Department of Veterans Affairs
Washington, DC 20420

VA HANDBOOK 0507
Transmittal Sheet
December 1, 2025

FORECASTING PROGRAM REQUIREMENTS

1. **REASON FOR ISSUE:** This handbook provides additional information on the forecasting of anticipated contracting needs by VA program offices to strengthen procurement forecasts, facilitate acquisition planning, and enable outreach to small businesses and other potential vendors in accordance with the 15 U.S.C. 637(a)(12)(C)), P.L. 100-656, Federal Acquisition Regulation (FAR) 5.404, and OMB's *Strengthening Federal Agency Procurement Forecasts* memorandum.

2. **SUMMARY OF MAJOR CHANGES OR SUMMARY OF CONTENT**: This handbook provides procedures for implementing the policies in VA Directive 0507, Forecasting Program Requirements, and revises the following procedures:

   a. Defines required fields for upcoming procurement listings.

   b. Establishes a timeline for procurement forecasts.

3. **RESPONSIBLE OFFICE:** Office of the Secretary (OSVA) (00), Office of Small and Disadvantaged Business Utilization (OSDBU) (00SB).

4. **RELATED DIRECTIVE or HANDBOOK**: VA Directive 0507, dated June 9, 2023.

5. **RESCISSIONS**: This handbook supersedes any memorandum or policy adopted by Administrations and Staff Offices and any undated or previous memorandum or policy (including VA Directive 0507, Forecasting Program Requirements dated June 09, 2023) related to the Forecast of Contracting Opportunities, should there be any inconsistencies between this Handbook and previous memoranda/policies

BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS:

/s/
Deputy Secretary
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DISTRIBUTION: Electronic Only

FORECASTING PROGRAM REQUIREMENTS

1. **PURPOSE.** To establish VA policy on forecasting of anticipated contracting needs by VA program offices, facilitate acquisition planning, and enable outreach to small businesses and other potential vendors.

2. **SCOPE.** This handbook is applicable Department-wide and provides direction to implement VA Directive 0507, including the preparation, publication, and maintenance processes for forecasting of VA contracting opportunities to facilitate acquisition planning and enable outreach to small businesses and other potential vendors.

3. **RESPONSIBILITIES.** In addition to the responsibilities detailed in VA Directive 0507, Forecasting Program Requirements, the following responsibilities are required to support the requirements detailed in this handbook:

   a. **The Executive Director, Office of Small and Disadvantaged Business Utilization (OSDBU)** must:

      (1) In collaboration with the Senior Accountable Officials, identify program offices required to add forecasted requirements to the Forecast;

      (2) Designate a common electronic portal for forecasting;

      (3) Provide requirements for developing and maintaining Application Program Interfaces for submission of Forecast data to the designated electronic portal, if applicable; and

      (4) Review reports received from the Under Secretaries, Assistant Secretaries, and Key Officials on the timeliness and completeness of the Forecast and recommend improvements where needed.

   b. **Under Secretaries, Assistant Secretaries, and Other Key Officials** must:

      (1) Designate a primary and alternate Senior Accountable Official to implement this directive within their Administration or Staff Office; and

      (2) Provide a quarterly report to the Executive Director, Office of Small and Disadvantaged Business Utilization (OSDBU), on the timeliness and completeness of Forecast data based on review by the Senior Accountable Official.

   c. **Senior Accountable Officials** must:

      (1) Review the list of program offices as identified by the Executive Director, OSDBU and recommend updates and revisions as appropriate; and

(2) Monitor and report on the timeliness and completeness of the Forecast for program offices under the supervision of their appointing Under Secretary, Assistant Secretary or Key Official monthly. This includes:

(a) Reviewing Forecast submissions for technical sufficiency, such as accuracy of North American Industry Classification System (NAICS) codes, completeness of estimated values, and appropriateness of other required data elements; and

(b) Ensuring that requirements included on the Forecast have been approved through the appropriate internal management channels.

d. **Program Managers** must:

(1) Submit to the designated electronic portal the recurring goods and services needed to support their program on an on-going basis and which the program purchases at least annually. Program managers are responsible for reviewing and following the latest system-specific guidance prior to submission. In support of this submission, Program Managers may request their supporting Head of Contracting Activity (HCA) to provide a list of requirements awarded during previous years. Requirements reported may be identified by NAICS Code, Product and Service Code, or other category and include aggregated dollar value;

(2) Submit to the designated electronic portal a list of new requirements based on program changes or special budget requests, upon notice that requested funding has been approved;

(3) Submit to the designated electronic portal forecasted requirements associated with expiring contracts and indefinite delivery vehicles nearing their maximum order limitations if the program has a continuing need for those requirements and intends to re-procure them. In support of this submission, Program Managers may request their supporting HCA or HCAs to provide a list of such indefinite delivery vehicles;

(4) Communicate to the Executive Director, OSDBU and the HCA their anticipated schedule for convening an Integrated Product Team, if required;

(5) When submitting a requirement to their supporting contracting officer, include market research based on materials received from small businesses based on their review of the Forecast;

(6) Maintain listings on the Forecast, including updating listings with additional or revised information as it becomes available. If certain required information is not yet known at the time of submission, use an appropriate

placeholder in line with the designated electronic portal's guidance and update the listing promptly when the information becomes available;

(7) Review listings at least quarterly to ensure accuracy; and

(8) Remove listings from the Forecast when they are no longer current.

e. **Heads of Contracting Activity (HCA)** must:

(1) Upon request of a Program Manager, submit a list of recurring requirements identified in VA contracting databases. Recurring requirements may be identified by NAICS Code, Product and Service Code, or other category and include aggregated dollar value; and

(2) Upon request of a Program Manager, submit a list of contracts scheduled to expire in the next fiscal year and indefinite delivery vehicles likely to reach their maximum order limitation within the next fiscal year.

f. **Contracting Officers** must:

(1) Upon receiving an acquisition package, search the Forecast for the opportunity to confirm that the requirement was made available to the public;

(2) Validate that the requirement on the Forecast is the same for the acquisition package. Verify information, including but not limited to, the system-specific identification number available on the designated electronic portal for the Forecast, the tentative NAICS Code selection, Product and Service Code, and anticipated cost estimate; and

(3) Provide feedback to the program office, as needed, if there are discrepancies between the forecasted information and the acquisition package, beyond reasonable changes expected by the acquisition lifecycle.

4. PROCEDURES.

a. **Types of Forecast information.** The Forecast shall include procurements valued at the simple acquisition threshold or greater, to include:

(1) Regularly recurring goods and services that VA purchases at least annually;

(2) Expiring contracts, including contracts with no remaining options or with available options that will remain unexercised and indefinite delivery vehicles nearing their maximum order ceilings; and

(3) New requirements, based on program changes or special budget requests, including new requirements not satisfied under an existing contract vehicle or task/delivery orders under existing vehicles to be awarded by other agencies, and upcoming federal contracting opportunities under new contracts for an emerging requirement, where competition is not otherwise excluded.

(a) The following examples of requirements where competition might otherwise be excluded (i.e., are not a viable opportunity) are provided for conceptual purposes only and do not represent expressed direction. These include, but are not limited to:

i Requirements that are sole sourced either by mandate or by specific justifications and approvals.

ii Requirements at the order level being fulfilled under vehicles that are subject to explicit mandatory sourcing restrictions.

(b) Note: The author of the opportunity is responsible for determining viability of any planned procurement opportunities.

c. **Timeliness of Forecast information.**

(1) Procurement opportunities shall be posted as soon as a program office is aware of the requirement, ideally a minimum of 12-18 months ahead of solicitation;

(2) Procurement listings are to be posted no later than the 5th of each month;

(3) Procurement listings must be reviewed and updated by program offices at least quarterly and, to the extent possible, as frequently as more information on the procurement opportunity is known; and

(4) Published listings must be promptly removed when they are no longer valid to avoid misleading potential vendors, such as when a requirement is cancelled or when procurement has been initiated on contract actions. A published listing should be removed no later than three months after the associated contract award.

d. **Format of Forecast listings.** Each procurement listing should include the following information at a minimum. If specific information for a required data field is not yet available at the time of submission, an appropriate placeholder (e.g., “to be determined”) should be used, consistent with the guidance of the designated electronic system.

(1) Title;

(2) Description;

(3) Contracting office/organization;

(4) Anticipated set-aside type;

(5) Anticipated contract type;

(6) Award type;

(7) NAICS code;

(8) Place of performance;

(9) Period of performance;

(10) Estimated contract value;

(11) Estimated fiscal quarter for release of solicitation;

(12) Existing contract/order number (if applicable);

(13) Extent competed;

(14) Point of contact for the procurement listing;

(15) Small business specialist contact; and

(16) Date last updated.

e. **Publishing guidance.** All Forecast submissions must be entered into the designated electronic portal using the most current system-specific guidance. This guidance, including instructions on data entry, use of placeholders, and required fields, is maintained on the VA Forecast of Contracting Opportunities SharePoint site located at: https://dvagov.sharepoint.com/sites/VAForecastofContractingOpportunities

5. DEFINITIONS.

a. **Anticipated set-aside type** means the category of business concern eligible to compete for the contract action.

b. **Anticipated contract type** means the pricing structure that applies to the procurement (e.g., the type of contract as defined in the Federal Acquisition Regulation, Part 16).

c. **Award type** means the type of acquisition vehicle that will result.

d. **Description** means a detailed description of the procurement, using plain language.

e. **Date last updated** refers to the last date the system saved an update to the forecasted procurement listing**.**

f. **Estimated contract value** means the anticipated dollar range to be obligated for the lifecycle of the contract.

g. **Estimated fiscal quarter for release of solicitation** means the anticipated fiscal year and fiscal year quarter when VA plans to post a form solicitation for the opportunity.

h. **Extent competed** refers to a code that represents the competitive nature of the contract (e.g., full an open competition, sole source, etc.).

i. **Forecast of Contracting Opportunities**, or Forecast, means a publicly available, searchable database of anticipated contracting opportunities. The Forecast shall designate the program office and contracting office responsible and provide contact information for interested small businesses to market their capabilities. The Forecast shall consist of the anticipated requirements listed in 4.c. of this handbook.

j. **Head of Contracting Activities** is the official who holds overall responsibility for managing a contracting activity. This individual is typically a senior official with broad delegated authority regarding acquisition functions

k. **Contracting Office/Organization** refers to the contracting office for this requirement.

l. **North American Industry Classification System (NAICS) Code** means a six-digit code used to identify the industry from which an anticipated requirement is likely to be procured. Selection of a NAICS Code also determines the small business size standard applicable to a procurement, based on Small Business Administration criteria. NAICS Codes and the industries to which they apply may be identified at https://www.census.gov/naics. Corresponding size standards may be found at https://www.sba.gov/document/support-table-size-standards.

m. **Place of performance** means the country and state/territory where the predominance of the work will be performed at the time of award.

n. **Period of performance** means the time frame of contract performance.

o. **Point of contact** for the procurement listing refers to the name of the individual to be contacted for questions regarding the listing. Ensure this individual is aware they are listed here and trained not to release procurement sensitive information that would give an unfair advantage.

p. **Program Manager** means a Federal employee generally responsible for day-to-day decision-making for a program office.

q. **Program Office** means the VA organization that will be the end user of a contracting requirement. A program office normally provides direct services to the public, or provides administrative, legal, financial, technological, or other support to offices that provide direct services to the public. A program office is staffed by one or more Federal employees, either dedicated exclusively to the program or as a collateral duty; is managed by at least one decision-maker able to commit to a course of action on behalf of the office; and has a funding source that can be obligated in support of a contracting requirement. Except when it is acquiring supplies and services for its own use, a contracting office is not a program office. The program office is responsible for each of the outlined roles and responsibilities within this handbook unless they designate in writing by the corresponding Under Secretaries, Assistant Secretaries, and Other Key Officials**.**

r. **Small business specialist** contact refers to the name of the Small Business Specialist for VA that is responsible for the listing.

s. **Title** means a brief name of the procurement opportunity using plain language.