MEMORANDUM FOR DISTRIBUTION

Subject: Update to Biobased Reporting Requirements

The attached Director, Defense Procurement and Acquisition Policy (DPAP) memorandum dated November 1, 2013, provides notice of a change to FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts. The change requires contractors to submit their annual biobased reports to the new reporting module available in the System for Award Management (SAM) port at http://www.sam.gov. The attached Quick Start Guide provides basic instructions on how to report.

Contracting Officers are requested to inform contractors about the new reporting portal when the above clause is included in service and construction contracts. The report is to be submitted annually by October 31 of the previous government fiscal year and is to include the product types and dollar values for USDA-designated biobased products purchased by the contractor. The contracts being reported must have already been reported in the Federal Procurement Data System.

My point of contact is Molli Thacker, who may be reached at 703-693-2936 or marlene.thacker@navy.mil.

Attachment: As stated

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SUBJECT: Update to Biobased Reporting Requirements

This memorandum provides notice of a change to FAR 52.223–2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts. The change requires contractors to submit their annual biobased reports to the new reporting module available in the System for Award Management (SAM) portal at http://www.sam.gov. The new portal allows contractors to submit the report on a contract-by-contract basis during the fiscal year to improve consistency in reporting and increase procurement of biobased products. The attached Quick Start Guide for reporting provides basic instructions on how to report.

When service or construction contracts include the clause at FAR 52.223-2, contracting officers are requested to inform contractors about the new reporting portal to ensure performance and compliance with the biobased reporting requirement. Contractors are to provide the report annually to the SAM portal, with a copy to the Contracting Officer, by October 31, of the previous government fiscal year. The report is to include the product types and dollar values for USDA designated biobased products purchased by the contractor. Please note that the contracts being reported must already have been reported in the Federal Procurement Data System.

Please contact Mr. Larry McLaury at 703-697-6710 or larry.j.mclaury2.civ@mail.mil, if you have additional questions regarding this policy.

Richard Ginman  
Director, Defense Procurement and Acquisition Policy

Attachment:  
As stated
Quick Start Guide for BioPreferred Reporting

SAM is the new repository for BioPreferred Reports

What is BioPreferred Reporting?
The BioPreferred program is a key element to promote sustainable acquisition throughout the Government under Executive Order 13514 of October 5, 2009 (Federal Leadership in Environmental, Energy, and Economic Performance). The BioPreferred program, established by the Farm Security and Rural Investment Act of 2002 (Public Law 107-171) (2002 Farm Bill), and strengthened by the Food, Conservation and Energy Act of 2008 (Public Law 110-234) (2008 Farm Bill), is intended to increase Federal procurement of bio-based products to promote rural economic development, create new jobs, and provide new markets for farm commodities. Bio-based and sustainable products help to increase U.S. energy security and independence. BioPreferred reporting has been added to SAM to comply with FAR Case 2013-006, Biobased and Sustainable Product Procurement. For more information, see http://www.biopferred.gov/

How to Create a BioPreferred Report
Your entity must be registered in SAM, and you must have either the Entity Administrator, Entity Registration Representative, or Reporter role.
- From your “My SAM” page, click “Register/Update Entity” then click “BioPreferred Reporting.”
- Select your DUNS.
- Select a contract from your list of contracts which require BioPreferred reporting.
- Click “Add USDA Category”, select a Category and Product and enter the Total Dollar Amount Spent on that product during the federal government fiscal year.
- Click “Submit” to save the report.
- You can edit a BioPreferred at any point during the reporting period. The reporting period for the federal government fiscal year runs from November 1st until October 31st. When the reporting period closes, you will only be able to create/edit reports for the next fiscal year.

Who Needs to Report?
Vendors must report on a contract if it meets all of the following criteria:
- Is a service or construction contract, as identified by the Product and Service Code (PSC)
- Is awarded on or after May 18, 2012
- Contains a period of performance date during the current fiscal year – regardless of whether the contract was completed or not.

What Does SAM Do With the Data?
Federal Government users (those with a SAM account that has a government email address or government role) can view the status of a specific BioPreferred report by searching for an entity, opening the registration, and clicking the “BioPreferred Link” on the Entity Dashboard. After the reporting period ends, SAM also publishes a summary year-end report on the Data Access page which is only available to Federal Government users.

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