

NATIONAL WEATHER SERVICE INSTRUCTION 70-215

November 21, 2017

ACQUISITION PLANNING, NWSPD 70-2
Financial Management

ACQUISITION PLANNING

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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Certified by: W/CFO1 (T. Napora)

Type of Issuance: Routine

SUMMARY OF REVISIONS: This directive supersedes directive NWSI 70-215 “*Acquisition Planning*” dated January 22, 2015. Changes were made to reflect the NWS Headquarters reorganization effective April 1, 2015.

Signed

11/06/2017

John E. Potts
Chief Financial Officer/Chief
Administrative Officer

Date

Acquisition Planning

Table of Contents	Page
1. Introduction	3
2. Purpose	3
3. Scope	3
4. Background.....	3
5. Roles and Responsibilities.....	3
Appendix A: Acquisition Planning Memo	6

1. Introduction

According to [Commerce Acquisition Manual \(CAM\) 1307.1](#), acquisition planning is critical to successful acquisitions in order to deliver the right solutions, at the best value, on time, and within budget. Proper planning can eliminate potential problems at the time of the award and during contract performances that shorten procurement administrative lead times (PALT) and improve customer satisfaction. Federal Acquisition Regulation (FAR) Part 7, Acquisition planning implements the statutory requirement for acquisition planning for written acquisition plans.

2. Purpose

To provide policy and guidance to effectively conduct acquisition planning and develop acquisition plans exceeding \$150,000. Acquisitions include competitive and non-competitive contracts; new definitive contracts (including contracts for supplies, services, construction, repair and alteration); task/delivery orders against Federal Supply Schedule (FSS) contracts, Government-Wide Acquisition Contracts (GWACs), Multi-Agency Contracts (MACs) and Blanket Purchase Agreements (BPA); single or multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) contracts; options to existing contracts; and interagency agreements.

3. Scope

This procedure applies to all National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS) personnel; specifically personnel involved in the procurement process.

4. Background

To ensure adequate acquisition planning, early communications between the program office and NOAA Acquisition and Grants Office (AGO) should begin as soon as the need is identified and well in advance of the beginning of the fiscal year in order to improve scheduling of actions, increase control of fourth quarter obligations, and further opportunities for consolidating requirements. As forecasts are required prior to the appropriation of funds for the next fiscal year, they will be based on the best estimate available from budget projects. The Advanced Acquisition Plan will foster thorough and efficient execution of procurements. To view the memorandum containing the rationale behind Advanced Acquisition planning and points of contact for this process, see appendix A. For more detailed instructions, please consult the full Acquisition Planning Memo:

http://www.ago.noaa.gov/acquisition/docs/fy_18_acquisition_planning_memo.pdf

5. Roles and Responsibilities

The roles and responsibilities are explained in NOAA AGO's Acquisition Planning memo on an annual basis that NOAA AGO requires no later than May 31st of each fiscal year. Planned data are required to be entered into the Forecasting and Advanced Acquisition Planning System (FAAPS) for each acquisition with an anticipated value greater than \$150,000.

The web-based FAAPS, available at <https://faaps.commerce.gov>, is the system mandated by DOC for development of acquisition plans. NWS is responsible for updating their FAAPS data at the end of each quarter to enable accurate planning. Any action submitted after that date will be considered an unplanned action. Planned actions will receive priority over unplanned actions. CFO/CAO Designated FAAPS coordinator will review and monitor FAAPS to ensure completion and coordination.

The FAAPS coordinator role is to:

- Facilitate the NWS AAP (Advance Acquisition Plan) data collection.
- Provide instructions to their office staff on gathering data and inputting updated data into the web-based system.
- Monitor the completion of the program office's plans.
- Ensure that the user listing includes only authorized staff that have the right to view and update the FAAPS data.
- Formally inform the AGO Director when NWS has completed the FAAPS data and is ready for review.
- Coordinate NWS's responses to questions from users and procurement offices concerning their submissions.
- Ensure the plans are within the correct range of the current FY budget request.

The following instructions apply to, and are required of, the FAAPS user:

- Be an authorized user of the FAAPS website.
- Are assigned a password by the system at their initial logon.
- All users logon using their assigned password.
- NWS staff is restricted from accessing any data other than the data associated with the office in which they are registered. User access to data is also restricted by the user's role on the FAAPS website.
- FAAPS users are assigned one of four roles:
 - Reporter (Rep): Create AAPs
 - Read Only (RO): View only access
 - Office Point of Contact (POC): View and update all AAPs in the office
 - Approver (APR) Approve all AAPs of the office. (Note: This is an optional role)

- Reporters mark an AAP form "Complete" when the reporter has completed the

updates. Marking a form “Complete” formally submits the form to the office POCs for review and validation. Reporters will mark previously “New” AAPs as “Existing” if the requirement has been awarded, or mark AAPs “No Longer Required” if the requirement has been awarded and no further funding will be added.

- Office POCs “Unmark” an AAP form to update the form if changes are necessary to the data. The office POC identification information will be recorded on the form as the last person to update the form. The POC reviews upcoming PRs for the month and adds new AAPs to the FAAPs.
- If Approvers (APRs) are assigned, then office APRs “Approve” an AAP form to finalize the form. The office APR identification information will be recorded on the form as the last person to update the form.
- All AAP forms will show the original creator’s contact information (the person’s name, phone contact information, and email address). All AAP forms will show the last person to update the form (name, phone contact information, and email address).
- The AAP that is documented in FAAPS is integrated in the annual budget spend plan.

Appendix A: Acquisition Planning Memo



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

NOV 21 2016

MEMORANDUM FOR: Deputy Assistant Administrators
Staff Office Directors

FROM: *for* Mitchell J. Ross *Jeffrey Thomas*
Director

SUBJECT: Fiscal Year (FY) 2018 Acquisition Planning

The purpose of this memorandum is to request preparation of advance acquisition planning forecast for fiscal year 2018 (FY-2018) requirements. Planning data shall be entered into the Forecasting and Advanced Acquisition Planning System (FAAPS) no later than May 31, 2017 for each acquisition with an anticipated value greater than \$150,000, including contracts, purchase orders, task or delivery orders, and modifications. The Acquisition and Grants Office (AGO) is required to submit a consolidated bureau acquisition forecast to the Department of Commerce by June 30, 2017. Specific guidance is attached.

Advance acquisition planning is a statutory and regulatory requirement for executive branch agencies. Acquisition planning is an efficient use of the taxpayer dollars for accomplishing program objectives in an economical and timely manner. The web-based FAAPS, available at <https://faaps.commerce.gov/>, is the system mandated by the Department of Commerce for development of acquisition plans and forecasts of business opportunities made available to the public.

Each Line and Staff (L/S) Office is responsible for ensuring that their respective FAAPS data is complete and updated at the end of each quarter of the fiscal year to enable accurate planning. On June 1, 2017, AGO will extract the FY-2018 FAAPS data, which will be used to determine the planned workload for FY-2018. Any action entered into FAAPS after May 31, 2017 will be considered an unplanned action. Priority will be given to planned actions.

If you have any questions regarding system access, please contact Client Services at (301) 444-3400 or clientservices@noaa.gov. If you have questions concerning the data element definitions, you may contact the Advanced Acquisition Planning (AAP) Coordinators listed on the FAAPS website by clicking on the Point of Contact (POC) List link.