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T3.13.1 Other Administrative Procedures Revised 1/2009

A Administrative Matters

1 Numbering System for Procurement Instruments Revised 10/2016

a. A uniform numbering system allows FAA to identify, control, and track each procurement action, from procurement request through award and close-out. This numbering system is applied through FAA's automated procurement system, PRISM. Use of PRISM is required for all procurement requests and procurement instruments, including written screening information requests, purchase orders, delivery orders, task orders, agreements, leases, contracts, and all forms of awards, regardless of monetary consideration. For further information on procurement document numbering in PRISM, see the associated PRISM business process solution Federal Procurement Data System (FPDS) User Guide (FAA only)

b. The Procurement Instrument Identification Number (PIIN) must consist of 14 alphanumeric characters:

(1) *Positions One and Two.* A two-digit alphabetic code identifying the procuring agency. This code must always be "DT" which means the Department of Transportation.

(2) *Positions Three* and *Four*. A two-digit alphabetic code identifying the DOT operating administration. This code must always be "FA" which means Federal Aviation Administration.

(3) *Positions Five and Six.* A two-digit alphabetic code identifying the procurement office* of the operating administration that issued the procurement instrument, as follows:

WA - Headquarters	CN – RECO CSA
AC - Aeronautical Center	EN – RECO ESA
CT - Technical Center	WN – RECO WSA
SA – Service Areas (Central, Eastern & Western)	

***NOTE**: Starting for all FY 2017 awards. WA (Headquarters), AC (Aeronautical Center) and CT (Technical Center) are unchanged.

(4) *Positions Seven and Eight.* A two-digit numeric code that is the last two digits of the fiscal year in which the PIIN is assigned.

(5) *Position Nine.* A one-digit alphabetic code identifying the type of procurement instrument (i.e., agreement, contract, etc.) as follows:

A - *Agreement*. Use for all agreements not otherwise covered, including Blanket Purchasing Agreement (BPA) and Basic Ordering Agreement (BOA).

C - *Contract.* Use for all contracts, including letter contracts, except for contracts with Government activities or corporations (See PIIN element E). Does not apply to real property transactions.

D - *Indefinite-Delivery Contract*. Use for indefinite quantity, definite quantity, and requirements contracts.

E - *Contract with Government Activity or Corporation*. Use for contracts with income producing Federal Government entities, including National Industries for the Blind, National Industries for the Severely Handicapped, and Federal Prison Industries (UNICOR). Does not apply to real property transactions.

F - *Delivery Order*. Use when placing supply orders directly against DOT or FAA contracts and against contracts administered by another agency, i.e., General Services Administration (GSA), Department of Veterans Affairs (VA), Office of Personnel Management (OPM), or Department of Defense (DOD), pursuant to an interagency agreement or when authorized by statute or regulation. Does not apply to real property transactions.

G - *Grant*. Reserved for grants when a PIIN formatted number is assigned.

H - *Cooperative Agreement*. Reserved for cooperative agreements with municipalities and quasi-government agencies. Does not apply to real property transactions.

J - *Outgrant/Outlease (Accounts Receivable) or Permits*. Use when FAA outleases (grants the right to use Federal real property under FAA control to others) land or space to public or private entities. Does not include permits or memorandum/letters of understanding/agreements providing rights to other federal agencies. Outgrants are not considered reimbursable agreements.

K - *Land Purchase and Condemnation*. Use for acquisition of permanent real estate interests (fee simple) by purchase or condemnation. Does not include leasehold interests (land or space) or easements in real property.

L - *Lease Agreement*. Use for leasing real and personal property, and products or equipment. Also, includes instruments for both land and space where the Government obtains real estate rights, and all easements including aerial easements for a limited period of time, and may or may not be monetary in consideration. Does NOT include Interagency Agreements. This PIIN will also be used for Multiple Payees.

P - *Purchase Order*. Use for all commercial-off-the-shelf purchase orders. Also, appraisals, surveys, title, closing, and other work related to leasing or acquiring real estate rights.

Q - *Request for Quote*. Use when soliciting contracts by request for quote.

R - *Request for Offer*. Use when soliciting contracts by screening information request (SIR) for qualifications, information, or offer.

S - *Sales Contract (Account Receivable)*. Use for sales and other disposal of real and personal property.

T - *Task Order*. Use when placing service task orders for services directly against external contracts, i.e., GSA, VA, OPM, and DOD contracts.

U - *Utilities.* Use for contracts for electric, telephone, water, natural gas, and other utilities, including delivery/task orders against external contracts. Includes FAA delivery orders against GSA area-wide and GSA commodity contracts for utilities.

V - *Other Transaction Agreements.* Use for agreements not covered by another identifier.

W - See P - Purchase Orders.

X - *Interagency Agreement*. Use when obtaining products or services from or through another Federal agency when that servicing agency may be in a position or equipped to supply, render, or obtain by contract. Does not apply to real property transactions.

Z - *Reimbursable Agreement*. Use when FAA enters into an agreement to *provide* products or services and receives payment for the products or services rendered and not covered otherwise.

The letters not listed above are reserved. The reserved letters may not be used to identify an FAA procurement instrument in lieu of the above designated codes assigned to the type of instrument.

(6) *Positions Ten through Fourteen.* At the discretion of the Chief of the Contracting Office, these characters may be numeric or alphanumeric. A separate set of serial numbers may be used for any type of procurement instrument.

c. *Illustration of the PIIN.* An example of a PIIN is as follows: DTFAAC-17-R-00001 identifies an RFO issued by the Department of Transportation, Federal Aviation Administration, Aeronautical Center, Oklahoma City, OK in fiscal year 17.

d. *Supplementary PIINs.* A supplementary number must be used with the basic PIIN to identify the following:

(1) *Amendments to Screening Information Request (SIR).* Amendments must be assigned a four position numeric serial number, sequentially beginning with 0001. A sample amendment number would be DTFASA-17-R-00001-0001.

(2) *Modifications to Contracts, Agreements, and Orders.* Modifications to contracts, agreements, and orders must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(3) *BPA Calls*. BPA calls against BPA setups must be numbered sequentially with a four-position numeric serial number beginning with 0001.

(4) *Delivery and Task Orders*. Delivery/task orders against internal FAA contracts must be numbered sequentially with a four-position numeric serial number beginning with 0001.

e. *Contract Line Item Number (CLIN).* CLINs are numbered consecutively beginning with 001, according to the functionality of PRISM.

f. *Procurement Request (PR).* Requisitioning Office PRs will continue to be numbered according to the following convention, beginning with the FAA Identifier code for the requisitioning office two character designator (see below), followed by the last two digits of the budget year for which the obligation is intended (corresponding with the budget year in the project and accounting codes of the request), then a five digit sequential number assigned by PRISM, and finally a two or three character suffix, if required.

Identifier Codes:

WA - Headquarters	ES - Eastern Service Area	CS - Central Service Area
AC - Aeronautical Center	EN – RECO Eastern Service Area	WS - Western Service Area
CT - Technical Center	CN – RECO Central Service Area	WN – RECO Western Service Area

Examples of requisition numbering are: CS-17-00001, indicates a standard PR issued by the Central Service Area intended for award in FY17. A PR with the number WN-18-00001 indicates that it originated in the Western Service Area, intended for award in FY18, and is specially designated for Real Estate. Refer to PRISM Business Process Solution: Award Types and PRISM Document Numbering Masks (FAA only) for further information on numbering requisitions.

2 Contract Format

Each request for offer or contract should be tailored to include only those elements required, at an appropriate level of detail, to make the contract a binding and enforceable document. For uniformity, the format of each request for offer or contract may be structured according to the following outline:

Part I - The Schedule.

Section A - Contract

Section B - Supplies or Services and Prices/Costs

Section C - Description/Specifications/Work

Statement Section D - Packaging and Marking

Section E - Inspection and Acceptance

Section F - Deliveries or Performance

Section G - Contract Administration Data

Section H - Special Contract Requirements

Part II - Contract Clauses.

Section I - Contract Clauses

Part III - List of Documents, Exhibits, and Attachments.

Section J - List of Documents, Exhibits, and Attachments

Part IV - Representations and Instructions.

Section K - Representations, Certifications, and Other Statements of Offerors
Section L - Instructions, Conditions, and Notices to Offerors

Section M - Evaluation Factors for Award

3 Congressional Affairs Notification Revised 10/2016

a. The following require official notification to Congress *before* releasing an award and distributing the contractual instrument:

(1) *New Awards*. Congress must be notified at least 48 hours, excluding Federal holidays and weekends, before awarding any contract or other agreement of $3.5 million or more (total value including all options or ceilings), excluding interagency agreements. The DOT Assistant Secretary for Government Affairs (I-1) or designee notifies Congress, and advises the Contracting Officer (CO) that the contract or agreement may be released. The CO may sign the contract or agreement, but information about the award must not be released outside of DOT until completing the Congressional notification procedures in this section.

(2) *Modifications and Delivery/Task Orders*. Notification is not required for modifications and delivery/task orders of $3.5 million or more if Congress was notified about the initial award; otherwise, Congressional notification is required.

b. Notification must be made via form DOT F 4220.41, "Contract Award Notification." A template of the language to use in the notification email sent to the DOT Assistant Secretary for

Government Affairs (I-1) can be found on the FAST website templates/samples under "Congressional Affairs Notification Template. The "Contract Award Notification" form DOT F 422.41 is to be sent to the DOT Assistant Secretary for Government Affairs (I-1), with concurrent courtesy copies to:

(1) FAA Office of Government and Industry Affairs (AGI-1);

(2) FAA Acquisition Executive (ACQ-1);

(3) Chief Operating Officer (if ATO is the requiring organization) or Associate/Assistant Administrator (if other than ATO is the requiring organization), through the CO's management; and

(4) The Office of Communications (AOC-1).

c. The CO must complete all blocks of form DOT F 4220.41 and send it to the Assistant Secretary for Government Affairs (I-1), via email or fax at (202) 366-7346. Block 9 of the form may be revised to show an applicable AMS procurement method. The CO is responsible for documenting the date I-1 received the form; to confirm receipt, the CO may call (202) 366-4573.

d. Unless I-1 or designee requests the CO or other designated official not to proceed with award, awards may be announced on the **third** working day following I-1's receipt of DOT F 4220.41.

e. The official contract file must include a copy of form DOT F 4220.41 and documentation of I-1's receipt of the form.

4 Press Release and Public Announcement of Award Revised 7/2010

a. Congressional notification procedures must be completed before the CO or other designated official issues a press release or public announcement.

b. *Press Release*. A press release may be appropriate for awards of interest to the general public. The determination of what is or is not newsworthy must consider factors such as dollar amount of the action, uniqueness, or public interest associated with the requirement. The CO should contact the Office of Public Affairs (AOC-300) for advice, and help with preparing a press release; Service Area, Region and Center personnel should coordinate a press release with their local public affairs office. The CO should request a press release approximately four weeks before planned award.

c. *Public Announcement*. Although AMS policy does not require public announcement for all awards, the CO should consider announcing an award involving large funding amounts, subcontracting opportunities, or high public visibility. Award information should be announced promptly and via FAA Contract Opportunities website, the Internet, trade magazines, or local newspapers. Award announcements are for informational purposes only and should include:

(1) Contract number;

(2) Contractor name and address;

(3) Brief description of the requirement;

(4) Total value;

(5) Award date; and

(6) Contracting Officer's name, email, and telephone.

5 Federal Procurement Data System (FPDS) and FPDS Data Quality Revised 7/2012

a. *Use for Data.* The FAA uses the Federal Procurement Data System (FPDS) module within PRISM as the means for collecting, maintaining, and reporting procurement award data to Congress, the Executive Branch, FAA management, audit and evaluation organizations, and the private sector. These audiences use the data to measure and assess the impact of FAA procurement on the U.S. economy, the extent to which small business and small disadvantaged business firms share in FAA awards, the impact of competition on the procurement process, and for other policy and management purposes.

b. *FPDS User Guide*. The PRISM FPDS User Guide provides full instructions and a complete list and description of the data reporting fields and options within fields, and when to appropriately use the options. The FPDS User Guide (FAA only) is on the National PRISM website under Training.

c. *Public Access*. The Federal Funding Accountability Transparency Act requires FAA to make procurement award data publicly available. Government-wide award data is sent through FPDS- NG to the public website USASpending.gov. The FAA submits its award data to FPDS-NG by using the General Services Administration's Business Services. This process allows FAA to automatically send daily batch files to FPDS-NG, bypassing FPDS-NG's front-end edit checks, once an award passes the FAA's own edit checks.

d. *System for Award Management*. The CO must ensure that the awardee is registered in the System for Award Management (SAM) System before award is made.

e. *Annual Certification*. After the close of each fiscal year, the FAA Acquisition Executive certifies to the percentage of FPDS data that is accurate, timely, and complete. To support of this annual certification, the CO must enter all FPDS data for awards when the award is approved in PRISM. The CO must enter complete and accurate information for each data field in FPDS. The PRISM FPDS User Guide provides an explanation of each data element to be entered.

f. *File Documentation*. The PRISM FPDS User Guide requires the CO to print and place a copy of the completed FPDS form in the contract file. If subsequent FPDS award exception reports require corrections to FPDS entries, the CO must correct the entries and print another form with changes and place it in the contract file.

g. *Reviewing Exception Reports*. At least quarterly, the CO's branch manager or team lead must review the PRISM award exception report to ensure all procurement actions have been entered and the data is accurate and complete. The branch manager or team lead must ensure that corrections are made within 30 days of the date of the report.

6 Record Requirements Revised 1/2012

a. The PRISM Federal Procurement Data System (FPDS) module will include the index of unclassified records of all procurements exceeding $25,000 by fiscal year.

b. For procurements under AMS, FAA will be able to access, as a minimum, the following information:

(1) The date of contract award.

(2) Information identifying the source to which the contract was awarded.

(3) The property or services obtained by the Government under the procurement.

(4) The total cost of the procurement.

(5) Single source procurements.

(6) The identity of the organization or activity that conducted the procurement.

(7) Awards to small disadvantaged businesses using either set-asides or unrestricted competition.

(8) Awards to business concerns owned and controlled by women.

(9) The number of offers received in response to a screening information request.

(10) Task or delivery order contracts.

7 Records Retention Revised 1/2012

FAA Order 1350.15C, "Records Organization, Transfer, and Destruction Standards" describes retention periods and destruction information for acquisition and procurement files. Generally, closed official contract, purchase order, and lease files are transferred to the Federal Records Center after final payment. These records may be transferred in an electronic format consistent with Federal Records Center procedures. These records are then destroyed 6 years and 3 months after final payment, while actions below $100,000 are destroyed 3 years after final payment. See item number 4400, Acquisition and Procurement, of FAA Order 1350.15C for full instructions on record retentions.

8 Annual Procurement Forecast Revised 1/2007

a. In order to provide the small business community with reasonable procurement opportunities and to comply with the President's desire to expand procurement opportunities for small businesses, it is the policy of the FAA to make its Annual Procurement Forecast available to interested business owners. The forecast is for informational and marketing purposes only and does not constitute a specific offer or commitment by the FAA to fund any of the procurements listed.

b. Whether on the Internet or in hard copy, this document must be provided to the public and to the FAA Small Business Development Staff (AJA-8), not later than October 1, of each fiscal year.

Contracting Officers should obtain the information from program offices. A sample format is attached as Appendix 1.

c. Information should include as a minimum:

(1) All planned new procurement actions scheduled for award during the current fiscal year excluding interagency agreements, federal supply schedules and credit card purchases;

(2) A brief description of the anticipated procurement;

(3) The estimated dollar amount of the procurement in a range, e.g. $500,000-$1,000,000;

(4) A name and phone number of a person knowledgeable about the procurement;

(5) The anticipated fiscal year quarter of the screening information request release and contract award;

(6) The method of procurement (i.e. set-aside, single source unrestricted).

9 Reports Revised 10/2016

a. *Requirements.* The FAA remains subject to certain statutory, regulatory, and policy requirements and must continue to report the following:

(1) *Report of Proposed Federal Construction.* Construction programs estimated to exceed $500,000 are subject to Davis-Bacon Act regulations at 29 CFR 1.4. This CFR section requires the FAA to furnish the Department of Labor a general outline of its proposed construction programs for the upcoming fiscal year. The report must identify the estimated number of projects that will require wage determinations, the anticipated types of construction, and the locations of construction. Due Annually; March 20 (see Procurement Toolbox, Procurement Form Template #90).

(2) *Randolph-Sheppard Vending Facilities Report.* Randolph-Sheppard Act regulations at 34 CFR 395.38 require that each Federal property managing agency file an annual report with the Department of Education. This report will reflect the number of applications received for establishing vending facilities, vending machine income collected and disbursed to the State licensing agency in each state, and the amount retained. Due Annually; January 6 (see Procurement Toolbox, Procurement Form Template # 91).

(3) *Resource Conservation and Recovery Act Report (RCRA) and Executive Order(EO) 12873 Annual Report*. Section 6002 of RCRA requires Office of the Federal Procurement Policy (OFPP) to report to Congress on the actions taken by agencies to implement this statute. EO 12873 reinforces affirmative procurement, waste minimization, and recycling efforts and requires Federal agencies to report on their efforts to the Office of the Federal Environmental Executive (OFEE). To simplify the reporting process and reduce the reporting burden placed on agencies, the OFPP and the OFEE have merged the reporting requirements of section 6002 of RCRA, and EO 12873 into a single annual report. The report is divided into the Agency Summary Report and the Supply Center Summary Report. The report covers commercial purchases of items contained in the Comprehensive Procurement Guidelines, as well as affirmative procurement, waste minimization and recycling efforts. Due Annually; February 26 (see Procurement Toolbox, Procurement Form Template #92).

(4) *Semiannual Labor Compliance Report.* Davis-Bacon Act regulations at 29 CFR 5.7 require data on compliance with and enforcement of the construction labor standards requirements of the Davis-Bacon Act and Contract Work Hours and Safety Standards Act. The report will identify enforcement actions taken by the contracting offices. Due Semi-Annually; October 20 & April 20 (see Procurement Toolbox, Procurement Form Template #93).

(5) *Lobbying Disclosure Report.* Public Law 101-121 requires contractors to disclose any lobbying activities. The Lobbying Disclosure Act of 1995 eliminated the requirement to forward a copy of each disclosure form, SF LLL to Congress semiannually. Therefore, this report is no longer required. The original SF LLL should continue to be retained in the contract file.

(6) *Major Procurement Program Goals (MPPG).* Pursuant to Executive Order 12928 of 9/16/94, the FAA Administrator will report to the Administrator of the Small Business Administration through the Secretary of the Department of Transportation on the extent of achievements against the MPPG established. Three reports that include the number and dollar obligation of all procurements for each MPPG, excluding interagency agreements, are required by the Small Business Development Staff (ACQ-20).

b. *Responsibilities.*

(1) The Chief of the Contracting Office (COCO) must collect, compile and submit for their respective organizations the reports outlined below. Reports

must be received by Procurement Information and Services Branch (AJA-A12), or other designated recipient, prior to the stated due dates. The COCO must also provide negative responses when there is no data to report for a particular report during the reporting period.

(2) The Procurement Information and Services Branch (AAP-400) will consolidate the reports that are required to be submitted to AAP-400 into a single agency-wide report for submission to the various requesters prior to their prescribed due dates. All other reports will be submitted by the Logistics Service Areas, Centers, and Headquarters, directly to the requester.

c. Specifics about each report are as follows:

Title of Report	Format	Reporting Period	Due Date to AAP-400
Report of Proposed Federal Construction	FAA Form 4474-5	Annually; prospective activity for the next fiscal year.	March 20
Randolph Sheppard Vending Facilities Report	Interagency Form 1270-ED-AN	Annually; for the prior calendar year.	January 6
Resource Conservation and Recovery Act Report	OFPP and OFEE prescribed format. Negative responses required.	Annually; for the prior calendar year.	February 26
Semiannual Labor Compliance Report	No prescribed format; an original and one copy is required.	Semi-annually; for the prior 6 month period.	October 20; April 20
Lobbying Disclosure Report	No longer required.	Not applicable.	Not applicable.
Major Procurement Program Goals (Projection)	Format prescribed by AJA-8; Report directly to AJA-8 by Memorandum from the ATO Vice Presidents, FAA Associate and Assistant Administrators, Regional Administrators and Center Directors. (See Appendix 2)	Annual, prior to October 1 of each fiscal year. (See AMS Section 3.6.1.3)	N/A
Pre-AMS Major Procurement Program Goals (Actuals)	Format prescribed by AJA-8; Report directly to AJA-8 in	Quarterly, by the 15th of the month following the	N/A

	writing from the FAA Headquarters Director of Acquisition and Contracting, Regional Administrators and Center Directors. (See Appendix 3)	reporting period. (See AMS Section 3.6.1.2)	
Post AMS Major Procurement Program Goals (Actuals)	Format prescribed by AJA-8; Report directly to AJA-8 in writing from the FAA Headquarters Director of Acquisition and Contracting, Regional Administrators and Center Directors. (See Appendix 4)	Quarterly, by the 15th of the month following the reporting period. (See AMS Section 3.6.1.2)	N/A

10 Contractor Attendance at FAA-Sponsored and Other Government Training Revised 1/2017

a. *FAA Sponsored Training.*

(1) General Prior to attending classroom FAA-sponsored training, all support contractors are required to submit the "Support Contractor Authorization " form (see Procurement Forms) to the appropriate Contracting Officer. Support contractors are not required to submit the “Support Contractor Authorization” form when taking online FAA-sponsored training; unless the support contractor will take the online FAA-sponsored training on contractual billable hours. The Contracting Officers may authorize support contractors to participate in FAA-sponsored training, if training is authorized in the support contract and the training hours may be billed as direct hours to the contract. When training is NOT specifically authorized in the provisions of the contract FAA will NOT pay direct hourly charges associated with the number of hours spent in training. The following conditions apply when training is not specifically authorized in the provisions of the FAA contract.

(a) *Unique Content.* Support contractors may be allowed to attend FAA sponsored training related to Agency-unique subject areas (such as the AMS), on a space-available basis. However, FAA will only pay direct hourly charges associated with the training if the conditions listed in a. (1) are met.

(b) *Non-unique Content.* In principle, when training is NOT covered under the support contract there is a presumption that the contractor is obligated to provide contractor personnel with the requisite expertise and training. Therefore, if the FAA provides training in an area that is not Agency-unique, the contract price should be reduced accordingly.

(c) *Unauthorized Actions.* If training is authorized by anyone other than the Contracting Officer, and the contract provisions do not provide for the training, the action is unauthorized and must be processed as an unauthorized commitment. (See T3.1.4 Delegations)

(d) *Contractor Required Training*. Courses identified as mandatory at the FAA, and placed in the eLMS Contractor Course catalog may be taken at will by FAA contractors and the training hours may be billed as direct hours to the contract. Courses may only be entered into the catalog with the approval of the manager of AAP-100.

(2) Responsibilities.

(a) *Contracting Officer.* The Contracting Officer may include language in contracts regarding the inclusion of contractors in FAA sponsored training and make the final determination whether or not a course is FAA-unique. The Contracting Officer is the only person with authority to approve Government training for a contractor, since it involves the expenditure of government funds. The Contracting Officer should provide a copy of the signed authorization to the Course Manager and retain the original in the contract file.

(b) *Contractors.* Prior to attending FAA-sponsored training, a support contractor must submit a *"Support Contractor Authorization"* form to the appropriate Contracting Officer. The form should be approved by both the requestor's manager and the Contracting Officer and provided to the Course Manager on or before the first day of class.

(c) *Course Instructor.* The Course Instructor is not authorized to admit support contractor employees to a course without the Contracting Officer's authorization on the approval form. Any issues regarding attendance of support contractors are to be referred to the Course Manager.

(d) *FAA Course Manager.* The Course Manager should provide guidance to support contractors regarding the requirement for "Support Contractor Authorization" form and manage any issues referred by the Course Instructor pertaining to the support contractor's authorization to attend the training. Additionally, the Course Manager should retain copies of signed forms with the training roster and ensure that a signed authorization is on file for all support contractors attending FAA sponsored training. The class roster should indicate the support contractor's company name and include the following legend: *"Failure to correctly indicate that you are an employee of a support contractor will be a material misrepresentation under the terms of the contract."*

b. *Other Government Training*.

FAA contractors may be eligible to take free-of-charge training through other Government sources such as the Federal Acquisition Institute (FAI) or Defense Acquisition University

(DAU). Contractor eligibility to take a course will be determined by the Government entity sponsoring the training. Contractors must follow the Government sponsor's eligibility, registration and approval procedures.

If required by the other Government entity, FAA approval of the training will be provided by the FAA Contracting Officer or the Contracting Officer's designee. The contractor must request FAA approval using the support contractor training authorization form in the FAST. FAA will consider whether the training is necessary for the contractor's performance under the contractor's FAA contract, or whether the training would be beneficial to the FAA.

11 Plain Language Added 7/2006

When the statement of work for a contract requires the contractor to deliver any document that will be published, either electronically or in hard copy, for dissemination outside the FAA, or for broad dissemination within the FAA, the document must comply with FAA Order 1000.36, "FAA Writing Standards." Typical documents covered by this requirement include scientific reports, study or survey results, newsletters, regulations, advisory circulars, orders, manuals, ATO Leaders Report, Reports to Congress, and FAA Today. This requirement does not apply to technical documents arising from contract administration, such as earned value management system reports, design review data packages, test plans, or integrated logistics support plans.

There is an equivalent contract clause implementing the above requirement.

12 Approval of Multiple-Award Procurement Programs Revised 10/2010

a. The FAA's multiple-award procurement programs expedite contracting processes for recurring needs by establishing more than one competitively awarded task/delivery order contract or agreement, or qualified vendors list, in broad categories of work, such as information technology or engineering services. As FAA organizations identify specific needs, they place orders against an individual contract, agreement, or qualified vendors list using procedures established under the particular multiple-award program.

b. Before any FAA organization establishes a new multiple-award procurement program, it must document the program's benefit, administrative cost, span of use, ordering procedures, and internal oversight mechanisms. Written approval, based on potential size, complexity, and scope of aggregate needs, is also required before an FAA organization may begin any activity to establish a multiple award procurement program, as follows:

(1) Joint Resources Council (JRC) approves any multiple award procurement program that is part of the procurement strategy for an investment program subject to JRC approval. The justification for the procurement program is described in the Integrated Strategy and Planning Document, and is approved by the JRC at the final investment decision.

(2) FAA Acquisition Executive approves any multiple award procurement

program, qualified vendors list, or blanket purchase agreement intended to satisfy recurring needs across more than one ATO service organization, ATO service area, or non-ATO line of business or staff office.

(3) Chief of the Contracting Office approves any multiple award procurement program, qualified vendors list, or blanket purchase agreement intended to satisfy recurring needs of one ATO service organization, ATO service area, or non-ATO line of business or staff office.

c. The FAA organization establishing the multiple award procurement program must send a copy of the approved justification to the Director of Acquisition and Contracting at Headquarters.

B Clauses

view contract clauses

C Forms

view procurement forms

D Appendix Revised 1/2009

Sample 1 – Annual Procurement Forecast

Sample 2 - Major Procurement Program Goals (MPPG) Projection

Sample 3 - Pre-AMS MPPG (Actuals) Report

Sample 4 - Post AMS MPPG (Actuals) Report

APPENDIX
SAMPLE 1

ANNUAL PROCUREMENT FORECAST
FORMAT

Program Office & Point of Contact	**Description of Procurement Planning Procurement Information**	**Incumbent Contractor & Current Contract Number (if available)**
(Include Office Title, Release Routing Symbol**,** Method Telephone Number whether with Area Code)	(Include Brief Description, SIC Code Estimated Value, Performance Location indicating City & State)	(Include Estimated SIR Date, Estimated Award Date, of Procurement, indicate Set- Aside or not)

* Do Not Include Modifications to Existing Procurements

Method of Procurement: (i.e., set-aside, single Source unrestricted)

APPENDIX
SAMPLE 2

DEPARTMENT OF

TRANSPORTATION FEDERAL

AVIATION ADMINISTRATION

MAJOR PROCUREMENT PRORAM GOALS

(PROJECTION) FISCAL YEAR

(DOLLARS IN
MILLIONS)

REPORTING OFFICE: _____

Fiscal Year % of No.
of

$ Goal Goal Actions

(1) Total Procurements……..... _____ N/A___ _____

(2) Awards to Small Businesses……....._____ _____% (% of 1) _____

(3) Awards to SEDB (8(a))……....._____ _____% (% of 1) _____

(4) Awards to Small Disadvantaged Businesses…..... _____ _____ % (% of 1) ___

(5) Awards to Small Businesses Owned and Controlled by Women….....____ _____ % (% of 1) _

(6) Total Subcontracts Awarded by Prime Contractors….....____ N/A___ _____

(7) Subcontracts Awarded to Small Businesses.....____ _____% (% of 6) __

(8) Subcontracts Awarded to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals…….....____ _____% (% of 6) _____

(9) Subcontracts Awarded to Small Businesses
Owned and Controlled by Women.....____ _____% (% of 6) _____

APPENDIX
SAMPLE 3

PRE-ACQUISITION MANAGEMENT SYSTEM (AMS)

MAJOR PROCUREMENT PROGRAM GOALS (ACTUALS) REPORT

(MPPGR) DATA ITEM DESCRIPTIONS (2/98)

Pre-AMS reports are to be generated containing the following data elements:

Pre-AMS Procurement Obligations, as used in the MPPGR, is the sum of all procurement obligations that are **not** awarded pursuant to the AMS (excludes interagency agreements).

Total Awards (Item 1) are all pre-AMS procurement obligations awarded to large and small businesses excluding all interagency agreements. Item 1 must be equal to or greater than the sum of Items 2 - 5.

Awards to Small Business Concerns (Item 2) are all pre-AMS procurement obligations awarded to small business concerns (i.e. 8(a) businesses, small business concerns owned and controlled by socially and economically disadvantaged individuals, small businesses owned and controlled by women and all other small businesses). Item 2 must be equal to the sum of Items 3
- 5.

Awards to 8(a) Concerns (Item 3) are all pre-AMS procurement obligations awarded to 8(a) firms via FSS, 8(a) competitive set-asides and/or 8(a) non-competitive set-asides only. Do not count in Item 3 if counted in Items 4 or 5.

Awards to Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged (SDB) Individuals (Item 4) are all pre-AMS procurement obligations awarded to SDBs excluding awards to 8(a) firms via 8(a) competitive set-asides and/or 8(a) non- competitive set-asides. Do not count these awards in Item 4 if counted in Items 3 or 5.

Awards to Small Business Concerns Owned and Controlled by Women (WOB) (Item 5) are all pre-AMS procurement obligations awarded to WOBs excluding awards to 8(a) firms via 8(a) competitive set-asides and/or 8(a) non-competitive set-asides. Do not count these awards in Item
5 if counted in Items 3 or 4.

Total Subcontracts Awarded by Prime Contractors (Item 6) are all pre-AMS subcontract obligations awarded to large and small businesses. Item 6 must be equal to or greater than the sum of Items 7 - 9.

Subcontracts Awarded to Small Business Concerns (Item 7) are all pre-AMS subcontract obligations awarded to small businesses. Item 7 must be equal to or greater than the sum of Items 8 and 9.

Subcontracts Awarded to Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (Item 8) are all pre-AMS subcontract obligations awarded to SDBs. Do not count these awards in Item 8 if counted in Item 9.

Subcontracts Awarded to Small Business Concerns Owned and Controlled by Women (Item 9) are all pre-AMS subcontract obligations awarded to WOBs. Do not count these awards in Item 9 if counted in Item 8.

Actual This Period (Column 3) are all pre-AMS procurement obligations awarded during the current reporting period.

Cumulative Actual to Date (Column 4) are all pre-AMS procurement obligations awarded from October 1 of the current fiscal year through end of the current reporting period.

Number of Actions (Column 5) are the number of pre-AMS procurement actions that correlate to the "Actual This Period" procurement obligations (Column 3) or the "Cumulative Actual to Date"
(Column 4).

SAMPLE 3 –
(cont'd.)

FEDERAL AVIATION ADMINISTRATION PRE-ACQUISITION MANAGEMENT SYSTEM

MAJOR PROCUREMENT PROGRAM GOALS (ACTUAL) REPORT*

REPORTING OFFICE/DATE OF REPORT _____

FISCAL YEAR _____

(Dollars in
)

Column 1	Column 2	Column 3	Column 4	Column 5
		Actual This Period	**Cumulative Actual to Date**	**Number of Actions**
1.	Total Awards	$	$	
2.	Awards to small Business Concerns (Include Items 3, 4, and 5 below)	$	$	

3.	Awards to 8(a) Concerns	$	$	
4.	Awards to Small Business Concerns owned and Controlled by Socially and Economically Disadvantaged Individuals (Exclude Item 3)	$	$	
5.	Awards to Small business Concerns Owned and Controlled by Women (Exclude Item 3)	$	$	
6.	Total Subcontracts Awarded by Prime Contractors	$	$	
7.	Subcontracts Awarded to Small Business Concerns	$	$	
8.	Subcontracts Awarded to Small business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals	$	$	
9.	Subcontracts Awarded to Small Business Concerns Owned and Controlled by Women	$	$	

* INCLUDE ALL PRE-AMS PROCUREMENT ACTIONS ON THIS REPORT EXCEPT INTERAGENCY AGREEMENTS.

APPENDIX
SAMPLE 4

POST-ACQUISITION MANAGEMENT SYSTEM
(AMS)

MAJOR PROCUREMENT PROGRAM GOALS (ACTUALS) REPORT

(MPPGR) DATA ITEM DESCRIPTIONS (2/98)

Post-AMS reports are to be generated containing the following data elements:

Post-AMS Procurement Obligations, as used in the MPPGR, are all procurement obligations that are awarded pursuant to the AMS only (excludes interagency agreements).

Total Awards (Item 1) are all post-AMS procurement obligations awarded to large and small businesses excluding all interagency agreements. Item 1 must be equal to or greater than the sum of Items 2 - 5.

Awards to Small Business Concerns (Item 2) are all post-AMS procurement obligations awarded to small business concerns (i.e. very small businesses, 8(a) businesses, small business concerns owned and controlled by socially and economically disadvantaged individuals, small

businesses owned and controlled by women and all other small businesses). Item 2 must be equal to the sum of Items 2.1 - 5.

Very Small Business Set-Asides (Item 2.1) are all post-AMS procurement obligations awarded to very small businesses via FSS and/or very small business set-asides only. Do not include awards to very small businesses if the award was not made as a result of a FSS and/or very small business set-aside. Do not count very small business set-aside awards in Items 3, 4, or 5. Do not count in Item 2.1 if counted in Items 3, 4, or 5.

SEDB Set-Asides (8(a) (Item 3)) are all post-AMS procurement obligations awarded to 8(a) firms via FSS and/or SEDB set-asides only. Do not include awards to 8(a) firms if the award was not made as a result of a FSS and/or SEDB set-aside (8(a)). Do not count in Item 3 if counted in Items 2.1, 4, or 5.

Awards to Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged (SDB) Individuals (Item 4) are all post-AMS procurement obligations awarded to SDBs excluding awards to 8(a) firms via SEDB 8(a) set-asides (Item 3). Do not count these awards in Item 4 if counted in Items 2.1, 3, or 5.

Awards to Small Business Concerns Owned and Controlled by Women (WOB) (Item 5) are all post-AMS procurement obligations awarded to WOBs excluding awards to 8(a) firms via SEDB 8(a) set-asides. Do not count these awards in Item 5 if counted in Items 2.1, 3, or 4.

Total Subcontracts Awarded by Prime Contractors (Item 6) are all post-AMS subcontract obligations awarded to large and small businesses. Item 6 must be equal to or greater than the sum of Items 7 - 9.

Subcontracts Awarded to Small Business Concerns (Item 7) are all post-AMS subcontract obligations awarded to small businesses. Item 7 must be equal to or greater than the sum of Items 8 and 9.

Subcontracts Awarded to Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (Item 8) are all post-AMS subcontract obligations awarded to SDBs. Do not count these awards in Item 8 if counted in Item 9.

Subcontracts Awarded to Small Business Concerns Owned and Controlled by Women (Item 9) are all post-AMS subcontract obligations awarded to WOBs. Do not count these awards in Item 9 if counted in Item 8.

Fiscal Year Goal (Column 3) are the agency-wide fiscal year goals established for each post- AMS MPPGR category (Column 2).

Actual This Period (Column 4) are all post-AMS procurement obligations awarded during the current reporting period.

Cumulative Actual to Date (Column 5) are all post-AMS procurement obligations awarded from October 1 of the current fiscal year through the end of the current reporting period.

Number of Actions (Column 6) are the number of post-AMS procurement actions that correlate to the "Actual This Period" procurement obligations (Column 3) or the "Cumulative Actual to Date" (Column 4).

SAMPLE 4 –
(cont'd.)

FEDERAL AVIATION ADMINISTRATION POST-ACQUISITION MANAGEMENT SYSTEM

MAJOR PROCUREMENT PROGRAM GOALS (ACTUAL) REPORT*

REPORTING OFFICE/DATE OF REPORT _____

FISCAL YEAR _____

(Dollars in
)

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
		Fiscal Year $ Goal	**Actual This Period**	**Cumulative Actual to Date**	**Number of Actions**
1.	Total Awards	$	$		
2.	Awards to small Business Concerns (Includes Items 2.1, 3, 4, and 5 below)	$	$		
2.1	Very Small Business Set-Asides				
3.	SEDB (8(a)) Set-Asides	$	$		
4.	Awards to Small Business Concerns owned and Controlled by Socially and Economically Disadvantaged Individuals (Exclude Item 3)	$	$		
5.	Awards to Small business Concerns Owned and Controlled by Women (Exclude Item 3)	$	$		
6.	Total Subcontracts Awarded by Prime Contractors	$	$		
7.	Subcontracts Awarded to Small Business Concerns	$	$		
8.	Subcontracts Awarded to Small business Concerns Owned	$	$		

	and Controlled by Socially and Economically Disadvantaged Individuals				
9.	Subcontracts Awarded to Small Business Concerns Owned and Controlled by Women	$	$		

*EXCLUDE INTERAGENCY AGREEMENTS AND AWARDS NOT MADE UNDER THE ACQUISITION MANAGEMENT SYSTEM ONLY.

(NOTE: PROVIDE THE DETAIL FOR ITEMS 2, 3, 4, AND 5 ON A SEPARATE SHEET. DETAIL THE INDIVIDUAL AWARDS (EXCEPT FOR SIMPLIFIED PURCHASES) THAT EQUATE TO THE TOTAL "ACTUAL THIS PERIOD" REPORTED. INCLUDE NAME OF CONTRACTOR, AWARD AMOUNT, APPLICABLE STANDARD INDUSTRIAL CLASSIFICATION AND ETHNIC GROUP.)