C.Award
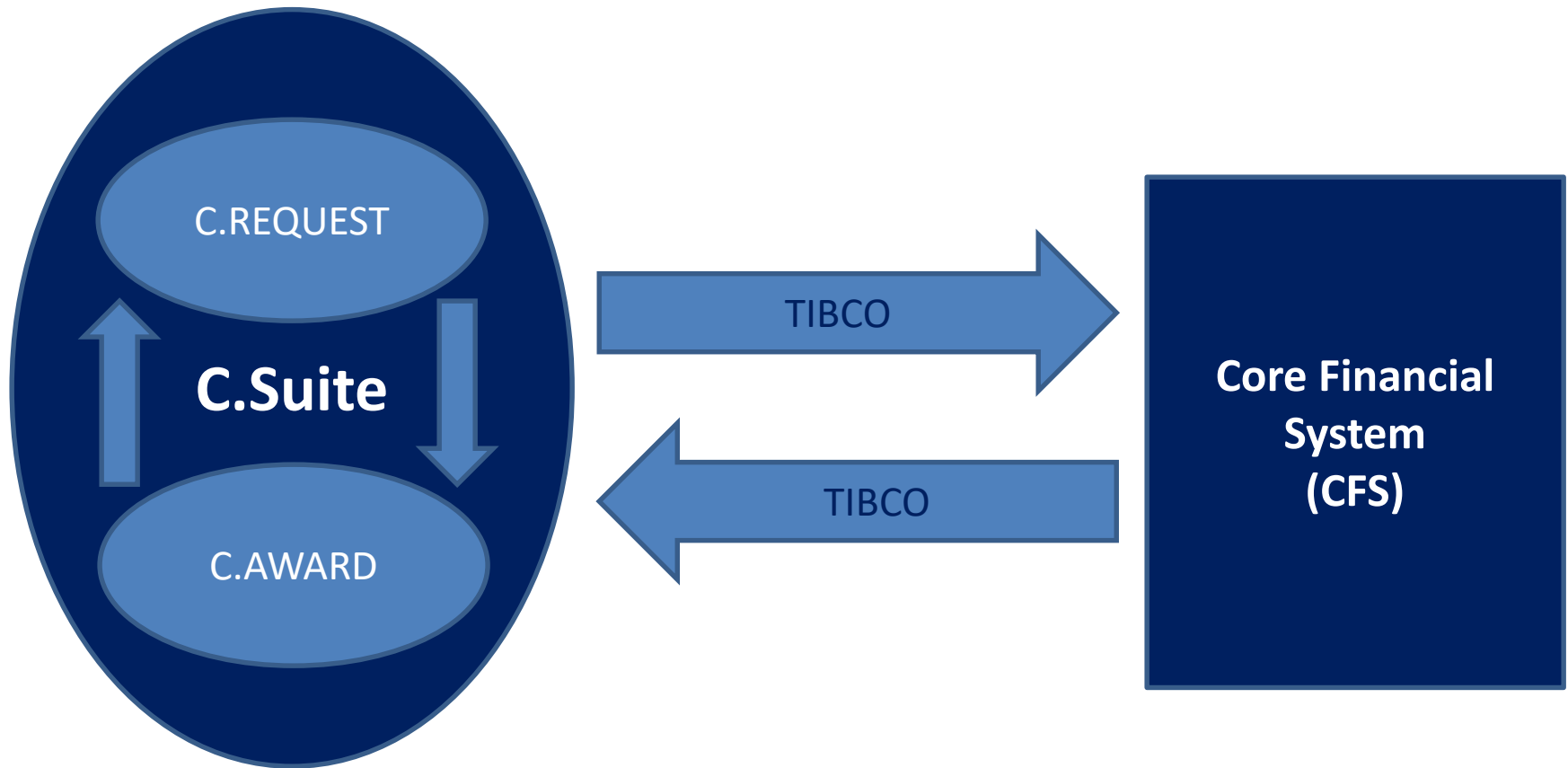
FY2021 – March
V 1.0.1

Systems within Commerce Business Systems
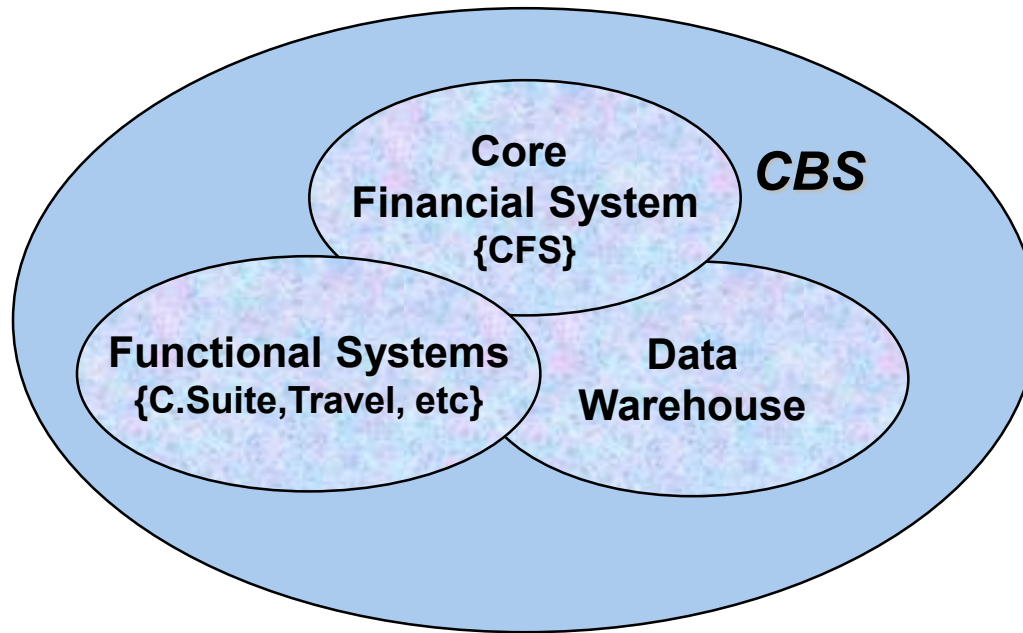
System FLOW

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:
    - http://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 <u>not</u> 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 <u>NOT</u> double-click within C.Suite
- Do <u>NOT</u> 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

Acquisition Information

- Website:
  - https://sites.google.com/a/noaa.gov/acquisition-grants/systems
  - 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

UNSPSC

- 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/a/noaa.gov/acquisition-grants/systems
  - 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

FAAPs to C-BOT

- On October 1, 2020 the Department of Commerce will transition from using the Forecasting and Advance Acquisition Planning System (FAAPS), to the Department's Commerce Business Opportunities Tool (C-BOT).
  - https://sites.google.com/a/noaa.gov/acquisition-grants/systems/c-bot
- The Department's C-BOT Integrated Product Team (IPT) will ensure that relevant FAAPS data inputted as of September 30, 2020 will remain publicly available so program offices will not need to re-enter already forecasted acquisitions in the new tool.
- 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/
- FAQ
  - https://connection.commerce.gov/sites/connection.commerce.gov/files/c-bot_faq.v3.pdf

Accounting in C.Request

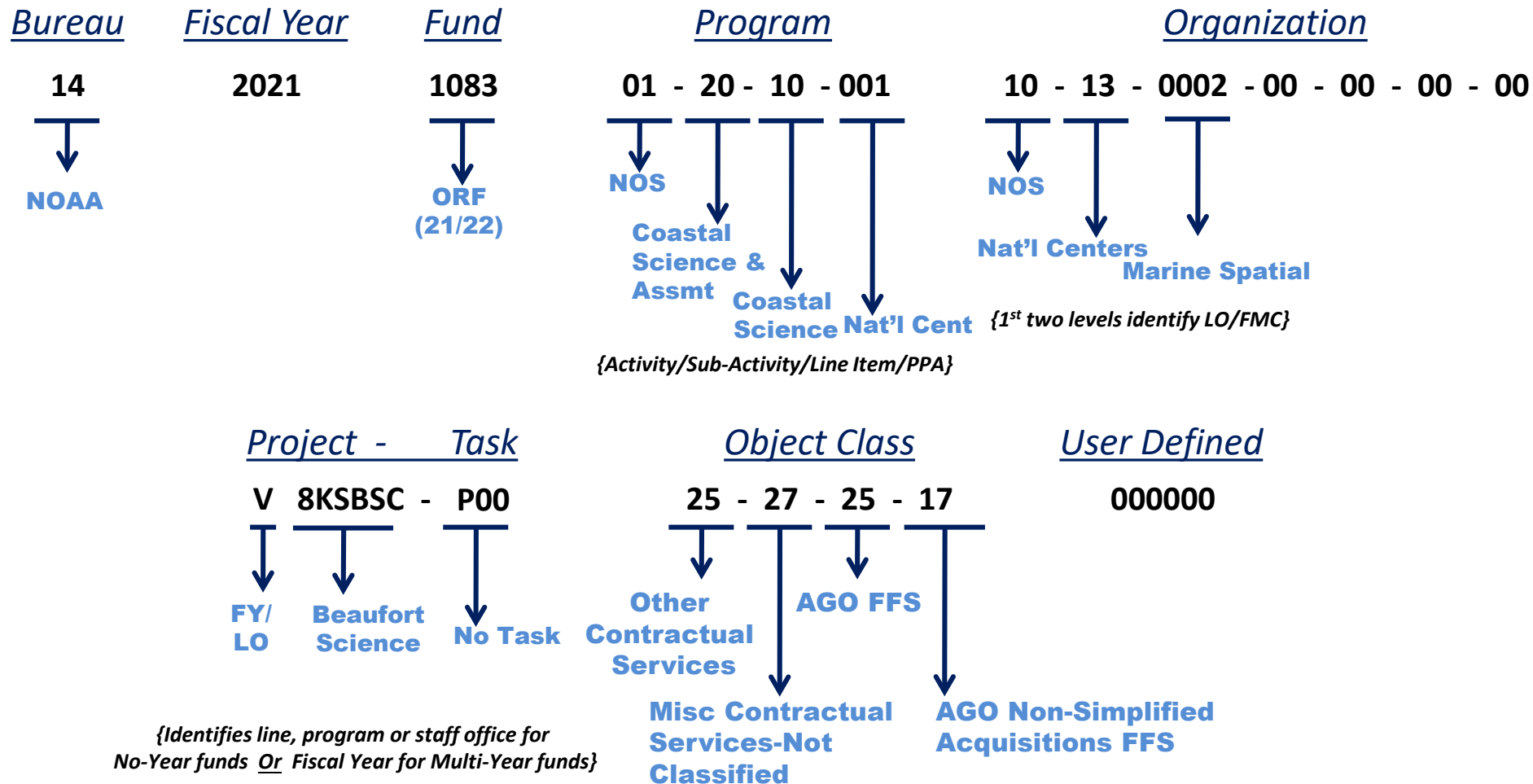- When making a requisition, there has to be an account where there is money to pay for the service or good

Bureau Code (2): 14   Import Entire Account Code

Fiscal Year (2): 21

Project (7): 28LEF28

Task (3): B00

Fund (4): 0001

Program (9): 022116001

Organization (16): 3021000200000000

Object Class (8): 26142535

User Defined (6): 000000

16

Accounting Classification Code Structure (ACCS)

CBS Accounting Classification Code Structure (ACCS)

Bureau

14

↓

NOS

Fiscal Year

2021

Fund

1083

↓

ORF (21/22)

Program

01 - 20 - 10 - 001

↓ NOS

↓ Coastal Science & Assmt

↓ Coastal Science

↓ Nat'l Cent

{Activity/Sub-Activity/Line Item/PPA}

Organization

10 - 13 - 0002 - 00 - 00 - 00 - 00

↓ NOS

↓ Nat'l Centers

↓ Marine Spatial

{1st two levels identify LO/FMC}

Project - Task

V 8KSBSC - P00

↓ FY/LO

↓ Beaufort Science

↓ No Task

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

Object Class

25 - 27 - 25 - 17

↓ Other Contractual Services

↓ Misc Contractual Services-Not Classified

↓ AGO FFS

↓ AGO Non-Simplified Acquisitions FFS

User Defined

000000

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	*Bureau*	*Bureau*
14	**13**	**20**
↓	↓	↓
NOAA	**BIS**	**EDA**

ACCS Broken out – Fiscal Year

- The year of the actual intent to purchase.
  - Date here must fall within the appropriation timelines
    - i.e. FY2021 Appropriation Dates (01-Oct-2020 through 30-Sep-2021)

Fiscal Year	*Fiscal Year*
2021	**2020**

ACCS Broken out – Fund Code

- ## Various Types
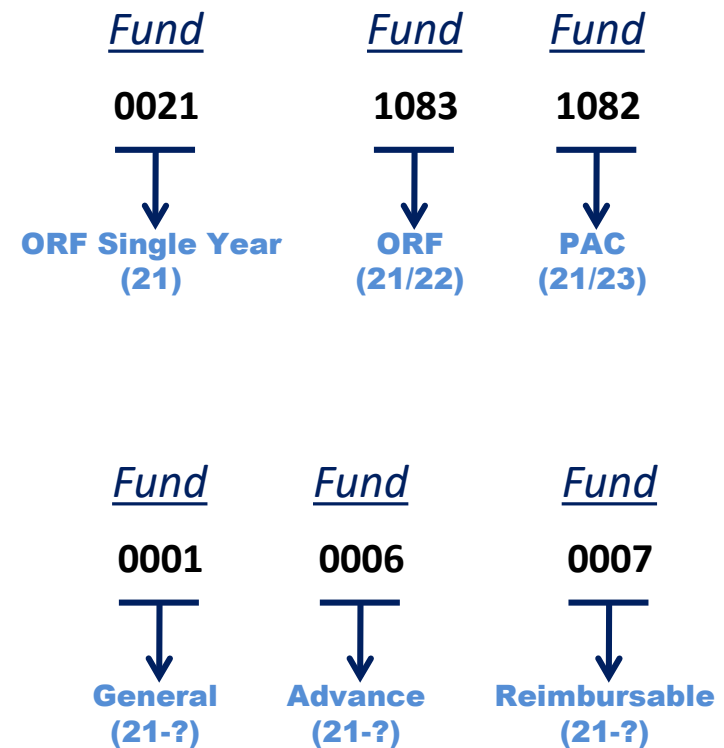 - ### Single Year
    - Only good for that time frame
      - 1 Year
  - ### Multi-Year
    - Above and Beyond Single Year
      - Operations, Research and Facilities (ORF) = 2 years
      - Procurement Acquisitions and Contracts (PAC) = 3 years
  - ### No Year
    - Good until the money is used up

Fund

0021

↓

ORF Single Year (21)

Fund

1083

↓

ORF (21/22)

Fund

1082

↓

PAC (21/23)

Fund

0001

↓

General (21-?)

Fund

0006

↓

Advance (21-?)

Fund

0007

↓

Reimbursable (21-?)
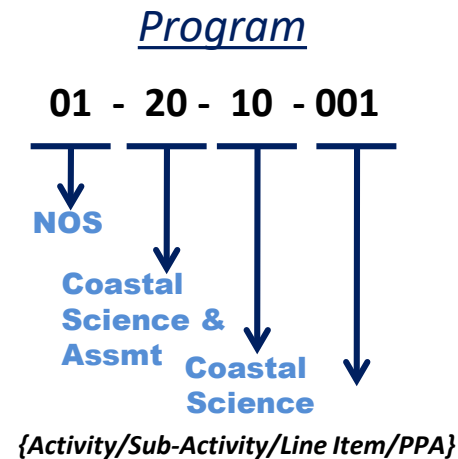
ACCS Broken out – Program Code

- 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

Program

01 - 20 - 10 - 001

NOS

Coastal Science & Assmt

Coastal Science

{Activity/Sub-Activity/Line Item/PPA}

Program

04 - 01 - 01 - 000

NWS

Central Forecast

{Activity/Sub-Activity/Line Item/PPA}
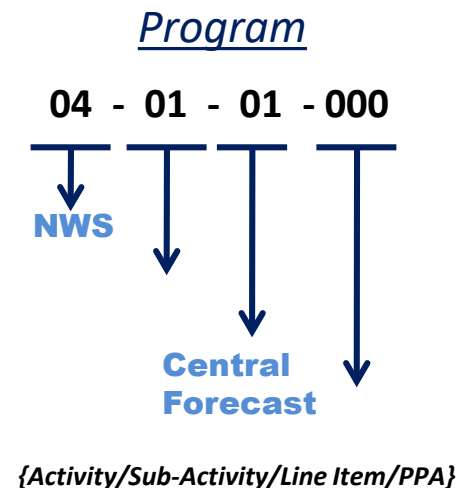
ACCS Broken out – Organizational Code

- 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

10 - 13 - 0002 - 00 - 00 - 00 - 00

NOS

Nat'l Centers

Marine Spatial

Organization

20 - 01 - 0000 - 00 - 00 - 00 - 00

NWS

Office of Assistant Admin
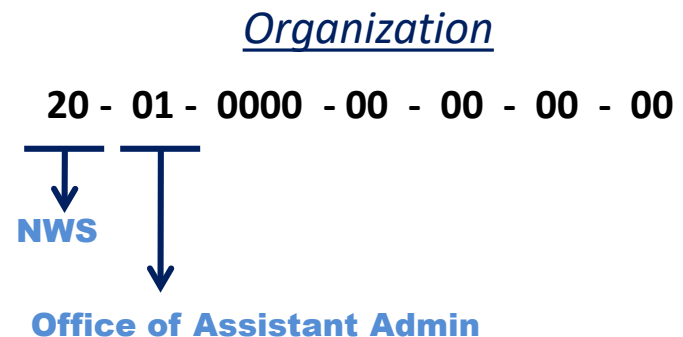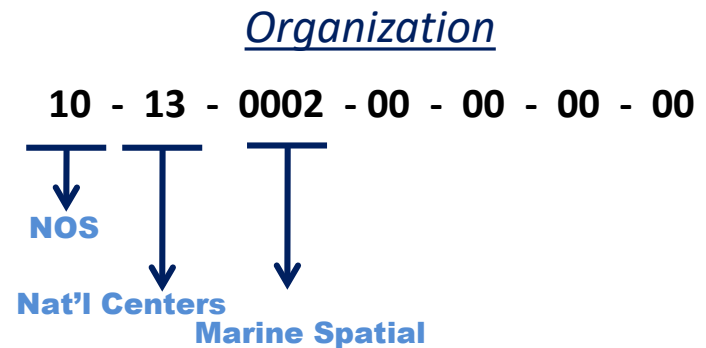
Organization Code Structure
Level 1 -- Line Office

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	07	Seattle
05	Denver	08	Austin
06	Chicago	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.corporateservices.noaa.gov/finance/projtaskdwnld.html

- ## Most Reports only go to this level

Project

V   8KSBSC

↓   ↓

FY/ LO   **Beaufort Science**

Project

4 8M1H0R

↓   ↓

FY/ LO   **Services & Education**

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

Task   *Task*

P00   **P96**

↓   ↓

No Task   **Geo Tools**
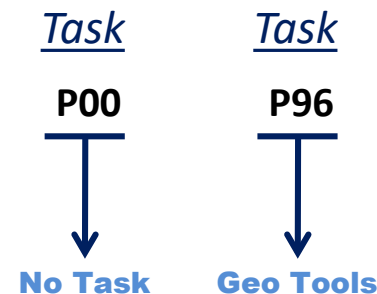
ACCS Broken out – Object Class Code

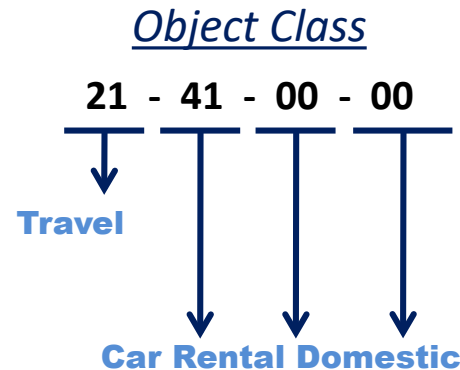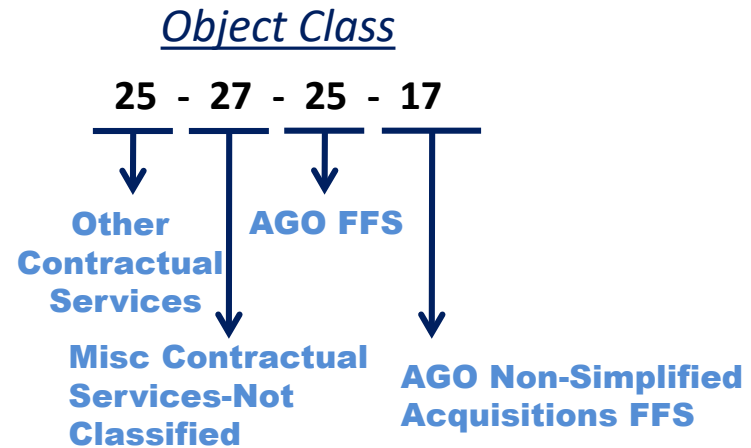- Four positions
  - All four positions can be filled in
  - Just two positions can be filled in

- 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

25 - 27 - 25 - 17

Other Contractual Services

AGO FFS

Misc Contractual Services-Not Classified

AGO Non-Simplified Acquisitions FFS

Object Class

21 - 41 - 00 - 00

Travel

Car Rental Domestic

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 (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
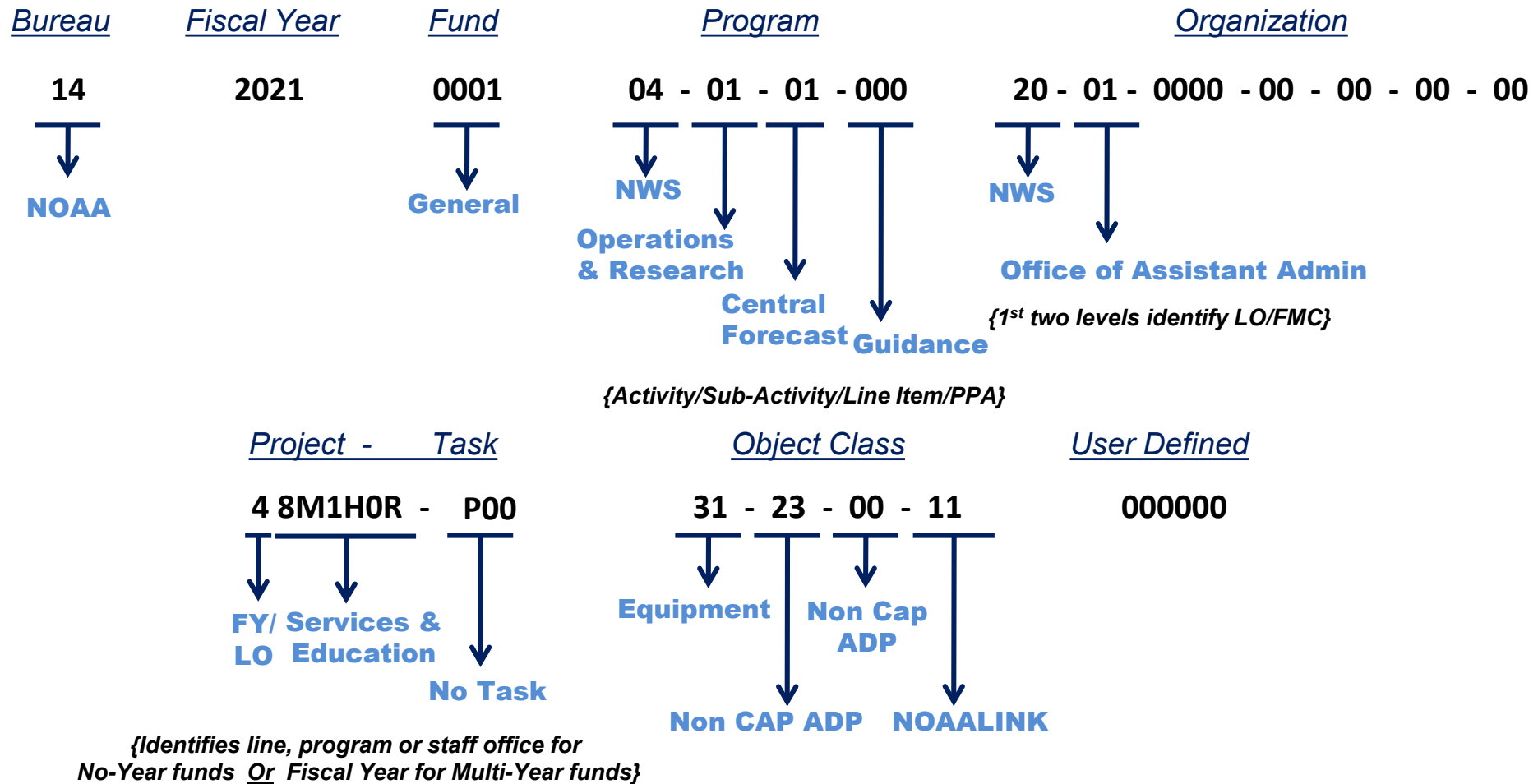 - 21-40-00-00

ACCS Broken out – User Defined Code

- For NOAA
  - This will always be zeroes

User Defined

000000

CBS Accounting Classification Code Structure (ACCS)

Bureau

14

→ NOAA

Fiscal Year

2021

Fund

0001

→ General

Program

04 - 01 - 01 - 000

- NWS
- Operations & Research
- Central Forecast
- Guidance

{Activity/Sub-Activity/Line Item/PPA}

Organization

20 - 01 - 0000 - 00 - 00 - 00 - 00

- NWS
- Office of Assistant Admin

{1st two levels identify LO/FMC}

Project - Task

4 8M1H0R - P00

- FY/ LO
- Services & Education
- No Task

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

Object Class

31 - 23 - 00 - 11

- Equipment
- Non CAP ADP
- Non Cap ADP
- NOAALINK

User Defined

000000

Flow Charts

Overall Flow
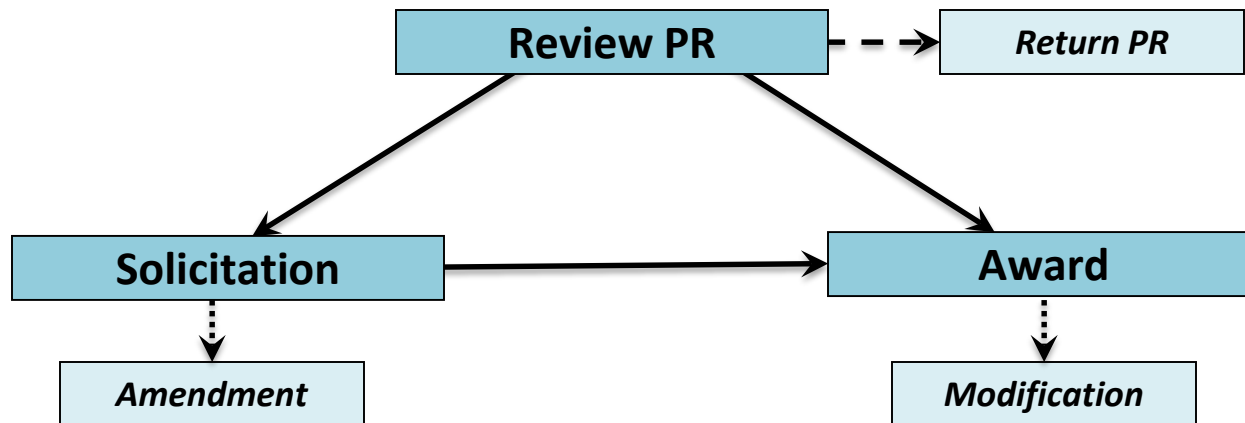
Purchase Request Flow
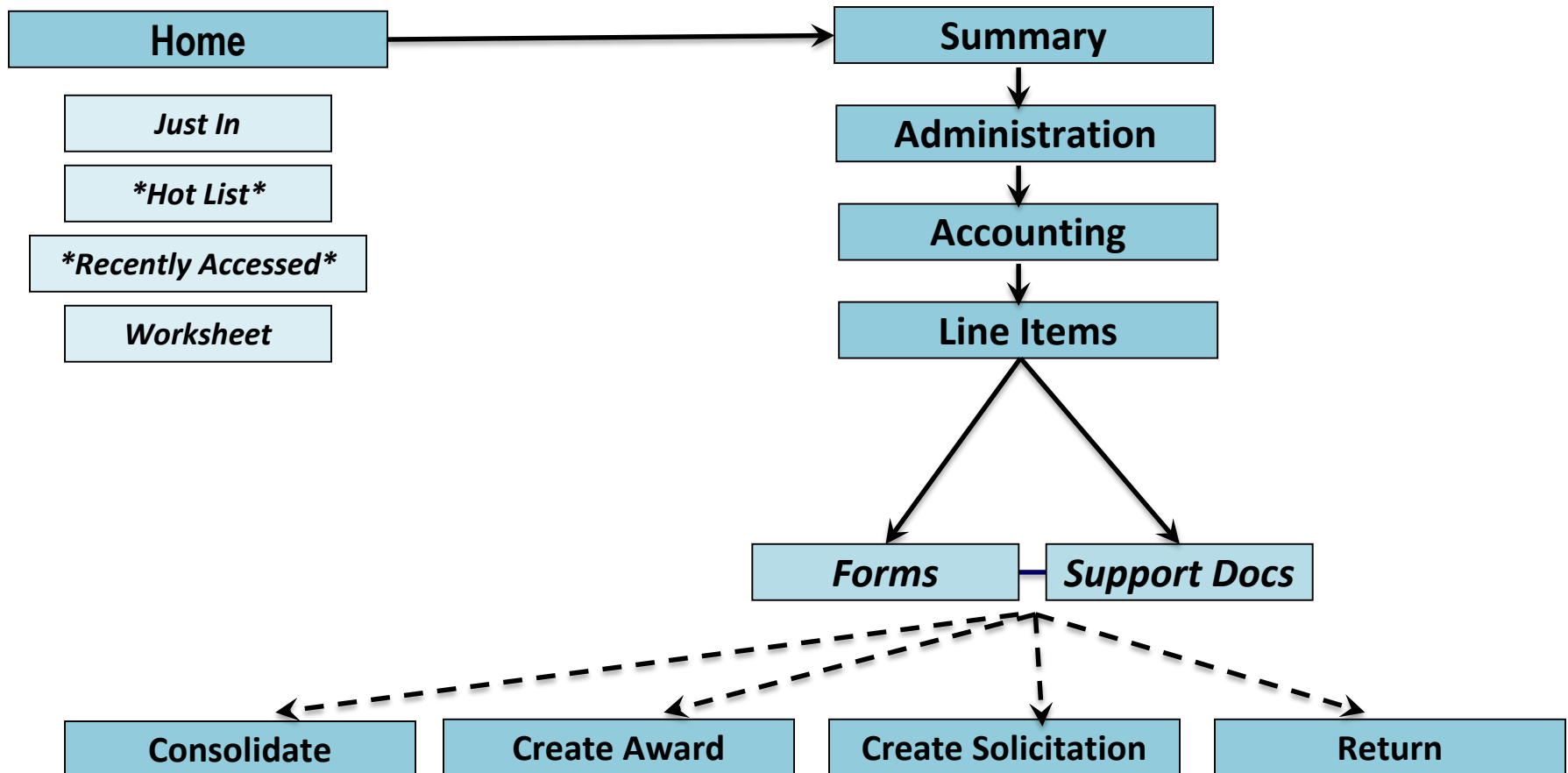
Solicitation Flow
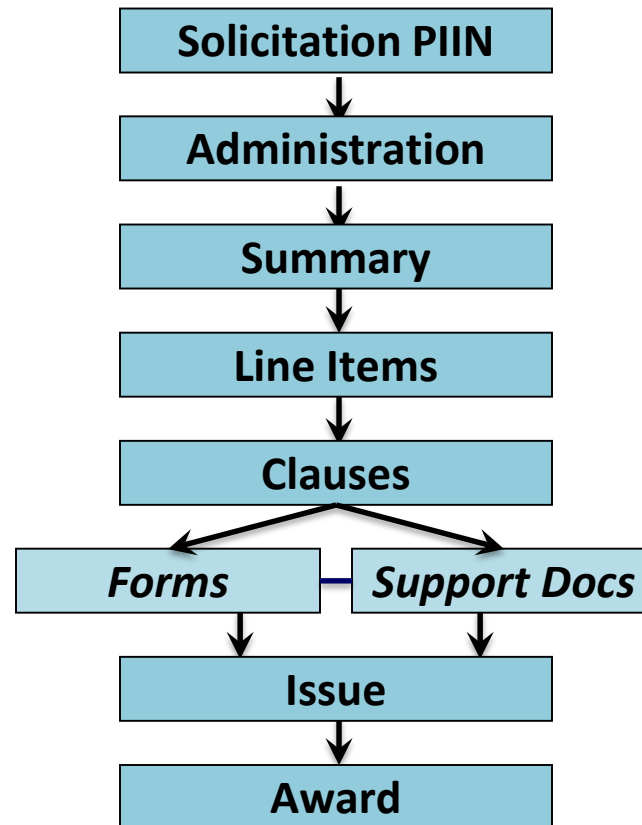
Solicitation Amendment Flow

Award Flow

```
Award PIIN
    ↓
Administration
    ↓
Summary
    ↓
Line Items ──→ Accounting
    ↓
Clauses
    ↓
Summary ──→ Check
    ↓
Reporting - FPDS ──→ Additional Reporting
    ↓
Manage Reviewers/Approvers
    ↓
Create
    ↓
Release
```

Inbox

Review Award

Approve FPDS Report

Obligate

Issue Award

Review/Approval

Approve

Award Modification Flow

Review Modification PR

↓

Award Summary

↓

Create Modification

↓

Modification Management

↓

Create

↓

Modification PIIN and Name

↓

Modification Administration

↓

Modification Summary

↓

Line Items

Inbox

↓

Review Modification

↓

Approve FPDS Report

↓

Obligate

↓

Validate Modification

↓

Review/Approval

↓

Approve

Accounting

↓

Summary → *Check*

↓

FPDS Reporting → *Additional Reporting*

↓

Manage Reviewers/Approvers

↓

Create

↓

Release

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 PIID Example

Primary

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					

Solicitation Amendment PIID 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

Primary

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					

Award Modification PIID Example

		Primary				Secondary	

Position	Contents	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								

45

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– •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.

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: http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html

Questions & Discussion