

# **FPDS**

## **Certification Process**

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## 1 INTRODUCTION

The Federal Procurement Data System (FPDS) collects contract data from all agencies in the government. Congress and federal departments and agencies use FPDS reporting capabilities to:

- Track small business goals
- Report number and amount of contracts to date
- Show geographical placement of contracts
- Summarize contract data for a specific entity

The quality of the data submitted is crucial to ensure the quality of the reporting. IBM is committed to working with departments and agencies to ensure the highest data integrity possible. The certification process reviews the integration points to ensure that data integrity and quality is maintained through the Web services.

## 2 PREPARING FOR CERTIFICATION

The department/agency will prepare for the integration and the certification process. After the integration is implemented, the department/agency will test the integration on the beta test site. Upon successful completion of testing, the department/agency contacts the FPDS Change Management Team to request certification.

Please note that a Contracting Writing System (CWS) or any integrating system requires a certification package which is sent to the FPDS Change Management team ([fpdscmanage@gsa.gov](mailto:fpdscmanage@gsa.gov)). The certification package should contain the following items:

- The System Product Name & Version
  - Include alternate CWS name for the Agency if applicable
- The Government Agency Name & Code using the system.
- Primary points of contact for both the CWS and the Agency.
- A brief description of the type of integration to be certified
  - The system is a Commercial Off the Shelf (COTS) product or a Government Off the Shelf (GOTS) product.
  - The integration uses both Business and GUI services or Business Services only.
  - Uncommon details specific to the integration
- List of all web service APIs utilized for this integration (Create, Update, Approve, etc.)
- List of all applicable doc types (Delivery Order, IDC, Other Transaction, etc.)
- A workflow (Diagram) showing how FPDS web services are integrated within the CWS
- CWS (Source) and FPDS (target) data element mapping in an Excel sheet. Click on the Excel Icon for a sample.
- Run the applicable test cases specified in Section 5 for the web services being used by the CWS and include the input and response XML for each test case.
  - The Create and Update XML test cases will need to include **all 24 Generic tags** in the web service requests so that proper structure can be verified for certification.





- For a complete understanding of how Generic Tags are used in FPDS please read and provide a signed copy of the following document.  
<https://www.fpds.gov/downloads/Generic%20Tags%20in%20FPDS%20And%20FAADC.pdf>
- A brief description of how errors and warning messages sent by FPDS are handled.
- Details explaining how the contract data in the CWS stays synchronized with FPDS.
- A brief description on access and security of FPDS BETA and Production system user IDs and passwords.

Contract writing systems or other integrating systems will only be certified for the web services included in the certification package.

The CWS is certified with each separate department/agency that uses the product and each certification relates to the specific version of the software. If there are any baseline software changes to the CWS after the CWS-Agency has been certified, then FPDS Change Management must be notified to determine the integration impact.

A CWS-Agency re-certification package is required when there are changes to the CWS, in regard to the FPDS integration (e.g.. additional web services, doc types or data elements implemented).

**NOTE:** The implementation of GUI services is a requirement for certification. If the contract writing system is not capable of using GUI Service Integration, please contact the GSA Program Management Office to discuss justification.

### 3 DATA SUBMISSION INTEGRATION METHODS

The FPDS system is based on Web services. Departments/agencies shall integrate with FPDS in real time using Business and GUI web services.

#### 3.1 Machine-to-Machine Interface

The machine-to-machine interface can occur using real-time integration.

##### 3.1.1 Real-Time Integration

The machine-to-machine interface enables the contract writing system to use FPDS Web services to integrate with FPDS. All of the data contained in the contract writing system that is collected by FPDS is sent using the Web services. At the appropriate integration point, the contract writing system calls the GUI Web service to launch the FPDS data entry screen. The advantages to the machine-to-machine interface are:

- *Single Sign-on.* User logs into the contracting writing system only once.
- *Data entered only once.* The user enters data into the contract writing system. The contract writing system transmits the data to FPDS. The user only puts data on the FDPS screen that is not maintained by the contract writing system.
- *Real-time.* As soon as the contract is released or approved in the contract writing system, the data is ready to be reported in FPDS.

The machine-to-machine integration can occur between a Commercial Off the Shelf (COTS) product and FPDS, or a Government Off the Shelf (GOTS) product and FPDS.



### 3.2 Integration Testing

Each form of integration requires integration testing. The <https://beta.fpds.gov/> website is available for beta testing. The department/agency may contact the FPDS Change Management e-mail to request a login for the beta test site. During the test period, the department/agency may consult with FPDS Change Management if an issue or error occurs during the testing.

#### Certification Scheduling

After testing is completed, the department/agency contacts the FPDS Change Management Team for certification.

Please note that a Dept/Agency is required to submit a certification package to FPDS Change Management for each contracting writing system to be integrated. For complete details of what is required in the certification package, please refer to section 2 “Preparing for Certification”.

### 3.3 Direct Data Entry

The Web interface integration method requires the user to log into FPDS and enter all of the contract data as well as the FPDS specific data. Dual data entry is tedious for the user, increases the chances of errors in data entry, and is not a real-time interface. This type of integration is used as a short-term solution for the following problems:

- *Waiting for the COTS/GOTS integration to be completed.* The department/agency is waiting for the COTS/GOTS integration with FPDS to be completed.
- *Waiting for the implementation of a contract writing system.*

No certification is required to use direct data entry from the FPDS web portal.

## 4 DATA SUBMISSION CERTIFICATION

The certifier collects the name of the system interfacing with FPDS, the version being certified, the system administrator’s name and contact information, the expected go-live date, and the department/agency using the system. The certifier and the department/agency/contracting office system administrator review the test cases. The certification is conducted on the FPDS beta test site. The test cases are executed from the integrating system to ensure the following criteria are met:

- Single sign-on;
- All changes to the relevant data in the contract writing system are reflected in FPDS;
- The contract writing system releases or approves a contract at the same integration point that the FPDS data is approved;
- All contract data contained in the CWS is passed to FPDS;
- The data passed to FPDS from the CWS is correct and complete;
- The correct Web services are used
- Errors are handled and enables the user to easily correct data.

The certifier and the system administrator discuss the results of the test cases. All issues are discussed. If needed, another certification is scheduled to allow the department/agency/contracting office time to correct deficiencies. All CWS-Agency certifications are posted on the FPDS website.



#### **4.1 Machine-to-Machine Certification**

IBM arranges the certification with the contractor/agency of the CWS-Agency integration. The set of test cases are executed using the contract writing system. The test cases and the checklist for the machine-to-machine interface are provided in Section 5.

#### **4.2 Passing Certification**

During certification, IBM documents the name of the product, the version, the date and the results of executing the test cases, the department/agency using the product, and expected go-live date. After the CWS-Agency instance has been certified, then a System account will be established for access to FPDS production. The CWS-Agency instance shall use the System user ID and password for all web service transmissions to FPDS.

#### **4.3 Failing Certification**

A certification may fail for one of the following reasons:

- Dual sign-on is required for the user;
- The data values may be changed in the contract writing system and the change is not reflected in FPDS or vice versa;
- The contract writing system releases or approves a contract and the data in FPDS has not been approved;
- All contract data contained in the department/agency/contracting office system is not passed to FPDS, requiring the user to enter the data again in FPDS;
- The wrong Web service is called in FPDS;
- Error handling is not sufficient to allow the user to easily correct the data; or
- One or more of the test cases fails.

The department/agency/contracting office must fix the deficiencies noted and submit a new certification.

### **5 MACHINE-TO-MACHINE TEST CASES**

Machine-to-machine test cases verify the data at each integration point and ensure error handling is considered.

#### **5.1 Current year Award**

If applicable repeat the test cases from section 5.1.1 to 5.1.9 for the following Award types:

- 1) Purchase Order
- 2) Definitive Contract (DCA)
- 3) Other Transaction Agreement

##### **5.1.1 Create Award**

*Description:* Create and save a Current year Award in the contract writing system.

*Expected Result:* All relevant data is sent to FPDS and the Award is in DRAFT status.



*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.
- Verify the correct document type was created.

### **5.1.2 Update Award**

*Description:* Update and save a Current year Award in the contract writing system.

*Expected Result:* The data is updated in FPDS correctly.

*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.

### **5.1.3 Approve Award**

*Description:* Approve a Current year Award in the contract writing system.

*Expected Results:* The FPDS Award is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.

*Verification:*

- Verify the Award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.

### **5.1.4 Correct Award**

*Description:* Correct and save an Award in the contract writing system.

*Expected Results:* The FPDS Award is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.

*Verification:*

- Verify the Award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted.

### **5.1.5 Modify Award**

*Description:* Modify and save a Current year Award modification in the contract writing system.

*Expected Results:* The Award is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the Award exists in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

### **5.1.6 Update Modification**

*Description:* Update and save a Current year Award modification in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.





*Verification:*

- Verify the changes were made in the FPDS system
- Verify the document is in DRAFT status.

**5.1.7 Approve Modification**

*Description:* Approve the modification in the contract writing system.

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.
- Verify the modification in the contract writing system cannot be changed.

**5.1.8 Correct Award Modification**

*Description:* Correct and save an Award in the contract writing system.

*Expected Results:* The FPDS Award is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.

*Verification:*

- Verify the Award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted into the modifications as applicable.

**5.1.9 Transfer Award**

*Description:* Transfer an Award in the contract writing system to another contracting agency or contracting office.

*Expected Results:* The FPDS Award is created in DRAFT status for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the Award is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

*Description:* Transfer an Award in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* The FPDS Award is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the Award is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly



## 5.2 Previous year Award

If applicable repeat the test cases from section 5.2.1 to 5.2.5 for both Award types if applicable.

- 1) Purchase Order
- 2) Definitive Contract (DCA)

### 5.2.1 Modify Award

*Description:* Modify and save an existing previous year award in the contract writing system.

*Expected Results:* The award is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the modification is created in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

### 5.2.2 Update Award Modification

*Description:* Update and save a Previous year award modification in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

*Verification:*

- Verify the changes were made in the FPDS system.
- Verify the document is in DRAFT status.

### 5.2.3 Approve Award Modification

*Description:* Approve a Previous year award modification in the contract writing system.

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.
- Verify the modification in the contract writing system cannot be changed.

### 5.2.4 Correct Award Modification

*Description:* Correct and save a previous year award modification in the contract writing system.

*Expected Results:* The FPDS award is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.

*Verification:*

- Verify the award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted into the modifications as applicable.

### 5.2.5 Transfer Award



*Description:* Transfer a previous year award in the contract writing system to another contracting agency or contracting office.

*Expected Results:* The FPDS award is created in DRAFT status for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the award is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

*Description:* Transfer a previous year award in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* The FPDS award is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the award is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly

### **5.3 Current year IDV**

If applicable repeat the test cases from section 5.3.1 to 5.3.9 for the following IDV types:

- 1) GWAC
- 2) IDC
- 3) FSS
- 4) BOA
- 5) BPA
- 6) Other Transaction IDV

#### **5.3.1 Create IDV**

*Description:* Create and save a Current year IDV in the contract writing system.

*Expected Result:* All data is sent to FPDS and the IDV is in DRAFT status.

*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.
- Verify the correct document type was created.

#### **5.3.2 Update IDV**

*Description:* Update and save a Current year IDV in the contract writing system.

*Expected Result:* The data is updated in FPDS correctly.

*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.



### 5.3.3 Approve IDV

*Description:* Approve a Current year IDV in the contract writing system.

*Expected Results:* The FPDS IDV is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.

*Verification:*

- Verify the IDV is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.

### 5.3.4 Correct IDV

*Description:* Correct and save a Current year IDV in the contract writing system.

*Expected Results:* The FPDS IDV is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.

*Verification:*

- Verify the IDV is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted.

### 5.3.5 Modify IDV

*Description:* Modify and save a Current year IDV in the contract writing system.

*Expected Results:* The IDV is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the IDV exists in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

### 5.3.6 Update IDV Modification

*Description:* Update and save a Current year IDV modification in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

- Verify the changes were made in the FPDS system.
- Verify the document is in DRAFT status.

### 5.3.7 Approve IDV Modification

*Description:* Approve a Current year modification in the contract writing system.

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.



- Verify the modification in the contract writing system cannot be changed.

### **5.3.8 Correct IDV Modification**

*Description:* Correct and save a Current year IDV in the contract writing system.

*Expected Results:* The FPDS IDV is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.

*Verification:*

- Verify the IDV is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted.

### **5.3.9 Transfer IDV**

*Description:* Transfer an IDV in the contract writing system to another contracting agency or contracting office.

*Expected Results:* The FPDS IDV is created in DRAFT status for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the IDV is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

*Description:* Transfer an IDV in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* The FPDS IDV is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the IDV is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly

## **5.4 Current year Award against Current year IDV**

Repeat the test cases from section 5.4.1 to 5.4.9 for both Award types if applicable.

- 1) Delivery Order
- 2) BPA Call
- 3) Other Transaction Order

### **5.4.1 Create Current year Award against Current year IDV**

*Description:* Create and save a Current year award against a Current year IDV in the contract writing system.

*Expected Result:* All data is sent to FPDS and the award is in DRAFT status.

*Verification:*



- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.
- Verify the correct document type was created.

#### **5.4.2 Update Current year Award against Current year IDV**

*Description:* Update and save a Current year award against a Current year IDV in the contract writing system.

*Expected Result:* The data is updated in FPDS correctly.

*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.

#### **5.4.3 Approve Current year Award against Current year IDV**

*Description:* Approve a Current year award against a Current year IDV in the contract writing system.

*Expected Results:* The FPDS award is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.

*Verification:*

- Verify the award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.

#### **5.4.4 Correct Current year Award against Current year IDV**

*Description:* Correct a Current year award against a Current year IDV in the contract writing system.

*Expected Results:* The FPDS award is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.

*Verification:*

- Verify the award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.

#### **5.4.5 Modify Current year Award against Current year IDV**

*Description:* Modify a Current year award against a Current year IDV in the contract writing system.

*Expected Results:* The award is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the award exists in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

#### **5.4.6 Update Current year Award against Current year IDV**

*Description:* Update and save a Current year award modification against a Current year IDV in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

*Verification:*



- Verify the changes were made in the FPDS system.
- Verify the document is in DRAFT status.

#### **5.4.7 Approve Current year Award Modification against Current year IDV**

*Description:* Approve a Current year award modification against a Current year IDV in the contract writing system.

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.
- Verify the modification in the contract writing system cannot be changed.

#### **5.4.8 Transfer Current year Award against Current year IDV**

*Description:* Transfer a current year Delivery Order or BPA Call in the contract writing system to another contracting agency or contracting office.

*Expected Results:* The FPDS Delivery Order or BPA call is created in DRAFT status for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the Delivery Order or BPA Call is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

*Description:* Transfer a current year Delivery Order or BPA Call in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* The FPDS Delivery Order or BPA Call is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the Delivery Order or BPA Call is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly

### **5.5 Previous year IDV**

#### **5.5.1 Modify Previous year IDV**

*Description:* Modify and save an existing previous year IDV in the contract writing system.

*Expected Results:* The IDV is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the modification is created in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.



- Verify the modification number is correct.

### **5.5.2 Update previous year IDV Modification**

*Description:* Update and save a Previous year IDV modification in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

*Verification:*

- Verify the changes were made in the FPDS system.
- Verify the IDV is in DRAFT status.

### **5.5.3 Approve previous year IDV Modification**

*Description:* Approve a Previous year IDV modification in the contract writing system.

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.
- Verify the modification in the contract writing system cannot be changed.

### **5.5.4 Transfer Previous Year IDV**

*Description:* Transfer a previous year IDV in the contract writing system to another contracting agency or contracting office.

*Expected Results:* The FPDS IDV is created in DRAFT status for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the previous year IDV is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

*Description:* Transfer a previous year IDV in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* The FPDS IDV is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the previous year IDV is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly

## **5.6 Current year Award against Previous year IDV**

IF applicable repeat the test cases from section 5.6.1 to 5.6.7 for both Award types.

- 1) Delivery Order
- 2) BPA Call





### **5.6.1 Create Current year Award against Previous year IDV**

*Description:* Create and save a Current year award against a previous year IDV in the contract writing system.

*Expected Result:* All data is sent to FPDS and the award is in DRAFT status.

*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.
- Verify the correct document type was created.

### **5.6.2 Update Current year Award against Previous year IDV**

*Description:* Update and save a Current year award against a Previous year IDV in the contract writing system.

*Expected Result:* The data is updated in FPDS correctly.

*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.

### **5.6.3 Approve Current year Award against Previous year IDV**

*Description:* Approve a Current year award against a previous year IDV in the contract writing system.

*Expected Results:* The FPDS award is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.

*Verification:*

- Verify the award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.

### **5.6.4 Modify Current year Award against Previous year IDV**

*Description:* Modify and save a Current year award against a previous year IDV in the contract writing system.

*Expected Results:* The award is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the award exists in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

### **5.6.5 Update Current year Modification against Previous year IDV**

*Description:* Update and save a Current year award modification against a Previous year IDV in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

*Verification:*

- Verify the changes were made in the FPDS system.
- Verify the document is in DRAFT status.



### 5.6.6 Approve Current year Modification against Previous year IDV

*Description:* Approve an Current year award modification against an previous year IDV in the contract writing system

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.
- Verify the modification in the contract writing system cannot be changed.

### 5.6.7 Transfer Current year Award against Previous year IDV

*Description:* Transfer a current year Delivery Order or BPA Call against a previous year IDV in the contract writing system to another contracting agency or contracting office.

*Expected Results:* The FPDS Delivery Order or BPA call is created in DRAFT status for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the Delivery Order or BPA Call is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

*Description:* Transfer a current year Delivery Order or BPA Call against a previous year IDV in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* The FPDS Delivery Order or BPA Call is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the Delivery Order or BPA Call is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly

## 5.7 Delete Award

*Description:* Delete an award in the contract writing system.

*Expected Results:* The FPDS award is deleted from FPDS.

*Verification:*

- Verify the award is no longer in FPDS.
- Verify the correct data has been deleted from FPDS.

## 5.8 Delete IDV

*Description:* Delete an IDV in the contract writing system.

*Expected Results:* The FPDS award is deleted from FPDS.

*Verification:*



- Verify the IDV is no longer in FPDS.
- Verify the correct data has been deleted from FPDS.

## **5.9 User**

The user test cases are only executed if the contract writing system is designed to utilize the “User” Web Services to maintain the department/agency/contracting office users in FPDS.

### **5.9.1 Create User**

*Description:* Create and save a user in the contract writing system.

*Expected Result:* All relevant data is sent and the user exists in FPDS.

*Verification:*

- Verify the user data in the contract writing system is sent to FPDS and the data is correct.
- Verify the correct user type was created.

### **5.9.2 Update User**

*Description:* Update and save a user in the contract writing system.

*Expected Result:* The user data is updated in FPDS correctly.

*Verification:*

- Verify the user data changed in the contract writing system is sent to FPDS and the data is correct.

### **5.9.3 Disable User**

*Description:* Disable a user in the contract writing system.

*Expected Results:* The user is disabled in FPDS and cannot log in.

*Verification:*

- Verify the user is disabled in FPDS and cannot log in.

### **5.9.4 Enable User**

*Description:* Enable a user in the contract writing system.

*Expected Results:* The user is enabled in FPDS and can now log into FPDS.

*Verification:*

- Verify the user can log into FPDS.

### **5.9.5 Assign User Privileges**

*Description:* Assign privileges in the contract writing system.

*Expected Results:* Relevant privileges are assigned to the user in FPDS.

*Verification:*

- Verify the user has the relevant privileges in FPDS.

### **5.9.6 Modify User Privileges**

*Description:* Modify user privileges in the contract writing system.



*Expected Results:* The relevant user privileges are modified in FPDS.

*Verification:*

- Verify the user privileges have been modified in FPDS.

## **5.10 Close**

The Close test cases are only executed if the contract writing system is designed to utilize the “Close” Web Services to maintain the proper Close Out status for contracts in FPDS.

### **5.10.1 Close Out an AWARD**

Repeat the test case in 5.10.1 for the applicable Award types.

- 1) Purchase Order
- 2) Definitive Contract (DCA)
- 3) Delivery/Task Order
- 4) BPA Call

*Description:* Send a web services Close Out request for an Award

*Expected Result:* A positive confirmation is returned with an “isClosed” value of true.

*Verification:*

- Verify the correct document was Closed Out in Beta with a Closed Status of “Yes”
- Verify the Closed Status Date and Closed By values are correct
- Verify that all modifications for the award are Closed Out with the same values.

### **5.10.2 Close Out an IDV**

Repeat the test case in 5.10.2 for the applicable IDV types.

- 1) FSS
- 2) GWAC
- 3) BPA
- 4) BOA
- 5) IDC

*Description:* Send a web services Close Out request for an IDV

*Expected Result:* A positive confirmation is returned with an “isClosed” value of true.

*Verification:*

- Verify the correct document was Closed Out in Beta with a Closed Status of “Yes”
- Verify the Closed Status Date and Closed By values are correct
- Verify that all modifications for the IDV are Closed Out with the same values.

### **5.10.3 Close Out an OTHER TRANSACTION**

Repeat the test case in 5.10.3 for the applicable OT types.



- 1) Other Transaction Order
- 2) Other Transaction Agreement
- 3) Other Transaction IDV

*Description:* Send a web services Close Out request for an OT.

*Expected Result:* A positive confirmation is returned with an “isClosed” value of true.

*Verification:*

- Verify the correct document was Closed Out in Beta with a Closed Status of “Yes”
- Verify the Closed Status Date and Closed By values are correct
- Verify that all modifications for the OT are Closed Out with the same values.



### 6 COTS/GOTS CERTIFICATION CHECKLIST

COTS/GOTS Certification Checklist	
<b>System Name:</b>	
<b>Date:</b>	
<b>Certifier:</b>	
<b>COTS/GOTS representative(s):</b>	
<b>Department/Agency/Contracting Offices using the system:</b>	
<b>System Owner Signature:</b>	
<b>Certifier's Signature:</b>	
<b>6.1 Current year Award (Purchase Order and Definitive Contract ( DCA))</b>	
<b>6.1.1 Create Award</b>	
<i>Description:</i> Create and save a Current year award in the contract writing system.	
<i>Expected Result:</i> All relevant data is sent to FPDS and the award is in DRAFT status.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the data entered in the contract writing system is sent to FPDS and the data is correct.</li> <li>• Verify the correct document type was created.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>



<b>6.1.2 Update Award</b>	
<i>Description:</i> Update and save a Current year award in the contract writing system.	
<i>Expected Result:</i> The data is updated in FPDS correctly.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the data entered in the contract writing system is sent to FPDS and the data is correct.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.1.3 Approve Award</b>	
<i>Description:</i> Approve a Current year award in the contract writing system.	
<i>Expected Results:</i> The FPDS award is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the award is in FINAL status in FPDS.</li></ul>	
<i>Expected Result:</i> The data is updated in FPDS correctly.	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.1.4 Correct Award ( BASE)</b>	
<i>Description:</i> Correct and save a Current year award in the contract writing system.	
<i>Expected Results:</i> The FPDS award is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the award is in FINAL status in FPDS.</li><li>• Verify all of the data has been sent correctly.</li></ul>	



<b>Pass/Fail:</b>	<b>Comments:</b>
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**6.1.5 Modify Award**

*Description:* Modify and save a Current year award modification in the contract writing system.

*Expected Results:* The award is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the award exists in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

<b>Pass/Fail:</b>	<b>Comments:</b>
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**6.1.6 Update Modification**

*Description:* Update and save a Current year award modification in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

*Verification:*

- Verify the changes were made in the FPDS system.
- Verify the document is in DRAFT status.

<b>Pass/Fail:</b>	<b>Comments:</b>
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<b>6.1.7 Approve Modification</b>	
<i>Description:</i> Approve the modification in the contract writing system.	
<i>Expected Results:</i> The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify all of the modification fields are sent correctly to FPDS.</li> <li>• Verify the modification is in FINAL status.</li> <li>• Verify the modification in the contract writing system cannot be changed.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.1.8 Correct Award Modification</b>	
<i>Description:</i> Correct and save a Current year award in the contract writing system.	
<i>Expected Results:</i> The FPDS award is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the award is in FINAL status in FPDS.</li> <li>• Verify all of the data has been sent correctly.</li> <li>• Verify all of the corrected data has been transmitted into the modifications as applicable.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.1.9 Transfer Award</b>	
<i>Description:</i> A) Transfer an award in the contract writing system to another contracting agency or contracting office. B) Transfer an award in the contract writing system to another contracting agency or contracting office with a different PIID.	
<i>Expected Results:</i> A) The FPDS award is created in DRAFT status for the newly specified contracting agency and/or contracting office.	



B) The FPDS award is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the award is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.</li><li>• Verify the award is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.</li></ul>	
<ul style="list-style-type: none"><li>• Verify all of the data has been sent correctly.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.2 Previous year Award (Purchase Order and Definitive Contract ( DCA))</b>	
<b>6.2.1 Modify Award</b>	
<i>Description:</i> Modify and save an existing Previous year award in the contract writing system.	
<i>Expected Results:</i> The award is modified and a modification number is assigned by the contract writing system.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the modification is created in FPDS in DRAFT status.</li><li>• Verify all of the data entered in the contract writing system was passed to FPDS correctly.</li><li>• Verify the modification number is correct.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>



<b>6.2.2 Update Award Modification</b>	
<i>Description:</i> Update and save a Previous year award modification in the contract writing system.	
<i>Expected Results:</i> The modification in FPDS reflects the changes made in the contract writing system.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the changes were made in the FPDS system.</li> <li>• Verify the document is in DRAFT status.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.2.3 Approve Award Modification</b>	
<i>Description:</i> Approve an Previous year award modification in the contract writing system.	
<i>Expected Results:</i> The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify all of the modification fields are sent correctly to FPDS.</li> <li>• Verify the modification is in FINAL status.</li> <li>• Verify the modification in the contract writing system cannot be changed.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.2.4 Correct Award Modification</b>	
<i>Description:</i> Correct and save a Previous year award in the contract writing system.	
<i>Expected Results:</i> The FPDS award is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the award is in FINAL status in FPDS.</li> <li>• Verify all of the data has been sent correctly.</li> </ul>	



<b>Pass/Fail:</b>	<b>Comments:</b>
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**6.2.5 Transfer Award**

*Description:* A) Transfer a previous year award in the contract writing system to another contracting agency or contracting office.

B) Transfer a previous year award in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* A) The FPDS award is created in DRAFT status for the newly specified contracting agency and/or contracting office.

B) The FPDS award is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the award is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify the award is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

<b>Pass/Fail:</b>	<b>Comments:</b>
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<b>6.3 Current year IDV</b>	
<b>6.3.1 Create IDV</b>	
<i>Description:</i> Create and save a Current year IDV in the contract writing system.	
<i>Expected Result:</i> All data is sent to FPDS and the IDV is in DRAFT status.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the data entered in the contract writing system is sent to FPDS and the data is correct.</li><li>• Verify the correct document type was created.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.3.2 Update IDV</b>	
<i>Description:</i> Update and save a Current year IDV in the contract writing system.	
<i>Expected Result:</i> The data is updated in FPDS correctly.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the data entered in the contract writing system is sent to FPDS and the data is correct.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>



<b>6.3.3 Approve IDV</b>	
<i>Description:</i> Approve a Current year IDV in the contract writing system.	
<i>Expected Results:</i> The FPDS IDV is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the IDV is in FINAL status in FPDS.</li><li>• Verify all of the data has been sent correctly.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.3.4 Modify IDV</b>	
<i>Description:</i> Modify and save a Current year IDV in the contract writing system.	
<i>Expected Results:</i> The IDV is modified and a modification number is assigned by the contract writing system.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the IDV exists in FPDS in DRAFT status.</li><li>• Verify all of the data entered in the contract writing system was passed to FPDS correctly.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.3.5 Correct IDV ( BASE)</b>	
<i>Description:</i> Modify and save a Current year IDV in the contract writing system.	
<i>Expected Results:</i> The IDV is modified and a modification number is assigned by the contract writing system.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the IDV exists in FPDS in DRAFT status.</li><li>• Verify all of the data entered in the contract writing system was passed to FPDS correctly.</li><li>• Verify the modification number is correct.</li></ul>	



<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.3.6 Update IDV Modification</b>	
<i>Description:</i> Update and save a Current year IDV modification in the contract writing system.	
<i>Expected Results:</i> The modification in FPDS reflects the changes made in the contract writing system.	
<ul style="list-style-type: none"><li>• Verify the changes were made in the FPDS system.</li><li>• Verify the document is in DRAFT status.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.3.7 Approve IDV Modification</b>	
<i>Description:</i> Approve a Current year modification in the contract writing system.	
<i>Expected Results:</i> The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify all of the modification fields are sent correctly to FPDS.</li><li>• Verify the modification is in FINAL status.</li><li>• Verify the modification in the contract writing system cannot be changed.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.3.8 Correct IDV Modification</b>	
<i>Description:</i> Correct and save a Current year IDV in the contract writing system.	
<i>Expected Results:</i> The FPDS IDV is final and can only be viewed from the contract writing system. The data is corrected in FPDS correctly.	
<i>Verification:</i>	



- Verify the award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.
- Verify all of the corrected data has been transmitted.

<b>Pass/Fail:</b>	<b>Comments:</b>
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**6.3.9 Transfer IDV**

*Description:* A) Transfer an IDV in the contract writing system to another contracting agency or contracting office.

B) Transfer a IDV in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* A) The FPDS IDV is created in DRAFT status for the newly specified contracting agency and/or contracting office.

B) The FPDS IDV is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the IDV is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify the IDV is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.

<b>Pass/Fail:</b>	<b>Comments:</b>
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<b>6.4 Current year Award against Current year IDV</b>	
<b>6.4.1 Create Current year Award against Current year IDV</b>	
<i>Description:</i> Create and save a Current year award against a Current year IDV in the contract writing system.	
<i>Expected Result:</i> All data is sent to FPDS and the award is in DRAFT status.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the data entered in the contract writing system is sent to FPDS and the data is correct.</li><li>• Verify the correct document type was created.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.4.2 Update Current year Award against Current year IDV</b>	
<i>Description:</i> Update and save a Current year award against a Current year IDV in the contract writing system.	
<i>Expected Result:</i> The data is updated in FPDS correctly.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the data entered in the contract writing system is sent to FPDS and the data is correct.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>



**6.4.3 Approve Current year Award against Current year IDV**

*Description:* Approve a Current year award against a Current year IDV in the contract writing system.

*Expected Results:* The FPDS award is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.

*Verification:*

- Verify the award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.

**Pass/Fail:**

**Comments:**

**6.4.4 Modify Current year Award against Current year IDV**

*Description:* Modify a Current year award against a Current year IDV in the contract writing system.

*Expected Results:* The award is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the award exists in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

**Pass/Fail:**

**Comments:**



**6.4.5 Update Current year Award against Current year IDV**

*Description:* Update and save a Current year award modification against a Current year IDV in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

*Verification:*

- Verify the changes were made in the FPDS system.
- Verify the document is in DRAFT status.

**Pass/Fail:**

**Comments:**

**6.4.6 Approve Current year Award Modification against Current year IDV**

*Description:* Approve a Current year award modification against a Current year IDV in the contract writing system.

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.
- Verify the modification in the contract writing system cannot be changed.

**Pass/Fail:**

**Comments:**

**6.4.7 Transfer Current year Award against Current Year IDV**

*Description:* A) Transfer a current year Delivery Order or BPA calls in the contract writing system to another contracting agency or contracting office.

B) Transfer a current year Delivery Order or BPA call in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* A) The FPDS award is created in DRAFT status for the newly specified contracting agency and/or contracting office.

B) The FPDS award is created in DRAFT status with a new PIID for the newly specified contracting



agency and/or contracting office.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the award is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.</li> <li>• Verify the award is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.</li> </ul>	
<ul style="list-style-type: none"> <li>• Verify all of the data has been sent correctly.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.5 Previous year IDV</b>	
<b>6.5.1 Modify Previous year IDV</b>	
<i>Description:</i> Modify and save an existing Previous year IDV in the contract writing system.	
<i>Expected Results:</i> The IDV is modified and a modification number is assigned by the contract writing system.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the modification is created in FPDS in DRAFT status.</li> <li>• Verify all of the data entered in the contract writing system was passed to FPDS correctly.</li> <li>• Verify the modification number is correct.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.5.2 Update Previous year IDV Modification</b>	
<i>Description:</i> Update and save a Previous year IDV modification in the contract writing system.	
<i>Expected Results:</i> The modification in FPDS reflects the changes made in the contract writing system.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the changes were made in the FPDS system.</li> <li>• Verify the IDV is in DRAFT status.</li> </ul>	



<b>Pass/Fail:</b>	<b>Comments:</b>

**6.5.3 Approve Previous year IDV Modification**

*Description:* Approve a Previous year IDV modification in the contract writing system.

*Expected Results:* The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.

*Verification:*

- Verify all of the modification fields are sent correctly to FPDS.
- Verify the modification is in FINAL status.
- Verify the modification in the contract writing system cannot be changed.

<b>Pass/Fail:</b>	<b>Comments:</b>

**6.5.4 Transfer Previous year IDV**

*Description:* A) Transfer a previous year IDV in the contract writing system to another contracting agency or contracting office.

B) Transfer a previous year IDV in the contract writing system to another contracting agency or contracting office with a different PIID.

*Expected Results:* A) The FPDS IDV is created in DRAFT status for the newly specified contracting agency and/or contracting office.

B) The FPDS IDV is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.

*Verification:*

- Verify the IDV is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.
- Verify the IDV is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.
- Verify all of the data has been sent correctly.



<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.6 Current year Award against Previous year IDV</b>	
<b>6.6.1 Create Current year Award against Previous year IDV</b>	
<i>Description:</i> Create and save Current year award against a Previous year IDV in the contract writing system.	
<i>Expected Result:</i> All data is sent to FPDS and the award is in DRAFT status.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the data entered in the contract writing system is sent to FPDS and the data is correct.</li></ul>	
<ul style="list-style-type: none"><li>• Verify the correct document type was created.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>



**6.6.2 Update Current year Award against Previous year IDV**

*Description:* Update and save a Current year award against a Previous year IDV in the contract writing system.

*Expected Result:* The data is updated in FPDS correctly.

*Verification:*

- Verify the data entered in the contract writing system is sent to FPDS and the data is correct.

**Pass/Fail:**

**Comments:**

**6.6.3 Approve Current year Award against Previous year IDV**

*Description:* Approve a Current year award against a Previous year IDV in the contract writing system.

*Expected Results:* The FPDS award is final and can only be viewed from the contract writing system. The data in the contract writing system cannot be changed without a modification action.

*Verification:*

- Verify the award is in FINAL status in FPDS.
- Verify all of the data has been sent correctly.

**Pass/Fail:**

**Comments:**

**6.6.4 Modify Current year Award against Previous year IDV**

*Description:* Modify and save a Current year award against a Previous year IDV in the contract writing system.

*Expected Results:* The award is modified and a modification number is assigned by the contract writing system.

*Verification:*

- Verify the award exists in FPDS in DRAFT status.
- Verify all of the data entered in the contract writing system was passed to FPDS correctly.
- Verify the modification number is correct.

**Pass/Fail:**

**Comments:**

**6.6.5 Update Current year Modification against Previous year IDV**

*Description:* Update and save a Current year award modification against a Previous year IDV in the contract writing system.

*Expected Results:* The modification in FPDS reflects the changes made in the contract writing system.

*Verification:*

- Verify the changes were made in the FPDS system.
- Verify the document is in DRAFT status.

**Pass/Fail:**

**Comments:**





<b>6.6.6 Approve Current year Modification against Previous year IDV</b>	
<i>Description:</i> Approve a Current year award modification against a Previous year IDV in the contract writing system	
<i>Expected Results:</i> The modification in FPDS is in FINAL status and the modification in the contract writing system cannot be changed.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify all of the modification fields are sent correctly to FPDS.</li> <li>• Verify the modification is in FINAL status.</li> <li>• Verify the modification in the contract writing system cannot be changed.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.6.7 Transfer Current Year Award against Previous year IDV</b>	
<i>Description:</i> A) Transfer a current year Delivery Order or BPA Calls that references a previous year IDV in the contract writing system to another contracting agency or contracting office. B) Transfer a current year Delivery Order or BPA Call that references a previous year IDV in the contract writing system to another contracting agency or contracting office with a different PIID.	
<i>Expected Results:</i> A) The FPDS award is created in DRAFT status for the newly specified contracting agency and/or contracting office. B) The FPDS award is created in DRAFT status with a new PIID for the newly specified contracting agency and/or contracting office.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the award is in DRAFT status in FPDS and contains the newly specified contracting agency and/or contracting office.</li> <li>• Verify the award is in DRAFT status in FPDS with the new PIID and contains the newly specified contracting agency and/or contracting office.</li> <li>• Verify all of the data has been sent correctly.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>



<b>6.7 Delete Award</b>	
<i>Description:</i> Delete a award in the contract writing system.	
<i>Expected Results:</i> The FPDS award is deleted from FPDS.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the award is no longer in FPDS.</li><li>• Verify the correct data has been deleted from FPDS.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.8 Delete IDV</b>	
<i>Description:</i> Delete an IDV in the contract writing system.	
<i>Expected Results:</i> The FPDS IDV is deleted from FPDS.	
<i>Verification:</i>	
<ul style="list-style-type: none"><li>• Verify the IDV is no longer in FPDS.</li><li>• Verify the correct data has been deleted from FPDS.</li></ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>

**6.9 User**

The user test cases are only executed if the contract writing system uses the user Web services to maintain the department/agency/contracting office users in FPDS.

**6.9.1 Create User**

*Description:* Create and save a user in the contract writing system.

*Expected Result:* All relevant data is sent and the user exists in FPDS.

*Verification:*

- Verify the user data in the contract writing system is sent to FPDS and the data is correct.
- Verify the correct user type was created.

**Pass/Fail:**

**Comments:**

**6.9.2 Update User**

*Description:* Update and save a user in the contract writing system.

*Expected Result:* The user data is updated in FPDS correctly.

*Verification:*

- Verify the user data changed in the contract writing system is sent to FPDS and the data is correct.

**Pass/Fail:**

**Comments:**

**6.9.3 Disable User**

*Description:* Disable a user in the contract writing system.

*Expected Results:* The user is disabled in FPDS and cannot log in.

*Verification:*

- Verify the user is disabled in FPDS and cannot log in.



<b>Pass/Fail:</b>	<b>Comments:</b>
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**6.9.4 Enable User**

*Description:* Enable a user in the contract writing system.

*Expected Results:* The user is enabled in FPDS and can now log into FPDS.

*Verification:*

- Verify the user can log into FPDS.

<b>Pass/Fail:</b>	<b>Comments:</b>
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**6.9.5 Assign User Privileges**

*Description:* Assign privileges in the contract writing system.

*Expected Results:* Relevant privileges are assigned to the user in FPDS.

*Verification:*

- Verify the user has the relevant privileges in FPDS.

<b>Pass/Fail:</b>	<b>Comments:</b>
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**6.9.6 Modify User Privileges**

*Description:* Modify user privileges in the contract writing system.

*Expected Results:* The relevant user privileges are modified in FPDS.

*Verification:*

- Verify the user privileges have been modified in FPDS.



<b>Pass/Fail:</b>	<b>Comments:</b>

<b>6.10 Close</b>	
The Close test cases are only executed if the contract writing system is designed to utilize the “Close” Web Services to maintain the proper Close Out status for contracts in FPDS.	
<b>6.10.1 Close Out an Award (Purchase Order, Definitive Contract, Delivery Order, BPA Call)</b>	
<i>Description:</i> Send a web services Close Out request for an Award	
<i>Expected Result:</i> A positive confirmation is returned with an “isClosed” value of true.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the correct document was Closed Out in Beta with a Closed Status of “Yes”</li> <li>• Verify the Closed Status Date and Closed By values are correct</li> <li>• Verify that all modifications for the award are Closed Out with the same values.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.10.2 Close Out an IDV (FSS, GWAC, BPA, BOA, IDC)</b>	
<i>Description:</i> Send a web services Close Out request for an IDV	
<i>Expected Result:</i> A positive confirmation is returned with an “isClosed” value of true.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the correct document was Closed Out in Beta with a Closed Status of “Yes”</li> <li>• Verify the Closed Status Date and Closed By values are correct</li> <li>• Verify that all modifications for the IDV are Closed Out with the same values.</li> </ul>	



<b>Pass/Fail:</b>	<b>Comments:</b>
<b>6.10.3 Close Out an Other Transaction (OT Order, OT Agreement, OT IDV)</b>	
<i>Description:</i> Send a web services Close Out request for an OT	
<i>Expected Results:</i> A positive confirmation is returned with an “isClosed” value of true.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the correct document was Closed Out in Beta with a Closed Status of “Yes”</li> <li>• Verify the Closed Status Date and Closed By values are correct</li> <li>• Verify that all modifications for the OT are Closed Out with the same values.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>

## 7 DATA DISSEMINATION CERTIFICATION

Data Dissemination is the retrieval of data from the FPDS database by a user. The data may be retrieved in one of the following ways:

- Machine-to-machine business object web services integration
- Machine-to-machine via direct database access
- Machine-to-machine GUI web services integration.

### 7.1 Get Award Web Services

*Description:* Get the Award details for a specific Award by calling the Get service

*Expected Results:* By default, FPDS retrieves the single record with complete details.

*Verification:*

- Verify the user retrieves the expected data.
- Verify the user understands the impact of retrieving data during peak hours.
- Verify the frequency, time of day and the amount of data being retrieved.
- Verify user understands that web services will not be available during scheduled maintenance periods.



### 7.2 Get IDV Web Services

*Description:* Get the IDV details for a specific IDV by calling the Get service

*Expected Results:* By default, FPDS retrieves the single record with complete details.

*Verification:*

- Verify the user retrieves the expected data in beta.
- Verify the user understands the impact of retrieving data during peak hours.
- Verify the frequency, time of day, and the amount of data being retrieved.
- Verify user understands that web services will not be available during scheduled maintenance periods.

### 7.3 Getlist Award Web Services

*Description:* Get a list of Awards from the FPDS for a specified time period.

*Expected Results:* By default, FPDS retrieves 10 contracts. Max recommended records to fetch – 250.

### 7.4 Getlist IDV Web Services

*Description:* Get a list of IDV from the FPDS for a specified time period.

*Expected Results:* By default, FPDS retrieves 10 contracts. Max recommended records to fetch – 250.  
*Verification:*

## COTS/GOTS Data Dissemination Checklist

COTS/GOTS Data Dissemination Checklist	
<b>System Name:</b>	
<b>Date:</b>	
<b>Certifier:</b>	
<b>Department/Agency/CO representative(s):</b>	
<b>Departments/Agencies/Contracting Offices using the system:</b>	
<b>System Owner Signature:</b>	
<b>Certifier's Signature:</b>	



<b>8.1 Web Services Integration</b>	
<b>8.1.1 Get Award</b>	
<i>Description:</i> Get a list of awards from the FPDS database for a specified time period:	
<i>Expected Results:</i> By default, FPDS retrieves the single record with complete details.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the user retrieves the expected data.</li> <li>• Verify the user understands the impact of retrieving data during peak hours.</li> <li>• Verify the frequency, time of day, and the amount of data being retrieved.</li> <li>• Verify user understands that web services will not be available during scheduled maintenance periods.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>8.1.2 Get IDV</b>	
<i>Description:</i> Get a list of IDV's from the FPDS database for a specified period of time.	
<i>Expected Results:</i> By default, FPDS retrieves the single record with complete details.	
<i>Verification:</i>	
<ul style="list-style-type: none"> <li>• Verify the user retrieves the expected data.</li> <li>• Verify the user understands the impact of retrieving data during peak hours.</li> <li>• Verify the frequency, time of day, and the amount of data being retrieved.</li> <li>• Verify user understands that web services will not be available during scheduled maintenance periods.</li> </ul>	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>8.1.3 Getlist – Award</b>	
<b>Description:</b>	
Get a list of Awards from the FPDS for a specified time period.	





<i>Expected Results:</i> By default, FPDS retrieves 10 contracts. Max recommended records to fetch – 250.	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>8.1.4 Getlist – IDV</b>	
<b>Description:</b> Get a list of IDVs from the FPDS for a specified time period.	
<i>Expected Results:</i> By default, FPDS retrieves 10 contracts. Max recommended records to fetch – 250.	
<b>Pass/Fail:</b>	<b>Comments:</b>
<b>7.4.1 Concurrent Requests (Load)</b>	
<b>Description:</b> <ol style="list-style-type: none"><li>1. Maximum 1 getList thread at any time</li><li>2. Maximum number of rows retrieved by getList service is 250</li><li>3. Date Range for the getList service not to exceed one month</li><li>4. Maximum of 10 concurrent threads for individual gets during peak business hours (7:00 AM EST to 10:00 PM EST)</li><li>5. Maximum of 20 concurrent threads for individual gets during non-peak business hours (10:00 PM EST to 7:00 AM EST)</li></ol>	
<i>Expected Results:</i> By default, FPDS retrieves 10 contracts. Max recommended records to fetch – 250.	
<b>Pass/Fail:</b>	<b>Comments:</b>