

ACQUISITION PLANNING

1. GENERAL: Acquisition planning is required for all acquisitions. It is the process that integrates and coordinates the efforts of all personnel responsible for an acquisition. The results of acquisition planning are documented in an Acquisition Plan (AP) (see FAR 7.105, DFARS 207.105 and PGI 207.105 for procedures, content, and format of the AP). The objective of acquisition planning is to acquire products and/or services to fulfill a need in a timely manner. The acquisitions should be at a reasonable cost and in consonance with good business practices that are based upon identification of constraints and risks. Acquisition planning should begin as soon as the requirement and direction for the acquisition have been identified. This should be well in advance of the anticipated Request for Proposal (RFP) release date. Both program execution and authority to contract require approvals, and therefore require advance planning. The contents of the AP (as required by the FAR 7.105 and its supplements) ensure that the major areas affecting proper conduct of an acquisition are addressed. The AP serves as the record of intent for the conduct and management of the acquisition and becomes a permanent part of the contract file.

2. POLICY: Prepare written acquisition plans for—

- a. Acquisitions for research and development, as defined in FAR 35.001, when the total cost of all contracts for the acquisition program is estimated at \$10 million or more;
- b. Acquisitions for production or services when the total cost of all contracts for the acquisition program is estimated at \$50 million or more for all years, or \$25 million or more for any fiscal year; and
- c. Any other acquisition considered appropriate by the department or agency.

Written plans are not required in acquisitions for a final buy out or one-time buy. The terms "final buy out" and "one-time buy" refer to a single contract that covers all known present and future requirements. This exception does not apply to a multiyear contract or a contract with options or phases.

Prepare written acquisition plans for acquisition programs meeting the thresholds in paragraphs (a) and (b) on a program basis. Other acquisition plans may be written on either a program or an individual contract basis.

3. INITIATION: The Program Manager (or other official responsible for the program) has the overall responsibility for acquisition planning.

4. REFERENCES:

[FAR Part 7](#) - Acquisition Planning

[DFARS Part 207](#) - Acquisition Planning

[PGI Part 207](#) – Acquisition Planning

5. POINTS TO REMEMBER: To expedite processing your AS you must involve approving/coordinating offices early in the development of the document and incorporate any comments prior to obtaining signatures.