



PROCUREMENT MEMORANDUM 2022-04

ACTION

MEMORANDUM FOR: Heads of Operating Units
Senior Bureau Procurement Officials

FROM: Olivia J. Bradley
Senior Procurement Executive
and Director for Acquisition Management

SUBJECT: BAS Program PRISM Transition: Subline Item Numbers,
Contract Files, and Procurement Forecasting

Background

The Business Applications Solution (BAS) is a U.S. Department of Commerce modernization initiative to deploy an integrated suite of financial and business management applications in support of its mission. BAS is comprised of the following applications: Oracle E-Business Suite for financials, Unison PRISM for acquisition, and Sunflower Systems for asset management.

Purpose

The purpose of this memorandum is to establish procedures associated with the transition to PRISM for acquisition-related activities. This includes a requirement for a contract¹ subline item numbering convention and use of PRISM (specifically the Advanced Acquisition Planning (AAP) Module) for contract files and procurement forecasting.

Actions

In preparation for the full transition to PRISM, contracting officers and cognizant program personnel shall comply with the following procedures:

- A. In accordance with FAR 4.1005-1 the following is established as agency procedure for the numbering convention of subline item numbers. Subline item numbers shall contain numbers only and shall not exceed six digits. No alphanumeric conventions shall be used.

An example of numbering to delineate two subline item numbers under a CLIN 0001 is as follows:

¹ For purposes of this Procurement Memorandum the term "contract" has the meaning as defined in section 2.101 of the FAR and includes orders under indefinite delivery, indefinite quantity contracts and blanket purchase agreements as well as contract instruments issued under an other transaction authority.

CLIN 000101
CLIN 000102

- B. In accordance with FAR 4.8, PRISM shall be considered the contract file location of record and all files shall be electronically maintained in that system. All documentation required by FAR 4.803 shall be contained in the file.
- C. The AAP module of PRISM shall replace the Commerce Business Opportunities Tool (C-BOT) for procurement forecasting. All references to C-BOT in Commerce Acquisition Manual chapter 1307.1 shall be superseded by this procurement memorandum.

Effective Date

The subline item numbering convention for new contracts shall be effective immediately. The requirement for use of PRISM for contract files shall be effective for new contracts awarded on or after November 4, 2022². Procurement forecasts not previously entered into C-BOT shall be entered into PRISM effective November 4, 2022.

This procurement memorandum remains in effect until rescinded or incorporated into the Commerce Acquisition Manual.

Exceptions

Exceptions to the requirements of this procurement memorandum may be provided in the below instances and shall be approved by the Senior Bureau Procurement Official, without further delegation, with a copy to oam_mailbox@doc.gov:

- i. Use of PRISM as the contract file location of record
- ii. Prohibition on use of alphanumeric characters in the subline item numbering convention

Questions

Please direct any questions regarding this Procurement Memorandum to [OAM Mailbox@doc.gov](mailto:OAM_Mailbox@doc.gov).

² Modifications and existing awards may be entered into PRISM but are not required.