|  |  |
| --- | --- |
|  | **Streamlined Acquisition Plan**(For acquisitions greater than the micro-purchase threshold up to the simplified acquisition threshold)Reference: [HHS Directive for Acquisition Planning](https://intranet.hhs.gov/abouthhs/contracts-grants-support/acquisition-policies-guidance/acquisition-worktools/directive-acquisition-planning/index.html)  |

|  |
| --- |
| **REVIEW AND APPROVAL** |
| **Project Title:** |  |
| **Solicitation Number:** |  |
|  | **NAME & TITLE** | **SIGNATURE** |
| **Recommended By:** |
| Program Manager (PM) / Contracting Officer’s Representative (COR)  |  |  |
| **Approved By:** |
| Contracting Officer (CO) or Purchasing Agent |  |  |

|  |
| --- |
| **1. STATEMENT OF NEED**  [FAR 7.105(a)(1)](https://www.acquisition.gov/?q=/browse/far/7) **Type of Acquisition:** [ ]  Supplies/Equipment (including IT equipment) [ ]  Severable services [ ]  Non-severable Services [ ] R&D support services [ ] Information technology (IT) support services [ ] OtherAttach a Statement of Need / Statement of Work OR briefly describe the purpose of and need for the proposed requirement:  |

|  |
| --- |
| **2. COST** [FAR 7.105(a)(3)](https://www.acquisition.gov/?q=/browse/far/7)  The total Independent Government Cost Estimate (IGCE), inclusive of options, is: $Attach an IGCE that has been formulated to consider historical acquisition data, including recent market research.  |

|  |
| --- |
| **3. DELIVERY OR PERFORMANCE-PERIOD REQUIREMENTS** [FAR 7.105(a)(5)](https://www.acquisition.gov/?q=/browse/far/7)*For Supplies/Equipment*Anticipated Delivery Date:*For Services*Period of Performance (Options may be N/A)Base: Option 1\*:Option 2\*:Option 3\*:Option 4\*:\*A D&F must be attached for use of options. [FAR 17.205](https://www.acquisition.gov/?q=/browse/far/17) |

|  |
| --- |
| **4. INHERENTLY GOVERNMENTAL FUNCTIONS** [FAR 7.105(b)(10)](https://www.acquisition.gov/?q=/browse/far/7) (*For Services Only*)[ ] Not Applicable. In accordance with FAR 7.5 and the Office of Federal Procurement Policy Letter 11-01, this form serves as a written determination by the designated requirements official certifying that the services being procured under this acquisition are not inherently governmental. If the contractor is required to provide services, none will require the exercise of discretion in applying Government authority or the making of value judgments in making decisions for the Government. [ ] Yes; this acquisition plan is for an inherently governmental function, or is closely associated with an inherently governmental function. An assessment will be conducted to determine if a government employee is required.If Yes is selected above, please identify if this acquisition is for a critical government function and explain below.[ ] Yes. [ ] No.:  |

|  |
| --- |
| **5. GOVERNMENT FURNISHED PROPERTY and INFORMATION:** [FAR 7.105(b)(15) /16)](https://www.acquisition.gov/?q=/browse/far/7) [ ]  **Government Furnished Property (GFP)** and associated directives will be listed in the solicitation and provided for by clauses FAR 52.245-1, Government Property, and 52.245-9, Use and Charges. The contractor is obligated to report lost, stolen, or damaged Government property, as well as the disposition of the salvage. [ ]  **Government Furnished Information (GFI)** will include mandatory Government publications and reporting procedures. The contractor will be given applicable NIH instructions. Potential offerors will be provided with any GFI necessary to make an offer in the RFQ. Additional information, if determined necessary, will be provided to potential offerors as required. [ ]  **GFP** and **GFI** are not applicable. |

|  |
| --- |
| **6. ENVIRONMENTAL AND ENERGY CONSERVATION:** [FAR 7.105(b)(17)](https://www.acquisition.gov/?q=/browse/far/7)[ ]  Environmental and energy conservation considerationsare not applicable.[ ]  The Performance Work Statement or Statement of Work requires compliance with the Resource Conservation and Recovery Act of 1976 (RCRA), the Clean Air Act (CAA), the Clean Water Act (CWA), the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), the Toxic Substances Control Act, and all applicable Federal, State, and local environmental statutes and regulations. The acquisition encourages and allows for energy conservation measures to be taken. |

|  |
| --- |
| **7. Electronic and Information Technology (EIT) Accessibility Standards (508 Compliance).** [FAR 39.2](https://www.acquisition.gov/?q=/browse/far/39)[ ]  **Yes.** The contractor will be required to develop, procure, maintain and/or use EIT and to ensure their EIT allows Federal employees and members of the public with disabilities to have access to, and use of, information and data comparable to the access and use by people without disabilities.[ ]  **No.** This acquisition is not an EIT product or service. However, all electronic reports submitted shall be compliant with Section 508 of the Rehabilitation Act of 1973. If section 508 applies, the requirements must include a list of applicable Section 508 accessibility standards from the United States Access Board [36 CFR Part 1194](https://www.ecfr.gov/cgi-bin/text-idx?SID=aed1a91a2d4f562c58049c82d84ed21d&mc=true&node=pt36.3.1194&rgn=div5). |

|  |
| --- |
| **8. SOURCES** [FAR 7.105(b)(1)](https://www.acquisition.gov/?q=/browse/far/7)Indicate the prospective sources of supplies or services that can meet the need.[ ]  UNICOR [ ]  NIH FSS BPA [ ]  NIH IDCs [ ]  HHSSSI ☐ GSA FSS [ ]  GWACs: (Specify source) [ ]  Open market [ ]  Other (Specify):Will this be a small business set-aside?[ ]  **No.** [ ]  **Yes.** (Specify type of small business set-aside associated with this requirement)[ ]  VOSB [ ]  SDVOSB [ ]  HUB Zone [ ]  SDB [ ]  WOSB [ ]  8(a) [ ]  Small Business [ ]  Not Applicable |

|  |
| --- |
| **9. COMPETITION** [FAR 7.105(b)(2)](https://www.acquisition.gov/?q=/browse/far/7)This procurement will be executed through: ☐ Full and Open Competition☐ Full and Open Competition After Exclusion of Sources (small business set aside)☐ Other than Full and Open Competition as follows:☐ Brand Name Justification (FAR 6.302-1(c))☐ Single Sole Justification (FAR Part 13 - Simplified Acquisition Procedures)☐ Limited Sources Justification (FAR Part 8 - Federal Supply Schedules)☐ Justification and Approval (FAR Part 15- Contracting by Negotiation & FAR Subpart 6.3)☐ Justification for Exception to Fair Opportunity (FAR Subpart 16.5 - Indefinite Delivery Contracts and Subpart 16.505—Ordering)Note: If other than full and open competition, attach the justification to this plan.The solicitation will be made available to the public via: |

|  |
| --- |
| **10. CONTRACT TYPE SELECTION** [FAR 7.105(b) (3)](https://www.acquisition.gov/?q=/browse/far/7)Select all that apply:[ ]  Fixed Price, or [ ]  Cost Type: (Specify type) \*A D&F must be attached with T&M/LH type contracts [FAR 16.601(d)(1)(i)](https://www.acquisition.gov/?q=/browse/far/16)\*\* See [FAR 16.5](https://www.acquisition.gov/?q=/browse/far/16) for additional documentation requirements |

|  |
| --- |
| **11. OTHER RELEVANT FACTS** [FAR 7.105](https://www.acquisition.gov/?q=/browse/far/7)Discuss any additional technical, business, management, or other significant considerations that will impact the acquisition: |

|  |
| --- |
| **12. LIST OF ATTACHMENTS** *Select as appropriate:*[ ]  Statement of Work / Performance Work Statement / Statement of Need [ ]  Delivery Schedule[ ]  Independent Government’s Cost Estimate [ ]  Market Research Results [ ]  DHHS Small Business Review System (SBRS) Approval [ ]  FBO Sources Sought Notice [ ]  Justification for Other Than Full and Open Competition (All Forms) [ ]  Determination & Findings for the Inclusion of Options [ ]  Determination and Findings for T&M[ ]  Source Selection or Technical Evaluation Criteria [ ]  Information Security Clearance [ ]  Contracting Officer’s Representative (COR), FAC-C Certification Certificate |