

RETURN TO: DCGM, HFA-505
FAX NO. 443-3651 (B. Brooks)

AGENT NAME: _____
FIELD OFFICE: _____
AREA CODE & NO.: _____

CODE SHEET FOR SMALL BUSINESS COMPETITIVENESS
DEMONSTRATION PROGRAM - (Under \$25,000)

For every purchase acquired under this Program, complete the following applicable data elements and forward this Code Sheet to DCGM/PEB. Please keep in mind that the information you provide on this code sheet should be as accurate as possible since it will be used for management reports within DCGM and by organizations that are external to DCGM. NOTE: This Program does not apply to Federal Supply Schedule buys.

Check the reason that you are submitting this Code Sheet:

_____ Awards placed under Small Business Competitiveness Demo Program

_____ Correction to Inaccurate or Missing Data in System

_____ Other Reason or Note Related to Data Entry

1. Item Name: GSA/FSS/OTHER AGENCY'S CONTRACT IDENTIFICATION NUMBER

Definition: For agency awards, enter the Order No.

Entry: Provide Number.

Number: _____

2. (M-27*) Item Name: PROCUREMENT PURPOSE CODE (FPDS CODE)

Definition: Select a purpose code for the award from the list of "Product and Service Codes" from Appendix C, Section II, of the PHSCIS Manual.

Entry: Enter appropriate code.

3. Item Name: PRINCIPAL STANDARD INDUSTRIAL CLASSIFICATION CODE
(For more details see SIC Code Book)

Definition: Four (4) digit codes from the OMS Standard Industrial Classification Manual. 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.

Entry: Enter Code.

Code: _____

4. Item Name: DOLLAR VALUE

Definition: Identifies the total planned dollar value to be obligated during the life of the order.

Entry: Enter the total dollar amount of the order.

Dollar amount: \$_____

5. (M-64) Item Name: EMERGING SMALL BUSINESS

Definition: Indicates whether or not this order was awarded to an emerging small business.

Interrelationship Edit: This Item shall be completed only if the contract action is for one of the designated industry groups.

Entry: Circle appropriate code below.

<u>Code</u>	<u>Description</u>
1	Yes
2	No

6. (M-65) Item Name: EMERGING SMALL BUSINESS RESERVE AWARD

Definition: Indicates if an emerging small business reserve award was used in the awarding of this contract action.

Interrelationship Edit: This Item shall be completed only if is coded 1, the total Dollar Value is not greater than \$25,000, and "Authority

for Other than Full and Open Competition" is not used.

Entry: Circle appropriate code below.

<u>Code</u>	<u>Description</u>
1	Yes
2	No

7. (M-66) Item Name: SIZE OF SMALL BUSINESS

Definition: Indicates the size of the business for which this contract action was awarded.

Interrelationship Edit: This Item shall be completed only if [Item 5 (M-64)] (above) is coded 1, and the Award is to a small business concern.

Entry: Circle appropriate code below, if applicable.

<u>Code</u>	<u>Description</u>
	<u>Number of employees</u>
A	50 or Fewer
B	51-100
C	101-250
D	251-500
E	501-750
F	751-1,000
G	Over 1,000
	<u>Average annual gross revenue</u>
M	\$1 Million or less
N	\$1,000,001 - \$2 Million
P	\$2,000,001 - \$3.5 Million
R	\$3,500,001 - \$5 Million
S	\$5,000,001 - \$10 Million
T	\$10,000,001 - \$17 Million
Z	Over \$17 Million

*Refers to PHSCIS Manual Item Number.