May 25, 2000

MEMORANDUM FOR AGENCY SENIOR PROCUREMENT EXECUTIVES
AND THE DEPUTY UNDER SECRETARY
OF DEFENSE (ACQUISITION REFORM)

FROM: Deidre A. Lee /s/
Administrator

SUBJECT: Recession of Monthly Reporting on Electronic Commerce Statistics to
the General Services Administration

The purpose of this memorandum is to rescind OFPP’s request (dated December 23,
1996) for monthly reporting to the General Services Administration's Electronic Commerce
Program Office (ECPO) on certain electronic commerce (EC) activity. While ECPO’s Online
Statistical Reporting System has served as a successful tool to help streamline the reporting of
EC information gathered by agencies, many agencies still lack the means to internally collect the
data from their files easily and without significant cost consequences. Our goal is to migrate to
improved measures and more cost effective collection processes that will support our overall
efforts to manage for results.

We need to have useful EC metrics to measure whether the electronic applications
applied to our transactions are effective. In this regard, as you know, the Procurement
Executives Council (PEC) EC Committee developed questions last fall (in conjunction with
OMB and representatives of the Chief Information Officers Council and the Chief Financial
Officers Council) to assist in identifying trends in agency EC activities for FY 1999. I view this
as a first step in improving the way we think about how progress should be gauged and urge you
to actively participate as we build on these efforts.

With regard to data, as a general matter, collection of transactional information remains a
challenge, since data reporting systems currently in place generally are not presently structured
to capture this information in an efficient and comprehensive manner. The PEC is striving to
meet this challenge through an initiative to re-engineer the Federal Procurement Data System
into a management information system that takes better advantage of current technological
capability, is easily accessible, and provides timely, relevant and reliable acquisition information
to support critical agency business decision-making. It is important for your agency to actively
engage in this initiative.
We will also be working towards improving other available data collection mechanisms that can provide greater insight into our EC activities. For example, we are working with GSA and the Small Business Administration (SBA) to assess how we can improve reporting on our purchase card activity including tracking transactions going to the small business community. In addition, it is our intention that the single point of entry (SPE) for access to open market business opportunities has the ability to capture activity, as appropriate, going through the SPE.

I appreciate your cooperation in these varied efforts to strengthen our metrics and management information processes. Questions regarding this memorandum should be directed to Julie Basile at (202) 395 - 4821 (email: Julie_Basile@omb.eop.gov).