March 17, 2011

FAS INSTRUCTIONAL LETTER 2011-05

MEMORANDUM FOR ALL FAS ACQUISITION ACTIVITIES

FROM: HOUSTON W. TAYLOR
ASSISTANT COMMISSIONER
OFFICE OF ACQUISITION MANAGEMENT (QV)

SUBJECT: FPDS Completeness Data

1. **Purpose:** This Instructional Letter (IL) requires FAS portfolios to reassess their procedures for determining completeness of contract action data reported to FPDS, and work with the Office of Acquisition Management to improve the data.

2. **Background:** The annual OMB-mandated FPDS Data Quality Review is intended to assess both the accuracy and the completeness of Agencies' data. Completeness is defined as the percentage of all eligible contract actions (as stipulated in FAR 4.606) that were successfully reported to FPDS.

   It is expected that some contract actions will not be reported on time, and that some will not be reported correctly due to systems issues. However, the completeness figures given for FY 2010 data were significantly different from expectations. Technical barriers have made it difficult for the Office of Acquisition Management to accurately assess the extent of FAS's compliance with FPDS reporting requirements.

   The Administration is placing a high priority on transparency and accountability. OMB requires each Agency to report as accurately as possible on both accuracy and completeness. Accordingly, each FAS portfolio must make every effort to provide more accurate data—both for FY 2010 and all future years.

3. **Effective Date:** Date of signature.

4. **Termination Date:** This IL expires one year from the effective date unless cancelled, extended, or incorporated into a handbook.

5. **Applicability:** This IL applies to all GSA FAS portfolios.

6. **Reference to Regulations:**

   - FAR Subpart 4.6—Contract Reporting

7. **Instructions and Procedures:**

A. Each FAS portfolio must meet with Office of Acquisition Management staff (and its support contractors) to review the completeness data submitted for FY 2010. These meetings should be arranged as soon as possible (if they have not already occurred).

B. Portfolio staff must work with QV staff, Office of the Chief Information Officer staff, and its own internal staff (as necessary) to troubleshoot and determine what issues are preventing better visibility into the data. This will include research into contract writing systems and their interfaces with FPDS.

C. Portfolio staff must develop improved procedures for collecting the information required by OMB. Because this will be a required component of all annual reviews, we recommend that this effort begin immediately upon the close of each Fiscal Year. In future, portfolios must report their completeness figures to QV no later than November 15 of each year.

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