



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

C.Award

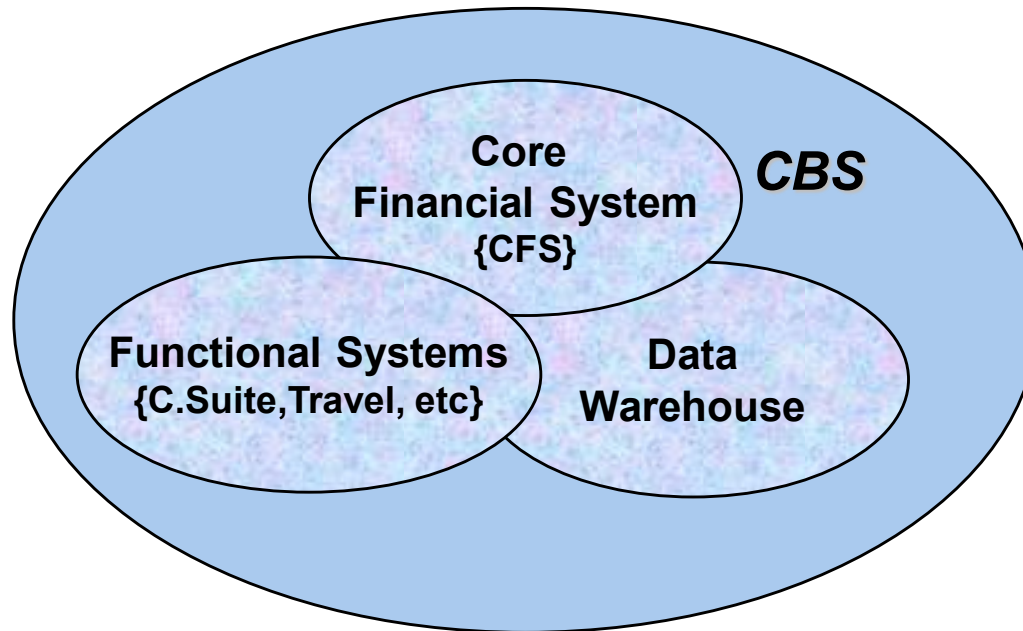
FY2022 – October
V 1.0

NOAA Client Services Help Desk

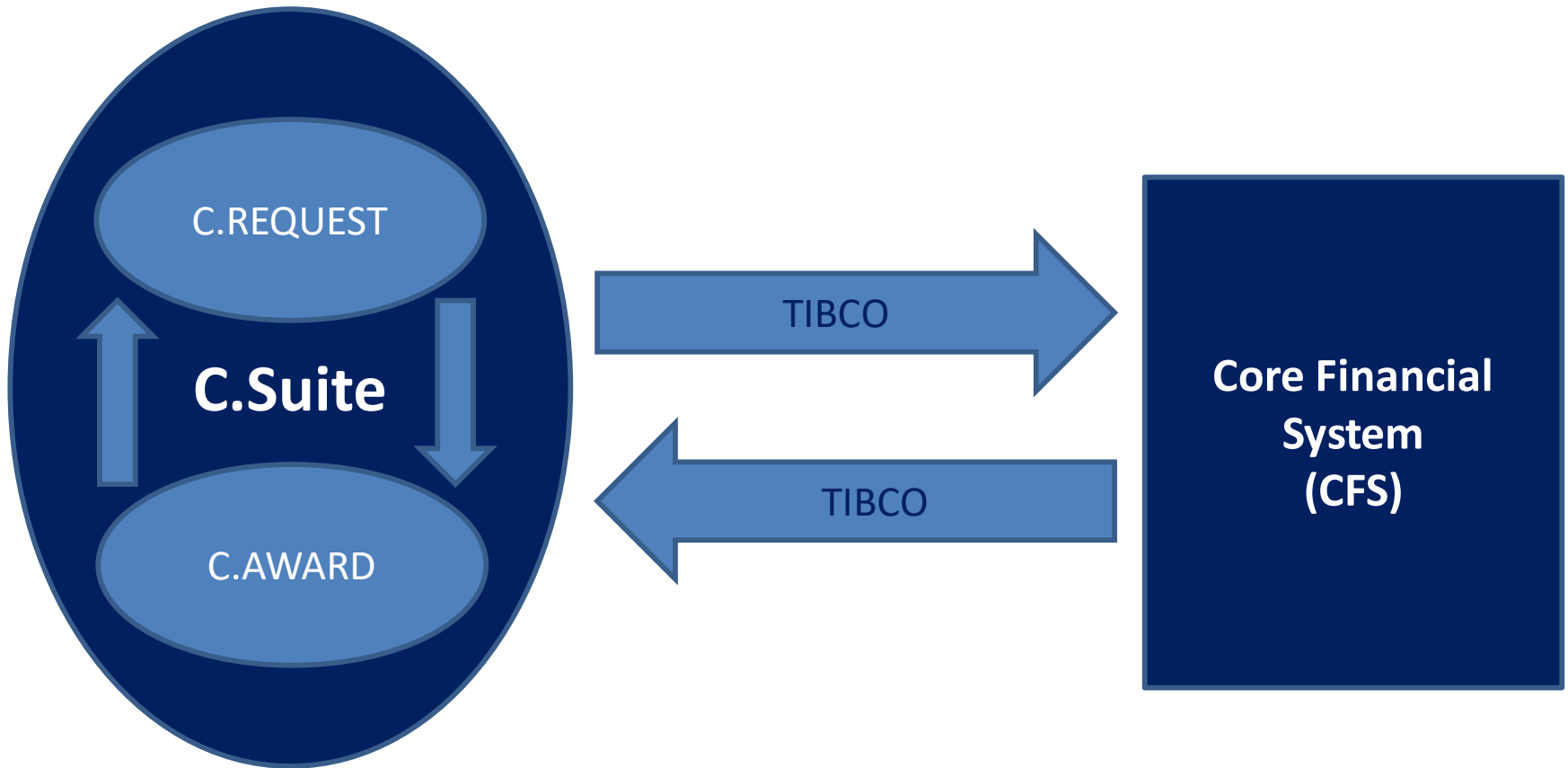


- **Functional/Technical Support for CBS Applications**
 - Budget Operating Plans (BOP)
 - Reimbursable Agreements
 - Summary Level Transfers (SLTs) & Document Level Adjustments (DLAs)
 - Data Warehouse/Discoverer
 - E2 Travel
 - C.Request/C.Award (C.Suite)
- **User Account requests**
- **FSD/CBS Web Site**
 - Click on Help Desk link for additional info, phone numbers, etc.
 - Email: ClientServices@noaa.gov
 - Website:
https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html

Systems within Commerce Business Systems



System FLOW



C.Award



- Electronically prepares procurement documents
 - Purchase Requests
 - Solicitations
 - Amendments
 - Awards
 - Modifications
- Routes procurement documents for approval
- Connects to FPDS-NG
- Obligates all procurement actions in Core Financial System (CFS)



C.Suite – Access & User IDs

- PDF Form

- Found:

- <https://www.corporateservices.noaa.gov/finance/forms.html>

- **Roles**

- **Contract Specialist (CS)**
 - Creates Solicitations, Amendments, Awards, and Modifications
 - Creates FPDS-NG reports
 - **Contracting Officer (CO)**
 - Contract Specialist with additional warrant authority to obligate actions
 - Approves FPDS-NG reports

- User ID

- *Starts with NOAA*
 - *Is case-sensitive*

- Used with Google Chrome or Internet Explorer

- *To access must be on a known NOAA network*

C.Suite - Passwords



- Login & Signature Passwords
 - Case Sensitive
 - Login Passwords
 - Follow DOC policy – minimum 12 characters
 - <https://connection.commerce.gov/policy/20140528/it-security-program-policy-commerce-information-technology-requirements-and-policy>
 - Signature Passwords
 - Must be a minimum of 8 characters long and contain at least 1 number
- Login Passwords expire every 90 days
 - User will be alerted to change
 - If forget – email clientservices@noaa.gov
 - Will be prompted to change from temporary one upon logging in
- Signature Passwords expire every 90 days
 - If forget – can change under My Profile
 - Need your login password to make the change
 - Need to know previous signature password to change it
 - If forget – email clientservices@noaa.gov

C.Suite - Tips



- C.Suite does not have a spell check
 - Google has online one
- Use upper case in the system
 - Helps with the connection to CFS – especially the ACCS fields
- Do NOT double-click within C.Suite
- Do NOT use browser/keyboard shortcuts
 - Backspace should only be used when in an actual field
- Do not copy from Word/PDF document
 - Copies over special/hidden characters
 - *Will get errors*
 - Use Notepad to strip format prior to pasting



Additional Information



- Stands for:
 - **United Nations Standard Products and Services Code**
 - Is an open, global, multi-sector standard for efficient, accurate classification of products and services.
- Website for DOC:
 - <https://community.max.gov/pages/viewpage.action?pageId=696617672>
 - Must register in order to view the website and download the listings
 - Listing of UNSPSC Codes
 - *Use something that doesn't end in 0000*
 - Crosswalk of UNSPSC and F/PSC
- Form to request a new/updated UNSPSC to F/PSC match
 - https://sites.google.com/a/noaa.gov/acquisition-services/acquisition_systems/unspsc-fsc-match-form
 - *Must be logged into Google/Gmail*

Acquisition Information



- Website:
 - <https://sites.google.com/noaa.gov/acquisition-and-grants-office/home>
 - Contains:
 - Forms
 - Error Table
 - Guides/FAQs
- Acquisition Package Checklist
 - Internal NOAALink Website
 - Need NOAA Gmail to log in
 - <https://sites.google.com/a/noaa.gov/noaalink/resources/forms-and-documents?authuser=0>

NOAA Acquisition Package Checklist



NOAA ACQUISITION PACKAGE CHECKLIST

Acquisition Description:

Submitting Office Point of Contact:

Total Estimated Value of the Acquisition:

Anticipated Period of Performance:

DOCUMENTS REQUIRED FOR EVERY NEW ACQUISITION



Performance Work Statement, Statement of Objectives or Statement of Work

Independent Government Cost Estimate

Required for acquisitions over \$150,000

Requisition with Funds Approval and Programmatic Approval

Market Research

Milestone Plan

TECHNICAL POINT OF CONTACT INFORMATION

Name:

Phone:

Email:

NOAA Acquisition Package Checklist Cont'd



ADDITIONAL DOCUMENTS REQUIRED DEPENDING ON TYPE OF ACQUISITION



Acquisition Plan

Required for acquisitions estimated to exceed \$10,000,000, including options

Evaluation Criteria for Best Value Actions

Required for a competitive process

IT Compliance in Acquisition Checklist

This IT checklist, with appropriate signatures, must be completed for Information Technology (IT) acquisitions (in accordance with the definition of IT on page 7) within the Department of Commerce (DOC).

Justification Other than Full and Open Competition (JOFOC)

Required when supplies or services are to be purchased from a source without engaging in a competitive process

Exhibit 300 + Acquisition Plan

Required for Information Technology acquisitions equal to or greater than \$10,000,000

Formal Source Selection Process Waiver

Required for acquisitions over \$10,000,000 when formal procedures not used

NOAA Section 508 Standards Checklist and Assessment Certification Form

Required for IT supplies and services acquisitions

NOAALink Worksheet

Required for NOAALink acquisitions over the micro-purchase threshold

Other AGO-Required Documents

Any additional documentation identified by AGO representative

Line Office or Corporate Office Requirements

Procurement Process



- An office realizes a need
 - Uses C.Request
 - *Create Requisition*
 - *Define Funds (ACCS)*
- Acquisitions Staff
 - Uses C.Award
 - *Create Contract*
 - *Obligate Funds (ACCS)*
- Finance Staff
 - Uses CFS
 - *Post & Pay Invoices*
- Close Out Staff
 - Uses C.Award
 - De-obligate remaining funds
 - Close out Award/Contract

C-BOT







- On October 1, 2020 the Department of Commerce transitioned from using the Forecasting and Advance Acquisition Planning System (FAAPS), to the Department's Commerce Business Opportunities Tool (C-BOT).
 - <https://sites.google.com/noaa.gov/acquisition-and-grants-office/systems/c-bot>
- The new C-BOT database is hosted on the Commerce Connection website.
 - If you do not already have access to Commerce Connection, please register at <https://connection.commerce.gov/>
 - Need Known NOAA Access/VPN to access
- FAQ
 - <https://connection.commerce.gov/forms-and-surveys/forecast-commerce-business-opportunities-tool-c-bot>



Accounting in C.Request

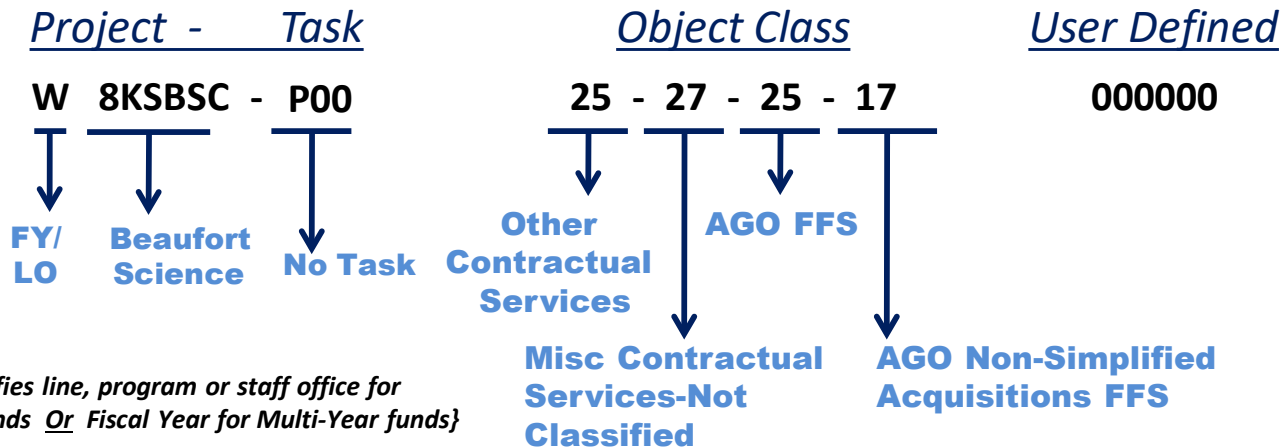
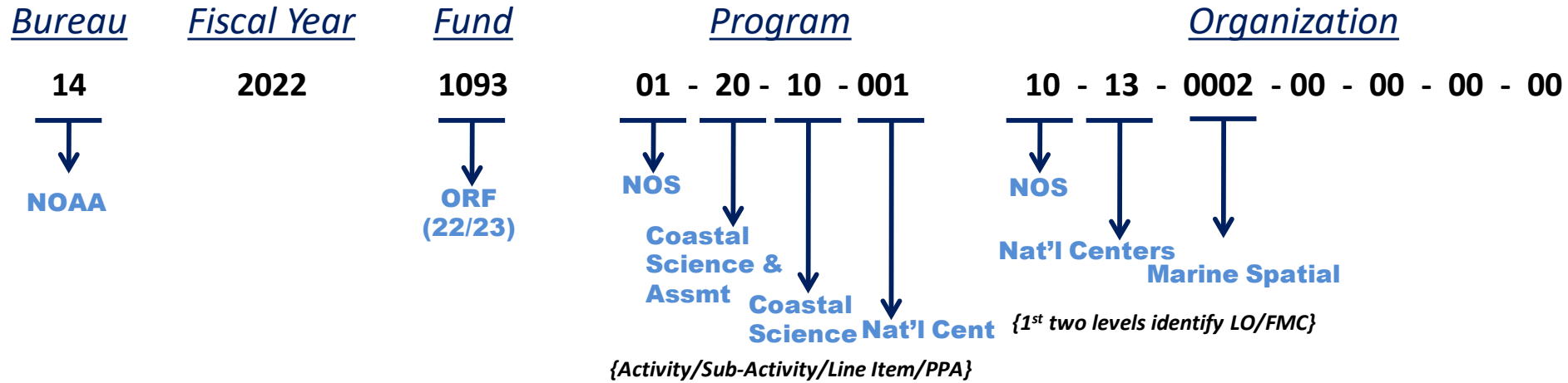
- When making a requisition, there has to be an account where there is money to pay for the service or good

Bureau Code (2):	14	 Import Entire Account Code
Fiscal Year (2):	22	
Project (7):	28LEF29	
Task (3):	P00	
Fund (4):	0001	
Program (9):	022116001	
Organization (16):	3031000200000000	
Object Class (8):	25272535	
User Defined (6):	000000	



Accounting Classification Code Structure (ACCS)

CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}

ACCS Broken out – Bureau



- Bureau
 - Main “offices” under the Department of Commerce
 - Defined in the ACCS by a number
 - National Oceanic and Atmospheric Administration (NOAA)
 - Bureau of Industry and Security (BIS)
 - Economic Development Agency (EDA)

Bureau

14



NOAA

Bureau

13



BIS

Bureau

20



EDA

ACCS Broken out – Fiscal Year



- The year of the actual intent to purchase.
 - Date here must fall within the appropriation timelines
 - i.e. FY2022
Appropriation Dates
(01-Oct-2021 through
30-Sep-2022)

<u>Fiscal Year</u>	<u>Fiscal Year</u>
2022	2021

ACCS Broken out – Fund Code



- Various Types

- Single Year

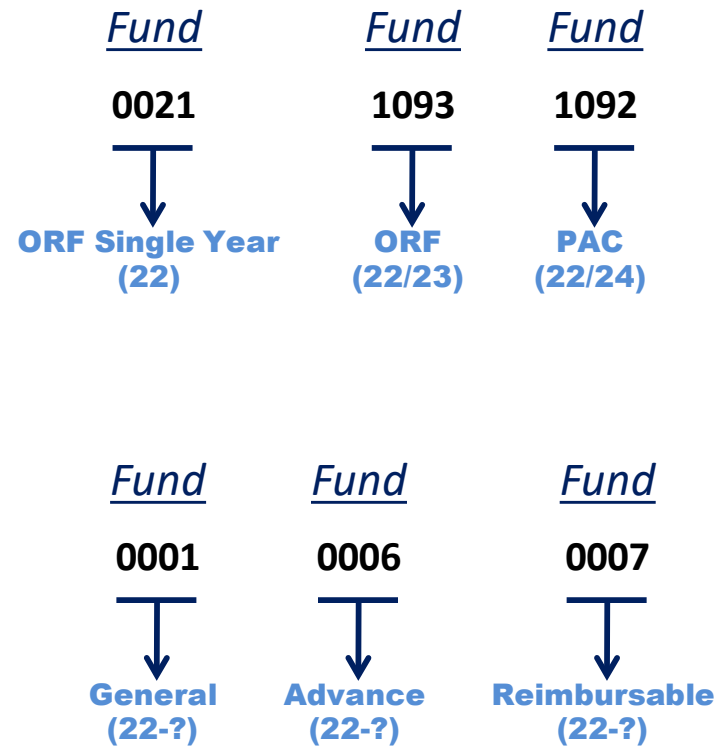
- Only good for that time frame
 - 1 Year

- Multi-Year

- Above and Beyond Single Year
 - Operations, Research and Facilities (ORF) = 2 years
 - Procurement Acquisitions and Contracts (PAC) = 3 years

- No Year

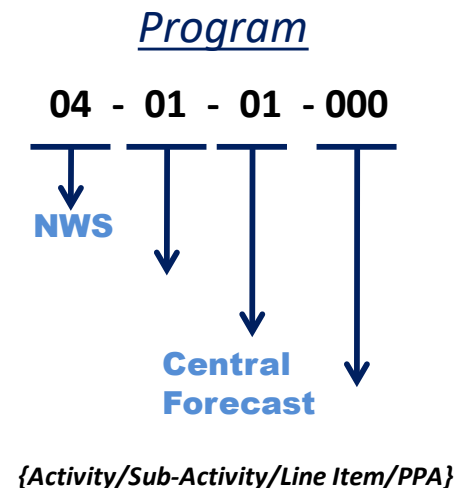
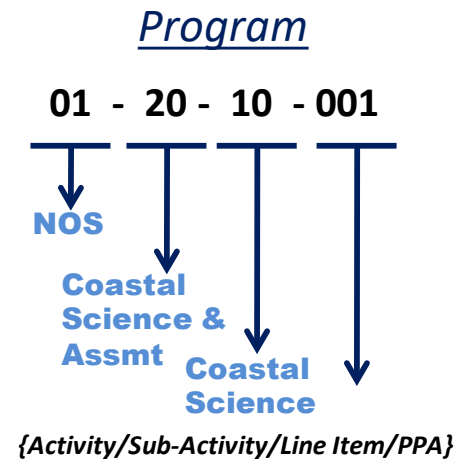
- Good until the money is used up



ACCS Broken out – Program Code



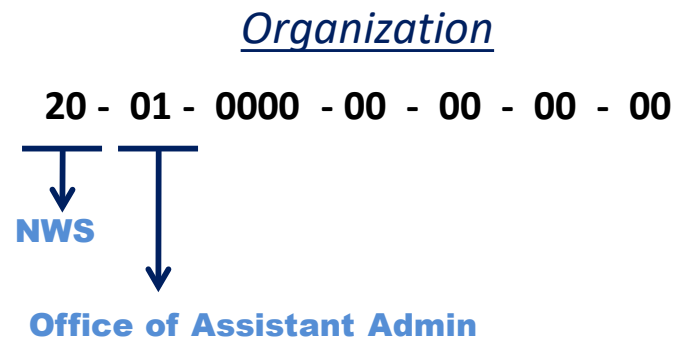
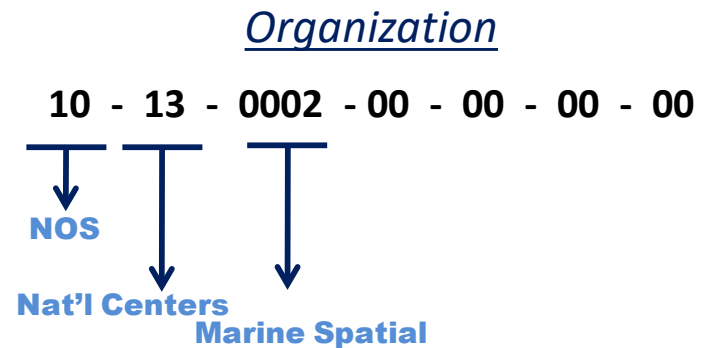
- Four positions
- Three of Four positions part of the appropriations
 - Activity
 - Sub-activity
 - Line Item
- Position 4 is Bureau unique
 - Program, Project and Activity (PPA)
- Tied to Fund Code and Project Codes in Budgeting



ACCS Broken out – Organizational Code



- Ties to the National Finance Center (NFC) Organization Code Structure
- NOAA designated
 - Org1 as Line Office (LO)
 - Org 2 as Financial Management Center (FMC)
- Each position representative to an office, division, branch etc.
 - Any position that doesn't have a number must be zero filled



Organization Code Structure

Level 1 -- Line Office



NOAA (14)

- 01 Office of the Under Secretary
- 05 Office of Administration
- 06 NOAA Finance & Administration
- 08 NOAA Marine & Aviation Operations
- 09 Systems Acquisition Office
- 10 National Ocean Service
- 20 National Weather Service
- 30 National Marine Fisheries Service
- 40 National Environmental Satellite,
Data & Information Service
- 50 Office of Oceanic & Atmospheric Research

BIS (13)

- 40 Office of the Under Secretary
- 41 Director of Administration
- 42 Export Administration
- 43 Office of Assistant Secretary for
Export Enforcement
- 44 Office of Assistant Secretary for
Export Administration

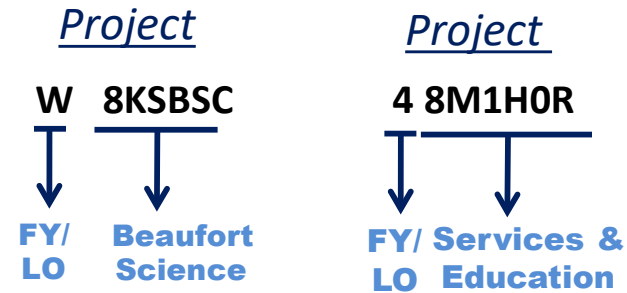
EDA (20)

- 01 Philadelphia
- 04 Atlanta
- 05 Denver
- 06 Chicago
- 07 Seattle
- 08 Austin
- 99 HQs

ACCS Broken out – Project Code



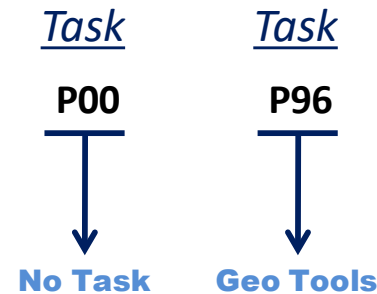
- Seven positions
 - First position
 - Tells you at a glance
 - Multi-year (Alpha Character)
 - No-Year (Number)
 - Other positions are based upon finding type
 - <https://www.corporate-services.noaa.gov/finance/projtaskdownld.html>
- Most Reports only go to this level



ACCS Broken out – Task Code



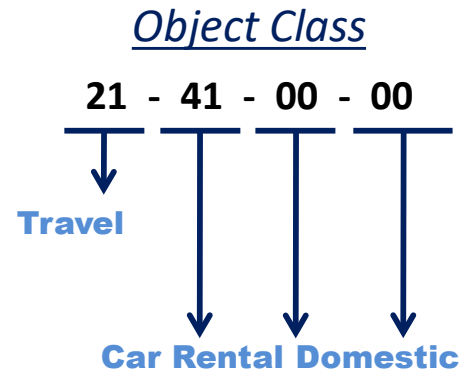
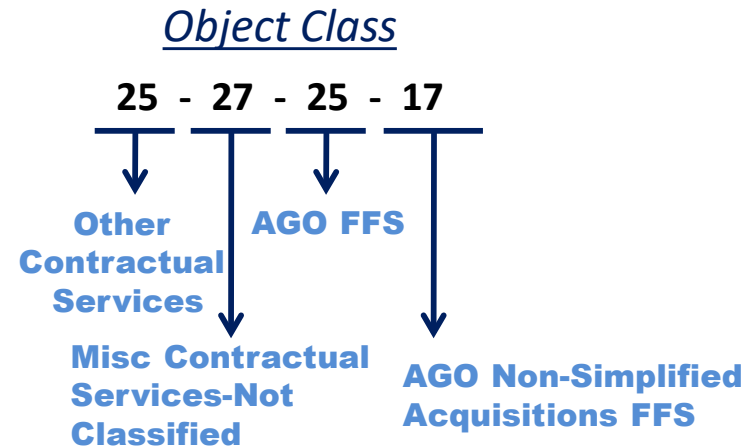
- Three digit code
 - Combo of:
 - Numbers
 - Alpha
 - Alpha Numeric
- Tied to the Project Code
 - Can have many tasks to project code
- Used by Budget people in the LO/FMC to keep track of money
- Default one is usually P00



ACCS Broken out – Object Class Code



- Four positions
 - All four positions can be filled in
 - Just two positions can be filled in
- Representative by code on what's being purchased
- Can look up codes:
 - Discoverer Reference Workbook
 - <https://www.corporateservices.noaa.gov/finance/objectclasses.html>



Object Class 3rd/4th positions



- AGO Fee For Service (FFS) Non Simplified (Over \$250,000)
 - Object class ends in 25-17
 - Ex: 25-27-25-17
- AGO FFS Simplified (250,000 or less)
 - Object class ends in 25-35
 - Ex: 26-18-25-35
- NOAALink/NMITS (IT/Technical Equipment/Services)
 - Object class ends in 00-11
 - Ex: 31-23-00-11
- Pro-Tech (Professional – Technical Services)
 - Object class ends in 26-03
 - Ex: 25-27-26-03
- No Fees
 - Object Class ends in 00-00
 - 21-40-00-00

ACCS Broken out – User Defined Code

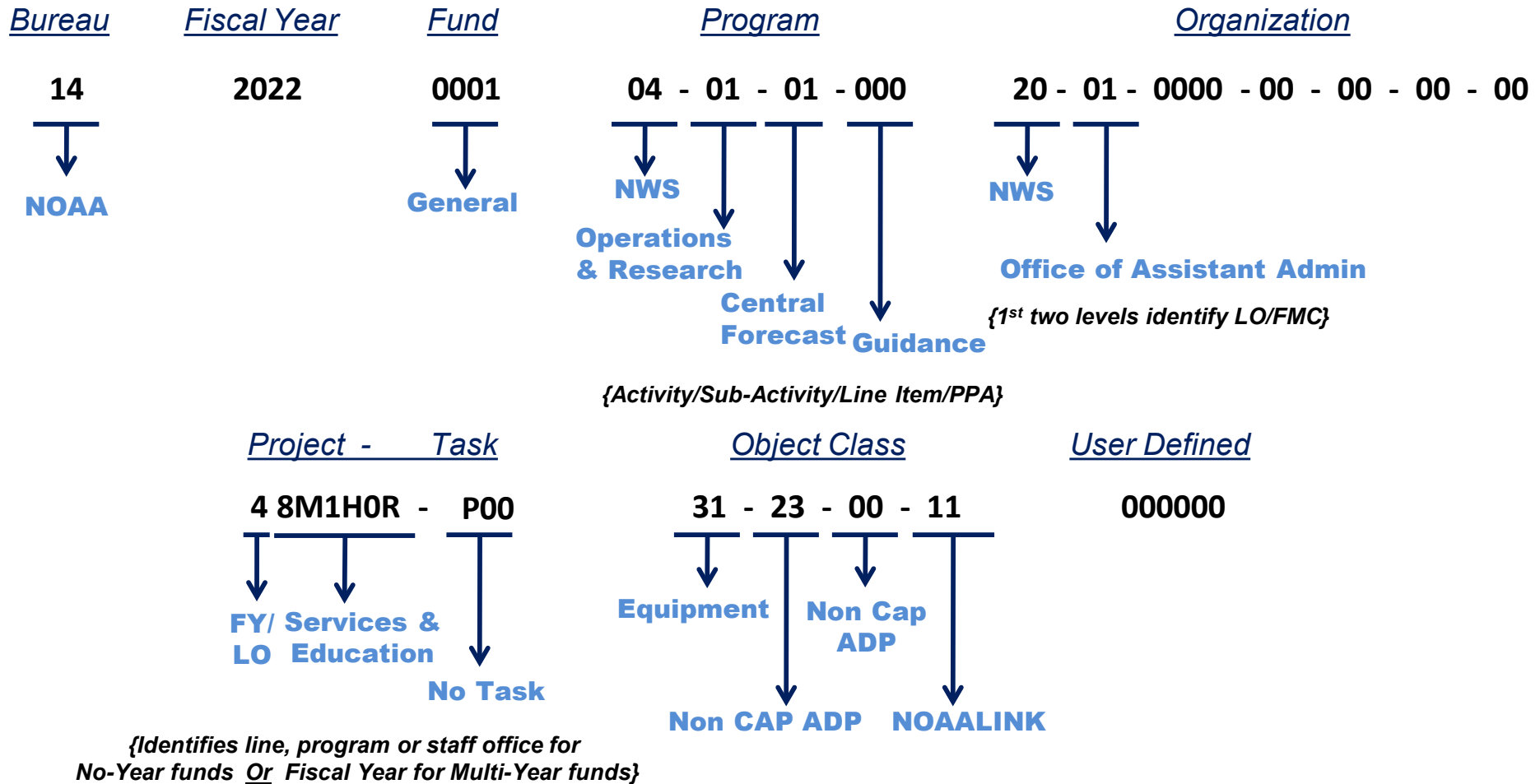


- For NOAA
 - This will always be zeroes

User Defined

000000

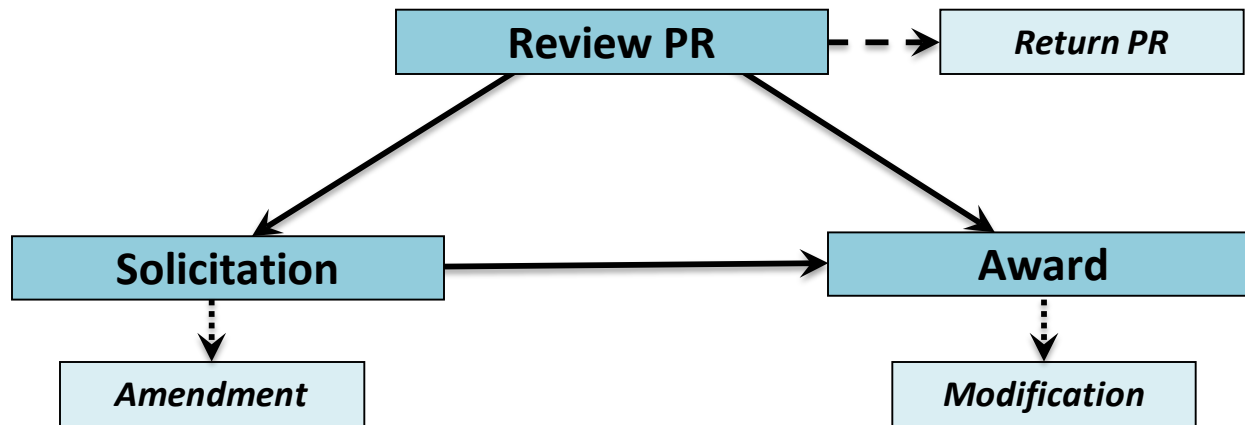
CBS Accounting Classification Code Structure (ACCS)



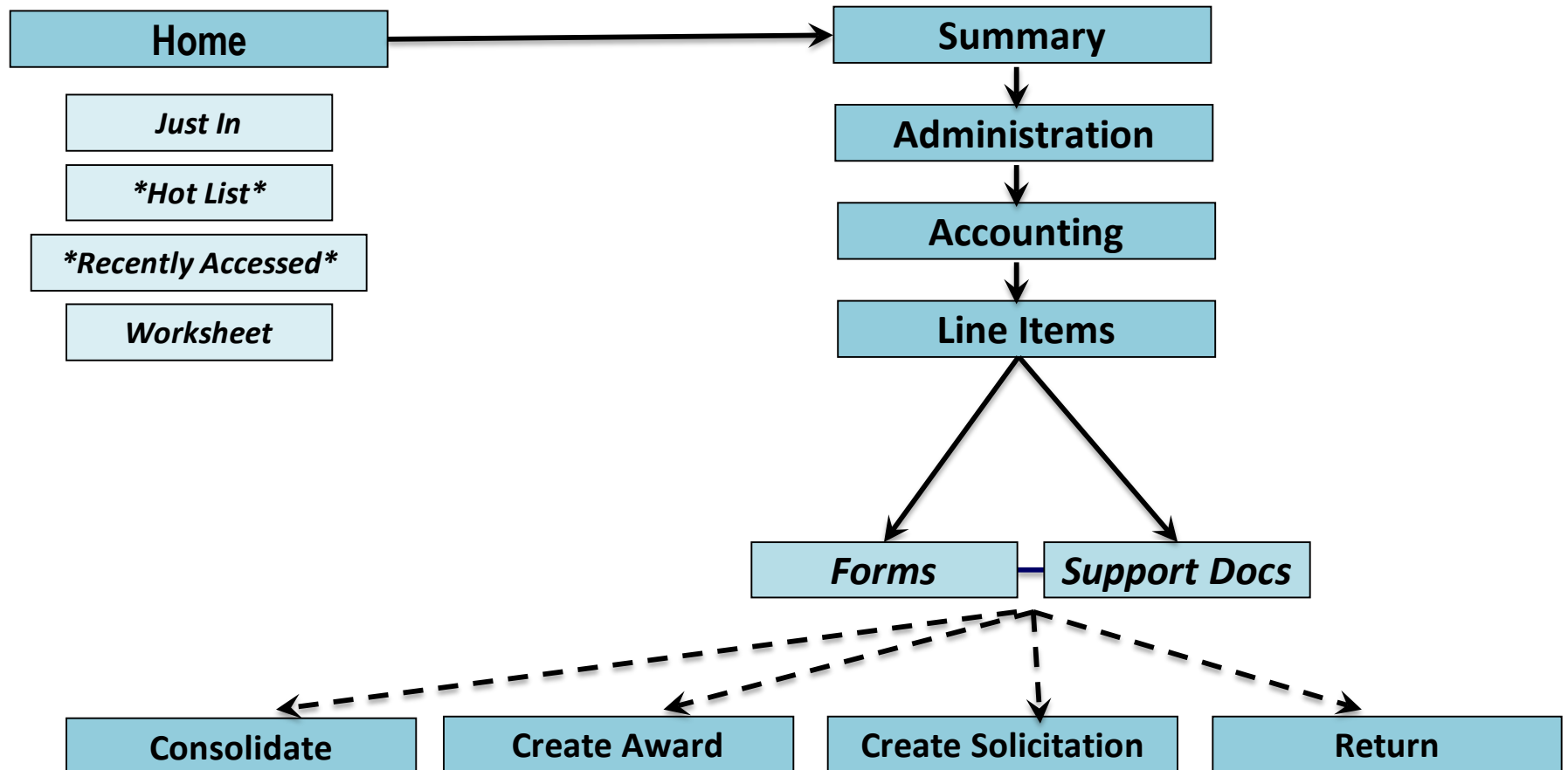


Flow Charts

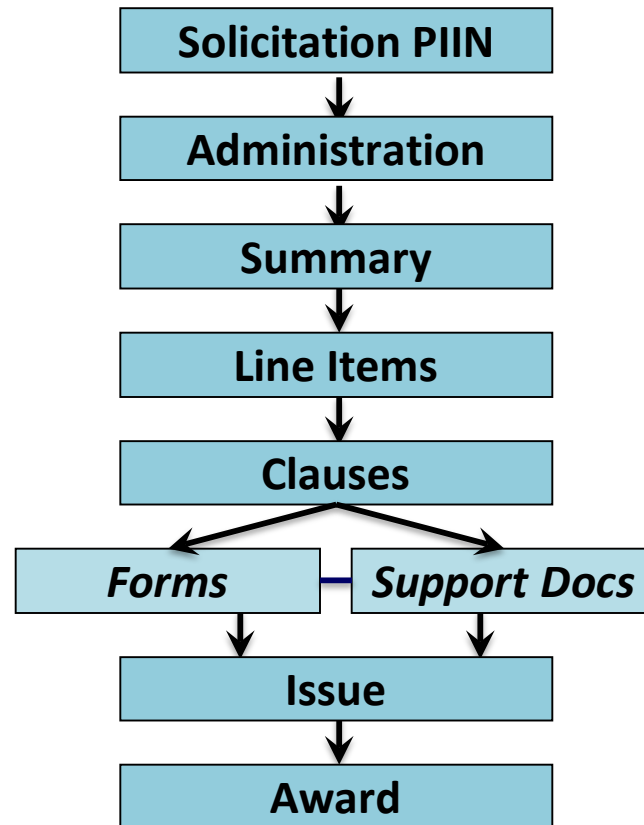
Overall Flow



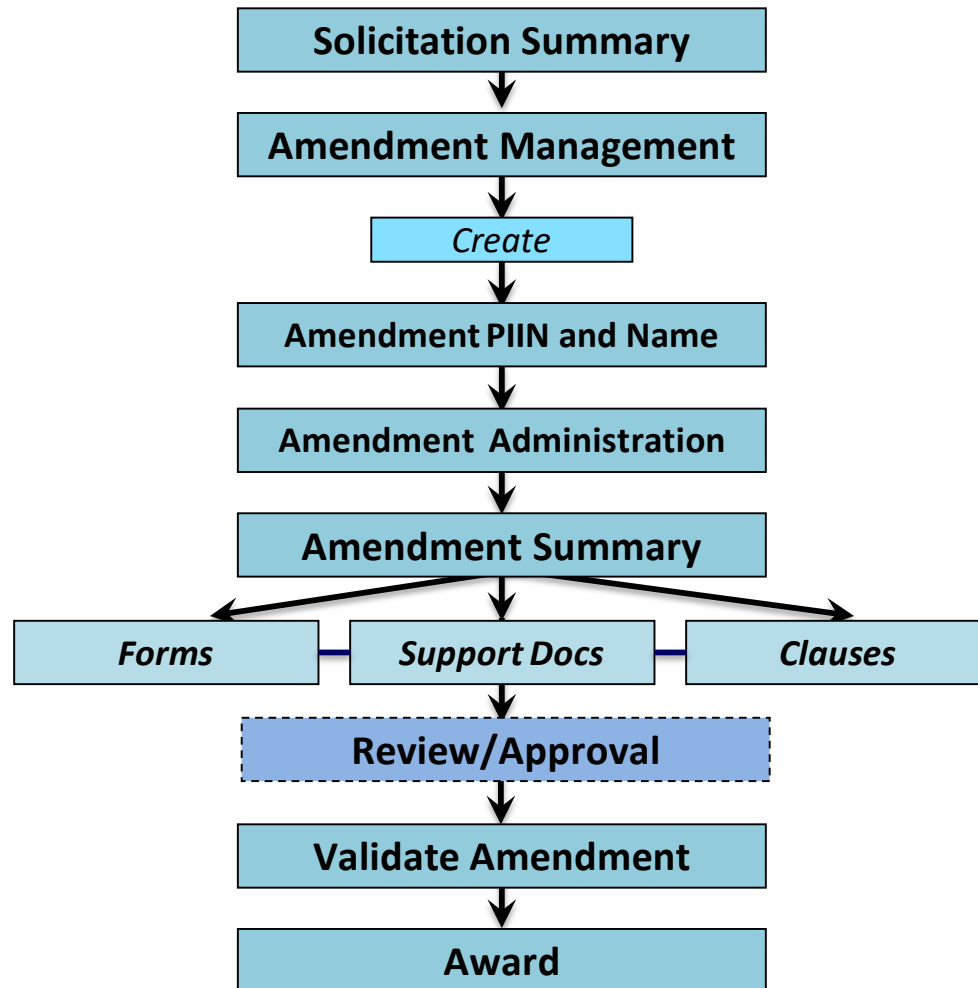
Purchase Request Flow



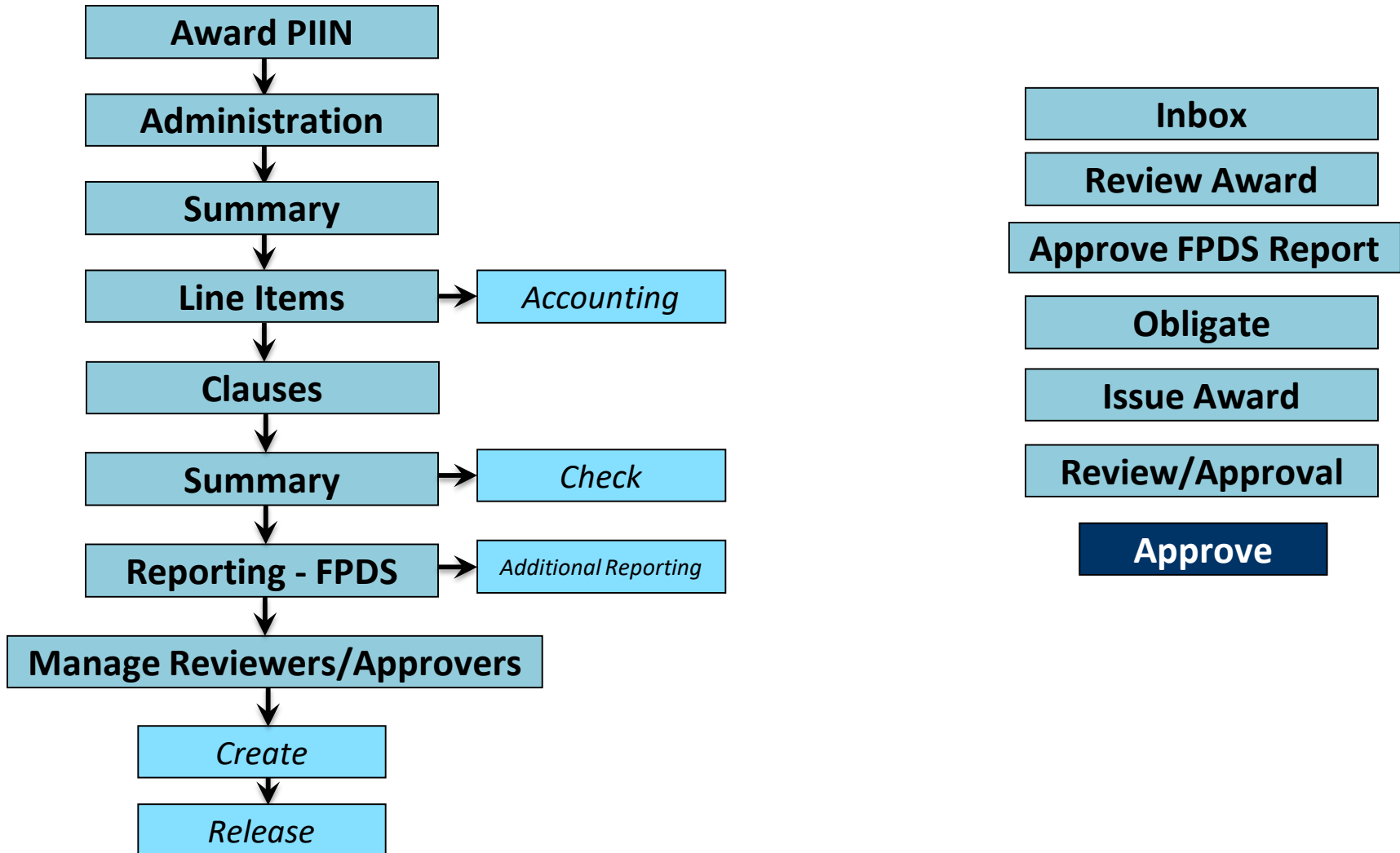
Solicitation Flow



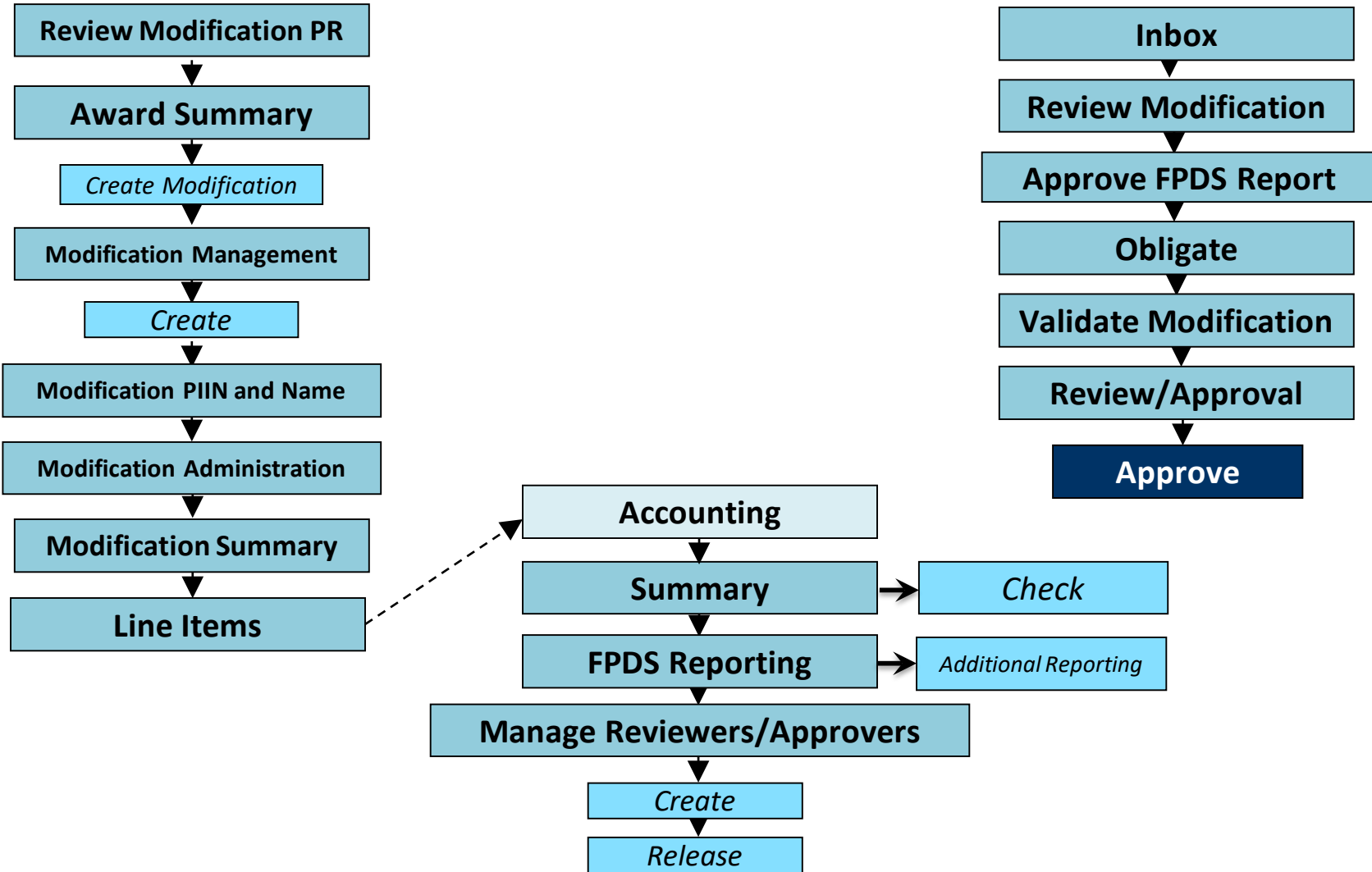
Solicitation Amendment Flow



Award Flow



Award Modification Flow





Document Numbering

Procurement Instrument Identifiers (PIID)



- Background
 - The Federal Acquisition Regulation (FAR) Subpart 4.16, updated October of 2014, “prescribes policies and procedures for assigning unique Procurement Instrument Identifiers (PIID) for each solicitation, contract, agreement, or order and related procurement instrument.”
 - The Department of Commerce (DOC) transitioned to the new PIID structure in May 2018

Primary PIID Structure at DOC



- Primary PIIDs, at DOC, are seventeen (17) character procurement identifiers used for all new solicitations and awards and identify the following:
 - **Position 1-6:** *Contracting Office Activity Address Code (AAC)*
 - **Position 7-8:** *Fiscal Year of the solicitation/award*
 - **Position 9:** *Type of Instrument*
 - **Position 10-13:** *Client Identifier (via first four characters of applicable Purchase Request number)*
 - **Position 14-17:** *System generated sequential number by Type of Instrument*

Supplementary PIID Structure at DOC



- Supplementary PIIDs, at DOC, are six (6) character procurement action identifiers (that are added to the end of the Primary PIIDs) for all solicitation amendments and award modifications and identify the following:
 - *For solicitation amendments:*
 - **Position 1-6:** System generated sequential amendment number
 - *For award modifications:*
 - **Position 1:** Office issuing the modification (P for AGO and FDs, A for CCTs)
 - **Position 2-3:** Fiscal Year of the modification
 - **Position 4-6:** System generated sequential modification number

Solicitation PIIID Example



Position	Contents	1305M2	19	Q	NFFN	0001
1 – 6	Contracting Office AAC (1305M2: EAD - Kansas City & Norfolk)					
7 – 8	Fiscal Year the solicitation is issued					
9	Type of Solicitation - FAR Defined (Request for Quotation)					
10 – 13	NOAA Client Identifier = 1st 4 of PR # (NMFS Southeast Region)					
14 – 17	System generated sequential number By Type of Document					

Primary

Solicitation Amendment PIIID Example



Primary

Secondary



Position	Contents	1305M2	19	Q	NFFN	0001	0001
1 – 6	Contracting Office AAC (1305M2: EAD - Kansas City & Norfolk)	↑	↑	↑	↑	↑	↑
7 – 8	Fiscal Year the solicitation is issued	↑	↑	↑	↑	↑	↑
9	Type of Solicitation - FAR Defined (Request for Quotation)	↑	↑	↑	↑	↑	↑
10 – 13	NOAA Client Identifier = 1st 4 of PR # (NMFS Southeast Region)	↑	↑	↑	↑	↑	↑
14 – 17	System generated sequential number By Type of Document	↑	↑	↑	↑	↑	↑
18 – 21	System generated sequential Amendment number	↑	↑	↑	↑	↑	↑

Award PIID Example



Position	Contents	1305M2	19	D	NFFN	0001
1 – 6	Contracting Office AAC (1305M2: EAD - Kansas City & Norfolk)					
7 – 8	Fiscal Year the solicitation is issued					
9	Type of Instrument/Award - FAR Defined (Indefinite-delivery contracts)					
10 – 13	NOAA Client Identifier = 1st 4 of PR # (NMFS Southeast Region)					
14 – 17	System generated sequential number By Type of Document					

Primary

Award Modification PIID Example



Position	Contents	Primary					Secondary			
		1305M2	19	Q	NFFN	0001	P	19	001	
1 – 6	Contracting Office AAC (1305M2: EAD - Kansas City & Norfolk)	↑								
7 – 8	Fiscal Year the award was completed		↑							
9	Type of Award - FAR Defined (Indefinite-delivery contracts)			↑						
10 – 13	NOAA Client Identifier = 1st 4 of PR # (NMFS Southeast Region)				↑					
14 – 17	System generated sequential number By Type of Document					↑				
18	Identifies Office issuing the modification (Procurement Office)						↑			
19-20	Fiscal Year in which the Modification is awarded							↑		
21-23	System generated sequential Mod number								↑	

Contracting Office AAC (Positions 1-6)



Contracting Office ID	Office ID for NOAALINK	Contracting Office Description	Previous DOC IDs	
1305M2	1305L2	Eastern Acquisition Division - Kansas City & Norfolk	EA, WC	EG
1305M3	1305L3	Western Acquisition Division - Boulder & Seattle	AB, RA	BG
1332KP	1332KQ	Satellite & Information Acquisition Division	SP	SP?
1305M4	1305L4	Strategic Sourcing Acquisition Division	ST	SG
1333MD	1333LD	NESDIS Field Delegates	EE, WE	GF, WF
1333MF	1333LF	NMFS Field Delegates	EE, WE	GF, WF
1333MG	1333LG	NOS Field Delegates	EE, WE	GF, WF
1333MH	1333LH	NWS Field Delegates	EE, WE	GF, WF
1333MJ	1333LJ	OAR Field Delegates	EE, WE	GF, WF
1333MM	1333LM	OCFO Field Delegates	EE, WE	GF, WF
1333ML	1333LL	OCIO Field Delegates	EE, WE	GF, WF
1333MK	1333LK	OMAO Field Delegates	EE, WE	GF, WF
1331L5		DOC - Enterprise Services	SS	

Instrument Identifier (Position 9)



Instrument	Designation	Instrument Description	Historical Codes
Award	A	Blanket purchase agreements.	BU, BR
Solicitation	B	Invitations for bids.	RB
Award	C	Contracts of all types except indefinite-delivery contracts (see subpart 16.5).	CN
Award	D	Indefinite-delivery contracts (including Federal Supply Schedules, Governmentwide acquisition contracts (GWACs), and multi-agency contracts).	CQ
	E	Reserved for future Federal Governmentwide use.	
Award	F	Task orders, delivery orders or calls under– <ul style="list-style-type: none"> •Indefinite-delivery contracts (including Federal Supply Schedules, Governmentwide acquisition contracts (GWACs), and multi-agency contracts); •Blanket purchase agreements; or •Basic ordering agreements. 	Outside NOAA - CT, CC, NC Local - C/T/D####

Instrument Identifier (Position 9) Cont'd



Instrument	Designation	Instrument Description	Historical Codes
Award	G	Basic ordering agreements.	BA
Agreements	H	Agreements, including basic agreements and loan agreements, but excluding blanket purchase agreements, basic ordering agreements, and leases. Do not use this code for contracts or agreements with provisions for orders or calls.	
	I	Do not use this letter.	
	J	Reserved for future Federal Governmentwide use.	
	K	Reserved for departmental or agency use.	
Award	L	Lease Agreements	
Award	M	Reserved for departmental or agency use.	
Award	N	DOC use for Purchase Orders utilizing a Purchase Card as payment	XX
	O	Do not use this letter.	

Instrument Identifier (Position 9) Cont'd



Instrument	Designation	Instrument Description	Historical Codes
Award	P	Purchase Orders (use V, if the counter for P becomes full)	SE, SU, ST, AE, UE, UU
Solicitation	Q	Requests for Quotations (use U, if the counter for Q becomes full)	RQ
Solicitation	R	Request for Proposals	RP
	S, T	Reserved for departmental or agency use.	
Solicitation	U	Should the counter for Q become full, this is for additional Requests for Quotations	RQ
Award	V	Should the counter for P become full, this is for additional Purchase Orders	SE, SU, ST, AE, UE, UU
	W, X	Reserved for future Federal Governmentwide use.	
	Y	Imprest Fund	
	Z	Reserved for future Federal Governmentwide use.	

NOAA Client Identifier (Positions 10 - 13)



The Client Identifier (full list at <https://goo.gl/buLJbc>) is typically the first 4 characters of the purchase request used to complete the action.

Client Identifier	Line/Staff Office	Historical Value
NFFM	NMFS - Greater Atlantic Region	133F
NFFN	NMFS - Southeast Region	133F
NWWG	NWS - Office of Observations	133W
NWWK	NWS - Office of Science and Technology Integration	133W
NEEF	NESDIS - National Climatic Data Center	133E
NEEB	NESDIS - Office of Satellite and Product Operations	133E
NCNA	NOS - Office of Assistant Administrator	133C
NCNJ	NOS - Office of Coast Survey	133C
NRMA	OAR - Headquarters	133R
NRMT	OAR - Climate Program Office	133R
NAAJ	Most NOAA Staff Offices (AGO, OCFO, WFMO, etc.)	1330

Legacy PIIDs



- A legacy PIID remains throughout the life of the vehicle.
 - EA133FCQ150002
- When modifying an acquisition vehicle (IDV, IDC or Order) with a legacy PIID, use the new supplementary PIID.
 - EA133FCQ150002P18001
- When awarding or modifying an order/call under an active IDV with a legacy PIID, the award number and subsequent modifications shall follow the new PIID structure.
 - PIID-1305M218FNFFN0001 Ref IDV PIID DOCEA133FCQ150002
 - PIID-1305M218FNFFN0001P18001 Ref IDV PIID DOCEA133FCQ150002

Modification Line Item Action (Options)



Selection Option	Description of Option
"Blank"/No Selection	This selection should be used if you want the line items on the Requisition to come into the Award as new line items.
Change Award Line Item	This selection would be used to indicate that the customer is requesting that the line item on the award be increased or decreased in value.
Cancel/Cancel Award Line Item	This selection should be used to cancel the awarded line item in full.
Cancel/Open Award Line Item	This selection should be used to cancel the line item in full on the award but leave the PR line item open so it could be awarded on another document.
Add Line Item from Base Award	This selection should only be used when requesting through a modification to add a line item from a base Indefinite delivery type contract award to an existing delivery task order award.



Questions & Discussion