

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>		<b>NUMBER:</b> 5090-003
<b>SUBJECT:</b> ANNUAL PROCUREMENT FORECAST REQUIREMENTS	<b>DATE:</b> July 1, 1998	
	<b>OPI:</b> Office of Small and Disadvantaged Business Utilization	

### 1 PURPOSE

This regulation prescribes policies, responsibilities and procedures for developing annual procurement forecasts.

### 2 BACKGROUND AND REFERENCES

a In accordance with 15 U.S.C. 637(a)(12)c), the U.S. Department of Agriculture, (USDA) shall make available to small businesses an annual forecast of procurement opportunities. This section provides that: "Each executive agency reporting to the Federal Procurement Data System contract actions with an aggregate value in excess of \$50,000,000 in fiscal year 1988, or in any succeeding fiscal year, shall prepare a forecast of expected contract opportunities or classes of contract opportunities for the next and succeeding fiscal years that small business concerns, including those owned and controlled by socially and economically disadvantaged individuals are capable of performing. Such forecast shall be periodically revised during such year . . . ."

### 3 POLICY

USDA agencies and staff offices having contracting authority shall prepare and submit, to the Director, Office of Small and Disadvantaged Business Utilization (OSDBU), an annual procurement forecast that reflects:

a planned procurements for the procuring agency and for the agencies or staff offices that it services, and

b goals established in the agency's annual small business preference plan for small, small disadvantaged, 8(a), and women-owned small businesses.

#### 4 DEFINITIONS

a Cognizant Head of Contracting Activity (HCA)

(1) HCA means the official who has overall responsibility for managing the contracting activity (i.e., Chief FS, Administrator, Agricultural Research Service, etc.), or the individual designated by such an official to carry out the functions of the HCA.

(2) The head of an agency or staff office having procurement authority and who is responsible for establishing and reporting on small business preference goals.

b Agency Head

The head of an agency or staff office that does not have procurement authority but whose office generates contract requirements and who receives procurement services from a Cognizant HCA.

c Procurement Forecast

A projection of contract requirements to be initiated during a fiscal year to carry out the mission of the organization. The procurement forecast shall identify those contract requirements set aside for exclusive participation of small, small disadvantaged, 8(a) and women-owned small businesses.

#### 5 Exemptions

None

## 6 RESPONSIBILITIES

a Cognizant HC

(1) Shall establish time frames for agency heads serviced by the cognizant HCA to submit procurement forecast for their respective agencies in accordance with the guidelines list in paragraph 7 below.

(2) Shall assemble procurement forecast, assuring that it reflects small business goals, and submit to Director, OSDBU by August 15 of the reporting year.

(3) Revises annual forecast and submits to Director, OSDBU by April 20.

(4) Appoint small business coordinator to interface with the Director, OSDBU for the cognizant agency and to perform the duties as stated in 6c below. Inform Director, OSDBU of the appointment.

b Agency Head

Upon request of the HCA, prepare and submit a listing of contract requirements based on budget constraints and agency mission requirements. To the maximum extent practicable non-cognizant agency heads shall identify requirements that can be directed to small, small disadvantaged, 8(a) and women-owned small businesses.

c Small Business Coordinator

(1) Coordinate, for the cognizant HCA, the development and revision of the agency's annual procurement forecast.

(2) Ensure that the procurement forecast is sufficient to meet the procurement preference program goals established by the cognizant HCA.

(3) Ensure that the procurement forecast is submitted in the format prescribed by the Director, OSDBU. Forecast shall be submitted to the Director, OSDBU in both written and electronic forms.

d Director of OSDBU

(1) Ensure the Department's forecast is assembled and made available to the public by October 1 of each Fiscal Year.

(2) Ensure forecast reflect small business preference goals established by the Department.

(3) Provide quarterly assessment to Cognizant HCA, Under and Assistant Secretaries. Quarterly assessments will be given on January 30, April 30, July 30, and October 30. The Assessment will provide an overview of where the agency is in the accomplishment of their goals; whether the agency procurement forecast impacted agency accomplishment; and identify potential problems.

(4) For each Cognizant HCA, provide quarterly report card of small business preference program accomplishments to the Assistant Secretary for Administration.

7 FORECASTING FOR FOOD COMMODITIES

Forecast for the procurement of food commodities rest with each Cognizant HCA of the Farm Service Agency (FSA) and Agricultural Marketing Service (AMS).

8 CRITICAL TIME FRAMES

a July 15 - Director, OSDBU, shall provide Cognizant HCA with Forecast call Letter and copy of previous year forecast.

b July 15-August 15 - Cognizant HCA shall develop and submit forecast to Director, OSDBU. Forecast shall be submitted in the format listed at Appendix A. Appendix B may be used for food commodities purchased by FSA's Kansas City Commodity Office and AMS.

c October 1 - Director, OSDBU, shall complete Department's Forecast and makes it available to the public.

d March 15 - April 20 - Cognizant HCA shall revise forecast and submits to Director, OSDBU.

### 9 Source of Supply

The following shall be used in identifying the anticipated source of supply for the product or service to be procured:

8(a) - Section 8(a) Set-Aside

SBSA - Small Business Set-Aside

SDB - Small Disadvantaged Business

WO - Women Owned Business

GSA/FSS - Federal Supply Schedule

C - Competitive

JWOD - Jacob-Wagner O'Day Act Firm

DO/TO-Man - Delivery/Task orders issued against mandatory contracts

DO/TO-Non-Man - Delivery/Task orders issued against non-mandatory contracts

### 10 Price Ranges

The following ranges shall be used in specifying the government's cost estimate for each anticipated procurement. No actual dollars amounts should be used.

Less than \$25,000 use "A"

\$25,001 to \$100, 000 use "B"

\$100,001 to \$250,000 "C"

\$250,0001 to \$500,000 "D"

\$500,001 to \$100,000 "E"

\$1,000,001 to \$5,000,000 "F"

\$5,000,001 to \$10,000,000 "G"

Over \$10,000,000 "H"

-END-

APPENDIX A

FY \_\_\_\_\_ PROCUREMENT FORECAST

AGENCY \_\_\_\_\_

Product Description	Source of Supply (USE LIST)	Anticipated Price Range	Anticipated Quarter of Award	Location of Projected Award	Sic Code


APPENDIX B

FY \_\_\_\_\_ PROCUREMENT FORECAST

AGENCY \_\_\_\_\_

PRODUCT DESCRIPTION	MIL. LBS.	Anticipate Price Range
