

# PART 7 -- ACQUISITION PLANNING

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## PART 7 -- ACQUISITION PLANNING

### SUBPART 7.1 -- ACQUISITION PLANS

#### 7.101 Definitions.

Component Acquisition Executive (CAE). The CAE has oversight and review authority for all acquisition matters and reports to the Director, DISA. The CAE has the authority and is accountable for all acquisition functions and activities in the Agency. (Source: DISAI 610-225-2\*)

Procurement Services Executive (PSE). Serves as the HCA for Agency procurements.

DISA Mission Partner. Internal DISA program office (i.e., requirements office).

DISA Program/Project. A DISA funded logical grouping of requirements designed to provide a new, improved, or continuing capability in response to a validated operational capability.

DISA Program Plan. A budgetary plan of requirements supporting a specific DISA Program for any given fiscal year (FY). The Annual Program Plan Review is the forum for obtaining program plan approval.

High-Risk Contracts/CLINs. High-risk contracts include non-competitive or limited competition contracts and cost reimbursement and time-and-materials/labor-hour contracts. High-Risk CLINs are cost reimbursement and time-and-materials/labor-hour types. When a combination of types is used (sometimes referred to as a hybrid ), the contract is considered high-risk if the high-risk CLINs constitute 50% or more of the total estimated cost. The definition of high-risk does not include directed 8(a) contracts.

Integrated Product Team (IPT). A cross-functional team formed for the specific purpose of delivering

a capability for an external or internal mission partner.

Independent Government Cost Estimate (IGCE). The IGCE is a required evaluation tool in DISA source selections. As such its integrity is critical, and the PMO shall be responsible for ensuring that appropriate technical and cost and price analysts are involved in its development.

Non-DISA Mission Partner. An external program office (i.e., requirements office), such as other DoD Components and other Federal Agencies.

Program Executive Officer (PEO). A PEO is appointed by the CAE to manage portfolios of programs, projects, initiatives, and services. (Source: DISAI 610-225-2\*)

Program Manager (PM) or Program Management Office (PMO). The designated person (i.e., requirements official) or office who is responsible for developing and maintaining a written plan, or for the planning function in those acquisitions not requiring a written plan.

Decision Authority (DA). A DA is an official designated by the CAE to manage portfolios of programs, projects, and services.

### 7.103 Agency-head responsibilities.

(S-90) A written plan (combined AS/AP, standard, or streamlined) shall also be prepared for:

(See Table 7-1 for thresholds and approval authority)

(1) Cost Reimbursement, Time-and-Materials, and Labor Hour Contracts, regardless of the total estimated cost.

(2) Combination of Contract Types, also known as a hybrid contract that include Cost Reimbursement, Time-and-Materials, and Labor Hour Contract Line Items that constitute 50% or more of the estimated value.

**Table 7-1 Acquisition Plan Thresholds and Approvals**

Contract Type	Dollar Threshold	Acquisition Plan Type	Approver
CR/High Risk (Order/Contract/IDIQ/BPA)	<\$50M	Streamlined	CoCO
All Orders/ Contracts/IDIQs/BPAs for any FY	≥\$25M	Streamlined	CoCO
All Orders (all years)	≥\$50M to \$100M	Streamlined	CoCO
Contract/IDIQ/BPA (all years)	≥\$50M to \$100M	Standard or Combined*	CoCO
Contract/IDIQ/BPA (all years)	≥\$100M	Standard or Combined*	SPE
All Orders (all years)	≥\$100M	Streamlined	SPE

\*Note: [See \(S-91\) for Exceptions](#)

(S-91) *Exceptions.*

(1) The contracting officer is not required to prepare a written acquisition plan as required by 7.103 when --

(i) Orders are placed against a single award ID/IQ or a single award BPA;

(ii) Directed 8(a) Procurements.

(iii) There is a waiver from the HCA.

(2) When an acquisition strategy is required, the use of a combined AS/AP is prohibited when --

(i) The acquisition strategy requires Defense Pricing and Contracting (DPC) approval;

(ii) The mission partner is Non-DISA;

(iii) Issuing Production or Services task or delivery orders;

(iv) Using Cost Reimbursement or Other High Risk under \$50M; or

(v) An acquisition strategy covers multiple requirements.

(3) Contract actions which serve to provide a bridge of an incumbent contractor's performance between an expiring contract/order and a follow-on competitive or non-competitive contract/order, which have a period of performance of 12 months or less, do not require a new written AP. However, the approved AP shall be amended as appropriate.

*(S-92) Limitation on single award contracts.*

In accordance with DARS 216.504(c)(1)(ii)(D)(1), the approval authority is the HCA for single award indefinite delivery/indefinite quantity (ID/IQ) contracts above \$112 million. The Determination and Findings (D&F) (required by FAR 16.504(c)(1)(ii)(D)) and the AP will be routed to the SPE through the PSD Front Office. The HCO shall forward the AP, the adjudication of critical comments email, and the D&F to the PSD Front Office staff for routing.

## **7.104 General procedures**

(S-90) PSD prescribes policies and procedures for acquisition planning in accordance with FAR 7.103 and DFARS 207.103 that are consistent with the guidelines provided therein. All Acquisition Plan templates, procedures, supporting documentation and Concurrent Coordination email templates are located in [DARS PGI 7.104\(S-90\)](#).

(S-91) In routing of the combined AS/AP or standard AP, the PMO shall include a draft statement of objectives/performance work statement/statement of work, an Independent Government Cost Estimate (IGCE) or cost estimate and the Market Research Report. The DISA IGCE Handbook can be found at <https://www.ditco.disa.mil/hq/deskbooks/DISA%20IGCE%20Deskbook.doc>. The Market Research Report template can be found in [DARS PGI 7.104\(S-91\)](#) (See PGI 10).

(S-92) The contracting officer and the contract specialist shall review the Acquisition Strategy and Service Requirements Approval Document (SRAD) over \$10M prior to completing and finalizing any acquisition plans and file the Acquisition Strategy within the official contract file. If the contracting officer or contract specialist identifies any areas where the procurement must deviate from the approved acquisition strategy, the contracting officer or contract specialist shall notify the program office immediately so the program manager can take the necessary corrective action(s).

*(S-93) AP revisions.*

(1) Revised APs are required to contain strikeouts, underlined new language, and revised vertical lines bars to highlight changes (track changes).

(i) Include the original approved AP as an attachment to the modified AP when coordinating.

(ii) The title of the AP should read: Modified AP and reference the original AP s number.

(2) Major revisions:

(i) Major revisions require a new signature page/approval, and depending on the magnitude of the revision may result in developing a new AP.

(ii) The PMO shall follow the combined AS/AP or standard AP approval process for major revisions. Examples of major revisions can include:

(A) Funding increase/shortfall (above the AP thresholds under DARS 7.103. In addition, include modifications that breach combined AS/AP or standard AP thresholds (which include engineering change proposals)).

(B) Change of scope (Decision on scope change will be made by the contracting officer.).

(C) Change in acquisition or technical strategy.

(D) Change in funding types.

(E) Key milestone slippage (one quarter or more).

(F) Any significant breach and/or variance of an IT investment cost/schedule/performance baseline/agreement established in compliance with Clinger-Cohen Act and the Government Performance Results Act (GPRA).

(S-94) AP files.

(1) The PMO shall maintain a copy with signatures of the combined AS/AP or standard AP and any subsequent revisions.

(2) The contracting officer shall ensure the original approved combined AS/AP or standard AP and all subsequent revisions become part of the official contract file.

## **7.105 Contents of written acquisition plans.**

(b)(6) *Acquisition considerations.* The AP should address the minimum guarantee (dollars to be obligated at contract award for the base period) and the maximum dollar amount to be ordered. (See FAR 16.504(a)(2) and DARS 16.504(S-90)).

## **7.107 Additional requirements for acquisitions involving consolidation, bundling, or substantial bundling.**

### **7.107-2 Consolidation.**

(a) The HCA is the approval authority for consolidation determination and findings (D&F). The DISA Office of Small Business Programs (OSBP) shall review the D&F prior to being routed to the HCA for signature.

