

Acquisition Flash



Latest changes and updates from
Procurement Operations Division

February 24, 2021

Acquisition Plan Clearances

Flash No.: 2021-1

Any questions/clarifications concerning the Acquisition Flash should be sent to the POD's Procurement Analysts at Procurement.Operations@usda.gov, and the Flashes are saved at <https://www.dm.usda.gov/oppm/pod/index.htm>.

Changes to the Acquisition Planning and IAS Module process are anticipated. Additional guidance will be published as it becomes available

OVERVIEW:

Recent changes to the USDA Contracting Desk Book (herein referred to as "Desk Book") and the implementation of the IAS Acquisition Planning Module allows for specific Mission Area clearance procedures, this Acquisition Flash is being used to clarify those procedures.

Clarification – Section 407.104 General Procedures:

1. Planning is the responsibility of the "Planner" who is a member of the requiring office or who works with the requiring office to develop the plan. Contracting officials are not "Planners."
2. The program office is responsible for obtaining the necessary coordination, review, and all approvals prior to submitting their requirements through the Mission Area Senior Program Manager (MASPM) to the contracting office.

The USDA Contracting Desk Book includes the Acquisition Planning Matrix and following language:

If approval outside the Mission Area is required, (e.g., approval needed by HCA or Deputy Secretary) the plan must be signed by the MASPM, Requiring Office's SES, and MASCO and be submitted to the USDA Procurement Policy Division (PPD) at procurement.policy@usda.gov; and if IT (\$25,000 or more) to the OCIO Capital Planning and IT Governance Division (CPITGD) capitalplanningdivision@ocio.usda.gov by uploading in AgMax. No final solicitation shall be released prior to approval or waiver. **After conferring with the SPE/CIO, the Deputy Secretary may delegate approval authority to the SPE/CIO. Coordination with the Deputy Secretary shall be made by the Mission Area after completing the decision memo located at <https://www.dm.usda.gov/procurement/policy/templates.htm>. **Also follow any specific Mission Area clearance procedures.*

CONCLUSION:

1. Although, the Acquisition Plan is the responsibility of the Program office side, it must be a collaborative effort between the Contracting Office and the Program Office. One office cannot complete the document without input from both offices. Program Offices should reference the Procurement Action Lead Time (PALT) to determine how many months in advance coordination should start.
2. Although the program office official submits the Acquisition Plan via IAS, Program Offices shall coordinate their responses with the Contracting Officer before obtaining any approvals. The CO may request a *Courtesy Review* from POD Procurement Analysts by sending an email to Victoria.Baca@usda.gov and Barbara.Sickler@usda.gov, POD Procurement Analysts before the Acquisition Plan is routed for any signatures.
3. The CO's final version of the Acquisition Plan should be provided to the Program Office for review and approval signatures. The Program Office will include a final version of the Acquisition Plan that includes all program official signatures via IAS with the requirements package to the Contracting Office.
4. POD approvers up through the Mission Area Senior Contracting Officer (MASCO) will sign the final version of the Acquisition Plan, and other POD reviewers will sign the File Review Sheet (AOP No. 8) for the pre-solicitation package during the review.
5. Signatures required from the Head of Contracting Activity (HCA), Senior Procurement Executive (SPE) and Deputy Secretary will be coordinated by the Procurement Policy Division (PPD) during pre-solicitation package routing and review.

RESOURCES:

Training for use of the Acquisition Planning module is available through IAS.

<https://ias.usda.gov/trainingvideos.html>