

# UNIT 3: PROCUREMENT REQUESTS

September 2004

## UNIT CERTIFICATION

### *Statement of Completion*

\_\_\_\_\_ has satisfactorily completed training in the duty of this Unit under the conditions described below and in accordance with the overall standard(s) for this Unit.

<b>Duty</b>	Analyze and provide business advice on the Procurement Request and/or information from the requiring activity needed to complete the Procurement Request.
<b>Conditions</b>	Given forecast requirements, written or unwritten acquisition plan, documents related to Procurement Request preparation and the Guidelines for Reviewing Procurement Requests (Appendix A).
<b>Overall Standard</b>	Assure that Procurement Requests contain all information needed to proceed with acquisition planning and contract file formation.

<b>Evaluator</b>
_____ Name
_____ Title
_____ Date

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Insert documentation to support completed training.

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## Policies

<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
1.603-3(b)		Delegating micro-purchase authority to end users.
2.101		Definitions of micro-purchase and simplified acquisition threshold.
4.600		Scope of subpart. This subpart prescribes uniform reporting requirements for the Federal Procurement Data System (FPDS). FAR 4.602 reflect that the information in FPDS-NG is available to the general public. <b>4.601 and 4.602</b> Each reporting agency is to assign a unique procurement instrument identifier (PIID) for every contract, purchase order, BOA, Basic Agreement, and BPA reported to the Federal Procurement Data System; and to have in place, no later than October 1, 2003, a process that will ensure that each PIID reported to FPDS is unique, Governmentwide, and will remain so for at least 20 years from the date of the contract award.
4.802 4.803(a)		Contracting office contract files.
13.003		Relationship between the micro-purchase and simplified acquisition thresholds and use of FAR Part 13 procedures.
13.003(c)		Policy against splitting requirements.
14.211		Release of acquisition information.
15.201		Exchanges with industry before receipt of proposals.
19.402		SBA procurement center representatives.
32.700		Scope of contract funding subpart including the statement that detailed agency requirements are in agency fiscal regulations.
32.702		Policy on contract funding.
32.703		Contract funding requirements.
32.705-1		Clauses for contract funding in advance of funds.
37.106		Funding and term of service contracts.
43.105		Availability of funds for modifications.
52.232-18		Availability of funds.
52.232-19		Availability of funds for the next fiscal year.
53.2		This change is relevant to clauses and eliminates the use of the SF 279, Federal Procurement Data System (FPDS)— Individual Contract Action Report, and the SF 281, Federal Procurement Data System (FPDS)—

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		Summary Contract Action Report (\$25,000 or Less).
53.3		This change is relevant to forms and eliminates the use of the SF 279, Federal Procurement Data System (FPDS)— Individual Contract Action Report, and the SF 281, Federal Procurement Data System (FPDS)— Summary Contract Action Report (\$25,000 or Less).

## Other KSAs

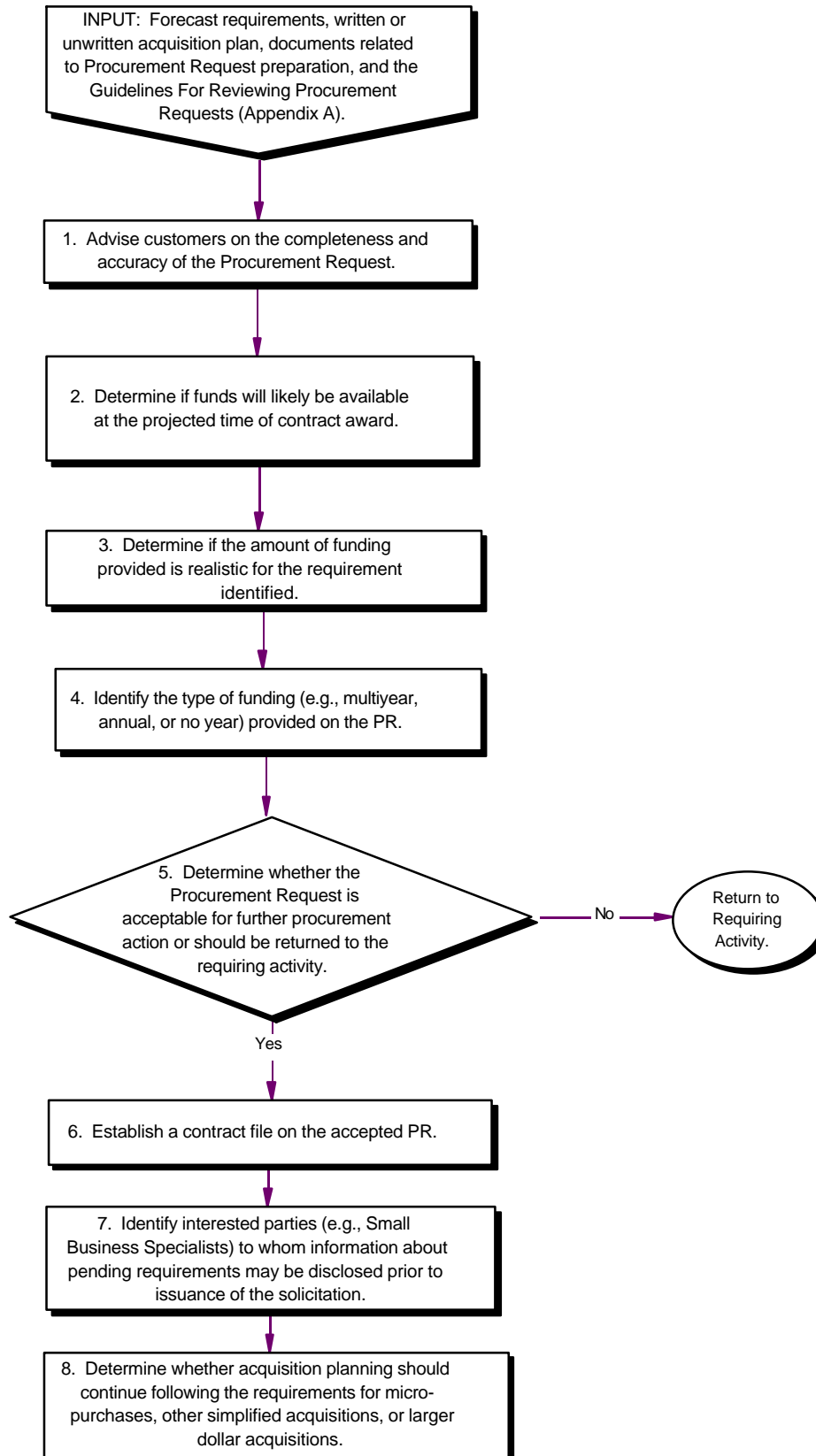
1. Knowledge of the requirement analysis and evaluation process involved in producing an acceptable Procurement Request (PR).
2. Knowledge of the information needed to produce an acceptable PR as well as the common omissions and deficiencies.
3. Knowledge of the importance of an accurate and complete PR in the acquisition process.
4. Knowledge of the role of service departments in supporting line managers on mission accomplishment.
5. Knowledge of the nature and classes of contracts (e.g., elements, competent parties, formation, and intent to make a binding agreement) and requirements for consideration and legality with respect to the making of contracts.
6. Knowledge of the impact of micro-purchasing policies on submission of PR's.
7. Knowledge of the budget process, types of appropriations, and when each type of appropriation is applicable.
8. Knowledge of the requirements of the Anti-Deficiency Act.
9. Knowledge of when Government funds are committed and obligated during the acquisition process.
10. Knowledge of the role that PR data plays in the acquisition process and the need for accurate data to support business-related (e.g., contracting and financing) decisions.
11. Ability to communicate and exercise leadership in working with line managers.
12. Ability to maintain the honesty and integrity of the acquisition process.

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## Other Policies and References (Annotate As Necessary):

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Tasks	Related Standards
1. Advise customers on the completeness and accuracy of the Procurement Request.	<p>Using Appendix A as a guide, assist in identifying required elements and avoiding readily apparent deficiencies in the PR package.</p> <p>Accurately explain the effect of omissions and deficiencies on the acquisition process.</p>
2. Determine if funds will likely be available at the projected time of contract award.	<p>Consider the date by which:</p> <ul style="list-style-type: none"> <li>• Existing funds must be obligated; or</li> <li>• Projected funds are expected to be available (e.g., in the next fiscal year).</li> </ul> <p>Correctly evaluate the availability of funds considering factors, such as the following:</p> <ul style="list-style-type: none"> <li>• Action may be initiated for an action properly chargeable to a new fiscal year before the funds are available under certain circumstances (FAR 32.703-2(a);</li> <li>• The funding for an indefinite-quantity or requirements contract may extend beyond the fiscal year of the annual appropriation under certain circumstances (FAR 32.703(b); and</li> <li>• Agencies other than NASA may obligate current-year funds for services for a period of performance that ends in the following fiscal year under certain circumstances (FAR 32.703(b).</li> </ul>
3. Determine if the amount of funding provided is realistic for the requirement identified.	Correctly determine whether the funding provided is realistic for the identified requirement based on available market information.
4. Identify the type of funding (e.g., multiyear, annual, or no year) provided on the PR.	Correctly identify the type of funding provided so that related requirements and restrictions can be considered in acquisition planning.
5. Determine whether the Procurement Request is acceptable for further procurement action or should be returned to the requiring activity.	Requirements on which omissions and discrepancies can be resolved by communication with the requester and which require a corrected PR will vary from activity to activity. However, the determination should consider the number and importance

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Tasks	Related Standards
	<p>of identified omissions or deficiencies.</p> <p>Note: Procurement administrative lead time (PALT) is normally measured from the date that the PR is accepted.</p>
<p>6. Establish a contract file on the accepted PR.</p>	<p>Establish and maintain the contracting office contract file (as opposed to the contract administration office contract file prescribed at FAR 4.803(b)) as prescribed in FAR 4.803(a).</p>
<p>7. Identify interested parties (e.g., Small Business Specialists) to whom information about pending requirements may be disclosed prior to issuance of the solicitation.</p>	<p>Restrict disclosure:</p> <ul style="list-style-type: none"> <li>• Within the Government to persons with a legitimate interest in the acquisition.</li> <li>• Outside the Government to information needed to publicize the requirement, conduct market research, and conduct negotiations.</li> </ul>
<p>8. Determine whether acquisition planning should continue following the requirements for micro-purchases, other simplified acquisitions, or larger dollar acquisitions.</p>	<p>Correctly determine acquisition-planning requirements, considering the current micro-purchase threshold, simplified acquisition threshold, and the test program for commercial items. Do not permit requiring activities to split requirements to stay under a threshold.</p> <p>Revisit this initial determination as necessary:</p> <ul style="list-style-type: none"> <li>• If market research suggests that the actual price is likely to exceed the initially determined threshold.</li> <li>• If, during review of the requirements documents, the requiring activity agrees to changes in the requirements that affect the decision.</li> </ul>

# UNIT 3, Appendix A

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## CHECKLIST FOR REVIEWING PROCUREMENT REQUESTS

The table below identifies elements of the typical Procurement Request (PR), typical omissions and deficiencies, and the Units from this workbook, which examine that subject area in detail. Note that many deficiencies may not be detected prior to acceptance of the PR and will only be discovered after researching market data and acquisition histories.

CHECKLIST FOR REVIEWING PROCUREMENT REQUESTS		
ELEMENT	TYPICAL OMISSIONS	SEE UNIT
Approvals and reviews	Missing one or more approvals or reviews required by agency policy. Need for additional justifications and/or waivers (based on analysis of other omissions and deficiencies).	N/A
Funding	Did not include both source and amount of funds. No supporting documentation for absence of fund citation. Wrong fund citation. Funds are not realistic.	Procurement Request
Quantity	No quantity specified. No unit of issue specified. Quantities or units are not consistent with the requirement, as finally definitized.	Requirements
Independent Government Estimate	No Independent Government Estimate (IGE). No rationale supporting the IGE. The reasonableness of the estimate is not apparent, given the requiring activity's supporting data.	Price Analysis
Description of supplies or services required	Missing. Vague, ambiguous, overly restrictive, or insufficiently restrictive.	Requirements
Packaging and marking requirements	Missing. Proposed packing and marking instructions are vague, ambiguous, overly restrictive, or inconsistent with the requirement. Special instructions are necessary given the requirement (e.g., long storage time or overseas shipments) but not provided.	Requirements
Inspection and	Missing name of person responsible for inspection	Requirements



# UNIT 3, Appendix A

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CHECKLIST FOR REVIEWING PROCUREMENT REQUESTS		
ELEMENT	TYPICAL OMISSIONS	SEE UNIT
acceptance	<p>and acceptance.</p> <p>Did not specify place (e.g., origin or destination) of inspection/acceptance.</p> <p>Did not specify timing of inspection/acceptance.</p> <p>Special acceptance criteria or testing procedures required but not provided.</p> <p>Proposed inspection and acceptance criteria or testing procedures are vague, ambiguous, overly restrictive, or inconsistent with the requirement.</p>	
Delivery and shipment	<p>No delivery date or period of performance.</p> <p>Delivery or period of performance not shown as a calendar date (e.g., ASAP or immediately).</p> <p>Shipping address or place of performance is missing, incomplete, vague, or ambiguous.</p> <p>Delivery date or period of performance is not reasonable.</p>	Requirements
Contract administration	<p>No point of contact for contract administration.</p> <p>Proposed special contract administration requirements are vague, ambiguous, overly restrictive, or are not consistent with the specification or statement of work</p> <p>Special contract administration procedures are necessary, given the requirement.</p>	Requirements
Sources	<p>No sources recommended.</p> <p>Only one source recommended without sole-source justification.</p> <p>Proposed restrictions on competition are not reasonable.</p>	Competition
Special provisions and clauses	<p>None identified.</p> <p>Proposed provisions or clauses are inconsistent with requirement, vague, ambiguous, overly restrictive, or otherwise not applicable.</p>	Solicitation Preparation
Acquisition Plan	<p>Required plan required but not provided.</p> <p>Required plan is not complete or is otherwise inadequate.</p>	