BUSINESS SERVICES INTEGRATION AGREEMENT

Integration Agreement for use of Business Services

Between

General Services Administration

Federal Procurement Data System – Next Generation

And

Integrated Acquisition Environment
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1. Introduction

The Integrated Acquisition Environment (IAE) of General Services Administration owns and manages the "Federal Procurement Data System (FPDS), a post-award database that houses all procurement and contract award data.

Occasionally, agencies have demonstrated a need to be able to access FPDS-NG through Business Services only using XML submissions as opposed to using the Web Services available for the entry of their award data. Upon PMO approval of that methodology, agencies are expected to abide by the following in order to facilitate a functional connection.

2. Purpose

The intent of this Business Services Integration Agreement is to document and formalize the responsibilities of General Services Administration and "____", with regards to the integration between "____" and the FPDS-NG.

The integration between the "____" and the FPDS-NG is for the express purpose of exchanging procurement data (e.g., contract action awards) created by "___" users. Utilizing "____", contracting and staff generates contract awards and modifications for which specific information is to be forwarded by the "____" system to the FPDS-NG.

The expected benefit is to expedite the processing of data associated with the contracting and procurement processes and to fulfill the mandatory requirements of reporting such actions to the FPDS-NG (See Federal Acquisition regulation (FAR) Subpart 4.6).

3. Duration

This agreement shall remain in effect until superseded or canceled by the "____"and General Services Administration (GSA) offices involved. This agreement shall terminate 30 days after written notice to the other parties by any of the parties involved.

4. Scope

The integration between "_____" and the FPDS-NG system is one-way. The purpose of the integration is to transmit procurement data to the FPDS-NG. (Transaction transmission, validation, and report statuses will be transmitted from FPDS-NG to "_____".)

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Business Services are used for the actual data transmission. This integration exchanges data between "_____" and the FPDS-NG via the internet using 128 bit SSL. The data exchanged between the two systems is public procurement data and is not considered to be sensitive. No Privacy Act data is involved.

5. Responsibilities

5.1. General Services Administration

5.1.1. Communication and Outreach Regarding Changes to the FPDS System

5.1.1.1. The GSA PMO communicates with all stakeholders through a variety of methods. The most common method is through email announcements generated both by the PMO and by the FPDS-NG Vendor, GCE.

5.1.1.2. The PMO welcomes input from the user community and has monthly Change Control Board meetings to facilitate the discussion of ideas submitted.

5.1.1.3. The PMO communicates and discusses upcoming changes to the system at multiple stages through the Development Lifecycle.

5.1.1.3.1. Change Control Board Meetings (CCBs)

5.1.1.3.1.1. Minutes are distributed to the stakeholder and user community

5.1.1.3.2. Service Pack Announcements

5.1.1.3.2.1. Service Pack testing announcements

5.1.1.3.2.2. Service Pack announcements on the FPDS Project Website

5.1.1.3.3. Change Management notices prior to implementation

5.1.1.3.4. Participation in quarterly CWS meetings with Contract Writing Systems

5.2. <AGENCY>

5.2.1. Agencies are responsible for providing current communication information to the PMO (email addresses, points of contact, phone numbers, etc.)

5.2.2. Agencies are encouraged to attend the monthly Change Control Board (CCB) meetings to offer input through their CCB representative regarding suggested changes to FPDS-NG.

5.2.3. Agencies are responsible for utilizing any available means of communication provided by the PMO (including those detailed in Section 5.1.1.3.1) to stay apprised of upcoming changes to the FPDS-NG system, as well as scheduled change implementations.

5.2.4. Agencies are responsible for ensuring that their internal systems are capable of functioning with FPDS-NG after changes to FPDS-NG are implemented

5.2.4.1.1. Testing opportunities (remote and on-site) are available for this purpose for all releases

5.2.4.2. Agencies are responsible for the accuracy of the data they submit to the FPDS-NG, and for ensuring that their system is kept up to date with regards to all use cases, data fields, and validation rules.

5.2.4.3. If an agency is not capable of keeping their system in line with changes to the FPDS-NG, then it is the agency's responsibility to ensure accurate and complete reporting by methods other than the Business Services. (i.e., Web Portal or GUI Services) in order to comply with FAR 4.604.

5.2.5. Agencies are responsible for ensuring that every data element being submitted from "___" to the FPDS-NG conforms to the intents and definitions for the data elements within FPDS-NG. The FPDS-NG data elements are clearly defined in the Users Manual and the Data Dictionary.

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6. Signatures

_____ _____

<Agency> (Date)

_____ _____

Federal Procurement Data System (Date)