

PART 2024 - PROPERTY AND SUPPLY

Subpart 0 - Acquisition Planning

§ 2024.701 Policy.

Acquisition planning is necessary in order to acquire supplies, services and other resources competitively in the most effective, economical and timely manner.

§ 2024.702 Scope.

The objectives of this subpart are to: (1) define the steps and participants in acquisition planning; (2) identify acquisitions for which an acquisition plan is required; and (3) provide the acquisition planner with information needed to develop a realistic acquisition plan, such as identifying all the factors that should be addressed in an acquisition plan, acquisition lead times, and legal and regulatory requirements for the types of acquisitions.

§ 2024.703 Definitions.

Acquisition lead time. The amount of time measured in days or months that a contracting office will need to award a contract or issue an order after receipt of a complete requirements package.

Acquisition planner. The individual responsible for developing and maintaining the acquisition plan and ensuring that the acquisition plan complies with the Federal Acquisition Regulation (FAR), the United States Department of Agriculture (USDA) Acquisition Regulation and other USDA instructions and policies.

Acquisition planning. The process by which the efforts of personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan to fulfill the agency need in a timely manner and at a reasonable cost.

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Market research. The process of collecting and analyzing information about capabilities within the market to satisfy agency needs. See FAR 10, "Market Research."

Complete requirements package. Consists of a funding document, a statement of work that adequately describes the requirement(s), an independent government estimate, and supporting clearances, approvals, authorizations and justifications, such as justifications for other than full and open competition and contracting for advisory and assistance services.

§ 2024.704 Acquisition planning.

(a) Acquisition plan (AP). An AP shall be prepared for every acquisition on a systems basis, individual contract basis, or individual order basis, with an estimated value of \$100,000 or more.

(b) Acquisition planner.

(1) Designation. An acquisition planner should be knowledgeable about the proposed acquisition and its history.

(2) AP team. The acquisition planner should form a team consisting of all those who will be responsible for significant aspects of the acquisition, such as contracting, budget, legal and technical personnel to help develop the acquisition plan. The acquisition planner should at a minimum:

(i) conduct market research to ensure that requirements reflected in the statements of work and other specifications are written in such a manner as to provide for full and open competition with due regard to the nature of the supplies, services, or equipment to be procured;

(ii) coordinate with the contracting officer in acquisition planning for requirements exceeding \$100,000; and

(iii) submit a complete requirements package well in advance of the acquisition lead times shown in Exhibit A of this instruction.

## § 2024.704 (Con.)

(c) Contents of an AP. The AP is a multi-faceted document that fully details the technical, business, management and other significant considerations and summarizes the planning decisions and that identifies milestones. Each plan will vary, depending on the circumstances of the acquisition. FAR Part 7, at [www.arnet.gov](http://www.arnet.gov), sets forth those factors that must be addressed in an AP. To assist in the preparation of an AP, a sample AP is located on the Procurement Management Division homepage, under "Sample Documents," at <http://199.128.84.121/rd/pmd/index.htm>. The acquisition plan must be reviewed by the division/office director and the procurement office, and, if necessary, a legal official.

§ 2024.705 Urgent AP.

An AP need not address all of the factors for acquisitions having a compressed delivery schedule and for which an urgent and compelling justification is submitted for other than full and open competition. (See FAR Part 6.3.) However, an acquisition planner should address as many of the factors as possible and must fully document why time does not permit addressing the remaining factors.

§ 2024.706 Special types and methods of acquisitions.

(a) Metric system of measurement. If appropriate, an AP shall describe products using the metric system of measurement. If not appropriate, the plan shall address why such use is impracticable or is likely to cause significant inefficiencies or loss of markets to domestic firms. See Title 15, United States Code (USC), § 205(b) and FAR Part 7.103(m).

(b) Recycled, reconditioned or remanufactured supplies. When acquiring other than commercial items, the acquisition plan shall address the use of used, reconditioned or remanufactured supplies, or unused former Government surplus property for use under the contract, unless law or other regulation requires acquiring material or supplies or manufactured products using virgin material. (See FAR Part 11.3.)

(c) Information Resources Management (IRM)/Information Technology (IT) Resources. The acquisition plan shall address all required factors set forth in departmental regulations pertaining to the acquisition of IT and/or IRM. The acquisition plan shall also take into consideration IT accessibility standards to ensure access to IT products by employees with disabilities. All IT acquisitions and plans must comply with capital planning and investment control requirements identified in Title 40, USC

§ 1422 and Office of Management and Budget Circular A-130. See also Title 36, Code of Federal Regulations, Part 1194 and FAR Part 7.103(o).

(d) Printing, paper and/or folders. If the acquisition is for printing and writing paper, the acquisition plan shall address whether the requirement is consistent with the minimum content standards specified in Section 505 of Executive Order (E.O.) 13101 of 9/14/1998, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition.

(e) Energy acquisitions. Acquisition plans that address the procurement of energy, including but not limited to electricity, water, petroleum and solar, shall, to the extent feasible, take into consideration the goals outlined in E.O. 13123, June 3, 1996, Greening the Government through Efficient Energy Management.

(f) Energy efficient standby power devices. Acquisition plans that involve the acquisition of commercially available, off-the-shelf products that use external standby power devices, or that contain an internal standby power function, shall address the wattage of the product's standby power-consuming mode and whether the wattage is in accordance with E.O. 13221, July 31, 2001, Energy Efficient Standby Power Devices.

(g) Assistance in evaluation/analysis of proposals/bids submitted in response to competitive solicitations. Acquisition plans for these must address whether: (1) any Government employee with adequate training and capabilities to evaluate proposals—within or external to the acquiring agency—is available; (2) the proposed contractor is a Federally-Funded Research and Development Center (FFRC) and the work will be performed under a FFRC contract, or (3) the evaluation is otherwise authorized by law. (See FAR Part 7.103(p).)

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<b>ACQUISITION LEAD TIMES</b>			
Description of Action	Dollar Value	Minimum Number of Days Needed to Purchase the Service, Supply, or Equipment	Last Date to Submit a Complete Requirements Package to the Procurement Office for Fiscal Year End Obligation
Micro-Purchases	Up to \$2,500	15 days	September 15
Simplified Acquisition: <i>(Full and Open Competition)</i>	\$2,501 - \$25,000	45 days	August 5
Task/Delivery Orders to Federal Supply Schedule (FSS) or other Agency Contracts:  <i>(Pricing Factor Only)</i>  <i>(Pricing and Technical Factors)</i>	Any amount  Any amount	7 days  30 days	September 23  August 30
Formal Contracts:  <i>(Pricing Factor Only)</i>  <i>(Pricing and Technical Factors)</i>	Above \$100,000  Above \$100,000	80 days  160 days	July 10  May 1
Exercise Contract Options	Any amount	15 days	September 15
Subscription Renewals	Any amount	7 days	September 23

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