

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*.

Create New Award: Association and Award Type

Select Service Office

* PBS

Please select a service office for this Award. This value may not be changed later, and all associated records must have the same service office.

Select Association

* Associate Solicitation
 Associate PR(s)

You must associate either a solicitation or one or more PRs to create a new award.

Select Award Type and Award Package Format

* Award Type -- Select One --

* Award Package Format

- BPA Call
- Basic Ordering Agreement
- Blanket Purchase Agreement
- Indefinite Delivery Definite Quantity
- Indefinite Delivery Indefinite Quantity
- Purchase Order
- Requirements
- Stand Alone Contract
- Task/Delivery Order**

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

Create New Award: Award Details

Award Title
FPDS Guide Screenshot Samples

Basic Information

Award Title *
FPDS Guide Screenshot Samples

Service Office
PBS

This value cannot be changed, and all associated records must have the same service office.

NAICS Code
531190 -- Lessors of Other Real Estate Property ✕

PSC Code *
X1AA -- LEASE/RENTAL OF OFFICE BUILDINGS ✕

National Interest Action
None

Owner
Userguide Co4

LoGO? *
 Yes, follows the Limit of Government Obligation
 No, does not follow the Limit of Government Obligation

Region *
00-Central Office

FPDS Agency Code *
4740

Activity Address Code (AAC)/FPDS Contracting Office
47PA00 -- PBS Central Office, Office of Acquisition Management ✕

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.

Create New Award: Award Details

Award Title
FPDS Guide Screenshot Samples

> Treasury Account Symbol

Award Information

Base and All Options Value (Total Contract Value) *

Payment Term Code *

Schedule/Other Base Award No.
LMA00001

Referenced IDV Agency Code

Base Award Mod No.

Obligation PDN Type *
EP -- Services or Supplies Award, Not Recurring

Designated Billing Office *
BCFA

Designated Billing Office Address Code *
0001

BCFA
PBS Payments Branch
P.O. Box 17181
Ft. Worth, TX 76102-0181

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 LMA00001). 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.

Manage FPDS Record (47PA0022F0008)

Award Title
FPDS Guide Screenshot Samples

FPDS Record Details

Award Type
Task/Delivery Order

Action Obligation
\$0.00

Base and Exercised Options Value
\$25,000.00

Base and All Options Value (Total Contract Value)
\$25,000.00

Vendor
Millennium Park Plaza Associates S, en C, por A., S.E.
SAM Unique Entity ID (UEI)
...

CANCEL

CREATE FPDS BYPASS

Under Related Actions: Finalize Award, select **Manage FPDS Record**. Then select **Create FPDS Bypass**.

Manage FPDS Record (47PA0022F0008)

Award Title
FPDS Guide Screenshot Samples

FPDS Bypass Details

Non-Reportable Action Reason*

- Actions Against Lease Contracts
- Non-Appropriated Funding
- Resale Activity
- Revenue Generating Arrangement
- Training Expenditures
- Grants / Entitlement Actions
- Interagency Agreements
- Letter of Obligation (A-76)
- Orders from GSA Stock or GSA Global Supply
- Purchases Made at GSA or AbilityOne Service Stores
- Classified
- Actions Against Lease Contracts
- Other

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.