



## ACQUISITION SUPPORT DIVISION

### Acquisition Road Map

**Purpose:** The intent of the Acquisition Road Map is to outline the plan for acquiring goods, services, or systems necessary to achieve DSCA's objectives.

#### Acquisition Road Map

##### Step 1: Writing your requirements

There are three types of requirements documents: Performance Work Statement (PWS), Statement of Objectives (SOO) and a Statement of Work (SOW).

- **Performance Work Statements:** Describes in detail the tasks the contractor must perform to accomplish the desired goals, objectives and/or results.
- **Statement of Objectives (SOO):** Describes the goals, objectives and/or results that must be achieved under the contract and allows the contractor to determine the most innovative, cost-effective method in achieving the goal, objectives and results.
- **Statement of Work (SOW):** Describes the work to be performed in a detailed manner using a series of orderly written directions or instructions on how to achieve an end product or service.

**Learning Activity:** [Comparison of PWS, SOO and SOW](#)

##### Step 2: Conducting Market Research

[Market Research](#) is a continuous process that helps you understand the nature of the market for the services you are acquiring. Good market research will give insight into the competitive market, potential service providers, and what the cost drivers are in providing the service.

##### Methods of Market Research

- Attend trade shows and conferences
- Conduct Industry Days
- Post Request for Information
- Conduct Site Visits
- Speak with Subject Matter Experts
- Contact federal agencies for lessons learned

##### Step 3: Building the Independent Government Cost Estimate (IGCE)

The IGCE accounts for the resources and projected price/cost of the resources a contractor will incur in the performance of a contract. This information is developed based on knowledge from previous purchases or information gathered through market research. The IGCE accounts for estimates of any necessary values (e.g., number of labor hours to perform a service, hourly rates based on performance location, amount and frequency of travel, additional materials that cannot

be provided by the Government, shipping costs, etc.) to arrive at the total anticipated value of the acquisition.

**The IGCE answers five (5) essential questions:**

1. How is the estimate made?
2. What assumptions are made?
3. What information and tools are used?
4. Where is the information obtained from?
5. How do previous estimates compare with the prices paid?

**Learning Activity:** [Walk-Through of cost estimation](#)

**Resources:**

- [DoD IGCE Handbook for Service Acquisitions](#)
- [U.S. Bureau of Labor Statistics](#)
- [GSA Calc Tool – unburdened labor rates](#)
- ASD can provide you with a list of commonly used labor categories within DSCA and associated pricing

**Step 4: Completing a Funding Authorization (Purchase Request)**

There are two key steps for every requirement:

- The first step is to request funds approval.
- Once you've been notified funding has been approved, your requirement will be submitted to WHS to begin the acquisition process.

**Step 5: Finalizing the Acquisition Package**

The final acquisition package contains the documents shown below by acquisition type. ASD will assist with the development and finalization of all requirement package for submission to WHS.

**All packages include:**

- Requirements Document
- PWS
- SOW
- IT Specifications
- SOO
- Supporting Justifications
- Brand Name Justifications
- Sole Source Justifications
- IGCE
- Market Research Report

# Acquisition Process Flow Chart

