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Appendix A

Sample Best Procurement Approach for an Assisted Acquisition (Assisted Acquisition)

***Instructions:** Insert the following information in acquisition plans when conducting assisted acquisitions for another agency as defined in FAR 2.101 as an Interagency Acquisition in accordance with FAR 7.105(b)(4), Acquisition Considerations.*

This agreement must be signed by the requesting agency's responsible contracting office in accordance with internal agency procedures.

Utilizing the acquisition services of **[insert servicing agency name]** satisfies the **[insert requesting agency name]**'s schedule, performance, and delivery requirements. **[insert servicing agency name]** has the authority, experience, and expertise to perform the acquisition. [insert requesting agency name] is also satisfied with **[insert servicing agency name]**'s past performance.

Taking into account **[insert servicing agency name]**'s fees of **[insert servicing agency's fees]**, this procurement approach is considered cost effective. The use of funds in this approach is will also be in accordance with appropriation limitations and compliance according to **[insert requesting agency name]**'s laws and policies.

Appendix B

Sample Best Procurement Approach for FSSI Acquisition (Direct Acquisition)

***Instructions:** Insert the following information in acquisition plans when conducting a direct acquisition as defined in FAR 2.101 as an Interagency Acquisition in accordance with FAR 7.105(b)(4), Acquisition Considerations.*

[Insert FSSI vehicle name (i.e. The Comprehensive Professional Energy Services BPA] is a suitable contract vehicle for this acquisition because it enables administrative cost savings from using an already existing contract, prices that have already been determined fair and reasonable, and access to **[insert number of vendors that have been awarded the established contract vehicle]** vendors for **[insert a brief description of the goods/services being procured (i.e. energy services)]**. Additionally, the contracting office responsible for placing this order and administering it throughout the acquisition lifecycle has the necessary experience and expertise because **[insert experience/expertise of the contracting staff, such as the completion of online and classroom training, certifications, etc.]**.

Appendix C

Sample Best Procurement Approach for FSS Acquisition (Direct Acquisition)

***Instructions:** Insert the following information in acquisition plans when conducting a direct acquisition as defined in FAR 2.101 as an Interagency Acquisition in accordance with FAR 7.105(b)(4), Acquisition Considerations.*

[Insert FSS name (i.e. Federal Supply Schedule 70, General Purpose Commercial Information Technology Equipment, Software, and Services)] is a suitable contract vehicle for this acquisition because it enables administrative cost savings from using an already existing contract, prices that have already been determined fair and reasonable, and access to **[insert number of vendors that have been awarded a contract with the Special Item Number (SIN)]** vendors under Special Item Number (SIN) **[insert SIN (i.e. 132-34, Maintenance of Software as a Service)]**. Additionally, the contracting office responsible for placing this order and administering it throughout the acquisition lifecycle has the necessary experience and expertise because **[insert experience/expertise of the contracting staff, such as the completion of online and classroom training, certifications, etc.]**.

Appendix D

Sample Best Procurement Approach for SmartBuy Acquisition (Direct Acquisition)

***Instructions:** Insert the following information in acquisition plans when conducting a direct acquisition as defined in FAR 2.101 as an Interagency Acquisition in accordance with FAR 7.105(b)(4), Acquisition Considerations.*

[Insert SmartBuy agreement (i.e. Information Assurance BPAs)] is a suitable contract vehicle for this acquisition because it enables administrative cost savings from using an already existing contract, prices that have already been determined fair and reasonable, it offers network and data security tools that incorporate the latest NIST and OMB standards, and access to **[insert number of vendors that have been awarded BPA/SmartBuy agreement]** vendors under the **[insert SmartBuy Agreement name (i.e. Information Assurance BPAs)]**. Additionally, the contracting office responsible for placing this order and administering it throughout the acquisition lifecycle has the necessary experience and expertise because **[insert experience/expertise of the contracting staff, such as the completion of online and classroom training, certifications, etc.]**.

Appendix E

Sample Best Procurement Approach for GWAC (Direct Acquisition)

***Instructions:** Insert the following information in acquisition plans when conducting a direct acquisition as defined in FAR 2.101 as an Interagency Acquisition in accordance with FAR 7.105(b)(4), Acquisition Considerations.*

[Insert GWAC name (i.e. 8(a) STARS, Alliant, etc.)] is a suitable contract vehicle for this acquisition because it enables administrative cost savings from using an already existing contract, prices that have already been determined fair and reasonable, and access to **[insert number of vendors that have been awarded GWAC]** highly vendors under this GWAC. Additionally, the contracting office responsible for placing this order and administering it throughout the acquisition lifecycle has the necessary experience and expertise because **[insert experience/expertise of the contracting staff, such as the completion of online and classroom training, certifications, etc.]**.