



Quick Start Guide for Service Contract Reporting for Contractors

Service Contract Reports in SAM.gov for Contractors

Who Can Submit an SCR?

You must have an entity registered in SAM.gov, an individual SAM.gov user account with the Entity Administrator or Data Entry role for that entity, and one or more contracts awarded to that entity that meet the SCR reporting thresholds.

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

How to Create an SCR

You must be signed in to your SAM.gov account to view your SCR information.

1. Select the “Sign In” button in the upper right corner of SAM.gov and sign into your account.
 - a. After signing in, the system will redirect you to your SAM.gov Workspace.
2. From your Workspace, locate the Entity Reporting widget and select “Service Contract Reports.”

Entity Reporting		
BioPreferred Reports See All	Required 0	Submitted 0
Service Contract Reports See All		
Search by Contract e.g. 001924CX754		

3. Each service contract that meets the [FAR Subpart 4.1703](#) or the [DFARS Supplement 204.17](#) reporting threshold is displayed. Select the ellipses in the upper right corner to open the Actions menu, and then select “Add” to begin a new Service Contract Report.





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Results per page
25 ▾

1 of 7

Services LLC

Unique Entity ID: [REDACTED]

Place of Performance: UNITED STATES

Contract PIID: [REDACTED]

Sort by: Contract PIID Ascending

Actions

Add

4. The system will navigate you to the Complete Service Contract Report page. SAM.gov displays the contract details and allows you to enter information to report. You are required to enter the following information:

■ 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 26 Reports

PIID	Ref PIID	Total \$ Invoiced	Prime FTEs	Prime Hours Expended	Subn
[REDACTED]	53	131			Not S
[REDACTED]	031				Not S
[REDACTED]					Not S
[REDACTED]					Not S
[REDACTED]					Not S

Showing Subcontractors For

053

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U. S. General Services
Administration

- a. **Total Amount Invoiced.** Total dollar amount invoiced for services performed during the previous government fiscal year under the contract (this amount should include the prime and any subcontract amount).
- b. **Prime Contractor Hours Expended.** Prime contractor direct labor hours expended on the services performed during the previous government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.

Description of Requirement :	DATABASE
Total Dollars Obligated :	\$6,911,482.10
Total Base and All Options :	\$6,911,482.10
Modification Number :	P00013
Reason for Modification :	Change Order
Date Signed :	05/27/2022
Extent Competed Description :	COMPETED UNDER SAP

Fair Opportunity Limited Sources Description :

Total Amount Invoiced : *

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 : *

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 :

0.14

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](#)

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](#).

[Delete](#)

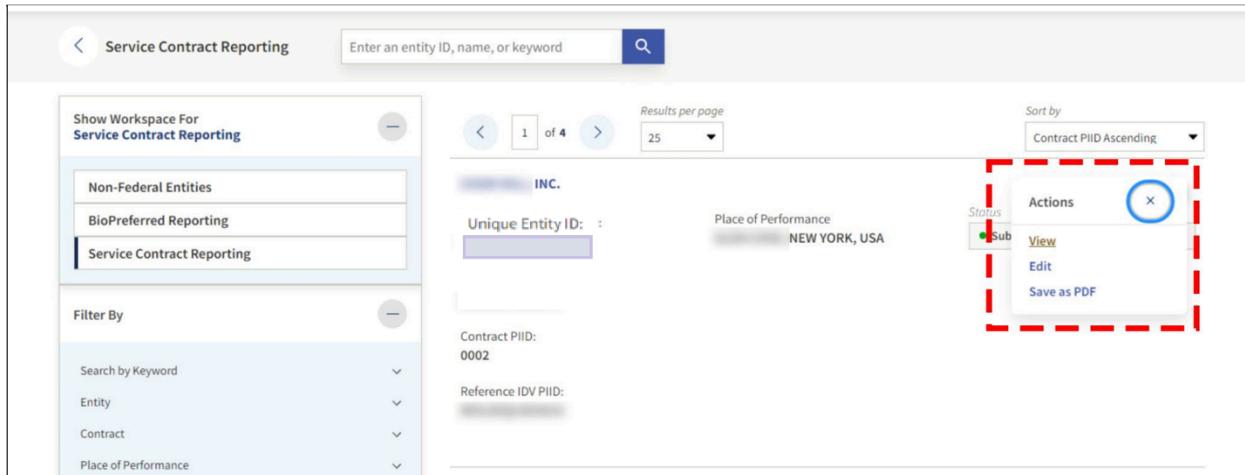
[Submit](#)

5. Report any required Tier 1 subcontractor information by selecting the “Add Tier 1 Subcontract Information” button.

- When you are ready to submit the report, select “Submit.” Submitting your report saves it and returns you to the Select Service Contract page, where you can create other SCRs or edit an existing SCR.

How Do I View or Edit a Submitted SCR?

- From your Workspace, go to the Entity Reporting widget and then select “Service Contract Reports.”
 - The page will load and display your entities that have service contracts and meet the reporting criteria, along with filters along the left side. The filter options are:
 - Keyword
 - Entity
 - Contract
 - Place of Performance
 - Status
- From this page, use the filters to narrow the results to the specific entity or contract you are seeking.
- When you locate the contract, select the button with the three dots in the upper-right corner, then select “View” or “Edit.”



The screenshot shows the Service Contract Reporting interface. At the top, there is a search bar and a navigation bar with a back arrow and the title "Service Contract Reporting". Below the navigation is a "Show Workspace For Service Contract Reporting" section with a "Non-Federal Entities" button. To the right is a "Filter By" section with dropdowns for "Search by Keyword", "Entity", "Contract", and "Place of Performance". The main content area displays a list of contracts. One contract for "INC." is selected, showing its "Unique Entity ID", "Place of Performance" (NEW YORK, USA), "Contract PIID" (0002), and "Reference IDV PIID". To the right of the list is a "Sort by" dropdown set to "Contract PIID Ascending". A red dashed box highlights the "Actions" menu for the selected contract, which includes "View", "Edit", and "Save as PDF". A blue circle highlights the three-dot menu icon in the top right corner of the contract card.



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4. The system will navigate you into the report where you can view the details or edit and resubmit the report.

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: <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 09/30/24 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	FY16 – FY24 Firm Fixed Price Contracts	Include FFP contracts for FY16 and beyond as follows: <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	FY14 – FY24 Cost Reimbursement, Time & Materials, Labor Hour Contracts	Include Non-FFP contracts for FY14 and beyond as follows: <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. 	

	<ul style="list-style-type: none">• 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.• 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
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)