



## PROCUREMENT MEMORANDUM 2024-02

### 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: Clauses

### 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 for use of the Clauses feature in PRISM.

### Actions

Contracting officers shall use the Clauses feature in PRISM to build the solicitation and/or the award document for each contract action<sup>1</sup>. Standardized use of the Clauses feature will create a searchable record in PRISM of the provisions or clauses contained in solicitations and/or contract actions that will confirm the uniform application of the Federal Acquisition Regulation (FAR), Commerce Acquisition Regulation (CAR), and any agency or bureau-specific policies.

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This procurement memorandum remains in effect until rescinded or incorporated into the Commerce Acquisition Manual.

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<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.

**Questions**

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