

## Comprehensive Acquisition Plan

### Project Information

**Plan Id**

4693

**Project Title**

Comprehensive Sample

**Project Number****Solicitation Number****Estimated Value**

\$59,000,000

**Nature of Action**

Federal Supply Schedule Solicitation

**Region**

00: Central Office

**Service**

V: OCAO: Office of the Chief Acquisition Officer

### 7.105(a) Acquisition Background and Objectives

#### 7.105(a)(1) Statement of Need

**Statement of Need**

Introduce the plan by a brief statement of need. Provide information on the acquisition and the agency's need. The Statement of Need is a short, concise statement of the goals, objectives, outcomes expected of the procurement which supports all of the details that follows in the document. Address/Discuss/Summarize at a minimum -

1. Description of Agency's bona fide need

## Technical and Contractual History

Address/Discuss/Summarize at a minimum -

1. Technical History (Past history of the requirement, e.g. existing stage of the hardware/software/technology)
2. Contractual History. A brief summary of all prior procurements related to this requirement, including task order numbers, awardee, whether single or multiple awards, dollar value, periods of performance, issuing/contracting office, scope, contract period, contract vehicle used, new requirement.

## Acquisition Alternatives

Address/Discuss/Summarize at a minimum -

1. Feasible acquisition alternatives. Discuss performance in-house by government employees, performance under an agreement with another government agency, or performance by a contractor under either a new contract or an existing contract.
2. Impact of prior acquisitions on the alternatives described above (i.e., whether alternative is related to a prior or similar effort, whether multiple contracts were awarded previously and proved ineffective, etc.)
3. Related in-house effort. Describe any existing government efforts to perform same or similar work with in-house employees.

### **7.105(a)(2-4) Applicable Conditions**

## Significant Conditions

You must identify and discuss all significant conditions affecting the acquisition, such as -

1. Requirements - Compatibility with current and/or future systems/programs. (i.e., is existing environment an open platform, are current applications proprietary), and
2. Any known cost, schedule, and capability or performance constraints

Cost (Budgetary) (i.e., is there sufficient funding available, has the correct fiscal year funds been provided, are the funds available for the intended purpose)

Schedule (i.e., is the schedule aggressive, are there schedule considerations that are dictated by outside sources, is schedule affected by internal agency considerations such as system obsolescence or expiring contracts or task orders.)

Capability or Performance (i.e., are there technical performance/reliability requirements/standards, are interfaces with other systems a factor)

## **Costs**

Set forth the established cost goals for the acquisition and the rationale supporting them, and discuss related cost concepts to be employed, including the following. Document the estimated costs for the products/services to be procured and the rationale for using the approach to estimating costs. Document the rationale for not using a specific cost model.

Discuss cost concepts used to determine the estimates. Identify how you plan to develop the IGCE, what methodology was used -

1. Life cycle cost: Discuss how life-cycle cost will be considered. Life cycle costs include costs for the supplies/services to be procured from inception to replacement or disposal. Discuss how life-cycle costs estimates are developed. Identify cost models used as appropriate, e.g., Rough Order of Magnitude or Independent Government Cost Estimate. If it is not used, explain why.

2. Design-to-cost: 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. If design effort is included, discuss the nature and amount of costs associated with the design. An understanding of the products/system cost drivers and consideration of cost drivers in establishing product specifications should be obtained in conjunction with the client. If design-to-cost approach is not applicable, use a statement similar to # "Design-to-cost objectives were not considered because they are not applicable due to the nature of the requirement. The products and services required do not involve any design effort."

3. Should Cost: Describe the application of should-cost analysis to the acquisition. The application of Should Cost is as outlined in FAR 15.407-4 and consists of either an overhead should cost review or a program should cost review. Should cost reviews are a specialized form of costs analysis. In most GSA acquisitions, this type of detailed cost analysis is not contemplated. Therefore, if should-cost analysis is not applicable, use a statement similar to the following # "Should-cost analysis was not performed because it is not applicable due to the nature of the requirement. Any should cost analysis will be performed by the client agency at the program level and not at the individual task order level." Then explain that the cost analysis will be limited to the pricing already established on the vehicle chosen for the acquisition.

## **Capability or Performance Conditions**

Provide a high level description of required capabilities or performance characteristic of the supplies or the performance standards of the services being acquired and state how they are related to the need. Discuss -



1. What is being acquired - what are the required capabilities or performance characteristics (i.e., technical/functional requirements for the system)?
2. Why is this necessary?
3. How is this related to the need?

### **7.105(a)(5) Delivery or Performance-Period Requirements**

#### **Delivery or Performance-Period Requirements**

Describe the basis for establishing delivery or performance period requirements (see subpart 11.4). Delivery is an essential element to an order and shall be clearly stated in the solicitation. When establishing a contract/order delivery or performance schedule, consideration shall be given to applicable factors such as the -

1. Explain reasons for establishing the period of performance
2. Explain and provide reasons for any urgency of need if it results in concurrency of development and production or constitutes justification for not providing for full and open competition. The urgency of the need must result in either concurrency of development and production or a justification for not providing for full and open competition. Do not describe or explain the urgency in terms of the client's need or desire for the services.
3. Number of years (base and option periods)
4. Development versus Maintenance/Warranty periods
5. Industry Practices
6. Market Conditions
7. Transportation time (i.e., overseas delivery)
8. Production Times
9. Capability of small business concerns
10. Administrative time for obtaining and evaluating offers and for awarding contracts
11. Time for contractors to comply with any condition precedent to contract/order performance; and

12. Time for the Government to perform its obligations under the contract/order (i.e., furnishing GFP)

Be sure the delivery schedule is realistic and meets the requirements of the acquisition. Unrealistic schedules restrict competition and may result in higher prices. Consider applicable factors such as, market conditions, production or transportation time, capabilities of small business concerns, time required for contractors to comply with any conditions contained in the order, and time required for the Government to fulfill its obligations, e.g., furnishing government property or information.

### **Explanation for Urgency**

Provide explanation as to why the acquisition is urgent in nature? Urgent and compelling?

#### **7.105(a)(6) Trade-Offs**

### **Trade-Offs**

Provide a brief description of and expected consequences of trade-offs among the various cost, capability or performance, and schedule goals. Discuss which of these goals is most important and how they will impact the procurement in comparison with the other goals. [NOTE: THE TRADE-OFFS REQUIRED TO BE ADDRESSED HERE ARE DIFFERENT THAN THE COST/TECHNICAL TRADE-OFF PERFORMED AS PART OF A BEST-VALUE BASIS FOR AWARD. DO NOT ADDRESS THE BEST VALUE COST/TECHNICAL TRADEOFF.] Document how the trade-offs will be addressed with respect to competing government interests, e.g. -

1. Quicker delivery of equipment resulting in higher cost (narrow margin for error)
2. Software development maximized at a higher cost
3. Schedule adjustments and affect on performance
4. Anticipated productivity gains, increased efficiencies/economies, or quality improvements
5. Budget versus technical capabilities

#### **7.105(a)(7) Risks**

### **Risks**

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.



Identify and describe any risks (and also rate as High, Moderate or Low) associated with the project, e.g. -

1. Schedule
2. Cost
3. Funding/budget availability
4. Technical obsolescence
5. Technical feasibility
6. Risk implicit in a particular contract type
7. Dependencies between a new project and other projects or systems
8. The number of simultaneous high risk projects to be monitored
9. Program management risk
10. Operational

Describe actions to manage and mitigate risk for each risk identified during the acquisition. Techniques may include, but are not limited to -

1. Prudent project management, monitoring progress, costs, schedules, etc.
2. Use of modular contracting
3. Thorough acquisition planning tied to budget planning by the program, finance and Contracting offices
4. Continuous collection and evaluation of risk-based assessment data
5. Prototyping prior to implementation
6. Post implementation reviews to determine actual project cost, benefits and returns
7. Focusing on risks and returns using quantifiable measures
8. Earned Value Management
9. Milestone Deliverables



10. Contract Management Plan

11. Quality Assurance Surveillance Plan

**7.105(a)(8) Acquisition Streamlining**

**Industry Involvement Plan**

If specifically designated by the requiring agency as a program subject to acquisition streamlining, discuss plans and procedures to:

- (i) encourage industry participation by using draft solicitation, presolicitation conferences, and other means of stimulating industry involvement during design, 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.

Describe other efforts to streamline the acquisition - including but not limited to -

- 1. Draft Solicitation
- 2. Limiting proposal requirements
- 3. Limiting length of proposals
- 4. Use of oral presentations
- 5. Use of e-Buy for solicitation
- 6. Advance notice with draft Sections C, H, and I; Statement of Objectives (SOO); Performance Work Statements, Request for Information (RFI)
- 7. Industry Days
- 8. Due Diligence
- 9. Selecting and tailoring only the necessary and cost effective requirements
- 10. Select time frames for the identifying specifications, requirements, and standards to be benchmarked and/or to be made mandatory



## 11. Other

### **Selection and Tailoring of Requirements Plan**

If specifically designated by the requiring agency as a program subject to acquisition streamlining, discuss plans and procedures to:

- (i) encourage industry participation by using draft solicitation, presolicitation conferences, and other means of stimulating industry involvement during design, 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.

Describe other efforts to streamline the acquisition - including but not limited to -

- 1. Draft Solicitation
- 2. Limiting proposal requirements
- 3. Limiting length of proposals
- 4. Use of oral presentations
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- 7. Industry Days
- 8. Due Diligence
- 9. Selecting and tailoring only the necessary and cost effective requirements
- 10. Select time frames for the identifying specifications, requirements, and standards to be benchmarked and/or to be made mandatory
- 11. Other



## Timeframe for Finalizing Mandatory Requirements

If specifically designated by the requiring agency as a program subject to acquisition streamlining, discuss plans and procedures to:

- (i) encourage industry participation by using draft solicitation, presolicitation conferences, and other means of stimulating industry involvement during design, 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.

Describe other efforts to streamline the acquisition - including but not limited to -

1. Draft Solicitation
2. Limiting proposal requirements
3. Limiting length of proposals
4. Use of oral presentations
5. Use of e-Buy for solicitation
6. Advance notice with draft Sections C, H, and I; Statement of Objectives (SOO); Performance Work Statements, Request for Information (RFI)
7. Industry Days
8. Due Diligence
9. Selecting and tailoring only the necessary and cost effective requirements
10. Select time frames for the identifying specifications, requirements, and standards to be benchmarked and/or to be made mandatory
11. Other

## 7.105(b) Plan of Action

### 7.105(b)(1) Sources

#### Sources

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 any Government wide databases and other procurement instruments intended for use by multiple agencies. Include consideration of small business, veteran-owned small business, service-disabled veteran owned small business, HUBZone small business (see Part 19) and the impact of any bundling that might affect their participation. (see 7.107) (15 USC 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 the impact on the various elements of the plan (See Part 10).

Identify prospective sources of supplies or services. Include a discussion of potential small business and set-aside programs. Address the FAR Part 8 required sources for supply/services.

In the case of an order against a Federal Supply Schedule, insert language such as: The priority for sources of supply as outlined in FAR Part 8 were considered. As this procurement will be conducted under the Federal Supply Schedules, and since optional use of the schedules is a required source of supplies/services identified in FAR Part 8, no further action is necessary. In the case of an order against a GWAC, insert wording such as "In accordance with FAR 8.002(a), the Government may pursue performance of this requirement under an order placed against the {fill in} GWAC, since placement of orders under GWACs is authorized under the Clinger-Cohen Act."

Listing of Potential Sources (Driven by the selection of the vehicle chosen. Pick one from the following.)

1. GWACS - Requirements for IT services can be procured under multiple delivery-order contracts or multiple task-order contracts such as Millennia, Millennia Lite, ITOPII and ANSWER, 8(a) FAST/STARS and HUBZone, NASA SEWP, ECSII. Requirements for ancillary products and services can be included as ODCs. For other agency GWACS not listed, check with the Contracting Director for any special requirements. Use language such as:

Non-GSA GWACs. The non-GSA GWACS considered were (FILL IN). While these GWACS allow for a variety of different types of orders, there were no scope areas or contract provisions that would distinguish them from the GSA GWACs. The additional time and expense to work with a non-GSA vehicle and contracting office during both



the acquisition cycle and administration of the task order cannot be justified when GSA GWACs are available and capable of meeting the government's requirements. GSA GWACs - including Millennia, Millennia Lite, ANSWER, and STARS. Include a discussion based on the order type, the business size, and the project size to differentiate among the vehicles and to justify the vehicle chosen.

2. FSS Schedule - Requirements for Commercial Products and Services can be procured under the FSS Schedule contracts. Commercial IT products and services are included under Schedule 70. FTS is authorized to procure commercial professional services under the following FSS Schedules. MOBIS, PES, LOGWORLD, FABS, Environmental, Energy, Marketing and Media, Language. Use such language as: Only T&M, Labor Hour and FFP orders can be placed against the schedules. Based on the requirement for performance based contracting, a T&M or Labor Hour type order is not feasible. Because of the complexity of the tasks to be performed {modify based on individual requirement} the risk and anticipated costs, a FFP task order is not feasible. NOTE: Be sure to check the specific schedule for the types of orders that may be placed. For example, MOBIS only permits Fixed Price and Labor Hour type orders.

3. Single Agency, Directed (new) 8(a) Contract Award - New single agency 8(a) contracts can be directed under specific circumstances. Directed 8(a) contracts over \$3 MIL must be coordinated with SBA AND approved by the Contract Vehicle Review Board. New 8(a) contracts under \$3 MIL may be accomplished after coordination with the SBA. A new, single agency 8(a) contract can be used for both IT and NON-IT. Use such language as: The estimated value for this acquisition exceeds \$3M. Directed 8(a) contracts over \$3M must be coordinated with SBA and approved by the Contract Vehicle Review Board. The time and expense associated with a new contract award would not be justified since there are existing vehicles which can satisfy the government's requirements.

4. Full and Open Competition - A new, single-agency contract can be awarded pursuant to full and open competition under specific circumstances and using the procedures under FAR Part 15. Approval by the CVRB is required. A new contract award can be used for both IT and NON-IT requirements. Use such language as: Full and open competition was not considered feasible due to the length of time necessary to conduct the procurement and the expense associated with this approach. Additionally, there are existing vehicles available that can meet the government's requirements. Under GSA procedures, approval by the CVRB is required prior to release of the solicitation thus causing additional time to be added to the schedule.

### **Small Business Considerations (including bundling)**

When the strategy involves substantial bundling, the strategy must:

1. Identify the specific benefits anticipated to be derived from bundling



2. Include an assessment of the specific impediments to participation by small business concerns as contractors that result from bundling
3. Specify actions designed to maximize small business participation as contractors, including provisions that encourage small business teaming
4. Specify actions designed to maximize small business participation as subcontractors (including suppliers) at any tier under the contract, or order that may be awarded to meet the requirements
5. Include a specific determination that the anticipated benefits of the proposed bundled contract or order justify its use
6. Identify alternative strategies that would reduce or minimize the scope of the bundling, and the rationale for not choosing those alternatives.
7. At least 30 days prior to release of a solicitation or 30 days prior to placing an order without a solicitation you must notify any affected incumbent small business concerns of the Government's intention to bundle the requirement; and notify any affected incumbent small business concerns of how the concerns may contact the appropriate Small Business Administration representative.
8. Coordinate with Sarah Harris, the Small Business Administration procurement center representative.

If bundling is required, discuss the determination and justification to bundle the acquisition requirements.

Note that bundling is justified if measurably substantial benefits are derived as specified in FAR Par 7.107. These benefits may include -

- Cost savings or price reduction
- Quality improvements that will save time or improve or enhance performance or efficiency
- Reduce acquisition cycle times
- Improve terms and conditions
- Consideration of Small Businesses separate from bundling

## **Market Research**

Conduct a market research for all acquisitions to ensure that the Government meets its needs in the most effective, economical and timely manner.

FAR Part 10 provides policies and procedures for conducting market research. The goal of the research is to arrive at the most suitable approach to acquiring, distributing

and supporting supplies and services. Research should be conducted, and the results documented, in a manner appropriate to the size and complexity of the acquisition. The extent of market research will vary depending on factors such as urgency, estimated dollar value, complexity and past experience.

FAR Part 10 lists several techniques for conducting market research, including the following:

1. Reviewing the results of recent market research undertaken to meet similar requirements.
2. Querying Government databases of contracts that will provide information relevant to the acquisition, (review acquisition histories of the same or similar items).
3. Reviewing catalogs and product literature published by manufacturers, distributors and dealers or reviewing information on-line.

NOTE: If market research was done and results were obtained, then note specifically what market research was done and describe the results. Ensure that the means of seeking sources (e.g. FedBizOps, eBay) and the results are documented. For example: Researched X source, identified Y available sources, with Z sources found to be acceptable.

Describe the market research conducted into the rapidly changing technology and the application of technology refreshment techniques that will be used in the acquisition.

### **7.105(b)(2) Competition**

#### **Competition**

Describe how competition will be sought, promoted, and sustained throughout the course of the acquisition. If full and open competition is not contemplated, cite the authority in FAR 6.302, discuss the basis for the application of that authority, identify the source(s), and discuss why full and open competition cannot be obtained.

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.

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.

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.

Describe the competition and how it will be sought, promoted, and sustained throughout the course of the acquisition. Pick one of the following based on the results of the market research, the sources identified, and the vehicle selected under B.1. above. Be certain to address all competition requirements required for each ordering agency as well as for the contract vehicle/acquisition strategy proposed. For example, Section 803 of the National Defense Authorization Act for 2002 outlines additional guidance on competition requirements for orders placed for Department of Defense organizations.

1. GWACS - Under Multiple Award Delivery-Order contracts or multiple award task order contracts such as Millennia, Millennia Lite and ANSWER, the contracting officer must provide each awardee with a fair opportunity to be considered for each order. The solicitation must be sent to all awardees unless an exception to fair opportunity has been documented and approved.

Exceptions to Fair Opportunity - The CO shall give every awardee a fair opportunity to be considered for a delivery-order or task-order exceeding \$2,500 unless one of the following statutory exceptions applies:

The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.

Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized. The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order. It is necessary to place an order to satisfy a minimum guarantee.

2. Directed (new) 8(a) Contract Vehicles - New 8(a) contracts can be directed to a single source under specific considerations. Directed 8(a) contracts over \$3 million, the offering letter - along with the statement of work - must be coordinated with SBA. All new awards must be approved by the Contract Vehicle Review Board. New 8(a) contracts under \$3 million may be accomplished after coordination with SBA.

3. GSA Schedules#GSA Schedule acquisitions must be competed with all schedule holders given the opportunity to be considered for each order exceeding \$2,500. Section 803 requires that three realistic bids must be received for consideration for every GSA Schedule award. Inclusion on GSA's E-Buy website satisfies the requirement for fair and equal competition - even if less than three responses are received.

4. Full & Open#When existing vehicles do not meet the agency's needs, a new, single-agency contract can be awarded pursuant to full and open competition under specific circumstances and using the procedures under FAR Part 15 and with the



approval of the CVRB. Open market procurements over \$2,500 up to \$100,000 shall be set aside for small business's needs. Procurements greater than the Simplified Acquisition threshold (SAT) of \$100,000 must be synopsized in the FedBizOps or determine if an exception applies under FAR Part 5.202.

### **Major Component Competition**

For large efforts, identify major components or subsystems and discuss how competition will be sought, promoted, and sustained for those components or subsystems, if applicable. Issues may include -

1. Are there compatibility concerns?
2. Can modular contracting be used in this effort?
3. Document significant milestones.

### **Spare and Repair Parts Competition**

Describe how competition will be sought, promoted, and sustained for spares and repair parts, if applicable.

1. Are spare parts required and can they be purchased from other sources more cost effectively?
2. Does the system include proprietary software?
3. Can repairs be acquired by small businesses?
4. Document pertinent milestones for spares and repair parts/service.

### **Subcontracting Competition**

Describe subcontract competition and how it 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.

1. Once the contract vehicle has been identified, describe specific details to promote subcontracting, as well as subcontracting goals under the task order, if applicable.
2. Will the solicitation mandate small business participation?

### **7.105(b)(3) Source Selection**

#### **Source Selection Procedures**

Discuss the source-selection procedures for the acquisition (FAR 16.5 and 8.4), 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). Items to be addressed may include -

1. What is the timeframe for submission of proposals?
2. Will written or oral presentations, or a combination, be used?
3. If oral presentations, how much time allotted for each offeror?
4. Who will be on the Technical Evaluation Board?
5. Will demonstrations be required?
6. Identify factors to be considered in the evaluation. Price or cost to the Government shall be evaluated in every solicitation, non-cost evaluation factors may be more significant in selecting the best value to the government, such as -
  - Past performance
  - Technical Approach
  - Management Plan
  - Key Personnel qualifications
  - Past experience
  - Section 508

Document the relative importance of non-cost factors in the evaluation, with non-cost factors being -

1. Significantly more important than cost or price
2. Approximately equal to cost or price
3. Significantly less important than cost or price

Document the relative importance of the non-cost/price factors to cost/price.

### **7.105(b)(4) Acquisition Considerations**

#### **Contract Type**

1. for each contract contemplated address the following. (If issuance of an order is contemplated, then skip to next point)



- Identify and discuss the contract type selected (See Part 16).
- Discuss use of multi-year contracting (See Part 17).
- Discuss inclusion of options
- Any other contracting methods (i.e., Share in Savings)
- Any special clauses.
- Special solicitation provisions.
- Deviations required (i.e., to a FAR or GSAM provision/clause)
- Whether sealed bidding or negotiation will be used and why.
- Use of negotiated procurement.

## 2. Order Specific Considerations

1. For Information Technology acquisitions, Discuss how the capital planning and investment control requirements of 40 U.S.C. 1422 and OMB Circular A-130 will be met (see FAR Par 7.103(t) and part 39).
2. Discuss why this acquisition benefits the Government such as when the agency will 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
3. Discuss why the benefits of ordering through an indefinite delivery contract facilitates access to small 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.
4. Identify the order type appropriate for the acquisition (FAR Parts 8, 16, and 19). The order type is limited to the contract vehicle selected, for example -  
Millennia Contract Vehicle allows for Firm, Fixed Price (FFP); Cost Plus Fixed-Fee (CPFF), Cost Plus Award-Fee (CPAF), and Cost Reimbursable (CR)  
Millennia Lite Vehicle allows for FFP, CPFF, Cost Plus Incentive Fee (CPIF), CPAF, Labor Hour (LH), and Time and Materials (T&M)  
ANSWER Vehicle allows for FFP and T&M  
GSA Schedule MAS allows for FFP and T&M

Discuss the reason for selection of the order type, e.g. -

- Are requirements well defined?
- Are changes to the level of effort anticipated?
- Is full funding available for FFP?
- Will the effort be incrementally funded?
- Is the risk more appropriately placed on the Government or contractor?

State the anticipated period of performance with all options and the approach to multiyear contracting (FAR Part 17) -

Does this effort require a multiyear Task Order and why is that more advantageous to the government?

Is a base period and option years appropriate, or is a multiyear order appropriate? Prior to structuring task order as a multiyear order, the approvals and procedures outlined in FAR/GSAR/GSAM Part 17 must be complied with.

Are the year, type and amount of funding an issue in awarding a multiyear Task Order?

Identify any special clauses special solicitation provisions, or FAR deviations (FAR Part 1.4) required, e.g. -

Is the data rights clause included to cover software development?

Are unique software license clauses required? Does the client have any clauses that must be included?

Does the Agency require specific clauses, e.g., DFAR clauses?

### **Lease or Purchase**

Will equipment be acquired by lease or purchase and explain why selected approach benefits the government? (FAR Part 7.4)

### **Other Information**

Does the acquisition have any other unique contracting considerations, e.g. -

1. Are contractors employed outside the United States requiring a Status of Forces Agreement (SOFA)?
2. Does the system need to be compatible with systems acquired by other organizations/agencies?
3. Discuss PBSA
4. For information technology acquisitions, discuss capital planning
5. Any other contracting consideration (i.e., inclusion of agency-specific clauses)

### **7.105(b)(4) Performance-Based Acquisitions**

#### **Performance Based Elements**

For performance based contracting methods when using a services contract, as defined at FAR section 37.101. The plan must include:

A discussion of the performance based contracting elements (elements include outcome based, measures/metrics, Quality Assurance Plan, and/or incentives/disincentives as appropriate.) that will be used and whether these will be sufficient to report the award as performance based in the Federal Procurement Data System (FPDS).

## Monitoring Office (or Individual)

Who will be responsible for QASP?

## Rationale for Not Using Performance Based Contracting Methods

If performance based contracting methods will not be used, discuss the rationale for why such methods are not suitable (i.e., for services not FFP). If this is not a performance-based Task order or if a performance-based order for services is contemplated on other than a FFP basis provide rationale. (FAR par 37.102(a) and 16.505(a) (3)).

The Office of Federal Procurement Policy (OFPP) sets goals for the percentage of acquisitions which must be performance based. Forty percent (40%) of eligible service actions over \$25,000 to include contracts, task orders, modifications, and options, awarded in FY 2005 as measured in dollars. The percentage will change each subsequent FY based on OFPP guidance. In addition, if more than 50% of the requirement is performance-based, as measured in dollars, the service action may be coded as a PBSA. In accordance with the DFARS and any other specific agency implementing regulations, other responsibilities in awarding performance based acquisitions may apply. Performance-based work statements set forth contract requirements in clear, specific, and objective terms with measurable outcomes.

### **7.105(b)(5) Budgeting & Funding**

#### **Budgeting**

Develop and include budget estimates to include total value of the IGCE, including all options, and FTS/Contracting costs. Explain how budget estimates were derived and discuss the schedule for obtaining adequate funds at the time they are required. (see Subpart 32.7)

#### **Funding**

Develop an appropriate funding strategy and state rationale, also address -

1. Will funding be incremental versus full funding at the time of award? Consider type of order/contract awarded when deciding how much funding is needed at time of award.
2. Will funds be available to fully fund FFP CLINs?
3. Will funds be available for optional CLINs or Years?
4. What type of appropriated funds are being provided (e.g. Operations and Maintenance (O&M), Research and Development (R&D); Research, Development, Test & Evaluation (RDT&E); Other Procurement (OP) Army/Navy/Air Force?)



5. Are there any fiscal constraints involved? What is the life of the funding, e.g., annual, multiple year and no-year? Is task order for severable or non-severable services?

Develop a schedule for obtaining adequate funds at the time they are required (FAR Part 32.7).

1. Are funds dependent on fiscal or calendar year? Is task order for severable or non-severable services?

2. When are options to be funded?

3. Is funding being provided by different organization/units?

4. Do all CLINs need to be funded immediately?

5. Are multiple Agencies funding this effort?

The schedule for receiving the funding should be as complete as practicable even though all funding issues may not be available at the time the Acquisition Plan is prepared. Below is a sample schedule for funding.

This is the minimum information that is to be included. If there are multiple sources of funds or multiple types of funds, this information must be added to the table.

### **7.105(b)(6) Product or Service Descriptions**

#### **Product or Service Descriptions**

Describe in detail the services/supplies to be procured. Explain the choice of product or service description types (including performance-based contracting descriptions) to be used in the acquisition (i.e., SOW, SOO, and PWS), e.g. -

1. How are the requirements/descriptions going to be communicated (i.e., functional specifications, standards) to potential vendors?

2. Are industry standards used for commercial items?

3. Are performance based outcomes included?

4. If a software development effort, what functional requirements will be provided?

## **7.105(b)(7) Priorities, Allocations, Allotments**

### **Priorities, Allocations, Allotments**

When urgency of the requirement dictates a particularly short delivery or performance schedule, certain priorities may apply. Discuss any priorities or urgent requirements that necessitate an escalated delivery or performance schedule. Specify the method and reason for obtaining and using priorities, allocations, and allotments.

The Department of Commerce's Defense Priorities and Allocations System (DPAS) regulation outlines support authorized for national defense programs (15 CFR 700). This program provides for a national priority system in which orders are given preferential treatment by contractors under approved programs. Orders must be for materials/service critical to national defense (FAR part 11.6).

1. Is this an approved program for allocations?
2. What level or priorities is required#"DO" or "DX"?
3. What is the required date or delivery dates?

GSA has been delegated authority (delegate agency) under U.S. Department of Commerce Defense Priorities & Allocations System [DPAS] Delegation 3 to use the DO-K1 priority rating and the DX-K1 priority rating for DOD (includes all their Departments) and Department of Energy acquisitions. The ratings are to be used only for these two agencies procurements that GSA executes.

#### 1. Definitions.

1. Approved program means a program determined to be necessary or appropriate for priorities and allocation support to promote the national defense by the Secretary of Defense, the Secretary of Energy, or the Department of Homeland Security Under Secretary for Emergency Preparedness and Response under the authority of the Defense Production Act, the Stafford Act, and Executive Order 12919, or the Selective Service Act and related statutes, and Executive Order 12742. See Schedule 1 of 15 CFR part 700 for a list of Delegate Agencies, approved programs, and program identification symbols at <http://www.bis.doc.gov/DefenseIndustrialBasePrograms/OSIES/DPAS/Default.htm>.
2. Defense Priorities and Allocations System (DPAS) means the regulation published at 15 CFR part 700 that requires preferential treatment for certain contracts and orders placed by a Delegate Agency in support of an approved program.
3. Delegate Agency means an agency of the U.S. Government authorized by delegation from the Department of Commerce (DOC) to place priority ratings on contracts or orders needed to support approved programs.
4. Rated order means, for the purpose of this contract, a delivery or task order issued in accordance with the provisions of the DPAS regulation (15 CFR part 700).



## 2. Rated Order Requirement.

From time to time, it may be necessary to place a rated order with a Contractor. When the Contractor receives a rated order from a Delegate Agency, (i.e., GSA), the Contractor must give preferential treatment to rated orders as required by the Defense Priorities and Allocations System (DPAS) regulation (15 CFR part 700). The existence of previously accepted unrated or lower rated orders is not sufficient reason to reject a rated order. Rated orders take preference over all unrated orders as necessary to meet required delivery dates. There are two levels of ratings designated by the symbol of either "DO" or "DX." All "DO" rated orders have equal priority with each other and take preference over unrated orders. All "DX" rated orders have equal priority with each other and take preference over "DO" rated orders and unrated orders. The rating designation is followed by a program identification symbol. Program identification symbols indicate which approved program is supported by the rated order (see Schedule 1 of 15 CFR part 700 for a list of Delegate Agencies, approved programs, and program identification symbols).

## 3. Additional information.

Additional information may be obtained at the DOC DPAS website <http://www.bis.doc.gov/DefenseIndustrialBasePrograms/OSIES/DPAS/Default.htm> or by contacting the designated Administrative Contracting Officer.

If the procurement is not on behalf of DOD, DHS or the DOE, then use language such as: There is no rating assigned to this procurement since this procurement is not conducted on behalf of DOD, DHS, or DOE.

If the procurement is on behalf of DOD, DHS or DOE, but no rating has been assigned then use language such as: There is currently no priority rating assigned for performance under this task order. If the priority changes during the course of performance, GSA will obtain the appropriate rating and modify the task order accordingly.

### **7.105(b)(8) Contractor versus Government Performance**

#### **Contractor versus Government Performance Consideration**

Address the considerations given to OMB Circular No. A-76 (See Subpart 7.3). OMB Circular A-76 requires that the Government rely on private commercial sources for supplies and services, if certain criteria are met. If this acquisition is in conjunction with an A-76 effort to compare government versus contractor performance of the requirements, review FAR 7.3 to determine the applicability.

State whether or not this effort falls under OMB Circular A-76, Performance of Commercial Activities. Address the consideration/application of A-76. If not applicable, state why. In most cases, the response will indicate that the government is contracting with the private sector and A-76 does not apply.

If the requirements of this section do not apply, then use language such as: This acquisition is not related to an A-76 effort and does not compare government versus contractor performance of the requirements. This requirement does not fall under OMB Circular A-76 as the Government intends to contract with the private sector.

### **7.105(b)(9) Inherently Governmental Functions**

#### **Inherently Governmental Functions Consideration**

Address the consideration given to OFPP Policy Letter 92-1. Contractors shall not be used for the performance of inherently government functions. (FAR Part 7.5)

Examples of inherently governmental functions include, but are not limited to -

- Decisions of Federal or Agency policy
- Decisions of Federal program priorities for budget requests
- Direction and control of Federal employees
- Decisions on what supplies or services are to be acquired by the Government (although an agency may give contractors authority to acquire supplies at prices within specified ranges and subject to other reasonable conditions deemed appropriated by the agency)
- Participating as a voting member of any source selection board
- Approving any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria
- Awarding, administering, or terminating contracts
- Determining whether contract costs are reasonable, allocable, and allowable

Document that the services/products acquired do not constitute inherently government functions. Use language such as: None of the items/services contracted for constitute inherently Government functions.

### **7.105(b)(10) Management Information Requirements**

#### **Management Information Requirements**

Discuss the management system(s) to be used by the Government to monitor the contractor's effort,

- Monthly Status Reports
- Quality Assurance Surveillance Plan (QASP)
- Quarterly In-Process Reviews
- Risk Mitigation Plan
- Program Management Plan (updated periodically)
- Project specific reports, (e.g., Help Desk Reports, significant trends, component reliability, safety issues)
- Deliverables as stated in Task Orders



Schedules and/or timetables  
Earned Value Management Reporting  
Industry standardized processes and procedures -  
International Organization for Standardization (ISO) 9000  
Capability Maturity Model (CMM)  
Security Maturity Model (SMM)

Indicate the type, frequency, and distribution of information to be used.

### **7.105(b)(11) Make or Buy**

#### **Make or Buy Considerations**

Discuss any consideration given to make-or-buy programs. (FAR Part 15.407-2).

The information required from a contractor in a make-or-buy program shall be confined to those major items or work efforts that normally would require company management review of make-or-buy decision because they are complex, costly, needed in large quantities, or require additional facilities to produce.

In most GSA acquisitions, this type of consideration is not contemplated. This is normally applicable to a requirement for a large weapon system (with spare parts and multiple vendors). Therefore, if make or buy consideration is not applicable, use the following statement#Make or buy consideration was not considered because it is not applicable due to size and nature of the requirement.

When the program is to be incorporated in the contract, the FAR clause at 52.215-9, Changes or Additions to Make-or Buy Program is applicable. This clause must be included in the basic contract in order to incorporate the make-or-buy-program. This clause is not in the Millennia GWAC and may not be in the other GWACs as well. When make or buy considerations do not apply, use language such as: The FAR clause at 52.215-9 is not included in the {Fill in GWAC} and the Government does not intend to implement this program under this acquisition. This procurement is for the acquisition of services.

### **7.105(b)(12) Test and Evaluation**

#### **Test and Evaluation Program**

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. This description will be updated as information becomes available from the successful offeror. For major system acquisitions, describe test program for each phase.



Include timing for tests, e.g. -

Concurrent or parallel testing?

What testing is required before production or implementation of system?

Include types of tests, e.g. -

- System
- Security
- Interface/Interoperability
- Volume
- Load/Stress
- Performance
- Resource Usage
- Reliability and Recovery
- Usability
- Beta
- Acceptance/user/system
- Migration
- Regression testing

### **7.105(b)(13) Logistical Considerations**

#### **Contractor or Agency Support Assumptions**

Describe 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 (FAR Part 7.3) and distribution of commercial items.

#### **Quality Assurance, Warranty Plans**

Describe the reliability, maintainability, and quality assurance requirements for the acquisition including any planned use of warranties (FAR Part 46), e.g. -

1. What is the acceptance basis of services or products, e.g., help desk service calls will be returned with 1 hour.
2. What are the reliability requirements of service/products, e.g., system must be 99% operational 24 hours, 99% level of data integrity over one year period.
3. What are plans for system back-up in case of disaster?
4. Are commercial items being acquired and if so is there a standard warranty?
5. Is there a charge for the warranty?



6. What are anticipated times for repairs?
7. What is the availability of replacement parts?

### **Requirements for Contractor Data**

Describe requirements for contractor data (including repurchase data) and data rights, their estimated cost, and the use to be made of the data (FAR Part 27).

1. Will the Government have restricted or unlimited rights to the data?
2. Is software being developed under this Task Order?

### **Standardization Concepts**

Describe 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.

#### ***7.105(b)(14) Government Furnished Property***

### **Government Furnished Property**

[None]

#### ***7.105(b)(15) Government Furnished Information***

### **Government Furnished Information**

[None]

#### ***7.105(b)(16) Environmental and Energy Conservation Objectives***

### **Environmental and Energy Conservation Objectives and Requirements**

What are the applicable environmental and energy conservation objectives associated with the acquisition, if applicable. (FAR Part 23).

### **Proposed Environmental Assessment Statement Issue Resolution**

[Not Applicable]

### **Proposed Environmental Impact Statement Issue Resolution**

[Not Applicable]

### **7.105(b)(17) Security Considerations**

#### **Security Considerations**

For acquisitions dealing with classified with classified matters, discuss how adequate security will be established, maintained and monitored. For Information Technology acquisitions, discuss how agency information security requirements will be met. Address security considerations and issues (FAR Part 4.4), including -

1. What security measures are required, if any?
2. Is classified material involved?
3. Is sensitive, but not classified material involved?
4. How will adequate security measures be established, maintained and monitored?
5. Is a DD 254 required? If so, what level of classification is required?
6. Will the contractor require access to restricted areas?
7. Are there any issues with access to Government facilities?
8. Is there any background investigations required for contractor personnel?

### **7.105(b)(18) Contract Administration**

#### **Contract Administration**

Describe how the contract will be administered, e.g. -

1. For services, include how inspection and acceptance corresponding to the work statement's performance criteria will be enforced.
2. For equipment/hardware, discuss how requirements will be identified and provided to the Government.
3. Discuss Government support of this effort. Identify the Government Contracting Officer Representative (COR), Client Technical Point of Contact (TPOC).
4. Identification of the office (and individual(s) if known at the time of acquisition planning) responsible for quality assurance surveillance (e.g., monitoring the contractor's compliance with the quality assurance plan). Examples of personnel responsible for the quality assurance surveillance include the Contracting Officer, COR and/or the Client Technical Point of Contact.



## 5. T&M Contract/Order Surveillance Plan

### **7.105(b)(19) Other Considerations**

#### **Other Considerations**

Discuss other matters that are germane to the plan, but not covered elsewhere, e.g. -

1. Standardization concepts
2. Industrial readiness program, the Defense Production Act, or the Occupational Safety and Health Act
3. Foreign sales implications
4. Section 508 requirements
5. SOFA and TESA special provisions
6. Special Agency Insurance Requirements
7. GSA Acquisition Letter V 05-06

### **7.105(b)(20) Acquisition Milestones**

#### **Acquisition Plan Approval**

Planned: 11/13/2005      Actual:

#### **Statement Of Work**

Planned: 11/05/2005      Actual: 05/07/2005

#### **Package Completion**

Planned:              Actual:

#### **Purchase Request**

Planned:              Actual:

#### **Justification For Approval**

Planned:              Actual:

#### **Issuance Of Synopsis**

Planned:              Actual:



**Issuance Of Solicitation**

Planned:      Actual:

**Proposal Opening**

Planned:      Actual:

**Proposal Evaluation**

Planned:      Actual:

**Negotiation Begin**

Planned:      Actual:

**Negotiation Completion**

Planned:      Actual:

**Contract Preparation**

Planned:      Actual:

**Contract Review**

Planned:      Actual:

**Contract Clearance**

Planned:      Actual:

**Contract Award**

Planned:      Actual:

**Additional Schedule Notes (delays, 90 day review, changes, etc.)**

**Plan Participants**

**Requiring Office Planner E-mail Address**

apwadmin@gsa.gov

**Contracting Officer E-mail Address**

MHudson@devis.com -- 04/11/2006



**A Contracting Director was not required to Coordinate**

**Other Concurror E-mail Address**

**Small Business Technical Advisor E-mail Address**

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**Office of Small Business Utilization's Coordinator E-mail Address**

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**Chief Financial Office/Budget Officer Coordinator E-mail Address**

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**Chief Information Officer's Coordinator E-mail Address (if applicable)**

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**Office of General Counsel's Coordinator E-mail Address**

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**Approval Information**

**Plan Status**

Draft

**Approval Status**

Pending

**Reviewer Information**

**Reviewer E-mail Address**

Not yet reviewed.

**File Attachments**

**Available attachments**