

# 507.103 Agency-head responsibilities.

(a) The HCA must ensure that the planning team adheres to the requirements of FAR part 7 and this part.

(b) *Approval thresholds.*

(1) The following are the dollar value thresholds and the level of the approving official for approving acquisition plans or waiving written acquisition plans. The HCA may further limit approval authority for the approving officials. Thresholds include all options.

<b>Threshold</b>	<b>Approving Official</b>
Up to but not exceeding \$5M	Contracting Officer
Over \$5M to \$15M	One Level above the Contracting Officer
Over \$15M to \$75M	Contracting Director
Over \$75M	HCA or Contracting Executive, if applicable

(2) Contracting activities shall provide notification to the Service-Level Acquisition Policy Office and to the SPE at [spe.request@gsa.gov](mailto:spe.request@gsa.gov) during the market research phase for acquisitions anticipated to be valued over \$500 million.

(3) If the acquisition meets one of the following criteria, the planner must obtain HCA approval of the acquisition plan. HCAs may designate approval authority to a level no lower than the Contracting Director.

(i) Complex, critical to agency strategic objectives and mission, highly visible or politically sensitive.

(ii) An acquisition with which the contracting activity has little or no experience that may result in a need for greater oversight or risk management.

(iii) Actions using significantly changed methods (*e.g.*, methods of procurement such as lease versus purchase, or methods of performance such as contractor versus Government personnel).

(iv) New construction, lease prospectus and alteration prospectus budget line items.

(v) Any acquisition that involves consolidation or bundling above \$2 million.

(4) Acquisitions requiring additional transactional data reporting elements to those listed in subparagraph (b)(2) of clauses [552.216-75](#) and [552.238-80](#) Alternate I-

(i) Must be coordinated with the applicable category manager, and obtain approval by the HCA and SPE; and

(ii) Must provide the information at [501.304\(b\)\(4\)](#) in the rationale for adding transactional data reporting elements.

(iii) The approval requirements in this subparagraph do not apply to additional data elements added to a task/delivery order or blanket purchase agreement. However, coordination with the applicable category manager is required.

(c) *Sustainability Strategies*. Strategies to either mitigate or adapt to climate change can be explored during acquisition planning and should be clearly documented within the acquisition plan (see [507.105](#)). Some requirements may present more environmental opportunities than others. The Sustainable Facilities tool, available at [sftool.gov](http://sftool.gov) may be used to identify sustainable attributes (products that are energy efficient, water efficient, or made from recycled materials).

**Parent topic:** [Subpart 507.1 - Acquisition Plans](#)