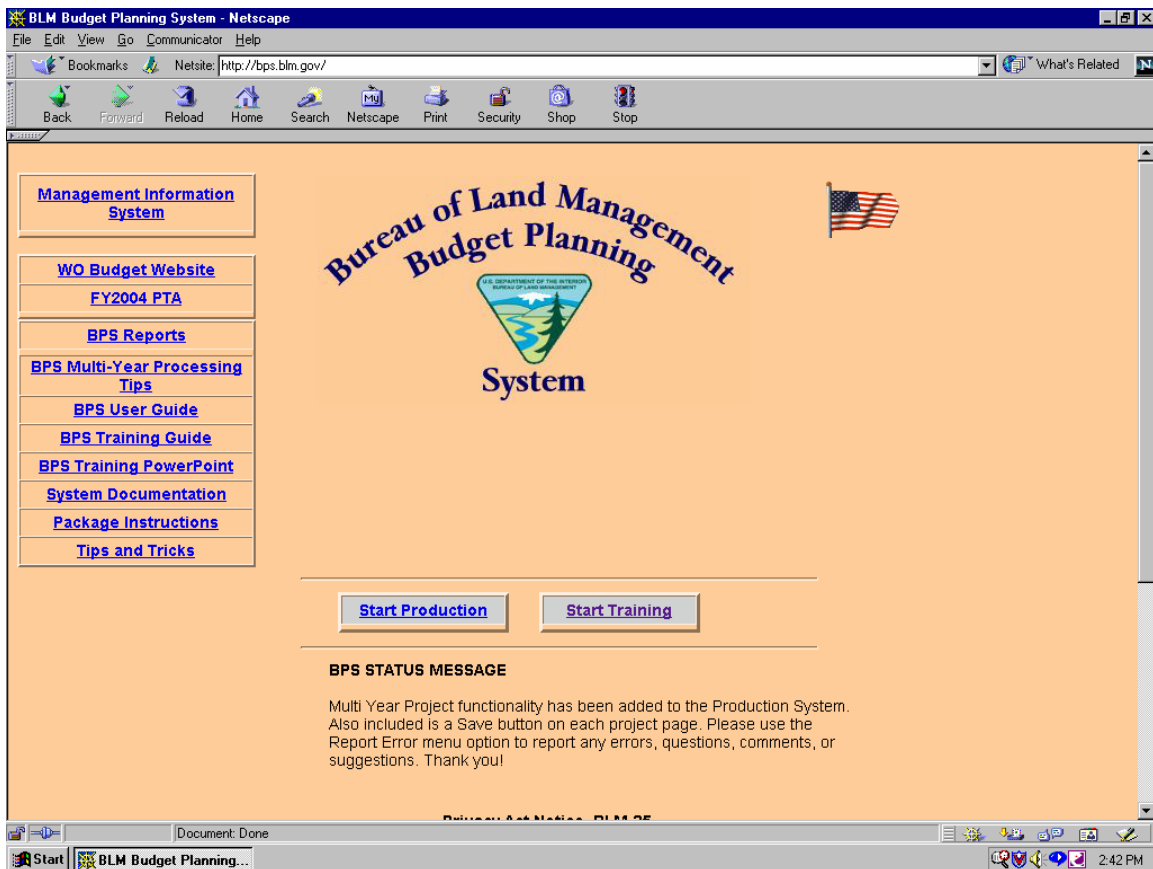


# ATTACHMENT 1

## EZ GUIDE TO THE ADVANCED PROCUREMENT PLAN (APP) IN THE BUDGET PLANNING SYSTEM (BPS)



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# **1. OVERVIEW OF THE ADVANCED PROCUREMENT PLAN IN THE BUDGET PLANNING SYSTEM**

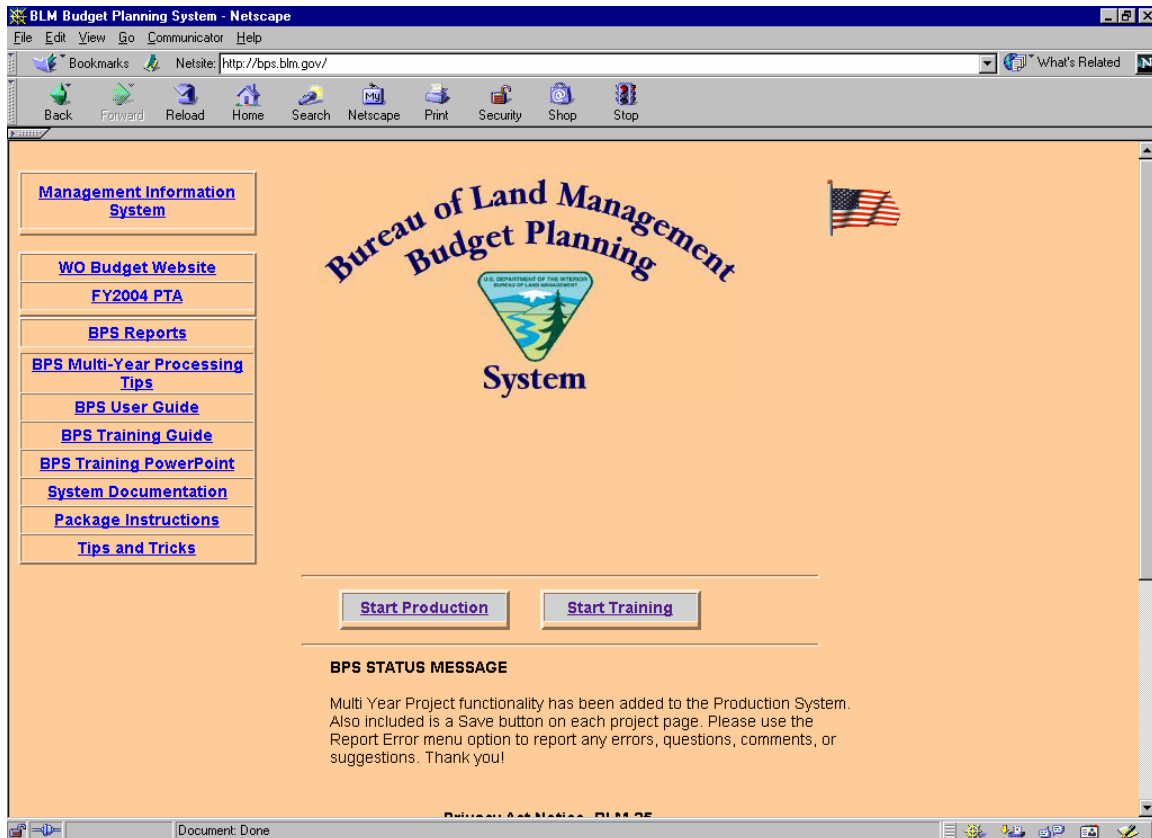
Entry of Advanced Procurement Plan (APP) data into the Budget Planning System (BPS) will accomplish a goal of the Bureau of Land Management (BLM) to develop an automated process by which advanced procurement plans can be maintained through all phases of the budget cycle. This process is being designed to meet the following criteria:

- Provide timely and accurate information;
- Minimize opportunities for errors;
- Eliminate redundant data entry; and
- Develop a procurement strategy.

As a user of the APP system in the BPS, you will enter the same information you have entered previously into the Department of the Interior (DOI) web site. Data from our APP in BPS will be uploaded to the DOI program for public distribution.

## 2. LOGGING INTO THE BPS

Upon entering the BPS system at <http://bps.blm.gov/>, the following screen will appear:



Complete instructions for obtaining a password and entering the BPS can be obtained by clicking on the "BPS User Guide" link located in the left menu portion of this screen.

To obtain a password, click on either "Start Production" or "Start Training."

The following screen will appear:



Click on "Request Login" and a registration form will appear on the screen.

The following screen will appear:

The screenshot shows a Netscape browser window titled "BPS - Budget Planning System - Netscape". The page content is on an orange background. At the top left, the word "Production" is displayed. At the top right, the title "Request Login" is centered above three buttons: "Send Request", "Reset", and "Cancel and Exit". On the left side, there is a vertical menu of links: "Help", "Reports", "Request Login", and "Forgot password". The main form area contains the following fields and controls:

- login**: A single-line text input field.
- First Name**: A single-line text input field.
- Middle Name**: A single-line text input field.
- Last Name**: A single-line text input field.
- Email**: A single-line text input field.
- Phone**: Three separate single-line text input fields.
- New Password**: A single-line text input field.
- Confirm Password**: A single-line text input field.
- Office Code**: A dropdown menu with the following options: AK020, AK021, AK023, AK024, and AK025.

The browser's status bar at the bottom shows "Document: Done", a taskbar with the Start button and an open window for "BPS - Budget Planning Sy...", and a system tray with the time "10:17 AM".

Complete the registration form and click on "Send Request" at the top of the screen.

### 3. ENTERING OR UPDATING THE APP FORM

Once you have logged into the system, you will be at the following page, referred to in the BPS User Guide as the “BPS Main Menu Page.” The APP information is here on the left menu under “Advanced Procurement Plans.” There are two options in this location. The two options are “Enter APPs” and “Update APPs.” Both “Assoc. APPs to Projects” and “Assoc. Projects to APPs” are under construction at this time. The other option for transferring APPs to DOI will be accomplished by systems administrators only.

**Production Office: WO850**

[Help](#)  
[Reports](#)  
[Report Error](#)  
[Message of the Day](#)  
[Change Password](#)  
[Update User Details](#)  
[Logoff](#)


**Emerging Issues**  
[Enter Issues](#)  
[Update Issues](#)

**Proposed Projects**  
[Enter Projects](#)  
[Update Projects](#)

**Advanced Procurement Plans**  
[Enter APPs](#)  
[Update APPs](#)

**Budget Target**

**Administration**  
[Logoff](#)

  
 MESSAGE OF THE DAY 22-Sep-03 10:12 AM MST

TWO NEW THEMES FOR FY 2004 HAVE BEEN INCLUDED IN THE BPS SELECTIONS. THESE NEW THEMES INCLUDE: RP-18 FOREST HEALTH & RECOVERY FUND (FEHRF) AND RP-19 FOREST PEST CONTROL. PLEASE REVIEW THESE THEMES AND DETERMINE IF YOU HAVE PROJECTS WHICH WOULD BE SUITABLE FOR CONSIDERATION IN THESE CATEGORIES. ADDITIONAL TABLES WHICH ARE REQUIRED AS ATTACHMENTS FOR PROJECT SUBMISSIONS HAVE BEEN SENT OUT TO THE STATE/CENTER BUDGET OFFICERS AND THE BPS ADMINISTRATORS BY E-MAIL NOTE DATED 9/8/03. THE DUE DATE FOR SUBMISSION OF PROJECT PROPOSALS WITHIN THESE THEME AREAS IS 11/8/2003. PLEASE CALL RICK THOLEN, FOREST HEALTH PROGRAM MANAGER AT 208-387-5321 IF YOU HAVE QUESTIONS REGARDING THESE NEW THEMES.

Document: Done

Start | Replicator - L... | BLM Budget Pl... | Attach A APP ... | BPS - Budge... | 9:10 AM

To create an APP record, click on “Enter APPs” on the left menu.

**Production**  
Office: WO850

[Help](#)  
[Reports](#)  
[Report Error](#)  
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[Change Password](#)  
[Update User Details](#)  
[Logoff](#)

**Emerging Issues**  
[Enter Issues](#)  
[Update Issues](#)

**Proposed Projects**  
[Enter Projects](#)  
[Update Projects](#)

**Advanced Procurement Plans**  
[Enter APPs](#)  
[Update APPs](#)

**Budget Target**

**Administration**  
[Logoff](#)

**Bureau of Land Management  
Budget Planning  
System**

MESSAGE OF THE DAY 22-Sep-03 10:12 AM MST

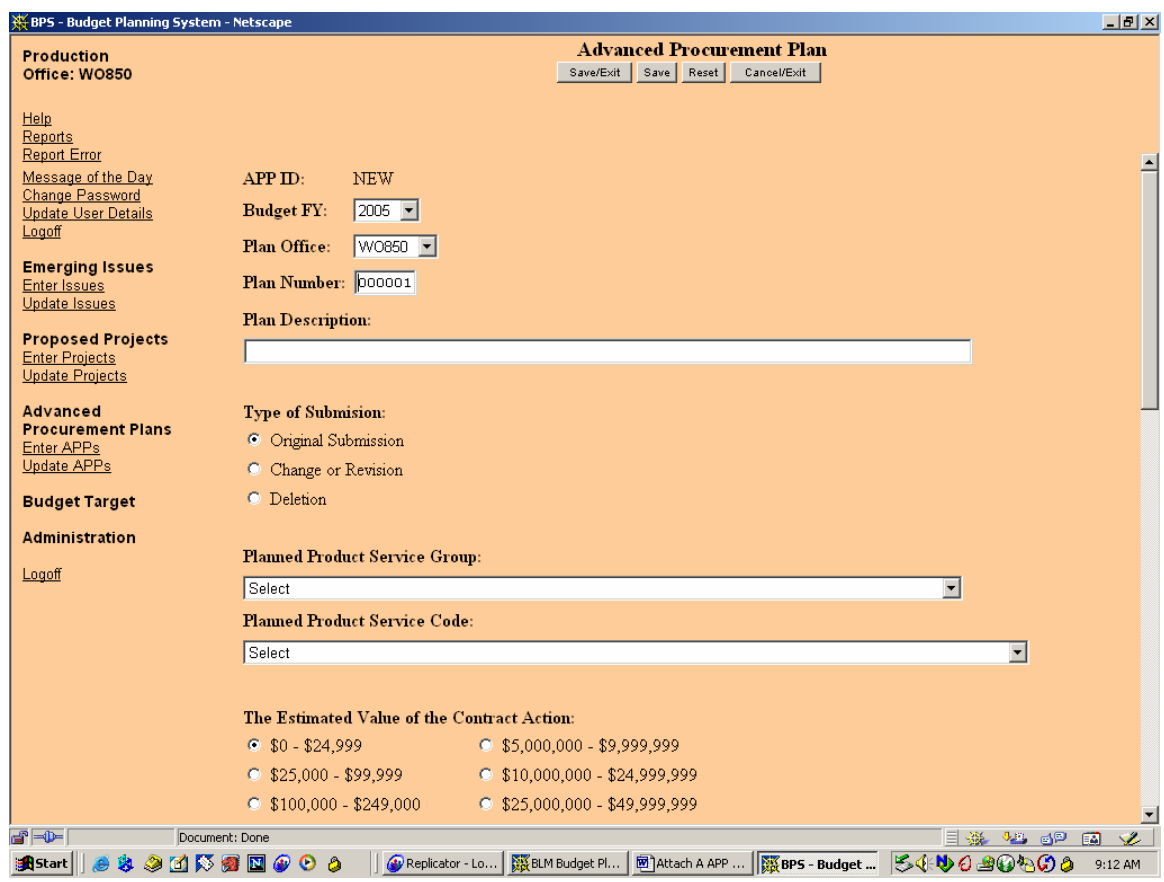
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Document: Done

Start | Replicator - L... | BLM Budget Pl... | Attach A APP ... | BPS - Budge... | 9:10 AM



The following screen will appear:



## 4. COMPLETING THE FIELDS IN THE APP

**Production Office: WO850**

**Advanced Procurement Plan**

Save/Exit Save Reset Cancel/Exit

[Help](#)  
[Reports](#)  
[Report Error](#)  
[Message of the Day](#)  
[Change Password](#)  
[Update User Details](#)  
[Logoff](#)

**Emerging Issues**  
[Enter Issues](#)  
[Update Issues](#)

**Proposed Projects**  
[Enter Projects](#)  
[Update Projects](#)

**Advanced Procurement Plans**  
[Enter APPs](#)  
[Update APPs](#)

**Budget Target**

**Administration**  
[Logoff](#)

APP ID: NEW  
 Budget FY: 2005  
 Plan Office: WO850  
 Plan Number: 000001  
 Plan Description:

Type of Submission:  
 Original Submission  
 Change or Revision  
 Deletion

Planned Product Service Group:  
 Select

Planned Product Service Code:  
 Select

The Estimated Value of the Contract Action:  
 \$0 - \$24,999  
 \$25,000 - \$99,999  
 \$100,000 - \$249,000  
 \$5,000,000 - \$9,999,999  
 \$10,000,000 - \$24,999,999  
 \$25,000,000 - \$49,999,999

1. Under “Plan Description,” describe the products and/or services you plan to acquire under this requirement using 60 characters or less.
2. Select “Change or Revision,” “Deletion,” or “Original Submission” and click on the appropriate button.
3. The next field is the “Planned Product Service Group.” Look through the pull-down menu and select that product or service that most closely describes your requirement. When you have located the appropriate number, click on it and it will populate that field.
4. The next field is the “Planned Product Service Code.” Once you have selected the Planned Product Service Group in the field above, the Planned Product Service Code will list specific products or services offered under the Planned Product Service Group you selected above. Select the one that most closely fits your requirement, click on it and the field will fill in automatically.

**BPS - Budget Planning System - Netscape**

**Advanced Procurement Plan**

Production Office: WO850

Save/Exit Save Reset Cancel/Exit

Help  
Reports  
Report Error  
Message of the Day  
Change Password  
Update User Details  
Logoff

**Emerging Issues**  
Enter Issues  
Update Issues

**Proposed Projects**  
Enter Projects  
Update Projects

**Advanced Procurement Plans**  
Enter APPs  
Update APPs

**Budget Target**

**Administration**  
Logoff

**The Estimated Value of the Contract Action:**

\$0 - \$24,999       \$5,000,000 - \$9,999,999  
 \$25,000 - \$99,999       \$10,000,000 - \$24,999,999  
 \$100,000 - \$249,000       \$25,000,000 - \$49,999,999  
 \$250,000 - \$499,999       \$50,000,000 - \$99,999,999  
 \$500,000 - \$999,999       \$100,000,000 - \$Above  
 \$1,000,000 - \$4,999,999

**Procurement Action:**

Assistance Agreements  
 Contract Action  
 Interagency/Intra-Agency Agreement

Planned Quarter for Soliciting the Contract Action: First Quarter of Year 2005

Planned Quarter for Awarding the Contract Action: First Quarter of Year 2005

**Green Procurement:**

Yes  
 No

[Green Procurement Information](#)

Document: Done

Start | Replicator - Lo... | ELM Budget Pl... | Attach A APP ... | BPS - Budget ... | 9:13 AM

5. Under “The Estimated Value of the Contract Action,” enter the total estimated value of the requirement (include all years of the contract, if multi-year).
6. Under “Procurement Action,” select the type of procurement or assistance vehicle.
7. Under “Planned Quarter for Soliciting Contract Action,” estimate the quarter and year the requirement will be sent out for solicitation. If you are not sure what to put in this field, your State Procurement Analyst can assist you.
8. Under “Planned Quarter for Awarding the Contract Action,” state the quarter and year you anticipate the contract will be awarded.
9. Under “Green Procurement,” select whether or not this requirement can be classified as a “Green Procurement.” This would include products and services such as cleaning up mine acid drainage, recycling and waste management, pollution prevention, bio-based products and bio-energy products. Complete information about the program can be obtained by clicking on the link entitled “Green Procurement Information.”

**Production Office: WO850**

Save/Exit Save Reset Cancel/Exit

Help  
Reports  
Report Error  
Message of the Day  
Change Password  
Update User Details  
Logoff

**Emerging Issues**  
Enter Issues  
Update Issues

**Proposed Projects**  
Enter Projects  
Update Projects

**Advanced Procurement Plans**  
Enter APPs  
Update APPs

**Budget Target**

**Administration**  
Logoff

**Application Business Program Code:**

No  
[Green Procurement Information](#)

Directed to Sheltered WorkShop  
 8(a) Program  
 HUBZone  
 Small Business Set-Asides  
 Buy Indian/Self Determination  
 No Preference Program  
 Not Determined at this Time

Place of Performance  State

NAICS Code:  
111110 - Soybean Farming

Contact Name:

Phone Number:

Email Address:

Document: Done

Start Replicator - Lo... BLM Budget Pl... Attach A APP ... BPS - Budget ... 9:14 AM

10. Under “Application Business Program Code,” select the applicable Business and Economic Development Program applicable to the project. If you are unsure of which program is applicable, contact your State Procurement Analyst for assistance.

11. Under “Place of Performance,” enter the place where the work will be performed or where the products will be delivered, and then select the appropriate State from the pull-down menu.

12. Under “NAICS Code,” look through the pull-down menu and select that product or service that most closely describes your requirement. When you have located the appropriate number, click on it and it will populate that field.

13. For “Contact Name,” “Phone Number,” and “Email Address,” enter the name of the proposed Contracting Officer’s Representative.

Once the form is completed, go to the top center of the screen and click on “Save/Exit” or “Save.”

The information you entered will then be transferred over to the DOI APP by the BLM systems administrator (WO-855).

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