

U.S. DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE

TRANSMITTAL SHEET

Release No. 305

July 22, 2008

SUBJECT: Administrative Series
Part 404
Chapter 1 Advance Procurement Plan

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter establishes the policies, responsibilities, and procedures for advance procurement planning to be used by program and procurement personnel in the Minerals Management Service (MMS).

FILING INSTRUCTIONS:

REMOVE:

INSERT:

Part Chapter Pages Release

Part Chapter Pages Release

404 1 5 274

404 1 3 305

Director

OPR: Procurement Division
Administration and Budget

Minerals Management Service
Minerals Management Service Manual

Effective Date: July 22, 2008

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Series: Administrative

Part: 404 - Procurement

Chapter: 1 - Advance Procurement Plan

Chapter 1 – Advance Procurement Plan

1. Purpose. This chapter establishes the policies, responsibilities, and procedures for advance procurement planning to be used by program and procurement personnel in the Minerals Management Service (MMS).

2. Objective. The objective of the Advance Procurement Plan (APP) is to enable program and procurement officials to identify and schedule procurement requirements in advance of needs. An effective APP ensures adequate lead time to accomplish the procurement actions necessary to meet program requirements.

3. Authorities.

- A. Public Law 100-656, Business Opportunity Development Reform Act of 1988;
- B. Public Law 85-536, Small Business Act;
- C. Federal Acquisition Regulation, [Part 7.1, Acquisition Plans](#);
- D. Department of the Interior Acquisition regulation, [Part 1407, Acquisition Plans](#); and
- E. Departmental Manual, [404 DM 1-6, Procurement Planning](#).

4. Policy. Program and procurement officials will cooperatively prepare APP's for anticipated procurements for each fiscal year in order to:

- A. ensure that acquisition plans address the requirement to specify needs, develop specifications, and solicit offers in such a manner as to promote and provide for full and open competition. With due regard to the nature of the requirement, ensure that contract awards meet all the requirements of law, regulation, and policy and that the government meets its needs in the most effective, economical, and timely manner;
- B. coordinate with and secure the concurrence of the Contracting Officer in all acquisition planning;
- C. schedule initiation of procurement actions to meet program needs;
- D. plan a uniform distribution of procurement and program office manpower resources in meeting anticipated procurement requirements; and
- E. establish a system for monitoring procurement activities.

5. Responsibilities

- A. Associate Director for Administration and Budget – annually request the submission of APP data sheets;
- B. Associate Director - appoint a Procurement Plan Coordinator (PPC) for their respective organization;
- C. Chief, Procurement Division (PD) - develop and manage MMS’s APP process and appoint an APP Coordinator;
- D. Procurement Planning Coordinator (PPC) - point of contact for matters relating to the APP within their organization, responsible for submitting APP data sheets to PD, and resolve problems associated with their plan input.
- E. Advance Procurement Planning Coordinator (APPC) - coordinate and administer the MMS-wide APP and prepare status reports as needed; and
- F. Project Officer - identify proposed procurements and in conjunction with procurement officers, establish milestone dates, method of procurement, and provide any additional acquisition information required.

6. Procedures.

- A. The Associate Director for Administration and Budget (ADAB) initiates the annual APP process. No later than July of each year, the ADAB requests the program office PPC’s submit APP data sheets for each of their planned procurements for the up-coming year. PPC’s will ensure submissions are consistent with their annual operating budget plan.
- B. PPC’s will ensure the completion of APP data sheets for all anticipated procurement actions estimated to exceed \$100,000. These actions include (1) new contracts; (2) contract modifications; (3) interagency agreements; (4) cooperative agreements and grants; and (5) delivery orders against indefinite delivery, indefinite quantity, and requirements contracts. PPC’s will use MMS’s standard APP data sheet, Illustration 1. PPC’s will ensure compliance with the APP data sheet instructions and timely submission to the APPC.
- C. The APPC will provide APP data sheets received from PPCs to their servicing procurement office. In collaboration with program offices, procurement offices will complete Section B of the APP data sheet. Section B establishes acquisition milestone dates, identifies required approvals, and identifies the anticipated type of instrument.
- D. PPC’s will ensure the timely submission of APP data sheets to the APPC when new requirements are identified. The APPC will ensure these new data sheets are processed in accordance with paragraph C and E. To delete a planned procurement from the APP PPCs will notify the APPC, identifying the planned procurement and briefly stating the reason for the deletion.
- E. The APPC will obtain completed APP data sheets from each procurement office. In keeping with the requirements of Section 8(a) of the Small Business Act, the APPC will enter applicable information from each APP data sheet into the DOI Office of Small and Disadvantaged Business Utilization (OSDBU) automated forecast system. The APPC will consolidate the APP data sheets into a comprehensive MMS-wide APP. The APPC will ensure the OSDBU forecast system and consolidated APP are accurate and updated in a timely manner.
- F. Annually, by June 30, each procurement office (Procurement Operations Branch in Herndon and

Southern/Western Administrative Service Centers) will issue a letter to supported MMS program offices establishing cutoff dates for submitting requirements for the current fiscal year. It will include Procurement Action Lead Times (PALT) for acquisitions of varying levels of complexity, as determined by each office. This will assure that program offices are aware of the time required to obligate funds within the fiscal year.

SECTION A – TO BE COMPLETED BY PROGRAM OFFICE

Project Title: _____

Project Description: _____

Place of Performance (City and State): _____ NSL Number: _____

Project Officer/Point of Contact: _____ Phone Number: _____

Program Office: _____ Region: _____

Total Anticipated Award Amount: _____ Anticipated Information Technology (IT) Amount: _____

Anticipated Incremental Funding by Fiscal Year: FY 20__ \$_____, FY 20__ \$_____, FY 20__ \$_____

Planned Quarter and Year of Release of Solicitation: Quarter: _____ Year: _____

Planned Quarter and Year of Award of Action: Quarter: _____ Year: _____

Approving Official: _____ Phone Number: _____ Date Approved: _____

SECTION B – TO BE COMPLETED BY PROCUREMENT OFFICE

PRODUCT SERVICE CODE _____ NAICS CODE _____

TYPE OF INSTRUMENT (check each item that applies)

- 1. Contract:
Competitive
Non-Competitive
8(a)
Small Business Set-Aside
HubZone
Veteran Owned
Service Disabled Veteran
Woman Owned
Modification (Contract No. _____) Awarded to _____
Delivery Order. (If known: Contract No. _____ Awarded to _____
IT Hardware
Software Conversion
Software Development
Off-the-Shelf Software
Maintenance
IT Support Services
2. Cooperative Agreement:
State
Non-Profit
Modification (Coop No. _____) Awarded To _____
Educational
Indian
3. Interagency Agreement:
New
Modification (IA No. _____) Awarded To _____
4. G&G Action: _____

REQUIRED APPROVALS

IMD Approval
Economy Act
Non-Competitive Justification
218 DM Approval

TARGET DATES

Draft Statement of Work
Requisition
Performance Start
Final Statement of Work
Award
Completion/Delivery

PROCUREMENT REPRESENTATIVE

Name _____ Phone _____

Instructions for Preparation of Advance Procurement Plan Data Sheet

Section A - Program Office Portion

General: The Advanced Procurement Plan (APP) shall list individually each proposed procurement action estimated to exceed \$100,000 included (1) automated data processing (ADP), whether or not on Federal Supply Schedule, (2) new contracts, (3) incremental funding actions, (4) contract modifications, (5) interagency agreements, (6) cooperative agreements, (7) all delivery orders against indefinite delivery, indefinite quantity, and requirements contracts, and (8) G&G actions.

Items may be entered on the data sheet electronically, by using the insert feature in MS Word. By using the insert button the current format will be maintained. If additional space is required for any item please attach a separate sheet.

Please include the following information on the APP Data Sheet:

Project Title: Identify the title of the study or project to be procured.

Project Description: Identify the supplies or services to be procured.

Place of Performance: Identify the location (city and state) where the supplies or services will be located or performed.

NSL No.: List the National Studies List (NSL) number, if applicable. A NSL of reviewed and approved studies for funding is compiled each year by the three regional offices and headquarters.

Program Office: Identify Program Office and Branch for the office originating the proposed procurement.

Region: Identify the regional designation of the office originating the proposed procurement, if applicable.

Project Officer/Point of Contact: List the name of the individual who will be responsible for preparing the statement of work, obtaining programmatic approvals, and submitting the requisition. The Project Officer should be the individual responsible for developing the procurement schedule with the appropriate procurement office manager. If this individual is yet known list the next level manager.

Phone Number: List the project officer's phone number.

Total Anticipated Award Amount: Identify the total estimated dollar value of the procurement.

Anticipated Information Technology (IT) Amount: Identify the estimated dollar value for the procurement of IT related products or services. Identify any portion of the procurement for IT products or services.

Anticipated Incremental Funding by Fiscal Year: Identify the funding estimated for the current fiscal year and, if applicable, the funding estimated for each subsequent fiscal year.

Planned Quarter and Year of Release of Solicitation: Identify the planned quarter and year of the solicitation's release.

Planned Quarter and Year of Award of Action: Identify the planned quarter and year of the contract award.

Approving Official: To be completed by a program office official authorized to approve proposed procurements. An electronic signature is not required.

Phone Number: List the approving official's phone number.

Date Approved: List the date approved by the approving official.