

(Be sure to verify tasks numbers)

Scope

This process covers the review of all upcoming contracting activities through acquisition planning (Advanced Acquisition Planning Board, AAPB).

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 is responsible for:

- Establishing an Advanced Acquisition Planning Board (AAPB).
- Publishing results of the AAPB meetings.
- **Notifying the PDT of any changes to the acquisition plan, to ensure that other project commitments will not be compromised. [Response](#): Accepted and reworded -- see master document.**

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

- Identifying projects that require a formal acquisition plan due to regulatory requirements, complexity, or unique nature of the project.
- [Response](#): Reworded -- see master document.** Reviewing goals for meeting targets set at MSCs, such as Small Business.
- **Reviewing available contracting tools and assuring that actions are taken to accommodate Advance acquisition Plan. [Response](#): Rejected, see regional acquisition plan**
 - **Ensuring adequate IDIQ type contract capacity exists to accommodate proposed acquisition requirements. [Response](#): Rejected, see project delivery acquisition plan**

The Project Manager (PM) is responsible for:

- Overall project coordination.

- Ensuring **current and** accurate project information is maintained in P2.
Response: Rejected, it's assumed to be accurate if it's current
- Customer coordination.
- POC interaction with the AAPB.

The Commander is responsible for resolution of 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 **and initiate action to ensure the needed contract vehicles are in place.**

Response:Rejected, see regional acquisition plan . 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) **generated from P2 reports.** **Response: Reworded, see master document**

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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) **becomes critical** Response: Reworded, see master document, 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.

6. **Correlate available contract tools with Advance Acquisition plan and ensure action to initiate additional contracting tools is required.** Response: Rejected, see regional acquisition plan

If change in recommended project acquisition strategy, goto task #10. Otherwise, goto task #7. Response: Reworded, see master document.

7. 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)

8. **Work with the customer to resolve differences before a final determination is made of the acquisition strategy.** Response: Reworded, see master document.

9. Solicit comments from customer.

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

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

If concerns exist, goto task #12. Otherwise, goto task #16.

Advanced Acquisition Planning Board (AAPB)

11. Review customer concerns.

If concur with customer concerns, goto task #15. Otherwise, goto task #13.

12. **The PDT will bring the issue to the PRB for resolution.** Response: Rejected -- follow local SOP.

PDT Response: Rejected, logic reviewed and determined to be correct

13. 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

14. Document and approve changes to project acquisition strategies.

If **PRB** decides to change project acquisition strategy, goto task #16. Otherwise, goto task #1. Response: **Reworded, see master document.**

15. Notify PDT of acquisition decision.

Project Manager (PM)

If approved PMP, goto task #17. Otherwise goto task #18.

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

16. Refer to Project Execution and Control.

End of activity.

Goto *Project Execution and Control*[PROC1017].

17. Refer to PMP Development.

end of activity.

Goto *PMP Development*[PROC1012].

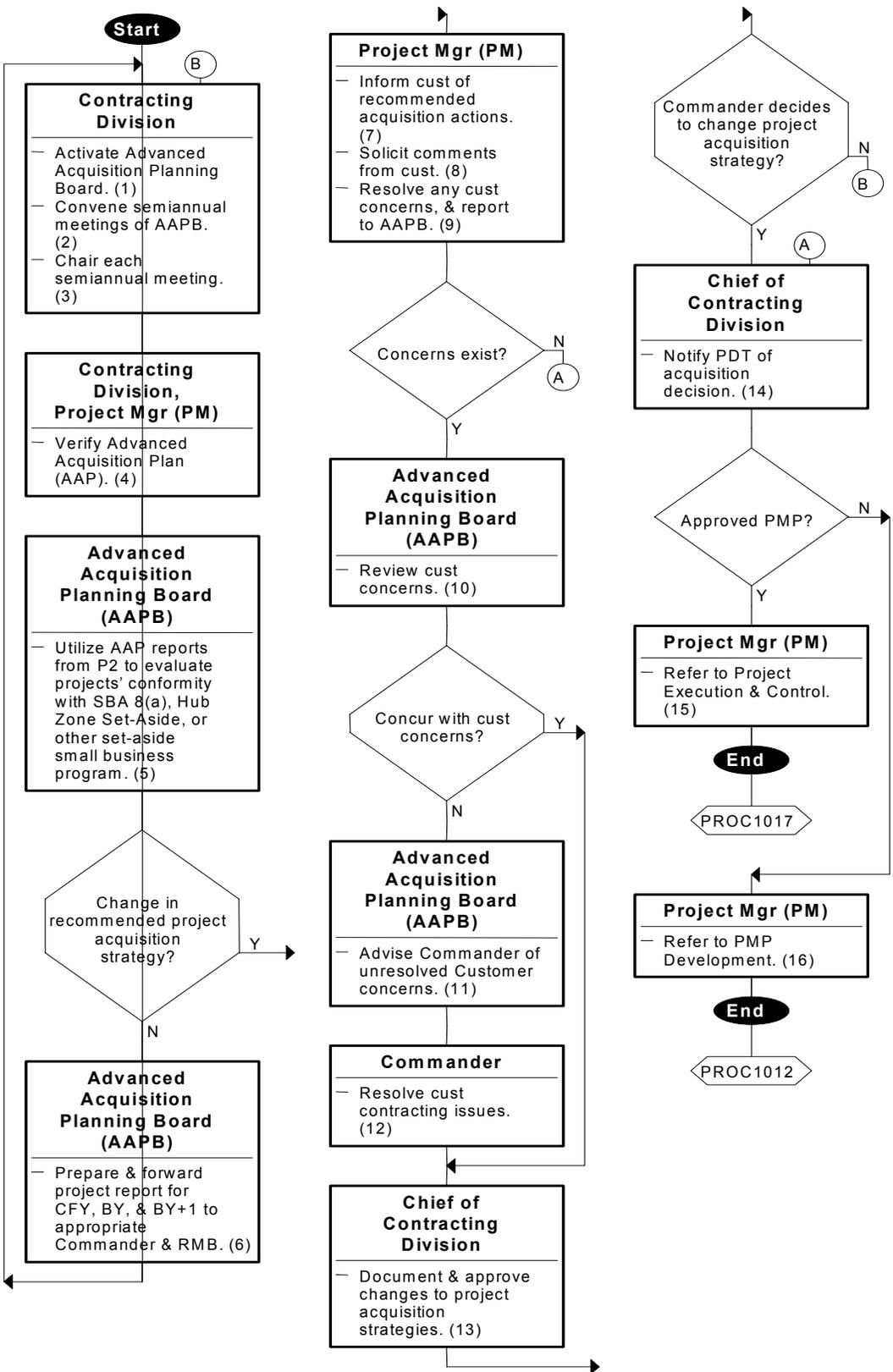
End of activity.

Numbers are assuming that the additional comments have been added.

Flowchart Comments:

Arrow out of #6 should go to #16 in lieu of #1. Response: Logic reviewed and determined to be correct.

Be sure to put process call outs at the start and end of every Process flowchart. Each flowchart should be able to stand on its own and assist users in moving through the processes. Every flowchart should have a title block identifying the process title and number. Response: **Rejected -- Oracle Tutor does not support this functionality.**



Clarify steps 10-14. The flow where the Commander gets involved is confusing. Flow chart should move decision (Commander decides to change...) right after Commander block where "resolve customer contract issues".

