



*Quick Start Guide for
Service Contract Reporting
for Federal Users*

Service Contract Reports (SCRs) in SAM.gov Federal Users

Who Can Submit Service Contract Reports?

Entities registered in SAM.gov that have one or more contracts awarded to them that meet the SCR reporting thresholds can submit SCRs.

Refer to “**FY2022 Service Contract Reporting Criteria**” on page 6 of this guide to learn more about which contracts are eligible for reporting.

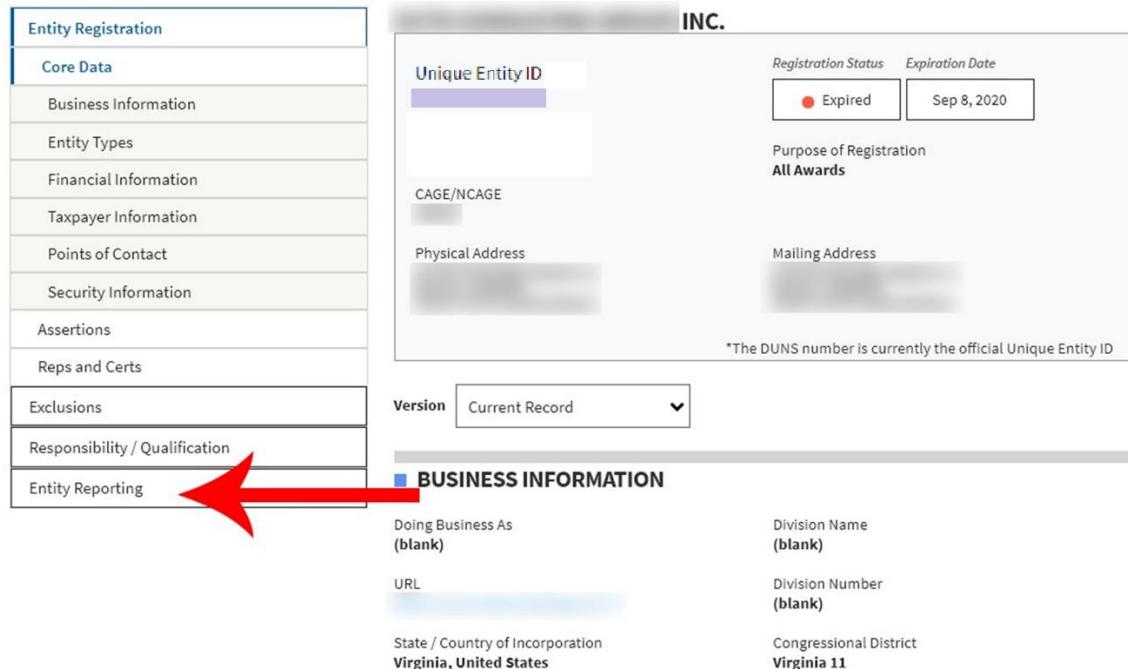
How Do I View a Submitted SCR for an Individual Entity?

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

1. Sign in to SAM.gov.
2. Select “Search” from the header menu.
3. Select the “Select Domain” tab from the menu on the left side of the page.
4. Select “Entity Information,” then “Entity Registrations.”
5. Use the filters that display on the left to search for an entity.
6. Open the entity registration record by selecting the entity name in the search results.



7. On the entity details page, select the “Entity Reporting” tab from the navigation menu on the left.



The screenshot shows the SAM.gov entity details page. On the left, a vertical navigation menu lists various tabs: Entity Registration, Core Data, Business Information, Entity Types, Financial Information, Taxpayer Information, Points of Contact, Security Information, Assertions, Reps and Certs, Exclusions, Responsibility / Qualification, and Entity Reporting. The Entity Reporting tab is highlighted with a red arrow pointing to it. The main content area is titled "INC." and contains sections for Unique Entity ID, Registration Status (Expired, Sep 8, 2020), Purpose of Registration (All Awards), CAGE/NCAGE, Physical Address, and Mailing Address. A note at the bottom states, "The DUNS number is currently the official Unique Entity ID". Below this is a "Version" dropdown set to "Current Record". A horizontal bar with a blue square icon and the text "BUSINESS INFORMATION" is visible. Under this bar, there are fields for Doing Business As (blank), Division Name (blank), URL (redacted), Division Number (blank), State / Country of Incorporation (Virginia, United States), and Congressional District (Virginia 11).



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If SCRs are not available for the entity, an information box appears indicating that SCRs are not required.

Entity Registration
Exclusions
Responsibility / Qualification
Entity Reporting
Service Contract Reports
BioPreferred Reports

LLC

Unique Entity ID 	Registration Status	Expiration Date
	Feb 3, 2022	
Purpose of Registration All Awards		
CAGE/NCAGE 	Physical Address 	Mailing Address

*The DUNS number is currently the official Unique Entity ID

Version

■ SERVICE CONTRACT REPORTS



No Reports Required. No service contracts awarded or issued in the most recent, complete federal fiscal year that meet the FAR Subpart 4.1703 reporting thresholds.



U. S. General Services
Administration



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If SCRs are available, a table of eligible contracts is displayed.

Entity Registration

Exclusions

Responsibility / Qualification

Entity Reporting

Service Contract Reports

BioPreferred Reports

INC.

Unique Entity ID

CAGE/NCAGE

Physical Address

Mailing Address

Registration Status: Expired

Expiration Date: Sep 8, 2020

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 36 Reports

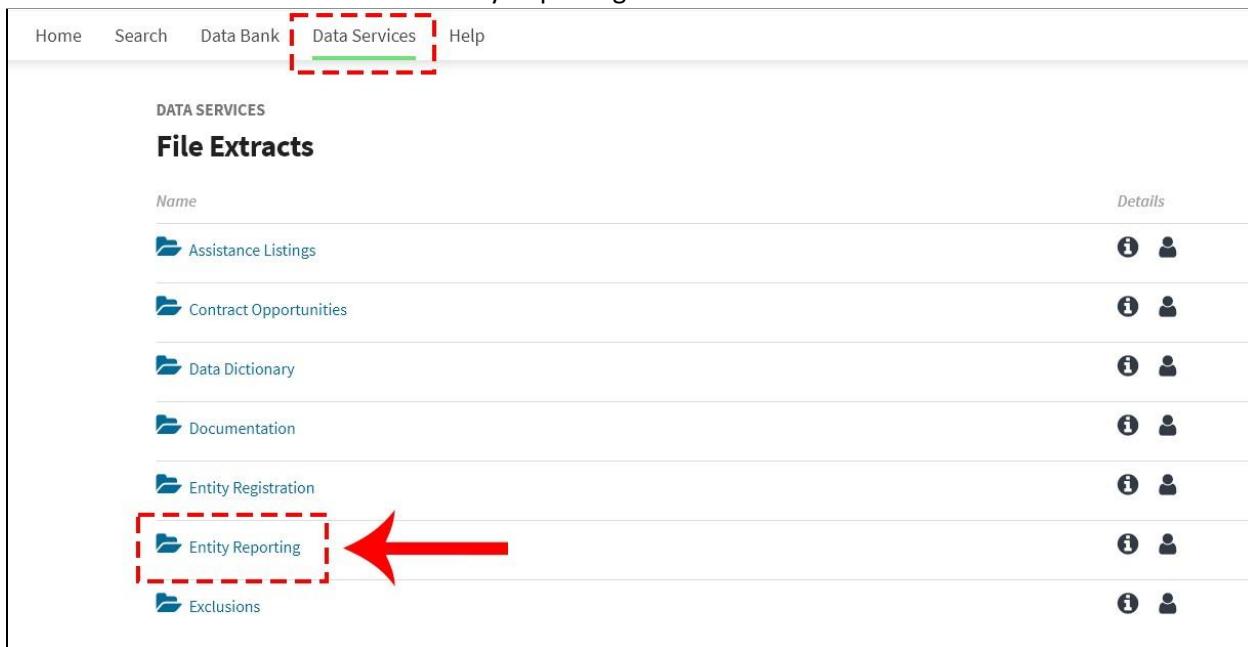
PIID	Ref PIID	Total \$ Invoiced	Prime FTEs	Prime Hours Expended	Sub
W81XWH17F0070	GS06F0608Z				Not
N0002419FB064	GS35F0234W				Not
0002	W52P1J15D0015				Not
HHSN23201700134W	HHSN216201200121W				Not



How to View Weekly Interim Reports

As with submitted SCRs, you must have the “View Entity FOUO Compliance Reports” permission to be able to view weekly interim reports.

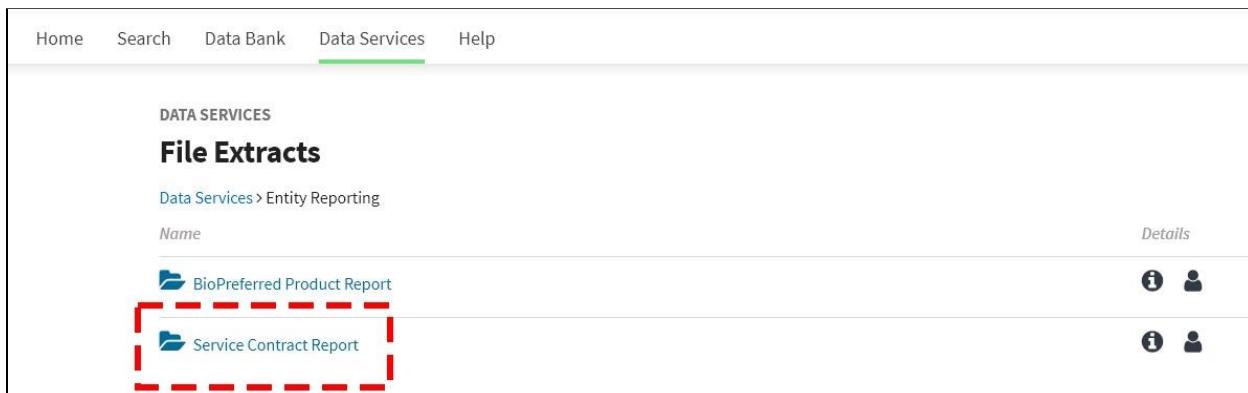
1. Sign in to SAM.gov.
2. Select “Data Services” from the header menu.
3. Select the “Entity Reporting” folder under “File Extracts.”



The screenshot shows the SAM.gov interface. The header includes links for Home, Search, Data Bank, Data Services (which is highlighted with a red dashed box), and Help. Below the header is a section titled "DATA SERVICES" with the heading "File Extracts". A table lists several extract types: Assistance Listings, Contract Opportunities, Data Dictionary, Documentation, Entity Registration, Entity Reporting, and Exclusions. The "Entity Reporting" row is highlighted with a red dashed box and has a red arrow pointing to it from the left.

Name	Details
Assistance Listings	 
Contract Opportunities	 
Data Dictionary	 
Documentation	 
Entity Registration	 
Entity Reporting	 
Exclusions	 

4. Then select the “Service Contract Report” folder and download the available ZIP file.



The screenshot shows the "Entity Reporting" section of the SAM.gov interface. The header includes links for Home, Search, Data Bank, Data Services, and Help. Below the header is a section titled "DATA SERVICES" with the heading "File Extracts". A breadcrumb trail shows "Data Services > Entity Reporting". A table lists two extract types: BioPreferred Product Report and Service Contract Report. The "Service Contract Report" row is highlighted with a red dashed box.

Name	Details
BioPreferred Product Report	 
Service Contract Report	 

FY2022 Service Contract Reporting Criteria

Contract Action Type	
1	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. (12B codes A, B, C, and D, respectively in FPDS)
2	Exclude Indefinite Delivery Vehicles (IDV) (12A in FPDS)
Contract Completion Status	
3A	Civilian Agencies Include actions with a Base Effective Date (2B in FPDS) between 10/01/13 and 09/30/22 inclusive for civilian agencies;
3B	DoD Include actions with a Base Effective Date (2B in FPDS) between 10/01/08 and 09/30/22 inclusive for DoD. <i>Note: DoD awarded contracts are delayed from appearing in FPDS for 90-days. Align business rules to ensure the entire eligible pool is included.</i>
4	Exempt all actions which have been completed prior to the start of the reporting period (10/01/21) which meet one of or more of the following criteria <ul style="list-style-type: none"> • Ultimate Completion Date (2D in FPDS) before the start of the reporting period (10/01/21) • Closed or terminated before the start of the reporting period (10/01/21) without modification (CLOSED_STATUS = 'Y' in FPDS when CLOSED_DATE < 10/01/21) • Closed or terminated before the start of the reporting period (10/01/21) with modification. Reason for Modification (12C in FPDS) is <ul style="list-style-type: none"> ○ Terminate for Default (Code E) ○ Terminate for Convenience (Code F) ○ Close out (Code K) ○ Legal Contract Cancellation (Code N) ○ Terminate for Cause (Code X) <i>Note: FY20 data pull omitted a PIID that was Closed out (Code K), but was closed after 10/01/19; therefore, it was a valid contract that should have been included but was omitted. Align business rules to reflect this logic.</i>

Civilian Contract Criteria																								
5	For civilian agencies, include actions with a PSC (8A in FPDS) that begins with a letter.																							
6	Exempt actions with a PSC (8A in FPDS) for a utility service (S110, S111, S112, S114, and S119).																							
7	Exempt actions with a generic Unique Entity ID (9A in FPDS).																							
8	Exempt actions funded (4C in FPDS) by:																							
	<table border="1"> <tbody> <tr><td>Department of Defense (DoD)</td><td>CGAC: 097</td><td>FPDS Code: 9700</td></tr> <tr><td>Government Accountability Office (GAO)</td><td>CGAC: 005</td><td>FPDS Code: 0500</td></tr> <tr><td>Millennium Challenge Corporation (MCC)</td><td>CGAC: 524</td><td>FPDS Code: 9543</td></tr> <tr><td>Pension Benefit Guaranty Corporation (PBGC)</td><td>CGAC: 016</td><td>FPDS Code: 1665</td></tr> <tr><td>Corporation for National & Community Service (CNCS)</td><td>CGAC: 485</td><td>FPDS Code: 9577</td></tr> <tr><td>UNITED STATES INTERNATIONAL DEVELOPMENT FINANCE CORPORATION (DFC)</td><td>CGAC:077</td><td>FPDS Code: 7700</td></tr> <tr><td>Federal Mine Safety and Health Review Commission (FMSHRC)</td><td>CGAC: 368</td><td>FPDS Code: 9504</td></tr> </tbody> </table>			Department of Defense (DoD)	CGAC: 097	FPDS Code: 9700	Government Accountability Office (GAO)	CGAC: 005	FPDS Code: 0500	Millennium Challenge Corporation (MCC)	CGAC: 524	FPDS Code: 9543	Pension Benefit Guaranty Corporation (PBGC)	CGAC: 016	FPDS Code: 1665	Corporation for National & Community Service (CNCS)	CGAC: 485	FPDS Code: 9577	UNITED STATES INTERNATIONAL DEVELOPMENT FINANCE CORPORATION (DFC)	CGAC:077	FPDS Code: 7700	Federal Mine Safety and Health Review Commission (FMSHRC)	CGAC: 368	FPDS Code: 9504
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	<p><i>The legislation (31 USC 501 note) exempts DOD, GAO and government corporations and agencies with less than 100 FTE; however, DoD is subject to requirements of 10 USC 2330a.</i></p>																							
Civilian Contract Dollar Threshold Criteria																								
9	FY14 Firm Fixed Price Contracts Include FY14 FFP contracts as follows: <ul style="list-style-type: none"> • The Date Signed (2A in FPDS) for the base contract is between 10/01/13 and 09/30/14 inclusive • The Effective Date (2B in FPDS) for the base contract is between 10/01/13 and 09/30/22 inclusive. • Base and All Options Value (Total Contract Value) (3A in FPDS) greater than or equal to \$2.5M • Type of Contract (6A in FPDS) has one of the following codes: A, B, J, K, L or M. 																							
10	FY15 Firm Fixed Price Contracts Include FY15 FFP contracts as follows:																							

	<ul style="list-style-type: none"> • The Date Signed (2A in FPDS) <i>for the base contract</i> is between 10/01/14 and 09/30/15 inclusive • The Effective Date (2B in FPDS) for the base contract is between 10/01/14 and 09/30/22 inclusive. • Base and All Options Value (Total Contract Value) (3A in FPDS) greater than or equal to \$1.0M • Type of Contract (6A in FPDS) has one of the following codes: A, B, J, K, L or M.
11	<p>FY16 – FY21 Firm Fixed Price Contracts</p> <p>Include FFP contracts for FY16 and beyond as follows:</p> <ul style="list-style-type: none"> • The Date Signed (2A in FPDS) <i>and</i> the Effective Date (2B in FPDS) <i>for the base contract</i> is between 10/01/15 and 09/30/22 inclusive • Base and All Options Value (Total Contract Value) (3A in FPDS) greater than or equal to \$500,000 • Type of Contract (6A in FPDS) has one of the following codes: A, B, J, K, L or M.
12	<p>FY14 – FY21 Cost Reimbursement, Time & Materials, Labor Hour Contracts</p> <p>Include Non-FFP contracts for FY14 and beyond as follows:</p> <ul style="list-style-type: none"> • The Date Signed (2A in FPDS) <i>and</i> the Effective Date (2B in FPDS) <i>for the base contract</i> is between 10/01/13 and 09/30/22 inclusive • Base and All Options Value (Total Contract Value) (3A in FPDS) greater than or equal to \$150,000 for contracts with a Date Signed (2A in FPDS) on or before 08/31/20 and greater than or equal to \$250,000 for contracts with a Date Signed (2A in FPDS) 09/01/20 or later. <ul style="list-style-type: none"> ○ <i>Note: Effective 08/31/2020, the Simplified Acquisition Threshold (SAT) was increased to \$250,000 (Federal Register Notice vol 85, No. 128). Some Agencies issued Agency-level guidance in advance of the increased SAT that might affect SCR reporting. The FPDS data pull aligns with the actual date of the FAR change and allows for maximum reporting.</i> • Type of Contract (6A in FPDS) has one of the following codes: R, S, T, U, V, Y, Z, 1, 2 or 3.
DoD Contract Criteria	
13	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: 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



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DoD Contract Dollar Threshold Criteria	
14	For DoD, include FY09 to FY22 awards where the total net amount of obligations in FY22 is either greater than \$3M or less than -\$3M (Anything between -\$3M to \$3M will be excluded)



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