

Here is a **clean, agency-ready Acquisition Strategy Template**, suitable for IT, professional services, or agile acquisitions. It reflects guidance from FAR Part 7.1, aligns with best practices from agencies like DHS, DoD, and GSA, and is tailored for both traditional and adaptive acquisition environments.

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## Acquisition Strategy Template

**Project Title:**

*[Insert Project Name]*

**Agency/Office:**

*[Insert Component/Program Name]*

**Acquisition Lead:**

*[Name, Title, Contact Info]*

**Date:**

*[MM/DD/YYYY]*

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### 1. Purpose

Briefly state the intent of this document.

*Example:*

This Acquisition Strategy outlines the approach for procuring [insert requirement], supporting the mission of [agency/program]. It provides the business, technical, and contracting rationale to guide successful acquisition planning, execution, and delivery.

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### 2. Background and Mission Need

Explain the operational or programmatic need that drives the requirement.

Include any history or prior contracts.

*Example:*

The [Agency] currently relies on [legacy system/service] that no longer meets mission needs. This acquisition seeks to implement a modern [cloud-based / user-centered / agile] solution to address [specific gaps].

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### 3. Objectives

Summarize the high-level outcomes expected from the acquisition. Align with SOO/PWS and mission goals.

- Deliver MVP functionality to users within 90 days of award
  - Reduce system downtime by 50%
  - Improve user satisfaction through modern, mobile-first interface
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### 4. Scope of the Requirement

Define the functional and technical boundaries of what is being procured.

- Software development and deployment
  - UX research and prototyping
  - Cloud hosting (FedRAMP Moderate)
  - Agile coaching and DevSecOps support
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### 5. Contract Strategy

#### a. Contract Type

- ☐ Firm Fixed Price
- ☐ Time & Materials
- ☐ Fixed Price Per Iteration (Agile)
- ☐ Hybrid (explain)

*Justification:*

[Brief rationale tied to risk, maturity, and measurability.]

#### b. Contract Vehicle

- ☐ GSA MAS
- ☐ 8(a) STARS III

- ☐ NASA SEWP
- ☐ Custom IDIQ
- ☐ OTA (if applicable)

*Justification:*

[Why this vehicle fits – speed, pool of vendors, scope, etc.]

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## 6. Period of Performance

Period	Length	Notes
Base Period	X months	MVP delivery + initial sprints
Option Period 1	X months	Extended feature development
Option Period 2	X months	Sustainment, transition

## 7. Funding Strategy

- Estimated lifecycle cost: \$[XX]M
  - FY [XXXX] funding available: \$[XX]
  - Follow-on funds contingent on [milestones, options, etc.]
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## 8. Market Research Summary

- Conducted [RFI, industry day, RFQ, vendor interviews, open source scan]
  - [#] responses received
  - Identified viable small business participation
  - [Summary of commercial viability, innovation, pricing models]
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## 9. Evaluation Strategy

Briefly outline the anticipated source selection approach:

- **Best Value Tradeoff** (Technical, Past Experience, Price)
  - May use Phased Selection: White Paper → Tech Challenge → Oral Presentation
  - Confidence-based evaluation (High / Some / Low Confidence)
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## 10. Risk Management

Risk	Mitigation
Team turnover	Require transition and knowledge sharing
Schedule slippage	Use 2-week sprints, track velocity
Vendor underperformance	Tie payment to iteration acceptance/QASP
Lock-in to proprietary systems	Require modular, open-source components

## 11. Small Business Strategy

- Set-aside under [e.g., 8(a), WOSB, HUBZone] if applicable
  - Use of small business GWAC (e.g., STARS III)
  - Subcontracting goals incorporated (if required)
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## 12. Data Rights and Transition

- Government requires [Unlimited / GPR / Open Source] rights to all deliverables
- All code must be delivered via GitHub/GitLab repository
- Transition plan required before end of base period

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## 13. Performance Management

- QASP will be used to monitor delivery and code quality
  - Agile metrics: velocity, sprint burndown, deployment frequency
  - User satisfaction surveys every [X] months
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## 14. Approvals

Name	Title	Signature / Date
Acquisition Lead		
Contracting Officer		
Program Manager		
Legal Review (if required)		

Let me know if you want this exported into a **Word doc**, tailored to a specific **contract vehicle** (e.g., GSA, 8(a), OTA), or integrated with a **Lean Acquisition Canvas** format.