

Acquisitions Plan

Description

In project management, an acquisition plan is a document that outlines the strategy for managing and accomplishing an acquisition. The plan documents the approach to satisfy policy requirements, optimize resources, and fill the need for a proposed acquisition.

Example

Purchases made by Project P&R will be executed through a UNL purchasing card or eSHOP. eSHOP is UNL’s electronic purchasing system that supports purchase visibility, efficiency, and compliance. eSHOP streamlines the ordering process with an electronic workflow that allows for transparency and provides approval for purchases before funds are committed. Financial Specialists will have final approval for all eSHOP purchases. A purchasing card will be utilized when a vendor is not available in eSHOP or if the purchase process needs to be expedited.

WBS	Item	Description	Estimated Date	Actual Date	Cost
2.1	Data Server	Data server for real time collection and dissemination.	<ul style="list-style-type: none"> • Order: 09/30/2025 • Shipped: 10/15/2025 	TBD - Quote obtained	\$ 30,000
3.1	Sensor Design	Sensors designed, produced, and shipped.	<ul style="list-style-type: none"> • Contract Executed:03/15/2025 • Production: 09/30/2025 • Shipped: 10/15/2025 	TBD - Quote obtained	\$ 11,790,000
3.4	On-line Learning Modules	On-line learning module design and launch.	<ul style="list-style-type: none"> • Contract Executed: 04/01/2025 • Virtual Modules Created: 11/30/2025 	TBD - Quote obtained	\$ 40,000

UNL Procurement Thresholds	
Dollar Amount	Who can make the purchase
\$0 - \$4,999	<ul style="list-style-type: none"> • Departments can make purchases (PM and applicable PI)
\$5,000 - \$9,999*	<ul style="list-style-type: none"> • Departments can make purchases but are encouraged to obtain competitive quotes • Quotes should be attached to purchase order in eSHOP/SAP • A purchase order in this dollar range will route through Procurement for approval
\$10,000* - \$149,999	<ul style="list-style-type: none"> • Departments contact Procurement Services with purchase need. • Procurement Services determines the best method for procurement: <ul style="list-style-type: none"> •Purchase Order (or); •Formal Bid •Competitive quotes are required • A purchase order in this dollar range will route through Procurement for approval
\$150,000 and greater	A PO in this dollar range is the result of a formal bidding process

Template [Copy and paste into your word document]

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