

7.104 General procedures.

(a) *Acquisition planning* should begin as soon as the agency need is identified, preferably well in advance of the fiscal year in which contract award or *order* placement is necessary. In developing the plan, the *planner shall* form a team consisting of all those who will be responsible for significant aspects of the *acquisition*, such as *contracting*, small business, fiscal, legal, and technical personnel. If contract performance is to be in a *designated operational area* or supporting a diplomatic or consular mission, the *planner shall* also consider inclusion of the combatant commander or *chief of mission*, as appropriate. The *planner should* review previous plans for similar *acquisitions* and discuss them with the key personnel involved in those *acquisitions*. At key dates specified in the plan or whenever significant changes occur, and no less often than annually, the *planner shall* review the plan and, if appropriate, revise it.

(b) Requirements and logistics personnel *should* avoid issuing requirements on an urgent basis or with unrealistic delivery or performance schedules, since it generally restricts competition and increases prices. Early in the planning process, the *planner should* consult with requirements and logistics personnel who determine type, quality, quantity, and delivery requirements.

(c) The *planner shall* coordinate with and secure the concurrence of the *contracting* officer in all *acquisition planning*. If the plan proposes using other than *full and open competition* when awarding a contract, the plan *shall* also be coordinated with the cognizant advocate for competition.

(d) The *planner shall* coordinate the *acquisition* plan or strategy with the cognizant small business specialist when the strategy contemplates an *acquisition* meeting the thresholds in [7.107-4](#) for substantial *bundling* unless the contract or *task order* or *delivery order* is totally set-aside for small business under [part 19](#). The small business specialist *shall* notify the agency Office of Small and Disadvantaged Business Utilization or the Office of Small Business Programs if the strategy involves-

(1) *Bundling* that is unnecessary or unjustified; or

(2) Bundled or consolidated requirements not identified as such by the agency (see [7.107](#)).

(e) The *planner shall* ensure that a COR is nominated as early as practicable in the *acquisition* process by the requirements official or in accordance with agency procedures. The *contracting officer shall* designate and authorize a COR as early as practicable after the nomination. See [1.602-2\(d\)](#).

Parent topic: [Subpart 7.1 - Acquisition Plans](#)