



DEPARTMENT OF THE ARMY
PROGRAM EXECUTIVE OFFICE
SIMULATION, TRAINING AND INSTRUMENTATION
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REPLY TO
ATTENTION
OF

SFAE-STRI-K

7 January 2011

MEMORANDUM FOR Program Executive Office for Simulation, Training and Instrumentation (PEO STRI) Workforce

SUBJECT: Procurement Administrative Lead Time (PALT)

1. References: Principal Assistant Responsible for Contracting (PARC) memorandum, dated 26 July 2010, subject: PALT
2. The above referenced memorandum provides the minimum documents required for the Requirements Package (RP) to be accepted by the Division Chief. As a result of the PEO STRI Strategy Goal 4 Objective 2 PALT Tactical Action Team (TAT) meeting, the above referenced memorandum is hereby rescinded in its entirety and superseded as follows for the purpose of revising the minimum documents required to be included in the RP.
3. The mission of PEO STRI is to provide Simulation, Training and Testing Capabilities for the Nation's Security. The Acquisition Center plays a pivotal role in accomplishing this mission by providing continuous and outstanding support of the acquisition process. This includes updating the processes and procedures to meet current and future challenges and implementing streamlining initiatives. Two such initiatives are the Department of Defense (DOD) goals of reducing acquisition costs and procurement lead-time. To meet these goals, the Acquisition Center has prepared PALT guidance to establish timelines to ensure that our 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 RP has been accepted by a Division Chief of the Acquisition Center. 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 (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and Army Federal Acquisition Regulation Supplement (AFARS). In addition, the length of the procurement 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 resulting in meeting the milestones established in the PALT guidelines.

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 PEO STRI and its customers. The vehicle, which is to be used by all Contract Specialists, is the PALT Report (Enclosure 1) that identifies and tracks the documents that may be required during the various procurement phases. The PALT Report has been updated to include the below minimum documents required for acceptance of the RP by the Division Chief.

6. PALT will be measured beginning with the acceptance of the RP by a Division Chief of the Acquisition Center and ending with award of the procurement action. The requiring activity is responsible for providing the RP to the respective Division Chief of the Acquisition Center. 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. Draft Justification and Approval (J&A)/Exception to Fair Opportunity (EFO) (*if applicable*)
- g. Draft Acquisition Plan (AP) or Service Acquisition Strategy (SAS) (*if applicable*)

7. Upon review and acceptance of the RP by the Division Chief, the PALT tracking process begins. Should the Division Chief reject the RP, the program office responsible will be advised of the basis for the rejection. The program office will make the necessary corrections and resubmit to the Division Chief for review and approval. All acceptances and rejections of the RP must be documented in the PALT Report. A flowchart is provided as Enclosure 2 that illustrates the RP process.

8. PALT timelines are identified 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 GOALS

TABLE 1
STOC II Goals

Average Total Estimated Lead-Time from Receipt of RP to Contract Award	130 Days (includes events below)
Average Lead-Time from Receipt of RP to Issuance of Solicitation (includes SRB)	60 Days
Receive Proposal Responses	30 Days
Evaluate Proposals/Prepare Award Documentation	23 Days
Legal Review	7-12 Days
Source Selection Decision Document Memorandum (SSDD)	2 Days
Contract Review Board (CRB)	7 Days
Award Contract	1 Day

TABLE 2
Competitive Negotiated Acquisition Goals

Average Total Estimated Lead-Time from Receipt of RP to Contract Award	228 - 258 Days (includes events below)
Average Lead-Time from Receipt of RP to Issuance of Solicitation (includes SRB)	60-90 Days
Receive Proposal Responses	30 Days
Evaluate Proposals	50 Days
PER	14 Days
Legal Review	12 Days
SSA Briefing	5 Days
SSDD Memorandum	10 Days
Legal Review	12 Days
Price-Negotiation Memorandum (PNM) w/o Discussions	10 Days
Prepare Award Documentation	2 Days
Legal Review	7-12 Days
CRB	7 Days
Congressional Notification	3 Days
Award Contract	1 Day

TABLE 3
Non Competitive Acquisition Goals

Average Total Estimated Lead-Time from Receipt of RP to Contract Award	176 - 206 Days (includes events below)
Average Lead-Time from Receipt of RP to Issuance of Solicitation (includes SRB)	60-90 Days
Receive Proposal Responses	30 Days
Send to DCAA for Audit	1 Day
DCAA Audit turnaround	50-60 Days
Pre-negotiation Objective Memorandum (POM)	5 Days
Negotiate	7 Days
PNM	5 Days
Legal Review	7-12 Days
CRB	7 Days
Congressional Notification	3 Days
Award Contract	1 Day

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9. The PALT Report (Enclosure 1) has been developed for the Acquisition workforce to track the status and progression of procurement actions. As of 26 July 2010, the PALT Report has been utilized to manually capture PALT data. The PALT Report shall be used for every solicitation and resultant contract/order award exceeding \$1M. Effective immediately, a copy of the PALT Report shall be provided with all documents that are routed through the PARC office for PARC approval. The Contract Specialist is responsible for ensuring that this report is completed and shall submit the final report to the Associate Director of Policy and Systems (ADPAS) Systems Team Leader within five days of contract/order award date.

10. In the near future, a web-based, pre-award tracking tool developed and used by Army Contracting Command will be implemented not only to automate the PALT process, but to provide a more accurate analysis of the PALT data associated with any given procurement. Information collected from the PALT Reports (manual and automated) will contribute to increased visibility and analysis of resources, workload, workforce and data that can be used to improve the efficiency of the acquisition process currently employed and to react, adjust and change in order to meet PEO STRI's mission, future goals and objectives of the customer.

2 Encls

1. PALT Report
2. Requirements Package Flowchart



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