



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2050 WORTH ROAD, SUITE 37
FORT SAM HOUSTON, TEXAS 78234-6037

MCAA

29 June 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acquisition Plans, Policy Letter (PL) 01-01 (FAR 7.1)

1. Purpose. To establish HCAA policy requiring contracting officers to prepare and submit acquisition plans to the Principal Assistant Responsible for Contracting (PARC) for approval.

2. Background. Formal acquisition planning is a process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the customer's requirement in a timely manner and at a reasonable cost. An Acquisition Plan is a road map and helps ensure pertinent issues and conditions have been considered and resolved. In the past, solicitations written for customers with firm requirements, as well as for potential customers without these requirements, have not always taken into consideration the value of the potential requirements. This PL establishes a policy to do so.

3. Policy. OPARC approval of the Acquisition Plan is required prior to release of the solicitation (RFP or RFQ). Plans shall be prepared in accordance with Federal Acquisition Regulation 7.1 and its supplements. Acquisition Plans are required as indicated below.

a. Any solicitation that exceeds the Simplified Acquisition Threshold (including option periods) and allows performance or delivery to more than one agency. For purposes of this policy letter an agency is defined as any military department or executive department within the meaning of 5 U.S.C. 101 or 102.

b. Any solicitation that exceeds the Simplified Acquisition Threshold that contains a provision that allows additional requirements and/or customers (not initially included in the contract) to be added throughout the life of the contract. The Acquisition Plan shall address the method used to determine the

This PL supersedes PL 98-02, 14 Jul 98

MCAA

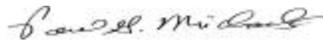
SUBJECT: Acquisition Plans, Policy Letter (PL) 01-01 (FAR 7.1)

scope of the contract. It shall also address the method used to estimate the value of both known and unknown requirements that may be added throughout the life of the contract. This information should be addressed under Acquisition Background and Objectives.

c. Any commercial activities study (A-76).

d. Requirements for services with an estimated value in excess of \$15 million for any one fiscal year or \$30 million for all years including option periods.

4. Our point of contact is Ms. Donna Parker, U.S. Army Medical Command Health Care Acquisition Activity, DSN 471-3445 or Commercial (210) 221-3445.



PAUL G. Michaels

LTC, MS

Principal Assistant Responsible
for Contracting

DISTRIBUTION:

CHIEF, MEDCOM CONTRACTING CENTER

CHIEF, MEDCOM CONTRACTING CENTER-NORTH ATLANTIC

CHIEF, GREAT PLAINS REGIONAL CONTRACTING OFFICE

CHIEF, PACIFIC REGIONAL CONTRACTING OFFICE

CHIEF, SOUTHEAST REGIONAL CONTRACTING OFFICE

CHIEF, WESTERN REGIONAL CONTRACTING OFFICE

CHIEF, EUROPE REGIONAL MEDICAL COMMAND CONTRACTING CELL