

Federal Procurement Data System (FPDS) Webinar

Reference: PIB 2012-19 -Federal Procurement Data System (FPDS) Data Quality Plan

Presented by: A/LM/AQM

PIB 2012-19

OFFICE OF THE PROCUREMENT EXECUTIVE
PROCUREMENT INFORMATION BULLETIN NO. 2012-19

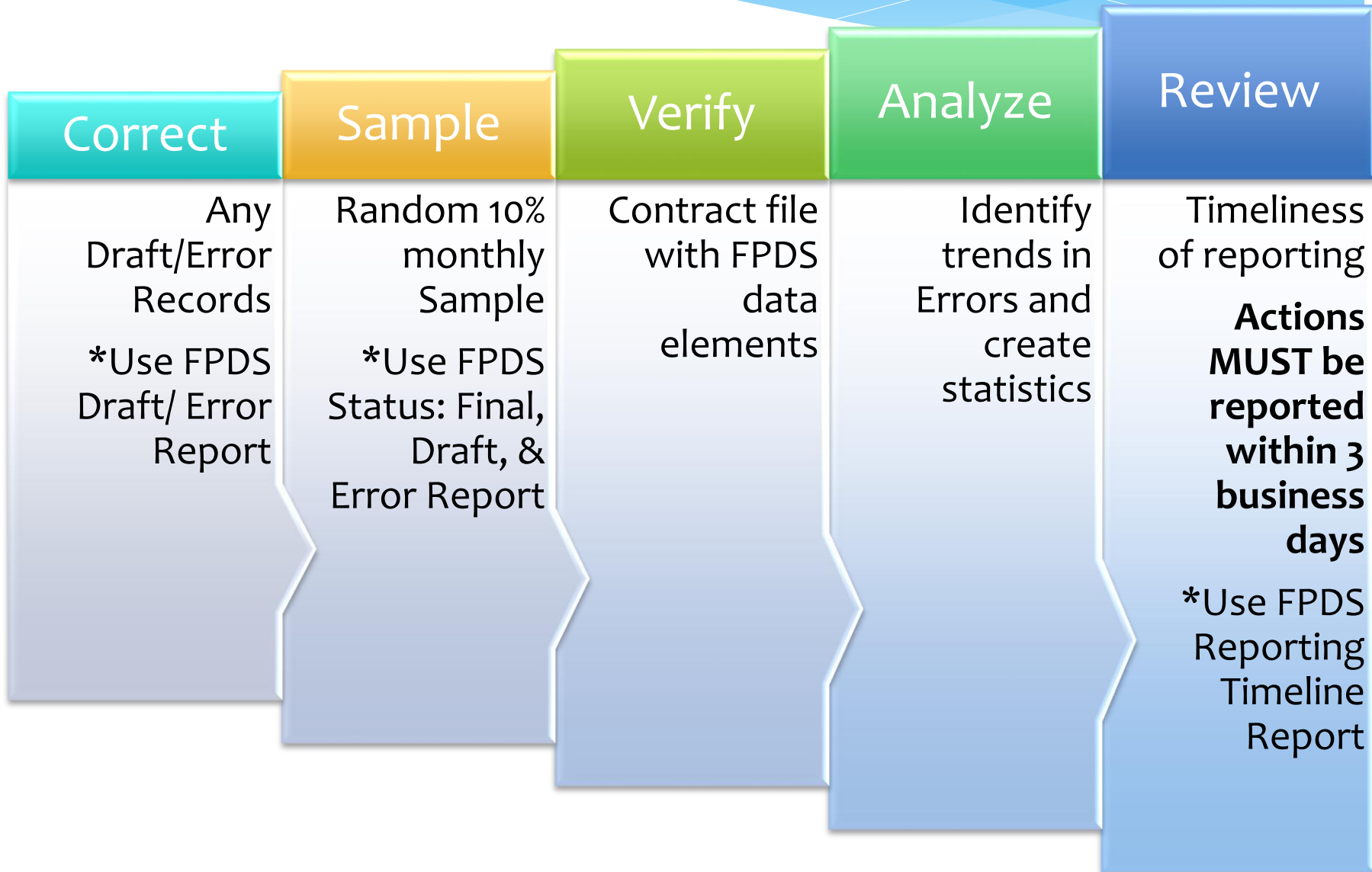
SUBJECT: Federal Procurement Data System (FPDS) Data
Quality Plan (Updated October 7, 2014)



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.

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.

Data Quality Steps



FPDS Draft/Error Report

How to run FPDS Draft/Error Report:

1. Go to www.dosprocurementreports.com
2. Select State FPDS Reports tab, select FPDS Draft/Error Report
3. Fill in the following information:

Date Signed From: 10/1/2014

Date Signed To: 9/30/2015

Region: WHA

Date Signed From (mm/dd/yyyy)	<input type="text" value="10/1/2014"/>	Date Signed To (mm/dd/yyyy)	<input type="text" value="9/30/2015"/>	<input type="button" value="View Report"/>
Region	<input type="text" value="WHA"/>	Contracting Office	<input type="text"/>	
Report Title	<input type="checkbox"/> (Select All) <input type="checkbox"/> BLANK <input type="checkbox"/> AF <input checked="" type="checkbox"/> DOM <input type="checkbox"/> EAP <input type="checkbox"/> EUR <input type="checkbox"/> NEA <input type="checkbox"/> SCA <input checked="" type="checkbox"/> WHA			

FPDS Draft/Error Report

Note: Data valid as of 6/20/2016, Data are updated daily at 2:00 am EST.

Date Signed Range: 10/1/2015 - 9/30/2016

Region: WHA Contracting Office: ALL

For assistance in completing/correcting Draft or Error procurement records, please contact either ILMS (ILMS@state.gov) or Momentum (AQMOps@state.gov).

Click on the plus/minus sign (+/-) next to the Region to Show/Hide Details.

To view a list of Draft/Error contracts, click on the link which is denoted in red and underlined.

Region	Office Name	DRAFT		ERROR	
		Number Of Actions	Dollars Obligated	Number Of Actions	Dollars Obligated
<input checked="" type="checkbox"/> WHA		<u>1,003</u>	\$13,545,131.35	<u>104</u>	\$1,448,943.55
WHA	AMERICAN CONSULATE CALGARY	0	\$0.00	0	\$0.00
WHA	AMERICAN CONSULATE CIUDAD JUAREZ	0	\$0.00	0	\$0.00
WHA	AMERICAN CONSULATE CURACAO	<u>3</u>	\$15,385.84	0	\$0.00
WHA	AMERICAN CONSULATE GUADALAJARA	<u>2</u>	\$28,114.12	<u>1</u>	\$16,197.55
WHA	AMERICAN CONSULATE HALIFAX	0	\$0.00	0	\$0.00
WHA	AMERICAN CONSULATE HERMOSILLO	<u>2</u>	\$36,459.30	0	\$0.00
WHA	AMERICAN CONSULATE MATAMOROS	<u>18</u>	\$64,993.34	0	\$0.00
WHA	AMERICAN CONSULATE MERIDA	<u>6</u>	\$18,708.27	0	\$0.00
WHA	AMERICAN CONSULATE MONTERREY	<u>18</u>	\$183,351.98	<u>1</u>	\$0.00
WHA	AMERICAN CONSULATE MONTREAL	<u>5</u>	\$90,355.04	0	\$0.00
WHA	AMERICAN CONSULATE NOGALES	0	\$0.00	0	\$0.00
WHA	AMERICAN CONSULATE NUEVO LAREDO	<u>2</u>	\$20,271.51	0	\$0.00
WHA	AMERICAN CONSULATE QUEBEC	0	\$0.00	0	\$0.00
WHA	AMERICAN CONSULATE RECIFE	<u>12</u>	\$71,982.59	0	\$0.00
WHA	AMERICAN CONSULATE RIO DE JANEIRO	<u>1</u>	\$11,942.20	0	\$0.00
WHA	AMERICAN CONSULATE TIJUANA	<u>7</u>	\$47,652.96	<u>2</u>	\$18,272.41

FPDS Draft/Error Report

4. Posts listed in the report can select the number in red/underscored in the DRAFT column to generate more details on those actions.
5. From the contract list page, you can view the errors for a particular record by selecting “View Validation”

[Back to Parent](#)

Draft Contracts

Note: Data valid as of 6/20/2016, Data are updated daily at 2:00 am EST.

Date Signed Range: 10/1/2015 - 9/30/2016

Region: WHA

[Contact ILMS@state.gov for assistance in completing/correcting Draft or Error procurement records.](#)

To view validation errors or PIID details, click on the text that is [blue and underlined](#).

Office	PIID	Mod Number	Referenced PIID	Date Signed	Number of Actions	Dollars Obligated	
AMERICAN EMBASSY MEXICO	SMX53015M1696	1		03/03/16	1	(\$3,995.62)	View Validation
AMERICAN EMBASSY MEXICO	SMX53016M0427	1		02/11/16	1	(\$125.52)	View Validation
AMERICAN EMBASSY MEXICO	SMX53015M1368	1		06/20/16	1	(\$97.00)	View Validation
AMERICAN EMBASSY MEXICO	SMX53015M1508	2		06/06/16	1	\$0.00	View Validation
AMERICAN EMBASSY MEXICO	SMX53016D0002	0		02/05/16	1	\$0.00	View Validation
AMERICAN EMBASSY MEXICO	SMX53015M1248	2		06/07/16	1	\$0.00	View Validation

Final, Draft & Error Records

FPDS Status of Actions Report:

1. Go to www.dosprocurementreports.com
2. Select State FPDS Reports tab and select FPDS Status: Final, Draft and Error Records
3. Fill in the following information:
Date Signed From: 10/1/2014
Date Signed To: 9/30/2015
Region: WHA **Contracting Office: Ottawa**
4. Find post Ottawa, click on the number of actions listed under the Final column that are blue and underlined to get to the Contract List page
5. From the Contract List page, you can select any of the underlined PIID numbers to generate the contract data

Verify FPDS Data Elements

1. The reviewer must verify all required FPDS Data Elements listed in Attachment 2 of PIB 2012-19 by comparing the FPDS action to the contract file.
2. If there are discrepancies between the two, the reviewer must return the FPDS action and the contract file to procurement personnel for correction.

Develop and Analyze Statistics

1. 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.
2. The reviewer must then discuss the trends with procurement personnel and post management.

Review Timeliness

FPDS Reporting Timeline Report:

1. Go to www.dosprocurementreports.com
2. Select State FPDS Reports tab then select FPDS Reporting Timeline Report
3. Fill in the following information:
 - Date Signed From: 10/1/2014**
 - Date Signed To: 9/30/2015**
 - Region: WHA**
4. For the first post listed, click on the numbers that are red and underlined to get more details on those actions.
5. Drill down to Contract Summary or Contract Detail level

Date Signed From (mm/dd/yyyy) Date Signed To (mm/dd/yyyy) Region Contracting Office Report Title

1 of 2 100% Find | Next

FPDS Reporting Timeline

Note: Data valid as of 6/20/2016, Data are updated daily at 2:00 am EST.

Date Signed Range: 6/1/2016 - 6/30/2016

Region: WHA Contracting Office: ALL

For assistance in correcting any procurement record included in this report contact ILMS@state.gov or for help with Momentum, contact AQMOps@state.gov.

Note: NR denotes No Reporting for the period

Click on the plus/minus sign (+/-) next to the Region to Show/Hide Details.

To view the list of contracts, click on the link which is denoted in [red and underlined](#).

Region	Office Name	Number of Records				Percentage			
		0-3 Days	3+ Days	30+ Days	Total	0-3 Days	3+ Days	30+ Days	FY to Date Within 3 Days
⊞ WHA		365	<u>4</u>	<u>0</u>	369	98.92%	1.08%	0%	NR
WHA	AMERICAN CONSULATE CIUDAD JUAREZ	10	0	0	10	100%	0%	0%	NR
WHA	AMERICAN CONSULATE CURACAO	6	0	0	6	100%	0%	0%	NR
WHA	AMERICAN CONSULATE HERMOSILLO	3	0	0	3	100%	0%	0%	NR
WHA	AMERICAN CONSULATE MERIDA	1	0	0	1	100%	0%	0%	NR
WHA	AMERICAN CONSULATE MONTREAL	1	0	0	1	100%	0%	0%	NR
WHA	AMERICAN CONSULATE NUEVO LAREDO	3	0	0	3	100%	0%	0%	NR
WHA	AMERICAN CONSULATE RIO DE JANEIRO	9	0	0	9	100%	0%	0%	NR
WHA	AMERICAN CONSULATE TORONTO	6	0	0	6	100%	0%	0%	NR

Common FPDS Data Entry Errors

- * **INCORRECT/BLANK POST CODES** (FPDS Data Element 4B, Contracting Office Code)
- * **INCORRECT PSC** (FPDS Data Element 8A, Product or Service Code)
- * **REPORTING R&D PSC** (FPDS Data Element 8A, Product or Service Code)
- * **INCORRECT NAICS** (FPDS Data Element 8G, NAICS)
- * **INCOMPLETE DESCRIPTIONS OF THE PROCUREMENT REQUIREMENT** (FPDS Data Element 6M, Description of Requirement)

Common FPDS Data Entry Errors

- * **INACCURATE/BLANK DUNS NUMBER** (FPDS Data Element 9A, DUNS Number)
- * **INCORRECT TAS** (FPDS Data Element 6SC, Treasury Account Symbol Agency Identifier)
- * **REPORTING OVERSEAS VENDORS AS SMALL BUSINESSES** (FPDS Data Element 11A, Contracting Officer's Determination of Business Size)
- * **INACCURATE FUNDING OFFICE ID** (FPDS Data Element 4D, Program/Funding Office-Code)
- * **REPORTING FOREIGN CURRENCY** (FPDS Data Element 3C, Action Obligation)

FPDS Data Validation Report

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: %

Annual Confirmation of FPDS Data

1. At the end of the Fiscal Year, posts are required to submit a confirmation of their FPDS Data to A/OPE
2. The “CONFIRMATIONS” button will show on the top toolbar on the A/OPE info site:



3. Select your region and then find your post to complete the confirmation form
4. All Draft/Error records must be finalized before you can confirm

2015 Confirmation Due December 1, 2015

Reminder: Each overseas post is required to perform the 5 Step Verification and Validation procedures outlined in [Procurement Information Bulletin \(PIB\) 2012-19, FPDS Data Quality Plan](#).

Please Note: You will not be able to confirm until there are no Draft/Error records for your post. To view a list of Draft/Error contracts, click on the link which is denoted in [red and underlined](#). For help correcting these actions, please contact either ILMS (ILMS@state.gov) or Momentum (AQMOps@state.gov).

[DOM](#) | [AF](#) | [EAP](#) | [EUR](#) | [NEA](#) | [SCA](#) | [WHA](#) | [Summary](#)

Post Name	Final Actions	Final Dollars	Draft Actions	Error Actions	Confirmed	
Asuncion-Embassy	182	\$1,253,908	0	0	Dec 3 2015 10:08AM	<input type="button" value="Confirm"/>
Belmopan-Embassy	284	\$2,674,330	0	0	Nov 18 2015 2:21PM	<input type="button" value="Confirm"/>
Bogota-Embassy	915	\$8,616,099	0	0	Oct 13 2015 12:18PM	<input type="button" value="Confirm"/>
Bogota-NAS	556	\$6,833,936	0	0	Oct 22 2015 12:44PM	<input type="button" value="Confirm"/>
Brasilia-Embassy	547	\$5,555,002	0	0	Dec 15 2015 9:29AM	<input type="button" value="Confirm"/>
Bridgetown-Embassy	252	\$3,705,487	0	0	Oct 14 2015 8:47AM	<input type="button" value="Confirm"/>
Buenos Aires-Embassy	384	\$2,759,591	0	0		<input type="button" value="Confirm"/>
Calgary-Consulate General	1	\$0	0	0	Nov 25 2015 2:56PM	<input type="button" value="Confirm"/>
Caracas-Embassy	319	\$4,944,708	0	0	Nov 18 2015 11:03AM	<input type="button" value="Confirm"/>
Ciudad Juarez-Consulate General	231	\$1,722,003	0	0	Nov 30 2015 10:42AM	<input type="button" value="Confirm"/>
Curacao-Consulate General	42	\$380,040	0	0	Nov 24 2015 11:41AM	<input type="button" value="Confirm"/>
Georgetown-Embassy	120	\$1,729,929	0	0	Dec 3 2015 8:37AM	<input type="button" value="Confirm"/>
Guadalajara-Consulate General	87	\$611,424	0	0	Nov 24 2015 4:52PM	<input type="button" value="Confirm"/>
Guatemala City-Embassy	462	\$5,630,760	0	<u>1</u>	Nov 18 2015 12:00PM	
Guayaquil-Consulate General	115	\$686,817	<u>1</u>	0	Nov 18 2015 2:07PM	
Halifax-Consulate General	0	\$0	0	0	Nov 25 2015 2:48PM	<input type="button" value="Confirm"/>
Havana-Embassy	178	\$1,632,744	0	0	Dec 2 2015 4:06PM	<input type="button" value="Confirm"/>
Hermosillo-Consulate General	43	\$339,708	0	0		<input type="button" value="Confirm"/>

Questions/Help

For assistance in correcting records in FPDS contact:

ILMS@STATE.GOV

For assistance with FPDS reports on LM/AQM's website contact:

AUTRYPM@STATE.GOV

Note: Reports are updated once a day (2:00 AM Eastern time). If post made changes to a record then the change will not show up in the report until the next business day.