

FPDS-NG User's Manual

Version 1.0

01/19/2006

(provided by GSA 4/4/06)

FPDS Next Generation

Logged in as: K.LORICK

Advanced Search GO Help Log Off

Awards

- Delivery / Task Order Against IDV
- Purchase Order
- Definitive Contract
- BPA Call

Awards Inbox

- [Draft Awards \(2\)](#)
- [Final Awards \(0\)](#)
- [Error Awards \(0\)](#)
- [Unsaved Awards \(0\)](#)
- [Template Awards \(0\)](#)

Basic IDVs

- FSS
- GWAC
- BOA
- BPA
- IDC

IDV Inbox

- [Draft IDVs \(0\)](#)
- [Final IDVs \(0\)](#)
- [Error IDVs \(0\)](#)
- [Unsaved IDVs \(0\)](#)
- [Template IDVs \(0\)](#)

Transactions/Modifications

- Corrections
- Void
- Modifications

System Administration

- Users
- Locations
 - Place
 - Country
- Organizations
 - Department
 - Agency
 - Contracting Office
 - Government Office
- Service Classifications
 - NAICS
 - PSC
- Data Ownership

Reports

- Standard Reports
- Ad Hoc Reports

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DEDICATION

This manual is dedicated to the contracting professionals who are responsible for accurately reporting information in FPDS-NG for management, congressional, and public use. This manual was written to provide assistance for all levels of procurement professional from Susie GS-5 (novice contracting trainee) and Sgt. Snuffy (the seasoned veteran who looks for exceptions to every rule).

1 SCOPE

The Office of Federal Procurement Policy Act, as amended, 41 USC 401 et seq. 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 Center (FPDC) oversees the operation of the Federal Procurement Data System - Next Generation (FPDS-NG). Global Computer Enterprises (GCE), the General Services Administration (GSA) contractor, currently located in Reston, Virginia, operates and maintains the FPDS-NG. (FAR 4.602)

Executive departments and agencies are responsible for collecting and reporting procurement data to FPDS-NG as required by Federal Acquisition Regulations (FAR). The 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, Congress, Government Accountability Office, Federal executive agencies, and the general public. 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 11111 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.

Office of Federal Procurement Policy (OFPP) requires that each Agency certify annually that all data is valid and complete.

FPDS-NG has developed some terms to differentiate between types and methods of contracting. Within this document, the titles for classes of Awards and Indefinite Delivery Vehicles (IDV) are as follows:

- 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 Indefinite Delivery Vehicle (IDV).

1.1 REPORTING RESPONSIBILITIES

1.1.1 EXECUTIVE AGENCY

Executive agencies shall 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 shall submit complete and accurate data on contract actions to FPDS-NG within **three (3) workdays** after contract award.

The agency system administrator determines the users' privileges, including the contract writing system privileges. This is **NOT** the responsibility of the FPDS-NG contractor or GSA.

Users shall refer FPDS-NG design issues to the agency system administrator who will forward them to the CCB for resolution.

Executive agencies shall not direct the FPDS-NG contractor. Only GSA has this authority.

1.1.2 GCE (GLOBAL COMPUTER ENTERPRISES)

The Help Desk is responsible for FPDS-NG technical issues. Users will refer policy issues to the agency point of contact. GCE is responsible for making regulatory updates as directed by GSA.

1.1.3 GSA (GENERAL SERVICES ADMINISTRATION)

GSA hosts and chairs the CCB. GSA's FPDS-NG Program Manager directs the contractor.

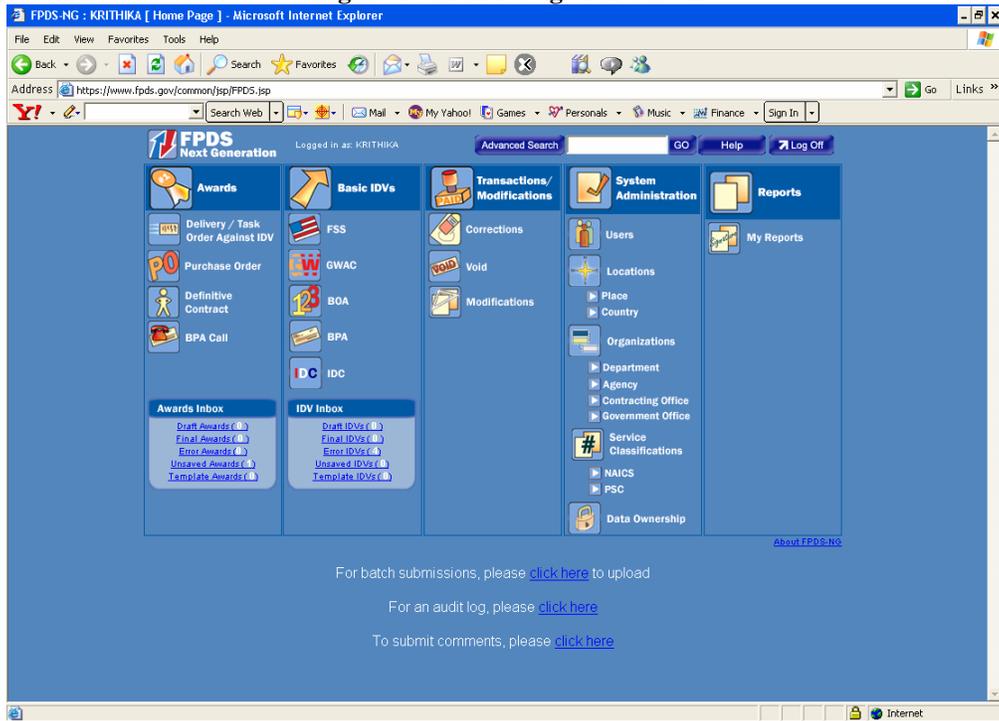
1.1.4 SBA (SMALL BUSINESS ADMINISTRATION)

SBA shall establish an SBA “goaling” point of contact to handle “goaling” issues and reports. The SBA Point of Contact represents SBA at the CCB meetings.

2 INTRODUCTION

There are three ways to report data into FPDS-NG: interactive (manual), machine-to-machine, or batch process. The information provided in this document is based on interactive access. If you are using a contract writing system (machine to machine), you will not see the main navigation screen, Figure 1. You will only see this screen when accessing FPDS-NG interactively through the web via <https://www.fpds.gov>.

Figure 1. Main Navigation Screen



2.1 ACTION REPORTING

2.1.1 REPORTABLE ACTIONS

Agencies shall report on all contract actions using appropriated funds as specified in FAR Subpart 4.6. 8(a) Contract Awards and UNICOR Awards are reportable as they are not interagency agreements.

2.1.2 NON-REPORTABLE ACTIONS

Agencies shall not report:

- Procurement actions with an action date of five (5) years earlier than the current fiscal year.
- Assistance actions, such as grants, cooperative agreements, subsidies, and contributions.
- Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases (purchases valued at \$2,500 or less) 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 (such as Tennessee Valley Authority), independent federal establishments (such as Export/Import Bank of the US), or federally chartered sources (such as Howard University or the Smithsonian Institution).
- Government Bills of Lading and Government Transportation Requests.
- Actions using predominantly non-appropriated funds, except pursuant to 2b above.
- FEDSTRIP and MILSTRIP requisitions.
- Actions involving transfer of supplies within and among agencies and subagencies.
- Orders from GSA Stock and GSA Consolidated Purchase Program.

Additionally, civilian agencies shall not report actions for petroleum or petroleum products ordered against a Defense Logistics Agency Indefinite Delivery Contract. (See Part III, C.3d.)

2.2 AWARD COLUMN

An award is a contractual vehicle that cannot have orders placed against it. Use this column when entering the following types of documents:

- Any type of order (Delivery Order, Task Order, Purchase Order, FSS order, GWAC order, or IDIQ orders).
- Definitive Contract Award.
- BPA Call (restricted for use by civilian agencies).
- Government-wide purchase card actions greater than \$2,500 used as a method of payment vehicle must be reported.

2.3 BASIC IDV COLUMN

An IDV is a basic award that allows you to place orders in accordance with the terms and conditions of the specific IDV.

A basic Indefinite Delivery Vehicle or Indefinite Quantity Vehicle is a contract/agreement that has been 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. The requirements of Part 17 of the FAR determine the type of IDV.

Use this column when entering the following type of document:

- FSS (Federal Supply Schedule) – GSA restricts creating this type of award to GSA and VA only.
- GWAC (Government Wide Acquisition Contract) – When creating a government wide vehicle for ordering IT services or supplies. Delegation of authority to award these types of basic IDVs is granted by OFPP. This format is restricted for use by civilian agencies as DOD uses the basic IDC screen to report these actions. Examples of GWACs include but are not limited to COMMITS, ITOP, 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 Subpart 8.4. Ordering offices may establish BPAs against a Federal Supply Schedule. 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.
- IDC (Indefinite Delivery Contract) – A terms and condition 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), IDIQ, IDDQ, and IDR. 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.

2.4 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) capability at the top of the screen, you can also perform these functions. To perform any of these functions, you must have a PIID. More information on Advanced Search can be found in Appendix A.

- **Correction** – To fix a mistake in the data collection system that does 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** – To hold the place number for the PIID so it **cannot** be re-used. 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.)
- **Modifications** – To report contractual modifications to an existing Award/IDV document. The base document must already be in final status in FPDS-NG.

2.5 SYSTEM ADMINISTRATION COLUMN

Your system administrator restricts these functions; contact your system administrator if you need assistance in this area.

2.5.1 USER ID AND PASSWORD

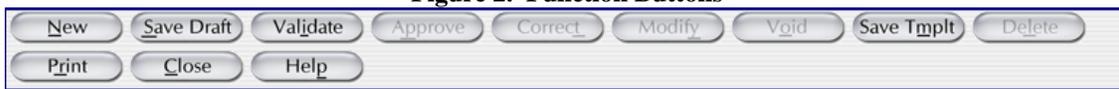
Only individuals who require functions not available with their contract writing system, such as individuals who generate FPDS-NG reports, or individuals deployed at a location without a contract writing system, or other specialty functions, would need a user ID and password.

2.6 REPORTS

There are standard and ad hoc reporting capabilities. See Appendix B for further description of this function. The system administrator assigns access to the reports and the reporting levels, commonly used functions, and describes the functions that are available for Advanced Search.

2.7 AWARDS/IDV FUNCTIONS

Figure 2. Function Buttons



- New** – Creates a new entry screen for either the Award or IDV section.
- Save Draft** – Saves the information in your document. Use this when you report data in the system, whether complete or in part.
- 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.
- Approve** – Allows you to approve the document. Use this when the document is error free. The record will be in final status and reported in FPDS-NG.
- 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 report is in final status.

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

Void – Allows you to void the document. The system will save the header information and the PIID cannot be re-used. You must have the appropriate privilege assigned by the system administrator to use this function. If the button is grayed out, see your system administrator for assistance. The void function applies to base records as well as modifications. 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.

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 an on-screen help system. A glossary is contained in the help. You can also access the help system after logging in to FPDS-NG (at <https://fpds.gov>). Click the Help button at the top right corner of the screen.

3 AWARDS

3.1 GENERAL INFORMATION

Figure 3. General Information Section

General Information	
Award Type:	Definitive Contract
Award Status:	NEW
Prepared By:	MDNEARY@GSA.GOV
Prepared Date:	09/22/2005 08:27:10
Last Modified By:	
Last Modified Date:	

This document uses the following codes to represent how information is entered into FPDS-NG:

- **[R]** – Fields requiring officer/buyer entry.
- **[A]** – Fields pre-populated by FPDS-NG or a contract writing system, if using the machine-to-machine process.
- **[C]** – Fields calculated by FPDS-NG

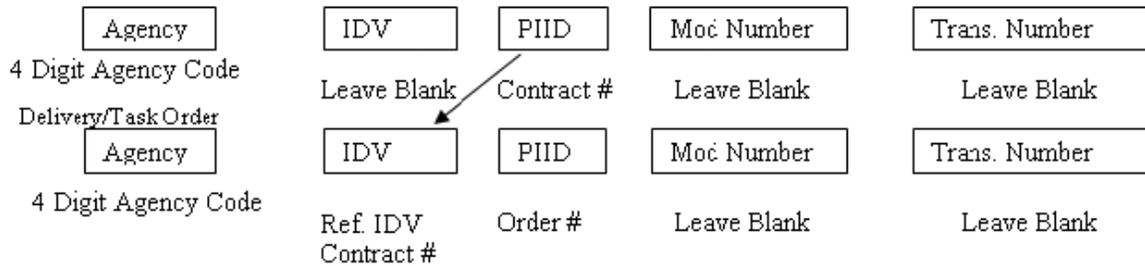
The system automatically generates all of the following information:

- Award Type
- Award Status
- Agency ID (All of DOD uses 9700)
- Prepared By
- Prepared Date
- Last Modified By
- Last Modified Date

3.1.1 PIID (PROCUREMENT INSTRUMENT IDENTIFIER) [R]

Enter the unique PIID that identifies your award. The PIID is the contract number or order number identifying the agreement between the government and the awardees. The PIID field is required for all actions. Please consult your agency requirements for the numbering scheme. FPDS-NG allows up to 50 characters for this field. For definitive contracts, purchase orders, or other awards for which there is no IDV, enter the Definitive Award Number. For orders against an IDV, enter the unique order number specific to the IDV. Each Agency must use its unique Agency Identifier. If the award record is a Delivery Order and the referenced IDV is for the agency only, or a BPA, the prefix validation will not be required, but the PIID must be unique in combination with the referenced IDV PIID (contract number).

PO/DCA/Basic IDV



Validation Rule 1A: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_08212005.doc#_Toc96502531

3.1.2 MODIFICATION NUMBER [R]

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 allows for 25 characters. Otherwise, leave blank.

Validation Rule 1B: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502533

3.1.3 TRANSACTION NUMBER [R]

This field is required for DOD when completing multiple reports on a single contract action. It is optional for other agencies. If your agency requires a transaction number, refer to your agency supplement.

Validation Rule 1D: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502535

3.1.4 REFERENCED IDV ID [R]

Enter the contract or agreement number of the IDV against which your order is placed. This field is mandatory for all delivery/task orders and BPA calls. FPDS-NG allows for up to 50 characters. For definitive contract actions, this field should be blank.

Validation Rule 1C: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502534

3.1.5 REASON FOR MODIFICATION [R]

When entering a modification you must select one of the following reasons for modifying the contract or order:

- Additional work (new agreement, FAR part 6 applies)
- Supplemental agreement for work within scope
- Funding only action
- Change order
- Termination for Default
- Termination for Convenience
- Exercise an option
- Definitize a contract action
- Novation Agreement
- Closeout
- Definitize change order
- Other administrative action

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.

3.1.6 SOLICITATION ID [R]

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

Validation Rule 1E: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502536

3.2 DATES AND AMOUNTS

3.2.1 DATE SIGNED [R]

This 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 which 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 Award/Signed Date.

Validation Rule 2A: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502536

3.2.2 EFFECTIVE DATE [R]

Date Period of Performance Commences. This is usually the same as the date signed but may be earlier or later under some circumstances. This date can be the same date as the Award/Signed Date. On modifications this is the date the modification is effective. Apply agency rules regarding effective date and date signed.

Validation Rule 2B: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502542

3.2.3 COMPLETION DATE [R]

This field is defined as the end of the base contract plus any exercised options.

Validation Rule 2C: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502543

3.2.4 ESTIMATED ULTIMATE COMPLETION DATE [R]

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. It is the same as the period of performance end date when there are no options. For delivery orders, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle.

This field is required for definitive contracts, delivery orders, modifications, and purchase orders exceeding \$25,000. This field is optional for purchase orders equal to or less than \$25,000.

Validation Rule 2D http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502544

3.2.5 ACTION OBLIGATION [R]

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.

Validation Rule 3C: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502549

3.2.6 BASE AND EXERCISED OPTIONS VALUE [R]

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

Validation Rule 3B: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502548

3.2.7 BASE AND ALL OPTIONS VALUE [R]

Enter the mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, this is the estimated value for all orders 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.

Validation Rule 3A http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502547

3.3 REPORTING DOLLAR AMOUNTS IN FPDS-NG

Check your agency policy for reporting zero dollar actions. 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.

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

In Figure 4, the user is reporting a purchase order for \$50,000 in FPDS-NG.

Figure 4. Adding a \$50,000 Purchase Order

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 7 will reflect the new total of \$55,000.

Figure 7. 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

3.3.3 EXAMPLE 3: NEW \$100,000 CONTRACT

This example shows a new contract for \$100,000 with four one-year options at \$125,000 each year. The initial award is a \$100,000 obligation. The Base and Exercised Options Value also shows \$100,000, while the **Base and All Options Value** shows the total of \$600,000.

General Information					
Award Type:	Purchase Order				
Award Status:	Final				
Prepared By:	MDNEARY@GSA.GOV	Award ID:*	4740	PIID	GS00P04CYD0052P0004CY0052
Prepared Date:	06/16/2005 15:34:39	Referenced IDV ID:		Mod No	0
Last Modified By:	MDNEARY@GSA.GOV	Reason For Modification:		Trans No	0
Last Modified Date:	06/16/2005 15:34:39	Solicitation ID:			
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		

Figure 8. \$100,000 Contract

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

3.3.4 EXAMPLE 4: EXISTING CONTRACT FOR \$200,000

Figure 9 shows an existing contract awarded for \$200,000 with Base and All Options totaling \$425,000.

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:*	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	Select One

Figure 9. Existing Contract for \$200,000

Figure 10 shows a new work modification for \$75,000 that also has a required completion date earlier than the base Ultimate Completion Date.

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
Date (mm/dd/yyyy):		Fee Paid for Use of IDV:	\$0.00		

Figure 10. Modification to Add \$75,000

When the document is saved, validated, and approved the final screen shown in Figure 11 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.

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

Figure 11. Validated and Approved for \$75,000

3.3.5 EXAMPLE 5: CREATING A MOD TO EXERCISE AN OPTION YEAR

Figure 12 shows an example of creating a Mod to Exercise an Option Year in the amount of \$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		

Figure 12. Option for \$150,000

When the document is saved, validated and approved, the final screen shown in Figure 13 will reflect the new total obligation and current value of \$425,000.

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	

Figure 13. Validated and Approved for \$150,000

Action Obligation	Input \$150,000.00
Base and Exercised Options Value	Input \$150,000.00
Base and all Options Value	Input \$0.00

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

Figure 14 shows a construction contract awarded for \$500,000.

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			

Figure 14. New Contract with \$500,000 in Obligations

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

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

Figure 15. Modification for \$225,000

After creating the modification for \$225,000 the user has validated and approved the modification in Figure 16.

Dates		Amounts		
Date Signed (mm/dd/yyyy):	07/18/2005		Current	Total
Effective Date (mm/dd/yyyy):	07/19/2005	Action Obligation:	\$225,000.00	\$725,000.00
Completion Date (mm/dd/yyyy):	07/14/2006	Base And Exercised Options Value:	\$225,000.00	\$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):	07/14/2008	Base And All Options Value:	\$225,000.00	\$725,000.00
		Fee Paid for Use of IDV:	\$0.00	

Figure 16. Validate and Approve for \$225,000

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 17.

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

Figure 17. Modification for an Additional \$25,000

After creating the modification for \$225,000 the user has validated and approved the modification in Figure 18.

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

Figure 18. Validated and Approved for \$25,000

3.3.7 EXAMPLE 7: MODIFICATION DEOBLIGATING \$5,000

Figure 19 shows a delivery order for \$50,000.

General Information					
Award Type:	Delivery/Task Order				
Award Status:	Draft				
Prepared By:	MDNEARY@GSA.GOV	Award ID: *	4735	PIID	GST0205DL6114
Prepared Date:	08/09/2005 13:38:20	Referenced IDV ID: *	4730	Mod No	0
Last Modified By:	MDNEARY@GSA.GOV	Reason For Modification:		Trans No	0
Last Modified Date:	08/09/2005 13:38:56	Solicitation ID:			
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 19. Delivery Order for \$50,000

Figure 20 shows the modification deobligating \$5,000.00.

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

Figure 20. Modification Deobligating \$5,000

Figure 21 shows the results of a \$5,000.00 deobligation in the delivery order amount.

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

Figure 21. Validated and Approved Deobligation for \$5,000

3.3.8 EXAMPLE 8: INCREMENTAL FUNDING

Figures 22 through 29 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 22 shows \$200,000 obligated at the time of award with the Base and All Options Value of \$500,000.

General Information				
Award Type:	Stand Alone Contract	Agy	PIID	Mod No
Award Status:	Final	Award ID:	4740 GS02P04BWC1010	0
Prepared By:	MDNEARY3	Referenced IDV ID:		
Prepared Date:	06/07/2004 09:44:14	Reason For Modification:		
Last Modified By:	MDNEARY3	Solicitation ID:		
Last Modified Date:	06/07/2004 09:57:45			
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 22. Incremental Funding

Figure 23 shows the first incremental obligation of \$100,000 after initial award obligation.

Dates		Amounts			
Date Signed (mm/dd/yyyy)	09/01/2005	Action Obligation:	Previous	Current	Total
Effective Date (mm/dd/yyyy)	09/01/2005	Base And Exercised Options Value:	\$200,000.00	\$100,000.00	\$300,000.00
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:	\$500,000.00	\$0.00	\$500,000.00
				\$0.00	

Figure 23. Incremental Funding for \$100,000

Dates		Amounts		
Date Signed (mm/dd/yyyy)	09/01/2005	Action Obligation:	Current	Total
Effective Date (mm/dd/yyyy)	09/01/2005	Base And Exercised Options Value:	\$100,000.00	\$300,000.00
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	\$500,000.00
			\$0.00	

Figure 24. Validated and Approved for \$100,000

Figure 25 shows the second obligation of \$100,000.

Dates		Amounts			
Date Signed (mm/dd/yyyy)	09/15/2005	Action Obligation:	Previous	Current	Total
Effective Date (mm/dd/yyyy)	09/15/2005	Base And Exercised Options Value:	\$300,000.00	\$100,000.00	\$400,000.00
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:	\$500,000.00	\$0.00	\$500,000.00
				\$0.00	

Figure 25. Incremental Funding of Mod #2

Figure 26 shows the final \$100,000 obligation against the contract.

General Information				
Award Type:	Stand Alone Contract	Agy	PIID	Mod No
Award Status:	Final	Award ID: *	4735 ... GS02T04DLC2020	PA03
Prepared By:	MDNEARY3	Referenced IDV ID:		...
Prepared Date:	06/07/2004 10:16:27	Reason For Modification: *	FUNDING ONLY ACTION	...
Last Modified By:	MDNEARY@GSA.GOV	Solicitation ID:		
Last Modified Date:	06/22/2004 09:01:13			
Dates		Amounts		
Date Signed (mm/dd/yyyy) *	06/05/2004	Action Obligation: *	Current	Total
Effective Date (mm/dd/yyyy) *	06/05/2004	Base And Exercised Options Value: *	\$100,000.00	\$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	

Figure 26. Final Obligation for \$100,000

3.3.9 FEE PAID FOR USE OF IDV [R]

The agency placing the order will enter the dollar value of the fee charged for this action. This is only required on delivery orders and BPA calls.

Figure 27. Fee Paid Screen

Fee Paid for Use of IDV:	\$0.00
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3.4 PURCHASER INFORMATION

3.4.1 CONTRACTING OFFICE AGENCY ID [A]

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.

Validation Rule 4A: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502551

3.4.2 CONTRACTING OFFICE AGENCY NAME [A]

FPDS-NG automatically populates this field based on the name associated with the Contracting Office Agency ID in FIPS 95.

3.4.3 CONTRACTING OFFICE ID [R]

Enter the FIPS 95 code that identifies your contracting office.

Validation Rule 4B: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502552

3.4.4 CONTRACTING OFFICE NAME [A]

FPDS-NG automatically populates this field based on the name associated with the Contracting Office ID in FIPS 95.

3.4.5 FUNDING AGENCY ID [R]

Enter the code from FIPS 95 that identifies the agency providing the preponderance of the obligated funds, if funding for this transaction was provided by another agency. Otherwise, leave blank.

Validation rule 4C: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502553

3.4.6 FUNDING AGENCY NAME [A]

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

3.4.7 FUNDING OFFICE ID [R]

Program/Funding Office – 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, then Program/Funding Office Code must have a value from the DODAAC. Otherwise, leave blank.

Validation Rule 4D: http://www.fpdnsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502554

3.4.8 FUNDING OFFICE NAME [A]

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

3.4.9 FUNDED BY FOREIGN ENTITY [R]

Check the box if a foreign government or international organization bears some of the cost of the acquisition (this includes Foreign Military Sales).

3.4.10 REASON FOR INTER-AGENCY CONTRACTING [R]

The reason for purchase must be a valid value from the [FPDS-NG data dictionary](#). If program/funding agency code is DOD and product/service code begins with 70, D3, H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070, then reason for purchase must not be blank. Otherwise, leave blank. When the contracting agency or the funding agency is DOD and this procurement is for computer hardware or services, select a value for the reason certified by the funding office.

Validation Rule 4E: http://www.fpdnsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502555

3.5 CONTRACTOR INFORMATION**3.5.1 CCR EXCEPTION [R]**

All vendors must have a DUNS number. All domestic vendors are required to register in the Central Contractor Registration (CCR) database except when one of the following exceptions applies. If a CCR Exception is selected for the award, choose one of the following from the drop down menu (http://205.130.237.11/far/current/html/Subpart%204_11.html):

- 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 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).

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 fields to the right of the vendor information. 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.

3.5.2 DUNS NUMBERS [R]

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 Numbers - The vendor obtains a DUNS through Dun and Bradstreet and enters it into CCR. Contracting officers may obtain DUNS numbers for a vendor but FPDS-NG requires the vendor to enter its information into CCR before a contract award is made.
- Generic DUNS -There is a small subset of Generic DUNS registered with Dun and Bradstreet and CCR which you may use under the specific circumstances for that generic DUNS, such as “GPC (Government Purchase Card) Small Business”. This allows individuals to process Express reports. When you use a generic DUNS, FPDS-NG will populate the vendor name and address related to that generic DUNS.

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

Validation Rule 9A: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502598

3.5.3 NAME [R]

FPDS-NG requires the vendor name on all transactions. Click the ellipsis button to the right of the name field. The Vendor Selection search screen will appear. The best way to find the Vendor is to enter the DUNS number; or, if the DUNS number is not known, enter the Vendor Name. Choose the correct vendor from the list and click .

FPDS-NG will populate the vendor information into the document. This information should match the information as shown in the CCR database. If it does not, verify that the correct DUNS number was chosen. There are additional fields on the vendor look up screen you can use to narrow your search, such as “Doing Business as Name”, “Country code”, “City”, “State”, and “Zip Code”. In the case of Delivery Orders and BPA Calls, FPDS-NG populates the contractor information from the Referenced IDV; you cannot change it. If your contract writing system populates this information for you, you will not be required to complete this section.

Validation Rule 9B: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502599

3.5.4 DBAN (DOING BUSINESS AS NAME) [A]

FPDS-NG automatically populates the information shown in the CCR database.

3.5.5 STREET [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

3.5.6 STREET2 [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

3.5.7 CITY [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

3.5.8 STATE [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

3.5.9 CONGRESSIONAL DISTRICT [A]

FPDS-NG automatically populates this field based on the Zip Code plus 4.

3.5.10 ZIP CODE [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

3.5.11 COUNTRY [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you must populate this field if it applies.

3.5.12 PHONE [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

3.5.13 FAX NO. [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

3.5.14 DUNS NO. [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies. It is required.

3.6 SOCIO ECONOMIC DATA [A]

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. 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 the On Line Reqs and Certs (ORCA) <http://www.bpn.gov/> to get the socio economic information needed for the vendor.

3.7 CONTRACT DATA**3.7.1 TYPE OF CONTRACT [R]**

Select from the drop-down list 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. The types include:

- Fixed Price Redetermination.
- Fixed Price Level of Effort.
- Fixed Price.
- Fixed Price with Economic Price Adjustment.
- Fixed Price Incentive.
- Fixed Price Award Fee.
- Cost Plus Award Fee.
- Cost No Fee.
- Cost Sharing.
- Cost Plus Fixed Fee.
- Cost Plus Incentive.

- Time and Materials.
- Labor Hour.
- Order Dependent – This applies to IDVs only. IDVs allow pricing arrangements to be determined separately for each order.
- Combination – This applies to awards only; it applies to awards where two or more of the above apply. DOD does not use this type of vehicle.
- Other – This applies to awards only when none of the above is applicable.

Validation Rule 6A: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502572

3.7.2 MULTI YEAR CONTRACT [R]

Check the box if this transaction is a multi-year contract. These are contracts issued under specific Congressional multi-year authority for specific programs. The key distinguishing difference from multiple 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)

Validation Rule 6C: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502574

3.7.3 MAJOR PROGRAM [R]

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).

3.7.4 NATIONAL INTEREST ACTION [R]

This field identifies the awards made in response to national interest actions. The actions included in this list are determined by statute or executive order. Select the appropriate national emergency entry from the drop down menu for awards made for the direct assistance or support of victims:

- Hurricane Katrina
- Hurricane Ophelia
- Hurricane Rita
- Hurricane Wilma
- None

Figure 27. National Interest Action Field

The screenshot shows a web form titled "Contract Data" with several fields. The "National Interest Action" field is highlighted with a mouse cursor and contains a dropdown menu with "Select One" as the current selection. Other fields include "Type of Contract" (dropdown), "Multi Year Contract" (checkbox), "Major Program" (text input), "Cost Or Pricing Data" (dropdown), "Purchase Card Used As Payment Method" (checkbox), "Letter Contract" (checkbox), "Performance Based Service Acquisition" (checkbox), "Contingency Humanitarian Peacekeeping Operation" (dropdown), "Contract Financing" (dropdown), "Cost Accounting Standards Clause" (checkbox), "Number Of Actions" (text input with value "1"), and "Consolidated Contract" (checkbox). Small text below the "Performance Based Service Acquisition" field reads: "* FY 2004 and prior; 80% or more specified as performance requirement" and "* FY 2005 and later; 50% or more specified as performance requirement".

3.7.5 COST OR PRICING DATA [R]

This is mandatory for DOD, and optional for civilian agencies. Select from the drop-down list the code that indicates whether cost or pricing data was obtained and certified, not obtained or waived. (DFAR 253.204-70(c)(4)(xi)). Selections are as follows:

- No
- Not obtained – waived
- Yes

3.7.6 PURCHASE CARD AS PAYMENT METHOD [R]

Check the box 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.

3.7.7 LETTER CONTRACT [R]

Check the box if the award is a Letter Contract. Otherwise, leave blank.

3.7.8 PERFORMANCE BASED SERVICE ACQUISITION [R]

The PBSA process:

- Describes the requirements in terms of results required rather than the methods of performance of the work.
- Uses measurable performance standards (such as, terms of quality, timeliness, and quantity) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a)).
- Specifies procedures for reductions of fee, or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see FAR 46.407).
- Includes performance incentives where appropriate. For FPDS reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements.
 - Check the box if the contract is a PBSA as defined by FAR 37.601 and OFPP memo “Increasing use of PBSA, September 7, 2004.” Otherwise, leave blank.
 - 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.

Validation Rule 6F: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502577

3.7.9 CONTINGENCY HUMANITARIAN PEACEKEEPING OPERATION [R]

Select an option from the drop-down menu. 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.

- Contingency operation as defined in 10 U.S.C. 101(a) (13).
- Humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8).

Validation Rule 6H: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502709

3.7.10 CONTRACT FINANCING [R]

This is mandatory for DOD, and optional for civilian agencies. Select the appropriate option from the drop-down menu. This field indicates the type of financing used to affect payment (progress payments, advance payments, etc.). Otherwise, leave blank.

- Progress Payments – FAR 52.232-16
- Percentage of Completion Progress Payments
- Unusual Progress Payments or Advance Payments
- Commercial Financing
- Not Applicable

3.7.11 COST ACCOUNTING STANDARDS [R]

Mandatory for DOD, optional for civilian agencies. This field indicates whether the contract includes a Cost Accounting Standards clause. Check the box if the contract includes the Cost Accounting Standards clause. Otherwise, leave blank.

3.7.12 NUMBER OF ACTIONS [R]

Enter the number of actions. This is an optional field indicating the number input by the user identifying 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.

3.7.13 CONSOLIDATED CONTRACT [R]

Select the box if the funding agency or contracting agency is DOD and the contract is for a consolidated requirement. Otherwise, leave blank. Do not check if Bundled Contract is checked. (DFARS link)

3.8 LEGISLATIVE MANDATES

3.8.1 CLINGER COHEN ACT [R]

Check this box 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 answer is yes, check the box. If the answer is no, leave the box blank.

Validation Rule 7A: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502583

SERVICE CONTRACT ACT [R]

Check the box 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, leave the box blank. (FAR 22.10)

Validation Rule 7C: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502585

WALSH HEALEY ACT [R]

Check the box if the award is subject to the Walsh Healey Act and the Walsh Healy Act clause is included in the award. Otherwise, leave blank. (FAR 22.6)

Validation Rule 7B: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502584

DAVIS BACON ACT [R]

Check the box 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. Otherwise, leave blank. (FAR 22.403-1)

Validation Rule 7D: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502586

3.9 PRINCIPAL PLACE OF PERFORMANCE

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, enter the principal place of performance (where most of the dollars are spent).

3.9.1 PRINCIPAL PLACE OF PERFORMANCE CODE [R]

Click the ellipses button  and a search screen will appear. Type the City and State and choose the appropriate city and state combination from the list. The codes in the FPDS-NG table are a combination of the FIPS Pub 10 and FIPS Pub 55. (This field provides information in support of foreign acquisition issues, Small Business Act, and Congressional Interest issues, etc.)

Validation Rule 9C: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502600

3.9.2 PRINCIPAL PLACE OF PERFORMANCE NAME [A]

FPDS-NG auto-populates this field based on the choice made in the previous field.

3.9.3 CONGRESSIONAL DISTRICT PLACE OF PERFORMANCE [A]

FPDS-NG auto-populates this field based on the information provided in the Place of Performance Zip Code (+4) below.

3.9.4 CONGRESSIONAL DISTRICT CONTRACTOR [A]

FPDS-NG auto-populates this field based on the vendor address pulled from CCR.

3.9.5 PLACE OF PERFORMANCE ZIP CODE (+4) [R]

Complete this field as it is required on all awards. 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. You must complete this field in order for FPDS-NG to generate the Congressional District for the Place of Performance.

Validation Rule 9K: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502603

3.10 PRODUCT OR SERVICE INFORMATION

3.10.1 PRODUCT OR SERVICE CODE [R]

Enter the Product or Service Code or use the ellipses button on the screen to find the appropriate Product or Service Code. Report the four-character code from the FPDS Product and Service Codes Manual identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action.

- **For research and development** – Report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter “A”. Do not report as R&D acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from R&D, in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual (even though R&D appropriations are used). Do not use R&D codes for orders under federal schedule contracts.
- **For services other than research and development** – Report the appropriate code from Section I, Part B, of the FPDS Product and Service Codes Manual. These codes begin with a letter other than “A”.
- **For supplies and equipment** – Report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.

- **For construction** – Report the code from Section I, Part C of the FPDS Product and Service Codes Manual. Construction begins with “Y” or “Z”, with a NAICS beginning with “23” and labor statutes should either be “Davis Bacon Act” or “Service Contract Act” when place of performance is U.S. Architect and Engineering begins with “C”.

3.10.2 PRINCIPAL NAICS CODE [R]

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.

3.10.3 BUNDLED REQUIREMENTS [R]

Complete this field when the value of the contract, including all options, is expected to exceed \$5M. In addition, the contracting officer determines if this 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 4.6, FAR 2.101). For DOD, bundling is a subset of consolidated contract. From the drop-down menu select the appropriate option listed below:

- **Mission Critical** – If the agency has determined that the bundling of requirements is critical to the agency's mission. See FAR 7.107.
- **OMB Circular A-76** – If the agency used the OMB Circular A-76 process to determine that bundling of requirements is necessary and justified, rather than applying the substantial benefits analysis required by FAR 7.107.
- **Other** – When the requirement is “bundled” and if neither of the above two options (“Mission Critical” or “OMB Circular A-76”) apply.
- **Not a bundled requirement** – When the award is not a bundled action or the total contract value is less than \$5M. For DOD only: Do not select if Consolidated Contract is checked.

3.10.4 SYSTEM EQUIPMENT CODE [R]

Enter this field only if DOD. 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.

3.10.5 COUNTRY OF PRODUCT ORIGIN [R]

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 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.

Validation Rules 9E: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502601

3.10.6 PLACE OF MANUFACTURE [R]

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).

- **Manufactured outside United States** – If the action is for (1) a product manufactured totally outside the United States, or (2) a foreign end product that is manufactured in the United States but is still determined to be foreign because 50 percent or more of the cost of its components are not mined, produced, or manufactured inside the United States or inside qualifying countries.

- **Manufactured in United States** – If the action is for (1) a product manufactured totally in the United States, or (2) a foreign end product that is manufactured in the United States but is determined to be domestic because 50 percent or more of the cost of its components are mined, produced, or manufactured inside the United States or inside qualifying countries.
- **Not Applicable** – If place of manufacture does not apply such as Services or Construction.

Validation Rule 9H: http://www.fpdng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502602

3.10.7 USE OF RECOVERED MATERIALS [R]

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 menu lists the following options:

- **FAR 52.223-4 Included** – If the solicitation included the provision at FAR 52.223-4, Recovered Material Certification.
- **FAR 52.223-4 and FAR 52.223-9 Included** – If 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.

3.10.8 INFORMATION TECHNOLOGY COMMERCIAL ITEM CATEGORY [R]

Mandatory if Funding Agency is DOD and Product and Service Code begins with “17”, “21”, “57”, “96CE”, or “97” and Product/Service Code begins with “70”, “D3”, “H170”, “H270”, “H370”, “H970”, “J070”, “K070”, “L070”, “N070”, “U012”, or “W070”. This is a code that designates the commercial availability of an information technology product or service. The drop-down menu lists the following:

- **Commercially Available** – 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.
- **Other Commercial Item** – 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.
- **Non-developmental Item** – 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).
- **Non-Commercial Item** – If the item does not meet the definitions of commercial item or non-developmental item in FAR 2.101.
- **Commercial Service** – If the item meets the definitions of commercial service in FAR (services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for the specific service performed).
- **Non-Commercial Service** – All other services.
- **Blank** – Not IT Products or Services or not DOD funded.

Validation Rule 8H: http://www.fpdng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502592

3.10.9 CLAIMANT PROGRAM CODE [R]

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.

Validation Rule 8F: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502719

3.10.10 SEA TRANSPORTATION [R]

(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.

Validation Rule 8M: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502720

3.10.11 GFE/GFP PROVIDED UNDER THIS ACTION [R]

Check the box if the contractor authorizes the use of Government Furnished Equipment (GFE) or Government Furnished Property (GFP), pursuant to FAR 45. Otherwise, leave blank.

Validation Rule 8J: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502593

3.10.12 USE OF EPA DESIGNATED PRODUCTS [R]

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). 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. The drop down lists the following options:

- **Meets Requirements** – The contracting officer purchased the EPA designated product or products and all contained the required minimum recovered material content.
- **Justification - Performance** – EPA designated product or products were purchased without the required minimum recovered material content and a justification was completed based on the inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)).
- **Justification - Price** – EPA designated product or products were purchased without the required minimum recovered material content and a justification was completed based on the inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).

- **Justification - Time** – The required minimum recovered material content and a justification was completed based on the inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)).
- **Not Required** – No EPA designated product(s) were required.

Validation Rule 8K: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502594

3.10.13 DESCRIPTION OF REQUIREMENT [R]

Enter a brief meaningful description of the end item or service being procured. The description should directly relate to the PSC or NAICS code and also provide more details (max 4000 characters).

NOTE: Longer descriptions increase the time and complexity of generating printouts and/or reports.

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.

3.11 COMPETITION INFORMATION

3.11.1 EXTENT COMPETED [R]

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

- **A Full and Open Competition** – 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 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).
- **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 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 therein. This option is available only on Delivery Orders.
- **Non-Competitive Delivery Order** – Competitive procedures are not used in awarding the delivery order for a reason not included above (when the action was non-competitive). This option is available only on Delivery Orders.

Validation Rule 10A: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502605

3.11.2 SOLICITATION PROCEDURES [R]

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).
- **None** – No solicitation procedure used. Report this code if no solicitation was used in this action.

Validation Rule 10M: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502614

3.11.3 TYPE SET ASIDE [R]

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.
- **Very Small Business Set Aside** – 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.
- **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** – If 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 \$2500.01 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 is given to the 8(a) concern that was also a HUBZone small business concern, see FAR 19.800(d).

Validation Rule 10N: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502615

3.11.4 EVALUATED PREFERENCE [R]

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: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502616

3.11.5 RESEARCH [R]

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: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502617

3.11.6 STATUTORY EXCEPTIONS TO FAIR OPPORTUNITY [R]

This field is used to determine the extent of competition under a multiple award IDIQ contract in accordance with the Fair Opportunity Act. Report a code from the drop down menu when awarding a non-competitive task order or delivery order exceeding \$2500.00 against an IDIQ contract.

- **Urgency** – The action was justified pursuant to FAR 16.505 (B)(2)(i).
- **Only One Source - Other** – The action was justified pursuant to FAR 16.505(B)(2)(ii).
- **Follow-on Delivery Order Following Competitive Initial Order Economy and Efficiency** – The action was justified pursuant to FAR 16.505 (B)(2)(iii).
- **Minimum Guarantee** – It was necessary to place an order to satisfy the minimum amount guaranteed to the contractor, see FAR 16.505(b)(2)(iv).

Validation Rule 10R: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502618

3.11.7 REASON NOT COMPETED [R]

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 or not available for competition. For DOD, NASA, and the Coast Guard some types of actions may be competitive (*).

- **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: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502607

3.11.8 NUMBER OF OFFERS RECEIVED [R]

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.

Validation Rule 10D: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502608

3.11.9 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM [A]

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

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

3.11.10 COMMERCIAL ITEM TEST PROGRAM [A]

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 \$5,000,000.

- **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 \$5,000,000.
- **No** – This is the value defaulted in FPDS-NG if the box is not selected.

3.11.11 COMMERCIAL ITEM ACQUISITION PROCEDURES [R]

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.

Report the code from the drop down menu 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.

- **Yes** – If the procedures in FAR Part 12 were used in conjunction with FAR Part 13, FAR Part 14, or FAR Part 15.
- **No** – This is the value defaulted in FPDS-NG if the box is not selected.

Validation Rule 10H: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502612

3.11.12 PRE AWARD FBO SYNOPSIS [R]

This is a code that indicates whether the contracting officer followed the synopsis requirements of FAR 5.2. Check the box if the award was synopsisized in accordance with FAR 5.2. Otherwise, leave this box blank.

Validation Rule 10E: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502609

3.11.13 SBA/OFPP SYNOPSIS WAIVER PILOT [R]

Check the box if the award is not synopsisized under the SBA/OFPP Waiver Pilot Program. The agency is participating in the SBA/OFPP Pilot Program that allows for the waiver of the synopsis requirement in FAR 5.2 when agencies acquire services with an anticipated value between \$25,000 and \$100,000 using small business set-asides. If the acquisition is subject to the Small Business Competitive Demonstration Test Program, then this code cannot be used. Otherwise, leave this box blank.

Validation Rule 10F: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502610

3.11.14 ALTERNATIVE ADVERTISING [R]

Check the box if the contracting officer used methods to advertise the requirement other than the advertising that is required by FAR 5.201 (currently, by using FedBizOpps). Otherwise, leave this box blank.

Validation Rule 10G: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502611

3.11.15 A-76 (FAIR ACT) ACTION [R]

Check the box if the contract action resulted from an A-76/Fair Act competitive sourcing process. Otherwise, leave this box blank.

Validation Rule 10L: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502613

3.12 PREFERENCE PROGRAMS/OTHER DATA

3.12.1 CONTRACTING OFFICER'S DETERMINATION OF BUSINESS SIZE [R]

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 awardee is a small business for this procurement.
- **Other Than Small Business** – If awardee 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 or not eligible for the Small Business Program.

3.12.2 LARGE BUSINESS [A]

If Other than Small Business is chosen, FPDS-NG auto-populates this field if CCR indicates that the company is a business. This determination is made if CCR designates that the company is a corporation, non-tax exempt, a sole-proprietorship, or partnership. (FAR 19.102 (b)(3))

3.12.3 SUBCONTRACT PLAN [R]

Select from the drop-down menu the code for the subcontracting plan requirement (see FAR 19.702). This field is used to provide subcontracting information to eSRS. Failure to complete this field accurately impacts other systems.

- **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)).

Validation Rule 11B: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502621

3.12.4 PRICE EVALUATION PERCENT DIFFERENCE [R]

Enter percentage. This is 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. Report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-SDB or non-HUBZone business. 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).

Validation Rule 11C: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502622

3.12.5 REASON NOT AWARDED TO SMALL DISADVANTAGED BUSINESS [R]

If the contract was not awarded to a Small Disadvantaged Business (SDB), select the appropriate reason from the drop-down menu.

- **No Known SDB Source** – There was no known Small Disadvantaged Business source, so it was not awarded to an SDB.
- **Other Reason** – A SDB did not receive the award for any other reason.
- **SDB Not Solicited** - There was a known SDB source, but it was not solicited.
- **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.
- **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.

Validation Rule 11D: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502623

3.12.6 REASON NOT AWARDED TO SMALL BUSINESS [R]

If the Contracting Officer's Determination of Business Size is Other Than Small Business, select the code from the drop down menu that best explains why the contracting officer did not select a small business.

- **No Known SB Source** – There was no known Small Business source.
- **Other Reason** – A small business did not receive the award for any other reason.
- **SB Not Solicited** – There was a known small business source, but it was not solicited.
- **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.
- **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.

Validation Rule 11E: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502624

4 INDEFINITE DELIVERY VEHICLES

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 17 defines the types of IDVs.

Figure 28. General Information for IDV

General Information	
IDV Type:	FSS
IDV Status:	NEW
Prepared By:	MDNEARY@GSA.GOV
Prepared Date:	08/17/2005 10:29:02
Last Modified By:	
Last Modified Date:	

FPDS-NG automatically generates the following information:

- IDV Type
- IDV Status
- Agency ID (All of DOD Uses 9700)
- Prepared By
- Prepared Date
- Last Modified By
- Last Modified Date

4.1.1 IDV TYPE [A]

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, 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 (IDDO), and Indefinite Delivery Requirement (IDR). All DOD basic ordering vehicles shall use the Other IDC format.

Validation Rule 12A: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502626

4.1.2 PIID (PROCUREMENT INSTRUMENT IDENTIFIER) [R]

Enter the unique PIID that identifies your award. The PIID is the contract number or order number identifying the agreement between the government and the awardees. The PIID field is required for all actions. Please consult your agency requirements for the numbering scheme. FPDS-NG allows up to 50 characters for this field. For definitive contracts, purchase orders, or other awards for which there is no IDV, enter the Definitive Award Number. For orders against an IDV, enter the unique order number specific to the IDV. Each agency must use its unique Agency Identifier. If the award record is a Delivery Order and the referenced IDV is for the agency only or a BPA, the prefix validation will not be required, but the PIID must be unique in combination with the referenced IDV PIID (contract number).

4.1.3 MODIFICATION NUMBER [R]

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 25 characters.

4.1.4 TRANSACTION NUMBER [R]

This field is required for DOD when completing multiple reports on a single contract action. It is optional for other agencies. If your agency requires a transaction number, refer to your agency supplement.

4.1.5 REFERENCED IDV ID [R]

Enter the contract or agreement number of the IDV against which your order is placed. This field is mandatory for all delivery/task orders and BPA calls. FPDS-NG allows up to 50 characters. For definitive contract actions, this field should be blank.

4.1.6 REASON FOR MODIFICATION [R]

When entering a modification you must select one of the following reasons for modifying the contract or order:

- Additional work (new agreement, FAR Part 6 applies)
- Supplemental agreement for work within scope
- Funding only action
- Change order
- Termination for Default
- Termination for Convenience
- Exercise an option
- Definitize a contract action
- Novation Agreement
- Closeout
- Definitize change order
- Other administrative action

NOTE: When a modification changes any vendor information, such as, name and/or address, you must select Novation Agreement. Otherwise, the system will not allow changes to the vendor information on a modification.

4.1.7 SOLICITATION ID [R]

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

4.2 DATES [R]

Date Signed will be changed to the **Award/Signed Date**. This is when a mutually Binding Agreement is reached.

- For funded actions, the award date is the date the funds were obligated.
- For awards which 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 reports unless otherwise stated in the report criteria will be programmed to use the Award/Signed Date.

- Effective Date will be changed to **Period of Performance Start Date**. This date can be the same date as the Award/Signed Date.
- Completion Date will be changed to **Period of Performance End Date**. This field is defined as the end of the base contract plus any exercised options.
- Estimated Ultimate Completion Date will be changed to **Ultimate Period of Performance End Date (UPOP)**. This date is the ultimate date when:

- Same as period of performance without options.
- For awards with operation periods the end of the total (for all Options) performance period.
- Mod if within the Ultimate Period of Performance the Ultimate Period of Performance will remain, if Mod extends the UPOP you will put in the new date associated with the modification.

4.3 AMOUNTS [R]

4.3.1 ACTION OBLIGATION [R]

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.

4.3.2 BASE AND ALL OPTIONS VALUE [R]

Enter the mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, this is the estimated value for all orders 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.

4.3.3 CONTRACTING OFFICE AGENCY ID [A]

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.

4.3.4 CONTRACTING OFFICE AGENCY NAME [A]

FPDS-NG automatically populates this field based on the name associated with the Contracting Office Agency ID in FIPS 95.

4.3.5 CONTRACTING OFFICE ID [R]

Enter the FIPS 95 code that identifies your contracting office.

4.3.6 CONTRACTING OFFICE NAME [A]

FPDS-NG automatically populates this field based on the name associated with the Contracting Office ID in FIPS 95.

4.4 CONTRACTOR INFORMATION

4.4.1 CCR EXCEPTION [R]

All vendors must have a DUNS number. All domestic vendors are required to register in the Central Contractor Registration (CCR) database except when one of the following 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 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, 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 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).

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 fields to the right of the vendor information. 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.

4.4.2 DUNS NUMBERS [R]

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 Numbers - The vendor obtains a DUNS from Dun and Bradstreet, and enters it into CCR.
- Generic DUNS - There is a small subset of Generic DUNS registered with Dun and Bradstreet and CCR which you may use under the specific circumstances for that generic DUNS, such as “GPC (Government Purchase Card) Small Business”. This allows individuals to process Express reports. When you use a generic DUNS, FPDS-NG will populate the vendor name and address related to that generic DUNS, just like the vendor name and address is populated related to what is in CCR.

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

4.4.3 NAME [R]

FPDS-NG requires the vendor name on all transactions. Click the ellipsis button to the right of the name field. The Vendor Selection search screen will appear. The best way to find the Vendor is to enter the DUNS number, or, if the DUNS number is not known, enter the Vendor Name. Choose the correct vendor from the list and click “Select”. FPDS-NG will populate the vendor information into the document. This information should match the information as shown in the CCR database. If it does not, verify that the correct DUNS number was chosen.

There are additional fields on the vendor look up screen you can use to narrow your search, such as “Doing Business as Name”, “Country code”, “City”, “State”, and “Zip Code”. In the case of Delivery Orders and BPA Calls, FPDS-NG populates the contractor information from the Referenced IDV; you cannot change it. If your contract writing system populates this information for you, you will not be required to complete this section.

4.4.4 DBAN (DOING BUSINESS AS NAME) [A]

FPDS-NG automatically populates the information shown in the CCR database.

4.4.5 STREET [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

4.4.6 STREET2 [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

4.4.7 CITY [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

4.4.8 STATE [A]

FPDS-NG automatically populates the information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

4.4.9 CONGRESSIONAL DISTRICT [A]

FPDS-NG automatically populates this field based on the Zip Code plus 4.

4.4.10 ZIP CODE [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

4.4.11 COUNTRY [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you must populate this field if it applies.

4.4.12 PHONE [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

4.4.13 FAX NO. [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies.

4.4.14 DUNS NO [A]

FPDS-NG automatically populates this information shown in the CCR database. If you use a CCR Exception, you may populate this field if it applies. It is required.

4.5 SOCIO ECONOMIC DATA

Check the appropriate fields if you use a CCR Exception. 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. The only time FPDS-NG opens these fields for the user to complete is when using a CCR Exception, as explained above. Use the On Line Reps and Certs (ORCA) <http://www.bpn.gov/> to get the socio economic information needed for the vendor.

4.6 CONTRACT DATA**4.6.1 TYPE OF CONTRACT [R]**

Select from the drop-down menu the type of contract from FAR Part 16 that applies to this procurement. If award has more than one contract type, identify the type with greater contract value, or, for agencies that report multiple actions, follow agency instructions. The types include:

- Fixed Price Redetermination.
- Fixed Price Level of Effort.
- Fixed Price.
- Fixed Price with Economic Price Adjustment.
- Fixed Price Incentive.
- Fixed Price Award Fee.
- Cost Plus Award Fee.
- Cost No Fee.
- Cost Sharing.
- Cost Plus Fixed Fee.
- Cost Plus Incentive.
- Time and Materials.

- Labor Hour.
- Order Dependent – This applies to IDVs only. IDVs allow pricing arrangements to be determined separately for each order.
- Combination – This applies to awards only; it applies to awards where two or more of the above apply.
- Other – This applies to awards only when none of the above is applicable.

4.6.2 MAJOR PROGRAM [R]

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: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502578

4.6.3 NATIONAL INTEREST ACTION [R]

This field identifies the awards made in response to national interest actions. Select the appropriate entry from the drop down menu.

- Hurricane Katrina
- Hurricane Ophelia
- Hurricane Rita
- Hurricane Wilma
- None

4.6.4 TYPE OF IDC [R]

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 from the following options:

- Indefinite Delivery/Requirements
- Indefinite Delivery/Indefinite Quantity
- Indefinite Delivery/Definite Quantity

Validation Rule 6D: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502575

4.6.5 MULTIPLE OR SINGLE AWARD IDC [R]

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.

- **Multiple Award** – The contract is one of several awarded under a single solicitation for which contracting officers are required to compete their requirements among several vendors.
- **Single Award** – The contract does not meet the definition of a multiple award contract.

Validation Rule 6E: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502576

4.6.6 PROGRAM ACRONYM [R]

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

4.6.7 COST OR PRICING DATA [R]

Select from the drop-down menu only if it is a DOD transaction. Select whether cost or pricing data was not obtained (No), not obtained/waived, or obtained (Yes). Selections include:

- No
- Not obtained – waived
- Yes

Validation Rule 6J: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502710

4.6.8 COST ACCOUNTING STANDARDS CLAUSE [R]

Mandatory for DOD, optional for civilian agencies. This field indicates whether the contract includes a Cost Accounting Standards clause. Check the box if the contract includes the Cost Accounting Standards clause. Otherwise, leave blank.

Validation Rule 6L: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502712

4.6.9 CONSOLIDATED CONTRACT [R]

Check the box if the funding agency or contracting agency is DOD, and the contract is for a consolidated requirement. Otherwise, leave blank.

4.7 LEGISLATIVE MANDATES**4.7.1 SERVICE CONTRACT ACT [R]**

Check the box if the award is subject to the Service Contract Act. Otherwise, leave blank. (FAR 22.10)

Validation Rule 7C: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502585

4.7.2 WALSH HEALEY ACT [R]

Check the box if the award is subject to the Walsh Healey Act. Otherwise, leave blank. (FAR 22.6)

Validation Rule 7B: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502584

4.7.3 DAVIS BACON ACT [R]

Check the box if the award is subject to the Davis Bacon Act. Otherwise, leave blank. (FAR 22.403-1).

Validation Rule 7D: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502586

4.7.4 ECONOMY ACT [R]

Check the box if the Economy Act (FAR 17.5) applies. Otherwise, leave blank.

Validation Rule 7E: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502587

4.7.5 OTHER STATUTORY AUTHORITY [R]

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: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502588

4.8 CONTRACT MARKETING DATA

4.8.1 WEBSITE URL [R]

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.

Validation Rule 5A: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502563

4.8.2 WHO CAN USE [R]

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: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502564

4.8.3 FIPS 95 CODES/OTHER TEXT [R]

If you select “Codes” or “other” under “Who Can Use,” enter the FIPS 95 codes for agencies that can use this contracting vehicle. <http://csrc.nist.gov/publications/nistpubs/800-87/sp800-87-Final.pdf>
For example: 4730, 9700, 8000...

4.8.4 EMAIL CONTACT [R]

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

4.8.5 MAXIMUM ORDER LIMIT [R]

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: http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502565

4.8.6 FEE FOR USE OF SERVICE [R]

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

Validation Rule 5D: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502566

- **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: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502567

- **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: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502568

- **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: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502569

- **Varies by Other Factor**
- **No Fee**

4.8.7 ORDERING PROCEDURE [R]

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: http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES_121005.doc#_Toc96502570

4.9 PRODUCT OR SERVICE INFORMATION

4.9.1 PRODUCT OR SERVICE CODE [R]

Enter the Product or Service Code or use the ellipses button on the screen to find the appropriate Product or Service Code. Report the four-character code from the FPDS Product and Service Codes Manual identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action.

- **For research and development** – Report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter "A". Do not report as R&D acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from R&D, in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual (even though R&D appropriations are used). Do not use R&D codes for orders under federal schedule contracts.
- **For services other than research and development** – Report the appropriate code from Section I, Part B, of the FPDS Product and Service Codes Manual. These codes begin with a letter other than "A".

- **For supplies and equipment** – Report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.
- **For construction** – Report the code from Section I, Part C of the FPDS Product and Service Codes Manual. Construction begins with “Y” or “Z”, with a NAICS beginning with “23” and labor statutes should either be “Davis Bacon Act” or “Service Contract Act” when place of performance is U.S. Architect and Engineering begins with “C”.

4.9.2 PRINCIPAL NAICS CODE [R]

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.

4.9.3 CLAIMANT PROGRAM CODE [R]

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.

4.9.4 BUNDLED REQUIREMENTS [R]

This designates when the value of the contract, including all options, is expected to exceed \$5M. In addition, the contracting officer determines if this 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 4.6, FAR 2.101). For DOD, bundling is a subset of consolidated contract. From the drop-down menu select the appropriate option listed below:

- **Mission Critical** – The agency has determined that the bundling of requirements is critical to the agency's mission. See FAR 7.107.
- **OMB Circular A-76** – The agency used the OMB Circular A-76 process to determine that bundling of requirements is necessary and justified, rather than applying the substantial benefits analysis required by FAR 7.107.
- **Other** – The requirement is "bundled" and if neither of the above two options (“Mission Critical” or “OMB Circular A-76”) apply.
- **Not a bundled requirement** – The award is not a bundled action or the total contract value is less than \$5M.

4.9.5 GFE/GFP PROVIDED UNDER THIS ACTION [R]

Check the box if the contractor authorizes the use of Government Furnished Equipment (GFE) or Government Furnished Property (GFP), pursuant to FAR 45. Otherwise, leave blank.

4.9.6 USE OF RECOVERED MATERIALS [R]

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.

4.9.7 SEA TRANSPORTATION [R]

(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.

4.9.8 DESCRIPTION OF REQUIREMENT [R]

Enter a brief meaningful description of the end item or service being procured. 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.

4.10 COMPETITION INFORMATION

4.10.1 EXTENT COMPETED FOR REFERENCED IDV [A]

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

4.10.2 EXTENT COMPETED [R]

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).
- **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. FAR 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 therein. This option is available only on Delivery Orders.

Non-Competitive Delivery Order – Competitive procedures are not used in awarding the delivery order for a reason not included above (when the action was non-competitive). This option is available only on Delivery Orders.

4.10.3 SOLICITATION PROCEDURES [R]

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.

4.10.4 TYPE SET ASIDE [R]

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).

4.10.5 EVALUATED PREFERENCE [R]

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.

4.10.6 RESEARCH [R]

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.

4.10.7 STATUTORY EXCEPTIONS TO FAIR OPPORTUNITY [R]

This field is used to determine the extent of competition under a multiple award IDIQ contract in accordance with the Fair Opportunity Act. Report a code from the drop down menu when awarding a non-competitive task order or delivery order exceeding \$2500.00 against an IDIQ contract.

- **Urgency** – The action was justified pursuant to FAR 16.505 (B)(2)(i).
- **Only One Source - Other** – The action was justified pursuant to FAR 16.505(B)(2)(ii).
- **Follow-on Delivery Order Following Competitive Initial Order Economy and Efficiency** – The action was justified pursuant to FAR 16.505 (B)(2)(iii).
- **Minimum Guarantee** – It was necessary to place an order to satisfy the minimum amount guaranteed to the contractor, see FAR 16.505(b)(2)(iv).

4.10.8 REASON NOT COMPETED [R]

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).

4.10.9 NUMBER OF OFFERS RECEIVED [R]

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.

4.10.10 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM [A]

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

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

4.10.11 COMMERCIAL ITEM TEST PROGRAM [A]

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 \$5,000,000.

- **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 \$5,000,000.
- **No** – This is the value defaulted in FPDS-NG if the box is not selected.

4.10.12 COMMERCIAL ITEM ACQUISITION PROCEDURES [R]

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.

Report the code from the drop down menu 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.

- **Yes** – The procedures in FAR Part 12 were used in conjunction with FAR Part 13, FAR Part 14, or FAR Part 15.
- **No** – This is the value defaulted in FPDS-NG if the box is not selected.

4.11 PREFERENCE PROGRAMS/OTHER DATA

4.11.1 CONTRACTING OFFICER'S DETERMINATION OF BUSINESS SIZE [R]

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 awardee is a small business for this procurement.
- **Other Than Small Business** – If awardee 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 or not eligible for the Small Business Program.

4.11.2 LARGE BUSINESS [A]

If Other than Small Business is chosen, FPDS-NG auto-populates this field if CCR indicates that the company is a business. This determination is made if CCR designates that the company is a corporation, non-tax exempt, a sole-proprietorship, or partnership. (FAR 19.102 (b)(3))

4.11.3 SUBCONTRACT PLAN [R]

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)).

5 TRANSACTIONS/MODIFICATIONS

The Transactions/Modifications function is designed to provide quick access for users to make changes to existing awards and IDVs. This function opens the award and IDV document(s) in a Correction, Void, or Modification status. These functions can also be performed from the base award document.

5.1 GENERAL FUNCTIONS OF TRANSACTIONS/MODIFICATIONS

The three general functions of the Transactions/Modifications section are:

- Corrections
- Void
- Modifications

5.1.1 CORRECTIONS

The Corrections function allows you to correct an existing award or IDV in FPDS-NG. Use the Corrections function when an error or mistake has been made which does not change the intent of the contract. As an example, if the wrong product/service code was entered initially; the field can be changed without modifying the contract. The award/IDV must have a Final status in FPDS-NG to use the correct function. Figure 29 shows an example of the search screen for a correction.

Figure 29. Correction Search Screen

Select the document you need for Correction				
	<i>Agy ID</i>	<i>PIID</i>	(How to find migrated documents?)	<i>Mod No</i>
Award ID:	<input type="text"/>	<input type="text"/>		<input type="text"/>
Status:	Final <input type="button" value="v"/>			
Award/IDV Type:	Both <input type="button" value="v"/>			
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/>				

Steps:

- 1) From the Navigation screen, under Transactions/Modifications, select .
- 2) FPDS-NG will display the Correction Search screen.
 - **Award ID** – Enter the Agency ID and PIID.
 - **Mod No** – Enter the document modification number. If a modification number is not applicable, leave blank.
 - **Status** – The status is automatically defaulted to Final. Awards/IDVs must be Final to make a correction.
 - **Award/IDV Type** – Select the appropriate contract type.
- 3) Select .
 - FPDS-NG will display a list. Select the document you want to correct from the list.
 - The document is then displayed in the correction mode.
 - Make a correction.
- 4) When the correction is complete, select to keep all edits.
- 5) Click . A confirmation box is displayed as a reminder to save the changes.
- 6) Click to return to the Navigation screen.

5.1.2 VOID

The Void function allows you to cancel an award or IDV in FPDS-NG. Voiding a document cancels its associated PIID and therefore the **PIID number cannot be used again**. This is the only function in Transactions/Modifications that does not require an existing document to be in Final status. Figure 30 shows an example of the search screen for a 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. (The Delete button appears on the data entry screen.) If a document has been voided and you wish to change the status or delete the document, please contact your system administrator for assistance.

Figure 30. Void Search Screen

Steps:

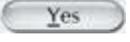
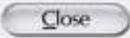
- 1) From the Navigation screen, under Transaction/Modifications, click . FPDS-NG will display the Void Search screen.
 - Award ID – Enter the Agency ID and PIID.
 - Mod No – Enter the document modification number. If a modification number is not applicable leave blank.
 - Status – Select Final/Draft status for the document.
 - Award/IDV Type – Select the appropriate contract type.
- 2) Select . FPDS-NG will display a list.
- 3) Select the document you want to void from the list.
- 4) Click . A confirmation box is displayed for verification.
- 5) Click  to confirm. A message is displayed confirming the Award/IDV is voided.
- 6) Click  to return to the Navigation screen. After voiding the award/IDV the Void Confirmation screen displays as shown in Figure 31.

Figure 31. Void Confirmation Screen



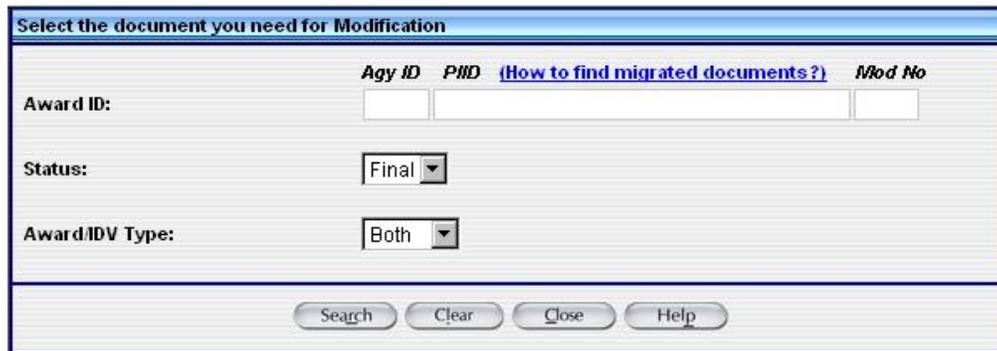
The screenshot shows a window titled "Void Confirmation". Inside the window, the text reads: "Document voided successfully." followed by three lines of information: "Agency Code - 4700", "PIID - GS0024521200", and "Mod Number - 0". At the bottom center of the window is a button labeled "Close".

- 7) Click  to return to the Navigation screen.

5.1.3 MODIFICATIONS

The Modifications function allows you to modify an existing award or IDV with a Final status in FPDS-NG. Figure 32 shows an example of the search screen for a modification.

Figure 32. Modification Search Screen

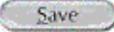
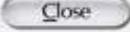


The screenshot shows a window titled "Select the document you need for Modification". It contains a search form with the following fields and controls:

- Award ID:** A label followed by three input fields. The first field is labeled "Agy ID", the second "PIID", and the third "Mod No". A blue link "(How to find migrated documents?)" is positioned between the PIID and Mod No fields.
- Status:** A dropdown menu currently set to "Final".
- Award/IDV Type:** A dropdown menu currently set to "Both".

At the bottom of the form are four buttons: "Search", "Clear", "Close", and "Help".

Steps:

- 1) From the Navigation screen, under Transaction/Modifications, select .
- 2) FPDS-NG will display the Modification Search screen.
 - **Award ID** – Enter the Agency ID and PIID.
 - **Mod No** – Enter the document modification number. If a Modification number is not applicable leave blank.
 - **Status** – The status is automatically defaulted to Final. Awards/IDVs must be Final to make a correction.
 - **Award/IDV Type** – Select the appropriate contract type.
- 3) Select .
 - FPDS-NG will display a list. Select the document you want to modify from the list.
 - The document is displayed in the modify mode.
 - Complete the fields necessary to report a modification.
- 4) When the modification is complete, click  to save the modification.
- 5) Click . A confirmation box is displayed as a reminder to save the changes.
- 6) Click  to return to the Navigation screen.

6 SYSTEM ADMINISTRATION

For information on System Administration see:

http://www.fpds-ng.com/downloads/fpds_ng_sys_admin_manual_010305.pdf

7 APPENDIX A

7.1 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.

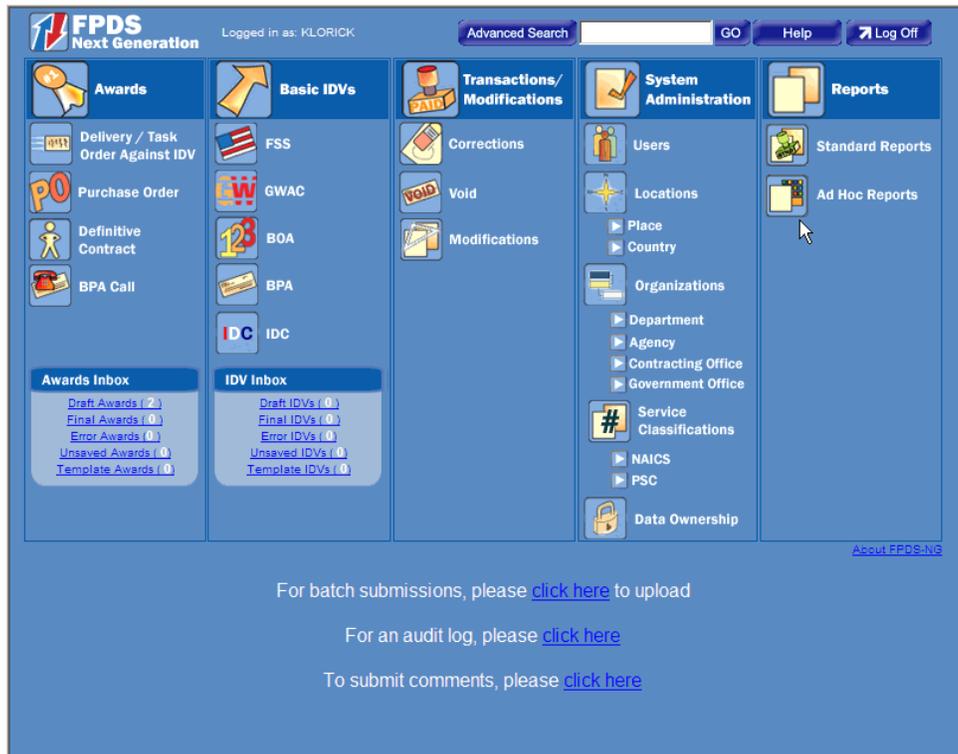
7.2 ACCESSING ADVANCED SEARCH

Advanced Search is on the main menu and the My Reports window 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 in

Figure 33.

Figure 33. Navigation Screen



The Advanced Search screen is shown in Figure 34. 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 Agy ID (Agency ID) field is auto-populated based on user ID.

Figure 34. Advanced Search Criteria Screen

Document Search Criteria

	Agy ID	PIID	(How to find migrated documents?)	Mod No
Award ID:	4745	...		
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/IDV Type:	Award			
Action Obligation Range:	From:	To:		
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.

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 errored out 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, click . The Advanced Search screen shown in Figure 35 displays the information.

Figure 35. Advanced Search Screen Continued

Document Search Criteria

	Agy ID	PIID	(How to find migrated documents?)	Mod No
Award ID:	4745	...	GS%000	
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/IDV Type:	Award			
Action Obligation Range:	From:	To:		
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.

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 36. Award Search Results Screen

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:	\$168280.95
		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 37. Definitive Contracts Screen

General Information			
Award Type:	Definitive Contract	Award ID:	4745 GS00M04PDC0002 0
Award Status:	Final	Referenced IDV ID:	
Prepared By:	MJACKSON	Reason For Modification:	
Prepared Date:	02/20/2004 17:22:21	Solicitation ID:	
Last Modified By:	MJACKSON		
Last Modified Date:	02/20/2004 17:22:50		
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 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:	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	Select One
Contractor Information		Socio Economic Data	
Name:	NATIONAL AUTOMATED CLEARING H...	<input type="checkbox"/> Veteran Owned	<input type="checkbox"/> Asian Pacific
DBAN:	NACHA	<input type="checkbox"/> 8(a) Firm	<input type="checkbox"/> Service Disabled Vet
Street:	13665 DULLES TECHNOLOGY DR SUIT	<input type="checkbox"/> Hub Zone	<input type="checkbox"/> Local Government
			<input type="checkbox"/> Tribal Government
			<input type="checkbox"/> Black Owned
			<input type="checkbox"/> Native American

7.3 SEARCH RULES

7.3.1 WILDCARD

The Advanced Search fields allow you to use a wildcard. The percent sign (%) is the wildcard character that you may use in the data entry fields. You can place the wildcard in the middle or end of a data string in any of the fields on the Advanced Search screen. For example, you can enter a wildcard after entering the first part of the data string. When a user enters “COM%” in a data field, the search will return anything that starts with “COM”, such as COMpany, COMplete, and COMposition. If you use a wildcard while searching for a document, it can be used for Agy 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.

7.3.2 DATA ENTRY

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

7.3.3 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 38. Numbered Document Search Criteria Screen

The screenshot shows the 'Document Search Criteria' window. At the top, there are three numbered callouts: 2 pointing to the 'Agy ID' header, 3 pointing to the '(How to find migrated documents?)' link, and 4 pointing to the 'Mod No' header. The main area contains 18 numbered fields:

- 1: Award ID (input field with '4745' and a search icon)
- 2: Agy ID (header)
- 3: (How to find migrated documents?) (link)
- 4: Mod No (header)
- 5: Referenced IDV ID (input field)
- 6: Prepared By: (User ID) (input field)
- 7: Contracting Office ID (input field with search icon)
- 8: Contracting Office Name (input field)
- 9: Vendor Name (input field with search icon)
- 10: NAICS Code (input field with search icon)
- 11: Funding Agency ID (input field with search icon)
- 12: Funding Office ID (input field with search icon)
- 13: Status (dropdown menu with 'Final' selected)
- 14: Award/IDV Type (dropdown menu with 'Award' selected)
- 15: Action Obligation Range (From: To: input fields)
- 16: Base And All Options Value Range (From: To: input fields)
- 17: Signed Date Range (mm/dd/yyyy): (From: To: input fields)
- 18: Last Modified Date Range (mm/dd/yyyy): (From: To: input fields)

At the bottom, there are buttons for 'Search', 'Clear', 'Close', and 'Help'. A note at the very bottom states: 'NOTE: The search may take about 5 to 10 minutes to return the results.'

Field 1: Award ID

This element is linked with five fields used to identify each reported contract as a unique document in FPDS-NG. The fields that are linked to create the Award ID are:

- AGY ID
- PIID
- Prepared By (User ID)
- Mod No
- Referenced IDV ID (If it exists)

You must enter information in at least one of the following fields, or an error message displays as shown in Figure 39:

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

Figure 39. Document Search Criteria Screen Error Message

Document Search Criteria

Either Agency ID or PIID or User ID is required for search

	Agy ID	PIID	(How to find migrated documents?)	Mod No
Award ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Referenced IDV ID:	<input type="text"/>			
Prepared By: (User ID)	<input type="text"/>			
Contracting Office ID:	<input type="text"/>			
Contracting Office Name:	<input type="text"/>			
Vendor Name:	<input type="text"/>			
NAICS Code:	<input type="text"/>			
Funding Agency ID:	<input type="text"/>			
Funding Office ID:	<input type="text"/>			
Status:	SELECT STATUS ▾			
Award/ADV Type:	Award ▾			
Action Obligation Range:	From:	To:		<input type="text"/>
Base And All Options Value Range:	<input type="text"/>	<input type="text"/>		<input type="text"/>
Signed Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>		<input type="text"/>
Last Modified Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>		<input type="text"/>

Search Clear Close Help

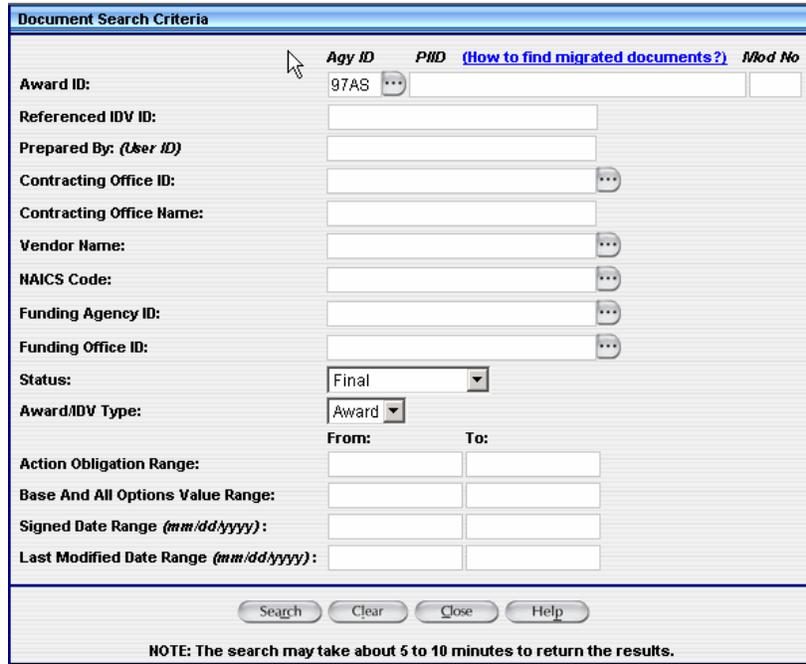
NOTE: The search may take about 5 to 10 minutes to return the results.

Field 2: Agy ID (Agency ID)

The FIPS 95 (Federal Information Processing Standard Publication) lists the 4 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. The Finding Information section (Section 7.3.4) explains the ellipses button function.

Figure 40 displays one of the Agency IDs for the Department of Defense (DOD).

Figure 40. Document Search Criteria Screen



Document Search Criteria

Agy ID: 97AS [\(How to find migrated documents?\)](#)

Award ID:

Referenced IDV ID:

Prepared By: (User ID)

Contracting Office ID:

Contracting Office Name:

Vendor Name:

NAICS Code:

Funding Agency ID:

Funding Office ID:

Status:

Award/IDV Type:

Action Obligation Range: From: To:

Base And All Options Value Range:

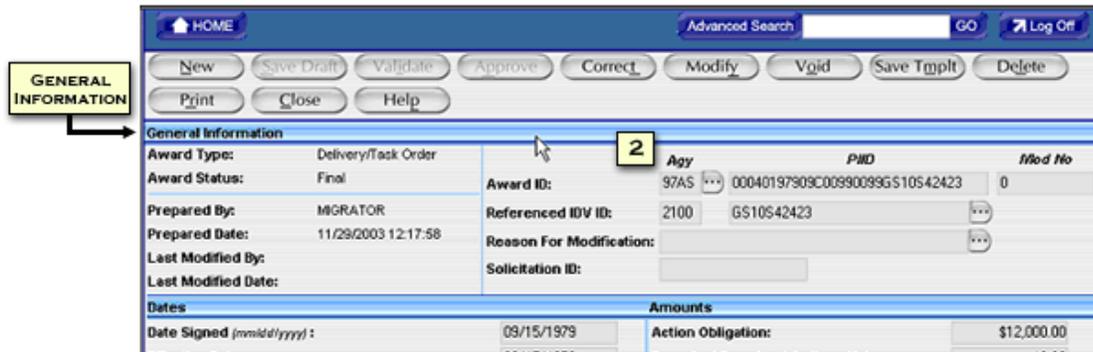
Signed Date Range (mm/dd/yyyy):

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

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

The Agency ID field is located in the General Information section of the document shown in Figure 41.

Figure 41. General Information Section – Agency ID



GENERAL INFORMATION

HOME | Advanced Search | GO | Log Off

General Information

Award Type:	Delivery/Task Order	Agy	PIID	Mod No
Award Status:	Final	Award ID:	97AS <input type="button" value="..."/> 00040197909C00990099G510542423	0
Prepared By:	MIGRATOR	Referenced IDV ID:	2100 GS10542423	<input type="button" value="..."/>
Prepared Date:	11/29/2003 12:17:58	Reason For Modification:	<input type="text"/>	<input type="button" value="..."/>
Last Modified By:		Solicitation ID:	<input type="text"/>	
Last Modified Date:				

Dates | **Amounts**

Date Signed (mm/dd/yyyy):	09/15/1979	Action Obligation:	\$12,000.00
---------------------------	------------	--------------------	-------------

Field 3: PIID (Procurement Instrument Identifier)

This field is a unique identifier for each contract, agreement, or order number 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. This information is used to locate documents that have these characters within the PIID. The example also shows the Agency ID as 97AS.

Figure 42. Document Search Criteria Screen.

Document Search Criteria			
	Agy ID	PIID (How to find migrated documents?)	Mod No
Award ID:	97AS	0004%C	
Referenced IDV ID:	<input type="text"/>		
Prepared By: (User ID)	<input type="text"/>		
Contracting Office ID:	<input type="text"/>		
Contracting Office Name:	<input type="text"/>		
Vendor Name:	<input type="text"/>		
NAICS Code:	<input type="text"/>		
Funding Agency ID:	<input type="text"/>		
Funding Office ID:	<input type="text"/>		
Status:	Final		
Award/IDV Type:	Award		
Action Obligation Range:	From:	To:	
Base And All Options Value Range:	<input type="text"/>	<input type="text"/>	
Signed Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>	
Last Modified Date Range (mm/dd/yyyy):	<input type="text"/>	<input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/>			
NOTE: The search may take about 5 to 10 minutes to return the results.			

The PIID is located in the General Information section of the document shown in Figure 43.

Figure 43. General Information Section (PIID)

HOME
Advanced Search GO
Log Off

New
Save Draft
Validate
Approve
Correct
Modify
Void
Save Tmpl
Delete

Print
Close
Help

GENERAL INFORMATION

General Information

Award Type:	Delivery/Task Order				
Award Status:	Final	Award ID:	97AS	00040197909C00990099GS10542423	0
Prepared By:	MGRATOR	Referenced IDV ID:	2100	GS10542423	
Prepared Date:	11/29/2003 12:17:58	Reason For Modification:			
Last Modified By:		Solicitation ID:			
Last Modified Date:					

Dates	Amounts
Date Signed (mm/dd/yyyy):	Action Obligation:
09/15/1979	\$12,000.00

You can search with the limited amount of information shown in Figure 42. The screen will display your results within a short time frame. However, in some cases you may receive thousands of links referencing the search criteria. An example of these links is shown in Figure 44.

Figure 44. Award Search Results Screen

Contract Search Results			
22 Documents Found		1 - 10 Of 22 Next	
AWARD ID:	97AS-00040197909C00720072DLA00478C0003	Doc Type:	DO
Mod Number:	0	Status:	Final
Agency Name:	DEFENSE LOGISTICS AGENCY	Referred IDV ID:	97AS-DLA00478C0003
Office Name:	DOD/DEFENSE LOGISTICS AGENCY	NAICS Code:	
Vendor Name:		Base And All Options Value:	\$0.00
AWARD ID:	97AS-00040197909C00730073DLA00478C0003	Doc Type:	DO
Mod Number:	0	Status:	Final
Agency Name:	DEFENSE LOGISTICS AGENCY	Referred IDV ID:	97AS-DLA00478C0003
Office Name:	DOD/DEFENSE LOGISTICS AGENCY	NAICS Code:	
Vendor Name:		Base And All Options Value:	\$0.00
AWARD ID:	97AS-00040197909C00760076DLA00478C0003	Doc Type:	DO
Mod Number:	0	Status:	Final
Agency Name:	DEFENSE LOGISTICS AGENCY	Referred IDV ID:	97AS-DLA00478C0003
Office Name:	DOD/DEFENSE LOGISTICS AGENCY	NAICS Code:	
Vendor Name:		Base And All Options Value:	\$0.00

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)

Use modifications to report information on a document where the legal intent of the contract has changed. 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.

This field is located in the General Information section of the document shown in Figure 45.

Figure 45. General Information Section (Mod Number)

General Information	
Award Type:	Delivery/Task Order
Award Status:	Final
Prepared By:	MGRATOR
Prepared Date:	11/29/2003 12:17:58
Last Modified By:	
Last Modified Date:	
Dates	
Date Signed (mm/dd/yyyy) :	09/15/1979
Amounts	
Action Obligation:	\$12,000.00

NOTE: Base contracts reported in FPDS-NG that have a Mod number will be displayed as a link when a matching PIID is used to find a document.

Field 5: Referred IDV (Indefinite Delivery Vehicle) ID

Use Referenced IDVs to create Delivery/Task Orders and BPA Calls. The IDV is an ongoing contract for supplies or services and is used to create ordering procedures, such as: who can use the IDV, whether an administrative fee applies for use of the IDV, and a description of goods or services available to order.

This field is located in the General Information section of the document shown in Figure 46.

Figure 46. General Information Section (Referenced IDV)

General Information		Agy	PWD	Mod No
Award Type:	Delivery/Task Order	97AS	00040197909C00990099G510542423	0
Award Status:	Final	Award ID:	2100	GS10542423
Prepared By:	MIGRATOR	Referenced IDV ID:		
Prepared Date:	11/29/2003 12:17:58	Reason For Modification:		
Last Modified By:		Solicitation ID:		
Last Modified Date:				
Dates		Amounts		
Date Signed (mm/dd/yyyy):	09/15/1979	Action Obligation:		\$12,000.00

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. There is no minimum constraint on this field. The maximum length of this field is 28 characters.

This field is located in the General Information section of the document shown in Figure 47.

Figure 47. General Information Section (Prepared By)

General Information		Agy	PWD	Mod No
Award Type:	Delivery/Task Order	97AS	00040197909C00990099G510542423	0
Award Status:	Final	Award ID:	2100	GS10542423
Prepared By:	MIGRATOR	Referenced IDV ID:		
Prepared Date:	11/29/2003 12:17:58	Reason For Modification:		
Last Modified By:		Solicitation ID:		
Last Modified Date:				
Dates		Amounts		
Date Signed (mm/dd/yyyy):	09/15/1979	Action Obligation:		\$12,000.00

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. You can also use 2 digits plus % (the wildcard) in this field.

Field 8: Contracting Office Name

The FIPS 95 code for the agency of the contracting office that executed or is otherwise responsible for the transaction. If you do not know this code use to look up the contracting office by name. The Finding Information section (Section 7.3.4) explains the ellipsis button function.

Fields 7 and 8 are located in the Purchaser Information section of the document shown in Figure 48.

Figure 48. Purchaser Information Section

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 which 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. The Finding Information section (Section 7.3.4) explains the ellipsis button function.

This field is located in the Contractor Information section of the document shown in Figure 49.

Figure 49. Contractor Information Section

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

Designates major sectors of the economies of Mexico, Canada, and the United States. The NAICS reported in FPDS-NG must agree with the NAICS used in the solicitation.

This field is located in the Product or Service Information section of the document shown in Figure 50.

Figure 50. Product or Service Information Section

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 which 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.

Fields 11 and 12 are located in the Purchaser Information section of the document shown in Figure 51.

Figure 51. Purchaser Information Section

Field 13: Status

You do not need to select a status as a search criteria for final and draft records. However, if you need to search for errored out or voided records, you need to select the appropriate status.

Field 14: Award/IDV Type

The type of award or IDV you entered for this transaction. 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).

Fields 13 and 14 are located in the General Information section of the document shown in Figure 52.

Figure 52. General Information Section (Award Type and Status)

The screenshot shows a web-based form titled 'General Information'. At the top, there are navigation buttons: HOME, Advanced Search, GO, and Log Off. Below these are action buttons: New, Save Draft, Validate, Approve, Correct, Modify, Void, Save Tmpl, Delete, Print, Close, and Help. The main section is 'General Information' and contains the following fields:

- Award Type:** Delivery/Task Order (Field 14)
- Award Status:** Final (Field 13)
- Award ID:** 97AS 00040197309C00890099G510542423
- Agency (Agg):** 97AS
- P#ID:** 00040197309C00890099G510542423
- Mod No:** 0
- Prepared By:** MGRATOR
- Prepared Date:** 11/29/2003 12:17:58
- Referenced IDV ID:** 2100
- Reason For Modification:** (dropdown menu)
- Solicitation ID:** (text input)

Below the main fields are two sections: 'Dates' and 'Amounts'. The 'Dates' section includes 'Date Signed (mm/dd/yyyy):' with a value of 09/15/1979. The 'Amounts' section includes 'Action Obligation:' with a value of \$12,000.00.

Field 15: Action Obligation Range

The Action Obligation specifies dollars obligated or de-obligated by a transaction. This field is located in the Amounts section of the reported document. It is useful 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

This is the mutually agreed upon total contract or order value including all options (if any). To use the search criteria, enter a dollar range, for example: 5,000.00 – 100,000.00.

Fields 15 and 16 are located in the Amounts section of the document shown in Figure 53.

Figure 53. Amounts Section

The screenshot shows a web-based form titled 'Amounts Section'. It contains the following fields:

- Action Obligation:** \$0.00 (Field 15)
- Base And Exercised Options Value:** \$0.00
- Base And All Options Value:** \$0.00 (Field 16)
- Fee Paid for Use of IDV:** \$0.00

Below the 'Amounts' section is the 'Purchaser Information' section, which includes:

- Contracting Office Agency ID:** 4735
- Contracting Office Agency Name:** OFFICE OF GOVERNMENTWIDE POLICY

Field 17: Signed Date Range

This field is located in the General Information section of the reported document; you use it to enter the Signed Date Range in mm/dd/yyyy format.

The Date Signed field is located in the Dates section of the document shown in Figure 54.

Figure 54. Dates Section

DATES SECTION	
Dates	Amounts
Date Signed (mm/dd/yyyy): *	Action Obligation: *
Effective Date (mm/dd/yyyy): *	Base And Exercised Options Value: *
Completion Date (mm/dd/yyyy): *	Base And All Options Value: *
Est. Ultimate Completion Date (mm/dd/yyyy): *	Fee Paid for Use of IDV: *
Purchaser Information	
Contracting Office Agency ID: *	Contracting Office Agency Name:

Field 18: Last Modified Date Range

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

This field is located in the General Information section of the document shown in Figure 55.

Figure 55. General Information Section

GENERAL INFORMATION	
General Information	
Award Type: Delivery/Task Order	Award ID: 97AS ... 00040197909C00990099G\$10542423
Award Status: Final	Award Agency: 00040197909C00990099G\$10542423
Prepared By: MIGRATOR	Award PID: 0
Prepared Date: 11/29/2003 12:17:58	Referenced IDV ID: 2100 GS10542423
Last Modified By:	Reason For Modification:
Last Modified Date:	Solicitation ID:
Dates	
Date Signed (mm/dd/yyyy):	Action Obligation:

7.3.4 FINDING INFORMATION

The ellipsis button provides a search screen for information needed to complete a field. To access information in the database, use located next to the fields with this feature. The following steps explain how to use the ellipsis button.

To access a list of information, click 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 in Figure 56.

Figure 56. Vendor Selection Screen

The screenshot shows the 'Vendor Selection' window. At the top, there is a table with columns: Select, Vendor Name, DUNS Number, Street Address, Street Address2, City, State, and ZIP. Below the table, it says '0 out of 0 items found.' There is a section titled 'List Of Vendor Doing Business As Names' which is currently empty. At the bottom, there are search criteria fields: Vendor Name, DUNS Number, Doing Business As Name, Country Code, City, State, and ZIP Code. To the right of these fields are buttons for Search, Clear, and Help. On the far right of the window are buttons for Select, Cancel, and Show DBAN.

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 in Figure 57, a search is to be performed for the vendor name by entering partial information and a wildcard (Global Computer%). After the criteria is entered, you can click .

Figure 57. Vendor Selection Screen Continued

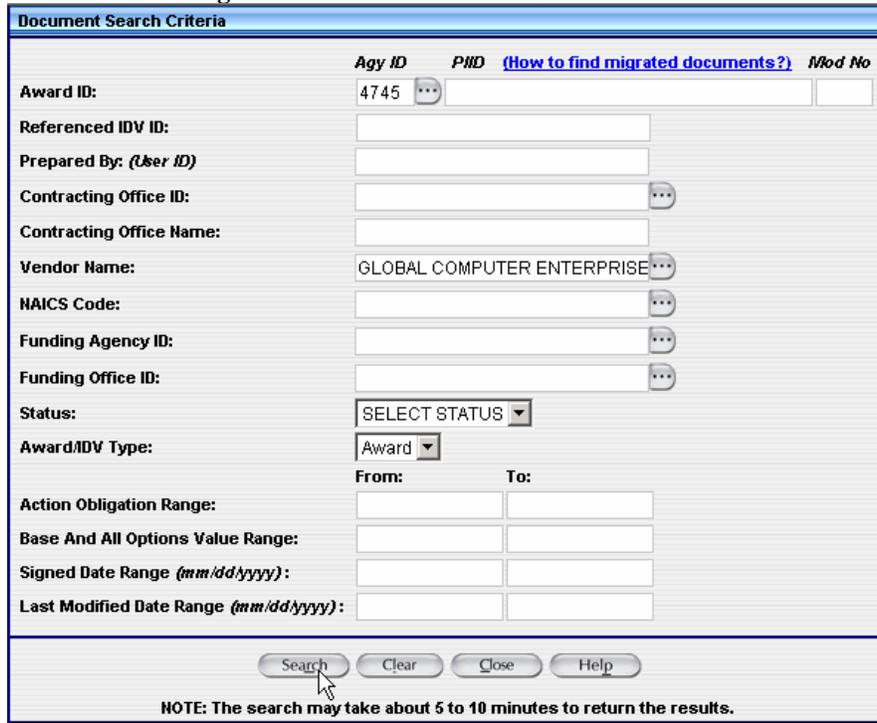
This screenshot shows the same 'Vendor Selection' window but with search results. The table now contains three rows:

Select	Vendor Name	DUNS Number	Street Address	Street Address2	City	State	ZIP
<input checked="" type="radio"/>	GLOBAL COMPUTER ENTERPRISES INCORPORATED	0474017370000	19201 PLUMMER DRIVE				
<input type="radio"/>	GLOBAL COMPUTER SERVICES	1763408180000	520 PIERCE ST				
<input type="radio"/>	GLOBAL COMPUTER TRAINING CENTER INCORPORATED	0318399260000	8551 LOISDALE COURT SUITE 150				

 Below the table, it says '3 out of 3 items found.' The search criteria at the bottom now show 'Vendor Name: GLOBAL COMPUTER%' entered in the text box. The Search, Clear, and Help buttons are still present on the right.

To choose the vendor Global Computer Enterprises Incorporated, select the appropriate radio button  and then click . This populates the vendor name in the Advanced Search screen. See the example in Figure 58.

Figure 58. Document Search Criteria Screen



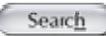
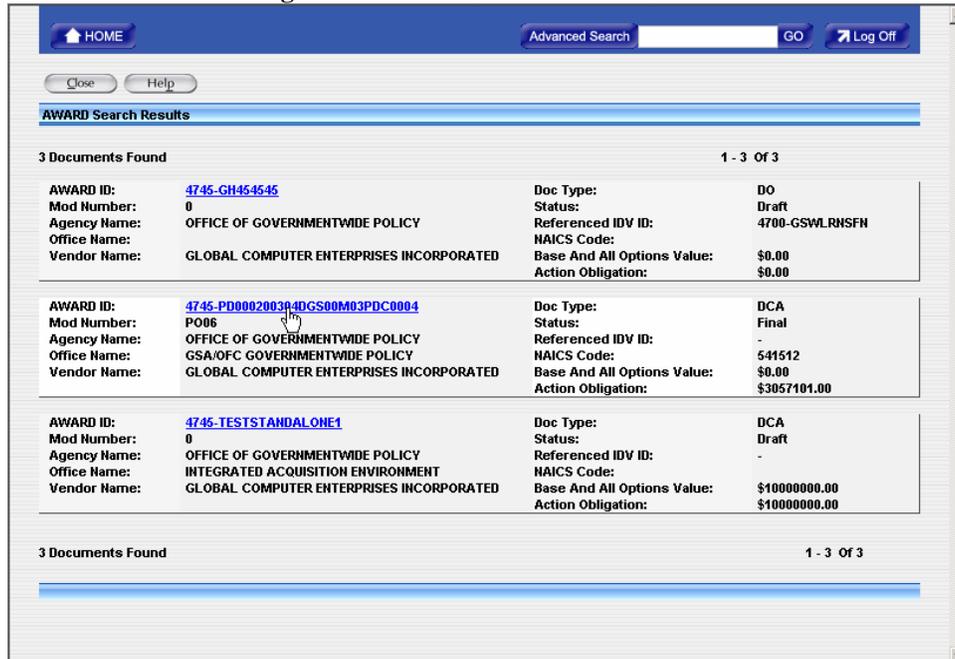
Click . A list of documents displays as shown in Figure 59.

Figure 59. Award Search Results Screen



AWARD Search Results		1 - 3 Of 3	
3 Documents Found			
AWARD ID:	4745-GH454545	Doc Type:	DO
Mod Number:	0	Status:	Draft
Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	Referenced IDV ID:	4700-GSWLRNSFN
Office Name:		NAICS Code:	
Vendor Name:	GLOBAL COMPUTER ENTERPRISES INCORPORATED	Base And All Options Value:	\$0.00
		Action Obligation:	\$0.00
AWARD ID:	4745-PD0002003040GS00M03PDC0004	Doc Type:	DCA
Mod Number:	PO06	Status:	Final
Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	Referenced IDV ID:	-
Office Name:	GSA/OFC GOVERNMENTWIDE POLICY	NAICS Code:	541512
Vendor Name:	GLOBAL COMPUTER ENTERPRISES INCORPORATED	Base And All Options Value:	\$0.00
		Action Obligation:	\$3057101.00
AWARD ID:	4745-TESTSTANDALONE1	Doc Type:	DCA
Mod Number:	0	Status:	Draft
Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY	Referenced IDV ID:	-
Office Name:	INTEGRATED ACQUISITION ENVIRONMENT	NAICS Code:	
Vendor Name:	GLOBAL COMPUTER ENTERPRISES INCORPORATED	Base And All Options Value:	\$10000000.00
		Action Obligation:	\$10000000.00
3 Documents Found		1 - 3 Of 3	

Click the link for the document that you want to view.

8 APPENDIX B – REPORTS

8.1 COMMON SYSTEM FEATURES

8.2 LOGIN SCREEN

Agency System Administrators create user IDs and passwords for their respective agency. Public FPDS-NG users are provided access to Awards, System Administration, and Report features associated with the system privileges and user types assigned. The user accesses an initial login screen and enters a user ID and password.

NOTE: Agency and non-agency personnel who will not be entering data in FPDS-NG may not have an Agency System Administrator. Under these circumstances users will create a user ID and password by registering under the Registration section, located on the lower left corner of the Login screen.

8.3 INITIAL LOGIN SCREEN

The Login screen shown in the following figure is the initial screen provided for FPDS-NG users. To log in to FPDS-NG, users enter a user ID and password, and then click . A successful login opens the Navigation screen shown in Figure 63.

Figure 60. Initial Login Screen



8.4 INCORRECT LOGINS

If the user enters an incorrect password, the FPDS-NG Login screen allows the user three attempts to enter the correct password.

8.5 FORGOTTEN PASSWORD FUNCTION

If the user has forgotten the password, the password can be recovered by clicking the [Forgot Your Password?](#) link. This displays the screen shown in the following figure. The user enters the user ID and clicks . Once the user ID is submitted, the Forgotten Password feature sends (via email) the user a new password.

Figure 61. Forgotten Password Notification Screen



The screenshot shows the FPDS-NG logo at the top. Below it, a message reads: "Please Provide your User Name to Identify. Your new Password will be sent to your Email Account." There is a text input field labeled "User ID:" and a "Submit" button below it.

8.6 EXPIRED LOGIN SESSION

After a period of inactivity, approximately 60 minutes, FPDS-NG will automatically end the user's session. If the user needs to restart the session, a second login screen is provided in the Expired Login screen shown in the following figure. The user must re-enter the user name and password, and click [Login](#). On a successful login, FPDS-NG opens to Navigation screen shown in the following section.

Figure 62. Expired Login Screen



The screenshot shows the message "Your Session has expired." in red text at the top. Below it is the FPDS-NG logo. There are two text input fields: "User Name:" and "Password:". A "Login" button is located below the password field.

8.7 NAVIGATION SCREEN

The FPDS-NG Navigation screen shown in the following figure is organized in five sections: Awards, Basic IDVs, Transactions/Modifications, System Administration, and Reports. Each section contains a list of tasks related to the section. Each task links to a specific Web-based form on which users enter and submit data with the exception of the Reports section. The Reports section retrieves and displays Federal Procurement data stored in the FPDS-NG database.

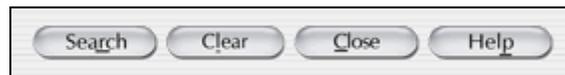
Figure 63. Navigation Screen



8.8 WEB FORM TOOLBAR

Search functions are available throughout FPDS-NG. These functions are used to access documents, organizations, service classifications, and vendor information. A standard toolbar, similar to the one depicted in the following figure, is available for each Web form. For example, the following toolbar displays at the bottom of the Advanced Search screen.

Figure 64. Advanced Search Standard Toolbar



The toolbar shown in the following figure is accessible on the right side of all selection screens (such as Vendor, Contracting Office ID, and Service Classifications.)

Figure 65. Standard Toolbar for Selection Screens



8.9 SEARCH FUNCTION

One feature common to most Web forms in FPDS-NG is the Search function. For example, to search for vendors in the Web forms, click  located on the Advanced Search screen shown in the following figure.

Figure 66. Advanced Search Ellipses Button

A screenshot of the 'Document Search Criteria' form. The form includes fields for Award ID (4745), Referenced IDV ID, Prepared By (User ID), Contracting Office ID, Contracting Office Name, Vendor Name, NAICS Code, Funding Agency ID, Funding Office ID, Status (SELECT STATUS), and Award/Indefinite Delivery Vehicle Type (Award). It also has range fields for Action Obligation, Base And All Options Value, Signed Date, and Last Modified Date. A mouse cursor is pointing at the ellipses button next to the Vendor Name field. At the bottom, there are Search, Clear, Close, and Help buttons, and a note: 'NOTE: The search may take about 5 to 10 minutes to return the results.'

The Vendor Selection Screen displays.

Figure 67. Vendor Selection Screen Criteria

Select	Vendor Name	DUNS Number	Street Address	Street Address2	City	State	ZIP
0 out of 0 items found.							

Select	List Of Vendor Doing Business As Names
0 out of 0 items found.	

Find items that match the following criteria:

Vendor Name: City:

DUNS Number: State:

Doing Business As Name: ZIP Code:

Country Code:

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

To find a vendor by name, enter part or all of the vendor's name and use the search function to locate a list of vendors, as shown in the following figure. The Search function is available for all users.

Figure 68. Vendor Selection Screen with Search Results

Select	Vendor Name	DUNS Number	Street Address	Street Address2	City	State	ZIP
<input type="radio"/>	GLOBAL COMMUNICATIONS SOLUTIONS INCORPORATED	9263679390000					7640
<input type="radio"/>	GLOBAL COMP NORTHEAST INCORPORATED	1420087180000					1111
<input type="radio"/>	GLOBAL COMP SOUTHEAST INCORPORATED	1414101470000					22061
<input type="radio"/>	GLOBAL COMPANIES LIMITED LIABILITY COMPANY (3028)	0191777570000					800
<input type="radio"/>	GLOBAL COMPANY LIMITED	6917249050000					2-23-1
<input type="radio"/>	GLOBAL COMPOSITES INCORPORATED	8068313760000					11162
<input type="radio"/>	GLOBAL COMPUSEARCH LIMITED LIABILITY COMPANY	0983707730000					4222
<input checked="" type="radio"/>	GLOBAL COMPUTER ENTERPRISES INCORPORATED	0474017370000					19201
<input checked="" type="radio"/>	GLOBAL COMPUTER SERVICES INCORPORATED	1763408180000					520
<input type="radio"/>	GLOBAL COMPUTER ENTERPRISES INCORPORATED	0318399260000					6551
<input type="radio"/>	GLOBAL COMPUTRONICS INCORPORATED	6027761480000					4575

200 out of 962 items found. Please narrow your search to get complete results.

Select	List Of Vendor Doing Business As Names
<input checked="" type="radio"/>	No Doing Business As Name (DBAN)
<input type="radio"/>	BOGGS RENEE
<input type="radio"/>	GLOBAL CBT

Find items that match the following criteria:

Vendor Name: City:

DUNS Number: State:

Doing Business As Name: ZIP Code:

Country Code:

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

Using the Search Function

To use the search function:

- 1) From the Navigation screen, click **Advanced Search** located at the top middle section of the screen.
- 2) To search for a vendor click **...** next to the Vendor Name field.
- 3) The Vendor Selection screen displays.
- 4) Enter part or the entire vendor's name and click **Search** located at the right lower corner of the screen.
- 5) The User Selection screen displays with a Vendor list.

Create a New Search

To create a new search:

- 1) Click **Clear** on the bottom right corner of the screen to clear the search criteria. The fields are now blank as shown in the following figure.
- 2) In the DUNS Number field located in the lower left corner of the screen, enter a Vendor DUNS Number.
- 3) Click **Search** located in the lower right corner of the screen.

Figure 69. Vendor Selection Screen

The screenshot shows the 'Vendor Selection' interface. At the top, there is a table with columns: Select, Vendor Name, DUNS Number, Street Address, Street Address2, City, State, and ZIP. Below the table, a status bar indicates '0 out of 0 items found.' Underneath, there is a section titled 'List Of Vendor Doing Business As Names' with a 'Select' column and a list of names. At the bottom, there is a search criteria section titled 'Find items that match the following criteria:' with input fields for Vendor Name, DUNS Number, Doing Business As Name, Country Code, City, State, and ZIP Code. On the right side, there are buttons for 'Select', 'Cancel', 'Show DBAN', 'Search', 'Clear', and 'Help'. A mouse cursor is pointing at the 'Clear' button.

- 4) Based on the search criteria, a list of vendors displays.

Figure 70. Vendor Selection Defined

The screenshot shows a 'Vendor Selection' window with a table of vendors and search criteria. The table has columns for 'Select', 'Vendor Name', 'DUNS Number', 'Street Address', and 'Street'. Three vendors are listed: GLOBAL COMPUTER ENTERPRISES INCORPORATED, PRECISION TRANSPORT COMPANY INCORPORATED, and WELLSTON HOUSING AUTHORITY. The first vendor is selected with a radio button. Below the table, there are buttons for 'Select', 'Cancel', and 'Show DBAN'. At the bottom, there is a search section with fields for 'Vendor Name', 'DUNS Number', 'Doing Business As Name', 'Country Code', 'City', 'State', and 'ZIP Code', along with 'Search', 'Clear', and 'Help' buttons.

Select	Vendor Name	DUNS Number	Street Address	Street
<input checked="" type="radio"/>	GLOBAL COMPUTER ENTERPRISES INCORPORATED	0474017370000	19201 PLUMMER DRIVE	
<input type="radio"/>	PRECISION TRANSPORT COMPANY INCORPORATED	0474015830000	HUNTERS POINT SHIPYARD, BLDG. 808	
<input type="radio"/>	WELLSTON HOUSING AUTHORITY	0474017650000	6203 COTE BRILLIANTE AVE	

3 out of 3 items found.

Select	List Of Vendor Doing Business As Names

Find items that match the following criteria:

Vendor Name: City:

DUNS Number: State:

Doing Business As Name: ZIP Code:

Country Code:

- 5) To select the appropriate vendor, click located in the left upper corner of the screen.
- 6) After selecting the radio button next to the vendor, click located in the right top corner of the screen to place the vendor information in the Advanced Search screen.

NOTES: Entering minimal search criteria produces more results; however, to search the list of vendors without using a criteria selection, leave all fields blank in the bottom of the screen, and click .

When the criteria fields are blank, the generated list contains a larger selection of vendors. Due to the volume of data in FPDS-NG, the results are limited to a portion of the data available, such as the first 200 records. It is recommended that you always enter search criteria to narrow the selection when possible.

8.10 PIID USE IN ADVANCED SEARCH

When performing an Advanced Search, a Procurement Instrument Identifier number (PIID) can be used to quickly access a contract. The PIID field can be found on the Advanced Search screen as shown in the following figure. Entering the Agency ID, PIID number, and selecting the Status for the contract displays the contract with a link to access the contract.

Figure 71. Advanced Search Screen

Document Search Criteria			
	Agy ID	PIID	Mod No
Award ID:	4745	<input type="text"/>	<input type="text"/>
Referenced IDV ID:	<input type="text"/>		
Prepared By: (User ID)	<input type="text"/>		
Contracting Office ID:	<input type="text"/>		
Contracting Office Name:	<input type="text"/>		
Vendor Name:	<input type="text"/>		
NAICS Code:	<input type="text"/>		
Funding Agency ID:	<input type="text"/>		
Funding Office ID:	<input type="text"/>		
Status:	SELECT STATUS ▾		
Award/Indefinite Delivery Vehicle Type:	Award ▾		
Action Obligation Range:	From: <input type="text"/>	To: <input type="text"/>	
Base And All Options Value Range:	<input type="text"/>	<input type="text"/>	
Signed Date Range (mm/dd/yyyy) :	<input type="text"/>	<input type="text"/>	
Last Modified Date Range (mm/dd/yyyy) :	<input type="text"/>	<input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/>			
NOTE: The search may take about 5 to 10 minutes to return the results.			

8.11 MIGRATED PIIDS

For migrated IDVs, the PIID is the same as the original contract number. For migrated awards, the PIID is a combination of the following:

- Contracting Office Code
- Action Date (format "YYYYMM")
- Contract Action Type (A, B, C, D)
- Order Number (if it exists)
- Contract Number

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 (6950)
- Contracting Office – 23
- Order Number – DTCG2394FTACX01
- Contract Number – DTCG2391DTTMB12

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)

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.

8.12 CONTRACT SEARCH RESULTS

Advanced Search generates a list of documents that match the search criteria entered on the screen. The list is displayed with links to matching contracts on the Contract Search results screen shown in the following figure. The results screen displays a list of ten contracts out of the number of contracts found. Selecting the link [Next](#) located in the right top corner of the screen displays the next ten contracts.

Figure 72. Contract Search Results Screen

HOME		Advanced Search <input type="text"/> GO		Log Off	
Close		Help			
Contract Search Results					
255 Documents Found			1 - 10 Of 255		Next
IDV ID:	4700-GSIDVFSSTESTFORHOVATE	Doc Type:	FSS		
Mod Number:	0	Status:	Final		
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:			
Office Name:	TESTY	HAICS Code:	111110		
Vendor Name:	ASL ASSOCIATES	Base And All Options Value:	\$0.00		
IDV ID:	4700-GSIDVFSSTESTFORHOVATE	Doc Type:	FSS		
Mod Number:	1	Status:	Final		
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:			
Office Name:	TESTY	HAICS Code:	111110		
Vendor Name:	F A M S ENTERPRISE	Base And All Options Value:	\$0.00		
IDV ID:	4700-GSIDVFSSTESTFORHOVATE	Doc Type:	FSS		
Mod Number:	2	Status:	Final		
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:			
Office Name:	TESTY	HAICS Code:	111110		
Vendor Name:	F A M S ENTERPRISE	Base And All Options Value:	\$0.00		
IDV ID:	4700-GSIDVFSSTESTFORHOVATE	Doc Type:	FSS		
Mod Number:	3	Status:	Final		
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:			
Office Name:	TESTY	HAICS Code:	111110		
Vendor Name:	H A I D H COMPUTERS	Base And All Options Value:	\$0.00		
IDV ID:	4700-GSTEST	Doc Type:	BPA		
Mod Number:	0	Status:	Final		
Agency Name:	GENERAL SERVICES ADMINISTRATION	Referenced IDV ID:	4700-TESTFSS167		
Office Name:	GSA PBS	HAICS Code:	111110		
Vendor Name:	AEROTECH INCORPORATED (0000)	Base And All Options Value:	\$0.00		
IDV ID:	4700-GSTEST	Doc Type:	BPA		
Mod Number:	1	Status:	Final		

To access a contract click the link ([4700-2FL4197811C56GS02T00809](#)) of the contract you wish to open.

Figure 73. Delivery Task Order

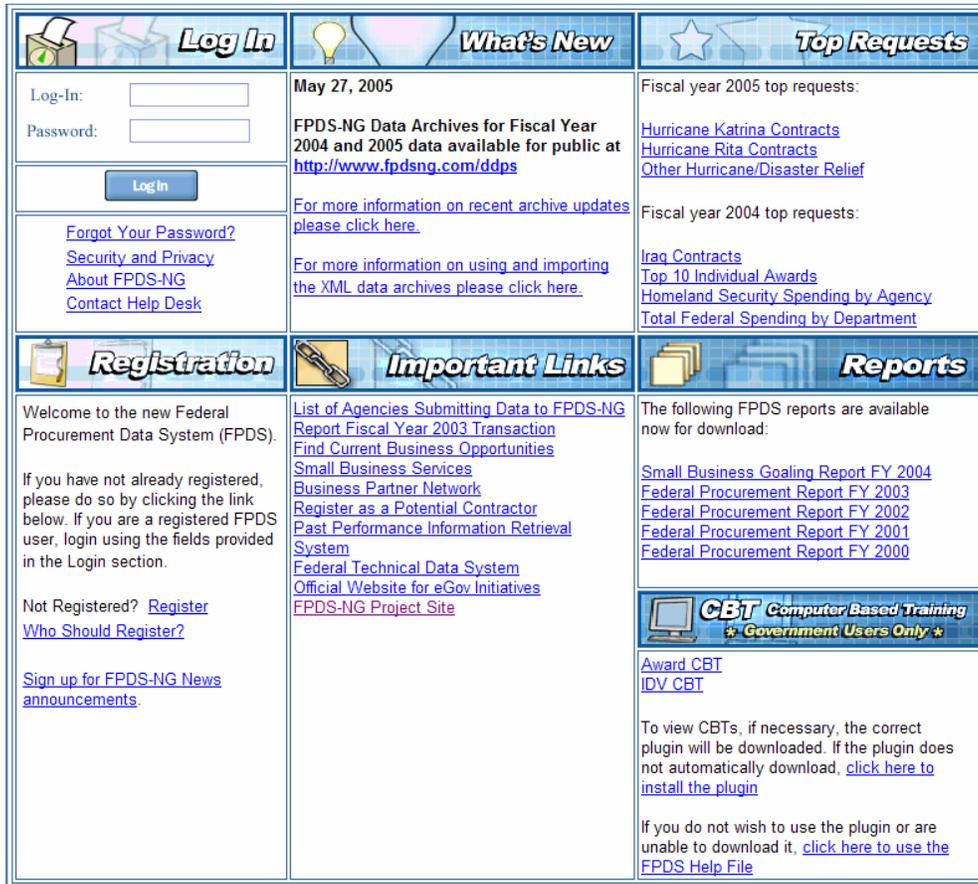
General Information		Dates		Amounts	
Award Type:	Delivery/Task Order	Date Signed (mm/dd/yyyy):	11/15/1978	Action Obligation:	\$1,000.00
Award Status:	Final	Effective Date (mm/dd/yyyy):	11/15/1978	Base And Exercised Options Value:	\$0.00
Prepared By:	MIGRATOR	Completion Date (mm/dd/yyyy):		Base And All Options Value:	\$0.00
Prepared Date:	11/28/2003 22:39:52	Est. Ultimate Completion Date (mm/dd/yyyy):		Fee Paid for Use of IDV:	\$0.00
Last Modified By:		Purchaser Information			
Last Modified Date:		Contracting Office Agency ID:	4700	Contracting Office Agency Name:	GENERAL SERVICES ADMINISTRATION
		Contracting Office ID:	2FZT	Contracting Office Name:	
		Funding Agency ID:	4700	Funding Agency Name:	GENERAL SERVICES ADMINISTRATION
		Funding Office ID:		Funding Office Name:	
		Funded By Foreign Entity:	<input type="checkbox"/>	Reason For Inter-Agency Contracting:	Select One
		Contractor Information			
Name:	WAGNER SAMUEL M	Socio Economic Data			
DBAN:		<input type="checkbox"/> Veteran Owned	<input type="checkbox"/> Asian Pacific	<input type="checkbox"/> Tribal Government	
Street:	311 E 11TH ST	<input type="checkbox"/> 8(a) Firm	<input type="checkbox"/> Service Disabled Vet	<input type="checkbox"/> Black Owned	
Street2:		<input type="checkbox"/> Hub Zone	<input type="checkbox"/> Local Government	<input type="checkbox"/> Native American	
City:	NEW YORK	<input type="checkbox"/> SDB	<input type="checkbox"/> Minority Institution	<input type="checkbox"/> Asian Indian	
		<input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> American Indian	<input type="checkbox"/> Non-Profit Organization	

9 FPDS-NG LOGIN PROCESS

The Login screen is used to sign in to FPDS-NG. To log in to FPDS-NG:

- 1) Go to the FPDS-NG website.
- 2) In the Log-In field, enter your user ID.
- 3) In the Password field, enter your password.
- 4) Click  to display the FPDS-NG Navigation screen.

Figure 74. FPDS-NG Login Screen



NOTE: Government and non-government users who wish to obtain reports must register with FPDS-NG regardless of whether or not the users will be entering data into the system.

10 INTRODUCTION TO REPORTS

The Reports document describes the standard and customized reporting capability in FPDS-NG. Both the public and government reporting functionality is explained. The Report features are divided in sections including the required steps for generating reports. A description of the reports is provided which includes the following:

- Description of what the report displays
- Mandatory/optional criteria for the report
- Fields/data displayed on the report
- Primary sort criteria used in the report
- Secondary sort criteria used in the report
- Search criteria available for the report

10.1 STANDARD REPORT LIST

The following table displays a list of reports provided in FPDS-NG. These standard report formats are designed to anticipate the needs of government and public users. These reports provide quick accessibility for information needed on a regular basis. FPDS-NG gathers information on procurement events from the Event Log and holds this information in a database for analysis and reporting.

Table 1. Report Names

Report Name
All Categories of Small Business Awards by Agency
All Categories of Small Business Awards by Department
Awards Funded by Agencies
Awards to 8(a) Contractors by Agency
Awards to 8(a) Contractors by Department
Awards to HUBZone Small Business by Agency
Awards to HUBZone Small Business by Department
Buy American Report
Competition Summary Report by Agency - Action Dollars Over \$25,000
Competition Summary Report by Dept - Action Dollars Over \$25,000
Competitive Procurement Activity Report by Agency
Competitive Procurement Activity Report by Department
Contract High Dollar Report by Agency
Contract High Dollar Report by Department
Contract Life Cycle Report by Number
Contract Originator Report by Agency
Contract Originator Report by Department
Contracting Office Report by Agency
Contracting Office Report by Department
Contractor Report
Contractor Search by Agency
Contractor Search by Department
Draft-Error Status Report
Federal Contract Actions and Dollars By Executive Department Report
Federal Contract Actions and Dollars by Agency
Federal Contract Actions and Dollars by Department
Federal Procurement Report by Agency
Federal Procurement Report by Department
Federal Procurement State Summary by Agency
Federal Procurement State Summary by Department
Last Login Date For Users
List Of Awards With Veteran Owned Contractors Report
List Of Counties In The State Where Work Performed
List Of Users Never Logged In
List of Agencies Awarding Work in State-Country
List of Users by Agency
List of Users by Department
NAICS Summary
NAICS by State-Country Report by Agency
NAICS by State-Country Report by Department
National Interest Contract Actions and Dollars
Other Services And Construction-By Service Category
Performance Based Service Acquisition Report
Performance Based Service Acquisition Report - FY2005
Performance Based Service Acquisition Report by Agency
Performance Based Service Acquisition Report by Agency - FY2005

Report Name
Performance Based Service Acquisition Report by Department
Performance Based Service Acquisition Report by Department - FY2005
Performance Statistics for Agencies
Performance Statistics for Contracting Office
Performance Statistics for Departments
Place of Performance Report
Potential Duplicate Awards - Audit Report
Product or Service Search by Agency
Product or Service Search by Department
Products And Services Purchased In The State-Country
Purchase Card Report by Agency
Purchase Card Report by Department
Quality Assurance Report - Non Sequential Modifications
Record Entry Summary Report by Agency
Record Entry Summary Report by Department
Register Report by Agency
Register Report by Department
Research and Development Report by Agency
Research and Development Report by Department
SCAR Report by Department
SF279-SF281 Comparison Report
Small Business Goaling Report by Department
Socio-Economic Accomplishments by Agency
Socio-Economic Accomplishments by Department
Socio-Economic Accomplishments for National Interest Contracts
Socio-Economic Categories by State-Country by Agency
Socio-Economic Categories by State-Country by Department
Summary Statistics for Entire State-Country
Supplies and Equipment
Top 100 Federal Contractors by Agency
Top 100 Federal Contractors by Department
Top 25 Contractors With Purchasing Agencies by Agency Report
Top 25 Contractors With Purchasing Agencies by Department Report
Top 25 NAICS by Agency
Top 25 NAICS by Department
Top 50 Contractors Headquartered In The Country
Top 50 Contractors Headquartered In The State
Top 50 Federal Contractors With Awards In The Country
Top 50 Federal Contractors With Awards In The State
Total Federal Snapshot Report
Total Federal Snapshot Report FY 2004
Vendor Socio-Economic Categories by Agency
Vendor Summary by State and Congressional District

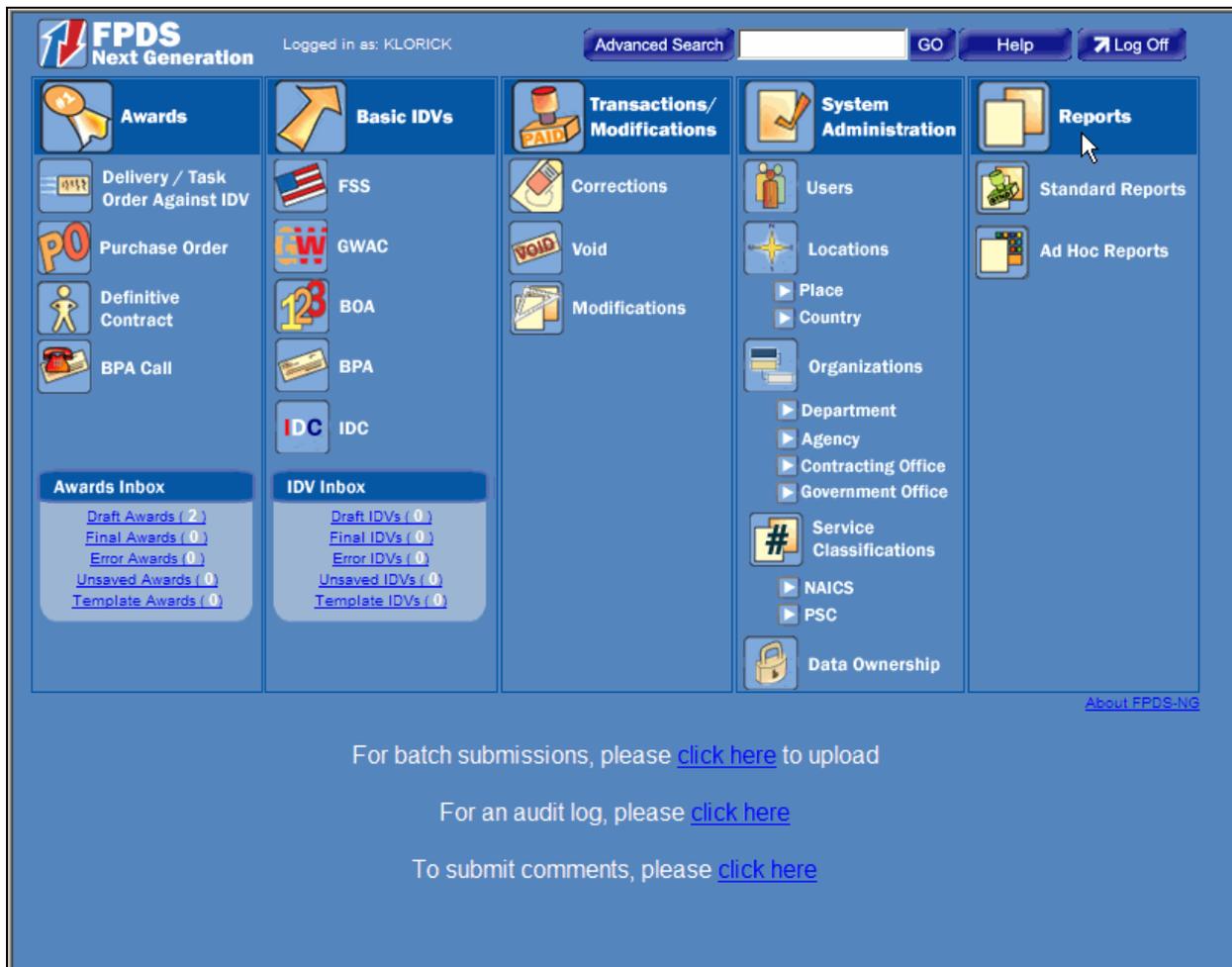
11 REPORTS FORMAT

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, and contract statistics. 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 Format (Canned Reports)
- Customized Format (Query Panel)

Figure 75. FPDS-NG Navigation Screen



The following sections provide instruction for accessing and generating reports in FPDS-NG. Public and government users have similar procedures for accessing reports. Both procedures are provided in this manual. To access the reports in FPDS-NG, you must be a registered government or public user in FPDS-NG. 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.

12 MY REPORTS

The My Reports module is used to acquire and store selected reports for a defined period of time. FPDS-NG reports are generated using the data agencies submit in the Awards and IDVs section. The selection of reports is determined by the user's profile. There are two profile user types: public and government. These profiles are created under System Administration in the user account section.

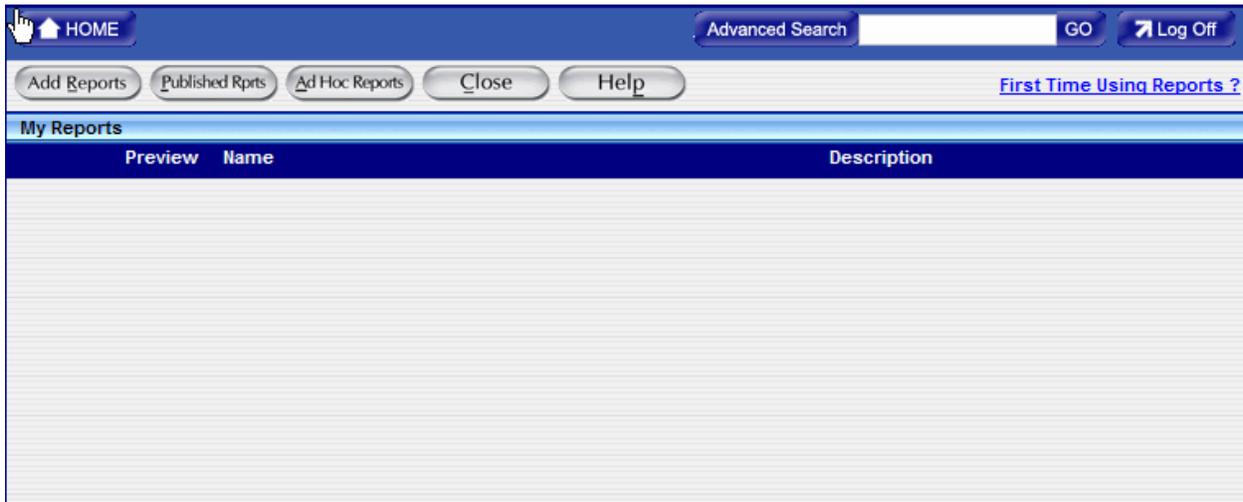
The reports provide information for analyzing performance, contracts, statistics, and user data from the FPDS-NG database.

The My Reports screen, shown in the following figure, stores a list of selected reports in the view-list. The types of reports include:

- Published reports (such as FPR).
- Reference table queries (such as NAICS and PSC).
- Selected reports.
- Saved selection criteria for each report.

The My Reports screen references the user's profile to display selected reports. The first time the screen opens there are no reports to display. Reports must first be selected from a catalog to store and view them in the My Reports screen.

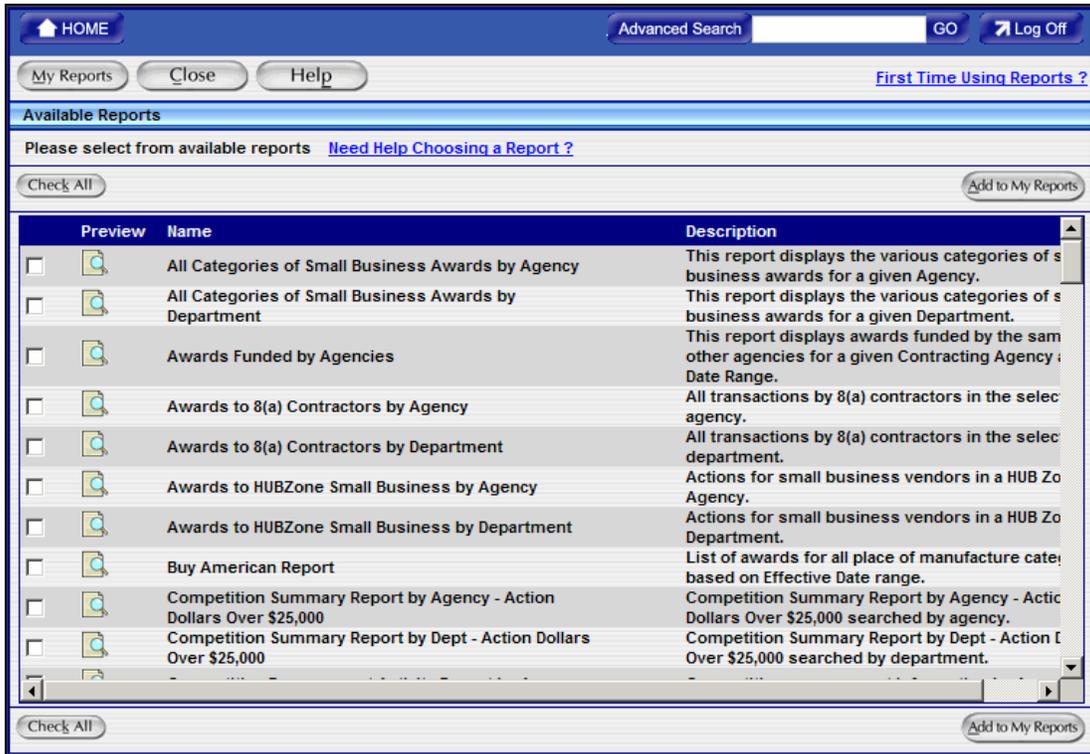
Figure 76. My Reports Screen



13 AVAILABLE REPORTS

The Available Reports screen shown in the following figure is a catalog of existing reports offered in FPDS-NG. Reports are added to a list in the My Reports section where the user generates, views, and prints selected reports. Reports are selected by clicking the box located next to the report name. The user also has the privilege to view the format before selecting a report.

Figure 77. Available Reports Screen



13.1 VIEW REPORTS

Users may view reports before adding them to the My Reports screen by clicking  located next to each report. The report format displays as shown in the following figure.

Figure 78. Report Preview

Contractor Search
Updated: On demand

Filters: From Date only show values greater than or equal to '2003-10-01' Remove
To Date only show values less than or equal to '2003-12-31' Remove
Vendor Name only show values similar to '%' Remove

Highlighting | Drill | Charts | Calc

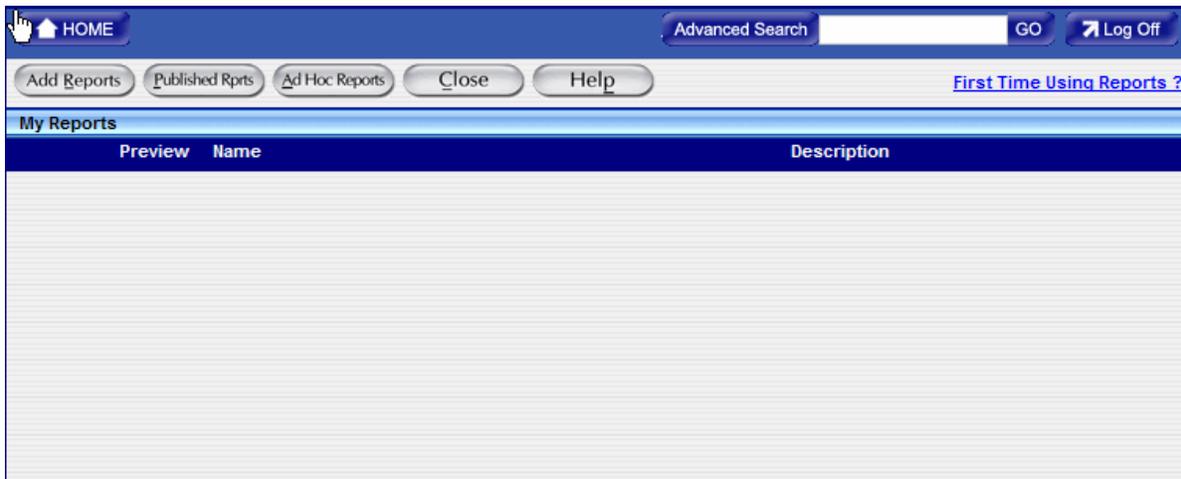
This report has reached or exceeded the maximum number of rows(20,000) configured by query governing
1 of 401

Vendor Name	Total Actions	Total Dollars Obligated	Percentage of Actions	Percentage of Dollars
Jose Maria Lanseros	3	\$495	0 %	0 %
& FOXX COMPANY	1	\$0	0 %	0 %
(ALS)	1	\$24,860	0 %	0 %
0 DB CODING LLC	1	\$97,787	0 %	0 %
OR-4 INTERNATIONAL INC	1	\$33,288	0 %	0 %
1 2 3 PRINTING AND SUPPLIES INCORPORATED	6	\$176,269	0 %	0 %
1 BEYOND INCORPORATED	1	\$14,165	0 %	0 %
1 NATION ELECTRONICS, L L C	2	\$789,079	0 %	0 %
1 NATION TECHNOLOGY CORP	1	\$43,014	0 %	0 %

13.2 MY REPORTS SCREEN

Once reports are selected from the Available Reports screen the user is able to generate a report from the My Reports screen shown in the following figure.

Figure 79. My Reports Screen



13.3 SEARCH NAME

The Search Name, shown in the following figure, displays as “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 Reports Screen under the original link for the report. The saved search criterion is associated with the user’s login ID. The user can retrieve this information by selecting the saved name in the My Reports screen. This function eliminates the repeated entering of search criteria for recurring reports.

Figure 80. Search Criteria Screen

Need Help Using This Report ? [Click here](#)

Need Help?

[Are you using the right report?](#) View common business scenarios. [Click here.](#)

[First time using this report?](#) Get information on the specifics of each search criteria field. [Click here.](#)

Search Criteria

Please enter the criteria for the report:

Report Name:	Federal Contract Actions and Dollars
Search Name:*	Default
From Date (mon-dd-yyyy or Qtr/FY):*	<input checked="" type="radio"/> 1st Quarter 2004
	<input type="radio"/> Oct 1 2003
To Date (mon-dd-yyyy or Qtr/FY):*	<input checked="" type="radio"/> 1st Quarter 2004
	<input type="radio"/> Sep 30 2004

Execute Save Clear Cancel

14 QUICK START PROCESS

The following sections describe the quick start process.

14.1 GOVERNMENT USER QUICK START INSTRUCTIONS

The following steps are provided to assist government users in logging in to FPDS-NG and accessing reports.

- 1) Go to <https://www.fpds.gov>.
- 2) Log in to FPDS-NG with your user ID and password.
- 3) Click the Standard Reports icon.
- 4) Click the Add Reports button.
- 5) Select the available reports by selecting the associated check boxes.
- 6) Click the Add to My Reports button. The selected reports will appear in a searchable library called My Reports.
- 7) Select the report you want to display. The search criteria screen for your report appears.
- 8) Enter your report's search criteria.
- 9) Click the Execute button to produce the report based on the search criteria entered.

14.2 OPENING THE MY REPORTS SCREEN

The My Reports screen shown in Figure 79. displays a list of selected reports associated with the user's profile. To access the My Reports list use the following steps:

- 1) To open the My Reports screen from the main Navigation screen click .

- 2) To open the Available Reports screen and view a catalog of reports click .
- 3) The Available Reports screen displays with a catalog of reports for selection.

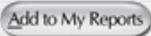
14.3 VIEWING AVAILABLE REPORTS

The Available Reports screen provides access to a catalog of reports offered for selection. To view reports:

- 1) To open the Available Reports screen follow Steps 1 through 3 in Section 8.2.
- 2) To view a report before adding the report to the My Reports list, click . The view function displays the reports format.
- 3) To close the preview screen click .

14.4 SELECTING AVAILABLE REPORTS

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

- 1) To open the Available Reports screen follow Steps 1 through 3 in Section 8.2.
- 2) To add a report(s) to the My Reports screen click  next to the report(s).
- 3) Click  located in the lower corner of the screen.
- 4) The My Reports screen displays with the selected reports.

14.5 GENERATING REPORTS

The My Reports screen provides a list of selected reports users can generate, print, or rename for future use.

- 1) To generate a report, open the My Reports screen following Steps 1 through 3 in Section 8.2.
- 2) Select the link for the report to be generated.
- 3) Enter the search criteria for the chosen report and click .
- 4) The report displays based on the search criteria.

14.6 EXPORTING OR SENDING REPORTS

After generating a report, you have the option of exporting or sending the report in a variety of formats, including Microsoft Excel (spreadsheet), HTML, PDF (ideal for printing), and CSV (comma separated value).

NOTE: Before you can export or send the report, you must first generate it.

To generate the report:

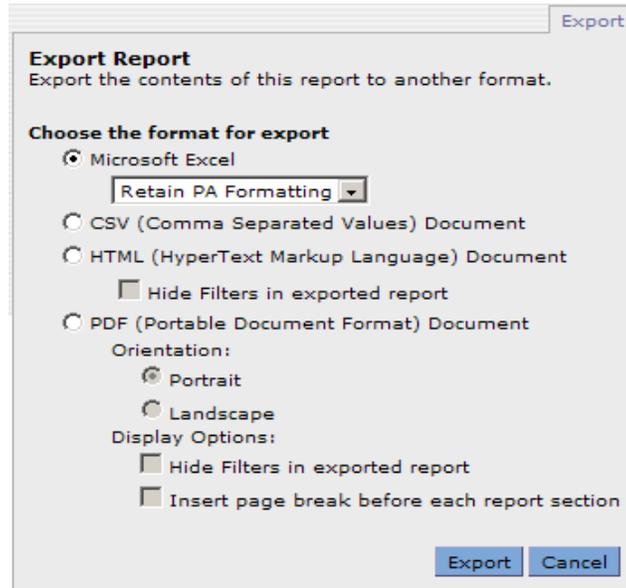
- 1) Open the Available Reports screen following Steps 1 through 3 in Section 8.2.
- 2) Select the link for the report to be downloaded.
- 3) Enter the search criteria information. Skip this step if the selected link is saved search criteria.
- 4) Click  to generate the report.

To export the report:

- 1) After generating the report, click the  tab to open the Export Report window.

2) Choose one of the export formats as shown in the following figure.

Figure 81. Export Window

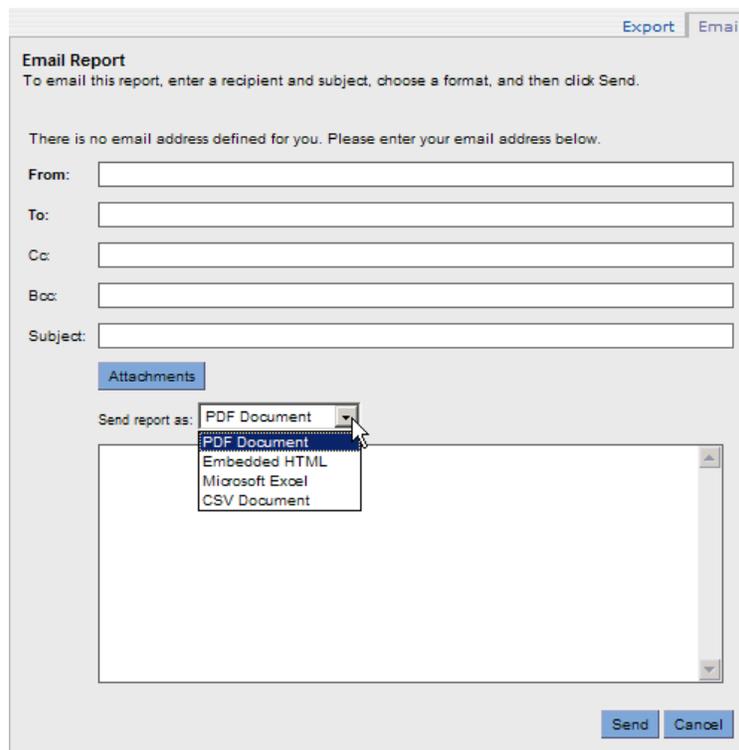


3) To open and save the report in the selected format click **Export**.

To send the report:

1) After generating the report, select the **Email** tab. The Email Report window shown in the following figure displays.

Figure 82. Email Window

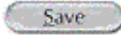


2) Enter the email address(es) and select the format from the drop-down list.

- 3) Click  to send the report.

14.7 SAVING REPORT SEARCH CRITERIA

The Search Criteria screen allows the user to name and save information entered for reports that are frequently repeated.

- 1) To save a report with specific search criteria open the My Reports screen following Steps 1 through 3 in Section 8.2.
- 2) Select the link for the report to be saved with specific search criteria. The search criteria screen displays with “Default” in the Criteria Name field.
- 3) Enter a name or description in the Criteria Name field.
- 4) Click  located at the bottom of the screen.
- 5) The saved name or description is listed in the My Reports screen located under the original report link.

15 USING FPDS-NG REPORTS

FPDS-NG produces reports automatically by querying the FPDS-NG database and creating a report based on your search criteria. This section covers general use concepts for reports, including:

- Report Actions
- Search Criteria Features
- Field Types
- Search Criteria Tools
- Search Criteria Screen Actions/Buttons
- Search Criteria Label Conventions

15.1 REPORT ACTIONS

Export

The export functionality provides the ability to save the data as an HTML file, Microsoft Excel pivot table, PDF, or a comma separated value (CSV) file.

Email

The send functionality provides the ability to send the report in an email. The user enters the email addresses for the desired recipients and the report is sent by the system.

Close

The close functionality closes the report screen.

Printing a Report

To view a report in its entirety, use the scroll down. When printing a report, only the data for the section displayed is printed. If you want to print the entire report, download the report to the HTML, PDF, or CSV format, and print the report.

15.2 SEARCH CRITERIA FEATURES

Search criteria screens are used to run all reports. After clicking a report, the search criteria screen displays. The data the user enters in this screen 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.

15.3 FIELD TYPES

Mandatory Fields

Fields in the search criteria that are orange with an asterisk (*) are mandatory and must have a value. A value must be entered before the report will execute. An error message is displayed when no data is entered in a mandatory field.

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.

15.4 SEARCH CRITERIA TOOLS

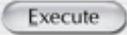
Wildcard

The percent sign (%) is the wildcard character that may be used in the data entry fields. Enter the 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”, such as COMpany, COMplete, and COMposition.

Saving Report Criteria for Multiple Report Runs

The Criteria Name field allows the user to save the report criteria so that it can be executed again without entering all of the data. The user may save as many different criteria for a report as necessary. The name of the criteria displays on the My Reports screen below the associated report.

15.5 SEARCH CRITERIA SCREEN ACTIONS/BUTTONS

 The Execute button runs the report based on the criteria entered in the search criteria screen. If mandatory fields are not completed, an error message displays.

 The Save button 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.

 The Clear button removes any information placed in the search fields by the user, and displays the system generated default search criteria.

 The Cancel button closes the search criteria screen. The report is not executed and the search criteria are not saved.

15.6 SEARCH CRITERIA LABEL CONVENTIONS

Government Wide

All reports are generated Government Wide. The drill-down feature accesses detailed levels of data in the system to further filter information provided on the standard reports.

Department

The Department label is a drill down feature that specifies the department or agency you are selecting. For example, GSA or DOD.

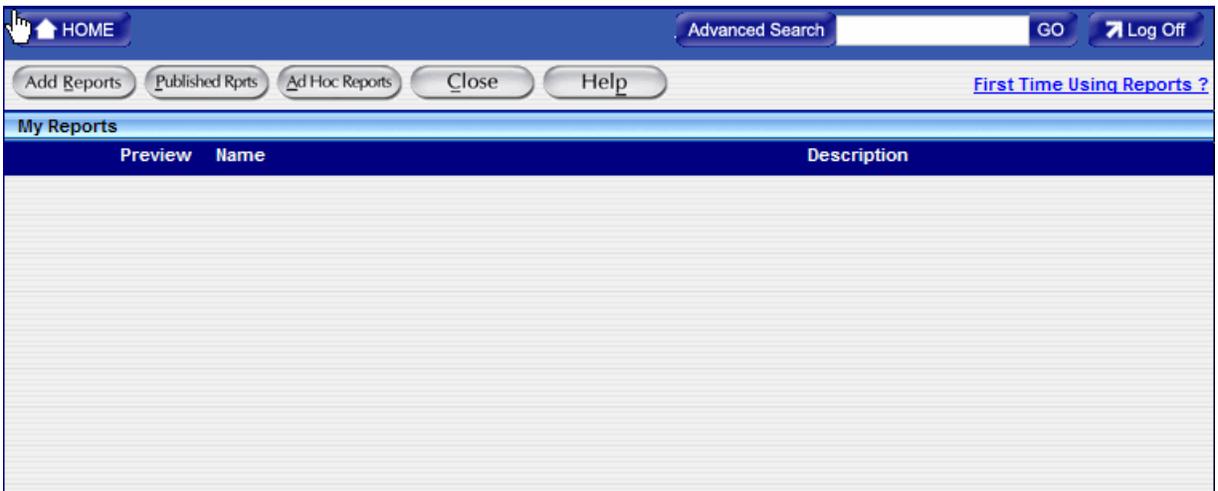
Agency Code

The Agency label is a drill-down feature that specifies the organization or service under the department, for example, Federal Supply Service (GSA) or Navy (DOD).

16 SELECT REPORTS FOR GOVERNMENT USERS

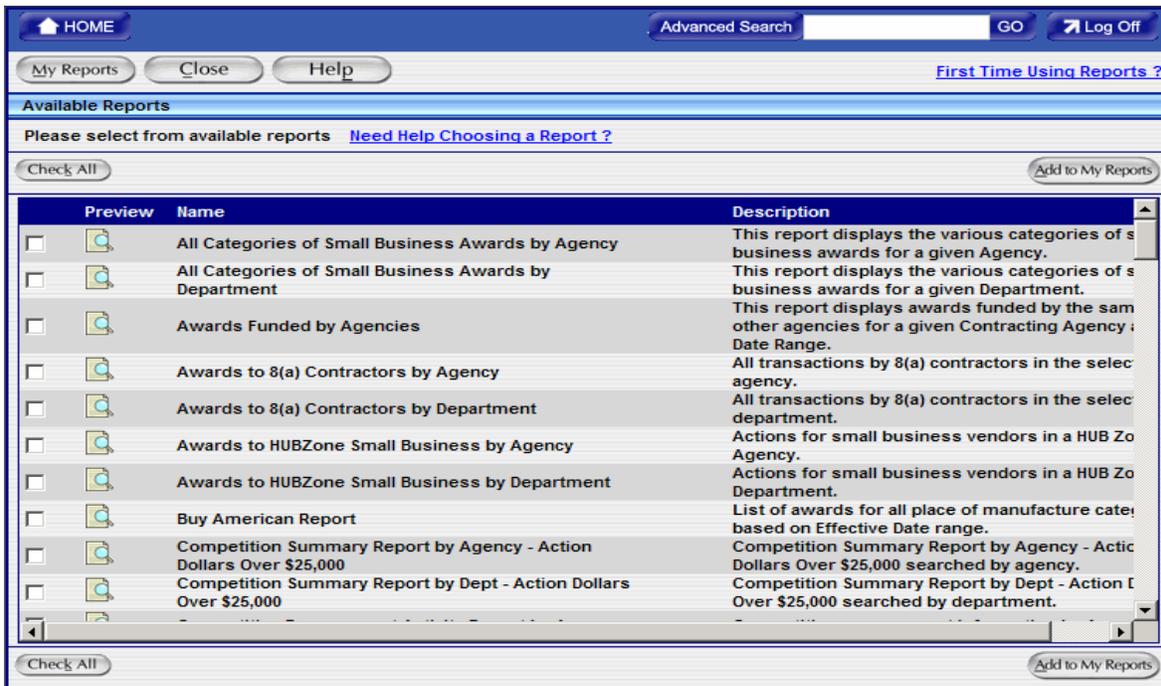
1. From the Navigation screen, under Reports, click **My Reports**.
2. FPDS-NG displays the My Reports screen shown in the following figure.

Figure 83. My Reports Screen



3. Click **Add to My Reports** located at the top left corner of the screen.
4. FPDS-NG displays the Available Reports screen shown in the following figure.

Figure 84. Available Reports Screen



5. Click next to the report(s) to which you wish to subscribe.
6. Click [Add to My Reports](#). The selected report(s) moves from Available Reports to the My Reports screen shown in the following figure.

Figure 85. My Reports Screen



17 PROCEDURE FOR RUNNING REPORTS

Using the My Reports screen, select a report from your library. The Search Criteria Pop-up displays.

Figure 86. Search Criteria Pop-up

Need Help Using This Report ? Click here

Search Criteria

Please enter the criteria for the report:

Report Name: Contractor Search

Search Name: CS Report 2004

From Date (mon-dd-yyyy or Qtr/FY):
 1st Quarter 2004
 Oct 1 2003

To Date (mon-dd-yyyy or Qtr/FY):
 1st Quarter 2004
 Sep 30 2004

Vendor Name: [Lookup Button]

Execute Save Clear Cancel

As with other screens in FPDS-NG, the fields labeled with lookup buttons (⋮) can be auto-filled by selecting the lookup button, and using the associated Search/Select screen as shown in the following figure.

Figure 87. Search/Select Option

Vendor Selection

<input type="radio"/>	GLOBAL COMMUNICATIONS SOLUTIONS INCORPORATED	9263679390000	7640
<input type="radio"/>	GLOBAL COMP NORTHEAST INCORPORATED	1420087180000	1111
<input type="radio"/>	GLOBAL COMP SOUTHEAST INCORPORATED	1414101470000	22061
<input type="radio"/>	GLOBAL COMPANIES LIMITED LIABILITY COMPANY (3028)	0191777570000	800
<input type="radio"/>	GLOBAL COMPANY LIMITED	6917249050000	2-23-1
<input type="radio"/>	GLOBAL COMPOSITES INCORPORATED	8068313760000	11162
<input type="radio"/>	GLOBAL COMPUSEARCH LIMITED LIABILITY COMPANY	0983707730000	4222
<input checked="" type="radio"/>	GLOBAL COMPUTER ENTERPRISES INCORPORATED	0474017370000	19201
<input type="radio"/>	GLOBAL COMPUTER SERVICES INCORPORATED	1763408180000	520
<input type="radio"/>	GLOBAL COMPUTER ENTERPRISES INCORPORATED	0318399260000	6551
<input type="radio"/>	GLOBAL COMPUTER TRAINING CENTER INCORPORATED	0318399260000	6551
<input type="radio"/>	GLOBAL COMPUTRONICS INCORPORATED	6027761480000	4575

200 out of 962 items found. Please narrow your search to get complete results.

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

No Doing Business As Name (DBAN)

BOGGS RENEE

GLOBAL CBT

Find items that match the following criteria:

Vendor Name: GLOBAL% City: []

DUNS Number: [] State: []

Doing Business As Name: [] ZIP Code: []

Country Code: []

Select Cancel Show DBAN Search Clear Help

After entering search criteria, your report displays when you click the Execute button.

Figure 88. Execute a Report Search

Execute Save Clear Cancel

The following is a sample report:

Figure 89. Sample Report.

Federal Contract Actions and Dollars
Updated: On demand

Filters: From Date only show values greater than or equal to '2003-10-01' Remove
To Date only show values less than or equal to '2004-09-30' Remove
Department only show values similar to '%%' Remove

Highlighting Drill Charts Calc

Department	Total Actions	Total Dollars Obligated	Percentage of Actions	Percentage of Dollars
AGENCY FOR INTERNATIONAL DEVELOPMENT (1152)	145	\$1,630,274,960	0 %	1 %
AGRICULTURE, DEPARTMENT OF (1200)	29,147	\$3,716,228,830	2 %	1 %
AMERICAN BATTLE MONUMENTS COMMISSION (7400)	21	\$197,794	0 %	0 %
BROADCASTING BOARD OF GOVERNORS (9568)	1,253	\$22,732,238	0 %	0 %
COMMERCE, DEPARTMENT OF (1300)	28,413	\$1,510,852,647	2 %	0 %
COMMISSION ON CIVIL RIGHTS (9517)	237	\$2,700,245	0 %	0 %
COMMITTEE FOR PRCH FROM BLIND & OTHER SEVERELY HANDICAPPED (9518)	7	\$766,284	0 %	0 %
COMMODITY FUTURES TRADING COMMISSION (9507)	82	\$9,444,636	0 %	0 %
CONSUMER PRODUCT SAFETY COMMISSION (6100)	947	\$7,967,921	0 %	0 %
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (9577)	211	\$28,791,228	0 %	0 %
COURT SERVICES AND OFFENDER SUPERVISION AGENCY (9594)	181	\$6,281,539	0 %	0 %
DEFENSE NUCLEAR FACILITIES SAFETY	--	--	--	--

18 SAMPLE REPORTS AVAILABLE IN FPDS-NG

This section describes the sample reports available in FPDS-NG.

18.1 CONTRACTOR SEARCH REPORT

18.1.1 DESCRIPTION

This report displays socioeconomic data for various small businesses.

18.1.2 MANDATORY CRITERIA

- Search Name
- From Date or Qrt/Yr
- To Date or Qrt/Yr

18.1.3 OPTIONAL CRITERIA

- Vendor Name

18.1.4 FIELDS

- All Vendors by Name
- Total Federal Actions
- Total Federal Dollars Obligated
- Total Federal Percentage of Actions
- Total Federal Percentage of Dollars

18.1.5 PRIMARY SORT BY

- Award Category

18.1.6 SECONDARY SORT BY

- Department Name

18.1.7 SEARCH CRITERIA

The following figures show a search criteria screen and a sample report.

Figure 90. Search Criteria: All Categories Small Business Awards Report

Need Help Using This Report ? Click here

Need Help?

[Are you using the right report?](#) View common business scenarios. [Click here.](#)

[First time using this report?](#) Get information on the specifics of each search criteria field. [Click here.](#)

Search Criteria

Please enter the criteria for the report:

Report Name: Federal Contract Actions and Dollars

Search Name: Default

From Date (mon-dd-yyyy or Qtr/FY):
 Oct 1 2003
 1st Quarter 2004

To Date (mon-dd-yyyy or Qtr/FY):
 Sep 30 2004
 1st Quarter 2004

Execute Save Clear Cancel

Figure 91. All Categories of Small Business Awards Report Sample

Contractor Search

Updated on demand

Filters: From Date only show values greater than or equal to '2003-10-01' Remove
 To Date only show values less than or equal to '2003-12-31' Remove
 Vendor Name only show values similar to '%' Remove

Highlighting Drill Charts Calc

This report has reached or exceeded the maximum number of rows(20,000) configured by query governing

1 of 401

Vendor Name	Total Actions	Total Dollars Obligated	Percentage of Actions	Percentage of Dollars
Jose Maria Lanseros	3	\$495	0 %	0 %
& FOXX COMPANY	1	\$0	0 %	0 %
(ALS)	1	\$24,860	0 %	0 %
O DB CODING LLC	1	\$97,787	0 %	0 %
OR-4 INTERNATIONAL INC	1	\$33,288	0 %	0 %
1 2 3 PRINTING AND SUPPLIES INCORPORATED	6	\$176,269	0 %	0 %
1 BEYOND INCORPORATED	1	\$14,165	0 %	0 %
1 NATION ELECTRONICS, L L C	2	\$789,079	0 %	0 %
1 NATION TECHNOLOGY CORP	1	\$43,014	0 %	0 %

19 APPENDIX C - FPDS-NG FREQUENTLY ASKED QUESTIONS

1. Why is contract reporting 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 trust in our Government 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, the Government Accountability Office, Small Business Administration, other agencies, and Congress, now have the ability to independently access government-wide information. This increases the need for data accuracy, as there is no prior screening before dissemination to government agencies or the public.

Each agency uses this information for management purposes. As an example, some agencies use this information to calculate workload and buyer productivity, which could be used to impact your performance appraisal.

2. What is not included in FPDS-NG?

Public Law (P.L.) 93-400 required executive agencies to begin reporting specific information on contract actions. The set of fields required to be collected on total contract value has changed many times since then based on new statutory requirements, impact of GAO decisions, case law, and FAR implementation. The contract reporting objective is to provide information on the specified fields, not on every possible piece of contracting data or copies of contract awards. There are other methods, such as contract writing or financial systems, or files which have paper or electronic copies of award documents from which other information can be retrieved.

- 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, and wage determinations.

3. Who needs to be registered and why?

If you do not use a contract writing system and input your contract action reports on-line, you need to be registered.

If you use a contract writing system, the standard is there 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 Administrator, may have additional capabilities over and above running reports or creating queries. Note that if a government person wants to use FPDS-NG from their home/personal computer they will need to be registered.

4. What if I forget my user ID?

Contact the appropriate Agency System Administrator.

5. What if I forget my password?

Use the forgotten password function on the Log In screen.

6. Is there any intelligence in the contract numbers?

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.

7. Why is there no Federal mandate on the format of contract numbers?

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 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.

8. Can I get a copy of the contract file including the terms and conditions from FPDS-NG?

No. Only data about the contract is in FPDS-NG.

9. If not, where can I get a copy of the contract?

Contact the contracting officer who maintains the contract files to request a copy of the contract. Frequently, these requests are handled as Freedom Of Information Act (FOIA) requests.

10. Is there a central repository of all contract documents?

No. The contract file is not stored in a federal sponsored, central repository.

11. 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 contracting office.

12. Where can I see the method proposed by the contractor, that is, how they are to be performing?

The contracting officer is the only one that can provide the specifics of a given contract. Frequently, these requests are handled as Freedom Of Information Act (FOIA) requests.

13. What is the small business goaling report?

This is a Small Business Act mandated report, a report generated using FPDS-NG data. Congress mandates that the Executive Branch provide contracting opportunities to small companies owned by women, veterans, small and small disadvantaged businesses, or businesses located in historically underutilized business zones.

The Small Business Administration (SBA) is responsible for setting goals for small business participation in federal contracts, and 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 on the SBA web-site www.sba.gov. Achievements are credited to the agency funding the award not the agency issuing the contract action.

14. What is included in the Small Business Goaling Report?

The criteria for the Small Business Goaling Report is listed in the appendix at the end of the report. This criteria lists what is included in the report.

15. 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 also contained in the appendix at the end of the report.

16. 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 SDB 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.

17. 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. Because the FPDS-NG fields are different than the SF279 or DD350 fields or options within fields may have changed, old queries from the prior system most likely will result in different output. 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 Small Business Goaling Report is based on the funding agency not the buying agency. The SBA requirement for reporting purposes is based on the agency that is funding these contracts, not the awarding agency.

18. 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.

19. Does FPDS-NG have purchase card data?

Purchase card transactions less than or equal to \$2,500 are not reportable to FPDS-NG. Purchase card data is collected by the banks that issue the cards. Summary purchase card data will be made available via FPDS-NG at some point in the future—perhaps as early as Fiscal Year 2007.

20. 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 use of NAICS by the Government is required by the North American Free Trade Agreement (NAFTA). 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.

21. 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. If it continues, contact your agency system administrator.