




MAY 18 2009

MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

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SUBJECT: Acquisition Planning

1. **Purpose.** This Acquisition Letter provides agency guidance and implements, new dollar thresholds for Acquisition Plans within GSA which are consistent with the General Services Acquisition Manual (GSAM) 507 Rewrite.
2. **Background.** Currently limited and comprehensive acquisitions plans are determined by dollar thresholds. The rewrite of GSAM Part 507 has eliminated the distinction between limited and comprehensive plans. In addition, the thresholds have been revised.
3. **Effective Date.** Immediately.
4. **Termination Date.** This Acquisition Letter will expire upon issuance of GSAM Part 507- Acquisition Planning.
5. **Applicability.** This Acquisition Letter applies to all GSA contracting activities.
6. **Policy.** This Acquisition Letter implements FAR Part 7 and incorporates new dollar value thresholds and the level of the approving official for approving or waiving written acquisition plans agencywide. This acquisition letter is consistent with the GSAM Part 507 rewrite.
7. **Instructions/Procedures.**

A. Acquisition Planning.

The following are dollar value thresholds and approving official levels for approving acquisition plans or waiving written plans. The HCA may authorize higher level approving officials for the thresholds set out as follows:

For purposes of leasing, the Simplified Leasing Acquisition Threshold (SLAT) is defined in GSAM Part 570.

Threshold Below the Simplified Acquisition Threshold (SAT) (SLAT for leases)	Approving Official Contracting Officer
SAT (SLAT for leases) to, and including, \$5.5 million Over \$5.5 million to, and including, \$20 million	One Level above the Contracting Officer Contracting Director
Over \$20 million to, and including, \$50 million	Regional Commissioner or Deputy Regional Commissioner
Over \$50 million	HCA

Note: Thresholds shall include all options.

- (1) If the acquisition meets one of the following criteria and is greater than the SAT, the planner must obtain HCA approval of the plan:
- (a) Complex, critical to agency strategic objectives and mission, highly visible or politically sensitive.
 - (b) An acquisition with which GSA has little or no experience that may result in a need for greater oversight or risk management.
 - (c) Actions using significantly changed methods (e.g., methods of procurement such as lease versus purchase, or methods of performance such as contractor versus Government personnel).
 - (d) New construction or repair, lease prospectus and alteration prospectus budget line items.
 - (e) Any acquisition that requires contract bundling (FAR 7.107).

Not later than 7 calendar days after the acquisition plan is approved, if not completed in the Acquisition Planning Wizard (APW), an electronic copy shall be sent to acquisitionplans@gsa.gov.