

507.7102 Analyses of Alternatives (AoA).

(a) *General.* With exception to paragraph (b) of this section—

(1) An AoA shall be developed for a planned acquisition that is—

(i) Over \$50 million, including all options and incentives, and will be considered Tier 0 spending, or

(ii) Over \$100 million, including all options and incentives, and will be considered Tier 1 spending.

(2) An AoA may be required for any planned acquisition at any dollar value for a Tier 2 Governmentwide acquisition contract (GWAC) or multi-agency contract other than a GWAC or Federal Supply Schedule (FSS) Blanket Purchase Agreement (BPA).

(b) *Exceptions.* An AoA is not required when the planned acquisition is for—

(1) Defense-centric spend;

(2) Agency-wide spend through FSS, FSS BPA, and certain other GSA IDIQ contract vehicles;

(3) The establishment of a GWAC including the next generation of an existing GWAC (but see [507.7103](#)); or

(4) Acquiring leasehold interests in real property (see [part 570](#)).

(c) *Timeframe for development.* An AoA shall generally be developed no less than 18-24 months prior to award. Prior to developing an AoA, the contracting officer shall follow their Service-level procedures and the process described in subpart [504.71](#) for purposes of notifying the SPE and, if applicable, scheduling an acquisition review.

(d) *Coordination.* The contracting officer shall coordinate with their applicable Service-level acquisition policy organization, the applicable category manager(s), and the OSDBU in developing the AoA.

(e) *Content.* An AoA sample is available on the Category Management, AoAs & Business Cases page on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal> and maybe used for developing an AoA. At a minimum, each AoA shall include the following information:

(1) Identification of the document as a “Analysis of Alternatives”;

(2) The name of the agency, the contracting activity, and requiring activity(ies);

(3) Description of the requirement;

(4) The spend category(ies) and subcategory(ies) associated with the planned acquisition;

(5) The contract/program name;

(6) The total contract value and spend;

(7) The contract tier;

(8) Identification of existing contracts, if applicable, and explanation of why they are not an

appropriate solution;

(9) The contract type, product and service code(s), and North American Industry Classification Systems code(s); and

(10) Identification of the applicable OMB Justification Code as well as providing a justification explaining why a certain contract tier is not suitable (*e.g.*, for Tier 0 planned acquisitions, provide an explanation as to why Tier 1, Tier 2, and Tier 3 solutions are not suitable);

(11) Any other information supporting the planned acquisition (*e.g.*, service-level requirements); and

(12) Name(s) of key point of contacts for the planned acquisition.

(f) *Approval.* The SPE is the designated agency approving authority for AoAs.

Parent topic: [Subpart 507.71 - Category Management](#)