

**TITLE: CIB 97-21 - Instructions for Mission Reporting Requirements
for Small \$ Purchases**

August 29, 1997

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC

FROM: Marcus L. Stevenson, Procurement Executive

SUBJECT: INTERIM Instructions for Mission Reporting Requirements
for Small Dollar Purchases (\$25,000 or less)

CONTRACT INFORMATION BULLETIN CIB 97 - 21

This CIB supersedes CIB 88-34.

Effective immediately and until NMS is available again in Missions, small dollar value purchases must be reported using the SF-281 "Federal Procurement Data System (FPDS) Summary Contract Action Report (\$25,000 or Less)". This pertains to acquisitions (except PSC's) where the Total Estimated Cost (TEC) is \$25,000 or less. Acquisitions made over \$25,000 but less than or equal to \$200,000 can be reported via the SF-281 if both conditions listed below exist:

- 1) the acquisition was made in support of a contingency operation or a humanitarian or peacekeeping operation as defined in 10 U.S.C. 101(a)(13), 10 U.S.C. 2302(7), and 41 U.S.C. 259(d) [see FAR 2.101] NOTE: ONLY THE SECRETARIES OF DEFENSE, TRANSPORTATION OR NASA CAN MAKE SUCH DECLARATIONS; and
- 2) there isn't sufficient detailed information available about the procurement that would enable individual reporting (i.e. via MAARD, award and cognizant NMS data sheet).

PLEASE NOTE: ALTHOUGH THE SIMPLIFIED ACQUISITION THRESHOLD IS \$100,000, AGENCIES ARE TO CONTINUE THE CURRENT SUMMARY REPORTING REQUIREMENT OF (\$25,000 OR LESS) THROUGH FY-99.

Acquisitions reported via the SF-281 will cover purchase orders and contracts (except PSC's) executed by USAID where appropriated funds are expended. PSC's must be reported individually. When reporting actions in local currency, the U.S. dollar equivalent must be provided.

The SF-281 Report DOES NOT apply to USAID-direct Grants, cooperative agreements, USAID-direct Ordering Type Contracts (i.e. IQC's, Qs, etc.) and Delivery Orders placed against such USAID ordering type contracts. These awards must be reported individually.

However, delivery orders placed against other U.S. Government (i.e. GSA, Dept of State) "blanket contracts" are to be reported on the SF-281 if the TEC is valued at \$25,000 or less. If the order is over \$25,000 (but less than \$200,000) and the two conditions referenced in paragraph one above are met, include it in the SF-281 report.

When reporting, provide data on the basic awards and on modifications which obligate or deobligate funds. A modification involving no funding action DOES NOT have to be reported on the SF-281 Report. Such unfunded modifications will go unreported. Quarterly reports MUST be forwarded to M/OP/CIMS, Room 1438, SA-14 within ten days of the end the quarter. This enables USAID/W to receive the forms and report to the Office of Management and Budget on the Agency's small purchase acquisition activity within 30 days of the end of the quarter.

Please direct any questions regarding this memo to Judy Britt, M/OP/CIMS, (703) 875-1496.

Attachments:

- A. Helpful Hints
- B. Revised SF-281

_ATTACHMENT A

HELPFUL HINTS

We have revised the original SF-281 form slightly in an effort to simplify Mission reporting. You do not have to complete a SF-281 Report Form for each separate award. You need only submit a summary report that summarizes your applicable awards for the quarter.

Each office issuing contracts or purchase orders within a Mission or Regional Office must "track" and report on applicable SF-281 Report actions. In cases where there are multiple offices which have contracting authority within a Mission or regional Office, the Mission or Regional Office has the option of submitting multiple SF-281 reports (one report for each office) or submitting one consolidated report (one report which covers the activities of all of the offices with contracting authority).

Reports must be submitted quarterly (within 10 days of quarters end) to:

M/OP/CIMS
Room 1438
SA-14
Washington, DC 20523

COMPLETING THE SF-281 FORM:

Data requested at the top of the form is self-explanatory and won't be discussed in detail here.

PART 1 (TOTAL ACTIONS AND DOLLARS) is used to record actions and dollar amounts by procurement method used. PART 2 (COMPETITION STATUS) records the competitive status of the actions reported in PART 1. PART 3 is divided into 2 sections, Section A (PREFERENCE PROGRAMS) and Section B (TYPE OF CONTRACTOR). This part is used to record socioeconomic statistics on pertinent actions reported in PART I.

PART 1- TOTAL ACTIONS AND DOLLARS

Please complete Line items 1, 2, 3, and 4 of PART I as appropriate. Column (a) should be used to record the total number of actions for the appropriate procurement method. Columns (b), (c), (d), and (e) should contain dollar figures for the actions issued to the vendor/contractor types (see Vendor Definitions below) depicted in each column. Report obligations or deobligations, NOT TECs and remember, non-funded actions are not to be reported. Column (f) should contain a total of the dollar figures of columns (b), (c), (d) and (e). Line 5 "Total Actions" should contain grand totals of columns (a) through (f). On Line 6 "Total Modifications", you need not disseminate data by vendor types. Report the number of actions and dollars for modifications (reported in the Line 5 total) EXCLUDING those modifications reported in Line 1 for Simplified Acquisition Procedures. Remember Line 6 should contain the total number of actions and total dollars only (i.e. complete column (a) and column (f) only).

PART 2- COMPETITION STATUS

For the total number of awards reported in PART 1 (i.e. line 5), report the number of actions and dollar amounts by "Competitive Status".

Actions are considered competitive (Line 7) when any of the following conditions apply:

- Simplified acquisition procedures were used and competition was obtained.
- Competitive procedures were used to fulfill the requirement for full and open competition (reference FAR 6.1)
- Full and open competition was provided for after exclusion of sources, in order to establish/maintain alternative sources, to set-aside a procurement for small business or labor surplus area concerns, or to compete 8(a) Contract Awards (reference FAR 6.2).
- Statutory authorities for other than full and open competition were used (reference FAR 6.3), and more than one offer was received.

Non-competitive actions are reported on Line 8 "Not Competed". This category includes "follow on awards" and awards made to a sole source without competition.

Actions are considered Not Available for Competition (Line 9) when any of the following conditions apply:

-An action is an 8(a) award or a procurement is authorized to be awarded to a designated source (FAR 6-302-5).

-An action is at or below the Micro Purchase threshold of \$2,500 (or \$2,000 for construction services). See FAR 13-106-1.

-It has been determined that there is no opportunity for competition.

VENDOR/CONTRACTOR DEFINITIONS (for columns (b), (c), (d) and (e))

Columns (b) and (c) pertain only to U.S. concerns. The AREA OF PERFORMANCE FOR THE ACTIONS REPORTED IN THESE TWO COLUMNS MUST BE THE U.S. For example: If you issue a purchase order for supplies from a U.S. small business and the supplies are shipped from the U.S., you would report that action in column (b). If you issue a purchase order to Sears & Roebuck, you would report that action in column (c). Sears is a large U.S. concern and the purchased items would be shipped from the U.S.

Column (d) pertains to:

- 1) U.S. contractors, whether they be small or large; whether they be for profit or not PERFORMING OUTSIDE OF THE U.S.
- 2) Foreign contractors.

For example, a U.S. firm performing a service incountry for a Mission would be reported in column (d). A purchase order issued to a local supplier would be reported in column (d). A purchase order issued to a supplier in France would be reported in column (d).

Column (e) pertains to U.S. entities which do not fall within the definitions of columns (b), (c) or (d). This column would include such organizations as U.S. private non-profit organizations and U.S. (non-minority) universities. The AREA OF PERFORMANCE FOR THESE VENDORS/CONTRACTORS MUST BE THE U.S.

NOTE: Do not report actions to other U.S. Federal Government Agencies.

PART 3- PREFERENCE PROGRAMS AND DISADVANTAGED CONCERNS

PART 3 pertains to awards made to U.S. concerns ONLY. This section will consist of a subset of PART 1 of the SF-281. Some of the awards, but not necessarily all of the awards, reported in PART 1 will also be reported in Part 3. For example, if you reported an 8(a) award in PART 1, you will also report that award in PART 3, Line 12.

Section A -Preference Programs.

In Line 10-Small Business Set-Aside, report the total actions and total dollars for awards made under the small business set-asides or partial small business set-asides awarded pursuant to FAR 13.105, 19.502-2 or 19.502-3.

In Line 11-Small Disadvantaged Business Set-Aside, report the total actions and total dollars for awards made under the small disadvantaged business program pursuant to FAR Part 19.

In Line 12-8(a) Contract Award, report the total actions and total dollars for awards made under Section 8(a) of the Small Business Act pursuant to FAR 19.8.

Section B - Type of Contractor

In Line 13-Small Business, report the total actions and total dollars for awards made to small business concerns. A Small Business is defined as a concern that is independently owned and operated, not dominant in the field of operation in which it is bidding and qualified as small business under the criteria and size standards in 13 CFR Part 121. Include awards made to small disadvantaged business concerns and women-owned small business concerns, as well.

In Line 14-Small Disadvantaged Business, report the total actions and total dollars for awards made to small disadvantaged business concerns. A Small Disadvantaged Business is defined as a small business concern that is at least 51% owned, controlled and operated by individual(s) who are both socially and economically disadvantaged. See FAR 19.001. Include the 8(a) concerns reported on Line 12 above.

In Line 15-Women-Owned Small Business, report the total actions and total dollars for awards made to a woman-owned small business. A Woman-owned Small Business is defined as a small business concern that is at least 51% owned, controlled and operated by one or more women. See FAR 19.001.

In Line 16-JWOD Nonprofit Agency, report the total actions and total dollars for awards to a nonprofit agency employing people who are blind or severely disable (referred to as JWOD Participating Nonprofit Agency). A JWOD non profit agency must be designated so, as defined in FAR 8.7 which implements the Javits-Wagner-O'Day Act (JWOD).

In Line 17-HBCU/MI, report the total actions and total dollars for awards to Historically Black Colleges and Universities (HBCUs), or Minority Educational Institutions.

REMEMBER, ALL OF THE ABOVE FOR PART II PERTAIN TO U.S. ENTITIES ONLY.