

Acquisition Planning and Solicitation

End-to-End Business Process: Acquisition

Business Scenario(s) Covered; Acquisition Planning; Solicitation;

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Business Actor(s):

Program Office, Procurement Office, Source Selection Panel, Finance Office, Offerors

Synopsis

The program office identifies a business need to support mission outcomes that requires contractor support. The program office forms an integrated team to document the need, performance outcomes, deliverables, and schedule in a manner that supports competition. The program office, using experience and expertise in the subject area, develops an independent government cost estimate using relevant data. The program office conducts initial market research, prepares procurement request package, and obtains funding commitment.

The procurement office advises on an acquisition strategy that aligns with agency priorities, socio-economic goals, category management efforts, flexible business practices, etc., and begins documenting the overall plan. The acquisition plan includes a source selection plan, outlining the solicitation procedures, evaluation panel members, and evaluation method. The integrated team creates the appropriate evaluation criteria and methodology that will achieve the desired performance outcomes. As appropriate, industry engagement informs potential strategies and plans.

The procurement office develops the solicitation package. The package includes solicitation document containing single or hybrid contract types, line items and subline items, and all applicable provisions and clauses as well as the criteria that will be used to evaluate offers. The solicitation is advertised and any additional industry engagement activities are conducted.

Assumptions and Dependencies

1. There are real-time and automated interfaces and data integration within and among agency, and Federal-wide solutions and data.
2. All predecessor events required to trigger the Initiating Event have been completed.
3. The estimated cost for the acquisition is above the simplified acquisition threshold amount and is not a BPA, BOA, FAR 13.5, or FAR 12 procedure.
4. Market research includes review of previous similar acquisitions.
5. The program office procurement request includes funds commitment.
6. Industry engagement activities and procurement package change requests can occur prior to and after the solicitation being issued.
7. The solicitation process will vary based on the acquisition procedures used.

Initiating Event

Procurement need is identified

ACQUISITION PLANNING & SOLICITATION

Typical Flow of Events

#	ACQ-Procurement Office Event	Non-ACQ Event	Input(s)	Output(s) / Outcome(s)
1		Program office defines outcomes requiring contract support	<ul style="list-style-type: none"> Develops statement of work\performance work statement\statement of objectives 	<ul style="list-style-type: none"> Draft statement of work\performance work statement\statement of objectives

ACQUISITION PLANNING & SOLICITATION

Typical Flow of Events

#	ACQ-Procurement Office Event	Non-ACQ Event	Input(s)	Output(s) / Outcome(s)
2	ACQ.010.010 Draft statement of work/objectives/performance work statement reviewed and comments provided to program office		<ul style="list-style-type: none"> Feedback on draft statement of work and other draft artifacts 	<ul style="list-style-type: none"> Updated statement of work
3		Program office prepares procurement request package including verifying availability of funds (FFM.010.020 Funds Allocation and Control) and commitment of funds (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> Updated statement of work Market research information Funds verification Funds Commitment 	<ul style="list-style-type: none"> Procurement request package Committed funds
4	ACQ.010.010 Integrated team formed to develop acquisition plan.	Program office leads integrated team comprised of procurement, program officials, future COR, and other key stakeholders	<ul style="list-style-type: none"> Proposed acquisition method, contract type(s) information, socio-economic program use. 	<ul style="list-style-type: none"> Acceptance of proposed acquisition method, contract type, and any socio-economic programs.
5	ACQ.020.040 Source selection plan including evaluation criteria is developed.	Program office assists/leads in evaluation criteria creation	<ul style="list-style-type: none"> Evaluation criteria drafted 	<ul style="list-style-type: none"> Source selection plan

ACQUISITION PLANNING & SOLICITATION**Typical Flow of Events**

#	ACQ-Procurement Office Event	Non-ACQ Event	Input(s)	Output(s) / Outcome(s)
6	ACQ.030.010 Pre-proposal industry engagement activities held		<ul style="list-style-type: none">RFI, industry days, pre-proposal conferences held.	<ul style="list-style-type: none">Information received that could result in adjusting the acquisition strategy, modifying solicitation procedures or statement of work.
7	ACQ.030.050 Solicitation package developed		<ul style="list-style-type: none">Solicitation document created with applicable terms and conditionsEvaluation criteria included	<ul style="list-style-type: none">Solicitation finalized
8	ACQ.030.050 Solicitation advertised and any industry engagement activities occur.		<ul style="list-style-type: none">Solicitation document postedOfferor questions answeredIndustry day(s), demonstrations, etc. held	Modified solicitation