

I. PERTINENT INFORMATION			
A. PROGRAM ACRONYM:			
B. PROGRAM NAME:			
C. SUPPLY/SERVICE:			
D. SUPPLY/SERVICE DESCRIPTION:			
E. REQUIRING ACTIVITY:			
F. SOLICITATION NUMBER:			
G. CONTRACT NUMBER:			
H. PROJECT DIRECTOR:			
I. PROJECT MANAGER:			
J. DEPUTY PROJECT MANAGER:			
K. ALTERNATE PRODUCT MANAGER:			
L. CONTRACT SPECIALIST:			
M. CONTRACTING OFFICER:			
N. DOLLAR VALUE:			
O. TYPE OF PROCUREMENT:			
P. SOLICITATION TYPE:			
Q. CONTRACT VEHICLE:			
R. ORGANIZATION:			
II. CONCEPT PHASE	PLANNED	REVISED	ACTUAL
A. MARKET RESEARCH			
B. PROCUREMENT PLANNING CONFERENCE (PPC)			
C. INDUSTRY FORUM			
III. REQUIREMENTS DEVELOPMENT PHASE	PLANNED	REVISED	ACTUAL
A. REQUIREMENTS PACKAGE (RP)			
1. Requirements Documentation			
2. Development of funding data/purchase request			
3. Statement of Work/Statement of Objective/Performance Work Statement or Specifications			
4. Coordination of funding data/purchase request			
5. Approval and Certification of funding data/purchase request			
6. Independent Government Cost Estimate (IGCE)			
7. Market Research Results			
8. Draft Prepared Justification & Approval (J&A)/Exception to Full & Open (EFO)			
9. Draft Prepared Service Acquisition Strategy/Acquisition Plan			
10. Draft Quality Assurance Surveillance Plan			
11. Anti-Terrorism/Operational Security Cover Sheet			
12. Division Chief Rejection			
13. Division Chief Accepts Requirements Package (Procurement Administrative Lead Time Start Date)			
B. ACQUISITION PLAN/SERVICE ACQUISITION STRATEGY (IF APPLICABLE)			
1. Small Business Program Office Review/Coordination			
2. Legal Review (Submitted)			
3. Legal Review (Completed)			
4. Final Approval			
C. J&A/EFO (IF APPLICABLE)			
1. Legal Review (Submitted)			
2. Legal Review (Completed)			
3. Final Approval			
D. OFFICE OF SMALL BUSINESS PROGRAMS COORDINATION			
1. DD Form 2579 Prepared			

2. DD Form 2579 Approved			
E. EVALUATION CRITERIA			
1. Draft Prepared			
2. Procurement Contracting Officer (PCO) Acceptance			
F. DETERMINATIONS AND FINDINGS			
G. APPOINT SOURCE SELECTION EVALUATION BOARD			
1. Requestor Nominate			
2. Appoints Board			
H. SOURCE SELECTION PLAN APPROVED			
IV. PRESOLICITATION PHASE	PLANNED	REVISED	ACTUAL
A. SYNOPSIS ISSUED			
B. PREPARE DRAFT SOLICITATION/FINAL			
C. SOLICITATION PACKAGE PREPARED			
1. Legal Review(Submitted)			
2. Legal Review(Completed)			
3. Solicitation Review Board (SRB) Peer Review (Memorandum for Record (MFR) Approved)			
D. ISSUE SOLICITATION(FINAL)			
E. AMENDMENT ISSUED			
F. PRE-PROPOSAL CONFERENCE			
G. PROPOSALS RECEIVED			
H. PCO BRIEF / SOURCE SELECTION BOARD - TRAINING			
I. OPEN PROPOSALS			
V. EVALUATION PHASE	PLANNED	REVISED	ACTUAL
A. ORAL PRESENTATIONS COMPLETED (IF APPLICABLE)			
B. PREAWARD SURVEYS			
1. Onsite Reviews			
2. Oral Report and Written Report			
C. INITIAL EVALUATION			
1. Defense Contract Audit Agency (Completed) (if applicable)			
2. Proposal Evaluation(s) (Completed)			
3. Tech Eval/Proposal Evaluation Report (PER) Legal Review (Submitted)			
4. Tech Eval/PER Legal Review (Completed)			
D. NEGOTIATIONS OR DISCUSSIONS (IF APPLICABLE)			
1. Prenegotiation Objective Memorandum (POM) Prepared			
2. Competitive Range Determination Prepared			
3. Letters and Questions to Offerors Prepared			
4. POM, Comp Range, Letters and/or Questions Legal Review (Submitted)			
5. POM, Comp Range, Letters and/or Questions Legal Review (Completed)			
6. POM, Comp Range, Letters and/or Questions Approved			
7. Discussions (Completed)			
8. Discussions Summary (MFR Approved)			
9. Interim PER (if applicable)			
10. Peer Review Prior to Final Proposal Revisions (MFR Approved)			
E. FINAL PROPOSAL REVISIONS (FPR) (IF APPLICABLE)			
1. FPR Received			
2. PER (Final)			
3. Price Analysis/Audit, Analysis Report			
4. Final PER (Award With Discussions) Submitted for Legal Review			
5. PER Legal Review (Completed)			
F. POST-NEGOTIATION MEMORANDUM APPROVED			
G. SOURCE SELECTION DOCUMENTS			
1. Source Selection Evaluation Board (SSEB) Evaluation and Report			
2. Source Selection Advisory Council Review and Approve SSEB Report			

3. Source Selection Decision Document (SSDB) Prepared			
4. SSDB Review (Submitted)			
5. SSDD Legal Review (Completed)			
6. SSDD Approved			
VI. AWARD PHASE	PLANNED	REVISED	ACTUAL
A. PREPARE CONTRACT FILE			
B. APPOINT A CONTRACTING OFFICER'S REPRESENTATIVE (COR) (IF APPLICABLE)			
C. COORDINATION			
1. Equal Employment Opportunity Clearance			
2. Small Business Administration Review of Proposed Contract and Subcontracting Plan			
3. Award Package Legal Review (Submitted)			
4. Award Package Legal Review (Completed)			
5. Contract Peer Review MFR Approved			
D. CONGRESSIONAL NOTICE			
1. Prepare Letter			
2. Deliver Letter			
3. Public Announcement			
E. CONTRACT AWARD			
VII. POST AWARD PHASE	PLANNED	REVISED	ACTUAL
A. DEBRIEF UNSUCCESSFUL OFFERORS			
B. PROTEST, IF APPLICABLE			
C. POST AWARD CONFERENCE			

TOTAL SCHEDULED DAYS FROM PROCUREMENT PACKAGE RECEIPT TO AWARD:	
--	--

"Days" are calculated as calendar days. Please consider holidays and weekends during the milestone planning stages. This value will be displayed automatically when the dates for "Division Chief Acceptance" and "Contract Award" are filled in.

TOTAL ACTUAL DAYS FROM PROCUREMENT PACKAGE RECEIPT TO AWARD:	
---	--

"Days" are calculated as calendar days. Please consider holidays and weekends during the milestone planning stages. This value will be displayed automatically when the dates for "Division Chief Acceptance" and "Contract Award" are filled in.

DIFFERENCE (Planned vs. Actual)	0
--	----------

OTHER COMMENTS
