

Annual Acquisition Planning (AAP) Module Fact Sheet

What is the Annual Acquisition Planning (AAP) Module?

The AAP module is an acquisition tool developed over the past few years that links to the PSC Acquisition Management Services Workload Report found at <https://pscacquisitions.hhs.gov>. This Workload Report includes contractual documents which have been uploaded by our Contract Specialists into PRISM as well as status updates for acquisition milestones that are completed.

It is our goal to jointly utilize the AAP for workload scheduling, monitoring and most importantly, to facilitate continuous discussions on acquisition approach, timelines, processes, training and documentation. With current and anticipated budget constraints and initiatives that focus on the reduction of contract dollars, it becomes even more critical to have advance acquisition planning so that resources are most effectively and efficiently utilized.

What Benefits does it offer Customers?

By linking to this Workload Report, the AAP module benefits each of our mandatory HHS customers giving them updates as to the status of their requirements and access to contractual documents. It also benefits our staff by enabling our managers to jointly utilize the module for workload scheduling, monitoring and most importantly, to facilitate discussions on acquisition approach, timelines, processes, training and documentation.

What access is available to users of the module?

Users have the ability to either “submit” requirements in the module or “view” requirements. Only those individuals designated with the ability to “submit” requirements may submit the requirement to PSC. Those individuals designated with the ability to “view” requirements in the module may “create” and “view” their organization’s contract actions included in the module but cannot submit them to PSC. In most instances, only one or two individuals in each organization are given the ability to submit requirements in the module. Each organization has a point of contact that provides the names of users and their level of access to PSC. Customers that were provided a user ID and password in a prior year that need assistance getting access should contact PSC’s help desk at 301-443-7747.

What is the significance of the AAP No. associated with each contract action?

The AAP No. is used to track requirements throughout the lifecycle of the procurement. Without it, PSC Branch Chiefs often have no way of matching requirements submitted by customers. Often the description/title of services included in the original AAP plan does not match the description/title included in the requisition. Therefore, it is absolutely critical that those who enter requisitions in iProcurement, a production module within UFMS, include the AAP No. on the requisition. Once entered, an AAP record is created and this No. is associated with the workload report generated by the Specialist.

Is guidance available on use of the module?

Below are links to tutorials:

[Navigation](#)

[Create/Edit](#)

[Submit](#)

Instructions for Program Staff on use of the module can also be found at the following link:

<http://www.psc.gov/ams/docsguidance.html>