

SE-2020 PRISM Format

<h2 style="margin: 0;">REQUISITION</h2>				PROCUREMENT REQUEST NO. WA-10-XXXX-		
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT				REQUISITION DATE 03/11/2020		
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)					7. DATE(S) REQUIRED	
Org Approving Manager						
(3) SE-2020 Courtesy Copy (Joseph Conroy)						
(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	;;15xx;; Two semicolons followed by TORP #, followed by two semicolons SE-2020 Contract # / Vendor Name This will be given after the Adjudication Board decides which Vendor is appropriate, leave blank in the initial cut of PR, PLEASE DO NOT STATE A SPECIFIC VENDOR UNTIL IT IS APPROVED. TORP Name Description -Scope -TO-COTR/POC 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						

Joseph Conroy should be added to routing for all organizations.

Two semicolons followed by TORP #, followed by two semicolons

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-Scope
-TO-COTR/POC Name and Number

Line Item 1: Technical Task Order - Accounting String #1

New Use of PRISM Header Description Field

The screenshot shows the PRISM web application interface. The 'Text' section is highlighted in the left sidebar. The 'Description' field contains the text: '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'. A callout box points to this field with the text: 'The Deliverables listed on the TORP should Map to this section.' The interface also shows 'Header Text' and 'Footer Text' fields, each with a 'Statements...' button.

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