



Regional Contracting Office East (RCO-East)

ACQUISITION PLANNING AND BEST
PRACTICES

(2021)



Agenda



- Acquisition Planning
- Best Practices
 - Requirements flow
 - Fire and Forget
 - Contracting Risk
 - Planning for the End Of the Fiscal Year
- Points of Contact



Acquisition Planning



The Acquisition of supplies or services is a complicated and lengthy process. Proper planning is required to ensure success.

Federal Acquisition Regulation (FAR) Part 7 Provides guidance for Acquisition Planning. Key Points (FAR Part 7.104):

-Acquisition planning should begin as soon as the agency need is identified, preferably well in advance of the fiscal year in which contract award or order placement is necessary. In developing the plan, ***The planner** shall form a team consisting of all those who will be responsible for significant aspects of the acquisition, such as contracting, small business, fiscal, legal, and technical personnel.*

-Requirements and logistics personnel should avoid issuing requirements on an urgent basis or with unrealistic delivery or performance schedules, since it generally restricts competition and increases prices. Early in the planning process, the planner should consult with requirements and logistics personnel who determine type, quality, quantity, and delivery requirements.



Acquisition Planning Cont.



-The planner shall coordinate with and secure the concurrence of the contracting officer in all acquisition planning. If the plan proposes using other than full and open competition when awarding a contract, the plan shall also be coordinated with the cognizant advocate for competition.

-The planner shall ensure that a COR is nominated as early as practicable in the acquisition process by the requirements official or in accordance with agency procedures. The contracting officer shall designate and authorize a COR as early as practicable after the nomination. See [1.602-2\(d\)](#).

Note: The importance of designating a dedicated Planner or Requirements owner for an Acquisition cannot be overstated. It is very common for a requirement to make into the RCO without a clear cut Requirement owner identified.



Acquisition Planning



As soon as the need for a procurement is identified you should engage contracting. All customers can contact the RCO directly (Procurement Chief, Deputy or Director). MEF (MEF HQ, MAW, MLG or MARDIV) customers can also contact your MEF G4, Operational Contract Support advisors. They can assist in Acquisition planning for garrison and deployed requirements.



Requirements Flow

It is *highly recommended* that all contract requirements are routed through and vetted by your Regimental or Higher G4/S4 and Comptroller. This enables, situational awareness, vetting, prioritization and consolidation of like supplies or services. Does another unit need or use these supplies or services? Does a contract already exist? How will we sustain it?

Consolidation increases efficiency in the procurement process and greatly reduces customer cost and effort. This should be the goal.

Currently most PR workflows do not include command G4's however, they can be added or a G4 review can be made a requirement prior to submitting a PR.



Fire Forget



The contracting process is **NOT** a fire and forget process. Often, customers will submit a PR and remove themselves from the process. This creates friction and can result in delays and a misunderstanding of the requirement.

The Requirement Owner (not the supply clerk who submits the PR) should be in contact with the contract specialist throughout the life of the contract. The PR should include the Requirement Owners contact information (Stakeholder or Technical POC) in addition to the PR submitters (supply clerk) information. This enables the contracting specialist to establish effective communication.

The Requirement Owner is invested in the contract and must be involved in the process until all goods and services have been rendered and the vendor is paid in full.



Contracting Risk

Contracting for supplies and services is the **highest** risk option in terms of performance and cost to the taxpayer. Risk can manifest in multiple ways to include failure to perform, contract protests, claims, disputes, and rising costs.

To mitigate risks ensure contracting is the right choice, explore all organic or pre-existing (supply system, existing contracts, Marine manpower, Civil Service etc.) options first and understand your funding source. If this requirement is not programmed it may continually eat away at your budget.

It is **highly** recommended that you develop a contingency plan for contracted services. How will you support the requirement if the contractor goes out of business, is non-responsive or the contract is otherwise terminated?



Planning for the end of the fiscal year



At the end of the fiscal year the RCO is flooded with last minute PR's due to "end of the year money" becoming available.

This creates two problems:

1st The RCO already has a normal workload during the 3rd and 4th quarter. Thus, new EOTY requests compete for the same resources/priority as budgeted requirements.

2nd Contracting takes time and Operations and Maintenance Navy (OM&N) funding expires on 30 Sept each year.

MCICOM publishes end of the year cut-off dates based on PALT and guidance around the end of the first fiscal quarter to help you plan for the EOTFY. Your G4, G8 and all stakeholders should be familiar with this guidance. If you do not have it contact the MLG ECP, MEF G4 (OCS) or the RCO.



Planning for the end of the fiscal year Cont.



The Procurement Administrative Lead Time (PALT) measures the number of days procurement takes from acceptance of a **complete purchase request** by the RCO to the day of award. The PALT times below depicts general lead times for commercial acquisition buys and may be used as a guideline for workload planning by the Contracting Officer and the customer. This **does not** include delivery or lead time required by the contractor to deliver or execute the contract.



Planning for the end of the fiscal year Cont.



LEAD TIMES		
Total Acquisition Value	Supplies	Services*
\$ 5K ~ \$250K	30 days	60 days
\$250K ~ \$ 7M (CI)	120 days	150 days
\$250K ~ \$10M (non-CI)	190 days**	240 days**
\$ 7M ~ \$10M (CI)		
\$ 10M ~ \$50M	270 days**	290 days**
>\$50M	365 days**	365 days**

*Extra time is required for services due to: additional required regulatory documentation; the time required for contractors to prepare their quotes/proposals; and performing technical and past performance evaluations, cost/price analysis, and offeror responsibility determinations.

**Requirements in excess of \$10M require additional review periods and approvals from higher headquarters prior to solicitation release and prior to award.



Planning for the end of the fiscal year Cont.



The 1st and 2nd quarter of the year is the time to prepare for the EOTFY.

We can help you refine the requirement and work it to the point of solicitation. This gives you a head start on PALT, the EOTFY and will greatly increase your chances of success. Those who have a plan and ability to execute get the money.

This requires **ADVANCED** planning, coordination with the RCO, and proof that your requirement has been prioritized and vetted.

If you have unfunded requests that have been vetted and prioritized by your commander (06 or above) for EOTFY funding contact contracting!



Points of Contact

- Director of Contracting (LtCol Ingold)(910) 451-7843
- Deputy Director of Contracting (Dr. Sherry Gaylor)(910) 451-7842
- **Procurement Chief (MSgt Britton) office: (910) 451-5182 cell: (910) 548-3287**
- MCIEAST Small Business Representative (Christopher Rabassi)(910) 451-8424
- Red Team Leader (Harold Kostem)(910) 451-1535
- White Team Leader (Coleman Scott)(910) 451-4919
- Blue Team Leader (Laurie Lenser)(910) 451-1467
- GCPC (John Outlaw)(910) 451-4599
- E-Business Support WAWF/PIEE/Economy Act/MIPRs/Corts/PR Builder/
UUAM's (Wayne Gray)(910) 451-5520
- Unauthorized Commitments, Economy Act/MIPRs
(Ms. Stella Butler)(910) 451-1242 & (Wayne Gray)(910) 451-5520



When in doubt contact us!
A phone call or face to
face meeting can greatly
reduce friction and delay
in the Acquisition process



QUESTIONS???