

DEPARTMENT OF VETERANS AFFAIRS FEDERAL PROCUREMENT DATA SYSTEM

I. PURPOSE

Public Law 93-400 was passed in August of 1974, creating the Office of Federal Procurement Policy (OFPP) under the Office of Management and Budget. The Office of Federal Procurement Policy Act, as amended, 41 U. S. C. 401 et. seq., requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System (FPDS) as a mechanism for collecting, developing, and disseminating procurement data to the Congress, the Executive branch, and the private sector. The Federal Procurement Data Center (FPDC) operates the FPDS and is located in the General Services Administration (executive agent for the Administrator). Data collected are used to measure and assess the impact of Federal procurement on the nation's economy, the extent to which small business firms are sharing in Federal procurement, the impact of full and open competition in the acquisition process, and other procurement policy purposes. Information collected in VA FPDS is forwarded by VA to FPDC. Submission of FPDS is mandatory. This guide outlines procedures for reporting the Department of Veterans Affairs (VA) procurement data to the FPDS.

A committee composed of representatives, including Department of Defense, National Aeronautics and Space Administration, Department of Commerce, Department of Transportation, General Services Administration, Department of Veterans Affairs, and the former Health Education and Welfare, was appointed to design an automated procurement data system. Upon completion of its work, the FPDS Committee was succeeded by the FPDS Policy Advisory Board, whose function is to consider proposed additions, deletions, or other changes to the FPDS, and make recommendations subject to approval of the Secretary for Federal Procurement Policy.

II. APPLICABILITY

VA contracting activities shall report unclassified information on all contract actions using appropriated funds including those made:

- (1) With stock and replenishable revolving funds;
- (2) With appropriated funds transferred from one executive agency to another where the servicing agency contracts for the supplies or services;
- (3) With appropriated funds obligated pursuant to the provisions of Public Law 85-804;
- (4) By one agency for another;
- (5) For supplies and equipment;
- (6) For all real property both leased and purchased;
- (7) For construction, alteration, repair or maintenance of real property;
- (8) For services, including research and development;
- (9) 8(a) contract award;
- (10) JWOD Nonprofit Agency (formerly referred to as Sheltered Workshop) awards;
- (11) Telecommunications from regulated carriers;
- (12) Federal Prison Industries, i.e., UNICOR awards (orders from GSA stock for UNICOR products are not reportable), and
- (13) Using the purchase card where the procurement exceeds the micro-purchase limitation.

Agencies shall not report the following actions:

- (1) Procurement actions with an action date of five (5) years earlier than the current fiscal year;
- (2) Assistance actions, such as grants, cooperative agreements, subsidies, and contributions;
- (3) Imprest fund transactions, SF44 purchases, training authorizations, and micro-purchases via the government purchase card;
- (4) Interagency agreements with other federal agencies (e.g., Tennessee Valley Authority), independent federal establishments (e.g., Export/Import Bank of the U.S.), or federally chartered sources (e.g., Howard University or the Smithsonian Institution). NOTE: 8(a) contract awards and UNICOR awards shall be reported;
- (5) Government Bills of Lading and Government Transportation Requests;
- (6) Actions using predominantly non-appropriated funds;
- (7) FEDSTRIP or MILSTRIP requisitions;
- (8) Actions involving transfer of supplies within and among agencies and subagencies;
- (9) Orders from GSA Stock and GSA Consolidated Purchase Program; and
- (10) Civilian agency orders for petroleum or petroleum products ordered against a Defense Logistics Agency indefinite delivery contract.

III. SUPPLEMENTAL REFERENCES FOR CODING OF FPDS REPORTS

PUBLICATION NUMBER	TITLE
	Area Trends in Employment and Unemployment
FIPS PUB 55-3 DC-4	Guideline Codes for Named Populated Places, Primary Country Divisions, and Other Locational Entities of the United States and Outlying Areas. The Fifth Printed Version.
FIPS PUB 10-4	Countries, dependencies and areas of Special Sovereignty
	OMB North American Industry Classification System

Contracting activities should note that the FIPS codes are retrievable from the database while using the production ICAR, making it unnecessary to order the FIPS publications. However, the FIPS publications may be ordered from the National Technical Information Service, U. S. Department of Commerce, 5285 Port Royal Road, Springfield, VA 22161, (703) 487-4650. Information concerning cited FIPS publications may be obtained from the National Institute of Standards and Technology, Program Coordination and Support Group, Building 225, Room B151, Gaithersburg, MD 20899, telephone (301) 975-2816.

The OMB Standard Industrial Classification code manual (order #PB87100012) or magnetic tape (order #PB87100020) or diskette (order #PB91507947) may be purchased from the National Technical Information Service by calling (703) 487-4650.

IV. TIMEFRAMES FOR REPORTING

VA facilities shall input data to the Austin Automation Center (AAC), Austin, Texas via FPDSConnect. ICARs shall be reported within three workdays after award. ICARs for delivery orders exceeding \$25,000 and obligated on 1358s may be reported until the end of the grace period for the first, second, third, and fourth quarters. The Summary of Contract Action Report (SoCAR) may be reported as many times as necessary, but no less than once quarterly, during the quarter or grace period for the quarter in which the awards occurred. The reporting periods are as follows:

<u>QUARTER</u>	<u>GRACE PERIOD</u>
First (October To December)	January 31*
Second (January To March)	April 30*
Third (April To June)	July 31*
Fourth (July To September)	October 31

*If the last day of the month falls on a weekend or holiday, the grace period ends on the last workday of the month. Reports submitted on a weekend or Federal government holiday will not process until the following workday.

All errors on the error file shall be corrected by the last day of the grace period.