

## Attachment J-2

### Transactional Data Reporting and Contract Access Fee

This attachment applies to the Master Contract only. The Contractor must report all orders issued, CLIN and cost information, modifications, invoices, and CAF data within the date specified in Section F.4.1, Deliverables. Orders and modifications issued by the GSA Assisted Acquisition Service (AAS), via the AAS Government reporting portal, may automatically be populated into the Government designated system; however, the Contractor shall ensure that order and modification data are accurately reported within the date specified in Section F.4.1. Refer to the Government designated system instructions for the reporting process.

### TRANSACTIONAL DATA REPORTING ELEMENTS & FIELD DEFINITIONS

In accordance with GSAR 552.216-75 Transactional Data Reporting, the data elements identified below are representative of what is required to be reported in the Government designated system, with the addition of OASIS+ specific data elements. It is mandatory to complete the data elements in the format outlined in the Government designated system instructions.

- a. **Contract Number** - GSA formal contract number
- b. **Task Order Number (PIID)** - The award document number. Order Number assigned on Award Document and reported to FPDS-NG. For example, on a SF26 - "CONTRACT (Proc. Inst. Indent.) NO." Block 2; SF33 - "CONTRACT NO." Block 2; SF1449 "CONTRACT NO." Block 2; GSA300 - "ORDER NO." Block 2. It may also be known as the Procurement Instrument Identifier (PIID).
- c. **Award Date** - This is the date that the Contracting Officer signs the award. If there is no signature date, then use the Effective date.
- d. **Order Description** - Descriptive language that provides a short summary of the activities or objectives of the task order.
- e. **Primary NAICS** - This is the NAICS code that should be identified on the award document or other procurement documentation that reflects the primary nature of the work planned on the task order.
- f. **OASIS+ IDIQ CLIN** - This information, which should be identified on the award document or other procurement documentation, is required to identify the NAICS code and OASIS+ Domain of each awarded task order.
- g. **Predominant Contract Type** - Describes the condition under which the task order is awarded. Examples are: Firm Fixed Price, Cost-plus Award Fee.
- h. **Performance Based Contract (YES/NO)** - Indicator to reflect that the task order is awarded as a performance-based contract.
- i. **GSA Assisted Services (YES/NO)** - Indicator to reflect whether or not the task order was awarded by GSA Assisted Services or instead awarded as a direct procurement from another government agency.
- j. **Issuing Agency & Bureau** - The name of the agency and bureau that placed the order for goods/services awarded on the task order; equivalent to the Contracting Office Agency Name (Agency) and Contracting Office Name (Bureau) in FPDS-NG.

- k. **Receiving Agency/Bureau** - The name of the agency and bureau that will receive the goods/services awarded on the task order; equivalent to the Funding Agency Name (Agency) and Funding Office Name (Bureau) in FPDS-NG.
- l. **Ordering Contracting Officer Name** - The name of the Ordering Contracting Officer who awarded the task order.
- m. **Place of Performance** - The city, state, zip code, and country of the primary place of performance for the task order.
- n. **Services-Place of Performance Site** - Indicates the type of site where work was performed (Government Site, Contractor Site, Remote, or N/A).
- o. **Services-Type of Work Performed** - High-level type of work that will be performed on a task order.
- p. **Services-Employee Security Clearance Level** - Security clearance held by contractor FTE performing the work (S, TS, TS/SCI, TS/SCI/poly, Q (DOE)).
- q. **Services-Employee Applicable Labor Law** - Applicable labor law for the contractor FTE performing the work (Services Contract Act [SCA], Davis-Bacon Act [DBA], or Exempt).
- r. **Services-Employee Labor Category** - The primary labor category of the work performed as specified in the FAS-awarded IDIQ.
- s. **Services-Employee Location** - ZIP code where the contractor FTE performs his/her/their work (5-digit #); report only on cost-reimbursement task orders.
- t. **Services-Employee Indirect Hourly Costs** - Hourly breakdown of indirect costs captured in the fully burdened hourly labor rate; report only cost-reimbursement task orders.
- u. **Fixed-Price Task Order Labor Breakdown** - Proposed labor breakdown for 5 labor categories with highest proposed level of effort on fixed-price task orders where applicable (See Section G.3.2.3).
- v. **Initial Period of Performance** - The date on which the awardee's effort begins or the award is otherwise effective.
- w. **Estimated Ultimate Completion Date** - The latest potential date that the task order will be complete, which should include all unexercised option periods.
- x. **Initial Obligated/Funded Amount** - The amount obligated on the initial award document. This value should not include any un-exercised options.
- y. **Total Obligated/Funded Amount** - The amount obligated on the initial award document, plus any obligations, less any deobligations on all awarded order modifications. This value should not include any un-exercised options. May also be called "Mod Oblig/Fund Amt", or "Total Action Obligation" in FPDS-NG.
- z. **Total Estimated Value** - The total estimated value is the total potential amount of the task order over the life of the task order, including un-exercised options. Equivalent to "Base and All Options Value (Total Contract Value)" in FPDS-NG.
- aa. **Attachments (Award Documents/SOW/SOO/PWS)** - Attach copies of award documents (initial award and modifications), Statements of Work (SOW), Statements of Objectives (SOO), Performance Work Statements (PWS), etc. for the reported task order.

- bb. **Modification Number** - The number from the order modification award document.
- cc. **Modification Award Date** - The date the contracting officer signed the order modification award document.
- dd. **Modification Type** - The code representing the best description of the modification type.
- ee. **Order Modification Description** - Brief description of the nature of the task order modification. If Mod Type = Additional Work (Other), Change Order, Administrative, or Other, description is required. Otherwise, this field is optional.
- ff. **Modification Obligated/Funded Amount** - The increase or decrease in the total amount obligated on the order modification award document, not including un-exercised options. Equivalent to "Action Obligation" in FPDS-NG.
- gg. **Modification Period of Performance** - Includes the modified period of performance end date that reflects the current end date for funded work awarded on the overall task order. The end date should not include un-exercised options or work that is not yet funded.
- hh. **Quantity of Item Sold** - Identifies how many items were sold, or the number of labor hours in the case of services.
- ii. **Unit of Measure** - The unit of measure for each line item. Must choose from the following options: Unit, Hour, Each, Package, or Box.
- jj. **Price Paid Per Unit** - The net sale price for each line item; the reported price paid per unit must be the fully burdened hourly rate for services.
- kk. **Total Price** - This is a system-calculated field; it is the product of Quantity of Item Sold and Price Paid Per Unit. The formula used to calculate this amount is "Total Price"=ROUND((Quantity of Item Sold \* Price Paid Per Unit),2).
- ll. **Invoice-Number** - Number on invoice paid by customer.
- mm. **Invoice-Reporting Period** - Month and year of report submission.
- nn. **Invoice-Paid Date** - Date invoice was paid by the customer.
- oo. **Invoice-Amount** - Current total amount invoiced against the task order.
- pp. **Invoice-Contract Line Item Number** - Task order Contract Line Item Number (CLIN) invoiced against, including CLIN, CLIN type, labor category, hourly rate, number of hours, indirect costs, and other costs as applicable.
- qq. **Invoice-Line Item Identifier** - Number assigned to the invoice line item. This is a system generated field.
- rr. **Invoice-Line Item Type** - Either the CLIN Description or the CLIN Code associated with the contract vehicle (such as labor, travel, ODC, fee, or another type of invoice line item). This is a system generated field.
- ss. **Zero Invoice** - the contractor has not invoiced with a customer for the reporting period on an awarded task order
- tt. **Contract Access Fee-Voucher Number** - Tracking number or text assigned by the contractor associated with the fee payment.
- uu. **Contract Access Fee Remit Payment Date** - the date the fee will be, or is expected to be paid (MM/DD/YYYY)

- vv. **Contract Access Fee-Line Item Amount** - Total dollar value of fee remitted by contractor; Contract Access Fee reported as a separate line item.
- ww. **Total CAF Payment Amount** - is the sum of all the fee allocated amounts on a specified voucher number. The amount paid by the contractor must match to the penny the amount remitted to the GSA
- xx. **Contract Access Fee-Amount Allocated** - Portion of the total fee payment amount allocated to a particular task order.
- yy. **Subcontracting-Vendor Name(s)** - Name(s) of any subcontractors that helped fulfill the task order.
- zz. **Subcontracting-Vendor Unique Entity Identifier(s)** - UEI(s) of any subcontractors that helped fulfill the task order (12-digit #).
- aaa. **Subcontracting-Total Amount Subcontracted for Services** - Dollar value for services provided by each subcontractor, excluding material and non-services costs.
- bbb. **Subcontracting-Similarly Situated Entity Identification** - Indication of whether the subcontractor has the same small business program status as the prime contractor and is considered small for the size standard under the North American Industry Classification System (NAICS) code of the prime contractor assigned to the subcontract as defined in FAR 52.219-14.
- ccc. **Closed Out (YES)** - An indicator to identify the task order is or is not closed out.

**TASK ORDER CONTRACT LINE ITEM NUMBER (CLIN) STRUCTURE**

The Contractor must apply one or more of the following OASIS+ Program CLINs when reporting invoices in the Government designated system.

OASIS+ REPORTING CLIN	REPORTING LINE TYPE
(see Attachment J-1)	OASIS+ Labor Categories
L00	Ancillary Labor
D00	Contract Access Fee (CAF)
F00	Zero Invoice
H00	Fixed Price Services
B00	Cost Reimbursement Services

<b>OASIS+ REPORTING CLIN</b>	<b>REPORTING LINE TYPE</b>
(see Attachment J-1)	OASIS+ Labor Categories
L00	Ancillary Labor
A00	Materials and Other Direct Costs (ODCs)

(End of Attachment J-2)