

## PROCUREMENT ADVISORY No. 118 A

### Solicitation Review Process

#### 1. SUMMARY

This advisory establishes a review process for all solicitations with an estimated value of twenty-five million dollars (\$25,000,000) or greater regardless of type of contract or what is being bought. This document is a revision. Revision A adds a Checklist (Attachment A) and additional guidance for your solicitation review submittal and adjusts the review times.

#### 2. BACKGROUND

It is essential that acquisition activities effectively support USDA mission and program objectives. To assist in this effort, and to provide an additional level of oversight, the Office of Procurement and Property Management (OPPM) will review all high value acquisitions prior to the solicitation release.

#### 3. REFERENCES

- a. Delegations of Authority by the Assistant Secretary for Administration; Director, Office of Procurement and Property Management, Title 7 CFR § 2.93 (a)(2).
- b. Federal Acquisition Regulation (FAR) Subpart 7.1, entitled *Acquisition Plans*.

#### 4. ACTIONS

- a. **Heads of Contracting Activities (HCAs) or their Designees (HCADs).** HCAs or HCADs shall submit to OPPM's Senior Procurement Executive (SPE) documents described below for solicitations with an estimated value of \$25 million or greater. Agencies should take into consideration OPPM's review time when developing their acquisition milestones.

Attachment A, entitled, "Checklist" is to be filled out by the agency and shall be submitted along with the following documents for review:

- (1) Agency Information.
- (2) Solicitation Title and Description.
- (3) Acquisition Plan, prepared in accordance with FAR 7.105, with special attention given in addressing the following elements:
  - i. High-risk types of contracting
  - ii. Competition
  - iii. Options
  - iv. Government cost estimate
  - v. Contract type and contracting approach
- (4) Address the applicability of other USDA procurement guidance such as:
  - i. Procurement Advisory 101, *Shared First Policy in USDA Contracts*
  - ii. Procurement Advisory 117, *Prohibition on Use of Unpriced Options*
  - iii. Departmental Regulation 5039-007, *Delegation of Procurement Authority for Information Technology*
  - iv. Other guidance or policy, as applicable.

- (5) Office of Small and Disadvantaged Business Utilization (OSDBU) Approval,
  - (6) Proposal evaluation factors and significant sub-factors,
  - (7) Solicitation documents including:
    - i. Contract line items, services, or supplies being acquired, and
    - ii. Performance work statement or statement of work.
  - (8) Agency policy review, if any review was done.
- b. Procurement Policy Division (OPPM/PPD).** PPD will conduct the solicitation review within OPPM. The PPD Chief or staff members will notify the HCA or HCAD when the review is complete or will request additional information from the contracting activity for action or resubmission, if needed. The OPPM review will be completed within 15 business days of receipt of all pertinent information. However, information or documents not submitted by the agency may extend PPD's review period.
- c. No applicable solicitation shall be released prior to completion of this review.**
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Procurement Advisories are issued by the Chief of Procurement Policy, Dorothy A. Lilly, Office of Procurement and Property Management, Departmental Management, USDA, and posted on the World Wide Web at <http://www.dm.usda.gov/procurement/policy/advisories.html>. If you have questions or comments regarding this advisory please send an email message to [procurement.policy@dm.usda.gov](mailto:procurement.policy@dm.usda.gov).

**EXPIRATION DATE:** Effective upon issue date until canceled.