

4.606 Reporting Data.

(a) *Actions required to be reported to FPDS.*

(1) As a minimum, agencies *must* report the following *contract actions* over the *micro-purchase threshold*, regardless of *solicitation* process used, and agencies *must* report any modification to these *contract actions* that change previously reported *contract action* data, regardless of dollar value:

(i) *Definitive contracts*, including *purchase orders* and imprest fund buys over the *micro-purchase threshold* awarded by a *contracting officer*.

(ii) *Indefinite delivery vehicle* (identified as an "IDV" in FPDS). Examples of IDVs include the following:

(A) Task and *Delivery Order* Contracts (see [subpart 16.5](#)), including-

(1) Government-wide *acquisition* contracts.

(2) Multi-agency contracts.

(B) GSA Federal supply schedules.

(C) Blanket Purchase Agreements (see [13.303](#)).

(D) Basic Ordering Agreements (see [16.703](#)).

(E) Any other agreement or contract against which individual orders or purchases *may* be placed.

(iii) All calls and orders awarded under the indefinite delivery vehicles identified in paragraph (a)(1)(ii) of this section.

(2) The GSA Office of Charge Card Management will provide the Government purchase card data, at a minimum annually, and GSA will incorporate that data into FPDS for reports.

(3) Agencies *may* use the FPDS Express Reporting capability for consolidated multiple action reports for a vendor when it would be overly burdensome to report each action individually. When used, Express Reporting *should* be done at least monthly.

(b) *Reporting other actions.* Agencies *may* submit actions other than those listed at paragraph (a)(1) of this section only if they are able to be segregated from FAR-based actions and this is approved *in writing* by the FPDS Program Office. Prior to the commencement of reporting, agencies *must* contact the FPDS Program Office if they desire to submit any of the following types of activity:

(1) Transactions at or below the *micro-purchase threshold*, except as provided in paragraph (a)(2) of this section.

(2) Any non-appropriated fund (NAF) or NAF portion of a *contract action* using a mix of appropriated and non-appropriated funding.

(3) Lease and supplemental lease agreements for real property.

(4) Grants and entitlement actions.

(c) *Actions not reported*. The following types of *contract actions* are not to be reported to FPDS:

(1) Imprest fund transactions below the *micro-purchase threshold*, including those made via the Government purchase card (unless specific agency procedures prescribe reporting these actions).

(2) Orders from GSA stock and the GSA Global Supply Program.

(3) Purchases made at GSA or AbilityOne service stores, as these items stocked for resale have already been reported by GSA.

(4) Purchases made using non-appropriated fund activity cards, chaplain fund cards, individual Government personnel training orders, and Defense Printing orders.

(5) Actions that, pursuant to other authority, will not be entered in FPDS (*e.g.*, reporting of the information would compromise national security).

(6) *Contract actions* in which the required data would constitute *classified information*.

(7) Resale activity (i.e., commissary or exchange activity).

(8) Revenue generating arrangements (i.e., concessions).

(9) Training expenditures not issued as orders or contracts.

(10) Interagency agreements other than inter-agency *acquisitions* required to be reported at 4.606(a)(1).

(11) Letters of obligation used in the A-76 process.

(d) Agencies not subject to the FAR. Agencies not subject to the FAR *may* be required by other authority (e.g., statute, OMB, or internal agency policy) to report certain information to FPDS. Those agencies not subject to the FAR *must* first receive approval from the FPDS Program Office prior to reporting to FPDS.

Parent topic: Subpart 4.6 - Contract Reporting