



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.

quisition Forecast												D
A	Giear Al	CSV	Content Updated × CSIV Excel PDF Print						Quick Search: Search Any Field			
Fiters Active - 0 APES Number	Gener Al		APFS				Contract	Place of Performance	Place of Performance	Dollar	Estimated Solicitation	Forecast
F2021000001	0	View	Number 1	Component	Title	NAICS	Status	City	State 1	Range 11	Release	Published 1
F2021000069	0	Vevid	1F2021000001	OBP	This is a test record - widget	111110 - Soybean Farming	No Longer Required	washington	DG	\$2M to \$5M	10/07/2021	10/15/2021
F2022000117	0											
F2022000121	O	View #	F2021000012	TSA C	email subscription test - widget	541511 - Custom Computer Programming Services	New Requirement,	here	GU	S2M to \$5M	07/01/2021	05/17/2021
F2022000122	0			-			No Contract					
F2021000012	0	View d	F2021000016	CEP	test record - Engineering Services	541330 - Engineering Services	New Requirement, No Contract	Washington	DG	S10M to S20M	03/07/2023	05/18/2021
E2024.00004.6	-	*										
Companent	Q	Vend	F2021000018	DHSHQ	test record - HVAC	541611 - Administrative	New	Artington	VA	\$1M to \$2M	07/01/2022	05/18/2021
38º	•	D			Operations and Maintenance	Management and General Management Consulting	Requirement, No Contract					
DHS HQ	•	>			Mantenance	Services	NOCONTACT					
OHSHOLDS	•	Veve	F2021000019	TSA	test record - Airport	334290 - Other	New	Multiple Locations	NA	S50M to	04/01/2022	05/20/2021
TSA	e				Screening Devices	Communications Equipment Manufacturing	Requirement, No Contract			\$100M		
		View 🖨	F2021000033	DHSHQ	test record - office cleaning	111339 - Other Noncitrus Fruit Farming	New Requirement, No Contract	washighton	DC	S1M to \$2M	04/26/2023	05/24/2021
NAICS	p	Vend	F2021000035	DHSHQ	Test record -	541611 - Administrative	Follow-on to	Cheltenham	MD	S5M to	07/01/2022	05/24/2021
111110 - Soybean Farming				010110	professional services	Management and General	Existing			S1DM	UNU NEULE	
111199 - All Other Grain Farming					to support the office	Management Consulting Services	Commedi					
111331 - Apple Orohards	(View	F2021000036	CEP	Fantasy Game Test	445292 - Conlectionery and	New	Vendor's location in	FM	Over	08/25/2021	05/24/2021
111332 - Grape Vineyarda	(ALCONCOLOR				Nut Stores	Requirement, No Contract	a fiptitious City		SIDOM		
111334 - Berry (except Strawberry) Farming	(1000		DHSHQ	TFIp Test USSS for	519190 - All Other Information			OH	S1M to S2M	06/01/2022	05/24/2021
111339 - Other Noncitrus Fruit Farming	,	View	F2021000037	UHSHQ	TFIO Test USSS for email log	S19190 - All Other Information Services	Follow-on to Existing Contract	Dayton	UH	31M 10 S2M	06/01/2022	UBr24/2021
Small Business Program	Q	Vev	F2021000046	DHSHQ	test requirement	111332 - Grape Vineyards	New	arlington	VA	S10M to S20M	10/01/2021	09/28/2021
B(a)	0	*					Requirement, No Contract			ozunt		

Figure 2: Acquisition Forecast

1. How can I browse and filter the forecast?

A. 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, 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.

Small Business Program	× q		
EDWOSB	(D) ^		
HUBZone	•	Place of Performance State	Q
None	•	GA	
SB	•	GN	0
SDVOSB	0		
TED		O	0
WOSB	•	MD	2
Contract Vehicle	e ×	NA	0
Building Maintenance and Operations (FSSI)	(D -		
Contract (Contract)	•	VA	8
Definitive Contract	0	Dollar Range	Q
Design/Build Construction Services II (RMACC II)	0	under \$250K	0
FirstSource II	•	S500k to \$1M	0
OASIS	•	S1M to S2M	3
PACTS II	•	S2M to S5M	0
Contract Status	ρ ×	S5M to S10M	3
Follow-on to Existing Contract	0	\$10M to \$20M	2
New Requirement, No Contract	•	\$20M to \$50M	
		Forecast Published	Q
		01/26/2021	2
		05/17/2021	•
		05/18/2021	3
Place of Performance City	e ×	05/20/2021	2
Arlington	0	05/21/2021	0
Camp Springs		05/24/2021	0
Cheltenham		05/28/2021	2
Dayton	Ö		
bere	0		
huntsville	Ö		

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 1	Title 11	NAICS 1	Contract Status	Place of Performance City	Place of Performance State	Dollar Range 11	Estimated Solicitation Release	Forecast Published
View 🖨	'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
View 🚔	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
View 🚔	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



	ALIO	bout Contact Us Government Users -	Documentation -	Official website of the Department of Homeland Secur			
		umber: F2025000294		AND SECURE			
I	Component: DHS HQ		Published Date: April 30, 2025, 2:05 p.m.	Previously Published On: April 30, 2025, 2:01 p.n			
	NAICS: 541511 - Custom Computer Prog	ramming Services	Competition: NO				
	Small Business Set-Aside: N/A		Small Business Program: None				
	Contract Vehicle: IDIQ TO/DO (Non-SS	V Multiple Award Contract)	Contract Type: Cost No Fee				
	Contract Status: New Requirement		Anticipated Award Quarter: Q4 FY2026				
	Estimated Solicitation Release: 2026-0	4-01	Contract Complete: 2028-12-31				
	Requirements Title: New Testing Requir	ement Title					
	Description: Requirement description co	ntent					
	Estimated Dollar Range: \$0.00 to \$2500	000.00	Place of Performance: Madras, SC				
	POC Name: Frank Mueller		Alternate POC Name:				
	POC Phone: (202) 946-5362 ext. 4		Alternate POC Phone:				
	POC Email: emily+frank@bvti.com		Alternate POC Email:				
	Small Business Specialist/APFS Coord	linator POC Name:					
	Small Business Specialist/APFS Coord	linator POC Phone:	Small Business Specialist/APFS Coordinator POC Email:				
		C	hange 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			

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.

- A. To view these changes, open the record.
- B. 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.
- C. 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.



Figure 7: Asterisk Shows Change



User Guide



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.

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

A. From the DHS Homepage actions panel, click the blue 'Subscribe to Notifications' button (see Figure 8).

Get Notified

ou 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 nami Work with your email administrator to set up an email account that you can access using the following namin convention: approxoc@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@acmeanvlice.com.
 Go to https://apfs-cloud.dhsgo vand select" per totified"
 Complete the registration form with the email account that you created and select "Send Confirmation."

Send Confirmation

- Please note, if the email account does not comply with the naming convention described in step 1, you will
- APPS will send an email to the email account that you specified. Open the email and select the verifical link to verify your email address. 5. Once verified you will receive another email with a link to update your subscription prefer
- 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 APF Sxxxx@yourcompanyaddress.com

1. In the event you need to update your subscription criteria after completing the registration process, enter you egistered 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.bvtl.com are not blocked or tagged as spam. Email Address:

Figure 9: Subscription Create or Recover

- 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).



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Home About Contact Government Users Documentation -	Official website of the Depa
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	Add New Subscription + Unsubscribe
Description	
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Figure 10: Current Subscriptions

6. 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 9 at B).
- B. This will take you to your 'Current Subscriptions' page (see Figure 10).

tification Preferences		Ausilable Dellar Densee		Oheeen Deller Dennes
		Available Dollar Ranges •		Chosen Dollar Ranges •
subscription preferences		Q Filter		
ct the NAIOS codes and/or the contract vehicles, and/or the di high you wigh to receive forecast email notifications. Notificati		under \$250K		
rtunities that were published the day before.		\$250K to \$500K		
		\$500k to \$1M \$1M to \$2M	0	
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named Subscription		\$5M to \$10M		
otify Me About Everything		\$10M to \$20M \$20M to \$50M		
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Available NAICS Codes •	Chosen NAICS Codes •			
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1110 - Soybean Farming 1120 - Diseed (except Soybean) Farming		Choose all Ø		@ Remove #II
1130 - Dry Pea and Bean Farming		Choose an O		distensive an
1140 - Wheat Farming 1150 - Corn Farming		Select Small Business Program		
1160 - Rice Farming 1191 - Oilseed and Grain Combination Farming				
1199 - All Other Grain Farming 1211 - Potato Farming		Available Small Business		Chosen Small Business
1219 - Other Vegetable (except Potato) and Melon P				
1310 - Orange Groves 1320 - Citrus (except Orange) Groves		Program •		Program •
1331 - Apple Drohards		Q Fitter		
Choose all O	Q Remove all			
at Contract Vehicle		8(a) AbilityOne	0	
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vailable Contract Vehicles	Chosen Contract Vehicles	FPI HUBZone		
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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.

Are you sure you want to unsubscribe user@doma	in.com from APFS notifica	ations? 🗙
	Yes	Cancel

Figure 12: Unsubscribe from All Notifications Confirmation Dialogue Box