

AFARS PART 5107

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AFARS -- Part 5107

Acquisition Planning

Subpart 5107.1 -- Acquisition Plans

5107.103 -- Agency-head responsibilities.

(d)(i) Prepare written acquisition plans, for up to a five-year period, in accordance with dollar thresholds identified at the [DFARS 207.103\(d\)\(i\)](#). Update acquisition plans when required for milestone approval or when there is a change in the acquisition strategy. *[AFARS Revision #21, dated May 22, 2007]*

(k) Waivers must be approved by the individual authorized to approve the plan. *[AFARS Revision #22, dated September 12, 2007]*

(S-90) Acquisition plan approvals.

(a) For acquisition plan approval, the dollar thresholds identified at [DFARS 207.103\(d\)\(i\)](#) apply to the following:

(1) For programs assigned to Program Executive Officers (PEOs) and Program Managers (PM) reporting directly to Headquarters, Department of the Army (HQDA), acquisition

plans must be approved by cognizant PEOs and PMs. This approval authority may not be redelegated.

(2) For all non-PEO acquisitions, acquisition plans must be approved by the Principal Assistant Responsible for Contracting (PARC). This approval authority may not be redelegated.

(3) Programs below the thresholds identified at [DFARS 207.103\(d\)\(i\)](#) shall be approved in accordance with contracting activity procedures.

(b) For Army Acquisition Executive designated special interest programs, the acquisition plans must be approved by HQDA. Acquisition plans for special interest programs must be processed the same as other acquisition plans and include all the concurrences in (c) below.

(c) Subject to 5107.103(S-90)(a)(1) and (2), the requests for approval of acquisition plans in accordance with the thresholds identified at [DFARS 207.103\(d\)\(i\)](#) must include the concurrence of the --

(i) Contracting officer;

(ii) Local competition advocate;

(iii) Local small and disadvantaged business utilization (SADBU) office or on-site SADBU official;

(iv) Legal office; and

(v) Appropriate matrix elements from the supporting contracting activity.

[AFARS Revision #21, dated May 22, 2007] [AFARS Revision #22, dated September 12, 2007]

5107.103-90 -- Distribution of written acquisition plans.

Acquisition plans which have not been approved cannot be released outside the PEO organization or supporting contracting activity without the authorization of the Deputy Assistant Secretary of the Army for Procurement (DASA(P)).

5107.104 -- General procedures.

(a) Each Head of the Contracting Activity (HCA) must establish an acquisition planning (AP) system which includes all significant or sensitive contracting requirements anticipated for the upcoming fiscal year.

(b) The AP system must include monetary thresholds, milestones, and other parameters for all proposed contract actions that will be included in the AP system, including those proposed

requirements for which formal acquisition plans are not required under [DFARS 207.103\(d\)\(ii\)](#).
[AFARS Revision #21, dated May 22, 2007]

(c) Acquisition lead-times should allow sufficient time for development of acquisition strategy, preparation of solicitations (including any necessary coordination with requiring and technical elements), receipt and evaluation of bids or proposals, audits, negotiation, boards or business clearance reviews, source selection and preparation of contractual documents in an orderly and timely manner.

(d) HCAs should establish due dates for submission of procurement requests requiring action by the end of the fiscal year to the contracting office. Exceptions to established due dates must be minimized and require authorization at a level not lower than the chief of the contracting office.

(S-90) In acquisitions where sole source approvals will be obtained, acquisition planning must provide appropriate opportunities for the following --

(1) Involving Defense Contract Management Agency and Defense Contract Audit Agency early in the acquisition process,

(2) Obtaining appropriate contractor input for use in the development of the acquisition strategy,

(3) Establishing a Government/Contractor team (including executors and reviewers), committed on a real-time basis to streamline the acquisition process and maintain open communications;

(4) Teaming of the Government and Contractor in development of the proposal and model contract, leading to agreement on contractor effort and costs associated with the task(s); and

(5) Teaming of the Government and Contractor during post-award contract performance to improve communications and develop efficient contract administration. [AFARS Revision #21, dated May 22, 2007]

5107.170 -- Consolidation of contract requirements.

5107.170-3 -- Policy and procedures.

(S-90) Authority to make the consolidation determination prescribed at [DFARS 207.170-3\(a\)\(3\)](#), is hereby delegated as follows:

(a) Where the total value of the consolidated requirements is \$500 million or more, the DASA(P) will make the determination.

(b) Where the total value of the consolidated requirements is above \$5.5 million and

up to \$500 million, the HCA will make the determination. For actions where the total value of the consolidated requirements does not exceed \$100 million, the HCA's authority under the previous sentence may be delegated to the Principal Assistant Responsible for Contracting, without further delegation. [AFARS Revision #17, dated September 14, 2005] [AFARS Revision #21, dated May 22, 2007] [AFARS Revision #23, dated May 16, 2008]

Subpart 5107.2 -- Planning for the Purchase of Supplies in Economic Quantities

5107.204 -- Responsibilities of contracting officers.

(a) Send offerors' responses to the solicitation provision in FAR 52.207-4 to the requiring activity.

Subpart 5107.3 -- Contractor Versus Government Performance

5107.302 -- Policy.

To achieve fair and even-handed competition between in-house and industry, the PARC will ensure that industry is provided with pertinent, accurate, and available data necessary to engender as full and complete an understanding as possible of the operation(s) covered by the A-76 competition. Historical data provided must be relevant and well organized (see Department of Army Pamphlet (DA PAM) 5-20). To maximize use of Army resources, every effort must be made to utilize A-76 contracting best practices and good ideas that have worked for others and avoid repetition of unsuccessful strategies and procedures. [AFARS Revision #004, dated July 26, 2002]

Subpart 5107.5 -- Inherently Governmental Functions

5107.503 -- Policy.

(e) Requiring officials must provide the contracting officer with a copy of the "Request for Services Contract Approval" form signed by an appropriate General Officer or Accountable member of the Senior Executive Service. Contracting officers shall not complete or sign the service contract approval form and shall not initiate any contract for service, or exercise an option, without an approved certification. The approval and completed worksheets shall be included in the official contract file. The accountable General Officer or Senior Executive may delegate certification authority for requirements valued less than \$100,000 in accordance with Command policy. Contracting officers shall document the contract file with a copy of the Command policy before accepting a service contract approval that is signed below the General Officer/Senior Executive level.

(1) The fillable version of the "Request for Services Contract Approval" form with worksheets can be found on the ASA (M&RA) website: <http://www.asamra.army.mil/insourcing>. [AFARS Revision #25, Item V, dated April 1, 2010]