# IT Acquisition Best Practices

## Utilize a Statement of Objectives (SOO) versus a Statement of Work (SOW) – promotes innovative solutions from industry. Don’t restrict offerors on how to build the “box” but rather provide your system requirements and let industry work with you on the type of box needed.

## Speed up CMS and HHS review of acquisition plans (AP) by structuring contracts into smaller, process oriented requirements which, in turn, reduces total contract value costs.

## Streamline the proposal evaluation process by implementing a two-stage evaluation, or down-select process, to reduce the number of proposals needing to receive full evaluation. Also, consider what your evaluation criteria are, using only relevant, strategic discriminators to separate viable offerors.

## Consider a maximum page limit for proposals (e.g., 20-25 pages vs. 50-100 pages).

## Utilize Market Research as a Service (MRaaS) tool to augment and speed up the market research process.

## Develop and communicate additional tools and templates as part of the solicitation process to help expedite the acquisition process and better identify capable vendors

## Consult with your OAGM counterparts (CO/CS team) frequently for input and direction.

## Collaborate with business owners early to help “re-think” IT acquisition approaches and consider the CMS internal “culture” and agile mentality.

## Chunk requirements down, consider most appropriate contract type for each chunk - avoid the trap of re-using older acquisition documents just because they exist.

## Collaborate with OAGM to implement an IT acquisition community of practice that also leverages the OIT Center for Enterprise Agility.