




MAY 24 2007

GSA Acquisition Letter V-07-03

MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

FROM: MOLLY WILKINSON
CHIEF ACQUISITION OFFICER 

SUBJECT: FEDERAL PROCUREMENT DATA VERIFICATION AND VERIFICATION PLAN

1. Purpose. To establish requirements that will ensure the Federal Procurement Data System – Next Generation (FPDS-NG) contains accurate and timely award information.
2. Background. FPDS-NG must be an authoritative source for our customers and stakeholders to make informed business decisions. Accurate and timely information is critical to ensure the integrity of data contained within FPDS-NG. By memorandum dated March 9, 2007, the Office of Federal Procurement Policy tasked all agency Chief Acquisition Officers with establishing processes to ensure that FPDS-NG data is accurate. Accurate FPDS-NG data is also critical to meeting the requirements of the Federal Funding Accountability and Transparency Act of 2006. The Act directs the Office of Management and Budget (OMB), to create by January 1, 2008, a single searchable website, accessible by the public at no cost that includes Federal contract awards, Federal financial assistance and expenditures. OMB has decided that FPDS shall be the data source for reporting contract actions, so the accuracy, integrity, reliability and timeliness of the FPDS data is critical
3. Effective Date. Immediately
4. Termination date: This Acquisition Letter remains in effect until incorporated in the General Services Acquisition Manual (GSAM) or otherwise terminated.
5. Definitions.
Verification – Assurance that a contract action report has been accurately completed and recorded in FPDS-NG within the time allotted for such recording
Validation – Assurance that each data element recorded in FPDS-NG for a contract action is a correct representation of the corresponding data in the contract.

Certification – Written confirmation of the accuracy, timeliness and validity of FPDS-NG data provided by those designated below in accordance with the verification and validation polices established by the Head of the Contract Activity (HCA) and list of transactions provided by the Office of the Chief Acquisition Office (OCAO).

6. Instructions/Procedures.

- A. Contracting officers (CO) are the individuals primarily responsible for the accuracy of data submitted to FPDS-NG. Supervisors of Contracting Officers will consider data integrity as an element of CO's performance review.

- B. The CO shall at a minimum take the following steps necessary to verify the accuracy of the Contract Action Report (CAR).
 1. Review the CAR information for accuracy and completeness prior to submission to FPDS-NG and prior to the release of the contract award.
 2. In the absence of a Contract Writing System, ensure that the CAR information is submitted to FPDS-NG within 14 days after contract award.
 3. To further assure accurate contract data, consider including a copy of the CAR with award documents sent to the contractor for the contractor's knowledge review and information.

- C. Heads of Contracting Activities (HCA) must establish necessary policies to ensure the accurate and timely input of data into FPDS-NG. At a minimum the following procedures must be implemented.
 1. Contract writing systems capable of reporting directly into FPDS-NG shall be configured to do so as a condition of making an award.
 2. Contract writing systems that are not capable of reporting directly to FPDS-NG must report their data utilizing the FPDS-NG web portal interface not later than seven days after an award is made. To ensure the accuracy of data entered, reports of actions awarded shall be routinely generated from the contract writing system, examined and compared to data contained in FPDS-NG to assure that those actions have been reported accurately to FPDS.
 3. Organizations without a contract writing system must report the data utilizing the FPDS-NG web portal interface not later than 14 days after an award is made. To ensure data entry and accuracy, logs of contract actions must be regularly reviewed and compared to data entries in FPDS.

- D. HCAs must also verify and validate accuracy of the data and ensure contract awards have been entered into FPDS-NG within the appropriate time frames.

1. The CAO shall periodically statistically sample the GSA FPDS-NG file and provide a list of transactions to the contracting activities for certification.
2. The review process should include procedures, comparisons of contract file data to FPDS-NG data entries, and comparing printouts of FPDS-NG data to their contract writing system data for accuracy.
3. The verification and validation must be conducted by an organization or person that did not award the contracts being reviewed. HCAs may institute any appropriate process that complies with this requirement.
4. HCAs shall provide certifications of the accuracy, timeliness and validity of their FPDS-NG data on a quarterly basis to the GSA Chief Acquisition Officer based on the list of transactions provided to the HCA under paragraph D.1., above. Certifications to the GSA CAO must include a description of the means used to verify the accuracy and completeness of the data and a statement that all discrepancies found have been corrected.

7. Certifications.

The GSA CAO will provide the annual certification of GSA's FPDS-NG data to OMB. This certification will be based on the Regional and Heads of Services and Staff Offices reviews and certifications and the CAO's review. The first certification shall be for the quarter ending September 30, 2007. This and subsequent certifications are due not later than 15 working days after the end of the quarter.