

SE-2025 PRISM Format

<h2>REQUISITION</h2>				PROCUREMENT REQUEST NO. WA-10-XXXXX-		
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT				REQUISITION DATE mm/dd/yyyy		
3. ORIGINATING OFFICE DATA				2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST		
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)				B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____		
5. APPROVALS				6. CONSIGNEE AND DESTINATION		
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING			
			INITIALS (D)			ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Org Requisitioner						
(2) Org Approving Manager						
(3) SE-2025 Reviewer					7. DATE(S) REQUIRED	
(4) Org Fund Certifier					8. CONTRACT AUTHORITY FURNISHED PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO	
9. DESCRIPTION OF ITEMS OR SERVICES						
ITEM NO. (A)	ITEM OR SERVICE (include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST		
				UNIT (E)	AMOUNT (F)	
0001	;;50xx;; Two semicolons followed by TORP #, followed by two semicolons SE-2025 Contract # / Vendor Name Leave this field blank for a competitive award. For a directed award, leave blank in the initial cut of the PR as this will be provided after the Adjudication Board selects the Vendor. PLEASE DO NOT STATE A SPECIFIC VENDOR UNTIL IT IS APPROVED. TORP Title Description -Scope -TO COR Name and Number Spend Plan # Period of Performance					
	Line Item 1: Technical Task Order - Accounting String #1	\$500,000.00	TOTAL ESTIMATED COST		\$500,000	
10. ACCOUNTING DATA See Schedule						
Note: Please use the CO as the buyer						

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Supplementary Instructions

As reflected in the example on the preceding page, utilize these instructions to ensure your PRISM Requisition form is completed appropriately.

Note: Please use the CO as the buyer for your PRISM Requisition.

Section 5, Approvals

- Line 1 is for the Org Requisitioner
- Line 2 is for the Org Approving Manager
- Line 3 is for the SE-2025 Reviewer
- Line 4 is for the Org Fund Certifier

Section 9, Description of Items or Services

- Column B should be completed as follows:
 - The first line should contain two semicolons followed by the TORP number followed by two semicolons.
 - The second line should contain SE-2025.
 - The third line should contain the Contract # / Vendor Name. Leave this field blank for a competitive award. For a directed award, leave blank in the initial cut of the PR as this will be provided after the Adjudication Board selects the Vendor. PLEASE DO NOT STATE A SPECIFIC VENDOR UNTIL IT IS APPROVED.
 - The fourth line should contain the TORP Title.
 - The fifth line should contain the Description, including the Scope and the TO COR Name and Number.
 - The sixth line should contain the Spend Plan #.
 - The seventh line should contain the Period of Performance.

New Use of PRISM Header Description Field

The screenshot shows the PRISM web application interface. The 'Text' field is highlighted with a red box, and a callout box points to it. The requisition number is WA-10-00177-FF, and the description is 'Replacement of Engine Generators at ATC Tower Computer Hardware and Software to support ATC Technical Support Services Contract construction, environmental and fire/life safety, equipment installation and testing'.

In an effort to comply with President Obama's transparency initiatives, Administrator Babbitt's plain language initiatives, and improving FAA's data reporting accuracy, the FAA will begin using the PRISM Header description field (that does not print on the requisition or award document) to describe clearly and concisely what supplies, services, or construction the FAA is purchasing so that the general public can understand.

The Main > Text > Description field is required to be utilized **immediately** on all requisitions and awards in accordance with the following guidance. The requisitioning office will have the primary responsibility to enter a description that meets the requirements below. The acquisition office will have the secondary responsibility for ensuring the Header description is clear and concise and not blank at the time of award.

For all new procurement requests (PRs), the Requisitioner must provide a description in this Header Description field. For existing PRs, the Contract Specialist (CS) and/or Contracting Officer (CO) must provide a description at the time of award. For Requisitions for modifications, the Requisitioner will not be able to provide a description until there is a description on the base award in the description field. The CO/CS also has the option of creating an administrative modification (mod) to enter a description that meets the description requirements listed below if no pending PRs are available.

The Header description, along with other data elements, will be transmitted to the Federal Procurement Data System - Next Generation which also feeds the USASpending.gov website which is viewable by all concerns including the general public.

The field will be closely monitored for compliance by AJA-A12.

One or two sentences capturing the overall view of the purchase should be sufficient. Some descriptions may require more detail to be concise.

Examples of items this field should **not** include are;

- 1) names of individuals requesting or administering contracts
- 2) vendor contact names
- 3) contractor proprietary information
- 4) dollar amounts
- 5) any contract terms
- 6) acronyms (unless spelled out first)
- 7) part numbers, serial numbers, or product numbers
- 8) personal notes related to the contract
- 9) symbols and characters for the purpose of by-passing system edit checks