Air Force Life Cycle Management Center (AFLCMC)

Standard Process

for

Pre-Award Acquisition Strategy (AS) and

Request for Proposal (RFP) Development

Process Owner: AFLCMC/AQ

Date: 16 Nov 2016

Version: 2.3

Record of Changes		
Version	Effective Date	Summary
1.0	16 May 2013	Basic document. S&P Board on 18 Apr 2013 directed revisions. Approved by S&P Board on 16 May 2013
1.1	14 Nov 2013	Update to WBS numbering and diagram to reflect ABE numbering. Updated work days to calendar days. Included reference to developed metrics tool.
1.2	27 Jan 2014	Revised metrics. Revision approved by S&P Board on 23 Jan 2014
1.3	17 Mar 2014	Updated links and modified some terms.
2.0	25 Nov 2014	Revised cycle times for "Develop Acquisition Strategy (AS)" and "Develop Request for Proposal (RFP)" in **Figure 1**, **Figure 2**, and WBS. Changed standard process start date from the submittal of the Presidential Budget Request (PBR) to PEO signature date of the Program Charter, ADM, or similar document. Sample Program Charter included as attachment. Clarified process to be used for RFP changes after Standard Process completion.
2.1	25 Mar 2015	**Figure 1** – Top Level Process Flowchart updated to include sub-process cycle times. **Figure 2** – Process Flowchart updated to include PBR Submittal as potential program start date. Reference to Proposal Evaluation Team Plan (PETP) for sole source acquisitions included under Tools paragraph (7.8).
2.2	07 Mar 2016	Updated to add SMART Metric attribute to paragraph 5.0
2.3	16 Nov 2016	Updated WBS (2.1.1), Figure 1, and Figure 2 to reference requirement to coordinate requirement documents with Lead Command prior to final RFP release. Provided reference to MIL-HDBK-520, System Requirements Document Guidence, in Tools paragraph (7.8). Provided reference to Product Support Tool Kit in Tools paragraph 7.10. Updated other hyperlinks in Tools section.

Acquisition Strategy (AS) Approval and Request for Proposal (RFP) Development

1.0 Description.

  1.1 The AS is the overall strategy for managing programs from initiation through post production support. An AS is required for all acquisition programs regardless of the acquisition category (e.g., ACAT I, IA, II, III, or Technical Projects) and must be approved by the Milestone Decision Authority (MDA) under the advisement of the Acquisition Strategy Panel (ASP) (AFI 63-101). Acquisition planning should begin as soon as the agency need has been identified, but not later than the submittal of the Presidential Budget Request (PBR) Congressional Budget Item Justification documentation (p-doc, r-doc, etc.) for the program. For Foreign Military Sales (FMS) programs, acquisition planning should begin no later than when the final country (if multiple) signs the Letter of Offer and Acceptance (LOA) or LOA Amendment.

  1.2 As the AS begins to be identified, the RFP development process can begin. The RFP is a collaborative effort between government stakeholders and industry to develop clear, concise, well-written government requirements to help industry respond to the government's needs. This top-level standard process (**Figure 1**) describes the AS and RFP development for a supply-type acquisition program (either competitive or sole source) ≥$50M (including those programs requiring OSD oversight). When combined with the Requirements Approval Document (RAD) process, this standard process will support service-type contracts as well. The RAD Process is used to identify and obtain approval of contracted support service requirements as applicable (AFI 63-138).

2.0 Purpose.

  2.1 The purpose of the AS and RFP process is to consistently develop effective acquisition strategies along with clear, well written requests for proposals to ensure that industry responds appropriately to government requirements to best deliver systems or services that support Air Force capabilities.

  2.2 The intent of this process document is to be a top-level road map to train the acquisition team in the development of their AS and RFP and to establish top-level metrics which are identified in paragraph 5.0.

3.0 Potential Entry/Exit Criteria and Inputs/Outputs.

  3.1 AS: The <u>entry</u> point for the AS is the acquisition planning start date as indicated by the Program Executive Officer (PEO) on the Program Charter, Acquisition Decision Memorandum (ADM), or similar document that initially establishes program objectives, resources, and assigns authority and accountability (Note: For investment-funded programs, the acquisition planning must start no later than the submittal of the PBR Congressional Budget Item Justification documentation (p-doc, r-doc, etc.) for the program). A sample Program Charter is included as an attachment (See Attachment 1). The <u>exit</u> point is an approved acquisition strategy and signed ASP minutes (See **Figure 1**). (If the ASP determines that sufficient funding or requirements have not been provided to support the recommendation, it may either approve the AS contingent upon PMs follow-up actions or disapprove the recommended AS until further analysis can be completed).

3.2 RFP: The <u>entry</u> point for initiating development of the RFP (either sole source or competitive) is the same as the AS.   The <u>exit</u> point is the RFP release (Note: In instances where the contracting activity is not co-located with the PEO, there needs to be close coordination with the cognizant Contracting Authority prior to release of a solicitation package).

4.0 Process Workflow and Activities.

4.1 Supplier Input Process Output and Customers (SIPOC), **Table 1**.

Table 1. SIPOC

Suppliers *Process Owner*	**I**nputs *Inputs Required to Execute Process*	**P**rocess *Process Description*	**O**utputs *Standardized Process Training*	**C**ustomers *Who Receives Output*
Program Manager (PM) and Stakeholders	Signed Program Charter, ADM, Transition Support Plan (TSP), or similar document, signed LOA or LOA Amendment.	Development of Acquisition Strategy or Addendum to an Existing Acquisition Strategy.	Signed Acquisition Strategy Document and Signed ASP Minutes	Program Acquisition Team
PM and Stakeholders	Signed Acquisition Strategy approving Sole-Source acquisition strategy	Development of a Sole-Source RFP	Approved J&A and Formal RFP	Program Acquisition Team and Contractor
PM and Source Selection Evaluation Board (SSEB) Chair	Signed Acquisition Strategy approving competitive acquisition strategy Source Selection Plan (SSP)	Development of a Competitive RFP and identify source selection team	Formal RFP Signed SSP	Program Acquisition Team and Industry

4.2 Process Flowchart. The top-level process flowchart below, **Figure 1**, represents the essential tasks for the AS and RFP development process for both supply and service-type contracts.   As you can see in **Figure 1**, development of the draft AS and RFP can be accomplished with some concurrency.   Because of this concurrency, the process flow days have been detailed in a cumulative baseline of 330 calendar days for service-type contracts $\geq$$50M with OSD oversight as well as supply-type contracts which includes the concurrent RAD process. The top-level development activities are further defined in **Figure 2** for both a sole-source acquisition and a competitive acquisition.

4.3 Work Breakdown Structure (WBS). The attached WBS provides additional detail for the activities shown in the process flowcharts. For an MS Excel version of the WBS see **Attachment 2**. Extracts from the WBS are at **Attachment 3** for both a sole-source acquisition and a competitive acquisition. You may utilize the WBS activities to form the basis of a schedule or you may tailor and add columns of supporting information.

4.4 Additional work tables, figures, or checklists. N/A

Figure 1. Top –Level Process Flowchart
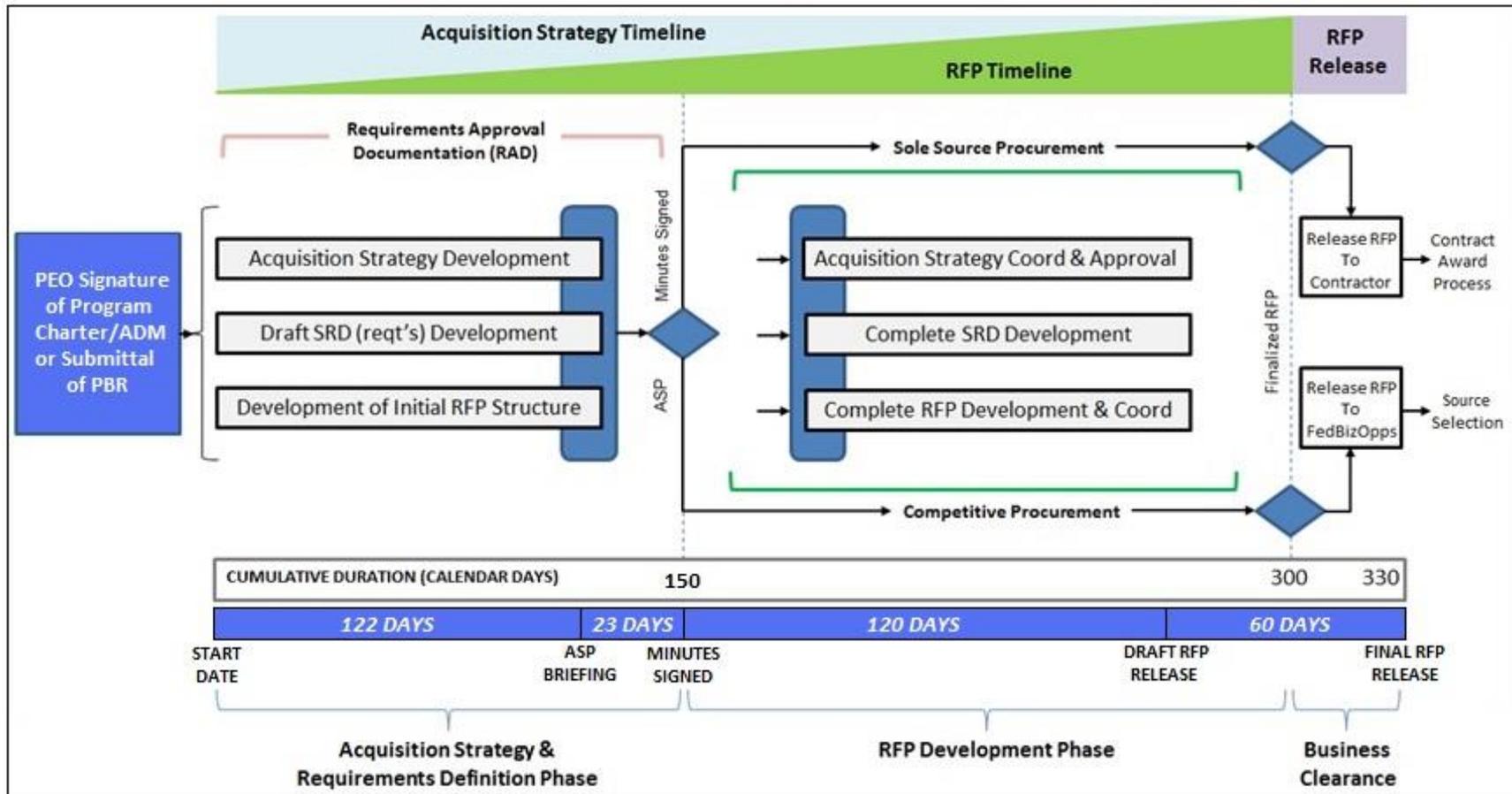
Note: The RAD process is concurrent with the AS Development and the SRD process is concurrent with the AS and RFP Development process and must be completed before the RFP can be released. Per AFI-63-101/20-101 Para 3.8, the requirements document (SRD) must be coordinated with the requiring Lead Command prior to final RFP release (recommended prior to draft RFP release).

Figure 2. Process Flowchart
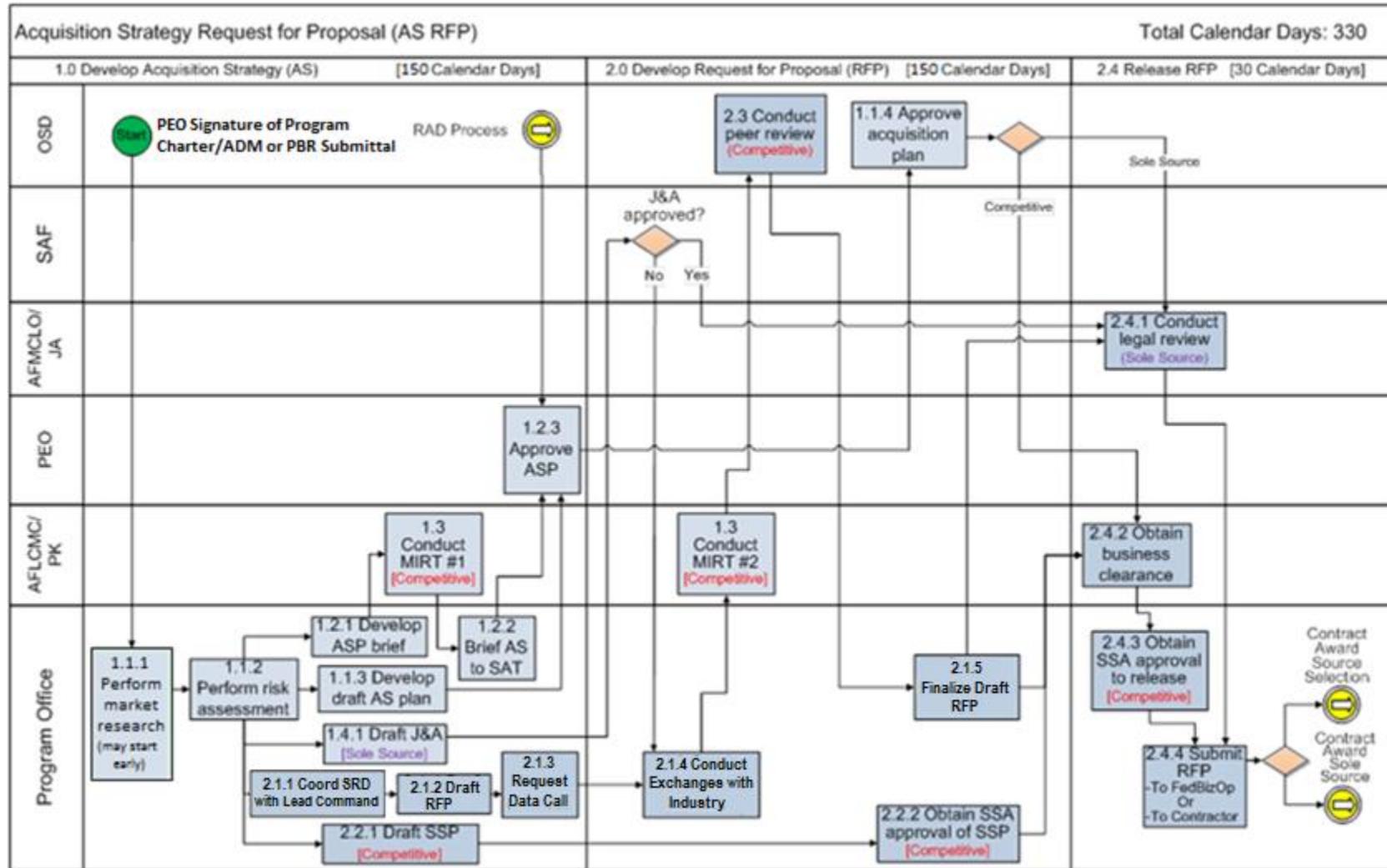
Note: Process is based on Sole Source, Supply-Type Contract ≥ $50M with OSD Oversight. Combined with the RAD process, it will support Service-Type Contracts.

5.0 Measurement.

Acquisition teams are responsible for establishing a realistic baseline schedule for each process task. Once the team establishes a baseline schedule, the PM is responsible for tracking, down to WBS level 2, their baseline schedule and actual completion dates. They are also responsible for reporting their top-level metrics as outlined in Figure 1. While an acquisition team may start planning as early as necessary, metric tracking will not begin until the Program Charter, ADM, or similar document is signed by the PEO and a copy has been submitted to the "AFLCMC/AZA workflow mailbox" for program tracking purposes. The PM will then manually track reporting metrics and report them into the AFLCMC Process Metrics dashboard at least quarterly: https://cs4.eis.afmc.af.mil/sites/1749/Lists/AS_RFP/AllItems.aspx. Please note, the PM is not responsible to report metrics for individual delivery orders or task orders placed against an Indefinite Delivery/Indefinite Quantity contract.

The top level metrics that will be reported include: 1.1 Develop ASP, 1.2 Conduct ASP, 2.1 Develop RFP and 0 AS RFP collected by requesting the following dates:

5.1 Standard Process Start Date

5.2 ASP Briefing

5.3 ASP Minutes Signed

5.4 Draft RFP Released

5.5 Formal RFP Released

In addition to the schedule metrics, the PM will provide the following information for each program:

5.6 Program Name, PEO, Program Manager, Contracting Officer, Buying Office Location

5.7 Acquisition Category/Service Category Designation

5.8 Oversight Level

5.9 Competitive or Sole-Source Acquisition

5.10 Dollar Amount

5.11 Schedule variance between baseline and actuals and possible causes. Some possible causes to be aware of when documenting variances are as follows:

    5.11.1 Inadequate or incomplete inputs

    5.11.2 Strategy redirection

    5.11.3 Customer rejects

    5.11.4 Wait time for reviews

    5.11.5 Wait time for sub-process inputs

After the RFP is released and prior to receipt of proposals, the PM will initiate a review with representatives from the Program Office, the ACE, Contracting, Finance, etc. to capture lessons learned and identify possible areas for process improvements.

5.12   Metric Attribute table, **Table 2**

Table 2. Metric Attribute Table

	Metric Attribute	Description
Administrative Info	APD Ref No	A02
	Process Name	Pre-Award Acquisition Strategy (AS) and Request for Proposal (RFP) Development
	Date Completed	28 Oct 15
S	Metric Name / Description	Acquisition Strategy and Request for Proposal (RFP) Development Total Cycle Time Measures the percentage of RFPs released within the number of days specified AFLCMC Standard Process Work Breakdown Structure (WBS)
	Calculation	(Number of RFPs released within 330 Calendar Days)/(Total Number of RFPs Released) x 100
	Business Rules	• Federal Acquisition Regulation (FAR) Part 15 Actions Only; ACAT, SCAT, FMS, and Other Programs • Entry Point is the acquisition planning start date as indicated by the Program Executive Officer (PEO) on the Program Charter, Acquisition Decision Memorandum (ADM), or similar document that initially establishes program objectives, resources, and assigns authority and accountability. • Exit Point is RFP release.
M	Data Source	Program Managers are suspensed via the SOCCER system quarterly to input information on the AFLCMC Process Metrics (APM) Portal
A	Process Owner	AFLCMC/AQ
	Decision Maker	AFLCMC/CV
	Review Forum / Governance Body	AFLCMC Standards & Process
	Target	80% of RFPs released within the number of days (330) specified AFLCMC Standard Process Work Breakdown Structure (WBS)
	Thresholds (R/Y/G)	Green: 80% of RFPs released within 330 days Yellow: 60%-80% of RFPs released within 330 days Red: Less than 60% of RFPs released within 330 days
	Baseline Performance	50%
R	Enterprise Impact / Process Purpose	To consistently develop effective acquisition strategies along with clear, well written requests for proposals to ensure that industry responds appropriately to government requirements to best deliver systems or services that support Air Force capabilities.
T	Baseline Date	3QFY13
	Review Frequency	Quarterly
	Update Frequency	Quarterly

6.0 Roles and Responsibilities

6.1 AFLCMC/AQ (Process Owner) is responsible to:

6.1.1 Maintain and coordinate any changes to the "Pre-Award AS and RFP Process" in the AFLCMC Process Directory. HQ AFLCMC/AQ will also solicit feedback from process users on an annual basis to assist in the identification of possible process improvements. HQ AFLCMC/AQ will also take the lead to make timely revisions to the standard process and obtain AFLCMC Standards and Process (S&P) Board approval as required.

6.1.2 Maintain the AFLCMC ASP Briefing Templates

6.2 PM is responsible to:

6.2.1 Collect and report metric data during development of the AS through solicitation release and provide feedback to process owner, functionals, etc. as needed.

6.2.2 Contact AFLCMC/AQ (Acquisition Center of Excellence) to obtain the most current ASP Template. Coordinate with all stakeholders to solicit input and develop the acquisition strategy briefing and all supporting documentation to

provide the ASP Chair with the best viable acquisition strategy and identify any key program issues.

6.2.3 Submit a copy of the Program Charter, ADM, or similar document to the AFLCMC/AZA and AFLCMC/XP workflow mailboxes.

6.2.4 Populate the AFLCMC Process Metrics dashboard at least quarterly: https://cs4.eis.afmc.af.mil/sites/1749/Lists/AS_RFP/AllItems.aspx.

7.0 Tools. At this time, there are no mandated tools for the AS and RFP development process; however, the following list of websites may be useful to the PM.

7.1 AF Contracting Central: https://cs1.eis.af.mil/sites/afcc/Pages/Default.aspx

7.2 ACE Gameboard: https://cs.eis.afmc.af.mil/sites/ASCACE/default.aspx

7.3 Acquisition Documentation Development and Management (ADDM): https://cs3.eis.af.mil/sites/AF-AQ-00-04/default.aspx

7.4 DAU Acquisition resources, e.g., https://dap.dau.mil/Pages/Default.aspx

7.5 PM Toolkit: https://hanscomnet.hanscom.af.mil/pmtb/

7.6 Seven Steps to a Services Contract: https://www.acquisition.gov/seven_steps/home.html

7.7 AFLCMC Engineering Guide to Writing RFP Technical Content

7.8 MIL-HDBK-520 - Systems Requirements Document (SRD) Guidance:

http://quicksearch.dla.mil/qsDocDetails.aspx?ident_number=277134

7.9 Proposal Evaluation Team Plan (PETP) is a tool used in Sole Source Acquisitions to establish and execute a plan of action to develop an RFP and evaluate a contractor's proposal in a timely and efficient manner. The template is located at:

https://cs.eis.afmc.af.mil/sites/ASCACE/pages/Acquisition%20Planning.aspx?PageView=Shared

7.9.1 The PETP covers:

7.9.1.1 Activities needed to develop an RFP (including justification and approval [J&A]), prepare for receipt of a proposal, proposal evaluation, and contract award (includes OPRs, start/end dates, inputs/outputs).

7.9.1.2 Team member expectations and responsibilities.

7.9.1.3 RFP Requirements/Ground Rules & Assumptions enables a common understanding of the RFP requirements and how the team will operate (includes distribution plans, ROEs, communication plans, battle rhythm meetings, evaluation framework, templates, Work-in-Process (WIP) board use, file structure, etc.)

7.10   Product Support Tool Kit (PSTK):

https://cs3.eis.af.mil/sites/MC-LG-01-82/default.aspx

8.0 Training. Depending on your location, some or all of the following training modules may be available. Contact your local ACE for further details.

8.1   Requirements Definition:

8.1.1 Pre-Award Schedule

8.1.2 Market Research

8.2   Strategy Development:

8.2.1 Risk Workshop

8.2.2 AS Planning Assistance

8.2.3 AS Process Training

8.3 RFP Development:

8.3.1 Sections L & M Workshop

9.0 Definitions, Guiding Principles or Ground Rules & Assumptions.

9.1 Process: While this standard process outlines the activities for a supply-type acquisition $\geq$ \$50M with OSD oversight sample (**Figure 2**), it will accommodate all types of acquisitions with minor adjustments for appropriate approval levels and MIRT/Peer reviews as required.   Because of the process concurrency, metrics have been established as cumulative work days. While the RAD and SRD processes have been identified in **Figures 1** and **2**; AFLCMC/AQ does not own these processes.

9.2 "As-Is" Process: While this initial "as-is" standard process is considered a baseline, it will be acceptable to make minor "fixes" as long as the process still complies with overarching policy and guidance. An assumption has also been made that the RFP developed under this process will be used to initiate the *Standard Process for Contract Award (Sole Source)*, or the *Standard Process for Contract Award (Source Selection)*. Once the RFP has been released, any changes to the competitive RFP will be addressed by formal contractual amendment. Changes to sole source RFPs will be addressed through each program office's internal change process.

9.3 "To-Be" Process: Once the baseline "as-is" process is established, the next step is to optimize the "to-be" process.   Because the calendar flow day metrics are based on a small sample size, additional metric data will be needed to assess possible process improvements.   This process should also be reviewed annually to optimize the process and provide lessons learned.

10.0 References to Law, Policy, Instructions or Guidance. Process standardization is required by the AFMC and AFLCMC Strategic Plans. References that relate to this process can be found within the attachments.

Attachment 1. Sample Program Charter	**Attachment 2.** MS Excel WBS	**Attachment 3.** WBS Extract
	WBS - AS RFP	

AFLCMC Directorate Name

Program Charter

Program Name:

Program Manager:

Date:

Acquisition Strategy Panel (ASP):

The ASP for this program shall be conducted no later than _____ in accordance with the AFLCMC Pre-Award Acquisition Strategy (AS) and Request for Proposal (RFP) Standard Process.

The date of this document herein initiates the acquisition planning process.

PEO Signature Block

Attachment 3: Work Breakdown Structure

Process Name: Pre-Award Acquisition Strategy and RFP Development

Process Owner: AFLCMC/AQ

Lvl	WBS	Activity	Activity Description	OPR	Duration Calendar Days	Supplier	Input	Output	Customer	Tool	Reference or Guide
1	0	Acquisition Stategy Request For Proposal (AS RFP)	The Acquisition Strategy (AS) is the overall strategy for managing progams from initiation through post production support. The Request for Proposal (RFP) is a collaborative effort between the government stakeholders and industry to develop clear, concise, well-written government requirements to help industry respond to the government's needs.	Warfighter and PM		Warfighter, program manager, and technical team (Engineering,	Presidents Budget Request (PBR) Congressional Budget Item Justification	RFP approved for release	Warfighter and PM		
1	1.0	Develop acquisition strategy	Process start date is the Acquisition Planning Start Date as indicated by the PEO on the Program Charter, ADM, or similar document (signed LOA for FMS) that initially establishes program objectives, resources, and assigns authority and accountability. During this activity, the PM is developing the best acquisition strategy for the program.	Warfighter and PM	150	Warfighter, PM, Technical Team (Engineering, Logistics, Test, etc.)	Acquisition Decision Memorandum (ADM), ICD, CDD, AF Form 1067	Initial program plan Prelim Schedule SRD	Warfighter and PM	DOORS (or similar requirements tracing tool)	CJCSI 3170.01H; FAR Part 11; AFI 63-101 AFI 10-601; SD-15; DAG Ch 4; Mr. Kendall Template Outline, 20 Apr 11
2	1.1	Develop acquisition strategy plan	Develop Acquisition Strategy (AS) plan. During this process the capability requirements are being translated into performance requirements (Systems Requirements Document (SRD)) and all key viable alternatives are being considered.	Warfighter and PM	122	Warfighter, PM, PEO Senior Functionals, Technical Team (Engineering,	Acquisition Decision Memorandum (ADM) ICD, CDD, AF Form 1067, CONOPS, etc.	Initial program plan Prelim Schedule SRD	Warfighter and PM	DOORS (or similar requirements tracing tool)	CJCSI 3170.01H; FAR Part 11; AFI 63-101 AFI 10-601; SD-15; DAG Ch 4; Mr. Kendall Template Outline, 20 Apr 11
3	1.1.1	Perform market research	Perform market research. Initiate preliminary Acquisition Strategy (AS) development and continue to update affordability analysis.	PM and PCO		Industry	Requirements Request for Information (RFI)	Mark Research Analysis Assessment	PM, PCO Small Business Office, Warfighter	https://cs.eis.afmc.af.mil/sites/ASCACE/default.aspx ACE Market Research Training	FAR Part 2, 7, and 10
3	1.1.2	Perform risk assessment	Update existing risk assessment performed in the development process in accordance with the Risk and Issue Management Key Process.	PM		PM	Risk Assessment Profile	Updated Risk Assessment Profile	PM and MDA	ACE Risk Workshop and the R13 Tool for Illities and Integration Risks	AFI 63-101, AFPAM 63-128, AFMCPAM 63-101
3	1.1.3	Develop draft AS plan	Develop draft acquisition strategy (AS) plan and submit for approval and signature (to OSD)	PM							
3	1.1.4	Approve AS plan	Review and approve the acquisition strategy (AS) plan	OSD							
2	1.2	Conduct Acquisition Strategy Panel	Recommend Acquisition Strategy (AS) to include high-level evaluation factors to the Acquisition Strategy Panel (ASP) for approval. Produce formal minutes.	PM	23	PM	Acquisition Strategy Briefing, ADM	ASP Minutes AS Plan Approval	MDA		FAR Part 7 and AFFARS IG 5307.104-92
3	1.2.1	Develop ASP Briefing									
3	1.2.2	Brief SAT									
3	1.2.3	ASP Minutes Signed	Obtain Acquisition Strategy Panel (ASP) approval with ASP minutes signed	PEO							
2	1.3	Conduct MIRT	For competitive acquisitions, a Multi-Functional Independent Review Teams (MIRT) is required. MIRT review is required for programs ≥ $50M. MIRT #1 is done prior to briefing the SAT and before the Acquisition Strategy Panel (ASP) and MIRT #2 is done prior to RFP release.	PCO and AFLCMC/PZC	7	PCO and AFLCMC/PZC	ASP Briefing and Draft AS Plan	MIRT Minutes	PM and MDA	MIRT Comment Matrix	MP 5301.9001(b)
2	1.4	Develop Justification and Approval (J&A)	Develop Justification and Approval (J&A) to justify and obtain appropriate approvals to contract without providing for full and open competition as required by the FAR. JnA is required for sole source acquisitions.	PM	150	PM	Draft AS and Justification for Sole Source	AS Approval	SAF		FAR Subpart 6.3, FAR Subpart 5.2, FAR Part 6.302 and 604, FAR Part 24.202
3	1.4.1	Draft and socialize J&A									
3	1.4.2	Obtain J&A approval									

11

Attachment 3: Work Breakdown Structure

Process Name: Pre-Award Acquisition Strategy and RFP Development

Process Owner: AFLCMC/AQ

Lvl	WBS	Activity	Activity Description	OPR	Duration Calendar Days	Supplier	Input	Output	Customer	Tool	Reference or Guide
1	2.0	**Develop RFP**	The RFP can be initiated concurrently with the AS development.	PM	300	PM and all Stakeholders	PBR Submittal Requirements	Draft RFP	Industry	ConWrite	FAR Part 15, SAF/AQC Policy Memo, 11-C-05, and Mr. Kendall Template Outline, 20 Apr 11
2	2.1	Develop RFP	Develop a draft request for proposal (RFP). Begin working with all government stakeholders to develop contract structure and type, identify product support requirements, develop delivery schedules, develop and approve contract data requirements lists (CDRLs), make an DD 254 determination, etc. Once the SAT has approved the proposed acquisition strategy, begin soliciting feedback on the Draft RFP from contractor	PM	270	PM and all Stakeholders	PBR Submittal Requirements	Draft RFP	Industry	ConWrite	FAR Part 15, SAF/AQC Policy Memo, 11-C-05, and Mr. Kendall Template Outline, 20 Apr 11
3	2.1.1	Coordinate requirements document with Lead Command	Programs must coordinate the requirement document used in conjunction with the RFP with the requiring Lead Command. The level of coordination is based on the program's ACAT as follows: ACAT I, IA - PEO to Lead Command Commander; ACAT II - PEO to Lead Command Vice Commander; ACAT III - PM to Lead Command Director of Requirements	PM		PM or PEO	Requirements Document (SRD, etc.) and Supporting Documentation	Coordinated Requirements Document	Lead Command		AFI 63-101/20-101 Paragraph 3.8 and MIL-HDBK-520
3	2.1.2	Develop draft RFP									
3	2.1.3	Request data call									
3	2.1.4	Conduct exchanges with industry									
3	2.1.5	Finalize Draft RFP									
2	2.2	**Develop Source Selection Plan (SSP)**	Prepare Source Selection Plan (SSP). Note: SSP must be approved before the RFP can be released. [For competitive]	Source Selection Evaluation Board (SSEB) Chair	60	Source Selection Authority (SSA)	Draft RFP	Approved SSP	SSEB Chair	https://cs.eis.af.mil/airforcecontracting/knowledge_center/Pages/5315-	FAR Part 15.3 DOD Source Selection Procedures Para 2.2
3	2.2.1	Develop draft SSP		PM							
3	2.2.2	Obtain SSA approval and signature		SSA							
2	2.3	**Conduct Peer review**	For competitive acquisitions, a peer review must be accomplished on all programs ≥$1B and special interest programs.	USD(AT&L)	15	Peer Review Team	ADM, APB Draft AS, Final RFP	Peer Review Minutes	AT&L, MDA		DOD Policy Letter, Peer Reviews of Contracts for Supplies and Services, 29 Sep
2	2.4	**Release solicitation**	Obtain approval to release request for proposal (RFP).		30						
3	2.4.1	Conduct legal review	For sole source acquisitions, obtain legal review for legal sufficiency.	PCO and AFMC LO		PCO	MDD ADM, ASP Minutes, Final RFP, Signed AS	RFP approved for release	PCO		MP 5301.9001(f)
3	2.4.2	Obtain business clearance	For competitive acquisitions, obtain Business Clearance approval to release the Formal RFP.	PCO, AFLCMC/PK, and AFMC LO		PCO	MDD ADM, ASP Minutes, Final RFP, Signed AS	RFP approved for release	PCO		MP 5301.9001(f)
3	2.4.3	Obtain SSA approval to release	For competitive acquisitions, obtain source selection authority (SSA) approval to release request for proposal (RFP)								
3	2.4.4	Submit formal solicitation	For competitive acquisitions, submit formal solicitation to **FedBizOpps**. For sole source acquisition, submit formal solicitation to **contractor.**								
		STOP	Total Cumulative Calendar Days: 330								

12