

## **HNC PROC 2050**

### **Project (Program) Delivery Acquisition Plan**

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#### **Scope**

This process defines the steps necessary to prepare a Project contract action or develop a Project (or Program) acquisition plan for inclusion in the Project Management Plan (PMP).

The Project Acquisition Plan is a key component of the PMP.

The Acquisition processes related to this process are: [HNC Overall Acquisition Strategy – HNC PROC 6002](#) and [HNC Contract Closeout – HNC PROC 4010](#).

#### **Policy**

[AFARS \(Army Federal Acquisition Regulation Supplement\)](#)

[Consolidated Command Guidance](#)

[DFARS \(Defense FAR Supplement\)](#)

[DFAS-IN 37-1, Finance and Accounting Policy Implementation](#)

[DoD 7000.14-R, Department of Defense Financial Management Regulation](#)

[EFARS \(Engineer Federal Acquisition Regulation Supplement\)](#)

[ER 5-1-11, U. S. Army Corps of Engineers Business Process](#)

[FAR \(Federal Acquisition Regulation\)](#)

[HNC Reg. 715-1-10, Acquisition Planning](#)

#### **Responsibility**

The Project Delivery Team (PDT) is responsible for evaluating procurement options and approaches during project planning (and in some cases during project execution). This will be incorporated into a Project Delivery Acquisition Plan and it is an identifiable section of the PMP.

The Resource Provider(s) is responsible for providing information and recommendation on acquisition approaches to the PDT member after performing a

Workload Analysis and Resource Leveling evaluation. This includes recommendations on contract performance of Independent Technical Review (ITR).

The Small Business Manager is responsible for providing information and recommendation on acquisition approaches to achieve various small business goals.

The Contracting Officer is responsible for reviewing and approving the Project Acquisition Plan.

## **Distribution**

Contracting Directorate

Contracting PDT Member

Small Business Manager

Project Manager (PM)

Project Delivery Team (PDT)

Resource Provider(s)

## **Ownership**

The Office of the Deputy for Programs and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## **System References**

[Acronyms and Glossary – REF 8000G](#)

[Activity/Schedule Development - HNC PROC 2030](#)

[CEFMS Users Manuals Online](#)

[HNC Workload Analysis and Resource Leveling – HNC PROC 1020](#)

[PMP/PgMP Development – HNC PROC 2000](#)

[HNC Overall Acquisition Strategy – HNC PROC 6002](#)

[Resource Estimate Development – HNC PROC 2040](#)

[Work Management - Financial Management – REF8014G](#)

## Activity Preface

This process is performed whenever a Project is developed or modified which includes one or more project activities with a method of accomplishment by “contract” (this is expected to be known in P2 as “C2” – Contracts Outside the Government). The level of detail in the acquisition plan (formal or informal) will be determined by the value and complexity of the proposed acquisition. The acquisition plan will be prepared as soon as possible in the planning of the project and will capture the acquisition decisions made throughout the life of the project. Evaluation of the Acquisition Plan will include the PDT, as well as the Resource Providers, the Small Business Manager, the Contracting Officer and others as required.

Since this process is part of the [PMP/PgMP Development – HNC PROC 2000](#), the first time through, this process assumes an unapproved PMP. An approved PMP will include the approved acquisition plan for the project.

The data contained in a contract action or the Project Acquisition Plan will be input to P2 and used to develop the Advanced Acquisition Plan (AAP). In addition this contract data will be used to update the HNC Overall Acquisition Strategy (OAS).

### Project Delivery Team (PDT)

1. Review HNC Overall Acquisition Strategy (OAS).
2. Develop initial procurement approaches (A-E, construction, SBA, etc) for identified activities.
3. Contact and coordinate with Resource Providers and Small Business Manager.
4. Forward Project requirements to Resource Providers and Small Business Manager for review of acquisition approaches.

### Resource Providers / Small Business Manager

5. Provide PDT members with information on acquisition approaches.

### Project Delivery Team (PDT)

6. Evaluate all data and acquisition approaches (initial plus those provided by Resource Providers and the Small Business Manager).

7. Determine if there is a contract available that can accommodate the work and consider the following:
  - Scope of work
  - Contract and work schedule (length and timing of new work and constraints within the contract vehicle being considered)
  - Dollar value (value of the new work and ceilings on the contract vehicle being considered)
  - Extraordinary circumstances

**If a contract is available, go to Task #8. Otherwise, go to Task #10.**

8. Process contract actions and forward to the Contracting Officer.

### Contracting (CT)

9. Review the contract action and approve or disapprove.

**If contract action is approved, go to Task #21. Otherwise, return to Task #7.**

### Project Delivery Team (PDT)

10. Determine if a formal Project Acquisition Plan is required. (Refer to [HNC Reg. 715–1–10, Acquisition Planning](#) for information and criteria.)

**If a formal Project Acquisition Plan is required, go to Task #14. Otherwise, go to Task #11.**

11. Develop an informal Project Acquisition Plan. (Process in accordance with [HNC Reg. 715–1–10, Acquisition Planning](#).)
12. Present informal Project Acquisition Plan to the Contracting Officer for review and approval.

### Contracting (CT)

13. Contracting Officer review the informal Project Acquisition Plan and approve or disapprove.

**If the informal Project Acquisition Plan is approved by the Contracting Officer, go to Task #21. Otherwise, return to Task #11.**

### Project Delivery Team (PDT)

14. Develop a formal Project Acquisition Plan. (Process in accordance with [HNC Reg. 715-1-10, Acquisition Planning.](#))
15. Present formal Project Acquisition Plan to the Contracting Officer for review and approval.

### Contracting (CT)

16. Contracting Officer review the formal Project Acquisition Plan and approve or disapprove.

**If the formal Project Acquisition Plan is approved by the Contracting Officer, go to Task #17. Otherwise, return to Task #14.**

17. Submit formal Project Acquisition Plan to the HNC Commander for review and approval.

### HNC Commander

18. Review the formal Project Acquisition Plan and approve or disapprove.

**If the formal Project Acquisition Plan is approved by the HNC Commander, go to Task #19. Otherwise, return to Task #14.**

### Contracting (CT)

19. Forward the approved formal Project Acquisition Plan to HQUSACE for review and approval in accordance with [EFAR 7-1](#) requirements.

### HQUSACE

20. Review formal Project Acquisition Plan and approve or disapprove.

**If the formal Project Acquisition Plan is approved by HQUSACE, go to Task #21. Otherwise, return to Task #14.**

### Project Delivery Team (PDT)

21. Enter specific contract data from the Project Acquisition Plan into P3e for each needed activity.

The Project Acquisition Plan will become an annex to the PMP.

**End of activity.**

**Return to [PMP/PgMP Development – HNC PROC 2000.](#)**

