



DEPARTMENT OF VETERANS AFFAIRS
Deputy Assistant Secretary for Acquisition and Logistics
Washington, DC 20420

IL 049-07-09
August 7, 2007

OFFICE OF ACQUISITION AND LOGISTICS INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Assistant Secretary for Management; Executive-In-Charge, Office of Construction & Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Acquisition and Logistics Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

ATTN: Head of the Contracting Activity
All VA Contracting Officers

SUBJ: Federal Procurement Data System (FPDS) Data Verification and Validation

1. This Information Letter (IL) applies to all Department of Veterans Affairs contracting and procurement activities and is effective immediately.
2. As specified in Attachment 1, the Administrator of the Office of Federal Procurement Policy (OFPP) has directed Chief Acquisition Officers to establish methodologies for ensuring that FY 2007 Federal Procurement Data System (FPDS) procurement data reflect accurate and timely contract information. The resultant procedures will extend to subsequent fiscal years as well.
3. FPDS is the government's principal repository for acquisition information and must be the authoritative source that allows agency managers, contractors, and policymakers to make informed business decisions. Whether measuring the level of competition, identifying the type of contract, or evaluating success against small business goals, having accurate and timely information is paramount.
4. By ensuring FPDS-NG is accurate the department will also be satisfying most of the requirements of the contract portion of the Federal Funding Accountability and Transparency Act of 2006. OFPP and the General Services Administration require VA to certify complete and accurate FPDS data annually. Therefore, each organization

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shall submit to the Office of Acquisition and Logistics (OA&L) assurance of the completeness and accuracy of FPDS data.

5. Successful completion of the FPDS reporting process is heavily dependent on the efforts of VA's acquisition professionals, the contracting activity FPDS application coordinators, each VA organization, and the VA FPDS Application Administrator. Each contracting activity's FPDS application coordinator will provide FPDS training for all acquisition professionals within that activity. Acquisition professionals are required to complete the computer-based training courses provided on the FPDS website. Additional training must also be provided by the application coordinator in accordance with local policy. FPDS reporting is required to complete contract actions when utilizing VA's mandated electronic contract management system. FPDS reporting is also incorporated into VA's procurement entry system. To ensure the integrity of FPDS information, the acquisition professionals must be provided access to the following materials:

- FPDS-NG Computer Based Training (<https://www.fpds.gov/>)
- FPDS-NG Users Manual (<http://www.fpds-ng.com/downloads/FPDS-NG%20User's%20Manual.doc>)
- FPDS-NG Data Element Dictionary (http://www.fpds-ng.com/downloads/FPDSNG_DataDictionary.pdf)
- FPDS-NG Data Validation Rules (http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc)
- Principal Product/Service Codes (http://www.fpds-ng.com/downloads/service_product_codes.pdf)
- NAICS codes (<http://www.census.gov/epcd/www/naics.html>)
- Federal Information Processing Standards Publication (FIPS Pub 95-2) Agency ID and Name (<http://www.itl.nist.gov/fipspubs/fips95-2.pdf>)
- Central Contractor Registration (<http://www.ccr.gov/>)
- Federal Information Processing Standards Publication FIPS Pub 10-4, for Country Codes and Country Names (http://en.wikipedia.org/wiki/ISO_3166-1_alpha-3)

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6. Contracting officers are responsible for reviewing and submitting accurate and complete FPDS information. Supervisors of contracting officers will consider data integrity as an element when reviewing the performance of an acquisition professional. FPDS Application Coordinators are responsible for the integrity of the data from their offices. Supervisors will consider office-wide FPDS data integrity as an element of FPDS Application Coordinators' performance reviews.

7. Each head of the contracting activity (HCA) will establish a procedure for quarterly sampling of the accuracy of that quarter's procurement data. The verification and validation of FPDS data must be conducted by an organization or person that did not award the contract being reviewed. Offices may perform sampling through peer reviews, contractor support, the VA FPDS Administrator, or other quality assurance reviews. Reviews should include a statistically valid number of transactions, cover all data fields, and be documented. OA&L reserves the right to do a periodic review of FPDS data submitted. The VA FPDS Administrator will provide technical support and oversight of the FPDS application and process all centralized and automated FPDS entries. The VA FPDS Administrator will also manage and disseminate errors to the appropriate application coordinators, who will ensure correction.

8. HCA certification of the completeness, currency, and accuracy of the prior fiscal year FPDS data shall be submitted to the Associate Deputy Assistant Secretary for Acquisitions (049A) no later than November 15th of each year. Certification of Veterans Health Administration data should be submitted through the Office of Prosthetics and Clinical Logistics (10F).

9. If you have any questions concerning FPDS, please contact Eric Davis, FPDS Administrator (049E), at (708) 786-7762. Questions on this policy should be addressed to Derek Underwood, Acquisition Policy Division (049A5A), at (202) 273-8774.

/s/C. Ford Heard
Director
Acquisition Resources Service

Attachment

Distribution: RPC 7029



**EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503**

**OFFICE OF FEDERAL
PROCUREMENT POLICY**

March 9, 2007

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS

FROM:

Paul A. Denett
Administrator

A handwritten signature in black ink that reads "Paul A. Denett".

SUBJECT:

Federal Procurement Data Verification and Validation

As the government's principal repository for acquisition information, the Federal Procurement Data System (FPDS) must be an authoritative source that allows agency managers, contractors, and policymakers to make informed business decisions. Your decisions on organization, staffing and training are dependent on correct procurement data. While some modifications to FPDS have increased some data integrity, agencies must take additional steps to verify and validate the accuracy of the data entered in the system. So whether we are measuring the level of competition, identifying the type of contract vehicle, or evaluating success against small business goals, having accurate and timely information is critical. By ensuring FPDS data is accurate, you will be in a better position to meet the requirements of the Federal Funding Accountability and Transparency Act of 2006.

Chief Acquisition Officers (CAOs) must establish requirements for ensuring that the 2007 FPDS data reflect accurate and timely contract information. At a minimum, CAOs shall:

- Establish an agency-wide requirement for routine, statistically-valid data verification and validation. The verification and validation must be conducted by an organization or person that did not award the contracts being reviewed.
- Provide a certification of data accuracy and completeness to GSA each year, as will be required in an upcoming FAR case specifically designed to clarify FPDS roles and responsibilities.
- Assign clear data verification responsibilities.
- Make necessary adjustment to policies, procedures, and training, as needed.
- Provide the Administrator of OFPP your annual statement of verification and validation results by December 15, 2007.

Your continued attention to the accuracy of federal procurement data is critical and must be a top priority for all agency acquisition personnel. We are procuring over \$400 billion a year in goods and services. We must have accurate and timely procurement data for us to manage the mission-critical contracting function.

Please send me your agency's responsibility assignments and data validation/verification policies by May 16, 2007. The government has struggled with getting contract data right for decades. It is time to demonstrate that we can produce accurate data. Your leadership is essential to solve this problem in your agency. I can be reached on 202 395-5802 or Julie Basile is available on 202-395-4821, or by email at jbasile@omb.eop.gov to answer questions. Thank you for your cooperation on this very important matter.

cc:

Administrator, GSA

Administrator, SBA

Senior Procurement Executives

Directors of Small and Disadvantaged Business Utilization