

For: FFAS Program Area Directors

Fiscal Year (FY) 2015 Procurement Forecast of Contracting Opportunities Mid-Year Updates

Approved by: Acting Deputy Administrator for Management



1 Fulfilling the FY 2015 Mid-Year Forecast Requirement

A Background

USDA Departmental Regulation 5090-003, Annual Procurement Forecast Requirements, requires that USDA agencies and staff offices having contracting authority to prepare an annual procurement forecast of contracting opportunities and to update the forecast by the midpoint of each FY. The forecast is one of USDA's most successful outreach tools and provides both the small and large business communities with the opportunity to plan for upcoming contracting requirements.

B Purpose

This notice requires from each program area:

- a mid-year update that reflects the program area's small business targets for Small, Small Disadvantaged, 8(a), HUBZone, Service Disabled Veteran-Owned, and Women-Owned small businesses, and
- an updated FY 2015 forecast no later than **May 22, 2015**.

C Action

This notice requires a mid-year update and that each program area submit their forecasts for the remainder of FY 2015 to Ercille Warner, Acquisition Management Division (AMD), on behalf of the Head of Contracting Activity Designee (HCAD) Yvonne Howerton, by e-mail to ercille.warner@wdc.usda.gov no later than **May 22, 2015**.

Disposal Date	Distribution
June 1, 2015	FAS, FSA, and RMA Program Area Directors; State Offices relay to County Offices

1 Fulfilling the FY 2015 Mid-Year Forecast Requirement (Continued)

C Action (Continued)

When developing the 2015 forecast update consider the following:

- forecasts are a federal requirement of all agencies and are published bi-annually. Forecasts provide prospective contractors with a road map of possible federal procurements distinguished by the North American Industry Classification System (NAICS). To meet the required milestone dates, the following reporting dates have been established, and

Due Date	Action
May 22	Program area directors respond to AMD, HCAD with their forecast.
May 27	Small Business authority forwards forecast data to the Office of Small and Disadvantaged Business Utilization (OSDBU).
May 29	OSDBU makes finalized forecast available to the public.

- program area directors must ensure the participation of all line management whose input is required in order for contracting personnel to obtain complete information for the forecasts.

The following should be used to complete the procurement forecast survey:

- estimated cost range section:
 - A - \$25,000 or less,
 - B - \$25,001 to \$100,000,
 - C - \$100,001 to \$250,000,
 - D - \$250,001 to \$500,000,
 - E - \$500,001 to \$1,000,000,
 - F - \$1,000,001 to \$5,000,000,
 - G - \$5,000,001 to \$10,000,000, or
 - H - \$10,000,001 or more
- supply source:
 - 8(a) Set-Aside,
 - SB, Small Business,
 - WO, Women-Owned Business,
 - GSA/FSS, Federal Supply Schedule,
 - C, Competitive/Open Market, or
 - DO, Delivery Order from a Blanket Purchase Order.

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1 Fulfilling the FY 2015 Mid-Year Forecast Requirement (Continued)

D Contacts

For questions regarding this notice contact one of the following:

- LaVerne Walker by e-mail to **laverne.walker@wdc.usda.gov** or telephone at 202-720-4044,
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