

## CHAPTER 4. ACQUISITION PLANNING AND PRESOLICITATION REQUIREMENTS

4-1 ACQUISITION PLANNING. In accordance with FAR Part 7, all Departmental acquisitions shall be planned to the maximum extent practicable. This requirement is met by the preparation and submission of annual strategic acquisition plans by HUD's program offices and by the subsequent preparation of acquisition plans for individual contract requirements that exceed the simplified acquisition threshold.

A. Strategic Acquisition Planning.

1. Basic Requirement. Each Headquarters POH shall prepare annually a strategic acquisition plan ("plan") that contains all of the organization's Headquarters and field contract requirements (e.g., new awards, task orders, modifications) over the simplified acquisition threshold expected to be awarded during the next fiscal year. The plan shall clearly indicate the office and location (Headquarters or field) that will initiate the requirement and the contracting office that is anticipated to execute the action.
2. Requesting and Submitting Plans. The CPO will issue an advance call memorandum requesting strategic plans for the subsequent fiscal year. POH's shall submit their plans to the OCPO by the date(s) specified in the call memorandum. The OCPO will provide the plans to the Contract Management Review Board (CMRB).
3. Review and Approval of Plans and Contract Actions.
  - a. The CMRB must approve all contract actions that meet the thresholds set forth in the CMRB rules. Covered plans and actions shall include all information required by the rules. The rules are accessible at the OCPO intranet site.
  - b. Individual acquisition plans will be approved as stated in Appendix 4-1.
  - c. The HCA shall review planned individual actions that do not require CMRB approval.
4. Consistency with Funding and Budget. The plan must be consistent with the requesting office's budget request and include all requirements regardless of the type of funds to be used (e.g., salaries and expenses, Working Capital, program funds, etc.) and funding source (e.g., other HUD offices or Federal agencies). If any or all of the funding for a

contract action will be provided by an office other than the initiating office, the initiating office shall be responsible for all coordination with the funding sources before submitting its plan.

5. Funding Requirements Submission. Each strategic plan shall provide for submission of 70 percent of the total funding requirements to the appropriate contracting activity by March 31 of the fiscal year in which the funds are planned to be obligated.
6. Content and Format. In addition to the content requirements of the CMRB, each plan shall contain the following:
  - a. HPS Plan Records. For each planned action estimated to exceed \$100,000, program offices shall create a procurement plan record in HPS. The record shall be entered in accordance with HPS data entry instructions, which can be found on the OCPO intranet site. (Note: This plan record is not to be confused with the actual procurement request record, which the program office must create in HPS when later requesting the specific action. Questions about HPS data entry should be addressed to the Office of Policy and Systems, Systems Division in the OCPO.) HPS will assign a unique control number to each planned action when it is entered. This control number must appear on the Request for Contract Services and all other subsequent correspondence related to the action.
  - b. HPS Procurement Plan Tracking Report. The tracking report lists the project title, plan number, cost, and other data for each procurement action in the plan.
  - c. Maintaining HPS Plan Records Status. Program offices are responsible for assuring the accuracy of the content and status of HPS plan records. The program office shall promptly update an HPS plan record to reflect changes made to the plan's status by the program office (e.g., "in review," "approved [by] customer," or "closed cancelled"). Program offices shall pay particular attention to ensuring that the status of cancelled plans is promptly changed to "closed cancelled."
7. Responsibilities.
  - a. The POH shall:
    - (1) Designate an individual to serve as the plan coordinator. This individual should have overall responsibility and

authority for implementing a structured planning process that will minimize the duplication of requirements, setting the priority for procurement actions, and ensuring the orderly preparation and timely submission of the plan. The procurement plan coordinator shall be at an appropriate organizational level to command the attention of all program elements and be able to establish program priorities;

- (2) Identify, examine, and plan for procurement requirements to be included in the plan for the next fiscal year consistent with the budget process;
  - (3) Coordinate the submission of requirements that will be initiated by another organization;
  - (4) Review the plan on a monthly basis and initiate any revisions and/or amendments to the plan to reflect emergencies or changes in the budget and/or program direction;
  - (5) Ensure that the appropriate contracting office is notified when proposed actions requiring CMRB approval have been approved and is provided with a copy of the CMRB approval; and,
  - (6) Ensure that requests for planned actions are submitted to the cognizant contracting office by the planned submission date.
- b. The HCA will review plans and planned actions with an emphasis on the reasonableness of the acquisition strategy, the use of performance-based contracting techniques, and opportunities for consolidation of like requests. The HCA will advise the CMRB or the requesting office (for actions that do not require CMRB approval) if any part of the original plan is unacceptable. The program office must submit requested changes before the beginning of the fiscal year.
- c. Contracting Officers will make every effort to award all procurements expeditiously and before the end of the fiscal year. Planned contract actions submitted by their scheduled date shall have first priority. All procurement regulations shall be followed regardless of resulting delays in program implementation or loss of fiscal year funding.

8. Confidentiality of Plan Information. The information in procurement plans is considered to be source selection information (see FAR 3.104-4) and may not be disclosed unless authorized by the Contracting Officer. The preparing office should mark all hard copy plan information with the legend, "Procurement Planning Information - For Official Use Only."
  9. Unsolicited and Unplanned Requirements. Requirements that were unknown at the time the plan was approved (e.g., approved unsolicited proposals) shall be entered into HPS as soon as they are known.
- B. Individual Acquisition Plans. In accordance with FAR Subpart 7.1, Contracting Officers shall prepare acquisition plans as described in Appendix 4-1 for all planned acquisitions exceeding the simplified acquisition threshold.
- C. Market Research.
1. In accordance with FAR Parts 7 and 10, research of the marketplace must be conducted to determine what sources exist to provide the required products or services. While the program office normally has lead responsibility, market research should be a cooperative effort of the program office, the end user (if other than the requesting program office), the contracting office, and the OSDDBU. The program office (e.g., GTR) should consult with the contracting office early in the procurement process to determine the extent and nature of the research needed.
  2. Market research shall be completed before submission of the RCS. The RCS shall include the documented results of the research.
  3. Any reasonable survey method may be used to conduct research. Methods may include conducting telephone surveys, reviewing vendor qualifications and literature, checking client referrals, etc. The amount and complexity of the proposed contract, the size of the marketplace, and the program office's experience in the marketplace will all influence the extent of the survey. The survey should not seek to obtain more information than is needed. FAR Part 10 lists various techniques for conducting research.
  4. When conducting market research to determine the availability of small businesses, the following sources of information should be contacted: HUD Small Business Specialists, the SBA, industry groups and minority business or trade organizations.
- D. Coordination with Program Offices.

1. General. The program office should communicate its planned and proposed requirements to the Contracting Officer (and, in Headquarters, to the OSDBU) as soon as they are known. This early communication helps both parties to identify priorities and potential problems and to make appropriate assignment of resources. The program office should designate a contact person (normally, the GTR; see section 11-3) as early as possible to serve as the primary, responsible point of contact for the contract action. The Contracting Officer should likewise assign a Contract Specialist to the action. The GTR (or other designated contact person) and the Contract Specialist are strongly encouraged to collaborate in developing an acceptable and effective description of the Government's requirement from both a technical and contractual standpoint. This coordination should begin prior to the actual submission of the RCS required by section 4-2 below.
2. Acquisition Plans. As soon as practicable after receipt of the strategic procurement plan within OCPO, the cognizant Contracting Officer, in conjunction with the Program Office, shall develop the acquisition plan for each new contract action over \$100,000 (see Appendix 4-1). The Contracting Officer shall ensure that all pre-award milestones are entered in the applicable HPS plan records within five working days after their receipt from the program office.

E. Acquisition Lead-Time.

1. Procurement Acquisition Lead Times (PALTs). The OCPO has established standard PALTs for the award of most contract actions. Except as provided for in paragraphs 3 and 4, below, all contract actions shall be awarded within the standard Departmental PALTs. The current PALTs may be found on the OCPO intranet site.
2. Status of Planned Actions. Program and contracting offices can check the status of planned actions via HPS.
3. Expedited Actions. Program offices, may request lead-times for individual contract actions that are shorter than the standard PALT when deemed necessary and practicable. Requests to expedite a planned action must be approved by the cognizant POH and the Contracting Officer. The request must identify the action and describe how expediting the action will be accommodated (e.g., the other planned actions or milestones of planned actions that will be delayed due to expediting the action).
4. Extended Lead-Time. In rare cases, the OCPO may permit an extended lead-time (e.g., unusually large and/or complex acquisitions). The

cognizant POH shall submit a written request for the extended lead-time to the Assistant Chief Procurement Officer responsible for the acquisition.

4-2 REQUEST FOR CONTRACT SERVICES (RCS). The program office shall prepare and submit to the cognizant contracting office an RCS for each proposed contract action. All requests for contract actions above the simplified acquisition threshold shall be made via HPS. Individual actions under the simplified acquisition threshold are excluded from the requirements in this paragraph and shall be requested via the Small Purchase System (SPS), or in writing using the form HUD-10.4, or other format authorized by the contracting office. The RCS must be approved by the initiating Assistant Secretary, initiating field program office director, or their designees, regardless of the funding source. The RCS shall be submitted to the contracting office through the program office's procurement plan coordinator. The **RCS** shall include:

A. Basic Requirements.

1. HPS Record. The program office shall request individual contract actions by creating a procurement request record in HPS. With the exception of the information listed in 2 below, all information shall be submitted electronically, unless otherwise approved by the Contracting Officer (e.g., the requestor does not have access to HPS).
2. Hard Copy Submittals. The following items, as applicable, shall be submitted by the RCS submission date as part of the **RCS**. A request will not be considered complete until all required pieces have been received in the contracting office.
  - a. Actions requiring an individual Acquisition Plan (greater than \$500,000; see Appendix 4-1):
    - (1) A completed and signed form HUD-720, Request for Contract Services-Acquisition Plan;
    - (2) Attachment to form HUD-720, Request for Contract Services -- Miscellaneous Certifications (Advisory and Assistance Services; Outside Assistance in Developing Contract Documents; and Prohibited Contract Activities). The head of the office submitting the request shall complete and include the certification in Exhibit 4-1. No procurement action will be processed without this certification; and,
    - (3) Any of the required hardcopy submittals listed in paragraph 2.b, below, that was not included in the acquisition plan.

- b. Actions Greater than \$100,000 and Less than \$500,000 (see Appendix 4-1):
- (1) A completed and signed form HUD-720, Request for Contract Services.
  - (2) Attachment to Form HUD-720, Request for Contract Services -- Miscellaneous Certifications (Advisory and Assistance Services; Outside Assistance in Developing Contract Documents; and Prohibited Contract Activities). The head of the office submitting the request shall complete and include the certification in Exhibit 4-1. No procurement action will be processed without this certification.
  - (3) All internal approvals required by the program office.
  - (4) A complete SOW (negotiated contracts and task orders; see Chapter 5) or specifications (sealed bidding; see FAR Part 14).
  - (5) Evaluation factors for award and evaluation plans (negotiated contracts and competitive task orders).
  - (6) Technical instructions for proposal or bid preparation (see also HUDAR Subpart 2415.4).
  - (7) Supplemental instructions for proposal or bid preparation.
  - (8) A description of any special requirements that offerors or contractors will have to meet, e.g., licenses, permits, certifications.
  - (9) A description of all Government Furnished Property or information that HUD will provide to the contractor and, if known, the source or entity within HUD that will provide it.
  - (10) A description of any information that will be made available to potential offerors during the solicitation phase to assist with proposal development.
  - (11) A list of known potential sources (including names and addresses). (Note: The type of sources recommended (e.g.,

large businesses) must be supported by the market research; see paragraph B.3.g below.)

- (12) For all new awards and actions involving a change in contract price or total cost (except for incremental funding), a detailed break-out of the total costs by major cost categories (e.g., direct labor, travel, supplies, indirect costs, etc.) and, if appropriate, by work tasks (see also paragraph 11-6.G).
- (13) A copy of the TEP appointment memorandum (negotiated contracts only; see also section 11-3) if the TEP is appointed before RCS submission.
- (14) Any delegation of the SSA function (for negotiated competitive awards using the tradeoff source selection process; see paragraph 5-7.B and HUDAR 2415.303). If the SSA function is delegated, provide the name, office, and title of the designated SSA in block 13 of the form HUD-720. The signature of the Assistant Secretary or equivalent on the form HUD-720 shall constitute formal delegation to the individual named in block 13. A sample format that may also be used is provided in Exhibit 4-2.
- (15) All internal approvals as required in section 4-4 below.
- (16) A statement that contractor employees will require access to HUD systems and/or facilities to perform their work. The Contracting Officer should notify the program office whenever a requested procurement appears to meet the requirements of HUDAR 2452.237-75, Access to HUD Facilities or HUDAR 2352.239-70, Access to HUD systems.
- (17) Completed Section 508 Supplemental Forms (Rehabilitation Act of 1973; see FAR Subpart 39.2). Downloadable forms and guidance are available on the OCPO intranet site.
- (18) Justification for recovered material content lower than those currently in effect under the Department's recovered material program (if applicable; see paragraph 3-5.C.2.).
- (19) Independent estimate of the cost of the contract action. The FAR requires the Government to prepare its own

independent estimate of the cost of the products or services that it proposes to obtain under a contract. This estimate is used in determining the reasonableness of proposed contract prices or total estimated costs, and to ensure that adequate funds for the procurement are reserved. When proposed contracts will contain pre-priced options, the estimated costs of the options should be included in the overall estimate. Cost estimates must also be prepared for actions other than new awards (e.g., modifications) that will change the contract price. The Contract Specialist and Contracting Officer should be consulted for advice in preparing the estimate. Instructions on the preparation of cost estimates are available at the OCPO intranet site.

- (20) Justification for Other than Full and Open Competition. The RCS must include the justification required by FAR Subpart 6.3 (see paragraph 4-6.A).
- (21) Results of Market Research. The program office shall include a description of the market research conducted (see paragraph 4-1.B), its results, and how the results were used in determining the procurement approach (e.g., an insufficient number of sources exist in the commercial marketplace to permit competitive procurement of a “commercial item”).
- (22) Advisory and Assistance Services. All requests for proposed contracts for advisory and assistance services shall include the certification in Exhibit 4-1 (see also paragraph A.2.a above). See FAR Subpart 37.2 for definitions and limitations on the use of such contracts.

B. Other Requirements.

- 1. OSDBU Review. The OSDBU will review requests for contract actions for new work (including new indefinite-delivery contracts) expected to exceed the SAP threshold. The program office is responsible for ensuring that the RCS is submitted through the OSDBU for review. Any RCS received by the contracting office without the OSDBU’s review will be returned without action to the program office for submission to the OSDBU for such review. The OCPO has issued separate, internal guidance on OSDBU reviews of proposed contract actions.

2. Section 8(a) Contracts (see paragraph 3-3.C). If the program office identifies a particular 8(a) firm as the proposed source, the RCS must include an assessment of the firm's ability to perform the proposed effort.
  - a. For 8(a) firms with prior HUD experience, the request may include a statement (including relevant contract number(s) and brief description(s) of the work completed) that:
    - (1) The firm is presently performing acceptably; and/or,
    - (2) The firm has successfully completed similar work in the past.
  - b. For 8(a) firms that are new sources to HUD, the program office should obtain sufficient information to determine that the firm is capable of meeting the proposed requirement. Such information should include:
    - (1) The prior relevant experience of both the firm and proposed key personnel. This information should be obtained from the principals of the firm; and,
    - (2) References and clients (government and commercial) for whom the 8(a) firm has previously performed. For new 8(a) firms with no prior experience as a corporate entity, the program office should discuss and obtain references for relevant work that the firm's principals and/or proposed key personnel have performed for other firms or clients. The program office should contact these references to confirm the firm's performance. Documentation containing details of the discussions with the 8(a) firm and the results of the reference checks shall be forwarded with the RCS.
  - c. The Contracting Officer may seek any other readily available information about the performance of the proposed 8(a) firm. The Contracting Officer shall promptly notify the program office of any discrepancies between his or her findings and the program office's assessment. The Contracting Officer, program office, and Small Business Specialist shall resolve any concerns prior to contacting the Small Business Administration and beginning contract negotiations with the 8(a) firm.
3. Requests for Interagency Agreements (IAAs). The RCS shall include:

- a. Citation of the applicable authority to enter into the agreement (see paragraph 6-3.B);
- b. A statement of whether funds are incoming to HUD or outgoing to another agency;
- c. A statement of whether the products or services to be provided under the IAA will be acquired through a contract awarded by HUD (incoming funds) or the other agency (outgoing funds);
- d. A clear and complete description of the required products or services, including any SOW or specifications, delivery, and reporting requirements and schedules, and other direction the servicing agency will have to follow. If the required services have been previously, or are currently being obtained under an existing IAA, the requesting office shall also include an explanation of why the services are still needed;
- e. A statement with supporting rationale that the most cost-efficient means for obtaining the required services is being used under the IAA and a brief description of the cost methodology that was used to determine that reimbursable amounts are reasonable;
- f. The identity of the organizational component of the servicing agency responsible for performance or delivery under the IAA and the HUD project coordinator; and,
- g. The rationale for obtaining the products and/or services from another Federal agency. In those cases where a specific legislative mandate calls for agencies to work together, a reference to the law will be adequate. Otherwise, the narrative should explain the circumstances that permit the Government to provide a product or service for its own use. FAR 17.503 provide additional information on acceptable rationales when the IAA is entered into under the authority of the Economy Act. Some of the circumstances to be considered in the supporting documentation are:
  - (1) Procurement of the products or services from a commercial source would disrupt or materially delay the Department's program;
  - (2) No satisfactory commercial source is available and none can be developed in time to provide a product or service when it is needed;

- (3) The products or services are available from another Federal agency or, the Federal agency is the exclusive source of the product or service; or,
  - (4) Procurement of the product or service from a commercial source will result in higher costs to the Government.
- 4. Requests for Delivery or Task Orders. Requests for proposed delivery or task orders must:
  - a. Not exceed the per-order or maximum quantity limits of the contract. The per-order limit is specified in the clause 52.216-19, "Order Limitations." The maximum quantity limit is usually specified in Section B of the contract and is expressed in terms of a number of units (e.g., appraisals, inspections, items of supply) or a total dollar amount;
  - b. Be received sufficiently in advance of the end date of the ordering period (specified in the contract) to permit issuance by that date; and,
  - c. Not be for orders that extend beyond the end date for all work under the contract specified in the appropriate contract clause (e.g., FAR 52.216-20, "Definite Quantity," 52.216-21, "Requirements," or, 52.216-22, "Indefinite Quantity").
- 5. Requests for Modifications to Existing Contracts. In addition to the applicable items in A above, the RCS shall contain the following supporting documentation:
  - a. Incremental Funding (see also paragraphs 12-6.B.2 and 12-14.E.2.c(1)). The RCS must include the period of time and the work (e.g., phases, tasks, etc.) to be covered by the funding increment;
  - b. Options. Unless the following are included in the notice of intent to exercise the option (see also paragraph 12-14.E.2.c(2)(a)), the RCS must clearly state that:
    - (1) The program office continues to have a need for the products and/or services included in the option; and,
    - (2) The contractor is performing satisfactorily.

- c. Contractor Performance Assessment. In accordance with FAR Subpart 42.15, all requests for modifications that extend the contract performance period beyond one year must include an evaluation of the contractor's performance (see section 12-15).
- C. Availability and Reservation of Funds.
- 1. Responsibilities.
    - a. Contracting Officers shall not execute any contract action that obligates funds (including award of indefinite-delivery type contracts containing a minimum quantity or amount for order), which minimum amount must be obligated when the contract is executed) without an assurance that sufficient funds are available and may be used for the purpose of the action.
    - b. Program offices are responsible for determining that sufficient funds are available for each funded procurement action and that those funds are reserved in the appropriate accounting system. If only partial funding is provided for an action, the program office shall describe the source of the remaining funds and state the expected date that the remaining funds will be provided. If only partial funding is available, contracting officers must assure that the contract does not obligate HUD to pay for goods or services above the presently available funding. If a "subject to the availability of funds" clause is used to partially fund a contract, the contract must be clear that no goods are being ordered and no services can be provided in excess of the funds currently available, unless and until HUD provides written notification that additional funds are available and additional goods or services are not being requested.
    - c. If multiple sources of funds will be used, the amount of funds from each source must be specified and verified prior to obligation.
  - 2. Funds Reservation. Contract funds are reserved in various accounting systems in HUD. Funds for contract actions are reserved differently depending upon the system as described below. (Note: These procedures are for other than simplified acquisitions.)
    - a. HUD Central Accounting and Program System (HUDCAPS).
      - (1) The following types of funds are reserved in HUDCAPS:
        - (a) Salaries and Expenses;

- (b) Working Capital Fund (WCF); and
  - (c) FHA (non-REO and non-PD).
- (2) The program office shall reserve funds through HPS, which interfaces with HUDCAPS. Except as required in (3) below, Contracting Officers shall accept such electronic funds reservations as sufficient evidence of their availability.
- (3) For IT acquisitions subject to CMRB approval and funded by WCF, the Chief Information Officer, the Assistant Secretary for Administration, and the OCFO's Director of WCF Accounting must sign the HUD-720 submitted with the RCS.
- b. Program Accounting System/Line of Credit Control System (PAS/LOCCS).
- (1) Other appropriated program funds not accounted for in HUDCAPS are controlled in PAS/LOCCS.
  - (2) The program office shall enter the funds reservation information into the HPS procurement request record for the requested contract action and provide documentary evidence (e.g., form HUD-718) of funds availability signed by an authorized official of the program office or the accounting office.
- c. Single Family Acquired Asset Management System (SAMS) and Property Management System (PMS).
- (1) These two systems are used to record contract obligations and make contract payment disbursements for the Office of Housing's Single Family Real Estate Owned and Multifamily Property Disposition contract actions.
  - (2) The program office shall enter the funds reservation information into the HPS procurement request record for the requested contract action.
  - (3) The signature of the authorized, requesting Office of Housing program official in block 18 of the HUD-720 shall constitute assurance that funds are available for these actions.

3. Simplified Acquisitions. Funds reservations for simplified acquisitions not exceeding the SAP threshold may be made at the time of obligation, but the availability of allotted funds must be verified before obligation – i.e., before execution of the contract action. Reservations for actions exceeding the SAP threshold (e.g., commercial item acquisitions made pursuant to FAR Subpart 13.5) must be made at the time of the initial request for the action. Funds for such actions shall be reserved as dictated by the type of funds, as described in paragraph 2 above. In either case, the program office must include evidence of funds availability in its request for the action. The program office shall also enter the funds reservation information into the SPS purchase request record for the requested action.
4. Changes in Funding. The program office shall promptly notify the Contracting Officer of any changes to funding reservations to avoid situations where there are insufficient funds for the proposed obligation. Contracting officers must verify the amount of funds reserved for the contract action before executing such action and obligating HUD for such amount.
5. Processing Contract Actions Pending Availability of Funds. Contract actions should not be delayed pending availability of funds when it is expected that sufficient funding will become available before executing the action. All preparatory steps (e.g., preparing the RCS, soliciting offers, etc.) should continue to be taken unless and until it is determined that funds will not be available.
6. Contract Actions Under Continuing Resolutions. When the Department is operating under a continuing resolution that includes the standard provision on initiation or resumption of any project or activity, program offices may initiate, and Contracting Officers may execute, contract actions for which the program office had authority and sufficient funds to carry out such actions in the preceding year, regardless of whether such action was ever taken in the preceding year (e.g., a study of alternative financing systems for single-family housing initiated by the Office of Policy, Development and Research). Each continuing resolution must be reviewed to confirm that it includes that standard provision.
7. Bona Fide Need Rule.
  - a. The bona fide need rule is a fundamental principle of appropriation law which has been cited by numerous Comptroller General Decisions. The bona fide need rule states that an one year appropriation, and a multi year appropriation that expires at the end

the current fiscal year may be obligated only to meet a legitimate need arising in the current fiscal year.

- b. The bona fide need rule applies differently to non-severable and severable services. A non-severable service has value only when it is completed. An example includes a research project that we have a need for in the current fiscal year but will take eighteen months to complete. In this example, HUD may obligate current funding for the cost of the entire research project even if the appropriated funding to be used expires at the end of the current fiscal year.
- c. Severable services have value as they are performed. Examples are security and cleaning services; HUD benefits every hour a guard is on duty or a floor is swept. In the general application of the bona fide need rule, severable services may be obligated only with funds appropriated for the year in which they are performed. Except as discussed below, HUD cannot obligate one-year funds or multi-year funds expiring at the end of the fiscal year for security work to be performed in the following fiscal year.
- d. The “severable services exception” to the bona fide need rule adds a limited degree of flexibility but it requires great care to assure it is used lawfully. The basic requirement for the severable services exception is that the new severable services, contract or extension must include work that begins in the current fiscal year and continues into the next fiscal year but the total performance period may last no more than one year. In using this exception, however beware of a common hazard involving an existing contract that runs through September 30 with a proposed extension that begins on or before that date. The severable services exception does not apply to such contracts because there is no bona fide need for new services in the current fiscal year. However it is perfectly lawful to work with the contractor to amend the existing contract to end the performance period before the end of the current fiscal year. There is then a bona fide need for a contract extension for services that begin before the end of the current fiscal year and may continue into the next fiscal year for a total new performance period that may last no more than one year.
- e. The Contracting Officer is the responsible official for determining if a proposed contract action meets the bona fide need test. Each contract request shall be reviewed in light of these principles, and the program office shall be advised immediately if its proposed funding plan does not meet such test. The Contracting Officer shall be guided by GAO’s Principles of Federal Appropriations

Law, Comptroller General Decisions, and HUD legal guidance. The Contracting Officer should consult legal counsel in any case where the appropriateness of a proposed action is in doubt.

#### 4-3 CONTRACTING OFFICE RESPONSIBILITIES.

- A. Acquisition Plans. The contracting office's responsibilities are described in Appendix 4-1.
- B. RCS. The contracting office shall:
1. Monitor the submission of the RCS and inform program offices of delinquent delivery of a complete package;
  2. Promptly review each RCS for all required documentation and information, and provide to the program office one consolidated set of comments and recommendations;
  3. Obtain from the program office representative any required clarifications of, corrections to, and information missing from the RCS or associated documentation;
  4. Coordinate review of the RCS with the cognizant competition advocate (see section 4-7) and determine the adequacy of, concur and process justifications for other than full and open competition, if applicable;
  5. Coordinate with the Small Business Specialist (see paragraph 3-3.A) concerning set-aside recommendations. Coordinate with OSDBU in identifying 8(a) concerns and providing SBA with the required offering letter for 8(a) awards; and,
  6. Publicize the procurement in accordance with FAR Part 5 and take all reasonable steps to otherwise notify the appropriate or likely contractor community (e.g., paid advertisements in print or electronic media, notices to trade or professional association publications, other routine communications with HUD's clients, the Internet, etc.).

#### 4-4 INTERNAL CLEARANCES AND APPROVALS.

- A. Headquarters. Proposed procurement actions for the services and/or equipment below require written approval from the offices specified:
1. Information Technology (IT) Resources. OCIO, Office of Information Technology (OIT) and Office of Administrative Services (see section 6-4 for further details).

2. Legal Services. OGC approval is required for procurements specifically for legal services and procurements under which such services are part of a larger effort. Approvals may be made on an individual or class basis.
3. Training. HUD Training Academy.
4. Audio-visual productions. Office of Public Affairs, Policy Support. (Note: No clearance is required for the videotaping of oral presentations made by offerors for competitive procurements.)
5. Publication of public information materials. The Office of Public Affairs, Policy Support. (Note: All information to be disseminated to the public is subject to the requirements of the Department's Information Quality Guidelines issued in accordance with the guidelines published by (see Federal Register, September 28, 2001 (Volume 66, Number 189)).
6. Questionnaires. OCIO, Office of Investment Strategies, Policy and Management and Office of Administrative Services (for any questionnaires related to OCIO-related procurement activities; Note: Questionnaires, or any other form of information collection activity and all requests for information, including telephonic interviews and invitations to submit information must conform to the requirements of the Paperwork Reduction Act.).
7. Printing and Design of Graphics and Printed Materials. Office of Administration, OAMS, Multimedia Division.
8. Forms. Office of Administration, OAMS, Records and Directives Branch.
9. Contractors to Occupy HUD Headquarters Space. Office of Administration, OAMS, Space Management Division. (Note: If contractors working in a HUD facility will be provided IT resources, see number 1 above.)
10. Telecommunications equipment, management or services. Office of Administration, OAMS, Space Management Division, Telecommunications Services Branch.
11. Micrographic Equipment and Services. Office of Administration, OAMS, Document Management Division.
12. All Other Office Equipment or Services. Office of Administration, OAMS, Space Management Division, Property and Supply Branch.

13. Overtime Payment for Contractor Employees. Head of the program office (see paragraph 6-8.E).
  14. Reimbursable Work Authorizations (GSA). Office of Administration, OAMS, Space Management Division.
- B. Field Procurements. Approvals of proposed field procurement actions for the products and/or services listed in A above shall be obtained from the Headquarters counterpart within the ASC (e.g., ARD for OAMS, Training Officer for the HUD Training Academy (HTA), etc.). If there is no field counterpart, or if the requirement is for a larger or different jurisdiction than the particular field office where award is made (e.g., a nationwide contract being awarded by an FCO), the approval shall be obtained directly from the cognizant Headquarters office. A copy of the clearance should be provided to the ASC counterpart of the Headquarters approving office.
- C. Contractor-Acquired and HUD-Furnished IT Resources. It is Departmental policy to standardize all microcomputer and office information equipment and related software. Therefore, if a contractor, in performing his or her contract, plans to acquire microcomputer or other office information equipment or related software that will become the property of HUD, prior approval by OCIO is required. OCIO will review the proposed equipment or software to ensure that it meets Departmental standards.
- D. Legal Review. The OGC legal advisor assigned to the contract action must review the following:
1. SOWs for services with an estimated value of \$5 million or more; and,
  2. Any SOW or proposed contract action (regardless of dollar value) which in the judgment of the Contracting Officer raises a legal issue, e.g. proprietary data rights, possible performance of an inherently governmental function (FAR 7.5) or personal services (FAR 37.104), bona fide need questions or funding issues raised by prior GAO decisions concerning appropriations.

#### 4-5 PROCEDURES FOR CONTACT WITH EQUIPMENT VENDORS.

- A. Policy. HUD employees shall not initiate contact with vendors who are promoting their products or services for Government purchase or lease for the purpose of vendor demonstrations or sales presentation of equipment. If a vendor initiates the contact for the purpose of demonstrating and/or selling a product to satisfy an established HUD need, the procedures outlined in paragraph B, below, shall be followed. HUD employees may contact equipment vendors to arrange for training on equipment or products being furnished by the vendors under a

Government contract where the training is to facilitate the use of those products and the training is at no additional cost to the Government.

- B. Procedures. Employees who need or desire to evaluate or test equipment, including the conduct of any demonstrations or studies, shall request such action from the cognizant Administrative Officer, who will coordinate the arrangements with the appropriate clearance points designated in section 4-4 as he/she determines necessary. Vendors who approach employees for such purposes shall also be referred to the Administrative Officer. If a determination is made to procure after demonstration, the procedures set forth in this handbook shall be followed.

#### 4-6 OTHER THAN FULL AND OPEN COMPETITION.

- A. Basic Policies. Contracting Officers shall comply with the requirements for competition of contracts contained in FAR Part 6. (Note: See section 9-2 for policy concerning competition of simplified acquisitions.) “Other than Full and Open Competition” means awarding a negotiated contract without soliciting all potential offerors. It includes noncompetitive (or “sole source”) contracts. The use of this method of contracting is strictly limited. The following are the statutory exceptions to full and open competition that normally may apply to HUD’s requirements:
  - 1. Only one responsible source (FAR 6.302-1);
  - 2. Unusual and compelling urgency (FAR 6.302-2);
  - 3. Industrial Mobilization, engineering, development or research capability, or expert services to assist HUD with litigation or disputes (FAR 6.302-3);
  - 4. Authorized or required by statute (FAR 6.302-5, e.g., awards made to NIB/NISH concerns, sole source 8(a) awards, or procurements through GSA Federal Supply Schedule contracts); or,
  - 5. Public interest (FAR 6.302-7; Note: Requires Secretarial approval and Congressional notification. Use of this exception is extremely rare).
- B. Processing Requirements for Contracting through Other than Full and Open Competition.
  - 1. Contracting Officers shall ensure that all requests for procurement actions that are to be awarded through other than full and open competition are processed in accordance with FAR Subpart 6.3 and HUDAR Subpart 2406.3.

2. Program offices shall prepare a written justification containing the information described at FAR Subpart 6.3 and submit it as part of the RCS. The justification shall be submitted on form HUD-24012, "Justification for Other Than Full and Open Competition," which includes instructions for completing and processing the form. The GTR or other program office contact should consult with the Contracting Officer to ensure that all required information is included.
3. As part of the written justification, program offices shall provide and certify as accurate and complete all data necessary to support their recommendation for other than full and open competition (see FAR Subpart 6.3). This certification shall be made by the head of the program office on the form HUD-24012.

C. Contracting Officer Review and Certification.

1. The Contracting Officer shall promptly review the program office's justification to determine if it fully supports the requested action.
2. If the Contracting Officer determines that the procurement should be conducted through full and open competition, he/she shall promptly notify the program office.
3. If the Contracting Officer determines that the request is reasonable, but that the justification as written does not support the request, he/she shall return it to the program office for correction or clarification.
4. If the Contracting Officer determines that the justification does support the request, the Contracting Officer shall promptly publish any required notices (see FAR Subparts 5.2 and 6.3). After evaluation of any responses to the notice by the program office, the Contracting Officer will determine if the procurement will be pursued through other than full and open competition. If so, the Contracting Officer, with the cooperation of the program office, will:
  - a. Supplement the program office's justification with any additional documentation required by FAR Subpart 6.3 for the specific exception cited; and,
  - b. Certify that the justification is accurate and complete to the best of the Contracting Officer's knowledge and belief.

- D. Approvals. The Contracting Officer shall obtain the required approvals of justifications as prescribed at FAR Subpart 6.3 and HUDAR Subpart 2406.3 before proceeding with the procurement action.

E. Technical Evaluation of Proposals Not Subject to TEP Procedures. The GTR is responsible for obtaining and providing to the Contracting Officer evaluations of proposals not subject to TEP evaluation (e.g., noncompetitive contract awards under Section 8(a) of the Small Business Act).

4-7 DEPARTMENTAL COMPETITION ADVOCATE. The CPO designates HUD's Departmental Competition Advocate via notice published in the Federal Register. The Competition Advocate also serves as the Department's Task/Delivery Order Ombudsman. The specific duties and responsibilities of the Competition Advocate are set forth at FAR 6.502. The specific duties and responsibilities of the Task and Delivery Order Ombudsman are set forth at HUDAR 2416.505(b)(5). The current designee is identified on the OCPO intranet site.

**ATTACHMENT TO FORM HUD-720 REQUEST FOR CONTRACT SERVICES**  
**MISCELLANEOUS CERTIFICATIONS**

Reference: \_\_\_\_\_  
*(Title of procurement and HPS plan number)*

In accordance with HUD Handbook 2210.3, Chapter 4, each request for contract services must include these certifications. Your request for services cannot be processed without them. Please consult the cognizant Contracting Officer if you have any questions concerning this requirement.

**Use of Advisory and Assistance Services.** *(Note: The use of advisory and assistance services is permitted subject to the limitations set forth in FAR Subpart 37.2.)*

In accordance with FAR 37.203, I hereby certify that:

- The services to be obtained under the proposed contract are not of a policy, decision-making, or managerial nature, which is the direct responsibility of HUD officials;
- The contract is not being used to bypass or undermine personnel ceilings, pay limitations, or competitive employment procedures;
- No preference will be given to former Government employees;
- The services to be obtained will not be used to aid in influencing legislation; and
- The required professional or technical advice to be obtained under the proposed contract is not readily available within the Department or from another Federal agency. *(Attach explanation.)*

**Outside Assistance in Developing Contract Related Documents** (see also Handbook 2210.3, section 4-2)

I hereby certify that *(check one)*:

- No assistance was provided to the Department by any contractor, consultant or other party outside the Government in the development of the statement of work, contract specifications, selection factors or any other portion of the referenced requirement.
- Assistance was provided by the firm(s), organization(s) and/or individual(s) listed below. A detailed description of the assistance is attached.

\_\_\_\_\_

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If the firm(s) and/or individual(s) named above provided the assistance under contract or task order with the Department, provide all applicable contract and task order numbers:

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**Prohibited Contract Activities** (see also Handbook 2210.3, Chapter 6, Section 6-1)

I hereby certify that the requested contract action does not include the following:

- **Inherently Governmental functions** as described at section 2.101, Definitions, in the Federal Acquisition Regulation (FAR). Examples of inherently Governmental functions may be found at FAR 7.503. Both sections are excerpted on the HUD intranet at:

<http://hudweb.hud.gov/po/arc/connect/guidance/inherent.htm>

- **Personal Services** as described at FAR 37.104, which may be found on the HUD intranet at:

<http://hudweb.hud.gov/po/arc/connect/guidance/personal.htm>

**Signature Block:**

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Name

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Title

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Signature

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Date

DELEGATION OF SOURCE SELECTION AUTHORITY

[*date*]

MEMORANDUM FOR: [*Name of Contracting Officer*]

FROM: [*Name and title*],

SUBJECT: Delegation of Source Selection Authority

REFERENCE: [*title of proposed procurement*]

Please be advised that in accordance with HUD Acquisition Regulation section 2415.303, effective the date of this memorandum, I hereby delegate the responsibilities and functions of Source Selection Authority for the referenced procurement as set forth in HUD Handbook 2210.3 and the Federal Acquisition Regulation section 15.303 to [*name and title of designee*].

## ACQUISITION PLANNING

1-1 **Purpose.** This Appendix provides detailed guidance and procedures for the preparation and approval of acquisition plans.

1-2 **References**

- A. Federal Acquisition Regulation (FAR) Part 7 – Acquisition Planning
- B. HUD Acquisition Regulation (HUDAR) Part 2407 – Acquisition Plans
- C. HUD's Procurement Administrative Lead-Times
- D. Procurement Policy and Procedures – Handbook 2210.3

1-3 **Background Information**

Subpart 7.1 of the Federal Acquisition Regulation (FAR) requires that agencies perform acquisition planning and conduct market surveys on all acquisitions in order to promote and provide for full and open competition. As an acquisition becomes more significant, greater planning efforts and documentation are required. Agencies are also responsible for developing acquisition plan procedures, including establishment of criteria and thresholds at which written acquisition plans are required. This document establishes those thresholds (see sections 2-1 and 2-2). In addition, it establishes dollar thresholds and approval levels for three types of acquisition plans. The three types of plans or templates are provided as Exhibits 4-3, 4-4, and 4-5. The first template is the basic acquisition plan covering contract actions over \$100,000 up to \$1,000,000. The approval level is the Contracting Officer. The second template is the Limited Acquisition Plan. This template covers contract actions from \$1,000,001 up to \$5,000,000. The approval level is the OCPO Division Director. The third template covers the Comprehensive Acquisition Plan. This template covers contract actions greater than \$5,000,000. The approval level for this plan is the Assistant Chief Procurement Officer.

1-4 **Objectives of the Acquisition Plan**

The objectives of an acquisition plan are to:

- A. Coordinate the efforts of all personnel (including COTRs [GTRs/GTMs]) in the planning stages of a major acquisition, with emphasis on increased interaction and communication between the Program and Contracting offices.
- B. Ensure that the requirement promotes full and open competition, or, when full and open competition is not required in accordance with FAR Subpart 6.3 to obtain competition to the maximum extent practicable,
- C. Promote and provide for acquisition of commercial items, and

- D. Identify and overcome impediments that may delay the acquisition or lead to increased cost or technical risk.

#### 1-5 **Policy**

- A. Acquisition for the purposes of this document, includes the following: new contract awards (both competitive and other than competitive); modifications to contracts adding new work or made pursuant to a contract's "changes" clause; and task/delivery orders issued under existing contracts.
- B. Acquisition plans in the formats prescribed in this document (see Exhibits 4-3 through 4-5) are required for all Departmental acquisitions estimated to exceed \$100,000, as defined in paragraph A, above, unless specifically exempted in Section 1-6. The total estimated acquisition amount includes options, and known later phases or follow-on contracts.

#### 1-6 **Exemptions**

Acquisition plans are not required for the following types of acquisitions:

- A. Architect-Engineer Services.
- B. Unsolicited proposals (deemed innovative and unique in accordance with FAR Subpart 15.6 and HUDAR Subpart 2415.6).
- C. Regulated utility services where the services are available from only one source.
- D. Options to Existing contracts.

#### 2-1 **Development of the Plan**

- A. Contracting Officers are responsible for initiating, developing, and maintaining acquisition plans. However, Contracting Officers will partner with the program offices in the writing and development of these plans. The plan should be coordinated with other stakeholders as appropriate (e.g., the Office of General Counsel, Office of the Chief Information Officer). It is developed as early as possible. Contracting Officers will use the approved Strategic Plans, if one exists, and PALT to determine the time necessary to initiate the acquisition plan.
- B. Program offices shall review and concur on the plan once it is developed.  
Concurrence on plans for proposed acquisitions must be made at the following levels:
  - 1. Acquisitions greater than \$100,000 but less than \$1,000,000, by a program official at the Division Director or equivalent level.

2. Acquisition greater than \$1,000,000 to \$5,000,000, by the program office Director (e.g. Director of Single Family housing) or equivalent level.
3. Acquisitions greater than \$5,000,000 by the Deputy Assistant Secretary or equivalent level.

C. In the event of a disagreement over the acceptance of a plan by the program office, a final decision regarding the plan's content shall be made to the OCPO official one level above the approving official (see section 2-2).

## 2-2 **Approval of the Plan**

A. The approval level for each type of plan is as follows, for acquisitions:

1. Over \$100,000 and up to \$1,000,000, the approving official is the Contracting Officer.
2. For actions over \$1,000,000 up to \$5,000,000, the approving official is the OCPO Division Director.
3. Over \$5,000,000, the approving official is the cognizant Assistant Chief Procurement Officer (ACPO).
4. The Deputy Chief Procurement Officer has discretion to review any plan.

B. Plan will be provided to OSDBU for review and concurrence.

C. OCPO approval of an acquisition plan shall not constitute approval for any deviation from an existing contract clause, which may be described in the plan. Approvals for these actions must be submitted independently in accordance with FAR subpart 1.4 and HUDAR subpart 2401.4.

## 2.3 **Changes to the Acquisition Plan**

After initial approval, the approving official must approve significant changes in the acquisition plan before they are implemented. The contracting officer for the acquisition should discuss potential significant changes to the acquisition plan with the approving official before requesting formal approval of any amendments to the plan.

## 3-1 **General Requirements and Format of the Acquisition Plan**

- A. The acquisition plan will clearly address the key decision points in the proposed acquisition and will identify significant technical, cost or business issues. It will include any other document that might bear on the acquisition planning process.

- B. The following notice shall be prominently displayed on the front page of all acquisition plans:

“This document contains proprietary information or source selection information related to the conduct of Federal Agency procurement. The disclosure and receipt of this information is restricted by Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423). Violations may result in civil or criminal penalties as provided by law.”

- C. In addition, each page of the acquisition plan shall be marked as follows:

“Source Selection Information – See FAR 3.104”

### **3-2 Contents of the Acquisition Plan**

The plan must address all the technical, business, management and other significant considerations that will control the acquisition.

#### **A. Acquisition Background and Objectives**

1. **Title.** Short descriptive title.
2. **Statement of Need.** Introduce the plan by a brief statement of need. Summarize the technical and contractual history of the project.
  - a. Discuss all significant conditions affecting the acquisition such as compatibility with existing or future systems or programs, capability or performance restraints. (For e.g., new contract award versus order under existing contracts; obtaining services internally; sharing results of contracts awarded by other offices.).
  - b. Discuss alternatives to new acquisitions considered and explain why none of those suffice.
  - c. Provide total estimated costs including any options. (Note: You will be required to submit an independent cost estimate with the RCS). Discuss cost concepts to be employed.
    - (1) Life cycle cost. Discuss how it will be considered. If it is not used, explain why.
    - (2) Design-to-cost. If applicable, describe the design to cost objectives and underlying assumptions. Describe how objectives will be applied, tracked and enforced.

- (3) Application of should-cost. If applicable, describe the application of should-cost analysis to the acquisition.
3. **Capability or Performance.** Specify the required capabilities or performance characteristics of the services/supplies being acquired. Explain how they are related to the need.
  4. **Delivery or Performance-Period Requirements.** Describe the basis for delivery or performance-period requirements. Show how they relate to the Government's needs. Explain reasons for any urgency. Explain how performance will be monitored.
  5. **Trade-offs.** Describe any trade-offs to be considered among costs, performance, and schedule goals. Discuss the expected consequences of such trade-offs.
  6. **Risks.** Identify any technical, cost and schedule risks. Describe any efforts to reduce or minimize risks. Discuss the consequences of failing to achieve goals.
  7. **Acquisition Streamlining.** If specifically designed by the program office, discuss plans and procedures to:
    - a. Encourage industry participation by using draft solicitations, pre-solicitation conferences and any other means of stimulating industry participation during design and development. Recommend the most appropriate application and tailoring of contract requirements.
    - b. Select and tailor only the necessary and cost-effective requirements.
    - c. State timeframe for identifying which specifications and standards, originally provided as guidance, shall become mandatory.

## B. Plan of Action

1. **Sources.** Specify the potential sources of supplies and/or services that can meet the need. Consider required sources. Describe the efforts that will be made to identify all qualified sources, including small businesses, small disadvantaged businesses, veteran-owned small businesses service-disabled veteran-owned small businesses, HUBZone small businesses and women-owned businesses. Discuss the results of market research and/or surveys and indicate their impact on the various elements of the plan. A print out from CCR, without any explanation, isn't an appropriate response to this item.
2. **Competition.** Describe how competition will be sought, promoted and maintained throughout the acquisition.
  - a. Describe efforts to be made to locate additional firms, in addition to the required FedBizOpps advertisement. If other than full and open competition, cite the

authority in FAR 6.302, discuss the basis for the application of the authority, identify sources and explain why full and open competition can't be obtained.

- b. Identify and discuss major components or subsystems and their potential for "breakout" and acquisition via separate procurements to enhance competition.
  - c. When effective subcontract competition is both feasible and desirable, describe how competition will be sought, promoted and sustained. Identify any known barriers to increasing subcontract competition and address how to overcome them.
3. **Source Selection Procedures.** Discuss source selection procedures for the acquisition, including the timing for submission and evaluation of proposals. Discuss the relationship of the evaluation factors to the objectives of the acquisition.
4. **Acquisition Considerations**
- a. Discuss contract type selection, use of multiyear or multiple year contracting, options, other special contracting methods, and/or incentive plans. Provide rationale for contract type selection. Discuss any incentive arrangement or document cross reference to the incentive plan,
  - b. Identify any special clauses, special solicitation provisions, or FAR deviations that may be needed,
  - c. Determination: Sealed Bidding vs. Competitive Negotiation --  
  
 Sealed bidding [FAR 6.401(a)] conditions are present  
  
 Competitive Negotiation [FAR 6.401(b)] conditions are present. Award will be made  with discussions  without discussions.
  - d. Determine if equipment will be acquired by lease or purchase and why,
  - e. Identify any other contracting considerations; and
  - f. Provide rationale if a performance-based acquisition will not be used or if a performance-based acquisition for services is contemplated on other than a firm, fixed-price basis.
5. **Budgeting and Funding.** Include budget amounts for the proposed acquisition. Identify the sources of funds, explain how budgets were derived, and discuss the schedule for obtaining adequate funds at time they are required. Address type of funds (e.g., annual year or no year funds).
6. **Product or Service Descriptions.** Explain the choice of product or service description, including performance-based acquisition descriptions.

7. **Priorities, allocations and allotments.** When urgency of a requirement dictates a particularly short delivery or performance schedule, certain priorities may apply. If so, specify the method for obtaining and using priorities, allocation, and allotments and the reasons for using them.
8. **Contractor versus Government Performance.** Address the requirements of OMB Circular No. A-76. Include a statement as to whether the requirement is appropriate for an A-76 competition and why or why not?
9. **Management Information requirements.** Discuss what management system will be used to monitor performance. Include a description of the information that may be needed as well as possible systems for recording and reporting it.
10. **Make or Buy.** Discuss any considerations given to make-or-buy programs.
11. **Test and Evaluation.** If applicable, describe the testing requirements to be used by the contractor and the Government.
12. **Logistics Considerations.** Describe:
  - a. The assumptions made determining contractor or agency support, both initially and over the life of the acquisition.
  - b. Reliability, maintainability and quality assurance requirements including any planned use of warranties.
  - c. Requirements for contractor data, and data rights, their estimated cost, and the use to be made of such data.
  - d. Standardization concepts.
13. **Government-furnished property.** Identify any property to be furnished to contractors including materials and facilities. Discuss any associated considerations such as availability and/or the schedule of acquisition.
14. **Government-furnished information.** Discuss any government information, such as manuals, drawings and test data, to be provided to prospective offerors or contractors. Indicate which information requires additional control to monitor access and distribution (e.g., Technical specifications, maps, building designs, schedules etc), as determined by the agency, is to be posted via the Federal Technical Data Solution (FedTeDS). Discuss any associated considerations such as availability and/or the schedule of acquisition.
15. **Environmental and energy conservation objectives.** Discuss all applicable environmental and energy conservation objectives associated with the acquisition,

applicability of an environmental assessment or environmental impact statement, proposed resolution of environmental issues and any environmentally-related requirements to be included in solicitation and contracts.

16. **Security considerations.** For acquisitions dealing with classified matters, discuss how adequate security will be established, maintained, and monitored. For information technology acquisitions, discuss how IT security requirements will be met. For acquisitions requiring routine contractor access to a federally controlled facility and/or routine access to a federally controlled information system, discuss how agency requirements for personal identity verification will be met consistent with Homeland Security Presidential Directive – 12 (HSPD-12).
17. **Contract Administration.** Describe how the contract will be administered. In contracts for services, include how inspection and acceptance corresponding to the work statement's performance criteria will be enforced.
18. **Other considerations.** As applicable discuss the consideration given to the following:
  - a. Value Engineering.
  - b. Pre-proposal conference and Site visits for contractors.
  - c. Benchmark testing/Performance validation.
19. **Milestone Schedule.** A milestone schedule is required for all plans. However for actions expected to exceed \$100,000 but not \$1,000,000 the milestone schedule will serve as the acquisition plan.

**Exhibit 4-3**  
**HUD Basic Acquisition Plan**  
 (Required for Acquisitions in the range of \$100,001 up to \$1,000,000)

Instructions: Please address all items listed. For areas that are not applicable please insert the following: "N/A" In lieu of this form, a fully populated milestone printout from HPS may be used. Ensure that the required information on this form is included in the printout from HPS

Please mark the bottom of each page with: **SOURCE SELECTION INFORMATION – SEE FAR 3.104.**

**Project Information**

Acquisition Plan Number (HPS Plan Number)

Project Title

Project Number (Program Office Identifying Number)

Estimated Value

HUD Program Office

Work Performance Location

Project Description

Contract Instrument: Identify if this action is a: new contract award (both competitive and other than competitive); modification to contract adding new work or made pursuant to a contract's "changes" clause; or task/delivery order issued under an existing contract.

**Acquisition Milestones**

Acquisition Plan Approval

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Complete Request for Contract Services (720 Package) – see handbook 2210.3 Section 4-2

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Issuance of Synopsis

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Issuance of Solicitation

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Receipt of Proposals (contracts) or Quotations (task orders)

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Initial Evaluation of Proposals/ Quotations; TEP/TET report submission

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Determination of Competitive Range

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Beginning Negotiations

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Completion of Negotiations

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Completion of Final TEP report

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Final Evaluation ; Submission TEP/TET Report

Source Selection Decision

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Preparation

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Review (including Legal)

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Award

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

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Concurrence:

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Program Official (Division Director or equivalent)

Approval:

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Contracting Officer

**Exhibit 4-4**  
**HUD Limited Acquisition Plan**  
 (Required for Acquisitions in the range of \$1,000,001 up to \$5,000,000)

Instructions: Please address all items listed. For areas that are not applicable please insert the following: "N/A"

Please mark the bottom of each page with: **SOURCE SELECTION INFORMATION – SEE FAR 3.104.**

**Project Information**

Acquisition Plan Number (HPS Plan Number)

Project Title

Project Number (Program Office Identifying Number)

Estimated Value

HUD Program Office

Work Performance Location

Project Description

Contract Instrument: Identify if this action is a: new contract award (both competitive and other than competitive); modification to contracts adding new work or made pursuant to a contract's "changes" clause; or task/delivery order issued under an existing contract.

**Acquisition Background and Objections (FAR 7.105)**

Statement of Need – Introduce the plan by a brief statement of need. The statement of need is a short, concise statement of the goals, objectives, expected outcomes of the procurement. It supports the bona fide need of the Department.

Technical and Contractual History – Discuss /Summarize the following:

- 1) Technical history – past history of the requirement.
- 2) Contractual history - a brief summary of all prior procurements related to this requirement. Please identify the contract number, task order number, awardees (single or multiple award) dollar value, periods of performance, issuing/contracting office, scope, contract vehicle etc.

Acquisition Alternatives – Discuss/Summarize the following:

- 1) Feasible acquisition alternatives. Discuss performance in house by government employees, agreement with another agency or performance by a contractor with a new contract or an existing contract.
- 2) Impact of prior acquisitions on the alternatives described above.
- 3) Describe related in-house effort (government efforts to perform similar or same work).

Significant Conditions – Identify and discuss all significant conditions affecting the acquisition, such as requirements for compatibility with current and/or future systems/programs.

Costs – Budgeting – Is there sufficient funding available? Correct fiscal year funds provided?

Schedule – Is the schedule aggressive? Any other considerations dictated by outside sources?

Costs – Set forth the cost goals for this acquisition and the rationale supporting them. Document the estimated costs for the product/services to be procured. Discuss how you arrived at the estimated costs. Discuss what methodology was used – Life cycle cost; Design-to-cost; and Should-cost.

Capability or Performance Constraints – Provide a description of the required capabilities or performance characteristics of the supplies or performance standards for the services being acquired. Discuss how they are related to the need.

Delivery or Performance-Period Requirements – Describe the basis for establishing the delivery or performance period requirements. Delivery shall be clearly stated in the resulting solicitation. At a minimum, discuss reasons for establishing period of performance. Explain reasons for urgency (if appropriate). Identify the number of years (base and option periods). Consider development versus maintenance and warranty periods. Discuss briefly industry practices, market conditions, transportation time, and production time. Consideration must also be given to the capability of small business concerns, administrative time for obtaining/evaluating offers and for awarding contracts (See revised PALT). You also need to be cognizant of need for time for contractors to comply with any condition precedent to contract/order performance and time for the Government to perform its obligations under the contract/order. Be certain that the delivery schedule is realistic and meets the requirements of the acquisition. Unrealistic schedules restrict competition and may result in higher prices.

## Plan of Action (FAR 7.105)

Sources – Indicate the prospective sources of supplies or services that can meet the need. **A screen print from CCR of firms is not an appropriate response to this item.** Contractors who may be interested in this action may not yet be registered in CCR. Program and Procurement offices shall identify any known sources and any results from market research (if conducted).

- 1) Consider required sources of supplies or services (FAR Part 8).
- 2) Consider small businesses, veteran owned small businesses, service-disabled veteran owned businesses, HUB Zone businesses etc.
- 3) If the procurement strategy involves bundling, the following needs to be addressed:
  - a) Identify specific benefits to be derived from bundling.
  - b) Provide assessment of specific impediments to participation by small business concerns as contractors that result from bundling.
  - c) Identify actions to be taken to maximize small business participation as contractors.
  - d) Identify actions to be taken to maximize small business participation as subcontractors at any tier under the contract.
  - e) Include a specific determination that the anticipated benefits of the proposed bundled contract or order to justify its use.

Note that bundling must be necessary and justified as specified in FAR Part 7.107.

Market Research - Conduct market research for all acquisitions to ensure that the Government meets its needs in the most effective, economical and timely manner. 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. See FAR subpart 10.002.

Competition – Describe how competition will be sought, promoted and sustained throughout the acquisition. If not using full and open competition, cite the authority in FAR 6.302. Discuss the application of the authority. Discuss why full and open competition cannot be obtained.

Source Selection Procedures – Discuss the source selection procedures for the acquisition including timing for submission and evaluation of proposals and the relationship of evaluation factors to the attainment of acquisition objectives.

- 1) What is timeframe for submission of proposals?
- 2) Will written or oral presentations, or a combination, be used?
- 3) Who will be on the Technical Evaluation Panel?

Identify factors to be considered in the evaluation. Price or cost shall be evaluated in every solicitation. Non-cost factors may be more significant in selecting best value to the government.

Non-cost factors may include:

- 1) Past Performance
- 2) Technical Approach

- 3) Management Plan
- 4) Key Personnel

Document the relative importance of non-cost factors in evaluation.

Contract Type – Identify and discuss the type of contract. If appropriate, discuss multi-year contracts and/or the inclusion of options. Discuss any other contracting methods and any special contract provisions or clauses. Discuss any incentive arrangement or document cross reference to the incentive plan.

If an order under a contract, discuss the reasons for selecting order type. Are the requirements well defined? Are changes to the level of effort anticipated?

Lease or Purchase – Discuss if equipment will be acquired by lease or purchase and explain why selected approach benefits the government.

Other Information – Identify any unique contracting considerations.

Performance Based Elements – Include a discussion of the performance based contracting elements. Elements include outcome-based measure, quality assurance plan, incentives, and disincentives as appropriate.

Monitoring Officer (or individual) – Who will be responsible for quality assurance?

Rationale for Not Using Performance Based Guidance – If performance based contracting method will not be used, discuss why such methods are not suitable.

Budgeting – Develop and include budget estimates. Include the total value of the independent government estimate including any options. Explain how budgets estimates were arrived at. Discuss schedule for obtaining adequate funds.

Funding – Develop funding strategy. Identify if funding will be incremental versus full funding at time of award etc.

Product or Service Descriptions – Explain how you chose to describe the services/supplies to be procured. Why are you using a statement of work, performance work statement, statement of objectives, technical specifications, or other description of the requirement?

Environmental and Energy Conservation Objectives and Requirements – What are the applicable environmental and energy conservation objectives associated with this acquisition, if applicable. Address the applicability of an environmental assessment or environmental impact statement (see 40 CFR Part 1502), the proposed resolution of environmental issues, and any environmentally-related requirements to be included in the solicitation.

Security Considerations – Discuss any security considerations. What security measures are required?

- 1) For acquisitions dealing with classified matters, discuss how adequate security will be established, maintained and monitored.
- 2) For information technology acquisitions, discuss how you will meet information security requirements.
- 3) If the contractor will require access to HUD facilities or information systems, address requirements for personal identity verifications consistent with HSPD-12.

Contract Administration – Describe how the contract will be administered. For example, for services, you will need to identify how inspections and acceptance corresponding to the work statement’s performance criteria will be enforced. Identify the Government Technical Representative, Government Technical Monitor, Project Manager, if applicable.

**Acquisition Milestones**

Acquisition Plan Approval

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Complete Request for Contract Services (720 Package) see handbook 2210.3 Section 4.2

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Issuance of Synopsis

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Issuance of Solicitation

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Receipt of Proposals (Contract)

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Initial Evaluation of Proposals; TEP/TET submission report

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Determination of Competitive Range

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Beginning Negotiations

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Completion of Negotiations

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Final Evaluation and Submission of TEP/TET report

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Source Selection Decision

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Preparation

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Review (including Legal)

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Award

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Participants

OCPO Contracting Officer \_\_\_\_\_

OCPO Contracting Specialist \_\_\_\_\_

Program or Project Manager \_\_\_\_\_

GTR \_\_\_\_\_

GTM (if applicable) \_\_\_\_\_

Legal Concurrence

Program Office Director (or Equivalent) \_\_\_\_\_

OSDBU \_\_\_\_\_

Approval

OCPO Division Director \_\_\_\_\_

CMRB Chairperson \_\_\_\_\_

Exhibit 4-5  
**HUD Comprehensive Acquisition Plan**  
**(Required for Acquisitions estimated at over \$5,000,000)**

Instructions: Please provide detailed responses for each item listed below. OCPO will be readily available to assist you in preparation of this plan. For areas that are not applicable please insert the following: "N/A"

Please mark the bottom of each page with: **SOURCE SELECTION INFORMATION – SEE FAR 3.104.**

Project Information

Acquisition Plan Number (HPS Plan Number)

Project Title

Project Number (Program Office Identifying Number)

Estimated Value

HUD Program Office

Work Performance Location

Project Description

**Contract Instrument:** Identify if this action is: a new contract award (both competitive and other than competitive); modification to contracts adding new work or made pursuant to a contract's "changes" clause; or task/delivery order issued under an existing contract.

Acquisition Background and Objections (FAR 7.105)

Statement of Need – Introduce the plan by a brief statement of need. The statement of need is a short, concise statement of the goals, objectives, expected outcomes of the procurement. It supports the bona fide need of the Department.

Technical and Contractual History – Discuss /Summarize the following:

- 1) Technical history – past history of the requirement.
- 2) Contractual history - a brief summary of all prior procurements related to this requirement. Please identify the contract number, task order number, awardees (single or multiple award) dollar value, periods of performance, issuing/contracting office, scope, contract vehicle etc.

Acquisition Alternatives – Discuss/Summarize the following:

- 1) Feasible acquisition alternatives. Discuss performance in house by government employees, agreement with another agency or performance by a contractor with a new contract or an existing contract.
- 2) Impact of prior acquisitions on the alternatives described above.
- 3) Describe related in-house effort (government efforts to perform similar or same work).

Significant Conditions – Identify and discuss all significant conditions affecting the acquisition, such as requirements for compatibility with current and/or future systems/programs.

Costs – Budgeting – Is there sufficient funding available? Correct fiscal year and type of funds provided?

Schedule – Is the schedule aggressive? Any other considerations dictated by outside sources?

Costs – Set forth the cost goals for this acquisition and the rationale supporting them. Document the estimated costs for the product/services to be procured. Discuss how you arrived at the estimated costs. Discuss what methodology was used – Life cycle cost; Design-to-cost; and Should-cost.

Capability or Performance Constraints – Provide a description of the required capabilities or performance characteristics of the supplies or performance standards for the services being acquired. Discuss how they are related to the need.

Delivery or Performance-Period Requirements – Describe the basis for establishing the delivery or performance period requirements. Delivery shall be clearly stated in the resulting solicitation. At a minimum, discuss reasons for establishing period of performance. Explain reasons for urgency (if appropriate). Identify the number of years (base and option periods). Consider development versus maintenance and warranty periods. Discuss briefly industry practices, market conditions, transportation time, and production time. Consideration must also be given to the capability of small business concerns, administrative time for obtaining/evaluating offers and for awarding contracts (See revised PALTs). You also need to be cognizant of need for time for contractors to comply with any condition precedent to contract/order performance and time for the Government to perform its obligations under the contract/order. Be certain that the delivery schedule is realistic and meets the requirements of the acquisition. Unrealistic schedules restrict competition and may result in higher prices.

Trade-Offs – Provide a brief description of and expected consequences of trade-offs among the various cost, capability or performance, and schedule goals. Discuss which is most important and how it will impact the procurement in comparison of the other goals. (Do not address best value cost/technical trade-off here).

Risks – Discuss cost, technical and schedule risks. Describe the efforts to be taken to reduce risk and consequences of failure to achieve goals. Discuss effects on cost and schedule risks.

Acquisition Streamlining -- Industry Involvement Plan – If specifically designated by the requiring agency as a program subject to acquisition streamlining, discuss plans and procedures to:

- 1) Encourage industry participation by using draft solicitations, presolicitation conferences and any other means of stimulating industry involvement.
- 2) Select and tailor only necessary and cost effective requirements.
- 3) State timeframe for identifying which of the specifications and standards originally provided as guidance shall become mandatory.
- 4) Time frame for finalizing mandatory requirements.

Plan of Action (FAR 7.105)
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Sources – Indicate the prospective sources of supplies or services that can meet the need. **A screen print from CCR of firms is not an appropriate response to this item.** Contractors who may be interested in this action may not yet be registered in CCR. Program and Procurement offices shall identify any known sources and any results from market research (if conducted). Consider required sources of supplies or services (FAR Part 8).

- 1) Consider required sources of supplies or services (FAR Part 8).
- 2) Consider small businesses, veteran owned small businesses, service-disabled veteran owned businesses, HUB Zone businesses etc.
- 3) If the procurement strategy involves bundling, the following needs to be addressed:
  - a) Identify specific benefits to be derived from bundling.
  - b) Provide assessment of specific impediments to participation by small business concerns as contractors that result from bundling.
  - c) Identify actions to be taken to maximize small business participation as contractors.
  - d) Identify actions to be taken to maximize small business participation as subcontractors at any tier under the contract.
  - e) Include a specific determination that the anticipated benefits of the proposed bundled contract or order to justify its use.

Note that bundling must be necessary and justified as specified in FAR Part 7.107.

Market Research - Conduct market research for all acquisitions to ensure that the Government meets its needs in the most effective, economical and timely manner. 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. (See FAR Subpart 10.002).

Competition – Describe how competition will be sought, promoted and sustained throughout the acquisition. If not using full and open competition, cite the authority in FAR 6.302. Discuss the application of the authority. Discuss why full and open competition cannot be obtained.

Subcontracting Competition – If appropriated, discuss how subcontracting competition will be sought, promoted and sustained throughout acquisition.

Source Selection Procedures – Discuss the source selection procedures for the acquisition including timing for submission and evaluation of proposals and the relationship of evaluation factors to the attainment of acquisition objectives.

- 1) What is timeframe for submission of proposals?
- 2) Will written or oral presentations, or a combination, be used?
- 3) Who will be on the Technical Evaluation Panel?

Identify factors to be considered in the evaluation. Price or cost shall be evaluated in every solicitation. Non-cost factors may be more significant in selecting best value to the government.

- 1) Past Performance
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Contract Type – Identify and discuss the type of contract. If appropriate, discuss multi-year contracts and/or the inclusion of options. Discuss any other contracting methods and any special contract provisions or clauses. Discuss any incentive arrangement or document cross reference to the incentive plan.

If an order under a contract, discuss the reasons for selecting order type. Are the requirements well defined? Are changes to the level of effort anticipated?

Lease or Purchase – Discuss if equipment will be acquired by lease or purchase and explain why selected approach benefits the government.

Other Information – Identify any unique contracting considerations.

Performance Based Elements – Include a discussion of the performance based contracting elements. Elements include outcome-based measure, quality assurance plan, incentives, and disincentives as appropriate.

Monitoring Officer (or individual) – Who will be responsible for quality assurance?

Rationale for Not Using Performance Based Guidance – If performance based contracting method will not be used, discuss why such methods are not suitable.

Budgeting – Develop and include budget estimates. Include the total value of the independent government estimate including any options. Explain how budgets estimates were arrived at. Discuss schedule for obtaining adequate funds.

Funding – Develop funding strategy. Identify if funding will be incremental versus full funding at time of award etc.

Product or Service Descriptions – Explain how you chose to describe the services/supplies to be procured. Why are you using a statement of work, performance work statement, statement of objectives, technical specifications, or other description of the requirement?

Environmental and Energy Conservation Objectives and Requirements – What are the applicable environmental and energy conservation objectives associated with this acquisition, if applicable? Address the applicability of an environmental assessment or environmental impact statement (see 40 CFR Part 1502), the proposed resolution of environmental issues, and any environmentally-related requirements to be included in the solicitation.

Priorities, Allocations and Allotments – When urgency of the requirement dictates a particularly short delivery or performance schedule, certain priorities may apply. Discuss any priorities or urgent requirements. Specify the method and reason for obtaining and using priorities, allocations and allotments.

Contractor versus Government Performance Consideration – Address the requirements given to OMB Circular No. A-76. OMB Circular A-76 requires that the Government rely on private commercial sources for supplies and services, if certain criteria are met. If this acquisition is in connection with an A-76 effort to compare government versus contractor performance of the requirements, review 7.3 to determine applicability. State whether or not this effort falls under A-76. If not applicable, state why.

Inherently Governmental Functions Consideration – Address the consideration given to OFPP Policy Letter 92-1. Contractors shall not be used for the performance of inherently government functions (FAR Part 7.5). Document that the services/products do not constitute inherently government functions.

Management Information Requirements – Discuss the management systems to be used to monitor the contractor's efforts.

Make or Buy Considerations – Discuss any consideration given to make or buy programs (FAR Part 15.407-2).

Test and Evaluation Program – If applicable, describe the test program of the contractor and the government. Describe the test program for each major phase of a system acquisition.

Quality Assurance, Warranty Plans - Describe the reliability, maintainability and quality assurance requirements for the acquisition including any planned use of warranties.

- 1) What is acceptance basis for services or products?
- 2) What are the reliability requirements (e.g., system must be 99% operational 24 hours)?
- 3) What are anticipated times for repairs?
- 4) What is availability of replacement parts?

Requirements for Contractor Data – Describe requirements for contractor data (including repurchase data) and data rights, and their estimated costs.

- 1) Will the government have restricted or unlimited rights to the data?

- 2) Is software being developed under this task order?

Security Considerations – Discuss any security considerations. What security measures are required?

- 4) For acquisitions dealing with classified matters, discuss how adequate security will be established, maintained and monitored.
- 5) For information technology acquisitions, discuss how you will meet information security requirements.
- 6) If the contractor will require access to HUD facilities or information systems, address requirements for personal identity verifications consistent with HSPD-12.

Contract Administration – Describe how the contract will be administered. For example, for services, you will need to identify how inspections and acceptance corresponding to the work statement's performance criteria will be enforced. Identify the Government Technical Representative, Government Technical Monitor etc.

Other Considerations – Discuss other matters that are germane to the plan but not covered elsewhere.

### **Acquisition Milestones**

Acquisition Plan Approval

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Complete Request for Contract Services. See handbook 2210.3 Section 4-3

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Issuance of Synopsis

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Issuance of Solicitation

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Receipt of Proposals (Contract) or Quotations (Task Order)

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Initial Evaluation of Proposals; TEP/TET report submission

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Determination of Competitive Range

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Begin Negotiations

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Completion of Negotiations

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Final Evaluation and submission of TEP/TET report

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Source Selection Decision

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Preparation

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Review (including Legal)

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Contract Award

Planned \_\_\_/\_\_\_/\_\_\_ Actual \_\_\_/\_\_\_/\_\_\_

Participants

OCPO Contracting Officer \_\_\_\_\_

OCPO Contracting Specialist \_\_\_\_\_

Program or Project Manager \_\_\_\_\_

GTR \_\_\_\_\_

GTM (if applicable) \_\_\_\_\_

Legal \_\_\_\_\_

Concurrence

Deputy Assistant Secretary (or Equivalent) \_\_\_\_\_

OSDBU \_\_\_\_\_

Approval

Assistant Chief Procurement Officer \_\_\_\_\_