

ACQUISITION ADVISORY PANEL

WORKING GROUP

REPORT FORMAT

I. Background – for each issue:

- A. Discussion of relevant statutory, regulatory and policy guidance applicable to the issue. (Decision whether to create an appendix with these materials.)
- B. Genesis of the issue – discuss how the issue has arisen; for example, what was the role of other procurement commissions, or earlier legislation or regulations in setting the stage for the current question. Some of the issues will have a “genealogy” in prior reports or prior statutes.
- C. Identify any relevant IG or GAO discussions of the issue (or other sources that have identified or addressed the issue).
- D. Current practice(s) in the area – briefly discuss the current environment.

II. Statement of the issue:

This statement should first clearly identify the issue. Subsequently, provide a brief explanation of how the Working Group selected this issue, and its significance.

III. Findings:

Provide a discussion of the findings for each issue based on research, hearing testimony, working group studies and analysis. If the Working Group’s materials are to be available for review (e.g., the matrix developed by the Interagency Group) decide whether it will be on the website or provided by some other (perhaps more permanent) means.

IV. Recommendations:

- A. Clearly and briefly state each recommendation. If legislative or regulatory language is necessary, provide proposed language. If proposing an amendment of existing law or regulation, provide markup of the provision.
- B. Provide a cogent explanation of the basis for the recommendation, including the analysis of the Working Group, citations to and discussion of relevant statutes, regulations, policy guidance and supporting materials. Include some discussion of alternatives not selected, and the reasons therefor.

V. Conclusion