

DISA ACQUISITION DESKBOOK



ACQUISITION PLANS AND ACQUISITION STRATEGY COMMITTEE

Dated
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(This Deskbook is under revision.)

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CHAPTER A - ACQUISITION PLANS

INTRODUCTION

<p>This Chapter is intended to provide procedures for the Acquisition Manager (AM), Acquisition Plan (AP) Integrated Product Team (IPT) and other personnel assigned to participate in the development of the AP. The information contained in this guide is derived from acquisition regulations, directives, and practical experience.</p> <p>This deskbook is effective immediately.</p> <p>Acquisition planning is implemented through the Federal Acquisition Regulation (FAR). The FAR is supplemented by the Defense FAR Supplement (DFARS) and the DISA Acquisition Regulation Supplement (DARS). For the purposes of future updates, this Deskbook is consistent with FAR/DFARS through FAC 97-04 and DAC 91-13. Other references are provided throughout to facilitate further research only and may not be current due to ongoing acquisition reform and streamlining initiatives.</p> <p>In the event of a conflict with provisions of the FAR, DFARS or DARS, those documents shall take precedence over this Deskbook. Users of this Deskbook are encouraged to recommend improvements or changes. Recommendations if adopted, as well as any changes in regulations or policy, will be incorporated in subsequent revisions.</p>	<p>DARS 7.104-90</p> <p>FAR Part 7, DFARS Part 207 & DARS Part 7</p>
<p>I. General.</p> <p>The AP documents the results of advance acquisition planning. The purpose of this planning is to ensure that the Government meets its needs in the most effective, economical, and timely manner and within DISA's mission, policy, and resource constraints. An approved AP represents a formal agreement between the AP signatories and the approval authority.</p> <p>II. Acquisition Planning.</p> <p>Acquisition planning is required for all acquisitions and should begin as soon as the requirement is identified, preferably well in advance of the fiscal year in which "contract award" is necessary. The AM should work closely with the Agency Competition Advocate for release of Long-Range Acquisition Estimates (LRAEs) to assist industry planning and to locate additional sources of supply. Estimates of long-range acquisition requirements should be publicized as far in advance as possible.</p>	<p>FAR Part 7</p> <p>FAR 5.4, DARS 5.404-1 & FAR 7.102</p>

<p>Attachment B (Acquisition Lead-time Charts DITCO-NCR) provides acquisition lead-time charts to help you plan ahead. Attachment B only applies to DITCO-NCR. The attached charts will help build in enough lead-time to allow contracts (should this be contractors?) a reasonable amount of time to do the analysis, negotiation and documentation required of them prior to award. Lead-times may vary according to extenuating circumstances.</p>	
<p>III. AP Numbering.</p> <p>The Acquisition Strategy Committee (ASC) Support Staff (D41) is responsible for a consistent AP numbering system.</p>	<p>DARS 7.104-90(g)</p>
<p>IV. AP Markings.</p> <p>APs contain procurement sensitive information and will be marked "SOURCE SELECTION INFORMATION-SEE FAR 3.104" (centered, top and bottom of each page). See the DARS reference regarding marking paragraphs for easy removal of Source Selection Information (SSI). All SSI must be protected if submitting electronically. Coordinate any electronic submission with the ASC Support Staff.</p>	<p>DARS 7.105-90(s-93)</p> <p>Part III, OCIO memo (http://www.disa.mil/cio/cio-itim.html)</p>
<p>V. Responsibilities.</p> <p>Acquisition Manager. The AM is responsible for executing and achieving the acquisition goals, and developing and maintaining a written AP. The AM is responsible for establishing an IPT and has the overall responsibility for acquisition planning, implementing initial APs, or revising approved APs (when required). Planning meetings are strongly encouraged in order to coordinate planning efforts, which should significantly reduce AP development time.</p> <p>As soon as the requirement becomes known, the AM should contact the appropriate Acquisition Liaison (AL) and establish an IPT for assistance in acquisition planning and ASC package preparation.</p> <p>AMs are located in requiring offices.</p>	<p>DARS 2.101 (requirements office defined & AL), 7.101 (AM defined) & 7.104-90</p> <p>Current AL List: http://www.disa.mil/D4/acqlias.html</p>
<p>Integrated Product Team Members. IPT members are essential to the comprehensive acquisition planning and preparation necessary to achieve the acquisition</p>	<p>DARS 7.104-90(b) &</p>

<p>preparation necessary to achieve the acquisition objectives. For example, contracting officers provide input and advise on contracting strategy, appropriate contract type, and other contractual business matters; small business specialist advise on small business considerations which may potentially impact contracting strategy; Competition Advocate advise on ways to promote the acquisition of commercial items and competition; the Office of the Chief Information Officer (OCIO) and Information Management Officers (IMOs) provide guidance relating to Information Technology (IT) requirements; Information Systems Security Managers (ISSMs) provide guidance relating to information assurance, etc.</p> <p>Formal (chartered) IPTs are not required. The intent is to enforce "cross-functional teaming" early in the acquisition planning process.</p>	(c)
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<p>Acquisition Strategy Committee. The ASC is the forum for reviewing/approving acquisition strategies and APs/major AP revisions. See Chapter B, paragraph VI for ASC Membership.</p>	<p>DARS 7.101 & 7.90 DISAI 200-220-7</p>
<p>ASC Support Staff. The ASC Support Staff schedules ASC meetings; assigns AP/revision numbers; prepares ASC tasker memos; ensures ASC taskers have been completed; prepares Acquisition Endorsement Memorandums (AEMs); and monitors/tracks all ASC packages through approval/disposition. After approval, provides AM a copy of the approved AP; maintains the original AP file; and, maintains a tracking system for pending anniversary dates for AP annual reviews. The ASC Support Staff also provides advice and assistance to the requirements and contracting offices as needed.</p>	<p>DARS 7.101, 7.103, 7.104-90 & 7.9001</p>
<p>Acquisition Liaisons. ALs facilitate the acquisition process. Working with the AM and other IPT members, ALs assemble and submit acceptable proposed acquisition packages to the ASC Support Staff. ALs are located in the requiring offices and a current list is maintained at the reference given.</p>	<p>DARS Part 2, 7.104-90 & 7.9001</p> <p>Current AL List: http://www.disa.mil/D4/acqlias.html</p>
<p>AP Signatories. AP signatories include the head of the requiring office/sponsor or designee, AM, Small and Disadvantaged Business Utilization or designee, Agency Competition Advocate and the contracting officer.</p> <p>Signatories certify that the all technical, business, management, funding, IT, and other significant considerations controlling the acquisition(s) (project, program, system) are capable of attaining the planned acquisition objectives.</p>	<p>DARS 7.103(h)(1) & 39.101(s-93)(b)</p> <p>FAR 2.101 (IT defined)</p>
<p>AP Approval Authority. The Assistant Deputy Director, Procurement and Logistics (Code D4A) is authorized to approve APs and major AP revisions. An AEM signed by the Vice Director is required when APs/major revisions exceed Code D4A's authority. The approval authorities provide accountability for planning and executing the acquisition and for ensuring that the objectives of the AP are realistic and achievable.</p>	<p>DARS 7.103(h) & 7.9000</p>

<p>VI. Requirements for an AP.</p> <p>To minimize review and streamline the AP process, it is highly recommended that AMs prepare APs on a project, program, or system basis. This includes service acquisitions in support of development/production of systems, subsystems, and equipment or services in support of projects or programs.</p> <p>APs are required for acquisitions above the thresholds established in DARS Part 7. AP/ASC thresholds are based on the "cumulative value (including options)" of all plans of action under an AP.</p> <p>ASD(C3I) thresholds for reporting IT requirements are located in DARS Part 39 and are very different from AP/ASC thresholds. ASD(C3I) thresholds are based on "individual plans of action" instead of cumulative value.</p> <p>REMINDER: ASD(C3I) reporting requirements for IT acquisitions at or above \$30M/competitive or \$3M/other than full and open) are satisfied by APs. The OCIO must receive an approved AP in sufficient time for submission to</p> <p>DASD(C3IA)--not later than 30 calendar days prior to initiating an IT acquisition (see DARS Part 39 reference).</p>	<p>DARS 7.103(e)</p> <p>DARS 7.9000(c) (AP/ASC Thresholds)</p> <p>DARS 39.101(S-93) & OCIO memo (http://www.disa.mil/cio/cio.itim.html)</p>
<p>VII. Preparation.</p> <p>The required format, including important references, and sample language are contained in paragraph XI (Format) below.</p> <p>For items determined to be not applicable, cite "not applicable" with a brief supporting rationale unless the reason is self-evident.</p> <p>Be brief. The narrative portion of the AP should be brief but comprehensive. It should provide the background necessary to understand the requirement, including the rationale and assumptions upon which the AP is predicated. Avoid lengthy explanations or descriptions. References should be cited to avoid repetition of data contained elsewhere in the AP or in other documents. If referencing documents, provide an abstract of the document and its relevance to the AP.</p>	<p>DARS 7.103(j) & 7.105-90</p>

<p>VIII. Processing.</p> <p>The AM is responsible for AP processing, in accordance with established practices of each Directorate. The AM "champions" the acquisition throughout the acquisition planning process.</p>	<p>DARS 7.101</p>
<p>IX. AP REVISIONS.</p> <p>The DARS contains requirements for annual review and the appropriate format for AP revisions.</p>	<p>DARS 7.104-90(f), 7.104-90(g) & 7.9000(c)</p>
<p>APs should be revised whenever the AM:</p> <ul style="list-style-type: none"> -Is unable to meet any condition attached to a conditionally approved AP. -Is unable to execute the competition plan set forth in the approved AP. -Predicts a major windfall or shortfall in funding or a major stretch-out or compression in schedule. -Has an approved sole source acquisition for which a substantial quantity increase is anticipated. -Changes the proposed contract type other than that approved in the AP. The contracting officer must approve any change in contract type. -Changes the source selection plan and Section C, L and M in a manner that would reduce the number of potential competitors or adversely affect small business participation. 	

X. **Format** (DARS 7.105-90). NOTE: This is the AP signature page; therefore, try and keep the description as brief as possible so that all of the information below can remain on one page. If the signature page carries over to another page, Section A will always start on a new page. **Reminder:** List all signatories and the approval authority under Section B, paragraph B21 (DARS 7.105(B)(21)).

ACQUISITION PLAN SIGNATURE PAGE

(Classification - If not classified, must be marked
"SOURCE SELECTION INFORMATION-SEE FAR 3.104" centered, top left and bottom of all pages)
Also see DARS 7.105-90(S-93) for marking paragraphs.

ACQUISITION PLAN (AP)NUMBER: _____ **REVISION NUMBER:** _____

(Obtain from the ASC Support Staff)

TITLE: _____

(Acquisition, Project, Program, or System) For example, services that support DISN, title could be "DISN Support Services."

REQUIREMENTS DOCUMENT: Cite the document/date that authorizes program initiation (validation); for example, Requirements Review Committee's approved Director's Corporate Planning Guidance and Operational Requirements Document (ORD) (DOD Regulation 5000.2-R, Appendix II).

DESCRIPTION OF ACQUISITION, PROJECT, PROGRAM, OR SYSTEM

Describe the acquisition, project, program, or system in **brief** nontechnical language. Include the number of plans of action included in the AP, sole source or competitive, total fiscal years (from/to) for all plans of action, and total estimated dollar value (including options) for all plans of action. Give the status of the AP; for example: 1) If this is the first AP, state so, 2) If this is a major revision to an existing AP, state so and explain, or 3) If this AP supersedes a previously approved AP, identify by number and explain.

ACQUISITION MANAGER (DARS 7.101)

Signature: _____

Printed/Typed Name and Title DATE

HEAD OF THE REQUIREMENTS OFFICE/SPONSOR OR DESIGNEE

(DARS 2.101 (requirements office) & DARS 7.101 (sponsor))

Signature: _____

Printed/Typed Name and Title DATE

SADBU OR DESIGNEE

Signature: _____

Printed/Typed Name and Title DATE

AGENCY COMPETITION ADVOCATE

Signature: _____

Printed/Typed Name and Title DATE

CONTRACTING OFFICER (No signature required when the requirement will be supported by a contracting office outside of DISA (Military Interdepartmental Purchase Requests (MIPRs)/Reimbursable Orders (ROs) (DARS 7.103(h)(2))

Signature: _____

Printed/Typed Name and Title _____ DATE _____

APPROVED BY: ASC Chair/Assistant Deputy Director, Procurement and Logistics

Signature: _____

Printed/Typed Name and Title _____ DATE _____

The format is in the same sequence as the FAR/DFARS and also contains supplemental DARS items. Since the DARS supplements the FAR/DFARS, the AM must ensure that the required contents discussed in all three documents are covered in the AP (DARS 7.105). **References should be reviewed in conjunction with this Deskbook, the samples given are not boilerplates.**

SECTION A - ACQUISITION BACKGROUND AND OBJECTIVES

<p>A.1 Statement of Need - When the AP contains a requirement(s) that is not being procured by a DISA contracting office (e.g., MIPRs/ROs), ensure that this paragraph clearly states why it is in the best interest of the Agency to go outside. For example, "DITCO can't do it" would not be acceptable.</p> <p>Summarize technical history.</p> <p>Include a matrix which depicts the historical summary of contracts awarded which relate to the planned acquisition(s) for the past 5 years and include the following information:</p>	<p>FAR 7.105(a)(1) DFARS 207.105(a) (1)(A-D) & DARS 7.105(a)(1)(S-90)</p>
<ul style="list-style-type: none"> -previous protests or Congressional inquiries -contractor -contract/task or delivery order/MIPR/RO number -award date, contract/order type (e.g., FFP, CPFF, IDIQ(cite contract/order types used)) -sole source or competitive -brief description -IT, other than IT, or combination thereof -total contract amount (including options) -total dollars obligated to date -period of performance/delivery schedule -include AP number and if AP covers more than one plan of action, applicable Section (e.g., Section B, C, D, etc.) -Delegation of Procurement Authority/IT Acquisition Paper (ITAP) (ITAP requirements now covered under APs)- DASD(C3IA) approval date and tracking number, as applicable. -Nunn-Warner Exemption: CIO approval date with tracking number and/or date of report forwarded to 	<p>DARS 7.105-90(S-91) & (S-92)</p>

DASD(C3IA), as applicable.	
<p>Include a brief explanation of any further historical information that you consider useful to decision-makers.</p> <p>Discuss feasible acquisition alternatives, the impact of prior acquisitions on those alternatives, and any related in-house effort.</p> <p>Sample: In-house resources, the continued use of an existing contract (cite the contract number, contractors name and provide a brief description), or award of a new contract based on full and open competition was considered. In-house resources do not provide adequate support (state why) and continued use of the existing contract requires expensive upgrades to satisfy the full scope of the requirement. A new contract is the best alternative because it satisfies the requirement with COTS products and reduces overall costs.</p>	FAR 7.105(a)(1)
<p>A.2 Applicable Conditions</p> <p>Samples follow:</p> <ul style="list-style-type: none"> -The requirement supports open-systems architecture by conforming to standards defined in the Technical Architecture Framework for Information Management (TAFIM) and the mandates of the Joint Technical Architecture (JTA) and will be compatible with existing DISA systems. -Compatibility with the Standard Procurement System (SPS) may be required for existing and future requirements. -Budget constraints may affect performance schedule, resulting in changes of priorities. 	FAR 7.105(a)(2) & DARS 7.105(a)(2)(S-90)
A.3 Cost	
<p>a. Life-Cycle Cost</p> <p>The definitions and samples of life-cycle cost estimates and Cost as an Independent Variable (CAIV) principles for reducing life-cycle costs are located in the references listed. Review the references for applicability. If applicable, discuss how life-cycle costs and CAIV apply. If not applicable, explain why.</p> <p>DFARS requires consideration of life-cycle costs in all acquisitions of systems and equipment. Consideration of life-cycle costs include the total cost to the Government of acquiring (or leasing), operating, supporting, and (if applicable) disposing of the items being acquired.</p> <p>Sample for acquisition of a computer system: Consideration of life-cycle costs include the cost of the immediate</p>	<p>FAR 7.101, 7.105(a)(3)(i) & DFARS 207.103</p> <p>DODD 5000.1, 5000.2-R, Part 3, Paragraph 3.5.1, Appendix V, Paragraph V (Cost)</p> <p>URLs: http://www.risktrak.com/dod.htm - http://www.acq.osd.mil/api/asm/product.html - http://www.acq.osd.mil/api/asm/caiv.pdf</p>

<p>requirement (equipment, software and maintenance) and out-year costs for software development or upgrades, continued maintenance, replacement and/or disposal/transfer.</p>	
<p>b. Design-to-Cost</p> <p>The DFARS reference discusses when to apply design-to-cost principles. Review all of the references listed and if applicable, discuss.</p> <p>Sample, if not applicable: Not applicable. The requirement(s) under this AP does not meet the criteria under DFARS 207.103(h)(i).</p>	<p>FAR 2.101, 7.101, 7.105(a)(3)(ii), DFARS 207.103 & DODD 5000.1</p>

<p>c. Application of Should-Cost</p> <p>There are two types of should-cost reviews—program and overhead. They may be performed together or independently. Program should-cost reviews evaluate significant elements of direct costs. They are usually associated with the production of major systems and performing the review should be considered before award of a definitive major systems contract exceeding \$100M. Overhead should-cost reviews are used to evaluate indirect costs and should be considered when all of the conditions under DFARS 215.810-3 exist. Review all of the references listed and if applicable, discuss.</p> <p>Sample, if not applicable: Not applicable. The requirement(s) under this AP is not a major system exceeding \$100M and the conditions listed under DFARS 215.810-3(b)(i) do not exist.</p>	<p>FAR 7.105(a)(3)(iii), 15.407-4 & DFARS 215.810</p>
<p>d. Total Estimated Budget for All Plans of Actions.</p>	<p>FAR 7.105(b)(5), DFARS 207.105(b)(5)</p>
<p>Briefly state how budget estimates were developed. The purpose is to describe cost estimate methodology used (e.g., historical, bottom-up, catalogue).</p> <p>NOTE: The summary of total estimated costs for one plan of action or more than one plan of action under this paragraph does not preclude the detailed funding chart under paragraph B5. Make sure all of numbers add up and are consistent with the funding chart(s) under the Plan of Action(s).</p> <p>When APs only address one plan of action, you could reference the funding chart in Section B and summarize the total estimated cost.</p> <p>Sample: The total estimated cost of the planned acquisition is \$XX,000,000 from FY XX - FY XX. See paragraph B5, (Budget and Funding) for a more detailed funding chart.</p>	<p>DARS 7.105(b)(5)(s-90)</p>
<p>When APs contain more than one planned acquisition, the following sample would be appropriate (The sample is based on three plans of action):</p>	<p>DARS 7.105(b)(5)(s-91)</p>

See paragraphs B5, C5 and D5 for detailed funding charts of each individual plan of action. The following chart depicts the total estimated costs for all of the plans of action under this AP.

TOTAL ESTIMATED COST FOR ALL PLANNED ACQUISITIONS

TYPE OF FUNDS	FYXX *B/O	TOTAL *B/O				
O&M	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$
RDT&E	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$
Production	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$
TOTAL	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$	\$ \$

*Base/Option

A.4 Capability or Performance

Sample, for IT services: Proven in-house computer expertise and capabilities in the areas of systems engineering, integration, configuration management, systems administration, testing and product distribution in an open systems environment are required. These capabilities are required to support customers in multiple functional mission areas.

FAR 7.105(a)(4)

A.5 Delivery or Performance-Period Requirements

Sample for period of performance (services/task orders):

The period of performance for the proposed plan of action is **from** the effective date of contract/task order award (insert planned date) **to** (insert planned date or months/days). The period of performance for the option(s) is **from** the effective date of option exercise **to** (insert planned date or months/days).

Sample for delivery schedule (supplies/delivery order): Deliveries for the proposed plan of action are required (enter months/days) after the effective date of contract/delivery order award (insert planned date). Deliveries for the option(s) is (enter months/days) after effective date of option exercise.

FAR 7.105(a)(5)

A.6 Trade-Offs

This paragraph discusses trade-offs, if applicable, among cost, capability or performance/schedule goals. If applicable, it is how the requirement balances these three items. Sample: A trade-off may be appropriate when a requirement will be met using a GSA nonmandatory contract. If the contracting officer negotiates lower costs on the GSA contract, does the customer want to stay with the overall lower price for the specified hours in the Independent Government Cost Estimate (IGCE), or do you want

FAR 7.105(a)(6)

to purchase additional hours with the negotiated savings?	
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<p>A.7 Risks</p> <p>Discuss risks associated with all acquisitions under paragraph B19a(3) below. Do not delete this paragraph, simply state that the required information is located under paragraph B19a(3). A revised DARS is forthcoming.</p>	
<p>A.8 Acquisition Streamlining</p> <p>Discuss specifications and standards under B19d and simply reference B19d under this paragraph.</p> <p>Discuss streamlined process for task/delivery orders. Sample language: Upon the contracting office's receipt of the complete acquisition package, address how long it takes to award.</p> <p>In addition to those requirements under the references listed, discussion under this paragraph could include consideration of the following: electronic solicitation, oral presentations/proposals, fair opportunity considerations, etc.</p>	<p>FAR 7.105(a)(8), DFARS 207.105(a)(8) DARS 7.105(a)(8)(S-90)</p>
<p>SECTION B - PLAN OF ACTION</p>	
<p>When developing a project/program/system AP that contains more than one plan of action, create a separate Section (e.g., Section B1 - B21, C1 - C21, D1 - D21, etc.) for each "individual" plan of action. An exception to the above would be when you have a "class" of acquisitions with "identical" requirements.</p>	<p>DARS 7.105-90(S-91)</p>
<p>When this Section contains a "class" of acquisitions, ensure that the language used throughout is plural vs singular and state at the beginning that the effort is for a class of acquisitions.</p>	<p>DARS 7.105-90(S-92)</p>
<p>B.1 Sources.</p> <p>Discuss the following:</p> <ul style="list-style-type: none"> -consideration given to fulfilling the requirement by an existing DISA contract vehicle or a DISA contracting office--if the requirement is going to be fulfilled outside of DISA, explain; -consideration of required sources of supplies or services and other nonmandatory GSA contracts (contracting officers may negotiate lower rates via the GSA contracts); 	<p>FAR 7.105(b)(1), DFARS 207.104(b) & FAR Parts 8, 10 & 19</p> <p>FAR Part 8</p>

<p>-consideration of Small Business (SB), Small Disadvantaged Business (SDB), and Women-owned Small Business (WOSB) concerns;</p> <p>-consideration of Subcontracting Plans;</p> <p>NOTE: If the plan is directed toward a large business, discuss the planned subcontracting consideration or Agency goals concerning SB, SDB and WOSB concerns.</p> <p>Sample: The solicitation will specify that the contractor will be required to submit a Subcontracting Plan with Small Business, Small Disadvantaged Business, and Women-Owned Small Business Concerns. Appropriate FAR/DFARS/DISA clauses will be included in this planned contract.</p>	<p>FAR Part 19, DARS 19 & Promoting Opportunities with Small Business Concerns (http://www.disa.mil/D4/ac.html)</p>
<p>-market research findings that impact the procurement, such as: determinations to use commercial or Government resources, lease versus buy, functions that may be inherently governmental, set asides, GSA contracts, etc.</p> <p>The Federal Streamlining Acquisition Act (FASA) makes market research mandatory; and</p> <p>-documented past performance. See references under paragraph B3 below to determine applicability. Sample: For task orders--how was the contractor rated for prior or similar work. For delivery orders--were deliverables on time</p>	<p>FAR Part 10, DARS Part 10, & DISA Deskbook: Promoting Opportunities with Small Business Concerns (http://www.disa.mil/D4/ac.html)</p>
<p>B.2 Competition.</p>	<p>FAR 7.105(b)(2) & DARS 7.105(b)(2)(i)(S-90)</p>
<p>Many DISA sole source efforts would fall under the exception for other than full and open competition (only one responsible source). The following guidance will help ensure sufficient rationale to support this exception:</p> <p>-State what work the current contractor has been performing and how long.</p> <p>-State the contractor's unique capabilities (highly specialized services or equipment) and/or qualifications.</p> <p>-State how long it would take another source to obtain this capability.</p> <p>-State what would be the problem or impact caused by an unacceptable delay and/or state the estimated amount of</p>	<p>FAR 6.302-1 J&A Deskbook: URL http://www.disa.mil/D4/ac.html</p>

substantial duplication of cost and how this cost was derived.	
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-State the conclusion.

<p>B.3 Source-Selection Procedures.</p>	<p>FAR 7.105(b)(3) & DARS 7.105(b)(3) (S-90)</p>
<p>Sample language:</p> <p>The planned evaluation factors, in descending order of importance, are _____, _____, and _____ . Award will be made to the firm whose proposal offers the best value to the government.</p> <p>If the SSA is going to be someone other than the contracting officer, reference the Director's memorandum of designation, name/code of individual designated SSA and date signed. If the designation memorandum is in process, give the status or discuss plans for submission/completion.</p> <p>Indefinite-Delivery (ID) Contracts: Source selection procedures would be appropriate for the basic contract; however, would not be appropriate for individual task/delivery orders. Also see discussion below regarding orders under multiple award contracts.</p> <p>PAST PERFORMANCE</p> <p>DARS policy on past performance will be forthcoming and will prescribe the use of the Past Performance (PP) Deskbook/PP Tool. In the interim, refer to the draft/final PP Deskbook for procedures.</p> <p>Review all of the references listed, and if applicable, discuss the approach planned for evaluating past performance. The following information may be helpful:</p> <p>Discuss plans to use the PP Tool to evaluate contractor performance.</p> <p>If acquiring commercial items, see the FAR 12 reference.</p> <p>For task/delivery orders under multiple award contracts, discuss the plan that will be used to provide multiple awardees a fair opportunity to be considered for each order (past performance should be considered).</p> <p>Exceptions: Contracts awarded under FAR 8.6 and 8.7. Evaluate construction contractor performance and architect/engineer contractor performance in accordance with FAR 36.201 and 36.604, respectively.</p> <p>Discuss compliance with the requirements in DARS 17 regarding past performance consideration when exercising options. If not applicable, state so and why.</p>	<p>FAR 15.3</p> <p>FAR 16.505(b)</p> <p>FAR 9.1, 15.3, & 42.15 OFPP Policy Letter 92-5 (http://www-far.npr.gov/References/Policy_Letters/PL92-5.html) FAR 15.304 PP Deskbook/Tool (http://www.disa.mil/d4/pastbolt.htm) Future reference: DARS 15.305(a)(2)</p> <p>FAR 12.206</p> <p>FAR 16.505</p> <p>FAR 42.1502(b)</p> <p>DARS 17.207-90</p>

<p>B.4 Contracting Considerations.</p> <p>FAR Part 16 contains contract types and instructions on appropriate use. This paragraph should contain the contract type and justification for its use. The AM must coordinate the appropriate response to this paragraph with the contracting officer. The contracting officer is ultimately responsible for the decision.</p> <p>Discuss consideration for the use of modular contracting.</p> <p>Multiple award preference. If the contracting officer's written determination to make single award is included in the AP, no separate written determination is required.</p>	<p>FAR 7.105(b)(4) & 16, DFARS 216 & DARS 16</p> <p>DARS 7.105(b)(4)(S-90) & FAR 39.103</p> <p>FAR 16.504(c)(2)</p>																																																								
<p>B.5 Budget and Funding.</p> <p>Summarization under paragraph A3d does not preclude the detailed chart below for each plan of action. Make sure your numbers add up correctly. Sample chart follows:</p> <p style="text-align: center;">ESTIMATED COST</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of Funds</th> <th style="text-align: center;">FY XX BASE</th> <th style="text-align: center;">FY XX OPTION</th> <th style="text-align: center;">FY XX OPTION</th> <th style="text-align: center;">FY XX OPTION</th> <th style="text-align: center;">FY XX OPTION</th> <th style="text-align: center;">TOTAL</th> </tr> </thead> <tbody> <tr> <td colspan="7">QTY/HOURS</td> </tr> <tr> <td>O&M</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>RDT&E</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Program</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table> <p style="text-align: center;">*IT COSTS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of IT</th> <th style="text-align: center;">Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>Equipment</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Software</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Services</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Support Services</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>TOTAL IT Cost</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>TOTAL Cost Other Than IT</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table> <p>*For a "class" of acquisitions, the above charts would be filled out for "each" plan of action.</p>	Type of Funds	FY XX BASE	FY XX OPTION	FY XX OPTION	FY XX OPTION	FY XX OPTION	TOTAL	QTY/HOURS							O&M	\$	\$	\$	\$	\$	\$	RDT&E	\$	\$	\$	\$	\$	\$	Program	\$	\$	\$	\$	\$	\$	TOTAL	\$	\$	\$	\$	\$	\$	Type of IT	Estimated Cost	Equipment	\$	Software	\$	Services	\$	Support Services	\$	TOTAL IT Cost	\$	TOTAL Cost Other Than IT	\$	<p>DARS 7.105(b)(5) (S-91)</p>
Type of Funds	FY XX BASE	FY XX OPTION	FY XX OPTION	FY XX OPTION	FY XX OPTION	TOTAL																																																			
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TOTAL IT Cost	\$																																																								
TOTAL Cost Other Than IT	\$																																																								
<p>B.6 Product Description.</p> <p>Be specific, describe the type of services required (management support, integration, testing, engineering,</p>	<p>FAR 7.105(b)(6), DFARS</p>																																																								

<p>maintenance, software development, etc.) and supplies (products) required (software, hardware (be specific), etc. and their intended purpose.</p> <p>Discuss market research for development acquisitions under paragraph B1 above instead of this paragraph (See DFARS reference for more information.)</p>	<p>207.105(b)(6) & DARS 7.105(b)(6)(S-90)</p>
<p>B.7 Priorities, Allocations, and Allotments.</p>	<p>FAR 7.105(b)(7) & DARS 7.105(b)(7) (S-90)</p>
<p>Sample: This effort supports the Department of Commerce authorized program for electronic and communications equipment listed in Schedule I to Part 350 of the Defense Priorities and Allocations System (DPAS). The DPAS rating for this effort is _____(cite the appropriate rating). The authority to apply this rating is _____(cite the appropriate authority).</p> <p>Sample, IDIQ: A blanket DPAS rating will not be assigned to the basic contract; however, if applicable, individual task/delivery orders will contain the appropriate rating in accordance with FAR 11.6. The appropriate authority to apply ratings will be obtained in accordance with DARS 11.</p>	<p>FAR 11.6 & DARS 11.603</p>
<p>B.8 Contractor Versus Government Performance.</p> <p>Sample, if not applicable: Not applicable. Consideration was given to OMB Circular No. A-76 (Performance of Commercial Activities) and its Supplement. This plan of action is relying upon private commercial sources and is not subject to FAR 7.3.</p>	<p>FAR 7.105(b)(8)</p>
<p>B.9 Inherently Governmental Functions.</p> <p>The following statement meets the requirements of the references listed:</p> <p>In accordance with DARS 7.503, this serves as the written statement required by FAR 7.503 to the contracting officer that none of the functions to be performed under the statement of work (or any modification thereof) are inherently governmental. Disagreements regarding the determination will be resolved prior to solicitation issuance.</p> <p>If this statement is not included in the AP, discuss compliance with FAR 7.5 and the intent to meet the requirements of FAR 7.503(e).</p>	<p>FAR 7.105(b)(9), 7.503(e) & DARS 7.105(b)(9)(S-90) & 7.503(e)</p>
<p>B.10 Management Information Requirements.</p> <p>Discuss methods to monitor the contractor's efforts.</p> <p>Samples: quarterly in-process reviews or weekly reviews, monthly contract funds status report, program status</p>	

reports, problem reports/analysis, past performance, etc.	
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See paragraph B3 above for past performance references.	
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<p>B.11 Make-or-Buy.</p> <p>Coordinate the response with the contracting officer. The contracting officer determines applicability of make-or-buy programs.</p> <p>Acquisitions requiring make-or-buy programs: Negotiated acquisitions requiring cost or pricing data whose estimated value is \$10M or more. However, contracting officers may require make-or-buy programs under \$10M.</p> <p>For items and work included in make-or-buy programs, see both FAR/DFARS references.</p> <p>A make-or-buy program plan is not required when the proposed contract is for research or development and, if prototypes or hardware are involved, no significant follow-on production is anticipated.</p>	<p>FAR 15.407-2(c) & (g)</p> <p>FAR 15.407-2(c)(1) & (2)</p> <p>FAR 15.407-2(e)(1) & DFARS 215.704</p> <p>FAR 15.407-2(c)(1)</p>
<p>B.12 Test and Evaluation.</p> <p>If applicable, make sure the AP describes the test program for both the contractor and the Government.</p>	<p>FAR 7.105(b)(12)</p>
<p>B.13 Logistics Considerations.</p> <p>Review the FAR/DFARS references for applicability.</p> <p>Sample topics: Maintenance planning, manpower; supply support/equipment; training & support; technical data; IT support; facilities; packaging, handling, storage & transportation; and design interface.</p> <p>If applicable, discuss how software licenses are managed.</p>	<p>FAR 7.105(b)(13) & DFARS 207.105(b)(13)</p>
<p>B.14 Government-Furnished Property.</p> <p>Address Year 2000 compliance issues in the AP as well as in the Statement of Work (SOW)/Statement of Objectives (SOO). List GFP and identify "each" as Year 2000 compliant or noncompliant or not applicable, as appropriate.</p> <p>The DARS will be revised to include policy relating to GFP and Contractor-Acquired Property.</p> <p>In the interim, contact D42. Discuss coordination with D42 and compliance with any applicable policy/procedures. If D42 was not contacted, state so and why.</p>	<p>FAR 7.105(b)(14) & DARS 7.105(b)(14) (S-90)</p> <p>FAR 39.106(b) & DARS 39.106(S-92)</p> <p>Future reference: DARS 45.1-90</p>

<p>B.15 Government-Furnished Information.</p> <p>Address Year 2000 compliance issues in the AP as well as in the SOW/SOO. List GFI and identify "each" as Year 2000 compliant or noncompliant or not applicable, as appropriate.</p> <p>Software is an example of GFI that requires Year 2000 compliance.</p> <p>The DARS will be revised to include policy relating to GFI. In the interim, contact D42. Discuss coordination with D42 and compliance with any applicable policy/procedures. If D42 was not contacted, state so and why.</p>	<p>FAR 7.105(b)(15) & DARS 7.105(b)(15) (S-90) FAR 39.106(b) & DARS 39.106(S-92)</p> <p>Future reference: DARS 45.1-90</p>
<p>B.16 Environmental and Energy Conservation Objectives.</p> <p>Review the references listed for applicability. Discuss environmental and energy conservation objectives associated with the requirement(s) under this AP.</p> <p>For IT acquisitions: If any of the information required under this paragraph is duplicated under paragraph B19, simply reference B19.</p>	<p>FAR 7.105(b)(16), FAR Part 23, DFARS 207.105(b)(16) & DFARS 211.271</p>
<p>B.17 Security Considerations.</p> <p>Review all references listed and discuss appropriately.</p> <p>All security considerations should be discussed under this paragraph (including IT acquisitions). When discussing classification levels (e.g., SECRET, TOP SECRET, etc.) and position sensitivity levels (e.g., ADP-I or ADP-II), be specific and include the planned level(s).</p> <p>The response to this paragraph must be coordinated with the cognizant ISSM or representative and the ISSM must be identified under paragraph B21.</p>	<p>FAR 7.105(b)(17) DARS 7.105(b)(17)(S-90) (see Appendix A for DD Form 254 Deskbook) & IT Acquisition and Security Checklist (Part III of the OCIO memo) http://www.disa.mil/cio/cio-itim.html</p>
<p>B.18 Contract Administration.</p> <p>If all or any individual function of contract administration (CA) is being retained, state so and provide rationale. If the contracting officer is planning to assign CA to someone else, state his/her name, code and title.</p> <p>Sample: Contract Administration is being retained because the plan of action falls under DFARS 242.203 exception ____ (fill in appropriate DFARS cite and describe exception). CA has been designated to (fill in name, code), the task monitor for this plan of action.</p>	<p>FAR 7.105(b)(18) DARS Part 42</p>
<p>B.19 Other Considerations.</p>	

Responses to B19a(1) - (7), B19b and B19c below must be coordinated with the cognizant IMO or representative and CIO (when ASD(C3I) review is required) and the individuals involved must be identified in paragraph B21.

**FAR 7.105(b)(19) &
DFARS
207.105(b)(18)**

<p style="text-align: center;">a. Information Technology (IT) Compliance.</p> <p>Paragraphs (1), (3), (5), (6) and (7) below are required for all IT acquisitions. Paragraphs (1) - (5) fulfill ASD(C3I) requirements (ITAP/AP) for IT acquisitions that do not exclusively support MDAPs or MAISSs.</p>	<p>FAR Part 39, DFARS Part 239, see DARS 7.105(b)(19) "Note" & DARS 39.101</p> <p>OCIO memo (http://www.disa.mil/cio/cio-itim.html)</p> <p>DISA National Communication System IT Management Strategic Plan of 9 Sep 97 (link in OCIO memo)</p>
<p style="text-align: center;">(1) Technical Architecture Compliance.</p> <p>Provide the statement required by the DARS reference. The statement is an ASD(C3I) requirement; however, this paragraph is applicable to all IT acquisitions.</p>	<p>DARS 7.105(b)(19) (S-90)</p>
<p style="text-align: center;">(2) IT Investment Baseline/Performance and Breach Variance Agreement.</p> <p>This paragraph applies when the plan of action is at or above \$30M competitive or \$3M other than full and open.</p> <p>Provide the statement required by the DARS reference, if applicable. If such an agreement has not yet been developed or is in the developmental state, briefly explain.</p> <p>In addition, specify the performance measures developed to demonstrate the contribution that this planned IT acquisition makes to the performance of the DOD mission. Indicate that performance measures satisfy the requirement and customer and contribute to the goals and objectives of the DISA Strategic Plan (see references under B19(a)). Applicable legislation is referenced.</p> <p>NOTE: The OCIO is researching to determine whether the information required under this paragraph could be satisfied by other documents (e.g., Economic Analysis). If such a determination is made, the DARS and this Deskbook will be revised to provide relief and streamline.</p>	<p>DARS 7.105 (b)(19)(S-91)</p> <p>Government Performance & Results Act, Chief Financial Officer's Act, Clinger-Cohen Act, and Federal Managers Financial Integrity Act</p> <p>Free GSA IT Performance Measurement Guide (http://www.npr.gov/library/announc/freeit.html)</p>
<p style="text-align: center;">(3) Risks.</p> <p>Provide the statement required by the first DARS reference. The statement is an ASD(C3I) requirement; however, this statement is also applicable to all IT acquisitions.</p>	<p>FAR 7.105(a)(7), DARS 7.105(a)(7)(S-90), DARS 7.105(b)(19)(S-92) & also see</p>

<p>Discussion should include whether the risks are high, medium, low, etc. Also discuss how the Government plans to mitigate any technical, cost or schedule risk.</p> <p>Discussion of late award adversely impacting a requirement because of poor planning would be inappropriate, since acquisition planning should take place well in advance of the fiscal year in which contract award is necessary.</p>	<p>references listed under paragraph B19a above</p>
<p>(4) Long-haul and Metropolitan area Telecommunications Requirements.</p> <p>This paragraph applies when the plan of action is at or above \$30M competitive or \$3M other than full and open.</p> <p>Provide the statement required by the DARS reference, if applicable.</p>	<p>DARS 7.105(b)(19) (S-93)</p>
<p>(5) Organizations or Users.</p> <p>Review the DARS reference for applicability. ASD(C3I) requires the information under this paragraph; however, this paragraph is applicable to all IT acquisitions.</p>	<p>DARS 7.105(b)(19)(S-94)</p>
<p>(6) Various IT Requirements.</p> <p>Review the DARS references for applicability.</p> <p>NOTE: Discuss all security (to include IT) under paragraph B17 above. The DARS will be revised to reflect this policy.</p>	<p>DARS 7.015(b)(19)(S-95), FAR Part 39 & DARS 39.101(S-91)</p>
<p>(7) Year 2000 Compliance.</p> <p>Review the DARS reference for applicability.</p>	<p>DARS 7.105(b)(19) (S-96)</p>
<p>b. IT (including NSS) Acquisitions that Exclusively Support MDAP or MAIS.</p> <p>Review the references for applicability.</p>	<p>DARS 7.105(b)(19)(S-97), DARS 39.101(S-93)(a), OCIO memo (http://www.disa.mil/cio/cio-itim.html) & DODD 5000.1/5000.2-R</p>
<p>c. Data Management.</p> <p>The DARS currently requires discussion of Subcontracting Plans under this paragraph. The DARS is being revised to require discussion of Subcontracting Plans under paragraph B1 above and implement "Data Management" for discussion under this paragraph.</p>	<p>DARS 7.105(b)(19)(S-98) (This cite will reflect "Data Management" with the next DARS revision)</p>

<p>In the interim, follow this Deskbook.</p> <p>Review Part II of the referenced OCIO memo for applicability of DISA's Technical Data Management Program (Contract Data Requirements lists (CDRLs), Data Item Descriptions (DIDs), and Scientific and Technical Information (STINFO) Reports).</p> <p>Contact the OCIO/D42 for help in filling out this paragraph.</p>	<p>OCIO memo, Part II (http://www.disa.mil/cio/cio-itim.html)</p>
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<p>d. Specifications and Standards</p> <p>Discuss the planned use of performance specifications. Performance specifications include DOD performance specifications, commercial item descriptions, and performance-based nongovernment standards.</p> <p>Nongovernment standards are used when performance specifications are not practicable. If the use of nongovernment standards is planned, explain.</p> <p>There may be cases when performance specifications are not appropriate; for example, does not add value, not cost-effective, not practical, or does not meet the user's needs (waivers or exemptions would be required).</p>	<p>DARS 7.105(b)(19) (S-99) & Defense Standardization Program (DSP) (http://www.acq.osd.mil/dsp/)</p>
<p>e. Printing and Duplication Limits.</p> <p>Review the DARS reference for applicability.</p>	<p>DARS 7.105(b)(19)(S-100)</p>
<p>B.20 Milestones for the Acquisition Cycle.</p> <p>For a "class" of acquisitions, this paragraph would contain a "separate" milestone chart for "each" of the plan of action.</p> <p>In addition to the milestones required by the FAR/DFARS/DARS references, four additional milestones to consider are "AP Annual Review," "Tentative ASC Schedule," "Substantive Action/Issue Report," and ASD(C3I) IT Reporting Requirement.</p> <p>AP Annual Review: This milestone is required for plans of action exceeding the DFARS thresholds. Annual review is required when any one individual plan of action exceeds the DFARS thresholds and/or when the cumulative value of more than one plan of action exceeds DFARS thresholds. When filled in, the ASC Support Staff will add the AP to their tracking system for anniversary dates of annual reviews. If not required, state so and why.</p> <p>Tentative ASC Schedule: This milestone is obtained from the ASC Support Staff and is requested after the IPT is formed. By scheduling ASC early in the process, the ASC Support Staff can ensure timely processing and adequate review of all ASC packages.</p> <p>IT Substantive Actions/Issues Report: This milestone will be implemented in DARS Part 7 with the next DISA AC. In the interim, it should be addressed in all APs, if applicable. Review the references listed (DARS 39 & OCTO</p>	<p>FAR 7.105(b)(20), DFARS 207.103, DARS 7.104-90(f) & DARS 7.105(b)(20)(S-90)</p> <p>DARS 7.104-90(g)(3)</p> <p>DARS 7.9001(a)</p> <p>DARS 39.101(S-93)</p>

<p>applicable. Review the references listed (DARS 39 & OCIO memo) for format, reporting requirements (thresholds—at or above \$30M competitive or \$3M other than full and open) and samples of substantive actions or issues.</p> <p>ASD(C3I) IT Reporting Requirement: This milestone will be implemented in DARS Part 7 with the next DISA AC. In the interim, it should be addressed in all APs, if applicable (thresholds—at or above \$30M/competitive or \$3M other than full and open). Submission of this report is required no later than 30 calendar days prior to initiating an IT acquisition. For more information, review the references listed (DARS 39 & OCIO memo).</p>	<p>(c) and (d)</p> <p>DARS 39.101(s-93)(b)</p> <p>OCIO memo (http://www.disa.mil/cio/cio-itim.html)</p>
<p>B.21 Identification of Participants in Acquisition Plan Preparation</p> <p>Include all members of the IPT, signatories and approving authority. Ensure that all of the information required by DARS Part 7 is included. ALs and the ASC Support Staff use this list to verify appropriate cross-functional participation in the development of the AP. ASD(C3I) also refers to this list for points of contact when their review is required.</p> <p>At a minimum, this list should contain the following (include their name, title, code, phone number and e-mail address):</p> <p>Acquisition Manager Head of the Requirements Office/Sponsor or Designee SADBU or Designee Agency Competition Advocate Contracting Officer ASC Chair Contract Specialist, if applicable Information Management Officer or representative Information Systems Security Manager or representative Chief Information Officer or representative (at or above \$30M competitive or \$3M other than full and open) Legal Financial Management Acquisition Liaison</p> <p>In addition, include any other individuals responsible for significant aspects of the acquisition.</p>	<p>DARS 7.104-90(b) & (c) FAR 7.105(b)(21) & DARS 7.105(b)(21) (s-90)</p>

<p>XI. Problems Which Cause AP Processing Delays.</p> <p>Samples (lessons learned):</p> <p>Acquisition planning was not done far enough in advance of scheduling the ASC to allow sufficient time for AP development and approval. Lack of planning slows down approval process.</p> <p>Failing to seek the advice and assistance of directorate ALs prior to submitting package to ASC.</p> <p>Conflicts within the acquisition package.</p> <p>The required content listed in the FAR, DFARS, DARS, and AP/ASC Deskbook was not covered. Rationale was not provided when an item was not applicable.</p> <p>Numbers on funding charts did not add up.</p> <p>Referenced documents were not properly identified.</p> <p>Milestone charts did not reflect correct milestones, include major milestones or reasonable time frames for milestones.</p> <p>AP was not well coordinated with sufficient cross-functional representatives of the acquisition community and as a result, information is sketchy or missing.</p> <p>AP was not in the proper format.</p> <p>History did not track or support the current AP.</p> <p>Rationale or documentation for sole source acquisitions was not adequate.</p> <p>Lack of understanding the OCIO oversight process and obtaining IT compliance approvals in a timely manner.</p>	<p>Current AL List (http://www.disa.mil/D4/acqlias.html)</p> <p>FAR 7.105, DFARS 207.105 & DARS 7.105</p> <p>FAR 7.105(b)(20) & DARS 7.105(b)(20)(S-90)</p> <p>DARS 7.104-90(b), (c) & (d) & 7.105(b)(21)(S-90)</p> <p>DARS 7.105-90</p> <p>FAR 7.105(a)</p> <p>DARS 7.105(b)(2)(i)(S-90)</p>
<p>SB, SDB and WOSB concerns were not considered nor addressed.</p>	<p>FAR 7.105(b)(1), FAR 19.2 & Promoting Opportunities with Small Business Concerns Deskbook (http://www.disa.mil/D4/ac.html)</p>
<p>Required sources of supplies/services were not considered nor addressed.</p>	<p>FAR 7.105(b)(1) & FAR Part 8</p>
<p>Market research is not documented or accomplished.</p>	<p>FAR 7.105(b)(1) & FAR Part 10</p>

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<p>Proposed contract type was not included (contracting officer makes contract type determinations).</p> <p>Life-cycle costs were not included nor considered.</p> <p>On task/delivery order requirements placed against IDIQ contracts, the focus of the AP should have been on the work required for the individual order. Often, the AP provided too much detail on the original contract award(s).</p> <p>Inherently governmental functions were not addressed.</p>	<p>FAR 7.105(b)(4)</p> <p>FAR 7.105(a)(3)(i) DOD 5000.1/5000.2-R, Part 3 & URL http:// www.risktrak.com/dod.htm</p> <p>DARS 7.503(e)</p>
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CHAPTER B - ACQUISITION STRATEGY COMMITTEE

INTRODUCTION

<p>The Acquisition Strategy Committee (ASC) (formerly known as the Acquisition Review Panel (ARP)) evaluates the completeness and appropriateness of DISA's acquisition strategies. DISA's acquisition system includes a wide range of functional areas such as logistics, financial and business management, quality assurance, engineering, small business, technical, etc., as well as contracting. Thus, the ASC couples the requirements office with the contracting office, facilitating the fulfillment of requirements and improving the overall performance of the acquisition system. The ASC assists the customer in building an executable acquisition strategy that fulfills customer requirements and complies with DISA acquisition policy. The ASC does not approve requirements, funding, or contracting actions.</p>	<p style="text-align: right;">DARS 7.90</p>
<p>Early involvement from appropriate cross-functional disciplines is a key to success in acquisition planning. Thus, the ASC is built on functional competence rather than competition for resources or intraorganizational interests.</p> <p>The ASC assists requiring offices, especially AMs, by helping them formulate efficient and effective acquisition strategies to meet user needs within resource constraints. By periodically reviewing how requirements are satisfied, the ASC assists in keeping an acquisition or project/program/system executable throughout its life cycle.</p>	<p style="text-align: right;">FAR 7.104 & DARS 7.104-90(b) & (c)</p> <p style="text-align: right;">DARS 7.101</p>
<p>I. General.</p> <p>The ASC facilitates:</p> <ul style="list-style-type: none"> -Consideration of life-cycle management for DISA acquisitions. -Where acquisitions are going and how they will get there. -Identification of risk areas (technical, schedule, and affordability) and makes plans for managing risks. -Explicit cost, schedule, and performance objectives. 	

<p>-Metrics for measuring success, including exit criteria and evaluation method for transition to the next phase.</p> <p>-Action to develop sound, disciplined, and functionally integrated acquisition strategies.</p> <p>-Sponsoring activity planning for successful contract execution, including administration; contract and financial management; and inspection, testing, quality assurance, and acceptance of products.</p> <p>-Clear and executable work statements/objectives, reflecting valid requirements, appropriate limits, and the most economical means to achieve desired results, without excessive deliverables.</p> <p>-Sponsor effectiveness in applying managerial tools (schedules, cost estimates, and modeling) and sufficient program documentation.</p> <p>-Regulatory responsibilities of DISA to ensure the integrity and viability of the Agency acquisition system.</p>	
<p>II. General Procedures.</p> <p>General procedures are located under the DARS reference.</p>	<p>DARS 7.9001</p>
<p>III. Process.</p> <p>See Attachment A, Acquisition Planning and ASC Process Flow Chart.</p> <p>ALs play a vital role in the ASC process. Working with the AM and other IPT members, they help ensure that acceptable proposed acquisition packages are submitted to the ASC Support Staff avoiding delays in processing. The ASC Support Staff provides assistance, if necessary.</p> <p>There are no circumstances under which ASC can be waived.</p> <p>-The AM develops an acquisition strategy consistent with existing guidance, ensures program execution is consistent with that strategy, and teams with Agency expertise, including the ASC.</p> <p>-The AM ensures IPT coordination has been attained by all necessary cross-functional expertise.</p>	<p>DARS 2.101 & 7.9001 & 7.104-90</p>

<p>-The AM briefs the ASC on all acquisitions requiring ASC approval.</p> <p>-The ASC contributes to acquisition planning, considers recommended options, formulates additional options if required, and assists in selecting the best life-cycle alternative.</p> <p>-The ASC validates any need for duplicate effort and whether the AM has coordinated integration among other affected Agency activities.</p> <p>-When a planned acquisition requires a more comprehensive review, the ASC Chair may charter a Solicitation Review Board (SRB) to review a solicitation prior to release. The Chair will determine SRB membership and the AM will schedule and coordinate the review.</p>	<p>DARS 7.104-90</p> <p>DARS 7.101 DARS 7.9001(j)</p>
<p>-The ASC Support Staff records all ASC taskers and provides a copy to the AM for action.</p> <p>-The ASC Support Staff works with the requiring offices from the inception of the requirement through approval of the acquisition package. The Staff also maintains the original AP and provides a copy to the AM. For those actions above the Chair's authority, an AEM is submitted to the Vice Director.</p> <p>The following depicts how the ASC process relates to DISA corporate processes:</p> <p>-DISA is the DOD IT engineer and integrator. DISA's core business and contracting is directly related to that mission. In the interest of maintaining a viable and effective workforce, DISA will perform all core business functions using in-house resources, to the maximum extent possible.</p> <p>-DISA's requirements offices/sponsors are responsible for requirements definition (how best to apply DISA mission-related efforts to fulfill the needs of internal as well as external customers).</p> <p>-As the first point of entry for both external and internal customers, DISA requirements offices examine all options for performing mission-related work. The primary choice for performing the work is in-house. Acquisition of resources is a secondary choice.</p>	<p>DARS 7.101</p>

<p>-DISA will outsource only two categories of work:</p> <p>-Noncore business functions.</p> <p>-Core business functions: during transitional periods while in-house resources are developed; when a time-critical surge capability is needed and no other resource is available; and, for one-time-only needs, such as determining migration system strategies.</p> <p>-Upon completion of any outsourced work, the corresponding acquisition vehicle should terminate.</p>	<p>DARS 7.301(a)</p> <p>This information was extracted from the ARP Handbook and DISA Policy Letter 95-11.</p>
<p>IV. ASC Thresholds.</p> <p>Thresholds are located at the DARS reference.</p> <p>The following samples are provided to help determine ASC applicability:</p> <p>-The Office of the Secretary of Defense MIPRs DISA funds (non-DISA/DWCF funds) for a task order against a government-wide agency contract and the task monitors are DISA employees. The amount exceeds the ASC thresholds in DARS Part 7. In this situation, ASC approval is required because DISA is deciding how to use the funds and is "managing" the task effort.</p> <p>-The estimated cost of a task order requirement did not exceed the ASC thresholds in DARS Part 7; therefore, AP/ASC approval was not required. However, this amount will exceed AP/ASC thresholds based on the results of proposals and potential award. In this situation, AP/ASC approval is not required (unless requested by one of the sponsors) because the original intent was to award the task for an amount that didn't exceed the AP/ASC thresholds.</p>	<p>DARS 7.104-90(g)(2) & 7.9000(c)</p> <p>DARS 7.9001</p>
<p>V. ASC Meetings.</p> <p>Typically, the ASC meets every Thursday at 1400 when actions are pending and when otherwise called by the ASC Chair. In most cases, not more than three requirements will be briefed during a session.</p> <p>ALs will deliver a minimum of 20 (unless otherwise directed by the ASC Support Staff) copies (double-sided) of the acquisition package (electronic submission is encouraged) to the ASC Support Staff. These copies should be provided no later than 4 working days (Friday, noon)</p>	<p>DARS 7.9001</p> <p>DARS 7.9001(d)</p>

be provided no later than 4 working days (Friday, noon) preceding the following ASC session (typically Thursday at 1400). This facilitates distribution and read-ahead time for ASC member feedback.

REMINDER: APs contain source selection information and must be protected; therefore, if planning to submit electronically, ensure compliance with the DARS reference and OCIO memo reference. The OCIO memo contains other applicable Agency instructions relating to information security.

To ensure continuous updating of acquisition best practices and principles, ASC members are expected to attend every meeting. The Chair may also invite the user to attend. Unless otherwise approved by the Chair, no contractors may attend the deliberations.

ASC members and other participants (e.g., presenters) will be asked to sign a DISA Nondisclosure Agreement to protect the integrity of the acquisition and DISA-internal decision making.

Under certain circumstances, the ASC Chair may tailor the ASC review by conducting a "deskside." At a minimum, three (unless otherwise directed by the ASC Support Staff) copies (doubled-sided) of the proposed acquisition package (electronic submission is encouraged) should be provided.

ASC members should be knowledgeable of their functional role. Members may be asked to research issues in their area and be prepared to discuss those concerns at meetings. They should maintain a commitment to implement the approved acquisition strategy.

ASC members should show collegial respect for each other and listen as allies, not adversaries. All members will be heard, but comments should be constructive and provide specific alternatives. For the ASC to successfully meet its goals, it is critical that comments are based on a DISA-corporate view.

The ASC Chair (Code D4A) makes the final determination to approve, disapprove, or defer an action for further staff work.

DARS 7.9001(b)

OCIO memo, Part III
(<http://www.disa.mil/cio/cio-itim.html>)

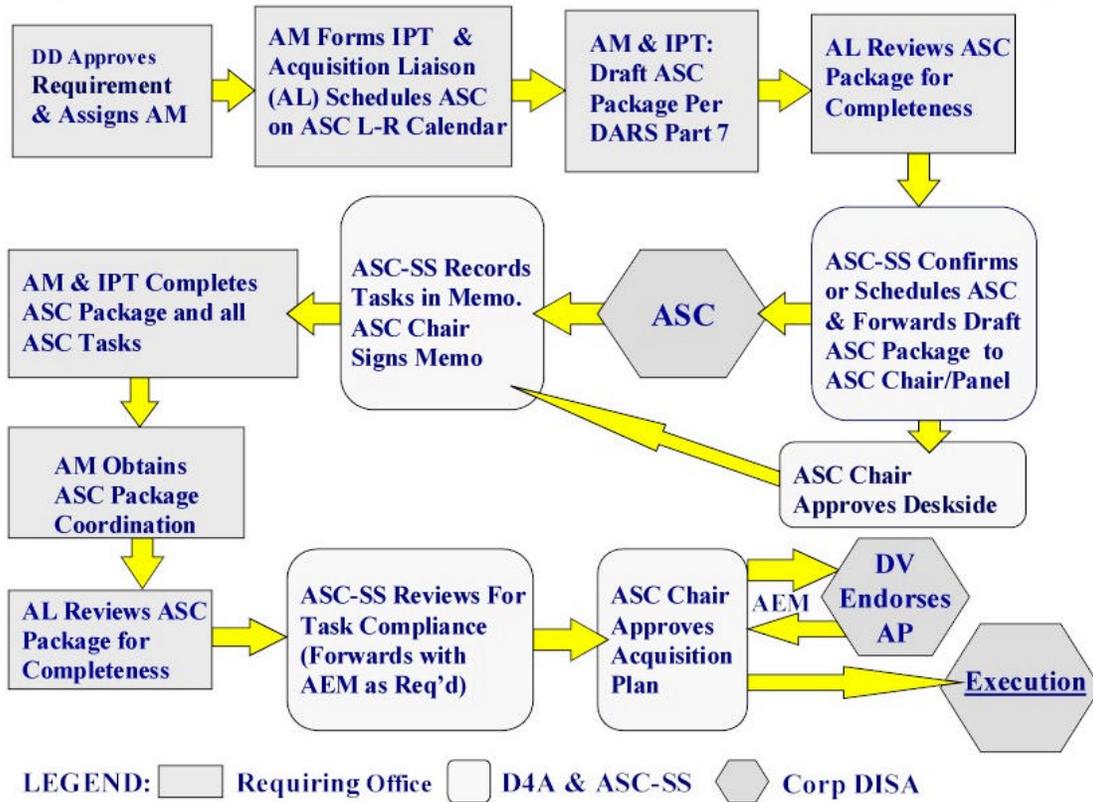
DARS 7.9001(i)

<p>VI. ASC Membership.</p> <p>FUNCTIONAL ASC MEMBERSHIP/CODE (Regular Members)</p> <p>Chair (D4A) Competition Policy (Competition Advocate) Financial Management (DC) National Security and Emergency Preparedness (NCS) Regulatory/General Counsel (RGC) Small and Disadvantaged Business (SADBU) Information Technology (IT) Management and Security (OCIO) Manpower, Security and Training (D1) Program Management (D2) Operations (D3) Acquisition Policy (D41) Acquisition Logistics (D42) Contracting (DITCO) DII Planning and Corporate Policy (D5) Engineering (D6) Joint Requirements (D7) Modeling and Simulation (D8) Center for Computer Systems Engineering (CFCSE) Developmental and Operational Testing (JITC)</p> <p>ADVISORY MEMBERS</p> <p>ASC Support Staff (D41) Contract Technical Services (D44)</p>	
<p>VII. Checklist.</p> <p>The following checklist provides suggested review and discussion topics for the ASC. Each topic does not apply to every acquisition, thus planning will be tailored to the type and complexity of the action.</p> <p>Acquisition Planning Business Process Improvement Concept of Operations Configuration Management Contract Administration and Management Contracting Aspects Cost and Operational Effectiveness Analysis Data Management Deficiency Identification and Correction Process Funding</p>	

<p>Government Furnished Property and Information Information Technology Compliance Interoperability and Compatibility Operational Requirements Past Performance Quality Assurance Security Planning Software Development Source Selection Methods Sustainability Concept System Maturity Technical Architecture TAFIM/JTA DII COE Technical Aspects Testing Concept Year 2000 Compliance</p>	
<p>VIII. Problems Which Cause ASC Processing Delays.</p> <p>Samples (lessons learned):</p> <p>-Inappropriate language in the SOW which implies personal services or inherently governmental. For example:</p> <p> "...the contractor, in accordance with the SOW..." instead of "...the contractor as directed by the COR or TM..."</p> <p> "...the Government requires contractor support services..." instead of "...DISA does not have the in-house capability to do this work, and contractor support services will augment/supplement the Government staff..."</p> <p>-Funding issues are not adequately addressed; IGCE's are not included or are deficient—have not been reviewed by the Comptroller's office.</p> <p>-SOWs do not include TAFIM/JTA, DII COE, Year 2000, PCMCIA, EPA Energy Star, etc.</p> <p>-Invoke canceled DIDs.</p> <p>-Invoke too many DIDs and forget to identify CDRL items for software and databases to be delivered.</p> <p>-Invoke canceled MIL specifications, standards, and handbooks.</p>	<p>FAR 7.503 & 37.103(a)(3)</p> <p>DARS 15.8-9003</p> <p>FAR Part 39 & DARS Part 39</p> <p>DIDS/CDRLs, see OCIO memo, Part II (http://www.disa.mil/cio/cio.itim.html)</p>

<p>-Government specifications, standards, and documents are not tailored to the specific work requirement. For example, when the Government specifies a specification, identify the pages, paragraphs, etc. that are applicable instead of invoking the entire specification.</p> <p>-Security considerations are not adequately addressed or coordinated with Code D16/OCIO (e.g., the DD 254 is incomplete). ADP Position Sensitivity Levels are not specified.</p> <p>-Task/delivery order terminology is used incorrectly. Task order means an order for services and delivery order means an order for supplies placed against an established contract or with Government sources.</p> <p>-Lack of coordination with the contracting officer.</p> <p>-Lack of understanding the OCIO oversight process and obtaining IT compliance approvals in a timely manner.</p>	<p>Defense Standardization Program (DSP) URL: http://www.acq.osd.mil/dsp/</p> <p>FAR 4.4, DFARS 204.4, DARS 4.403, 7.105(b)(17)(S-90) and OCIO memo, Part III (http://www.disa.mil/cio/cio-itim.html)</p> <p>FAR 16.501-1</p>
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ACQUISITION PLANNING & ASC PROCESS



Click on the link below to view Attachment B.

[Attachment B Acquisition Lead-time Charts DITCO-NCR](#)