MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

FROM: JOSEPH A. NEURAUTER
DEPUTY ASSOCIATE ADMINISTRATOR &
SENIOR PROCUREMENT EXECUTIVE
OFFICE OF ACQUISITION POLICY (MV)

SUBJECT: Acquisition Planning: Requirement for Written Acquisition Plans

1. Purpose. The purpose of this Acquisition Letter (AL) is to make it clear that while acquisition planning is required for all acquisitions, written acquisition plans are only required for acquisitions above the Simplified Acquisition Threshold (SAT). This AL also makes it clear that there is no authority which prohibits an activity from creating written acquisition plans for acquisitions at or below the SAT.

2. Background. General Services Administration Acquisition Manual (GSAM) 507 was revised as a part of the GSAM Rewrite Initiative. GSA revised the GSAM to maintain consistency with the FAR, and to implement streamlined and innovative acquisition procedures. Contractors, offerors, and GSA contracting personnel follow these acquisition procedures when entering into and administering contractual relationships. The rewrite of GSAM 507 did not include a specific statement which made it clear that written acquisition plans are required only for acquisitions above the SAT. This AL now makes it clear that written plans are required only for acquisitions above the SAT.

3. Effective Date. Immediately.

4. Termination Date. This AL will remain in effect until the GSAM is amended.

5. Applicability. This AL applies to all GSA contracting activities.

6. Instructions/procedures. GSA contracting activities are required to create written acquisition plans only for acquisitions above the SAT. However, there is nothing that precludes an activity from creating a written plan for an acquisition at or below the SAT. GSA contracting personnel should also note the exceptions to the requirement for written acquisition plans at GSAM 507.104(c).
Please contact Michael O. Jackson, Procurement Analyst, Contract Policy Branch, Acquisition Policy Division at (202) 208-4949, or michaelo.jackson@gsa.gov with any questions or concerns about this AL.