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UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

PROCUREMENT MEMORANDUM 2016-01

ACTION

MEMORANDUM FOR: **BUREAU PROCUREMENT OFFICIALS**

BEBerkowitz

FROM: Barry E. Berkowitz
Senior Procurement Executive
and Director for Acquisition Management

SUBJECT: Ensuring data quality in the Federal Procurement Data System – Next Generation

Background
Complete, accurate, and timely federal procurement data are essential for ensuring that the Department of Commerce has the right information when planning and awarding contracts and that the public has reliable data to track how tax dollars are spent. The quality of this data depends on establishing strong internal controls for the input and validation of procurement data.

The Federal Procurement Data System – Next Generation (FPDS-NG) is the central repository for a wide variety of procurement data and is used to create recurring and special reports for the President, Congress, the Government Accountability Office, the Department, and the general public. As a result, FPDS-NG data forms the basis for pivotal budgeting and procurement-related decisions.

We have made significant strides in improving our FPDS-NG data quality. However, recent Office of Inspector General report findings reflect that FPDS-NG data quality remains an area of concern and it has been identified as a top management challenge facing the Department. As a result, additional efforts to improve data quality are required.

Purpose
The purpose of this Procurement Memorandum is to emphasize the importance of entering, reviewing, and validating the accuracy of data entered into the FPDS-NG.

Required Actions
Bureau Procurement Officials shall implement targeted efforts to improve the quality of FPDS-NG data. Efforts should include effective internal controls, routine oversight, and a disciplined process to review and validate the accuracy of FPDS-NG data.

Each Bureau Procurement Official shall submit an action plan that outlines the efforts that will be taken to improve FPDS-NG data quality, including internal controls, oversight, and validation processes. A copy of the action plan shall be submitted to me via OAM_Mailbox@doc.gov no later than December 31, 2015.

Effective Date
This Procurement Memorandum is effective immediately and remains in effect until it is otherwise rescinded.

The point of contact for this matter is Ebony Jackson who may be reached at 202-482-1720 or ejackson@doc.gov.