

TITLE: CIB 92-12 Mission Reporting Requirements for Personal Services Contracts

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: DAA/FA, John F. Owens, Procurement Executive

SUBJECT: Mission Reporting Requirements for Personal Services Contracts

CONTRACT INFORMATION BULLETIN 92-12

This Contract Information Bulletin (CIB) supersedes all previous instructions issued regarding the reporting of Personal Services Contracts (PSCs). Instructions for PSC reporting in automated CIMS will be sent to USAIDs/Guatemala, El Salvador, Honduras, Abidjan, Kenya, Egypt, India, and Pakistan, where CIMS is installed. You will find that the most difficult part of reporting PSCs will be the reading of this CIB. It is of the utmost importance that you completely read this CIB to understand how the reporting requirements have been simplified.

According to the regulations on reporting to the Federal Procurement Data System (FPDS), all contract awards (contracts, delivery orders, orders against basic ordering agreements, etc.) regardless of dollar value and modifications to these awards in any amount (obligations or deobligations) must be reported to FPDS. This includes PSCs and modifications to PSCs.

We have streamlined the data reporting for these contracts while still maintaining our compliance with Federal regulations. Effective immediately, data forms are no longer required for PSCs. However, a copy of all PSCs with a total estimated value over \$25,000, as well as all modifications thereto, shall be submitted to FA/OP/CIMS, Rm. 1200J, SA-14, Washington, D.C. within ten days of execution. Please note that the cover page of the PSC format has been revised to include additional data, i.e. Green Card Status, nationality, etc. (Copies of the revised cover page for a PSC with a U.S. citizen national/third country national are attached for your reference.) Because we are eliminating the requirement for preparation of data forms for PSCs, it is very important that all of the applicable blocks on the cover page of the PSC award document be completed. PSCs with a total estimated value of less than \$25,000, as well as modifications thereto, are required to be reported on the attached Quarterly Summary and submitted to FA/OP/CIMS, Rm. 1200J, SA-14, Washington, D.C. within ten days after the end of each quarter. This summary contains a very limited amount of information and therefore should not be difficult for any Mission to complete.

Any questions on this policy should be directed to FA/OP/CIMS, Ms. Pauline Merrill, 703-875-1693.

Attachments:

1. and 2. are NOT available electronically

1. Revised PSC Cover Page (U.S.)
2. Revised PSC Cover Page (CNN/TCN)
2. Quarterly Summary Form

SUMMARY DATA FOR PSCs
WITH TOTAL VALUE LESS THAN \$25,000

	<u>Total No.</u>	<u>Total U.S. Dollars of PSCs Obligated</u>
Non-U.S. PSCs		
U.S. PSCs		
Women U.S. PSCs		
Modifications for this Quarter		