



February 1, 2021

United States Department of Agriculture

Office of the Assistant Secretary for Administration

Office of Contracting

and Procurement

Procurement Operations Division

301 S. Howes Street., Suite 321 Fort Collins, CO 80521

ACQUISITION OPERATING PROCEDURE (AOP)

From: Richard R. Jiron Mission Area Senior Contracting Official

RICHARD JIRON

Digitally signed by RICHARD JIRON Date: 2021.02.01 12:04:28 -07'00'

Subject: AOP No. 3: Acquisition Planning and Market Research

~~◆ PURPOSE: This Acquisition Operating Procedure is to provide guidance on the requirements for market research, acquisition planning and related contract file documentation. Acquisition planning and market research are required for all acquisitions to ensure the Government meets its needs in the most effective, economical and timely manner.~~

~~◆ EFFECTIVE DATE: This AOP is effective February 1, 2021.~~

◆ REVISIONS: This AOP is canceled in its entirety. The USDA Contracting Desk Book, Version 2.0 dated October 3, 2020, at <https://www.dm.usda.gov/procurement/policy/index.htm>, states, "Acquisition Plan (AP) must be submitted by program office via the Integrated Acquisition System (IAS) Acquisition Planning module effective on January 4, 2021." Also, attached is the IAS Release 10.0 Official Go-Live notice directing access to the AP component via IAS. The Market Research/Commercial Item Determination Record will be moved to the POD website at <https://www.dm.usda.gov/oppm/pod/tad.htm>, under Acquisition Documents-Templates.

This AOP replaces AOP No. 5, dated June 25, 2018.

~~◆ AUTHORITIES: FAR Subpart 7.1, Acquisition Plans, FAR Part 10, Market Research, and FAR Subsection 12.101(a), Acquisition of Commercial Items; AGAR Subpart 407-1, Acquisition Plans; and Procurement Advisory 130A, Acquisition Planning and Major System Reviews.~~

~~◆ PROCEDURES:~~

- ~~1. Acquisition planning and market research is a collaborative effort between contracting personnel and program office officials.~~
- ~~2. Acquisition planning shall be performed for all acquisitions in order to promote and provide for acquisition of commercial items to the maximum extent practicable; to provide for full and open competition to the maximum extent~~

~~practicable; and to select the appropriate contract type. The extent of market research will vary, depending on factors such as urgency, estimated dollar value, and complexity of the requirement.~~

~~3. Contracting Officers, with assistance from program officials, shall complete the:~~

~~a. Market Research/Commercial Item Determination Record—Attachment 1, for all acquisitions over the micro-purchase threshold (MPT).~~

~~b. Acquisition Plan—Attachment 2, in accordance with FAR 7.105, and as required by Procurement Advisory (PA) 130A and subsequent revisions; and for acquisitions above the simplified acquisition threshold (SAT); except when exempted pursuant to paragraph 2(g) of PA 130A—~~

~~i. Market Research supports an expectation that offers will be received from at least two responsible firms;~~

~~ii. The action does not exceed the dollar values specified in AGAR-434.001(a) (and is not designated as a major system by the USDA Acquisition Executive or the Major Information Technology Systems Executive); and~~

~~iii. The award will be firm-fixed-price.~~

◆ **EXPIRATION DATE: This AOP shall remain in effect until canceled.**

(END)

From: USDA Procurement Systems Division <USDAOCP@public.govdelivery.com>

Sent: Wednesday, December 30, 2020 9:01 AM

Subject: IAS Release 10.0 Official Go-Live and Important Information for IAS iProcurement Users

[View as a webpage / Share](#)



IAS Release 10.0 Official Go-Live

IAS Release 10.0 will Go-Live on Monday, January 4th, 2021!

Due to the size of IAS Release 10.0, **IAS will be unavailable beginning at 6:00 PM Eastern on Thursday, December 31st, 2020** and not be available for users until the scheduled Go-Live date of January 4th, 2021.

The **Access IAS Components** section of the IAS website will be updated during this time frame to reflect the new IAS component structure.

Users accessing IAS on or after January 4th, 2021 will utilize the IAS website to access the components of IAS. More information about the components of IAS after Release 10.0 can be found in the [IAS Before and After Release 10.0 presentation](#).

Access IAS Components
Acquisition Planning
Requisitioning
Contracting
Reporting Tool
IAS/IPP Account Management

What is IAS Release 10.0?

IAS Release 10.0 consists of two major initiatives: IAS Consolidation and IAS Acquisition Planning. Information about IAS Release 10.0 can be found on the [IAS Acquisition Planning and IAS Consolidation Spotlight](#).

Important Information for IAS iProcurement Users

Requisitions that are not approved prior to 6:00 PM Eastern on Thursday, December 31st, 2020 **will not be converted to PRISM**. These requisitions will **need to be recreated in PRISM after the Go-Live**.

Requisitioners, Requisition Managerial Approvers and Budget Approvers that have active IAS accounts as of 6:00 PM Eastern on December 31st, 2020 will have their accounts converted from iProcurement to the new Requisitioning component of IAS. Active users do not need to take any action to have their accounts converted.

Any IAS/IPP account requests or account modification requests that are not approved by 6:00 PM Eastern on December 31st, 2020 can be processed as normal once IAS is available on January 4th, 2021.

Additional information on requisition and user account conversions can be found in the [IAS Consolidation Conversion document](#).



Integrated Acquisition System

Questions pertaining to this announcement should be directed to the IAS Help Desk using the following methods: