



**This CIB is obsolete as FPDS reporting is now done electronically through the agency's Global Acquisition and Assistance System (GLAAS).**

## **CIB 00-11 Instructions for Mission Reporting Requirements for Small Dollar Purchases (\$25,000 or less)**

Posted: 12/08/2000 at 14:50 (EST)

**December 6, 2000**

**Memorandum for All Contracting Officers and Negotiators**

**To: Distribution List FAC**

**From: M/OP, Mark Ward, Director**

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

**CONTRACT INFORMATION BULLETIN CIB 00 - 11**

This CIB supersedes CIB 97-21.

I am issuing this CIB to implement immediately the revised SF-281 "Federal Procurement Data System (FPDS) Summary Contract Action Report (\$25,000 or Less)". We adapted the recently revised SF-281 in the FAR to simplify its use for mission reporting. This revised version, in Attachment A, incorporates new reporting elements and will remain in effect until a mission-wide automated system is put into place to collect small dollar award data. Small dollar award actions are those where the Total Estimated Cost (TEC) is \$25,000 or less.

**PLEASE NOTE: ALTHOUGH THE SIMPLIFIED ACQUISITION THRESHOLD IS \$100,000, THE FEDERAL PROCUREMENT DATA CENTER (FPDC) HAS DIRECTED AGENCIES TO CONTINUE THE CURRENT SUMMARY REPORTING REQUIREMENT OF SMALL DOLLAR PURCHASES (\$25,000 OR LESS) VIA THE SF-281. CONTRARY TO INSTRUCTIONS CONTAINED IN THE PREVIOUS CIB, PSCs (WHERE THE TEC IS \$25,000 OR LESS) CAN NOW BE REPORTED VIA THE SF-281.**

Acquisitions reported via the SF-281 will cover purchase orders and contracts executed by USAID where appropriated funds are expended. 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. IQCs, 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.

When reporting, provide data on the basic awards and on modifications that 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 7.08-093, RRB 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, (202) 712-0397.

Attachments:

A. [Revised SF-281](#) (MS Word - 62 KB)

B. [Helpful Hints](#) (MS Word - 34 KB)

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**Attachment A**

Note: The following attachments are for display only.  
Please use the links above to download electronic/printable versions in MSWord 97 format.

Name of Reporting Mission: \_\_\_\_\_

Name of Reporting Officer or Representative: \_\_\_\_\_

Name of Reporting Mission Office: \_\_\_\_\_

Date Report Submitted: \_\_\_\_\_

(Please print or type information)

<b>Aid-Direct Awards Having a Total Estimated Cost of \$25,000 or Less Quarterly SF-281 Summary Report Part 1 - Total Actions and Dollars</b>						
<b>Procurement Methods</b>	<b>Number of Actions</b>  (a)	<b>Dollar Amount (See Instructions for Guidelines)</b>				
		<b>U.S. Small Business Concerns Performing in the U.S.</b> (b)	<b>U.S. Large Business Concerns Performing in the U.S.</b> (c)	<b>U.S. Domestic Performing Outside U.S. &amp; Foreign Vendor</b> (d)	<b>Other U.S. Entities Performing in the U.S.</b> (e)	<b>Total Dollars</b> (f)
<b>(1) Purchases Using Simplified Acquisition Procedures (FAR part 13)</b>						
<b>(2) Delivery Orders (GSA Schedules Only)</b>						
<b>(3) Delivery Orders (Other Federal Schedules)</b>						
<b>(4) Other Procurement Methods</b>						
<b>(5) Total Actions (New Awards and Mods.) (Line 1 through 4)</b>						
<b>(6) Total Modifications (Do not include any Mods. reported in Line 1)</b>						

<b>Part 2 - Competition Status</b>						
For the Awards reported on Line 5, Part 1, report the number of actions and dollar amounts for the awards by "Competition Status."						
<b>Competition Status</b>	<b>Number of Actions</b>  (a)	<b>Dollar Amount (See Instructions for Guidelines)</b>				
		<b>U.S. Small Business Concerns Performing in the U.S.</b> (b)	<b>U.S. Large Business Concerns Performing in the U.S.</b> (c)	<b>U.S. Domestic Performing Outside U.S. &amp; Foreign Vendor</b> (d)	<b>Other U.S. Entities Performing in the U.S.</b> (e)	<b>Total Dollars</b> (f)
<b>(7) Competed</b>						
<b>(8) Not Competed</b>						

(9) <b>Not Available for Competition</b> (include 8(a) awards)						
<b>Total Actions</b>						

**Part 3 - Preference Programs and Awards to Disadvantaged Concerns**

(Part 3 Pertains to Only U.S. Concerns)  
 Part 3 must be completed even though you may not have any applicable awards to report.  
 If you do not have any applicable awards, enter zeroes.

**Section A - Preference Programs**

For the Awards reported on Line 5, Part 1,  
 give the number of actions and dollar amounts for the actions involving the following preference programs:

	Number of Actions (a)	Total Dollar Amount (b)
(10) <b>Small Business Set-Aside</b>		
(11) <b>Small Disadvantaged Business Set-Aside</b>		
(12) <b>8(a) Award program (FAR 19.8)</b>		
(13) <b>HubZone Program (FAR 19.13)</b>		

**Section B - Types of Contractors**

For the Awards reported on Line 5, Part 1,  
 give the number of actions and dollar amounts involving the following types of contractors:

	Number of Actions (a)	Total Dollar Amount (b)
(14) <b>U.S. Small Business</b> (Includes all SBs, Hubzone SB concerns, women-owned, and Veteran-owned)		
(15) <b>U.S. Small Disadvantaged Business</b> (FAR 19.001) Include 8(a) reported in Line 12.)		
(16) <b>U.S. Woman-Owned Small Business</b> (See Instructions for definition)		
(17) <b>JWOD Non-Profit Agency</b>		
(18) <b>HBCU/MI</b> (See Instructions for definition).		
(19) <b>HubZone Small Business Concerns</b> (FAR 19.001)		
(20) <b>Veteran Owned Small Business (VOSB)</b> (FAR 19)		

<b>(21)</b> <b>Service Disabled Veteran Owned Small Business</b> <b>(FAR 19)</b>		
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## ATTACHMENT B

### HELPFUL HINTS

We have revised the original SF-281 form slightly in an effort to simplify Mission reporting. You do not have to complete an 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 quarter's end) to:

M/OP/CIMS  
 Room 7.8-093  
 RRB  
 Washington, DC 20523-7100

If you'd like, you can Fax the SF-281 submission to (202) 216-3131 or attach the submission to an e-mail and forward it to [slaws@usaid.gov](mailto:slaws@usaid.gov) or [arobinson@usaid.gov](mailto:arobinson@usaid.gov).

### 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 (TYPES OF CONTRACTORS). 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", report the number of actions and dollars for modifications (included in the Line 5 total)--BUT EXCLUDE those modifications reported in Line 1 for Simplified Acquisition Procedures. You'll notice that you need not disseminate data on this line by vendor types. In other words, columns (b), (c), (d) and (e) are blank for Line 6.

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". When you're done, the "Total Actions" row for PART 2 should be the same as the "Total Actions" row for PART 1.

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 hubzone small business 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 single source without competition.

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

- Awards for utilities (excluding long distance telecommunications services) where there is no opportunity for competition.
- An action is a non-competitive 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 13.1 and 13.2.
- 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, for profit or not, PERFORMING OUTSIDE OF THE U.S.; and
- 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 that 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. 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. Part 3 is divided into two sections. Section A is for Preference Program statistics and Section B is for Contractor Type statistics. 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, Lines 12 and 15.

#### **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 13.003, 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.

In Line 13 - Hubzone Program, report the total actions and total dollars for awards made under the Historically Underutilized Business Zone (HUBzone) Program pursuant to FAR Part 19.13.

## Section B - Type of Contractor

In Line 14 - 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, women-owned small business concerns, Hubzone small business concerns, Veteran-owned small business concerns, and Service-disabled Veteran-owned small business concerns, as well.

In Line 15 - 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 16 - 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 17 - 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 18 - HBCU/MI, report the total actions and total dollars for awards to Historically Black Colleges and Universities (HBCUs), or Minority Educational Institutions. See FAR 26.301.

In Line 19 - Hubzone Small Business Concerns, report the total actions and net dollars for awards to all Hubzone small business concerns. See FAR 19.001.

In Line 20 - Veteran Owned Small Business Concerns, report the total actions and net dollars for awards to all veteran owned small businesses. This should include total actions and net dollars included in Line 21.

In Line 21 - Service Disabled Veteran Owned Small Business, report the total actions and net dollars for awards to small businesses owned by service disabled veterans. See FAR PART 19.

REMEMBER, ALL OF THE ABOVE FOR PART 3 PERTAIN TO U.S. ENTITIES ONLY.

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