mm/dd/yyyy): *	12/01/2007	Base And Exercised Options Value: *	$50,000.00	$5,000.00	$55,000.00
Completion Date (mm/dd/yyyy): *	05/07/2008	Base And All Options Value:	$50,000.00	$5,000.00	$55,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):	05/07/2008	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	Input $5,000.00

When the document is saved, validated and approved, the final screen shown in **Figure 21** will reflect the new total of $55,000.

Figure 20. Final Total

Dates		Amounts	
Date Signed (mm/dd/yyyy): *	08/05/2005	Action Obligation: *	$55,000.00
Effective Date (mm/dd/yyyy): *	08/30/2005	Base And Exercised Options Value: *	$55,000.00
Completion Date (mm/dd/yyyy): *	09/30/2005	Base And All Options Value: *	$55,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): *	09/30/2005	Fee Paid for Use of IDV:	$0.00

4.3.3 EXAMPLE 3: NEW $10,000 CONTRACT

This example shows a new contract for $10,000 with four one-year options at $12,500 each year. The initial award is a $10,000 obligation. The **Base and Exercised Options Value** also shows $10,000, while the **Base and All Options Value** shows the total of $60,000.

Figure 21. $10,000 Contract

Dates		Amounts	
Date Signed (mm/dd/yyyy) :*	5/10/2005	Action Obligation:*	$10000.00
Effective Date (mm/dd/yyyy) :*	05/12/2005	Base And Exercised Options Value:*	$10000.00
Completion Date (mm/dd/yyyy) :*	09/30/2006	Base And All Options Value:*	$60000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	09/30/2009	Fee Paid for Use of IDV:	$0.00

Action Obligation	Input $10,000.00
Base and Exercised Options Value	Input $10,000.00
Base and all Options Value	Input $60,000.00

4.3.4 EXAMPLE 4: EXISTING CONTRACT FOR $200,000

Figure 22 shows an existing contract awarded for $200,000 with Base and All Options totaling $425,000.

Figure 22. Existing Contract for $200,000

Dates		Amounts	
Date Signed (mm/dd/yyyy) :*	05/01/2005	Action Obligation:*	$200,000.00
Effective Date (mm/dd/yyyy) :*	06/01/2005	Base And Exercised Options Value:*	$200,000.00
Completion Date (mm/dd/yyyy) :*	05/31/2006	Base And All Options Value:*	$425,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	05/31/2008	Fee Paid for Use of IDV:	$0.00

Purchaser Information			
Contracting Office Agency ID:*	4745	Contracting Office Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY
Contracting Office ID:*	PD000	Contracting Office Name:	GSA/OFC GOVERNMENTWIDE POLICY
Funding Agency ID:		Funding Agency Name:	
Funding Office ID:		Funding Office Name:	
Funded By Foreign Entity:*	☐	Reason For Inter-Agency Contracting:	Select One

Figure 23 shows a new work modification for $75,000 that also has a Required completion date earlier than the base Ultimate Completion Date.

Figure 23. Modification to Add $75,000

Dates		Amounts	Previous	Current	Total
Date Signed (mm/dd/yyyy) :*	06/25/2005				
Effective Date (mm/dd/yyyy) :*	07/01/2005	Action Obligation:*	$200,000.00	75000	$200,000.00
Completion Date (mm/dd/yyyy) :*	05/31/2006	Base And Exercised Options Value:*	$200,000.00	75000	$200,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	05/31/2006	Base And All Options Value:*	$425,000.00	75000	$425,000.00
		Fee Paid for Use of IDV:	$0.00		

When the document is saved, validated, and approved the final screen shown in **Figure 24** will reflect the new total obligation and current value of $275,000. This modification also increases the Base and All Options Value to $500,000.

Figure 24. Validated and Approved for $75,000

Dates		Amounts	Current	Total
Date Signed (mm/dd/yyyy) :*	06/25/2005			
Effective Date (mm/dd/yyyy) :*	07/01/2005	Action Obligation:*	$75,000.00	$275,000.00
Completion Date (mm/dd/yyyy) :*	05/31/2006	Base And Exercised Options Value:*	$75,000.00	$275,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	05/31/2006	Base And All Options Value:*	$75,000.00	$500,000.00
		Fee Paid for Use of IDV:	$0.00	

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

Figure 25 shows an example of creating a Modification to Exercise an Option Year in the amount of $150,000.

Figure 25. Option for 150,000

Dates		Amounts	Previous	Current	Total
Date Signed (mm/dd/yyyy) :*	08/12/2005	Action Obligation:*	$275,000.00	$150,000.00	$425,000.00
Effective Date (mm/dd/yyyy) :*	08/12/2005	Base And Exercised Options Value:*	$275,000.00	$150,000.00	$425,000.00
Completion Date (mm/dd/yyyy) :*	09/30/2006	Base And All Options Value:*	$500,000.00	$0.00	$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	09/30/2009	Fee Paid for Use of IDV:*	$0.00		

When the document is saved, validated and approved, the final screen shown in **Figure 26** will reflect the new total obligation and current value of $425,000.

Figure 26.Validated and Approved for $150,000

Dates		Amounts	Current	Total
Date Signed (mm/dd/yyyy) :*	08/12/2005	Action Obligation:*	$150,000.00	$425,000.00
Effective Date (mm/dd/yyyy) :*	08/12/2005	Base And Exercised Options Value:*	$150,000.00	$425,000.00
Completion Date (mm/dd/yyyy) :*	09/30/2006	Base And All Options Value:*	$0.00	$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	09/30/2009	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	Input $0.00

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

Figure 27 shows a contract awarded for $500,000.

Figure 27. New Contract with $500,000 in Obligations

Dates		Amounts	
Date Signed (mm/dd/yyyy) :*	07/05/2005	Action Obligation:*	$500,000.00
Effective Date (mm/dd/yyyy) :*	07/15/2005	Base And Exercised Options Value:*	$500,000.00
Completion Date (mm/dd/yyyy) :*	07/14/2006	Base And All Options Value:*	$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	07/14/2008	Fee Paid for Use of IDV:	$0.00
Purchaser Information			

Action Obligation	Input $500,000.00
Base and Exercised Options Value	Input $500,000.00
Base and All Options Value	Input $500,000.00

Figure 28 shows the user issuing a modification in the amount of $225,000.

Figure 28. Modification for $225,000

Dates		Amounts	Previous	Current	Total
Date Signed (mm/dd/yyyy) :*	09/15/2005	Action Obligation:*	$500,000.00	$225,000.00	$725,000.00
Effective Date (mm/dd/yyyy) :*	09/15/2005	Base And Exercised Options Value:*	$500,000.00	$225,000.00	$725,000.00
Completion Date (mm/dd/yyyy) :*	09/30/2006	Base And All Options Value:*	$500,000.00	$225,000.00	$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	09/30/2006	Fee Paid for Use of IDV:	$0.00		

After creating the modification for $225,000 the user has validated and approved the modification in **Figure 29**.

Figure 29. Validate and Approve for $225,000

Dates		Amounts	Current	Total
Date Signed (mm/dd/yyyy) :	07/18/2005	Action Obligation:	$225,000.00	$725,000.00
Effective Date (mm/dd/yyyy) :	07/19/2005	Base And Exercised Options Value:	$225,000.00	$725,000.00
Completion Date (mm/dd/yyyy) :	07/14/2006	Base And All Options Value:	$225,000.00	$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	07/14/2008	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 30.**

Figure 30. Modification for an Additional $25,000

Dates		Amounts	Previous	Current	Total
Date Signed (mm/dd/yyyy) :*	09/13/2005	Action Obligation:*	$725,000.00	$25,000.00	$750,000.00
Effective Date (mm/dd/yyyy) :*	09/13/2005	Base And Exercised Options Value:*	$725,000.00	$25,000.00	$750,000.00
Completion Date (mm/dd/yyyy) :*	09/30/2006	Base And All Options Value:*	$725,000.00	$25,000.00	$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	09/30/2006	Fee Paid for Use of IDV:	$0.00		

After creating the modification for $25,000 the user has validated and approved the modification in **Figure 31**

Figure 31. Validated and Approved for $25,000

Dates		Amounts	Current	Total
Date Signed (mm/dd/yyyy) :*	08/12/2005	Action Obligation:*	$25,000.00	$750,000.00
Effective Date (mm/dd/yyyy) :*	08/12/2005	Base And Exercised Options Value:*	$25,000.00	$750,000.00
Completion Date (mm/dd/yyyy) :*	12/14/2006	Base And All Options Value:*	$25,000.00	$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	12/14/2008	Fee Paid for Use of IDV:	$0.00	

4.3.7 EXAMPLE 7: MODIFICATION DEOBLIGATING $5,000

Figure 32 shows a delivery order for $50,000.

Figure 32. Delivery Order for $50,000

General Information

			Agy	PIID	Mod No	Trans No
Award Type:	Delivery/Task Order	Award ID:*	4735	GST0205DL6114	0	0
Award Status:	Draft	Referenced IDV ID:*	4730	GS35F0001K	0	
Prepared By:	MDNEARY@GSA.GOV	Reason For Modification:				
Prepared Date:	08/09/2005 13:38:20	Solicitation ID:				
Last Modified By:	MDNEARY@GSA.GOV					
Last Modified Date:	08/09/2005 13:38:56					

Dates		Amounts	
Date Signed (mm/dd/yyyy) :*	05/30/2005	Action Obligation:*	$50,000.00
Effective Date (mm/dd/yyyy) :*	05/31/2005	Base And Exercised Options Value:*	$50,000.00
Completion Date (mm/dd/yyyy) :*	05/30/2006	Base And All Options Value:*	$50,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	05/30/2008	Fee Paid for Use of IDV:*	$0.00

Figure 33 shows the modification deobligating $5,000.00.

Figure 33. Modification Deobligating $5,000

Dates		Amounts	Previous	Current	Total
Date Signed (mm/dd/yyyy) :*	07/01/2005	Action Obligation:*	$50,000.00	-$5,000.00	$45,000.00
Effective Date (mm/dd/yyyy) :*	07/01/2005	Base And Exercised Options Value:*	$50,000.00	-$5,000.00	$45,000.00
Completion Date (mm/dd/yyyy) :*	09/30/2006	Base And All Options Value:*	$50,000.00	-$5,000.00	$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	09/30/2008	Fee Paid for Use of IDV:*	$0.00		

Figure 34 shows the results of a $5,000.00 deobligation in the delivery order amount.

Figure 34. Validated and Approved Deobligation for $5,000

Dates		Amounts	Current	Total
Date Signed (mm/dd/yyyy) :*	06/16/2005	Action Obligation:*	-$5,000.00	$45,000.00
Effective Date (mm/dd/yyyy) :*	06/16/2005	Base And Exercised Options Value:*	-$5,000.00	$45,000.00
Completion Date (mm/dd/yyyy) :*	05/30/2006	Base And All Options Value:*	-$5,000.00	$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	05/30/2008			
		Fee Paid for Use of IDV:*	$0.00	

4.3.8 EXAMPLE 8: INCREMENTAL FUNDING

Figure 35 through Figure 39 are examples of Incremental Funding. The contract is for one year, and the Base and All Options Value is $500,000. The initial obligation is $200,000 with incremental funding of $100,000.

Figure 35. Incremental Funding

Dates		Amounts	
Date Signed (mm/dd/yyyy) :*	05/15/2004	Action Obligation:*	$200,000.00
Effective Date (mm/dd/yyyy) :*	06/01/2004	Base And Exercised Options Value:*	$500,000.00
Completion Date (mm/dd/yyyy) :*	05/31/2005	Base And All Options Value:*	$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	05/31/2005	Fee Paid for Use of IDV:	$0.00

Purchaser Information			
Contracting Office Agency ID:*	4740	Contracting Office Agency Name:	PUBLIC BUILDINGS SERVICE
Contracting Office ID:*	BW000	Contracting Office Name:	GSA/PUBLIC BUILDINGS SERVICE
Funding Agency ID:		Funding Agency Name:	
Funding Office ID:		Funding Office Name:	

Figure 36 shows the first incremental obligation of $100,000 after initial award obligation.

Figure 36. Incremental Funding for $100,000

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

Figure 37 shows the validated and approved initial incremental funding obligation of $100,000.

Figure 37. Validated and Approved for $100,000

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

Figure 38. Incremental Funding of Mod #2

Dates		Amounts	Previous	Current	Total
Date Signed (mm/dd/yyyy) :*	09/15/2005	Action Obligation:*	$300,000.00	$100,000.00	$400,000.00
Effective Date (mm/dd/yyyy) :*	09/15/2005	Base And Exercised Options Value:*	$500,000.00	$0.00	$500,000.00
Completion Date (mm/dd/yyyy) :*	06/30/2006	Base And All Options Value:*	$500,000.00	$0.00	$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	06/30/2006	Fee Paid for Use of IDV:	$0.00		

Figure 39 shows the final $100,000 incremental funding obligation against the contract.

Figure 39 Final Obligation for $100,000

Dates		Amounts	Current	Total
Date Signed (mm/dd/yyyy) :*	06/05/2004	Action Obligation:*	$100,000.00	$500,000.00
Effective Date (mm/dd/yyyy) :*	06/05/2004	Base And Exercised Options Value:*	$0.00	$500,000.00
Completion Date (mm/dd/yyyy) :*	06/30/2005	Base And All Options Value:*	$0.00	$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :*	06/30/2005	Fee Paid for Use of IDV:	$0.00	

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

This data element is required on Delivery/Task Orders for both Civilian Agencies and DoD. It is also required for BPA Calls for Civilian Agencies. It is not required for a Change or Delete/Void for Civilian Agencies and DoD. It is not required for a Modification for Civilian Agencies and is optional for DoD. 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.

There is no formal Validation Rule for 5J.

Figure 40. Fee Paid Screen

Fee Paid for Use of IDV:	$0.00

4.5 PURCHASER INFORMATION

Figure 41. 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	Reason For Inter-Agency Contracting:	Select One

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

FPDS-NG automatically populates this field based on the user's profile. This code cannot be changed when the document is in final status unless you issue a modification to specifically transfer responsibility to another office. This field uses FIPS 95-2 agency codes to identify contracting office agencies. See Data Dictionary Element 4A Use Case for appropriate data entry requirements.

Validation Rule 4A can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158312

4.5.2 CONTRACTING OFFICE AGENCY NAME

This data element is required for all Awards for both Civilian Agencies and DoD. FPDS-NG automatically populates this field based on the name associated with the Contracting Office Agency ID listed in FIPS 95-2.

4.5.3 CONTRACTING OFFICE ID (Data Dictionary Element 4B)

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

Validation Rule 4B can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158313

4.5.4 CONTRACTING OFFICE NAME

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

4.5.5 FUNDING AGENCY ID (Data Dictionary Element 4C)

This data element is required for DoD. This data element is optional for Civilian Agencies unless the funding agency is not the same as the contracting agency. Per FAR 4.603(c) anyone buying on behalf of another agency MUST enter the Funding Agency code. If funding has been provided by more than one agency a separate action should be prepared to reflect the obligations from each agency. Enter the code on each action which identifies the agency that provided the obligated funds. It is not required for a Change or Delete/Void for both Civilian Agencies and DoD. Otherwise leave blank. See Data Dictionary Element 4C Use Case for appropriate data entry requirements.

Validation rule 4C can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158314

4.5.6 FUNDING AGENCY NAME

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

4.5.7 FUNDING OFFICE ID (Data Dictionary Element 4D)

This data element is required for all DoD Awards and Modifications and is also mandatory for Civilian Agencies if DoD is the funding agency. Otherwise this data element is optional for Civilian Agencies. Per FAR 4.603(c) anyone buying on behalf of another agency MUST enter the Funding Agency code. It is also not required for a Change or Delete/Void for both DoD and Civilian Agencies. Do not enter a code unless it is a valid funding office code in the FPDS-NG Contracting Office/Funding Office Lookup Table for the agency. If Program/Funding Agency is DoD, the Program/Funding Office Code must be a DoD Activity Address Code (DoDAAC) that aligns to the code provided in the Funding Agency ID. The Program/Funding Office Code is NOT the payment office (such as DFAS), it is the requiring organization providing the preponderance of funding for the contract action. If funding is NOT DoD, leave blank. If another agency provided the funds for the award, their four digit agency code should be entered in this field. This field is important because the Small Business Goaling Report is based on Funding Agency. See Data Dictionary Element 4D Use Case for appropriate data entry requirements.

Validation Rule 4D can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158315

4.5.8 FUNDING OFFICE NAME

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

4.5.9 FOREIGN FUNDING (Data Dictionary Element 4F)

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

Definitions for the entries are as follows:

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

There is no formal Validation Rule for 4F.

4.5.10 REASON FOR INTER-AGENCY CONTRACTING (Data Dictionary Element 4E)

This data element is optional for Civilian Agencies unless the Funding Agency is DoD and the procurement is for computer hardware or services. It is not required for Modifications, Changes or Delete/Void for Civilian Agencies. This field is not required for DoD. Select a value for the reason certified by the Funding Office from the drop down screen. See Data Dictionary Element 4E Use Case for appropriate data entry requirements.

Definitions for each value are listed below.

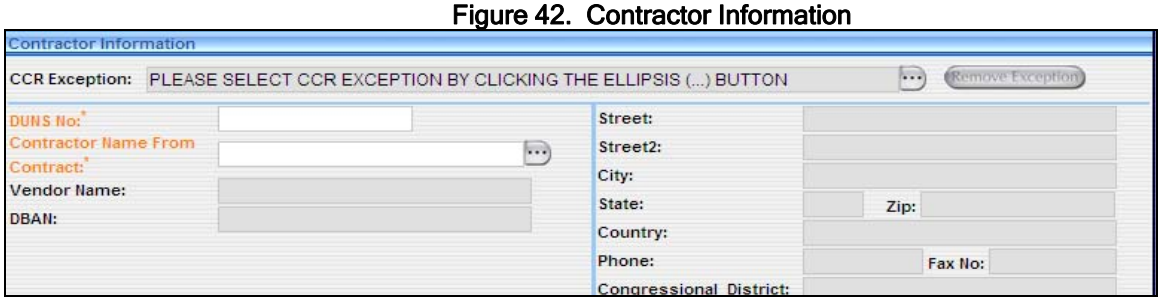
Code	Short Description	Long Description
A	Convenience and Economy	Report this code if the Department of Defense program office has certified that the purchase was made under the Economy Act.
B	Expertise	Report this code if the Department of Defense program office has certified that the servicing agency is better qualified to enter into and administer the contract due to capabilities or expertise at the servicing agency not found with the Department of Defense.
C	Specifically Authorized	Report this code if the Department of Defense program office has certified that the servicing agency is specifically authorized by law or regulation to purchase the goods or services on behalf of other agencies.
D	Authorized by Executive Order	Report this code if the Department of Defense program office has certified that the purchase is specifically authorized by Executive Order.
E	Modification or Extension	Report this code if the Department of Defense program office has certified that the purchase is a modification or extension of an existing order under a multiple award contract and meets the criteria in FAR 16.505(b)(2).

F	Other	Report this code if the Department of Defense program office has certified a reason not cited above.

Validation Rule 4E can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158316

4.6 CONTRACTOR INFORMATION

Figure 42. Contractor Information



4.6.1 CENTRAL CONTRACTOR REGISTRATION (CCR) EXCEPTION (Data Dictionary Element 9J)

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

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

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

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

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

Validation Rule 9J can be found at the following location:

http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158362

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

This data element is required for Awards and IDVs for both Civilian Agencies and DoD. The data is populated from the parent contract for Delivery/Task Orders and BPA Calls. It is not required on Modifications for either Civilian Agencies or DoD. The DUNS® NUMBER is a 9 digit code issued to an individual or business by Dun & Bradstreet. The contractor must be registered in the Central Contractor Registration (CCR) database. **NOTE:** You must have a DUNS® NUMBER or you cannot complete a contract action report in FPDS-NG. See Data Dictionary Element 9A Use Case for appropriate data entry requirements.

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

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

Validation Rule 9A can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158357

4.7.1 CONTRACTOR NAME FROM CONTRACT (Data Dictionary Element 9B)

This data element is required for Awards, IDVs and Modifications for Civilian Agencies. It is optional on Awards, IDVs and Modifications for DoD. The data is populated from the parent contract for Delivery/Task Orders and BPA Calls. It is not required for a Change or Delete/Void for both Civilian Agencies and DoD. See Data Dictionary Element 9B Use Case for appropriate data entry requirements.

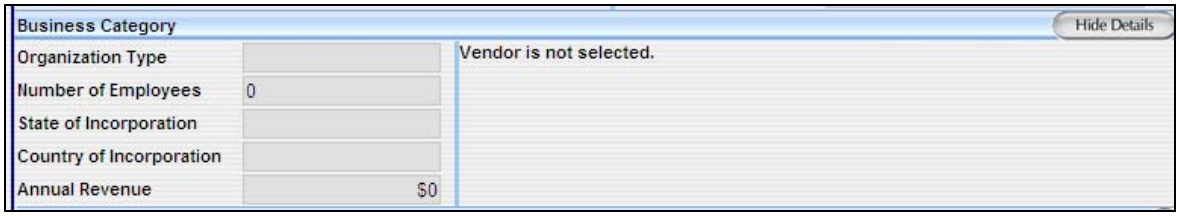
Validation Rule 9B can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158358

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

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

4.7.2 BUSINESS CATEGORY – Obtained from CCR and cannot be changed by user

Figure 43. Business Category



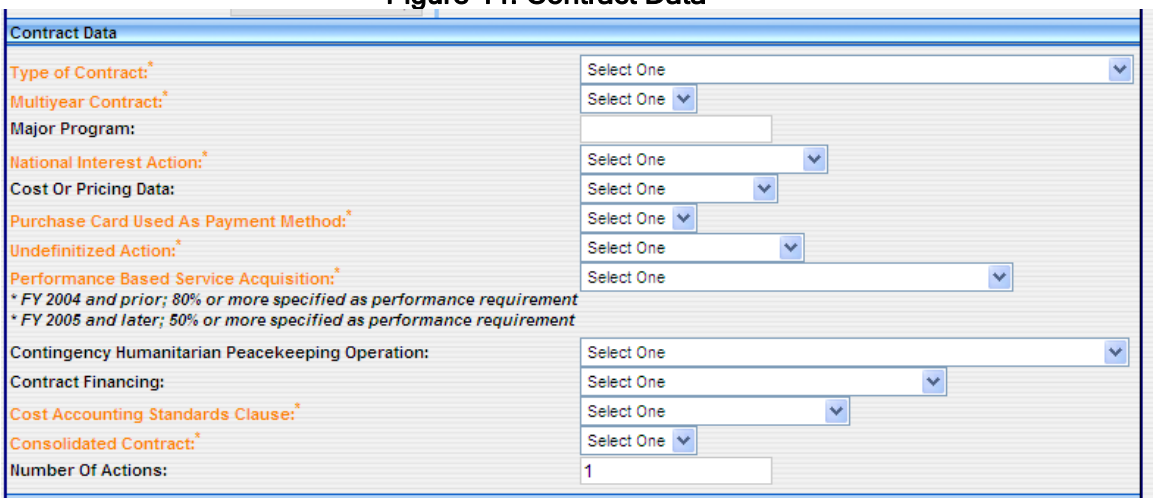
The FPDS-NG vendor file receives the information in this section from the Central Contractor Registration (CCR). FPDS-NG receives a file nightly from CCR to update its internal vendor file. FPDS-NG only opens these fields for the user input when a CCR Exception is selected. Use the On-Line Representations and Certifications (ORCA) http://www.bpn.gov/ to get the socio-economic information needed for the vendor in the case of a CCR Exception.

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

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

4.8 CONTRACT DATA

Figure 44. Contract Data



4.8.1 TYPE OF CONTRACT (Data Dictionary Element 6A)

This data element is required for all Awards and IDVs except for BPA Calls (for Civilian Agencies) which are populated from the referenced BPA. It is optional for a Modification for DoD and is not required for a Modification for Civilian Agencies. Also, it is not required for a Change or Delete/Void for both Civilian Agencies and DoD. This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the type with greater contract value, or, for agencies that report multiple actions, follow agency instructions. Select the appropriate value from the drop down menu. See Data Dictionary Element 6A Use Case for appropriate data entry requirements.

Values are listed below:

Code	Short Description
A	Fixed Price Redetermination
B	Fixed Price Level of Effort
J	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 (This applies to IDVs only. IDV allows pricing arrangement to be determined separately for each order)
2	Combination (This applies to Awards only. Applies to Awards where two or more of the above apply)
3	Other (This applies to Awards only Applies to Awards where none of the above apply)

Note: Beginning in FY 09 Code 3 is NOT a valid option for actions
Validation Rule 6A can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158329

4.8.2 MULTI-YEAR CONTRACT (Data Dictionary Element 6C)

This data element is required for a DCA, IDC and Change for both Civilian Agencies and DoD. It is not required for any other Award, Modification or IDV. 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.

Validation Rule 6C can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158331

4.8.3 MAJOR PROGRAM (Data Dictionary Element 6G)

This data element is optional for all award types for both Civilian Agencies and DoD. It is not required for a Modification, Change or Delete/Void for both Civilian Agencies and DoD. This is the agency determined code for a major program within the agency. For an Indefinite Delivery Vehicle, this may be the name of a GWAC (such as, ITOPS or COMMITS). See Data Dictionary Element 6G Use Case for appropriate data entry requirements.

Validation Rule 6G can be found at the following location:
http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158335.

4.8.4 NATIONAL INTEREST ACTION (Data Dictionary Element 6R)

This data element is required for all Awards, IDVs and Modifications for both Civilian Agencies and DoD. It is not required for a Change or Delete/Void for both Civilian Agencies and DoD. It identifies the awards made in response to national interest actions. The events included in this list are determined by the Department of Homeland Security in accordance with the Stafford Act. Select

the appropriate entry from the drop down menu. See Data Dictionary Element 6R Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 6R.

4.8.5 COST OR PRICING DATA (Data Dictionary Element 6J)

This data element is optional for DCAs and IDCs for Civilian Agencies and not required for any other award type. For DoD, it is required for a DCA and IDC, optional for Modifications and Delivery Orders and not required for the remaining award types. 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.

There is no formal Validation Rule for 6J.

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

This data element is required for all Awards, Modifications and Changes and not required for a Delete/Void for both Civilian Agencies and DoD. 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. See Data Dictionary Element 6N Use Case for appropriate data entry requirements.

Validation Rule 6N can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158337

4.8.7 UNDEFINITIZED ACTION (Data Dictionary Element 6B)

This data element is required for all Awards, IDVs (except FSS & GWAC), Modifications and Changes for both Civilian Agencies and DoD. It is not required for a Delete/Void for both Civilian Agencies and DoD. Select the appropriate value from the drop down box. See Data Dictionary Element 6B Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

Validation Rule 6B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158330

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

This data element is required for all Awards, IDVs, Modifications and Changes for DoD and Civilian Agencies. It is not required for a Delete/Void for both Civilian Agencies and DoD.
The PBSA process:

- Describes the requirements in terms of results required rather than the methods of performance of the work.
- Uses measurable performance standards (e.g. terms of quality, timeliness, and quantity) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a)).
- Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see FAR 46.407).
- Includes performance incentives where appropriate. For FPDS-NG reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements. Select the correct value from the drop down box.

For FY 2004 and prior, this is a contract for services and 80% or more of the requirement specified as a performance requirement.
For FY 2005 and later, this is a contract for services and 50% or more of the requirement is specified as a performance requirement.

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

Definitions for each value are listed below:

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

Validation Rule 6F can be found in the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158334.

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

This data element is optional for Delivery/Task Orders and DCAs for Civilian Agencies and not required for the remaining award types. For DoD this data element is optional for Delivery/Task Orders, Purchase Orders DCAs and Modifications. It is not required for the remaining award types. This is a designator of contract actions and supports a declared contingency operation, a declared humanitarian operation, or a declared peacekeeping operation. Choose the appropriate selection from the drop-down menu. Otherwise, leave blank. See Data Dictionary Element 6H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

There is no formal validation rule for 6H.

4.8.10 CONTRACT FINANCING (Data Dictionary Element 6K)

This data element is required for DoD and optional for Civilian Agencies for all Awards, except it is not required for a BPA Call or Modification for Civilian Agencies. It is not required for a Change or Delete/Void for Civilian Agencies and DoD. It is optional for a Modification for DoD. Select the appropriate option from the drop-down menu. See Data Dictionary Element 6K Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

There is no formal Validation Rule for 6K.

4.8.11 COST ACCOUNTING STANDARDS CLAUSE (Data Dictionary Element 6L)

This data element is required for a DCA, IDV and Change, and not applicable for a Purchase Order and Delete/Void for both Civilian Agencies and DoD. It is not required for a Delivery/Task Order or Modification for both Civilian Agencies and DoD and a BPA Call for Civilian Agencies. This field indicates whether the contract includes a Cost Accounting Standards clause. Select the correct value from the drop down menu. See Data Dictionary Element 6L Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 6L.

4.8.12 CONSOLIDATED CONTRACT (Data Dictionary Element 8P)

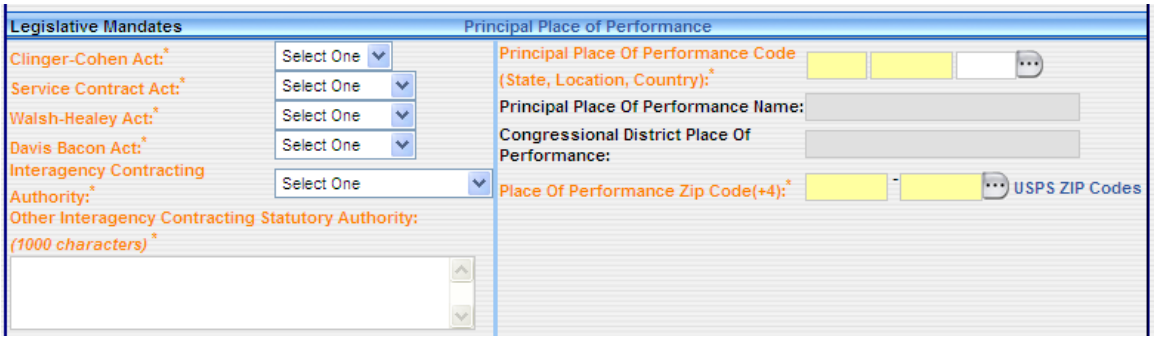
If the contract action is awarded by DoD or if DoD is the funding agency for a contract or order with an estimated total value that exceeds the thresholds stated in the FAR at time of contract award, and the action is a consolidation of contract requirements, then select 'Yes'. It is DoD's responsibility to identify consolidated requirements in the Interagency Agreement. Enter 'No' if the contract or order is not funded by DoD, or if the contract or order: (1) Has an estimated total value less than or equal to $5.5 million (2) Has been reported as a Bundled Contract or (3) Is not a consolidation of contract requirements. Civilian agencies may assume it is not a consolidated requirement if DoD has not specified this in the Interagency Agreement. This data element is populated from the parent award for Modifications and Delivery/Task Orders if the entry is "Yes". If the parent award says "No" then the Delivery/Task Order has to have a value. This data element is applicable for Delete/Void actions. Thresholds change over time. Please verify the threshold in place for the contract's Date Signed.
Validation Rule 8P can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158355.

4.8.13 NUMBER OF ACTIONS (Data Dictionary Element 6Q)

This data element is required on all Awards for DoD and optional for Civilian Agencies. It is not required for a Change or Delete/Void for both Civilian Agencies and DoD. It is required for a Modification for DoD and not required for Civilian Agencies. This field indicates the number of actions that are reported in one transaction, when multiple actions are reported using Express Reporting. If left blank, FPDS-NG defaults to the value of one. See Data Dictionary Element 6Q Use Case for appropriate data entry requirements.
There is no formal Validation Rule for 6Q.

LEGISLATIVE MANDATES AND PRINCIPAL PLACE OF PERFORMANCE

Figure 45. Legislative Mandates and Principal Place of Performance



4.9.1 CLINGER-COHEN ACT (Data Dictionary Element 7A)

This data element is required for Awards (except Delivery/Task Orders and BPA Calls) and IDVs for both Civilian Agencies and DoD. It is not required for Modification for both Civilian Agencies and DoD. It is not applicable for Delete/Void for both Civilian Agencies and DoD. Select Yes if the contracting agency or the funding agency is DoD and this procurement is for computer hardware or services. Select a value certified by the funding office as to whether the planning requirements at 42 USC 1422 and 42 USC 1423 are met. If the funding agency is not DoD or the planning requirements were other than those cited above, select No. See Data Dictionary Element 7A Use Case for appropriate data entry requirements.

Validation Rule 7A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158341.

4.9.2 SERVICE CONTRACT ACT (Data Dictionary Element 7C)

This data element is required for Awards (except Delivery/Task Orders and BPA Calls) and IDVs for both Civilian Agencies and DoD. It is not required for Modification for both Civilian Agencies and DoD. It is not applicable for Delete/Void for both Civilian Agencies and DoD. Select Yes if the award is subject to the Service Contract Act and the Service Contract Act clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, select No or Not Applicable. (FAR 22.10). Select Not Applicable if the award does not meet the dollar threshold or was listed as exempt under FAR 22.10. See Data Dictionary Element 7C Use Case for appropriate data entry requirements.

Validation Rule 7C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158343.

4.9.3 WALSH HEALEY ACT (Data Dictionary Element 7B)

This data element is required for Awards (except Delivery/Task Orders and BPA Calls) and IDVs for both Civilian Agencies and DoD. It is not required for Modification for both Civilian Agencies and DoD. It is not applicable for Delete/Void for both Civilian Agencies and DoD. Select Yes if the award is subject to the Walsh Healey Act and the Walsh Healy Act clause is included in the award. The Walsh Healey Act applies to the manufacture or furnishing of materials, supplies, articles, and equipment (referred to as supplies) in any amount exceeding $10,000. Otherwise, select No or Not Applicable. (FAR 22.6). Select Not Applicable if the dollar threshold was not met or if the award was exempt based on the fact that it was not a manufactured item. See Data Dictionary Element 7B Use Case for appropriate data entry requirements.

Validation Rule 7B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158342.

4.9.4 DAVIS BACON ACT (Data Dictionary Element 7D)

This data element is required for Awards (except Delivery/Task Orders and BPA Calls) and IDVs for both Civilian Agencies and DoD. It is not required for Modification for both Civilian Agencies and DoD. It is not applicable for Delete/Void for both Civilian Agencies and DoD. Select Yes if the award is subject to the Davis Bacon Act and the Davis Bacon Act clause and wage determination or

the collective bargaining agreement is included in the award. The Davis Bacon Act applies to contracts in excess of $2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States. Otherwise, select No or Not Applicable. (FAR 22.403-1). Select Not Applicable if the procurement is not for construction or if the dollar threshold was not met. See Data Dictionary Element 7D Use Case for appropriate data entry requirements.

Validation Rule 7D can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158344.

4.9.5 INTERAGENCY CONTRACTING AUTHORITY (Data Dictionary Element 7E)

The data element is required for all Awards, IDVs, Modification and Changes. It is not applicable for a Delete/Void for both Civilian agencies and DoD. If the transaction was made subject to Other Statutory Authority, select the appropriate value from the drop down box. If you select Other Statutory Authority, then you must complete the Other Interagency Contracting Statutory Authority text field with the name of the authority (give citation number). See Data Dictionary Element 7E Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

Validation Rule 7E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158345.

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

For the initial load of a Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

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

FPDS-NG auto-populates this field based on the choice made in the PLACE OF PERFORMANCE ZIP CODE (+4). The only entry that is required is the Country Code (ISO 3166) if the Place of Performance is outside of the US. For V1.2 awards or earlier the Location Code will appear and will be blank in V 1.3 documents.

Validation Rule 9C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158359

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

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

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

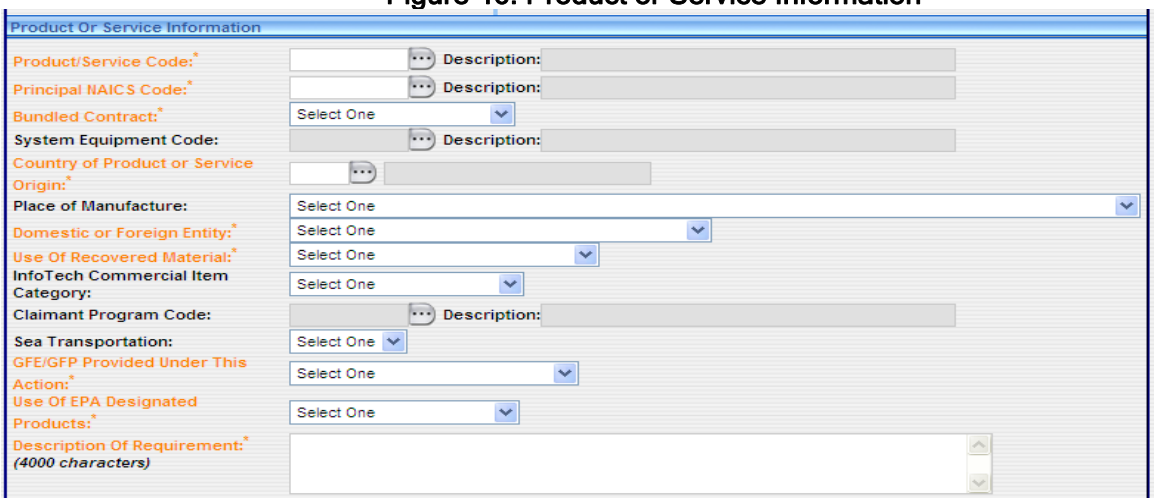
This data element is required for all Awards, including Modifications and Changes. It is not required for a Delete/Void. This is the location of the principal plant or place of business where the items will

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

Validation Rule 9K can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158363.

PRODUCT OR SERVICE INFORMATION

Figure 46. Product or Service Information



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

This data element is required for Awards and IDVs for both Civilian Agencies and DoD. It is not required for a Modification, Change or Delete/Void for DoD and Civilian Agencies. Report the four-character code from the FPDS Product and Service Codes Manual (http://www.fpdsng.com/downloads/service_product_codes.pdf) or use the ellipses button on the screen to find the appropriate Product or Service Code identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action. See Data Dictionary Element 8A Use Case for appropriate data entry requirements.

Validation Rule 8A can be found at the following location:
http://fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158348

4.10.2 PRINCIPAL NAICS CODE (Data Dictionary Element 8G)

This data element is required for a DCA, Purchase Order and IDVs for both Civilian Agencies and DoD. It is not required for a Delivery/Task Order, BPA Call (Civilian), Modification, Change or Delete/Void for both Civilian Agencies and DoD. Report the 6-digit code from the North American Industry Classification System (NAICS) Manual or use the ellipses button on the screen to find the appropriate NAICS Code. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action. The Product or Service Code (PSC) must correlate to the selected NAICS. See Data Dictionary Element 8G Use Case for appropriate data entry requirements.

Validation Rule 8G can be found at the following location:
http://fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158349

4.10.3 BUNDLED CONTRACT (Data Dictionary Element 8N)

This data element is required on Delivery Orders, DCAs and IDVs for both Civilian Agencies and DoD. It is not required for any other document type. A contract is bundled if the contracting officer determines that the contract action is a result of consolidating two or more requirements previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business. (FAR 19.2, FAR 2.101). 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:

Code	Short Description	Long Description
A	Mission Critical	Enter Code A if the agency has determined that the consolidated 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.
B	OMB Circular A-76	Enter code B if the agency used the OMB Circular A-76 process to determine that the consolidation of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107.
C	other	Enter Code C when the requirement is "bundled" and Codes A and B do not apply.
D	Not a bundled requirement	

Validation Rule 8N can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158354

4.10.4 SYSTEM EQUIPMENT CODE (Data Dictionary Element 8B)

This field is required for DoD only, on all Awards. It is not required for IDCs, Modfications, Changes or Delete/Voids. This is the MDAP, MAIS, or other 4-digit program code. The first character is a number from 1- 4 that identifies the DoD component. The last three characters identify the component's program, system, or equipment. See Data Dictionary Element 8B Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 8B.

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

This field is required for DoD on all Awards, including Modifications, and is not required on a Change or Delete/Void. For Civilian Agencies it is required for a DCA, Purchase Order and a BPA Call and optional for a Delivery/Task Order, and is not required on Modifications, Changes or Delete/Voids. Enter "US" if the product being procured is a domestic end product. If the product is not a domestic end product, enter the FIPS 10-4 Country Code or use the ellipses button on the screen to find the appropriate country code. This field provides information to support the Buy American Act, Trade Agreement Act, and Small Business Act. See Data Dictionary Element 9E Use Case for appropriate data entry requirements.

Validation Rules 9E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158360.

4.10.6 PLACE OF MANUFACTURE (Data Dictionary Element 9H)

This data element is required for all Awards and Modifications, and is not required for a Change or Delete/Void for DoD. For Civilian Agencies it is optional for all Awards. It is not required for an IDV, Modification, Change or Delete/Void. Select the appropriate option from the drop-down menu. When a product has substantial foreign components, this field indicates whether the contract is still technically a U.S. contract (Buy American Act). NOTE: Beginning in FY2007 codes A and B are not valid options for actions. See Data Dictionary Element 9H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

Validation Rule 9H can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158361.

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

This data element is required for a DCA, Purchase Order, Modification and a Change for DoD and Civilian Agencies. It is not required for a Delivery/Task Order or Delete/Void for DoD and Civilian Agencies. Additionally, it is not required for a BPA Call for Civilian Agencies. Select the appropriate value from the drop down menu. See Data Dictionary Element 8Q Use Case for appropriate data entry requirements.

Select one of the following options:

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

There is no formal Validation Rule for 8Q.

4.10.8 USE OF RECOVERED MATERIAL (Data Dictionary Element 8L)

This data element is required for a DCA and Purchase Order for both Civilian Agencies and DoD. It is not required for a Delivery/Task Order, Modification, Change or Delete/Void for both Civilian Agencies and DoD. For Civilian Agencies, this data element is not required for a BPA Call. 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.

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	Neither clause is included in the contract.

Validation Rule 8L can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158353

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

This data element is optional on all awards for DoD and Civilian Agencies, except it is not required for a BPA Call for Civilian Agencies. It is not required for a Modification, Change or Deleted/Void for Civilian Agencies. It is optional for DoD for a Modification or Change and not required for Delete/Void. It is required if Funding Agency is DoD (begins "17", "21", "57", "96CE", or "97") and Product/Service Code begins with "70", "D3", "H170", "H270", "H370", "H970", "J070", "K070",

"L070", "N070", "U012", or "W070". This is a code that designates the commercial availability of an information technology product or service. Please select the appropriate value from the drop down list. See Data Dictionary Element 8H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

Validation Rule 8H can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158350.

4.10.10 CLAIMANT PROGRAM CODE (Data Dictionary Element 8F)

This field is required for all Awards for DoD. It is not required for a Modification, Change or Delete/Void for DoD. It is not required for Civilian Agencies. 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, DOD Claimant Program Number available at http://siadapp.dmdc.osd.mil/procurement/historical_reports/guidance/MN02/SECT3.HTM. The DoD program office should provide this code to the civilian agencies on the requesting document. See Data Dictionary Element 8F Use Case for appropriate data entry requirements.

There is no form Validation Rule for 8F.

4.10.11 SEA TRANSPORTATION (Data Dictionary Element 8M)

This field is required for all Awards and Modifications for DoD, but not required for a Change or Delete/Void. It is optional for all Awards and not required for Modifications, Change or Delete/Void for Civilian Agencies. This field designates whether the contractor anticipates some of the supplies may be transported by sea. Please select the appropriate value from the drop down list. See Data Dictionary Element 8M Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

There is no formal Validation Rule for 8M.

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

This data element is required for all Awards, Modifications and Changes and not applicable for Delete/Void for both Civilian Agencies and DoD. This field designates if the contract authorizes the use of Government Furnished Equipment (GFE) or 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.

Validation Rule 8J can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158351.

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

This field is required for all Awards and Modifications for DoD. It is not required for a Change or Delete/Void for DoD. It is required for all Awards, except it is not required for a BPA Call, Modification, Change or Delete/Void for Civilian Agencies. 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 list of EPA designated products is available at http://www.epa.gov/cpg. This requirement applies to all contracts that require EPA designated products. If more than one exception applies, report the predominant exception code or the code for the highest cost EPA designated item for which a justification was completed. Please select the appropriate value from the drop down list. See Data Dictionary Element 8K Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Meets Requirements	EPA-designated product or products were purchased and all contained the required minimum recovered material content.
B	Justification - Time	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)).
C	Justification - Price	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).
D	Justification - Performance	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)).
E	Not Required	No EPA-designated product(s) were required.

Validation Rule 8K can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158352.

4.10.14 DESCRIPTION OF REQUIREMENT (Data Dictionary Element 6M)

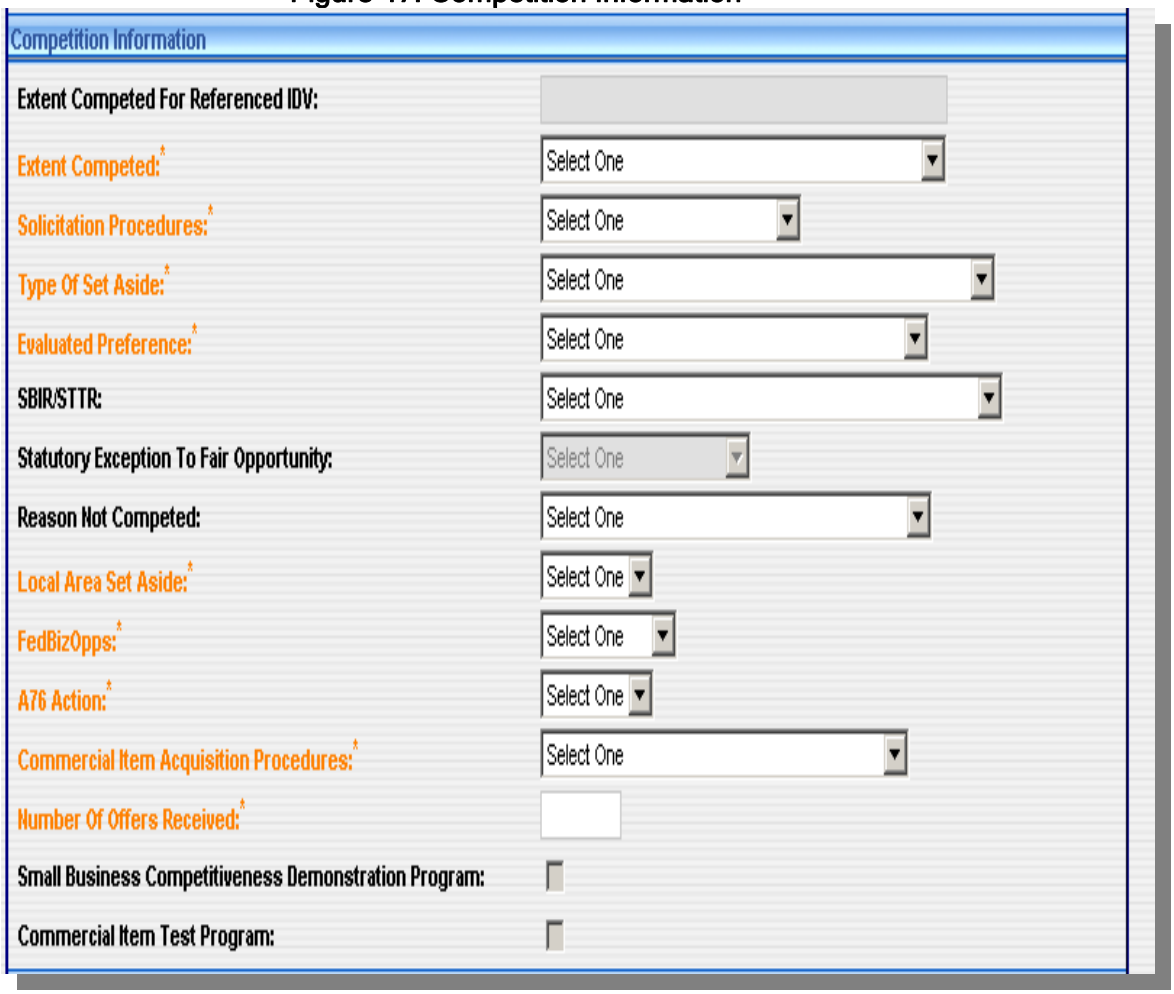
This field is required for all Awards for both DoD and Civilian Agencies. It is also required on Modifications for DoD. It is not required for a Change or Delete/Void for DoD and Civilian Agencies. It is also not required on Modifications for Civilian Agencies. Enter a meaningful description of the end item or service being procured. The description should directly relate to the PSC or NAICS code and also provide detailed characteristics (max 4000 characters). See Data Dictionary Element 6M Use Case for appropriate data entry requirements. *When entering data in FPDS on any action (including modifications) funded by the Recovery Act, agencies must enter the Treasury Account Symbol (TAS) in the Description of Requirement field. The TAS code should be entered with TAS:: preceding the code and ::TAS following the code. The code itself should have spaces between the segments, i.e., Agency code (2 characters) would be entered followed by a space then the Account code (4 characters) followed by a space and then the Subaccount code (3 characters) which is optional and would only be included by those agencies utilizing this segment of the code. The entry would appear as follows (if a subaccount code was used): TAS::XX XXXX XXX::TAS If your TAS had no subaccount code the entry would appear as follows: TAS::XX XXXX::TAS*

Agencies should coordinate with their budget\finance offices to identify the applicable TAS codes.

Validation Rule 6M can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158336

4.11 COMPETITION INFORMATION

Figure 47. Competition Information



4.11.1 EXTENT COMPETED (Data Dictionary Element 10A)

For Civilian Agencies this data element is required for a DCA and a Purchase Order and is optional for a Delivery/Task Order and a BPA Call. It is not required for a Modification, Change or Delete/Void for Civilian Agencies. This field is not required for DoD, it is derived based on other information provided in this section. Consult your Agency System Administrator for additional information. This is a code that represents the competitive nature of the contract. Please select the appropriate value from the drop down menu. See Data Dictionary Element 10A Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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[Civ]	Follow On to Competed Action	Select this code when the action is a follow on to an existing competed contract. FAR 6.302-1
F[Civ]	Competed under SAT	Select this code when the action is competed under the Simplified Acquisition Threshold.
G[Civ]	Not Competed under SAT	Select this code when the action is NOT competed under the Simplified Acquisition Threshold
CDO[Civ]	Competitive Delivery Order	Apply to Full and Open Competition pursuant to FAR 6.1 and only apply to Delivery Orders) Report this code if the IDV Type is a Federal Schedule. Report this code when the Order delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR Part 16.505(b)(1). Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3) and the applicable provisions referenced there under.
NDO[Civ]	Non-Competitive Delivery Order	Report this code when competitive procedures are not used in awarding the delivery order for a reason not included above (when the action was non-competitive.

Validation Rule 10A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158365.

4.11.2 SOLICITATION PROCEDURES (Data Dictionary Element 10M)

This data element is required for all Awards for DoD and Civilian Agencies with the exception of a Delivery/Task Order for DoD which is optional. It is not required for a Modification, Change or Delete/Void for both Civilian Agencies and DoD. 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 award over $100K using negotiated procedures. FAR 12, FAR, 13, FAR 15
SB	Sealed Bid	Report this code for contract award over $100K using seal bidding procedures. FAR 14
TS	Two Step	Report this code for contract awards over $100K that uses a combination of sealed bids and negotiated procedures. FAR 6.102
SP1[Civ]	Simplified Acquisition	Report this code for a competitive acquisition when the Procedures -Competitive 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 Rsearch	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 to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
SSS[DoD]	Single Source Solicited	Report this code if no solicitation procedure was used in this action.
MAFO[DoD]	Multiple Award Fair opportunity	
NONE[Civ]	No solicitation procedure used.	Report this code if no solicitation procedure was used in this action.

Validation Rule 10M can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158374.

4.11.3 TYPE SET ASIDE (Data Dictionary Element 10N)

This is a required data element for all Awards for DoD and Civilian agencies with the exception of a Delivery/Task Order for DoD which is not required. It is not required for a Modification, Change or Delete/Void for both Civilian Agencies and DoD. This is the designator for the type of set aside determined for the contract action. Select the appropriate value from the drop-down menu when you use any of the following set-asides that exclude some potential sources and limit competition in some way. Local Area Set-Asides are addressed in a separate field (10U). See Data Dictionary Element 10N Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
NONE	No set aside used.	Report this code if the contract award was not a socio-economic program set-aside.
SBA	Small Business Set Aside - Total	Report this code for a small business set-aside (excluding Small Business Innovation Research (SBIR)) made pursuant to FAR 19.502-2.
8A	8A Competed	Report this code for an 8a award pursuant to FAR 19.805-2
SBP	Small Business Set-Aside -- Partial	Report this code for a partial small business set aside made pursuant to FAR 19.502-3.
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
HMP	HBCU or MI Set-Aside -- Partial	Report this code for contract awards directed to Historically Black College/University of Minority Institution per DFARS 235.016
VSB[Civ]	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-aside procedures under the very small business pilot program set forth in FAR 19.9. (NOTE: Verify if expired)
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).
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
SDVOSBC	Service Disabled Veteran Owned Small Business Set-Aside	Report this code for contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns. FAR.19.1405
BI[Civ]	Buy Indian	Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
HZS	HUBZone Sole Source	Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.

SDVOSBS	SDVOSB Sole Source	Report this code for contract awards exceeding the micro purchase threshold set-aside for non competitive award to service-disabled veteran-owned small business concerns. FAR 19.1406
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
RSB[Civ]	Reserved for Small Business $2501 to 100K	Report this code if awards exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold. FAR 13
8AC[Civ]	SDB Set-Aside 8(a)-(Will be deprecated in future)	Report this code for a small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).
HS2[Civ]	Combination HUBZone and 8(a)-(Will be deprecated in future)	Report this code if the award was a combination HUBZone set-aside and 8(a) award.
HS3	8(a) with HUB Zone Preference	Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).
VSA	Veteran Set Aside	Report this code for actions with Veteran Owned Businesses
VSS	Veteran Sole Source	Report this code for actions with Veteran Owned Businesses.

Validation Rule 10N can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158375.

4.11.4 EVALUATED PREFERENCE (Data Dictionary Element 10P)

This is a required data element for all Awards for DoD and Civilian Agencies with the exception of a Delivery/Task Order for DoD which is not required. It is not required for a Modification, Change or Delete/Void for both Civilian Agencies and DoD. 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 Adjustment	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 Preference	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

Validation Rule 10P can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158376.

4.11.5 SBIR/STTR (Data Dictionary Element 10Q)

This data element is optional for all Awards for DoD and Civilian Agencies with the exception of a Delivery/Task Order for DoD which is not required. It is not required for a Modification, Change or Delete/Void for both Civilian Agencies and DoD. 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

Validation Rule 10Q can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158377.

4.11.6 STATUTORY EXCEPTION TO FAIR OPPORTUNITY (Data Dictionary Element 10R)

This data element is not required for Awards for both Civilian Agencies and DoD. It is optional for Delivery/Task Orders for both DoD and Civilian Agencies. It is also optional for a BPA Call for Civilian Agencies. It is not required for a Modification, Change, or Delete/Void for both Civilian Agencies and DoD. For Civilian Agencies, this field displays the reason a non-competitive delivery/task order made against a multiple award contract was not given Fair Opportunity. For DoD, this field displays whether a delivery/task order issued against a multiple award contract provided for fair opportunity or was justified as an exception to fair opportunity. 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
URG	Urgency	Report this code if the action was justified pursuant to FAR 16.505 (B)(2)(i)
ONE	Only One Source - Other	Report this code if the action was justified pursuant FAR 16.505(B)(2)(ii)
FOO	Follow-on Delivery Order Following Competitive Initial Order Economy and Efficiency	Report this code if the action was justified pursuant to FAR16.505(B)(2)(iii)
MG	Minimum Guarantee	Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor. See FAR Part 16.505(b)(2)(iv).
OSA[DoD]	Other Statutory Authority	
FAIR[DoD]	No Exception - Fair Opportunity given	

The last two entries are only for DoD. When a civilian agency selects a value of Competed on a Delivery/Task Order, Fair Opportunity is automatically given.

4.11.7 REASON NOT COMPETED (Data Dictionary Element 10C)

This data element is optional for all Awards for DoD and Civilian Agencies with the exception of a Delivery/Task Order for DoD which is not required. It is not required for a Modification, Change, or Delete/Void for both Civilian Agencies and DoD. This field indicates the reason the award was not competed. Select the code that most appropriately defines the reason the action was not competed or not available for competition from the drop down menu. See Data Dictionary Element 10C Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
UNQ	Unique Source	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
FOC	Follow-on contract	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).
UR	Unsolicited Research Proposal	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
PDR	Patent/Data Rights	Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
UT	Utilities FAR 41.2	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.
STD	Standardization	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
ONE	Only One Source - Other	Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.
URG	Urgency	Report this code if the action was justified pursuant to FAR 6.302-2.
MES	Particular Sources Mobilization, Essential R and D Capability or Expert Services	Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
IA	International Agreement	Report this code if the action was justified pursuant to FAR 6.302-4.
OTH	Authorized by Statute	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific Not Listed Above program is not listed above.
RES	Authorized for Resale	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
NS	National Security	Report this code if the action was justified pursuant to FAR 6.302-6.
PI	Public Interest	Report this code if the action was justified pursuant to FAR 6.302-7.
MPT[Civ]	Less than or equal to Micro Purchase Threshold	Report this code if the action was justified pursuant to FAR 13.202
SP2[Civ]	Simplified Acquisition Procedures Non-Competitive	Report this code for a non-competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.
FPI[Civ]	UNICOR	Report this code if the action was non-competitive)Contractor DUNS = 626627459 (UNICOR)
JWD[Civ]	Directed to JWOD Nonprofit Agency	Report this code if the action was not available for competition)Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 implements the Javits-Wagner-Day Act (JWOD). JWOD Nonprofit Agency was formerly referred to as a Sheltered Workshop.

Validation Rule 10C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158367.

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

This is a required data element for all Awards and Modifications for Civilian Agencies and DoD, except a BPA Call which is not required for Civilian Agencies. It is not required for a Change or Delete/Void for both Civilian Agencies and DoD. Select the appropriate response for the award being entered. See Data Dictionary Element 10U Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 10U.

4.11.9 FEDBIZOPPS (Data Dictionary Element 10S)

This data element is required for a DCA, Purchase Order, and a Change and is not required for a Delivery/Task Order, Modification or Delete/Void for both Civilian Agencies and DoD. It is not required for a BPA Call for Civilian Agencies. This field displays whether the synopsis requirements of FAR Subpart 5.2 have been observed. Select the appropriate value from the drop down menu. See Data Dictionary Element 10S Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

There is no formal Validation Rule for 10S.

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

This data element is required for a DCA, Purchase Order, and a Change, and is not required for a Delivery/Task Order, Modification or Delete/Void for both Civilian Agencies and DoD. It is not required for a BPA Call for Civilian Agencies. 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.

Validation Rule 10L can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158373.

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

This data element is required for all Awards, including a Change for both DoD and Civilian Agencies, except for a BPA Call which is not required for Civilian Agencies. It is not required for a Modification and not applicable for Delete/Void for both Civilian Agencies and DoD. This designates whether the solicitation used the special requirements for the acquisition of commercial items or other supplies or services authorized to use commercial item procedures intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12. Select the appropriate value from the drop down menu. See Data Dictionary Element 10H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

Validation Rule 10H can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158372.

4.11.12 NUMBER OF OFFERS RECEIVED (Data Dictionary Element 10D)

This data element is required for a DCA and a Purchase Order for both DoD and Civilian Agencies. It is required for a Delivery/Task Order for Civilian Agencies only and is optional for DoD. For Civilian Agencies this data element is not required for a BPA Call. It is also not required for a Modification, Change or Delete/Void for both Civilian Agencies and DoD. Enter the number of offers received in response to the solicitation or number of multiple award contracts/schedules received for Delivery Orders. See Data Dictionary Element 10D Use Case for appropriate data entry requirements.

Validation Rule 10D can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158368.

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

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

- The Department of Agriculture
- The Department of Defense, except the National Imagery and Mapping Agency
- The Department of Energy
- The Department of Health and Human Services

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

Definitions for each value are listed below:

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

.

There is no formal validation rule for 10K as this is a derived field.

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

FPDS-NG auto-populates this field if the solicitation used Commercial Item Acquisition Procedures as defined by FAR Part 12 and/or Simplified Acquisition Threshold (SAT) as defined by FAR SubPart 13.5 for acquisitions below $5,000,000. See Data Dictionary Element 10J Use Case for appropriate data entry requirements.

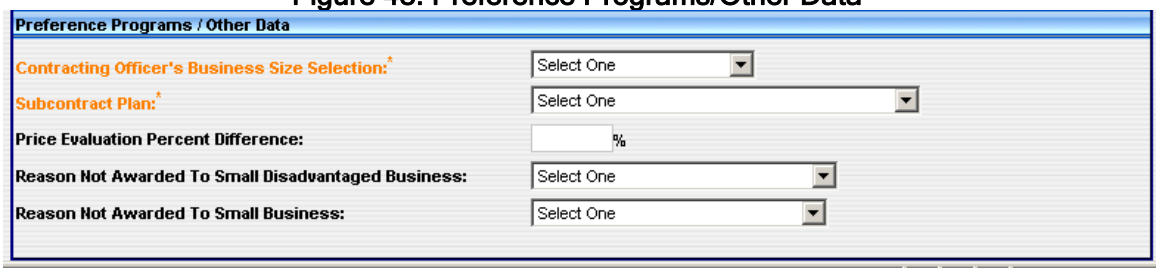
Definitions for each value are listed below:

Code	Short Description	Long Description
Y	Yes	FPDS-NG will return Yes if (Competition Procedures = Simplified Acquisition Procedures - Competitive or Reason Not Competed = Simplified Acquisition Procedures - Non-Competitive) and Commercial Item Acquisition Procedures = Yes, and ((Ultimate Contract Value > $100,000 and Contingency, Humanitarian, or Peacekeeping Operation is blank) or (Ultimate Contract Value > $200,000 and Contingency, Humanitarian, or Peacekeeping Operation is not blank)) and Ultimate Contract Value less than or equal to $5,000,000.
N	No	FPDS-NG will return No if Yes does not apply.

There are no formal validations on 10J as it auto-populates.

4.12 PREFERENCE PROGRAMS/OTHER DATA

Figure 48. Preference Programs/Other Data



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

This is a required data element for a DCA and a Purchase Order, and is populated for Delivery/Task Order for both DoD and Civilian Agencies and also for a BPA Call for Civilian Agencies. It is not required for a Change or Delete/Void for both Civilian Agencies and DoD. It is Not Required for a Modification, unless the Reason for Modification is Rerepresentation, Novation, or Non-novated Merger/Acquisition. It is also Not Required for a Change, and is not applicable for Delete/Void for both Civilian and DoD. This field indicates if the selected contractor meets the small business size standard for award to a small business based on the NAICS code assigned to the action. Select the appropriate value from drop-down menu. This field is important because the Small Business Goaling Report is based on whether or not the business size is small. See Data Dictionary Element 11A Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

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

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

Validation Rule 11A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158380.

4.12.2 SUBCONTRACT PLAN (Data Dictionary Element 11B)

This is a required data element for a DCA, and is not required for a Purchase Order and a Delivery /Task Order, for both Civilian Agencies and DoD and for a BPA Call for Civilian Agencies. It is not required for a Modification, Change or Deleted/Void for both Civilian Agencies and DoD. This field indicates whether the contract award required a Subcontracting Plan. This field is also used to provide information to eSRS on awards that have subcontracting plans. Failure to complete this field accurately impacts vendors' ability to report subcontracting achievement to the Electronic Subcontracting Reporting System (eSRS). Select the appropriate value from the drop down menu. See Data Dictionary Element 11B Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Plan Not Included - No Subcontracting Possibilities	A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2I)
B	Plan Not Required	No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a))
C	Plan Required - Incentive Not Included	Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c))
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)))
E	Plan Required (Pre 2004)	Plan Required (Pre 2004)

Validation Rule 11B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158381.

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

This data element is optional for a DCA for both Civilian Agencies and DoD and is optional for a Delivery/Task Order for DoD. For Civilian Agencies it is not required for a Delivery/Task Order and a BPA Call. For a Modification, Change or Delete/Void the field is not required for both Civilian Agencies and DoD. Enter a number between 00 and 20 which represents the percent difference between the award price and the lowest priced offer from a responsive, responsible non-HUBZone or non-SDB. Report this percent difference for HUBZone and SDB Price Evaluation Adjustment Programs. 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). For example: 2% is input as 02, 12% is input as 12, and 5 1/2% is input as 06 (round to the nearest whole percent). See Data Dictionary Element 11C Use Case for appropriate data entry requirements.

Validation Rule 11C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158382.

4.12.4 REASON NOT AWARDED TO SMALL DISADVANTAGED BUSINESS (Data Dictionary Element 11D)

This data element is optional for all Awards for both DoD and Civilian Agencies with the exception of a BPA Call that is not required for Civilian Agencies. For a Modification, Change, or Delete/Void this field is not required for both Civilian Agencies and DoD. This field displays the reason why the award was not made to a Small Disadvantaged Business. Select the appropriate value from the drop down menu. See Data Dictionary Element 11D Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	No Known SDB Source	There was no known Small Disadvantaged Business source, so it was not award to an SDB
B	SDB Not Solicited	There was a known SDB source, but it was not solicited.
C	SDB Solicited and No Offer Received	A SDB was solicited but it did not submit an offer, or its offer was not sufficient to cover the total quantity requirement so it received a separate award for the quantity offered.
D	SDB Solicited and Offer was Not Low	A SDB offer was not the low or most advantageous offer or an SDB was not willing to accept award of a partial small business set-aside portion of an action at the price offered by the Government.
Z	Other Reason	A SDB did not receive the award for any other reason.

Validation Rule 11D can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158383.

4.12.5 REASON NOT AWARDED TO SMALL BUSINESS (Data Dictionary Element 11E)

This data element is optional for a Awards for both DoD and Civilian Agencies with the exception of a BPA Call that is not required for Civilian Agencies. It is not required for a Modification, Change or Delete/Void for both Civilian Agencies and DoD. This field displays the reason the contract was not awarded to a Small Business if the Contracting Office's Business Size Selection is Other Than Small Business. Select the appropriate code from the drop down menu. See Data Dictionary Element 11E Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	No Known SB Source	There was no known Small Business source, so it was not award to an SB
B	SB Not Solicited	There was a known small business source, but it was not solicited.
C	SB Solicited and No Offer Received	A small business concern was solicited but it did not submit an offer, or its offer was not sufficient to cover the total quantity requirement so it received a separate award for the quantity offered.
D	SDB Solicited and Offer was Not Low	A small business offer was not the low or most advantageous offer or a small business concern was not willing to accept award of a set-aside portion of an action at the price offered by the Government.
Z	Other Reason	A small business did not receive the award for any other reason.

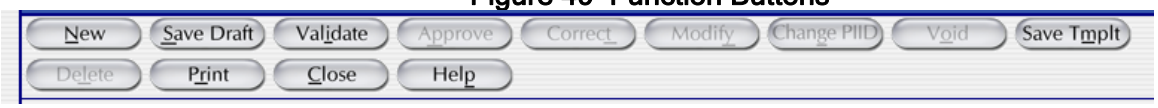
Validation Rule 11E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158384.

5 BASIC INDEFINITE DELIVERY VEHICLES (IDVs)

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

FUNCTION BUTTONS

Figure 49 Function Buttons



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

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

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

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

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

Correct - Allows you to fix mistakes in FPDS-NG that do not change the legal intent of the contract action. You can only use this function when a contract action is in final status.

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

Void - Allows you to Void the document. When an action is voided the system will save the control fields and the PIID cannot be reused . For Civilian Agencies the control fields are: agency, PIID, modification, referenced IDV ID (agency, PIID and Modification Number). For DoD the control fields are: agency, PIID, modification, transaction number, referenced IDV ID (agency, PIID and Modification Number). Please note that in some cases there will not be a referenced IDV ID. You must have the appropriate privilege assigned by your system administrator to use this function. If the button is grayed out you do not have privilege to void an action. See your system administrator for guidance and/or assistance. The void function applies to base records as well as modifications. However, FPDS-NG will not allow you to void a base record if there are modifications or orders against it.

Save Tmplt - 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. See Appendix X for instructions for creating a template.

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

Print - Allows you to print the document that is currently on the screen. The landscape mode should be used to capture all fields on the document.

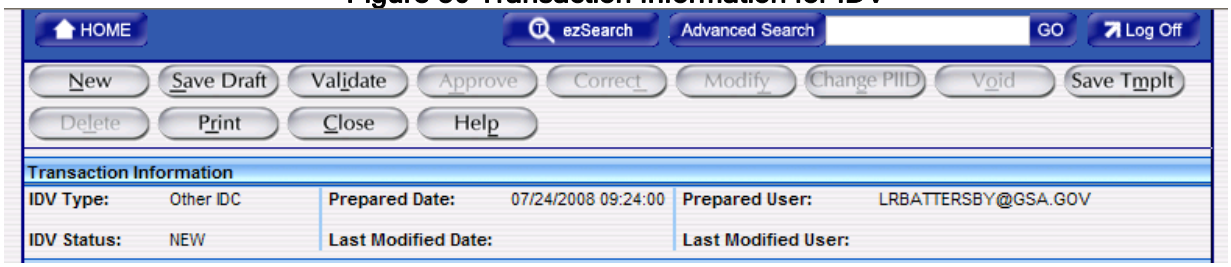
Close - Closes the current document without saving. The user will see a dialog box asking if the document should be saved.

Help - Provides the user on-line help that includes a glossary. You can also access the help at https://fpds.gov) or click the Help button at the top right corner of the main FPDS-NG screen.

Change PIID - Provides the user with the ability to change the PIID on an award that has been successfully transferred. If the user does not have the transfer privilege the 'Change PIID' function will not be enabled on the screen. When this function is selected the Reason for Modification will automatically be populated with the value of 'Other Administrative Action'.

TRANSACTION INFORMATION

Figure 50 Transaction Information for IDV



FPDS-NG automatically generates the following information:

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

5.1.1 IDV TYPE (Data Dictionary Element 12A)

The IDV types include:

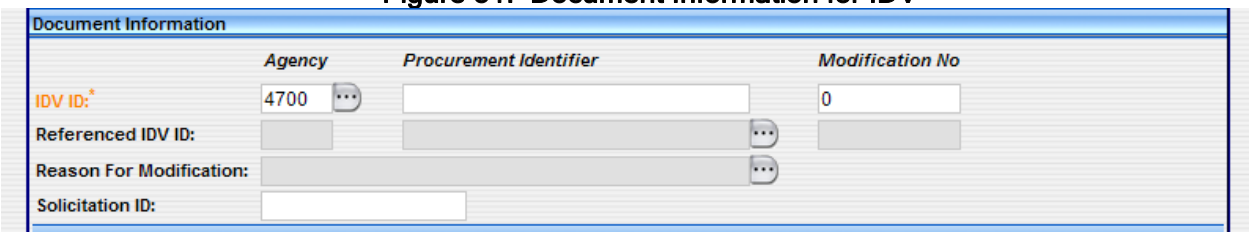
- **FSS** (Federal Supply Schedule) - A simplified process of acquiring commonly used supplies and services in varying quantities at lower prices while obtaining discounts associated with volume buying. GSA and VA are the only agencies authorized to award this type of contract.
- **GWAC** (Government-Wide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

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

Validation Rule 12A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158386

5.2 DOCUMENT INFORMATION

Figure 51. Document Information for IDV



5.2.1 IDV ID

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

5.2.1.1 AGENCY

This data element is required for all IDVs and is automatically populated based on the user's profile. Note that all of DOD uses the 9700 agency code/identifier.

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

As defined in FAR 4.605(a) enter the unique PIID that identifies your IDV. The PIID is the contract number. The PIID field is required for all actions. Please consult your agency requirements for the agency PIID prefix and numbering scheme that may be used by your agency. FPDS-NG allows up to 50 characters for this field.

5.2.1.3 MODIFICATION NUMBER (Data Dictionary Element 1B)

Enter a Modification Number when reporting modifications to contracts, agreements, or orders. Report the modification number sequence as prescribed by your agency. This number must be unique for any given PIID. FPDS-NG requires this field for all modifications. This field contains up to 25 characters.

Validation Rule 1B is found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158294.

5.2.1.4 REFERENCED IDV ID (Data Dictionary Element 1C)

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

Validation Rule 1C is found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158295

5.2.1.5 REASON FOR MODIFICATION (Data Dictionary Element 12C)

This field will only be available when performing a modification to an existing contract. Select the appropriate entry from the drop down menu.
The entries are as follows:
(Please note that you will not see the codes on the FPDS-NG input screen.)

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

NOTES: When a modification changes the vendor information, i.e., name and/or address, you must select Novation Agreement. Otherwise, the system will not allow changes to the vendor information on a modification. 'Transfer Action' is a new entry in the Reason for Modification field. Anyone can select this entry; however, you will not be able to save draft if you do not have the Transfer privilege.

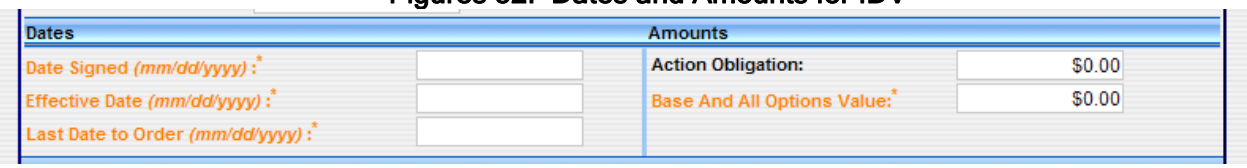
Validation Rule 12 C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158388

5.2.1.6 SOLICITATION ID (Data Dictionary Element 1E)

Enter the solicitation number in this field if required by your agency.

5.3 DATES AND AMOUNTS

Figures 52. Dates and Amounts for IDV



5.3.1 DATE SIGNED (Data Dictionary Element 2A)

The date signed is when a mutually binding agreement is reached. The date signed by the Contracting Officer or the Contractor, whichever is later. The format is mm/dd/yyyy. For basic agreements, or IDVs, for which there is no funding on the basic document, the date signed is the date mutually agreed upon by the contracting officer and the contractors. When funds are obligated the date signed should be the date of the written obligation of funds.
NOTE: All reports unless otherwise stated in the report criteria will be programmed to use the Date Signed.

Validation Rule 2A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158302

5.3.2 EFFECTIVE DATE (Data Dictionary Element 2B).

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

Validation Rule 2B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158303

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

Last date on which an order may be placed against an indefinite delivery vehicle. The format is mm/dd/yyyy.

Validation Rule 2E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158306

5.4 AMOUNTS

5.4.1 Action Obligation (Data Dictionary Element 3C)

Enter the net amount of funds (in dollars and cents) obligated or deobligated by this transaction. If the net amount is zero, enter zero. If the net amount is a deobligation, enter a minus sign at the beginning of the amount. Enter dollars and cents.

Validation Rule 3C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158310

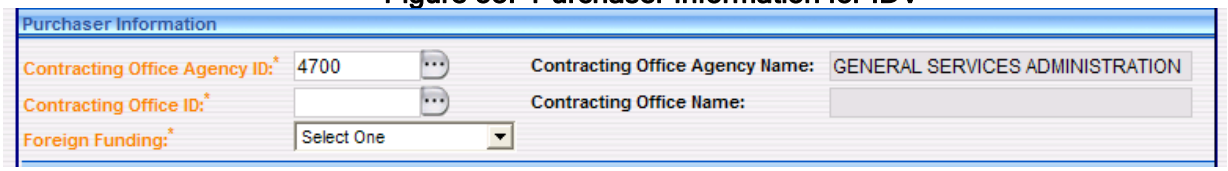
5.4.2 Base and All Options Value (Data Dictionary Element 3A)

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

Validation Rule 3A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158308

PURCHASER INFORMATION

Figure 53. Purchaser Information for IDV



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

FPDS-NG automatically populates this field based on the user's profile. This code cannot be changed when the document is in final status unless you issue a modification to specifically transfer responsibility to another office. This field uses FIPS 95 codes to identify contracting office agencies.

5.5.2 CONTRACTING OFFICE AGENCY NAME.

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

5.5.3 CONTRACTING OFFICE ID (Data Dictionary Element 4B)

Enter the code that identifies your contracting office. Must be a valid value in the contracting office table. Agency system administrators are responsible for maintaining their agency's list of valid contracting offices.

5.5.4 CONTRACTING OFFICE NAME

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

5.5.5 FOREIGN FUNDING (Data Dictionary Element 4F)

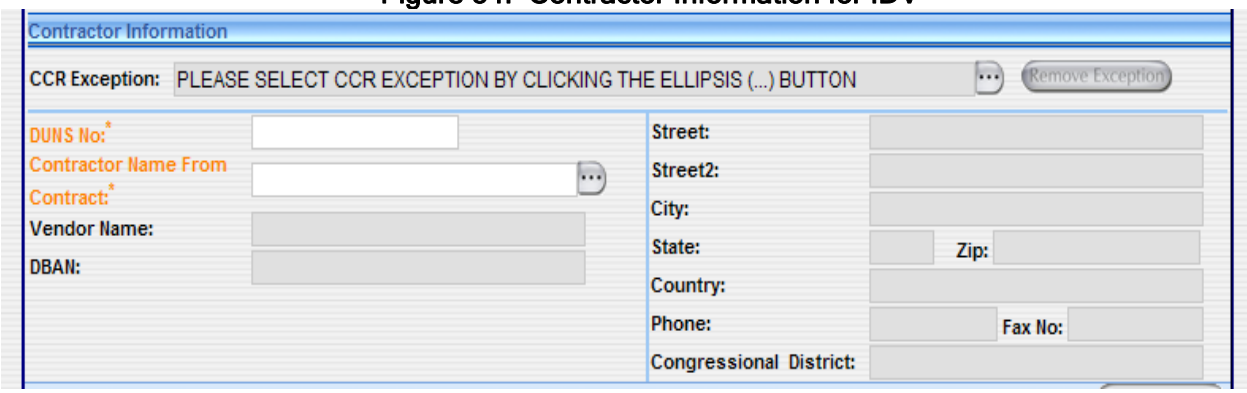
This field indicates if the contract action was funded by a foreign entity. Select the appropriate entry from the following drop down list. See Data Dictionary Element 4F Use Case for appropriate data entry requirements.

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

Validation Rule 4F can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158317

CONTRACTOR INFORMATION

Figure 54. Contractor Information for IDV



5.6.1 CCR EXCEPTION (Data Dictionary Element 9J)

All vendors must have a DUNS® NUMBER. All vendors are required to register in the Central Contractor Registration (CCR) database except when one of the following seven exceptions applies.

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

- **Awards made to foreign vendors for work performed outside the United States** (if it is impractical to obtain CCR registration).

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

NOTE: Even if an exception is authorized, you must enter a DUNS® NUMBER. If you choose an exception, the vendor information fields open for manual data entry. In addition to completing the name, address, and DUNS information, you must check all of the appropriate socioeconomic and business-related fields. See the screen shot below. If the vendor DUNS® NUMBER is in the Central Contractor Registry (CCR), whether generic or actual, the system will not allow an exception. An error message will appear upon saving the document.

Validation Rule 9J can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158362

5.6.2 DUNS® NUMBER (Data Dictionary Element 9A)

All vendor entries in FPDS-NG must have a DUNS® NUMBER. There are two types of DUNS® NUMBERs, Individual or Vendor DUNS® NUMBERs, and Generic DUNS® NUMBERs.

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

NOTE: You must have a DUNS® NUMBER or you cannot complete a contract action report in FPDS-NG.

Validation Rule 9A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158357

5.6.3 CONTRACTOR NAME FROM CONTRACT (Data Dictionary Element 9B)

FPDS-NG requires the contractor name from contract on all transactions. Enter the contractor name from the contract or click the ellipsis button to the right of the name field to open the vendor selection search screen. If you use the Vendor Selection screen, please choose the correct contractor from the list and click "Select" and FPDS-NG will populate the 'contractor name from contract' data element. This name should usually match the Vendor Name or Doing Business As Name as shown in the CCR database. If it does not please verify that the correct contractor name was chosen.

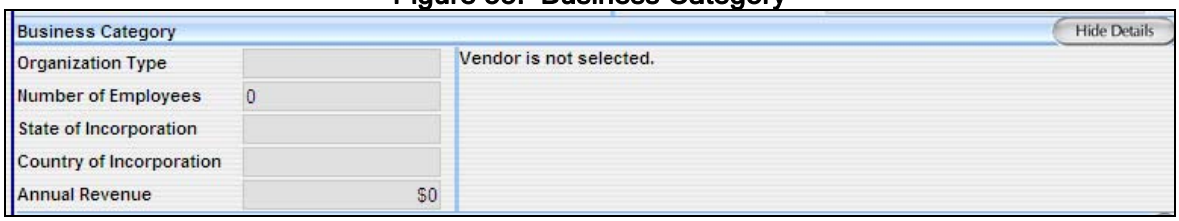
TIP: There are additional fields on the vendor selection screen that you can use to narrow your search, such as "Doing Business as Name", "Country code", "City", "State", and "Zip Code".

Validation Rule 9B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158358

The following information is automatically populated from CCR unless a CCR exception is used.
- VENDOR NAME
- DBAN (DOING BUSINESS AS NAME)
- STREET
- STREET 2
- CITY
- STATE
- ZIP CODE
- COUNTRY
- PHONE
- FAX No
- CONGRESSIONAL DISTRICT

BUSINESS CATEGORY-OBTAINED FROM CCR AND CANNOT BE CHANGED BY USER. Populated from CCR except when there is a valid CCR exception. When there is a CCR exception the checkboxes are not grayed out and the user can click on each business element which applies to the action's vendor and use the On-Line Representations and Certifications Application (ORCA) located at http://www.bpn.gov/ to get the socio-economic information needed.

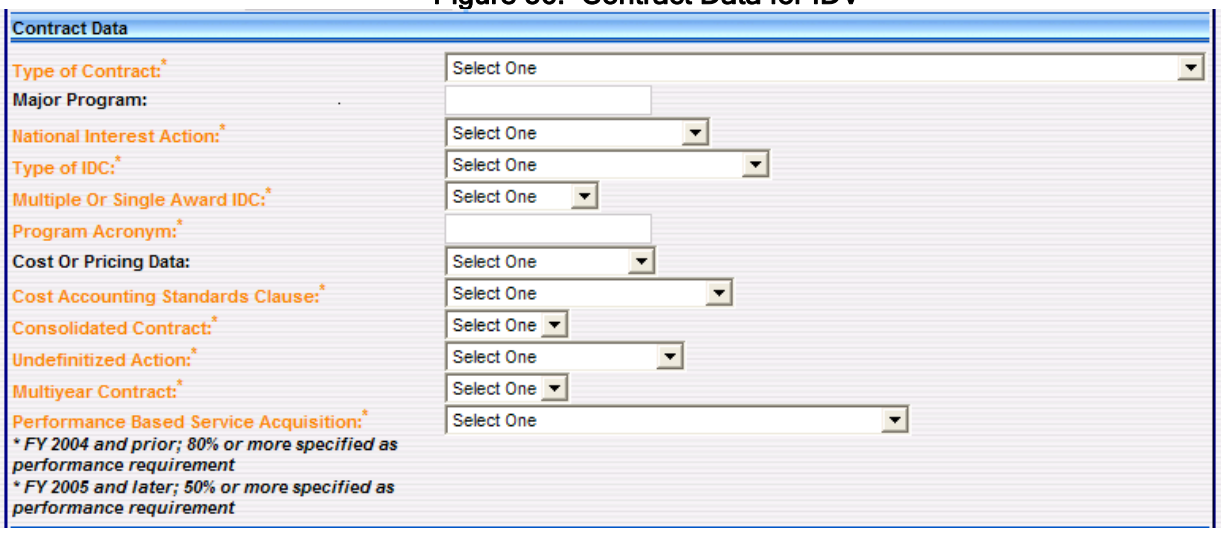
Figure 55. Business Category



The FPDS-NG vendor file receives the information in this section from the Central Contractor Registration (CCR). FPDS-NG receives a file nightly from CCR to update it's internal vendor file. The only time FPDS-NG opens these fields for the user to complete is when using a CCR Exception, as explained in the CCR Exception section. Use ORCA http://www.bpn.gov/ to get the socio-economic information needed for the vendor in the case of a CCR Exception.

5.7 CONTRACT DATA

Figure 56. Contract Data for IDV



5.7.1 TYPE OF CONTRACT (Data Dictionary Element 6A)

This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the type with greater contract dollar value, or, for agencies that report multiple actions, follow your agency instructions. Select the appropriate value from the drop down menu.

Code	Short Description
A	Fixed Price Redetermination
B	Fixed Price Level of Effort
J	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 (This applies to IDVs only. IDV allows pricing arrangement to be determined separately for each order)
2	Combination (This applies to Awards only. Applies to Awards where two or more of the above apply)
3	Other (This applies to Awards only Applies to Awards where none of the above apply)

WARNING: Although "Other" is still a selection, it is considered an invalid entry. CANNOT BE USED AFTER SEPTEMBER 30, 2008.

Validation Rule 6A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158329

5.7.2 MAJOR PROGRAM (Data Dictionary Element 6G)

This field is not required but you may enter it. 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).

Validation Rule 6G can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158335

5.7.3 NATIONAL INTEREST ACTION (Data Dictionary Element 6R)

This field identifies the awards made in response to national interest actions. The actions included in this list are determined by the Department of Homeland Security. Select the appropriate entry from the drop down menu.

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

Values are listed below:

Code	Short Description	Long Description
NONE	None	None
H05K	Hurricane Katrina	Hurricane Katrina
H05O	Hurricane Ophelia	Hurricane Ophelia
H05R	Hurricane Rita	Hurricane Rita
H05W	Hurricane Wilma	Hurricane Wilma
W081	California Wildfires 3279	California Wildfires 3279
F081	Midwest Storms and Flooding	Midwest Storms and Flooding
H08G	Hurricane Gustav	Hurricane Gustav
H08H	Hurricane Hanna	Hurricane Hanna
H08I	Hurricane Ike	Hurricane Ike

5.7.4 TYPE OF IDC (Data Dictionary Element 6D)

This field identifies whether the IDC or Multi-Agency Contract is Indefinite Delivery/Requirements, Indefinite Delivery/Indefinite Quantity, or Indefinite Delivery/Definite Quantity (FAR 16.5). Select the appropriate value from the drop down menu. An entry is required for civilian agency and DoD IDCs. It is not entered for other types of IDVs. For modifications it is pre-filled. It is open when you select correct.
Values are listed below:

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

Validation Rule 6D can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158332

5.7.5 MULTIPLE OR SINGLE AWARD IDC (Data Dictionary Element 6E)

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. This data element is only required for IDCs. It cannot be entered for any other IDV types or when modifying or correcting an IDC.

Values and descriptions are listed below:

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

Validation Rule 6E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158333

5.7.6 PROGRAM ACRONYM (Data Dictionary Element 6P)

The short name, title, or code used for a GWAC or other major contracting program. Examples include COMMITS, ITOPS, SEWP, and DT-IV. This is required for a civilian GWAC, BOA, BPA or IDC. It is optional on a DoD IDC. It is not entered on either a modification or correct.

5.7.7 COST OR PRICING DATA (Data Dictionary Element 6J)

Select the appropriate value from the drop-down menu. Required for DoD IDCs. Optional for civilian agency IDCs and when modifying an IDC. It cannot be entered for any other IDV types.

Values are listed below:

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

5.7.8 COST ACCOUNTING STANDARDS CLAUSE (Data Dictionary Element 6L)

This field indicates whether the contract includes a Cost Accounting Standards clause.
This data element is mandatory for DOD and civilian agencies. When modifying an IDV this data element is pre-filled.

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

5.7.9 CONSOLIDATED CONTRACT (Data Dictionary Element 8P)

Enter 'Yes' if the contract action is awarded by DoD with an estimated total value that exceeds the threshold stated in the FAR at time of contract award and the action is a consolidation of contract requirements. Enter 'No' if the contract is not a consolidation of contract requirements. Thresholds change over time. Please verify the threshold in place for the date signed of the contract.

Validation Rule 8P can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158355

5.7.10 UNDEFINITIZED ACTION (Data Dictionary Element 6B)

If the contract is a Letter Contract, then select Letter Contract. If the contract action is an Undefinitized Action, then select Other Undefinitized Action. If the Contract action is neither a Letter Contract nor an Undefinitized Action, then select Not Applicable. This data element is not applicable for FSS and GWACs.

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.

Validation Rule 6B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158330

5.7.11 MULTIYEAR CONTRACT (Data Dictionary Element 6C)

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

5.7.12 PERFORMANCE BASED SERVICE ACQUISITION (Data Dictionary Element 6F)

The PBSA process:

- Describes the requirements in terms of results required rather than the methods of performance of the work.
- Uses measurable performance standards (e.g. terms of quality, timeliness, and quantity) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a)).
- Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see FAR 46.407).
- Includes performance incentives where appropriate. For FPDS-NG reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements. Select the correct value from the drop down box.

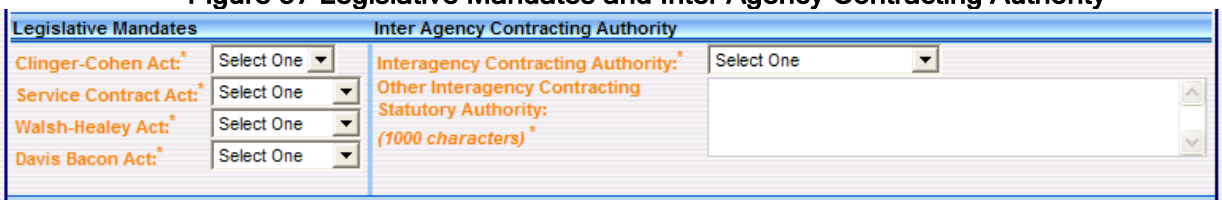
For FY 2004 and prior, this is a contract for services and 80% or more of the requirement specified as a performance requirement.
For FY 2005 and later, this is a contract for services and 50% or more of the requirement is specified as a performance requirement.

See Data Dictionary Element 6F Use Case for appropriate data entry requirements.
Definitions for each value are listed below:

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

5.8 LEGISLATIVE MANDATES AND INTER AGENCY CONTRACTING AUTHORITY

Figure 57 Legislative Mandates and Inter Agency Contracting Authority



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

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

5.8.2 SERVICE CONTRACT ACT (Data Dictionary Element 7C)

Select Yes if the award is subject to the Service Contract Act and the Service Contract Act clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, select No or Not Applicable. (FAR 22.10). Select Not Applicable if the award does not meet the dollar threshold or was listed as exempt under FAR 22.10. See Data Dictionary Element 7C Use Case for appropriate data entry requirements.

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

Validation Rule 7C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158343.

5.8.3 WALSH HEALEY ACT (Data Dictionary Element 7B)

Select Yes if the award is subject to the Walsh Healey Act and the Walsh Healy Act clause is included in the award. The Walsh Healey Act applies to the manufacture or furnishing of materials, upplies, articles, and equipment (referred to as supplies) in any amount exceeding $10,000. Otherwise, select No or Not Applicable. (FAR 22.6). Select Not Applicable if the dollar threshold was not met or if the award was exempt based on the fact that it was not a manufactured item. See Data Dictionary Element 7B Use Case for appropriate data entry requirements.

Validation Rule 7B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158342.

5.8.4 DAVIS BACON ACT (Data Dictionary Element 7D)

Select Yes if the award is subject to the Davis Bacon Act and the Davis Bacon Act clause and wage determination or the collective bargaining agreement is included in the award. The Davis Bacon Act applies to contracts in excess of $2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States. Otherwise, select No or Not Applicable. (FAR 22.403-1). Select Not Applicable if the procurement is not for construction or if the dollar threshold was not met. See Data Dictionary Element 7D Use Case for appropriate data entry requirements.

Validation Rule 7D can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158344.

5.8.5 INTERAGENCY CONTRACTING AUTHORITY (Data Dictionary Element 7E)

If you select Other Statutory Authority, you must complete the Other Interagency Contracting Statutory Authority data element. See Data Dictionary Element 7E Use Case for appropriate data entry requirements.

Code	Short Description	Long Description
A	Economy Act	Report this code if the transaction is subject to the Economy Act.
B	Other Statutory Authority	Transaction is subject to other interagency

Validation Rule 7E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158345.

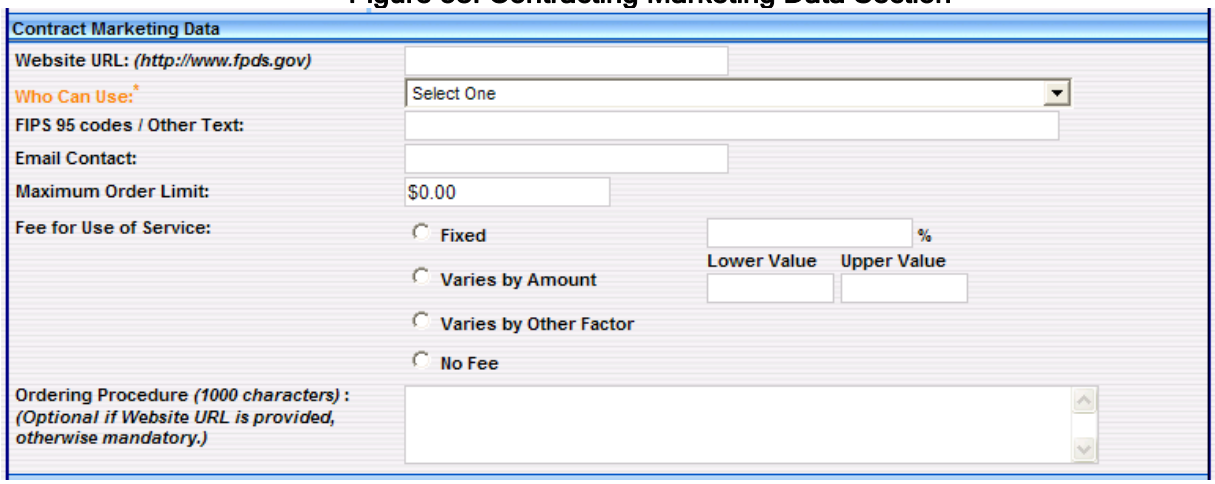
5.8.6 OTHER INTERAGENCY CONTRACTING STATUTORY AUTHORITY (Data Dictionary Element 7F)

This field indicates whether the transaction is subject to other statutory authority. For the initial load of a Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

Validation Rule 7F can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158346.

5.9 CONTRACT MARKETING DATA

Figure 58. Contracting Marketing Data Section



5.9.1 WEBSITE URL (Data Dictionary Element 5A)

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

Validation Rule 5A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158320

5.9.2 WHO CAN USE (Data Dictionary Element 5B)

This field designates agencies that may place orders against this indefinite delivery vehicle. For the initial award of an IDV, select one of the following:

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

Validation Rule 5B can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158321

5.9.3 FIPS 95 CODES/OTHER TEXT

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

5.9.4 EMAIL CONTACT (Data Dictionary Element 18R)

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

Validation Rule 18R can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158454

5.9.5 MAXIMUM ORDER LIMIT (Data Dictionary Element 5C)

This is the maximum dollar amount that applies to a single order against an Indefinite Delivery Vehicle. If this action is an initial load of an IDV, then enter the maximum dollar amount that applies to a single order against the IDV.

Validation Rule 5C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158322

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

The administrative fees charged for using an Indefinite Delivery Vehicle other than the Federal Supply Schedule (FSS) Vehicle. The types include:

Validation Rule 5D can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158323.

- **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%.

Validation Rule 5E can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158324.

- **Varies by Amount**:
- **Lower Value -** Enter the whole dollar lower fee value amount if "Varies by Amount"/"Varies by Other factor" are selected for Fee for Use of Service.

Validation Rule 5F can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158324.

- **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.

Validation Rule 5G can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158326.

- **Varies by Other Factor** – Select this if none of the above applies.
- **No Fee** – Select this if there is no fee applied for use of services.

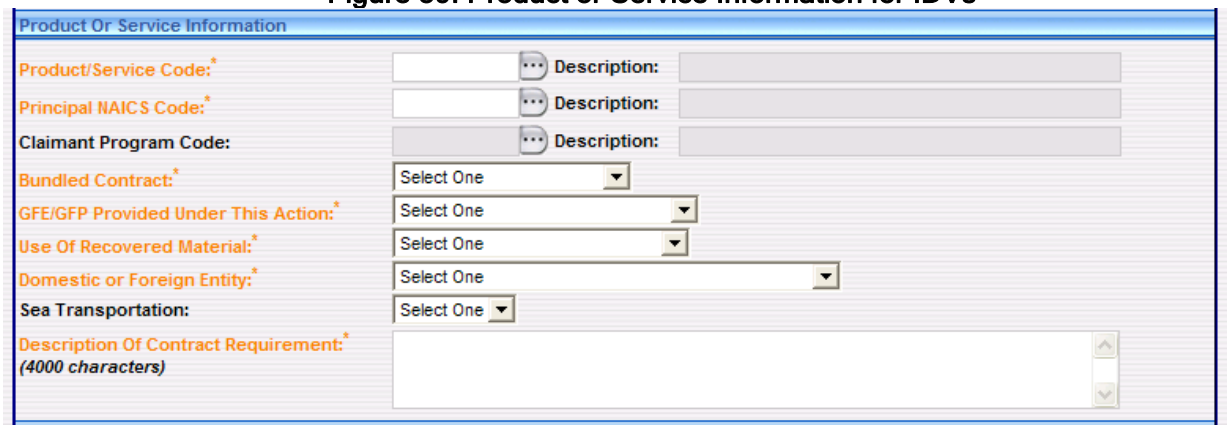
5.9.7 ORDERING PROCEDURE (Data Dictionary Element 5H)

For the initial load of the IDV, describe ordering procedures, unless included in the Government website listed in the "Web Site URL" data element.

Validation Rule 5H can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158327.

5.10 PRODUCT OR SERVICE INFORMATION

Figure 59. Product or Service Information for IDVs



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

This data element is required for Awards and IDVs for both Civilian Agencies and DoD. It is not required for a Modification, Change or Delete/Void for DoD and Civilian Agencies. Report the four-character code from the FPDS Product and Service Codes Manual (http://www.fpdsng.com/downloads/service_product_codes.pdf) or use the ellipses button on the screen to find the appropriate Product or Service Code identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action. See Data Dictionary Element 8A Use Case for appropriate data entry

5.10.2 PRINCIPAL NAICS CODE (Data Dictionary Element 8G)

Enter the NAICS Code or use the ellipses button on the screen to find the appropriate NAICS Code. Report the 6-digit code from the North American Industry Classification System (NAICS) Manual. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action. The Product or Service Code (PSC) must correlate to the selected NAICS.

Validation Rule 8G can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158349

5.10.3 CLAIMANT PROGRAM CODE (Data Dictionary Element 8F)

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, DOD Claimant Program Number available at http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm.

The DOD program office should provide this code to the civilian agencies on the requesting document.

5.10.4 BUNDLED REQUIREMENTS (Data Dictionary Element 8N)

An IDV contract is bundled if the contracting officer determines that the contract action is a result of consolidating two or more requirements previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business. (FAR 19.2, FAR 2.101). 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:

Code	Short Description	Long Description
A	Mission Critical	Enter Code A if the agency has determined that the consolidated 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.
B	OMB Circular A-76	Enter code B if the agency used the OMB Circular A-76 process to determine that the consolidation of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107.
C	other	Enter Code C when the requirement is "bundled" and Codes A and B do not apply.
D	Not a bundled requirement	

Validation Rule 8N can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158354

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

If the contractor is authorized to use Government Furnished Equipment (GFE) or Government Furnished Property (GFP), pursuant to FAR 45, make the appropriate selection from the drop down menu.

Validation Rule 8J can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158351

5.10.6 USE OF RECOVERED MATERIALS (Data Dictionary Element 8L)

This designates whether the contracting officer included clauses in the contract for the Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA designated Products. The drop down lists the following options:

- **FAR 52.223-4 Included** - The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.
- **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.
- **No Clauses Included** - Neither clause is included in the contract.

Validation Rule 8L can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158353

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

Select the appropriate value for the vendor from the drop down vendor that denotes if the contractor is a domestic or foreign firm.

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

There is no formal Validation Rule for 8Q

5.10.8 SEA TRANSPORTATION (Data Dictionary Element 8M)

(Mandatory for DoD only.) This is a code designating whether the contractor anticipates some of the supplies may be transported by sea. Select "Yes" when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c)(2), Offer Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies provided may be transported by sea. The drop down lists the following:

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

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

Enter a brief meaningful description of the end item or service being procured and the required Treasury Accounting Symbol (TAS). *When entering data in FPDS on any action (including modifications) funded by the Recovery Act, agencies must enter the Treasury Account Symbol (TAS) in the Description of Requirement field. The TAS code should be entered with TAS:: preceding the code and ::TAS following the code. The code itself should have spaces between the segments, i.e., Agency code (2 characters) would be entered followed by a space then the Account code (4 characters) followed by a space and then the Subaccount code (3 characters) which is optional and would only be included by those agencies utilizing this segment of the code.*

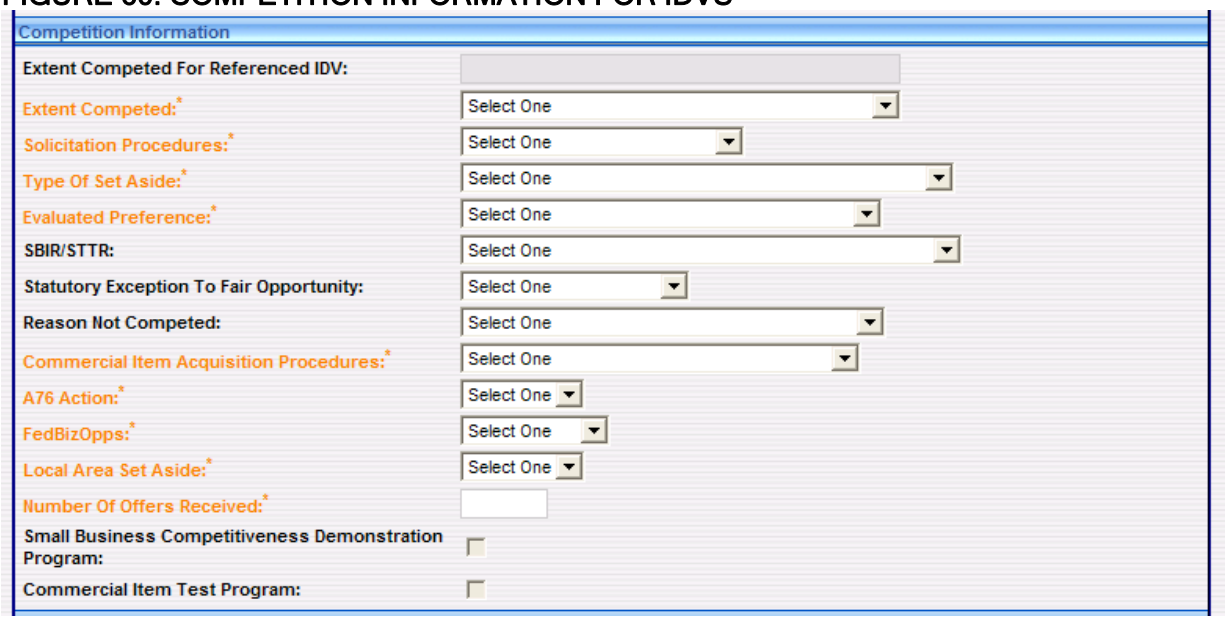
The description should directly relate to the PSC or NAICS code and also provide more details.

For example:

- If this action is for Research enter the Research Project Title.
- If this action is for IT equipment, enter sufficient information to identify the item such as printer, mouse, or keyboard.
- If this action is for services enter sufficient information to describe the type of service received such as food service, janitorial services for a specific location, or temporary administrative support.
- If this action is for emergency relief efforts enter the name associated with the emergency, such as Katrina or Rita, followed by a description of the products or services purchased.
- Treasury Accounting Symbol (TAS). The entry would appear as follows (if a subaccount code was used): TAS::XX XXXX XXX::TAS If your TAS had no subaccount code the entry would appear as follows: TAS::XX XXXX::TAS

5.11 COMPETITION INFORMATION

FIGURE 60. COMPETITION INFORMATION FOR IDVS



5.11.1 EXTENT COMPETED FOR REFERENCED IDV

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

5.11.2 EXTENT COMPETED (Data Dictionary Element 10A)

This is a code that represents the competitive nature of the contract. The drop-down lists the following:

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

Validation Rule for 10A can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158365

5.11.3 SOLICITATION PROCEDURES (Data Dictionary Element 10M)

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

- **Negotiated Proposal** - Solicitation using negotiated procedures (RFP) other than simplified acquisition procedures (RFQ). (FAR 12, FAR, 13, FAR 15)
- **Sealed Bid** - Solicitation using seal bidding procedures (IFB). (FAR 14)
- **Two Step** - Solicitation that uses a combination of sealed bids and negotiated procedures. (FAR 6.102)
- **Simplified Acquisition** - A request for quotation (RFQ) is used to solicit. (FAR 12 and 13)

- **Architect Engineer** – An Architect Engineer action is solicited pursuant to FAR 6.102(d)(1).
- **Basic Research** – A Basic Research action is solicited pursuant to FAR 6.102(d)(2).
- **Alternative Sources** – The action resulted from the use of procedures that provide for full and open competition after exclusion of sources to reduce overall costs pursuant to FAR 6.202(a)(1), to have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2), to establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3), to ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
- **No solicitation procedure used** – No solicitation was used in this action.

There is no formal Validation Rule for 10M.

5.11.4 TYPE SET ASIDE (Data Dictionary Element 10N)

Select from the drop-down menu. This is the designator for type of set aside determined for the contract action. Report this code when you use any of the following set-asides to award a contract.

- **No set aside used** – The contract award was not a socio-economic program set-aside. For example: Full and open competition, work performed overseas, and real property leasing.
- **Small Business Set-Aside - Total** – A small business set-aside (excluding Small Business Innovation Research (SBIR)) made pursuant to FAR 19.502-2.
- **8A Competed -** An 8(a) award pursuant to FAR 19.805-2.
- **Small Business Set-Aside - Partial** – A partial small business set aside made pursuant to FAR 19.502-3.
- **HBCU or MI Set-Aside - Total** – An award directed to a Historically Black College/University or Minority Institution, see DFARS 226.7003.
- **HBCU or MI Set-Aside - Partial** – Contract awards directed to Historically Black College/University of Minority Institution, see DFARS 235.016.
- **Emerging Small Business Set-Aside** – 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.
- **HUBZone Set-Aside** – The award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns, see FAR 19.1305.
- **Service Disabled Veteran Owned Small Business Set-Aside** – Contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns, see FAR.19.1405.
- **Buy Indian** – If applicable, this code is authorized for use only by the Department of Interior and the Department of Health and Human Services (Indian Health Service).
- **HUBZone Sole Source** – The award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
- **SDVOSB Sole Source** – 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.
- **8(a) Sole Source** – 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, see FAR 19.811.
- **Reserved for Small Business $2501 to 100K** – The award exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold, see FAR 13.
- **SDB Set-Aside** – A small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).
- **Combination HUBZone and 8(a)** – The award was a combination HUBZone set-aside and 8(a) award.

- **SDB, 8(a) with HUBZone** – 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).

Validation Rule 10N can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158375

5.11.5 EVALUATED PREFERENCE (Data Dictionary Element 10P)

This is the designator for the type of preference determined for the contract action. Report a code from the drop down menu when a contract was made pursuant to the socio economic program price evaluation preferences, see FAR 19.11 and FAR 19.13.

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

Validation Rule 10P can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158376

5.11.6 SBIR/STTR (Data Dictionary Element 10Q)

This is the designator for the type of research determined for the contract action. Report this code when you are awarding a contract for any of the values listed below.

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

Validation Rule 10Q can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158377

5.11.7 STATUTORY EXCEPTIONS TO FAIR OPPORTUNITY (Data Dictionary Element 10R)

This field is used to determine the extent of competition on delivery orders under a multiple award IDIQ contract in accordance with the Fair Opportunity Act. **This field does not apply to IDVs. Report on Delivery Orders only.**

5.11.8 REASON NOT COMPETED (Data Dictionary Element 10C)

This is the designator for solicitation procedures other than full and open competition pursuant to FAR 6.3 or other statutory basis. Enter the code that most appropriately defines the reason the action was not competed.

- **Unique Source** – The action was justified pursuant to FAR 6.302-1(b)(1).
- **Follow-on contract** – 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).
- **Unsolicited Research Proposal** – The action was justified pursuant to FAR 6.302-1(a)(2)(i).
- **Patent/Data Rights** – The action was justified pursuant to FAR 6.302-1(b)(2).
- **Utilities** – 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.
- **Standardization** – The action was justified pursuant to FAR 6.302-1(b)(4).
- **Only One Source - Other** – The action was justified pursuant to FAR 6.302-1.
- **Urgency** – The action was justified pursuant to FAR 6.302-2.
- **Particular Sources Mobilization, Essential R and D Capability or Expert Services** – The action was justified pursuant to FAR 6.302-3(a)(2).
- **International Agreement** – The action was justified pursuant to FAR 6.302-4.
- **Authorized by Statute and not listed above** – The action was justified pursuant to FAR 6.302-5 and a specific Not Listed Above program is not listed above.
- **Authorized for Resale** – The action was justified pursuant to FAR 6.302-5(a)(2)(ii).
- **National Security** – The action was justified pursuant to FAR 6.302-6.
- **Public Interest** – The action was justified pursuant to FAR 6.302-7.
- **Less than or equal to Micro Purchase Threshold** – The action was justified pursuant to FAR 13.202 (for civilian agency use only).
- **Simplified Acquisition Procedures Non-Competitive** – A non-competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used (for civilian agency use only).
- **UNICOR** – The action was non-competitive. Contractor DUNS = 626627459 (Federal Prison Industries).
- **Directed to JWOD Nonprofit Agency** – The action was not available for competition. Report this code for an award directed to a non-profit agency employing people who are blind or severely disabled (referred to as a JWOD Participating Nonprofit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List. FAR 8.7 prescribe the policies and procedures for implementing the Javits-Wagner-O'Day Act (JWOD).

Validation Rule 10C can be found at the following location:
http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158367

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

This designates whether the solicitation used the special requirements for the acquisition of commercial items intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12. Select if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.

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

If the contract resulted from an A-76 Fair Act competitive sourcing process, then select "Yes". Otherwise, selection "No".

5.11.11 FEDBIZOPPS (Data Dictionary Element 10S)

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

There is no formal Validation Rule for 10S.

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

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

There is no formal Validation Rule for 10U

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

Enter the actual number of offers received. These are the actual offers/bids you received in response to the solicitation or number of multiple award contracts/schedules received for Delivery Orders.

There is no formal Validation Rule for 10D

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

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

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

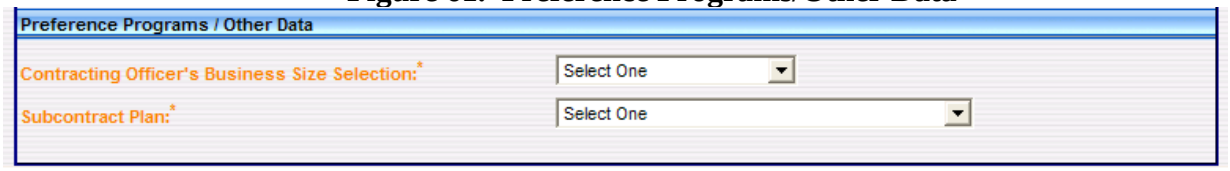
5.11.15 COMMERCIAL ITEM TEST PROGRAM (Data Dictionary Element 10J)

FPDS-NG auto-populates if the solicitation used Commercial Item Acquisition Procedures as defined by FAR Part 12 and/or Simplified Acquisition Threshold (SAT) as defined by FAR Part 13.5 for acquisitions below $5,500,000.

- **Yes** – FPDS-NG will return if Extent Competed = Competed under SAT.
- **Reason Not Competed = Simplified Acquisition Procedures** – Non-Competitive and Commercial Item Acquisition Procedures = Yes, and Ultimate Contract Value > $100,000 and Contingency, Humanitarian, or Peacekeeping Operation is blank. **Or**, Ultimate Contract Value > $200,000 and Contingency, Humanitarian, or Peacekeeping Operation is not blank, and Ultimate Contract Value is less than or equal to $5,500,000.
- **No** – This is the value defaulted in FPDS-NG if the box is not selected.

PREFERENCE PROGRAMS/OTHER DATA

Figure 61. Preference Programs/Other Data



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

This field indicates if the selected contractor meets the small business size standard for award to a small business based on the NAICS code. Select one of the following from the drop down menu:

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

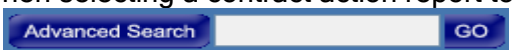
NOTE: Because the contractor can be considered large in some NAICS and small in others, the contracting officer/buyer will determine the business size based on the predominant NAICS for the products or services being procured as specified in On-Line Representations and Certifications Application (ORCA).

5.12.2 SUBCONTRACT PLAN (Data Dictionary Element 11B)

Select from the drop-down menu the code for the subcontracting plan requirement. (See FAR 19.702).

- **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).
- **Plan Not Required** – No Subcontracting Plan was required. (For example, the action did not meet the dollar thresholds in FAR 19.702(a)).
- **Plan Required** (Pre 2004).
- **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)).
- **Plan Required - Incentive Not Included** – Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c)).

6. TRANSACTION/MODIFICATIONS COLUMN

Use this column when selecting a contract action report to correct, void, 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.
- **Void** – **Do not use this function if you intend to re-use the PIID. If you intend to re-use the PIID, use the delete function**. (Use the Delete button on the Data Entry screen to execute the Delete function.). Once a document is voided a Help Desk ticket must be opened in order to remove the record from void status so that the Agency may reuse the PIID. **RECOMMENDATION: The Void privilege should be reserved for a limited number of Super Users or System Administrators at or above the Contracting Office level within the Department or Agency**.
- **Modifications** – Use modifications to report information on a document where the legal intent of the contract has changed. To report modifications to an existing Award/IDV document; the base document must already be in final status in FPDS-NG.

7 INTRODUCTION TO REPORTS

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

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

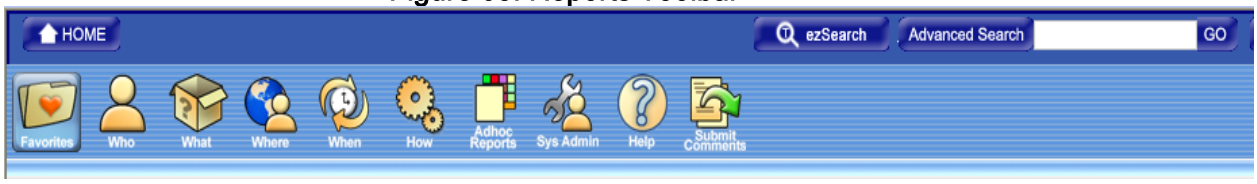
- Standard - These reports have been programmed to allow the user to run them with a minimum of additional input.
- Adhoc - These reports allow you to create your own reports for those times when you need a unique combination of values that are not in the Standard Reports
- ezSearch - This is a 'google'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

Figure 62. FPDS-NG Navigation Screen

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

The following is a view of the reports toolbar:

Figure 63. Reports Toolbar



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

The Favorites

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

The Who

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

The What

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

The Where

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

The When

category reports tell you when a procurement was made.

The How

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

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

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

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

Figure 64. Awards By Contractor Type Report Results

Awards By Contractor Type

Active filters

Send | Export | Highlighting | Drill | Charts | Σ

Description

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

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

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

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

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

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

If the report has the 'drill down' or Detail capability it will be shown as follows:

Figure 65. Awards By Contractor Type Drill Down

Award Detail

Contracting Agency ID	Contracting Agency Name	Contracting Office ID	Contracting Office Name	Contracting Office Region	PIID	Modification Number	Transaction Number	Referenced IDV PIID
4745	OFFICE OF THE CHIEF ACQUISITION OFFICER	AI000	GSA/IAE/OFF CHIEF ACQUISITION OFFICER	00	GSTRANSFERC301	C2		
4745	OFFICE OF THE CHIEF ACQUISITION OFFICER	PD000	GSA/OFF CHIEF ACQUISITION OFFICER	00	GSTRANSFERB201	B1	0	

Date Signed	Effective Date	Completion Date	Est. Ultimate Completion Date	Last Date to Order	Funding Agency ID	Funding Office ID	Foreign Funding	Domestic or Foreign Entity
12/13/2007	12/13/2007			12/13/2008	N/A	N/A		
12/13/2007					4745	PD000	FOREIGN FUNDS NON-FMS	

Please note that we are not going to show the entire Award Detail view of the example as this report reflects all of the fields that are maintained within FPDS-NG.

7.1.2 This following section is called the Appendix. The Appendix for every report reflects any and all exclusions that may have been made and the actual way in which the information in the report is calculated. Therefore, if you feel that the report you have executed does not contain the information that you believe should be included in the specific report, you should always check the Appendix to determine if your information may fall under any of the exclusions for that report. The Appendix will also show how the report is calculated. The following is an example of the Appendix from the Awards by Contractor Type report.

Appendix

This report displays actions and dollars for awards and IDVs in an approved status for the specified date signed range.

Total Actions: This column displays the sum of "Number of Actions".
Total Dollars: This column displays the sum of "Dollars Obligated".

Large Business Actions: This column is an aggregation of Number of Actions when "Contracting Officer's Selection of Business Size" is equal to "Other than Small Business" and the following vendor business types are "No"
- Local Government
- State Government
- Federal Government
- US Tribal Government
- JWOD
- HBCU
- Minority Institution
- Non Profit Organization
- Hospital Flag
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm
- Native American Owned
- American Indian Owned
- Alaskan Native Corporation Owned Firm

Large Business Dollars: This column is an aggregation of Dollars Obligated when "Contracting Officer's Selection of Business Size" is equal to the value "Other than Small Business"
and the following vendor business types should be "No"
- Local Government
- State Government
- Federal Government

- US Tribal Government
- JWOD
- HBCU
- Minority Institution
- Non Profit Organization
- Hospital Flag
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm
- Native American Owned
- American Indian Owned
- Alaskan Native Corporation Owned Firm

Small Business Actions: This column is an aggregation of Number of Actions when "Contracting Officer's Selection of Business Size" is equal to the value "Small Business".
Small Business Dollars: This column is an aggregation of Dollars Obligated when "Contracting Officer's Selection of Business Size" is equal to the value "Small Business".

Total Education Actions: The "Total Education Actions" consists of the following sub-columns:
- HBCU (Historically Black College or University) Actions
- MI (Minority Institution) Actions
- HBCU + MI Actions
- Other Education Actions

Total Education Dollars: The "Total Education Dollars" consists of the following sub-columns:
- HBCU (Historically Black College or University) Dollars
- MI (Minority Institution) Dollars
- HBCU + MI Dollars
- Other Education Dollars

HBCU Actions: This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'Y' and MI (Minority Institution) = 'N'.
HBCU Dollars: This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'Y' and MI (Minority Institution) = 'N'.
MI Actions: This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'
MI Dollars: This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'.

HBCU and MI Actions (Flagged as both in CCR): This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'Y' , MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'
HBCU and MI Dollars (Flagged as both in CCR): This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'Y' , MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'

Indian Tribe (Federally Recognized) Actions: This column is an aggregation of Number of Actions when Indian Tribe (Federally Recognized) = 'Y'.
Indian Tribe (Federally Recognized) Dollars: This column is an aggregation of Dollars Obligated when Indian Tribe (Federally Recognized) = 'Y'

Native Hawaiian Organization Owned Firm Actions: This column is an aggregation of Number of Actions when Native Hawaiian Organization Owned Firm = 'Y'.
Native Hawaiian Organization Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Native Hawaiian Organization Owned Firm = 'Y'

Tribally Owned Firm Actions: This column is an aggregation of Number of Actions when Tribally Owned Firm = 'Y'.
Tribally Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Tribally Owned Firm = 'Y'

Native American Owned Actions: This column is an aggregation of Number of Actions when Native American Owned = 'Y'.
Native American Owned Dollars: This column is an aggregation of Dollars Obligated when Native American Owned Firm = 'Y'

American Indian Owned Actions: This column is an aggregation of Number of Actions when = American Indian Owned 'Y'.
American Indian Owned Dollars: This column is an aggregation of Dollars Obligated when American Indian Owned = 'Y'

US Tribal Government Actions: This column is an aggregation of Number of Actions when = US Tribal Government = 'Y'.
US Tribal Government Dollars: This column is an aggregation of Dollars Obligated when US Tribal Government = 'Y'

Alaskan Native Corporation Owned Firm Actions: This column is an aggregation of Number of Actions when = Alaskan Native Corporation Owned Firm = 'Y'.

Alaskan Native Corporation Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Alaskan Native Corporation Owned Firm = 'Y'

Other Education Actions: This column is an aggregation of Number of Actions when Education Institution = 'Y', HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'N'.
Other Education Dollars: This column is an aggregation of Dollars Obligated when Education Institution = 'Y', HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'N'.

U.S. Hospital Actions: This column is an aggregation of Number of Actions when Hospital Flag = 'Y'.
U.S. Hospital Dollars: This column is an aggregation of Dollars Obligated when Hospital Flag = 'Y'.

UNICOR Actions: This column is an aggregation of Number of Actions when the DUNS Number is among the list of UNICOR DUNS numbers provided below:
014723167, 025866133, 027435366, 042811430, 056435894, 057272486, 060771920, 068638951, 072724859, 075399977, 085119121, 086854069, 088695218, 096356964, 098736291, 103385519, 118882161, 126924018, 127300429, 127607732, 129794269, 147374714, 148033947, 148071236, 152000998, 161114251, 177021870, 178845053, 183606490, 185501798, 185930542, 187651752, 199234480, 618879423, 622178747, 624770475, 626627459, 626979314, 794034553, 801970971, 801977273, 801983800, 801984964, 801991969, 883387995, 932169972, 932793250, 933631806, 933631814, 933631939, 942195132

UNICOR Dollars: This column is an aggregation of Dollars Obligated when the DUNS Number is among the list of UNICOR DUNS numbers provided above:

U.S. Government Actions: This column is an aggregation of Number of Actions when Local Government or State Government or Federal Government or Tribal Government = 'Y'.
U.S. Government Dollars: This column is an aggregation of Dollars Obligated when Local Government or State Government or Federal Government or Tribal Government = 'Y'.

Non Profit Actions: This column is an aggregation of Number of Actions when Non Profit Organization = 'Y'.
Non Profit Dollars: This column is an aggregation of Dollars Obligated when Non Profit Organization = 'Y'.

JWOD Actions: This column is an aggregation of Number of Actions when JWOD = 'Y'
JWOD Dollars: This column is an aggregation of Dollars Obligated when JWOD = 'Y'.

Foreign Concern/Entity Actions: This column is an aggregation of Number of Actions when the vendor country is not equal to USA.
Foreign Concern/Entity Dollars: This column is an aggregation of Dollars Obligated when the vendor country is not equal to USA.

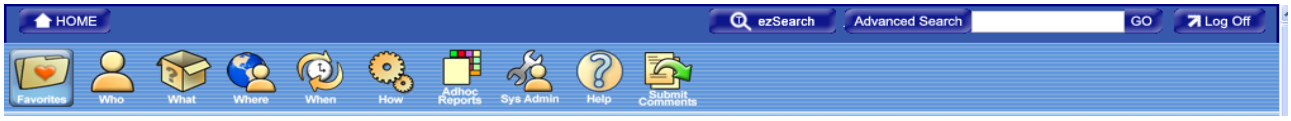
U.S. Business Performing Overseas Actions: This column is an aggregation of Number of Actions when the vendor country is U.S. and Place of Performance is not USA.
U.S. Business Performing Overseas Dollars: This column is an aggregation of Dollars Obligated when the vendor country is U.S. and Place of Performance is not equal to USA.

Report Drill Down capabilities include MACOM, SUBCOM and Functional Dimensions as selection criteria and are relevant to DOD data only.

The Federal Procurement Data System - Next Generation (FPDS-NG) is a dynamic, real-time database. Updates to data, including new actions, modifications, and corrections are made on a regular basis. Such updates could result in changes to the FPDS-NG data used to compile reports on actions for current and/or prior fiscal years. Accordingly, all reports need to be viewed with this in mind. It should also be noted that availability of DoD data entered into FPDS-NG is subject to a 90-day delay for non DoD users.

7.2 AVAILABLE STANDARD REPORTS BY CATEGORY

Figure 66. Available Standard Reports



Favorite Reports are defined by the user and consist of a collection of reports that have been specifically chosen. This section will be blank, if you are a new user, until the user bookmarks reports to be added to the Favorites section. Otherwise, with the deprecation of the Business Objects Reports, the Favorites category was populated with the reports that had previously existed in "My Reports".

WHO Reports are defined as:

Who is winning government contract by vendor name or type?

REPORT TITLE	DESCRIPTION OF THE REPORT
Awards By Contractor Type	This report displays the dollars and actions for Awards by Contractor Type. The report also allows drilling down to the PIID level.
Contractor Search	This Report shows Total Actions and Dollars for a given Contractor.

WHAT Reports are defined as:
What types of products and services the government has been buying?

REPORT TITLE	DESCRIPTION OF THE REPORT
Contract Detail Report	This Report shows the complete contractual data for the specified PIID.
Federal Contract Actions and Dollars	This report displays the federal contract actions and dollars for the specified date signed range.
Procurement History for Market Research Report	This report provides total dollars awarded to all vendors for a Product and Service Code (PSC) given in the search criteria. The dollars are aggregated by the unique entry reported in the Description of Requirements field.
Total Actions by NAICS Report	The report displays actions and dollars for North American Industry Classification System (NAICS) Categories and how many of them are acquired by Commercial Item procedures at the Federal Government level.
Total Actions by PSC Report	The report displays actions and dollars for Product or Service Code (PSC) Categories and how many of them are acquired by Commercial Item

procedures at the Federal Government level.

WHERE Reports are defined as:

Where is the government spending its money, both in the US and abroad?

REPORT TITLE	DESCRIPTION OF THE REPORT
Buy American Act Place of Manufacture Report	This report displays the Actions and Dollars for manufactured end items across the Federal Government using the values of Place of Manufacture.
Geographical Report by Place of Performance	This report provides data on all Awards, Indefinite Delivery Vehicles, and Modifications based on the Place of Performance. The report displays the Place of Performance state or country name.
Geographical Report by Vendor Location	This report provides data on all Awards, Indefinite Delivery Vehicles, and Modifications based on the vendor location. The report displays the vendor state or country name.

WHEN Reports are defined as:

When were the procurements made?

REPORT TITLE	DESCRIPTION OF THE REPORT
Contract Detail Report	This report provides the complete contractual data for the specified PIID.
Procurement History for Market Research Report	This report provides total dollars awarded to all vendors for a Product and Service Code (PSC) given in the search criteria. The dollars are aggregated by the unique entry reported in the Description of Requirements field.

HOW Reports are defined as:

How did the government make the award (Small Business, Type of Competition, etc)?

How is the government meeting its statutory goals?

REPORT TITLE	DESCRIPTION OF THE REPORT
Bundled and Consolidated Contracts Report	This Report Displays the actions and dollars for Bundled and Consolidated Contracts that exceed the threshold that was in place on the date signed of the action.
Competition Report	This report displays actions and dollars for each department against different categories of extent competed. Not Competed numbers are shown in three columns labeled Not Competed, Follow-On to a Competed Action and Not Available for Competition.
Funding Report	This report provides data pertaining to federal funding. It provides total actions/dollars an agency has awarded on behalf of another agency, as well as the total actions/dollars the agency has awarded using their own funds.
Local Area Set-Aside Report	This report displays the federal actions and the dollars for those activities of major disaster or emergency, where preference was given to the local firms through a local area set-aside.
Official Small Business Goaling Report For FY 2005 and FY 2006	This is the Official Small Business Goaling Report for FY 2005 and FY 2006, based on static data as it appeared in FPDS-NG on 7/01/2007. This report displays the dollars, actions, and percentages for small business contracts for FY 2005 and 2006 only.
Official Small Business Goaling Report For FY 2007	(This report is not currently available) This is the Official Small Business Goaling Report for FY 2007, based on static data as it appeared in FPDS-NG on 8/01/2008. This report displays the dollars, actions, and percentages for small business contracts for FY 2007 only.

Performance Based Acquisition Report	This report displays actions, dollars and percentages for the performance based acquisition contracts for the specified date range. It also provides drill down capability to view specific report details, including field values for the contract.
Purchase Card as a Payment Method	This report displays the procurement actions within a specified date range where the Purchase Card was used/not used as a method of payment.
Recycled Content Product by Awarding Org.	This report displays EPA Designated Product and Recovered Material Clauses data for the specified date range and PSC range.
Small Business Achievements by Awarding Org.	The Small Business Achievements by Awarding Agency displays the dollars, actions, and percentages for small business contracts. The goaling exclusions apply to this report. This report is run by awarding agency.
Small Business Competitiveness Demonstration Program Report	Small Business This report displays actions and dollars for the ten agencies that participate in the Small Business Competitiveness Demonstration Program. See Appendix for the list of participating agencies.
Small Business Goaling Report	This report displays the dollars, actions, and percentages for small business contracts. The goaling exclusions apply to this report. This report is run by funding agency.

ADHOC Reports are defined as:

This report generating tool is used for creating reports based on your selected criteria. Agencies/Companies can create reports that answer their business questions and analyze processes. Adhoc reporting is a user friendly feature designed for all levels of users. Custom reports are created using queries. A query is one or more statements that request data from a database. If the data is available, then the requested data returns in the form of a table which contains rows and columns. Queries are sent to the databases in a language called SQL. However, when using the Report Panel, SQL knowledge is not required. Users have the option to save customized queries and reports on a User ID

specific Adhoc Screen. The data are refreshed nightly

SYSTEM ADMINISTRATION Reports are for system administrators and are not available to the public.

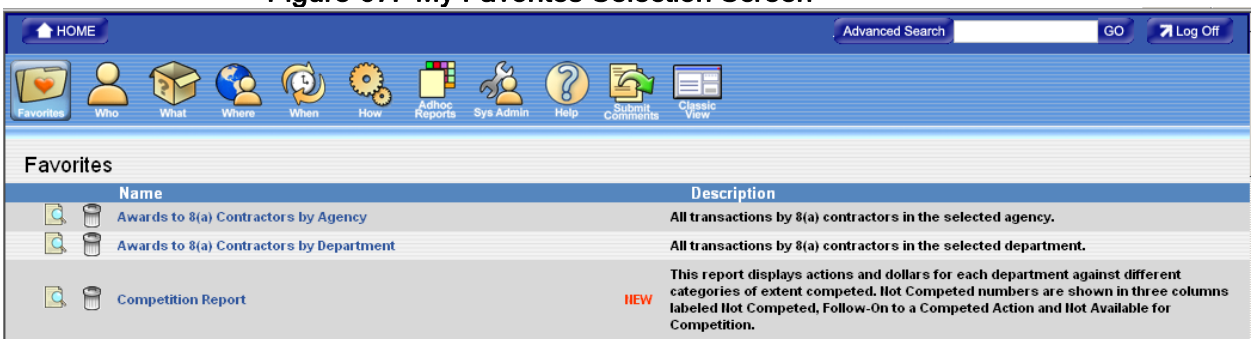
7.3 CREATING YOUR QUERY

7.3.1 Opening the Standard Reports Screen

The Standard Reports screen displays a list of selected reports associated with the user's profile. To access the Standard Reports list use the following steps.

1) To open the Standard Reports screen from the Main Navigation screen under Reports, select .
2) FPDS-NG will display the Standard Reports screen shown in the following figure.

Figure 67. My Favorites Selection Screen



7.3.2 Selecting Available Reports

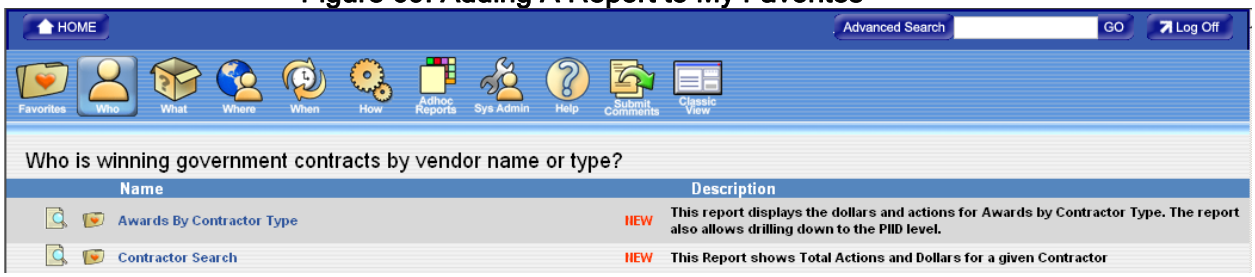
Reports must be added to the My Favorites screen to generate or print reports. To add reports to the My Favorites screen, use the following steps.

- Click on one of the six Report category buttons:

Figure 68. Report Category Buttons

- Click on the Add to Favorites icon next to the specific report you want to add

Figure 69. Adding A Report to My Favorites

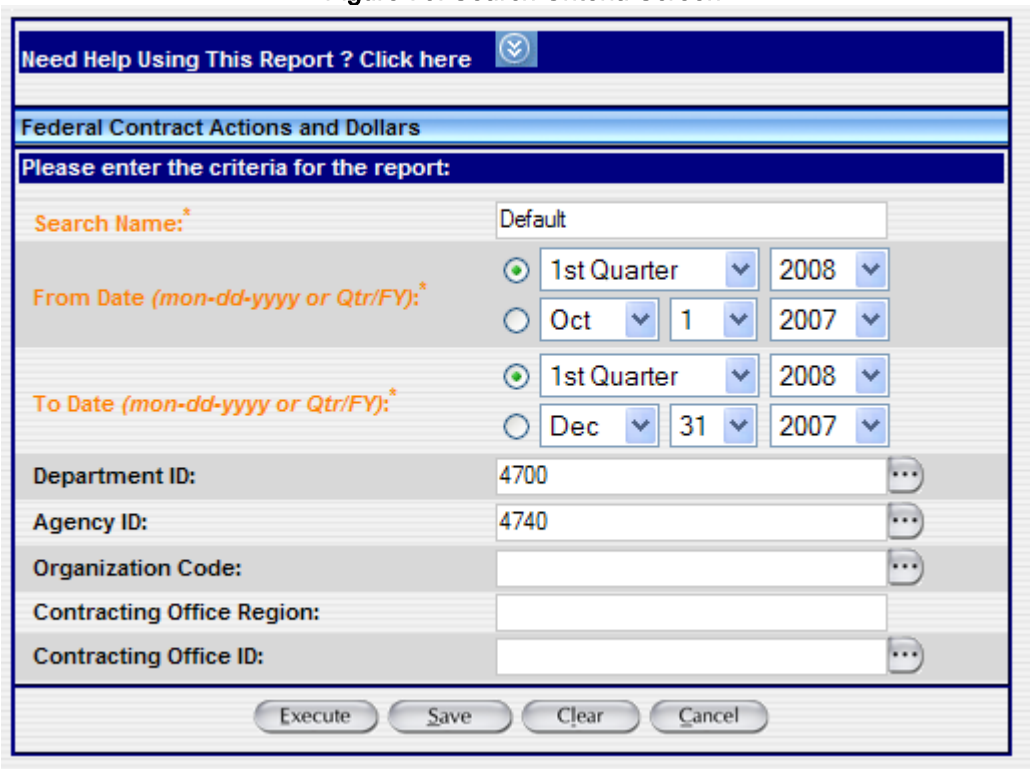


The report along with any search criteria will be added to the Favorites category. You can then execute the report from either the Favorites category or the Report category by clicking on the report name. Once you have selected the report you want the Search Criteria Screen will appear.

7.4 SEARCH NAME

The Search Criteria screens are used to run all Standard Reports. The Search Name, shown in the following figure, is displayed with the name "Default". This field is used to name the search criteria entered for a selected report. Saving the search criteria with a designated name stores the information on the My Favorites Screen. The saved search criteria are associated with the user's login ID. The user can retrieve this information by selecting the saved name in the My Favorites screen. This function eliminates the repeated entering of search criteria for those reports that you use on a recurring basis. Once you have saved the specific query criteria that report will appear under the main report name. An example of two reports that have been saved is as follows with one being for the Department of Transportation for FY 2007 and the other for the Department of State for FY 2007:

Figure 70. Search Criteria Screen



7.4.1 Enter the search criteria that are mandatory. (Field Names shown in orange). Search criteria screens are used to run all reports. The user enters the data in this screen that determines the data displayed in the report. Search criteria screens have features that are consistent regardless of the data the user is asked to enter.

- **Mandatory Fields**: Fields in the search criteria with an asterisk (*). The mandatory fields are also designated by the color orange. A value must be entered before the report will execute. An error message is displayed:
- When no data is entered in a required field; 2. Conflicting date parameters such as a Quarter being selected in the From Date field and a specific date entered into the To Date filed and 3. An error message will be sent if the user selects a date range that covers more than one year.

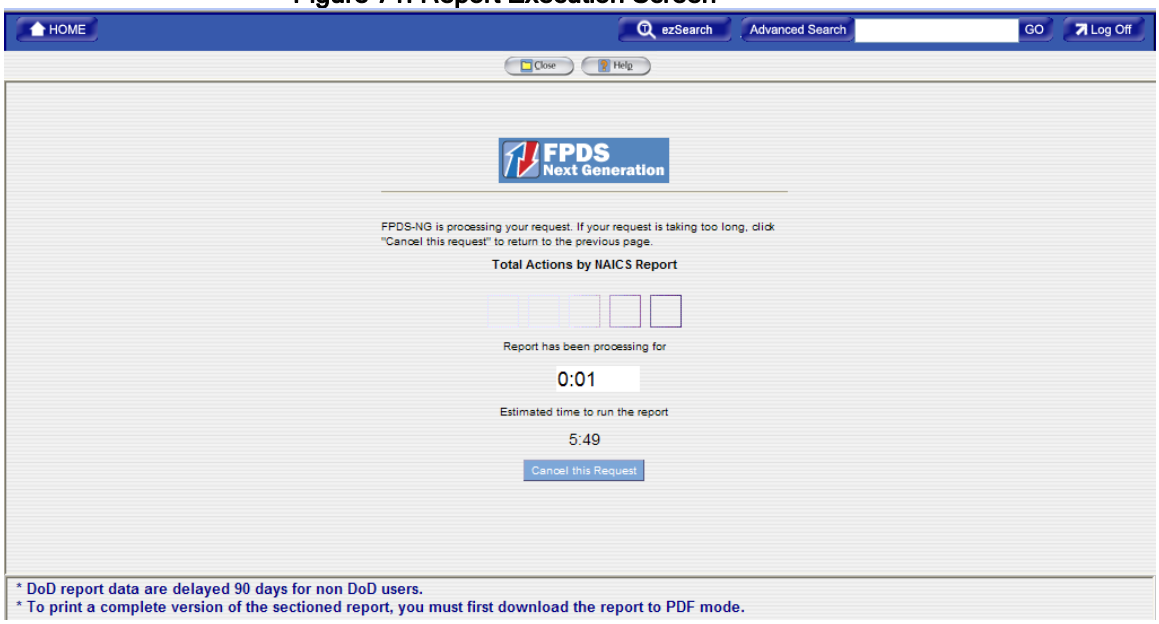
- **Non-mandatory Fields**: Fields in the search criteria that do not have an asterisk (*) are not required and may be left blank. When left blank, all values for that field are shown in the report.

- **Wildcard**: The % is the wildcard character that may be used in the data entry fields. Enter a wildcard after entering the first part of the data string. For example, when a user enters 'COM%' in a data field, the search will return anything that starts with 'COM,' i.e., company, complete, composition, etc.
- **Saving Report Criteria**: The Search Name field allows the user to save the report criteria so that it can be executed again without having to enter all of the data. The user may save as many different criteria for a report as they wish. The name of the criteria is displayed on the My Reports screen below the associated report.
- Execute Runs the report based on the criteria entered in the search criteria screen. If mandatory fields are not filled in, an error message will display.
- Save Saves the search criteria with the name shown in the 'Criteria Name' field. The saved search is then placed below the report name on the My Reports screen.
- Clear Deletes the entries made in the search and allows re-entering without leaving the search screen.
- Cancel Closes the search criteria screen. The report is not executed and the search criteria will not be saved.
- Some fields can be auto-filled by clicking the ... and using the associated Search/Select screen.

The Search Criteria Screen shown above as it is presently completed is requesting information for the 1st Quarter of FY 2008 for the Department equaling General Services Administration and the Agency equaling the Public Buildings Service (4740).

Click Execute to start the search. While the report is running the report, you will see the following screen:

Figure 71. Report Execution Screen



The report will display. See the sample below of the Total Actions by NAICS Report.

Figure 72. Report Display Screen

Total Actions by NAICS Report

Active filters

Send | Export | Highlighting | Drill | Charts | Workflow

1 of 2

NAICS Category (Description)	Total Actions	% Total Actions	Total Dollars	% Total Dollars	Commercial Procedures Actions	% Commercial Actions for NAICS	Commercial Procedures Dollars	% Commercial Dollars for NAICS
53 (REAL ESTATE AND RENTAL AND LEASING)	20,220	11.6893 %	$639,948,674.34	25.3468 %	19	0.0940 %	$65,805.00	0.0103 %
23 (CONSTRUCTION)	3,483	2.0136 %	$435,494,574.52	17.2489 %	56	1.6078 %	$4,744,134.77	1.0894 %
NO NAICS CATEGORY SPECIFIED	7,041	4.0705 %	$407,120,683.66	16.1250 %	17	0.2414 %	$12,605.06	0.0031 %
54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)	3,328	1.9239 %	$394,239,518.80	15.6148 %	1,099	33.0228 %	-$1,288,510.13	-0.3268 %
33 (MANUFACTURING (METALS, MACHINERY, COMPUTER, ELECTRONICS ELECTRICAL TRANSPORTATION	57,447	33.2106 %	$274,730,780.88	10.8814 %	3,063	5.3319 %	$16,202,385.15	5.8975 %

If additional information is needed concerning the awards made by the Public Buildings Service for the first quarter you can RIGHT click on NAICS Code. This will bring up two options for drilling down. This is shown below:

Figure 73. Drilling Down Capability

Total Actions by NAICS Report

Active filters

Send | Export | Highlighting | Drill | Charts | Workflow

1 of 2

Drill...

NAICS-Socio Economic Report

Award Detail

If you select Drill you will be returned with a selection block of the various levels you can select to drill down to. The options are as follows:

Figure 74. Primary Drilling Path Selections

Total Actions by NAICS Report

Active filters

Send | Export | Highlighting | Drill | Charts | Workflow

1 of 2

Drill...

NAICS-Socio Economic Report

Award Detail

Primary Path:

Total Actions by NAICS Report (NAICS Category (Description))

NAICS Category (Description)

NAICS Sub Category (Description)

6 digit NAICS Code (Description)

Department

Contracting Agency

Major Command Code

Sub Command1 Code

Sub Command2 Code

Sub Command3 Code

Contracting Office Region

Contracting Office

Referenced IDV PIID

PIID

Modification Number

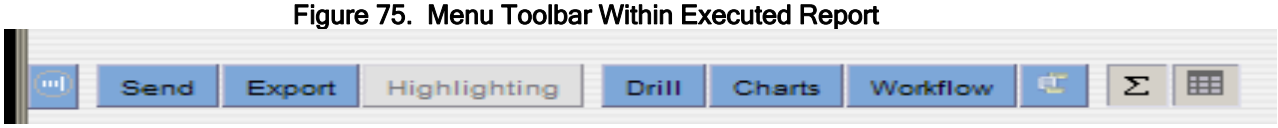
Transaction Number

If you select the Award Detail you will be given every field that is associated with each of the records (20,220). However, due to the 'row return restrictions' of Informatica, you will have to reduce the

timeframe or other criteria used in the selection criteria. The 'row return restriction' is limited to 10,000 rows.

7.4.2 There are a number of new features that are built into this reporting tool.

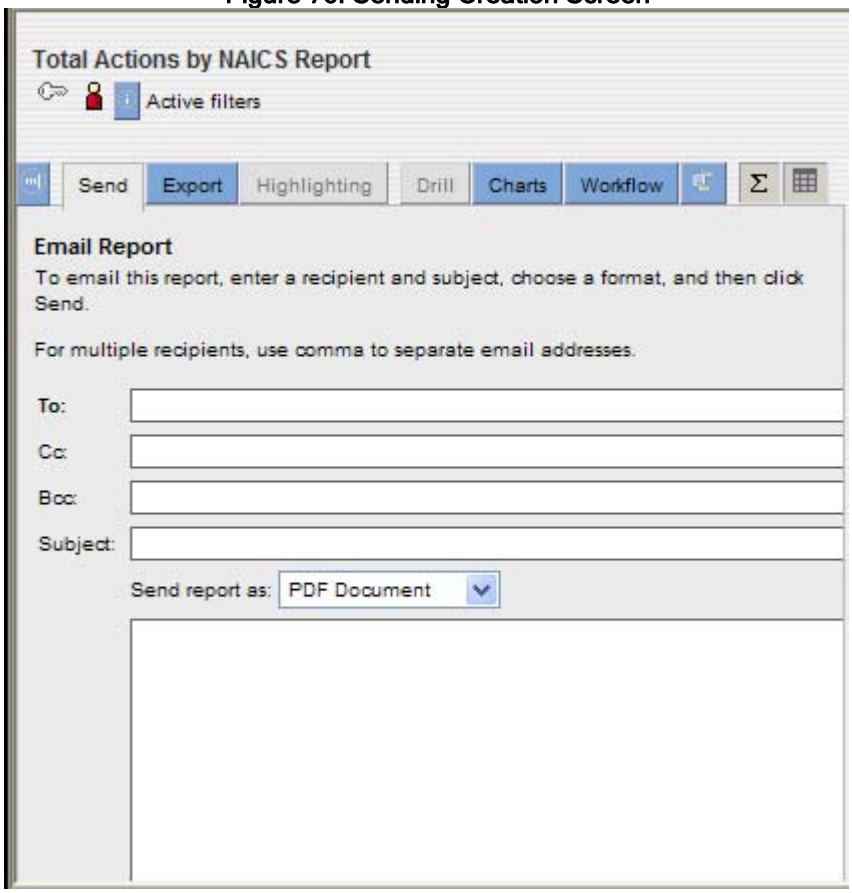
Figure 75. Menu Toolbar Within Executed Report



7.4.2.1 SEND

With Informatica you can email the report to anyone who has an email address. When you select Send, the following screen will appear for you to complete:

Figure 76. Sending Creation Screen

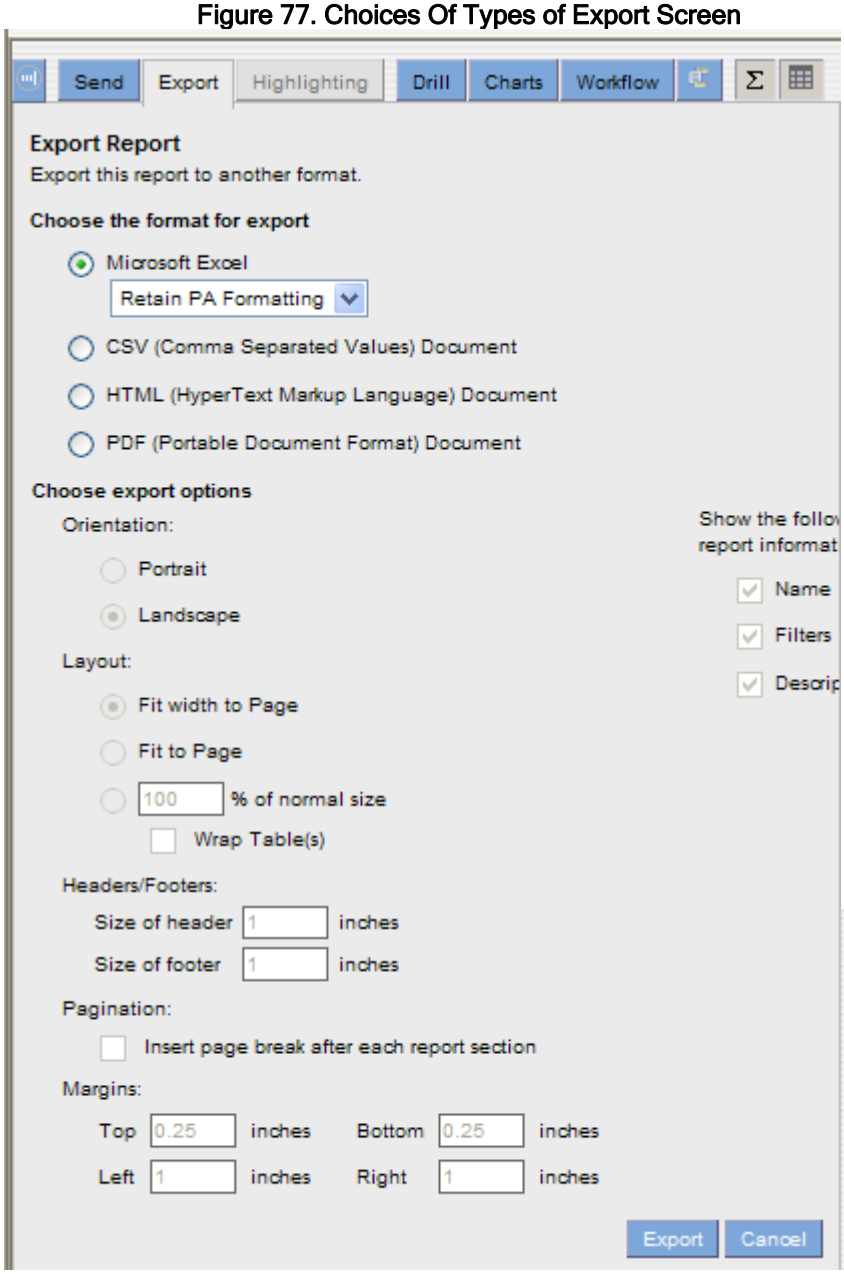


If you would like to Export your report, you will need to click the 'Export' button on the Informatica Tool Bar.

Once you have clicked 'Export' you will be given options on how you would like to see your report. Please select one of the following options shown below and click on.

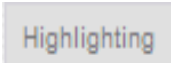
7.4.2.2 EXPORT

Figure 77. Choices Of Types of Export Screen



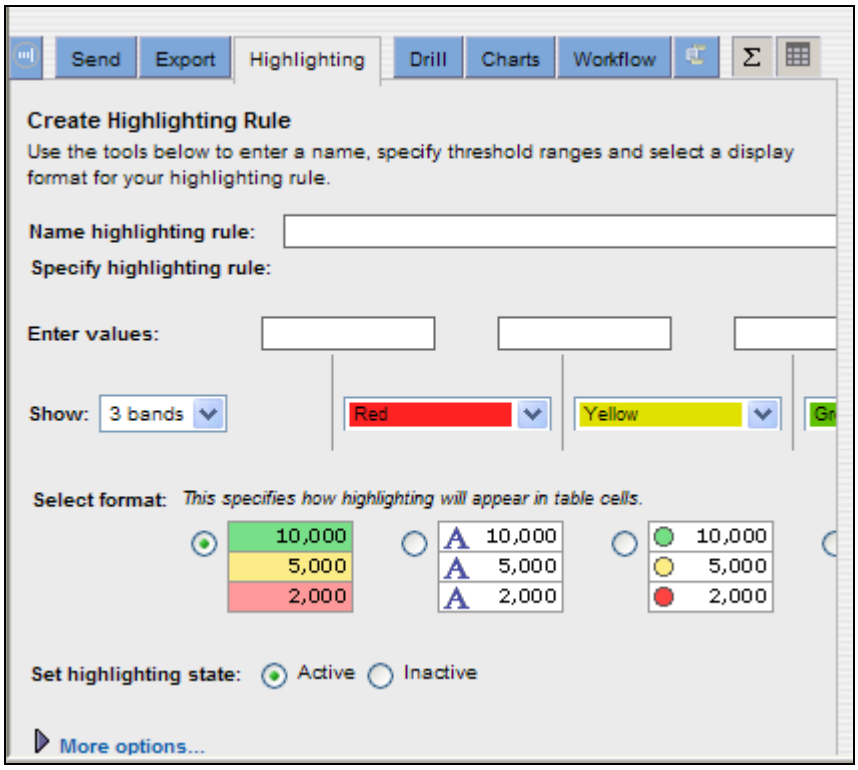
With the Export feature, you can download the report to one of the above-cited formats.

7.4.2.3 HIGHLIGHTING



In order to create a highlighting rule you will select Highlighting and you will be requested to select values within the report that you would like to have highlighted. You will then be provided the following options:

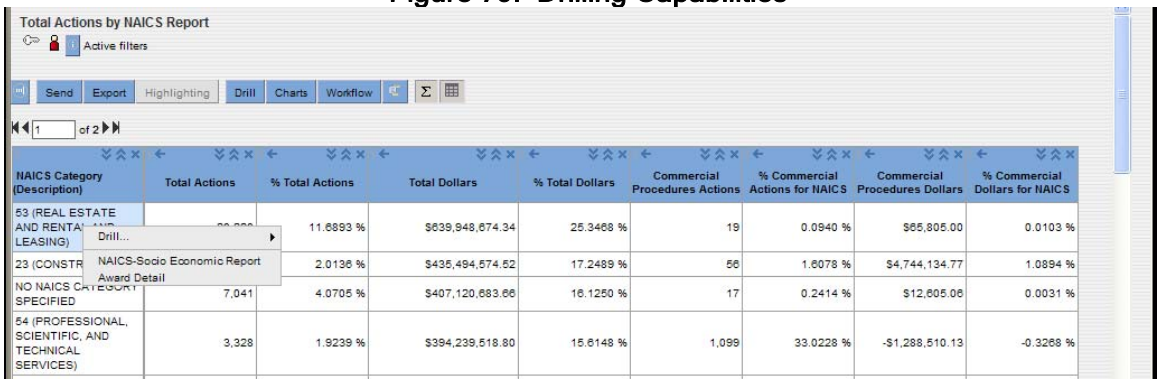
Figure 78. Highlighting Capabilities Screen



7.4.2.4 DRILL

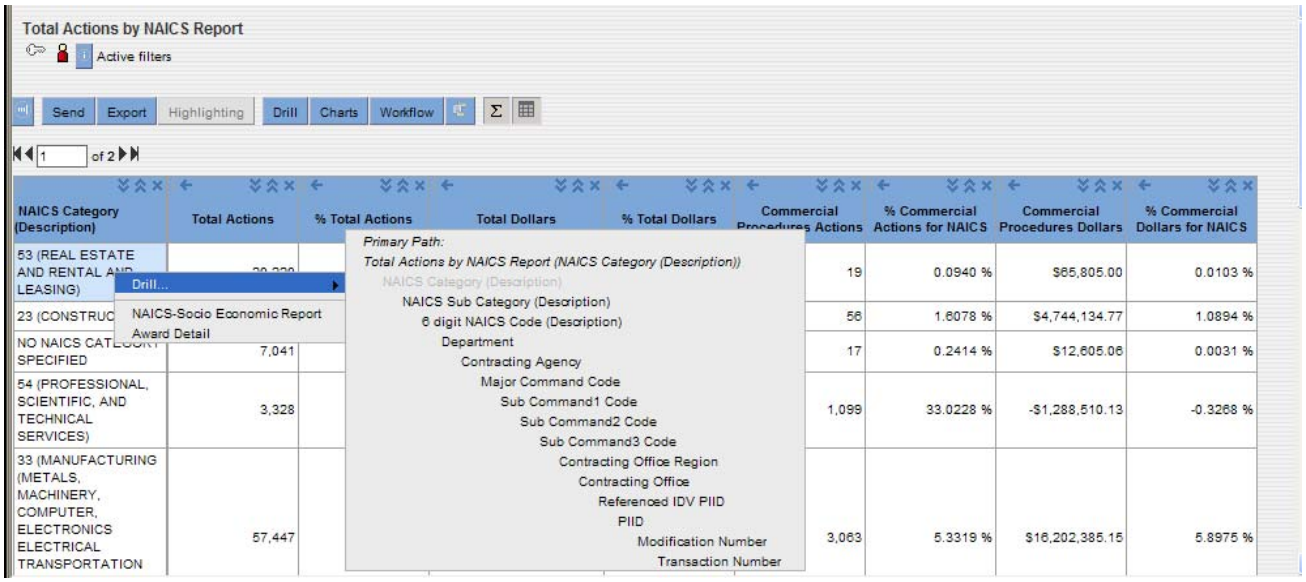
The Drill Down capability provides the user with the ability to view information at various levels. If additional information is needed concerning the awards made by the Public Buildings Service for the first quarter you can RIGHT click on NAICS Code. This will bring up two options for drilling down. This is shown below:

Figure 79. Drilling Capabilities



If you select Drill, you will be returned with a selection block of the various levels you can select to drill down to. The options are as follows:

Figure 80. Drilling Selection Screen



Once you have completed using a report, you can just click on the

button and you can exit the Reports section of the FPDS-NG Menu or select another report to be executed.

7.4.2.5 CHARTS

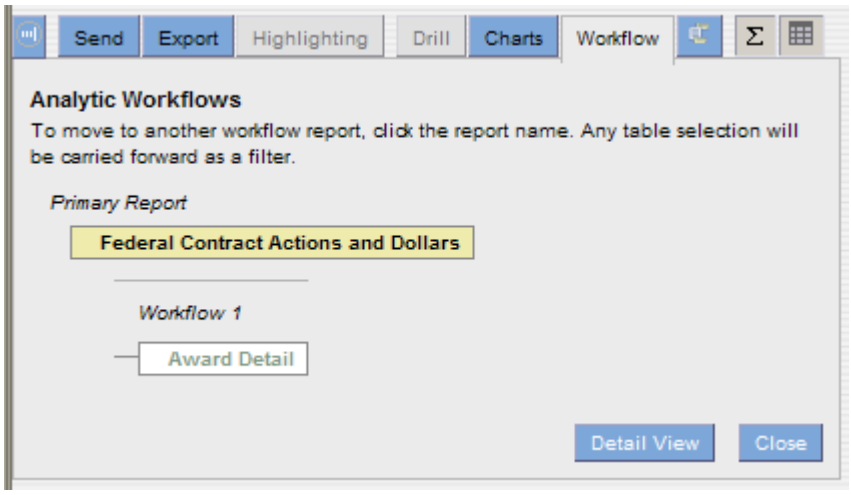
This function allows you to create a number of different types of charts to reflect the data that was returned from your Informatica query.

Figure 81. Chart Selection Screen

7.4.2.6 WORKFLOW

The Workflow tab allows you to return to a selection of the report that was produced by Informatica. If you want to return to the initial report, you will select the Primary Report. If you want to see the Award Detail of all the records, you will select the Award Detail.

Figure 82. Workflow Selection Screen



7.5 FPDS-NG Adhoc Reporting Tool

This section of the manual will provide instructions for creating reports based on your selected criteria. Agencies, companies and private individuals can create reports that answer their business questions and analyze processes. Custom reports are created using queries. A query is one or more statements that request data from the database. If data is available, then the requested data will be returned in the form of a table which is presented in rows and columns.

7.5.1 Basics of Adhoc Reporting

When creating queries, all of the Adhoc features do not have to be used to access information needed to run a report. Users can customize a dashboard to directly access key reports and documents from one place. A number of analytic tasks can be completed when a report is viewed. FPDS-NG uses the Informatica, Power Analyzer tool to create custom reports. Informatica has an analytics engine that extracts, filters and presents information in easy to understand reports. It uses a web browser interface to design, develop and deploy analytic reports.

Before creating your first query, please become familiar with several terms that will be used throughout this section and when you execute the Adhoc capabilities.

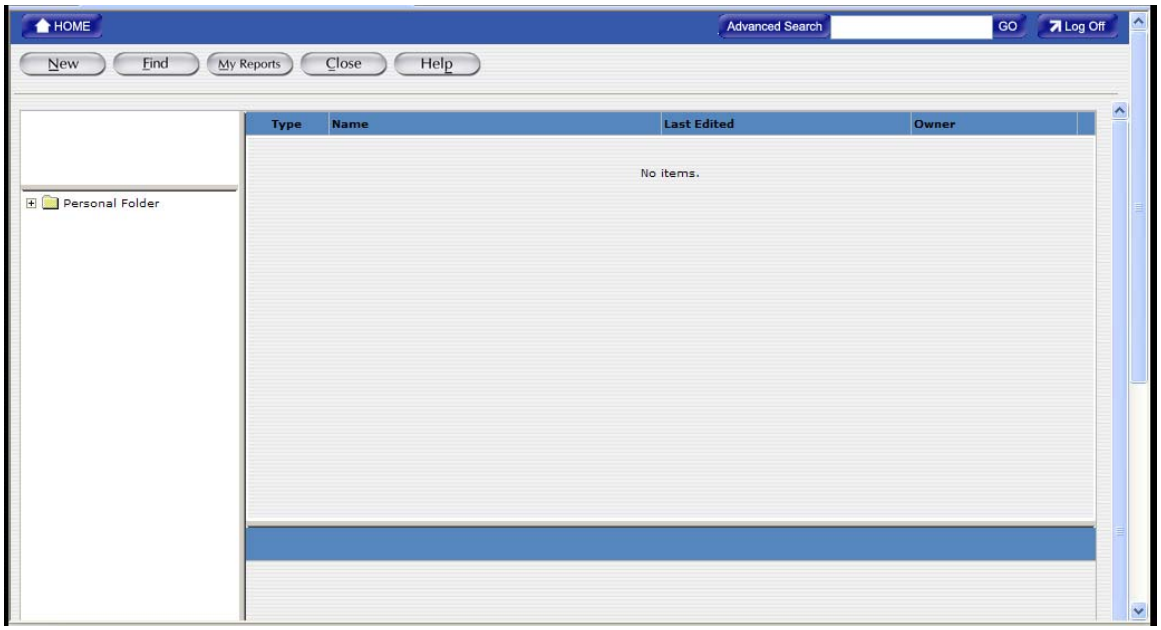
- Metrics
- Attributes

Metrics and attributes are central to this Adhoc process. Any analysis of a business process involves measurements of its performance. In the Adhoc reporting tool, a **measurement** is recognized as a **metric.** For example, you may be requested to run a report for use in the analysis of the average dollars obligated to small businesses in New York for FY 2007 with the information broken down by quarters. In this instance, the measurement, or metric, that the individual wants to evaluate is the average dollars obligated.

The parameters involved in the metric are called dimension attributes. If we use the previous example, the attributes that affect the metric are awards (Dollars Obligated), Place of Performance (New York) and time (Fiscal Year of 2007). Attributes are the factors that determine the value of the metric. You will be creating your reports based on the available metrics and attributes.

7.5.2 The query panel and tabs that you will see when first clicking on is shown below:

Figure 83. Adhoc Reporting Screen



The first time the query panel is accessed by the user, the reporting screen will display without information or settings as shown above.

The following describes the functions of the buttons:

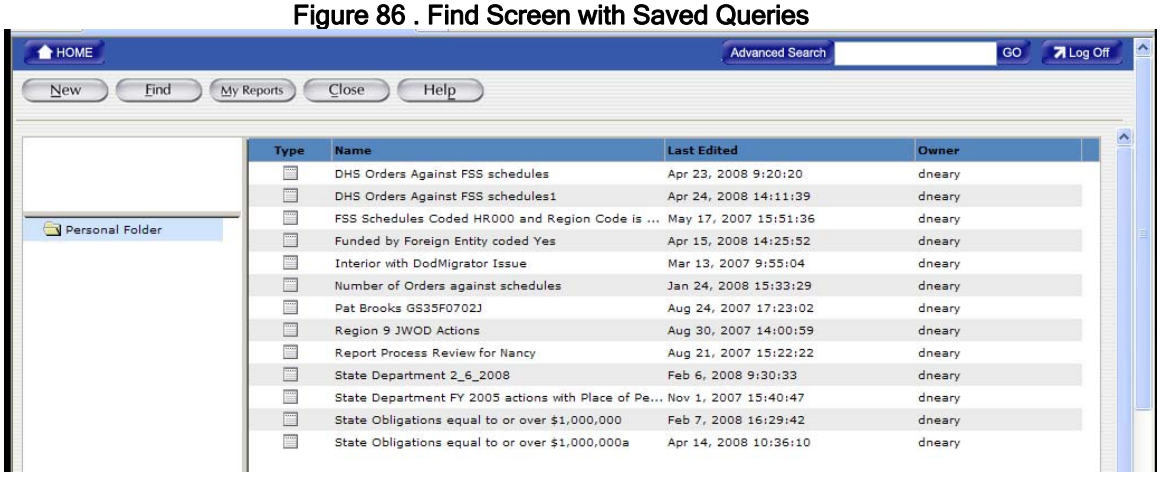
Figure 84. Function Buttons

- **New Button** - The new button allows you to create analytic reports from the FPDS-NG data.
- **Find Button** - The Find button allows the user to search for reports and shared documents that they want to view. The Adhoc reporting tool keeps all reports in the Personal Folder of each user. To find reports, browse through the Personal Folders. The user can also search for a specific report. When you click this button you will be shown the following screen:

Figure 85. Find Selection Button Screen

If there are any reports that have been previously created and saved, they will appear when you double click on the Personal Folder and the following information will be provided:

Figure 86 . Find Screen with Saved Queries



To Create reports, the user must have the Reporting Tools privilege. While the report is displayed, use the Edit Report button to return to the report. Do not click the browser Back button or the Create Report tab. If the back button on the web browser is used, the system might clear the data on the page. When you are creating anew report, use the Reset button to clear the data from the report. The reset button removes any metrics, attributes, filters, rankings or formatting that may have been added to the report and takes the report back to Step 1 of the Create Report tab. Once the report is saved, the reset button can be used to clear all settings and create a new report.

7.5.3 TO CREATE REPORTS

The first step in creating reports is to specify the data and the format for the report.

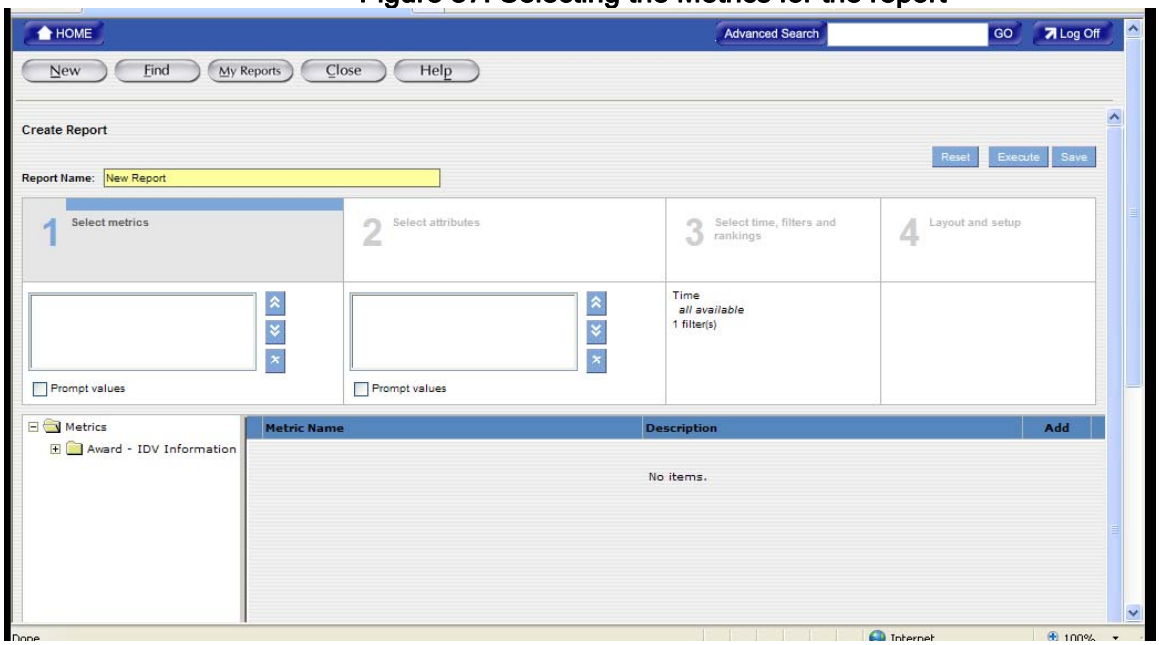
To create a report select the New button.

Depending on the data that you want to be displayed in the report, one or more of the following steps will be completed:

- Select metrics for the report
- Select attributes for the report
- Set the filters for the report
- Set Layout and Format for the report

7.5.3.1 Selecting the Metrics for the report

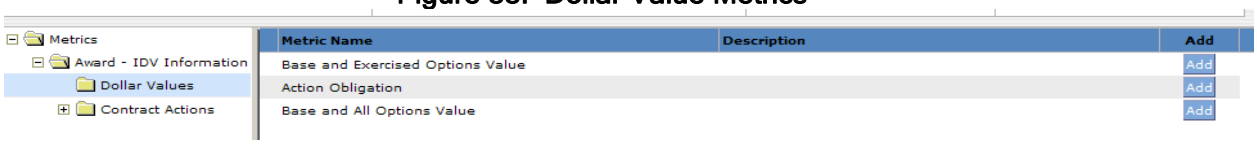
Figure 87. Selecting the Metrics for the report



When you double click on the Award – IDV Information folder you will see two additional dropdowns – Dollar Values and Contract Actions.

If you are interested in having the dollars shown in your report, double click on Dollar Values. The following screen will appear:

Figure 88. Dollar Value Metrics



You can select one Metric Name and then hit the Add button. If you would like to see all of the dollars associate with the information you will be extracting from the database, you can follow the same process of selecting a Metric Name and selecting Add.

Now that the dollars you want to see have been selected, you can also select Contract Actions which is a count of actions.

Figure 89. Selecting the Contract Actions Metrics

You will use the same process of selecting a value as you did with the Dollar Values.

7.5.3.2 Selecting Attributes for a Report

This section describes the selection of attributes to be reflected in your report.

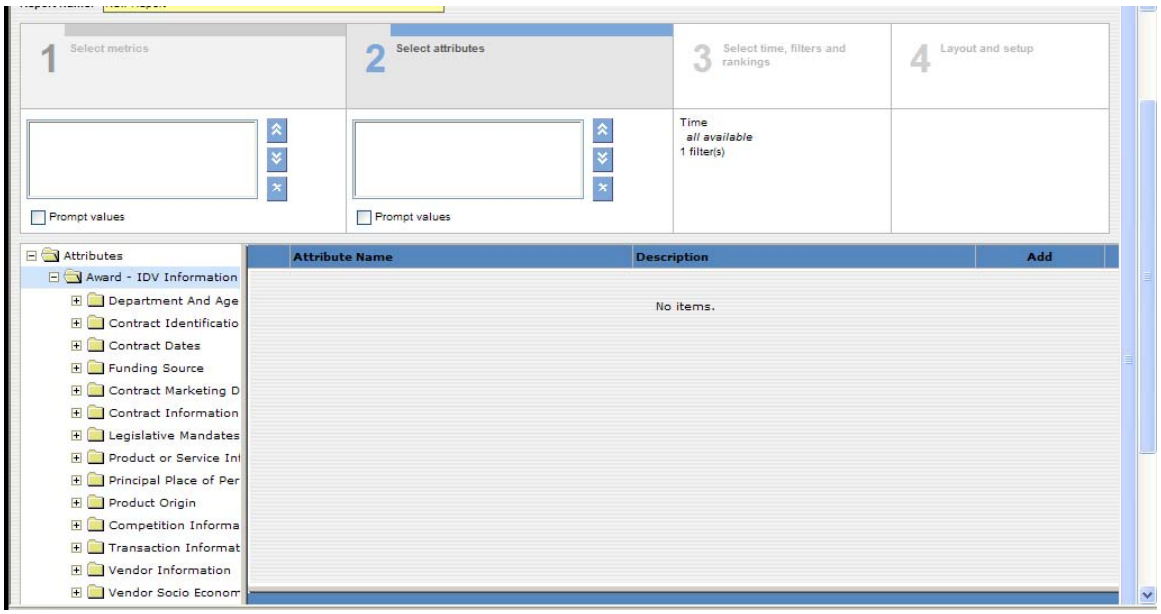
For example, you may want to see the Date Signed, Product Service Codes and the Contracting Office names.

You will now click on Box 2, Select Attributes. All attributes and attribute folders display for which you have read permissions. Depending on the metrics you selected for the report, the related attribute folders will be displayed.

The Award and IDV Information selection folder will appear.

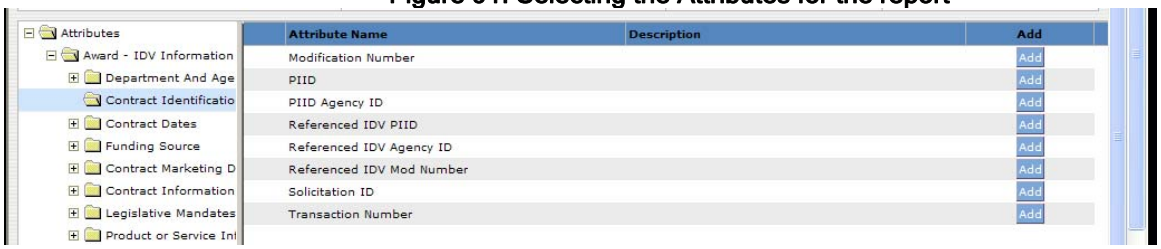
Double click on this folder and you will then be given additional folders with attributes for each of the categories shown. In order to see all of the attributes you will need to double click on the respective files that you want to review and make selections from.
The following is an example of what you will see:

Figure 90. Selecting the Attributes for the report



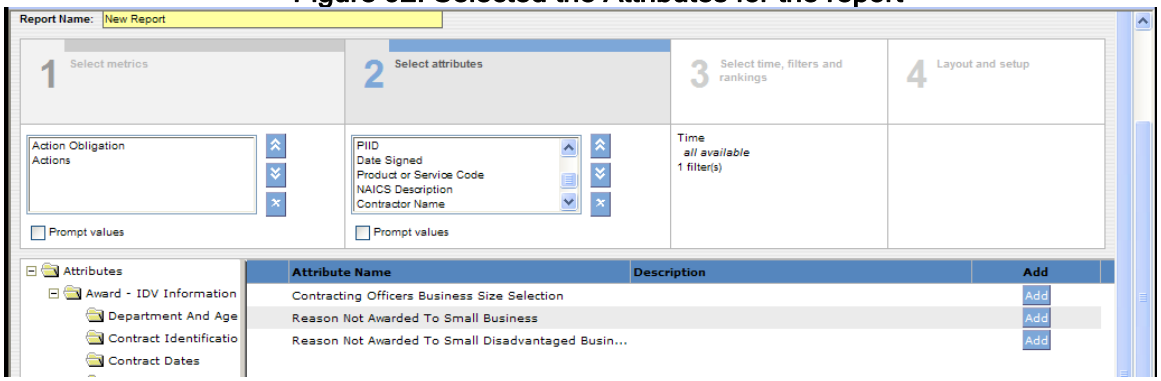
The following example shows the Contract Identification folder open with the selections that are available under this category:

Figure 91. Selecting the Attributes for the report

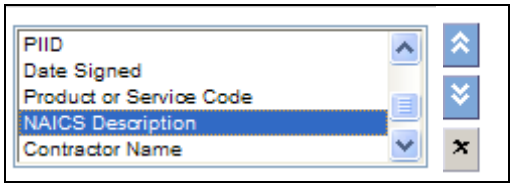


Once you have satisfied your requirements of the fields that you want to see data on, your screen will appear similar to this screen.

Figure 92. Selected the Attributes for the report



It should be noted that there were additional fields that were requested, however, they do not appear on this screen shot. You can scroll up and down your selections using the scroll bar at the right of the selected Attributes. If you want to remove a category from your selected Attributes, all you need to do is highlight the title and then click the 'X' button. This screen reflects that I want to remove the NAICS Description from the categories to be included in the report.

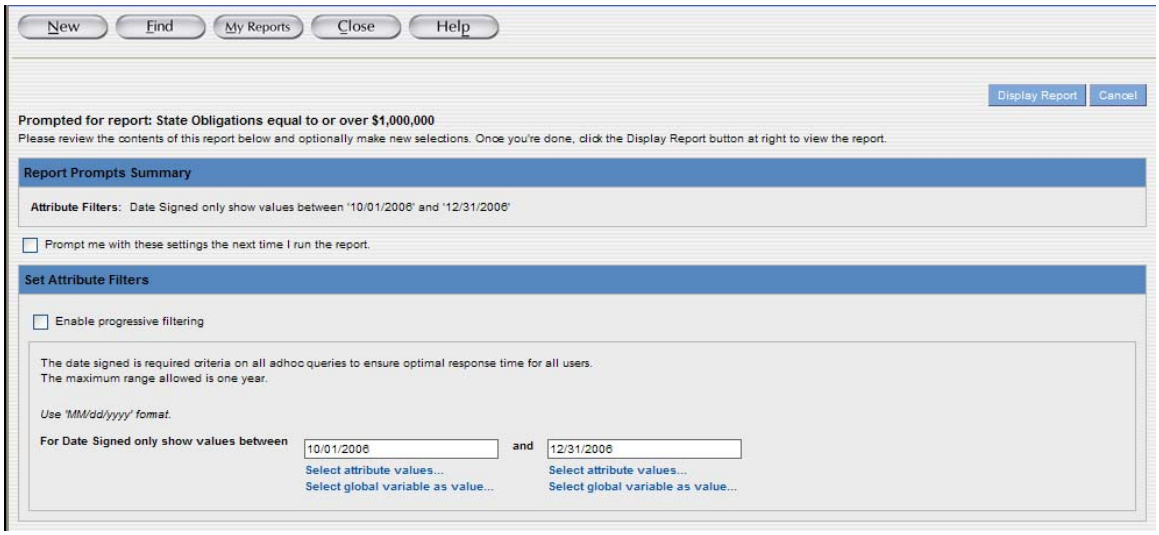


7.5.3.3 Creating Filters

After you select metrics and attributes for a report, you can enhance your report by completing the following tasks:

- Creating Filters - Filters allow you to set a range for the data you want to display in the report. You can use a filter in your report to set a range for the report data. When creating a report, you often need to set a range for the report data. This range depends on the business question that you want to answer. You can create the following types of filters:
- Attribute Filters - An attribute filter sets a range for the report data based on selected attributes values. You select the attribute values by selecting an attribute name, an operator for the filter, and values for the operator.
- Metric Filters - A metric filter sets a range for the report data based on selected metric values. You select the metric values by selecting a metric name, an operator for the filter, and values for the operator.
- Data Parameter Selection - Once your filters are established and you Execute the Report, you will be provided with one final screen to establish the date parameter for your query.
    - Note: The maximum date parameter is a 12 month period.

Figure 83. Selecting Date Parameter For The Report



More in-depth instructions for creating Adhoc reports can be found at the FPDS-NG Project Website at: http://fpdsng.com under Downloads under Training (Manuals).

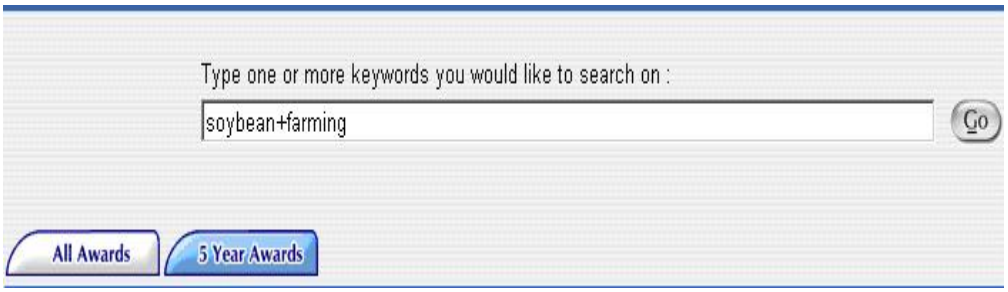
7.6 ezSearch

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

7.6.1 Beginning Your Query

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

Figure 84. Key Word Search



– Click on the Go button. A list of contracts will be displayed that matches your search criteria in the Results page section. To remove your search criteria text, click the Clear button. Report results will be as follows:

Figure 85. Report Results

7.6.2 Refining Your Search

You can refine your search by using the four filter boxes on the left side of the screen. You can drill down by Department, Agency, Vendor and Vendor State. The information in each filter box is displayed in descending order. Only the top 10 results will be displayed. The user can further drill down on a Department or Vendor State.

Click on the appropriate link in each filter box. Your results will be displayed in the Results Page section as shown in Figure 108.

7.6.2.1 Further Refining Your Search

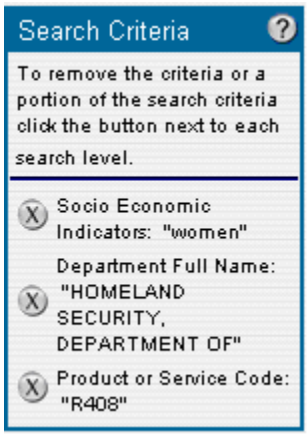
If you would like to refine your search further, you can click on any of the links (shown in blue) within the list of documents to drill down. For example by clicking on the PSC Code your search results will only contain those documents with the specific PSC Code. The Search Criteria box will be updated to reflect the new search.

Figure 86. Selecting Data Parameters For The Report

7.6.3 Remove Search Criteria

To remove specific search criteria click on the remove icon next to the search criteria you would like to delete from your search. The search will then recompute based on the search criteria that remains.

Figure 87. Removing Search Criteria

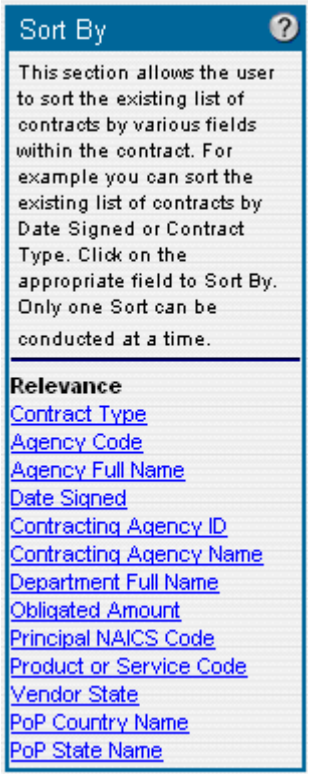


The Search Criteria box located in the top right corner of the screen displays your current search criteria. To remove the criteria or a portion of the search criteria click the button next to each search level.

7.6.4 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 88. Sort by Relevance

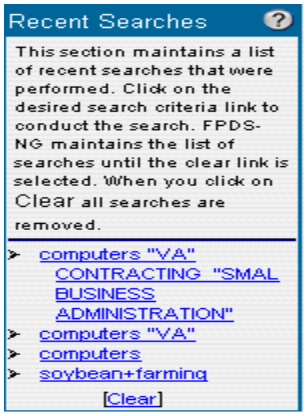


7.6.5 Recent Searches

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

Clicking on the links inside the documents allows you to further refine your search and drill down to specific information. For example by clicking on a specific PSC Code you will only see contracts for that PSC Code.

Figure 89. Recent Searches Made

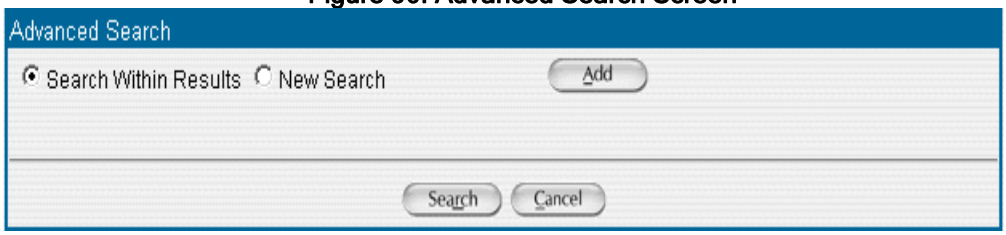


7.6.6 Advanced Search

To conduct an Advanced Search

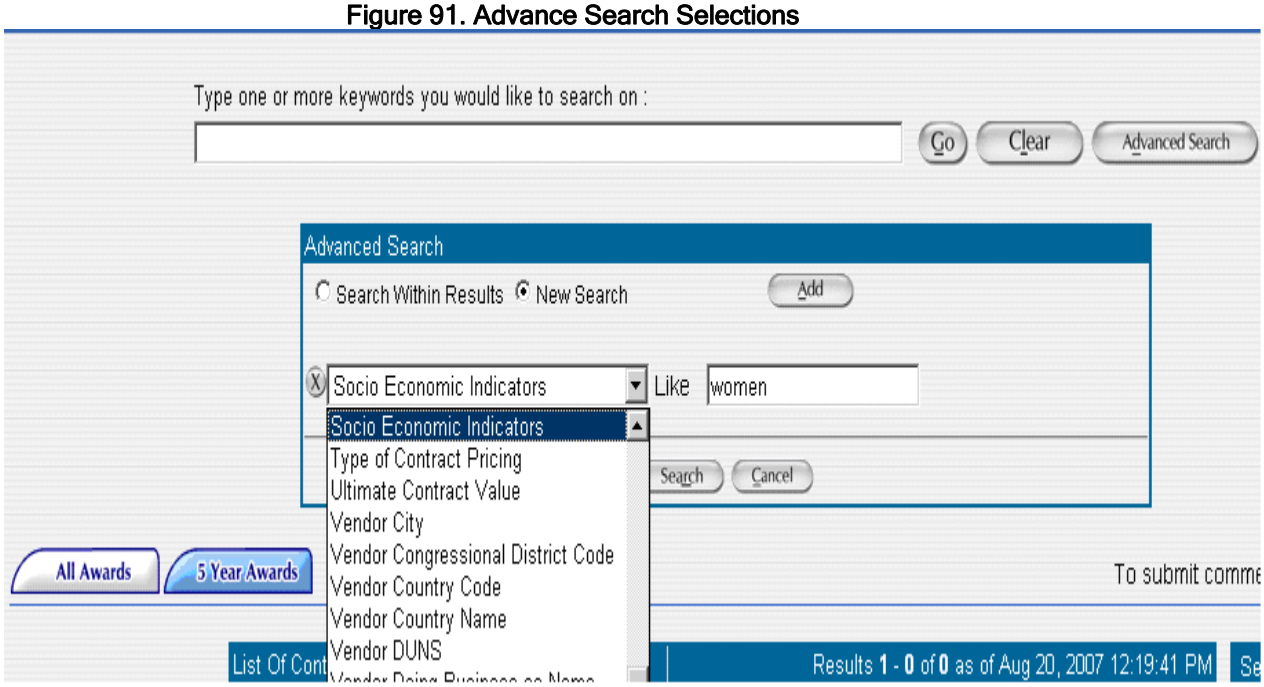
- Click on the Advanced Search button

Figure 90. Advanced Search Screen



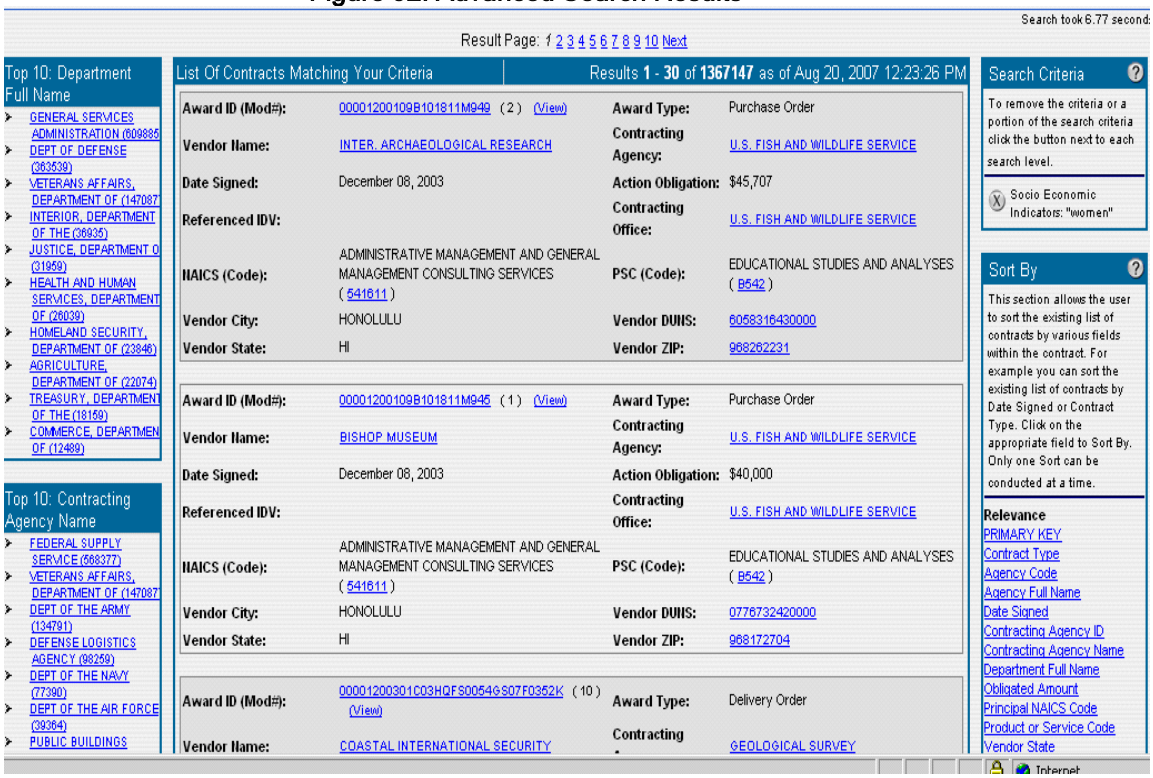
- You can select to conduct a search from an existing search or you can choose to conduct a new search.
- Click on the Add button. Click in the dropdown box and make a selection. When making a selection from the drop down list of field names you may access the data dictionary which will provide you with a description of acceptable values to enter in the search criteria Like box. Use this link to access the data dictionary http://www.fpdsng.com/downloads/FPDSNG_DataDictionary.pdf to view the field descriptions.
- Enter a value in the Like box.

Figure 91. Advance Search Selections



– Click on

Figure 92. Advanced Search Results



– If you have the approval authority, click . If not, notify the approving official that the form is ready for approval.

8. INTERAGENCY CONTRACT DIRECTORY (ICD)

8.1 Introduction

Interagency Contract Directory is a searchable database that can be used to identify government contracts that are used to place orders against. The information retrieved through this search is almost real-time data. However the report information is accurate for the last update made to the index. ICD is designed to be efficient by only taking the user seconds to bring up search results.

ICD provides the ability to search for contracts based on free text. All contracts searched are in Final status. Any DOD contract that is less than 90 days old will not be included in the search.
Free text refers to matching search criteria entered with any of the 20 elements displayed on the ICD results screen.

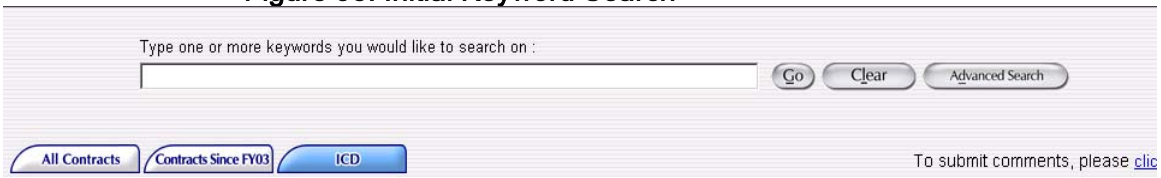
8.1.1 Access to ICD

There are 3 ways to access ICD.

- From the FPDS-NG login page
- From the FPDS-NG Home Page and
- By launching a browser and typing www.contractdirectory.gov in the address bar.

Enter any text in the search box and click

Figure 93. Initial Keyword Search



Clears the search text entered in the text box.

The

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

The

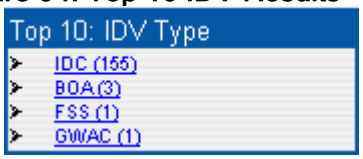
tab allows the user to view any action that has been created since Fiscal Year 2003.

The

tab allows users to view all the active IDVs created on or after October 1, 2006.

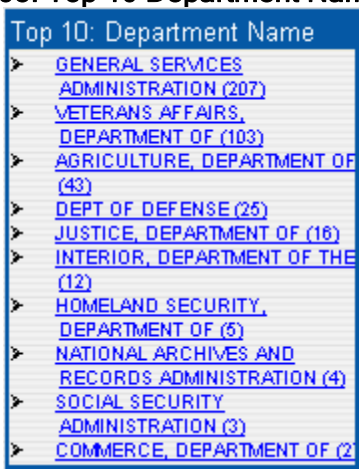
The Top 10 IDV types are displayed to the left from the search results. This display represents the frequency of the occurrence of the search data from the search results.

Figure 94. Top 10 IDV Results



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

Figure 95. Top 10 Department Names

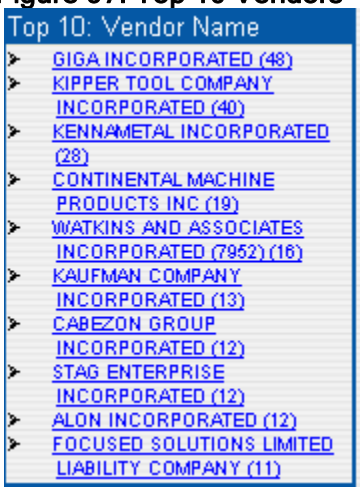


The Top 10 Contracting Agency names are displayed to the left from the search results

Figure 96. Top 10 Contracting Agencies

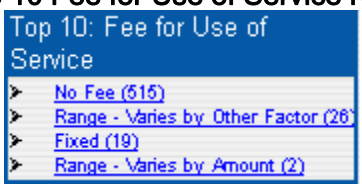
The Top 10 Vendor names are displayed to the left from the search results.

Figure 97. Top 10 Vendors



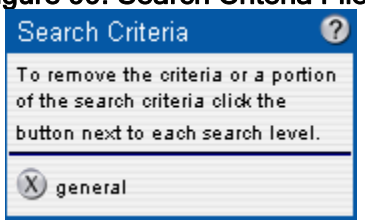
The Top 10 Fee for Use of Service names are displayed to the left from the search results.

Figure 98. Top 10 Fee for Use of Service Names



The Search criteria entered in the Search field is displayed in the 'Search Criteria' to the right of the search results.

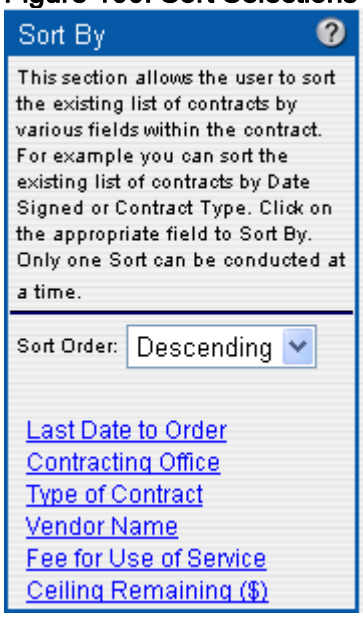
Figure 99. Search Criteria File



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

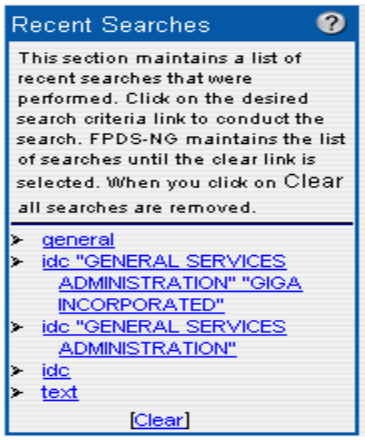
The Sort By allows the user to sort the existing results right of the search results in ascending and descending order.

Figure 100. Sort Selections



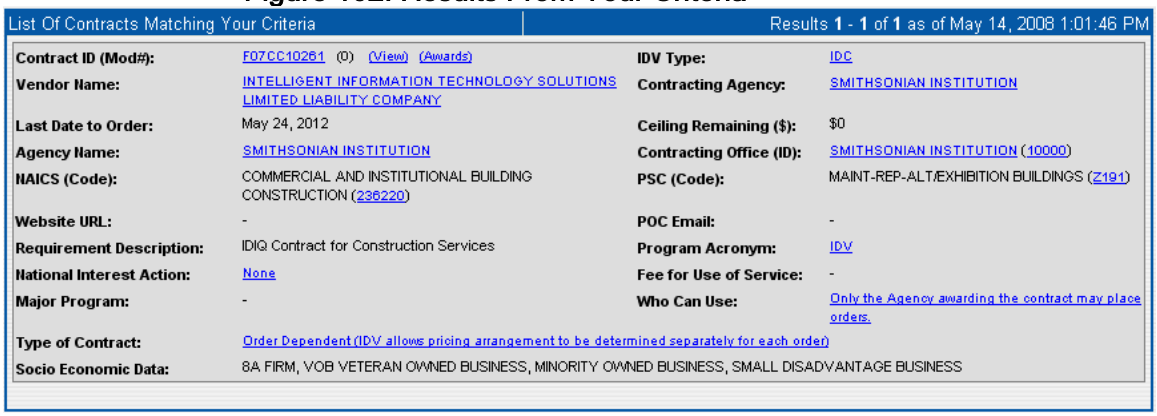
The Search criteria entered in the Search field is displayed in the 'Recent Searches' to the right of the search results.

Figure 101. Recent Searches



Clicking on the links inside the documents allows you to further refine your search and drill down to specific information. For example by clicking on a specific Contracting Agency you will only see contracts for that Contracting Agency.

Figure 102. Results From Your Criteria



List Of Contracts Matching Your Criteria — Results **1** - **1** of **1** as of May 14, 2008 1:01:46 PM

Contract ID (Mod#):	F07CC10261 (0) (View) (Awards)	**IDV Type:**	IDC
Vendor Name:	INTELLIGENT INFORMATION TECHNOLOGY SOLUTIONS LIMITED LIABILITY COMPANY	**Contracting Agency:**	SMITHSONIAN INSTITUTION
Last Date to Order:	May 24, 2012	**Ceiling Remaining ($):**	$0
Agency Name:	SMITHSONIAN INSTITUTION	**Contracting Office (ID):**	SMITHSONIAN INSTITUTION (10000)
NAICS (Code):	COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION (236220)	**PSC (Code):**	MAINT-REP-ALT/EXHIBITION BUILDINGS (Z191)
Website URL:	-	**POC Email:**	-
Requirement Description:	IDIQ Contract for Construction Services	**Program Acronym:**	IDV
National Interest Action:	None	**Fee for Use of Service:**	-
Major Program:	-	**Who Can Use:**	Only the Agency awarding the contract may place orders.
Type of Contract:	Order Dependent (IDV allows pricing arrangement to be determined separately for each order)		
Socio Economic Data:	8A FIRM, VOB VETERAN OWNED BUSINESS, MINORITY OWNED BUSINESS, SMALL DISADVANTAGE BUSINESS		

8.1.2 EXPORT

The options you have available with exporting the results:

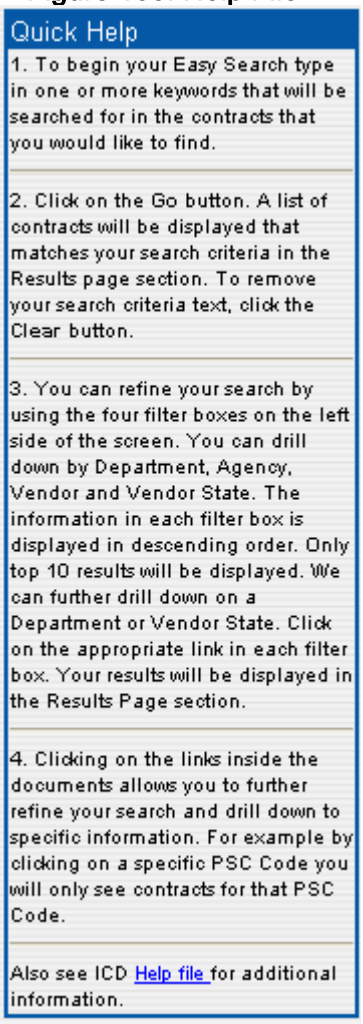
- PDF Provides the ability to save the data as a PDF.
- CSV Provides the ability to save the data as or a command delimited file (CSV).

* Only the first 5000 results can be exported using the PDF and CSV features.

8.1.3 HELP

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

Figure 103. Help File



8.1.4 REFINING YOUR SEARCH

Refine Search as desired by either using the advanced search options or using the drill down feature.

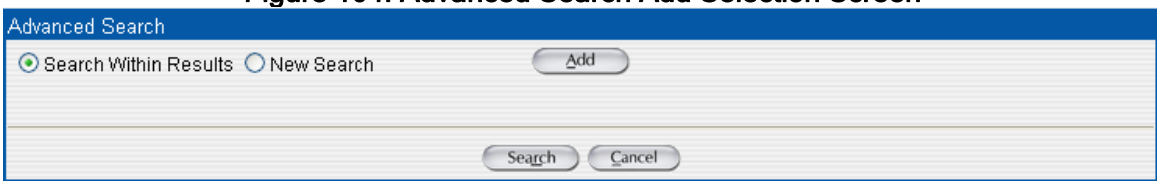
- Click the link 'view' beside the IDV ID to view the IDV in a new screen.
- Click the link 'Awards' to view all the associated awards in a new screen. The view will display all the awards that reference the selected IDV.
- Click the drop down Results per page: 30 to configure the number of results to be displayed per page.

8.1.5 ADVANCED SEARCH

The Advanced Search feature allows you to do complex searches for an IDV by using different criteria. In order to perform a more indepth search, please follow the steps below:

Click the Advanced Search on the top of the screen. The Advanced Search screen will be displayed. The user will be able to search from within the search results or perform a new search.

Figure 104. Advanced Search Add Selection Screen

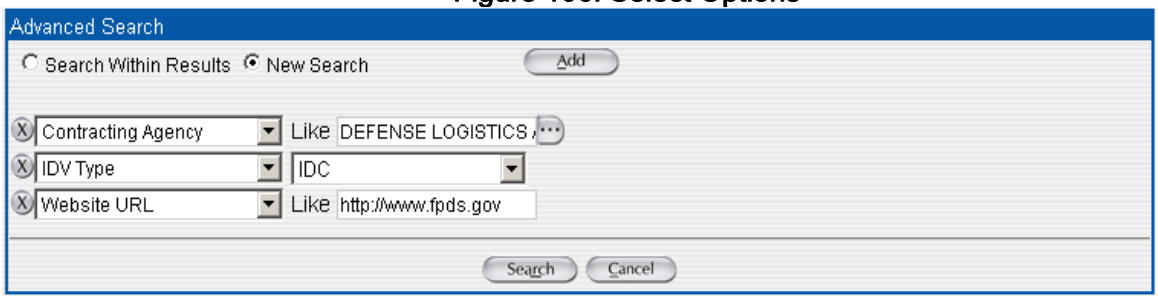


Click the Add button to add search criteria. A dropdown field will be displayed.

Figure 105. Avanced Search Select Box

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

Figure 106. Select Options

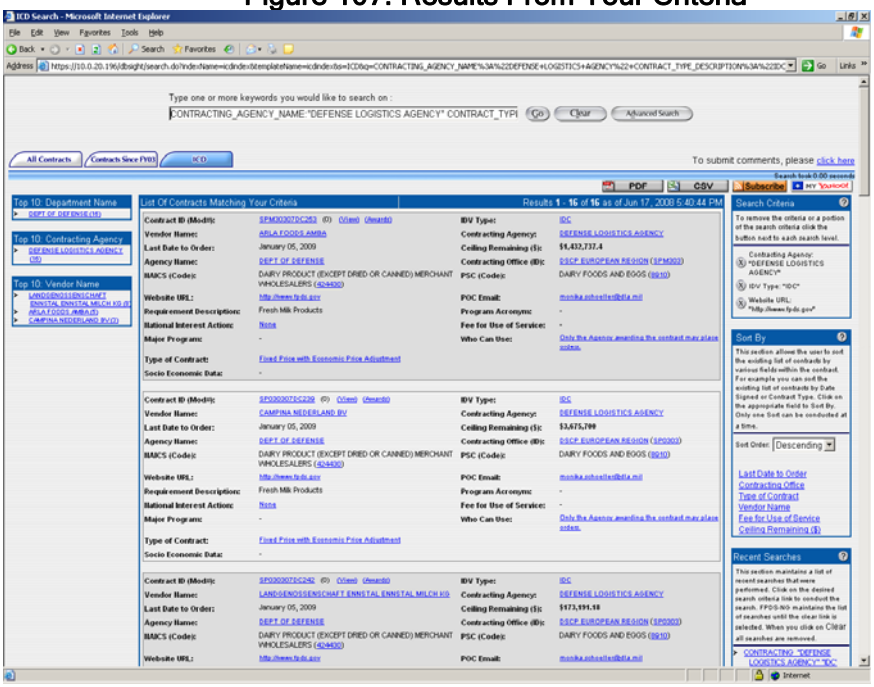


In the remaining fields, you may enter other information to customize your search.

- For most fields, you may use a % as a wildcard.
- You may use the ... to see a pick list.
- You may use the drop down to select values
- You may enter values in the text boxes provided against some fields.

Click Search. A list of IDVs will display.

Figure 107. Results From Your Criteria

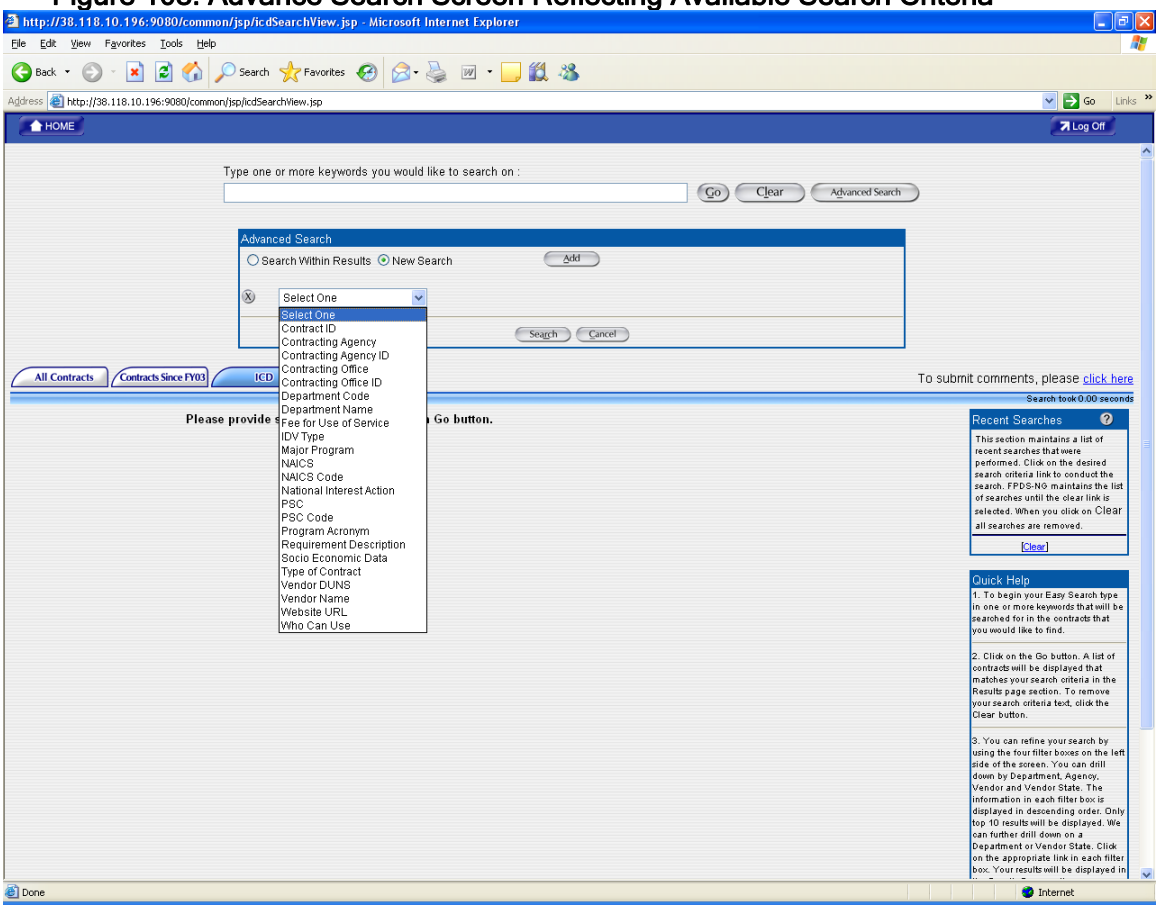


8.1.6 AVAILABLE SEARCH CRITERIA

The user will be able to perform searches using the following search criteria.

- Agency Name
- Description of Contract Requirement
- Contract Identifier (PIID)
- Type of contract pricing description
- Contracting Agency Name
- Contracting Office ID
- Contracting Office Name
- Major Program Name
- Program Acronym
- NIA Short Description
- NAICS Code or Description
- PSC Code or Description
- Vendor name
- Website URL
- Who Can Use
- Fee for use of service
- Vendor Socio Economic categories
- Type of IDV

Figure 108. Advance Search Screen Reflecting Available Search Criteria



The following Advanced Search options should have look up screens to be able to search for specific values

- Contracting Agency
- Contracting Agency ID
- Contracting Agency Name
- Contracting Agency ID
- Contracting Office Name
- Contracting Office ID
- Vendor DUNS
- Vendor Name
- NAICS Code or Description
- PSC Code or Description

Figure 109. Example of Agency Selection Screen

Agency Selection

Select	Agency ID	Agency Name	Department ID	Agency Short Name
◉	97AE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)	9700	
○	97AZ	DEFENSE COMMISSARY AGENCY (DECA)	9700	
○	97AR	DEFENSE CONTRACT AUDIT AGENCY	9700	
○	9763	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	9700	
○	97BZ	DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)	9700	
○	97AK	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)	9700	
○	97AS	DEFENSE LOGISTICS AGENCY	9700	
○	97F1	DEFENSE MEDIA CENTER (DMC)	9700	
○	9771	DEFENSE MICROELECTRONICS ACTIVITY (DMEA)	9700	
○	9516	DEFENSE NUCLEAR FACILITIES SAFETY BOARD	9516	

Select
Cancel

12 out of 12 items found.

Find items that match the following criteria:

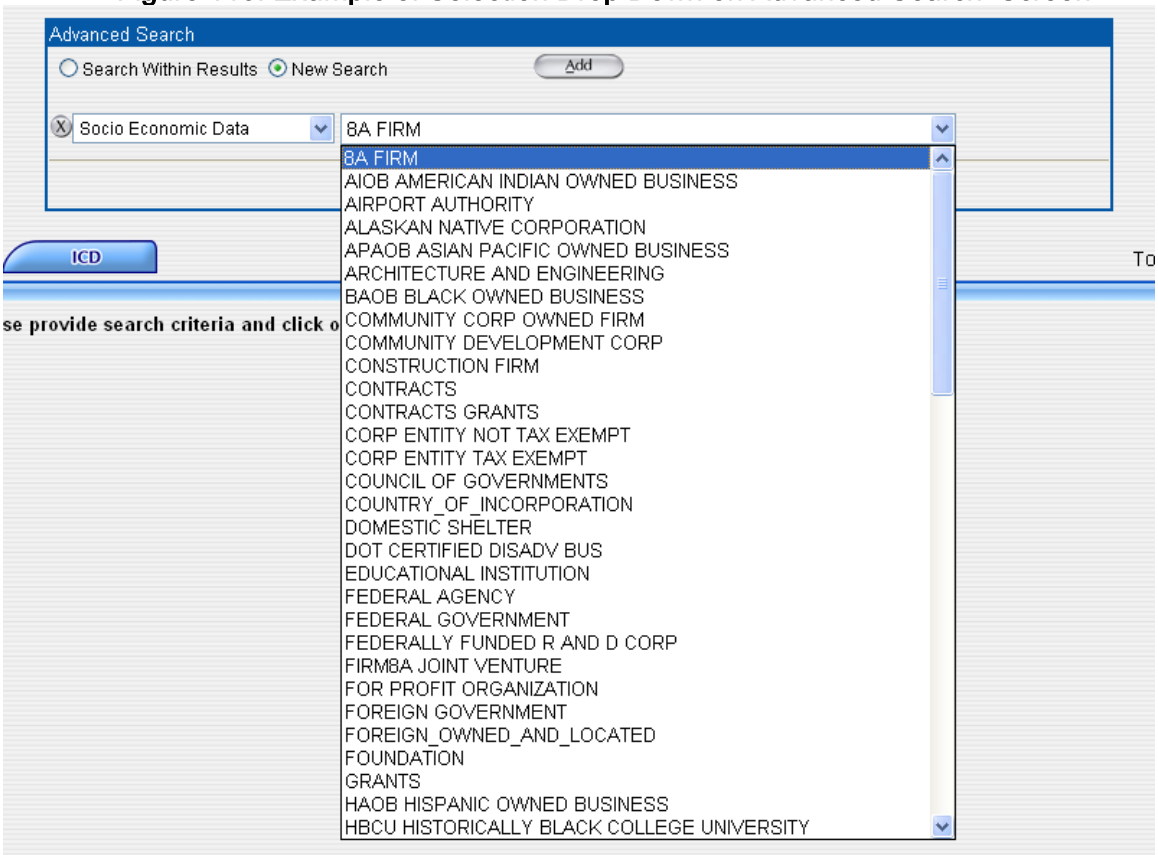
Department ID:
Parent Agency ID:
Agency ID:
Agency Name: DEFENSE %

Search
Clear
Help

The following Advanced Search options should have drop downs to be able to select for specific values

- Fee for use of Service
- IDV Type
- NIA Short Description
- Socio Economic Data
- Who Can Use. If the value chosen is 'Only My Agency', then a text box should be provided to enter the agency Name

Figure 110. Example of Selection Drop Down on Advanced Search Screen



APPENDIX A

FPDS-NG FREQUENTLY ASKED QUESTIONS

A.1 Why is contract reporting in FPDS-NG necessary?

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

The Government has a compelling need to understand where your tax dollars are spent. Collecting data about Government procurements provides a broad picture of the overall Federal acquisition process. The ability to look at all contracts across many agencies, in great detail, is a key ingredient to establishing transparency in published Government procurement data and credibility in the professionals who use these contracts. With a view of the federal spending we can hope to conduct analyses to structure strategic procurements and save money; improve government-wide management; and establish interoperation with other government-wide data systems.

In addition, there is now the ability to independently access Government-wide information globally. This increases the need for data accuracy.

Agencies also use this information for management purposes. As an example, some agencies use this information to calculate workload and buyer productivity.

A.2 What is not included in FPDS-NG?

Following are examples of data not reported in the FPDS-NG.

- Subcontracting data.
- Financial information other than instant obligation and estimated values.
- Accounting data.
- CLIN information.
- Detailed contract information, such as terms and conditions, deliverables, statements of work, proposals, contractor employee information, line items and wage determinations.
-

A.3 What are the roles of federal departments and agencies, including SBA, in federal contract reporting?

Federal contracting data is entered into the Federal Procurement Data System-Next Generation (FPDS-NG) by acquisition agencies, each of which has primary responsibility for the quality of the data that they submit to the system. After each fiscal year, submitting departments and agencies verify to the Office of Federal Procurement Policy, in the Office of Management and Budget, that their procurement data is properly entered into the system. FPDS-NG is managed by the General Services Administration's (GSA's) Integrated Acquisition Environment Program Office (IAEPMO). This office assures proper maintenance of FPDS-NG's online database of federal procurement actions, assures its continued accessibility by members of the public, media, congressional staffs, and by federal officials who must reference the data they have submitted. The system provides substantial report generating capability, including many standard reports that allow users to retrieve information about federal procurements.

Contracting information captured in FPDS-NG is used by SBA in preparation of annual Small Business Goaling Reports (SBGRs). In turn, these reports are used to evaluate federal agencies performance under socioeconomic procurement preference programs, and achievement of goals under those programs.

A.4 Who needs to be registered and why?

If you do not use a contract writing system and input your contract action reports through Web portal, you need to be registered. If you use a contract writing system, the standard is a single sign-on which is established for that server and you do not need an individual registration. However, if you are a system administrator or other individual who generates reports or queries, you will need to be registered as you must access FPDS-NG through an internet browser, not your contracting writing system, at https://fpds.gov. Government employees, who are registered through their

agency's FPDS-NG System Administrator, may have additional capabilities over and above running reports or creating queries. Note that if a government employee wants to use FPDS-NG from their home/personal computer they will need to be registered.

A.5 What if I forget my user ID?

Contact your Department or Agency FPDS-NG System Administrator, not the support desk.

A.6 What if I forget my password?

Use the forgotten password function on the Log In screen.

A.7 What if I get locked out after 5 unsuccessful attempts at logging in?

Contact your Department or Agency FPDS-NG System Administrator.

A.8 Is there any intelligence in the contract numbers (PIID)?

Each agency is responsible for the development of their contracting numbering system, including the fiscal year, type of contract, and activity location. At this time, there is no federal-wide contract numbering schema.

A.9 Why is there no Federal mandate on the format of contract numbers (PIID)?

Agency numbering systems were established long before we used automated systems. Historically, automated systems were developed around existing data requirements. As we are in the process of streamlining the procurement phases that all agencies perform similarly, we are increasingly interested in areas that must be standardized to allow data sharing. Although having contract numbers (PIID) that are similar would be helpful, it is not absolutely necessary. As such, making all agencies follow a mandated scheme is not presently a crucial factor.

A.10 Can I get a copy of the contract file including the terms and conditions from FPDS-NG?

No. Only designated data about the contract is in FPDS-NG.

A.11 If not, where can I get a copy of the contract?

Frequently, these requests are handled as Freedom of Information Act (FOIA) requests. You will need to contact the awarding agency's FOIA Office for further information.

A.12 Is there a central repository of all active contract documents?

No. The active contract files are not stored in a federal sponsored, central repository. Only closed out contracts are maintained in an archival status. The active contract files are maintained by the appropriate contracting office.

A.13 Where can I see the items that were purchased or delivered on a contract?

We refer to this level of detail as the "contract line item" or the "contract line item number" (CLIN) data. FPDS-NG collects data at the contract level not at the CLIN level. Usually CLIN data is available to the public through a formal request made to the awarding agency's FOIA office.

A.14 Where can I find the type of contract awarded?

This information is available in FPDS-NG. Please refer to the FPDS-NG Data Dictionary for specific data elements and definitions.

A.15 How can I tell if a contract action is referencing a Federal Supply Schedule?

When a Delivery Order, Task Order, BPA or BPA Call is placed in the system, the record is required to have a reference PIID. There are only two Agencies that award Schedules and they are General Services Administration (GSA) and Veteran Affairs (VA). If the DO/TO are for medical supplies and/or services the schedule will usually begin with 'VA'. The BPA Call will reference the BPA that may have been created from a VA, FSS schedule or other type of Indefinite Delivery Vehicle. If a DO/TO has a GSA referenced PIID that is in the following format, it is a schedule.

Position 1-2	Position 3-4	Position 5	Position 6-9	Position10
GS	NN	F	NNNN	Alpha A-Y

Please note that the 'N' in this example represents numbers.

A.16 Does the location of the Contracting Office have any bearing on where the item being purchased will be used or the services provided?

In many instances the products or services are located in the same area as the Contracting Office. However, there are as many times where the products and services are used in a Field Office that is not co-located with the Contracting Office. An example of awards made a one location and used at another is the purchase of fleet vehicles. The actions are awarded in Washington, DC by the Federal Acquisition Service (FAS) and the vehicles are shipped to a number of the Fleet Management Centers throughout the United States.

A.17 What are federal departments and agencies doing to assure that the data they submit to FPDS-NG are as accurate as possible?

The federal government is committed to improving the acquisition data it reports to FPDS-NG. While progress has been made, additional process improvements are underway. For example, the Administrator of the Office of Federal Procurement Policy now requires that agencies establish and document procedures for validating and verifying contract data submitted to FPDS-NG.

A.18 Why does accuracy in small business contracting data matter?

Federal contracting preference programs are intended to promote a vibrant National industrial base, which provides the government an ample pool of vendors. To ensure full participation in the Federal marketplace, statutory goals have been established for each of these programs. Each year, performance against these goals is evaluated. Because the purpose of contracting goals is so important, performance evaluation must be accurate. With accurate contract data, federal agencies can take appropriate credit for their small business contract awards.

A.19 What is the Small Business Goaling Report?

This is a report mandated by the Small Business Act, generated using FPDS-NG data. In that Act, Congress mandated that the Executive Branch provide contracting opportunities to small businesses owned by women, veterans, service disabled veterans, small disadvantaged businesses, or businesses located in historically underutilized business zones and awards using 8(A) procedures.

The Small Business Administration (SBA) is responsible for setting goals for small business participation in federal contracts. Annually the SBA works with each agency to set goals. The SBA submits an annual Small Business report with achievements against the goals to Congress. The report is generated by FPDS-NG and is published officially on the SBA web-site www.sba.gov. Achievements are credited to the agency funding the award not the agency issuing the contract action.

A.20 What is included in the Small Business Goaling Report?

Only actions covered by the Small Business Act are included in the report. This is a Department level report that displays small business data for a specified date range by Funding Agency.

The criteria for the Small Business Goaling Report are listed in the appendix at the end of the report. Data for this report are calculated as follows:

Total Small Business Eligible Actions: This column is an aggregation of Number of Actions, after exclusions are applied.
Total Small Business Eligible Dollars: This column is an aggregation of Dollars Obligated, after exclusions are applied.
Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Business Size Selection is equal to "Small Business."
Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Business Size Selection' is equal to "Small Business."
Small Business Percentage of Dollars Obligated: This column is computed as follows: Small Business Dollars/Total Small Business Eligible Dollars.
Small Disadvantaged Business Actions: This column is an aggregation of Number of Actions when the 'Contracting

Officer's Business Size Selection' is equal to "Small Business" AND the vendor's business type is SDB or 8(a).
Small Disadvantaged Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Business Size Selection' is equal to "Small Business" AND the vendor's business type is SDB or 8(a).
Small Disadvantaged Business Percentage of Dollars Obligated: This column is computed as follows: Small Disadvantaged Business Dollars/Total Small Business Eligible Dollars.

8(a) Procedure Actions: This column is an aggregation of Number of Actions when the 'Type of Set Aside' is one of the following values: 8(a) Sole Source, 8(a) Competed, 8(a) HUBZone.
8(a) Procedure Dollars: This column is an aggregation Dollars Obligated when "Type of Set Aside is one of the following values: 8(a) Sole Source, 8(a) Competed, 8(a) HUBZone.
8(a) Procedure Percentage of Dollars Obligated: This column is computed as follows: 8(a) Procedure Dollars/Total Small Business Eligible Dollars.

Veteran Owned Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Veteran Owned.
Veteran Owned Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Veteran Owned.
Veteran Owned Small Business Percentage of Dollars Obligated: This column is computed as follows: Veteran Owned Small Business Dollars/Total Small Business Eligible Dollars.

Service Disabled Veteran Owned Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Service Disabled Veteran Owned.
Service Disabled Veteran Owned Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Service Disabled Veteran Owned.
Service Disabled Veteran Owned Small Business Percentage of Dollars Obligated: This column is computed as follows: Service Disabled Veteran Owned Small Business Dollars/Total Small Business Eligible Dollars.

Women Owned Small Business Actions: This column is an aggregation of Number of Actions when 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Women Owned.
Women Owned Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Women Owned.
Women Owned Small Business Percentage of Dollars Obligated: This column is computed as follows: Women Owned Small Business Dollars/Total Small Business Eligible Dollars.

Certified HUBZone Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is HUBZone Certified.
Certified HUBZone Small Business Dollars: This column is an aggregation of Dollars Obligated when the when 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Certified HUBZone.
Certified HUBZone Small Business Percentage of Dollars Obligated: This column is computed as follows: Certified HUBZone Small Business Dollars/Total Small Business Eligible Dollars.

A.21 What is excluded from the Small Business Goaling Report?

Only actions covered by the Small Business Act are included in the report. There are many other actions that are excluded from the goaling report. FPDS-NG standard reports identify the query at the bottom of the report to assist report users in understanding the report criteria. Exclusions are referenced below:

Javits-Wagner-O'Day Program (JWOD, Sheltered Workshop): Awards that have a contractor with a CCR based Sheltered Workshop designation Flag equal to "Y" are excluded.
UNICOR: Exclude the UNICOR DUNS numbers specified below.

American Institute in Taiwan: Awards with the American Institute in Taiwan designated as the contractor for the award and determined by a DUNS number of '161174503'.
Contracts performed outside of the United States: Awards performed outside of the US are designated when the country in the place of performance is NOT the United States.
Acquisitions by agencies on behalf of foreign governments or entities or international organizations: Awards in which the contract for foreign entity is yes are excluded from the report.

Contracts funded predominately with agency generated sources. Accordingly, the following Federal Government agencies are excluded:

- FDIC, 5100
- Postal Service, 1800
- Bureau Of Engraving And Printing, 2041
- United States Mint, 2044

- Office Of The Comptroller Of The Currency, 2046
- Office Of Thrift Supervision, 2047
- Transportation Security Administration, 6965; 7013
- Federal Aviation Administration, 6920
- Tennessee Valley Authority, 6400
- Administrative Office of the US Courts, 1027
- Architect of the Capitol, 0100
- Bankruptcy Courts, 1021
- Central Intelligence Agency, 5600
- Congressional Budget Office, 0800
- Court Services and Offender Supervision Agency, 9594
- Pretrial Services Agency, 959P
- Federal Judicial Center, 1028
- Overseas Private Investment Corporation, 7100
- Supreme Court of US, 1001
- US Courts of Appeals-Judicial Circuits, 1002
- US District and Territorial Courts, 1012
- Contracts awarded for the Defense Commissary Agency, (Awards with a Reason Not Competed value of "RES" for Resale).
- Product Service codes for Leases in the format X***.
- Product Service codes for Utilities S112 (Electric).
- Tricare DODAAC - H94002. (based on Contracting Office Code)
- Grants, Credit Cards, Personal Service Contracts that are issued under 5U.S.C.3109 (FAR Part 37).

List of DUNS - UNICOR/Federal Prison Industries

014723167	177021870
025866133	178845053
027435366	183606490
042811430	185501798
056435894	185930542
057272486	187651752
060771920	199234480
068638951	618879423
072724859	622178747
075399977	624770475
085119121	626627459
086854069	626979314
088695218	794034553
096356964	801970971
098736291	801977273
103385519	801983800
118882161	801984964
126924018	801991969
127300429	883387995
127607732	932169972
129794269	932793250
147374714	933631806
148033947	933631814
148071236	933631939
152000998	942195132
161114251	

A.22 What is the difference between Small Disadvantaged Business (SDB) and 8(a) in the Small Business Goaling Report?

All 8(a)s are SDBs, but not all SDBs are 8(a)s. The 8(a) category is included to separately identify those actions and dollars which used SBA 8(a) procedures. Just because a vendor is identified in CCR as 8(a), does not automatically give an agency credit for an 8(a) award. The award must have been an 8(a) set-aside for the agency to get credit in the small business goaling report. The small business goaling report does not goal 8(a) vendors, it goals participation in the SBA 8(a) Program.

A.23 Where do the Contracting Officers get the information to put in the Contracting Officer's Business Size Selection?

The contracting officers should check with the Online Representations & Certifications Application (ORCA) to contracting officer's selection of business size should come from ORCA. ORCA is the official source for business size.

A.24 Why don't I get credit for all of my 8(a) awards?

SBA is monitoring the use of the 8(a) program procedures, not the vendor being certified by SBA as an 8(a) concern. When Agencies and Contracting Offices are reviewing their Small Business Goaling Report, they question why all 8(a) awards do not appear in the agency's accomplishments for 8(a) concerns. It should be noted that if you are using the SBA's 8(a) procedures for awarding an 8(a) contract by either 8(a) Competed or 8(a) Sole Source for the Type of Set-Aside, you will receive credit in the following categories: 8(a), Small Disadvantaged Business and Small Business. Additional credits would be given if the vendor is a Woman Owned Business, Service Disabled Veteran Owned Small Business, etc. However, if you award an 8(a) vendor an award using Full and Open Competition, you will only get credit for Small Disadvantaged Business and Small Business and any of the additional credits mentioned above if appropriate. We consider the 8(a) vendor in this case a 'Got Lucky' as he was competing for work with the large vendors as well as other small businesses. The reason that you would not get credit for an 8(a) award is that you did not use the SBA 8(a) procedures in making the award.

A.25 Why don't my queries match the standard reports?

FPDS-NG is a dynamic, real time system; therefore, every time a new contract action report (CAR) is entered into FPDS-NG it has the potential to change data. Contracts can run for years and data changes. In addition, contractors change their information too. For example, if you run a report or query on Monday, you can get a different answer on the same report or query on Friday because additional CARS have been reported and are now included in the output. (Only CARS that have been finalized are included in any reports or queries.)

Another reason reports and queries will not match is that data requests are not identically written. FPDS-NG standard reports identify the query at the bottom of the report to assist report users in understanding the report criteria.

Most reports are based on which contracting office issued the award. The SBA requirement for reporting purposes is based on the agency that is funding these contracts, not the awarding agency.

A.26 What does "Purchase Card Used as Method of Payment" mean?

The order or contract provides for payments to the contractor to be made through the use of the purchase card. These are "charges" backed by a contract vehicle/document. It allows the government and the contractor to avoid the use of expensive invoices.

A.27 Does FPDS-NG have purchase card data?

Purchase card transactions less than or equal the micro purchase threshold are not reportable to FPDS-NG. The banks that issue the cards collect purchase card data.

A.28 What is the difference between the North American Industrial Classification System (NAICS) and Product and Service Codes (PSC)? Why does FPDS-NG have both?

The North American Free Trade Agreement (NAFTA) requires the use of NAICS by the Government. The NAICS classifies commercial activity into broad **business categories**, such as soybean farming, manufacturer, wholesaler, retail, and services.

PSCs describe **specific products and services** which form the basis for national stock numbers.

Both fields are required because statute requires some reports to be based on NAICS information, some on PSC information, and some, such as the Competitive Demonstration Program, must use both codes.

It also helps narrow a search if we allow users to select what they want from two or three filters. For example, we do not buy "PHOTOGRAPHIC AND PHOTOCOPYING EQUIPMENT

MANUFACTURING", "PHOTOGRAPHIC EQUIPMENT AND SUPPLIES WHOLESALERS", or CAMERA AND PHOTOGRAPHIC SUPPLIES STORES", we buy cameras.

A.29 Why do my reports time out?

The report may be too large or the search criteria may be too broad. Refine your search criteria by changing the date range or adjusting other search fields. Some time out issues may be due to your agency's particular system configuration.

A.30 What does Place of Performance really mean?

The information is this field should reflect where the items will be produced, manufactured, mined, or grown or where the service will be performed. This field refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

A.31 What can Prevent Successful Downloading or Sending of files?

There is a 5,000 line restriction on the Informatica tool used for Standard and Adhoc Reports. However, it should be noted when e-mailing a large report the recipient may not receive the report until after local business hours. These hold-time standards are established by each agency based on their peak load times.

APPENDIX B

GLOSSARY OF TERMS

8(a) – The Small Business Administration (SBA) administers the 8(a) Business Development Program that offers a broad scope of assistance to socially and economically disadvantaged firms. 8(a) firms automatically qualify for SDB certification.

Agency System Administrator - Overall responsibility for the administration of FPDS-NG within the respective agency. These responsibilities include but are not limited to establishing user profiles, privilege and functions associated with passwords and respond to user's questions.

Award – Types of awards within FPDS-NG include Purchase Orders (PO), Delivery Orders (DO), BPA Calls, and Definitive Contracts.

BOA – Basic ordering agreement. Please Note: A basic ordering agreement is NOT a contract. A basic ordering agreement is a written instrument of understanding, negotiated between the government and contractor that contain (a) terms and clauses applicable to future contracts (orders) between the parties during its term; (b) a description, as specific as practicable of supplies or services to be provided; and (c) methods for pricing, issuing and delivering future orders. Each order against a BOA is a separate contract. Federal schedule contracts are not Basic Ordering Agreements.

BPA – In accordance with Federal Acquisition Regulation (FAR) 8.405-3, ordering activities may establish BPAs under any GSA Schedule contract. A GSA Schedule BPA simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

CCB Change Control Board – The FPDS-NG CCB serves as the primary communication liaison to the agencies and is ultimately responsible for tracking all approved changes to the FPDS-NG. The CCB member proposes and reviews configuration items required to keep the Federal Procurement Data System database current with Federal requirements including Standard Reports. The FPDS-NG Program Manager chairs the CCB.

CCR – Central Contractor Registration database means the primary Government repository for contractor information required for the conduct of business with the Government.

CCR Exception – The reason a vendor/contractor not registered in the mandated CCR system was used in a purchase. These reasons outlined in the FAR are:
(1) Purchases that use a government-wide commercial purchase card as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
(2)Classified contracts (see 2.101) when registration in the CCR database, or use of CCR data, could compromise the safeguarding of classified information or national security.
(3) Deployed contracting officers in the course of military operations, including, but no limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7);
(4) Contracting Officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, e.g., Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121)
(5) Contracts to support unusual or compelling needs (see 6.302-2).
(6)Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain CCR registration.
(7) Micro-purchases that do not use the electronic funds transfer (EFT) method for payment and are not required to be reported (see subpart 4.6).

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 DoD 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.

Contract Bundling – The contracting officer determines this contract action is a result of consolidating two or more requirements previously solicited, provided or performed under separate small contracts into a solicitation for a single contract likely to be unsuitable for award to a small business concern.

Contracting Officer's Determination of Business Size – The Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS code that is applicable to the contract. All Standard reports within FPDS-NG use the CO's Determination of Business Size for counting Small Business included in various reports.

Contract Writing Systems (CWS) Administrator – Individuals responsible for the implementation, maintenance, and user privileges for the agency's CWS.

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.

DUNS – "Data Universal Numbering System number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities, which is used as the identification number for Federal contractors.

Economy Act – Provides authority for placement of orders between major organizational units within an agency; procedures for such intra-agency transactions are addressed in agency regulations. The Act applies when more specific statutory authority does not exist.

Emerging Small Business – This is a small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity. "Emerging small business reserve amount," for the designated groups described in FAR 19.1005, means a threshold established by the Office of Federal Procurement Policy of–

(1) $30,000 for construction, refuse systems and related services, non-nuclear ship repair, landscaping and pest control services; and
(2) $50,000 for architectural and engineering services.

EPA-Designated Product(s) – The Resource Conservation and Recovery Act (RCRA), Section 6002 and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP).

Federal Acquisition Regulation (FAR) – The regulation for use by federal executive agencies for acquisition of supplies and services with appropriated funds.

FEDSTRIP/MILSTRIP – Federal and Military Standard Requisitioning and Issue Procedures. These procedures allow for automated processing by the supply system not only of GSA, but also the Department of Defense and the Department of Veterans Affairs-the three supply sources for both civilian and military agencies.

FIPS 95-2 – Federal Information Process Standard - that contain four digit codes for the Legislative, Judicial and Executive departments. It also contains designated codes for other Independent Federal agencies, Boards, Commissions, Councils, Foundations, Offices, Quasi-Federal Organizations and Federal-State Organizations agencies and Government Commissions.

FPDS-NG – Federal Procurement Data System - Next Generation. The FPDS-NG is the current central repository of information on Federal contracting. The system contains detailed information on contract actions over $3,000 (FY2004 and later data). The Executive departments and agencies award over $200 billion annually for goods and services. The system can identify who bought what, from whom, for how much, when and where.

Federal Supply Schedule (FSS) – The Federal Supply Schedule program, directed and managed by the General Services Administration (GSA), provides Federal agencies with a simplified process for obtaining commonly used commercial supplies and services at prices associated with volume buying.

GBL – Government Bill of Lading

GFE – Government Furnished Equipment

GFP – Government Furnished Property

GSA – General Services Administration

Government Transportation Requests (SF87) – Authorizes travel for Federal employees

Government-wide Acquisition Contracts (GWACs) - defined in Part 2 of the Federal Acquisition Regulation (FAR) as task order or delivery order contracts for Information Technology (IT) established by one agency for government-wide use. Each GWAC is operated by an executive agent designated by the Office of Management and Budget (OMB) pursuant to section 5112(e) of the Clinger-Cohen Act. The Economy Act does not apply when placing orders under GWACs. To use GWACs, agencies must obtain a delegation of authority from the GWAC Program Office. Examples for GWACS include but are not limited to COMMITS, ITOP, SEWP and 8(a) STARS.

HBCU or MI – Historically Black College and/or University or Minority Institutions

HUBZone – Historically Underutilized Business Zone

IDC – An Indefinite Delivery Contract is a vehicle that has been awarded to one or more vendors to facilitate the delivery of supply and service orders. These may include Multiple Award Contract (MAC), Indefinite Delivery Indefinite Quantity (IDIQ), Indefinite Delivery Definite Quantity (IDDQ), and Indefinite Delivery Requirement (IDR). All DoD basic ordering vehicles shall use the Other IDC format.

IDV – Indefinite Delivery Vehicle. A basic award that allows you to place orders in accordance with the terms and conditions of the specific IDV.

JWOD – Javits-Wagner-O'Day . Created in 1938 and amended in 1971, the Javits-Wagner-O'Day Act (41 USC 46-48c) and the AbilityOne Program, creates employment and training opportunities for people who are blind or those who have other severe disabilities. This is a preferred supply source for Federal Government.

MAIS – Major Automated Information Systems

MDAP – Major Defense Acquisition Program

Modification - The term modification means any written change in the terms of a contract. There are two types of modification and they are either a Bilateral or Unilateral. A bilateral modification (supplemental agreement) is a contract modification that is signed by the contractor and the contracting officer. Bilateral modifications are used to– Make negotiated equitable adjustments resulting from the issuance of a change order; definitize letter contracts; and reflect other agreements of the parties modifying the terms of contracts. A unilateral modification is a contract modification that is signed only by the contracting officer. Unilateral modifications are used, for example, to– Make administrative changes; issue change orders; make changes authorized by clauses other than a changes clause (*e.g.,* Property clause, Options clause, or Suspension of Work clause); and issue termination notices. Modifications within FPDS-NG fall into one of the following areas: Additional Work(new agreement, FAR Part 6 applies), Change Order, Close Out, 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 Convenience (Complete or Partial), Terminate for Default (Complete or Partial), Transfer Action, Vendor DUNS Change and Vendor Address Change.

Multiple or Single Award IDC – A Multiple Award IDC contract is one of many that resulted from a single solicitation. A Single Award IDC contract indicates that only one award has been made from a single solicitation.

Multi-year Contract – A Multi-year contract means a contract for the purchase of supplies or services for more than 1, but not more than 5, program years. Such contracts are issued under specific congressional authority for specific programs. The key distinguishing difference between Multi-year contracts and multiple year contracts is that Multi-year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first.

NAICS Code – The North American Industrial Classification Systems classifies commercial activity into broad business categories, such as agriculture, mining, construction, manufacturing, wholesale trade, retail trade, and services.

Novation – This a legal instrument executed by the contractor or successor in interest and the Federal Government. This instrument guarantees performance of the contract, the transferee assumes all obligations under the contract, and the Government recognizes the transfer of the contract and related assets.

Office of Federal Procurement Policy Act – 41 U.S.C. requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System (FPDS) for collecting, developing and disseminating procurement data to the Congress, the Executive branch and the private sector. The General Services Administration manages the FPDS-NG.

Performance-Based Service Contract (PBSC) –

a. Describes the requirements in terms of results required rather than the methods of performance of the work;

b. Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see 46.103(a) and 46.401(a));

c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and

d. Includes performance incentives where appropriate.

For FPDS reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements.

PIID – Procurement Instrument Identifier is the contract number or order number identifying the agreement between the government and the awardees. The PIID field is required for all actions.

Product or Service Code (PSC) – The code that best identifies the product or service procured. Codes are defined in the Product Service Code Manual.

Record Type – The category of record being entered by this transaction. Types of records include IDV (I), Award (A), Modification (M).

Recovered Material Clauses – Designates whether Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA-Designated Products clauses were included in the contract.

Referenced IDV – This is the contract or agreement number of the IDV against which your order is placed. This field is mandatory for all delivery/task order and BPA calls.

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 Contract Act – Is the short name for The McNamara-O'Hara Service Contract Act of 1965 (SCA) requires general contractors and subcontractors performing services on prime contracts in excess of $2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality as determined by DOL, or the rates contained in a predecessor contractor's collective bargaining agreement.

Service-Disabled Veteran-Owned Small Business (SDVOSB) – The term "small business concern owned and controlled by service-disabled veterans" shall mean a small business concern which is at least 51 percent owned by one or more service-disabled veterans; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service-disabled veterans; and, whose management and daily business operations are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent care-giver of such veteran.

Small Business Competitiveness Demonstration Program – This Program was established by the Small Business Competitiveness Demonstration Program Act of 1988, Public Law 100-656 (15 U.S.C. 644 note). The program is implemented by a joint OFPP and SBA Policy Directive and Implementation Plan, dated May 25, 1999. The program consists of two major components– (a) Unrestricted competition in designated industry groups; and (b) Enhanced small business participation in 10 agency targeted industry categories.

Socio Economic Categories – These categories identify certain contractor business characteristics, e.g., Women Owned Business, Small Disadvantages Business, Educational Institution, minority owned business.

Solicitation - Any request to submit offers or quotations to the government. Solicitations under sealed bid procedures are called "invitations for bids." Solicitations under negotiated procedures are called "requests for proposals." Solicitations under simplified acquisition procedures may require submission of either a quotation or an offer.

STTR – Small Business Technology Transfer Program. The Small Business Administration, Office of Technology administers the Small Business Innovation Research (SBIR) Program and the Small Business Technology Transfer (STTR) Program. Through these two competitive programs, SBA ensures that the nation's small, high-tech, innovative businesses are a significant part of the Federal Government's research and development efforts.

Veteran Owned Small Business Concern – This identifies a small business concern where 51 percent or more is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, 51 percent or more of the stock is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more veterans.

The Walsh-Healey Act - or Walsh-Healey Public Contracts Act, passed in 1936 as part of the New Deal, is a United States federal law which protects employees of government contractors whose contracts exceeds $10,000. For these employees, it establishes overtime as hours worked in excess of 8 hours per day or 40 hours per week, sets the minimum wage equal to the prevailing wage in an area, and sets standards for child and convict labor, as well as job sanitation and safety standards.

Woman Owned Small Business Concern – This identifies a small business concern that is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent or more of the stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

APPENDIX C

MIGRATED PIIDS FORMATING - FROM FPDS TO FPDS-NG

C.1 For migrated IDVs, the PIID is the same as the original contract number coming from FPDS to FPDS-NG. For migrated Awards, the PIID is a combination of the following:

- Contracting Office Code
- Action Date (format "YYYYMM")
- Contract Action Type (A-BPA Call, B-Purchase Order, C-Delivery/Task Order, D-Definitive Contract Action)
- Order Number (if it exists)
- Contract Number

C.1.1 The formula used for the PIID number can be used to perform an Advanced Search.

For example, to find a Delivery Order created in October 1995 with:

- Agency – U.S. Coast Guard (7008)
- Contracting Office – 23
- Order Number – DTCG2394FTACX01
- Contract Number – DTCG2391DTTMB12

C.1.2 The PIID is calculated by the following:

- "00023" (Contracting Office ID with leading zeros)
- +"199510" (Action Date in YYYYMM format)
- +"C" (Contract Action type - Delivery Order)
- +"DTCG2394FTACX01" (Order Number)
- +"DTCG2391DTTMB12" (Contract Number)(Referenced PIID)

The PIID would equal 00023199510CDTCG2394FTACX01DTCG2391DTTMB12.

NOTES: The PIID number format must be uppercase, alphanumeric without embedded spaces or special characters. FPDS-NG converts lowercase letters to uppercase, removes leading or trailing blank spaces, and removes any non-alphanumeric characters prior to validation.

The Contract Action type is a single character representing the award type.

APPENDIX D

Instructions for Reporting Rerepresentation Actions in FPDS-NG

When the contractor makes a rerepresentation in accordance with Federal Acquisition Regulation (FAR) Subpart 19.3 requirements, and its size status has changed, the contracting officer must-

1. Issue a contract modification (modifying the base award not the task/delivery order under a contract or call under an agreement) citing the rerepresentation and the change in size status;

2. Ensure the contract file documents the change in size status that the contractor has made in the On-line Representations and Certifications Application (ORCA); and

3. Submit a modification contract action report to FPDS-NG.

The contracting officer must complete the contract action report as follows:

1. In order to report a rerepresentation action in FPDS-NG and incorporate the latest contractor information from the Central Contractor Registration (CCR) system, the "Reason for Modification" data element (12C) must be either

   a. "Novation Agreement" (code J) - use this for reporting novation agreements, as they automatically include a rerepresentation requirement,

   b. "Rerepresentation of Non-novated Merger Acquisition" (code P) - use this for reporting rerepresentations that result from merger/acquisition but do not require novation of the contract (see FAR 42.1204(b)), or

   c. "Rerepresentation" (code R) - use this for reporting rerepresentations that result from growth or contraction of a business. This code is the one that should be used to report business size changes that do not result from either 1.a. or 1.b.

2. If the "Reason for Modification" (12C) is 1.a., 1.b., or 1.c. -

   a. The data element "Contracting Officer's Selection of Business Size" (IIA) will be required to be completed. Choose "Small Business" (S) or "Other than Small Business" (0), as appropriate, to identify the rerepresented size status of the contractor.

   b. All socioeconomic information will refresh from the contractor's record in CCR.

   c. If I.a. is chosen, the contractor's name and address will also refresh from CCR.

3. Complete the remainder of the data elements as they would be completed for any other contract action report.

APPENDIX E

Reporting Funding Organization Data to FPDS-NG

In order to correctly report the DoD organizations for which contract actions are accomplished to FPDS-NG, as is required in the system, federal contracting offices shall follow the instructions below for completing the FPDS-NG contract action reports (CARs). These instructions apply to those requisitions received from DoD organizations that result in new contracts (e.g., DCAs, IDVs), purchase orders, and delivery/task/call orders.

1. Complete the FPDS-NG data field 4D entitled "Program / Funding Office Code" with the Department of Defense Automatic Addressing Code (DoDAAC) identified on the purchase requisition (most often on a Military Interdepartmental Purchase Request (MIPR), Department of Defense Form 448) representing the requisitioner for the transaction. On a MIPR, this is NOT the Pay Office DoDAAC nor the Accounting Station DoDAAC identified in blocks 13 and 14 respectively. The requisitioner's DoDAAC should be identified in block 8 with the identity of the organization providing the MIPR (note that it is often depicted as the first six characters of the MIPR number in block 5) or clearly identified on any other type of purchase requisition provided.

2. Complete the FPDS-NG data field 4C entitled "Program / Funding Agency Code" with the code shown on the attached matrix that correctly corresponds to the DoDAAC being reported in the "Program / Funding Office Code" data field. This code should not be confused with similar codes that are often seen in a line of accounting or in block 14 of a MIPR.

Office of Management and Budget's (OMB's) Intergovernmental Transactions team's draft Inter-Agency Agreement (IAA) template includes these data elements as required fields in the funding section of the document.