



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING COMMAND-ORLANDO
12211 SCIENCE DRIVE
ORLANDO, FLORIDA 32826-3224

ACC-ORL

9 December 2015

MEMORANDUM FOR U.S. Army Contracting Command – Orlando (ACC-Orlando), Program Executive Office for Simulation, Training and Instrumentation (PEO STRI), and External Customer Personnel, 12350 Research Parkway, Orlando, Florida 32826-3276

SUBJECT: Procurement Administrative Lead Time (PALT) Update

1. Reference:

a. Principal Assistant Responsible for Contracting (PARC) memorandum, dated 13 July 2015.

2. The above referenced memorandum is hereby rescinded and superseded as follows for the purpose of incorporating changes to Requirements Package (RP) documentation per Army policy. In addition, the memorandum addresses use of the Virtual Contracting Enterprise – Paperless Contract Files (VCE-PCF) module for Acquisition Milestone management in lieu of the Virtual Contracting Enterprise – Acquisition Management (VCE-AM) module which was sunset in November 2015.

3. ACC-Orlando's mission is to provide sound business advice and tailored contracting solutions to acquire a variety of training products/services in support of the U.S. Army, PEO STRI and other customers as directed. To enhance customer expectation management, ACC-Orlando has prepared PALT guidance to establish timelines to ensure customers are being provided with timely responses and accurate information. PALT is defined as the estimated amount of time required to effectively award a contract action once a Requirements Package has been accepted by ACC-Orlando. The establishment of PALT guidance allows the acquisition process to be closely managed and controlled and standards established for executing the procurement process in order to reduce costs and lead-time.

4. The standard PALT for contract actions reflects the amount of time generally required to process procurements in accordance with Federal Acquisition Regulation, Defense Federal Acquisition Regulation Supplement, and Army Federal Acquisition Regulation Supplement. In addition, the length of the pre-award phase is directly affected by acquisition strategy and the authority level for approving acquisition documents. Program dollar value, which is a factor in determining the authority level, can be an important indicator in establishing the risk and complexity of the acquisition. Complexity and risk are acquisition characteristics that also influence the length of the acquisition cycle and should be carefully considered while developing the dates of the various phases in order to meet PALT guidelines.

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It is critical to have early involvement with the requiring activity and customer in the planning stages of the procurement. This will promote a better understanding of common needs and goals and reduce or eliminate omissions and deficiencies in the RP while promoting achievement of milestones established for the procurement.

5. While PALT is a means of tracking contract actions, it is also a tool to manage acquisition resources, including personnel. Collection of PALT data will be analyzed to improve the efficiency and effectiveness of the contracting process and to allocate and/or adjust resources to maximize the benefits for ACC-Orlando and its customers. The milestones in VCE-PCF associated with establishment of a new contract award are provided in the Enclosure.

6. PALT begins with the acceptance of the RP by a Division Chief and ends with award of the procurement action. The requiring activity is responsible for providing the RP to the respective ACC-Orlando Division Chief for execution of new contract awards \$1M and greater, to include orders. For new awards less than \$1M, the RP may be submitted to the Procuring Contracting Officer (PCO) instead of the Division Chief. At a minimum, the RP consists of the following documents:

a. Requirements Document

(1) SOW/SOO/PWS

(2) Specifications

b. Description of the Supplies and Services (FAR 11.002)

c. Market Research

d. Funding Data (FAR 32.7)

e. Independent Government Cost Estimate (IGCE)

f. Antiterrorism/Operations Security (AT/OPSEC) Cover Sheet

g. Government Furnished Property (GFP) Smartform (*if applicable*)

h. Request for Services Contract Approval (RSCA) Form (*if applicable*)

i. Name of anticipated Contracting Officer's Representative (COR) and whether the COR has completed all required COR training, including estimated training completion date (*if applicable*)

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j. Draft Justification and Approval (J&A)/Exception to Fair Opportunity (EFO) (*if applicable*)

k. Draft Acquisition Plan (AP) or Service Acquisition Strategy (SAS) (*if applicable*)

l. Draft Quality Assurance Surveillance Plan (QASP) (*if applicable*)

7. Upon review and acceptance of the RP by the Division Chief/PCO, the PALT tracking process begins. Should the RP be rejected, the program office responsible will be advised of the basis for the rejection. The program office will make the necessary corrections and resubmit the RP for review and approval. All acceptances and rejections of the RP must be documented in the record's Acquisition Milestones section in VCE-PCF.

8. Estimated PALT timelines are provided in the Tables below. Since PALT will be measured from the acceptance of the RP through contract award, the PALT timelines are based upon historical data and estimates collected and analyzed by senior acquisition management personnel. The PALT timelines identified represent average processing times and do not account for extraordinary challenges, which may arise on certain contract actions. The timelines captured below are to be computed in calendar days and do not include additional calendar days that may be associated with higher level Department of Army reviews and/or approvals.

PALT MILESTONE ESTIMATES

TABLE 1
Order Under Single Award ID/IQ Contract

Average Total Estimated Lead-Time from Receipt of RP to Contract Award	40 Days – 55 Days (includes events below)
Accepted RP to issuance of Final Solicitation	5 Days
Receive Proposal Responses	15 – 30 Days
Evaluate Proposals/Negotiations	15 Days
Complete Price Negotiation Memorandum (PNM)/Prepare Award Documents	5 Days
Award Contract	1 Day

**TABLE 2
Non-Competitive Acquisition**

Average Total Estimated Lead-Time from Receipt of RP to Contract Award	185 Days (includes events below)
Receipt of RP to Issuance of Final Solicitation (includes J&A finalization & Solicitation Review Board (SRB))	50 Days
Receive Proposal Responses	30 Days
DCAA Audit Turnaround	60 Days
Pre-negotiation Objective Memorandum (POM)	5 Days
Negotiations	10 Days
Price Negotiation Memorandum (PNM)	5 Days
Legal Review	10 Days
Contract Review Board (CRB)	10 Days
Congressional Notification	3 Days
Award Contract	1 Day

**TABLE 3
Competitive Acquisition**

Average Total Estimated Lead-Time from Receipt of RP to Contract Award	330 Days (includes events below)
Receipt of RP to Issuance of Final Solicitation (includes Acquisition Plan (AP) finalization, DD2579 coordination, Draft RFP issuance, and SRB)	90 Days
Receive Proposal Responses	30 Days
Evaluate Proposals & Prepare Initial Proposal Evaluation Report (PER)	75 Days
Legal Review	10 Days
SSA Briefing	5 Days
Discussions (if applicable)	30 Days
Final Proposal Revisions (if applicable)	20 Days
Prepare Final PER (if applicable)	10 Days
Legal Review (if applicable)	10 Days
Source Selection Decision Document (SSDD) Memorandum	10 Days
Legal Review	10 Days
Price-Negotiation Memorandum (PNM)	5 Days
Prepare Award Documentation	2 Days
Legal Review	10 Days

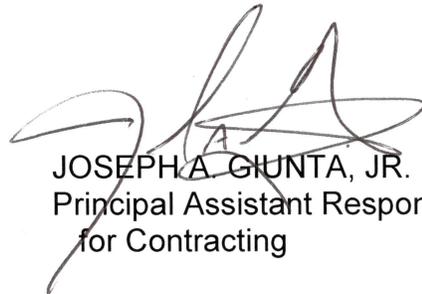
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Contract Review Board (CRB)	10 Days
Congressional Notification	3 Days
Award Contract	1 Day

9. In accordance with Deputy Assistant Secretary of the Army for Procurement [DASA(P)] policy, the VCE-PCF module is now used by the Army Contracting Enterprise to track the status and progression of procurement actions. Effective 1 October 2015, all contract actions that utilize VCE-PCF as the official contract file must have a corresponding cabinet in VCE-PCF with applicable milestone data completed. Information collected from VCE-PCF will contribute to increased visibility and analysis of resources, workload and workforce data that can be used to improve the efficiency of the current acquisition process. In addition, the data will facilitate ACC-Orlando's ability to adjust and change in order to meet customer missions and objectives. At this time, VCE-PCF access is not authorized for requiring activity personnel. However, the VCE program office is in the process of establishing a new role in VCE-PCF that will enable requiring activity personnel to view acquisition milestone information within the module to track procurement status. ACC-Orlando will coordinate with PEO STRI and other customers once this role is implemented.

Encl



JOSEPH A. GIUNTA, JR.
Principal Assistant Responsible
for Contracting

PCF Milestones for New Contract Awards

Phase 1 Joint Acquisition Planning	Planned	Revised	Actual	Comments
Initiate Procurement Planning				
Kick-Off Meeting				
Initial Requirements Documents Received				
Milestone Decision Authority				
Service Contract Approval Request				
Service Acquisition Workshop (SAWS)				
Sources Sought Synopsis, Dynamic Small Business Search				
Create/Release Draft RFP for Industry Comment				
Industry Day/Site Visit				
Conduct Risk Assessment				
Complete Market Research Report				
Chess Waiver				
Requirements Documents Received/Completed				
Acquisition Strategy Prepared/Approval (PARCs, PEOs and Direct Reporting PMs)				
Army Services Strategy Panel(ASSP) Briefing/Approval (DASA(P)				
Army Services Strategy Panel(ASSP) Briefing/Approval (USD(AT&L))(DPAP)				
Acquisition Plan Prepared/Approved				
Small Business Coordination DD 2579 Completed/Approved				
J&A				
D&F's and Justifications				
Phase 2 Solicitation				
Issue Pre-solicitation Notice				
Solicitation Synopsis				
Draft Solicitation				
Draft Evaluation Factors				
Draft Source Selection Plan				
Solicitation Review				
KO, Legal, Other Local				
Solicitation Review Board Peer Review - Phase 1 Review				
Appoint SSA (Contracting Officer)(if using Source Selection Procedures)				
Issue Solicitation				
Respond to Industry Q&As				
Issue Amendment(s)				
Extend Closing Date if Necessary				
Phase 3 Evaluation				
Proposal(s) Received/Solicitation Closing				
SAM/EPLS Validation				
SSEB Trained				
Evaluate Proposal(s)				
Establish Negotiation Objectives				
Create SSEB Report Including ENs				
Establish Competitive Range				
Conduct Clarifications (if needed)				
Brief SSA on Evaluation Results and Obtain Approval of Competitive Range				
Notify Excluded Offerors				
Pre-Award Debrief if Requested				
Pre-Award Protest (if applicable)				
Receive DCAA Audit Report				
Create Pre-Negotiation Objective Memorandum (POM) for Approval				
Provide Evaluation Notices to Offerors				
Conduct Discussions/Negotiations				
Peer Review - Phase 2 (if competitive range to be established)				
Final Evaluation				
Request Final Proposal Revisions (FPRs)				
Evaluate Final Proposals				
Create Final SSEB Report				
Subcontracting Plan Review/Approval				
Create Price Negotiation Memorandum (PNM)				
Determine Price Fair and Reasonableness (Memorandum)				
Phase 4 Contract Award				
Compare Proposals if competitive and source selection procedures are used				
Brief SSAC on Final Evaluation Results				
SSAC Comparative Assessment				
SSA Briefing on Final Evaluation Results and provide comparative assessment				
Make Award Decision				
Create SSA Source Selection Decision Document (SSDD) (or equivalent, if formal source selection is not used)				
Small Business Notification				
Legal, other Reviews				
Peer Review Phase 3/Contract Review Board				
Determination of Responsibility/COC				
EEO Clearance Received				
Finalize Security Requirements (DD Form 254)				
Create Award Document/Prepare CAR				
Congressional Notification				
Award				
Notify Successful/Unsuccessful Offerors				
Award Synopsis				
Debrief Unsuccessful Offerors				
J&A Published				