

Attachment A to Exhibit 300 Acquisition Plan

Use the following format to document the written acquisition plan and to obtain the appropriate clearances of the plan. This acquisition plan supplements the information in the Capital Asset Plan and Business Case, Exhibit 300 to OMB Circular No. A-11. If the information requested for this specific acquisition is addressed in the current Exhibit 300, you may refer to the specific sections of the Exhibit 300 in lieu of restating the information here. If you do not have an Exhibit 300 that specifically addresses the project this acquisition will support, contact your Chief Information Officer for guidance. {Note: An electronic copy of this attachment should be filed in the Resource Library of the appropriate Exhibit 300 in the electronic Capital Planning Investment Control (e-CPIC) system. The original signed copy of Attachment A, along with a copy of the Exhibit 300, is to be filed in the contract file.}

Part 1: Acquisition Background and Objectives	
Topic	Information Requested
Date of the Acquisition Plan	This same date should also be entered in Exhibit 300, Section I.G. Acquisition Strategy
Name of Project	Provide the name of the project on the Exhibit 300.
Title of Acquisition	Provide a short descriptive title of the acquisition.
Statement of Need	Briefly describe the purpose of the acquisition, including the delivery of products and/or services.
Background	Describe the contractual history of the project and this specific acquisition.
Estimated Cost	Provide the total estimated cost and duration, including any options or phases, of the acquisition. Provide the rationale supporting the estimated costs.
Alternatives Analysis	Describe the alternative solutions you considered for accomplishing the purpose of this acquisition. Describe the results of your analysis of the feasibility/performance/benefits and cost for each alternative. Identify the costs for each alternative, how those costs were derived and the date of your analysis. Identify the selected alternative and the reasons for the selection. (Note: The FAIR Act and OMB Circular A-76 considerations should be separately addressed below.)
Risk Mitigation Strategy	Identify technical, cost and schedule risks that may affect the acquisition. What efforts are planned or underway to reduce those risks?
Funding	Describe how the funding will be obtained for this acquisition and the schedule for obtaining adequate funds at the time they are required.
Acquisition Team	Identify the acquisition team members and each member's role in the acquisition.
Part 2: Plan of Action	

Topic	Information Requested
Market Research	Describe your efforts for conducting market research. (see FAR Part 10)
Sources	Identify the prospective sources of supplies or services that can meet the need. Consider required sources of supplies or services. (see FAR Part 8).
Competition	<p>Describe how competition will be sought, promoted and maintained throughout the course of the acquisition. Specifically,</p> <ol style="list-style-type: none"> 1. Describe your efforts to encourage industry participation. (e.g. , publications in FedBizOps, requests for information, draft solicitations, industry days, presolicitation conferences, and other means of stimulating industry involvement). 2. If full and open competition is not contemplated, cite the authority in FAR 6.302 and discuss the basis for citing that authority, identify the proposed source(s) and why full and open competition cannot be obtained. 3. If you using a multiple award contract (e.g. COMMITS or other agency contracts), describe how you will meet the fair opportunity provisions of FAR 16.505 or discuss any exceptions to the fair opportunity process. 4. Address competition for spare and repair parts, if applicable. 5. When effective subcontract competition is both feasible and desirable, describe how subcontract competition will be sought, promoted and sustained.
Small Business	Describe the consideration of small business, small disadvantaged business, women-owned small business, HUBZone small business, veteran-owned small business and service-disabled veteran-owned small business (see FAR Part 19). Describe how the impact of any bundling that might affect small business participation is being addressed. (see FAR 7.107) Indicate the subcontracting goals that will be set forth in the solicitation.
Source Selection	<p>Describe the evaluation methodology and the relative importance between technical, past performance, business management and cost/price factors in the selection process.</p> <p>Indicate how “Formal Source Selection Procedures” as identified in Commerce Acquisition Manual will be used. Identify the individual who will serve as the Source Selection Official (SSO).</p>
Type of Contract	Describe the type of contract that will be used. (fixed price, cost reimbursement, award or incentive fee, etc.)
FAIR Act and OMB Circular A-76	Address consideration given to the Federal Activities Inventory Reform (FAIR) Act and OMB Circular A-76 regarding Contractor versus Government performance. (see FAR 7.3) Identify the key tasks and schedule related to the overall A-76 Management Study, if applicable.
Performance-Based Contracting	Identify the performance measures that will be used in the performance-based statement of work and indicate how those measures are linked to the overall project goals and objectives. If a performance-based statement of work is not being used, indicate why.

Contract Management	Describe the system that will be used to monitor and assess the contractor's performance.
Data Rights	Describe the requirements for contractor data (including repurchase data) and data rights, their estimated cost, and the use to be made of the data (see FAR Part 27).
Government Furnished Property (GFP) and/or Information (GFI)	Indicate any property and/or information to be furnished to the prospective offerors and/or contractor, and discuss its availability, condition and schedule. Discuss what steps are being taken to ensure that the GFI/GFP will be furnished in a timely manner to the prospective offerors and/or contractor. (see FAR Part 45)
Security Considerations	What security risk level will be assigned to the contract? Describe how adequate measures will be taken to mitigate the security risks.
Section 508 (IT Accessibility)	Describe how Section 508 applies to this procurement. (see FAR 39.2) Specifically, <ol style="list-style-type: none"> 1. Identify the Section 508 Technical Standards that apply to this procurement (see 36 CFR 1194) 2. After conducting market research, is an exemption required? If yes, state the exemption.
Environmental and energy conservation objectives	Discuss all applicable environmental and energy conservation objectives associated with the acquisition (see FAR 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.
Milestone Schedule	<p>Establish the planned acquisition schedule, to include the following steps and any others deemed appropriate:</p> <ol style="list-style-type: none"> 1. Complete Market Research 2. Statement of Work/Specifications 3. Small Business Review 4. Complete Exhibit 300+ Attachment A 5. Brief Review Boards (e.g., Acquisition Review Board or Commerce Information Technology Review Board, and/or Operating Unit Review Board) 6. Approvals (e.g., Acquisition Plan, Delegation of Procurement Authority) 7. Publication of announcement in <i>FedBizOps</i> 8. Solicitation review and clearance (legal, etc.) 9. Issuance of Solicitation 10. Pre-proposal Conference/ Site Visit 11. Receipt of Offers 12. Request for audit 13. Complete Technical Evaluation 14. Receive audit reports
	<u>mm/dd/yy</u>

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| | <ol style="list-style-type: none">15. Competitive Range Determination16. Conduct Benchmark tests17. Open negotiations18. Receive Final Proposals19. Receive EEO Compliance Review20. Subcontracting Plan approved by OSDDBU21. Source Selection22. Contract reviews and clearances (legal, etc.)23. Contract Award, including Public Announcement Consideration (FAR 5.303) | |
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Acquisition Plan Signature Page

The following officials have reviewed and concur with the Acquisition Plan for:

Title of Acquisition:

Program Official Title/Organization Phone Number	Date
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Contracting Officer Title/Organization Phone Number	Date
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Head of Contracting Office Title/Organization Phone Number	Date
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Office of General Counsel (Counsel assigned to the acquisition) Title/Organization Phone Number	Date
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Bureau Senior Procurement Officer Title/Organization Phone Number	Date
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Director for Acquisition Management and Procurement Executive	Date
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