**PROCUREMENT PLANNING TEMPLATE**

**FOR REAL PROPERTY ACQUISITIONS**

**TEMPLATE C**

**Facility/Locatioon: <(ATID) FACILITY, City, State>**

**Contract No. (if applicable for succeeding actions:**

**Program Office/Contracting Officer Representative (COR):**

**Contracting Officer:**

**Estimated Dollar Value (including options):**

# I. Procurement Background

**A. Description of Requirement/Statement of Need:**

*Summarize description of real property requirements to be acquired. Describe the need for the real property in support of the FAA mission. (See AMS T3.2.1.A.8 Describing Requirements)*

* *What* ***interest*** *do we need? Fee simple, leasehold, easements (e.g., access, temporary construction, restrictive, aerial, etc.).*
* *For what term?*
* *Is there any immediate plan for decommissioning?*
* *Are there Restrictions or Other Mission Specific Needs?*

*For Space Acquisitions:*

* + *Will the space be manned or unmanned? If manned, provide staffing validation.*
  + *Provide the Leased Space Analysis Document*
  + *If new Space, provide the Space Requirements Questionnaire.*
  + *Provide documentation described in the Facility Security Requirements Checklist.*
  + *Provide the Preliminary IGCE (initial cost estimate)*

**B. Delineated Area: If identified, describe the delineated area and explain how the area was derived.**

* *Where is it* ***located****? On-Airport / Off-Airport*
* *What official siting information is available? (drawings, metes and bounds legal description, delineated area, maps, dimensions, Airport Layout Plans (if applicable)*
* *Where are all of the* ***components*** *of the facility/system located? (This will help define which contract vehicle to use.)*
* *Provide the initial Lease vs Purchase Analysis*

**B. Background and Contracting History:** *Describe contracting history for real property, including previous contract type and dollar value as well as any other related contracts with nearby property owners (such as restrictive aerial easements, access roads, outgrants, etc).*

**C.** **Consideration of Existing Inventory:** *Describe any opportunities for co-location, relocation, right-sizing, or renewal within existing FAA inventory. For any existing FAA-Inventory, provide the most recent Site Inspection Report*.

**D. Funding:** *Describe type and availability of funding, expiration of funds and any statutory limits, $0.00 PR, etc.*

**E. Delivery or Performance Period:** *Describe delivery date requirement and/or performance period requirements including options.*

**F. Environmental Requirements:** *Provide the appropriate Environmental Screening Checklist or Exception documentation for land. For space, describe any “green initiative” requirements that must be included.*

# II. Plan of Action

**A. Market Research Results/Interested Sources:** *Discuss methods of market research (number of sources that were contacted, limitations on source availability, and any analysis conducted). Based on market research, do we believe adequate competition may be obtained? Market Research documentation must be included as part of the procurement plan/contract file to fulfill the requirements of this paragraph.*

**B.**  **Basis of award (single source, competition**): *Discuss the extent of competition in past solicitations. Based on the market survey for this procurement, discuss the basis of award and the rationale which supports that decision. Address considerations given to full and open competition. If a single source procurement is planned, provide the rationale or reference the SSJ or NAS Facility Exception document.*

# III. Coordination/Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Manager or APM Portfolio Manager (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracting Officer (CO) (Date)