



Limited Acquisition Plan

Project Information

Plan Id

4693

Project Title

Limited Sample

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

\$5,900,000

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(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, eBuy) 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)(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)(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)(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

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

Chief Financial Office/Budget Officer Coordinator E-mail Address

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

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

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

Other Coordinator E-mail Address

Approval Information

Plan Status

Draft



Approval Status

Pending

Reviewer Information

Reviewer E-mail Address

Not yet reviewed.

File Attachments

Available attachments