

Quick Start Guide For Service Contract Reporting

Helpful Information

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

SCR is required for all service contracts that contain FAR clauses 52.204-14 or 52.204-15. As described in FAR Subpart 4.17, SCR is required for these thresholds:

- 1) Cost-reimbursement, time-and-materials, labor-hour service contracts and/or orders with a "Base and All Options Value" at or above the simplified acquisition threshold of \$150,000, and
- 2) FY14 fixed price service contracts with a "Base and All Options Value" above \$2.5 million.

How does SAM know what contracts are subject to SCR?

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

Who can submit an SCR?

To access SCR functionality the user must have an entity registered in SAM, and:

- FOR VENDORS ONLY: You must have an individual SAM account with the Entity Administrator, Entity Registration Representative, or Reporter role.
- FOR U.S. FEDERAL GOVERNMENT ONLY: You must have an individual SAM account with the Agency Administrator – Entity Management, or Office Registration Representative role.

How do I view a submitted SCR?

For Official Use Only users (e.g. Gov't users) must be logged into their SAM account to view SCR information. You can see an entity's submitted reports on the Entity Dashboard.

- Click the "Search Records" tab from the SAM Homepage and search for the entity by its Legal Business Name, DUNS, or CAGE.
- On the "Search Results" page, click "View Details" for the entity.
- Under the "Reports" section on the left side of the page, click "Service Contract Report".

Steps for Submitting a Service Contract Report (SCR)

1. Go to www.sam.gov and login with your SAM username and password.
2. Select "Register/Update Entity" and click "Service Contract Report." (Note: If there is no "Service Contract Report" link visible and you have the proper roles to submit an SCR, then SAM did not identify any contracts at FPDS-NG as being subject to SCR.)
3. SAM displays your DUNS numbers which have service contracts. Select the DUNS for which you want to create an SCR. Click "View."
4. Next, select the service contract (PIID) to be reported against. Each service contract which meets the above described thresholds for reporting is displayed.
5. Upon selecting the "Add" button you will be taken to the "Complete SCR" page where SAM displays the details of the contract and allows reporting to occur. 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).
 - Contractor Hours Spent: Contractor direct labor hours expended on the services performed during the previous Government fiscal year. The amount you enter in Total Hours Spent is automatically divided by 2080 hours to calculate an equivalent Full Time Employee (FTE), displayed under the Contractor Hours Spent as "Calculated Contractor FTE". 1 FTE is equivalent to 2080 hours.
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 the "Submit" button. This saves your report and returns you to the "Select Service Contract" page, where you can create other SCRs.

Steps for Editing a Submitted Report

Follow steps 1-4 above. For any previously saved/submitted SCR, SAM will display a "View/Edit" button.

Upon selecting the "View/Edit" button you will be able to view the current SCR, edit available fields and resubmit the record, or deleted previously entered information altogether.

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

For additional information on SCR or help in submitting a report, contact the Federal Service Desk (FSD) at <https://www.fsd.gov/>

