

Subchapter 3004.6 Contract Reporting

3004.603 Policy.

(a) All DHS Components are required to report applicable contract/procurement actions directly to the Federal Procurement Data System (FPDS), see FAR 4.6, HSAM 3004.605, and ‘What’s reported to FPDS?’ at [FPDS FAQ](#). The FPDS, which is operated, updated and maintained by the General Services Administration (GSA), meets the requirements of FAR 4.6 and also has the capability to generate query reports. The FPDS is the primary source of procurement data Governmentwide and is extensively used by a variety of stakeholders (e.g., Congress, GAO, OIG, the public, etc.) and downstream systems (e.g., USASpending.gov, etc.). As a result of the extensive use of FPDS data, the quality and timeliness of DHS submissions is critical (see FAR 4.604(b)(2) and (3) for required submission timelines). All data submitted to FPDS by DHS Components shall be subject to verification and validation by the CPO and the Chief Acquisition Officer (CAO). (See FAR 4.604 and HSAM 3004.604).

(b) Components with contracting authority (i.e., the Component issuing the contract/procurement action) are identified in FPDS as the ‘awarding’ agency. The ‘awarding’ agency is the entity that is required to enter data into FPDS. The ‘funding’ agency in FPDS denotes the organization that developed the requirement. Accurate reporting of ‘awarding’ and ‘funding’ agency information is necessary to satisfy the requirements of the Federal Funding Accountability and Transparency Act (FFATA), the Data Act, and FAR 4.603(c). Funding documents, interagency agreements, and/or purchase requests/requisitions are required to contain the appropriate funding agency, funding office, and Treasury Account Symbol to ensure accurate data is recorded. If this funding information is not provided, the Contracting Officer must request this data prior to award. A listing of available DHS awarding and funding ‘agency’ information is available in FPDS using the search function.

3004.604 Responsibilities.

(a) Components are responsible for performing quarterly verification and validation of FPDS data in accordance with the schedule posted in the Enterprise Reporting Application (ERA). Component HCAs are responsible for submitting an annual confirmation that the FPDS data has been reviewed for completeness and accuracy. The confirmation shall be accompanied by a statement describing, as a minimum:

- (1) The methods used to review the data;
- (2) Any actions taken to correct data previously submitted; and
- (3) Measures implemented for process improvement, such as training and periodic internal reviews.

(b) A completed final, approved version of the information entered into FPDS for each action shall be included in the contract file.

3004.605 Procedures.

(a) The exceptions at FAR 4.605(c)(2) provide relief from the requirement that prospective contractors be registered in the System for Award Management (SAM) (which also requires a unique entity identifier), prior to award of contracts. Notwithstanding the requirements of HSAM Subchapter 3004.9, if it is impractical to obtain a unique entity identifier from a prospective contractor under one of the allowable exceptions of FAR 4.605(c)(2), contracting officers may use a “generic” unique entity identifier (UEI) when reporting to FPDS. Because use of these identifiers precludes the ability of the government and the contractor to satisfy a number of other mandatory reporting requirements (e.g., eSRS, Service Contract Inventory, past performance, etc.), generic UEIs must only be used when absolutely necessary. Additionally, contracting officers must ensure that contract award documents and related financial transaction data record the actual contractor information and NOT the generic information in order to prevent improper payments. Contracting Officers must contact either their Component policy office or their Component SAM or FPDS system administrator to obtain the proper generic UEI.

3004.606 Reporting Data.

(a) In situations where the Governmentwide commercial purchase card is used as a form of payment only (i.e., any transaction over the micro-purchase threshold), a corresponding procurement instrument must be created with a PIID and the transaction must be reported to FPDS. This requirement applies to all procurement actions, regardless of the solicitation process used, with the exception of those actions listed in FAR 4.606(c).

3004.606-70 Reporting requirements when one offer received under competitive procedures.

(a) *Scope of policy.*

(1) The policy applies to any solicitation using competitive procedures expected to result in a contract, order, or call, including options, exceeding the thresholds cited in paragraph (b) below (excluding single award IDIQ’s or BPA’s).

(2) This policy does not apply when emergency acquisition flexibilities of FAR Part 18 apply or to acquisitions of basic and applied research in FAR 35.016.

(b) If only one responsible offer is received in response to a solicitation using competitive procedures, and the total value of the contract exceeds \$250,000 (including options), the contracting officer must complete a One-Bid Award Questionnaire within seven days of email notification from the DHS Enterprise Reporting Application (ERA) and ensure information in the contract file supports the responses.

(1) The contracting officer must follow up with at least one anticipated source and attempt to discover the reason(s) an offer was not submitted. The contracting officer must consider response(s) provided, review all actions taken, and document the contract file with conclusions for the lack of competition.

(2) Paragraph (1) does not apply when the solicitation was open at least 16 days and at least one of the following was used:

- (i) A RFI, draft RFP, RFQ, SOW, or similar document was provided to potential offerors, or
- (ii) Held an Industry Day, or pre-proposal conference; or
- (iii) Held one-on-one meetings with at least three potential offerors.

3004.670 Acquisition related reporting requirements.

Unless otherwise advised by the CPO or the HCA, the Chief of Contracting Office (COCO) shall ensure that each report found in Appendix B is submitted to the required location by the due date.