



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

ORDER

DOT 4200.16A

09-06-89

Subject: ADVANCE ACQUISITION PLANNING AND ANNUAL PROCUREMENT PLANS

1. PURPOSE. This Order establishes the responsibilities and procedures for advance planning for and review of proposed acquisitions prior to initiating action to acquire goods or services.
2. CANCELLATION. DOT Order 4200.16, Prenotification Review of Proposed Acquisition and Assistance Actions and Related Matters, dated 1-30-86, as of October 1, 1989.
3. APPLICABILITY. This Order applies to all proposed acquisitions (including interagency agreements and military interdepartmental purchase requests (MIPR)) except:
 - a. Agreements between Department of Transportation (DOT) elements in which all work is performed by DOT personnel;
 - b. Emergency acquisitions (i.e., when the need for the supplies or services is of such an unusual and compelling urgency that the Government would be seriously injured if the goods or services were not immediately acquired); and
 - c. Actions executed using the small purchase procedures of Federal Acquisition Regulation (FAR), Part 13.
4. POLICY. Acquisition planning and timely managerial involvement are key elements in successfully performing DOT acquisitions. The procedures contained in this Order implement the requirement in FAR, Part 7, which states that "Agencies shall perform acquisition planning . . . to ensure that the Government meets its needs in the most effective, economical, and timely manner." This Order also conforms to the requirements of the Office of Management and Budget and the Office of Inspector General policy guidance on avoidance of fraud, waste, and abuse and mitigating unnecessary fourth quarter spending.
 - a. FAR, Part 7, requires, among other things, that the agency head or a designee shall:
 - (1) Specify those cases when a written plan is to be prepared;
 - (2) Establish standard plan formats suitable to agency needs; and

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All Operating Administrations

OPI: Office of
Acquisition and
Grant Management

(3) Prescribe procedures for reviewing and approving plans and revisions to these plans.

- b. Special emphasis is to be placed on providing for competition to the maximum extent practicable (considering the nature of the supplies and services to be acquired) when specifying needs, developing specifications/statements of work, and soliciting offers. No contract shall be awarded without full and open competition because of concerns about funding constraints or because of a lack of acquisition planning.

5. ADVANCE ACQUISITION PLANNING - ANNUAL PROCUREMENT PLAN.

- a. Acquisition planning shall begin as soon as a need is identified. Departmental elements shall implement an acquisition planning process for all acquisitions subject to this Order through the development of an Annual Procurement Plan (APP). The APP must be approved by May 15 of the calendar year preceding the Fiscal Year (FY) in which the initiation of the procurements is anticipated. APPs shall be coordinated with all personnel responsible for significant aspects of the acquisition (e.g., contracting, fiscal, legal, technical, and logistics). Because of the timing of this directive, however, the APP for FY 1990 is not required until October 15, 1989.
- b. APPs and all subsequent updates shall be approved by heads of Departmental elements or their designees. The same official is to be responsible for approving both APPs and any updates to them. Each Operating Administration is to inform the Office of Acquisition and Grant Management (M-60) who its cognizant approving official is. For Secretarial Offices, the cognizant APP approving official is the Senior Procurement Executive (M-60).
- c. An informational copy of approved APPs for actions where the total estimate for the procurement, including options, equals or exceeds \$200,000 (\$500,000 for construction) must be submitted to M-60 and to the Office of Small and Disadvantaged Business Utilization (S-40) by May 15 of the calendar year preceding the FY covered by the plan. With the exception of procurements categorized as advisory or assistance, however, thresholds of \$2,000,000 will apply to the U.S. Coast Guard and the Federal Aviation Administration.

Vertical line denotes change.

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- d. The APP form (DOT F 4220.12) and the instructions for completing it are shown in Attachment 1 to this Order. Anticipated individual task or delivery orders and options do not need to be listed separately, as long as the total estimated dollar value and the description of the procurement action includes them.
 - e. The APP should be reviewed at least quarterly for accuracy. Any updates to the APP are to be approved and informational copies provided to M-60 and S-40 within 5 working days after the APP update has been approved. Unless a waiver to the requirements of this Order has been granted, all actions must be included in the APP, or an update to the APP, prior to the issuance of a synopsis (as required by FAR, Part 5.2) or a solicitation.
6. Waivers. Requests for a waiver from the procedures of this Order shall be submitted by the official responsible for approving the APP to the Assistant Secretary for Administration. The request for a waiver shall contain sufficient detail to clearly explain the basis of the request.



Jon H. Seymour
Assistant Secretary
for Administration

ANNUAL PROCUREMENT PLAN (APP)											
ADMINISTRATION/DEPARTMENTAL ELEMENT _____											
SEQUENCE # _____											
ACTION DESCRIPTION _____											

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
OFC	\$ AMT	CONTACT POINT	CONTACT PH #	SOLIC. METHOD	COMPE- TITION	FY/QTR PR	FY/QTR SOLIC.	FY/QTR AWARD	SET- ASIDE	ADVIS./ ASSIST.	DPA
REMARKS _____											

Vertical line denotes change.

INSTRUCTIONS FOR COMPLETING APP FORM

Administration/Departmental Element. Indicate Operating Administration/Departmental Element submitting APP (e.g., MARAD, OST, NHTSA).

Sequence #. List actions numerically for each office within the agency component. (e.g., 01, 02, . . .).

Action Description. In a short paragraph, describe action to be accomplished.

Column 1 - Office. Use Contract Information System (CIS) code for procurement office. (See DOT Order 1340.5D.)

Column 2 - Amount. Use one of the following numbers to indicate the dollar range of the action, including options:

- 0) Under \$200,000
- 1) Between \$ 200,000 and \$ 500,000
- 2) Between \$ 500,000 and \$ 1,000,000
- 3) Between \$ 1,000,000 and \$ 1,999,999
- 4) Between \$ 2,000,000 and \$ 2,999,999
- 5) Between \$ 3,000,000 and \$ 4,999,999
- 6) Between \$ 5,000,000 and \$ 10,000,000
- 7) Between \$ 10,000,000 and \$ 50,000,000
- 8) Between \$ 50,000,000 and \$150,000,000
- 9) More than \$150,000,000

Column 3 - Contact Point. Indicate name of the cognizant contracting officer for the acquisition.

Column 4 - Contact Point Phone Number. Indicate phone number (state if FTS) of cognizant contracting officer for the acquisition.

Column 5 - Solicitation Method. Use one of the following numbers to indicate applicable procurement method:

- 1) Sealed Bidding
- 2) Negotiation
- 3) Other (state what)

Column 6 - Competition. Use one of the following numbers to indicate extent of competition:

- 1) Competitive (limited or full and open)
- 2) Noncompetitive
- 3) 8(a) Competitive
- 4) 8(a)
- 5) Other

Column 7 - FY/QTR of Procurement Request. Use numerals to indicate which FY (e.g., 88) and QTR (e.g., 1, 2, 3, or 4) the procurement request will be provided to the contracting office.

Column 8 - FY/QTR of Solicitation. Use numerals to indicate which FY (e.g., 88) and QTR (e.g., 1, 2, 3, or 4) the solicitation will be issued.

Column 9 - FY/QTR of Award. Use numerals to indicate which FY (e.g., 88) and QTR (e.g., 1, 2, 3, or 4) the award will be made.

Column 10 - Set-Aside. Use one of the following numerals to indicate type of set-aside:

- 1) 8(a)
- 2) Small Business
- 3) Labor Surplus Area
- 4) Small Business/Labor Surplus area
- 5) Small Business Competitiveness Demonstration Program

Column 11 - Advisory/Assistance Services. Indicate Yes (Y) or No (N) if the acquisition is for advisory and assistance services. (See OMB Circular A-120, Guidelines for the Use of Advisory and Assistance Services, dated January 4, 1988.)

Column 12 - Delegation of Procurement Authority (DPA). Indicate Yes (y) or No (N) if the acquisition requires a DPA from GSA. (See Federal Information Resources Management Regulation 201-23.103.)

Remarks: Include other pertinent information regarding the procurement (e.g., status, relationship with other actions, major acquisitions, women-owned business, disadvantaged business enterprise, etc.)

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