

PHASE I: CONTRACT FORMATION

Activity 1: Customer Business Analysis and Acquisition Strategy

Identify the contracting activity's customer base and related mission.

Advise customers on their acquisition-related roles and responsibilities.

Advise customers on procurement integrity requirements.

Assist customers with refining their requirements for supplies and services.

Determine if a written acquisition plan is required based on dollar thresholds.

If yes,

Identify and develop mandatory elements of the plan.

Seek approval of the acquisition plan.

Revise the acquisition plan as necessary.

File the final acquisition plan.

Manage the acquisition following the written acquisition plan.