

July 20, 2001

MEMORANDUM TO: Office Directors and Regional Administrators
(See attached list)

FROM: Michael Springer, Director /RA/
Office of Administration

SUBJECT: FY 2002 ADVANCE PROCUREMENT PLAN

This is to request your office's Advance Procurement Plan (APP) for FY 2002.

Your APP should reflect all procurement actions which you expect to submit to the Division of Contracts and Property Management (DCPM) through the end of FY 2002, including new awards, modifications and task order actions you anticipate as well as any planned simplified acquisitions with an estimated cost between \$25,000 and \$100,000. We have attached the following documents to assist your staff in preparing your APP submission:

- (1) list of procurements identified in your APP submittal for FY 2001 which have yet to be submitted to DCPM;
- (2) list of active contracts for your office;
- (3) preprinted forms with pertinent information on office contracts that contain options;
- (4) blank forms for contracts that have no options and for any new contract awards planned for FY 2002.

Please have your staff make pen and ink changes to the preprinted forms or complete a new form, as appropriate, to indicate planned contract actions that will be submitted to DCPM during Fiscal Year 2002. Each new award identified on your APP should include a Request for Procurement Action (RFPA) number, in accordance with the RFPA Assignment List (Attachment 5). The RFPA number will remain with that action, regardless of the outcome of the project.

We are sending an electronic version of this package to your office's administrative point of contact. We encourage offices to submit their APP responses electronically. Elois Wiggins is available to assist your staff in this effort.

You are also requested to identify all active and planned projects with DOE laboratories and other Federal agencies. For each project, please provide/update information to include agreement number, project title, project amount, and period of performance. Such information will assist us in performing our oversight role as outlined in Management Directives 11.7 (DOE) and 11.8 (other Federal agencies). Under Management Directive 11.8, ADM also maintains a list of Interagency Agreements (other than DOE laboratory agreements). Therefore, we

CONTACT: Elois Wiggins, DCPM/ADM
301-415-7317

request that you update the list provided as Attachment 6, as it pertains to your office, and return a copy of the updated list with your APP update.

Beginning in FY 2002, the Office of Management and Budget has mandated that agencies award service contracts over \$25,000 using performance-based contracting techniques for not less than 20 percent of the total eligible service contracting dollars. This goal is expected to increase to 30 percent in FY 2003, 40 percent in FY 2004, and 50 percent in FY 2005. DCPM Contracting Officers will be contacting office program managers for each program area within the next few weeks to discuss upcoming procurements and strategies for implementing performance-based contracting methods for all new service contracts (excluding architect-engineer, construction, and utility services; or other service contracts where rationale is provided to the Contracting Officer for not using performance-based contracting methods). To assist your staff in this process, we are attaching the FAR definition of service contracts and a short guide to performance-based contracting, as Attachments 7 and 8 respectively. DCPM is also arranging several training sessions on this topic. The first session is scheduled for September 10-12, 2001. Project Officers and their supervisors are encouraged to attend these sessions. Training announcements will be posted on DCPM's internal homepage under Acquisition Training Curriculum.

As you plan your contracting activities for FY 2002, please take into consideration the possible procurement administrative lead time (PALT) for the different types of procurements (see Attachment 9).

The Small Business Administration is expected to negotiate FY 2002 procurement preference goals with agencies by August 31, 2001. To assist the Office of Small Business and Civil Rights in negotiating these goals, please return your FY 2002 APP to Timothy F. Hagan, Director, DCPM, on or before August 27, 2001.

In order to assist DCPM in its planning for Project Officer Certification training, offices are requested to identify the number of new project officers that will need certification training during FY 2002. All current project officers are scheduled to complete certification training by October 1, 2001. You therefore do not need to include any of these individuals on your lists.

Attachments:

- (1) List of APP items not yet submitted to DCPM
- (2) List of active contracts
- (3) Preprinted forms (for contracts with options)
- (4) Blank Forms for contracts that have no options and for new awards
- (5) FY02 RFPA Number Assignments
- (6) Interagency Agreements Active in FY 2001
- (7) Definition of Service Contracts
- (8) Performance-based contracting guide
- (9) Procurement Administrative Lead Time (PALT)
- (10) DCPM Customer Service Contact List

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DISTRIBUTION: EJWiggins JCucura ADM r/f DCPM r/f PAOB r/f
 MLSpringer TFHagan MLScott MHMace SDStewart MFLynn

DOCUMENT NAME: C:\Program Files\Adobe\Acrobat 4.0\PDF Output\APP 2002 APP MEMO Draft.wpd

ADAMS Package Accession No. ML012040363 (Memo, Att. 7 and 9: ML012040358) *Previously concurred.

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OFFICE	DCPM:PAOB	DCPM:PAOB	D:DCPM	D:ADM
NAME	E Wiggins *	M L Scott*	T F Hagan *	MSpringer
DATE	07/16/01	07/19/01	07/19/01	07/20/01

OFFICIAL RECORD COPY

This document should be placed in ADAMS:

Memo and Atts. 2 - 10 should be made available to the PUBLIC; Att. 1 should not be made available to the PUBLIC : EJW 07/20/01

This document is NON-SENSITIVE:

(Initials) (Date)

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: July 20, 2001

SUBJECT: FY 2002 ADVANCE PROCUREMENT PLAN

	<u>Mail Stop</u>	
B. John Garrick, Chairman, Advisory Committee on Nuclear Waste	T-2	E26
George E. Apostolakis, Chairman, Advisory Committee on Reactor Safeguards	T-2	E26
John T. Larkins, Executive Director, Advisory Committee on Reactor Safeguards/Advisory Committee on Nuclear Waste	T-2	E26
G. Paul Bollwerk, III, Chief Administrative Judge, Atomic Safety and Licensing Board Panel	T-3	F23
Karen D. Cyr, General Counsel	O-15	D21
John F. Cordes, Jr., Director, Office of Commission Appellate Adjudication	O-15	D21
Jesse L. Funches, Chief Financial Officer	O-17	F3
Hubert T. Bell, Inspector General	T-5	D28
Janice Dunn Lee, Director, Office of International Programs	O-4	E21
Dennis K. Rathbun, Director, Office of Congressional Affairs	O-16	C1
William M. Beecher, Director, Office of Public Affairs	O-2	A13
Annette Vietti-Cook, Secretary of the Commission	O-16	C1
William D. Travers, Executive Director for Operations	O-16	E15
William F. Kane, Deputy Executive Director for Reactor Programs	O-16	E15
Carl J. Paperiello, Deputy Executive Director for Materials, Research and State Programs	O-16	E15
Patricia G. Norry, Deputy Executive Director for Management Services	O-16	E15
Stuart Reiter, Chief Information Officer	O-16	C1
John W. Craig, Assistant for Operations, OEDO	O-16	E15
Michael L. Springer, Director, Office of Administration	T-7	D57
Frank J. Congel, Director, Office of Enforcement	O-14	E1
Guy P. Caputo, Director, Office of Investigations	O-3	F1
Paul E. Bird, Director, Office of Human Resources	T-3	A2
Irene P. Little, Director, Office of Small Business and Civil Rights	T-2	F18
Martin J. Virgilio, Director, Office of Nuclear Material Safety and Safeguards	T-8	A23
Samuel J. Collins, Director, Office of Nuclear Reactor Regulation	O-5	E7
Ashok C. Thadani, Director, Office of Nuclear Regulatory Research	T-10	F12
Paul H. Lohaus, Director, Office of State and Tribal Programs	O-3	C10
Richard H. Wessman, Director, Incident Response Operations	T-4	D18
Hubert J. Miller, Regional Administrator, Region I	RGN-I	
Luis A. Reyes, Regional Administrator, Region II	RGN-II	
James E. Dyer, Regional Administrator, Region III	RGN-III	
Ellis W. Merschoff, Regional Administrator, Region IV	RGN-IV	

Definition of Service Contracts

“Service contract” means a contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a nonpersonal or personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis. Some of the areas in which service contracts are found include the following:

- (1) Maintenance, overhaul, repair, servicing, rehabilitation, salvage, modernization, or modification of supplies, systems, or equipment.
- (2) Routine recurring maintenance of real property.
- (3) Housekeeping and base services.
- (4) Advisory and assistance services.
- (5) Operation of Government-owned equipment, facilities, and systems.
- (6) Communication services.
- (7) Architect-Engineering.
- (8) Transportation and related services.
- (9) Research and development.

PROCUREMENT ADMINISTRATIVE LEAD TIME (PALT)

These ranges are for planning purposes and begin with receipt of the procurement request in the Division of Contracts and Property Management.

Actual lead times will depend on the complexity, extent of market research required, and particular circumstances of each procurement.

<u>Estimated Dollar Value</u>	<u>PALT</u>
\$2,500 or less (BankCard)	1-3 days
\$25,000 or less (open market)	2-4 weeks
Over \$25,000 through \$100,000 (open market)	4-6 weeks
Government wide area contracts	1-2 weeks
GSA schedule	2-6 weeks
Over \$100,000	2-5 months
Noncompetitive 8(a) set-aside	1-2 months
Other noncompetitive	3 months
Interagency agreements	4-6 weeks
Task Orders	3-6 weeks
Contract/task order modifications	3-6 weeks