



United States
Department of
Agriculture

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Office of the
Assistant Secretary
for Administration

ACQUISITION OPERATING PROCEDURE (AOP)

Office of Procurement
and Property
Management

Procurement
Operations Division

FROM: Michael McFarland 
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SUBJECT: AOP No. 3: Acquisition Strategy Review and Approval - Acquisitions
valued between \$1 and \$5 million

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to provide a review process by the Head of the Contracting Activity Designee (HCAD) for planned acquisitions with an estimated value between \$1 million and \$5 million, over the life of the contract.

Planned acquisitions with an estimated value of \$5 million or greater and for major Information Technology investments are reviewed by the Chief Acquisition Officer (CAO). The HCAD must submit the Acquisition Strategy form at least ten (10) working days prior to bi-weekly CAO/SPE Acquisition Strategy Review meeting, and the Contracting Officer (CO) must submit the Acquisition Strategy form to the HCAD at least five (5) working days prior to the 10 working days CAO/SPE meeting. The CO must make any revisions requested by the HCAD within the 5 working days. The CAO review process is prescribed in Agriculture Acquisition Regulation (AGAR) Advisory Number (No.) 83.

◆ **REVISIONS:** Procedure: Documents to be submitted by email and changed the days to resubmit changes for an approved acquisition strategy; Questionnaire: Rephrased item numbers 1, 3, 4, 5, 6, 7(b), 7(e), 7(i), 8, and 9; and Added item numbers 7(c), 10, and a conditional approval in the Decision of HCAD section. This AOP replaces AOP No. 3, dated April 23, 2007.

◆ **AUTHORITIES:** AGAR Advisory Number 83.

◆ **REVIEW PROCESS:**

This review applies to the types of contract actions in AGAR Advisory No. 83, paragraph II(A)(1)(i) for planned acquisitions with an estimated value between \$1 million and \$5 million, over the life of the contract.

The CO will email the Acquisition Strategy documents to Brinder.Billups@usda.gov and Michael.McFarland@usda.gov at least five (5) working days prior to issuance of the solicitation. Revisions requested by the HCAD must be completed and emailed within the 5 working days. A Request for Information does not apply to this review process.

1. The Contracting Officer (CO) will: a) add the Acquisition Strategy Review and Approval tickler in the acquisition milestone schedule and b) complete and submit the Acquisition Strategy form to the appropriate Contracting Team Lead for review.
2. The Contracting Team Lead will review the Acquisition Strategy form for completeness and accuracy, and then submit the form to the Procurement Analyst in POD.
3. The Procurement Analyst will review the Acquisition Strategy documents for completeness, log the receipt of the form and then submit the documents to the HCAD for review.
4. If the HCAD approves the form, the Procurement Analyst will provide a copy to the CO. If the HCAD disapproves the form, revisions/comments detailing the disapproval will be provided to the appropriate Contracting Team Lead for corrections. At the HCAD's discretion, a meeting may be scheduled with the CO and/or Contracting Team Lead to discuss the information submitted.
5. The CO will: a) file a copy of the approved Acquisition Strategy form in the contract file and b) attach the form to the Integrated Acquisition System electronic version of the contract document by selecting the "Supporting Doc" feature.

◆ **APPROVAL RESPONSE TIME:**

If the HCAD does not respond within 5 working days after receipt of the Acquisition Strategy form, the CO may proceed with the procurement process pending the HCAD review of the form.

◆ **CHANGES TO AN APPROVED ACQUISITION STRATEGY FORM:**

- a). If significant changes should be made to the approved Acquisition Strategy form, a revised form must be resubmitted within five (5) working days after the change(s) have been identified through the review process.
- b). The types of significant changes are listed in AGAR Advisory No. 83, in paragraph II(C).
- c). The changes should be highlighted in "bold" text to be easily identified.

ACQUISITION STRATEGY Head of the Contracting Activity Designee

Complete this form for planned acquisitions valued between \$1 million and \$5 million, over the life of the contract. The approval by the Head of the Contracting Activity Designee (HCAD) must be received prior to issuance of the solicitation.

1. Agency Acquisition Strategy Identifier: _____
(Agency-Office-FY-Sequence, e.g., POD-OCIO-07-001, as determined by the HCAD)

2. Contracting Agency Information:

Program Office Name: _____

Contracting Team: _____
(e.g., POD, Supply & Service Contracting Team)

3. Please include a description of planned acquisition, including Statement of Work (SOW) (attach), major deliverables/services, name of Agency Program/Project supported by the Acquisition.

4. List the Estimated Dollar Amount (inclusive of all options).

5. Provide the Period of Performance/Delivery Schedule. Include an estimated award date.

6. What funding method is planned? (proposed funding, include type and year of funds)

7. What is the Contracting Method?

- a. Solicitation type (e.g., sealed bid (IFB), negotiated request for proposals (RFP) under a multiple award contract or Federal Supply Schedule, interagency agreements).
- b. Small Business Program Considerations (e.g., 8(a) competitive, 8(a) non-competitive, Small Business Set-Aside, HUBZone set-aside, Service Disabled Veteran Owned Small Business, Women-Owned Small Business). Provide a rationale and address market survey(s) conducted, if the planned acquisition will be unrestricted
- c. Has the AD-1205, USDA Small Business Program – Procurement Request Review form been completed, if required? If yes, attach a copy of the signed form.
- d. Extent of competition (e.g., full and open competition, competition after exclusion of sources, other than full and open competition pursuant to FAR 6.3, competition under Federal Supply Schedule, sole source set-aside, brand name specified under FSS, GWAC, multiple award or other indefinite delivery type contracts.

For brand name specific order, attach a copy of the justification as required by FAR 11.105 (See AGAR Advisory No. 75).

For other than full and open competition pursuant to FAR 6.3, attach a copy of the approved justification for other than full and open competition.

- e. For service contracts or task orders, please state whether or not the contract or statement of work will be performance based. If not performance based, provide a rationale.
- f. Source selection procedures.
- g. Contract type including pricing structure (see FAR 16).
- h. Option periods, quantities or items.
- i. Identify the authorized contract users. For indefinite delivery type contracts, identify authorized ordering offices.

8. For Information Technology investments, if applicable, attach a copy of OMB Circular A-11, Exhibit 300, Part I, Section A, Overview (All Capital Assets), Section B, Summary of Spending (All Capital Assets) and Section C, Acquisition/Contract Strategy (All Capital Assets).

9. If the acquisition is a continuing requirement, what is the current contract/order number(s), contractor(s) name and address and expiration date(s)?

10. In accordance with Executive Order 13423 and USDA Green Purchasing Affirmative Procurement Program (GPAPP), USDA will provide a preference in all USDA contracts, when practicable, for designated recycled content, ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, EPP, EPEAT, water efficient, and non-ozone depleting products and alternative fuel vehicles and alternative fuels. Does the scope of the acquisition include any of these green products? Please respond yes or no. If yes, include all applicable FAR and AGAR clauses and provisions being used.

11. What other issues of note should be provided?

SUBMITTED FOR REVIEW AND APPROVAL:

Program Manager / Project Manager Signature

Date

Contracting Officer Signature

Date

Contracting Team Lead/Head Signature

Date

DECISION OF THE HCAD:

Approved: _____

Disapproved: _____

Approved Subject to the listed conditions:
Conditions: _____

Head of the Contracting Activity Designee

Date