



United States Department of the Interior
OFFICE OF THE SECRETARY
NATIONAL BUSINESS CENTER
Washington, DC 20240



MEMORANDUM

To: Acquisition Customers
From: U.S. Department of the Interior - National Business Center
Acquisition Services Directorate (AQD)
Date: October 19, 2011
Subject: Transition to DOI's enterprise-wide Financial Business Management System (FBMS)

We would like to inform our customers that in a few weeks, the Acquisition Services Directorate (AQD) – a shared service provider within the Department of the Interior's National Business Center (NBC) – will transition to the Department of the Interior's enterprise-wide Financial and Business Management System (FBMS). FBMS is being implemented across the Department of the Interior (DOI) to consolidate legacy accounting and business systems into a unified and integrated business management system.

The transition to the new system will standardize and integrate business processes across all AQD offices (Herndon, Sierra Vista, Denver, Boise, Anchorage, and Sacramento), bringing sustained benefits and improved services to all our customers.

As we approach the transition to FBMS, we would like to share a few updates regarding this implementation.

New Electronic Invoicing Tool

Effective November 7, 2011, AQD will require the use of the Internet Payment Platform (IPP) for electronic invoice submittal, COR review, and documentation of the receipt and acceptance of goods and services. IPP will replace GovPay, the invoicing tool currently used by customers of AQD's Divisions I and II. As part of the migration process, current contracts being invoiced via GovPay will convert automatically to IPP. Customers of other AQD locations, including Sierra Vista, Boise and Denver, will continue to process invoices against current contracts manually. Beginning October 1, 2011, invoices against new/future contracts and orders will be processed via IPP in accordance with this document.

Provided by the Department of Treasury's Financial Management Service (FMS), the Internet Payment Platform (IPP) is a secure web-based electronic invoicing and payment information system. IPP is available to all Federal agencies and their vendors.

Financial Summaries

After October 21, 2011, AQD's Financial Summaries online tool, which allows our customers to access the financial status of their project via our website, will no longer be available. Similar reporting features will be offered after the transition to FBMS, upon request. Financial Summaries reports should be requested via email message to FinancialSummaries@aqd.nbc.gov.



New Contracting Management Tool/FedConnect

PRISM acquisition software will replace the Interior Department Electronic Acquisition System (IDEAS) as the FBMS Contract Management System (CMS) of record for DOI. It will interface with the FBMS Acquisition module to process awards, Solicitations, Bids, and other acquisition-related activities. PRISM will also replace IDEAS and other systems used to process Financial Assistance (FA) (grants and cooperative agreements). It will be used for posting funding opportunities, managing recipient applications, creating and maintaining awards.

As we adopt a new CMS, AQD will begin using FedConnect as the communications portal with its vendors, contractors, and partners. FedConnect is an online marketplace where federal agencies post opportunities and make awards via the web. Any vendor can view postings without registering, but registered users can electronically submit responses through this site.

The entire AQD staff is working diligently in making this transition seamless, with minimal disruption to our valued customers. We truly appreciate your continued use of our acquisition services and collaboration with us in our commitment to improve how we deliver our services to you.

Please direct questions, comments and concerns to acquisition@aqd.nbc.gov.