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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: PRC-4 Transmittal Number: 301 Date: 11/20/86

Subject: Advance Procurement Planning

Approval: Jed D. Christensen **Title:** Director

1. Purpose. This directive prescribes policies, procedures, and responsibilities governing the development and implementation of an Advance Procurement (Acquisition) Planning System.

2. Definitions.

Advance Acquisition Plan (AAP): An annual plan developed in conjunction with the Office of Surface Mining Reclamation and Enforcement (OSMRE) budget formulation process which identifies contractual efforts associated with OSMRE office budgets. The OSMRE annual plan shall categorically identify all proposed contract actions with estimated contract values over $100,000. The plan will become an action plan for translation into formal agency objectives to be accomplished during the following fiscal year.

3. Policy/Procedure.

a. Policy. It is OSMRE policy that Advanced Acquisition Planning shall be accomplished to:

(1) ensure that procurements are issued in a timely manner.

(2) conserve resources and meet Directorate and Contracting Office objectives in the most effective and efficient manner possible;

(3) establish tentative procurement goals and priorities for each Directorate; and,

(4) ensure compliance with regulatory requirements imposed on the various procurement set-aside program functional areas.

b. Responsibilities.

(1) The Deputy Director for Administration and Finance is responsible for the development of an Annual Procurement (Acquisition) Plan pursuant to FAR Part 7 and DM Part 404.

(2) Assistant Directors, and Field Office Directors, will:

(a) ensure compliance with the Advance Acquisition Plan.

(b) notify the Chief, Budget, Planning and Management Analysis prior to initiating any contract or modification exceeding $100,000 that was not planned for on the AAP.

(c) ensure that the portion of the annual AAP for their program area is implemented in an efficient manner and that any significant deviations are presented to the Advance Procurement Planning Committee to consider the changes as appropriate.

(d) keep the Deputy Director, Administration and Finance, informed of any problems encountered in the operation of these programs.

C. Procedures.

(1) Developing Annual AAP.

(a) Assistant Directors will appoint staff members to develop plans, within their functional areas of responsibility, on an annual basis (normally in August-September). Directorate plans will include:

- a listing of procurements exceeding $100,000 which are planned to be accomplished in the succeeding fiscal year;

- the appropriate procurement lead time;

- the commodity or service to be purchased;

- the proposed procurement method; i.e., advertised (competitive), competitive negotiation, and non competitive negotiation;

- proposed set-asides, i.e., small business and labor surplus set-asides, set-asides for SBA's Section 8(a) certified program procurement opportunities for women and Historically Black Colleges and Universities;

- dollar value of the procurement; and,

- potential bidders/sources, if any

(b) At the direction of the Deputy Director, Administration and Finance, (normally in September) representatives from the Deputy Director and each Assistant Directorate will meet as the Advance Procurement Planning Committee and formulate a proposed annual AAP Plan. The proposed plan will then be presented to the Deputy Directors for review, modification, if necessary, and approval.

(c) If, during the course of the year, an Assistant Director determines that a significant revision needs to be made to his/her portion of the AAP, he/she shall submit a proposed revision to the plan.