

Federal Procurement Data System - Next Generation (FPDS-NG)

*Angelia Fleming Loggie
REE Acquisition Systems Program Manager*

Objectives

- Understand how the data in the Federal Procurement Data System – Next Generation is used
- Understand what is required to be entered in FPDS-NG
- Learn how to properly enter data in FPDS-NG through the Integrated Acquisition System (IAS) and by accessing FPDS-NG directly

What is FPDS-NG?

- a congressional database established to collect historical and statistical information about the government's procurements to understand how and where tax dollars are spent
- used to provide data on Freedom of Information Act requests and other inquiries
- used to provide the data for the www.USASpending.gov Web site, a result of the Federal Funding Accountability and Transparency Act of 2006

FPDS-NG Reportable Actions

Federal Acquisition Regulation (FAR) 4.6

- All procurements over the micro purchase limit and all associated modifications
- All awards, regardless of dollar value, in the Small Business Competitiveness Demonstration Program (Comp Demo) designated industry groups (i.e. Construction, A-E, Trash & Refuse, etc.) (FAR 4.606(a)(2)); see FAR 19.10 for list of industry groups
- See the FPDS-NG User's Manual for a detailed list of all reportable actions

FPDS-NG Non Reportable Actions

- Micro Purchases except Comp Demo procurements
- Assistance actions, i.e. grants, cooperative agreements, subsidies, and contributions
- See the FPDS-NG User's Manual for a detailed list of all non-reportable actions

FPDS-NG Verification and Validation

- AGAR Advisory No. 87, USDA Federal Procurement Data Quality Plan mandates that we ensure that the data entered in FPDS-NG is accurate and complete
- Periodic reviews of the data in FPDS-NG are conducted to ensure the data is accurate
- Recent review of FY 2007 and 2008 actions showed a large number of errors in the data entered in FPDS-NG
- Most common errors are: PIID, dates, PSC, NAICS, and Place of Performance

Web Sites You Need to Know

- FPDS-NG (don't forget the "s" in https)
<https://www.fpds.gov>
- Central Contractor Registration (CCR)
<http://www.ccr.gov>
- North American Industry Classification System (NAICS)
<http://www.census.gov/epcd/www/naics.html>
- Product Service Code (PSC) Manual (i.e. 'Category' in IAS)
http://www.fpdsng.com/downloads/service_product_codes.pdf

IAS & FPDS-NG

- IAS is linked to FPDS-NG and will populate many of the fields in FPDS-NG for you
- In IAS make sure you select the contract type under “Additional Info” when you start processing your procurement (i.e. Stand Alone Contract, Indefinite Delivery Contract, etc.)
- Process your procurement in IAS
- When ready to award procurement, click on the FPDS button

PRISM - Contract - General Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print Taskbar Links

Address https://ias.usda.gov/iasprsm1/contract/general/detail/gen_detail_f.asp Go Links

 Contract

Main

- General
- Additional Info
- UCA
- Text
- Change Text
- Payments
- Limits
- Summary
- Items
- Vendor
- Synopsis
- Package
- Contracting Data

View Consolidated **FPDS** New View On

Contract Information

Contract Number: AG-3K 15-C-09-0002 Stage: Modified Award

Version: 0001-In Progress Net View: Off

Number of Items: 0

General Information

Owner: STACEY WALKER

Award Type: Fixed-price

Award Date: 12/04/2008

Effective Date: 12/04/2008

Completion Date: 06/06/2009

Vendor: HAMMER LGC INC

Buyer: STACEY WALKER

Contracting Officer: STACEY WALKER

Contracting Officer Representative: (None)

Administrative Contracting Officer: (None)

Primary Product / Service Code: Y119

Done Internet

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- Complete all required (orange) fields for the procurement
 - Save draft and validate
 - Fix any errors and save draft and validate again until no error remain
 - **DO NOT APPROVE!**
 - When CO self approves procurement in IAS, IAS will send a message to FPDS-NG to finalize record in FPDS-NG
 - Print copy of 'Final' record and file in procurement file folder
 - **DO NOT** manually enter any IAS records in FPDS-NG

FPDS-NG for Non IAS Procurements (Purchase Card, Foreign Vendors, etc.)

- FAR 4.604(b)(3) “When a contract writing system is not integrated with FPDS, the contract action report must be submitted to FPDS within three (3) business days after contract award.”
- Manually log into FPDS-NG
- Select the type of procurement you want to enter into FPDS-NG

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- Complete all required (**orange**) fields for the procurement
 - Save draft and validate
 - Fix any errors and save draft and validate again until no error remain
 - Approve record
 - Print copy of 'Final' record and file in procurement file folder

Critical Fields with Errors

- Procurement Instrument Identifier (PIID) a.k.a Contract number, PO number, Delivery Order Number, etc.
- Date Fields
- Amount Fields
- Vendor Address
- Product Service Code
- North American Industrial Classification System Code
- Place of Performance

Procurement Instrument Identifier (PIID)

- The procurement document number and PIID **MUST** match!
- This number should be the reference number on all procurement documents (contract, orders, invoices, correspondence, etc.)
- This includes Purchase Card buys
- Numbering format for procurements awarded outside of IAS can be found in APD Alert 2007-17

How to Create a Procurement Document Number Outside of IAS

- USDA Agency Prefix (AG) 2 characters
- Contracting/ordering office code 4 characters
- Document type (see chart below) 1 character
- Fiscal year 2 characters
- Sequential alpha 2 characters
- Numerical sequence 2 characters

Example: AG-3142-P-06-AA01

The next numbers in sequence would be AA02-AA99. The sequence would then move on to AB01-AB99, etc. If AZ99 is reached, the next sequence would be BA01. Each purchasing agent should prepare a manual log to record transactions processed outside of IAS.

Document Type	Code
Solicitation (i.e. RFP, RFQ, RFI)	S
Purchase Order	P
Delivery/Task Order	D
Contract/BOA	C
BPA	B
BPA Call	K

Date Fields in FPDS-NG

- Date Signed – the date the CO signs the procurement
- Effective Date – the date the contractor is scheduled to begin work
- Completion Date – date the deliverables that have been exercised at the time of award are due
- Estimated Ultimate Completion Date – the date including all options (if any) not yet exercised or other modifications; for simplified acquisitions it is usually the same date as the completion date

Amount Fields in FPDS-NG

- Obligation Amount – Enter the amount obligated or de-obligated by the action you are entering in FPDS-NG
- Base and Exercised Options Value – Enter the total amount of the procurement plus all options (if any) that have been exercised
- Base and All Options Value – Enter the total estimated amount of the procurement plus all options (if any) including those not yet exercised
- For simplified acquisitions all three fields are usually the same amount

Enter Vendor in FPDS-NG

- FAR 4.11 required all contractors to be registered in the Central Contractor Registration (CCR) database prior to award, except for—
 - Purchases that use a Government-wide commercial purchase card below the micro purchase threshold (except Comp Demo)
 - Classified contracts
 - Contracts awarded in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies
 - Contracts to support unusual or compelling needs
 - Awards made to foreign vendors for work performed outside the United States
- Refer to the FAR for additional information.

PSC & NAICS

- In IAS a PSC is provided by the Requisitioner under 'Categories' field on the requisition.
- Double check PSC and NAICS to ensure the correct codes are entered for the procurement
- Avoid using miscellaneous codes
- Look for general code when you can't find a specific code (i.e. for PCs look for Automated Data Processing)

Place of Performance

- Place of Performance is the location of the principal plant or place of business where the items will be produced, supplied from stock, or where the service is performed.
- FPDS-NG auto-populates this field based on the Place of Performance ZIP Code (+4).
- FPDS-NG provides a link to the United States Postal Service web site to look up the +4



Demonstration

Logging in to FPDS-NG



Questions?

Now You Know....

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