

**FISH AND WILDLIFE SERVICE
CONTRACTING**

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OVERVIEW

2.1 What is the purpose of this chapter? This chapter provides U.S. Fish and Wildlife Service (Service) policy for submitting acquisition plans for procurement requirements.

2.2 What is the scope of this chapter? The acquisition planning requirements in this chapter apply to all employees who are involved in procurement.

2.3 What are the authorities and responsibilities for this chapter? See [301 FW 1](#) for information on the authorities and responsibilities for all the chapters in Part 301.

POLICY

2.4 What is the Service's policy for acquisition planning? It is our policy to plan and coordinate all procurements.

A. We require a formal written plan for large dollar value acquisitions. These thresholds are:

(1) Commercial contracts (see the Federal Acquisition Regulation ([FAR](#)) [2.101](#)) with an estimated value above \$7,000,000, and

(2) Non-commercial contracts with an estimated value above \$500,000.

B. For acquisitions that are for less than the thresholds in section 2.4A, we require adequate acquisition planning and market research based on the complexity of the procurement. The purpose of acquisition planning is to ensure that the Government meets its needs in the most effective, economical, and timely manner.

(1) Acquisition planning should:

(a) Promote the acquisition of commercial items,

(b) Ensure full and open competition, and

(c) Integrate the efforts of all personnel responsible for significant aspects of the acquisition.

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(2) You can find more guidance in the [Contracting Officer's Handbook](#).

C. Lack of planning for a procurement action is not an acceptable justification for proposing less than full and open competition.

2.5 Why does the Service require acquisition planning? Acquisition planning helps us to:

A. Forecast and coordinate program requirements,

B. Provide program requirement information to vendors,

C. Identify procurements that require special approvals,

D. Ensure adequate lead time for completing procurements so we can plan workload and award contracts without unnecessary delays,

E. Identify functions for contracting in accordance with [Office of Management and Budget Circular A-76, Performance of Commercial Activities](#),

F. Ensure coordination and communication with program offices and other clients, and

G. Avoid fiscal year-end rushes to obligate expiring funds.

ACQUISITION PLAN

2.6 How does acquisition planning work?

A. When a program or project office identifies the need for a procurement, the appropriate representative of the office must meet with the servicing Contracting Officer to plan the contracting aspect of the acquisition. These meetings may take place in person or over the telephone. Meetings may include discussions on the following issues:

(1) Determining the schedule,

(2) Identifying funding,

(3) Determining whether or not a formal written plan is required (see [section 2.4A](#)),

(4) Requesting approval (who must surname and approve the procurement),

(5) Determining if the procurement should be set aside for small business (for additional information on small business procurement requirements, see [the Small Business Act \(P.L. 85-536\)](#), [the U.S. Small Business Administration's Web site about the Small Business Act](#), [the Contracting Officer's Handbook](#), or the [FAR Part 19](#)),

(6) Determining the method of procurement,

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- (7) Selecting the contract type,
- (8) Determining what mandatory sources are available, and
- (9) Developing specifications or the statement of work.

B. As plans for procurement change, the program/project office must update its plans and inform the servicing Contracting Officer about the changes.

2.7 What is in a written acquisition plan, and what is the process for approval?

A. The written plan must identify those milestones at which decisions should be made and address all of the technical, business, management, and other significant considerations that will control the acquisition. The specific content of plans will vary, depending on the nature, circumstances, and stage of the acquisition.

B. The written acquisition plan must include all of the elements found at [FAR 7.105](#).

C. Both the Contracting Officer and the official from the requesting program/project office should sign the acquisition plan.

/sgd/ Thomas O. Melius
ACTING DIRECTOR

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