FAPIIS REPORTING NOTIFICATION RPA EMAIL TEMPLATE

Background: This component will send an automated reminder to contractors who are required to submit semi-annual FAPIIS 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.

From: PBS_OAM_RemindersandNotifications@gsa.gov
To: <Contractor POC Email>
CC: <Contracting Officer Email>, ecf@gsa.gov
Email Subject: <Contract Number> FAPIIS Reporting

{Body of Email}

<Contract Number>
<Award Title>

<Contractor Name>
<Contractor Address>

GSA®

Dear <Contractor POC Name>:

This is a reminder to update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) in the System for Award Management (SAM) in accordance with Federal Acquisition Regulation (FAR) clause 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters. This is a semi-annual requirement for all contractors with a federal contract that exceeds the threshold as prescribed by FAR 9.104-7 Solicitation Provisions and Contract Clauses.

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

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