

CHANGE REQUEST COVER SHEET

Change Request Number: 12-05

Date Received: 9/22/2011

Title: T3.13.1A.5

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Policy OR Guidance: Guidance

Section/Text Location Affected: FPDS Data Quality

Summary of Change: (1) Administrative update of existing guidance, and (2) addition of new language regarding the quality of FPDS data entered for contract awards

Reason for Change: For #2, response to a finding under DOT IG Audit ZA-2011- 089 dated May 19, 2011

Development, Review, and/or Concurrence: Acquisition Policy Division; Procurement Legal; and Contracting Offices at HQ, Service Areas, and Regions

Target Audience: Contracting Workforce

Potential Links within FAST for the Change: None

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: None

Links for New/Modified Forms (or) Documents (LINK 1) [null](#)

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 5 : Federal Procurement Data System (FPDS) and FPDS Data

Quality [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

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Section 6 : Record Requirements [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 5 : Federal Procurement Data System (FPDS)

Old Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 5 : Federal Procurement Data System (FPDS)

a. The FPDS provides a comprehensive mechanism for assembling, organizing, and presenting contract placement data for the Federal Government. Federal agencies report data to the Federal Procurement Data Center (FPDC), which collects, processes, and disseminates official statistical data on Federal contracting. The data provides:

(1) a basis for recurring and special reports to the President, the Congress, the General Accounting Office, Federal executive agencies, and the general public;

(2) A means of measuring and assessing the impact of Federal contracting on the Nation's economy and the extent to which small, small disadvantaged and women-owned small business concerns are sharing in Federal contracts; and

(3) Data for other policy and management control purposes.

b. The FPDS Reporting Manual provides a complete list of reporting and nonreporting agencies and organizations. This manual (available at no charge from the General Services Administration, Federal Procurement Data Center, 7th & D Streets, SW, Room 5652, Washington, DC 20407, telephone (202) 401-1529, FTS 441-1529, FAX (202) 401-1546) provides the necessary instruction to the data collection point in each agency as to what data are required and how often to provide the data.

c. Data collection points in each agency report data on SF 279, Federal Procurement Data System (FPDS)--Individual Contract Action Report, and SF 281, Federal Procurement Data System (FPDS)--Summary Contract Action Report (\$25,000 or Less), or computer-generated equivalent. Although the SF 279 and SF 281 are not mandatory for use by the agencies, they do provide the mandatory format for submitting data to the FPDS.

d. The Contracting Officer must obtain and report a Contractor Establishment Code for each awardee from information on file or available to the contracting office. The contracting office or other designated agency office must request a code using the procedures in the FPDS Reporting Manual or in accordance with agency procedures. Requests for codes must be made by Government offices and only for the apparent awardees.

New Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 5 : Federal Procurement Data System (FPDS) and FPDS Data Quality

a. *Use for Data.* The FAA uses the Federal Procurement Data System (FPDS) module within PRISM as the means for collecting, maintaining, and reporting procurement award data to Congress, the Executive Branch, FAA management, audit and evaluation organizations, and the private sector. These audiences use the data to measure and assess the impact of FAA procurement on the U.S. economy, the extent to which small business and small disadvantaged business firms share in FAA awards, the impact of competition on the procurement process, and for other policy and management purposes.

b. *FPDS User Guide.* The PRISM FPDS User Guide provides full instructions and a complete list and description of the data reporting fields and options within fields, and when to appropriately use the options. The [FDPS User Guide](#) (*FAA only*) is on the National PRISM website under Training.

c. *Public Access.* The Federal Funding Accountability Transparency Act requires FAA to make procurement award data publicly available. Government-wide award data is sent through FPDS-NG to the public website USASpending.gov. The FAA submits its award data to FPDS-NG by using the General Services Administration's Business Services. This process allows FAA to automatically send daily batch files to FPDS-NG, bypassing FPDS-NG's front-end edit checks, once an award passes the FAA's own edit checks.

d. *Central Contract Registration.* The CO must ensure that the awardee is registered in the Central Contract Registration (CCR) System before award is made.

e. *Annual Certification.* After the close of each fiscal year, the FAA Acquisition Executive certifies to the percentage of FPDS data that is accurate, timely, and complete. To support of this annual certification, the CO must enter all FPDS data for awards when the award is approved in PRISM. The CO must enter complete and accurate information for each data field in FPDS. The PRISM FPDS User Guide provides an explanation of each data element to be entered.

f. *File Documentation.* The PRISM FPDS User Guide requires the CO to print and place a copy of the completed FPDS form in the contract file. If subsequent FPDS award exception reports require corrections to FPDS entries, the CO must correct the entries and print another form with changes and place it in the contract file.

g. *Reviewing Exception Reports.* At least quarterly, the CO's branch manager or team lead must review the PRISM award exception report to ensure all procurement actions have been entered and the data is accurate and complete. The branch manager or team lead must ensure that corrections are made within 30 days of the date of the report.

Red Line Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 5 : Federal Procurement Data System (FPDS) and FPDS Data Quality

a. **Use for Data.** The **FAA uses the Federal Procurement Data System (FPDS)** provides **module a within PRISM as** ~~comprehensive mechanism~~ **the means** for assembling **collecting**, organizing **maintaining**, and presenting **reporting** contract placement **procurement award** data ~~for to Congress~~, the Federal **Executive** Government **Branch**, Federal **FAA** agencies **management**, report data **audit and to evaluation organizations**, and the Federal **private** Procurement **sector**. Data Center **These audiences** (FPDC) **use which the** collects **data** processes **to measure** and disseminates official statistical data on Federal **assess the impact of FAA procurement contracting on** ~~The the data~~ **U.S.** provides: (1) **economy, the** a basis for recurring **extent to which small business** and special reports to the **small disadvantaged business firms** President, **share the in Congress** **FAA awards**, the General Accounting **impact of** Office **competition** Federal **on the** executive agencies **procurement process**, and **other** the general **policy and public** **management purposes**.

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b. **means FPDS of User measuring Guide. The** and assessing the impact of Federal contracting on the **PRISM FPDS User Guide provides full instructions and a** Nation's **complete** economy **list** and **description of** the extent to which **data reporting fields** small, **and** small **options** disadvantaged **within fields**, and women-owned **when** small business concerns are **to** **appropriately use the** sharing **options**. in **The FDPS Federal User contracts Guide** ; and (3) Data **FAA for only** is other **on** policy **the National** and management control purposes **PRISM website under Training**.

bc. **Public Access.** The FPDS Reporting Manual provides a complete list of reporting and nonreporting agencies and organizations **Federal Funding Accountability Transparency Act** requires **FAA to make procurement award data publicly available.** This **Government-wide** manual **award** (available **data** at no **is sent** charge **through FPDS-NG** from **to** the General **public** Services **website** Administration, **USASpending.gov**. Federal Procurement Data **The FAA submits** Center, **its award data to FPDS-NG by using** 7th **the General Services Administration's** **Business Services**. & #160; **This** Streets, process **SW, allows** Room **FAA** 5652, **to** Washington, **automatically** DC **send** 20407-**daily** telephone **batch** (202) **files to** 401 **FPDS-** 1529 **NG**, FTS **bypassing FPDS-NG's** 441 **front** 1529 **end edit checks**, FAX **once** (202) **an** 401-1546) **award** provides **passes** the necessary **FAA's** instruction **to own edit the checks**.

d. dataCentral collectionContract pointRegistration. in each agency as to what data are required and how often to provide The CO must ensure that the awardee is registered in the Central Contract Registration the (CCR) dataSystem before award is made.

ee. DataAnnual collectionCertification. points in After the close of each agency fiscal report year, data on SFthe FAA Acquisition 279,Executive Federal Procurement Data System certifies to the percentage (of FPDS) Individual Contract data that Action Report is accurate, timely, and SFcomplete. 281,To Federal Procurement Data System support of this annual (FPDS) Summary certification, Contract Action Report the CO must (\$25,000 enter or all Less),FPDS or data computer-generated for equivalent awards Although when the SFaward 279 is and approved in PRISM. SF 281 The CO are must enter complete not mandatory and accurate information for use by each data the field in agencies,FPDS. The PRISM they do provide the mandatory format for submitting FPDS User Guide provides an explanation of each data element to the FPDS be entered.

df. File Documentation. The Contracting Officer PRISM FPDS must User Guide requires the CO to obtain print and report place a Contractor Establishment Code for each awardee from information on copy of the completed FPDS form in the contract file. or If available subsequent FPDS award exception reports require corrections to FPDS entries, the contracting CO office must The contracting office or other designated agency office must request a code using correct the entries and print another form with changes and place it in the procedures contract file.

g. in Reviewing Exception Reports. At least quarterly, the FPDS CO's Reporting Manual branch manager or in team accordance lead with must review the PRISM award exception report to ensure all procurement agency actions procedures have been entered and the data is accurate and complete. The Requests for branch manager codes or team lead must be made by Government offices and only ensure that corrections are made within 30 for days of the apparent date of the awardees report.

Section 6 : Record Requirements

Old Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 6 : Record Requirements

a. The Contract Information System (CIS) will be the repository of unclassified records of all procurements exceeding \$25,000 reflected by fiscal year.

b. With respect to each procurement carried out using competitive procedures, the FAA will be able to access, as a minimum, the following information:

(1) The date of contract award.

- (2) Information identifying the source to which the contract was awarded.
- (3) The property or services obtained by the Government under the procurement.
- (4) The total cost of the procurement.
- (5) Single source procurements.
- (6) The identity of the organization or activity that conducted the procurement.
- (7) Awards to small disadvantaged businesses using either set-asides or unrestricted competition.
- (8) Awards to business concerns owned and controlled by women.
- (9) The number of offers received in response to a screening information request.
- (10) Task or delivery order contracts.

c. This information will be transmitted to the Federal Procurement Data System.

New Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 6 : Record Requirements

a. The PRISM Federal Procurement Data System (FPDS) module will include the index of unclassified records of all procurements exceeding \$25,000 by fiscal year.

b. For procurements under AMS, FAA will be able to access, as a minimum, the following information:

- (1) The date of contract award.
- (2) Information identifying the source to which the contract was awarded.
- (3) The property or services obtained by the Government under the procurement.
- (4) The total cost of the procurement.
- (5) Single source procurements.
- (6) The identity of the organization or activity that conducted the procurement.
- (7) Awards to small disadvantaged businesses using either set-asides or unrestricted competition.

- (8) Awards to business concerns owned and controlled by women.
- (9) The number of offers received in response to a screening information request.
- (10) Task or delivery order contracts.

Red Line Content: Procurement Guidance:

T3.13.1 Other Administrative Procedures

Administrative Matters

Section 6 : Record Requirements

a. The ~~Contract Information System~~ **PRISM Federal Procurement Data System (CISFPDS)** ~~will~~ **module** ~~be~~ **will include** the ~~repository~~ **index** of unclassified records of all procurements exceeding \$25,000 ~~reflected~~ by fiscal year.

b. ~~With respect~~ **For** ~~to each procurement carried out using competitive~~ **procurements under** ~~procedures~~ **AMS**, ~~the~~ FAA will be able to access, as a minimum, the following information:

- (1) The date of contract award.
- (2) Information identifying the source to which the contract was awarded.
- (3) The property or services obtained by the Government under the procurement.
- (4) The total cost of the procurement.
- (5) Single source procurements.
- (6) The identity of the organization or activity that conducted the procurement.
- (7) Awards to small disadvantaged businesses using either set-asides or unrestricted competition.
- (8) Awards to business concerns owned and controlled by women.
- (9) The number of offers received in response to a screening information request.
- (10) Task or delivery order contracts.

~~c. This information will be transmitted to the Federal Procurement Data System.~~
