

JUL 20 2010



Homeland
Security

A handwritten signature in black ink, appearing to read "Mary J. Lewis".

TO: DHS Heads of the Contracting Activities

FROM: Department of Homeland Security, Office of the Chief Procurement Officer, (OCPO), Director, Policy and Acquisition Workforce

SUBJ: ADVANCE ACQUISITION PLANS ANNUAL MANDATORY UPDATE

1. Introduction: This Acquisition Alert announces the DHS annual update to the Advance Acquisition Plans (AAPs) using the FIDO.gov website available at <http://fido.gov/dhs/aap>. The due date for this update is **August, 31, 2010**. The FIDO system is a live database. Information should be reviewed for accuracy and updated, where applicable, throughout the year. For example, any line item listed as "**New**" in the system that has been awarded should be updated to read "**Existing**". Any line item no longer required should be updated to read "**No Longer Required**". This includes line items using American Recovery and Reinvestment Act of 2009 (ARRA) funds. The AAP Public and Small Business (SB) Forecast of Contract Opportunities will be monitored and the final Score 300 Report will be sent to the Head of the Contracting Activity (HCA) on **September 3, 2010**.

2. Background/Reference to Regulations and Agency policies/procedures: AAPs are required for all acquisitions over \$100,000 pursuant to Homeland Security Acquisition Manual (HSAM) Subchapter 3007.172. Each HCA is required to ensure that their Component's AAPs are current, accurate and complete.

The Office of the Chief Procurement Officer (OCPO) reconciles data in the AAP with data identified in the Office of Management and Budget (OMB) 300 exhibits and other program reporting documents and is uncovering a significant number of discrepancies. Please take a close look at your data during this update to ensure accuracy of your AAPs.

3. Effective Date: July 22, 2010.

4. Expiration Date: August 31, 2010.

5. Acquisition Impact and Required Component Action:

In order to meet the August 31st deadline, OCPO requests that each Component assign an AAP Coordinator and a Small Business Coordinator, if not already assigned, to work with the DHS HQ AAP/Small Business Office Representatives.

OCPO recommends that each Component establish an AAP Working Group consisting of representatives from each requirements office and key procurement office staff. The Working Group will be responsible for ensuring coordination of all requirement/ procurement information and assisting the Component users in updating, inputting and

DHS Acquisition Alert 10/19

validating the information required in the AAP/SB Forecast. The AAP Working Group will provide the necessary instructions to the selected office staff (registered users) on accessing, completing, and validating the data on the AAP/SB Forecast Website. OCPO staff and contractor support staff will be available for ongoing assistance.

Additionally, two AAP conference call training sessions (one hour long) are scheduled for 2:00 PM (ET) on August 10th and 12th, 2010. Details on the training will be emailed to all AAP participants. **Any updates or modifications to the AAP system will be highlighted during the training sessions and noted on the Help Sheet at log in.**

6. Additional Information: Please direct questions or comments about this Alert to Ilene Waggoner at (202) 447-5282 or email ilene.waggoner@dhs.gov.

7. Attachments:

- (1) Component Preparation Instructions for Advance Acquisition Plans (AAPs) & Small Business (SB) Forecast of Contract Opportunities.
- (2) Sample HCA Email to AAP Program Staff

Distribution Instructions:

Disseminate to the widest possible audience – Acquisition Staff, Program Office, Financial Personnel, Customers, and Purchase Cardholders, etc.

ATTACHMENT 1

DHS OFFICE OF THE CHIEF PROCUREMENT OFFICER (OCPO) OFFICE OF POLICY AND ACQUISITION WORKFORCE

COMPONENT PREPARATIONS INSTRUCTIONS FOR ADVANCED ACQUISITION PLANS (AAPs) & SMALL BUSINESS (SB) FORECAST OF CONTRACTING OPPORTUNITIES

PURPOSE

These instructions provide guidance to assist the Components in submitting data required for the AAPs and SB Forecast of Contract Opportunities.

The OCPO requests all Component Offices to provide all AAP/SB Forecast data via this Website (<http://fido.gov/dhs/aap>)

OCPO is issuing a mandatory annual review and update for AAP/SB Forecast data. The FY 2011 annual update to the AAP/SB Forecast is due by August 31, 2010. A Score 300 will be sent to all HCAs on September 3, 2010.

In order to meet this deadline, OCPO requests that each Component assign an AAP Coordinator and a Small Business Coordinator, if not already assigned, to work with the DHS HQ AAP/Small Business Office Representatives.

OCPO recommends that each Component establish an AAP Working Group consisting of representatives from each requirements office and key procurement office staff. The Working Group will be responsible for ensuring coordination of all requirement/procurement information and assisting the Component users in updating, inputting and validating the information required in the AAP/SB Forecast. The AAP Working Group will provide the necessary instructions to the selected office staff (registered users) on accessing, completing, and validating the data on the AAP/SB Forecast Website.

OCPO staff and contractor support staff will be available for ongoing assistance. Additionally, two AAP conference call training sessions (one hour long) are scheduled for 2:00 PM (ET) on August 10th and August 12th, 2010. Details on the training will be emailed to all AAP participants.

SCHEDULE

- July 22, 2010 DHS Acquisition Alert Released
Current Component AAP/SB Coordinators notified.

- July 26, 2010 Each Component AAP/SB Coordinator updates the DHS AAP Website User List with the authorized Component AAP Website users and their email addresses:
 - Staff who have the right to view all of the office's AAP data
 - Staff who have the right to update all of the office's AAP data

Each office AAP Working Group representative also provides

coordination between Program Office and Procurement Office Branch Chiefs for assistance on the input and validation of AAP data.

- August 10, 2010 2:00 PM (ET) AAP Conference Call Training Session on Fido.gov
- August 12, 2010 2:00 PM (ET) AAP Conference Call Training Session on Fido.gov
- Ongoing Component Program Offices must coordinate with the Component Procurement Office to review, update and enter AAP and Small Business Forecast of Contract Opportunities.
- August 31, 2010 All Component data reviewed completed and validated
- October 1, 2010 FY 2011 Updated AAP Public and SB Forecast of Contract Opportunities Completed and posted on Website

REFERENCES

- DHS Homeland Security Acquisition Manual (HSAM) Notice 06-02.
 - HSAM Subchapter 3007.172, Advance Acquisition Plans
 - HSAM Subchapter 3019.202-270, Procurement Forecast

RESPONSIBILITIES

HCA. The HCA appoints a Component AAP/SB Coordinator to oversee the Component AAP data collection and represent the HCA in meetings with the OCPO. The HCA will formally inform the CPO when the Component AAP data is completed and available for review by the OCPO.

Component AAP/SB Coordinator. The AAP/SB Coordinator is responsible for facilitating the Component AAP data collection. The Component AAP/SB Coordinator works with each Component Program Office and Component Procurement staff to provide historical contract data that may assist the offices in their planning and completing the updated AAPs. The Component AAP/SB Coordinator ensures that the AAP User Listing includes only authorized Component staff that has the right to view and update the Component's AAP data. AAP Coordinators are responsible for ensuring, Score 300 is green by monitoring on the last day of each month, and notifying POCs, REPs, and APRs if updates are needed.

The CPO recommends that the Component Procurement Office establish a Working Group of representatives from each Program Office and key Procurement staff to communicate directly and regularly. This Working Group should meet at least weekly during the collection period. The AAP/SB Coordinator may chair the Working Group.

Component Program Offices. Each Component Program Office is responsible for completing an updated, individual AAP for each of their planned FY 2011 acquisitions greater than \$100,000. The offices are responsible for the collection of all data required by the DHS OCPO. The office may centralize the data input responsibilities or request Field offices to input the data for their associated Plans.

Each office representative on the Component AAP Working Group has the following responsibilities:

DHS Acquisition Alert 10/19

- Provide instructions to their office staff on gathering the data and inputting the updated data into the web-based AAP form.
- Monitor the completion of the Program Office's AAPs and ensure **only authorized staff** complete the forms associated with their office.
- Ensure that the AAP User Listing includes only authorized Component staff that have the right to view and update the Component AAP data.
- Report any unauthorized users of the AAP Website to your Component AAP/SB Coordinator.
- Formally inform the Component AAP/SB Coordinator that all of the office's AAP and Forecast of Contract Opportunities are completed on the AAP Website and are ready for a final review.
- Coordinate their office's responses to questions from the Component Procurement Office concerning their AAP and Forecast of Contract Opportunities submissions.
- Ensure the AAPs are within the correct range of the current FY budget request.

INSTRUCTIONS

The OCPO provides a web-based AAP form that all Component Offices must use to report their AAP data. *The Website can only be accessed by individuals with a valid DHS email address.* Use of the site is monitored to ensure only authorized users enter data. All data on the Website, as well as all data sent from the Website, is encrypted. **However, please note: FIDO.gov is not authorized for the processing or storage of Sensitive or Classified Information. In addition to the limitations at Federal Acquisition Regulation 5.401(b), see DHS Management Directive No. 11042.1, Safeguarding Sensitive But Unclassified (For official use only) Information, and DHS Directive No. 11045, Protection of Classified National Security information: Accountability, Control, and Storage.**

The DHS Website is located at: <http://fido.gov/dhs/aap>

The DHS AAP/SB Forecast Website is For Official Use Only and is to be used only by authorized Component staff:

1. All Component staff completing, updating, or viewing an AAP form must be an authorized user of the AAP Website.
2. All staff personnel using the Website are assigned a password by the system at their initial logon. All users must logon using their assigned password.
3. Component Office staff are 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 AAP Website.
4. Component staff are assigned one of four roles on the AAP Website by the Component AAP/SB Coordinator:
 - Reporter (Rep): Create AAPs and update only those AAPs.
 - Read Only (RO): Only view office AAPs.
 - Office Point of Contact (POC): View and update all AAPs of the office

DHS Acquisition Alert 10/19

- Approver (APR): Approve all AAPs of the office. (Note: This is an option to Components. If no Approvers are assigned, then this feature is not activated.)
- 5. Any questions concerning the data element definitions should be directed to the AAP/SB Coordinators or the Fido.gov Support Team.
- 6. Reporters must 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.
- 7. Office POCs must "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 FIDO system.
- 8. If Approvers (APRs) are assigned, then office APRs must "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.
- 9. 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).
- 10. The Office Representative on the AAP Working Group must inform the Component Procurement Office that their office submission is validated and ready for review.
- 11. Once reviewed and validated by the Procurement Office and no further action is required, the submission will be marked "Complete" by a Component Procurement Office representative.
- 12. Information on the reports that are available to the office POCs and Viewers (and instructions on printing/exporting reports to Excel) will be provided through the AAP Working Group.
- 13. Once marked "Complete" by a Component Procurement Office representative, the data will be released to the AAP Public Web Site at <http://fido.gov/dhs/aap/publicview.asp>.

ATTACHMENT 2

Note: The following is a sample Email to assist HCA's in executing the Department's requirement for FY 2011 Annual Advance Acquisition Planning to notify key Program Staff. Please fill in the necessary AAP Coordinator POC information.

Subject: Draft HCA Email to AAP Program Staff

Your support is requested to **initiate the Department's requirement for FY 2011 Annual Advance Acquisition Planning**. This effort entails collection of each Component's Advance Acquisition Plan (AAP) and Small Business Procurement Forecast data.

Specifically, we are requesting one or more points of contact (POC) within your Program Office who have knowledge of the FY 2011 spending plan and familiarity with FY 2011 AAP/Procurement Forecast requirements greater than \$100K. The POC information should include names, titles, phone numbers, and e-mail addresses and be submitted to the AAP coordinator, **[Name of your AAP Coordinator], name.coordinator@dhs.gov**, by July 26, 2010.

Information for the Forecast of Contract Opportunities is extracted from the AAP. **Those individuals listed as a point of contact in the AAP should have knowledge of the requirement and be prepared to answer questions from the public as the information is on the public website and is distributed in printed material.**

We are requesting that the AAP system be reviewed and updated in the following manner::

- Add any new requirements for FY 2011;
- Update existing AAP data to reflect your FY 2011 yearly plans and,
- Identify requirements that can be performed **by** small businesses that will be announced in the FY 2011 Small Business Procurement Forecast, with specific identification of 8(a), HUBZone and Service Disabled Veteran-owned set-asides in addition to the general small business set-asides.
- The American Recovery and reinvestment Act (ARRA) data is to be included in the data collection.
- Any requirements listed in the system marked "New" that have been awarded should be changed to "Existing."
- Any requirements no longer needed should be marked as "No Longer Required."

Training on the Fido.gov system for the POCs is scheduled for August 10th and 12th, 2010. It is approximately one hour and done by conference call. Additional information is available by contacting your AAP Coordinator.

Your AAP Coordinator is **[Name of Coordinator], 202-###-###**, and the Alternate AAP Coordinator is **[Name of Alternate], 202-###-###**.

Your commitment to this acquisition planning for FY 2011 annual update is greatly appreciated.