



Individual Acquisition Plan Template

A Mandatory Reference for ADS Chapter 300

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ACQUISITION PLAN TEMPLATE

BUREAU FOR MANAGEMENT (M)
OFFICE OF ACQUISITION AND ASSISTANCE
TEMPLATES SERIES

DECEMBER 2012



ACQUISITION PLAN Template

{Insert Project Name}
{Insert Project Acronym}

Solicitation Number: **{Insert Solicitation Number, if known}**

DATE: **{INSERT MONTH & YEAR}**

{INSERT NAME OF APPLICABLE COORDINATION OFFICIALS}

COORDINATION:

Activity Manager (Print & Sign) Date

Program/Project Development Officer (Print & Sign) Date

OSDBU (if applicable)

Contracting Officer (Print & Sign) Date

General Counsel/RLA (Print & Sign) Date

APPROVED:

SSA/Contracting Officer (Print & Sign) Date

(Print & Sign) Date

Per 7.103(j), the plan must be approved and signed at least one level above the contracting officer

{Modify coordination list as appropriate. Per 7.103(j), for other than firm-fixed-price contracts, the plan must be approved and signed at least one level above the contracting officer.}

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1.0 ACQUISITION BACKGROUND AND OBJECTIVES

This Acquisition Plan (AP) is prepared in accordance with Federal Acquisition Regulation (FAR) Part 7.105 and as required in Automated Directives System (ADS) Chapter 301.3.8. Certain terms used are defined in FAR 7.101 and are included at the end of this template.

1.1 Statement of Need.

{Per FAR 7.105(a)(1): Introduce the plan by a brief statement of need. Summarize the technical and contractual history of the acquisition. Discuss feasible acquisition alternatives, the impact of prior acquisitions on those alternatives, and any related in-house effort. For service contracts, describe the strategies for implementing performance-based acquisition methods or provide rationale for not using those methods (FAR 7.105 and 37.6)}

1.1.a. Need/Requirement. The *{Project name or description of effort}* is to provide support for ... A brief description of the project/program can be taken from the Concept Paper.

1.1.b. Technical and contractual history: This is a *{new/continuing}* requirement that will be acquired through a *{sealed bid/competitive negotiated}* acquisition process. *{If this is a continuing requirement, add the following:}* The incumbent contractor is *{name and type of entity, e.g., large for-profit, small business, non-profit, university, etc. If the incumbent is a small business, identify the category of small business; see FAR Part 19 for requirements for Small Business Set-Asides and Bundling}*, under a *{type of contract}* identified as Contract No. *{insert number}* covering the period of *{xx/xx/xx}* through *{xx/xx/xx}*.

1.1.c. Acquisition alternatives: A review of the potential acquisition alternatives was done taking into consideration previous acquisitions of a similar item or service, the impact of prior acquisitions on these alternatives, and related in-house efforts, which indicated that the best acquisition method was *{identify; then provide the rationale and reasoning for selecting or not selecting each acquisition alternative considered. Check the Project Appraisal Document (ADS 201.3.9.4) or equivalent documentation for any discussion on alternatives that were considered to achieve the goal/objectives of the program.}*

1.2 Applicable conditions.

The applicable significant conditions affecting this acquisition are *{Per FAR 7.105(a)(2): State all significant conditions affecting the acquisition, such as (i) Requirements for compatibility with existing or future systems or programs; and (ii) Any known cost, schedule, and capability or performance constraints.}*

1.3 Cost.

{Per FAR 7.105(a)(3): Set forth the established cost goals for the acquisition and the rationale supporting them}

The total estimated cost of the contract(s) covered by this acquisition plan, including all contract options, is *\${amount}*. This estimate is based on an independent government cost estimate developed

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using *{insert basis for estimate, such as historical implementation costs, administration costs and other costs and discuss}*.

The following related cost concepts will be employed in the acquisition process *{ Per FAR 7.105(a)(3): discuss related cost concepts to be employed, including, as appropriate, the following items}*:

1.3.a. Life-cycle cost. Life-cycle cost (LCC) analysis does not apply to this acquisition since the acquisition is not for systems or development. *{If the acquisition is for systems or development, delete previous sentence and discuss how life-cycle cost will be considered. If it is not used, explain why. If appropriate, discuss the cost model used to develop life-cycle-cost estimates.}*

1.3.b. Design-to-cost. Design-to-cost (DTC) objectives do not apply to this acquisition since the acquisition is not for systems or equipment. *{If the acquisition is for systems or development, delete previous sentence and describe the design-to-cost objective(s) and underlying assumptions, including the rationale for quantity, learning-curve, and economic adjustment factors. Describe how objectives are to be applied, tracked, and enforced. Indicate specific related solicitation and contractual requirements to be imposed.}*

1.3.c. Application of should-cost. Should-cost analysis *{applies/does not apply}* to this acquisition. *{Explain.} {This section is most applicable to major systems acquisitions. Describe the application of should-cost analysis to the acquisition (see 15.407-4). If should-cost applies, explain how should-cost analysis will be applied and what factors will be considered.}*

1.4 Capability or performance.

The prospective contractor needs to have the following capabilities, performance characteristics or standards in order to meet the requirements for this acquisition: *{Per FAR 7.105(a)(4): Specify the required capabilities or performance characteristics of the supplies or the performance standards of the services being acquired and state how they are related to the need.}*

1.5 Delivery or performance-period requirements.

The delivery or performance period requirements for this acquisition is based on *{fill in required period of performance.} { Per FAR 7.105(a)(5): Describe the basis for establishing delivery or performance-period requirements (see Subpart 11.4). Explain and provide reasons for any urgency if it results in concurrency of development and production or constitutes justification for not providing for full and open competition.}*

1.6 Trade-offs.

The following trade-offs and the expected consequences for allowing a trade-off have been considered for this acquisition as follows: *{Per FAR 7.105(a)(6): Discuss the expected consequences of trade-offs among the various cost, capability or performance, and schedule goals. See also FAR 15.101-1.}*

1.7 Risks.

The following identifies the potential technical, cost and schedule risks for this acquisition, the planned actions to reduce these risks, and the consequences of failure to achieve goals: *{ Per FAR 7.105(a)(7):*

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Discuss technical, cost, and schedule risks and describe what efforts are planned or underway to reduce risk and the consequences of failure to achieve goals. If concurrency of development and production is planned, discuss its effects on cost and schedule risks.

1.8 Acquisition streamlining.

Acquisition streamlining does not apply per FAR 7.101, as the acquisition is not for systems.

{Per FAR 7.105(a)(8): If specifically designated by the Agency as a program subject to acquisition streamlining, discuss plans and procedures to—(i) Encourage industry participation by using draft solicitations, presolicitation conferences, and other means of stimulating industry involvement during design and development in recommending the most appropriate application and tailoring of contract requirements; (ii) Select and tailor only the necessary and cost-effective requirements; and (iii) State the timeframe for identifying which of those specifications and standards, originally provided for guidance only, shall become mandatory. Even for procurements that are not for systems, the requiring office and the CO may agree to implement similar plans and procedures if doing so reasonably leads to a more efficient and effective procurement strategy. See also section 2.1.a below. }

2.0 PLAN OF ACTION—

2.1 Sources.

*{Per FAR 7.105(b)(1): Indicate the prospective sources of supplies or services that can meet the need. Consider required sources of supplies or services (see [Part 8](#)) and sources identifiable through databases including the Governmentwide database of contracts and other procurement instruments intended for use by multiple agencies available at www.contractdirectory.gov/contractdirectory/. Include consideration of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns (see [Part 19](#)), and the impact of any bundling that might affect their participation in the acquisition (see [7.107](#)) ([15 U.S.C. 644\(e\)](#)). When the proposed acquisition strategy involves bundling, identify the incumbent contractors and contracts affected by the bundling. Address the extent and results of the **market research** and indicate their impact on the various elements of the plan (see [Part 10](#)).}*

2.1.a. The following techniques were used to conduct market research:

{List and describe the techniques used. Per FAR 10.002(b)(2), techniques for conducting market research may include any or all of the following: (i) Contacting knowledgeable individuals in Government and industry regarding market capabilities to meet requirements, (ii) Reviewing the results of recent market research undertaken to meet similar or identical requirements, (iii) Publishing formal requests for information in appropriate technical or scientific journals or business publications, (iv) Querying the Governmentwide database of contracts and other procurement instruments intended for use by multiple agencies available at www.contractdirectory.gov/contractdirectory/ and other Government and commercial databases that provide information relevant to agency acquisitions, (v) Participating in interactive, on-line communication among industry, acquisition personnel, and customers, (vi) Obtaining source lists of similar items from other contracting activities or agencies, trade associations or other sources, (vii) Reviewing catalogs and other generally available product literature published by manufacturers, distributors, and dealers or available on-line, (viii) Conducting

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interchange meetings or holding presolicitation conferences to involve potential offerors early in the acquisition process. Another technique is publishing sources sought notices in Federal Business Opportunities (FBO)}

2.1.b. Market research resulted in the following relevant information that has influenced the planned acquisition approach: *{The following discussion areas are based on FAR 10.001(a)(3)}*

2.1.b.(i) The following potential sources are capable of satisfying the agency’s requirements and were identified using the market research techniques described above.

<u>Name</u>	<u>Location (City, State)</u>	<u>Type of Entity*</u>	<u>Potentially Capable</u>

*The following codes are used under type of entity:

L = Large business concern	MI = Minority Institution (post secondary)
SB = Small business concern	WO = Woman-Owned small business concern
SDB = Small disadvantaged business concern	HUBZone = HUBZone small business concern
8(a) = SDB Qualified under the 8(a) Program	NP = Not-for-profit or non-profit
UNIV = University or educational institution	VO = Veteran-owned small business concern
HBCU = Historically black college or university	SDVO = Service-disabled VO small business
LFP = Local for-profit entity (see ADS XXX for definition)	LNP = Local non-profit entity (see ADS XXX for definition)

A small business set-aside *{is/is not}* considered appropriate because *{identify, e.g., at least two small business sources capable of meeting the Government's requirement were not identified}*. The Office of Small and Disadvantaged Business Utilization Small Business Review, form 1410-14 was coordinated with the Small Business Specialist. A copy of the solicitation will be provided to any firm that requests one. *{See FAR 7.105((b)(1), FAR Part 19}*.

2.1.b.(ii) Availability of Commercial or Nondevelopmental items. *{Discuss availability of commercial items or, to the extent commercial items suitable to meet the agency’s needs are not available, nondevelopmental items are available that— (A) Meet the agency’s requirements; (B) Could be modified to meet the agency’s requirements; or (C) Could meet the agency’s requirements if those requirements were modified to a reasonable extent. See FAR 10.001(a)(3)(ii).}*

2.1.b.(iii) Extent to which commercial items or nondevelopmental items could be incorporated at the component level. *{Discuss. See FAR 10.001(a)(3)(iii)}*

2.1.b.(iv) Standard commercial practices. *{Discuss the practices of firms engaged in producing, distributing, and supporting commercial items, such as type of contract, terms for warranties, buyer financing, maintenance and packaging, and marking. See FAR 10.001(a)(3)(iv).}*

2.1.b.(v) Recovered materials and energy conservation and efficiency. *{Discuss the maximum practicable use of recovered materials (see [Subpart 23.4](#)) and the promotion of energy conservation and efficiency under the acquisition. See FAR 10.001(a)(3)(v).}*

2.1.b.(vi) Bundling: Bundling of requirements *{does/does not}* apply to this requirement. *{Discuss whether bundling is necessary and justified. See FAR 7.107, 15 U.S.C. 644(e)(2)(A), and FAR 10.001(a)(3)(vi).}*

2.1.b.(vii) Accessibility Standards for Electronic and Information Technology. This acquisition is not for the purpose of procuring electronic and/or information technology. *{If the acquisition **is** to procure electronic or information technology, delete the previous sentence and discuss the availability of electronic and information technology that meets all or part of the applicable accessibility standards issued by the Architectural and Transportation Barriers Compliance Board at 36 CFR Part 1194 (see [Subpart 39.2](#)). See FAR 10.001(a)(3)(vii).}*

2.2 **Competition.**

2.2.a. Competition will be sought, promoted, and sustained throughout the course of the acquisition by *{Describe.}* *{Per FAR 7.105(b)(2)(i): If full and open competition is not contemplated, delete the previous sentence and cite the authority in FAR 6.302, AIDAR 706.302, or other (for example, “notwithstanding authority”); discuss the basis for the application of that authority; identify the source(s); and discuss why full and open competition cannot be obtained. }*

2.2.b. This acquisition does not contain multiple major components or subsystems. *{If the acquisition does involve more than one major component or subsystems, delete the previous sentence and per FAR 7.105(b)(2)(ii), identify the major components or subsystems. Discuss component breakout plans relative to these major components or subsystems. Describe how competition will be sought, promoted, and sustained for these components or subsystems.}* *{If the acquisition contains multiple major components, such as delivery of multiple training courses, explain why it is not in the Government’s interest to split the components into multiple acquisitions.}*

2.2.c. Spares and repair parts are not applicable to this acquisition. *{If the acquisition is for supplies that will require spares and/or repair parts, delete the previous sentence, and per FAR 7.105(b)(2)(iii), describe how competition will be sought, promoted, and sustained for spares and repair parts. Identify the key logistic milestones, such as technical data delivery schedules and acquisition method coding conferences that affect competition.}*

2.2.d. This acquisition has the potential for subcontracting opportunities that can be acquired through competition. The following steps will be taken to ensure that subcontracting competition is sought, promoted, and sustained throughout the course of the acquisition process and the contract effort: *{Describe.}* *{Per FAR 7.105(b)(2)(iv): When effective subcontract competition is both feasible and desirable, describe how such subcontract competition will be sought, promoted, and sustained throughout the course of the acquisition. Identify any known barriers to increasing subcontract competition and address how to overcome them. See also FAR 19.7 and 44.2}*

2.3 **Contract type selection.**

{Per FAR 7.105(b)(3), Discuss the rationale for the selection of contract type. See FAR 16.104 for factors in selecting contract type.}

The anticipated contract type is firm-fixed-price. A firm fixed price contract is appropriate because *{Explain. See FAR 16.202-2 for appropriate application of fixed price contracts. If the anticipated contract type is not firm-fixed-price, delete the previous sentence and use the format for 2.3.a. through 2.3.e. below.}*

{If the contract type is firm-fixed-price, delete the rest of this section. Per FAR 7.105(b)(3): For other than firm-fixed-price contracts, see 16.103(d) for additional documentation guidance. Acquisition personnel must document the acquisition plan with findings that detail the particular facts and circumstances, (e.g., complexity of the requirements, uncertain duration of the work, contractor's technical capability and financial responsibility, or adequacy of the contractor's accounting system), and associated reasoning essential to support the contract type selection. The contracting officer must ensure that requirements and technical personnel provide the necessary documentation to support the contract type selection.}

The purpose of this section is to document why the particular contract type was selected, pursuant to FAR 16.103(d)(1).

2.3.a. Why the contract type must be used to meet the agency need. A *{insert contract type}* must be used to meet the agency need because *{Explain. See FAR 16.103(d)(1)(i).}*

2.3.b. The Government's additional risks and the burden to manage the contract type selected. *{Explain. See FAR 16.103(d)(1)(ii). For example, when a cost-reimbursement contract is selected, the Government incurs additional cost risks, and the Government has the additional burden of managing the contractor's cost.}*

{For CPFF and other high-risk contract types, also include the following subsections 2.3(ii)(a)-(c).}

2.3.b.(i). How the Government identified the additional risks. The Government identified the additional risks by *{Discuss. For example, pre-award survey or past performance information. See FAR 16.103(d)(1)(ii)(A).}*

2.3.b.(ii). Nature of the additional risks. *{Discuss. For example, inadequate contractor's accounting system, weaknesses in internal control, or non-compliance with Cost Accounting Standards. See FAR 16.103(d)(1)(ii)(B).}*

2.3.b.(iii). How the Government will manage and mitigate the risks. The Government will manage and mitigate the risks by *{Discuss. See FAR 16.103(d)(1)(ii)(C).}*

2.3.c. Resources necessary to plan for, award, and administer the contract type. The following Government resources were identified as necessary to properly plan for, award, and administer the contract type selected: *{Explain. See FAR 16.103(d)(1)(iii). For example, describe the resources needed and the additional risks to the Government if adequate resources are not provided.}*

2.3.d. Because the anticipated contract type is other than firm-fixed-price, the following additional information is provided:

2.3.d.(i). Why other than a firm fixed price contract is appropriate. *{Per FAR 16.103(d)(1)(iv)(A), include analysis of why the use of other than a firm-fixed-price contract (e.g., cost reimbursement, time and materials, labor hour) is appropriate.}*

2.3.d.(ii). Facts and circumstances supporting contract type selection. *{Per FAR 16.103(d)(1)(iv)(B), include rationale that details the particular facts and circumstances (e.g. complexity of the requirements, uncertain duration of the work, contractor's technical capability and financial responsibility, or adequacy of the contractor's accounting system), and associated reasoning essential to support the contract type selection.}*

2.3.d.(iii). Adequacy of Government resources to plan for, award, and administer other than firm-fixed-price contracts. *{Per FAR 16.103(d)(1)(iv)(C), include an assessment regarding the adequacy of Government resources that are necessary to properly plan for, award, and administer other than firm-fixed-price contracts.}*

2.3.d.(iv). Planned actions to minimize use of other than firm-fixed-price contracts on future acquisition. *{Per FAR 16.103(d)(1)(iv)(D), include a discussion of the actions planned to minimize the use of other than firm-fixed-price contracts on future acquisitions for the same requirement and to transition to firm-fixed-price contracts to the maximum extent practicable.}*

2.3.e. Level-of-effort, price redetermination, or fee provision. *{Per FAR 16.103(d)(1)(v), discuss why a level-of-effort, price redetermination, or fee provision was included, as applicable.}*

2.4 Source-selection procedures.

See Attachment A for a comprehensive source selection plan. *{The source selection plan should be prepared in accordance with the Source Selection Plan Guidance and Template available at: http://spsinternal.usaid.gov/teams/M_Web_Documents/Shared%20Documents/A%20and%20A%20Templates/Source%20Selection%20Plan%20Template_Final2.docx } {If a comprehensive source selection plan has not been prepared, delete the reference to Attachment A, and per FAR 7.105(b)(4), discuss the source-selection procedures for the acquisition, including the timing for submission and evaluation of proposals, and the relationship of evaluation factors to the attainment of the acquisition objectives (see Subpart 15.3).}*

An Earned Value Management System (EVMS) and Integrated Baseline Review (IBR) are not required for this acquisition.

{If the acquisition is for a major acquisition for development (see FAR 35.001 for definition of "development"), delete the previous sentence and per FAR 7.105(b)(4), discuss (i) How the pre-award IBR will be considered in the source selection decision; (ii) How it will be conducted in the source selection process (see FAR 15.306); and (iii) Whether offerors will be directly compensated for the costs of participating in a pre-award IBR. See also FAR 34.202 (a) and OMB Circular A-11.}

2.5 Acquisition considerations.

2.5.a. Planning for the contemplated contract included the following considerations:

2.5.a.(i). Multiyear contracting, options, or other special contracting methods: The acquisition *{will/will not}* be a multiple year effort. This acquisition *{will/will not}* include options. *{Discuss reasons for including options if applicable.} {Per FAR 7.105(b)(5)(i): For each contract contemplated, discuss use of multiyear contracting, options, or other special contracting methods (see Part 17).}*

2.5.a.(ii). Special clauses or solicitation provisions. The following special clauses or provisions will apply to this acquisition: *{If no special clauses or provisions apply, delete the previous sentence and state-None. Otherwise, per FAR 7.105(b)(5)(i), discuss any special clauses or special solicitation provisions required.}*

2.5.a.(iii). FAR or AIDAR deviations required: *{If there are none, state - None.} {Otherwise, per FAR 7.105(b)(5)(i), discuss FAR deviations required (see Subpart 1.4). Also discuss any AIDAR deviations required (see AIDAR 7.104).}*

2.5.a.(iv). Contracting Method: The contracting method that will be used is *{sealed bidding/negotiation}* because *{Per FAR 7.105(b)(5)(i): Discuss whether sealed bidding or negotiation will be used and why. See also FAR Parts 14 and 15.}*

2.5.a.(v). Acquisition of Equipment. It is anticipated that the following equipment will be acquired by *{lease/purchase}* because *{Per FAR 7.105(b)(5)(i): Discuss whether equipment will be acquired by lease or purchase (see Subpart 7.4) and why.} {If no equipment is to be acquired, delete the previous sentence and state-None.}*

2.5.a.(vi). Other Considerations: *{Discuss any other pertinent issues.} {Per FAR 7.105(b)(5)(i): Provide rationale if a performance-based acquisition will not be used or if a performance-based acquisition for services is contemplated on other than a firm-fixed-price basis (see 37.102(a), 16.103(d), and 16.505(a)(3)).}*

2.5.b. Planning for each contemplated order included the following considerations:

2.5.b.(i). Requirements for information technology acquisitions. N/A *{If the requirements is an IT acquisition, delete N/A, and per FAR 7.105(b)(5)(ii)(A), discuss how the capital planning and investment control requirements of 40 U.S.C. 11312 and OMB Circular A-130 will be met (see 7.103(v) and Part 39).}*

2.5.b.(ii). Benefits to the Government. Anticipated benefits to the Government include: *{Per FAR 7.105(b)(5)(ii)(B), discuss why this action benefits the Government, such as when (1) The agency can accomplish its mission more efficiently and effectively (e.g., take advantage of the servicing agency's specialized expertise; or gain access to contractors with needed expertise); or (2) Ordering through an indefinite delivery contract facilitates access to small business concerns, including small disadvantaged business concerns, 8(a) contractors, women-owned small business concerns, HUBZone small business concerns, veteran-owned small business concerns, or service-disabled veteran-owned small business concerns.}*

2.5.b.(iii) Internet Protocol Requirements. N/A *{If the requirement is an IT acquisition using Internet Protocol, delete N/A and per FAR 7.105(b)(5)(iii), discuss whether the requirements documents include the Internet Protocol compliance requirements specified in 11.002(g) or a waiver of these requirements has been granted by the agency's Chief Information Officer.}*

2.5.b.(iv). Transition to firm-fixed-price contracts/orders. *{Make content in this section consistent with Section 2.3.d.(iv). above.} {Per FAR 7.105(b)(5)(iv): For each contract (and order) contemplated, discuss the strategy to transition to firm-fixed-price contracts to the maximum extent practicable. During the requirements development stage, consider structuring the contract requirements, e.g., contract line items (CLINS), in a manner that will permit some, if not all, of the requirements to be awarded on a firm-fixed-price basis, either in the current contract, future option years, or follow-on contracts. This will facilitate an easier transition to a firm-fixed-price contract because a cost history will be developed for a recurring definitive requirement.}*

2.6 Budgeting and funding.

The total estimated cost of the contract and basis for the estimate are set forth in Section 1.3 above. The estimated cost per year of the anticipated contract is estimated as follows:

Year 1: \${amount}

Year 2: \${amount}

{Insert additional years as necessary} {Also, include specific references to budget line items and program elements, where applicable.}

The contract is anticipated to be *{fully funded/incrementally funded}*. \${amount} of funding is available for *{Year 1/to fully fund the contract}* from *{specify source of funds}*. *{Per FAR 7.105(b)(6): Include budget estimates, explain how they were derived, and discuss the schedule for obtaining adequate funds at the time they are required (see Subpart 32.7). See also ADS 601, 602, and 603}*

2.7 Product or service descriptions.

The requirements for this acquisition are based on *{Per FAR 7.105(b)(7): Explain the choice of product or service description types (including performance-based acquisition descriptions) to be used in the acquisition. See also FAR 11.1}*

2.8 Priorities, allocations, and allotments.

USAID does not have DPAS rating authority for this acquisition. *{USAID does not have delegated Defense Priorities and Allocations System (DPAS) rating authority. Rating authority may be granted by Department of Commerce on a case-by-case basis. See <http://www.bis.doc.gov/dpas/> for more information. Per FAR 7.105(b)(8): When urgency of the requirement dictates a particularly short delivery or performance schedule, certain priorities may apply. If so, specify the method for obtaining and using priorities, allocations, and allotments, and the reasons for them (see Subpart 11.6).}*

2.9 Contractor versus Government performance.

The anticipated contract will not be used to perform inherently governmental activities, nor was the requirement previously performed by USG personnel. *{Edit previous sentence as necessary. Per FAR 7.105(b)(9): Address the consideration given to OMB Circular No. A-76 (see Subpart 7.3).}*

2.10 Inherently governmental functions.

A review of the requirements was performed in accordance with FAR 7.5 to ensure that the proposed contract does not include performance of any inherently governmental functions. *{Per FAR 7.105(b)(10), address the consideration given to Subpart 7.5. Additionally, the **Office of Federal***

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Procurement Policy (OFPP) Policy Letter 11-01 provides executive branch policy on the performance of inherently governmental and critical functions. Attach to this document the Inherently Governmental and Critical Functions Checklist and completed template provided as mandatory reference documents in ADS 301.

2.11 Management information requirements.

The post award administration and monitoring of the contractor's effort, to the degree known at this time, will be performed using the following techniques or systems: *{Per FAR 7.105(b)(11): Discuss, as appropriate, what management system will be used by the Government to monitor the contractor's effort. If an Earned Value Management System is to be used, discuss the methodology the Government will employ to analyze and use the earned value data to assess and monitor contract performance. In addition, discuss how the offeror's/contractor's EVMS will be verified for compliance with the American National Standards Institute/Electronics Industries Alliance (ANSI/EIA) Standard-748, Earned Value Management Systems, and the timing and conduct of integrated baseline reviews (whether prior to or post award). (See 34.202.) EVMS is only required for use for major acquisition for development as USAID procedure does not require EVMS for other acquisitions.}*

2.12 Make or buy.

A make or buy program was not applicable to this acquisition because *{Insert reason for not using. See FAR 15.407-2(c) for acquisitions requiring make or buy programs, most commonly used for major systems acquisitions.}* *{Per FAR 7.105(b)(12): Discuss any consideration given to make-or-buy programs (see 15.407-2).}*

2.13 Test and evaluation.

No test program is planned due to the nature of the acquisition. Evaluation will be conducted by *{insert description of plans for evaluation of contractor performance}*. Monitoring will be conducted by *{insert plans for monitoring, such as "Evaluation of the contractor's performance will be accomplished on a monthly/quarterly basis commencing with actual delivery of project XX services for XX program. Performance will be measured based upon reporting data submitted, contract performance standards, performance monitoring site reviews by COR, comments, complaints or compliments from host country government representatives, and on-site reviews.}* *{Per FAR 7.105(b)(13): To the extent applicable, describe the test program of the contractor and the Government. Describe the test program for each major phase of a major system acquisition. If concurrency is planned, discuss the extent of testing to be accomplished before production release.}*

2.14 Logistics considerations.

This acquisition is dependent on the following acquisitions and current contract efforts for a timely and efficient transition to occur in the delivery of *{insert top level program objectives}*: *{Per FAR 7.105(b)(14): Describe—*

(i) The assumptions determining contractor or agency support, both initially and over the life of the acquisition, including consideration of contractor or agency maintenance and servicing (see Subpart 7.3), support for contracts to be performed in a designated operational area or supporting a diplomatic or consular mission (see 25.301-3); and distribution of commercial items;

Source Selection Information - See FAR 2.101 and 3.104

(ii) *The reliability, maintainability, and quality assurance requirements, including any planned use of warranties (see Part 46);*

(iii) *The requirements for contractor data (including repurchase data) and data rights, their estimated cost, and the use to be made of the data (see Part 27); and*

(iv) *Standardization concepts, including the necessity to designate, in accordance with agency procedures, technical equipment as “standard” so that future purchases of the equipment can be made from the same manufacturing source.}*

2.15 Government-furnished property.

It is anticipated that Government-furnished property, material, and facilities will be required for contractor's performance of this requirement. The required Government-furnished property has been reviewed and it has been determined that no apparent problems exist that will hinder successful performance by the prospective contractor. A listing of the property and its availability date or the scheduled date for acquisition of the property follows:

Description	Availability/Acquisition Date

*{Per FAR 7.105(b)(15): Indicate any Government property to be furnished to contractors, and discuss any associated considerations, such as its availability or the schedule for its acquisition (see 45.102).}
{If it is anticipated that Government-furnished property will not be required, delete the above text and state - None. However, if the contractor will use, even temporarily USAID facilities, desks, equipment, computers, vehicles, etc, then list everything.}*

2.16 Government-furnished information.

It is anticipated that Government-furnished information will be required for contractor's performance. The availability of this information and the required delivery schedule to meet schedules required for contractor's performance have been reviewed and determined that no apparent problems exist that will hinder successful performance by the prospective contractor.

A list of the Government-furnished information anticipated follows:

Description	Availability/Acquisition Date

{If it is anticipated that Government-furnished information will not be required, delete the text and chart, leaving the title and state -- None. Otherwise, per FAR 7.105(b)(16), discuss any Government information, such as manuals, drawings, and test data, to be provided to prospective offerors and contractors. Indicate which information that requires additional controls to monitor access and distribution (e.g., technical specifications, maps, building designs, schedules, etc.), as determined by USAID, is to be posted via the enhanced controls of the GPE at <http://www.fedbizopps.gov> (see FAR 5.102(a)).}

2.17 Environmental and energy conservation objectives.

An Initial Environmental Examination (IEE) was performed by *{insert name of examining environmental officer}*. The result of the IEE was a determination of *{insert determination, such as negative with conditions}*. Based on the review, the following provisions will be used in the solicitation and resulting awards: *{USAID Environmental Procedures are in 22 CFR 216 and ADS 204. See <http://www.usaid.gov/policy/ads/200/204sac.pdf> for options}. {Per FAR 7.105(b)(17): Discuss all applicable environmental and energy conservation objectives associated with the acquisition (see Part 23), the applicability of an environmental assessment or environmental impact statement (see 40 CFR 1502), the proposed resolution of environmental issues, and any environmentally-related requirements to be included in solicitations and contracts (see 11.002 and 11.303).}*

2.18 Security considerations.

This acquisition does not have classified information nor is it a classified acquisition. *{For USAID policy and required procedures for classified contracts, see ADS 567. Classified Contracts and Awards Under USAID's National Industrial Security Program. If the contract is classified, delete the statement and per FAR 7.105(b)(18), discuss how adequate security will be established, maintained, and monitored (see Subpart 4.4). For information technology acquisitions, discuss how agency information security requirements (see ADS 545 Information Systems Security) will be met. For acquisitions requiring routine contractor physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system, discuss how agency requirements for personal identity verification of contractors will be met (see FAR Subpart 4.13, ADS 545, 562 **Physical Security Programs (Overseas)**, and ADS 565 **Physical Security Programs (Domestic)**.)}*

2.19 Contract administration.

The contract awarded as a result of this acquisition will be administered by *{insert name}* who was or will be nominated to be the Contracting Officer's Representative. *{Insert name}* was/will be nominated to be the Alternate Contracting Officer's Representative. Authorities to be delegated by the Contracting Officer to the COR include inspection and acceptance of deliverables. *{Per FAR 7.105(b)(19): Describe how the contract will be administered. In contracts for services, include how inspection and acceptance corresponding to the work statement's performance criteria will be enforced.}*

2.20 Other considerations.

{Discuss considerations pertaining to Agency policies that affect the acquisition, such as

- (i) Waivers to source and nationality policy (22 CFR 228 and ADS 310),*

Source Selection Information - See FAR 2.101 and 3.104

(ii) *Special approvals (e.g., for Grants Under Contracts, see ADS 302) or exceptions (e.g., branding and marking, see ADS 320).*

(iii) *Special considerations resulting from the mandatory gender analysis (ADS 201)}*

{Also, per FAR 7.105(b)(20), discuss, as applicable:

(i) Standardization concepts;

(ii) The industrial readiness program;

(iii) The Defense Production Act;

(iv) The Occupational Safety and Health Act;

(v) Support Anti-terrorism by Fostering Effective Technologies Act of 2002 (SAFETY Act) (see Subpart 50.2);

(vi) Foreign sales implications;

(vii) Special requirements for contracts to be performed in a designated operational area or supporting a diplomatic or consular mission; and

(viii) Any other matters germane to the plan not covered elsewhere.}

2.21 Milestones for the acquisition cycle.

See the comprehensive source selection plan in Attachment A, Section 1.3 for major milestones related to this acquisition. Also, the procurement action lead time (PALT) from GLAAS can be referenced or attached. *{See instructions regarding source selection plan in Section 2.4 above.} {Per FAR 7.105(b)(21), the following steps and any others that are appropriate must be addressed: acquisition plan approval; statement of work; specifications; data requirements; completion of acquisition-package preparation; purchase request; justification and approval for other than full and open competition where applicable and/or any required D&F approval; issuance of synopsis; issuance of solicitation; evaluation of proposals, audits, and field reports; beginning and completion of negotiations; contract preparation, review, and clearance; and contract award.}*

2.22 Identification of participants in acquisition plan preparation.

The following individuals were involved in the preparation of this acquisition plan:

<u>Name</u>	<u>Office</u>	<u>Work Status</u>	<u>Phone No.</u>	<u>E-mail address</u>	<u>Date</u>

{Per FAR 7.105(b)(22): List the individuals who participated in preparing the acquisition plan, giving contact information for each.}

3.0 USAID Specific and Implementation & Procurement Reform (IPR) Requirements

3.1 *{Ensure that a written compelling justification has been prepared by the activity manager for the choice of instrument and is attached to this acquisition plan. For details see ADS 304.}*

3.2 *{Address any IPR-specific requirements that apply to the particular procurement, as applicable.}*

DEFINITIONS (FAR 7.101)

As used in this template—

Acquisition streamlining means any effort that results in more efficient and effective use of resources to design and develop, or produce quality systems. This includes ensuring that only necessary and cost-effective requirements are included, at the most appropriate time in the acquisition cycle, in solicitations and resulting contracts for the design, development, and production of new systems, or for modifications to existing systems that involve redesign of systems or subsystems.

Life-cycle cost means the total cost to the Government of acquiring, operating, supporting, and (if applicable) disposing of the items being acquired.

Order means an order placed under a—

(1) Federal Supply Schedule contract; or

(2) Task-order contract or delivery-order contract awarded by another agency, (*i.e.*, Governmentwide acquisition contract or multi-agency contract).

Planner means the designated person or office responsible for developing and maintaining a written plan, or for the planning function in those acquisitions not requiring a written plan. See also ADS 301.2.