

## PROCUREMENT ADVISORY No. 118

### 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.

#### 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 the OPPM Procurement Policy Division (PPD) certain documents for solicitations with an estimated value of \$25 million or greater. Solicitation documents should be submitted as soon as identified and, if possible, **a minimum of 15 business days** prior to solicitation release.

The following documents shall be submitted for review:

- (1) Acquisition Plan, prepared in accordance with FAR 7.105,
  - (2) Office of Small and Disadvantaged Business Utilization (OSDBU) Approval,
  - (3) Proposal evaluation factors and significant subfactors,
  - (4) Solicitation documents including:
    - i. Contract line items, services, or supplies being acquired, and
    - ii. Performance work statement or statement of work.
- b. **Procurement Policy Division (OPPM/PPD).** PPD will coordinate the solicitation review within OPPM. The PPD Chief or staff members will notify the 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 five business days of receipt of all pertinent information.
  - c. **No solicitation shall be released prior to completion of this review process.**

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