SAM
SYSTEM FOR AWARD MANAGEMENT

Quick Start Guide for Services Contract Inventory (SCI) Reporting (for Government Agencies Performing Service Contracts)

You can now enter your entity's SCI data in SAM

What Is a Services Contract Inventory (SCI) Report?

- The Office of Management and Budget (OMB) requires civilian agencies to prepare an annual inventory of their service contracts. To complete this report, some data must be entered by the vendors who have been awarded such contracts.

What is a Services Contract?

- Any contract action for which the primary Product and Service Code (PSC) is for a service.
- You can find more information about PSCs at https://www.acquisition.gov/PSC%20Manual%20-%20Final%20-%2011%20August%202011.pdf

What Information Do You Need to Provide?

When completing your SCI report, you need to provide

- Amount invoiced for services on that contract in the preceding government fiscal year (in dollars).
- Number of labor hours invoiced for that contract. If a subcontractor performed work on this contract, you must also provide
  - ✓ Subcontractor's DUNS number
  - ✓ Subcontract number
  - ✓ Number of hours the subcontractor invoiced
- If your subcontractor does not have a DUNS, they can obtain one from Dun & Bradstreet by calling 1-866-705-5711 or logging on to http://fedgov.dnb.com/webform

Who Needs to Complete an SCI Report?

You need to fill out an SCI report for your entity if

- Your entity has any contract action for which the primary PSC is for a service AND the contract is valued at over $25,000.

Who Can Create/Edit SCI Reports?

Your entity must be registered in SAM and you must have a role with that entity.

- You must have the Agency Administrator – Entity Management or Office Registration Representative role with your entity to create/edit an SCI Report.
  - ✓ Agency Administrator – Entity Management
    - Creates/edits/deletes an entity's registration (formerly your FedReg or CCR registrations)
    - Assigns roles to other users
    - Creates/edits/deletes an entity's SCI Reports
    - Formerly "Administrator" in CCR or "ARO" in FedReg
  - ✓ Office Registration Representative
    - Creates/edits an entity's registration
    - Creates/edits/deletes an entity's SCI Reports
    - Formerly "Maintenance User" in CCR or "Registrant" in FedReg

How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: www.sam.gov

Contact the SAM Help Desk: www.fsd.gov

Quick Start Guide for Services Contract Inventory (SCI) Reporting (for Government Agencies Performing Service Contracts)

You can create and edit SCI reports

How Do I Create an SCI Report?

You can only create an SCI report during the reporting period. In 2012 this reporting period runs from November 15th to December 15th

- Login to your SAM account
- Select “Register/Update Entity”
- Click “Service Contract Inventory”
- Select the entity for which you wish to create an SCI report.
- Search for your contract by contract number (PIID)
- Select the contract and click “Add” to create the SCI Report for that contract
- Enter the Dollars Invoiced and Hours Invoiced for the contract. The Hours Invoiced are used to calculate the Full Time Employee (FTE) Equivalent based on a 2080 hour work year.
- If you used subcontractors on this contract, you can add them as well by clicking “Add” in the Subcontracts section
  - ✓ Enter the subcontractor’s DUNS and click “Search”
  - ✓ Next enter the subcontract number and the hours invoiced
  - ✓ You can add additional subcontractors by clicking “Add” or you can remove subcontractors by clicking “Remove”
- Once you have submitted an SCI report, you can edit and resubmit it at any point during the reporting period. You will not be able to create or edit SCI reports outside of the reporting period.

What If I Don’t Have Roles in SAM?

- First, create a SAM account. Go to the SAM.gov homepage and click “Create an Account”.
- Once you have a SAM account, SAM asks if you want to migrate your roles. If your entity was registered in CCR or FedReg and you could edit the registration, select “Yes” and follow the prompts to begin the process.
- If you did not have an account in CCR or FedReg, you can request a role using the “Request Roles with New Entity” functionality in SAM.

How do I get more information? Take a look at the SAM User Guide.

Go to Our Website: www.sam.gov

Contact the SAM Help Desk: www.fsd.gov