

ANNUAL ACQUISITIONS PLANNING PROGRAM OFFICE USER
GUIDE

March 02, 2015

1.1

JACOBS™

IN SUPPORT OF THE PROGRAM SUPPORT CENTER (PSC)



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1.0 INTRODUCTION

The Annual Acquisition Planning (AAP) module is component of the PSC Acquisitions website. The module was designed to automate the AAP requirement¹ by the HHS Acquisition Regulation (HHSAR). In the past, the Program Support Center's (PSC) Procurement Management Portfolio (PMP) has utilized a spreadsheet to solicit Program Office's AAP. The spreadsheet was divided into three parts; Part 1-Negotiated, Part 2-Simplified, and Part 3-Assisted Acquisition. The AAP module will focus on Part 1 and will be used to link each program office's AAP entries to specific actions in the Contract Specialist's workload report as well as documents in PRISM. The AAP module will allow program offices to create an entry for each of their acquisition requirements, including basic data such as a description, projected obligation, the time of year the acquisition is expected to take place, and the point of contact.

2.0 AAP PROCESS OUTLINE

Figure 2.1 – Process Flow

Process	Performed by	Description
1.1 - Create/Edit AAP Entries	Program Office	Users will begin to create and edit AAP records in preparation for the upcoming Fiscal Year
1.2 - Submit AAP Entry	Program Office	Upon review of their AAP, users will submit their AAP records to PMP for review.
1.3 - Reopen AAP entry	Program Office	User can correct records that have been sent to PMP or recall a record to provide more information.
2.1 - Accept or Return	PMP Management	PMP will meet with the program office and determine what actions are complete and can be processed or PMP can return records back to the program to obtain more information

¹ HHSAR 307.1 - <http://www.hhs.gov/regulations/hhsar/subpart307.html>

Process	Performed by	Description
3.1 - Assign	Branch Chiefs	After meeting with the program office, Branch Chiefs can begin to assign AAP records to Contract Specialists. Once assigned program offices will start seeing information from the Specialist's workload report
4.1 - Perform Acquisition	Contract Specialists	Contract Specialists will continue to update their workload report with the current status of the requirement until it has been awarded.

Table 2.1 – Process Flow Description

3.0 USING THE AAP MODULE

3.1 The Main AAP Page

The Main AAP page, which can be seen in **Figure 3.1.1** below, contains a list of all AAP entries that exist in the system by program office. The results can be filtered by Agency, Fiscal Year, Fiscal Quarter, and Status.

ANNUAL ACQUISITION PLAN SUBMIT INCIDENT | RESET PASSWORD | PRISM DOCUMENT VIEW | LOGOUT | CLOSE

[Create New AAP Entry](#)

Agency: PSC-PMP | Fiscal Year: 2015 | Fiscal Quarter: All Quarters | Status: All Statuses | Filter

PSC-PMP: 2 AAP entries

Select	AAP	FY Qtr	Description	Total Est. Amount	Current FY Amount	Action Type	PSC	FOC	AAP Status	Assigned Specialist	Acquisition Stage
<input type="checkbox"/>	15:PSC-SAS-002	1	Exercise option for Acquisition Support and Development Services (ASDS) contract (Jacobs).	\$7,138,960.40	\$1,539,557.87	Exercise Option HHSN263999900038I/HHSP233201175011W Current Comp: 12/13/2015 Ultimate Comp: 12/13/2015	D306	Engel, Martin	Assigned	PRESTON, P	09-Awarded
<input type="checkbox"/>	15:PSC-SAS-004	2	Develop a survey system for the PSC to use with their customers.	\$400,000.00	\$100,000.00	New Award	D318	Doe, John	Draft		--

Submit selected PSC-PMP AAP entries to PSC:

Figure 3.1.1: Main AAP Page

A breakdown of the sections of this page can be found below:

- 1) **The header navigation bar:** This blue bar at the top of the screen contains the following links:
 - PRISM Document View: This link launches the PRISM Document View page. For more details reference [Section 3.5 PRISM Document Page](#).
 - Submit an Incident: This link launches the Submit an Incident page. For more details reference [Section 3.7 AAP Submit an Incident Page](#).

- Close: This closes the module.
- 2) **Filters for the current list:** These drop-down lists allow you to filter the list by program office, planned fiscal year, fiscal quarter, and current AAP entry status. The different statuses that an entry can have are listed below:
- Draft: These are AAP entries that have been entered by the program office, but have not yet been submitted to Procurement Management Portfolio (PMP).
 - Submitted: These are AAP entries that have been submitted to PMP, but PMP has not yet accepted the submission as being complete and adequate.
 - Accepted: These AAP entries have been accepted by PMP management, but they have not yet been assigned to a contract officer/specialist.
 - Assigned: These entries have been assigned to a contract officer/specialist.
 - Returned: These are AAP entries that have been submitted to PMP, but PMP has returned them to the program office to edit. Entries can be returned for any reason, but the usual case would be that the entry is not descriptive enough of the planned acquisition.
 - Rolled Over: These AAP entries were planned for one fiscal year, but for whatever reason, the program office is no longer planning on making this acquisition until a later fiscal year. AAP entries in this status have been rolled-over into a new AAP for a later FY.
- 3) **Listing of AAP entries:** In this area, each program office is broken out into its own section.
- Clicking on any of the column headers will sort the table by that column. Click the header again to sort the opposite direction.
 - Clicking on the AAP entry number displays the AAP Details page for that record. The AAP Details page is discussed in more detail in [Section 3.4 AAP Details Page](#).
 - If the AAP entry has an “Action Type” of 'Modification', 'Exercise Option', 'New Order Against Existing Award', or 'Follow-on To Existing Award', then the referenced award number can be clicked to launch the HCAS Document View for the BASE version of that award.
 - The “Point of Contact” is the person with which PSC should contact with any questions regarding this acquisition.
 - The “AAP Status” column displays the status of the AAP entry. Can be one of the following:
 - i. **Draft-** This entry is still being worked on, and has not yet been submitted to PSC.

- ii. **Submitted-** This entry has been submitted to PSC, and is awaiting PSC's acceptance or return. Click on the “Recall” link will place the AAP back in Draft status.
- iii. **Accepted-** This entry has been accepted by PSC, but not yet assigned to a contract specialist.
- iv. **Assigned-** This entry has been accepted by PSC and assigned to a contract specialist.
- v. **Returned-** This entry has been returned by PSC to the program office for further edits. Click on the “Recall” link will place the AAP back in Draft status.
- vi. **Rolled Over-** This entry has been rolled-over to a later fiscal year. The new AAP number can be seen in entry's status history.

- The “Assigned Specialist” is the contract specialist who is assigned to the AAP.
- Holding the mouse over the “PSC” (Product/Service Code) column displays the PSC description, as well as any initiatives that it falls under (i.e. MSS, Green, etc.).

4) **Submit Button:** Underneath each list of AAP entries sits the Submit button, which can be seen in **Figure 3.1.2** below. First, check the box next to each record that requires submission (click on the “All” or “None” links in the Select column header to the column’s check boxes), and then click the "Submit" button.

ANNUAL ACQUISITION PLAN SUBMIT INCIDENT | RESET PASSWORD | PRISM DOCUMENT VIEW | LOGOUT | CLOSE

[Create New AAP Entry](#)

Agency: PSC-PMP | Fiscal Year: All Years | Fiscal Quarter: All Quarters | Status: All Statuses |

PSC-PMP: 7 AAP entries

Select All None	AAP ▲	FY Qtr	Description	Total Est. Amount	Current FY Amount	Action Type	PSC	POC	AAP Status	Assigned Specialist	Acquisition Stage
	14-PSC-SAS-001	2	HSPD-12 and security System services	\$250,000,000.00	\$ 0.00	Follow-on To Existing Award	R430	Joy, Patrick	Accepted (recall)		Unassigned
	14-PSC-SAS-002	2	Program Support. Policy/Program Assessment and Technical Assessment	\$250,000,000.00	\$250,000.00	Follow-on To Existing Award	R699	Joy, Patrick	Assigned	ESKANDARI, J	06 - In Evaluation Stage
	14-PSC-SAS-003	2	NAS - IDIQ contract	\$50,000,000.00	\$10,000.00	Follow-on To Existing Award	B599	Joy, Patrick	Assigned	BRADY, K (Inactive)	09 - Awarded
	14-PSC-SAS-004	1	Contract Closeout Support	\$3,283,118.00	\$1,415,424.00	Exercise Option HHSP233201300032C Current Comp: 12/15/2015 Ultimate Comp: 12/15/2015	R704	Waldman-Strugatch, Libby	Assigned	ESKANDARI, J	09 - Awarded
	14-PSC-SAS-005	1	Acquisition System Support and Development Services	\$7,231,057.94	\$1,498,956.20	Exercise Option HHSN263999900038I/HHSP233201175011W Current Comp: 12/13/2015 Ultimate Comp: 12/13/2015	D306	Engel, Martin	Assigned	HORKAN, J	09 - Awarded
	15-PSC-SAS-002	1	Exercise option for Acquisition Support and Development Services (ASDS) contract (Jacobs).	\$7,138,960.40	\$1,539,557.87	Exercise Option HHSN263999900038I/HHSP233201175011W Current Comp: 12/13/2015 Ultimate Comp: 12/13/2015	D306	Engel, Martin	Assigned	PRESTON, P	09 - Awarded
<input checked="" type="checkbox"/>	15-PSC-SAS-004	2	Develop a survey system for the PSC to use with their customers.	\$400,000.00	\$100,000.00	New Award	D318	Doe, John	Draft		--

Submit selected PSC-PMP AAP entries to PSC:

Figure 3.1.2: Main AAP Page – Box Checked

3.2 Creating AAPs

- 1) To create a new AAP click on the “Create New AAP Entry” link at the top of the screen as shown in **Figure 3.2.1** below.

ANNUAL ACQUISITION PLAN SUBMIT INCIDENT | RESET PASSWORD | PRISM DOCUMENT VIEW | LOGOUT | CLOSE

[Create New AAP Entry](#)

Agency: PSC-PMP Fiscal Year: All Years Fiscal Quarter: All Quarters Status: All Statuses

PSC-PMP: 7 AAP entries

Select	AAP ▲	FY Qtr	Description	Total Est. Amount	Current FY Amount	Action Type	PSC	POC	AAP Status	Assigned Specialist	Acquisition Stage
<input type="checkbox"/>	14-PSC-SAS-001	2	HSPD-12 and security System services	\$250,000,000.00	\$ 0.00	Follow-on To Existing Award	R430	Joy, Patrick	Accepted (recall)		Unassigned
<input type="checkbox"/>	14-PSC-SAS-002	2	Program Support, Policy/Program Assessment and Technical Assessment	\$250,000,000.00	\$250,000.00	Follow-on To Existing Award	R699	Joy, Patrick	Assigned	ESKANDARI, J	06 - In Evaluation Stage
<input type="checkbox"/>	14-PSC-SAS-003	2	NAS - IDIQ contract	\$50,000,000.00	\$10,000.00	Follow-on To Existing Award	B599	Joy, Patrick	Assigned	BRADY, K (Inactive)	02 - Awarded
<input type="checkbox"/>	14-PSC-SAS-004	1	Contract Closeout Support	\$3,283,118.00	\$1,415,424.00	Exercise Option HHSP233201300032C Current Comp: 12/15/2015 Ultimate Comp: 12/15/2015	R704	Waldman-Strugatch, Libby	Assigned	ESKANDARI, J	09 - Awarded
<input type="checkbox"/>	14-PSC-SAS-005	1	Acquisition System Support and Development Services	\$7,231,057.94	\$1,498,956.20	Exercise Option HHSN263999000381/HHSP233201175011W Current Comp: 12/13/2015 Ultimate Comp: 12/13/2015	D306	Engel, Martin	Assigned	HORKAN, J	02 - Awarded
<input type="checkbox"/>	13-PSC-SAS-002	1	Exercise option for Acquisition Support and Development Services (ASDS) contract (Jacobs).	\$7,138,960.40	\$1,539,557.87	Exercise Option HHSN263999000381/HHSP233201175011W Current Comp: 12/13/2015 Ultimate Comp: 12/13/2015	D306	Engel, Martin	Assigned	PRESTON, P	02 - Awarded
<input type="checkbox"/>	13-PSC-SAS-004	2	Develop a survey system for the PSC to use with their customers.	\$400,000.00	\$100,000.00	New Award	D318	Doe, John	Draft		--

Submit selected PSC-PMP AAP entries to PSC:

Figure 3.2.1: Main AAP Page

- 2) Select one of the options below as seen in **Figure 3.2.2**.
 - **Create New-** Creates a blank AAP draft. See [Section 3.3 Creating new AAPs](#).
 - **Create AAP from Active Award-** Creates a draft AAP using any applicable information from existing active awards. See [Section 3.4 Creating AAPs from Active Awards](#).
 - **Copy from Existing AAP-** Copies selected existing AAPs to create new drafts for the current fiscal year. See [Section 3.5 Copying from Existing AAPs](#).

AAP BULK COPY BACK | SUBMIT INCIDENT | RESET PASSWORD | PRISM DOCUMENT VIEW | LOGOUT | CLOSE

[Create New](#)
[Create AAP from Active Awards](#)
[Copy from Existing AAP](#)

Figure 3.2.2: Create AAP Page

3.3 Creating new AAPs

- 1) Select “Create New” from the options in **Figure 3.2.2**.
- 2) Fill out the following fields as shown in **Figure 3.3.2** below and click the “Save as Draft” button. Clicking on the “Help” link on the top navigator bar or clicking on any of the field names will open up a window for the AAP Help Page which displays definitions for all of the field names. The PRISM Document View page is discussed in more detail in **Section 3.9 AAP Help Page**.
 - **Agency-** The program office for whom the acquisition will be made.
 - **Fiscal Year-** The planned fiscal year during which the acquisition will be made.
 - **Quarter-** The quarter of the fiscal year in which the acquisition is anticipated to be made. Fiscal quarters are:
 - i. **1:** October 1 through December 31
 - ii. **2:** January 1 through March 30
 - iii. **3:** April 1 through June 30
 - iv. **4:** July 1 through September 30
 - **Description-** A brief description of the goods or services to be acquired.
 - **Total Estimated Amount (Base + All Options)-** The estimated total dollar value of the proposed acquisition, inclusive of options.
 - **Current FY Amount-** The estimated amount of the acquisition that will be obligated during the chosen FY.
 - **Action Type-** The type of action that will be performed to make this acquisition. Choices are:
 - i. **New Award:** New contract, purchase order, GSA schedule orders, NIH NITAAC orders, NASA SEWP orders, etc.
 - ii. **Modification:** A modification to an existing contract or order, such as to add additional funding.
 - iii. **Exercise Option:** A modification to an existing contract that will be used to exercise an option.
 - iv. **New Order Against Existing Award:** A new order to be placed against an internal PSC contract/BPA.
 - v. **Follow-on To Existing Award:** A new award that is a follow-on to an expiring award.
 - **Product/Service Code-** The proposed product/service code of the acquisition. This code will be used on the base award and all modifications. If "Action Type" is anything other than 'New Award', the PSC will be pulled from the chosen 'Base Award'. The product code may be selected by clicking the lookup icon that will launch a new window as seen in **Figure 3.3.1** below.

ADVANCED ACQUISITION PLAN - PRODUCT/SERVICE CODE LOOKUP			CLOSE
Search for Product/Service Code:		<input type="text"/>	<input type="button" value="Search"/>
Product/Service Code	Description	Classification	Add
1010	GUNS, OVER 30MM UP TO 75MM	Weapons	<input type="checkbox"/>
1015	GUNS, 75MM THROUGH 125MM	Weapons	<input type="checkbox"/>
1020	GUNS, OVER 125MM THROUGH 150MM	Weapons	<input type="checkbox"/>
1025	GUNS, OVER 150MM THROUGH 200MM	Weapons	<input type="checkbox"/>
1030	GUNS, OVER 200MM THROUGH 300MM	Weapons	<input type="checkbox"/>

Figure 3.3.1: AAP Product/Service Code Lookup Page

- **Initiatives-** This field populates based off of the selected Product/Service Code. The initiatives include the following:
 - i. Management Support Services
 - ii. Appropriation Law Compliance
 - iii. Green Contracting
 - iv. Service Acquisition
- **IGF-** The Inherently Governmental Functions classification for this acquisition. Inherently governmental activities are activities that are so intimately related to the public interest as to require performance by Federal Government employees.
 - i. Critical Functions
 - ii. Closely Associated
 - iii. Other Functions
 - iv. Combination of Critical Functions and Closely Associated
- **Conference Requirement-** Checkbox to indicate if a conference requirement is required.
- **Point of Contact-** This is the person with which PSC should contact with any questions regarding this acquisition. The POC can be suggested as the Contract Officer Representative (COR) for the acquisition. When the award is made, however, a different COR will be used in the event that the suggested COR has not been certified as such.

ANNUAL ACQUISITION PLAN HELP | BACK | CLOSE

Save as Draft

Agency: PSC-OD

Fiscal Year: 2014

Quarter: 2

Description: Customer Relationship Management Support

Total Estimated Amount (Base + All Options): 0

Current FY Amount: 0

Action Type: New Award

Product/Service Code: R410 - SUPPORT- PROFESSIONAL: PROGRAM EVALUATION/REVIEW/DEVELOPMENT

Initiatives: Management Support Services: No Green Contracting: No Appropriation Law Compliance: No Service Acquisition: Yes

IGF:

Conference Requirement:

Point of Contact: First Name: Jordan Last Name: Wheatley
Phone: 301-942-4610 Email: jordan.wheatley@psc.hhs
Suggest as COR?

Figure 3.3.2: AAP Entry Page

3.4 Creating AAPs from Active Awards

- 1) Select “Create AAP from Active Awards” from the options in **Figure 3.2.2**.
- 2) Select the award(s) you want to create from by checking the box on the row of the desired award, and select a desired action type and fiscal year quarter as shown in **Figure 3.4.1**.

AAP BULK COPY - ACTIVE AWARDS BACK | SUBMIT INCIDENT | RESET PASSWORD | PRISM DOCUMENT VIEW | LOGOUT | CLOSE

AAP Bulk Copy - Active Awards
Select one or more active awards to create new AAP drafts using award information.

Agency: PSC-PMP

PSC-PMP: 5 active awards

Select All None	Desired Action	FY Qtr.	Contract Number	Order Number	Description	Total Amount	Total Obligation	Current Completion	Ultimate Completion	PSC	Buyer
<input type="checkbox"/>	--Select an action--	--FY--	GS-33F-0119W	HHSP233201400141G	Adobe Software	\$2,393.95	\$2,393.95	04/01/2015	04/01/2015	7030	KISAMORE, M
<input checked="" type="checkbox"/>	Exercise Option	3	GS10F0289U	HHSP233201400022U	IGF::OT::IGF ACQUISITION SUPPORT SERVICES	\$3,997,516.80	\$553,689.60	03/29/2015	03/29/2018	R410	HARTLEY, B
<input type="checkbox"/>	--Select an action--	--FY--	GS25F0008T	HHSP233201200636G	IGF::OT::IGF COPIER MAINTENANCE FROM MERIDIAN FOR 3 KONICA COPIERS IN SAS	\$8,812.80	\$5,287.68	07/31/2015	07/31/2017	6760	KISAMORE, M
<input type="checkbox"/>	--Select an action--	--FY--	HHSP23320110001XB		Critical Functions ENTERPRISE-WIDE PHYSICAL SECURITY AND SECURITY SYSTEM INTEGRATION SUPPORT SERVICES BLANKET PURCHASE AGREEMENT	\$0.00	\$0.00	10/26/2015	10/26/2015	J063	WILHELM, D
<input type="checkbox"/>	--Select an action--	--FY--	HHSP233201400020B		IGF::OT::IGF Scientific Studies, Program Assessments, Analyses, Evaluations, Conferences and Technical Support	\$0.00	\$0.00	04/30/2024	04/30/2024	R405	BRADY, K

Create new drafts from selected PSC-PMP awards:

Figure 3.4.1: AAP Bulk Copy – Active Awards

- 3) Click the “Submit” button at the bottom of the agency you are creating drafts for.
- 4) If you have selected a single award, you will be directed to the form for the AAP you just created. If you have selected more than 1, you will be directed to the Main AAP page listing all existing drafts.
- 5) Fill in point of contact information for your newly created AAP(s). See [Section 3.6 Editing an AAP Draft](#).

3.5 Copying from Existing AAPs

- 1) Select “Copy from Existing AAP” from the options in **Figure 3.2.2**.
- 2) Select the AAP you want to copy by checking the box on the row of the AAP to be copied, and select a desired action type as shown in **Figure 3.5.1**.

AAP BULK COPY - EXISTING AAPs BACK | SUBMIT INCIDENT | RESET PASSWORD | PRISM DOCUMENT VIEW | LOGOUT | CLOSE

AAP Bulk Copy - Existing AAPs
Select one or more existing AAPs to duplicate an AAP draft for the current fiscal year.

Agency: PSC-PMP Fiscal Year: 2015 Fiscal Quarter: All Quarters Status: Assigned

PSC-PMP: 1 AAP entry

Select All None	Desired Action	AAP ▲	FY Qtr.	Description	Total Est. Amount	Current FY Amount	Action Type	PSC	POC	AAP Status	Assigned Specialist	Acquisition Stage
<input checked="" type="checkbox"/>	Modification	15-PSC-SAS-002	1	Exercise option for Acquisition Support and Development Services (ASDS) contract (Jacobs).	\$7,138,960.40	\$1,539,557.87	Exercise Option	D306	Engel, Martin	Assigned	PRESTON, P (Inactive)	00 - Pre-submission Planning

Create new drafts from selected PSC-PMP AAPs:

Figure 3.5.1: AAP Bulk Copy – Existing AAPs

- 3) Click the “Submit” button at the bottom of the agency you are creating drafts for.
- 4) If you have selected a single AAP, you will be directed to the form for the AAP you just created. If you have selected more than 1, you will be directed to the Main AAP page listing all existing drafts.
- 5) Review your newly created draft(s). The product service code and base award may not be populated if you selected “New Award” as your action type, or you are copying an award that had a “New Award” action type. See [Section 3.6 Editing an AAP Draft](#).

3.6 Editing an AAP Draft

Access the Draft version of an APP from the Main AAP page by clicking on the link in the AAP column, which can be seen in **Figure 3.6.1** below.

ANNUAL ACQUISITION PLAN SUBMIT INCIDENT | RESET PASSWORD | PRISM DOCUMENT VIEW | LOGOUT | CLOSE

[Create New AAP Entry](#)

Agency: PSC-PMP Fiscal Year: All Years Fiscal Quarter: All Quarters Status: Draft

PSC-PMP: 1 AAP entry

Select	AAP ▲	FY Qtr:	Description	Total Est. Amount	Current FY Amount	Action Type	PSC	POC	AAP Status	Assigned Specialist	Acquisition Stage
<input type="checkbox"/>	15-PSC-SAS-004	2	Develop a survey system for the PSC to use with their customers.	\$400,000.00	\$100,000.00	New Award	D318	Doe, John	Draft		--

Submit selected PSC-PMP AAP entries to PSC:

Figure 3.6.1: AAP Main Page

Edit any of the following fields and click the “Update as Draft” button to save the results. To delete an AAP click on the “Delete” button. The “Rollover” button may be used in cases where the planned acquisition will not be completed in the current Fiscal Year, the AAP entry can be rolled over to a subsequent year. When this happens, the new AAP number is entered in the Status History of the original AAP entry. This is shown in **Figure 3.6.3** below.

Clicking on the “Help” link on the top navigator bar or clicking on any of the field names will open up a window for the AAP Help Page which displays definitions for all of the field names. The AAP Help page is discussed in more detail in [Section 3.9 AAP Help Page](#).

An award may be associated to the AAP by clicking on the lookup icon next to the Base Award field that will launch a new window as seen in **Figure 3.6.2** below.

ADVANCED ACQUISITION PLAN - BASE AWARD LOOKUP CLOSE

Search for Award:

Figure 3.6.2: AAP Base Award Lookup Page

ANNUAL ACQUISITION PLAN
HELP | BACK | CLOSE

Update as Draft
Delete
Roll over to FY: ▼
Rollover ?

AAP Number:	14-PSC-OD-007				
AAP Status:	Draft				
Agency:	PSC-OD				
Fiscal Year:	2014				
Quarter:	2 ▼				
Description:	Customer Relationship Management Support				
Total Estimated Amount: (Base + All Options)	<input type="text" value="0"/>				
Current FY Amount:	<input type="text" value="0"/>				
Action Type:	New Award ▼				
Base Award:	<input type="text" value=""/>				
Product/Service Code:	R410 - SUPPORT- PROFESSIONAL: PROGRAM EVALUATION/REVIEW/DEVELOPMENT ? ✖				
Initiatives:	Management Support Services: No Green Contracting: No Appropriation Law Compliance: No Service Acquisition: Yes				
IGF:	Other Functions ▼				
Conference Requirement:	<input type="checkbox"/>				
Point of Contact:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">First Name: <input type="text" value="Jordan"/></td> <td style="width: 50%;">Last Name: <input type="text" value="Wheatley"/></td> </tr> <tr> <td>Phone: <input type="text" value="301-942-4610"/></td> <td>Email: <input type="text" value="jordan.wheatley@psc.hhs"/></td> </tr> </table>	First Name: <input type="text" value="Jordan"/>	Last Name: <input type="text" value="Wheatley"/>	Phone: <input type="text" value="301-942-4610"/>	Email: <input type="text" value="jordan.wheatley@psc.hhs"/>
First Name: <input type="text" value="Jordan"/>	Last Name: <input type="text" value="Wheatley"/>				
Phone: <input type="text" value="301-942-4610"/>	Email: <input type="text" value="jordan.wheatley@psc.hhs"/>				
	Suggest as COR? <input checked="" type="checkbox"/>				

Status History

Date	Old Status	New Status	Changed By	Comments
12/17/2013 02:09:47 PM		Draft	MENGEL	N/A

Figure 3.6.3: AAP Details Page – Draft

3.7 AAP Details page

The AAP details page can be accessed from the main AAP page by clicking on the AAP number. This page shows all the details about the AAP entry, including its status history, the branch that it is assigned to (based on program office), and if it has been assigned. If the AAP entry has been assigned, then certain elements representing the acquisition will appear. See **Figure 3.7.1** for an example of the AAP Details page that is in assigned status.

Clicking on the “Help” link on the top navigator bar or clicking on any of the field names will open up a window for the AAP Help Page which displays definitions for all of the field names. The AAP Help page is discussed in more detail in [Section 3.9 AAP Help Page](#).

Clicking on the “Submit an Incident” link on the top navigator bar will open up a window for the AAP Submit an Incident page which is a form for logging tickets with the ASDS Help Desk. The AAP Submit an Incident page is discussed in more details in [Section 3.10 AAP Submit an Incident Page](#).

Acquisition Details section that is provided by the Contract Specialist:

- **Branch-** The branch chief of the contract specialist who entered the requirement on the workload module that is associated to the AAP record.
- **Contract Specialist-** The contract specialist who is currently assigned to the AAP.
- **Acquisition Stage-** The stage of the associated requirement. Below is the list of all available stages:
 - 00 - Pre-submission Planning
 - 01 - Acquisition Request Received
 - 02 - Advertised if required (FBO, E-Buy, Other)
 - 03 - Pre-Solicitation Review/Clearance
 - 04 - Solicited
 - 05 - Proposal/Quote Received
 - 06 - In Evaluation Stage
 - 07 - Negotiated
 - 08 - Pre-Award Review/Clearance
 - 09 - Awarded
 - 10 - Protest Delay
 - 11 - Cancelled
- **Estimated Award Date-** The approximate date when the award is planned to be processed.
- **Buy Type-** The type of expected purchases. Below is the list of all available types:
 - 1 - FAR Subpart 8.4
 - 2 - FAR Part 13 buy
 - 3 - Commercial Procedures under FAR Part 12 (in combination w/ FAR 13, 14, and 15)
 - 4 - FAR Part 15 buy
 - 5 - FAR 16.505 task order (and vehicle such as CIOSP, SEWP, PSC IDIQs, etc.)
 - 6 - Modification and type (admin, option exercise, out of scope, cost overrun, etc.)
 - 7 - Other with explanation
- **Explanation of Requirement-** The description for the buy type of the requirement.
- **Competitive-** This indicates whether or not the action will be awarded following competition.

- **Current Status-** The most current status of the customer on the requirement.

The Associated PRISM Documents section contains the PRISM document that the Contract Specialist is assigned to. Click on the hyperlink within the “Contract/PO/BPA/Req” column or the document number within the “Action Type” field within the AAP Entry Details section to launch the PRISM Document View page displaying the details of the document in PRISM. The PRISM Document View page is discussed in more detail in [Section 3.8 PRISM Document Page](#).

ANNUAL ACQUISITION PLAN		HELP SUBMIT INCIDENT PRINT CLOSE		
Acquisition Details				
Branch:	GRESHAM, D			
Contract Specialist:	BENNETT, N			
Acquisition Stage:	00 - Pre-submission Planning			
Estimated Award Date:				
Buy Type:				
Explanation of Requirement:	Research Triangle Institute (RTI) Provides Teen Pregnancy Prevention training to enhance the quality of services delivered to youth; disseminate knowledge and Technical Assistance on the latest develo			
Competitive:	No			
Current Status:				
Associated PRISM Documents				
Document Type	Contract/PO/BPA/Req	Order/Call	Version	
Award	HHSP23320095651WC		0003	
AAP Entry Details				
Status:	Assigned			
AAP Number:	14-ACF-ACYF-004			
Fiscal Year/Quarter:	2014/4			
Description:	Research Triangle Institute (RTI) Provides Teen Pregnancy Prevention training to enhance the quality of services delivered to youth; disseminate knowledge and Technical Assistance on the latest develo			
Total Estimated Amount: (Base + All Options)	\$7,911,181.00			
Current FY Amount:	\$1,938,433.00			
Action Type:	Exercise Option : HHSP23320095651WC			
Product/Service Code:	R421 - TECHNICAL ASSISTANCE			
Initiatives:	Management Support Services: No Green Contracting: No Appropriation Law Compliance: No Service Acquisition: No			
IGF:	IGF::OT::IGF - Other Functions			
Conference Requirement:	Yes			
Point of Contact:	Last Name: LeBretia First Name: White Phone: 202-205-9605 Email: Lebretia.white@acf.hhs.gov Suggest as COR? Yes			
AAP Entry Status History				
Date	Old Status	New Status	Changed By	Comments
11/25/2013 03:28:59 PM	Accepted	Assigned	TMETZGER	Assigned to NICOLE BENNETT
11/25/2013 02:08:16 PM	Submitted	Accepted	TMETZGER	N/A

Figure 3.7.1: AAP Details Page – Assigned

3.8 PRISM Document View Page

The PRISM Document View page displays the award/contract document information of what is directly in Purchase Request Information System (PRISM). This information contains the con-

tract specialist who is assigned as the buyer, the vendor, award date, period of performance, total amount, obligation, description, as well as other information. See **Figure 3.8.1** for an example.

PRISM DOCUMENT DETAILS		REPORT INCIDENT BACK TO SEARCH PRINT CLOSE	
Contract Details		Document Search: <input type="text"/> <input type="button" value="Search"/>	
General Information		BILLING INFORMATION UFMS INFORMATION	
Contract/PO Number: HHSP23320095651WC	Version: 0002 - Released	Total Amount: \$ 00	
Number of Items: 0	Stage: Released Modified Award	Obligation: \$ 00	
<p><i>General</i></p> <p>Owner: PAULA CONNER</p> <p>Award Type: Indefinite-quantity</p> <p>Award Date: 05/25/2010</p> <p>Effective Date: 05/07/2010</p> <p>Vendor: RESEARCH TRIANGLE INSTITUTE 105107</p> <p>Current Buyer: BRYAN DAINES</p> <p>Buyer: PAULA CONNER</p> <p>Contracting Officer: ERICA BINNIX</p> <p>Product/Service Code: R699</p> <p>Code Description: SUPPORT- ADMINISTRATIVE: OTHER</p> <p>Period of Performance: 01/02/2009 to 01/01/2014</p>		<p><i>Additional Info</i></p> <p>Project Title:</p> <p>Site: PSC-DAM</p> <p>Originating Office: DAM</p> <p>Issuing Office: DAM</p> <p>Admin Office: DAM</p> <p>Payment Office: FMS</p> <p>FPDS Stand-Alone Contract: No</p> <p>PIID: HHSP23320095651WC</p> <p>Referenced PIID:</p> <p>FPDS Approval Number:</p> <p>Date Finalized:</p>	
<p><i>Text</i></p> <p>Description: <input type="text" value="PSC TASK ORDER CONTRACT"/></p> <p>Header Text: <input type="text"/></p> <p>Footer Text: <input type="text"/></p> <p>Notes: <input type="text"/></p>		<p><i>Custom Fields</i></p> <p>Inventory Org: PSC</p> <p>Comp. DO/TO/BPA Call or AOS Construct or FOH-BPA?:</p> <p>Customer ID Code: PSC-OD</p> <p>Expedite Fee Apply?: N</p> <p>Agency Code: PSC</p> <p>Consolidated Award or IAA/MIPR?: N</p> <p>AAP:</p> <p>Operating Unit: PSC</p>	

Figure 3.8.1: PRISM Document View

3.9 AAP Help Page

The AAP Help page contains definitions for all the fields within the AAP Entry and Details pages. Clicking on any link on the list of terms will navigate the definition on the page. This is shown in **Figure 3.9.1** below.

ANNUAL ACQUISITION PLAN HELP
CLOSE

Help...

Acquisitions

- [Branch](#)
- [Contract Specialist](#)
- [Projected Specialist](#)
- [Acquisition Stage](#)
- [Estimated Award Date](#)
- [Buy Type](#)
- [Explanation of Requirement](#)
- [Competitive](#)
- [Current Status](#)

AAP

- [AAP Number](#)
- [AAP Status](#)
- [Agency](#)
- [Fiscal Year](#)
- [Quarter](#)
- [Description](#)
- [Total Estimated Amount](#)
- [Current FY Amount](#)
- [Action Type](#)
- [Base Award](#)
- [Product/Service Code](#)
- [Initiatives](#)
- [IGF](#)
- [Conference Requirement](#)
- [Point of Contact](#)
- [Rollover](#)

Branch

The branch chief of the contract specialist who entered the requirement on the workload module that is associated to the AAP record.

Contract Specialist

The contract specialist who is currently assigned to the AAP.

Projected Specialist

The contract specialist who is planned to be assigned.

Acquisition Stage

The stage of the associated requirement. Below is the list of all available stages:

- 00 - Pre-submission Planning
- 01 - Acquisition Request Received
- 02 - Advertised if required (FBO, E-Buy, Other)
- 03 - Pre-Solicitation Review/Clearance
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- 06 - In Evaluation Stage
- 07 - Negotiated
- 08 - Pre-Award Review/Clearance
- 09 - Awarded
- 10 - Protest Delay
- 11 - Cancelled

Estimated Award Date

The approximate date when the award is planned to be processed.

Figure 3.9.1: AAP Help Page

3.10 AAP Submit an Incident Page

The Submit an Incident page is how to report an incident concerning the AAP module to the ASDS Help Desk. Fill in a brief description of the issue, include any side notes, upload any attachments, and press the “Submit Incident” button. This is shown in **Figure 3.10.1** below. As soon as the incident is submitted a ticket will be logged with the ASDS Help Desk and work towards a resolution will begin immediately.

ANNUAL ACQUISITION PLAN - SUBMIT AN INCIDENT
CLOSE

Description:

Notes:

Attachment:

Figure 3.10.1: AAP Submit an Incident Page