**INSTRUCTIONS FOR USING THE PROCUREMENT PLAN TEMPLATE C-**

**FOR REAL PROPERTY PROCUREMENTS**

**This template is designed to guide you through drafting a Procurement Plan for a Real Estate Contracting Action**. This collaborative document is initiated by the Program Office/Service Organization to describe the proposed procurement. The document is then validated and finalized by the Real Estate Contracting Officer. AMS Policy and Guidance on Procurement Planning can be found at 3.2.1 and T3.2.1 respectively.

All writing prompts for this document are typed in blue hidden text. You should create the document with the hidden text showing, and then turn it off when printing the finished document.

The following formatting elements are found within this template:

BLUE HIDDEN TEXT- Provides instructions and writing prompts for properly completing the section.

RED TEXT- Indicates a fill in for your action

**How to turn Hidden Text on:**

Click on the File Tab

Click on Options

Click on Display

Under “Always show these formatting marks on the screen”- make sure the box for “Hidden Text” is checked.

Click OK.

**PLEASE DELETE THESE INSTRUCTIONS PRIOR TO COMPLETING THE TEMPLATE.**

**PROCUREMENT PLANNING TEMPLATE**

**FOR REAL PROPERTY ACQUISITIONS**

**Facility/Location:** <(ATID) FACILITY/ City, State OR reference attached listing>

**Contract No. (for succeeding actions):** <XXXXX-XX-X-XXXXX, or reference attached listing>

**Program Office/Contracting Officer Representative (COR):** <Insert POC Name>

**Contracting Officer:** <Insert CO Name>

**Estimated Dollar Value (including options):** <Insert Amount>

1. **Procurement Background**
   1. **Description of Requirement/Statement of Need:** *[Summarize the 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).* ***Your summary should address the following:***

* *What interest do we need? Fee simple, leasehold, easements (e.g., access, temporary construction, restrictive, aerial, etc.)*
* *Is there any immediate plan for decommissioning?*
* *Are there any special restrictions or other mission specific needs?*
* *Provide the initial Lease vs Purchase Analysis document or provide instruction for how/when this document is to be completed.*

***Additional Info Required for Space Acquisitions:***

* *Will the space be manned or unmanned?*
* *Provide Business Case or Leased Space Analysis Document (LSAD)*
* *If new space, provide Space Requirements Questionnaire*
* *Provide documentation described in the Facility Security Requirements Checklist*
* *Provide preliminary IGCE (initial cost estimate]*
  1. **Delineated Area:** *[If identified, describe the delineated area and explain how the area was derived.* ***Your summary should address the following:***
* *Where is it* ***located****? Is it On-Airport or Off-Airport?*
* *What official* ***siting information*** *is available? Provide drawings, metes and bounds legal description, delineated area, maps, dimensions, or Airport Layout Plan (ALP), as applicable.*
* *Where will all of the* ***components*** *of the facility/system be located (outside, inside a building, rooftop, etc.?) NOTE: This will determine the most appropriate contract template to use.]*
  1. **Background and Contracting History:** *[Describe contracting history for the 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.). Also, describe any known past performance issues with the current contractor (if applicable).]*
  2. **Consideration of Existing Inventory:** *[Describe any opportunities for co-location, relocation, right sizing, or renewal within existing FAA inventory. For any existing FAA inventory asset, provide the most recent Site Inspection Report. If the facility(ies) are for NAS mission critical equipment, state the necessity for site specific location in relation to the greater NAS.]*
  3. **Funding:** *[Describe the type and availability of funding, expiration of funds, and any statutory limits, $0.00 PR, etc. If additional funding is to be provided for one-time costs or for real estate support contracts (appraisal, title, survey, etc.), describe how/when those funds will be provided.]*
  4. **Delivery or Performance Period:** *[Describe delivery date requirement and/or performance period requirements including preferred length of term including any options.]*
  5. **Environmental Requirements:** *[Provide the appropriate Environmental Documentation (Either a Screening Checklist or Exception). For space, also describe any “green initiative” requirements that must be included.]*

1. **Plan of Action:**
   1. **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.]*
   2. **Basis of Award (Single Source, Competition):** *[Discuss the extent of competition in past solicitations. Based on the market research for this procurement, discuss the basis of award and the rationale that supports the decision. Address considerations given to full and open competition. If a single source procurement is planned, provide the rationale or reference the Single Source Justification (SSJ) or NAS Facility Exception document.]*
   3. **Instruction and Justification for Use of Specific Contract Clauses:** *[Use of the following contract clauses requires rational basis:*

* *Firm Term (see T3.8.8(B)(3))*
* *Liquidated Damages (see T3.2.1(A)(16))*
* *Operating Cost Escalator (see T3.8.8 (B)(5))*
* *Tax Adjustment Clause (see T3.8.8 (B)(5))*
* *Road Maintenance (when provided by Government instead of Contractor)*
* *Government Provided Design Intent Drawings*
* *Any Special Stipulations]*

1. **Coordination/Approval**

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Program Manager or APM Portfolio Manager Date

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Contracting Officer (CO) Date