

## SERVICE CONTRACT INVENTORY REPORTING NOTIFICATION RPA EMAIL TEMPLATE

Background: This component will send an automated reminder to contractors who are required to submit annual Service Contract Inventory reports in SAM. The RPA will pull a list of contracts that require reporting and send the reminder email to the Contractor POC as identified in the contractor's SAM profile.

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From: PBS\_OAM\_RemindersandNotifications@gsa.gov  
 To: <Contractor POC Email>  
 CC: <Contracting Officer Email>, ecf@gsa.gov  
 Email Subject: <Contract Number> Service Contract Inventory Annual Reporting

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{Body of Email}

<Contract Number>

<Award Title>

<Contractor Name>

<Contractor Address>



Dear <Contractor POC Name>:

Pursuant to the requirements of Federal Acquisition Regulation (FAR) clauses [52.204-14 Service Contract Reporting Requirements/52.204-15 Service Contract Reporting Requirements for Indefinite-Delivery Contracts](#), contractors must provide annual Service Contract inventory information to the [System for Award Management \(SAM\)](#) for each fiscal year (October 1 – September 30).

Your contract <Contract Number> has been identified as meeting the dollar threshold subject to the referenced FAR clause. As such, you are requested to complete the annual Service Contract Inventory Report in SAM by October 31, <Reporting Year>. Failure to submit the requested report may result in additional action by the Contracting Officer.

For more information on Service Contract Reporting Requirements, please see [FAR 4.17 Service Contracts Inventory](#) and [www.sam.gov](http://www.sam.gov), where a user guide is posted to assist you in your submission.

Should you have any questions, please contact your Contracting Officer, <Contracting Officer Name>, at <Contracting Officer Email>.

\*\*\*\*THIS IS A SYSTEM GENERATED EMAIL\*\*\*\*