



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Management Services
Division

Contracting Policy No. 4.602(a)
Federal Procurement Data System

Purpose: This Contracting Policy describes the requirements for the timely input of accurate data into the Federal Procurement Data System—Next Generation (FPDS-NG), as well as the methods for data verification and validation as required by the Office of Federal Procurement Policy (OFPP).

Effective Date: Immediately.

Expiration Date: None. (May be only canceled or superseded.)

Background:

According to section 4.602(a) of the Federal Acquisition Regulation (FAR), FPDS-NG provides a comprehensive mechanism for assembling, organizing, and presenting contract placement data for the Federal Government. Agencies must report all transactions over the micropurchase threshold (currently \$3,000) and modifications to those transactions regardless of dollar value (including no-cost modifications). Federal agencies report data directly to FPDS-NG, which collects, processes, and disseminates official statistical data on Federal contracting. FPDS-NG is accessible on the Internet at <https://www.fpds.gov/>.

FPDS-NG is the primary source for several internal and external reports, and therefore it is imperative that the data is valid. As the Government's principal repository for acquisition information, FPDS-NG is an authoritative source that allows agency managers, contractors, and policymakers to make informed business decisions on staffing and training. FPDS-NG is also a source for determining the correct size of the acquisition workforce, reporting on socio-economic goals, ensuring that contracts are adequately competed, and assessing agency and Government-wide performance on several other key indicators.

Consequently, the Office of Federal Procurement Policy (OFPP) issued a memorandum to Chief Acquisition Officers, dated March 9, 2007, on Federal Procurement Data Verification and Validation (see Attachment 1). This memorandum presents the requirements for ensuring that the 2007 FPDS-NG data reflect accurate and timely contract information. The first of these requirements is to "Establish an agency-wide requirement for routine, statistically-valid data verification and validation. The verification and validation must be conducted by an organization or person that did not award the contracts being reviewed."

This Contracting Policy provides guidance on entry of procurement data into FPDS-NG, as well as the verification and validation process that OPM will use to assure that the data is accurate.

The Policy:

1) FPDS-NG Input and Review in CCFAS/CG

- a) The contract specialist is responsible for accurately entering FPDS-NG data, achieving system approval of the data prior to contract award or modification. The data can only be successfully approved when all mandatory fields have been completed in the correct format.
- b) Prior to contracting officer approval, the contract specialist must insert in the contract file under the appropriate tab a screen print of the FPDS-NG input
 - i) The contract specialist must provide data in not only the mandatory FPDS-NG fields, but all fields that apply to the particular action. Specifically, the “Place of Manufacture” field must be completed when applicable.
 - ii) Purchase card data is not entered in FPDS-NG. Purchase card data is entered in a separate database by the bank that issues agency purchase cards.
- c) All prior FPDS-NG input must be reviewed for accuracy by the contracting officer prior to option extension.
- d) The contracting officer is responsible for ensuring that data entered in FPDS-NG is accurate and complete. The contracting officer’s signature and date of signature on the FPDS-NG screen print are evidence that the FPDS-NG entry has been reviewed and is accurate and complete. If the contracting officer was responsible for entering the data into FPDS-NG, then he or she must have the entry verified for accuracy and completeness by another contracting officer, and that contracting officer must sign and date the screen print.
- e) If an entry has been approved in FPDS-NG and the information is later found to be inaccurate, the contract specialist must correct to the entry. This is done by logging onto FPDS-NG, clicking on the “Corrections” icon, and then entering the applicable Procurement Instrument Identifier (PIID) in the PIID field.

2) Uses of FPDS-NG Data

- a) FPDS-NG data is exported directly into several Government-Wide IT systems within the Integrated Acquisition Environment (IAE), including the Electronic Subcontractor Reporting System (eSRS) and the Contractor Performance Assessment Reporting System (CPARS).
- b) Future plans for IAE include using FPDS-NG to identify and evaluate strategic sourcing efforts, providing a directory of Government-Wide Acquisition Contracts (GWAC) and Multiple-Award Contracts (MAC), and using the data as a foundation for standardizing contracting practices across government.
- c) FPDS-NG data is public record and is often the basis for media and congressional inquiries directed at a specific agency or the Government as a whole.

- d) FPDS-NG data is used for several internal and external reports. Improved accuracy of FPDS-NG data substantially reduces the need for ad-hoc inquiries that are directed to contract specialists.
- e) In the near future, FPDS-NG data will be used for assessing process improvements, making decisions on staffing levels and training, and as one of the criterion for providing performance awards.

3) Independent Data Verification and Validation

- a) In a March 9, 2007 Memorandum for Chief Acquisition Officers (see Attachment 1), the OFPP specifies that agencies must establish a requirement for routine, statistically-valid data verification and validation of FPDS-NG entries, and that the review must be conducted by an organization or person that did not award the contracts being reviewed. The Office of the Chief Financial Officer's Center for Internal Control and Risk Management (CICRM) will assist the Contracting Group in conducting the independent verification and validation of FPDS-NG entries for each fiscal year required by OFPP, in accordance with the milestone schedule provided in Attachment 2.
- b) The Contracting Group will provide a semi-annual roll-up to CICRM identifying the contracting actions completed during the reporting period and entered into the FPDS-NG system. Each action listed must be clearly identified by :
 - i) dollar value
 - ii) contract length
 - iii) socioeconomic status
 - iv) contract specialist
 - v) contracting officer
 - vi) level of competition (e.g. sole source)
 - vii) effective date
 - viii) supply or service type
 - ix) action type (e.g. modification, BPA, Delivery Order, Contract, BPA Call, Purchase Order, etc...)

The Chief of the Contracting Group will review the list for completeness and accuracy before forwarding to CICRM for further verification and validation.

- c) Within 30 days of receipt CICRM will perform an independent review of the Contracting Group data using standard sampling techniques that yield a 90% confidence level and a 5% error rate. In addition to the actions chosen at random, CICRM will review all newly awarded multiple-year contracts and basic purchasing agreements under which orders or calls will be placed. The results will be documented and provided to the Contracting Group for further distribution.
- d) After the CICRM report is issued, the Contracting Group must correct all data-entry errors prior to December 1 of each year, and provide an annual assurance statement to OFPP by December 15 and a certificate of data accuracy and completeness to GSA as required.

Point of Contact:

Please direct questions concerning this Contracting Policy to Tina B. McGuire, Director, Contracting Group, by telephone at (202) 606-4591 or by e-mail at tina.mcguire@opm.gov.

Approved by:

 /S/
Ronald C. Flom
Senior Procurement Executive

 9/24/07
Date

2. Attachments:

1. OFPP Memorandum For Chief Acquisition Officers, March 9, 2007
2. Milestone Schedule for FPDS-NG Data Verification and Validation

Attachment 1

OFPP Memorandum for Chief Acquisition Officers, March 9, 2007

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Attachment 2

MILESTONE SCHEDULE FOR FPDS-NG DATA VERIFICATION AND VALIDATION	
May 1	CCFAS provides CICRM report on its review for the first half of the FY.
June 1	CICRM reports on the results of its review to CCFAS/CG.
November 1	CCFAS/CG provides CICRM a report in its review for second half FY data.
November 15	CICRM reports the results of its review for the FY, including overall conclusions on data verification/validity and errors that need to be corrected.
December 1	All Errors Corrected in FPDS-NG.
December 15	Submit Certification to OFPP

*Sampling may be conducted throughout the fiscal year, as long as it is representative of all contract actions.