

# DES-210-01 Agency Contract Reporting

## **Frequently Asked Questions (FAQs)**

### **Since the effective date is Jan. 1, 2013, what will be the initial reporting period?**

All contracts with an effective date on or after Jan. 1, 2013, must be reported as well as all current contracts that have been amended with an amendment effective date on or after Jan. 1, 2013.

### **Will agencies be required to report procurements made using qualified master contracts?**

Yes, but only if the use of qualified master contract results in an agency specific contract that includes a statement of work. The agency should report the effective dates of the agency specific contract.

### **Will agencies be required to report click-through agreements including those that have a fee?**

Yes, if they exceed the direct buy limit. Click-through agreements may impact other software agreements and therefore must be reported.

### **Will agencies be required to report purchasing card (P-Card) transactions?**

No. The P-Card is a method of payment, not a type of contract. Use of a P-Card does not determine whether the contract is reportable. See 'Contract Reporting Exemptions' for those contracts that are exempt from reporting.