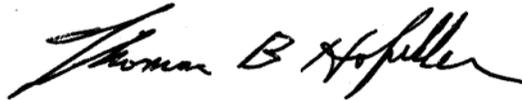


For: All FFAS Offices

Federal Procurement Data System (FPDS) Reporting Requirements

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Federal Acquisition Regulation (FAR) Subpart 4.061 requires the transmission of procurement information to FPDS for all contractual transactions over \$3,000.

In addition to the requirement to complete the Federal Procurement Data System – Next Generation (FPDS-NG) report for all actions over \$3,000, additional information must be provided manually for actions over \$25,000 until the FPDS-NG system has been modified to collect this data required under the Federal Funding Accountability and Transparent Act of 2006 (FFATA).

According to AGAR Advisory 84, the agencies are required to:

- input the contract data fully and accurately into FPDS-NG
- perform internal reviews of contracts to ensure accuracy
- submit certification of accuracy of contract data inputted into FPDS-NG
- perform interagency reviews of contracts as required
- improve contract documentation and ensure that files are easily located and readily reviewable.

Disposal	Distribution
November 1, 2008	All FFAS Offices; State Offices relay to County Offices

Notice AS-2150

1 Background (Continued)

B Purpose

This notice provides:

- a reminder to all FFAS Contracting Officers and purchase card holders about FPDS-NG reporting requirements
- guidance for additional data collection for the Federal Funding Accountability and Transparency Act of 2006 (FFATA) and compliance with AGAR Advisory 84.

C Contacts

If there are questions about this notice, contact Pamela Wellons, Chief, Acquisitions Management Division (AMD), Kansas City Acquisition Branch (KCAB), at 816-926-6084.

D Authorities and References

Guidelines referenced in this notice are according to the following documents:

- Federal Acquisition Regulation, Subpart 4
- Agriculture Acquisition Regulation, Subpart 404
- AGAR Advisory 72, “Federal Procurement Data System - Next Generation (FPDS-NG) Reporting Requirements,” dated December 23, 2004
- AGAR Advisory 76, “Document Numbering System and Federal Procurement Data System - Next Generation (FPDS-NG) Reporting,” dated June 15, 2005
- AGAR Advisory 84, “USDA Federal Procurement Data Verification and Validation Plan Policy and Procedures,” dated August 10, 2007.

Guidance on completing the FPDS-NG report may be obtained by clicking on the [FPDS-NG User's Manual](#) link on <https://www.fpds.gov>. Contact Pamela Wellons according to subparagraph C if additional assistance is needed to complete the report.

Notice AS-2150

2 FPDS-NG

A Accessing the System

The FPDS-NG system may be accessed directly via <https://www.fpds.gov>. New accounts may be obtained by clicking on the [Register](#) link and following the instructions. The System Administrator for FPDS-NG for FFAS is currently Pamela Wellons, Chief, KCAB. Requests for new accounts are forwarded to her for activation by the FPDS web site. For information about user accounts in FPDS-NG contact Pamela Wellons by e-mail at Pamela.wellons@kcc.usda.gov.

B Reporting Requirements

FAR Subpart 4.061 requires the transmission of procurement information to the FPDS for all transactions over \$3,000. All contractual transactions are covered; supplies or services, whether **county** or **federal**. Indefinite delivery vehicles (IDV) such as Blanket Purchase Agreements (BPA) or Indefinite Delivery Indefinite Quantity (IDIQ) contracts are also reported in addition to the BPA calls or orders placed against IDIQ contracts.

Note: This notice refers to contractual actions **only** and does **not** address real property leasing or non-contractual actions.

The Integrated Acquisition System (IAS) interfaces with FPDS-NG. Preparing the FPDS-NG report from within IAS will satisfy the FPDS-NG reporting requirement. See Exhibit 1 for a work-around for using IAS with purchase card payments. The reporting tool in the Purchase Card Management System (PCMS) does **not** satisfy the FPDS-NG reporting requirement. All contract actions awarded above the micro purchase level, other than those actions awarded using IAS, must be manually reported directly to FPDS-NG on <https://www.fpds.gov>.

3 FFATA Data Collection

A Manually Providing Treasury Account Symbol (TAS)

FFATA requires the full disclosure of all entities and organizations receiving Federal funds. Data on each award must be collected and posted in a single searchable website, available to the public. Most of the data required by FFATA for contracts is included in the current FPDS-NG report. However, the program source, or TAS, is not included and is required. TAS has a direct correlation to the “fund” code in the line of accounting. FFATA data is only collected on transactions over \$25,000 (new awards or modifications). FFATA data for contract actions obligated using IAS in the Foundation Financial Information System (FFIS) will be collected automatically. The TAS information for contract actions over \$25,000 that are not obligated in IAS, that is, purchase card awards or FLP contractual actions, must be collected manually until the FPDS-NG report is modified to add this element.

Notice AS-2150

4 Action

A Contracting Officer Action

FPDS-NS Report - The Contracting Officer shall ensure that all contractual actions over \$3,000, including IDV contracts with an anticipated overall value exceeding \$3,000, are fully and accurately inputted into FPDS-NG. The report may be done either in IAS or manually through the FPDS-NG web page.

FFATA - Until the FPDS-NG report is modified, the Contracting Officer shall provide TAS for each contractual action in excess of \$25,000 that is not obligated in IAS, along with the Contracting Office ID (12D2) and the Procurement Instrument Identifier (PIID = award number) as indicated on the FPDS-NG report to Pamela Wellons via e-mail at Pamela.Wellons@kcc.usda.gov. See Exhibit 2 for a table of TAS's by agency. This information must be sent simultaneously with the completion of the FPDS-NG report. FPDS-NG reports must be completed on a timely basis but no later than 30 calendar days after the end of the fiscal year in which it was awarded.

Sample:

CO ID	PIID	TAS
12D2	AG645SP070001	12 0600

The requirement for manual submission of this data will cease when TAS is collected by the FPDS-NG report.

FFATA data is being collected for non-contractual actions via other means.

AGAR Advisory 84 Compliance - All Contracting Officers shall ensure that each contract action file is fully and properly documented; and that the office files are easily located and readily reviewable. Contract documentation must be clear and appropriate for the contract effort (that is, more complex procurements will require more complete documentation but in every case it must be clear from a review of the file documentation what occurred and that all required actions and/or decisions were satisfied).

4 Action

B Manager and Supervisor Action

Supervisors shall ensure that:

- each contract award or action is adequately documented to address all procurement laws, regulations, and policies, including the requirement for FPDS-NG data
- all contract action files are managed so that they can be easily located, even in the absence of the Contracting Officer or buyer.

Supervisors are required to review transaction data for all purchase card holders on no less than a quarterly basis. As part of this review, the supervisor will ensure that FPDS-NG reporting has been completed for actions over \$3,000 and that FFATA data has been provided for actions over \$25,000.

C AMD

AMD, Policy and Oversight Branch, shall perform internal reviews of contracts signed by Contracting Officers delegated their authority by AMD to ensure accuracy. Interagency reviews of contracts will be conducted as required.

Director, AMD shall submit a certification of accuracy of contract data inputted into FPDS-NG for all contract actions except contract actions involving commodities awarded under KCCO authority.

Work Around for Using IAS With Purchase Card Payment

Purchase card users can use these instructions to use IAS for preparing purchase or delivery orders that use the purchase card as payment.

Step	Action
1	Using an IQ-No Commit requisition or creating from “new,” prepare award according to regular procedures, including the FPDS report.
2	Print award document.
3	For each line item to be paid by purchase card, select “GFP” under the line item’s “Additional Info” tab. This will add text to the line item and remove the obligation from the printed form (hence step 2 before step 3). If something needs to be corrected, uncheck and then recheck this box.
4	Self-approve award according to regular procedures.
5	After award is released, re-open the FPDS-NG report. Select “CORRECT.” Correct the obligation from \$0.00 to the correct amount. Select “SAVE.”

Notes: If an IQ-Commit requisition, advise the budget approver to remove the commitment. This method will not liquidate any commitment because it makes no obligation in FFIS.

For assistance with using this work around contact any of the buyers in AMD, KCAB at 816-926-6056.

Treasury Account Symbols (TAS) for FFAS

Note: The line of accounting includes many different codes. The fund (the fourth set of codes in IAS) directly equates to TAS.

FARM SERVICE AGENCY		
Treasury Account Symbol <u>1/</u>	Fund	Description
12 0600	87 or 84	Salaries and Expense
12 4140	1360	ACIF Liquidating – Farm Loan Program
12 1140	2360	ACIF Program – Farm Loan Program
12 4212	5360	ACIF Financing – Farm Loan Program
12 4336		Commodity Credit Corporation
FOREIGN AGRICULTURAL SERVICE		
12 2900	01R, 02M, 57G, OR 58G	Salaries and Expense
RISK MANAGEMENT AGENCY		
12 2707	0801	Salaries and Expense
12 4085	0803 OR 0885	Program Funds

1/ TAS is made up of 3 data elements. The first “12” refers to the Department of Agriculture. The second refers to the year, whether a specific fiscal year or no year. This data is not required for the FFATA submission. The third element refers to the type of funding.