

NATIONAL WEATHER SERVICE INSTRUCTION 70-212

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Financial Management

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NWS PROCUREMENT CONTROLS

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY:

This procedure implements Acquisition Alert 14-02, “NOAA Internal Control for Funding Approval, Certification and Obligation” and establishes NWS approval hierarchy for Acquisitions, Grants, Agreements, and the Bona Fide Need Statement.

Signed
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Chief Financial Officer/Chief
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1/8/15
Date

NWS Procurement Controls

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1. PURPOSE

This procedure implements Acquisition Alert 14-02, “NOAA Internal Control for Funding Approval, Certification and Obligation” and establishes NWS approval hierarchy for Acquisitions, Grants, Agreements, and the Bona Fide Need Statement.

2. SCOPE

This procedure applies to all NWS Acquisitions, Grants, and Agreements.

3. PROCEDURES AND RESPONSIBILITIES

NOAA Acquisitions and Grants (AGO) issued new internal control guidance regarding purchases of products and services to ensure separate approval for Bona Fide Need, funds availability and obligation. Refer to the revised Acquisition Alert (AA) 14-02 “NOAA Internal Control for Funding Approval, Certification and Obligation” http://www.ago.noaa.gov/acquisition/docs/aa_14-02_internal_control_04.25.14_revision_1.pdf. The guidance outlines responsibilities for Requisitioners, Funds Certifying Official (FCO) and Contracting Officers. It requires the NWS Chief Financial Officer (CFO) to authorize FCOs in writing to certify funds as to availability and suitability for the intended purpose

3.1 Staff Roles and Responsibilities:

- **Requisitioner** - Creates the requisition document, enters all pertinent data elements, and shares the requisition document with the Bona Fide Need Certifier.
- **Bona Fide Needs Certifier (BFNC)** – Certifies Bona Fide Need for the product or service being purchased is in the public interest and is applicable for the appropriation to be utilized. The BFNC shall be organizationally detached from the Funds Certifying Official and the Contracting Officer to ensure an independent and unbiased certification. The requisitioner and the BFNC do not need to be organizationally detached. The BFNC may retain the role and responsibility of the Requisitioner, if desired.
- **Funds Certifying Official (FCO)** – Certifies that sufficient funds are available in the identified appropriation and suitable for the intended purpose. The FCO shall be organizationally detached from the Requisitioner, BFNC, and the Contracting Officer to ensure an independent and unbiased certification. The FCO shall be authorized in writing by the CFO to certify funds as to availability and suitability for the intended purpose. The NOAA CFO has delegated this authority to the line offices.
- **Contracting Officer** – Obligates the Government pursuant to a procurement contract, The Contracting Officer shall be organizationally detached from the Requisitioner BFNC, and the FCO. to ensure an independent and unbiased certification. The Contracting Officer shall be authorized in writing by the Bureau Procurement Official to obligate the Government.

3.2 Designated FCO Positions:

The following NWS positions are established as FCOs per section 3.1. Each FMC Director must identify their FCO employees by name annually to the CFO, or within 5 business days of a new appointment/change in staff.

- Office of the Assistant Administrator (AA): OAA Budget Analyst and Budget Execution Team Lead for backup
- Office of Climate Weather & Water Services (OCWWS): Lead Management and Program Analyst and budget analyst backup
- Office of Hydrologic Development (OHD): Lead Program Analyst and budget analyst backup
- Office of Science & Technology (OST): Lead Program Analyst and budget analyst backup
- Office of Operational Systems (OOS): Lead Program Analyst and budget analyst backup
- Eastern Region (ER): Budget Officer and budget analyst backup
- Southern Region (SR): Budget Officer and budget analyst backup
- Central Region (CR): Budget Officer and budget analyst backup
- Western Region (WR): Budget Officer and budget analyst backup
- Alaska Region (AR): Budget Officer and budget analyst backup
- Pacific Region (PR): Budget Officer and budget analyst backup
- National Centers for Environmental Prediction (NCEP): Senior Management Analyst and budget analyst backup

As budget authority is delegated at the NWS FMC level, FCOs should reside at the FMC Director's organization, not field, center, or headquarters division sub-units. Additional FCO positions and/or different FCO positions other than those listed above may be approved only by the CFO via written justification from the FMC Director.

3.3 Funds Certification and Requisition Approval

The following individuals must be added to the routing list for approval of all C.Requests, grants, and agreement requiring signature:

FMC Fund Certifier	All procurement actions regardless of amount
and	
FMC Director	Exceeding \$3,000
and	
NWS Deputy CFO	Exceeding \$25,000
and	
NWS CFO	Equal to or exceeding \$500,000
and	
NWS Deputy AA	Equal to or exceeding \$1,000,000
and	
The NWS AA	Equal to or exceeding \$5,000,000

In addition, the NWS Acquisition Liaison must be added to the routing list as a carbon copy for all C.Requests and grants exceeding \$25,000.

All requests must contain documentation of the requisitioner's statement of Bona-Fide Need Statement specific to the appropriated PPA(s) funding to be used (see bona fide need statement section).

For requests with multiple lines of accounting, documentation of rationale and methodology for funds allocation among the associated appropriated PPA(s) must be included. Requisitions including funding sources from other NOAA Line Offices or Staff Offices must include documentation of approval from the corresponding LO/SO CFO.

Forecasting and Advanced Acquisition Planning System (FAAPS) number must be referenced for all procurements equal to or exceeding \$150,000.

Section 1330-1.602-270, fund sufficiency, of the NOAA Acquisition Manual governing funds certification and use of “zero dollars” purchase requisitions, e.g. (b) (1) “when the procurement lead time is such then it requires initiation of a procurement in the then current fiscal year with contact award to be made in the following fiscal year.” The “extenuating circumstances clause under (b) (2) also allows use of the “zero dollar” requisition during a continuing resolution to meet provided lead times when obligation is planned beyond the continuing resolution time period.

4. Bona Fide Need Statement

All Procurement Requests (C.Requests, Grants, and Agreements) must contain a Bona-Fide Need Statement specific to the appropriated PPA(s) funding. The Bona Fide Need Statement for requisitions must state how funds are related to the work/support requested. “Adding additional funds to a contract” is not a sufficient explanation of a bona fide need.

This statement certifies that the product or service meets a bona-fide need, is in the public interest, and is applicable to the appropriation to be utilized.

National Weather Service

Certification of Bona Fide Need, Appropriate Use & Funds Availability

Requisition number (i.e., NWWN9524-14-01244)

1. **Purpose:** (briefly describe what is being procured and why)
2. **Time:** (what period of performance is being funded? if not fully funding - why not?)
3. **Amount:** (total dollar amount being obligated)
4. **Fund Code:** (i.e., 1019)
5. **Program Code and Name:** (i.e., 04-04-02-002, Central Forecast Guidance)
6. **Provide FAAPS number if procurement is over \$150K:**
7. **Briefly describe how this procurement supports the program above:**
8. **If more than one source of funds is being used, describe the methodology used to determine the amount to charge each funding source. (List all PPAs by name)**
9. **FMC | Org3 Name:** (i.e., NCEP Aviation Weather Center)
10. **Name of Requisition Approver:** (First & Last Name of Lowest Level Approver)
11. **Title of Requisition Approver:** (Title of Lowest Level Approver)

Requisition Approver's Statement of Bona Fide Need:

I certify the goods and/or services described above are being acquired to meet a legitimate (bona fide) need existing or arising in the fiscal year in which the obligation will occur. I further certify the funds cited are appropriate for this use and are available for immediate obligation.

Signature: _____ **Date:** _____