

Determination of Best Procurement Approach

Assisted Acquisition

- Title of Effort:** *[Insert title of the statement of work or requirement.]*
- Requesting Agency:** *[Insert name of the requirements office.]*
- Requirements POC:** *[Insert name, position title, email and telephone number.]*
- Servicing Agency:** *[Insert name of the contracting activity/agency.]*
- Description of Effort:** *[Insert a brief description of the type of supplies/services to be acquired.]*
- Total Estimated Cost:** *[Insert the estimated dollar amount of the total order, the estimated dollar amount of the contracted portion (if not the entire order) and the type of funds to include the year.]*

FINDINGS

Using *[insert name of agency]* acquisition services and contract for the acquisition of *[insert title of acquisition]* represents the best procurement approach for, and is in the best interest of, the Department of the Army based on the following:

1. *[Insert requesting agency]* schedule, performance and delivery requirements will be met. *[Explain how the Servicing Agency will satisfy the requesting agency's schedule, performance and delivery requirements.]*
2. The Servicing Agency's authority, experience and expertise are appropriate for this acquisition. *[Explain why/how.]*
3. The Servicing Agency's customer satisfaction is at an acceptable level. *[Determine that the Servicing Agency's past performance/customer satisfaction is at an acceptable level and explain.]*
4. This acquisition approach is cost effective because: *[Explain the cost effectiveness of this acquisition approach (taking into account discounts and servicing agency's fee).]*
5. Market research was conducted and other procurement approaches were considered. *[Insert a summary of market research findings including an analysis of the other procurement approaches considered – in particular, why an existing contract, or a new Army contract will not meet your needs. Attach market research.]*
6. The *[tasks to be accomplished]* OR *[supplies to be provided]* are within the scope of the contract to be used.
7. Using the acquisition services of the servicing agency will result in the use of funds in accordance with appropriation limitations and laws, regulations and policies applicable to the Army and DoD.

8. Appropriate contract administration, including oversight, will be accomplished by the Servicing Agency and will comply with Army and DoD regulations and policies. Roles of each Agency will be spelled out in the required Interagency Agreement.
9. Unique terms, conditions, and requirements will be provided to the assisting agency for incorporation into the order or contract as appropriate to comply with all applicable DoD or Army-unique statutes, regulations, directives, and other requirements.
10. All approvals and authorizations required by Army and/or DoD policies for acquiring the supplies or services have been obtained or will be obtained before award.
11. Data will be collected and reported on the use of assisted acquisition for analysis in accordance with the reporting requirements in DFARS Subpart [204.6](#) Contract Reporting.

[Include item "12" below if the portion of the assisted acquisition being contracted out exceeds the Simplified Acquisition Threshold and the non-DoD agency has certified in accordance with FAR 17.703(a). A list of non-DoD agency certifications is available at http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html and a copy of the certification shall be included as an attachment. If the agency has obtained a waiver, replace the language in item "12" below with "The non-DoD agency has obtained a waiver in accordance with FAR 17.703(e) for the certification required by FAR 17.703(a)." and include a copy of the waiver as an attachment.]

12. The Servicing Agency has certified that it will comply with defense procurement requirements to include applicable DoD financial management regulations in accordance with FAR 17.703(a) and Section 801 of the [National Defense Authorization Act \(NDAA\)](#) for Fiscal Year 2008.

Determination of Best Procurement Approach Assisted Acquisition

Title of Effort:

Prepared by:

Typed name:

Telephone:

Title:

Date:

Signature: _____

I reviewed the determination of Best Procurement Approach and find it adequate for approval.

Typed name:

Telephone:

Title:

Date:

Signature: _____

(Contracting official IAW AFARS 5117.502-1(a)(ii))

I reviewed the determination of Best Procurement Approach and find it legally sufficient.

Typed name:

Telephone:

Title:

Date:

Signature: _____

(Office of Counsel)

Determination of Best Procurement Approach for Assisted Acquisition

Based upon the foregoing findings, I determine that the use of the acquisition services and contract of [insert name of agency] for the acquisition of [insert requirement] represents the best procurement approach for, and is in the best interest of, the Department of the Army.

Signature: _____ Date:

Title:

(Signature of the authorized representative of the Requiring Activity, O-6 or GS-15)

Determination of Best Procurement Approach

Direct Acquisition

- Title of Effort:** *[Insert title of the statement of work or requirement.]*
- Contract Vehicle:** *[Insert the Contract Number and name of the Servicing Agency that administers the contract.]*
- Requesting Agency:** *[Insert name of the requirements office.]*
- Requirements POC:** *[Insert name, position title, email and telephone number.]*
- Description of Effort:** *[Insert a brief description of the type of supplies/services to be acquired.]*
- Total Estimated Cost:** *[Insert the estimated dollar amount of the total order, the estimated dollar amount of the contracted portion (if not the entire order) and the type of funds to include the year.]*

FINDINGS

Using *[insert name of agency]*'s contract for the acquisition of *[insert title of acquisition]* represents the best procurement approach for, and is in the best interest of, the Department of the Army based on the following:

1. The suitability of the contract vehicle. The *[tasks to be accomplished]* OR *[supplies to be provided]* are within the scope of the contract to be used. *[Explain how they are within scope]* The contract vehicle is the most suitable means of meeting *[Insert requesting agency]*'s schedule, performance and delivery requirements. *[Explain how the requesting agency's schedule, performance and delivery requirements will be met.]*
2. The value of using the contract vehicle. This acquisition approach is cost effective because: *[Explain the cost effectiveness of this acquisition approach (taking into account administrative cost savings from using an already existing contract; tower prices/discounts; greater number of vendors; reasonableness of the acquisition vehicle access fee).]*
3. The Requesting Agency's expertise in placing orders and administering them against the selected contract vehicle is appropriate for this acquisition. *[Explain why/how the contracting office/officers expertise is appropriate for placing orders against the contract and administering them throughout the acquisition lifecycle.]*
4. The type of funds have been reviewed and will result in the use of funds in accordance with appropriation limitations and laws, regulations and policies applicable to the Army and DoD.
5. Unique terms, conditions, and requirements will be incorporated into the order as appropriate to comply with all applicable DoD or Army-unique statutes, regulations, directives, and other requirements.

[Include item "6" below if the portion of the direct acquisition being contracted out exceeds the Simplified Acquisition Threshold and the non-DoD agency has certified in accordance

with FAR 17.703(a). A list of non-DoD agency certifications is available at http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html and a copy of the certification shall be included as an attachment. If the agency has obtained a waiver, replace the language in item “6” below with “The Servicing Agency has obtained a waiver in accordance with FAR 17.703(e) for the certification required by FAR 17.703(a).” and include a copy of the waiver as an attachment.]

6. The Servicing Agency has certified that it will comply with defense procurement requirements to include applicable DoD financial management regulations in accordance with FAR 17.703(a) and Section 801 of the [National Defense Authorization Act \(NDAA\)](#) for Fiscal Year 2008.

Determination of Best Procurement Approach Direct Acquisition

Title of Effort:

Prepared by:

Typed name:

Telephone:

Title:

Date:

Signature: _____

I reviewed the determination of Best Procurement Approach and find it adequate for approval.

Typed name:

Telephone:

Title:

Date:

Signature: _____

(Contracting official IAW AFARS 5117.502-1(a)(ii))

I reviewed the determination of Best Procurement Approach and find it legally sufficient.

Typed name:

Telephone:

Title:

Date:

Signature: _____

(Office of Counsel)

Determination of Best Procurement Approach for Direct Acquisition

Based upon the foregoing findings, I determine that the use of [insert name of agency]'s contract, [insert the contract number], for the acquisition of [insert requirement] represents the best procurement approach for, and is in the best interest of, the Department of the Army.

Signature: _____ Date:

Title:

(Signature of the authorized representative of the Requiring Activity, O-6 or GS-15)