

GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2022-G501, Acquisition Planning Requirements

1. Purpose. This order transmits a revision to the General Services Acquisition Manual (GSAM) to remove references to the Acquisition Planning Module (APM), as this IT tool is no longer utilized by the agency.
2. Background. Currently, the GSAM requires planners to use the Acquisition Planning Module (APM) for all acquisitions exceeding the simplified acquisition threshold (SAT.). The requirement to use the APM for these acquisitions was implemented in the GSAM in 2020 through ADM 2800.12B, Change 116. However, since this change, the GSA has phased out APM and adopted different systems. As a result, GSAM Case 2022-G501 removes requirements for planners to use the APM to conform with the GSA's current approach to acquisition planning.
3. Effective date. February 24, 2022
4. Explanation of changes. This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Text Line-In/Line-Out.

This amendment revises the language of the following GSAM subparts, changes summarized below:

GSAM 504.7102 (Acquisition Reviews - General)

- 504.7102(b) – Updated citation to guide the reader to the correct section of the GSAM providing criteria to be used in an acquisition review.

GSAM 507.104 (Acquisition Planning - General Procedures)

- 507.104(a)(7) – Updated citation to guide the reader to the correct section of GSAM requiring approvals and concurrences of the contracting officer.
- 507.104(d) – Removed requirement for acquisition planners to use the APM and to submit acquisition plans via email.

GSAM 507.105 (Acquisition Planning - Contents of Written Acquisition Plans)

- 507.105(a) – Removed reference to the APM.
- 507.105(c) – Removed reference to the APM.
- 507.105(d)-(f) – Updated citations within paragraphs to guide the reader to the correct sections of the GSAM.

5. Point of contact. For clarification of content, contact Joseph Goldberg or Adina Torberntsson, GSA Acquisition Policy Division, at gsarpolicy@gsa.gov.

Jeffrey Koses
Senior Procurement Executive
Office of Acquisition Policy
Office of Government-wide Policy

GSAM Case 2022-G501

GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 148 effective 02/16/2022

- Additions to baseline made by rule are indicated by **[bold text in brackets]**
- Deletions to baseline made by rule are indicated by ~~strikethroughs~~
- Five asterisks (*****) indicate that there are no revisions between the preceding and following sections
- Three asterisks (***) indicate that there are no revisions between the material shown within a subsection
- Regulatory GSAR language is indicated by shaded text
- Non-regulatory GSAM language is indicated by unshaded text

Part 504— Administrative Matters

504.7102 General.

(a) An acquisition review is a type of internal control as well as a best practice that provides an opportunity for collaboration and meaningful conversation amongst members of the acquisition team and stakeholders. Acquisition reviews enable information to be shared early and often during the acquisition life cycle.

(b) The need for an acquisition review should be commensurate with the risk, complexity, and criticality of the acquisition or contract action. Criteria supporting the need for an acquisition review may include the criteria described in ~~507.105(c)(2)~~ **507.103(b)(2)**.

Part 507— Acquisition Planning

507.104 General procedures.

(a) The planner shall:

(1) Comply with the requirements of FAR subpart 7.1 and this subpart, and coordinate with other members of the planning team as appropriate.

(2) Write the acquisition plan using all planning team members especially for complex or highly sensitive acquisitions.

(3) Review the acquisition history of the supplies and services.

(4) Review the description of the supplies, including (when necessary for adequate description) a picture, drawing, diagram, or other graphic representation.

(5) Coordinate with the Small Business Technical Advisor (SBTA) as necessary to fulfill the requirements of FAR 7.104(d) (See [519.202-1](#)).

(6) Coordinate with the GSA Chief Information Officer (CIO) if the action involves GSA information technology and ensure acquisition plans are approved by the GSA CIO. Guidance for identifying the applicable GSA CIO point of contact can be found on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>. For interagency acquisitions involving information technology, see [subpart 517.5](#).

(7) Obtain concurrence of the contracting officer, and approvals as required in paragraph ~~507.105(c)(1)~~ **[507.103(b)(1)]**.

(8) Coordinate with the Office of General Counsel on an as needed basis, but definitely for acquisition plans over \$20 million.

(9) Ensure that an interagency agreement is in place in all agency specific clauses, terms and conditions are incorporated in the acquisition, when conducting purchases on behalf of other agencies.

(10) Follow sustainability policies and procedures specified in [part 523](#) throughout the procurement.

(11) Coordinate with the contracting officer to ensure all INFORM components (see INFORM Guide) are integrated into the acquisition planning process. The acquisition plan must include the time necessary for orientation of acquisition stakeholders and potential evaluators to INFORM procedures and timeline commitments.

(b) The contracting officer shall:

(1) Ensure that acquisition planning and market research are performed for all acquisitions.

(2) Ensure all acquisition plans for applicable acquisitions per [515.370](#) contain the INFORM components.

(3) Ensure that the contract file contains a copy of the approved acquisition plan.

(c) *Applicability.* All acquisitions exceeding the SAT, including orders and BPAs, require written acquisition plans.

(1) When awarding a single IDIQ contract, an acquisition plan will be developed for the base contract. The resulting orders should be covered by and reference the same acquisition plan.

(2) When awarding a BPA for a specific requirement and agency, an acquisition plan will be developed for the base contract. The resulting orders should be covered by and reference the same acquisition plan.

(3) For oral acquisition plans, see [507.105-70](#).

(d) For all acquisitions exceeding the SAT, the planner must use the Acquisition Planning Module (APM) at <https://gsa-appiancloud.com/suite/tempo/>, or any successor system. **[provide a written acquisition plan. The plan, with required approvals, must be documented in the (electronic) contract file before solicitation issuance.]** Not later than 7 calendar days after the acquisition plan is approved, if not completed in the APM, an electronic copy shall be sent to acquisitionplans@gsa.gov.

507.105 Contents of written acquisition plans.

(a) ~~The APM contains the~~ **[The]** content prescribed in FAR 7.105 and shall be used in the preparation of written acquisition plans. Where a particular element described in FAR 7.105 does not apply, the acquisition plan should read “not applicable.” The dollar value, complexity (e.g., commercial versus non-commercial item) and method of acquisition (e.g., full and open competition versus task/delivery order) of the supplies and services to be acquired will affect the scope and breadth of the acquisition plan.

(b) FAR 7.106 (*major systems*) and FAR 7.107 (*consolidation, bundling, or substantial bundling*) shall be addressed in the acquisition plan, if applicable.

(c) For leasehold interests in real property, a modified version of the contents of acquisition plans for leases is ~~provided in the APM.~~ **[utilized.]**

(d) The requirement for a written acquisition plan may be waived by the appropriate level of an approving official listed in ~~507.105(e)~~ **[507.103(b)]**. When the requirement for a written acquisition plan is waived, an oral acquisition plan is still required. The planner must obtain approval for the oral acquisition plan from the approving official.

(e) *Software.* If procuring software, specify the result of any software requirement alternatives analysis that has been completed in accordance with ~~511.002(d)~~ **[511.170(e)]**.

(f) *Cyber-supply chain risk management for GSA-funded acquisitions.*

(1) The acquisition planner must discuss the scope of involvement (or planned involvement) of the GSA Chief Information Security Officer (CISO), or representative, as part of the acquisition planning team, to ensure cyber-supply chain risk considerations are addressed on a best effort basis based on availability of resources if the acquisition may involve GSA information systems and any of the following are applicable:

(i) *Hardware Devices.* Hardware devices that connect to the GSA enterprise network (wired or wireless).

(ii) *Critical Software.* Critical software that meets the current definition of Critical Software Under Executive Order (EO) 14028, Improving the Nation's Cybersecurity, as defined by the National Institute of Standards and Technology (NIST).

(iii) *Federal Information Processing Standard (FIPS) 199 High-Impact Information System.* A high-impact information system could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals if there was a breach of security resulting in a potential loss of confidentiality, integrity, or availability.

(iv) *FIPS 199 Moderate-Impact Information System.* A moderate-impact information system could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals if there was a breach of security resulting in a potential loss of confidentiality, integrity, or availability.

(v) *FIPS 199 Low-Impact Information Systems.* Unless [507.105\(g\)\(1\)\(iii\)](#) or (iv) applies, this paragraph (g)(1) does not apply to the acquisition of low-impact information systems.

(2) For any other procurement requiring a written acquisition plan, the acquisition planner should discuss efforts to mitigate risks associated with cyber-supply chain risk management. Efforts and considerations could include:

(i) Market research efforts (see [510.002\(c\)](#) and (d));

(ii) Procuring products or services already approved in GSA's Enterprise Architecture Analytics and Reporting (GEAR) system;

(iii) Procuring products or services with a current GSA IT Assessment and Authorization (A&A, or Authority to Operate (ATO)) or Federal Risk and Authorization Management Program (FedRAMP) Authorization;

(iv) Considering contracting vehicles that have already evaluated awardees supply chain methods and assurances; or

(v) Planning efforts with the GSA CISO.

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