



OFFICE OF FEDERAL  
PROCUREMENT POLICY

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
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MEMORANDUM FOR CHIEF ACQUISITION OFFICERS  
SENIOR PROCUREMENT EXECUTIVES  
SMALL AGENCY COUNCIL MEMBERS  
AGENCY SMALL BUSINESS DIRECTORS

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SUBJECT: Improving Small Business Procurement Data – Quality and Process

Complete, accurate, and timely Federal procurement data are essential to increasing Federal small business contract awards and achieving small business contracting goals. The purpose of this memorandum is to alert agencies to actions that are being taken to improve the quality of procurement data on small business contract awards. As a result of these changes, separate processes related to small business data quality are being aligned to better focus on small business contracting data. Integrating small business data quality reviews into routine agency processes and procedures will reduce burden on the acquisition workforce, facilitate improved acquisition planning, and increase data accuracy of awards made to small businesses. Accordingly, we ask that you increase the attention given to small business data quality as part of your ongoing data validation efforts.

Each year, the Small Business Administration (SBA) provides the 24 Chief Financial Officer (CFO) Act agencies with individualized reports of anomalies related to small business contracting awards. These reports are designed to help agencies identify potential questions to address prior to the release of the small business procurement scorecard. Additionally, since Fiscal Year (FY) 2008, agencies have been providing to the General Services Administration (GSA) and the Office of Federal Procurement Policy (OFPP) an annual certification of the completeness and accuracy of procurement data which did not necessarily include small business procurement data. To reduce burden, agencies have requested elimination of the redundancy inherent in these separate data quality processes.

OFPP and SBA worked with the interagency procurement data quality working group to consider this challenge and are making changes to the process that will (1) improve efforts to achieve small business goals, (2) reduce burden on the workforce, and (3) improve data quality. In FY 2012, OFPP and SBA will begin integration of these two processes. For the FY2011 data reviews, SBA will continue to provide agencies with anomaly reports. These reports will be focused on high risk or high impact areas, in particular, those addressed in the information contained on the acquisition data collaboration site at <https://max.omb.gov/community/x/j460IQ>. The FY2012 process will then mature to focus on a review of contracts with the highest potential for questions or errors.

Agencies are expected to incorporate small business data into the focus areas for ongoing procurement data reviews. To assist agencies in improving procurement data quality, GSA is developing standard anomaly reports in the suite of tools available in the Federal Procurement Data System. These reports use the protocols currently available to agencies and standardizing them will make them easier to use. The standard reports will be available in early 2012 and agencies are encouraged to use these as part of their ongoing efforts in accordance with OFPP guidance on *Improving Federal Procurement Data Quality*<sup>1</sup>. Additionally, as training for the acquisition workforce is being developed or revised, information on the importance of data quality is being included.

OFPP and SBA will continue working with the interagency procurement data quality working group to address newly identified challenges and will provide agencies the high impact focus areas prior to the start of each fiscal year. Detailed information on the high impact areas and SBA sampling protocol can be found at the acquisition data collaboration site. Agencies are encouraged to use this MAX site to post successful practices, including suggestions for identifying awards to businesses that are coded incorrectly, particularly when business size status is miscoded.

We appreciate your support for increasing both data quality and awards to small businesses. We ask for your continued input as we work to refine our processes and if you have any questions related to this effort please contact Karen Pica at [kpica@omb.eop.gov](mailto:kpica@omb.eop.gov) or Susan Truslow at [struslow@omb.eop.gov](mailto:struslow@omb.eop.gov).

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<sup>1</sup> <http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/improving-data-quality-guidance-for-annual-verification-and-validation-may-2011.pdf>