

Acquisition Strategy Plan. The Omaha District Integrated Process Team (IPT), Program and Project Managers will ensure that the Cultural Resources Acquisition Strategy will be followed for all projects within the program. The cultural resource program has three goals that it uses as guides for the execution of the acquisition strategy plan. They are to a) continue to provide maximum practicable business opportunities to small business concerns (specifically Native American businesses), b) collaborate with its Public and Private Partners to enhance the technical and professional development of small business concerns, and c) utilize the best contracting tool available to complete the given requirements. Details on how the Cultural Resources Program plans to meet goals a) and c) are laid out in the following paragraphs. The Cultural Resources Program Manager will work with and support the Omaha District Small Business Manager and contracting personnel to accomplish goal b) within the context of activities they are currently undertaking.

i) Acquisition Review. The Cultural Resource Program Manager will obtain CENWO-DB review for all proposed contracted out actions between \$10,000 and \$100,000 prior to initiating the acquisition process or publishing of the requirement in the Commerce Business Daily (CBD). Ample time is calculated into the acquisition strategy to facilitate the Small Business Administration (SBA) review of the recommended acquisition strategy. SBA's concurrence or rejection is documented on DD Form 2579, Small Business Coordination Sheet. The Contracting Officer is responsible for generating DD Form 2579.

ii) Acquisition Strategy Board (ASB). Cultural Resource Project Managers will continue to use the Acquisition Strategy Board (ASB) to develop the acquisition strategy for all proposed contracted out actions over \$100,000.00. The Deputy for Small Business will continue to utilize the PEP process to assist the District Leadership with the identification of projects for inclusion in the District Small Business Work Plan.

iii) Small Business Set-Asides

(1) Dollar Thresholds. An acquisition that has an anticipated dollar value exceeding \$2,500, but not over \$100,000 will be reserved for small business concerns.

(2) Justification. In absence of written justification, acquisition outside of the Small Business Demonstration Program's designated industries (Standard Industrial Classification groups 15) will be set-aside for small business concerns.

(3) Market Research Analysis. Program Managers will initiate a market research analysis through the Contracting Division prior to contracting out for technical or professional service type indefinite delivery type contracts (IDT). Market research analysis is required for follow-on IDT to an existing requirement, or exercise of an option. The requirements will be packaged so as not to preclude performance by small business concerns as prime contractor unless to do so would result in significant benefits in terms of reduced life cycle costs, improved services, or both. The Contracting Division will facilitate the market research analysis.

iv) Standard Operating Procedure for Project Acquisition Strategy

(1) Purpose. This procedure will standardize the process for acceptance and selection of a project execution mechanism for all cultural resource projects. This procedure will be used regardless of project phase (e.g. inventory, testing and evaluation, impact assessment, studies, design, or mitigation) for all new projects where the estimated value of all anticipated project work and services is over \$100,000. Further, procedures are provided to ensure project acceptability, availability of necessary resources, selection of the best method of execution, and proper documentation of the acquisition process. This is intended to satisfy the Acquisition Strategy requirements of FAR Part 7 and supplements thereto.

(2) Small Business Set-Aside. FAR 19.5 (b) states that “The contracting officer shall set aside any acquisition over \$100,000 for small business participation when there is a reasonable expectation that (1) offers will be obtained from at least two responsible small business concerns (2) award will be made at a reasonable price. We will use acquisition history combined with market research conducted by the contracting officer to satisfy this requirement.

(3) Application. The result of this process will be the development of a Project Acquisition Strategy Plan (PAS). A PAS (template at end of this Appendix) is required when the estimated value of all anticipated project work and services is greater than \$100,000. When a PAS Plan is required, the Project Manager (PM) will take the lead in preparing the plan for submittal. When consensus is achieved, the PM will prepare a memorandum (template at end of this Appendix) documenting the decision, and Acquisition Strategy Board (ASB) members will concur by signature. This memorandum will be submitted to the Contracting Officer (CO) for approval then routed to the contract specialist responsible for the acquisition action. When consensus cannot be reached, the CO will make the final decision regarding method of project execution. The PAS will establish execution procedures for as many phases of the project as are required and feasible with the available information. The PM will be responsible, with input from Contracting and others, for developing a milestone schedule for preparation and submittal of the plan. This acquisition schedule is required and will be included in the PAS. When there are major changes to project criteria, the ASB will reconvene and reconsider the selected alternative. A new phase of a project, not already established in an existing PAS.

(4) Procedures. The Omaha District has developed a number of different contracting tools specifically to meet the varying requirements associated with inventory, testing and evaluation, impact assessment, studies, design, or mitigation at various cultural resource sites. These options provide alternatives to new competitive site-specific contracts when project requirements dictate. When projects require Omaha District execution, they will be reviewed based upon project specific requirements and the best strategy for execution will be determined. It is the responsibility of the PM to initiate all actions which are required by this SOP including: arrange all necessary

meetings; initiate all communications between District elements; and provide continuing coordination and communications with the customer. New projects exceeding \$100,000 in size will be subject to the review and recommendation procedures of the ASB. This review will establish:

- Critical project criteria.
- Acquisition planning requirements.
- Availability of adequate engineering, construction, and support resources.
- Identification of available execution alternatives (In-house vs. contract, types of contracts), and selection of best alternative.
- Implementability of the project within schedule, or other constraints.
- Legal requirements or constraints which impact project execution.

(5) Meetings. The PM will arrange to meet with the ASB by contacting the ASB chairperson. Meetings with the ASB will be scheduled as early in the process as possible. All ASB members, or designated alternates, will attend the meeting and, based upon project requirements, will develop a recommended contracting strategy. The PM will provide ASB members with both a written and verbal summary of the project history, USACE involvement, current status, and acquisition consideration at the initial ASB meeting. It is recommended that draft PAS's be provided to ASB members at least 10 days in advance of the meetings. Acquisition decisions will be based upon best available information. Often, a decision will be reached at the initial project meeting and the memorandum signed and sent forward. In some cases, the project requirements will be such that additional information, documentation, or review will be necessary. In these cases, the PM will work with the customer and obtain all available information, distribute the information, and reconvene the ASB or arrange to be on the agenda of the next scheduled ASB meeting, as required.

(6) Roles. The following Omaha District activities will have permanent members on the ASB. Each member will participate in the selection of the contract mechanism. Their participation will include:

(a) Project Management: Receive project request from customer, ensure availability of funding, obtain necessary project information, provide project information to ASB members, PM prepares ASB Memorandum and obtains necessary signatures, and PM coordinates ASB decisions with those outside the district.

(b) Engineering Division: Provide management and technical input in Engineering issues, assure adequate Engineering resources, PM coordinates within Engineering and Planning Division, and recommends specific contractor (or in-house),

(c) Operations Division: Ensures availability of Construction-Operations Division resources and represents construction phase concerns.

(d) Contracting Division: Chair ASB, provide information regarding use of specific contracting alternatives, provide information about specific Contractors, recommend specific contract mechanisms, identify requirements for AP/PAS approval, and prepares formal AP (if necessary).

(e) Office of Counsel: Evaluate legal constraints on contracting alternatives, identify laws, regulations, agreements, and orders that affect the project, and assures fiscal law requirements are met.

PROJECT ACQUISITION STRATEGY PLAN AND MEMORANDUM

MEMORANDUM FOR RECORD

SUBJECT: Cultural Resources Program Project Acquisition Strategy Board (PASB) Worksheet

1. Project Description:

a) Title [List the title of the project(s) and their location(s)]:

b) Scope of Current Request (provide a brief, but concise description):

c) Project Type:

- | | |
|---|---|
| <input type="checkbox"/> Supplies | <input type="checkbox"/> Mitigation |
| <input type="checkbox"/> Services | <input type="checkbox"/> Testing and Evaluation |
| <input type="checkbox"/> Inventory | <input type="checkbox"/> Monitoring/Enforcement |
| <input type="checkbox"/> Reconnaissance | <input type="checkbox"/> Other: _____ |

d) Customer Name:

e) Project Manager:

f) Estimated Project Cost:

g) Project Execution Schedule:

| Task/Submittal | Start Date | End Date |
|----------------|------------|----------|
| Task 1 | | |
| Task 2 | | |
| Task 3 | | |
| Task 4 | | |

h) Funding Source:

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> O&M | <input type="checkbox"/> Construction General | <input type="checkbox"/> General Investigation |
| <input type="checkbox"/> Regulatory | <input type="checkbox"/> HTRW | <input type="checkbox"/> Other: _____ |

i) Customer or Regulator Special Requirements:

j) Key Resources Required:

- | | | | |
|---------------------------------------|---------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Archeologist | <input type="checkbox"/> Economist | <input type="checkbox"/> Environmental | <input type="checkbox"/> Biologist |
| <input type="checkbox"/> Geotechnical | <input type="checkbox"/> Hydrologic | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Estimating |
| <input type="checkbox"/> Counsel | <input type="checkbox"/> Other: _____ | | |

2. Is Market Research Required?

- Yes, because the recommended options is a new contract procurement.
- No (If no, check appropriate box below):
- Market Research is not required because it was conducted at the time the proposed IDT contract was procured.

SUBJECT: Project Acquisition Strategy Board Worksheet (PASBW) for "Project Description", "Project Name and Location"

- Market Research was conducted previously on _____(Date).
- Market Research has already been conducted and the results are as follows:_____

3. CENWO Project Execution Role:

Example: CENWO is functioning as the service center for Customer work at "Project Name and location" (if applicable). CENWO will oversee the progress of "brief description of customer tasking".

4. Acquisition Strategies Considered: Each option checked below, which were considered as possible execution methods, should include a brief analysis of its pros and cons. Below are the multiple CENWO project execution options evaluated:

- | | |
|--|---|
| <input type="checkbox"/> In-House Design | <input type="checkbox"/> Invitation for Bid (IFB) |
| <input type="checkbox"/> Site Specific A-E Contracts | <input type="checkbox"/> Request for Proposal (RFP) |
| <input type="checkbox"/> SB Services IDT | <input type="checkbox"/> Preplaced Remedial Action Contract |
| <input type="checkbox"/> 8(a) Services IDT | <input type="checkbox"/> Misc. SB IDT Contracts |
| <input type="checkbox"/> Large Bus Services IDT | <input type="checkbox"/> Small Business Set-Aside |
| <input type="checkbox"/> Woman Owned SB IDT | <input type="checkbox"/> GSA Schedule |
| <input type="checkbox"/> TERC | <input type="checkbox"/> Other _____ |

Contract Type

- Firm Fixed Price
- Cost Reimbursable

Evaluation Factors

- Price
- Technical/management
- Best Value (combination)

- a) In-House: This option (is/is not) recommended due to...
- b) Site Specific A-E Contracts: This option (is/is not) recommended due to...
- c) Site Specific 8(a) Services. This option (is/is not) recommended due to...
- d) SB & 8(a) Services IDT Contracts: This option (is/is not) recommended due to...
- e) Large Business Services IDT: This option (is/is not) recommended due to...
- f) Other: This option (is/is not) recommended due to...

5. Recommended Action Plan: All members "agreed/or a consensus was reached" that the most favorable acquisition strategy would be the use of: (The initial PASBW shall include a recommendation from the PM or Lead Technical Proponent. Discussion would also include a short evaluation of options evaluated, but not selected. The final PASBW shall state the PASB recommended projection execution/acquisition strategy.)

SUBJECT: Project Acquisition Strategy Board Worksheet (PASBW) for “Project Description”,
“Project Name and Location”

6. Requirement for Formal Acquisition Plan. Acquisition Plans are required for new contract procurement actions that exceed \$15 million, exceed 5 years in duration, or are outside CENWO assigned AOR.

Yes No

7. The following acquisition strategy is recommended by the PASB for this project:

8. We, the members of the PASB for this project, have reviewed the information attached with this worksheet and concur with the recommended execution option in described in paragraph

Recommended:

| <u>Name</u> | <u>Office</u> | <u>Concur/Nonconcur*</u> | <u>Date</u> |
|-----------------------------|---------------|--------------------------|-------------|
| CR Project Manager | CENWO-PM-AE | _____ | _____ |
| Contracting Div Rep | CENWO-CT | _____ | _____ |
| Operations Div Rep | CENWO-OD | _____ | _____ |
| Small Business Rep | CENWO-SA-DB | _____ | _____ |
| Native American Coordinator | CENWO-SA-NA | _____ | _____ |
| Office of Counsel Rep | CENWO-OC | _____ | _____ |

Reviewed:

Chief, Planning PPPM Branch

Approved:

Chairman, Acquisition Strategy Board
Contracting Officer

*PASB members that do not concur with the recommended acquisition strategy must provide written comments to support their position. The PASB Chairman will consider this information prior to final approval. As deemed appropriate by the Chairman, attempts will be made to resolve any differences identified by the PASB members. Disputes which cannot be resolved will be follow the procedure as identified in Paragraph 6b. of the Standard Operating Procedure for the “HTRW” Project Acquisition Strategy Process.