



ACQ
WE GET IT

Acquisition Management System Change Request Form

Change Request Number:
(To be completed by secretariat)

25-18

Description of the Change:

Changes to 2 Procurement Templates:
1. Procurement Planning for Simplified Acquisitions, Template A; and
2. Source Evaluation-Tradeoff Template (Remove and Replace).

Select the type of Change Request:
*Policy changes require FAE endorsement.

Guidance

Section(s) impacted by CR:

Procurement Tools & Resources>Procurement Templates

PART 1: ENDORSEMENTS

**Manager, Acquisition Policy Branch
Endorsement:**

AAP-110, Procurement Policy Branch



Approved



Disapproved

Electronic Signature/Date:

**STEPHEN
BRENDAN
MANGAN**

Digitally signed by STEPHEN
BRENDAN MANGAN
Date: 2024.09.27 12:53:02
-05'00'

**Acquisition System Advisory Group
(ASAG) Chairperson Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**MICHELLE
G BRUNE**

Digitally signed by
MICHELLE G BRUNE
Date: 2024.09.30
11:46:03 -04'00'

**Acquisition Policy and Oversight (AAP)
Director Endorsement:**



Approved



Disapproved

Electronic Signature/Date:

**JAKE LENO
LEWIS**

Digitally signed by
JAKE LENO LEWIS
Date: 2024.10.07
09:01:00 -04'00'

**FAA Acquisition Executive (FAE)
Endorsement:**

*Only required for Policy Changes



Approved



Disapproved

Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 25-18		Date Received: (To be completed by secretariat) 9/27/24
CR Title: Changes to (2) Procurement Templates: 1.Procurement Planning for Simplified Acquisitions,Template A; and 2. S		
Summary and Reason for Change:		1) Procurement Planning for Simplified Acquisitions - Template A: This change to the template removes obsolete references and updates/revises the use of various small business terms. Since "BETASAM" is obsolete, removing it from list of sources used to conduct market research; SAM.gov replaced BETASAM. Under
Initiator Contact Information:	Name: Erica Conley	Phone: 202-267-7387
	Organization Name: Procurement Policy Branch	Routing Code: AAP-110
ASAG Member Contact Information	Name: Stephen Mangan	Phone: 405-954-4137
Development, Review, and Concurrence: AAP-110, AAP-020		Target Audience: FAA Acquisition Workforce
ASAG Briefing: ☐ YES ☒ NO (To be completed by secretariat) Date:		ASAG Responsibilities: None.
AEB Briefing: ☐ YES ☒ NO (To be completed by secretariat) Date:		AEB Responsibilities: None.

PART 3: FAST PUBLICATION INFORMATION

Impacted AMS Section: NOTE: Please choose only one. If additional sections are impacted, submit a separate CR form for each.	Procurement Tools & Resources Procurement Templates	
Validation of other impacted FAST locations: ☒ I confirm I have validated all other portions of the website and will submit additional CR's for any other impacted sections as necessary.		
Section/Text Location: Procurement Templates	Links: https://fast.faa.gov/PPG_Procurement_Templates.cfm	
Redline Validation: NOTE: The redline version must be a comparison with the current published FAST version.	☒ I confirm I used the latest published version to create this change/redline. OR ☐ This is new content.	
Attachments: ProcurementPlanningTemplateA.docx Source Evaluation-Tradeoff.docx	Other Files: N/A.	