

SUBJECT: Annual Certification of Procurement Data Submissions to FPDS-NG

**Bureau/Organization Name:** \_\_\_\_\_

2. **Date of Submission Certification:** I certify that \_\_\_\_\_% of all reportable contract actions awarded during FY \_\_\_\_\_, for my bureau/organization have been entered into FPDS-NG as fully and accurately as reasonably possible as of the date of my signature. Bureaus unable to certify entry of 100% of their reportable contract actions must discuss the reasons for this, and their plans to remedy this situation in Section 5 of this Certification.

3. **Substantiation of Certification:** Given the importance of data accuracy for purposes of running all Federal Reports, what have you done to substantiate your certification? (Answer a - d)

- |   |                              |                              |
|---|------------------------------|------------------------------|
| a. Collected certifications from subordinate offices.   | <input type="checkbox"/> YES | <input type="checkbox"/> NO  |
| b. Through statistically correct processes, compared FPDS data to data in the corresponding contract files. | <input type="checkbox"/> YES | <input type="checkbox"/> NO  |
| c. Other V&V actions taken for FY _____ (Provide in format of Attachment A)                                 | <input type="checkbox"/> YES | <input type="checkbox"/> NO  |
| d. Data accuracy rates provided in format of Attachment C.  | <input type="checkbox"/> YES | <input type="checkbox"/> NO. |

4. **Data Submission Method:** Check the data submission method(s) used by your department/agency:

- |                                  |                              |         |                             |
|----------------------------------|------------------------------|---------|-----------------------------|
| a. Contract Writing System (CWS) | <input type="checkbox"/> YES | % _____ | <input type="checkbox"/> NO |
| b. Web Portal (On-line login)    | <input type="checkbox"/> YES | % _____ | <input type="checkbox"/> NO |
| c. Other                         | <input type="checkbox"/> YES | % _____ | <input type="checkbox"/> NO |

If "Yes" for 4.a., please name Contract Writing System(s) used: \_\_\_\_\_

If "Yes" for 4.c., please describe the "Other" method(s) used: \_\_\_\_\_

5. **Explanation of Data Missing from Certification:** Use additional pages as necessary to discuss any procurement data that are not included in this certification. Please identify data belonging to organizations that have been unable to enter their data into FPDS as well as CWS data and "draft" FPDS records that have not passed the FPDS data validation routines. For each category of missing FPDS records, indicate the number, dollar value, and age of the missing records and your milestone plans for bringing these records into FPDS.

6. **General Comments (Include on an added page if needed):**

7. **Have you submitted a FPDS Data quality control plan?**

Yes  No

**Is your FPDS data quality control plan up to date?**

Yes  No

9. If all of your bureau's procurement actions have been reported in FPDS-NG, how many contracting actions did you report for this fiscal year (FY), and what is the total dollars obligated for these actions? If not, how many have been reported, how many remain to be reported, and what is the total dollars obligated for each action?

Total Actions: \_\_\_\_\_

Total Dollars Obligated: \_\_\_\_\_

10. Did you review the number of actions shown for this FY in the sample size document provided to you by the Office of Acquisition and Property Management?

Yes  No

11. How many of your procurement actions entered this FY did you review, and what is the total dollars obligated for these actions? (Please attach your Annual Reviewed Actions Report)

Total Actions Reviewed: \_\_\_\_\_

Total Dollars Obligated (Reviewed Actions): \_\_\_\_\_

12. \_\_\_\_\_  
BUREAU PROCUREMENT CHIEF NAME (Printed)

13. \_\_\_\_\_  
BUREAU PROCUREMENT CHIEF SIGNATURE                      Date

**Bureau Name:** \_\_\_\_\_

**fiscal Year of FPDS Data:** \_\_\_\_\_

**Annual Results of Statistically Valid Comparison of FPDS Data and Contract Files**

Please summarize the results collected into this Attachment and Attachment C. Please also discuss any systemic causes of invalid data in as much detail as you can, with particular attention to errors caused by FPDS or any other components of the Integrated Acquisition Environment. Use additional pages as needed.

## **Guidance for Making Statistically Valid Comparison of FPDS Data and Contract Files**

This attachment provides guidance on how bureaus are expected to conduct statistically valid comparisons of their FPDS data and the underlying contract files. This guidance also includes definitions of key terms, e.g., Overall Accuracy Rate.

**Overall Accuracy Rate** – The percent of all the FPDS data elements sampled which were determined to be correct, i.e., they matched the corresponding data in the contract files and the data in the contract files were correct. For purposes of this report, only compute the overall data accuracy for the data elements reported on Exhibit 2. Do not include in this computation the accuracy of other data elements the bureau might choose to validate for its own purposes.

**Data Element Accuracy Rate** – The percentage of entries for each selected data element in the sampled contract action records that were determined to be correct, i.e., the entry matched the corresponding data in the contract file and the data in the contract file was correct. Only data elements appropriate for the type of record being validated should be counted in computing the accuracy rate; e.g., only count the accuracy of the Reason for Modification element in modification records. Data elements that have been optional in FPDS should be validated as though they had been required. Therefore, data elements should only be blank if they do not apply to that record type. Data elements that apply to the type of record being reviewed must not be blank and must be supported by information present in the contract file or contract writing system.

**Total Sample Size** – This is the total number of FPDS contract action records selected by all subordinate reporting activities for comparison to the corresponding contract files.

**Percent of Total Procurement Spend Covered by Sample** – This is computed by dividing the total obligations associated with the contract action records sampled by the total obligations associated with all contract actions.

**Bureau Name:** \_\_\_\_\_

**fiscal Year of FPDS Data:** \_\_\_\_\_

**Overall Accuracy Rate:** \_\_\_\_\_%

**Annual Accuracy Rates for Key Data Elements**

**Systemic Causes of Invalid Data**

(please check all that apply)

Data Element Name	Accuracy Rate (%)	User	FPDS	Other
1A Procurement Identifier	_____	_____	_____	_____
1C Referenced IDV ID	_____	_____	_____	_____
2A Date Signed	_____	_____	_____	_____
2C Completion Date	_____	_____	_____	_____
2D Est. Ultimate Completion Date	_____	_____	_____	_____
2E Last Date to Order	_____	_____	_____	_____
3A Base and All Options Value	_____	_____	_____	_____
3B Base and Exercised Options Value	_____	_____	_____	_____
3C Action Obligation	_____	_____	_____	_____
4C Funding Agency ID	_____	_____	_____	_____
4F Funded by Foreign Entity	_____	_____	_____	_____
5B Who Can Use	_____	_____	_____	_____
5D Fee for Use of Service	_____	_____	_____	_____
5J Fee Paid for Use of IDV	_____	_____	_____	_____
6A Type of Contract	_____	_____	_____	_____
6F Performance Based Service Acquisition	_____	_____	_____	_____
6M Description of Requirement	_____	_____	_____	_____
7A Clinger Cohen Act	_____	_____	_____	_____
7B Walsh-Healy Act	_____	_____	_____	_____
7C Service Contract Act	_____	_____	_____	_____
7D Davis Bacon Act	_____	_____	_____	_____
8A Product/Service Code	_____	_____	_____	_____
8G Principal NAICS Code	_____	_____	_____	_____
8K Use of EPA Designated Products	_____	_____	_____	_____
8L Use of Recovered Material	_____	_____	_____	_____
8N Bundled Contract	_____	_____	_____	_____
9A DUNS No	_____	_____	_____	_____
9C Principal Place of Performance Code	_____	_____	_____	_____
9H Place of Manufacture	_____	_____	_____	_____
9K Place of Performance ZIP Code(+4)	_____	_____	_____	_____
10A Extent Competed	_____	_____	_____	_____
10C Reason Not Competed	_____	_____	_____	_____
10N Type of Set Aside	_____	_____	_____	_____
10P Evaluated Preference	_____	_____	_____	_____
10R Statutory Exception to Fair Opportunity	_____	_____	_____	_____
11A CO's Business Size Selection	_____	_____	_____	_____
11B Subcontract Plan	_____	_____	_____	_____
12A IDV Type	_____	_____	_____	_____
12B Award Type	_____	_____	_____	_____
12C Reason for Modification (if 12D = M)	_____	_____	_____	_____
13N 8(a) Program Participant	_____	_____	_____	_____
13O HUBZone Firm	_____	_____	_____	_____
13P Small Disadvantaged Business	_____	_____	_____	_____
13U Woman Owned Business	_____	_____	_____	_____
13V Veteran Owned Business	_____	_____	_____	_____
13W Service-Related DVOB	_____	_____	_____	_____