

OFFICE OF THE PROCUREMENT EXECUTIVE

PROCUREMENT INFORMATION BULLETIN NO. 2012-19

SUBJECT: Federal Procurement Data System (FPDS) Data
Quality Plan (**Updated October 7, 2014**)



1. **Scope:** This Procurement Information Bulletin applies to all domestic and overseas contracting offices and Regional Procurement Support Offices and is intended to document the process of verifying and validating procurement data entered into FPDS.
2. **Authority:** 1 FAM 212.2 b (1) assigns the Office of the Procurement Executive the authority to prescribe the Department's acquisition policies, regulations, and procedures.
3. **Background:** In accordance with the Office of Management and Budget (OMB) Office of Federal Procurement Policy (OFPP) Memorandum dated May 31, 2011, complete, accurate and timely federal procurement data submissions are essential. This ensures that the government has the most complete information when planning and awarding contracts and that U.S. taxpayers have reliable data to track how tax dollars are being spent. OMB also requires that State have policies, procedures and internal controls in place to monitor and improve procurement data quality. (**Note: This PIB was originally issued on 9-20-2012, replacing PIB 2007-18. This latest revision updates Attachment 1, "Most Common FPDS Data Entry Errors" that was updated on July 28, 2014.**)

The quality of State's procurement information depends on each contracting office confirming that procurement data are input accurately into the Federal Procurement Data System (FPDS), reflecting the information contained in official contract files. Contracting offices will validate and verify the data they enter into the FPDS. In accordance with the Federal Acquisition Regulation (FAR), each FPDS action must be submitted to FPDS within three (3) business days after contract award. Contracting offices will monitor the timeliness of FPDS data entry.

4. **Procedures:** Each contracting office must conduct and document a monthly FPDS action verification and validation (V&V) and timeliness review. Reviewers must not have participated in the award of the specific contracts, purchase orders, delivery orders, or task orders.

Step 1: Review and correct actions listed in the "FPDS Draft/Error Report": The "FPDS Draft Error Report" identifies FPDS actions that contain incomplete data or that fail various FPDS data element accuracy checks such as inputting alpha characters when numerals are required. Attachment 1 provides a list of the most common FPDS data entry errors. The "FPDS Draft/Error Report" may be found on the following link on AQM's FPDS webpage:
<http://www.dosprocurementreports.com/?q=node/79>.

Reviewers must select the Date Signed Range on the screen and click Submit. A/OPE recommends searching October 1 of the current fiscal year through the end of the previous

month in order to identify all Drafts or Errors that require completion or correction in FPDS. Select the appropriate tab for either Domestic or a Regional Bureau to locate the procurement data for your contracting office. Next, select the number of Actions in either Draft or Error columns that are highlighted in red to view the incomplete actions that must be corrected. Reviewers should share information on errors and omissions with procurement personnel for immediate completion/correction.

To view the official Draft or Error action in FPDS, click on the following link: https://www.fpds.gov/fpdsng_cms/, enter the contract number (Procurement Instrument Identifier - PIID) for a Draft or Error record in the Advanced Search box at the top of the screen and select GO, then click on the VALIDATE button to view the missing data listed in red that must be completed before the Draft or Error record can be included as a Final record in FPDS.

Step 2: Access the “FPDS Status-Final, Draft and Error Records” report to select sample records for review: FPDS actions already included in the official FPDS database may be reviewed using the Final column of the FPDS Status – Final, Draft and Error Records report by clicking on the following link:

<http://www.dosprocurementreports.com/?q=node/101>. The reviewer will randomly select contract actions representing 10% of the total procurement actions issued for the month and year selected. High dollar value procurement actions should receive priority attention. To view the official contract action in FPDS, click on the following link:

https://www.fpds.gov/fpdsng_cms/, enter the contract number (Procurement Instrument Identifier - PIID) in the advanced search box at the top of the screen and select GO. The next screen will display all actions related to that PIID, sorted by modification number. Click on the link to the modification you want to view or print.

Step 3: Verify FPDS Data Elements against contract files: The reviewer must verify all required FPDS Data Elements listed in Attachment 1 by comparing the FPDS action printed in Step 2 above to the official contract file. If there are discrepancies between the two, the reviewer must return the FPDS action and the contract file to procurement personnel for correction.

Step 4: Develop and analyze statistics: The reviewer must develop statistics to identify error trends (such as incorrect Product Service Code entries, incomplete entries in the Descriptions of the Requirement field or reporting in foreign currency rather than U.S. Dollars) for future quality control focus. The reviewer must then discuss the trends with procurement personnel and post management.

Step 5: Review timeliness: FAR 4.604(b)(3) requires that FPDS actions be submitted to FPDS within three (3) business days after contract award. A/OPE’s “FPDS Reporting Timeline” report provides a breakdown of the FPDS actions and the number of days that transpired between the Date Signed (FPDS Data Element 2A) and the date the action was completed in FPDS. The “FPDS Reporting Timeline” report may be found on the following link:

<http://www.dosprocurementreports.com/?q=node/48>. The report includes each contracting office, sorted by bureau and includes the number of FPDS actions that were reported between 0-3 days, 3+ days and 30+ days. Actions that were not reported within the required three day window are highlighted in red. Clicking on the red number in each of the 3+ days and

30+ days columns will open another window that lists each PIID that was not reported to FPDS in a timely manner. This tool may also be used to identify error trends.

5. **The Official FPDS link:** The FPDS Home page can be found by clicking on the following link: https://www.fpbs.gov/fpbsng_cms/. After logging on to FPDS, users may view each action by typing the Procurement Instrument Identifier (PIID) (FPDS Data Element 1A) in the blank next to the Advanced Search button and select the GO button. The next screen will display all actions related to that PIID, sorted by modification number. Select the link to the action you want to view and print.

6. **Questions:** Additional questions concerning A/OPE's FPDS reporting tools may be addressed to Ms. Peggy Cox (CoxPA@state.gov). Questions concerning ILMS Ariba must be addressed to the ILMS Mailbox listed in the Global Address List.

7. **Effective Date:** This PIB is effective immediately.

October 7, 2014

Date

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Corey M. Rindner

Procurement Executive

Attachments:

Attachment 1 – Most common FPDS Data Entry Errors

Attachment 2 – FPDS Data Validation Report

Distribution:

A/OPE Staff

All Domestic and Overseas Heads of Contracting Activities

All Directors, Regional Procurement Support Offices

All Directors, Narcotics Affairs Sections

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Attachment 1

Most Common FPDS Data Entry Errors (updated July 28, 2014)

1. Do NOT report DOLLARS OBLIGATED in the Action Obligation field when reporting Indefinite Delivery Vehicles (IDV) to the Federal Procurement Data System (FPDS). This includes **Basic Ordering Agreements, Blanket Purchase Agreements and Indefinite Delivery Contracts.** As explained in *4 FAH-3 H-053.8 Contracting, Indefinite Delivery Contracts (IDC)*, open-ended or option contracts do **NOT** represent an obligation at the time of execution and are **NOT** valid obligating documents. In addition, per *4 FAH-3 H-053.7 Purchasing, Blanket Purchase Agreements (BPA)* are also **NOT** considered valid obligating documents. Obligations are established by issuing a contract modification

2. Inaccurate or blank post codes (FPDS Data Element 4B, Contracting Office Code): Identifies your contracting office. Ensure your post code is accurately entered into ILMS Ariba, for overseas contracting offices (Momentum for domestic users). When this field is not completed in ILMS Ariba, the FPDS creates an FPDS error. Click the following link to view Contracting Office Codes: (<http://www.dosprocurementreports.com/?q=node/174>).

3. Reporting an incorrect Product Service Code (PSC) (FPDS Data Element 8A, Product or Service Code): The PSC identifies the product or service being acquired. Click on the following link to view the official FPDS Product Service Code Manual: (https://www.acquisition.gov/sites/default/files/page_file_uploads/PSC%20Manual%20-%20Final%20-%202009%20August%202015_0.pdf). Service Codes begin on page 60 of the link. Products begin on page 126.

4. Reporting an incorrect North American Industry Classification System (NAICS) code (FPDS Data Element 8G, NAICS): The NAICS identifies the major sectors of the economies of the United States, Mexico and Canada. Click on the following link to view the official NAICS (<http://www.census.gov/eos/www/naics/>). **NOTE:** The new 2012 NAICS codes go into effect October 1, 2012.

5. Entering incomplete descriptions of the procurement requirement (FPDS Data Element 6M, Description of Requirement): BEFORE entering the description of requirement for an FPDS record, posts must enter the appropriate inherently government function code identified in Procurement Information Bulletin 2012-11 “Preventing Contractor Performance of Inherently Governmental Functions (IGF)” http://aoepd.a.state.gov/content.asp?Content_id=104&menu_id=50, for all service procurement actions (Product Service codes beginning with an alpha). Enter a complete description of the goods or services that post is purchasing. Enter a description such as gardening services for the embassy or laptop computers for the consular section rather than “mod” or “exercising option year.” Please avoid using slang or acronyms, spell out exactly what post is buying. All information reported to FPDS is available to the public.

6. Reporting an inaccurate Data Universal Numbering System (DUNS) number or leaving the DUNS number field blank (FPDS Data Element 9A, DUNS Number): Every vendor must have a DUNS number issued by Dun and Bradstreet before it can receive a contract award

from any contracting office. Report the DUNS number for the contractor location that received the award.

7. Not reporting valid a Treasury Account Symbol (TAS) (FPDS Data Element 6SC, Treasury Account Symbol Agency Identifier): The TAS Agency Identifier represents the federal department that is responsible for the TAS. Click on the following link to view the official Federal Account Symbols and Titles (FAST) Book:

http://www.fiscal.treasury.gov/fsreports/ref/fastBook/fastbook_home.htm.

The Department of State listing begins on page A-64 of the FAST Book. This information may also be found in the fund citation on the order. If there are multiple funding sources for procurement, select the fund site that represents the majority of the dollars obligated.

8. Reporting overseas vendors as small businesses (FPDS Data Element 11A, Contracting Officer's Determination of Business Size): Only U.S. based small businesses are eligible for "small business" status in FPDS. Overseas users must select "O" (Other than Small Business) in FPDS Data Element 11A, if the vendor is not a U.S. small business.

9. Entering erroneous Funding Office ID (FPDS Data Element 4D, Program/Funding Office-Code): Click on the following link to view the only Department of State Funding Office Codes accepted in FPDS:

http://www.dosprocurementreports.com/aope/sites/all/pdf/DOS_Funding_Office_Codes.pdf. For example, Contracting Offices located in the Bureau of Western Hemisphere Affairs must enter 'WHA' in FPDS Data Element 4D for all actions funded by their bureau. If a post is processing a procurement on behalf of another agency, that agency is responsible for providing their Funding Office ID, as assigned by their funding agency, prior to post processing that procurement.

10. Reporting obligations in foreign currency, FPDS Data Element 3C, Action Obligation): The amount that is obligated or de-obligated must be stated in U.S. Dollars. Reporting obligations in a foreign currency overstates posts' obligations.

Attachment 2

FPDS Data Validation Report

Accuracy Computation for Key Data Elements

Date Element Name	(Column A) No. of CARS Reviewed	(Column B) No. of Correct CARs	(Column B/ Column A as %) Accuracy Rate	Systematic Causes of Invalid Data (Check all that apply)		
				User	FPDS	Other
2A Date Signed						
2C Completion Date						
2D Est. Ultimate Completion Date						
2E Last Date to Order						
3A Base and All Options Value						
3B Base and Exercised Options Value						
3C Action Obligation						
4C Funding Agency ID						
6A Type of Contract						
6F Performance Based Service Acquisition						
6M Description of Requirement						
8A Product/Service Code						
8G Principal NAICS Code						
9A DUNS No						
9H Place of Manufacture						
9K Place of Performance ZIP Code (+4)						
10A Extent Competed						
10C Other than Full & Open						
10D Number of Offers Received						
10N Type of Set Aside						
10R Fair Opportunity/Limited Sources						
11A CO's Determination of Business						
Size Selection						
11B Subcontract Plan						
12A IDV Type						
12B Award Type						
Total Records Sampled						

NOTE: FPDS Data Element 11B, Subcontract Plan DOES NOT apply to overseas contracting activities and may remain blank when submitting this form from an overseas post.

Accuracy Rate of Sample: _____ %

Percent of Total Procurement Spend Covered by Sample: _____ %

Submitted by: _____
Printed Name

Month/FY under review

Post Name

Date

Signature

Email Address