ACQUISITION PLANNING



Guiding Principles

- Sound acquisition planning ensures that the contracting process is conducted in a timely manner, in accordance with statutory, regulatory, and policy requirements, and reflects the mission needs of the program.

- An integrated team approach that includes appropriate representation from all organizations having an interest in the requirement will benefit the acquisition planning process.

- Contracting professionals play a key role in ensuring that acquisition planning is accomplished for each requirement and that the acquisition plan reflects appropriate acquisition streamlining techniques and a sound business approach to buying the needed goods and services.

REFERENCES

1. FAR 4.803(a)(1)	**Contents of Contract Files**
2. FAR 5.405(a)	**Exchange of Acquisition Information**
3. FAR Part 7	**Acquisition Planning**
4. FAR Part 8	**Required Sources of Supply**
5. FAR Part 10	**Market Research**
6. FAR 11.402	**Factors to Consider in Establishing Schedules**
7. FAR 15.201(c)	**Exchanges with Industry Before Receipt of Proposals**
8. FAR Subpart 16.1	**Selecting Contract Types**
9. FAR 16.504(c)	**Indefinite-Quantity Contracts - Multiple Award Preference**
10. FAR Subpart 17.6	**Management and Operating Contracts**
11. FAR Part 19	**Small Business Programs**
12. FAR 25.802(a)(2)	**Other International Agreements and Coordination**

13. FAR 34.004	**Acquisition Strategy**
14. FAR 36.301(a)	**Two-Phase Design-Build Selection Procedures**
15. FAR 37.6	**Performance-Based Contracting**
16. FAR 38.101(c)	**Federal Supply Schedule Program**
17. FAR 39.101(b) 39.102(c)	**Acquisition of Information Technology**
18. FAR 41.202	**Acquiring Utility Services**
19. DEAR Part 908	**Required Sources of Supply**
20. DOE O 413.3A	**Program and Project Management for the Acquisition of Capital Assets, October 13, 2000**
21. DOE O 430.2A	**Departmental Energy and Utilities Management, April 15, 2002**
22. DOE M 413.3-1	**Project Management for the Acquisition of Capital Assets, March 28, 2003**
23. DOE O 580.1	**Department of Energy Property Management Program**
24. Acquisition Letter 2009-03 Revision 1	**Acquisition Planning—Extending a Management and Operating Contract Without Full and Open Competition and Site and Utilization Planning**
25. Deputy Secretary Letter	**Project Acquisition Plans and Critical Decisions, November 15, 2001, signed by Francis S. Blake**
26. Director, OMBE/CFO Letter	**Mission Need Justification and Project Acquisition Plans, February 14, 2002, signed by Bruce M. Carnes**
27. DOE Acquisition Guide, Chapter 42	**Contract Administration**

❒ OVERVIEW

This chapter discusses the requirements for acquisition planning.

❒ DEFINITIONS

Acquisition: The act of acquiring by contract with appropriated funds supplies or services (including construction) by and for the use of the Federal Government through purchase or lease.

Acquisition Planning: The process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

Major System (MS) Project: Any project or system of projects with a total project cost (TPC) of $750 million or greater or any Other Project so designated by the Office of the Secretary. A project may be classified as an MS either solely by the Office of the Secretary or by the Deputy Secretary in response to recommendations from the appropriate Program Secretarial Officer (PSO) or head of a Departmental office, which is endorsed by the appropriate Under Secretary. Office of Engineering and Construction Management (OECM) maintains and periodically publishes a list of MS projects.

Other Project: Any project with a TPC less than $750 million and not designated as an MS project, including line item projects, general plant projects, capital equipment, and information technology, whether funded by capital or operating funds.

Project: In general, a unique effort that supports a program mission, having defined start and end points, undertaken to create a product, facility, or system, and containing interdependent activities planned to meet a common objective or mission. Project types include planning and execution of construction, renovation, modification, line items for maintenance and repair, environmental restoration decontamination and decommissioning efforts, information technology, and large capital equipment or technology development activities. Tasks that do not include the above elements, such as basic research, grants, ordinary repairs, maintenance of facilities, and operations are not considered projects.

❒ BACKGROUND

The Federal Acquisition Regulation (FAR) Part 7 requires agencies to perform acquisition planning and conduct market research (see FAR Part 10) for all acquisitions. This planning is to

promote and provide for acquisition of commercial items and to obtain full and open competition whenever possible.

While FAR Part 7 is the basic part of the FAR that covers acquisition planning, various other parts of the FAR also contain references to specific parts of the acquisition planning process (See references at the beginning of this chapter). In addition, DOE Order 413.3A, Program and Project Management For the Acquisition of Capital Assets, addresses acquisition planning for projects and major system acquisitions. Order 413.3 cancels and supersedes DOE Notice 430.1, Energy Systems Acquisitions Advisory Board Procedures. However, Order 413.3A retains the Energy Systems Acquisitions Advisory Board (ESAAB) process. Order 413.3A also references several OMB Circulars including OMB Circular A-11, Preparation, Submission and Execution of the Budget, and more specifically, Part 7, Planning, Budgeting, Acquisition, and Management of Capital Assets. Senior DOE management has also issued guidance on the acquisition process highlighting the importance of acquisition planning in the Department (See references).

This chapter of the Acquisition Guide is meant to provide guidance on what the various acquisition regulations are and to highlight some less well know requirements. This chapter also addresses the procedures required by FAR 7.103. This chapter does not try to duplicate the guidance on how to perform acquisition planning or what the documentation requirements are as these are contained in the referenced regulations. However, to aid in the preparation acquisition plans, Appendix A, Acquisition Plan Preparation Guide, and Appendix B, the Acquisition Plan Template, are included as attachments to this Chapter. These appendixes may be useful tools for acquisition planers in developing an their plans.

FAR 7.103 PROCEDURES

Contract Bundling

The bundling of contracts occurs when two or more requirements previously provided under separate smaller contracts are consolidated into a single requirement that is likely to be unsuitable for award to a small business concern. During the acquisition planning phase, planners should be aware of the benefits and restrictions on bundling. If a bundled acquisition is planned, additional approvals may be required depending on the dollar value. FAR 7.107 provides guidance on acquisitions involving bundling.

Competition

To the maximum extent practicable, acquisition planners shall address the requirement to specify needs, develop specifications, and to solicit offers in a manner to promote and provide for full and open competition in accordance with FAR Part 6, as supplemented by Part 906 of

the Department of Energy Regulation (DEAR), and Chapter 6 of this guide.

Commercial Items

Acquisition plans and solicitations should encourage offerors to supply commercial items, or to the extent commercial items suitable to meet the agency's needs are not available, non-developmental items.

Written Plans

Written acquisition plans are required for all acquisitions estimated to exceed $5.5 million except for the following classes of acquisitions:

- √ Architect-engineering services
- √ Broad agency announcements or unsolicited proposals
- √ Basic research from non-profit organizations
- √ Competitive procurement of commercial items
- √ Interagency agreements (IA) (applies only to the IA and not to any Contracts issued pursuant to an IA)

Acquisition planners should use the principles of FAR Part 7 in performing acquisition planning for all acquisitions whether or not a written plan is required.

Acquisition Value

The estimated value of an acquisition is the total possible value of a procurement including the sum value of the basic period of performance, all options, and all phases of all possible awards.

Designated Planner

The designated planner for all acquisitions requiring a written acquisition plan is the applicable project manager. However, the contracting officer/contract specialist assigned to the requirement should assist the project manager in assuring that the acquisition plan is adequate and fully supports the proposed acquisition approach. The contracting officer is responsible for acquisition planning for all actions that do not require a written acquisition plan.

Collaboratively Establishing Acquisition Lead Time Schedules Reflecting Firm Commitments

Acquisition planning is the most critical part of the acquisition process—if it is not done right, nothing will accomplished smoothly. It is a team concept, embracing an integrated approach

focusing on and engaging the members of the acquisition team who have leadership roles.

While the contracting officer has an overall responsibility to facilitate the entire acquisition process, other officials have leadership roles. In establishing lead times, the contracting officer should meet early and often with the project or program manager. They should begin their discussion with a review of standard lead times for milestones applicable to the acquisition, recognizing those lead times may require some adjustment after applying the facts specific to the acquisition.

Early collaborative advance planning based on acquisition lead time schedules that reflect firm commitments by all participating organizations leads to acquisition success. Effective acquisition planners: determine the milestones necessary to complete their acquisition; identify an official/office that unambiguously accepts the responsibility for completing each milestone; provide support to and ensure each responsible official/office rationally (and collaboratively where other offices' support is needed) projects the lead time for its milestone; obtain a firm commitment from each responsible official/office to meet its milestone; and account for the cumulative impact of all of the milestone acquisition lead times in determining the total acquisition lead time for contract award (some milestone schedules can run concurrently with others, some must follow others).

- Determination of the Milestones Necessary to Complete the Acquisition

  Acquisition planning starts with formulating an acquisition strategy. Acquisition planners, with the support of the contacting officer, must identify, as their first step, all the milestones in the acquisition process for the specific acquisition contemplated. It is impossible to plan an acquisition intelligently if every milestone specific to that acquisition is not identified.

- Identification of an Official/Office Responsible for Completing each Milestone

  Each milestone must have an official/office that unambiguously accepts the responsibility to complete it.

- Establishing A Lead Time For Each Milestone

  After the acquisition planner has identified each milestone in the acquisition process and the official/office to complete it, the next step is for the acquisition planner and each official/office responsible for a milestone to establish, collaboratively where other offices' support is needed, a realistic lead time to complete it. Collaboration must be among all the parties that will be involved in the milestone. The parties involved with

vary depending, among other things, on the size, sensitivity, and importance of the acquisition. Some of the potential parties include the program office, contracting officer, senior program officials, the Office of Procurement and Assistance Management, the Office of the General Counsel, the Office of the Chief Financial Officer, and the Office of Small and Disadvantaged Business Utilization.

The acquisition planner and the responsible official/office cannot establish a realistic lead time for a milestone without obtaining the agreement of every party involved in completing the milestone. For any review associated with a milestone, for example, the acquisition planner and the official/office responsible must identify the reviewers and obtain a commitment from them to complete their initial reviews in an agreed to time period. Then the acquisition planner and the official/office must take into account the time it will need to resolve every comment the reviewers may have. The acquisition planner and official/office must recognize that review times vary depending on the complexity, size, and sensitivity of the acquisition. Extremely complex, sensitive issues will likely require considerable interchange between the official/office attempting to obtain the reviewer's approval and the reviewer. Using a standard lead time, such as one from the Department's Stripes system, for a difficult and complex acquisition is neither realistic nor productive. Every acquisition has unique aspects. The bottom line is the acquisition planner and the official/office responsible for a milestone must meet with all of the parties that have a role in completing the milestone, for example, the associated reviewer at the field office or the headquarters office, and negotiate a lead time congruent with the nature of the acquisition.

- Firm Commitment to Meet Each Milestone

  In addition to establishing realistic milestones and a realistic lead time for each milestone, acquisition planners must ensure they obtain from each official/office clear assurance of acceptance of the responsibility for completing its milestone.

- Accounting for the Cumulative Impact of All Milestones

  An accurate estimate of the total acquisition lead time for a contract award will account for the cumulative impact of all of the milestone acquisition lead times and their interrelationship. Some milestone schedules can run concurrently with others; some must follow others.

Review and Approval Levels

- **Acquisitions for Management and Operating Contracts.** The responsible Under

Secretary must concur in and the Deputy Secretary must approve the acquisition plan for a management and operating contract.

- **Acquisitions exceeding $100 million.** The responsible Under Secretary must concur in and the Deputy Secretary must approve the acquisition plan for a contract exceeding $100 million.

- **Acquisitions subject to DOE Order 413.3A**: DOE Order 413.3A, Program and Project Management For the Acquisition of Capital Assets, establishes levels for both the review and approval of acquisition strategies (formerly called acquisition execution plans, see DOE Manual 413.3-1) for requirements subject to the order.

- **Acquisitions subject to DOE Order 430.2A**: DOE Order 430.2A, Departmental Energy and Utilities Management, establishes the requirement for the review of utility procurement actions. (NOTE: NNSA utility actions are approved by NNSA based on review recommendations from FEMP)

- **Acquisitions subject to Chapter 71 of this Guide:** For all acquisitions that require the review and approval in accordance with Chapter 71, Review and Approval of Contract Actions, of this guide, the acquisition plan for actions that have been selected for review should be submitted to the Office of Contract Management (ME-62) for review and approval prior to the solicitation being issued.

- **All Other Acquisitions:** Acquisitions plans for requirements not subject to either DOE Orders 413.3A, 430.2A , or Chapter 71, Review and Approval of Contract Actions, of this guide, are to be reviewed and approved in accordance with local procedures established by the HCA.

It is recommended that acquisition plans should be approved prior to establishing a source evaluation board (SEB) and if no formal SEB is being used, prior to soliciting proposals.

Local Procedures

The head of the contracting activity (HCA) or designee should establish the local procedures for acquisition planning for all acquisitions consistent with FAR Part 7, DOE Order 413.3A, this Chapter, and other applicable regulations.

Changes

The acquisition plan may be changed or amended if circumstances, facts or assumptions of the

original plan have changed or if it makes good business sense to do so. Material or significant amendments to the acquisition plan such as changes in contract type, competition, method of solicitation, funding, or major milestones should be approved at the same level as the original plan and be properly documented.

Program and Phased Acquisition Plans

Acquisition plans may be prepared on a system or individual contract basis depending on the acquisition. If the plan is developed on a system basis, the plan should fully address all component acquisitions of the program or system. A single acquisition plan may be used for all phases of a phased acquisition provided the plan fully addresses each phase, and no significant changes occur after plan approval to invalidate the description of the phases. If such significant changes do occur, the plan should be amended and approved at the same level as the original plan.

Design to Cost/Life Cycle Costs

Design to cost and life cycle cost techniques will be discussed in all acquisition execution plans for projects of $20 million or above subject to DOE Order 413.3A

Urgent Requirements

For acquisitions having compressed delivery or performance schedules because of the urgency of the need, the approving authority may waive the acquisition planning formality and detail.

Other Items

Acquisition planners should:

a) Include use of the metric system of measurement in proposed acquisitions in accordance with 15 U.S.C. 205a, *et seq.* (see FAR 11.002(b)) and agency metric plans and guidelines;

b) Specify needs for printing and writing paper consistent with the minimum content standards specified in section 505 of Executive Order 13101 of September 14, 1998, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition (see FAR 11.303);

c) Comply with the policy in FAR 11.002(d) regarding procurement of products containing recovered materials, and environmentally preferable and energy-

efficient products and services;

d) Specify needs and develop plans, drawings, work statements, specifications, or other product descriptions that address Electronic and Information Technology Accessibility Standards (see 36 CFR part 1194) in proposed acquisitions (see FAR 11.002(e)) and that these standards are included in requirements planning, as appropriate (see FAR Subpart 39.2);

e) Ensure that knowledge gained from prior acquisitions is used to further refine requirements and acquisition strategies. For services, greater use of performance-based contracting methods and, therefore, fixed-priced contracts (see FAR 37.602-5) should occur for follow-on acquisitions;

f) Structure contract requirements to facilitate competition by and among small business concerns; and

Avoid unnecessary and unjustified bundling that precludes small business participation as contractors (see FAR 7-107)(15 U.S.C. 631(j)).

Contracting officers should:

a) Make a determination, in accordance with FAR 37.205, prior to issuance of a solicitation for advisory and assistance services involving the analysis and evaluation of proposals submitted in response to a solicitation, that a sufficient number of covered personnel with the training and capability to perform an evaluation and analysis of proposals submitted in response to a solicitation are not readily available within the agency or from another Federal agency in accordance with the guidelines at FAR 37.204; and

b) Ensure that no purchase request is initiated or contract entered into that would result in the performance of an inherently governmental function by a contractor and that all contracts or orders are adequately managed so as to ensure effective official control over contract or order performance. (See Chapter 37, Service Contracting, of the Acquisition guide.)

❒ SPECIAL INTEREST AREAS

DOE Order 413.3A

Acquisition Strategies (formerly called Acquisition Execution Plans) required by DOE M 413.3-1 Project Management for the Acquisition of Capital Assets, are different from contract acquisition plans required by FAR Subpart 7. A project Acquisition Strategy is a key activity leading up to Critical Decision 1 - Approve Alternative Selection and Cost Range. It is a high-level business and technical management approach developed early in the project cycle designed to achieve project objectives within specified resource constraints. It is the framework for planning, organizing, staffing, controlling, and leading a project. It provides a master schedule for activities essential for project success, and for formulating functional strategies and plans. The Acquisition Strategy conveys the federal Integrated Project Team's approach for the successful acquisition of the project, its intended outcomes, and rationale for that approach. The approach should address the market conditions, effective use of competition, and performance-based contracting opportunities. Projects may require multiple contracts and contract acquisition plans. Approvals of Acquisition Strategies do not constitute approvals required by the Office of Procurement and Assistance Management for specific contact clearance purposes, including contract acquisition plans.

The Federal Project Director is responsible for the development of the Acquisition Strategy documents for each project subject to 413.3A. The Acquisition Strategy documents should form the basis for developing the contract acquisition plan for specific contract actions.

Site Utilization and Management Planning

Acquisition Letter (AL) 2009-03 Revision 1 covers site utilization and management planning. No DOE contracting officer is authorized to award any management and operating contract or other contract subject to AL 2009-03 Revision 1 either competitively or noncompetitively or through the exercise of an option, unless the requirement is derived from, and the acquisition strategy is consistent with site utilization and management information approved by senior management. Acquisition planning must be a process of meeting DOE's needs with regard to the site. Each proposed acquisition must be analyzed in light of the site utilization and management requirements.

Management and Operating (M&O) Contracts

Acquisition planning for competing or extending an existing M&O contract should start at least 24 months prior to the contract expiration date. Such planning should be consistent with AL 2009-03 Revision 1 Acquisition Planning—Extending A Management and Operating Contract

Without Full and Open Competition and Site and Utilization Management Planning. The acquisition plan for a new M&O contract must be concurred in by the cognizant Under Secretary and approved by the Deputy Secretary, as well as any renewal that the Head of the Agency has not authorized beyond the basic contract period. If the Head of the Agency has previously authorized use of the M&O contract beyond the basic contract period but no acquisition plan for that period has been approved, the acquisition plan to exercise an option to extend a competitively-awarded management and operating contract shall be concurred in by the cognizant Under Secretary and approved by the Deputy Secretary.

Contract Management Planning

It is vitally important to commence planning for the management of the contract during the formation of the acquisition plan because many of the potential issues and risks that could cause significant problems during the performance of the contract can either be eliminated or mitigated at this stage by sound analysis and planning. During the planning of the acquisition, the team should identify critical areas of contract performance, Government obligations and responsibilities that may arise during contract performance, and key assumptions and risks associated with the contract. The team should also assess the readiness of the organization to manage and administer the procurement and the subsequent contract including tackling the inherent risks which may need to be addressed and mitigated as the acquisition is being planned, executed and managed.

An objective of effective contract management planning is to ensure that the contract's products and services are delivered on-time consistent with the contract's stated performance and quality standards at a reasonable cost while minimizing the Government's risk. Many of the documents (Quality Assurance Surveillance Plan, Performance Evaluation and Measurement Plan, Risk Management Plan, etc.) which will be created or modified during the acquisition planning phase will be documents which will be analyzed to determine an appropriate strategy for Contract Management Planning.

Guidance on Contract Management Planning and the requirement to create a formal Contract Management Plan for DOE elements is provided in Chapter 42 of the DOE Acquisition Guide. NNSA guidance is contained in a "Guide to Creating a Contract Management Plan," March 2002. Submittal requirements for Headquarters review and approval of Contract Management Plans are provided in Chapter 71 of the DOE Acquisition Guide.

Socioeconomic Programs

Acquisition planning should consider contracting or subcontracting opportunities for small businesses, small disadvantaged businesses, women-owned small business concerns,

historically underutilized business zones, and other socioeconomic programs. FAR 19.501(d) requires contracting officers to review acquisitions to determine if they can be set aside for small businesses. If the requirement cannot be set aside, the acquisition plan for a negotiated procurement should consider including incentives for the selected contractor to meeting small business subcontracting goals. (See FAR 19.705-1, General Support of the Program.)

Utility Services

Prior to executing a utility service contract, the contracting officer shall conduct market surveys and perform acquisition planning in order to promote and provide for full and open competition provided that any resultant contract would not be inconsistent with applicable state law governing the provision of electric utility services. (See FAR 41.202).

All contracts, contract modifications (excluding administrative or incremental funding modifications) or other arrangements for the acquisition and/or sale of utility services should be submitted to the Office of Federal Energy Management Programs (FEMP) in accordance with DOE Order 430.2A, Departmental Energy and Utilities Management. (NOTE: NNSA utility actions are submitted through the Office of Procurement and Assistance Management, NNSA) These utility services include energy conservation measures or demand-side management services or other utilities incentives programs. Submission of a utility procurement plan is considered the functional equivalent of an acquisition plan. Therefore, an approved utility procurement plan will satisfy the FAR requirement for acquisition planning.

All planned acquisitions that are in excess of the HCA's delegated procurement authority should be identified in the annual projected actions in accordance with Chapter 71, Review of Contract Actions, of this guide.

Task or Delivery Orders

For the purposes of acquisition planning, orders placed under a Federal Supply Schedule contract, task order or delivery order contracts awarded by another agency (for example a Government-wide acquisition contract (GMAC) or multi-agency contract (MAC)) will be considered the same as separate contracts. Review and approval levels for each order shall be the same as an equivalent contract action. (See FAR 16.505(a)(7)(i).)

Information Technology (IT)

Acquisition planners for IT acquisitions shall comply with the capital planning, and investment control requirements in 40 U.S.C. 1422 and OMB Circular A-130 (See FAR 7.103(t) and 7.105(b)(4)(ii)(A) and (B)). In addition, contracting officers should consider the rapidly changing

nature of IT through market research and the application of technology refreshment techniques. The acquisition plans should analyze risks, benefits and costs in accordance with FAR Subpart 39.1. (See FAR 16.505(a)(7)(i) in regards to task or delivery orders for IT requirements.)

Property Management

Acquisition planners should be aware that DOE Order 580.1, Department of Energy Property Management Program, provides that Organizational Property Management Officers (OPMO) are to be involved with the planning, acquisition, control, management and disposal of personal property. Effective personal property life-cycle management processes are to be incorporated into each acquisition plan where specific personal property life-cycle management contract clauses and Department regulations are required. The acquisition plan is to provide for product delivery, control, tracking, and disposal for all associated commodities.

The very nature of the Department's complex regulatory requirements, environmental concerns, health and safety issues, national security, and unique disposal conditions for personal property require attention to ensure all areas are adequately addressed. The Department will realize significant savings of resources and other expenses by employing sound property management practices in the early stages of an acquisition strategy. It is essential that pre-award planning and post-award management of Government personal property be consistent throughout the Department. Accordingly, the Contracting Officer should provide this guidance to all parties involved in acquisition planning. At a minimum, the following personal property management activities should be addressed during the acquisition planning phase:

- Discuss and help determine the Program/Project Managers (PM) personal property requirements or needs relative to personal property. Based on those needs, explain any government asset control issues and how they relate to the project or activity.
- Evaluate accountability controls for those assets used in direct fabrication of the project end item or deliverable and those assets used in support of the project or activity.
- Ensure a material tracking system is provided for and the responsibility for that system is assigned.
- Develop a process that will provide access to the Department and Federal excess screening systems.
- Ensure that sensitive property is defined, controlled, and managed in a manner consistent with DOE O 580.1.
- Assist in determining equipment/materials disposition path(s) to be used.
- Introduce cost effective disposal strategies and ensure the proposed disposal avenues meet all regulatory requirements.

- Develop and provide a project close out checklist identifying the areas that the PM will need to address in order to reconcile the personal property account at the end of the project or activity.
- Identify the end-user/customer for final transfer and acceptance and of project equipment.

Early Exchange of Future Acquisitions Information

An early exchange of information among industry and the program manager, contracting officer, and other participants in the acquisition process can help identify and resolve concerns regarding the acquisition strategy, including proposed contract type, terms and conditions, and acquisition planning schedules; the feasibility of the requirement, including performance requirements, statements of work, and data requirements; the suitability of the proposal instruction and evaluation criteria, including the approach for assessing past performance information; the availability of reference documents; and any other industry concerns or questions. Techniques for sharing this information are listed in FAR 15.201 and include draft RFPs, small business conferences, and budget information.

Indefinite-Quantity Contracts

In accordance with FAR 16.504(c), the contracting officer must determine whether multiple awards are appropriate as part of acquisition planning and document the decision in the acquisition plan or contract file. For indefinite-quantity contracts for advisory and assistance services exceeding three years and $10 million, including all options, the contracting officer must make multiple awards unless the contracting officer or other official designated by the Head of the Agency determines in writing as part acquisition planning, that multiple awards are not practicable. (See FAR 16.504(c)(2)). This requirement does not apply if a determination is made that the advisory and assistance services are incidental and not a significant component of the contract. (See FAR 16.504(c)(2)(ii)).

International Agreements

When placing contracts with contractors located outside the United States, for performance outside the United States, contracting officers, in accordance with FAR 25.802, must:

√ Determine the existence and applicability of any international agreements and ensure compliance with these agreements; and

- √ Conduct the necessary advance acquisition planning and coordination between the appropriate U.S. executive agencies and foreign interests as required by these agreements.

Two Phase Design-Build Method

Acquisition planning using two phase design-build selection procedures (not to be confused with FAR Part 14 Two-Step Sealed Bidding) should include the considerations of FAR 36.301.

Attachments

Attachment 1 — Acquisition Plan Preparation Guide
Attachment 2 — Acquisition Plan Template

Acquisition Plan Preparation Guide

SEPTEMBER 2003

Chapter 1

Preface

This guide was written to help you prepare and process written acquisition plans (APs) as required by Federal Acquisition Regulation (FAR) Part 7 and the Department of Energy Acquisition Regulation (DEAR) Acquisition Guide Chapter 7.1 or acquisition execution plans (AEPs) as required by DOE Order 413.3A.3, Program and Project Management For the Acquisition of Capital Assets. Either the AP or AEP is a document that is tailored and specific to your individual program.

This guide provides advice on content and coordination, answering such questions as: When is an acquisition plan required? What information is required? Who approves it? How is it processed? How long does it take? The aim is to consolidate multiple levels of regulations into an easy-to-use guide which translates the regulatory requirements into commonly understood terms, provides references to facilitate further research on acquisition requirements, and provides practical lessons learned from those who have gone before you. The requirement for preparation of written acquisition plans is defined in the Federal Acquisition Regulation (FAR) Part 7 and internal DOE Orders and guidance. **This guide is not intended to serve as a substitute for these regulations; therefore, as each topic is discussed, specific regulatory citations are provided to facilitate your reference.**

Although this guide contains references to terms such as program office, program manager, etc., the guide applies to any appropriate acquisition.

This guide is consistent with the FAR and its supplements as of the date of publication. References to other internal DOE Orders and guidance are provided to facilitate further research only and are current as of the publication date of this guide. Reasonable efforts will be made to maintain the currency of regulatory and other references. However, contracting staff should verify that references used herein are current at the time of acquisition plan development.

Acquisition Strategies (formerly called Acquisition Execution Plans by DOE Order 413.3A.3) required by DOE M 413.3-1 Project Management for the Acquisition of Capital Assets, are different from contract acquisition plans required by FAR Part 7. A project Acquisition Strategy is a key activity leading up to Critical Decision 1 - Approve Alternative Selection and Cost Range. It is a high-level business and technical management approach developed early in the project cycle designed to achieve project objectives within specified resource constraints. It is

the framework for planning, organizing, staffing, controlling, and leading a project. It provides a master schedule for activities essential for project success, and for formulating functional strategies and plans. The Acquisition Strategy conveys the federal Integrated Project Team's (IPT) approach for the successful acquisition of the project, its intended outcomes, and rationale for that approach. The approach should address the market conditions, effective use of competition, and performance-based contracting opportunities. Projects may require multiple contracts and contract acquisition plans. Approvals of Acquisition Strategies do not constitute approvals required by the Office of Procurement and Assistance Management (in accordance with Chapter 7.1 of the DOE Acquisition Guide) for specific contact clearance purposes, including contract acquisition plans.

Chapter 2

What Is An Acquisition Plan?

-- STRATEGY PLAN FOR ACTION AND ACQUISITION MANAGEMENT
-- ANSWERS WHO, WHAT, WHEN, WHERE, AND HOW
-- CONCISE AND FLEXIBLE, YET COMPREHENSIVE
-- RESPONSIVE TO KEY ACQUISITION POLICY PRIORITIES

An acquisition plan is a document which provides the overall strategy for accomplishing and managing an acquisition. The plan formally documents the approach to fill the need, optimize resources, and satisfy policy requirements for a proposed acquisition. It answers the "who-what-when-where-why-how" of the acquisition strategy planning process.

The plan should provide sufficient information so that someone unfamiliar with the program will understand what is being proposed. However, the plan need not be lengthy. A concise, clear statement of the facts and rationale supporting the technical and business judgments may be all that is necessary.

An acquisition plan should be general enough to allow some detailed program management flexibility, but be specific enough to give coordinating and approving officials adequate information on the technical and business aspects of the acquisition upon which to base their decisions. Toward this end, the plan should clearly demonstrate that those responsible for an acquisition have ensured the following key elements are addressed:

The government will get what it needs, when it is needed, within established cost objectives;

Sufficient and appropriate funds are available/obtainable;

A sound and equitable business arrangement is planned;

Risks due to concurrent development/production are managed;

The systems/equipment will be supportable when fielded.

The national goals of competition and small business utilization are supported; and

DOE has sufficient resources or can obtain the necessary resources to award and administer the contract.

Chapter 3

Why An Acquisition Plan?

-- PLANNING IS THE KEY TO SUCCESS
-- CHECKLIST OF POTENTIAL CONSIDERATIONS
-- COMMUNICATES PLAN TO SENIOR MANAGEMENT
-- GENERATES STAKEHOLDER COMMITMENT
-- RECORDS DECISIONS FOR THE FUTURE
-- REQUIRED BY POLICY AND REGULATION

It has been said that, "failing to plan is planning to fail." Given the complexity of the acquisition business, this seems particularly true for the work we do. The acquisition plan is a valuable tool because it allows all participants in the planning of an acquisition to establish logically and systematically an approach for meeting a Government need. It also provides the impetus for stakeholders interested in an acquisition to review regulatory requirements in advance. This review process allows participants to anticipate problems which may arise and to formulate plans to avoid them, as well as to anticipate required approvals, waivers, etc., that may be necessary.

The acquisition plan serves many other related purposes. It is used to communicate the program office's approach to senior management. These senior personnel are focused on very high level questions, such as, is the plan consistent with current DOE policies and strategic goals, is the plan executable, and are the top level objectives appropriate and in the best interest of the Department and the United States? On a more fundamental basis, the plan helps to generate commitment by all stakeholders to support the plan's execution, and it serves as a permanent record of decisions made regarding the acquisition strategy which can be referenced by those who become involved in the program in the future.

In addition to being a valuable tool in the acquisition process, an acquisition plan is required by Part 7 of the FAR, "Acquisition Planning."

Chapter 4

When Is An Acquisition Plan Required?

Acquisition planning is required by FAR Part 7 for all acquisitions. Written acquisition plans are required for all acquisitions where the total estimated contract cost is $5.5 million and above except the following:

- Architect-engineer services
- Broad agency announcements or unsolicited proposals
- Basic research from non-profit organizations
- Competitive procurement of commercial items
- Interagency agreements (IA) (applies only to the IA and not to any contracts issued pursuant to an IA)

A head of contracting activity (HCA) may require written acquisition plans for procurements below the $5.5 million level. In considering whether or not a written acquisition plan is needed, the total estimated cost of the contract should be used. The total estimated contract cost is the estimated value of the contract(s) and all options and all phases covered by the acquisition plan.

References: FAR 7.103, the DEAR Acquisition Guide Chapter 7.1, Acquisition Planning.

Chapter 5

Who Writes The Plan?

-- IT IS A PROGRAM MANAGEMENT RESPONSIBILITY
-- DON'T GO IT ALONE; USE YOUR PROGRAM OFFICE TEAM
-- USE THE EXPERTISE OF FUNCTIONAL STAFF OFFICES AND/OR THE IP

The program manager (this guide uses the term "program manager" throughout but "Federal project director" may be the correct term if a Federal project director has been so designated by the Department) has primary responsibility for preparation of the acquisition plan. However, the program manager must rely on the expertise and input from the various functional activities involved in the acquisition process for assistance in the preparation of the plan. In this regard, close coordination with the assigned contracting officer is particularly important in developing an appropriate contracting strategy and business approach. Others who should participate as appropriate for the acquisition include representatives from General Counsel (including procurement, program, and patent counsel), Office of Chief Financial Officer, Environment, Safety, and Health (includes NEPA), Security, Office of Economic Impact and Diversity, Office of Worker and Community Transition, Information Technology, and Office of Engineering and Construction Management See Chapter 8 of this guide for a suggested process to accomplish the drafting phase.

The most effective plans are the result of a true team-effort process of planning. Poor plans are produced when planning is the by-product of the necessity of having to prepare a written plan. In other words, the key to success is to plan first, then document the plan. The process of planning involves lots of dialog with the user, the supporter, and the various functional experts assigned to the program management office and field staff organizations. In addition to using the team of specialists within the program office, you should use representatives from the functional staff offices to discuss and refine all planning issues. If the acquisition is subject to DOE Order 413.3A.3, the order requires the use of an Integrated Project Team (IPT) in developing the acquisition strategies. It is recommended that the IPT be used to develop contract specific acquisition plans which should naturally flow from acquisition strategies..

Remember, an acquisition plan serves to generate commitment by all stakeholders to support execution of the plan. The best way to achieve this commitment by all stakeholders is to have them participate actively and early in the planning process. In order for the government to successfully meet its overall program objectives, everyone involved in planning and executing the program must feel some ownership.

Reference: FAR 7.104; the DEAR Acquisition Guide Chapter 7.1, Acquisition Planning; DOE Order 413.3A.3, Program and Project Management For the Acquisition of Capital Assets; and DOE Manual 413-3-1, Project Management for the Acquisition of Capital Assets.

Chapter 6

Who Approves The Plan?

Chapter 7.1, Acquisition Planning, of the DOE Acquisition Guide, contains the review and approval authorities for acquisition plans.

Chapter 7

Preparation and Approval Process

I. Introduction

Acquisition plan approval is obtained using a five-phase preparation process. The phases are drafting, consultation, resolution, local signature, and external approval, as required. The process and the estimated time required to accomplish each phase depends on the complexity of each acquisition.

II. Drafting Phase

The first step is to figure out your plan, then document the plan using the format and content assistance provided in this guide. Bring together your team -- those who will play a part in carrying out the acquisition, to discuss the issues to be addressed in the acquisition plan. This should be done early in the process. Remember, an IPT must be assembled for all actions which require an acquisition strategy plan in accordance with DOE Order 413.3A.3 and DOE Manual 413.3-1. Use the IPT may help refine difficult strategy issues and consult the Field and Headquarters' staffs to answer specific questions or to discuss feasible alternatives within their area of expertise.

One way to begin drafting the acquisition plan is to assign certain sections of the plan to the team member who provides your expertise in that area. For example, you may ask the contracting officer to draft the contracting area and the patent attorney to draft the patent section. If you use this approach, the program manager or other assigned project officer will need to draft the general areas and integrate the inputs from the other team members. The alternative is to assign one individual to draft the entire plan, contacting other team members as necessary to obtain the required assistance and comment.

It is important that all of the team members contribute their expertise to the plan. Therefore, regardless of the technique used, it is recommended that every team member review and comment on the completed plan before you proceed to the next phase. Your program office may require other in-house reviews such as by the contracting director, other managers, and/or user liaisons.

The time required to accomplish the drafting phase will vary depending on program complexity and dollar value. If the major strategy questions were resolved in the team

planning process, it is normally possible to draft the plan and complete in-house reviews in a relatively short timeframe.

One of the first considerations must be market research. This is a significant requirement that needs to be addressed before you can properly draft an acquisition plan. Questions such as, what the market place offers, **are there small business sources capable of satisfying the agency's requirement**, whether or not the requirement is overstated in a way that might preclude commercial items, and what the customary commercial practices for buying the item might be are all questions that need to be answered before you can draft a plan. **The Small Business Specialist should be invited to participate in market research. They are an excellent source for aiding in the construction and conduct of market research particularly if emphasis is to be placed on locating and using capable small business sources.**

III. Consultation Phase

FAR 7.104(c), DOE Acquisition Guide Chapter 7.1, and/or HCA procedures require that certain offices coordinate and/or sign the acquisition plan. Those who review the plan **should,** to the maximum extent practicable, provide appropriate comments and are encouraged to provide specific alternative wording if they find the original wording vague or unclear. Reviewers are also strongly encouraged to call the program manager if they have questions regarding the plan, so that they may provide only meaningful and constructive comments.

IV. Resolution Phase

The goal of the resolution phase is to resolve all significant content comments. There are normally three ways in which a comment may be resolved. First, the program office may concur with the comment and make the recommended change. Second, the reviewer may agree with the program office position and withdraw the comment. Lastly, the parties may agree to disagree and the issue is elevated to the appropriate level for resolution.

The time required to accomplish the resolution phase will vary depending on the scope of comments and the aggressiveness of the program office in accomplishing the resolution and making required changes.

V. Local Signature Phase

The program manager is responsible for adequate resolution of all comments. The names and signatures of the required signers are added to the cover page in accordance with the local procedures established by the HCA.

VI. External Approval Phase

Unless otherwise designated by the HCA, the program manager will act as the field focal point for the resolution of any comments. Within headquarters, the headquarters' focal point will be the assigned analyst in the Acquisition Planning and Liaison Division which is located in the Office of Contract Management. The headquarters' focal point will be responsible for tracking the document through the review and approval process. Once the acquisition plan is approved, the plan is returned to the field focal point or the contracting officer for incorporation in the official contract file.

VIII. Processing Change Pages, Updates, and Amendments

When the acquisition plan is being reviewed for approval by headquarters and changes are requested, these changes are accomplished through the incorporation of "change pages." These change pages should be marked with a bar in the margin identifying the changed portion(s) and a revision number and date in the lower right hand corner of the page. The field focal point will forward change pages to the Headquarters' focal point as appropriate. Normally, change pages are not reviewed by the functional field offices; however, the field focal point should advise the applicable functional staff offices of the change being submitted, if appropriate.

If a change occurs to the program which significantly affects the acquisition plan, the contracting officer shall submit a revised acquisition plan to the approval authority with a statement summarizing the changes. Examples of changes which might warrant a plan revision are scope, dollar value, or contract type changes. The revised acquisition plan should reflect the current status of the action(s) described.

Acquisition plan amendments shall be processed after acquisition approval when significant program changes occur. Examples include but are not limited to changes in contract type, significant changes in quantity, changes in scope of work required, period of performance, or funding requirements. Acquisition plan amendments must contain a signed cover sheet with the basic acquisition plan number and sequential amendment number designation. For minor revisions, acquisition plan amendments must contain a clear description of each changed sentence or paragraph, an explanation of the reason for and significance of the changes, and acquisition plan replacement pages. For major revisions, acquisition plan amendments must contain an entire amended acquisition plan and a "Changes Made by Amendment X to Acquisition plan Y" document summarizing the changes.

Processing of amendments should be managed through the same five phase preparation process used to approve new acquisition plans.

Chapter 8

Preparer's and Reviewer's Checklist for Success

FOR PREPARERS:

-- DO HOLD A KICKOFF MEETING WITH THE PROGRAM OFFICE TEAM

-- DO PLAN FIRST, AND THEN DOCUMENT THE PLAN -- THE LITTLE STUFF IS EASY WHEN YOU FIGURE OUT THE BIG STRATEGY ISSUES:

-- What are your performance, cost, and schedule objectives?
-- What are the user's requirements? Have they been addressed?
-- What are the risks of not achieving them?
-- What contract type is appropriate given the risks?
-- What metrics will be used to accept the deliverables(s)?
-- How will the user maintain the items?
-- How will the user keep the items operational?
-- What kinds of data do we, the user, and supporter need?
-- Is there a competitive market for the effort
-- Does the market research indicate that this acquisition should be set-aside for small business?
-- How can we develop/sustain competition through follow-on and support efforts?
-- Do we need a warranty?
-- What does the market place offer?
-- Is my requirement overstated in a way that might preclude commercial items?
-- What are the customary commercial practices for buying the item?

-- For environmental cleanup or remediation requirements, what characterization data is available and what are the end point criteria?

--What are unknowns and what are the risks associated with those unknowns?

-- What Government Furnished property, services, and data will be required and what are the risk associated with providing that data regarding quality and timeliness

-- DO GET THE HELP OF THE FUNCTIONAL "EXPERTS" AND THE IPT WHEN YOU NEED IT.

-- DO GIVE A CLEAR OVERALL NON-TECHNICAL DESCRIPTION OF YOUR PROGRAM. EXPECT THOSE WHO READ THE PLAN TO BE TOTALLY UNFAMILIAR WITH YOUR PROGRAM

-- DO ENSURE THE PLAN IS CONSISTENT WITH THE STRATEGY DISCUSSED BY THE IPT -- HIGHLIGHT AND EXPLAIN DIFFERENCES

-- DO INCLUDE THE DISPOSITION OF IPT RECOMMENDATIONS IN APPROPRIATE PORTIONS OF THE PLAN

-- DO USE SPELL CHECK PROGRAMS AND HAVE YOUR TEAM PERFORM A THROUGH QUALITY CHECK

-- DO USE THIS GUIDE IN PREPARING THE PLAN

-- DO USE YOUR TEAM TO ACCOMPLISH REGULATORY RESEARCH NEEDED TO FULLY UNDERSTAND THE ACQUISITION PLANNING ISSUES TO BE INCLUDED IN THE PLAN

-- DO EXPLAIN IN SUFFICIENT DETAIL ANY PROGRAM OR CONTRACT FUNDING

-- DON'T LEAVE OUT DISCUSSION OF CONTRACT OPTIONS

-- DON'T FORGET AAMFTWDKWTM (Acronyms Are Meaningless For Those Who Don't Know What They Mean)

-- DON'T SIMPLY INDICATE A TOPIC IS NON-APPLICABLE WITHOUT SAYING WHY. (This will save you many comments from future reviewers.)

-- DON'T START THE CONSULTATION PHASE UNTIL YOU AND YOUR TEAM FEEL THE PLAN IS TRULY COMPLETE

FOR REVIEWERS:

-- DO PROVIDE COMMENTS WHICH ARE SPECIFIC AND CAN BE ACTED UPON (DON'T JUST ASK QUESTIONS)

-- DO CALL THE PROGRAM MANAGER, CONTRACTING OFFICER, OR THE FIELD FOCAL POINT FOR ACQUISITION PLANS IF YOU HAVE QUESTIONS DURING YOUR REVIEW

-- DO CLEARLY IDENTIFY THE PAGE, SECTION, PARAGRAPH, AND LINE TO WHICH YOUR COMMENT APPLIES

-- DO GIVE COMPLETE REGULATION CITES WHEN APPLICABLE

-- DO PROVIDE SPECIFIC ALTERNATIVE WORDING IF ORIGINAL WORDING IS UNCLEAR OR AMBIGUOUS

-- DO REMEMBER THIS GUIDE IS NOT DIRECTIVE. PLAN CONTENTS ARE PRESCRIBED BY THE FAR AND FAR SUPPLEMENTS

-- DO REMEMBER, YOUR GOAL IS TO HELP THE PROGRAM MANAGER PUT TOGETHER A SUCCESSFUL ACQUISITION PROGRAM PLAN

Chapter 9

Process Measurement and Improvement

It is hoped that this guide and other process improvements will help you efficiently prepare high quality acquisition plans. When quality is built-in, the process can be pretty quick and painless. However, it can always get better which is why Office of Procurement and Assistance Management is committed to the concept of continuous process improvement for the acquisition planning process and welcomes your suggestions and lessons learned to simplify and speed the process while continuing to meet the regulatory requirements placed on this critical aspect of the acquisition business.

Chapter 10

The Acquisition Plan Template

-- FORMAT AND STRUCTURE PRESENTED ARE FOR GUIDANCE ONLY
-- TOPICS ARE PRESCRIBED BY THE FAR AND DOE ORDER 413.3A.3
-- ENSURE REVIEWER ACCESS TO ALL DOCUMENTS REFERENCED
-- INCLUDE ALL RELATED CONTRACT ACTIONS
-- BE CONSISTENT WITH IPT DISCUSSIONS/RECOMMENDATIONS
-- INCLUDE AP CHANGES, AMENDMENTS, AND UPDATES

The requirement for preparation of the written acquisition plan is defined in the Federal Acquisition Regulation (FAR) Part 7 as supplemented by Department of Energy Acquisition Regulation (DEAR) Acquisition Guide Chapter 7.1. This template is not intended to serve as a substitute for these regulations; therefore, as each topic is discussed, specific regulatory citations are provided to facilitate your reference.

Template

NOTE: Instructional information in this template appears in italics.

This template describes the required contents and provides a recommended format and structure for acquisition plans, including the cover page and table of contents. Following the description of each paragraph, the appropriate FAR or FAR supplement citation is provided to facilitate your reference to the specific requirements of the regulation. Although any format which meets the requirements of the FAR and supplements is acceptable, it is recommended that you follow the suggested paragraph structure in this guide to ensure that all required information is included. If a topic or sub-topic does not apply to your acquisition, you should state that it does not apply and, if appropriate, explain the reason. This avoids questions as to whether the topic does not apply or was just overlooked. You may add sub-paragraphs as necessary to clearly present the unique aspects of your program.

The Acquisition plan preparer shall ensure that reviewers at all management levels have access to documents referenced in the Acquisition plan. Accomplish this by providing the document, reproducing and attaching pertinent extracts, or quoting the reference within the body of the plan, whichever is the most practical. Documents may be referenced provided they can be made available for immediate use if needed by the reviewing officials.

The requirements for written acquisition plans are detailed in FAR Part 7 and Department of Energy Acquisition Guide Chapter 7.1. If multiple contract actions are required to satisfy the

program objectives, the plan should address all of these required contracts and show how the actions are integrated to achieve the objectives.

Acquisition plans which do not contain classified information shall be marked "PROCUREMENT SENSITIVE" and be handled accordingly. For classified procurements, the appropriate classification guides and regulations for classified acquisition plan procedures should be consulted.

If a change occurs to the program which significantly affects the acquisition plan, the contracting officer shall submit a revised acquisition plan to the approval authority with a statement summarizing the changes. Changes which might warrant a revision include scope, dollar value, or contract type changes. The revised acquisition plan should reflect the current status of the action(s) described. Changes in the acquisition plan shall be identified by a vertical bar in the right margin.

Acquisition plan amendments shall be processed after acquisition plan approval when significant program changes occur. Examples include but are not limited to changes in contract type, significant changes in quantity, changes in scope or work required, period of performance, or funding requirements. Acquisition plan amendments must contain a signed cover sheet with the basic acquisition plan title and sequential amendment number designation. For minor revisions, acquisition plan amendments must contain a clear description of each changed sentence or paragraph, an explanation of the reason for and significance of the changes, and acquisition plan replacement pages. For major revisions, acquisition plan amendments must contain an entire amended acquisition plan and a "Changes Made by Amendment X to Acquisition plan Y" document summarizing the changes.

ACQUISITION PLAN TEMPLATE

Insert Month and Year

ACQUISITION PLAN COVER SHEET

CONTRACTING ACTIVITY NAME
ACQUISITION PLAN TITLE
AMENDMENT NUMBER

PROGRAM NAME

Prepared By: _____

Name
Title
Position
Office Symbol, Telephone Number
Date Completed

Coordinations: _____

Name
Contracting Officer
Office Symbol, Telephone Number
Date

_____

Name
Head of Contracting Activity (HCA)
Office Symbol, Telephone Number
Date

ACQUISITION PLAN

TABLE OF CONTENTS

A. ACQUISITION BACKGROUND AND OBJECTIVES

1.0 Program Description
1.1 Program Authority and Identification
1.2 Statement of Need
1.3 Background
1.4 Acquisition Alternatives
1.5 Program Direction Documents
1.6 Applicable Statutes
1.7 Energy Systems Acquisition Advisory Board Schedule and Approvals
1.8 Milestone Chart Depicting the Objectives of the Acquisition
1.9 Milestones for Updating the Acquisition Plan.
2.0 Applicable Conditions
3.0 Cost.
3.1 Life-Cycle Cost.
3.2 Design-To-Cost.
3.3 Application of Should Cost.
3.4 Contract Pricing
4.0 Capability or Performance
5.0 Delivery or Performance-Period Requirements
6.0 Trade-Offs
7.0 Risks.
8.0 Acquisition Streamlining

B. PLAN OF ACTION

1.0 Sources
2.0 Competition
2.1 Competition, Follow-on Contracts
2.2 Competition, Spares, and Repair Parts
2.3 Competition, Subcontracts
2.4 Multiple Sourcing
3.0 Source Selection Procedures
4.0 Acquisition Considerations
4.1 Contract Type
4.2 Site Utilization and Management Planning
4.3 Warranties

4.4 Contract Administration/Management
5.0 Budgeting and Funding
5.1 Program Funding
5.2 Contract Funding
6.0 Product or Service Descriptions
7.0 Priorities, Allocations, and Allotments
8.0 Contractor Versus Government Performance
9.0 Inherently Governmental Functions
10.0 Management Information Requirements
11.0 Make or Buy
12.0 Test and Evaluation
13.0 Logistics Considerations
13.1 Assumptions Concerning Contractor or Agency Support
13.2 Quality Assurance, Reliability, Maintainability, Warranties
13.3 Requirements for Contractor Data
13.4 Standardization Concepts
14.0 Government Furnished Property
15.0 Government Furnished Information
16.0 Environmental and Energy Conservation Considerations
17.0 Security Considerations
18.0 Contract Administration
19.0 Other Considerations
20.0 Milestones for the Acquisition Cycle
21.0 Identification of Participants in Acquisition Plan Preparation.

Attachment 1	Program Schedule
Attachment 2	IPT Meeting Minutes
Attachment 3	Funding Milestones
Attachment 4	Justification For Other Than Full and Open Competition (if applicable) (Do not include this attachment if the acquisition is competitive.)
Attachment 5	Others, As Required

A. ACQUISITION BACKGROUND AND OBJECTIVES

1.0 PROGRAM DESCRIPTION

1.1 PROGRAM AUTHORITY AND IDENTIFICATION

1.2 STATEMENT OF NEED - FAR 7.105(a)
1.3 BACKGROUND - FAR 7.105(a)

1.4 ACQUISITION ALTERNATIVES - FAR 7.105(a)

1.5 PROGRAM DIRECTION DOCUMENTS – Identify any relevant program documents

1.6 APPLICABLE STATUTES

1.7 ENERGY SYSTEMS ACQUISITION ADVISORY BOARD SCHEDULE AND APPROVALS

1.8 MILESTONE CHART DEPICTING THE OBJECTIVES OF THE ACQUISITION
1.9 MILESTONES FOR UPDATING THE ACQUISITION PLAN
2.0 APPLICABLE CONDITIONS - FAR 7.105(a)(2)
3.0 COST FAR 7.105(a)(3)The total estimated cost of the contract(s) covered by this acquisition plan, including all contract options, is $___. This total includes the following appropriation types:

The total required contract funding by fiscal year and appropriation is presented in greater detail in section B.5.2 of this acquisition plan.

This cost estimate is based upon

3.1 LIFE-CYCLE COST (LCC) - FAR 7.105(a)(3)(i)

Discuss as applicable.

3.2 DESIGN-TO-COST (DTC) - FAR 7.105(a)(3)(ii)

Discuss as applicable.

3.3 APPLICATION OF SHOULD COST - FAR 7.105(a)(3)(iii)

3.4 CONTRACT PRICING - FAR 15

4.0 CAPABILITY OR PERFORMANCE - FAR 7.105(a)(4)

5.0 DELIVERY OR PERFORMANCE - PERIOD REQUIREMENTS – FAR 7.105(a)(5)

6.0 TRADE-OFFS – FAR 7.107(a)(6)

7.0 RISKS – FAR 7.105(a)(7)

8.0 ACQUISITION STREAMLINING – FAR 7.105(a)(7

B. PLAN OF ACTION

1.0 SOURCES – FAR 7.105(b)(1) The following potential sources have been identified for this acquisition:

NAME LOCATION TYPE

The above sources responded to a sources sought synopsis issued on_____ . Based upon initial screening, the following sources are considered capable of performing the proposed contract:_____. [Identify sources.]A small business set-aside (is/is not) considered appropriate. There are/are not at least two small business sources capable of meeting the government's requirement. A Notice of Contract Action will be published in the FedBizOpps on or about_____. A copy of the solicitation will be provided to any firm which requests one.

2.0 COMPETITION – FAR 7.105(b)(2)(i)

2.1 COMPETITION, FOLLOW-ON CONTRACTS – FAR7.105(b)(2)(ii)

2.2 COMPETITION, SPARES, AND REPAIR PARTS – FAR 7.105(b)(2)(iii)2.3 COMPETITION, SUBCONTRACTS – FAR 7.105(b)(2)(iv)

2.4 MULTIPLE SOURCING

Discuss as applicable.

3.0 SOURCE SELECTION PROCEDURES – FAR 7.105(b)(3)

4.0 ACQUISITION CONSIDERATIONS – FAR 7.105(b)(4)

4.1 CONTRACT TYPE

4.2 SITE UTILIZATION AND MANAGEMENT PLANNING

4.3 WARRANTIES4.4CONTRACT ADMINISTRATION/MANAGEMENT

5.0 BUDGETING AND FUNDING – FAR 7.105(b)(5)

5.1 PROGRAM FUNDING

5.2 CONTRACT FUNDING

6.0 PRODUCT OR SERVICE DESCRIPTIONS – FAR 7.105(b)(6)

7.0 PRIORITIES, ALLOCATIONS, AND ALLOTMENTS - Acquisition Guide Chapter 11.1

8.0 CONTRACTOR VERSUS GOVERNMENT PERFORMANCE – FAR 7.105(b)(8)

9.0 INHERENTLY GOVERNMENTAL FUNCTIONS – FAR 7.105(b)(9)

10.0 MANAGEMENT INFORMATION REQUIREMENTS – FAR 7.105(b)(10)

11.0 MAKE OR BUY – FAR 7.105(b)(11)

12.0 TEST AND EVALUATION – FAR 7.105(b)(12)

13.0 LOGISTICS CONSIDERATIONS – FAR 7.105(b)(13)13.1 ASSUMPTIONS CONCERNING CONTRACTOR OR AGENCY SUPPORT – FAR 7.105(b)(13)(i)
13.2 QUALITY ASSURANCE, RELIABILITY, MAINTAINABILITY, WARRANTIES – FAR 7.105(b)(13)(ii)
13.3 REQUIREMENTS FOR CONTRACTOR DATA – FAR 7.105(b)(13)(iii)

13.4 STANDARDIZATION CONCEPTS – FAR 7.105(b)(13)(iv)

14.0 GOVERNMENT FURNISHED PROPERTY (GFP) – FAR 7.105(b)(14)

15.0 GOVERNMENT FURNISHED INFORMATION – FAR 7.105(b)(15)

16.0 ENVIRONMENTAL AND ENERGY CONSERVATION CONSIDERATIONS – FAR 7.105(b)(16) and AL 2002-05

17.0 SECURITY CONSIDERATIONS – FAR 7.105(b)(17) and DEAR 904.4, 904.70 and 904.71

18. CONTRACT ADMINISTRATION – FAR 7.105(b)(18) and Acquisition Guide Chapter 42

19.0 SITE FACILITY CONTRACTS – AL 2006-11

20.0 OTHER CONSIDERATIONS – FAR 7.105(b)(19)

21.0 MILESTONES FOR THE ACQUISITION CYCLE – FAR 7.105(b)(20)

MILESTONE SCHEDULE	DATE:
Program Approval	
Statement of Work Complete	
Specifications	
Data Requirements	
Acquisition Plan Approval	
Purchase Request	
Justification for Other Than Full & Open Competition	
Issuance of Synopsis (Sources Sought)	
Draft RFP Approval	
Issuance of Draft RFP	
Approval of Required Determinations and Findings (D&Fs)	
Pre-solicitation Conference	
Approval of Source Selection Plan/Standards	
Issuance of Synopsis (Notice of Contract Action)	
Solicitation Approval	
Issuance of Solicitation	
Receipt of Proposals	
Complete Evaluation of Proposals and Audits	
Establishment of the Competitive Range	
Conduct Discussions	
Request Final Price Revision	
Complete Evaluation of Responses	
Source Selection	
Complete Contract Preparation, Review, and Clearance	
Contract Award	

22.0 IDENTIFICATION OF PARTICIPANTS IN ACQUISITION PLAN PREPARATION – FAR 7.105(b)(21)

The following personnel have been consulted in the preparation of this acquisition plan:

Name	Title	Office	Phone