

**ADVANCE ACQUISITION PLAN (Proponent: NGB-AQP)**

<b>BUYER:</b>	<b>OFFICE SYMBOL:</b>	<b>TELEPHONE:</b>
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<b>DATE PLAN PREPARED:</b>	<b>TYPE ACQUISITION:</b> Advertised Negotiated
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**CONCURRENCE AND AGREEMENT ON ACQUISITION PLAN SCHEDULE**

<b>REQUIRING ACTIVITY SIGNATURE:</b>	<b>CONTRACTING OFFICER SIGNATURE:</b>
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**PURCHASE REQUEST**

<b>FUNDING DOCUMENT/PR NO.:</b>	<b>DATE RECEIVED:</b>	<b>PRIORITY:</b>
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**REQUIRED SUPPLIES/SERVICES**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL

**PREVIOUS ACQUISITION(S)**

<u>COMPETITIVE (IFB/RFP)</u> CONTRACT NO:	<u>RESTRICTED COMPETITION</u> CONTRACTOR:	<u>SOLE SOURCE (INCL 8(a))</u> PRICE:
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MILESTONES	ACTION OFFICE	PROJECTED DATE	REVISED DATE	ACTUAL DATE	ACTION OFFICE
1. Forward SPEC/SOW to contracting office	Requestor				
2. Review SPEC/SOW	Contracting				
3. Return SPEC/SOW to Requestor for Update. Obtain additional funds if required	Contracting				
4. SPEC/SOW returned to contracting office w/additional funds if required	Requestor				
5. SPEC/SOW returned to requestor for full funding/related	Contracting				

MILESTONES	ACTION OFFICER	PROJECTED DATE	REVISED DATE	ACTUAL DATE	REMARKS
6. SPEC/SOW returned to contracting office with all required/related documents and full funding	Requestor				
7. D&F Approval	Contracting				
8. Initiate SF 98	Contracting				
9. Issue Synopsis	Contracting				
10. Prepare Solicitation	Contracting				
11. Request Legal Review	Contracting				
12. Complete Legal Review	SJA				
13. Request NGB-AQ/JAK Review and Approval	Contracting				
14. NGB-AQ/JAK Review for Approval, and Return	NGB-AQ				
15. Issue solicitation	Contracting				
16. Appoint COR	Contracting				
17. Hold Pre-Bid for Pre-Proposal Conference	Contracting				
18. Open Bids/Closing Date for Solicitations	Contracting				
19. Forward Bid/Proposal Info to Requestor	Contracting				
20. Forward Comments to Contracting Officer	Requestor				
21. Evaluate Proposal	Contracting				
22. Request DCAA Field Pricing Support	Contracting				
23. Receive DCAA Field Pricing Report	Contracting				
24. Establish Government Pre-Negotiation Objectives	Contracting				
25. Request NGB-AQ/JAK Review and Approval	Contracting				
26. NGB-AQ/JAK Review for Approval, and Return	NGB-AQ				
27. Complete Negotiations	Contracting				
28. Complete Price Negotiation Memo	Contracting				
29. Request Legal Review of Contract	Contracting				
30. Legal Review, Approval and Return	SJA				
31. Total Days Required	Contracting				
a. Issue Contract Award	Contracting				
b. Hold Pre-Performance Conference	Contracting				
c. Contract Start Date	Contracting				