Elimination of FPDS-NG Reporting for Contracts to Lessors Attachment

Instructions and Procedures
Use the following instructions during the award creation process. If you need to revisit these fields, navigate to Related Actions - Edit Award Details.

Select **Task/Delivery Order** for the Award Type.

Enter/select the NAICS and PSC as follows:

- **NAICS** = 531190 – Lessors of Other Real Estate Property
- **PSC** = X1AA – Lease/Rental of Office Buildings

Click **Continue** to advance to page two of the award details section.
Enter the lease number in the **Schedule/Other Base Award Number** field.

**NOTE:** For consistency, the lease number should follow the structure set forth in GSAM Subpart 504.16 - Unique Procurement Instrument Identifiers (e.g., the 8-character number such as LMA000001). If there are any questions about what lease number to use, reach out to the individual in Leasing that requested Acquisitions to create the contract for the service.

Select **EP- Services or Supplies Award, Not Recurring** for the Obligation PDN Type.

Click **Enter Vendor Details** if you are in the process of creating the award, or click **Submit Changes** if you have already created the award and are saving changes to these fields.

Under Related Actions: Finalize Award, select **Manage FPDS Record**. Then select **Create FPDS Bypass**.
Select **Actions Against Lease Contracts** for the Non-Reportable Action Reason, then click **Create FPDS Bypass**.

**FPDS-NG Bypass Management**

The Office of Acquisition Management (OAM) will run the FPDS bypass report weekly to distribute to the regional Functional Administrators (FA) for review. If OAM sees a lease action that is not in compliance with the PIB/LA, OAM will notify the CO and Acquisition Director about the issue and corrections will be required.