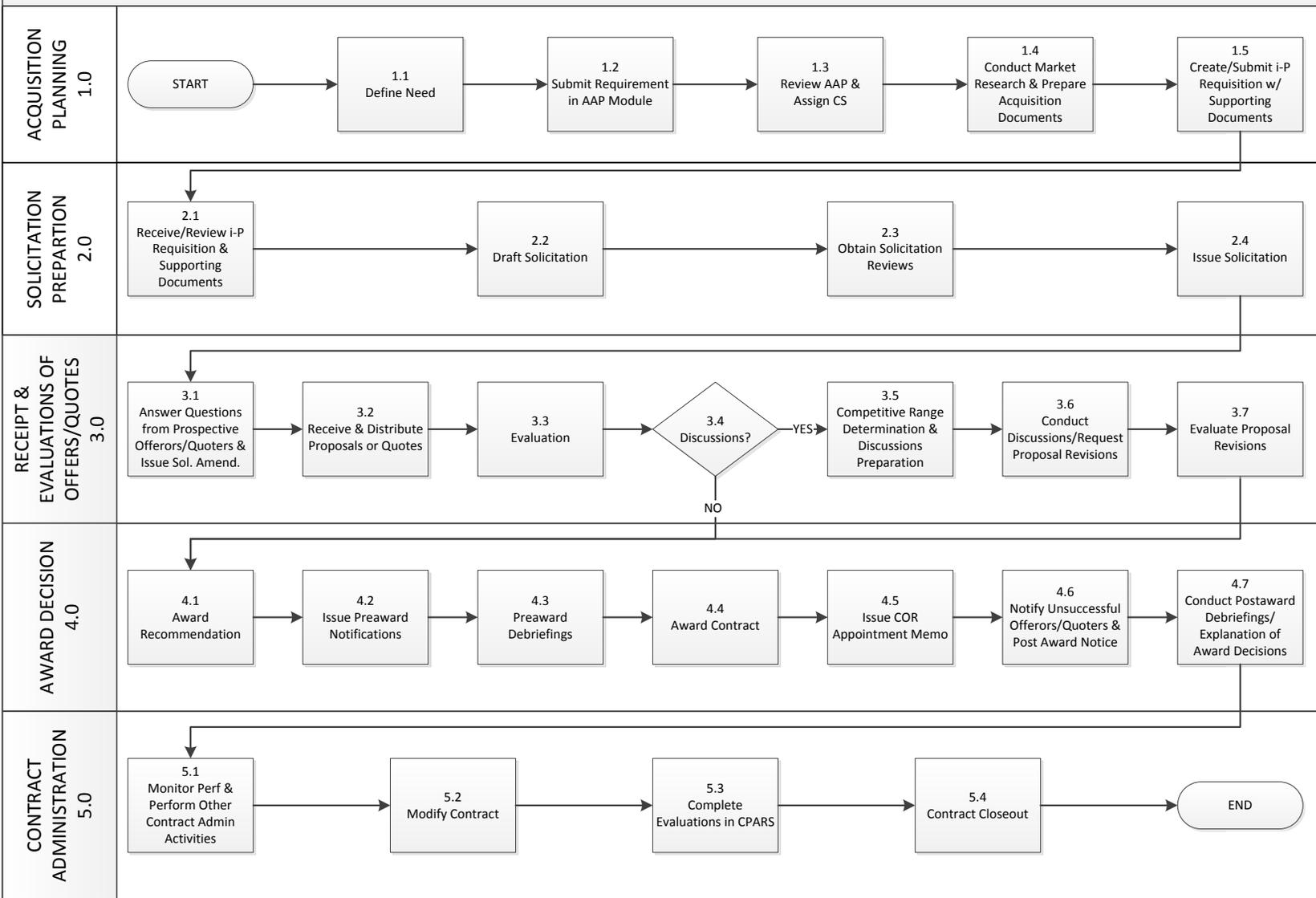


PSC ACQUISITION PROCESS FLOWCHART



The chart below highlights which office and/or individual(s) have primary responsibility for each step in the PSC Acquisition Process Flowchart. The processes to be followed will vary as the acquisition proceeds through the different phases of the acquisition life cycle.

PHASE	#	STEP	RESPONSIBILITY	DESCRIPTION
Acquisition Planning 1.0	1.1	Define Need	Requiring Activity	The Government's need should be stated in terms sufficient to allow for the conduct of market research.
	1.2	Submit Requirement in AAP Module	Requiring Activity	Create and submit proposed contract actions in PSC's Annual Acquisition Planning (AAP) module to include: <ul style="list-style-type: none"> • Clear description • Total estimate and anticipated current FY obligation • Action Type (e.g. mod, order) • Product Service Code if known
	1.3	Review AAP & Assign CS	Contract Office	Upon receipt of the AAP submission, the Branch Chief/Contracting Officer (CO) will review the proposed contract actions and determine if there are any questions/concerns regarding the information provided. If there are none, a contract specialist (CS) will be assigned. The CS will contact the Requiring Activity point of contact (POC) with an offer of assistance.
	1.4	Conduct Market Research & Prepare Acquisition Documents	Requiring Activity with assistance of CO/CS as needed	Conduct market research, draft Acquisition Plan (written AP required for all acquisitions above the simplified acquisition threshold) to include statement of work (SOW), evaluation criteria and IGCE, obtain required program clearances/approvals (IT, justifications, etc.).
	1.5	Create/Submit i-P Requisition w/Supporting Documents	Requiring Activity	Create and submit i-Procurement requisition in UFMS to be sourced in PRISM. Include notes to buyer, supporting documentation to include acquisition package including AP, as applicable, with SOW, IGCE, evaluation criteria, etc., as well as AAP #. The final approval on the requisition should be completed by PSC's Acquisition deadlines to ensure a timely award.

PHASE	#	STEP	RESPONSIBILITY	DESCRIPTION
Solicitation Preparation 2.0	2.1	Receive/Review i-P Requisition & Supporting Documents	Contract Office	<ul style="list-style-type: none"> • Provide input to Requiring Activity POC on acquisition package. • Coordinate with small business specialist, as applicable.
	2.2	Draft Solicitation	Contract Office	Include all of the necessary terms and conditions to meet the needs of the Requiring Activity.
	2.3	Obtain Solicitation Reviews	Contract Office	Obtain applicable internal and external reviews and revise as necessary.
	2.4	Issue Solicitation	Contract Office	Serve as the official POC with industry.
Receipt & Evaluations of Offers/Quotes 3.0	3.1	Answer Questions from Prospective Offerors/Quoters & Issue Solicitation Amendments	Contract Office/Requiring Activity	Answer questions from prospective offerors/quoters and disseminate responses to questions. Prepare and disseminate solicitation amendments.
	3.2	Receive & Distribute Proposals or Quotes	Contract Office	Distribute proposals only to those who are part of the review process.
	3.3	Evaluation	Contract Office/ Requiring Activity	CO/CS provides guidance in the conduct of the Technical Evaluation. Requiring Activity/TEP panel, as applicable, performs review of technical proposals/quotes, provides technical consensus report, and provides input on Price/Cost and Past Performance
	3.4	Discussions?	Contract Office/Requiring Activity	Collaboration on necessity of discussions
	3.5	Competitive Range Determination & Discussions Preparation	Contract Office/Requiring Activity	If discussions are conducted, the Requiring Activity/TEP panel provides input to the CO/CS as to possible discussion questions. The CO/CS establishes the competitive range determination, notifies in writing those offerors eliminated from consideration for award, and prepares the pre-negotiation position.
	3.6	Conduct Discussions/Request Proposal Revisions	Contract Office/ Requiring Activity	If applicable, CO/CS leads discussions with input from Requiring Activity. Upon conclusion of discussions, CO/CS request proposal revisions from prospective offerors in the competitive range.

PHASE	#	STEP	RESPONSIBILITY	DESCRIPTION
	3.7	Evaluate Proposal Revisions	Contract Office/Requiring Activity	CO/CS coordinates the evaluation of proposal revisions with the Requiring Activity/TEP panel. The TEP will provide a new consensus report.
Award Decision 4.0	4.1	Award Recommendation	Contract Office/Requiring Activity	Requiring Activity provides input to CO/CS for award recommendation. CO/CS documents justification for award recommendation.
	4.2	Issue Preaward Notifications	Contract Office	When required, CO/CS issues pre-award notifications to unsuccessful offerors for Small Business Set-Asides
	4.3	Preaward Debriefings	Contract Office/Requiring Activity	If required, pre-award debriefings are conducted.
	4.4	Award Contract	Contract Office	CO/CS drafts contract, ensures contractor is responsible (including financially responsible) and conducts other pre-award activities and file documentation. CO/CS obtains all internal/external reviews and applicable clearances. CO signs contract.
	4.5	Issue COR Appointment Memo	Contract Office	The COR Appointment Memo delineates the responsibilities of the COR under the contract.
	4.6	Notify Unsuccessful Offerors/Quoters & Post Award Notice	Contract Office	If required, CO/CS notifies unsuccessful offerors/quoters of award and post award notice.
	4.7	Conduct Postaward Debriefings/Explanation of Award Decisions	Contract Office/COR	If required, CO/CS conducts debriefing or explanations of award decisions with input from the COR.
Contract Administration 5.0	5.1	Monitor Performance & Perform Other Contract Administrative Activities	COR	COR shall monitor performance including: <ul style="list-style-type: none"> • Adherence to technical and delivery requirements • Inspection and acceptance when required • Contract costs • Invoice approvals • Send notices of intent to exercise options to CO/CS
	5.2	Modify Contract	Contract Office/COR	Only the CO has the authority to modify the contract. The COR may recommend changes in contract requirements.

PHASE	#	STEP	RESPONSIBILITY	DESCRIPTION
	5.3	Complete Evaluations in CPARS	Contract Office/COR	If applicable, the COR initiates and provides input to the Contractors interim and final performance evaluation in CPARS. The CO/CS finalizes the evaluations.
	5.4	Contract Closeout	Contract Office/COR	The CO/CS oversees the closeout process and ensures that all administrative actions have been satisfactorily completed. Among the COR's responsibilities are to ensure that all technical requirements of the contract have been satisfactorily met and recommend approval or disapproval of the final invoice.