

ACQUISITION PLANNING POLICY

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1.0 PURPOSE AND SCOPE

This manual establishes Bureau of Engraving and Printing (Bureau/BEP) policy regarding acquisition planning and delineates the Bureau's planning process. Additionally, it exists to align Bureau policies to applicable policies found in the Federal Acquisition Regulation (FAR) Part 7.

As it details the Acquisition Planning Process, this manual coordinates and integrates the efforts of Bureau personnel conducting acquisitions either as requestors or processors and includes an overall strategy for managing acquisitions. The process provides a vehicle for meeting Bureau acquisition needs on time and on budget.

This manual is applicable to BEP organizations, at all levels, and personnel planning, requesting, and processing acquisitions.

2.0 POLICY

It is Bureau policy to comply with Federal and US Department of the Treasury acquisition regulations, and conduct advance acquisition planning. Planning, an essential component of the procurement process, is a high Bureau priority. Planners must report capital investments, materials/supplies procurements, research projects, service contracts exceeding \$150,000, and all technology development projects, 12 months in advance.

3.0 SUPERSESSION

This manual supersedes Circular No. 76-06.8, "Acquisition Planning Policy," dated January 17, 1990.

4.0 DEFINITIONS

4.1 Advance Acquisition Plan

The Advance Acquisition Plan includes current contracts and planned contracts presented by Program Offices to the Office of Acquisition (OA) 12 months or more in advance. A spreadsheet for capturing contract information is located on [In\\$ite](#), and by selecting Template Forecast Acq Plan.

4.2 Emergency Procurement Action

Emergency Procurement Action is a procurement request that addresses a sudden and unforeseen event requiring an immediate response. An emergency procurement action, within the context of BEP operations, is limited to an event which, if not addressed immediately, would temporarily hinder the Bureau's ability to manufacture currency.

4.3 Acquisition Plan

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The Acquisition Plan documents the specific strategy developed by the Acquisition Team for conducting an individual contract action. A worksheet template for preparing an Acquisition Plan is on In\$ite, Acq Plan Template.

4.4 Procurement Request Package

All procurements require a completed Procurement Request Package, prepared by the requestor and forwarded to the Office of Acquisition for processing. The package must include an approved requisition appropriate for the item being purchased, and all approvals and document artifacts (e.g., specifications, drawings, statements of work, Independent Government Estimate, etc.) necessary to complete the procurement process. (See Exhibit A).

4.5 Systems Analysis

A required element of the Acquisition Plan that identifies the impact of a new process, construction project, or piece of equipment on Bureau operations from a system-wide perspective.

5.0 REFERENCES

- 5.1. [Federal Acquisition Regulation](#) (FAR), [Part 7, Acquisition Planning](#)
- 5.2. [Federal Acquisition Regulation](#) (FAR), [Part 6, Competition Requirements](#)
- 5.3. Bureau of Engraving and Printing, Office of Acquisition, [Acquisition Planning PowerPoint Overview](#), Aug. 2010
- 5.4. Bureau of Engraving and Printing, Office of Acquisition, [Acquisition Plan Template](#)

6.0 THE ACQUISITION PLANNING PROCESS

6.1 Overview

Acquisition Planning - It is a key part of any successful procurement, and the process for coordinating and integrating the efforts of all those responsible for an acquisition. Acquisition planning results in a comprehensive written plan. The plan explains how to meet BEP's needs on time and at a reasonable cost. Developing the overall strategy for managing the acquisition, including administration of the contract after award, is an essential component. An acquisition plan leads to taking steps necessary to develop and secure approvals for a strategy to obtain BEP requirements in an effective, economical, and timely manner.

BEP employs two types of Acquisition Planning: Advanced Acquisition Forecast Planning, performed by the Program Office; and FAR Part 7 Acquisition Planning, accomplished by the Program Office/Contracting Officer's Technical Representative (COTR) in full coordination with the OA.

FAR Section 7.104 (a) requires Acquisition Planning to begin as soon as the agency need is identified, preferably well in advance of the fiscal year in which contract award or order placement is necessary. BEP Program Offices are responsible for providing the OA Advance Acquisition Forecast Plans at least 12 months or more in advance. OA does not consider planning a one-time document preparation requirement; rather

it is a dynamic, continuous activity. The degree of planning will vary depending on the type, size, and complexity of the acquisition; however it remains essential to successful procurements.

6.2 Acquisition Strategy

BEP OA promotes acquisition strategy as an overall approach to obtaining goods and services for particular efforts or programs. It should include market research to determine if a product or service is commercial or BEP-unique. A successful acquisition strategy requires planning and teamwork, be developed in coordination with all acquisition team members, and employ an industry-standard acquisition administration methodology.

6.3 The Acquisition Plan

An Acquisition Plan should provide sufficient information so that someone unfamiliar with the program will understand what is being proposed. However, the plan should not be unduly lengthy. For simple procurements, the plan may be only one page. A concise clear statement of the facts and rationale supporting the technical and business judgment will comply with FAR Part 7. The Plan should be long enough to achieve the following:

- State key business considerations
- Explain your plan to achieve competition
- Show how you will minimize cost/price
- Describe your plan to administer the contract
- Display the signatures of approving officials

The Office of Acquisition created an [Acquisition Plan Template](#) that provides plan section headings, content headings, content instructions, and links to additional guidance. This template is accessible at the link above or through In\$ite.

6.3.1 Requirements Analysis and Budget Planning

The Bureau operates on an annual budget cycle like most other Federal agencies. Annually, in the June/July time frame, the Office of Financial Management (OFM) asks Bureau offices and components to submit their projected operating expenses and fixed and non-fixed asset acquisitions for the upcoming fiscal years. The Budget Division uses the submissions to prepare the annual operating and capital for the upcoming fiscal year.

6.3.1.1 Offices should provide a description of planned acquisitions, including a cost estimate to the Budget Division. Acquisition information prepared by Bureau offices and components must be routed through the appropriate Associate Director to OFM. Associate Directors may approve acquisitions up to \$1million.

6.3.1.2 Capital investments and research projects exceeding \$1million, and all technology development projects also require a formal written Acquisition Plan. Acquisition Plans should be submitted to the Office of

Acquisition at least 12 months before the fiscal year of the planned acquisition.

6.3.2 Project Planning

Project managers/COTRs will prepare a Procurement Request Package when their acquisitions are approved. The package should include technical and environmental compliance, and permit requirements specific to the acquisition. Preparers should forward the completed Procurement Request Package including a copy of the Advance Acquisition Plan to the Office of Acquisition. If the request package is incomplete or otherwise inadequate, the actual procurement process and contracting strategy will not start and the package will be returned to the project manager/COTR for correction.

Acquisition Planning is a specific strategy developed by the Program Office COTR, Budget, and Acquisition. It is based on requirements defined in FAR Subpart 7.105, Contents of Written Acquisition Plans. The Acquisition Plan will also include a milestone chart with target dates for completion of actions within the procurement cycle. The Acquisition Plan becomes a permanent part of the resulting Contract File.

7.0 PROCUREMENT ADMINISTRATIVE LEAD TIME PLANNING

BEP program personnel should include Procurement Administrative Lead Time (PALT) requirements in their planning to ensure adequate time for the contractor to receive and process an order and meet requestors' needs. PALT is a combination of two factors: the time it takes for acquisition personnel to process the order and the lead time the contractor is entitled to receive under the terms and conditions of the contract. Lead times are required by the FAR and range from 30 to 360 days.

7.1 It is critical that Production strategically plan its acquisition needs. At a minimum, this requires maintaining a one month supply of paper, ink, thread, labels, varnish and bands/labels. With the exception of emergency procurement actions, order and delivery requirements for the same product will not exceed one order in a two-week period. If additional quantities of a product are needed, Production will add the additional quantities to the next scheduled order. If a cancellation is required, it will be processed as soon as possible.

7.1.1 All documents, including but not limited to 8516s, that are sent to OA will include current contract numbers and complete stock numbers, as listed on the contract. Abbreviated stock numbers will not be accepted.

7.1.2 Table 1 contains OA's time frames for awarding actions depending on methodology (e.g., open market versus use of an existing contractual vehicle) and/or dollar amount. This list is based on historical acquisition lead times and should be used only for initial planning. The Department of the Treasury standard for acquisition offices is to meet PALT for 85 percent of contract actions.

— Treasury and BEP OA Procurement Action Lead Times are defined in the Service Level Agreement, dated August 2010, and signed by all Executives.

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Table 1: Treasury Department and BEP Office of Acquisition PALT

EXISTING CONTRACTS

CONTRACT TYPE	DURATION
Modification (bilateral/administrative/unilateral)	30 business days
BPA Call Orders	30 business days
Delivery Orders	30 business days
Task Orders > \$100,000	30 – 90 business days
GWACs	45 business days
Simplified Acquisition Commercial Item <\$3,000	30 business days

NEW ACQUISITIONS**SIMPLIFIED ACQUISITIONS:**

CONTRACT TYPE	DURATION
\$3K – 25K	30 days
\$25K – 100K	60 days

COMPETITIVE NEGOTIATED ACQUISITIONS:

CONTRACT TYPE	DURATION
\$100K – 500K	90 – 200 days
\$500K – 10M	Up to 215 days
\$10M – 50M	Up to 225 days
Over \$50M	Up to 275 days

OTHER ACQUISITIONS:

CONTRACT TYPE	DURATION
NON-COMPETITIVE NEGOTIATED ACQUISITIONS	125 – 200 days
INTERAGENCY AGREEMENTS	45 – 75 days

8.0 FUNDING AND PAST PERFORMANCE REPORTING

The responsibility of tracking funds for orders and contracts lies solely with program personnel. Orders for supplies will be funded on a contractual year basis. The beginning date of the contract year is when the contract is awarded or when an option is exercised and the period of performance begins. This contractual year period is not tied to the fiscal year date unless the period of performance begins on October 1st.

- 8.1** When an option period is renewed, COTRs will receive notification and are responsible for providing adequate funding and any supporting documents to the Contract Specialist no later than 90 days from the current period of performance's end date.

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8.2 COTRS are responsible for obtaining a Contractor Performance Assessment Reporting System (CPARS) account and reporting contractors' past performance yearly and upon completion of a contract's period of performance. User accounts can be obtained through the Policy Division in the Office of Acquisition.

9.0 EMERGENCY PROCUREMENT ACTIONS

9.1 Although rare, personnel may encounter serious problems in the procurement process that without immediate attention would temporarily stop currency manufacturing. When these emergencies occur, Contracting Specialists will notify senior personnel in their unit starting with the Division Manager (Team Lead, if the manager is unavailable) or the Office Chief, if the manager and team lead are unavailable.

9.2 One of the senior personnel must contact the Administrative Contracting Officer (ACO) on a current contract, to determine emergency status and direct a contractor to provide the material or service if the ACO confirms the emergency. The ACO is the sole responsible official for declaring an emergency procurement and directing contractor actions on a contract.

9.3 During an emergency action, the Contract Specialist or ACO will provide order numbers to the contractor and program personnel.

9.4 If no current contract exists, the Chief of Acquisition will be immediately notified and the Chief will direct the buy.

10.0 RESPONSIBILITIES

10.1 Office Chiefs:

10.1.1 Analyze their operations and identify procurement requirements as part of the annual requirements analysis and budgeting process.

10.1.2 Ensure written Acquisition Plans are prepared.

10.1.3 Ensure that technical and management requirements for procurements are identified and documented in the Procurement Request Package.

10.2 Contracting Officer Technical Representative (COTR):

10.2.1 Use OA Acquisition Plan Templates provided on In\$ite to draft written plan.

10.2.2 Coordinate Acquisition Plan with Contracting Officer.

10.2.3 Ensure that the Acquisition Plan captures key points of the business strategy.

10.2.4 Obtain required approval signatures.

10.2.5 Work with the Contract Officer to maintain the Acquisition Plan. Acquisition Plans should be revised if circumstances change and the revisions must be signed.

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- 10.2.6** Receive notification when contract option periods are approaching and provide adequate funding and any supporting documents to the Contract Specialist no later than 30 days from the current period of performance's end date.
- 10.2.7** Open a CPARS account and report contractors' past performance at the end of the period of performance. The Office of Acquisition Policy Division will provide accounts.
- 10.3** The Technology Investment Committee (TIC):
 - 10.3.1** Develop the annual capital investment program and portions of the research program having implications for technology development.
 - 10.3.2** Evaluate and approve/disapprove AMAPs for capital investments and research projects exceeding \$100,000 and all technology development projects. Only the TIC may change or cancel a requirement once it has been approved.
- 10.4** The Program Office Coordinator:
 - 10.4.1** Record and track planned acquisitions data from the Advance Acquisition Plan.
 - 10.4.2** Produce, coordinate, and submit a report on major acquisitions for the coming fiscal year to the Chief, Office of Acquisition, and the Chief, Office of Financial Management, not later than April 1 of the current fiscal year.
 - 10.4.3** Meet with the Office of Acquisition and Contracting Officer during the first week of each quarter to review proposed adjustments to the Advance Acquisition Plan.
 - 10.4.4** The Office of Acquisition or Engineering will help offices prepare cost/benefit analyses for all capital investments exceeding \$1 million.

11.0 OFFICE OF PRIMARY RESPONSIBILITY

Office of Acquisition

<SIGNED>
Larry R. Felix
Director

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EXHIBIT A
Procurement Request Package Required Documents and Content

Following are examples of the documents or coverage that should be included in the initial submission of a Procurement Request.

Table 2: Request Package Documents and Content

DOCUMENTS/CONTENT	REMARKS
BEP Form 8516, Requisition for Purchase of Materials or Services	Required
Advance Acquisition Plan	Required
Work statement, specification, purchase description, etc.	Required
Government cost estimate	Required
Determination of technical data requirements and rights in technical data	As appropriate
Patent rights determination	As appropriate
Determination of support considerations	As appropriate and if not part of specification
Quality Assurance and reliability requirements	Required if not part of specification
Delivery requirements	Required
Inspection, test, and acceptance requirements	Required if not part of specification
Option requirements	As appropriate
Security requirements	As appropriate
Socioeconomic considerations	As appropriate
Technical direction requirements	Applicable to cost-reimbursement contracts
Health and safety requirements (including permits)	As appropriate
A-76 considerations	As appropriate
Organizational conflicts of interest considerations	As appropriate
Proposal preparation, instructions	As appropriate
Proposal evaluation plan including technical evaluation criteria	Required
Justification for Other Than Full and Open Competition, TDF 76-01	Required for all noncompetitive procurements in excess of \$150,000

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DOCUMENTS/CONTENT	REMARKS
Approvals related to consultant/management analysis services	As appropriate
Approval to procure printing services	As appropriate
Fourth quarter procurement approval	As appropriate
Authorization to contract with a government employee	As appropriate
Authorization for Paid advertisements	As appropriate
Authorization to procure ADPE or services	As appropriate
Approval to procure office machines, BEP Form 1879	As appropriate
Approval to procure office furniture, BEP Form 1879	As appropriate
Determination of non-personal services	Applicable to service contracts