



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

DEPUTY DIRECTOR  
FOR MANAGEMENT

AUG 25 2004

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES  
THE PRESIDENT'S MANAGEMENT COUNCIL

FROM: Clay Johnson III  
Deputy Director for Management

SUBJECT: Timely and Accurate Procurement Data

In a recent report, the General Accounting Office (GAO) found that the data that departments and agencies submit to the Federal Procurement Data System (FPDS) are not sufficiently timely or accurate. Timely reporting of accurate procurement data is important to the success of the President's Management Agenda and the achievement of its goal of making the Government more results-oriented through a focus on achievement and accountability.

In order to increase the accuracy and timeliness of procurement data, OMB has worked closely with the General Services Administration, the departments and agencies, the Integrated Acquisition Environment Program Management Office, and other stakeholders to implement the next generation of the Federal Procurement Data System. This next generation system (FPDS-NG) employs technology that allows the departments and agencies to electronically submit procurement information. This is a significant change to the previous reporting process and, when fully implemented, FPDS-NG will ensure the availability of timely procurement information.

The ultimate success of FPDS-NG depends on departments and agencies taking immediate action to integrate their procurement tools with the new system. Success in this area is a shared responsibility of the Senior Procurement Executive, the Chief Acquisition Officer, the Chief Information Officer, and the Chief Financial Officer of each department or agency.

Accordingly, departments and agencies are asked to take the following steps to ensure their full participation in FPDS-NG.

1. Designate a senior official who shall assume lead responsibility and accountability, within your department or agency, for the successful implementation of FPDS-NG.
2. Identify and allocate the necessary funds to ensure that your contract writing systems are capable of electronic transfer of information directly to FPDS-NG, as quickly as practicable (but not later than the end of FY 2005).

3. Provide appropriate support to contracting activities through the use of automated tools to enable real-time information gathering and access by FPDS-NG.

4. Submit a report to the Office of Federal Procurement Policy (OFPP) by September 15, 2004, on your plans and schedule for ensuring the timely and accurate reporting of procurement data to FPDS-NG.

a. All reports shall include:

- (1) a description of your program for training data entry personnel;
- (2) documentation of a quality assurance process; and
- (3) information on your use of automation tools, including those that automate the procurement process for all significant contracting activity (in this case, any contract for goods or services totaling \$100,000 or more).

b. Reports of departments and agencies that have not yet moved to an automated contract writing system also shall include:

- (1) information on your progress plan to move to such a system; and
- (2) identification of all existing systems that need to be changed to become interoperable with FPDS-NG.

Additionally, departments and agencies that have not yet moved to an automated contract writing system shall conduct reviews of their process for ensuring that all procurement data are submitted to FPDS-NG, and they shall report the results annually to OFPP, until they have completed their progress plan.

The reports due by September 15, 2004, shall be submitted to OFPP Associate Administrator Robert Burton. Questions concerning the issues contained in this memorandum may be addressed to Julie Basile at [jbasile@omb.eop.gov](mailto:jbasile@omb.eop.gov), or by facsimile to 202-395-5105.