



Public User Guide

Acquisition Planning Forecast System (APFS) 2.0 FedRAMP

Version 1.2

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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).

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.

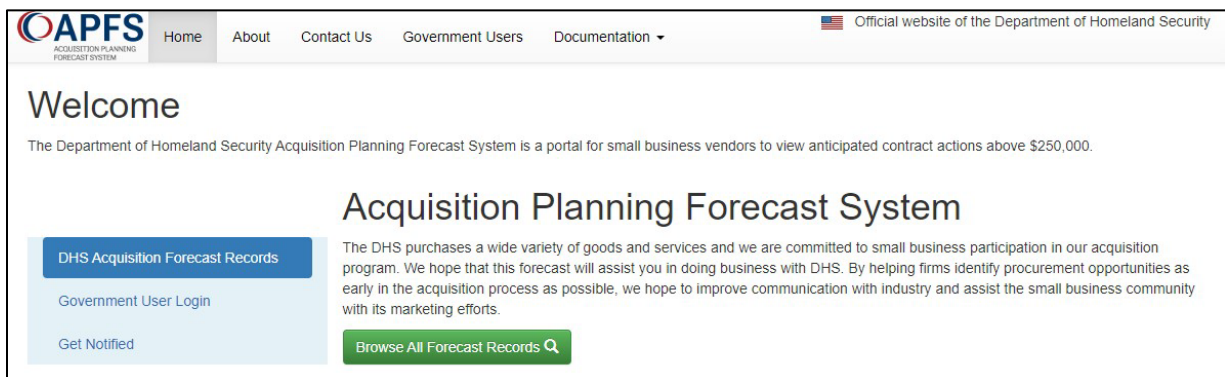
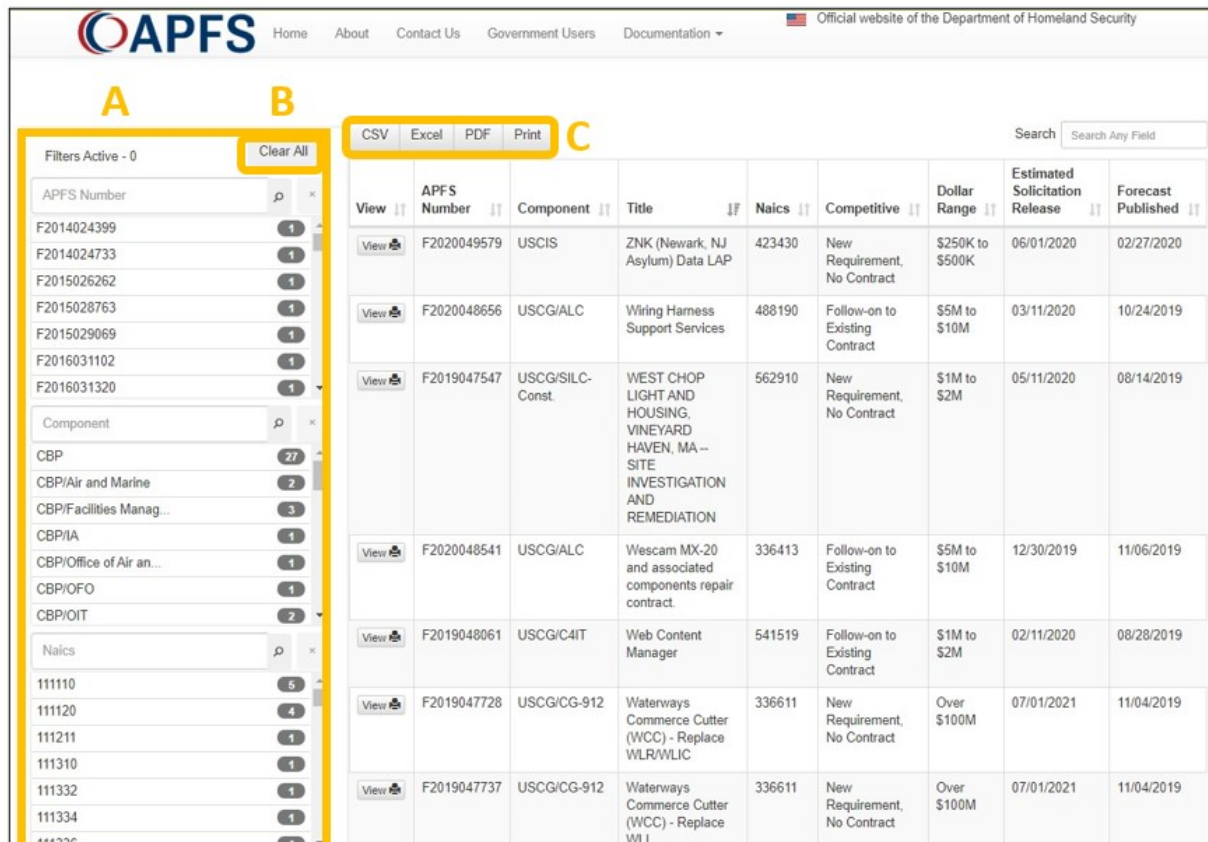


Figure 1: DHS APFS Homepage

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.



View	APFS Number	Component	Title	Naics	Competitive	Dollar Range	Estimated Solicitation Release	Forecast Published
View	F2020049579	USCIS	ZNK (Newark, NJ Asylum) Data LAP	423430	New Requirement, No Contract	\$250K to \$500K	06/01/2020	02/27/2020
View	F2020048656	USCG/ALC	Wiring Harness Support Services	488190	Follow-on to Existing Contract	\$5M to \$10M	03/11/2020	10/24/2019
View	F2019047547	USCG/SILC-Const.	WEST CHOP LIGHT AND HOUSING, VINEYARD HAVEN, MA -- SITE INVESTIGATION AND REMEDIATION	562910	New Requirement, No Contract	\$1M to \$2M	05/11/2020	08/14/2019
View	F2020048541	USCG/ALC	Wescam MX-20 and associated components repair contract.	336413	Follow-on to Existing Contract	\$5M to \$10M	12/30/2019	11/06/2019
View	F2019048061	USCG/C4IT	Web Content Manager	541519	Follow-on to Existing Contract	\$1M to \$2M	02/11/2020	08/28/2019
View	F2019047728	USCG/CG-912	Waterways Commerce Cutter (WCC) - Replace WLR/WLIC	336611	New Requirement, No Contract	Over \$100M	07/01/2021	11/04/2019
View	F2019047737	USCG/CG-912	Waterways Commerce Cutter (WCC) - Replace WLR/WLIC	336611	New Requirement, No Contract	Over \$100M	07/01/2021	11/04/2019

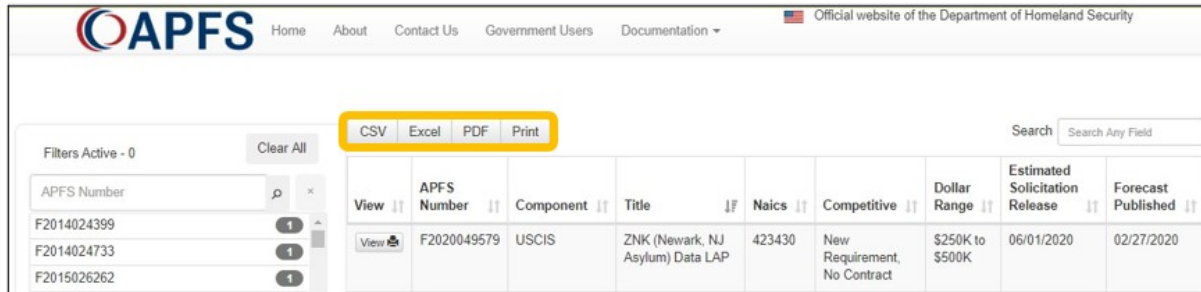
Figure 2: APFS Public Forecast

1. How can I browse and filter the forecast?

- From the APFS homepage at apfs-cloud.dhs.gov, click the green 'Browse All Forecast Records' button (see Figure 1). This will take you to the public forecast (see Figures 2 & 3).
- To narrow down the records in the forecast to specific criteria, apply chosen filters on the left side of the forecast screen by clicking the desired choice. The forecast may be filtered by APFS number, Component, NAICS, Small Business Program, Contract Vehicle, Contract Status, Dollar Range, Forecast Publication Date, and Keyword (see Figure 2 at A).
- To remove filters, click on the individual filter selected. To remove all filters, click 'Clear All' (see Figure 2 at B).

236220	3	View	F2018041391	USCG/SFLC	336611	Follow-on to Existing Contract	Jan 20, 2019	Apr 12, 2018
237990	1							
238990	1							
236220	1							
Small Business Program								
8(a)	2							
HUBZone	1							
None	11							
SB	11							
SDVOSB	1							
TBD	20							
WOSB	1							
Contract Vehicle								
BOA	1							
BPA	4							
Contract	26							
DWAC/EAGLE II	4							
DWAC/OASIS	2							
DWAC/PACTS II	2							
GSA	1							
Contract Status								
Follow-on to Existin...	47							
Dollar Range								
No Data	41							
\$1M to \$2M	1							
\$2M to \$5M	2							
Over \$100M	2							
Under \$150K	1							
Forecast Published								
Apr 12, 2018	1							
Apr 26, 2018	1							
Apr 30, 2018	1							
Aug 03, 2017	1							
Aug 13, 2015	1							
Aug 16, 2018	1							
Aug 24, 2018	1							

Figure 3: Public Forecast (Cont.)



APFS Number	Component	Title	Naics	Competitive	Dollar Range	Estimated Solicitation Release	Forecast Published
F2014024399							
F2014024733							
F2015026262							
F2020049579	USCIS	ZNK (Newark, NJ Asylum) Data LAP	423430	New Requirement, No Contract	\$250K to \$500K	06/01/2020	02/27/2020

Figure 4: Print and Export Forecast

2. How can I print or export the forecast?

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

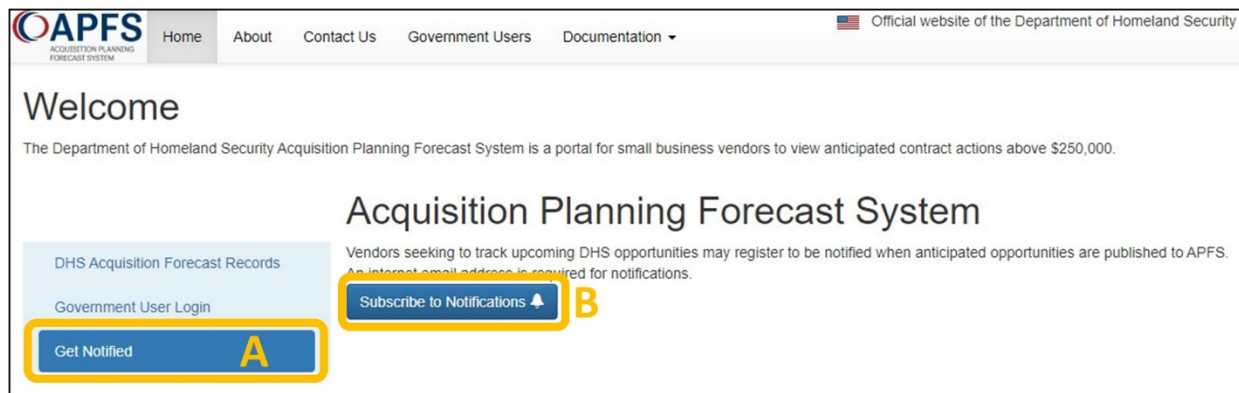


Figure 5: Subscribe to Record Notifications

3. How can I subscribe to record notifications?

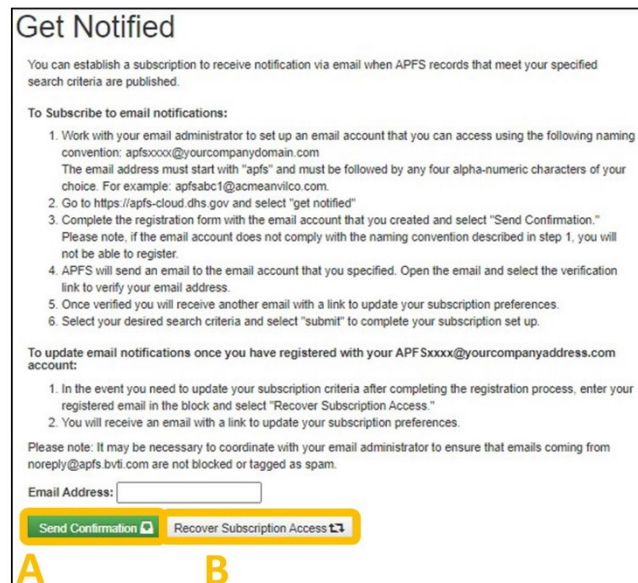
APFS allows public users to create subscriptions which automate email notifications regarding changes to the forecast. These notification subscriptions may be customized to conform with the user's selected criteria.

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.

The email must start with "APFS" and must be followed by any four alpha-numeric characters of your choice.

For example: APFSabc1@acmeanvilco.com.



Get Notified

You can establish a subscription to receive notification via email when APFS records that meet your specified search criteria are published.

To Subscribe to email notifications:

1. Work with your email administrator to set up an email account that you can access using the following naming convention: `apfsxxxx@yourcompanydomain.com`. The email address must start with "apfs" and must be followed by any four alpha-numeric characters of your choice. For example: `apfsabc1@acmeanvilco.com`.
2. Go to <https://apfs-cloud.dhs.gov> and select "get notified".
3. Complete the registration form with the email account that you created and select "Send Confirmation." Please note, if the email account does not comply with the naming convention described in step 1, you will not be able to register.
4. APFS will send an email to the email account that you specified. Open the email and select the verification link to verify your email address.
5. Once verified you will receive another email with a link to update your subscription preferences.
6. Select your desired search criteria and select "submit" to complete your subscription set up.

To update email notifications once you have registered with your `APFSxxxx@yourcompanyaddress.com` account:

1. In the event you need to update your subscription criteria after completing the registration process, enter your registered email in the block and select "Recover Subscription Access."
2. You will receive an email with a link to update your subscription preferences.

Please note: It may be necessary to coordinate with your email administrator to ensure that emails coming from `noreply@apfs.bvti.com` are not blocked or tagged as spam.

Email Address:

[Send Confirmation](#) [Recover Subscription Access](#)

Figure 6: Subscription Create or Recover

- A. From the DHS Homepage, select the 'Get Notified' menu (see Figure 5 at A).
- B. Click the blue 'Subscribe to Notifications' button (see Figure 5 at B).
- C. Complete the registration form with the email account you created.
- D. Click the green 'Send Confirmation' button (see Figure 6 at A). **NOTE: If the email you have entered does not comply with the required naming convention, you will not be able to register.**
- E. You will be directed to a screen notifying you that an email was sent to the address provided.
- F. The APFS automated mailing system will email a link to the address provided. From your inbox, click the verification link in the email.
- G. 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 7).
- H. Click 'Add New Subscription +' (see Figure 7 at A).
- I. Create a custom subscription by adding a name to the form identifying this filtered notification in the 'Name' field (see Figure 8).
- J. User Filters to select criteria to filter records to be notified about.
- K. Click 'Save Notification Preferences.'
- L. Your new subscription will now be listed under 'Current Subscriptions' (see Figure 7).

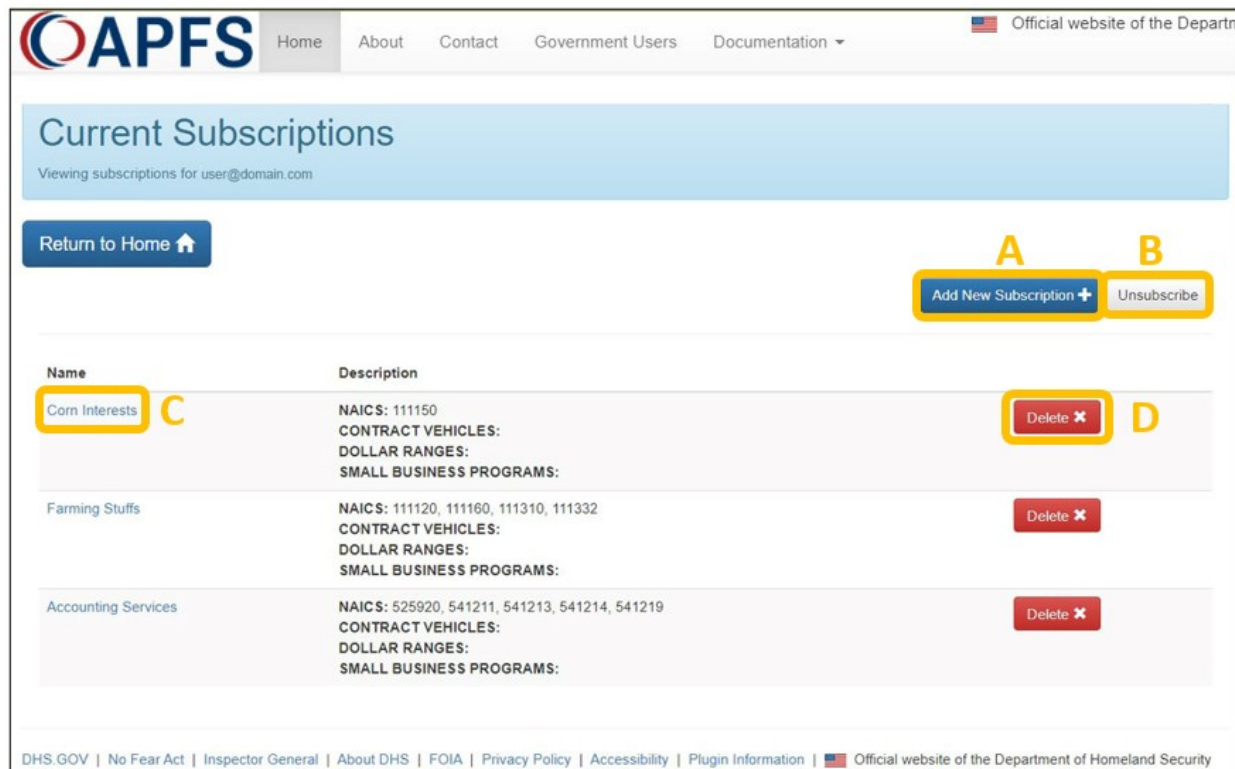


Figure 7: Current Subscriptions

4. How can I edit a specific subscription?

- A. To access current subscriptions with an existing registered email, click "Recover Subscription Access" from the Get Notified Menu (see Figure 6 at B).
- B. This will take you to your 'Current Subscriptions' page.
- C. To edit an existing subscription, click hyperlink name of the subscription you would like to edit (see Figure 7 at C).
- D. Make necessary changes to the notification filters.

- E. Click the blue 'Save Notification Preferences' button at the bottom of the screen.
- F. Your edited subscription will now be listed under 'Current Subscriptions' (see Figure 7).

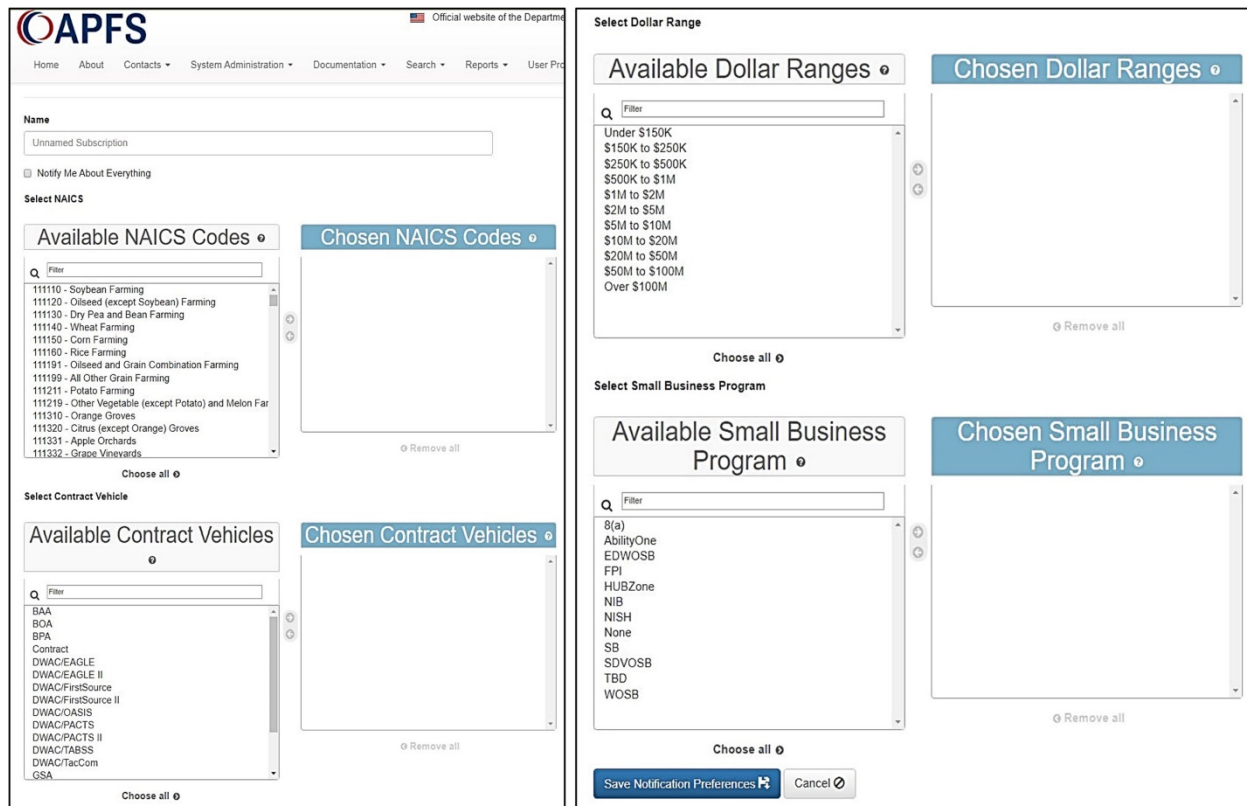


Figure 8: Create / Edit APFS Forecast Notification Subscription

5. 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 7 at D).

6. 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 7 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 9).
- C. Click the blue 'Yes' button to confirm. Click the white 'Cancel' button to cancel unsubscription.

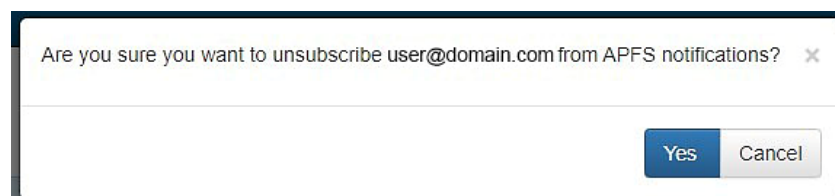


Figure 9: Unsubscribe from All Notifications Confirmation Dialogue Box