Quick Start Guide for Service Contract Reporting

Helpful Information

What contracts are subject to Service Contract Reporting (SCR)?

- Contract Awards, no IDVs
- Contract Awards include purchase orders, delivery/task orders, BPA calls, and definitive contracts

Civilian agency funded contract criteria:

- Service Contracts with a base effective date between 10/01/2013 and 9/30/2020.
- Service Contracts, i.e. any PSC that starts with a letter excluding utility PSCs (S110, S111, S112, S114, and S119).
- All cost-reimbursement, time-and-materials, and labor-hour service contracts with an estimated total value > $150,000 and base date signed is between 10/1/13 and 9/30/20.
- Fixed Price Contracts: If the contract's base date signed AND base effective date is between 10/01/2013-09/30/2014, the total contract value must be >= $2.5M.
- Fixed Price Contracts: If the contract's base date signed AND base effective date is between 10/01/2014-09/30/2015, the total contract value must be >= $1M.
- Fixed Price Contracts: If the contract's base date signed AND base effective date is between 10/01/2015-09/30/2020, the total contract value must be >= $500,000.
- Exempt actions funded by: GAO, MCC, PBGC, The Corporation for National & Community Service, and Overseas Private Investment Corporation.

DoD funded contract criteria:

- Contracts with a base effective date between 10/01/2008 and 9/30/2020.
- Service Contracts with any PSC that starts with a letter AND belongs to any of the following Categories Management: 1, 2, 3.3, 5, 7.1, 7.2, 7.5, 7.6, 9, 18, and 19.
- All contracts including FY09 to FY20 awards where the total net amount of obligations in FY20 is either >= $3M or <= -$3M.

How does SAM know what contracts are subject to SCR?

SAM receives contract information FPDS-NG. It will only enable reporting for entities with contracts that meet the above stated SCR thresholds.

Who can submit an SCR?

You must have an entity registered in SAM, an individual SAM user account with the Entity Administrator, Entity Registration Representative, or Reporter role for that entity, and one or more contracts awarded to that entity which meet the SCR reporting thresholds.

How do I view a submitted SCR?

Federal government users must be logged into their SAM account to search for and view SCR information.

You can see an entity's submitted reports via the Entity Dashboard.
1. Select Search Records from the SAM Homepage.
2. Search for the entity by its Legal Business Name, DUNS, or CAGE.
3. On the Search Results page, select View Details for the entity.
4. Select Service Contract Report from the sub-navigation menu.

Steps for Submitting a Service Contract Report (SCR)

1. Go to www.sam.gov and log in.
2. Select Entity Registrations and then select Service Contract Reporting.
3. SAM displays your entities which have service contracts and meet the reporting criteria. Select View by entity to see the service contracts for each entity.
4. Next, select Add for the service contract against which you want to create a Service Contract Report. Each service contract which meets the FAR Subpart 4.1703 reporting thresholds is displayed.
5. You will be taken to the Complete Service Contract Report page. SAM displays the contract details and allows you to report. You are required to enter the following information:
   - **Total Amount Invoiced:** Total dollar amount invoiced for services performed during the previous Government fiscal year under the contract (this amount should include the prime and any subcontract amount).
   - **Prime Contractor Hours Expended:** Prime contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter is automatically divided by 2,080 hours to calculate a Full Time Employee (FTE) equivalent, displayed under the Prime Contractor Hours Expended as Prime Contractor FTEs.
6. Report any required Tier 1 subcontractor information by selecting the Add Tier 1 Subcontract Information button.
7. When you are ready to submit the report, select Submit. This saves your report and returns you to the Select Service Contract page where you can create other SCRs or edit an existing SCR.

Steps for Editing a Submitted Report

Follow steps 1-4 above. Any previously submitted SCR will have a View/Edit button instead of an Add button.

Select View/Edit. You will be able to view the current SCR, edit available fields, and resubmit the record. You can also delete previously entered information altogether.

The record can be edited as frequently as necessary until the end of the reporting period.