

Calculating 'Open Contracts' in FPDS

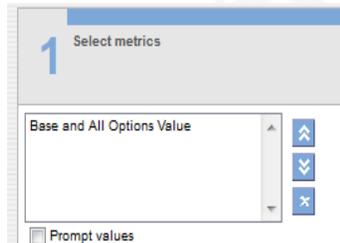
This handout outlines the process for creating an ad hoc report in FPDS that summarizes the number of open contracts for the given fiscal year.

Begin by clicking 'ad-hoc' reports on the FPDS-NG home page and click "New" in the upper left-hand corner.

Section 1: "Select Metrics"

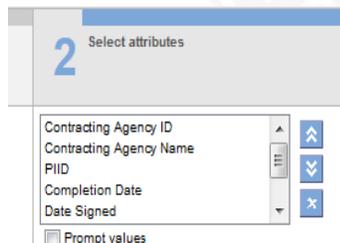
- a. Expand the "Award – IDV Information" folder
 - i. In the "Dollar Values" folder, add "Base and All Options Value"

Outcome: "Base and All Options Value" should now appear in the "Select Metrics" text box (pictured below).



Section 2: "Select Attributes"

- a. Expand the "Award – IDV Information" folder
 - i. In the "Department and Agency Information" folder, add "Contracting Agency ID" and "Contracting Agency Name"
 - ii. In the "Contract Identification" folder, add "PIID"
 - iii. In the "Contract Dates" folder, add "Completion Date" and "Date Signed"
 - iv. In the Transaction Information folder, add "Award or IDV Type"
 - v. In the Vendor Information folder, add "Contractor Name."



Outcome: All variables listed above now appear in the "Select Attributes" text box (pictured below).

Section 3: “Select Time, Filters and Rankings”

- a. Under the “Add Filter” section:
 - i. Select “Contracting Agency Name” from the first drop-down menu, and “show only” from the second drop-down menu.
 - a. Click “Manually enter a value” below the text box and type in the name of your agency. When finished, click “add.”
 - a) Note: You can also “Select attribute values” and select your agency’s name from FPDS’ pre-populated list of options.
 - b) If you’d prefer to use your agency’s “Contracting Agency ID,” select “Contracting Agency ID” from the first drop-down and enter the ID number using one of the two options outlined above.
 - ii. Select “Completion Date” from the first drop-down, and “only show values greater than or equal to” from the second drop-down menu. Enter the first day of the given fiscal year (e.g., “10/01/2011” for FY12) into the text box. When finished, click “add.”

Outcome: The following two filters will appear in the “report filters” section (pictured below).



Section 4: “Layout and Setup”

- i. Arrange the column headings to structure the output as you desire. To arrange columns, either (1) click the double arrows to move the field in the desired direction, or click and drag the column to the desired location.
 - a. The recommended output structure (from left to right) is: Contracting Agency Name, Contracting Agency ID, PIID, Contractor Name, Award or IDV Type, Date Signed, Completion Date.
- ii. Click the blue “Save” button in the upper right-hand corner to save the report criteria. This will allow you to return to this report at a later date, if desired. Specify a “Report Name” and click OK.
 - a. To return to a saved report, go to the FPDS home page, and the report will be in your “Personal Folder.”
- iii. Click the “Execute” button.
- iv. In the “For Date Signed only show values between” fields, enter the last of the given fiscal year as the end date (e.g., “09/30/2012” for FY12). The maximum range allowed is

5 years. To go back further than this period, you'll need to re-run the report with a different specified range.

- v. Click "Display Report" to generate the report. Results can be exported to Microsoft Excel by clicking the "Export" button in the upper left-hand corner.

The report will display multiple entries for each PIID that reflect the dates signed for each award and subsequent modifications. Consequently, the spreadsheet should be modified to remove all but one entry for each PIID. This will enable the development of an accurate count of contracts that were open during the given fiscal year.

These instructions only provide the most basic elements of a contract inventory. The report can be modified by adding other attributes that define the character of the contract or order that is being administered e.g., contract type.

