

HHS Annual Acquisition Plan Template and Instructions

Purpose: This document provides the template and associated completion instructions to be used in preparing an Annual Acquisition Plan (AAP).

Requirements and Responsibilities: Health and Human Services Acquisition Regulation (HHSAR) 307.104(a) requires that the OPDIV Head of the Contracting Activity (HCA) or Chief of the Contracting Office (CCO), as appropriate, prepare an AAP prior to the beginning of each fiscal year. The AAP must contain all anticipated acquisitions that exceed the simplified acquisition threshold, including new acquisitions and contract/order modifications, and the aggregate dollars planned for simplified acquisitions by quarter.

The purpose of the AAP is to provide an acquisition planning tool for workload scheduling and monitoring and reporting purposes, such as providing information for publicizing HHS' annual forecast of contracting opportunities. The HCA/CCO and Small Business Specialist must review the AAP at least quarterly and modify it, as appropriate, during the fiscal year.

HHSAR 307.104(a)(5) requires that the HCA/CCO use the following standard template for an AAP. The instructions for preparing the template are specified in *"italics"* and should not be part of the completed AAP.

AAP Template Preparation Instructions

Complete the AAP template as follows. The template includes header information and a two-part table – insert additional rows, as necessary. Use the first table (Part 1) to provide information for actions that will exceed the simplified acquisition threshold. Use the second table (Part 2) to provide information for simplified acquisitions.

AAP Header Information:

- **Annual Acquisition Plan for Fiscal Year:** *Enter the applicable fiscal year.*
- **Operating Division (OPDIV):** *Specify the OPDIV name.*
- **Subcomponent:** *Specify the name of the OPDIV's major subcomponent organization (such as an Institute, Center, Office, or Division) and lower tier organization, if applicable, that is the sponsor of the proposed acquisitions.*

Part 1: New Acquisitions and Contract/Order Modifications that Exceed the Simplified Acquisition Threshold

- **Project ID:** Enter the identification (ID) number for the proposed project, such as requisition number, proposed solicitation number, project planning number, or other number required by the OPDIV – otherwise, leave blank.
- **NAICS Code:** Specify the North American Industry Classification System (NAICS) code that best describes the principal nature of the product(s) or service(s) to be acquired (see FAR 19.102).
- **Product or Service Description:** Enter a descriptive title or brief description of the product(s) or service(s) to be acquired.
- **Estimated Dollar Value:** Specify the estimated total dollar value of the proposed acquisition, inclusive of any options.
- **Action Type:** Indicate whether the proposed action is a new requirement, follow-on, or other action.
- **Acquisition Method:** Specify the acquisition method for the proposed acquisition by entering one of the following:
 - For an 8(a) set-aside, including competitive 8(a) acquisitions, enter: “8(a) set-aside.”
 - For a HUBZone set-aside, enter: “HUBZone set-aside.”
 - For a service-disabled, veteran owned small business set-aside, enter: “SDVOSB set-aside.”
 - For a small business set-aside, enter: “SB set-aside.”
 - For a partial small business set-aside, enter: “Partial SB set-aside.”
 - For a full and open competition, enter: “Competitive.”
 - For other than a full and open competition, enter: “Noncompetitive.”
 - For commercial item acquisitions, enter: “Commercial Item – competitive” or “Commercial Item – noncompetitive.”
 - For a task order or delivery order under an IDIQ contract, FSS contract, or GWAC, enter: (i) “Task order or delivery order;” (ii) “IDIQ, FSS, or GWAC;” and (iii) whether the action is “competitive” or “noncompetitive” – e.g., “Task order – IDIQ – competitive.”
 - If the acquisition method has not been determined, enter: “TBD” (for “To Be Determined.”)

- **Planned Solicitation Date:** Specify the month and calendar year that the solicitation for bids/proposals/quotations will be issued in FedBizOpps. If the planned solicitation date has not been determined, enter: "TBD."
- **Planned Award Date:** Specify the month and calendar year for award of the proposed acquisition. If the planned award date has not been determined, enter: "TBD."
- **Acquisition Contact Point:** Specify the name, telephone number, and e-mail address of the Contracting Officer or Contract Specialist assigned to the proposed acquisition. NOTE: The individual specified may be contacted by prospective offerors for further information (e.g., if the acquisition is listed in the OSDBU's Forecast of HHS' Contracting Opportunities).
- **Project Officer:** Specify the name, telephone number, and e-mail address of the Project Officer.

Part 2: Simplified Acquisitions

- **Estimated Dollars:** Specify the dollar value of all anticipated simplified acquisitions for each quarter of the fiscal year and the total for the fiscal year.
- **Number of Actions:** If known, specify the estimated number of simplified acquisition actions for each quarter of the fiscal year and the total for the fiscal year – otherwise, leave blank.

