

March 28, 2003

Memorandum for Procurement Executives
Executive Agency Procurement System Managers

From Teresa Sorrenti
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Subject Federal Procurement Data System – Next Generation (FPDS-NG)

As part of the Integrated Acquisition Environment (IAE) E-Gov initiative, the existing Federal Procurement Data System (FPDS) will be replaced. The next generation of FPDS (FPDS-NG) will have an improved interface that will enable you to streamline data submission; a different data model that will allow transactions to be “rolled up” to the contract, agency, and government-wide levels; and improved report creation capabilities. The contract for FPDS-NG will be awarded soon. It will include basic technical support at no cost to the agencies and will allow for agencies to award task orders for greater levels of support in transitioning to the new data submission methods.

As has been mentioned in many Procurement Executive Council meetings, each agency will have to determine the best method to connect existing or new procurement, financial, and/or program back-office systems with FPDS-NG in FY 2004. The purpose of this memorandum is to provide current information to assist you in your evaluation of your next steps. Special attention should be given to:

- Performing a gap analysis against the FPDS-NG data elements to identify missing data and ensure current legacy systems can collect the required data and be able to submit them by October 2003.
- Reviewing systems used to collect summary data (currently reported on SF281) to ensure the ability to integrate that with your other procurement data (or plan to use the browser-based direct key entry method) in order to report the greater level of detail that will be required. The requirement for reporting detailed data will be phased in during FY 04.
- Beginning to use the Central Contractor Registration (CCR)/Business Partner Network (BPN) as the source for your vendor data. It will be the responsibility of vendors to provide CCR/BPN data, and new FAR changes will require your Contracting Officers to ensure that the data is there prior to award. Because FPDS-NG will use CCR/BPN as the source for that information, your Contracting Officers will not have to collect and report as much vendor data as before.
- Ensuring your systems generate unique contract and order numbers. Within the next few months, there will be a FAR change to require unique numbers across agencies. As a minimum, your agency will need to “register” an agency identification prefix for contract and order numbers, include the prefix on the procurement documents (even if you can not currently use them in your internal systems), and include the prefix in data submissions.

Attachment 1 contains highlights of the FPDS-NG business requirements and an outline of the key changes. Attachment 2 provides a matrix showing the 14 FPDS-NG transaction types and the associated data elements required for each.

On or about April 1, 2003, a complete list of the FPDS-NG data elements and the batch interface specification will be found at <http://www.acqnet.gov/egov/famis/downloads.html>. With the exception that the data for Indefinite Delivery Vehicles has been updated to correspond with that required for the upcoming Interagency Contract Directory web site, the requirement is the same as the document published in July 2002.

Many of your offices had representatives on the team that has been working FPDS-NG for the last two years and we want to thank all of those participants for their dedication in working through this incredibly detailed project. If you have any questions on FPDS-NG contact Pat Brooks at pat.brooks@gsa.gov or (202) 501-1969 or for other IAE initiatives, contact me at teresa.sorrenti@gsa.gov or (703) 872-8610. You may also see other IAE related information on the web at <http://egov.gsa.gov/>

FPDS-NG: Requirement Highlights and Key Functional Changes

FPDS-NG will provide:

- Three data input methods to the agencies, sub-agencies, and contracting offices: batch, new real-time machine-to-machine, and revised direct key entry via a web-based interface
- Capability of eliminating feeder systems; agencies will determine their transition strategies and schedule
- Improved web-based interface that includes the following features:
 - Pre-population of appropriate data fields from the user's profile
 - Adding, changing, and deleting procurement data; saving partially completed entries for later completion
 - Immediate processing of information upon submission
 - Links to websites to retrieve legislative and regulatory documents as well as other relevant sites.
 - Availability for the general public to look up information
 - Early notification to a user if a transaction being entered is already in the system (e.g. posted to the database, found among the transactions stored in the error area or in the suspense area)
 - Allow the responsible user to retrieve a suspended or erred transaction and to work on it
 - User notification, upon login, of the number of suspended transactions and transactions with errors for which the user is responsible
- Improved ability to interoperate with other government systems
 - Provide ability for a Contract Writing System (CWS) to submit directly to FPDS-NG, in "real time"
 - Real time (within seconds) confirmation/acknowledgement of receipt and processing of data, including a receipt of acceptance or error messages
 - Automated standard processes to return receipts and error messages to agencies that submit procurement data. Agencies will be able to choose from among standard processes
- Use of the Central Contractor Registration (CCR)/Business Partner Network (BPN) as source for almost all vendor information
- Enhanced error handling available to designers of agency contract writing systems:
 - Errors can be sent to users who enter the information, not just to the Agency Data Manager
 - Real-time error messages to allow the user to make corrections within the same session
- Enhanced reporting capabilities:
 - Online capability for real-time querying and reporting all data elements, in any format
 - Capability to generate and post the Federal Procurement Report (FPR) quarterly, within thirty calendar days following the end of a quarter and on-line access to historical FPRs
 - Generate both standard and ad-hoc reports via a web-based interface and allow both scheduled and on demand generation
- Improved display, edits and processing:
 - Look-up capabilities and access to informational tables (e.g. FIPS codes, NAICS, etc.)
 - Display plain language text instead of codes, abbreviations, or acronyms (e.g. state and city names in a pick list, not codes)
 - Capability to automatically derive other values or limit selections based on values entered. (e.g. Selecting Virginia as the state limits a following list to show only Virginia cities)
 - Visual guide for users when there is a specific data format requirement. (e.g. ZIP Code field displays #####-#### to indicate a ZIP+4 Code is required)
- Enhanced capability for user to report a modification of a contract, delivery or purchase order.
 - Automatically displaying appropriate award data (e.g. contract number, order number, contractor name, contractor address, contract/order award date and description of contract/order)
 - Ability for agency systems administrators to generate change transactions for individual or multiple selected transactions from the FPDS-NG database.
- Ability for a user to print a confirmation that includes all data submitted/changed when a transaction is successfully posted to the database or saved in the suspense file
- Summary screen of transaction data for current action, initial award, and all modifications or changes for preview prior to final posting of a new transaction.
- Online user documentation, help screens, and Help Desk capability

FPDS-NG: Summary of Transaction Types and Data Elements
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Transaction Types Definitions

Indefinite Delivery Vehicle

A term used for FPDS-NG for a general category of contract vehicles that do not procure specific services or services, but provide for the issuance of orders for supplies or services. IDVs usually obligate no funds (or very limited funds) and never require specific performance or delivery by the contractor. The six types of IDVs are GWAC, FSS, MAC, Other IDC, BPA, and BOA.

Government-Wide Acquisition Contract (GWAC) – Government-wide contract for various information technology (IT) resources. GWACs are awarded by one federal agency, but all other federal agencies can use them by placing orders through the awarding agency. Usually, vendors form teams and compete for GWACs that are awarded to multiple teams. GWAC programs require specific approval by the Office of Management and Budget.

Indefinite-Delivery Contracts (IDC) - General category of contracts for supplies and/or services that do not procure or specify a firm quantity or delivery schedule and that provide for the issuance of orders for the delivery of supplies and/or the performance of tasks during the period of the contract. An IDC usually limits the agencies that can place orders against it.

The types of IDC are requirements (all of an agency's orders for the specified good or service go to the selected contractor), definite-quantity (where the delivery schedule or locations are not definite), and indefinite quantity.

Federal Supply Schedule (FSS) Contract - A simplified process of acquiring commonly used supplies and services (including automatic data processing equipment and services) in varying quantities at lower prices while obtaining discounts associated with volume buying. There are three types of federal schedule contracts: single-award, multiple award, and new item introductory schedules. Although GSA awards most schedule contracts, GSA may authorize other agencies to award schedules; e.g., the Department of Veterans Affairs.

Multi-Agency Contract – A task-order or delivery-order contract established by one agency for use by Government agencies to obtain supplies and services, consistent with the Economy Act. Multi-agency contracts include contracts for information technology established pursuant to the Clinger-Cohen Act.

Basic Ordering Agreement (BOA) - A written document that contains terms and clauses applying to future orders, a description of supplies or services to be provided, and methods for pricing, issuing, and delivering orders. A BOA may be used to expedite contracting when specific items, quantities, and prices are not known at the time the agreement is executed.

Blanket Purchase Agreement (BPA) - A simplified method for fulfilling repetitive needs for supplies or services by establishing "charge accounts" with qualified sources. A BPA may be established under an FSS. BPAs should be established for use by an organization responsible for providing supplies for its own operations or for other organizations such as supply points, detached field parties, or one-person posts.

Award

A contract or order for specific supplies or services. Awards obligate funds by the government and require specific performance or delivery by the contractor. The types of awards are Purchase Orders, Stand-Alone Contracts, BPA Calls, and Delivery Orders.

Purchase Order less than or equal to \$25,000 – An offer by the Government to buy supplies or services using simplified acquisition procedures (SAP). As used in FPDS-NG documents, a purchase order is a stand-alone instrument (the term does not include orders placed under a BPA; see BPA Call). When a PO is for \$25,000 or less, FPDS-NG requires reporting of fewer data elements. A PO is never tied to an IDV.

Simplified acquisition, which includes micro purchases ("micro purchase" means an acquisition of supplies or services (except construction), the aggregate amount of which does not exceed \$2,500. Micro-purchases for construction are limited to \$2,000.)

- Required for all purchases over \$2,500 up to and including \$25,000. (Excludes purchase card purchases.)
- Agencies may report (but are not required to do so) transactions of \$2,500 or less and purchase card purchases regardless of dollar value.
- For purchase orders with a dollar value of \$25,000 or less, agencies may report (but are not required to do so) the same data required for Purchase Orders with a dollar value greater than \$25k

Purchase order greater than \$25,000 – An offer by the Government to buy supplies or services using simplified acquisition procedures (SAP). As used in FPDSNG documents, a purchase order is a stand-alone instrument (the term does not include orders placed under a BPA; see BPA Call). Simplified acquisition greater than \$25K, up to the simplified acquisition threshold of \$5M, through the Commercial Item Test Program.

Stand-Alone Contract (SAC) – A contract awarded using sealed bids or negotiation for specific supplies or services at specified costs or prices. Simplified Acquisition Procedures were not used (see Purchase Order). A SAC is never an order under an IDV.

Blanket Purchase Agreement (BPA) Call – An order against a BPA. In addition to the term "Call", the Federal Acquisition Regulation also uses the term "Purchase Order" to refer to orders placed against a BPA, but FPDS-NG technical documents always use the term BPA Call for this.

Delivery Order (DO) – An order for supplies or services placed against a GWAC, IDC, FSS, or BOA. Delivery Order includes the term Task Order. Delivery Order usually refers to an order for supplies, and Task Order usually refers to an order for services. FPDS-NG treats them alike.

Changes to Original Submissions

Modification – Reporting of a modification to an existing award transaction. A document that changes the terms or conditions exercises an option, or alters administrative data in an IDV or an Award.

Change – An FPDS-NG transaction that corrects data elements to make them consistent with an actual IDV, Award, or Modification document, that is, to correct an error. May also be used in special circumstances to report a change in a data element which is not normally changeable via a Modification transaction. FPDS-NG will provide for correction of data to an existing record.

Delete – An FPDS-NG transaction that flags a transaction or group of transactions as deleted. FPDS-NG will provide removal of an existing award transaction.

Other Transaction

Void – FPDS-NG provides a "void" transaction that allows agencies to report that a specified Procurement Instrument Identifier (PIID) will not be used. This transaction type is provided to enable agencies to use automated methods for verification that all reportable transactions have been accounted for.