APD ALERT

AGAR Advisory No. 84, Revision 01 – USDA Federal Procurement

Data Verification and Validation Plan

PURPOSE

The Office of Management and Budget (OMB) issued a memorandum,
 "Federal Procurement Data Verification and Validation" dated March 9, 2007, requiring continued attention to the accuracy of Federal procurement data.   In addition, USDA issued AGAR Advisory No. 84, USDA Federal Procurement Data Verification and Validation Plan to establish interim policy and procedures for the verification and validation of the procurement data entered into the Federal Procurement Data System - Next Generation (FPDS-NG).

Recently, USDA requested each agency to review a sampling of the data submitted into FPDS-NG to verify and validate its accuracy. As a result of this review some critical weaknesses were discovered in our records. Therefore, all ARS procurement personnel, including warranted Contracting Officers, Purchasing Agents, and Contract Specialists, should review the following APD guidance to ensure that our FPDS-NG records are correct:

- APD Alert 2004-10, Use of the Purchase Card or Convenience Check for Purchases Above The Micro Purchase Threshold.
- APD Alert 2003-10 Document Numbering Requirements for FPDS-NG and the Integrated Acquisition System (IAS) including the enclosed excerpt from the ARS IAS Policy Document.

POLICY

In response to the OMB memorandum and AGAR Advisory, ARS will implement a new review process to ensure that our data is accurate. Beginning in the first quarter of FY 2008, the Acquisition Programs and Oversight Branch (APOB), APD, will randomly select a sampling of two FPDS-NG records from each of the Area offices, Facilities Division, and the Acquisition and Property Division, for a total of 20 actions reviewed. These records will be provided to the Acquisition Systems Program Manager (ASPM), APOB, for review. The review will verify that each of the records have been entered into FPDS-NG accurately, based upon the information found in the corresponding contract file. If any record reviewed is found to be incorrect, a subsequent review of additional records may be required. All errors found during the review must be corrected.

Some common errors found in the initial review were:
- incorrect place of performance
- wrong effective date
- improper NAICS code
- wrong contract award form
- incorrect contract number (see attachment 1)

If you have any questions, please contact Angelia Fleming Loggie, Acquisition Systems Program Manager, on 301-504-1730 or via e-mail at angelia.flemingloggie@ars.usda.gov.

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Excerpt from ARS Integrated Acquisition System (IAS):
System Policy Document

Document Numbering for Actions Processed Outside of IAS

Documenting schematics for those actions processed outside of IAS must differ in order to avoid duplication of numbers with those processed within IAS. The numbering schematics require certain characteristics in order to comply with FPDS-NG standards. The following numbering sequences will be used for actions processed outside of IAS:

AG (the USDA Agency Prefix)	-	2 characters
Contracting/ordering office code	-	4 characters
Document type (see chart below)	-	1 character
Fiscal year	-	2 characters
Sequential alpha (manually-generated)	-	2 characters
Numerical sequence (manually-generated)	-	2 characters

Example: AG-3142-C-06-AA01

The next sequence would be AA02-AA99. The sequence would then move on to AB01-AB99, etc. If AZ99 is reached, the next sequence would be BA01. Each office should prepare a manual log to record those transaction numbers processed outside of IAS.

There will no longer be visual identification of commodity/service type or pricing schedule that existed prior to the implementation of IAS. All contracts will be identified by the same code, regardless of commodity/service, and all purchase orders by another code, regardless of the payment schedule.

DOCUMENT TYPE	CODE
Solicitation (includes RFP, RFQ, RFI)	S
Purchase Order	P
Delivery/Task Order	D
Contract /BOA	C
BPA	B
BPA Call	K