

## **REPORTING IN THE FEDERAL PROCUREMENT DATABASE SYSTEM**

**FPDS-NG** (<https://www.fpds.gov/>)

On May 9, 2008, the Office of Federal Procurement Policy (OFPP) issued a memorandum requiring additional steps to verify and validate the accuracy of data in FPDS. At a minimum, OFPP asked that the CAOs shall:

Establish a Department-wide requirement for routine, statistically-valid data verification and validation (V&V).

Provide certification of data accuracy and completeness to OFPP each year, as will be required in an upcoming FAR case specifically designed to clarify FPDS roles and responsibilities.

Assign clear data verification responsibilities.

Make necessary adjustment to policies, procedures, and training, as needed.

The Millennia Procuring Contracting Officer (PCO) provides the below guidance for entering Millennia Orders into the FPDS-NG. If you have any questions or need assistance, please email at [millennia@gsa.gov](mailto:millennia@gsa.gov).

### **ORDER REPORTING GUIDANCE (August 2009)**

#### **- AWARD ID**

Type in the Order Number assigned upon award. DO NOT USE ANY VARIATION OF THE IDV ID NUMBER. This is not the Project Number that started the requirement nor the GWAC Contract Number. (For the GSA OCO, please refer to GSAM 504.7001-3 Order and call instrument identification number)

#### **- Referenced IDV ID**

Use default. Assigned by the Millennia PCO. DO NOT USE ANY VARIATION OF THE IDV ID.

#### **DUNS No.**

Use default. Assigned by the Millennia PCO.

#### **COMPLETION DATE**

Date for order completion for the base period, or when Order option period is exercised.

#### **ESTIMATE ULTIMATE COMPLETION DATE**

Date for Order completion if all options are exercised.

#### **- TYPE OF CONTRACT**

Indicate whether this is a Fixed Price or Cost Reimbursement type order.

## **PRODUCT/SERVICE CODE**

The default is D399. However, the Contracting Officer may elect to type in a different PSC that better fits their IT requirement.

Suggestions include:

- D301 ADP Facility Operation and Maintenance Services
- D302 ADP Systems Development Services
- D303 ADP Data Entry Services
- D304 ADP Telecommunications and Transmission Services
- D305 ADP Teleprocessing and Timesharing Services
- D306 ADP Systems Analysis Services
- D307 Automated Information System Design and Integration Services
- D308 Programming Services
- D309 Information and Data Broadcasting or Data Distribution Services
- D310 ADP Backup and Security Services
- D311 ADP Data Conversion Services
- D312 ADP Optical Scanning Services
- D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- D314 ADP System Acquisition Support Services. Includes preparation of statement of work, benchmarks, specifications, etc.
- D315 Digitizing Services. Includes cartographic and geographic information.
- D316 Telecommunications Network Management Services
- D399 Other ADP and Telecommunications Services (includes data storage on tapes, compact disks, etc.)

## **- PRINCIPLE NAICS CODE**

The default is 541512. However, the Contracting Officer may elect to type in a different NAICS that better fits their requirement. (The Millennium GWAC is a IT Service Contract therefore Equipment/Product NAICS codes shall not be used).

Suggestions include:

- 541511 Custom Computer Programming Services
- 541512 Computer Systems Design Services
- 541513 Computer Facilities Management Services
- 541519 Other Computer Related Services
- 511210 Software Publishers
- 517410 Satellite Telecommunications
- 517910 Other Telecommunications
- 518111 Internet Service Providers
- 518112 Web Search Portals
- 518210 Data Processing, Hosting, and Related Services

## **- DESCRIPTION OF REQUIREMENT**

Use one or more of the suggested terms below.

**Software Engineering:** Encompasses all tasks necessary to assist agencies in the management of their software (application systems, data files, databases, and interfaces) from initial conception and planning, through design and development, to maintenance, improvement, and conversion. It includes the performance of these tasks as well as assistance in the acquisition of IT resources to perform these tasks. The general area of life cycle Software Engineering can include studies related to information systems planning as well as the sizing and designing of computer systems

on which new or existing software will operate. Typical tasks include, but are not limited to, the following:

- Project planning and oversight
  - Review and evaluate existing system architectures
  - Conduct hardware, telecommunications, and software inventories
  - Develop architectures and architecture transition plans
  - Identify or develop, and implement applicable life cycle information management standards
  - Perform software tool evaluations (e.g., computer-aided software engineering tools)
  - Evaluate commercial-off-the-shelf (COTS) and Government-off-the-shelf (GOTS) software
  - Evaluate data base management systems
- Establishment of software development environment
- System requirements analyses
- System design including interfaces
- Software requirements analyses
- Software design
- Data base design
- Software implementation and unit testing
- Unit integration and testing
- Functional component testing
- System qualification testing
- Release management
- Preparation for software transition
- Software configuration management
- Software product evaluation
- Software quality assurance
- Corrective action
- Joint technical and management reviews
- Other technical support activities
  - Model, predict, and test software performance
  - Modify/adapt COTS/GOTS software
  - Develop data standards, data dictionaries, and data bases
- Maintenance
  - Prepare software maintenance program plans Implement software maintenance programs
  - Provide on-site and off-site maintenance Provide help desk support
  - Perform configuration management and change control
  - Improvement - Inventory and analyze existing software
  - Prepare software improvement feasibility studies Develop software improvement plans
  - Transition the improved system to operational environment
- Conversion
  - Prepare compliant software conversion studies
  - Analyze software conversion feasibility
  - Evaluate alternate platform conversion
  - Convert software

**Communications:** Definition, design, implementation, and management of digital and integrated communications systems, which may be terrestrial, or satellite based. It includes local area networks (LANs), metropolitan area networks (MANs), wide area networks (WANs), enterprise systems, Internet/Intranet-based networks, and any combination thereof, including all forms of digitization and incorporation of multiple media types, e.g., data, digitized voice, video, or imagery as well as high bandwidth and demand bandwidth technologies. Tasks may include any type of study, integration support, development, evaluation, and implementation having to do with digitized, integrated communications, including secure communications and satellite communications requirements. Typical tasks include, but are not limited to, the following:

- Characterize design features and/or architecture (e.g., fiber, token ring, star, hybrid) as part of requirements definition for communications systems
- Identify current system communications and interoperability capabilities
- Identify deficiencies and shortcomings of current communications networks
- Develop alternative architectures to meet requirements or alleviate shortcomings
- Evaluate configuration alternatives, including conducting cost analyses, risk analyses, and performance predictions
- Define and implement automated design procedures and systems
- Design communications systems
  - Develop representation, including prototypes, of existing or proposed communications network concepts
  - Evaluate designs and concepts including tradeoff analyses, economic analyses, risk assessments, mathematical analyses, analytical models, performance predictions, simulations, and prototypes
- Design and inspect communications support facilities
- Analyze the performance and operation of communications systems. Develop representative workload scenarios, including workload characterization and quantification
- Procure, install, and integrate communications systems (including extending, upgrading, or enhancing existing systems)
- Provide supervision, labor, installation services, cable plant, hardware and software components, testing, documentation, training, and technical support
- Provide maintenance service, on-call and/or on-site
- Design and maintain communication records databases
- Conduct studies and analyses related to open standards and/or EDI

**System Integration:** Encompasses all activities necessary to develop and deploy an automated information system. It includes the integration of technical components, such as software, hardware, and communications, and organizational components to include processes and procedures, resulting in a turn key system. System Integration may make use of technical laboratories, prototypes, and pilot systems. It overlaps with several of the other functional areas but is differentiated by its all-encompassing nature. Under this area, fully operable, complete systems will be provided to the clients. Typical tasks include, but are not limited, to the following:

- Analyze requirements
- Conduct system planning
- Design systems
- Evaluate alternative implementations
- Develop integration plans
- Acquire or develop hardware, software, applications, interface, and connectivity components
- Integrate all components
- Test components and systems
- Establish management and control systems, e.g., configuration management and capacity planning
- Develop, implement, and analyze prototypes
- Develop, implement, and analyze pilot projects
- Identify and design processes - automated and manual
- Develop system documentation
- Train all personnel
- Field system
- Maintain system
- Virtual office

**- EXTENT COMPETED**

If Fair Opportunity to be considered was provided, select "**Competitive Delivery Order**". If an exception to Fair Opportunity to be considered was used, then select "Noncompetitive Delivery Order".

**- SOLICITATION PROCEDURES**

Will be "Negotiated Proposal/Quote"

**- PERFORMANCE BASED SERVICE ACQUISITION:**

Select whether this is/is not a performance based acquisition

**- NUMBER OF OFFERS RECEIVED**

Type in the number of Offers received for your specific Order requirement.

**- CONTRACTING OFFICER'S BUSINESS SIZE SELECTION**

Use default. Assigned by the Millennia PCO.