

New Management System

PRIVACY IMPACT ASSESSMENT SUMMARY

System Name: New Management System

Managing Office: USAID Office of Acquisition and Assistance

SUMMARY: The USAID Privacy Office, in conjunction with its Office of Acquisition and Assistance, gives notice that it has conducted a Privacy Impact Assessment (PIA) of the New Management System (NMS). NMS collects procurement information (purchase orders, contracts and grants) which includes vendor data, shipping data, items/services purchased, costs, etc.

What elements of PII are being collected?

The Office of Acquisition and Assistance uses NMS to collect vendor data. Some of the vendors are individuals, and as such, the system collects their names, addresses and phone numbers. However, these individuals are acting in their entrepreneurial capacity, not as individuals, as defined within the Privacy Act.

Why is the PII being collected?

The Office of Acquisition and Assistance uses the information to write contracts and record the awards in our A&A data warehouse.

What opportunities are provided to individuals to consent to the use of this information collection?

No opportunity for consent are provided, as vendors are required to provide the information in order to perform business with USAID.

What is the Agency's intended use of the information?

USAID utilizes this information to write contracts and record the awards in our A&A data warehouse, and uses the data for reporting. However, when reporting outside of USAID, the system uses a generic identifier (the DUNS number) instead of addresses.

Who has access to the information?

Contracting officers have access to vendor information in the contract document, and the information is shared with the Phoenix system.

Information Security

Access to NMS is role-based. Only the Contracting Officers and the system administrators have access to the vendor information.

Does this collection require a System of Record Notice?

No. All information in this system is provided by vendors in their business capacity and is thereby not protected under the Privacy Act (5 U.S.C. 552a), as amended; therefore, a system of records notice is not required for this system.