

Millennium Challenge Corporation
Program Procurement Guidance

Guidance on Procurement Implementation Plans

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MCC Guidance on Procurement Implementation Plans

This paper provides guidance to the MCA Entity¹ on developing the Procurement Implementation Plan in accordance with the rules and procedures² set out in the MCC Program Procurement Guidelines³:

General Guidelines

For procurements set out in the Procurement Plan,⁴ the Procurement Agent⁵ is required⁶ to prepare a separate Procurement Implementation Plan (PIP). The main functions of the PIP are to identify timelines for key milestones in the process, and to provide details of the planned strategy for successful completion of each procurement action. As appropriate for the procurement, the Procurement Implementation Plan shall identify and define: (a) the procurement method or selection procedure to be used, (b) the timelines for procurement,⁷ including approvals by MCC and the MCA Entity⁸, (c) the advertising strategy to be used to maximize competition, (d) the plan for conducting pre-bid/proposal conferences, (e) the strategy for appointing members of Technical Evaluation Panels or Technical Review Panels, (f) the methodology to be used by the Panel for reviewing bids or evaluating proposals, (g) any auxiliary requirements or prerequisites to planned procurements, as well as proper sequencing, and (h) the source and status of the Terms of Reference or Specifications.

The elements above are captured in the below checklist which presents the Procurement Agent with a series of questions to be answered. While not every question will be applicable in every case, each question shall be considered in constructing the Procurement Implementation Plan:

Elements of the PIP	Includes:
Procurement Method or Selection Procedure	What procurement method (such as Competitive Bidding) or selection procedure (such as QCBS, ¹ QBS, ² FBS, ³ LCS ⁴ and CQS ⁵) will be used to determine the winner?

¹ The MCA Entity is the entity designated by the government of the country receiving assistance from the Millennium Challenge Account as responsible for the oversight and management of implementation of the Compact on behalf of the government.

² MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraphs 1.16.1-1.16.3; Section 1.B, Paragraphs 1.24.1-1.24.3.

³ The Millennium Challenge Corporation (“MCC”) provides funding to foreign governments under the authority of Section 605 of the Millennium Challenge Act of 2003 (the “MCA”) (each a “Compact”) or under Section 609(g) of the MCA (each a “609g Grant Agreement”). The MCC Program Procurement Guidelines are set out in supplemental agreements between the MCC and foreign governments and apply to MCC-funded contracts between the MCA Entity and contractors, suppliers and consultants. Contracts entered into directly by MCC are governed by the Federal Acquisition Regulations, not the MCC Program Procurement Guidelines.

⁴ MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraph 1.16.1-1.16.3; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraph 1.24.1-1.24.3.

⁵ MCC Program Procurement Guidelines Part 1, Section 1.A, Paragraph 3.10; MCC Program Procurement Guidelines Part 1, Section 1.B, Paragraph 3.17.

⁶ By the Procurement Agent Agreement

⁷ See attached Sample Procurement Timeline.

⁸ MCC Program Procurement Guidelines [Appendix 1](#).

<p>Elements of the PIP</p> <p>Procurement Timeline and Approvals</p>	<p>Includes:</p> <p>What are the major procurement milestones (with dates) required to finalize each contract? This should include time for review and approval by the Accountable Entity and MCC, as laid out in <u>Attachment 1</u> of the MCC Program Procurement Guidelines as part of the planning.</p>
<p>Advertising Strategy</p>	<p>In which newspaper or other media outlets will notices be placed in order to maximize competition consistent with the requirements of the procurement?</p>
	<p>What will be the timing of these notices?</p>
	<p>Text of notices should be included as an annex to this Procurement Implementation Plan.</p>
<p>Pre-bid/Proposal Conference</p>	<p>Is a pre-bid/proposal conference necessary to clarify the requirement and gather market feedback?</p>
	<p>What is the timeframe for providing responses to questions and issues raised in the pre-bid/proposal conference?</p>
<p>Technical Evaluation Panel⁶ or Technical Review Panel Selection Plan</p>	<p>What expertise will be sought for panel members?</p>
	<p>How many will be required?</p>
	<p>What procedures will be undertaken to ensure there is no conflict of interest?</p>
	<p>What is the training plan for Technical Evaluation Panel members?</p>
<p>Auxiliary or Prerequisite Procurements / Sequencing</p>	<p>Will this procurement require additional procurements to accept/verify deliverables or supervise the processes that have not been anticipated previously? Is the sequencing with related procurements appropriately structured?</p>
<p>Source and Status of TOR (if applicable)</p>	<p>Who has developed each TOR and at what stage is each currently? What evaluation criteria will be used to best weigh the bids/proposals against the requirements of the project? Must include both technical and procurement input for each action.</p>

