



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

PROCUREMENT MEMORANDUM 2023-02

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: Invoice Processing
Platform (IPP)

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 and Oracle E-Business Suite for acquisition-related activities. This includes a requirement for use of the IPP system for invoicing processing.

Actions

Contracting officers shall comply with the following procedures:

- (i) Prior to full implementation of the PRISM system contracting officers shall insert the language found in Attachment A, **Invoicing Processing Platform- Alternate I (Dec 2022)**, modified as necessary, in all contract¹ actions.
- (ii) After full implementation of the PRISM system contracting officers shall insert the language found in Attachment A, **Invoicing Processing Platform (Dec 2022)**, modified as necessary, in all contract actions.

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 instruments issued under an other transaction authority.

Effective Date²

The requirement for inclusion of the language provided in Attachment A is effective as of January 1, 2023, for the following:

- (i) New contracts with an ultimate completion after the date identified in the schedule below.
- (ii) Solicitations for a contract with an ultimate completion after the date identified in the schedule below;
- (iii) Extensions of existing contracts with an ultimate completion after the date identified in the schedule below;
- (iv) Options on existing contracts with an ultimate completion after the date identified in the schedule below; and
- (v) Existing contracts with an ultimate completion after the date identified in the schedule below that have no extension or option, or the extension or option occurs after the date found below.

Schedule

- (i) BIS, EDA, ES-A, NOAA: September 30, 2023
- (ii) BEA, FirstNet, ITA, MBDA, NIST, NTIA, NTIS, OIG, OS: September 30, 2024
- (iii) Census: September 30, 2025

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:

- (i) Contract actions using the purchase card as a payment method.
- (ii) Contract actions where the currency to be used to pay an invoice is other than the U.S. dollar.
- (iii) Other instances as approved by the Senior Bureau Procurement Official, without further delegation.

Questions

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

² A contracting officer may modify a contract at any time to add the language in Attachment A.