

MEMO

Date: 07/29/2021

To: UMB Departments That Manage Federal Service Contracts

From: Esther Ndiangui, Senior Contracts Financial Accountant, SPAC

CC: Laura Scarantino, AVP, SPAC/Krista Salsberg, Senior Manager, SPAC

Subject: Sub-recipients Reporting Requirements for Service Contracts Report DUE to SPAC by **10/14/2021**

As per FAR Subpart 4.17, Federal Contractors and their first tier sub-contractors with contracts containing FAR clauses 52.204_14 or 52.204-15 are required to submit an annual Service Contracts Report (SCR) online at www.sam.gov. The current annual report covers the Federal Government's Fiscal Year which runs from October 1, 2020 through September 30, 2021.

In preparation for FY 2021 Service Contract reporting, attached is a template for use in capturing all of the information which is required by the federal government. All the fields must be populated with the requested information for each sub-contract as this will be uploaded online into SAM.gov in October 2021.

This memo is to remind those departments with federal contracts which have sub-contracts to ensure that they have been tracking their subcontractors' labor hours worked and invoiced to UMB; and in turn included in the invoices which UMB submits to the sponsors during the period from 10/1/2020 to 9/30/2021.

Per the Federal Government "if the contractor fails to submit a report in a timely manner, the contracting officer shall exercise appropriate contractual remedies. In addition, the contracting officer will make the contractor's failure to comply with the reporting requirements a part of the contractor's performance information under [subpart 42.15¹](#)."

Please use the attached template and email your completed report to spaccontractteam@umaryland.edu by **October 14, 2021**. SPAC will gather information relating to UMB employees' labor hours charged to your contract as well as amount invoiced during the reporting period, which is also required. This service contracts report has a hard deadline as its web page at www.sam.gov is usually locked on the deadline. If you have questions, please let us know.