



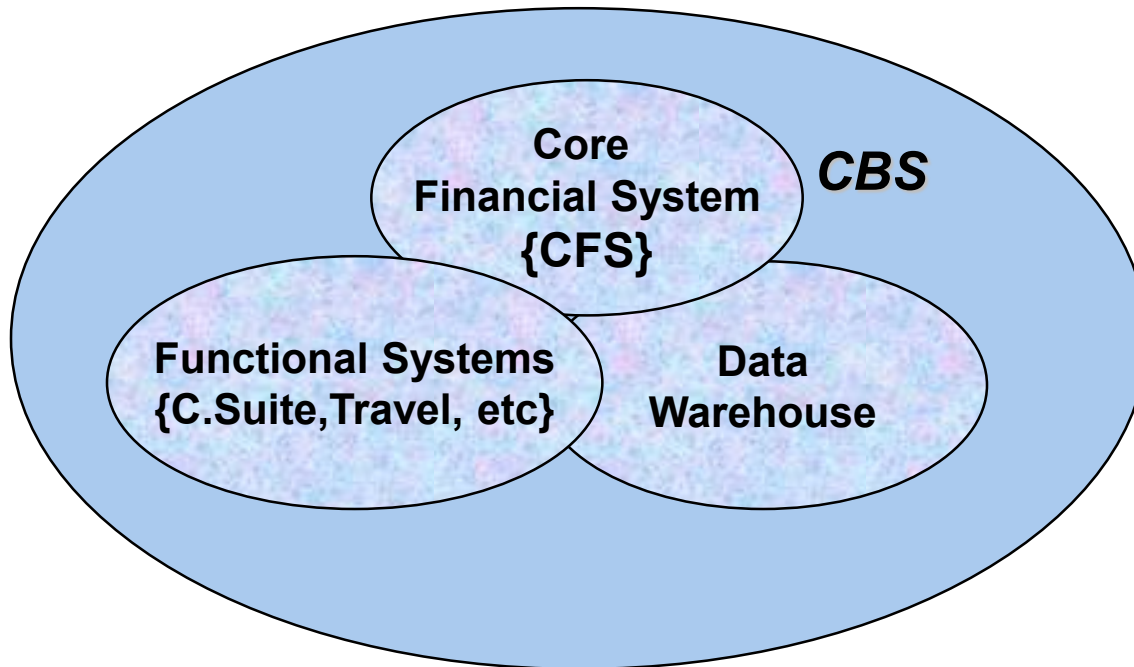
NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

C.Request

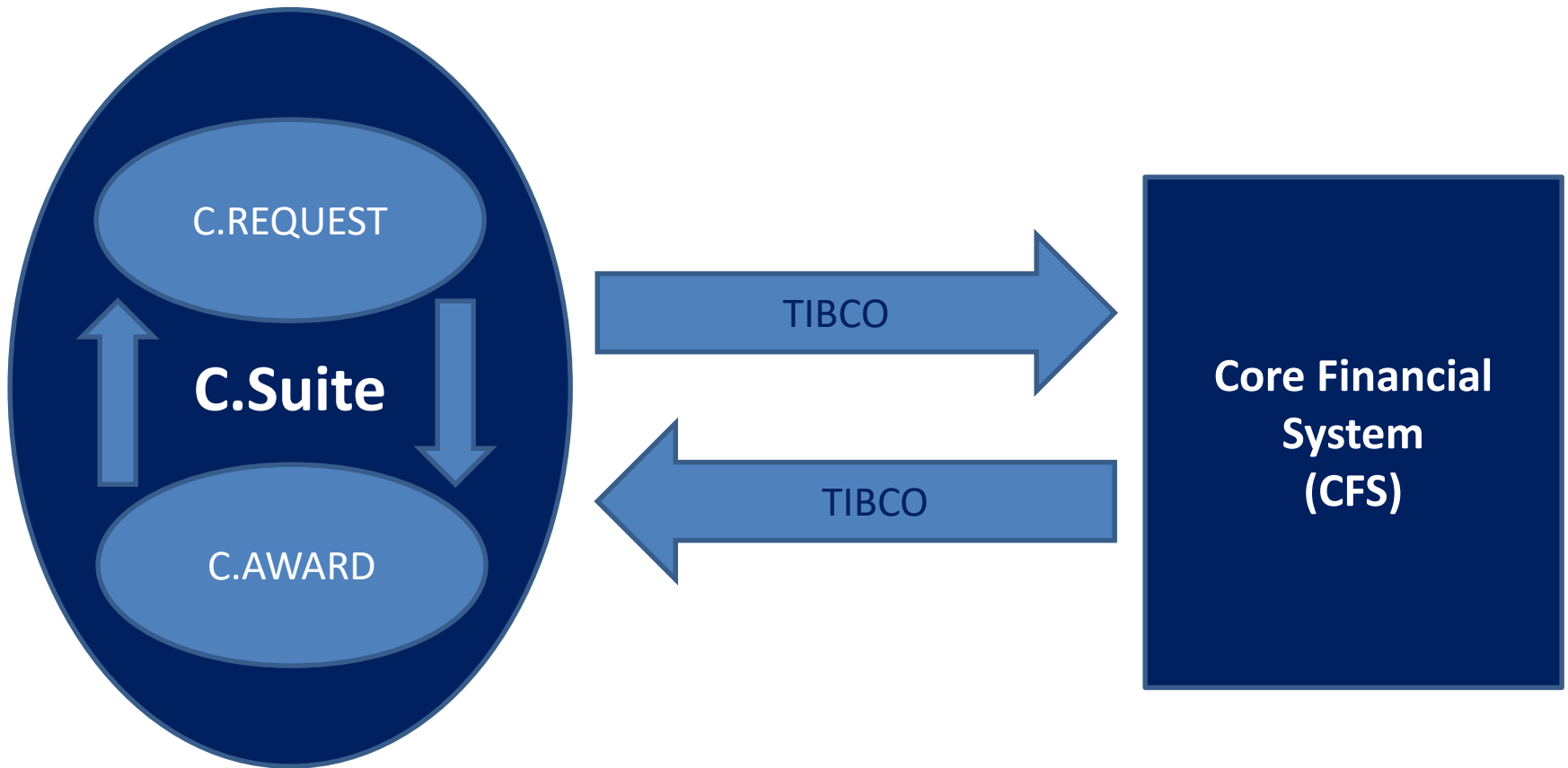
FY2021 – October

V 1.0.1

Systems within Commerce Business Systems



System FLOW



C.Request



- To electronically prepare and route procurement requests
 - Checks accounting with the Core Financial System (CFS)
 - *Validates Accounting only*
 - Routes requisition for approval
 - Plans the funds for obligation (Commits)
 - *What is planned to be used, money will not be obligated until the award process*
 - Electronically submits requisition to acquisition for processing
 - C.Request + C.Award = C.Suite



C.Suite – Access & User IDs

- PDF Form
 - Found:
 - <http://www.corporateservices.noaa.gov/finance/forms.html>
 - Contractor has their own form listed on this site
 - User ID
 - *Starts with NOAA*
 - *Is case-sensitive*
 - Used with Google Chrome or Internet Explorer
 - *Known NOAA Network/VPN access*

C.Suite – C.Req Roles



- Roles for C.Request
 - Requisitioner
 - *Federal employee or contractor that can create a Requisition*
 - Bona Fide Need Certifier
 - *Federal employee authorized to certify a bona fide need*
 - *Only role that can release a requisition for review/approval*
 - Approver
 - *Federal employee that may be included in the routing of the document depending upon LO/SO practices*
 - Funds Certifying Official
 - *Federal employee authorized to certify that funds are available and suitable for the requirement*
 - *Only role that can submit the requisition*



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/Signature Passwords expire every 90 days
 - User will be alerted to change
 - *Can change under My Profile*
 - Need to know your current password to make the change
 - If forget – email clientservices@noaa.gov

C.Suite - Tips



- C.Suite does not have a spell check
 - Both browsers now have 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/a/noaa.gov/acquisition-grants/systems/c-suite>
- Contains:
 - *Forms*
 - *Error Table*
 - *Guides/FAQs*
- Procurement Administrative Lead Times (PALT) (CAM 1307-1 Appendix C)
 - [https://www.osec.doc.gov/oam/acquisition_management/policy/commerce_acquisition_manual_cam/documents/CAM%201307%201%20-%20Acq%20Planning%20\(RcvAug2020\).pdf](https://www.osec.doc.gov/oam/acquisition_management/policy/commerce_acquisition_manual_cam/documents/CAM%201307%201%20-%20Acq%20Planning%20(RcvAug2020).pdf)
- Acquisition Package Checklist
 - https://www.cio.noaa.gov/NOAALink/docs/Acquisition_Package_Checklist_Updated_08_26_19.pdf



APPENDIX C PROCUREMENT ADMINISTRATIVE LEAD TIMES (PALT)

The PALT listed below reflects standard lead times aligned with procurement type and threshold:

PROCUREMENT TYPE	DOLLAR VALUE	LEAD TIME RANGE (calendar days)
Simplified Acquisition Procedures (Commercial Items)	\$0 – \$3,500	5 – 10 days
	\$3,501 – \$25,000	15 – 30 days
	\$25,001 - \$750,000	30 – 60 days
	Above \$750,000	60 – 120 days
Simplified Acquisition Procedures (Other than Commercial Items)	\$0 – \$3,500	5 – 15 days
	\$3,501 – \$25,000	15 – 45 days
	\$25,001 - \$150,000	30 – 60 days
Blanket Purchase Agreement (BPA) Orders	Any Amount	15 – 30 days
Task Orders under Indefinite Delivery Contracts	Any Amount	30 – 60 days
Sealed Bids(IFB)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 - \$1,500,000	120 – 150 days
	Above \$1,500,000	150 – 180 days
Competitive Proposals (RFP)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 – \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Delivery Orders/Task Orders under GSA/FSS (not requiring a Statement of Work)	Any Amount	15 – 60 days
Noncompetitive Actions: Other Than Full and Open Competition (includes 8(a), sole source, and urgent actions – the latter two requiring submittal of a completed Justification & Approval)	\$150,000 – \$750,000	90 – 120 days
	\$750,001 - \$1,500,000	120 – 180 days
	Above \$1,500,000	240 – 360 days
Task Orders under GSA/FSS (requiring a SOW)	\$0 – \$3,500	15 – 30 days
	\$3,501 – \$750,000	90 – 150 days
	Above \$750,000	105 – 165 days

Note: Lead times are based on a number of assumptions, such as: receipt of a properly prepared, fully documented requisition, including any applicable clearances and approvals; workload and available resources.

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

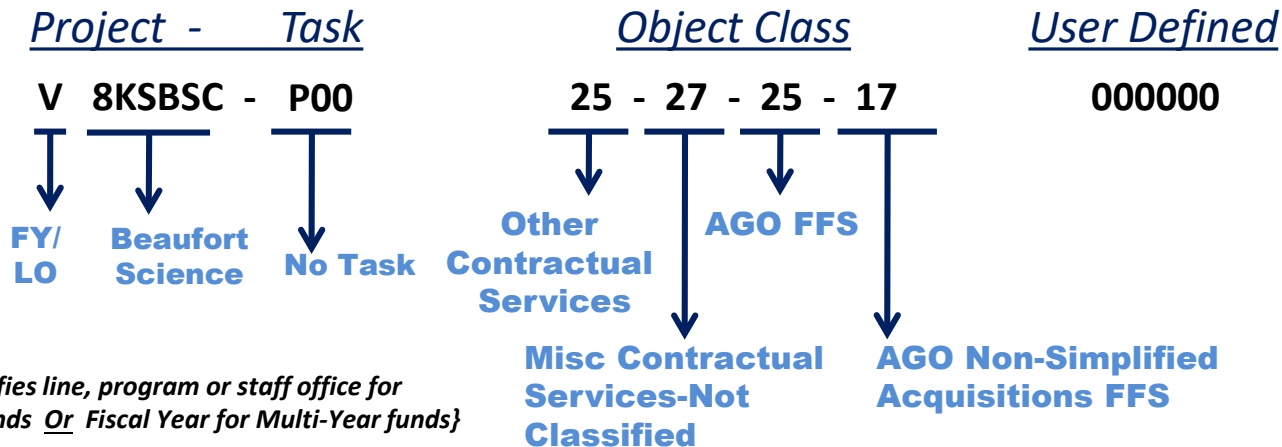
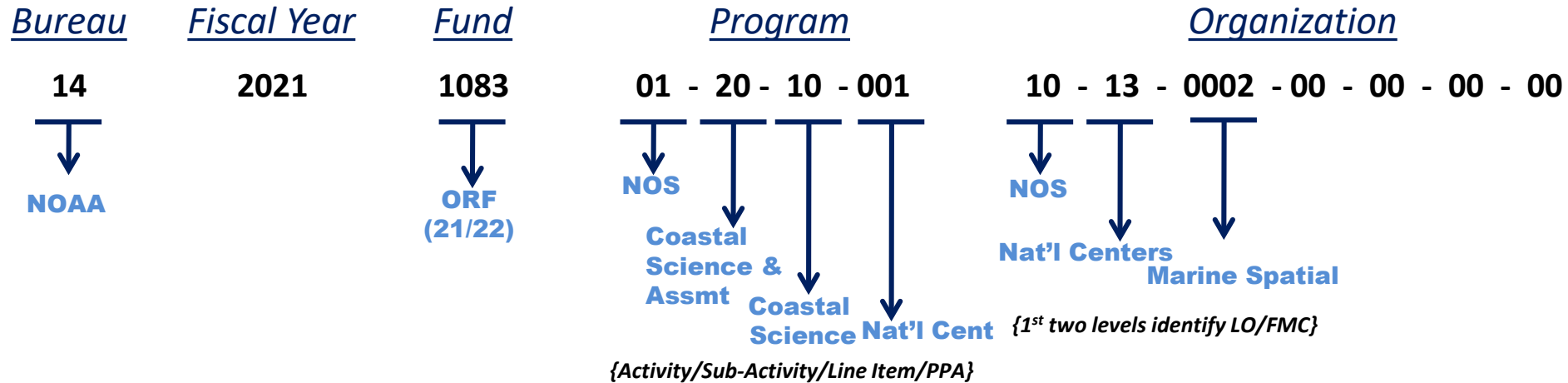
- When making a requisition, there has to be an account where there is money to pay for the service or good

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	



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}

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 Project # -- 1st Position



- **Multi-Year Funds -- Fiscal Year**

- Fund 1073 (ORF) U Oct 2019 - Sep 2021 – Carryover
- Fund 1072 (PAC) U Oct 2019 - Sep 2022 – Carryover
- Fund 1083 (ORF) V Oct 2020 - Sep 2022 – Carryover
- Fund 1082 (PAC) V Oct 2020 - Sep 2023 – Carryover

ORF – Operations, Research & Facilities PAC – Procurement, Acquisitions & Construction

- **No-Year Funds -- Line, Program, or Staff Office**

- Funds 0001, 0005, 0006, 0007 and 0016:

- | | |
|----------|------------|
| 1 - NOS | 5 - NESDIS |
| 2 - NMFS | 6 - NFA |
| 3 - OAR | 7 - NMAO |
| 4 - NWS | 9 - BIS |

- **Accounting Information**

- https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html

- *ACCS Validation, Object Class, & CBS Fund Code Lookup*

What is Acquisition Fee For Service (FFS)?



- On October 1, 2016, AGO replaced its Direct Bill funding with fees collected from each AGO obligation.
- The fee is based upon the dollars obligated for each action.
 - *Simplified Acquisitions (\$250,000 or less) 7% Fee*
 - Object Class Code ends in 25-35
 - » *Example: 26-18-25-35*
 - *Non-Simplified Acquisitions (Over \$250,000) 2% Fee*
 - Object Class Code ends in 25-17
 - » *Example: 25-27-25-17*
 - *No ADDITIONAL LINE, No ADDITIONAL ACCOUNTING LINE*
 - Original line ACCS just the object class code changes
- More information can be found:
 - <https://sites.google.com/a/noaa.gov/acquisition-grants/program-office-toolkit/acquisition-toolkit>

NOAALink Contact Information



- Website:
 - <https://sites.google.com/a/noaa.gov/noalink/>
 - *Internal to NOAA people*
 - Contains FAQs, Forms, Checklists and Training Codes
 - NPO – Routing
 - *NOT the final approval, just in the routing list*
 - They will inform whether the document gets sent to them, a field delegate or your servicing acquisition office
 - Recommended COR:
 - *NLK – Services*
 - *NCR - Products*
- Fee
 - 3% charged
 - Object class ends in 00-11
 - *Example: 31-23-00-11*
- Problems/Issues:
 - Email: NOAALink.Help@noaa.gov



What is ProTech?

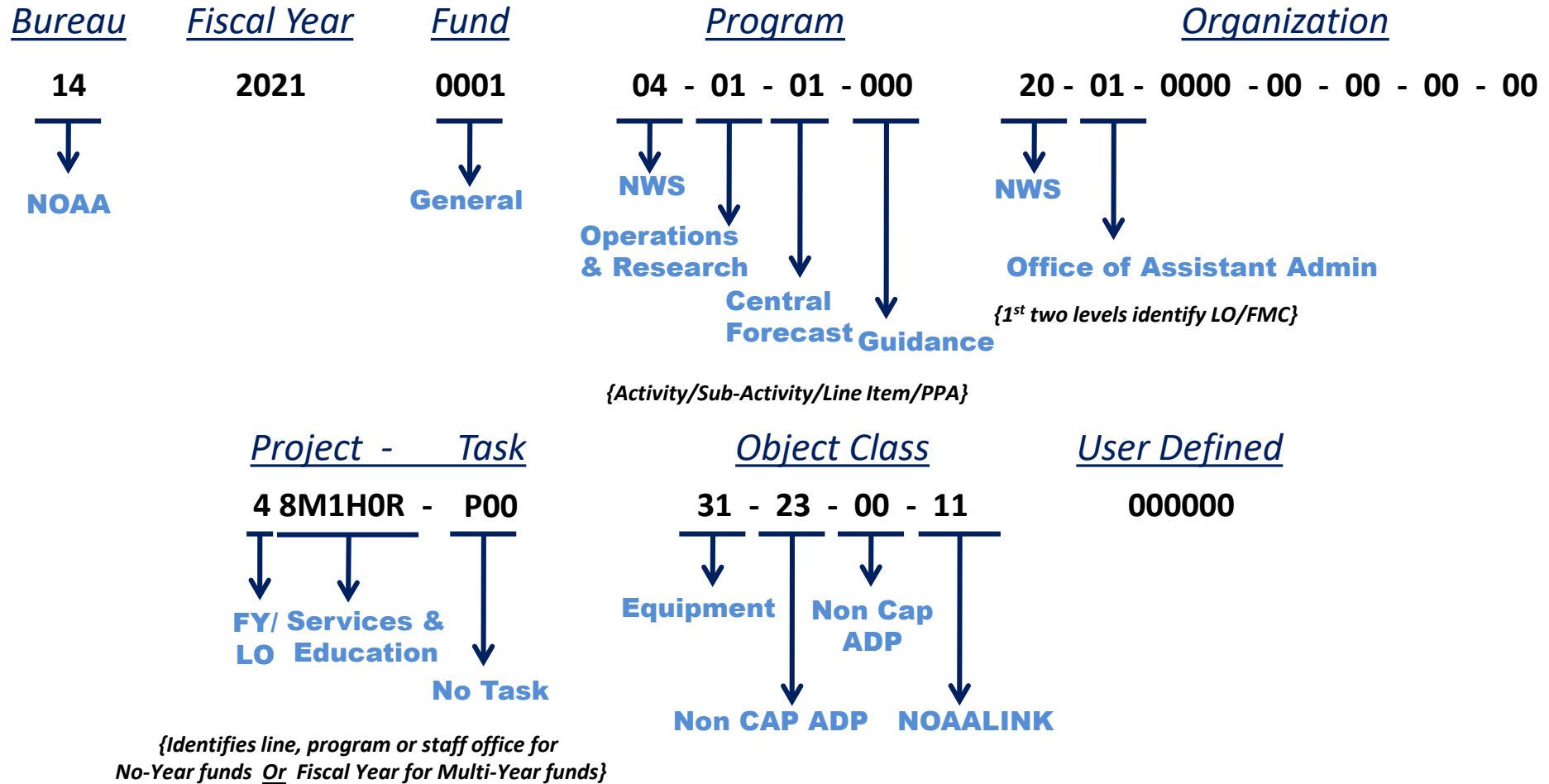
- Started July 1, 2017
- Fee
 - 3% charged
 - Object Class ends in 26-03
 - *Ex: 25-23-26-03*
- The overall objectives of the ProTech program are to:
 - Obtain high-quality professional and technical services
 - Develop an industrial base of partners
 - Develop and maintain performance-based contracts
 - Contribute to the NOAA mission
- More information can be found:
 - <http://www.protechservices.noaa.gov/index.php>

AGO Fees



- FFS Non Simplified (Over \$250,000)
 - 2%
 - Object class ends in 25-17
- FFS Simplified (250,000 or less)
 - 7%
 - Object class ends in 25-35
- NOAALink (IT/Technical Equipment/Services)
 - 3%
 - Object class ends in 00-11
- Pro-Tech (Professional – Technical Services)
 - 3%
 - Object class ends in 26-03
- Line Office Field Delegate
 - 0%
 - Object Class ends in 00-00

CBS Accounting Classification Code Structure (ACCS)



Different ways to add accounting on a Requisition



- Default
 - If using, added **before** the CLIN (line)
 - Can only do accounting by percentage
 - Each line added after will have that accounting and percentages
 - Good to use if using the same accounting string(s) for all lines
 - Changes made after Line Items are created will have no impact on the Line Items already created
 - Normally isn't used much anymore
- Line Accounting
 - Added **after** CLIN (line) has been created
 - Are able to do it by percentage, quantity or cost
 - *Should mainly do it as cost*
 - Is only for the line you add it to – would have to add it to any additional lines that would use that accounting

Accounting Errors – Reject Message

A screenshot of a web browser window. The title bar reads "Financial Interface Status Message - Google Chrome". The address bar shows the URL "crequesttrain.eas.commerce.gov/noaa_train/servlet/FinancialStatusMsg?sTransId=201912031225340047". The main content area displays a "Transaction Message:" section with the following text: "Commitment Rejected/Returned by Financial System on: 12/03/2019 12:25:34, for the Amount: \$659.00 Line Item '0001' MDL '1': Invalid or inactive Project Code. Line Item '0001' MDL '1': Invalid or inactive Task Code. Line Item '0001' MDL '1': Invalid or inactive Project Code and Fund Code combination. Line Item '0001' MDL '1': Invalid Program Code for Project Code." Below the message is a blue "Close" button.

Transaction Message:

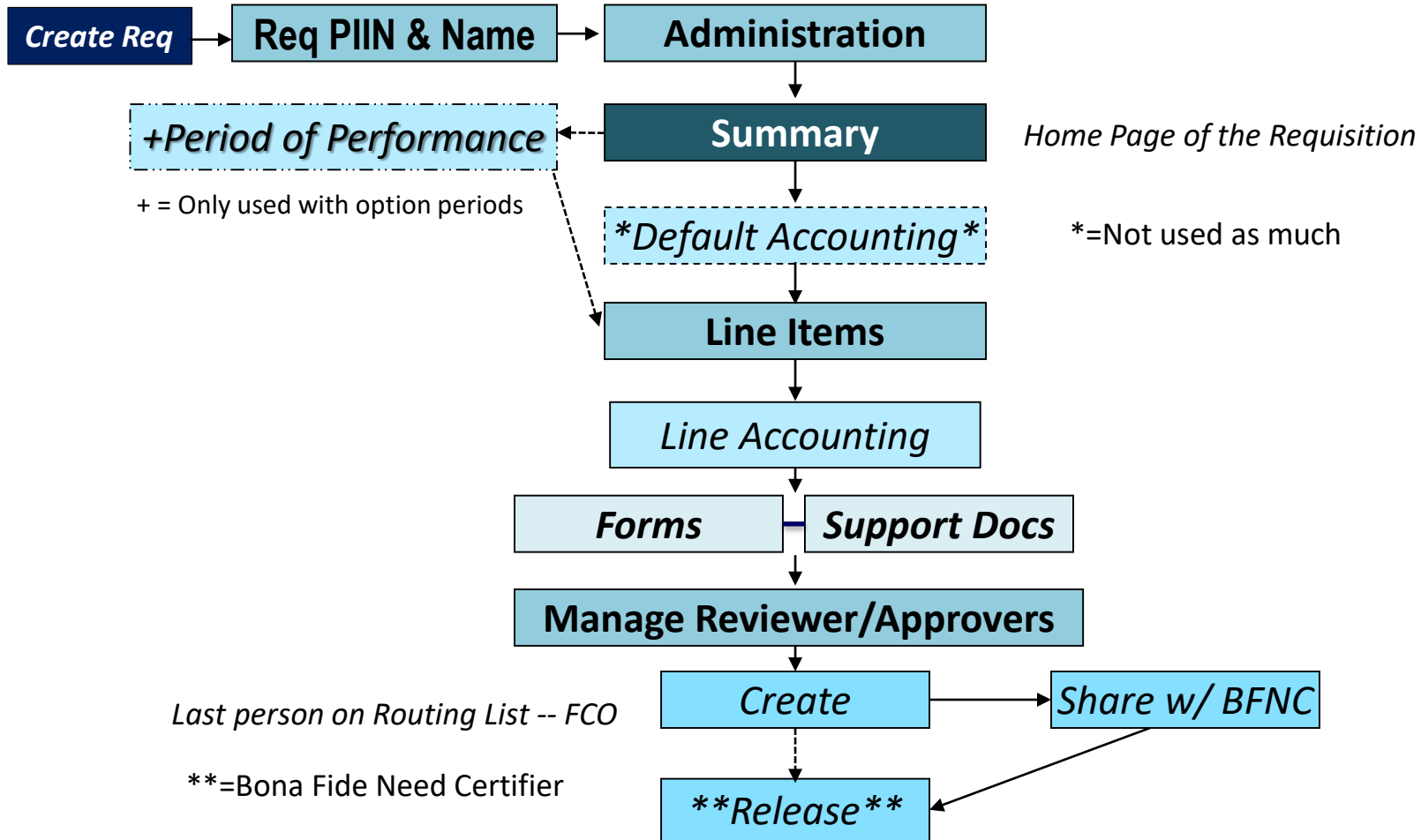
Commitment Rejected/Returned by Financial System on: 12/03/2019 12:25:34, for the Amount: \$659.00
Line Item '0001' MDL '1': Invalid or inactive Project Code. Line Item '0001' MDL '1': Invalid or inactive Task Code. Line Item '0001' MDL '1': Invalid or inactive Project Code and Fund Code combination. Line Item '0001' MDL '1': Invalid Program Code for Project Code.

Close

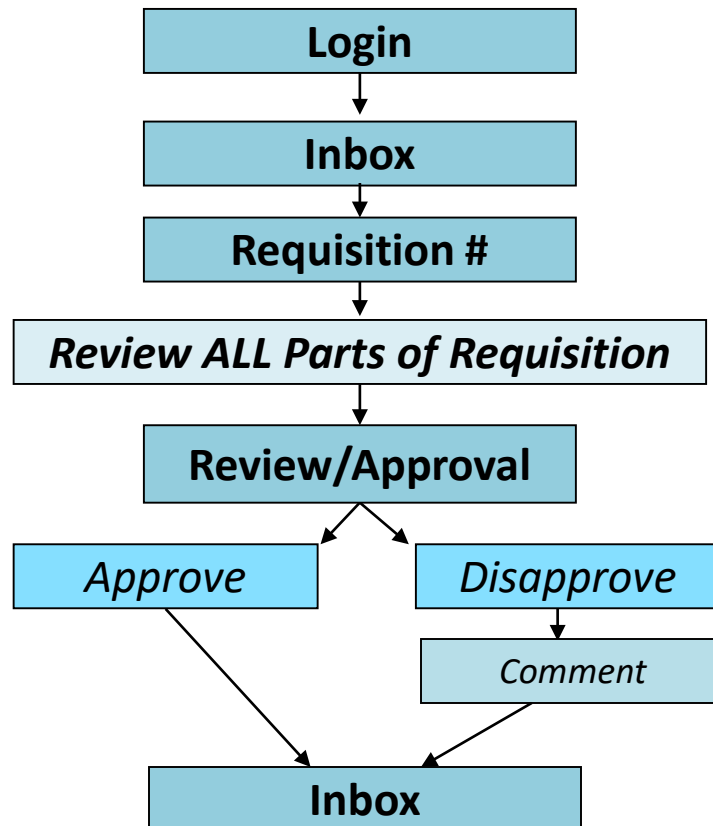


Flow Charts

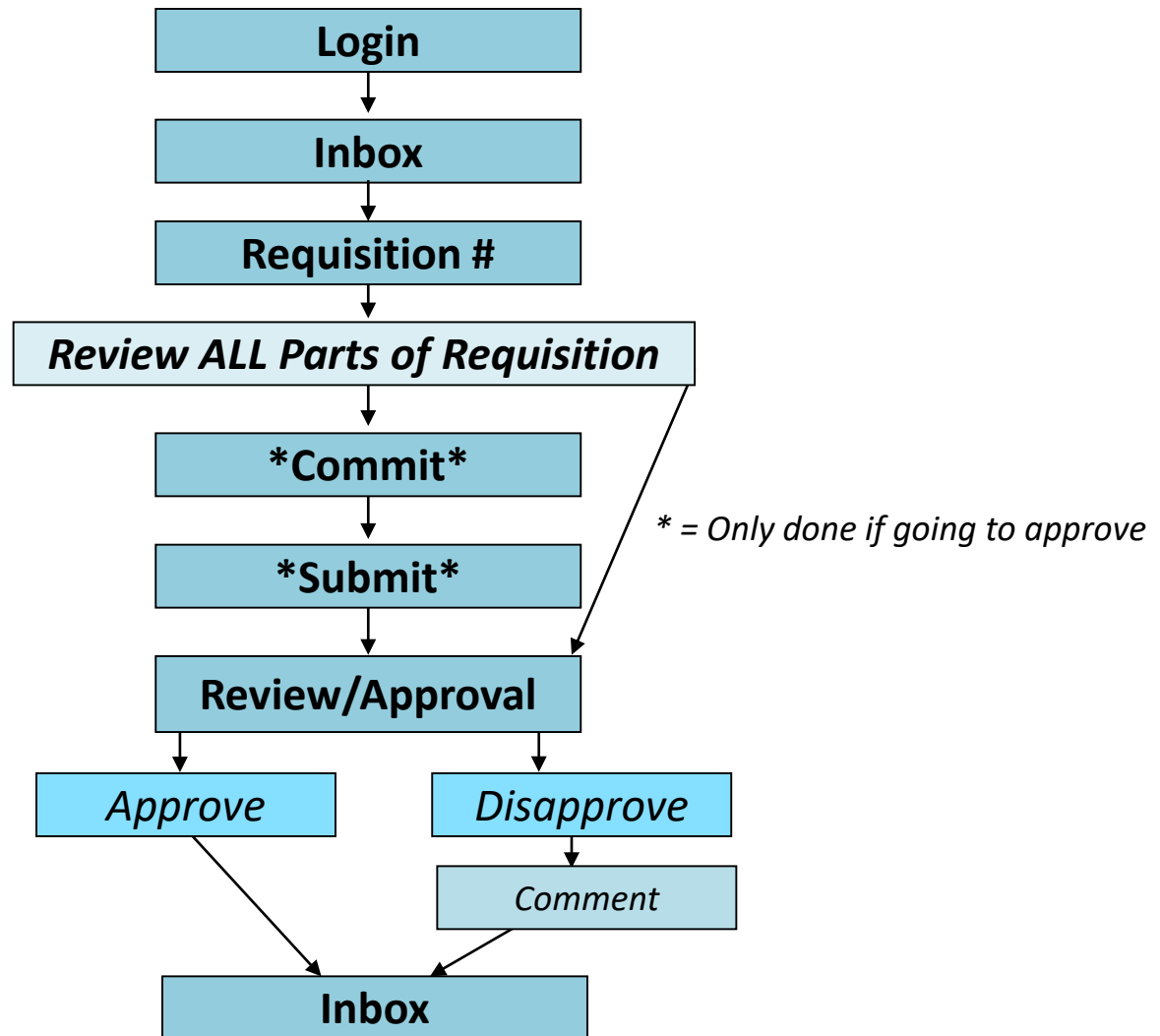
Requisitioner Flow



Approver Flow



FCO Flow



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
 - SLTs & DLAs
 - Data Warehouse/Discoverer
 - Commerce Purchase Card System (CPCS)
 - Travel
 - C.Request/C.Award = C.Suite
- **User Account requests, JAVA/JInitiator, etc.**
- **FSD/CBS Web Site** http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html
 - Click on Help Desk link for additional info, phone numbers, etc.
 - Email: ClientServices@noaa.gov
 - Phone #: 301-444-3400
 - *Option #3 – C.Suite (C.Request)*
 - Fax/Server #: 301-444-3401



Questions & Discussion