Acquisition Plan

Template


Version 2.0, September 2021

Using This Template

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2. Replace [bracketed text] on the cover page (next page) with your project and agency information.
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1. Update the table of contents by right-clicking and selecting “Update Field,” then “Update entire table.”

ATTENTION – Instructions for Additional Monitoring

If, under the annual State Auditor’s Office contract monitoring assessment required by [Texas Government Code §2261.258](https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2261.htm), a state agency is assigned a status of additional monitoring during any contract solicitation development period for the project, then the state agency shall complete specifically marked sections for Additional Monitoring to meet [TAC §216.11(b)7](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=1&pt=10&ch=216&rl=11).

Texas Project Delivery Framework

Acquisition Plan

[Agency/Organization Name]

[Project Name]

|  |  |
| --- | --- |
| Version: [Version Number] | Revision Date: [MM/DD/YY] |

Approval of the Acquisition Plan indicates an understanding of the purpose and content described in this deliverable. According to Texas Government Code Chapter 2054.307, a state agency’s executive director, or the executive director’s designee, must approve.

|  |
| --- |
| Agency Head or Designee  |
| [Name] | [Email] | [Telephone] |
| Signature | Date mm/dd/yy |

Agencies may add additional signatories depending on internal project management governance.

|  |
| --- |
|  |
| [Name] | [Email] | [Telephone] |
| Signature | Date mm/dd/yy mm/dd/yy |

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| [Name] | [Email] | [Telephone] |
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| Signature | Date mm/dd/yy |

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# Section 1. Procurement Overview

## 1.1 Description

Describe the approach for how the procured goods and/or services will be used to address *the* business problem. These goods and/or services are those obtained through development and management of solicitations and contracts.

⇒

## 1.2 Background

*Provide additional information that supports and defines the overall procurement process. Identify the estimated total contract amount, duration of need, and projected life of the project. Indicate whether the contract will involve a master contract for use by multiple entities.*

|  |  |  |
| --- | --- | --- |
| Estimated Total Contract Amount | Duration of Need [MM/YY to MM/YY] | Duration of Project [MM/YY to MM/YY] |
|  |  |  |

|  |
| --- |
| Additional Information |
|  |

Cost breakout summary **sample** below:

|  |
| --- |
| Additional Information |
| Informational Cost/ Project Agency Personnel Services |  |
| Capital Cost - Total Current Estimated Services (SaaS & Contractors) Cost |  |
| Contingency |  |
| Total Project Cost |  |

## 1.3 Scope

*Describe the procurement scope in relation to the project. The scope defines procurement limits in terms of the goods and/or services that will be delivered. The scope establishes the boundaries of the procurement process and should describe goods and/or services that are outside of the procurement scope.*

| Project Includes |
| --- |
|  |
|  |
|  |

| Project Excludes |
| --- |
|  |
|  |
|  |

## 1.4 Assumptions

Describe any assumptions that impact and further clarify the procurement scope and overall procurement effort. Include assumptions related to business, technology, resources, scope, expectations, or schedules.

⇒

## 1.5 Constraints

Describe any constraints that impact the procurement process. Include constraints being imposed in areas such as schedule, budget, resources, products to be reused, technology to be deployed, products to be acquired, and interfaces to other products. List constraints based on current knowledge.

## 1.6 Potential Risks

Identify potential risks related to the procurement/contract. Consider all major contract risks, including information security risks.

|  |  |
| --- | --- |
| Risk | Risk Details |
|  |  |
|  |  |

## 1.7 Insurance and Bonds (Additional Monitoring)

Select the type of insurance, if any, considered to mitigate risk for this procurement.

|  |  |  |  |
| --- | --- | --- | --- |
| Required | Type of Insurance and/or Bonds to Be Provided | Minimum Amount of Coverage | Reason why not applicable |
| *[ ]*  | Commercial General Liability |  |  |
| *[ ]*  | EO/Professional Liability |  |  |
| *[ ]*  | Workers Comp/Employer Liability |  |  |
| *[ ]*  | Umbrella/Excess Insurance |  |  |
| *[ ]*  | Auto Insurance Liability |  |  |
| *[ ]*  | Crime/Employee Dishonesty |  |  |
| *[ ]*  | Cyber Liability |  |  |
| *[ ]*  | Performance Bond |  |  |
| *[ ]*  | Other Insurance/Bond |  |  |

## 1.8 QAT Best Practices (Additional Monitoring)

Select which QAT best practices identified in the QAT Annual Report were considered and which will be implemented for this procurement.

|  |  |
| --- | --- |
| QAT Best Practices Considered | Agency will implement |
| [ ]  Divide large projects up into less than $10M smaller projects[ ]  Allocate adequate time to identify project requirements, procurement activities, and perform user-acceptance testing [ ]  DCS customers, engage DCS/STS team prior to posting solicitation[ ]  Leverage DIR’s Shared Technology Services Program for project delivery needs related to cloud, application development, maintenance, security, and other technology solutions[ ]  Use of Open-Source software[ ]  Utilize agile development and user-centered design[ ]  Build IT systems using loosely coupled parts connected by open and available Application Programming Interfaces (APIs) [ ]  Include security planning throughout project lifecycle[ ]  Engage in IV&V services for projects over $10M[ ]  Defer new scope to a later phase or follow-on project[ ]  Require remediation of system test defects and any performance-testing deficiencies before allowing project to proceed to the user-acceptance testing phase[ ]  Include network performance and capacity testing[ ]  Agile procurement[ ]  Include modular procurement [ ]  Assign a dedicated and empowered agency product owner | [ ]  [ ]  [ ]  [ ]  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |

## 1.9 Critical Success Factors (Additional Monitoring)

Describe the factors or characteristics that are deemed critical to the success of the contract, such that, in their absence the contract will fail.

|  |
| --- |
| Critical Success Factors: |
|  |
|  |
|  |

## 1.10 History

Briefly describe relevant contracting history. Identify similar projects that have been initiated to solicit and contract similar goods and/or services within the last four years.

⇒

# Section 2. Market Research

## 2.1 Research Approach

Describe the approach used to accomplish market research, including why a particular approach was used.

⇒

Select which source(s) were used in your research and key lessons learned.

|  |  |
| --- | --- |
| Source | Key Lesson(s) |
| Internal Assessment |  |
| Third-Party Assessment |  |
| Comparative Analysis/Benchmarking (e.g. other states, similar entities) |  |
| RFI |  |
| Demos |  |
| Other (describe) |  |

## 2.2 Research Outcome

Describe the extent and results of the market research. Identify the effects of the market research in formulating and defining the procurement strategy.

⇒

# Section 3. Procurement Approach

## 3.1 Procurement Strategy

### 3.1.1 Sourcing Approach and Justification

Describe the sourcing approach and justify why the planned sourcing (e.g., full outsourcing, partial outsourcing, insourcing, multi-sourcing) is in the best interest of the state and why existing staff cannot provide the desired goods and/or services.

|  |  |
| --- | --- |
| Sourcing Approach | Justification |
|  |  |

### 3.1.2 Procurement Method

Describe why the planned procurement method (e.g., leveraged procurement, competitive bid, competitive proposal) is in the best interest of the state. Also, indicate whether the procurement will involve modular contracting, statement of work(s), DCS/STS, or other type of procurement methods or sources.

⇒

### 3*.*1.3 DCS/STS Consideration

Please select which Data Center Services and/or Shared Technology Services (STS) are being considered, if any, for this procurement:

|  |  |
| --- | --- |
| DCS | ☐ Backup as a Service☐ Compute and Storage ☐ Disaster Recovery as a Service ☐ Mainframe Services☐ Microsoft O365 Subscription Services☐ Network and Security☐ Print & Mail ☐ Public Cloud Services☐ Remote File☐ Salesforce.com☐ Texas Imagery Services☐ Wide Area Application Service☐ Application Development☐ Application Maintenance☐ Application Rate Card |
| Managed Security Services | ☐ Digital Forensics☐ Endpoint Management System Systems☐ Intrusion Detection and Prevention Systems☐ Malware Detention and Prevention☐ Managed Firewall and Web Application Firewall (WAF) Services☐ Penetration Testing ☐ Risk and Cloud Compliance Assessments☐ Security Incident and Response Management Services☐ Security Information and Event Management (SEIM) |
| Texas.gov | ☐ Texas.gov Application Services☐ Texas.gov Payment Services |
| Texas Open Data Portal | ☐ Texas Open Data Portal |

Note: Data Center Services (DCS) agencies should engage the STS team for assistance before posting a solicitation. The team will aid in developing appropriate solicitation language to offer a solution option that is hosted in a State Data Center; provide for better long-term network planning; and consult on DCS exemptions from the State Data Center if necessary.

Note: According to Texas Government Code 2054.113 (C), before a state agency may contract with a third party for Internet application development that duplicates a state electronic Internet portal (Texas.gov) function, including a function of a native mobile application, the state agency must notify the department of its intent to bid for such services at the same time that others have the opportunity to bid. Contact DIRSharedServices@dir.texas.gov if you have any questions.

### 3.1.4 Competitive Procurement

Describe how sources for competition will be identified, promoted, and sustained until a contract is awarded. If competition is not a consideration or achievable, provide a basis and justification for that decision.

⇒

### 3.1.5 Procurement Steps

Describe the procurement steps in relation to the procured goods and/or services identified as part of the procurement scope. Identify the types of technology goods and/or services (e.g., Product Concept/Prototype, Independent Verification and Validation (IV&V)), procurement method (e.g., Request for Proposals – RFP, Request for Information – RFI), and contract dollar values if applicable. Add additional columns as needed.

|  |  |  |
| --- | --- | --- |
| Types of Goods and/or Services | Procurement Method | Contract Dollar Value |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Describe why the planned procurement steps are being recommended.*

⇒

## 3.2 Roles and Responsibilities (Additional Monitoring)

Describe the responsibilities for each role to be included in this procurement.

(Examples of roles are listed in the table below. The responsibilities for each role should be tailored to the specific procurement)

|  |  |
| --- | --- |
| **Role** | **Responsibility** |
| Project Manager |  |
| Contract Developer |  |
| Contract Manager |  |
| Legal Counsel |  |
| End-user |  |
|  |  |
|  |  |

## 3.3 Evaluation and Award

Describe the evaluation approach, including evaluation factors and overall use for vendor selection. Provide a table view for weighted requirements.

⇒

Identify and describe any tools used for vendor selection, including any conditions imposed by the tools such as how the evaluation factors are defined and used.

⇒

## 3.3 Procurement Key Action Dates

Indicate major dates for procurement activities that require an essential action to occur in order to move the procurement forward. These key dates are a granular subset of the milestones and deliverables as reflected for project delivery in the Project Plan.

List both pre-solicitation and solicitation activities.

|  |  |
| --- | --- |
| Pre-solicitation Activities/Deliverables | Target Date mm/dd/yy |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Solicitation Activities/Deliverables | Target Date mm/dd/yy |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Section 4. Performance and Service Standards Approach

## 4.1 Performance Standards and Measurements

Describe the approach for how performance standards and measurements will be defined specifically in terms of the procurement scope, assumptions, constraints, and strategy. Note: Performance standards and measurements will be tracked in the Performance Register or Quality Assurance Surveillance Plan

⇒

## 4.2 Service Standards and Measurements

Describe the approach for how service standards and measurements will be defined specifically in terms of the procurement scope, assumptions, constraints, and strategy.

⇒

# Section 5. Contract Management Approach

## 5.1 Vendor Orientation

Describe the approach for vendor orientation. ⇒

## 5.2 Change Management

Describe how contract changes will be managed.

⇒

## 5.3 Deliverables Management

Describe how all planned and actual contractor deliverables and services will be tracked and managed, including due dates, actual submission dates, approval/rejection, and other data as needed.

⇒

## 5.4 Vendor Management

Describe how general vendor performance and compliance will be tracked and managed throughout the life of the contract, e.g., HUB reporting, insurance compliance, other statutory requirements.

⇒

## 5.5 Invoice Management

Describe how invoices will be managed.

⇒

## 5.6 Dispute Resolution

Describe how contractual disputes will be handled, including escalation of dispute issues to appropriate agency staff.

⇒

## 5.7 Contract Closeout

Describe the approach for contract closeout.

⇒

## 5.8 Tools

Describe any tools used to manage the contract, contractual requirements, and deliverables.

⇒e.g., Vendor Performance Tracking System

# Section 6. Glossary

Define all terms and acronyms required to interpret the Acquisition Plan properly.

⇒

# Section 7. Revision History

Identify changes to the Acquisition Plan.

| Version | Date mm/dd/yy | Name | Description |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Section 8. Appendices

Include any relevant appendices.

⇒