



## Public User Guide

Acquisition Planning Forecast System (APFS) 2.0 FedRAMP

*Version 1.7.1*

Prepared by BVTI  
Updated: May 15, 2025

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## I Introduction

Welcome to the APFS user guide. The Department of Homeland Security (DHS) Acquisition Planning Forecast System (APFS) provides a way for small business vendors to view upcoming opportunities. For further information about the data contained in the APFS forecast, refer to the 'About' button on the DHS APFS webpage (see Figure 1).

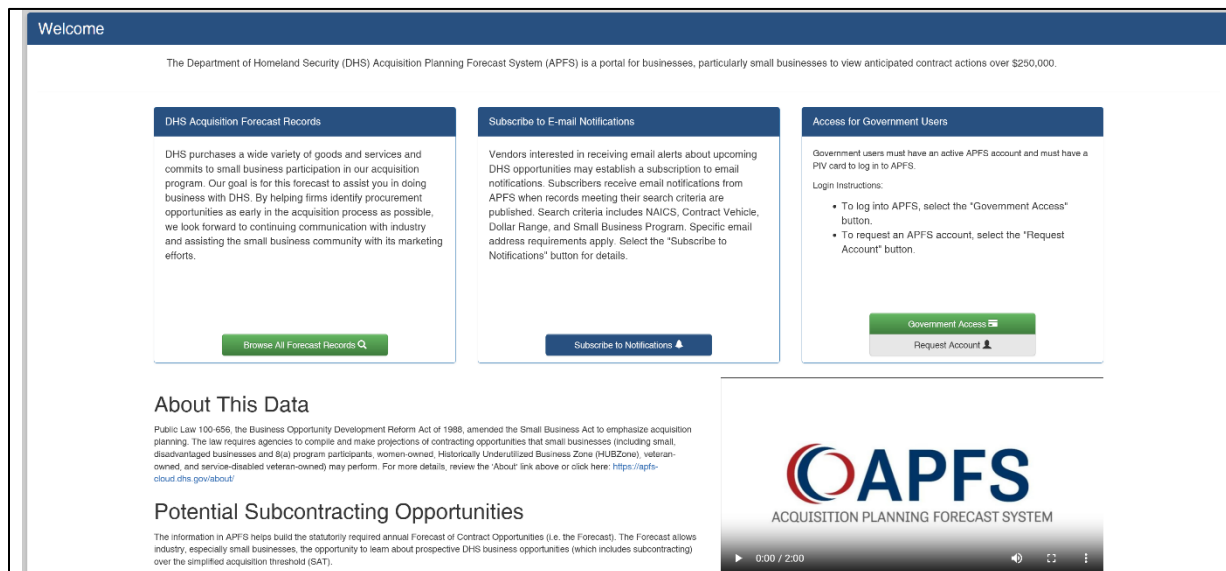
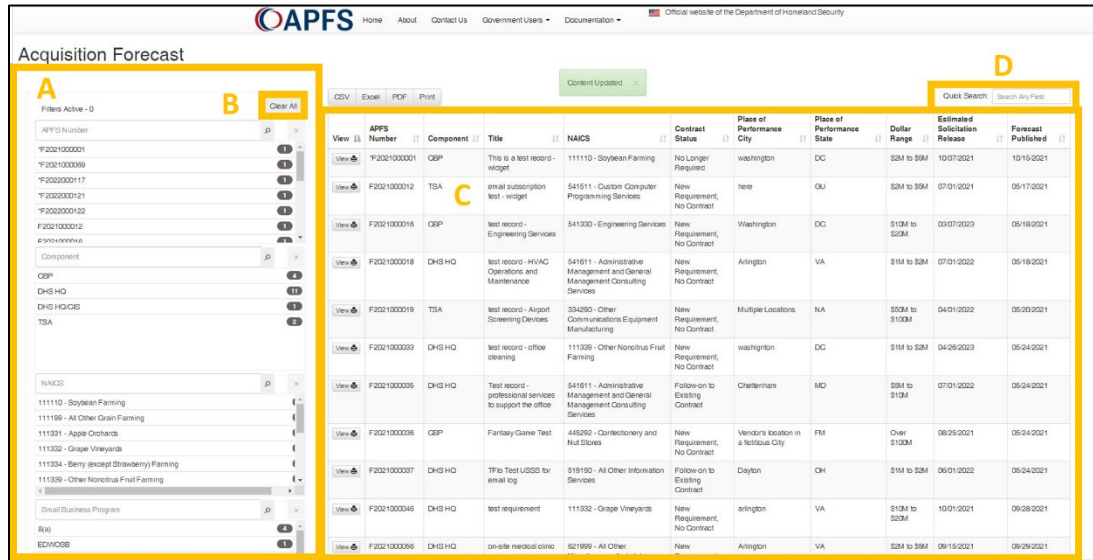


Figure 1: DHS APFS Homepage

This tutorial will walk through the major functions available to public users of the Acquisition Planning Forecast System. This user guide will address common questions to familiarize the user with the functions of the APFS website.

## II Basic APFS Functions

Public users arriving at the DHS APFS homepage (see Figure 1) have two primary functions available to them. They may browse the published forecast based on selected criteria for the purposes of business development. Industry members may also subscribe to custom notifications created through specified forecast filters through a simple subscription process.



**Figure 2: Acquisition Forecast**

The screenshot displays the APFS homepage with the following components:

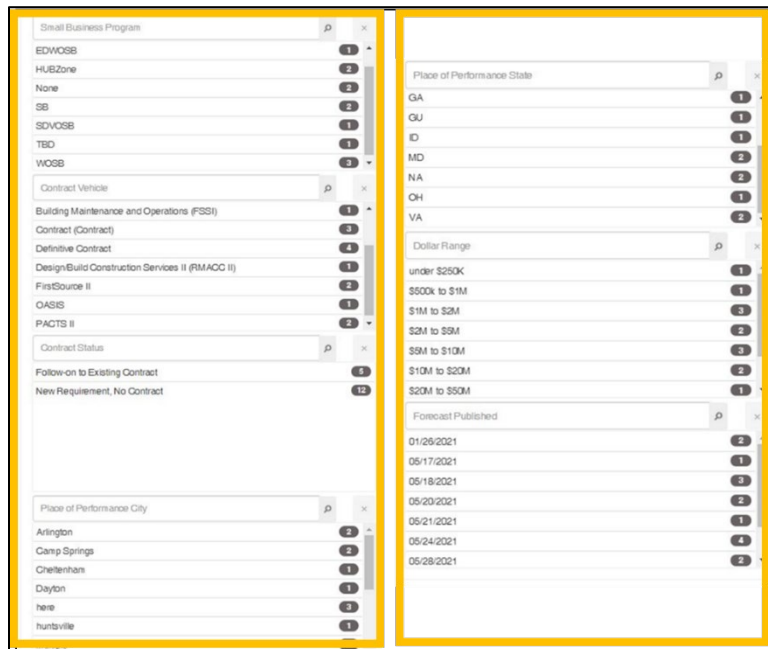
- Filter Pane A:** APFS Number (F202100001, F202100009, F202200017, F202200021, F202200022, F202100012, #000000000), Component (CBP, DHS HQ, DHS HQGS, TSA), NAICS (11110 - Soybean Farming, 11199 - All Other Grain Farming, 111301 - Apple Orchards, 111302 - Grape Vineyards, 111334 - Berry (except Strawberry) Farming, 111339 - Other Noncitrus Fruit Farming), Small Business Program (None, EDWOSB, HUBZone, SB, SDVOSB, TBD, WOSB), Contract Vehicle (Building Maintenance and Operations (FSSI), Contract (Contract), Definitive Contract, Design/Build Construction Services II (RMACC II), FirstSource II, OASIS, PACTS II), Contract Status (Follow-on to Existing Contract, New Requirement, No Contract), Place of Performance City (Arlington, Camp Springs, Cheltenham, Dayton, Here, Huntsville).
- Filter Pane B:** Clear All button.
- Filter Pane D:** Quick Search, Search Any Field.
- Results Table C:**

APFS Number	Component	Title	NAICS	Contract Status	Place of Performance City	Place of Performance State	Dollar Range	Estimated Solicitation Release	Forecast Published
F202100001	CBP	This is a test record - widget	11110 - Soybean Farming	No Longer Required	washington	DC	\$2M to \$5M	10/07/2021	10/15/2021
F202100012	TSA	email subscription test - widget	54151 - Custom Computer Programming Services	New Requirement, No Contract	here	OU	\$2M to \$5M	07/01/2021	05/17/2021
F202100016	CBP	test record - Engineering Services	54130 - Engineering Services	New Requirement, No Contract	washington	DC	\$10M to \$20M	09/07/2021	05/18/2021
F202100018	DHS HQ	test record - HVAC Operations and Maintenance	54101 - Administrative Management and General Management Consulting Services	New Requirement, No Contract	Arlington	VA	\$1M to \$2M	07/01/2022	05/18/2021
F202100019	TSA	test record - Airport Screening Services	33420 - Other Communications Equipment Manufacturing	New Requirement, No Contract	Multiple Locations	NA	\$20M to \$100M	04/01/2022	05/20/2021
F202100033	DHS HQ	test record - office cleaning	11139 - Other Noncitrus Fruit Farming	New Requirement, No Contract	washington	DC	\$1M to \$2M	04/26/2022	05/24/2021
F202100038	DHS HQ	Test record - professional services to support the office	54101 - Administrative Management and General Management Consulting Services	Follow-on to Existing Contract	Cheltenham	MD	\$5M to \$10M	07/01/2022	05/24/2021
F202100039	CBP	Fantasy Game Test	44520 - Confectionery and Nut Stores	New Requirement, No Contract	Vendor's location in a fictitious City	FM	Over \$100M	06/25/2021	05/24/2021
F202100037	DHS HQ	TF to Test USSS for email log	51910 - All Other Information Services	Follow-on to Existing Contract	Dayton	OH	\$1M to \$2M	06/01/2022	05/24/2021
F202100046	DHS HQ	test requirement	11132 - Grape Vineyards	New Requirement, No Contract	Arlington	VA	\$10M to \$20M	10/01/2021	05/28/2021
F202100056	DHS HQ	on-site medical clinic	82199 - All Other	New	Arlington	VA	\$2M to \$5M	09/15/2021	05/29/2021

Figure 2: Acquisition Forecast

### 1. How can I browse and filter the forecast?

- From the APFS homepage at [apfs-cloud.dhs.gov](https://apfs-cloud.dhs.gov), click the green 'Browse All Forecast Records' button (see Figure 1). This will take you to the public forecast, which includes a filter pane (see Figure 2 at A) and a results pane (see Figure 2 at C). With no selected filters, all published records will be displayed in the results pane.



**Figure 3: Public Forecast Filter Panes**

The screenshot displays the following filter panes:

- Small Business Program:** EDWOSB, HUBZone, None, SB, SDVOSB, TBD, WOSB.
- Contract Vehicle:** Building Maintenance and Operations (FSSI), Contract (Contract), Definitive Contract, Design/Build Construction Services II (RMACC II), FirstSource II, OASIS, PACTS II.
- Contract Status:** Follow-on to Existing Contract, New Requirement, No Contract.
- Place of Performance City:** Arlington, Camp Springs, Cheltenham, Dayton, Here, Huntsville.
- Place of Performance State:** GA, OU, ID, MD, NA, OH, VA.
- Dollar Range:** under \$250K, \$250K to \$1M, \$1M to \$2M, \$2M to \$5M, \$5M to \$10M, \$10M to \$20M, \$20M to \$50M.
- Forecast Published:** 01/26/2021, 05/17/2021, 05/18/2021, 05/20/2021, 05/21/2021, 05/24/2021, 05/28/2021.

Figure 3: Public Forecast Filter Panes

- B. To narrow down the records in the forecast to specific criteria, apply chosen filters from the filter pane by clicking the desired choice or by typing in the corresponding filter's text box. This will filter the results in real time. The forecast may be filtered by APFS number, Component, Title, NAICS, Small Business Program, Contract Vehicle, Contract Status, Dollar Range, and Publication Date (see Figure 2 at A and Figure 3).
- C. Additionally, any field within published records may be searched using the text search bar (see Figure 2 at D). Filtered results will be displayed in the main pane (see Figure 2 at C). Results may be sorted by clicking the column headers.
- D. To view a record, click the 'View' button in the record's row.
- E. To remove a specific filter, click the 'X' inline with the name of the filter in the filter pane (e.g. Component). To remove all filters, click the 'Clear All' button at the top of the filter pane (see Figure 2 at B).



Figure 4: Print and Export Forecast

## 2. How can I print or export the forecast?

- A. Along the top of the results field, buttons show options to export data listed in the forecast as shown (see Figure 4).
- B. The forecast may be exported to CSV, exported to MS Excel, exported to PDF, or printed.



## 3. How do I open / view a record?

To open or view a specific record, navigate to the forecast table.

- A. From the forecast table, click the 'View' button in selected record row (see Figure 5).
- B. You will see the record's details in a new tab in your browser (see Figure 6 at A).

View	APFS Number	Component	Title	NAICS	Contract Status	Place of Performance City	Place of Performance State	Dollar Range	Estimated Solicitation Release	Forecast Published
	F2021000001	CBP	This is a test record - widget	111110 - Soybean Farming	No Longer Required	washington	DC	\$2M to \$5M	10/07/2021	10/15/2021
	F2021000012	TSA	email subscription test - widget	541511 - Custom Computer Programming Services	New Requirement, No Contract	here	GU	\$2M to \$5M	07/01/2021	05/17/2021
	F2021000016	CBP	test record - Engineering Services	541330 - Engineering Services	New Requirement, No Contract	Washington	DC	\$10M to \$20M	03/07/2023	05/18/2021

Figure 5: APFS Forecast Table


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## Acquisition Planning Forecast System

Forecast Record Number: F2025000294 [Print](#)

**Component:** DHS HQ

**NAICS:** 541511 - Custom Computer Programming Services

**Small Business Set-Aside:** N/A

**Contract Vehicle:** IDIQ TO/DO (Non-SSV Multiple Award Contract)

**Contract Status:** New Requirement

**Estimated Solicitation Release:** 2026-04-01

**Requirements Title:** New Testing Requirement Title

**Description:** Requirement description content

**Estimated Dollar Range:** \$0.00 to \$250000.00

**POC Name:** Frank Mueller

**POC Phone:** (202) 946-5362 ext. 4

**POC Email:** emily+frank@bvti.com

**Small Business Specialist/APFS Coordinator POC Name:**

**Small Business Specialist/APFS Coordinator POC Phone:**

**Published Date:** April 30, 2025, 2:05 p.m.

**Previously Published On:** April 30, 2025, 2:01 p.m.

**Competition:** NO

**Small Business Program:** None

**Contract Type:** Cost No Fee

**Anticipated Award Quarter:** Q4 FY2026

**Contract Complete:** 2028-12-31

**Place of Performance:** Madras, SC

**Alternate POC Name:**

**Alternate POC Phone:**

**Alternate POC Email:**

**Small Business Specialist/APFS Coordinator POC Email:**

### Change Log

Field Changed	Old Value	New Value	Date Changed
Previous Published Date	None	04/30/2025	April 30, 2025
Admin Email	emily+charles@bvti.com	emily+mark@bvti.com	April 30, 2025
Admin Last Name	Brown	Wilson	April 30, 2025
Admin First Name	Charles	Mark	April 30, 2025
Admin Phone	(202) 656-5846	(606) 326-5623	April 30, 2025

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Figure 6: Sample Record Details

#### 4. How do I see changes made to a record?

When changes have been made to a record, the record will display an asterisk before the APFS number in the Acquisition Forecast table as shown in Figure 7.

- To view these changes, open the record.
- From the Record Details page, you will see a table at the bottom of the page entitled 'Change Log' (see Figure 6 at B). Here, you will see a chronological listing of changes made to the selected record.
- The Change Log displays a side-by-side comparison to indicate any changes made to the record. The left side of the change log shows the record prior to change, while the right side shows updated data.

**APFS**  
**Number**

\*F2021000001

Figure 7: Asterisk Shows Change

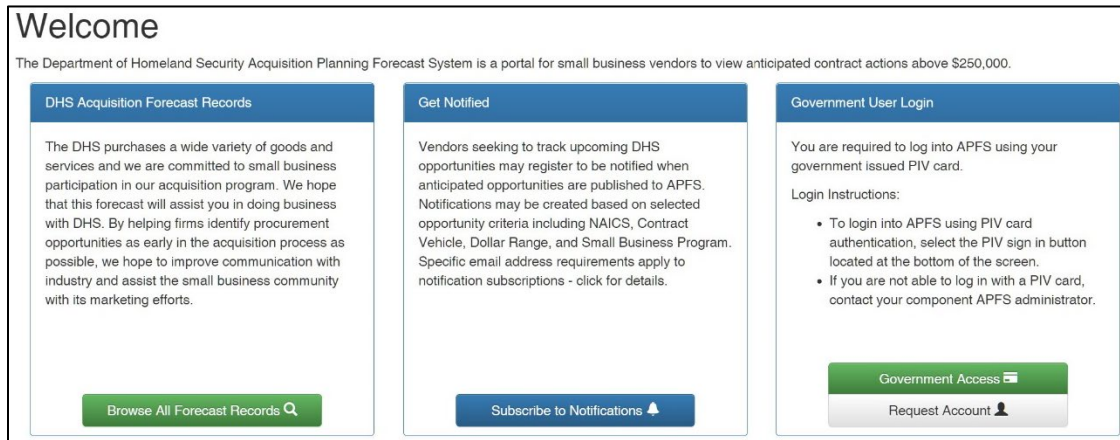


Figure 8: APFS Homepage Actions Panel

## 5. How can I subscribe to record notifications?

APFS allows public users to create subscriptions which automate email notifications regarding changes to the forecast. These notification subscriptions may be customized to conform with the user's selected criteria.

In order to subscribe to notifications, work with your email administrator to set up an email account you can access using the following naming convention:  
[APFSxxxx@yourcompanyaddress.com](mailto:APFSxxxx@yourcompanyaddress.com).

The email must start with "APFS" and must be followed by any four alpha-numeric characters of your choice. Example: [APFSabc1@acmeanvilco.com](mailto:APFSabc1@acmeanvilco.com).

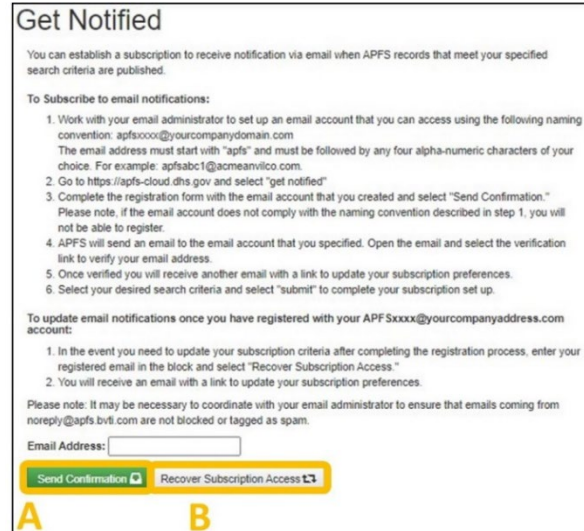


Figure 9: Subscription Create or Recover

- A. From the DHS Homepage actions panel, click the blue 'Subscribe to Notifications' button (see Figure 8).
- B. Complete the registration form with the email account you created.
- C. Click the green 'Send Confirmation' button (see Figure 9 at A). **NOTE: If the email you have entered does not comply with the required naming convention, you will not be able to register.**
- D. You will be directed to a screen notifying you that an email was sent to the address provided.
- E. The APFS automated mailing system will email a link to the address provided. From your inbox, click the verification link in the email.
- F. Once verified, you will receive another email containing a link to your subscription preferences. By clicking the link, you will be redirected to your Current Subscriptions (see Figure 10).
- G. Click 'Add New Subscription +' (see Figure 10 at A).
- H. Create a custom subscription by adding a name to the form identifying this filtered notification in the 'Name' field (see Figure 11).
- I. Use Filters to select criteria to filter records to be notified about.
- J. Click 'Save Notification Preferences.'
- K. Your new subscription will now be listed under 'Current Subscriptions' (see Figure 10).

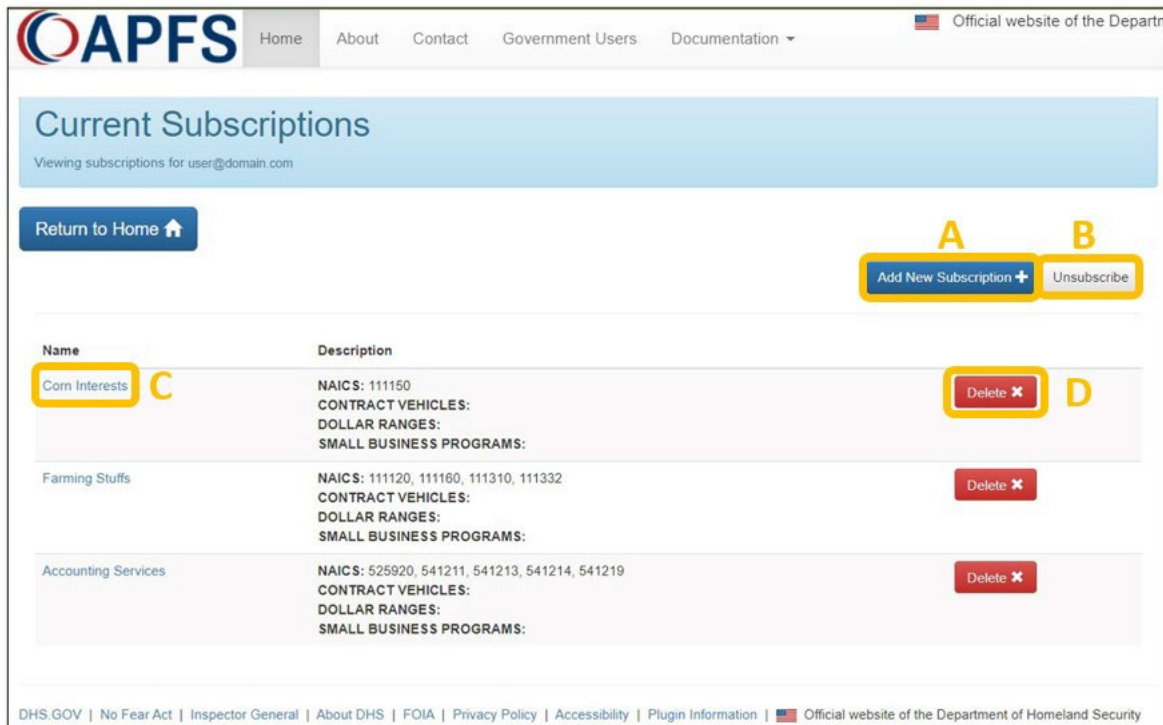


Figure 10: Current Subscriptions

## 6. How can I edit a specific subscription?

- To access current subscriptions with an existing registered email, click “Recover Subscription Access” from the Get Notified Menu (see Figure 9 at B).
- This will take you to your ‘Current Subscriptions’ page (see Figure 10).

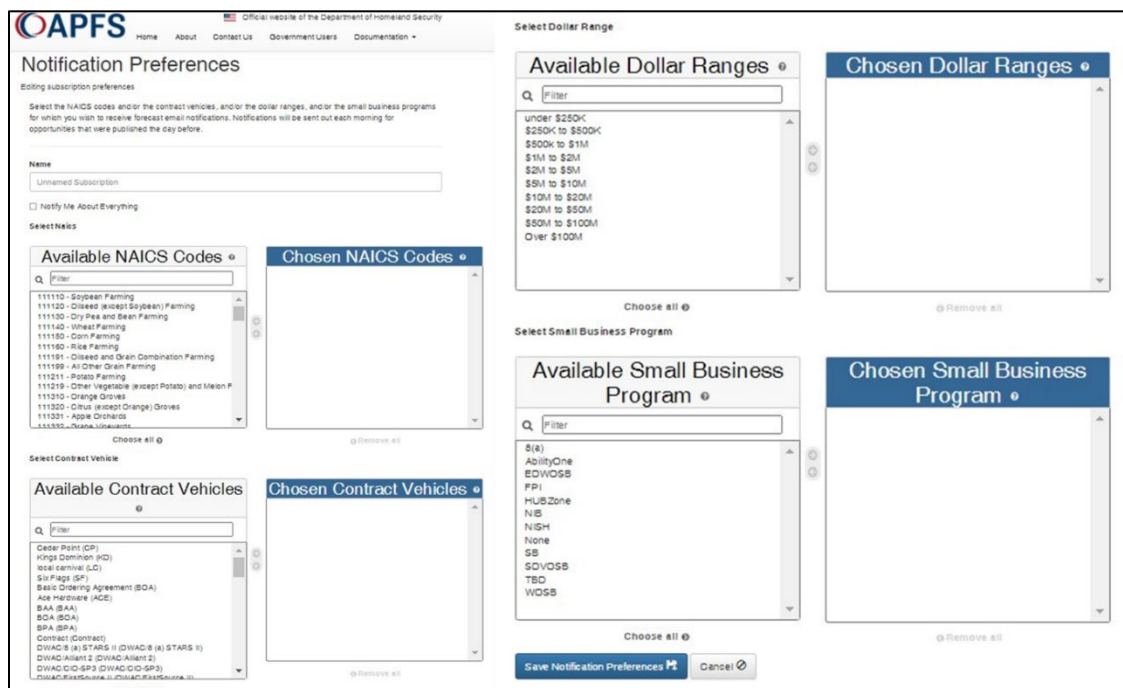


Figure 11: Create / Edit APFS Forecast Notification Subscription

- C. To edit an existing subscription, click hyperlink name of the subscription you would like to edit (see Figure 10 at C).
- D. Make necessary changes to the notification filters.
- E. Click the blue 'Save Notification Preferences' button at the bottom of the screen (see Figure 11).

## 7. How can I remove a specific subscription?

From the 'Current Subscriptions' page, click the red 'Delete' button next to the subscription you would like to remove (see Figure 10 at D). You will no longer receive notifications with these criteria.

## 8. How can I unsubscribe from all APFS notification emails?

- A. From the 'Current Subscriptions' page, click the gray 'Unsubscribe' button next to the subscription you would like to remove (see Figure 10 at B).
- B. This will prompt a verification dialogue box asking whether you are sure you want to unsubscribe from all APFS notifications (see Figure 12).
- C. Click the blue 'Yes' button to confirm. Click the white 'Cancel' button to cancel.

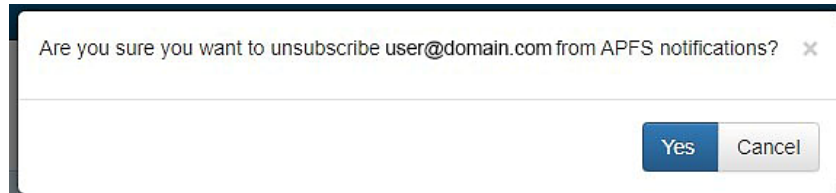


Figure 12: Unsubscribe from All Notifications Confirmation Dialogue Box