

**ACQUISITION MANAGEMENT
HARPERS FERRY CENTER
ADMINISTRATIVE GUIDELINE NUMBER 3**

**ROLES, RESPONSIBILITIES AND TIMELINES FOR CONTRACTING
DECEMBER 2010**

I. BACKGROUND

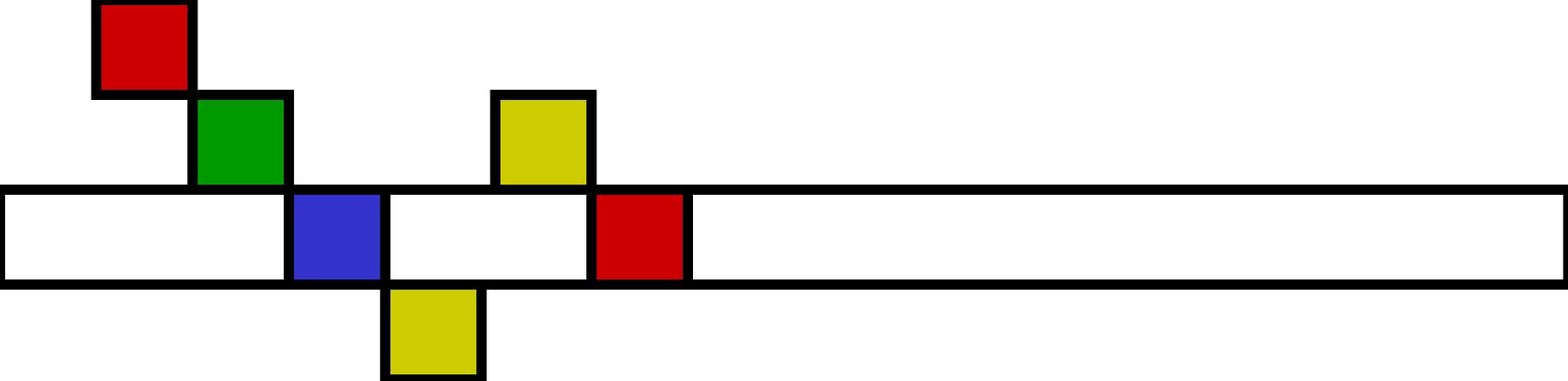
The Office of Acquisition Management fields many questions concerning the roles and responsibilities of the Contracting Officer, Contracting Officer's Representative and the time that it takes to do individual procurement actions.

The responsibility for the decision of what to buy and when to buy rests with the program offices. The responsibility for determining how to buy, the conduct of the procurement process, and the execution of the contract rests with the Office of Acquisition Management, and the Contracting Officer in particular. There are many individuals who assist the Contracting Officer in the procurement process, i.e., the Contracting Officer's Representative, the Contract Specialist, the Solicitor's Office, the Procurement Technician, the Purchasing Agent and other administrative staff.

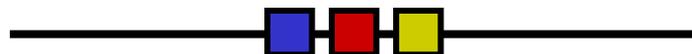
II. PURPOSE

The purpose of this Administrative Guideline, in a power point presentation, is to outline the roles and responsibilities of the many individuals involved in the procurement process and indicate general timelines for individual procurement actions. The personnel responsible for making decisions to buy should maintain a close and continuous relationship with the Office of Acquisition Management to ensure that procurement personnel are made aware of contemplated procurement actions. This will be mutually beneficial in terms of better planning for procurement actions and more timely, efficient, and economical procurement.

ATTACHMENT



**ROLES, RESPONSIBILITIES, AND TIMELINES
FOR CONTRACTING
ADMINISTRATIVE GUIDELINE NUMBER 3**

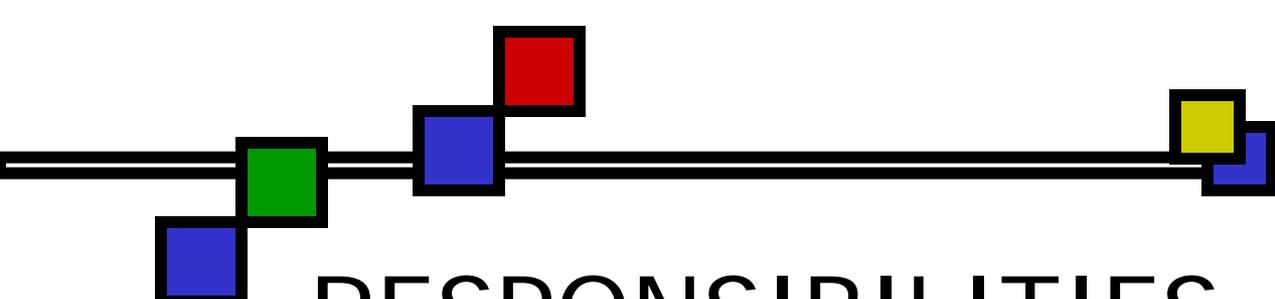


**Harpers Ferry Center
Office of Acquisition Management
December 2010**



CONTRACTING OFFICER

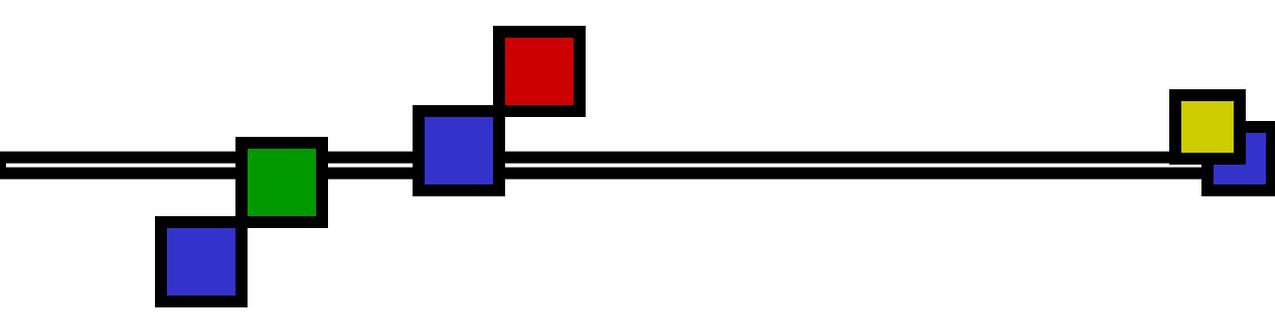
- A person with the delegated **AUTHORITY** to enter into, administer, and/or terminate contracts and make related determinations and findings (FAR 1.602-1)
- In order to be a Contracting Officer, you must meet certain qualifications and be issued a warrant that identifies the scope and limits of your authority.



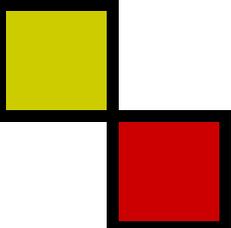
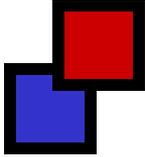
RESPONSIBILITIES

- Sign contracts
- Obligate Government Funds
- Commit Government Property
- Authorize Contract Deviations
- Direct Changes
- Suspend or Terminate Performance
- Recoup Funds from Contractor
- Suspend Payment to Contractor
- Ensure that Contractors receive impartial, fair and equitable treatment.
- **Comply with:**
 - Code of Federal Regulation (CFR);
 - Federal Acquisition Regulation (FAR);
 - Executive Orders (E.O.) ;
 - Department of the Interior (DOI) Regulations;
 - National Park Service (NPS) Regulations and Instructions; and
 - Other applicable governmental laws and regulations.

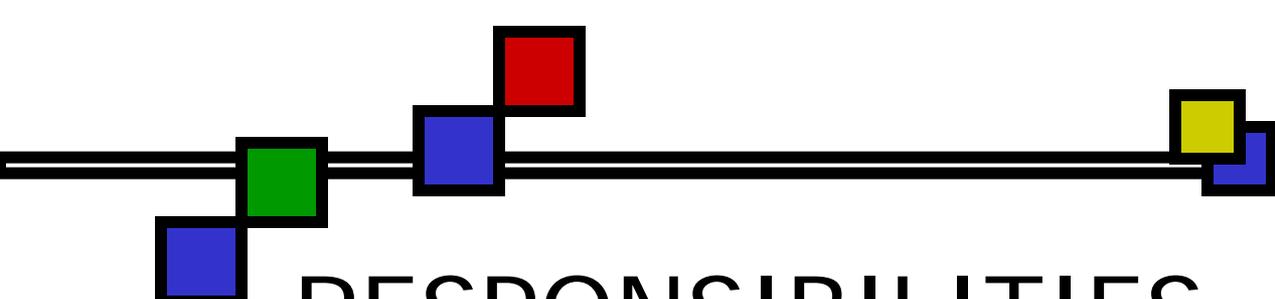




CONTRACT SPECIALIST

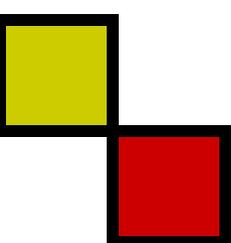
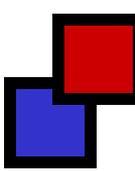
- 
- An authorized representative of the Contracting Officer responsible for the management and monitoring of the contract.
- 

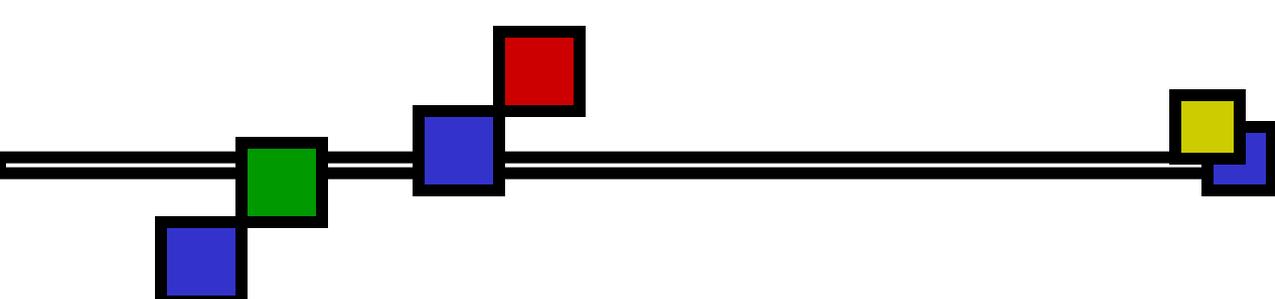




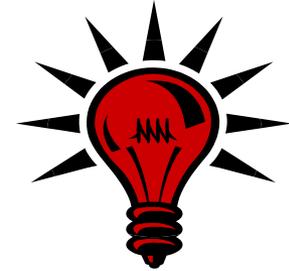
RESPONSIBILITIES

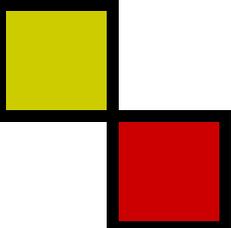
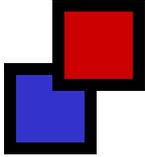


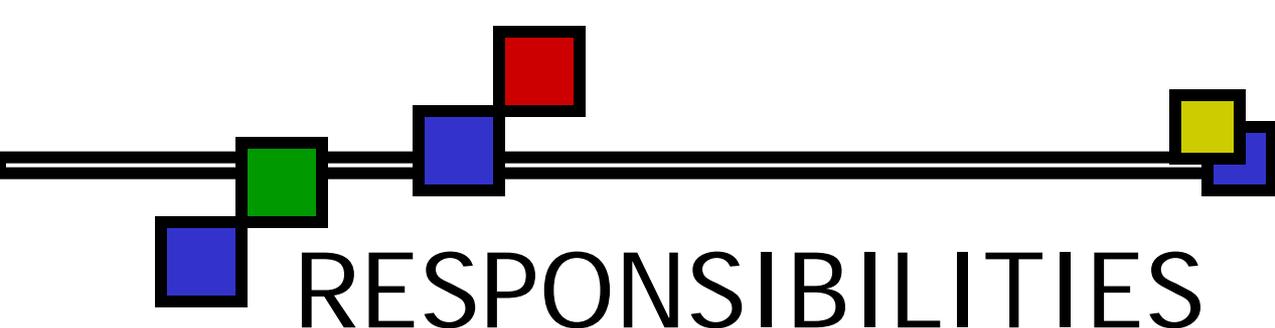
- 
- **Manages, performs, and administers contracting functions for supplies, services, and construction.**
 - **Uses automated contracting systems to prepare, process, and analyze transactions and products.**
 - **Acts as business advisor, buyer, negotiator, administrator, and Contracting Officer.**
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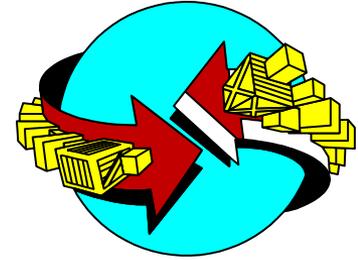
PURCHASING AGENT

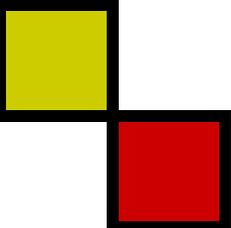
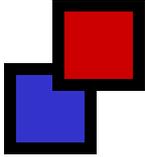


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- A Purchasing Agent is a Contracting Officer, with delegated authority to make small purchases for supplies and non-personal services.
 - A small purchase is generally \$150,000 or less on the open market and can be larger on a GSA schedule contract.
- 



RESPONSIBILITIES



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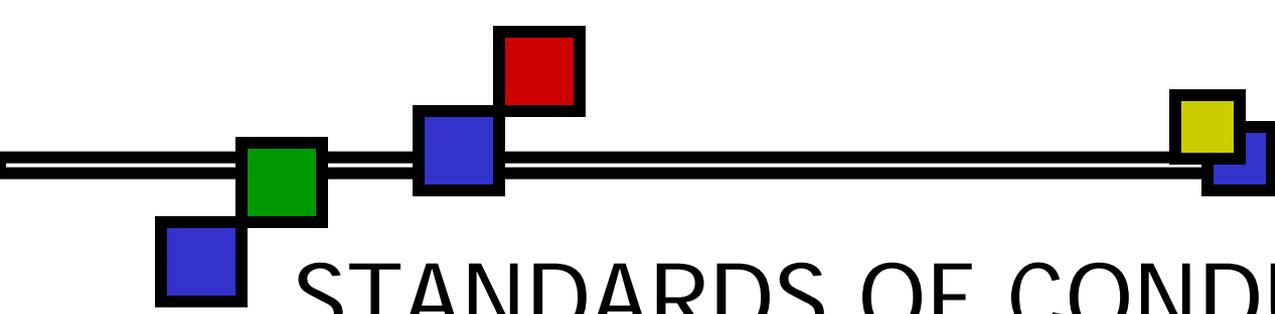
CONTRACTING OFFICER'S REPRESENTATIVE (COR)

- A person who is delegated SPECIFIC AUTHORITY, in writing, from the Contracting Officer to oversee a particular contract.



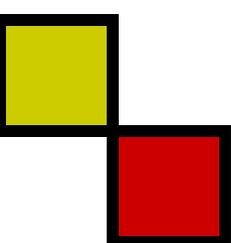
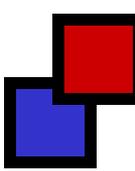
RESPONSIBILITIES

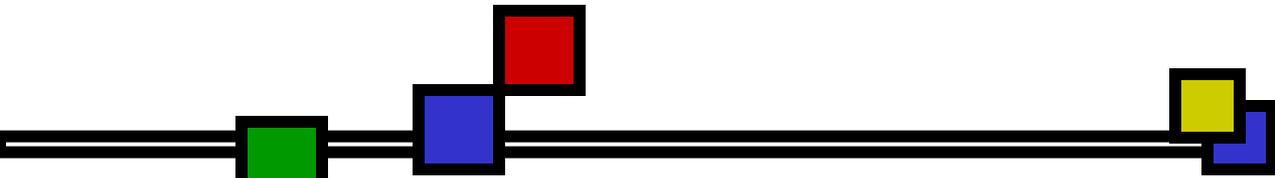
- Ensure that requirements are clearly specified and defined
- Ensure that quality standards are provided and met
- Provide for a detailed Independent Government Estimate (IGE)
- Monitor the Contractor's technical progress
- Interpret the Scope of Work
- Perform technical evaluations
- Perform technical inspection and acceptance
- Assist the Contracting Officer in the resolution of technical problems



STANDARDS OF CONDUCT



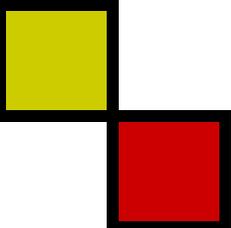
- 
- ✓ The business ethics of all who are charged with administration and expenditure of public funds must be above reproach at all times.
 - ✓ It is important that everyone who is engaged in NPS procurements and related duties adhere to and be guided by the DOI policies and instructions on personnel conduct.
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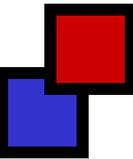
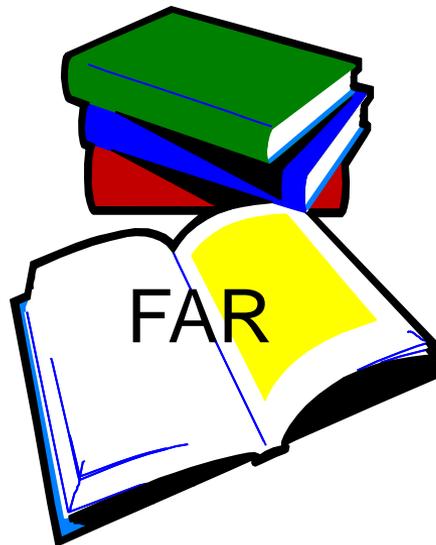


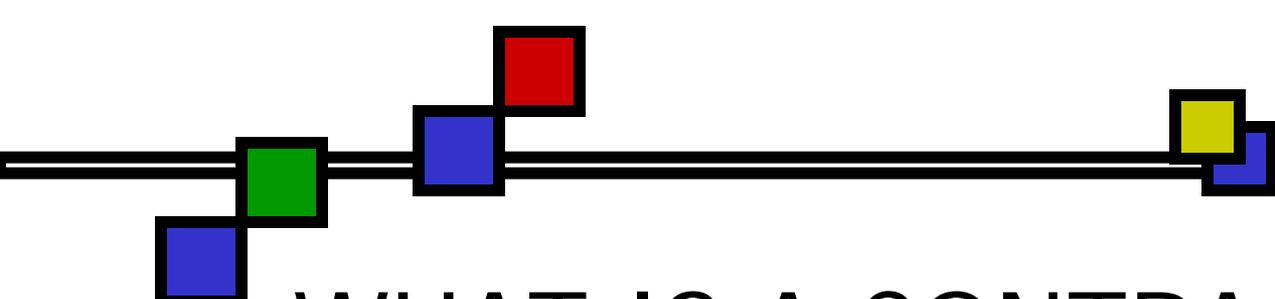
WHAT IS THE FAR?



Federal Acquisition Regulation

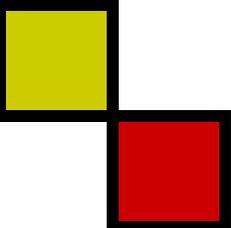
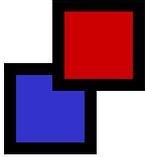
- 
- The primary document that establishes policies and procedures for acquisition by all Executive Agencies.

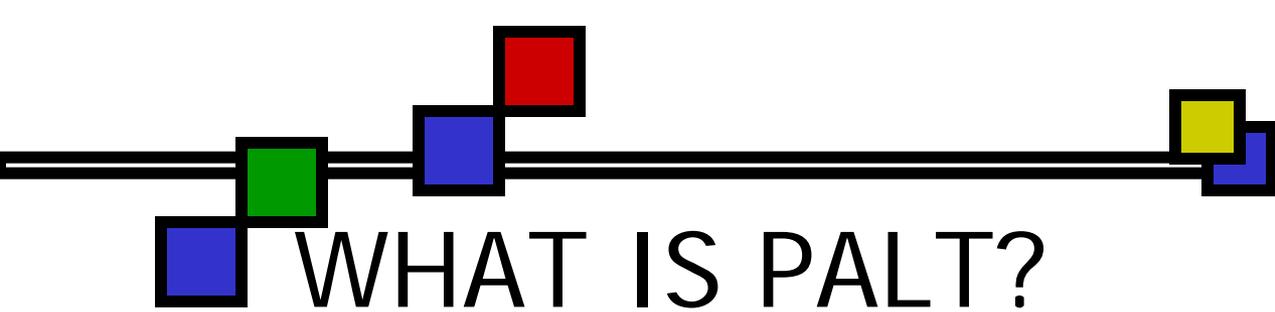




WHAT IS A CONTRACT?



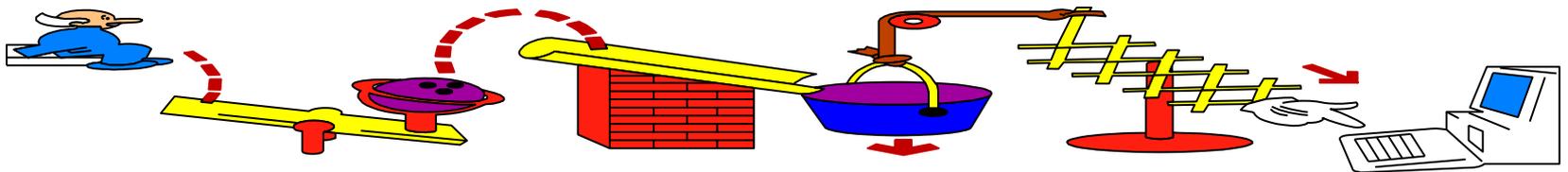
- 
- A contract is a means of communication
 - It includes five elements
 - offer, acceptance, consideration,
legal substance and competent parties
 - May be oral or written
 - Must have a “Meeting of the Minds”
- 

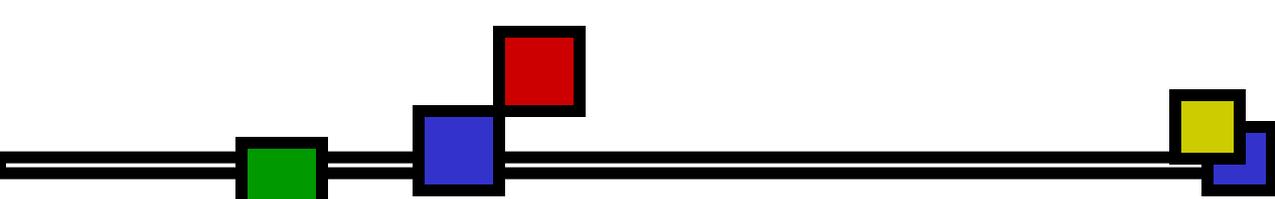


WHAT IS PALT?

PROCUREMENT ADMINISTRATIVE LEAD TIME

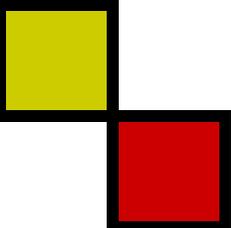
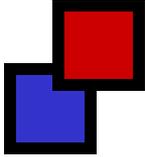
- Used to determine approximate amount of time to award a requirement after it is received.
- Many factors affect the amount of PALT required for any particular procurement.
- A PALT should be established by the Contracting Officer or Contract Specialist upon receipt and discussed with the COR.
- PALT begins only after acceptance of a properly completed purchase request with a Scope of Work and Independent Government Estimate.





GENERAL PALT GUIDELINES (Working Days)

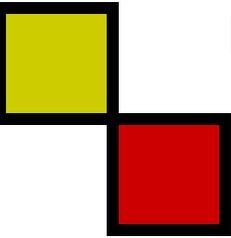
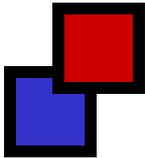


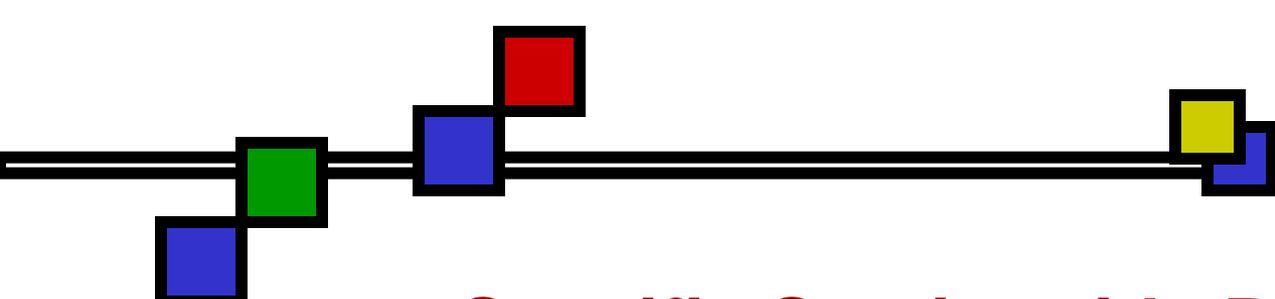
- 
- 1-10 days \$3,000 and Under
 - 17-29 days \$3,000 to \$25,000
 - 22-44 days \$25,000 to \$150,000
Full and Open, Justification
for Other Than Full and Open
Competition, or Sole Source
 - 90 to 152 days Over \$ 150,000
Full and Open or Sole Source
- 



PALT GUIDELINES FOR IDIQ CONTRACTS

Best Value Task Orders placed against Indefinite Delivery
Indefinite Quantity (IDIQ) Contracts

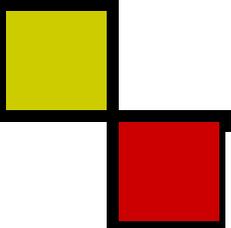
- 
- Requires evaluation of proposals
 - ❖ 14-30 days < \$ 25,000
 - ❖ 30-60 days > \$ 25,000
 - ❖ 60-90 days > \$150,000
 - Orders in excess of \$500,000 require legal review and may increase time
 - Actual time may vary based on the availability of evaluation panels
- 



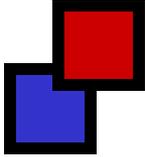
Specific Servicewide PALTS

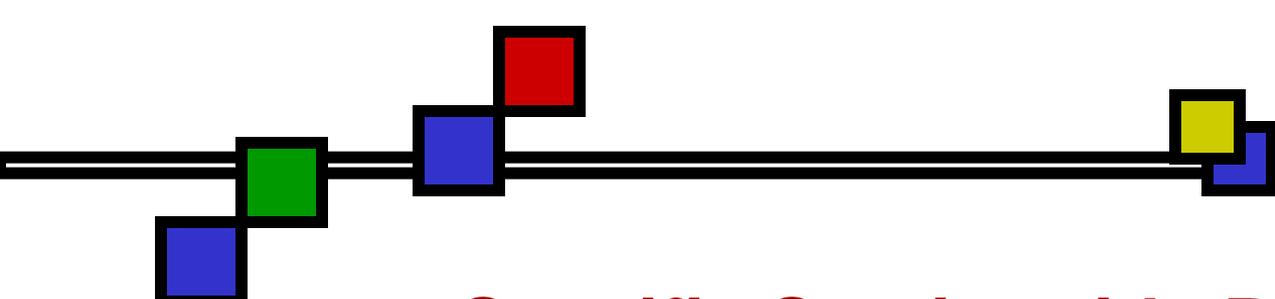
Simplified Acquisition Procedure under \$25,000

Verbal Quotes are authorized but rarely used at HFC because detailed scopes are necessary.



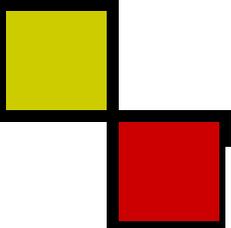
Min. Day(s)	Max. Day(s)	Steps
1	2	Market Research
2	4	Obtain verbal quotes, web search – GSA schedule, vendor websites
1	2	Evaluate Quotes / Prepare Abstract
1	2	Document File (i.e. price is fair and reasonable)
2	4	Prepare Award
<u>1</u>	<u>2</u>	<u>Distribute PO and Prepare FPDS-NG Report</u>
8	16	TOTAL



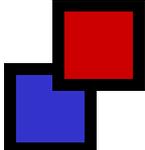


Specific Servicewide PALTS

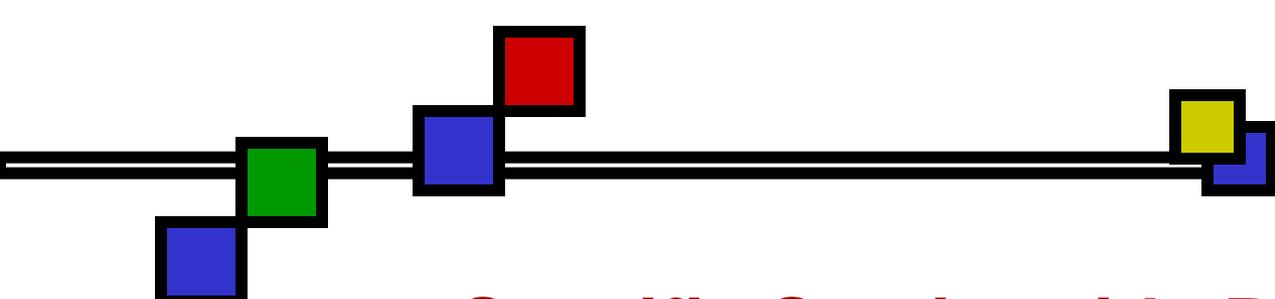
Simplified Acquisition Procedure under \$25,000
Written Quotes



Min. Day(s)	Max. Day(s)	Steps
1	2	Market Research
1	2	Prepare RFQ
10	15	Post in public place or any appropriate electronic means *
1	2	Evaluate Quotes / Prepare Abstract
1	2	Document File (i.e. price is fair and reasonable)
2	4	Prepare Award
<u>1</u>	<u>2</u>	<u>Distribute PO and Prepare FPDS-NG Report</u>
17	29	TOTAL

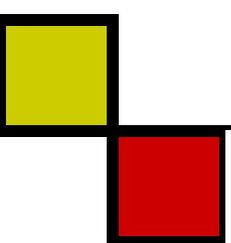


*The information must be posted not later than the date the solicitation is issued, and must remain posted for at least 10 days, or until after quotations have been opened, whichever is later.

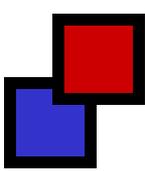


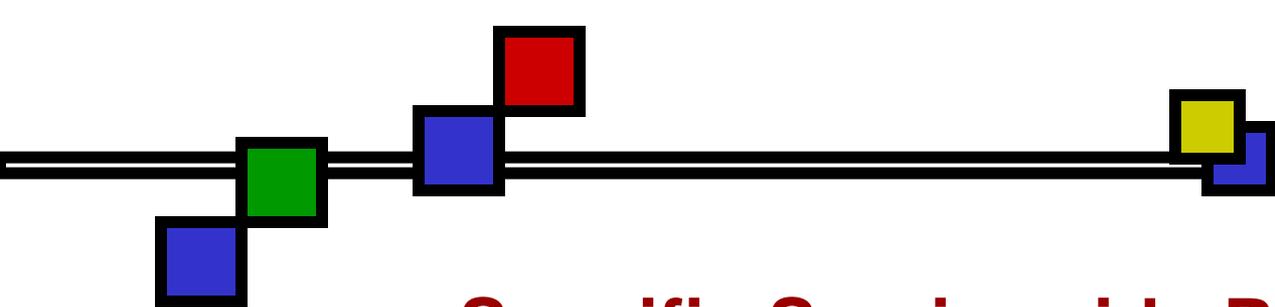
Specific Servicewide PALTS

Simplified Acquisition Procedure \$25,000 to \$150,000



Min. Day(s)	Max. Day(s)	Steps
1	2	Market Research (and//or Sole Source Justification)
1	2	Prepare RFQ
15	30	Public Posting (FedBizOpps/NBC) - Calendar Days
1	2	Evaluate Quotes / Prepare Abstract or Negotiate
1	2	Document File (i.e. price is fair and reasonable and outcome of negotiations)
2	4	Prepare Award
1	2	Distribute PO and Prepare FPDS-NG Report
22	44	TOTAL



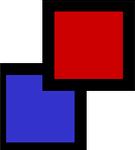


Specific Servicewide PALTS

Commercial Buy (Supplies & Services \$3,000 to \$6,500,000):



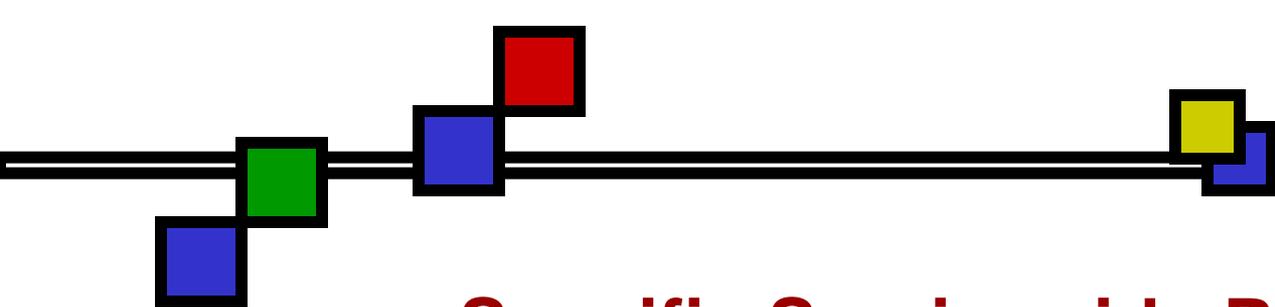
Min. Day(s)	Max. Day(s)	Steps
1	2	Market Research
5	10	Coordinate with Small Business Administration (SBA)
2	30	Prepare Solicitation (none if using a combined synopsis/solicitation)
3	5	Solicitor Coordination
15	15	Pre-solicitation Notice / Public Posting(FedBizOpps/NBC) Calendar Days if above \$25,000
10	45	Proposal Period (shorter timeframe for a combined synopsis/solicitation)
1	30	Proposal Evaluation, Technical Evaluation, Negotiation, etc.
5	10	Pre-award Survey
1	2	Award
<u>1</u>	<u>2</u>	<u>Distribute PO or Contract and Prepare FPDS-NG Report</u>
44	151	TOTAL



Specific Servicewide PALTS

RFP Competitive (Best Value) Above \$150,000:

Min. Day(s)	Max. Day(s)	Steps
1	5	Market Research
5	10	Coordinate with SBA
15	30	Prepare RFP Solicitation
3	5	Solicitor Coordination
15	15	Pre-Solicitation Notice – Synopsise in FedBizOpps/NBC
30	45	Solicitation Notice in FedBizOpps/NBC and Proposal Preparation
2	5	Evaluation of Initial Proposals / Determine Competitive Range
3	5	Discussions / Clarifications (Source Selection Board & Contractors)
5	7	Submission of Proposal Revisions
2	5	Evaluation of Proposal Revisions / Source Selection
2	5	Source Selection Memorandum
5	10	Pre-award Survey / Prepare Award (Solicitor / SBA Coordination, etc.)
1	3	Award
1	2	Distribute Contract and Prepare FPDS-NG Report
90	152	TOTAL

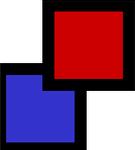


Specific Servicewide PALTS

8(a) Negotiated Sole Source Above \$150K:



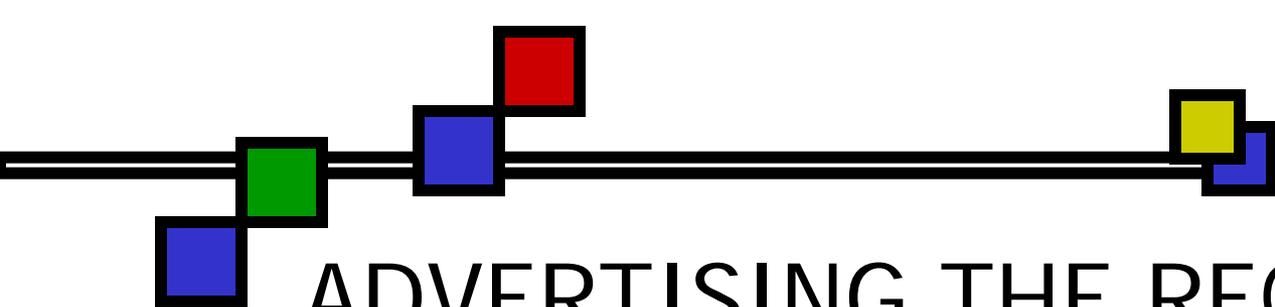
Min. Day(s)	Max. Day(s)	Steps
1	2	Market Research
10	30	Offering and Acceptance by SBA
5	10	Prepare RFP Solicitation
3	5	Solicitor Review
30	45	Proposal Preparation Period
2	7	Review of Proposal / Development of Technical Evaluation
1	3	Pre-negotiation Memorandum
2	5	Negotiation
1	3	Price Negotiation Memorandum (PNM)
5	10	Pre-award Survey (Solicitor/SBA Coordination, etc.)
1	3	Award
<u>1</u>	<u>2</u>	<u>Distribute Contract Award and Prepare FPDS-NG Report</u>
62	125	TOTAL



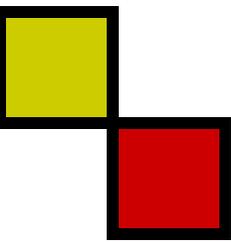
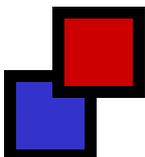


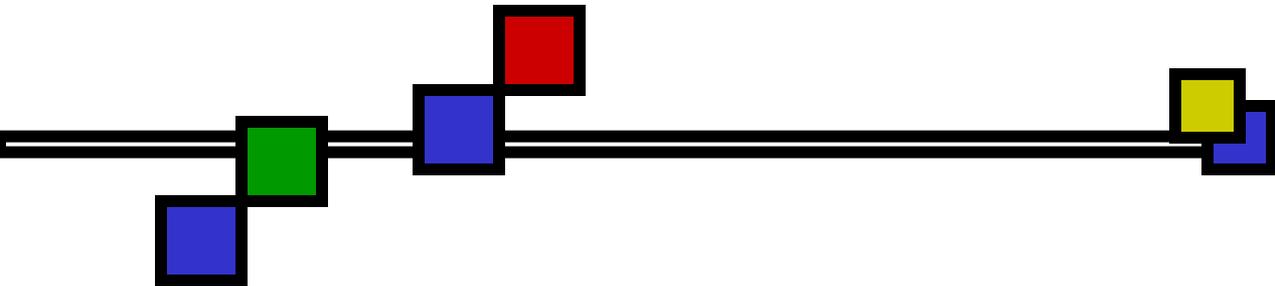
TEN REASONS WHY PROCUREMENT ACTIONS ARE DELAYED...

10. Type of Procurement
9. Requirement for Pre-Proposal Conference
8. Requirement for a Pre-Proposal Site Visit
7. Justification for Other Than Full and Open Competition and/or Sole Source Challenge
6. Complexity of Procurement
5. Poor Scope of Work or Specifications
4. Change to Requirement
3. Protests
2. Lack of adequate funding
1. Incomplete Purchase Request Package!!!



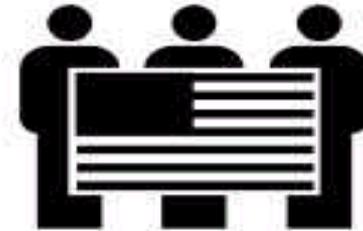
ADVERTISING THE REQUIREMENT

- 
- All requirements greater than \$25,000 must be available electronically and posted to Federal Business Opportunities (FEDBIZOPPS)
 - Issuance of the Solicitation
 - Minimum 30 calendar days (over \$150,000)
 - Reasonable Time (under \$150,000)
 - Commercial Item Acquisition
 - Minimum 15 calendar days
- 



SIMPLIFIED ACQUISITION

- Acquisition of supplies or non-personal services from commercial sources of \$150,000 or less.





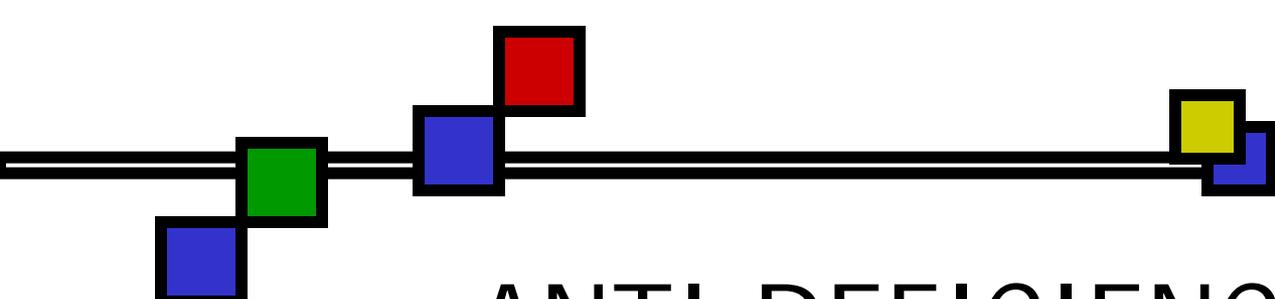
SIMPLIFIED ACQUISITION

Methods of Solicitation

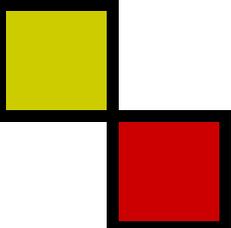
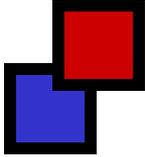
Simplified Acquisition Procedure

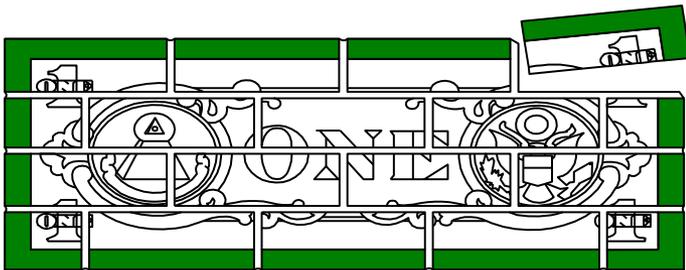
= < \$150,000

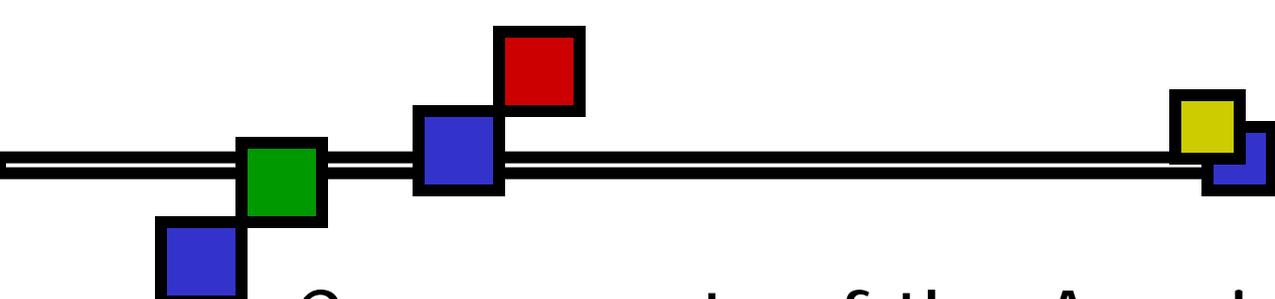
- Micropurchases (Less than \$2,500 or \$3,000 if specifically delegated)
 - Procured with Government Purchase Card as permitted by regulation. Sources must be rotated.
 - Exempt from Small Business and Buy American Acts
- Competitive (\$3,000 to \$150,000)
 - Oral or written solicitation
 - Competition required
 - Written Request for Quotation (RFQ) when detailed Purchase Description or large number of items
 - 100% Set-aside for Small Business (including 8(a))
 - Posted in FedBizOpps (\$25,000-\$150,000)



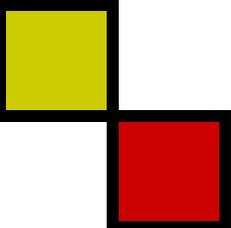
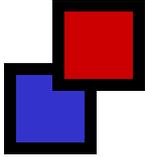
ANTI-DEFICIENCY ACT

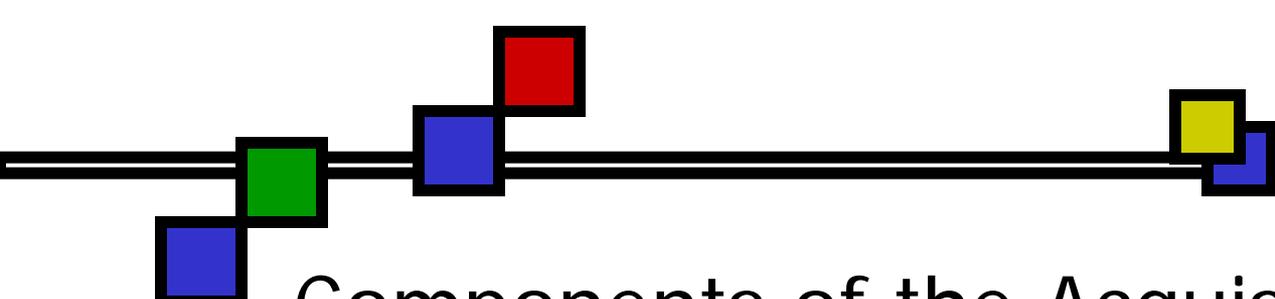
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- Provides that no Government Officer or employee shall authorize or create any obligation, or make any expenditure, in excess of the funds available, or in advance of being appropriated.
- 



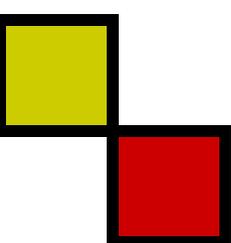
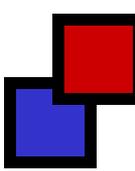


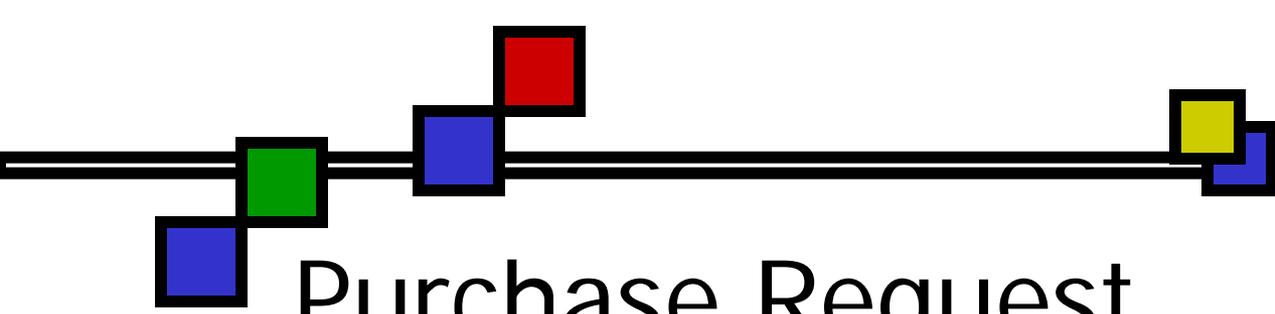
Components of the Acquisition Cycle

- Acquisition Plan
 - Scope of Work
 - Data requirements
 - Source Selection Plan
 - Acquisition package preparation (including market surveys and obtaining applicable approvals and waivers)
 - Purchase Request (submission and acceptance)
 - Justification and approval for Other than Full and Open Competition
 - Advertising the requirement
 - Legal review and approval (as required)
 - Issuance of the solicitation
- 
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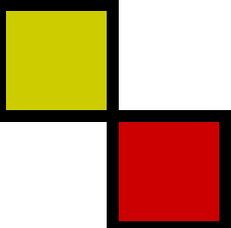
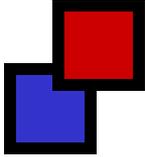
Components of the Acquisition Cycle (continued)

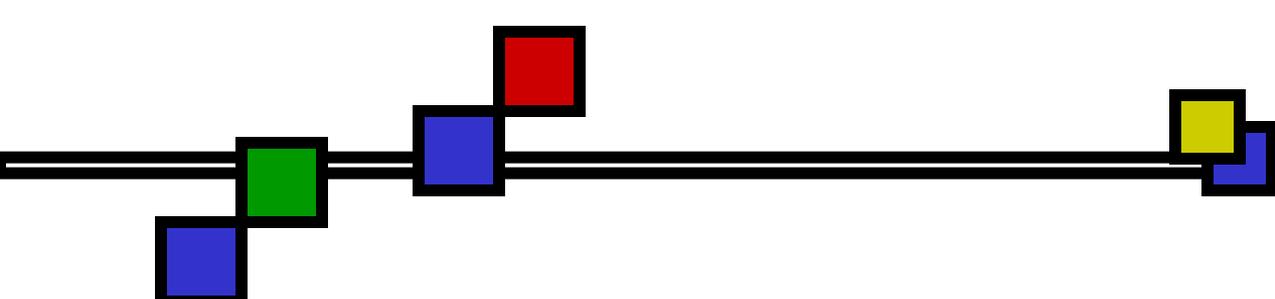
- 
- Evaluation of proposals
 - Obtaining audits (as required)
 - Pre-award Surveys
 - Development of pre-negotiation plan
 - Completion of negotiations (Revised Proposal)
 - Contract preparation
 - Contract review and approval (as required)
 - Legal review and approval (as required)
 - Contract award
 - Notification to unsuccessful offerors
 - Debriefings
- 



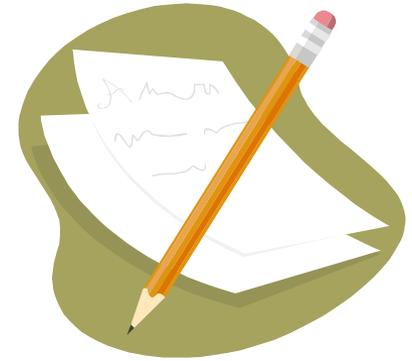
Purchase Request

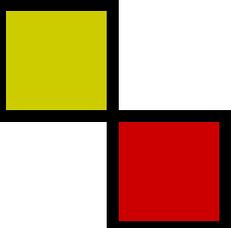
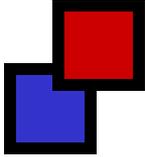


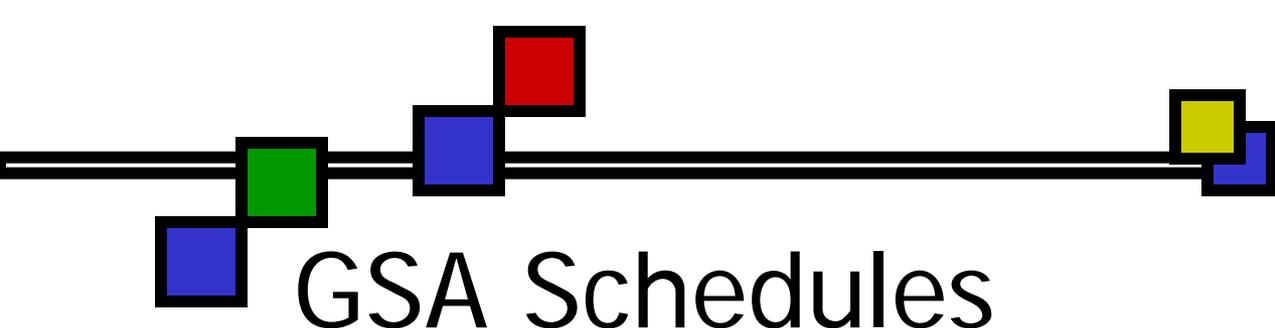
- 
- Special handling/delivery instructions as appropriate.
 - Attached documentation (Scope of Work, Specifications, Drawings, Justifications).
 - Manufacturer and Part Number (when required).
 - Ordering information (type of electrical hook-up, color, size, etc. where appropriate).
 - Appropriate funding citation with funds.
- 



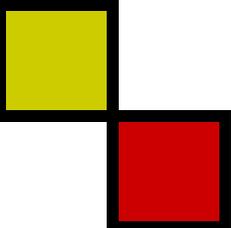
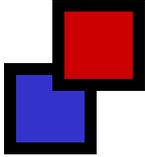
Purchase Description

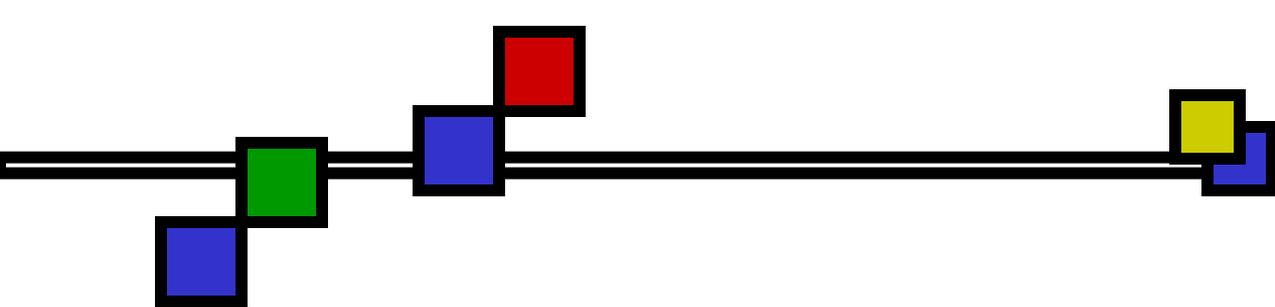


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- The supplies/services must be described in a manner that will encourage maximum competition and eliminate any restrictive features that limit acceptable quotes to one Contractor's product.
- 

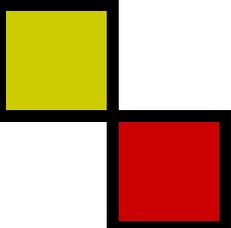


GSA Schedules

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- GSA Schedules are contracts that are awarded by GSA and are available for use by Government agencies.
 - Each schedule has multiple awards with Contractors that meet the minimum requirements.
 - Regulations require competition (three or more quotes) when placing orders against a GSA schedule.
 - Award using best value or best price.
- 



QUESTIONS



If you have any questions, please contact the Office of Acquisition Management at (304) 535-6236.

