

Acquisition Planning Guidance

1. GSA Order OGP 2800.1, Acquisition Planning, was issued on January 1, 2004. Paragraph 7.f of the Order specifically references acquisition of leasehold interests in real property.
2. All leases, regardless of dollar value, require acquisition planning.
3. Leases over the Simplified Lease Acquisition Threshold (SLAT) must have a written acquisition plan approved by the appropriate approving official (identified in section 6, entitled "Approval Threshold") prior to issuing a Solicitation For Offers (SFO). The term "Simplified lease acquisition threshold" means \$100,000 average annual rent for the term of the lease, including option periods and excluding the cost of operational services. For leases under SLAT, the requirement for some form of written acquisition plan does exist. However, the region has the flexibility to determine the level of approval, and format used and filed for these leases.
4. The requirement to prepare a written acquisition plan may be waived in cases of unusual and compelling urgency. Where approval to waive the requirement for a written plan is granted, an oral acquisition plan must be prepared and approved. A written summary of the oral plan must be prepared, including the name of the approving official and the nature of the urgency involved. The written summary may be prepared after award.
5. Required Notification. The Planner or the Contracting Officer (CO) must submit the written plan or the summary of an oral plan electronically to the Office of Acquisition Policy, Office of Governmentwide Policy, within 7 days of approval to acquisitionplans@gsa.gov.
6. **Approval Threshold.** The following are dollar value thresholds and approving official levels for approving and waiving written plans. The Head of the Contracting Activity (HCA) may authorize higher level approving officials for the thresholds set out as follows:

Thresholds (Including All Options)	Approving Official
Below the Simplified Lease Acquisition Threshold (SLAT) defined in GSAM Part 570.	Lease Contracting Officer.
SLAT to, and including, \$5.5 million.	One Level above Lease Contracting Officer.
Over \$5.5 million to, and including, \$20 million.	Contracting Director/Real Estate Director
Over \$20 million to, and including, \$50 million.	Regional Commissioner or Deputy Regional Commissioner.
Over \$50 million.	HCA

Thresholds (Including All Options)	Approving Official
Any dollar value acquisition that: <ul style="list-style-type: none"> • is complex, critical to agency strategic objectives and mission, highly visible or politically sensitive. 	HCA

7. **Acquisition Plan Template.** To facilitate compliance with this RSL, a sample acquisition plan template is attached. This template should be used as the basis for all Lease Acquisition Plans in excess of SLAT, no matter the size or dollar value and tailored to each particular procurement when managing lease projects. It is imperative that those responsible for completing the Acquisition Plans understand that they are not restricted to the amount of space provided for input on the attached template and should use as much space as necessary to clearly explain the decision-making process that went into the formulation of the Acquisition Plan.

Note: Use of the Acquisition Planning Wizard (APW) is not mandatory. However, it is recommended to use the Acquisition Planning Wizard as a tool to assist in the preparation of highly complex or involved acquisition plans.

8. As part of the planning process, the Contracting Officer must hold customer discussions. Discovery of any unique customer statutory or regulatory requirement applicable to or that may affect the acquisition process must be documented in the Acquisition Plan (i.e. DOD type regulations).
9. The Acquisition Plan is meant to be a progressive document. The plan is required to be developed prior to the Market Survey Phase of the lease acquisition process and updated accordingly to accommodate changes (e.g., attach a copy of the market survey report when complete, modify acquisition schedule dates as appropriate, etc.). Acquisitions over the SLAT must have a written acquisition plan before a solicitation is issued, unless the requirement for a written plan is waived.