

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.

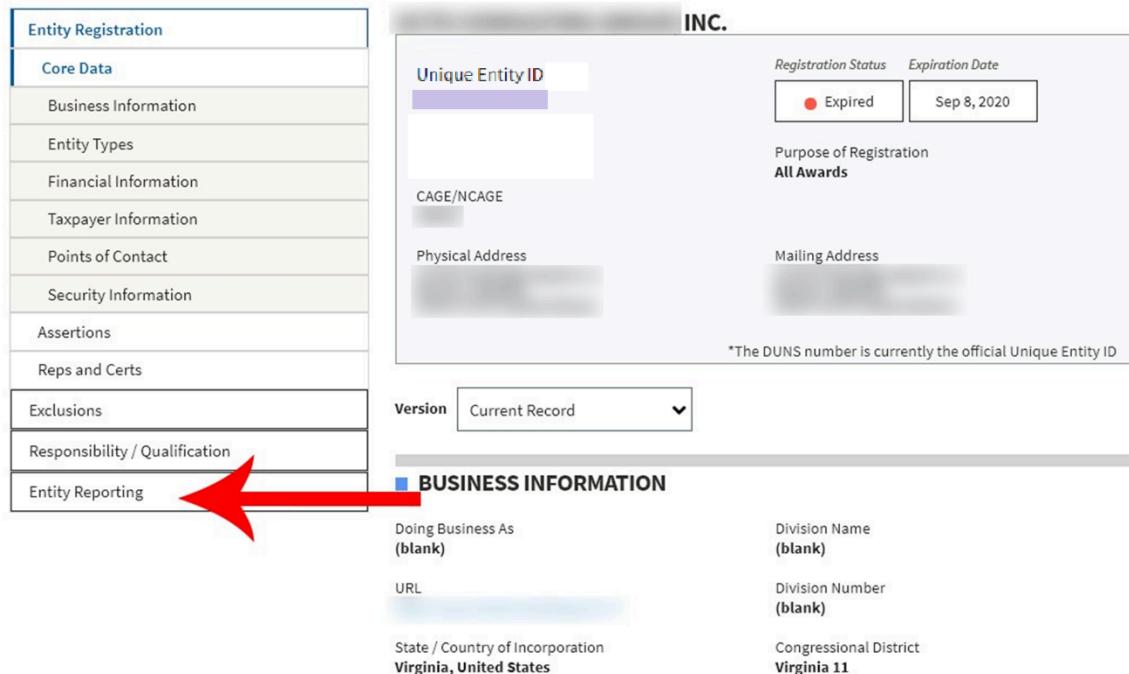
Refer to “**FY2024 Service Contract Reporting Criteria**” on page 6 of this guide to learn more about which contracts are eligible for reporting.

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. A red arrow points to the 'Entity Reporting' tab, which is highlighted with a red border. The main content area is titled 'INC.' and displays registration details: Unique Entity ID (redacted), Registration Status (Expired), Expiration Date (Sep 8, 2020), Purpose of Registration (All Awards), and a note that *The DUNS number is currently the official Unique Entity ID. Below this, a 'Version' dropdown is set to 'Current Record'. The 'BUSINESS INFORMATION' section contains fields for Doing Business As (blank), Division Name (blank), URL, Division Number (blank), State / Country of Incorporation (Virginia, United States), and Congressional District (Virginia 11).

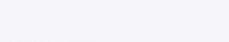


*Quick Start Guide for
Service Contract Reporting
for Federal Users*

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 	<small>Registration Status</small>  <small>Expiration Date</small>  Active Feb 3, 2022
<small>Purpose of Registration</small> All Awards	
<small>CAGE/NCAGE</small> 	<small>Physical Address</small> 
<small>Mailing Address</small> 	

*The DUNS number is currently the official Unique Entity ID

Version  Current Record

■ 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.



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	Registration Status	Expiration Date
	● Expired	Sep 8, 2020

Purpose of Registration
All Awards

CAGE/NCAGE

Physical Address

Mailing Address

*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 FTEs	Sub Hours Expended
W81XWH17F0070	GS06F0608Z					
N0002419FB064	GS35F0234W					
0002	W52P1J15D0015					
HHSN23201700134W	HHSN216201200121W					



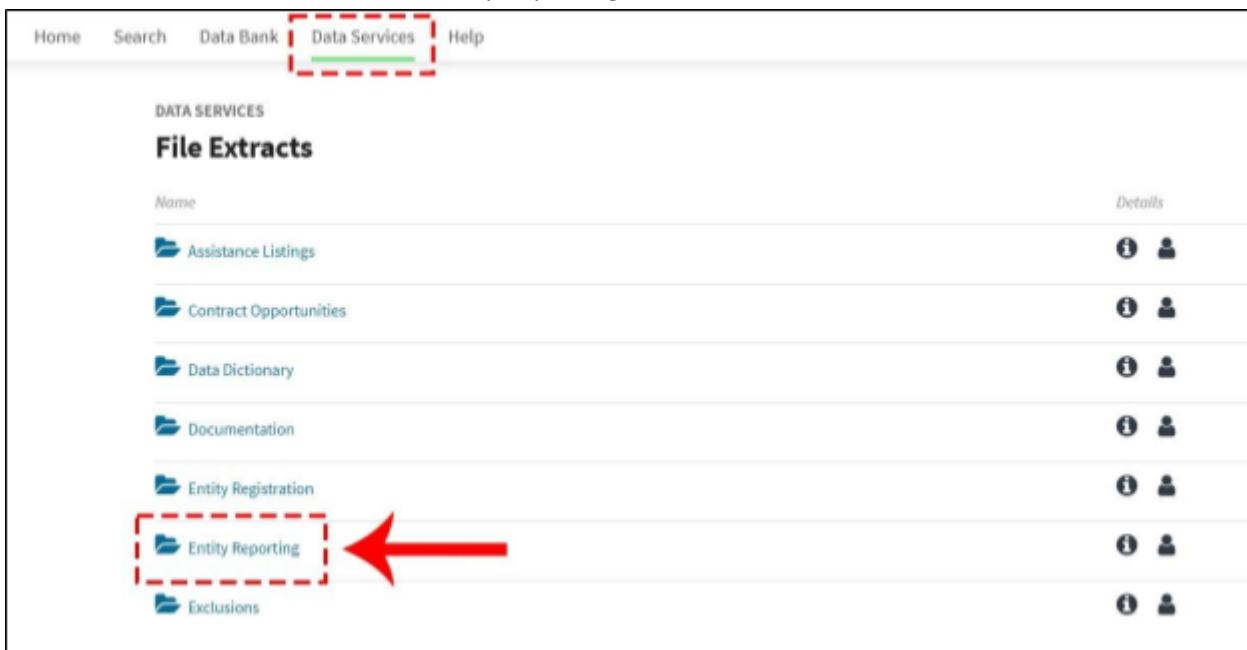
U. S. General Services
Administration

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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.

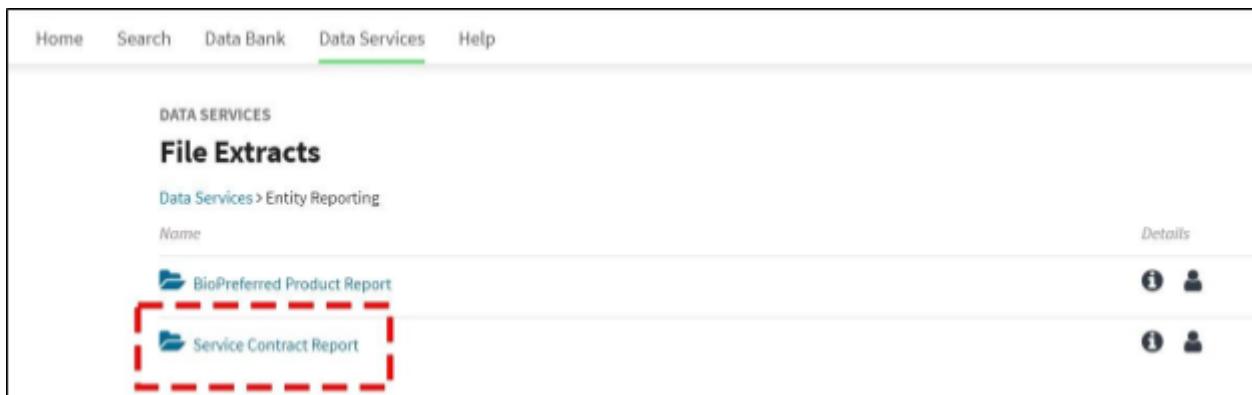
1. Sign in to SAM.gov.
2. Select “Data Services” from the header menu.
3. Select the “Entity Reporting” folder under “File Extracts.”



The screenshot shows the SAM.gov interface. The top navigation bar includes links for Home, Search, Data Bank, Data Services (which is highlighted with a red dashed box), and Help. Below this is a secondary navigation bar for 'DATA SERVICES' with 'File Extracts' selected. The main content area displays a table of 'File Extracts' with columns for 'Name' and 'Details'. The 'Entity Reporting' folder is highlighted with a red dashed box and an arrow pointing to it. The table rows are as follows:

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 'File Extracts' page with the 'Entity Reporting' folder selected. The top navigation bar and secondary navigation bar are identical to the previous screenshot. The main content area shows the 'Entity Reporting' folder expanded, revealing two sub-folders: 'BioPreferred Product Report' and 'Service Contract Report'. The 'Service Contract Report' folder is highlighted with a red dashed box.

FY2024 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	
3	Civilian Agencies - Include actions with a Base Effective Date (2B in FPDS) between 10/01/13 and 09/30/24 inclusive for civilian agencies;
3	DoD - Include actions with a Base Effective Date (2B in FPDS) between 10/01/08 and 09/30/24 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 (10/01/23) 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 (10/01/23) • Closed or terminated before the start of the reporting period (10/01/23) without modification (CLOSED_STATUS = 'Y' in FPDS when CLOSED_DATE < 10/01/23) • Closed or terminated before the start of the reporting period (10/01/23) 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)
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 Identifier (UEI) (9A in FPDS).

8	Exempt actions funded (4C in FPDS) by:		
	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 Guarantee 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
<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) <i>for the base contract</i> 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 09/30/24 inclusive. • Base and All Options Value (Total Contract Value) (3A in FPDS) is 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:

- The Date Signed (2A in FPDS) *for the base contract* is between 10/01/14 and 09/30/15 inclusive

	<ul style="list-style-type: none"> • The Effective Date (2B in FPDS) for the base contract is between 10/01/14 and 09/30/24 inclusive. • Base and All Options Value (Total Contract Value) (3A in FPDS) is 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 – FY24 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) <u>and</u> the Effective Date (2B in FPDS) <i>for the base contract</i> is between 10/01/15 and 09/30/24 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 – FY24 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) <u>and</u> the Effective Date (2B in FPDS) <i>for the base contract</i> is between 10/01/13 and 09/30/24 inclusive • Base and All Options Value (Total Contract Value) (3A in FPDS) is 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. <p style="text-align: center;"><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></p> <ul style="list-style-type: none"> • 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	<p>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</p>

DoD Contract Dollar Threshold Criteria

14 For DoD, include FY09 to FY24 awards where the total net amount of obligations in FY24 is either greater than \$3M or less than -\$3M (Anything between -\$3M to \$3M will be excluded)