

ARS □ ERS □ NASS □ NIFA

Policies and Procedures

Title: Procurement and Property Management Reviews

Number: 210.1-ARS

Date: March 30, 2012

Originating Office: Acquisition and Property Division, AFM/ARS

This Replaces: 210.1-ARS dated 06/13/2006

Distribution: ARS Headquarters, Business Service Centers, and Locations

This P&P sets forth the requirement to conduct Procurement and Property Management Reviews (PPMR) on a regular basis, in accordance with AGAR 401.601(a).

This P&P has been updated to reflect process changes due to the ARS organizational restructure.

Table of Contents

1. Introduction	3
2. Policy	3
3. Exemptions	3
4. Procedures.....	4
5. Summary of Responsibilities.....	4

1. Introduction

It is the responsibility of the Research, Education and Economics' (REE's), Head of the Contracting Activity Designee (HCAD) to ensure compliance with all applicable regulations, policies, and procedures for procurement activities. The Agency Property Management Official is responsible for effective personal property/fleet programs that comply with applicable regulations. To ensure compliance, the Acquisition Programs and Oversight Branch (APOB) and the Property and Support Services Branch (PSSB), of the Acquisition and Property Division (APD) will periodically conduct Procurement and Property Management Reviews (PPMR).

The review objectives are to: 1) determine compliance with procurement and property statutes, regulations, and related USDA, REE or Agricultural Research Service (ARS) policy issuances; 2) determine where APD can clarify policies and procedures; and 3) identify best practices to share with other acquisition and property personnel throughout ARS.

2. Policy

In accordance with the authority set forth in the Agriculture Acquisition Regulations (AGAR) 401.601(a), and Agriculture Property Management Regulations (AGPMR) 110-50.103 (personal property) and 110-34.5 (fleet), APD will conduct a PPMR of the procurement and property functions within the Business Service Centers on a rotating basis.

The acquisition review will cover services, supplies, construction and architect-engineer (A-E) contracts, simplified acquisition procedures, blanket purchase agreements, purchase card and convenience check actions, and as needed interviews with the procurement staff.

The personal property review will cover personal property acquisitions, inventories, transfers, disposals, vehicle management, fleet credit card oversight, and interviews with the personal property staff.

APD will also review the management staffing and oversight functions of the procurement and property offices.

It is anticipated that all PPMRs will be conducted at the George Washington Carver Center (GWCC) in Beltsville, MD. Therefore, it may be necessary to send files to APD prior to the start date of the PPMR. When available, electronic files are preferred; however, it may be necessary to physically ship files to Beltsville. All shipping costs related to the PPMR will be paid by APD.

3. Exemptions

The locations under each BSC are exempt from this review. However, regular reviews of the location's procurement and property offices shall be conducted and are the responsibility of the BSC Acquisition and Property Branch Chief (APBC) and property personnel. The APBC shall conduct the review in the same manner as the PPMR. The Consolidated Assistance Review and Evaluation (CARE) Program will coordinate and conduct random reviews at the locations.

However, the CARE reviews do not take the place of the regular location review by the APBC or their designee.

4. Procedures

APD will develop a PPMR schedule and issue the schedule to the BSC Offices. Exhibit 1 provides a detailed Procedures Timeframe Chart.

Ninety days prior to the review, APD will finalize a pre-review memo that identifies the PPMR dates, outlines the PPMR objectives, and requests specific pre-review information. (see Exhibit 2, Pre-Review Data). APOB and PSSB will identify team leads and team members.

Sixty days prior to the PPMR, the BSC will forward the required pre-review data and any questions to the PPMR Team Leader. Within thirty days, the Team Leads will identify the specific review materials needed for the PPMR. The APBC will send all required files for the PPMR to APD. All files must be received by APD before the scheduled PPMR date.

The PPMR Team will conduct the review in accordance with the PPMR checklists (i.e. contracts, simplified acquisition procedures, purchase card and convenience check, property/fleet management and oversight, and strategic plan initiatives). The checklists will be kept current and in accordance with the Federal Acquisition Regulation (FAR), AGAR, AGPMR and Federal Management Regulations (FMR). Using the respective checklists, each PPMR Team member will synopsize findings documenting:

- Compliance with statutes, regulations, and USDA, REE and ARS policy documents; Areas where APM can assist in terms of clarifying policy/procedures
- Best practices to share.

The APOB and PSSB Chiefs, or the Team Leads, will conduct an exit conference with the Acquisition and Property Branch Chief (APBC) and/or Deputy Director (DD) outlining the major findings. The PPMR report (as outlined in Exhibit 3) will provide detailed findings, recommendations, and required actions with specific due dates, where appropriate. The PPMR Team Leader will transmit the final report to the APBC and DD, with a request to submit monthly progress reports to APD until all corrective actions/recommendations are completed.

The APBC or DD is responsible for implementing corrective action and submitting monthly progress reports documenting accomplishments to the Team Leader for closure.

Summary of Responsibilities

APOB and PSSB Team Leads

- Coordinates the scheduling, planning, and review in respective area of responsibility.
- Reviews, documents, and consolidates findings and submits a detailed report of findings and recommendations to the APOB and PSSB Chiefs.

APOB Team Members

- Conducts the PPMR for contracts, simplified acquisition procedures, blanket purchase agreements, and purchase card and convenience check actions and composes the subsequent report.
- Provides all necessary assistance required by the BSC Acquisition and Property Branch.
- Composes a report of findings for incorporation into the PPMR draft report and submits to Team Lead.
- Develops and keeps current the checklists for contracts, simplified acquisition procedures, blanket purchase agreements, and purchase card and convenience check, etc., in accordance with the FAR, AGAR, and related policy documents.

PSSB Team Members

- Conducts PPMR for personal property/fleet management.
- Provides all necessary assistance required by the BSC Acquisition and Property Branch Chief and property personnel.
- Composes a report of findings for incorporation into the PPMR draft report and submits to Team Lead.
- Develops and keeps current the checklists for property in accordance with the AGPMR and FMR.

APBC/DD

- Assembles organization/workload information for pre-review data (Exhibit 2).
- Sends all files for review by the PPMR Team to APD.
- Reviews the PPMR report, implementing corrective action and recommendations for closure.
- Monitors progress of recommendations and corrective action and submits monthly reports to APM until all issues are resolved.

HCAD, APD

- Issues the final PPMR report.

Brandon Levin
Acting Director, Acquisition and Property Division

Exhibit 1

PROCEDURES TIME FRAME CHART

Date and/or time frame	Action to be completed
90 calendar days prior to review	APD will forward a Pre-review memo to the BSC to identify the PPMR date and request the specific pre-review information needed. (See Exhibit 2, Pre-Review Data.). APD will identify PPMR Team members.
60 calendar days prior to the review	The office scheduled for review shall forward the required pre-review data to the PPMR Team Leader.
30 calendar days from receipt of Pre-Review Data	In consultation with the APOB and PSSB Team Leads, the PPMR Team Leader will identify the review materials needed at the time of the PPMR. ABC/DD will send all required files for PPMR review to APD. All files must be received in APD by the scheduled PPMR date.
Approx. 3 days	The PPMR Team will conduct the review in accordance with the PPMR checklists and synopsise the findings.
Last day of PPMR	The PPMR Team Leader or the APOB and PSSB Chiefs will conduct the exit conference with the APBC and/or DD.
20 working days after the exit conference	The PPMR Team Leader shall prepare the draft PPMR report. (See Exhibit 3 for report outline.)
30 working days after the exit conference	The PPMR Team Leader will forward the draft report, through appropriate supervisory channels, to the HCAD for comments.
4 weeks	The HCAD will review the draft PPMR report and offer comments.
4 weeks from receipt of comments	Upon receipt of comments, the PPMR Team Leads will finalize the report.
1 week from APOB/PSSB Chief approval	PPMR Team Leads will transmit the final report to the APBC and DD and track accomplishments.
As indicated in the report	The APBC/DD will implement corrective action and recommendations for closure. The APBC/DD will monitor progress of recommendations and corrective action and submit monthly reports to APD until all issues are resolved.

PRE-REVIEW DATA

The BSC will supply the following data to APD 60 calendar days prior to the PPMR.

1. Organizational chart listing of the Procurement and Property staffs. The list should include each individual's area of responsibility, series, grade, job title, and level of delegated contracting/small purchase authority.
2. Individual workload reports that show a total (by number of actions and dollar amount) of all procurement actions completed by each procurement official (i.e., awards, P.O.s, purchase card and convenience check actions, etc.).
3. List of all contracts and modifications for the fiscal year under review. This list should include the contract number, contractor, description of requirement, location, and dollar amount. Total number of contracts and total dollar value for the fiscal year is also necessary (from logbooks or automated logs).
4. A list of all purchase orders processed during the fiscal year, including the following information: P.O. number, dollar value, and vendor. BPA actions should be shown separately with separate totals.
5. A list of all purchase card and convenience check actions processed during the fiscal year, including the following information: tracking numbers, dollar value, and vendor. (This information is available from Data Query.)
 - a. Name of Area Agency Program Coordinator/Alternate with grade series and title
 - b. Name of Local Agency Program Coordinator/Alternates by grade, series, and title
 - c. Number of purchase card actions
 - d. Number of convenience checks issued

30 calendar days prior to the PPMR, the Review Team will identify specific contracts, task or delivery orders, purchase orders, BPA's, and purchase card and convenience check actions for review by the PPMR Team.

Personal Property. For personal property, the organizational chart is normally the only pre-review information required. The BSC property management officer will make the follow materials available during the PPMR:

- accountable property officer files showing acquisitions, inventories, transfers, donations, and disposals (where they serve as the direct PMO),
- vehicle files, including requisitions and replacement justifications,
- vehicle/fleet card use logs, and
- copies of location property/fleet management oversight reviews .

**Acquisition and Property Management
Procurement and Property Management Review**

OUTLINE

- I. INTRODUCTION
 - A. APD Team
 - B. BSC
 - 1. Identify Staff
 - 2. Summary of Procurement Actions
 - C. Percentage of the Review
- II. GENERAL OBSERVATIONS PROCUREMENT
- III. PROCUREMENT
 - A. Management – Overall, Reference Materials, Training, Automation
 - B. Contracts - Supplies/Services
 - C. Contracts - Construction
 - D. Simplified Acquisition Procedures
 - E. Blanket Purchase Agreements
 - F. Purchase Card/Convenience Check
- IV. PERSONAL PROPERTY
 - A. Findings and Recommendations
 - 1. Staffing
 - 2. Reference Materials
 - 3. Training
 - 4. Accountability
 - 5. Property Records
 - 6. Inventory Control
 - 7. Suspense Report
 - 8. Excess Property
 - 9. Disposal
 - 10. Motor Vehicles
 - 11. Fleet Credit Cards
 - 12. Summary of Property Findings
- V. CURRENT FINDINGS
- VI. EXHIBITS