



U.S. General Services
Administration

SAM.gov “Report Builder”

Learn how to identify issued OASIS+ Task Orders

‘Acquisition Solutions Development’
Category Management Division

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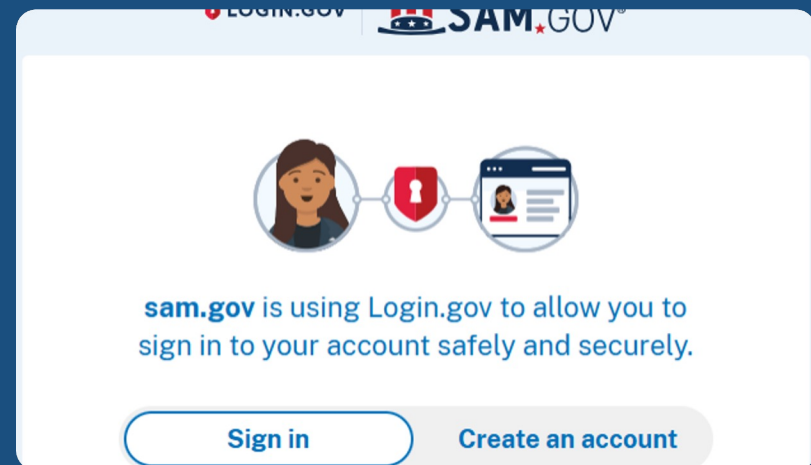
What is it?



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Step #1: Log into SAM.gov

Navigate to **SAM.gov** and use your **Login.gov** credentials to access the system.





Discovering OASIS+ Task Orders

Overview

Step-by-step instructions for using SAM.gov's **Report Builder** to identify task orders issued against the OASIS+ family of contracts.

Scope

Learn how to generate a:

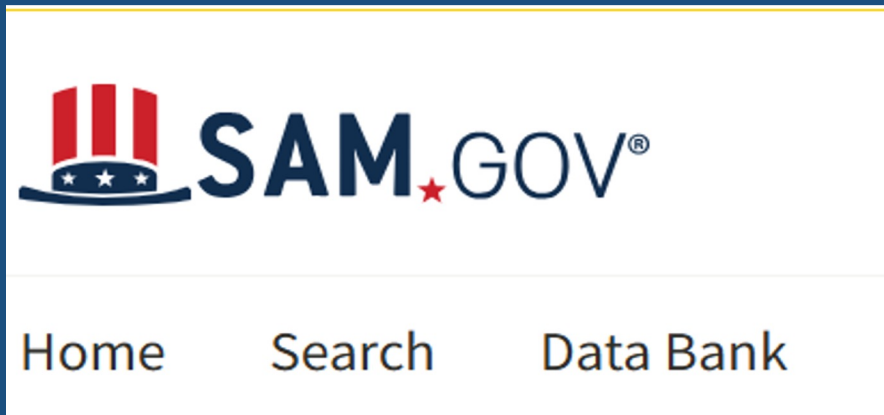
- Comprehensive listing of all **OASIS+** task orders, &
- Modifications for all domains



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Step #2: Select 'Data Bank'

- From the navigation menu, select **Data Bank** (located in the top left)
- Proceed to the next steps





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Step #3: Select 'Ad Hoc' radio button

- In the left margin, select the radio button: **Ad Hoc**

Report Type

- ☐ Static
- ☐ Standard
- ☐ Administrative
- ☒ Ad Hoc



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Step #4: Select 'Award/ IDV Report'

- In the center of the page & noted in a blue font, select:
Award/ IDV Information Report

This report allows you to construct a comprehensive record of contract award data.

Learn about Contract Data Ad Hoc Reports

Please go to [these videos](#) to learn about how to make and

Showing 1-2 of 2 reports

[Award/IDV Information Report](#)

Construct a report of contract award data.



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Step #5: Select 'Create' button

- In the upper right hand corner of the application interface, locate & select the **Create** button.

This action will initiate the report generation process based on your selected parameters.





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Step #6: Select 'New Report'

A drop down menu titled **New Report** will open below the red Create button.

- Select **New Report**





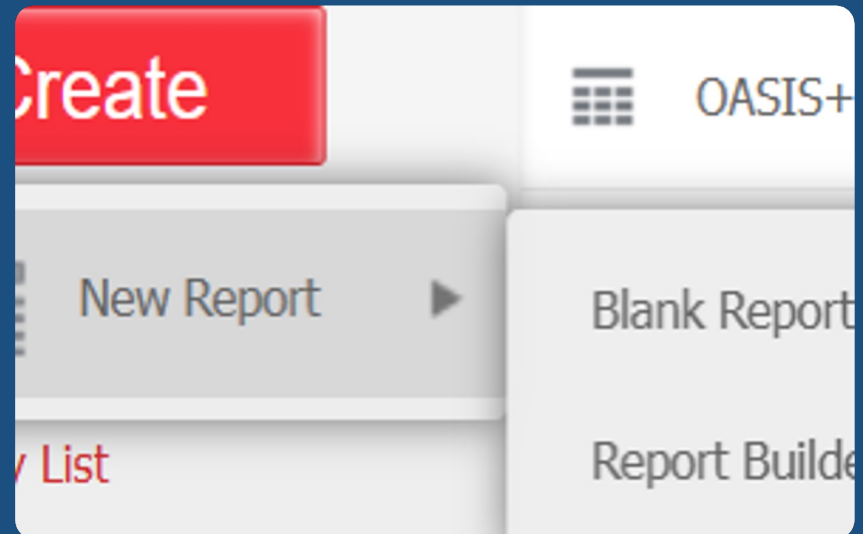
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Step #7: Select 'Report Builder'

After you select the **New Report** button, a second drop down will appear.

- Select **Report Builder**

This phase focuses on the initial creation of a report using the report builder function within **My Reports**





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Step #8: Enter Date Parameters

1. **Start Date:** 09/30/2024
(Date of 1st master contract rolling awards)
2. **End Date:** Today's Date
(Current date of reporting)
- 3 & 4: Leave these fields blank

Enter a Start Date for Date Signed

Prompt requires a value between 5/27/2014 and 05/27/2026.

The maximum date span allowed is 12 years. Please re-enter the date

/2026

Enter an End Date for Date Signed (Required)

Prompt requires a value between 09/30/2026 and 9/30/2038.

The maximum date span allowed is 12 years. Please re-enter the date

/2026



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Step #9: Choose the attributes of the report

The fields below are a sample of the many data points available. In the search window, enter each field name most relevant to your report. When it appears, use the caret/arrow to move it from the left box to the right box.

- **PIID**
Represents the task order number; select the one with the "lock" icon
- **Referenced IDV PIID**
1st one listed: Also select the version with the "lock" icon
- **IDV Program Acronym**
Identifies the contract family (SB, UNR, 8a, etc)
- **NAICS**
- **NAICS Description**
- **Legal Business Name**
Official contractor name (not "ultimate parent name")

Choose the attributes of the report (Required)

Select the attributes to include on your report:
This prompt requires at least one selection.

Look in:

Search results: [dropdown] [icon]

Search for:

Legal Business Name [input] [search icon]

Available:

- ☒ PIID
- ☒ Referenced IDV PIID



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Step #9: Choose the 'Attributes' of the Report (cont.)

*In the search window type each one of the following.
Use the arrow to move it to the right box.*

- **Modification Number**
Critical for identifying specific task order actions.
- **Funding Department (Name)**
- **Contracting Office (Name)**
Identifies the agency providing the funds.
- **Number of Offers Received**
Total count of formal proposals submitted.
- **Period of Performance (Start Date)**
Used for filtering by fiscal year.
- **Completion Date**
Base period end date & Estimated Ultimate Completion Date (all option years).
- **Approved By**
The signing Contracting Officer email address.

9. Choose the attributes of the report (Required)

Select the attributes to include on your report:
This prompt requires at least one selection.

Look in:

Search results:

Search for:

Legal Business Name

Available:

- ☐ PIID
- ☒ Referenced IDV PIID



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Step #10: Choose the 'Metrics' of the report

This phase covers how to quantify data and apply specific identifiers to filter the report for specialized programs like OASIS+

The search window will be loaded with 5 items.

ONLY Select **these three**:

- **Dollars Obligated**
- **Base and Exercised Options Value**
- **Base and All Options Value**
(Total Contract Value)

Use the carrot to drag them from the left box to the right box.

6. Choose the metrics of the report

Select the metrics to include on your report:

Look in:

Search results:

Search for:

.....
type here

Available:

- Dollars Obligated
- Base and Exercised Options Value
- Base and All Options Value (Total Contract Value)

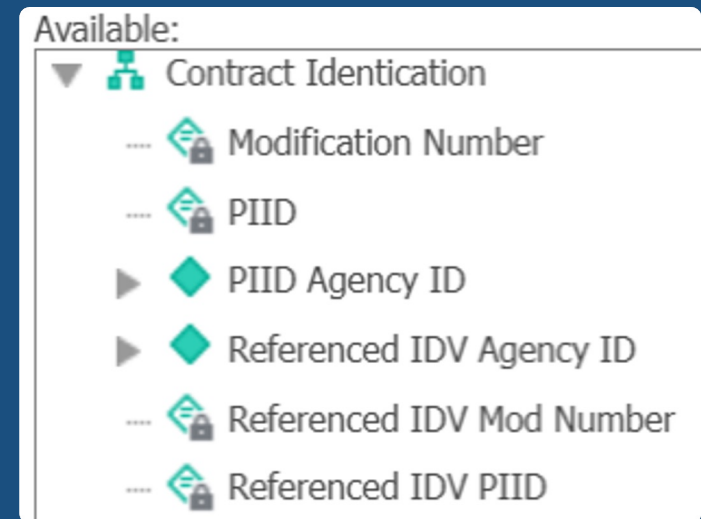


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Step #11: Qualify on any Attribute

- Click the carrot (▼) to the left of **Contract Identification** to open the drop down menu
 - (Total Contract Value)
- Select: **Referenced IDV PIID** — Click the right facing carrot (▼) to move text from the left box to the right box

Note: If the system gets hung-up in the far left window, click on **"7. Qualify on any attribute"** to free it up





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Step #11: Qualify on any Attribute (cont.)

Referenced IDV PIID Form Equals Value

- Select on **Form**; when "ID" appears, click "ID"
- Select Equals & choose "Contains" from the drop down menu
- Select Value and type "47QRCA" in the pop-up
- Select "Okay"

Metric qualification - leave blank

Note: If the system gets hung-up in the far left window, click on **"7. Qualify on any attribute"** to free it up

Selected Preview

A screenshot of a software window titled "Selected Preview". Inside the window, there is a label "Selected:" followed by a text box containing the text "Referenced IDV PIID ID Contains 47QRCA". The text box has a light blue border and a small scroll bar on the right side.



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Step #12: Name your report

At bottom left corner, in the data field left of **Report Message Name** type the desired report name.

- Select **Save** button
- When the next screen pops open titled: **Save As**
- Select **OK**

Note: If the system gets hung-up in the far left window, click on **"7. Qualify on any attribute"** to free it up

Report Message Name: OASIS+ TOs issued as of 6.9.26

Save Cancel

(Save As Screen)

OASIS+ TOs issued as of 6.9.26 OK



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Step #13: 'Run Newly Saved Report'

Execution steps:

- Select **Report Message Name** button
- At the '**bottom left**' of page select the **Run Report** button
- The report will open in a **new window**

***Note:** If the system gets hung-up in the far left window, click on "7. Qualify on any attribute" to free it up*

The screenshot shows a modal dialog box titled "Report Saved". Inside the dialog, the text "Final has been saved successfully." is displayed. Below this text is a button labeled "Run newly saved report". At the bottom of the dialog, there is a label "Report Message Name:" followed by a text input field containing the word "Final". Below the input field are two buttons: "Run Report" and "Cancel".



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Step #14: Save your report & run it in Excel

Export & Download Steps

- Select '**Report Home**' to open the drop down menu (blue top left)
- Select '**Save As...**' to secure your progress
- Select **OK**
- Select '**Run report**' button (bottom left)
- **Export Data:** In the menu bar, select the icon with 4 tiny squares (2nd from right)

Formatting Options:

- Select radio button: **Excel file with formatting**
- Select '**Export**' button (halfway down, right side)
- Save spreadsheet to your own computer



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Step #14: Save your report & run it in Excel (cont.)

- **Data Cleaning:**
 - Expand dollar columns to ensure all values are visible. Remove unnecessary header rows
- **Filtering Modifications:**
 - Learn to filter the "Modification Number" field
 - Select "0" to view only the initial award amounts and filter out subsequent modifications



SAM.gov 'Report Builder' example

REPORT DETAILS							
◀ ◀ 1 ▾ 2 3 4 5 of 8 pages ▶ ▶							
PIID△	Referenced IDV PIID△	IDV Program Acronym △	Ultimate Parent Legal Business Name△	Legal Business Name△	Period of Performance Start Date △	Funding Department Name△	Contracting Name
12314426F0084	47QRCA25DU513	OAS+UR	BUCHANAN & EDWARDS INC.	BUCHANAN & EDWARDS, INC.	3/1/2026	AGRICULTURE, DEPARTMENT OF	USDA, OCF ACQ-MGMT BRANCH-F
1232SA26F0166	47QRCA25DU012	OAS+UR	AKIMA SUPPORT OPERATIONS LLC	AKIMA SUPPORT OPERATIONS, LLC	4/7/2026	AGRICULTURE, DEPARTMENT OF	USDA ARS
1232SA26F0258	47QRCA25DU012	OAS+UR	AKIMA FACILITIES OPERATIONS LLC	AKIMA FACILITIES OPERATIONS LLC	5/21/2026	AGRICULTURE, DEPARTMENT OF	USDA ARS
127EAU26F0003	47QRCA25DSF32	OAS+SB	SYSKOM INC	SYSKOM, INC	11/17/2025	AGRICULTURE, DEPARTMENT OF	USDA-FS, C SOUTHWES
12RADZ26F0001	47QRCA25DW009	OAS+WO	G2 GLOBAL SOLUTIONS LLC	G2 GLOBAL SOLUTIONS, LLC	7/28/2026	AGRICULTURE, DEPARTMENT OF	USDA/RD/F ACQ DIVISI



Resources

Useful Tools & Assistance

- The [Category Management Reporting \(CMR\) workbench](#) brochure outlines all tools available for Industry's Business Development and Market Research.
- If you need technical support, email askd2d@gsa.gov

