

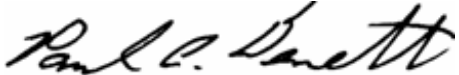


EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL  
PROCUREMENT POLICY

May 9, 2008

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS,  
SENIOR PROCUREMENT EXECUTIVES,  
AND SMALL AGENCY COUNCIL MEMBERS

FROM: Paul A. Denett   
Administrator

SUBJECT: Improving Acquisition Data Quality — FY 2008 FPDS Data

The passage of the Federal Funding Accountability and Transparency Act of 2006 and subsequent activation of the USAspending.gov website have increased public access and interest in Federal acquisition and other Federal spending data. It is therefore more important than ever that we continue to pay careful attention to the accuracy of these data. I am counting on you to assure that your data are accurate.

This memorandum provides guidance on improving the quality of your acquisition data. It builds on and supersedes the FY 2007 guidance for verifying, validating, and certifying FPDS data and includes additional information on the desired format for reporting plans to verify and validate (V&V) FY 2008 FPDS data, based on lessons learned and best practices developed over the past year.

Agencies' responses to last year's guidance were very diverse, particularly in the descriptions of their V&V approaches and the results of their statistically-based data validation activities. We were particularly impressed with the response from the Treasury Department, which highlighted the accuracy of key data elements and identified specific actions needed to make improvements. For the FY 2008 data, we are providing more detailed guidance on the formats for reporting data quality plans and results. This new guidance is the result of extensive collaboration between my office and your agencies and I appreciate the time and input that many of your staff have provided us. These refinements will allow OFPP to better understand agencies' data quality approaches, identify best practices, and develop a data accuracy baseline.

By July 15, all agencies are required to submit their data quality plans for their FY 2008 FPDS data. An approved data quality plan is a key internal control for effective information management and stewardship under OMB Circular A-123. Our goal is for all agencies to use statistically valid processes for validating selected FPDS data against the corresponding contract files. Agencies that choose to use alternative approaches to validate their data must describe the alternative approaches in their plans. We are aware that some agencies may have already begun validating their FY 2008 data according to previous guidance and are asking them to indicate which quarters of FY 2008 data are subject to the new plan.

By January 5, 2009, agencies shall certify that their agency's FY 2008 procurement data is in FPDS and that their data quality plans have been completed.

Agencies shall submit their plans and associated information using the attached exhibits. The purpose of the exhibits and associated attachments are summarized in the table below.

<b>Form</b>	<b>Purpose</b>	<b>Submission Date</b>
Exhibit 1	Use this form to describe the agency's data quality plan. <ul style="list-style-type: none"> <li>• Use Attachment A to describe the agency's approach for using statistically valid processes for validating FPDS data.</li> <li>• Refer to Attachment B for definitions of key terms and guidance on the statistically valid processes for validating FPDS data.</li> </ul>	July 15, 2008
Exhibit 2	Use this form to certify FY 2008 procurement data in FPDS. <ul style="list-style-type: none"> <li>• Use Attachment A to describe deviations from the agency's data quality plan.</li> <li>• Use Attachment B to describe other agency activities to validate FPDS data, including validation activities if statistical sampling methods were not employed.</li> <li>• Use Attachment C to provide the overall data accuracy rate and accuracy rates for key data elements.</li> </ul>	January 5, 2009

Please submit all documents by e-mail in *.pdf* format to GSA ([robert.burton@gsa.gov](mailto:robert.burton@gsa.gov)) as well as my office ([jkelly@omb.eop.gov](mailto:jkelly@omb.eop.gov)).

If you have questions concerning this guidance, please call or e-mail Jack Kelly at 202-395-6106 or [jkelly@omb.eop.gov](mailto:jkelly@omb.eop.gov).

[Attachments](#) (in Word format)