



Acquisition Procedures Update (APU) No. 16-11
April 28, 2016

MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: IRIS B. COOPER,
SENIOR PROCUREMENT EXECUTIVE,
OFFICE OF THE PROCUREMENT EXECUTIVE

SUBJECT: Amendment to DTAP subpart 1004.6-Contract Reporting

1. Purpose: This amendment is issued to revise DTAP subpart 1004.6, Contract Reporting, in order to establish Bureau responsibilities concerning the selection and reporting within Federal Procurement Data System (FPDS) of the Product Service Code (PSC).

2. Effective Date: Immediately

3. Expiration Date: Until otherwise canceled, superseded or included within a future edition of the DTAP.

4. Background: OMB and the Category Management Leadership Council (CMLC) established [10 super categories](#), representing approximately two-thirds, of the Government's total spend on goods and services. OMB and CMLC then took product services codes (PSCs) and mapped them to these categories¹. The purpose of this effort was to enhance the Government's analysis of its spend and better enable the creation of acquisition strategies to make Government procurements more efficient and cost effective.

Accordingly, to support this initiative as well as ensure consistent and accurate reporting of awards in accordance with [FAR subpart 4.6](#), the Senior Procurement Executive (SPE) in coordination with the Treasury Chief Information Officer (CIO) has developed a mandatory PSC listing for the IT Category that shall be used by the Program Offices and Contracting Officers to select the PSC to be used for IT acquisitions and reported in the Federal Procurement Data System (FPDS). This listing covers the six (6) subcategories of the IT Category. They are: IT Software; IT Hardware; IT Consulting; IT Security; IT Outsourcing; and Telecommunications. Overall, the SPE has determined that the issuance of an amendment to the DTAP is necessary.

5. Department of the Treasury Acquisition Procedures (DTAP): The DTAP is amended as follows:

A. Subpart 1004.6 is revised as follows:

1. Add section 1004.602 as follows:

¹ Available at https://www.acquisition.gov/?q=Category_Management

**1004.602 General.**

(c)(2)(i) *Helpful documents.* The following are helpful documents available at <https://www.fpds.gov> that may be used to support the entry of data into FPDS—

- (A) FPDS Data Element Dictionary;
- (B) FPDS Data Validations; and
- (C) FPDS User Manual.

(ii) These helpful documents do not relieve individuals from reviewing regulations, policies and procedures which form the basis and set the context for FPDS data entry requirements.

(iii) *Reporting technical issues.* FPDS technical issues are to be reported to the Bureau designated FPDS system administrator prior to contacting the FPDS Help Desk or the Treasury designated FPDS system administrator. The Bureau FPDS system administrator will provide direction in terms of resolving the issue since after consultation it may be determine it is not an FPDS technical issue, but user error or another type of issue.

B. Amend 1004.604(a)(2) to add the following:

(i) The Bureau system administrator shall establish mechanisms (e.g. monthly report) to ensure the timely and accurate reporting of contractual actions to FPDS. These mechanisms shall provide the timely identification of reporting inaccuracies (e.g. incorrect PSC selection) as well as trends and other issues so that prompt corrective action (e.g. correction of the contract action report or training) can be completed.

C. Add section 1004.606-70 as follows:

1004.606-70 Reporting Product or Service Code.

(a) *General.* For the product or service code (PSC) the contracting officer shall choose the code that represents the predominant amount of supplies or services being procured (see paragraph b for IT acquisitions). COs shall coordinate, as appropriate, with the requiring activity to select the correct PSC that will be used for the acquisition and reported in FPDS. A list of active PSCs is available at [https://www.fpds.gov/wiki/index.php/PSC%2C NAICS and more](https://www.fpds.gov/wiki/index.php/PSC%2C%20NAICS%20and%20more).

(1) In instances, where the acquisition is using a Federal Supply Schedule, Governmentwide acquisition contract (GWAC), Multi-agency Contract (MAC), Blanket Order Agreement (BOA), Blanket Purchase Agreement (BPA), or other indefinite-delivery vehicle (IDV) use the PSC provided by that vehicle.

(b) *IT acquisitions.* COs shall use the mandatory PSC listing for IT acquisitions available at [OPE SharePoint Site - Treasury IT Acquisition Tracker](#) for purposes of selecting the PSC to be used for these types of acquisitions and reported in FPDS (see [OCIO/OPE Joint Policy Memo - IT PSC codes](#)).

(1) When an IT acquisition aligns with more than one PSC, the PSC that represents the predominant aspect of the acquisition shall be used. For example:

- (i) Acquisitions to achieve Cyber Security objectives shall use IT Security PSC (5810) regardless of the product/service type;
- (ii) Acquisitions to achieve Telecommunications objectives shall use the appropriate Telecommunications PSC regardless of the product/service type; or



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

(iii) Acquisitions that include both hardware and software shall use the PSC based on the highest cost product type.

(2) *Disagreements.* Disagreements may be raised one level above the CO for resolution.

6. Required Bureau Actions: Bureau Chief Procurement Officers shall—

- a. Ensure dissemination of this APU to all contracting personnel and
- b. Update any related Bureau policies and procedures impacted by this APU.

7. Additional Information: The point of contact for this APU is Mr. Thomas O'Linn. He may be reached at thomas.olinn@treasury.gov or OfficeoftheProcurementExecutive@treasury.gov.