



# CDC UNIFIED PROCESS PROCESS GUIDE



## PROCUREMENT OVERVIEW

### Purpose of the Process Guide

CDC projects are required to comply with various CDC and Federal regulations, mandates, policies, processes, and standards. Information about these requirements is available from various websites and supporting documents. However, this information is often not presented from the perspective of the project team and their roles & responsibilities in complying with these requirements. CDC UP Process Guides provide that perspective.

CDC UP Process Guides help project teams comply with CDC and Federal requirements by:

1. Setting the requirements in the context of their purpose
2. Providing step-by-step instructions for completing the activities required for compliance
3. Illustrating potential integration points between processes
4. Presenting requirements in a concise, easy-to-understand, and consistent format
5. Making that presentation accessible to the CDC community via the CDC Unified Process website

The specific purpose of this Process Guide is to describe the [Procurement Overview](#) process as it applies to project teams.

### Process Overview

CDC's acquisition and assistance activities are handled by the Procurement and Grants Office (PGO). PGO solicits and negotiates awards, administers, and terminates contracts, purchase orders, grants, and cooperative agreements.

There are three methods of procurement handled by PGO: Simplified Acquisitions, Contracts, and procurement by issuing Task Orders.

#### ***Simplified Acquisitions***

Simplified Acquisition Procedures (SAPs) are streamlined acquisition methods used to procure services or supplies that cost less than one hundred thousand dollars (\$100,000.00). This threshold, called the Simplified Acquisition Threshold (SAT), was established by the Federal Acquisition Streamlining Act (FASA). SAPs exempt contracts at or below the SAT from a variety of laws, provisions, and clauses. For commercial items using SAPs, the threshold is five million dollars (\$5,000,000.00). Commercial items are those items that can be bought off the shelf. Purchase Orders, Blanket Purchase Agreements (BPAs), and Government-wide Commercial Purchase Card are several examples of SAPs. For more information, refer to the CDC UP Simplified Acquisitions Process Guide.

#### ***Contracts***

A Contract is created if the required supplies or services are expected to cost more than one hundred thousand dollars (\$100,000.00) and they are not available to order from an existing General Services Administration (GSA) or CDC contract, or if the acquisition will be complex, e.g., involving human subjects, or requiring special clearances. For more information, refer to the CDC UP Contracts Procurement Process Guide.

#### ***Task Orders***

Task Orders are created for existing CDC contracts. Under a task order contract, the work statement is very general, requiring the specifics of each job to be written into specific task orders. The flexibility of task orders is that several NCs within CDC may be able to take advantage of a single task order contract, writing unique task statements and administering their task orders individually. For more information, refer to the CDC UP Task Order Procurement Process Guide.

Regardless of the procurement method, the project manager is not directly involved in the procurement of supplies or services. The Project Officer serves as the liaison between the project team and PGO and has the ultimate responsibility for creating the Procurement Requisition/Request (PR) in ICE. One of the



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major responsibilities of the Project Manager in the Procurement process is to prepare the Statement of Work (SOW). An SOW is prepared only if procuring services and is required regardless of the procurement method.

Any communication between the Contracting Officer in PGO and the project manager regarding the procurement activities must go through the Project Officer. To determine the Project Officer for your NC, contact your immediate supervisor.

Prior to beginning the procurement process, the project manager and/or Project Officer may recommend using an external contracting agency for the project's procurement requirements. However, all procurement needs must be initiated through PGO, and the Contracting Officer will ultimately decide whether to procure through GSA, another external contracting agency or through the open market. Contact your Project Officer for more information on using an external contracting agency.

The process for Grants Procurement is also handled by PGO and will be documented in a later version of the CDC UP.

### Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

PROCESS ATTRIBUTE	DESCRIPTION
<b>Process Owner(s)</b>	Procurement and Grants Office (PGO)
<b>Process Criteria</b>	For all projects procuring supplies or services.
<b>Timing of Process in Project Life Cycle</b>	Begins in the Planning phase of the project lifecycle and continues until the contract is closed out.
<b>Estimated Level of Effort</b>	Depends on the size of the contract. Project Manager will need to, initially, spend 10-20 hours to develop the Statement of Work (SOW) and other documents. During the processing of the procurement request, there is not much involvement on the project team's part, except responding to any clarification required from the Project Officer or Contracting Officer.
<b>Associated Costs</b>	Other than the cost of the service/supply, there is no charge to the project for the procurement services handled by PGO. However, if procuring directly through GSA (i.e. without PGO involvement), there is a 4% administrative fee for services and 2% administrative fee for supplies.
<b>Process Prerequisites</b>	<ol style="list-style-type: none"><li>1. The cost for procuring the services or supplies must be taken into account during the NC's budget formulation process.</li><li>2. The procurement need must be included in the NC's Acquisition and Assistance Forecast Plan.</li><li>3. Funding for the procurement should be approved prior to initiating the Procurement Request.</li><li>4. If the project manager is acting as the Project Officer, then he or she must have completed Project Officers training as required by the Health and Human Services Acquisition Regulations (HHSAR).</li></ol>
<b>Process Dependencies</b>	The Chief Operating Officer of CDC issues a memorandum annually, describing the planning schedule and submission timelines for that fiscal year. Refer to the Acquisition/Assistance Planning Schedule below for timelines for FY2008:



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PROCESS ATTRIBUTE	DESCRIPTION
	<a href="http://pgo.cdc.gov/pgo/webcache/SOP/Planning.pdf">http://pgo.cdc.gov/pgo/webcache/SOP/Planning.pdf</a>
<b>Related Systems/Tools</b>	Integrated Contracts Expert (ICE). This tool is mainly used by Project Officers and PGO.
<b>Available Training</b>	The following training is available through CDC Corporate University: <ul style="list-style-type: none"> <li>• Project Manager Training</li> <li>• HHS Project Officer Training Program</li> <li>• Acquisition Planning</li> </ul> <a href="http://intranet.cdc.gov/ecp/training.asp">http://intranet.cdc.gov/ecp/training.asp</a>
<b>Additional Information</b>	<a href="http://pgo.cdc.gov/pgo/ViewHome.do">http://pgo.cdc.gov/pgo/ViewHome.do</a>

### Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. Due to the ever-changing nature of our work environment, please refer to the PGO website for all contact information: <http://pgo.cdc.gov/pgo/ViewCategory.do?AudienceID=6>

### Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document. <http://www2.cdc.gov/cdcup/library/other/help.htm>

### Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process, who usually performs those activities, and a list of any related documents or tools that may assist in completing the activities.

ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
1. Meet with Project Officer to discuss procurement needs for the project and estimate costs.		Project Manager
2. With the help of the Project Officer, determine if the service or supply can be procured within the scope of an existing contract.		Project Manager
3. If an existing contract is available, follow the CDC UP Task Order Procurement Process Guide.	CDC UP Process Guide Task Order	Project Manager
4. If an appropriate existing contracting vehicle is not available, determine whether the cost of procuring the services or supplies is less than \$100,000.	CDC UP Process Guide Contracts Procurement	Project Manager
5. If the cost of procuring the services or supplies is less than \$100,000, refer to the CDC UP Simplified Acquisitions Process Guide.	CDC UP Process Guide Simplified Acquisitions	Project Manager
6. If the cost is greater then \$100,000, refer to the CDC UP Contracts Procurement Process Guide.	CDC UP Process Guide Contracts Procurement	Project Manager

\*Note: for a more detailed process please refer to the PGO website at: <http://pgo.cdc.gov/pgo/ViewCategory.do?AudienceID=2#>