

Recording PSC and Completing Description Field in FPDS for PSS Orders

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When recording an order in FPDS under an IDV (e.g, an order against GSA's [Professional Services Schedule](#) (PSS)):



While you cannot choose the NAICS code (it is grayed out and will populate with the single NAICS awarded/assigned to the contract at the IDV level).

The screenshot shows a form titled "Product Or Service Information" with the following fields:

- Product/Service Code:** Input field with a "Description:" label and a search icon.
- Principal NAICS Code:** Input field with a "Description:" label and a search icon.
- Bundled Contract:** "Select One" dropdown menu.
- System Equipment Code:** Input field with a "Description:" label and a search icon.
- Country of Product or Service Origin:** Input field with a search icon.
- Place of Manufacture:** "Select One" dropdown menu.
- Domestic or Foreign Entity:** "Select One" dropdown menu.
- Recovered Materials/Sustainability:** "Select One" dropdown menu with a link to "OMB Policy on Sustainable Acquisition".
- InfoTech Commercial Item Category:** "Select One" dropdown menu.
- Claimant Program Code:** Input field with a "Description:" label and a search icon.
- Sea Transportation:** "Select One" dropdown menu.
- GFE/GFP Provided Under This Action:** "Select One" dropdown menu.
- Use Of EPA Designated Products:** "Select One" dropdown menu.
- Description Of Requirement:** Large text area with a note "(4000 characters)".

You CAN input the PSC code. It is important to choose the most accurate PSC code representing the principal purpose of your order. This will help the Federal Government analyze its spend data.

The "Official PSS SIN Table" (available here <http://www.gsa.gov/portal/content/119706> and also attached in the same Interact posting as this document) shows which PSCs are associated with which SINs. Thus, you can choose the PSC from the SIN that represents the principal purpose of your order. For a quick list of PSC descriptions, see <http://support.outreachsystems.com/resources/tables/pscs/>

In addition to recording an accurate PSC, it is also important to fully use the "Description of Requirement" field, especially when the PSC code ends in "99" (e.g, R499 Other Professional Services) as those PSC codes are not very specific.

There is an unintended consequence of the FPDS requirement triggered whenever a PSC code for services is used (https://www.fpds.gov/wiki/index.php/Inherently_Governmental_Functions) which mandates "inherently governmental functions" reporting acronym formats (e.g "IGF::OT::IGF"). The consequence being that Contracting Officers are often completing the Description of the Requirement field with only "IGF::OT::IGF" with the primary goal of successful FPDS reporting validation.

Let us all help in the quest for analyzing the government's spend for professional services by fully using the FPDS description field to summarize the principal purpose of the order in as much detail as you can. The 4,0000 character limit should suffice. This small effort will go a long way to help clarify contract spending.