

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) The Scope of this project will consist of four tasks:
 - i) Task 1. Briefly describe the task to be accomplished.
 - ii) Task 2. Same.
- c) Project Type: [i.e., inventory, reconnaissance, mitigation, etc.]
- 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: [i.e., O&M, CG, GI, etc.]
- i) Customer or Regulator Special Requirements:
- j) Key Resources Required: [note other sections/branches that will be involved]

2. Is Market Research Required?

3. CENWO Project Execution Role: [What will the district be completing on this project?]

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:

- 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...

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- 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 that the most favorable acquisition strategy would be the use of (insert selected option).

6. Requirement for Formal Acquisition Plan. A formal Acquisition Plan is not required since this contract action will not exceed \$15 million or 5 years in duration.

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

7. 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

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*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.