

4.1703 Reporting requirements.

(a) Thresholds.

(1) Except as exempted by OFPP guidance, service contractor reporting *shall* be required for contracts and *first-tier subcontracts* for services based on type of contract and estimated total value. For indefinite-delivery contracts, reporting *shall* be determined based on the type and estimated total value of each order under the contract. Indefinite-delivery contracts include, but are not limited to, contracts such as indefinite-delivery indefinite-quantity (IDIQ) contracts, Federal Supply Schedule contracts (FSSs), Governmentwide *acquisition* contracts (GWACs), and multi-agency contracts.

(2) Reporting is required according to the following thresholds:

(i) All cost-reimbursement, time-and-materials, and labor-hour service contracts and orders with an estimated total value above the *simplified acquisition threshold*.

(ii) All fixed-price service contracts awarded and orders issued according to the following thresholds:

(A) Awarded or issued in Fiscal Year 2014, with an estimated total value of \$2.5 million or greater.

(B) Awarded or issued in Fiscal Year 2015, with an estimated total value of \$1 million or greater.

(C) Awarded or issued in Fiscal Year 2016, and subsequent years, with an estimated total value of \$500,000 or greater.

(3) Reporting is required for all *first-tier subcontracts* for services as prescribed in paragraphs (a)(2)(i) and (ii) of this section.

(b) Agency reporting responsibilities.

(1) Agencies *shall* ensure that contractors comply with the reporting requirements of ~~52.204-14~~, Service Contract Reporting Requirements and ~~52.204-15~~, Service Contract Reporting Requirements for Indefinite-Delivery Contracts. Agencies *shall* review contractor reported information for reasonableness and consistency with available contract information. The agency is not required to address data for which the agency would not normally have supporting information. In the event the agency believes that revisions to the contractor reported information are warranted, the agency *shall* notify the contractor no later than November 15. By November 30, the contractor *shall* revise the report, or document its rationale for the agency. Authorized agency officials *may* review the reports at www.sam.gov.

(2) Agencies are required to compile annually an inventory of service contracts performed for, or on behalf of, the agency during the prior fiscal year in order to determine the extent of the agency's reliance on service contractors. Agencies *shall* submit a service contract inventory to OMB by January 15 annually. Then, each agency *must* post the inventory on its Web site and publish a Federal Register Notice of Availability by February 15 annually.

(3) Most of the required information is already collected in the Federal *Procurement* Data System (FPDS). Information not collected in FPDS will be provided by the contractor, as specified in [52.204-14](#), Service Contract Reporting Requirements and [52.204-15](#), Service Contract Reporting Requirements for Indefinite-Delivery Contracts.

Parent topic: [Subpart 4.17 - Service Contracts Inventory](#)