Homeland
Security

TO: DHS Heads of the Contracting Activities

FROM: Department of Homeland Security, Office of the Chief Procurement
Officer, Director of Strategic Initiatives

SUBJ: **ADVANCE ACQUISITION PLAN (AAP) SEMI-ANNUAL MANDATORY UPDATE**

1. Introduction: This Acquisition Alert announces the DHS semi-annual update to the AAPs using the Fido.gov website available at http://fido.gov/dhs/aap. The due date for Components to update their AAP's is **August 30, 2008.** The AAP Public and Small Business (SB) Forecast of Contract Opportunities will be updated and posted on **October 1, 2008**. This fiscal year, the system will be modified to allow continuous live data updates.

2. Background/Reference to Regulations and Agency Policies/Procedures: AAPs are required for all acquisitions over $100,000 pursuant to HSAM Subchapter 3007.172. Each HCA is directed to ensure that their Component/Directorate's AAPs are current, accurate and complete.

3. Effective Date: July 9, 2008

4. Expiration Date: October 1, 2008.

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

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

OCPO staff and contractor support staff will be available for ongoing assistance.

Additionally, two AAP conference call training sessions (one hour long) are scheduled for 2:00 PM (EDT) on July 22nd and 24th, 2008. Details on the training will be emailed to all AAP participants. **Any updates or modifications to the AAP system will be highlighted during the training sessions and noted on the Help Sheet at log in.**

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

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

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

**DHS OFFICE OF THE CHIEF PROCUREMENT OFFICER (OCPO)
COMPONENT PREPARATIONS INSTRUCTIONS FOR ADVANCED ACQUISITION PLANS
(AAPs) & SMALL BUSINESS (SB)
FORECAST OF CONTRACTING OPPORTUNITIES**

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

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

OCPO is issuing a mandatory semi-annual update for AAP/SB Forecast data. The FY 2009 update to the AAP/SB Forecast is due by <u>August 30, 2008</u>.

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

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

OCPO staff and contractor support staff will be available for ongoing assistance. Additionally, two AAP conference call training sessions (one hour long) are scheduled for 2:00 PM (EDT) on July22nd and 24th, 2008. Details on the training will be emailed to all AAP participants.

SCHEDULE
☐ July 9, 2008   DHS Acquisition Alert Released
                    Current Component AAP/SB Coordinators notified.

☐ July 25, 2008   Each Component AAP/SB Coordinator updates the DHS AAP
                    Website User List with the authorized Component AAP Website users and
                    their email addresses:

- Staff with rights to <u>view all</u> of the office's AAP data
- Staff with rights to <u>update</u> all of the office's AAP data

                    Each office's AAP Working Group representative also provides
                    coordination between Program Office and Procurement Office Branch
                    Chiefs for assistance on input and validation of AAP data.

☐ July 22, 2008   2:00 PM (EDT) AAP Conference Call Training Session on Fido.gov

☐ July 24, 2008   2:00 PM (EDT) AAP Conference Call Training Session on Fido.gov

☐ Ongoing   Component Program Offices must coordinate with the Component Procurement Office to update and enter AAP and Small Business Forecast of Contract Opportunities.

☐ August 30, 2008   All Component data completed/validated

☐ October 1, 2008   FY 2009 Updated AAP Public and SB Forecast of Contract Opportunities Posted

REFERENCES
☐ DHS Homeland Security Acquisition Manual (HSAM).

    ☐ HSAM Subchapter 3007.172, Advance Acquisition Plans
    ☐ HSAM Subchapter 3019.202-270, Procurement Forecast

RESPONSIBILITIES

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

Component AAP/SB Coordinator. The AAP/SB Coordinator is responsible for facilitating the Component AAP data collection. The Component AAP/SB Coordinator works with each Component Program Office and Component Procurement staff to provide historical contract data that may assist the offices in their planning and completing the updated AAPs. The Component AAP/SB Coordinator ensures that the AAP User Listing includes only authorized Component staff with right's to view and/or update the Component's AAP data.

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

Component Program Offices. Each Component Program Office is responsible for completing an updated, individual AAP for each of their planned FY 2009 acquisitions greater than $100,000. The offices are responsible for the collection of all data required by the DHS OCPO. The office may centralize the data input responsibilities or request field offices input the data for their associated Plans.

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

☐ Provide instructions to their office staff on gathering the data and inputting the updated data into the web-based AAP form.

☐ Monitor the completion of the Program Office's AAPs and ensure *only authorized staff* complete the forms associated with their office.

☐ Ensure that the AAP User Listing includes only authorized Component staff that have the right to view and/or update the Component AAP data.

☐ Report any unauthorized users of the AAP Website to your Component AAP/SB Coordinator.

☐ Formally inform the Component AAP/SB Coordinator that all of the office's AAP and Forecast of Contract Opportunities are completed and **accurate** on the AAP Website and are ready for a final review.

☐ Coordinate their office's responses to questions from the Component Procurement Office concerning their AAP and Forecast of Contract Opportunities submissions.

☐ Ensure the AAPs are within the correct range of the current FY budget request.

INSTRUCTIONS

The OCPO provides a web-based AAP form that all Component Offices must use to report their AAP data. *The Website can only be accessed by individuals with a valid DHS email address.* Use of the site is monitored to ensure only authorized users enter data. All data on the Website, as well as all data sent from the Website, is encrypted.

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

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

I.   All Component staff completing, updating, or viewing an AAP form must be an authorized user of the AAP Website.

2.   All staff personnel using the Website are assigned a password by the system at their initial logon. All users must logon using their assigned password.

3.   Component Office staffs are restricted from accessing any data other than the data associated with the office in which they are registered. User access to data is also restricted by the user's role on the AAP Website.

4.   Component staff are assigned one of four roles on the AAP Website by the Component AAP/SB Coordinator:

☐ Reporter (Rep): Creates AAPs and updates only those AAPs.

☐ Read Only (RO): Only views office AAPs.

☐ Office Point of Contact (POC): Views and updates all AAPs of the office.

☐ Approver (APR): Approves all AAPs of the office. (Note: This is an option to Components. If no Approvers are assigned, then this feature is not activated.)

5. Any questions concerning the data element definitions should be directed to the

AAP/SB Coordinators or the Fido.gov Support Team.

6. Reporters must mark an AAP form "Complete" when the Reporter has completed the updates. Marking a form "Complete" formally submits the form to the office POCs for review and validation.

7. Office POCs must "Unmark" an AAP form to update the form if changes are necessary to the data. The office POC identification information will be recorded on the form as the last person to update the form.

8. If Approvers (APRs) are assigned, office APRs must "Approve" an AAP form to finalize the form. The office APR identification information will be recorded on the form as the last person to update the form.

9. All AAP forms will show the original creator's contact information (the person's name, phone contact information, and email address). All AAP forms will indicate the last person to update the form (name, phone contact information, and email address).

10. The Office Representative on the AAP Working Group must inform the Component Procurement Office that their office submission is validated and ready for review.

11. Once reviewed and validated by the Procurement Office and no further action is required, the submission will be marked "Complete" by a Component Procurement Office representative.

12. Information on the reports available to the office POCs and Viewers (and instructions on printing/exporting reports to Excel) will be provided through the AAP Working Group.

13. Once marked "Complete" by a Component Procurement Office representative, the data will be released to the AAP Public Web Site (**http://fido.gov/dhs/aap/publicview.asp**.   The site will remain open and Component Procurement Office personnel will be able to update and modify data throughout the year.

Note: The following is a sample Email to assist HCA's in executing the Department's requirement for F Y 2009 Advance Acquisition Planning to notify key Program Staff. Please fill in the necessary AAP Coordinator POC information.

Subject: Draft HCA Email to AAP Program Staff

Your support is requested to ***initiate the Department's requirement for FY 2009 Advance Acquisition Planning.*** This effort entails collection of each Component's Advance Acquisition Plan (AAP) and Small Business Procurement Forecast data.

Specifically, we are requesting one or more points of contact (POC) within your Program Office who have knowledge of the FY 2009 spending plan and familiarity with FY 2009 AAP/Procurement Forecast requirements greater than $l00K. The POC information should include names, titles, phone numbers, and e-mail addresses and be submitted to the AAP coordinator, **[Name of your AAPCoordinator], name.coordinator@dhs.qov,** by July 25, 2008.

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

The DHS AAP web-based data system (http://fido.qov/dhs/aap) currently provides the data updated by your Program Staff during the FY 2008 AAP Update completed in February 2008. The AAP system is now ready for your office to:

- Update existing AAP data to reflect your FY 2009 plans;
- Add new requirements for FY 2009;
- Update "New" requirements that have been awarded during the previous fiscal year to reflect as an "Existing" contract; and
- Identify requirements that can be performed ***by*** small businesses that will be announced in the ***FY 2009 Small Business Procurement Forecast, with specific identification of 8(a), HUBZone and Service Disabled Veteran-owned set-asides in addition to the general small business set-asides.***

Training on the Fido.gov system for the POCs is scheduled for 2:00 pm (EDT) July 22nd and July 24th, 2008. It is expected to be one hour and done via conference call. Additional information is available by contacting your AAP Coordinator.

Your AAP Coordinator is **[Name of Coordinator], *202-###-###,*** and the Alternate AAP Coordinator is **[Name of Alternate], 202-###-###.**
Your commitment to this acquisition planning for FY 2008 is greatly appreciated.