**General Services Administration**

Federal Acquisition Service

Technology Transformation Services

{{Project-Team}}

1800 F St NW | Washington, DC | 20405

TTS MPP | {{User-Story-Title}}

Project Summary Memo

The purpose of this memo is to provide an overall summary of the {{User-Story-Title}} requirement, being fulfilled through the TTS MPP. The {{Project-Team}} needs to acquire the services and technical expertise of a vendor to assist them with completing this user story.

**Contents**

[Background](#_1fob9te)

[The project](#_r13c6k1wmugo)

[The user story](#_n8lb1ma6d95w)

[Special considerations](#_3znysh7)

[Acquisition strategy](#_2et92p0)

[Milestones](#_tyjcwt)

# Background

## The project

PROMPT

## The user story

PROMPT

# Special considerations

PROMPT

# Acquisition strategy

* **Type of Set-Aside:** No Set-Aside Used — Competed full and open with no set-asides for any business types.
* **Extent of competition:** Full and Open Competition — Competitively awarded through sealed bid, competitive proposal, combination of sealed and competitive procurement, or any other competitive method that did not exclude sources of any type.
* **FAR Part 13.YYY**
* **Nature of action:** Commercial Purchase
* **Type of contract:** Firm Fixed Price
* **Inherently Governmental Functions:** No
* **Acquisition folder**
* **IGCE:** $XXXX.XX
* **Market research:** Report
* **Solicitation posting method:** TTS MPP GitHub Issue
* **Basis for award:** Trade-off analysis
* **Estimated period of performance:** MM/DD/YYYY to MM/DD/YYYY

# Milestones

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Reasons for delay** |
| *Month DD, 201Y* | *Issue submitted to TTS MPP* | *None, completed on time* |
| *Month DD, 201Y* | *Procurement package finalized* | *None, completed on time* |
| ~Month DD, 201Y | Issue package finalized | None expected |
| ~Month DD, 201Y | Issue posted | None expected |
| ~Month DD, 201Y | Q&A period closed | None expected |
| ~Month DD, 201Y | Solicitation period closed | None expected |
| ~Month DD, 201Y | Award issued | None expected |
| ~Month DD, 201Y | Deliverables accepted | None expected |
| ~Month DD, 201Y | User story closed | None expected |