



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-3000

ACQUISITION
AND SUSTAINMENT

SEP 14 2018

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES CYBER
COMMAND (ATTN: ACQUISITION EXECUTIVE)
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT), ASA (ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION & LOGISTICS MANAGEMENT),
ASN (RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DEFENSE FIELD ACTIVITIES

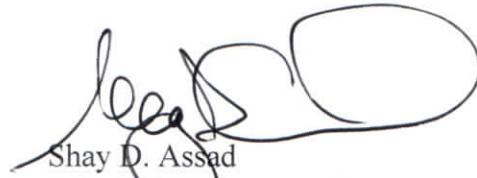
SUBJECT: Reporting Data for the Small Business Innovation Research/Small Business
Technology Transfer Programs in the Federal Procurement Data System

This memorandum and attached reference provide clarification and guidance on properly reporting Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) awards in the Federal Procurement Data System (FPDS). This constitutes a corrective action plan, designed to address the Department of Defense Inspector General Report No. DODIG-2014-049, which found material weaknesses in recorded information in existing databases, to include FPDS.

When entering information into FPDS, it is critical to identify the acquisition is for Research & Development services in the Product/Service Code data field. It is also important to correctly complete the "Competition Information" section by identifying the action as an SBIR/STTR award in accordance with Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information subpart 204.606.

Addressees are requested to make widest distribution of this memorandum to the contracting community and participating field offices to increase the accuracy and uniformity of information used to track and report on the SBIR/STTR Programs. For more information about the SBIR/STTR program, see <https://www.acq.osd.mil/osbp/sbir/>.

My points of contact for this memo are Ms. Sheila Harris for SBIR/STTR, and Ms. Lisa Romney for FPDS reporting. They can be reached at sheila.y.harris.civ@mail.mil and janice.l.romney.civ@mail.mil respectively.

A handwritten signature in black ink, appearing to read 'Shay D. Assad', with a large, stylized flourish extending to the right.

Shay D. Assad
Principal Director, Defense Pricing
and Contracting

cc: Inspector General of the Department of Defense
Under Secretary of Defense for Research and Engineering

SBIR/STTR FPDS-NG Reporting Quick Reference Guide

Section G. Competition Information – instructions for all fields

The screenshot shows a web form titled "Competition Information". The fields are as follows:

- Extent Competed For Referenced IDV: [Text Box]
- Extent Competed: [Dropdown Menu: Select One]
- Solicitation Procedures: [Dropdown Menu: Select One]
- Type Of Set Aside: [Dropdown Menu: Select One]
- Evaluated Preference: [Dropdown Menu: Select One]
- SBIR/STTR: [Dropdown Menu: Select One]
- Statutory Exception To Fair Opportunity: [Dropdown Menu: Select One]
- Reason Not Competed: [Dropdown Menu: Select One]
- Number Of Offers Received: [Text Box]
- Pre Award FBO Synopsis: [Checkbox]
- Small Business Competitiveness Demonstration Program: [Checkbox]
- SBA OFPP Synopsis Waiver Pilot: [Checkbox]
- Commercial Item Test Program: [Checkbox]
- Alternative Advertising: [Checkbox]
- Commercial Item Acquisition Procedures: [Checkbox]
- A76 Action: [Checkbox]

- **Extent Competed For Referenced IDV** – This field is system populated from the referenced IDV. *This field remains blank for SBIR/STTR awards.*
- **Extent Competed** - This is a code that represents the competitive nature of the contract. *All SBIR/STTR contracts of any phase are marked with Code A, Full and Open Competition.*
- **Solicitation Procedures** - This is the designator for the solicitation procedures available. Report this code for the type of solicitation procedure used. *All SBIR/STTR contracts, regardless of phase, are marked with Code NP: Negotiated Proposal/Quote.*
- **Type of Set Aside** – This is the designator for type of set aside determined for the contract action. *All SBIR/STTR contracts are marked SBA – Small Business Set Aside.*
- **Evaluated Preference** -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. *For SBIR/STTR awards, select NONE.*

- **SBIR/STTR:-** This is the designator for the type of research determined for the contract action. *If the contract is a SBIR or STTR, identify the program and phase as outlined in the following table from drop-down selections for SBIR/STTR type and Phase:*

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

- **Statutory Exception to Fair Opportunity** – 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 -own menu when awarding a non-competitive task order or delivery order exceeding \$5000.00 against an IDIQ contract. *No selection will be made from the drop-down list for SBIR/STTR awards as they are competitive.*
- **Reason Not Competed** - 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. *No selection needs to be made for SBIR/STTR awards, as they are competitive actions.*
- **Number of Offers Received** – Enter the actual number of offers [proposals] received for this award.
- **All remaining Checkbox Fields:** N/A to SBIR/STTR awards.