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# REPORT OF THE COMPTROLLER GENERAL OF THE UNITED STATES



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## Sources And Types Of Procurement Data Available In The Federal Government

This report describes the types of procurement data maintained by the major departments and regulatory agencies in the Federal Government.

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SEPT. 18, 1975

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COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON, D.C. 20548

B-183365

The Honorable Lee Metcalf  
Chairman, Subcommittee on Reports, Accounting  
and Management  
Committee on Government Operations  
United States Senate

Dear Mr. Chairman:

This is in response to your letter of February 28, 1975, requesting information on Government contractors and consultants. Your questions and our answers are as follows.

1. What is the present policy of each Department of Government, each regulatory commission and such other agencies as GAO finds relying on contractors and consultants regarding annual compilation of procurement statistics?
2. Is the information published?
3. Is it available to the public?
4. Is it conveniently available at a central location within a department or agency?
5. Do various agencies within a department maintain different policies regarding handling of this information?

It was agreed with your staff that we would obtain information on these questions from 12 executive agencies and 8 regulatory commissions. Summaries of the information developed on the agencies and commissions are shown in appendix I to this letter.

6. What percentage of each agency's budget is spent on contractors and consultants?

Appendix II to this letter shows the percentage of the 12 executive agencies' and 8 regulatory commissions' budgets spent on contractors and consultants. The appendix also

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shows the percent of the total Federal budget spent on contractors, but we were unable to obtain the percent of the total Federal budget spent on consultants since many agencies do not maintain such data.

7. What percentage of the total Federal budget is spent annually on contractors and consultants? Is there any benchmark against which we can compare that figure in order to determine the trend?

Appendix III shows a 5-year procurement percent of the total budget authorization. The appendix is based on the annual procurement report by civilian agencies and the budget of the United States and to our knowledge it is the only information currently available from which such calculations can be made.

8. To what extent are reports and studies prepared by contractors identified as such if and when they are submitted to Congress or offered for sale through the Government Printing Office or issued by agencies?

We found that generally Government contractors' reports and studies are reviewed, adopted, and issued by the contracting agency. Hence, they are considered an official product of the contracting agency. We know of no law or regulation that requires an agency when issuing such a report or study to indicate that the report or study was prepared by a contractor or to identify the person or firms involved.

9. To what extent are scientific and technical reports produced by Federal agencies and their contractors now being listed by the National Technical Information Service of the Department of Commerce instead of (rather than in addition to) being listed in the Government Printing Office's Monthly Catalog of U.S. Government Publications?

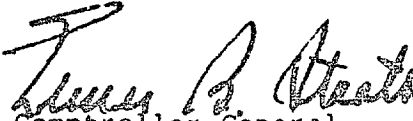
The segregation of responsibility between the National Technical Information Service of the Department of Commerce and the Government Printing Office is currently the subject of discussions among the Office of Management and Budget, the General Services Administration, and the Department of Commerce. The latter has prepared a draft of a Federal Management Circular which presents a mechanism for transferring technical information and records paid for with Federal funds to various interested parties and the general public. This

circular will apply to all executive departments and establishments and their contractors and provides for the National Technical Information Service to maintain a central consolidated bibliographic file for the Federal Government of all technical and scientific information. Such information is defined as all data resulting from research, engineering, analyses, studies, compilations, and development which bear some direct or indirect relationship to the conduct of business, industry, research and development, and State or local government.

10. Is legislation needed in order to provide better reporting of expenditures in this matter?

In our opinion no additional legislation is needed at this time. Public Law 93-400 provides for the establishment of a system to collect, develop, and disseminate executive agency procurement data to satisfy the needs of the Congress, the executive branch, and the private sector.

Sincerely yours,

  
Thomas A. Steets  
Comptroller General  
of the United States

INFORMATION ON AGENCIES AND COMMISSIONSDEPARTMENT OF DEFENSE

It is the Department of Defense's (DOD's) policy to compile annual statistics on all contract awards over \$10,000. The statistics include contracts awarded to consultants and contractors. The procurement information, summarized in seven reports each fiscal year, are as follows:

1. Military Prime Contract Awards.
2. Military Prime Contract Awards by Size Distribution.
3. Military Prime Contract Awards by Region and State.
4. Military Prime Contract Awards by Service Category and Federal Supply Classification.
5. 100 Companies Receiving the Largest Dollar Volume of Prime Contract Awards.
6. 500 Contractors Receiving the Largest Dollar Volume of Military Prime Contract Awards for Research, Development, Test, and Evaluation.
7. Profit Rates on Negotiated Prime Contract Awards.

Procurement information, such as the award of major weapon systems is also the subject of press releases. Various periodicals, such as Aviation Week, also publish extensive data on defense procurements. In addition, proposed procurements over \$10,000 and contract awards of \$25,000 are published in the Commerce Business Daily.

The first six summary reports are available to the public at no cost. The report on profit rates is generally not available to the public but is available to the Congress and other interested Government officials. If a request is for a more specialized report requiring access to individual procurement transactions stored on magnetic tape, DOD requires a written request specifying what is needed and why it is needed. The requestor must also be willing to pay the cost of developing the specialized report.

Summary information is centrally located at the Directorate for Information Operations and Control, Office of Assistant Secretary of Defense, Comptroller, in the Pentagon, Room 4B938.

All the military services provide the same procurement information to DOD for annual compilation. Thus, data on individual procurement transactions by the Army, Navy, and Air Force, as well as by common support organizations, such as the Defense Supply Agency, is available at this central location.

#### System description

Each time a contract or contract change is awarded for \$10,000 or more, a Defense Department 350 form is completed by the procuring activity. A copy of the DD-350 is on page 6. The individual Defense Department 350 information is recorded on magnetic tape and stored for computer use.

An individual familiar with the data on the DD-350 and the methodology used for coding such information can obtain many combinations of informational data elements on individual transactions or groups of transactions. The limitation is in the selection of data elements originally recorded on each transaction.

INDIVIDUAL PROCUREMENT ACTION REPORT											
1A. REPORT NO. (Current)		1B		1C. REPORT NO. (Previous)		1D. CONTRACT NO.		1E. (Army only)			
						A. Dept. B. Activity C. FY D. Serial No. E. RO					
Item 3 Code	3 CORRECTION OF PRIOR DD FORM 860			Item(s)	4. MOD NO AND OTHER IDENT						
	1 Corrected entry 2 Reversing entry										
Item 5 Code	5. PURCHASING OFFICE										
Item 5A Code	5A DD FORM 860/READY ASIA (Actions of \$200,000 or more)										
	1 In support of SEA				D. Not in support of SEA						
Item 6 Code	6 CONTRACTOR IDENTIFICATION										
	Company Name Division Name (if any) Number and Street City and State or Country:										
Item 7 Code	City	State	7 PRINCIPAL PLACE OF PERFORMANCE (City and State or Country)			7A.	7B				
Item 7C Code	7C MULTI-YEAR PROCUREMENT ASPR 1-8981(a)										
	A. First year			B. Second or subsequent year			C. Not a multi-year procurement				
Item 8 Code	8 SUBJECT TO WAIVER/EXEMPTION OR SERVICE CONTRACT ACT										
	A. Walsh-Henley Act, Manpower Act			B. Walsh-Henley Act, Republic Dealer			C. Service Contract Act				
Item 9 Code	9 LABOR SURPLUS AREA										
	1. Labor Surplus Area - No preference			4. Labor Surplus Area - Common individually certified by Dept. of Labor			2. Labor Surplus Area - Get wide preference				
	3. Labor Surplus Area - Tie bid preference			D. Not a Labor Corp. Area			8. Combined Small Leases/Labor Surplus Area Det-Aide (See 1-7067)				
10A. FBC OR SV CODES	10B. FBC OR SV CODES	10C. DD CLAIMANT REG. NO.	11. DESCRIPTION OF COMMODITY OR SERVICE								
Item 12 Code	12. COORDINATED PROCUREMENT										
	1. Procurement Agreement			2. (Reserved - Do not use)			3. GSA Supply Schedule (Enter Code 1 in Item 15)				
	4. (Reserved - Do not use)			5. King's Department Procurement			6. Defense Supply Agency 7. Outside U.S. 8. Other				
Item 13 Code	13. SYNOPSIS OF PROPOSED PROCUREMENT										
	A. Synopsized per ASPR 1-1008.9			E. Not Synopsized. Original Estimate under \$10,000			Not synopsized per ASPR 1-1008.1 Exception				
Item 14 Code	14. KIND OF PROCUREMENT ACTION										
	1. Initial Letter Contract			4. Order under Contract			5. Additional Work				
	2. Dispositive Contract superseding Letter Contract			5. (Reserved - Do not use)			6. Change Order				
	3. Dispositive Contract (Including Notice of Award)						7. Funding action 8. Termination or cancellation				
Item 15 Code	15. CONTRACT PLACEMENT										
	1. Intracommercial (Do not fill in items 16 thru 21A)			4. Small Business restricted advertising (Fill in all items)			5. Cases negotiated (Fill in all items)				
	2. Two-step formal advertising (Do not fill in items 17 thru 19)			6. Foreign Military Sales (Do not fill in items 17 thru 21A)							
	3. Other formal advertising (Do not fill in items 17 thru 19)										
Item 16 Code	16. SMALL BUSINESS										
	A. Not selected			C. Bid was not low			J. Awarded to Small Business				
	B. Solicited but did not bid			D. Did not accept for other reasons			K. Awarded to nonprofit institution				
	L. Awarded for work outside U.S. and possessions										
Item 17 Code	17. NEGOTIATED UNDER 10 USC 2804(a) EXCEPTION										
	For 10 USC 2804(a)(1), ASPR 1-8981(a) Exception			Negotiation accomplished pursuant to 10 USC 2804(a), Clause No.			For 10 USC 2804(a)(10), ASPR 1-210.9 Exception				
	1A. Labor Surplus Area or Industry outside			2	7	11	18	10-1	10-6	10-11	10-18
	1B. Unrestricted Small businesses outside			4	8	12		10-2	10-7	10-12	10-17
	1C. Reserve Area outside			5	9	14		10-3	10-8	10-13	
	1D. Balance of Termination Program			6	11	15		10-4	10-9	10-14	10-26
	Otherwise authorized by law.			17A Joint Small Business outside P1, S2-C, 13			17B Other (Specify)				
Item 18 Code	18. EXTENT OF COMPETITION IN NEGOTIATION										
	1. Price competition			Non-competitive follow-on action after			5 Other non-competitive				
	2. Design, technical, or other competition			3. Price competition			4. Design, technical, or other competition				
Item 19 Code	19. CERTIFIED COST OR PRICING DATA (This action only) ASPR 8-607.8										
	A. Required				B. Not Required						
Item 20 Code	20. TYPE OF CONTRACT - ASPR SECTION III, PART 4										
	Fixed Price Indefinite-Delivery:										
	A. Type A			J. Firm fixed price			L. With performance incentive				
	B. Type B			K. Fixed price escalation			M. Without performance incentive				
	C. Other						R. Cost-plus-award fee				
							S. Cost contract				
							T. Cost sharing				
							U. Cost-plus-fixed fee				
							V. With performance incentive				
							W. Without performance incentive				
							Y. Time and materials				
							Z. Labor hour				
Item 21 Code	21. VALUE ENGINEERING CLAUSE (ASPR SECTION I, PART 17)										
	A. Incentive			J. Program Requirements			B. No value engineering clause				
Item 21A Code	21A COST ACCOUNTING STANDARD CLAUSES ASPR 7-104.89										
	1 Required 2. Not required										
22. DATE OF THIS ACTION	23. EST. COMPLETION DATE		24. TOTAL OF THIS ACTION			24A					
Year / Month / Day	Year and Month		(\$ Round out to nearest whole dollar)								
25. TYPED NAME AND SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE						26. TEL. EXTEN.		27. DATE (MM/DD/YY)			

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

National Aeronautics and Space Administration's (NASA's) policy is to compile annual statistics on all individual contract awards over \$10,000. The statistics include awards to consultants.

The procurement information is summarized in NASA's annual procurement report issued each fiscal year. The annual report has

- a listing of 100 companies receiving the largest dollar volume of awards,
- a listing of 100 educational and nonprofit institutions receiving the largest dollar volume of awards,
- contract awards by region and State. and
- subcontract award data.

NASA's proposed procurements over \$10,000 and contract awards of \$25,000 are published in the Commerce Business Daily.

NASA's annual procurement report and other readily obtainable procurement statistics are available to the public. The requestor is required to pay the cost of obtaining any special data.

The information is centrally located at the Information Systems Branch, Room 125, Office of Procurement, NASA headquarters, 600 Independence Avenue SW., Washington, D.C.

All of NASA's procuring activities provide the same type of information to headquarters for annual compilation. Thus, data on individual procurement transactions by each procuring activity, as well as for NASA as a whole, is available at this location.

System description

Each time a contract for goods or services, including research and development, is awarded for \$10,000 or more, and when there is a modification to existing contracts, a NASA form 507 is completed by the procuring activity. The form consists of 37 data elements and a copy appears on page 8. The information for each of the procurement actions is recorded on magnetic tape and stored for computer use.

The desired specific data elements can be selected for any transaction in summarized form for all NASA procurement actions.



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION INDIVIDUAL PROCUREMENT ACTION REPORT			
1. CONTRACT/ORDR/P.O. NUMBER		2. CONTRACTOR NAME (Not to exceed 30 characters, including spaces)	
3. MODIFICATION NUMBER		6. CONTRACTOR DIVISION (if applicable)	
4. CONTRACT/MOD. DATE (YYMMDD)		7. CONTRACTOR ADDRESS (City and State)	
8. COMPLETION DATE (YYMMDD)		8. PLACE OF CONTRACT PER. JURISDICTION-CITY (if applicable)	
10. CIC NUMBER		11. LABOR SURPLUS AREA PARTICIPANCE (YYFA, FAWA)	12. ACCOUNTING INSTALLATION NUMBER
		13. PROCUREMENT INSTALLATION NUMBER	
FOR INSTALLATION USE			
BASIC	MOD	DATA ELEMENT AND CODE	DATA ELEMENT AND CODE
C1	C2	14. TYPE OF RECORD (Check one)	21. CONTRACT ADMINISTRATION DELEGATED (YYFA, FAWA)
		15. CORRECTION ADVICE (Enter "C" as applicable column)	22. PROPOSED PROCUREMENT SYNOPSISIZED (if appropriate, enter YYFA, FAWA, and synopsis code as follows)
		16. PROCUREMENT PLACEMENT CODE	1. CLASSIFIED PROCUREMENT 2. PROBABLE SUBSTANCE SUPPLIES 3. UTILITY SERVICES 4. URGENT GOVERNMENT REQUIREMENTS 5. ORDER PLACED UNDER EXISTING CONTRACT 6. PROC. PLACED THROUGH ANOTHER ORDR/DEPT OR AGENCY 7. PERSONAL OR PROFESSIONAL SERVICES 8. EDUCATIONAL INSTITUTIONS 9. ONLY PORTION SOURCES SOLICITED 0. ORIGINAL ESTIMATE NOT IN EXCESS OF \$10,000
		17. KIND OF ACTION	23. NEW TECHNOLOGY REPORT (YYFA, FAWA)
		01 INITIAL LETTER CONTRACT 02 REP. CONTR SUPPL. LTR CONTR 03 DEFINITIVE CONTRACT 04 ORDER UNDER CONTRACT 05 PURCHASE REQUEST 06 GRANT 07 SMALL CONTRACT OR GRANT	24. REPORT ON SMALL BUSINESS SUBCONTRACTING (YYFA, FAWA, FAWA)
		DEFINITIVE MODIFICATIONS	25. REPORT ON ORGANISATIONAL DISTRIBUTION OF SMALL BUSINESS CONTRACTS (YYFA, FAWA)
		07 ADDITIONAL WORK 17 08 FUNDING ACTION 17 09 CHANGE ORDER 17 10 TERMINATION OR CANCELLATION 10	26. MERG COST AND PERFORMANCE REPORTING
		18. REASON FOR NOT SELECTING SMALL BUSINESS	1. MORE REQUIRED 2. NASA FORM 853H ONLY 3. NASA FORM 853H AND 853D 4. NASA FORM 853H AND 853P 5. NASA FORM 853H AND 853D 6. NASA FORM 853H, 853P AND 853D
		1. NO REASON SMALL BUSINESS SOURCE 2. UNSOLICITED PROPOSAL 3. OTHER SMALL BUSINESS SOLICITED: 4. DID NOT RECEIVE 5. DID NOT LOW 6. DID NOT RESPONDIVE 7. QUANTITATIVE AND DELY REQ'S 8. OTHER	27. MERG SCHEDULE REPORTING ONLY
		19. TYPE OF CONTRACT	1. NONE REQUIRED 2. REQUIRED
		01 FIXED PRICE FIRM 02 FIXED PRICE REDETERMINATION 03 FIXED PRICE RECALCULATION 04 FIXED PRICE INCENTIVE 05 COST NO FEE 06 COST SHARING 07 COST PLUS FIXED FEE 08 COST PLUS INCENTIVE FEE 09 TIME AND MATERIALS 10 LABOR-HOUR 11 RETROACTIVE PRICE REDETERMINATION 12 COST PLUS AWARD FEE 13 FIXED PRICE INCENTIVE AWARD FEE 14 COST PLUS INCENTIVE AWARD FEE 15 COST PLUS FIXED FEE INCENTIVE FEE 16 COST PLUS FIXED FEE AWARD FEE	28. MERG PROPERTY AND SPACE HARDWARE REPORTING
		20. EXTENT OF COMPETITION	1. NONE REQUIRED 2. NASA FORM 1017 ONLY 3. NASA FORM 1017 ONLY 4. NASA FORMS 1017 AND 1018
		1. ADVERTISED 2. REG COMP - SOURCE EVAL BOARD 3. REG COMP - NO SOURCE EVAL BOARD 4. FOLLOW-ON AFTER COMP WEG 5. NEGOTIATED NONCOMPETITIVE 6. UNSOLICITED PROPOSAL	29. COST ACCOUNTING STANDARDS REPORTING (YYFA, FAWA)
		33. TYPE OF EFFORT OR CONTRACT END ITEM	30. SUPPORT SERVICES CONTRACTS
		34. PRICE OR ESTIMATED COST (ZZ)	1. PROGRAMMATIC SUPPORT 2. TECHNICAL SUPPORT 3. INSTITUTIONAL SUPPORT 4. NOT SUPPORT SERVICES CONTRACT
		35. ESTIMATED FEE (ZZ)	31. PHYSICALLY COMPLETE (YYFA)
		36. SECURITY BUSINESS CONCERN (YYFA, FAWA)	32. OBLIGATIONS NEEDED FOR MOD RECORD (YYFA, FAWA)
37. DESCRIPTION OF CONTRACT OR MODIFICATION			
----- A -----			
----- B -----			
----- C -----			

COPY 1

NSA FORM 853 10-67 (REVISED 10-1968) USE PREVIOUS EDITIONS

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DEPARTMENT OF TRANSPORTATION

The Department of Transportation (DOT) compiles annual statistics on all contract awards over \$10,000, including contracts awarded to consultants.

DOT does not publish any external reports on its procurement activity but does publish an internal monthly report on its procurement offices that depicts their procurement activities and the status of awards. With the exception of this report, DOT operates a "query report system" that can respond to most inquiries for procurement information. Some examples of query reports that have been produced as a result of specific requests are:

1. All contracts in excess of \$10,000.
2. Procurements by contracting office.
3. Procurement by type of contract.
4. Awards by State.
5. Minority business awards.
6. Type of article or service procured by congressional district.

DOT's information system, therefore, only publishes statistics on an as needed basis and on a specific request basis.

DOT requires a written request from anyone desiring procurement information and the requestor must pay the cost of obtaining the data. Such charges are based on the provisions of the Freedom of Information Act.

The information is centrally located at the Office of Installations and Logistics (TAD-60) DOT headquarters building, Room 9100, 400 7th Street SW., Washington, D. C.

All the agencies within DOT are required to use the same format in providing procurement information to headquarters. Thus, data can be obtained for the various agencies, as well as for the department as a whole.

System description

Each time a contract is awarded for \$10,000 or more or when any modification to an existing contract is made, a DOT form 4220.11 is completed by the procuring activity. The

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DOT form consists of 54 data elements for each transaction. A copy of the form is on page 11. The data is then reported on magnetic tape and stored for computer use.

Any of the information recorded can be printed out by transaction or in summarized form.

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ENVIRONMENTAL PROTECTION AGENCY

The Environmental Protection Agency (EPA) compiles annual statistics on all contract awards over \$10,000. EPA operates three procurement centers located in Arlington, Virginia; Cincinnati, Ohio; and Durham, North Carolina.

EPA does not publish any external reports on its procurement activities. It does, however, produce a number of reports for internal agency use. These reports include the following information.

1. Data base status--lists all transactions by Request for Proposal Number or Contract Number and identifies the procurement status, such as in negotiation, award, or performance.
2. Performance analysis report--shows the contract negotiator's performance.
3. Summary report by region--shows EPA procurement transactions by geographic region.
4. Procurements awarded by fiscal year--in summarized form.
5. Procurements canceled by fiscal year--in summarized form.
6. Letter contracts written and/or processed by fiscal year--in summarized form.
7. Change orders written and definitized by fiscal year--in summarized form.
8. High priority procurements by fiscal year--in summarized form.
9. Alphabetical listing of all contracts awarded by fiscal year--shows contractor's name and location, contract date, program effort, amount obligated, and type of contract.
10. Procurement request activity report--lists all actions carried out by negotiator.

The listing of all contracts awarded is available to the public on oral request, at no cost. All other EPA internal reports are available at a cost to the public if a written request is submitted.

The information is centrally located at EPA headquarters, Contracts Information Branch, Room 414, 401 M Street SW., Washington, D.C.

All EPA's procurement centers provide the same type of information in the same format to headquarters. Thus, data on individual transactions, on individual centers, or on agencywide activities is available.

#### System description

Each time a contract is awarded for \$10,000 or more, or when an existing contract is modified, the procurement center reports 79 data elements by computer terminal to EPA headquarters; therefore, no manual form is prepared. EPA's information system is designed to provide both procurement statistics and management information. Thus each contract has a master record which is maintained from initiation of the procurement process until the contract is completed.

ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION

The Energy Research and Development Administration (ERDA) compiles annual statistics on all contract awards over \$10,000, including consultants' contracts, but they would not be separately identified in the statistics.

ERDA does not publish any reports similar to those issued by DOD or NASA but does prepare a number of management information-type reports for internal agency use. These reports are as follows:

1. Principal ERDA Contractors.
2. Summaries of Procurement Actions and Changes by ERDA and Prime Cost-Type Contractors.
3. Report on Procurement by Civilian Executive Agencies - Standard Form 37.
4. Construction Awards and Changes.
5. Report on Prime and Subcontract Actions and Changes for the Renegotiation Board.
6. Statistics on Procurement Contract Actions by ERDA and Prime Cost-Type Contractors.
7. Active and Completed Contracts by Work Location.
8. Alphabetical Listing of ERDA Contractors.
9. Active and Completed Contracts by Type of Work.
10. Active and Completed Contracts by Type of Contract.
11. Contract Number Index.
12. Vendor Listing.
13. Statistics on ERDA Subcontracting to Small Business.
14. Procurement Statistics - Summary of Procurement Actions.

ERDA also publishes proposed procurements over \$5,000 and contract awards of \$25,000 in the Commerce Business Daily. A press release is made of contract awards of \$10,000 and above by the Office of Public Affairs.

ERDA internal reports are available to the public at no cost. More specialized data is available, at a cost, with a written request defining what is desired.

The information is centrally located at ERDA headquarters, Division of Procurement, Room C-120, Germantown, Maryland.

All of ERDA's purchasing offices provide the same procurement information to ERDA headquarters. Data, therefore, can be obtained on individual transactions as well as summary data on an agencywide basis.

#### System description

Each time a contract is awarded for \$10,000 or more, including research and development contracts, an ERDA form 329, contract record, is completed. The form, which consists of about 65 data elements, is shown on page 16. The information is transferred to magnetic tape, updated monthly, and stored for computer use. Information can be printed out for individual transactions, contractors, or locations. Using the computer, such data can be summarized in numerous combinations.

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FORM AEC-320 (1-68)		U.S. ATOMIC ENERGY COMMISSION CONTRACT RECORD					
01 CONTRACTOR NAME AND ADDRESS (WORK LOCATION)		04 PRIME CONTRACT NUMBER	05 MODIFICATION NUMBER	06 TO/PARTIAL	07 DATE OF ORIGINAL AWARD	08 SECURITY CLASSIFICATION OF WORK	
02		09 SUBCONTRACT NUMBER	10 MODIFICATION NUMBER	11 TO/PARTIAL	12 COMPLETION DATE	14 ORGANIZATION	
03		15 TYPE OF WORK	15 TYPE OF ACTION	17 TYPE OF PROCUREMENT		18 AMOUNT AWARDED LATEST ACTION	
19 CONTRACTOR IDENTIFICATION CODE	20 PARENT IDENTIFICATION CODE	21 SOURCE OF PROCUREMENT	22 TYPE OF CONTRACT	23 OVERHEAD %	24 NUMBER OF BIDS REQUESTED	25 RECEIVED	26 AMOUNT AWARDED TOTAL TO DATE
32 DESCRIPTION OR SCOPE					27 BUDGET PROJECT NUMBER		
33					28 PATENT CLAUSE		29 DATE CLEARED
34					30 BUDGET & REPORTING CLASSIFICATION CODE		
35 CONTRACTOR FEE LATEST ACTION		36 AMOUNT FEE BASED ON LATEST ACTION	37 OBLIGATIONS (COMMITMENTS)		38 COSTS		FUNDING PERIOD
41 CONTRACTOR FEE TOTAL TO DATE		42 AMOUNT FEE BASED ON TOTAL TO DATE	43 OBLIGATIONS (COMMITMENTS) TOTAL TO DATE		44 COSTS TOTAL TO DATE		39 FROM
40 TO							
52 PERFORMANCE REPORT REQUIRED		53 DATE OF NEXT REPORT		54 HEADQUARTERS CONTRACT AUTHORIZATION NUMBER		55 SENIOR INVESTIGATOR	
56 PROPOSED RESEARCH BUDGET							
45 SALARIES							
46 SUPPLIES & MATERIALS							
47 EQUIPMENT							
48 PUBLICATIONS							
49 TRAVEL							
50 OTHER							
51 INDIRECT							
57 CONTRACTOR'S CONTRIBUTION	58 OTHER FEDERAL AGENCY CONTRIBUTION AMOUNT		59 AGENCY		55 CO-INVESTIGATOR		
60 CONTRACT STATUS	61 AEC RIGHT TO AUDIT	62 STIC CODE	DATE OF LATEST ACTION		64 NSF IDENTIFICATION NUMBER	65 DATE OF PUBLICATION THIS FY TO DATE	

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APPENDIX I

APPENDIX I

GENERAL SERVICES ADMINISTRATION

The three major components of the General Services Administration (GSA) are the Federal Supply Service, Public Buildings Service, and Automated Data and Telecommunications Service.

Federal Supply Service

The Federal Supply Service (FSS) compiles annual statistics on all contract awards including contracts awarded to consultants, if any, but they are not separately identified in the data base.

FSS does not publish any external reports on its procurement activities. However, 20 internal reports are prepared. These reports are:

1. Buying Operations Reports.
2. Source Establishment--Definite Quantity Contracts.
3. Procurement by Civilian Executive Agency.
4. Analysis of Procurement by Civilian Executive Agencies.
5. Procurement Data Report E--Transactions Categorized by State Code.
6. Procurement Data Report F--Contracts With Buy American Differential.
7. Procurement by Source Vendor Location.
8. Procurement Data Report--Purchase Order Issued to Aid for International Development Consignees.
9. Procurement Volume by Program and Commodity Group.
10. Regional Federal Supply Schedule Program by Commodity Group.
11. National Buying Center's Federal Supply Schedule Program by Commodity Group.
12. Contracts Awarded--Federal Supply Schedule Program.
13. Contractor's Report of Orders Received by Item.
14. Contractor's Report of Orders Received by Contract.

15. Monthly Vehicle Sales by Type.
16. Monthly Vehicle Sales by Vendor.
17. Performance Analysis--Procurement Transactions Accomplished and Man-Hours Expended.
18. Price Economies--Estimated Savings Obtained Using the Federal Supply Schedule.
19. Purchases in Excess of Schedules Maximum Order Limitations.
20. Weekly Report of Activities--Summarizes Weekly Transactions.

The internal reports cited above are available to the public upon oral request at no cost. If a request is for information other than that contained in the above reports and requires special programing, the request must be in writing and is at a cost.

The information is centrally located at the Resources Management Branch, Program Management Division, Office of Procurement, Room 818, Crystal Mall, Building 4, Arlington, Virginia.

All of FSS procurement activities accumulate the same type of information in the same format.

#### System description

Each time a procurement is made, regardless of dollar amount, 25 data elements are reported on an individual transaction form and are then transferred to magnetic tape. The data elements captured are shown on page 19. Information can be printed out for individual transactions, locations, or contractors.

FSS's system provides data for use in budget submissions, responding to congressional inquiries, and preparing special reports as required.

#### Public Buildings Service

The Public Buildings Service (PBS) compiles annual statistics on all projects for construction, alterations, and leases for rental space. This data is compiled in an annual report that is submitted to the Public Works Committees of the Congress. The report covers all construction projects not completed, alteration projects over \$500,000, and all leases with an average annual rental of \$500,000.

CONTRACT REPORTING DATA

1		3		4		5		6		7		10		11		18	
Y G		DOCUMENT IDENTIFIER		REPORTING OFFICE		BUYER CODE		RECORD DATE		CONTRACT OFF.		CONTRACT NUMBER		AMENDMENTS		EXPIRATION DATE	
12		24		25		28		29		32		33		31			
NO. SCHEDULE		PART SEC.		EXPIRATION DATE		NUMBER OF LINES		DOLLAR AMOUNT									
42		45		48		51		52		53		54		59		60	
COMMODITY CLASS/ INDUSTRIAL GROUP		SOURCE LOCATION		EXPIRATION DATE		AWARD LOCATION		MINORITY CODE									
61		62		63		64		65		66		67		68		69	
BUYING PROGRAM		PROCUREMENT METHOD		NEGOTIATION		BUY AMERICAN		DIFFERENTIAL		CERTIFIED PREFERENCE ELIGIBLE		BUSINESS DISTRICT		LABOR AREA			
71		72		73		74		75		76		77		78		79	
RESERVED		RESERVED		RESERVED		RESERVED		RESERVED		RESERVED		RESERVED		RESERVED		RESERVED	

The report titled, "Public Buildings Projects - Status Report" shows the following information for construction and alteration projects:

1. Location by city and State.
2. Project or prospectus number.
3. Description of project.
4. Gross square feet area (not shown for alterations).
5. Total estimated maximum cost.
6. Date project approved by the House and Senate.
7. Fiscal year funding.
8. Estimated completion date for design and construction.
9. Remarks of general interest.

Data on leases is:

1. Location by city and State.
2. Project or prospectus number.
3. Description of project.
4. Square feet.
5. Total estimated annual cost including rent, services, and utilities.
6. Date approved by the House and Senate.

In addition to the above report, PBS also publishes a monthly status report on new construction and selected alteration projects. This report shows for each project the following data elements.

1. Name of project.
2. Name of architect/engineer contractor and address.
3. Name of construction contractor and address.
4. Source of funds.

5. Estimated project cost.
6. Architect/engineering award date.
7. Design completion date.
8. Construction award date.
9. Estimated construction cost.
10. Construction completion date.
11. Construction progress.

PBS does not publish any external report on its leasing activity except for the annual report on leases over \$500,000. There is an internal data base of all leases awarded or renewed. The data on each lease is:

1. Date and number of lease.
2. Lessor's name and address.
3. Lease date and renewal date.
4. Termination clauses.
5. Square feet rented and usable.
6. Annual rent per square foot.
7. Annual rent.
8. Cost of lessor's service and percent of rent.
9. Services and utilities provided by lessor or Government.
10. Building name and address (city, county, and State) of premises rented.

The annual report and monthly status reports on PBS's activities are available to the public at no cost upon oral request. Data on PBS's leasing activities is also made available to the public upon request.

Information on construction awards is centrally located at the Office of the Director, Project Management Division, Room 3027, Office of Construction Management, GSA headquarters, 18th and F Streets NW., Washington, D.C. Data on

leases is also centrally located at the Office of the Director, Leasing Division, Office of Space Management, Room 2341, GSA headquarters.

Each GSA regional office provides the same type information in the same format to PBS headquarters.

#### System description

Each GSA region reports on every contract awarded for the construction of public buildings and on each lease for rental space. The construction data is maintained by computer and the lease data is reported via computer terminal and maintained on magnetic tape. Thus, the system can provide data on individual transactions and by regional office.

#### Automated Data and Telecommunications Services

The Automated Data and Telecommunications Services (ADTS) compiles annual statistics on the Government's automated data processing activities. Most of the equipment is acquired through automated data processing schedule contracts.

ADTS publishes two annual reports on automated data processing equipment as follows:

1. The Annual Inventory of Such Equipment in the United States Government--this report provides data on the number of computers owned and leased by the Federal Government and various tables on these computers showing manufacturer, price-range, agency ownership or rental, and computer use; i.e., management or scientific.
2. The Annual Summary Report on Federal Automated Data Processing Activities--this report provides cost, manpower, and utilization data on computers used for general management purposes.

In addition to the above two reports, ADTS prepares two informal, internal reports as follows:

1. A listing of automated data processing schedule contracts awarded by GSA for use by agencies.
2. A summary of manufacturers' reports on sales of automated data processing equipment to the Government.

The two external reports are available to the public, from the Government Printing Office at a small charge. The internal reports are also available to the public upon request from the Automated Data Processing Division at no cost.

The information is centrally located at GSA's headquarters, Room G-227, 18th and F Streets NW., Washington, D.C.

All the agencies are required to report to ADTS in the same format. Thus, information on automated data processing operations on an agency basis, as well as on a Government-wide basis is available.

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DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

The Department of Health, Education, and Welfare (HEW) compiles annual statistics on all contracts except small purchases and delivery orders. These statistics include contracts awarded to consultants.

HEW provides a report, every 6 months, to the Chairmen of the Subcommittee on Labor and Health, Education, and Welfare, Senate and House Committees on Appropriations. The report shows obligations made for consultant fees and services to any individual or group of consulting firms on any one project in excess of \$25,000.

HEW, with the exception of the above report, neither publishes reports of a periodic or recurring nature on its procurement activities nor prepares internal reports. HEW's procurement information system is operated on an as-needed basis with the system designed to satisfy congressional and public inquiries, as well as agency management needs.

HEW will produce for the public any data readily available in the system at no cost and upon oral request. If the request is extensive or involves special programming, HEW requires that it be put in writing and that any costs be reimbursed.

The information is centrally located at HEW's Division of Information and Reports, Room 3629, 330 C Street SW., Washington, D.C.

All of HEW's contracting offices report the same procurement information in the same format to HEW headquarters. Contracts awarded by the various subagencies of HEW can be identified.

System description

Each time a contract is awarded, the contracting office reports 26 data elements on the transaction. A copy of the HEW report form is shown on pages 25 and 26. The individual contract data is then recorded on magnetic disc and stored for computer use.

Any combination of the recorded data elements on individual contracts or groups of contracts may be reproduced. Data can also be obtained by subagency.

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NEW CONTRACT DATA REPORTING FORM

Card Number (1) 01

1. Contracting Office Code (3)

2. Fiscal Year (6)

3. Sequence Number (8)

4. Type of Procurement (12)

5. Negotiation Authority (14)

6. U.S. Code Authority for Procurement -- Title (16)

    -- Section (18)

7. Type of Contract (22)

8. Purpose Code (24)

9. Contractors Identification (43)

Card Number (1) 02

10. Place of Performance -- City Code (12)

    -- State Code (16)

    -- Congressional District Code (18)

11. Execution Date (21)

12. Effective Date (27)

13. Completion Date (33)

14. Dollar Value (39)

15. Small Business Set Asides for Const. (47)

16. Small Business Set Asides for Other than Const. (59)

17. Labor Surplus Area (63)

18. Target Population (64)

19. See Instructions (65)

Card Number (1) 03

20. Milestone Dates (12)

Card Number (1) 04

21. Optional Entry (12)

22. New Entry in Purpose Code Manual (52)

23., 24., 25. Key Personnel

Percent of Time		Name	SSN
(1) 06	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>
(1) 06	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>
(1) 07	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>
(1) 03	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>
(1) 09	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>
(1) 10	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>
(1) 11	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>
(1) 12	(12) <input type="text"/>	(14) <input type="text"/>	(54) <input type="text"/>

26. Text Abstract (Limited to 820 Spaces). If additional space is needed use a separate sheet)

**Contractor Directory Information**

EIN or SSN, if known	<input type="text"/>
Name of Contractor	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State (HEW Standard Code)	<input type="text"/>
Zip Code	<input type="text"/>
Type Code	<input type="text"/>

VETERANS ADMINISTRATION

The Veterans Administration (VA) compiles limited statistics on its procurement activities. The statistics do not include awards to consultants.

The procurement information is not published in any external reports but the following internal reports are prepared for agency management:

1. VA Marketing Center Activities--this report shows purchases made by VA's central procurement function by commodities, agency source, and dollar value.
2. Source of Purchases by Field Station--this report shows method and source of procurement by dollar value and commodity.
3. Purchases of Drugs by VA Field Stations.
4. Dollar Value of Subsistence Purchases.

The internal reports listed above are available to the public at no cost upon oral request. A written request is required and a charge is made for developing special information.

The information is centrally located at the Office of the Director, Supply Service, Room 766, 810 Vermont Avenue NW., Washington, D.C.

All of VA's activities provide the same type of information in the same format to VA headquarters.

System description

The data collected by VA is limited to detailed information, such as contractor's name and type of contract. The data is primarily of use to the VA managers operating the VA distribution system.

VA construction

VA compiles extensive statistics on its construction programs. These statistics are published in VA's annual report.

On each VA construction project a management information report is prepared, a copy of which is shown on page 29. The VA annual report and the individual approved project reports are available to the public upon oral request at no

cost. Requests for an extensive number of reports would require a letter and a charge.

The information is centrally located at the Office of the Director, Program Control and Analysis Staff, Room 461, Lafayette Building, 811 Vermont Avenue NW, Washington, D.C.

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VA CONSTRUCTION PROJECT MANAGEMENT INFORMATION REPORT						STATUS DATE
PROJECT LOCATION		PROJECT DESCRIPTION			PROJECT NUMBER	
ARCHITECT-ENGINEER						
CONSTRUCTION CONTRACTOR						
KEY PERSONNEL						
CONGRESSMAN	PARTY	CONTRACTING OFFICER	PROJECT SUPERVISOR	PROJECT MANAGER (086)	PROJECT ADMIN. (138)	RESIDENT ENGINEER
BUDGET/COST DATA			MILESTONE SCHEDULE DATA			
SITE COST	\$	PRESIDENTIAL APPROVAL		COMPLETE WORKING DRAWINGS		
TECHNICAL SERVICES		SITE ACQUISITION		INVITATION TO BID		
CONSTRUCTION		COMPLETE MASTER PLAN		CONSTRUCTION CONTRACT AWARD		
UTIL & OTH AGREEMENTS		MASTER PLAN APPROVAL		NOTICE TO PROCEED		
CONTINGENCIES		COMPLETE PRELIM DEVELOPMENT		ORIGINAL CONSTRUCTION COMP.		
TOTAL PROJECT COST		PROJECT SUBMISSION BY AA/C		EXTENDED CONSTRUCTION COMP		
APPROVED PROJECT COST		PROJECT SUBMISSION APPROVAL		ESTIMATED CONSTRUCTION COMP		
AVAIL FUNDS (Appor)		A/E CONTRACT AWARD		NOTE - Actual dates are shown with an "A" to right		
REQUIRED FUNDS	\$	START WORKING DRAWINGS		of the date All others are predicted NR - Not required		
				NS No schedule. NA Not applicable		
FY	SITE	DESIGN	CONSTRUCTION	CONSTRUCTION CONTRACT DATA		
FUNDING				CONTRACT NO AND TYPE	SCHEDULED % COMPLETE	
DESIGN AND A/E CONTRACT DATA				ORIGINAL CONTRACT COST	ACTUAL % COMPLETE	
RACT NO & TYPE				CONTRACT CHANGES	PERFORMANCE	
CONTRACT COST	\$			CURRENT CONTRACT COST	ADDITIONAL TIME	PENDING RESOLVED DAYS
CONTRACT MODIFICATIONS				EARNED TO DATE	CONTRACT APPEALS	
CURRENT CONTRACT COST	\$			PAYMENTS TO DATE		
REIMBURSEMENTS				RETAINED TO DATE		
SCHEDULE % COMPLETE				PROCEED ORDERS OUTS	@ \$	
ACTUAL % COMPLETE						
PERFORMANCE						
HIGHLIGHTS						
PROJECT LOCATION		PROJECT DESCRIPTION			PROJECT NUMBER	

29

APPENDIX I

APPENDIX I

VA FORM 08-6188

EXISTING STOCKS OF VA FORM 08-6188 JAN 1974 WILL BE USED

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DEPARTMENT OF AGRICULTUREDEPARTMENT OF THE INTERIORDEPARTMENT OF HOUSING AND URBAN DEVELOPMENTDEPARTMENT OF LABORREGULATORY AGENCIES

Civil Aeronautics Board

Federal Communications Commission

Federal Power Commission

Federal Trade Commission

Interstate Commerce Commission

Securities and Exchange Commission

Federal Maritime Commission

Nuclear Regulatory Commission

None of the above departments or regulatory agencies compile annual statistics on their procurement activities. However, the Department of Labor does report total dollar obligations for consultants to the House and Senate Committees on Appropriations. Labor also maintains an internal register of consultant contracts. The Department of Labor's Manpower Administration prepares an annual report on all manpower research and development projects. All of this data is available to the public at no cost.

With the exception of the Federal Maritime Commission, the departments and agencies complete a standard form 37 for procurement transactions. This form provides summary statistics, such as total procurement, amount formally advertised and negotiated, amount of small business set-asides, procurement in labor surplus areas, and procurement of construction. A copy of standard form 37 is shown on page 31. While this form provides some indication of the magnitude of agencies' procurements, it does not provide data on individual transactions such as contractor's name, type of contract, or commodity procured. Each agency submits a completed standard form 37 to GSA which prepares an annual report of "Procurement by Civilian Agency," by fiscal year. The GSA report is in the same format as standard form 37.

<b>REPORT ON PROCUREMENT BY CIVILIAN EXECUTIVE AGENCIES</b> <small>(See the front of cover)</small>	PERIOD COVERED	Budget Bureau Approval No. 24-R 0018
--	----------------	--

REPORTING AGENCY (Include Bureau, Office, etc.)

REFER QUESTIONS TO (Name and Title)

TELEPHONE NO. (or Code and Extension)

PROCUREMENTS REPORTED	NET DOLLAR AMOUNT PROCURED <small>(Record in entire thousands)</small>		
	TOTAL <small>(r+d)</small> b	SMALL BUSINESS CONCERNS c	OTHER THAN SMALL BUSINESS d
<b>PART I—TOTAL PRIME PROCUREMENT</b>			
1. Total (2+3+4)			
2. Formally advertised			
3. Negotiated			
4. Procurements under other agency contracts (5+6)			
5. Fed. Sup. Sched. & other GSA contracts			
6. Other agency contracts			

PART II—STATISTICS ON SELECTED TYPES OF PROCUREMENT <small>(Breakouts of procurements reported in Part I)*</small>			
7. Small business set asides (8+9)	XXXX		XXXX
8. Other than construction set-asides	XXXX		XXXX
9. Construction set-asides	XXXX		XXXX
10. Procurements in labor surplus areas (11+14)			
11. Under preference procedures (12+13)			
12. With certified-eligible concerns			
13. With other labor surplus area concerns			
14. Under nonpreference procedures			
15. Procurement of construction			
16. Procurement from educational institutions and nonprofit organizations	XXXX	XXXX	

\*Procurement not broken out under the agency's reporting system, due to dollar value floors on reportable transactions, may be omitted from Part II. However, the dollar amounts of such cut offs must be entered under "Remarks."

PART III—SMALL BUSINESS SUBCONTRACTING PROGRAM			
17. Dollar amount of subcontract and purchase commitments under the Small Business Subcontracting Program			
18. No. of prime contractors submitting small business subcontracting reports	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXX

Remarks

SUBMITTED BY (Signature)

TITLE

DATE

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The only data published on procurement by these activities is GSA's annual report and is available to the public on oral request at no cost.

The individual agencies' standard form 37 and the GSA annual report are maintained at the Office of Finance, GSA headquarters, 18th and F Streets NW., Washington, D.C., Room 3131.

The various agencies within the departments follow the same policy. Thus each bureau or subagency completes a standard form 37 which is submitted to departmental headquarters. The department consolidates the various standard form 37's and submits a departmental standard form 37 to GSA.

PERCENT OF AGENCIES' BUDGET SPENT  
ON CONTRACTORS AND CONSULTANTS AND  
PERCENT OF TOTAL BUDGET SPENT ON PROCUREMENT FISCAL YEAR 1974

<u>Agency</u>	<u>Budget</u> <u>authori-</u> <u>zation</u>	<u>Total</u> <u>agency</u> <u>procure-</u> <u>ment</u>	<u>Percent</u> <u>of agency</u> <u>authoriza-</u> <u>tion for</u> <u>contractors</u>	<u>Estimated</u> <u>dollars</u> <u>for</u> <u>consul-</u> <u>tants</u>	<u>Percent of</u> <u>agency</u> <u>authoriza-</u> <u>tion for</u> <u>consultants</u>	<u>Percent</u> <u>agency</u> <u>procurement</u> <u>is to total</u> <u>Government</u> <u>procurement</u>
	(millions)			(millions)		
DOD	\$ 81,073	\$40,131	49.50	\$ 87.0	0.1	73.97
NASA	3,037	2,443	80.44	10.0	.3	4.5J
DOT	17,267	626	3.63	53.0	.3	1.15
EPA	5,952	155	2.60	.4	.006	.30
ERDA	a/3,273	b/3,091	94.44	.4	.01	5.69
GSA	c/2,116	d/1,562	73.82	1.1	.05	2.88
HEW	100,857	1,208	1.20	32.2	.03	2.23
VA	13,939	912	6.54	2.0	.01	1.68
Agriculture	13,144	271	2.06	(e)	(e)	.5
HUD	8,110	286	3.53	.5	.007	.5
Interior	1,961	843	42.99	6.0	.3	1.55
Labor	10,640	185	1.74	6.1	.06	.34
CAB	89	1	1.12	.1	.1	.002
FCC	40	5	12.50	1.2	3.02	.009
FPC	29	3	10.34	1.8	6.27	.006
FTC	32	2	6.25	.2	.62	.004
ICC	41	2	4.88	0	0	.004
SEC	36	3	8.33	0	0	.006
FMC	6	1	16.67	0	0	.002
NRC	82	62	75.61	0	0	.114
Other	52,137	2,496	4.79	0	0	4.60
Total	<u>\$313,861</u>	<u>\$54,288</u>	<u>17.30</u>	<u>\$202.0</u>	<u>.06</u>	<u>100</u>

a/Authorization includes \$79 million in sales to industry for services enriching uranium and sale of steam.

b/Form 37 figure reduced \$300 million for obligation adjustments.

c/This figure consists of \$858 million in congressional authorizations and \$1,258 million in intragovernmental funds available to GSA from sales to agencies.

d/Total GSA procurements including sales to agencies.

e/Amount spent on consultants not available.

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