

PROCUREMENT ADMINISTRATIVE LEAD TIME (PALT) REPORT

DATE:

I. PERTINENT INFORMATION				COMMENTS
A. ITEM/SERVICE:				
B. REQUIRING ACTIVITY:				
C. CONTRACT SPECIALIST:				
D. SOLICITATION NUMBER:				
E. PURCHASE REQUEST NUMBER:				
F. CONTRACT NUMBER:				
Effective Date:				
Start Date:				
II. CONCEPT PHASE				COMMENTS
A. PROCUREMENT PLANNING CONFERENCE (PPC)				
B. MARKET RESEARCH				
C. INDUSTRY FORUM				
III. REQUIREMENTS DEVELOPMENT PHASE				COMMENTS
A. REQUIREMENTS PACKAGE (RP)				
1. Requirements Documentation				
2. SOW/SOO/PWS or Specs				
3. Development of funding data/purchase request				
4. Coordination of funding data/purchase request				
5. Approval & Certification of funding data/purchase request				
6. IGCE				
7. Market Research Results				
8. Draft Prepared J&A/EFO				
9. Draft Prepared Service Acquisition Strategy/Acquisition Plan				
10. Division Chief Rejection				
11. Division Chief Accepts RP (PALT 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. PCO Acceptance				
F. DETERMINATIONS AND FINDINGS				
G. APPOINT 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 (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				COMMENTS
A. ORAL PRESENTATIONS COMPLETED (If applicable)				
B. PREAWARD SURVEYS				
1. Onsite Reviews				
2. Oral Report and Written Report				
C. INITIAL EVALUATION				
1. DCAA Audit (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 Questions Legal Review (Submitted)				
5. POM, Comp Range, Letters and Questions Legal Review (Completed)				
6. POM, Comp Range, Letters and 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. Proposal Evaluation Report (Final)				
3. Price Analysis/Audit, Analysis Report				
4. PER Legal Review (Submitted)				
5. PER Legal Review (Completed)				
F. PNM Approved				
G. SOURCE SELECTION DOCUMENTS				
1. SSEB Evaluation and Report				
2. SSAC Review and Approve SSEB Report				
3. Source Selection Decision Document Prepared				
4. Source Selection Decision Document Legal Review (Submitted)				
5. Source Selection Decision Document Legal Review (Completed)				
6. Source Selection Decision Document Approved				
<b>VI. AWARD PHASE</b>	<b>PLANNED</b>	<b>REVISED</b>	<b>ACTUAL</b>	<b>COMMENTS</b>
A. PREPARE CONTRACT FILE				
B. APPOINT A CONTRACTING OFFICER'S REPRESENTATIVE (COR) (If applicable)				
C. COORDINATION				
1. EEO Clearance				
2. SBA 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				
<b>VII. POST AWARD PHASE</b>	<b>PLANNED</b>	<b>REVISED</b>	<b>ACTUAL</b>	<b>COMMENTS</b>
A. DEBRIEF UNSUCCESSFUL OFFERORS				
B. PROTEST, IF APPLICABLE				
C. POST AWARD CONFERENCE				

<b>TOTAL SCHEDULED DAYS FROM PROCUREMENT PACKAGE RECEIPT TO AWARD:</b>	<b>0</b>
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"Days" are calculated as calendar days. Please consider holidays and weekends during the milestone planning stages. This value will be displayed automatically when dates for "Division Chief Acceptance" (Row 28) and "Contract Award" (Row 110) are filled in; Do not manually type in a value.

<b>TOTAL ACTUAL DAYS FROM PROCUREMENT PACKAGE RECEIPT TO AWARD:</b>	<b>0</b>
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"Days" are calculated as calendar days. Please consider holidays and weekends during the milestone planning stages. This value will be displayed automatically when dates for "Division Chief Acceptance" (Row 28) and "Contract Award" (Row 110) are filled in; Do not manually type in a value.

<b>DIFFERENCE (Planned vs. Actual)</b>	<b>0</b>
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Overages will be displayed in red

<b>OTHER COMMENTS</b>