

Attachment A to 300B
Additional Acquisition Planning Information

Topic	Information Requested
Title	Provide a brief title of the acquisition.
Estimated Value	Provide the total estimated cost, including any options, of the acquisition.
Background	Describe the contractual history of this project.
Sources	Identify the prospective sources of supplies or services that can meet the need. Consider required sources of supplies or services (see FAR Part 8).
Competition	<p>Describe how competition will be sought, promoted, and maintained throughout the course of the acquisition. Specifically,</p> <ol style="list-style-type: none"> 1. Describe efforts to be made to seek additional firms, in addition to the required <i>Commerce Business Daily</i>, such as encouraging industry participation by using draft solicitations, presolicitation conferences, and other means of stimulating industry involvement during the design and development phase. 2. Describe the evaluation methodology and the relative importance between technical, past performance, business management, and cost/price factors in the selection process. 3. State how “Formal Source Selection Procedures,” as identified in Commerce Acquisition Manual will be used, and identify the individual who will serve as the Source Selection Official (SSO). 4. If full and open competition is not contemplated, cite the authority in FAR 6.302 and discuss the basis for citing that authority, identify the proposed source(s) and state why full and open competition cannot be obtained. 5. Address competition for spare and repair parts, if applicable. 6. When effective subcontract competition is both feasible and desirable, describe how subcontract competition will be sought, promoted, and sustained.
Small Business	Describe consideration of small business, small disadvantaged business, women-owned small business, and HUBZone small business (see FAR Part 19), and the impact of any bundling that might affect small business participation in the acquisition (see FAR 7.107). Identify the subcontracting goals that will be set forth in the solicitation.
OMB A-76 and the FAIR Act	Discuss consideration given to the Federal Activities Inventory Reform (FAIR) Act and OMB Circular No. A-76 regarding Contractor versus Government performance.
Data Rights	Describe the requirements for contractor data (including repurchase data) and data rights, their estimated cost, and the use to be made of the data (see FAR Part 27).

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Government Furnished Property (GFP) and/or Information (GFI)	Indicate any property and/or information to be furnished to the prospective offerors and/or contractor, and discuss their availability, condition, and schedule. Discuss what steps are being taken to ensure that the property will be timely furnished to the prospective offerors and/or contractor (see FAR Part 45).
Environmental and Energy Conservation Objectives	Discuss all applicable environmental and energy conservation objectives associated with the acquisition (see FAR Part 23), the applicability of an environmental assessment or environmental impact statement (see 40 CFR 1502), the proposed resolution of environmental issues, and any environmentally related requirements to be included in solicitations and contracts.
Milestone Schedule	<p>Establish the planned acquisition schedule, to include the following steps and any others deemed appropriate:</p> <ol style="list-style-type: none"> 1. Requisition package received by the Contracting Officer and determined “ready” for acquisition action. 2. Statement of Work/specifications 3. Small Business Review 4. Special approvals, e.g. DAO 208-10 5. Publication of announcement in the <i>Commerce Business Daily</i> 6. Solicitation review(s) and clearances 7. Issuance of Solicitation 8. Pre-proposal Conference/ Site Visit 9. Receipt of Offers 10. Request for Audits 11. Complete Technical Evaluation 12. Receive Audit Reports 13. Competitive Range Determination 14. Conduct Benchmark Tests 15. Establish Pre-Negotiation Objectives 16. Open Negotiations 17. Receive Final Proposals 18. Receive EEO Compliance Review 19. Subcontracting Plan approved by the Office of Small and Disadvantaged Business Utilization (OSDBU) 20. Source Selection 21. Contract review(s) and clearances 22. Contract Award, including Public Announcement Consideration (FAR 5.303)