

Statement of Need - SOW

July 30, 2019

Background

The United States Department of Agriculture's (USDA) acquisition workforce is composed of approximately 500 contracting officers (CO) and contracting specialists (CS) that issue awards valued at over \$6B per fiscal year. As required by Federal Acquisition Regulations (FAR) 4.6, USDA reports all procurement actions that are valued above the micro-purchase threshold to the Federal Procurement Data System – Next Generation (FPDS-NG). FPDS-

NG is an automated system used to collect and report on federal procurement spending and serves as the U.S. Government's single authoritative repository for federal procurement award data for all contracts valued over the micro-purchase threshold. FPDS-NG provides the following benefits:

- Transparency and visibility into government contracting
- Contracting information across the federal spectrum in real time, down to the contract action
- Powerful business decision-making tool for the contracting community
- Ability to analyze data so as to identify contract management and market trends
- Serves as a foundation for standardizing contracting processes
- Reinforces procurement-related policy changes by means of standardized data fields that are utilized across the federal enterprise
- Reduces system redundancies and costs
- Fulfillment of near-real time data requests by means of the self-service data retrieval capability
- Data is available for access within 24 hours of award.

The data that is available in FPDS-NG can be reviewed by the public via the outward facing Web site located at https://www.fpds.gov/fpdsng_cms/index.php/en/.

Scope of Work

As the U.S. Government's official repository for acquisition-related data, it is imperative that the data contained in FPDS-NG is valid and accurate. The purpose of this procurement is to receive automated data validation services (ADVS) & competitive one-bid analysis that can identify suspected or known FPDS-NG errors so as to ensure that the entered FPDS-NG data is valid, accurate and complete. USDA is also requiring a strategic sourcing solution that will track contract usage and leakage of its strategically sourced vehicles. The Period of Performance shall be for one 12-month period starting October 1, 2019 and continuing uninterrupted through September 30, 2020 with one option period for October 1, 2020 through September 30, 2021.

Requirements

Task 1 – *Kickoff Meeting*: By no later than 1 business day after award, the contractor shall provide a draft version of training/user materials for review. Within 5 business days of award, the Contractor shall meet with the assigned CO, Point of Contact (POC), and other departmental employees that will be involved with the implementation of the proposed and accepted ADVS solution. The purpose of this meeting is to ensure that all parties involved have a common understanding of the solution and decide on any of the associated attributes that can be tailored or configured. As may be necessary, the Contractor shall provide a demonstration of the proposed and accepted ADVS solution during the meeting.

Task 2 – *Automated Data Validation*: Within three business days of the award, the

Contractor shall provide an ADVS solution that detects and reports known or suspected data errors or anomalies for all possible data fields within FPDS-NG. The solution shall be completed without interface to USDA's procurement writing system. Within two business days of a FPDS-NG contract action report (CAR) being finalized, the ADVS solution shall provide automated data alerts outlining the known or suspected data errors or anomalies to the individual who prepared the FPDS-NG CAR, which tends to be a contract specialist (CS), as well as the individual who last modified the FPDS-NG CAR, which is typically the assigned contracting officer (CO). The automated feedback alerts shall be intuitive and clearly identify the CAR number, the known or suspected data error or anomaly, and supporting rationale that provides insight into the reason(s) that the data is or appears to be in error. In order to reduce the likelihood of future errors, it is imperative that the supporting alerts and notifications provide clear and concise rationale and include the details that are necessary to understand why the known or suspected error was detected. For those identified data anomalies that are confirmed as being a "false-positive" error, the ADVS solution shall allow USDA to tag the error accordingly and ensure that the error is not registered again for that specific FPDS-NG CAR. Based on the organization of USDA's acquisition workforce, the Contractor shall assume that USDA will have no more than five administrators/technical points of contact. Specific metrics include:

- Automate the monitoring of FPDS-NG data quality checks for potential errors for all possible data fields
- Provide automated feedback to the FPDS-NG data submitter in a timely fashion (within two business days of FPDS-NG CAR approval).
- Promote supervisory oversight in a time sensitive manner through automated notifications and a dashboard.
- Provide a means by which contracting officers can comment on or explain ostensible data quality problems
- Provide a means by which USDA contracting officers and acquisition oversight personnel can introduce new data quality checks
- Track data quality metrics/improvement/accuracy over time

Task 3 – *ADVS Operation*: The Contractor shall operate the ADVS solution services and ensure that the data error checks are monitored and maintained in accordance with any current changes/updates to FPDS-NG, to include data check creation, enhancement, or deletion.

Task 4 – *Competition Analysis*: The purpose of this analysis is to decrease the number of competitively awarded contracts that received only one bid. Within three business days of the award, the Contractor shall provide a solution that detects and reports competitive one bids (one-bid) that are above the simplified acquisition threshold, are for base awards only, and are not orders/calls against IDVs within FPDS-NG. Within two business days of a FPDS-NG contract action report (CAR) being approved matching the above metrics, the

contractor shall provide automated data alerts notifying the CS or CO of the action being coded as a one-bid within FPDS-NG and provide the CS/CO with options for correction or confirmation of the CAR. The automated feedback alerts shall be intuitive and clearly identify the award number of the one-bid CAR. Specific metrics include:

- Via a web-based interface, compare the rate of competitive one bids across the Department as a whole.
- Distinguish between awards where more than one bid was expected versus not expected (the latter involving delivery orders and BPA calls against single award indefinite delivery vehicles).
- Provide an alerting mechanism to contracting officials and supervisory personnel when a competed award receives one bid.
- Provide a data collection input form for contracting officials to complete regarding why a competitive one bid occurred.
- Graphically display via a web-based interface the aggregated result of the data collection input form, with drill down capability to display each individual form submitted by contracting officials regarding competitive one bids.
- Provide a list of potential errors in FPDS-NG reporting whereby a competitive one bid is incorrectly reported either due to an incorrect number of offers being reported, or an error in the competition coding.
- Provide a list of awards that were: 1) competitively awarded, 2) received one bid, and 3) are about to expire. The goal being to increase the number of offers on potential, re-competed awards.
- Track the competitive one bid rate over time.

Task 5 – Strategic Sourcing: The purpose of this analysis is to increase the usage of USDA’s strategic sourcing vehicles and identify awards that are made outside of the vehicles.

Specific metrics include:

- Via a web-based interface, compare the strategic sourcing utilization rate across the agencies and against the Department as a whole.
- Compare the strategic sourcing leakage rate across bureaus, and via the department as a whole
- Provide ad-hoc reporting capability to analyzing strategic sourcing metrics
- Provide automated feedback to strategic sourcing vehicle managers regarding awards reported in FPDS-NG that represent leakage (within two business days of FPDS-NG data entry).
- Promote supervisory oversight regarding leakage in a time sensitive manner through automated notifications and a dashboard.
- Analyze strategic sourcing utilization metrics by: contracting officer business size determination, bureau, office, strategic sourcing vehicle, and award size.
- Provide a list of the top vendors associated with each strategic sourcing vehicle.
- Provide a list of vendors who have been terminated for cause or default and are associated with a strategic sourcing vehicle.
- Provide an online, data input form to update strategic sourcing information (to include the PIIDs and PSC/Cage Codes tied to a vehicle)
- Synchronize the USDA strategic sourcing vehicle data (e.g. PIIDs) with FPDS-NG award data

- Track the strategic sourcing utilization rate over time.

Task 6 – *Helpdesk Support Services*: The Contractor shall provide helpdesk support services to USDA’s identified administrators/technical points of contact. The helpdesk support services shall cover all issues, regardless of assigned severity level, and be available from 8:00 am to 5:00pm EST, Monday through Friday, less Federal Holidays. All helpdesk tickets shall be resolved within 2 business days.

Task 7 – *Reporting*: The proposed and accepted solutions above shall include reporting capabilities that allow for USDA’s leadership/decision makers to view and easily understand the number of known or suspected errors, one-bid, and strategic sourcing initiatives that occurred during a given time period and to be used for any required oversight and compliance. The reporting capabilities shall be flexible enough to provide a high-level, dashboard view that can be drilled down for more granular detail surrounding each of the known or suspected errors, one-bids, or strategic sourcing analysis, as well as the disposition of each requirement.

Task 8 – *Training*: The Contractor shall deliver a final version of the training material(s) and user manual(s) that is comprehensive and details how the ADVS, Competitive One-Bid, and Strategic Sourcing solutions operate and the actions that are required by a recipient of a known or suspect data error alert, as well as the materials that are required of the administrators/technical points of contact. In addition, the Contractor shall provide quick and easy desk reference guides that synopsize the steps or actions required of a recipient and administrator/technical points of contact. USDA reserves the right to copy and distribute the training materials and quick reference guides for use within the government.

The Contractor shall provide up to four training sessions for USDA’s COs and CSs and two training sessions for the administrators/technical points of contact within the first 30 days of implementation.

Task 9 – *Automated FPDS-NG Verification and Validation Reporting Process*: The Contractor shall provide a list of actions for the USDA to complete the annual FPDS-NG Verification and Validation Review, in accordance with OMB guidelines outlined in OMB’s May 31, 2011 memorandum titled Improving Federal Procurement Data Quality - Guidance for Annual Verification and Validation. The system shall allow for customization of the action list (e.g. exclude closeout actions). The system shall provide links to all CARs in the sample and include an automated form to capture review results and generate Exhibit II, in accordance with the OMB memorandum. The system shall allow for the assignment of review actions to individual users and include a dashboard to track the amount and percentage of reviews completed as well as the data accuracy by field. The system shall allow for corrections to be made following initial completion of a review form.”

The contractor shall automate USDA 2019 FPDS-NG Verification and Validation reporting process and provide sampling from FPDS data that meets the following minimum OFPP sampling standards:

- (a) The sample design and sample size must be sufficient to produce statistically valid conclusions for the overall department, or agency at the 95% confidence level, with a margin of error of no more than ± 5 percentage points.
- (b) The Contractor shall ensure the contract actions sampled are selected randomly from a population of FPDS records (excluding “draft” records) that includes all of the FPDS use cases. Additionally, the Contractor stratify samples and target known problem areas for special attention, provided that the sample size meets the statistical validity requirements in item (a) above. The Contractor shall select a sufficient number of contract actions for each agency that allows the agency to report accuracy rates separately for each of the required data elements with acceptable precision, as specified in the 2011 OMB Memo. Finally, the Contractor shall provide samples that meet the minimum dollar threshold of \$250,000 by December 13, 2019.

Constraints

- USDA will not host the Contractor’s ADVS, Competitive One-Bid, or Strategic Sourcing solutions.
- The dashboard and reporting capabilities must be available by means of a web portal that complies with the latest Google Chrome or Microsoft Internet Explorer Version.

Place of Performance

The place of performance will be offsite at the contractor’s location, unless any meetings/training sessions that may occur onsite at USDA’s facilities located in Washington, D.C. However, if elected by the Contractor, training may occur virtually.

Additional Functional Considerations (CLINs)

Option #1 to Extend Services for Robotic Process Automation solutions

The government may require **Robotic Process Automation (RPA) solutions**. In particular, the government may require automation tools/RPA relevant to policy-making, innovation, oversight, and learning, especially those gathering data sets from disparate systems and sources – such as FPDS-NG, the System for Award Management, and USAspending. Should the government request RPA solutions that fall outside the scope of the vendor’s current product offering, the tasks will be completed on a time and materials basis with predetermined labor rates – and the materials being tied to the software cost of the applicable RPA tools. This option provision may be exercised more than once.

Option #2 to Extend Services for additional reporting and data analysis

The government may require additional procurement metrics reporting and data analysis. Should the government request additional reports and data analysis that fall outside the scope of the vendor’s current product offering, the tasks will be completed on a labor hour basis with predetermined

rates. Upon request, the government will be provided with a time and cost estimate along with a Not To Exceed labor hour threshold. This option provision may be exercised more than once.