PART 7 -- ACQUISITION PLANNING

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SUBPART 7.1 -- ACQUISITION PLANS

7.101 Definitions.

Component Acquisition Executive (CAE). The CAE has oversight and review authority for all acquisition matters. 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 DISA HCA.

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.

High-Risk Contracts. Non-competitive or limited competition contracts, cost reimbursement (CR) contracts, time-and-materials (T&M) contracts, and labor-hour (LH) contracts. The definition of high-risk does not include direct 8(a) contracts equal to or below the competitive threshold in FAR 19.805-1(a)(2).

High-Risk Contract Line Item Numbers (CLIN). CR, T&M, and LH CLINs. When a combination of CLIN types are 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.

Integrated Product (or Process) 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 Federal Agencies.

Program Executive Officer (PEO). 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 responsible for the planning function of all phases of the acquisition cycle, and develops and maintains written plans, as required by statute, policy or regulation.

Decision Authority (DA). Official designated by the CAE to manage portfolios of programs, projects, and services. The senior official responsible for ensuring that a proposed services acquisition is consistent with DoD's policies, procedures, and best practices guidelines for the acquisition of services. The DA is responsible to identify, assess, validate, and approve services acquisition requirements within delegated thresholds. The approval of a requirement allows prioritization of mission requirements to best support mission needs within available funding limits.

7.103 Agency–head responsibilities.

(S-90) A written plan (combined AS/AP, standard, or streamlined) shall also be prepared for high risk contracts/CLINs as defined in subpart 7.101 (See Table 7-1 for thresholds and approval authority).

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 (See (S-91))	CoCO
Contract/IDIQ/BPA (all years)	>$100M	Standard or Combined (See (S-91))	SPE
All Orders (all years)	>$100M	Streamlined	SPE

(S-91) *Exceptions.*

(1) A written acquisition plan is not required when/for --

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

(ii) Directed 8(a) Procurements.

(iii) Bridge contract actions.

(iv) Waived by the HCA (e.g., contingency; urgent requirements (for example, defend against a cyber-attack)). A justification will be placed in the contract file prior to awards or as practical after award.

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

(i) The mission partner is Non-DISA;

(ii) An acquisition strategy covers multiple requirements.

(iii) The Acquisition will be signed by an official outside of DISA.

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

The Determination and Findings (D&F) (required by FAR 16.504(c)(1)(ii)(D)) shall be routed with the AP.

7.104 General procedures

(S-90) All Acquisition Plan templates, procedures, and supporting documentation templates are located in DARS PGI 7.104(S-90). The templates are consistent with FAR 7.103 and DFARS 207.103 guidelines.

(S-91) The PMO shall provide a draft statement of objectives/performance work statement/statement of work, an IGCE or cost estimate, and the Market Research Report with a combined AS/AP or standard AP. 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 at DARS PGI 10.002(S-92).

(S-92) *AP revisions*. Follow guidance at DARS PGI 7.104(S-93) for pre-award or post-award AP revisions (limited to substantive changes).

(S-93) *AP files*.

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

(2) The contracting officer shall ensure the original approved combined AS/AP, standard AP, or streamlined AP, and any subsequent revisions, are incorporated in the official contract file.

7.105 Contents of written acquisition plans.

(b)(5) *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.