



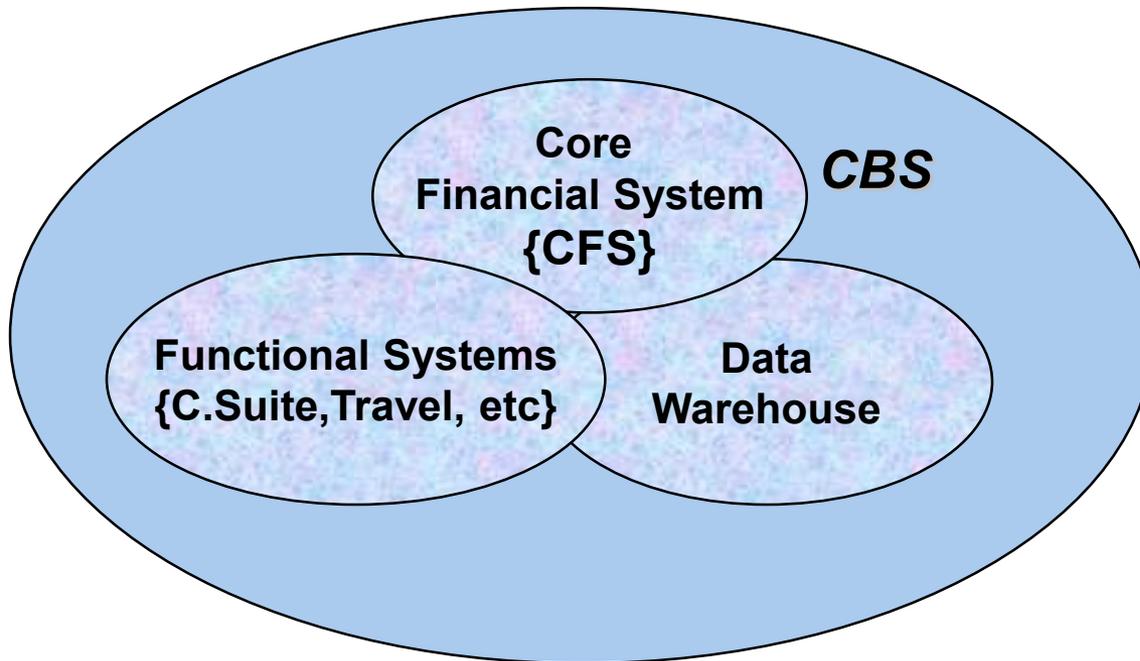
**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# C.Request

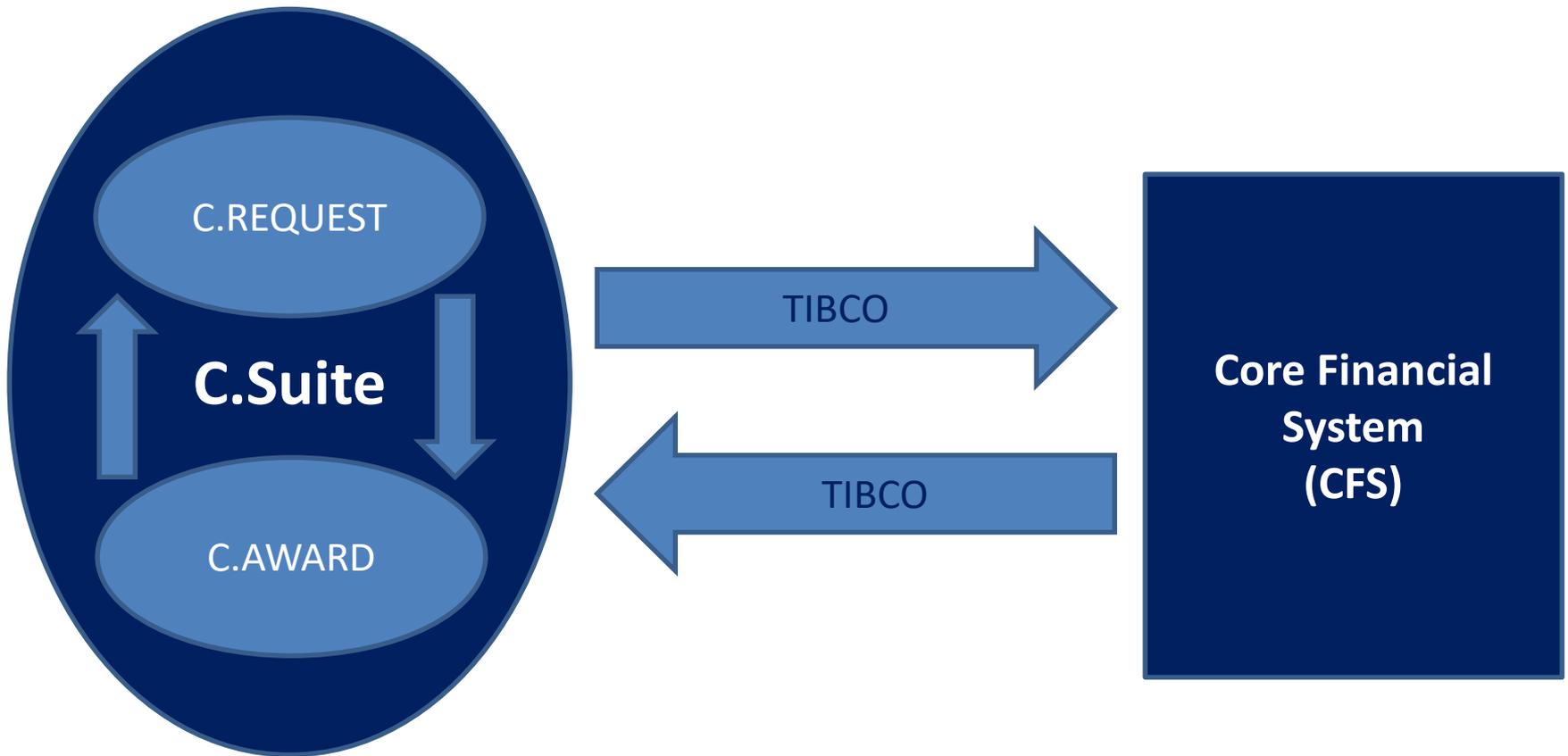
FY2021 – March

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](mailto: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](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](https://connection.commerce.gov/sites/connection.commerce.gov/files/c-bot_faq.v3.pdf)



# Accounting in C.Request

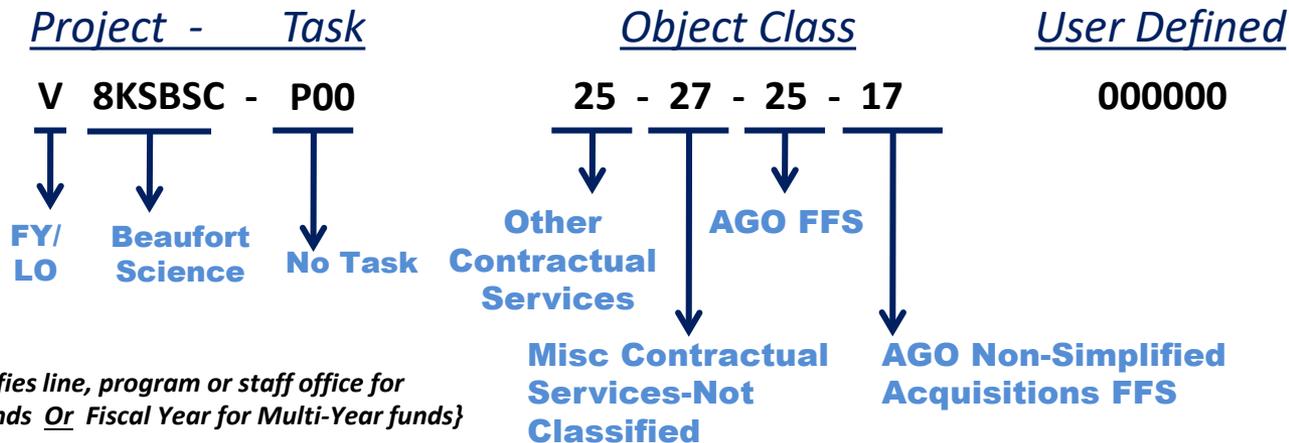
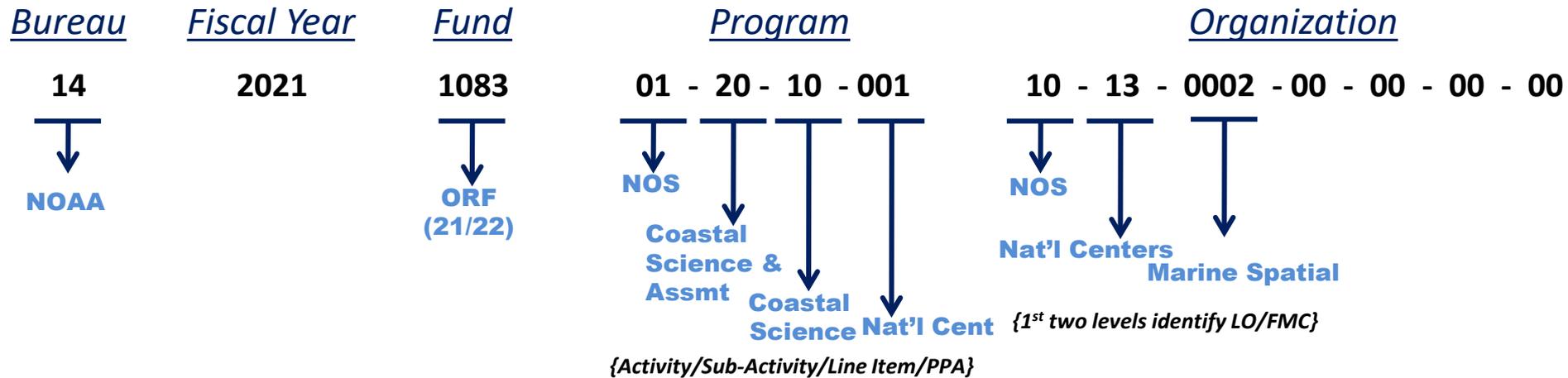
- When making a requisition, there has to be an account where there is money to pay for the service or good

Bureau Code (2):	14	 <a href="#">Import Entire Account Code</a>
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}

# 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. FY2021  
Appropriation Dates  
(01-Oct-2020 through  
30-Sep-2021)

<u>Fiscal Year</u>	<u>Fiscal Year</u>
2021	2020

# ACCS Broken out – Fund Code



- Various Types

- Single Year

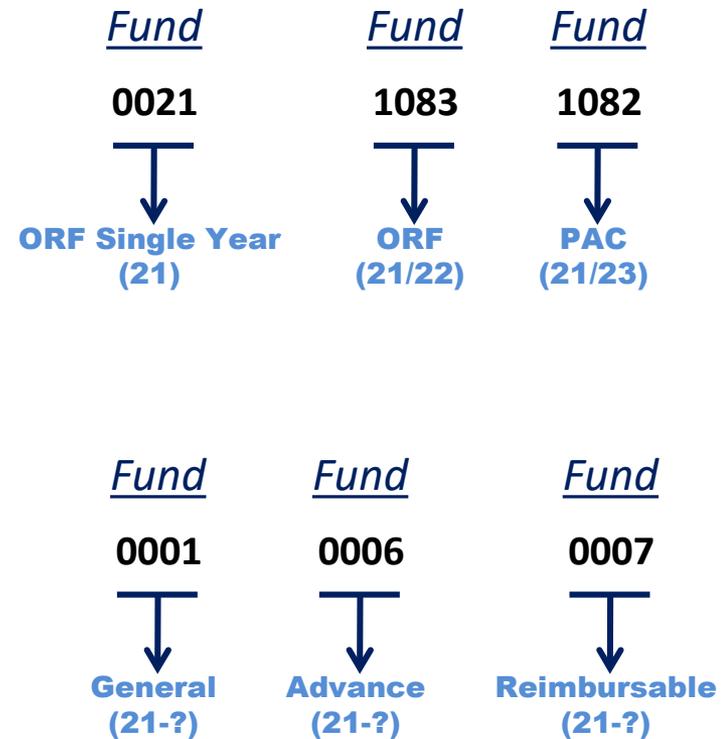
- Only good for that time frame
      - 1 Year

- Multi-Year

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

- No Year

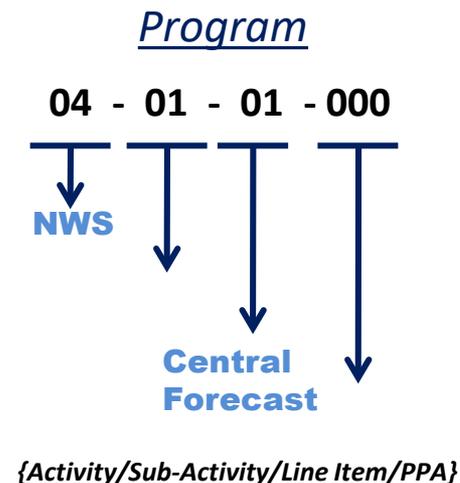
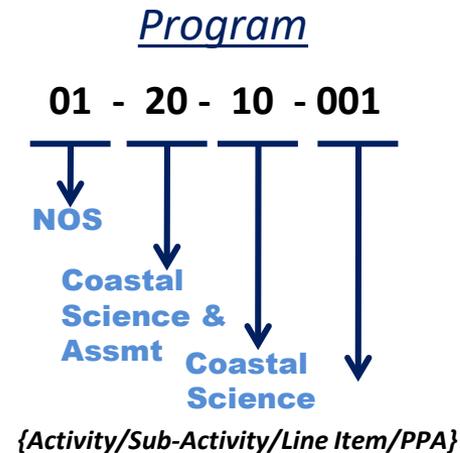
- Good until the money is used up



# ACCS Broken out – Program Code



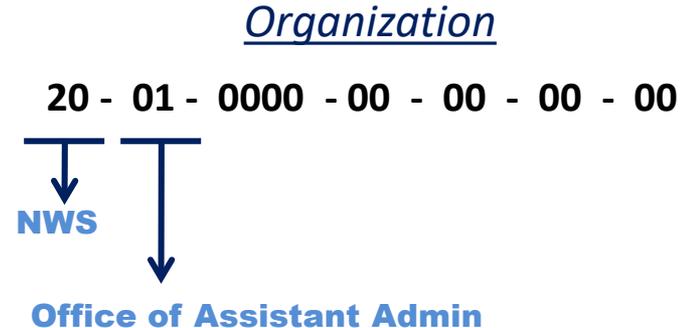
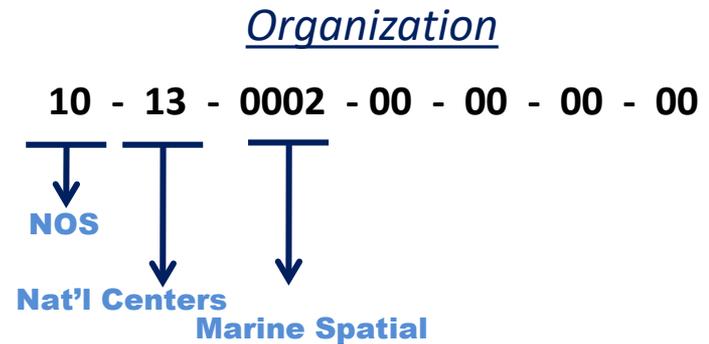
- Four positions
- Three of Four positions part of the appropriations
  - Activity
  - Sub-activity
  - Line Item
- Position 4 is Bureau unique
  - Program, Project and Activity (PPA)
- Tied to Fund Code and Project Codes in Budgeting



# 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

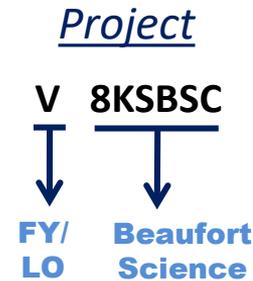
### EDA (20)

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

# ACCS Broken out – Project Code



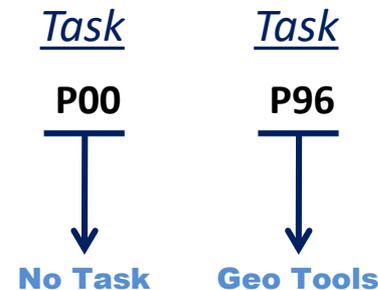
- Seven positions
  - First position
    - Tells you at a glance
      - Multi-year (Alpha Character)
      - No-Year (Number)
  - Other positions are based upon finding type
    - <https://www.corporateservices.noaa.gov/finance/projtaskdwnld.html>
- Most Reports only go to this level



# ACCS Broken out – Task Code



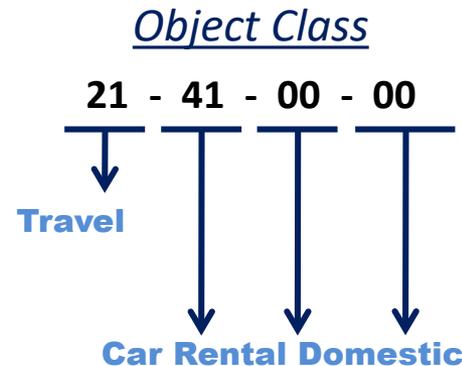
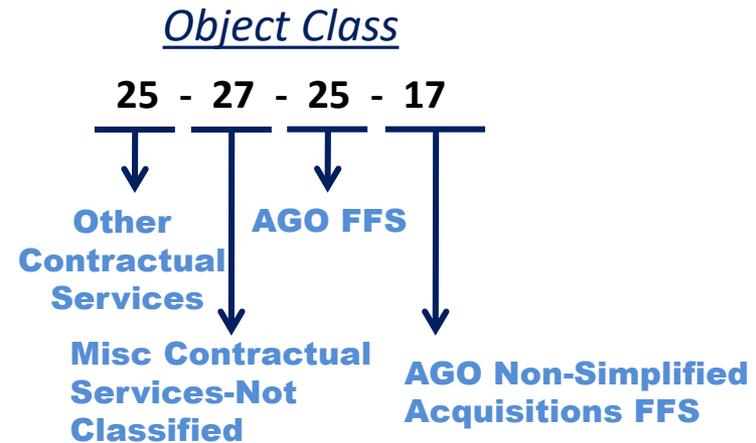
- Three digit code
  - Combo of:
    - Numbers
    - Alpha
    - Alpha Numeric
- Tied to the Project Code
  - Can have many tasks to project code
- Used by Budget people in the LO/FMC to keep track of money
- Default one is usually P00



# 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>



# 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/noaalink/>
    - *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
      - Refer to the new mailbox setup for submission code to use
- Fee
  - 3% charged
  - Object class ends in 00-11
    - *Example: 31-23-00-11*
- Problems/Issues:
  - Email: [NOAALink.Help@noaa.gov](mailto: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>

# Object Class 3<sup>rd</sup>/4<sup>th</sup> 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 (Field Delegate)
  - Object Class ends in 00-00
  - 25-23-00-00

# ACCS Broken out – User Defined Code

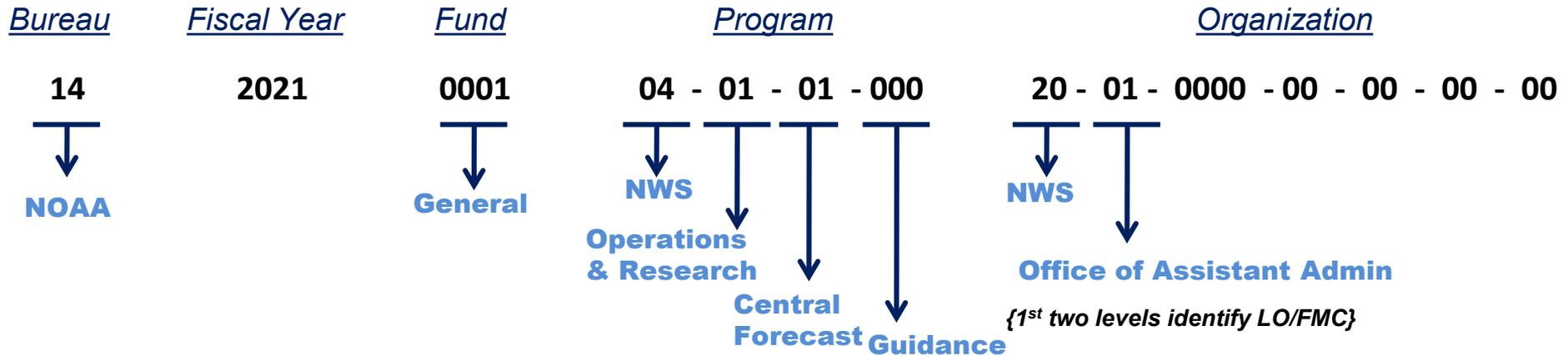


- For NOAA
  - This will always be zeroes

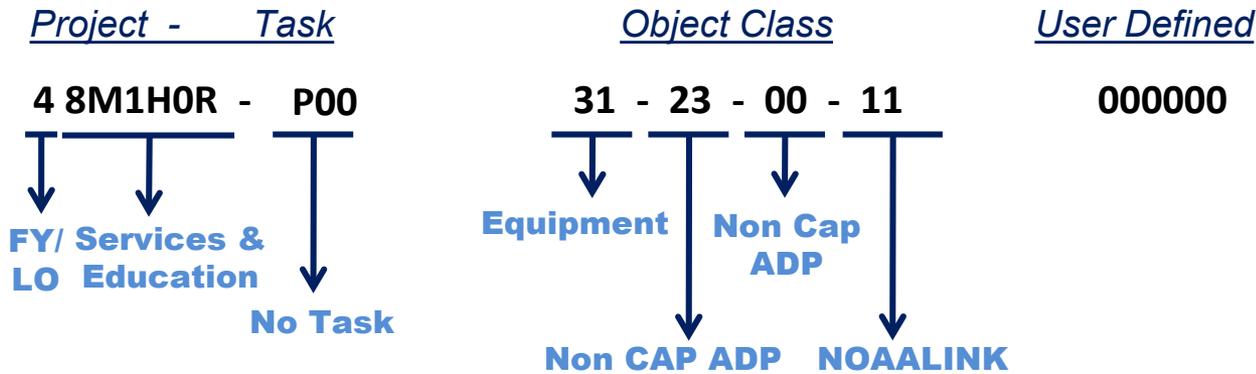
User Defined

000000

# CBS Accounting Classification Code Structure (ACCS)



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



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

# Different ways to add accounting on a Requisition



- **Default**
  - If using, added **before** the CLIN (line)
    - *Unless you only need to get one across, added after all the document is done.*
  - 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:**

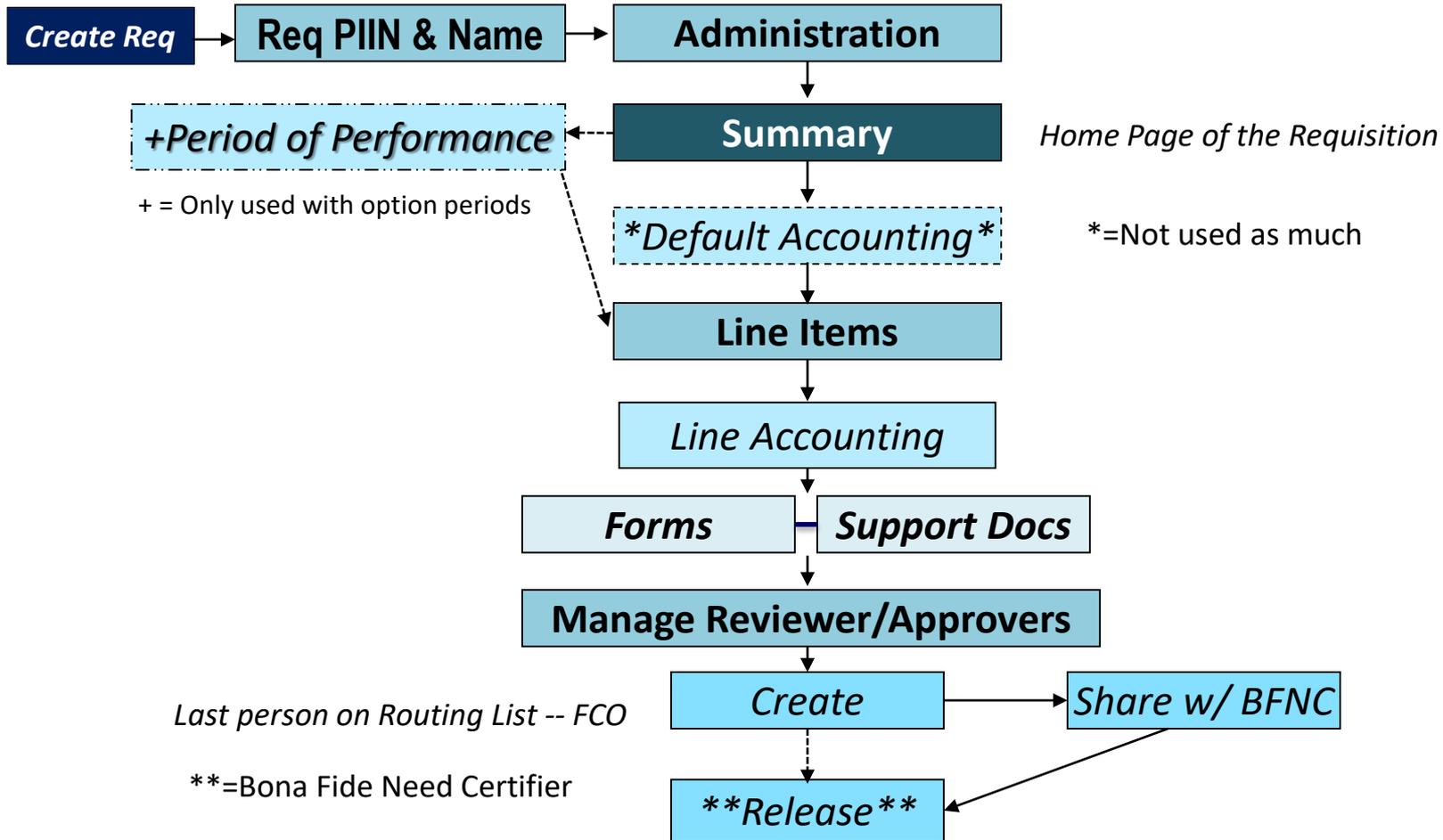
Commitment Rejected/Returned by Financial System on: 12/03/2019 12:25:34, for the Amount: \$659.00  
Line Item '0001' MDL '1': Invalid or inactive Project Code. Line Item '0001' MDL '1': Invalid or inactive Task Code. Line Item '0001' MDL '1': Invalid or inactive Project Code and Fund Code combination.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

Close

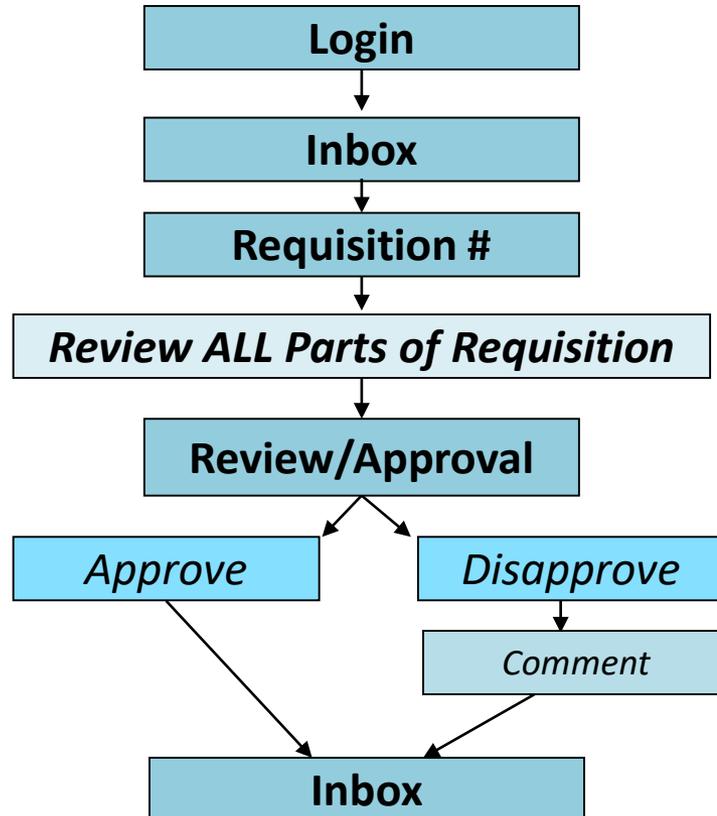


# Flow Charts

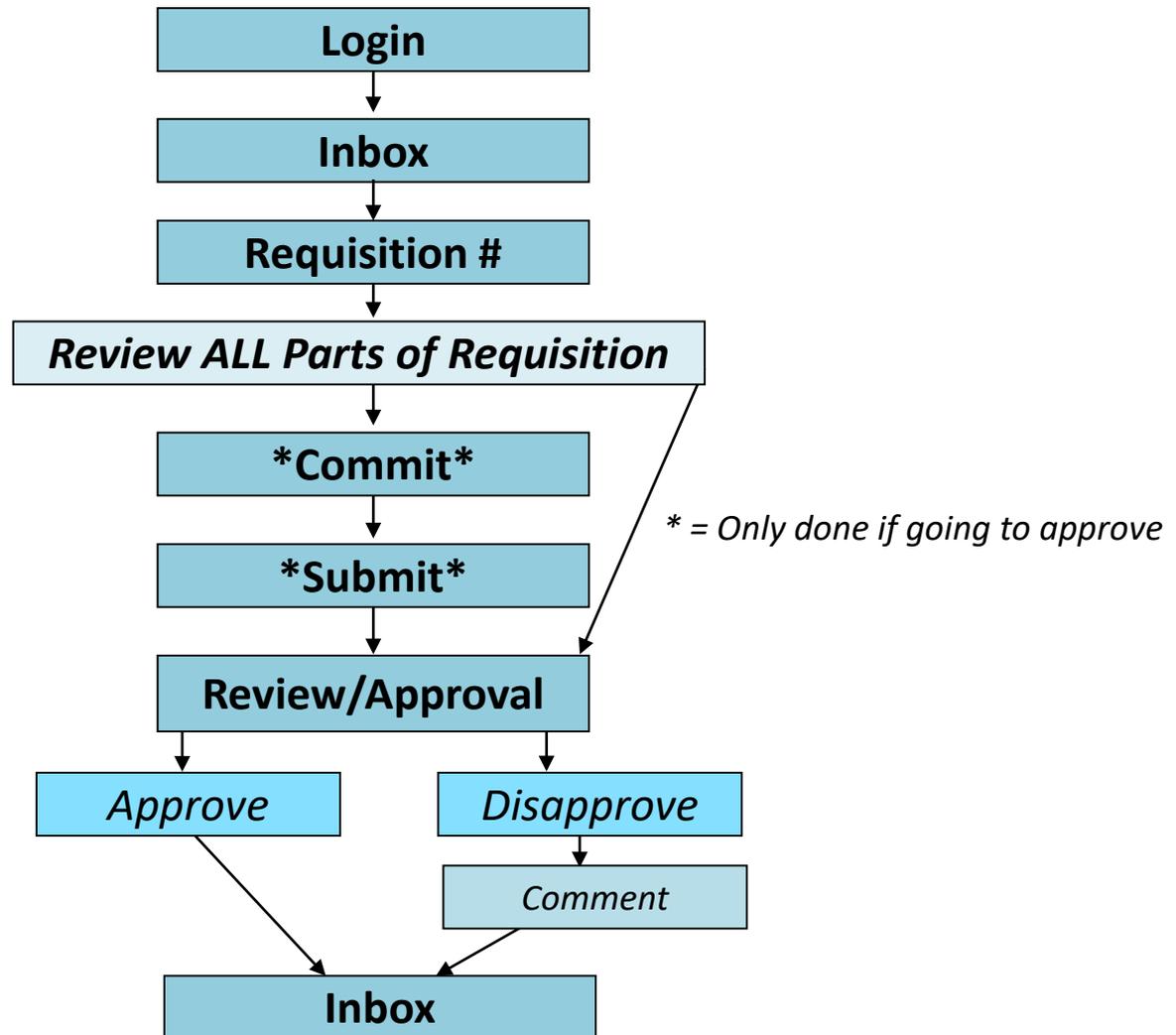
# Requisitioner Flow



# 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
  - 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](mailto:ClientServices@noaa.gov)
  - Website: [http://www.corporateservices.noaa.gov/Finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html)



# Questions & Discussion