

FPDS Special Reports – Award to Ability One Vendor Guide v 1.0

Abstract:

The Federal Procurement Data System (FPDS) Special Reports were created in response to the need to quickly identify unique procurement scenarios. The Award to Ability One Vendor special report provides a quick reference point for all scenarios where the Vendor is part of the Ability One Program, as designated by the 'Vendor is Ability One' returning a response of 'Yes' in FPDS-NG. This enables a detailed analysis of all obligations made to Ability One Vendors, which in turn allows for a comparison of actual spend to targets for the given fiscal year.

The report captures four years of data from the Federal Procurement Data System – Next Generation (FPDS-NG), which enables organizations to analyze trends and proactively monitor progress over time. This report data is updated from FPDS-NG on a daily basis.

This guide will provide you with the following instruction:

- BI Tool Permissions and Access Information (*page 1*)
- Accessing the FPDS Special Reports (*pages 2-4*)
- Running the Award to Ability One Vendor Report – Summary and Detailed (*pages 5-6*)
- Printing and Exporting Report Data (*pages 6-7*)
- Report Logic and Calculations (*page 7*)

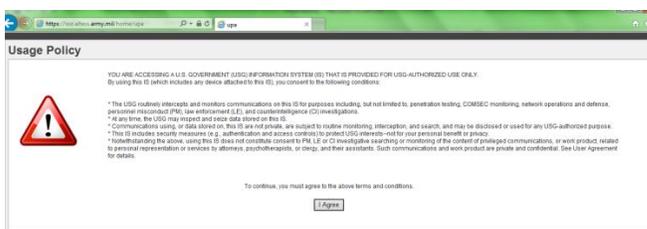
BI Tool Permissions and Access Information:

To request permission to access the BI Tool, email janice.l.romney.civ@mail.mil and provide:

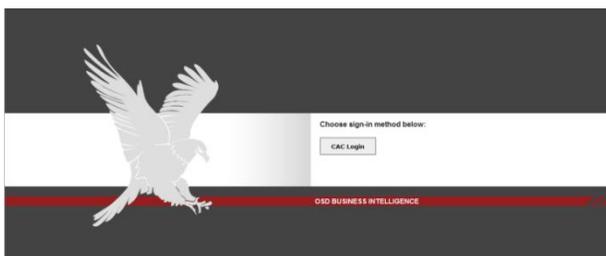
- Name, Office, DoD email address, and phone number
- DoD Identification Number (on back of CAC Card, above barcode)
- Date of completion of the DoD Cyber Awareness Challenge

Use Internet Explorer or Firefox web browser to access the tool.

1. Access website at <https://reports-osd.altess.army.mil/analytics/saw.dll?bieehome>
2. Read and agree to terms of use to launch the main log in page

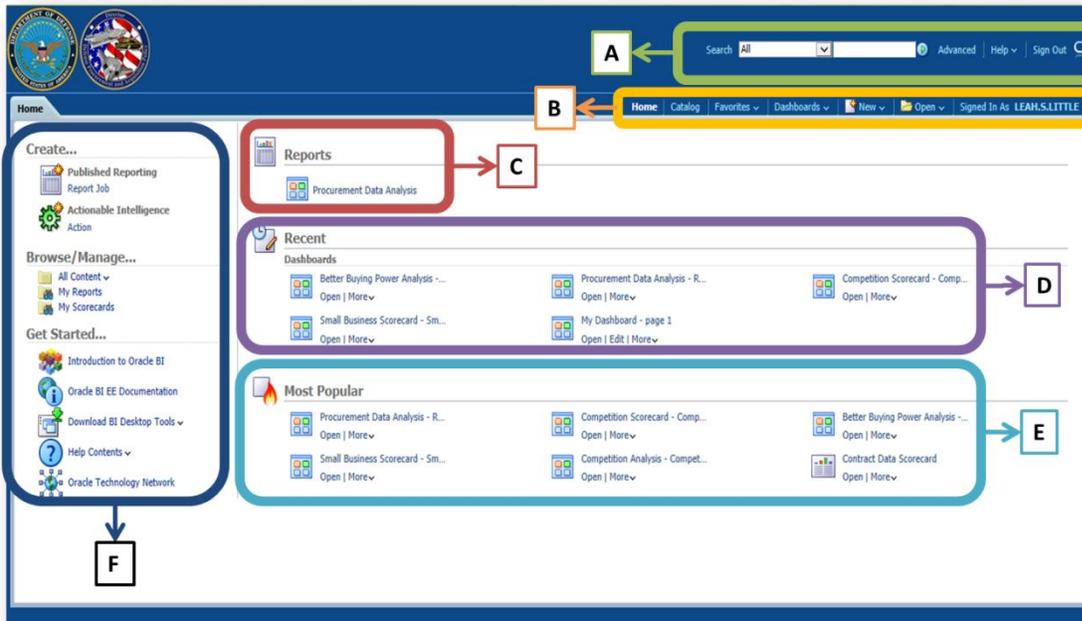


3. Click on CAC Log In, enter your PIN, and select your EMAIL certificate



Accessing the Procurement Data Analysis Dashboards and Scorecards:

1. This is the Home Page, which is standard for the Oracle OBIEE solution used.

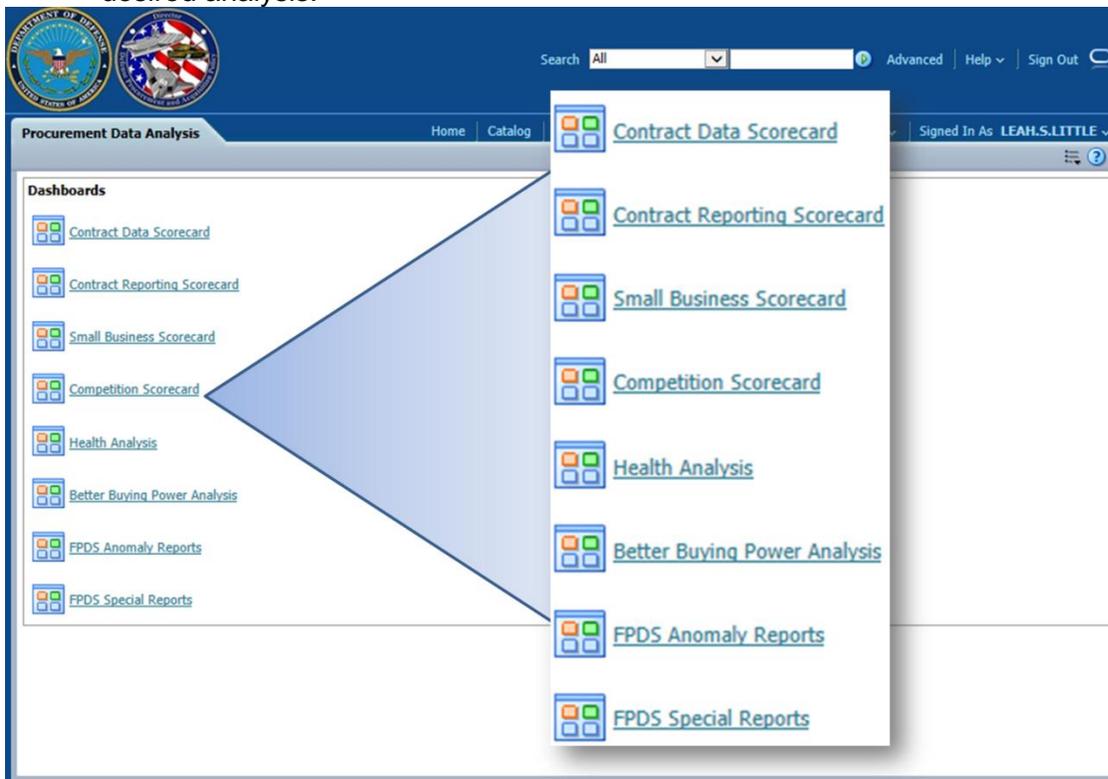


- A. The search box is on the top right, to assist in quickly finding scorecards and other items. Next to that is: Advanced (Search); Help; Sign Out (to sign out of OBIEE).
- B. Under that is the menu bar with: Home (returns you to this page); Catalog; Favorites; Dashboards; New; Open; and Signed In As (your Username).
- C. **Reports** includes all of the Procurement Data Analyses, including all scorecards.
- D. **Recently** includes each *individual user's* recently opened items, such as Dashboards list, Scorecards, etc.
- E. **Most Popular** includes the items most accessed by *all users* with the same responsibility as you are using. You can open and edit those items from this home page. When you click the 'More' button, you can access options such as Printing, Exporting, Adding the item to Favorites and viewing the Properties.
- F. There are 3 main regions on the left side which ***a typical BI Tool user should not be*** concerned with:
 - **Create** – actions for creating reports.
 - **Browse/Manage** – actions to browse content.
 - **Get Started** – to access general Oracle OBIEE product documentation, tools, and help. OSD Scorecard User Guides provide information specific to our BI Tool scorecards and reports, and will likely be more beneficial to a new user than the more detailed Oracle information.

2. Under Reports, click on the Procurement Data Analysis icon:



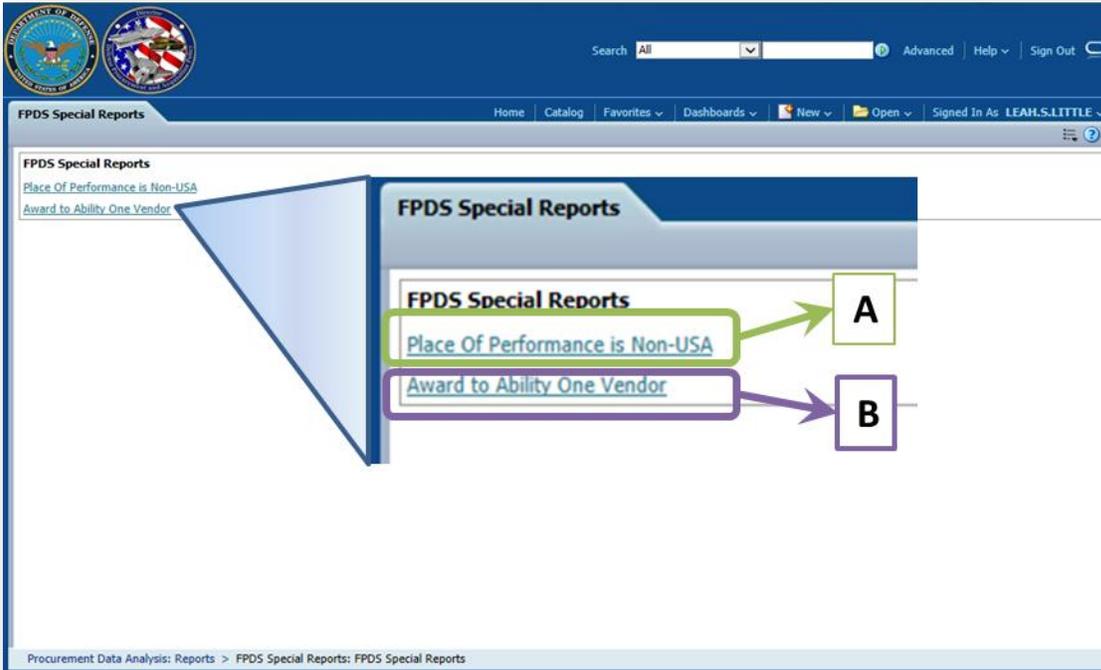
3. All of the available Procurement Data Analysis Dashboards are displayed. Click on desired analysis.



4. Click to access the FPDS Special Reports:



5. The FPDS Special Reports menu appears, showing all reports currently available. Reminder: FPDS Special Report data is updated from FPDS-NG on a daily basis.



- A. **Place of Performance is Non-USA:** Provides a comprehensive report of all DoD acquisition data related to procurements where the place of performances is outside of the USA.
- B. **Award to Ability One Vendor:** Provides a detailed report of procurement scenarios where the Vendor is part of the Ability One Program. Ability One is a non-profit socioeconomic program with a mission to provide employment opportunities for people who are blind or have other severe disabilities in the manufacture and delivery of products and services to the Federal Government.

6. Click on Award to Ability One Vendor.



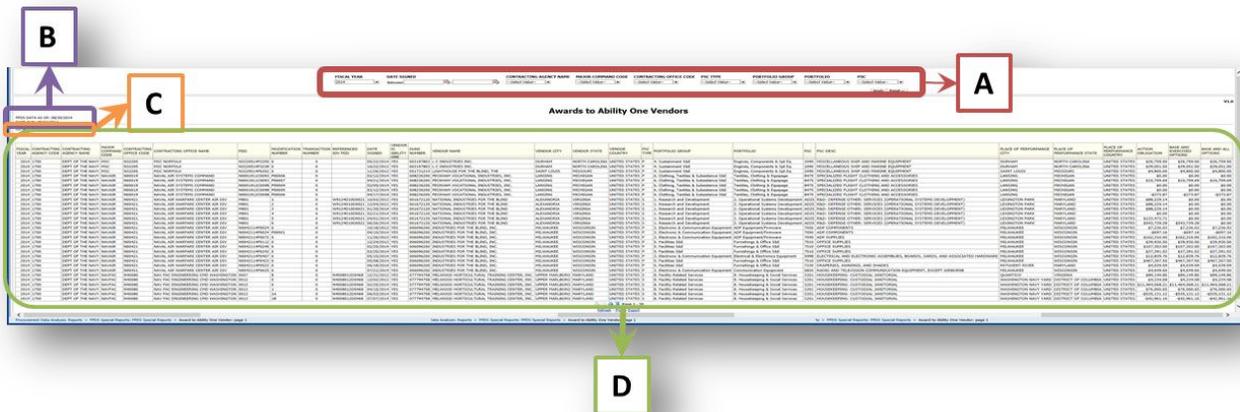
Running the Award to Ability One Vendor Report:

There is only one data display for the Award to Ability One Vendor report, shown below. This report includes a far greater amount of data elements than the typical BI Tool Report, as demonstrated by the screen shot below, which shows the entire report.



The screenshot displays a web-based report titled "Awards to Ability One Vendors". The report is presented as a large table with numerous columns, including fields for contract details, vendor information, and performance metrics. The data is organized into a grid format, with headers at the top and rows of individual award records below. The interface includes a header area with various filters and a footer with pagination information.

There are several features to point out about the Award to Ability One Vendor report prior to looking at the detailed data.



- A. There are several drop down menus at the center of the top of the page which allow users to filter data.
 - a. Available filters include: Fiscal Year, Date Signed, Contracting Agency Name, Major Command Code, Contracting Office Code, Portfolio group, Portfolio, PSC, Place of Performance Country.
 - b. **Important note!** When selecting desired filters from the drop down menus listed above, be sure to scroll to the end of the right hand side of the page and select 'Apply.'
- B. The source of the data (FPDS-NG) is displayed, and the data pulled from that source, along with the date the report was run. Data is available from FY2010 – FY2014.
- C. The total number of rows for the entire report is listed.
 - a. **Important note!** Only 30 rows of data are displayed at a time. For detailed reports with more than 30 rows, users must either select to display additional rows at the bottom of the data table, or export to another program. Instructions for exporting are in the next section of this guide.
- D. The detailed report data is displayed for each procurement, and related details. The data elements included are listed below:

Fiscal Year (FY)	Date Signed	PSC
Contracting Agency Code	Vendor is Ability One	PSC Desc
Contracting Agency Name	DUNS Number	Place of Performance City
Major Command Name	Vendor Name	Place of Performance State
Contracting Office Code	Vendor City	Place of Performance Country
Contracting Office Name	Vendor State	Action Obligation
PIID	Vendor Country	Base and Exercised Options
Modification Number	PSC Type	Base and All Options
Transaction Number	Portfolio Group	
Referenced IDV PIID	Portfolio	

Printing and Exporting Report Data

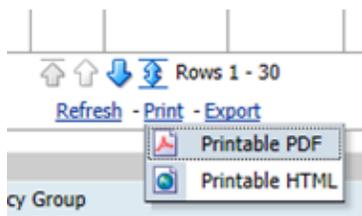
For each BI Tool report, there are options for printing as well as exporting to various different file formats. At the bottom of each report, there are links for Refresh, Print, and Export, highlighted in Orange below.

DUNS NUMBER	VENDOR NAME	VENDOR CITY	VENDOR STATE	VENDOR COUNTRY	PSC TYPE	PORTFOLIO GROUP
076094218	PRIDE INDUSTRIES	ROSEVILLE	CALIFORNIA	UNITED STATES	S	8. Facility Related Services
076094218	PRIDE INDUSTRIES	ROSEVILLE	CALIFORNIA	UNITED STATES	S	8. Facility Related Services
076094218	PRIDE INDUSTRIES	ROSEVILLE	CALIFORNIA	UNITED STATES	S	8. Facility Related Services

Refresh - Print - Export

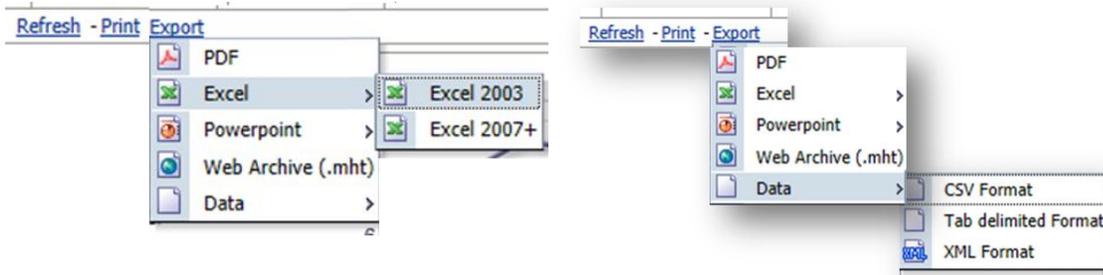
1. Printing

Users may print reports in .pdf format or in HTML. Click on the Print link, and a drop down will appear (shown below) to select the desired file format.



2. Exporting

Users may export data in a variety of formats, including .xls and .pdf. Click on the 'Export' link, and a drop down will appear (shown below) to select the desired file format. For Microsoft Excel and PowerPoint, there are options to export into 2003, or 2007 and greater versions (2007+).



It is important to note that Excel 2003 has a limit of 65,000 rows of data, whereas Excel 2007 can accommodate up to 1 million rows of data. Only 30 rows of data can be displayed at one time in the BI Tool, therefore, users should verify the amount of data they are exporting to determine the appropriate file format. The total count of data rows is calculated and displayed for the Award to Ability One Vendor report. The location of this information is highlighted in orange below. Should the rows exceed the Excel limit, the .csv file format is recommended.

FISCAL YEAR: 2014 | DATE SIGNED: Between | CONTRACTING AGENCY NAME: DEFENSE MEDIA AC | MAJOR COMMAND CODE: --Select Value-- | CONTRACTING OFFICE CODE: --Select Value--

Awards to Ability One Vendors

FPDS DATA AS OF: 08/20/2014

TOTAL NUMBER OF ROWS: 3

FISCAL YEAR	CONTRACTING AGENCY CODE	CONTRACTING AGENCY NAME	MAJOR COMMAND CODE	CONTRACTING OFFICE CODE	CONTRACTING OFFICE NAME	PIID	MODIFICATION NUMBER	TRANSACTION NUMBER	REFERENCED IDV PIID	DATE SIGNED	VENDOR IS ABILITY ONE	DUNS NUMBER	VENDOR NAME	VENDOR CITY	VENDOR STATE	VENDOR COUNTRY	PSC TYPE	PORTF
2014	97F1	DEFENSE MEDIA ACTIVITY (DMA)	UNKNOWN	HQ0028	DEFENSE MEDIA CENTER	HQ002808C0021	P00012	0		03/27/2014	YES	076094218	PRIDE INDUSTRIES	ROSEVILLE	CALIFORNIA	UNITED STATES	S	8. Fac
2014	97F1	DEFENSE MEDIA ACTIVITY (DMA)	UNKNOWN	HQ0028	DEFENSE MEDIA CENTER	HQ002814C0005	0	0		02/26/2014	YES	076094218	PRIDE INDUSTRIES	ROSEVILLE	CALIFORNIA	UNITED STATES	S	8. Fac
2014	97F1	DEFENSE MEDIA ACTIVITY (DMA)	UNKNOWN	HQ0028	DEFENSE MEDIA CENTER	HQ002814C0005	P00001	0		06/25/2014	YES	076094218	PRIDE INDUSTRIES	ROSEVILLE	CALIFORNIA	UNITED STATES	S	8. Fac

[Refresh](#) - [Print](#) - [Export](#)

Report Logic/Calculations:

This report receives all DoD (Agency 9700) data from FPDS-NG, and applies filters to only show procurements where the Contracting Department is 9700 (Department of Defense) and the 'Vendor is Ability One' field returns a response of 'Yes.'