

Department of the Interior Departmental Manual

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Series: Property and Services

Part 404: Procurement Planning

Chapter 1: Purpose; Objectives

Originating Office: Office of Acquisition and Property Management

This chapter has been given a new release number.* No text changes were made.

404 DM 1

1.1 Purpose.

A. Procurement planning is the process by which the efforts of all Department of the Interior personnel responsible for the acquisition of supplies and services by contract are integrated and coordinated.

B. Its purpose is to provide management and other affected parties with information to identify and schedule procurement requirements in advance of needs so as to ensure adequate lead time to accomplish the procurement actions necessary to meet program requirements. In addition, an effective procurement planning system will enable bureaus and offices to avoid the traditional year-end rush to obligate expiring funds; to establish realistic Business and Economic Development Program procurement goals and to monitor their achievement; to identify and monitor commercial services as required by Office of Management and Budget (OMB) Circular A-76; to assist in the review of proposed consultant service contracts in accordance with the requirements of OMB Circular A-120 (see 365 DM 1); and to assist in workload planning in both the program office and the contracting office.

1.2 Objective. To analyze each applicable contract requirement in terms of what is needed, when it is needed, and where it is needed and then develop a plan for acquiring the needed supplies and services within the constraints of law, policy, technology, personnel, resources, organization, and external business and economic factors.

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