

# Subpart 4.6 - Contract Reporting

**Parent topic:** [Part 4 - Administrative and Information Matters](#)

## 4.600 Scope of subpart.

This subpart prescribes uniform reporting requirements for the Federal *Procurement* Data System (FPDS).

### 4.601 Definitions.

As used in this subpart—

*Contract action* means any oral or written action that results in the purchase, rent, or lease of *supplies* or equipment, services, or *construction* using appropriated dollars over the *micro-purchase threshold*, or modifications to these actions regardless of dollar value. *Contract action* does not include grants, cooperative agreements, other transactions, real property leases, requisitions from Federal stock, training authorizations, or other non-FAR based transactions.

*Contract action report (CAR)* means *contract action* data required to be entered into the Federal *Procurement* Data System (FPDS).

*Definitive contract* means any contract that *must* be reported to FPDS other than an *indefinite delivery vehicle*. This definition is only for FPDS, and is not intended to apply to [part 16](#).

*Entitlement program* means a Federal program that guarantees a certain level of benefits to persons or other entities who meet requirements set by law, such as Social Security, farm price supports, or unemployment benefits.

*Generic entity identifier* means a number or other identifier assigned to a category of vendors and not specific to any individual or entity.

*Indefinite delivery vehicle (IDV)* means an indefinite delivery contract or agreement that has one or more of the following clauses:

- (1) [52.216-18](#), Ordering.
- (2) [52.216-19](#), Order Limitations.
- (3) [52.216-20](#), Definite Quantity.
- (4) [52.216-21](#), Requirements.
- (5) [52.216-22](#), Indefinite Quantity.
- (6) Any other clause allowing ordering.

## 4.602 General.

(a) The FPDS provides a comprehensive web-based tool for agencies to report *contract actions*. The resulting data provides-

(1) A basis for recurring and special reports to the President, the Congress, the Government Accountability Office, Federal *executive agencies*, and the general public;

(2) A means of measuring and assessing the effect of Federal *contracting* on the Nation's economy and the extent to which small, veteran-owned small, service-disabled veteran-owned small, *HUBZone* small, small disadvantaged, *women-owned small business concerns*, and AbilityOne nonprofit agencies operating under [41 U.S.C. chapter 85](#), Committee for Purchase from People Who Are Blind or Severely Disabled, are sharing in Federal contracts;

(3) A means of measuring and assessing the effect of Federal *contracting* for promoting sustainable technologies, materials, *products*, services, and high-performance sustainable buildings. This is accomplished by collecting and reporting agency data on *sustainable acquisition*, including types of *products* purchased, the purchase costs, and the exceptions used for other than *sustainable acquisition*; and

(4) A means of measuring and assessing the effect of other policy and management initiatives (*e.g.*, performance based *acquisitions* and competition).

(b) FPDS does not provide reports for certain *acquisition* information used in the award of a *contract action* (*e.g.*, subcontracting data, funding data, or accounting data).

(c) The FPDS Web site, <https://www.fpds.gov>, provides instructions for submitting data. It also provides-

(1) A complete list of departments, agencies, and other entities that submit data to the FPDS;

(2) Technical and end-user guidance;

(3) A computer-based tutorial; and

(4) Information concerning reports not generated in FPDS.

## 4.603 Policy.

(a) In accordance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), all unclassified Federal award data *must* be publicly accessible.

(b) *Executive agencies shall* use FPDS to maintain publicly available information about all unclassified *contract actions* exceeding the *micro-purchase threshold*, and any modifications to those actions that change previously reported *contract action report* data, regardless of dollar value.

(c) Agencies awarding *assisted acquisitions* or *direct acquisitions* *must* report these actions and identify the Program/Funding Agency and Office Codes from the applicable agency codes maintained by each agency at FPDS. These codes represent the agency and office that has provided the predominant amount of funding for the *contract action*. For *assisted acquisitions*, the *requesting*

agency will receive socioeconomic credit for meeting agency small business goals, where applicable. *Requesting agencies shall* provide the appropriate agency/bureau *component* code as part of the written interagency agreement between the requesting and *servicing agencies* (see [17.502-1\(a\)\(1\)](#)).

(d) Agencies awarding *contract actions* with a mix of appropriated and non-appropriated funding *shall* only report the full appropriated portion of the *contract action* in FPDS.

## **4.604 Responsibilities.**

(a) The *Senior Procurement Executive* in coordination with the *head of the contracting activity* is responsible for developing and monitoring a process to ensure timely and accurate reporting of contractual actions to FPDS.

(b)

(1) The responsibility for the completion and accuracy of the individual *contract action report (CAR)* resides with the *contracting officer* who awarded the *contract action*. CARs in a draft or error status in FPDS are not considered complete.

(2) The CAR *must* be confirmed for accuracy by the *contracting officer* prior to release of the contract award. The CAR *must* then be completed in FPDS within three business days after contract award.

(3) For any action awarded in accordance with FAR [6.302-2](#) or pursuant to any of the authorities listed at subpart [18.2](#), the CAR *must* be completed in FPDS within 30 days after contract award.

(4) When the *contracting office* receives written notification that a contractor has changed its size status in accordance with the clause at [52.219-28](#), Post-Award Small Business Program Rerepresentation, the *contracting officer shall* update the size status in FPDS within 30 days after receipt of contractor's notification of rerepresentation.

(5) If after award of a contract, the *contracting officer* receives written notification of SBA's final decision on a protest concerning a size determination, the *contracting officer shall* update FPDS to reflect the final decision.

(c) The *chief acquisition officer* of each agency required to report its *contract actions must* submit to the General Services Administration (GSA), in accordance with FPDS guidance, within 120 days after the end of each fiscal year, an annual certification of whether, and to what degree, agency CAR data for the preceding fiscal year is complete and accurate.

## **4.605 Procedures.**

(a) *Procurement Instrument Identifier (PIID)*. Agencies *shall* have in place a process that ensures that each PIID reported to FPDS is unique Governmentwide, for all *solicitations*, contracts, blanket purchase agreements, basic agreements, basic ordering agreements, or orders in accordance with [4.1601](#) to [4.1603](#), and will remain so for at least 20 years from the date of contract award. Other pertinent PIID instructions for FPDS reporting can be found at <https://www.fpds.gov>.

(b) *Unique entity identifier.* The contracting officer shall identify and report a *unique entity identifier* for the successful offeror on a contract action. The *unique entity identifier* shall correspond to the successful offeror's name and address as stated in the offer and resultant contract, and as registered in the System for Award Management in accordance with the provision at [52.204-7, System for Award Management](#). The contracting officer shall ask the offeror to provide its *unique entity identifier* by using either the provision at [52.204-6, Unique Entity Identifier](#), the provision at [52.204-7, System for Award Management](#), or the provision at [52.212-1, Instructions to Offerors-Commercial Products and Commercial Services](#). (For a discussion of the *Commercial and Government Entity (CAGE) Code*, which is a different identifier, see [subpart 4.18](#).)

(c) *Generic entity identifier.*

(1) The use of a *generic entity identifier* should be limited, and only used in the situations described in paragraph (c)(2) of this section. Use of a *generic entity identifier* does not supersede the requirements of provisions [52.204-6, Unique Entity Identifier](#) or [52.204-7 System for Award Management](#) (if present in the solicitation) for the contractor to have a *unique entity identifier* assigned.

(2) Authorized *generic entity identifiers*, maintained by the Integrated Award Environment (IAE) program office (<http://www.gsa.gov/portal/content/105036>), may be used to report contracts in lieu of the contractor's actual *unique entity identifier* only for—

(i) *Contract actions* valued at or below \$30,000 that are awarded to a contractor that is-

(A) A student;

(B) A dependent of either a veteran, foreign service officer, or military member assigned outside the *United States* and its *outlying areas* (as defined in [2.101](#)); or

(C) Located outside the *United States* and its *outlying areas* for work to be performed outside the *United States* and its *outlying areas* and the contractor does not otherwise have a *unique entity identifier*;

(ii) Contracts valued above \$30,000 awarded to individuals located outside the *United States* and its *outlying areas* for work to be performed outside the *United States* and its *outlying areas*; or

(iii) Contracts when specific public identification of the contracted party could endanger the mission, contractor, or recipients of the acquired goods or services. The contracting officer must include a written determination in the contract file of a decision applicable to authority under this paragraph (c)(2)(iii).

(d) American Recovery and Reinvestment Act actions. The contracting officer, when entering data in FPDS, shall use the instructions at <https://www.fpds.gov> to identify any action funded in whole or in part by the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5).

(e) *Office codes.* Agencies shall by March 31, 2016—

(1) Use the *Activity Address Code (AAC)*, as defined in [2.101](#), assigned to the issuing contracting office as the contracting office code, and

(2) Use the AAC assigned to the program/funding office providing the predominance of funding for the contract action as the program/funding office code.

## 4.606 Reporting Data.

(a) *Actions required to be reported to FPDS.*

(1) As a minimum, agencies *must* report the following *contract actions* over the *micro-purchase threshold*, regardless of *solicitation* process used, and agencies *must* report any modification to these *contract actions* that change previously reported *contract action* data, regardless of dollar value:

(i) *Definitive contracts*, including *purchase orders* and imprest fund buys over the *micro-purchase threshold* awarded by a *contracting officer*.

(ii) *Indefinite delivery vehicle* (identified as an "IDV" in FPDS). Examples of IDVs include the following:

(A) Task and *Delivery Order* Contracts (see [subpart 16.5](#)), including-

(1) Government-wide *acquisition* contracts.

(2) Multi-agency contracts.

(B) GSA Federal supply schedules.

(C) Blanket Purchase Agreements (see [13.303](#)).

(D) Basic Ordering Agreements (see [16.703](#)).

(E) Any other agreement or contract against which individual orders or purchases *may* be placed.

(iii) All calls and orders awarded under the indefinite delivery vehicles identified in paragraph (a)(1)(ii) of this section.

(2) The GSA Office of Charge Card Management will provide the Government purchase card data, at a minimum annually, and GSA will incorporate that data into FPDS for reports.

(3) Agencies *may* use the FPDS Express Reporting capability for consolidated multiple action reports for a vendor when it would be overly burdensome to report each action individually. When used, Express Reporting *should* be done at least monthly.

(b) *Reporting other actions.* Agencies *may* submit actions other than those listed at paragraph (a)(1) of this section only if they are able to be segregated from FAR-based actions and this is approved *in writing* by the FPDS Program Office. Prior to the commencement of reporting, agencies *must* contact the FPDS Program Office if they desire to submit any of the following types of activity:

(1) Transactions at or below the *micro-purchase threshold*, except as provided in paragraph (a)(2) of this section.

(2) Any non-appropriated fund (NAF) or NAF portion of a *contract action* using a mix of appropriated and non-appropriated funding.

(3) Lease and supplemental lease agreements for real property.

(4) Grants and entitlement actions.

(c) *Actions not reported*. The following types of *contract actions* are not to be reported to FPDS:

(1) Imprest fund transactions below the *micro-purchase threshold*, including those made via the Government purchase card (unless specific agency procedures prescribe reporting these actions).

(2) Orders from GSA stock and the GSA Global Supply Program.

(3) Purchases made at GSA or AbilityOne service stores, as these items stocked for resale have already been reported by GSA.

(4) Purchases made using non-appropriated fund activity cards, chaplain fund cards, individual Government personnel training orders, and Defense Printing orders.

(5) Actions that, pursuant to other authority, will not be entered in FPDS (*e.g.*, reporting of the information would compromise national security).

(6) *Contract actions* in which the required data would constitute *classified information*.

(7) Resale activity (*i.e.*, commissary or exchange activity).

(8) Revenue generating arrangements (*i.e.*, concessions).

(9) Training expenditures not issued as orders or contracts.

(10) Interagency agreements other than inter-agency *acquisitions* required to be reported at [4.606\(a\)\(1\)](#).

(11) Letters of obligation used in the A-76 process.

(d) Agencies not subject to the FAR. Agencies not subject to the FAR *may* be required by other authority (*e.g.*, statute, OMB, or internal agency policy) to report certain information to FPDS. Those agencies not subject to the FAR *must* first receive approval from the FPDS Program Office prior to reporting to FPDS.

## **4.607 Solicitation provisions and contract clause.**

(a) Insert the provision at [52.204-5](#), *Women-Owned Business (Other Than Small Business)*, in all *solicitations* that-

(1) Are not set aside for small business concerns;

(2) Exceed the *simplified acquisition threshold*; and

(3) Are for contracts that will be performed in the *United States* or its *outlying areas*.

(b) Insert the provision at [52.204-6](#), *Unique Entity Identifier*, in *solicitations* that do not contain the provision at [52.204-7](#), *System for Award Management*, or meet a condition at [4.605\(c\)\(2\)](#).

(c) Insert the clause at [52.204-12](#), *Unique Entity Identifier Maintenance*, in *solicitations* and resulting contracts that contain the provision at [52.204-6](#), *Unique Entity Identifier*.