

APPENDIX A. Category Management Market Research Assessment

**DEPARTMENT OF AGRICULTURE
CATEGORY MANAGEMENT MARKET RESEARCH ASSESSMENT**

The Department of Agriculture seeks to utilize contract solutions that meet the USDA’s unique mission requirements. In an effort to align the enterprise and increase Spend Under Management at the Department-level, the USDA has created an order of preference when determining an acquisition strategy for a requirement. This form documents the Contracting Officer’s consideration of select acquisition strategies in accordance with the USDA’s Category Management Plan. This assessment must be included in the contract file and copies shall be made available to the USDA Category Management Lead, SPE/HCA, OMB, and/or MASCO, as requested.

PART A. CONTRACT INFORMATION

Contract Number (or “New”)	[Insert Contract Number Here]
Solution Description	[Include a description of the requirement (include applicable PSCs and/or NAICS codes), scope (what’s included and what is not), objectives, customers, and any other important information that clearly articulates what will be acquired under the proposed contract]
Program Name	[Insert Program Name]
Category:	[Select OMB Category]
Sub-Category	[Select OMB Sub-Category]
Planned Solicitation Release Date	[Select Expected Release Date]
Planned Contract Award Date	[Select Expected Award Date]
Availability for other Agencies	[Select Availability for use by other Agencies]
Contract Period of Performance	[Include base and all option periods. If submission is for a proposed solution, use estimated period of performance]
Contract Value	[Include total contract value and the cost for each option period. If submission is for a proposed solution, use estimated values]
Prior FY Spend	[Insert Total Amount of Prior FY Spend for this Requirement]
Solution Tier	[Select Tier]
Mission Area	[Select MA]
Point of Contact	[Insert POC for this action]
Submission Date	[Select Submission Date]

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PART B. EVALUATION OF CONTRACT SOLUTIONS

Contracting Officers must certify that they evaluated the contract solution options directed in the Category Management Policy Instruction as part of their market research activities in order to determine a suitable acquisition strategy for their requirement.

Option	Solution	Determination	Rationale
1	Sources Identified in FAR 8.002 and 8.003	<input type="checkbox"/> Suitable <input type="checkbox"/> Not Suitable	
2	OMB Mandatory BIC Solutions	<input type="checkbox"/> Suitable <input type="checkbox"/> Not Suitable	
3	USDA Mandatory Solutions	<input type="checkbox"/> Suitable <input type="checkbox"/> Not Suitable	
4	OMB Preferred BIC Solutions	<input type="checkbox"/> Suitable <input type="checkbox"/> Not Suitable	
5	USDA Preferred Solutions	<input type="checkbox"/> Suitable <input type="checkbox"/> Not Suitable	
6	Other Government-wide Solutions	<input type="checkbox"/> Suitable <input type="checkbox"/> Not Suitable	
7	Open Market Solutions	<input type="checkbox"/> Suitable <input type="checkbox"/> Not Suitable	

CONTRACTING OFFICER CERTIFICATION

As the Contracting Officer, I certify that I evaluated potential contract solutions in accordance with the Category Management Supplemental Instruction.

X

Contracting Officer