

10/31/11

**POLICY ALERT**  
**No. 11-79**  
**Guidebook for the Acquisition of Services**

**REFERENCES:** Defense Federal Acquisition Regulation Supplement  
Publication Notice 20111019  
DFARS Procedures, Guidance, and Information 237.102-75 -  
Guidebook for the Acquisition of Services

**TYPE OF ACTION:** Procedures, Guidance, and Information

**EFFECTIVE DATE:** October 21, 2011

**SUMMARY:** On October 21 2011, the Department of Defense (DoD) revised the Defense Federal Acquisition Regulation Supplement Procedures, Guidance, and Information (PGI) to add PGI 237.102-75 Guidebook for the acquisition of services. The guidebook, linked from the PGI is available at

[http://www.acq.osd.mil/dpap/cpic/cp/docs/Guidebook\\_for\\_the\\_Acquisition\\_of\\_Services\\_7\\_20\\_2011.pdf](http://www.acq.osd.mil/dpap/cpic/cp/docs/Guidebook_for_the_Acquisition_of_Services_7_20_2011.pdf). An introductory statement within the guidebook asserts that

For over ten years the DoD has spent more on service requirements than it has on equipment acquisitions. While the acquisition of major systems follows a much defined process, the acquisition of services tends to be more ad hoc. Services acquisition is not about awarding a contract; it's about acquiring performance results that meet performance requirements needed to successfully execute an organization's mission.

The guidebook provides acquisition teams with a step-by-step guide explaining the process of acquiring services. The seven steps of the acquisition of services process identified and discussed are: Form the Team, Review Current Strategy, Market Research, Requirements Definition, Acquisition Strategy, Execute Strategy and Performance Management.

**ACTION REQUIRED:** All Contracting Officer, Contract Specialists, Contract Administrators, and other members of the acquisition team shall review this website and familiarize themselves with the guide.

This Policy Alert is effective on the date indicated above, and remains in effect until otherwise rescinded.

You may direct comments/questions on this Policy Alert to the Contract Policy and Pricing Branch at 303-676-3985.

If this policy alert has any broken links please report them by clicking [here](#).