



Public User Guide

Acquisition Planning Forecast System (APFS) 2.0 FedRAMP

Version 1.2

Prepared by BVTI
Updated: June 4, 2021

Table of Contents

I Introduction	2
II Basic APFS Functions.....	3
1. How can I browse and filter the forecast?.....	3
2. How can I print or export the forecast?.....	4
3. How can I subscribe to record notifications?.....	5
4. How can I edit a specific subscription?.....	6
5. How can I remove a specific subscription?.....	7
6. How can I unsubscribe from all APFS notification emails?	7



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.

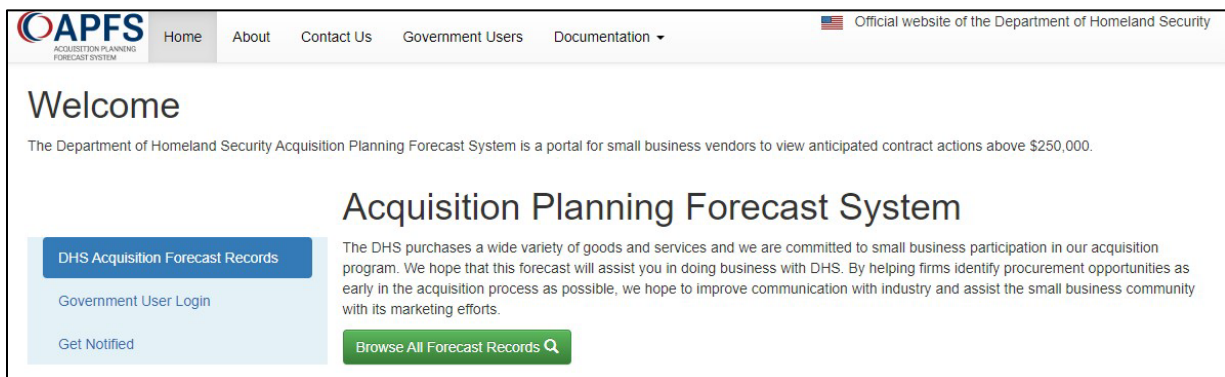


Figure 1: DHS APFS Homepage

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.

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.

APFS Number	Component	Title	NAICS	Contract Status	Place of Performance City	Place of Performance State	Dollar Range	Estimated Solicitation Release	Forecast Published
F2021000011	DHS HQ	test record - HVAC Operations and Maintenance	541011 - Administrative Management and General Consulting Services	New Requirement, No Contract	Arlington	VA	\$1M to \$2M	07/01/2022	05/18/2021
F2021000023	TSA	Need to build a new conference room	236220 - Commercial and Institutional Building Construction	New Requirement, No Contract	Arlington	VA	\$500K to \$1M	06/01/2021	05/28/2021
F2021000043	DHS HQ/CIS	SOFTWARE BUY	541519 - Other Computer Related Services	New Requirement, No Contract	Camp Springs	MD	\$20M to \$50M	07/01/2021	05/28/2021
F2021000044	DHS HQ/CIS	Operations support	541018 - Other Management Consulting Services	New Requirement, No Contract	Camp Springs	GA	\$50M to \$100M	08/30/2021	05/29/2021
F2021000035	DHS HQ	Test record professional services to	541011 - Administrative Management	Follow-on to Existing Contract	Cheltenham	MD	\$5M to \$10M	07/01/2022	05/24/2021

Figure 3: APFS Public Forecast and Filters Pane

Figure 2: Public Forecast Filter Pane (Cont.)

- 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 inline with the record.
- 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.

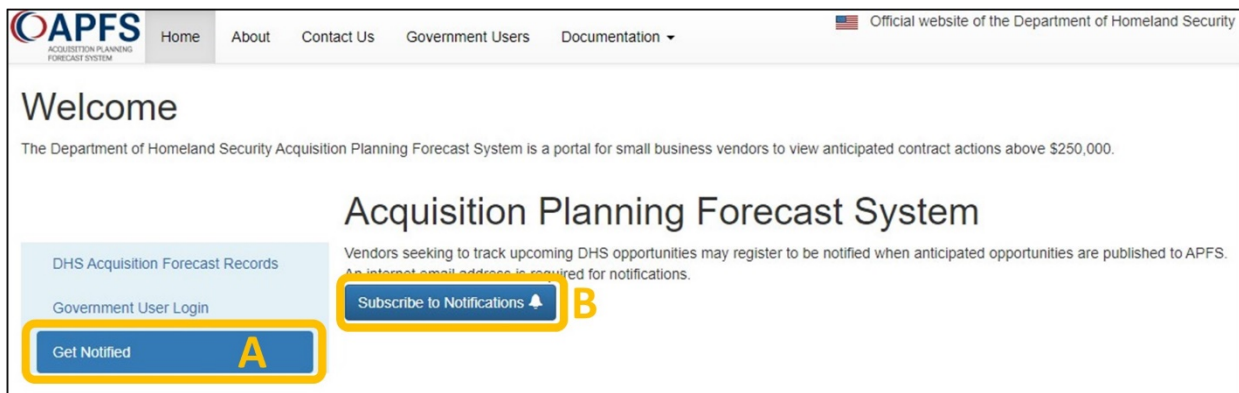


Figure 5: Subscribe to Record Notifications

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.

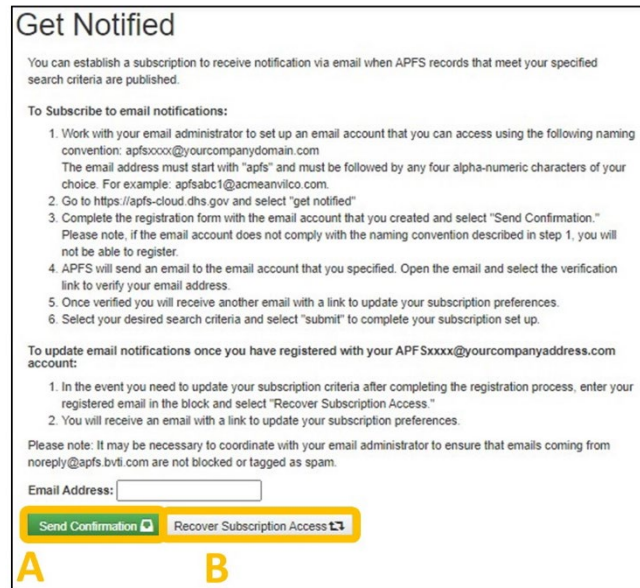


Figure 6: Subscription Create or Recover

- From the DHS Homepage, select the ‘Get Notified’ menu (see Figure 5 at A).
- Click the blue ‘Subscribe to Notifications’ button (see Figure 5 at B).
- Complete the registration form with the email account you created.
- 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.**
- You will be directed to a screen notifying you that an email was sent to the address provided.
- The APFS automated mailing system will email a link to the address provided. From your inbox, click the verification link in the email.
- 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).
- Click ‘Add New Subscription +’ (see Figure 7 at A).
- Create a custom subscription by adding a name to the form identifying this filtered notification in the ‘Name’ field (see Figure 8).
- Use Filters to select criteria to filter records to be notified about.
- Click ‘Save Notification Preferences.’
- Your new subscription will now be listed under ‘Current Subscriptions’ (see Figure 7).

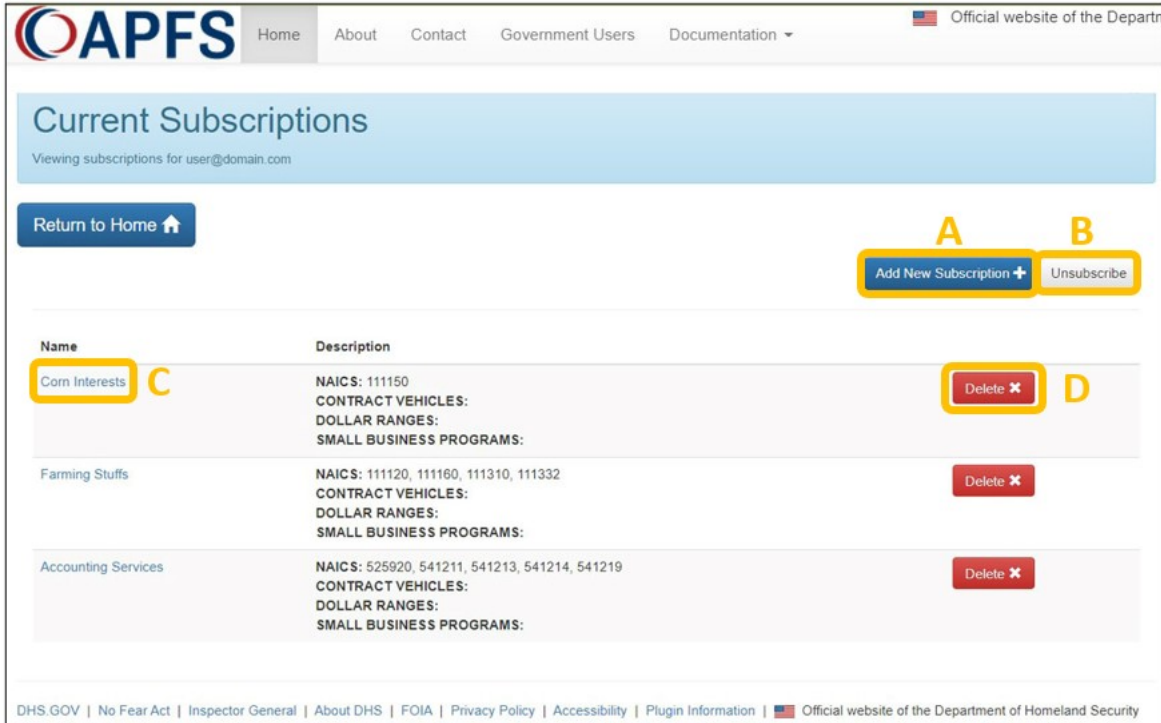


Figure 7: Current Subscriptions

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.

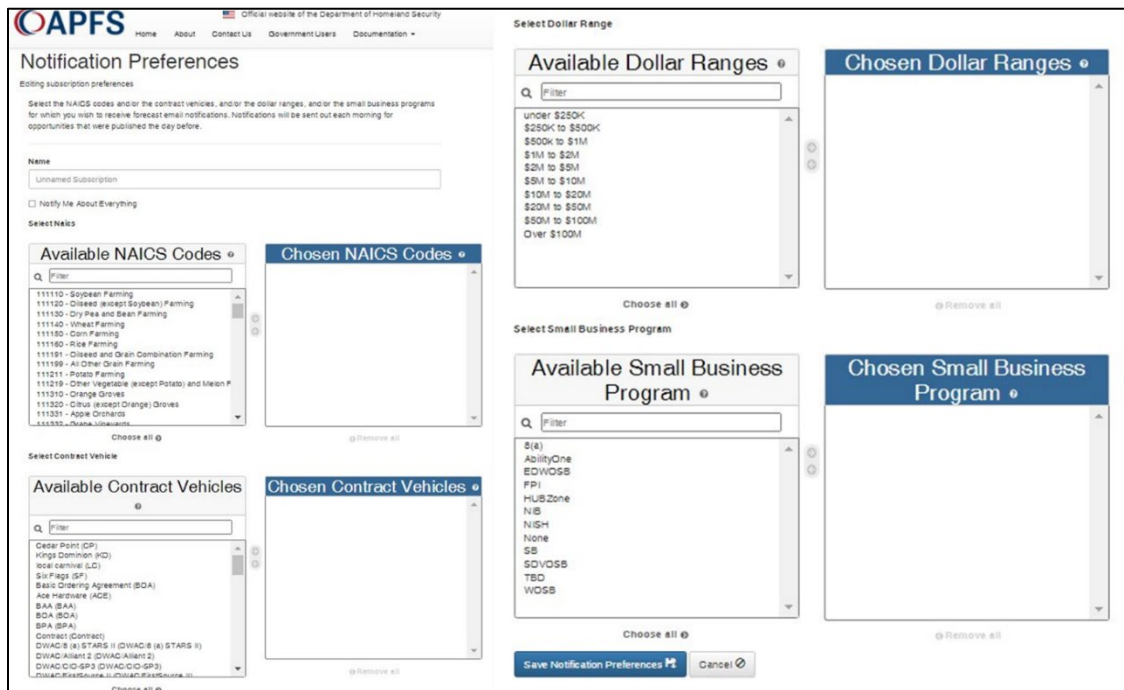


Figure 8: Create / Edit APFS Forecast Notification Subscription

- C. To edit an existing subscription, click hyperlink name of the subscription you would like to edit (see Figure 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.

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). You will no longer receive notifications with these criteria.

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.

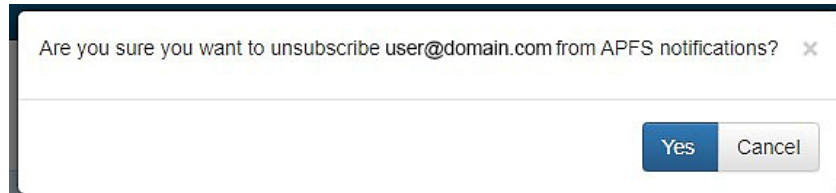


Figure 9: Unsubscribe from All Notifications Confirmation Dialogue Box