

NOTICES

You may experience some audio difficulties with these videos due to buffering issues.

For the best video viewing experience, we recommend setting your monitor's screen resolution to 1074 by 768 pixels or higher



United States Department of Agriculture
Food and Nutrition Service

Overview of the Advance Planning Document (APD) Process

You are here...

✓ APD Overview

- ✓ Planning APD
- ✓ Implementation APD
- ✓ RFPs and Procurement
- ✓ APD Updates
- ✓ System Testing Regulation
- ✓ Getting to Go Live
- ✓ Project Management



The Planning APD (PAPD)
The Implementation APD (IAPD)
The Update APD (UAPD)

Learning Outcomes

After completing this module, learners will:

- ❖ Understand how the State's goals drive the process
- ❖ Identify project stakeholders, and their responsibilities
- ❖ Recognize the key documents used in planning and procurement
- ❖ Know what to expect from FNS
- ❖ Understand the building blocks of a sample project planning timeline

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Acronyms used in this module:

APD – Advance Planning Document
APDU – Advance Planning Document Update
EAR – Emergency Acquisition Request
FNS – Food and Nutrition Service
IAPD – Implementation Advance Planning Document
IS – Information System
IT – Information Technology
PAPD – Planning Advance Planning Document
SNAP – Supplemental Nutrition Assistance Program
USDA – United States Department of Agriculture
WIC – Supplemental Nutrition Program for Women, Infants, and Children

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How the Goals Drive the Process

- ❖ **WHY** are you undertaking the project?
 - Old system is high cost, high risk, or unworkable?
 - High cost to implement annual changes
 - High risk of system failure
 - Can only achieve new goals with new technology?
 - Improve customer service
 - Implement online access and case management
 - Cannot meet new state or federal requirements with the old system?
 - Ensure accountability and integrity in program operation

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How the Goals Drive the Process

- ❖ WHY are you undertaking the project?
- ❖ WHAT is the best solution?
- ❖ HOW will you get it done?
- ❖ When?
- ❖ Who?
- ❖ How much?

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How the Goals Drive the Process

WHY?
WHAT?
HOW?
When?
Who?
How much?

Your project plan!

FNS and the APD Process

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Project vs. Acquisition

Project = A related set of information technology related tasks to improve the efficiency, economy and effectiveness of the administration of the Program. A project may be small in scope, like upgrades and enhancements, or as large as complete system replacement.

Acquisition = obtaining supplies or services through purchase, lease or license – either already existing or developed or created for this acquisition.

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Project and Acquisition Approval Thresholds

Written approval must be obtained from FNS when:

SNAP:

- Project cost is >\$6 million
- Acquisition cost >\$6 million for competitive procurements or >\$1 million for sole-sourced procurements

WIC:

- Project cost is >\$500,000
- Acquisition cost >\$100,000 for competitive procurements OR sole-sourced procurements

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Stakeholders

- ❖ State agency
- ❖ FNS
- ❖ Governor's office, Department Secretary, Legislature
- ❖ Other Federal funding agencies
- ❖ State procurement and legal advisors
- ❖ State technical advisors / Central IT
- ❖ Project Management Office (PMO)
- ❖ Local level system users
- ❖ Clients/customers
- ❖ Advocacy groups

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Stakeholder Responsibilities

State Agency

1. Identify program needs and requirements best addressed through IT
2. Determine planning & implementation steps needed to reach your goal
3. Prepare necessary documentation for Federal agencies to secure approval and funding in advance

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Stakeholder Responsibilities
State Agency

4. Conduct the project according to your plan
5. *Manage* all aspects of the systems project throughout its life cycle – manage time, scope, cost and risk

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Stakeholder Responsibilities
State Agency

6. Ensure active involvement and communication with State's oversight/executive committee
7. Respond to FNS requests and update APD documentation when needed
8. Ensure fair and open competition in all procurements

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Stakeholder Responsibilities
State Agency

9. Manage contractors/enforce contract provisions
10. Adhere to Federal requirements for status reports, State plans, funding process requirements, and policy implementation

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Stakeholder Responsibilities
FNS

- ❖ Review and render decisions on all documentation submitted in accordance with established guidelines and time frames
- ❖ Ensure consistency nationally

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Stakeholder Responsibilities
FNS

- ❖ Provide oversight and technical assistance to ensure:
 - Compliance with Federal process rules
 - Systems meet program policy requirements
 - Stewardship of Federal funds

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Stakeholder Responsibilities
FNS may:

- ❖ Conduct on-site reviews during project life cycle
- ❖ Participate in project calls and meetings
- ❖ Conduct pre- or post-implementation reviews
- ❖ Provide training
- ❖ Participate in acceptance testing

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Advance Planning Documents

- ❖ Planning Advance Planning Document (PAPD)
- ❖ Implementation Advance Planning Document (IAPD)
- ❖ APD Update (APDU) - Annual
- ❖ APDU - "As-Needed"

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Procurement Documents

- ❖ Request For Proposal (RFP)
- ❖ Contract
- ❖ Emergency Acquisition Request (EAR)

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APD Closure

Once the work envisioned in the PAPD or IAPD has been completed, PAPD or IAPD is formally closed by FNS

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Where should you submit your documents for approval?

The FNS Regional Office!

(and the State Systems Office)

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Coordination Within FNS

States should expect a coordinated response from FNS.

- ❖ **State Systems Office** – Lead on Project Management, Technical Issues, Cost Allocation, Procurement and the APD Process itself
- ❖ **Regional Office** – Lead on Program Functionality and Policy requirements

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How long does all this take???

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Sample Timeline Planning Phase (Months 1-12)

Process Step	Expected Completion Date
Planning APD submitted to FNS	January – Year 1
PAPD approved by FNS	March – Year 1 (60 days)
Planning RFP submitted to FNS	March - Year 1
Planning RFP approved by FNS	May – Year 1 (60 days)
SA releases Planning RFP	June – Year 1
Proposals due from bidders	August - Year 1 (at least 60 days)
Proposals evaluated/selection made	August – Year 1
SA submits contract to FNS	September – Year 1
Planning Contract approved by FNS	November – Year 1
Planning Contract signed	December – Year 1

Sample Timeline Planning Phase (Months 12-24)

Year 2 - Carry Out the Planning Activities

- ❖ Plan the project
- ❖ Determine system needs
- ❖ Conduct the alternatives analysis
- ❖ Choose the best solution for your state
- ❖ Write the IAPD

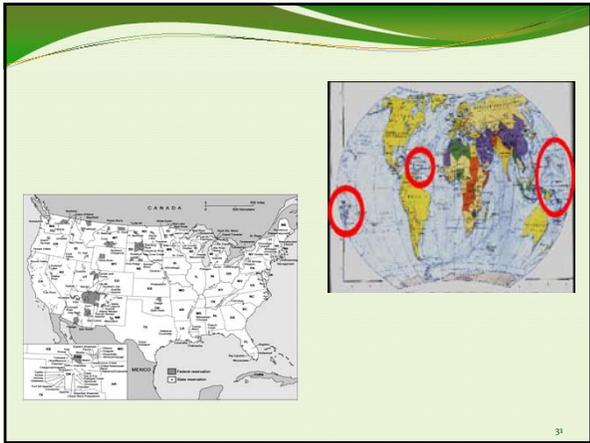
Sample Timeline - Beginning of Implementation Activities (Months 24 - 36)

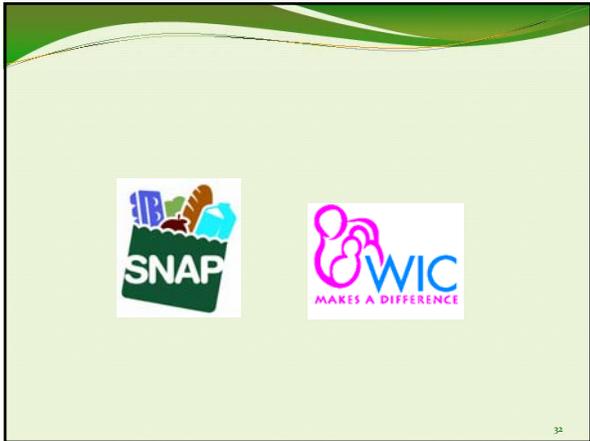
Process Step	Expected Completion Date
SA submits IAPD to FNS	January - Year 3
IAPD approved by FNS	March – Year 3 (60 days)
SA submits Implementation RFP to FNS	March – Year 3
RFP approved by FNS	May – Year 3 (60 days)
SA releases Implementation RFP	1 st of May – Year 3
Proposals due from bidders	End of July – Year 3 (90 days)
Proposals evaluated/selection made	August – Year 3
SA submits contract to FNS	September – Year 3
Contract approved by FNS	November – Year 3 (60 days)
Contract signed	November – Year 3
SA begins implementation activities	December – Year 3

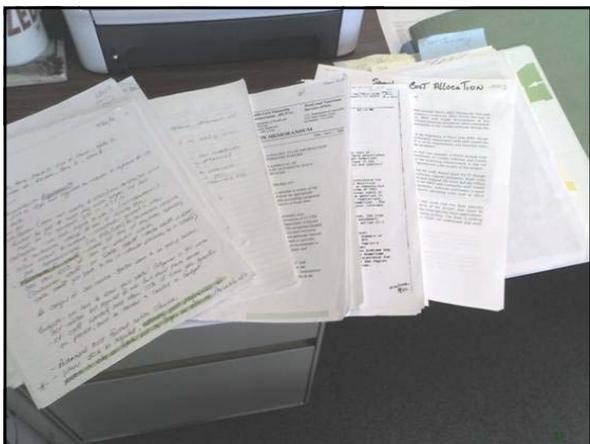












50 States
 x 2 programs (WIC & SNAP)
 + WIC ITOs & US territories
 + states with multiple systems
 x ~6 docs/project
 ÷ FNS staff

60 days

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Your next goal...

- ✓ APD Overview
- ✓ **Planning APD**
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