

**INDIVIDUAL CONTRACT ACTION REPORT (ICAR)
VA FORM 10-1399S**

Individually reportable contract actions for awards (contracts, purchase orders, delivery orders, orders against basic ordering agreements, modifications, etc.) with an anticipated award value over \$25,000 shall be reported in the ICAR (VAF 10-1399s) format.

If a contract, purchase order, or delivery order was individually reported, all modifications issued to that contract action, regardless of dollar value, are individually reportable.

An action reported individually must not be included in the Summary of Contract Action Report (\$25,000 or less) (VAF 10-1399t).

Procurements awarded under the Small Business Competitiveness Demonstration Program and Very Small Business Program shall be reported individually on VAF 10-1399s.

An ICAR shall be submitted for each contract action \$25,000 and over, and for the award of each FSS contract. **ICARs shall be reported within three workdays after award.** ICARs for delivery orders exceeding \$25,000 and obligated on 1358s may be reported until the end of the grace period for the first, second, third, and fourth quarters.

All errors on the error file shall be corrected by the last day of the grace period.

**INSTRUCTIONS FOR REPORTING
THE INDIVIDUAL CONTRACT ACTION REPORT (ICAR)**

ITEM 1: REPORTING AGENCY CODE

3600

ITEM 2: CONTRACT NUMBER- REQUIRED FOR ALL

Report complete contract number or purchase order number without dashes, parentheses, or embedded spaces. VA purchase order numbers must begin with the three digit station number prefix. Code alpha character O as zero.

- If contract number begins with GS or V797, then Item 9 must be E, F, G, H, J, K, L, or Z
- Must be left justified.
- For UNICOR, use contract number GS07F17611 (for FPDS reporting purposes only).
- If the action is a delivery order placed against a contract, report the contract number here and the delivery order number in Item 4.
- If the action is an order under a BOA, report the BOA number here and the order number in Item 4.
- If an 8(a) award, report the contract number assigned by the reporting activity.
- If Item 9 is G, then contract number must begin with GS or V797P.
- If G and contract number begins with GS, then must have numeric characters in third and fourth positions, and fifth position must be F or K; and if F is in fifth position, then must have ten characters and tenth position must be an alpha character; or must have 14 digits if K is in fifth position and tenth digit must be S.
- Cannot be reported more than once when Item 9 is C.

ITEM 3: MODIFICATION NUMBER - REQUIRED IF ITEM 9 IS G, H, J, OR K.

Report the number assigned to the modification or termination being reported, i.e., Supplemental Agreement #1 is reported as SA1 or 0001 or 1. Terminations must be reported as modifications and must have a modification number.

- Must have no special characters, embedded spaces, or alpha O.
- Must be left justified.
- Must not be blank if Item 9 is H, J, or K.
- Must be blank if Item 9 is A, C, or D.
- May be blank or have an entry as appropriate if Item 9 is B, E, F, G, L, or Z.
- Otherwise, leave blank.

ITEM 4: CONTRACTING OFFICE ORDER NUMBER - REQUIRED IF ITEM 9 IS E, F, G, H, J, K, OR L.

Report the unique number assigned by the contracting office to identify delivery orders or task orders placed against indefinite delivery contracts, Federal Schedule contracts, basic ordering agreements, or calls/orders against Blanket Purchase Agreements. Do not use dashes, embedded spaces, or alpha O.

- Must be left justified.
- Must be blank if order number was used in Item 2.
- Begin order number with activity's station number.
- Must have an entry if Item 9 is E, F, G or L.
- Must be blank if Item 9 is A, B, C, or Z.
- May have an entry if Item 9 is D, H, J, or K.

ITEM 5: CONTRACTING OFFICE CODE - REQUIRED FOR ALL

Report the five digit Contracting Office Code of the contracting activity awarding the contract, delivery order, purchase order, modification, or termination. Right justify, using lead zeroes.

ITEM 6: ACTION DATE - REQUIRED FOR ALL

Report the date of award or date a mutually binding agreement was reached, not the date the ICAR is prepared. Use the four digit calendar year and two digit month (e.g., 1997 10 for October 1997). The action date should be the date of the written obligation of funds.

- In the case of letter contracts, the action date is when the signed copy is received from the contractor if the contractor signed after the contracting officer.
- For contracts awarded in one fiscal year and not effective until the next (due to contingent on the availability of funds or for other reasons), the date shall be the date the funds are obligated.
- Actions that are not effective until a following quarter because of fund availability shall be reported in that following quarter.
- For delivery orders that report expenditures of the entire quarter, report the first month of the quarter for which the expenditures are being reported regardless of the date of the award of the IDIQ contract, i.e., if reporting expenditures for the second quarter of fiscal year 2000, report 200001.
- Cannot be greater than the current year and quarter.
- Must not be earlier than October of the current fiscal year.
- Month must be 01 through 12.

ITEM 7: TYPE OF DATA ENTRY - REQUIRED FOR ALL

Enter the appropriate code from below.

- Must be A, B, or C.
- If A must not have duplicate key items (Items 1, 2, 3, 4, 5, and 6) already on file.
- If B or C, then Items 1, 2, 3, 4, 5, and 6 must be reported the same as the record previously reported and accepted into FPDS.

CODE	MEANING
A	<i>Original record.</i> Use this code to report an action not previously accepted into FPDS.
B	<i>Deleting record.</i> Use this code to delete a matching action (one which is identical in Items 1, 2, 3, 4, 5,6, and 8) previously reported and accepted into the FPDS. Use the Delete ICAR icon when this code is needed.
C	<i>Correcting record.</i> Use this code to correct an action previously accepted into the FPDS that had incorrect data reported in any of Items 9 through 48, inclusive. Reports using this code must not have any changes to Items 1 through 6 and 8, inclusive. This code is not used when the report is on the error file and has not previously accepted into FPDS

ITEM 8: REPORT PERIOD - REQUIRED FOR ALL

Enter the four digit fiscal year and the one digit quarter that represents the fiscal year and quarter in which the procurement was issued. Quarter must be 1, 2, 3, or 4. Cannot be greater than the current quarter and year.

ITEM 9: KIND OF CONTRACT ACTION - REQUIRED FOR ALL

Report one of the following codes.

- If D and Item 10 is greater than \$100K, then Item 14 must be Y, Item 25 must be E, and Item 28 must have an entry.
- If D and Item 14 is not Y, then Item must be \$100k or less.
- If G, the contract number must begin with GS or V797P.
- If G and contract number begins with GS, then must have numeric characters in third and fourth positions, and
- Fifth position must be F or K; and if F is in fifth position, then must have ten characters and tenth position must be an alpha character; or
- Must have 14 digits if K is in fifth position and tenth digit must be S.

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CODE	MEANING
A	<i>Initial Letter Contract.</i> Report this code when an initial letter contract is executed. For a letter contract which is designated as a modification of an existing contract, report Code H. Use Code B to report the definitization of a letter contract. See FAR 16.603.
B	<i>Definitive Contract Superseding A Letter Contract.</i> Report this code after the definitization of any contract previously reported as Code A. See FAR 16.603.
C	<i>New Definitive Contract.</i> Report this code when the first binding document is the instrument containing all the terms and conditions of the contract. The amount of a new definitive contract is known and obligated at time of contract award. Use Code C to report an indefinite delivery contract where funds are obligated on the contract and not on the individual orders.
D	<i>Purchases/BPA Calls Using Simplified Acquisition Procedures.</i> Report this code when the contract action is less than \$100,000 and was awarded as a purchase order or call under a BPA using simplified acquisition procedures in FAR Part 13 OR when the contract action was awarded under the commercial item test program, exceeds \$100,000 but is less than \$5 million, and was awarded as a purchase order or call under a BPA . Modifications to simplified acquisitions shall be reported as Code H.
E	<i>Order Against Any Single Award NonFS Indefinite Delivery Contract (IDC).</i> Report this code when the action is a task or delivery order under a <u>single award</u> nonFS indefinite delivery contract awarded by any agency. Also use for UNICOR. Orders under Federal Schedule contracts shall be reported as Code G rather than Code E. Orders under multiple award task or delivery order indefinite delivery indefinite quantity (IDIQ) contracts shall be reported as Code L. See definitions in Appendix A.
F	<i>Order Under A Basic Ordering Agreement (BOA).</i> Report this code when the action is an order under a BOA awarded by any agency.
G	<i>Order/Modification Under Any Federal Schedule Contract.</i> Report this code when the action is an order, modification to an order, termination of an order under an FS contract, or an order against a BPA under a Federal Schedule contract and report the FSS contract number in Item 2. Orders under GSA Area-wide contracts for utility services shall be reported as Code E. See definition in Appendix A.
H	<i>Modification.</i> Report this code when the action is a modification to an existing letter contract, definitive contract, or order (except a modification to an order under an FS contract which shall be reported as Code G). A modification is not reportable if it does not obligate or deobligate funds.
J	<i>Termination For Default.</i> Report this code when the action is a modification that executes a termination for default settlement (except a modification to an order under an FS contract which shall be reported as Code G).
K	<i>Termination For Convenience.</i> Report this code when the action is a modification that executes a termination for convenience settlement (except a modification to an order under an FS contract which shall be reported as Code G).
L	<i>Order Under Multiple Award Contract.</i> Report this code when the action is a task order for services or a delivery order for supplies and equipment issued under a multiple award IDIQ contract awarded by any agency pursuant to the multiple award preference set forth in FAR 16.504(c)(1) or 16.504(c)(2). See definition of task order and delivery order IDIQ contracts on page 3.
Z	<i>Initial Load Of An FS Contract.</i> Report this code for the initial load of a federal schedule contract. This code is restricted for use only by the National Acquisition Center. Changes to Federal Schedules must be made by correcting records only.

ITEM 10: DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION - REQUIRED IF ITEM 9 IS A, C, D, E, F, G, H, J, K, OR L

Report the amount obligated or deobligated by the reported action. The amount reported shall be rounded to the nearest thousand and then truncated to eliminate the zeros resulting from the rounding (e. g., \$37,501 is entered as 38).

- Must be numeric.
- Must be right justified.
- Must be blank only if Item 9 is Z.

ITEM 11: TYPE OF OBLIGATION - REQUIRED IF ITEM 9 IS A, C, D, E, F, G, H, J, K, OR L

Report the appropriate code from below.

- Leave blank if Item 9 is coded Z.
- If B, then Item 9 must match ICAR on ICAR master file.

CODE	MEANING
A	<i>Obligated.</i> Report this code if the action obligates dollars.
B	<i>Deobligated.</i> Report this code if the action deobligates dollars.

ITEM 12: PRINCIPAL PRODUCT OR SERVICE CODE - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, L OR Z

Report the four character code from the FPDS Product and Service Codes manual that most accurately represents the product or service being acquired. If more than one product or service is involved, report the code that represents the predominance of the dollars obligated or deobligated for the contract/action. Do not use R&D Codes for orders under FS contracts.

For research and development, report the appropriate code from Section I, Part A of the FPDS Product and Service Codes Manual. These codes begin with the letter "A".

Do not report R&D codes for acquisitions, rental, or lease of supplies or services when incidental to and purchased separately from F&D work. Such services, supplies, or equipment shall be coded in accordance with Section I, Parts B and C, of the FPDS Product and Service Codes Manual, even though R&D appropriations are used. Do not use R&D codes for orders under federal schedule contracts.

For services other than research and development, report the appropriate code from Section I, Part B, of the FPDS Product and Service Codes Manual. These codes begin with a letter other than "A".

For supplies and equipment, report the appropriate code from Section I, Part C of the FPDS Product and Service Codes Manual. These codes are numeric.

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- If Item 12 begins with A, then Item 9 must not be G.
- If Item 12 begins with Y or Z, then Item 35 must be D.
- Must be all numeric if a product or supplies was acquired.
- Must begin with an alpha character if a service was acquired.

ITEM 13: PRINCIPAL NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z.

Report the code from the OMB North American Industry Classification System manual. There is a crosswalk from SIC to NAICS codes at <http://www.census.gov/epcd/www/naics.html>. If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action.

- Left justify. If reporting a five digit code, add a zero at the end of the code.
- If a NAICS Code representing a service is used, then Item 12 must begin with an alpha character.
- If a NAICS Code representing supplies is used, then Item 12 must be all numeric.
- If begins with 233 (except 233110), 234, or 235 in the first three positions, then Item 35 must be D and Item 42 must be Y.
- Must be blank if Item 9 equals G.
- If Item 20 equals Y, NAICS must not begin with 233 (except 233110), 234, or 235 in the first three positions.

ITEM 14: COMMERCIAL ITEM ACQUISITION PROCEDURES - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report the appropriate code from below.

- Must be Y or N, or may be blank if Item 9 is G.
- If equal Y and Item 18 equal N, then Item 24 must equal J or K.
- If equal Y and Item 18 equal Y, then Item 24 must be blank.
- If equal Y and Item 9 equal D, then Item 28 must have an entry.
- Must be Y if Item 25 equals E.

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CODE	MEANING
Y	Yes. Report this code if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12, Acquisition of Commercial Items, and FAR 52.212-4 was included in the solicitation/contract.
N	No. Report this code if the action is not for a commercial item procured pursuant to FAR Part 12, Acquisition of Commercial Items.

ITEM 15: CONTRACTOR NAME - REQUIRED FOR ALL

Enter, left justified, the name of the contractor who is the recipient of the award. May include numbers, embedded spaces, punctuation or other special characters. If abbreviations are necessary, use commonly accepted and recognized abbreviations. Must not be blank. For awards under the 8(a) Contract Award program, report the name of the performing contractor, not the Small Business Administration.

ITEM 16: CONTRACTOR IDENTIFICATION NUMBER (DUNS) - REQUIRED FOR ALL

A listing of DUNS numbers is available on the government-wide Federal Procurement Data System web address at <http://fpds.gsa.gov>. The site provides information on files that are downloadable. For the DUNS file, the DUNS numbers are identified as either "VALID" or "NOT!" valid.

Report the nine digit DUNS number that identifies the contractor establishment receiving the award. For UNICOR, use 626627459 and leave Items 18 through 48 blank. Must not be blank. The Data Universal Numbering System (DUNS) is owned and operated by Dun & Bradstreet. DUNS numbers are distinct from the Federal Taxpayer Identification Number (TIN) system. If the DUNS number is not available the contracting activity shall obtain one by contacting Dun and Bradstreet, Inc., at 1-888-546-0024. Facsimile requests may be made to 610-882-7140. Dun and Bradstreet will honor telephone requests for up to ten DUNS numbers per phone call. Requests for larger quantities should be faxed to the above number or mailed to:

FPDC Department
Dun and Bradstreet Information Services
899 Eaton Avenue
Bethlehem, PA 18025-0013

The following information will be requested by Dun and Bradstreet at the time of the request:

- Requester's agency name: Department of Veterans Affairs
- Requester's agency code: 3600
- Contracting office code: 00 plus activity number.
- The name and phone number of the individual making the request.

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- Contractor establishment name, street address, city, state, zip code, and telephone number if available.
- For foreign contractors (address outside the U.S.), the contractor establishment name, street address, province (if any), city, country, postal code, and telephone number (if available).

ITEM 17: PRINCIPLE PLACE OF PERFORMANCE - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

Report the code for principal place of performance as follows:

STATE: Enter valid two digit code from FIPS PUB 55-3. Leave blank if performance is outside the US. If blank, then Item 17B must have valid entry.

CITY: If State code is not blank, enter valid five digit code from FIPS PUB 55-3. Must be 50000 if State code is 11. Leave blank if State code is blank.

FOREIGN COUNTRY: If Item 17A is blank, then enter valid two character alphabetic code from FIPS 10-4 when place of performance is outside the US. Leave blank when Item 17A is not blank.

- Report the code of the city, state, foreign country, or Government installation where the items will be produced, manufactured, mined, or grown or where the service will be performed. This item refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.
- If the place of performance cannot be determined (e.g., if the contractor has multiple location sites performing the same volume of work) or commercial item acquisition procedures were used, report the contractor's billing or home office location.
- For A/E contracts, use location where the design work is being done.
- For construction, use construction site location.
- If the items are shipped for the regular dealer by a subcontractor who produces the items, the place of performance is the subcontractor's location. If more than one location is involved, report only the code of the location involving the largest dollar share of the contract.
- If more than one location is involved, report only the code of the location involving the largest dollar share of the contract.
- Leave blank if Item 9 is Z.

**IF REPORTING UNICOR AND ITEM 16 IS 626627459,
THEN ITEMS 18 THROUGH 48 MUST BE BLANK.**

ITEM 18: CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

Report Code Y if a foreign government or international organization bears any part of the cost of the action. Otherwise, enter Code N.

- Must be blank if Item 9 is Z.
- If Y is reported, then Items 19 through 35 and 40 through 47 must be blank.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

ITEM 19A: USE OF EPA DESIGNATED PRODUCTS – REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

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.

- Leave blank in Item 9 is Z.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Leave blank if Item 18 is Y.
- If A through D, then Item 19B must be coded A or B.

CODE	MEANING
A	<i>EPA-Designated Product Or Product(s) Were Purchased And All Contained The Required Minimum Recovered Material Content.</i>
B	<i>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) Competitively Within A Reasonable Time (FAR 23.405(c)(1).</i>
C	<i>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).</i>
D	<i>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).</i>
E	<i>No EPA-Designated Product(s) Were Required.</i>

ITEM 19B: USE OF RECOVERED MATERIAL AND WASTE REDUCTION CLAUSES – REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L OR Z

Report one of the following codes based upon the inclusion of the clauses in the contract solicitation.

- May be blank if Item 9 is G, otherwise, otherwise must be coded A or B.

CODE	MEANING
A	<i>Recovered Material and Waste Reduction Clauses.</i> Report this code only if the contract includes FAR 52.223-4, Recovered Material Certification, or FAR 52.223-4, Recovered Material Certification and FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-designated Products or FAR 52.223-10, Waste Reduction Program.
B	<i>Report This Code If Neither Clause Is Included In The Contract.</i>

ITEM 20: PERFORMANCE BASED SERVICE CONTRACT (PBSC)

Performance based service contracts (PBSC) define work in measurable, outcome –oriented terms. PBSCs do not use imprecise or broad statements of work; prescribe how to perform the work; or specify job categories or personnel qualifications (i.e., resumes). FAR 37.601 defines the minimum essential elements of a PBSC. A PBSC – (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, timeliness, quantity, etc.) and quality assurance surveillance plans (see 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 (see 46.407); and (d) Includes performance incentives where appropriate.

For FPDS reporting purposes, a minimum of 80% of the anticipated obligations under the procurement action must meet the above PBSC requirements.

- Leave blank if Item 12 is all numeric or begins with C, S1, or Y.
- Leave blank if Item 16 is coded UNICOR (DUNS 626627459)
- Leave blank if Item 9 is coded Z
- Leave blank if Item 18 is coded Y.
- Must be Y or N.
- If Y, then Item 12 must begin with A through Z, excluding C, S1, and Y.
- If Y, then Item 13 must not begin with 233 (except for 233110), 234, or 235 in the first three position.
- If Y, then action date must be equal to or greater than October 2000.

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CODE	MEANING
Y	Yes. Report Y if the contract meets the requirements described above
N	No. Report N if the contract does not meet the requirements described above.

ITEM 21: BUNDLING OF CONTRACT REQUIREMENTS – REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, OR L

Report the appropriate code from below.

- Must be Y or N or blank if Item 18 equals Y.
- May be blank if Item 9 equals G.
- Must be blank if Item 16 is coded UNICOR (DUNS 626627459)
- If Y, then action date must be equal to or greater than 200010.

CODE	MEANING
Y	Yes. Report Y when the value of this contract, including all options, was expected to exceed \$5,000,000 and the contracting officer determined this contract action was a result of consolidating two or more requirements for supplies or services previously solicited, provided, or performed under separate smaller contracts, into a solicitation for a single contract likely to be unsuitable for award to a small business concern. See FAR 19.2, FAR 4.6, and FAR 2.101
N	No. Report N when the contracting officer determined this is not a bundling of contract requirements.

ITEM 22: COUNTRY OF MANUFACTURE - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

Enter appropriate code from FIPS 10-4 if acquiring supplies or equipment manufactured, mined, or grown in a foreign country.

- If acquiring supplies or equipment manufactured, mined, or grown in a foreign country, report the code from FIPS PUB 10-4 of that country.
- If the product is manufactured, mined, or grown in the U. S. A. (the 50 states, District of Columbia, or outlying area) or the service is performed by a U. S. contractor, report "US".
- Must be blank if Item 9 is Z or if Item 18 is Y.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

ITEM 23: SYNOPSIS OF PROCUREMENT PRIOR TO AWARD - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, L, OR Z

Report appropriate code from below based on the synopsis requirements of FAR Subpart 5.2. Use code A if a combined synopsis/solicitation of the proposed action was prepared in accordance with FAR 12.603.

- If Item 9 equal E, F, H, J, K, or L, report the code that represents the synopsis action taken for award of the delivery order or modification, not the synopsis action taken for award of the contract.
- Report Code A if a combined synopsis/solicitation of the proposed action was prepared in accordance with FAR Subpart 12.603.
- If B and Item 25 is A, then Item 27 must be H.
- If D, then Item 30 must be A or B.
- If D, then Item 9 must be D.
- If D, then Item 12 must be a service code (begins with A through Z except for E).
- If D, then Item 42 must be N or blank.
- If D, then Item 10 must be 100 or less.
- If D, then Item 33C must be B.
- Must be blank if Item 18 is Y.
- Must not be B if Item 27 is blank.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	<i>Synopsized Prior To Award.</i>
B	<i>Not Synopsized Due To Urgency</i>
C	<i>Not Synopsized For Other Reasons.</i>
D	<i>Not Synopsized Under the SBA/OFPP Waiver Pilot Program. Report this code for awards issued under the SBA/OFPP Waiver Pilot Program that waives the synopsis requirement in FAR 5.2 for services (except construction, architect-engineer, non-hazardous trash collection, or non-nuclear ship repair) valued between \$25K and \$100K when using small businesses under set-asides.</i>

ITEM 24: TYPE OF CONTRACT OR MODIFICATION - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report the appropriate code from below that represents the predominance of dollars obligated or deobligated.

- Must be blank if Item 9 is G.
- Must be blank if Item 18 is Y.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	<i>Fixed-Price Redetermination</i>
J	<i>Firm-Fixed-Price</i>
K	<i>Fixed-Price With Economic Price Adjustment</i>
L	<i>Fixed-Price Incentive</i>
R	<i>Cost-Plus-Award Fee</i>
S	<i>Cost-No Fee</i>
T	<i>Cost-Sharing</i>
U	<i>Cost-Plus-Fixed-Fee</i>
V	<i>Cost-Plus-Incentive Fee</i>
Y	<i>Time And Materials</i>
Z	<i>Labor Hour</i>

ITEM 25: CICA APPLICABILITY - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report appropriate code from below.

- Must have valid code or must be blank if Item 18 is Y.
- If equal A, then Item 6 must be greater than March 1985.
- If equal B, then Item 9 must be D, H, J, or K.
- If equal B, C, or D, the Items 26, 27, and 28 must be blank.
- If equal B, then Item 34 must be B and Item 4 may be blank.
- If equal E, then Items 26 and 27 must be blank, Item 28 must have a valid entry, and Item 14 must equal Y.
- If equal E, the Item 34 must be A or B.
- May be blank if Item 9 is G.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

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CODE	MEANING
A	<i>CICA Applicable.</i> Report this code if the action resulted from a solicitation issued on or after April 1, 1985, and Code B or C does not apply.
B	<i>Purchases Orders/BPA Calls Using Simplified Acquisition Procedures.</i> Report this code if the action was awarded as a purchase order or call against a Blanket Purchase Agreement (BPA) using the simplified acquisition procedures in FAR Part 13. Do not report in Code B commercial item purchases under the commercial item test program in FAR Subpart 13.6. Report those commercial item purchases using Code E.
C	<i>Subject to statute other than CICA.</i> Report this code if specific legislation authorizes VA to use procurement procedures not covered by CICA statute. This code requires VACO approval prior to use.
D	<i>Pre-CICA.</i> Report this code if the action resulted from a solicitation issued before April 1, 1985, irrespective of award date. Modifications within the original scope of work of such awards and orders under pre-CICA indefinite delivery type contracts are reported as pre-CICA.
E	<i>Commercial Items Acquisition Under Test Program.</i> Report this code for an acquisition for 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 the clauses at FAR 52.212 are included in the contract.

ITEM 26: SOLICITATION PROCEDURES - REQUIRED IF ITEM 9 IS A, B, C, E, F, H, J, K, L, OR Z

If Item 25 is A, enter appropriate code from below. Otherwise leave blank.

- Modifications within the scope of a contract and orders under requirements or definite quantity contracts shall be reported the same as the initial contract.
- Orders under indefinite quantity contracts shall be reported the same as the initial contract when the conditions in FAR Subpart 6.001(e) are met. If these conditions are not met, the order shall be reported pursuant to the conditions applicable to that specific order.
- Orders under delivery order and task order IDIQ contracts awarded pursuant to FAR 16.5 shall be reported the same as the initial contract (see FAR 6.001(f)).
- For orders under a BOA, report the solicitation procedure for the order and not the BOA.
- Must be blank if Item 25 is B, C, D, or E.
- Must be blank if Item 9 is G or if Item 18 is Y.
- If equal D, then Item 12 must begin with C, and Item 9 must not be D, G, or Z.
- If E, then Item 12 must begin with A.
- If A through K, then Item 27 must be blank and Item 29 must be A.

Continued on next page.

- If equal A through G, then Item 33A must be C, D, or E.
- If equal A through C, then Item 33B must be D, E, or F.
- If equal K, then Item 30 must be A or B.
- If L, then Item 27 must not be blank.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	<i>Full And Open Competition -- Sealed Bid.</i> Report this code if the action resulted from an award pursuant to FAR 6.102(a).
B	<i>Full And Open Competition -- Competitive Proposal.</i> Report this code if the action resulted from an award pursuant to FAR 6.102(b).
C	<i>Full And Open Competition -- Combination.</i> Report this code if the action resulted from an award pursuant to FAR 6.102(c).
D	<i>Architect-Engineer.</i> Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).
E	<i>Basic Research.</i> Report this code if the action resulted from competitive selection of basic research proposal pursuant to FAR 6.102(d)(2).
F	<i>Multiple Award Schedule.</i> Report this code if the action is for the award of a multiple award schedule or an order against a multiple award schedule pursuant to FAR 6.102(d)(3) or FIRMR 201-11.001(c) and the applicable provisions referenced thereunder.
G	<i>Alternate Source.</i> Report this code if the action resulted from use of procedures that provide for full and open competition after exclusion of sources to <ul style="list-style-type: none"> • Reduce overall costs pursuant to FAR 6.202(a)(1). • Have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2). • Establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3). • Ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4). • Satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5). • Satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
K	<i>Set-Aside.</i> Report this code if the action resulted from use of procedures for set-asides pursuant to FAR 6.203 or 6.205. Also report this code for 8(a) contract awards or HUBZone set-aside awards that were <u>competed</u> pursuant to FAR 6.204 or 6.205. Report code L for sole source 8(a) contract awards or sole source HUBZone awards pursuant to FAR 6.302-5(b)(4) or FAR 6.302-5(b)(6). Use Codes D through G if applicable, rather than Code K. In such cases, report the set-aside information in Item 33A, Item 33B, or Item 33C.
L	<i>Other Than Full And Open Competition.</i> Report this code if the action resulted from use of other than full and open competition pursuant to FAR 6.301. Includes sole source 8(a) contract awards, sole source HUBZone awards, and actions directed to JWOD without competition from other sources. When Code L is used, an appropriate entry is required in Item 26.

ITEM 27: AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION (COMPLETE ONLY IF ITEM 26 IS L AND IF ITEM 9 IS A, B, C, E, F, H, J, K, L, OR Z)

If Item 26 is L, enter appropriate code from below.

- Must be blank if Item 26 is not L.
- If N, then Item 29 must be B.
- If C, then Item 12 must begin with A.
- May be blank if Item 9 is G.
- Must be blank if Item 25 is B, C, D, or E.
- Must be blank if Item 18 is Y.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	<i>Unique Source.</i> Report this code if the action was justified pursuant to FAR 6.302-1(b)(1).
B	<i>Follow-On Contract.</i> Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).
C	<i>Unsolicited Research Proposal.</i> Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
D	<i>Patent/Data Rights.</i> Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
E	<i>Utilities.</i> Report this code if the action was justified pursuant to FAR 6.302-1(b)(3).
F	<i>Standardization.</i> Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
G	<i>Only One Source -- Other.</i> Report this code if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in codes A through F above.
H	<i>Urgency.</i> Report this code if the action was justified pursuant to FAR 6.302-2.
J	<i>Mobilization, Essential R&D Capability, Or Expert Services.</i> Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
L	<i>International Agreement.</i> Report this code if the action was justified pursuant to FAR 6.302-4.
M	<i>Authorized By Statute.</i> Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(i). Includes sole source 8(a) contract awards and sole source HUBZone awards pursuant to FAR 6.302-5(b)(4) or 6.302-5(b)(6), non-competitively awarded nursing home care contracts, and scarce medical specialist contract non-competitively awarded to an affiliated university.
N	<i>Authorized Resale.</i> Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
P	<i>National Security.</i> Report this code if the action was justified pursuant to FAR 6.302-6.
Q	<i>Public Interest.</i> Report this code if the action was justified pursuant to FAR 6.302-7.

ITEM 28: NUMBER OF OFFERS RECEIVED (COMPLETE ONLY IF ITEM 25 IS A OR E AND IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z)

If Item 25 is A or E, report appropriate code from below that represents the range for the actual number of offers/bids received in response to the solicitation.

- Must have a valid entry if Item 25 equals A or E.
- Must be blank if Item 9 is G.
- Must have an entry if Item 9 equal D, Item 10 is greater than \$100k, Item 14 equals Y, and Item 25 equals E.
- Must be blank if Item 18 is Y.
- Must be blank if Item 25 is B, C, or D.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	1
B	2-5
C	6-10
D	11-15
E	16-20
F	21-50
G	Over 50

ITEM 29: EXTENT COMPETED - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report appropriate code from below.

- Must be blank if Item 18 is Y
- Must be blank if Item 9 is G.
- Must be A if Item 26 is A, B, C, D, F, or K.
- Must be B if Item 19 is Y.
- Must be B if Item 27 is M or N.
- Must be B if Item 12 is Q402, Item 26 is L, and Item 27 is M.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

Continued on next page.

CODE	MEANING
A	<p><i>Competed Action.</i> Report this code when any of the following conditions apply:</p> <ul style="list-style-type: none"> • Competitive procedures were used to fulfill the requirement for full and open competition (see FAR 6.1). • Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources or to set-aside a procurement for small business (see FAR 6.2). Item 26 is coded G or K. • Full and open competition was provided for after exclusion of sources to compete 8(a) contract awards with an anticipated award price (including options) of \$5 million for manufacturing or \$3 million for other contract opportunities (see FAR 6.204). • Statutory authorities for other than full and open competition were used (see FAR 6.3), and more than one offer was received. Item 27 is coded A through D, E (telecommunications only), F through L, or P through Q <u>and</u> Item 28 is coded B through G. • Contract action resulted from a contract awarded prior to CICA that used two-step formal advertising, other formal advertising, or was negotiated competitively. • Simplified acquisition procedures were used and competition was obtained. <p>NOTE: Any procurement authorized or required by statute to be awarded to a specified source, e.g., 8(a) awards that are sole source; brand name commercial products for authorized resale; or awards for utilities (except telecommunications) should be reported as code B.</p>
B	<p><i>Not Available For Competition.</i> Report this code when any of the following conditions apply:</p> <ul style="list-style-type: none"> • Awards for utilities (excluding long distance telecommunications services) where there is no opportunity for competition. Local telecommunications dial tone services should be reported as not available for competition. Item 27 is coded E or Item 19 is coded Y. • Brand name commercial products for authorized resale. Item 27 is coded N. • Procurements authorized or required by statute to be awarded to a designated source. Includes non-competitively awarded contracts for nursing home care and scarce medical specialists contracts awarded to an affiliated university. Item 27 is coded M. • Sole source 8(a) awards pursuant to FAR 6.302-5(b)(4). Item 26 is coded L, Item 27 is coded M, and Item 29 is coded B. • Other contract actions where the agency has determined there is no opportunity for competition.
C	<p><i>Follow-On To Competed Action.</i> Report this code when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. See Appendix A for a definition of "Follow-on Contract".</p>
D	<p><i>Not Competed.</i> Report this code when Codes A, B, or C do not apply.</p>

ITEM 30: TYPE OF CONTRACTOR - REQUIRED FOR ALL

Report the appropriate code from below based on the size, type, and location of the contractor.

- Must be blank if Item 18 is Y.
- Must be A if Item 33B is A, B, or D.
- Must be D if Item 33C equals A.
- If equal M, then Item 17 must be foreign except when Item 9 is G.
- If equal U, then Item 16 must have a valid code from the HBCU/MI table.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	<i>Small Disadvantaged Business.</i> Report this code for award to a small disadvantaged business concern (including an individual who is both socially and economically disadvantaged) as defined in FAR 19.001. This includes HUBZone small disadvantaged business concerns, Indian Reservations, and all 8(a) concerns. Excluded are minority owned large business (use code C).
B	<i>Other Small Business.</i> Report this code for an award to a small business concern (including an individual) as defined in FAR 19.001, when code A does not apply. This includes HUBZone small business concerns.
C	<i>Large Business.</i> Report this code for an award to a concern (defined in FAR 19.001) that is not a small business concern or an individual. Includes minority- or women-owned large businesses.
D	<i>JWOD Nonprofit Agency.</i> Report this code for an award to a nonprofit agency employing people who are blind or severely disabled (referred to as a JWOD Participating nonprofit agency), as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act. JWOD was formerly referred to as Sheltered Workshop.
E	<i>Educational Institution.</i> Report this code for an award to any educational institution, including but not limited to, universities, colleges, schools, or other organizations of learning. This excludes Historically Black Colleges and Universities/Minority Institutions which shall be reported as code U, and entities outside the US and its outlying areas which shall be reported as code L.
F	<i>Hospital.</i> Report this code for an award to any medical organization, including but not limited to, hospitals, medical centers, clinics, and laboratories. This includes all hospitals regardless of ownership.
G	<i>Nonprofit Organization.</i> Report this code for an award to any other organization that is neither organized for profit nor owned by a state or local government, including but not limited to, nonprofit research organizations. This excludes educational institutions and hospitals.
H	<i>Reserved.</i>
J	<i>Reserved.</i>
K	<i>State/Local Government.</i> Report this code for an award to a state or local government, excluding educational institutions or hospitals.

Continued on next page

Code	Meaning
L	<i>Foreign Contractor.</i> Report this code for an award to a source outside the U. S. and its outlying areas or if the award is to a foreign government or any agency or instrumentality thereof.
M	<i>Domestic Contractor Performing Outside U.S.</i> Report this code for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas.
U	<i>Historically Black College/University Or Minority Institution (HBCU/MI).</i> Report this code for an award to an education institution classified as an HBCU or MI. See http://www.ed.gov/offices/ for a list of these institutions.

ITEM 31: WOMEN-OWNED BUSINESS - REQUIRED FOR ALL

Report appropriate code from below. See definition in Appendix A.

- If Y, then Item 30 must be A or B.
- Must be blank if Item 18 is Y.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
Y	Yes. Report this code if the contractor is a women-owned small business as defined in FAR 52.204-5, 52.212-3(c), and 52.219-1.
N	No. Report this code if the contract is not a women-owned business, or did not provide a certification.

ITEM 32: HUBZONE SMALL BUSINESS CONCERN- REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, L, OR Z

Report the appropriate code from below. See FAR 19.001 for definition

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- If equal Y, then Item 30 must be A or B.
- If Y, then Item 16 must match the DUNS on the SBA HUBZone file.
- If equal N, then Item 33A must be E.
- If equal N, then Item 33B must not be B.
- Must be Y or N or blank if Item 18 equals Y.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
Y	Yes. Report this code if the award is to a HUBZone small business concern.
N	No. Report this code if the award is not to a HUBZone small business concern.

ITEM 33A: HUBZONE PROGRAM - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report the appropriate code from below.

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- If equal A, then Item 25 must be A, Item 26 must be L, and Item 27 must be M.
- If equal A or B, then Item 30 must be A or B and Item 32 must be Y.
- If equal A through D, then Item 33B must not be A or B.
- If equal A through D, then Item 33C must be blank.
- If equal C, then Item 33D must be greater than 00.
- If equal D, then Item 32 must be Y, Item 33B must be D, Item 33D must be greater than 00, and Item 33E must be greater than 00.
- Must be blank if Item 18 equals Y.
- Must be blank if Item 9 equals G.

CODE	MEANING
A	<i>HUBZone Sole Source.</i> 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	<i>HUBZone Set-Aside.</i> 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	<i>HUBZone Price Evaluation Preference Award.</i> 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 19.307.
D	<i>Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment.</i> 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	<i>Not Applicable.</i> Report this code if no HUBZone preference program was used.

ITEM 33B: SMALL DISADVANTAGED BUSINESS PROGRAMS - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report the appropriate code from below.

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- If equal A or B, then Item 29 must be A or B.
- If equal A, B, or C, then Item 30 must be A.
- If equal A or B, then Item 33A must not be A, B, C, or D.
- If equal A through E, then Item 33C must be blank.
- If equal B, then Item 32 must be Y.
- If equal D, then Item 33E must be greater than 00.
- Must be blank if Item 18 equals Y.
- Must be blank if Item 9 equals G.

CODE	MEANING
A	<i>8(a) Contract Award.</i> 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 VA.
B	<i>8(a) with HUBZone Priority.</i> 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(d).
C	<i>Reserved.</i>
D	<i>SDB Price Evaluation Adjustment.</i> 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	<i>SDB Participation Program.</i> 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.
F	<i>Not Applicable.</i> Report this code if no SDB program was used.

ITEM 33C: OTHER PREFERENCE PROGRAMS - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report the appropriate code from below.

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Must be blank if Item 9 is G.
- Must be blank if Item 18 is Y.
- Must be blank if award is made pursuant to a preference program listed in Item 33A or Item 33B.
- Must be blank if Item 33A equals A through D.
- Must be blank if Item 33B equals A through E.
- If equal C, then Item 30 must be A.
- If equal A, then Item 30 must be D.
- If equal B, then Item 30 must be A or B.
- If equal D, then Item 33A must be E and Item 33B must be F.
- If equal D, then Item 33D and Item 33E must be 00 or blank.
- If equal E, the Item 30 must be A or B and Item 10 cannot be greater than \$50,000.

CODE	MEANING
A	<i>Directed To JWOD Nonprofit Agency.</i> Report this code for an award to a nonprofit agency employing people who are blind or severely disabled (referred to as JWOD Participating NonProfit Agency) pursuant to FAR 8.7 for an item(s) on the Procurement List.
B	<i>Small Business Set-Aside.</i> Report this code for a small business set-aside (Including Small Business Innovation Research) or a partial small business set-aside made pursuant to FAR 13.105, 19.502-2, or 19.502-3.
C	<i>Buy Indian/Self Determination Act.</i> Report this code if applicable. Authorized for use only by Departments of the Interior and Health and Human Services (Indian Health Service).
D	<i>No Preference Program Or Not Listed.</i> Report this code if the award is not made pursuant to a preference program, or if the preference program is not listed above or in Item 33A or Item 33B. Includes emerging small business reserve awards.
E	<i>Very Small Business Set-Aside.</i> 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.

ITEM 33D: HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE - REQUIRED IF ITEM 9 IS A, C, OR D

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 non-small 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 00.1 and 1 shall be reported as 01., i.e., 0.2 shall be reported as 01.

- If Item 33D has an entry, then Item 9 must be A, C, or D.
- Must be greater than 00 if Item 33A equals C or D.
- Must not be greater than 10.
- Must be 00 or blank if Item 33A equals A, B, or E.
- Must be blank if Item 18 equals Y.
- Must be blank if Item 16 is coded UNICOR (DUNS = 626627459).
- Must be blank if Item 9 equals G.
- May be blank if Item 9 equals H.

ITEM 33E: SMALL DISADVANTAGED BUSINESS PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE - REQUIRED IF ITEM 9 IS A, C, OR D

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 non-SDB) by the lowest priced offer from a non-SDB. If price evaluation adjustment 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 00.1 and 1 shall be reported as 01., i.e., 0.2 shall be reported as 01. If the small disadvantaged business also received a HUBZone price evaluation preference, report the HUBZone price evaluation adjustment premium in Item 33E.

- If Item 33E has an entry, then Item 9 must be A, C, or D.
- Must be greater than 00 if Item 33A is D or if Item 33B is D.
- Must not be greater than 10.
- Must be 00 or blank if Item 33A equals A, B, C, or E.

Continued on next page

- Must be blank if Item 18 equals Y.
- Must be blank if Item 16 is coded UNICOR (DUNS = 626627459).
- Must be blank if Item 9 equals G.
- May be blank if Item 9 equals H.

ITEM 34: SUBCONTRACTING PLAN - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

This entry pertains to the contract as a whole, rather than to any single action under the contract. Report the appropriate code from below.

- If contract was awarded to other than a small business and is \$1,000,000 or more for construction or \$500,000 or more for all other, then subcontracting plans are generally required and must be reviewed by OSDDBU prior to award of contract.
- Must be blank if Item 9 is G.
- Must be blank if Item 18 is Y.
- Must be B if Item 30 is A or B.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	<i>Required.</i> Report this code if the contract requires a subcontracting plan. See FAR 19.702(a) for explanation of subcontracting plan requirement.
B	<i>Not Required.</i> Report this code if the contract does not contain a subcontracting plan.

ITEM 35: SUBJECT TO LABOR STATUTES - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Report the code that represents the predominance of the dollars obligated or deobligated for the contract action as determined by the product or service code in Item 12.

- Must be blank if Item 9 is G.
- Must be blank if Item 18 is Y.
- Must be A or E if Item 12 is all numeric.
- Must be D if Item 12 is P400, or P500.
- Must be D if Item 12 begins with Y or Z.

Continued on next page

- Must be E if Item 30 is L or M.
- If A, C, or D, then Item 30 must not be L or M.
- If C or D, then Item 12 must begin with an alpha character.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

CODE	MEANING
A	<i>Walsh-Healey Act.</i> Report this code if the contract action is subject to Walsh-Healey Act for manufacturers or regular dealers for the supplies or equipment procured.
C	<i>Service Contract Act.</i> Report this code if the contract action is subject to the Service Contract Act for the service procured.
D	<i>Davis-Bacon Act.</i> Report this code if the contract action is subject to the Davis-Bacon Act.
E	<i>Not subject to Walsh-Healey, Service Contract, or Davis-Bacon Act.</i> Report this code if the contract action is not subject to any of the labor statutes represented by Codes A through D.

ITEM 36: ESTIMATED CONTRACT COMPLETION DATE - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, L, OR Z.

Report the estimated contract completion date based on the delivery schedule in the contract or when the action is expected to be completed or final delivery is expected to occur. If the contract is incrementally funded, report the completion date for the entire contract period. Estimated completion date must not precede the action date in Item 6.

- Must be numeric.
- Year must be four digit numeric.
- Month must be 01 through 12.
- Must be equal to or greater than Item 6 except if Item 9 equals H, J, or K.
- Cannot be later than 25 years after the date in Item 6, except for leases (PSC X---) and utilities (PSC S---).
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

**ITEM 37: CONTRACTOR'S TAX IDENTIFICATION NUMBER (TIN) -
REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z**

Report the nine digit Taxpayer Identification Number (TIN) for the contractor receiving the award. For awards under the 8(a) program, report the TIN of the performing contractor, not the Small Business Administration.

- Must be 9 digit numeric.
- Must not include hyphens.
- Must not be all 9's.
- Must not equal all zeros.
- Must be blank if Item 9 is G.
- May be blank if Item 9 is H, J, or K.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

For an individual performing as a small business, enter the individual's Social Security Number.

TINs are required for all contract actions except for the following:

- (1) Any contract with a contractor who, in making the agreement, is acting in his or her capacity as an employee of a Federal executive agency (e.g., any contract of employment under which the employee is paid wages subject to income tax withholdings);
- (2) any contract with a foreign government or any agency or instrumentality thereof;
- (3) any contract with a state or local governmental unit or any agency or instrumentality thereof;
or
- (4) any contract with a person who is not required to have a TIN, such as a nonresident alien, foreign corporation, or foreign partnership with no income effectively connected with the conduct of trade or business in the U.S. and does not have an office, place of business, or a fiscal or paying agent in the U.S.

ITEM 38: COMMON PARENT'S NAME - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Enter the name of the common parent of the affiliated group if the contractor receiving the award is a member of an affiliated group of corporations that files its Federal income tax returns on a consolidated basis. Leave blank if not applicable.

- Must be left justified.
- Must be blank if Item 9 is G.
- May be blank if no common parent.
- Must be blank when Item 39 is blank.
- Must not be blank when Item 39 is not blank.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).

ITEM 39: COMMON PARENT'S TAX IDENTIFICATION NUMBER (TIN) - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, L, OR Z

Enter the nine digit TIN of the common parent of the common parent of the affiliated group, if the contractor is a member of an affiliated group of corporations that files its federal income tax on a consolidated basis. See FAR 4.9.

- Must have an entry if Item 38 has an entry.
- Must be blank if Item 38 is blank.
- Must be blank if Item 9 is G.
- Must not be all 9's.
- Must not be all zeros.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Must not include hyphens.

ITEM 40: VETERAN-OWNED SMALL BUSINESS – REQUIRED FOR ALL

Report appropriate code from below.

- Must be A, B, C, or blank.
- If A, B, or C, then action date must be equal to or greater than October 2000.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Must be blank if Item 18 is Y.
- If A or B, then Item 30 must be A or B.
- Must be C if Item 30 is D through U.

CODE	MEANING
A	<i>Small Business Owned By A Service Disabled Veteran.</i> Report this code if the concern is a small business owned by a service disabled Veteran(s).
B	<i>Small Business Owned By A Veteran.</i> Report this code if the concern is a small business owned by a Veteran(s) who is not service disabled.
C	<i>Not Veteran-Owned Small Business.</i> Report this code if the concern is not a small business owned by a veteran(s)

ITEM 41: MULTIPLE AWARD FAIR OPPORTUNITY – REQUIRED IF ITEM 9 IS L

- Complete only if Item 9 is coded L.
- Must be completed only for initial award of a task or delivery order.
- Must be A through E if Item 9 equals L, otherwise must be blank.
- Must be blank if Item 18 is coded Y.
- Must be blank if Item 9 is coded G.
- If A through E, then Item 9 must be L.
- If blank, then Item 9 must not be L.
- If completed, then action date must be equal to or greater than October 2000.
- Must be blank if Item 16 is UNICOR (DUNS = 626627459).

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CODE	MEANING
A	<i>Fair Opportunity Process.</i> Report this code when the delivery/task order award was made pursuant to a process that permitted each contract awardee a fair opportunity to be considered. See FAR 16.505(b)
B	<i>Urgency.</i> Report this code when agency need is so urgent that providing fair opportunity would result in unacceptable delays. See FAR 16.505(b)
C	<i>One/Unique Source.</i> Report this code when only one contract awardee is capable of providing the supplies or services at the level or quality required because the supplies or services are unique or highly specialized. See FAR 16.505(b)
D	<i>Follow-on Contract.</i> Report this code when the order was issued on a sole source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order. Do not report this code if all awardees were not given a fair opportunity to be considered for the original order. See FAR 16.505(b)
E	<i>Minimum Guarantee.</i> Report this code when it was necessary to place an order to satisfy a minimum amount guaranteed to the contractor. See FAR 16.505(b)

**ITEM 42: SMALL BUSINESS COMPETITIVENESS PROGRAM -
REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, OR L**

See FAR 19.10 for Designated Industry Groups.

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Must be blank if Item 9 is Z.
- Must be blank if Item 9 is G.
- Must be blank if Item 18 is Y.
- Must be Y if Item 13 is 233 (except for 233110), 234 or 235 in the first three position.
- Must be Y if Item 12 begins with C or if Item 12 is S205.
- If equal Y, then Item 6 must be greater than or equal to 198901.
- If equal Y and Item 13 is 233 (except for 233110), 234 or 235 in the first three position, then Item 12 must begin with an alpha character.
- If equal Y and Item 13 is 541310, 541330, 541360, or 541370 and Item 12 is C in the first position or T002, T004, T008, T009, T014, or R404, the Item 26 must be D.
- If Y, then Item 30 must be A, B, or C.

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CODE	MEANING
Y	Yes. Report this code if the contract action awarded to a U. S. business concern (includes modifications) was awarded as a result of a solicitation issued on or after January 1, 1989, under the Demonstration Test Program for the four Designated Industry Groups. This includes small purchases, modifications to contracts resulting from the above solicitations, or delivery orders. See Appendix A for definitions.
N	No. Report this code if the contract action was awarded under the FS program or if the contract action was not awarded as a result of a solicitation issued on or after January 1, 1989, under the Demonstration Test Program for the four Designated Industry Groups.

ITEM 43: EMERGING SMALL BUSINESS - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, OR L

If Item 42 is N, leave blank.

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Report Code N if Item 42 is Y and the contractor is not an emerging small business concern.
- Report Code Y if Item 42 is Y and the contractor represents that it is an emerging small business concern. See FAR 19.10.
- Must be blank if Item 9 is G or Z or if Item 18 is Y.
- If Y, then Item 30 must be A or B.
- If Y, then Item 44 must be Y or N.
- If Y or N, then Item 42 must be Y.
- If N, then Item 44 must be blank.

CODE	MEANING
Y	Yes. Offeror is an emerging small business.
N	No. Offeror is not an emerging small business.

ITEM 44: EMERGING SMALL BUSINESS RESERVE AWARD (COMPLETE ONLY IF ITEM 43 IS Y)- REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, OR L

Leave blank if Item 43 is N.

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Contract actions that are modifications within the scope of work of contracts above the emerging small business reserve threshold shall not be reported as emerging small business reserve award. See FAR 19.10.
- Follow-on awards, limited to one source, shall be coded N.
- Must be blank if Item 9 is G or Z or if Item 18 is Y.
- If Y, then Item 33A must equal E, Item 33B must equal F, and Item 33C must equal D.
- If Y or N, then Item 43 must be Y.

CODE	MEANING
Y	Yes. Report this code if the contract action (including modifications) resulted from an award that was reserved for emerging small business concerns in one of the four Designated Industry Groups.
N	No. Report this code if the contract action (including modifications) did not result from an award that was reserved for emerging small business concerns in one of the four Designated Industry Groups.

ITEM 45: SIZE OF SMALL BUSINESS - REQUIRED IF ITEM 9 IS A, B, C, D, E, F, H, J, K, OR L

If Item 42 is Y and contractor is a small business, enter appropriate code from below. Leave blank if Item 42 is N or if the contractor is not a small business.

- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Must be blank if Item 9 is G or if Item 9 is Z.
- Must have valid code if Item 30 is A or B and Item 42 is Y.
- Must be blank if Item 30 is not A or B.
- Must be blank if Item 42 is N.
- If size standard in FAR 19 is determined by number of employees, then report Codes A through G.
- If size standard in FAR 19 represents average annual gross revenue, then report Codes M through Z.

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CODE	MEANING
A	Number Of Employees Is 50 Or Less
B	Number Of Employees Is 51 To 100
C	Number Of Employees Is 101 To 250
D	Number Of Employees Is 251 To 500
E	Number Of Employees Is 501 To 750
F	Number Of Employees Is 751 To 1,000
G	Number Of Employees Over 1,000
M	Average Annual Gross Revenue Is \$1,000,000 Or Less
N	Average Annual Gross Revenue Is \$1,000,001 To \$2,000,000
P	Average Annual Gross Revenue Is \$2,000,001 To \$3,500,000
R	Average Annual Gross Revenue Is \$3,500,001 To \$5,000,000
S	Average Annual Gross Revenue Is \$5,000,001 To \$10,000,000
T	Average Annual Gross Revenue Is \$10,000,001 To \$17,000,000
Z	Average Annual Gross Revenue If Over \$17,000,000

IF REPORTING AN AWARD FOR VA, PROCEED TO ITEM 47.

IF REPORTING AN AWARD FOR AN AGENCY OTHER THAN VA OR DEPARTMENT OF DEFENSE, COMPLETE ITEM 46A AND PROCEED TO ITEM 47.

IF REPORTING AN AWARD FOR DOD THAT IS NOT FOR INFORMATION TECHNOLOGY SUPPLIES, EQUIPMENT OR SERVICES, COMPLETE ITEM 46A AND 46B AND PROCEED TO ITEM 47.

IF REPORTING AN AWARD FOR DOD THAT IS FOR INFORMATION TECHNOLOGY SUPPLIES, EQUIPMENT OR SERVICES, COMPLETE ITEMS 46A THROUGH 46E AND ITEM 47.

ITEM 46A: FUNDING AGENCY CODE

May be blank. If your contracting activity is reporting an award done by the VA on behalf of another federal agency, report the four digit funding agency code in FIPS 95.

ITEM 46B: FUNDING AGENCY DODAAC CODE – REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

Must have a six digit Department of Defense Activity Address Code (DODAAC) if Item 46A begins with 17, 21, 57, 96CE, or 97. Otherwise, leave blank. Must be on the DODAAC table.

ITEM 46C: DOD COMMERCIAL ITEM CATEGORY – REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

Must be A through F if Item 46A begins with 17, 21, 57, 96CE, or 97 and Item 12 begins with 70, D3, H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070. Otherwise, leave blank.

- If A, B, C, or E, then Item 14 must be Y.
- If D or F, then Item 14 must be N.
- Must be blank if Item 46A is blank.

CODE	MEANING
A	<i>Commercially Available Off-The-Shelf Item.</i> 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	<i>Other Commercial Item.</i> 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	<i>Nondevelopmental Item.</i> 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 in paragraph (1) but requires only minor modifications or modifications of a type customarily available in the commercial market).
D	<i>Noncommercial Item.</i> Report this code if the item does not meet the definitions of commercial item or nondevelopmental item in FAR 2.101.
E	<i>Commercial Service.</i> Report this code if the item meets 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	<i>Noncommercial Service.</i> Report this code for all other services.

ITEM 46D: DOD REASON FOR PURCHASE – REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

Must have an entry if Item 46A begins with 17, 21, 57, 96CE, or 97 and Item 12 begins with 70, D3, H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070. Otherwise, leave blank.

- Must be blank if Item 46A is blank.

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CODE	MEANING
A	<i>Convenience And Economy.</i> Report this code if the DoD program office has certified that the purchase was made under the Economy Act.
B	<i>Expertise.</i> Report this code if the DoD 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	<i>Specifically Authorized.</i> 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	<i>Authorized by Executive Order.</i> Report this code if the Department of Defense program office has certified that the purchase is specifically authorized by Executive Order.
E	<i>Modification or Extension.</i> 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	<i>Other.</i> Report this code if the Department of Defense program office has certified a reason not cited in Codes A through E.

ITEM 46E: DOD CLINGER-COHEN ACT – REQUIRED IF ITEM 9 IS A, B, C, D, E, F, G, H, J, K, OR L

Must have an entry if Item 46A begins with 17, 21, 57, 96CE, or 97 and Item 12 begins with 70, D3, H170, H270, H370, H970, J070, K070, L070, N070, U012, or W070. Otherwise, leave blank.

- Must be blank if Item 46A is blank.

CODE	MEANING
Y	<i>Yes.</i> Report this code if the Department of Defense program office has certified that the information technology purchase meets the planning requirements in 40 U.S.C. 1422 and 1423.
N	<i>No.</i> Report this code if the Department of Defense program office has not certified that the information technology purchase meets the planning requirements in 40 U.S.C. 1422 and 1423.

ITEM 47: USE OF METRICS IN THE PROCUREMENT - REQUIRED FOR ALL

Report appropriate code from below.

- Must be A if Item 12 is S112 or 6505.
- Leave blank if Item 16 is UNICOR (DUNS = 626627459).
- Must not be F if Item 12 begins with C, Y, or Z.

CODE	MEANING
A	<i>Hard Metrics.</i> Identifies procurements entirely in metric measurements.
B	<i>Soft Metrics.</i> Identifies procurements containing other than metric measurements (i.e. Inch, yard, gallon, ton, Fahrenheit) with the metric equivalent within parenthesis.
C	<i>Metric Conversion Statement.</i> Identifies procurements containing a statement that a product made to metric measurements will be acceptable if it falls within the tolerance of the requirement, i.e.,. 12 feet \pm 1/4 inch). This statement will be used when other than metric measurement are identified or when the soft conversion is used.
D	<i>No Reference To Metrics.</i> Identifies procurement that have no reference to metric measurements or no statement to indicate that a product made to metric measurements will be acceptable if it falls within the tolerance of the requirement (i.e. 12 ft \pm 1/4 inch).
E	<i>Exempt From Conversion To Metrics.</i> Identifies procurements containing measurements that have been exempt from conversion to metric measurements.
F	<i>No Requirement For Measurements.</i> Identifies procurements that do not contain any requirements for measurements.
G	<i>Hybrid Measurements.</i> Identifies procurements that use both inch-pound and hard metric values (i.e., an engine with internal parts in metric dimensions and external fittings or attachments in inch-pound dimensions.)