

**SERDP Core Solicitation  
Broad Agency Announcement (BAA)  
Full Proposal Submittal Instructions**

**1. PREPARATION AND CONTENT**

Full proposals shall contain four sections submitted as one document: Abstract, Technical Section, Cost Section, and Appendices. Each section is described in detail below. Proposals shall be prepared in accordance with the following:

- Type size should not be less than 11 point, any font.
- All margins (top, bottom, left, and right) should not be less than 1 inch.
- Pages should be numbered beginning with the Technical Section.
- Proposals should use the headers provided in Section 1.2. These headers correspond to evaluation criteria that will be used to review, evaluate, and select proposals.
- Table of contents, introduction, executive summary, or any other elements not prescribed by this guidance are neither required nor desired.

You will submit your proposal via the [SERDP and ESTCP Management System](#) (SEMS). No electronic mail, faxed, or hard copy proposals will be accepted. ***Proposals must be submitted prior to 2:00 p.m. Eastern Time on March 4, 2021.*** All full proposals must be accompanied by the signature of an individual authorized to commit the lead organization to execute the proposed work. Complete submittal instructions can be found in Section 3 of this document.

**1.1 ABSTRACT**

In one page or less, provide a brief summary of the following information found in the proposal. Items 1-4 must be located at the top of the first page.

1. **Proposal Number:** The proposal number is generated by the SERDP and ESTCP Management System (SEMS) when the proposal details are entered. The proposal number for the full proposal is the same as the pre-proposal.
2. **Proposal Title**
3. **Lead Principal Investigator**
4. **Lead Organization**
5. **Objective:** A brief description of the environmental issue to be addressed, emphasizing its relevancy and importance to the Department of Defense (DoD), followed by the objectives of the proposed project.
6. **Technical Approach:** A concise summary of the science or technology (e.g., the chemical process that will be evaluated or the science behind a new sensor that will be developed) and a brief description of the tasks and methods (e.g., modeling, laboratory experiments, field work).
7. **Benefits:** A brief description of the expected benefits to DoD and the scientific community. Summarize what the project will accomplish and how the results will contribute to scientific understanding and be applied by an end user to address the environmental issue relevant to DoD management.

This abstract is not part of the 15-page restriction for the Technical Section of the proposal.

## 1.2 TECHNICAL SECTION

The technical section shall be no more than 15 pages in length. A detailed description of the research to be undertaken shall be submitted using the outline below.

1. **SERDP Relevance:** Provide a brief statement describing explicitly how the proposed research project responds to the objectives of the Statement of Need (SON).
2. **Technical Objective:** State concisely the research objectives. Outline specific technical questions to be answered by the research.
3. **Technical Approach (Background, Approach, and Milestones):** Outline the research activities for which SERDP will provide support. Articulate specific technical goals, approach, and milestones for each year of the proposed project.
  - a. **Background:** Demonstrate a thorough understanding of the environmental issue and knowledge of the state of the science. Frame the proposed research in terms of current gaps in understanding or data. Articulate the hypotheses that the project will investigate. Cite relevant literature references.
  - b. **Approach:** Provide the technical approach and methods, preferably structured in hypothesis-driven tasks that clearly identify how the objectives of the proposed project will be addressed. This section should be the primary focus of the proposal. Provide details about the experimental design and methodology. If the methodology is new or unusual, describe it in sufficient detail for evaluation.
  - c. **Milestones:** Provide a project schedule in the form of a Gantt chart that delineates the timeline for each task as well as go/no go decision points. Ensure that all SERDP required deliverables are included in the Gantt chart. Required deliverables are found in the reporting guidelines on the [SERDP website](#). Include an additional, zero-cost contingency year in the Gantt chart following the completion of all project tasks and deliverables. There should be no tasks during this contingency period.
  - d. **Research Team:** Identify the Principal Investigators (PIs), the key co-performers, and their respective organizations. If multiple co-performers are proposed, describe their responsibilities within the project and provide the management plan for coordinating all performers.
  - e. **Cooperative Development:** Identify government or non-government organizations that will be contributing direct funding or in-kind resources to the research effort. Describe existing or prospective joint sponsorship of any portion of the project. Where possible, provide estimates in dollars or level of effort equivalents of these in-kind resources. In the absence of agreements among sponsors for joint support, the proposal should be structured so that the research can be carried out without the resources of any other sponsor. In an appendix to the proposal, provide letter(s) supporting stated contributing efforts.
  - f. **Transition Plan:** To the extent possible, describe how the project results will be implemented in the field or transitioned for further research or development. Indicate efforts to identify a receiver of the product(s), any actual or planned agreements, and any commitment of funding to transition this technology by the completion of the project. Describe any planned guidance documents, software tools, manuals, training events, or other products that will foster technology transfer.

## 1.3 COST SECTION

The cost section of the full proposal is an estimate of the total project cost. Required cost spreadsheet templates are located on the [SERDP website](#). Cost sections in formats other than this

template will not be accepted. The cost spreadsheet for the lead organization should reflect the entire project costs. Separate cost spreadsheets are required for each co-performer or subcontractor whose costs exceed \$25,000 for the total project. An accompanying cost breakdown narrative is required as an appendix.

If selected for funding, proposers will be required to provide a certificate of current cost or pricing data prior to award in accordance with Federal Acquisition Regulation (FAR) 15.403-4(a)(1) if the total contract value is expected to exceed \$2,000,000.00 to the cognizant contracting office.

All SERDP projects are funded incrementally with funds provided in the year in which they are expected to be expended. The cost section should be structured to indicate annual, incremental funding required. For planning purposes, proposers should assume a project initiation date of May 1, 2022. The first year's planned funding should run through January 31, 2023, and each subsequent year should span February 1-January 31, until anticipated project completion. Include an additional, zero-cost contingency year in the cost spreadsheet following the final year of planned project execution. The contingency year must also be included on the proposal signature page generated in SEMS.

1. **Labor Costs:** Show the projected labor rates in units of hourly rate or annual salary to be charged by the PI(s), associates, and assistants. Indicate the units you are using in the table footnote. In the "units" column, indicate the number of hours or the fraction of annual salary to be charged. The total column is the amount per year to be paid to each performer on the project. Labor costs should be unburdened.
2. **Indirect Charge #1:** Indicate burden or fringe rate applied to salaries and the total cost per year. Provide an explanation in the table footnote of what is included in this indirect charge.
3. **Indirect Charge #2:** Indicate other relevant indirect charges such as G&A. Provide an explanation in the table footnote of what is included in this indirect charge and to which cost elements it will be applied.
4. **Contractor Acquired Property:** Provide an itemized list of contractor acquired property (CAP), if any, to be acquired in support of the project, showing the cost for each item. Use the second tab in the cost spreadsheet located on the [SERDP website](#) as a template. CAP is any article of non-expendable, tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit.
5. **Materials, Supplies, and Consumables:** Provide a general description and total estimated cost of expendable equipment and supplies. Include a separate itemized list using the third tab of the cost spreadsheet template located on the [SERDP website](#).
6. **Subcontracts and Government Partners:** For any co-performer or subcontract totaling \$25,000 or more, provide a breakout of the tasks and associated costs in a separate cost estimate using the cost spreadsheet template located on the [SERDP website](#). Government partners will be provided a separate allocation of funds directly based upon this separate estimate. Funds provided directly from SERDP to government partners are not to be subject to contractor indirect charges or fees. The lead organization should plan to manage all subcontracts to non-government partners.
7. **Travel Costs:** Estimate total travel costs. List the number of trips, the destinations, purposes, and costs per trip using reasonable and allowable rates in accordance with FAR 31.205-46 for all proposed travel. Use the fourth tab in the cost spreadsheet on the [SERDP website](#) as a template for the travel budget breakdown. For trips where the specific destination has not yet been determined, budget for a representative location. For planning

purposes, SERDP conducts an annual in-progress review of management and technical status of each project in the Arlington, VA area. New start projects funded to begin in 2022 will be reviewed first in February 2023, with additional annual reviews in either April/May or October/November thereafter for multi-year projects. SERDP will support attendance at one domestic technical meeting each year. SERDP intends to sponsor an annual technical Symposium in the Washington, D.C. area that investigators are expected to attend. If applicable, investigators are encouraged to budget for students and postdocs supporting the project to attend this meeting. In the event the Symposium is not held, investigators may attend an appropriate meeting of their choice at comparable cost.

8. **Publication and Report Costs:** Estimate the costs of publishing and reporting results, including the direct charges for clerical preparation, page or illustration charges, and distribution. The SERDP reporting requirements are located on the [SERDP website](#). Include a separate itemized list using the fifth tab of the cost spreadsheet template located on the [SERDP website](#).
9. **Contractor Manpower Reporting Application (CMRA):** In accordance with the referenced memorandum located in Appendix A, DoD contractors will begin reporting FY 2020 manpower data under applicable service contracts in the Service Contract Reporting (SCR) section of the [System for Award Management \(SAM\)](#) to support the requirements of title 10, U.S.C, section 235 and 2330a. The former DoD Enterprise Contractor Manpower Reporting Application was retired June 2020, in preparation for this transition to SAM. The General Services Administration (GSA), which manages SAM, indicates that DoD contractors may begin submitting reports not later than 5:00 p.m. Eastern Daylight Time, Friday, October 16, 2020; civilian agency contractors begin on October 8, 2020. The announced federal schedule for reporting is attached. While the SCR section of SAM will be available for reporting and corrections until January 31, 2021, DoD contractors must complete reporting per the terms of their contracts. CMRA reporting will be included with any contract awarded in connection with this Broad Agency Announcement. CMRA reporting costs are not separately priced.
10. **Fixed Fee:** Eligible organizations shall list the fixed fee (i.e., profit), if any, applied to the project. Indicate in the table footnote the cost elements included in the basis for the fixed fee.
11. **Cost by Task Summary Table:** A total cost matrix with breakout of cost per task must be included. The sixth tab in the cost spreadsheet located on the [SERDP website](#) provides a template. These numbers must match those on the main cost spreadsheet.

#### 1.4 APPENDICES

Appendices are not included in the page limitation for the full proposal.

- a. *Required* - **List of Acronyms:** Provide a complete list of acronyms used in your proposal and their definitions. List the proposal number at the top of the page.
- b. *Required* - **SERDP Review Comments:** Any comments from the SERDP review of the pre-proposal provided in your letter should be addressed in the appropriate sections of the full proposal. The response to each comment should be summarized in this section and a citation provided indicating the full proposal section and text location in which the comment was addressed.
- c. *Required, if literature is cited* - **Literature Citations:** Provide literature citations for any material cited in the technical section or the supporting technical data.
- d. *Optional* - **Supporting Technical Data (limited to 5 pages):** Data sheets, charts, and

- referenced research extracts.
- e. **Required - Abbreviated Curricula Vitae (CV)** (3 pages or less per CV): CVs are required for all key technical personnel at the lead organization and the lead individual for all key co-performers or subcontractors.
  - f. **Optional - Existing Support:** If the PI is funded by other programs to conduct research that overlaps or parallels the current proposal, provide a brief description of that support (½ page per relevant effort). If applicable, provide letters of support from prospective joint sponsors. See Cooperative Development in the Technical Section.
  - g. **Optional - Letters of Support:** If you have received letters of support or commitment from installations or site managers, provide them in this section.
  - h. **Required, Cost Breakdown Narrative:** Provide a 1-2 page narrative discussing each cost element in sufficient detail to explain why the cost proposed is considered fair and reasonable, including the techniques used to determine subcontractor costs fair and reasonable.

## **2. EVALUATION FACTORS FOR FULL PROPOSALS**

The following evaluation factors will be the sole basis for reviewing full proposals. Technical Merit is significantly more important than Personnel which is more important than Cost. Transition Plan is less important than Cost.

### **TECHNICAL MERIT**

The overall scientific and technical merit of the proposal must be clearly identifiable. The evaluation will consider the depth of the research leading to the proposed approach and the substantiation by calculations, test data, and references. Emphasis will be placed on the proposer's demonstration of a thorough understanding of the environmental issue. The proposer must demonstrate the ability to execute the work by providing a comprehensive, logical, orderly, and concise plan that indicates major tasks, milestones, critical paths, go/no-go decision points, and key events leading to the completion of the project in the proposed time frame. In addition, the proposer must show how the technical approach and proposed tasks will address the project objectives. Strong consideration will be given to innovation; however, the degree of risk associated with individual proposals will be weighed against potential benefits. The proposal should clearly articulate how the research will advance the state of the science.

### **PERSONNEL**

Proposal reviewers will examine and assess the applicable qualifications, capabilities, demonstrated achievements, and proposed time commitment to the project by the proposed principal(s) and other key personnel.

### **COST**

Proposal reviewers will consider the reasonableness of the proposed cost, as well as the appropriateness and substantiation of costs for the technical complexity described. Cost sharing or leveraged resources also will be considered.

### **TRANSITION PLAN**

The transition plan of the proposed research product(s) should demonstrate a clear understanding of how the project's results will transition to implementation either directly through future demonstrations or through future development, and show a linkage between the work proposed and the needs of ultimate end user of the results. Coordination between the proposer and targeted end user community is of value for late-stage development projects.

### 3. SUBMITTAL INSTRUCTIONS

Proposals are submitted via the SERDP and ESTCP Management System (SEMS). No electronic mail, faxed, or hard copy proposals will be accepted. **Proposals must be submitted prior to 2:00 p.m. Eastern Time on March 4, 2021.**

Complete all steps below in order to submit a proposal.

- Create a single PDF file that contains all required sections outlined in the proposal guidance.
- Log in to [SEMS](#).
- Enter all required proposal details into SEMS. Proposal details may be saved and edited prior to final submission.
- Download or print the “Proposal Details” page. This must be signed by an individual with the authority to commit the lead organization to execute the proposed work. The document may be electronically or hand-signed. Ensure all information on the signed summary matches the proposal file. Please note, the contracting process is subject to delays and may not be completed until late September in the year following selection. If possible, pricing valid until September 30, 2022 will minimize requests for new cost information before contract award. The “Proposal Details” page must include the zero-cost contingency year requested in Section 1.3.
- Upload the signed “Proposal Details” page.
- Add the system-generated proposal number, project title, lead PI name and organization to first page of proposal as instructed in Section 1.1 above.
- Upload the final proposal file.
- Submit the proposal. Only proposals that have been submitted will be considered. Proposals with a “Saved” status will not be reviewed.

Once the proposal has been submitted, SEMS will display an on-line confirmation message and will send an email notification to the proposer. It is the sole responsibility of the proposer to make certain the proposal is properly received by SERDP.

The proposer may continue to modify proposal details and upload revised proposal files until the due date. Prior versions of the proposal will be over-written and **only the last version uploaded** will remain in the system. Ensure the proposal details entered into the system match the contents of the proposal file. It is recommended that proposals are uploaded as early as possible prior to the deadline, to ensure a successful and timely submission.

For proposal upload questions, contact the SERDP Office at 571-372-6565.

## **4. REQUIREMENTS FOR PROPOSALS SELECTED FOR FUNDING**

Please be aware of the following requirements for proposals that are selected for funding. These requirements are considered part of the proposal process and the associated costs are to be borne by the proposer.

### **4.1 REVISED PROPOSAL**

Proposals selected for funding may require revision following the selection process and prior to contract award. Common revisions include adjustments to schedule, task structure, funding profile, or specification of required deliverables. Any missing letters of support should be provided at that time.

### **4.2 BRIEFING TO THE SCIENTIFIC ADVISORY BOARD**

Proposals selected for funding require final approval from the SERDP Scientific Advisory Board (SAB). This approval generally requires the PI to present a briefing to the SAB in September or October 2021. Detailed instructions are provided to selected proposers. Note that this requirement does not apply to Limited Scope proposals.

### **4.3 SUBCONTRACTING PLAN**

The Subcontracting Plan is not required at the proposal stage. If your proposal is selected for funding, you may be required to submit a Subcontracting Plan if the criteria below apply to your proposal. In accordance with the Federal Acquisition Regulation (FAR) Subpart 19.7, all businesses, other than small business concerns are required to submit a subcontracting plan for contract proposals that exceed \$750,000. The subcontracting plan should reflect realistic, challenging, achievable positive percentage and dollars goals for subcontracting with Small Business concerns. The subcontracting plan must address a goal for each of the statutory required elements: Small Business, Small Disadvantaged Business, Woman-Owned Small Business, Service-Disabled Veteran-Owned Small Business, Veteran-Owned Small Business, and Historically Underutilized Business Zones. If the subcontracting plan contains zero percent goals for any of the respective elements listed above, an explanation must be provided as to why a goal greater than zero cannot be achieved.

The Subcontracting plan must be reviewed, negotiated and accepted by the Contracting Officer and Deputy of Small Business/Small Business Administration prior to contract award. The Small Business Subcontracting Plan shall be prepared in accordance with FAR 52.219-9 Small Business Subcontracting Plan. ([DEVIATION 2018-O0018](#)) and elements as described in the checklist in DFARS PGI 219.705-4. Additional information can be found on the [Department of Defense Office of Small Business Programs website](#). The U.S. Army Corps of Engineers, [Humphreys Engineer Center Support Activity \(HECSA\) Small Business Office website](#) provides information on how to prepare a subcontracting plan, along with links to find small businesses to participate. For guidance on creating an acceptable subcontracting plan or for information on locating small business concerns, contact the HECSA Small Business Representative at [HECSASmallBusinessProgram@usace.army.mil](mailto:HECSASmallBusinessProgram@usace.army.mil) or 703-428-7385.

### **4.4 ACCOUNTING AND AUDITING REQUIREMENTS**

SERDP projects are generally awarded as cost-type contracts. To be eligible for such an award, a contractor must have an approved accounting system and an accepted up-to-date government audit. Details on these requirements can be found at the web sites for [Defense Contract Audit Agency](#)

and [Defense Contract Management Agency](#). Contractors selected for award who do not meet these requirements should inform their program manager immediately, as the process for approval can be time consuming. In some cases, if the work is appropriate to a firm fixed price contract and requirements for a cost-type contract cannot be fulfilled, successful proposers will be given the opportunity to enter into a firm fixed-price contract.

#### **4.5 SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING**

DFARS Clause 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting (OCT 2016) as prescribed in DFARS 204.7304(c) is a mandatory clause that will be included in all SERDP contracts. DFARS 204.7304(c) reads:

“(c) Use the clause at [252.204-7012](#), Safeguarding Covered Defense Information and Cyber Incident Reporting, in all solicitations and contracts, including solicitations and contracts using FAR part 12 procedures for the acquisition of commercial items, except for solicitations and contracts solely for the acquisition of commercially available off-the-shelf (COTS) items.”

**Most SERDP projects do not result in Covered Defense Information. A written determination will be made by the SERDP office at final project acceptance for those that do.** However, any resultant contract will not include addendums or local text regarding this mandatory clause. DFARS 252.204-7012 is a mandatory clause that will not be removed from any contract for an SERDP project, nor will DFARS 252.204-7012 be altered in any way. For more information please see the link below:

<https://business.defense.gov/Small-Business/Cybersecurity/>

#### **4.6 COVERED TELECOMMUNICATIONS EQUIPMENT**

In accordance with Section 889(a)(1)(B) of the National Defense Authorization Act (NDAA) for Fiscal Year 2019 the provision at FAR 52.204– 24, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment, and the clause at FAR 52.204–25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment will be included with all contracts issued in connection with this Broad Agency Announcement. Additionally, all contracts awarded under this Broad Agency Announcement will include the clause at FAR 52.-204-26 Covered Telecommunications Equipment or Services. Contractors submitting proposal should include a statement of representations as applicable under FAR 52.204-24, FAR 52.204-25 and, or FAR 52.204-26.

#### **4.7 CONTRACTOR MANPOWER REPORTING APPLICATION (CMRA)**

In accordance with the referenced memorandum located in Appendix A, DoD contractors will begin reporting FY 2020 manpower data under applicable service contracts in the Service Contract Reporting (SCR) section of the [System for Award Management \(SAM\)](#) to support the requirements of title 10, U.S.C, section 235 and 2330a. The former DoD Enterprise Contractor Manpower Reporting Application was retired June 2020, in preparation for this transition to SAM.

The General Services Administration (GSA), which manages SAM, indicates that DoD contractors may begin submitting reports not later than 5:00 p.m. Eastern Daylight Time, Friday, October 16, 2020; civilian agency contractors begin on October 8, 2020. The announced federal schedule for reporting is attached. While the SCR section of SAM will be available for reporting and corrections until January 31, 2021, DoD contractors must complete reporting per the terms of their contracts.

CMRA reporting will be included with any contract awarded in connection with this Broad Agency Announcement. CMRA reporting costs are not separately priced.

#### **4.8 EFFECTIVE DATES OF AWARDED CONTRACTS**

All contracts awarded from this BAA require bilateral execution and will be executed in counterparts. Any contract awarded off of this BAA will first be sent to the successful offeror(s) for signature and execution of the offeror's counterpart. No contracts which are executed solely by the successful offeror(s) are effective. **Offerors shall not begin work prior to the receipt of a fully executed contract. Offeror(s) who begin performance prior to receipt of a fully executed contract are performing at their own cost and at their own risk.**

\*\*\*Contracts are not effective until the Government's Contracting Officer signs and executes the Government's counterpart and the counterpart with the Government's Contracting Officer's signature is distributed to the successful offeror(s).\*\*\*

#### **4.9 OTHER COST AND PRICING DATA**

All successful offeror(s) will be required to submit Other Cost and Pricing Data for the Government's required pre-award contract price/cost analysis. Submitting this data along with the final proposal will help expedite the contract process. Successful offers above \$2,000,000 must provide certified data (see Section 2.3 above). Other Cost and Pricing Data includes:

1. For contractors requesting a cost type contract, provide a recent audit report documenting the contractor's accounting system adequacy for determining costs applicable to cost type contracts. Contractors lacking an accounting system adequacy determination shall submit firm-fixed price proposals.
2. Cost Proposal Backup Documents including:
  - a. Payroll backup documents which show wages and fringe;
  - b. Defense Contract Audit Agency (DCAA) Rate Agreement, Forward Pricing Rate Agreement (FPRA), Forward Pricing Rate Recommendations, Department of Health and Human Services College Rate Agreement, or Navy Rate Agreement, and the point of contact for the same. In the event of no established rate agreement, submit the last three years of actual incurred rate data (cost base and cost pool) for analysis;
  - c. Details with respect to Materials, Supplies, and Consumables (MSCs) or Contract Acquired Property (CAP) including quantities and type of MSCs (ex. 500 gal. hydrogen peroxide at \$2/gal or, 20 large columns at \$50/column, etc.) which includes evidence of quotes for MSCs (actual quotes are preferred);
  - d. Quotes for any subcontracted services detailed as Other Direct Costs and not directly allocable to subcontractor expenses (i.e. if lab costs are listed, the lab pricing info);
  - e. Travel specifics (who, where, when, purpose, mode of transportation), etc. \*GSA per diem and lodging rates are the maximum rates that may be used for the destination cities\*

\*\*\*Offers with subcontractor costs in excess of \$50,000 should include similar details for each subcontractor exceeding \$50,000 in costs.\*\*\*

## **5. PUBLICATION OF FUNDAMENTAL RESEARCH**

Work funded under a BAA may include basic research, applied research, and advanced technology development (ATD). SERDP is considered Fundamental Research as defined in the USD (AT&L) memorandum on Fundamental Research, dated May 24, 2010. "Fundamental research" means basic and applied research in science and engineering, the result of which ordinarily are published and shared broadly within the scientific community.

In conformance with the USD (AT&L) guidance and National Security Decision Directive 189, SERDP will place no restriction on the conduct or reporting of unclassified fundamental research, except as otherwise required by statute, regulation, or Executive Order. On some sensitive topics, ATD may require restrictions during the conduct of the research and DoD prepublication review of research results due to subject matter sensitivity.

**Appendix A: Memorandum Deploying Contractor Service Contract Reporting in the System for Award Management**



OFFICE OF THE SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

OCT 16 2019

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Revised Department of Defense Contractor Manpower Reporting Initiative

This memorandum provides new implementing direction for contractor reporting of manpower data with regard to the performance of Department of Defense (DoD) services contracts consistent with the requirements of title 10, U.S.C, section 235 and 2330a, as amended. This effort directly supports the National Defense Strategy line of effort to reform the Department's business practices for greater performance and affordability. It also implements a recommendation of the advisory panel under the National Defense Authorization Act for FY 2016 (Public Law 114-92), section 809, to develop a replacement approach to the inventory of contracted services.

Effective in FY 2020, the Department will no longer require contractors to report into the Enterprise-wide Contractor Reporting Application (ECMRA). This rescinds the Office of the Secretary of Defense memorandum, "Enterprise-wide Contractor Manpower Reporting Application," dated November 28, 2012, jointly signed by the Under Secretary of Defense for Acquisition, Technology, and Logistics, and Acting Principal Deputy Under Secretary of Defense for Personnel and Readiness.

For FY 2020, contractors will begin reporting manpower data relating to the performance of services contracts into the System for Award Management ([www.sam.gov](http://www.sam.gov)), consistent with existing service contract reporting requirements under the Federal Acquisition Regulation (FAR) that is currently applicable only to Federal civilian agencies. The new initiative will allow industry to report all manpower data into a single Federal-wide portal, removing duplicative requirements; one for DoD and another for the rest of the Federal Government, which requires the same data elements to be reported from industry for services contracts performed for both DoD and Federal civilian agencies that essentially perform the same function. The outcome will be a process that is less burdensome on both industry and Government, while improving data integrity and accuracy.

The Department is drafting a Defense FAR Supplement rule that will include a contract clause to implement this change. Further implementing guidance and information, to include a transition plan from ECMRA to SAM, will be distributed in the near future. My point of contact is Mr. Jeff Grover at [jeffrey.c.grover.civ@mail.mil](mailto:jeffrey.c.grover.civ@mail.mil) or (703) 697-0352.

Ellen M. Lord  
Under Secretary of Defense  
for Acquisition and Sustainment

James N. Stewart  
Assistant Secretary of Defense for Manpower  
and Reserve Affairs, Performing the Duties  
of the Under Secretary of Defense for  
Personnel and Readiness



**DISTRIBUTION:**

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## Why is my contract not showing in SAM SCR?

*Chances are you do not need to report if your contract is not available in SCR!*

Recent legislation has limited the number of DoD contracts affected by the manpower reporting requirement. This may be the reason why some previously reported contracts are no longer eligible for FY20 reporting.

## Check Reporting Criteria

Find out if the new reporting requirements applies to your contract by verifying your contract falls into **all** the criteria below:

1. Period of performance indicates that performance occurred during FY20,
2. The product service code (PSC) reported is in one of the identified category management areas (*check the PSC list below as this is most likely reason your contract is not in SAM*),
3. Obligations or deobligations were in excess of \$3M reported during FY20.

To verify your award's eligibility for reporting in SCR, check your Contract Action Report (CAR) from FPDS:

1. Verify data elements in the CAR are correct and do not contain errors that may have prevented the award data to flow from FPDS to SAM.
2. The Business Rules for FPDS sourced data to SAM is located in the [DoD Procurement Toolbox](#) under a document called "FY20 SCR Rules.

## Quick Steps for Eligibility

Below are quick steps to help determine eligibility, but refer to the official criteria to verify:

1. Does the PSC code begin with a number? If yes, not eligible regardless of dollar value.
2. Is PSC code in a category on the table below? If no, not eligible regardless of dollar value.
3. Are awards/orders in excess of \$3M? If no, not eligible regardless of PSC.
4. Is award an IDV? If yes, not eligible regardless of dollar value and PSC, only orders are eligible.

## I Found an Error

If you find an award/order should have an SCR after validating the PIID, total contract value, and PSC code on your CAR, please reach out to your Contracting Officer who can submit an FSD ticket.

## Extended Reporting Period

The reporting period has been extended to Jan 31, 2021 for submission and correction of reports. Please view the [DoD Memo](#) dated October 16, 2020 for more information.

## More Detailed Reporting Criteria

Contractors are required to submit a SCR when the following contract type and funded contract criteria apply:

### Contract Type:

- Contract Awards, no IDVs. When reporting on task orders issued under an indefinite-delivery contract or agreement, reports are completed at the order level. No reports are collected at the contract or agreement level.
- Contract Awards include purchase orders, delivery/task orders, BPA calls, and definitive contracts.

**Funded Contract Criteria:**

- Contracts with a base effective date between 10/01/2008 and 9/30/2020, and;
- Service Contracts with any PSC that starts with a letter AND belongs to any of the following Categories Management categories provided in the chart below.

<b>Category Management Categories or Subcategories</b>	
1	Information Technology
2	Professional Services
3.3	Security Services
5	Industrial Products and Services
7.1	Package Delivery & Packaging
7.2	Logistics Support Services
7.5	Motor Vehicles
7.6	Transportation Equipment
9	Human Capital
18	Equipment Related Services
19	Electronic and Communications

- Excluded from reporting: Facilities & Construction, Office Management, Travel & Lodging, Medical, Security Animals & Related Services, and Transportation of Things?
- Require contractors to report data in SAM on an annual basis when they are awarded a DoD contract or task order that is valued in excess of \$3 million in obligations or deobligations. Includes FY09 to FY20 awards.
- Excludes awards in a ‘closed’ status, indicating closeout has occurred.

# DoD Service Contract Reporting FAQs

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## SERVICE CONTRACT REPORTING POLICY

**Question: Why is DoD no longer using ECMRA?**

**Answer:** DoD has elected to adopt the approach used by other Federal agencies to collect service contract data. The approach uses the Federal Procurement Data System (FPDS), an existing source of contract information for the Federal Government, to provide a majority of the information required by [10 U.S.C. 2330a](#). The data that is not available in FPDS is entered annually by the contractor in the System for Award Management (SAM). Adopting a Governmentwide approach to collecting service contract data reduces burden on both industry and DoD, improves data integrity and accuracy, and reforms DoD's business practices for greater performance and affordability. For more information, please see: <https://www.federalregister.gov/documents/2020/06/05/2020-11754/defense-federal-acquisition-regulation-supplement-data-collection-and-inventory-for-services>.

**Question: I'm a COR or Contracting Officer, what is my role regarding Service Contract Reporting?**

**Answer:** Per FAR 4.1703(b), agencies are required to review submitted reports for reasonableness and consistency; and inform the contractor if they believe changes are warranted. Reporting on all service contracts/Task Orders (TOs) is mandatory to support the annual SECDEF manpower report to Congress.

**Question: How does SAM generate the actions for which Service Contract Reports are required?**

**Answer:** SAM obtains contract data for certain covered contracts from FPDS based on applicable Service Contract Reporting thresholds in FAR Subpart 4.1703, with exceptions as noted in statute for DoD. For entities registered in SAM with DUNS Numbers/UEI Numbers containing applicable contracts, a "Service Contract Reporting (SCR)" link under "Entity Registrations" is available in SAM during the annual reporting period.

## SERVICE CONTRACT REPORTING USER ROLES

**Question: What are the Contractor (Non-Government) Roles in service contract reporting (SCR)?**

**Answer:**

- **Prime Contractor:** The role of a Prime Contractor within SCR is to add or edit contract data. A prime contractor can only access contract information for a contract for which they are associated to.
- **Sub-Contractor:** The role of a subcontractor within SCR is to add or edit contract data.

**Question: What roles in SAM will the Contractor (Non-Government) need for SCR?**

**Answer:** In SAM, the Contractor will need to register as one of the following:

- Entity Registration Viewer
- Entity Registration Representative
- Services Contract Inventory (SCI) Reporter
- Entity Administrator

**Question: What are the Government Roles in service contract reporting (SCR)?**

**Answer:**

- **CORs:** The role of a COR, within SCR, is to review for reasonableness and consistency. Contracting Officers should advise the contractor to make changes if they appear warranted.
- **Contracting Officer:** The role of a Contracting Officer, within SCR is to review for reasonableness and consistency. Contracting Officers should advise the contractor to make changes if they appear warranted.

**Question: What roles in SAM will the Government user need for SCR?**

**Answer:** No special SAM government roles are required for searching and viewing contractor Service Contract Reports. SAM Government users with For Official Use Only (FOUO) access can view the SCRs as reported by a Contractor. You must be logged into SAM with your individual SAM user account tied to your U.S. government email address to search for and view SCR information.

**Question: I'm a Government User who is a COR or CO. What role do I need to apply for to see SCR information for a contractor?**

**Answer:** CO/CORs are no longer required to enter any contract information in order for the vendor to report. All contract data is sourced from FPDS. As a COR or CO, you will not be required to obtain a special SAM role to review reported SCR information, you will just need to log into SAM to view SCR data. Specific SAM roles are only needed for vendors.

## CONTRACTOR SAM REPORTING

**Question: I'm a Contractor and I cannot find my contracts/orders in SAM. Why did they not migrate/transfer into SAM from FPDS-NG for SCR?**

**Answer:** Recent legislation has limited the number of DoD contracts affected by the manpower reporting requirement. This may be a reason why some previously reported contracts are no longer eligible for FY20 reporting.

Please double check the SCR criteria in the SCR Guidebook to confirm the award is in excess of \$3M and meets PSC requirements, which have narrowed. If you find the award is eligible, check that the data elements in the contract action report (CAR) are correct and do not contain errors that may have prevented the award data to flow from FPDS to SAM. The Business Rules for FPDS sourced data to SAM is located in the DoD Procurement Toolbox.

If you find an award/order should have an SCR after validating the PIID, total contract value, and PSC code matches the executed award document and CAR please reach out to your Contracting Officer who can submit an FSD ticket.

Please review the PSCs (and other criteria) closely for applicability. The Business Rules for FPDS sourced data to SAM is located in the DoD Procurement Toolbox along with the other referenced documents.

**Question: Can I manually add award data into SAM for Service Contract Reporting?**

**Answer:** No, there is no functionality in SAM to manually add award data to SAM. Please see the below criteria for reporting. Note that FY20 SCR submissions are extended through January 31, 2020 per the DoD memo dated October 16, 2020:

Policy Vault:

[https://www.acq.osd.mil/dpap/ops/policy\\_vault.html](https://www.acq.osd.mil/dpap/ops/policy_vault.html)

Memorandum:

<https://www.acq.osd.mil/dpap/policy/policyvault/USA002161-20-DPC.pdf>

**Question: Where is ECMRA?**

**Answer:** ECMRA was de-commissioned as of June 19th, 2020 and the data collection functionality has transitioned to the System for Award Management (<https://sam.gov>). Contractors need to wait until the service contracting reporting period opens in SAM to take action on your FY20 service contracts.

**Question: What is the responsibility of the contractor?**

**Answer:** With regards to contract reporting, the role of the Contractor within SAM is to add or edit contract data. A Contractor can only access contract information for a contract for which they are associated to and a contractor will need a SAM user account to perform reporting. Specifically, contractors will:

- I. Submit or edit a SCR by adding the service contract which meets the FAR Subpart 4.1703 reporting thresholds

- II. Add the following information:
  - Total Amount Invoiced
  - Prime Contractor Hours Expended
- III. Report any required Tier 1 subcontractor information
- IV. Submit the report

**Question: I'm new to SAM Contract Reporting. Where can I find instructions?**

**Answer:** GSA has created a "Quick Start Guide" that will provide details on how to get started with contract reporting. To access the guide, follow these steps:

- Go to [www.sam.gov](http://www.sam.gov)
- Click on "HELP" section
- To find the SCR Quick Start Guide
  - Click on "User Guides" on the left menu
  - Click on "Quick User Guide"
  - Under "Quick Start Guide for Service Contract Reporting (SCR)", click on "Download PDF"

**Question: I'm a DoD Contractor, when can I start reporting on my service contracts for 2020 in SAM?**

**Answer:** Service Contract Reporting opens for DoD on October 16, 2020 at 5:00pm EST.

**Question: When does service contract reporting end?**

**Answer:** The reporting period has been extended to Jan 31, 2021 for submission and correction of reports. Please view the DoD memo dated October 16, 2020 located here:

<https://www.acq.osd.mil/dpap/policy/policyvault/USA002161-20-DPC.pdf>.

**Question: I'm a DoD Contractor, how do I know if I need to report my contract in SAM?**

**Answer:** Review the threshold criteria for when Contractors are required to submit a SCR. Detailed descriptions of Reporting Thresholds are available in the Service Contract Reporting Guidebook located in the Procurement Toolbox: <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci>.

The DoD awarded contracts that meet or exceed threshold requirements for reporting will be available in SAM to report against during the open period.

**Question: I'm a Contractor and forgot to submit my service contract report in SAM, what should I do?**

**Answer:** You need to reach out to your Contracting Officer. If the contractor fails to submit the report in a timely manner, the contracting officer will exercise appropriate contractual remedies. In addition, the Contracting Officer will make the contractor's failure to comply with the reporting requirements a part of the Contractor's performance information under FAR [subpart 42.15](#).

**Question: How can a Contractor check to see if they have contracts subject to the SCR requirements?**

**Answer:** In SAM:

1. Log in to [www.sam.gov](http://www.sam.gov)
2. Select “Register/Update Entity”
3. Click “Service Contract Report”

If you are a service contractor and do not see a “Service Contract Reporting (SCR)” link, then you either do not have reporting privileges (are not an Entity Administrator, Entity Registration Representative or Reporter). For more detailed steps, please see the Quick Start Guide by following these steps:

- Go to [www.sam.gov](http://www.sam.gov)
- Click on “HELP” section
- To find the SCR Quick Start Guide
  - Click on “User Guides” on the left menu
  - Click on “Quick User Guide”
  - Under “Quick Start Guide for Service Contract Reporting (SCR)”, click on “Download PDF”

**Question: I’m a Contractor and in SAM, but do not see the “Service Contract Reporting (SCR)” link or any contracts listed for reporting?**

**Answer:** If you are a Service Contractor and do not see a “Service Contract Reporting (SCR)” link, then you either do not have reporting privileges (are not an Entity Administrator, Entity Registration Representative or SCI Reporter) or you do not have contracts subject to the SCR requirements (FPDS has not identified any contracts/orders subject to the SCR requirement for FY2014). However, if you believe you have a contract subject to SCR which is not listed, contact your contracting officer and verify the information has been loaded into FPDS.

**Question: What information do I need to provide in the Service Contract Reports?**

**Answer:** Users are required to input and submit the following SCR data elements:

- Total dollar amount invoiced for services performed under the contract in the preceding government fiscal year
- The number of prime contractor direct labor hours expended under this contract
- If applicable, Tier 1 Subcontract number, including DUNS number/ UEI and name.
  - Number of subcontractor direct labor hours expended under the contract.

Please contact your contracting officer with questions on how to identify the resources to answer the questions on the Service Contract Reports.

**Question: Will my Contracting Officer be able to comment on my Service Contract Reports?**

**Answer:** There is no functionality for the Contracting Officer to comment on your Service Contract Reports. The contracting officer can only view your Service Contract Reports. If they have any questions or concerns about the information you submitted, they need to contact you directly. You may edit the information entered until the reporting deadline.

**Question: How do I submit the data for Full Time Equivalent (FTE) Employees?**

**Answer:** SAM automatically converts the prime contractor direct labor hours expended into a full time equivalent (FTE) employee value based on one (1) FTE equaling 2,080 hours.

SAM divides the direct labor hours expended by 2,080. For example, if you enter 6,240 hours for Prime Contractor Hours Expended field, SAM would calculate a Full Time Equivalent (FTE) employee value of three.

Total FTEs is the sum of the calculated prime contractor FTEs and any calculated subcontractor FTEs. The system adds these values together when you submit the report. The field will remain blank until then.

**Question: Will SAM notify my Contracting Officer that I submitted my Service Contract Reports?**

**Answer:** SAM will not notify your Contracting Officer that you submitted your Service Contract Reports. Please contact your Contracting Officer after you submit your Service Contract Reports in SAM so they may review them.

**Question: What is the 'Upload Service Contract Report File' link that is under the 'Entity Registrations' link?**

**Answer:** You have an additional option for reporting service contract information. If you are an entity with multiple contracts enabled for SCR, you may want to consider using the 'Upload Service Contract Report File' link. Instead of completing and submitting one SCR at a time, you now have the ability to complete and submit multiple SCRs at once in an XML file.

**Question: Can I make changes to the Service Contract Reports after I submit them?**

**Answer:** Yes. Service Contract Reports will remain editable until January 31<sup>st</sup> of the following year for which reporting is required.

**Question: Where can I find a schedule for SCR in SAM?**

**Answer:** The Federal Schedule for FY2020 for Contractor Service Reporting in SAM can be found in Attachment 1 in the "Deploying Contractor Service Contract Reporting in the System for Award Management (SAM)" Memorandum located in the Procurement Toolbox:

<https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci>.

**Question: The Federal Service Desk told me my contracts may not show in SAM because of a 90 day delay. Is this true?**

**Answer:** GSA did not apply a 90-day delay. If your contracts are not showing in SAM, it most likely is because the contract is below the \$3M threshold and not a covered PSC. Some services and agencies continue to require manpower reporting above and beyond what the statute requires based on the 2011 policy letter rescinded in Oct 2019.

**Question: I'm a Contractor and my SCR contains errors. How can I get the errors fixed?**

**Answer:** If you notice errors in the data prefilled from FPDS, contact your government Contracting Officer to correct it. While the SCR section of SAM will be available for reporting

and corrections until January 31, 2021, DoD contractors must complete reporting per the terms of their contracts.

**Question: I'm a Contractor and I need more SAM help, where can I find more directions?**

**Answer:** There are detailed steps on Service Contract Report and how to access, create, edit and delete reports in the SAM User's Guide. To access Help, follow these steps:

- Go to [www.sam.gov](http://www.sam.gov)
- Click on "HELP" section
- To find the SCR Quick Start Guide
  - Click on "User Guides" on the left menu
  - Click on "Quick User Guide"
  - Under "Quick Start Guide for Service Contract Reporting (SCR)", click on "Download PDF"
- Find the Full SAM User's Guide
  - Click on "User Guides" on the left menu
  - Click on "Full User's Guide"
  - Under "Non Federal User Guide", click viewing preference - "Download PDF" or "View Online"

**Question: I'm a DoD Contractor and have questions regarding contract reporting in SAM that are not answered in the FAQs, who do I contact?**

**Answer:** The centrally-managed Federal Service Desk (FSD) is a great resource for free help with the System for Award Management (SAM). You can search the knowledge base for an answer to your question or start a live chat, submit a web form, or call to open a service ticket.

- Contact the FSD directly at: [www.fsd.gov](http://www.fsd.gov) / U.S. calls: 866-606-8220 / International calls: +1 334-206-7828 / DSN: 94-866-606-8220).
- They are well-equipped to handle your questions.
  - Be sure to provide as much detail as you can.
  - Ensure you promptly respond to any follow-up questions from the agent.
  - Tickets will be closed in 3 days if you fail to respond.

## DOD AGENCY ACTIONS

**Question: I'm a COR or Contracting Officer and my Contractors have submitted their service contract reports. What actions do I take?**

**Answer:** Agencies will review Contractor reported information for reasonableness and consistency. In the event the agency believes that revisions to the contractor reported information are warranted, the agency shall notify the contractor and the contractor shall revise the report. SAM closes for FY 2020 contractor reporting on January 31, 2021.

**Question: How do I know if a Contractor needs to report in SAM?**

**Answer:** The award meets or exceeds the SCR threshold criteria. Eligible contracts shall include the applicable Service Contract Reporting Requirements clause. DoD contracts may include the clause if they include any civilian agency funding.

**Question: I'm a COR or CO, can I manually edit or upload contracts to SAM for reporting?**

**Answer:** No, there is no ability to manually edit (upload) contracts to SAM for reporting. The data pull from FPDS is very complex, using the stated criteria for SCR eligibility. Go to the FY2020 Service Contract Reporting Rules posted to the DoD Procurement Toolbox <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci> to view the business rules.

If, after review of the fiscal year SCR Business Rules and review of FPDS, you believe that there was an actual mistake in the data pull, you should submit an FSD ticket "Service Contract Reporting". This will get routed to an appropriate SME for review.

**Question: I'm a COR on a task order and my CO has already verified the service contract. Do I also need to verify?**

**Answer:** Yes, for CORs under task order (TO) contracts, the Contracting Officer may have already verified your TO, but CORs still need to go into SAM and verify the contract/TO. CORs are ultimately responsible for ensuring the information is correct. Please check with your CO to verify if they are in agreement.

**Question: I'm a DoD Agency user of ECMRA, but now need to access Service Contract Reports in SAM. Do I need access to SAM?**

**Answer:** Yes, you will need a SAM user account that is associated to a government email address. On the SAM homepage located at [sam.gov](http://sam.gov), click "Login" in the top right corner. That will bring you to a Login.gov page where you can click on "Create Account". Step by step directions, with pictures on creating an account can be found here: <https://login.gov/help/creating-an-account/how-to-create-an-account/>.

For more information on the types of SAM roles you can request, the "Quick Start Guide for Federal Employees" can be found by following these steps:

- Go to [www.sam.gov](http://www.sam.gov)
- Click on "HELP" section
- To find the Quick Start Guide
  - Click on "User Guides" on the left menu

- Click on “Quick User Guide”
- Under “Quick Start Guide for Federal Employees”, click on “Download PDF”

**Question: I’m a DoD Agency SAM User, how do I view Service Contract Reports?**

**Answer:** SAM users with For Official Use Only (FOUO) access can view the Service Contract Report(s) as reported by an entity (Contractor). Users who have FOUO access in SAM include:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

To view Service Contract Reports, follow these steps:

1. Log into SAM.gov
2. Select the “Search Records” tab from the SAM main navigation bar and search for the entity by its Legal Business Name, DUNS, or CAGE
3. On the “Search Results” page, select “View Details” for the entity
4. Under the “Reports” section on the left side of the page, select “Service Contract Report”

**Question: As a CO or COR, will I be able to comment on the Service Contract Reports in SAM?**

**Answer:** SAM does not have functionality for you to be able to comment on your contractor’s Service Contract Reports. You can only view the Service Contract Reports in SAM. You must provide any comments or feedback to the contractor directly.

**Question: I’m a Government user looking at a Contractor’s SCR and there are errors. How can I get the errors fixed?**

**Answer:** You will need to contact the Contractor to advise them to correct the submitted report. If you see errors in the data that was pre-populated from FPDS, please contact the government Contracting Officer to correct their contract action report in FPDS.

**Question: Is the threshold for SCR reporting by Contractors being changed to just contracts >\$3M across the board to align with what is reported in the ICS, or will it continue to be broken down by category as it is at FAR 4.1703?**

**Answer:** DoD is exempt from the reporting thresholds in 4.1703. In the interim, refer to the Guidebook/business rules for criteria, available in the [DoD Procurement Toolbox](#). Guidebook updates to thresholds were made to add more clarification/simplify information.

Recent legislation has limited the number of DoD contracts affected by the manpower reporting requirement. This may be a reason why some previously reported contracts may no longer be eligible for reporting. Please review the PSCs (and other criteria) closely for applicability.

**Question: I’m a Contracting Officer and wondering if there is interim instruction or language to put in contracts whether by modification for existing contracts, and/or for new ones awarded between now and the time we have a final DFARS clause?**

**Answer:** Eligible contracts are not exempt from Service Contract Reporting and the CAR data (that populates SAM) continued to be collected during this period. Even though ECMRA

decommissioned in June, there was no impact to SCR data collection/report submission since the open reporting period is mid-October to mid-December.

**Question: When does service contract reporting end?**

**Answer:** The reporting period has been extended to Jan 31, 2021 for submission and correction of reports. Please view the DoD memo dated October 16, 2020 located here: <https://www.acq.osd.mil/dpap/policy/policyvault/USA002161-20-DPC.pdf>.

**Question: Will the reporting parameters and criteria remain the same from FY20 throughout the life of the contract?** I am asking since FY 20 is stated in the guidance, I am wondering if we will receive updated guidance for FY 21 and if that guidance could possibly have different parameters.

**Answer:** The reporting thresholds and applicable PSCs (derived from former portfolio groups and cross-walked to current categories) is established in law at 10 U.S.C. 2330a. That will be spelled out in the future DFARS rule. So, when the law changes, likely will need to issue a deviation and amend the DFARS, but do see that on the horizon anytime soon.

**Question: How do I track SCR reporting progress?**

**Answer:** Guidance is taken from the GSA's [SAM User Guide](#). If you don't have the SAM permissions, please go to your agency SAM admin to obtain ability to perform the requested action.

## 12.8 Service Contract Reports

Those users with FOUO access can also download the summary Service Contract report to track reporting progress. This .xls document contains all covered Service Contract Reports from FPDS for that fiscal year. This file can be found in the Entity Management (EM) Extracts section under Data Access. The following users can access the file:

- Users who have been granted FOUO Entity Management Data User (or higher sensitivity) access
- Users who have an account with a U.S. Federal Government role
- Users who have created an account with a U.S. Federal Government email address

You must be logged into SAM to download the file.

NOTE: An interim version of the file is posted bi-weekly during the reporting period. A final summary of Service Contract Reporting activity for the fiscal year is posted after the reporting period has closed.

**Question: The COR's Designation Letter in JAM reflects ECMRA and not SAM. What should we do?**

**Answer:** The JAM team is aware and an update to the Designation Letter is in the backlog for updating. Continue to mark the field in the Designation Letter.

**Question: I'm with a DoD Agency and I still need more help, where can I find more directions?**

**Answer:** There are detailed steps on Service Contract Report and how to access, create, edit and delete reports in the SAM User's Guide. To access Help, follow these steps:

- Go to [www.sam.gov](http://www.sam.gov)
- Click on “HELP” section
- To find the SCR Quick Start Guide
  - Click on “User Guides” on the left menu
  - Click on “Quick User Guide”
  - Under “Quick Start Guide for Service Contract Reporting (SCR)”, click on “Download PDF”
- Find the Full SAM User’s Guide
  - Click on “User Guides” on the left menu
  - Click on “Full User’s Guide”
  - Under “Federal User Guide”, click viewing preference - “Download PDF” or “View Online”

**Question: I’m with a DoD Agency and have questions regarding contract reporting in SAM that are not answered in the FAQs, who do I contact?**

**Answer:** The centrally-managed Federal Service Desk (FSD) is a great resource for free help with the System for Award Management (SAM). You can search the knowledge base for an answer to your question or start a live chat, submit a web form, or call to open a service ticket.

- Contact the FSD directly at: [www.fsd.gov](http://www.fsd.gov) / U.S. calls: 866-606-8220 / International calls: +1 334-206-7828 / DSN: 94-866-606-8220).
- They are well-equipped to handle your questions.
  - Be sure to provide as much detail as you can.
  - Ensure you promptly respond to any follow-up questions from the agent.
  - Tickets will be closed in 3 days if you fail to respond.

The Service Contract Reporting Guidebook and Memorandum are located in the Procurement Toolbox: <https://dodprocurementtoolbox.com/site-pages/service-contract-reporting-sci>.

You may contact Jessica Williams at [jessica.m.williams126.civ@mail.mil](mailto:jessica.m.williams126.civ@mail.mil) or Dana Chan at [dana.c.adler@us.ibm.com](mailto:dana.c.adler@us.ibm.com) for assistance with SAM itself. Contact Jeff Grover at [jeffrey.c.grover.civ@mail.mil](mailto:jeffrey.c.grover.civ@mail.mil) for policy questions regarding service contract reporting requirements.