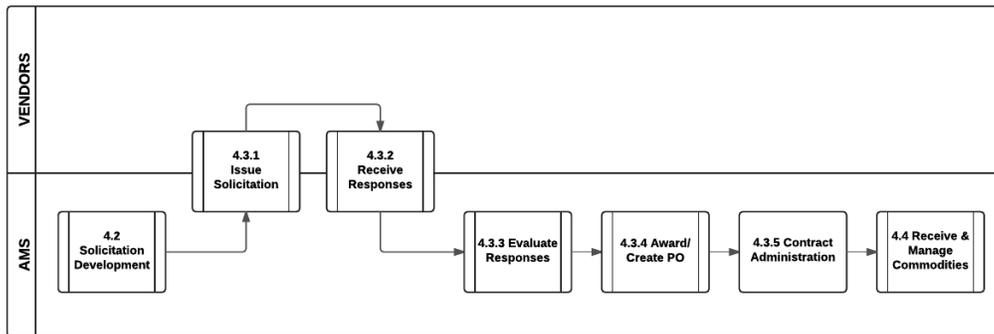


## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3 SOLICITATION ISSUANCE, EVALUATION, AWARD

BMI Domestic Team | May 2, 2016



The Level 2 process of 4.3 Solicitation Issuance, Evaluation, and Award can be broken down into four Level 3 processes, as detailed below:

#### 4.3.1 Issue Solicitation

- The process of making the solicitation (either IFB or RFP) available to vendors to bid on it

#### 4.3.2 Receive Responses

- Responses are submitted in WBSCM for AMS to evaluate and eventually make an award decision

#### 4.3.3 Evaluate Responses

- AMS reviews the responses based on the criteria established in 4.2 Solicitation Development

#### 4.3.4 Award/Create PO

- Vendors are selected and the purchase order is created in WBSCM and communicated to all vendors

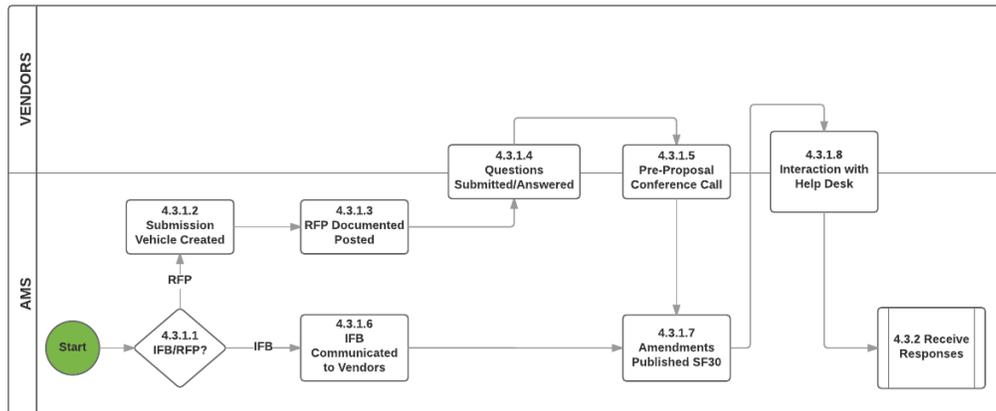
#### 4.3.5 Contract Administration

- Common Modifications
  - Destination changes
    - Unilateral modification, unless there is a price change
  - Delivery date extensions
    - Must be due to circumstances that are out of the vendor's control
  - Out-of-spec modifications
    - Inspection group determines the severity of the defect
    - FNS/program decide whether or not product will be accepted

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.1 ISSUE SOLICITATION

BMI Domestic Team | April 4, 2016



The Level 3 (L3) process 4.3.1 Issue Solicitation can be broken down into nine Level 4 (L4) processes, as detailed below:

#### 4.3.1.1 Decision: IFB or RFP

- The process of issuing the solicitation follows different steps as either an Invitation for Bid (IFB) or Request for Proposal (RFP). This determination is actually made during 4.2 Solicitation Development

#### RFP

##### 4.3.1.2 Submission Vehicle Created

- The procurement specialist creates and opens a vehicle in WBSCM that vendors use to submit their bids.
  - Often includes forecast PRs created based on real orders or historic orders.
- RFQ in SAP is used for pricing only

##### 4.3.1.3 RFP Document Posted

- The RFP Document that was created in 4.2 Solicitation Development is provided to vendors through three channels:
  - Public Procurement Website
  - Vendor Listserve email
  - AMS Website
- The amount of time that vendors have to submit bids varies depending on several factors, including solicitation complexity, product, and level of need.
- The timeline can be extended if requested by vendors. This is determined on a case-by-case basis.

##### 4.3.1.4 Questions Submitted and Answered

- Vendors submit questions to AMS, usually via email, and AMS responds in kind
  - FAR requires that the question and answer are communicated to all potential bidders (usually done via a solicitation amendment)

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.1.5 Pre-Proposal Conference Call

- Used to clarify the solicitation
- Open questions that were addressed in 4.3.1.4 are revisited
- Additional questions can be asked
- Any changes, clarifications, or questions addressed in the pre-proposal conference are documented and distributed to all stakeholders via an amendment to the solicitation.

### IFB

#### 4.3.1.6 IFB Communicated to Vendors

- The IFB that was created in 4.2 Solicitation Development is provided to vendors through three channels
  - Public Procurement Website
  - Vendor Listserve
  - AMS Website
- The amount of time that vendors have to submit bids varies depending on several factors, including product and level of need.
- Teams work backward from delivery date to lay out timeline for IFB (below is the ideal scenario, but is often shortened based on volume, simplicity, etc.)
  - Issue award 45 days before first delivery
  - Allow 14 days to evaluate bids
  - Allow 14 days to receive responses
- The timeline can be extended if requested by vendors. This is determined on a case-by-case basis.

### RFP and IFB

#### 4.1.3.7 Amendments Published via SF30

- Communicated to all vendors via the same methods in 4.3.1.6

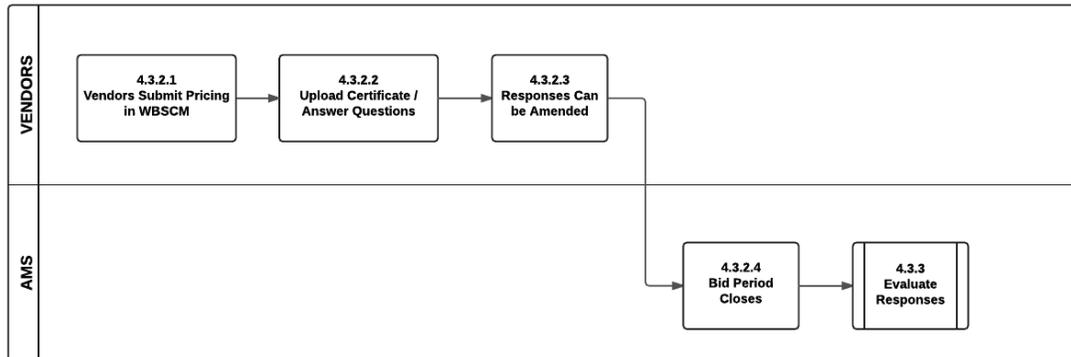
#### 4.1.3.8 Interaction with Help Desk

- Usually in the days before bids are due, there is a large amount of interaction between vendors and the WBSCM Help Desk, as vendors have difficulty submitting their bids into the system.
  - This can sometimes lead to an extension of the bid period if there is a legitimate reason for the last minute difficulty.
- **Pain Point:** WBSCM response time gets slow when multiple vendors trying to upload bids
  - Problem most acute in the hours leading up to the deadline
  - Stagger bid due dates to mitigate

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.2 RECEIVE RESPONSES

BMI Domestic Team | March 14, 2016



The Level 3 process 4.3.2 Receive Responses can be broken own into four Level 4 processes, as outlined below:

#### 4.3.2.1 Vendors Submit Pricing in WBSCM

- Vendors submit their responses to the solicitation into WBSCM for evaluation. This can be done in two ways:
  - Direct entry into WBSCM
    - Off-shore bids must be submitted via direct entry
    - Off-shore deliveries go through specified ports
  - Upload spreadsheet into WBSCM
- Some vendors supply from multiple plants; this can be identified in one of two ways
  - Submission of separate bid responses; may have 10-12 vendors but 20-30 responses because of this
  - If prices from multiple plants are the same, can simply upload a document listing the names and addresses of the other plants/shipping points to their one offer
- **Pain point:** AMS Inspectors/Graders do not always know how much product will be shipped from each location.
  - Primarily F&V due to large amount of processing plants

#### 4.3.2.2 Upload Certificate/Answer Questions/Enter Constraints

- FAR Certifications and other documents must be uploaded to WBSCM including:
  - RFP required documents:
    - Past Performance
    - Management and Workforce Practices and Policies (AGAR Requirement)
      - **Pain Point:** Vendors must submit this for every bid, even if AMS has up-to-date certification on-hand
      - Pass/fail
    - Technical Evaluation
      - About conformance to spec
      - Plants must be certified and must be an approved vendor
  - RFP's have more documents than IFB's
  - IFB required documents:

## Procure to Pay (4.3) As-Is Process Flow and Narrative

- For Fresh Fruits and Vegetables only: list of suppliers and their GAP/GHP audit certificates
- DC branch optional document: list of additional plants and shipping points that may be used in execution of the contract (as described in 4.3.2.1)
- A series of questions must be answered in WBSCM
  - Mostly regarding past performance
  - Questions can be added if additional information is needed
- Enter Constraints
  - Vendors have to option to constrain their offer in multiple ways if they choose

### 4.3.2.3 Responses Can be Amended

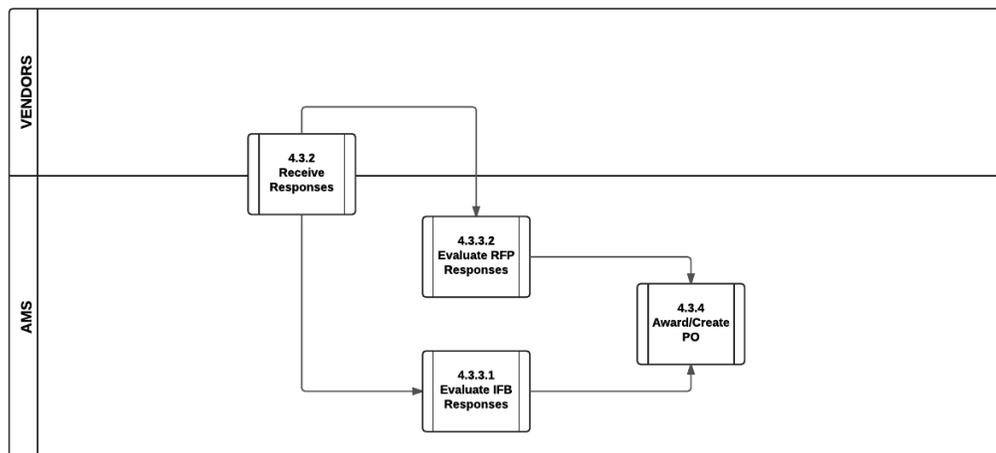
- Vendors have up until the closing of the bid period to amend their responses.
- AMS only has visibility to the final submission, not the amendments.

### 4.3.2.4 Bid Period Closes

- The previously determined bid-closing date passes, and AMS begins to evaluate the responses.
- Any bids/proposals or amended bids/proposals submitted even a second after the bid-closing time will not be accepted.

## 4.3.3 EVALUATE RESPONSES

BMI Domestic Team | March 14, 2016

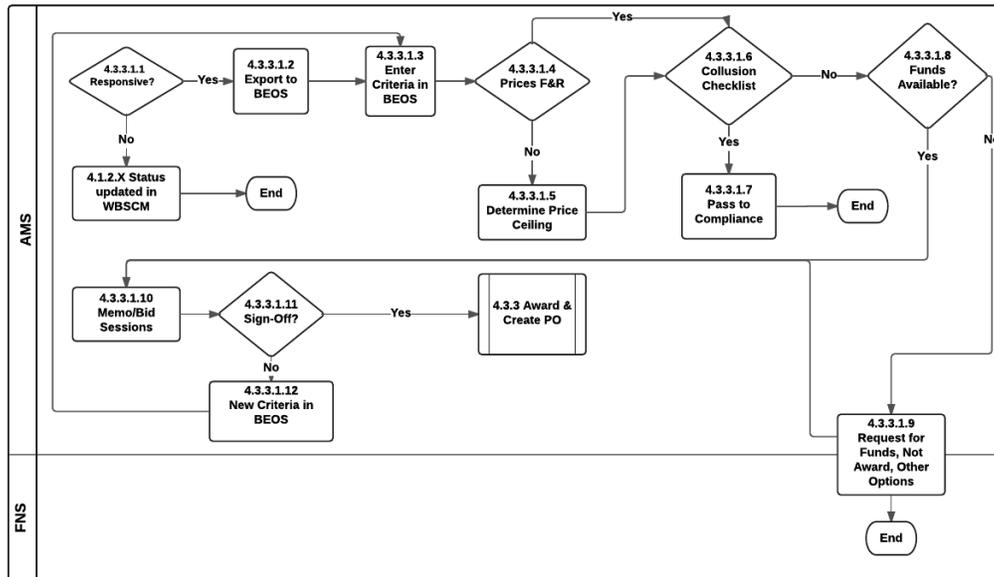


The Level 3 process 4.3.3 Evaluate Responses can be broken down into two Level 4 processes, 4.3.3.1 Evaluate IFB Responses and 4.3.3.2 Evaluate RFP Responses, depending on which type of solicitation is being used. Both Level 4 processes are broken down into Level 5 processes, which are shown and outlined below.

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.3.1 EVALUATE IFB RESPONSES

BMI Domestic Team | March 14, 2016



#### 4.3.3.1.1 Decision: Is the Vendor Responsive?

- A determination is made as to whether or not each vendor is responsive, based on whether or not their response is complete with all required documentation.
  - If the vendor is deemed non-responsive, their status is updated in WBSCM as outlined in 4.1.2 Supplier Management/Evaluation

#### 4.3.3.1.2 Export to BEOS

- Pricing information is exported from WBSCM to BEOS, the Bid Evaluation & Optimization Solution
- Have a naming convention for export files

#### 4.3.3.1.3 Enter Criteria in BEOS

- Purchase Order award criteria and special award considerations (i.e., small business set aside criteria) are entered into BEOS.
- Every bid has some component of past performance
  - **Pain Point**
    - Could be missed as delivery performance is not currently tracked
- Evaluation criteria must be specified in the solicitation
- Criteria includes:
  - Set-Aside information
  - Demand Changes
  - Price Considerations
- If there is a tie between bidders, preference goes to the small business.
  - If both bidders have the same classification, the winner is selected randomly
- Tiered pricing is not used
- **Pain Point:** 8(a) process is very different from other set-asides

## Procure to Pay (4.3) As-Is Process Flow and Narrative

- Very time-consuming
- AMS makes offer to 8(a) vendor based on offers already received by other bidders
- SAM is the system of record for 8(a) status
  - Interface is not robust

### **4.3.3.1.4 Decision: Are the Prices Fair & Reasonable (F&R)?**

- Prices are evaluated and compared against historical pricing and the commercial market.
- Check with economist to determine if offer is close to market for same or comparable
- Work with economist if a significant variance
- WBSCM bid evaluation tools are not used because they are insufficient for AMS needs
  - The data from these tools may be downloaded to a spreadsheet for subsequent analysis
- If prices are not deemed fair and reasonable:
  - Move on to 4.3.3.1.5 Determine Price Ceiling
- If prices are deemed fair and reasonable:
  - Skip to 4.3.3.1.6 Collusion Checklist

### \* Difference between actual price paid and what recipient is charged against entitlement

- Vendor is paid based on bid/award amount FOB Destination
- Entitlement charge is based on a weekly calculation of the last average purchase price for all purchase orders awarded during the period
- Commodities purchased using USDA pots of money => funds management does not represent entitlement dollars
- Fund source/entitlement to charge flows from sales order

### **4.3.3.1.5 Determine Price Ceiling**

- Procurement specialists work with the economist to determine what the price ceiling will be moving forward
  - Factors include: natural break in prices (usually from lowest vendor having constraints so the price moves to the next highest vendor), delivery destination, or delivery period.
- Service-Disabled Veteran-Owned Small Business
  - Won't pay more than 10% over highest price awarded price without the set-aside

### **4.3.3.1.6 Decision: Collusion Checklist**

- Procurement specialists complete a checklist to help determine if there was collusion between the bidders.
- If there was collusion:
  - Move on to 4.3.3.1.7 Pass to Compliance
- If there was not collusion:
  - Skip to 4.3.3.1.8 Funds Available?

### **4.3.3.1.7 Pass to Compliance**

- If it is determined that there was collusion between the bidders, the issue is passed to compliance and AMS no longer has visibility to it

### **4.3.3.1.8 Decision: Funds Available?**

## Procure to Pay (4.3) As-Is Process Flow and Narrative

- AMS checks with the Financial Analyst or looks in WBSCM to make sure that funding is available
- This is a process that is completed several times throughout the Procure to Pay process, so normally if there is an issue, it will have been caught and fixed by this point
- However, AMS does make one final check to ensure that funds are available before proceeding with an award
- If funds are not available:
  - Proceed to 4.3.3.1.9 Request for Funds, Not Award, Other Options
- If funds are available:
  - Skip to 4.3.3.1.10 Memo/Bid Sessions

### **4.3.3.1.9 Request for Funds, Not Award, Other Options**

- If funds are not available, can either, request funds from FNS, choose not to award the bid at all, or attempt to explore other options
- If additional funds are obtained from FNS, the process can continue to 4.3.3.1.10 Memo/Bid Sessions

### **4.3.3.1.10 Memo/Bid Sessions**

- Internal Communication up the AMS chain of command
- Specialists must obtain signatures from several AMS officials
- Can be done in one day; usually 10-12 business hours

### **4.3.3.1.11 Decision: Sign-Off?**

- If all necessary signatures are not obtained:
  - Proceed to 4.3.3.1.12 New Criteria in BEOS
- If all necessary signatures are obtained:
  - Skip to 4.3.3 Award & Create PO

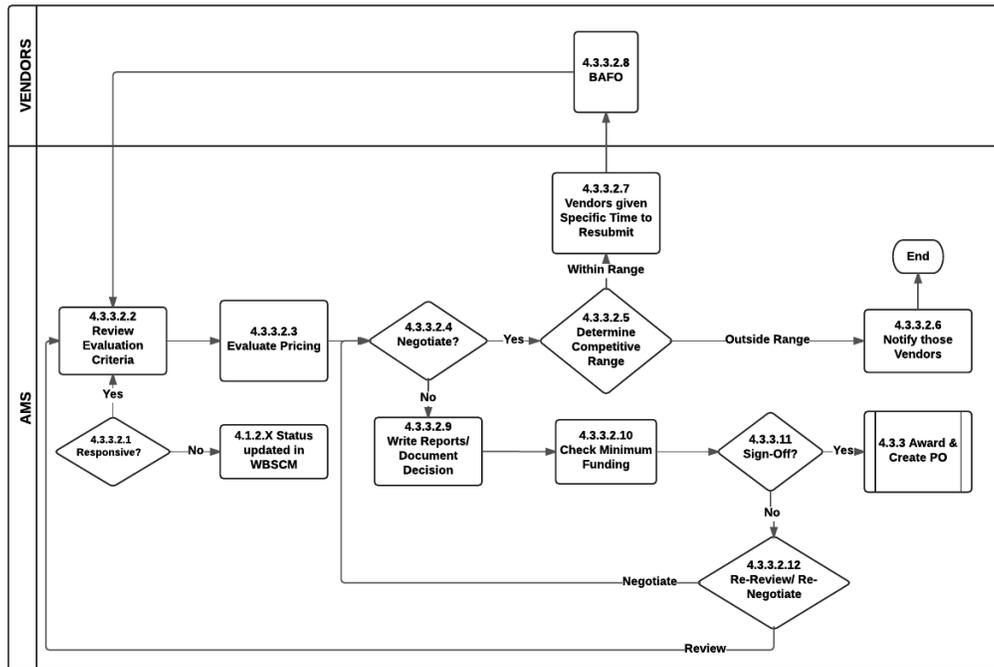
### **4.3.3.1.12 New Criteria in BEOS**

- Usually if not all signatures are obtained, it is due to an evaluation criteria issue
- In this case, new criteria is determined and process returns to 4.3.3.1.3 Enter Criteria in BEOS

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.3.2 EVALUATE RFP RESPONSES

BMI Domestic Team | March 14, 2016



#### 4.3.3.2.1 Decision: Is the Vendor Responsive?

- A determination is made as to whether or not each vendor is responsive, based on whether or not their response is complete with all required documentation.
  - If the vendor is deemed non-responsive, their status is updated in WBSCM as outlined in 4.1.2 Supplier Management/Evaluation

#### 4.3.3.2.2 Review Evaluation Criteria

- Procurement specialists review and analyze any non-pricing aspects of submitted bids that were determined in 4.2 Solicitation Development
- This may involve a Technical Evaluation Panel (TEP), which will include members from the following teams:
  - Contracting Staff
  - Program Staff
  - Customer (FNS)

#### 4.3.3.2.3 Evaluate Pricing

- Procurement specialists review and analyze bidders' pricing, which is factored in with the previously analyzed criteria
- This can either be done using BEOS or manually

#### 4.3.3.2.4 Decision: Negotiate?

- AMS makes the decision to either award based on the current submissions, or to negotiate in order to obtain a lower price
- If there will be negotiation:
  - Proceed to 4.3.3.2.5 Determine Competitive Range

## Procure to Pay (4.3) As-Is Process Flow and Narrative

- If there will not be negotiation
  - Skip to 4.3.3.2.9 Write Reports Document Decision

### 4.3.3.2.5 Determine Competitive Range

- LPTA
  - AMS determines the price range that bids must fall into in order to be a part of the negotiation process
- Trade-off
  - Competitive range is determined using all applicable evaluation factors

### 4.3.3.2.6 Notify Vendors

- Vendors that do not fall into the competitive range are notified that they will no longer be considered for the award
- Vendors that are in the competitive range are notified and discussions are scheduled.
- During discussions the CO (and often the specialist) will lay out the strengths, weaknesses, and deficiencies of the vendor's proposal.

### 4.3.3.2.7 Vendors Given Specific Time to Resubmit

- AMS works with all compliant vendors within the competitive range
- A certain amount of time is given to vendors to rework their proposals in an attempt to address weaknesses and deficiencies, and may also change pricing

### 4.3.3.2.8 BAFO

- Vendors submit their Best and Final Offer (BAFO)
- The process returns to 4.3.3.2.2 Review Evaluation Criteria

### 4.3.3.2.9 Write Reports/Document Decision

- The decision is made as to which vendor(s) will be given the award
- Procurement specialist completes the necessary reports to document the decision

### 4.3.3.2.10 Check Minimum Funding

- AMS checks with the Financial Analyst or looks in WBSCM to make sure that the minimum funding is available in order to proceed with the award

### 4.3.3.2.11 Decision: Sign-Off?

- If all necessary signatures are not obtained:
  - Proceed to 4.3.3.2.12 Re-Review/Re-Negotiate
- If all necessary signatures are obtained:
  - Proceed to 4.3.3 Award & Create PO

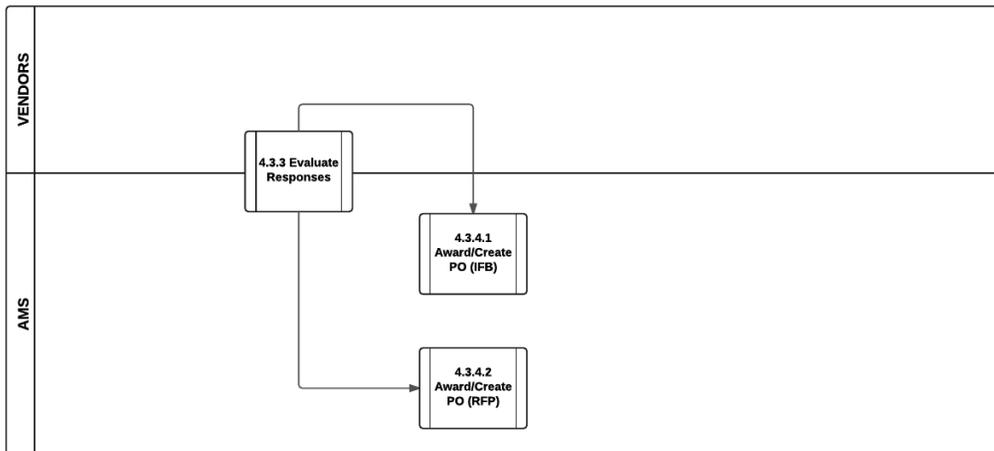
### 4.3.3.2.12 Re-Review/Re-Negotiate

- This decision depends on why all signatures were not obtained
- If more negotiation is needed:
  - Return to 4.3.3.2.4 Decision: Negotiate?
- If bids need to be reviewed again:
  - Return to 4.3.3.2.2 Review Evaluation Criteria

# Procure to Pay (4.3) As-Is Process Flow and Narrative

## 4.3.4 AWARD/CREATE PO

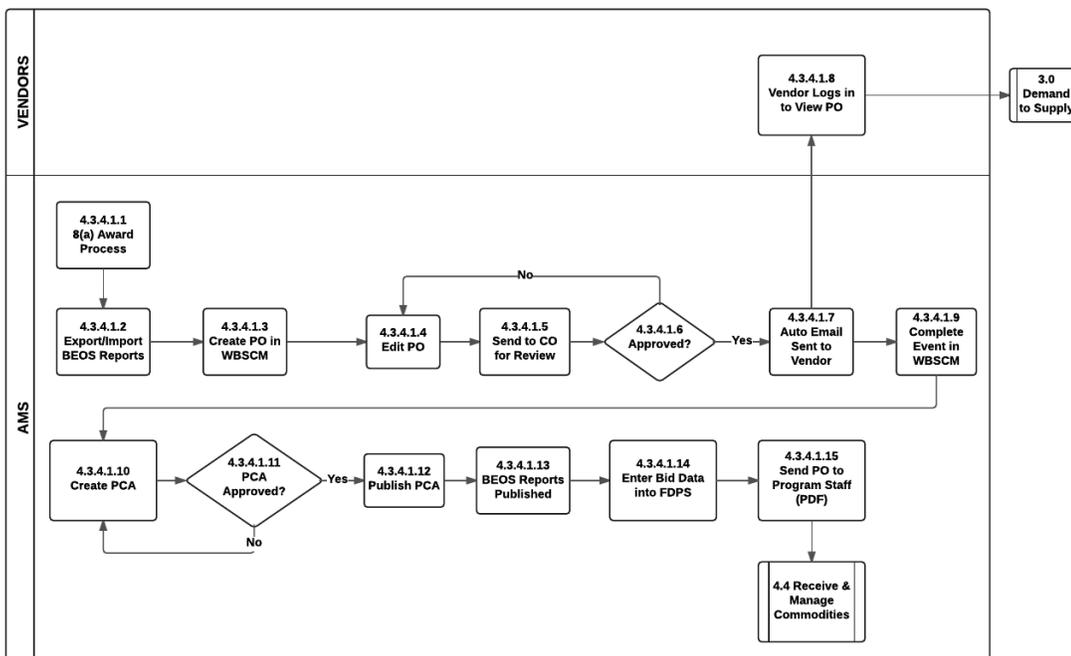
BMI Domestic Team | March 14, 2016



The Level 3 process 4.3.4 Award/Create PO can be broken down into two Level 4 processes, 4.3.4.1 Award/Create PO (IFB) and 4.3.4.2 Award/Create PO (RFP), depending on which type of solicitation is being used. Both Level 4 processes are broken down into Level 5 processes, which are shown and outlined below.

### 4.3.4.1 AWARD & CREATE PO (IFB)

BMI Domestic Team | April 25, 2016



#### 4.3.4.1.1 8(a) Award Process

- Review bids on dummy 8(a) line items
- Letter sent to SBA offering 8(a) vendors the winning price for set-aside volume
- Vendors can either accept or reject proposal

## Procure to Pay (4.3) As-Is Process Flow and Narrative

- If accepted, AMS edits the price on the 8a bid
- BEOS criteria updated
- Kansas City office
  - Negotiates with 8(a) vendors
  - Offers 4-5% more than large vendors
  - Allows 8(a) vendors to bid on both 8(a) set-side and full-and-open competition portion of solicitation

### 4.3.4.1.2 Export/Import BEOS Reports

- Pricing reports are exported from BEOS and imported to WBSCM
- Information from reports will be used to create the Purchase Order (PO)

### 4.3.4.1.3 Create PO in WBSCM

- A formal purchase order is created for each vendor
  - If a vendor submitted separate offers from multiple plants, separate PO's are created for each plant
  - If a vendor just uploaded a document with additional plants, then one PO is created and addresses of the other plants are listed or attached.
- Verify that the dollar amount matches the BEOS reports
- **Pain Point:** Maximum of 300 line items due to perform limits in WBSCM
- **Pain Point:** Margin of error in determining volumes per shipping lane
- **Pain point:** Unknown if shipping point difference is captured on the ASN or not
- IDIQ
  - Maximum dollar amount
  - Minimum and maximum quantities

### 4.3.4.1.4 Edit PO

- Any information that is not automatically included when the PO is generated is now manually entered by the specialist
- Information added includes:
  - Plant information
  - Special processing requirements
  - Target quantities, guaranteed minimums
- Only WBSCM contractor can delete PO's

### 4.3.4.1.5 Send to CO for Review

- Once the PO is complete, it is sent to the Contracting Officer for review and approval
- **Pain Point**
  - The CO used to be able to edit or make changes directly from the CO inbox, however after a system update, anything in the inbox must be rejected and then edited and ordered again.

### 4.3.4.1.6 Decision: Approved?

- If the CO approves the PO:
  - Proceed to 4.3.4.1.6 Auto Email Sent to Vendor
- If the CO does not approve the PO
  - Return to 4.3.4.1.3 Edit PO

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.4.1.7 Auto Email Sent to Vendor

- Once the PO is approved, an automatic email is sent to the awarded vendor(s) notifying them of the award

### 4.3.4.1.8 Vendor Logs in to View PO

- Although the vendor receives an email, they must log in to WBSCM to see the details of the PO
- This process feeds into 3.0 Demand to Supply, as the vendor fulfills the order

### 4.3.4.1.9 Complete Event in WBSCM

- Manual process that sends the BEOS data to Records Management
- WBSCM transaction checks if PO is issued for each bid line
- PCA cannot be created until the event is completed

### 4.3.4.1.10 Create Purchase Contract Award (PCA)

- PCA is a WBSCM term
- Documents the award decision
- Includes details of all vendors' bids

### 4.3.4.1.11 Decision: PCA Approved?

- Once completed, the PCA is sent to the CO for approval
- If approved:
  - Proceed to 4.3.4.1.11 Publish PCA
- If not approved:
  - Return to 4.3.4.1.9 Create PCA

### 4.3.4.1.12 Publish PCA

- PCA is published to the AMS website and sent to vendors via a list serve email and is available in the public procurement page

### 4.3.4.1.13 BEOS Reports Published

- In addition to the PCA, the BEOS reports are published to the AMS website

### 4.3.4.1.14 Enter Bid Data into Federal Procurement Data System (FPDS)

- AMS is required by law to submit bid information into the FPDS

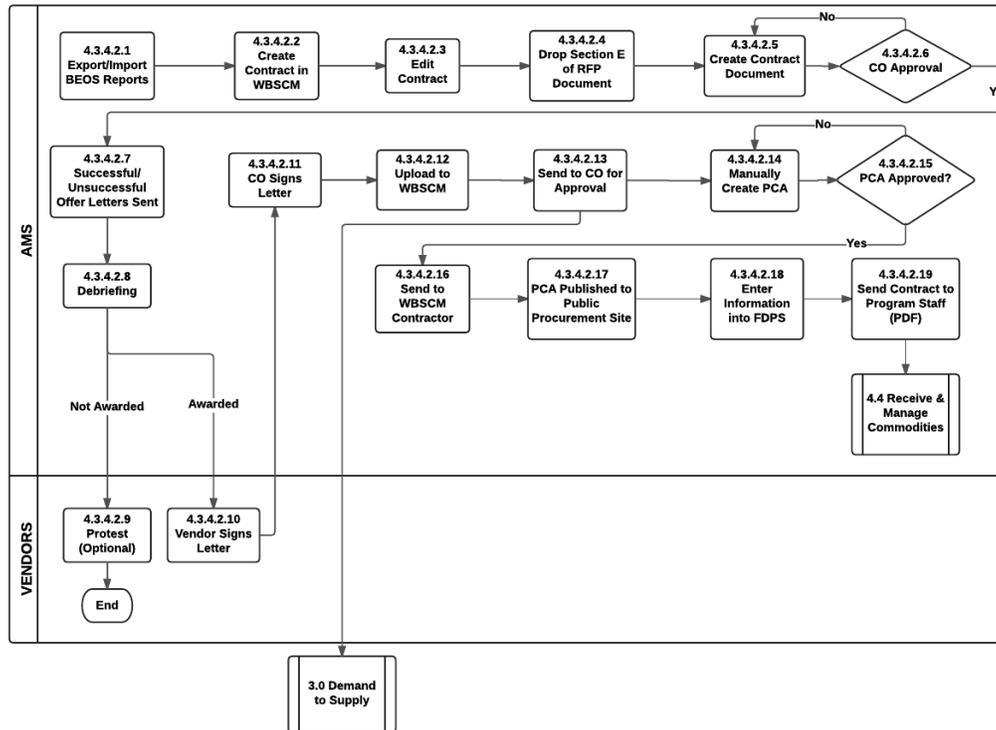
### 4.3.4.1.15 Send PO to Program Staff

- The PO is sent as a PDF to all program staff for their records

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.4.2 AWARD & CREATE PO (RFP)

BMI Domestic Team | March 14, 2016



#### 4.3.4.2.1 Export/Import BEOS Reports

- Pricing reports are exported from BEOS and imported to WBSCM
- Information from reports will be used to create the Contract

#### 4.3.4.2.2 Create Contract in WBSCM

- A formal contract is created for each vendor
  - If a vendor is shipping from multiple plants, separate contracts are created for each plant
- Verify that the dollar amount matches the BEOS reports
- **Pain Point:** Margin of Error in determining volumes per shipping lane

#### 4.3.4.2.3 Edit Contract

- Any information that is not automatically included when the contract is generated is now manually entered by the specialist
- Information added includes:
  - Plant information
  - Target quantities
  - Guaranteed minimums

#### 4.3.4.2.4 Drop Section E of the RFP Document

- This is the only part of the RFP Document that will not be included in the contract document

#### 4.3.4.2.4 Create Contract Document

## Procure to Pay (4.3) As-Is Process Flow and Narrative

- The remaining sections of the RFP Document are used to create the contract document
- Includes:
  - CLIN schedules, constraints
  - Edits
- IDIQ
  - Maximum dollar amount
  - Minimum and maximum quantities

### **4.3.4.2.6 Decision: CO Approval**

- Once the Contract Document is created, it is sent to the CO for approval
- If approved:
  - Proceed to 4.3.4.2.7 Successful/Unsuccessful Offer Letters Sent
- If not approved:
  - Return to 4.3.4.2.4 Create Contract Document

### **4.3.4.2.7 Successful/Unsuccessful Offer Letters Sent**

- All awarded vendors receive a formal Successful Offer Letter
  - Includes Contract Document
- All non-awarded vendors receive a formal Unsuccessful Offer Letter

### **4.3.4.2.8 Debriefing**

- Can be requested by both awarded and non-awarded vendors
  - More common for non-awarded
  - Sometimes awarded vendors request a debrief to learn why they weren't awarded a larger portion of the purchase
- Non-Awarded Vendors:
  - Proceed to 4.3.4.2.9 Protest (Optional)
- Awarded Vendors
  - Skip to 4.3.4.2.10 Vendor Signs Letter

### **4.3.4.2.9 Protest (Optional)**

- Vendors who are not awarded have the option to protest
  - Vendor has 10 days to file protest with CO
  - AMS has 35 days to respond
  - Escalation points are available
    - GAO (can protest directly to GAO instead of first going through the CO)
  - May have to issue a stop-work order in face of a protest

### **4.3.4.2.10 Vendor Signs Letter**

- Successful offer letter is signed by the vendor and returned to AMS for the CO's signature

### **4.3.4.2.11 CO Signs Letter**

- CO signs the successful offer letter, which formally executes the contract

### **4.3.4.2.12 Upload to WBSCM**

- Signed Contract Document is uploaded to WBSCM to be approved by CO

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### 4.3.4.2.13 Sent to CO for Approval

- At this point, the CO has already signed the document
- This is a process that must be completed in WBSCM in order to create the PCA

### 4.3.4.2.14 Manually Create PCA

- Documents the award decision
- Includes details of all vendors' awards
  - Unit pricing is not published, only total price
  - Past performance and technical evaluation do not have to be published
- WBSCM-generated PCA that is used in IFB process is usually not used here
- Instead, AMS manually creates a PCA
  - When the Kansas City office completes the RFP process, they use the WBSCM-generated PCA

### 4.3.4.2.15 Decision: PCA Approved?

- Once completed, the PCA is sent to the CO for approval
- If approved:
  - Proceed to 4.3.4.2.16 Send to WBSCM Contractor
- If not approved:
  - Return to 4.3.4.2.14 Manually Create PCA

### 4.3.4.2.16 Send to WBSCM Contractor

- PCA is sent to the WBSCM contractor in order to be published

### 4.3.4.2.17 PCA Published to Public Procurement Site

- WBSCM Contractor publishes the PCA to the Public Procurement Site

### 4.3.4.2.18 Enter Bid Data into Federal Procurement Data System (FPDS)

- AMS is required by law to submit bid information into the FPDS

### 4.3.4.2.19 Send contract to Program Staff

- The contract is sent as a PDF to all program staff for their records

## Procure to Pay (4.3) As-Is Process Flow and Narrative

### Special Circumstance: Non-Award

The processes outlined above within 4.3.4 are specific to when an award is actually made. There are circumstances that will sometimes cause an award not to be made, at which time several decisions must be made. Below, some of the important notes and pain points have been documented

- Sometimes all or part of a solicitation is not awarded
- Options
  - Start the entire solicitation process over
  - Push the recipients' orders to another delivery period
    - Entitlement funds tied up
- Discussions of whether or not to award usually are had throughout the process
- Common causes of non-award
  - No bids received
  - Vendor constraints
  - Pricing considerations
- Large amount of communication between AMS and FNS
  - AMS gathers information from vendors and forwards it to FNS
  - **Pain Point:** Not always communicated in a timely manner
    - AMS is very busy, usually moving on to next award
    - Sometimes a reminder from FNS is needed
  - Communication from FNS to States regarding changing delivery dates
    - Example: if a state already has that product in their next delivery window, do they want to double up?
  - Sometimes vendors are non-responsive
- **Pain Point:** Non-awards on items that are only bought once a year