



## PROCUREMENT MEMORANDUM 2024-01

### 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: FedConnect®

### 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. FedConnect® is a portal in PRISM that provides a secure location for PRISM users to send and receive documents related to solicitations and awards.

### Purpose

The purpose of this memorandum is to establish procedures for use of the FedConnect® feature in PRISM.

### Actions

#### 1. Solicitation Phase

- a. Contracting officers **may** use the FedConnect® feature in PRISM to synopsise and solicit contract actions<sup>1</sup> issued in the system.
- b. When using FedConnect® to issue a solicitation, contracting officers **shall** use language substantially the same as that below entitled “Solicitation Questions” and “FedConnect® Electronic Submission of Proposals/Bids/Offer/Quotes.”

### SOLICITATION QUESTIONS

Offerors must submit all questions concerning this solicitation electronically through FedConnect®. In order to submit questions, offerors must first register in FedConnect® at <https://www.fedconnect.net/Fedconnect/>. There is no charge for registration in or use of FedConnect®. Registration instructions are included on

---

<sup>1</sup> 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.

that page. For assistance in registering or for other FedConnect® technical questions please call the FedConnect® Help Desk at (800) 899-6665 or email at support@fedconnect.net. Only those questions posted through FedConnect® will be considered. All responses to solicitation questions will be released via FedConnect®. The Contracting Officer will utilize FedConnect® to issue any amendments to the solicitation.

(End)

## **FEDCONNECT® ELECTRONIC SUBMISSION OF PROPOSALS/BIDS/ OFFERS/QUOTES**

Electronic submission of proposals, bids, offers, or quotes is required and shall only be considered if submitted through the FedConnect® web portal. Any proposals, bids, offers, or quotes submitted by any other method may only be considered if the offeror obtains prior written approval from the contracting officer before the established due date and time for receipt of proposals, bids, offers or quotes. FedConnect® may be accessed at <https://www.fedconnect.net/Fedconnect/>. All responses to solicitation questions will be released via FedConnect®. For assistance in registering or for other FedConnect® questions please call the FedConnect® Help Desk at (800) 899-6665 or email at support@fedconnect.net. There is no charge for registration in or use of FedConnect®.

(End)

## **2. Award and Post-award Phase**

- a. Unless using a contract that is awarded by another agency that prescribes specific distribution procedures for awards and modifications, contracting officers **shall** use the FedConnect® feature in PRISM to distribute all awards and/or modifications<sup>2</sup> of contract actions.
- b. When using FedConnect® to distribute the award of contract actions, contracting officers **shall** include language substantially the same as that below entitled “Utilization of FedConnect® for Contract Administration” in the solicitation and resulting contract.

## **UTILIZATION OF FEDCONNECT® FOR CONTRACT ADMINISTRATION**

The Department of Commerce will utilize the FedConnect® web portal in administering this award. The contractor must be registered in FedConnect® and have access to the FedConnect® website located at <https://www.fedconnect.net/Fedconnect/>. For assistance in registering or for other FedConnect® questions please call the FedConnect® Help Desk at (800) 899-6665 or email at support@fedconnect.net. There is no charge for registration in or use of FedConnect®.

---

<sup>2</sup> Modifications are only required to be distributed in FedConnect® if the original award was distributed using FedConnect®.

**(End)**

**Effective Date**

This procurement memorandum is effective for the listed bureaus or operating units based on the below schedule:

- (i) BIS, EDA, ES-A, NOAA: October 25, 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.

**Questions**

Please direct any questions regarding this Procurement Memorandum

[OAM Mailbox@doc.gov](mailto:OAM_Mailbox@doc.gov).