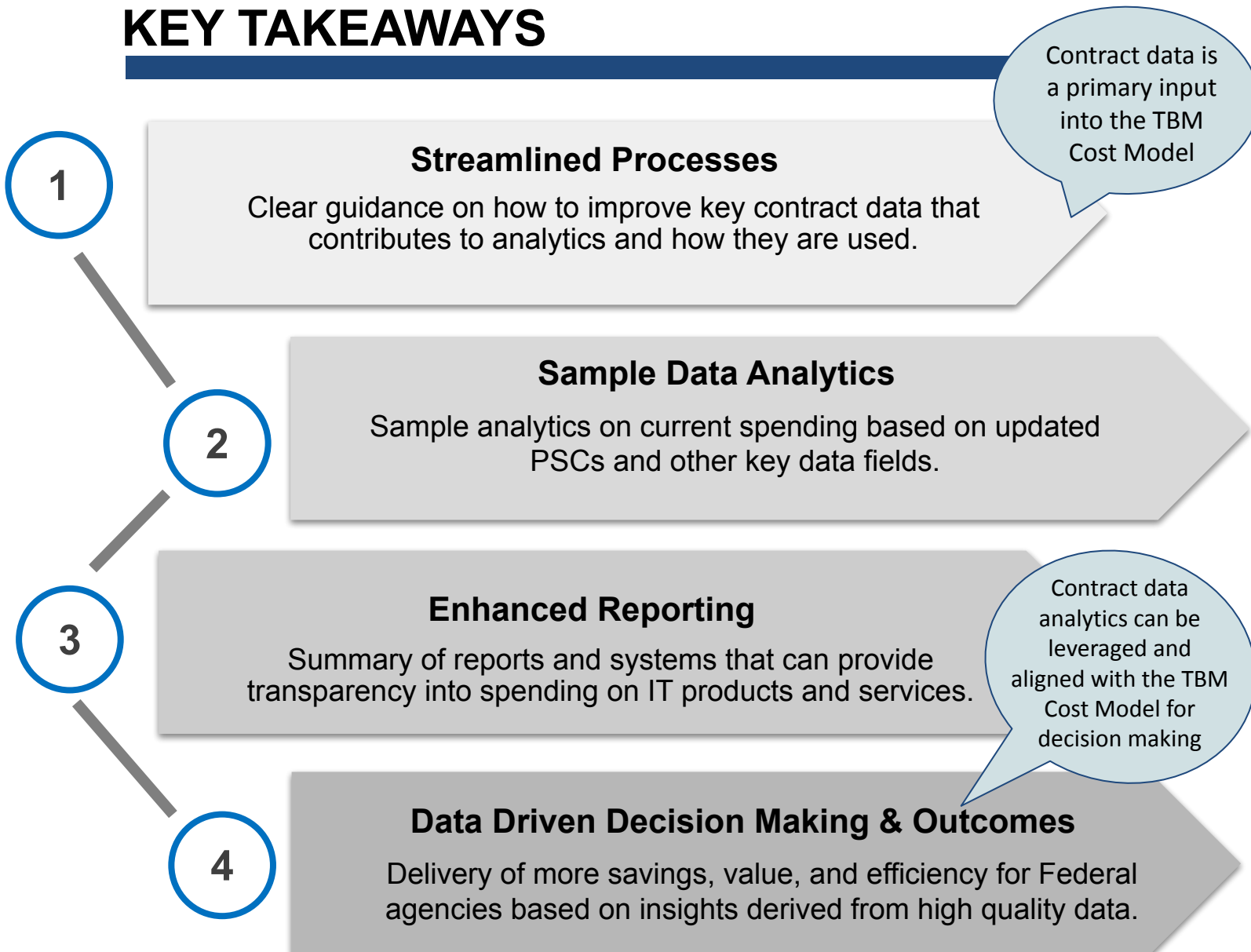


Guidance on Contract Data Elements

The Chief Information Officer's (CIO) Council and GSA's Office of Government-wide Policy (OGP) along with the IT Vendor Management Office (ITVMO) and the Federal Technology Investment Management Community of Practice (FTIM CoP), which is committed to maturing the level of integration with Technology Business Management (TBM) and IT Portfolio Management in the federal government, commissioned the following study to enable consistency for agencies to consider as they draft contracts for IT spending. The following sections within this guide are independent and can be referenced based on stakeholder needs.

1. [Data Sources](#)
2. [Data Elements Reference Guide](#)
3. [Dashboard Analytics](#)

KEY TAKEAWAYS



OVERVIEW

Currently, **contract data does not accurately represent spending on IT products and services**. This is in part due to issues with data inputs that do not provide an appropriate representation of the IT products and services that are being purchased, which limits the ability to provide meaningful analytics and reporting.

Understanding these fields and the downstream impacts to information that is reported can help stakeholders improve the quality of their inputs to contract writing and purchasing processes. As a result, the **proper entry of codes and descriptions** provided by users during the acquisitions process will **enhance data quality**.

Stakeholders need the ability to **analyze spending based on reliable data**, in order to support data driven decisions and manage the complexities of IT spending.

PURPOSE

Cost Transparency | Identify components and contributors that enhance cost transparency and management of IT spend.

Better Data | Develop guidance to help stakeholders understand the uses of contract data and how to improve the information that can be derived from them.

Insights | Provide sample insights into current spending based on updated PSCs and key data points. Supports more informed and focused purchasing decisions.

STAKEHOLDERS

Acquisition Community

The Acquisition Community is focused on increasing engagement and facilitating the sharing of best practices between the government and industry to improve the federal acquisition process.

ITVMO

IT Vendor Management Office is a new government-wide collaborative effort to solve the toughest challenges in federal IT acquisitions

GSA ITCM PMO

IT Category Management is an approach GSA is applying to buy smarter and more like a single enterprise

GWCM PMO

Government- wide Category Management is a broader strategic approach that will enable the federal government to buy smarter and more like a single enterprise

OMB | OFPP | OFCIO | OFFM

OMB - Office of Management and Budget
OFPP - Office of Federal Procurement Policy
OFCIO - Office of the Federal CIO
OFFM - Office of Federal Financial Management

TBM Practitioners

The Technology Business Management (TBM) framework helps companies integrate IT into the organization, with the goal of running the IT department like a business. It provides insights into IT spending and consumption.

CPIC Practitioners

Capital Planning and Investment Control (CPIC) is a systematic approach to selecting, managing, and evaluating IT investments.

Federal Financial Management Practitioners

Ensures agency financial management practices support effective delivery and operations of IT services and investments.



For the analysis of this initiative we reviewed data from multiple sources. The data fields assessed were focused on fields that provide insights into where IT spending occurs. Field names are varied across various sources and might not be explicitly reflected in this document.

FPDS data was obtained through the Gov't-wide Category Management PMO.

The following table contains the specifics.

	Reporting and Data Repositories	Description
1	<u>Federal Procurement Data System (FPDS)</u>	FPDS is the primary source and system of record for contract data. FPDS is populated with information directly from agency contract writing system. The government uses the reported FPDS data to measure and assess the impact of federal procurement.
2	<u>Category Management Dashboards</u> (Data 2 Decisions - D2D)	Category Management Dashboards use Tableau on the D2D platform to create rich visualizations. The data is sourced from the Federal Acquisition Service (FAS) Procurement Tables, based primarily from the FPDS data source, but also enriched with contract and categorization data. These dashboards are available to all stakeholders. They provide a multitude of perspectives and filtering capabilities that empower stakeholders to perform traditional and advanced analytics, ranging from agency specific to government-wide.

Where does the D2D data come from?

Data points are entered into the contract writing system by agencies during the acquisitions process, components of these details are sent to FPDS and then enriched and categorized by the Government-wide Category Management team. Data is then derived from the FAS procurement tables and organized into the D2D dashboards for use by the agencies.



The purpose of this job-aid is meant to be a supplemental reference document for the acquisitions process. The data fields that are reported have been classified into 3 elements:

- Cost/PoP Related,
- Supplier/Contract Type, and
- Technology Categorization

Cost/PoP Related	Guidance on Completing
Total Obligated Amount	<p>System generated total that identifies the amount of the contract that has been ordered or received, but which has not been disbursed.</p> <ul style="list-style-type: none"> • Sum of all amounts entered in “Action Obligation” field for particular PIID and Agency. Ensure accurate amounts are entered.
Period of Performance (PoP) Dates	<p>Ensure accurate date is entered and broken out into line items for specific deliverables to measure and track performance; see example below.</p> <ul style="list-style-type: none"> • Period of Performance Start Date = Effective Date, for entire contract, not per modification. • Completion Date = Current Completion Date based on the schedule in the contract, including extended options that have been exercised. • Est. Ultimate Completion Date = Ultimate Completion Date for the entire contract, to include all options of other modifications.
Unit Price and Quantity	<p>Choose a quantity and unit of measure to describe each deliverable that corresponds to how you will measure and track performance.</p> <ul style="list-style-type: none"> • Consider how supplies will be packaged and shipped • Consider how often services will be accepted and paid for • Unit - A precisely specified quantity that allows the magnitudes of other quantities of the same kind to be stated (Ex - an apple) • Unit of Measure - Any division of quantity accepted as a standard of measurement or exchange <ul style="list-style-type: none"> ◦ Suggested format for Unit of Measure: <i>[Count of Quantity]: [Each/Lot/Hour/Unit/Package]</i>: ◦ Example: <i>100 units of network switches</i> • Unit Price - The cost or price of an item of supply based on the unit of issue (Ex - each switch costs \$2,000); avoid using \$1 for unit price. <ul style="list-style-type: none"> ◦ Suggested format for Unit Price: <i>[\$Awarded price per unit]</i>:
Referenced IDV	Do not omit if contract is a derivative .

CLIN	Supplies/Services	PoP	Qty	Unit	Unit Price	Total
0001	Web-based Software	10/1/2021 to 9/30/2022	50	License	\$20,000	\$100,000
0002	Technical Integration	10/1/2021 to 01/30/2022	100	Hours	\$150	\$150,000
0005	Collaborative Hardware	10/1/2021 to 9/30/2022	10	Receiver	\$500	\$5,000

Example of PoP, Unit Price, and Quantity

The **Contract Type** category of inputs are varied. It is important to understand the input fields and the best way to enter the data for improved analysis, enhanced reporting, and data driven outcomes.

Tip: Agencies have goals based on this data, which is used to measure performance.

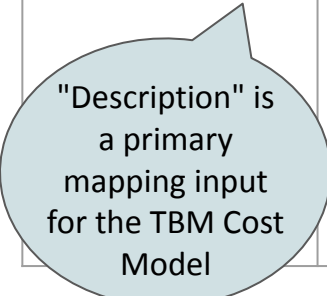
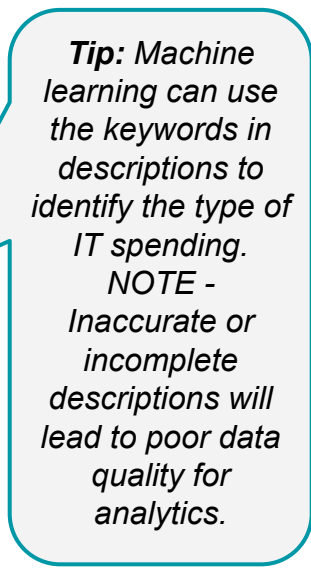

Entity/Contract Type	Guidance on Completing
Socio-economic Designations	Flags vendors by special interest groups and type of small business . Select all applicable small business fields.
Small Business Designations	Don't forget " CO Size Determination " even if not a small business (select "Other than Small")
Vendor Information	<p>Ensure consistent input of Vendor Name for proper analytics; can reference Unique Entity Identifier (UEI #), but for large businesses, there can still be multiple options.</p> <ul style="list-style-type: none"> • Vendor is the entity from which the product or service is being purchased. • Differentiated from Original Equipment Manufacturer (OEM) who performs the primary activities to manufacture the goods or derives at least 40% of its revenues from the services provided.
Place of Manufacture	Identifies if products are manufactured inside/outside the US . Used to determine adherence to "Buy American Act (See FAR 25.1).
Principal Place of Performance	<p>For Services, the predominant place of performance at the time of award or where subscription/software licenses are used.</p> <p>For Goods/Supplies, use manufacture site or location item was taken from inventory.</p>
State of Incorporation	Identify the state the business is registered in.

Tip: Place of Manufacture/ Performance indicates location the work is being manufactured/ performed vs. where the company is incorporated. Measures geographic diversity.



Tip: D2D Dashboards allow deep analysis on various vendor analytics data. NOTE - poor data entry leads to inaccurate analysis of vendor spend

*Dashboard: [Agency Profile Report \(APR\) 2.0](#). Filtered for IT Category only.

Technology Categorization	Guidance on Completing
Description of Requirement 	<p>Description of Requirement field should be detailed and consist of keywords that describe what is being purchased. Used for various filtering, sorting, and categorization of spend.</p> <p>Add details describing the following:</p> <ul style="list-style-type: none"> • Who - Clearly identify the party providing services/products, including OEMs, vendors, and resellers. • What - Clearly identify what is to be delivered or service performed; use sublines to differentiate components and list each deliverable product or service separately (i.e. - hardware vs. software vs. service). • For modifications, add the details of what is being adjusted/appended to original description.  

Suggested Format for Input Field:

MFG/OEM : Vendor/Reseller : Product Name/SKU/Part # : Unit of Measure : Description

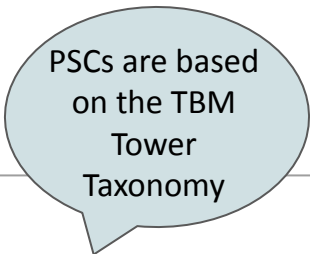
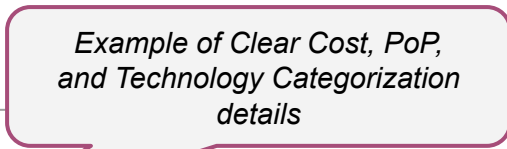
Service Examples:

- 1 **ServiceNow: CarahSoft: Implementation: Hour: Contracting for a block of 500 hours for the phase I implementation of ServiceNow.**
- 2 N/A: HP Enterprise Services: Hosting: Rack: Data center service associated with hosting and operation of the open payments program system.
- 3 N/A: Iron Bow Technologies: Help Desk Support Services: Hour: IT and Telecom - End User: Help Desk Tier 1-2, Workspace, Print, Productivity Tool.

Product Examples:

- 4 **Microsoft: Dell Marketing L.P.: O365 License: Per User: Enterprise agreement for 92,000 user subscriptions of Microsoft Office 365, Windows 10 Enterprise.**
- 5 ServiceNow: CarahSoft: IT Service Management License: Per User: ServiceNow service desk 1000 user licenses.
- 6 Cisco: Thundercat Technology, LLC: Switches and routers #LG-54401: Each: Cisco infrastructure switches and routers.

Tip: Because 'Unit of Measure' is only captured for best-in-class (BIC) transactional data, it is a best practice to include that information for the 'Description of Requirement' field.

Technology Categorization	Guidance on Completing
Principal NAICS Code 	<p>NAICS Codes designate the major sectors of the economies of Mexico, Canada and the US for a given business entity. It is used for statistical analysis and to determine eligibility for specific government contracts and certify businesses by industry type.</p> <ul style="list-style-type: none"> • Select code used in the solicitation. • Identify primary business activity. • The IT Solutions Navigator provides guidance to customers on selecting the best solutions from GSA's IT offerings; suggests solutions based on PSC, NAICS and key words and will provide mappings between PSCs and NAICS codes.
Product Service Code (PSC)	<p>Select most accurate PSC to reflect the scope of contract. Resources to help with proper selection:</p> <ul style="list-style-type: none"> • PSC Selection Tool • PSC Training • FAR Rule 

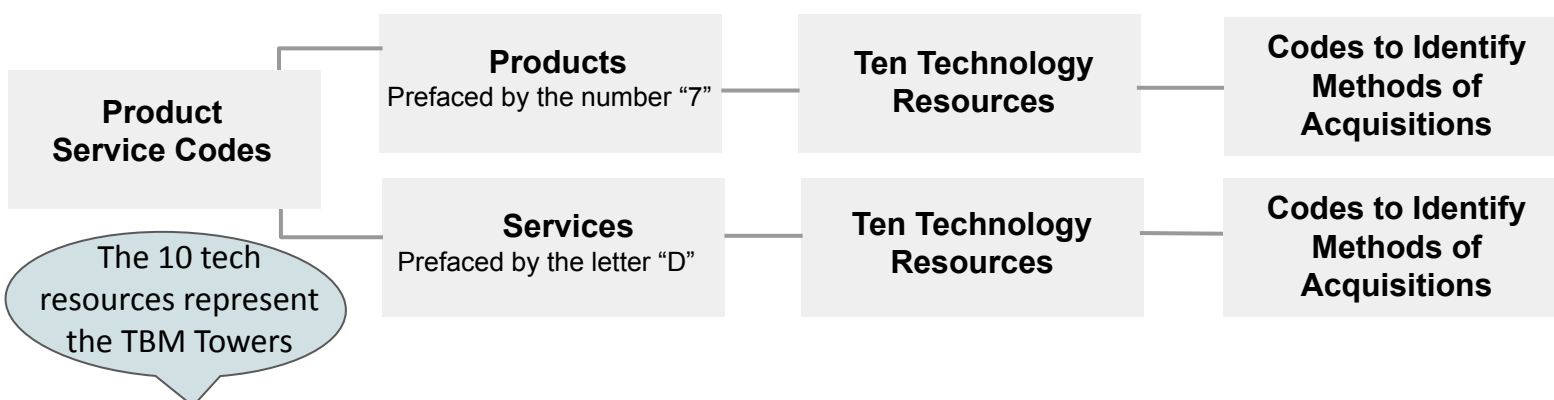
CLIN	Description	PoP	Qty	Unit	Unit Price	PSC	NAICS	Total
0001	ServiceNow: CarahSoft: Implementation: Hour: Contracting for a block of 500 hours for the phase I implementation of ServiceNow Service Desk	10/1/2021 to 6/30/2022	500	Hours	\$130	DD01	541519	\$65,000
0001A	N/A: Iron Bow Technologies: Help Desk Support Services: Hour: IT and Telecom - End User: Help Desk Tier 1-2, Workspace, Print, Productivity Tool.	10/1/2021 to 9/30/2022	100	Per User	\$150	DE01	511210	\$15,000
0001B	Cisco: Thundercat Technology, LLC: Switches and routers #LG-54401: Each: Cisco infrastructure switches and routers	10/1/2021	375	Each	\$2,000	7G21	334290	\$750,000
0001C	N/A: Hill Enterprises: Data Center Hosting: Rack: Hosting of 27 racks of no more than 7KW per rack	10/1/2021 to 9/30/2022	27	Rack	\$419	DC10	541519	\$10,056

PSC Quick Reference Table

The details below describe the **components of the IT PSCs** and provide guidance on **how to select the appropriate code**.

PSC Structure

The new structure was collaboratively derived to address both the IT community need to identify the spend and **type of technology resource** being acquired, and the acquisition community need to identify the **method of acquisition**.



Ten Technology Resources

Based on industry standards¹ and collaboration with the procurement and IT communities.

Codes to Identify Methods of Acquisitions

- IT Professional and Technical services providing Labor support
- Capability as a Service (SaaS, PaaS, IaaS) procured via service contract or subscription
- Hardware and Software (perpetual license) purchases

Technology Resource	IT Service (Labor) PSCs	Capability as a Service PSCs	Products (HW/SW) PSCs
Application	DA01	DA10	7A20 (Development)
Application	DA01	DA10	7A21 (Business)
Compute	DB01 (HPC)	DB10	7B20 (HPC)
Compute	DB02 (Non-HPC)	DB10	7B21 (Mainframe)
Compute	DB02 (Non-HPC)	DB10	7B22 (Standard)
Data Center	DC01	DC10	7C20 (Tiered)
Data Center	DC01	DC10	7C21 (Non-Tiered)
Delivery	DD01	-	7D20
End User	DE01 (Client)	DE10 (Client)	7E20 (Client)
End User	DE02 (Mobile)	DE11 (Mobile)	7E21 (Mobile)
IT Management	DF01	DF10	7F20
Network	DG01	DG10 (Standard)	7G20 (Analog)
Network	DG01	DG11 (Access)	-
Network	DG01	DG10 (Standard)	7G21 (Digital)
Network	DG01	DG10 (Standard)	7G22 (Satellite)
Platform	DH01	DH10	7H20
Security & Compliance	DJ01	DJ10	7J20
Storage	DK01	DK10	7K20

¹ Modeled after [Technology Business Management Framework](#)

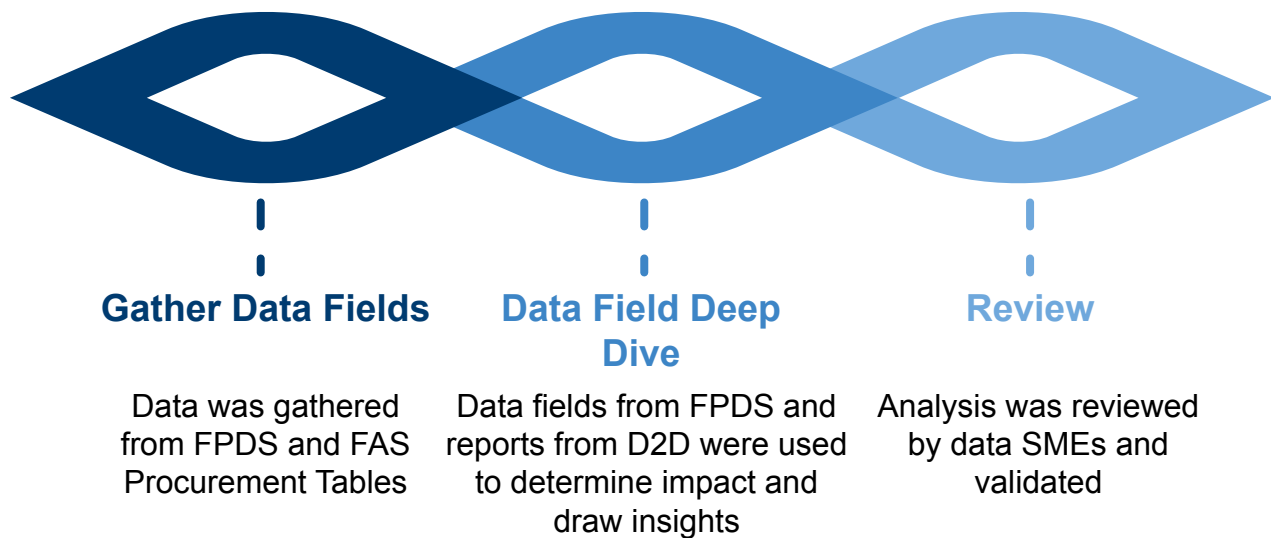
Analytics Approach

Data was reviewed from [Data 2 Decisions \(D2D\) Portal](#) and the [Federal Procurement Data System \(FPDS\)](#); also reference the [FPDS reporting module on SAM.gov](#).

Data from these sources were categorized into three categories for this effort to answer the 4 key questions to understand contract spend: **Who, What, When, and How**.

- **Cost/PoP related (When)**: Provides information on total obligations, unit costs, and period of performance data points.
- **Supplier/Contract Type (Who/How)**: Determines type of contracts and designations of vendors.
- **Technology Categorization (What)**: Helps stakeholders understand what is being reported, types of spend (products vs. services) and distribution by categories.

A full list of the data fields can be found in the appendix of this document.



The approach for this effort followed 3 steps:

1. **Data fields** were pulled from **FPDS/FAS Procurement Tables** and examined for those **most relevant to the acquisitions process**.
2. Data entered into those fields and in **D2D reports** were inspected, to **determine impact and insights** to provide guidance for the key fields to help **improve data**.
3. Outputs were **reviewed and validated** by industry SMEs.

D2D Dashboard Analytics

The insights offered by the [D2D Portal dashboards](#) store pertinent information to help stakeholders **understand and manage their contract spend**. The information reported is **dependent on the quality of data that is entered** into agency contract writing systems and FPDS.

The following pages outline key insights available on the [D2D Portal](#). Some reports require MAX credentials for access. Please note not all D2D reports are shown here.

The D2D category management and acquisition analytics dashboards can provide insight into how budgeted investment dollars are contracted, awarded and spent. This provides the level of transparency that is a primary tenant of a TBM implementation.

They help answer questions like:

- **How are obligations categorized?**
 - Helps meet CPIC, TBM, and other OMB reporting requirements.
 - Level 1-3 filtering capabilities on the dashboards make answering this question possible.
 - PSC and NAICS codes provide consistent government-wide categorizations to understand what is being purchased.
 - Contract descriptions are used to further decompose contracts into greater detail.
- **What is being reported?**
 - Satisfied by 'Spend Under Management', 'Total Obligation YoY' and others for the acquisitions community.
- **What mission/goals does this reporting satisfy?**
 - Vendor type classifications from Small Business dashboards can help meet agency goals from the acquisitions perspective.

Stakeholders	Category of Interest
Acquisitions Community (Agency, ITVMO, IT & Gov't-wide Category), OMB Office of Federal Procurement Policy (OFPP)	Total obligations reported by: <ul style="list-style-type: none">- Spend Under Management- Spend Distribution by Technology Categorizations- Contract Type- Trend over time Fulfillment of agency mission goals such as: <ul style="list-style-type: none">- Vendor Type/Classification (Socio-Economic Designations)- Geographic Distribution- Environmental/Sustainability Designations
TBM, Capital Planners, Financial Management/OMB Reporting, IT Portfolio Managers, Acquisitions Community, OMB OFPP & OFCIO	Cost categorizations, such as by: <ul style="list-style-type: none">- Vendor (Preferred vs. Commodity)- External Labor vs. As a Service Capability- Technology Resource (Tower); L1-3, PCS, NAICS filtering Benchmarking

Agency Profile Report (APR) 2.0

By using the [Agency Profile Report \(2.0\)](#), agencies are able to:

- View spend by Vendor, Contract Type, or Cost Category.
- Compare Total Obligations YoY and Spend Under Management.
- Understand the overall quality of the data for compliance and accuracy.

It provides an overall summary of acquisitions by Department and enables peer to peer or Government-wide comparisons.

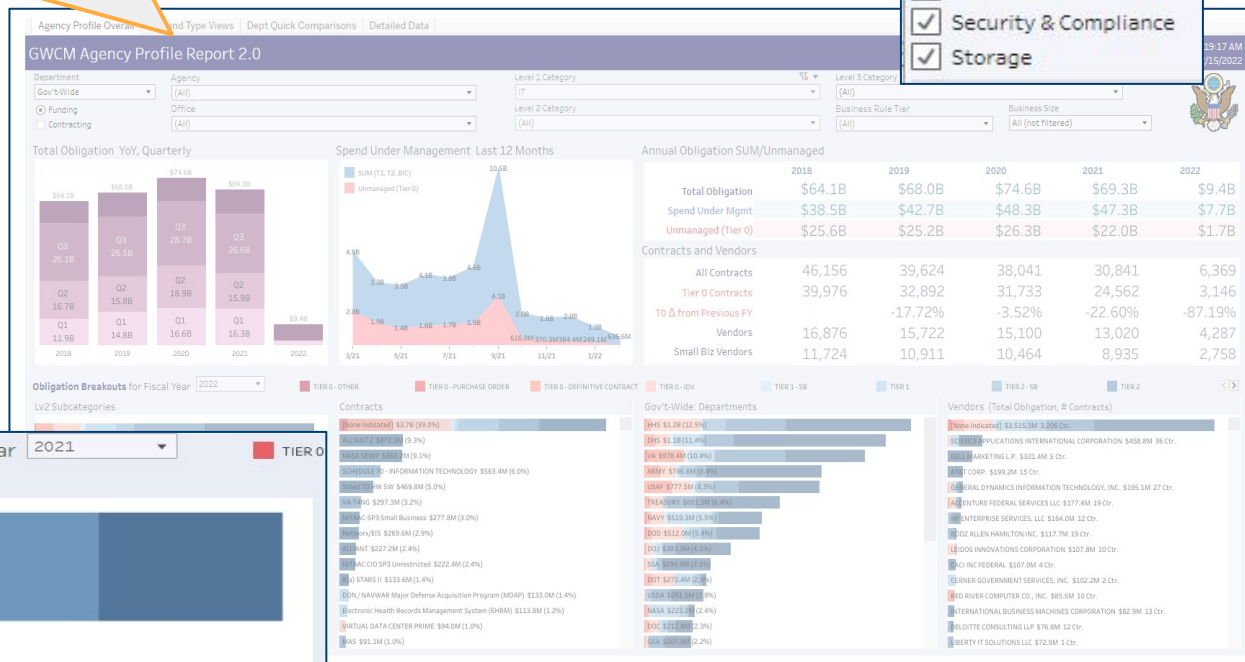
Tip: Multiple views available based on core contract data; can be viewed by Agency, Office, or Gov't-wide

Tip: With additional Level 2 and 3 filtering options, the APR also shows 'what is being purchased'.

Level 3 Category

(All)

- ☒ (All)
- ☒ Application
- ☒ Compute
- ☒ Data Center
- ☒ Delivery
- ☒ End User
- ☒ IT Management
- ☒ Network
- ☒ Platform
- ☒ Security & Compliance
- ☒ Storage



Tip: This chart shows ‘how purchases are being made’ with Obligation Breakout charts.

The “Detailed Data Views” allows agencies to have full transparency into all aspects of their acquisitions, from how IT purchases are being made to what is being purchased. It provides a full view of acquisition data that can be downloaded for further analysis to help with future acquisitions planning and improved data quality.

☐ IDVs Expiring within 3 FYs
☐ Awards Expiring within 3 FYs

BIC Addressable
 All (includes non-contract awards)

Tier2 Addressable
 All (includes non-contract awards)

☒ Negative/Deobligation
☒ Positive
☒ Zero Obligation

Note: FY filter is not applicable for the "Expiring" detail views

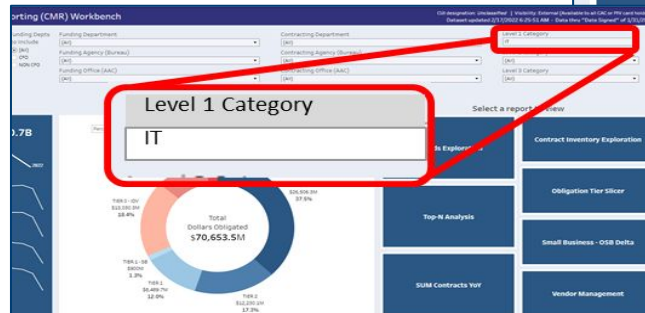
To export to crosstab: Click will and then select the Download icon

IDV/Award Type	Hierarchy Idv Id	Hierarchy Contr.	Day of Final Idv.	Unique Award Id	Day of Ultimate	Bic Addressability Co.	Tier Group	Coded Funding	Funding Agency Name	Funding Office Name	Coded Contract	Level 1 Category	Level 2 Category	Level 3 Category	Vendor Name
Agency Vehicle, BOA	1305M420GNA...	Null	May 31, 2021	1305M420GNA...	November 30, 2021	NASA SEWP, NITAA...	TIER 0	IT	NATIONAL OCEANOGRAPHIC ADMINISTRATION	DEPT OF COMMERCE NOAA	IT	IT	Products	Application	FEBBIZ IT SOLUTIONS LLC
	1305M420GNA...			1305M420GNA...	November 26, 2022	NASA SEWP, NITAA...	TIER 0	IT	NATIONAL OCEANOGRAPHIC ADMINISTRATION	DEPT OF COMMERCE NOAA	IT	IT	Products	Application	FEBBIZ IT SOLUTIONS LLC
	1305M420GNA...			1305M420GNA...	May 31, 2022	NASA SEWP, NITAA...	TIER 0	IT	NATIONAL OCEANOGRAPHIC ADMINISTRATION	DEPT OF COMMERCE NOAA	IT	IT	Products	Application	FEBBIZ IT SOLUTIONS LLC
	1305M420GNA...			1305M420GNA...	May 30, 2022	NASA SEWP, NITAA...	TIER 0	IT	NATIONAL OCEANOGRAPHIC ADMINISTRATION	DEPT OF COMMERCE NOAA	IT	IT	Professional Services	Delivery	FEBBIZ IT SOLUTIONS LLC
	1305M420GNA...			1305M420GNA...	May 31, 2022	NASA SEWP, NITAA...	TIER 0	IT	NATIONAL OCEANOGRAPHIC ADMINISTRATION	DEPT OF COMMERCE NOAA	IT	IT	Professional Services	Delivery	FEBBIZ IT SOLUTIONS LLC
	1305M420GNA...			1305M420GNA...	May 31, 2022	NASA SEWP, NITAA...	TIER 0	IT	NATIONAL OCEANOGRAPHIC ADMINISTRATION	DEPT OF COMMERCE NOAA	IT	IT	Products	Application	FEBBIZ IT SOLUTIONS LLC

Category Management (CM) Reporting Workbench

The [CM Reporting Workbench](#) consists of several reports. They can help identify multiple contracts with the same vendor for similar services and products/vendors for BIC solutions.

What am I Buying, From Who, and How?



Tip: The Top-N Analysis tab enables views by Cost Category/Subcategory and by PSC.
NOTE - "Description of Requirement", "PSC" and "NAICS" fields are used to determine these values.

Break Out By

- Category/Subcategory
- Category/Subcategory
- Funding Dept/Agcy/Ofc
- Contracting Dept/Agcy/Ofc
- Named Contract
- Vendor
- PSC Code
- NAICS Code

Top Lv2 Categories by Obligated Dollars Click on a bar to populate detail pane

IT Professional Services: \$5,814.5M / 9,969 PIIDs

Capability As a Service: \$1,976.6M / 9,368 PIIDs

Products: \$1,893.9M / 13,229 PIIDs

Drill down into details of each of the L2 Categories (IT Professional Services below)

Detailed Data from selected Top-N value

Selected Di..	Busi..	Contract Name	Description Of Requirement	Vendor Name	Award Type	PIID	Modi..	Ref Piid	Year ..	Dollars Obligated
Grand Total										\$5,814,452,434.87
IT Professional Services	BIC	Total								\$2,263,024,336.38
		B(a) STARS II	Total							\$126,148,001.70
		52.217-9 OPTION TO EXTEN..	Null	Null	C-DELIVERY ORDER	70FA3021F00000..	P000..	GS00Q17GWD..	2022	\$663,092.00
		"EQ14042" THE PURPOSE O..	SOFT TECH CONSULTING, I..	Null	C-DELIVERY ORDER	19AQMM20F0259	P000..	GS06F0897Z	2021	\$0.00
		ACADEMIC NETWORK SUPP..	LINTECH GLOBAL, INC.	Null	C-DELIVERY ORDER	W9124N18F0010	P000..	GS06F1116Z	2021	\$7,838,564.30
		ADD COVID CLAUSE	ALTUS TECHNICAL SOLUTI..	Null	C-DELIVERY ORDER	PC177046	10	GS00Q17GWD..	2021	\$0.00
		ADD FUNDING IN THE AMOU..	Null	Null	C-DELIVERY ORDER	89303019FTT400..	P000..	GS00Q17GWD..	2022	\$260,000.00
		ADD IPP CLAUSE	Null	Null	C-DELIVERY ORDER	19AQMM19F0739	P000..	GS00Q17GWD..	2022	\$0.00
		ADD QUANTITY TWO, TWO ..	SNAP, INC.	Null	C-DELIVERY ORDER	123A9420F0173	P000..	GS06F0669Z	2021	\$96,636.80

Tip: The 'Top PSC Code list by Obligated Dollars' for IT.
NOTE - Bad data prevents meaningful insights, top PSC spend = Other. Ensure you select the appropriate code.

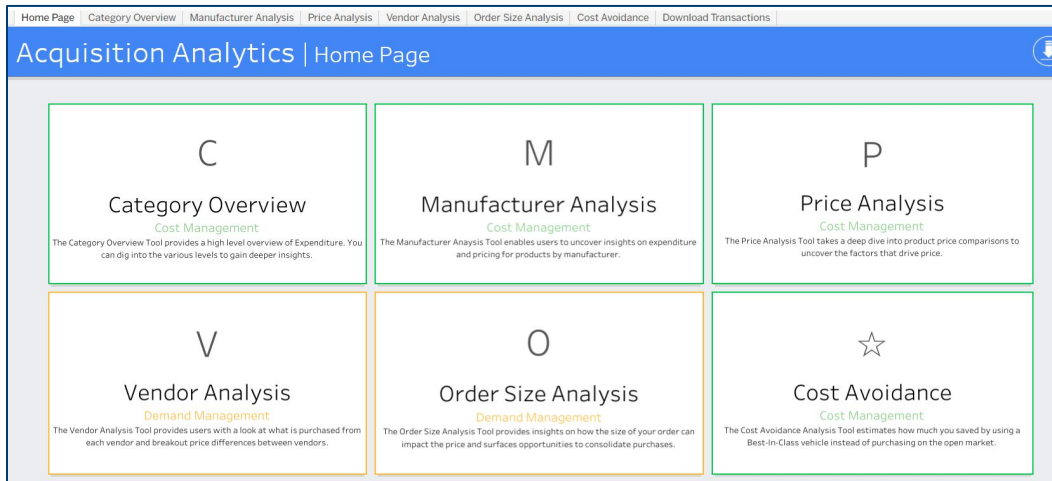
Top PSCs by Obligated Dollars Click on a bar to populate detail pane

D399-IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS:	\$1,431.9M / 1,805 PIIDs
DA01-IT AND TELECOM - BUSINESS APPLICATION/APPLICATION DEVELOPMENT SUPPORT SERVICES (LABOR)	
DA10-IT AND TELECOM - BUSINESS APPLICATION/APPLICATION DEVELOPMENT SOFTWARE AS A SERVICE:	
7030-INFORMATION TECHNOLOGY SOFTWARE:	\$438.5M / 1,522 PIIDs
D318-IT AND TELECOM- INTEGRATED HARDWARE/SOFTWARE/SERVICES SOLUTIONS, PREDOMINANTLY SE	
7A21-IT AND TELECOM - BUSINESS APPLICATION SOFTWARE (PERPETUAL LICENSE SOFTWARE):	\$354.7M /
D301-IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE:	\$349.2M / 244 PIIDs
DF01-IT AND TELECOM - IT MANAGEMENT SUPPORT SERVICES (LABOR):	\$305.1M / 345 PIIDs

Acquisition Analytics

[Acquisition Analytics](#) dashboards can help users answer many questions and gain insights. Please reference the ITVMO User Stories in the Appendix for more details.

NOTE - Data Source for this dashboard is from BIC transactional data, not FPDS.



Sample questions:

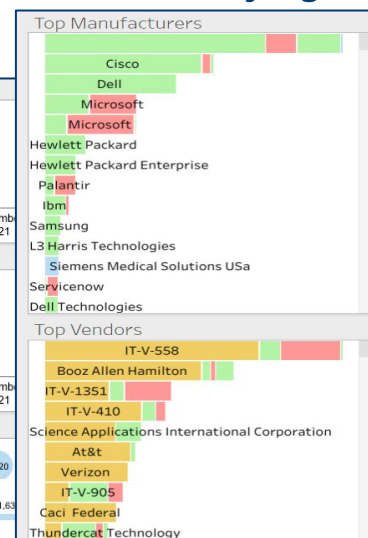
- [What is the OEM and vendor spend by agency?](#)
- [What have other agencies paid for a similar product or service?](#)

Category Overview and Trend by L1-3 Category and PSC

What am I Buying?

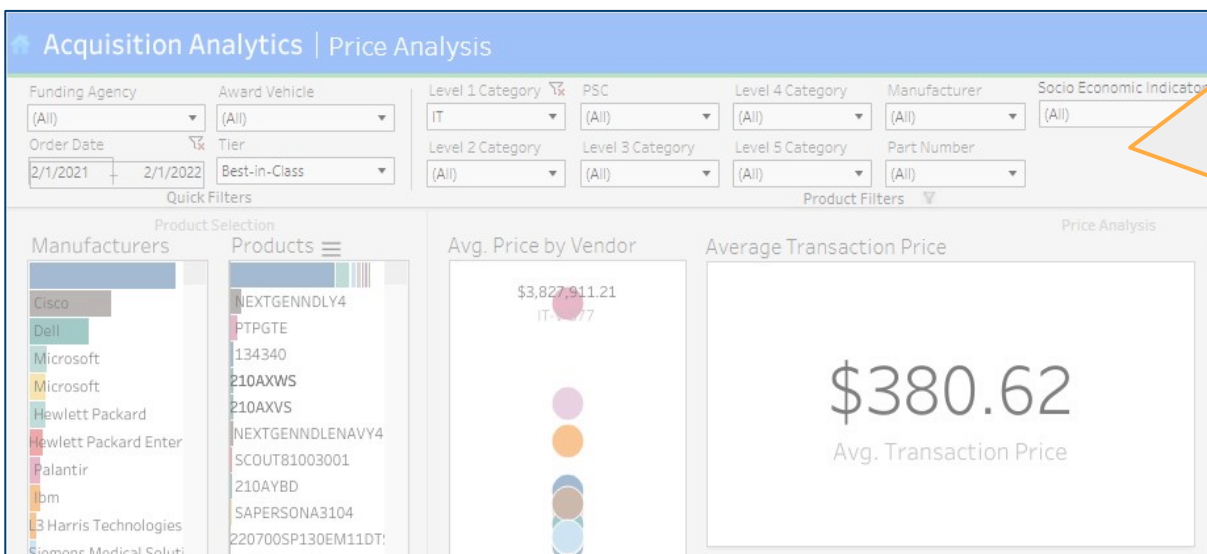


Who am I Buying From?



Tip: Data can be filtered to a more granular level of Categories based on the "Description of Requirements", "Manufacturer", "Part Number", and "Socio Economic Indicators".

NOTE - Quality of data is dependent on input of these fields.



Note: the L2-L3 taxonomy will be updated to align with the IT Category

User Stories

The ITVMO has developed [user stories](#) as part of the [Technology Lifecycle Report](#) to provide agencies with a 3 step guide on how to quickly leverage the D2D dashboard to answer questions on products, vendors, services and prices paid.

New user stories are being developed so make sure to check the ITVMO website often.

INFORMATION TECHNOLOGY Vendor Management Office

A GUIDE TO IDENTIFYING CONTRACTS SUPPORTING SMALL BUSINESS

1. Select the IT Category on the left and select Small Business on the right.

3. Each of these resources...

INFORMATION TECHNOLOGY Vendor Management Office

A GUIDE TO IDENTIFYING FEDRAMP CERTIFIED CLOUD-BASED SERVICES

1. Select the IT Category on the left and select FedRAMP on the right.

3. After identifying FedRAMP contracts using Category...

INFORMATION TECHNOLOGY Vendor Management Office

A GUIDE TO FINDING WHAT OTHERS PAID FOR A PRODUCT OR SERVICE

1. Select the IT Category on the left and select the product or service on the right.

3. Downloading these data to Excel through aggregating or pivoting...

INFORMATION TECHNOLOGY Vendor Management Office

A GUIDE TO IDENTIFYING OBLIGATIONS BY CONTRACT TYPE

1. Select the IT Category on the left and select the contract type on the right.

3. The Operational Workbench SUM... metadata fields that provide category codes, NAICS,...

INFORMATION TECHNOLOGY Vendor Management Office

A GUIDE TO IDENTIFYING SPEND BY OEM AND VENDOR

1. Visit Acquisition Analytics. Acquisition Analytics is a Category Management resource that provides a variety of detail on OEMs, vendors, prices and more. The tabs at the top allow you to switch between perspectives.

2. Select Manufacturer Analysis then select a manufacturer from the list at the bottom.

3. Further refine results by using the filters at the top, selecting a specific product or hovering over a product.

Further analysis can be done by filtering by agency or downloading the data (lower right) and creating pivot tables in Excel to further filter by keywords (i.e. "Microsoft") in the description field.

The D2D dashboards can help answer:

[How do BICs support small business?](#)

[What vendors provide Cloud based service that are FedRamp certified?](#)

[What have other agencies paid for a similar product or service?](#)

[What are the obligations by BIC and which agencies use them?](#)

[What is the OEM and vendor spend by agency?](#)

Classification	Field Name	Description	Notes/Tips
Cost/PoP Related	Action Obligation	The net dollar amount that is obligated or de-obligated by this transaction. If the net is a de-obligation, the amount will be negative	Ensure accurate cost is entered to determine appropriate spending.
Cost/PoP Related	Total Base And All Options Value	The mutually agreed upon total contract or order value including all options	
Cost/PoP Related	Base And All Options Value	The mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, the estimated value for all orders expected to be placed against the vehicle.	
Cost/PoP Related	Base And Exercised Options Value	The contract value for the base contract and any options that have been exercised.	
Cost/PoP Related	Date Signed	The date that a mutually binding agreement was reached. The date signed by the Contracting Officer or the Contractor, whichever is later.	This field is used to populate other date related fields (ie. Fiscal Year).
Cost/PoP Related	Current Completion Date	The completion date of the base contract plus options that have been exercised.	Current Completion Date is based on the schedule in the contract, including extended options that have been exercised.
Cost/PoP Related	Period of Performance Start Date	The date that the parties agree will be the starting date for the contract's requirements. This is the period of performance start date for the entire contract period.	Period of Performance Start Date is the same as Effective Date, for the entire contract.
Cost/PoP Related	Ultimate Completion Date	The estimated or scheduled completion date including the base contract or order.	For the entire contract, to include all options of other modifications.
Technology Categorization	Description of Requirement	A brief description of the contract or award.	<p>Free text field Ensure the following components are identified:</p> <ul style="list-style-type: none"> - Manufacturer/Original Equipment Manufacturer (OEM) - Vendor/Reseller - Name and type of product or service/SKU/Part # - If multiple options, be specific on product - Purpose - Unit of Measure - If there are multiple components, include description of each
Technology Categorization	Level 1 Category	Version 2 level 1 category based on PSC code.	Assigned based on PSC.

Classification	Field Name	Description	Notes/Tips
Technology Categorization	Level 1 Group	Indicates whether the Level 1 Category is Defense Citric, GWCM, Excluded, or Miscellaneous.	Assigned based on key word algorithms and PSC.
Technology Categorization	Level 2 Category	Version 2 level 2 category based on PSC code.	Assigned based on key word algorithms and PSC.
Technology Categorization	Level 3 Category	Version 2 level 3 category based on PSC code.	
Technology Categorization	NAICS	Business code based on activities they are working on, each contract has only one specific NAICS code.	Select code used in the solicitation from drop down options.
Technology Categorization	NAICS Description	Defines establishments based on the activities in which they are primarily engaged.	Auto-populated based on code.
Technology Categorization	Product or Service Code	The code that best identifies the product or service procured.	Ensure proper code selected from drop down options; drives analysis of technology spending.
Technology Categorization	Product Service Code Description	A description of the product or service designated by the product code.	Auto-populated based on code.
Entity/ Contract Type	8(a) Program Participant	Indicates whether the vendor is an 8(a) Program Participant Organization.	Used for analysis on mission goals for vendor spending.
Entity/ Contract Type	Alaskan Native Corporation Owned Firm	Indicates if the vendor is owned by an Alaskan Native.	
Entity/ Contract Type	American Indian Owned Business Flag	American Indian Owned Business Flag.	
Entity/ Contract Type	Award Type	The type of award being entered by this transaction.	
Entity/ Contract Type	Black American Owned Business	Black American Owned Business Flag.	
Entity/ Contract Type	Contracting Agency Name	Name of the Contracting Agency.	Used for analysis on mission goals for vendor spending This could be different than the Funding Agency.
Entity/ Contract Type	Contracting Officer Business Size Determination	The Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS code that is applicable to the contract.	Used for analysis on mission goals for vendor spending.

Classification	Field Name	Description	Notes/Tips
Entity/ Contract Type	Country Name - Place of Performance	The country that is the principal place where the work was / is performed.	<p>Used for analysis on mission goals for vendor spending.</p> <p>Make sure to select all that apply.</p>
Entity/ Contract Type	Country of Incorporation	Country the business is incorporated in.	
Entity/ Contract Type	DoT Certified Disadvantaged Business Enterprise	DoT Certified Disadvantaged Business Enterprise Flag.	
Entity/ Contract Type	Economically Disadvantaged Women Owned Small Business	Economically Disadvantaged Women Owned Small Business Flag.	
Entity/ Contract Type	Emerging Small Business	Emerging Small Business Flag.	
Entity/ Contract Type	Federal Agency	Federal Agency Flag.	
Entity/ Contract Type	Federally Funded Research and Development Corp	Federally Funded Research and Development Corp Flag.	
Entity/ Contract Type	Foreign Government	Flags if this is a foreign government.	
Entity/ Contract Type	Funding Agency ID	ID of the Funding Agency.	
Entity/ Contract Type	Funding Agency Name	Name of the Funding Agency.	
Entity/ Contract Type	Hispanic American Owned Business	Indicates whether the vendor is a Hispanic American Owned Business.	
Entity/ Contract Type	Historically Underutilized Business Zone	Historically Underutilized Business Zone (HUBZone) Firm Flag.	
Entity/ Contract Type	Indian Tribe (Federally Recognized)	Indicates if the vendor is a Federally recognized Tribe.	
Entity/ Contract Type	Joint Venture Economically Disadvantaged Women Owned Small Business	Joint Venture Economically Disadvantaged Women Owned Small Business Flag.	
Entity/ Contract Type	Joint Venture Women Owned Small Business	Joint Venture Women Owned Small Business Flag.	
Entity/ Contract Type	Made in America	Indicated if Made in America.	

Classification	Field Name	Description	Notes/Tips
Entity/ Contract Type	Minority Institution	Indicates whether the vendor is a Minority Institution.	<p>Used for analysis on mission goals for vendor spending.</p> <p>Make sure to select all that apply.</p>
Entity/ Contract Type	Minority Owned Business	Indicates whether the vendor is a Minority Owned Business.	
Entity/ Contract Type	Native American Owned Business	Indicates whether the vendor is a Native American Owned Business.	
Entity/ Contract Type	Other Minority Owned Business	Indicates whether the vendor is a Other Minority Owned Business.	
Entity/ Contract Type	Place of Manufacturer	Represents whether the end products procured by the contract are manufactured inside or outside the U.S.	
Entity/ Contract Type	Principal Place of Performance	For Services: The predominant place of performance at the time of award.	
Entity/ Contract Type	SBA Certified 8(a) Joint Venture	Indicates whether the vendor is a SBA Certified 8(a) Joint Venture.	
Entity/ Contract Type	Self-Certified Small Disadvantaged Business	Indicates whether the vendor is a Self-Certified Small Disadvantaged Business.	
Entity/ Contract Type	Service Contract Act	Indicates whether the transaction is subject to the Service Contract Act.	
Entity/ Contract Type	Service Disabled Veteran Owned Business	Indicates whether the vendor is a Service Disabled Veteran Owned Business.	
Entity/ Contract Type	Small Business	Indicates whether the vendor is a Small Business.	
Entity/ Contract Type	Small Disadvantaged Business	Indicates whether the vendor is a Small Disadvantaged Business.	
Entity/ Contract Type	State Name - Place of Performance	The state that is the principal place where the work was / is performed.	
Entity/ Contract Type	State of Incorporation	The state where the business is registered.	
Entity/ Contract Type	Subcontinent Asian (Asian-Indian) American Owned Business	Indicates whether the vendor is a Subcontinent Asian (Asian-Indian) American Owned Business.	
Entity/ Contract Type	U.S. Federal Government	Indicates whether the selected contractor is a Federal Government Organization or not.	

Classification	Field Name	Description	Notes/Tips
Entity/ Contract Type	U.S. Government Entity	Indicates whether the vendor is a U.S. Government Entity.	<p>Used for analysis on mission goals for vendor spending.</p> <p>Make sure to select all that apply.</p>
Supplier/ Contract Type	U.S. Local Government	Indicates whether the selected contractor is a Local Government Organization or not.	
Supplier/ Contract Type	U.S. State Government	Indicates whether the vendor is a U.S. State Government.	
Supplier/ Contract Type	Vendor Name / Legal Business Name	The name of the vendor supplying the product or service as it appears in SAM at the time of the award based on the Unique Entity Identifier (UEI) provided (currently the DUNS number).	
Supplier/ Contract Type	Veteran Owned Business	Indicates whether the vendor is a Veteran Owned Business.	
Supplier/ Contract Type	Woman Owned Business	Indicates whether the vendor is a Woman Owned Business.	
Supplier/ Contract Type	Women Owned Small Business	Indicates whether the vendor is a Women Owned Small Business.	
Supplier/ Contract Type	Zip Code - Place of Performance	Indicates whether the vendor is in the zip code of the principal place where the work was / is performed. Data field exists only in XML schema version 1.2 and later.	
Supplier/ Contract Type	Vendor Name	Indicates the name of the vendor supplying the product or service as it appears in SAM at the time of the award based on the Unique Entity Identifier (UEI) provided (currently the DUNS number).	