

INSTRUCTIONS FOR COMPLETING DOT PROCUREMENT FORECAST FORM

NOTE: All entries are mandatory unless otherwise stated. Mandatory elements must be completed prior to submitting to S-40. Operating Administrations (OA) procedures may also apply.

- (1) **Procurement Category.** From the selections provided, please choose the most appropriate category to describe the procurement.
- (2) **Operating Administration.** Insert the abbreviation of the OA submitting the form.
- (3) **Sequence Number.** List actions numerically and in sequence for each office within the OA component (e.g., 01, 02 ...). A maximum of 10 alpha/numeric digits are allowed, including dashes.
- (4) **North American Industrial Classification (NAICS) Code.** This block is optional..
- (5) **Contract Information System (CIS) Procurement Office Number.** Enter the two digit CIS number assigned to the cognizant procurement office.
- (6) **Point of Contact Name.** The point of contact will be listed on the DOT Procurement Forecast for this requirement and can anticipate receiving telephone calls from both small and large businesses inquiring about the requirement. The point of contact can be the small business specialist, contracting officer, or technical person responsible for the procurement.
- (7) **Point of Contact Telephone Number.** Enter the telephone number for the point of contact.
- (8) **Point of Contact E-Mail.** This block is optional.
- (9) **Description.** Clearly describe the item to be procured, the nature of the program involved (if applicable), and the quantity(s) to be procured. For example, an item description such as "Technical Support Services" is not sufficient since it does not describe the nature of the program or adequately describe the services. A more accurate description is "Technical Support Services to study the infrared capabilities of the AN/SLQ-30 detection systems."
- (10) **Comments.** This block is optional. Include additional information of interest to potential sources beyond what is provided in the description or elsewhere on the form (e.g., the name of the incumbent contractor, the cutoff date for receipt of capability statements from 8(a) firms, etc.).
- (11) **Estimated Dollar Range.** Select the appropriate dollar range of the total action including the value of any options. For indefinite delivery type contract, select the dollar range of the total estimated contract value (including options).
- (12) **Estimated Solicitation Release Date.** Enter the QTR (i.e., 1st , 2nd , 3rd, or 4th) of the Fiscal Year in which the solicitation is expected to be released.
- (13) **Planned as Commercial Item Buy?** This block is optional. Indicate by answering Yes (Y) only if the requirement is for a commercial item buy in accordance with FAR Part 12. Otherwise, indicate No (N).
- (14) **Acquisition Strategy.** Select the appropriate acquisition strategy.
- (15) **Is this a follow-on to an 8(a) Contract?** This block is optional. If the existing contract is being performed under the 8(a) Program please indicate in the comments section the name of the incumbent contractor.

For Operating Administration Use Only. Please see the internal OA guidance for this item. This section is for internal OA controls and will not be part of the printed forecast.