

507.7102 Analyses of Alternatives (AoAs).

(a) *General.* With exception to paragraph (b) of this section, an AoA shall be developed—

(1) For GSA-funded Tier 0 acquisitions over \$50 million, including all options and incentives;

(2) For GSA-funded Tier 1 acquisitions over \$100 million, including all options and incentives; or

(3) When establishing a new Tier 2 contract at any dollar value if the acquisition is not included in a governmentwide category management strategic plan approved by the Category Management Leadership Council at <https://hallways.cap.gsa.gov/category-management-strategic-plans>.

(b) *Exceptions.* An AoA is not required when the planned acquisition is for—

(1) Defense-centric spend;

(2) Agency-wide spend through FSS, including FSS BPAs;

(3) Any planned acquisition considered Tier 2 spending which is included in a governmentwide category management strategic plan approved by the Category Management Leadership Council at <https://hallways.cap.gsa.gov/category-management-strategic-plans>, since the AoA requirement is satisfied through the category management process;

(4) Any OMB designated Tier 3 solution, including those mandated by statute such as the GSA AutoChoice Program (Pub. L. 107-217, Aug. 21, 2002) and GSA City Pair Program (CPP) (Pub. L. 96-192, Feb. 15, 1980), since the AoA requirement is satisfied through the category management process;

(5) The establishment of a GWAC including the next generation of an existing GWAC (but see [507.7103](#)); or

(6) Acquiring leasehold interests in real property (see [part 570](#)).

(c) *Timeframe for development.* An AoA shall generally be developed no less than 18-24 months prior to award. Prior to developing an AoA, the contracting officer shall follow their Service-level procedures and the process described in subpart [504.71](#) for purposes of notifying the SPE and, if applicable, scheduling an acquisition review.

(d) *Coordination.* The contracting officer shall coordinate with the applicable Service-level acquisition policy organization, category manager(s), and OSDBU in developing the AoA.

(e) *Content.* An AoA sample is available on the Category Management, AoAs & Business Cases topic page on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal> and may be used for developing an AoA. Each AoA shall include, at a minimum, the following information:

(1) Identification of the document as a “Analysis of Alternatives”;

(2) The name of the agency, the contracting activity, and requiring activity(ies);

(3) Description of the requirement;

- (4) The spend category(ies) and subcategory(ies) associated with the planned acquisition;
 - (5) The contract/program name;
 - (6) The total contract value and spend;
 - (7) The contract tier;
 - (8) Identification of existing contracts, if applicable, and explanation of why they are not an appropriate solution;
 - (9) The contract type, product and service code(s), and North American Industry Classification Systems code(s); and
 - (10) Identification of the applicable OMB Justification Code as well as providing a justification explaining why a certain contract tier is not suitable (*e.g.*, for Tier 0 planned acquisitions, provide an explanation as to why Tier 1, Tier 2, and Tier 3 solutions are not suitable);
 - (11) Any other information supporting the planned acquisition (*e.g.*, service-level requirements); and
 - (12) Name(s) of key points of contacts for the planned acquisition.
- (f) *Approval.* The SPE is the designated agency approving authority for AoAs.

Parent topic: Subpart 507.71 - Category Management