



July 29, 2013

MEMORANDUM FOR: Department-wide Program Managers and Acquisition Staff (except PTO)

FROM:   
Barry Berkowitz  
Procurement Executive and  
Director, Office of Acquisition Management

SUBJECT: Changes to the Department's Forecasting and Advanced Acquisition  
Planning System (FAAPS)

Acquisition planning is a statutory and regulatory requirement for executive branch agencies. The law requires agencies to compile and make available projections of contracting opportunities that small businesses (including minority, women-owned, HUBZone, veteran-owned, and service-disabled veteran-owned) may be able to perform. Department Acquisition Offices work throughout the fiscal year (FY) with all of their customers to ensure their acquisition needs are met before the end of the FY closeout. The intent is to continue to improve the agency's acquisition planning efforts that are essential for ensuring the timely execution of requirements and the quality of award of contracts.

The web-based Forecasting and Advanced Acquisition Planning System (FAAPS), available at <http://fido.gov/doc/aap/>, is the system mandated by the Department of Commerce (except PTO) for development of acquisition plans and forecasts of business opportunities made available to the public. The Acquisition Functional Change Control and Data Standardization Board has worked diligently to improve the Department's Forecasting and Advanced Acquisition Planning System (FAAPS). This memo provides you with the most recent policy and system changes:

- Actions over \$150,000 **must** be entered in FAAPS.
- The Advanced Acquisition Planning (AAP) number, assigned by FAAPS, is now a mandatory field within C.Request. All requisitions must include an AAP number in order to be submitted to your acquisition servicing office.
- The following fields are no longer needed in FAAPS and have been removed: ARRA, Estimated Number of Actions this FY, and Final Contract Completion Date
- The following fields are no longer mandatory in FAAPS: Contractor/Provider contact information, Strategic Sourcing and Sustainable Acquisition Preference.
- Valid Contract Vehicle options are: New Contract Award, Option, Task Order/Delivery Order, Modification, Awarded, No Longer Required (Due to Budget/Sequestration), No Longer Required (Due to Program Change)
- FAAPS data shall be updated at the end of each quarter of the fiscal year to enable accurate planning.
- Individual Procurement Offices provide their customers with final cut-off dates for submittal of procurement requests and requirements packages. Any action submitted after that date will be considered an unplanned action. Planned actions will receive priority over unplanned actions. While acquisition offices will strive to award all actions, they cannot guarantee award for requirements that are not properly planned.

All Bureau's provide their customers with the following FAAPS Point of Contact(s) should you have any questions:

[clientservices@noaa.gov](mailto:clientservices@noaa.gov)

Deborah Sampson ([deborah.c.sampson@noaa.gov](mailto:deborah.c.sampson@noaa.gov))

○ **OS:**

Wendell Atkinson ([watkinson@doc.gov](mailto:watkinson@doc.gov))

Kathleen McGrath ([kmcgrath@doc.gov](mailto:kmcgrath@doc.gov))

Kirk Boykin ([kboykin@doc.gov](mailto:kboykin@doc.gov))

Kaliyma Johnson ([kjohnson3@doc.gov](mailto:kjohnson3@doc.gov))

○ **Census:**

Dijon Ferdinand ([dijon.f.ferdinand@census.gov](mailto:dijon.f.ferdinand@census.gov))

Samantha Cosh ([samantha.clarice.cosh@census.gov](mailto:samantha.clarice.cosh@census.gov))

○ **NIST:**

Megan Bollitt ([megan.bollitt@nist.gov](mailto:megan.bollitt@nist.gov))

Kevin Doss ([kevin.doss@nist.gov](mailto:kevin.doss@nist.gov))

### Data Fields Available within FAAPS

Field Name	System Assigned	Required	Explanation of Field
AAP No.	X	Yes	This is a system assigned number that identifies the Advanced Acquisition Plan (AAP)
FY Report	X	Yes	This is a system assigned value that identifies the current reporting Fiscal Year and Period
Organization Code		Yes	Select your operating area from the combination provided.
Procurement Office		Yes	Select the Servicing Acquisition Office.
Requirement Type		Yes	Select the best description from the drop-down.
Contract Vehicle		Yes	Values: New Contract Award, New Award Option, New Task Order Award
Public View		Yes	"Yes" means that this requirement will be published in AAP/Small Business Forecast. "No" means that publishing this requirement description may compromise security or program requirements. i.e.; classified or sensitive.
Not Public Justification (If no)		Yes	Provide a brief reason why publishing this requirement description to the public may compromise security or program requirements, for example, Classified System, etc.
Requirement Description		No	This field is internal use only and NOT available for Public.

(Internal)			
Requirement Description (Public)		Yes	This field should be as detailed as possible within [TBD] characters; avoid vendor specific requirements.
Strategic Sourcing		No	Values: Yes or No Do you anticipate using Strategic Sourcing for this requirement?
Primary NAICS Code		Yes	Please click on the "NAICS Codes on the Web" link and select the most appropriate North American Industry Code for the type of product or service being procured.
Competitive		Yes	Yes = Competitive No = Non-competitive Note: If Contract Vehicle is Existing, then the system will set Competitive = No
Acquisition Method		Yes	Required for Actions over \$150K Choose one of the following: Contract includes Fixed Price Contracts, Cost Reimbursement Contracts, Indefinite-Delivery (IDV) Contracts and Time and Materials/Labor Hour (T&M/LH) Contracts PO - Purchase Order BPA - Blanket Purchase Agreement BOA - Basic Ordering Agreement GWAC/MAC/GSA/IDIQ - Govt Schedules NOAA Link - GTask Order against NOAA contract for IT Other Use Other when none of the others listed in this section adequately describes this requirement.
Small Business Program		No	Coordinate with your Acquisition Office and then Select from the following choices: None - No Small Business is contemplated TBD – To be determined  As described in FAR Part 19 ( <a href="http://205.130.237.11/far/current/html/FARTOCP19.html#wp223561">http://205.130.237.11/far/current/html/FARTOCP19.html#wp223561</a> ): SB - Total is contemplated for Small Business HUBZone - Procurement is contemplated for HUBZone-certified businesses SDVOSB - Procurement is contemplated for Service-Disabled Veteran-Owned Small Businesses 8(a) - Procurement is contemplated for 8(a) Program

Sustainable (i.e. Environmental) Acquisition Preference(s)		No	<p>Select from the following choices:</p> <p>Yes - Requirement (item or service) IS subject to Federal Environmental Procurement Preference(s)</p> <p>No - Requirement (item or service) IS NOT subject to Federal Environmental Procurement Preference(s)</p> <p>Federal policy and various statutes require that environmentally sustainable products and services be specified and acquired to the maximum extent practicable. Examples include: Energy-efficient (Energy Star, FEMP-designated, and low-standby power) devices and water efficient products and services; biobased products; products containing recovered/recycled materials; environmentally preferable products and services, including EPEAT-registered electronic products; and non-ozone depleting substances.</p> <p>For more information, including documenting exceptions, see DOC's Green Procurement Program (Commerce Acquisition Manual 1323-70) at <a href="http://oam.eas.commerce.gov/docs/CAM%201323%20070%20Green%20Procurement%20Program%20Final%20May2009.pdf">http://oam.eas.commerce.gov/docs/CAM%201323%20070%20Green%20Procurement%20Program%20Final%20May2009.pdf</a></p>
Procurement Type	X	Yes	Choose from the Drop Down list of values.
Funding This FY \$		Yes	Current FY Funding
Total Value		Yes	
Expected Dollar Range	X		Automatically calculated based on "Total Value"
Requisition Submission Date		Yes	The date that this AAP Requisition will be submitted to the Acquisition Office.
RFP/RFQ Date	X	Yes	This field is automatically calculated.
Release FY	X	Yes	This field is automatically calculated.
Release QTR	X	Yes	This field is automatically calculated.

Award Date	X	Yes	This field is automatically calculated.
Award FY	X	Yes	This field is automatically calculated.
Award QTR	X	Yes	This field is automatically calculated.
COR Name		Yes	Name of the person in the program office (COR) who will be responsible for this acquisition
COR Phone Number		Yes	Telephone
COR Email Address		Yes	Email Address
Contract/Procurement Number		Yes	This is the contract number on existing contract vehicles only.
Contractor/Provider Name:		No	Name of company or government agency that is providing service or product. This information will be published in the Forecast.
Contractor/Provider Point of Contact:		No	Full name of Point of Contact
Contractor/Provider Phone Number:		No	Phone Number
Contractor/Provider Email Address:		No	Email Address
Procurement Use By others:		No	Select from the following choices: N/A Not Applicable LO/SO Only NOAA Wide DOC Wide MOU
Services		Yes	
IT Buy		Yes	It this an IT Buy?
IT Buy Type		Yes	Select from the following choices: Software Hardware IT services Other

Is a Formal Acquisition Plan Required?	X	Yes	Automatic calculation based on Funding Total. Yes if greater than \$10 million.
Does a Formal Acquisition Plan Exist? (req only if over \$10M)		Yes	Yes, if AP exists.
Public Point of Contact Name:		Yes	Point of Contact Name (first name and last name). This name will be released to the public. Should be someone with knowledge of the procurement who is willing to speak with vendors. This could be someone from the Servicing Acquisition Office (Contract Specialist, the OE Small Business Specialist); however, it can be the appropriate Program Manager.
Public Point of Contact Phone Number:		Yes	Telephone
Public Point of Contact Email Address:		Yes	Email Address
Last Changed	X		This field is automatically calculated.
Mark Complete		Yes	
Approved	X	Yes	