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Special Attention of:

**Transmittal** for Handbook No: 2210.3 REV-9,  
CHG 2

**Issued: January 4, 2008**

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1. This transmits: Change 2 to Handbook 2210.3 REV 9, Procurement Policies and Procedures.
2. Summary: This change updates Chapter 4, Acquisition Planning and Presolicitation Requirements. Chapter 4 updates and clarifies HUD's policy on acquisition planning and presolicitation requirements. It provides policy and sample formats of Individual Acquisition Plans (See appendix 4-1). This chapter also reflects OCPO's reorganization. Field and HQ contracting activities function as a whole as opposed to separate entities.
3. Filing Instructions:  
  
Remove:  
Chapter 4, pages 4-1 through 4-21  
Appendices 4-1 through 4-3  
  
Insert;  
Chapter 4, pages 4-1 through 4-21  
Appendix 4-1

**Summary of Significant changes:**

One of the major changes is that Contracting Officers are now responsible for initiating, developing and maintaining individual acquisition plans. As a result of this change, OCPO will work very closely with the program offices in the development and writing of these plans.

This document establishes dollar thresholds and approval levels for acquisition plans. There are 3 formats attached as exhibits to this document. The first is a basic acquisition plan; it is for actions over \$100,000 up to \$1,000,000. The approval level is the Contracting Officer. Next is the Limited Acquisition Plan. This plan is for actions \$1,000,001 up to \$5,000,000. The approval level is OCPO Division Director. Finally, there is the Comprehensive Acquisition Plan. This is for actions greater than \$5,000,000. The approval level for this plan is Assistant Chief Procurement Officer.