

## **MVD – District Advanced Acquisition Planning [PROC1006]**

**Response: Rejected, this process applies to Districts, Labs & Centers**

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### **Scope**

This process covers the review of all upcoming contracting activities through acquisition planning (Advanced Acquisition Planning Board, AAPB). **[To do an Advanced Acquisition Plan, SADBUs goals (floors) will need to be assigned 2 years in the future so that there can be meaningful discussions with customers.] Response: noted.**

### **Policy**

*EFARS 7-1* [<http://www.hq.usace.army.mil/cepr/efars/part07.pdf>]

*ER 5-1-11* [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf>]

### **Responsibility**

The Chief of Contracting Division/**Contracting Officer** is responsible for: **Response: Rejected, Contracting officer does not establish board**

- Establishing an Advanced Acquisition Planning Board (AAPB). **The District may choose to fulfill these responsibilities under existing forums, such as the PRB. Response: Rejected, refer to guidance from Chief of Engrs, Jul 99**
- Publishing results of the AAPB meetings.

The Advanced Acquisition Planning Board (AAPB) is responsible for:

**Response: Accepted.** Notifying the Project Manager (PM) of any changes to the acquisition plan, to ensure that other project commitments will not be compromised.

**The Project Delivery Team is responsible for:**

- **Identifying projects that require a formal acquisition plan due to regulatory requirements, complexity, or unique nature of the project. [See PROC1020, Responsibility Section] Response: Rejected, moved to project delivery acquisition strategy process**

**The Project Review Board is responsible for: Response: Rejected, PRB is not an actor in this process.**

Reviewing goals for meeting targets set at MSCs, such as Small Business. The Project Manager (PM) is responsible for:

- Overall project coordination.
- Ensuring accurate project information is maintained in P2.
- Customer coordination.
- POC interaction with the AAPB.

The Commander is responsible for resolution of **unresolved Response: Reworded. See master document.** customer concerns.

## Distribution

Advanced Acquisition Planning Board (AAPB)\*

Chief of Contracting Division\*

Commander\*

Contracting Division\*

Project Manager (PM)\*

## Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## System References

*PMP Development[PROC1012]*

*PMP/PgMP Content[REF1018]*.

*Project Delivery Acquisition Strategy[PROC1020]*

*Project Execution and Control[PROC1017]*

*Regional Advanced Acquisition Strategy[PROC1025]*

## Activity Preface

This process is performed at least semi-annually, on or about 1 October and 1 April. This does not preclude Districts from holding meetings as often as needed, such as a request from a PDT member or a change in overall Command Acquisition Strategy (major new projects identified).

Acquisition planning is the strategy by which the procurement decisions are coordinated and integrated to manage the execution of projects using data from P2 entered during the *Project Delivery Acquisition Strategy[PROC1020]*. This review will provide a flexible and effective look at contract needs, such as types, methods, capacity, customer preferences, and the ability of small business firms to compete for contracts. This review will identify the optimal procurement method. This review informs the Project Delivery Team (PDT) and involved organizations, including the customer, of challenges prior to contract solicitations. The Advanced Acquisition Planning Board (AAPB) should look at overall results – trends, needs, etc. This process covers the Current Fiscal Year (CFY), Budget Year (BY), and Budget Year+1 (BY+1). This process is to provide data to the *Regional Advanced Acquisition Strategy[PROC1025]*, initiated for use by the Regional Business Centers via the RMB.

At the end of this process, if you have an approved PMP, you will go to *Project Execution and Control[PROC1017]*; if not, you will return to *PMP Development[PROC1012]*.

## Contracting Division

1. Activate Advanced Acquisition Planning Board.
2. Convene semiannual meetings of the AAPB.

Semiannual meetings are to be held on or about 1 October and 1 April of each year.

3. Chair each semiannual meeting.

## Contracting Division, Project Manager (PM)

4. Verify Advanced Acquisition Plan (AAP).

The Advanced Acquisition Plan (AAP) will periodically be revised as program or project changes become known (e.g., project design is deferred to an outyear or cancelled, current working estimate (CWE) becomes critical vs. programmed amount (PA), project is not authorized or funded for construction, etc.)

The Advanced Acquisition Planning Worksheets must be completed prior to biannual meetings of the AAPB. (These are under development)

## Advanced Acquisition Planning Board (AAPB)

5. Utilize AAP reports from P2 to evaluate projects' conformity with SBA 8(a), Hub Zone Set-Aside, or other set-aside small business program.

**If change in recommended project acquisition strategy, goto task #7. Otherwise, goto task #6.**

6. Prepare & forward project report for CFY, BY, & BY+1 to appropriate Commander and RMB.

Refer to *Regional Advanced Acquisition Strategy[PROC1025]*.

**Goto task #1.**

## Project Manager (PM)

7. Inform customer of recommended acquisition actions.
8. Solicit comments from customer.

The customer should be involved from the beginning as a member of the PDT.

9. Resolve any customer concerns, and report to AAPB.

**If concerns exist, goto task #10. Otherwise, goto task #14.**

## Advanced Acquisition Planning Board (AAPB)

10. Review customer concerns.

**If concur with customer concerns, goto task #13. Otherwise, goto task #11.**

11. Advise Commander of unresolved Customer concerns.

## Commander

12. Resolve customer contracting issues.

Agree with customer concerns, disagree with customer concerns, or refer back to PM for further detail/information.

## Chief of Contracting Division

13. Document and approve changes to project acquisition strategies.

**If Commander decides to change project acquisition strategy, goto task #14. Otherwise, goto task #1.**

14. Notify PDT of acquisition decision.

## Project Manager (PM)

**If approved PMP, goto task #15. Otherwise goto task #16.**

Once a PMP is approved, the project has moved from the Project Planning Phase to the Project Execution & Control Phase.

15. Refer to Project Execution and Control.

**End of activity.**

**Goto *Project Execution and Control*[PROC1017].**

16. Refer to PMP Development.

**end of activity.**

**Goto *PMP Development*[PROC1012].**

**End of activity.**

