



U.S. Department of Justice
Justice Management Division
Management and Planning Staff

Washington, D.C. 20530

APR 4 2006

MEMORANDUM FOR BUREAU PROCUREMENT CHIEFS

FROM: Michael H. Allen
Procurement Executive

SUBJECT: DOJ Procurement Guidance Document (PGD) 06-04
Identification of Significant Acquisitions

The purpose of this guidance is to identify and compile a department-wide listing of the most sensitive and/or high profile projects or programs (both ongoing and upcoming) involved in the acquisition process. This will provide us with a central overview of these key efforts and identify similar or like requirements that may benefit from consolidation or more centralized assistance.

So that we may keep data gathering to a minimum, we ask that you compile a listing of what, in your view, are the ten most important or significant programs/projects for your component. These may impact just your component or may impact the department as a whole. Use your best judgement to decide on your top ten.

This information will be required on a quarterly basis. The first report is due April 30, 2006 and subsequent reports will be due on the 15th day of the month following the end of the quarter. All reports should include the following information for each program/project you identify:

- Description: Describe the project/program and the nature of the services and/or supplies to be acquired. Briefly explain how or why it is significant (size, scope, duration, impact, cost, etc.).
- Estimated Life Cycle/Contract Term
- Estimated Dollar Value - Yearly and/or contract/project term
- Project Status: Where in the acquisition cycle is this project (requirements development or other pre-award phase, solicitation/award phase, post-award administrative phase, etc.)

This reports should be updated each quarter and deletions or additions explained.

Thank you for providing this information. We expect it to be a highly useful tool to give us vital insight into the department's most critical acquisition projects. If you have any questions contact H.B. Myers at 202/616-3758 or email at h.b.myers@usdoj.gov.