<Enter Project Name Here>

< EPS Number >

Acquisition Strategy



<Month><Year>

Version *<#.#>*

Department of Veterans Affairs

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Revision History

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| Date | Version | Description | Author |
| --- | --- | --- | --- |
|  |  |  |  |
| <Month><Year> | 1.0 | Initial Baseline | <Author> |

Place latest revisions at top of table.

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Artifact Rationale

The Acquisition Strategy is a Project Management Accountability System (PMAS)-mandated, project-level document that addresses all technical, business, management, and other significant considerations to inform the strategy for the acquisition of goods and services for the lifecycle of a project. It summarizes the acquisition planning deliberations and identifies milestones in the acquisition process.

The Acquisition Strategy is required to be at least started for the PMAS Milestone (MS) 0 review

By MS 0 at a minimum the Project Manager (PM) should articulate which acquisitions are being considered and what types of good and services may be needed. Goods and services to be considered include, but not limited to, hardware and software needs, development efforts, Program Management Office (PMO) support, sustainment and any technical management support services. PM should consider streamlining acquisitions by investigating any existing project/program contracts that can be leveraged to meet the projects’ needs.

For MS 1, at a minimum, the complete Acquisition Strategy for the lifecycle of the project shall be fully developed and shall be updated at every Milestone Review thereafter, as necessary.

**Instructions**

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All PMAS projects are required to complete this artifact.

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# Introduction

The Acquisition Strategy addresses activities such as acquiring hardware, software, Program Management Office (PMO) support, technical management support, and infrastructure services, and identifies potential suppliers who will provide and maintain features, capabilities and enhancements derived from these activities. The Acquisition Strategy addresses the Project’s Acquisition Strategy for the entire Project Life Cycle.

## Description of the Project

<Copy and paste description from Project Charter and edit as necessary>

Provide information about the purpose of the Project to include the objective of the Project, the estimated dollar amount of the entire project, the timeframes for the Project. Describe VA needs to be addressed by the completed system, item or service.

## Acquisition Summary

In narrative form provide additional information that defines overall procurement needs for the entire life of the Project.

Summarize the high level approach for the project needs in terms of acquisitions to accomplish the project goals (software, hardware, infrastructure, development, test, engineering, project management etc.).

For example: For project x VA plans to procure development, testing, and program management services. Testing services will be provided by ETMSS. VA plans to procure development and test environments. Pre-prod and production will be hosted in house. There are no anticipated software or hardware purchases.

Use Tables 1 and 2 below to identify the Software Development Life Cycle (SDLC) Phase and PMAS Increment structure of the Project. Each row in the table below represents an acquisition. A Phase/Increment can have more than one acquisition (row) – i.e. Development and PMO support. For each row in the table, provide a description of the contract, the contract type, the Deliverable(s) that will be received by the end of that phase/increment, the estimated total contract amount per phase/increment, and the duration of the phase/increment. Add rows as needed to the table to fully capture the entire Life Cycle of the Project.

This is the same table that will be used in all Milestone Reviews to illustrate progression of acquisitions throughout the Life Cycle of the Project (See Milestone Brief Template).

NOTE: PMs shall utilize their OI&T Acquisition and Budget POCs for assistance with this Table and Document. (PD PMs shall utilize PD ACA, PD Budget BP&E and PPO for assistance). If SPI/Strips and SPI/Strips $ Value are unknown at the time of completing this Table, PM shall use planned dollar values. If any information is unknown at the time of completing this Table, PM shall put TBD. However, this information shall be updated as it becomes available (at the next Milestone Review).

Table 1: Project Summary by Phase/Increment Part 1

| Acq. Strat. Para. No. | PMAS Phase & Increment Number | Acquisition Title/Description | Acquisition Action | Acquisition Vehicle | Contract Type | Budgetary Estimate | SPI/Strips | SPI/Strips $ Value |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1 |  | Contract Title/Describe what is being purchased | Option  New Task Order  Mod | T4  SEWP  GSA | FFP  T&M  Hybrid  CDCO | $ |  | $ |
| 2.2 |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Total Total**

Add the values from the Budgetary Estimate Column and the SPI/Strips $ Values Column and put Total below the last row of Table 1.

This will ensure adequate funding is planned to support the acquisitions for the project.

Table 2: Project Summary by Phase/Increment Part 2

| Acq. Strat. Para. No. | PoP of Contract | Planned Month of Obligation | Planned VOA Submission | Tailoring Required? | Vendor |
| --- | --- | --- | --- | --- | --- |
| 2.1 | <MM/DD/YY> | <Month> | <MM/DD/YY> | 10% EDM  Incremental Contracting Waiver |  |
| 2.2 |  |  |  |  |  |
| 2.3 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Acquisition Approach

For each of the rows listed in Table 1 above, provide the information in 2.1.1 through 2.1.7 below:

## *<Phase/Increment Name>*

### Acquisition Description

Describe what is being purchased.

### Approved Budget for Project

Is the program budgeted? Do the budgeted funds cover the estimate? When will funds be available?

Describe how the budget estimates were developed. If all necessary funds are not currently available, discuss the schedule for obtaining the additional funds. Provide detailed information on the funding amounts by providing data such as appropriation account, fiscal year, line item and project name. If funding is obtained from multiple projects, provide a complete listing of each source.

Summarize SPI/Strips and their associated dollar values. Indicate whether this money is carryover, current year, or if UFRs will be required.

### Projected Dates

Identify key dates for procurement activities that require specific actions to occur in order to move the procurement forward.

List activities required to meet the critical dates below (i.e. Milestone Reviews, package development)

* Planned Virtual Office of Acquisition (VOA) Submission
* Planned Month of Obligation

### Tailoring

Is a waiver required to utilize more than 10% of the FY budget? (i.e. 10% Executive Decision Memorandum (EDM)). If so, why and how much above 10%?

Is an Incremental Contracting Waiver needed? If so why?

### GFE/GFI Needed for Phase/Increment

Discuss what, if any, government-furnished equipment or information (GFE/GFI) will need to be provided to the Contractor and the plans to provide the property in order to avoid any delays in acquisition. Indicate whether the property is currently owned or will be acquired. Discuss who the Asset Manager is that PM will coordinate with to ensure availability of GFE/GFI upon award. Other issues that should be addressed include plans for ensuring appropriate control and accountability for GFE/GFI.

### Risks and Constraints

Describe any risks or constraints that may impact the procurement process. Include constraints being imposed in areas such as schedule, budget, resources, and products to be reused, dependencies on other projects, technology to be deployed, products to be acquired, and interfaces to other products. Describe any potential funding short falls. Describe steps to mitigate any identified risks/constraints.

### Contract Administration

Provide proposed VA Project Manager (PM) and Contracting Officer’s Representative (COR) name and contact information. Provide COR certification date.

## *<Phase/Increment Name>*

Repeat these sections as many times as needed, once for each row listed in Table 1 above.

### Acquisition Description

### Approved Budget for Project

### Projected Dates

### Tailoring

### GFE/GFI Needed for Phase/Increment

### Risks and Assumptions

### Contract Administration

# Approval Signatures

This section is used to document the approval of the Acquisition Strategy. The following members of the project team are required to sign. Please annotate signature blocks accordingly.

The undersigned participated in the review of this Acquisition Strategy and approve its contents.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information Technology Project Manager Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office of Information & Technology (OI&T) Date

Acquisition POC

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Sponsor Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IPT Chair Date

Template Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| June 2015 | 1.5 | Edited to conform with Section 508 guidelines and remediated with Common Look Office tool | Process Management |
| May 2015 | 1.4 | Revised by Gelsomina Argueta during the PMAS Process Improvement Lockdown II and approved by Tina Burnette | OI&T PD Acquisition and Contract Administration |
| May 2015 | 1.3 | Reordered cover page to enhance search capabilities | Process Management |
| November 2014 | 1.2 | Updated to latest Section 508 conformance guidelines and remediated with Common Look Office tool | Process Management |
| March 2013 | 1.1 | Formatted to current ProPath documentation standards and edited to latest Section 508 conformance guidelines | Process Management |
| January 2013 | 1.0 | Initial Document | PMAS Business Office |

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