

ACQUISITION STRATEGY

1. Agency Acquisition Strategy Identifier: _____
Agency Identifier - FY - Agency
(e.g., REE-06-0001, as determined by Agency)

2. Contracting Agency Information

Agency Name and Address: _____

Agency Point of Contact: Name: _____
Email Address: _____
Telephone Number: _____

Contracting Office Name and Address: _____

Contracting Officer: Name: _____
Email Address: _____
Telephone Number: _____

3. Please include a description of planned acquisition, including scope of work (attach), major deliverables/services, name of Agency Program/Project supported by the Acquisition.

4. List the Estimated Dollar Amount (inclusive of all options).

5. Provide the Period of Performance/Delivery Schedule. Include an estimated award date.

6. What funding method is planned? (proposed funding, include type and year of funds)

7. What is the Contracting Method?
 - a. Solicitation type (e.g., sealed bid (IFB), negotiated (RFP), request for proposals under a multiple award contract or Federal Supply Schedule, interagency agreements).

 - b. Small Business Program Considerations (e.g., 8(a) competitive, 8(a) non-competitive, small business set-aside, HubZone set-aside, Service Disabled Veteran owned small business, women-owned small business). Provide a rationale and address market survey(s) conducted, if the planned acquisition will be unrestricted.

 - c. Has Office of Small and Disadvantaged Business Utilization (OSDBU) approval form AD-1205, "USDA Small Business Program - Procurement Request Review" been completed, if required? If yes, attach a copy of the signed form.

 - d. Extent of competition (e.g., full and open competition, competition after exclusion of sources, other than full and open competition pursuant to FAR 6.3, competition under Federal Supply Schedule, sole source set-aside, brand name specified under FSS, GWAC, multiple award or other indefinite delivery type contracts.

For brand name specific order, attach a copy of the justification as required by FAR 11.105.

For other than full and competition pursuant to FAR Part 6.3, attach a copy of the approved justification for other than full and open competition.

 - e. For service contracts or task orders - please state whether or not the contract or statement of work will be performance based. If not performance based, please provide a rationale.

 - f. Source selection procedures.

 - g. Contract Type (see FAR part 16) including pricing structure

 - h. Identify option periods, quantities or items

- i. Identify the authorized contract users. For indefinite delivery type contracts, identify authorized ordering offices.

8. For IT investments include, if applicable, a copy of OMB Circular A-11, Exhibit 300, Part I, Section A, Overview (All Capital Assets), Section B, Summary of Spending (All Capital Assets) and Section C, Acquisition/Contract Strategy (All Capital Assets).

9. If the acquisition is a continuing requirement, what is the current contract/order number(s), contractor(s) name and address and expiration date(s)?

10. In accordance with Executive Order 13423 and USDA Green Purchasing Affirmative Procurement Program (GPAPP), USDA will provide a preference in all USDA contracts, when practicable, for designated recycled content, ENERGY STAR®, FEMP designated energy efficient, low standby power, biobased, EPP, EPEAT, water efficient, and non-ozone depleting products and alternative fuel vehicles and alternative fuels.
 - a. Does the scope of the acquisition include any of these green products? Please respond yes or no. If yes, include all applicable FAR and AGAR clauses and provisions being used.

 - b. If the strategy includes a service contract, have you required the use of biobased products during performance? If no, please justify why biobased products were not required.

11. What other acquisition issues of note should be provided?

SUBMITTED FOR REVIEW AND APPROVAL:

Program Manager / Project Manager

Date

Contracting Officer

Date

HCA or HCAD

Date

RECOMMENDATION TO THE CAO:

Approve _____

Disapprove _____

Approve Subject to listed conditions _____
Conditions:

Chief, Procurement Policy Division, OPPM

Date

Senior Procurement Executive

Date

DECISION OF THE CAO:

Approved _____

Disapproved _____

Approved Subject to the listed conditions _____
Conditions:

Chief Acquisition Officer

Date