



National Aeronautics and  
Space Administration  
Washington, DC 20546

# Procurement Information Circular

PIC 04-01  
January 5, 2004

## INDIVIDUAL PROCUREMENT ACTION REPORTING

**PURPOSE:** To provide updated instructions for preparing the Individual Procurement Action Reporting.

**BACKGROUND:** Guidance currently outlined in the NASA FAR Supplement at 1804.71 has been incorporated into this Procurement Information Circular. **NOTE:** Reporting is now required for all actions regardless of dollar value.

**GUIDANCE:** Centers shall follow the enclosed instructions in preparing the AMS Input Sheets. **Please read carefully as there are many new fields required.** The new fields are identified by highlighting in the electronic version of this PIC and by a left margin bar in the paper version. Please make sure that anyone who fills out AMS input sheets has a copy of these instructions.

AMS Input Sheets for orders are to be used for Purchase Orders, Delivery Orders, and Task Orders. AMS Input Sheets for basic contracts are to be used to report initial award of indefinite delivery contracts, e.g., SEWP, even when there will not be any money obligated on the contract.

**CANCELLATION:** PIC 03-19 is hereby canceled. New AMS Input Sheets, the PPC Code Matrix, and a list of Major Programs are enclosed.

**EFFECTIVE DATE:** This PIC is effective as dated and will remain in effect until canceled or superseded.

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Enclosures:

[AMS Basic Contract](#)

[AMS Grant](#)

[AMS PO 25K or Less](#)

[AMS PO Over 25K](#)

[PPC Matrix](#)

[Official Program Names](#)

[AMS MOD](#)

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#### **PREPARING INDIVIDUAL PROCUREMENT ACTION REPORTS**

Individual Procurement Action Reports shall be prepared and submitted to Headquarters for each procurement action. All awards are now considered reportable, regardless of dollar value. Separate forms are provided for each award type.

The Acquisition Management System (AMS) (was FACS) report shall have information as of the last day of the month and shall arrive in NASA Headquarters not later than the close of business on the fifth work day following each month being reported. The installation procurement officer should establish a method for ensuring that the AMS procurement submission and the IFMP financial submission for the month include the same contracts.

As of October 1, 2003, a new contract numbering scheme is being adopted by NASA. This numbering scheme is in accordance with procedures identified by the Office of Management and Budget (OMB) in the Joint Financial Management Improvement Program. Centers will need to use the new numbers on all new actions with an award date on or after October 1, 2003, regardless of when the solicitation was issued, when the award becomes effective, or when performance starts. Existing awards will not need to be renumbered, but new task orders against existing contracts must use the new scheme. Definitizations of letter contracts that are performed by issuance of a modification of the letter contract do not require a new

number. Hybrid procurements should use the type of action that most closely represents the procurement.

This scheme provides for the possibility of separate number series for each type of action, allowing for over 50,000 annual actions for each type. However, Centers with smaller annual numbers of actions may elect to use a single series of action numbers across all types. Centers are not prohibited from assigning blocks of numbers to various offices if desired.

#### NASA Numbering Scheme

2 alpha characters for Agency - NN

1 alpha character for Center - same letter as used in IFMP (first letter of Center name, except for GRC which uses "C")

2 numeric characters for FY.

4 digits for action number; 2 alphas, 2 numbers (AA01, AA02 ... AA99, AB01, AB02, etc. through ZZ99)

1 alpha character for type of action

#### Codes for type of action

A Cooperative agreement

B BOA, GWAC, or other indefinite delivery type contract

C Contract (except IDC)

D Delivery order against a BOA, FSS, or other IDC, or call against a BPA\*

F Facilities Contract

G Grant (other than training)

H Training grant

I Intragovernmental transaction

P Purchase order (not issued against an existing contract or agreement)

S Space Act agreement

T Task order against a service (including R&D) contract\*

Z BPA (basic award only)

\*To be used for stand-alone reportable award documents

#### Sample

NNG04AA01C would be a GSFC action issued in FY04. It would be the first one of its type, and it would be a contract.

Detailed item instructions for preparing the [AMS Input Sheets](#) are as follows:

**Item 1—Contract/Grant Number.** (10 positions for FY 04 awards, 11 positions including blanks for FY 03 and earlier awards). Enter the specific contract, grant, cooperative agreement, space act agreement, or purchase order number for which the data are reported. Follow numbering scheme as detailed above. The numbering scheme for contracts, purchase orders, and space act agreements is set forth in Subpart 1804.71 of the NASA FAR Supplement. Grants and cooperative agreements are covered in the NASA

**Item 2—Proposal Number.** (18 positions). If award is resulting from a NASA Research Announcement or an Announcement of Opportunity, or was otherwise processed through the NASA peer review system (SYS-EYFUS or NSPIRES) enter the number assigned by NASA to the offeror's proposal. In other situations, the offerors proposal number or an internal tracking number may be entered as desired.

**Item 3—PR Number.** (12 positions). Enter the number assigned to the Procurement Request document, which initiated the reported action.

**Item 4—Closeout PR.** (1 position). Enter “Y” if the reported action closes the PR reported in item 5. Otherwise, leave this item blank.

**Item 5—Contractor VID.** (7 positions). Enter the contractor's unique Vendor Identification Number (VID), which indicates the contractor's name and business address. **This number is generated at the center level.**

**Item 6—Contractor Identification Code (CIC) Number.** (7 positions). This coding system is managed by the Headquarters Analysis Division (Code HC). It identifies the procurement in terms of the contractor's name, division (if any), address, and the place of performance. A unique code is assigned for each different combination of these items. For combinations not found, call the Office of Procurement, NASA Headquarters (Code HC), where a code will be assigned. A valid Cage Code and TIN number are required to obtain a new CIC number.

**Item 7 – Contractor Place of Performance (CPOP) VID.** (7 positions). Enter the unique Contractor Place of Performance (CPOP) VID which indicates the contractor's place of performance address. This is a seven character alpha-numeric code generated by the Acquisition Management System (AMS).

**Item 8 – Procuring Installation Number (PIN).** (2 positions). Enter the numeric code identifying the installation responsible for the procurement. The following is a list of installations and their assigned codes:

<u>Code</u>	<u>Installation</u>
04	NASA Headquarters
21	Ames Research Center
22	Glenn Research Center
23	Langley Research Center

24	Dryden Flight Research Center
51	Goddard Space Flight Center
53	Wallops Flight Facility
54	NASA Management Office-JPL
62	Marshall Space Flight Center
64	Stennis Space Center
72	Johnson Space Center
76	Kennedy Space Center

**Item 9—Contractor Name.** (29 positions, including spaces). Enter the name of the contractor. (The first five characters of the contractor's name will be edited against the name in the Contractor Identification Code (CIC) System). For intragovernmental actions, enter the agency name (e.g., US Army, US Navy, US Commerce).

**Item 10—Contractor Division.** (20 positions). Enter the name of the contractor's division if one is named in the contractual instrument. (The first five characters of the division name will be edited against the division in the Contractor Identification Code (CIC) System.) For intragovernmental actions, enter the name of the cognizant procuring activity (e.g., Electronic Systems Division).

**Item 11—Contractor Street Address.** (26 positions). Enter the contractor's street address and nine-digit zip code as stated in the contractual instrument.

**Item 12—Contractor Address—City, State and Zip Code.** (City-24 positions, State-2 positions, Zip Code-9 positions). Enter the city, state and zip code of the contractor's address as stated in the contractual instrument.

**Item 13—Contractor Telephone Number.** (10 positions). Enter the contractor's telephone number as stated in the contractual instrument.

**Item 14—Cage Code.** (5 positions). Enter the Cage Code as shown in the Central Contractor Registration website. <http://www.ccr.gov>. All contractors must have a current up-to-date CAGE code corresponding to the name and address entered in blocks 9 through 12 to receive awards from NASA. Do not use Cage Codes found in BINCS. [When you enter the CCR website, click on 'Search CCR' NOT 'Find My Cage'.](#) Some Cage Codes displayed in BINCS are no longer valid in CCR.

**Item 15—Taxpayer Identification Number.** (9 positions). Enter the contractors taxpayer identification number as stated in the contractual instrument.

**Item 16a—Place of Performance – Street Address. (26 positions)** Enter the Place of Performance Street address as listed in the contractual instrument.

**Item 16—Place of Performance—City, State and Zip Code.** (City-24 positions, State-2 positions, Zip Code 9 positions). Enter the location of the principal plant or place of business where the items will be produced or supplied from stock or where the service will be performed. For construction contracts, enter the site of construction. If more than one location is involved, enter the principal place of performance (where most of the dollars are spent). For intragovernmental actions where the place of performance is unknown, enter the address of the cognizant Government agency.

**Item 17—POP Zip Code.** (5 positions). Enter the five digit zip code corresponding to the contractor's place of performance address.

**Item 18—Contract Award/Modification Date.** (8 positions).

a.	Contract Award. Enter the year, month, and day that the contracting officer signs the contract.
b.	Modification Date. Enter the year, month, and day that the contracting officer signs the modification.

**Item 19—Multiple or Single Award IDC.** (1 position). For initial award of Indefinite Delivery Contracts, enter M if more than one IDC was awarded from a single solicitation, or S for only one award. Leave blank if not IDC.

**Item 20 – Procurement Placement Code (PPC).** (2 positions). Enter the alpha Procurement Placement Code (PPC) identifying the type of solicitation process used and the extent of competition obtained on the procurement. (See the PPC Matrix, attached).

**Item 21 – Kind of Action.** (2 positions). Enter the numeric code from the following lists that identifies in general terms the kind of procurement and the action taken to initiate it:

NEW CONTRACTS/GRANTS/AGREEMENTS/ORDERS	
Code	Kind of Action
01	New Letter Contract
03	New Basic Contract. (Not IDC) New procurements, when the first binding document contains all the agreement's terms and conditions.
05	Intragovernmental. Orders issued to other Federal agencies.
06	Grant
18	New Indefinite Delivery Contract (IDC) – Requirements

19	New Indefinite Delivery Indefinite Quantity Contract (IDIQ)
20	New Indefinite Delivery Definite Quantity Contract (IDDQ)
21	Cooperative Agreement or Space Act Agreement
23	Order Under Mandatory FSS (See FAR 8.404).
24	Order Under Optional (non-mandatory) FSS. (See FAR 8.404-2).
25	Order Under Indefinite-Delivery Contract (Single Award).
26	Order Under Basic Ordering Agreement (BOA)
27	Simplified Acquisition Procedures (includes awards under the Test Program for Certain Commercial Items). See FAR 13.5.
28	Order Under Multiple Award Contract
61	Call Against BPA

<b>MODIFICATIONS TO EXISTING AWARDS</b>	
<b>Code</b>	<b>Kind of Action</b>
07	New Work Modification. Modifications that add a new procurement to existing contracts. New procurement, for the purpose of this report, means a modification action that usually requires the preparation of a Justification for Other than Full and Open Competition (JOFOC). (See FAR 6.303).
08	Supplemental Agreement. Bilateral, definitized modifications except those covered by 10 below.
09	Change Order. Change orders issued pursuant to the changes clause of the contract.
10	Supplemental Agreement Definitizing Change Order.
11	Administrative/Incremental Funding. This code should be used for administrative changes (such as novation agreements) as well as for incremental funding modifications.
12	Termination for Default
13	Termination for Convenience
14	Definitizing Letter Contract
15	Exercising Priced Option
16	Order Under Reporting Center's Indefinite Delivery Contract (IDC).
17	Order Under Reporting Center's Basic Ordering Agreement (BOA)
53	Basic Ordering Agreement Mod
54	Task Order Mod
97	<b>Funding Only Action</b>
98	Novation Agreement
99	Closing Mod

**Item 22—Type of IDV.** (1 position). Enter the appropriate code for the type of Indefinite Delivery Vehicle being awarded.

<b>Code</b>	<b>IDV Type</b>
A	Government-Wide Agency Contract (GWAC) approved by OMB.
B	Initial Indefinite Delivery Contract (IDC)

C	Reserved
D	Basic Ordering Agreement (BOA)
E	Blanket Purchase Agreement (BPA)
F	Multi-Agency Contract

**Item 23—Contractor Type.** (2 positions). Enter the appropriate code from the following:

<b>BUSINESS</b>	
<b>Code</b>	<b>Contractor</b>
01	Section 8(a)-Disadvantaged. Awards placed through the Small Business Administration with a minority business firm owned and controlled by socially and economically disadvantaged individuals, in accordance with Section 8(a) of the Small Business Act.
03	Disadvantaged Direct. Awards placed directly with a minority business firm owned and controlled by socially and economically disadvantaged individuals.
04	Not Disadvantaged. Other large or small businesses that are not considered disadvantaged.

<b>NONPROFIT ORGANIZATION</b>	
<b>Code</b>	<b>Contractor</b>
05	Educational (Non-Minority). A privately owned, non-minority educational institution. Does NOT include State, Federal, or Local government-owned.
06	Hospital. A hospital that is NOT State, Federal or Local government-owned.
08	Other Nonprofit (Non-Minority). A non-minority nonprofit institution or organization that is a corporation, foundation, trust, or institution not organized for profit, and no part of its net earnings is applied to the profit of any private shareholder or individual.
15	Educational (HBCU). A Historically Black College or University (HBCU) that is NOT State, Federal, or Local government-owned.
18	Other Nonprofit (Minority). A minority nonprofit institution or organization that is a corporation, foundation, trust, or institution not organized for profit, and no part of its net earnings is applied to the profit of any private shareholder or individual.
25	Educational (Other Minority). A minority educational institution, other than an HBCU, that is NOT State, Federal, or Local government-owned.

<b>STATE/LOCAL GOVERNMENT</b>	
<b>Code</b>	<b>Contractor</b>
09	Educational (Non-Minority). A State, Federal or Local government-owned non-minority educational institution.
10	Hospital. A State, Federal or Local government-owned hospital.

12	Other State/Local Government. Includes State, Federal, or Local government-owned research organizations. This item also includes public primary education institutions (elementary and high schools).
19	Educational (HBCU). A State, Federal, or Local government-owned Historically Black College or University (HBCU).
29	Educational (Other Minority). A State, Federal or Local government-owned minority educational institution, other than an HBCU.

**Item 24—Women-Owned Business.** (1 position). Enter “Y” or “N” to indicate whether the business concern is a women-owned business. A women-owned business is one that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

**Item 25—Award Outside U.S.** (1 position). Enter “L” for an award to a source outside the U.S. Enter “M” for an award to a source inside the U.S., if the principal place of performance will be outside the U.S. When this item is coded “L” or “M”, the PPC code entered in item 20 must be from the “work outside U.S.” category of the PPC matrix.

**Item 26—Extent of Competition.** (1 position). Enter the appropriate code from the following list for new awards and modifications citing Kind of Action ‘07’ (New Work Mod):

<u>Code</u>	<u>Extent of Competition</u>
2	Sealed Bid. Award results from acceptance of a bid in response to a formal invitation for bids or from sealed bidding following an evaluation of technical proposals (two-step sealed bidding). (See FAR Part 14.)
3	Competed Action -- SEB. Competitive offers are solicited from more than one responsible offeror capable of satisfying the Government’s requirements wholly or partially; award is based on price, design, or technical competition; and Source Evaluation Board (SEB) procedures are used to evaluate the proposals (see NFS 1815.370). This code shall also be used if Architect-Engineer Selection Board procedures are used (See FAR 36.602-2).
4	Other Competed Action. Competitive offers are solicited from more than one responsible offeror capable of satisfying the Government’s requirements wholly or partially; award is based on price, design, or technical competition; and Source Evaluation Board procedures are not used to evaluate proposals.
5	Noncompetitive Follow-On to Competed Action. The procurement is for the continued development or production of a major system or highly specialized equipment, including major components thereof, or for the continued provision of highly specialized services that are considered available only from the original source, and it is likely that award to any other source would result in (1) substantial duplication of cost to the Government that is not expected to be recovered

	through competition, or (2) unacceptable delays in fulfilling NASA's requirements (see FAR 6.302-1(a)(2)).
6	Other Not Competed. Only one offer is solicited and only one offer is received capable of satisfying the Government's requirements wholly or partially; the work involved is not a follow-on procurement reportable under code 5 above. Include awards resulting from unsolicited proposals in this category.

**Item 27—Type of Service or Product.** (4 positions). Enter the code indicating the principal type of effort or end item obtained under the contract. If more than one classification applies to the procurement, enter the one accounting for the largest dollar volume of the procurement. Codes have been established to identify research and development (R&D) procurements, service contracts, and supply and equipment contracts. These codes may be found in the FPDS Product and Service Codes manual located in the procurement administrative office at each NASA installation.

**Item 28—Solicitation Issue Date.** (8 positions) YYYYMMDD. Enter the date the solicitation was issued in FedBizOpps

**Item 29—Solicitation Identifier.** (50 positions). Enter the Solicitation Identifier as shown FedBizOpps.

**Item 30—Bundling of Contract Requirements.** (1 position). Enter the appropriate code.

Code	Definition
A	Mission Critical-If the agency has determined that the consolidation of requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in FAR 7.107 to determine that the consolidation is necessary and justified.
B	OMB Circular A-76-If the agency has used the OMB Circular A-76 process to determine that the consolidation of requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107.
C	Other-Enter Code C when A and B do not apply but the contract was bundled.
N	Not a bundled contract.

**Item 31—Referenced Contract Number.** (25 positions). Enter the Federal Supply Schedule (FSS), indefinite-delivery, or basic ordering agreement (BOA) contract number under which a delivery order has been placed if Item 21 (Kind of Action) is coded 23, 24, 25, 26, 28 or 61. If order is under a NASA BPA that was placed against an FSS contract, report the FSS contract number.

**Item 32--Description of Contract/Modification.** (narrative). Enter a brief meaningful description of the end item or services being procured. For modifications, enter a brief description of the purpose of the modification.

**Item 33--CICA Applicability.** (1 position).

<b>Code</b>	<b>CICA Applicability</b>
1	Pre-CICA. Enter if the contract action is a new contract (or within-scope modification) resulting from a solicitation issued before April 1, 1985, irrespective of award date.
2	Post-CICA. Enter if the contract action is a new contract resulting from a solicitation issued on or after April 1, 1985. All modifications to such contracts are to be reported by this code.
3	Simplified Acquisition Procedures. Enter if the action is a purchase pursuant to the simplified acquisition procedures.
4	Commercial Item Acquisition Under Test Program. Enter if the action is for the acquisition of commercial items exceeding the simplified acquisition threshold of \$100,000 but not over \$5 million when the simplified acquisition procedures in FAR Subpart 13.5 are used and Clause 52.212-4 is included.

**Item 35--Contract Type.** (2 positions). Enter the code that identifies the type of contract from the following list:

<b>Code</b>	<b>Contract Type</b>
01	Fixed-Price, Firm (FAR 16.202 and 16.207).
02	Fixed-Price, Redetermination (FAR 16.205).
03	Fixed-Price with Economic Price Adjustment (FAR 16.203).
04	Fixed-Price Incentive (FAR 16.204).
05	Cost No Fee (FAR 16.302).
06	Cost Sharing (FAR 16.303). (The estimated cost reported shall include only the Government's share.)
07	Cost Plus Fixed Fee (FAR 16.306).
08	Cost Plus Incentive Fee (FAR 16.405-1).
09	Time and Materials (FAR 16.601).
10	Labor Hour (FAR 16.602).
12	Cost Plus Award Fee (FAR 16.405-2).
13	Fixed Price Level of Effort
14	Fixed Price Award Fee
15	Order Dependent (IDV allows pricing arrangement to be determined separately for each order). Applies to initial award of IDVs only
16	Combination (where two or more types apply-If award is 60% or more of one type, report the predominant type, i.e. 60% Firm Fixed Price – use 01)
17	Fixed Price Award Term

18	Cost Plus Award Term
19	Other (where none of the above apply)

**Item 36—Pre-Award Synopsis Requirement.** (1 position). Enter “Y” if the procurement was synopsized prior to award. Enter “N” if the procurement was not synopsized. Enter “U” if the procurement was not synopsized due to urgency.

**Item 37—Synopsis Waiver Exception.** (1 position). Enter “Y” if award was not synopsized under the SBA/OFPP Waiver Pilot Program. Enter “N” if not applicable. For NASA the answer would always be “N” because NASA does not participate in the SBA/OFPP Waiver Pilot Program at this time.

**Item 38—Percent Performance Based.** (1 position). Enter the code which indicates what percentage of the award is performance based. Award includes all options. Percent is calculated using the dollar value of the effort. A performance based contract is one that is structured around the purpose of the work to be performed, as opposed to either the manner by which the work is to be performed or broad and imprecise statements of work. More detailed guidance is available from Headquarters Code HK.

Code		Percent
A	=	100
B	=	90-99
C	=	80-89
D	=	70-79
E	=	60-69
F	=	50-59
G	=	40-49
H	=	30-39
J	=	20-29
K	=	10-19
L	=	1 - 9
N	=	0/Not PBC

**Item 40—Number of Offers Received.** (3 positions). Enter the actual number of offers received in response to the solicitation. Must be completed for commercial item acquisitions under the test program.

**Item 41—Solicitation Procedures.** (1 position). This item pertains to the requirements of FAR Subparts 6.1 (Full and Open Competition), 6.2 (Full and Open Competition After Exclusion of Sources) and 6.3 (Other Than Full and Open Competition), with the exception of the statutory authorities for other than full and open competition (Subpart 6.3), which are reported in Item 30. Codes “A” through “L” designate the competition alternatives described in

FAR Part 6. Delivery-order contract actions under indefinite delivery contracts shall be reported the same as the initial contract when the following criterion in FAR 6.001(e) is met: They are orders placed under indefinite-delivery contracts that were entered into pursuant to FAR Part 6, and either the contract was awarded under Subpart 6.1 or 6.2 and all responsible sources were realistically permitted to compete for the requirements contained in the order, or the contract was awarded under Subpart 6.3 and the required justification and approval adequately covers the requirements contained in the order.

<b>Code</b>	<b>Solicitation Type</b>
A	Full and Open Competition-Sealed Bid. Enter this when the sealed bidding (See FAR 6.401(a)) method of contracting was used.
B	Full and Open Competition-Competitive Proposal. Enter this when FAR Part 15, Contracting by Negotiation, procedures were used for a competitive solicitation.
C	Full and Open Competition-Combination. Enter this when any combination of competitive procedures (e.g., two-step sealed bidding) was used (see FAR 6.102(c)).
D	Architect-Engineer. Enter this if the action resulted from selection of sources for architect-engineer (A&E) contracts in accordance with Public Law 92-582 and procedures in FAR Subpart 36.6 (see FAR 6.102(d)(1)). The selection of a potential A&E contractor is made by an A&E Evaluation Board conducted in accordance with 41 U.S.C 541 et seq. This selection process is considered a competitive procedure and shall be reported as a competitive award. When award is an A&E contract and was the result of a small business set-aside use Code K in lieu of this code.
E	NASA Research Announcement/Announcement of Opportunity. Enter if the action resulted from competitive selection of basic research proposals as a result of a broad agency announcement. (see FAR 6.102(d)(2)).
F	Multiple-Award Schedule. Enter if the action is an order issued against a multiple-award schedule using the procedures in FAR 8.404 (see FAR 6.102(d)(3)). This code shall be used for multiple-award schedule contracts (mandatory or optional). This code may be used for ADP procurements, unless the solicitation utilized make-or-model specifications. Use of the multiple-award schedule program is considered to be a competitive procedure because competitive procedures were used by GSA to make the basic multiple-award schedule contract awards under 41 U.S.C 259(b)(3)(A). For reporting purposes, an order issued against a multiple-award schedule shall be reported as a competitive award.

G	Alternate Sources. Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources: <ul style="list-style-type: none"> <li>- To reduce overall costs pursuant to FAR 6.202(a)(1).</li> <li>- To have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2).</li> <li>- To establish or maintain an essential engineering, research or development capability pursuant to FAR 6.202(a)(3).</li> <li>- To ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4).</li> <li>- To satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5).</li> <li>- To satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).</li> </ul>
K	Set-Asides. Enter if the action resulted from use of procedures for set-asides pursuant to FAR 6.203. This includes small business set-asides, (excluding architect-engineer contracts—use Code D), actions under the Small Business Innovation Research (SBIR) Program, JWOD Nonprofit Agency Awards, and 8(a) contract awards that were competed pursuant to FAR 6.204.
L	Other Than Full and Open Competition. Enter if the action resulted from use of other than full and open competition pursuant to 10 U.S.C. 2304(c). The conditions or exceptions permitting contracting without providing for full and open competition are prescribed in FAR 6.302. Enter this code for noncompetitive awards made under the authority of Section 8(a) of the Small Business Act (see FAR Subpart 19.8). This code shall also be used for all ADP procurements where the solicitation utilized make-and-model only specifications.

**Item 42—Authority for Other Than Full and Open Competition.** (1 position). When Item 41 is coded “L”, this item must be completed. Enter the applicable code from the categories listed below. This item identifies the solicitation process and not the extent of competition obtained.

Code	Authority Type
A	Unique Source. Enter when the contract action is under 10 U.S.C. 2304(c)(1) and the agency's minimum needs can be satisfied only by unique supplies or services available from only one source or only one supplier with unique capabilities (see FAR 6.302-1(b)(1)).
B	Follow-on Contract. Enter when the contract action is under 10 U.S.C. 2304(c)(1) and it is likely that the award of follow-on contracts must be to the original source because award to any other source would result in (A) substantial duplication of cost to the Government that is not expected to be recovered through competition or (B) unacceptable delays in fulfilling the agency's requirements (see FAR 6.302-1(a)(2)(ii) and (iii)).

C	Unsolicited Research Proposal. Enter when the contract action is under 10 U.S.C. 2304(c)(1) as the result of acceptance of an unsolicited research proposal that demonstrates a unique and innovative concept, the substance of which (A) is not otherwise available to the Government and (B) does not resemble the substance of a pending competitive acquisition (see FAR 6.302-1(a)(2)(i)).
D	Patent/Data Rights. Enter when the contract action is under 10 U.S.C. 2304(c)(1) because the existence of limited rights in data, patent rights, copyrights, or secret processes; the control of basic raw material; or similar circumstances make the supplies and services available from only one source (see FAR 6.302-1(b)(2)).
E	Utilities. Enter when (A) the contract action is under 10 U.S.C. 2304(c)(1) when acquiring electric power or energy, gas (natural or manufactured), water, or other utility services and circumstances dictate that only one supplier can furnish the service or (B) the contemplated contract is for construction of a part of a utility system and the utility company itself is the only source available to work on the system (see FAR 6.302-1(b)(3)).
F	Standardization. Enter when the contract action is under 10 U.S.C 2304(c)(1) because the agency head has determined under the agency's standardization program that only specified makes and models of technical equipment and parts will satisfy the agency's needs for additional units or replacement items and only one source is available (see FAR 6.302-1(b)(4)).
G	Only One Source-Other. Enter when the contract action is under 10 U.S.C.2304(c)(1) to a single source and codes "A" through "F" above do not apply (see FAR 6.302-1(b)).
H	Urgency. Enter when the contract action is under 10 U.S.C. 2304(c)(2) because (A) an unusual and compelling urgency precludes full and open competition and (B) delay in award of a contract would result in serious injury, financial or other, to the Government (see FAR 6.302-2(b)).
J	Mobilization, Essential R&D Capabilities, or Expert Services. Enter when the contract action is under:
	10 U.S.C. 2304(c)(3)—Mobilization—for a particular source or sources in order to maintain a facility, producer, manufacturer, or other supplier available for furnishing supplies or services in case of a national emergency or to achieve industrial mobilization (see FAR 6.302-3(b)(1)).
	10 U.S.C. 2304(c)(3)—Essential R&D Capabilities—for a particular source or sources in order to establish or maintain an essential engineering, research or development capability to be provided by an educational or other nonprofit institution or a federally funded research and development center (see FAR 6.302-3(b)(2)), or
	10 U.S.C. 2304(c)(4)—Expert Services—for a particular source or sources in order to obtain services of an expert in any litigation or dispute proceeding or a neutral person to act as a mediator or arbitrator (see FAR 6.302-3(b)(3)).

L	International Agreement. Enter when the contract action is under 10 U.S.C. 2304(c)(4) because full and open competition is precluded by (A) the terms of an international agreement or treaty between the United States and a foreign government or international organization or, (B) the written directions of a foreign government reimbursing the agency for the cost of the acquisition of the supplies or services (see FAR 6.302-4).
M	Authorized by Statute. Enter when the contract action is under 10 U.S.C. 2304(c)(5) because a statute expressly authorizes or requires that the acquisition be made through another agency or from a specified source (see FAR 6.302-5(a)(2)(i)). This code should be used for noncompetitive 8(a) awards and noncompetitive HUBZone awards.
N	Authorized Resale. Enter when the contract action is under 10 U.S.C. 2304(c)(5) for a brand-name commercial item for resale through commissaries or other similar facilities (see FAR 6.302-5(a)(2)(ii)).
P	National Security. Enter when the contract action is under 10 U.S.C. 2304(c)(6) because disclosure of the Government's needs would compromise the national security (see FAR 6.302-6).
Q	Public Interest. Enter when the contract is under 10 U.S.C. 2304(c)(7) because the agency head has determined that full and open competition is not in the public interest in the particular acquisition concerned (see FAR 6.302-7).

**Item 43—Labor Statutes.** (1 position). Enter the appropriate code, in accordance with the provisions of the contract, from the following list:

<b>Code</b>	<b>Statutory Requirements</b>
N	Not subject to statutory requirements listed below
1	Subject to Walsh-Healey Act (FAR 22.6)
2	Reserved
3	Subject to Service Contract Act (FAR 22.10)
4	Subject to Davis-Bacon Act (FAR 22.403-1)

**Item 44—Contract Financing** (1 position). Enter the appropriate code that best indicates whether or not progress payments, advance payments or other financing methods were used. (Scheduled to be removed with next AMS release.)

<b>Code</b>	<b>Definition</b>
A	FAR 52.232-16 Progress Payments,
C	Percentage of Completion Progress Payments (FAR 32.1)
D	Unusual Progress Payments or Advance Payments (FAR 32.4)
E	Commercial Financing (FAR 32.2)
F	Performance Based Financing (FAR 32.10)
Z	Not Applicable

**Item 45—North American Industry Classification System (NAICS) Code.**

(6 positions). Enter the code identifying the industry category within which the principal (determined by the predominance of dollars awarded) product produced or distributed, or services rendered, would best fit. Industry categories are published in the North American Industry Classification System Manual maintained and issued by the Office of Management and Budget (OMB). Codes are also available on the web at: <http://www.census.gov/epcd/www/naics.html>.

**Item 46—Contract Administration Delegated.** Enter “Y” or “N” in the first blank to indicate whether any contract administration functions have been delegated to another Government agency (see FAR Subpart 42.2). If an “N” was entered, leave the rest of this field blank. If a “Y” was entered, continue to the second blank and enter a “Y” or “N” to indicate whether there was a blanket delegation. A blanket delegation is defined as a delegation of all contract administration functions listed in FAR 42.302(a), with the exception of those non-assignable functions specified in 1842.202(b), plus post award audit. If not a blanket delegation, enter a “Y” for each individual function delegated among the ten items listed. It is not necessary to enter an “N” for non-delegated functions.

**Item 47—Multiyear Contract** (1 position). Enter “Y” or “N” to indicate whether this is a multiyear contract. These are contracts issued under specific Congressional multiyear authority for specific programs. The key distinguishing difference from multiple year contracts is that multiyear contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for each program year. They normally include a cancellation ceiling, i.e., the maximum amount the Government will pay for termination if the remaining funding is not appropriated by Congress.

**Item 48—Advisory/Assistance Services Contract.** (1 position). Enter “Y” or “N” to indicate whether the contract is for advisory and assistance services.

**Item 49—Support Services Type Contract.** (1 position). Enter “Y” or “N” to indicate whether the contract is for support services. This includes on- or near-site performance where the services are a major element of the contract. It excludes:

a.	Construction, alteration, and repair;
b.	Small purchases and incidental services;
c.	Prime product development contracts;
d.	Operations support contracts, i.e., effort at major facilities associated with carrying out mission operations; tracking

	station operations; and support funded by STS operations; and
e.	Tenants.

**Item 50—Cost Accounting Standards Clause.** (1 position). Enter “Y” or “N” to indicate whether the contract contains the Cost Accounting Standards clause (see FAR 30.201-4).

**Item 51—New Technology or Patent Rights Clause.** (1 position). Enter “Y” or “N” to indicate whether a new technology or patent rights clause is included in the contract. (See 1827.303-7). A “Y” entered for contracts with small businesses, nonprofit organizations, and educational institutions will indicate a patent rights clause. A “Y” entry for contracts with large businesses will indicate a new technology clause.

**Item 52—Subcontracting Program Plan.** (1 position). Enter “the appropriate code to indicate whether the contract contains a subcontract plan requiring the contractor to furnish the information prescribed on Standard Forms 294 and 295 (see FAR 19.702)

<u>Code</u>	<u>Reporting Required</u>
A	Plan Not Included-No Subcontracting Possibilities-A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2(c))
B	Plan Not Required-No Subcontracting Plan was required (ex. The action did not meet the dollar thresholds in FAR 19.702(a)).
C	Plan Required-Incentive Not Included-Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c)).
D	Plan Required-Incentive Included-Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c)).

**Item 53—SBIR Award.** (1 position). Enter “N” if the contract action is not in support of the Small Business Innovation Research (SBIR) Program (Public Law 97-219). Enter “1” if the contract action is related to a Phase I contract in support of the program. Enter “2” if the contract action is related to a Phase II contract in support of the program. Enter “3” for Phase III SBIR contracts. Phase III SBIRs and SBIRs funded by agencies other than NASA should use PPC GF.

**Item 54—STTR Award.** (1 position). Enter “N” if the contract action is not in support of the Small Business Technology Transfer (STTR) Program (Public Law 102-564). Enter “1” if the contract action is related to a Phase I contract

in support of the program. Enter “2” if the contract action is related to a Phase II contract in support of the program.

**Item 55—Contract for Foreign Government or International**

**Organization.** (1 position). Enter “Y” if a foreign government or international organization is bearing any part of the cost of the action. Otherwise, enter “N”.

**Item 56—Management Reporting Requirements (MRR): Correlated Cost and Performance Data Reporting.** (1 position). Enter one of the following codes (see NPD 9501.1).

<b>Code</b>	<b><u>Reporting Required</u></b>
N	None Required
2	NASA Form 533M only
3	NASA Forms 533M and 533Q

**Item 57—Property Financial Reporting.** (1 position). Enter a “Y” or “N” to indicate whether property financial reporting is required. (See FAR 45.505-14).

**Item 58—Commercial Item Acquisition.** (1 position). Enter “Y” or “N” to indicate if an award is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included.

**Item 59—Country of Manufacture.** (2 positions). If the product is manufactured, mined, or grown in the United States (the 50 states and the District of Columbia) or an U.S. contractor performs the service, enter “US”. If the product is manufactured, mined, or grown in a foreign country, enter the code from FIPS Pub 10-3 of that country/area. In the case of a service, if a foreign contractor performs the service, enter the code from FIPS PUB 10-3 of that country/area. The AMS system contains a table of foreign country codes.

**Item 60—Demonstration Test Program.** (1 position). Enter “Y” or “N” to indicate whether the award is a new contract awarded to a U.S. business concern as a result of a solicitation issued on or after January 1, 1989, under the Small Business Competitiveness Demonstration Program (see FAR Subpart 19.10 and 1819.10). This item must be completed for awards to large businesses as well as for awards to small businesses.

**Item 61—Emerging Small Business.** (1 position). Complete this item only if Item 60 is coded “Y”. Enter “Y” or “N” to indicate whether the contractor

represents that it is an emerging small business concern. (See FAR 19.1002 for definition of emerging small business.)

**Item 62—Emerging Small Business Reserve Award.** (1 position). Complete this item only if Item 61 is coded “Y”. Enter “Y” or “N” to indicate whether the contract award was reserved for emerging small business concerns.

**Item 63—Size of Small Business.** (1 position). Complete this item only if Item 60 is coded “Y” and the award is to a small business. Enter the code that corresponds to the range of the number of employees or the range of the average annual gross revenue for the small business contractor receiving the award as represented by the contractor in response to the solicitation.

**Item 64—Value Engineering Clause.** (1 position). Enter “Y” or “N” to indicate whether the contract contains any one of the value engineering clauses such as FAR 52.248-1, 52.248-2, or 52.248-3.

**Item 65—Ethnic Type.** (1 position). Enter the appropriate code. See FAR 19.307 and 52.219-1 for definitions.

<u>Code</u>	<u>Ethnic Type</u>
A	Asian-Indian American
B	Asian-Pacific American
C	Black American
D	Hispanic American
E	Native American
F	Other Certified
N	No Representation

**Item 66—Effective Date.** (8 positions). Enter the year, month, and day of the contract’s effective date.

**Item 67—Security Code.** (1 position). Enter “Y” or “N” to indicate whether Defense Industrial Security clearances are required during contract performance

**Item 68—Equipment Code.** (1 position). Enter “Y” or “N” to indicate whether the contract will involve government furnished or contractor acquired property.

**Item 69—Administrator Code.** (3 positions). Enter the code which identifies the individual at the contracting installation responsible for administration of the contract.

**Item 70—Contracting Officer Code.** (3 positions). Enter the code which identifies the contracting officer assigned to the contract.

**Item 71—Negotiator Code.** (3 positions). Enter the code which identifies the individual responsible for negotiating the contract.

**Item 71a—Negotiator Phone.** (7 positions). Enter the negotiators phone number.

**Item 72—COTR Name.** (15 positions). Enter the name of the Contracting Officer's Technical Representative (COTR) for the contract.

**Item 73—Organization Code.** (5 positions). Enter the organization code for the responsible technical organization for which the contract has been awarded.

**Item 74—Contract Fund Code.** (1 position). Enter the appropriate code to indicate whether the contract is fully funded, incrementally funded, or unfunded.

**Item 74a—Large/Small Business.** (1 position). Enter “L” for Large Business or “S” for Small Business.

**Item 75—Reason not Small Business.** (2 positions). Enter the appropriate two-digit code to identify the reason the contract was not awarded to a small business concern.

<u>Code</u>	<u>Reason Not Small Business</u>
A	No known small business source
B	SB Not Solicited – There was a known small business source, but it was not solicited.
C	SB Solicited and No Offer Received – A small business was solicited but it did not submit an offer, or its offer was not sufficient to cover the total quantity requirement so it received a separate award for the quantity offered.
D	SB Solicited and Offer was Not Low – A small business offer was not the low or most advantageous offer or a small business concern was not willing to accept award of a set-aside portion of an action at the price offered by the Government
Z	Other Reason – A small business did not receive the award for any other reason.

**Item 76—A-76 (FAIR Act) Action** (1 position). Enter “Y” if the action resulted from an A-76/FAIR Act competitive sourcing process, otherwise enter “N”.

**Item 77—Purchase Card As Payment Method** (1 position). Indicates whether the method of payment under an award is the Purchase Card. Agencies may issue formal contract documents and make payment using the Purchase Card. Enter “Y” if a Purchase Card was or will be used to pay the contractor. This does not apply to initial award of Indefinite Delivery Vehicles, but does apply to orders under IDVs. This is not the same as a purchase card transaction.

**Item 78—Best Value** (1 position). Scheduled to be removed with next AMS release.

**Item 79—Midrange Indicator** (1 position). Scheduled to be removed with next AMS release.

**Item 80—Current Completion Date.** (8 positions). Enter the year, month, and day either specified or estimated for the base contract and any options that have been exercised. This date may or may not change as modifications to the contract are issued.

**Item 81—Ultimate Completion Date** (8 positions). Enter the year, month, and day of the estimated or scheduled completion of the contract including the base and all options (if any) whether the options have been exercised or not.

**Item 82—Physically Complete.** (1 position). Enter “Y” if the contract is physically complete, i.e., after all articles and services called for under the contract, including such related items as reports, spare parts, and exhibits, have been delivered to and accepted by the Government (see FAR 4.804-4). Also enter the date that the contract is physically completed. Otherwise, this field should be left blank.

**Item 83—Other Preference Programs.** (1 position). Report the code that represents the preference program used in making the award. Report Code “D” if no preference program applies or the preference program is not otherwise listed. **Leave this item blank if a HUBZone (Item 34a) or Small Disadvantaged Business (Item 34b) preference was used.**

Code	Preference Type
A	Directed to JWOD Nonprofit Agency. Report this code for an award to a nonprofit agency employing people who are blind or severely disabled pursuant to FAR Subpart 8.7.
B	Small Business Set-Aside. Report this code for a small business set-aside (including Small Business Innovation Research (SBIR)) or a partial small business set-aside made pursuant to FAR 19.502-2 or 19.502-3.
C	Reserved.

D	No Preference Program or Not Listed. Report this code if the award is not made pursuant to a preference program, or the preference program is not listed above or in Item 34a or Item 34b.
E	Very Small Business Set-Aside. Report this code if the acquisition is between \$2,500 and \$50,000 and was awarded to a very small business concern as a result of using set-aside procedures under the very small business pilot program set forth in FAR 19.9.
F	Reserved.

**Item 84—HUBZone Small Business Concern.** (1 position). Enter “Y” if the award is to a HUBZone small business concern. See FAR 19.001 for a definition of HUBZone small business concern. Enter “N” if the award is not to a HUBZone small business concern.

**Item 85—HUBZone Program.** (1 position). Report the code that represents the preference program used in making the award.

<b>Code</b>	<b>Preference Type</b>
A	HUBZone Sole Source. Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
B	HUBZone Set-Aside. Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305.
C	HUBZone Price Evaluation Preference Award. Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.1307.
D	Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment. Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Preference and the Small Disadvantaged Business Price Evaluation Adjustment.
E	Not applicable. Report this code if no HUBZone preference program was used.

**Item 86—Veteran Owned Small Business (VOSB) Award.** (1 position). Enter the appropriate code on **all** contracts and purchase orders (except Intragovernmentals). See FAR Part 19 for definitions.

<b>Code</b>	
A	Service Disabled Veteran Owned Small Business
B	Veteran Owned Small Business

C	Not Veteran Owned Small Business

**Item 87—Small Disadvantaged Business Programs.** (1 position). Report the code that represents the preference program used in making the award.

<b>Code</b>	<b>Preference Type</b>
A	8(a) Contract Award. Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency, unless Code B applies.
B	8(a) with HUBZone Priority. Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(e).
C	SDB Set-Aside. Report this code for a small disadvantaged business award made pursuant to FAR 19, unless Codes D or E apply.
D	SDB Price Evaluation Adjustment. Report this code for an award made to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
E	SDB Participation Program. Report this code for an award made as a result of the application of the solicitation's evaluation factor or subfactor for the participation of SDB concerns in performance of the contract pursuant to FAR 19.12.  <b>NOTE:</b> The award may be made to other than SDB concerns.
F	Not Applicable. Report this code if no SDB program was used.

**Item 88—HUBZone Price Evaluation Percent Difference.** (2 positions). If a price evaluation preference was used and resulted in an award to a HUBZone small business concern, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-small business. Calculate the percentage by dividing the difference (award price minus the lowest priced large business) by the lowest priced offer from a non-small business. If price evaluation preference was not used or not necessary, report 00. Report whole percents; i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. However, any percent between 0.1 and 1 shall be reported as 01; i.e., 0.2 shall be reported as 01.

**Item 89 —SDB Price Evaluation Adjustment Percent Difference.** (2 positions). If award was made to a small disadvantaged business as a result of a price evaluation adjustment, report the percent difference between the award price and the lowest priced offer from a responsive, responsible non-

SDB, or an SDB that waives the price evaluation adjustment. Calculate the percentage by dividing the difference (award price minus the lowest priced offer from a non-SDB) by the lowest priced offer from a non-SDB business. If price evaluation adjustment was not used or not necessary, report 00. If the small disadvantaged business also received a HUBZone price evaluation preference, report the HUBZone price evaluation preference in Item 88 and the small disadvantaged business price evaluation adjustment premium in Item 89. Report whole percents; i.e., 5.2 shall be reported as 05; 5.8 shall be reported as 06. However, any percent between 0.1 and 1 shall be reported as 01; i.e., 0.2 shall be reported as 01.

**Item 90—Use of EPA Designated Products.** (1 position). The Resource Conservation and Recovery Act (RCRA), Section 6002 and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) EPA-designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP). This list of EPA-designated products is available at <http://www.epa.gov/cpg>. This requirement applies to all contracts that require EPA-designated products. When purchasing a product or products on this list without the required minimum recovered material content, a written justification based on exception codes B, C, or D below is required by FAR 23.405(c). If more than one exception applies or more than one justification was completed, report the predominant exception code or the code for the highest cost EPA-designated item for which a justification was completed. Select one of the following:

Code	
A	EPA-designated product or products were purchased and all contained the required minimum recovered material content.
B	EPA-designated product or products were purchased without Required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.405(c)(1)).
C	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.405(c)(2)).
D	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.405(c)(3)).
E	No EPA-designated product(s) were required.

**Item 91—Use of Recovered Material Clauses** (1 position). Use the appropriate code.

Code	
A	Recovered Material Clauses. Report this code only if the contract includes FAR 52.223-4, Recovered Material Certification.
B	Report this code only if the contract includes FAR 52.223-4, Recovered Material Certification and FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA Designated Products.
C	Report this Code if neither clause is included in the contract.

**Item 92—Major Program** (max 100 positions). The agency determined name for a major program. e.g. Scientific and Engineering Workstation Procurement. A table of valid entries will be provided.

**Item 93—Program Acronym** (max 25 positions). The short name or acronym used e.g. SEWP. A table of valid entries will be provided.

**Item 94—Funding Agency- IT Commercial Item Category.** (1 position). Report the appropriate code if Funding Agency (Item 95) is for the Department of Defense (begins with 17, 21, 57, 96CE, or 97) and the Product/Service Code begins with 70, D3, is UO12, or ends with 70. Otherwise, leave blank.

Code	
A	Commercially Available Off-The-Shelf Item. Report this code if the item meets the definition of commercial item in FAR 2.101, does not require any modifications and is available in the commercial marketplace.
B	Other Commercial Item. Report this code if the item meets the definition of commercial item in FAR 2.101, but requires minor modifications, or is not yet available in the commercial marketplace, but will be in time to meet our needs.
C	Nondevelopmental Item. Report this code if the item meets the definition of a nondevelopmental item in FAR 2.101 ((1) any previously developed item of supply used exclusively for governmental purposes by a Federal agency, state or local government, or foreign government with which the United States has a mutual defense cooperation agreement, (2) is used as a paragraph (1) but requires only minor modifications or modifications of a type customarily available in the commercial market).
D	Noncommercial Item. Report this code if the item does not meet the definitions of commercial item or non-developmental item in FAR 2.101.
E	Commercial Service. Report this code if the item does not meet the definitions of commercial service in FAR 2.101 (services of a

	type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions. This does not include services that are sold based on hourly rates without an established catalog or market price for a specific service performed).
F	Noncommercial Service. Report this code for all other services.

**Item 95—Funding Agency** (4 positions). This field may be blank. If reporting an award done by your center on behalf of another federal agency, and 100% of the funding comes from that other agency, report the four digit agency code (FIPS 95) of the funding agency. The FIPS 95 code will be placed on the PR by the finance office. A list of valid codes are available at <http://fpds.gsa.gov/fpds/downloads.htm>.

**Item 96—Funding Agency - DODAAC.** (6 positions). If the award being reported in Funding Agency (Item 95) is for the Department of Defense (begins with 17, 21, 57, 96CE, or 97) enter the six digit Department of Defense Activity Address Code (DODAAC).

**Item 97—Funding Agency - Reason for Purchase.** (1 position) Report the appropriate code if Funding Agency (Item 95) is for the Department of Defense (begins with 17, 21, 57, 96CE, or 97) and the Product/Service Code begins with 70, D3, is UO12, or ends with 70. Otherwise, leave blank.

Code	
A	Convenience and Economy. Report this code if the Department of Defense program office has certified that the purchase was made under the Economy Act.
B	Expertise. Report this code if the Department of Defense program office has certified that the servicing agency is better qualified to enter into and administer the contract due to capabilities or expertise at the servicing agency not found with the Department of Defense.
C	Specifically Authorized. Report this code if the Department of Defense program office has certified that the servicing agency is specifically authorized by law or regulation to purchase the goods or services on behalf of other agencies.
D	Authorized by Executive Order. Report this code if the Department of Defense program office has certified that the purchase is specifically authorized by Executive Order.
E	Modification or Extension. Report this code if the Department of Defense program office has certified that the purchase is a modification or extension of an existing order under a multiple award contract and meets the criteria in FAR 16.505(b)(2).
F	Other. Report this code if the Department of Defense program office has certified a reason not cited above.

**Item 98—Funding Agency - Clinger-Cohen Act.** (1 position). Report the appropriate code if Funding Agency (Item 95) is for the Department of Defense (begins with 17, 21, 57, 96CE, or 97) and the Product/Service Code begins with 70, D3, is UO12, or ends with 70. Otherwise, leave blank.

<b>Code</b>	
Y	Yes. Report this code if the Department of Defense program office has certified that the information technology purchase meets the planning requirements in 40 USC 1422 and 1423.
N	No. Report this code if the Department of Defense program office has not certified that the information technology purchase meets the planning requirements in 40 USC 1422 and 1423.

**Item 99 —DOD Claimant Program Code** (3 positions). Enter the appropriate code from the DoD Procurement Coding Manual Section III, DOD Claimant Program Number, if Funding Agency (Item 95) is for the Department of Defense (begins with 17, 21, 57, 96CE, or 97) and the Product/Service Code begins with 70, D3, is UO12, or ends with 70. Otherwise, leave blank. Obtain the code from the DOD program office.

**ITEMS 100 THRU 108 APPLY ONLY TO INDEFINITE DELIVERY CONTRACTS – NOT ORDERS PLACED AGAINST THE CONTRACTS.**

**Item 100—Indefinite Delivery Vehicle Last Date to Order** (8 positions). Enter the last date on which an order may be placed against this indefinite delivery vehicle.

**Item 101—Other Statutory Authority** (1 position). For use on basic multi-agency or indefinite delivery contracts. Enter 'A' if award is authorized pursuant to the Space Act, 'B' if the IG Act applies, or 'C' if another authority other than the Economy Act applies.

**Item 102—Web Site URL** (max 100 positions). On initial award of Indefinite Delivery Vehicles, enter the web site URL where users may go to get more information on the contract or program. This field is optional unless Item 22 is 'A' GWAC, then it is mandatory.

**Item 103—Who Can Use** (max 255 positions). On initial award of Indefinite Delivery Vehicles, enter the appropriate code.

<b>Code</b>	<b>Definition</b>
Only My Agency	Only the agency awarding the contract may place orders
All Agencies	All Federal Government agencies may place orders against the contract.

Defense	Only Department of Defense agencies may place orders against the contract
Civilian	Only civilian agencies may place orders against the contract.
Codes	Only the agencies with the FIPS 95 codes listed in a comma-separated list.
Other	Provide a text statement of which agencies may place orders against the contract.

**Item 104 — Maximum Order Limit** (max 20 positions). On initial award of Indefinite Delivery Vehicles enter the maximum dollar amount that can be applied to a single order. If there is no minimum, enter 0.00.

**Item 105 — Fee for Use of Service** (3 positions). On initial award of Indefinite Delivery Vehicles, enter the appropriate code.

Code	Definition
FIX	Fixed Fee
RVA	Range – Varies by amount
RVO	Range – Varies by Other Factor
NO	No Fee

**Item 106 — Fixed Fee Value** (4 positions). On initial award of Indefinite Delivery Vehicles, if Item 105 is Fixed Fee, enter the fixed fee value. Should be shown as a percent.

**Item 107 — Fee Range Lower Value** (4 positions). On initial award of Indefinite Delivery Vehicles, if Item 105 is RVA or RVO, enter the Lower value.

**Item 108 —Fee Range Upper Value** (4 positions). On initial award of Indefinite Delivery Vehicles, if Item 105 is RVA or RVO, enter the Upper value.

**Item 109—Center Unique.** (9 positions). This field may be used at the discretion of individual centers to collect data not elsewhere reported on the form. Otherwise leave this item blank.

**Item 110—Total Contract Value Including Options.** (11 positions). Enter the definitized contract value (including maximum potential fee or profit) plus the value of any options (including maximum potential fee or profit) available in the contract. Round entries to the nearest whole dollar.

**Item 111—Estimated Cost or Fixed Price.** (11 positions). Enter the estimated cost or fixed price for all new awards. For modifications, enter only the increase or decrease effected by the respective modification. For cost-reimbursement contracts, enter the estimated cost, exclusive of fee. For fixed-price contracts, enter the total fixed price, including the negotiated

profit. For time-and-materials and labor-hour contracts, enter the total estimated contract price, including profit. Round all entries to the nearest whole dollar. Do not report amounts for priced options that have not been exercised in this field. For Cooperative Agreements and cost sharing contracts, enter only the NASA cash contribution.

**Item 112—Fee.** (11 positions). This item pertains to cost-reimbursement contracts only. For new awards, enter the definitized negotiated fee, broken down into the types of fee indicated on the form. For modifications, enter only the increase or decrease effected by the respective modification. For incentive contracts, enter the target fee. For award-fee contracts, enter the base fee plus the maximum available award fee. Also enter the total of the different types of fees reported. Round entries to the nearest whole dollar.

**Item 113—Action Obligation.** (11 positions). Enter the dollar amount obligated (increase or decrease) of the reported action. Report obligations for cost and fee separately and enter the total obligations reported. Round entries to the nearest whole dollar.

**Item 114—Funded Through Date.** (8 positions). For incrementally funded contracts, enter the date through which the contract is funded.

**Item 115—Multiple Award Contract Fair Opportunity.** (1 position). Enter the appropriate code for orders placed against multiple award contracts (Kind of Action=28). See FAR 16.505(b) for definitions.

<u>Code</u>	
A	Fair Opportunity Process
B	Urgency
C	One/Unique Source
D	Follow-on Contract
E	Minimum Guarantee

**Item 116—Modification Prefix.** (1 position). If an alpha prefix is used in the modification number of the reported action, enter the assigned prefix. May also be numeric.

**Item 117—Modification Number.** (4 positions). Enter the serial number assigned to the modification action.

**Item 119—Cancellation Date.** (8 positions). If it is necessary to cancel a previously executed modification, enter the year, month, and day of such cancellation. This field appears only on the Modifications Form.

**Item 120—Fee Paid for Use of IDV.** (20 positions) Enter the fee paid (if any) to the IDV Awarding Agency as a consequence of placing the order. To be added with next AMS release.

**DEACTIVATED**