



Apr 16 2018

Office of the
Assistant Secretary
for Administration

ACQUISITION OPERATING PROCEDURE (AOP)

Office of Procurement
and Property
Management

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

A handwritten signature in black ink, appearing to read "Richard R. Jiron", written over the typed name.

Procurement
Operations Division

SUBJECT: AOP No. 24: Procurement Approach

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◆ **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.

[END]

