



U.S. Department
of Transportation

Federal Railroad
Administration

1200 New Jersey Avenue, SE
Washington, DC 20590

STREAMLINED MARKET RESEARCH & ACQUISITION PLAN TEMPLATE AND INSTRUCTIONS \$10K UP TO \$4.5 MILLION

Acquisition planning is vital to supporting the successful outcomes of FRA's acquisition function. At its core, a written acquisition plan seeks to document and address key technical, business, management, and other significant considerations that will guide the acquisition. Its purpose is to ensure a) FRA requirements are well-defined, b) commercial products and services are procured to the maximum extent practicable, c) adequate competition is achieved, and d) the rationale for the proper selections of the appropriate contract type and contract vehicle are well-documented. [Streamlined Acquisition Plan Instructions for Completion](#) are found following the form.

BACKGROUND INFORMATION:			
1. DATE PREPARED:		2. PREPARED BY: NAME OF THE ACQUISITION PLANNER (AP)	
3. DESCRIPTION OF REQUIREMENT:			
4. REQUESTOR (IF NOT AP):		5. E-MAIL:	
6. PLAN/ACTUAL DATE SUBMITTED:		7. NEED DATE:	
8. ESTIMATED TOTAL COST:		9. ESTIMATED INITIAL FUNDS:	
10. COMPETITIVE (POCs: AP & RAD-30) (Choose one: YES/NO)? Yes <input type="checkbox"/> No <input type="checkbox"/>		11. REASON FOR OTHER THAN FULL AND OPEN COMPETITION:	
12. NAMES OF POTENTIAL SOURCES	a.	d.	
	b.	e.	
	c.	f.	
13. DESCRIPTION OF MARKET RESEARCH EFFORTS CONDUCTED OR TO BE CONDUCTED (POCs: AP & RAD30): (At a minimum, market research must address: (1) background on the procurement, (2) the method(s) used to conduct the market research including discussion of considered Category Management/Spend Under Management Solutions; (3) the timeframe(s) when market research was conducted,			



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(4) an analysis of the capabilities of potential sources, and (5) conclusion(s) based on the analysis. Market Research can be captured in this section or via a separate Market Research Report document).	
14. SOCIO-ECONOMIC PARTICIPATION	<input type="checkbox"/> Small Business Set-Aside <input type="checkbox"/> 8(a) Competitive Set-Aside <input type="checkbox"/> Economically Disadvantaged Women-Owned Small Business Set-Aside <input type="checkbox"/> Partial Small Business Set-Aside <input type="checkbox"/> 8(a) Sole Source <input type="checkbox"/> Economically Disadvantaged Women-Owned Small Business Sole Source <input type="checkbox"/> Women-Owned Small Business Set-Aside <input type="checkbox"/> Historically Underutilized Business Zone Competitive Set-Aside <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business Competitive Set-Aside <input type="checkbox"/> Women-Owned Small Business Sole Source <input type="checkbox"/> Historically Underutilized Business Zone Sole Source <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business Sole Source
15. PLANNED CONTRACT TYPE (POCs: AP & RAD-30): (Per FAR 7.105, discuss the rationale for the selection of contract type, if other than Firm-Fixed-Price.) In accordance with FAR 16.103(d)(1)(iv) and 16.103(d)(2)(ii) document rationale to support the use of other than a firm-fixed-price contract.	
16a. COMMERCIAL PRODUCTS OR COMMERCIAL SERVICES (Choose one): <input type="checkbox"/> YES / <input type="checkbox"/> NO	16b. If NO, could the requirement be changed to provide for commercial products or commercial services? (Choose one) <input type="checkbox"/> YES / <input type="checkbox"/> NO
17. IF SERVICES, ARE INHERENTLY GOVERNMENTAL FUNCTIONS INVOLVED? (Choose one) <input type="checkbox"/> YES / <input type="checkbox"/> NO / <input type="checkbox"/> N/A	
18a. SUITABLE FOR PERFORMANCE BASED (POCs: AP & RAD-30)? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	18b. If performance-based unacceptable, provide reason.
19a. OPTIONS: (Choose one) YES <input type="checkbox"/> NO <input type="checkbox"/>	19b. If options required, identify type: Option Periods (FAR 52.217-9), Option Quantity FAR 52.217-6, Option to Extend Services (FAR 52.217-8) (provide number and quantity):
20a. GOVERNMENT PERSONAL PROPERTY TO BE FURNISHED? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	20b. If YES, describe (attach additional sheets, if necessary):



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21a. GOVERNMENT INFORMATION/DATA TO BE PROVIDED? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	21b. If YES, describe:
22. SOURCE SELECTION PROCEDURES PROPOSED (POCs: AP & RAD-30)	(If using subjective tradeoff, summarize the evaluation factors to be used.)
23. SUSTAINABILITY: Discussion of any environmental/sustainable acquisition issues considered (e.g. green appliances, recycled products).	
24. INFORMATION TECHNOLOGY? Does the requirement contain information technology? If yes, attach an approved IT Procurement Approval Memo. (Choose one) <input type="checkbox"/> YES / <input type="checkbox"/> NO If "Yes", enter DOT ID Number:	
Concur:	
(Typed Name) Acquisition Planner	Date
See Attached IT Procurement Approval Memorandum	
(Typed Name) OA SBS	Date DOT CIO (or designee)
Approved By:	
(Typed Name) Contracting Officer	Date
Other Approving Official (as required by OA procedures and/or as required for high risk contract type)	



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Streamlined Acquisition Plan Instructions for Completion
(PROCUREMENTS from \$10K up to \$4.5M)

POC for the Streamlined Acquisition Plan is the Acquisition Planner unless otherwise noted:

1. [DATE PREPARED](#) - The date the document is completed.
2. [PREPARED BY](#) - The name of the acquisition planner completing the form.
3. [DESCRIPTION OF REQUIREMENT](#) - A brief but concise narrative of the products or services to be acquired.
4. [REQUESTOR](#) - The name of the acquisition planner requesting the products or services if different than preparer.
5. [E-MAIL](#) - The e-mail of the program official.
6. [PLAN/ACTUAL DATE SUBMITTED](#) - The date the program office plans to submit or submits the request.
7. [REQUIRED AWARD DATE](#) - The date the award needs to be made so the products or services are delivered in a timely manner.
8. [ESTIMATED TOTAL COST](#) - The total amount of the entire project including any optional quantities or extensions of performance.
9. [ESTIMATED INITIAL FUNDS](#) - The amount of funds currently available for the award.
10. [COMPETITIVE?](#) - Check the appropriate block.
11. [REASON FOR OTHER THAN FULL AND OPEN COMPETITION](#) - A brief description of the reason the requirement cannot be made available for competition (FAR subparts 6.3, 8.4 and 16.5)
12. [NAMES OF POTENTIAL SOURCES](#) - Identify any firms known to be contenders for the required products or services based on past experience, existing vendor lists, or market research conducted.
13. [DESCRIPTION OF MARKET RESEARCH EFFORTS CONDUCTED](#) - Describe actions taken or planned to allow the government to identify existing capabilities, technologies, and competitive forces to meet the current need. As a minimum, market research must address: (1) background on the procurement, (2) the method(s) used to conduct the market research; (3) the timeframe(s) when market research was conducted, (4) an analysis of the capabilities of potential sources, and (5) conclusion(s) based on the analysis.
14. [SOCIO-ECONOMIC PARTICIPATION](#) - Identify whether known potential sources include any of the various types of firms specified by checking the appropriate block(s).



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15. [PLANNED CONTRACT TYPE](#) - The type or combination of contract types expected to be used. If other than fixed price and in accordance with FAR 16.103(d), document why the particular contract type was selected.
- Explain why the contract type selected must be used to meet the agency need.
 - Discuss the Government's additional risks and the burden to manage the contract type selected.
 - For example, when a cost-reimbursement contract is selected, the Government incurs additional cost risks, and the Government has the additional burden of managing the contractor's costs. For such instances, acquisition personnel should discuss:
 - How the Government identified the additional risks (e.g., pre-award survey, or past performance information);
 - The nature of the additional risks (e.g., inadequate contractor's accounting system, weaknesses in contractor's internal control, non-compliance with Cost Accounting Standards, or lack of or inadequate earned value management system); and
 - How the Government will manage and mitigate the risks?
 - Discuss the Government resources necessary to properly plan for, award, and administer the contract type selected (e.g., resources needed and the additional risks to the Government if adequate resources are not provided).
 - **For other than a firm-fixed-price contract**, at a minimum the documentation should include an analysis of why the use of other than a firm-fixed-price contract (e.g., cost reimbursement, time and materials, labor hour) is appropriate; rationale that details the particular facts and circumstances (e.g., complexity of the requirements, uncertain duration of the work, contractor's technical capability and financial responsibility, or adequacy of the contractor's accounting system), and associated reasoning essential to support the contract type selection; assessment regarding the adequacy of Government resources that are necessary to properly plan for, award, and administer other than firm-fixed price contracts; and a discussion of the actions planned to minimize the use of other than firm-fixed-price contracts on future acquisitions for the same requirement and for transition to firm-fixed-price contracts to the maximum extent practicable. During the requirements development stage, consider structuring the contract requirements, e.g., contract line items (CLINs), in a manner that will permit some, if not all, of the requirements to be awarded on a firm-fixed-price basis, either in the current contract, future option years, or follow-on contracts. This will facilitate an easier transition to a firm-fixed-price contract because a cost history will be developed for a recurring definitive requirement.



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16. COMMERCIAL PRODUCT OR COMERCIAL SERVICE? a. and b. Indicate if the requirement can be satisfied by use of commercial products or commercial services rather than Government specified products or services. As currently described, if the need cannot be satisfied by commercial products or commercial services, indicate if it could be changed to convert to commercial products or commercial services.
17. IF SERVICES, ARE INHERENTLY GOVERNMENTAL FUNCTIONS INVOLVED?
Refer to OMB Circular A-76 (May 2003) to identify the services which are considered necessary for performance by Governmental employees to ensure that any services being acquired do not fall within this category.
18. SUITABLE FOR PERFORMANCE-BASED? a. and b. Indicate if the requirement can be met through performance-based services contracting and if not, indicate the basis for not using this technique.
19. OPTIONS a. and b. - Indicate if options will be required and if so, the number and type of options (e.g., four one-year options to extend the period of performance or one option to purchase an additional quantity of a product.)
20. GOVERNMENT PROPERTY TO BE FURNISHED? a. and b. - Indicate if government property will be furnished. If so, document the type of property.
21. GOVERNMENT INFORMATION/DATA TO BE PROVIDED? a. and b. - Indicate if government information will be furnished. If so, document the type of information.
22. SOURCE SELECTION PROCEDURES TO BE USED - Indicate if the requirement will be awarded based solely on price (low price technically acceptable) or through a tradeoff/best value source selection process.
23. SUSTAINABLE ACQUISITION ISSUES – Does the requirement contain any opportunities for sustainable acquisition? 1) Energy and Water Efficiency and Reviewable Energy, 2) Hazardous Materials, 3) Recovered Materials and Bio-based products, 4) Environmentally Preferable Products/Services, 5) Ozone Depleting Substances. See FAR part 23 for specific requirements associated with sustainability related issues.
24. INFORMATION TECHNOLOGY CONSIDERATIONS – Does the requirement contain information technology? All acquisition plans for procurements containing IT should include an IT Procurement Approval Memorandum form attachment, approved by the DOT Chief Information Officer (or designee).