

## Agency FPDS Data Quality Plan Summary

The Office of Management and Budget (OMB) issued memorandum, "Improving Acquisition Data Quality for Fiscal Years 2009 and 2010" dated October 7, 2009. This memorandum supersedes the Fiscal Year (FY) 2008 guidance for "Improving Acquisition Data Quality-FY 2008 FPDS Data" dated May 9, 2008. Agencies will need to take action according to the timeline below in order to comply with OMB's requirement to ensure FY 2009 Federal Procurement Data System (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:** Following the end of FY2009, agencies will:

- Input the contract data fully and accurately into FPDS by September 30;
- Submit certification of accuracy of contract data inputted into FPDS by December 16;
- Submit responses to the FY 2009 FPDS Data Call Questions by December 16;
- 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	Agencies complete fiscal year transactions and ensure accurate contract data.
November 20	OPPM delivers FY 2009 FPDS V&V distribution chart (Attachment 2 illustrates a screen shot.) along with the Data Collection Spreadsheet and one-hour training session to agency Points of Contact (POCs). Agency POCs will be able to have specific questions answered by OPPM.
November 20, COB	OPPM selects a randomly generated set of contract action records/PIIDs for each specific agency. OPPM develops V&V Data Collection Spreadsheets with individual PIIDs and distributes them to the agencies' POCs via email.
December 16	Agencies compare the randomly selected contracts actions to the individual data fields entered into FPDS and populate their V&V Data Collection Spreadsheets. Agency <b>Head of Contracting Activity (HCAs)</b> submits FPDS accuracy certification to the Director of OPPM with a copy by email to <a href="mailto:Robert.Niedzwiecki@da.usda.gov">Robert.Niedzwiecki@da.usda.gov</a> .
December 16	Agencies complete FY 2009 Data Call Questions provided in part three. Agency <b>HCAs</b> submit answers along with FPDS accuracy certification to the Director of OPPM with a copy by email to <a href="mailto:Robert.Niedzwiecki@da.usda.gov">Robert.Niedzwiecki@da.usda.gov</a> .
December 16	OPPM completes review of the agencies V&V spreadsheets. If the overall USDA department-wide accuracy percentage does not meet 0.95 ±5%; the specific agency that did not meet the required accuracy rate will be notified via email to the POC and Head of Contracting Activity Designee (HCAD).
December 17	OPPM will randomly select another set of contract action records for those specific agencies that did not meet the accuracy percentages. OPPM will re-distribute a second V&V Data Collection Spreadsheet to agency POC's via email.
December 29, COB	Agencies compare the second set of randomly selected contracts actions to individual data fields entered in FPDS and populate their V&V Data Collection Spreadsheets. Agencies revalidate and <b>HCAs</b> submit the revised FPDS accuracy certification to the Director of OPPM with a copy by email to <a href="mailto:Robert.Niedzwiecki@da.usda.gov">Robert.Niedzwiecki@da.usda.gov</a> .
January 5	OPPM/Chief Acquisition Officer (CAO) submits department-wide FPDS V&V results to OFPP.

Part 1 provides an example of the Agency V&V Data Collection Spreadsheet. An individual spreadsheet will be required for each contract action reviewed and allows for the agency to compare contract file data directly to specific data field in FPDS.

Part 2 is for informational use only and represents an estimated number of contract actions that each agency can expect to review based upon FY 2008 data. Actual numbers of actions will be based upon FY 2009 data.

\*Part 3 has been added per OMB guidance, under section III, titled Measuring and Reporting Data Accuracy. OPPM has added the nine FY 2009 Data Call Questions for agencies to answer in support of USDA's FPDS FY 2009 Data Quality Plan.

\* Represents a new part within FPDS Data Quality Plan Summary

This screenshot is an example of an individual agency's PIID worksheet.

Individual PIID Worksheet					
PIID	1		Systemic Cause of Invalid Data		
Field #	Field Name	C=Correct, I=Incorrect	User	System	Other
2A	Date Signed				
2C	Completion Date				
2D	Est. Ultimate Completion Date				
2E	Last Date to Order				
3A	Base and All Options Value	C			
3B	Base and Exercised Options Value				
3C	Action Obligation				
4C	Funding Agency ID				
6A	Type of Contract	C			
6F	Performance Based Service Acquisition				
6M	Description of Requirement				
8A	Product/Service Code				
8G	Principal NAICS Code				
9A	DUNS No.	I			
9H	Place of Manufacture				
9K	Place of Performance ZIP Code (+4)				
10A	Extent Competed				
10C	Reason Not Competed				
10D	Number of Offers Received***				
10N	Type of Set Aside				
10R	Statutory Exception to Fair Opportunity				
11A	CO's Business Size Selection				
11B	Subcontract Plan				
12A	IDV Type				
12B	Award Type				
<b>Total Correct</b>		2			
<b>Total Incorrect</b>		1			
<b>Total Count</b>		3			
<b>Percentage Correct</b>		66.67%			
<b>Total Errors By Cause</b>			0	0	0
<b>Percentage of Total Number of Errors By Cause</b>			0%	0%	0%
***This data element must be validated beginning with the FY 2010 data, but is not required to be validated for the FY 2009 data.					
<b>Reviewer Name</b>					
<b>Reviewer Signature</b>					
<b>Fax to:</b>					

This FY 2008 Distribution Chart is shown to provide an example of the distribution of agencies' contract actions based on FY2008 data. The USDA Verification and Validation Distribution Chart for FY 2009 will correlate with FY2009 FPDS data.

AGENCY VERIFICATION AND VALIDATION DISTRIBUTION				
DISTRIBUTION FORMULA = $X + (Y/65,055 * 142)$				
X= 20				
AGENCY	TOTAL FY 08 ACTIONS	BASE	PRO-RATED ADD ON	TOTAL CONTRACTS
FSA- KCCO	1,706	20	4	24
FSA-NON	1,429	20	3	23
FS	34,292	20	75	95
AMS	1,803	20	4	24
ARS	6,390	20	14	34
APHIS	4,974	20	11	31
NRCS	2,185	20	5	25
FSIS	869	20	2	22
FNS	491	20	1	21
OIG	126	20	0	20
RD	7,560	20	17	37
POD	3,230	20	7	27
<b>TOTAL</b>	<b>65,055</b>			<b>382</b>

\*BASED ON FY 2008 DATA

**FY 2009 FPDS Data Call Questions:**

Please have your agencies review and answer these questions.

**Independence of Reviewers**

1. Discuss whether the persons who reviewed and validated the FPDS data were government employees, contractors, or a combination thereof.
2. Were all sampled contract action reports (CARs) validated against the associated contract files by individuals other than the persons who entered the contract data for those CARs and the contracting officers who awarded those contracts? If not, explain why not. Also, discuss additional steps, if any, you have taken beyond those required by OFPP guidance that address the independence issue.
3. Discuss any changes that the agency plans to make with respect to this issue in subsequent fiscal years.

**Qualifications of Reviewers**

1. Describe the qualifications reviewers were required to have with respect to contracting experience and FPDS.
2. Describe any special training on Federal procurement rules and procedures that was provided to the reviewers
3. Describe any special training on FPDS that was provided to the reviewers.
4. Discuss any changes that the agency plans to make with respect to this issue in subsequent fiscal years.

**Adequacy of Review**

1. Identify whether the reviewers compared the data elements in FPDS to the information in the contract file. If not, describe how they validated the data elements.
2. Identify whether the review included additional steps to validate the FPDS data beyond a comparison to the contract file (e.g., logic tests of relations among related data elements, anomaly reports, etc.) Describe the additional methods used.