

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice AS-2093

For: FFAS Offices

Integrated Acquisition System (IAS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

IAS replaced the existing purchasing system effective July 25, 2005. The new system is an e-procurement and contract management tool that will streamline procurement within USDA. It will improve customer service and reduce program office and administrative burden in the acquisition management process. IAS will interface with the Foundation Financial Information System (FFIS) for salary and expense purchases and feeds data directly to the Federal Procurement Data System to satisfy the government's reporting requirements.

B Purpose

This notice:

- reminds all FFAS offices that the previous AD-700 and the Logistics Management System (LMS) that handled AD-700's for some offices:
 - are now obsolete
 - cannot be used for relaying procurement requests to the cognizant acquisition office
- informs all FFAS offices that AD-700's currently in LMS must be processed by COB August 31, 2005, when LMS will be shut down
- notifies all FFAS offices:
 - of the procedure to be used for requests for services
 - that nonprocurement actions (formerly done in AD-700 and LMS) will be handled under IAS

Disposal Date	Distribution
April 1, 2006	All FAS, FSA, and RMA offices; State Offices relay to County Offices

1 Overview (Continued)

B Purpose (Continued)

- provides the location of the IAS manual, FSA user supplement, and all other IAS information required for users of IAS.

2 Action

A AD-700 and LMS Shutdown

Effective July 25, 2005:

- FFAS offices will no longer use AD-700

Note: All procurement requests will be entered into the IAS requisition module by those employees previously designated as “requisitioners” in IAS.

- all access to LMS for entering new requisitions was terminated, and users attempting to input requests into LMS are informed by a system notice onscreen that LMS is no longer available for this purpose.

B Processing Existing LMS Actions

Access to LMS will remain available until COB August 31, 2005, to allow for processing of all actions submitted before the July 25 shutdown date, but not yet processed. Any actions remaining in LMS after August 31, 2005, will be manually returned to the requesting office to be re-inputted into IAS.

C Procedures for Requests for Service and Nonprocurement Actions

Previously, LMS was used for not just procurement requests, but also to request various in-house services and other nonprocurement actions. These actions included, but were not limited to, the following:

- the following property or furniture:
 - property or furniture including desks, chairs, workstations, file cabinets, tables, coat racks, chair mats, safes, display cases, TV's, etc.
 - desk lamps
- the following space and facility:
 - environmental air quality tests
 - reupholstered, refinished, or realigned furniture

2 Action (Continued)

C Procedures for Requests for Service and Nonprocurement Actions (Continued)

- locks/keys for doors or furniture
- electrical - dedicated circuits, outlets, light switches
- TV ceiling mounts or cable TV installation
- heating, ventilation, and air conditioning
- lights for ceilings or workstations
- motion sensors for office lights
- ceiling tile replacement
- transom fans for above some South Building office doors
- construction of space - wall/door removals or installations
- carpet installation, maintenance, or purchase
- drapery purchase or maintenance
- upholstery cleaning
- window blinds, sunshades, or glare film
- wall painting
- soundproof interior office walls
- pictures
- hanging items on walls
- framing
- plexiglass for tops of furniture
- audio visual for conference rooms
- telecommunications - new office telephones, line installations, or line moves
- space analysis, design, or layout
- delivering moving boxes
- transporting items between South Building and leased properties in Washington, DC
- security key cards for leased properties
- renovations in leased properties
- door or desk name plates, filing equipment, shredders, and shredder supplies.

Direct all these and similar requests from the requisitioner to Christine Knierim, MSD as an “ad hoc approver” as detailed in the IAS user documentation (subparagraph D). When MSD makes a determination that such a request is indeed nonprocurement and can be handled internally, MSD will notify the requisitioner and ask that the procurement request be removed from IAS.

Note: Direct requests to Christine Knierim, MSD by either of the following:

- telephone at 202-720-0213
- e-mail at **Christine.Knierim@wdc.usda.gov**.

2 Action (Continued)

D State and County Office Instructions

IAS does not interface with FFIS for FLP Program Loan Cost Expenses (PLCE's). Obligations for the following contractual requests will be input into FFIS after the contractual documents are generated in IAS:

- inspections
- appraisals
- analysis and audits
- information services
- other services, such as architect and engineering, bankruptcy, foreclosure, auctioneer, etc.
- maintenance/management
- repairs/improvements
- real estate broker
- environmental
- asset investigation
- managerial - credit reports
- other - miscellaneous.

E Roles

For FLP, the County Office will make a contractual request by submitting AD-700 or similar request document to the State Office Requisitioner. The Requisitioner will create or modify a purchase request and input into IAS. The IAS data will then be electronically forwarded to the Budget Approver/PLCE Monitor who will verify important funding data and approve or deny the purchase request. If approved, the transaction will be electronically forwarded to the Contracting Officer who will create acquisition documentation, including the award and obligation documents.

For PLCE contracts, the Contracting Officer will provide a hard copy of the obligation source document to the FFIS transaction input person for completing the MY obligation process. Payment/Invoice (TY) transactions will be processed directly through FFIS with no IAS action. The FFIS process is not impacted by IAS for FLP. Continue to process obligations and invoices just as they have been done in the past using FFIS.

2 Action (Continued)

F Processing IAS Actions

When entering data into IAS for PLCE/Type 60 activity, be aware that the IAS Transaction Code of “IQ-PROGRAM LOAN COST FUNDS” must be selected. This will ensure that the procurement request in IAS has been properly recorded. Additionally, this IAS Transaction Code does not create a commitment in FFIS that will reduce the State’s budget in FFIS.

By selecting “IQ-COMMIT”, a commitment will be created in FFIS and the State’s budget will be reduced in FFIS. The “IQ-NO COMMIT” Transaction Code will not properly record the PLCE/Type 60 activity in IAS. These are not the correct IAS Transaction Codes for PLCE/Type 60 activity. Both of these IAS Transaction Codes will ultimately cause the State’s budget to be reduced twice in FFIS.

Select the appropriate IAS Transaction Code of “IQ-PROGRAM LOAN COST FUNDS”. Note that the “Transaction Code” field automatically defaults to “IQ-COMMIT”. To ensure that the correct code is selected, highlight and delete this option from the field and then click on the flashlight to the right of the field so that the system will display the Transaction Code options available.

When selecting the appropriate Budget Organization and Program Codes, remember that these codes work as they do in FFIS. Any other accounting codes in IAS do not need to be supplied.

G IAS User Documentation

All users in IAS are reminded that all relevant IAS documentation, including the user’s manual and FSA user supplement, are available on the web at **<http://dc.ffasintranet.usda.gov/ias>**. This site is continually updated and provides all the up-to-date information necessary to correctly access and use the system.