

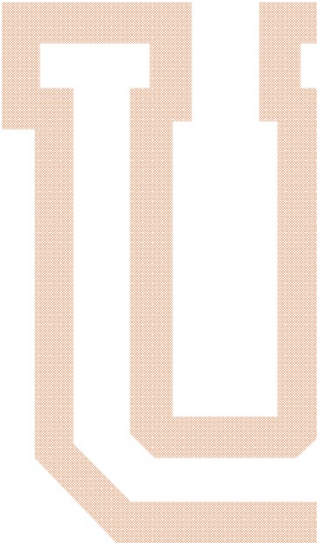
Acquisition
Planning
and Market
Research

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Learning Objectives:

- Explore benefits of through acquisition planning and market research
- Review the stages of acquisition planning
- Discuss market research strategies
- Connect attendees to available planning and research resources



Importance of Acquisition Planning

- More time in planning process leads to expediency in the other procurement steps
- Assures goods and services are delivered in a timely manner, in accordance with the law, and meets the mission and needs of the program/agency
- Creates a procurement strategy versus a transactional occurrence
- Develops buy in from stakeholders
- Encourages open communication from all stakeholders at all stages of the procurement process
- Increases probability of bid and contract success
- Enables robust contract management



- | | |
|--|---|
| <ul style="list-style-type: none"> • Background • Budget • Mission • Objectives to be completed • Needs assessment • Stakeholders • Milestones/delivery timeline • Acquisition Cycle • Internal approvals | <ul style="list-style-type: none"> • Make, lease, buy determination • Market Analysis • Risks • Internal Source Considerations • Solicitation Type • Contract Type • Performance metrics • Contract administration strategy • Special Considerations |
|--|---|

Acquisition Plan





Acquisition Plan Components

Internal Resources

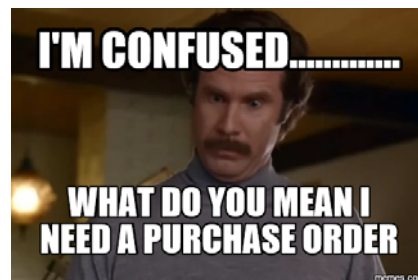
- Surplus Property
- Existing National Cooperative Contracts
 - Mandatory
 - Non-Mandatory
- Existing Statewide Cooperative Contracts
- Existing Agency Contracts

Preferences/Set Asides

- Correctional Industries
- Programs for the Disabled
- Targeted Industry (Hawaiian Plants)
- SWAM Programs
- HUB/Small Business
- Veterans

Procurement process

- Depends on complexity of project, type of project, solicitation, and number of bids/proposals received
- Often not considered during early stages or a project or procurement is not considered in the delivery timeline
- Approvals



Timeline Development





- Delivery
- Production lead times
- Shipping/Delivery
- Design
- Development/Construction
- Implementation
- Testing and Acceptance
- Roll Out
- Training
- Integration with other systems/agencies
- Milestone

Timeline Development



Contract Type

- Considerations**
- Will this be a single one time need or a repetitive need?
 - How will fulfillment of the contract deliverables be determined?
 - Delivery of goods in accordance with the size, type, quality, etc.?
 - Performance of service components?
 - Combination
 - Is it a specialty contract?
 - IT systems
 - Construction
 - Design services

- Pricing Structures**
- One time use or open end
 - Fixed price
 - Fixed price with adjustment
 - Fixed price with incentive
 - Cost reimbursement
 - Cost sharing
 - Time and materials
 - Other

- Market Research
- Market Capability
- Market Intelligence



Market Research



Market Capability

Capability

- Ability of a vendor to perform to the requirements of the contract
 - Quality
 - Quantity
 - Delivery
 - Performance
 - Qualifications

Capacity

- Resources available to devote to the delivery of the contract requirements
 - Human Capital Available for the Project
 - Competing Projects
 - Downstream Supply Chain
 - Financial Stability



Market Intelligence

Ability to predict trends in the market and how they will change over time

- Tools**
- RFI's
 - Annual vendor reports
 - Third party market reports
 - Government Sources
 - Non-Profit Associations

- Uses**
- Life Cycle Costing
 - Risk Analysis
 - Category Management
 - Long Term Financial Decision Making

Other Resources:

- White Papers, Best Practices Guides, Toolkits
- Webinars
- Blog/Podcast Channel-Coming Soon!
- Procurement U
- NASPO Staff

