

NORA: Notifications or Reminders Automation

This RPA consists of nine different components that will generate notifications or reminders to various parties. Seven of these components will run automatically without intervention, while the remaining two components will require additional input from the CO as outlined below.

Automated messages - sent to Contractors with copy to the Contracting Officer and Contract Specialist. NO action is required from the CS or CO.

- Biobased Reporting
- Federal Awardee Performance and Integrity Information System (FAPIIS) Reporting
- Service Contract Inventory (SCI) Reporting
- Veterans' Employment and Training Service (VETS) 4212 Reporting
- Certificate of Insurance Submission
- Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) Reporting
- Subcontract report submissions in the Electronic Subcontracting Reporting System (eSRS)

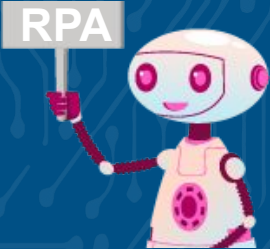
Automated messages - sent to Contractors or EASi Award Team after Contracting Officer completes Google form sent via automatic email with copy to the Contract Specialist

Alerts to Teams for Reprocurement

- A form is sent to the CO/CS 18 months prior to the performance expiration.
- The CO/CS completes the Reprocurement Verification Form to identify how the government would like to proceed.
- If CO/CS answers "Yes," then an alert message is sent to the entire team.
 - * A final alert message is sent to initiate the reprocurement at 12 months prior to performance expiration.
- If CO/CS answers "No" or "N/A (this contract is not yet in the final Period of Performance to require reprocurement)," then no further action is required.

Notice of Intent to Exercise an Option

- A form is sent to the CO/CS 120 days prior to the current performance period expiration.
- The CO/CS completes the Options Verification Form to identify if the government intends to exercise the option period.
- If CO/CS answers "Yes, the option is intended to be exercised," the CO will provide additional information via the form to complete the Notice of Intent, which will then be sent to the contractor.
- If CO/CS answers "No, the option is not intended to be exercised" or "N/A, this contract does not include options," then no further action is required.



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FACT TABLE

Notifications or Reminders	Which Contracts Receive this Notification or Reminder?	When Are They Sent?
Biobased Reporting	All awards that had recovered materials clauses indicated on their FPDS reports from the past year.	The emails are sent annually on October 1st.
Certificate of Insurance Submission	Any fixed-price award over the Simplified Acquisition threshold in accordance with FAR 52.228-5.	The emails are sent 90 days prior to the award’s anniversary date.
Federal Awardee Performance and Integrity Information System (FAPIIS) Reporting	Awards that meet or exceed the FAPIIS threshold in accordance with FAR 9.104-7(c)(1).	The emails are sent for applicable awards 30 days prior to their semi-annual SAM reporting deadlines.
Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) Reporting	Awards that meet or exceed the FSRS threshold in accordance with FAR 4.1403(a).	The emails are sent 30 days prior to the award’s anniversary date. For more information on exceptions to this requirement, please visit PIB 18-01 on the NARC InSite Page.
Service Contract Inventory Annual Reporting (SCI)	Awards that meet or exceed the SCI threshold in accordance with FAR 4.1703(a)(2).	The emails are sent annually on October 1st.
Electronic Subcontracting Reporting System (eSRS) Reporting	Awards where a Subcontracting Plan is in place or that meet or exceed the subcontracting threshold in accordance with FAR 19.702(a)(ii).	The emails are sent annually on October 1st.
VETS 4212 Reporting	Awards that were active in the prior fiscal year, even if currently closed, that meet or exceed the VETS 4212 threshold in accordance with FAR 22.1310(a).	The emails are sent annually on August 1st.
Alerts to Teams for Reprocurement	Any IDVs, IDDQs, IDIQs, BPAs, BOAs, Requirements, or Stand Alone contracts or Purchase Orders for recurring services.	The forms are sent 42 months, 48 months, 102 months, or 108 months after the award’s effective date. If a reprocurement is needed, the emails will be sent to the award team after the form is submitted and again at the 12 month mark.
Notice of Intent to Exercise an Option	Any IDVs, IDDQs, IDIQs, BPAs, BOAs, Requirements, Task/Delivery Orders, BPA calls or Stand Alone contracts or Purchase Orders for recurring services.	The forms are sent 4 months prior to the award’s annual anniversary date. If an option is intended to be exercised, the emails will be sent to the Contractor POC identified on the form at the time selected on the form (60 or 90 days before expiration).