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

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| **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.]  |

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

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| 1. **Additional Stakeholders (If applicable)**
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| **[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: |

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| 1. **Background on Proposed PSC Change Request**
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| **[Brief background on why the change is being proposed, include data on 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.** |
| **Background: provide the specifics about what is being proposed, change in a definition, change in a code, creation of a code, or change across multiple codes (one business case can be submitted for multiple codes).** **Is there a mapping comparing the current code scheme to the proposed code scheme?**  |

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| 1. **SME’s Analysis**
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| **[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)?
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| 1. **PCE’s Decision**
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| [ ] **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.]  |

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| 1. **OMB’s Adjudication of Appeals**
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| **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:]** |