

## APPENDIX F

**F<sup>2</sup>AST**  
**Streamlined Acquisition Plan (SAP)**  
**>\$5.5M - <\$100M**  
**FOR OFFICIAL USE ONLY**  
TEMPLATE

### “OTHER CONTRACTING” ACQUISITION PLAN

**Program/Project Title:**

**Contracting Office:**

**Requiring Activity:**

**Estimated Dollar Value (including options):**

**Type Program:** \_\_\_\_\_ *(Insert PEO Program or Other Contracting ([see AFFARS 5302.101 for definitions](#)) and identify if it is an ACAT program. If it is an ACAT Program, identify what level, e.g. ACAT I, ACAT II)*

#### I. Acquisition Background

**A. Description of Requirement/Statement of Need:** Summarize supplies, construction, or services to be provided.

**B. Conditions:** Describe any known cost, schedule, environmental, capability or performance constraints.

**C. Background and Contracting History:** Describe contracting history of exact or similar requirement, including previous contract type and dollar value.

**D. Funding:** Describe availability of funding, expiration of funds, use of advance contracting authority described in [MP5332](#) and any statutory limits, etc.

**E. Delivery or Performance Period:** Describe delivery or performance period requirements. *(Construction: If incorporating optional requirements, the plan must describe the performance period for each optional CLIN to include consideration of mobilization and/or demobilization activities, progressive flow of construction activities, and anticipated receipt of funding. Normally, the option to purchase additional requirements will not extend past 90 calendar days from date of award.)*

**F. Risks:** Identify any technical, cost, schedule or performance risks that may affect either the Government or contractor. Identify what efforts are planned to mitigate these risks.

## II. Plan of Action

**A. Market Research Results/Interested Sources:** Discuss results of market research, for example: determination of whether bundling is necessary or justified ([FAR 7.107](#)), of commerciality and industry -specific commercial terms/conditions identified during market research. Market Research documentation may be attached to the acquisition plan to fulfill the requirements of this paragraph.

**B. Acquisition Approach:** Address the following:

- (1) Solicitation method to be utilized (Letter RFP).
- (2) Performance-based services acquisition principles as required by [AFI 63-124](#).
- (3) Basis of award

(Sole Source – Negotiated procurement IAW FAR 15)

(Competitive – Highest Delphi Score: Award will be made to the offeror with the highest Modified Delphi score at an affordable/reasonable price. The highest overall Modified Delphi score at affordable/reasonable price is the best-value offeror. In the event the highest Modified Delphi score offeror is not affordable/reasonable, then best-value award will be made to the next highest Modified Delphi score offeror at an affordable/reasonable price.)

- (4) Contract type.
- (5) Inclusion of options -- including optional quantities or option to purchase additional requirements.
- (6) Proposed price schedule and basis for evaluation of price. (Include the Note that when evaluating CLINs for additional quantities or requirements in construction, evaluation will not always be based on the sum of all CLINs and instead must follow an evaluation structure patterned after [DFARS 252.236-7007](#)).
- (7) No foreign contractors will be permitted to participate at the prime contractor level, as no awards were made to foreign contractors.

**C. Competition:** Discuss extent of competition in past solicitations, consideration of small business, HUBZone small business, small disadvantaged business, service-disabled veteran-owned small business, and woman owned business, how full and open competition will be obtained or J&A authority and rationale for it if full and open competition is not contemplated. If using a non - traditional pricing arrangement, i.e., using coefficients in other than SABER, fully explain the rationale for the selection of the strategy and any anticipated impact on competition.

**D. Contracting Considerations or Incentives:** Provide a draft of any special clauses/provisions/deviations required, provide a draft of any incentives to be used and discuss any other contracting considerations.

**E. Government-Furnished Property/Information:** Summarize extent and availability.

**F. Surveillance:** Describe the surveillance method that will be used to ensure receipt of acceptable contract performance for service contracts.

**G. Other Considerations:** Describe decentralized ordering procedures to include maintenance of a call register, security considerations, environmental considerations, safety, data rights, advisory and assistance services, conflict of interest, and any other items not addressed elsewhere in the plan.

**H. Milestones:** Include the following: (add additional milestones that may apply and/or exclude those that do not apply to this particular acquisition).

1. Acquisition plan approval
2. Approval of Exception to Fair Opportunities EFO for other than full and open competition (if necessary)
3. Completion of solicitation review
4. Issue solicitation
5. Receipt of proposals
6. Technical Evaluation
7. PNM/PCN/Contract Preparation
8. Request Contract Clearance (local review, JA review, HQ review/approval)
9. Receive Contract Clearance
10. Contract award
11. Contract start date
12. Contract completion date

III. Coordination/Approval

**≥ \$5.5M < \$50M [Group Commander w/Chief of Contracting Office (or Dir Report Squadron w/Squadron PK) co-sign/chair]**

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Program Manager (PM) (Date)

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Contracting Officer (CO) (Date)

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Staff Judge Advocate (Date)

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Small Business Specialist\* (Date)

\* This effort is being accomplished as a task order under a Multiple Award, ID/IQ contract. A DD Form 2579 was completed and is filed under TAB 4 of this order file. The Task Order PCO will determine the Small Business Set-Aside. An RFI was also sent out to determine small business interest, capability, and capacity to perform this effort.

Approval/co-sign/chair:

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Group Commander (Date)

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Chief of Contracting Office (Date)

PER AFMC FAR 5307.1 – ACQUISITION PLANNING

III. Coordination/Approval

**≥ \$50M < \$75M (Wing Commander w/Senior Center Contracting Official co-sign/chair)**

\_\_\_\_\_  
Program Manager (PM) (Date)

\_\_\_\_\_  
Contracting Officer (CO) (Date)

\_\_\_\_\_  
Staff Judge Advocate (Date)

\_\_\_\_\_  
Small Business Specialist\* (Date)

\* This effort is being accomplished as a task order under a Multiple Award, ID/IQ contract. A DD Form 2579 was completed and is filed under TAB 4 of this order file. The Task Order PCO will determine the Small Business Set-Aside. An RFI was also sent out to determine small business interest, capability, and capacity to perform this effort.

Approval/co-sign/chair:

\_\_\_\_\_  
Wing Commander (Date)

\_\_\_\_\_  
Senior Center Contracting Official (Date)

PER AFMC FAR 5307.1 – ACQUISITION PLANNING

III. Coordination/Approval

**≥ \$75M < \$100M (CC/CV/CA, if delegated Senior Center Contracting Official will co-sign/chair)**

\_\_\_\_\_  
Program Manager (PM) (Date)

\_\_\_\_\_  
Contracting Officer (CO) (Date)

\_\_\_\_\_  
Staff Judge Advocate (Date)

\_\_\_\_\_  
Small Business Specialist\* (Date)

\* This effort is being accomplished as a task order under a Multiple Award, ID/IQ contract. A DD Form 2579 was completed and is filed under TAB 4 of this order file. The Task Order PCO will determine the Small Business Set-Aside. An RFI was also sent out to determine small business interest, capability, and capacity to perform this effort.

Approval/co-sign/chair:

\_\_\_\_\_  
CC/CV/CA (Date)

\_\_\_\_\_  
Senior Center Contracting Official (Date)

PER AFMC FAR 5307.1 – ACQUISITION PLANNING