FROM: Richard R. Jiron  
Mission Area - Senior Contracting Official

SUBJECT: AOP No. 24: Procurement Approach

• PURPOSE: This Acquisition Operating Procedure establishes a Procurement Approach review and approval process for planned activities of an acquisition. This review is an integral part of the acquisition for planning and essential for effective management to ensure business approaches effectively support specific program objectives.

• EFFECTIVE DATE: This AOP is effective on April 16, 2018.

• AUTHORITIES: FAR Subparts 5, 7.1, 8.4, 10.0, 13.0, 15.2, 16.5, 17.5, 36.1, 36.6

• PROCESS:

1. Prior to finalizing the procurement approach with the customer of the planned activities for the acquisition, the Contracting Branch Chief shall schedule a date and time to brief the Deputy Chief and/or Chief, Procurement Operations Division (POD). The briefing includes:

   (i) All planned acquisitions valued at $5 million and above (inclusive of options) over the life of the contract.

   (ii) Any acquisitions designated in advance by the Deputy and/or Chief POD.

2) The Contracting Branch Chiefs are encouraged to setup a date/time for the briefing early as possible in the acquisition schedule thereby limiting delay of any other reviews, release of solicitation or award of the contract.

3) The Procurement Approach (Attachment 1) will be used to brief the Deputy Chief and/or Chief, POD and to obtain the approval to proceed with the next stage of the acquisition. This approval is not delegable.

4) If changes are required after the Procurement Approach has been approved, the Contracting Branch Chief will update the Procurement Approach (Attachment 1) and must brief the Deputy Chief and/or Chief, POD.

• EXPIRATION DATE: This AOP will remain in effect until canceled.
PROCUREMENT APPROACH

Review of planned activities for the acquisition is essential for effective management to ensure business approaches effectively support specific program objectives. A Procurement Approach is required for all planned actions $5M and above and any acquisitions designated in advance by the Deputy Chief and/or Chief, Procurement Operations Division.

1. Program Agency /Office: ________________________________
   Program Official Name: ________________________________

2. Program/Project Title and Description.

3. Project Estimated Amount (base / all options).

4. Attach Milestone Schedules.

5. Acquisition Considerations (At briefing, Branch Chief will explain how each was determined).
   a) Solicitation Type (Identify the FAR cite, i.e., RFQ, Multiple Award against GSA Schedule FAR 8).
   b) Small Business Considerations (FAR Part 19).
   c) 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 (attach J&A), competition under Federal Supply Schedule, sole source set-aside, brand name (attach J&A) specified under FSS, GWAC, multiple award or other indefinite delivery type contracts.
   d) Contract Type (FAR Part 16). (If other than Firm-Fixed-Price, an explanation is required).
   e) Evaluation Factors (List the factors considered in the selection of the awardee(s))
   f) Is the action Shared-First (Department-wide contracts, other shared resources. See PA 101B)?
   g) What market research has been performed?

APPROVAL:

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Procurement Operations Division