

# Department of the Interior Departmental Manual

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**Effective Date:** 12/4/90

**Series:** Property and Services

**Part 404:** Procurement Planning

**Chapter 6:** Reports

**Originating Office:** Office of Acquisition and Property Management

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This chapter has been given a new release number.* No text changes were made.
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## **404 DM 6**

### **6.1 Advance Procurement Plan Summary Report.**

A. A summary of each bureau's advance procurement plans developed during budget formulation shall be provided to the Office of Acquisition and Property Management (PAM) on or before November 15 each year for the current fiscal year. This summary will be in the format shown in Appendix 1 to this chapter and will be submitted as follows:

(1) The standard method of submittal will be on 5 3@ or 3 2@ DS/DD floppy diskette in either WordPerfect or dBase. (Annotate the diskette with the name and version of the software used and provide a hard copy printout of the data on the diskette.)

(2) The Office of Administrative Services (PMO) may submit its summary information to PAM on the PMO-HP STARLAN.

(3) Other bureaus and offices are encouraged to utilize available electronic mail facilities when available to submit their summary advance procurement planning information.

B. PAM, in carrying out its assigned procurement management oversight responsibilities, will use the summary reports to (i) select critical transactions for review and monitoring, (ii) encourage increased competition when the summary information indicates non-competitive methods are planned, and (iii) monitor actual performance, as reported in the Interior Procurement Data System, against planned performance as reported in the advance procurement planning summaries.

C. PAM will forward a copy of the summary to the Office of Small and Disadvantaged Business Utilization (OSDBU).

D. OSDBU will use the summary reports to forecast expected contract opportunities as required by Section 501, Business Opportunity Development Reform Act (Public Law 100-656)

and to support small and socially or economically disadvantaged business firms and individuals seeking to do business with the Department.

E Reports Control Symbol #DOI 81-051 has been assigned to this reporting requirement.

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404 DM 6  
**Appendix 1**

Summary of Planned FY XXXX Contract Actions  
Bureau/Office  
As of October 1, XXXX

**Part 1:** Planned contract actions obligating \$100,000 or more.

Description of Action	Planned Product/ Service Code	Estimated Value of Contract Action	Planned Quarter for Issuing Solicitation	Planned Quarter for Awarding Contract	Business and Economic Development (BED) Program	Bureau Contact Person
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- (1) Provide a short narrative description, e.g., Replace roof on power house.
- (2) Enter the planned 4-character product/service code from the Interior Procurement Data System Product and Service Code Manual.
- (3) Enter the code signifying the estimated value of the contract action:

Code	Lower Threshold	Upper Threshold
A	\$100,000	\$249,999
B	\$250,000	\$499,999
C	\$500,000	\$999,999
D	\$1,000,000	\$4,999,999
E	\$5,000,000	\$9,999,999
F	\$10,000,000	\$24,999,999
G	\$25,000,000	\$49,999,999
H	\$50,000,000	\$99,999,999

I	\$100,000,000	none
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(4) Enter the fiscal year and quarter in which you plan to issue the solicitation for this action in the form of YYQ.

(5) Enter the fiscal year and quarter in which you plan to award the contract for this action in the form of YYQ.

(6) Enter the code signifying the BED Program applicable to the reported action:

Code	BED Program
A	Directed to sheltered workshop
B	8(a) program
C	Combined LSA/Small Business set-aside
D	Small Business set-aside
E	LSA set-aside
G1	Buy Indian Act
G2	Self-Determination Act/Johnson O=Malley Act
H	No preference program or preference program not listed
X	Not determined at this time

(7) Name, location, telephone number of bureau contact point who can provide additional information on the reported action if required.

**Part 2:** Summarize the planned contract actions valued at less than \$100,000 which will be reported into the Interior Procurement Data System on form DI-1940. DO NOT include small purchases and delivery orders which will be reported on form SF-281. Valid statistical or parametric estimating techniques may be used to develop these planning estimates.

.	Number of Actions	Estimated Obligation Value (000)
First Quarter	.	.
Second Quarter	.	.
Third Quarter	.	.
Fourth Quarter	.	.
Fiscal Year Total	.	.

**Part 3:** Summarize the planned level of small purchase activity. The actions reported in this Part are the actions and dollars you expect to report to the Interior Procurement Data System on the quarterly SF-281 report. Valid statistical or parametric estimating techniques may be used to develop these planning estimates.

Total number of actions you expect to report:

Estimated obligation value of these actions (000):

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Replaces 12/4/90 #2905