
Fair Opportunities

Guidelines for transitioning

For agencies that make their own fair opportunity decisions and place their own task orders, there is limited amount of time to transition and plan. Get underway by following these steps:

1. Establish Integrated Program Team
 - Complete Delegation of Procurement Authority
 - Register for Access to GSA Tools
2. Compile Inventory
3. Deliver Agency Transition Plan
4. Define Service Requirements
 - Define Service Groups
 - Document Service Requirements
5. Develop Acquisition Strategy
 - Select Acquisition Method
 - Prepare Acquisition Plan
6. Draft Task Order Solicitation

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