



ACQUISITION ALERT 2023-08

TO: Heads of the Contracting Activities (HCA)
Agency/Organization Program Coordinators (A/OPC)

FROM: H. Katrina Brisbon //s//
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Office of Assistant Secretary for Financial Resources (ASFR)
Department of Health and Human Services (HHS)

SUBJECT: Sustainability Sections of HHS' Acquisition Plan Template and HHS Affirmative Procurement Plan (APP)

EFFECTIVE DATE: Immediately

PURPOSE: The purpose of this Memorandum is to issue a revised version of the HHS Acquisition Plan Template and the HHS Affirmative Procurement Plan of 2023 and to rescind the HHS Affirmative Procurement Plan of 2010.

APPLICABILITY: The guidance and implementation instructions set forth in this memorandum are applicable to all procurement actions.

ROLES AND RESPONSIBILITIES: It is each HCA's responsibility to ensure the widest distribution of this Acquisition Alert to the entire HHS acquisition workforce. All applicable OPDIV/STAFFDIV policies and procedures must be revised, as needed, to align with the APP.

GUIDANCE: The Source Selection Procedures and Environmental and Energy Conservation Objectives sections of the HHS Acquisition Plan template have been updated to align with the current FAR. These sections address source selection for sustainable acquisitions. The APP (revised in its entirety) provides guidance, policy, and procedures for an effective sustainable acquisition program. All OPDIVs/STAFFDIVs must adhere to the policies and procedures in the APP.

A copy of the updated HHS Acquisition Plan Template is attached. A copy of the HHS Affirmative Procurement Plan of 2023 is attached.

Please contact the HHS Division of Acquisition Program Support with any questions at SustainableAcquisitions_OA@hhs.gov.

ENCLOSURES

Attachment 1 – HHS Acquisition Plan Template
Attachment 2 – HHS Affirmative Procurement Plan (February 2023)