

Acquisition Flash



Latest changes and updates from Procurement Operations Division

March 26, 2020

Requirements Plan for Information Technology (IT)

Flash No.: 2020-1

Any questions/clarifications concerning the Acquisition Flash should be sent to POD's Procurement Analysts at Procurement.Operations@usda.gov, and the Flashes are saved at <https://www.dm.usda.gov/oppm/pod/index.htm>.

OVERVIEW:

USDA Contracting Desk Book and excerpts directly from the Requirements Plan for IT states:

1. An AAR memo signed by the Departmental CIO, or designee, certifies that in accordance with 40 U.S.C. §11319(b)(1)(C)(i)(1) and OMB Memo M-15-14 (Attachment A sections K.1 and K.2) that the Departmental CIO has: (1) reviewed this acquisition strategy/plan, (2) considered the factors listed below, and (3) approves this acquisition strategy/plan..."
2. As part of AGMAX submission for AAR, acquisition planning must be included.
3. MASPMs access AGMAX for streamlined AAR allowing them to review and approve appropriate for as part of the Formal Acquisition or Requirement Plan for IT. Final review and approval are completed by USDA CIO or delegate(s).
4. AAR approvals are included for applicable IT purchases. (*Desk Book 401.671-2, Contract Specialist/CO*)

CONCLUSION:

1. The Requirements Plan for IT is a program requirement.
2. There is no requirement for the CO to maintain a copy of the Requirements Plan for IT in the contract file.
3. COs must ensure the AAR for the full amount of the base year, if not under Continuing Resolution, is included in the contract file (*see Exhibit, "Policy email"*).

From: [Watson, Crandall - OCP, Washington, DC](#)
To: [Moore, Kelly - OCP, Fort Collins, CO](#)
Subject: RE: Quick Question on AARs...
Date: Thursday, June 6, 2019 12:31:06 PM

Hi,

The full estimated price of the action could be approval of sufficient funds to only cover the base year. If that is all that is approved, then of course approval would be needed again for each option.

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From: Moore, Kelly - OCP, Fort Collins, CO
Sent: Thursday, June 6, 2019 11:23 AM
To: Watson, Crandall - OCP, Washington, DC <crandall.watson@usda.gov>
Subject: Quick Question on AARs...

Crandall – We were reviewing the below language in the deskbook and curious as to the interpretation of this....we normally gain the AAR for the current year obligation for items that we are issuing a delivery or task order with options...reading the below it sounds like we should be asking for an AAR for the full amount (we do this with BPAs...but have never done this with potential base + option years). Any insight?

PGI 407.104 (top of page 56)

The Contracting Officer must not accept a requisition nor issue a solicitation unless an AAR number has been granted for the full estimated price of the action or the USDA CIO

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