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**ARC Monthly Bulletin – March 2015**  
*Valuable information for ARC's customers*

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**HEADLINES**

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1. New Deputy Assistant Commissioner for Shared Services

**Business Technology Services**

2. PRISM Training Scheduled for April

**Procurement Services**

3. Fiscal Year 2015/2016 Procurement Cutoff Dates

**Human Resource Services**

4. Employee Conduct Virtual Training at OPM Conference
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**FULL STORIES**

**1. New Deputy Assistant Commissioner for Shared Services**

David Copenhaver was recently selected as the Deputy Assistant Commissioner for Shared Services. David has spent the last 11 years working closely with Treasury leadership to develop and implement shared services. Most recently, he served as the Deputy Chief Counsel for Treasury's Bureau of the Fiscal Service. David will work diligently to continue building upon our outstanding shared services reputation.

**2. PRISM Training Scheduled for April**

The PRISM Support Team provides PRISM refresher training to assist our customers in their efforts to effectively transition newly hired staff and meet other potential training needs. This training is provided to our customers at no additional charge. Multiple PRISM Requisitioner training sessions will be offered in April 2015. All active PRISM requisitioners will receive additional information, via email, about scheduled dates and how to sign up for a session.

For more information, contact PRISM Support at 304-480-8000 (Option 2) or [Prismsupport@bpd.treas.gov](mailto:Prismsupport@bpd.treas.gov).

**3. Fiscal Year 2015/2016 Procurement Cutoff Dates**

In order to better serve your needs, the Division of Procurement Services (DPS) is establishing cutoff dates for upcoming procurement requests. These dates are based on the type and size of the action and are listed in the tables below.

DPS also requests that you submit a preliminary list of needs – goods or services for which you anticipate submitting purchase requests during the last four months of the current fiscal year. Submitting your requests by the dates listed will allow our divisions to establish work assignments, perform preliminary market research and work with the requestors preparing the procurement request (PR) package.

You should submit the following items (if applicable) with your procurement requests.

1. Performance Work Statement
2. Quality Assurance Surveillance Plan (QASP)
2. Delivery dates or period of performance
3. Special conditions/instructions. (Special delivery instructions, bilingual capabilities, drawings, Section 508 Determinations and Findings, etc.)
4. Independent Government Estimate (IGE)
5. Technical evaluation plan
6. Sole source, limited source, or brand name justification
7. Inherently governmental and critical functions analysis coding and worksheet, signed by the Senior Accountable Official for services over \$25,000
8. For Interagency Agreements only – Servicing Agency's Treasury Account Symbol (TAS), DUNS number, and a copy of the signed, fully executed, IA document. As done in FY 15, FY16 obligation amounts must be for the entire amount of the Contract/Order, even if the federal government is under a Continuing Resolution.

We believe that obtaining the majority of these requirements earlier will allow us greater capability to address emergencies that come up during the end of the fiscal year or perhaps new requirements that are funded during the final budget review. It will also allow your primary requisitioners an opportunity to spread out their responsibilities (development of the PR packages, reviewing solicitations from a technical perspective, performing technical evaluations, and answering technical questions). If awards are made earlier in the fiscal year, the excess funds will be returned to your agency and can be used for other requirements. Additionally, it allows the vendor community more time to focus on your requirements which may result in increased competition and better technical and price proposals.

Please note that there are certain mandated federal acquisition requirements, such as advertising, that are not negotiable which can impact the timeliness of the awards. We will do our best to meet your requested award dates, but please note that when the specified cut off dates are not adhered to, it may make it impossible to meet your desired timeframe.

We recognize that it is difficult to project all your acquisitions and that your needs may change. We are asking you to submit as much information as you know by the deadlines and once additional acquisitions are identified, you notify as soon as possible.

#### Fiscal Year 2015 Funded Actions

<b>Type of Action</b>	<b>Due Date</b>
All Requirements < or equal to \$25,000	Forecast – June 1, 2015 PR Packages – July 1, 2015
All Requirements >\$25,000	Forecast – May 1, 2015 PR Packages – June 1, 2015
Option Renewals (contract/order in place with optional line items for new period of performance – ex. September 28, 2015 to September 27, 2016)	PR – 45 days prior to the first day of the option period being exercised
Administrative Modifications	August 1, 2015
Interagency Agreements	August 1, 2015

Fiscal Year 2016 Funded Actions Starting in October 2015

Type of Action	Due Date
All Requirements < or equal to \$25,000	Forecast – June 1, 2015 PR Packages – July 1, 2015
All Requirements >\$25,000	Forecast – May 1, 2015 PR Packages – June 1, 2015
Option Renewals (contract/order in place with optional line items for new period of performance – ex. October 1, 2015 to September 30, 2016)	PR – 45 days prior to the first day of the option period being exercised
Administrative Modifications	August 1, 2015
Interagency Agreements	August 1, 2015

Please note while we show due dates, you are encouraged to submit your preliminary forecasts and PR packages earlier.

If you have questions, please contact your Procurement Team Lead Contracting Officer or Branch Manager of the team servicing your agency. You may also contact Kathy Estep, Bureau Chief Procurement Officer, at 202- 874-6665 or Jason Isaacs, Division of Procurement Director, at 304-480-7187.

#### 4. Employees Conduct Virtual Training at OPM Conference

We will be delivering online training presentations at the *2015 Virtual Human Resources Training Conference*. The Office of Personnel Management (OPM) and the Chief Human Capital Officers' (CHCO) Council are sponsoring this online, interactive conference to develop and enhance the HR skills of human capital professionals across the Federal government. The conference will feature approximately forty different online training sessions, delivered in five separate tracks. For more information about the conference and how to register, please visit the [OPM Center for Leadership and Development page](#).

For more information, contact Gerrod Negley at [Gerrod.Negley@fiscal.treasury.gov](mailto:Gerrod.Negley@fiscal.treasury.gov) or 304-480-8373.

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