



Service Contract Reporting

Defense Pricing and Contracting

September 2023



SCR Overview

Service Contract Reporting (SCR) Requirements: The Office of Management and Budget (OMB) requires federal agencies to report on activities performed by service contractors annually. Entities with eligible contracts are required to submit a report in the System for Award Management (SAM).

- Eligible services contract data automatically flows from the Contract Action Report (CAR) in the Federal Procurement Data System (FPDS) to SAM.gov.
- FPDS is authoritative, and there is no ability to manually upload contracts to SAM for reporting.
- If there is an error in CAR reporting, a correction to the CAR must be accomplished first in order for the eligible contract data to flow to SAM.gov for reporting.
- For a Contractor to submit a SCR, the Contractor:
 - Must have entity registered in SAM.gov
 - Must have an individual SAM.gov user account with the Entity Administrator, Entity Registration Representative, or Reporter role for that entity
 - Must have one or more contracts awarded to that entity which meet the Service Contract Report (SCR) reporting thresholds.



DFARS 204.17 (https://www.acq.osd.mil/dpap/dars/dfars/html/current/204_17.htm)

- Defense Federal Acquisition Regulation Supplement subpart 204.17, and in accordance with the requirements of title 10, U.S.C, section 235 and 2330a.

204.1703 Reporting requirements

- *Has a total estimated value, including options, that exceeds \$3 million; and*
- *Is for services in the following service acquisition portfolio groups (see PGI 204.1703 for a list of applicable product and service codes):*
 - (A) Logistics management services.
 - (B) Equipment-related services.
 - (C) Knowledge-based services.
 - (D) Electronics and communications services
- For indefinite-delivery contracts, basic ordering agreements, and blanket purchase agreements

Forthcoming Corrections to DFARS

- The SCR dollar threshold criteria states service contracts are eligible for reporting when the obligations/deobligations exceeds \$3M in Total Contract Value (TCV). The correction *should read* when the obligations/deobligations exceeds \$3M reported in the fiscal year. The DFARS criteria does not match the FPDS business rules used to determine the dollar threshold criteria.
- Regardless if the clause is missing in the contract, SCR business rules (data elements for type of contract/(de)obligation/ PSC) will still dictate the eligibility for SCR reporting. The business rules do not count on the inclusion of the clause(s). The contract will still appear in the vendor's workspace if the award is eligible for reporting and SAM will indicate completion or missing report upon close of the reporting period.



SCR Reporting Criteria

Contract Action Type: Include BPA calls, purchase orders, awards that are delivery orders or task orders under an Indefinite Delivery Vehicle (IDV), and Blanket Purchase Agreement (BPA) calls. Excludes IDVs/Base Awards. Other Transactions (OTA) are not FAR based actions and therefore not eligible for SCR reporting.

DoD Contract Dollar Threshold Criteria: For DoD, include FY09 to Current Fiscal Year awards where the total net amount of deobligations/obligations in FY23 is either greater than \$3M or less than -\$3M (Anything between -\$3M to \$3M will be excluded)

DoD Contract Criteria: For DoD, include actions where the PSC represents a service (begins with a letter) AND belongs to any of the following Category Management categories or subcategories:

Category Management Categories or Subcategories	
1	Information Technology
2	Professional Services
3.3	Security Services
5	Industrial Products and Services
7.1	Package Delivery & Packaging
7.2	Logistics Support Services
7.5	Motor Vehicles
7.6	Transportation Equipment
9	Human Capital
18	Equipment Related Services
19	Electronic and Communications Services



SCR Reporting Period

- The SCR reporting period opens annually at the beginning of October through the end of January. **Exact opening dates vary each fiscal year.
- SCR reports are not accessible to view/edit outside the open period.
- SCR reporting must be completed per the terms of the contract.
- Vendors can submit and revise reports through January 31st.

SCR Interim Reports (For DoD users only with FOUO Data viewer access):

- SCR interim reports are refreshed periodically during the open reporting period.
- Vendor POC information is provided as a separate tab in the report to allow agencies to perform outreach.
- FPDS Business Rules remain largely unchanged from last year.



SCR Reporting Schedule

SCR Reporting Schedule:

- SAM enables Service Reporting at the beginning of each reporting period (early October)
- Post status reports every Tuesday and every other Tuesday after 31 Oct
- Schedule updates annually
- To see the schedule and other Key dates refer to SAM.gov > Entity Reporting > Federal Resource

[Quick Start Guide for Service Contract Reporting for Federal Users](#)



SCR Resources – DoD Procurement Toolbox

The SCR page on the DoD Procurement Toolbox contains trainings, links to policy, and other resources for users from the DoD and industry.*

*This page will be periodically updated and may appear differently than the screenshot to the right.

The screenshot shows the DoD Procurement Toolbox website. The header includes the Department of Defense logo, navigation links (Home, FAQs, Calendar, Contact Us), and a search bar. Below the header is a navigation menu with links: Government Furnished Property, Unique ID, eBusiness, Purchase Card, Cybersecurity, Procure to Pay (P2P), Contract Closeout, and SAM.gov. The main content area is titled "Service Contract Reporting (SCR)" and contains several bullet points providing information about the reporting process, including the reporting period (OCT 6, 2022 – JAN 31, 2023), the requirement to prepare an annual inventory of service contracts, and the criteria for reporting. A table lists the reporting period and date, with a "View >>" button. Below the table are links to the Policy Vault, Memorandum, and DPC SAM Guidance webpage.

Department of Defense
Procurement Toolbox

Home FAQs Calendar Contact Us

Government Furnished Property Unique ID eBusiness Purchase Card Cybersecurity Procure to Pay (P2P) Contract Closeout SAM.gov

Home » SAM.gov » Service Contract Reporting (SCR)

SAM.gov

- Entity Management
 - Entity Registrations
 - Exclusions
 - Vendor Registration Assistance
- Contract Opportunities
- CPARS
- Data Bank (Contract Data Reports)
 - DoD Training Slides
 - DoD Training Videos
 - GSA Training on Ad-hoc and Standard Reports
- Federal Hierarchy
- Government User Accounts and Role Management
- IAE Technical Interface Committee (TIC)
- Miscellaneous
- Service Contract Reporting (SCR)
- System Access and Interfaces
- Unique Entity ID

Service Contract Reporting (SCR)

- FY22 SCR reporting period opens OCT 6, 2022 – JAN 31, 2023
- Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 204.17, and 10 U.S.C. § 4505 requires military departments and defense agencies to prepare an annual inventory of their service contracts. The criteria and thresholds for DoD funded contracts may be found in DFARS 204.1703.
- SCR eligibility is determined by the data input into the Contract Action Report (CAR) in the Federal Procurement Data System (FPDS). This data is pulled from FPDS periodically and contract actions that meet the criteria automatically flow into the System for Award Management (SAM.gov) for reporting.
- Contracting Officers (CO), Contracting Officer Representatives (COR), and selected DoD personnel must register for a SAM.gov account using their government email address and request the FOUO Entity Management Data Viewer role (or permissions) in order to access/view SCR and BioPreferred reports.
- Check your CAR data input to ensure the data is correct and allows for all SCR eligible contracts to automatically flow from FPDS to SAM. COs cannot manually upload contracts into SAM. If an action should have been designated for SCR, it will require a correction to the CAR.
- SCR training resources can be found on the Federal Service Desk (FSD) Knowledge Base (visit <https://www.fsd.gov> and input "service contract reporting" into the search box).

Name	Date	
Fiscal Year 2022 SCR DoD Memorandum	10/2022	View >>
FY2022 SCR DoD Memorandum extending the reporting period through January 31, 2023.		
Policy Vault: https://www.acq.osd.mil/dpap/ops/policy_vault.html		
Memorandum: https://www.acq.osd.mil/dpap/policy/policyvault/USA001875-22-DPC.pdf		
DPC SAM Guidance webpage: https://www.acq.osd.mil/asda/dpc/ce/cap/sam.html		

<https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-scr>



SCR Resources – SAM.gov

Home Search Data Bank Data Services Help



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

(was fbo.gov)

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

(was wdol.gov)

Federal Hierarchy

Departments and Subtiers

Assistance Listings

(was cfda.gov)

Entity Information

Entities, Disaster Response
Registry, and Exclusions

Entity Reporting

SCR and Bio-Preferred Reporting

[Learn More](#)

Entity Reporting

Entities that are awarded a federal contract, grant, or loan may be required to submit one or more post-award reports periodically, depending on award requirements. BioPreferred Reports and Service Contract Reports are submitted at SAM.gov.

Go to Entity Reporting

[BioPreferred Reporting](#)

[Service Contract Reporting](#)

To view and submit entity reports, you must have a data entry or administrator role. You can request roles from your [workspace](#).

1. Go to <https://www.SAM.gov>, click “Entity Reporting”

2. This takes users to the Entity Reporting Resource Page*

3. Users may access some Knowledge Based Articles and other resources from this page

*Users with reporting capability can also accomplish that task from this page.

[Getting started with BioPreferred Reporting](#)

[Getting started with Service Contract Reporting](#)

Federal Resources

[\[Guide\] BioPreferred Reporting User Guide for Federal Users](#)

[\[Guide\] Service Contract Reporting User Guide for Federal Users](#)

Non-Federal Resources

[BioPreferred Reporting User Guide for Non-Federal Users](#)

[Service Contract Reporting User Guide for Non-Federal Users](#)

Help

[Frequently Asked Questions](#)

[Glossary Terms](#)

[Videos](#)

[Get started with login.gov](#)

[How to submit a role request](#)



SCR Resources – SAM.gov

- On the Entity Reporting page at the bottom, there are links to the **SCR User's Guide**
- The User's Guide provides details on types of contracts, criteria, how to view, and how to create SCR
- There is a link to **SCR FAQs** which opens the Federal Service Desk FAQs page

Entity Reporting

Entities that are awarded a federal contract, grant, or loan may be required to submit one or more post-award reports periodically, depending on award requirements. BioPreferred Reports and Service Contract Reports are submitted at SAM.gov.

Sign In to Entity Reporting

Getting Started

[Sign in to get started](#)

Getting started with BioPreferred Reporting

Getting started with Service Contract Reporting

Federal Resources

[\[Guide\] BioPreferred Reporting User Guide for Federal Users](#)

[\[Guide\] Service Contract Reporting User Guide for Federal Users](#)

Non-Federal Resources

[BioPreferred Reporting User Guide for Non-Federal Users](#)

[Service Contract Reporting User Guide for Non-Federal Users](#)

Help

[? Frequently Asked Questions](#)

[Glossary Terms](#)

[Videos](#)

[Get started with login.gov](#)

[How to submit a role request](#)



Other SCR Resources – FSD.gov

Home Knowledge Base



Official U.S. Government Website
100% Free

Federal Service Desk

This site is for people who make, receive, and manage federal awards. It provides support for government-wide systems required by federal policy.

Need help? Get an answer fast!

Easily find all you need to know about SAM.gov, FPDS.gov, eSRS.gov, and FSRS.gov.

Search Here for Help (User Guides, FAQs, Videos, Definitions)

service contract reporting



1. Go to <https://www.fsd.gov>
2. Type “Service Contract Reporting” into the search bar
3. Search results are all of the Knowledge Based Articles relating to SCR



Home Knowledge Base

Home > GSA_Search

service contract reporting



> All

> [GSA Knowledge Base](#)

> [My Incidents](#)

Search results for 'service contract reporting'

As a contractor, how do I access the Quick Start Guide for **Service Contract Reporting**?

If you are a contractor who submits Service Contract Reports (SCRs), download and view the Quick Start Guide for **Service Contract Reporting** for Contractors for full instructions on submitting and edit

Article: KB0029921 · Published: 6mo ago

As a federal user, how do I access the Quick Start Guide for **Service Contract Reporting** for Federal Users?

If you are a federal government user responsible for reviewing Service Contract Reports (SCRs), download and view the Quick Start Guide for **Service Contract Reporting** for Federal Users to learn how to

Article: KB0053300 · Published: 6mo ago



Federal

- Types of SAM roles for Federal users – slide 12
- Common Federal user questions – slide 13
- How to view a Service Contract Report for a Contractor – slide 15
- How to run a report – slide 18
- How to download an extract – slide 19

Non-Federal

- Common Contractor questions – slide 21
- Steps to complete SCR – slide 22
- About FTEs – slide 24



Types of SAM Roles to View SCR – Gov

Federal government users must be signed into their SAM.gov account and must have the “View FOUO Entity Reports” permission added to one of their roles to search for and view SCR information.

Each role has the “View FOUO Entity Reports” check box automatically checked when the role is assigned. If you cannot see SCR data, have your SAM Administrator check your role to make sure the “View FOUO Entity Reports” box is checked.

Exclusions:

1. Agency Roles Administrator
2. Agency Exclusions Representative
3. Agency Administrator Exclusions

Entity Registration:

1. Agency Administrator Entity Management
2. Office Registration Representative
3. Entity Display Data Viewer

Role

The following roles are available based on your profile. If you need an administrative role, please reach out to your organization's administrator.

✓ Select a Role

Exclusions

- Agency Roles Administrator
- Agency Exclusions Representative
- Agency Administrator Exclusions

Entity Registration

- Agency Administrator Entity Management
- Office Registration Representative
- Entity Display Data Viewer

Entity Registration x

Permissions

The permissions below are typical for the selected role/domain combinations.

Note: Users do not see these permissions when requesting a role.

Entity Registration

ENTITY REGISTRATION	ROLE ADMINISTRATION
<input checked="" type="checkbox"/> Deactivate Active/Expired Registrations	<input checked="" type="checkbox"/> Entity Display Data Viewer
<input checked="" type="checkbox"/> View Active/Expired Registrations	<input checked="" type="checkbox"/> Office Registration Representative
<input checked="" type="checkbox"/> Update Active/Expired Registrations	<input checked="" type="checkbox"/> Agency Administrator Entity Management
<input checked="" type="checkbox"/> Delete Draft/Work in Progress Registration	SITEWIDE SEARCH
<input checked="" type="checkbox"/> View Draft/Work in Progress/Submitted Registration	<input checked="" type="checkbox"/> View FOUO Entity Reports
<input checked="" type="checkbox"/> Update Draft/Work in Progress Registration	<input checked="" type="checkbox"/> View Entity TIN
<input checked="" type="checkbox"/> Register Entity	<input checked="" type="checkbox"/> View Entity Sensitive Data
	<input checked="" type="checkbox"/> View Entity FOUO Data



Government User Common Questions

What is the responsibility of the Contracting Officer (CO)/Contracting Officer's Representative (COR)?

- The role of a COR and CO is to review for reasonableness and consistency, and they should advise the Contractor to make changes if they appear warranted. Begin review of SCR information in October of each year.

What if there are errors in the SCR data?

- This is uncommon! If, after review of the fiscal year SCR Business Rules and review of FPDS, you believe that there was an actual mistake in the data pull, submit a ticket to the Federal Service Desk (FSD) (<https://www.fsd.gov/>) titled "Service Contract Reporting". Attach the CAR and contract detail report to show you have reviewed for validity. This will get routed to an appropriate SME for review.
 - Download the contract details report and CAR for each Award/TO in order to review/validate the award is SCR eligible.
 - DoD criteria is in the DFARS - the [DFARS](#) and [DoD Procurement Toolbox SCR](#) page provide for dollar criteria in excess of \$3M obligation/deobligation, not Total Contract Value (TCV).
 - The FAR is applicable to Federal Civilian agencies, not DoD.

How do I download Service Contract Reports?

- This .xls document contains all covered Service Contract Reports for that fiscal year and can be found in the Data Services menu option. Users must have the **FOUO Data Viewer Role** to access the report. Step by Step instructions on slide 18.

I do not see the SCR Compliance Widget?

- The SCR Compliance Reporting widget ONLY shows up in the Contractors' workspace. This is the tool they use to report to SAM.gov. As a Government user, you don't have the widget, but can view submitted reports by looking up the individual Contractor's registration.



Government User Common Questions

How can I tell if one on my contracts will be subject to reporting if I am a COR?

- Eligible contracts will appear on the SCR interim report accessible in SAM.gov. Slide 18-20 provides directions on how to download reports.
- If you do not see a contract that you believe needs to be reported, review the CAR and make corrections if necessary. The CAR is the authoritative source and this will allow the contract data to flow to SAM if the contract meets eligibility requirements. Review dates on Slide 6 for when corrections are needed.
- COs and CORs should first work with their local, internal SAM POCs and Administrators and/or Acquisition Office before escalating issues to FSD.

Are there alternate SCR procedures for contractors to report service contract data from unclassified Intelligence Community (IC) contracts?

- Per guidance issued in 2018, unclassified IC contracts shall not be reported in FPDS. IC contracts will not appear in SAM.gov for the contractors to report the required data.
- For SCR reporting, if the contract is exempt from reporting (intelligence community or FAR exemption contracts) then the award is not reportable even if it meets other SCR eligibility criteria.
- Without a CAR, there is not option to report this data.
- No alternate options exist to track this information. The data for these awards are not for public distribution and would not be included on the final report sent to OMB annually.

What if a vendor is non-compliant? Who reviews compliance?

- SCR compliance is reported by federal agencies and DoD reports one total number annually to OMB. Interim reports are provided to assist agencies with tracking of reports and should be accomplished at the component/agency level. The method to track compliance would be unique to each organization.



Government View SCR

- SAM will not notify a government user, COR, or CO that an SCR is submitted.

1. Search for the entity you wish to review

- a. Go to **Search** Screen

- b. Expand the Select Domains “+” sign and choose Entity Information

- c. Choose Entity Information

- d. Use either the keyword search or expand the Entity filter to search by specific CAGE code

The screenshot shows the SAM.GOV interface. The top navigation bar includes links for Home, Search (circled in red), Data Bank, Data Services, and Help. Below the navigation bar, there is a search input field with the placeholder text 'e.g. 1606N020Q02' and a search button. To the right of the search input are buttons for 'Search Results', 'Saved Searches', and 'Actions'. Below the search input, there is a 'Select Domain' dropdown menu that is expanded, showing a list of domains: 'All Domains', 'Contract Opportunities', 'Assistance Listings', 'Entity Information' (selected), 'Federal Hierarchy', and 'Wage Determinations'. To the right of the domain list is a 'Select Criteria' panel with a back arrow and the text 'Choose your filters and run your report to begin.'



Government View SCR

2. When you have the entity you want, click into their registration by clicking on their name

[Requests](#) [Notifications](#) [Workspace](#) [Sign Out](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

Search Results **Saved Searches** **Actions**

Select Domain **Entity Information**

All Entity Information

Entity Registrations

Disaster Response Registry

Exclusions

Filter By

Keywords

Showing 1 - 1 of 1 results

[Entity Name], LLC Active

DUNS Unique Entity ID **CAGE Code** Physical Address

[Redacted] **[Redacted]** **[Redacted]** 8618 Westwood Center Dr Ste 240, Vienna, VA 22182 USA

SAM Unique Entity ID **[Redacted]**

Entity Registration

Expiration Date **Sep 15, 2022**

Purpose of Registration **All Awards**

< 1 of 1 > Results per page 25



Government View SCR

3. Click on **Entity Reporting**
4. Look in the **Service Contract Reports** area
5. If the entity has qualifying contracts in FY23 on which to report, you will see them listed here.
6. The report will either say 'Not Submitted' (as it does in this example) or show the data the entity submitted – just scroll right to see it all

Entity Registration

Exclusions

Responsibility / Qualification

Entity Reporting

Service Contract Reports

BioPreferred Reports

Download Follow

Entity Name [Redacted], LLC

DUNS Unique Entity ID [Redacted]

SAM Unique Entity ID [Redacted]

CAGE/NCAGE [Redacted]

Physical Address
8618 Westwood Center DR STE 240
Vienna, Virginia
22182-2222, United States

Mailing Address
8618 Westwood Center DR STE 240
Vienna, Virginia
22182-2222, United States

Expiration Date: Sep 15, 2022

Registration Status: Active

Purpose of Registration: All Awards

*The DUNS number is currently the official Unique Entity ID

Version: Current Record

SERVICE CONTRACT REPORTS

This entity has the following service contracts awarded or issued in the most recent, complete government fiscal year which meet the FAR Subpart 4.1703 reporting thresholds.

- Total Amount Invoiced includes prime and subcontractor amounts.
- Prime Contractor Hours Expended is the prime contractor direct labor hours expended.
- Prime Contractor FTEs is calculated by the system. SAM.gov converts the prime contractor hours expended into a full time equivalent (FTE) employee value based on one FTE equaling 2080 hours.
- Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs.

Showing 2 Reports

PIID	Ref PIID	Total \$ Invoiced	Prime FTEs	Prime Hours Expended	Submit Date
HQ003418F0431	HQ003415D0012				Not Submitted
HQ003420F0303	HQ003415D0012				Not Submitted



SCR Reports


- Federal users must have the “View FOUO Entity Reports” permission to view submitted SCR’s and weekly interim reports. If you cannot view reports, go back to slide 12.
- There is not a report that identifies SCRs tied to a contracting officer or contracting office.
- The FPDS business rules specifically look at CAR data elements to determine SCR eligibility.
- There are two reports, one for civilian agencies and the other DoD. Select the DoD report which contains the following information:
 - Tab 1 - provides all the SCRs submitted
 - Tab 2 - shows all the SCR still open requiring submission
 - Tab 3 - contains vendor contact information (name/email/phone)
- Download the SCR Quick Start User’s Guide with directions here:
https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0053300&sys_kb_id=9dc53e7e1b01c5106e2dea02f54bc5b8f&spa=1
- Data Elements in report →

FPDS Data	Contractor Provided Data
PSC Code	Total Dollar Amount Invoiced
PSC Description	Total Contractor Hours Invoiced (Prime + Subs)
Contracting Department ID	Total Full Time Equivalent FTE (Prime + Subs)
Contracting Department Name	Prime Contractor Hours Invoiced
	Prime Contractor Full Time Equivalent Employees (FTEs)
Contracting Agency ID	Subcontractor 1: Contract Number
Contracting Agency Name	Subcontractor 1: UEI Number
Funding Department ID	Subcontractor 1: Name
Funding Department Name	Subcontractor 1: Number of Hours Invoiced
Funding Agency ID	Subcontractor 1: Number of Full Time Equivalent Employees (FTEs)
	Subcontractor 2: Contract Number
Funding Agency Name	Subcontractor 2: UEI Number
Place of Performance City	Subcontractor 2: Name
Place of Performance State	Subcontractor 2: Number of Hours Invoiced
Place of Performance County	Subcontractor 2: Number of Full Time Equivalent Employees (FTEs)
Place of Performance Zip Code	
Place of Performance Country	<i>Continues for all Subcontractors</i>
Date Signed	
Base Effective Date	
Date/Time Stamp Accepted	
Extent Competed	
Fair Opportunity Limited Sources	
Type of Contract	
Description of Requirement	
Additional Reporting	
Inherently Governmental Functions	
Vendor UEI	
Vendor Name	
Vendor CAGE Code	
Referenced IDV PIID	
PIID	
Total Dollars Obligated	
Total Base and All Options Value	



Download SCR Extract

1. Click on **Data Services**
2. Click on **Entity Reporting**
3. Click on **Service Contract Report**






















 **1**

Home Search Data Bank **Data Services** Help

DATA SERVICES

File Extracts

Name

 Assistance Listings	 
 Contract Opportunities	 
 Data Dictionary	 
 Documentation	 
 Entity Registration	 
 Entity Reporting 2	 
 Exclusions	 

Home Search Data Bank **Data Services** Help

DATA SERVICES

File Extracts

Data Services > Entity Reporting

Name

 BioPreferred Product Report

 **Service Contract Report** **3**



Download SCR Extract

4. Click all open check boxes to agree to **FOUO Terms of Use**
5. Check email for password
6. Enter **password** and press **Continue**
7. You will be given option to save and download file
8. Open Excel report
 - Civilian Report
 - DoD Report



TERMS OF USE

You have requested access to

For Official Use Only (FOUO) Information

It is important to read and adhere to the terms of use.

NON-DISCLOSURE AGREEMENT

- ☐ 1. To carry out the duties as the information dissemination (ID) source for the System for Award Management (SAM), the General Services Administration (GSA) may disclose information to authorized representatives of the United States (U.S.) Government. These authorized representatives are known as Receivers and their agencies as the Receiving Agency.
- ☐ 2. This Non-Disclosure Agreement ("Agreement") covers information provided to the U.S. Government under a mandate for federal contractors as described in 48 CFR, Parts 204, 212, and 252 and the Debt Collection Improvement Act of 1996, Public Law 104-134 and for federal assistance recipients under 2 CFR Part 201, Subtitle A, Chapter I, & Part 25. The disclosure of such information to the public, or those outside of the Government, shall be in accordance with the conditions and limitations set forth herein.
- ☐ 3. The Data Receiver has a requirement(s) for such data to perform certain tasks on behalf of the U. S. Federal Government. Because of this requirement(s), the Data Receiver is considered "authorized" for the purpose of this Agreement.
- ☐ 4. GSA hereby determines that disclosure of information is necessary so that the Data Receiver may perform the duties required of them by the U. S. Federal Government.

3. D&B OPEN DATA

For the purposes of the following limitation on permissible use of D&B data, which includes each entity's DUNS Number and its associated business information, "D&B Open Data" is defined as the following data elements: Business Name, Street Address, City Name, State/Province Name, Country Name, County Code, State/Province Code, State/Province Abbreviation, ZIP/Postal Code, Country Name and Country Code.

D&B hereby grants you, the user, a license for a limited, non-exclusive right to use D&B Open Data within the limitations set forth herein. By using this website you agree that you shall not use D&B Open Data without giving written attribution to the source of such data (i.e., D&B) and shall not access, use or disseminate D&B Open Data in bulk, (i.e., in amounts sufficient for use as an original source or as a substitute for the product and/or service being licensed hereunder).

Except for data elements identified above as D&B Open Data, under no circumstances are you authorized to use any other D&B data for commercial, resale or marketing purposes (e.g., identifying, quantifying, segmenting and/or analyzing customers and prospective customers). Systematic access (electronic harvesting) or extraction of content from the website, including the use of "bots" or "spiders", is prohibited. Federal government entities are authorized to use the D&B data for purposes of acquisition as defined in FAR 2.101 and for the purpose of managing Federal awards, including sub-awards, or reporting Federal award information.

GSA assumes no liability for the use of the D&B data once it is downloaded or accessed. The D&B data is provided "as is" without warranty of any kind. The D&B data is the intellectual property of D&B. In no event will D&B or any third party information supplier be liable in any way with regard to the use of the D&B data. For more information about the scope of permissible use of D&B data licensed hereunder, please contact D&B at datause_govt@dnb.com.

Enter your one-time password

You will receive a one-time password by e-mail

Continue **Resend password**

6

SCR_FOUO-1		
Name		Date Modified
Interim Report-Civilian-SCR_FOUO_FY2021_20211026.xlsx		Today at 11:18 AM
Interim Report-DoD-SCR_FOUO_FY2021_20211026.xlsx		Today at 10:35 AM



Contractor General Questions

Who can submit a SCR?

- You must have an entity registered in SAM.gov, an individual SAM.gov user account with the Entity Administrator, Entity Registration Representative, or Reporter role for that entity, and one or more contracts awarded to that entity which meet the Service Contract Report (SCR) reporting thresholds.

Where will SCR be located?

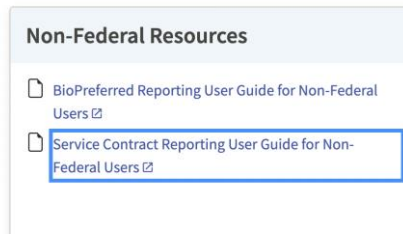
- Contracts eligible for SCR reporting will be present on a Contractor's workspace when you login to SAM.gov. Steps on slide 23. You can also download the SCR Quick Start Guide from FSD here:
https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=15873eba1b41c5106e2dea02f54bcb21

I do not see the ability to add SCR, how do I fix?

- In coordination with your CO, review the award to determine it meets all the SCR eligibility criteria. If it does and is not in SAM, download the CAR and contract detail report. If you need to make corrections to the CAR for the data to flow on the next data pull refresh, make the corrections. That will close out the issue and the data will populate on the next data pull refresh. If there are no CAR corrections to be made and this is a true anomaly, then go to FSD.gov and submit the incident and attach the backup documents.

How do I get more help?

- Check the SCR User's Guide on SAM or FSD.



To find: SAM Home – Entity Reporting – Non- Federal Resources or go back to slide 8



Contractor Steps

Below are the general steps a Contractor will take to complete their SCR

1. Log into **SAM**
 2. Click on **Workspace**
 3. Select **Service Contract Reports**
- The SCR Compliance Reporting widget **ONLY** shows up in contractors' workspaces

The screenshot displays the SAM.GOV website interface. At the top, the SAM.GOV logo is visible, with a blue box containing the number '1' next to it. Below the logo, a navigation bar includes links for Home, Search, Data Bank, Data Services, and Help. The 'Workspace' link is circled in red, with a blue box containing the number '2' next to it. The main content area is divided into two sections: 'Entity Management' and 'Entity Reporting'. The 'Entity Management' section includes a 'Register Entity' button and a table showing registration status: 0 ACTIVE, 0 DRAFT, 0 WORK IN PROGRESS, and 0 SUBMITTED. The 'Entity Reporting' section includes a table showing reporting status: 1 REQUIRED and 0 SUBMITTED. The 'Service Contract Reports' link is circled in red, with a blue box containing the number '3' next to it. The reporting ends date is listed as Feb 1, 2022 12:00 AM EST.

SAM.GOV 1

Home Search Data Bank Data Services Help

Workspace 2

Entity Management
What do I need for registration? [Register Entity](#)

Entity Registration

ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED
0	0	0	0

Next Update Due: Due in Next 30 days: 0 Entity Registrations

Entity Reporting

BioPreferred Reports

REQUIRED	SUBMITTED
1	0

Reporting Ends:

Service Contract Reports 3

REQUIRED	SUBMITTED
143	0

Reporting Ends: Feb 1, 2022 12:00 AM EST



Contractor Steps

4. Select **SAM record** to create new SCR
5. Enter **Total Amount Invoiced**
6. Enter **Prime Contractor Hours Expended**
7. Report any **Tier 1 Subcontractors**
8. Click to **Submit** the SCR

****View the SCR User's Guide for support**

Fair Opportunity Limited Sources Description : FAIR OPPORTUNITY GIVEN

Total Amount Invoiced : * **5**

Enter the total dollar amount invoiced for services performed during the previous government fiscal year under this contract. Include both prime and subcontractor amounts invoiced.

Prime Contractor Hours Expended : * **6**

Enter the number of prime contractor direct labor hours expended on the services performed under this contract during the previous government fiscal year.

Prime Contractor FTEs : 0.00

This field is calculated by the system. SAM converts the prime contractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.

Total FTEs : 0.00

Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs. The system adds these values together when you submit the report. This field will remain blank until then.

Add Tier 1 Subcontract Information **7**

Select Add Tier 1 Subcontract Information if a first-tier subcontractor provided services under this contract with a subcontract valued at or above the thresholds set forth in FAR Subpart 4.1703 .

Home Search Data Bank Data Services Help

< Service Contract Reporting Enter an entity ID, name, or keyword

Show Workspace For Service Contract Reporting

Non-Federal Entities

BioPreferred Reporting

Service Contract Reporting

Filter By

Search by Keyword

Entity

Contract

Place of Performance

Status

Reset

Results per page 25

INTERNATIONAL BUSINESS MACHINES CORPORATION **4**

DUNS Unique Entity ID: [REDACTED] Place of Performance WASHINGTON, DISTRICT OF COLUMBIA, USA

SAM Unique Entity ID: [REDACTED]

Contract PIID: [REDACTED]

Reference IDV PIID: [REDACTED]

Status Not Submitted Submitted Date N/A

INTERNATIONAL BUSINESS MACHINES CORPORATION

DUNS Unique Entity ID: [REDACTED] Place of Performance WASHINGTON, DISTRICT OF COLUMBIA, USA

SAM Unique Entity ID: [REDACTED]

Contract PIID: [REDACTED]

Reference IDV PIID: [REDACTED]

Status Not Submitted Submitted Date N/A

More on **FTEs** on next slide

8

Submit



Full Time Equivalent (FTE)s

Calculating FTEs

- SAM automatically converts the prime contractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.
- SAM divides the direct labor hours expended by 2,080. For example, if you enter 6,240 hours for Prime Contractor Hours Expended field, SAM would calculate a Full Time Equivalent (FTE) employee value of three.
- Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs. The system adds these values together when you submit the report. The field will remain blank until then.

FTE Reporting

- The total dollar amount invoiced for services performed during the previous Government fiscal year under the contract.
 - If contract does not follow fiscal year, look at Government fiscal year obligations - obligations Oct 1 – Sept 30.
- The number of Contractor direct labor hours expended on the services performed during the previous Government fiscal year.
- The number of first-tier subcontractor direct-labor hours expended on the services performed.



Service Contract Reporting

Questions?

November 2022