

Data Quality Record for Long-Term Performance Goal

Long-Term Performance Goal Text: By September 30, 2022, reduce procurement processing time by achieving 100% of procurement action lead times (PALT)

Goal Number/Objective: Goal 3: Rule of Law and Process/Objective 3.5: Improve Efficiency and Effectiveness

NPM Lead: Office of Mission Support (OMS)

1a. Purpose of Long-Term Performance Goal:

To track the timeliness of the agency's processing contract actions. As a result of these efforts, EPA will become a more efficient and effective agency by reducing processing time and costs and providing customers (i.e., EPA programs and regions) assurance on timeliness for the procurement needs.

1b. Performance Measure Term Definitions:

Percent of all contract actions awarded within the Procurement Action Lead Time (PALT) window. PALT is a federal government wide acquisition standard that approximates the number of calendar days from the time the contracting officer accepts a complete acquisition package to the time of award. An acceptable acquisition package includes at least the following: certified and approved Procurement Request (PR) or other funding document; completed independent government cost estimate; completed specifications and/or performance work statement, statement of work, statement of objectives; and Market Research documentation.

1c. Unit of Measure: Percent

2a. Data Source:

- Relevant information system: EPA's Acquisition System (EAS)
- Entity that reports data to the system: EPA contract officer representatives (CORs) and Contract Officers (CO)
- Frequency of reporting primary data: Data are updated nightly in EAS
- Reference to Quality Assurance Project Plan: N/A

2b. Data needed for interpretation of (calculated) Performance Result:

- Baseline: Using FY 2018 PALT data, EPA, established the baseline of 77% of all procurement actions awarded within PALT.
- Data will be generated via PALT report which accesses data from EAS.
- Universe: Outlined in EPAAG 7.1.1, PALT Standards, including definitions of all PALT windows.
- The FY 2019 target is 85% of all contract actions.

3. Methodology:

Tracking timeliness of PRs in EAS from release to award. PALT is initiated once the document is released in EAS, meaning that the document is ready for a CO's review without any errors identified by EAS. The PALT time ends once the contract is awarded.

4. Data Limitations/Qualifications:

EPA understands that unforeseen anomalies occur during the acquisition process however the agency (i.e., COR and alternate COR being out on unplanned, extended leave and CO not having a point of contact, etc.) does not stop EAS from measuring the PALT time. If there is an anomaly in the process between release and award, then the agency would explain that during data review.

5. Technical Contact:

Dan Coogan/202-564-1862

6. Certification Statement/Signature

I certify the information in this DQR is complete and accurate.

DAA Signature Wesley J. Carpenter