

## Agency Federal Procurement Data System (FPDS) Data Quality Plan

The Office of Management and Budget (OMB) issued memorandum, “Improving Acquisition Data Quality for Fiscal Years 2009 and 2010” dated October 7, 2009, and “Improving Federal Procurement Data Quality – Guidance for Annual Verification and Validation dated May 31, 2011. Agencies shall complete actions below in order to comply with OMB’s requirement ensuring FY 2011 FPDS data reflects accurate and timely contract information.

**Mission:** This summary addresses USDA’s agencies’ responsibilities to improve its procurement data through FPDS Verification & Validation (V&V) policies and procedures.

**Agencies responsibilities:** For the end of FY2011, agencies will:

- Input the contract data fully and accurately into FPDS by September 30;
- Submit certification of accuracy of contract data input into FPDS by January 13, 2012;
- Submit responses to the FY 2011 FPDS Data Call Questions by January 13, 2012;
- Perform intra-agency reviews of contracts as required;
- Improve contract documentation and ensure that files are easily located and readily reviewable;
- Ensure the reviewer is not the person awarding the contract action.

**USDA FPDS V&V Process Timeline:** The table below summarizes the timeline for the USDA FPDS V&V Process.

<b>USDA FPDS V&amp;V Process Timeline</b>	
<b>Date</b>	<b>Task</b>
September 30, 2011	Agencies complete fiscal year transactions and ensure accurate contract data.
December 9, 2011	OPPM selects a randomly generated set of PIIDs for each specific agency. OPPM develops V&V Data Workbook with individual PIIDs and distributes them to the agencies’ POCs via email.
January 13, 2012	Agencies compare the randomly selected contracts actions to the individual data fields entered into FPDS and populate their V&V Data Workbook. Agency <b>Head of Contracting Activity Designee (HCA-D)</b> submit FPDS accuracy certification to Dorothy Lilly, Chief of Procurement Policy Division (PPD) at <a href="mailto:Dorothy.Lilly@dm.usda.gov">Dorothy.Lilly@dm.usda.gov</a> , and a copy email to Crandall Watson at <a href="mailto:Crandall.Watson@dm.usda.gov">Crandall.Watson@dm.usda.gov</a> .
January 13, 2012,	Agencies complete FY 2011 Data Call Questions provided in Appendices 3 and 4. Agency <b>HCADs</b> submit answers along with FPDS accuracy certification to Dorothy Lilly with a copy by email to Crandall Watson.
January 18, 2012	OPPM completes review of the agencies V&V spreadsheets. If the overall USDA department-wide accuracy percentage does not meet 0.95 ±5%; the <i>specific</i> agency that did not meet the required accuracy rate will be notified via email to the POC and HCAD.
January 18, 2012	OPPM will randomly select another set of PIIDs for those specific agencies that did not meet the accuracy percentages. OPPM will re-distribute a second V&V Data Workbook to agency POC’s via email.
January 23, 2012	Agencies compare the second set of randomly selected contracts actions to individual data fields entered in FPDS and populate their V&V Workbook. Agencies revalidate and <b>HCADs</b> submit the revised FPDS accuracy certification to Dorothy Lilly with a copy by email to Crandall Watson.
January 27, 2012	Senior Procurement Executive (SPE) submits department-wide FPDS V&V results to OMB’s Office of Procurement Policy (OFPP).

Appendix 1 provides an example of the Agency V&V Data Workbook.  
Please note: New FPDS Data Fields are highlighted in green

Individual PIID Worksheet					
PIID	ABCD1234			Systemic Cause of Invalid Data	
Field #	Field Name	C=Correct, I=Incorrect	User	System	Other
2A	Date Signed	I	X		
2C	Completion Date	C			
2D	Est. Ultimate Completion Date	I	X		
2E	Last Date to Order	C			
3A	Base and All Options Value	I	X		
3B	Base and Exercised Options Value	I	X		
3C	Action Obligation	I	X		
4C	Funding Agency ID	C			
6A	Type of Contract	C			
6F	Performance Based Service Acquisition	C			
6M	Description of Requirement	C			
6SI	Treasury Account Symbol Initiative	C			
8A	Product/Service Code	C			
8G	Principal NAICS Code	C			
9A	DUNS No.	C			
9C	Principal Place of Performance Code- State	C			
9C	Principal Place of Performance Code- Country	C			
9H	Place of Manufacture	C			
9K	Place of Performance ZIP Code (+4)	C			
10A	Extent Competed	C			
10C	Other than Full and Open Competition	C			
10D	Number of Offers Received	C			
10N	Type of Set Aside	C			
10R	Statutory Exception to Fair Opportunity or Fair Opportunity/Limited Sources	C			
11A	CO's Business Size Selection	C			
11B	Subcontract Plan	C			
12A	IDV Type	C			
12B	Award Type	C			
Total Correct		22			
Total Incorrect		5			
Total Count		28			
<b>Percentage Correct</b>		<b>78.57%</b>			
Total Errors By Cause			5	0	0
<b>Percentage of Total Number of Errors By Cause</b>			<b>100%</b>	<b>0%</b>	<b>0%</b>

Reviewer Name

Reviewer Signature

Fax to: \_\_\_\_\_

Appendix 2 is for informational use only. This table represents an estimated number of contract actions that each agency can expect to review based upon FY 2009 data. The USDA V &V Distribution Chart for FY 2011 will correlate with FY2011 FPDS data.

<b>FY 2009 FPDS</b>	<b>Sum of Total Actions</b>	<b>Percent of Total</b>	<b>Base</b>	<b>Pro-rated add on</b>	<b>Total</b>
AMS	1,612	2.28%	20	3	23
ARS	6,962	9.83%	20	14	34
APHIS	5,459	7.71%	20	11	31
FSA Commodities ONLY	1,670	2.36%	20	3	23
FSA Non-Commodities ONLY	1,556	2.20%	20	3	23
FNS	585	0.83%	20	1	21
FSIS	1,017	1.44%	20	2	22
FS	36,362	51.34%	20	73	93
NRCS	3,931	5.55%	20	8	28
OIG	158	0.22%	20	0	20
RD	7,563	10.68%	20	15	35
POD	3,946	5.57%	20	8	28
<b>USDA TOTAL</b>	<b>70,821</b>	<b>100%</b>	<b>240</b>	<b>142</b>	<b>382</b>

*\*BASED ON FY 2009 DATA*

FY 2011 FPDS Data Call Questions:

Please have your agencies review and answer these questions.

**Improving Quality of Data**

1. Explain any barriers or challenges identified by your agency for which OMB or GSA could offer support or solutions.
2. Discuss and provide examples of any policies, procedures, practices training, and/or internal controls established by your agency to improve procurement data.
3. Similarly, discuss any agency efforts or controls to monitor contractors' compliance with reporting requirements, such as subaward reporting as required by the Federal Funding Accountability and Transparency Act (FFATA).

*New Section “Improving the Use of Past Performance”*

OPPM added a tab to the USDA V & V Workbook titled, “Contractor Past Performance”.

For each PIID all agencies shall determine whether a past performance evaluation was completed in the Contractor Performance System (CPS) or the Contractor Performance Assessment Reporting System (CPARS).

\*Please Note for FY 2011 contracts/PIIDS your agency will mainly need to check PPIRS because USDA’s previously used CPS system has been retired. There is a possibility that some agencies began using CPARS before the end of FY 2010, so please check both systems if necessary.

For each PIID your agency will enter one of the three following options:

(Y)- Entered and completed

(N)- Not entered

(P)- In process

Contractor Performance Data Call Questions:

1. For each contract/PIID marked with an **N** (no), in regards to entering a contractor performance review, please state the reason why it has not yet been entered into either CPS or CPARS and your agency milestone plans for bringing these records into CPARS.
2. Discuss any barriers or challenges that your agency faced in implementing accountability for inputting contractor performance evaluations throughout the agency, and any steps that the agency has taken, or is planning to take, in FY 2012 to improve past performance reporting.

Next Steps for Final Compliance:

Agency Focal Point’s will be responsible for providing a status update to their HCAD when all applicable contractor past performance evaluations for the contracts/PIIDS included in the FPDS V&V Plan (that were marked with a **N**) are completed for the year or within **6 months of December 16, 2011**, whichever is sooner.

Agency HCADs will be responsible for approving and submitting the Focal Point’s follow-up assessment report to the Chief of PPD for review by the Senior Procurement Executive (SPE).