

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PROCUREMENT AND SUPPLY MANAGEMENT

PERSONAL PROPERTY

REPORTING CONTRACTUAL ACTIONS ACQUIRED BY FDA FIELD OFFICES

Transmittal Number 91-41 -- Date: 06/27/1991

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1. PURPOSE

This Guide prescribes Food and Drug Administration (FDA) policy and procedures relative to the reporting of actions and dollar amounts for contracts, purchase orders, calls against a blanket purchase agreement, order against a basic ordering agreement, delivery order, or modification that obligates or deobligates funds during the reporting period provided for FDA field personnel.

2. POLICY

It is FDA's policy to capture contractual obligation and deobligation information for submission to the Public Health Service Contracts Information

System (PHSCIS). This data includes all purchases performed by field personnel.

3. REPORTING REQUIREMENTS

Each FDA field office with delegated procurement authority (See SMG 1440.2) must submit a "Summary of Contract Action Report (\$25,000 or Less)" (Standard Form 281), on a fiscal year quarterly basis within five (5) working days following the end of the report period, to the Policy and Evaluation Branch (PEB), Division of Contracts and Grants Management, HFA-505, Rockville, Maryland. The Report format is provided as Attachment A. This report may be faxed to PEB with a hardcopy to follow. Instructions for completing this Report are provided in an FDA Manual entitled "FDA Field Office Instructions for Reporting the Summary Contract Action Report (\$25,000 or less)." This manual is available from PEB, upon request.

In addition to this quarterly report, an additional reporting requirement is established for the fourth quarter of each fiscal year. Each field office with delegated procurement authority must submit its overall monthly contracting expenditure total for the month of July and August within five (5) working days following the end of the respective month. This monthly total may be telephoned to the PEB on FTS 443-2525.

4. PUBLIC HEALTH SERVICE CONTRACT INFORMATION SYSTEM (PHSCIS)

The Public Health Service (PHS) has issued a PHS Contracts Information System Specifications Manual as a single source of PHS procurement award data that will satisfy PHS reporting obligations to the Departmental Contracts Information System (DCIS) and the Federal Procurement Data System (FPDS). This Manual is included in the FDA Manual referenced in Paragraph 3, above.

5. DELIVERY ORDERS OFF GSA SCHEDULE OR OTHER FEDERAL SOURCE OTHER THAN AN INTERAGENCY AGREEMENT (OVER \$25,000)

Awards of GSA Orders or orders placed with other Federal sources other than an interagency agreement over \$25,000 are considered "contracts" for reporting purposes in the Department's CIS. For all GSA and other Federal source orders over \$25,000, field personnel must complete a "Code Sheet for Delivery Orders Off GSA Schedule or Other Federal Source Other Than an Interagency Agreement (Over \$25,000) - for Input to DCGM Database" and submit the Code Sheet along with a copy of the Order to DCGM/PEB within five (5) working days following award. The Code Sheet format is provided as Attachment B.

6. SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM

The Department has been identified as one of nine agencies to participate in the "Small Business Competitiveness Demonstration Program." This program was established to demonstrate whether small businesses in certain industries can compete successfully on an unrestricted basis, and whether the use of targeted goals and management techniques can expand small business participation in federal contracting opportunities. This Program does not apply to buys off the Federal Supply Schedules.

The program consists of two major components: (1) four Designated Industry Groups (DIGS), which test unrestricted competition, and (2) Targeted Industry Categories (TICS) which test enhanced small business participation.

A. The following DIGS are covered by this program:

1. Construction under Standard Industrial Classification (SIC) Codes that comprise major groups 15, 16, and 17 (excluding dredging) [Federal Procurement Data System (FPDS) Service Codes Y216 and Z216];
2. Refuse Systems and related services including portable sanitation services under SIC Code 4212 or 4953, limited to FPDS Service Code S205;
3. Architectural and Engineering Services (including surveying and mapping) under SIC Codes 7389, 8711, 8712, or 8713 (limited to FPDS Service Codes C111 through C216, C219, T002, T004, T008, T009, T014, and R404); and
4. (Non-nuclear Ship Repair. (Note: This group is not applicable to the Department.)

B. Competition for all contracting opportunities in the four DIGS with an estimated award value that is equal to or less than \$25,000 shall be restricted to emerging small businesses, provided that the contracting officer determines that there is a reasonable expectation of obtaining offers from two or more responsible emerging small businesses that will be competitive in terms of market price, quality, and delivery. If no such reasonable expectation exists, the requirement will be set aside as a small business small purchase set aside or in accordance with the priorities in FAR Subparts 13, 19.5 or 19.8.

C. An emerging small business is a small business concern whose size is no greater than 50% of the numerical size standard applicable to the SIC code assigned to a contracting opportunity.

- D. For every purchase acquired under this Program, a "Code Sheet for Small Business Competitiveness Demonstration Program" must be completed and submitted to DCGM/PEB within five (5) working days following award. The Code Sheet format is provided as Attachment C.

- E. The TICS are applicable only to all contracts awards over \$25,000. This amount exceeds the delegated field procurement authority; and, therefore, the TICS program is not applicable to field purchases.

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

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

**CODE SHEET FOR DELIVERY ORDERS OFF GSA SCHEDULE OR
OTHER FEDERAL SOURCE OTHER THAN AN INTERAGENCY AGREEMENT
(Over \$25,000) - FOR INPUT TO DCGM DATABASE**

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 the Division and by organizations that are external to the Division.

Check the reason that you are submitting this code sheet:

_____ Delivery Order

_____ Correction to Inaccurate or Missing Data in System

_____ Other Reason or Note Related to Data Entry

NOTE: THE FOLLOWING ITEMS ARE FOR THE GSA DATA ENTRY SCREEN

1. (M-1)* Item Name: TYPE OF PROCUREMENT ACTION

Definition: Identifies type of procurement action being reported.

Entry: Circle appropriate code below.

Code: Description

G Delivery Order Against GSA Federal Supply Schedule or other agency's contract.

N Procurement from a Federal source other than an interagency agreement.

2. (M-2) Item Name: GSA/FSS/OTHER AGENCY'S CONTRACT IDENTIFICATION NUMBER

Definition: For Delivery Orders off the GSA Federal Supply Schedule or other schedules, or other agency contracts, enter the FDA Identification number.

Entry: Provide Number.

Number: _____

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3. (M-33) Item Name: TRADE DATA

Definition: Applicable only to procurements which are subject to the Buy American Act. Under the requirements of the Buy American Act (FAR 25.1), for all procurements, identify these items (blank accepted for zeros).

Entry: Enter appropriate data below.

	Bytes	Trade Data
_____	1-2	Number of offerors who offer foreign items.
_____	3-4	Percentage of difference: the difference between weighted foreign price and domestic price expressed as a percentage of domestic price.
_____	5-6	Estimate the percent of the foreign content of the item or service being procured as a percentage of the contract award price.
_____	7-8	Code of the foreign country that provided at least 51 percent of the value of the contract. See Appendix G for valid alphabetic entries. This subitem is also required for purchases off GSA and FSS schedules when applicable.

4. (M-30) Item Name: WOMAN-OWNED SMALL BUSINESS

Definition: A woman-owned business is a business which is at least 51 percent owned, controlled, and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management. For the purposes of this definition, the following businesses are exempt: nonprofit institutions, publicly owned, joint stock associations, and business trusts.

Interrelationship Edit: If this Item is coded "1," then "Type of Business" [Item 6 (M-13)] must be coded A1, A2, or A3.

Entry: Circle appropriate code below.

<u>Code:</u>	<u>Meaning:</u>
0	Exempt
1	Yes
2	No
3	Not Certified

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

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Definition: Select a purpose code for the contract or purchase order from the list of "Product and Service Codes" from Appendix C, Section II, of the PHSCIS Manual. The Appendix is an extract from the FPDS Codes and only those codes in the Appendix will be considered valid.

Entry: Enter appropriate code.

Code: _____

6. (M-13) Item Name: TYPE OF BUSINESS

Definition: A code assigned to the general type of organization and/or its function.

Entry: Circle appropriate code below.

<u>Code</u>	<u>Description</u>
	<u>Small Business</u>
A1	Disadvantaged business - 8(a)
A2	SB owned by minority group members
A3	Other small business
	<u>Large Business</u>
B1	Minority business
B2	Other large business
	<u>Nonprofit Organization or Institution</u>
C1	Educational
C2	Hospital
C3	Research inst./foundations/labs.
C4	Other nonprofit org. or institution
C5	Sheltered workshops
	<u>State/Local Government Agency</u>
D1	Educational
D2	Hospital
D3	Research organizations
D4	Other State/local
	<u>Foreign</u>
E1	Acquired and used outside U.S. outlying areas
E2	Acquired outside U.S. outlying areas, and used inside U.S./outlying areas

7. (M-10) Item Name: CONGRESSIONAL DISTRICT
(For more details, see HHS Geographical Location Codes Book)

Definition: The congressional district in which the contractor/vendor of record is located. For multiple districts, use code "099." For states with at-

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large representatives use code "000." This item is not required for foreign countries.

Entry: Enter code.

Code: _____

8. Item Name: CENTER/OFFICE OF AGENCY/FIELD OFFICE
(Used for DCGM reports - not part of PHSCIS)

Definition: Provides the abbreviation for the Center/Office sponsoring the contract such as CFSAN, CBER, etc.

Entry: Enter appropriate abbreviation for the sponsoring Center/Office.

Center/Office: _____

9. (M-3) Item Name: PURCHASE ORDER NUMBER

Definition: The agency purchase order number for delivery orders off the GSA or Federal Supply Schedule, or against other agency contract.

Entry: Enter number below.

Number: _____

10. Item Name: OBJECT CLASS CODE
(For FDA use - not part of PHSCIS Manual)

Definition: The FDA accounting code used to designate object class.

Entry: Enter code below.

Code: _____

11. (M-15) Item Name: TYPE OF CONTRACT

Definition: Identifies contracts according to the method of reimbursement and contractual format.

Entry: Circle appropriate code below.

<u>Code</u>	<u>Description</u>
10	Firm fixed price
11	Fixed price with economic price adjustment
12	Fixed price incentive
13	Fixed price with prospective price redetermination
14	Fixed price with retroactive price redetermination

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20	Cost no fee
21	Cost sharing
22	Cost plus incentive fee
23	Cost plus fixed fee
24	Cost plus award fee
30	Time and materials
31	Labor-hour

12. Item Name: VENDOR NAME, STREET ADDRESS, CITY, STATE, ZIP CODE

Definition: Location of vendor.

Entry: Enter appropriate data below.

Vendor's name _____

Street address _____

City name _____

State/Country _____

Zip Code _____

13. (M-2) Item Name: TITLE OF PROJECT

Definition: A brief title which is descriptive of the nature or purpose of the project.

Entry: Enter title of order below.

14. (M-28) Item Name: PLACE OF PERFORMANCE

Definition:

1. Place of Performance Code:

Description

Within U.S.

Two character FIPS 2-digit numeric State (& territories code. (See Appendix F of PHSCIS Manual.)

FIPS publication 55.

OR contractor's final assembly point.

Outside U.S.

Two character FIPS alphabetic country code from FIPS Pub 10-3 (Appendix G).

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Entry: Enter date.

Date: _____ (DD, MM, YY)

18. (M-25) Item Name: COMPLETION DATE

Definition: The date upon which all activities under the specific award action is to be completed.

Entry: Enter date.

Date: _____ (DD, MM, YY)

19. (M-34) Item Name: HHS-393 WAS RECEIVED IN PROCUREMENT OFFICE

Definition: Date the HHS-393 was received in the procurement office.

Entry: Enter date.

Date: _____ (DD, MM, YY)

20. (M-37, 39, and 41) Item Name: COMMON ACCOUNTING NUMBER & TRANSACTION NUMBER

Definition: Numbers from the accounting information on the HHS-393.

Entry: Enter appropriate numbers.

Numbers:

CAN No. _____

Transaction No. _____

21. (M-38, 40, and 42) 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: \$ _____

22. (M-51) Item Name: CONTRACT FOR FOREIGN GOVERNMENT OR INTERNATIONAL ORGANIZATION

Definition: Identifies if a foreign Government or international organization bears any part of the cost of the action.

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Entry: Circle appropriate code below.

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

23. (M-62) Item Name: CICA APPLICABILITY

Definition: Identifies if the contract action is Pre or Post-CICA. For this code sheet, this Item is always coded "A."

Entry: A - CICA Applicable

24. (M-58) Item Name: AIDS AFFILIATED CONTRACTS

Definition: Identifies whether or not the contract action is affiliated with AIDS.

Entry: Circle appropriate code below.

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

25. (M-59) Item Name: AIDS AFFILITATED CONTRACTS: DOLLARS

Definition: Reports the actual dollar amount that is affiliated with AIDS

Entry: Fill in dollar amount obligated.

Amount: \$ _____

NOTE: BE SURE TO ATTACH A COPY OF THE REQUISITION (HHS-393)

Data Entered Into Computer: _____
Initials Date

Data Entry Double Checked: _____
Initials Date

*Refers to PHSCIS Manual Item Number.

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.