



The Acquisition and Property Division's (APD) Acquisition Programs and Oversight Branch (APOB) *Spotlight* focuses on initiatives, tools, and resources that provide information, assistance, and support to enhance Research, Education, and Economics (REE) employees' ability to cooperatively endeavor to support REE's mission.

May 2012

APOB SPOTLIGHT

Never exercised an option, sent an 8(a) offering letter,
issued a ratification, or closed out a contract?

NO SWEAT!

There are examples a click away:

<http://www.afm.ars.usda.gov/acquisitions/standand-procurement-documents.htm>

Note the examples may need to be tailored to specific requirement(s).

Check out the new/updated issuances found at:

<http://www.afm.ars.usda.gov/acquisitions/issuances.htm>

[APD Alert 2012-02, Acquisition Planning, JAN 2012](#)

[APD Alert 2012-04, Contractor Performance Information and Contractor Performance Assessment Reporting System \(CPARS\) Evaluations, Apr 2012](#)

[APD Alert 2012-05, Contracting Officer's Representative Designation, APR 2012](#)

[APD Alert 2012-06, Federal Acquisition Institute Training Application System \(FAITAS\), APR 2012](#)

[APD Alert 2012-07, System for Award Management, May 2012](#)

[P&P 210.1, Procurement and Property Management Reviews, MAR 2012](#)

[P&P 212.16, Approval of Ratification Actions, FEB 2012](#)

[Contract Review Board Procedures, FEB 2012](#)