



(For acquisitions greater than the micro-purchase threshold
up to the simplified acquisition threshold)

Reference: [HHS Directive for Acquisition Planning](#)

REVIEW AND APPROVAL		
Project Title:		
Solicitation Number:		
	NAME & TITLE	SIGNATURE
Recommended By:		
Program Manager (PM)/ Contracting Officer's Representative (COR)		
Approved By:		
Contracting Officer (CO) or Purchasing Agent		

1. STATEMENT OF NEED / STATEMENT OF WORK [\(FAR Subpart 7.105\(a\)\(1\)\)](#)

Type of Acquisition:

- Supplies/Equipment
- Severable Services Non-severable Services [Discuss with Purchasing Agent and/or Contract Specialist/Officer if unsure]

Attach Statement of Work, or briefly describe the purpose of and need for the proposed requirement:

[Enter text or note that SOW is attached].

2. COST [\(FAR Subpart 7.105\(a\)\(3\)\)](#)

The estimated cost, inclusive of options, is [\$].

An Independent Government Cost Estimate (IGCE) is attached, which considers historical acquisition data and recent market research.

3. DELIVERY OR PERFORMANCE-PERIOD REQUIREMENTS [\(FAR Subpart 7.105\(a\)\(5\)\)](#)

For Supplies/Equipment

Anticipated Delivery Date: [Enter text].

For Services

Period of Performance (Options may be N/A)

Base: [Enter text].

Option 1*: [Enter text].

Option 2*: [Enter text].

Option 3*: [Enter text].

Option 4*: [Enter text].

4. INFORMATION TECHNOLOGY ACQUISITIONS

Federal Information Technology Acquisition Reform Act (FITARA) (OMB Memorandum M-15-14)

Acquisitions that involve information technology (IT) components valued at 5% or more of the total annual cost are considered IT investments subject to the Federal Information Technology Acquisition Reform Act (FITARA) and must be approved by the Director of the Division or Center, who will report the information to the NCI Chief Information Officer.

Is this acquisition for an IT investment? Yes No

- If Yes, has Division or Center Director Approval been obtained? Yes No

Security Considerations (FAR Subpart 7.105 (b) (18)), (FAR Subpart 4.403)

Will Contractor personnel require access to HHS facilities or information systems in order to perform work?

Yes No - If yes, briefly describe what access will be required for which positions:

[Enter text].

Information Communication Technology (ICT) Accessibility Standards (508 Compliance) (FAR 39.2)

Yes, the contractor will be required to develop, procure, maintain and/or supply ICT that will be used by Federal employees or members of the public.

The applicable Section 508 accessibility standard(s) listed below has been included in the SOW to ensure that Federal employees or members of the public with disabilities have access to, and use of, information and data comparable to the access and use by people without disabilities.

[Enter accessibility standard(s) – [click here to view list](#)]

No, the contractor will not be required to develop, procure, maintain and/or supply ICT that will be used by Federal employees or members of the public. However, all electronic reports submitted shall be Section 508 compliant.

5. GOVERNMENT FURNISHED PROPERTY and INFORMATION: ([FAR Subpart 7.105 \(b\) \(15\) /16](#))

Government Furnished Property (GFP) will be provided, and listed in the solicitation.

See FAR 52.245-1, Government Property, and 52.245-9, Use and Charges.

Describe the property below or in an attachment:

[Enter text]

Government Furnished Information (GFI) which is necessary for a company to prepare an offer is attached for inclusion in the solicitation.

6. ENVIRONMENTAL AND ENERGY CONSERVATION: ([FAR Subpart 7.105 \(b\) \(17\)](#)), ([FAR 23.103](#))

See FAR Part 23 for information on sustainable acquisitions, energy and water efficiency, and use of recovered materials and bio-based products.

Environmental and energy conservation considerations are not applicable.

The following environmental/energy conservation considerations are applicable:

[Enter text]

7. INHERENTLY GOVERNMENTAL FUNCTIONS (FAR Subpart 7.105 (b) (10)) (For Services Only)

Inherently governmental functions must be performed by Federal employees and shall not be performed by contractors. Inherently governmental functions require the exercise of discretion in applying Government authority or the making of value judgments on behalf of the Government.

Services closely associated with inherently governmental functions, where performance may impinge on Federal officials' performance of an inherently governmental function, may be performed by both Federal employees and contractors; however, special consideration should be given to the use of Federal employees, and reliance on contractors shall be minimized as much as possible.

A Critical function is necessary to the agency being able to effectively perform and maintain control of its mission and operations. Critical functions may be performed by both Federal employees and contractors; however, certain work must be reserved for performance by Federal employees and special care must be taken to retain sufficient management and oversight over how contractors are used to support government operations and ensure that Federal employees have the technical skills and expertise needed to maintain control of the agency mission and operations.

* See *Page 56236* of the *Federal Register* at <https://www.gpo.gov/fdsys/pkg/FR-2011-09-12/pdf/2011-23165.pdf> for further description of these terms and their implications.

This acquisition:

Yes No

 Involves an Inherently Governmental Function?

In accordance with FAR 7.5 and the Office of Federal Procurement Policy Letter 11-01, this serves as a written determination by the designated requirements official certifying that the services being procured under this acquisition are not inherently governmental.

 Is Closely Associated with an Inherently Governmental Function?

 Is for a Critical Governmental Function?

If Yes is selected for any of the above, please explain below how an assessment has been conducted to determine if a government employee should be providing the services:

[Enter text]

***** Complete the sections below in consultation with a Purchasing Agent and/or Contract Specialist/Officer. *****

8. SOURCES (FAR Subpart 7.105(b)(1))

Indicate the prospective sources of supplies or services that can meet the need.

Required Sources: Agency Inventories/Excess ([GSAXcess](#)) UNICOR Ability One
 Wholesale Supply ([NIH Supply Center](#), [GSA Global Supply](#), etc.)

Preferred Sources: Strategic Sourcing Best-in-Class Vehicle Other Strategic Sourcing Vehicle
 NCI BPA NCI IDIQ Contract NIH BPA NIH IDIQ Contract
 GSA Federal Supply Schedule GSA Advantage GWAC

Small Business Review: Provide the Small Business Review (HHS 653) except for:

- Orders placed under single-award Indefinite Delivery, Indefinite Quantity (IDIQ) contracts;
- Calls issued against single-award blanket purchase agreements (BPA);

- Orders issued against single-award blanket ordering agreements (BOA); and
- Orders/calls placed under HHS-issued IDIQs, agreements, multi-agency contracts/agreements, or Government-wide Acquisition Contracts (GWAC) when the base vehicle is set-aside for small businesses in accordance with FAR Part 19.

Open Market Other [Enter text]

9. COMPETITION ([FAR Subpart 7.105\(b\)\(2\)](#))

This procurement will be executed through:

- Full and Open competition
- Small Business Set-Aside (Full and Open Competition after Exclusion of Sources)
 - All Small Businesses
 - VOSB
 - SDVOSB
 - HUB Zone
 - SDB
 - WOSB
 - 8(a)
- Other than Full and Open Competition (*select one of the following and attach justification*):
 - Sole Source Justification (FAR Part 13 - Simplified Acquisition Procedures)
 - Limited Sources Justification (FAR Part 8 - Federal Supply Schedules)
 - Justification for Exception to Fair Opportunity
(FAR Subpart 16.5 - Indefinite Delivery Contracts and Subpart 16.505—Ordering)
 - Justification and Approval (Stand-Alone Contracts – See FAR 6.001 for Applicability)

The solicitation will be made available via [Enter text].

10. CONTRACT TYPE SELECTION ([FAR Subpart 7.105\(b\)\(3\)](#))

- Fixed Priced
- *Time & Materials
- *Labor Hour
- Other/Combination: [Describe].

*A D&F must be submitted with T&M/LH type contracts [FAR 16.601\(d\)\(1\)\(i\)](#)

11. OTHER RELEVANT FACTS ([FAR Subpart 7.105](#))

Discuss any additional technical, business, management, or other significant considerations that will impact the acquisition:

[Enter text]

12. LIST OF ATTACHMENTS

Select as appropriate:

- Statement of Work / Performance Work Statement / Statement of Need
- Delivery Schedule
- Independent Government's Cost Estimate
- Market Research Results
- HHS 653 Small Business Review Form
- Sources Sought Notice
- Justification for Other Than Full and Open Competition (Under Any Authority)
- Determination & Findings for the Inclusion of Options
- Determination and Findings for T&M
- Source Selection or Technical Evaluation Criteria
- Information Security Clearance
- Contracting Officer's Representative (COR), FAC-C Certification Certificate
- Government Furnished Property Description
- Government Furnished Information