

# Service Contract Reporting (SCR) Reminder:

All federal contractors and first-tier subcontractor providing services, including GSA Schedule Holders, with service contracts that contain FAR clauses 52.204-14 or 52.204-15, are required to complete Service Contracts Reporting (SCR) requirements through the System for Award Management (SAM) **before the extended due date of December 15, 2016.**

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## **Contractor Q&A on Service Contracts Reporting (SCR)**

**Here are a few common SCR questions and answers below.**

**Question: How can the contractor check to see if they have contracts subject to the SCR requirements?**

Answer: Log in to [www.sam.gov](http://www.sam.gov), select "Register/Update Entity" and click "Service Contract Report." If you are a service contractor and do not see a "Service Contract Reporting (SCR)" link, then you either do not have reporting privileges (are not an Entity Administrator, Entity Registration Representative or Reporter) or you do not have contracts subject to the SCR requirements (FPDS has not identified any contracts/orders subject to the SCR requirement). However, if you believe you have a contract subject to SCR which is not listed, the Federal Service Desk ([www.FSD.gov](http://www.FSD.gov)) recommends that you contact your contracting officer and verify the information has been loaded into FPDS.

**Question: What is the deadline for reporting and editing SCRs in SAM?**

Contractors are required to enter SCR information for all applicable PIIDs between **October 4th and October 31st.** In-progress (saved/submitted) reports will remain editable until November 30th. For any previously saved/submitted SCR, SAM will display a "View/Edit" button. Upon selection, you will be able to view the current SCR, edit available fields and resubmit the record, or delete previously entered information altogether. The record can be edited as frequently as necessary until the end of the

reporting period (November 30th). **The reporting period for FY16 has been extended to December 15<sup>th</sup>**. After this time, you will not be able to create or edit any reports.

**Question: What is the timeline for the government to enter information into SAM for contractor reporting?**

Answer: SAM was to receive a full set of Contract Action Reports (CARs) based on the new SCR requirements from FPDS on October 4th. There may be a lag of transmission of CARs from FPDS to SAM. Check back periodically for contract listings under your DUNS.

**Question: Why does the contractor not see the “Service Contract Reporting (SCR)” link in SAM or any contracts listed under their DUNS for reporting?**

Answer: If you are a service contractor and do not see a “Service Contract Reporting (SCR)” link, then you either do not have reporting privileges (are not an Entity Administrator, Entity Registration Representative or Reporter) or you do not have contracts subject to the SCR requirements (FPDS has not identified any contracts/orders subject to the SCR requirement for FY2014). However, if you believe you have a contract subject to SCR which is not listed, the Federal Service Desk ([www.FSD.gov](http://www.FSD.gov)) recommends that you contact your contracting officer and verify the information has been loaded into FPDS.

**Question: For a multi-year contract, would the “Amount invoiced for services” equal the FY14 base year or the base year and options?**

FAR subpart 4.1703 states that SCRs are required for: 1) All cost-reimbursement, time-and-materials, labor-hour service contracts and/or orders with an *estimated total value* above the simplified acquisition threshold [of \$150,000], and 2) FY14 fixed price service contracts with an *estimated total value* of \$2.5 million or greater. Base year or base year and options is not specified in the FAR. However, GSA’s Integrated Award Environment (IAE) released a one-page document that specified the *estimated total value* to mean, “*Base and All Options Value.*”

**Question: What information is required by the contractor for the SCR?**

Answer: Contractors subject to the SCR requirement must provide the following information in SAM by October 31: 1) Total Amount Invoiced, 2) Number of Contractor Hours, and 3) DUNS, Subcontract Number, and Number of Subcontract Hours (for applicable First-Tier Subcontractors).

**Question: What happens if the contractor fails to report?**

Answer: FAR Subpart 4.1704 outlines the penalties for noncompliance: “If the contractor fails to submit a report in a timely manner, the contracting officer shall exercise appropriate contractual remedies. In addition, the contracting officer shall make the contractor’s failure to comply with the reporting requirements a part of the contractor’s performance information.” (Contractor Performance Assessment Reporting System (CPARS) and Past Performance Information Retrieval System (PPIRS)).