Attachment B - Product Service Code (PSC) Change Business Case

|  |  |
| --- | --- |
| **PSC Number:** | [Enter proposed or existing PSC number]  |
| **PSC Title:** | [Enter proposed or existing PSC Title to be posted. Make sure the format of the title is consistent with existing PSC] |
| **Version:** | [Enter the current version--e.g. Version 1, Version 2, etc.--if the business case was revised based on feedback from PCE or other officials.]  |

|  |
| --- |
| 1. **Executive Approval (e.g. Category Manager, Category Executive, etc.)**
 |
| Name (First, Last):Email:SME Area Represented: |
| X Date Signed  |

|  |
| --- |
| 1. **Additional Stakeholders (If applicable)**
 |
| **[If other families of PSCs are impacted by the proposed change, concurrence from other stakeholders (Category Managers, subject matter experts, etc.) must be completed before submitting the business case for consideration.]** Name (First, Last):Email:SME Area Represented:Signature:Name (First, Last):Email:SME Area Represented: |

|  |
| --- |
| 1. **Background on Proposed PSC Change Request**
 |
| **Background: (one business case can be submitted for multiple codes).** |
| * Provide a brief background on why the change is being proposed.
	+ Include data on the use of existing codes;
	+ other data management initiatives considered that would meet the need without changing/creating codes; and
	+ other relevant information on why this is necessary.
* Provide the specifics about what is being proposed:
	+ change in a definition,
	+ change in a code scheme,
	+ creation of a code, or
	+ other type of change.
* For the proposed PSC(s), please provide the following applicable data:
	+ PSC four digit code, PSC Name, PSC Full Name or description, Parent PSC Code, Inclusions, Exclusions, and Category Information (e.g. numerical Value of the level category and sublevel category (e.g. 12, 12.4. etc.)), (Name of a level category and sublevel category (e.g. Weapons, Guns))
* If applicable, provide a mapping linking the current code scheme to the proposed code scheme?

 |

|  |
| --- |
| 1. **SME’s Analysis**
 |
| **[The SMEs will use the following questions to guide the analysis. The questions below are meant to ascertain the core set of information needed to make federal-wide determinations for changes.**  |
| **If the question is not applicable, please state “Not Applicable” or “N/A” for the respective question. Please be brief.]*** Are the proposed changes to the PSCs governmentwide or agency specific?
* If agency specific, which agencies, and why is a Federal-wide change needed?
* What other data management options were considered before deciding a change in the codes was necessary? For example, if more granular data are needed, will using uniform line items achieve results rather than adding more PSCs?
* How does this proposed change improve the Federal government’s ability to use these data in making decisions and what other options may be available for achieving this goal?
* What is the "change management" plan to inform and educate the acquisition workforce, industry, and other users on the proposed PSC coding schema?

SME’s Decision on the Proposed Change Request(s):**[Please make sure your responses to each of the following are brief.]*** Does the SME concur with proposed change moving forward for PCE comment and analysis (yes or no)?
* If no, why not (provide information back to executive that concurred on submission)?
 |

|  |
| --- |
| 1. **PCE’s Decision**
 |
| [ ] **Approved**[Enter the date of the PCE meeting in which the PCE approved the business case.] [ ] **Not Approved**[If the PCE does not concur with the proposed changes, the PCE must provide an explanation above and/or alternatives that will support meeting the intended outcomes of the proposed change.]  |

|  |
| --- |
| 1. **OMB’s Adjudication of Appeals**
 |
| **As stated in the Product Service Codes (PSCs) Management Standard Operating Procedures, any disagreements in data management among the stakeholders will be resolved by OMB. Below is OMB’s final decision:]** |