

## Agency FPDS-NG Data Quality Plan Summary

The Office of Management and Budget (OMB) issued memorandum, "Improving Acquisition Data Quality – FY 2008 FPDS Data" dated March 9, 2008. This memorandum supersedes the Fiscal Year (FY) 2007 guidance for verifying, validating, and certifying Federal Procurement Data System (FPDS) data. Agencies will need to take action according to the timeline below in order to comply with OMB's requirement to ensure fiscal year (FY) 2008 FPDS-NG data reflects accurate and timely contract information.

**Mission:** This summary addresses USDA's responsibility assignments to improve its' data Verification & Validation policies and procedures of procurement data.

**Agencies responsibilities:** Following the end of FY2008, Agencies will:

- Input the contract data fully and accurately into FPDS-NG by September 30;
- Perform internal reviews of contracts to ensure accuracy by October 31;
- Submit certification of accuracy of contract data inputted into FPDS-NG by November 20;
- Perform intra-agency reviews of contracts as required;
- Improve contract documentation and ensure that files are easily located and readily reviewable;
- Ensure reviewer is not 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.   |
| Mid to Late October                       | OPPM delivers FY2008 V&V Distribution Chart (Screen shot shown as Attachment 2) along with Data Collection Spreadsheet and 1-Hour Training Session to agency Point of Contacts. Agency POCs will be able to have specific questions answered by OPPM.   |
| October 31                                | Deadline for agencies to complete internal quality assurance control for inputting data into FPDS-NG.   |
| November 3                                | OPPM selects 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 agency POCs via email.  |
| November 20                               | Agencies complete comparison of randomly selected contracts actions to individual data fields entered in FPDS-NG and populate V&V Data Collection Spreadsheet. Agency HCA submits FPDS-NG accuracy certification to Director, OPPM with copy by email to <a href="mailto:todd.repass@usda.gov">todd.repass@usda.gov</a> .                               |
| November 25                               | OPPM completes review of Agency V&V spreadsheets. If overall USDA department-wide accuracy percentage does not meet 0.95 (+/-) 5%; the specific agencies that did not meet the required accuracy rate will be notified via email to POC and HCAD.   |
| November 25                               | OPPM will randomly select another set of contract action records for those specific agencies that did not meet the accuracy percentage. OPPM will re-distribute second V&V Data Collection Spreadsheet to Agency POC's via email.   |
| December 12, COB                          | Agencies complete comparison of second set of randomly selected contracts actions to individual data fields entered in FPDS-NG and populate V&V Data Collection Spreadsheet. Agency revalidates and HCA submits FPDS-NG accuracy certification to Director, OPPM with copy by email to <a href="mailto:todd.repass@usda.gov">todd.repass@usda.gov</a> . |
| January 5                                 | OPPM/Chief Acquisition Officer (CAO) submits department-wide V&V results to OFPP.   |

Attachment 1 provides an example of the Agency Data Collection Spreadsheet. An individual spreadsheet will be required for each contract action reviewed, and allows for the Agency to verify contract file data directly to specific data field in FPDS-NG.

Attachment 2 represents an estimated number for informational use only of contract actions each agency can expect to review based upon fiscal year 2007 data. Actual numbers of actions will be based upon fiscal year 2008 data.

This screenshot is an example of an individual agencies' PIID Worksheet.

| Individual PIID Worksheet                            |  |                           |                                |           |           |
|--|--|---------------------------|--------------------------------|-----------|-----------|
| PIID   | 1  |                           | Systemic Cause of Invalid Data |           |           |
| Field #  | Field Name                               | C=Correct,<br>I=Incorrect | User                           | System    | Other     |
| 1A   | Procurement Instrument Identifier (PIID) |                           |                                |           |           |
| 1C   | Referenced PIID                          |                           |                                |           |           |
| 2A   | Date Signed (Award Date)                 |                           |                                |           |           |
| 3A   | Base and All Options Value               |                           |                                |           |           |
| 3B   | Base and Exercised Options Value         |                           |                                |           |           |
| 3C   | Action Obligation (Award Amount)         |                           |                                |           |           |
| 4C   | Program/Funding Agency Code              |                           |                                |           |           |
| 5B   | Who Can Use                              |                           |                                |           |           |
| 5D   | Fee for Use of Service                   |                           |                                |           |           |
| 5J   | Fee Paid for Use of IDV                  |                           |                                |           |           |
| 6F   | Performance-Based Service Acquisition    |                           |                                |           |           |
| 6M   | Description of Requirement               | C                         |                                |           |           |
| 8A   | Product or Service Code                  |                           |                                |           |           |
| 8G   | Principal NAICS Code                     | I                         |                                |           |           |
| 9A   | DUNS Number                              |                           |                                |           |           |
| 9B   | Contractor Name from Contract            |                           |                                |           |           |
| 9C   | Principal Place of Performance           | I                         |                                |           |           |
| 9K   | ZIP Code – Place of Performance          |                           |                                |           |           |
| 9G   | Congressional District – Place of Perf.  |                           |                                |           |           |
| 10A  | Extent Competed                          |                           |                                |           |           |
| 10C  | Reason Not Competed                      | C                         |                                |           |           |
| 10N  | Type Set Aside                           |                           |                                |           |           |
| 10R  | Statutory Exceptions to Fair Opportunity |                           |                                |           |           |
| 11A  | CO's Determination of Business Size      | C                         |                                |           |           |
| 11B  | Subcontracting Plan                      |                           |                                |           |           |
| 11D  | Reason Not Awarded to SDB                |                           |                                |           |           |
| 11E  | Reason Not Awarded to Small Business     |                           |                                |           |           |
| 12A  | IDV Type                                 |                           |                                |           |           |
| 12B  | Award Type                               |                           |                                |           |           |
| 12C  | Reason for Modification                  |                           |                                |           |           |
| 12D  | Record Type                              |                           |                                |           |           |
| Total Correct  |  | 3                         |                                |           |           |
| Total Incorrect                                      |  | 2                         |                                |           |           |
| Total Count  |  | 5                         |                                |           |           |
| <b>Percentage Correct</b>                            |  | <b>60.00%</b>             |                                |           |           |
| Total Errors By Cause                                |  |                           | 0                              | 0         | 0         |
| <b>Percentage of Total Number of Errors By Cause</b> |  |                           | <b>0%</b>                      | <b>0%</b> | <b>0%</b> |

|                           |            |
|---------------------------|------------|
| <b>Reviewer Name</b>      | <b>MMF</b> |
| <b>Reviewer Signature</b> |            |

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

This 2007 Distribution Chart is shown to give an example based on FY2007 data.  
The Agency Verification and Validation Distribution Chart for 2008 will correlate with FY2008 FPDS-NG data.

| <b>AGENCY VERIFICATION AND VALIDATION DISTRIBUTION</b>         |                            |             |                         |                        |
|--|----------------------------|-------------|-------------------------|------------------------|
| <b>DISTRIBUTION FORMULA= <math>X + (Y/63,589 * 142)</math></b> |                            |             |                         |                        |
| <b>X= 20</b>   |                            |             |                         |                        |
| <b>AGENCY</b>  | <b>TOTAL FY 07 ACTIONS</b> | <b>BASE</b> | <b>PRO-RATED ADD ON</b> | <b>TOTAL CONTRACTS</b> |
| FSA**  | 2,895                      | 20          | 26                      | 46                     |
| FS   | 31,796                     | 20          | 71                      | 91                     |
| AMS  | 1,849                      | 20          | 4                       | 24                     |
| POD  | 3,419                      | 20          | 8                       | 28                     |
| APHIS  | 4,858                      | 20          | 11                      | 31                     |
| NRCS   | 1,816                      | 20          | 4                       | 24                     |
| FSIS   | 965                        | 20          | 2                       | 22                     |
| FNS  | 358                        | 20          | 1                       | 21                     |
| RD   | 8,390                      | 20          | 19                      | 39                     |
| OIG  | 172                        | 20          | 0                       | 20                     |
| ARS  | 7,071                      | 20          | 16                      | 36                     |
|  | <b>63,589</b>              |             |                         | <b>382</b>             |

*\*BASED ON FY 2007 DATA*

*\*\* FSA NUMBERS INCLUDE COMMODITIES AND NON-COMMODITIES.*