

SF-279

Awards

Preparing an SF 279 for an Award

It is good practice to have the SF 279 for the base contract handy when you are completing these screens. EAS automatically fills in any numbers that are “skipped.” Be sure to <TAB> between screens so that your numbers will be entered into the system.

SF 279 Tab Control Screen

Screen 1–8

SF279

1 To 8 | 9 To 16 | 17 To 23 | 24 To 31 | 32 To 33 | 34 To 41 | 42 To 49 | Reports

1. Reporting Agency Code: 4740

2. Contract Number: GS06P00CUC0038

3. Modification Number:

4. Contracting Office Order Number:

5. Contracting Office Code: GADB- [Search]

6. Action Date: 12/30/1999

7. Type of Data Entry: A. Original [Dropdown]

8. Report Period: 20001

OK Cancel Apply Help

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract Number	EAS defaults to the number assigned at Award.
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.

Screen Number	Description	Contents
5	Contracting Office Code	EAS supplies a default code. Enter the appropriate Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	Enter the estimated date that the Modification will be Awarded. EAS pulls this date forward from the <i>Award Screen</i> .
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to "A" for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 9–16*.

Screen 9–16

The screenshot shows a software window titled "SF279" with several tabs at the top: "1 To 8", "9 To 16", "17 To 23", "24 To 31", "32 To 33", "34 To 41", "42 To 49", and "Reports". The "9 To 16" tab is selected. The main area contains the following fields:

- 9. Kind of Contract Action: C. New Definitive Contract (dropdown menu)
- 10. Dollars Obligated or Deobligated: 00000255 (text input)
- 11. Type of Obligation: A. Obligated (dropdown menu)
- 12. Principal Product or Service: Y152 (text input with search icon)
- 13. SIC Code: 5039 (text input with search icon)
- 14. Commercial Item Acquisition: (dropdown menu with a red 'x' icon)
- 15. Contractor Name: J. L. Jelinek Construction, In
- 16. Contractor Identification Number: 199951658

At the bottom of the window are four buttons: "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
9	Kind of Contract Action	Enter the appropriate code from the following choices (usually H): D — <i>Small Purchase Procedure</i> . Use when an action is a small purchase procedure pursuant to <i>FAR Part 13</i> . Modifications to small purchases shall be reported as H. F — <i>Order under Basic Ordering Agreement (BOA)</i> . Use when an action is an order under a BOA. G — <i>Order/Modification under Federal Schedule</i> . Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract. H — <i>Modification</i> . Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G). K — <i>Termination for Convenience</i> . Use when an action is a modification to Termination for Convenience (except when an action IS a modification). L — <i>Order Under Multiple Award Contract</i> . Use when an action is a delivery order against a multiple award contract.
10	Dollars Obligated (or Deobligated)	CAUTION: EAS may erroneously display the total Contract obligated amount instead of the modification "Obligated Amount." Enter the total modification "Obligated Amount" in 1,000s of dollars, rounded to the nearest thousand. (For example, if the modification decreased the contract price by \$35,850.00, enter 0000036.) Note that even though the mod was a deobligation, only POSITIVE numbers may be entered in Block 10 of the <i>SF 279</i> . Indicate a deobligation by choosing "B. Deobligated" in block 11 below. (\$0.00 for Admin mods)
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated." Change to B if the action deobligates dollars.
12	Principal Product or Service	See corresponding blocks on the <i>SF 279</i> for the base contract, or enter the four-digit code from the <i>FPDS Product and Services Code Manual</i> . DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	Contractor Identification Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 17-23*.

Screen 17-23

The screenshot shows a software window titled "SF279" with a tabbed interface. The "17 To 23" tab is selected. The window contains the following fields:

- 17a. Principal Place of Performance: Includes input fields for City and State, each with a search icon.
- 17b. Foreign Country Code: Includes an input field with a search icon.
- 18. Foreign Govt. or Internation Org.: A dropdown menu with "No" selected.
- 19. Tariff or Regulated Acquisition: A dropdown menu.
- 20. Reserved: A label with no input field.
- 21. Bundling of Contract Requirements: A dropdown menu with "No" selected.
- 22. Country of Manufacture: An input field with "US" entered.
- 23. Synopsis of Procurement: A dropdown menu.

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the <i>SF 279</i> for the base contract.) <i>Do not use two-letter postal abbreviations.</i> For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at http://web1.whs.osd.mil/PEIDHOME/FIPQuery.htm . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign gov't	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or regulated	Use, if applicable. In most cases, however, this field will be blank.
20	Multi-year Contract	If the base contract period or duration of construction is greater than 365 days, enter "Yes." Otherwise, enter "No."
21	Reserved for FPDS	No applicable
22	Country of Manufacture	EAS defaults to U.S.
23	Synopsis of Procurement	Report based on the <i>CBD</i> synopsis required of <i>FAR 5.2</i> . Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 24-31*.

Screen 24-31

The screenshot shows a window titled 'SF279' with a navigation bar containing tabs: '1 To 8', '9 To 16', '17 To 23', '24 To 31' (selected), '32 To 33', '34 To 41', '42 To 49', and 'Reports'. The main area contains the following fields:

- 24. Type of Contract or Modification: [Dropdown menu]
- 25. CICA Applicability: [Dropdown menu]
- 26. Solicitation Procedures: [Dropdown menu]
- 27. Authority Other Than Full and Open Competition: [Dropdown menu]
- 28. Number of Offers Received: [Dropdown menu]
- 29. Extent Completed: [Dropdown menu]
- 30. Type of Contractor: [Dropdown menu with 'B. Other Small Business' selected]
- 31. Women-Owned Business: [Dropdown menu with 'No' selected]

Buttons at the bottom: OK, Cancel, Apply, Help.

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours
25	CICA Applicable	Enter the appropriate codes from the following: A. <i>CICA Applicable</i> — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply. B. <i>Purchase Orders/BPA Calls Using Small Purchase Procedures</i> — Use if the action is a purchase order or BPA calls. C. <i>Subject to Statute Other than CICA</i> — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized. D. <i>Pre-CICA</i> — Use if the action resulted from Solicitations issued before April 1, 1985. E. <i>Commercial Items Acquisition</i> — Use if the action resulted from Solicitations issued using <i>FAR, Part 12</i> . DO NOT LEAVE BLANK.

Field Number	Description	Contents
26	Solicitation Procedures	<p>Choose from the following:</p> <p>A. Full and Open Competition — Sealed Bid</p> <p>B. Full and Open Competition — Competitive Proposal</p> <p>C. Full and Open Competition — Combination</p> <p>D. <i>Architect/Engineer</i> — Use if the action resulted from selection of sources for A/E contracts.</p> <p>E. <i>Basic Research</i> — Use if the action resulted from competitive selection of basic research proposals.</p> <p>F. <i>Multiple Award Schedule</i> — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule.</p> <p>G. <i>Alternate Source-Reduced Cost</i> — Use if the action resulted from use of procedures to reduce overall costs pursuant to FAR 6.202(a)(1).</p> <p>J. <i>Alternate Source-Engineer, R&D Capability</i> — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3).</p> <p>K. <i>Set Aside</i> — Use if the action resulted from use of procedures for set asides pursuant to FAR 6.203, competed 8(a) awards, and sole source 8(a) awards.</p> <p>L. Other Than Full and Open Competition.</p> <p>DO NOT LEAVE BLANK.</p>
27	Authority Other Than Full and Open Competition	<p>Enter one of the following ONLY when 26 is Y for “Yes.”</p> <p>A. <i>Unique Source</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(1).</p> <p>B. <i>Follow-on Contract</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).</p> <p>C. <i>Unsolicited Research Proposal</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(i).</p> <p>D. <i>Patent/ Data Rights</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(2).</p> <p>E. <i>Utilities</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(3).</p> <p>F. <i>Standardization</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(4).</p> <p>G. <i>Only One Source – Other</i> — Use if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in A through F above.</p> <p>H. <i>Urgency</i> — Use if the action was justified pursuant to FAR 6.302-2</p> <p>J. <i>Mobilization</i> — Use if the action was justified pursuant to FAR 6.302-3(a)(2)(i).</p> <p>L. <i>International Agreement</i> — Use if the action was justified pursuant to FAR 6.302-4.</p> <p>M. <i>Authorized by Statute</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(I). This includes actions under the SBA 8(a) Program that are sole source pursuant to FAR 6.302.5(b)(4).</p> <p>N. <i>Authorized Resale</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).</p> <p>P. <i>National Security</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p> <p>Q. <i>Public Interest</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p>
28	Number of Offers Received	<p>Enter the appropriate code from the following choices:</p> <p>A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50. (See the corresponding block on the SF 279 for the base contract.)</p>

Field Number	Description	Contents
29	Extent Competed	Use one of the following when the conditions apply. (See corresponding blocks on the <i>SF 279</i> for the base contract.) A. <i>Competed Action</i> — Use when Fully and Openly Competed B. <i>Not Available for Competition</i> — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition. C. <i>Follow-On to Competed Action</i> — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. D. <i>Not Competed</i> — Use when A, B, or C do not apply.
30	Type of Contractor	Enter the appropriate code. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK. A. <i>Small Disadvantaged Business</i> — Use for an award to a small disadvantaged business concern as defined in <i>FAR 19.001</i> . B. <i>Other Small Business</i> — Use for an award to a small business concern as defined in <i>FAR 19.001</i> when Code A does not apply. C. <i>Large Business</i> — Use for an award to a concern that is not a small business concern or an individual. D. <i>JWOD Non-Profit Agency</i> — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in <i>FAR 8.701</i> . E. <i>Nonprofit Educational Organization</i> — Use for an award to an educational organization neither organized for profit nor owned by a state or local government. F. <i>Nonprofit Hospital</i> — Use for an award to a hospital neither organized for profit nor owned by a state or local government. G. <i>Other Nonprofit Organization</i> — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations. H. <i>State/Local Government – Educational</i> — Use for an award to a state-owned or locally-owned educational organization J. <i>State/Local Government – Hospital</i> — Use for an award to a state-owned or locally-owned hospital K. <i>Other State/Local Government</i> — Use for an award to any other organization that is part of a state or local government, including state or local research organizations L. <i>Foreign Contractor</i> — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof). M. <i>Domestic Contractor Performing Outside U.S.</i> — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas. N. <i>Historically Black College/University or Minority Institution (HBCU/MI)</i> — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of <i>34 CFR 608.2</i> . “Minority Institution” means an institution of higher education meeting the requirements of Section 1046(3) of the <i>Higher Education Act of 1965</i> .
31	Woman-Owned Business	Enter the appropriate code. Choose Y for “Yes” or N for “No.”

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 32-33*.

Screen 32-33

The screenshot shows a dialog box titled "SF279" with a tabbed interface. The "32 To 33" tab is selected. The fields are as follows:

- 32. HUBZone Small Business Concern: A dropdown menu with "No" selected.
- 33a. HUBZone Program: An empty dropdown menu.
- 33b. Small Disadvantaged Business Programs: An empty dropdown menu.
- 33c. Other Preference Programs: A dropdown menu with "D.No Preference/Not Listed" selected.
- 33d. HUBZone Price Evaluation Preference Percent Difference: A text input field containing "00".
- 33e. SDB Price Evaluation Adjustment Percent Difference: A text input field containing "00".

Buttons at the bottom include OK, Cancel, Apply, and Help.

Field Number	Description	Contents
32	HUBZONE Small Business Concern	
33a	HUBZone Program	
33b	Small Disadvantages Business Programs	
33c	Other Preference Programs	Enter the appropriate code for the program for which the Solicitation was set-aside. (See corresponding blocks on the SF 279 for the base contract.) DO NOT LEAVE BLANK. A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33d	HUBZone Price Evaluation Preference Price Difference	
33e	SDB Price Evaluation Adjustment Percent Difference	

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 34-41*.

Screen 34-41

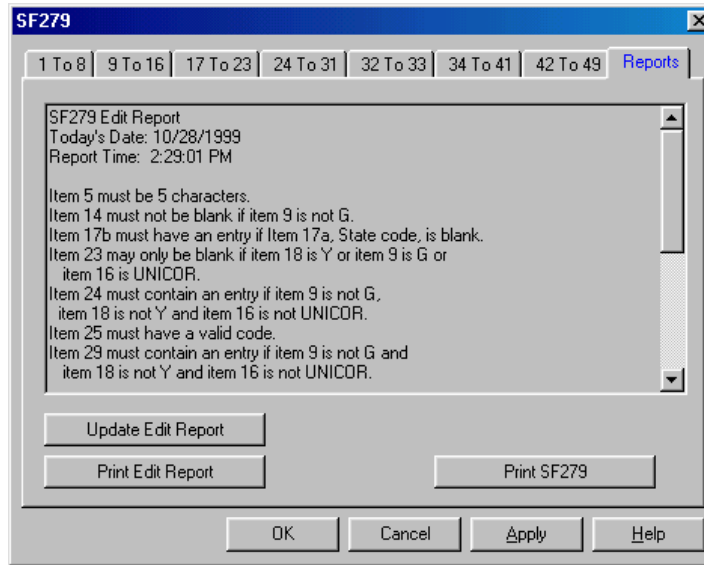
Screen Number	Description	Contents
34	Subcontracting Plan	Enter the appropriate code. (See the corresponding block on the <i>SF 279</i> for the base contract.) A. <i>Required</i> — Use if the contract contains a subcontracting plan. B. <i>Not Required</i> — Use if the contract does not contain a subcontracting plan.
35	Subject to Labor Statutes	Enter the appropriate code. (See the corresponding block on the <i>SF 279</i> for the base contract.) A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
36	Estimated Contract Completion Date	EAS displays the expiration date from the “Admin Screen” of the Award Administration Tab Control Box. Enter the current contract completion date. Note: If the purpose of the modification is to extend the contract completion date, enter the new date here.
37	Contractor’s TIN	Pulled from the bidder record in the master bidders’ list.
38	Common Parent’s Name	Data displays from the Vendor file if a common parent is applicable.
39	Common Parent’s TIN	Data displays from the Vendor file if Item 37 is applicable.
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 42–49*.

Screen 42-49

Screen Number	Description	Contents
42	Demonstration Test Program	Does not apply to contract actions under the Federal Schedule Program. Choose "Yes" or "No." (See the corresponding block on the <i>SF 279</i> for the base contract.) Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories. N (No) — Use when the above does not apply.
43	Emerging Small Business	Enter a code only if Item 42 is "Yes" or if the contractor represents that it is an emerging small business. Otherwise, leave blank. (See the corresponding block on the <i>SF 279</i> for the base contract.)
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is "Yes" or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank. (See the corresponding block on the <i>SF 279</i> for the base contract.)
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is "Yes."
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the <i>SF 279</i> . (EAS defaults to previously entered information.)
	Submitted	Enter the estimated date the modification is being submitted.

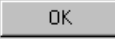
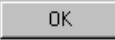
Screen Reports

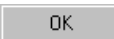


When you have finished entering the data for all of the relevant *SF 279* fields, click the “Reports” tab and then the “Update Edit Report” button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

Printing the SF 279

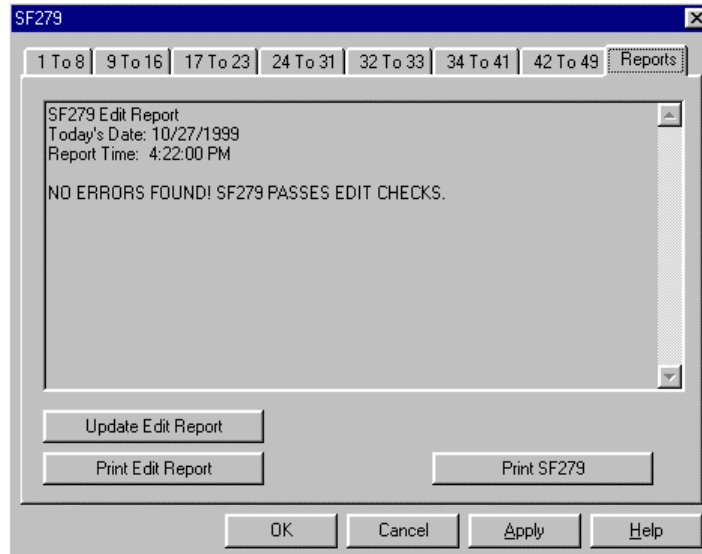
Click the button marked “*Print SF 279.*” EAS will display a preview of the printed SF 279. If everything is as it should be on the screen, click the “*Print*” button, and, if desired, adjust the number of copies. Click


. The form will print to your Windows printer. Acknowledge any system messages by clicking . After your form has successfully printed, click the “*Close*” button at the top of your screen, and EAS will return you to the SF 279 Screen.

Click  to save your work. EAS will return you to the *Modification Summary Screen*.

Marking SF 279 Data for Export


Reports Screen




From the *Award Summary Screen*, choose “Gateway” and “Mark FPDS.” The system displays the following message: “Record has been marked for export.” Click  to acknowledge. You will return to the *Award Summary Screen*.


This screen helps the editing process for the six previous screens (Fields 1–49) for errors. Click on “Update Edit Report,” and any errors that EAS is able to identify will be listed. Print a copy of the error report by clicking on “Print Edit Report” button located at the lower left of the screen.

Make corrections as indicated on the report until all the errors have been corrected.

Note: After each correction has been made, click on the  button.

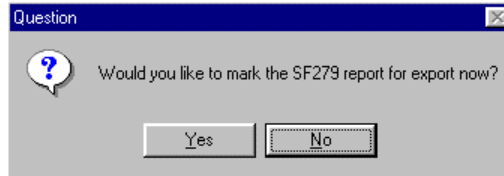
Click on the “Update Edit Report” button to display a report reflecting any corrections made. If errors are still listed, continue to make corrections and click on “Update Edit Report” until the message reads “No errors found! SF 279 passes edit checks.” Click on the “Print 279” button and then . The SF 279 will print to the Windows printer.

Note: Review the SF 279 to ensure that all data is correct and that no required fields are left blank.

Once the SF 279 is correct, click on  in the upper right-hand corner to return to the SF

279 Reports Screen. The system will ask if the SF 279 is to be marked for export.

SF 279 Export Question Box



Click on  and the SF 279 will be exported. The *Award Summary Screen* will reappear.

Modifications

Preparing an SF 279 for an Award Modification

From the *Modification Management Summary Screen*, click on the blue hypertext "FPDS" link. The SF 279 screen will appear.

Most blocks on modification SF 279 will be completed with data from the base award. However, the following areas demand special consideration:

Block 6 (Action Date):	Defaults to current date. Enter the estimated date the modification will be awarded.
Block 9 (Kind of contract action):	Should be "H" for most types of modifications, "G" for modifications to Federal Supply Schedule orders.
Block 10 (Dollars Obligated or Deobligated):	Should be the dollars obligated or deobligated on the CURRENT MODIFICATION, rounded to the nearest thousand. Example: If you are obligating \$22,500.00, block 10 should read "00000023".
Block 35 Estimated Completion date:	Revised completion date inclusive of the current modification.

It is good practice to have the SF 279 for the base contract handy when you are completing these screens. EAS automatically fills in any numbers that are "skipped." Be sure to <TAB> between screens so that your numbers will be entered into the system.

SF 279 Tab Control Screen

Screen 1–8

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract Number	EAS defaults to the number assigned at Award.
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropriate Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.
6	Action Date	Enter the estimated date that the Modification will be Awarded. EAS pulls this date forward from the <i>Award Screen</i> .
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to “A” for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 9–16*.

Screen 9-16

The screenshot shows a software window titled "SF279" with a menu bar containing "1 To 8", "9 To 16" (highlighted), "17 To 23", "24 To 31", "32 To 33", "34 To 41", "42 To 49", and "Reports". The main area contains the following fields:

- 9. Kind of Contract Action: **H. Modification** (dropdown menu)
- 10. Dollars Obligated or Deobligated: 00000000 (text box)
- 11. Type of Obligation: **A. Obligated** (dropdown menu)
- 12. Principal Product or Service: none (text box with search icon)
- 13. SIC Code: (text box with search icon, marked with a red X)
- 14. Commercial Item Acquisition: (dropdown menu, marked with a red X)
- 15. Contractor Name: Schumacher Elevator Co. (text box)
- 16. Contractor Identification Number: 005291620 (text box)

Buttons at the bottom include "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
9	Kind of Contract Action	<p>Enter the appropriate code from the following choices (usually H):</p> <p>D — <i>Small Purchase Procedure</i>. Use when an action is a small purchase procedure pursuant to <i>FAR Part 13</i>. Modifications to small purchases shall be reported as H.</p> <p>F — <i>Order under Basic Ordering Agreement (BOA)</i>. Use when an action is an order under a BOA.</p> <p>G — <i>Order/Modification under Federal Schedule</i>. Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract.</p> <p>H — <i>Modification</i>. Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G).</p> <p>K — <i>Termination for Convenience</i>. Use when an action is a modification to Termination for Convenience (except when an action IS a modification).</p> <p>L — <i>Order Under Multiple Award Contract</i>. Use when an action is a delivery order against a multiple award contract.</p>

Field Number	Description	Contents
10	Dollars Obligated (or Deobligated)	CAUTION: EAS may erroneously display the total Contract obligated amount instead of the modification "Obligated Amount." Enter the total modification "Obligated Amount" in 1,000s of dollars, rounded to the nearest thousand. (For example, if the modification decreased the contract price by \$35,850.00, enter 00000036.) Note that even though the mod was a deobligation, only POSITIVE numbers may be entered in Block 10 of the <i>SF 279</i> . Indicate a deobligation by choosing "B. Deobligated" in block 11 below. (\$0.00 for Admin mods)
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated." Change to B if the action deobligates dollars.
12	Principal Product or Service	See corresponding blocks on the <i>SF 279</i> for the base contract, or enter the four-digit code from the <i>FPDS Product and Services Code Manual</i> . DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	Contractor Identification Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 17-23*.

Screen 17-23

The screenshot shows a window titled "SF279" with a navigation bar at the top containing tabs: "1 To 8", "9 To 16", "17 To 23" (selected), "24 To 31", "32 To 33", "34 To 41", "42 To 49", and "Reports". The main area contains the following fields:

- 17a. Principal Place of Performance: Includes "City" and "State" text boxes with search icons.
- 17b. Foreign Country Code: Includes a text box with a search icon.
- 18. Foreign Govt. or Internation Org.: Includes a dropdown menu with "No" selected.
- 19. Tariff or Regulated Acquisition: Includes a dropdown menu.
- 20. Reserved: No input field.
- 21. Bundling of Contract Requirements: Includes a dropdown menu with "No" selected.
- 22. Country of Manufacture: Includes a text box with "US" entered.
- 23. Synopsis of Procurement: Includes a large text area.

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the SF 279 for the base contract.) <i>Do not use two-letter postal abbreviations.</i> For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at http://web1.whs.osd.mil/PEIDHOME/FIPSquery.htm . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign gov't	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or regulated	Use, if applicable. In most cases, however, this field will be blank.
20	Multi-year Contract	If the base contract period or duration of construction is greater than 365 days, enter "Yes." Otherwise, enter "No."
21	Reserved for FPDS	No applicable

Field Number	Description	Contents
22	Country of Manufacture	EAS defaults to U.S.
23	Synopsis of Procurement	Report based on the <i>CBD</i> synopsis required of <i>FAR 5.2</i> . Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 24-31*.

Screen 24–31

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours

Field Number	Description	Contents
25	CICA Applicable	<p>Enter the appropriate codes from the following:</p> <p>A. <i>CICA Applicable</i> — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply.</p> <p>B. <i>Purchase Orders/BPA Calls Using Small Purchase Procedures</i> — Use if the action is a purchase order or BPA calls.</p> <p>C. <i>Subject to Statute Other than CICA</i> — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized.</p> <p>D. <i>Pre-CICA</i> — Use if the action resulted from Solicitations issued before April 1, 1985.</p> <p>E. <i>Commercial Items Acquisition</i> — Use if the action resulted from Solicitations issued using <i>FAR, Part 12</i>. DO NOT LEAVE BLANK.</p>
26	Solicitation Procedures	<p>Choose from the following:</p> <p>A. Full and Open Competition — Sealed Bid</p> <p>B. Full and Open Competition — Competitive Proposal</p> <p>C. Full and Open Competition — Combination</p> <p>D. <i>Architect/Engineer</i> — Use if the action resulted from selection of sources for A/E contracts.</p> <p>E. <i>Basic Research</i> — Use if the action resulted from competitive selection of basic research proposals.</p> <p>F. <i>Multiple Award Schedule</i> — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule.</p> <p>G. <i>Alternate Source-Reduced Cost</i> — Use if the action resulted from use of procedures to reduce overall costs pursuant to <i>FAR 6.202(a)(1)</i>.</p> <p>J. <i>Alternate Source-Engineer, R&D Capability</i> — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to <i>FAR 6.202(a)(3)</i>.</p> <p>K. <i>Set Aside</i> — Use if the action resulted from use of procedures for set asides pursuant to <i>FAR 6.203</i>, competed 8(a) awards, and sole source 8(a) awards.</p> <p>L. Other Than Full and Open Competition.</p> <p>DO NOT LEAVE BLANK.</p>

Field Number	Description	Contents
27	Authority Other Than Full and Open Competition	<p>Enter one of the following ONLY when 26 is Y for “Yes.”</p> <p>A. <i>Unique Source</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(1).</p> <p>B. <i>Follow-on Contract</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).</p> <p>C. <i>Unsolicited Research Proposal</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(i).</p> <p>D. <i>Patent/Data Rights</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(2).</p> <p>E. <i>Utilities</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(3).</p> <p>F. <i>Standardization</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(4).</p> <p>G. <i>Only One Source – Other</i> — Use if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in A through F above.</p> <p>H. <i>Urgency</i> — Use if the action was justified pursuant to FAR 6.302-2</p> <p>J. <i>Mobilization</i> — Use if the action was justified pursuant to FAR 6.302-3(a)(2)(i).</p> <p>L. <i>International Agreement</i> — Use if the action was justified pursuant to FAR 6.302-4.</p> <p>M. <i>Authorized by Statute</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(I). This includes actions under the SBA 8(a) Program that are sole source pursuant to FAR 6.302.5(b)(4).</p> <p>N. <i>Authorized Resale</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).</p> <p>P. <i>National Security</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p> <p>Q. <i>Public Interest</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p>
28	Number of Offers Received	<p>Enter the appropriate code from the following choices:</p> <p>A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50. (See the corresponding block on the SF 279 for the base contract.)</p>
29	Extent Competed	<p>Use one of the following when the conditions apply. (See corresponding blocks on the SF 279 for the base contract.)</p> <p>A. <i>Competed Action</i> — Use when Fully and Openly Competed</p> <p>B. <i>Not Available for Competition</i> — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition.</p> <p>C. <i>Follow-On to Competed Action</i> — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions.</p> <p>D. <i>Not Competed</i> — Use when A, B, or C do not apply.</p>

Field Number	Description	Contents
30	Type of Contractor	<p>Enter the appropriate code. (See corresponding blocks on the SF 279 for the base contract.) DO NOT LEAVE BLANK.</p> <p>A. <i>Small Disadvantaged Business</i> — Use for an award to a small disadvantaged business concern as defined in FAR 19.001.</p> <p>B. <i>Other Small Business</i> — Use for an award to a small business concern as defined in FAR 19.001 when Code A does not apply.</p> <p>C. <i>Large Business</i> — Use for an award to a concern that is not a small business concern or an individual.</p> <p>D. <i>JWOD Non-Profit Agency</i> — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in FAR 8.701.</p> <p>E. <i>Nonprofit Educational Organization</i> — Use for an award to an educational organization neither organized for profit nor owned by a state or local government.</p> <p>F. <i>Nonprofit Hospital</i> — Use for an award to a hospital neither organized for profit nor owned by a state or local government.</p> <p>G. <i>Other Nonprofit Organization</i> — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations.</p> <p>H. <i>State/Local Government – Educational</i> — Use for an award to a state-owned or locally-owned educational organization</p> <p>J. <i>State/Local Government – Hospital</i> — Use for an award to a state-owned or locally-owned hospital</p> <p>K. <i>Other State/Local Government</i> — Use for an award to any other organization that is part of a state or local government, including state or local research organizations</p> <p>L. <i>Foreign Contractor</i> — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof).</p> <p>M. <i>Domestic Contractor Performing Outside U.S.</i> — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas.</p> <p>N. <i>Historically Black College/University or Minority Institution (HBCU/MI)</i> — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. “Minority Institution” means an institution of higher education meeting the requirements of Section 1046(3) of the <i>Higher Education Act of 1965</i>.</p>
31	Woman-Owned Business	Enter the appropriate code. Choose Y for “Yes” or N for “No.”

When you have finished entering the data on this screen, click on the next tab at the top of the box to view Screen 32-33.

Screen 32-33

The screenshot shows a software window titled "SF279" with a tabbed interface. The active tab is "32 To 33". The window contains the following fields:

- 32. HUBZone Small Business Concern: A dropdown menu with "No" selected.
- 33a. HUBZone Program: An empty dropdown menu.
- 33b. Small Disadvantaged Business Programs: An empty dropdown menu.
- 33c. Other Preference Programs: A dropdown menu with "D.No Preference/Not Listed" selected.
- 33d. HUBZone Price Evaluation Preference Percent Difference: A text input field containing "00".
- 33e. SDB Price Evaluation Adjustment Percent Difference: A text input field containing "00".

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
32	HUBZONE Small Business Concern	
33a	HUBZone Program	
33b	Small Disadvantages Business Programs	
33c	Other Preference Programs	Enter the appropriate code for the program for which the Solicitation was set-aside. (See corresponding blocks on the SF 279 for the base contract.) DO NOT LEAVE BLANK. A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33d	HUBZone Price Evaluation Preference Price Difference	
33e	SDB Price Evaluation Adjustment Percent Difference	

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 34-41*.

Screen 34-41

The screenshot shows a software window titled "SF279" with a tabbed interface. The "34 To 41" tab is selected. The form contains the following fields:

- 34. Subcontracting Plan: A dropdown menu with a blue background.
- 35. Subject to Labor Statutes: A dropdown menu.
- 36. Estimated Contract Completion Date: A text box containing "12/30/2000".
- 37. Contractor's TIN: A text box containing "420845038".
- 38. Common Parent's Name: A text box.
- 39. Common Parent's TIN: A text box.
- 40. Reserved: A text box.
- 41. Reserved: A text box.

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

Screen Number	Description	Contents
34	Subcontracting Plan	Enter the appropriate code. (See the corresponding block on the SF 279 for the base contract.) A. <i>Required</i> — Use if the contract contains a subcontracting plan. B. <i>Not Required</i> — Use if the contract does not contain a subcontracting plan.
35	Subject to Labor Statutes	Enter the appropriate code. (See the corresponding block on the SF 279 for the base contract.) A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
36	Estimated Contract Completion Date	EAS displays the expiration date from the “Admin Screen” of the Award Administration Tab Control Box. Enter the current contract completion date. Note: If the purpose of the modification is to extend the contract completion date, enter the new date here.
37	Contractor’s TIN	Pulled from the bidder record in the master bidders’ list.
38	Common Parent’s Name	Data displays from the Vendor file if a common parent is applicable.
39	Common Parent’s TIN	Data displays from the Vendor file if Item 37 is applicable.
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 42-49*.

Screen 42-49

SF279

1 To 8 | 9 To 16 | 17 To 23 | 24 To 31 | 32 To 33 | 34 To 41 | 42 To 49 | Reports

42. Demonstration Program [dropdown]

43. Emerging Small Business [dropdown]

44. Emerging Small Business Reserve Award [dropdown]

45. Size of Small Business [dropdown]

46. Reserved for FPDS

47. Optional Reported Data Elements

48. For Agency Internal Use

49 Contracting Officer or Rep. SA1 [search] Submitted: 10/25/1999

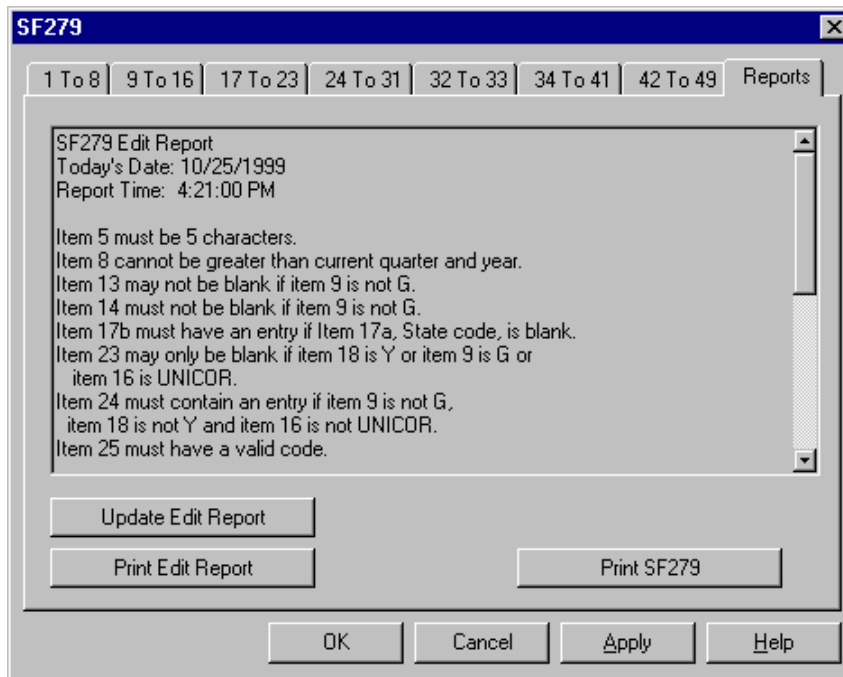
SA for GSA (Training)

OK Cancel Apply Help

Screen Number	Description	Contents
42	Demonstration Test Program	Does not apply to contract actions under the Federal Schedule Program. Choose "Yes" or "No." (See the corresponding block on the SF 279 for the base contract.) Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories. N (No) — Use when the above does not apply.
43	Emerging Small Business	Enter a code only if Item 42 is "Yes" or if the contractor represents that it is an emerging small business. Otherwise, leave blank. (See the corresponding block on the SF 279 for the base contract.)
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is "Yes" or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank. (See the corresponding block on the SF 279 for the base contract.)
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is "Yes."

Screen Number	Description	Contents
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the <i>SF 279</i> . (EAS defaults to reviously entered information.)
	Submitted	Enter the estimated date the modification is being submitted.

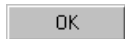
Screen Reports



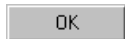
When you have finished entering the data for all of the relevant *SF 279* fields, click the “Reports” tab and then the “Update Edit Report” button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

Printing the SF 279

Click the button marked “Print SF 279.” EAS will display a preview of the printed SF 279. If everything is as it should be on the screen, click the “Print” button, and, if desired, adjust the number of copies. Click



. The form will print to your Windows printer. Acknowledge any system messages by clicking



. After your form has successfully printed, click the “Close” button at the top of your screen, and EAS will return you to the SF 279 Screen.



Click to save your work. EAS will return you to the *Modification Summary Screen*.

Delivery Order - Local

Preparing an SF 279 for Delivery/Task Orders (Local)

SF 279 Tab Control Screen

It is good practice to have the SF 279 for the base contract handy when you are completing these screens. EAS automatically fills in any numbers that are “skipped.” Be sure to <TAB> between screens so that your numbers will be entered into the system.

Screen 1–8

The screenshot shows a window titled "SF279" with a tab control at the top. The tabs are labeled "1 To 8", "9 To 16", "17 To 23", "24 To 31", "32 To 33", "34 To 41", "42 To 49", and "Reports". The "1 To 8" tab is selected. The main area contains the following fields:

- 1. Reporting Agency Code: 4740
- 2. Contract Number: GS06P98GYD0042
- 3. Modification Number: (empty)
- 4. Contracting Office Order Number: P0600GY0002
- 5. Contracting Office Code: GY000 (with a search icon)
- 6. Action Date: 10/25/1999
- 7. Type of Data Entry: A. Original (dropdown menu)
- 8. Report Period: 20001

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

Screen Number	Description	Contents
1	Reporting Agency Code	EAS defaults to 4740, the FPDS (Federal Procurement Data System) agency GSA/PBS identifier. (The code is actually 4740.4740).
2	Contract Number	EAS defaults to the number assigned at Award.
3	Modification Number	EAS defaults to the Modification number issued against the contract (if any).
4	Contracting Office Order Number	EAS defaults to the delivery order number issued against the contract.
5	Contracting Office Code	EAS supplies a default code. Enter the appropriate Contracting Office Code if it is different from the default. This number uniquely identifies the purchasing or contracting office.

Screen Number	Description	Contents
6	Action Date	Enter the estimated date that the Modification will be Awarded. EAS pulls this date forward from the <i>Award Screen</i> .
7	Type of Data Entry	This field indicates the type of SF279 being reported. EAS defaults to “A” for original (an action not previously reported to the FPDS). However, if this is not an original 279, change to the correct code. Your other choices include: B – Deleting (for deleting a previously reported action to the FPDS) C – Correctly (for correcting a previously reported action)
8	Report Period	EAS defaults to the year and quarter the report was submitted, usually the current fiscal year and quarter. Do not change.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 9–16*.

Screen 9–16

The screenshot shows a window titled "SF279" with a tabbed interface. The active tab is "9 To 16". The form contains the following fields:

- 9. Kind of Contract Action: **B. Order Under Single Award** (dropdown menu)
- 10. Dollars Obligated or Deobligated: 00000000 (text input)
- 11. Type of Obligation: **A. Obligated** (dropdown menu)
- 12. Principal Product or Service: Z111 (text input with search icon)
- 13. SIC Code: 1542 (text input with search icon)
- 14. Commercial Item Acquisition: **No** (dropdown menu)
- 15. Contractor Name: Geisler Ptg & Constr. (text input)
- 16. Contractor Identification Number: 040592552 (text input)

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
9	Kind of Contract Action	Enter the appropriate code from the following choices (usually H): D — <i>Small Purchase Procedure</i> . Use when an action is a small purchase procedure pursuant to <i>FAR Part 13</i> . Modifications to small purchases shall be reported as H. F — <i>Order under Basic Ordering Agreement (BOA)</i> . Use when an action is an order under a BOA. G — <i>Order/Modification under Federal Schedule</i> . Use when action is an Order, Modification to an order, or Termination of an order under a Federal Schedule contract. H — <i>Modification</i> . Use when the action is a modification to an existing Letter Contract, Definitive Contract, or Order (except for a modification to an order under a Federal Schedule contract, which shall be reported under G). K — <i>Termination for Convenience</i> . Use when an action is a modification to Termination for Convenience (except when an action IS a modification). L — <i>Order Under Multiple Award Contract</i> . Use when an action is a delivery order against a multiple award contract.
10	Dollars Obligated (or Deobligated)	Enter the total award "Obligated Amount" in 1,000s of dollars, rounded to the nearest thousand.
11	Type of Obligation	EAS defaults to A for "Obligated" (action obligates dollars). The only other choice is B for "Deobligated."
12	Principal Product or Service	See corresponding blocks on the <i>SF 279</i> for the base contract, or enter the four-digit code from the <i>FPDS Product and Services Code Manual</i> . DO NOT LEAVE BLANK.
13	SIC Code	Enter the Standard Industrial Classification (SIC) Code that applies to the type of work being performed. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK.
14	Commercial Item Acquisition	Your choices are Y for "Yes" or N for "No." Defaults from the base award.
15	Contractor Name	EAS defaults to the previously entered name.
16	Contractor Identification Number	EAS pulls the Dun & Bradstreet (DUNS) number from the contractor vendor file (master bidders' list). DO NOT LEAVE BLANK.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 17–23*.

Screen 17–23

Field Number	Description	Contents
17a	Principal Place of Performance	Report the FIPS code of the city, state, foreign country, or government installation where the items are produced, manufactured, mined, or grown or the service would be performed. (See Block 17 of the SF 279 for the base contract.) <i>Do not use two-letter postal abbreviations.</i> For construction or A/E contracts, report the construction site location. FIPS codes can be found on the Internet at http://web1.whs.osd.mil/PEIDHOME/FIPQuery.htm . DO NOT LEAVE BLANK.
17b	Foreign Country Code	Use, if applicable. In most cases, however, this field will be blank.
18	Foreign gov't	Use, if applicable. In most cases, however, this field will be "No."
19	Tariff or regulated	Use, if applicable. In most cases, however, this field will be blank.
20	Multi-year Contract	If the base contract period or duration of construction is greater than 365 days, enter "Yes." Otherwise, enter "No."
21	Reserved for FPDS	No applicable
22	Country of Manufacture	EAS defaults to U.S.
23	Synopsis of Procurement	Report based on the CBD synopsis required of FAR 5.2. Choose from: A — Synopsized prior to Award B — Not Synopsized because of Urgency C — Not Synopsized for other Reason

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 24–31*.

Screen 24-31

SF279

1 To 8 | 9 To 16 | 17 To 23 | 24 To 31 | 32 To 33 | 34 To 41 | 42 To 49 | Reports

24. Type of Contract or Modification: J. Fixed-Price

25. CICA Applicability: A. CICA Applicable

26. Solicitation Procedures: K. Set-Aside

27. Authority Other Than Full and Open Competition: [Empty]

28. Number of Offers Received: B. 2-5

29. Extent Completed: A. Competed Action

30. Type of Contractor: [Empty]

31. Women-Owned Business: No

OK | Cancel | Apply | Help

Field Number	Description	Contents
24	Type of Contract or Modification	Report code that represents the predominance of dollars obligated or deobligated. A — Fixed-Price Redetermination J — Fixed-Price K — Fixed-Price with Economic Price Adjustment L — Fixed-Price Incentive R — Cost-Plus Award Fee S — Cost-No Fee T — Cost-Sharing U — Cost-Plus-Fixed Fee V — Cost-Plus-Incentive Y — Time and Materials Z — Labor Hours
25	CICA Applicable	Enter the appropriate codes from the following: A. <i>CICA Applicable</i> — Use if the action resulted from a Solicitation issued on or after April 1, 1985, and Code B or C does not apply. B. <i>Purchase Orders/BPA Calls Using Small Purchase Procedures</i> — Use if the action is a purchase order or BPA calls. C. <i>Subject to Statute Other than CICA</i> — Use if specific legislation authorizes agency to use procurement procedures not covered by the CICA statute, and only if the agency notifies FPDC in advance that this code is authorized. D. <i>Pre-CICA</i> — Use if the action resulted from Solicitations issued before April 1, 1985. E. <i>Commercial Items Acquisition</i> — Use if the action resulted from Solicitations issued using FAR, Part 12. DO NOT LEAVE BLANK.

Field Number	Description	Contents
26	Solicitation Procedures	<p>Choose from the following:</p> <p>A. Full and Open Competition — Sealed Bid</p> <p>B. Full and Open Competition — Competitive Proposal</p> <p>C. Full and Open Competition — Combination</p> <p>D. <i>Architect/Engineer</i> — Use if the action resulted from selection of sources for A/E contracts.</p> <p>E. <i>Basic Research</i> — Use if the action resulted from competitive selection of basic research proposals.</p> <p>F. <i>Multiple Award Schedule</i> — Use if the action is for award of a multiple award schedule or an order against a multiple award schedule.</p> <p>G. <i>Alternate Source-Reduced Cost</i> — Use if the action resulted from use of procedures to reduce overall costs pursuant to FAR 6.202(a)(1).</p> <p>J. <i>Alternate Source-Engineer, R&D Capability</i> — Use if the action resulted from use of procedures for establishing or maintaining an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3).</p> <p>K. <i>Set Aside</i> — Use if the action resulted from use of procedures for set asides pursuant to FAR 6.203, competed 8(a) awards, and sole source 8(a) awards.</p> <p>L. Other Than Full and Open Competition.</p> <p>DO NOT LEAVE BLANK.</p>
27	Authority Other Than Full and Open Competition	<p>Enter one of the following ONLY when 26 is Y for “Yes.”</p> <p>A. <i>Unique Source</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(1).</p> <p>B. <i>Follow-on Contract</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(ii).</p> <p>C. <i>Unsolicited Research Proposal</i> — Use if the action was justified pursuant to FAR 6.302-1(a)(2)(i).</p> <p>D. <i>Patent/ Data Rights</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(2).</p> <p>E. <i>Utilities</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(3).</p> <p>F. <i>Standardization</i> — Use if the action was justified pursuant to FAR 6.302-1(b)(4).</p> <p>G. <i>Only One Source – Other</i> — Use if the action was justified pursuant to FAR 6.302-1 in a situation other than the examples cited in A through F above.</p> <p>H. <i>Urgency</i> — Use if the action was justified pursuant to FAR 6.302-2</p> <p>J. <i>Mobilization</i> — Use if the action was justified pursuant to FAR 6.302-3(a)(2)(i).</p> <p>L. <i>International Agreement</i> — Use if the action was justified pursuant to FAR 6.302-4.</p> <p>M. <i>Authorized by Statute</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(I). This includes actions under the SBA 8(a) Program that are sole source pursuant to FAR 6.302.5(b)(4).</p> <p>N. <i>Authorized Resale</i> — Use if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).</p> <p>P. <i>National Security</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p> <p>Q. <i>Public Interest</i> — Use if the action was justified pursuant to FAR 6.302-7 Public Interest.</p>
28	Number of Offers Received	<p>Enter the appropriate code from the following choices:</p> <p>A. 1, B. 2–5, C. 6–10, D. 11–15, E. 16–20, F. 21–50, G. over 50. (See the corresponding block on the SF 279 for the base contract.)</p>

Field Number	Description	Contents
29	Extent Competed	Use one of the following when the conditions apply. (See corresponding blocks on the <i>SF 279</i> for the base contract.) A. <i>Competed Action</i> — Use when Fully and Openly Competed B. <i>Not Available for Competition</i> — Use for utilities, brand name commercial products for authorized resale, procurements authorized or required by statute, sole source 8(a), or other contract actions where the agency has determined that there is no opportunity for competition. C. <i>Follow-On to Competed Action</i> — Use when the action pertains to an acquisition placed with a particular contractor to continue or augment a specific competed program where such placement was necessitated by prior acquisition decisions. D. <i>Not Competed</i> — Use when A, B, or C do not apply.
30	Type of Contractor	Enter the appropriate code. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK. A. <i>Small Disadvantaged Business</i> — Use for an award to a small disadvantaged business concern as defined in <i>FAR 19.001</i> . B. <i>Other Small Business</i> — Use for an award to a small business concern as defined in <i>FAR 19.001</i> when Code A does not apply. C. <i>Large Business</i> — Use for an award to a concern that is not a small business concern or an individual. D. <i>JWOD Non-Profit Agency</i> — Use for an award to a workshop for the blind or for the other severely handicapped persons as defined in <i>FAR 8.701</i> . E. <i>Nonprofit Educational Organization</i> — Use for an award to an educational organization neither organized for profit nor owned by a state or local government. F. <i>Nonprofit Hospital</i> — Use for an award to a hospital neither organized for profit nor owned by a state or local government. G. <i>Other Nonprofit Organization</i> — Use for an award to any other organization that is neither organized for profit nor owned by a state or local government, including research organizations. H. <i>State/Local Government – Educational</i> — Use for an award to a state-owned or locally-owned educational organization J. <i>State/Local Government – Hospital</i> — Use for an award to a state-owned or locally-owned hospital K. <i>Other State/Local Government</i> — Use for an award to any other organization that is part of a state or local government, including state or local research organizations L. <i>Foreign Contractor</i> — Use for an award to a source outside the U.S. and its outlying areas or if the award is to a foreign government (or any agency or instrumentality thereof). M. <i>Domestic Contractor Performing Outside U.S.</i> — Use for an award to a source inside the U.S. and its outlying areas, but where the principal place of performance will be outside the U.S. and its outlying areas. N. <i>Historically Black College/University or Minority Institution (HBCU/MI)</i> — Use for an award to a source identified as an institution determined by the Secretary of Education to meet the requirements of <i>34 CFR 608.2</i> . “Minority Institution” means an institution of higher education meeting the requirements of Section 1046(3) of the <i>Higher Education Act of 1965</i> .
31	Woman-Owned Business	Enter the appropriate code. Choose Y for “Yes” or N for “No.”

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 32–33*.

Screen 32–33

The screenshot shows a software window titled "SF279" with a tabbed interface. The active tab is "32 To 33". The window contains the following fields:

- 32. HUBZone Small Business Concern: A dropdown menu with "No" selected.
- 33a. HUBZone Program: A dropdown menu.
- 33b. Small Disadvantaged Business Programs: A dropdown menu.
- 33c. Other Preference Programs: A dropdown menu with "D.No Preference/Not Listed" selected.
- 33d. HUBZone Price Evaluation Preference Percent Difference: A text input field containing "00".
- 33e. SDB Price Evaluation Adjustment Percent Difference: A text input field containing "00".

At the bottom of the window are buttons for "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
32	Preference Program	Enter the appropriate code for the program for which the Solicitation was set-aside. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK. A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33	Subcontracting Plan	Enter the appropriate code. (See the corresponding block on the <i>SF 279</i> for the base contract.) A. <i>Required</i> — Use if the contract contains a subcontracting plan. B. <i>Not Required</i> — Use if the contract does not contain a subcontracting plan.

When you have finished entering the data on this screen, click on the next tab at the top of the box to view *Screen 34-41*.

Screen 34-41

The screenshot shows a software window titled "SF279" with a menu bar containing "1 To 8", "9 To 16", "17 To 23", "24 To 31", "32 To 33", "34 To 41", "42 To 49", and "Reports". The main area contains the following fields:

- 34. Subcontracting Plan: B. Not Required
- 35. Subject to Labor Statutes: D. Davis-Bacon Act
- 36. Estimated Contract Completion Date: / /
- 37. Contractor's TIN: 421260884
- 38. Common Parent's Name: (empty)
- 39. Common Parent's TIN: (empty)
- 40. Reserved
- 41. Reserved

Buttons at the bottom include "OK", "Cancel", "Apply", and "Help".

Field Number	Description	Contents
32	Preference Program	Enter the appropriate code for the program for which the Solicitation was set-aside. (See corresponding blocks on the <i>SF 279</i> for the base contract.) DO NOT LEAVE BLANK. A. Directed to a JWOD Nonprofit Agency B. 8(a) Contract Award C. Reserved D. Small Business Set-Aside E. Reserved F. Reserved G. Buy Indian/Self Determination H. No Reference Program or Not Listed J. Small Disadvantaged Business Set-Aside
33	Subcontracting Plan	Enter the appropriate code. (See the corresponding block on the <i>SF 279</i> for the base contract.) A. <i>Required</i> — Use if the contract contains a subcontracting plan. B. <i>Not Required</i> — Use if the contract does not contain a subcontracting plan.
34	Subject to Labor Statutes	Enter the appropriate code. (See the corresponding block on the <i>SF 279</i> for the base contract.) A. Subject to Walsh-Healey Act C. Service Contract Act D. Davis-Bacon Act E. Not Subject to Walsh-Healey, Davis-Bacon, or Service Contract Acts
35	Estimated Contract Completion Date	EAS displays the expiration date from the "Admin Screen" of the Award Administration Tab Control Box. Enter the current contract completion date.
36	Contractor's TIN	Pulled from the bidder record in the master bidders' list.
37	Common Parent's Name	Data displays from the Vendor file if a common parent is applicable.

Field Number	Description	Contents
38	Common Parent's TIN	Data displays from the Vendor file if Item 37 is applicable.
39	Reserved for FPDS	Not applicable
40	Reserved for FPDS	Not applicable
41	Reserved for FPDS	Not applicable

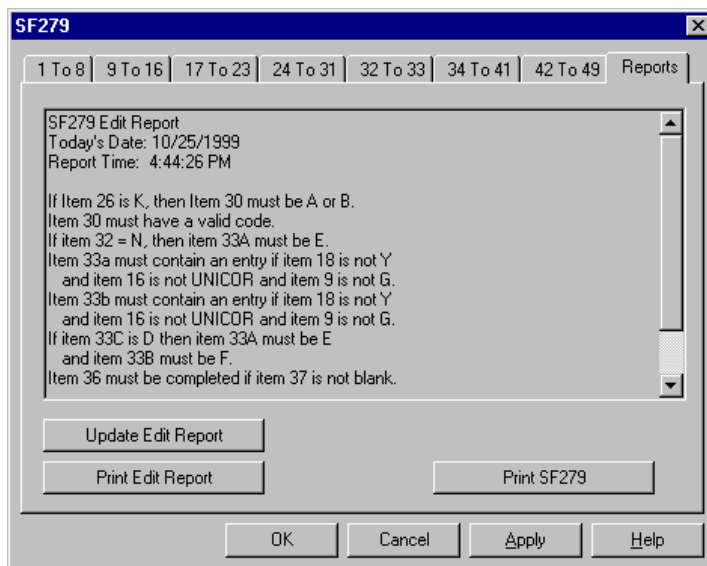
Screen 42–49

Screen Number	Description	Contents
42	Demonstration Test Program	Does not apply to contract actions under the Federal Schedule Program. Choose “Yes” or “No.” (See the corresponding block on the <i>SF 279</i> for the base contract.) Y (Yes) — Use for any contract action awarded to U.S. business concerns as a result of a Solicitation issued on or after 1/1/89 under the Demonstration Test Program for the designated industry groups or the targeted industry categories. N (No) — Use when the above does not apply.
43	Emerging Small Business	Enter a code only if Item 42 is “Yes” or if the contractor represents that it is an emerging small business. Otherwise, leave blank. (See the corresponding block on the <i>SF 279</i> for the base contract.)

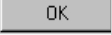


Screen Number	Description	Contents
44	Emerging Small Business Reserved Award	Enter a code only if Item 43 is "Yes" or if contract actions (including modifications) resulted from an award reserved for emerging small business concerns. Otherwise, leave blank. (See the corresponding block on the SF 279 for the base contract.)
45	Size of Small Business	Enter a code if the award is to a small business concern or Item 42 is "Yes."
46	Reserved for FPDS	Not applicable
47	Optional Reported Data Elements	Not applicable
48	For Agency Internal Use	Not applicable
49	Contracting Officer	Enter the three-letter EAS ID of the contracting official who will sign the SF 279. (EAS defaults to previously entered information.)
	Submitted	Enter the estimated date the modification is being submitted.

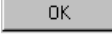
When you have finished entering the data for all of the relevant SF 279 fields, click the "Reports" tab and then the "Update Edit Report" button. If you find errors, click on the appropriate tabs and make corrections. Review the above instructions carefully, and ask your System Administrator for assistance if you have a question about any of the entries.

Screen Reports



Printing the SF 279

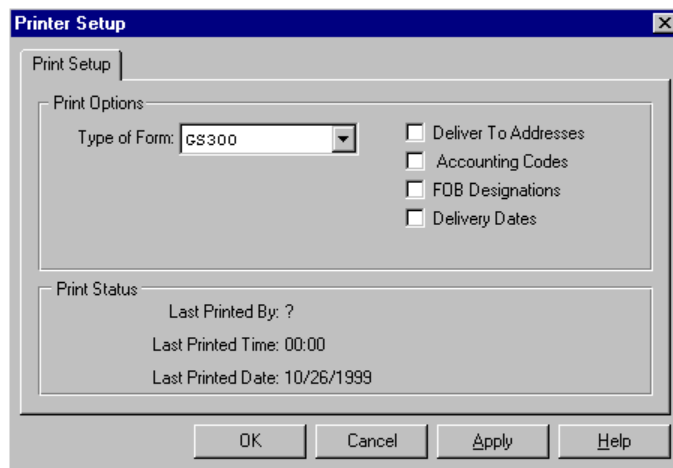
Click the button marked “Print SF 279,” and EAS displays a preview of the printed SF 279. If everything appears, as it should on the screen, click the “Print” button, and, if desired, adjust the number of copies. Click  The form will print to your Windows printer. Acknowledge any system messages by clicking . After your form has successfully printed, click the  button at the top of your screen, and EAS will return you to the SF 279 Tab Control Screen.

Review your printed documents carefully!!! Click the  button to save your work, and EAS will then return you to the Award Summary Screen.

Upon completion of the SF 279, EAS automatically will bring you back to the Award Summary screen.


Prior to printing a GSA 300, if applicable, utilize print setup feature. This feature should be used for multiple delivery addresses, accounting codes and delivery dates.

Printer Setup Screen



Print Options	
---------------	--

Type of Form	Click on the down arrow, choose the type of form to be used.
Select the items as needed	Deliver to Address Accounting Codes FOB Destinations Delivery Dates
Print Status	This is set and cannot be changed.

Click the  button to save printer setup. The system returns to the *Award Summary Screen*.

To print the *GSA 300*, click on "File/Print." A pop up dialogue box will appear.

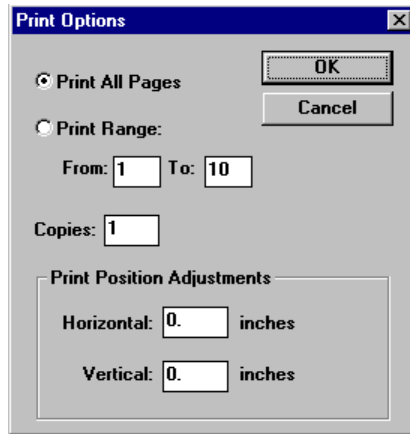
Approp. Withhold Screen

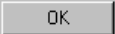



Click on Yes or No if appropriate (generally No). This appears in Block 9B of the *GSA 300*. A print preview of the *GSA 300* will appear.

To magnify the form highlight the "Zoom" change to "30" or "40%," then click on the Zoom in button. At this point the user may review the form prior to printing. If okay click on the Print button. A Print Options box will appear.

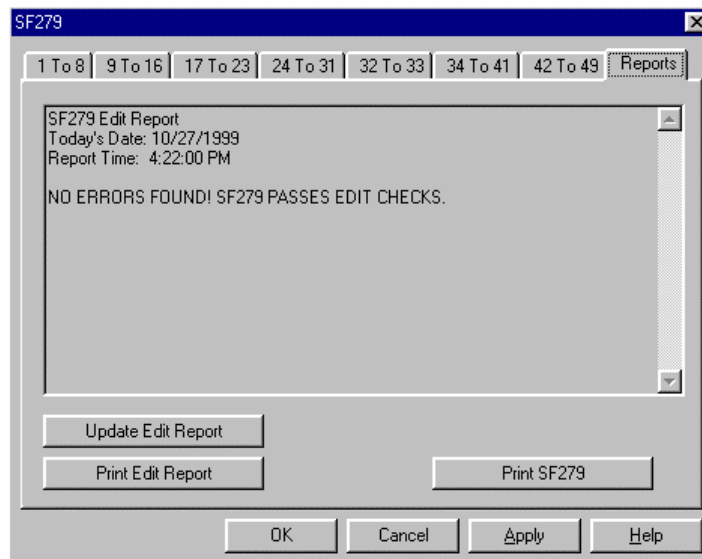
Print Options Screen

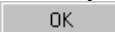


At this point you can change the number of copies and print range. Click on the  button. After the document has printed, click on  the system will return the user to the *Award Summary Screen*. Close out of the *Award Summary Screen* to return to the *Contracting* or *Purchasing worksheet*.

Marking SF 279 Data for Export

Reports Screen

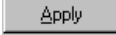



From the *Award Summary Screen*, choose “Gateway” and “Mark FPDS.” The system displays the following message: “Record has been marked for export.” Click  to acknowledge. You will return to the *Award Summary Screen*.

This screen helps the editing process for the six previous screens (Fields 1–49) for errors.


Click on “Update Edit Report,” and any errors that EAS is able to identify will be listed. Print a copy of the error report by clicking on “Print Edit Report” button located at the lower left of the screen.

Make corrections as indicated on the report until all the errors have been corrected.

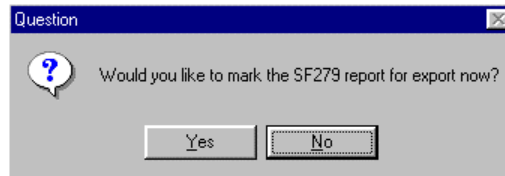
Note: After each correction has been made, click on the  button.

Click on the “Update Edit Report” button to display a report reflecting any corrections made. If errors are still listed, continue to make corrections and click on “Update Edit Report” until the message reads “No errors found! SF 279 passes edit checks.” Click on the “Print 279” button and then . The SF 279 will print to the Windows printer.

Note: Review the SF 279 to ensure that all data is correct and that no required fields are left blank.

Once the SF 279 is correct, click on  in the upper right-hand corner to return to the SF 279 Reports Screen. The system will ask if the SF 279 is to be marked for export.

SF 279 Export Question Box



Click on  and the SF 279 will be exported. The *Award Summary Screen* will reappear.

Delivery Orders - Other

(TO BE DEVELOPED AT A LATER DATE)