

25 KEY DATA ELEMENTS AND DESCRIPTIONS

Element No: 2A

Name: Date Signed

Definition: The date that a mutually binding agreement was reached. The date signed by the Contracting Officer or the Contractor, whichever is later.

Instruction: Enter the date that the transaction was signed. For a bilateral transaction, this is the later of the date signed by the Contractor or the Contracting Officer. For a unilateral transaction, this is the date signed by the Contracting Officer.

Element No: 2C

Name: Current Completion Date

Definition: The completion date of the base contract plus options that have been exercised.

Instruction: Report the contract completion date based on the schedule in the contract. For an initial award, report the scheduled completion date for the base contract and for any options exercised at time of award. For modifications that exercise options, report the revised scheduled completion date for the base contract including exercised options.

Element No: 2D

Name: Ultimate Completion Date

Definition: The estimated or scheduled completion date including the base contract or order and all options (if any) whether the options have been exercised or not.

Instruction: Enter the mutually agreed upon contract completion date for the entire contract or order including all options or other modifications. For a delivery order, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle.

Element No: 2E

Name: Indefinite Delivery Vehicle Last Date to Order

Definition: Last date on which an order may be placed against this indefinite delivery vehicle.

Instruction: Enter the last date to place an order. Otherwise, leave blank.

Element No: 3A

Name: Base And All Options Value

Definition: It is the mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, the estimated value for all orders expected to be placed against the vehicle. For modifications, the

change (positive or negative, if any) in the mutually agreed upon total contract value.

Instruction: For a new award: 'Enter the mutually agreed upon total estimated contract or order value (in dollars and cents) including the base contract and all options (if any).' For an indefinite delivery vehicle: 'Enter the total estimated value (in dollars and cents) for all orders that are expected to be placed against this contract.' For modifications: 'Enter the CHANGE (positive or negative, if any) in the mutually agreed upon total contract value (in dollars and cents).'

Element No: 3B

Name: Base And Exercised Options Value

Definition: The contract value for the base contract and any options that have been exercised.

Instruction: For a new award/IDV: Enter the total value (in dollars and cents) of the base contract plus all options (if any) that have been exercised at the time of award. For a modification: Enter the CHANGE (positive or negative, if any) in the current contract value that results from this modification.

Element No: 3C

Name: Action Obligation

Definition: The amount that is obligated or de-obligated by this transaction.

Instruction: Enter the net amount of funds (in dollars and cents) obligated or de-obligated by this transaction. If the net amount is zero, enter zero. If the net amount is a de-obligation, enter a minus sign in addition to the net amount.

Element No: 4C

Name: Program/Funding Agency - Code

Definition: The code for the agency that provided the preponderance of the funds obligated by this transaction

Instruction: If funding for this transaction was provided by another agency, enter the code that identifies the agency that provided the preponderance of the obligated funds.

Element No: 6A

Name: Type of Contract

Definition: The type of contract as defined in FAR Part 16 that applies to this procurement.

Instruction: Enter the code that best describes the contract type.

Element No: 6F

Name: Performance-Based Service Acquisition

Definition: Indicates whether the contract action is a PBA of services as defined by FAR 37.601. A PBSA: a. Describes the requirements in terms of results required rather than the methods of performance of the work b. Uses measurable performance standards (i.e. terms of quality, timelines, quantity etc.) and quality assurance surveillance plans (refer to 46.103(a) and 46.401(a)) c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (refer to 46.407) d. Includes performance incentives where applicable. For FPDS reporting purposes, a minimum of 80% of the anticipated obligations under the procurements action must meet the above requirements for FY 2004 and prior and a minimum of 50% of the anticipated obligations under the procurements action must meet the above requirements for FY 2005 and later.

Instruction: Enter the appropriate code from the list.

Element No: 6M

Name: Description of Requirement

Definition: A brief description of the contract or award.

Instruction: Enter a brief description of the goods or services that you are buying or for an Indefinite Delivery Vehicle, a brief description of the goods or services available.

Element No: 8A

Name: Product or Service Code

Definition: The code that best identifies the product or service procured. Codes are defined in the Product and Service Codes Manual.

Instruction: Pick the code that best identifies the product or service procured. If more than one code applies, then report the code that represents most of the ultimate contract value.

Element No: 8G

Name: NAICS

Definition: The North American Industry Classification System (NAICS) codes designate major sectors of the economies of Mexico, Canada, and the United States.

Instruction: Report the code that was used in the solicitation.

Element No: 9A

Name: DUNS Number

Definition: The DUNS number of the contractor. Used as a key to CCR. Maps to the DUNS Number in CCR.

Instruction: Report the DUNS number for the contractor location that received the award. NOTE: The contractor must be registered in the CCR

Element No: 9H

Name: Place of Manufacture

Definition: Represents whether the end products procured by the contract are manufactured inside or outside the U.S. in accordance with the Buy American Act (see FAR25.1) and any exceptions or reasons for waivers employed.

Instruction: Identify if the end products will be manufactured inside or outside the U.S. If the end products will be manufactured outside the U.S., select the code that best represents the exception (see FAR 25.103) or reason for waiver (see FAR 25.402) used to the Buy American Act.

Element No: 9K

Name: Zip Code - Place of Performance

Definition: For U.S. Place of Performance: indicates the ZIP Code. If the Place of Performance is U.S, enter ZIP+4 code. Otherwise, enter the postal code available for the foreign location.

Instruction: Modification documents inherit the value from the base document, but agencies can change the value.

Element No: 10A

Name: Extent Competed

Definition: A code that represents the competitive nature of the contract.

Instruction: None

Element No: 10C

Name: Other than Full and Open Competition

Definition: The designator for solicitation procedures other than full and open competition pursuant to FAR 6.3

Instruction: Enter the code that most appropriately defines the reason the action was not competed.

Element No: 10D

Name: Number of Offers Received

Definition: The number of actual offers/bids received in response to the solicitation.

Instruction: Enter the actual number of offers received.

Element No: 10N

Name: Type Set Aside

Definition: The designator for type of set aside determined for the contract action.

Instruction: Report this code when any of the following set-asides were used to award a contract.

Element No: 10R

Name: Fair Opportunity/Limited Sources

Definition: The type of statutory exception to Fair Opportunity.

Instruction: Report this code when awarding a non-competitive task order or delivery order exceeding \$2500.00 against an IDIQ contract.

Element No: 11A

Name: Contracting Officer's Determination of Business Size

Definition: The Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS

Instruction: Report the Contracting Officer's determination of whether the selected contractor is a small business for this contract.

Element No: 11B

Name: Subcontracting Plan

Definition: Subcontracting plan requirement. (See FAR Part 19.702)

Instruction: Report the code for the subcontracting requirement.

Element No: 12A

Name: IDV Type

Definition: The type of Indefinite Delivery Vehicle being (IDV) loaded by this transaction. IDV Types include Government-Wide Acquisition Contract (GWAC), Multi-Agency Contract, Other Indefinite Delivery Contract (IDC), Federal Supply Schedule (FSS), Basic Ordering Agreement (BOA), and Blanket Purchase Agreements (BPA).

Instruction: Enter the code that identifies the type of IDV being loaded.

Element No: 12B

Name: Award Type

Definition: The type of award being entered by this transaction. Types of awards include Purchase Orders (PO), Delivery Orders (DO), BPA Calls and Definitive Contracts.

Instruction: Enter the code that describes the type of award.