

ACQUISITION PLAN
(Acquisition Planning Information FAR 7.1)

Contract Specialist:

Requisition Number: _____

Description of Requirement: Human Resource Service Support and Administration

A. ACQUISITION BACKGROUND AND OBJECTIVES

This acquisition plan has been prepared in accordance with the requirements of Department of Treasury Acquisition Regulation (DTAR) Subpart 1007.1. The Bureau of Engraving and Printing's (BEP) is to obtain efficient, cost-effective support services for all activities within the BEP, its leased facilities, and other sites as defined in appropriate support agreements.

The Service Provider (SP) shall perform all operations specified in the PWS beginning on the first day of the base performance period. The SP shall complete all work or requirements that have been started by the Government, but not completed as of the first day of the base performance period. The SP shall provide administrative support services for the Office of Human Resources in the Washington DC facility and Dallas, Fort Worth, Western Currency facility (WCF) to include, but not limited to front desk support services, personnel administrative support and services, personnel employment services and personnel program support services.

The proposed acquisition shall be a Firm Fixed Price (FFP) with award fee pool type contract with a base period and four (4) one year options. The objective is to determine if adequate price competition exists to either convert this procurement to a small business set-aside, or possibly make two separate awards for the Washington, D.C. facility and the Ft. Worth facility.

B. BUDGET AND FUNDING

Budget estimates were derived by ____ and the Accounting Manager using current staffing and costing methods. Although funding for the procurements will not be required until the award decision is reached funds will be certified that are will be available and provided by 8516.

The Independent Government Cost Estimate (IGCE) for this procurement is **unavailable at this time**. The cost estimate is contained in Section I, TAB A of the contract file. The following is a breakdown of the IGCE:

Washington, DC Ft. Worth, TX

Base Year:
Option Year I:
Option Year II:
Option Year III:
Option Year IV: _____
Total:

Funding for this requirement is not currently available for contract award. However, funding for this requirement has been certified for contract award if that this the way this requirement proceeds. The Government's obligation and ability to award the contract will be contingent upon such funds being made available to the Contracting Officer. Therefore, the solicitation will include FAR 52. 232-18, Availability of Funds in Section I of the solicitation. Funding for **option years**, will be provided if and when options are exercised.

C. MARKET RESEARCH

Prospective sources that can meet this type of requirement are readily available in the Small Business community. As the SBS there are sufficient small business firms capable of providing this type of service at BEP and able to sustain the added burden of competition which is required by the Circular, as well, as the 10% differential application to their bids that would be required. She indicated that I should check Pro-Net and go with Small Business firms capable of handling this function. The procurement has been set aside 100% for SB, and therefore no request was sought seeking set aside to 8A through the SBA. This function has never been contracted out before. It is currently operated by Government Employees that have been determined by FAIR review process to be 100% Commercial in nature.

This requirement will be done using the two step sealed bidding process. A “pre solicitation notice” was published 13 February 2003, with a bidders list of at this time (11 March 2003) of seven companies showing an interest. The proposed acquisition shall be a Firm Fixed Price (FFP) with award fee pool type contract with a base period and four (4) one year options.

D. SOURCES

This requirement will be solicited on a full and open competition basis in accordance with FAR part 6. This procurement uses Performance Based Service SOW and limits itself to only those services that are required by the BEP. The PWS provided incorporates only areas that the BEP knows can be performed more efficiently by private vendor or ISSA. However, as the intent of the A76 it is to achieve cost reductions in program costs, and at the same time, outsource a non-core activity, it is imperative that full and open competition be achieved to promote the very greatest price savings while at the same time ensuring adequate service is provided to the BEP. The Department of Treasury Small Business Review form establishing the procurement method as a small business set aside competition has been submitted for approval by the Small Business Specialist and the Contracting Officer. This acquisition is susceptible for small business set-aside since a search of the Pro-Net database has shown there is ample offerors that can offer their

own product/service or the products/services of other small businesses. The North American Industrial Classification System Code is **92313** with the corresponding size standard of **\$3** million.

This requirement was publicized in the Electronic Posting System on **13 February 2003**. A list of sources will be compiled from interested parties responding to the announcement. In addition, small business sources identified by the Small Business Specialist obtained from the Treasury Small Business Database will be solicited along with sources identified from the U.S. Small Business Administration Database (www.pro-net.sba.gov). To date, a list of **seven 7** prospective offerors has been compiled.

A small, small disadvantaged and women-owned small business subcontracting plan, as required by P.L. 95-507, will be negotiated with the successful offeror (if other than a small business concern) to ensure subcontracting opportunities for these concerns to the extent practicable.

E. **SOURCE SELECTION PROCEDURES**

Competition will be sought, promoted, and sustained by use of a **two-step sealed bid** process. In this instance, a two-step process was chosen to give the managers involved an opportunity to have some say so in the quality of vendors that would be bidding on the function. From all indications so far, ample small business vendors are available for competition. Contract award will be made on the basis of price or other price-related factors. Therefore, pursuant to FAR Part 6.401(a)(2), the procedures for sealed bidding are appropriate for this procurement. It is the Government's intend to evaluate offers and those found technically acceptable submit pricing proposals to be opened at a public bid opening, award of a contract may be made without discussions. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary.

F. **TERMS AND CONDITIONS**

1. Contract Type

The Bureau proposes to award a firm fixed price with award fee pool service type contract. This is the most appropriate type for this procurement since the BEP anticipates. The basis of delivery is the performance of services as listed in the PWS and PRS for tasks that will be performed on a monthly basis as developed by the Deputy, Chief OHR and managers. Services to be performed are IAW the PWS daily, weekly and monthly services and will be billed as monthly services performed during the period of contract performance if this requirement goes contract.

None this will be handled as negotiated, low priced, technically acceptable source selection process. Pricing information is available to allow development of a realistic estimate of the probable cost of performance. Offerors should be willing to accept this type of contract representing assumption of the risk involved. In addition, FAR 16.104(a) states that normally, effective price competition results in realistic pricing, and a fixed-price contract is ordinarily in

the Government's interest. Based on the recently conducted market research, there is reasonable expectation that adequate competition will be obtained.

The only special clauses, special solicitation provisions required in this instance is the FAR clauses for Notice of Cost Comparison-Sealed Bid, and the Right of First Refusal –Sealed Bid.

2. Inclusion and Evaluation of Options

The Contracting Officer determines that the inclusion and the evaluation of option periods is in the best interest of the Government based upon the following:

- (a) The requirement covered by the option fulfills an existing Government need.
- (b) The requirement for this service exceeds the base period. However, the option periods cannot be funded at the time of award. There is a reasonable certainty that funds will be available thereafter to permit and exercise the options, but funds may only be obligated during the fiscal year in which the material is acquired.
- (c) The option costs will be evaluated at the time of award as prescribed by FAR 17.206(a) and there will be no limitations on option pricing as described in FAR 17.203(c).
- (d) The exercise of an option is the most advantageous and cost-effective method of fulfilling the Government's requirements.
- (e) The exercise of the option will fulfill the Government's need for continuity of this service and prevent potential loss of coverage and the Government is likely to exercise the option.

3. Material Samples

Not applicable to the subject acquisition.

4. Longer Constructive Acceptance

Not applicable to commercial item.

5. Warranty

In accordance with FAR 46.710(d), the following documentation is provided:

(a) The required service, administrative support services for the Office of Human Resources in the Washington DC facility and Dallas, Fort Worth, Western Currency facility (WCF) to include, but not limited to front desk support services, personnel administrative support and services, personnel employment services and personnel program support services, is critical to the Bureau of Engraving and Printing's (BEP's) mission in the production of United States currency and is a recurring need of the BEP. It is vital that the service acquired meets the performance standards set forth in the Government Performance Work Statement and associated Quality Assurance Surveillance Plan contained in the solicitation.

(b) Failure to provide the service in compliance with the Performance Work Statement could result in lost production time or a possible shutdown the normal course of business. Therefore, the warranty clause at FAR 52.246-20 shall be included in the contract to ensure that if for any reason the service is defective or nonconforming, BEP would be entitled to correction or re-performance in a readily available manner. Additionally, the warranty clause specifically spells out the rights of the Government, as well as the Contractor, concerning defective or nonconforming service and the handling thereof.

G. MANAGEMENT INFORMATION REQUIREMENT

The Contractor's performance will be monitored by the BEP's Contracting Officer's Technical Representatives from the Office of Human Resources, in Washington, DC and the Facilities Management Division in Fort Worth, TX, who will administer the Quality Assurance Surveillance Plan to ensure that the service meets the Bureau's requirements. The Project Managers assigned to this procurement are Ms. _____ in Washington, DC and Mr. _____ in Fort Worth, TX. Ms. _____ and Mr. _____ will be the Office of Procurement's principal point of contact for technical matters and will act as chairpersons of the technical evaluation panel.

H. GOVERNMENT FURNISHED PROPERTY

The Government shall furnish or make available to the Contractor for use under the terms of this PWS workstations for the employee(s) dedicated 100% to this Contract. The workstations shall include desks, chairs, computers and monitors, storage spaces and phones. Additionally, the Contractor shall also have access to a copier and fax machine. The Contractor shall certify the findings of the joint inventory, and assume accounting and servicing responsibility for all equipment supplied by the Government.

I. MILESTONES FOR THE ACQUISITION CYCLE

The milestones for the acquisition cycle are incorporated herein as Attachment A on the spreadsheet provided.

Submitted by: _____ Date: _____
Contract Specialist

Approved: _____ Date: _____
Contracting Officer