



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY**

4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635

Procurement Division

DoDEA Administrative Instruction 8000.4
March 29, 2005

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ADMINISTRATIVE INSTRUCTION**

SUBJECT: Advance Acquisition Planning

- References:** (a) DoDEA Policy Memorandum, "Advance Acquisition Planning," April 1, 2002, (hereby canceled)
(b) Federal Acquisition Regulation, Part 7 of the FAR, "Acquisition Planning," current edition
(c) Defense FAR Supplement, Subpart 207.1, "Acquisition Plans," September 17, 2004

1. PURPOSE

This Administrative Instruction:

- 1.1. Replaces reference (a).
- 1.2. Updates policy and responsibilities regarding the Department of Defense Education Activity (DoDEA) procedures for Advance Acquisition Plans (AAP) for acquiring all known requirements of \$25,000 or greater on supplies and services.

2. APPLICABILITY

This Administrative Instruction applies to the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependent Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITIONS

3.1. Acquisition Team. A customer-focused, multifunctional group which normally includes the subject matter expert, contracting officer, logistician, resource manager, and legal representatives, as well as other experts. The team can be tailored to meet specific needs.

3.2. Advance Acquisition Planning. The forecasting and planning focuses of the acquisition requirements.

3.3. Competition. An acquisition strategy whereby more than one responsible source is sought to bid on a service, function, or supply. The winner is selected on the basis of criteria previously established by the activity for which the work is to be performed.

4. POLICY

It is DoDEA policy that:

4.1. All purchases of \$25,000 or greater shall require an Advance Acquisition Plan (enclosure 1), to ensure the United States Government's needs are met in the most effective, economical, and timely manner (references (b) and (c)).

4.2. Advance acquisition planning shall be used to maximize the benefits of competition and ensure better quality products at significant cost savings.

5. RESPONSIBILITIES

5.1. The Director, Department of Defense Education Activity, as the Head of the Contracting Activity, shall exercise authority, direction, and control over the Chief, Procurement Division, Department of Defense Education Activity.

5.2. The Chief, Procurement Division, Department of Defense Education Activity, shall:

5.2.1. Develop the overall Advance Acquisition Plan Program.

5.2.2. Ensure effective management controls are in place.

5.2.3. Use the information in subparagraphs 5.2.1. and 5.2.2., to identify anticipated workload and plan effectively.

5.3. The Division Chiefs, Department of Defense Education Activity shall:

5.3.1. Develop annually, an AAP on all known recurring requirements for every supply or service with an estimated value of \$25,000 or more.

5.3.2. Submit each AAP to the appropriate DoDEA Procurement Branch Chief, no later than the first working day of October of each year, for recurring requirements and as applicable for one-time buys.

5.3.3. Develop a new or revised AAP on all new requirements identified after January of each year to the appropriate DoDEA Procurement Branch Chief no later than five days after the identification of the requirement is known.

5.3.4. Ensure the AAP contains the following:

5.3.4.1. Identification of the requirement.

5.3.4.2. An estimate of the total value of the requirement (include option years if applicable).

5.3.4.3. Verification that funding is planned/budgeted.

5.3.4.4. The contact point (project manager or subject matter expert) identified by name, office code, and telephone number.

5.3.4.5. A list of required delivery and/or performance dates.

5.3.4.6. An explanation which identifies the requirement as a one time event or a recurring need.

5.4. The DoDEA Branch Chiefs shall:

5.4.1. Review the AAP submittal.

5.4.2. Identify and form an acquisition team for all procurements that are estimated to exceed \$5 million. The team members should be representatives from the following DoDEA offices:

5.4.2.1. Procurement.

5.4.2.2. Requirements Office (i.e., a subject matter expert).

5.4.2.3. General Counsel.

5.4.2.4. Resource Manager.

5.4.2.5. Logistics.

5.4.3. Identify and consolidate recurring requirements, in order to proceed with Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, when feasible.

5.4.4. Provide acquisition training to agency employees, as required.

5.5. The DoDEA Acquisition Team Members shall:

5.5.1. Establish acquisition milestones.

5.5.2. Conduct market research.

5.5.3. Develop and update all required documents that may include the following:

5.5.3.1. Acquisition Plan.

5.5.3.2. Source Selection Plan.

5.5.3.3. Performance Work Statement (PWS) or Statement of Work.

5.5.3.4. Government Cost Estimate.

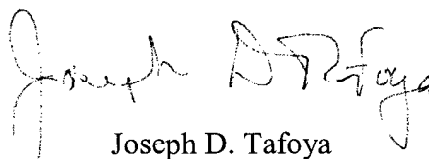
5.5.3.5. Justification & Approval.

5.5.3.6. Quality Assurance Surveillance Plans, as needed.

5.5.4. Evaluate proposals, as required.

6. EFFECTIVE DATE

This Administrative Instruction is effective immediately.



Joseph D. Tafoya
Director

Enclosure - 1

E1. Advance Acquisition Plan

E1. ENCLOSURE 1

ADVANCE ACQUISITION PLAN

Title of Requirement (If current contract, provide contract number)	Estimated Cost (Base + Options)	Funding Available? Y/N	Performance Period (Base + Options)	Start Date	Sole Source (S) or Competitive (C)	Recurring Buy? (Y/N) If Yes, Base or Option Year?	Program Manager/ Comments