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Sent: Fri Feb 10 12:35:03 2012

Subject: [SPE] Clarification to OFPP's December 19, 2011 Guidance on Service Contract Inventories

The following is sent on behalf of Lesley A. Field, Acting Administrator for Federal Procurement Policy. SUBJECT: Clarification to OFPP's December 19, 2011 Guidance on Service Contract Inventories In order to implement the collection of information about the role services play in achieving agency objectives, as part of the service contract inventories required by Section 743 of Division C of the Fiscal Year (FY) 2010 Consolidated Appropriations Act (P.L. 111-117), OFPP's December 19, 2011 guidance instructed agencies to begin coding functions closely associated to inherently governmental functions, critical functions and other functions in the "description of requirement field" in FPDS for new contracts awarded after March 1, 2012. Several agencies have since provided comments that the codes identified in the OFPP guidance (i.e., two letter codes in the description of the requirement field) will be difficult to search in FPDS. To address this concern, we ask that agencies instead report in FPDS using the phrase describing the predominant type of functions being performed under the contract. Specifically, agencies should input one of the following phrases into the "description of requirement" field: "Closely Associated", "Critical Functions", or "Other Functions". An annual FPDS report for service contract inventories, which is currently being developed, will generate the description of requirement field for the most recently reported modification, so the description field for each modification of the covered contracts should also include this information. If your agency has any questions regarding this change, please contact Jen Swartz (jswartz@omb.eop.gov, 202-395-6811). Thank you for your attention to this matter.