

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

**Title:** Procurement and Property Management Reviews

**Number:** 210.1-ARS

**Date:** June 13, 2006

**Originating Office:** Policy Branch, Acquisition and Property Division, AFM/ARS

**This Replaces:** 210.1-ARS dated 5/25/1999

**Distribution:** ARS Headquarters, Areas, 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 and the change in Division name from Procurement and Property Division (PPD) to Acquisition and Property Division (APD).

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## **1. Introduction**

It is the responsibility of Research, Education and Economic's (REE's) Head of the Contracting Activity Designee (HCAD) to ensure compliance with all applicable regulations, policies, and procedures in the conduct of procurement activities. In order to ensure this compliance, Procurement and Property Management Reviews (PPMR) are conducted periodically by the Policy Branch (PB) of the Acquisition and Property Division (APD). The Facilities Division (FD) participates in these reviews, and occasionally personnel outside for the Headquarters units will participate as well.

The objectives of this type of review are to: 1) determine compliance with procurement and property statutes, regulations, and related Department of Agriculture, REE or Agricultural Research Service (ARS) policy issuances; 2) determine where APD can be of assistance in terms of clarifying policy/procedures; and, 3) identify best practices that can be shared 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), a PPMR will be conducted of the property, procurement, and contracting functions in the Headquarter's and Area Office's procurement offices on a rotating basis of at least once every 4 years.

The review will cover contracts, including construction and architectural-engineering (A-E) contracts, simplified acquisitions, blanket purchase agreements, purchase card and convenience check actions, and interviews with the procurement staff. The personal property review will cover personal property records and interviews with the current personal property staff. In addition, the management staffing and oversight functions of the Area's property and procurement offices, as well as the APD and FD procurement offices, will also be reviewed.

## **3. Exemptions**

The locations under each Area Office are exempt from this review. Regular reviews of the location procurement offices are the responsibility of the Procurement Assistance Officer (PAO) of that Area Office. They should, however, be conducted in the same manner as the PPMR. Also, random reviews will be coordinated and accomplished under the Consolidated Assistance Review and Evaluation (CARE) Program. The CARE reviews do not take the place of the regular location review by the PAO or their designee.

## 4. Procedures

Exhibit 1 provides a detailed Procedures Timeframe Chart. By July 1 of each year, APD will issue a schedule of offices to be reviewed in the subsequent fiscal year. The schedule will be issued to Headquarters and all Area Offices.

Sixty days prior to the review, a pre-review memo will be sent to the Area Office, APD, and FD to identify the date of the PPMR and requesting the specific pre-review information needed (see Exhibit 2, Pre-Review Data). Also at this time, team members will be identified. Team members will consist of a minimum of at least one individual each from the PB and the Property and Support Services Branch (PSSB) of APD, and the Facilities Contract Branch (FCB) of FD.

Thirty days prior to the PPMR, the office to be reviewed will forward the required pre-review data to the PPMR Team Leader. Within 2 weeks, the Team Leader will identify the materials to be made available for review at the time of the PPMR.

On the first day of the PPMR, the PPMR Team will conduct entrance interviews with the Deputy Area Director (DAD), PAO, and the Procurement and Property staffs to outline the objectives of the review, the responsibilities of the PPMR Team, and to answer any questions. For the APD and FD reviews, the Team will conduct the entrance interviews with the cognizant Director, Branch Chief, or Team Leader.

The PPMR Team will conduct the review in accordance with the PPMR checklists developed for each area of the review: contracts, simplified acquisition, purchase card and convenience check, property, management and oversight, and strategic plan initiatives. The checklists will be kept current and in accordance with the Federal Acquisition Regulation (FAR), AGAR, and Federal Property Management Regulations (FPMR). Using the respective checklists, each PPMR Team member will synopsise findings documenting:

- Compliance with statutes, regulations, and USDA, REE and ARS policy documents;
- Areas where APD can be of assistance in terms of clarifying policy/procedures; and,
- Best practices being used in the field that can be shared.

The Chief of PB, APD, or the Team Leader will conduct the exit conference with the DAD and procurement and property staffs, 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 DAD or Director, along with a request that monthly progress reports be submitted to the PB, until all corrective actions/recommendations are completed.

The DAD/PAO or Director will monitor the completion of corrective actions and recommendations and submit the monthly progress reports. Accomplishments are documented by the DAD/PAO or Director and forwarded to the Team Leader for closure.

## **5. Summary of Responsibilities**

### **PPMR Team Member**

- Reviews and documents on-site findings in the areas of supply and service contracts, simplified acquisition, blanket purchase agreements, and purchase card and convenience check actions. Submits detailed documentation of findings to the PPMR Team Leader for incorporation into the PPMR draft report.

### **Policy Branch, APD**

- Coordinates the scheduling and planning for the PPMR and leads the PPMR Team.
- Conducts the PPMR for supply and service contracts, simplified acquisition, blanket purchase agreements, and purchase card and convenience check actions.
- Provides all necessary assistance required by the Area Office and the Headquarters procurement offices in APD and FD.
- Develops and keeps current the checklists for supply and service contracts, simplified acquisition, blanket purchase agreements, and purchase card and convenience check, in accordance with the FAR, AGAR, and related policy documents.
- Writes the supply and service, simplified acquisition, blanket purchase agreements, and purchase card and convenience check sections of the PPMR report.
- Prepares the consolidated PPMR report.

### **Property and Support Services Branch, APD**

- Develops and keeps current the checklists for property in accordance with FPMR.
- Conducts PPMR for personal property.

- Writes the property section of the PPMR report.

### **Facilities Contracts Branch, FD**

- Develops and keeps current the checklists for construction and A-E contracts and task orders in accordance with the FAR, AGAR, and related policy documents.
- Conducts PPMR for construction and A-E contracts and task orders.
- Writes the construction and A-E section of the PPMR report.

### **PAO's and Headquarters Branch Chiefs**

- Assembles organization/workload information for pre-review data (Exhibit 2).
- Participates in entrance/exit interviews and assures that all files are available for review by the PPMR Team.
- Reviews the PPMR report and assures corrective actions are timely executed and accomplishments are submitted for closure.

### **DAD's, APD Division Director, and FD Division Director**

- Assures that required resources and personnel are made available for interview by the PPMR Team.
- Coordinates participation of appropriate personnel for the entrance and exit interviews.
- Assures that the draft PPMR report is reviewed by appropriate personnel and that comments are timely submitted.
- Monitors recommendations and corrective actions to completion and submits monthly progress reports to Chief, PB.

### **Chief, PB, APD or Designee**

- Designates the procurement and property site to be reviewed.
- Designates members of the PPMR Team.
- Participates in the PPMR entrance and exit conference
- Writes the management section of the PPMR report.

- Responsible for the concurrence of the PPMR Team report.

**Director, APD**

- Responsible for final issuance of the PPMR report. (For APD reviews, the Policy Branch Chief will be responsible for the draft and final issuance of the PPMR Report.)

JAMES H. BRADLEY  
Deputy Administrator  
Administrative and Financial Management

## Exhibit 1

### PROCEDURES TIME FRAME CHART

Date and/or time frame	Action to be completed
July 1 of each year	APD will issue a schedule of reviews for that subsequent fiscal year, to Headquarters and all Area Offices.
60 calendar days prior to review	Pre-review memo will be sent to the Area Office, APD, or FD to identify the date for the PPMR and request the specific pre-review information needed. (See Exhibit 2, Pre-Review Data.)
60 calendar days prior to the review	PPMR Team members will be identified.
30 calendar days prior to the review	The office scheduled for review shall forward the required pre-review data to the PPMR Team Leader.
2 weeks from receipt of Pre-Review Data	PPMR Team Leader will identify the materials to be made available for review, at the time of the PPMR.
First day of the PPMR	The PPMR Team will conduct entrance interviews with the DAD, PAO, and the Procurement and Property staffs. (For APD and FD reviews, the PPMR Team will conduct the entrance interviews with the Director, Branch Chief, and Team Leaders.)
Approx. 3 days	The PPMR Team will conduct the review in accordance with the PPMR checklists and synopsize the findings.
Last day of PPMR	The PPMR Team will conduct the exit conference with the DAD and Procurement and Property staffs. (For APD and FD reviews, the PPMR Team will conduct the exit conference with the Director, Branch Chief, and Team Leaders.)
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 draft PPMR report will be issued 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 Leader will finalize the report.
2 weeks from receipt of finalized report	The APD, Policy Branch Chief, will approve/disapprove the report.
1 week from PB Chief approval	PPMR Team Leader will transmit the final report to the DAD or Division Director and track accomplishments.
As indicated in the report	The DAD/PAO (or Division Director/Branch Chief), will monitor the initiation of recommendations and completion of required actions. Documented accomplishments are forwarded to the PPMR Team Leader for closure.

## Exhibit 2

### PRE-REVIEW DATA

Data to be supplied by the Area Office to APD 30 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 which 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 log books 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

Two weeks 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 to be reviewed by the PPMR Team.

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

**OUTLINE**

- I. INTRODUCTION
  - A. APD Team
  - B. Area Office
    - 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
  - E. Blanket Purchase Agreements
  - F. Purchase Card/Convenience Check
  
- IV. PERSONAL PROPERTY
  - A. Findings and Recommendations
    - 1. Staffing
    - 2. Reference Materials
    - 3. Training
    - 4. Office Automation of Property Records
    - 5. Accountability
    - 6. Property Records
    - 7. Inventory Control
    - 8. Suspense Report
    - 9. Purchase Card/Convenience Check
    - 10. Excess Property
    - 11. Motor Vehicles
    - 12. Summary of Property Findings
  
- V. CURRENT FINDINGS AS COMPARED TO LAST PPMR
  
- VI. EXHIBITS