



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

January 9, 2001

Department of the Interior Acquisition Policy Release 2001 – 1

Subject: Performance-Based Service Contract (PBSC) Reporting

1. **Purpose:** To cancel Department of the Interior Acquisition Policy Release (DIAPR) 1999 –1 which required quarterly reporting on planned and awarded service contracting actions greater than \$100,000.

2. **Effective date:** Immediately

3. **Background:** Through Amendment Four to the Federal Procurement Data System Manual, the Office of Federal Procurement Policy (OFPP) adopted reporting system changes recommended by the Procurement Executive Council (PEC). The requirement for quarterly PBSC reports was suspended. Effective October 1, 2000, a new data element was added to the Federal Procurement Data System (FPDS) to replace the quarterly reports with a simplified data collection “yes/no” field for contracting officers to indicate, at the time of award, whether or not a service contract action greater than \$100,000 is performance based.

Procurement Desktop software update version 4.1.3 that was distributed to Interior bureaus in late October 2000, included the new data element for PBSC reporting. See FPDS item 20 and the related instructions in the reporting manual.

While the reporting process has been greatly simplified, PBSC remains an area of special interest and one of the procurement system’s performance measures that will be monitored through the Governmentwide Acquisition Performance Measurement program adopted by the PEC. The monitoring will be based on FPDS data.

4. **Action required:** Bureau Procurement Chiefs must ensure that PBSC information is properly recorded in the Interior Procurement Data System for all service contracting actions greater than \$100,000 awarded on or after October 1, 2000.

5. Questions may be directed to Dean Titcomb on (202) 208-3433.

A handwritten signature in cursive script that reads "Debra E. Sonderman".

Debra E. Sonderman, Director
Office of Acquisition and Property Management