

# CHANGE REQUEST COVER SHEET

**Change Request Number:** 09-02

**Date Received:** 9/29/2008

**Title:** Revision of T3.13.1 to Support the Revised Simplified Section and new Purchase Card Section, and to Clarify Multiple Administrative Procedures

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**Policy OR Guidance:** Guidance

**Section/Text Location Affected:** AMS Procurement Guidance T3.13.1

**Summary of Change:** Revision of T3.13.1 to Support the Revised Simplified Section and new Purchase Card Section, and to Clarify Multiple Administrative Procedures

**Reason for Change:** 1. Eliminate the Conference and Business Card sections of T3.13.1, as they are now in T3.2.2.5. 2. Provide clarification that management award notifications need to be routed through the management chain. 3. Provide the proper records retention period for simplified actions.

**Development, Review, and/or Concurrence:** AGC-500, AJA-43, AJA-431, AJA-45, ACT, ARC

**Target Audience:** FAA Contracting Workforce

**Potential Links within FAST for the Change:** None

**Briefing Planned:** No

**ASAG Responsibilities:** None

**Potential Links within FAST for the Change:** None

**Links for New/Modified Forms (or) Documents (LINK 1)**

**Links for New/Modified Forms (or) Documents (LINK 2)**

**Links for New/Modified Forms (or) Documents (LINK 3)**

## SECTIONS REMOVED:

Procurement Guidance:

**Section 3 : Approval of Contract** [\[Old Content\]](#)

Procurement Guidance:

**Section 10 : FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops** [\[Old Content\]](#)

Procurement Guidance:

**Section 10 : Use of Appropriated Funds to Purchase Business Cards** [\[Old Content\]](#)

## SECTIONS EDITED:

Procurement Guidance:

**T3.13.1 Other Administrative Procedures** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 1 : Numbering System for Procurement Instruments** [\[Old Content\]](#)[\[New Content\]](#)[\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 3 : Contract Award Notification** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 4 : Congressional Affairs Notification** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 5 : Federal Procurement Data System (FPDS)** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 6 : Record Requirements** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 7 : Records Retention** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 9 : Reports** [\[Old Content\]](#)[\[New Content\]](#) [\[RedLine Content\]](#)

Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 10 : Contractor Attendance at FAA-Sponsored Training** [\[Old Content\]](#)[\[New Content\]](#)

[Content](#) | [RedLine Content](#)

**Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 12 : Approval of Multiple-Award Procurement Programs** [\[Old Content\]](#)[\[New Content\]](#) | [RedLine Content](#)

**Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

**Section D : Appendix** [\[Old Content\]](#)[\[New Content\]](#) | [RedLine Content](#)

**SECTIONS REMOVED:**

**Procurement Guidance:**

**Section 3 : Approval of Contract .**

Only duly authorized officials acting within the limits of their delegated procurement authority may make legally binding contractual actions.

**Procurement Guidance:**

**Section 10 : FAA Sponsored Conferences, Seminars, Ceremonies, and Workshops .**

a. FAA-sponsored conferences, seminars, ceremonies, and workshops are a routine element of FAA operations. FAA personnel must consider certain special requirements when planning and conducting such events.

b. *Coordinating Space Needs.* FAA should use Government-owned space when available in the location of the conference and if it satisfies all of FAA's needs. When adequate Government space is not available, conference planners may obtain commercial space. Before renting short-term meeting space, conference planners must coordinate with the cognizant FAA real property organization. In metropolitan Washington, DC, the Washington Area Facilities Management Office (ALO-100) coordinates use of both commercial and General Services Administration-controlled space. Personnel in Regions, Centers, and ATO Service Areas should consult with their cognizant facilities management office or real property organization. After the request for conference space has been coordinated through the facilities management office or real property organization, conference planners may then discuss requirements with meeting space vendors or hotels. The conference or meeting space must not be used or occupied until an agreement is signed by a Contracting Officer (CO) or the space has been purchased by a person with delegated purchasing authority. (See AMS Real Property Guidance 2.4.6, Appendix F, for more information on short-term conference and meeting space).

c. *Procurement Method.* Any procurement mechanism, such as a contract, purchase order, or FAA purchase card, may be used to purchase short-term conference or meeting space and related services.

(1) The FAA purchase card may be used to pay for meeting space and services; cardholders cannot purchase food or beverage, *except* light refreshments at FAA award ceremonies. When an all-inclusive, fixed price meeting space or service includes food and beverage, the purchase card cannot be used as a payment method. (See AMS Procurement Guidance T3.2.2.5, Simplified and Commercial Purchases, for additional information and restrictions for the purchase card).

(2) A commercial rental or lease agreement for meeting space or services must be

signed by a CO or other person delegated purchasing authority. The amount of the agreement must be within the dollar limits of the procurement authority of the person signing the agreement. Cost of meeting space and services cannot be intentionally split to avoid limits on delegated procurement authority.

d. *Unauthorized Commitment.* Conference planners should be cautious about making any commitments involving commercial meeting space and services. Conference planners may visit facilities, discuss space needs, collect pricing information, tentatively reserve space (only if at no cost and without any liability), or request other conference-related information. They cannot make any commitment until a written agreement is signed by a CO or the space is acquired by a person delegated purchasing authority. An agreement signed by anyone other than a CO or space obtained by anyone other than a person delegated purchasing authority is an unauthorized commitment.

e. *Travel-related Costs.* Employee's travel, hotel, local transportation, and per diem must be paid for under the FAA travel card. An employee's travel-related costs cannot be paid for under a contract, purchase order, or FAA purchase card.

f. *Items for Distribution to Conference Attendees.* Generally, personal use items may not be purchased and given to conference attendees. Under certain narrow conditions, items with nominal cost and limited use, such as buttons, pens, notepads, or mugs, may be purchased and distributed at an FAA-sponsored conference if the items convey an appropriate message specifically related to the conference and will directly support the FAA's mission. Conference planners should consult with legal counsel before purchasing any items to be distributed to conference or event attendees.

g. *Food and Beverage.*

(1) The FAA may purchase food and beverage for conference participants under the following narrowly defined circumstances:

(a) *Formal Conferences.*

(i) The term "formal conference" usually denotes topical matters of interest to and participation of multiple agencies and/or nongovernmental participants. Other indicators are registration, published substantive agenda, scheduled speakers and discussion panels.

(ii) The meals, beverages, and refreshments must be incidental to the conference.

(iii) Attendance at the meals and attendance when the refreshments are provided must be important for the FAA to ensure full participation in essential discussions, lectures, or speeches concerning the purpose of the conference.

(iv) The meals, beverages, and refreshments must be part of a formal conference that includes both substantial functions at the time the meals, beverages and refreshments are served and substantial functions separate from when food, beverages, or refreshments are

served.

(v) At formal conferences where the above criteria are met, FAA may also pay for the food, beverages, and refreshments of private citizens or Federal employees from other agencies when an administrative determination is made that their attendance is necessary to achieve the program or conference objectives.

(b) *Internal FAA Training Conferences.* The meals, beverages, and refreshments must be:

(i) Incidental to the conference;

(ii) Attendance at the meals must be necessary for full participation in the conference; and

(iii) The employees and members are not free to take meals elsewhere without being absent from the essential business of the meeting.

(c) *FAA Workshops.* FAA may pay a facility rental fee that includes the cost of food or beverages provided to FAA employees where the fee is all-inclusive, not negotiable and competitively priced to those that do not include food.

(d) *Award Ceremonies.* FAA may purchase light refreshments for award ceremonies. The FAA purchase card may be used to purchase light refreshments.

(e) *Cultural Awareness Ceremonies.* FAA may purchase food or beverage if part of a formal program intended to both advance Equal Employment Opportunity objectives and provide cultural or ethnic awareness. Food and beverage must be part of a culture's food and beverage and offered as part of a larger program that serves an educational function.

(f) *Official Receptions.* For official receptions hosted by the Administrator (or designated senior executive) for foreign or non-Federal dignitaries, FAA may purchase light refreshments, meals, snacks, and beverage. The Administrator's official reception and representation funds must be used for these events (see FAA Order 1200.3).

(2) Except for FAA award ceremonies, FAA purchase card cannot be used to pay for food and beverage; a purchase order or contract must be used instead.

(3) Food and beverage costs must be reasonable, must not include alcoholic drinks, and cannot be purchased for amusement or social events, such as "hospitality suites" (except hospitality functions at official receptions).

(4) FAA cannot purchase food and beverage for routine meetings to discuss day-to-day operations.

h. *Justification for Food and Beverage.* Before contracting for a conference or other event

with food and beverage, the Director (or equivalent management level) of the organization sponsoring the event must approve a written justification explaining why food and beverage is necessary. Approval of this justification is nondelegable and must also be approved by legal counsel. The justification describes the:

- (1) Nature and purpose of the event;
- (2) Applicability of the event to FAA's programs or activities;
- (3) Any statutory, regulatory, or other authority for the event;
- (4) Participants;
- (5) Dates;
- (6) Facility and location;
- (7) Estimated cost; and
- (8) Reason why food and beverage is necessary.

i. *Registration Fees.* Registration fees are payments collected by FAA, or a support contractor on behalf of FAA, from private and other public participants attending an FAA-sponsored conference. If FAA wishes to charge a registration fee, it must have statutory authority to do so. Under 31 U.S.C. 3302(b), FAA must deposit registration fees in the U.S. Treasury, unless there is specific statutory authority for FAA to keep and use fees collected. The FAA currently has statutory authority to credit back to its operations account authorized collections; therefore conference planners should check with legal counsel before depositing authorized registration fees into the general treasury. FAA may not authorize a conference support contractor to charge a fee to offset costs. However, in cases when the FAA co-sponsors a conference and the co-sponsor incurs the cost of the conference without FAA reimbursement, the co-sponsor is permitted to collect registrations fees to cover its costs.

**Procurement Guidance:**

**Section 10 : Use of Appropriated Funds to Purchase Business Cards .**

- a. Appropriated funds may be used to purchase business cards for individual employees. Associate/Assistant Administrators, ATO Vice Presidents, and Regional Administrators/Center Directors determine who in their organization needs business cards, paid for with appropriated funds, to conduct FAA business. Authority for this determination may be delegated to a lower level.
- b. Business cards purchased with appropriated funds are Government property. Employees should exercise good judgment and caution when using their cards in situations not directly related to fulfilling FAA business.
- c. All FAA business cards must comply with FAA branding logo and template requirements established by FAA Order 1700.6C. (See FAA Employee website at [employees.faa.gov/worktools/branding\\_guidelines](http://employees.faa.gov/worktools/branding_guidelines) for additional information).

d. Purchasers must use one of two printing sources when appropriated funds are used to purchase business cards. These sources are: FAA Aeronautical Center's Media Solutions Group; or, pursuant to the mandatory source requirements of the Javitts-Wagner-O'Day Act (JWOD), the Lighthouse for the Blind, Inc. in Seattle, WA (ordering information is on-line at: [www.lighthousestore.com](http://www.lighthousestore.com)).

#### SECTIONS EDITED:

##### **T3.13.1 Other Administrative Procedures (Revision 22, January 2008)**

**Old Content:** Procurement Guidance:

**T3.13.1 Other Administrative Procedures (Revision 22, January 2008) New Content:**  
Procurement Guidance:

**T3.13.1 Other Administrative Procedures Red Line Content:** Procurement Guidance:

**T3.13.1 Other Administrative Procedures** ~~(Revision 22, January 2008)~~

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##### **Section 1 : Numbering System for Procurement Instruments**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures  
Administrative Matters*

##### **Section 1 : Numbering System for Procurement Instruments**

a. A uniform numbering system allows the FAA to identify, control, and track each procurement action, from receipt of the procurement request through award and close-out of the procurement instrument. The contracting officer (CO) must uniformly number 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. COs must assign procurement request number and procurement instrument identification number (PIIN) through PRISM (FAA's automated procurement system), and must include all awards regardless of monetary consideration. For further information on procurement document numbering in PRISM, see PRISM business process solution: [Award Types and PRISM Document Numbering Masks](#).

b. The PIIN must consist of 14 alphanumeric characters:

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

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

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

|                          |                             |                         |
|--------------------------|-----------------------------|-------------------------|
| WA - Headquarters        | EA - Eastern Region         | CE - Central Region     |
| AC - Aeronautical Center | SO - Southern Region        | NM - Northwest Mountain |
| CT - Technical Center    | SW - Southwest Region       | NE - New England Region |
| AL - Alaskan Region      | WP - Western Pacific Region | GL - Great Lakes Region |

(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 that identifies 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), Basic Ordering Agreement (BOA), and Other Transaction Agreement (OTA).

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 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. Used 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.

**P - Purchase Order.** Use for all commercial-off-the-shelf purchase orders. (Assign V, then W when numbering capacity of P becomes exhausted during a fiscal year). Also, includes orders less than \$100,000 for multiple payee leases, 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 task orders for services directly against external contracts, i.e., GSA, VA, OPM, and DOD contracts.

**U - Utilities.** Used 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 - See P - Purchase Orders.**

**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 the 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 M, N, and Y are reserved. These 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-04-R-00001 identifies an RFO issued by the Department of Transportation, Federal Aviation Administration, Aeronautical Center, Oklahoma City, OK in fiscal year 04.

d. *Supplementary PIINs.* A supplementary number must be used in conjunction 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 DTFASO-04-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 should be numbered consecutively beginning with 001, according to the functionality of PRISM.

f. *Procurement Request (PR).* COs must number all requisitions, beginning with the procurement organization's two character designator (see section 1.b.(3) above), 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 unique identifier, if required. Examples of requisition numbering are: AL-04-00001, indicates a standard PR issued by Alaska region intended for award in FY04. A PR with the number NM-05-00001-RE indicates that it originated in Northwest Mountain region, intended for award in FY05, and is specially designated for Real Estate. Refer to PRISM Business Process Solution: [Award Types and PRISM Document Numbering Masks](#) for further information on numbering requisitions.

**New Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

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## Administrative Matters

### Section 1 : Numbering System for Procurement Instruments

a. A uniform numbering system allows the FAA to identify, control, and track each procurement action, from receipt of the procurement request through award and close-out of the procurement instrument. The Contracting Officer (CO) must uniformly number 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. COs must assign the procurement request number and procurement instrument identification number (PIIN) through PRISM (FAA's automated procurement system), and must include all awards regardless of monetary consideration. For further information on procurement document numbering in PRISM, see the associated PRISM business process solution:  
<https://intranet.faa.gov/prism/training/Guides/Solutions/awardbps.pdf>.

b. The PIIN must consist of 14 alphanumeric characters:

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

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(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.

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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 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.

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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.

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

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The letters M, N, and Y are reserved. These letters may not be used to identify an FAA procurement instrument in lieu of the above designated codes assigned to the type of instrument.

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c. *Illustration of the PIIN*. An example of a PIIN is as follows: DTFAAC-04-R-00001 identifies an RFO issued by the Department of Transportation, Federal Aviation Administration, Aeronautical Center, Oklahoma City, OK in fiscal year 04.

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

f. *Procurement Request (PR)*. COs must number all requisitions, beginning with the procurement organization's two character designator (see section 1.b.(3) above), 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 unique identifier, if required. Examples of requisition numbering are: AL-04-00001, indicates a standard PR issued by Alaska Region intended for award in FY04. A PR with the number NM-05-00001-RE indicates that it originated in Northwest Mountain Region, intended for award in FY05, and is specially designated for Real Estate. Refer to PRISM Business Process Solution: [Award Types and PRISM Document Numbering Masks](#) for further information on numbering requisitions.

**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 1 : Numbering System for Procurement Instruments**

a. A uniform numbering system allows the FAA to identify, control, and track each procurement action, from receipt of the procurement request through award and close-out of the procurement instrument. The ~~contracting officer~~*Contracting officer* (CO) must uniformly number 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. COs must assign ~~the~~ procurement request number and procurement instrument identification number (PIIN) through PRISM (FAA's automated procurement system), and must include all awards regardless of monetary consideration. ~~For further information on procurement document numbering in PRISM, -see~~ *the associated* PRISM business process solution: [Award Types and PRISM Document Numbering Masks](https://intranet.faa.gov/prism/training/Guides/Solutions/awardbps.pdf) ~~https://intranet.faa.gov/prism/training/Guides/Solutions/awardbps.pdf~~.

b. The PIIN must consist of 14 alphanumeric characters:

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| CT - Technical Center    | SW - Southwest Region       | NE - New England Region                         |
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A - Agreement. Use for all agreements not otherwise covered, including Blanket Purchasing Agreement (BPA), Basic Ordering Agreement (BOA), and Other Transaction Agreement (OTA).

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 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. Used 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.

P - Purchase Order. Use for all commercial-off-the-shelf purchase orders. (Assign V, then W when numbering capacity of P becomes exhausted during a fiscal year). Also, includes orders less than \$100,000 for multiple payee leases, 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 task orders for services directly against external contracts, i.e., GSA, VA, OPM, and DOD contracts.

U - Utilities. Used 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 - See P - Purchase Orders.

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 the 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 M, N, and Y are reserved. These 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-04-R-00001 identifies an RFO issued by the Department of Transportation, Federal Aviation Administration, Aeronautical Center, Oklahoma City, OK in fiscal year 04.

d. *Supplementary PIINs*. A supplementary number must be used in conjunction 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 DTFASO-04-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 should be numbered consecutively beginning with 001, according to the functionality of PRISM.

f. *Procurement Request (PR)*. COs must number all requisitions, beginning with the procurement organization's two character designator (see section 1.b.(3) above), 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 unique identifier, if required. Examples of requisition numbering are: AL-04-00001, indicates a standard PR issued by Alaska ~~region~~Region intended for award in FY04. A PR with the number NM-05-00001-RE indicates that it originated in Northwest Mountain ~~region~~Region, intended for award in FY05, and is specially designated for Real Estate. Refer to PRISM Business Process Solution: Award

[Types and PRISM Document Numbering Masks](#) for further information on numbering requisitions.

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### **Section 3 : Contract Award Notification**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

### **Section 3 : Contract Award Notification**

a. *Significant Contract Actions.* The FAA should inform the public of significant FAA contract actions such as contract awards and *modifications*. Even though the AMS does not specify that all contract awards need to be advertised, the CO should consider announcing contract actions that are large programs or otherwise have large funding amounts, subcontracting opportunities, or high *visibility*. Contract award information should be announced in a timely manner via the Internet, Contract Opportunities, trade magazines, or local newspapers. Also, contracting offices should notify associate level management and administrators of contract awards, *especially* those of high dollar values. This notification may be in the form of a cc:mail that includes the contractor's name, type service/equipment, dollar amount, and duration of the contract.

b. *Management Notification:* Contracting officers should notify the Chief Operating Officer, Associate Administrator or Assistant Administrator of contract awards *for* significant contract actions as identified in paragraph a. Management notification should occur BEFORE releasing the Congressional Affairs notice, if applicable, and before making any public announcement. This notification may be an electronic message that includes the contractor's name, type service/equipment, dollar amount, and duration of the contract.

b. *Procurements of \$25,000 to \$100,000.* Procurements of \$25,000 to \$100,000 should be posted on the Internet after award for information purposes only to facilitate the exchange of business opportunities in the FAA. The posting should include the following information:

- (1) Period of performance;
- (2) Total value;
- (3) Name and telephone number of the technical representative;
- (4) Description of the procurement;
- (5) Procurement number;
- (6) Contracting Officer's name and telephone number.

**New Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

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**Section 3 : Contract Award Notification**

a. *Significant Contract Actions.* The FAA should inform the public of significant FAA contract actions such as contract awards and modifications. *Even* though the AMS does not specify that all contract awards need to be advertised, the Contracting Officer (CO) should consider announcing contract actions that are large programs or otherwise have large funding amounts, subcontracting opportunities, or high visibility. Contract award information should be announced in a timely manner via the Internet, FAA Contract Opportunities website, trade magazines, or local newspapers. Also, contracting offices should notify associate level management and administrators of contract awards, *especially* those of high dollar values. This notification may be in the form of a cc:mail that includes the contractor's name, type service/equipment, dollar amount, and duration of the contract.

b. *Management Notification.* COs should notify the Chief Operating Officer, Associate Administrator or Assistant Administrator, through the CO's respective management, of contract awards *for* significant contract actions as identified in paragraph a. Management notification should occur BEFORE releasing the Congressional Affairs notice, if applicable, and before making any public announcement. This notification may be an electronic message that includes the contractor's name, type service/equipment, dollar amount, and duration of the contract. COs should conform to established local procedures when making this management notification.

c. *Procurements of \$25,000 to \$100,000.* Procurements of \$25,000 to \$100,000 should be posted on the FAA Contract Opportunities website after award for information purposes only to facilitate the exchange of business opportunities in the FAA. The posting should include the following information:

- (1) Period of performance;
- (2) Total value;
- (3) Name and telephone number of the technical representative;
- (4) Description of the procurement;
- (5) Procurement number;
- (6) Contracting Officer's name and telephone number.

**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 3 : Contract Award Notification**

a. *Significant Contract Actions.* The FAA should inform the public of significant FAA contract actions such as contract awards and modifications. *Even* though the AMS does not specify that

all contract awards need to be advertised, the Contracting Officer (CO) should consider announcing contract actions that are large programs or otherwise have large funding amounts, subcontracting opportunities, or high visibility. Contract award information should be announced in a timely manner via the Internet, FAA Contract Opportunities website, trade magazines, or local newspapers. Also, contracting offices should notify associate level management and administrators of contract awards, *especially* those of high dollar values. This notification may be in the form of a cc:mail that includes the contractor's name, type service/equipment, dollar amount, and duration of the contract.

b. *Management Notification*: - ~~Contracting COs~~ officers should notify the Chief Operating Officer, Associate Administrator or Assistant Administrator, through the CO's respective management, of contract awards for significant contract actions as identified in paragraph a. Management notification should occur BEFORE releasing the Congressional Affairs notice, if applicable, and before making any public announcement. This notification may be an electronic message that includes the contractor's name, type service/equipment, dollar amount, and duration of the contract. COs should conform to established local procedures when making this management notification.

b

c. *Procurements of \$25,000 to \$100,000*. Procurements of \$25,000 to \$100,000 should be posted on the ~~Internet~~ FAA Contract Opportunities website after award for information purposes only to facilitate the exchange of business opportunities in the FAA. The posting should include the following information:

- (1) Period of performance;
- (2) Total value;
- (3) Name and telephone number of the technical representative;
- (4) Description of the procurement;
- (5) Procurement number;
- (6) Contracting Officer's name and telephone number.

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#### **Section 4 : Congressional Affairs Notification**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 4 : Congressional Affairs Notification**

The following require official notification to Congress prior to distribution of the contractual instrument:

a. *New Awards.* Congress shall be notified at least 48 hours, exclusive of federal holidays and weekends, in advance of award of all contracts of \$3.5 million or more (total value of the contract, including all options), excluding interagency agreements. The Assistant Secretary for Government Affairs (I-1) or designee is responsible for notifying Congress and advising the Contracting Officer that the contract may be released. The Contracting Officer may sign the contract, but no information should be released outside of DOT until the contract notification procedures outlined herein have been accomplished.

b. *Modifications or Delivery/Task Orders.* Notification is not required for modifications or delivery/task orders exceeding \$3.5 million if Congress was notified of the initial contract award; otherwise, Congressional notification is required.

c. Notification will be made via form DOT 4220.41, "Contract Award Notification", with a concurrent courtesy copy to the FAA's Office of Government and Industry Affairs, AGI-1. Blocks 1-11 of the form shall be completed and telexed to the Assistant Secretary for Government Affairs (I-1), (202) 366-7346; confirmation: (202) 366-4573. The Contracting Officer should file a copy of the form and the telex receipt, if available, in the official contract file. Block 9 of the form should be amended to add the methods in the FAA Acquisition Management System.

d. Unless I-1 or designee, requests the Contracting Officer or other designated official not to proceed with contract award, awards may be announced on the third working day following receipt of the Form DOT 4220.41 in I-1. Confirmation of the receipt of the 4220.41 by I-1 may be made by calling (202) 366-4573. The Contracting Officer is responsible for documenting the date the 4220.41 is received by I-1.

e. A press release may be appropriate for contract award actions of interest to the general public. The determination of what is newsworthy and what is not must consider not only the dollar amount of the action but also the uniqueness or public interest which may be associated with the event. The FAA Office of Public Affairs (AOC-300), should be contacted for assistance in developing a press release. Regions and centers should coordinate press releases for regional and center actions with their local public affairs office. A request for a press release should be made approximately 4 weeks in advance of a contract award.

**New Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 4 : Congressional Affairs Notification**

a. The following types of actions require official notification to Congress prior to release of award and distribution of the contractual instrument:

(1) *New Awards*. Congress must be notified at least 48 hours, exclusive of federal holidays and weekends, in advance of award of any contract of \$3.5 million or more (total value of the contract, including all options), excluding interagency agreements. The Assistant Secretary for Government Affairs (I-1) or designee is responsible for notifying Congress and advising the Contracting Officer that the contract may be released. The Contracting Officer may sign the contract, but no information should be released outside of DOT until the contract notification procedures outlined herein have been accomplished.

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

b. Notification will be made via form DOT 4220.41, "Contract Award Notification", with a concurrent courtesy copy to the FAA's Office of Government and Industry Affairs, AGI-1. Blocks 1-11 of the form must be completed and telexed to the Assistant Secretary for Government Affairs (I-1), (202) 366-7346; confirmation: (202) 366-4573. The Contracting Officer should file a copy of the form and the telex receipt, if available, in the official contract file. Block 9 of the form should be amended to add the methods in the FAA Acquisition Management System.

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**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 4 : Congressional Affairs Notification**

**a.** The following **types of actions** require official notification to Congress prior to **release of award and** distribution of the contractual instrument:

**a.**

**(1) New Awards.** Congress ~~shall~~**must** be notified at least 48 hours, exclusive of federal holidays and weekends, in advance of award of ~~all any contracts~~**contract** of \$3.5 million or more (total value of the contract, including all options), excluding interagency agreements. The Assistant Secretary for Government Affairs (I-1) or designee is responsible for notifying Congress and advising the Contracting Officer that the contract may be released. The Contracting Officer may sign the contract, but no information should be released outside of DOT until the contract notification procedures outlined herein have been accomplished.

**b.**

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

**e**

**b.** Notification will be made via form DOT 4220.41, "Contract Award Notification", with a concurrent courtesy copy to the FAA's Office of Government and Industry Affairs, AGI-1. Blocks 1-11 of the form ~~shall~~**must** be completed and telexed to the Assistant Secretary for Government Affairs (I-1), (202) 366-7346; confirmation: (202) 366-4573. The Contracting Officer should file a copy of the form and the telex receipt, if available, in the official contract file. Block 9 of the form should be amended to add the methods in the FAA Acquisition Management System.

**d**

**c.** Unless I-1 or designee, requests the Contracting Officer or other designated official not to proceed with contract award, awards may be announced on the third working day following receipt of the Form DOT 4220.41 in I-1. Confirmation of the receipt of the 4220.41 by I-1 may be made by calling (202) 366-4573. The Contracting Officer is responsible for documenting the date the 4220.41 is received by I-1.

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**d.** A press release may be appropriate for contract award actions of interest to the general public. The determination of what is newsworthy and what is not must consider not only the dollar amount of the action but also the uniqueness or public interest ~~which~~**that** may be associated with the event. The FAA Office of Public Affairs (AOC-300), should be contacted for assistance in developing a press release. Regions and centers should coordinate press releases for regional and center actions with their local public affairs office. A request for a press release should be made approximately 4 weeks in advance of a contract award.

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## **Section 5 : Federal Procurement Data System (FPDS)**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 5 : Federal Procurement Data System (FPDS)** a. The FPDS provides a comprehensive mechanism for assembling, organizing, and presenting contract placement data for the Federal Government. Federal agencies report data to the Federal Procurement Data Center (FPDC), which collects, processes, and disseminates official statistical data on Federal contracting. The data provide (1) a basis for recurring and special reports to the President, the Congress, the General Accounting Office, Federal executive agencies, and the general public; (2) A means of measuring and assessing the impact of Federal contracting on the Nation's economy and the extent to which small, small disadvantaged and women-owned small business concerns are sharing in Federal contracts; and (3) data for other policy and management control purposes. b. The FPDS Reporting Manual provides a complete list of reporting and nonreporting agencies and organizations. This manual (available at no charge from the General Services Administration, Federal Procurement Data Center, 7th & D Streets, SW, Room 5652, Washington, DC 20407, telephone (202) 401-1529, FTS 441-1529, FAX (202) 401-1546) provides the necessary instruction to the data collection point in each agency as to what data are required and how often to provide the data. c. Data collection points in each agency report data on SF 279, Federal Procurement Data System (FPDS)--Individual Contract Action Report, and SF 281, Federal Procurement Data System (FPDS)--Summary Contract Action Report (\$25,000 or Less), or computer-generated equivalent. Although the SF 279 and SF 281 are not mandatory for use by the agencies, they do provide the mandatory format for submitting data to the FPDS. d. The Contracting Officer shall obtain and report a Contractor Establishment Code for each awardee from information on file or available to the contracting office. The contracting office or other designated agency office shall request a code using the procedures in the FPDS Reporting Manual or in accordance with agency procedures. Requests for codes shall be made by Government offices and only for the apparent awardees. **New Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 5 : Federal Procurement Data System (FPDS)**

a. The FPDS provides a comprehensive mechanism for assembling, organizing, and presenting contract placement data for the Federal Government. Federal agencies report data to the Federal Procurement Data Center (FPDC), which collects, processes, and disseminates official statistical data on Federal contracting. The data provides:

- (1) a basis for recurring and special reports to the President, the Congress, the General Accounting Office, Federal executive agencies, and the general public;
- (2) A means of measuring and assessing the impact of Federal contracting on the Nation's economy and the extent to which small, small disadvantaged and women-owned small business concerns are sharing in Federal contracts; and
- (3) Data for other policy and management control purposes.



b. The FPDS Reporting Manual provides a complete list of reporting and nonreporting agencies and organizations. This manual (available at no charge from the General Services Administration, Federal Procurement Data Center, 7th & D Streets, SW, Room 5652, Washington, DC 20407, telephone (202) 401-1529, FTS 441-1529, FAX (202) 401-1546) provides the necessary instruction to the data collection point in each agency as to what data are required and how often to provide the data.

c. Data collection points in each agency report data on SF 279, Federal Procurement Data System (FPDS)--Individual Contract Action Report, and SF 281, Federal Procurement Data System (FPDS)--Summary Contract Action Report (\$25,000 or Less), or computer-generated equivalent. Although the SF 279 and SF 281 are not mandatory for use by the agencies, they do provide the mandatory format for submitting data to the FPDS.

d. The Contracting Officer must obtain and report a Contractor Establishment Code for each awardee from information on file or available to the contracting office. The contracting office or other designated agency office must request a code using the procedures in the FPDS Reporting Manual or in accordance with agency procedures. Requests for codes must be made by Government offices and only for the apparent awardees.

**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 5 : Federal Procurement Data System (FPDS) [a](#)**

**a**. The FPDS provides a comprehensive mechanism for assembling, organizing, and presenting contract placement data for the Federal Government. Federal agencies report data to the Federal Procurement Data Center (FPDC), which collects, processes, and disseminates official statistical data on Federal contracting. The data ~~provide~~ **provides:**

(1) a basis for recurring and special reports to the President, the Congress, the General Accounting Office, Federal executive agencies, and the general public;

(2) A means of measuring and assessing the impact of Federal contracting on the Nation's economy and the extent to which small, small disadvantaged and women-owned small business concerns are sharing in Federal contracts; and

(3) ~~data~~ **Data** for other policy and management control purposes. ~~b~~

**b**. The FPDS Reporting Manual provides a complete list of reporting and nonreporting agencies and organizations. This manual (available at no charge from the General Services Administration, Federal Procurement Data Center, 7th & ~~amp;~~ **D** Streets, SW, Room 5652, Washington, DC 20407, telephone (202) 401-1529, FTS 441-1529, FAX (202) 401-1546) provides the necessary instruction to the data collection point in each agency as to what data are required and how often to provide the data. ~~e~~

**c.** Data collection points in each agency report data on SF 279, Federal Procurement Data System (FPDS)--Individual Contract Action Report, and SF 281, Federal Procurement Data System (FPDS)--Summary Contract Action Report (\$25,000 or Less), or computer-generated equivalent. Although the SF 279 and SF 281 are not mandatory for use by the agencies, they do provide the mandatory format for submitting data to the FPDS. ~~d~~

**d.** The Contracting Officer ~~shall~~**must** obtain and report a Contractor Establishment Code for each awardee from information on file or available to the contracting office. The contracting office or other designated agency office ~~shall~~**must** request a code using the procedures in the FPDS Reporting Manual or in accordance with agency procedures. Requests for codes ~~shall~~**must** be made by Government offices and only for the apparent awardees.

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### **Section 6 : Record Requirements**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

### **Section 6 : Record Requirements**

a. The Contract Information System (CIS) will be the repository of unclassified records of all procurements exceeding \$25,000 reflected by fiscal year

b. With respect to each procurement carried out using competitive procedures, the FAA will be able to access, as a minimum, the following information:

- (1) The date of contract award.
- (2) Information identifying the source to whom 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 which 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.

c. This information will be transmitted to the Federal Procurement Data System.

**New Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 6 : Record Requirements**

a. The Contract Information System (CIS) will be the repository of unclassified records of all procurements exceeding \$25,000 reflected by fiscal year.

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- (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.

c. This information will be transmitted to the Federal Procurement Data System.

**Red Line Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 6 : Record Requirements**

a. The Contract Information System (CIS) will be the repository of unclassified records of all procurements exceeding \$25,000 reflected by fiscal year.

b. With respect to each procurement carried out using competitive procedures, the FAA will be able to access, as a minimum, the following information:

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- (1) The date of contract award.
- (2) Information identifying the source to ~~whom~~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 ~~which~~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.

c. This information will be transmitted to the Federal Procurement Data System.

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### **Section 7 : Records Retention**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 7 : Records Retention** 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 are then destroyed when 6 years and 3 months old. See item number 4400, Acquisition and Procurement, of FAA Order 1350.15C for full instructions on record retentions. **New Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

### **Section 7 : Records Retention**

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 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.

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**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 7 : Records Retention -**

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 are then destroyed ~~when~~ 6 years and 3 months ~~old~~ 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.

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**Section 9 : Reports**

**Old Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 9 : Reports**

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 which include the number and dollar obligation of all procurements for each MPPG, excluding interagency agreements, are required by the Small Business Development Staff (AJA-8).

b. *Responsibilities.*

(1) The Chief of the Contracting Office in headquarters, regions, and centers must collect, compile and submit for their respective organizations the reports outlined below. Reports must be received by Procurement Information and Services Branch (AJA-43), or other designated recipient, prior to the stated due dates. The Chief of the Contracting Office 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 (AJA-43) will consolidate the reports that are required to be submitted to AJA-43 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 Regions, Centers, and Headquarters, directly to the requester.

c. Specifics about each report are as follows:

| <u>Title of Report</u> | <u>Format</u> | <u>Reporting Period</u> | <u>Due Date to</u><br><u>AJA-43</u> |
|------------------------|---------------|-------------------------|-------------------------------------|
|                        |               |                         |                                     |

|   |  |   |                      |
|---|--|---|----------------------|
| 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.<br><br>(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 writing from the FAA Headquarters Director of Acquisition Policy and Contracting, Regional   | Quarterly, by the 15 <sup>th</sup> of the month following the reporting period. (See AMS Section 3.6.1.2) | N/A                  |

|  |   |   |     |
|--|---|---|-----|
|  | Administrators and Center Directors.<br><br>(See Appendix 3)  |   |     |
| 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 Policy and Contracting, Regional Administrators and Center Directors.<br><br>(See Appendix 4) | Quarterly, by the 15 <sup>th</sup> of the month following the reporting period. (See AMS Section 3.6.1.2) | N/A |

**New Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 9 : Reports**

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 (AJA-8).

b. *Responsibilities.*

(1) The Chief of the Contracting Office (COCO) in Headquarters, service areas, and centers must collect, compile and submit for their respective organizations the reports outlined below. Reports must be received by Procurement Information and Services Branch (AJA-43), 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 (AJA-43) will consolidate the reports that are required to be submitted to AJA-43 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 service areas, Centers, and Headquarters, directly to the requester.

c. Specifics about each report are as follows:

| <u>Title of Report</u>                        | <u>Format</u>  | <u>Reporting Period</u>   | <u>Due Date to<br/>AJA-43</u> |
|---|--|---|-------------------------------|
| 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;<br>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.<br><br>(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       | Format prescribed by AJA-8; Report directly to AJA-8   | Quarterly, by the 15 <sup>th</sup> of the month following the             | N/A                           |

|  |   |  |     |
|--|---|--|-----|
| (Actuals)  | in writing from the FAA Headquarters Director of Acquisition Policy and Contracting, Regional Administrators and Center Directors.<br><br>(See Appendix 3)  | reporting period.<br>(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 Policy and Contracting, Regional Administrators and Center Directors.<br><br>(See Appendix 4) | Quarterly, by the 15 <sup>th</sup> of the month following the reporting period.<br>(See AMS Section 3.6.1.2) | N/A |

**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 9 : Reports**

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 ~~which~~ that include the number and dollar obligation of all procurements for each MPPG, excluding interagency agreements, are required by the Small Business Development Staff (AJA-8).

b. *Responsibilities.*

(1) The Chief of the Contracting Office (COCO) in ~~headquarters~~Headquarters, ~~regions~~service areas, and centers must collect, compile and submit for their respective organizations the reports outlined below. Reports must be received by Procurement Information and Services Branch (AJA-43), or other designated recipient, prior to the stated due dates. The ~~Chief of the Contracting Office~~ 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 (AJA-43) will consolidate the reports that are required to be submitted to AJA-43 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 ~~Regions~~service areas, Centers, and Headquarters, directly to the requester.

c. Specifics about each report are as follows:

| <u>Title of Report</u>                        | <u>Format</u>  | <u>Reporting Period</u>   | <u>Due Date to<br/>AJA-43</u> |
|---|--|---|-------------------------------|
| 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;<br>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 | Annual, prior to October 1 of each fiscal year. (See AMS Section 3.6.1.3) | N/A                           |

|  |   |   |     |
|--|---|---|-----|
|  | and Assistant Administrators, Regional Administrators and Center Directors.<br><br>(See Appendix 2)   |   |     |
| Pre-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 Policy and Contracting, Regional Administrators and Center Directors.<br><br>(See Appendix 3) | Quarterly, by the 15 <sup>th</sup> of the month following the reporting period. (See AMS Section 3.6.1.2) | N/A |
| 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 Policy and Contracting, Regional Administrators and Center Directors.<br><br>(See Appendix 4) | Quarterly, by the 15 <sup>th</sup> of the month following the reporting period. (See AMS Section 3.6.1.2) | N/A |

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**Section 10 : Contractor Attendance at FAA-Sponsored Training**

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**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 10 : Contractor Attendance at FAA-Sponsored Training**

*a. General.*

Prior to attending any FAA-sponsored training, all support contractors are required to submit the "Support Contractor Authorization - FAA Sponsored Training" form to the appropriate Contracting Officer. 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.

(1) *Unique Content.* Support contractors may be allowed to attend FAA sponsored training in a unique area (such as the AMS), on a space-available basis. However, FAA will not pay direct hourly charges associated with the number of hours spent in training.

(2) *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 unique, the contract price should be reduced accordingly.

(3) *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 ratified. (See T3.1.4 Contracting Authority.)

*b. Responsibilities.*

(1) *Contracting Officer.* The Contracting Officer may include language in support contracts regarding the inclusion of support contractors in FAA training and makes the final determination whether or not a course is unique. The Contracting Officer is the only person with authority to approve FAA 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.

(2) *Support Contractor.* Prior to attending FAA-sponsored training, a support contractor must submit a "Support Contractor Authorization - FAA Sponsored Training" form to the appropriate Contracting Officer (see AMS Procurement Form Templates). 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.

(3) *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.

(4) *FAA Course Manager.* The Course Manager should provide guidance to support contractors regarding the requirement for "Support Contractor Authorization - FAA Sponsored Training" 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."*

**New Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 10 : Contractor Attendance at FAA-Sponsored Training**

a. *General.* Prior to attending any FAA-sponsored training, all support contractors are required to submit the "Support Contractor Authorization - FAA Sponsored Training" form (see Procurement Forms) to the appropriate Contracting Officer. 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.

(1) *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 not pay direct hourly charges associated with the number of hours spent in training.

(2) *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.



(3) *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 Contracting Authority)

*b. Responsibilities.*

(1) *Contracting Officer.* The Contracting Officer may include language in support contracts regarding the inclusion of support contractors in FAA sponsored training and makes the final determination whether or not a course is Agency-unique. The Contracting Officer is the only person with authority to approve FAA 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.

(2) *Support Contractor.* Prior to attending FAA-sponsored training, a support contractor must submit a "Support Contractor Authorization - FAA Sponsored Training" form to the appropriate Contracting Officer (see AMS Procurement Form Templates). 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.

(3) *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.

(4) *FAA Course Manager.* The Course Manager should provide guidance to support contractors regarding the requirement for "Support Contractor Authorization - FAA Sponsored Training" 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."

**Red Line Content: Procurement Guidance:**

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 10 : Contractor Attendance at FAA-Sponsored Training**

*a. General.*

Prior to attending any FAA-sponsored training, all support contractors are required to submit the "Support Contractor Authorization - FAA Sponsored Training" form (*see Procurement Forms*)

to the appropriate Contracting Officer. 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.

(1) *Unique Content.* Support contractors may be allowed to attend FAA sponsored training ~~in~~related ~~to~~ Agency-unique ~~area~~subject areas (such as the AMS), on a space-available basis. However, FAA will not pay direct hourly charges associated with the number of hours spent in training.

(2) *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.

(3) *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 ~~ratified~~processed as an unauthorized commitment. (See T3.1.4 Contracting Authority-)

*b. Responsibilities.*

(1) *Contracting Officer.* The Contracting Officer may include language in support contracts regarding the inclusion of support contractors in FAA sponsored training and makes the final determination whether or not a course is Agency-unique. The Contracting Officer is the only person with authority to approve FAA 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.

(2) *Support Contractor.* Prior to attending FAA-sponsored training, a support contractor must submit a "Support Contractor Authorization - FAA Sponsored Training" form to the appropriate Contracting Officer (see AMS Procurement Form Templates). 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.

(3) *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.

(4) *FAA Course Manager.* The Course Manager should provide guidance to support contractors regarding the requirement for "Support Contractor Authorization - FAA

Sponsored Training" 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."*

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## **Section 12 : Approval of Multiple-Award Procurement Programs**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

## **Section 12 : Approval of Multiple-Award Procurement Programs**

- a. 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 or 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 Exhibit 300 Attachment 3, Integrated Strategy and Planning, and is approved by the JRC at the final investment decision.
  - (2) FAA Acquisition Executive (FAE) approves any multiple award procurement program, any qualified vendors list, or any blanket purchase agreement intended to satisfy needs across one or more ATO service organization, ATO service area, 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 needs of one directorate (or equivalent organizational level) within an ATO service organization, ATO service area, 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 Policy and Contracting (AJA-4) at headquarters.

**New Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 12 : Approval of Multiple-Award Procurement Programs**

a. 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 or 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 Exhibit 300 Attachment 3, Integrated Strategy and Planning, and is approved by the JRC at the final investment decision.

(2) FAA Acquisition Executive (FAE) approves any multiple award procurement program, any qualified vendors list, or any blanket purchase agreement intended to satisfy needs across one or more ATO service organization, ATO service area, 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 needs of one directorate (or equivalent organizational level) within an ATO service organization, ATO service area, 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 Policy and Contracting (AJA-4) at Headquarters.

**Red Line Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

*Administrative Matters*

**Section 12 : Approval of Multiple-Award Procurement Programs**

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- a. 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 or 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 Exhibit 300 Attachment 3, Integrated Strategy and Planning, and is approved by the JRC at the final investment decision.
  - (2) FAA Acquisition Executive (FAE) approves any multiple award procurement program, any qualified vendors list, or any blanket purchase agreement intended to satisfy needs across one or more ATO service organization, ATO service area, 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 needs of one directorate (or equivalent organizational level) within an ATO service organization, ATO service area, 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 Policy and Contracting (AJA-4) at ~~headquarters~~ Headquarters.
- 

## **Section D : Appendix**

**Old Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

### **Section D : Appendix**

[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**

| <b>IPT/Program Office &amp; Point of Contact</b>   | <b>Description of Procurement Planning Procurement Information</b>                                  | <b>Incumbent Contractor &amp; Current Contract Number (if available)</b>                      |
|--|---|---|
| (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 PROGRAM 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)       

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(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                     |
|----------|--|-----------------------------------|--|------------------------------|
|          |  | <b>Actual<br/>This<br/>Period</b> | <b>Cumulative<br/>Actual to<br/>Date</b> | <b>Number<br/>of Actions</b> |
| 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)**

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## 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                 |
|----------|---|----------------------------|---------------------------|----------------------------------|--------------------------|
|          |   | <b>Fiscal Year \$ Goal</b> | <b>Actual This Period</b> | <b>Cumulative Actual to Date</b> | <b>Number of Actions</b> |
| 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.)

**New Content:** Procurement Guidance:  
*T3.13.1 Other Administrative Procedures*  
**Section D : Appendix**

[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**

| <b>Program Office &amp; Point of Contact</b>   | <b>Description of Procurement Planning Procurement Information</b>                                  | <b>Incumbent Contractor &amp; Current Contract Number (if available)</b>                      |
|--|---|---|
| (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 PROGRAM 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)       

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(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                     |
|----------|--|-----------------------------------|--|------------------------------|
|          |  | <b>Actual<br/>This<br/>Period</b> | <b>Cumulative<br/>Actual to<br/>Date</b> | <b>Number<br/>of Actions</b> |
| 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)**

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## 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                 |
|----------|---|----------------------------|---------------------------|----------------------------------|--------------------------|
|          |   | <b>Fiscal Year \$ Goal</b> | <b>Actual This Period</b> | <b>Cumulative Actual to Date</b> | <b>Number of Actions</b> |
| 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.)

**Red Line Content:** Procurement Guidance:

*T3.13.1 Other Administrative Procedures*

**Section D : Appendix**

[Sample 1 – Annual Procurement Forecast](#)

[Sample 2 - Major Procurement Program Goals \(MPPG\) Projection](#)

[Sample 3 - Pre-AMS MPPG \(Actuals\) Report](#)

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[Sample 4 - Post AMS MPPG \(Actuals\) Report](#)

**APPENDIX**

**SAMPLE 1**

**ANNUAL PROCUREMENT FORECAST FORMAT**

| <b><a href="#">IPT</a>/Program Office &amp; Point of Contact</b>                               | <b>Description of Procurement Planning Procurement Information</b>                                  | <b>Incumbent Contractor &amp; Current Contract Number (if available)</b>                      |
|--|---|---|
| (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)       

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- (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~~ **Controlled** by Socially and Economically Disadvantaged Individuals..... \_\_\_\_\_ % (% of 6) \_\_\_\_\_
- (9) Subcontracts Awarded to Small Businesses ~~Owned~~ **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                     |
|----------|--|-----------------------------------|--|------------------------------|
|          |  | <b>Actual<br/>This<br/>Period</b> | <b>Cumulative<br/>Actual to<br/>Date</b> | <b>Number<br/>of Actions</b> |
| 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)**

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## 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                 |
|----------|---|----------------------------|---------------------------|----------------------------------|--------------------------|
|          |   | <b>Fiscal Year \$ Goal</b> | <b>Actual This Period</b> | <b>Cumulative Actual to Date</b> | <b>Number of Actions</b> |
| 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.)

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