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NOTES – Applicable to ALL Offices

1	Acquisition planning is required for ***ALL*** acquisitions. Simplified acquisition planning can be used for acquisitions below DFARS thresholds for a written acquisition plan. See SOFARS 5607.104. Reference DCG Part 7 for various planning documents. As delineated in DFARS 207.103(g), the Program Manager, or other official responsible for the program, has overall responsibility for the acquisition planning. The PM shall prepare the acquisition planning documents with coordination from the KO. **AP Coordination** – IAW FAR 7.104(c), acquisition plans proposing other than full and open competition shall be coordinated with the cognizant advocate for competition. IAW FAR 7.104(d)(1), acquisition plans exceeding $8M not entirely reserved or set-aside for small business require small business specialist coordination. **AP Approval** - PEO/Director/O-6 or civilian equivalent are authorized to approve non-competitive acquisition plans.
2	Anytime the FAR/DFARS (see attached DoD listing) states a Determination is required, the determination is to be made in writing and placed in the contract file. The DoD listing provides examples. USSOCOM templates are to be used when available.
3	See SOFARS 5606.501 for AAC and PAAC designations. In the absence of the AAC, the HCA will assume the review/approval duties. In the absence of the PAAC, the AAC will assume the review/approval duties. When the PAAC is performing as the KO, then the AAC will be the reviewer.
4	See SOFARS 5601.170 for local and DPC peer review requirements and phases.
5	RFP Reviews apply to all contracting actions, including task orders and delivery orders, regardless of method (i.e. FAR Part 8, 12, 13, 15, 16, etc.). ***Exception:*** Delivery or task orders issued from pre-priced IDIQ contracts with a defined delivery schedule or period of performance.
6	Business Clearance Reviews apply to all contracting actions, including task orders and delivery orders, regardless of method (i.e. FAR Part 8, 12, 13, 15, 16, etc.). ***Exception*** : Delivery or task orders issued from pre-priced IDIQ contracts with a defined delivery schedule or period of performance.
7	Contract Clearance Reviews apply to all contracting actions, including task orders and delivery orders, regardless of method (i.e. FAR Part 8, 12, 13, 15, 16, etc.). Contract Clearance review may be waived by the Business Clearance Approval Authority. Details of the negotiation must be documented and included in the post-negotiation portion of the Business Clearance Memorandum in accordance with FAR 15.406-3 . ***Exception*** : Delivery or task orders issued from pre-priced IDIQ contracts with a defined delivery schedule or period of performance.

8	Source Selection Plans – When the Reviewer is also the SSA, the SSP must be reviewed in accordance with SOFARS 5615.303(a)(2)(B).
9	Submit packages for review or approval through the cognizant program LNO. The LNO is authorized to approve actions estimated less than $50M when SOF AT&L-KM, KX, or KB is the approval authority.
1 0	All SIGREDUX Contracting Actions will be reviewed by KO, HCD/FCO, and Legal. This includes contract actions conducted under FAR 6.302-1, Only One Responsible Source. Approval authority for SIGREDUX Ratifications and Terminations is done by the HCA. All other approvals will be by SOF AT&L-KB.
11	Simplified Acquisition Threshold (SAT) is defined in FAR 2.101.
12	The HCD/FCO will coordinate all actions over $100M with the HCA/DDoP.

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