Resource Acquisition Plan

Version 1.0

**Revision History**

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| **DATE** | **REV** | **AUTHOR** | **DESCRIPTION** |
| **MM/DD/YY** | 1 |  |  |
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# Introduction

## Purpose

The overall objective of a Resource Acquisition Plan is to identify a process to define the appropriate knowledgeable/skilled resources and the number of resources to meet the project timeline for delivery. The plan documents the process to conduct an internal organizational assessment as well as the process to plan, execute, and manage acquisitions throughout the lifecycle of the project. The plan addresses policy, process, and regulatory requirements related to resource acquisitions.

The intended audience of the Resource Acquisition Plan is the Project Manager, project team, Project Sponsor, Procurement Officer/Office, and relevant senior leaders to complete resource acquisition plans.

# Acquisition Assessment

## Statement of Resource Need

*< Summarize the business and technical history of the project. Introduce the plan with a brief statement of the resource types/skills/knowledge needed to support the work effort. Discuss feasible resource alternatives, including performing the work in-house or through a contractor, and the impact of prior acquisitions on those alternatives, and any related in-house effort.>*

## Internal Factors

*<Provide a brief description of current project activity and existing resources. Include discussion of the internal organization and the competencies, skills, knowledge/expertise of internal resources and describe the capacity for change of the organization.>*

## Assumptions and Constraints

*<State significant conditions affecting any potential acquisitions, such as requirements for compatibility with existing or future systems or programs and any known cost, schedule, and capability or performance constraints.>*

## Cost Goals

*<Establish cost goals for any potential acquisitions and rationale supporting the acquisitions, and detail related cost concepts to be employed, e.g., cost constraints and vendor preferences.>*

## Capability, Performance, or Delivery Requirements

*<Specify the required capabilities, performance characteristics of the supplies, and/or the performance standards of the services potentially being acquired. Describe the basis for establishing delivery, performance-period, or delivery requirements. Explain and provide reasons for any urgency if it results in concurrency of development and production or constitutes justification for not providing for full and open competition. State the rationale for supplies and performance standards.>*

## Trade-offs

*<Discuss the expected consequences of trade-offs among the various cost, capability or performance, and schedule goals. A trade-off is a situation that involves losing one quality or aspect of something in return for gaining another quality or aspect.***>**

## Risks

*<Discuss technical, cost, and schedule risks. The SMA should describe the efforts planned or underway to reduce risk and the consequences of failure to achieve goals. If concurrency of development and production is planned, discuss its effects on cost and schedule risks.>*

# Acquisition Plan

## Sources

*<Indicate any prospective sources of supplies or services that can meet the need.>*

## Competition

*<Describe how competition will be sought, promoted, and sustained throughout the course of any potential acquisitions. If full and open competition is not contemplated, cite the decision making authority/sponsor and discuss the basis for the application of that authority, identify the source(s), and discuss why full and open competition cannot be supported.>*

## Source-Selection Procedures

*<Discuss the source-selection procedures for any potential acquisitions, including the timing for submission and evaluation of proposals, and the relationship of evaluation factors to the attainment of the acquisition objectives.>*

## Acquisition Considerations

*<For each contract contemplated, discuss contract type selection; use of multiyear contracting, options, or other special contracting methods; any special clauses, special solicitation provisions, or typical procurement deviations required; whether sealed bidding or negotiation will be used and the rationale; whether equipment will be acquired by lease or purchase and the rationale; and any other contracting considerations.>*

## Budget and Funding

*<Include budget estimates, explain their derivation, and discuss the schedule for obtaining adequate funds at the time they are required.>*

## Product or Service Descriptions

*<Explain the choice of product or service description types (including performance-based acquisition descriptions) to be used in the acquisition.>*

## Priorities, Allocations, and Allotments

*<Specify the method for obtaining and using priorities, allocations, and allotments, and the rationale, if applicable. It may be applicable when the urgency of the requirement dictates a particularly short delivery or performance schedule, certain priorities may apply.>*

## Contractor vs. State Performance

*<Describe and compare the ability of state and potential contractors to perform the work consistent with state procurement practices.>*

## Management Information Requirements

*<Discuss, as appropriate, what management system will be used by the SMA to monitor the contractor’s effort (e.g., Earned Value Management System).>*

## Make or Buy

*<Discuss any consideration given to make-or-buy programs.>*

## Test and Evaluation

*<To the extent applicable, describe the test program of the contractor and the state. Describe the test program for each major phase of a major system acquisition. If concurrency is planned, discuss the extent of testing to be accomplished before production release.>*

## Logistics Considerations

*<Include consideration of contractor or agency maintenance, servicing, and distribution of commercial items, reliability, maintainability, and quality assurance requirements, including any planned use of warranties.>*

## State-Furnished Property

*<Indicate any state property to be furnished to contractors, and discuss any associated considerations, such as its availability or the schedule for its acquisition.>*

## State-Furnished Information

*<Discuss any state information, such as manuals, drawings, and test data, to be provided to prospective offerors and contractors. Indicate which information requires additional controls to monitor access and distribution (e.g., technical specifications, maps, building designs, schedules, etc.), as determined by the agency.>*

## Security and Privacy Considerations

*<For any potential acquisitions dealing with private health information (PHI) or other sensitive information, discuss how adequate security will be established, maintained, and monitored. For Information Technology acquisitions, discuss how agency information security requirements will be met.>*

## Contract Administration

*<Describe how each contract will be administered. In contracts for services, include how inspection and acceptance corresponding to the work statement’s performance criteria will be enforced.>*