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ACQUISITION,
TECHNOLOGY
AND LOGISTICS

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MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY (PROCUREMENT), DASA(P)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (ACQUISITION & LOGISTICS MANAGEMENT), DASN (A&LM)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE (CONTRACTING), SAF/AQC
DIRECTORS, DEFENSE AGENCIES
DIRECTORS, DOD FIELD ACTIVITIES

SUBJECT: Reporting Blanket Purchase Agreements and Basic Ordering Agreements in the Federal Procurement Data System, Version 1.4 Pending Contract Writing Systems' Upgrades

As indicated in DPAP memorandum dated February 26, 2010, 'Federal Procurement Data System (FPDS), Version 1.4 Certification and Deployment Requirements', the FPDS version 1.4 software release will be deployed by the General Services Administration this month. The current schedule, dependent on final testing results, indicates deployment the weekend of March 13-14. For Components that use SPS as their contract writing system, be advised that the SPS FPDS-Engine upgrade compliant with FPDS version 1.4 is scheduled to be delivered to the SPS Program Office for testing in June, with subsequent deployment to the Components.

As of March 13, 2010, and until such time that individual contracting offices have upgraded their contract writing systems to be compliant with version 1.4 (including deployment of the SPS FPDS-Engine release), contracting officers are required to report new Basic Ordering Agreements (BOAs), Blanket Purchase Agreements (BPAs), and Delivery Orders / BPA Calls against those new BOAs and BPAs using the FPDS web entry screens available at https://www.fpds.gov (requires registration and log in). The stand-alone contract action report (CAR) feature within SPS will not work to satisfy the reporting requirement. Additionally, in order to be consistent across the Department, users should use the 'Technical/Connectivity Failure' reason within the SPS application as to why the CAR is not reported through the normal SPS interface. I recommend that Components using contract writing systems other than SPS also establish a consistent tracking process of these actions that must be accomplished manually at FPDS until the contract writing system can be upgraded.

I ask that the Components put in place processes to ensure that these actions continue to be reported within the Federal Acquisition Regulation (FAR) subpart 4.604 prescribed timeframes and backlogs do not occur. These processes will need to include issuing FPDS on-line web access user IDs to specified users during the period where manual entry is required. Recommend that users not self-register at the FPDS website, but follow Component procedures for obtaining web access user IDs. As a reminder, FAR subpart 4.604(b)(3) requires contract reporting be accomplished within three business days after a contract action award when the contract writing system is not integrated with FPDS. This timeframe would apply to these BOA, BPA, and Delivery Order/BPA Call actions. Please also ensure that users reporting new BPAs issued under FAR Part 8 procedures against a Federal Supply Schedule (FSS) include the FSS contract number in the 'Referenced IDV ID' data field available in the FPDS BPA CAR format.

As a note, Delivery Orders and BPA Calls that are awarded against DoD issued BOAs and BPAs which were reported to FPDS prior to March 13, 2010 as Indefinite Delivery Contracts (IDCs) should continue to be reported as Delivery Orders that reference either a single or multiple award IDCs using the current methods available through the contract writing systems. Additional information regarding FPDS version 1.4 is available at the DPAP website (http://www.acq.osd.mil/dpap/, under the eBusiness tab) and the FPDS project website (https://www.fpds.gov). Any questions may be directed to my action officer for FPDS, Lisa Romney, 703-602-8007 or lisa.romney@osd.mil.

Shay D. Assad
Director, Defense Procurement
and Acquisition Policy