

Department of Homeland Security Acquisition Manual



October 2009

HSAM - RECORD OF NOTICES
October 2009 Edition

HSAM NOTICE NUMBER	DATE OF CHANGE	REPLACEMENT PAGES
2010-01	October 30, 2009	Pages 3-5 to 3-7; 4-9; 5-1 to 5-7; 7-3 to 7-4; 15-2 to 15-3; 16-1 to 16-4; 18-1; 19-6; Appendix D through F; and Appendix X.
2010-02	December 16, 2009	TOC HSAM Appendices; pages 3-5 to 3-7; 5-7; 9-1 to 9-2.1; and, Appendices E, F, and I.
2010-03	February 26, 2010	Pages 9-2 to 9-2.1; 22-1 to 22-2; 22-8; and, 49-1.
2010-04	March 23, 2010	Page 49-1 (page 49-2 added).
2010-05	April 22, 2010	Pages 5-7 to 5-9; pages 9-2 to 9-2.2; pages 49-1 to 49-2; and, Appendix F.
2010-06	June 10, 2010	Pages 16-1 to 16-6 and add new Appendix Y.
2010-07	August 31, 2010	Appendices TOC; pages 4-14 to 4-18; pages 5-6 to 5-9; page 9-1; page 9-9; pages 16-4 to 16-6; page 41-1; page 43-1 to 43-2; page 50-1; page 53-2; and, Appendices C and J.
2010-08	August 23, 2010	Entire HSAM Chapter 3007 and Appendix H.
2011-01	November 2, 2010	Appendices TOC; pages 15-2 through 15-6; and new Appendix Z
2011-02	February 28, 2011	Pages 18-1 to 18-2; pages 22-2 and 22-10; and Appendix A
2011-03	April 6, 2011	Appendices TOC; page 30-1; pages 32-6 through 32-9; pages 34-1 through 34-3; pages 39-1 through 39-2; pages 42-1 through 42-9; page 49-2; Appendix V-1 to V-17 (Pages V-5 to V-11 are posed separately at OCPO-APL website0; and, Appendix W-1 through W-8.
2011-04	April 18, 2011	Appendices TOC; pages 8-1 through 8-3, 13-1 through 13-4, 15-1 through 15-7, 16-5 through 16-6; and add new Appendix AA.

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2011-05	June 21, 2011	Appendices TOC; pages 4-1, 4-11 through 4-11.1, 5-4 through 5-9, 6-1 through 6-4, 8-1 through 8-3, 16-4, 19-1, 19-3 through 19-4, 32-8 through 32-10, 36-3, 53-1 through 53-3; and, Appendices A (pg A-1), G (pgs G-1 through G-32), L (new pgs L-4 through L-6), Q (pg Q-2), and U (pgs U-1 through U-11).
2011-06	June 29, 2011	HSAM Chapter 3007 (pages 7-1 thru 7-20) and Appendix H (Version 6.1).
2011-07	August 5, 2011	Pages 42-1 and 43-1 through 43-2.
2011-08	September 12, 2011	Pages 15-1, 15-6 through 15-7, and 42-8 through 42-9.
2012-01	January 6, 2012	Entire HSAM Appendix AA, Debriefing Guide.
2012-02	February 3, 2012	Pages 19-3, 42-1, 42-5 through 42-10 and global change from "COTR" to "COR".
2012-03	February 7, 2012	Pages 7-3 and 7-9 through 7-11.
2012-04	March 8, 2012	Pages 9-2.1 through 9-2.2.
2012-05	April 17, 2012	Pages 4-2 through 4-2.1, and 4-13 through 4-19.
2012-06	May 2, 2012	Appendices TOC, pages 32-1 through 32-2, 32-5 through 32-11, 33-1 through 33-2, and new Appendix AB (AB-1 through AB-14).
2012-07	August 15, 2012	Pages 16-6 through 16-7.
2012-08	September 17, 2012	Appendix H pages H-1, H-6, H-11, H-23, H-30, and H-39.
2012-09	September 24, 2012	Pages 41-1 through 41-2.
2012-10	September 28, 2012	Appendix I (pages I-1 through I-54).
2013-0	November 20, 2012	Appendices TOC, pages 1-2, 1-11, 2-1, 4-11, 4-11.1, 5-3 through 5-9, 7-1 through 7-17, 32-7, 32-8, 42-1 through 42-10, Appendix D, Appendix E, Appendix H (H-1 through H-74), Appendix W (W-1 through W-10), and Appendix AC (AC-1 through AC-4).
2013-02	December 19, 2012	Pages 7-2 through 7-3, 7-5, 7-7 through 7-8, and Appendix H (pages H-1 and H-10 only).

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2013-03	January 17, 2013	Chapter 3007 (pages 7-2 through 7-6) and Appendix H (pages H-1, H-5, and H-10).
2013-04	February 28, 2013	Revisions are on pages 5-7, 9-1, 9-2.1, 9-4, 9-5, 9-8, 9-9, and D-1 (Appendix D).
2013-05	April 30, 2013	Revisions made to Chapter 3006 (pages 6-1 and 6-2), Appendix B, Appendix G (pages G-8 through G-10, G-20 through G-23, and G-25).
2013-06	May 31, 2013	Chapter 3007 (all pages), Appendix C, and Appendix AB (pg AB-2).
2013-07	July 31, 2013	Appendices TOC, pgs. 4-16, 4-17, 5-1, 5-3, 17-4, 17-5, 17-7 through 17-10, 17-14 through 17-17, Appendix C, and Appendix E.
2013-08	August 30, 2013	Chapter 3009 (all pages), Chapter 3018 (pg 18-1), Chapter 3027 (pg 27-1), Chapter 3032 (pgs 32-10 and 32-11), Chapter 3042 (pgs 42-2 through 42-4, 42-6, 42-9 and 42-10), and Appendix S (pgs S-2 through S-6).
2014-01	November 29, 2013	Chapter 3007 (pgs 7-8 through 7-10) and Chapter 3025 (pg 25-1).
2014-02	December 31, 2013	Revisions are on pages 7-8, 7-17, 19-6, and removed Appendix X (all pages).
2014-03	January 31, 2014	Chapter 3010 (pgs 10-1 through 10-4).
2014-04	February 28, 2014	Chapter 3049 (pgs 49-1 through 49-2) and added new Appendix AD.
2014-05	March 20, 2014	Chapter 3007 (pgs 7-18 through 7-20).
2014-06	March 31, 2014	Chapter 3007 (pgs 7-1, 7-4, and 7-12 through 7-14), Chapter 3010 (pg 10-1), Chapter 3019 (pg 19-3), Chapter 3042 (pg 42-2), added Appendix X, and removed Appendix V.
2014-07	April 30, 2014	Chapter 3006 (pg 6-2) and Chapter 3007 (pg 7-6).
2014-08	June 30, 2014	Chapter 3007 (table on pg 7-13), Chapter 3009 (pgs 9-1 through 9-6) and numerous conforming changes throughout the HSAM to make changes required as a result of the positive law codification of Title 41 implemented in the FAR on May 29, 2014.

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2014-09	July 9, 2014	Chapter 3017 (pgs 17-1, 17-3, 17-5, 17-7, 17-9, and 17-15 through 17-22).
2015-01	December 31, 2014	Chapter 3003 (pgs 3-1 and 3-4) and Chapter 3010 (pg 10-2).
2016-01	March 31, 2016	Chapter 3007 (pgs 7-12 through 7-14, and 7-20), Chapter 3008 (pg 8-2), Chapter 3009 (pg 9-2) Chapter 3016 (pgs 16-8 and 16-9), Chapter 3017 (pg 17-13), Chapter 3019 (pg 19-3), Appendix B (pg B-1), and Appendix AA (pg AA-8 and AA-22).
2016-02	April 29, 2016	HSAM TOC (HSAM Appendices), Chapter 3019 (all pages), Chapter 3036 (pgs 36-3 and 36-4), Appendix B (pg B-1), and Appendix AC (AC-1).
2016-03	May 31, 2016	HSAM TOC (HSAM Appendices), Chapter 3004 (pgs 4-2, 4-4 through 4-6, 4-12, 4-17, 4-21 and 4-22), Chapter 3007 (pgs 7-4 through 7-6, 7-8, and 7-11), Chapter 3008 (pgs 8-1 and 8-2), Chapter 3015 (pgs 15-1 through 15-4), Chapter 3016 (pg 16-9), and Appendix G (all pgs).
2016-04	June 30, 2016	Chapter 3016 (pg 16-4)
2016-05	August 10, 2016	Chapter 3005 (pgs 5-1, 5-3 through 5-6, 5-8, and 5-9)
2017-01	December 30, 2016	HSAM Appendices TOC, Chapter 3015 (all pages), Chapter 3032 (pgs 32-1, 32-6 through 32-8, and 32-10 through 32-12), Chapter 3042 (pgs 42-1 through 42-5, 42-7, 42-8, and 42-12), and Appendix U (all pages).
2017-02	February 28, 2017	Chapter 3007 (pgs 7-5 through 7-7) and Chapter 3046 (pgs 46-1, 46-3, and 46-5).
2017-03	June 30, 2017	Chapter 3008 (pgs 8-1 and 8-3), Chapter 3013 (pgs 13-1 through 13-4), Chapter 3015 (pgs 15-1, 15-3 and 15-4), Chapter 3016 (pgs 16-5 through 16-7), Chapter 3036 (pgs 36-4 and 36-5), and Appendices B and AC
2017-04	August 31, 2017	Chapter 3004 (pgs 4-2 through 4-11, 4-14, 4-16, 4-18, 4-21 and 4-22), Chapter 3007 (pg 7-6), and Appendix G

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2017-05	September 29, 2017	Chapter 3006 (pg 6-1), Chapter 3008 (pgs 8-1 and 8-2), Chapter 3015 (pgs 15-4, 15-5, 15-8 and 15-9), Chapter 3016 (pg 16-5 and 16-6), and Chapter 3039 (all pgs)
2018-01	December 29, 2017	Chapter 3004 (pg 4-22), Chapter 3025 (all pages), Chapter 3033 (pg 33-2), Chapter 3042 (pg 42-1), and Appendix G (pg G-4)
2018-02	March 30, 2018	HSAM Appendices TOC, Chapter 3004 (pg 4-21), Chapter 3005 (pgs 5-1 and 5-3 through 5-5), Appendix D (all pgs), Appendix E (all pgs), and Appendix F (Removed and Reserved)
2018-03	April 30, 2018	Chapter 3003 (pgs 3-1 and 3-5), Chapter 3011 (pg 11-1), Chapter 3042 (pgs 42-1, 42-6 and 42-7), and Appendix A (pg A-1)
2018-04	June 29, 2018	HSAM Appendices TOC, Chapter 3001 (pgs 1-7 and 1-10), Chapter 3003 (pg 3-2), Chapter 3006 (all pgs), Chapter 3008 (pg 8-1), Chapter 3012 (all pgs), Chapter 3014 (all pgs), Chapter 3015 (pg 15-1), Chapter 3016 (pg 16-9), Chapter 3017 (17-2, 17-12, 17-13, and 17-21 through 17-23), Chapter 3019 (pgs 19-4, 19-5 and 19-7), Chapter 3022 (pgs 22-4 and 22-6), Chapter 3023 (all pgs), Chapter 3027 (pg 27-1), Chapter 3031 (pg 31-1), Chapter 3032 (pgs 32-2, 32-4, 32-8 and 32-10), Chapter 3033 (pgs 33-1 and 33-2), Chapter 3036 (pgs 36-3, 36-4, 36-5 and 36-7), Chapter 3037 (pgs 37-3, 37-4 and 37-7), Chapter 3042 (pgs 42-1, 42-3, 42-5, 42-7 and 42-9), Chapter 3048 (all pgs), Chapter 3049 (49-1), Appendix W (all pgs) and Appendix AD (all pgs)
2019-01	October 31, 2018	HSAM Appendices TOC, Chapter 3007 (7-13), Chapter 3017 (17-16 through 17-21), Chapter 3019 (19-3), Appendix H and Appendix I
2019-02	February 28, 2019	HSAM Appendices TOC, Chapter 3004 (4-20), Chapter 3007 (7-2 and 7-3), Chapter 3017 (17-5 through 17-17), Appendix D (D-1), and Appendix V (all pgs)

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2019-03	March 29, 2019	Chapter 3002 (2-1), Chapter 3004 (4-21), Chapter 3007 (7-1, 7-19, and 7-20)
2019-04	May 31, 2019	Chapter 3006 (6-3 and 6-4)
2019-05	June 28, 2019	Chapter 3005 (5-1 through 5-4 and 5-6), Chapter 3017 (17-6, 17-7, and 17-11 through 17-13), Chapter 3053 (53-1 and 53-2), Appendix D (D-1), Appendix E (E-1), and Appendix Q (all pgs)
2019-06	July 31, 2019	Chapter 3006 (6-2 and 6-3), Chapter 3011 (11-1) Chapter 3013 (13-4), and Chapter 3025 (25-2 through 25-4)
2020-01	October 31, 2019	Chapter 3053 (all pgs.) and Appendix E
2020-02	November 29, 2019	HSAM Appendices, Chapter 3001 (1-8), and Chapter 3017 (17-2, 17-15, 17-21, and 17-23 through 17-25)
2020-03	December 31, 2019	Chapter 3004 (4-4 through 4-6, 4-8, 4-13 through 4-16, 4-23, and 4-24), Chapter 3007 (7-1 through 7-6, 7-8, and 7-14), and Appendix G (all pgs)
2020-04	January 31, 2020	HSAM Appendices TOC, Chapter 3004 (4-3, 4-15, 4-22, 4-23 and 4-25), Chapter 3007 (7-1, and 7-3 through 7-9), Chapter 3015 (15-2 and 15-3), Chapter 3034 (34-1 and 34-3), Appendix W (W-6), and Appendix Z (all pgs)
2020-05	February 28, 2020	Chapter 3001 (1-5, 1-7 and 1-8), Chapter 3002 (2-1), Chapter 3003 (3-2), Chapter 3004 (4-5), Chapter 3007 (7-9 and 7-10), Chapter 3008 (8-2 and 8-3), Chapter 3009 (9-5), Chapter 3012 (12-1), Chapter 3015 (15-1), Chapter 3016 (16-4 and 16-5), Chapter 3017 (17-2, 17-6 and 17-7), Chapter 3022 (22-3 and 22-8), Chapter 3031 (31-1), Chapter 3032 (32-4 and 32-5), Chapter 3034 (all pgs), Chapter 3042 (42-8), Chapter 3048 (48-2) and Chapter 3049 (49-1)

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2020-06	March 31, 2020	Chapter 3001 (1-6 and 1-8), Chapter 3003 (3-2 through 3-4), Chapter 3004 (4-8, 4-12, 4-13, 4-14, 4-16, 4-22 and 4-23), Chapter 3005 (5-6), Chapter 3006 (6-4), Chapter 3007 (7-4, 7-6, 7-10, and 7-14), Chapter 3008 (8-2 and 8-3), Chapter 3009 (9-5 and 9-6), Chapter 3011 (11-1), Chapter 3016 (16-4 and 16-5), Chapter 3019 (19-4 and 19-5), Chapter 3022 (22-6 and 22-9), Chapter 3031 (31-1), Chapter 3032 (32-2, 32-3, 32-4, 32-5 and 32-8), Chapter 3033 (33-2), Chapter 3041 (41-1), Chapter 3042 (42-7), Chapter 3048 (48-1 and 48-2), and Chapter 3049 (49-1)
2020-07	April 30, 2020	Appendix I (I-1) and Appendix Z (Z-3 and Z-6)
2020-08	May 29, 2020	Chapter 3003 (3-3), Chapter 3004 (4-19), and Appendix V (V-1 and V-3)
2020-09	June 30, 2020	Chapter 3004 (4-5) and Chapter 3022 (22-2)
2020-10	July 31, 2020	Chapter 3001 (1-6 & 1-7), Chapter 3006 (6-3), Chapter 3016 (16-7), and Appendix L (L-5)
2021-01	November 30, 2020	Chapter 3008 (8-1 and 8-2), Chapter 3015 (15-8 and 15-9), Chapter 3016 (16-5), Chapter 3017 (17-1 and 17-3 through 17-6), Chapter 3032 (32-6 through 32-9) and Appendix D (D-1)
2021-02	January 29, 2021	HSAM Appendices TOC, Chapter 3005 (5-2), Chapter 3008 (8-2), Chapter 3013 (13-2), Chapter 3015 (15-10), Chapter 3016 (16-5 and 16-6), Chapter 3017 (17-5, 17-6, 17-12, 17-14 and 17-25), Appendix D (all pgs), Appendix AA (all pgs) and Appendix Z (Z-5 and Z-11)

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2021-03	March 30, 2021	Chapter 3005 TOC, Chapter 3008 TOC, Chapter 3010 TOC, Chapter 3011 TOC, Subchapter 3011.1, Chapter 3019 TOC, Subchapter 3019.5, Chapter 3022 TOC, Subchapter 3022.15, Chapter 3025 TOC, Chapter 3032 TOC, Chapter 3034 TOC, Chapter 3035 TOC, Chapter 3046 TOC, Subchapter 3046.790, Subchapter 3047.2, Chapter 3049 TOC and Subchapter 3049.4 (pg 1), Subchapter 3050.1 (pg 1), Appendix A, and Appendix T (pg T-1)
2021-04	April 30, 2021	HSAM Record of Notices, Chapter 3003 TOC, Subchapter 3003.7, Subchapter 3003.8, Subchapter 3003.9 (pg 1), and Chapter 3022 TOC (pg 1)
2021-05	May 28, 2021	Subchapter 3002.1, Subchapter 3003.10, Subchapter 3007.2, Subchapter 3010.0, Subchapter 3015.4, Chapter 3016 TOC, Subchapter 3016.1, Subchapter 3016.4, Subchapter 3016.5, Subchapter 3017.2, Subchapter 3017.5, Subchapter 3017.71, and Appendix L
2021-06	June 30, 2021	HSAM Appendices TOC, Subchapter 3015.4, Subchapter 3022.13, Chapter 3025 TOC, Subchapter 3025.0, Subchapter 3025.1, Subchapter 3025.2, Subchapter 3025.70, Appendix AA, and Appendix AE
2021-07	July 30, 2021	Subchapter 3004.71, Subchapter 3005.3, Chapter 3007 TOC and Subchapter 3007.5
2022-01	November 30, 2021	Chapter 3039 TOC, Subchapter 3039.2, and Appendix Z
2022-02	January 31, 2022	Subchapter 3004.4, Subchapter 3004.13, Chapter 3007 TOC, Subchapter 3007.2, Subchapter 3025.1, Subchapter 3025.2, Subchapter 3025.70, Chapter 3036 TOC, Subchapter 3036.2, Subchapter 3036.6, Appendix AA, and Appendix AE

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2022-03	March 31, 2022	HSAM Appendices, Subchapter 3004.4, Subchapter 3004.6, Subchapter 3005.3, Chapter 3009 TOC, Subchapter 3009.1, Subchapter 3009.4, Chapter 3017 TOC, Subchapter 3017.7, Subchapter 3017.72, Appendix D, Appendix H, and Appendix AF
2022-04	June 30, 2022	Chapter 3005 TOC, Subchapter 3005.2, Subchapter 3005.3, Subchapter 3017.2, Subchapter 3032.7, Subchapter 3039.1, Subchapter 3049.1, and Appendix AD
2022-05	August 31, 2022	Subchapter 3001.3, Subchapter 3004.70, Subchapter 3006.3, Subchapter 3006.5, Subchapter 3007.1, Subchapter 3007.2, Subchapter 3008.4, Subchapter 3016.5, Subchapter 3048.1, Subchapter 3048.2, and Appendix L
2022-06	October 3, 2022	Chapter 3004 TOC, Subchapter 3004.8, Subchapter 3004.70, Chapter 3006 TOC, Subchapter 3006.3, Chapter 3007 TOC, Subchapter 3007.1, Chapter 3008 TOC, Subchapter 3008.4, Chapter 3009 TOC, Subchapter 3009.1, Chapter 3013 TOC, Subchapter 3013.5, Subchapter 3016.5, Chapter 3026 TOC, Subchapter 3026.2, Subchapter 3032.7, Chapter 3045 TOC, and Subchapter 3045.6
2023-01	October 31, 2022	Subchapter 3004.4, Chapter 3006 TOC, Subchapter 3006.3, and Subchapter 3007.1
2023-02	November 30, 2022	Subchapter 3004.70 and Subchapter 3004.71
2023-03	December 30, 2022	Subchapter 3037.1
2023-04	January 31, 2023	HSAM Appendices, Subchapter 3007.2, Chapter 3025 TOC, Subchapter 3025.71, Appendix AG, and Appendix AH
2023-05	February 28, 2023	HSAM Appendices TOC, Subchapter 3004.4, Chapter 3018 TOC, Subchapter 3018.2, Appendix G

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2023-07	April 28, 2023	HSAM Appendices, Chapter 3001 TOC, Subchapter 3001.1, Chapter 3004 TOC, Subchapter 3004.4, Subchapter 3004.6, Chapter 3006 TOC, Subchapter 3006.1, Chapter 3008 TOC, Subchapter 3008.4, Chapter 3012 TOC, Subchapter 3012.2, Chapter 3013 TOC, Subchapter 3013.1, Chapter 3014 TOC, Subchapter 3014.4, Chapter 3015 TOC, Subchapter 3015.3, Subchapter 3016.5, Chapter 3025 TOC, Subchapter 3025.0, Subchapter 3025.1, Subchapter 3025.2, Appendix AA
2023-08	May 31, 2023	Subchapter 3019.8 and Appendix X
2023-09	June 30, 2023	Subchapter 3007.1, Subchapter 3016.5, Subchapter 3017.2, Appendix L
2023-10	July 31, 2023	HSAM TOC, HSAM Appendices TOC, Subchapter 3003.9, Chapter 3004 TOC, Subchapter 3004.4, Subchapter 3004.71, Subchapter 3007.1, Subchapter 3010.0, Chapter 3012 TOC, Subchapter 3012.1, Subchapter 3012.3, Subchapter 3012.4, Chapter 3013 TOC, Subchapter 3013.5, Subchapter 3015.4, Subchapter 3015.6, Subchapter 3023.4, Chapter 3032 TOC, Subchapter 3032.0, Subchapter 3032.1, Subchapter 3032.2, Subchapter 3032.4, Subchapter 3032.7, Subchapter 3042.5, Appendix E, Appendix F, Appendix G, Appendix S, Appendix Y
2023-11	September 29, 2023	Chapter 3009 TOC and Subchapter 3009.1
2024-01	November 30, 2023	Subchapter 3004.4 and Appendix X
2024-02	December 29, 2023	Chapter 3004 TOC and Subchapter 3004.23
2024-03	March 29, 2024	Subchapter 3004.8

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2024-04	May 31, 2024	Subchapter 3004.5, Subchapter 3008.4, Subchapter 3015.4, Subchapter 3025.71, Subchapter 3032.70, Subchapter 3042.1, Subchapter 3042.2, Subchapter 3042.270, Subchapter 3042.7, Appendix U, and Appendix W
2024-05	June 10, 2024	Appendix D
2024-06	June 28, 2024	Subchapter 3004.71, Subchapter 3017.5, Subchapter 3022.8, Chapter 3047 TOC, Subchapter 3047.5, Appendix P, Appendix Z, and Appendix AI
2024-07	July 31, 2024	Subchapter 3004.8, Subchapter 3004.71, Subchapter 3010.0, Chapter 3013 TOC, and Subchapter 3013.3
2024-08	September 6, 2024	Chapter 3050 TOC, Subchapter 3050.0, and Subchapter 3050.1
2024-09	October 1, 2024	HSAM Table of Contents, Subchapter 3017.2, Subchapter 3017.5, Subchapter 3017.71, Subchapter 3032.70, Subchapter 3042.270, Appendix D, Appendix S, and Appendix W
2025-01	October 31, 2024	HSAM Appendices TOC, Chapter 3036 TOC, Subchapter 3036.2, Subchapter 3036.6, Appendix D, Appendix AC

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CHAPTER 3001 FEDERAL ACQUISITION REGULATIONS SYSTEM

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Subchapter 3001.1 Purpose, Authority, Issuance

3001.101 Purpose.

The Department of Homeland Security Acquisition Manual (HSAM) is issued by the Chief Procurement Officer (CPO). It establishes for the Department of Homeland Security uniform department-wide acquisition procedures, which implement or supplement the Federal Acquisition Regulation (FAR) and the Homeland Security Acquisition Regulation (HSAR), and other agency regulations and statutory requirements.

3001.102 Reserved.

3001.103 Authority.

The HSAM is issued pursuant to the DHS Delegation Number 0702, Delegation to the Senior Procurement Executive and MD Number 0003, Acquisition Line of Business Integration and Management or successor directive.

3001.104 Applicability.

All acquisitions within the Department shall follow this manual unless otherwise excluded by the FAR, HSAR, or this manual. Public Law 110-161, the Consolidated Appropriations Act of 2008, division E, Title V, section 568, removed section 114(o) of Title 49 effective June 23, 2008 for Transportation Security Administration (TSA). This section previously exempted the TSA from the FAR and associated departmental acquisition supplements. Accordingly, as a result of Public Law 110-161, the HSAM applies after June 23, 2008 to the TSA. (See HSAR 3001.104(b).)

3001.105 Issuance.

3001.105-170 Publication of HSAM.

(a) This manual is issued electronically on the Internet at <http://www.dhs.gov/hsam>.

3001.105-270 Arrangement of HSAM.

(b) *Numbering.*

(1) This manual conforms to the arrangement and numbering system prescribed by FAR 1.105. HSAM addresses the specific paragraphs for which supplementation or implementation applies. For example, this paragraph supplements FAR 1.105-2(b)(1); therefore, the only paragraphs cited in HSAM 3001.105-270 are paragraphs (b) and (1).

(2) HSAM coverage is identified by the prefix “30” and followed by the complete HSAM cite which may be down to the subparagraph level (e.g., HSAM 3001.105-3).

(3) Coverage in the HSAM that supplements the FAR will use chapter, subchapter, section and subsection numbers ending in "70" through "89" (e.g., HSAM 3001.202-70).

(4) Coverage in the HSAM, other than that identified with a "70" or higher number, that implements the FAR or HSAR will use the identical number sequence and caption of the FAR or HSAR segment being implemented which may be down to the subparagraph level (e.g., HSAM 3001.105-3(a)).

(c) *References and citations.* This manual may be referred to as the Homeland Security Acquisition Manual or the HSAM. Cross references to the FAR, HSAR, or HSAM in this manual will be cited by "FAR", "HSAR", or "HSAM" followed by its numbered cite. As an electronic document, the HSAM contains many links (identified by blue print) to the word or term referenced in the text.

3001.105-3 Copies.

(a) The HSAM is issued electronically and a loose-leaf version may be downloaded at <http://www.dhs.gov/hsam>. No hardcopy distribution will be made.

3001.106 OMB approval under the Paperwork Reduction Act.

Prior to obligating funds and entering into a contractual agreement for information collection activities, the contracting officer shall obtain a clearance and approval from the Office of Management and Budget (OMB). The SF-83, Request for OMB Review, shall be used to request OMB's review and approval. Components' Paperwork Clearance Officers are available to assist in preparing the information collection justification for the SF-83.

(a) *Data collection under proposed contracts.* SF-83s shall be forwarded to the Office of the Chief Information Officer (CIO), for processing to OMB. Early coordination with Paperwork Clearance Officers prior to release of the solicitation should prevent delays caused by the requirement to obtain OMB approval.

(b) *Data collection under HSAR Supplements.* An SF-83, along with the calculations used to derive the numbers shown on the SF-83, shall be forwarded to the CPO along with the proposed HSAR Supplement coverage (see HSAM 3001.304) for coordination.

Subchapter 3001.2 Administration

3001.202-70 Departmental compliance with the FAR, HSAR, and HSAM.

Personnel with questions concerning the FAR, HSAR, and HSAM may utilize the Acquisition Policy Staff List to identify the appropriate individual to contact within the DHS Office of Chief Procurement Officer (OCPO).

Subchapter 3001.3 Agency Acquisition Regulations

3001.301 Policy.

(a)(1) *Delegations of FAR and HSAR procurement authority.* The following is applicable with respect to delegations of FAR and HSAR procurement authority included in this manual:

(i) *Agency head delegations.* Certain FAR and HSAR functions are non-delegable and reserved by the Secretary. All reserved and delegated functions (either to the Office of the Secretary (OSDHS) or the Components) are indicated in the applicable chapters of this manual. Lower organizational levels for FAR and HSAR agency head functions shall be authorized by the CPO (who will coordinate with other DHS officials as deemed appropriate).

(ii) *Head of the Contracting Activity (HCA) functions.* Certain FAR and HSAR functions which are non-delegable and reserved for the HCA or equivalent organizational level are indicated in the applicable chapter of this manual. For delegable functions, compliance with the level indicated in the applicable chapter of this manual or the HSAR is required unless otherwise authorized by the HCA. The HCA may retain both delegable and non-delegable functions assigned to the HCA. Approved HCA functional delegations which are different from those specified in this manual shall be in writing and stored in a centralized location within the Component. A copy of the delegation shall be submitted to the CPO within 30 days of issuance. The HCA retains authorities in this manual for delegations to the Chief of the Contracting Office (COCO) when COCOs have not been designated within the Component.

(iii) Authorities of this manual, except for those defined in (i) or (ii) above, may be assigned to a higher level within the Component unless specified otherwise. HSAM authorities reassigned or redelegated by a Component pursuant to this subparagraph shall be in writing and stored in a centralized location within the Component. A copy of the assignment/redelegation shall be submitted to the CPO within 30 days of issuance.

(2) Agency head approval or delegation requests must be prepared in the format established by the DHS Office of the Executive Secretary (ESEC), available at DHSConnect. Components shall ensure proper coordination through their ESEC Component's Liaison official and allow adequate time for processing agency head approval or delegation requests through the CPO as designated in this Manual.

3001.301-70 Amendment of HSAM.

(a) HSAM changes may be the result of suggestions by internal DHS personnel, other Government agencies, or the public. Submit proposed changes to this manual, along with the rationale for the change, to the Executive Director, Acquisition Policy and Legislation (APL) (or through the HSAM Feedback and Change Request Portal on DHSConnect at the OCPO policy page under Regulations, Supplements & Deviations and click on HSAM).

(b) The HSAM is maintained by OCPO in electronic form. Maintenance of the HSAM will be made through the HSAR/HSAM change process.

(1) *HSAM Chapters*. This manual will contain internal DHS acquisition procedures within chapters that supplement or implement FAR and HSAR material.

(2) *HSAM Notices*.

(i) Updates to the HSAM will be summarized in a HSAM Notice. The APL Executive Director will transmit HSAM Notices to alert HCAs of HSAM changes. HSAM Notices are also published on DHSConnect at the OCPO Acquisition Policy page under the HSAM tab. When a HSAM Notice is issued, the electronic HSAM is updated to incorporate the changes.

(ii) HSAM Notices disseminate information relevant to the HSAM and are normally integrated into the HSAM. When necessary, a HSAM Notice may occasionally contain new material that is issued quickly without following the HSAR/HSAM change process before its release. However, subsequent to its issuance, the HSAM Notice will be reviewed using the HSAR/HSAM change process and change pages to the HSAM Chapters will be issued as appropriate.

(3) *HSAM Appendices, Attachments, and Exhibits*. At the end of the HSAM, Notices, and Bulletins, appendices may be used to provide supplementary material not suitable for insertion in the HSAM issuance itself (e.g., tables, other agency issuances). Appendices may contain attachments with or without exhibits. Attachment(s) supplement the appendix, and exhibit(s) supplement the attachment. Both are made part of the appendix.

3001.301-71 Effective date of HSAM Notice.

Unless otherwise stated, the following applies—

(a) Statements in HSAM Notices that the content is "effective upon receipt," "upon a specified date," or that changes set forth in the document are "to be used upon receipt," mean that any new or revised procedures or forms shall be used when issuing solicitations, contracts, or modifications thereafter; and

(b) If solicitations are already in process or negotiations complete when the HSAM Notice is received, the new procedures or forms need not be used if it is determined by the Chief of the Contracting Office (COCO) that it would not be in the best interest of the Government. In no case shall the authority be delegated below the level of COCO.

3001.301-72 HSAM Notice numbering.

HSAM Notices will be numbered consecutively on a fiscal year basis beginning with number "01" prefixed by the fiscal year (e.g., 2010-01).

3001.304 Agency control and compliance procedures.

(a) DHS's goal is to ensure the HSAR and HSAM are consistent with the FAR unless the FAR prescribes otherwise. Due to the lead time necessary to implement FAR changes, conflict or inconsistency may exist between the FAR, HSAR and HSAM. In those cases, the FAR takes precedence over the HSAR and HSAM.

(1) *Rulemaking requirements for agency acquisition regulations.* The Rulemaking process is required when an agency procurement policy, regulation, procedure, or form has a significant effect beyond internal operating procedures of the agency or has a significant cost or administrative impact on contractors or offerors. See 41 U.S.C. 1707 and FAR 1.301(b).

(2) *Proposed Component-Specific Regulations.* The authority to issue agency acquisition regulations is vested in the Secretary. DHS Delegation Number 00701 delegates this authority to the Chief Acquisition Officer. DHS Delegation Number 00702 further delegates this authority to the CPO. When a Component proposes to issue a Component-specific acquisition regulation, or use a solicitation provision or contract clause on a repetitive basis:

(i) the Component shall:

(A) Prepare a Rulemaking notice to incorporate the proposed regulation into the HSAR as a supplemental regulation that pertains only to that Component. The Component shall apply the numbering conventions at HSAR 3001.303 for incorporating Component-specific acquisition regulations into the HSAR.

(B) Coordinate the proposed regulation in accordance with Component internal procedures (including review by Component legal counsel) to ensure compliance with FAR 1.301 before submission of the proposed regulation and Rulemaking notice to the CPO.

(ii) The proposed regulation shall be approved by the HCA, without redelegation, and submitted to the CPO for review and approval at the initial stages of the regulatory process (i.e., before proceeding to the public comment process); include a Paperwork Reduction Act (see HSAM 3001.404(a)(2)) and Regulatory Flexibility Act analysis, as appropriate; and be supported by a justification of need for the regulation.

(iii) The regulation shall be signed by the CPO and must be integrated within the HSAR with access on the Internet at <http://www.dhs.gov/publication/hsar>.

(iv) The CPO shall evaluate all proposed regulations to determine if the substance could apply to other Components (and to determine if the substance could apply to other agencies and to make recommendation for inclusion in the

FAR). If the CPO determines the proposed regulation should apply to all Components, the proposed regulation will be amended accordingly by the OCPO and finalized by the OCPO. If the CPO determines the proposed regulation should apply to another Component or several other Components but not all of them, the Component seeking the approval shall coordinate the regulation with the other affected Component(s), amend it accordingly, and resubmit the amended Rulemaking notice for CPO approval. If another Component is seeking to adopt a Component-specific regulation that has been previously approved by the CPO, that Component shall prepare a separate Rulemaking notice for CPO consideration.

(3) Each HCA may implement internal component acquisition procedures, which shall:

(i) Contain no material which duplicates unless necessary for clarity (this is expected to be minimally required), paraphrases, or is inconsistent with the contents of the FAR, HSAR, and this manual;

(ii) Be consistent with the policies and procedures of the FAR, HSAR, this manual, and other Departmental guidance and follow the format, arrangement, and numbering system specified in HSAM 3001.105-270 and HSAM 3001.301-70 to the extent practicable; and

(iii) Be reviewed, as deemed appropriate, in accordance with internal operating procedures and the following:

(A) Components shall provide an electronic version of promulgated internal Component-wide acquisition guidance implementing or supplementing this manual to the CPO.

(B) The HCA is responsible for ensuring that contracting offices limit their promulgation of internal Component acquisition procedures and, if procedures are necessary, to ensure they comply with subparagraphs (1) and (2) above.

Subchapter 3001.4 Deviations from the FAR, HSAR, and HSAM**3001.403 Individual deviations.**

(a) The HCA, without delegation, is authorized to grant individual deviations, except when this authority has been otherwise assigned by regulation (See FAR 1.405 regarding requests for deviations from treaty requirements), statute (e.g., most Cost Accounting Standards (CAS) deviations must be granted by the CAS Board) or this manual. All deviations shall:

- (1) Be coordinated with legal counsel (include evidence of coordination with the record);
- (2) Cite the specific part of the FAR, HSAR, or this manual from which a deviation is required;
- (3) Set forth the nature of the deviation;
- (4) State the reasons for the action requested; and
- (5) State the known impact of the deviation.

(b) A copy of approved individual deviations shall be provided to the CPO within 5 working days of approval.

3001.404 Class deviations.

(a) The CPO is authorized to approve class deviations unless FAR 1.405(e) is applicable. Requests for class deviations to the FAR, HSAR, and this manual shall be endorsed by the HCA before submitting the request to the DHS OCPO, Executive Director, Acquisition Policy and Oversight for processing and approval by the CPO. Submit all requests using the format at HSAM Subchapter 3001.403.

- (2) Suggested changes to the FAR, HSAR, and this manual should be transmitted to the DHS, OCPO, Executive Director, Acquisition Policy and Oversight, after review and approval of the HCA requesting the change. Recommended FAR changes determined appropriate by the CPO will be forwarded by the CPO to the Civilian Agency Acquisition Council (CAAC).

Subchapter 3001.6 Career Development, Contracting Authority, and Responsibilities

3001.601 General.

The CPO, without delegation, is authorized to establish a new contracting activity at DHS Headquarters and delegate authority to manage functions within the activity. The Secretary, Under Secretary of Management, CPO, and HCAs are considered contracting officers within DHS by virtue of their positions; no Certificate of Appointment is required.

3001.601-70 Designation of the Head of Contracting Activities and Chiefs of Contracting Offices.

(a) The CPO is delegated the authority to appoint HCAs. The Component shall nominate the individual in writing to the CPO by providing a copy of the individual's resume or other selection document which outlines the candidate's experience, education and training. The DHS HCA listing is available at Appendix A.

(b) HCAs, without redelegation, shall designate individuals as COCOs. Components shall submit a copy of the signed designation to the CPO within 5 days of issuance.

3001.602 Contracting officers

3001.602-2 Responsibilities.

Contracting officers may delegate limited responsibilities to an authorized representative(s) (e.g., Governmentwide commercial purchase card recipient, Contracting Officer's Representative (COR), etc.). Any delegation of responsibility shall be in writing to specified individuals (by name, not position) and clearly enumerate the delegated responsibilities and any limitations attached thereto. COR selection, training, certification, and appointment are discussed in HSAM 3042.270 and in Component policy.

3001.602-3 Ratification of unauthorized commitments.

(a) *Definitions.*

(1) "Ratifying official" means the individual having the authority to authorize the issuance of a contract award, purchase order, or other procurement instrument providing for the ratification of an unauthorized commitment.

(2) "Unauthorized commitment", as defined in FAR 1.602-3, includes, but is not limited to, any action by a person other than the contracting officer that results in: (i) continued performance by a contractor beyond the expiration date or the price established by the procurement instrument; or (ii) the commencement of performance of work in advance of issuance of a formal procurement instrument properly executed by a duly authorized contracting officer.

(b) *Policy.*

(2) The HCA, with authority to redelegate to no lower than the COCO, is delegated authority to ratify unauthorized commitments.

(c) *Limitations.*

(7) The following procedures shall be used for ratification of an unauthorized commitment:

- (i) It is the responsibility of the individual who made the unauthorized commitment to provide the following information to the ratifying official:
 - (A) A discussion describing the circumstances causing the unauthorized commitment;
 - (B) Reasons why normal procurement procedures were not followed;
 - (C) What bona fide Government requirement necessitated the commitment;
 - (D) Whether any benefit was received;
 - (E) The dollar value of the commitment and an evaluation of the contractor's effort in terms of appropriateness of the hours expended, type of labor used, and other costs expended;
 - (F) Rationale for the contractor selected and identification of other sources considered;
 - (G) Status of performance;
 - (H) Any other pertinent facts including invoices, receiving report, or other documentary evidence of the transaction;
 - (I) The signature, following the above information, of the employee who created the unauthorized commitment certifying to the accuracy of the information provided;
 - (J) Recommendations, signed by the employee's second level supervisor, for corrective action to preclude the situation from recurring; and
 - (K) A complete procurement request (i.e., DHS Form 700-20, Procurement Request or Component authorized funding document), including a certification that the funds included in the purchase request for

the ratifying action were available at the time the unauthorized commitment occurred.

(ii) If the individual who made the unauthorized commitment is not available, the office responsible for the commitment shall provide the information described in subparagraph (i) above with the name (vice signature) of the individual who made the unauthorized commitment.

(iii) A written contract, as defined under FAR 2.101, is not required to confirm the ratification of an unauthorized commitment. The contracting officer, on a case-by-case basis, shall decide if a contract or other written means would be appropriate for a particular situation. Such factors as the furnishing of Government property, promise of product delivery, dispute over invoiced prices, etc., are to be considered when determining if a contract will or will not be used.

(A) The complete file containing all the ratification documentation requirements of subparagraph (c)(7)(i) (also see (B) below), shall be provided to the ratifying official for a determination to ratify or not to ratify the action.

(B) Before ratification of an action, a letter requesting payment or an invoice from the contractor who provided the supply or service shall be received. If not already received, the contracting officer shall obtain an invoice after ratification for submission to the finance office.

(C) A memorandum signed by the contracting officer who approves the invoice shall be sent to the finance office along with the invoice. The original certified DHS Form 700-20, Procurement Request, (covering the total amount of the invoice), a copy of the ratifying official's ratification, and the document confirming the ratification (see subparagraph (iii) above), shall be attached to the memorandum.

(D) A copy of the memorandum, DHS Form 700-20, invoice, and original ratification documentation shall be retained in the contract office file.

(E) A letter explaining the disposition of the unauthorized commitment shall be sent to the contractor by the contracting officer if payment will not be made.

(iv) Each contracting office shall establish a file system to ensure those actions for which a ratification was requested can be identified with the documentation below in paragraphs (A) through (G). Each ratification request included in the office file shall be retained for 6 years and 3 months after final payment or after the ratifying official determines that the action will not be ratified. The office file pertaining to a ratification action shall contain the following:

- (A) The name of the office and person that made the unauthorized commitment;
- (B) A brief description of the commitment, the amount of the action, and a written determination, with supporting documentation, that either the request should not be ratified or that the ratified price is fair and reasonable;
- (C) The name of the firm or person to whom the commitment was made (if not in the ratification document);
- (D) The date the commitment was either ratified (if not in the ratification document) or not ratified;
- (E) A copy of the ratification document as applicable;
- (F) Evidence of legal counsel concurrence with any ratification that is 10 percent or more of the simplified acquisition threshold; and
- (G) Any disciplinary action taken or an explanation as to why none was considered necessary.

(d) *Nonratifiable commitments.* If an unauthorized commitment is disapproved for ratification (nonratifiable), the contracting officer shall promptly notify the individual who made the unauthorized commitment, in writing, stating the reasons for disapproval and recommending the individual obtain legal advice. The contracting officer shall also advise the individual that the nonratifiable commitment will not be paid in accordance with prescribed contracting methods of payment. If the unauthorized commitment involves the Governmentwide commercial purchase card or payment has already been made via the SMART PAY program, the responsible individual may be billed or other reimbursement action taken.

3001.603 Selection, appointment, and termination of appointment.

3001.603-1 General.

The HCA, with authority to redelegate to no lower than the COCO, is delegated authority to select, appoint, and terminate the appointment of contracting officers.

3001.603-2 Selection.

Acquisition Workforce Policy Number 064-04-011, Contracting Officer Warrant Program, establishes DHS policy and procedures on obtaining and maintaining contracting officer warrants.

3001.670 Responsibility of other Government personnel.

(a) Responsibility for the decision of what to buy and when to buy rests mainly with program and certain staff offices. Responsibility for determining how to buy, the conduct of the buying process, and execution of the contract rests with the contracting officer.

(b) Program personnel, using the contracting process to accomplish their programs, shall support the contracting officer in ensuring that:

- (1) Advanced Acquisition/Forecasts and Acquisition Plans are completed, as required;
- (2) Requirements are clearly defined and specified;
- (3) Competitive sources are solicited, evaluated, and selected;
- (4) Quality standards are prescribed and met;
- (5) Performance or delivery is timely;
- (6) Prices, estimated costs, and fees are reasonable; and
- (7) Files are documented to substantiate the judgments, decisions, and actions taken.

3001.671 Selection, Appointment and Termination of Non-Warranted Ordering Officials.

3001.671-1 General.

This policy applies only to non-warranted, non GS-1102 ordering officials placing orders in excess of the micro-purchase threshold. Contracts must have established fixed terms and prices, as ordering officials are not authorized to negotiate, determine price reasonableness or determine best value.

3001.671-2 Selection.

HCA (or written designee) must ensure that nominated ordering officials possess the necessary skills and abilities to successfully perform the assigned duties. DHS MD Number 0783, Ordering Official Certification, details the requirements for the DHS ordering officials.

3001.671-3 Procedures.

(a) Authority of ordering officials. If the HCA (or written designee) determines that the appointment of ordering officials is essential for the operation of the contracting mission, the following situations are authorized:

- (1) For contract actions deemed appropriate, a DHS non-warranted federal employee may be appointed as an ordering official to place delivery orders for supplies under DHS Electronic Mall (EMALL).

(2) For contract actions deemed appropriate, a DHS non-warranted federal employee may be appointed as an ordering official to place delivery orders for supplies against indefinite delivery contracts and blanket purchase agreements (BPAs), that were awarded by DHS contracting officers, provided the contract terms permit placement of the orders and orders placed are within monetary limitations specified in the contract.

(b) *Appointment of ordering officials.*

(1) *Documentation.* The HCA (or written designee) shall maintain a file of appointments, including waivers for temporary appointment and terminations, for all ordering officials.

(2) *Qualifications.* Appointees shall have sufficient knowledge and experience to perform ordering official duties. Appointees shall hold a DHS certification for ordering officials and must acknowledge the requirement to attend skills currency training during the appointment duration to maintain certification. Appointees shall be familiar with and comply with appropriate DHS regulations and be responsible for identifying any potential conflict of interests relating to their appointment.

(3) *Appointment.* Each ordering official shall be issued a unique appointment letter that delegates authority to the ordering official and that delineates his or her duties, responsibilities, and limitations of authority. The delegated authority may not be redelegated by the ordering official. The duties of the ordering official should be considered when determining the appropriate dollar level for the ordering authority. The written appointment must be signed and shall not contain authority to sign contractual documents, order contract changes, modify contract terms, or create any commitment or liability on the part of the Government different from that set forth in the contract.

(4) Upon receipt of the appointment, the ordering official shall advise the appointing authority in writing that he or she accepts the responsibilities. After acceptance of the appointment, the contractor (if appropriate), disbursing officers and other interested personnel are to be provided written notification of the name of the ordering official appointed to place orders, unless the ordering official is named in the contract.

(c) *Termination of ordering official appointment.* In accordance with DHS MD Number 0783, Section VI. B. Procedures, 2. Certification Application, states, "The Acquisition Certification Board will issue certifications, which will remain valid for four (4) years from the date issued, provided annual skills currency requirements are maintained."

(1) The ordering official appointment shall remain in effect until terminated by the HCA (or a designee identified in writing). Terminations of appointments shall be made in writing, except for terminations that result when contracts expire. Ordering officials shall acknowledge the appointment termination in writing. The HCA (or designee) is responsible for ensuring appointments are terminated when they are no longer valid or required.

(2) After termination of the appointment, the contractor, disbursing officers and other interested personnel shall be provided written notification of the name of the ordering official who has been terminated and the name of the replacement ordering official, if available.

3001.671-4 Specialized Training.

The HCA (or designee identified in writing) has the authority to require an eligible ordering official to complete additional specialized training, which is considered relevant to a particular contract for assignment. This specialized training is in addition to the certification requirements and may be required for the ordering official to meet the needs of the appointment.

3001.671-5 Temporary Appointment.

Individuals may be temporarily appointed as ordering officials prior to receiving acquisition certification and training under the following conditions:

(a) *Certification lacking.* Individuals who previously completed initial training, procurement ethics training and specialized training (if required), but who lack certification, may be temporarily appointed as an Ordering Official without a waiver.

(b) *Training lacking.* Individuals unable to complete initial training, procurement ethics training and specialized training (if required) prior to their ordering official appointment may obtain temporary appointments through a waiver. The HCA (or a designee identified in writing) is authorized to issue one-time waivers for temporary appointments of ordering officials prior to completion of procurement ethics training and specialized training (if required) in unusual and compelling circumstances. In addition, the following conditions must be met:

(1) The ordering official shall complete the Federal Acquisition Institute (FAI) on-line course "Contracting Orientation" (or equivalent) prior to temporary appointment. The procurement ethics training and specialized training (if required) must be completed within 60 days or the ordering official's temporary appointment shall be terminated.

(2) One-time waivers may not be extended or reissued beyond the initial 60-day period without CPO approval.

(c) Individual receiving temporary appointments must apply for ordering official certification within 60 days of temporary appointment. If the ordering official does not submit his or her acquisition certification application to the HCA (or a designee identified in writing) within 60 days of temporary appointment, or the application is denied, the temporary appointment shall be terminated.

3001.671-6 Surveillance of ordering officials.

(a) The HCA (or designee identified in writing) shall provide technical supervision of ordering officials and shall:

- (1) Annually review activities of ordering officials by physical inspection of purchase documents and records to ensure compliance with policies and demonstration of sound judgment.
- (2) Perform an inspection and document specific comments as to whether the ordering official is operating within the scope and limitations of authority delegated.
- (3) Maintain copies of inspection and review findings for three years in the files of ordering officials and of reviewers.
- (4) If it is discovered that an ordering official is not properly performing assigned duties or is failing to take prompt action to correct deficiencies noted in inspections or reviews, the ordering officer's appointment shall be promptly terminated.

CHAPTER	3002	DEFINITION OF WORDS AND TERMS
Subchapter	3002.1	Definitions
	3002.101	Definitions.

Subchapter 3002.1 Definitions.

3002.101 Definitions.

“*Acquisition Plan (AP)*” is a written document used to fulfill the acquisition planning requirements of FAR Parts 7 and 34. This includes all acquisitions, including contracts, task orders or delivery orders under Indefinite Delivery Vehicles, Federal Supply Schedules, Government-wide Agency Contracts, Blanket Purchase Agreements, and inter- and intra-agency acquisitions.

“*Competitive Sourcing Official*” is an inherently governmental agency official responsible for the implementation of the OMB Circular No. A-76 within DHS in accordance with HSAM Chapter 3007.

“*Component-wide contract*” means any contract vehicle or agreement established for use by a single DHS Component.

“*Department-wide contract*” means any contract vehicle or agreement established for use by DHS and its Component organizations. The term is used synonymously with “Strategic Sourcing” contract.

“*DHS Executive Agent*” means a designee of authority by DHS to one of its Component organizations to act on behalf of the Department for the development, award and administration of a Department-wide contract. The scope of the delegated authority is documented in the Executive Agent Designation Letter. A sample letter is available on the Strategic Solutions Office (SSO) intranet at <http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/oss/Pages/StrategicSourcing.aspx>.

“*DHS Head of the Contracting Activity (HCA) Council*” is an advisory body comprised of: the Chief Procurement Officer (CPO); Deputy CPO; OSDBU; Division Directors of Acquisition Policy and Oversight, Acquisition Workforce and Systems Support, and Chief of Staff; and the Heads of the Contracting Activity (or designee) from each Component. The DHS HCA Council Charter establishes the role of the Council and the HCA members, who are listed at HSAM Appendix A.

“*DHS Integrated Project Team*” means any subset team of a commodity working group established with a concentrated focus on a specific Department-wide initiative identified by the DHS Commodity Working Group.

“*Strategic Sourcing*” means a collaborative and structured process to critically analyze DHS’s procurement spending and using an enterprise approach to make business decisions about acquiring and managing commodities and services more efficiently.

CHAPTER	3003	IMPROPER BUSINESS PRACTICES AND PERSONAL CONFLICTS OF INTEREST
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	3003.104-1	Definitions.
	3003.104-4	Disclosure, protection, and marking of contractor bid or proposal information and source selection information.
	3003.104-5	Disqualification.
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	3003.901	Applicability.
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	3003.906	Reserved.
	3003.907	Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 (the Recovery Act).
	3003.907-2	Reserved.
	3003.907-3	Procedures for filing complaints.
	3003.907-6	Reserved.
	3003.908-9	Contracting Officer Responsibilities for Implementation of Contractor and Subcontractor Employee Whistleblower Protections.
Subchapter	3003.10	Contractor Code of Business Ethics and Conduct
	3003.1003	Requirements.

Subchapter 3003.1 Safeguards**3003.104 Procurement integrity.****3003.104-1 Definitions.**

The designated agency ethics official for DHS is in the Office of General Counsel. The deputy ethics officials are the Component's Chief Counsels or designees.

3003.104-4 Disclosure, protection, and marking of contractor bid or proposal information and source selection information.

- (a) The contracting officer is delegated this authority.
- (b) Individuals having access to documents which contain proprietary or source selection information shall:
 - (i) Ensure that the information is marked as required by FAR 2.101 (under the definition for "Source selection information") and FAR 3.104-4;
 - (ii) Use DHS Form 700-14, Cover Page Proprietary Information, to notify the recipient that the information or portions thereof is proprietary information related to the conduct of a Federal agency procurement;
 - (iii) Use DHS Form 700-13, Cover Page Source Selection Information, and comply also with the requirements of FAR 3.104-4(c) with respect to the marking of pages, to notify the recipient that the document contains source selection information;
 - (iv) Ensure that the information is secured and protected both during and after working hours;
 - (v) Ensure interoffice security mailing of the information; and
 - (vi) Ensure strict control over where discussions regarding the information or related acquisition are held.

3003.104-5 Disqualification.

(c)(2) *Resumption of participation in a procurement.* The Chief of the Contracting Office (COCO), without redelegation, is delegated authority for actions with a total contract value of \$25 million or less. The Head of the Contracting Activity (HCA), without redelegation, is the authorizing official for contract actions valued above \$25 million.

3003.104-7 Violations or possible violations.

(a)(1) Violations or possible violations shall be reviewed one level above the contracting officer. In no case shall the authority be delegated below one level above the contracting officer. When, in the judgement of the HCA, there is a serious concern regarding a violation or possible violation, the HCA shall promptly provide written notification the Chief Procurement Officer (CPO).

(b)(5) The HCA shall make the recommendation to the CPO.

(c) The HCA should consult the appropriate criminal investigative agency (e.g., the Department of Justice) and obtain guidance from legal counsel and the OIG prior to taking any action.

(d)(2)(ii)(B) The CPO shall make this determination.

(f) The contracting officer shall prepare a memorandum of the facts and circumstances for the HCA's signature, and place the signed document in the contract file. The HCA shall provide written notification to the CPO before authorizing the contracting officer to make award or execute a modification.

3003.104-570 Information security.

Each contracting office and individual having access to contractor bid or proposal information, source selection information, or other sensitive procurement information must take the steps necessary to ensure that the integrity of the procurement process is not compromised by the unauthorized disclosure of this information. Particular attention should be paid to visitors, contract file security, data security, and transmission of sensitive procurement information.

Subchapter 3003.6 Contracts with Government Employees or Organizations Owned or Controlled by Them

3003.602 Exceptions.

The HCA, without redelegation, is delegated this authority. The HCA shall provide written notification to the CPO before authorizing an exception.

Subchapter 3003.7 Voiding and Rescinding Contracts

3003.700 Scope of subpart.

(a)(2) The CPO shall make the required determination.

3003.703 Authority.

(a) The HCA is the individual to declare void and rescind contracts and other transactions described in Public Law 87-849 (18 U.S.C. 218).

3003.704 Policy.

(a) The HCA shall provide written notification to the CPO, prior to voiding or rescinding a contract or other transaction as enumerated in 18 U.S.C. 218.

3003.705 Procedures.

The HCA, without redelegation, is delegated the responsibilities at FAR 3.705. The HCA shall provide written notification to the CPO before notifying the Department of Justice. The HCA shall submit copies of all written decisions and notifications to the Office of the Chief Procurement Officer (OCPO).

Subchapter 3003.8 Limitations on the Payment of Funds to Influence Federal Transactions |

3003.804 Policy.

Contracting officers shall forward a copy of all contractor disclosures through the HCA to the OCPO. |

3003.806 Processing suspected violations.

Contracting officers shall report suspected violations of the requirements of 31 U.S.C. 1352 to the DHS Office of the Inspector General, Washington, DC 20528.

Subchapter 3003.9 Whistleblower Protections for Contractor Employees**3003.901 Applicability.**

This subpart applies to all Components except the USCG. The USCG shall follow DHS Class Deviation Number 14-01, Deviation from Federal Acquisition Regulation 3.908, Pilot program for enhancement of contractor employee whistleblower protections, until the final HSAR rule to implement 10 U.S.C. 2409 for USCG is effective.

3003.905 Reserved.**3003.906 Reserved.****3003.907 Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 (the Recovery Act).****3003.907-2 Reserved.****3003.907-3 Procedures for filing complaints.**

(c) Contracting officers who receive a complaint of reprisal of the type described in FAR 3.907-2 shall forward it to the DHS Office of Inspector General, Office of Investigations, and notify and coordinate with:

- (i) The Component HCA and Component legal counsel;
- (ii) If the complaint of reprisal applies to additional DHS contracts, the Component HCA responsible for those contracts; and
- (iii) If the complaint of reprisal applies to an order placed under another agency's contract, the contracting officer for the servicing agency contract.

3003.907-6 Reserved.**3003.907-7 Contract Clause.**

Provide a notice in covered solicitations and contracts that the Recovery Accountability and Transparency Board has a poster available at <https://www.oig.dol.gov/recovery/arrawhistleblowers.htm> which the contractor may use to meet the posting requirements of FAR 52.203-15, Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009.

3003.908-9 Contracting Officer Responsibilities for Implementation of Contractor and Subcontractor Employee Whistleblower Protections.

- (a) The contracting officer shall ensure that every solicitation issued and contract awarded on or after September 30, 2013 over the simplified acquisition threshold contains FAR clause 52.203-17 (dated SEPT 2013 or later) for other than commercial contracts or FAR clause 52.212-4 (dated SEPT 2013 or later) for commercial products or commercial services contracts. If the contract contains the latter clause with the SEPT 2013 date or later, it will include subparagraph (r) referencing the law which requires contractors and subcontractors to notify employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections.
- (b) The contracting officer shall inform the contractor about the contractor's responsibilities under FAR clause 52.203-17 (dated SEPT 2013 or later) or FAR clause 52.212-4 (dated SEPT 2013 through NOV 2021) either in a postaward conference or a postaward notice if a conference is not held. For additional information, see HSAM 3042.5.
- (c) Within 60 days of a contract award that contains FAR clause 52.203-17, Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (dated SEPT 2013 or later) or FAR clause 52.212-4, Contract Terms and Conditions – Commercial Products and Commercial Services (dated SEPT 2013 through NOV 2021) or 52.212-4 Contract Terms and Conditions—Commercial Products and Commercial Services (dated DEC 2022 or later) that includes subparagraph (r), the contracting officer shall seek written confirmation (which may include email) from the contractor that they and their subcontractors, as applicable, have informed their employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections. The confirmation shall be maintained in the contract file.
- (d) In the event a contracting officer is contacted by a contractor or subcontractor employee about a potential violation of whistleblower rights and protections, the contracting officer shall refer the employee to the DHS Office of Inspector General at: <https://www.oig.dhs.gov/hotline>.

Subchapter 3003.10 Contractor Code of Business Ethics and Conduct**3003.1003 Requirements.**

(a) Contractor requirements.

(3)(i) “Significant overpayment” is not limited to dollar value alone and depends on the circumstances of the overpayment as well as the amount. Because contractors are required by the Payment clauses to report and return overpayments of any amount, it is within the discretion of the suspending or debaring official to determine whether an overpayment is significant when determining whether suspension or debarment would be the appropriate outcome for failure to report such overpayment.

(ii) Upon notification or discovery of an overpayment in excess of \$10,000 or 10% of the total contract value, whichever is less and whether or not an account receivable is established for the overpayment; all overpayments involving a serious hazard to health, safety, or operational readiness; or in any other circumstances the contracting officer determines to be suspicious, the contracting officer shall:

- (A) Notify and coordinate with the Component HCA and Component legal counsel, and
- (B) Notify the Office of Inspector General.

(iii) The contracting officer’s notification must include the following information:

- (A) Contractor name;
- (B) Contractor DUNS;
- (C) Contract number;
- (D) Order number (if applicable);
- (E) Invoice number;
- (F) Invoice amount;
- (G) Amount of overpayment;
- (H) Whether there were previous overpayments on this contract;
- (I) Invoice date;
- (J) Invoice approval date;
- (K) Payment date;

- (L) COR or program point of contact;
- (M) Source of the notification (contractor, payment review, recovery audit, COR or other team member, etc.) and date;
- (N) Whether the overpayment will be recovered through offset to the existing contract or other available payments; and
- (O) Other relevant facts about the circumstances of the overpayment, including any discrepancies between the goods and services received and the invoice and corrective actions taken to prevent similar overpayments.

(b) Notification of possible contractor violation.

(2) *Agency procedures.*

(i) Upon receipt of a written notification received from the contractor under the clause at FAR 52.203-13, other notification provided by the contractor in compliance with FAR 3.1003, or notification from another Federal agency to which the contractor has made a disclosure, the contracting officer shall notify and coordinate with:

(A) The DHS Office of Inspector General, Office of Investigations;

(B) The Component HCA and Component legal counsel;

(C) If the violation applies to additional DHS contracts, the Component HCA responsible for those contracts; and

(D) If the violation applies to an order placed under another agency's contract, the contracting officer for the servicing agency contract.

(ii) Access to information obtained pursuant to the disclosure shall be limited to authorized persons and treated as For Official Use Only. In addition, any DHS employee with access to information obtained pursuant to a disclosure, to the extent permitted by law and regulation, shall safeguard and treat the information as confidential where the information has been marked "confidential" or "proprietary" by the contractor.

(iii) Actions taken pursuant to a disclosure of credible evidence of a violation will vary based on the circumstances of each case. After investigation or review, DHS may determine that the contractor has adequately addressed the violation and no further action is necessary, or consider the full range of contractual and administrative remedies available, up to and including debarment or suspension, as well as civil and criminal penalties. DHS officials should consider the severity of the violation and mitigating circumstances described in FAR 9.406-1(a) in assessing the contractor's present responsibility and, as merited, determining the appropriate remedy.

(iv) *Knowing failure to disclose.* If the contracting officer learns of a knowing failure by a contractor to disclose credible evidence of a covered violation or a significant overpayment, the contracting officer shall notify and coordinate with:

- (A) The DHS Office of Inspector General, Office of Investigations;
- (B) The Component HCA and Component legal counsel;
- (C) If the violation applies to additional DHS contracts, the Component HCA responsible for those contracts; and
- (D) If the violation applies to an order placed under another agency's contract, the contracting officer for the servicing agency contract.

CHAPTER	3004	ADMINISTRATIVE MATTERS
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	3004.101	Contracting officer's signature.
	3004.101-70	Contract execution in contract writing systems.
Subchapter	3004.2	Contract Distribution
	3004.202	Agency distribution requirements.
	3004.203	Taxpayer identification number information (TIN).
Subchapter	3004.4	Safeguarding Classified and Controlled Unclassified Information Within Industry
	3004.403	Responsibilities of contracting officers.
	3004.470	Security requirements for access to unclassified facilities, information resources, and controlled unclassified information.
	3004.470-3	Policy.
	3004.470-70	Responsibilities.
	3004.470-71	Conditional access to controlled unclassified information.
Subchapter	3004.5	Electronic Commerce in Contracting
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	3004.604	Responsibilities.
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Subchapter	3004.8	Government Contract Files
	3004.801	General.
	3004.803-70	Contents of contract files.
	3004.804	Closeout of content files.
	3004.804-1	Closeout by the office administering the contract.
	3004.804-170	Monitoring contract closeouts.
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	3004.805	Storage, handling, and contract files.
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Subchapter 3004.9	Taxpayer Identification Number Information
3004.903	Reporting contract information to the IRS.
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Subchapter 3004.11	System for Award Management
3004.1102	Policy.
3004.1103	Procedures.
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3004.1301	Policy.
3004.1301-70	Definition
3004.1301-71	Other official’s responsibilities.
3004.1302	Acquisition of approved products and services for personal identity verification.
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3004.2300	Scope of subpart.
3004.2302	Sharing supply chain risk information.
3004.2304	Procedures.
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Subchapter 3004.70	Review and Approval of Proposed Contract Actions
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3004.7001	Definitions.
3004.7002	Component internal review and approval procedures.
3004.7003	Legal reviews.
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Subchapter 3004.71	Contents of a Procurement Request Package
3004.7100	Scope.
3004.7101	Documentation Requirements.

Subchapter 3004.1 Contract Execution

3004.101 Contracting officer's signature.

3004.101-70 Contract execution in contract writing systems.

The act of "releasing" a contract is equivalent to signing a hard copy contract. Only a warranted contracting officer or non-warranted ordering official, appointed in accordance with HSAM 3001.671, may create an actual award obligation by "releasing" a contract.

Subchapter 3004.2 Contract Distribution

3004.202 Agency distribution requirements.

(a) In addition to the distribution requirements of FAR 4.201, the contracting officer, as appropriate, shall distribute one executed copy of all types of awarded procurement instruments to the following:

(1) The Component property management office or property administrator when Government property is furnished to the contractor or when acquiring personal property as that term is defined in FAR 2.101;

(2) The requiring office; and

(3) The recipient of the supplies or services (including construction).

(b) The distribution copy is necessary to enable the recording and control of Government property, as required by DHS Management Directive 119-03, Personal Property Asset Management Program. If a Component uses an integrated system for maintaining Government property records which are automatically updated upon award, the hard copy distribution is not required to be furnished to the property system personnel.

3004.203 Taxpayer identification number information (TIN).

(b) For DHS, payment offices obtain the taxpayer identification number and type of organization from the System for Award Management (SAM) database (unless the Component retrieval of the TIN is obtained from an integrated finance and procurement system) when the contract includes the FAR clause, 52.204-7, System for Award Management (SAM).

Subchapter 3004.4 Safeguarding Classified and Controlled Unclassified Information Within Industry

3004.403 Responsibilities of contracting officers.

(a) *Presolicitation phase.* DHS is covered by the National Industrial Security Program (NISP) when a classified acquisition as defined under FAR 2.101 is proposed. The contracting officer in coordination with the requiring office/project manager and DHS Office of Security or the Component's cognizant Security Office are responsible for determining whether access to classified information will be required during contract performance by a contractor or any of its employees. Results of any determination must be discussed in the Acquisition Plan (see Appendix Z - DHS Acquisition Plan Template). When classified information is required by the contractor during contract performance, contracting officers shall adhere to the following rules and regulations:

- (1) Executive Order 12829, National Industrial Security Program (NISP);
- (2) DHS Instruction 121-01-011, Department of Homeland Security Administrative Security Program;
- (3) Department of Defense (DOD) 5220.22-M, National Industrial Security Program Operating (NISPOM); and
- (4) FAR Subpart 4.4.

(b) *Solicitation phase.* Contracting officers shall ensure that classified acquisitions are conducted as required by the NISP. When handling classified information, contracting officers shall also comply with DHS Instruction 121-01-011, Department of Homeland Security Administrative Security Program, and any Component implementing procedures. A DD Form 254, Contract Security Classification Specification, is required and completed if an offeror will need access to classified information to prepare their proposals. Contracting officers shall contact their cognizant DHS Security Office in accordance with DHS Instruction 121-01-011, when preparing contract security specifications and processing DD-254 requirements for contractor or facility security clearances for classified acquisitions.

Contracting officers should take note of the Information Security Oversight Officer (ISOO) Joint Notice 2024-01 entitled 'Joint Ventures and Entity Eligibility Determinations' when dealing with solicitations and awards where contractor access to classified information is required and joint ventures are, or could potentially be, involved.

(c) *Award phase.* Contracting officers shall ensure that DD Form 254, including solicitation or contract number, place of performance information, requirements, and required classified guidance, is forwarded to their cognizant Security Office prior to the release of classified information. (A DD 254 may need to be prepared and included in the contract although no DD 254 was required for the solicitation.)

(d) *Contract Administration.* The requiring office/project manager, the contracting officer, Contracting Officer's Representative (COR), security officials and the contractor are responsible

for effective contract administration to include revisions of the DD 254 due to contract modifications during performance and contract closeout. DD 254s must be updated if there are changes to contractor or subcontractor information, place of performance, or classification.

3004.470 Security requirements for contractor access to unclassified facilities, information resources, and controlled unclassified information.

3004.470-3 Policy.

(a) The following DHS publications apply to acquisitions where contractor employees require recurring access to unclassified facilities; access to information resources; or access to controlled unclassified information (CUI), including personally identifiable information (PII) and sensitive PII (SPII):

(1) DHS MD Number 140-01, Information Technology (IT) Systems Security and DHS Policy Directive 4300A Information Technology System Security Program, Sensitive Systems; (2) DHS MD Number 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information;

(3) DHS MD Number 11056.1, Sensitive Security Information (SSI);

(4) DHS Directive Number 121-01, Office of the Chief Security Officer, Instruction Handbook Number 121-01-007, The DHS Personnel Security, Suitability and Fitness Program, Instruction Handbook Number 121-01-011, Department of Homeland Security Administrative Security Program;

(5) Instruction 121-01-022, Interim Procedures for Integrating the Controlled Unclassified Information Framework at the Department of Homeland Security (Note: DHS is in the process of transitioning to the CUI framework and has not yet adopted CUI markings. Homeland Security Agreement Information, Homeland Security Enforcement Information, International Agreement Information, Information Systems Vulnerability Information (ISVI), Operations Security Information, Personnel Security Information, and Physical Security Information shall be marked according to MD 11042.1 requirements for information designated as “For Official Use Only”.);

(6) DHS Privacy Incident Handling Guidance; and

(7) DHS Handbook for Safeguarding Sensitive Personally Identifiable Information.

(b) *Appendix G*. The requiring office shall complete HSAM Appendix G - Individual or Class Checklist for Controlled Unclassified Information for all acquisitions, including assisted acquisitions, regardless of dollar value. The checklist shall be coordinated with and signed by the offices listed in paragraphs (1) through (7) of this section, as applicable. The requiring office shall ensure the Statement of Work, Statement of Objectives, Performance Work Statement or specification is provided when coordinating review of the checklist. The requiring office shall submit the signed checklist to the contracting activity as part of the procurement request package.

- (1) Component Chief Information Officer (CIO) or designee when information systems will be used to collect, process, store, or transmit CUI;
- (2) Component Chief Security Officer (CSO) or designee when contractor employees require recurring access to DHS facilities and/or access to CUI;
- (3) Component Privacy Officer or designee when the contractor will have access to PII and/or SPII;
- (4) TSA Sensitive Security Information (SSI) Program Office when contractor employees will have to access SSI. As the Department-wide SSI Program Office, TSA must review all SSI requirements. The TSA SSI Program Office can be contacted at SSI@HQ.DHS.gov;
- (5) Cybersecurity and Infrastructure Security Agency (CISA) Chemical-terrorism Vulnerability Information (CVI) Program Office when contractor employees will have access to CVI. As the Department-wide CVI Program Office, CISA must review all CVI requirements. The CISA CVI Program Office can be contacted at to CVI_HSAM_Requests@cisa.dhs.gov;
- (6) CISA Protected Critical Infrastructure Information (PCII) Program Office when contractor employees will have access to PCII. As the Department-wide PCII Program Office, CISA must review all PCII requirements. The CISA PCII Program Office can be contacted at PCII-Assist@cisa.dhs.gov; and
- (7) For Components and offices that do not have a Component level CIO, CSO, or Privacy Officer, the requirements official shall coordinate with the DHS Headquarters CIO, CSO and Chief Privacy Officer as follows:
 CIO: OCIO-HSAR-Review@hq.dhs.gov
 CSO: PSDContractorReview@hq.dhs.gov (classified and unclassified contracts)
 Chief Privacy Officer: PrivacyContracts@hq.dhs.gov

(c) *Appendix G Exceptions and Classified Procurements.*

- (1) *Foreign Military Sales.* Completion of the checklist is not required for Foreign Military Sales conducted under FAR 6.302-4 International agreement where the foreign country specifies the vendor **and** recurring access to government facilities is not required.
- (2) *Classified Procurements.* The requiring office shall determine if the contractor will have access to *only* classified information or *both* CUI and classified information and complete Appendix G as follows:
 - (i) *Only classified information.* Completion of Appendix G is not required. Requiring offices shall follow the procedures for accessing classified information in accordance with applicable Security Classification Guides (SCG) or national security regulations.

(ii) *Both CUI and classified information.* Completion of Appendix G is required, but coordination of the Appendix G with OCSO is waived as the DD254 identifying access requirements will be processed by OCSO.

(d) If it is not clear to the requiring official if the contractor will have access to CUI, collect or maintain CUI, and/or if contractor information systems will be used to collect, process, store, or transmit CUI, the requirements official shall at a minimum consult with the Component CIO, CSO and Privacy Officer (or designee for each).

(e) The contracting officer shall route Appendix G – Individual or Class Checklist for Controlled Unclassified Information to the Head of Contracting Activity (or designee) for signature and ensure the solicitation and resultant contract reflect the requirements contained in the checklist.

(f) *Class Appendix G.* A class Appendix G may be executed using Appendix G – Class Checklist for Controlled Unclassified Information. A class may consist of contract actions for the same or related supplies or services or other contract actions that require essentially identical justification. Examples for when a class Appendix G *may* be appropriate include office supplies, such as, paper, pencils and pens or facilities maintenance, such as, janitorial services (Sensitive Compartmented Information Facility (SCIF) vs. non-SCIF). Each class Appendix G shall describe with reasonable specificity the class to which it applies. This description shall enable any objective reviewer to clearly determine the action reviewed falls within the scope of the class Appendix G. For example, a description that solely states “office supplies” would be insufficient. The description would need to identify the specific type of office supplies to which the class applies.

(1) Requiring offices shall ensure each HSAM Appendix G – Class Checklist for Controlled Unclassified Information is coordinated with and reviewed by the offices identified in paragraph (b) of this section. Requiring offices shall also obtain signatures, as applicable, on the class Appendix G. If it is not clear to the requiring official if the contractor will have access to CUI, collect or maintain CUI, and/or if contractor IT systems will be used to collect, process, store, or transmit CUI, the requirements official shall at a minimum consult with the Component CIO, CSO and Privacy Officer (or designee for each).

(2) Each class Appendix G shall have an expiration date that does not exceed five years.

(3) A copy of the class Appendix G shall be placed in each individual contract file that is covered by the class determination.

(4) Contracting activities are responsible for obtaining HCA (or designee) review and approval. The class Appendix G shall be approved at a level no lower than the Deputy HCA or, for FLETC, the Deputy Chief of Procurement.

(5) The class Appendix G shall be submitted to OCPO/APL via email to Acquisition.Policy@hq.dhs.gov within 7 business days of execution.

(6) Component Acquisition Policy Offices may also submit recommendations for an enterprise level class Appendix G to Acquisition.Policy@hq.dhs.gov.

(g) *Appendix G Requirements for indefinite delivery vehicles (IDVs)*. It may be possible to determine that all orders placed under a single or multiple award contract or agreement will result in a high risk of unauthorized access to or disclosure of sensitive information.

(1) Appendix Gs for IDVs *may* include planning for all task/delivery orders and calls to be placed against the vehicles, when feasible. The Appendix G shall specifically state that it covers all task and/or delivery orders or calls within scope of the contract or agreement. When the Appendix G includes planning for all task/delivery orders and calls to be placed against the IDV, the requiring office shall complete an Appendix G – Class Checklist for Controlled Unclassified Information. Contracting officers shall maintain a copy of the fully executed Appendix G completed for the IDV in the order file.

(2) When an Appendix G for an IDV does not cover the task/delivery orders or calls, a separate Appendix G is required for the task/delivery orders or calls. Requiring offices shall complete an Appendix G – Individual Checklist for Controlled Unclassified Information. Contracting officers shall include in the solicitation and resulting IDV, as applicable—

(i) FAR 52.224-3 Privacy Training – Alternate I (see FAR Class Deviation [17-03](#), Revision 1)

(ii) 3052.204-71 *Contractor Employee Access* and its Alternate I or II;

(iii) 3052.204-72 *Safeguarding of Controlled Unclassified Information* and its Alternate I;

(iv) 3052.204-73 *Notification and Credit Monitoring Requirements for Personally Identifiable Information Incidents*;

(v) Special clause Information Technology Security Awareness Training (see HSAR Class Deviation [15-01](#), Revision 1);

(vi) Clear instructions in the solicitation and resultant IDV on the applicability of the clauses and their Alternates; and

(vii) Ordering procedures requiring completion of an Appendix G – Individual Checklist for Controlled Unclassified Information prior to the placement of each order under the IDV.

3004.470-70 Responsibilities.

(a) The requiring office is responsible for determining if contractor employee access to unclassified Government facilities, information resources, or CUI will be required during contract performance. The DHS Headquarters or Component Security Offices shall assist requiring and contracting offices with identifying the risk level, suitability requirements and

other access matters relating to CUI and recurring access of contractor employees to Government facilities, information systems, security items or products (see 3004.470(b) for additional coordination requirements). All DHS OPO procurements that require contractor employees to have access to DHS facilities, CUI and/or information resources shall be coordinated with the DHS Headquarters Office of Security prior to release of the solicitation. Contracting officers and requiring officials shall coordinate the requirements for access investigations with the cognizant Component Security Office.

(b) Component Security Offices shall assist requiring offices and contracting activities by reviewing fitness requirements and other industrial or personnel security matters related to contractor employees requesting or providing support to DHS and who require unescorted access to DHS-owned facilities, DHS-controlled facilities, or commercial facilities operating on behalf of DHS; access to DHS information systems or their data; access to CUI and/or access to national security information. All Headquarters procurements meeting these requirements shall be coordinated with the DHS Office of the Chief Security Officer prior to release of the solicitation.

(c) Contracting officers and requiring officials shall coordinate the requirements for access and background investigations with the cognizant Component Security Office.

(d) Contracting officers are responsible for ensuring that solicitations, contracts, and orders identify the documentation contractor employees must complete for determining contractor suitability, especially the requirements listed in the DHS Instruction Handbook 121-01-007, Department of Homeland Security Personnel Suitability and Security Program, which is located under DHS Security and Training Requirements for Contractors, Personnel Security Policy section of the Doing Business with DHS website (<https://www.dhs.gov/do-business-dhs>).

(e) In order to ensure potential contractors are aware of DHS security requirements for their employees, contracting officers shall clearly identify the clearance and risk levels, as defined in the DHS Instruction Handbook 121-01-007, Department of Homeland Security Personnel Suitability and Security Program, within each solicitation. The requiring office, in conjunction with the Security Office, is responsible for providing the clearance and risk levels to contracting officers as part of its overall procurement request package.

3004.470-71 Access to controlled unclassified information.

(a) Contractor personnel who will require access to CUI as part of contract performance shall complete the DHS Non-disclosure Agreement (NDA), DHS Form 11000-6, before starting work under the contract. (Note: DHS is in the process of transitioning to the CUI. Homeland Security Agreement Information, Homeland Security Enforcement Information, International Agreement Information, Information Systems Vulnerability Information (ISVI), Operations Security Information, Personnel Security Information, and Physical Security Information shall be considered “Other Sensitive but Unclassified (SBU)” information when completing the form.)

(b) Contracting officers or the Component cognizant Security Office shall retain contractor signed Non-disclosure Agreements in accordance with Component procedures.

Subchapter 3004.5 Electronic Commerce in Contracting

3004.502 Policy.

(b) The Chief Procurement Officer (CPO) is delegated, after consulting with the Administrator of Office of Federal Procurement Policy (OFPP), the authority to ensure that information systems, technologies, procedures, and processes used by the Department of Homeland Security to conduct electronic commerce standards are met as specified by FAR 4.502(b)(1) to (5).

(c) The CPO must ensure that the agency systems are capable of ensuring authentication and confidentiality commensurate with the risk and magnitude of the harm from loss, misuse, or unauthorized access to or modification of the information, before using electronic commerce.

(d) Emerging Technologies (ET), such as Robotic Process Automation (RPA), Artificial Intelligence (AI), and Machine Learning (ML), BOTs, etc., that support the planning, soliciting, evaluating, awarding, administering, closing, or reporting contracts or contract information must be developed in coordination with the OCPO Acquisition Systems Branch (ASB) and the Acquisition Policy and Legislation (APL) Branch, in order to verify compliance with DHS information technology and acquisition policy.

3004.502-70 Acquisition-Related Systems

3004.502-7000 User account maintenance responsibilities for acquisition-related systems.

It is the responsibility of each DHS Component System Administrator to ensure that user accounts in acquisition-related systems are promptly terminated upon the resignation or reassignment of users within their respective organization.

Subchapter 3004.6 Contract Reporting

3004.603 Policy.

(a) All DHS Components are required to report applicable contract/procurement actions directly to the Federal Procurement Data System (FPDS), see FAR 4.6, HSAM 3004.605, and ‘What’s reported to FPDS?’ at [FPDS FAQ](#). The FPDS, which is operated, updated and maintained by the General Services Administration (GSA), meets the requirements of FAR 4.6 and also has the capability to generate query reports. The FPDS is the primary source of procurement data Governmentwide and is extensively used by a variety of stakeholders (e.g., Congress, GAO, OIG, the public, etc.) and downstream systems (e.g., USASpending.gov, etc.). As a result of the extensive use of FPDS data, the quality and timeliness of DHS submissions is critical (see FAR 4.604(b)(2) and (3) for required submission timelines). All data submitted to FPDS by DHS Components shall be subject to verification and validation by the CPO and the Chief Acquisition Officer (CAO). (See FAR 4.604 and HSAM 3004.604).

(b) Components with contracting authority (i.e., the Component issuing the contract/procurement action) are identified in FPDS as the ‘awarding’ agency. The ‘awarding’ agency is the entity that is required to enter data into FPDS. The ‘funding’ agency in FPDS denotes the organization that developed the requirement. Accurate reporting of ‘awarding’ and ‘funding’ agency information is necessary to satisfy the requirements of the Federal Funding Accountability and Transparency Act (FFATA), the Data Act, and FAR 4.603(c). Funding documents, interagency agreements, and/or purchase requests/requisitions are required to contain the appropriate funding agency, funding office, and Treasury Account Symbol to ensure accurate data is recorded. If this funding information is not provided, the Contracting Officer must request this data prior to award. A listing of available DHS awarding and funding ‘agency’ information is available in FPDS using the search function.

3004.604 Responsibilities.

(a) Components are responsible for performing quarterly verification and validation of FPDS data in accordance with the schedule posted in the Enterprise Reporting Application (ERA). Component HCAs are responsible for submitting an annual confirmation that the FPDS data has been reviewed for completeness and accuracy. The confirmation shall be accompanied by a statement describing, as a minimum:

- (1) The methods used to review the data;
- (2) Any actions taken to correct data previously submitted; and
- (3) Measures implemented for process improvement, such as training and periodic internal reviews.

(b) A completed final, approved version of the information entered into FPDS for each action shall be included in the contract file.

3004.605 Procedures.

(a) The exceptions at FAR 4.605(c)(2) provide relief from the requirement that prospective contractors be registered in the System for Award Management (SAM) (which also requires a unique entity identifier), prior to award of contracts. Notwithstanding the requirements of HSAM Subchapter 3004.9, if it is impractical to obtain a unique entity identifier from a prospective contractor under one of the allowable exceptions of FAR 4.605(c)(2), contracting officers may use a “generic” unique entity identifier (UEI) when reporting to FPDS. Because use of these identifiers precludes the ability of the government and the contractor to satisfy a number of other mandatory reporting requirements (e.g., eSRS, Service Contract Inventory, past performance, etc.), generic UEIs must only be used when absolutely necessary. Additionally, contracting officers must ensure that contract award documents and related financial transaction data record the actual contractor information and NOT the generic information in order to prevent improper payments. Contracting Officers must contact either their Component policy office or their Component SAM or FPDS system administrator to obtain the proper generic UEI.

3004.606 Reporting Data.

(a) In situations where the Governmentwide commercial purchase card is used as a form of payment only (i.e., any transaction over the micro-purchase threshold), a corresponding procurement instrument must be created with a PIID and the transaction must be reported to FPDS. This requirement applies to all procurement actions, regardless of the solicitation process used, with the exception of those actions listed in FAR 4.606(c).

3004.606-70 Reporting requirements when one offer received under competitive procedures.

(a) *Scope of policy.*

(1) The policy applies to any solicitation using competitive procedures expected to result in a contract, order, or call, including options, exceeding the thresholds cited in paragraph (b) below (excluding single award IDIQ’s or BPA’s).

(2) This policy does not apply when emergency acquisition flexibilities of FAR Part 18 apply or to acquisitions of basic and applied research in FAR 35.016.

(b) If only one responsible offer is received in response to a solicitation using competitive procedures, and the total value of the contract exceeds \$250,000 (including options), the contracting officer must complete a One-Bid Award Questionnaire within seven days of email notification from the DHS Enterprise Reporting Application (ERA) and ensure information in the contract file supports the responses.

(1) The contracting officer must follow up with at least one anticipated source and attempt to discover the reason(s) an offer was not submitted. The contracting officer must consider response(s) provided, review all actions taken, and document the contract file with conclusions for the lack of competition.

(2) Paragraph (1) does not apply when the solicitation was open at least 16 days and at least one of the following was used:

- (i) A RFI, draft RFP, RFQ, SOW, or similar document was provided to potential offerors, or
- (ii) Held an Industry Day, or pre-proposal conference; or
- (iii) Held one-on-one meetings with at least three potential offerors.

3004.670 Acquisition related reporting requirements.

Unless otherwise advised by the CPO or the HCA, the Chief of Contracting Office (COCO) shall ensure that each report found in Appendix B is submitted to the required location by the due date.

Subchapter 3004.8 Government Contract Files

3004.801 General.

The COCO is designated as the head of each office performing contracting and contract administration functions. The Chief of the Finance Office of the Component is designated as the head of the office performing paying functions.

3004.803-70 Contents of contract files.

(a) There shall be an official contract file for every contract awarded, order issued, or agreement entered into by DHS Components. DHS created the DHS Electronic Contract Filing System (ECFS) which will be used as the official contract file repository. Each Component, shall use ECFS based on the implementation schedule and in accordance with established business rules. Click [here](#) to access both documents. New contract awards, including task\delivery orders, BPAs, and BPA calls, and Interagency Agreements (IAAs) for assisted acquisitions, issued after the Component ECFS implementation date shall be stored and maintained in ECFS as the official contract file. The use of ECFS for pre-existing indefinite delivery vehicles (IDVs) (i.e., parent awards) will vary based on the single\multiple award nature of the IDV:

- For orders placed against single award IDVs, the IDV itself must also be stored and maintained in ECFS unless the IDV will expire in less than one year.
- For orders placed against multiple award IDVs that are for a single Component's use (i.e., the IDVs were awarded by one Component and only that Component can issue orders against it) the IDV itself must also be stored and maintained in ECFS unless the IDV will expire in less than one year.
- For orders placed against multiple award IDVs that are for multiple Components' use, the Head of Contracting Activity for the Component that awarded the IDV is responsible for determining if\when the IDVs are to be stored and maintained in ECFS. The HCA determination should take into consideration the benefits and ease of access to a centralized contract file storage system vs. maintaining both a paper and electronic contract files, paper file disposal, etc.
- For orders placed against multiple award non-DHS IDVs, the IDVs do not need to be stored and maintained in ECFS.

For all other pre-existing awards, meaning awards entered into prior to the Component implementation date, paper or non-ECFS electronic contract files may continue to be used but must be maintained and archived in accordance with HSAM 3004.8.

“*Contract file*” for purposes of this policy includes all the information cited in FAR 4.803 that are applicable to the action. Once a contract file has been established in ECFS, the ECFS record shall be considered the official contract file superseding any paper records. All information typically included in contract files shall be stored in ECFS. Once a contract file is established in ECFS the use of paper contract files or storage of contract documents outside of ECFS is not permitted.

(b) Each contract file shall be organized by sections using the applicable contract file checklist. Each checklist must contain a listing of items and subitems included in the file, the respective location of the items or sub-item (e.g., documents), and a cross reference to the specific requirement in the Federal Acquisition Regulation, HSAR, HSAM, and other DHS Directives as applicable.

(c) At a minimum the contract, order or agreement file shall contain, as applicable:

- (1) The records described at FAR 4.803;
- (2) COR nomination package, including the documentation described in Appendix W, Contracting Officer's Representative (COR) Nomination and Appointment Correspondence;
- (3) The COR appointment letter;
- (4) The COR Supervisor notification letter;
- (5) A completed, final, approved copy of the FPDS Contract Action Report.

3004.804 Closeout of contract files.

3004.804-1 Closeout by the office administering the contract.

(a) FAR 4.804 outlines detailed procedures for closing out contract files. The file is normally closed out by the contracting office administering the contract; however, as permitted by FAR 42.2, there may be instances where the file is administered by a Government agency or other Component than that which awarded the contract. A contract cannot be closed out until all terms and conditions of the contract have been satisfied by the contractor and the Government.

3004.804-170 Monitoring contract closeouts.

(a) *Policy.* Contracting officers responsible for contract administration shall ensure that their contracts are closed out within the time standards set forth under FAR 4.804-1. Compliance with these standards may be beyond the contracting officer's control in situations where necessary administrative actions are required by others (e.g., cognizant audit agency, contractor, etc.). However, the contracting officer shall maintain close liaison with these entities to ensure that the necessary actions are not unduly delayed and are accomplished.

(b) *Closeout action for cost reimbursement contracts or orders.* The contracting officer shall ensure that closeout actions (e.g., request for final audit, closing documents, etc.) commences within 90 calendar days after receipt and acceptance of all contract deliverables (i.e., the contract completion date).

(c) *Tracking system.* The COCO or HCA must utilize an automated or manual contract closeout tracking information system to identify those contracts which are physically completed and ready

for closeout, but have not been administratively closed out and disposed of in accordance with FAR 4.8, HSAR 3004.8, and this subchapter.

(d) *Monitoring of tracking system.* The COCO or HCA is responsible for reviewing quarterly or as often as practical, the latest status of the contract closeouts and disposal to ensure that contracting officers are closing contracts in a timely manner.

3004.804-5 Procedures for closing out contract files.

(a) Contracting officers may use a Contract Completion Statement, to satisfy the requirements of FAR 4.804-5(b).

(b) *Closeout of firm fixed price contracts or orders under \$500,000 that involve no complexities.* Contracting officers are not required to perform the same closeout activities for cost reimbursement contracts on contracts or orders that are firm fixed price with a total estimated value under \$500,000 and have no complexities. Complexities, for the purpose of this section, are defined as any of the following: rights in data, property, patent, trademark or copyright, disputes, terminations, equitable adjustments, or any potential legal concern. These types of contracts that are for supplies are considered automatically closed once all deliverables have been received, inspected, accepted, and the final invoice paid. Contracts meeting the criteria and are for services are considered automatically closed when all deliverables have been received, the final invoice paid and there has been no activity (no invoices, vendor communication, etc.) for six months. Any remaining contract funds after final invoice payment that still reside within the finance system would be deobligated. Components must work with their Chief Financial Officer (CFO) to determine the most efficient means of identifying these records so that excess funds in the finance systems can be deobligated. A modification deobligating these excess funds in the finance system after final invoice payment is not a requirement (for example, automatic deobligation upon final invoice payment is acceptable and encouraged). Contracting Officers are still required to document the closeout process in accordance with FAR 4.804-5(b). This documentation is often satisfied by a closeout screen in Component contract writing systems.

For any closeout of a firm fixed price contract or order with an estimated contract value under \$500,000, Contracting Officers shall ensure:

- all deliverables have been received, inspected, accepted or services performed and the final invoice paid; and
- there are no complexities involved with the contract or order.

(c) *Reporting Contract Closeouts.* Contracting Officers are required to report contract closeouts to FPDS.

(1) Contract modifications issued to closeout the contract must be reported to FPDS using 'Closeout' under the 'Reason for Modification' drop down (please note closeout modifications may also serve multiple purposes such as deobligation of final funds, finalization of indirect cost/overhead rates, transfer of property, settlement of disputes, etc., but the 'Closeout' reason for modification should be used). Closeout modifications

are intended to represent the last activity under a contract and are not easily corrected in FPDS, therefore Contracting Officers are required to take extra care when reporting these actions and shall thoroughly review the contract action reports before approving them. Contracting Officers must approve FPDS contract action reports for closeout modifications at the same time the modification is signed and/or released in the contract writing system.

(2) Physically complete firm fixed price contracts or orders under \$500,000, with no complexities do not require a closeout modification but shall be reported to FPDS using the closeout button functionality. If for some reason a contract closeout modification was issued under these physically complete firm fixed price contracts or orders under \$500,000, with no complexities, then the Contracting Officer shall report the modification to FPDS using 'Closeout' under the 'Reason for Modification' drop down instead of using the closeout button in accordance with HSAM 3004.804-5(c)(1).

In all cases Contracting Officers are required to adhere to record retention and disposal requirements.

3004.805 Storage, handling, and contract files.

(a) Contract and order files shall be disposed of in accordance with DHS Directive 141-01, Records and Information Management and Instruction 141-01-001, Records and Information Management. Contracting officers shall seek the guidance of their Component's Records Manager or their Records Coordinator for additional information concerning the requirements. In no case may the files be destroyed before the timeframes specified in FAR 4.805. The GSA and the National Archives and Records Administration (NARA) are authorized by law to establish, operate and maintain records centers for Federal agencies. The list of Records Centers (RC) is located at <http://www.archives.gov/locations/index.html>.

(b) Files sent to a Federal Records Center (FRC) shall have a disposal date annotated on the front of the file. This is the date the file can and will be destroyed by the FRC. Contracting officers shall determine this date based on the retention period specified in FAR 4.805.

(c) Prior to disposal of a file, it may become necessary to retrieve a file from the FRC; therefore, contracting officers should ensure that the Records Manager or Records Coordinator maintains a record of the files sent to the FRC.

(d) All contract files stored in ECFS will automatically be maintained in the system for the designated retention period once all closeout requirements have been met. Contract files stored in ECFS are not required to be printed out and physically sent to the FRC.

3004.805-70 Storage, handling and disposal of Governmentwide commercial purchase card records.

Governmentwide commercial purchase cards records at or below the simplified acquisition threshold for other than construction orders shall be retained for three years after final payment.

Governmentwide commercial purchase card records for construction shall be retained for six years and three months.

Subchapter 3004.9 Taxpayer Identification Number Information

3004.903 Reporting contract information to the IRS.

(a) The CPO is delegated authority to report certain information to the IRS.

3004.904 Reporting payment information to the IRS.

In addition to the requirements cited under FAR 4.904, 26 U.S.C. 6041 and 6041A, require Federal agencies to report to the IRS all individuals, partnerships, proprietorships, etc. that will be paid \$600 or more in a calendar year. This means that any contractor who is paid \$600 or more a year must be reported to the IRS.

Subchapter 3004.11 System for Award Management (SAM)**3004.1102 Policy.**

If an acquisition meets one of the exceptions at FAR 4.1102, the contracting officer should obtain the Tax Identification Number (TIN) from the contractor by oral or written request for submission to the finance or payment office.

3004.1103 Procedures.

(e) Contracting officers shall ensure each contract document transmitted to the payment office includes the unique entity identifier, and if applicable, the electronic funds transfer (EFT) identifier within the award document in accordance with FAR 52.204-7(b)(2). Also see HSAM 3004.605(b) regarding use of generic entity identifiers numbers for specialized reporting to FPDS.

Subchapter 3004.13 Personal Identity Verification.**3004.1301 Policy.**

(a) Homeland Security Presidential Directive-12 (HSPD-12), entitled, "Policy for a Common Identification Standard for Federal Employees and Contractors," was issued to enhance security and reduce identity fraud related to contractor physical access to Federally-controlled facilities and/or logical access to Federally-controlled information systems consistent with OMB Memorandum M-19-17 dated May 21, 2019.

(b) The HSPD-12 requirements apply to all solicitations, contracts, or orders for services, including services incidental to supply contracts and orders where the contractor will require routine, recurring, or continuous physical access to DHS controlled facilities and/or logical access to DHS controlled information systems.

(c) The DHS Office of the Chief Security Officer (OCSO), DHS HSPD-12 Program and the DHS Office of Chief Information Officer (OCIO) have joint responsibility for agency-wide implementation of the HSPD-12 initiative.

(1) The DHS OCSO is responsible for agency-wide implementation of the DHS HSPD-12 Program related to Department credentials (e.g., DHS personal identity verification (PIV) cards) documented in DHS Directive 121-03 and Physical Access Control Systems (PACS).

(2) The DHS OCIO is responsible for agency-wide implementation of the HSPD-12 initiative related to logical access control (LACS) using the DHS PIV card as the common means of authentication. The Department and DHS Components shall contact the DHS OCIO Identity Credential and Access Management Program Management Office (ICAM PMO) regarding implementation, agency instructions and compliance with HSPD-12 related to logical access control and access management.

3004.1301-70 Definition.

"Logical access" means providing an authorized user the ability to access one or more computer system resources such as a workstation, network, application, or database through automated tools. A logical access control system (LACS) requires validation of an individual's identity through some mechanism such as a personal identification number (PIN), DHS PIV card, username and password, biometric, or other token. The system has the capability to assign different access privileges to different persons depending on their roles and responsibilities in an organization.

3004.1301-71 Other officials' responsibilities.

(a) DHS Components must develop processes and procedures to ensure compliance with the DHS implementing guidelines set forth by the OCSO – DHS HSPD-12 Program, and OCIO. At a minimum, such procedures shall include:

- (1) Conducting background checks/investigations on contractor personnel requiring routine, recurring, or continuous physical or logical access;
- (2) Requiring contractors to pre-screen its employees, as appropriate consistent with the policy, practices, and procedures described in Acquisition Alert 11-23, Special Security Requirement – Contractor Pre-screening;
- (3) Ensuring that contractors adhere to FAR 4.1301(d) regarding securing the return of DHS PIV cards.

(b) Component procedures should be consistent with DHS security requirements for contractor access to physical and logical assets), which are contained in DHS Directive 121-01, DHS Directive 121-03, and DHS Instruction 121-01-007-01, as well as MD 140-01 Information Technology System Security as implemented in DHS 4300A Sensitive Systems Policy documentation. For additional information regarding security requirements, requiring security and information technology lines of business responsibilities, and contracting officer responsibilities, see HSAR and HSAM 3004.470. The DHS HSPD-12 security information and reference can be found on the DHS HSPD-12 webpage at: <https://www.dhs.gov/homeland-security-presidential-directive-12#>. Further guidance related to MD 140-01 can be found on DHS Connect at: <https://dhsconnect.dhs.gov/Policy/directives-instructions>. DHS 4300A Policy guidance can be found at: <https://dhsconnect.dhs.gov/org/comp/mgmt/ocio/ciso/Pages/sspolicy.aspx>.

3004.1302 Acquisition of approved products and services for personal identity verification.

(b) DHS contracting officers shall not procure HSPD-12 related products and services, available by the GSA Federal Supply Schedule 70 or through open market acquisitions, without the coordination of the DHS OCSO – DHS HSPD-12 Program. The FIPS 201 approved products list can be found on the IDManagement.gov website at <https://www.idmanagement.gov/buy/#products>. Additional information may also be obtained from OMB Memorandum M-19-17 at <https://www.whitehouse.gov/wp-content/uploads/2019/05/M-19-17.pdf>.

3004.1303 Contract clause.

The contracting officer shall follow the requirements at HSAR 3004.470-3(b) for inclusion of HSAR clause 3052.204-71 in solicitations and contracts when contract performance requires contractors to have routine physical access to a Federally-controlled facility and/or logical access to a Federally-controlled information system.

Subchapter 3004.15 Reserved

Subchapter 3004.16 Unique Procurement Instrument Identifiers

3004.1601 Policy.

(a) *Procurement Instrument Identifier (PIID)*. This subsection, regarding elements of DHS PIID and Supplemental PIID (SPIIDs), is mandatory for all DHS Components. The PIID refers to the Solicitation or the Award number and the SPIID refers to amendments or modifications to those instruments. The PIID is used extensively throughout the federal government to uniquely identify solicitations and awards, therefore Components must ensure the PIID is accurately created and recorded in all systems and documents. Alphanumeric characters other than those prescribed in FAR Subpart 4.16 and this subsection are not permitted. The PIID must consist of 17 alphanumeric characters and each PIID must be unique. Dashes, spaces, or any other symbols are not permitted. Task/Delivery orders and BPA calls must also follow the same 17 alphanumeric character DHS PIID structure required for any other award, (e.g., orders/calls may not be identified as 001). The DHS PIID structure consists of:

(1) *Positions one through six*. The first six characters of the PIID represent the office issuing the award; this code is known as the activity address code (AAC). This code will be reported in FPDS in the contracting agency office id field and is also the issuing office information that appears on the contract award document. Every DHS AAC begins with the Department identifier of 70 followed by a letter representing the Component. The remaining three characters of the AAC are left to Component discretion. A listing of DHS AACs used for procurement purposes can be found in FPDS.

(2) *Positions seven and eight*. A two-digit numeric code that is the last two digits of the fiscal year in which the PIID is awarded. The fiscal year is the fiscal year during which the contract action is awarded/issued (i.e., the date signed), it does not represent the effective date. A contract signed on September 30, 2017 (FY'17), for example, with an effective date of October 4, 2017 (FY'18), would use '17' in the PIID because the award was signed in FY'17.

(3) *Position nine*. A one-digit alphabetic code, in the table below, identifies the type of procurement instrument (e.g., agreement, sealed bidding, contracts, etc.). Use of any code other than those listed below in position nine is prohibited.

Letter	Purpose
A	Agreement: Use for blanket purchase agreement (BPA) as defined under FAR 13.3, 16.7, and 8.405-3 Federal Supply Schedules. Do NOT use for Cooperative Agreements.
B	Invitation for Bids: Use for solicitations as defined under FAR 14.2 .
C	Contracts: Use for all contracts (e.g., letter, 8(a), etc.), except indefinite delivery type contracts (see FAR 16.5).

Letter	Purpose
D	<i>Indefinite Delivery Contracts:</i> Use for Indefinite Delivery, Definite Quantity, Indefinite – quantity and Requirements contracts as defined under FAR 16.5. <u>This category also includes DHS awarded Governmentwide Acquisition Contracts (GWACs) and Multi-Agency Contracts (MACs).</u>
F	<i>Task or Delivery Orders and BPA Calls:</i> Use when placing task/delivery orders against any indefinite delivery type contract (e.g., FSS, GWAC, MAC, a DHS single award IDIQ, etc.). This code is also used to identify orders against a Basic Ordering Agreement (BOA) and any BPA call issued against a BPA.
G	<i>Basic Ordering Agreement (BOA)</i> See FAR 16.703.
H	<i>Agreements:</i> Agreements, including basic agreements and loan agreements, but excluding blanket purchase agreements, interagency agreements, basic ordering agreements, and leases. Do not use this code for contracts or agreements with provisions for orders or calls.
K	<i>DHS Interagency Agreements:</i> Use when placing an order with any other Government agency or Component for supplies or services that the servicing agency may be in a position or equipped to supply, render, or obtain by contract. FAR 17.502 applies. (PLEASE NOTE: Use of the DHS PIID structure for Interagency Agreements is optional and left up to each Component. If the PIID structure is not used, Components must make sure that these agreements are easily identifiable.)
L	<i>Lease Agreement:</i> Use for leasing real property and supplies or equipment. Also, includes instruments for both land and space where the Government obtains real estate rights and aerial easements for a limited period of time, and may or may not be monetary in consideration. Do NOT use this code for Interagency Agreements.
P	<i>Purchase Orders:</i> Use for ALL purchase orders (assign V if numbering capacity of P becomes exhausted during a fiscal year).
Q	<i>Request for Quotation:</i> Use when the procedures under FAR 13 or FAR 8.405 are followed (assign U if numbering capacity of Q becomes exhausted during a fiscal year).
R	<i>Request for Proposal:</i> Use when competitive or negotiated procedures are followed.
S	<i>DHS Sales Contract:</i> Use for sales and other disposal of real and personal property.
T	<i>DHS Other Transactions:</i> Use for awards made under Other Transactions Authority
U	See Q, Request for Quotation.
V	See P, Purchase Orders.
Y	<i>Imprest Fund</i>

(4) *Positions ten through seventeen.* Components may use the remaining characters of the PIID in whatever way they choose, however, the PIID in its entirety must be exactly 17 characters long and must be unique.

(5) *Illustration of the PIID.* An example of a PIID is illustrated in the chart below. The PIID 70B02C18F01234567 identifies a task/delivery order issued by the Department of Homeland Security, Customs and Border Protection, Air and Marine Center Division Contracts office, fiscal year 2018.

Position	Identification	Code
1-6	Activity Address Code	70B02C
7-8	Fiscal Year	18
9	Type of Procurement Instrument	F
10-17	Unique identifiers of the procurement instrument	01234567

(6) *Supplementary Procurement Instrument Identifiers (SPIIDs).* SPIIDs shall be used in conjunction with the PIID to identify the following:

(i) *Amendments to Solicitations.* Amendments shall be assigned a four-position numeric serial number always sequentially beginning with 0001.

(ii) *Modifications to Contracts, Agreements, BPA Calls, and Orders.* Modifications to all awards (including contracts, agreements, BPA Calls, purchase orders, and task/delivery orders) shall be numbered sequentially with a six position alphanumeric serial number beginning with either A00001 or P00001. If contract administration is delegated to a contract administration office different from the original awarding office, the modifications issued by the administration office shall be prefaced with an “A”, otherwise use “P”. Please note that “A” shall not be used to identify an administrative modification. The “A” designation is intended only to identify contracting offices that did NOT issue the original award but are now in charge of contract administration.

Subchapter 3004.23 Federal Acquisition Security Council**3004.2300 Scope of subpart.**

This subchapter establishes policies and procedures for complying with Federal Acquisition Supply Chain Security Act of 2018 (FASCSA) (title II of Pub. L. 115-390) exclusion or removal orders and sharing certain supply chain risk information. “FASCSA orders” refers to both exclusion and removal orders.

3004.2302 Sharing supply chain risk information.

(a) *Information sharing.* 41 CFR 201–1.201 requires agencies to share relevant supply chain risk information with the FASC if the agency has determined there is a reasonable basis to conclude a substantial supply chain risk associated with a source or covered article exists.

(1) The DHS Cybersecurity Supply Chain Risk Management (C-SCRM) Office will gather relevant supply chain risk information and submit it through the DHS FASC Liaison to the FASC Information Sharing Agency (ISA). Relevant information includes:

- (i) Information associated with a particular source, a covered article, or a covered procurement (as defined at 41 U.S.C. 4713(k));
- (ii) Supply chain risk information that the DHS C-SCRM Office determines indicates a substantial supply chain risk associated with a source, a covered article, or a covered procurement; or
- (iii) Supply chain risk management information associated with a source, a covered article, or a covered procurement action and DHS C-SCRM Office deems such information relevant to share with the FASC.

(2) The DHS C-SCRM Office will determine whether substantial supply chain risk information identified by the contracting officer, or another acquisition team member will be shared with the FASC.

(b) *Notification Procedures.*

(1) For any discovery or disclosure of actual or potential supply chain risk information, the contracting officer or another acquisition team member must contact the DHS C-SCRM Office by email at cscrm@hq.dhs.gov. The notification to the DHS C-SCRM Office should include:

- (i) Contract or solicitation information, including contract or solicitation number, contractor or offeror name, and name of Component contracting officer;
- (ii) Covered article or source name; and

(iii) A “critical date,” no less than three (3) business days in the future, for when a response from the DHS C-SCRM Office is requested.

(2) The contracting officer or another acquisition team member submitting the notification should:

(i) Immediately notify the DHS C-SCRM Office even if all the information requested or considered to be relevant is not available;

(ii) Exclude source selection sensitive information in the notification to the DHS C-SCRM Office; and

(iii) Exclude other sensitive information (e.g., IP address, access information such as an account login and password) in the notification to the DHS C-SCRM Office. The notification should state that additional information is sensitive and will be provided in person or via a secured method.

(3) After initial notification, the DHS C-SCRM Office may request additional information.

3004.2304 Procedures.

(d) *Agency specific procedures.* Most orders issued under FASCSA authorities, hereby referred to as “FASCSA orders,” will be searchable within SAM to enable contractors and the Government to more easily identify the products and services subject to the orders. However, in rare cases, FASCSA orders may not be listed in SAM. For example, orders arising from classified contracts may not be listed in SAM. FASCSA orders not entered in SAM will be identified in the solicitation. Contracting officers will learn of these applicable orders from the requiring office or program office directly.

(e) *Disclosures.* The purpose of the disclosure is so the Government may decide whether to pursue a waiver in accordance with the procedures at HSAM 3004.2305. If an offeror cannot represent compliance with the prohibition, then the offeror must disclose proposed use of an excluded product or service pursuant to FAR 52.204-29(e). Upon receipt of disclosure of FASCSA order violations, the contracting officer must follow the procedures at HSAM 3004.2302(b) and consult the program office or requiring office regarding whether to pursue a waiver. Upon receipt of disclosure, the contracting officer may determine that the offeror is not eligible for award and make award to another offeror.

(g) *Reporting.*

(1) *Pre-Award.* Offerors must regularly review SAM for applicable FASCSA orders. By submitting an offer, an offeror is representing that it has conducted a reasonable inquiry and is not providing or using any covered article, or any products or services subject to an applicable FASCSA order identified in the solicitation.

(2) *Post-Award*. Once an award is made, contractors are required to monitor SAM at least once every three months to search for excluded sources, products, and services and notify the contracting officer if new FASCSA orders impact the contractors' supply chains (see FAR 52.204-30 (c)(1)).

(i) After engaging with the program office or requiring office, the contracting officer must follow the procedures at HSAM 3004.2302(b) if a contractor submits a report pursuant to paragraph (c) of FAR clause 52.204-30.

(ii) Contracting officers must then coordinate with the program office or requiring office to decide whether to pursue a waiver. If it is determined that a waiver is to be pursued, the contracting officer must follow the procedures at HSAM 3004.2305(d). If a waiver is not granted or pursued, the contracting officer must follow the procedures at HSAM 3004.2305(d)(2).

3004.2305 Waivers.

(d) *Waiver request packages*.

(1) The contracting officer, coordinating with the program office or requiring office, shall decide whether to pursue a waiver or to make award to an offeror who does not require a waiver in accordance with the procedures at 4.2304(f). If a waiver is being pursued, then the contracting officer may not make an award until written approval is obtained from the Secretary of the Department of Homeland Security, or designee confirming the waiver has been granted.

(2) If a waiver is not granted or pursued and the contractor is not in compliance with applicable FASCSA orders, the contracting officer shall not make an award to that offeror and existing contract, or task/delivery order options may not be extended or renewed. This is considered substantial supply chain risk information and the contracting officer must report to the DHS C-SRCM Office following the procedures at HSAM 3004.2302(b).

(3) If the contracting officer, after engaging with the program office or requiring office, decides to pursue a waiver (partial or full), the contracting officer must submit the necessary information to the program office or requiring office's respective Component CIO and CISO, who will review and evaluate for concurrence or denial. The following information must be provided:

(i) Identification of the applicable FASCSA order;

(ii) A description of the waiver sought, including, if limited to only a portion of the FASCSA order, a description of the FASCSA order provisions from which a waiver is sought;

- (iii) The name or a description sufficient to identify the covered article or the product or service provided by a source that is subject to the FASCSA order from which a waiver is sought;
 - (iv) Compelling justification for why a waiver should be granted, such as the impact of the FASCSA order on the Component's ability to fulfill its mission-critical functions, or considerations related to the national interest, including national security reviews, national security investigations, or national security agreements; and,
 - (v) Any alternative mitigations to be undertaken to reduce the risks addressed by the FASCSA order.
- (4) The contracting officer and program office or requiring office are required to review the disclosure and accompanying information for accuracy and completeness before routing the waiver request package to the program office or requiring office's respective Component CIO and CISO.
- (5) If the Component CIO decides to pursue the waiver, the waiver package will be sent to the DHS C-SCRM Office.
- (6) The DHS C-SCRM Office will review the waiver package and send to the DHS CISO with any relevant comments.
- (7) The DHS CISO will review the waiver request package, in consultation with the other members of the DHS C-SCRM Team (comprised of representatives from OCPO, OCIO, and OCSO) and the relevant Component CIO and CISO that submitted the waiver.
- (8) If the DHS CISO concurs with the waiver request, the CISO will send the package to the DHS CIO for review. If the DHS CIO does not concur with the waiver request, the package will be rejected and the relevant Component CIO or CISO will be notified.
- (9) If the DHS CIO concurs with the waiver request package, the DHS CIO will recommend the waiver to the Secretary of the Department of Homeland Security, or designee, for review and evaluation.
- (10) The DHS Secretary will make a final determination regarding the disposition of the waiver. If the DHS Secretary approves or disapproves the waiver, the DHS CIO, in collaboration with the DHS C-SCRM Office, will notify the Component CIO or CISO of the decision. If the DHS Secretary does not approve the waiver, the notification to the Component CIO or CISO may include a timeline for remediation of any deficiencies.
- (11) For waiver request packages to applicable DoD or Office of the Director of National Intelligence (ODNI) FASCSA orders, the Secretary of the Department of Homeland Security, or designee, will submit the waiver request package in writing and coordinate with the respective issuing official for review and evaluation.

Subchapter 3004.70 Review and Approval of Proposed Contract Actions

3004.7000 Scope.

(a) This subchapter establishes the review and approval requirements for the following contract actions when the value of the acquisition (inclusive of options) exceeds the simplified acquisition threshold as follows:

(1) Proposed solicitations, contracts, and contract modifications issued and awarded (including those awarded under a Basic Ordering Agreement (BOA)) pursuant to Federal Acquisition Regulation (FAR) Parts 12, 13.5, 14, 15 or 16;

(2) Proposed solicitations, orders, Blanket Purchase Agreements (BPAs), and modifications to such orders and BPAs issued and awarded pursuant to FAR Part 8.4, when using Statements of Work, Statements of Objectives, Performance Work Statements, or requiring licenses;

(3) Proposed solicitations, orders, BPA's, and modifications to such orders or BPA's, issued and awarded against a single award or a multiple award indefinite delivery or indefinite quantity contract or BPA pursuant to:

(i) Subpart 8.4 (when not covered by paragraph (2) above);

(ii) FAR Part 13; or

(iii) FAR Part 16.

(4) Letter contracts (of any dollar value) in accordance with HSAM Subchapter 3016.603;

(5) Pre-negotiation objectives and the documentation of negotiation (see FAR 15.406-3) for actions using FAR Part 15; and,

(6) Justifications and Approvals (J&As) for Other Than Full And Open Competition.

(b) Specific exceptions to the review and approval requirements are provided for in HSAM Subchapters 3004.7002 and 3004.7003.

(c) The approval requirements under this subchapter are in addition to other approval requirements prescribed by the FAR, HSAR, and HSAM (e.g., HSAM 3005.303, Announcement of contract awards, 3007.1, Acquisition Plans, etc.).

3004.7001 Definitions.

The following definitions are only applicable to HSAM 3004.70:

(a) “Legally sufficient” means that the document has been reviewed by an attorney in the DHS Headquarters (HQ) or Component legal office, and determined to be in compliance with applicable statutes, regulations, policies, and procedures.

(b) “Level above Approval” means approval after a review of the action by a procurement professional at least one supervisory level above the contracting officer responsible for the action. Level above review must always be done at a supervisory level. In instances where the contracting officer is at a supervisory level and the COCO\DHCA\HCA would be the level above approval, then peer review and approval is acceptable. If a non-supervisor is acting in a supervisory capacity, the review and the file shall be documented accordingly.

(c) “Review” means to scrutinize the document before its release to ensure that the contracting officer has complied with acquisition statutes, regulations, policies and procedures; has followed sound business practices; and has ensured that the contents of the contract file are in accordance with FAR 4.803.

3004.7002 Component Internal review and approval procedures.

(a) *Component review procedures.* HCAs shall establish procedures for conducting the internal reviews (e.g., level above approval, coordination with a contract review board, quality assurance personnel, operational users, etc.) to ensure the requirements of this subchapter are met. An action over \$500,000, but not greater than \$1 million, need not be reviewed at a level above the contracting officer at a remote contracting office when the contracting officer is the sole contracting official. The HCA is required to address review and level above approval requirements in their internal procedures for actions over \$1 million at remote contracting offices with limited contracting personnel.

(b) *Review and Approval Requirements.* Appendix C, Review and Approval Matrix lists the review and approval requirements for the actions listed in subchapter 3004.7000. All Component reviews, comments, approvals, and resolution of comments shall be documented in writing and maintained in the contract file. If the award approving official conditionally approves the award, the contracting officer must include in the contract file a written determination (signed and dated) indicating that all of the conditions (e.g., corrections, deletions, additions, changes, etc.) were satisfied prior to award.

(1) *Review comments.* Official review comments shall be designated as either “Mandatory Change/Actions” or “Recommendations.” The disposition of comments for the review and approval official and legal counsel are as follows:

(i) *Mandatory Changes/Actions.* These comments must be incorporated into the acquisition documentation in order for the action to be completed. Without these changes, the document or action would be considered either unacceptable or legally insufficient.

(ii) *Recommendations.* These comments are suggestions that the reviewer believes will improve the document. These comments can be accepted or rejected by the acquisition originator.

(c) *Cognizant technical/program review.* The contracting officer shall ensure that all proposed solicitations, awards, and modifications are coordinated as necessary with the cognizant technical/program office prior to issuance or award.

(d) *Exceptions.* Exceptions to the approval requirements specified above in subparagraph 3004.7002(b) include unilateral modifications that do not require a proposal from or negotiations with the contractor (or from the servicing agency for inter/intra-agency agreements.) For example, approval is not required for modifications to provide incremental funding, the exercise of options, and those actions listed in subparagraph 3004.7003(b).

3004.7003 Legal review.

(a) *Basic Rule for Legal Review.* Legal counsel shall review the contract actions listed in subchapter 3004.7000(a)(1) through (4) expected to exceed \$500,000 (inclusive of optional amounts and periods) for legal sufficiency. Legal counsel shall review J&As for Other Than Full And Open Competition (3004.7000(a)(6)) expected to exceed the simplified acquisition threshold (also see DHS J&A Guide). The contract action submitted for review shall be accompanied by the contract file, which must contain all documentation necessary to support the proposed action, including documentation of all contracting office reviews, approvals, and resolution of all issues and comments (unless parallel reviews are authorized in accordance with the HSAM and HCA procedures). The HCA, with the concurrence of the Component's legal counsel, may adjust the \$500,000 threshold. For the DHS HQ Office of Procurement Operations (OPO), the HCA must obtain the concurrence of the DHS Headquarters Office of General Counsel.

(b) *Exception to Basic Rule for Legal Review.* When legal counsel has previously reviewed a contract, BPA, order, or inter/intra-agency agreement, legal review of certain modifications to those contractual instruments is not required. Such modifications include, but are not necessarily limited to: administrative modifications; modifications to add funding that do not increase scope; and, modifications to exercise options.

(c) *Documentation.* Incomplete documentation will not be reviewed until the complete file is submitted, and may be returned without review at the discretion of the legal counsel. For documentation to be complete, it must include all properly executed supporting documents, including those required by the FAR, the HSAM and applicable Department and Component directives necessary to support the contract action.

(d) *Additional Requirements for Legal Review.*

(1) Any contract action involving private sector financing, see HSAM 3032.702-71, regarding legal review and approval.

(2) Any contract action, including orders under indefinite quantity contracts or GSA FSS contracts, specifying cancellation or termination fees shall be reviewed by legal before execution. (Note: Provisions for cancellation or termination fees are commonly found in lease and licensing agreements.)

(3) Any contract action, including orders under indefinite delivery contracts and GSA FSS contracts, in which the Government agrees to indemnify the contractor. (Note: Provisions for indemnity are commonly found in contract provisions offered by contractors proposing terms consistent with “commercial practices.”)

(e) *Availability of Legal Counsel Review at any Dollar Value.* Some issues may warrant legal review regardless of the dollar value. Contracting officers may request legal review due to the complexity or sensitivity of issues of the acquisition, notwithstanding that the dollar threshold has not been reached. For example, contracting officers should feel free to request legal assistance and guidance at critical junctures in the acquisition life cycle, such as for: difficult down-select or competitive range determinations, the clearance of acquisition plans for important acquisitions, questions as to the scope of an existing contract, and the issuance of cure notices or show cause letters.

(f) *Documentation.* The documentation of legal comments received or a statement from legal counsel that the procurement document has been reviewed and found to be legally sufficient must be placed in the contract file. The contracting officer is responsible for assuring that all legal comments are responded to and documented in the contract file. Any disagreements between the contracting officer and the reviewing attorney shall be forwarded to the COCO for resolution. The COCO may delegate this function in accordance with Component procedures.

3004.7004 Office of Chief Procurement Officer (OCPO) review and approval.

(a) The OCPO may require review of any DHS contract action, including modifications to awarded actions, during the acquisition process to ensure that sound business practices are being used; actions are in compliance with applicable laws, executive orders, and acquisition regulations; and actions serve the Government’s best interest.

(1) *Specific actions requiring approval.*

(ii) Solicitation and contract actions selected by the CPO for review; and

(ii) In accordance with FAR 17.502-2(c)(2), HSAM 3017.502-170(c)(2), and HSAM 3017.502-171(g)(3), CPO/SPE approval is required prior to placing an order against another agency’s contract that is not subject to the FAR or prior to obtaining acquisition assistance from an agency not covered by the FAR.

(b) *Information required for OCPO review and approval.*

(1) *General.*

(i) Reviews required by HSAM Subchapters 3004.7002 and 3004.7003 shall be obtained prior to transmittal to OCPO, including evidence of review and resolution of Component comments. Unless otherwise specified, all documents requiring CPO or designee or higher-level approval shall be signed by the HCA as “Recommended for Approval” and transmitted to OCPO through the Reverse

HCA Scheduler and Tracker Reporting Tool (RHCAST) at <http://ocpo-sp.dhs.gov/sites/era/HCAST/Pages/RHCAST.aspx>.

(ii) Documents submitted must be sufficient to allow for a comprehensive review. Documents submitted for review which include proprietary information or source selection information shall be marked and protected in accordance with FAR 3.104-4 and HSAM Subchapter 3003.104-4.

(c) *Notifications and other submissions to OCPO.* Unless otherwise specified, Components shall submit all required notifications and document submissions (e.g., copies of delegations, individual deviations) through RHCAST at <http://ocpo-sp.dhs.gov/sites/era/HCAST/Pages/RHCAST.aspx>.

3004.7005 Periodic compliance reviews.

Periodic oversight reviews (e.g., an established procurement management review program, review of selected procurement actions by Headquarters, etc.) of solicitations, pre-negotiation objectives, documentation of negotiations, contract awards, and contract modification awards must be conducted by Components. All reviews must be documented in writing.

Subchapter 3004.71 Contents of a Procurement Request Package

3004.7100 Scope.

This subchapter sets forth the minimum documentation requirements for submission of a procurement request package to the contracting activity.

3004.7101 Documentation requirements.

At a minimum, the following documentation shall be provided to the contracting activity when submitting a procurement request package. Failure to submit the required documentation will result in the rejection of the procurement request package. HCA procedures may prescribe additional documentation. Requirements offices should coordinate with their contracting activity to ensure the correct documentation is submitted for their requirement.

- (1) Acquisition Plan (See HSAM 3007.103(e));
- (2) Approved APFS record (See HSAM See HSAM 3007.172(a));
- (3) Inherently Governmental and Critical Functions Analysis, Product Service Code (PSC) Exemption Memo, or statement asserting “none of the functions to be performed are inherently governmental”, as applicable (See HSAM 3007.503-71 and HSAM 3007.503-72(e)).
- (4) Certified funds (See HSAM 3032.702-70(a));
 - (i) Fiscal Year and Treasury Account Symbol (See HSAM 3032.702-70(c)(1))
- (5) Funding Agency and Funding Office. This information can be derived in any fashion (i.e., from an email, within the SOW\SOO\PWS, from an accounting string, etc.), and represents who is supplying the requirement.
- (6) Market Research Documentation (See HSAM 3010.001-70(d)(9));
 - (i) Recommended Sources
- (7) COR Nomination Package (See HSAM 3032.702-70(b));
- (8) Statement of Work/Statement of Objectives/Performance Work Statement or product specification, as appropriate;
- (9) Independent Government Cost Estimate (See HSAM 3015.404-70);
- (10) Chief Information Officer/Information Technology Acquisition Review (ITAR) of acquisitions that include information technology, as applicable (See DHS Directive 142-02, Information Technology Integration and Management and DHS Directive 102-01, Acquisition Management Directive);
- (11) Section 508 documentation, as applicable (See HSAM 3039.203(a)(2));

- (12) Justification for Full and Open Competition/Limited Source Justification/Brand Name Justification/Exception to Fair Opportunity, as applicable;
- (13) Quality Assurance Plan when a Statement of Objectives or Performance Work Statement is contemplated, as applicable;
- (14) Evaluation criteria/factors;
- (15) DD Form 254, as applicable;
- (16) Written statement addressing the factors enumerated in FAR 9.302 whenever first article testing and approval is required, as applicable (See HSAM 3009.302);
- (17) Checklist for Private Sector Temporary Personnel, Appendix T, as applicable (See HSAM 3037.112(d));
- (18) Appendix G – Individual or Class Checklist for Controlled Unclassified Information;
- (19) For all acquisitions where Federal information systems, which include contractor information systems operated on behalf of the agency, are used to collect, process, store, or transmit controlled unclassified information, the requirements official shall submit a Security Requirements Traceability Matrix (SRTM) as an attachment to the requirements document (e.g., Statement of Work, Statement of Objectives, Performance Work Statement). The requiring office shall coordinate the completion of the SRTM with the Component CIO or designee;
- (20) All cloud computing acquisitions must be delivered through FEDRAMP™ Cloud Service Provider (CSP) requirements and established in the Statement of Work. Please see www.fedramp.gov for more information. The Service Level Agreement Template shall not be used for cloud computing acquisitions; and
- (21) For procurements requiring contractor access to classified information\systems, the package must include a list identifying each position title, number of FTEs, clearance level (Secret, etc.) and access level (FOUO, NATO, COMSEC, SCI, etc.). The information provided here and in the subsequent DD-254 will be used by the program official to populate the DHS Position Designation Tool (PDT).

CHAPTER	3005	PUBLICIZING CONTRACT ACTIONS
	3005.003	Governmentwide point of entry (GPE).
Subchapter	3005.1	Dissemination of Information
	3005.102	Availability of solicitations.
Subchapter	3005.2	Synopses of Proposed Contract Actions
	3005.202	Exceptions.
	3005.207	Reserved.
Subchapter	3005.3	Synopses of Contract Awards
	3005.301	General.
	3005.303	Announcement of contract awards.
	3005.303-70	Congressional notification of contract actions.
Subchapter	3005.4	Release of Information
	3005.401	General.
	3005.403	Requests from Members of Congress.
	3005.404	Release of long-range acquisition estimates.
	3005.404-1	Release procedures.
Subchapter	3005.5	Paid Advertisements
	3005.502	Authority.

3005.003 Governmentwide point of entry (GPE).

Use of online procurement services for open market procurements, such as reverse auction, does not fulfill the responsibility to disseminate information as required by FAR Part 5.1. Some of these online procurement service tools provide for automatic notification or optional dissemination to the GPE. Contracting professionals and ordering officials shall ensure that all required information, such as the brand name justification or documentation (See FAR Part 5.102(a)(6)), is included for the GPE, if the acquisition is expected to exceed \$25,000.

Subchapter 3005.1 Dissemination of Information**3005.102 Availability of solicitations.**

(a)(4) DHS Management Directive No. 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information, established DHS policy regarding the identification and safeguarding of Sensitive But Unclassified (SBU) information. All SBU acquisition information used during the solicitation and/or proposal phase of the procurement cycle will be protected through the enhanced controls of the GPE. The determination of sensitivity is the responsibility of the requiring activity. SBU acquisition materials may include information related to operations, systems, structures, individuals and services essential to the security and management of a facility, including telecommunications, electrical power, building facility structural layout, gas and oil storage and/or transportation, water supply, emergency services, and the continuity of operations.

Subchapter 3005.2 Synopses of Proposed Contract Actions

3005.202 Exceptions.

(b) The Chief Procurement Officer (CPO) will make the written determination after consultation with the Office of Federal Procurement Policy (OFPP) and the Small Business Administration (SBA).

3005.207 Reserved.

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Subchapter 3005.3 Synopses of Contract Awards

3005.301 General.

The contracting officer must document the contract file with the reason(s) why a contract award was not synopsisized.

3005.303 Announcement of contract awards.

(a) *Public announcement.* Contract actions valued in excess of \$4 million and task or delivery orders using no-year or multi-year DHS funds in excess of \$10 million shall not be awarded or distributed, nor any information released to any source outside of DHS (except as described in FAR 15.503(a)), until the requirements of HSAM 3005.303-70 have been satisfied. Neither contracting officers nor any other DHS employee shall issue an award synopsis, public announcement, or any press release until the requirements in this subsection have been satisfied.

(b) *Local announcement.* The timing of any local announcement must be consistent with the requirements of Congressional notification in HSAM 3005.303-70.

3005.303-70 Congressional notification of contract actions.

(a) It is essential that DHS contracting officers understand that complying with Appropriations law is a basic condition of holding a warrant. The Congressional notification requirements are required by the Consolidated Appropriations Act, which is appropriations law. These requirements apply not only to awards made with appropriated funds made available by DHS' annual appropriations acts, but to DHS contracts and orders in general regardless of the funding source. As a result, the Congressional notification requirements apply to all awards, including those funded by fees, offsetting receipts, gift funds, and any other budget authority. However, Congressional notification is not required for Foreign Military Sales conducted under FAR 6.302-4 International agreement where the foreign country specifies the vendor. Any deliberate or reckless action leading to a violation of Congressional notification requirements may be grounds for warrant suspension or revocation. Therefore, if in doubt, send the Congressional notification out.

(b) Appendix D, Congressional Notification Requirements identifies contract actions that shall not be awarded, issued or distributed, nor information released to sources outside of DHS (except as described in FAR 15.503(a)(1)), until the requirements of Appendix D and this subsection have been satisfied. It is the responsibility of the contracting officer to confirm that three (3) business days have elapsed following the DHS Office of the Chief Procurement Officer (OCPO) notification to the Senate and House of Representatives Appropriations Committees. Heads of Contracting Activities (HCAs) are required to provide the oversight necessary to ensure contracting officer compliance with Appendix D and this subsection.

(c) OCPO is responsible for reviewing all Congressional notifications prior to submission to the Senate and House of Representatives Appropriations Committees. OCPO will review the notification for accuracy and to ensure supplies or services are clearly described and easily understood. Most delays in the notification process are the result of poorly worded or overly technical descriptions of supplies or services. Therefore, do not use undefined acronyms, vague

language or technical jargon that may not be known by the general public within the notification. Contracting officers can prevent delays in awards by using plain language in the description allowing individuals not familiar with the requirements to comprehend what is being procured.

(d) *Announcement and notification procedures.* The DHS OCPO will use the information contained on the electronic Congressional notification form within the DHS Office of the Chief Procurement Officer Enterprise Reporting Application (ERA) tool to notify Senate and House of Representative Appropriations Committees.

(1) Contracting officers or other officials designated by the Component shall prepare and electronically submit the Congressional notification (after internal Component coordination as required) via the ERA tool located at <http://ocpo-sp.dhs.gov/sites/era/Pages/cn-home.aspx> to OCPO at least five (5) full business days prior to the anticipated award or notice of award per Appendix D.

(i) The business day begins at 9:00 a.m. Eastern Time (ET). For notifications received after 9:00 a.m. ET, the first full business day will be the day following receipt. For example, if a contract or order is planned to be awarded/issued on a Friday, the electronic Congressional notification must be received electronically within ERA by OCPO no later than 9:00 a.m. the previous Friday.

(2) The contracting officer shall complete a separate electronic Congressional notification form for each anticipated award or notice of award per Appendix D. Thus, multiple actions on the same electronic Congressional notification form are not permissible.

(3) Contracting officers shall note the anticipated date of award on the electronic Congressional notification form, which shall be at least five (5) full business days after the electronic Congressional notification form is transmitted to the DHS OCPO via ERA. The contracting officer, or the official who transmitted the electronic Congressional notification form, will receive an ERA systems or OCPO-generated email as confirmation to proceed with award or notification per Appendix D.

(4) Descriptions of classified Congressional notifications or notices that would jeopardize national security shall not be included in the ERA tool as these types of notices shall be coordinated directly with OCPO outside the ERA tool.

(e) *Discretionary notification.* HCAs are authorized to provide discretionary Congressional notification when otherwise not required if it is determined the action is of special interest. Discretionary Congressional notification shall be made under the same procedures and timeframe as required Congressional notification that is required. HCAs or their designated representative must coordinate with OCPO before submitting the electronic Congressional notification form.

(f) *Request for Congressional Notification Deferral.* Congressional notification to the Committees of Appropriation of the Senate and House of Representatives for contract actions as provided in Appendix D which use FY 2009 or subsequent years' appropriations may be deferred only in very limited circumstances. Such circumstances are limited to those situations

where compliance with Congressional notification procedures prior to contract award would pose a substantial risk to human life, health, or safety. A deferred congressional notification shall be submitted in the ERA tool concurrently with award or within three (3) days after award. Additional guidance on the deferral process is available at <https://ocpo-sp.dhs.gov/sites/ERA/CN%20Training%20Documents/Congressional%20Notification%20Deferral%20Process%20February%202022.pdf>.

Subchapter 3005.4 Release of Information

3005.401 General.

After consultation with legal counsel or personnel from the Freedom of Information Act (FOIA) office (as applicable), the contract file must be documented to provide the rationale for withholding information other than that permitted to be withheld in FAR 5.401(b).

3005.403 Requests from Members of Congress.

(a) *Individual requests.* When DHS receives a request from a Member of Congress for information regarding a particular contract:

(1) The HCA is delegated the authority of the agency head under FAR 5.403. The contracting officer shall refer the proposed reply, with full documentation, to the HCA.

(2) The HCA shall notify the DHS Office of Legislative Affairs immediately upon receipt of a request from a Member of Congress for information regarding any contract, solicitation, or any procurement sensitive information. A copy of the request should also immediately be provided to the OCPO and to the Component legislative affairs office. If the request is from a Member of Congress acting in any capacity other than as the Chairman of a Committee or Subcommittee, Speaker of the House, President of the Senate, or Majority Leader of the Senate, the Component Freedom of Information Act Officer and legal counsel must also be notified.

(3) The response to the Member of Congress must be coordinated through the DHS Office of Legislative Affairs. The DHS Office of Legislative Affairs may also elect to have the Component's Office of Legislative Affairs provide the requested information to Congress. A copy of the response to Congress should be provided to OCPO.

3005.404 Release of long-range acquisition estimates.

3005.404-1 Release procedures.

(a) and (b) The authorities under FAR 5.404-1 are delegated to the contracting officer. The contracting officer shall ensure that the conditions set forth at FAR 5.404-1(b) are adequately addressed. Contracting officers must comply with the security requirements set forth under HSAM 3004.4 concerning the release of classified information.

(c) Long range acquisition estimates are contained in the Acquisition Planning Forecast System (APFS). The APFS provides the annual DHS procurement forecast.

Subchapter 3005.5 Paid Advertisements

3005.502 Authority.

Publication of paid advertisements must be approved one level above the contracting officer.

CHAPTER	3006	COMPETITION REQUIREMENTS
Subchapter	3006.1	Full and Open Competition
	3006.102	Reserved.
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Subchapter 3006.1 Full and Open Competition

3006.102 Reserved.

3006.102-70 Reporting requirements when one offer received under competitive procedures.

If only one offer is received in response to a solicitation using competitive procedures, and the award exceeds \$250,000, see HSAM 3004.606-70.

Subchapter 3006.3 Other Than Full and Open Competition**3006.302 Circumstances permitting other than full and open competition.****3006.302-1 Only one responsible source and no other supplies or services will satisfy agency requirements.**

(b)(4) The Acquisition Policy and Oversight (APO) Executive Director will make the determination.

3006.302-2 Unusual and compelling urgency.

(d)(1)(ii) The HCA is the approval authority for the written determination.

3006.302-7 Public interest.

(d) The CPO approves any determination and Justification and Approval (J&A) for Other than Full and Open Competition covered under 6.302-7, regardless of dollar amount, prior to review and approval by the Secretary.

3006.303 Justification.**3006.303-1 Requirements.**

(a) The DHS Justification and Approval for Other than Full and Open Competition Guide provides guidance on preparing justifications, including a sample format. All justifications requiring review and approval by the Office of the Chief Procurement Officer (OCPO) shall follow the sample format provided in the guide. The guide is located at <https://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>.

3006.303-2 Content.

(b)(9)(iii) For a proposed contract where FAR 6.302-2 is cited as the authority, the exceptional circumstances allowing for an award for a period of performance in excess of 150 days (see HSAR 3006.302-270) or one year (see FAR 6.302-2(d)(1)(ii)).

3006.304 Approval of the justification.

(c) Class justifications shall be approved by the same approval authority as for individual justifications (see FAR 6.304(a)). Class determinations and findings and J&As under the authority at FAR 6.302-7, Public Interest, are prohibited. When awarding a contract based on a class justification, a copy of the approved J&A must be included in the contract file.

(e) Justifications and approvals that result in the invocation of the exception to the Buy American statute at FAR 25.103(b)(2) or 25.202(a)(2) shall be reviewed and approved in accordance with HSAM 3025.103(b)(2)(i) or 3025.202(a)(2), as applicable. The justification

and approval shall follow the sample format in the DHS Justification and Approval for Other than Full and Open Competition Guide and be submitted to the CPO for review and approval using the DHS Buy American Reporting Tool (see HSAM 3025.001(c)(74)).

(f) All justifications submitted to the OCPO for approval shall be accompanied by the corresponding legal review and approved acquisition plan. Any previous justification shall also be submitted.

3006.304-71 Revised and postaward justifications.

(a) Preaward revisions to justifications.

(1) Contracting officers shall revise justifications and obtain required approvals before contract award if –

(i) There are changes to the requirement that result in a substantive change to the description of the supplies or services being purchased even if there is no change to the final award amount;

(ii) The final award amount is greater than twenty percent of the estimated value in the original J&A; or

(iii) The increase in the total dollar value of the action now requires higher approvals (*e.g.*, approval by the advocate for competition).

(2) Preaward revisions to justifications shall be reviewed and approved before contract award –

(i) By the original approving authority when there is no impact to the dollar value of the action or the change to the dollar value does not change the approval requirement;

(ii) By a higher approving authority when there is an increase to the dollar value of the action that changes the approval requirement (*e.g.*, the original J&A was approved by the contracting officer, but the final award amount requires approval by the advocate for competition); and

(iii) Be prepared, reviewed, and approved in accordance with FAR 6.303, FAR 6.304, HSAM 3004.7003, HSAM 3006.303, and HSAM 3006.304.

(3) Revisions to justifications may be made with change pages or by a complete revision of the J&A. The revisions must be either highlighted or identified by the use of change bars alongside the revised text to facilitate identification of the changes.

(b) Postaward justifications.

(1) Contracting officers shall prepare justifications after contract award for sole source and competitively awarded actions if the modification makes a material change to the contract.

(2) Contracting officers shall consult legal counsel for modifications that increase the contract value by greater than twenty percent to determine if the modification makes a material change to the contract. Contracting officers shall include their determination, with evidence of legal review, in the contract file.

(3) Justifications for each modification shall be prepared and approved in accordance with FAR 6.303, FAR 6.304, HSAM 3004.7003, HSAM 3006.303, and HSAM 3006.304.

3006.304-72 Legal review.

Legal counsel shall review J&As for legal sufficiency if the contract value, inclusive of options, exceeds the simplified acquisition threshold consistent with the requirement at HSAM 3004.7003.

3006.305 Reserved.

Subchapter 3006.5 Advocates for Competition

3006.501 Requirement.

The Component is authorized to designate a Procuring Activity Advocate for Competition (PAAC) and, if applicable, an Alternate(s) Procuring Activity Advocate for Competition (APAAC) subject to APO Executive Director review and concurrence. Designation memoranda shall be forwarded to the Departmental Advocate for Competition through the Component HCA using the required template entitled “Designation Memorandum for Procuring Activity Advocate for Competition Template” located at Appendix F. When a Component has determined that it is necessary for the PAAC and APAAC(s) to be active at the same time, the designation memoranda shall identify the specific areas of responsibility for each (e.g., geographic region, operational division, approval thresholds, etc.). In order to qualify as a PAAC or APAAC, an individual must have a thorough knowledge of the Federal acquisition system; not be assigned any duties or responsibilities that are inconsistent with FAR 6.501; and have access to functional specialists in areas such as contracting, engineering, legal, security, and utilization of small business concerns, as may be necessary to effectively carry out his/her competition advocacy duties and responsibilities.

3006.502 Duties and responsibilities.

(b)(2) As a basis for the Departmental Advocate for Competition’s annual report to the CPO and Chief Acquisition Officer (CAO) in accordance with FAR 6.502(b)(2), each PAAC shall prepare and submit an annual Component Competition Report to the Departmental Advocate for Competition on or before December 20th of each year for the preceding fiscal year. The PAAC is responsible for obtaining input from the APAAC(s), as applicable, for inclusion in the Component Competition Report.

(b)(5) In the absence of the PAAC and APAAC, the duties and responsibilities identified in this subchapter shall be performed by the Component HCA or designee.

3006.570 Advocates for competition for the procuring activity.

A listing with point of contact information for the Department Advocate for Competition and each PAAC/APAAC(s) is maintained by the CPO on the Doing Business with DHS page, and is accessible at <https://www.dhs.gov/competition-advocates-and-task-order-and-delivery-order-ombudsman>.

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	3007.103	Agency-head responsibilities.
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Subchapter 3007.1 Acquisition Plans**3007.101 Reserved.****3007.102 Policy.**

(a) In addition to promoting full and open competition to the maximum extent practicable, as well as promoting the acquisition of commercial products or commercial services, acquisitions shall be planned such that the appropriate contract types are selected and such that all technical, business, management, and other significant considerations are addressed as prescribed by FAR Part 7 and as supplemented herein.

(b) Reserved.

(c) All inter and intra-agency acquisitions (IA) shall be planned. See HSAM 3017 for a discussion of direct and assisted IAs. Acquisition planning requirements for IAs are as follows:

(1) For an assisted acquisition:

(i) The requesting agency (DHS or other agency) may delegate preparation of an AP to the servicing agency (DHS or other agency), but the requesting agency shall provide support and assistance as needed. Either the requesting or the servicing agency may prepare and approve the AP in accordance with the applicable interagency agreement (IAA). If the IAA states that DHS shall prepare the AP, the AP shall be completed in accordance with this Chapter. See HSAM 3017.502-171(c) for the policy if an agency other than DHS prepares the AP.

(ii) Acquisition plans are not required for interagency assisted acquisitions with the Department of Energy (DOE) for work to be performed by a DOE laboratory or sites (see HSAM 3017.502-172).

(2) For a direct acquisition:

The requesting agency (DHS or other agency) prepares the AP.

(3) IA documentation requirements:

(i) For intra-agency assisted acquisitions, a copy of the AP shall be maintained in the servicing Component's contract file.

(ii) For interagency assisted acquisitions, the IAA shall state where the AP is maintained.

(d) When a written AP is required, a solicitation shall not be issued until the written AP has been approved. See exceptions in paragraph (f).

(e) APs for Department-wide vehicles may include planning for all task/delivery orders and calls to be placed against the vehicles, when feasible. Language in the Department-wide vehicle AP shall specifically state that the AP covers all task and/or delivery orders or calls within scope of the contract or agreement. When an AP for a Department-wide vehicle does not cover the task/delivery orders or calls, separate APs may be required for the task/delivery orders or calls.

(f) *Exceptions.* Written APs are required for acquisitions that meet the criteria and thresholds in the Written Acquisition Plan Matrix located at HSAM 3007.103(e). Written APs are not required for the following:

- (1) For firm-fixed price (FFP) acquisitions of supplies and/or services less than \$50M. This includes BPAs, BOAs and IDVs with only FFP task/delivery orders and calls;
- (2) Other than firm-fixed price (OTFFP) actions below the simplified acquisition threshold (SAT) (See FAR Class Deviation 20-02, Written Acquisition Planning Requirements).
- (3) Agreements between DHS and another federal agency that are not interagency acquisitions per FAR 17.500(c);
- (4) Transactions under which all work is performed by DHS personnel;
- (5) *Emergency acquisitions.* An acquisition is considered an emergency acquisition when the need for the supplies/services is of such unusual and compelling urgency that the Government would be seriously injured if the supplies/services were not immediately acquired;
- (6) Task/delivery orders where a written AP has been approved at the base contract level (e.g., indefinite delivery vehicle (IDV)) and the approved AP includes planning for all task or delivery orders issued after award;
- (7) Orders/calls under Basic Ordering Agreements (BOAs) or Blanket Purchase Agreements (BPAs) where a written AP has been approved prior to award of the initial BOA or BPA and the AP includes planning for the orders/calls issued after award;
- (8) Contracts awarded as a result of a Broad Agency Announcement (BAA) where a written AP has been approved prior to issuing the BAA and the AP addresses the total value of all awards to be made as a result of the BAA; the types of awards to be made, e.g., FFP, time and materials (T&M), cost reimbursement, etc.; and the AP specifically states that the AP covers all awards made as a result of the BAA;
- (9) Acquisitions conducted under the Small Business Innovative Research Program (SBIR) or Small Business Technology Transfer (STTR); and
- (10) Individual acquisitions in support of construction projects if the acquisitions are covered in the construction project plan.

3007.102-70 Reserved.

3007.102-7000 Reserved.

3007.102-7001 Reserved.

3007.102-7002 Reserved.

3007.103 Agency-head responsibilities.

(e) *Criteria and Thresholds.*

(1) Written APs for supplies and services shall be prepared in accordance with the following Written AP Matrix. In situations where a written AP is not required, acquisition planning is still required, per FAR 7.102.

Written Acquisition Plan Matrix

Contract Type	Written AP Required Yes/No	OCPO Approval Threshold
FFP < \$50M (includes BPA, BOA or IDV with only FFP task/delivery orders and calls)	No	N/A
FFP ≥ \$50M (includes BPA, BOA or IDV with only FFP task/delivery orders and calls)	Yes	≥ \$100M
OTFFP < SAT (includes contracts, BPA, BOA or IDV with OTFFP orders and calls)	No	N/A
OTFFP ≥ SAT (includes contracts, BPA, BOA or IDV with OTFFP orders and calls)	Yes	≥ \$100M

(2) *FFP Actions.* A written AP shall be prepared for FFP actions greater than or equal to \$50M.

(3) *OTFFP Actions.* A written AP shall be prepared for OTFFP actions above the SAT. (See FAR Class Deviation 20-02, Written Acquisition Planning Requirements)

(4) *Hybrid Actions.* A written AP shall be prepared if (1) the contract is a hybrid with both FFP and OTFFP CLINS; and (2) the OTFFP portion is greater than or equal to the SAT.

(5) The editable version of Appendix Z, DHS Acquisition Plan template is accessible at the following link:

<http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>

(j) Review and Approval of APs.

(1) *Review.* All APs shall be reviewed and signed by at least the acquisition planner/program manager, small business specialist, the contracting officer and the HCA or designee. For acquisitions that include or use information technology in any form, the Component CIO shall review and sign the AP before it is submitted to the contracting activity for review and approval. The HCA may require additional reviews.

(2) *Approval.*

(i) CPO or designee approval of a written AP is required (1) for APs with a total procurement value greater than or equal to \$100M; or (2) for any other AP designated by the OCPO.

(ii) All APs not requiring CPO or designee approval shall be approved/signed by the HCA or designee.

(iii) APs requiring CPO or designee approval shall be (1) submitted in accordance with the format provided in Appendix Z, DHS Acquisition Plan template, (2) properly coordinated with pertinent functional office/stakeholders prior to submission to the CPO or designee, and (3) signed by the HCA prior to submitting for CPO or designee approval.

(iv) For acquisitions that include or use information technology in any form, in addition to the CPO or designee, the DHS CIO shall also review and sign the AP. When the AP is sent to OCPO for review, OCPO will coordinate with the HQ OCIO to obtain the DHS CIO review and signature.

(v) All APs that require CPO or designee approval shall also comply with the following procedures:

(A) In those instances where the initial AP was approved below the CPO or designee approval threshold, but a revised AP is subsequently prepared that meets the threshold, the revised plan shall be approved by the CPO or designee. Revisions may be made using change pages or by complete revision of the AP.

(B) The HCA may request a waiver from the requirement for CPO or designee approval of an AP. Any such waiver request shall be submitted by the HCA to OCPO. Waiver requests shall contain sufficient detail to clearly demonstrate the basis for the request.

(C) Classified APs that require CPO or designee approval shall be coordinated with the Executive Director, OCPO/Acquisition Policy and Oversight or the Director, OCPO/CAAS.

3007.103-70 Reserved.

3007.104 General procedures.

(a) In accordance with FAR 7.104(a), acquisition planning shall begin as soon as the agency need is identified. Planners shall pay close attention to the procurement administrative lead time (PALT) needed to award complex acquisitions using various methods of procurement and contract types, taking into consideration the need for vendor engagement, and the need to conduct the analysis required by HSAM 3007.503. Early formation of the acquisition planning team shall ensure that the appropriate subject matter experts described below and FAR 7.104 are involved in the development of the AP; that there is sufficient time to ensure that the contracting officer complies with all requirements of law, executive orders, regulations, and all other applicable procedures, including clearances; and that goods and services are procured in a timely manner and at a reasonable price to meet mission needs.

(b) Acquisition planners shall assess all requirements to ensure applicable projects and requirements are planned. HCAs should issue instructions establishing PALT and cut-off dates to assist planners and reduce end of year rushed procurements. When establishing PALT and cut-off dates, HCAs shall remain cognizant of federal holidays and their possible impact to the procurement process. Acquisition planners in conjunction with their contracting officer shall set realistic procurement-specific milestones that take into account federal holidays as non-business days for contracting staff and industry partners. Contractors shall be given a reasonable amount of time to prepare submissions assuming no work is performed on Federal holidays.

(c) Complex procurements that require a vendor engagement require significant lead-time. Planners shall include sufficient time in the schedule for each step in the procurement process in order to comply with law, regulation and DHS policy and ensure the end user receives the required good or services at a fair and reasonable price.

(d) At a minimum, the acquisition planning team shall include the acquisition planner/program manager, contracting officer and small business specialist. The team shall also include, as applicable, information security, personnel security, budget, environmental, privacy, legal, energy, safety, earned value management, logistics and end user personnel when the circumstances of the proposed acquisition requires the expertise of these individuals (Also see HSAM 3004.470(b)). The contracting officer, as the developer of the acquisition strategy plays a key role in the planning. Working together, the acquisition planner and the acquisition planning team prepare and execute the AP.

(1) *Acquisition planner/Program manager.* The acquisition planner, shall develop the AP making sure to:

- (i) Coordinate with an acquisition planning team comprised of personnel responsible for significant aspects of the AP. (See 3007.104(d))
- (ii) *Document the IGCE.* IGCEs shall be fully documented so that contracting officials can understand the basis of the estimate and can use the estimate in later steps of the acquisition process. A fully documented estimate also increases information sharing. A well-documented estimate shall be

supported by detailed documentation that describes how it was derived, capturing the source of the data used and the assumptions underlying the estimate. The IGCE shall include line item mapping to corresponding sections of the programmatic Work Breakdown Structure (WBS) and Life Cycle Cost Estimate (LCCE), when a WBS and LCCE exist or explain why the mapping is not applicable. For new development or production contracts (including services contracts) with a total IGCE value above \$20 million that support a Level I or II acquisition program, the program office shall obtain IGCE review and signature by the Component Acquisition Executive (CAE). A copy of the signed IGCE is required to be provided by the CAE to the Office of the Under Secretary of Management when the procurement request package is submitted to the contracting activity.

- (iii) Document lessons learned from the acquisition history, which includes knowledge gained from previous contracts, or potential issues that should be addressed in the new contract because lessons learned from previous contracts improve acquisition planning for new requirements. Knowledge gained from prior acquisitions can be used to further refine requirements and acquisition strategies.
- (iv) Provide input into the AP as necessary; and
- (v) Route the AP through the approval process;

(2) *Contracting officer.* The contracting officer, as a member of the acquisition planning team, shall provide applicable input for the plan such as the type of contract, contract vehicle to be used, setting procurement milestones, and on set-aside considerations. The contracting officer shall also document the rationale for the selection of OTFFP contract type such as cost-reimbursement, labor hour, time & material, etc. In addition, the contracting officer shall:

- (i) For acquisitions that may involve bundling coordinate with the small business specialist, DHS Office of Small Business Utilization (OSDBU), and the Small Business Administration (SBA), as appropriate, in accordance with the review and approval requirements of FAR 7.107(c);
- (ii) For acquisitions in support of disaster or emergency relief activities, consult the Disaster Response Registry at <https://www.sam.gov/portal/public/SAM/>, when contracting for debris removal, distribution of supplies, reconstruction, and/or other disaster or emergency relief activities. The registry contains information on contractors who are willing to perform disaster or emergency relief activities within the United States and its outlying areas. (See FAR 7.103(y) and FAR 26.205).
- (iii) Verify that all IGCEs have supporting documentation that describes how the estimate was derived, capturing the source of the data used and the

assumptions underlying the estimate. A copy of the supporting documentation shall be kept in the contract file.

(3) *Small business specialist.* The small business specialist, as a member of the acquisition planning team, shall review and sign the AP.

(e) *Contractor support.* While contractors may provide acquisition planning support, contractors are prohibited from making any acquisition planning decisions. Administrative services in support of acquisition planning are not generally considered to be inherently governmental functions (see FAR 7.503(d)). However, in order to avoid any potential personal or organizational conflicts of interest (OCI), or the appearance thereof as related to the award and administration of future contracts resulting from any acquisition planning activity for which a contractor provides support, appropriate OCI provisions must be included in the contract under which the contractor's acquisition planning support services have been obtained, and nondisclosure agreements must be executed to cover acquisition planning-related information. If there is any question concerning a potential, actual or the appearance of an OCI, the Contracting Officer should contact the Office of General Counsel or Component legal office before allowing any contractor to assist in the acquisition planning process. (For further guidance regarding organizational and consultant conflicts of interest, see FAR 9.5; Homeland Security Acquisition Regulation (HSAR) Subpart 3009.5; and HSAM Subpart 3009.5.)

3007.105 Contents of written acquisition plans.

(c) Refer to the requirements of FAR Class Deviation 20-02, Written Acquisition Planning Requirements and Appendix Z, DHS Acquisition Plan template. (See 3007.103(d)) Template sections shall not be deleted. If a section does not apply, planners shall insert "N/A" and the basis for non-applicability. Planners shall ensure that due diligence is performed to support an "N/A" response. If there is additional information that needs to be added to the template based on the requirement, Components have the flexibility to tailor the template to add the additional information.

(d) If there is additional information that needs to be added to the template based on the requirement, Components have the flexibility to tailor the templates to add the additional information.

(e) The written AP shall indicate if it is a new plan or a revision. Revisions to plans may be tracked using a table that shows the document version, date completed, and reason for revision.

(f) Each page of the written AP shall state the following: "SOURCE SELECTION INFORMATION - SEE FAR 2.101 and 3.104."

3007.106 Reserved.

3007.107 Additional requirements for acquisitions involving bundling.

(a) The acquisition planner shall conduct market research to determine whether bundling is necessary and justified. See FAR 10.001(a)(2)(iv), FAR 10.001(a)(3)(vi), FAR 10.001(c) and HSAM 3010.001(c) for additional requirements.

(b) Reserved.

(c) The DHS Deputy Secretary, without redelegation, shall determine that bundling is necessary and justified under the circumstances at FAR 7.107(c). When the contracting officer believes these circumstances apply to the acquisition, the HCA shall forward the following to the CPO:

(1) A copy of the approved AP required by FAR 7.105 and FAR 7.107;

(2) A copy of the SBA representative's (e.g., Procurement Center Representative) concurrence with the bundling of requirements or the decision of the HCA (see HSAM 3019.505); and

(3) A copy of the contracting officer's calculations showing how the expected benefits below the monetary thresholds under FAR 7.107(b) were derived. The CPO shall review the information. If the CPO proposes to recommend disapproval to DHS Deputy Secretary, the reasons for disapproval shall be discussed and resolved at a managerial level within the Component. The CPO findings on any unresolved issues shall be forwarded by the CPO to the Deputy Secretary for a final decision.

3007.170 Reserved.

3007.171 Reserved.

3007.172 Acquisition Planning Forecast System.

(a) In the fiscal year preceding the award of a new procurement all potential procurements shall be entered into the APFS database in accordance with HSAM 3019.202-270. APFS records shall be created and approved for all acquisitions over the SAT except as identified in Appendix H, Acquisition Planning Forecast System and Small Business Review Form Requirements Matrix. The APFS database can be accessed at the following link: <http://apfs.dhs.gov>. APFS record requirements are provided in Appendix H, Acquisition Planning Forecast System and Small Business Review Form Requirements Matrix.

(b) An APFS record shall be entered into the APFS database on or before August 31st of each year for all potential procurements that could arise in the following fiscal year. Unplanned procurements during the fiscal year shall be entered into the APFS as soon as the requirement is known.

(c) The requirements office initiates the APFS record by entering program information regarding the potential procurement into the APFS database and electronically routing the APFS record to the contracting activity. Once all requirement office fields are complete, the contracting officer reviews the requirements office fields, enters data for the contracting activity

and approves or rejects the APFS record. Once the APFS record is approved by the contracting officer it is routed to the APFS Coordinator for action.

(d) The APFS Coordinator selects the appropriate small business program, reviews all APFS records within the Component, ensures APFS record accuracy and approves or rejects APFS records. Once the APFS record is approved by the APFS Coordinator the APFS number on the record has an “F” placed in front of the number indicating it is final. The APFS record is then published in APFS for the procurement forecast. The Component APFS Coordinator shall work with the Component requirements offices and Component Acquisition Executive to ensure all of the Component’s potential procurements are entered into the APFS database on time.

(e) The requirements office shall include a copy of the approved APFS record (marked with an “F”) in the procurement request package. The contracting officer shall return procurement requests that do not include a final APFS record. Contracting officers shall not release any solicitations without first receiving a final APFS record.

(f) In the event of an emergency acquisition, the APFS record may be prepared concurrent with the submission of the procurement request. The final APFS record shall be delivered to the contracting activity prior to the release of the solicitation.

(g) APFS is not authorized for the processing or storage of classified or sensitive information. Requirements offices and contracting officers should consult with the appropriate representatives from Legal Counsel, Privacy Office, Security Office, and Freedom of Information Act Office before inputting information into APFS if they have questions or concerns regarding the sensitivity of information.

Subchapter 3007.2 Planning for the Purchase of Supplies in Economic Quantities

3007.204 Responsibilities of contracting officers.

(a) Reserved.

(b) Before continuing with the negotiation or award of the acquisition, the contracting officer shall decide, in conjunction with the program manager, if continuing outweighs the potential cost saving benefits of delaying the acquisition.

3007.270 Additional requirements for acquisitions involving strategically sourced commodities.

3007.270-1 Scope.

This section describes the roles and responsibilities related to planning Department-wide contracts, and DHS' role in Federal Strategic Sourcing Initiatives (FSSI). See also HSAR Class Deviation 23-01 Implementation of Make PPE in America Act and HSAM Subchapter 3025.71 Make PPE in America Act Restrictions on Foreign Acquisition for requirements for Department-wide contracts for personal protective equipment.

3007.270-2 Definitions.

Business Case means a document used for capturing the business rationale and strategy decisions for a department-wide contract. It addresses the business need, alternatives, anticipated risks, expected cost, measurements, benefits, and acquisition strategy. The business case templates (Streamlined and Full) are available on the Strategic Solutions Office (SSO) Intranet at: <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Pages/default.aspx>.

DHS Commodity Council means a cross-Component working group comprised of executive or senior leadership who approve commodity strategies for Department-wide initiatives and appoint or recommend Component representatives for the DHS Commodity Working Group.

DHS Commodity Working Group (CWG) means a cross-component working group comprised of Component subject matter experts, program/project managers, and procurement personnel that identify a strategic sourcing opportunity within a set of related commodities and conducts detailed analysis of component level budget, spend, and acquisition practices to develop the necessary documentation required for the procurement.

Government-wide contract means any contract vehicle available for use by Federal Agencies and includes FSSI, Government-wide Acquisition Contracts (GWACs), BPAs, and Multi-agency contracts.

3007.270-3 General requirements.

(a) The DHS SSO shall implement the Department-wide approaches to acquiring goods and services. The SSO shall collaborate with stakeholders to develop and deploy sourcing strategies that enhance mission performance and improve acquisition efficiency utilizing a structured,

phased-oriented framework identified in the SSO Concept of Operations available at <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Pages/default.aspx>.

(b) Components shall involve the SSO during the requirement identification and definition phases of an acquisition to determine if an existing Department-wide contract is in place or is anticipated, and to determine if the requirement lends itself to the establishment of a Department-wide contract.

(c) When developing Component-wide contracts, Components shall coordinate with the SSO to determine if another Component(s) has requirements for similar goods and/or services. If requirements are similar, the Component(s) shall work to provide information to assist with the development of a Department-wide contract and shall assist with such responsibilities as identifying common requirements, current prices, existing contractual agreements, and required terms and conditions; providing future requirements and spend forecasts, establishing ordering procedures; determining contract management and administrative processes; developing a methodology for calculating savings; and establishing reporting procedures to track purchase volume, spend, and savings.

(d) Prior to pursuing an acquisition outside of a Strategic Sourcing vehicle notwithstanding any exceptions identified in HSAM Section 3007.271-2, Components shall review the published listing of Department-wide contracts available on the SSO Intranet (<http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/oss/Pages/StrategicSourcing.aspx>) to determine if the requirement can be met through a current or planned Department-wide contract.

3007.271 Department-wide contracts.

3007.271-1 General requirements.

(a) Before establishing a Department-wide contract, it shall be supported by a written business case. If the acquisition is below the Office of Management and Budget (OMB) threshold (See HSAM 3007.271-1(c)(2)) a streamlined business case shall be prepared. At a minimum all business cases shall meet the following requirements:

- (1) Demonstrate the value of establishing a new Department-wide contract vehicle versus establishing a Government-wide or Component-wide vehicle;
- (2) Identify any existing Government-wide, Department-wide or Component-wide contracts that would satisfy the need;
- (3) Describe the reason(s) why a new Department-wide contract should be established in lieu of using an existing Government-wide contract;
- (4) Discuss the DHS customer(s) and the steps being taken to reflect any anticipated or future change conditions; and
- (5) Evaluate the factors considered in reaching a conclusion that a Department-wide contract is consistent with and beneficial to the DHS mission.

(b) The program office shall prepare the business case. The SSO will assist with the preparation of the business case and will submit the document for CPO or designee approval.

(c) Guidance in this section applies to planned Department-wide vehicles meeting the criteria described in (c)(1) and the thresholds of (c)(2). A full business case shall be developed when:

(1) The preliminary business case for GWACs, Multi-Agency Contracts and BPAs shall be developed consistent with the SSO business case template and posted to the OMB MAX system upon request or if the thresholds in (c)(2) applies.

(2) The criteria and estimated dollar threshold set forth in the Office of Federal Procurement Policy Memorandum, “Development, Review and Approval of Business Cases for Certain Interagency and Agency-Specific Acquisitions,” dated September 29, 2011 and available at:

<http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/development-review-and-approval-of-business-cases-for-certain-interagency-and-agency-specific-acquisitions-memo.pdf> requires Department-wide business cases meeting the thresholds in the table below to be uploaded to the OMB MAX “Business Case Community Page” during the advance acquisition planning phase for a minimum of 15 days to permit review by interested Federal stakeholders. The OMB MAX system is available at: <https://max.omb.gov/community/x/b5G8IQ>.

Acquisition Vehicle	Anticipated Solicitation Release Date	Business case is required when the estimated value of the proposed acquisition vehicle is equal to or greater than...
Government-wide Acquisition Contract	—	All GWACS regardless of estimated value
Covered Multi-Agency Contract or Multi-Agency Blanket Purchase Agreement	—	\$250 Million
	FY13	\$100 Million
Covered Agency-Specific Contract or Agency-Specific Blanket Purchase Agreement	FY14	\$50 Million

(3) Based on Federal stakeholder feedback, a determination shall be made to either proceed with a new procurement (finalize) or to cancel the business case of which the status shall be updated in OMB MAX system.

(4) When establishing or renewing a GWAC, at a minimum, Section 2: Scope and Section 4: Potential Duplication of the business case shall be reviewed and approved using the OMB MAX “Business Case Community Page.”

- (5) The SSO shall formally submit the approved business case to OMB as a part of the request by the agency head or deputy to the OMB Director, requesting executive agent designation to award and manage the GWAC.
- (d) OSDBU and the DHS Office of the Chief Information Officer (information technology acquisitions only) shall approve the business case prior to submitting the business case for CPO or designee approval.
- (e) The CPO or designee shall approve the designation of an acquisition as a Department-wide contract and as mandatory with exceptions based on review and approval of the business case. Written approval by the CPO or designee shall be received prior to issuing a pre-solicitation synopsis or other public notice.
- (f) If not approved in the business case a separate request for Executive Agent Designation shall be developed by the SSO. The HCA shall review the Executive Agent Designation and submit for CPO or designee approval through the following email address: SSO@hq.dhs.gov.
- (g) The approved business case shall be maintained as a part of the contract file.

3007.271-2 Use of department-wide contracts.

See HSAM 3017.7102 for the requirements, procedures and exceptions for use of Department-wide vehicles.

3007.271-3 Source selection evaluation for department-wide contract vehicles.

- (a) In accordance with Department of Homeland Security Memorandum, Source Selection Evaluators for the Department of Homeland Security Wide Contract Vehicles, dated October 24, 2011, DHS Components and Headquarter offices shall nominate at least one person to serve as an evaluator to support source selection efforts for Department-wide contract vehicles. The memorandum is available at:
<http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/sspo/Documents/Strategic%20Sourcing/Strategic%20Sourcing%20Policy%20Links/USM%20Borras%20signed%20memo%20Source%20Selection%20Evaluators%20DHS%20Wide%20Contract%20Vehicles%2010.24.11.pdf>.
- (b) Evaluators shall meet the necessary qualifications as specified in the request by SSO.
- (c) Request for exception to this requirement requires OCPO approval and shall be submitted to Director, SSO via the following email address: SSO@hq.dhs.gov.

3007.271-4 Review of FPDS information.

Information reported to FPDS for department-wide contract vehicles is automatically propagated to task\delivery orders. Therefore, every effort must be made to ensure information entered is correct. Components shall perform a detailed review of each department-wide contract vehicle's FPDS report to ensure the information is accurate, complete, and timely. Review of the FPDS CAR shall be done at the same time the contract document and contract file are reviewed, i.e., prior to award.

3007.271-5 Post-award notification.

(a) The HCA shall notify the CPO or designee once the Department-wide contract is awarded in order to distribute and post information about the contract on the SSO intranet site. See HSAM 3005.303-70 for requirements/procedures.

(b) The contracting officer shall provide the SSO electronic copies of all contract modifications and other documentation, i.e., ordering guide, contract overview, and vendor contact information.

3007.272 Federal Strategic Sourcing Initiatives (FSSI).

The primary goals of FSSI are to strategically source across federal agencies; establish mechanisms to increase total cost savings, value, and socio-economic participation; collaborate with industry to develop optimal solutions; share best practices; and create a strategic sourcing community of practice. FSSI solutions provide DHS with access to vehicles that meet OMB's goal for cross-government participation.

3007.272-1 Reserved.**3007.272-2 Definition.**

Federal Strategic Sourcing Initiative (FSSI) is a government-wide commodity working group chartered under the purview of the Federal Government's Chief Acquisition Council, led by the General Services Administration, to encourage cross-government collaboration, identification of commodities and services common to all agencies, and adoption of industry best practices for strategic sourcing initiatives.

3007.272-3 Procedures.

(a) DHS participates in FSSI initiatives that collectively achieve DHS and FSSI goals.

(b) The OCPO shall serve as the DHS interface through active participation in the FSSI Working Group by assisting, when necessary, in the planning, development, and execution of government-wide solutions.

(c) Components shall provide subject matter expertise and requirements upon request of the OCPO.

Subchapter 3007.4 Equipment Lease or Purchase

3007.401 Acquisition considerations.

The contracting officer shall make any required comparison and document the contract file. See FAR 7.401 for factors that should be considered.

Subchapter 3007.5 Inherently Governmental Functions

3007.502 Applicability.

This subchapter applies to all contracts and orders for services pursuant to FAR 7.502.

3007.503 Policy.

The requirements official and contracting officer shall ensure inherently governmental functions are reserved exclusively for performance by Federal employees pursuant to FAR 7.503.

3007.503-70 Definitions.

(a) “Inherently governmental functions” as defined in section 5 of the Federal Activities Inventory Reform (FAIR) Act of 1998, Public Law 105-270 are functions that are so intimately related to the public interest as to require performance by Government employees. The term includes functions that require either the exercise of discretion in applying Government authority, or the making of value judgments in making decisions for the Federal Government including judgments relating to monetary transactions and entitlements. The Federal Government cannot contract for inherently governmental functions under any circumstance. An inherently governmental function involves, among other things, the interpretation and execution of the laws of the United States so as –

- to bind the United States to take or not to take some action by contract, policy, regulation, authorization, order, or otherwise;
- to determine, protect, and advance United States economic, political, territorial, property, or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise;
- to significantly affect the life, liberty, or property of private persons;
- to commission, appoint, direct, or control officers or employees of the United States; or
- to exert ultimate control over the acquisition, use, or disposition of the property, real or personal, tangible or intangible, of the United States, including the collection, control, or disbursement of appropriations and other Federal funds.

Inherently governmental functions do not normally include gathering information for or providing advice, opinions, recommendations, or ideas to Government officials. They also do not include functions that are primarily ministerial and internal in nature, such as building security, mail operations, operation of cafeterias, housekeeping, facilities operations and maintenance, warehouse operations, motor vehicle fleet management operations, or other routine electrical or mechanical services.

See FAR 7.503(c) for a list of examples of functions considered to be inherently governmental functions or which shall be treated as such. This list is not all inclusive.

(b) “Closely Associated with Inherently Governmental Functions” are functions that are not generally considered to be inherently governmental functions but may approach being in that category because of the nature of the function and the risk that performance may impinge on

Federal officials' performance of an inherently governmental function. If the agency determines that contractor performance of a function closely associated with an inherently governmental function is appropriate, specific safeguards and monitoring systems must be addressed to ensure that work being performed by contractors will not evolve into inherently governmental functions. See FAR 7.503(d) for a list of examples of functions closely associated with inherently governmental functions. This list is not all inclusive.

(c) "Critical Functions" are functions that are necessary to the agency being able to effectively perform and maintain control of its mission and operations. Per the Office of Federal Procurement Policy (OFPP) Policy Letter 11-01: Performance of Inherently Governmental and Critical Functions, dated October 12, 2011, agencies must identify "critical functions" and ensure that the agency has sufficient internal capability to maintain control over functions that are core to the agency's mission and operations. Typically, critical functions are recurring and long-term in duration.

3007.503-71 Documentation.

(a) The Inherently Governmental and Critical Functions Analysis is located at the following link: <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/APLDocuments/Job%20Aids/Performance%20of%20Inherently%20Governmental%20and%20Critical%20Functions%20Checklist%20Final.pdf>. The Inherently Governmental and Critical Functions Analysis consists of sections that:

- (1) Provide general requirement information to include the Special Interest Function (SIF) List;
- (2) Assist in identifying inherently governmental functions;
- (3) Assist in identifying functions closely associated with inherently governmental functions;
- (4) Provide various considerations to assist in identifying critical functions; and
- (5) Provide examples of oversight tasks, safeguards or mitigation strategies for functions that are closely associated with the performance of inherently governmental functions, special interest functions and critical functions.

(b) The Product Service Code (PSC) Exemption List is located at the following link: <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>. The PSC Exemption List identifies the PSCs for which completion of the Inherently Governmental and Critical Functions Analysis is not required. The functions identified on the PSC Exemption List have been determined to have a low risk of being inherently governmental or closely associated with an inherently governmental function.

(c) The PSC Exemption Memo template is located at the following link: <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>.

3007.503-72 Requirements.

(a) The requirements official and contracting officer shall ensure inherently governmental functions are reserved exclusively for performance by Federal employees pursuant to FAR 7.503. Also see OFPP Policy Letter 11-01, Performance of Inherently Governmental and Critical Functions, dated October 12, 2011. The guidance contained in Policy Letter 11-01 is intended to assist Federal agencies in ensuring that only Federal employees perform work that is inherently governmental, or otherwise needs to be reserved for the public sector. The policy is further intended to help agencies manage functions that are closely associated with inherently governmental functions and critical functions, which are often performed by both Federal employees and contractors.

(b) Inherently Governmental and Critical Functions Analysis:

(1) The Inherently Governmental and Critical Functions Analysis is mandatory and shall be completed by the requirements official for all proposed service contracts above the simplified acquisition threshold (SAT) (includes base plus options), including contractor services obtained using inter/intra-agency acquisition procedures (direct and assisted) when the Product Service Code (PSC) associated with the procurement is not on the PSC Exemption List.

(2) This Inherently Governmental and Critical Functions Analysis shall be updated when there is a change to the requirement that impacts the inherently governmental functions, closely associated with inherently governmental functions, special interest functions, or critical functions determination in Sections I, II or III of the analysis.

(3) If a function is not listed in Section I of the Inherently Governmental and Critical Functions Analysis or FAR 7.503, requirements officials shall determine whether the function otherwise falls within the definition of inherently governmental by evaluating, on a case-by-case basis, the nature of the work, and the level of discretion associated with performance of the work using the following tests. This shall be documented at the conclusion of Section I of the analysis. A function meeting either of the following tests should be considered inherently governmental.

- (i) *Test 1.* The nature of the function test. Functions which involve the exercise of sovereign powers of the United States are governmental by their very nature. Examples of functions that, by their nature, are inherently governmental are officially representing the United States in an inter-governmental forum or body, arresting a person, and sentencing a person convicted of a crime to prison. A function may be classified as inherently governmental based strictly on its uniquely governmental nature and without regard to the type or level of discretion associated with the function.
- (ii) *Test 2.* The exercise of discretion test. A function requiring the exercise of discretion shall be deemed inherently governmental if the exercise of that discretion commits the government to a course of action where two or more alternative courses of action exist, and decision making is not already limited or guided by existing policies, procedures, directions, orders, and other guidance.

(4) If it is determined that contractor performance of a function closely associated with an inherently governmental function, special interest function or critical function is appropriate, oversight tasks, safeguards and/or mitigation strategies shall be implemented and documented on the analysis. Examples of oversight tasks, safeguards and/or mitigation strategies are provided in Attachment 1 of the analysis.

(5) *Class Determinations.* A class determination provides authority for a class of contract actions under a single Inherently Governmental and Critical Functions Analysis. The requirements official may execute a class determination for the same or similar related services described in the Statement of Work (SOW), Performance Work Statement (PWS), or Statement of Objective (SOO) that require essentially identical justification or rationale to support the entire class.

- (i) The class determination shall state a specified period of time but may not exceed five years and shall include the effective date and an expiration date in the document.
- (ii) A copy of the class determination shall be placed in each individual contract file that is covered by the class determination.

(6) *Additional Reviews.* Additional Component reviews of the Inherently Governmental and Critical Functions Analysis are at the discretion of the contracting activity.

(c) *Requirements Official.*

(1) Shall complete and sign an Inherently Governmental and Critical Functions Analysis or Inherently Governmental and Critical Functions PSC Exemption Memo, as applicable, for all proposed service contracts above the SAT (includes base plus options), including contractor services obtained using inter/intra-agency acquisition procedures (direct and assisted). One of these documents shall be transmitted to the contracting activity with the procurement request package.

(2) Shall include a statement with the purchase request package asserting “none of the functions to be performed are inherently governmental” for all proposed service contracts below the SAT (includes base plus options), including contractor services obtained using inter/intra-agency acquisitions procedures (direct and assisted).

(3) Shall review FAR 7.503(c) for examples of functions considered inherently governmental and FAR 7.503(d) for examples of functions generally not considered inherently governmental. If the requirements official is unsure whether the function is inherently governmental, the requirements official should request assistance from the contracting officer and/or legal counsel.

(4) Shall review, on an ongoing basis, the functions being performed by contractors, paying particular attention to the way in which contractors are performing, and agency personnel are managing, contracts involving functions that are closely associated with inherently governmental functions and contracts involving critical functions.

(d) *Contracting Officers.*

- (1) Shall not issue a solicitation for services above the SAT (includes base plus options) without a completed and signed Inherently Governmental and Critical Functions Analysis or Inherently Governmental and Critical Functions PSC Exemption Memo.
- (2) Shall not issue a solicitation for services below the SAT (includes base plus options) without a statement in the purchase request package that asserts “none of the functions to be performed are inherently governmental.”
- (3) Shall conduct an independent review of the Statement of Work (SOW), Performance Work Statement (PWS), or Statement of Objective (SOO) for proposed service contracts exceeding the SAT (includes base plus options), including contractor services obtained using inter/intra-agency acquisitions procedures (direct and assisted), to ensure that no inherently governmental functions are included before the solicitation is issued. If the requirements official and the contracting officer disagree as to whether a function is inherently governmental, closely associated with an inherently governmental function, special interest function or critical function, or on the PSC, the Head of the Contracting Activity or designee shall make the final determination and the contract file shall be documented appropriately.
- (4) Shall take prompt post award corrective actions if a determination is made that a contractor is performing work that is inherently governmental.
- (5) If the contracting officer intends to make contract award with a different PSC than the PSC identified by the requirements official, the contracting officer shall work with the requirements official and appropriately document the contract file.

(e) *Indefinite Delivery Vehicles.* For Indefinite Delivery Vehicles (IDVs), Basic Ordering Agreements (BOAs), and Blanket Purchase Agreements (BPAs) for proposed services, the Inherently Governmental and Critical Functions Analysis may be prepared at the IDV, BOA or BPA level as long as the SOW, PWS, or SOO provides sufficient detail to conduct an analysis. If the Inherently Governmental and Critical Functions Analysis or Inherently Governmental and Critical Functions PSC Exemption Memo is applicable to the delivery/task orders it must be stated on the document. In addition, a copy of the Inherently Governmental and Critical Functions Analysis or Inherently Governmental and Critical Functions PSC Exemption Memo shall be included with the procurement request package of all individual task orders and calls. If the SOW, PWS, or SOO do not provide adequate details, the Inherently Governmental and Critical Functions Analysis shall be prepared for each individual task order, or call order unless an exception applies.

(f) *Emergency Acquisitions.* The requirements in this section apply to emergency acquisitions as described in FAR 18 and HSAM 3018, Emergency Acquisitions.

CHAPTER	3008	REQUIRED SOURCES OF SUPPLIES AND SERVICES
	3008.004	Use of other sources.
Subchapter	3008.4	Federal Supply Schedules
	3008.404	Reserved.
	3008.404-70	Reporting requirements when only one offer received under competitive procedures.
	3008.405	Ordering procedures for supplies and services.
	3008.405-2	Ordering procedures for services requiring a statement of work.
	3008.405-3	Blanket Purchase Agreements (BPAs).
	3008.405-6	Limited sources justification and approval.
	3008.405-70	Revised and postaward limited sources justifications.
	3008.405-71	Evaluation practices.
Subchapter	3008.8	Acquisition of Printing and Related Supplies
	3008.802	Policy.
	3008.870	Acquisition of DHS employee business cards.
Subchapter	3008.11	Leasing of Motor Vehicles
	3008.1102	Presolicitation requirements.
Subchapter	3008.90	Purchase of Motor Vehicles
	3008.9000	General.

3008.004 Use of other sources.

In accordance with HSAM 3017.7102, the contracting officer or ordering official shall review the list of available Department-wide contract vehicles on the DHS Strategic Sourcing intranet page

(<http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/Strategic%20Programs/Pages/StrategicSourcing.aspx>) prior to making a purchase from other sources. An acquisition should be made from a DHS-wide contract vehicle after considering FAR 8.002 and FAR 8.003 mandatory sources but before considering FAR 8.004 other sources. If a DHS-wide contract vehicle is available, but not being used, the contracting officer shall document the basis for the decision and obtain an exception or waiver as described in HSAM 3017.7102. Note that this policy applies to all supplies and services, including those from FAR 8.002/8.003 mandatory sources available on a Department-wide contract vehicle.

Subchapter 3008.4 Federal Supply Schedules

3008.404 Reserved.

3008.404-70 Reporting requirements when only one offer received under competitive procedures.

If only one offer is received in response to a solicitation using competitive procedures, and the award exceeds \$250,000, see HSAM 3004.606-70.

3008.405 Ordering procedures for supplies and services.

3008.405-2 Ordering procedures for services requiring a statement of work.

(d) When an offeror requests information on an award that was based on factors other than price alone, or when the contracting officer is considering an optional explanation of the basis of the award, the contracting officer should consult the information in the Debriefing Guide for guidance on the explanation of the basis for award process and appropriate timely information to provide to the offeror.

3008.405-3 Blanket Purchase Agreements (BPAs).

(a)(3)(ii) All determinations for any single award blanket purchase agreement (BPA) exceeding the threshold at FAR 8.405-3(a)(3)(ii) shall be made by the DHS Chief Procurement Officer (CPO) or designee. A written determination is required whether the solicitation will be issued competitively or non-competitively. Components shall submit the determination for CPO approval not later than 14 days *prior* to issuance of the solicitation. The determination must be signed by the Component HCA as “*Recommended for Office of the Chief Procurement Officer Approval*”. The determination should be accompanied by such background information as will allow evaluation of the proposed determination, including, without limitation, any related justification and approval for other than full and open competition or separate determination for advisory and assistance services under FAR 8.4. Determinations shall be submitted in the format provided at Appendix L. All determinations submitted for CPO approval shall be accompanied by the approved acquisition plan.

3008.405-6 Limited sources justification and approval.

(b) When an order for a Federal Supply Schedule (FSS) contains brand name specifications, ordering activities and ordering officials shall coordinate the written justification or documentation with the ordering activity contracting officer for further processing and approval as designated in FAR 8.405-6(d). The ordering activity contracting officer for the action shall ensure the request for quotation (RFQ) is posted with the approved brand name justification or documentation in “e-Buy” as required by FAR Parts 8.402(d) and 8.405-6.

(b)(1) For proposed FSS orders expected to exceed \$25,000 and up to the simplified acquisition threshold, the contracting officer is the approval official for the brand name documentation. The justification and approval requests for the use of brand name and limited sources for FSS as

described in FAR Parts 8.405-6(b)(2) and (d) shall be submitted to the DHS, or the Component Competition officials, designated at HSAM Chapter 3006 and the DHS Justification and Approval (J&A) Guide for Other than Full and Open Competition.

(b)(3)(ii)(C) *Waiver of e-Buy posting requirement for brand name item.* The Component HCA shall transmit a determination, supported by rationale, for the approval and signature of the Chief Procurement Officer prior to soliciting offers if an order for a brand name item is needed and access through e-Buy is determined not to be in the Government's interest.

3008.405-70 Revised and postaward limited sources justifications.

(a) *Preaward revisions to limited sources justifications.*

(1) Contracting officers shall revise limited sources justifications and obtain required approvals before contract award if –

(i) There are changes to the requirement that result in a substantive change to the description of the supplies or services being purchased even if there is no change to the final award amount;

(ii) The final award amount is greater than twenty percent of the estimated value in the original limited sources justification; or

(iii) The increase in the total dollar value of the action now requires higher approvals (*e.g.*, approval by the advocate for competition).

(2) Preaward revisions to limited sources justifications shall be reviewed and approved before award –

(i) By the original approving authority when there is no impact to the dollar value of the action or the change to the dollar value does not change the approval requirement;

(ii) By a higher approving authority when there is an increase to the dollar value of the action that changes the approval requirement (*e.g.*, the original limited sources justification was approved by the contracting officer, but the final award amount requires approval by the advocate for competition); and

(iii) Be prepared, reviewed, and approved in accordance with FAR 8.405-6, HSAM 3004.7003, HSAM 3008.405-6, and HSAM 3008.405-70.

(3) Revisions to limited sources justifications may be made with change pages or by a complete revision of the limited sources justification. The revisions must be either highlighted or identified by the use of change bars alongside the revised text to facilitate identification of the changes.

(b) *Postaward limited sources justifications.*

(1) Contracting officers shall prepare limited sources justifications after award for sole source and competitively awarded actions if the modification makes a material change to the contract.

(2) Contracting officers shall consult legal counsel for modifications that increase the award value by greater than twenty percent to determine if the modification makes a material change to the contract. Contracting officers shall include their determination, with evidence of legal review, in the contract file.

(3) Limited sources justifications for each modification shall be prepared and approved in accordance with FAR 8.405-6, HSAM 3004.7003, HSAM 3008.405-6, and HSAM 3008.405-70.

3008.405-71 Evaluation practices.

(a) When evaluating non-price factors in a competitive acquisition, and when the Government evaluation team includes more than one person, the team may collaboratively arrive at ratings or findings. It is not necessary for an evaluation team to first develop individual member evaluation ratings or findings before starting a consensus evaluation.

(b) The advisory multi-step process described in FAR 15.202 may be adapted for use with acquisitions under this subpart. This advisory process is based on a pre-solicitation notice and occurs before release of the RFQ.

(c) *Down-Select Process.* When a large number of responses is anticipated in a competitive acquisition, the acquisition team may consider a phased evaluation. In a down-select, many quotes are evaluated in the first phase under some of the evaluation factors and fewer quotes are considered in one or more subsequent phases on the remaining evaluation factors. The process described in HSAM 3016.505(b)(70)(iii) may be adapted for use with acquisitions under this subpart.

Subchapter 3008.11 Leasing of Motor Vehicles

3008.1102 Presolicitation requirements.

(a)(2) The DHS Chief Administrative Services, is the certifying official under FAR 8.1102(a)(2) as designated in DHS MD Number 0510, Motor Vehicle Fleet Management.

Subchapter 3008.90 Purchase of Motor Vehicles

3008.9000 General.

(a) Section 1343(b)2 of Title 31 United States Code requires that agency appropriations must authorize the purchase or lease of passenger motor vehicles.

CHAPTER	3009	CONTRACTOR QUALIFICTIONS
Subchapter	3009.1	Responsible Prospective Contractors
	3009.103	Policy.
	3009.104	Standards.
	3009.104-5	Representation and certifications regarding responsibility matters.
	3009.104-6	Federal Awardee Performance and Integrity Information System.
	3009.105	Procedures.
	3009.105-2	Determinations and documentation.
	3009.171	Prohibition on Federal Protective Service guard services contracts with business concerns owned, controlled, or operated by an individual convicted of a felony.
	3009.172	Reserved.
Subchapter	3009.2	Qualification Requirements
	3009.202	Policy.
	3009.204	Responsibilities for establishment of a qualification requirement.
	3009.206	Acquisitions subject to qualification requirement.
	3009.206-1	General.
Subchapter	3009.3	First Article Testing and Approval
	3009.302	General.
	3009.306	Solicitation requirements.
Subchapter	3009.4	Debarment, Suspension, and Ineligibility
	3009.402	Policy.
	3009.405	Effect of listing.
	3009.405-1	Continuation of current contracts.
	3009.405-2	Restrictions on subcontracting.
	3009.406	Debarment.
	3009.406-1	General.
	3009.407	Suspension.
	3009.407-1	General.
Subchapter	3009.5	Organizational and Consultant Conflicts of Interest
	3009.501	Reserved.
	3009.503	Waiver.
	3009.570	Limitations on Lead System Integrators.

3009.570-1	Reserved.
3009.570-2	Reserved.
3009.570-3	Procedures.

Subchapter 3009.1 Responsible Prospective Contractors

3009.103 Policy.

(a)(70) Contracting officers may use the Department of Army's Determination of Responsibility Assistant (DORA) Contractor Responsibility Bot to facilitate a determination of a prospective contractor's responsibility or nonresponsibility (see also HSAM 3009.105 concerning documentation requirements). A job aid and instructions on using the bot may be found on the OCPO Policy page on DHSConnect. While the bot retrieves information from the System for Award Management (SAM) (including responsibility/qualification information previously found within the stand-alone Federal Awardee Performance Integrity Information System (FAPIIS) platform), Contracting Officers remain responsible for reviewing the information and for obtaining the additional information needed to be satisfied a prospective contractor currently meets the standards at FAR 9.104.

3009.104 Standards.

3009.104-5 Representation and certifications regarding responsibility matters.

(a)(2) If an apparent successful offeror that is otherwise responsible submits an affirmative certification under FAR 52.209-5 Certification Regarding Responsibility Matters, or paragraph (h) of provision 52.212-3, indicating the existence of an indictment, charge, conviction or civil judgment or Federal tax delinquency in an amount that exceeds the threshold specified FAR 9.104-5(a)(2), the contracting officer shall request additional information regarding the issue to determine whether the apparent successful offeror is presently responsible. If the contracting officer determines that the apparent successful offeror is presently responsible, the contracting officer shall forward the certification and supporting documentation, and a specific statement that the apparent successful offeror is presently responsible to the Office of Inspector General (OIG) requesting that a suspension and debarment referral file be created and forwarded to the Suspension and Debarment Official (SDO) in accordance with DHS Directive 146-01 and DHS Instruction Number 146-01-001 ([available at: http://dhsconnect.dhs.gov/Policy/directives-instructions#k=suspension](http://dhsconnect.dhs.gov/Policy/directives-instructions#k=suspension)). The contracting officer shall not award the contract until the SDO acknowledges receipt and specifically states that suspension or debarment will not be considered.

(b)(2) When an offeror provides an affirmative response in paragraph (b)(1) or (b)(2) of the provision 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law, or paragraph (q)(2)(i) or (ii) of provision 52.212-3, the contracting officer shall forward the certification, any additional information received from the offeror, and a specific statement that the apparent successful offeror is presently responsible to the OIG requesting that a suspension and debarment referral file be created and forwarded to the Suspension and Debarment Official (SDO) in accordance with DHS Directive 146-01 and DHS Instruction Number 146-01-001 ([available at: http://dhsconnect.dhs.gov/Policy/directives-instructions#k=suspension](http://dhsconnect.dhs.gov/Policy/directives-instructions#k=suspension)).

3009.104-6 Federal Awardee Performance and Integrity Information System.

(c)(2) If the contracting officer identifies adverse information in SAM (including the responsibility/qualification information previously viewed in FAPIIS) that could indicate that the apparent successful offeror should be suspended or debarred, the contracting officer shall provide the information to the OIG and request that the facts be investigated. If appropriate, the OIG shall create a suspension and debarment referral and forward it to the SDO for consideration.

3009.105 Procedures.

3009.105-2 Determinations and documentation.

(a) *Determinations.* (1) The contracting officer shall promptly provide a copy of the nonresponsibility determination to the prospective contractor and a copy to the OIG who will prepare a referral to the SDO in accordance with DHS Directive 146-01 and DHS Instruction Number 146-01-001.

(b) *Support documentation.* (1)(i) For all contract awards, the contracting officer shall include the SAM Exclusions and the responsibility/qualification information (previously viewed in FAPIIS) report in the contract file to establish that the information regarding the awardee and applicable key personnel was reviewed. The reports furnished from the DORA Contractor Responsibility bot satisfy this requirement if included in the contract file.

(ii) Contracting officers may use the applicable template (one for under the simplified acquisition threshold (SAT) and one for over SAT) provided by the DORA Contractor Responsibility Determination bot, appropriately modified, to address the documentation requirements of FAR 9.105-2.

(2)(i) The contracting officer shall continue to document the determination of nonresponsibility directly in the FAPIIS module of the Contractor Performance Assessment Reporting System (CPARS). This function is not delegable. For access to FAPIIS, contact the Component Focal Point as described at HSAM 3042.1503(a) (4).

(ii) The contracting officer shall submit a copy of each nonresponsibility determination documented in the FAPIIS module to the OIG who will prepare a referral to the SDO in accordance with DHS Directive 146-01 and DHS Instruction Number 146-01-001.

(3) *Task and Delivery Orders and Exercise of Options.* A responsibility determination is not required when placing orders under indefinite delivery contracts, including orders placed under the GSA Federal Supply Schedule. However, the contracting officer shall check SAM to verify that the contractor is not excluded.

3009.171 Prohibition on Federal Protective Service guard services contracts with business concerns owned, controlled, or operated by an individual convicted of a felony.

An affirmative certification provided by an apparent successful offeror under HSAR 3052.209-76 indicating it is a business concern owned, controlled, or operated by an individual convicted of a felony shall be promptly transmitted by the contracting officer to the OIG prior to

proceeding with contract award. DHS contracting professionals shall follow DHS Directive 146-01 and DHS Instruction Number 146-01-001 concerning procedures, documentation, and process for each referral to consider for potential suspension and debarment.

3009.172 Reserved.

Subchapter 3009.2 Qualification Requirements

3009.202 Policy.

(a)(1) The Head of Contracting Activity (HCA) is delegated the authority at FAR 9.202. The cognizant technical office shall prepare and submit a written justification to the contracting officer. The contracting officer shall submit the justification for coordination and signature of the Component advocate for competition and approval by the HCA.

(b) The cognizant technical office shall prepare a written waiver request when applicable. The waiver shall be submitted to the contracting officer for coordination and signature of the Component advocate for competition, and approval by the HCA.

(e) The HCA is authorized to approve procurements that do not need to be delayed in order to comply with FAR. 9.202(a). A written justification shall be prepared by the responsible technical office and submitted to the contracting officer for coordination and signature of the Component advocate for competition, and approval by the HCA.

3009.204 Responsibilities for establishment of a qualification requirement.

(a)(2) A written determination shall be completed and placed in the contract file. At a minimum, the determination shall include the name of the firm for which the qualification tests will be performed, the amount of increased competition expected, and the dollar value of anticipated future requirements for the qualified product. The cognizant technical office shall assist the contracting officer in preparing the determination.

(c) The cognizant technical office shall provide the list of qualified manufacturers and suppliers to the contracting officer.

3009.206 Acquisitions subject to qualification requirements.

3009.206-1 General.

(b) The authorities at FAR 9.206-1 are delegated to the HCA. The cognizant technical office shall prepare and submit a written justification for the emergency to the contracting officer, who shall coordinate the justification through the Component advocate for competition for the HCA for approval.

Subchapter 3009.3 First Article Testing and Approval

3009.302 General.

The initiator of the procurement request shall prepare a written statement addressing the factors enumerated in FAR 9.302 whenever first article testing and approval is required. The statement shall be forwarded with the procurement request to the contracting office.

3009.306 Solicitation requirements.

The clauses at FAR 52.209-3 and 52.209-4 do not cover all the solicitation requirements described in FAR 9.306. If a solicitation contains a testing and approval requirement, the contracting officer shall address the requirements in FAR 9.306(d) and (f) through (j) in the solicitation's Section H, special contract requirements.

Subchapter 3009.4 Debarment, Suspension, and Ineligibility

3009.402 Policy.

(c) Components shall follow the DHS Management Directive (MD) 146-01 and DHS Instruction Number 146-01-001 (available at: <http://dhsconnect.dhs.gov/Policy/directives-instructions#k=suspension>) concerning procedures, documentation, and process for each referral to consider for potential suspension and debarment. Referrals for contractor suspension and debarment and possible criminal or fraudulent activities shall be made to the Office of the Inspector General.

3009.405 Effect of listing.

(a) The Chief Procurement Officer (CPO) shall approve the determination under FAR 9.405(a), (e)(2), and (e)(3). This authority is not delegable below the Deputy Chief Procurement Officer (DCPO). The CPO authority does not extend to waivers under FAR 23.506(e). The contracting officer shall submit the compelling reason determination to the Component HCA [See format at HSAR 3001.7, Determinations and Findings (D&F)]. The compelling reason determination shall include a legal sufficiency review by the responsible Component Legal Counsel. If the HCA concurs, the compelling reason determination shall be submitted to the CPO for approval. The Component shall also submit the notification and explanation required by 6 U.S.C 341(b) (see HSAM 3009.405(a)(70)). If approved, the CPO will then promptly forward the compelling reason determination to the SDO. Award to the debarred, suspended, or proposed for debarment contractor shall be considered only in those emergency circumstances in which the contractor is able to timely provide the supplies or services or when national security is an overriding consideration.

(70) Notification to Congress and the DHS Office of Inspector General. As required by 6 U.S.C. 341(b), no later than five days after the CPO approves a compelling reason determination, the CPO shall submit to Congress, through the Office of Legislative Affairs, and the Office of Inspector General notice of the determination and an explanation of the findings that a compelling reason exists for making such a determination. Components shall also submit the notice required by 6 U.S.C. 341(b) concurrent with its request for the CPO's approval of the compelling reason determination.

3009.405-1 Continuation of current contracts.

(a) *Contractors debarred, suspended, or proposed for debarment.* (1) The CPO is delegated the authority under FAR 9.405-1(a). This authority is not delegable below the DCPO. (See HSAM 3009.405(a)). The CPO authority does not extend to waivers under FAR 23.506(e).

(2) The CPO is the approval authority for the compelling reason determination under FAR 9.405-1(a)(2). This authority is not delegable below the DCPO. (See HSAM 3009.405 and (a)(70) for submission procedures). The CPO authority does not extend to waivers under FAR 23.506(e).

(b) *Ineligible contractors.* The CPO authority does not extend to contractors determined ineligible pursuant to 10 U.S.C. 983 (see FAR 9.110).

3009.405-2 Restrictions on subcontracting.

(a) The CPO is the approval authority under FAR 9.405-2(a). This authority is not delegable below the DCPO. (See HSAM 3009.405(a) and (a)(70) for submission procedures). The CPO authority does not extend to waivers under FAR 23.506(e).

3009.406 Debarment.

3009.406-1 General.

(c) The CPO is the approval authority under FAR 9.406-1(c), except under FAR 23.506(e). This authority is not delegable below the DCPO. (See HSAM 3009.405(a) and (a)(70) for submission procedures). The CPO authority does not extend to waivers under FAR 23.506(e).

3009.407 Suspension.

3009.407-1 General.

(d) The CPO is the approval authority under FAR 9.407-1(d). This authority is not delegable below the DCPO. The CPO authority does not extend to waivers under FAR 23.506(e). For procedures on preparing a compelling reason determination, see HSAM 3009.405(a) and (a)(70).

Subchapter 3009.5 Organizational and Consultant Conflicts of Interest

3009.501 Reserved.

3009.503 Waiver.

The HCA is delegated the authority under FAR 9.503, except that the waiver authority does not extend to limitations on Lead System Integrators (See HSAM 3009.570).

3009.570 Limitations on Lead System Integrators.

3009.570-1 Reserved.

3009.570-2 Reserved.

3009.570-3 Procedures

(c)(1)(iii)(B) To process an exception under HSAR 3009.570-2(b)(1), the contracting officer shall submit the request and appropriate documentation, including the required certification, through the HCA to Office of the Chief Procurement Officer (OCPO). The contracting officer shall not award a contract to the affected offeror until notified by the OCPO procurement analyst that the exception has been approved and transmitted to Congress.

CHAPTER 3010 MARKET RESEARCH

- 3010.001 Policy.
- 3010.001-70 Responsibilities.



3010.001 Policy.

(a) The program office with the requirement or need has overall responsibility for market research. However, the expertise of all members of an acquisition team/Integrated Project or Product Team (IPT) should be utilized for conducting market research. The contracting officer shall provide advice and research initiatives that can only be overseen by a contracting officer such as issuing “Sources Sought” synopses, requests for information, and pre-solicitation notices. Even with these contracting officer-led segments, the acquisition team/IPT shall remain the major contributor to market research activities which, as documented, form a key component of a complete procurement request package prepared and submitted by the program office. Once the solicitation is issued, all communications with industry shall be directed to the contracting officer. At that point, the program office’s direct involvement in market research or interaction with industry shall cease.

The DHS Market Research Guide can be found at usdhs.sharepoint.com/sites/dhsconnect/org/comp/mgmt/ocpo/APL/Pages/Guides%26Tools.aspx under “Guides” and provides additional Department-wide guidance on the conduct of market research. Attachment C, Market Research Report Template, of the DHS Market Research Guide provides a sample market research report template that can be tailored to specific market research needs.

(b) Market research shall be conducted throughout the acquisition process (from pre-award through post-award) beginning with the mission needs statement. The level of specificity and scope varies, but market research shall be a continuous process. The acquisition team/IPT shall review 3008.004, Use of other sources, early in the planning process and also consult with the DHS Strategic Solutions Office (SSO) to verify whether a strategic sourcing contract or order is appropriate. For information on the DHS SSO, see <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Pages/default.aspx>. The DHS Directive 060-01, Development and Use of Strategic Sourcing Contract Vehicles, is available at the same DHS SSO site under Policy Links.

(c) Contract requirements that are bundled, or for which substantial bundling is anticipated, must be coordinated with Component, and, as appropriate, DHS small business representatives, and the Small Business Administration, in accordance with the requirements of HSAM 3007.107, and FAR 7.104(d)(1) and (2) and FAR 10.001(c).

(d) The acquisition team/IPT shall use market research information to:

- (1) Refine a requirement to maximize the benefit of competitive market forces;
- (2) Review a requirement if it is determined that a commercial product or commercial service may not satisfy the agency's needs to determine if modifying the requirement may meet mission needs as well as allow a commercial product or service to be acquired; and perform trade-off analysis to determine if the modification is in the best interest of the Government;

- (3) Establish the most suitable approach to acquiring, distributing, and supporting products and services from the best available source (including new entrants into Government contracting);
- (4) Ensure compliance with Government policies, such as socio-economic contracting goals;
- (5) Support price reasonableness determinations;
- (6) Avoid potential problems associated with contingencies and minimize the risk of doing business for the Government and the contractor; and
- (7) Effectively identify the capabilities of small businesses and new entrants into Federal contracting that are available in the marketplace for meeting the requirements of the agency.

(e) Components shall promote increased communication with industry before and during the acquisition process as requirements are being developed. The Office of Federal Procurement Policy issued four Memoranda focusing on myth busting and addressing proper engagement with industry partners including “Myth-Busting #4” Strengthening Engagement with Industry Partners through Innovative Business Practices (May 2, 2019). All Memoranda can be found at <https://www.whitehouse.gov/omb/management/office-federal-procurement-policy/>. The DHS Office of the Chief Procurement Officer provides several practical resource guides to assist Program Managers in conducting and leveraging effective vendor engagement strategies in the development of requirements that can be found at <https://www.dhs.gov/publication/industry-engagement>.

(f) Requirement-specific market research efforts and results are required prior to issuance of the solicitation and shall be clearly documented and included in the contract file. A market research report is required for contract actions awarded above the simplified acquisition threshold (SAT) and shall provide, at a minimum, the following information:

- (1) Participants in the market research effort and responsibilities of team members;
- (2) Market research methods used;
- (3) Timeframes when staff used the market research methods;
- (4) Outcome and conclusion of the market research identifying potential sources, an analysis of the capabilities of potential sources, and findings that impact the procurement, e.g., any actions taken as a result of the market research such as re-evaluation of the requirement to determine whether the need can be restated to permit commercial or non-developmental items to satisfy the agency’s needs; and solicitation and award of resultant contract using policies and procedures in FAR Part 12 - Acquisition of Commercial Products and Commercial Services (See FAR 10.002(c) and (d).);
- (5) The NAICS code(s) of the requirement;

- (6) The name of each company and their point of contact responding to market research efforts, to include each company's business size as it relates to the NAICS code(s) of the requirement;
- (7) How each company was determined to meet or not meet the Government's requirement as communicated in the market research efforts;
- (8) To what extent small businesses have or do not have the ability to support the requirement. If the resulting acquisition strategy does not include a small business set-aside, market research documentation shall explicitly explain why a set-aside is not appropriate; and
- (9) Include the signature of the requirements official and contracting officer.

There are no mandatory formats or requirements for documenting the results of on-going market research. A sample market research report template is included in the current version of the DHS Market Research Guide. Ongoing market research being conducted as part of an acquisition shall be documented in accordance with Component or program requirements but should be documented annually. Examples of ongoing market research include vendor outreach sessions and general market research such as reviewing industry publications.

3010.001-70 Responsibilities.

The roles and responsibilities for conducting market research in the acquisition process are as follows:

- (a) *Acquisition Team.* The acquisition team shall assist the program office in conducting and documenting the market research necessary to develop the acquisition strategy and pre-award acquisition documentation. An acquisition team may be composed of some or all members of an integrated project team (IPT).
- (b) *Contracting Officer.* The contracting officer shall:
 - (1) Provide advice to the program office and IPT regarding the extent of the research and the level of documentation needed for an acquisition based on factors such as urgency, estimated dollar value, complexity, and past performance.
 - (2) Provide advice and support to the program office and its IPT throughout the acquisition lifecycle, ensuring that market research is documented prior to the release of the solicitation for acquisitions exceeding the SAT. This includes documenting vendor engagement to ensure that potential sources of information are explored to the maximum extent practicable.
 - (3) Approve and sign the market research report and ensure that appropriate market research documentation is included in the official contract file.

(c) *Integrated Product/Project Team.* The IPT members shall work together to build successful and balanced programs, identify and resolve issues, and make sound and timely decisions based on timely input from the entire team, when appropriate. A typical IPT includes representation from contracting, legal, Office of Small and Disadvantaged Business Utilization (OSDBU), and the program (i.e., those who ultimately require the product or services) to define the need, plan the procurement, and construct the statement of work/performance work statement.

(d) *Program Office.* The program office shall identify and define the Government's requirement by describing the needs, skills, options, qualities, and other pertinent information required of an item or service. The program office has overall responsibility for market research. Therefore, the program office shall:

- (1) Prepare a complete description of program requirements in the context of available goods or services in the marketplace.
- (2) Conduct and coordinate market research utilizing as many techniques as possible as identified in FAR 10.002(b)(2) and the current version of the DHS Market Research Guide.
- (3) Seek advice from the contracting officer, small business specialist, DHS or Component Industry Liaison, and, as appropriate, the DHS Strategic Solutions Office to ensure that potential sources of information are fully explored, including existing contract vehicles, small businesses, and new entrants to Government contracting.
- (4) Determine if commercial products or non-developmental items are available that meet the Government's requirement.
- (5) Serve as the primary point of contact in meetings with potential vendors to ascertain additional market research information.
- (6) Ensure that all vendors contacted understand that the reason they are being contacted is for market research purposes only and that no orders are being placed at that time.
- (7) Request vendors to provide their standard publicly and commercially available literature and capability documents in response to market research inquiries.
- (8) Write the market research report.
- (9) Provide copies of all market research documentation as part of the procurement request package.
- (10) Include the signature of the requirements official in the finalized market research report prior to the contracting officer's approval and signature.

(e) *Small Business Specialist.* The small business specialist shall participate in the acquisition planning process to help program offices identify requirements for small businesses. Participation includes the review of each proposed acquisition exceeding the SAT for potential inclusion into the socioeconomic program, assisting in identifying alternative strategies that

would reduce or minimize acquisition strategies involving substantial bundling, and the coordination of the procurement forecast of expected contract opportunities.

(f) *Strategic Solutions Office (SSO)*. The SSO shall provide DHS stakeholders economic and performance benefits through collaboration, application of sound analysis, and enterprise planning for acquisition initiatives. The SSO collaborates with stakeholders to develop, deploy, and maintain strategic sourcing strategies that enhance mission performance and optimize commodity management. The SSO provides support to acquisition teams on Department-wide or multi-Component contracting initiatives.

(g) *Industry Liaison*. DHS along with each Component has an assigned Industry Liaison who serves as a liaison between the government and industry. The Industry Liaisons support industry engagement efforts and connect industry partners who want to learn about or do business with DHS with appropriate government officials. Industry Liaisons respond to general inquiries and invite feedback from vendors. They work with different Industry Associations and can help in assessing existing capabilities in the marketplace. They share information related to industry challenges and perceptions. Industry Liaisons connect program officials and contracting officers with other DHS offices that have similar needs or requirements. A complete list of Industry Liaisons can be found at <https://www.dhs.gov/acquisition-innovations-motion>.

Subchapter 3011.1 Selecting and Developing Requirements Documents

3011.105 Items peculiar to one manufacturer.

(a)(2)(i) Justification and approval requests for proposed acquisition shall be submitted to the DHS approval officials as designated in HSAM and as indicated in the DHS Justification and Approval (J&A) Guide for Other than Full and Open Competition.

(ii) Supporting documentation prepared by the requirements official shall be submitted to the contracting officer for approval as designated in HSAM 3013.106-1(b) and posting if required by FAR Part 5.102(a)(6).

(b) For multiple award schedule orders, see HSAM Subchapter 3008.405-6 for DHS processing requirements and approval officials.

Subchapter 3011.2 Using and Maintaining Requirements Documents

3011.202 Maintenance of standardization documents.

(a) All recommendations for changes to standardization documents must be approved by the HCA and submitted through the Chief Procurement Officer (CPO).

Subchapter 3011.6 Priorities and Allocations

3011.602-70 General.

For the purposes of the Defense Priorities and Allocations System (DPAS), Components shall comply with the DHS Federal Priorities and Allocations System Guide available at this [link](#).

CHAPTER	3012	ACQUISITION OF COMMERCIAL PRODUCTS AND COMMERCIAL SERVICES
Subchapter	3012.1	Acquisition of Commercial Products and Commercial Services
	3012.102	Applicability.
Subchapter	3012.2	Special Requirements for the Acquisition of Commercial Products and Commercial Services
	3012.203-70	Reporting requirements when only one offer received under competitive procedures.
Subchapter	3012.3	Solicitation Provisions and Contract Clauses for the Acquisition of Commercial Products and Commercial Services
	3012.301	Solicitation provisions and contract clauses for the acquisition of commercial products and commercial services.
	3012.302	Tailoring of provisions and clauses for the acquisition of commercial products and commercial services.
Subchapter	3012.4	Unique Requirements Regarding Terms and Conditions for Commercial Products and Commercial Services
	3012.403	Terminations.

Subchapter 3012.1 Acquisition of Commercial Products and Commercial Services |

3012.102 Applicability.

(f)(1) The Head of the Contracting Activity (HCA), without further delegation, shall determine the supplies and service that are to be treated as an acquisition of a commercial product or commercial service. |

Subchapter 3012.2 Special Requirements for the Acquisition of Commercial Products and Commercial Services

3012.203-70 Reporting requirements when only one offer received under competitive procedures.

If only one offer is received in response to a solicitation using competitive procedures, and the award exceeds \$250,000, see HSAM 3004.606-70.

Subchapter 3012.3 Solicitation Provisions and Contract Clauses for the Acquisition of Commercial Products and Commercial Services

3012.301 Solicitation provisions and contract clauses for the acquisition of commercial products and commercial services.

(b)(4) See HSAM 3025.1001(a)(2)(iii) for the approving authority to waive the examination of records clause.

3012.302 Tailoring of provisions and clauses for the acquisition of commercial products and commercial services.

(c) Waivers shall be approved by the HCA. This authority is non-delegable. Waivers shall be reviewed by legal counsel. A copy of the approved waiver shall be submitted to OCPO within 5 working days of approval.

Subchapter 3012.4 Unique Requirements Regarding Terms and Conditions for Commercial Products and Commercial Services

3012.403 Terminations.

(a) Contracting officers shall follow guidance at HSAM Chapter 3049 to the extent that it does not conflict with this subchapter and the language of the termination paragraphs in FAR 52.212-4.

CHAPTER	3013	SIMPLIFIED ACQUISITION PROCEDURES
Subchapter	3013.1	Procedures
	3013.101	General.
	3013.106	Soliciting competition, evaluation of quotations or offerors, award, and documentation.
	3013.106-1	Soliciting competition.
	3013.106-3	Award and documentation.
	3013.106-70	Evaluation practices.
	3013.106-71	Reporting requirements when only one offer received under competitive procedures.
Subchapter	3013.2	Actions At or Below the Micro-Purchase Threshold
	3013.201	General.
Subchapter	3013.3	Simplified Acquisition Methods
	3013.301	Governmentwide commercial purchase card.
	3013.301-70	Use of strategic sourcing contract vehicles.
	3013.302	Purchase orders.
	3013.302-3	Obtaining contractor acceptance and modifying purchase orders.
	3013.303	Blanket purchase agreements (BPAs).
	3013.303-3	Preparation of BPAs.
	3013.303-370	Modification of a BPA.
	3013.303-5	Purchases under BPAs.
	3013.303-6	Review procedures.
	3013.303-670	Review responsibility.
	3013.305	Imprest funds and third party drafts.
	3013.305-2	Agency responsibilities.
	3013.305-3	Conditions for use.
	3013.306	SF44, Purchase Order--Invoice--Voucher.
Subchapter	3013.5	Simplified Procedures for Certain Commercial Products and Commercial Services
	3013.501	Special documentation requirements.
	3013.501-70	Revised and postaward sole source justifications.

Subchapter 3013.1 Procedures

3013.101 General.

Except for acquisitions of \$25,000 or less, DHS Form 700-16, Simplified Acquisition Summary, should be used or a form substantially similar if authorized in accordance with Component procedures and contains the same elements to document purchases covered by FAR Part 13. The documentation should be placed in the order file.

3013.106 Soliciting competition, evaluation of quotations or offerors, award, and documentation.

3013.106-1 Soliciting competition.

(b) The requirements official for the proposed acquisition shall prepare the supporting documentation for soliciting from a single source. The ordering activity contracting officer for the action is the approval official for proposed actions exceeding \$25,000 up to the simplified acquisition threshold.

(3) When the acquisition requires a particular brand name, product or a feature of a product, peculiar to one manufacturer, which precludes consideration of a product manufactured by another company, the ordering activity contracting officer shall ensure the request for quotation (RFQ) is posted with the brand name documentation in FedBizOpps as required by FAR Part 5.102(a)(6).

3013.106-3 Award and documentation.

(d) If a supplier requests information on the basis of an award that was based on factors other than price alone or the contracting officer is considering an optional explanation of the basis of the award, the contracting officer should consult the information in the Debriefing Guide for guidance on the explanation of the basis for award process and appropriate timely information to provide to the supplier.

3013.106-70 Evaluation practices.

(a) When evaluating non-price factors in a competitive acquisition, and when the Government evaluation team includes more than one person, the team may collaboratively arrive at ratings or findings. It is not necessary for an evaluation team to first develop individual member evaluation ratings or findings before starting a consensus evaluation.

(b) The advisory multi-step process described in FAR 15.202 may be adapted for use with acquisitions under this part, including Subpart 13.5. This advisory process is based on a pre-solicitation notice and occurs before release of the solicitation.

(c) *Down-Select Process.* When a large number of responses is anticipated in a competitive acquisition, the acquisition team may consider a phased evaluation. In a down-select, many

quotes are evaluated in the first phase under some of the evaluation factors and fewer quotes are considered in one or more subsequent phases on the remaining evaluation factors. The process described in HSAM 3016.505(b)(70)(iii) may be adapted for use with acquisitions under this part, including Subpart 13.5.

3013.106-71 Reporting requirements when only one offer received under competitive procedures.

If only one quotation is received in response to a solicitation using competitive procedures, and the award exceeds \$250,000, see HSAM 3004.606-70.

Subchapter 3013.2 Actions At or Below the Micro-Purchase Threshold

3013.201 General.

(c) Purchase cardholders shall be authorized and trained in accordance with DHS Financial Management Policy Manual (FMPM) Chapter 3, Section 3.2, Part 3.2.2 Purchase Card Manual.

Subchapter 3013.3 Simplified Acquisition Methods

3013.301 Government-wide commercial purchase card.

(b) DHS policies and procedures for the use of the DHS Purchase Card Program are contained in the DHS Financial Management Policy Manual (FMPM) Chapter 3, Section 3.2, Part 3.2.2 Purchase Card Manual.

3013.301-70 Use of strategic sourcing contract vehicles.

(a) Before using a purchase card, regardless of value, the contracting officer or ordering official shall review DHS Directive 060-01, Development and Use of Strategic Sourcing Contract Vehicles. All DHS strategic sourcing contract vehicles are mandatory for use unless the procurement meets one of the exceptions listed in the Directive, the contracting officer obtains a waiver from the CPO, or the CPO specifically designates the vehicle as non-mandatory.

3013.302 Purchase orders.

3013.302-3 Obtaining contractor acceptance and modifying purchase orders.

(b) The SF 30 shall be used to modify a purchase order.

3013.303 Blanket purchase agreements (BPAs).

3013.303-3 Preparation of BPAs.

3013.303-370 Modification of a BPA.

The SF 30 shall be used to modify a BPA.

3013.303-5 Purchases under BPAs.

(b)

(1) Individual purchases under BPAs established in accordance with FAR 13.303-2(c)(3) may be made up to the purchase limitation identified in the BPA.

(2) Individual purchases of commercial products and commercial services under BPAs, other than BPAs established in accordance with FAR 13.303-2(c)(3), may exceed the simplified acquisition threshold up to the dollar limitation specified in FAR 13.500.

3013.303-6 Review procedures.

3013.303-670 Review responsibility.

(a) The contracting officer or the designated representative of the contracting officer is responsible for the review of all calls placed under the BPA.

3013.305 Imprest funds and third party drafts.**3013.305-2 Agency responsibilities.**

Heads of the Contracting Activities (HCAs), in conjunction with the Component Chief Financial Officer or other appropriate authorized financial official, shall establish procedures for designation of personnel authorized to approve requisitions and make purchases using imprest funds. HCAs may require that only contracting officers approve requisitions using imprest funds.

3013.305-3 Conditions for use.

(a) The Component Chief Financial Officer or other appropriate authorized financial official, with coordination through the HCA, is delegated the authority to approve the imprest fund transaction limit.

3013.306 SF 44, Purchase Order--Invoice--Voucher.

(a)(1) Fuel and lubricant purchases for USCG cutters and aircraft are permitted up to a limitation of \$25,000.

(d) Components are responsible for establishing procedures to control the use of SF 44s and to account for all purchases made using the form, including:

- (1) Maintenance of a list of designated individuals authorized to make purchase using the form;
- (2) Controls for issuance of the form to authorized individuals; and
- (3) Review of purchase transactions using the form to assure compliance with authorized procedures.

Subchapter 3013.5 Simplified Procedures for Certain Commercial Products and Commercial Services

3013.501 Special documentation requirements.

(a)

(2)(i) The justification and approval requests for the use of sole source (including brand name) as described in FAR 13.501(a)(1) and (2) shall be submitted to the DHS or Component Competition officials designated at HSAM Chapter 3006.

(3) Sole source (including brand name) justifications that result in the invocation of the exception to the Buy American statute at FAR 25.103(b)(2) or 25.202(a)(2), shall be reviewed and approved in accordance with HSAM 3025.103(b)(2)(i) or 3025.202(a)(2), as applicable. The justification and approval shall follow the sample format in the DHS Justification and Approval for Other than Full and Open Competition Guide and be submitted to the CPO for review and approval using the DHS Buy American Reporting Tool (see HSAM 3025.001(c)(74)).

3013.501-70 Revised and postaward sole source justifications.

(a) *Preaward revisions to sole source justifications.*

(1) Contracting officers shall revise sole source justifications and obtain required approvals before contract award if –

(i) There are changes to the requirement that result in a substantive change to the description of the supplies or services being purchased even if there is no change to the final award amount;

(ii) The final award amount is greater than twenty percent of the estimated value in the original sole source justification; or

(iii) The increase in the total dollar value of the action now requires higher approvals (*e.g.*, approval by the advocate for competition).

(2) Preaward revisions to sole source justifications shall be reviewed and approved before contract award –

(i) By the original approving authority when there is no impact to the dollar value of the action or the change to the dollar value does not change the approval requirement;

(ii) By a higher approving authority when there is an increase to the dollar value of the action that changes the approval requirement (*e.g.*, the original sole source justification was approved by the contracting officer, but the final award amount requires approval by the advocate for competition); and

(iii) Be prepared, reviewed, and approved in accordance with FAR 13.501, HSAM 3004.7003, HSAM 3013.501, and HSAM 3013.501-70.

(3) Revisions to sole source justifications may be made with change pages or by a complete revision of the sole source justification. The revisions must be either highlighted or identified by the use of change bars alongside the revised text to facilitate identification of the changes.

(b) *Postaward sole source justifications.*

(1) Contracting officers shall prepare sole source justifications after contract award for sole source and competitively awarded actions if the modification makes a material change to the contract.

(2) Contracting officers shall consult legal counsel for modifications that increase the contract value by greater than twenty percent to determine if the modification makes a material change to the contract. Contracting officers shall include their determination, with evidence of legal review, in the contract file.

(3) Sole source justifications for each modification shall be prepared and approved in accordance with FAR 13.501, HSAM 3004.7003, HSAM 3013.501, and HSAM 3013.501-70.

CHAPTER	3014	SEALED BIDDING
Subchapter	3014.1	Use of Sealed Bidding
	3014.101	Elements of sealed bidding.
	3014.101-70	Independent Government estimates.
Subchapter	3014.2	Solicitation of Bids
	3014.201	Preparation of invitations for bids.
	3014.201-7	Contract clauses.
	3014.202	General rules for solicitation of bids.
	3014.202-4	Bid samples.
	3014.202-5	Descriptive literature.
Subchapter	3014.4	Opening of Bids and Award of Contract
	3014.404	Rejection of bids.
	3014.404-1	Cancellation of invitations after opening.
	3014.407	Mistakes in bids.
	3014.407-3	Other mistakes disclosed before award.
	3014.408-70	Reporting requirements when only one offer received under competitive procedures.

Subchapter 3014.1 Use of Sealed Bidding

3014.101 Elements of sealed bidding.

3014.101-70 Independent Government Cost Estimates.

The requirements for an Independent Government Cost Estimate (IGCE) found at HSAM 3015.404-70 also apply to this subchapter.

Subchapter 3014.2 Solicitation of Bids

3014.201 Preparation of invitation for bids.

3014.201-7 Contract clauses.

(b)(2) and (c)(2) The Chief of the Contracting Office (COCO), without redelegation, is authorized to waive, in writing, inclusion of FAR 52.214-27 and 52.214-28.

3014.202 General rules for solicitation of bids.

3014.202-4 Bid samples.

(c) *Justification.* The justification required by FAR 14.202-4(c) shall be prepared and signed by the technical official responsible for the procurement request; however, each justification must receive written concurrence from the contracting officer.

3014.202-5 Descriptive literature.

(b) *Justification.* The justification required by FAR 14.202-5(b) shall be prepared and signed by the technical official responsible for the procurement request; however, each justification must receive written concurrence from the contracting officer.

Subchapter 3014.4 Opening of Bids and Award of Contract

3014.404 Rejection of bids.

3014.404-1 Cancellation of invitations after opening.

The COCO, without redelegation, is authorized to make the written determination at (c), (e), and (f).

3014.407 Mistakes in bids.

3014.407-3 Other mistakes disclosed before award.

The COCO, without redelegation, is authorized to make the written determination at (a), (b), (c), and (d).

3014.408-70 Reporting requirements when only one offer received under competitive procedures.

If only one bid is received in response to a solicitation using competitive procedures, and the award exceeds \$250,000, see HSAM 3004.606-70.

CHAPTER	3015	CONTRACTING BY NEGOTIATION
Subchapter	3015.2	Solicitation and Receipt of Proposals and Information
	3015.204	Contract format.
	3015.207	Handling proposals and information.
	3015.209	Solicitation provisions and contract clauses.
Subchapter	3015.3	Source Selection
	3015.303	Responsibilities.
	3015.304	Evaluation factors and significant subfactors.
	3015.305	Proposal evaluation.
	3015.305-70	Making better use of performance information.
	3015.305-71	Evaluation practices.
	3015.370	Reporting requirements when only one offer received under competitive procedures.
Subchapter	3015.4	Contract Pricing
	3015.400-70	Scope of subpart.
	3015.404	Proposal analysis.
	3015.404-2	Data to support proposal analysis.
	3015.404-4	Profit.
	3015.404-70	Independent government cost estimate.
	3015.406	Documentation.
	3015.406-170	Pre negotiation objectives.
	3015.406-370	Documenting the negotiation.
	3015.407	Special cost or pricing areas.
	3015.407-1	Defective certified cost or pricing data.
	3015.407-4	Should-cost review.
Subchapter	3015.5	Preaward, Award, and Postaward Notifications, Protests, and Mistakes
	3015.505	Preaward debriefing of offerors.
	3015.506	Postaward debriefing of offerors.
Subchapter	3015.6	Unsolicited Proposals
	3015.606-70	Agency procedures.

Subchapter 3015.2 Solicitation and Receipt of Proposals and Information

3015.204 Contract format.

(e) The HCA, without further delegation, is authorized to exempt contracts from the uniform contract format. By December 1st of each year, the Component shall discuss with the Executive Director of Acquisition Policy and Oversight the challenges experienced in the previous fiscal year with use of the uniform contract format.

3015.207 Handling proposals and information.

(a) Proposals and information received in response to a request for information shall be marked in accordance with HSAM 3003.104-4, as applicable.

3015.209 Solicitation provisions and contract clauses.

(b)(4) See HSAM 3025.1001(a)(2)(iii) for the approving authority to waive the examination of records clause.

Subchapter 3015.3 Source Selection

3015.303 Responsibilities.

(a) The authority given to the agency head is hereby delegated to the Head of the Contracting Activity (HCA).

3015.304 Evaluation factors and significant subfactors.

(c)(3)(i) When past performance is an evaluation factor, DHS Source Selection officials shall use the Contractor Performance Assessment Reporting System (CPARS) at www.cpars.gov, in addition to other sources, for obtaining contractor past performance information in source selections.

(c)(70) The use of recovered materials, environmentally preferable purchasing criteria developed by the Environmental Protection Agency (see <http://www.epa.gov/epp/>), and the environmental objectives set forth in FAR 23.703(b), must be considered when developing source selection factors. (See HSAM Subchapter 3023.4 and Appendix Q, DHS Affirmative Procurement Plan).

3015.305 Proposal evaluation.

(a)(2)(ii) For purposes of conducting a past performance evaluation during a source selection, contracting officers shall use CPARS to review contractor past performance information. The contractor's past performance evaluation is distinct from any responsibility determination under the procurement. (See HSAM Subchapter 3009.1.)

(a)(4) *Cost information.* Cost information may be provided to members of the technical evaluation team as the Source Selection Authority deems necessary.

3015.305-70 Making better use of performance information.

(a) *Scope.*

This section implements the steps described in the Office of Federal Procurement Policy (OFPP) memorandum titled, "Making Better Use of Contractor Performance Information," dated July 10, 2014. The purpose of the memorandum is to expand the number of contractor performance information sources to make it possible for contracting officers to make better informed award decisions. The OFPP memorandum is accessible at <https://www.whitehouse.gov/sites/default/files/omb/procurement/memo/making-better-use-of-contractor-performance-information.pdf>.

(b) *Policy.*

(1) The FAR allows the Government to consider information from sources of information beyond CPARS. This includes information gathered when conducting additional research and outreach.

(2) At a minimum, contracting officers shall follow the steps provided in Attachment 1 of the OFPP memorandum for contracts or orders when acquiring complex information technology (IT) development, systems or services over \$500,000. Also follow Attachment 1 for contracts or orders when the acquisition presents a significant risk as follows:

- (i) Cost reimbursement type contracts: cost-plus award fee, cost-plus incentive fee; cost-plus fixed fee. Also, time-and-materials or labor-hour contracts and orders;
- (ii) Complex awards, such as large construction, architect-engineer, research and development, software development and implementation acquisitions, etc.;
- (iii) High dollar value awards or major acquisition systems, consistent with OMB Circular No. A-109, regardless of contract type;
- (iv) Overseas and contingency operations actions, regardless of contract type; and
- (v) Other contracts or orders determined to be high risk by DHS.

(3) The contracting officer shall document the use of Attachment 1 procedures in the source selection plan. The contracting officer shall also describe the past performance information evaluation method in the solicitation (see FAR 15.305(a)(2)). The contracting officer shall provide offerors an opportunity to respond to adverse past performance information. The contracting officer shall document how the performance information was used during source selection in the contract file..

3015.305-71 Evaluation practices.

(a) When evaluating non-price factors in a competitive acquisition, and when the Government evaluation team includes more than one person, the team may collaboratively arrive at ratings or findings. It is not necessary for an evaluation team to first develop individual member evaluation ratings or findings before starting a consensus evaluation.

(b) [Reserved]

(c) *Down-Select Process.* When a large number of responses is anticipated in a competitive acquisition, the acquisition team may consider a phased evaluation. In a down-select, many offers are evaluated in the first phase under some of the evaluation factors and fewer offers are considered in one or more subsequent phases on the remaining evaluation factors. The process described in HSAM 3016.505(b)(70)(iii) may be adapted for use with acquisitions under this subpart. However, the contracting officer must be mindful that FAR 15.503(a)(1) requires a

prompt pre-award notice to unsuccessful offerors when their proposals are excluded from the competitive range or otherwise eliminated from the competition. While a down-select decision is not a competitive range decision, it does eliminate proposals from the competition, so a pre-award notice to unsuccessful offerors is required for a down-select process under this subpart.

3015.370 Reporting requirements when only one offer received under competitive procedures.

(a) If only one offer is received in response to a solicitation using competitive procedures, and the award exceeds \$250,000, see HSAM 3004.606-70.

Subchapter 3015.4 Contract Pricing

3015.400-70 Scope of subpart.

Whenever agreement on pricing is necessary for prime contracts, contract modifications, and any order issued under a contract, the requirements of FAR 15.4 and this subchapter apply unless specifically excluded.

3015.404 Proposal analysis.

3015.404-2 Data to support proposal analysis.

(a) *Field pricing assistance.* Contracting officers should obtain information that is on file with the Administrative Contracting Officer (ACO) or auditor. Generally, this is the Defense Contract Management Agency (DCMA) or Defense Contract Audit Agency (DCAA). Contracting officers may contact DCMA directly, or email the OCPO Oversight and Pricing Branch at PROCUREMENTSUPPORT@hq.dhs.gov to query the DCMA managed Contractor Business Analysis Repository (CBAR) database for any readily available information. The CBAR database is a repository of the following information regarding contractors with DoD contracts.

- Status of Contractors Business Systems and withholds (including Accounting System)
- Indirect and Direct rates
- FPRA/FPRR with historical actual costs
- CAS Disclosure statements
- CAS non compliances

If the information needed to support proposal analysis is not available in CBAR, COs may contact Defense Contract Audit Agency (DCAA) to obtain relevant information DCAA has on file. Contracting officers may contact the cognizant DCAA office directly by using the locator tool at www.DCAA.mil, or may request the OCPO Pricing Team to assist in collecting field pricing information by e-mail to PROCUREMENTSUPPORT@hq.dhs.gov.

(c) *Audit Assistance for prime contractors or subcontracts.*

(1) Pursuant to the Memorandum of Understanding (MOU) between Defense Contract Audit Agency (DCAA) and U.S. Department of Homeland Security, all requests for DCAA audit services shall be made directly by the cognizant contracting officer to the cognizant DCAA Office. If the cognizant DCAA office is not identified in the offeror's proposal, it can be obtained from the DCAA website, www.dcaa.mil, by using the "Locator" feature and searching by the CAGE code or ZIP code of the offeror. When requesting DCAA audit services, DHS contracting professionals shall follow the procedures outlined in the MOU. A copy of that MOU is incorporated at Appendix U. Where the contracting officer determines that DCAA audit support at negotiations would be beneficial, requests for such support should be directed to the cognizant DCAA Field Audit Office Manager.

(2) For each audit report that is received, the contracting officer shall provide the cognizant DCAA office a copy of the price negotiation memorandum promptly after contract award. If the contractor for which the audit was provided is not the awardee, the contracting officer shall notify DCAA in writing. The price negotiation memorandum and/or the notification serve as the basis for DCAA disposition of the audit findings.

(3) Questions regarding data to support proposal analysis and coordination with DCAA may be directed to the OCPO Oversight and Pricing Branch at PROCUREMENTSUPPORT@hq.dhs.gov.

(4) *Copies of Audit Reports.* When an audit is requested, Contracting officers shall provide a copy of DCAA audit reports to OCPO by sending an e-mail to PROCUREMENTSUPPORT@hq.dhs.gov for contractor system reviews (e.g., accounting system reviews, estimating system reviews, compensation reviews, etc.).

3015.404-4 Profit.

(b) Policy.

(1) Pursuant to FAR 15.404-4, DHS has established a structured approach for determining the profit or fee objective.

(i) The contracting officer shall use DHS Form 700-17, Weighted Guidelines Profit/Fee Objective, or a form substantially similar if authorized according to Component procedures, to determine the profit or fee objective before conducting negotiations for those acquisitions that require cost analysis. DHS Form 700-17 shall be made a part of the prenegotiation memorandum.

(ii) The contracting officer may use an alternate structured approach in lieu of the weighted guidelines for the acquisitions listed below. The rationale for profit or fee determined by the alternate structured approach shall be substantiated in a manner similar to that used in the weighted guidelines method.

(A) Architect-engineering contracts;

(B) Management contracts for operation and/or maintenance of Government facilities;

(C) Construction contracts;

(D) Contracts primarily requiring delivery of material supplied by subcontractors;

(E) Termination settlements;

(F) Cost-plus-award-fee contracts; and

(G) Contracts having unusual pricing situations.

(d) *Profit-Analysis Factors.*

(1) Appendix J, Structured Approach for Profit or Fee Objective cites elements which should be considered when completing DHS Form 700-17, Weighted Guidelines Profit/Fee Objective.

(2) *Additional factors.* Factors to be considered for nonprofit organizations also are contained in Appendix J.

3015.404-70 Independent Government Cost Estimate.

(a) The requiring office shall provide an Independent Government Cost Estimate (IGCE) for proposed negotiated acquisitions, unless exempted by HSAM 3015.404-70(c).

(b) The IGCE should reflect how the estimate was derived by delineating such costs as the major labor categories, materials, travel, consultant, computer usage, etc. Any previous cost experience the Government has had in acquiring the same or similar items also should be provided with the IGCE.

(c) Unless the contracting officer requires otherwise, an IGCE is not required for the following:

- (1) Proposed awards using simplified acquisition procedures under FAR Part 13;
- (2) Administrative modifications such as incremental funding;
- (3) Modifications to exercise fixed-priced options;
- (4) Modifications to resolve cost overruns under cost reimbursement contracts;
- (5) Proposed acquisitions for products or services that meet the commercial products or commercial services definitions in FAR Part 2; and
- (6) When prices for the supplies or services are set by law or regulation.

3015.406 Documentation.

3015.406-170 Prenegotiation objectives.

(a) The Government's prenegotiation objective shall be in writing and have sufficient rationale to explain to a third party how the overall reasonableness of the proposed prices were determined and how the prenegotiation objective represents a fair and reasonable price.

(b) The Prenegotiation Memorandum shall be signed by the contracting officer and approved in accordance with the requirements of HSAM 3004.70.

3015.406-370 Documenting the negotiation.

(a) See HSAM 3004.70 for the review and approval of the document described at FAR 15.406-3.

(b) If the price analysis technique at FAR 15.404-1 (b)(2)(v) is used to compare proposed prices to an IGCE to determine fair and reasonable pricing, the contracting officer must document the basis for the comparison, including an explanation of the differences between the proposed prices and the IGCE.

3015.407 Special cost or pricing areas.**3015.407-1 Defective certified cost or pricing data.**

(d) The contracting officer is the Assessing Official per 3042.1503 for defective pricing issues in the Contractor Performance Assessment Reporting System and shall comply with the requirements of FAR 42.1503(f). This responsibility is not delegable.

3015.407-4 Should-cost review.

(b) *Program should-cost review.*

(4) The should-cost review team report shall include the following:

(i) Results of the review, including proposed versus recommended hours, tasks, or issues. Discuss each cost element in terms of review method, finding, and proposed or recommended cost. Do not accumulate the dollar value of individual recommendations into a recommended total price. Indicate team members available to support negotiations;

(ii) Improvement recommendations, including long and short term benefits, to be passed on to the contractor or the Government, including monitoring approach;

(iii) A list of lessons learned having value to later should-cost teams; and

(iv) Attachments, including letters recommending changes, implementing plans, prenegotiation objectives, and price negotiation memorandum.

Subchapter 3015.5 Preaward, Award, and Postaward Notifications, Protests, and Mistakes

3015.505 Preaward debriefing of offerors.

(a)(1) If an offeror requests a preaward debriefing, the contracting officer should consult the Debriefing Guide for guidance on the debriefing process and appropriate timely information to provide to the offeror in addition to the requirements of FAR 15.505.

3015.506 Postaward debriefing of offerors.

(a)(1) If an offeror requests a postaward debriefing or the contracting officer is considering an optional postaward debriefing, the contracting officer should consult the Debriefing Guide for guidance on the debriefing process and appropriate timely information to provide to the offeror in addition to the requirements of FAR 15.506.

Subchapter 3015.6 Unsolicited Proposals.**3015.606-70 Agency procedures.**

Unsolicited proposals are not marketing or advertising materials, product catalogs, or commercial product or commercial service offers submitted either on the initiative of a vendor or at the request of a DHS employee conducting market research. Appendix K, Unsolicited Proposal Procedures, provides DHS procedures, presented in the form of a multi-level flow chart, for the review, evaluation and disposition of unsolicited proposals. Appendix K should be used in conjunction with FAR Subpart 15.6 and HSAR Subchapter 3015.6. Additional information on unsolicited proposals is accessible at <http://www.dhs.gov/unsolicited-proposals>.

CHAPTER	3016	TYPES OF CONTRACTS
Subchapter	3016.1 3016.104	Selecting Contract Types Factors in selecting contract types.
Subchapter	3016.4 3016.401	Incentive Contracts General.
Subchapter	3016.5 3016.501-2 3016.503 3016.504 3016.505	Indefinite-Delivery Contracts General. Requirements contracts. Indefinite-quantity contracts. Ordering.
Subchapter	3016.6 3016.601 3016.602 3016.603 3016-603-2 3016.603-3	Time-And-Materials, Labor-Hour, and Letter Contracts Time-and-material contracts. Labor-hour contracts. Letter contracts. Application. Limitation.

Subchapter 3016.1 Selecting Contract Types

3016.104 Factors in selecting contract types.

(i) The contracting officer (CO) is required to ensure the offeror's accounting system is adequate before award of "other than firm fixed price" (OTFFP) contract. The following are OTFFP contract types: time-and-material (T&M), labor-hour (LH), all types of cost reimbursement, fixed price with economic price adjustment based on actual costs, fixed price redetermination, and fixed price incentive. (Refer to FAR Part 16 for policy and information on specific contract types.) The contractor's accounting system must permit timely development of all necessary cost data in the form required by the proposed contract type and track costs allocable to the contract. Additionally, payment clauses require specific information be provided to process invoices or vouchers for payment. Refer to the Contracting Officer's Guide, Determining the Adequacy of a Contractor's Accounting System for guidance on ensuring the offeror's accounting system is adequate before award of an "other than firm fixed price" (OTFFP) contract. The guide provides solicitation language that may be tailored.

Subchapter 3016.4 Incentive Contracts

3016.401 General.

(a) *Prohibition.* No incentive fees shall be paid for contractor performance that has been judged to be below satisfactory performance or performance that does not meet the basic requirements of a contract.

(d) *Limitations on award-fee contracts.* An award-fee contract may be awarded only if:

(1) The award-fee plan includes award-fee criteria related at a minimum to cost, schedule and performance; and

(2) Award fee is earned for successful outcomes;

(i) No award fee may be earned against cost, schedule or performance criteria that are ranked below “*successful*” or “*satisfactory*” during an award-fee evaluation of contractor performance.

(ii) A base-fee amount fixed at contract inception is not considered part of an award fee.

(3) *Award Fee determination and findings.* No award fee contract or order may be awarded until the determination and findings (D&F) required by FAR 16.401(d) is approved by the HCA. This approval may not be delegated. The D&F must address all of the elements required by FAR 16.401(e)(1) and (5), as described in the D&F outline provided in HSAM Appendix Y.

(4) *Incentive contract determination and findings.* FAR 16.401(d) requires that no incentive contract or order may be awarded until the D&F required by FAR 16.401(d) is approved by the HCA. The chief of the contracting office is delegated the authority to make this approval for incentive contracts and orders that do not contain an award fee.

(e) If the potential for an award fee is provided for in combination with a fixed fee, incentive fee or profit, the contract shall not include a base fee.

(f) *Incentive- and Award-Fee Data Collection and Analysis -*

(1) *Reporting of Award Fee and Incentive Fee information to OCPO.* Components shall use the Award Fee / Performance Incentive Reporting System (AFPIRS) to report information to OCPO on the award of each contract or order that provides for either an award fee or a performance incentive (FAR 16.402-2) or a delivery incentive (FAR 16.402-3). Instructions, reporting requirements, and timelines for AFPIRS are located in the OCPO Enterprise Reporting Application (ERA) and are accessible at: <http://ocpo-sp.dhs.gov/sites/era/pages/afpirs.aspx>.

(2) *Component single point of contact.* Each component shall designate a single point of contact (POC) responsible for the timeliness and accuracy of award fee and incentive

information reported to OCPO. Unless advised otherwise by the component, the POC is the chief of the procurement policy function within the component. |

Subchapter 3016.5 Indefinite-Delivery Contracts

3016.501-2 General.

(a) For the U. S. Coast Guard (USCG), see HSAM Subchapter 3017.204(e)(1) for ordering period limitations on task order or delivery order contracts awarded by USCG pursuant to 10 U.S.C. 3201.

(b)(2) The procurement request initiator must prepare a written statement outlining the basis and methodology for determining the estimated quantity under an indefinite-quantity contract and a requirements contract. Whenever possible and appropriate, all procurement offices must coordinate their indefinite delivery contract requirements with procurement offices of other Components.

3016.503 Requirements contracts.

(b)(2) All determinations for a single award contract estimated to exceed the threshold specified at FAR 16.503(b)(2) must also follow the requirements of HSAM 3016.504(c)(1)(ii)(D)(1) and (2).

3016.504 Indefinite-quantity contracts.

(c) Multiple award preference -

(1) *Planning the acquisition.*

(ii)(D)(1) *Determination.* The DHS Chief Procurement Officer (CPO) or designee shall make all determinations for any single award task or delivery order contract exceeding the threshold specified at FAR 16.504(c)(1)(ii)(D)(1). A written determination is required whether the solicitation will be issued competitively or non-competitively.

(i) For the USCG, in accordance with 10 U.S.C. 3403(d)(3)(A)(i), the CPO or designee shall determine that the task or delivery orders expected under the contract are so integrally related that only a single source can “efficiently perform the work,” instead of “reasonably perform the work” as required by the FAR.

(70) *Submission requirements.* Components shall submit the determination for OCPO approval not later than 14 days prior to issuance of the solicitation. The determination must be:

(i) Submitted in the format provided at Appendix L (for USCG, use the USCG version of Appendix L.)

(ii) Signed by the Component HCA as “Recommended for Chief Procurement Officer Approval”.

(iii) Accompanied by:

(A) Such background information as will allow evaluation of the proposed determination including any related justification and approval for other than full and open competition or, if applicable, the determination for advisory and assistance services under FAR 16.504(c)(2)(i)(A)-(C).

(B) The approved acquisition plan.

(C) Either the approved exception or the OCPO approved waiver request to using the mandatory strategic sourcing vehicles (see DHS Directive 060-01, Development and Use of Strategic Sourcing Contract Vehicles), as applicable.

(2) Title 10 U.S.C. §3403 does not require congressional notification; therefore, the notification requirement at FAR 16.504(c)(1)(ii)(D)(2) does not apply to the USCG. For all other Components, the DHS CPO shall make the notification to Congress required by FAR 16.504(c)(1)(ii)(D)(2) for single award task or delivery order contracts exceeding the threshold specified at FAR 16.504(c)(1)(ii)(D)(1) awarded on the basis that it is in the public interest to award the contract to a single source due to exceptional circumstances. The Component making the award shall provide notice to OCPO concurrent with submission of the draft CPO determination citing FAR 16.504(c)(1)(ii)(D)(1)(iv).

(3) For the USCG, in accordance with 10 U.S.C. 3403(d)(3)(B), the determination at FAR 16.504(c)(1)(ii)(D) is not required if a justification has been executed following FAR subpart 6.3 and HSAM subchapter 3006.3.

3016.505 Ordering.

(a) *General.*

(1) For orders valued in excess of \$4 million under a DHS multiple award contract, the Congressional notification procedures of HSAM subsection 3005.303-70 apply. Prior to issuing such an order, the contracting officer must comply with the Congressional notification requirements. This does not create a requirement to synopsise the order (see FAR 5.202(a)(6)).

(70) *Documentation.* If the price analysis technique at FAR 15.404-1(b)(2)(v) is used to compare proposed prices to an IGCE to determine fair and reasonable pricing, the contracting officer must document the basis for the comparison, including an explanation of the differences between the proposed prices and the IGCE.

(b) *Orders under multiple award contracts.*

(1) *Fair Opportunity.*

(iii) *Reporting requirements when only one offer received under competitive procedures.*

(A) If only one offer is received in response to a solicitation using competitive procedures, and the award exceeds \$250,000, see HSAM 3004.606-70.

(2) *Exceptions to the fair opportunity process.*

(ii)(B)(70) *Preaward revisions to justifications for an exception to fair opportunity.*

(i) Contracting officers shall revise justifications for an exception to fair opportunity and obtain required approvals before award if –

(A) There are changes to the requirement that result in a substantive change to the description of the supplies or services being purchased even if there is no change to the final award amount;

(B) The final award amount is greater than twenty percent of the estimated value in the original justification for an exception to fair opportunity; or

(C) The increase in the total dollar value of the action now requires higher approvals (e.g., approval by the advocate for competition).

(ii) Preaward revisions to justifications for an exception to fair opportunity shall be reviewed and approved before award of the order –

(A) By the original approving authority when there is no impact to the dollar value of the action or the change to the dollar value does not change the approval requirement;

(B) By a higher approving authority when there is an increase to the dollar value of the action that changes the approval requirement (e.g., the original justification for an exception to fair opportunity was approved by the contracting officer, but the final award amount requires approval by the advocate for competition); and

(C) Be prepared, reviewed, and approved in accordance with FAR 16.505, HSAM 3004.7003, and HSAM 3016.505.

(iii) Revisions to justifications for an exception to fair opportunity may be made with change pages or by a complete revision of the justification. The revisions must be either highlighted or identified by the use of change bars alongside the revised text to facilitate identification of the changes.

(71) *Postaward justifications for an exception to fair opportunity.*

(i) Contracting officers shall prepare justifications for an exception to fair opportunity after award for sole source and competitively awarded actions if the modification makes a material change to the order.

(ii) Contracting officers shall consult legal counsel for modifications that increase the order's value by greater than twenty percent to determine if the modification makes a material change to the order. Contracting officers shall include their determination, with evidence of legal review, in the file.

(iii) Justifications for an exception to fair opportunity for each modification shall be prepared and approved in accordance with FAR 16.505, HSAM 3004.7003, and HSAM 3016.505.

(4) *Postaward Notices and Debriefing of Awardees for Orders Exceeding \$5 million.* If an offeror requests a postaward debriefing on orders valued at more than \$5 million or the contracting officer is considering an optional postaward debriefing, the contracting officer should consult the information in the Debriefing Guide for guidance on the debriefing process and appropriate timely information to provide to the offeror.

(70) *Evaluation practices.*

(i) When evaluating non-price factors in a competitive acquisition, and when the Government evaluation team includes more than one person, the team may collaboratively arrive at ratings or findings. It is not necessary for an evaluation team to first develop individual member evaluation ratings or findings before starting a consensus evaluation.

(ii) The advisory multi-step process described in FAR 15.202 may be adapted for use with acquisitions for orders under multiple-award contracts. This advisory process is based on a pre-solicitation notice and occurs before release of the notice (solicitation) required by FAR 16.505(b)(1)(iii)(B)(1) or (iv)(A).

(iii) *Down-select process.* When a large number of responses is anticipated in a competitive acquisition, the acquisition team may consider a phased evaluation. In a down-select, many offers are evaluated in the first phase under some of the evaluation factors and fewer offers are considered in one or more subsequent phases on the remaining evaluation factors.

(A) The notice (solicitation) may require a multiple-step offer submission (where the initial offer will address some evaluation factors and one or more subsequent offer updates will address the remaining evaluation factors). This is a matter for the contracting officer’s discretion and sound business judgment, considering the realities of the marketplace and the complexities of the acquisition. A notional two-phase scenario is described in the table below. This notional scenario describes or illustrates the down-select process. The contracting officer should not infer that this notional scenario must be followed without adjustment in any particular acquisition; rather, the process should be adapted to fit the particular acquisition.

Notional Scenario —Down-Select with Multiple-Step Offer Submissions		
Phase 1	1	Release Notice Describing all Evaluation Factors, and Request Offers Addressing Phase 1 Factors
	2	Receive Phase 1 Offers
	3	Evaluate Phase 1 Factors
	4	Down-Select a Subset of Offers to Proceed to Phase 2
Phase 2	5	Request Offer Updates Addressing Phase 2 Factors only from Offers Selected to Proceed to Phase 2
	6	Receive Offer Updates
	7	Evaluate Phase 2 Factors
	8	Select Awardee

(B) The notice (solicitation) should clearly detail the evaluation factors that are relevant for each evaluation phase.

(C) For acquisitions where the contracting officer is not the selecting official—

(1) the contracting officer may make the down-select decision, while the selecting official retains award decision; or

(2) the selecting official may make both the down-select decision as well as the award decision.

(D)

(1) An oral presentation or product demonstration may occur in any phase, but the contracting officer should consider holding these in a subsequent or final phase with a smaller number of offerors. The contracting officer should consider the oral presentation or demonstration as a stand-alone evaluation factor, rather than allowing the oral presentation or demonstration to affect other evaluation factors

(2) If the solicitation allows for briefing slides or submission of other written materials as part of the oral presentation or demonstration, the solicitation should establish a common cut-off date and time for receipt of these materials and limit the amount of written material permitted to avoid duplication with other written submission requirements and minimize the complexity of the oral presentation or demonstration evaluation process. The solicitation should also advise offerors that the submission of written materials for the oral presentation or demonstration does not constitute an opportunity to submit a revised offer.

(E) *Advisory*. In an advisory, soft, or voluntary down-select process, an offeror not selected to proceed to the next phase may still elect to participate in the next phase, and if so, will be considered for award. At the conclusion of an advisory down-select phase, the contracting officer shall inform each offeror either (1) that it is invited to participate in the next phase; or (2) that, based on the information it has already submitted, it is unlikely to be a viable competitor along with the general basis for that opinion. However, the notice should not restrict any offeror from submitting an offer in the next phase. The notices should inform offerors of the next submission requirements and deadlines.

(F) *Firm*. In a firm, hard, or involuntary down-select process, an offeror not selected to proceed to the next phase will not be further considered for award. At the conclusion of a firm down-select process, it is recommended that the contracting officer inform each offeror either (1) that it is invited to participate in the next phase and provide information on the next submission requirements and deadlines; or (2) that it is no longer considered eligible for award. While FAR 16.505(b)(6) does not require a pre-award notice to unsuccessful offerors, providing a notice in a down-select process is a preferred business practice.

(iv) Webinar recordings and additional resources on evaluation practices can be found on the DHS Procurement Innovation Lab (PIL) website. Search PIL on DHS Connect.

Subchapter 3016.6 Time-And-Materials, Labor-Hour, and Letter Contracts

3016.601 Time-and-materials contracts.

(c)(1)(i) *Government Surveillance.* DHS surveillance of time-and-materials (T&M) and labor-hour contracts shall include monitoring and verification of contract performance and approval of vouchers. To assist contracting officers with these contract oversight functions, the contracting officer shall appoint a contracting officer's representative (COR) in writing and specify the duties to be performed for orders or contracts expected to exceed SAT. Appropriate use of sampling for review and monitoring of contractor performance is encouraged.

(ii) For T&M and labor-hour contracts, the COR duties for monitoring contract performance should include at a minimum verifying:

- (A) If the work performed is consistent and conforms with the Statement of Work;
- (B) The appropriateness of the categories of labor used;
- (C) The reasonableness of the number of hours worked, including any approved overtime,
- (D) The reasonableness of materials used; and
- (E) The hours worked against the hours billed for the invoice period.

(iii) Duties for processing vouchers for T&M and labor-hour contracts are contained in HSAM 3032.7002(d).

(d) *Limitations.* When making the required determination and findings, the contracting officer must use a format substantially the same as the format found in Appendix M.

3016.602 Labor-hour contracts.

(a) *Determination and Findings.* When making the required determination and findings, the contracting officer must use a format substantially the same as the format found in Appendix M.

(b) *Disallowing material costs under labor-hour contracts.*

(1) FAR 48 CFR 32.111(a)(7) was amended, effective August 2012, to remove the requirement to insert Alternate I of 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts, in contracts designated as a labor-hour type contract. Alternate I had made it clear that the contractor was not to be paid for any costs for material under the labor-hour contract and that the contractor would only be paid for labor hours.

(2) Because Alternate I of 52.232-7, Payments under "Time-and-Materials and Labor-Hour Contract, is no longer present in the FAR, the remainder of the clause required to be

used in a labor-hour contract includes terms and conditions that might be misinterpreted as authorizing payment for materials under a labor-hour contract. In order to ensure that the FAR clause is not misinterpreted, the contracting officer shall include a clear statement in each contract and order that contains a labor-hour item that the contract includes a line item that has been designated as a labor-hour contract type item and no amounts will be paid for material under labor-hour items in the contract (or order).

3016.603 Letter contracts.

3016.603-2 Application.

(c) The Chief of the Contracting Office (COCO), without redelegation, has the authority to approve a contracting officer's determination of a reasonable price or fee for a letter contract. The COCO, without redelegation, must approve extensions to the definitization of a letter contract.

3016.603-3 Limitations.

The use of letter contracts will be authorized in accordance with HSAM 3043.7002-1. Letter contracts must contain the appropriate sections of the uniform contract format as discussed FAR 15.204-1 as practicable. Profit or fee under letter contracts must not be paid until after definitization of the letter contract (see HSAR 3052.216-74). Requests for authority to issue a letter contract include as a minimum:

- (1) The name and address of the proposed contractor;
- (2) The location where the contract is to be performed;
- (3) The contract number, including modification number, if applicable;
- (4) A brief description of the work or services to be performed;
- (5) The amount of the letter contract;
- (6) The performance period or delivery schedule;
- (7) The estimated total amount of the definitive contract;
- (8) The type of definitive contract to be executed (firm-fixed-price, cost-plus-award-fee, etc.);
- (9) A statement that the definitive contract will contain all required clauses or that deviations to the required clauses have been obtained;
- (10) A statement as to the necessity and advantage to the Government of a letter contract and why no other contract type is suitable; and

(11) A statement as to the competition received pursuant to FAR 16.603-3(b).

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Subchapter 3017.1 Multi-Year Contracting

3017.104 General.

(b) The Chief Procurement Officer (CPO) is delegated authority to modify requirements of a multi-year contract and clause 52.217-2.

3017.105 Policy.

3017.105-1 Uses.

(b) For the Coast Guard, the Head of the Contracting Activity (HCA) is delegated authority to enter into a multi-year contract if all the requirements in FAR 17.105-1(b)(1) through (5) are met.

3017.106 Procedures.

3017.106-3 Special procedures applicable to DoD, NASA, and the Coast Guard.

(e) *Recurring costs in cancellation ceiling.* The authority to approve inclusion of recurring costs in the cancellation ceiling FAR 17.106-3(e) is delegated to the HCA.

(f) *Annual and multi-year proposals.* The Chief of the Contracting Office (COCO), without redelegation, is delegated the authority under FAR 17.106-3(f).

(g) *Level unit prices.* The COCO, without redelegation, is delegated the authority under FAR 17.106-3(g).

3017.108 Congressional notification.

(a) and (b) The Chief Procurement Officer (CPO) is delegated authority to provide all Congressional notifications of proposed contracts and proposed cancellation ceilings for those contracts. DHS Components shall prepare the written notification of the proposed contract and proposed cancellation ceiling and forward through the HCA to the CPO.

Subchapter 3017.2 Options

3017.203 Solicitation.

(b) When including FAR clause 52.217-8, Option to Extend Services, in a solicitation, include in Section M (or equivalent section), a statement describing how options will be evaluated. For sample solicitation language, see the job aid for FAR Clause 52.217-8 at <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>.

3017.204 Contracts.

(e)(1) Except for task or delivery order contracts awarded by the USCG, DHS COCOs, without redelegation, may approve total contract periods exceeding five years. Contract period means the performance period or for indefinite delivery contracts, the ordering period. In calculating the total contract period contracting officers:

(i) Must include all options to extend the term of the contract pursuant to FAR clause 52.217-9, Option to Extend the Term of the Contract.

(ii) Will not include potential extensions that may later be made pursuant to FAR clause 52.217-8, Option to Extend Services, if included in the contract. (Note: Do not include the additional six months of services available under FAR clause 52.217-8 when specifying the total contract duration in paragraph (c) of FAR clause 52.217-9.)

(2) Documentation shall include rationale describing circumstances that warrant a period longer than five years, the results of market research, benefits to the Government and how price risks normally associated with a long performance period are being mitigated.

(3) The ordering period of a task or delivery order contract awarded by USCG pursuant to 10 U.S.C. 3403—

(i) May be for any period up to 5 years;

(ii) May be subsequently extended for one or more successive periods in accordance with an option provided in the contract or a modification of the contract; and

(iii) Shall not exceed 10 years unless the HCA determines in writing that exceptional circumstances require a longer ordering period.

(4) For USCG only, paragraph (e)(1) of this section—

(i) Also applies to information technology task or delivery order contracts;

(ii) Does not apply to contracts, including task or delivery order contracts, awarded under other statutory authority; and

(iii) Does not apply to the following:

(A) Advisory and assistance service task order contracts (authorized by 10 U.S.C. 3405 that are limited by statute to 5 years, with the authority to extend an additional 6 months (see FAR 16.505(c))).

(B) Definite-quantity contracts.

(C) GSA schedule contracts.

(D) Multi-agency contracts awarded by agencies other than NASA, DoD, or the Coast Guard.

(5) For USCG only, obtain approval from the HCA before issuing an order against a task or delivery order contract subject to paragraph (e)(1) of this section if performance under the order is expected to extend more than 1 year beyond the 10-year limit or extended limit described in paragraph (e)(1)(iii) of this section (see FAR 37.106 for funding and term of service contracts).

(70)(a) When including FAR clause 52.217-8, Option to Extend Services, the resulting contract/order shall not include a priced Contract Line Item Number (CLIN) or specified performance period for the additional six months of services. Including the option as a priced CLIN with a defined period of performance at contract/order award will preclude the Government from exercising the option at any other time given that an option must be exercised in strict compliance with the terms of the contract/order. Contracting Officers shall add a new CLIN to the contract/order and a performance period when an option is exercised per the terms of FAR clause 52.217-8.

(b) Do not include the evaluated price of FAR clause 52.217-8 as part of the contract/order price at the time of initial contract/order award for purposes of Congressional notification or reporting in the Federal Procurement Data System.

3017.205-70 Documentation.

(a) Independent government cost estimates are not to include an estimated cost for the options at 52.217-8, Option to Extend Services, as the decision to exercise the option for continued performance is at the discretion of the Contracting Officer.

3017.206 Evaluation.

(a)(1) The award decision document shall address how all options were evaluated, including the option at FAR clause 52.217-8, Option to Extend Services, and how the total evaluated price is determined fair and reasonable. For sample documentation language see the job aid for FAR Clause 52.217-8 at

<http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>.

(2) If the contracting officer does not evaluate the option at FAR 52.217-8 at the time of award, but later decides to exercise the option, the contracting officer shall prepare, as applicable, a justification and approval in accordance with FAR 6.303 (or the applicable equivalent), prior to exercising the option.

3017.207-70 Exercise of options.

(c) In addition to the requirements at FAR 17.207(c), a contracting officer shall exercise an option only after determining that the contractor's record in the System for Award Management (SAM) database is active and that the contractor's unique entity identifier, Commercial and Government Entity (CAGE) code, name, and physical address are accurately reflected in the contract file.

(f) For FAR clause 52.217-8, Option to Extend Services,

(1) the option may be exercised at the end of the base period or the end of any option period available under clause 52.217-9. However, once the 52.217-8 option is exercised, unexercised options under FAR clause 52.217-9 are no longer available to exercise (for additional information go to <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>).

(2) the determination required by FAR 17.207(c) shall:

(i) Include a detailed description of the specific events or circumstances that created the need for an extension of services and an explanation of why the events and circumstances were beyond the control of the contracting office (see FAR 37.111).

(ii) Be approved by the Component Competition Advocate (non-delegable) when the contracting officer exercises an option at 52.217-8 that extends services beyond the end of the contract's/order's final performance period. A contracting officer may obtain the required approvals for up to six months and incrementally exercise the options at FAR clause 52.217-8 as needed.

(3) The requirements of FAR 22.1007(b)(1) for obtaining a wage determination apply to the exercise of each option extension.

Subchapter 3017.5 Interagency Acquisitions

3017.500 Scope of subchapter.

This subchapter establishes DHS policy and procedures to ensure the appropriate execution of interagency acquisitions (IA) in accordance with FAR Subpart 17.5 (see <https://www.acquisition.gov/browse/index/far>). This subchapter does not apply to:

- (a) Intra-agency acquisitions. When DHS Components place an order against another DHS Component's contract or request another DHS Component provide acquisition services, Components shall follow the procedures at HSAM 3017.70.
- (b) Interagency reimbursable work agreements (IRWA). An IRWA is an agreement between federal agencies where one agency obtains supplies or services from another federal agency and that agency provides the supplies and services using its own resources (e.g., employees, contracts, inventory). IRWAs are executed under the authority of the DHS Chief Financial Officer (CFO). For DHS policy on IRWAs see Chapter 3, Section 3.7, Intergovernmental Actions, Transactions, and Reporting of the DHS CFO Financial Management Policy Manual. Examples of IRWAs are reimbursement for salaries of temporarily detailed employees and Reimbursable Work Authorizations for building renovations requested through the General Services Administration such as those entered into under the authority of 40 U.S.C. 592(b)(2).
- (c) Interagency activity where contracting is incidental to the purpose of the transaction, see HSAM 3017.501-71.

3017.501-70 General

An interagency acquisition is a procedure where one federal agency (the requesting agency) obtains goods or services from another federal agency (the servicing agency). The requesting agency may obtain goods or services by directly placing an order against another agency's contract (*i.e.*, a direct acquisition) or by requesting a servicing agency to perform acquisition activities on behalf of the requesting agency (*i.e.*, an assisted acquisition).

3017.501-71 Definitions.

Business-case analysis or Business Case - See HSAM 3007.270.

Contracting Incidental to the Purpose of the Transaction – When a servicing agency enters into a written interagency agreement to provide a service or supply to a requesting agency and the servicing agency uses a contract to fulfill the need, the contract is incidental to the purpose of the transaction. This is because the requesting agency is asking the servicing agency to provide a service and not to award a contract action (e.g., contract, order, or modification) or to provide other acquisition assistance (e.g., conduct market research, develop an acquisition strategy, prepare a statement of work, modify a contract to add the work of a requesting agency). For example, when a federal agency requests the Office of Personnel Management (OPM) to conduct background investigations, any contracts OPM may enter into to support its effort to complete

the investigations are incidental to the purpose of the transaction. The purpose of the transaction is for OPM to conduct background investigations and is not for OPM to award a contract on behalf of the requesting agency.

Interagency Agreement (IAA) – A written agreement between federal agencies (or Components within a federal agency), which is part of an inter- or intra-agency transaction, for supplies and services to be provided by a servicing agency in support of a requesting agency. An IAA is required for assisted acquisitions and IRWAs. Specific formats of IAAs are negotiated between agencies, also known as Trading Partners.

Intra-governmental Payment and Collection (IPAC) – A Treasury based system to provide a standardized interagency fund transfer mechanism for Federal Program Agencies. Payments or collections are initiated by Federal agencies to settle the exchange of goods and services. (See Treasury Financial Manual, Chapter 4000 at <https://tfm.fiscal.treasury.gov/v1/p4/c400.html>).

3017.501-72 Policies applicable to direct and assisted interagency acquisitions.

Below are policies applying to direct acquisitions and assisted interagency acquisitions.

- (a) A DHS contracting officer is the signatory official for all interagency acquisitions (IAs).
- (b) All IAs must be authorized by statute. The statutory authority for placing orders against Federal Supply Schedules (FSS) contracts is 40 U.S.C. 501 and for government-wide acquisition contracts (GWAC) the authority is 40 U.S.C. 11302(e). For work performed by the Department of Energy’s national laboratories the statutory authority is 6 U.S.C. 189. The Economy Act (31 U.S.C. 1535) is the statutory authority when more specific authority does not exist. When the Economy Act is the authorizing statute, contracting officers shall also follow FAR 17.502-2, HSAM 3017.502-2, and HSAM 3017.502-270.
- (c) IAs shall not be used to circumvent conditions and limitations imposed on the use of funds.
- (d) Appropriated funds used to pay for goods or services obtained using IA procedures (see HSAM 3017.502-170, HSAM 3017.502-171, and HSAM 3017.502-172) must:
 - (1) Meet an existing *bona fide* need of the fiscal year in which goods or services are acquired;
 - (2) Be properly obligated before the expiration of available funds; and
 - (3) Comply with any other applicable appropriations law principles.
- (e) Because IAs result in the award of a contract action (e.g., contract, order, modification), in addition to adhering to the applicable requirements of FAR Subpart 17.5, IAs must also comply with other applicable requirements of the FAR, HSAR, and HSAM. For example, IAs require market research, acquisition planning (see FAR Subpart 7.1 and HSAM 3007.1), compliance with FAR Subpart 7.3, Contractor Versus Government Performance and OMB Circular A-76,

and congressional notification. For assisted acquisitions, requesting and servicing agencies must document in the interagency agreement the party responsible for accomplishing required procurement activities and documentation (see HSAM 3017.502-171(c)).

(f) When DHS appropriations statutes, other laws, or policy place prohibitions or restrictions on the use of funds or how DHS may procure supplies or services, those prohibitions and restrictions apply even when DHS issues orders against another agency's contract or when another agency provides acquisition assistance to DHS. Therefore, before placing an order against another agency's contract or signing an interagency agreement for an assisted acquisition, the DHS contracting officer shall review the HSAR and DHS class deviations to identify DHS contract clauses applicable to the requirement. When clauses apply to a particular requirement, the DHS contracting officer shall incorporate applicable clauses into the order for direct acquisitions or the interagency agreement for assisted acquisitions. If either the servicing agency or contractor disagrees with the inclusion of applicable DHS clauses, the DHS contracting officer cannot place the order or enter into the agreement for an assisted acquisition. For example:

(1) HSAR Class Deviation 15-01, Revision 1 *Safeguarding of Controlled Unclassified Information* applies to contracts and orders when (a) a contractor will have access to CUI, as defined in HSAR 3002.101; or (b) Federal information systems, which include contractor information systems operated on behalf of the agency, are used to collect, process, store, or transmit CUI.

(2) HSAR class deviation 13-01 applies to contracts and orders for the purchase of textiles (e.g., uniforms, tents, protective equipment (such as body armor), etc.).

3017.501-73 Reserved.

3017.502 Procedures.

3017.502-1 General.

(a) *Written agreement on responsibility for management and administration* – See HSAM 3017.502-171(c) for assisted acquisitions or when work will be performed by a DOE national laboratory or site see HSAM 3017.502-172(f).

(b) *Business-case analysis requirements for multi-agency contracts and governmentwide acquisition contracts.* The business case, including the HCA recommendation and contracting activity legal counsel concurrence, and related acquisition documents, shall be forwarded to the Director, Strategic Solutions Office (SSO), Office of the Chief Procurement Officer (OCPO), for approval. Business cases shall be approved by the agency's Senior Procurement Executive (SPE), following coordination with the agency's Director of the Office of Small and Disadvantaged Business Utilization (OSDBU) and – if the acquisition involves information technology – the agency's Chief Information Officer. The contracting activity shall indicate whether the business case has been approved or canceled. For additional information on development of a business case, visit the SSO website at:

<http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Pages/default.aspx>.

3017.502-170 Direct Acquisitions.

(a) Additional Requirements.

- (1) Before placing an order against another agency's contract, the DHS contracting officer shall review materials about the other agency's contract and, as necessary, contact the servicing agency with questions about the vehicle, such as scope, terms and conditions, competition requirements, and ordering procedures.
- (2) DHS contracting officers shall place orders in accordance with the servicing agency's instructions.
- (3) The statutory authority permitting the use of another agency's contract shall be identified in the contract file. If the direct acquisition is authorized by the Economy Act, the applicable requirements in FAR 17.502-2, HSAM 3017.502-2, and HSAM 3017.502-270 must also be followed.
- (4) DHS contracting officers shall comply with the Congressional Notification requirements of HSAM 3005.303 and HSAM Appendix D.

(b) Review and Approvals.

- (1) Orders to be placed against other agencies' contracts are subject to the review and approval requirements of HSAM 3004.70 for task and delivery orders. Reviews and approvals shall be completed prior to placement of the order.
- (2) The DHS CPO shall approve the use of another agency's contract that is not subject to the FAR prior to placement of an order (See HSAM 3004.7004).

3017.502-171 Assisted Acquisitions.

- (a) For interagency acquisitions with the Department of Energy (DOE) for work to be performed by DOE laboratories and site, follow HSAM 3017.502-172.
- (b) Because servicing agencies generally charge fees for providing acquisition services, the first choice for performing acquisition services is a Component's contracting office. Therefore, the contract file must reflect the contracting officer's rationale for obtaining acquisition assistance from another agency. The rationale may be included in other file documentation such as the acquisition plan, if one is required, or, when required, an Economy Act D&F.

(c) Interagency Agreements.

- (1) Per FAR 17.502-1(a), all assisted acquisitions require a written interagency agreement that is signed by both parties before a servicing agency issues a solicitation.

(2) Preparing an interagency agreement is a joint effort between the requesting and servicing agency. While each interagency agreement is tailored to the extent of acquisition assistance required and the complexity of the requirement, all interagency agreements must contain the elements enumerated in Appendix 2 of the Office of Federal Procurement Policy's (OFPP memo on Improving the Management and Use of Interagency Acquisitions, dated June 6, 2008). While there is no standard government-wide form or format for interagency agreements, OFPP's memo includes a model, two part (Part A and B) agreement (see Appendix 3 of OFPP's memo) available for use. In addition, the Department of Treasury encourages the use of its two part form, FMS Form 7600 A and B, to help standardize business processes and data elements. Use of other agencies' forms such as Treasury's forms 7600 A and B (at <https://www.fiscal.treasury.gov/g-invoice/resources.html#admin>) or the Department of Defense DD Forms 448, Military Interdepartmental Purchase Request (at <https://www.acq.osd.mil/dpap/dars/dfars/html/previous/dd0448.pdf>), and 448-2, Acceptance of MIPR (at <https://www.acq.osd.mil/dpap/dars/dfars/html/previous/dd0448-2.pdf>), is acceptable provided the agreement contains all elements required by Appendix 2 of OFPP's memo and the accounting data required by the Department of Treasury. When contracting offices use another agency's form and the form is completed outside of a Component's contract writing system, contracting offices shall include the form as an attachment to the Component's interagency acquisition form. Only appropriately warranted contracting officers shall sign interagency agreements for assisted acquisitions.

(3) When preparing an interagency agreement, include the general terms and conditions that govern the relationship between the requesting and servicing agencies to include the roles and responsibilities of each party (see Part A of OFPP's model agreement or Treasury's 7600A form). The DHS contracting officer prepares the general terms and conditions, in coordination with the DHS requiring office and the servicing agency. In assigning roles and responsibilities, the contracting officer shall use the checklist shown in Appendix 1 of OFPP's memo on Improving the Management and Use of Interagency Acquisitions.

(i) Per OFPP's memo, the requesting agency must retain the following responsibilities:

(A) Establishing a *bona fide* need in terms that are specific, definite and clear;

(B) Certifying that funds are appropriate for the designated purpose, meet time limitations, and are legally available for the specified acquisition;

(C) Identifying any acquisition laws, fiscal laws or related policies that are unique to the agency, or that restrict the agency; and

(D) Providing the servicing agency with the correct funding agency/office codes needed for accurate reporting to the Federal Procurement Data System (FPDS).

(ii) Per OCPO policy, DHS requiring offices and contracting officers are responsible for ensuring statements of work include no inherently governmental functions and for following the requirements of HSAM 3007.5, Inherently Governmental Functions (also see HSAM 3037.103 when obtaining acquisition assistance for contractor services).

(iii) Other responsibilities concerning acquisition activities are a matter of negotiation between DHS and the servicing agency. These activities include:

(A) *Market Research.* All procurements require market research. For assisted acquisitions, DHS requiring offices are responsible for initiating market research to develop requirements documents. Servicing agencies may complete the market research with the support of the DHS requiring office.

(B) *Acquisition Planning.* Acquisition planning is required for all procurements. For assisted acquisitions, HSAM 3007.102 states that either DHS (the requesting agency) or the servicing agency may develop and approve the Acquisition Plan (AP) per the terms of the interagency agreement. If the agreement states that DHS prepares the AP, it must be completed and approved in accordance with HSAM Chapter 3007 and a copy retained in the contract file. If the servicing agency prepares the plan, the requesting agency provides support as per agreement between the parties and the interagency agreement must state where the AP is physically located.

(iv) While the terms and conditions of each agreement vary, each agreement must include:

(A) The applicable DHS contract provisions and clauses.

(B) Security and suitability requirements of contractor employees and facilities if not identified in the statement of work.

(C) The requirement for the servicing agency to enter the DHS funding agency/office codes into FPDS when reporting any contract action (e.g., contract, order, modification) resulting from the interagency assisted acquisition.

(D) A statement identifying the agency responsible for costs associated with termination, disputes, and protests, including settlement costs, and a statement that the servicing agency shall obtain approval in writing from the

requesting agency to terminate a contract or order five business days prior to terminating a contract or order (see HSAM 3049.101(c)).

(E) Per Appendix D of the HSAM, the contracting officer shall provide in ERA the estimated contract award details of the IAA at the time the agreement is signed by the DHS contracting officer and shall stipulate that the servicing agency may provide a Congressional Notification consistent with its agency policy. Also see paragraph 3017.502-171(d) for congressional notification requirements.

(4) Agreements shall also demonstrate a *bona fide* need and include the financial information required to authorize the transfer and obligation of funds for both the acquisition and the assistance provided by the servicing agency in connection with the acquisition. Contracting officers shall ensure agreements include all of the funding information shown in Block B.12 of OFPP's model agreement and a statement on how the planned acquisition will be funded (i.e., direct cite or reimbursement). When using OFPP's or Treasury's two part form, this information is provided on Part B of the applicable form. Because Part B addresses the requirement and funding, the DHS requiring office prepares Part B, in coordination with its finance/budget office, the DHS contracting officer, and the servicing agency.

(d) *Congressional Notification.* Interagency acquisitions for assisted acquisitions with a total estimated value in excess of \$4 million (including options) or modifications that cause an assisted acquisition to exceed \$4 million in value (including options) require congressional notification following the requirements of HSAM 3005.303 and HSAM Appendix D.

(e) *Contract files.* DHS files for assisted acquisitions shall contain the fully executed copy of the interagency agreement. If using a two part form, both parts of the agreement are included in the file.

(f) *Periodic Reviews.* Per OFPP's memo on Improving the Management and Use of Interagency Acquisitions dated June 6, 2008, agreements that exceed a year shall be reviewed annually to confirm the terms and conditions remain valid and that the parties are fulfilling its obligations. The contracting officer, in coordination with the requiring office, conducts the review and shall include a summary of the review in the IA file.

(g) *Review and Approvals.*

(1) Interagency agreements shall be approved at least one level higher than the contracting officer and reviewed by legal when the total value of the interagency acquisition, inclusive of options and servicing agency fees, is estimated to exceed \$500,000. Approvals and reviews shall be accomplished before the agreement is transmitted to the servicing agency for signature and shall follow the requirements HSAM 3004.7002 and 3004.7003.

- (2) If an interagency agreement addresses multiple procurement actions that will be executed by separate orders (e.g., Part B documents), each order is subject to the review and approval requirements of paragraph (g)(1).
- (3) DHS CPO approval is required before transmitting any interagency agreement to a servicing agency not subject to the FAR (See HSAM 3004.7004).
- (4) Unless otherwise approved by the COCO, without re-delegation, the agreement period shall not exceed five years. If the agreement period is approved to exceed five years during the effective period of the IA, the contracting officer must amend the agreement to reflect this change and the COCO's approval must be documented in the file. For USCG, see HSAM 3016.5 and 3017.2 for limitations on task order or delivery order contracts.

3017.502-172 Work performed by Department of Energy national laboratories and sites.

Section 309(a)(1)(A) of the Homeland Security Act of 2002 (6 U.S.C. 189) authorizes DHS to use the unique expertise of the DOE national laboratories and sites in carrying out its mission on a work for others basis. Transactions between DHS and DOE under this authority are governed by an overarching Memorandum of Agreement dated February 28, 2003. DHS has determined that access to DOE Laboratories and Sites on a work for others basis constitutes an interagency assisted acquisition covered by FAR Subpart 17.5. DOE provides acquisition assistance by providing DHS access to their contractor operated national laboratories and sites. This is the extent of DOE's acquisition assistance. For example, DOE does not conduct market research, develop acquisition plans, or award new contracts on behalf of DHS. Therefore, given this unique statutory authority and the limited acquisition assistance DOE provides to DHS, when entering into an interagency agreements with DOE for the use of a DOE laboratory or site the following applies in lieu of the procedures at HSAM 3017.502-171, except as otherwise stated:

- (a) Section 309(a)(1)(A) of the Homeland Security Act of 2002 (6 U.S.C. 189) is the statutory authority for entering into agreements with DOE. Therefore, the requirements of FAR 17.502-2 and HSAM 3017.502-2 do not apply.
- (b) Per DHS Directive 143-04, Establishing or Contracting with Federally Funded Research and Development Centers (FFRDC) and National laboratories, requiring/program offices shall ensure the Office of National Laboratories (ONL) within the Science and Technology Directorate reviews all statements of work directed to DOE laboratories or sites before submitting a procurement request package to the Component contracting office. Documentation of ONL's review shall be included in the procurement request package.
- (c) Program offices shall submit the documentation required by HSAM 3004.7101 except as follows:
 - (1) Market research is required only to confirm the work to be performed by a DOE Laboratory is not work that can be performed by the private sector. The results of this

market research may also serve to document the contracting officer's rationale for obtaining acquisition assistance from another agency consistent with FAR 4.801(b).

(2) Acquisition plans are not required for interagency agreements with DOE national laboratories or sites. However, HSAM Appendix G *Individual or Class Checklist for Controlled Unclassified Information* (see HSAM 3007.103(e)(4)) shall be completed.

(3) An Independent Government Cost Estimate is required using the contract rates of the applicable DOE laboratory or site.

(4) Evaluation criteria/factors are not required.

(d) Per OCPO policy, DHS requiring offices and contracting officers are responsible for ensuring statements of work include no inherently governmental functions and for following the requirements of HSAM 3007.5, *Inherently Governmental Functions* (also see HSAM 3037.103 when obtaining acquisition assistance for contractor services).

(e) A written interagency agreement is required and shall be signed by both parties before work commences. Agreements shall demonstrate a bona fide need and include the financial information required to authorize the transfer and obligation of funds. Sample terms and conditions and statement of work for work performed by DOE laboratories and sites are available at the Science and Technology's Office of National Laboratories website.

(f) The review and approval requirements of HSAM 3017.502-171(g) apply to interagency agreements for work to be performed by DOE national laboratories and sites.

(g) DHS files for assisted acquisitions shall contain the fully executed copy of the interagency agreement. If using a two part form, both parts of the agreement are included in the file.

(h) Congressional notification is required for interagency agreements with a total estimated value in excess of \$4 million (including options) or modifications that exceed \$4 million or cause an agreement to exceed \$4 million in value (including options). See HSAM 3005.303 and HSAM Appendix D for specific requirements.

(i) Per OFPP's memo on Improving the Management and Use of Interagency Acquisitions dated June 6, 2008, agreements that exceed a year shall be reviewed annually to confirm the terms and conditions remain valid and that the parties are fulfilling its obligations. The contracting officer, in coordination with the requiring office, conducts the review and shall include a summary of the review in the IA file.

3017.502-173 Assisted acquisitions with DHS as the servicing agency.

(a) DHS shall not agree to provide acquisition services if:

(1) Accepting the request will prevent DHS from fulfilling its mission; or

(2) The requesting agency does not provide all required procurement documentation or support in development of procurement documentation as agreed to by the parties. DHS shall not accept an interagency agreement that lacks information or specificity to such a degree that is not feasible to award or modify a contract or task/delivery order (i.e., “contractually obligate”) within a reasonable time.

(b) When DHS agrees to provide acquisition services, the DHS contracting officer shall process the procurement request for the resulting acquisition in accordance with DHS procurement policies and procedures and ensure applicable contract clauses of the requesting agency are included in the resulting contract action. When DoD is the requesting agency, DHS shall comply with DoD procurement requirements (see FAR Subpart 17.7, Interagency Acquisitions, Acquisitions by Nondefense Agencies on Behalf of the Department of Defense).

(c) When DHS is the servicing agency for an interagency assisted acquisition, the DHS contracting officer shall:

(1) Assist in preparing the interagency agreement, in coordination with the requesting agency, in accordance with FAR 17.502-1(a). Review the requesting agency’s documentation to include a copy of their acquisition plan (if prepared by the requesting agency) and the interagency agreement to ensure it includes the information required by Appendix 2 of OFPP’s memo and the accounting data required by the Department of Treasury. DHS prohibits interagency acquisitions undertaken to circumvent any agency’s regulations, policies, and/or procedures.

(2) Ensure the terms and conditions (typically provided in Part A) of the interagency agreement are clear and complete and includes, at a minimum, the following:

(i) The signature of the requesting agency official authorized to approve the IA;

(ii) A termination provision for the interagency agreement.

(iii) Identification of the contractor and contract number (as applicable);

(iv) A statement of work and the estimated cost (IGCE);

(v) Provisions for inspection and acceptance of the contractor’s work;

(vi) Intellectual property provisions, if applicable;

(vii) Unique terms and conditions required by the requesting agency, if applicable, including unique requesting agency provisions and clauses;

(viii) Unique or specific security requirements including safeguarding sensitive but unclassified information;

(ix) Roles and responsibilities regarding contract functions, including contract administration; and

(x) A positive affirmation that the requesting agency is not circumventing their own policy, procedures, and/or regulations by contracting with DHS.

(xi) The requesting agency's FPDS-NG funding agency/office codes.

(3) Ensure that the requesting agency complies with all legal and regulatory requirements applicable to the contract action, including, but not limited to:

(i) Performing acquisition planning (if completed by the requesting agency) to include any applicable clearance reviews in accordance with established approval thresholds;

(ii) Ensuring proper statutory authority for the contractual action;

(iii) Compliance with competition requirements of FAR Part 6;

(iv) Compliance with requirements under small business set-asides in FAR Subpart 19.5; and

(v) Performing contract administration (if performed by the requesting agency) duties such as preparing a quality assurance plan, voucher examination and past performance data collection and reporting as required by FAR 42.1502.

(4) The DHS contracting officer shall ensure compliance with fiscal law including purpose, time, and amount and ensure the requesting agency's accounting information (typically included in Part B of the agreement) includes, at a minimum, the following:

(i) Billing data with the names and mailing addresses of both agencies' accounting offices;

(ii) A citation of the requesting agency's funding and appropriation data and validation of statutory or regulatory use of the funds, including disclosure of any special restrictions;

(iii) When using a two part agreement, a statement that the terms and conditions in Part A are incorporated by reference or attached to Part B. Work requested under an on-going contract must be within the scope of the contract. When DHS is the servicing agency, each procurement action executed in support of the interagency agreement must either include or incorporate by reference Part A of the agreement and forward a copy of Part B to the applicable DHS or Component budget office. The requesting agency's program office and financial/budget office shall maintain a copy of Part B; and

(iv) Any other documents necessary to support the statutory authority for the funds.

(5) As needed, the DHS contracting officer shall coordinate with the requesting agency on proposal revisions.

(6) When the requesting agency's requirement results in the award of a DHS contract, a delivery/task order, or a purchase order, the action will be processed by the DHS contracting officer like any other procurement action in PRISM/FPDS-NG or Component's contract writing system.

3017.502-2 The Economy Act.

(c) *Requirements for determinations and findings.* The D&F shall be prepared following the format in Appendix V of the HSAM.

(2) The HCA is delegated the authority to designate other authorized officials to approve D&Fs; however, only DHS contracting officers may approve D&Fs in support of assisted acquisitions. The D&F shall be approved at least one level higher than the contracting officer when the total estimated value of the interagency acquisition, inclusive of options, is estimated to exceed \$500,000.

3017.502-270 Funding restrictions and requirements under the Economy Act.

(a) Deobligations of excess funds under the Economy Act. As required by the Economy Act, 31 U.S.C. 1535, Components must deobligate any fixed year funds at the end of their period of availability to the extent that the servicing agency did not perform or incur valid obligations under an assisted acquisition. Therefore, after all financial obligations of the requesting agency have been paid to the servicing agency, and there remains excess funds associated with an interagency assisted acquisition, the contracting officer shall request the requiring office submit a procurement request to deobligate excess funds. If excess funds result from a servicing agency accomplishing less work than initially planned, the requiring office should submit a revised statement of work and the contracting officer must amend the agreement to reflect the reduced effort.

3017.504 Reserved.

Subchapter 3017.7 Interagency Acquisitions: Acquisitions by Nondefense Agencies on Behalf of the Department of Defense

3017.703 Policy.

(a) The DHS Chief Procurement Officer provides the certification required by Section 801 of the National Defense Authorization Act of Fiscal Year 2008 and implemented at FAR 17.703(a). When a Component anticipates it will conduct a procurement on behalf of the Department of Defense (DoD) that exceeds the simplified acquisition threshold, the Component shall submit to the Office of the Chief Procurement Office the following:

- (1) A certification signed by the Head of the Contracting Activity stating that the Component will comply with applicable defense procurement requirements for that fiscal year as required by FAR 17.703.
- (2) A general description of the anticipated procurements the Component will conduct on behalf of DoD including the estimated dollar value of the actions. (See Appendix AF for a sample template.)

Subchapter 3017.70 Intra-Agency Acquisitions

3017.7000 Scope.

This subchapter establishes DHS policies and procedures for processing intra-agency acquisitions. This subchapter does not apply to:

(a) Interagency acquisitions. See HSAM 3017.5 for DHS policy and procedures on interagency acquisitions (note: DHS strategic sourcing contracts that designate the use of another agency's contract vehicle are interagency acquisitions and subject to the procedures at HSAM 3017.5); or

(b) Intra-agency reimbursable work agreements (IRWA) (non acquisition transactions). See section 3.7 of the DHS Financial Management Policy Manual for policy on inter/intra-agency reimbursable work agreements. IRWAs include interagency activity where contracting is incidental to the purpose of the transaction (see HSAM 3017.7001).

3017.7001 Definitions.

Requesting Component is the Component that has the requirement for an intra-agency assisted acquisition. For a direct acquisition, the requesting Component places an order against a servicing Component's contract.

Servicing Component is the Component that will conduct an assisted acquisition on behalf of the requesting Component. For a direct acquisition, the servicing Component awards a contractual vehicle that allows one or more Components to place orders against the contract.

Contracting Incidental to the Purpose of the Transaction – When a servicing Component enters into a written agreement to provide a service or supply to a requesting Component and the servicing Component uses a contract to fulfill the need, the contract is incidental to the purpose of the transaction. This is because the requesting Component is asking the servicing Component to provide a service and not to award a contract action (e.g., contract, order, or modification) or provide other acquisition assistance (e.g., conduct market research, develop an acquisition strategy, prepare a statement of work, modify a contract to add the work of a requesting agency). For example, when a Component requests the Federal Protective Service to protect its buildings and properties, any contracts that FPS may enter into to support its effort to provide that protection are incidental to the purpose of the transaction. The purpose of the transaction is for FPS to provide protection to buildings and properties and not to award contracts on behalf of the requesting Component.

Direct fund citation applies to assisted acquisitions and is the process by which a servicing Component cites a requesting Component's funding (i.e., the line(s) of accounting) as the financing source on the contract action that a servicing Component ultimately awards for a requesting Component. When a servicing Component directly cites a requesting Component's funding on a contract action, the signed contract, order, or modification is returned to a requesting Component for all required accounting, obligation and contractor payment.

Intra-agency acquisition is a procedure by which a requesting Component needing supplies or services obtains them from a servicing Component by:

- (1) *Intra-agency assisted acquisition* whereby a servicing Component performs acquisition activities on behalf of a requesting Component. Acquisition activities include awarding or administering a contract, task order, or delivery order or performing other acquisition activities such as conducting market research or drafting a statement of work.
- (2) *Intra-agency direct acquisition* whereby a Component needing supplies or services obtains them directly by issuing an order under another Component's contract. An example is a DHS contracting officer issuing an order against a DHS strategic sourcing contract.

Payment by Reimbursement applies to assisted acquisitions and is the process by which a requesting Component will pay or reimburse a servicing Component for the goods and services it procured. When payment is by reimbursement, the servicing Component pays contractor invoices and is reimbursed by the requesting Component.

Strategic Sourcing – See HSAM 3017.7101.

3017.7002 Policy.

(a) *Statutory Authority.* Although the procedures of FAR Subpart 17.5 do not apply, all intra-agency acquisitions including orders placed under DHS Strategic Sourcing contracts must be authorized by statute.

(b) *Proper Use.* DHS shall not use an intra-agency direct or assisted acquisition to circumvent conditions and limitations imposed on the use of funds. This is because when funding moves from one Component to another, the funding retains its statutory restrictions for the use of that funding.

(c) *Appropriations Principles.* The appropriated funds used to pay for goods or services obtained by means of an intra-agency acquisition shall:

- (1) Meet an existing *bona fide* need of the fiscal year in which goods or services are acquired;
- (2) Be properly obligated on the ultimate contract or order within a reasonable time before the expiration of available funds; and
- (3) Comply with all other applicable appropriations law, regulation, and policy. For example, the Economy Act requires Components deobligate any fixed year funds at the end of their period of availability to the extent that the servicing Component did not perform or incur valid obligations under an intra-agency assisted acquisition. Therefore, after all financial obligations of the requesting Component have been paid to the servicing agency, and there remains excess funds associated with an intra-agency assisted acquisition, the contracting officer shall request the requesting Component submit a procurement request to deobligate excess funds.

(d) *Review and Approvals.* Review and approvals shall be in accordance with HSAM subchapter 3004.70, as applicable.

3017.7003 Procedures.

(a) *Intra-agency assisted acquisitions.*

(1) *Approvals.* When a requiring office of one DHS Component wishes to use the acquisition services of another DHS Component, the requiring office must obtain the approval of its assigned HCA (or delegated official(s) per Component procedures). HCAs without re-delegation may also grant approval on a class basis. Approval from the requesting Component's contracting office ensures that the requested acquisition services meet a program's mission need and promote economies and efficiencies. Requiring offices shall request approval following Component procedures. The approval shall be documented using the template provided in Appendix (I), Approval of an Intra-agency Assisted Acquisition, and included in the procurement request package submitted to the servicing Component's contracting office. Factors approving officials should consider when evaluating such requests include:

- (i) The servicing Component's authority, experience, and expertise in acquiring the needed product or service;
- (ii) The servicing Component has an existing contract vehicle that meets the needs of the requesting Component;
- (iii) Collaborating on the purchase of supplies or services is anticipated to strengthen the Government's negotiating positions and thus result in better pricing or terms and conditions than if each Component awarded a contract separately;
- (iv) The servicing Component's ability to comply with unique requirements or prohibitions of the requesting Component such as restrictions on a Component's appropriations; and
- (v) Any additional factors unique to a particular procurement.

(2) *Procedures.*

- (i) The requiring office of the requesting Component (hereafter referred to as the requiring office) determines the requirement and initiates market research per HSAM 3010.
- (ii) If market research determines that the best way to satisfy the requirement is through an intra-agency assisted acquisition, the requiring office contacts the servicing Component's personnel responsible for the program or contract vehicle to confirm the program or contract vehicle appropriately satisfies the requesting Component's needs. The requiring office also determines the proper statutory authority to undertake the intra-agency assisted acquisition (e.g., Economy Act

(31 U.S.C. 1535)). If the servicing Component disagrees, the parties should consult legal counsel. At this step the requiring office and the servicing Component (program office and contracting office) may also determine the roles and responsibilities of each Component; identify the parties responsible for completing the procurement request documentation required by 3004.71; and establish how a contract action will be funded per subparagraph (iii);

(iii) The servicing Component's contracting office determines whether a contract will be funded by direct fund citation or by reimbursement.

(iv) If an intra-agency assisted acquisition is appropriate, the requiring office requests approval from its Component contracting office by completing the template provided in Appendix I of the HSAM.

(A) When an intra-agency assisted acquisition is conducted under the authority of the Economy Act, the requiring office shall also affirm, using the template in Appendix I of the HSAM, that all of the conditions of the Economy Act have been met.

(B) If a specific statute applies, the requiring office shall use the specific statute and shall not use the Economy Act.

(v) Upon receiving the approval of the requesting Component's contracting office, the requiring office works with its budget or finance office and the servicing Component to prepare an intra-agency agreement and to ensure the commitment of funds is recorded in the financial system. The agreement may be documented using Treasury's forms 7600 A and B (at <https://www.fiscal.treasury.gov/g-invoice/resources.html>) or any other form that is mutually agreeable to the parties and include the following information:

(A) Key roles and responsibilities of the parties, the terms and conditions of the agreement (including how the contract action will be funded, who will serve as the contracting officer representative, and who is responsible for payment of contractor invoices), funding information (see Treasury Form 7600B for required funding information), and the FPDS-NG funding agency/office codes;

(B) The procurement request documentation required by the servicing Component's contracting office;

(C) Unique terms and conditions required by the requesting Component such as security requirements unique to the requesting Component, if applicable;

(D) A written statement that the requesting Component is not circumventing DHS or Component policies, directives, or procedures by requesting acquisition assistance from the servicing Component;

(E) The requesting agency's funding and appropriation data and validation of statutory or regulatory use of the funds, including disclosure of any special restrictions on the use of funds.

(vi) Upon finalizing the intra-agency agreement and all required procurement documentation, including the requesting Component's contracting office's approval, the requiring office transmits the information to the servicing Component for final signatures. The servicing Component's Head of Contracting Activity, or designee, is the accepting official for the servicing Component. When the requesting Component will reimburse the servicing Component for the goods or services procured, the requiring office works with its budget/finance office to arrange for the obligation of funds in the requesting Component's financial system following Component procedures. When the parties agree the contract action will be funded using direct fund citation, the requesting Component records the obligation of funds in its financial system when the servicing Component awards the contract action.

(vii) Upon all parties signing the intra-agency agreement, the contracting officer of the servicing Component shall process the procurement request for the resulting procurement action in accordance with the FAR, HSAR, HSAM, Component policy and procedures, and, if applicable, unique statutory requirements.

(viii) Upon award of the action, the servicing Component's contracting officer shall:

(A) Report the resulting contract action in FPDS including identifying the funding agency/office codes from the applicable codes maintained by each Component in FPDS. These codes represent the Component and office that provided the predominant amount of funding for the contract action. The requesting Component will receive socioeconomic credit for meeting its Component small business goals where applicable;

(B) Provide a copy of the award document to the requiring office of the requesting Component;

(C) Administer the contract or order as per agreement of the parties; and

(D) Ensure the obligation is recorded following Component procedures. If payment by reimbursement occurs, the contract obligation is recorded in the servicing Component's accounting system. If a direct fund citation is used, the servicing Component's contracting officer provides a copy of the award document to the requesting Component and receives evidence that the obligation was recorded in the requesting Component's accounting system.

(b) *Intra-agency direct acquisitions.* FAR Subpart 17.5 does not apply to intra-agency direct acquisitions. However, statutory authority is required. The requiring office is responsible for identifying the appropriate statutory authority. If the action is authorized by the Economy Act, the requiring office shall include in its procurement request the following statements supported by market research and analysis:

- (1) The funding for the purchase is actually available;
- (2) The purchase is in the best interest of the Government;
- (3) The ordered goods or services cannot be provided as conveniently or as inexpensively as by a Component's contract; and
- (4) The contract allows the requesting Component to directly order the goods or services.

Components shall follow the ordering procedures of the Strategic Sourcing or other DHS-wide contract (also see FAR 16.505 and HSAM 3016.505).

Subchapter 3017.71 Requirements for Acquisitions Involving Strategically Sourced Commodities

3017.7100 Scope.

This section describes the use of Department-wide contract vehicles.

3017.7101 Definitions.

Component-wide contract means a contract that has been established for use by a single Component.

Department-wide contract means a contract that has been established for use by multiple DHS Components to acquire goods or services. Department-wide contract vehicles are also known as strategic sourcing contract vehicles.

Strategic Sourcing means a collaborative and structured process of critically analyzing DHS's procurement spending and using an enterprise approach to make business decisions about acquiring and managing commodities and services more efficiently and effectively.

3017.7102 Using department-wide contract vehicles.

(a) DHS policy is to use Department-wide contracts unless one of the exceptions in (b) applies or a waiver as described in (c) is obtained. For information on the DHS Strategic Sourcing Program, see <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Pages/default.aspx>. The DHS Directive 060-01, Development and Use of Strategic Sourcing Contract Vehicles, is available by clicking [here](#).

(b) *Exceptions.* The contracting officer shall use a Department-wide contract, if one is available, unless an exception is approved. Exceptions shall be approved by a Component procurement official at least one level above the contracting officer. The following exceptions apply:

- (1) Emergency operations where use of a Department-wide contract vehicle would have an adverse impact on the mission.
- (2) Purchases where use of a Department-wide contract vehicle would reduce or compromise national security.
- (3) Purchases made from remote locations where the use of a Department-wide contract vehicle would result in higher cost or delays.
- (4) Purchases where savings from use of a non-Department-wide contract vehicle exceed the savings of a Department-wide contract vehicle.

- (5) Purchases where the use of a non-strategic sourcing contract vehicle is required by statute.
- (6) Purchases where FAR 8.002, *Priorities for Use of Mandatory Government Sources*, or FAR 8.003, *Use of Other Mandatory Sources*, require the use of higher priority sources. (See HSAM 3008.004.)
- (7) Purchases where DHS or a Component is not making satisfactory progress toward meeting a fiscal year socioeconomic contracting goal and where no appropriate strategic sourcing vehicle offers an opportunity to meet that socioeconomic contracting goal. This exception requires concurrence of the Component small business specialist.

The contracting officer shall document the exception by completing an exception form, obtaining approval, and including all documentation in the contract or order file. The contracting officer shall provide a copy of the documentation to the OCPO's Strategic Solutions Office (SSO) at: SSO@hq.dhs.gov. The exception form is available on the DHS Strategic Sourcing intranet page <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Pages/default.aspx>.

(c) *Waivers*. If using a source other than an available Department-wide contract vehicle and none of the paragraph (b) exceptions apply, a waiver must be obtained in accordance with Directive 060-01 (or successor policy) prior to approval of the acquisition plan (or the release of a solicitation if an acquisition plan is not required). The contracting officer obtains a waiver by:

- (1) completing a waiver request form (available on the DHS Strategic Sourcing intranet page (<http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/Strategic%20Programs/Pages/StrategicSourcing.aspx>),
- (2) providing the justification,
- (3) attaching supporting documentation (including the specification and/or statement of work and market research report), and
- (4) obtaining Component HCA approval prior to submitting the request to the CPO for final approval.

Components shall submit waiver requests to the CPO at: SSO@hq.dhs.gov. The CPO reviews waiver requests and provides final decisions regarding approval within 10 business days of the Component's submission of the waiver. Upon disposition of the waiver request, the contracting officer adds all documentation to the contract or order file.

3017.7103 Post-award notification.

(a) The HCA must notify and provide contract and other supporting documentation to the OCPO, within ten (10) business days following the award of a Department-wide contract so that information about the contract can be distributed and posted on the SSO intranet site.

(b) Congressional notification requirements apply for orders with a dollar value that exceeds \$4 million issued against awarded Department-wide multiple award contracts. See HSAM 3005.303-70 for requirements and procedures.

3017.7104 Office of Management and Budget (OMB) reporting for department-wide contract vehicles.

OCPO's SSO shall consolidate data on all Department-wide contract vehicles and summarize the results for reporting to the OMB or other Government agencies, as appropriate.

Subchapter 3017.72 Reverse Auctions

3017.7200 Scope.

This subchapter establishes DHS policies and procedures on the use of reverse auctions.

3017.7201 Definition.

Reverse Auction means a process for pricing contracts supported by an electronic tool where offerors bid down, as opposed to the traditional auction, which requires buyers to submit sequentially higher bids, the main goal of which is to drive prices downward.

3017.7202 General.

(a) When properly employed, reverse auctions may have potential benefits, to include enhanced competition, price reductions, and improved procurement process efficiency for some procurements.

(b) To facilitate obtainment of these potential benefits, DHS has awarded an enterprise-wide Blanket Purchase Agreement (BPA) for a reverse auction provider. For information on that BPA, including the fees associated with its use, see the OCPO Category Management and Strategic Sourcing website (located at http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/SSPO/Documents/Strategic%20Sourcing/SSPO%20Category%20Webpages/SSVs%20-%20IT_Telecom.html).

(c) When using a GSA Federal Supply Schedules contract, and when an order will contain a brand name specification, FAR 8.405-1(e) requires the contracting officer to post the RFQ on e-buy along with the justification (see FAR 8.405-6).

3017.7203 Policy.

(a) Because there are fees associated with conducting a reverse auction, contracting officers must confirm early in the acquisition-planning phase that the appropriate conditions exist to optimize the benefits of a reverse auction to include more robust competition, larger supplier base, and enhanced price reductions. Therefore, before conducting a reverse auction, the contracting officer shall:

- (1) Confirm the product or service to be procured is suitable for a reverse auction. Products and services best suited for reverse auctions:
 - (i) Are sold in a highly competitive marketplace such as commodities;
 - (ii) Have specific, unambiguous specifications or work statements;
 - (iii) Are products that do not require extensive customization or tailoring; and
 - (iv) Are procurements that result in fixed price contracts.

- (2) Confirm through market research that there is a reasonable expectation that two or more sources will participate in an auction. Ensuring the existence of adequate competition is particularly important when conducting reverse auctions under multiple award indefinite delivery, indefinite quantity contracts where the number of sources eligible to participate in auctions is limited.
- (3) Understand all fees associated with the procurement to include fees charged by the DHS reverse auction provider (see the Reverse Auction Ordering Guide at the OCPO Category Management and Strategic Sourcing website for fee information including caps on fees) and fees charged when placing orders under another agency's vehicle, such as GSA's federal supply schedule. This evaluation ensures the whole cost of the transaction is evaluated and will allow the contracting officer to assess if a reverse auction is expected to result in overall cost savings in light of the additional fees being charged.
- (b) Include in the contract file the rationale for using a reverse auction and how its use supports the acquisition.
- (c) Comply with FAR 15.101-2(c) and DHS Acquisition Alert 20-12, Use of Lowest Price Technically Acceptable (LPTA) Procedures, when using low price technically acceptable (LPTA) selection procedures. FAR 15.101-2(c) and DHS Acquisition Alert 20-12 implement Section 880 of the FY 2019 National Defense Authorization Act that restricts the use of LPTA procedures to include prohibiting its use when procuring certain products and services. For additional guidance on the use of LPTA selection criteria see Section 3.5.2, Lowest Price Technically Acceptable Process, of the DHS Source Selection Guide (at <http://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/APL/Pages/Guides&Tools.aspx>).
- (d) When using a reverse auction, contracting officers shall:
- (1) Allow for multiple rounds of bidding to strengthen competition.
 - (2) When only one source participates in the auction, consider if an award is still in the best interest of the government. If an award is made, follow the applicable one-bid procedures at HSAM 3006.102(b), HSAM 3008.404(a)(1), or HSAM 3016.505(b)(1)(iii).
 - (3) Upon concluding a reverse auction, include in the contract file the bid results and the supporting documentation provided by the reverse auction provider and identify the benefits achieved by using the tool.
- (e) In light of the fees charged, Components shall review the contractor provided auction reports at least annually to assess if reverse auctions are providing value to the organization by increasing competition, improving pricing, providing efficiencies, and promoting small business.

CHAPTER 3018 EMERGENCY ACQUISITIONS

Subchapter	3018.2	Emergency Acquisition Flexibilities
	3018.201	Contingency operation.
	3018.202	Defense or recovery from certain events.
	3018.203	Emergency declaration major disaster declaration.

Subchapter 3018.2 Emergency Acquisition Flexibilities

3018.201 Contingency operation.

(b) The Chief Procurement Officer (CPO) or designee shall make the required determination to increase the micro-purchase threshold to support a contingency operation.

(c) The CPO or designee shall make the required determination to increase the simplified acquisition threshold to support a contingency operation.

3018.202 Defense recovery from certain events.

(a) The CPO or designee shall make the required determination to increase the micro-purchase threshold to support defense against or recovery from nuclear, biological, chemical, or radiological attack; to facilitate provision of international disaster assistance; or to support response to an emergency or major disaster.

(b) The CPO or designee shall make the required determination to increase the simplified acquisition threshold to support defense against or recovery from nuclear, biological, chemical, or radiological attack; to facilitate provision of international disaster assistance; or to support response to an emergency or major disaster.

3018.203 Emergency declaration or major disaster declaration.

(a) DHS Components must comply with statutory requirements and guidance regarding preferences given to local organizations, firms, and individuals when contracting for major disaster or emergency assistance activities when the President has made a declaration under the Robert T. Stafford Disaster Relief Act. (See HSAM 3005.303 regarding Congressional notifications of covered contract actions (limited waiver). See HSAR 3006.303 and HSAM 3006.303 for competition authorities. See HSAM Chapters 3026.202 and 3026.203 for guidance regarding local area set-aside preference and transition of work approval requirements.

CHAPTER	3019	SMALL BUSINESS PROGRAMS
Subchapter	3019.2	Policies
	3019.201	General policy.
	3019.202	Specific policies.
	3019.202-270	Procurement forecast.
	3019.202-271	DHS Small Business Review Form.
Subchapter	3019.5	Set-aside for Small Business
	3019.501	General.
	3019.502	Setting aside acquisitions.
	3019.502-3	Partial set-asides.
	3019.502-8	Rejecting Small Business Administration recommendations.
	3019.506	Withdrawing or modifying small business set-asides.
Subchapter	3019.6	Certificates of Competency and Determinations of Responsibility
	3019.602	Procedures.
	3019.602-1	Referral.
	3019.602-3	Resolving differences between the agency and the Small Business Administration.
Subchapter	3019.7	The Small Business Subcontracting Program
	3019.704	Subcontracting plan requirements.
	3019.704-70	Reporting requirements.
	3019.705	Responsibilities of the contracting officer under the subcontracting assistance program.
	3019.705-2	Determining the need for a subcontracting plan.
	3019.705-470	Reviewing the subcontracting plan.
	3019.705-6	Reserved.
Subchapter	3019.8	Contracting with the Small Business Administration (The 8(a) Program)
	3019.800	General.
	3019.804	Evaluation, offering, and acceptance.
	3019.804-3	SBA acceptance.
	3019.804-470	Repetitive acquisitions.
	3019.810	SBA appeals.
	3019.811	Preparing the contracts.
	3019.811.1	Sole source.
	3019.812	Contract administration.

Subchapter 3019.2 Policies

3019.201 General policy.

(c)(7) and (8) The Head of the Contracting Activity (HCA) (See HSAM 3001.301(a)(1)(ii)) is delegated the authority of the Director Office of Small and Disadvantaged Business Utilization (OSDBU) to assign a small business technical advisor also known as small business specialist to each contracting activity within the agency to which the Small Business Administration (SBA) has assigned an SBA procurement center representative. A copy of the written assignment to the advisor must be provided to the Director, OSDBU.

(c)(9) The responsible Component small business specialist acting on behalf of the OSDBU must review each procurement request that requires a DHS Form 700-22 to comply with the requirements of FAR 19.

(d) The HCA must appoint small business specialists in accordance with HSAM 3019.201(d)(7) and (d)(8). The small business specialist must:

- (1) Ensure that all small businesses are given an equal opportunity to compete for DHS acquisitions;
- (2) Assist contracting officers in locating small businesses to participate in DHS acquisitions;
- (3) Assist the Director, OSDBU in carrying out the purpose of the Small Business Act, particularly Sections 8 and 15;
- (4) Cooperate with the SBA representatives in carrying out their assignments and responsibilities as related to DHS acquisitions;
- (5) Seek alternatives to the practice of contract bundling and help mitigate the effects of any necessary and justified contract bundling;
- (6) Participate in the evaluation of prime contractor's small business subcontracting programs;
- (7) Assure that records are maintained and accurate reports are prepared concerning small business participation in acquisition programs;
- (8) Act as the liaison with appropriate SBA offices or representatives in connection with set-asides, Certificates of Competency (COC), size classification, and any other matter concerning the small business programs; and
- (9) Participate in business opportunity, Federal procurement and other Government-industry conferences and meetings as required.

3019.202 Specific policies.**3019.202-270 Procurement forecast.**

(a) *Purpose.* The purpose of the procurement forecast is to make available to small businesses those expected contract opportunities that small business concerns, including those owned and controlled by socially and economically disadvantaged individuals, are capable of performing. The following requirements apply:

(1) *Responsibility.* The procurement forecast is a summary of each Component's final Acquisition Planning Forecast System (APFS) records that are input into the APFS database. The Component Acquisition Executive shall ensure APFS records are created and the HCA shall ensure they are approved for all acquisitions over the simplified acquisition threshold, in accordance with HSAM 3007.172(a), and input into the APFS database available at <http://apfs.dhs.gov>.

(2) *Preparation.* The procurement forecast shall be completed the year prior to the fiscal year in which the procurement action will be initiated.

(b) *Reporting.* The DHS Office of the Chief Procurement Officer will provide the initial forecast and any updates to it to the Administrator of the SBA and to small businesses as required by Public Law 100-656.

3019.202-271 DHS Small Business Review Form.

(a) *Purpose.* The DHS Form 700-22, Small Business Review Form, documents efforts to ensure small business concerns are considered for inclusion in Federal Government acquisitions and to ensure that proper market research is conducted.

(b) *Requirement.* In accordance with FAR 19.202, Specific Policies, Components shall use the DHS Form 700-22 to comply with the small business review requirements and to document considerations and recommendations for applicable acquisitions prior to synopsis or solicitation release. DHS Form 700-22 requirements are provided in Appendix H, Acquisition Planning Forecast System and Small Business Review Form Requirements Matrix. The DHS Form 700-22 shall be used to:

(1) Review for small business considerations in procurement actions greater than the simplified acquisition threshold except when:

(i) Issuing orders/calls under single award Indefinite-Delivery Indefinite Quantity (IDIQ) contracts and under single award blanket purchase agreements (BPAs); and

(ii) Issuing orders/calls under multiple award IDIQ contracts or BPAs when the initial vehicle was awarded under a single Small Business program under FAR Part 19 and;

(2) Review for substantial bundling for all procurements of \$2,500,000 or more planned under open market procurement as well as for pre-existing contract vehicles (such as Multiple Award Schedules (MAS), including GSA Federal Supply Schedules (FSS) delivery and task orders, Multi-Agency Contracts (MAC), Governmentwide Acquisition Contracts (GWAC), DHS-wide contracts (DWAC), Component/Office-Wide Acquisition Contracts (C/OWAC),, and orders and calls under Blanket Purchase Agreements (BPAs). (See FAR 7.104(d), FAR 7.107 and FAR 19.202-1, and HSAM 3007.107 for bundling considerations and approval requirements.)

(c) *Preparation and Approval.* The small business specialist and the SBA Procurement Center Representative (PCR), respectively, shall complete the review process within two (2) business days after receipt of a completed DHS Form 700-22. The completed DHS Form 700-22 shall be included in the contract file.

Subchapter 3019.5 Set-Asides for Small Business**3019.501 General.**

(c) Each DHS proposed acquisition exceeding the simplified acquisition threshold, and in accordance with the requirements of HSAM 3019.202-271(b)(1), must be reviewed by the responsible Component small business specialist before submitting the requirement for synopsis. The results of the review shall be documented in the contract file.

(1) The requirement must be reviewed for the purpose of determining whether socio-economic programs should be included.

(2) The Chief of the Contracting Office (COCO) must resolve any disagreement between the small business specialist and the contracting officer on the determination. In no case shall the authority be delegated below the level of COCO. Disagreement between the contracting officer and personnel from the SBA will be resolved in accordance with FAR 19.505. The HCA shall coordinate this action with the OSDBU prior to the COCO's final decision. The COCO must furnish a copy of the determination to the OSDBU.

3019.502 Setting aside acquisitions.**3019.502-3 Partial set-asides.**

(a)(5) The COCO, without redelegation, is authorized to make the determination. The HCA shall coordinate this action with the OSDBU prior to the COCO's final decision.

3019.502-8 Rejecting Small Business Administration recommendations.

(b) and (d) The HCA, without redelegation, is delegated the authority to make the decision and forward the justification for its decision to the agency head. The HCA shall coordinate this action with the OSDBU prior to the COCO's final decision.

3019.506 Withdrawing or modifying small business set-asides.

(b) The COCO is responsible for resolving disagreements between the contracting officer and the Component small business specialist. In no case shall the authority be delegated below the level of COCO. The HCA shall coordinate this action with the OSDBU prior to the COCO's final decision.

Subchapter 3019.6 Certificates of Competency and Determinations of Responsibility

3019.602 Procedures.

3019.602-1 Referral.

(a)(2) The contracting officer shall forward a copy of the notice of nonresponsibility determination sent to SBA to the small business specialist for submission to the OSDBU.

3019.602-3 Resolving differences between the agency and the Small Business Administration.

(a) Under the procedures of FAR 19.602-3, the SBA and contracting officer must attempt to reach a resolution before the SBA takes final action on a COC. Before approaching SBA, the contracting officer must coordinate his or her actions through the HCA and OSDBU.

(b) For the purposes of filing a COC appeal, the designated official is the COCO. In no case shall the authority be delegated below the level of COCO. The COCO shall provide copies of all SBA correspondence to the OSDBU.

Subchapter 3019.7 The Small Business Subcontracting Program**3019.704 Subcontracting plan requirements.****3019.704-70 Reporting requirements.**

Any contractor that meets the statutory requirements at FAR 19.702 shall submit subcontracting accomplishments on the Individual Subcontract Report (ISR) and the Summary Subcontract Report (SSR) by using the web-based Electronic Subcontracting Reporting System (eSRS) at <https://www.esrs.gov>.

3019.705 Responsibilities of the contracting officer under the subcontracting assistance program.**3019.705-2 Determining the need for a subcontracting plan.**

A copy of the determination that there are no subcontracting opportunities shall be provided to the Director, OSDDBU. See FAR 19.705-2(c).

3019.705-470 Reviewing the subcontracting plan.

(a) The individuals responsible for the subcontracting plan review process include the contracting officer, the Component small business specialist, and the SBA's Procurement Center Representative (PCR). The approval authority for the subcontracting plan is the contracting officer, with the small business specialist and the SBA PCR providing support in advisory and assistance roles in accordance with FAR 19.705-4(d)(7).

(1) The checklist for documenting the review process, Subcontracting Plan Review Checklist, DHS Form 700-23, is mandatory for all DHS Subcontracting Plan reviews. The Component small business specialist assists with the overall review of the contractor's plan by initiating the checklist process, records the plan information in the DHS Subcontracting Plan Review Checklist, DHS Form 700-23 and obtains the SBA PCR's advice or recommendations. The contracting officer approves the subcontracting plan if the contractor has satisfactorily addressed the eleven elements of FAR 19.704 and the subcontracting plan demonstrates a good faith effort in utilizing small businesses as subcontractors. After all signatures have been documented, the form shall be placed in the contract file and the plan shall be managed.

(b) The small business specialist and SBA PCR review process and recommendations for the subcontracting plan should be completed within three (3) working days of receipt of the plan from the contracting officer. The Government's objective is to approve subcontracting plans that demonstrate the prime contractor's best efforts to subcontract with small business (SB), HUBZone small business (HUBZone), small disadvantaged business (SDB), women-owned small business (WOSB), veteran-owned small business (VOSB), and service disabled veteran-owned small business (SDVOSB) to the maximum extent practicable. If the subcontracting plan

first submitted does not satisfy these requirements, the Government will need to negotiate with the prospective awardee to reach these goals.

(d)(7) The contracting officer should obtain the advice of the Component small business specialist, as well as, the SBA's PCR.

3019.705-6 Reserved.

Subchapter 3019.8 Contracting with the Small Business Administration (The 8(a) Program)**3019.800 General.**

(b) The DHS and SBA Partnership Agreement (PA) has no expiration date. The PA is applicable to all new DHS acquisitions under the 8(a) Program. The PA delegates to DHS HCAs the authority to contract directly with firms under the SBA 8(a) Program, on behalf of the SBA. The HCA may redelegate this authority to Component contracting officers, who must be designated as the “agency contracting officer.” The current DHS and SBA PA is Appendix X of this Manual.

3019.804 Evaluation, offering, and acceptance.**3019.804-3 SBA acceptance.**

(d)(2) The HCA is delegated this authority.

3019.804-470 Repetitive acquisitions.

Any requirement which has previously been procured through the 8(a) Program, but which is now being proposed for reprourement outside of the 8(a) Program shall be approved by the Director, OSDDBU, according to Component procedures prior to contracting officer submission to SBA pursuant to the 8(a) PA. The clearance shall be obtained prior to any public notice or solicitation of the requirement.

3019.810 SBA appeals.

The HCA is delegated this authority.

3019.811 Preparing the contracts.**3019.811-1 Sole source.**

(a) As required by HSAM 3019.800(b), the contract to be awarded shall be prepared according to the PA in HSAM Appendix X.

3019.812 Contract administration.

(d) The COCO, without redelegation, is delegated this authority.

**CHAPTER 3020
(RESERVED)**

There is no text implementing or supplementing FAR Part 20.

**CHAPTER 3021
(RESERVED)**

There is no text implementing or supplementing FAR Part 21.

CHAPTER	3022	APPLICATION OF LABOR LAWS TO GOVERNMENT ACQUISITIONS
	3022.001	Definition.
Subchapter	3022.1	Basic Labor Policies
	3022.101	Labor relations.
	3022.101-1	General.
	3022.101-170	DHS Procurement Labor Advisor.
	3022.101-3	Reporting labor disputes.
	3022.101-4	Removal of items from contractor’s facilities affected by work stoppages.
	3022.103	Overtime.
	3022.103-4	Approvals.
Subchapter	3022.3	Contract Work Hours and Safety Standards
	3022.302	Liquidated damages and overtime pay.
Subchapter	3022.4	Labor Standards for Contracts Involving Construction
	3022.404	Construction Wage Rate Requirements statute wage determinations.
	3022.404-1	Types of wage determinations.
	3022.404-6	Modifications of wage determinations.
	3022.404-10	Posting wage determinations and notice.
	3022.406	Administration and enforcement.
	3022.406-2	Wages, fringe benefits and overtime.
	3022.406-8	Investigations.
	3022.406-9	Withholding from or suspension of contract payments.
	3022.406-13	Semi-Annual enforcement reports.
Subchapter	3022.6	Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000
	3022.604	Exemptions.
	3022.604-2	Regulatory exemptions.
	3022.608	Procedures.
Subchapter	3022.8	Equal Employment Opportunity
	3022.803	Responsibilities.
	3022.804	Affirmative action programs.
	3022.804-2	Construction.
	3022.805	Procedures.
	3022.807	Exemptions.
Subchapter	3022.10	Service Contract Labor Standards
	3022.1003	Applicability.
	3022.1003-4	Administrative limitations, variations, tolerances, and exemptions.

	3022.1008	Procedures for obtaining wage determinations.
	3022.1008-1	Obtaining wage determinations.
	3022.1008-2	Section 4(c) successorship with incumbent contractor collective bargaining agreement.
	3022.1013	Review of wage determination.
	3022.1021	Request for hearing.
	3022.1021-70	Additional hearings data.
	3022.1022	Withholding of contract payments.
Subchapter	3022.13	Equal Opportunity for Veterans
	3022.1305	Waivers.
	3022.1308	Compliant procedures.
	3022.1310	Solicitation provision and contract clauses.
Subchapter	3022.14	Employment of Workers with Disabilities
	3022.1403	Waivers.
	3022.1406	Compliant procedures.
	3022.1408	Contract clauses.
Subchapter	3022.15	Prohibition of Acquisition of Products Produced by Forced or Indentured Child Labor
	3022.1503	Procedures for acquiring end products on the List of Products requiring contractor certification as to forced indentured.
Subchapter	3022.18	Reserved.
	3022.1802	Reserved.
Subchapter	3022.90	Local Hire (USCG)
	3022.9000	Policy (USCG).

3022.001 Definition.

For the purpose of DHS, the term "contracting agency," wherever it appears under FAR Part 22, means the Component.

Subchapter 3022.1 Basic Labor Policies**3022.101 Labor relations.****3022.101-1 General.**

(e) The Head of the Contracting Activity (HCA) authority under FAR 22.101-1(e) is not redelegable.

3022.101-170 DHS Procurement Labor Advisor.

(a) The Procurement Labor Advisor for DHS is a member of the Acquisition Policy and Legislation Branch, Acquisition Policy and Oversight, Office of the Chief Procurement Officer.

(b) Each Component may appoint a labor advisor at the Headquarters level. If one is appointed, the Components shall advise, in writing, the contracting offices under their cognizance of the appointment. The labor advisor is responsible for coordinating and obtaining advice from the DHS Procurement Labor Advisor on contracting matters when deemed appropriate or as may be required by this chapter.

3022.101-3 Reporting labor disputes.

(a) Contracting officers shall report to their labor advisor or the DHS Procurement Labor Advisor if a Component labor advisor does not exist, any potential or actual labor disputes (e.g., strike) that may have a serious impact on the Department's programs. The following information shall be provided to the advisor:

- (1) The contractor's and, if applicable, subcontractor's name, address, contract number, and the contractor's point of contact at the contractor's plant or the place where work is being performed (e.g., construction site);
- (2) The date the strike began or is expected to begin;
- (3) The urgency or critical nature of the affected contract, and whether another source can perform the contract;
- (4) Name, address, and telephone number of the local union and union representative(s);
- (5) An assessment of the strike with regard to settlement of the issues;
- (6) Number of employees affected by the strike; and
- (7) The extent, if any, of participation by a Federal or state mediation agency.

(b) The contracting officer shall advise, as applicable, the cognizant Component labor advisor or DHS Procurement Labor Advisor when the strike is terminated and the work has resumed under the contract.

3022.101-4 Removal of items from contractors' facilities affected by work stoppages

(a) If the decision is made to remove items or materials from the contractor's/subcontractor's facility, the contracting officer shall follow the below procedures:

(1) Contact the Component's labor advisor or DHS Procurement Labor Advisor and apprise that person of the decision;

(2) Obtain a list of the contracts the contractor has with other Government agencies or DHS Components. If contracts of the agency or Component are or may become involved in the removal of items, advise the applicable contracting office of the decision to remove items and ensure proper coordination of actions; and

(3) Unless otherwise advised by the Component labor advisor or DHS Procurement Labor Advisor, submit a written request for removal of items to the contractor and the union representative. The request shall include the following:

(i) A statement of the urgency or criticality of the items or materials;

(ii) A full description (i.e., color, weight, dimensions, etc.), quantity, contract/subcontract number, contract line item number, etc.; and

(iii) A decision on whether personnel of the Government or contractor/subcontractors will remove the items from the location, and the mode of transportation and destination, if the delivery terms will not be the same as those in the contract.

(b) If the contractor or subcontractor and union representative grant the request for removal of items and Government personnel will remove the items, extreme care shall be taken to avoid the use or appearance of force and prevent incidents that might detrimentally affect labor-management relations.

(c) If a negative response is received from the contractor, subcontractor, or union representative and the items are still critical, the contracting officer shall seek advice from the Chief of the Contracting Office (COCO) and the Component's labor advisor or DHS Labor Advisor on the next action to be taken. It may also become necessary to seek advice or assistance from the National Office of the Federal Mediation and Conciliation Service, 2100 K Street, N.W., Washington, DC, 20006, or other mediation agency.

3022.103 Overtime.

3022.103-4 Approvals.

(a) An official at one level above the contracting officer is designated to sign the D&F required by FAR 22.103-4. The D&F shall be written, in the format of Appendix N, and placed in the contract file.

(b) Approval of the use and total dollar amount of overtime must be obtained from the Contracting agency approving official designated in (HSAM) 3022.103-4 (a) above prior to including an amount in paragraph (a) of the clause at FAR 52.222-2, Payment for Overtime Premiums.

(f) If, during contract performance, the contracting officer receives a contractor request for overtime exceeding the amount indicated in paragraph (a) of the clause at FAR 52.222-2, and determines that the requested overtime should be approved in whole or in part, the contracting officer shall obtain approval from the designated Contracting agency approving official prior to modifying paragraph (a) to include the revised overtime amount.

Subchapter 3022.3 Contract Work Hours and Safety Standards

3022.302 Liquidated damages and overtime pay.

(c) The contracting officer is delegated authorities under FAR 22.302(c)(1) and (2). The contracting officer's recommendation in FAR 22.302(c)(3) shall be transmitted to the Secretary of Labor by the HCA.

(d) The contracting officer shall provide instructions to the cognizant finance office. The contractor shall be provided with a written decision on the disposition of funds withheld and the basis for the decision.

Subchapter 3022.4 Labor Standards for Contracts Involving Construction**3022.404 Construction Wage Rate Requirements statute wage determinations.****3022.404-1 Types of wage determinations.**

(a)(2) Wage determinations are available via the Internet at www.wdol.gov.

3022.404-6 Modifications of wage determinations.

(b)(6) The contracting officer is delegated this authority.

3022.404-10 Posting wage determinations and notice.

The contracting officer shall furnish to the contractor a copy of Department of Labor (DoL) Form WH-1321, Notice to Employees Working on Federal and Federally Financed Construction Projects, for posting with wage rates. Copies of the poster may be obtained downloaded or ordered through the Department of Labor – Wage and Hour Division (WHD) publication ordering system at www.dol.gov/whd/publications/index.htm or by calling the WHD Publications Office at 202-693-0675.

3022.406 Administration and enforcement.**3022.406-2 Wages, fringe benefits, and overtime.**

(b)(2) The contracting officer shall submit the information required by FAR 22.406-2(b)(2) to the Administrator, Wage and Hour Division, U.S. Department of Labor, Employment Standards Administration, Washington, DC 20210. The contracting officer shall advise interested parties of DOL's determination within 10 working days after receipt of the determination.

3022.406-8 Investigations.

(d) *Contracting officer's report.* The Chief of the Contracting Office (COCO), without redelegation, is authorized to receive from the contracting officer the report of violations regarding labor standards. The contracting officer may use DHS Form 700-19, Summary of Underpayments or a form substantially similar if authorized according to Component procedures, to support the total number of employees cited on SF 1446, Labor Standards Investigation Summary Sheet.

(2)(iv) The report to the Attorney General of the United States shall be coordinated with, and forwarded to the Department of Justice by the DHS Office of the General Counsel. A copy of the report shall also be provided to OCPO.

3022.406-9 Withholding from or suspension of contract payments.

(c) *Disposition of contract payments withheld or suspended.*

(4) *Liquidated damages.* The contracting officer shall provide instructions to the cognizant finance office. The contractor shall be provided with a written decision on the disposition of funds withheld and the basis for the decision.

3022.406-13 Semiannual enforcement reports.

Each Component shall submit the semiannual report by April 25 and October 25 of each calendar year to DOL by email at Helm.Timothy@dol.gov and Dixon.Crystal@dol.gov. The format and instructions for the semiannual report are provided at Appendix O. Negative reports are required to be submitted.

Subchapter 3022.6 Contracts for Materials, Supplies, Articles, and Equipment Exceeding \$15,000

3022.604 Exemptions.

3022.604-2 Regulatory exemptions.

(b)(1) The HCA is authorized to request the Secretary of Labor to exempt a specific contract.

3022.608 Procedures.

(a) *Award.* The contracting officer shall furnish a copy of the Department of Labor Publication WH-1313, Employee Rights on Government Contracts. Copies of the poster may be downloaded or ordered through the Department of Labor – Wage and Hour Division (WHD) publication ordering system at www.dol.gov/whd/publications/index.htm or by calling the WHD Publications Office at 202-693-0675.

(b) *Breach of stipulation.* Unless otherwise specified by Component procedures, the contracting officer shall submit written notice of any violations to the applicable DOL region.

Subchapter 3022.8 Equal Employment Opportunity

3022.803 Responsibilities.

(d) The contracting officer shall obtain the assistance of the Component's legal counsel on matters concerning the applicability of E.O. 11246. If further assistance is required, the matter shall be referred to the nearest DOL Office of Federal Contracts Compliance Programs (OFCCP). (The OFCCP Nationwide Office Directory is accessible via the Internet at: <https://www.dol.gov/agencies/ofccp/contract/district-area-offices>.) Questions concerning the implementation of the E.O. in the FAR or DHS guidance shall be referred to the Chief Procurement Officer (CPO).

3022.804 Affirmative action programs.

3022.804-2 Construction.

(b) The Office of Federal Contract Compliance Programs (OFCCP), DOL publishes in the Federal Register goals and timetables for minority and female utilization in the construction industry. This information is listed at <https://www.dol.gov/sites/dolgov/files/ofccp/ParticipationGoals.pdf>.

3022.805 Procedures.

(a) *Preaward clearances for contracts and subcontracts of \$10 million or more (excluding construction).*

(1) Contracting officers may conduct an initial search of a contractor's compliance records via the Internet at: <https://www.dol.gov/agencies/ofccp/pre-award>.

(6) The contracting officer shall submit a request by email in substantially the same format as Appendix P, in strict accordance with the instructions, to prevent premature disclosure of the proposed contractor, subcontractor, if any, and the amount of the award. Because the OFCCP conducts the compliance review at the primary point of production of each contractor and first-tier subcontractor, contracting officers shall request the clearance from the OFCCP regional office which has jurisdiction over the contractor and subcontractor. (A listing of OFCCP regional offices is accessible via the Internet at: <https://www.dol.gov/agencies/ofccp/contract/regional-offices>)

(7) The 15 and 20-day preaward clearance requirement timeframes under FAR 22.805(a)(7) shall be included in the acquisition cycle milestone planning.

(8) The HCA authority is not redelegable.

(b) *Furnishing posters.* The contracting officer may order Equal Employment Opportunity posters via telephone by calling 1-866-4-USA-DOL or via the Internet at <https://www.dol.gov/agencies/ofccp/posters>.

3022.807 Exemptions.

(a)(1) The HCA, without redelegation, is authorized to determine for a contract, that national security precludes compliance with all or part of the requirements of E.O. 11246. A justification shall be in substantially the same format as Appendix N.

(c) The justification shall be in substantially the same format as Appendix N. All requests for exemptions shall be submitted via the HCA to the CPO for the Deputy Assistant Secretary's approval.

Subchapter 3022.10 Service Contract Labor Standards

3022.1003 Applicability.

3022.1003-4 Administrative limitations, variations, tolerances, and exemptions.

(a) The contracting officer shall submit requests for limitations, variations, tolerances, and exemptions under FAR Subpart 22.10 to the Wage and Hour Administrator via the Component labor attorney.

3022.1003-7 Questions concerning applicability of the Service Contract Labor Standards statute.

Contracting officers may request written or oral advice from the Component labor attorney. Any Component requests or questions to the Administrator, Wage and Hour Division shall be submitted in writing with a copy provided to the Executive Director, Acquisition Policy and Legislation Branch, Acquisition Policy and Oversight, Office of the Chief Procurement Officer.

3022.1008 Procedures for obtaining wage determinations.

3022.1008-1 Obtaining wage determinations.

(f) Contracting officers should request advice from the Component labor advisor, or if unavailable, the DHS Procurement Labor Advisor.

3022.1008-2 Section 4(c) successorship with incumbent contractor collective bargaining agreement.

(d)(3) Contracting officer should request advice from the Component labor advisor, or if unavailable, the DHS Procurement Labor Advisor.

(e)(2) Contracting officer should request advice from the Component labor advisor, or if unavailable, the DHS Procurement Labor Advisor.

3022.1013 Review of wage determination.

Contracting officer should request advice from the Component labor advisor, or if unavailable, the DHS Procurement Labor Advisor.

3022.1021 Request for hearing.

3022.1021-70 Additional hearings data.

(a) Contracting officers will forward requests for hearings to the Administrator, Wage and Hour Division, DOL, through their Component labor advisor or general counsel, with a copy provided to OCPO. In addition to the requirements of FAR 22.1021(a), the request for a variance hearing

shall include copies of the relevant wage determination, if issued, collective bargaining agreement, and the e98 that requested the wage determination in question. The statement shall contain an analysis concerning the differences between the collectively bargained rates issued and the rates contained in the following:

- (1) Corresponding Federal wage board rates and surveys (while it is not necessary that the challenged rate be higher than the corresponding Federal rate, this is an important factor);
 - (2) Relevant Bureau of Labor Statistics survey data and the comparable Service Contract Labor Standards wage determination;
 - (3) Other wage data (e.g., rates paid in local hospitals would be appropriate for comparison on contracts for hospital antiseptic services, while rates paid in local schools could be of value in comparison for janitorial or food service workers); and
 - (4) Other collectively-bargained wages and benefits.(b) If the contracting officer cannot provide all of the information required in paragraph (a) above with the request for a hearing, the approximate time needed to obtain the data or to develop the information shall be provided. The request shall clearly demonstrate the efforts being made to obtain or develop the information. A statement that data are not available will not be accepted by DOL.
- (d) Unless the Administrator, Wage and Hour Division determines that extraordinary circumstances exist, requests for hearings that are not submitted within the timeframes referenced in FAR 22.1021(d)(1) and (2) will not receive consideration by DOL.

3022.1022 Withholding of contract payments.

Contracting officers will coordinate with the cognizant finance office regarding placement of any withheld funds in an agency-established deposit fund, and, upon order from appropriate parties (see (FAR 22.10), their transfer to DOL for disbursement.

Subchapter 3022.13 Equal Opportunity for Veterans

3022.1305 Waivers.

(a)(1) For a request for exemption under FAR 22.1305(a)(1), the signatory authority is the HCA, without authority to redelegate.

(a)(2) For a request for exemption under FAR 22.1305(a)(2), the signatory authority is the CPO. |

(b) The HCA, without redelegation, may waive this requirement.

(c) The contracting officer shall prepare a D&F setting forth clear and convincing reasons why an exemption will be necessary. D&Fs shall be in substantially the same format as Appendix N.

3022.1308 Complaint procedures.

The contracting officer shall forward complaints about the administration of the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended, directly to the DOL's Veterans' Employment and Training Service. (A directory of Veterans' Employment and Training Service Regional and State offices is available by Internet at: <http://www.dol.gov/vets/aboutvets/contacts/main.htm>.) All questions concerning the complaints shall be directed to the appropriate office of the DOL.

3022.1310 Solicitation provision and contract clauses.

(a)(1)(ii) See HSAM 3022.1305(b) for the waiver authority granted to the HCA.

Subchapter 3022.14 Employment of Workers with Disabilities

3022.1403 Waivers.

(a)(1) The HCA is delegated this authority.

(a)(2) The CPO is delegated this authority.

(b)(1) The HCA is delegated this authority.

(c) The contracting officer shall prepare a D&F setting forth clear and convincing reasons for the exemption. The D&F shall be in substantially the same format as Appendix N.

3022.1406 Complaint procedures.

When oral complaints are received, contracting officers shall request that the nature of the complaint (e.g., by whom, against whom, the reason, etc.) signed by the plaintiff be submitted in writing directly to the OFCCP. Written complaints received by contracting officers shall be forwarded to the OFCCP by letter.

3022.1408 Contract clause.

(a)(2) See HSAM 3022.1403(a)(1), (a)(2) or (b)(1) for waiver authorities granted to specific individuals.

(b) See HSAM 3022.1403(a)(1), (a)(2) or (b)(1) for waiver authorities granted to specific individuals.

Subchapter 3022.15 Prohibition of Acquisition of Products Produced by Forced or Indentured Child Labor

3022.1503 Procedures for acquiring end products on the List of Products Requiring Contractor Certification as to Forced Indentured Child Labor.

(e) Contracting officers shall refer the matter for investigation to the DHS, Office of General Counsel.

Subchapter 3022.90 Local Hire (USCG)

3022.9000 Policy (USCG).

(a) The Coast Guard HCA is authorized to waive the inclusion of HSAR 3052.222-90, Local Hire (USCG), in contracts for construction or services to be performed in whole or in part in a State that has an unemployment rate in excess of the National average rate of unemployment (as determined by the Secretary of Labor).

(b) Waiver requests shall be submitted to Commandant (CG-85) for processing to the Coast Guard HCA. Any request must describe the acquisition and clearly explain the reasons why it is in the interest of national security or economic efficiency to exclude the Local Hire clause.

CHAPTER 3023 ENVIRONMENT, SUSTAINABLE ACQUISITION, AND MATERIAL SAFETY

Subchapter 3023.1 Sustainable Products and Services
3023.103 Policy.
3023.104 General procedures.
3023.107 Statutory purchasing programs.
3023.107-3 Energy-consuming products and water-consuming products.

Subchapter 3023.2 Energy Savings Performance Contracts
3023.202 Policy.
3023.203 Reserved.
3023.204 Reserved.
3023.205 Reserved.

Subchapter 3023.4 Reserved

Subchapter 3023.7 Reserved

Subchapter 3023.1 Sustainable Products and Services**3023.103 Policy.**

DHS shall comply with the DHS Affirmative Procurement Plan (APP) in Appendix Q of the Homeland Security Acquisition Manual. The contracting officer shall provide the DHS APP to program offices during the acquisition planning stage to ensure consideration of environmentally preferable, biobased, and energy efficient products and services are incorporated into procurement actions.

3023.104 General procedures.

(a) *Maximum extent practicable.* If the requiring activity submits a written justification addressing the reasons described in FAR 23.103(a)(1), the contracting officer may consider it not practicable to procure sustainable products or services. The requiring activity shall submit to the contracting officer a written justification in Appendix B of the DHS APP addressing the reasons in FAR 23.103(a)(1).

3023.107 Statutory purchasing programs.**3023.107-3 Energy-consuming products and water-consuming products.**

(c) *Procedures.* All new solicitations and contracts shall incorporate energy- and water-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program unless a justification, exception, or exemption applies (see FAR 23.104(a), 23.105, and 23.106 respectively).

Subchapter 3023.2 Energy Savings Performance Contracts

3023.202 Policy.

DHS shall make maximum use of the authority and shall comply with the National Energy Conservation Policy Act ([42 U.S.C. 8287](#)) to use an energy savings performance contract, when life-cycle cost-effective, to reduce energy use and cost in the Component's facilities and operations. Components should contact their Sustainability and Environmental Program Office for additional guidance.

3023.203 Reserved.

3023.204 Reserved.

3023.205 Reserved.

Subchapter 3023.4 Reserved

Subchapter 3023.7 Reserved

CHAPTER 3024
PROTECTION OF PRIVACY AND FREEDOM OF INFORMATION

(RESERVED)

There is no text implementing or supplementing FAR Part 24.

CHAPTER	3025	FOREIGN ACQUISITION
	3025.001	General
Subchapter	3025.1	Buy American—Supplies
	3025.103	Exceptions.
	3025.104	Reserved.
	3025.106	Determining reasonableness of cost.
Subchapter	3025.2	Buy American—Construction Materials
	3025.202	Exceptions.
	3025.204	Evaluating offers of foreign construction material.
Subchapter	3025.10	Additional Foreign Acquisition Regulations
	3025.1001	Waiver of right to examination of records.
Subchapter	3025.11	Solicitation Provisions and Contract Clauses
	3025.1101	Acquisition of supplies.
Subchapter	3025.70	American Recovery and Reinvestment Act Restrictions on Foreign Acquisition
	3025.7000	Scope of subpart.
	3025.7002	Restrictions on clothing, fabrics, and related items.
	3025.7003	Contract clauses.
Subchapter	3025.71	Make PPE in America Act Restrictions on Foreign Acquisition
	3025.7101	Definitions.
	3025.7102	Restrictions on certain personal protective equipment.
	3025.7103	Solicitation provisions and contract clauses.
	3025.7104	Solicitation requirements.

3025.001 General

(c)

(70) *FPDS-NG*. When a contract action requires reporting in FPDS-NG (see FAR Subpart 4.6), the contracting officer shall accurately enter data for fields "Country of Product or Service Origin" and "Place of Manufacture." For a service contract, field "Country of Product or Service Origin" should show the country in which the firm providing the services is established.

(71) *Contracting officer discretion*. Although the Buy American statute (BAA) is not applicable to purchases at or below the micro-purchase threshold (see FAR 25.100(b)(1) and 25.1101(a)(1)), a contracting officer, under either of these circumstances, may exercise his or her discretion to purchase a reasonably-available and reasonably-priced domestic end product.

(72) *Construction materials versus construction*. FAR Subpart 25.1, Buy American—Supplies applies when supplies (including construction materials) are being acquired under a contract for supplies or a contract for services that involves the furnishing of supplies. In contrast, FAR Subpart 25.2, Buy American—Construction Materials applies to contracts for construction, and addresses the use of foreign construction materials by the construction contractor in the work.

(73) *Annual Posting*. No later than March 31 of each fiscal year, in coordination with the Acquisition Policy and Legislation Branch within the Office of the Chief Procurement Officer (OCPO), the Head of the Contracting Activity (HCA) shall publish a list of domestically nonavailable articles acquired by the Component using Buy American statute waivers, and the dollar values associated with those articles during the previous fiscal year, in the Contract Opportunities section on the SAM.gov site to promote and enhance public awareness and visibility.

(74) *DHS Buy American Reporting Tool*. The DHS Buy American Reporting Tool serves as a repository of all DHS BAA waivers requiring approval by the CPO or the Secretary. It is located in the OCPO Enterprise Reporting Application (ERA) and is accessible at <http://ocpo-sp.dhs.gov/sites/era/BART/Buy%20American%20Act.aspx>.

Subchapter 3025.1 Buy American—Supplies

3025.103 Exceptions.

(a) *Public Interest.* The determination may only be made by the Secretary. The determination request shall be concurred by the HCA and submitted for CPO review and concurrence. The contracting officer shall submit the request using the DHS Buy American Reporting Tool. The request shall include a discussion of whether a significant portion of the cost advantage of a foreign-sourced product is the result of the use of dumped steel, iron, or manufactured goods or the use of injuriously subsidized steel, iron, or manufactured goods, and shall integrate any findings as appropriate.

(b) *Nonavailability (see FAR Class Deviation 22-04 Requirements for Nonavailability Determinations Under the Buy American Statute).*

(1) *Class nonavailability determinations.*

(iv) *Documentation requirements.* Before acquisition of an item on the list of nonavailable articles at FAR 25.104, contracting officers shall ensure the market research conducted to confirm the article is nonavailable, including actions taken to seek domestic sources, is documented in writing in the market research report or other appropriate document. This documentation is required to be included in the contract file.

(2) *Individual nonavailability waiver determinations.*

(i) The nonavailability waiver determination shall be concurred by the HCA, approved by the CPO, and reviewed by the Made in America Office (MIAO) within the Office of Management and Budget (OMB) before award is made. The determination shall be concurred by the HCA and approved by the CPO. The contracting officer shall submit the request for an approval using the DHS Buy American Reporting Tool.

(iii) Once approved by the CPO, Acquisition Policy and Legislation (APL) will submit the determination to the MIAO for review.

(D)(I) Nonavailability waiver determinations shall be submitted to the CPO for review and approval within 15 days of contract award to meet the 30-day waiver submission timeline required by the joint MIAO and Office of Federal Procurement Policy Memorandum titled “Improving the Transparency of Made in America Waivers,” dated October 26, 2021;

(c) *Unreasonable cost.* The determination shall be concurred by the HCA and approved by the CPO. The contracting officer shall submit the request for an approval using the DHS Buy American Reporting Tool.

(d) *Resale*. The determination shall be concurred by the HCA and approved by the CPO. The contracting officer shall submit the request for an approval using the DHS Buy American Reporting Tool.

3025.103-70 Documentation Requirements.

For documentation requirements applicable when the exception at 3025.103(b)(2) results in a justification for other than full and open competition under FAR 6.302 or a sole source justification under FAR 13.501(a), see HSAM 3006.304(e) and 3013.501(a)(3). When the exception at 3025.103(b)(2) does not result in a justification for other than full and open competition under FAR 6.302 or a sole source justification under FAR 13.501(a), the determination shall be documented using Appendix AA Template for Individual or Class Determination and Findings (D&F) For Domestic Nonavailability Exceptions to the Buy American statute. Determinations required for the exceptions in HSAM 3025.103(a), (c) and (d) shall be documented using the Determination and Findings format in FAR 1.704.

3025.104 Reserved.

3025.106 Determining reasonableness of cost.

(a)(1) The HCA is delegated the authority to determine that the use of factors higher than those identified in FAR 25.106(b) and (c), respectively, is more appropriate for an acquisition. Once approved by the HCA, the contracting officer shall transmit the determination to use the higher factors to the CPO using the DHS Buy American Reporting Tool. If a higher factor is used, the contracting officer shall note the use of the higher factor by altering paragraph (c) of the provision at FAR 52.225-2, Buy American Certificate, or paragraph (d) of the provision at FAR 52.225-4, Buy American—Free Trade Agreements—Israeli Trade Act Certificate, to identify the factor(s) that will be used instead of the factors shown in FAR 25.106(b) and (c).

Subchapter 3025.2 Buy American—Construction Materials

3025.202 Exceptions.

(a)

(1) *Impractical or inconsistent with public interest.* The determination may only be made by the Secretary. The determination request shall be concurred by the HCA and submitted for CPO review and concurrence. The contracting officer shall submit the request using the DHS Buy American Reporting Tool. The request shall include a discussion of whether a significant portion of the cost advantage of a foreign-sourced product is the result of the use of dumped steel, iron, or manufactured goods or the use of injuriously subsidized steel, iron, or manufactured goods, and shall integrate any findings as appropriate.

(2) *Nonavailability.* See HSAM 3025.103(b).

(3) *Unreasonable cost.* The determination shall be concurred by the HCA and approved by the CPO. The contracting officer shall submit the request for an approval using the DHS Buy American Reporting Tool.

(b) *Determination and Findings.* For documentation requirements applicable when the exception at 3025.202(a)(2) results in a justification for other than full and open competition under FAR 6.302 or a sole source justification under FAR 13.501(a), see HSAM 3006.304(e) and 3013.501(a)(3). When the exception at 3025.202(a)(2) does not result in a justification for other than full and open competition under FAR 6.302 or a sole source justification under FAR 13.501(a), the determination shall be documented using Appendix AA Template for Individual or Class Determination and Findings (D&F) For Domestic Nonavailability Exceptions to the Buy American statute. Determinations required for the exceptions in HSAM 3025.202(a)(1) and (3) shall be documented using the Determination and Findings format in FAR 1.704.

3025.204 Evaluating offers of foreign construction material.

(b)(1)(i) The HCA is delegated the authority to determine that the use of a factor higher than 20% is more appropriate for an acquisition. Once approved by the HCA, the contracting officer shall transmit the determination to use the higher factor to the CPO using the DHS Buy American Reporting Tool. If a higher factor is used, the contracting officer shall note the use of the higher factor in the solicitation and contract by altering paragraph (b)(3)(i) of the clause at FAR 52.225-9, Buy American—Construction Materials, or paragraph (b)(4)(i) of the clause at FAR 52.225 11, Buy American—Construction Materials under Trade Agreements, to identify the factor that will be used (instead of 20%).

Subchapter 3025.4 Trade Agreements

3025.401 Exceptions.

(a)(6) When an exception to the Trade Agreements is applicable to the acquisition, the Buy American statute applies unless one of the exceptions at FAR 25.103 or 25.202 is also applicable to the acquisition.

Subchapter 3025.10 Additional Foreign Acquisition Regulations

3025.1001 Waiver of right to examination of records.

(a)(2)(iii) The HCA, without redelegation, is authorized to make the determination.

Subchapter 3025.11 Solicitation Provisions and Contract Clauses

3025.1101 Acquisition of supplies.

(c)(1) Consistent with the General Services Board of Contract Appeals (GSBCA) decision in the protest of International Business Machines Corporation, GSBCA No. 10532-P, May 18, 1990, for acquisitions covered by the World Trade Organization (WTO) Agreement on Government Procurement (GPA), the restrictions of the Buy American statute are not applicable to U.S.-made end products.

Subchapter 3025.70 American Recovery and Reinvestment Act Restrictions on Foreign Acquisition

(Note: This subchapter may be deleted once the HSAR is changed to accommodate the HSAR deviations of 3/5/2013 and 3/14/2013.)

3025.7000 Scope of subpart.

HSAR class deviation, Applicability of the “Kissell Amendment” to Department of Homeland Security Acquisitions, dated March 5, 2013 (available at https://www.dhs.gov/sites/default/files/publications/cpo-HSARclassdeviation13-01_0.pdf), makes permanent and extends the restrictions on the acquisition of certain foreign textile products, directly related to national security interests, described in HSAR Subpart 3025.70 to all DHS acquisitions. A contracting officer with an acquisition involving items such as clothing, clothing components, tents, tarpaulins, covers, textile belts, bags, body armor, sleeping bags, fieldpacks, textile marine equipment, parachutes, bandages, or any other products containing natural fiber products, woven silk or blends, spun silk yarn, synthetic fabric or coated synthetic fabric, canvas, or wool should carefully consider the class deviation. The class deviation indicates it is applicable until the HSAR is appropriately changed.

3025.7002 Restrictions on clothing, fabrics, and related items.

3025.7002-2 Exceptions.

(c)

(3) If market research, including the analysis of alternatives (AoA) required by this subsection, establishes that the Government’s requirements for covered items cannot be met domestically, or through eligible products when the TAA applies, the contracting officer shall submit the supporting documentation required in paragraph (70) of this section to OCPO for CPO review and approval using the DHS Buy American Reporting Tool.

(70) *Documentation Requirements.* When the exception at HSAR 3025.7002-2(c) is applicable to the procurement, the AoA and written justification shall be documented using Appendix AE Template for Individual or Class Determination and Findings (D&F) For Domestic Nonavailability Exceptions to the Kissell Amendment. The D&F shall be concurred by the HCA, approved by the CPO, and reviewed by the Made in America Office (MIAO) within the Office of Management and Budget (OMB) before award is made. Once approved by the CPO, Acquisition Policy and Legislation (APL) will submit the determination to the MIAO for review. When an acquisition is conducted under reduced competition due to urgency (see FAR 6.302-2 and 13.106-1(b)) or where the agency is obligated by law to act more quickly than the review procedures established in this section allow, follow HSAM 3025.103(b)(2)(iii)(D)(I). The D&F shall be prepared by the requiring office in coordination with the contracting activity and document the market research activities undertaken to determine that a specific item(s) is domestically nonavailable, i.e., the item(s) grown, reprocessed, reused, or produced in the United

States cannot be acquired as and when needed in a satisfactory quality and sufficient quantity at United States market prices. This includes identification of:

- (i) Market research methods used to identify domestically manufactured items capable of satisfying the requirement;
- (ii) Domestic items considered and a detailed explanation as to why the domestic item(s) does not meet the needs of the Government;
- (iii) Trade Agreements Act (TAA) compliant items considered, including country of origin, and a detailed explanation as to why the TAA compliant item(s) does not meet the needs of the Government, if the TAA is applicable to the requirement; and
- (iv) Nondomestic items considered and a detailed explanation as to why the nondomestic item(s) is the only item that meets the needs of the Government.

3025.7003 Contract clauses.

HSAR class deviation 13-01, Amendment 1, Requirement for Use of Certain Domestic Commodities, dated March 14, 2013 (available at https://www.dhs.gov/sites/default/files/publications/cpo-HSARclassdeviation13-01%E2%80%93amendment1_0.pdf), amends the clause at HSAR 3052.225-70, Requirement for Use of Certain Domestic Commodities (AUG 2009). Accordingly, the new amended clause in the deviation (with a date of MAR 2013) shall be used. The deviation version is reprinted below for the convenience of the contracting officer.

REQUIREMENT FOR USE OF CERTAIN DOMESTIC COMMODITIES (MAR 2013) (DEVIATION 13-01)

(a) Definitions. As used in this clause-

- (1) “Commercial,” as applied to an item described in subsection (b) of this clause, means an item of supply, whether an end product or component, that meets the definition of “commercial item” set forth in (FAR) 48 CFR 2.101.
- (2) “Component” means any item supplied to the Government as part of an end product or of another component.
- (3) “End product” means supplies delivered under a line item of this contract.
- (4) “Non-commercial,” as applied to an item described in subsections (b) or (c) of this clause, means an item of supply, whether an end product or component, that does not meet the definition of “commercial item” set forth in (FAR) 48 CFR 2.101.
- (5) “Qualifying country” means a country with a memorandum of understanding or international agreement with the United States under which DHS procurement is covered.
- (6) “United States” includes the possessions of the United States.

(b) The Contractor shall deliver under this contract only such of the following commercial or non-commercial items, either as end products or components, that have been grown, reprocessed, reused, or produced in the United States:

- (1) Clothing and the materials and components thereof, other than sensors, electronics, or other items added to, and not normally associated with, clothing and the materials and components thereof; or
- (2) Tents, tarpaulins, covers, textile belts, bags, protective equipment (such as body armor), sleep systems, load carrying equipment (such as fieldpacks), textile marine equipment, parachutes or bandages.

(c) The Contractor shall deliver under this contract only such of the following non-commercial items, either as end products or components, that have been grown, reprocessed, reused, or produced in the United States:

- (1) Cotton and other natural fiber products.
- (2) Woven silk or woven silk blends.
- (3) Spun silk yarn for cartridge cloth.
- (4) Synthetic fabric or coated synthetic fabric (including all textile fibers and yarns that are for use in such fabrics).
- (5) Canvas products.
- (6) Wool (whether in the form of fiber or yarn or contained in fabrics, materials, or manufactured articles).
- (7) Any item of individual equipment manufactured from or containing any of the fibers, yarns, fabrics, or materials listed in this paragraph (c).

(d) This clause does not apply-

- (1) To items listed in (FAR) 48 CFR 25.104, or other items for which the Government has determined that a satisfactory quality and sufficient quantity cannot be acquired as and when needed at United States market prices;
- (2) To incidental amounts of non-compliant fibers if the total value of non-compliant fibers contained in the end item does not exceed 10 percent of the total purchase price of the end item; or
- (3) To items that are eligible products per (FAR) 48 CFR Subpart 25.4.

(End of clause)

Subchapter 3025.71 Make PPE in America Act Restrictions on Foreign Acquisition

This subchapter contains restrictions on the acquisition of certain personal protective equipment imposed by the Make PPE in America Act, Subtitle C of the Infrastructure Investment and Jobs Act (Pub. L. 117-58) on contracts, exercising of an option, and orders entered into on or after February 14, 2022. See also HSAR Class Deviation 23-01 Implementation of Make PPE in America Act.

3025.7101 Definitions.

As used in this subchapter (see HSAR Class Deviation 23-01 Implementation of Make PPE in America Act) -

“Component,” as applied to an item described in (HSAR) 48 CFR 3025.7102-1, means an article, material, or supply incorporated directly into personal protective equipment.

“Domestic personal protective equipment,” as applied to an item described in (HSAR) 48 CFR 3025.7102-1, means personal protective equipment, including the materials and components thereof, that is grown, reprocessed, reused, or produced in the United States.

“Foreign-made domestic personal protective equipment,” as applied to an item described in (HSAR) 48 CFR 3025.7102-2, means personal protective equipment that is assembled outside the United States containing only materials and components that are grown, reprocessed, reused, or produced in the United States.

“Foreign personal protective equipment” means personal protective equipment other than domestic personal protective equipment or foreign-made domestic personal protective equipment.

“Personal protective equipment,” as applied to an item described in (HSAR) 48 CFR 3025.7102-1, means surgical masks, respirator masks and powered air purifying respirators and required filters, face shields and protective eyewear, gloves, disposable and reusable surgical and isolation gowns, head and foot coverings, and other gear or clothing used to protect an individual from the transmission of disease.

“United States,” as applied to an item described in (HSAR) 48 CFR 3025.7102-1, means the 50 States, the District of Columbia, and the possessions of the United States.

3025.7102 Restrictions on certain personal protective equipment.

3025.7102-1 Restrictions.

(b) To meet the contract period of performance requirements at HSAR 3025.7102-1(b) (see HSAR Class Deviation 23-01 Implementation of Make PPE in America Act):

(1) Strategic Sourcing Vehicles (SSVs) shall be used to acquire the personal protective equipment identified at HSAR 3025.7102-1(a) unless an exception or approved waiver applies (see HSAM 3017.7102(b) and (c)) regardless of the dollar value of the action,

including micro-purchases. However, if using an exception or approved waiver identified in DHS Directive 060-01 *Development and Use of Strategic Sourcing Contract Vehicles* for covered PPE, contracting activities are still required to observe HSAR Class Deviation 23-01 concerning the Make PPE in America Act.

- (i) An indefinite-delivery contract type (see FAR 16.5) shall be used for all SSVs that include personal protective equipment as defined at HSAR 3025.7101(e); and
- (ii) The base period of performance for all SSVs for such contracts shall be a minimum of 2 years.
- (iii) TSA shall continue to use the Nitrile Gloves II BPA to fulfill nitrile glove requirements until the BPA expires and the TSA-specific nitrile glove requirements are added to the Department-wide PPE Safety Stock contract.

3025.7102-2 Exceptions.

(d) *Documentation.* When the exception at HSAR 3025.7102-2(a) or HSAR 3025.7102-2(b)(2) is applicable to the procurement, the determination shall be documented using either Appendix AG Template for Individual or Class Determination and Findings (D&F) for Domestic Nonavailability Exceptions to the Make PPE in America Act or Appendix AH Template for Determination and Findings (D&F) for Unreasonable Cost Exceptions to the Make PPE in America Act, respectively. The D&F shall be concurred by the HCA, approved by the CPO, and reviewed by the MIAO before award is made. The contracting officer shall submit the request for CPO approval using the DHS Buy American Reporting Tool. Once approved by the CPO, APL will submit the determination to the MIAO for review. APL will notify the contracting officer when the MIAO review is complete and provide a copy of the signed D&F. The D&F shall be prepared by the requiring office in coordination with the contracting activity and document that the personal protective equipment is necessary to meet the immediate needs of a public health emergency, to include the prevention of a public health emergency, *and* —

- (1) The market research activities undertaken to determine that neither a domestic nor a BAA or TAA compliant item(s), if applicable, of personal protective equipment is available. This includes identification of:
 - (i) Market research methods used to identify domestic personal protective equipment capable of satisfying the requirement;
 - (ii) Domestic personal protective equipment considered and a detailed explanation as to why the domestic item(s) does not meet the needs of the Government;
 - (iii) Foreign-made domestic personal protective equipment considered and a detailed explanation as to why the foreign-made domestic item(s) does not meet the needs of the Government;
 - (iv) BAA compliant personal protective equipment considered, and a detailed explanation as to why the BAA compliant item(s) does not meet the needs of the Government, if the BAA is applicable to the requirement;

(v) Trade Agreements Act (TAA) compliant items considered, including country of origin, and a detailed explanation as to why the TAA compliant item(s) does not meet the needs of the Government, if the TAA is applicable to the requirement; and

(vi) Foreign personal protective equipment considered, including country of origin, and a detailed explanation as to why the foreign end product(s) is the only item that meets the needs of the Government; or

(2) The results of the price evaluation used to determine that acquisition of domestic personal protective equipment, foreign-made domestic personal protective equipment, or BAA compliant personal protective equipment, if applicable, would result in an unreasonable cost to the Government based on review of market pricing.

3025.7103 Solicitation provisions and contract clauses.

The following provisions and clauses apply to the acquisition of personal protective equipment (see also HSAR Class Deviation 23-01 Implementation of Make PPE in America Act) –

(a) Insert the clause at 3052.225-98, Made in America—Personal Protective Equipment, in solicitations and contracts, regardless of dollar value, when procuring personal protective equipment.

(b) Insert the provision at (HSAR) 48 CFR 3052.225-99, Made in America Certificate—Personal Protective Equipment, in solicitations containing the clause at 3052.225-98.

3025.7104 Solicitation requirements.

(a) Contracting officers shall require offerors to submit pricing in lots per personal protective equipment item. Each lot shall be broken into sub-lots based on the preference for domestic personal protective equipment using the following example:

“LOT 1: Nitrile Gloves - 4 MIL, medical grade, powder free, blue, ambidextrous (Sizes: Small, Med, Large, XL, XXL)

Lot 1A: Nitrile gloves (Make PPE in America Act Compliant – Domestic)

Lot 1B: Nitrile gloves (Make PPE in America Act Compliant – Foreign-made Domestic)

Lot 1C: Nitrile gloves (BAA Compliant or TAA Compliant as applicable)

LOT 2: Nitrile Gloves - 6 MIL, medical grade, powder free, black, ambidextrous (Sizes: Small, Med, Large, XL, XXL)

Lot 2A: Nitrile gloves (Make PPE in America Act Compliant – Domestic)

Lot 2B: Nitrile gloves (Make PPE in America Act Compliant – Foreign-made Domestic)

Lot 2C: Nitrile gloves (BAA Compliant or TAA Compliant as applicable)

There are two (2) different and distinct lots under this solicitation. Within each lot, there are three (3) sub-lots based on the preference for domestic personal protective equipment as required by HSAR 3052.225-98, Made in America—Personal Protective Equipment and HSAR 3052.225-99, Made in America Certificate—Personal Protective Equipment. The government's priority is to obtain domestically manufactured personal protective equipment. Offers in the first sub-lot, i.e., domestic personal protective equipment, will be considered first. Thereafter, a preference will be given to offers in the second sub-lot, i.e., foreign-made domestic personal protective equipment. If it is determined that neither domestic personal protective equipment nor foreign-made domestic personal protective equipment are available due to nonavailability or unreasonable cost, offers will be notified by the contracting officer of such determination and offers in the third sub-lot will be considered subject to the application of the [BAA or TAA as applicable]. Failure to clearly identify which lot and sub-lot you are submitting your proposal/quotation against will result in the rejection of a proposal/quotation.”

(b) In the event it is determined that neither domestic personal protective equipment nor foreign-made domestic personal protective equipment are available due to nonavailability or unreasonable cost, the contracting officer shall complete the applicable documentation required at HSAM 3025.7102-2(d). The contracting officer will notify all offerors of the CPO's determination after APL has notified the contracting officer the MIAO review is complete and provided a copy of the signed D&F.

CHAPTER	3026	OTHER SOCIOECONOMIC PROGRAMS
Subchapter	3026.2	Major Disaster or Emergency Assistance Activities
	3026.202	Local area preference.
	3026.202-2	Evaluation preference.
	3026.203	Transition of work.

Subchapter 3026.2 Major Disaster or Emergency Assistance Activities

3026.202 Local area preference.

3026.202-2 Evaluation preference.

DHS Components may establish additional guidance regarding preferences given to local organizations, firms, and individuals when contracting for major disaster or emergency assistance activities when the President has made a declaration under the Robert T. Stafford Disaster Relief Act.

3026.203 Transition of work.

(b) The authority to determine that transitioning work in the performance of response, relief, and reconstruction contracts or activities in effect on the date on which the President declares a major disaster or emergency to local firms is not feasible or practicable is delegated to the Head of the Contracting Activity.

CHAPTER	3027	PATENTS, DATA, AND COPYRIGHTS
Subchapter	3027.2	Patents and Copyrights
	3027.201	Patent and copyright infringement liability.
	3027.201-2	Contract Clauses.
Subchapter	3027.3	Patent Rights Under Government Contracts
	3027.302	Policy.
	3027.303	Contract clauses.
	3027.304	Procedures.
	3027.304-1	General.
	3027.305	Administration of patent rights clauses.
	3027.305-4	Protection of invention disclosures.

Subchapter 3027.2 Patents and Copyrights

3027.201-2 Contract clauses.

(e) The Chief of the Contracting Office (COCO), without redelegation, is authorized to approve the use of the Waiver of Indemnity clause upon coordination with the Assistant General Counsel of Intellectual Property.

Subchapter 3027.3 Patent Rights Under Government Contracts

3027.302 Policy.

(a)(4) The Head of the Contracting Activity (HCA) is responsible for promoting commercialization.

3027.303 Contract clauses.

(b)(3) and (e)(1)(ii). The HCA is delegated the authority to make these determinations. However, the Secretary may redelegate this authority in a Determination of Exceptional Circumstances (see 37 CFR 401.1(2)(e))

3027.304 Procedures.

3027.304-1 General.

(a), (b)(1), and (g). The COCO, without redelegation, is delegated this authority, after coordination with legal counsel. (c)(1)-(4). The contracting officer shall coordinate determinations to grant requests for greater rights with legal counsel.

3027.305 Administration of patent rights clauses.

3027.305-4 Protection of invention disclosures.

(b) When a contractor discloses an invention under a contract, the contracting officer shall consult with the Component Patent Counsel to determine the proper action to be taken. Components without Patent Counsels should contact the DHS Office of General Counsel, Intellectual Property Attorney.

CHAPTER	3028	BONDS AND INSURANCE
Subchapter	3028.1	Bonds and Other Financial Protections
	3028.101	Bid guarantees.
	3028.101-1	Policy on use.
	3028.105	Other types of bonds.
	3028.106	Administration.
	3028.106-2	Substitution of surety bonds.
	3028.106-6	Furnishing information.
Subchapter	3028.2	Sureties and Other Security for Bonds
	3028.202	Acceptability of corporate sureties.
	3028.203	Acceptability of individual sureties.
	3028.203-7	Exclusion of individual sureties.
	3028.204	Alternatives in lieu of corporate or individual sureties.
	3028.204-1	United States bonds or notes.
Subchapter	3028.3	Insurance
	3028.305	Overseas workers' compensation and war-hazard insurance.
	3028.307-2	Liability.

Subchapter 3028.1 Bonds

3028.101 Bid guarantees.

3028.101-1 Policy on use.

(c) The Head of the Contracting Activity (HCA) is authorized to approve a class waiver.

3028.105 Other types of bonds.

The contracting officer is delegated this authority.

3028.106 Administration.

3028.106-2 Substitution of surety bonds.

(a) The contracting officer is delegated this authority.

3028.106-6 Furnishing information.

(c) The contracting officer is delegated this authority after consultation with legal counsel. The contracting officer is the individual who will furnish to the requestor a certified copy of the payment bond and the contract for which it was given, and determine the reasonable and appropriate costs the requestor must pay for the preparation of copies.

Subchapter 3028.2 Sureties and Other Security for Bonds

3028.202 Acceptability of corporate sureties.

(d) Department of the Treasury's Listing of Approved Sureties (Department Circular 570) is available at <http://www.fms.treas.gov/c570/index.html>.

3028.203 Acceptability of individual sureties.

(g) Contracting officers, after consultation with the Component legal counsel, shall refer evidence through the HCA to the Office of Inspector General (OIG), or other investigatory organization, with a copy to the Chief Procurement Officer (CPO). The OIG shall provide a report of findings to the Debarring and Suspension official.

3028.203-7 Exclusion of individual sureties.

(a) The HCA is delegated this authority.

(d) Justifications shall be prepared by the contracting officer and forwarded to the Debarring and Suspension official for approval.

3028.204 Alternatives in lieu of corporate or individual sureties.

(a) HCAs shall establish required safeguards to protect against the loss of the security.

3028.204-1 United States bonds or notes.

(b) HCAs shall establish procedures consistent with Treasury Department Circular No. 154 for bonds and notes received by contracting officers located outside of the District of Columbia.

Subchapter 3028.3 Insurance

3028.305 Overseas workers' compensation and war-hazard insurance.

(d) The HCA shall make the recommendation to the Secretary of Labor.

3028.307-2 Liability.

(b)(2) HCAs may establish special circumstances and coverage limits, after consultation with Component legal counsel, when determined to be in the best interest of the Component.

(e) HCAs shall establish, in conjunction with Component legal counsel, appropriate and adequate vessel collision liability and protection and indemnity liability insurance coverage limits.

CHAPTER	3029	TAXES
Subchapter	3029.1	General
	3029.101	Resolving tax problems.
Subchapter	3029.3	State and Local Taxes
	3029.303	Application of State and local taxes to Government contractors and subcontractors.

Subchapter 3029.1 General

3029.101 Resolving tax problems.

(a) The agency designated legal counsel is the Component legal counsel. Any recommended changes to DHS policy or procedures concerning taxes resulting from consultation with Component legal counsel, shall be transmitted by the Head of the Contracting Activity (HCA) to the Chief Procurement Officer (CPO).

(1) All problems forwarded to the Component's legal counsel for review and/or resolution shall be accompanied by:

- (i) A copy of the contract, when applicable;
- (ii) A comprehensive statement of the facts, any substantiating documents or correspondence, the legal issues, and recommended course of action, if any; and
- (iii) When applicable, a statement concerning the effect the problem has or will have on existing acquisition policy and procedures, and any recommended changes to them.

Subchapter 3029.3 State and Local Taxes

3029.303 Application of State and local taxes to Government contractors and subcontractors.

(a) The HCA is delegated authority, without redelegation, to review this designation. The HCA shall coordinate with the Component's legal counsel. The HCA shall provide a copy of the review documentation and designation to the Office of the Chief Procurement Officer (OCPO).

CHAPTER 3030 COST ACCOUNTING STANDARDS ADMINISTRATION

Subchapter 3030.2 CAS Program Requirements

- 3030.201 Contract requirements.
- 3030.201-5 Waiver.
- 3030.201-7 Cognizant Federal agency responsibilities.
- 3030.202 Disclosure requirements.
- 3030.202-2 Impracticality of submission.
- 3030.202-6 Responsibilities.
- 3030.202-8 Subcontractor disclosure requirements.

Subchapter 3030.2 CAS Program Requirements**3030.201 Contract requirements.****3030.201-5 Waiver.**

(a) Requests for waiver of applicability of Cost Accounting Standards (CAS) under the conditions of FAR 30.201-5(b) shall be coordinated by the Head of the Contracting Activity (HCA) and forwarded to the Office of Chief Procurement Officer (OCPO) for review and approval.

(d) Requests for waiver of applicability of CAS under 48 CFR 9903.205-5(e) by the CAS Board shall be submitted to the OCPO through the HCA. OCPO will forward request to the Secretary for signature and subsequent submission to the Cost Accounting Standards Board (CASB).

3030.201-7 Cognizant Federal agency responsibilities.

Contracting officers should not individually administer CAS on a contract-by-contract basis. Accordingly, administration of CAS should be delegated to the cognizant Federal agency responsible for a particular contractor organization or location, which is usually the Federal agency responsible for negotiating indirect cost rates on behalf of the Government. Contracting officers will ensure that coordinated administrative actions provide assurances that individual contractors follow their cost accounting practices consistently under all their CAS-covered contracts and that change in cost accounting practices or CAS noncompliance issues are resolved, equitably, in a uniform overall manner.

3030.202 Disclosure requirements.**3030.202-2 Impracticality of submission.**

The agency head authority determination is not delegable. All requests should be submitted using the procedures and format at HSAR 3001.7.

3030.202-6 Responsibilities.

(b) HCAs shall submit requests for the Secretary's approval to award a contract without obtaining submission of the required Disclosure Statement (See 48 CFR 9903.202-2) to the OCPO for coordination. The request shall include a description of the circumstances under which the award must be made, indicate coordination and agreement by the Cognizant Federal Agency Official (CFAO), and include a date by which a determination of adequacy is expected to be obtained. OCPO will staff the request through the appropriate DHS Headquarters' offices and submit it to the Secretary.

3030.202-8 Subcontractor disclosure statements.

HCA's shall follow the procedures in HSAM 3030.202-6 when requesting the Secretary's approval to award a subcontract without obtaining submission of the required Disclosure Statement.

CHAPTER	3031	CONTRACT COST PRINCIPLES AND PROCEDURES
Subchapter	3031.1	Applicability
	3031.101	Objectives.
	3031.109	Advance agreements.
Subchapter	3031.2	Contracts with Commercial Organizations
	3031.205	Selected costs.
	3031.205-6	Compensation for personal services.
	3031.205-32	Precontract costs.

Subchapter 3031.1 Applicability

3031.101 Objectives.

Requests for individual and class deviations concerning cost principles shall be submitted to the Office of Chief Procurement Officer (OCPO) for processing. The Chief Procurement Officer (CPO) is delegated the authority to grant individual deviations. The CPO will forward requests for class deviations to the Civilian Agency Acquisition Council (CAAC) for approval.

3031.109 Advance agreements.

See HSAM 3031.205-32.

Subchapter 3031.2 Contracts with Commercial Organizations**3031.205 Selected costs.****3031.205-6 Compensation for personal services.**

(g)(6) The Head of the Contracting Activity (HCA) is delegated, without redelegation, authority to waive the cost allowability limitations.

3031.205-32 Precontract costs.

(b) To the extent practical, precontract costs should be addressed by establishing advance understandings as contemplated by FAR 31.109. When the contracting officer determines in writing that it is necessary to incur precontract costs to meet the proposed cost-reimbursable contract's delivery schedule, the determination shall be approved by the Chief of the Contracting Office (COCO), without redelegation, for precontract costs not to exceed \$25 million, and the Head of Contracting Activity (HCA), without redelegation, for precontract costs greater than \$25 million. The determination shall and include the following:

- (1) Identification of the requirement and a brief description of the work for which precontract costs are necessary;
 - (2) A statement that all statutory and regulatory actions required to justify source selection have occurred;
 - (3) Name of the prospective contractor;
 - (4) Total amount of precontract costs involved and a statement that the funds necessary to cover this amount have been provided to the contracting officer;
 - (5) Total estimated time of the effort requiring precontract costs;
 - (6) Discussion of reasons justifying the need for the contractor to proceed prior to contract award; and
 - (7) A signed agreement between the contracting officer and the prospective contractor that incurrence of precontract costs is solely at its own risk and in the event negotiations do not result in a contract, the Government shall be under no obligation to reimburse the contractor for precontract costs.
- (c) Retroactive precontract cost authorization and the predating of contractual agreements shall not be used.
- (d) Precontract cost authorizations shall not authorize the delivery or furnishing of any goods or services from a contractor until after the contract is executed.

CHAPTER	3032	CONTRACT FINANCING
	3032.003	SIMPLIFIED ACQUISITION PROCEDURES FINANCING.
Subchapter	3032.1	Financing for Other Than a Commercial Purchase
	3032.102	Description of contract financing methods.
	3032.113-70	Customary contract financing.
	3032.114	Unusual contract financing.
Subchapter	3032.2	Commercial Product and Commercial Service Purchase Financing
	3032.202-4	Security for Government financing.
	3032.206	Solicitation provisions and contract clauses.
Subchapter	3032.4	Advance Payments for Other Than Commercial Acquisitions
	3032.402	General.
	3032.404	Exclusions.
	3032.409	Contracting officer action.
	3032.409-1	Recommendation for approval.
	3032.409-2	Recommendation for disapproval.
Subchapter	3032.5	Progress Payments Based On Costs
	3032.501-1	General.
	3032.501-2	Unusual progress payments.
	3032.502	Preaward matters.
	3032.502-2	Contract finance office clearance.
	3032.504	Subcontracts under prime contracts providing progress payments.
Subchapter	3032.6	Contract Debts
	3032.602	Responsibilities.
	3032.604	Demand for payment.
	3032.607	Installment payments and deferment of collection.
	3032.608-1	Interest charges.
Subchapter	3032.7	Contract Funding
	3032.702	Policy.
	3032.702-70	Procurement requests.
	3032.702-71	Procurement requests prior to availability of funds.
	3032.702-72	Use of private sector financing.
	3032.703-3	Contracts crossing fiscal years.

	3032.703-70	Issuing a Solicitation before funding is made available.
Subchapter	3032.8	Assignment of Claims.
	3032.802	Conditions.
	3032.803	Policies.
Subchapter	3032.9	Prompt Payment
	3032.903	Responsibilities.
	3032.904	Determining payment due date.
	3032.906	Making payments.
Subchapter	3032.11	Electronic Funds Transfer
	3032.1107-70	Payment Information.
Subchapter	3032.70	Contract Payments
	3032.7000	Scope of subchapter.
	3032.7001	Policy.
	3032.7002	Invoice and voucher review and approval.
	3032.7003	Record of payment.

3032.003 Simplified acquisition procedures financing.

Where appropriate, the Chief of Contracting Office (COCO), without redelegation, may determine that contract financing for commercial products and commercial services may be provided for purchases made under FAR Part 13. A written determination must be prepared detailing the rationale supporting the decision.

Subchapter 3032.1 Financing for Other Than a Commercial Purchase**3032.102 Description of contract financing methods.**

(e)(2) Progress payments based on a percentage or stage of completion are authorized only under contracts for construction, alteration, and repair, shipbuilding, and architect-engineering. Contracting officers must ensure that the payments are commensurate with the work and that the work meets the contract requirements. When contracting officers propose to make these types of payments under other contracts, a written Determination & Finding (D&F) in the format provided at Appendix R must be signed by the Head of the Contracting Activity (HCA), after consultation with the Chief Procurement Officer (CPO). The D&F must provide the reasons that progress payments based on costs cannot be possible and why it is feasible to administer progress payments based on a percentage or stage of completion.

3032.113-70 Customary contract financing.

(a) It is DHS's expectation that contracts will be fully funded except as permitted by FAR 32.703.

(b) Financing of contracts and requirements using other than progress payments or performance-based payments requires:

- (1) HCA approval and review, after consultation with the CPO; and
- (2) Legal counsel review and approval for legal sufficiency.

3032.114 Unusual contract financing.

Authority to approve unusual contract financing is delegated to the HCA, after consultation with the CPO.

Subchapter 3032.2 Commercial Product and Commercial Service Purchase Financing |

3032.202-4 Security for Government financing.

(a)(2) The required determination shall be in writing, reviewed by legal counsel, and retained in the contract file

3032.206 Solicitation provisions and contract clauses.

(g) The HCA is authorized to develop procedures under FAR 32.206, after consultation with the CPO.

(g)(2) The HCA is authorized to develop procedures under FAR 32.206, after consultation with the CPO.

Subchapter 3032.4 Advance Payments for Other Than Commercial Acquisitions**3032.402 General.**

(c)(1)(iii) The authority to make the determination prescribed in FAR 32.402(c)(1)(iii) is delegated, without power of re-delegation, to the HCA, after consultation with the CPO.

(e)(2) When the contracting officer proposes to provide advance payments to a contractor, the requisitioning office, legal counsel, and finance office shall be consulted prior to approving the D&F. The D&F shall be written in the format of FAR 32.410.

3032.404 Exclusions.

(a)(9) Unless otherwise approved by the Chief Procurement Officer (CPO), no other types of transactions are excluded from the requirements of FAR 32.4.

3032.409 Contracting officer action.**3032.409-1 Recommendation for approval.**

After review by counsel, the D&F and the other items shall be forwarded through appropriate office(s) to the approving official (see HSAM 3032.402) for review and approval. Contracting officers shall also discuss the proposed payments with the applicable finance office to ensure compliance with all Department of Treasury regulations governing these payments.

3032.409-2 Recommendation for disapproval.

Contracting officers shall transmit the information required through appropriate office(s) to the approving official under HSAM 3032.402 for approval of the recommendation to disapprove the request for advance payment.

Subchapter 3032.7 Contract Funding**3032.702 Policy.**

- (c) All contracts and requirements using private sector financing shall be approved by the Office of Chief Procurement Officer (OCPO). The HCA shall submit the action, including legal counsel review and approval for legal sufficiency, to the OCPO for approval.
- (d) The minimum guaranteed quantity specified under indefinite delivery indefinite quantity contracts must be fully funded and obligated at the time of contract award.
- (e) Time-and-material and labor-hour contracts are not fixed-price contracts (FAR 16.600) and are generally severable. A fixed-price, time-and-material or labor-hour contract or order for severable services may be incrementally funded only if, during a Continuing Resolution (CR) or a short-term apportionment immediately following a CR, the Department or Component is not allocated sufficient funds to fully fund a contract action that is otherwise authorized to be awarded and meets the following:
- (1) Approved one level above the contracting officer;
 - (2) The funds to be obligated are not restricted by a statutory prohibition against incremental funding;
 - (3) The contract or order is incrementally funded using funds available, unexpired, as of the date the funds are obligated;
 - (4) The contract or order includes the information below to ensure the contractor accepts the limitations of the Government's liabilities under the incrementally funded contract or order; and
 - (5) The responsible financial officer agrees in writing to provide full funding promptly upon receipt of an apportionment under the Appropriations Act that replaces the CR.
- (f) Non-severable services shall not be incrementally funded. Supplies shall not be incrementally funded.
- (g) Incremental funding for a fixed-price, time-and-material or labor-hour contract or order may be limited to individual line items or applied to the whole contract or order.
- (h) Funds added to an incrementally funded contract or order shall be from the same fiscal year as the original funding, unless specific statutory authority allows use of funds from a different fiscal year.
- (i) The contracting officer shall ensure that of the available funds, a sufficient amount is reserved in the amount obligated on the contract or order to cover the total amount payable to the contractor in the event of termination for the convenience of the Government.

(j) The following language shall be included in the terms and conditions of each contract or order that is incrementally funded:

Incremental Funding Requirements

(a) Contract line items are incrementally or fully funded as shown in the below table. The sum of \$ ___* is available for payment and obligated on this contract (*or order*). (*Amounts shown below are for illustration only. They must be replaced by actual amounts in each award. The contractor must complete the righthand two columns.*)

CLIN	CLIN Price	Amount Currently Funded	Funds Required for Full Funding	Funds Reserved for Termination	Funds Required for Performance
0001	\$1,000,000	\$550,000	\$450,000		
0002	\$450,000	\$450,000	\$0		
0003	\$2,250,000	\$1,200,000	\$1,050,000		
Contract Totals	\$3,700,000	\$2,200,000	\$1,500,000		

(b) For items identified in the chart above as not fully funded, the contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement of authorized termination costs in the event of termination of those items for the Government's convenience, does not exceed the total amount currently allotted to the items not fully funded under the contract. The contractor is not authorized to continue work on those item(s) beyond that point.

(c) The Government may add funds to this contract as funds become available. There is no fixed schedule for providing additional funds.

(d) If the additional funds are less than the amount required for full performance of this contract (or order), the parties will agree as to the period of performance covered by the funds. The modification adding funds that do fully fund the contract (or order) shall retain the language of this section, appropriately updating the data in paragraph (a).

(e) The contractor will notify the contracting officer in writing at least *thirty (or insert ninety or sixty)* days prior to the date when, in the contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then obligated on the contract for performance of the applicable items. The notification will state the estimated date when that point will be reached. If after such notification additional funds are not obligated by the date identified in the contractor's notification, or by an agreed substitute date, the contracting officer will terminate any item(s) for which

additional funds have not been provided, pursuant to the clause of this contract authorizing termination for the convenience of the Government, such as the clause entitled "Termination for Convenience of the Government" or paragraph (1) entitled "Termination for the Government's Convenience" of the clause at FAR 52.212-4, "Commercial Terms and Conditions - Commercial Products and Commercial Services."

(f) In the event of incrementally funded line items, the total amount payable by the Government includes allowable costs, profit, and estimated/negotiated termination settlement costs for those items. The Government will not be obligated in any event to reimburse the contractor in excess of the amount obligated on the line items of the contract regardless of anything to the contrary in any other clause.

(g) The contractor agrees that, even though such data are not normally available to the Government, in the event the Government must terminate for its convenience, the contractor shall provide cost data as defined in FAR 15.402 regarding its performance under the contract to support its termination settlement proposal.

(h) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a).

(i) The termination provisions of paragraphs (e) through (h) do not limit the rights of the Government under the clause entitled "Default" or "Termination for Cause." The provisions of this section are limited to the work and availability of funds for the contract line items set forth in paragraph (a). This language no longer applies once the contract is fully funded.

(j) Nothing in this section affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government" or paragraph (1) entitled "Termination for the Government's Convenience" of the clause at FAR 52.212-4, "Commercial Terms and Conditions-Commercial Products and Commercial Services."

(k) Nothing herein shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(l) Upon receipt of the contractor's notice under paragraph (e) of the Incremental Funding Requirements contract language above, the contracting officer shall promptly provide written notice to the contractor that the Government is,--

- (1) Allotting additional funds for continued performance and increasing the Government's limitation of obligation in a specified amount;
- (2) Terminating the contract; or
- (3) Considering whether to allot additional funds; and

(A) The contractor is entitled by the contract terms to stop work when the Government's limitation of obligation is reached; and

(B) Any costs expended beyond the Government's limitation of obligation are at the contractor's risk.

(m) If the contracting officer is notified that the contract will receive no further funds by the date identified by the contractor, the contracting officer shall,--

(1) Promptly give the contractor written notice of the Government's decision and, terminate for the convenience of the Government; or

(2) If the contracting officer has documented reason to believe that funds will be received at a future date, negotiate a mutually acceptable funding schedule.

3032.702-70 Procurement requests.

(a) Acceptance of electronically submitted fund documents. The contracting officer shall accept certified funds submitted electronically via Component approved financial and procurement systems. The contracting officer may require a hardcopy procurement request only from units exempt from the use of Component approved financial and procurement systems.

(b) The requisitioning office/program office is responsible for nominating a qualified Federal employee to serve as a contracting officer's representative (COR), who is trained and certified according to the DHS Acquisition Workforce Policy, number 064-04-003, Federal Acquisition Certification for Contracting Officer's Representatives and Appointment and Revocation or any successor. A procurement request submission for a new procurement lacking a COR nomination package (see HSAM 3004.803-70) unless otherwise exempted by HSAM 3042.270-1 may result in rejection as an incomplete acquisition/procurement request, unless the complete COR nomination package was submitted prior to the procurement request.

(c) *Treasury Account Symbol (TAS).*

(1) The DHS Office of the Chief Financial Officer issued guidance to Component Budget Directors and Chief Financial Officers on March 18, 2008 mandating inclusion of the Fiscal Year and Treasury Account Symbol on all Procurement Requests (PR) prior to submission to the contracting office for action. The guidance stipulates that as of April 15, 2008, a PR will not be considered complete unless and until this funding information is included in the PR. Failure to include the Fiscal Year and Treasury Account Symbol on the PR constitutes grounds for the contracting office to reject the PR until such time as the information has been entered. See 3032.702-71 for policy regarding a PR that is submitted before funds are available.

(2) Treasury Account Symbols were selected as the format for submission in order to be consistent with the Office of Management and Budget (OMB) guidance requiring agencies to migrate to Treasury Account Symbols for agency financial-reporting purposes (OMB Memorandum M-09-19 dated June 1, 2009, Guidance on Data

Submissions under the Federal Funding Accountability and Transparency Act). Accordingly, TAS submissions are necessary for DHS Congressional Notification requirements (see HSAM 3005.303-70).

3032.702-71 Procurement requests prior to availability of funds.

(a) The Federal Acquisition Regulation does not prohibit a contracting officer from initiating action in response to a procurement request in advance of receipt of certified funds. However, the contracting officer should initiate preaward action only if there is a reasonable expectation that funds will be committed and certified to result in an obligation under an award of a contract or order. If funds are not available, the contracting officer shall not award a contract or order unless:

(1) The requirements of FAR 32.703-2, Contracts conditioned on the availability of funds, are met, and

(2) The appropriate clause cited at FAR 32.706-1, Clauses for contracting in advance of funds, is incorporated into the action (either FAR 52.232-18, Availability of Funds, or 52.232-19, Availability of Funds for the Next Fiscal Year). See HSAM 3032.703-70 for policy on release of a solicitation prior to funds being provided.

3032.702-72 Use of private sector financing.

All proposed contract actions, including orders under GSA FSS contracts and orders under indefinite delivery contracts, that use private sector financing shall be approved by the Office of Chief Procurement Officer (OCPO). The HCA shall submit the action, including legal counsel review and approval for legal sufficiency, to the OCPO for approval.

3032.703-3 Contracts crossing fiscal years.

(b) The HCA, with authority to redelegate to the contracting officer, is authorized to enter into contracts, options, or orders under contracts for severable services for a period beginning in one fiscal year and ending in the next, provided the period of the basic contract, option or order does not exceed one year. Documentation of the approval shall be retained in the contract file and may be included in other contract file documents, e.g., acquisition plan, price negotiation memorandum, etc.

3032.703-70 Issuing a Solicitation before funding is made available.

(a) *Policy.* The Federal Acquisition Regulation does not prohibit release of a solicitation before funds are made available. A solicitation may be released prior to funds being provided only if there is a reasonable expectation that the requirement will be funded prior to award and the procedures of paragraph (b) are satisfied. The requirements of FAR 32.703-2 and FAR 32.706-1, Clauses for contracting in advance of funds apply if the action is intended to be awarded without funds.

(b) *Procedures.* A solicitation may be released before funds are committed for the action if:

(1) Based on information provided by the Component, the Contracting Officer determines in writing:

(i) The resulting action is expected to be funded prior to award; and

(ii) The program/requirement has been included in the President's budget as submitted to Congress;

(2) The solicitation clearly places offerors on notice that there are currently no funds for the solicitation requirement and a contract or order can be awarded only if funds become available; and

(3) For requirements expected to exceed \$1 million,

(i) The program manager or program representative at the O-6/GS-15 level or above, provides the contracting officer a written statement that funds are expected to be available for the proposed acquisition; and

(ii) The statement is approved by the appropriate component finance office.

Subchapter 3032.8 Assignment of Claims

3032.802 Conditions.

(e)(1) The contracting officer is the designated recipient of the document.

3032.803 Policies.

(d) By Memorandum dated October 3, 1995, the President delegated the authority to determine whether to include a no-setoff commitment in any contract, except a contract under which full payment has been made, to the head of the agency. In addition, the memorandum states that the authority could be further delegated. The HCA is authorized, with further authority to redelegate, to determine whether to include a no-setoff commitment in any contract, except a contract where full payment has been made.

Subchapter 3032.9 Prompt Payment

3032.903 Responsibilities.

The Chief Financial Officer (CFO) is delegated the authority to prescribe policies and procedures for prompt payment.

3032.904 Determining payment due dates.

Prior to including a payment clause in a solicitation or contract that will require payments to be made earlier than those specified in the Prompt Payment Act, contracting officers shall consult with their cognizant finance office.

3032.906 Making payments.

(b) The contracting officer is delegated authority to determine whether to make invoice and contract financing payments earlier than 7 days prior to the due dates specified in the contract.

Subchapter 3032.11 Electronic Funds Transfer

3032.1107-70 Payment Information.

DHS has established with the Department of Treasury Regional Financial Center, Kansas City, MO, an electronic communication connection for payments via the Automated Clearinghouse (ACH) (a nationwide electronic payments network). DHS finance offices shall use the information in the Central Contractor Registration database to make EFT payments to contractors.

Subchapter 3032.70 Contract Payments

3032.7000 Scope of subchapter.

This subchapter prescribes policies and procedures for the submission, review, and approval of payments under contracts and orders as defined under FAR Part 16.

3032.7001 Policy.

An in-depth review of all invoices and vouchers submitted by contractors under contracts shall be performed consistent with the requirements of this chapter and as supplemented by Component procedures.

3032.7002 Invoice and voucher review and approval.

(a) *Fixed Price Contracts.* The contracting officer may delegate to a contracting officer representative the authority to review and approve invoices submitted for payment under fixed-price contracts. A copy of the approved invoice and supporting documents shall be made available to the contracting officer for the contract file. The extent of the review is dependent upon the terms and conditions of the contract. Appropriate use of sampling is encouraged. The following list is representative of the tasks associated with reviewing and approving invoices and vouchers:

- (1) Ensure the invoice or voucher submitted by the contractor is in accordance with the contract;
- (2) Ensure that the invoice or voucher is "proper" as provided in the contract payment clauses or terms (Ref FAR 32.905, 52.212-4 or 52.212-4, Alt 1);
- (3) Ensure that evidence of receipt, inspection, and acceptance of the supplies or services has been received from a Government representative (this may be done electronically);
- (4) *Fixed Price Construction and Architect-Engineer Contracts.*
 - (i) Ensure that the billed costs are allocable to the contract and allowable in accordance with FAR Part 31 and any other terms and conditions of the contract;
 - (ii) Ensure that the correct amounts are withheld from the invoice or voucher as required by the contract payment clause or other contract terms, e.g., retainage, withholding; and
 - (iii) If the contracting officer delegates the authority to approve interim payment vouchers/invoices, the authority shall not include authority to approve the final payment for the completion invoice or voucher.

(b) *Cost-reimbursement contracts.*

- (1) When cost-reimbursement payments will be made under the contract, the contracting officer shall obtain the recommendation of Government personnel (e.g., technical representatives, quality assurance inspectors, auditors, etc.) concerning payment of the voucher.
 - (2) The responsibility for review and approval of vouchers may be delegated by the contracting officer to the COR. Upon request, per the MOU at HSAM Appendix U, DCAA will review an interim voucher to verify that costs billed are allowable, allocable, and reasonable in accordance with contract terms, applicable generally accepted accounting principles, cost accounting standards and Government acquisition regulations.
 - (3) If the contracting officer delegates the authority to review and approve interim payment vouchers invoices, the authority shall not include approval of the final payment for the completion invoice or voucher.
 - (4) Furnish the designated payment office with written approval of the amount to be paid the contractor. This may be done electronically. (See Appendix S for a sample format).
- (c) If the contracting officer determines the amount billed is allocable and allowable, he/she shall furnish the designated payment office with written approval of the amount to be paid the contractor. (See Appendix S for a sample format).
- (d) *Time-and-materials and labor-hour contracts.*
- (1) When processing vouchers (or commercial invoices submitted per FAR 52.212-4 Alternate I) for payment under time-and-materials (T&M) or labor-hour contracts, appropriate use of sampling is encouraged for verifying the adequacy of supporting information for the voucher/commercial invoice. The checklist at Appendix S, or a component authorized form that is substantially similar, should be used as a basis for the review. The responsible Government official should verify:
 - (i) That the employees meet the qualifications for the labor categories to which they are being billed;
 - (ii) That the hourly rates for each category on the voucher match the rates specified in the contract for the period being invoiced;
 - (iii) That the material costs included in the voucher/commercial invoice are adequately supported by invoices and/or evidence of payment to vendors;
 - (iv) The accuracy of the mathematical calculations contained in the voucher; and
 - (v) That the hours worked match the hours billed.

(2) The responsibility for reviewing and recommending approval of vouchers may be delegated by the contracting officer to the COR. Upon request, per the MOU at HSAM Appendix U, DCAA will review an interim voucher to verify that costs billed are allowable, allocable, and reasonable in accordance with contract terms, applicable generally accepted accounting principles, cost accounting standards and Government acquisition regulations.

(3) The responsibility for review and approval of interim payment vouchers/commercial invoices on T&M and labor-hour contracts or orders may be delegated by the contracting officer only to the COR.

(i) If the contracting officer delegates review and approval of vouchers/commercial invoices to the COR or if the contracting officer retains authority for approval of vouchers/commercial invoices:

(A) The contracting officer shall direct the contractor to support each voucher/commercial invoice such as with the information addressed in the sample letter at Appendix S.

(B) The contracting officer or, if delegated, the COR is responsible to verify that the hours worked by the contractor match the hours billed through use of an appropriate sampling plan or other verification process.

(C) The contracting officer or, if delegated, the COR is required to accomplish the verifications required by paragraph (d)(1) of this subsection.

(1) Review of information provided by the contractor per direction of the contracting officer's letter at Appendix S is adequate for this purpose. The accuracy of this information should be verified by the COR at appropriate intervals.

(2) If the contractor fails to provide the supporting information directed by the contracting officer to support a voucher/commercial invoice, the voucher/commercial invoice should be rejected as an improper invoice.

(D) If the contracting officer delegates the authority to approve interim payment vouchers/commercial invoices, the authority shall not include authority to approve the final payment for the completion invoice or voucher.

3032.7003 Record of payment.

(a) The contracting officer shall establish a record (either hard copy or electronic) of payment file for each contract. The file must provide evidence of the amount paid; any amounts disallowed or withheld, and the rationale for the disallowances or withholdings; balance

available for payment under the contract after the invoice or voucher has been paid, and any correspondence to the contractor concerning the payments.

CHAPTER 3033 PROTESTS, DISPUTES, AND APPEALS

Subchapter 3033.1 Protests

3033.102 General.

3033.103 Protests to the agency.

3033.104 Protests to the Government Accountability Office (GAO).

Subchapter 3033.2 Disputes and Appeals

3033.201 Definitions.

3033.203 Applicability.

3033.209 Suspected fraudulent claims.

3033.210 Contracting officer's authority.

3033.211 Contracting officer's decision.

3033.212 Contracting officer's duties upon appeal.

3033.213 Contract clause.

Subchapter 3033.1 Protests**3033.102 General.**

(b) The contracting officer may make the determination.

3033.103 Protests to the agency.

(d)(4) Procedures shall be developed by each Component. Such procedures must consider the use of Alternative Disputes Resolution (ADR) in all protest actions.

3033.104 Protests to the Government Accountability Office (GAO).

(a) *General procedure.* The Chief of the Contracting Office (COCO), without redelegation, shall prepare and provide to the GAO the required agency report. The agency report shall be coordinated with legal counsel before the report is signed and sent to GAO.

(a)(3)(iv)(B) If the protest is made before an award, the agency report shall contain either a statement regarding any urgency for the acquisition and the extent to which a delay in award may result in significant performance difficulties and/or additional Government expense, or, an estimate of the length of time an award may be delayed without difficulty in performance or significant expense.

(a)(4)(i) The protestor's copy shall be hand-carried or express mailed. (Regular mail delivery will not suffice.)

(b) *Protests before award.* The written finding shall be coordinated with legal counsel. A copy of the signed written finding and the signed written notice to GAO shall be provided to the Chief Procurement Officer (CPO) within 2 working days after documents are sent to GAO. In addition, the applicable Congressional and Public Affairs offices shall be informed of this action in accordance with Component policies and procedures.

(g) *Notice to GAO.* The HCA shall submit the report to GAO after consulting with the CPO. |

Subchapter 3033.2 Disputes and Appeals

3033.201 Definitions.

Agency Board of Contract Appeals (effective January 6, 2007) means the Civilian Board of Contract Appeals (CBCA), and replaces the previous, Department of Transportation Board of Contract Appeals (DOTBCA). The CBCA is the authorized representative of the Secretary of Homeland Security in hearing, considering, and determining all appeals of decisions of contracting officers filed by contractors pursuant to FAR Subpart 33.2.

3033.203 Applicability.

(b)(2) The Head of the Contracting Activity (HCA) shall make the determination that the application of the Disputes statute to any contract with (1) a foreign government or agency of that government, or (2) an international organization or a subsidiary body of that organization would not be in the public interest. The Transportation Security Administration (TSA) will use the CBCA for Contract Disputes Act matters.

3033.209 Suspected fraudulent claims.

These matters shall be referred to the Office of the Inspector General (OIG) or other appropriate investigative organizations one level above the contracting officer. In no case shall the authority be delegated below one level above the contracting officer.

3033.210 Contracting officer's authority.

It is the DHS's policy to encourage the use of ADR procedures. A decision to use ADR procedures requires review and approval by legal counsel.

3033.211 Contracting officer's decision.

If a final decision under FAR 33.211, Contracting officer's decision, results in a contractor owing any amount to the government, the final decision notice to the contractor shall include a demand for payment per FAR 32.604, HSAM 3032.604 and HSAM Appendix AB.

3033.212 Contracting officer's duties upon appeal.

Upon receipt of notice of appeal by a contractor, the contracting officer will notify Component legal counsel, who will appoint an attorney to represent the Government before the CBCA.

3033.213 Contract clause.

When using the clause at FAR 52.233-1, Disputes, with its Alternate I, the contracting officer shall make the determination that continued performance is necessary.

CHAPTER 3034 MAJOR SYSTEM ACQUISITION

- 3034.002 Policy.
- 3034.004 Acquisition strategy.

Subchapter 3034.2 Earned Value Management System

- 3034.200 General.
- 3034.201 Policy.
- 3034.202 Integrated Baseline Reviews.
- 3034.204 Reserved.
- 3034.205 Reserved.

3034.002 Policy.

DHS Directive 102-01, Acquisition Management Directive, and the implementing DHS Instruction 102-01-001, Acquisition Management Instruction, establish the review and approval requirements for major system acquisitions. DHS Directive 102-01 and DHS Instruction 102-01-001 are located on the Office of Program Accountability and Risk Management's (PARM) DHSCoconnect website.

3034.004 Acquisition strategy.

An acquisition plan for a major system acquisition shall be prepared in accordance with FAR Subpart 7.1, FAR Class Deviation 20-02, Written Acquisition Planning Requirements and HSAM Chapter 3007.

Subchapter 3034.2 Earned Value Management System

3034.200 General.

(a) Authority.

(1) Title V of the Federal Acquisition Streamlining Act of 1994 (FASA) requires agency heads to approve or define the cost, performance, and schedule goals for major acquisitions and achieve, on average, 90% of the cost, performance and schedule goals established.

(2) The Clinger-Cohen Act of 1996 requires the Director of Office of Management and Budget (OMB) to develop, as part of the budget process, a process for analyzing, tracking, and evaluating the risks and results of all major capital investments for information systems for the life of the system.

(3) OMB Circular No. A-11, Preparation, Submission, and Execution of the Budget and its supplement, Capital Programming Guide, were written to meet the requirements of the FASA and the Clinger Cohen Act. In addition, OMB Circular No. A-11 requires the use of an Earned Value Management System (EVMS).

3034.201 Policy.

A major system means that combination of elements that will function together to produce the capabilities required to fulfill a mission need. The elements may include hardware, equipment, software, or any combination thereof, but exclude construction or other improvements to real property. At DHS, a system is a major system if total expenditures for the system are estimated to exceed \$100 million. Regardless of contract type, an EVMS is required for major system acquisitions for each contract valued over \$100 million (including all options). An EVMS, or an alternative effective technique, is discretionary for each contract that is valued at less than or equal to \$100 million (including all options).

3034.202 Integrated Baseline Reviews.

(d)

(1) Integrated Baseline Reviews (IBR) are normally conducted after award. Post-award IBRs shall be completed within ninety days of contract award by the program manager.

(2) If approved by the Head of Contracting Activity, IBRs may be conducted before award. Pre-award IBRs are appropriate only when the IBR results are essential for the source selection process and the program has adequate funding to conduct IBRs.

3034.204 Reserved.

3034.205 Reserved.

CHAPTER	3035	RESEARCH AND DEVELOPMENT CONTRACTING	
	3035.017	Federally Funded Research and Development Centers (FFRDC).	
	3035.017-2	Establishing or changing an FFRDC.	

3035.017 Federally Funded Research and Development Centers.

3035.017-2 Establishing or changing an FFRDC.

(j) The Secretary, acting through the Under Secretary for Science and Technology is authorized to establish or change the basic purpose and mission of an FFRDC under FAR 35.017-2(j).

CHAPTER	3036	CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS
Subchapter	3036.2	Special Aspects of Contracting for Construction
	3036.203	Government estimate of construction costs.
	3036.206	Liquidated damages.
	3036.208	Reserved.
	3036.209	Construction contracts with architect-engineer firms.
	3036.212	Preconstruction orientation.
	3036.212-70	Contracting with the National Institute of Building Sciences.
	3036.213	Special procedures for sealed bidding in construction contracting.
	3036.213-2	Presolicitation notices.
	3036.213-70	Report of proposed agency construction programs.
Subchapter	3036.6	Architect-Engineer Services
	3036.602	Selection of firms for architect-engineer contracts.
	3036.602-1	Selection criteria.
	3036.602-2	Evaluation boards.
	3036.602-3	Evaluation board functions.
	3036.602-4	Selection authority.
	3036.602-5	Short selection process for contracts not to exceed the simplified acquisition threshold.
	3036.603	Collecting data on and appraising firms' qualifications.
	3036.605	Reserved.
	3036.606	Negotiations.
	3036.606-70	General.
	3036.609	Contract clauses.
	3036.609-1	Reserved.

Subchapter 3036.2 Special Aspects of Contracting for Construction

3036.203 Government estimate of construction costs.

(a) The Government estimate must be designated "For Official Use Only" unless the nature of the information therein requires a security classification, in which event it shall be handled in accordance with applicable security regulations. The "For Official Use Only" designation must be removed only when the estimate is made public in accordance with the instructions below.

(b) If the acquisition is by sealed bidding, a sealed copy of the detailed Government estimate must be filed with the bids until bid opening. After the bids are read and recorded, the "For Official Use Only" designation must be removed and the estimate read and recorded in the same detail as the bids.

(c) If the acquisition is by negotiation, the following procedures apply:

- (1) The overall amount of the Government estimate must not be disclosed prior to award;
- (2) At the time of award, the "For Official Use Only" designation on the Government estimate must be removed; and
- (3) After award, the Government estimate may be revealed, upon request.

3036.206 Liquidated damages.

Liquidated damages provisions are generally appropriate in construction contracts in accordance with the provisions of FAR 11.500.

3036.208 Reserved.

3036.209 Construction contracts with architect-engineer firms.

The Head of the Contracting Activity (HCA) or designee no lower than a Senior Executive Service (SES) or flag officer level may approve the award of a contract for the construction of a project to the firm that designed the project or its subsidiaries or affiliates. Chiefs of the Contracting Offices (COCOs) must submit requests to include: (1) the reason(s) why award to the design firm is required; (2) an analysis of the facts involving potential or actual organizational conflicts of interest, including benefits and detriments to the Government and prospective contractor; and (3) measures to be taken to avoid, neutralize, or mitigate conflicts of interest.

3036.212 Preconstruction orientation.

(b) DHS Form 700-11, "Preconstruction Conference Agenda and Checklist," or a similar checklist, must be used as the agenda of, or checklist for, the preconstruction conference.

3036.212-70 Contracting with the National Institute of Building Sciences.

The National Institute of Building Sciences (NIBS) was chartered in 1974 to provide advice to the public and private sectors on issues involving new building technology and the building regulatory process. Public Law 93-383, Housing and Community Development Act of 1974, specifically authorizes agencies to contract with and accept contracts from the NIBS for specific services where deemed appropriate by the responsible Federal officials involved. NIBS provides assistance or advice on building-related matters.

(b) Section 809(g)(3) of Public Law 93-383 expressly authorizes agencies and departments to contract with NIBS. In this regard, the exception to full and open competition at FAR 6.302-5 may be used, if the contracting officer determines this to be an appropriate exception, to award such contracts. However, the exception to full and open competition at FAR 6.302-1 should be used when it is determined that NIBS, because of its unique capabilities and charter, is the only source that will satisfy the requirement.

(c) The synopsis requirements at FAR 5.2 are applicable unless a waiver is granted pursuant to FAR 5.202(b).

3036.213 Special procedures for sealed bidding in construction contracting.

3036.213-2 Presolicitation notices.

(a) The HCA is authorized to waive the requirement to send presolicitation notices to prospective bidders on any construction requirement when the proposed contract is expected to equal or exceed the simplified acquisition threshold. In no case shall the authority be delegated below the level of COCO.

3036.213-70 Report of agency construction programs.

(a) *Report.* 29 C.F.R. § 1.4 requires agencies using wage determinations under the Davis-Bacon Act or any of the laws requiring Davis-Bacon labor standards provisions to furnish the Department of Labor (DOL) a report that contains a general outline of its proposed construction programs for the upcoming three fiscal years that includes a list of proposed projects (including those for which options to extend the contract term of an existing construction contract are expected during the period covered by the report); the estimated start date of construction; the anticipated type or types of construction; the estimated cost of construction; the location or locations of construction; and any other project-specific information that the DOL requests. The report must also include notification of any significant changes to previously reported construction programs, such as the delay or cancellation of previously reported projects. Each Component shall submit their report of proposed construction to OCPO-APL by April 1 annually using the format and instructions provided at HSAM Appendix AC.

(b) *Component single point of contact.* Each Component shall designate a single point of contact (POC) responsible for the timeliness and accuracy of planned construction information reported to OCPO. Unless advised otherwise by the Component, the POC is the chief of the procurement policy function within the Component.

(c) *Report format and submission.* Each Component shall model its report after the template provided in HSAM Appendix AC, Template for Report of Agency Construction Programs, and

shall submit the report as an Excel document. Data for each individual FY must be reported on separate Excel worksheets. Negative reports are required. OCPO will consolidate the Component reported data and transmit a collective report to DOL.

(d) *Significant report changes.* During the fiscal year, each Component shall notify OCPO of any significant changes to its proposed construction programs from those outlined in the Component's report. OCPO will notify DOL.

Subchapter 3036.6 Architect-Engineer Services**3036.602 Selection of firms for architect-engineer contracts.****3036.602-1 Selection criteria.**

(b) The HCA is authorized to approve the use of design competition. In no case shall the authority be delegated below the level of COCO. Approval must be obtained prior to soliciting proposals.

3036.602-2 Evaluation boards.

The contracting officer must establish one or more ad hoc Architect-Engineer (A-E) evaluation boards for each acquisition of A-E services. For A-E acquisitions exceeding the simplified acquisition threshold, the following requirements apply in addition to FAR 36.602-2:

(a) The A-E evaluation board(s) must be composed of the following members:

- (1) One member with experience in acquisition of A-E services (normally the contracting officer or contract specialist/negotiator);
- (2) One or more members with technical experience in the fields of architecture, engineering or construction (normally someone from the organization responsible for establishing the A-E work requirements);
- (3) One member with technical knowledge of the functional (user) requirements of the project; and
- (4) Other special members as are deemed necessary.

(b) A-E board members may be appointed from among highly qualified professional employees of other Government agencies or the private sector who are engaged in the practice of architecture, engineering, construction, or related professions. The contracting officer must notify legal counsel if private sector employees are appointed to the board.

3036.602-3 Evaluation board functions.

(d) The evaluation board shall prepare the report for the designated selection authority in accordance with FAR 36.602-3(d).

3036.602-4 Selection authority.

(a) The designated selection authority is authorized to make the final selection of the most highly qualified firms. In no case shall the authority be delegated below the level of COCO.

(b) The recommendations of the evaluation board will normally be approved, unless the report does not adequately support the recommendations. If recommendations are not approved, the A-E evaluation board shall be required to reconvene until an acceptable set of recommendations is

agreed upon. The approved report serves as authorization for the contracting officer to commence negotiations with the A-E firm ranked number one by the A-E evaluation board.

3036.602-5 Short selection process for contracts not to exceed the simplified acquisition threshold.

Components are authorized to use either of the short selection processes of FAR 36.602-5.

(b) *Selection by the chairperson of the board.* The designated selection authority is authorized to review and approve the selection report. In no case shall the authority be delegated below the level of COCO.

3036.603 Collecting data on and appraising firms' qualifications.

Because it is DHS policy to establish ad hoc evaluation boards instead of a permanent board to select A-E firms, each Component must establish or designate an office or offices to meet the requirements of FAR 36.603(a).

3036.605 Reserved.

3036.606 Negotiations.

3036.606-70 General.

The limitation on A-E fees of six percent of the estimated construction cost (see FAR 15.404-4(c)(4)(i)(B)) applies to all services that are an integral part of the production and delivery of plans, designs, drawings and specifications of a construction project. The limitation, however, does not apply to the cost of investigative and other services including but not limited to the following:

- (a) Development of program requirements (scope of work);
- (b) Determination of project feasibility;
- (c) Preparation of drawings of an existing facility, where current drawings are not available;
- (d) Subsurface investigations (soil borings);
- (e) Structural, electrical and mechanical investigations of an existing building, where current information is not available;
- (f) Surveys: topographic, boundary, utility;
- (g) Preparation of models, color renderings, photographs or other presentation materials;
- (h) Travel and per diem for special presentations;
- (i) Supervision and inspection of construction;

(j) Preparation of operating and maintenance manuals; and

(k) Master planning.

3036.609 Contract clauses.

3036.609-1 Reserved.



CHAPTER	3037	SERVICE CONTRACTING
Subchapter	3037.1	Service Contracts—General
	3037.103	Contracting officer responsibility.
	3037.104	Personal services contracts.
	3037.104-70	Personal services contracts.
	3037.106	Funding and term of service contracts.
	3037.112	Government use of private sector temporaries.
	3037.112-70	Stenographic reporting services.
	3037.113-1	Waiver of cost allowability limitations.
Subchapter	3037.2	Advisory and Assistance Services
	3037.203	Policy.
	3037.203-70	Services of individual experts and consultants.
	3037.203-71	Third party benefits.
	3037.204	Guidelines for determining availability of personnel.
	3037.205	Contracting officer responsibilities.
	3037.205-70	Accounting and information system.
Subchapter	3037.5	Management Oversight of Service Contracts
	3037.503	Agency-head responsibilities.
Subchapter	3037.6	Performance-Based Acquisition
	3037.601	General.

Subchapter 3037.1 Service Contracts-General

3037.103 Contracting officer responsibility.

(a) Ensure that procurement requests for Departmental branding strategies, seals and logos or similar services are consistent with guidance and policy contained in the Management Directive (MD) 0030, Use of Department of Homeland Security Seal.

(e) Consistent with FAR 7.503, contracting officers must review all requirements for services to ascertain whether a prohibition on contractor support in drafting congressional testimony, responses and reports (or other prohibitions identified in FAR 7.503(c)(20)) should be included within any resultant solicitation, contract or order. For those requirements identified by the contracting officer as requiring such a prohibition: ensure that all solicitations, contracts and orders for services include a prohibition against any form of contractor support in the preparation of congressional testimony, responses and reports (or other prohibitions identified in FAR 7.503(c)(20)); further, ensure that all interagency agreements that may result in assisted acquisitions contain an identical prohibition with respect to any contracts or orders for services to be awarded by a servicing agency on behalf of DHS.

3037.104 Personal services contracts.

3037.104-70 Personal services contracts.

(a) *Definition.* Urgent homeland security need, as defined in this subsection, means a need of the Department, a Component, Directorate, or Office that requires immediate attention or action. Such a need may be in support of a front-line operational mission; a managerial or administrative function (including, but not limited to policy, personnel security, life, or safety); activities required by a court order; activities required by Congress including committees and subcommittees thereof; or the official needs of DHS employees.

(b) *Authorities.* The Homeland Security Act (see 6 U.S.C. 391(b) and 6 U.S.C. 392); 5 U.S.C. 3109; and Section 505 of the DHS Appropriations Act of Fiscal Year 2004 (see P.L. 108-90) authorize the Secretary to award personal service contracts (PSCs) for experts and consultants (or organizations thereof) subject to the following statutory limitations:

(1) *Duration.* The duties are of a temporary nature and the expert or consultant will work temporarily for a maximum of one year; or, the duties are of an intermittent nature (that is, without a regularly scheduled tour of duty).

(2) *Compensation.* The rate of pay for services rendered by an expert or consultant generally cannot exceed the daily equivalent of the maximum rate payable for a GS-15, Step 10 (excluding locality pay or any other additional pay) position under 5 U.S.C. 3109 for PSCs authorized under the above referenced statutes. If the services are necessary due to an urgent homeland security need, under 6 U.S.C. 391(b)(2) and 6 U.S.C. 392 pay limitations do not apply (See 5 U.S.C. 5332). However, price reasonableness must be documented.

(c) *Requirements.* In addition to the statutory limitations for awarding a PSC, contracting officers must satisfy the following requirements to use the authority.

- (1) Verify it would not be practicable to obtain such services by other means (See FAR 37.104 for the definition of a PSC).
- (2) Verify that the contract will not involve the following:
 - (i) A position requiring Presidential appointment;
 - (ii) A Senior Executive Service Position;
 - (iii) Work currently and routinely performed by the Department's regular employees who possess the requisite qualifications such as education, expertise, knowledge, or skills;
 - (iv) Filling in for staffing shortages resulting from delays in the personal hiring process; and
 - (v) Providing that individual a career appointment.
- (3) Prepare a determination and findings (D&F) in accordance with FAR 1.7 and include a determination supported by the findings that states the following:
 - (i) The duties are of a temporary nature and the expert or consultant will work on a full-time basis for a maximum of one year; or, the services are of an intermittent nature;
 - (ii) The work to be performed requires specific education, unique skills, or expertise that is not readily available among DHS personnel;
 - (iii) The contract will not fill a staffing shortage resulting from delays in the hiring process nor serve as a mechanism for circumventing civil service hiring requirements;
 - (iv) The nature of the work requires the position to manage or supervise federal employees (include only when applicable);
 - (v) A non-personal services contract is not practicable;
 - (vi) If the pay limitation of 5 U.S.C. 3109 is exceeded, the D&F supports the rationale and includes the finding that the services are necessary due to urgent homeland security needs to include a description of the urgency and the potential harm or injury to the Government if the services are not obtained; and
 - (vii) Any other determination required by statute has been made.
- (4) Coordinate benefits, taxes, personnel ceilings, or conflict of interest matters with the cognizant civilian personnel office (e.g., your Component Office of the Chief Human Capital Officer) in accordance with FAR 37.104(f).
- (5) Legal review is required for personal services contracts in accordance with FAR 37.104(e).
- (6) The Chief of the Contracting Office (COCO), without redelegation, shall approve the required D&F unless the personal services contract for experts and consultant services are acquired without regard to the pay limitation of 5 U.S.C. 3109 in which case, the Head of the Contracting Activity (HCA) shall approve.

(d) *Additional Considerations.* The contract may provide for the same per diem and travel expenses authorized for a Government employee, including actual transportation and per diem in lieu of subsistence for travel between home or place of business and official duty station and only for travel outside the local area in support of the statement of work.

3037.106 Funding and term of service contracts.

(b) The HCA, with authority to redelegate to the contracting officer, is authorized to enter contracts, options, or orders under contracts for severable services for a period beginning in one fiscal year and ending in the next, provided the period of the basic contract, option or order does not exceed one year. Documentation of the approval shall be retained in the contract file and may be included in other contract file documents, e.g., acquisition plan, price negotiation memorandum, etc.

3037.112 Government use of private sector temporaries.

(a) *Definitions.* The following words and terms are used in and defined for this subsection.

“*Critical need*” means a sudden or unexpected occurrence; an emergency; a pressing necessity; or an exigency. Such occasions are characterized by additional work or deadlines required by statute, executive order, court order, regulation, or formal directive from the Secretary of Homeland Security or designee. A recurring, cyclical peak workload, by itself, is not a critical need.

“*Federal supervisor*” means an individual employed by DHS to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment.

“*Parental and family responsibilities*” means situations such as absence for pregnancy, childbirth, child care, and care for elderly or infirm parents or other dependents.

“*Temporaries*” means those employees of a temporary help service firm who are supervised and paid by that firm and whom that firm assigns to perform the contract work assignments.

“*Temporary help service firm*” means a contractor which provides services that are performed by its pool of employees possessing the appropriate work skills for brief or intermittent periods. The firm is the legally responsible employer and maintains that relationship during the time its employees are assigned to the contract. The firm recruits, tests, hires, trains, assigns, pays, provides benefits and leave to, and as necessary, addresses performance problems, disciplines, and terminates its employees. The firm is responsible for payroll deductions and payment of income taxes, social security (FICA), unemployment insurance, and worker's compensation, and any required liability insurance and bonding.

(b) *Policy.* Temporary help services may be acquired for the brief or intermittent use of the skills of private sector temporaries. Acquisition of these services is subject to the following conditions:

(1) The temporary will be performing the work of an employee who will be absent from the position for a temporary period (short-term) because of a personal need including emergency, accident, illness, parental or family responsibilities, or mandatory jury service.

(2) In the judgment of the head of the requesting office, the temporary help is for a critical need which cannot be delayed.

(c) *Exceptions.* Temporary help services cannot be acquired--

(1) To displace a Federal employee;

(2) For the work of managerial or supervisory positions;

(3) For the work of or to fill an Senior Executive Service (SES) employee or position; or

(4) To circumvent the regular recruitment and hiring procedures under the civil service laws for permanent appointment in the competitive civil service.

(5) To circumvent controls on employment levels; or

(6) In lieu of appointing a surplus or displaced Federal employee as required by 5 CFR Part 330, Subpart F (Agency Career Transition Assistance Plan for Displaced Employees) and Subpart G (Interagency Career Transition Assistance Plan for Displaced Employees).

(d) *Certification of need.* The requirements office must submit a Checklist for Private Sector Temporary Personnel, Appendix T, with the procurement request (PR) for temporary help services. The entire checklist must be completed, including the certification of the regulatory requirements by the Chief Human Capital Officer or Component servicing Human Resource Official.

(e) *Acquisition and contract requirements.* The contracting officer shall comply, as applicable, with all of the policy and procedures of the FAR to acquire temporary help services by contract. The following limitations apply:

(1) The contract shall not create or imply an employer-employee relationship between the Government and the contractor's temporary, and the temporary shall not be eligible for civil service employee benefits, including retirement; and

(2) *Time limit on use of temporary help service firm.* The contract shall not require the use of a temporary help service firm in a single situation, as defined at HSAM 3037.112(a), initially for more than 120 workdays. However, if the Government employee's absence or DHS's critical need continues to exist beyond the initial 120 workdays, the temporary help services may be extended up to a maximum limit of 240 workdays.

(3) *Time limit on use of individual employee of a temporary help service firm.* The contract shall not require that a temporary at an office work for more than 120 workdays

in a 24-month period. The 24-month period begins on the first day of assignment. However, the temporary may work up to a maximum of 240 workdays if it is determined that using the services of the same individual for the same situation will prevent significant delay.

(f) *Approval for extended services by the Component personnel office.* If the requiring office desires to retain the services of the same temporary help service firm beyond 120 workdays, or needs to use a temporary beyond the 120 workdays, the requiring office must submit information to the Component personnel office for approval. The Component personnel office should receive the notification at least 10 working days before the 120 workday period expires. The information required for submission is:

- (1) A full justification for the extension beyond the 120 workday period;
- (2) The new termination date or number of extra workdays needed;
- (3) The total number of days worked by the current temporary and the reason for using the individual;
- (4) The importance of the work to be done and the impact of delay or interruption; and
- (5) The actions taken to find other solutions, and the availability of external and internal candidates.

(g) *Contract administration.* The office receiving the temporary shall ensure that an employer-employee relationship is not established with the contractor's temporary. However, technical advice, assignment of task, task-related instructions, office orientation, and review of the temporary's work products are necessary to ensure that the temporary performs the requisite services.

3037.112-70 Stenographic reporting services.

(a) The contracting officer is delegated authority under 5 U.S.C. 3109 to procure stenographic services by contract.

3037.113-1 Waiver of cost allowability limitations.

(a) The Head of the Contracting Activity (HCA) is delegated this authority.

Subchapter 3037.2 Advisory and Assistance Services**3037.203 Policy.****3037.203-70 Services of individual experts and consultants.**

(a) The Chief of the Contracting Office (COCO), without redelegation, is delegated authority under 5 U.S.C. 3109 (to procure by contract the temporary or intermittent services of experts or consultants or an organization thereof, if such an acquisition is authorized by an appropriation or other statute).

(b) The rate of pay for services rendered by an expert or consultant is limited and cannot be exceeded unless specifically authorized by the appropriation or other statute which authorizes the acquisition of the services. The rate of pay for services rendered by a consultant to an advisory committee is governed 41 CFR, Subpart 101-6.10.

(c) Because the statutes governing the acquisition of and rate of pay for these services are subject to change, the contracting officer must seek the advice of the Component's legal counsel prior to taking action on the procurement request for such services.

3037.203-71 Third party benefits.

When a contract calls for providing technical assistance or advice that will benefit a third party, these services are advisory and assistance in the context of any regulation, statute, or guidance on these services. While these services may ultimately benefit an external or third party such as grantees or the states, the services are being acquired to accomplish the program objectives of DHS.

3037.204 Guidelines for determining availability of personnel.

(a), (b), and (d). The COCO, without redelegation, is delegated the authorities at FAR 37.204.

(b)(1) The determination must ensure that the requirements of FAR 9.5 and HSAR 3052.209-70 are met regarding potential organizational and consultant conflicts of interest.

3037.205 Contracting officer responsibilities.

In addition to the requirement of FAR 37.205, the contracting officer must ensure that the requirements of FAR 9.5 and HSAR 3052.209-70 are met regarding potential organizational and consultant conflicts of interest.

Subchapter 3037.5 Management Oversight of Service Contracts

3037.503 Agency-head responsibilities.

(a) and (b) The contracting officer must ensure that requirements for services are clearly defined, appropriate performance standards are developed, and that service contracts are awarded and administered in a manner that will provide the customer its supplies and services timely and within budget.

(c) and (d) The HCA must ensure that procedures are in place for service contracting to ensure that inherently governmental functions are performed by Government personnel and that appropriate strategies and training are initiated for performance-based acquisitions.

Subchapter 3037.6 Performance-Based Acquisition

3037.601 General.

DHS contracting officers should make use of the web-enabled guide entitled “Seven Steps to Performance-Based Acquisition,” currently sponsored by GSA at the following website:
http://www.acquisition.gov/comp/seven_steps/home.html.

**CHAPTER 3038
FEDERAL SUPPLY SCHEDULE CONTRACTING
(RESERVED)**

There is no text supplementing FAR Part 38.

CHAPTER 3039 ACQUISITION OF INFORMATION TECHNOLOGY

Subchapter 3039.1 General

3039.101 Policy.

3039.170 Information Technology Acquisition Review.

Subchapter 3039.2 Information and Communication Technology

3039.201 Scope of Subpart.

3039.203 Reserved.

3039.203-70 Responsibilities.

3039.204 Reserved.

3039.204-70 Documentation.

3039.205 Exemptions.

Subchapter 3039.1 General

3039.101 Policy.

(b)(1) Department of Homeland Security Directives and Instructions that apply to the acquisition of information technology (IT) and provide policy and guidance for information and technology management are:

- (i) Directive 102-01, Acquisition Management Directive;
- (ii) Directive 102-02, Capital Planning and Investment Control (CPIC);
- (iii) Directive 139-05, Accessible Systems and Technology Program, and Instruction 139-05-001, Managing the Department's Accessible Systems and Technology Program;
- (iv) Directive 140-01, Information Technology Security Program; and
- (v) Directive 142-02, Information Technology Integration and Management, and Instruction 142-02-001, Information Technology Integration and Management.

(2) See HSAM 3004.470 for security requirements for contractor access to unclassified facilities, IT resources, and sensitive information.

(3) See HSAM 3004.13 for Homeland Security Presidential Directive-12 (HSPD-12), Policy for a Common Identification Standard for Federal Employees and Contractors, for HSPD-12 requirements.

3039.170 Information Technology Acquisition Review.

(a) *Policy.* Directive 142-02, Information Technology Integration and Management, establishes the authorities, responsibilities, and policies of the DHS Chief Information Officer (CIO) with respect to the management of IT and directs the DHS CIO and Component CIOs to establish the IT Acquisition Review (ITAR) process for acquisitions that include IT.

(b) *Requirements.*

(1) *Investments that have a Total Estimated Procurement Value (TEPV) below \$500,000.* Procurement request packages that include any IT and have a TEPV below \$500,000 shall be reviewed and approved by the Component CIO through the Component-level ITAR or acquisition review process.

(2) *Investments that have a TEPV greater than or equal to \$500,000.* Procurement request packages that include any IT and have a TEPV greater than or equal to \$500,000 shall be reviewed and approved by both the Component CIO and DHS CIO through the Component-level ITAR or acquisition review process and the DHS Headquarters (HQ) ITAR process.

(3) *Exceptions.* A DHS HQ ITAR is not required for the following:

- (i) any contract action where an ITAR has already been obtained for that requirement;
- (ii) contract extensions;
- (iii) option exercises;
- (iv) administrative modifications (e.g., assignment of a new contracting officer or Contracting Officer's Representative, incremental funding, etc.);
- (v) Orders under a previously approved indefinite delivery vehicle; and
- (vi) renewals for any type of subscription/warranty service/annual license, with no change to scope.

(4) *Components without a Chief Information Officer.* Components, Directorates, and Offices for which the DHS CIO is the senior IT executive (i.e., there is no Component CIO), shall ensure that procurement request packages, which include any IT and have a Total Estimated Project Value (TEPV) greater than or equal to \$500,000 or require a written acquisition plan, are reviewed and approved by the DHS CIO through the DHS Headquarters ITAR process.

(5) *Documentation.* For all procurements that include IT and have a TEPV greater than or equal to \$500,000, the approval document must be signed by the Component CIO and DHS CIO, when applicable. The DHS CIO signature can be delegated to the DHS Deputy CIO and the Component CIO signature can be delegated to the Component Deputy CIO. Such delegation is authorized only when the DHS CIO or Component CIO is unavailable to sign in a timely manner. The approval document for procurements that go through the DHS Headquarters ITAR process will be the Acquisition Review Decision (ARD), the Acquisition Plan Review Decision (APRD), or a document that combines the ARD and the APRD. Component policies shall identify the approval document for procurements that only go through the Component-level ITAR or acquisition review process.

(6) *Requirements for contracting officers.* Contracting officers shall ensure –

- (i) procurement request packages that include any IT and have a TEPV below \$500,000 include documentation of approval for the procurement by the Component CIO or Deputy CIO before issuance of a solicitation; and
- (ii) procurement request packages that include any IT and have a TEPV greater than or equal to \$500,000 include documentation of approval for the procurement by the Component CIO or Deputy CIO and the DHS CIO or Deputy CIO before

issuance of a solicitation and include the requirements in the ITAR Terms & Conditions addendum in the solicitation and resultant contract to ensure compliance with DHS HQ ITAR approval conditions.

Subchapter 3039.2 Information and Communication Technology

3039.201 Scope of Subpart.

(a) Directive 139-05, Office of Accessible Systems and Technology, and Instruction 139-05-001, Managing the Accessible Systems and Technology Program, implement Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) and apply to all proposed acquisitions of Information and Communications Technology (ICT) products and services. The DHS Section 508 Playbook (Playbook) provides guidelines, training and job aids to assist with addressing Section 508 requirements at each stage of the acquisition life cycle. The Playbook is accessible at <https://dhsconnect.dhs.gov/org/comp/mgmt/ocio/oast/playbook/index.html>.

3039.203 Reserved.

3039.203-70 Responsibilities.

(a) *Requiring Officials.*

(1) The requiring official is responsible for ensuring requirements documents (i.e., Statements of Objectives (SOO), Statements of Work (SOW), Performance Work Statements (PWS), or Specifications) that include ICT products and services comply with the ICT Accessibility Standards set forth by the Architectural and Transportation Barriers Compliance Board in 36 CFR 1194.1 Appendices A, C and D. The standards are available at <https://www.ecfr.gov/current/title-36/chapter-XI/part-1194/section-1194.1>.

(2) Requiring official responsibilities include:

(i) Defining the needs of current and future users who have disabilities to determine how they will perform the functions to be supported by ICT products and services. Examples of such needs include:

(A) The virtual communication application must be accessible to users who communicate with sign language and rely on captions;

(B) All features and functions of the time tracking web application must be accessible to a screen reader user;

(C) The kiosk must be accessible to blind users and users in a wheelchair; and

(D) The remote environment must support users of assistive technology that provide audio output;

(ii) Identifying the applicable Section 508 exception(s) or exemption(s);

(iii) Obtaining authorization for applicable Section 508 exception(s) or exemption(s) from the Component Section 508 Program Manager;

- (iv) Determining when ICT is covered under Section 508 and identifying applicable standards;
 - (v) Addressing disabled user needs and Section 508 requirements when performing market research and alternatives analysis;
 - (vi) Including appropriate Section 508 requirements in the requirements document (i.e., SOO, SOW, PWS, or Specification). Section 508 requirements must be specific to the ICT deliverables required in the solicitation and must be obtained from the latest version of the DHS Accessibility Requirements Tool (DART) which is available at <https://www.dhs.gov/xlibrary/oast/DART/>. Requirements shall not be copied and pasted from other solicitations. Contact the Component Section 508 Program Manager for guidance as needed. Appropriate solicitation language contains:
 - (A) All the ICT deliverables in the solicitation that fall under the scope of the Section 508 standards;
 - (B) The authorization number for each applicable ICT exception or exemption, when applicable;
 - (C) For all remaining ICT items (or item(s) that contain ICT), the specific Section 508 and agency accessibility requirements that apply to the ICT products and services (Note: Different requirements apply to different technologies.);
 - (D) Documentation required to support the Government's technical evaluation and verification of conformance of each deliverable with the Section 508 requirements(s); and
 - (E) Where applicable, information on how the Section 508 requirements will be evaluated by the Government during the technical evaluation, including what information is required in proposals to conduct the evaluation.
 - (vii) Addressing Section 508 requirements in the technical evaluation; and
 - (viii) Validating compliance with accessibility requirements prior to deliverable acceptance.
- (b) *Contracting Officers.*
- (1) Shall ensure procurement request packages that include any ICT products and services include Section 508 requirements (see HSAM 3039.203-70(a)(2)(vi)) or an authorized exception or exemption from Section 508 requirements before issuance of a solicitation.
 - (2) Shall ensure the Section 508 requirements and language provided by the requiring office is included in solicitations and contracts for ICT products and services.

3039.204 Reserved.**3039.204-70 Documentation.**

Requiring officials shall document exceptions in writing using online forms provided through the DHS Accessibility Compliance Management System (ACMS) and accessible at <https://dhs.servicenowservices.com/oast>. Requiring officials shall obtain authorization for exceptions in accordance with Component procedures and forward authorized exceptions with the procurement request package to the contracting activity for inclusion in the contract file.

3039.205 Exemptions.

(c) *Documentation.* Requiring officials shall document exemptions in writing using online forms provided through the DHS ACMS and accessible at <https://dhs.servicenowservices.com/oast>. Requiring officials shall obtain authorization for exemptions in accordance with Component procedures and forward authorized exemptions with the procurement request package to the contracting activity for inclusion in the contract file.

**CHAPTER 3040
(RESERVED)**

CHAPTER	3041	ACQUISITION OF UTILITY SERVICES
Subchapter	3041.1	General
	3041.103	Statutory and delegated authority.
Subchapter	3041.2	Acquiring Utility Services
	3041.201	Policy.
Subchapter	3041.5	Solicitation Provision and Contract Clauses
	3041.501	Solicitation provision and contract clauses.

Subchapter 3041.1 General**3041.103 Statutory and delegated authority.**

(c) Requests for individual and class certifications, that allow for delegations of authority from GSA for utility service contracts for periods over one year and not greater than ten years, shall be referred by the Head of the Contracting Activity (HCA) to the Chief Procurement Officer (CPO). As part of the request, HCAs must attest in writing that the Component has:

- (1) An established acquisition program. Provide evidence of Component operation as established acquisition program (e.g., copies of Acquisition Plan, Milestone Decision Document);
- (2) Personnel technically qualified to deal with specialized utilities problems. Provide evidence of the technical qualification for the personnel monitoring the utilities contracts over the course of the current performance period (e.g., copies of training certificates, name and contact information of Component Energy Manager, Contracting Officer's warrant); and
- (3) The ability to accomplish its own pre-award contract review. Provide evidence of evaluations (e.g., copies of the current Internal Control Plan (ICP) Agreement, copies of most recent compliance reviews conducted).

All certification requests shall receive Office of General Counsel review and coordination prior to submission to CPO. OCPO requires 30 days processing time from receipt of certification requests.

Subchapter 3041.2 Acquiring Utility Services

3041.201 Policy.

(d)(2)(i) The contracting officer is authorized to enter into a contract pursuant to 42 U.S.C. 8287 (which pertains to the subject of shared energy savings including cogeneration).

(d)(3) The contracting officer is delegated the authority for FAR 41.201(d)(3).

Subchapter 3041.5 Solicitation Provision and Contract Clauses

3041.501 Solicitation provision and contract clauses.

- (a) Variations in the provisions and clauses shall be reviewed by counsel for legal sufficiency.

CHAPTER	3042	CONTRACT ADMINISTRATION AND AUDIT SERVICES
	3042.002	Interagency agreements
Subchapter	3042.1	Contract Audit Services
	3042.102	Assignment of contract audit services.
	3042.170	Contract audit follow-up.
Subchapter	3042.2	Contract Administration Services
	3042.202	Assignment of contract administration.
Subchapter	3042.270	Contracting Officer's Representative (COR)
	3042.270-1	Policy.
	3042.270-2	COR nomination process.
	3042.270-3	COR appointment letter.
	3042.270-4	Procedures for issuance of COR appointment letter.
	3042.270-5	Reserved.
Subchapter	3042.3	Contract Administration Office Functions
	3042.302	Contract administration functions.
	3042.302-70	Earned value management.
	3042.302-71	Trafficking in persons.
Subchapter	3042.5	Postaward Orientation
	3042.503-70	Contractor and Subcontractor Employee Whistleblower Protections – Postaward Employee Notification.
Subchapter	3042.6	Corporate Administrative Contracting Officer
	3042.602	Assignment and location.
Subchapter	3042.7	Indirect Cost Rates
	3042.703	General.
	3042.703-1	Policy.
	3042.703-2	Certificate of indirect costs.
	3042.705	Final indirect cost rates.
	3042.705-1	Contracting officer determination procedures.
	3042.705-3	Educational institutions.
	3042.708	Quick-closeout procedures.
	3042.708-70	DHS quick-closeout procedures.
Subchapter	3042.8	Disallowance of Costs

	3042.803	Disallowing costs after incurrence.
Subchapter	3042.15	Contractor Performance Information
	3042.1502	Policy.
	3042.1503	Procedures.
	3042.1503-70	Contractor performance assessments.

3042.002 Interagency agreements.

(c) A Memorandum of Understanding (MOU) for audit services is established between the Department of Homeland Security (DHS) and the Defense Contract Audit Agency (DCAA). (See Appendix U, MOU between DHS and DCAA).

Subchapter 3042.1 Contract Audit Services

3042.102 Assignment of contract audit services.

(a) Contracting offices shall follow the procedures under the MOU between DHS and DCAA to order audit services. (See Appendix U)

3042.170 Contract audit follow-up.

For each audit report that is received, the contracting officer shall provide the cognizant DCAA office a copy of the price negotiation memorandum promptly after contract award. If the contractor for which the audit was provided is not the awardee, the contracting officer shall notify DCAA in writing of this fact. The price negotiation memorandum or the notification serves as the basis for DCAA disposition of the audit findings.

Subchapter 3042.2 Contract Administration Services

3042.202 Assignment of contract administration.

(a) Contracting officers shall comply with FAR 42.202 when requesting contract administration support services from the cognizant contract administration office (CAO) listed in the Federal Directory of Contract Administration Services Components. The Defense Contract Management Agency (DCMA) maintains the Federal Directory of Contract Administration Services Components.

(c) *Delegating additional functions.*

(2) The authority to approve the delegation to the CAO is delegated to one level above the contracting officer. In no case shall the authority be delegated below one level above the contracting officer.

Subchapter 3042.270 Contracting Officer's Representative (COR)**3042.270-1 Policy.**

(a) DHS Acquisition Workforce Policy, number 064-04-003, Federal Acquisition Certification for Contracting Officer's Representatives and Appointment and Revocation" dated August 8, 2012, or any successor, provides policy and procedures concerning the selection and training, experience, certification, appointment, and termination of a COR. This policy, and any successor acquisition workforce policies, apply to all Components.

(b) In very limited instances a contracting officer may retain and execute the contract administration functions in accordance with FAR Subpart 42.3. This may be appropriate when administration of the contract does not require complex technical knowledge or when the contracting officer has sufficient time and training to personally monitor the contractor's performance. Unless the contracting officer retains and executes all contract administration functions, CORs shall be nominated and appointed as follows:

(1) A Level II or III certified COR shall be nominated and appointed for every firm-fixed price contract or order that exceeds the simplified acquisition threshold, and that is neither a high risk contract/order nor a contract/order for a major investment.

(2) A Level III COR shall be nominated and appointed for every contract or order that is high risk, or a major investment, regardless of value (See HSAI Policy 064-04-003).

(3) A Level II or III COR may be appointed on fixed price contracts or orders below the simplified acquisition threshold if the contracting officer does not perform the inspection and acceptance of the supplies or services.

(c) Note that by statute, no funding made available to DHS shall be available to pay the salary of any employee serving as a COR, or anyone acting in a similar capacity, who has not received COR training.

(d) The COR nomination shall be submitted as soon as practicable, but no later than with the procurement request. (See HSAM 3032.702-70, Procurement requests). The COR will be appointed prior to award of the contract or order.

(e) Technical organizations (requisitioning/program offices) are responsible for:

(1) Ensuring that the individual nominated for the COR position possesses the training and experience requirements (including appropriate level of certification), commensurate with the duties and responsibilities to be delegated (See HSAM 3032.702-70, regarding submission of procurement requests).

(2) Ensuring that the COR's annual performance appraisal includes an evaluation of how well the COR functions are performed.

(3) Ensuring the COR (as listed in HSAM 3042.270-1(b)) completes the OGE-450, Confidential Financial Disclosure Report, (or similar report) within 30 days of being appointed as a COR. Questions concerning the completion of the OGE-450 report (or similar report) shall be directed to the Component's ethics office.

3042.270-2 COR nomination process.

(a) The DHS COR Nomination Letter format in Appendix W shall be used for nominating a prospective COR, except that Components may use their own form if it contains all of the information in the Appendix W format.

(b) Each COR nomination package will include, in addition to the COR Nomination Letter, the documents or information required by Appendix W, as summarized below:

- (1) Federal Acquisition Certification for CORs.
- (2) Training qualifications which confirm initial COR certification training of at least 40 hours for Level II and 60 hours for Level III and 40 hours continuous learning points (CLPs) earned within the last two years (for either Level II or III). Eight of the CLPs must have been earned in resident or online COR-related classes. One hour of procurement ethics training must have been completed within the past year.
- (3) Technical and experience qualifications.
- (4) COR contact information.
- (5) Other information as appropriate.

3042.270-3 COR appointment letter.

(a) The DHS COR Appointment Letter Format in Appendix W, shall be used in preparing the DHS COR or Alternate COR appointment letter and for ensuring format/framework consistency throughout the DHS. Supplements to the required COR appointment letters framework elements/content must be established with Component written procedures.

(b) Required key elements for the DHS COR appointment letter are: COR core responsibilities and functions, exclusions, and authority, ethics, including completion of the OGE-450 report (or similar report) within 30 days of being appointed as a COR in accordance with HSAM 3042.270-1(b), and training. DHS required elements (see Appendix W, Exhibits 1-3) must be addressed in each COR appointment letter as described below, unless otherwise not applicable or delegated by the contracting officer:

- (1) *Core COR responsibilities and functions.* For DHS, the five core responsibility elements (performing surveillance/inspections/acceptance, monitoring activities including providing input to contractor performance evaluations, making recommendations for invoice and payment or an invoice/voucher approval, managing Government-furnished

property, and managing contractor employee access to facilities or systems) shall be specifically delegated to at least a Level II COR, unless retained by the contracting officer or not applicable (e.g., contract does not include Government-furnished property or security access requirements) or delegated by the contracting officer to a contract administration office. The detailed content instructions for each of these five core elements may be expressed, altered or varied through Component's written supplement procedures to the extent the variation is substantially the same in nature. (See Appendix W, Exhibit 1, for described duties.) Components must also include the COR performance duties or requirements for certain contract types and functions, see HSAM, 3016.601(c)(1), Time-and-materials (T&M) and labor-hour contracts and HSAM 3032.7002, Invoice and voucher review and approval. Nothing in the HSAM guidance or Component procedures should limit responsibilities and functions that the contracting officers may assign to the COR unless otherwise limited or prohibited by law or acquisition regulation.

(2) *Non-Delegable Functions and Exclusions.* Components may supplement the required exclusionary list with appropriate content as needed for their Component's mission. Components may use the "Exclusion" content as provided in Appendix W, Exhibit 2, to establish the required exclusions for their organization.

(3) *Authorities, Ethics, and Training.* Components shall establish written procedures identifying their needs and requirements within the categories of authorities, ethics and training. Components may use the content provided in Appendix W, Exhibit 3, to establish uniformity within their organization.

(4) *Completion and updates of the OGE 450, Confidential Financial Disclosure Reports.* Pursuant to 5 CFR 2634.904 all DHS employees appointed as a COR in accordance with HSAM 3042.270-1(b) shall submit within 30 days of appointment the OGE 450, Confidential Financial Disclosure Report (or similar report), and update the report annually following Component procedures. Questions concerning requirements for completing and updating OGE 450s (or similar report) should be directed the Component's Ethics office.

3042.270-4 Procedures for issuance of COR appointment letter.

(a) Component administrative processing for issuance of the COR appointment letter must comply with Acquisition Workforce Policy 064-04-003 which provides guidance for COR appointment letters (also see Appendix W), specifically –

- (1) Acknowledgement and receipt of the appointment letter;
- (2) Acceptance of the COR appointment letter;
- (3) Appointment of Alternate COR letter; and
- (4) Termination of COR Appointment.

- (b) Components must ensure where an individual is appointed as a COR on more than one contract, separate COR and Alternate COR appointment letters shall be issued for each contract.
- (c) Component procedures must address the COR appointment letter's distribution requirements unique to the Component needs.

3042.270-5 Reserved.

Subchapter 3042.3 Contract Administration Office Functions

3042.302 Contract administration functions.

(a)(12) FAR 16.301-3(a)(4) stipulates that a cost–reimbursement contract can be used only when the contractor’s accounting system is adequate for determining costs applicable to the contract. The contracting officer is responsible for determining if a contractor’s accounting system is adequate. Consult with DCAA or Defense Contract Management Agency (or other cognizant Federal Agency) to see if there is an existing determination that can be used. If not, the DHS contracting officer is responsible for determining whether or not a contractor’s accounting system is adequate.

3042.302-70 Earned value management.

Responsibility for reviewing Earned Value Management System (EVMS) plans and verifying initial and continuing contractor compliance with Government EVMS criteria and conformity with American National Standards Institute/Electronic Industries Alliance (ANSI/EIA) Standard 748, Industry Guidelines for EVMS, is normally delegated to DCMA when EVMS support is required at a location under DCMA cognizance. Refer to HSAM 3034.204 for guidance relating to identification of contracts that require the application of EVMS. Refer to HSAM 3042.202 for procedures for ordering DCMA services.

3042.302-71 Trafficking in persons.

Monitor contractor compliance with the requirements of FAR 52.222-50, Combating Trafficking in Persons. The contracting officer shall include documentation in the contract file that the contractor has informed all employees and subcontractors of the Government policy on combating trafficking in persons. The contracting officer shall also include documentation in the contract file that all subcontractor employees have been informed of the policy. In the event that the contractor or a subcontractor violates FAR 52.222-50, the contracting officer shall document the file and provide the information to the DHS Inspector General for investigation. If a violation has occurred the contracting officer shall document the file and the remedies imposed in accordance with FAR 52.222-50.

Subchapter 3042.5 Postaward Orientation**3042.503-70 Contractor and Subcontractor Employee Whistleblower Protections – Postaward Employee Notification.**

(a) The contracting officer shall inform the contractor about the contractor's responsibilities under FAR clause 52.203-17, Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (dated SEPT 2013 or later) or FAR clause 52.212-4, Contract Terms and Conditions – Commercial Products or Commercial Services (dated SEPT 2013 or later) either in a postaward conference or a postaward notice if a conference is not held. FAR clause 52.203-17 and FAR clause 52.212-4 implement the law which requires contractors and their subcontractors to inform their employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections.

(b) Within 60 days of a contract award that contains FAR clause 52.203-17 (dated SEPT 2013 or later) or FAR clause 52.212-4 (dated SEPT 2013 or later) that includes subparagraph (r), the contracting officer shall seek written confirmation (which may include email) from the contractor that they and their subcontractors, as applicable, have informed their employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections. The confirmation shall be maintained in the contract file.

Subchapter 3042.6 Corporate Administrative Contracting Officer (CACO)

3042.602 Assignment and location.

The Head of the Contracting Activity (HCA) or designee no lower than flag officer or Senior Executive Service (SES) level is delegated the authority to assign a CACO.

Subchapter 3042.7 Indirect Cost Rates

3042.703 General.

3042.703-1 Policy.

For forward pricing and billing rates, contracting officers shall utilize the rates in the Forward Pricing Rate Agreement, if one exists. If one does not exist, but there is a Forward Pricing Rate Recommendation, contracting officers should normally use that recommendation as the basis for negotiating the indirect rates. If the contracting officer negotiates rates that differ from those in the Forward Pricing Rate Recommendation, the contract file must include the rationale for negotiating different rates. If there is no Forward Pricing Rate Agreement or Forward Pricing Rate Recommendation, the contracting officer should normally obtain information from DCAA to assist the contracting officer in negotiating the indirect rates. If the contracting officer negotiates rates that differ significantly from the rate information provided by DCAA, the contracting officer must document the rationale for the differences in the contract file. Where DCAA has an audit presence, DHS will use DCAA unless DCAA agrees otherwise.

3042.703-2 Certificate of indirect costs.

(b) Waiver of certification.

(1) This authority is delegated to one level above the contracting officer. In no case shall the authority be delegated below one level above the contracting officer. A copy of the approved waiver shall be submitted to OCPO within five days of approval.

3042.705 Final indirect cost rates.

3042.705-1 Contracting officer determination procedure.

(a) Applicability and responsibility. The contracting officer is responsible for ensuring that the direct and indirect costs paid under cost reimbursement and T&M contracts are allowable.

(b) DHS Procedures. For final indirect rates, DHS relies on the rates established by the cognizant federal agency, if such rates exist. If the rates are audit determined, DHS relies on the indirect cost rates established by DCAA, unless the DHS and DCAA mutually agree that another agency will be the cognizant audit agency.

(1) Pursuant to the Memorandum of Understanding (MOU) between DHS and DCAA at Appendix U, DCAA audits are based on its policy for sampling low-risk incurred cost proposals (also see DHS FAR Class Deviation Number 16-04 entitled “Defense Contract Audit Agency Policy and Procedure For Sampling Low-Risk Incurred Cost Proposals.”) An audit will not be performed if the incurred cost proposal is classified as low risk and not selected for audit in the sampling process. If an audit was not performed because the incurred cost proposal was classified as low risk and not sampled, DCAA will provide the customer a memorandum stating that the submission was not selected for an audit.

This memorandum will include the Certificate of Final Indirect Costs, signed rate agreement, schedule of direct and indirect costs proposed during the fiscal year (Schedule H), and cumulative allowable cost worksheet, if this can be readily prepared. If an audit is performed, DCAA will provide the customer with an incurred cost audit report at the conclusion of the audit. A copy of the annual audit reports or low risk memoranda provided by DCAA shall be maintained in the contract file.

(2) DCAA performs contract audits on an annual basis (not on a contract by contract basis). Thus, DCAA notifies contracting officers when an annual audit of a contractor's incurred costs is going to be performed that includes their DHS contract. This notification will request DHS acknowledgement that the DHS contract should be included in the annual audit, and a request for reimbursement to DCAA for the DHS applicable share of the audit cost. Unless there are exceptional circumstances, DHS contracting officers shall obtain these annual incurred cost audits. If the contracting officer decides not to obtain the annual audit of the direct or indirect costs, the contracting officer shall document in the contract file as to why the audit was not obtained. In addition, the contracting officer shall notify OCPO, Executive Director, Acquisition Policy and Oversight via PROCUREMENTSUPPORT@hq.dhs.gov of their decision to not obtain the audit. The contract file documentation shall include, as a minimum, a discussion of the reason the audit was not obtained (e.g., small dollar amounts remaining unaudited or unsettled; low dollar value of the contracts; the necessary audit will not be performed for many years and there is an urgency to close the contract).

(3) Annual audit reports or low risk memoranda shall be used to establish the allowable direct and indirect costs under cost reimbursement and T&M contracts, unless there are final rates negotiated by the cognizant federal agency that differ from those shown in the DCAA report or low risk memoranda. In such cases, the allowable direct and indirect costs shall be determined based on the rates negotiated by the cognizant federal agency.

(4) To mitigate possible overpayments, the contracting officer shall periodically compare the amounts billed under the contract with the allowable costs shown on the summary sheet. If the amounts billed significantly exceed the allowable costs, the contracting officer shall notify the contractor and request a credit adjustment. If the adjustment is not provided promptly, the contracting officer shall issue a demand for payment to recover the overpayments.

3042.705-3 Educational institutions.

(b) If DHS is the Cognizant Federal Agency for an educational institution for the purpose of negotiating indirect cost rates, the use of predetermined final indirect cost rates must be approved by the COCO. In no case shall the authority be delegated below the COCO.

3042-708 Quick-closeout procedures.

3042.708-70 DHS quick-closeout procedures.

The contracting officer may:

- (a) Require the contractor to submit the following: (1) the contractor's final indirect cost rate proposal reflecting actual cost experience during the covered period(s), together with supporting cost or pricing data, for each of its fiscal years for which quick-closeout is involved, and (2) a final voucher and a summary of all costs by cost element and for each of its fiscal years for the contract(s) in question.
- (b) Notify the cognizant audit activity, either verbally or in writing, identify the contract(s), and request:
 - (1) the contractor's indirect cost history covering a sufficient number of fiscal years to see the trend of claimed, audit questioned, and disallowed costs; and
 - (2) any other information that could impact the decision to use quick-closeout procedures. Indirect cost histories should be requested from the contractor only when the cognizant audit activity is unable to provide the information.
- (c) Review the contract(s) for indirect cost rate ceilings and any other contract limitations, as well as the rate history information.
- (d) If quick-closeout procedures are appropriate based upon the information obtained pursuant to paragraphs (a), (b), and (c), the contracting file shall be documented with the findings and rationale.
- (e) Final indirect cost rates should be established using one of the following:
 - (1) Contractor's claimed actual rates adjusted to reflect an appropriate percentage of unallowable costs in prior year claims; or
 - (2) Recommended actual rates from the cognizant audit agency, the local pricing office, another installation pricing office, or other recognized knowledgeable source.
- (f) If an agreement is reached with the contractor, obtain a release of all claims and other applicable closing documents (see HSAR 3004.804-570).

Subchapter 3042.15 Contractor Performance Information

3042.1502 Policy.

The HCA shall ensure that contractor performance evaluations are completed to meet the requirements of FAR Subpart 42.15 and reported into the Department of Defense Contractor Performance Assessment Reporting System (CPARS) or other system as designated by the DHS Chief Procurement Officer.

DHS FAR Class Deviation 11-03, applicable to instruments awarded after August 11, 2011, requires evaluations for all supply contracts and orders that exceed \$500,000, and for all service contracts and orders that exceed \$1,000,000, except as provided in (d) below. Evaluation thresholds for other types of contracts and orders established by FAR 42.15 paragraphs (e) and (f) remain unchanged. For instruments awarded prior to August 11, 2011, evaluations are required for all contracts, including task and delivery orders, which exceed the simplified acquisition threshold, or other thresholds established by FAR 42.15 except as provided in (d) below. Notwithstanding that, however, Components shall prioritize assessments of contracts and orders that: 1) use high-risk vehicles, such as cost-reimbursement, time-and-materials type, or award fee contracts, 2) are complex in nature, such as large construction, architect-engineer, research, software development and implementation contracts, or 3) involve high dollar values or major acquisitions, regardless of the contract type. Interim evaluations shall be performed on contracts and orders exceeding one year in duration (but see FAR 42.1502 (h)) to assist with improving the contractor's marginal performance and identifying any major deficiencies.

(d)(1) Task orders or delivery orders may be combined into one evaluation under certain circumstances. Combining orders is generally not feasible when the requiring activities differ, when contracts are used by multiple activities, or when individual orders could be significantly different. For task order or delivery order contracts and blanket purchase agreements awarded by DHS Offices or Components, contractor performance evaluations for multiple orders may be consolidated, at either the contract level or based on one of the orders, providing that all orders covered by a single evaluation were:

- (i) active during the period of evaluation;
- (ii) issued by the same office; and
- (iii) procuring substantially similar supplies or services.

(2) When a decision is made to consolidate orders, contracting offices shall input the relevant data into the Enterprise Reporting Application under the Contractor Performance tab and shall indicate in CPARS the order numbers covered by the assessment.

3042.1503 Procedures.

(a) Component procedures shall provide that:

- (1) Contracts and task/delivery orders that require past performance evaluations shall be registered in the CPARS within 30 days of award of the instrument.
- (2) Input for evaluations shall generally be obtained from the technical office, the contracting office, and where appropriate, the end users of the product or service.
- (3) Appropriate Government personnel will be identified as (i) “Assessing Official Representatives” (AORs) for the purpose of providing input into contractor performance evaluations, and (ii) “Assessing Officials” (AOs) for the purpose of reviewing, finalizing and signing the evaluations and forwarding them to the contractor for comment. A contract may have multiple AORs, always including the COR and possibly including the program manager and end users. CORs will not be designated as AOs. Evaluations prepared by the AOR(s) will be forwarded to the AO who will be the contracting officer or other official at a level above the COR.
- (4) Government personnel will be identified as CPARS “Focal Points” (FP), who will be responsible for CPARS access authorizations for Government and contractor personnel registering the contract, and the monitoring, distribution and control of evaluations. To ensure continuity of operations, it is recommended that each Component identify a Primary and Alternate FP for each of their contracting activities or sites. FPs can serve as Alternates for more than one contracting activity or site. The Component Focal Point will grant users access to input records via the FAPIIS input module of the Contractor Performance Assessment Reporting System. The FAPIIS input module is located at <https://www.cpars.gov>.
- (5) A CPARS “Senior Command Official” (SCO) will be identified. (SCO is a CPARS term, and is used here even though DHS is not organized by “Commands.”) The SCO will be at a level higher than the CPARS FP. SCO functions include assisting the CPARS FP with training, monitoring and policy; evaluating quality and compliance metrics; providing metrics to management. SCOs may not also be FPs.

(b) Component procedures shall provide that disagreements between the contractor and the Assessing Official regarding the evaluations will be resolved by a Reviewing Official, who shall be at a level above the contracting officer.

(f) The contracting officer shall be the AO for evaluations prepared per FAR 42.1503(h) related to a defective cost or pricing data determination made in accordance with FAR 15.407. This responsibility is not delegable.

3042.1503-70 Contractor performance assessments.

Component procedures shall ensure that:

(a) Assessments clearly and completely describe the contractor’s performance in the narrative statement, in sufficient detail to justify the rating;

- (b) In order to record critical details, performance issues are documented promptly during contract term, as opposed to waiting until the end of the performance period;
- (c) Award fee determinations, when required by the contract, are reflected in the contractor's performance assessment;
- (d) Narratives are supported by documentation sufficient to support the assigned rating, and should include:
 - (1) A level of detail and documentation that provides evidence and establishes a basis for the assigned rating;
 - (2) An explanation of how problems were resolved and the extent to which solutions were effective;
 - (3) Objective, fact based statements, and examples of the contractor's impact on improving or hindering Government performance;
 - (4) If a subcontracting plan is required, an assessment of the contractor's performance against, and efforts to achieve, the goals identified in the small business subcontracting plan.

Subchapter 3032.70 Contract Payments

3032.7000 Scope of subchapter.

This subchapter prescribes policies and procedures for the submission, review, and approval of payments under contracts and orders as defined under FAR Part 16.

3032.7001 Policy.

An in-depth review of all invoices and vouchers submitted by contractors under contracts shall be performed consistent with the requirements of this chapter and as supplemented by Component procedures.

3032.7002 Invoice and voucher review and approval.

(a) Contracting officers are ultimately responsible for the review and approval of each invoice and/or voucher submitted by the contractor. However, the contracting officer may delegate to a representative the authority to review and approve invoices submitted for payment under fixed-price contracts. The person delegated this authority must provide a copy of the approved invoice and supporting documents to the contracting officer for the contract file. When invoices and vouchers are reviewed, the extent of the review is dependent upon the terms and conditions of the contract. Appropriate use of sampling is encouraged. The following list is representative of the tasks associated with reviewing and approving invoices and vouchers:

- (1) Ensure that the contractor completes and submits the invoice or voucher in accordance with the contract;
- (2) Ensure that the invoice or voucher is "proper" as that term is defined in the contract;
- (3) Ensure that the billed costs are allocable to the contract and allowable in accordance with FAR Part 31 and any other terms and conditions of the contract;
- (4) Ensure that evidence of receipt, inspection, and acceptance of the supplies or services has been received from a Government representative (this may be done electronically);
- (5) Ensure that the contractor's progress under the contract is commensurate with the payment requested (i.e., the unliquidated progress payments do not exceed the fair value of the work to be accomplished on the undelivered portion of the contract); and
- (6) Ensure that the correct amounts are withheld from the invoice or voucher as required by the contract (i.e., progress payment liquidation, percentage of fixed fee, etc.).

(b) *Cost-reimbursement contracts.*

- (1) When cost-reimbursement payments will be made under the contract, the contracting officer shall obtain the recommendation of Government personnel (e.g., technical

representatives, quality assurance inspectors, auditors, etc.) concerning payment of the voucher.

(2) The responsibility for reviewing and recommending approval of vouchers may be delegated by the contracting officer to the COR. Upon request, per the MOU at HSAM Appendix U, DCAA will review an interim voucher to verify that costs billed are allowable, allocable, and reasonable in accordance with contract terms, applicable generally accepted accounting principles, cost accounting standards and Government acquisition regulations.

(c) If the contracting officer determines the amount billed is allocable and allowable, he/she shall furnish the designated payment office with written approval of the amount to be paid the contractor. (See Appendix S for a sample format).

(d) *Time-and-materials and labor-hour contracts.*

(1) When processing vouchers (or commercial invoices submitted per FAR 52.212-4 Alternate I) for payment under time-and-materials (T&M) or labor-hour contracts, appropriate use of sampling is encouraged for verifying the adequacy of supporting information for the voucher/commercial invoice. The checklist at Appendix S, or a component authorized form that is substantially similar, should be used as a basis for the review. The responsible Government official should verify:

(i) That the employees meet the qualifications for the labor categories to which they are being billed;

(ii) That the hourly rates for each category on the voucher match the rates specified in the contract for the period being invoiced;

(iii) That the material costs included in the voucher/commercial invoice are adequately supported by invoices and/or evidence of payment to vendors;

(iv) The accuracy of the mathematical calculations contained in the voucher; and

(v) That the hours worked match the hours billed.

(2) The responsibility for reviewing and recommending approval of vouchers may be delegated by the contracting officer to the COR. Upon request, per the MOU at HSAM Appendix U, DCAA will review an interim voucher to verify that costs billed are allowable, allocable, and reasonable in accordance with contract terms, applicable generally accepted accounting principles, cost accounting standards and Government acquisition regulations.

(3) The responsibility for review and approval of interim payment vouchers/commercial invoices on T&M and labor-hour contracts or orders may be delegated by the contracting officer only to the COR.

(i) If the contracting officer delegates review and approval of vouchers/commercial invoices to the COR or if the contracting officer retains authority for approval of vouchers/commercial invoices:

(A) The contracting officer shall direct the contractor to support each voucher/commercial invoice such as with the information addressed in the sample letter at Appendix S.

(B) The contracting officer or, if delegated, the COR is responsible to verify that the hours worked by the contractor match the hours billed through use of an appropriate sampling plan or other verification process.

(C) The contracting officer or, if delegated, the COR is required to accomplish the verifications required by paragraph (d)(1) of this subsection.

(1) Review of information provided by the contractor per direction of the contracting officer's letter at Appendix S is adequate for this purpose. The accuracy of this information should be verified by the COR at appropriate intervals.

(2) If the contractor fails to provide the supporting information directed by the contracting officer to support a voucher/commercial invoice, the voucher/commercial invoice should be rejected as an improper invoice.

(3) The contracting officer may negotiate an advance agreement with a contractor on reduced or streamlined information support requirements under special circumstances, such as when the contractor has been approved for direct billing by the DCAA.

(D) If the contracting officer delegates the authority to approve interim payment vouchers/commercial invoices, the authority shall not include authority to approve the final payment for the completion invoice or voucher.

3032.7003 Record of payment.

(a) The contracting officer shall establish a record (either hard copy or electronic) of payment file for each contract. The file must provide evidence of the amount paid; any amounts disallowed or withheld, and the rationale for the disallowances or withholdings; balance available for payment under the contract after the invoice or voucher has been paid, and any correspondence to the contractor concerning the payments.

CHAPTER	3043	CONTRACT MODIFICATIONS
Subchapter	3043.2	Change Orders
	3043.205	Contract clauses.
Subchapter	3043.70	Undefinitized Contract Actions
	3043.7000	Definitions.
	3043.7001	Policy.
	3043.7002	Limitations.
	3043.7002-1	Authorization.
	3043.7002-2	Price Ceiling.
	3043.7003	Administration of UCAs.
	3043.7004	UCA monitoring system and report.

Subchapter 3043.2 Change Orders

3043.205 Contract clause.

The 30-day period cited in the clauses referenced at FAR 43.205(a) through (d) may be changed at the discretion of the contracting officer. The contracting file shall be documented with the contracting officer's rationale for this decision.

Subchapter 3043.70 Undefined Contract Actions**3043.7000 Definitions.**

"Undefined contract action" (UCA) means any contract action for which the contract terms, specifications, or price are not established before performance is begun under the action, and includes, but is not limited to:

(1) *Change Orders*. All modifications/supplemental agreements issued under the "Changes" clause when the price for the change has not been negotiated; and

(2) Letter Contracts (See HSAM 3016.603).

3043.7001 Policy.

Undefined actions shall:

(a) Be used only when:

(1) Negotiation of a definitive contract action is not possible in sufficient time to meet the Government's requirements; and

(2) The Government's interest requires that the contractor be given a binding commitment so that contract performance can begin immediately.

(b) Be as complete and definite as feasible under the circumstances.

3043.7002 Limitations**3043.7002-1 Authorization.**

(a) The contracting officer shall obtain prior written approval for use of a UCA as follows:

(1) From the Head of the Contracting Activity (HCA) if the estimated cost of the definitive contract action is expected to exceed \$1 million.

(2) From the Chief of the Contracting Office (COCO), without redelegation, if the estimated cost of the definitive contract action is not expected to exceed \$1 million.

(b) Modifications that add to the scope of a UCA after performance has begun require approvals from the official specified in (a) (1) or (2) above, as appropriate.

(c) Requests for approval discussed in (a) and (b) above shall fully explain (i) the need to begin performance prior to definitization, and (ii) the adverse impact on agency requirements resulting from delays in beginning performance.

3043.7002-2 Price Ceiling.

UCAs shall include a not-to-exceed price.

3043.7003 Administration of UCAs.

Contracting officers shall negotiate the UCA and issue the definitized contractual document within six months after the UCA has been issued to the contractor.

3043.7004 UCA monitoring system and report.

DHS uses the Enterprise Reporting Application (ERA) to record and monitor progress on the management of UCAs. ERA includes summary reports of UCAs that reflect the status of UCAs. The COCO shall (a) ensure that all UCAs, except for UCAs on classified contracts, are entered into the ERA under the UCA tab, (b) regularly monitor the ERA reports, and (c) ensure that progress is made to definitize the UCAs within the six-month period (except see FAR 16.603-2 for additional requirements for letter contracts.) Also, see HSAM 3016.603-2(c) for COCO approval to extend the definitization schedule under letter contracts.

CHAPTER	3044	SUBCONTRACTING POLICIES AND PROCEDURES
Subchapter	3044.3	Contractors' Purchasing Systems Reviews
	3044.302	Requirements.

Subchapter 3044.3 Contractors' Purchasing Systems Reviews

3044.302 Requirements.

The Chief of the Contracting Office (COCO), without redelegation, is delegated this authority when the contract administration is retained. |

CHAPTER	3045	GOVERNMENT PROPERTY
Subchapter	3045.1	General
	3045.102	Policy.
	3045.103	General.
	3045.105	Contractors' property management system.
Subchapter	3045.3	Authorizing the Use and Rental of Government Property
	3045.302	Contracts with foreign governments or international organizations.
Subchapter	3045.6	Reporting, Reutilization, and Disposal
	3045.602	Reutilization of Government property.
	3045.602-3	Screening.

Subchapter 3045.1 General**3045.102 Policy.**

(b) When providing Government property to contractors, contracting officers shall document the file that the requirements of FAR 45.102(b) have been met.

3045.103 General.**3045.103-270 General reporting requirements.**

Government property reports shall be required in accordance with FAR 52.245-1 Government Property, and Component procedures. Subparagraph (f)(vi), Reports, of the clause at FAR 52.245-1 requires the contractor to have a process to create and provide reports for various specific purposes, and as directed by the contracting officer. Contracting officers shall apply this authority to the extent necessary to ensure that Government property in the possession of contractors is managed in accordance with the clause.

3045.105 Contractors' property management system compliance.

(a) The contract file shall contain written evidence that the contractor's property management system was analyzed for conformance with contract requirements and shall identify the official/agency that performed the analysis. When DHS is the agency responsible for contract administration at the contractor's plant or installation, and the total value of Government property in the possession of the contractor exceeds \$10 million, the contractor's property management system shall be analyzed periodically to ensure compliance with the terms of the contract.

Subchapter 3045.3 Authorizing the Use and Rental of Government Property

3045.302 Contracts with foreign governments or international organizations.

Contracting officers shall compute rental costs for the use of Government production and research property with foreign governments or international organizations in accordance with FAR 52.245-9, Use and Charges. Also see OMB Circular A-25, User Charges for guidance on the establishment of fees to recover costs.

Subchapter 3045.6 Reporting, Reutilization, and Disposal

3045.602 Reutilization of Government Property.

3045.602-3 Screening.

Screening shall be in accordance with FAR 45.602-3. The contracting officer shall contact the appropriate Component property office for guidance.

(b) *Special screening requirements.*

(2) *Special test equipment with commercial components.* The contracting officer shall contact the appropriate Component property office for guidance.

(3) *Printing equipment.* To ensure compliance with the regulations of the Joint Committee on Printing, Title 44 U.S.C., contracting officers shall report all excess printing equipment to the DHS Chief Administrative Services. This includes all equipment for use in authorized printing plants and auxiliary equipment (i.e., composing machine, process camera folder, collator, cutter, drill, or other production equipment) for use with duplicators or copying equipment.

CHAPTER	3046	QUALITY ASSURANCE
Subchapter	3046.3	Contract Clauses
	3046.316	Responsibilities for supplies.
Subchapter	3046.4	Government Contract Quality Assurance
	3046.401	General.
Subchapter	3046.6	Material Inspection and Receiving Reports.
	3046.670	Inspection and receiving report.
	3046.671	Acceptance report.
	3046.672	Inspection, Acceptance and Receiving Report.
Subchapter	3046.7	Warranties.
	3046.702	General.
	3046.703	Criteria for use of warranties.
	3046.704	Authority for use of warranties.
	3046.706	Warranty terms and conditions.
	3046.708	Warranties of data.
Subchapter	3046.790	Use of Warranties in Major Systems Acquisitions by the United States Coast Guard (USCG)
	3046.790-5	Tailoring warranty terms and conditions (USCG).
	3046.790-6	Warranties on Government-furnished property (USCG).

Subchapter 3046.3 Contract Clauses

3046.316 Responsibility for supplies.

When the contracting officer deems it necessary, FAR 52.246-16, Responsibility for Supplies, may be used in solicitations and contracts when the contract amount is not expected to exceed the simplified acquisition threshold.

Subchapter 3046.4 Government Contract Quality Assurance

3046.401 General.

(f) Inspection shall be documented as prescribed in HSAM 3046.6.

Subpart 3046.6 Material Inspection and Receiving Reports

3046.670 Inspection and receiving report.

(a) Unless otherwise prescribed by Component procedures, a receiving report statement shall be signed by the authorized Government representative to evidence Government inspection and receipt, except for simplified acquisitions using OF 347. The receiving report shall be completed at the place(s) specified in the contract for performance of Government quality assurance.

(b) For simplified acquisitions using OF 347, or an equivalent authorized Component form, the receiving report section shall be completed for inspection and receipt and signed by the authorized Government representative.

3046.671 Acceptance report.

(a) Unless otherwise prescribed by Component procedures, an acceptance report statement shall be signed by the authorized Government representative to evidence Government acceptance, except for simplified acquisitions using OF 347. The acceptance report shall be completed at the place(s) specified in the contract for Government acceptance.

(b) For simplified acquisitions using OF 347, or an equivalent, authorized Component form, the receiving report section shall be completed for acceptance and signed by the authorized Government representative.

3046.672 Inspection, Acceptance and Receiving Report.

All contract and order files shall contain the following information, in a Component authorized form or format, when OF 347, or an equivalent, has not been used:

Date:

Contract number and latest modification number:

Order number and latest modification number:

Report number, e.g. number each report for a given contract or order in series.

Contractor's Name:

Date items received or date recurring payment due:

Location where items were delivered or contractor's performance:

Statements applicable to the respective signature blocks to the effect that the requirements have been inspected, received, and accepted and meet the terms of the contract except as noted below:

List the requirements that were not accepted and/or the deductions made and state the reason why:

Total amount of deductions related to rejected items:

Signature and printed name of authorized Government representative(s):

Title of authorized Government representative(s):

Date(s) signed:

Components are authorized to use DHS 700-21, Material Inspection and Receiving Report, and Continuation Sheet, or a form substantially similar if authorized in accordance with Component procedures.

Subchapter 3046.7 Warranties

3046.702 General.

The following areas shall also be addressed by all Components in relation to the use of warranties in DHS contracts:

- (a) Planning is an essential step in obtaining an effective warranty and should begin early enough to address warranty requirements during the development of the item. Therefore, consideration of warranty provisions and their impact shall be included within the comprehensive acquisition planning process required by FAR Part 7, HSAR Part 3007, and HSAM Chapter 3007.
- (b) The acquisition cost of a warranty may be included as part of an item's price when cost or pricing data will clearly define cost of the warranty to the Government, or may be set forth as a separate contract line item.
- (c) Each Component shall establish a tracking and enforcement system, as appropriate, to identify items covered, to provide information to Government personnel about enforcing the warranty provisions, and to accumulate data relative to warranty costs.

3046.703 Criteria for use of warranties.

Warranties should be obtained only when they are cost beneficial. To determine whether use of a warranty is cost beneficial, an analysis shall be performed to compare the benefits to be derived from the warranty with its acquisition and administration costs. The analysis should examine the procurement's life cycle costs, both with and without a warranty. Where possible, a comparison should be made with the costs of obtaining and enforcing warranties for similar supplies or services. If a warranty is determined to be appropriate, the contract file shall be documented with the reason for inclusion of a warranty and identify the specific parts, subassemblies, systems or contract line item(s) on which a warranty should apply, and shall address why a warranty is appropriate under the criteria set forth in FAR 46.703.

3046.704 Authority for use of warranties.

Contracting officers are authorized to approve the use of warranties.

3046.706 Warranty terms and conditions.

- (a) The contracting officer, in developing the warranty terms and conditions, shall consider the following, and, where appropriate and cost beneficial, shall:
 - (1) Identify the affected line item(s) and the applicable specification(s);
 - (2) Require that the line item's design and manufacture will conform to: (i) an identified revision of a top-level drawing; and/or (ii) an identified specification or revision thereof;

- (3) Require that the system conform to the specified Government performance requirements;
 - (4) Require that all systems and components delivered under the contract will be free from defects in materials and workmanship;
 - (5) State that in the event of failure due to nonconformance with specification and/or defects in material and workmanship, the contractor will bear the cost of all work necessary to achieve the specified performance requirements, including repair and/or replacement of all parts;
 - (6) Require the timely replacement/repair of warranted items and specify lead times for replacement/repair where possible;
 - (7) Identify the specific paragraphs containing Government performance requirements which must be met;
 - (8) Ensure that any performance requirements identified as goals or objectives in excess of specification requirements are excluded from the warranty provision;
 - (9) Define what constitutes the start of the warranty period (e.g., delivery, acceptance, in-service date), the ending of the warranty (e.g., passing a test or demonstration, or operation without failure for a specified time period), and circumstances requiring an extension of warranty duration (e.g., extending the warranty period as a result of mass defect correction during warranty period);
 - (10) Identify what transportation costs will be paid by the contractor in conjunction with warranty coverage;
 - (11) Identify any conditions which will not be covered by the warranty, other than the exclusion of combat damage; and
 - (12) Identify any limitation on the total dollar amount of the contractor's warranty exposure, or agreement to share costs after a certain dollar threshold to avoid unnecessary warranty returns.
- (b) Any contract that contains a warranty clause shall contain warranty implementation procedures, including warranty notification content and procedures, and identify the individuals responsible for implementation of warranty provisions. The contract may also permit the contractor's participation in investigation of system failures, providing that the contractor is reimbursed at established rates for fault isolation work, and that the Government receives credit for any payments where equipment failure is covered by warranty provisions.

3046.708 Warranties of data.

Warranties of data shall be used only after consultation with legal counsel.

Subchapter 3046.790 Use of Warranties in Major Systems Acquisitions by the United States Coast Guard (USCG)

3046.790-5 Tailoring warranty terms and conditions (USCG).

(a) As the objectives and circumstances vary considerably among major systems acquisition programs, contracting officers shall appropriately tailor the warranty on a case-by-case basis, including remedies, exclusions, limitations and durations, provided the tailoring is consistent with the specific requirements of this subpart and FAR 46.706.

(b) Contracting officers of major systems acquisitions may exclude from the terms of the warranty certain defects for specified supplies (exclusions) and may limit the contractor's liability under the terms of the warranty (limitations), as appropriate, if necessary to derive a cost-effective warranty in light of the technical risk, contractor financial risk, or other program uncertainties.

(c) Contracting officers are encouraged to structure a broader and more comprehensive warranty where such is advantageous. Likewise, the contracting officer may narrow the scope of a warranty when appropriate (e.g., where it would be inequitable to require a warranty of all performance requirements because a contractor had not designed the system).

(d) Contracting officers shall not include in a warranty clause any terms that require the contractor to incur liability for loss, damage, or injury to third parties.

3046.790-6 Warranties on Government-furnished property (USCG).

A contractor for a major systems acquisition shall not be required to provide the warranties specified in HSAR 3046.790-1 on any property furnished to that contractor by the Government except for: (a) defects in installation; and (b) installation or modification in such a manner that invalidates a warranty provided by the manufacturer of the property.

CHAPTER	3047	TRANSPORTATION
Subchapter	3047.1 3047.101	General Policies.
Subchapter	3047.2 3047.205	Contracts for Transportation or for Transportation-Related Services Availability of term contracts and basic ordering agreements for transportation or for transportation-related services.
Subchapter	3047.5 3047.506 3047.506-70	Ocean Transportation by U.S. – Flag Vessels Procedures. Cargo Preference Act report.

Subchapter 3047.1 General

3047.101 Policies.

(b) Contracting officers shall contact their Component transportation office for assistance and expertise in transportation management.

Subchapter 3047.2 Contracts for Transportation or for Transportation-Related Services |

3047.205 Availability of term contracts and basic ordering agreements for transportation or for transportation-related services.

(a) Contracts or basic ordering agreements awarded by DHS contracting officers for transportation or for transportation-related services greater than the simplified acquisition limit require approval one level above the contracting officer.

Subchapter 3047.5 Ocean Transportation by U.S.-Flag Vessels**3047.506 Procedures.**

(c) The contracting officer shall submit requests for fair and reasonable costs determinations for full vessel charters to the Maritime Administration (MARAD), either by mail or email, as follows:

(1) Mailing address: Office of Financial Approvals, U.S. Department of Transportation, Maritime Administration, 1200 New Jersey Avenue, SE, Mailstop #3, W21-201, Washington, DC 20590

(2) Email address: financialapprovals@dot.gov

(d) If no transportation officer is available, the contracting officer shall submit a copy of the rated “on board” bill of lading, for each shipment to MARAD at Cargo.MARAD@dot.gov, no later than 20 days after the vessel’s loading date for exports and 30 days for imports as stated in 46 CFR 381.3. All non-vessel ocean common carrier bills of lading should be accompanied by the underlying carrier’s ocean bill of lading to MARAD. The bill of lading shall contain the following information:

- (1) Name of sponsoring Government agency or department;
- (2) Name of vessel;
- (3) Vessel flag of registry;
- (4) Date of loading;
- (5) Port of loading;
- (6) Port of final discharge;
- (7) Commodity description;
- (8) Gross weight in kilos;
- (9) Total ocean freight revenue in U.S. dollars.

3047.506-70 Cargo Preference Act report.

(a) *Report.* 46 CFR § 381.3(a) and (b), require federal agencies to submit a report and provide copies of bills of lading for all cargoes they ship (i.e., receipts for ocean transportation), whether by U.S. or foreign vessels, to MARAD, so that MARAD can ensure compliance with cargo preference requirements. Each Component shall submit their report to OCPO-APL by October 20, following the close of the preceding fiscal year, using the format and instructions provided at HSAM Appendix AI, and must attach copies of bills of lading for each contract reported.

(b) *Component single point of contact.* Each Component shall designate a single point of contact (POC) responsible for the timeliness and accuracy of the planned report to OCPO. Unless advised otherwise by the Component, the POC is the chief of the procurement policy function within the Component.

(c) *Report format and submission.* Accordingly, under this requirement, Components shall submit a report for contracts awarded in the fiscal year preceding the report submission deadline noted in above paragraph (70)(a). Each Component shall model its report after the template provided in HSAM Appendix AI, Template for Cargo Preference Act – Bill of Lading Annual Report, and shall submit the report as an Excel document. Negative reports are required. The OCPO will consolidate the Component reported data and transmit a collective report to MARAD at Cargo.MARAD@dot.gov.

CHAPTER	3048	VALUE ENGINEERING
	3048.001	Definitions
Subchapter	3048.1	Policies and Procedures
	3048.102	Policies.
	3048.103	Processing value engineering change proposals.
	3048.104	Sharing arrangements.
	3048.104-3	Sharing collateral savings.
Subchapter	3048.2	Contract clauses.
	3048.201	Clauses for supply or service contracts.
	3048.202	Clause for construction contracts.
Subchapter	3048.70	Annual Value Engineering Report

3048.001 Definitions.

For purposes of this manual, the definition at FAR 48.001 also includes:

"Value engineering" includes technology refreshment and technology enhancement.

Subchapter 3048.1 Policies and Procedures

3048.102 Policies.

(a) The Head of the Contracting Activity (HCA) is authorized to grant exemptions on a case-by-case basis. The Acquisition Policy and Oversight (APO) Executive Director is authorized to exempt contracts on a class basis. Submit requests per HSAR 3001.7000. Exemptions shall be retained in the contract file.

(b) The Chief Procurement Officer (CPO) is responsible for managing and monitoring value engineering (VE) efforts at DHS (see OMB Circular A-131).

3048.103 Processing value engineering change proposals.

(a) Component technical personnel are responsible for: conducting a comprehensive review of Value Engineering Change Proposals (VECPs) for technical feasibility, usefulness, and adequacy of the contractor's estimate of cost savings; making a written report; and recommending acceptance or rejection to the contracting officer.

3048.104 Sharing arrangements.

3048.104-3 Sharing collateral savings.

The Chief of the Contracting Office (COCO), without redelegation, is authorized to make the cost determination at FAR 48.104-2(a).

Subchapter 3048.2 Contract Clauses**3048.201 Clauses for supply or service contracts.****(a) General.**

(6) The Head of the Contracting Activity (HCA) is authorized to exempt a contract from the requirements of FAR Part 48 under FAR 48.201(a)(6). The APO Executive Director is authorized to exempt contract actions on a class basis. Submit requests per HSAR 3001.7000. Exemptions will be retained in the contract file.

(e) The COCO, without redelegation, is authorized to make the cost determination for an individual contract only at FAR 48.201(e).

3048.202 Clause for construction contracts.

The COCO, without redelegation, is authorized to make the cost determination for an individual contract only at FAR 48.202.

3048.70 Annual Value Engineering Report.

Office of Management and Budget (OMB), Circular A-131, Value Engineering, requires that each agency report the Fiscal Year results of using value engineering annually. HCAs are required to submit a report of value engineering results by December 7th each year to the Acquisition Program Management Division (APMD), Office of the Chief Procurement Officer (OCPO), with a copy OCPO, Executive Director, Acquisition Policy and Oversight via PROCUREMENTSUPPORT@hq.dhs.gov. Information for completing the report is available in Circular A-131. HCAs should contact APMD to obtain an Excel file that is suitable for the report. APMD will ensure the consolidated DHS report is forwarded to OMB by December 31. Negative reports are required.

CHAPTER 3049 TERMINATION OF CONTRACTS

Subchapter 3049.1 General Principles

- 3049.101 Authorities and responsibilities.
- 3049.106 Fraud or other criminal conduct.
- 3049.111 Review of proposed settlements.

Subchapter 3049.4 Termination for Default

- 3049.402-6 Repurchase against contractor's account.



Subchapter 3049.1 General Principles

3049.101 Authorities and responsibilities.

(a) *Notice to the Office of the Chief Procurement Officer (OCPO).* The contracting officer shall coordinate with the Component's Head of Contracting Activity or designee and Component legal counsel or the Office of the Chief Counsel, as applicable and provide a copy of all termination notices, including terminations under FAR Part 12, for anticipated terminations of contracts or orders for default or cause with an undelivered balance exceeding \$1 million to the OCPO at least two business days *prior* to issuing the notice to the contractor. An undelivered balance is the total dollar value of products and/or services that remains to be delivered to the Government, excluding unexercised options, when the contracting officer determines that the contract should be terminated. The contracting officer shall complete the template in HSAM, Appendix AD and shall submit it along with the termination notice to the Executive Director, Acquisition Policy and Oversight for the Chief Procurement Officer notification. As necessary, OCPO's Component Acquisition & Audit Support Branch shall coordinate with the Component regarding the termination on behalf of OCPO.

(b) *Suspension and Debarment for Terminations for Default or Cause.* Contracting officers shall refer all terminations for default or cause for potential suspension and debarment. Components shall follow the DHS Management Directive (MD) 146-01 and DHS Instruction Number 146-01-001 concerning procedures, documentation, and process for each referral. All referrals for terminations for default or cause shall be made to the Office of the Inspector General (OIG). The contracting officer shall document the contract file with the reason(s) for referring the contractor for suspension and debarment.

(c) In an assisted acquisition, the interagency agreement shall state whether the requesting or servicing agency is responsible for costs associated with termination, disputes, and protests, including settlement costs. The servicing agency shall obtain approval in writing from the requesting agency to terminate a contract or order five business days prior to terminating a contract or order.

3049.106 Fraud or other criminal conduct.

For DHS, the Termination Contracting Officer (TCO) is the contracting officer assigned at the time the decision is made to terminate the contract. The TCO shall submit the report required by FAR 49.106₂ along with supporting documentation, to legal counsel and the OIG for review and concurrence.

3049.111 Review of proposed settlements.

All proposed settlement agreements shall be reviewed by counsel for legal sufficiency.

Subchapter 3049.4 Termination for Default

3049.402-6 Repurchase against contractor's account.

If the contracting officer repurchases against the contractor's account, the contracting officer shall:

- (a) Place a brief explanation for the repurchase in the contract file.
- (b) If practical, use the original terms, conditions, and specification for the repurchase. Whether or not the original terms are used, obtain the advice of legal counsel, as necessary, before issuing a solicitation for similar supplies or work.
- (c) If the reprocurement is delayed, protect the Government's rights to recover reprocurement costs by documenting the file to explain the circumstances of the delay.

CHAPTER	3050	EXTRAORDINARY CONTRACTUAL ACTIONS AND THE SAFETY ACT
	3050.000	Scope of part.
Subchapter	3050.1	Extraordinary Contractual Actions
	3050.102	Delegation of and limitations on exercise of authority.
	3050.102-1	Delegation of authority.
	3050.102-3	Limitations on exercise of authority.
	3050.103	Contract adjustments.
	3050.103-2	Types of contract adjustment.
	3050.103-3	Contract adjustment.
	3050.103-5	Processing cases.
	3050.103-570	Agency control and compliance procedures.
	3050.103-6	Disposition.
	3050.103-7	Contract requirements.
	3050.104	Residual powers.
	3050.104-1	Standards for use.

3050.000 Scope of part.

(a)(70) To ensure contractor requests for, and contracting officers' assessments of, extraordinary contractual relief under Pub. L. 85-804 (codified at 50 U.S.C. 1431-1434) are prepared, reviewed and processed for approval in accordance with applicable regulations, the policies and procedures prescribed by FAR Part 50, and as supplemented herein, shall be followed. In some areas, this subchapter restates areas of FAR Part 50 to ensure the Department's policy on seeking approval for extraordinary contractual relief is clearly defined.

Subchapter 3050.1 Extraordinary Contractual Actions**3050.102 Delegation of and limitations on exercise of authority.****3050.102-1 Delegation of authority.**

The authority of the Secretary is retained at the agency head level, unless otherwise delegated within the limits of FAR 50.102-1.

3050.102-3 Limitations on exercise of authority.

(a) Pub. L. 85-804 is not authority for—

(1) Using a cost-plus-a-percentage-of-cost system of contracting. These contract types are prohibited by law. See FAR 16.102(c).

(2) Making any contract that violates existing law limiting profit or fees. The contracting officer shall not negotiate a price or fee that exceeds the statutory limitations imposed by 10 U.S.C. 3322(b) and 41 U.S.C. 3905. See FAR 15.404-4 and HSAM 3015.404-4.

(3) Providing for other than full and open competition for award of contracts for supplies or services, including modifications to add work outside of the scope of the contract (see HSAM 3006.304-71). Contracting without providing for full and open competition or full and open competition after exclusion of sources is a violation of statute, unless permitted by one of the exceptions in FAR 6.302. FAR Subpart 6.3 prescribes the policies and procedures and identifies the statutory authorities for contracting without providing for full and open competition.

(4) Waiving any bid bond, payment bond, performance bond, or other bond required by law.

(c)(70) Whenever there is a new DHS contract award, any existing Pub. L. 85-804 relief provided under a separate contract for the same or similar product or service does not apply to the new contract. This is the case whether or not the contractor (or supplies or services) under the new contract is the same as that for which extraordinary relief was previously granted. In addition, if a contract in which extraordinary contractual relief has been granted is modified for additional supplies or services that were not part of the original contract, a justification and approval is required in accordance with HSAM 3006. The approved extraordinary contractual relief does not extend to the modification.

3050.103 Contract adjustments.**3050.103-2 Types of contract adjustment.**

(a) *Amendments without consideration.*

(70) An amendment without consideration is predicated upon the basis of “essentiality.” In accordance with FAR 50.103-2(a)(1) and (2), to establish essentiality, a contractor must establish—

- (i) the contractor is essential to the national defense in the performance of a contract or as a source of supply;
- (ii) an actual loss or threatened loss under a defense contract; and
- (iii) the loss impairs the contractor’s “productive ability.”

A contractor may be deemed essential if the service or item procured is urgently needed for national defense, and the agency cannot accept the delay necessary to reprocure from another contractor. The failure to perform, however, must constitute more than an inconvenience.

(71) An amendment without consideration can also be used to compensate a contractor for a situation where a government action interferes in some manner with a contractor’s performance. To recover, a contractor must establish that—

- (i) it suffered an actual loss;
- (ii) the loss resulted exclusively from government action; and
- (iii) the action was “unfair.”

Generally, losses that are the result of business decisions taken by the contractor should not support relief. For example, relief is disfavored when the government action occurs prior to contract award, and the contractor knew, or should have known of such action, and the contractor voluntarily assumes related business risks.

(b) *Correcting mistakes.*

(70) Amending or modifying a contract to mitigate the effect of a mistake is limited to the three types of mistakes listed at FAR 50.103-2(b)(1):

- (i) A mistake or ambiguity in a contract so that the contract fails to clearly express the intention of the parties.
- (ii) An obvious unilateral mistake by the contractor.
- (iii) A mutual mistake as to a material fact.

(c) *Formalizing informal commitments.* Formalization of an informal commitment provides for compensation in instances where a contractor acts in response to a government official’s instructions and the official did not have the authority to bind the government. In accordance with FAR 50.102-3(d), any such request for relief must be made within 6 months, and at the time the contractor acted, it was “impracticable” to use normal procurement procedures. If the matter can be resolved using the ratification procedures at FAR Part 1, then relief under Pub. L. 85-804 is inappropriate.

3050.103-3 Contract adjustment.

(a) *Contractor requests.*

(70) The contracting officer must receive sufficient information to enable the contracting officer to determine whether the contractor's request for extraordinary contractual relief under Pub. L. 85-804 contains sufficient information to submit to the approving authority, or the official delegated to exercise this authority, for approval or disapproval. The contracting officer shall request any additional information from the contractor as necessary and as applicable under FAR 50.103-4, Facts and evidence.

(71) If expedited relief is sought, the contractor's request must contain a detailed discussion of what adverse consequences, if any, will result if the relief is not granted by the requested deadline. The contracting officer shall inform the contractor of the 60-day Congressional notification period when the relief sought meets or is expected to meet the threshold at FAR 50.102-3(b)(4).

3050.103-5 Processing cases.

(b)(70) Upon receipt of a request for extraordinary contractual relief, the contracting officer shall—

(i) notify the Component or Program Office that the request for extraordinary contractual relief must be coordinated with other Government agencies with interests in the acquisition in accordance with FAR 50.103-5(b); and

(ii) request that the Component or Program Office determine whether such coordination is required.

In either case, the contracting officer shall request that the Component or Program Office provide its determination in writing; and, in cases where coordination is required, request that the Component or Program Office consult with the Government agency(ies) and obtain the Government agency(ies) written recommendation(s). The contracting officer shall include the Component's or Program Office's determination and the Government agency's recommendation in the Approval Request package described in HSAM 3050.103-570(b)(2).

3050.103-570 Agency control and compliance procedures.

(a) *Relief request submission deadline.*

(1) Requests for extraordinary contractual relief may take at least 90 days to process and may only be considered when the request for relief is submitted before all obligations (including final payment) under the contract have been discharged. When applicable, Congressional notification in accordance with FAR 50.102-3(b)(4) is required.

(2) If the request is submitted after all obligations, including final payment, under the contract has been discharged, DHS will not authorize retroactive application of Pub. L. 85-804.

(b) *Contracting Officer Responsibilities.*

(1) The contracting officer receiving the request shall review it in consultation with program officials and Component legal counsel to ascertain whether the request is timely, contains all required information, and to determine whether the requested relief satisfies the criteria at FAR Part 50 and HSAM Chapter 3050. When it is appropriate, the contracting officer or other agency official, shall request that the contractor support any requests made under this Chapter and FAR 50.103-3 with any of the information at FAR 50.103-4. For all requests exceeding \$10,000,000.00, the contracting officer shall obtain an audit opinion from the Defense Contract Audit Agency regarding the validity of the amount requested.

(2) The contracting officer shall prepare a Pub. L. 85-804 Approval Request package that includes:

(i) a memorandum detailing the content at FAR 50.103-6 and HSAM 3050.103-6, including any reasons the approving authority, or the official delegated to exercise this authority, should consider for denying the request; the amount and type of relief recommended and the basis for the recommendation;

(ii) the Program Office or Component's written concurrence (including whether coordination with interested Government agencies is required in accordance with HSAM 3050.103-5(b)(70));

(iii) interested Government agency(ies) recommendation, if applicable (see HSAM 3050.103-5(b)(70));

(iv) the Component legal counsel's clearance;

(v) the Component's plan for executing the contractor's request for extraordinary relief, in accordance with FAR subparts 50.103-2 and HSAM 3050.103-2, should the approving authority, or the official delegated to exercise this authority, approve the contractor's request for relief. For example, if the contractor is seeking a contract amendment without consideration, the contracting officer shall specify the planned contract modification reflecting the changes to the contract based on the relief sought;

(vi) any other relevant supporting documentation, including a summary of any relevant audit opinion; and

(vii) an HCA transmittal memorandum to the DHS Chief Procurement Officer (CPO).

(c) Head of the Contracting Activity (HCA) Responsibilities.

(1) The HCA is responsible for reviewing the Pub. L. 85-804 Approval Request package prepared by the contracting officer to ensure the package complies with this Chapter before it is submitted to the DHS CPO.

(2) If the HCA concludes the package contains all the required documentation, the HCA shall sign the transmittal memorandum to the DHS CPO as “*Recommended for Chief Procurement Officer Review*”.

(3) The HCA shall submit the approval request package to the Office of the Chief Procurement Officer as far in advance as possible of the date the contractor requested the extraordinary contractual relief to be effective.

(4) The HCA responsibilities are nondelegable.

(d) *DHS Office of the Chief Procurement Officer (OCPO) Responsibilities.*

(1) Upon receipt, the OCPO shall coordinate the approval request package with the DHS Office of General Counsel, for a legal sufficiency determination, Program Accountability and Risk Management (PARM) for analysis of the value of the relief in supporting the Department’s mission, other appropriate organizations to assess the likelihood that the relief will have the intended effect, and the DHS Office of the Chief Financial Officer (OCFO) to ensure the relief amount does not exceed the limits of the amounts appropriated and the statutory contract authorization (except where an indemnification agreement is approved by the Secretary (see HSAM 3050.104-1).

(2) If the OCPO determines that the package complies with this Chapter and has received a legal sufficiency determination from the OGC, the OCPO shall prepare three (3) draft approval memoranda, as appropriate, as follows:

(i) a CPO Action Memorandum for the DHS Office of Management (MGMT);

(ii) an Under Secretary for Management Memorandum of Decision, containing the content at FAR 50.103-6 and HSAM 3050.103-6, that does not contain any information classified as “Confidential” or higher; and

(iii) a Secretarial Memorandum of Decision, containing the content at FAR 50.103-6 and HSAM 3050.103-6, that does not contain any information classified as “Confidential” or higher.

(3) The OCPO shall submit the approval request package to MGMT as soon as practicable.

(e) *Under Secretary for Management (USM) Responsibilities.*

(1) The USM will have an advisory committee that will review Pub. L. 85-804 Approval Request packages submitted by the DHS CPO if the relief requested is for a contract supporting an acquisition program. The committee will consist of the Deputy Under Secretary for Management (DUSM) as the Chair, and at least four other members, consisting of the DHS CPO, Director of Program Accountability and Risk Management,

the Deputy Chief Financial Officer, and a representative from the Office of General Counsel. The DUSM may appoint alternate members or additional members as needed.

(2) The advisory committee shall review packages as expeditiously as practicable.

(3) If the advisory committee determines additional information is needed or that revisions are necessary, the advisory committee shall provide direction to the appropriate offices to obtain the additional information or changes.

(4) The advisory committee shall provide the committee's recommendation on granting relief and the nature of the relief to the USM.

(5) Unless the Secretary delegates authority to the USM to approve requests that will not obligate the Government in excess of \$75,000, in accordance with FAR 50.102-1(b), the USM shall forward to the Secretary the request package, the advisory committee's recommendation, and any other information needed for the Secretary to make an informed decision on whether to grant relief, the amount of the relief, and the nature and the conditions of the relief.

(f) *Secretarial Approval.* The Secretary of DHS is the approving authority for the Department and is the only individual that may authorize a request for extraordinary contractual relief under Pub. Law 85-804, unless the Secretary delegates authority within the limitations of FAR 50.102-1(b), or establishes a contract adjustment board, pursuant to FAR 50.102-2, to approve, authorize and direct appropriate action under FAR subpart 50.1.

(g) *Contract file.* Every contract entered into, amended, or modified as a result of Pub. Law 85-804, shall contain the required content at FAR 50.103-7. When the approving authority, or the official delegated to exercise this authority, denies a contractor's request for adjustment, the contracting officer shall include a memorandum outlining the details required under FAR 50.103-6 and HSAM 3050.103-6, in the contract file.

3050.103-6 Disposition.

(c)(70) No relief may be granted that would —

(i) result in exceeding the limits of the amounts appropriated and the statutory contract authorization, except where an indemnification agreement is approved by the Secretary (see HSAM 3050.104-1). Thus, the approving authority, or the official delegated to exercise this authority, may approve relief that is different from what the contractor requested, provided the relief is within the limits of appropriations and authorization acts;

(ii) increase the contract price to an amount higher than the lowest rejected bid of any responsible bidder, if the contract was negotiated under FAR 14.404-1(f); and

(iii) formalize an informal commitment unless the circumstances at FAR 50.102-3(d) exist;

(71) The approving authority, or the official delegated to exercise this authority, may direct that the relief be conditioned upon the terms the agency determines best in the interest of national defense. For example, the Secretary may require that, as a condition of relief, —

- (i) the contractor release the agency of any liability under the contract;
- (ii) funds be placed in a separate account requiring contracting officer authorization for withdrawal; and
- (iii) reversion to the government of any unused funds.

(d)(70) The statement justifying the decision shall include an analysis of other legal authority available to the Department that could remedy the situation, and why those alternatives are lacking or inadequate. The contracting officer shall confer with Component legal counsel to prepare this analysis;

3050.103-7 Contract requirements.

(a)(70) *Submission requirements.* Components shall submit the contract adjustment action for CPO approval not later than 14 calendar days prior to execution and Congressional notification, if applicable. The contract adjustment shall be reviewed and approved by the Component legal counsel and the HCA prior to submission to the OCPO.

3050.104 Residual powers.

3050.104-1 Standards for use.

Indemnification under Pub. L. 85-804 applies to unusually hazardous or nuclear risks, and does not apply to supplies or services that have been, or could be, designated by the Secretary of Homeland Security as a qualified anti-terrorism technology unless the circumstances at FAR 50.102-3(f) exist.

Generally, it is DHS's policy not to authorize indemnification to contractors or subcontractors against unusually hazardous or nuclear risks, pursuant to Pub. L. 85-804 (National Defense Contract Authorization Act), as amended, and FAR Subpart 50.1. Contracting officers shall not include in solicitations or contracts the clause at FAR 52.250-1, Indemnification Under Public Law 85-804, unless specifically authorized by the Secretary. Components shall direct all requests for indemnification through the Component's legal counsel, and then forward the request to the Office of the Chief Procurement Officer for appropriate coordination with the DHS Office of the General Counsel before transmittal to the Secretary.

CHAPTER 3051

USE OF GOVERNMENT SOURCES BY CONTRACTORS

(RESERVED)

There is no text supplementing FAR Part 51.

CHAPTER 3052
SOLICITATION PROVISIONS AND CONTRACT CLAUSES

(RESERVED)

There is no text supplementing FAR Part 52.

CHAPTER	3053	FORMS	
Subchapter	3053.1	General.	
	3053.101	Requirements for use of forms.	
	3053.103	Exceptions.	
	3053.105	Computer generation.	
Subchapter	3053.2	Prescription of Forms	
	3053.203-70	Proprietary information.	
	3053.203-71	Source selection information.	
	3053.213-70	Simplified acquisitions.	
	3053.215-70	Contracting by negotiations.	
	3053.219-70	Small business review.	
	3053.219-71	Subcontracting plan review checklist.	
	3053.222-70	Summary of underpayments.	
	3053.236-70	Construction and architect-engineering contracts.	
	3053.246-70	Material inspection and receiving report.	

Subchapter 3053.1 General

3053.101 Requirements for use of forms.

Unless the Chief Procurement Officer (CPO) grants an exception or the Component substitutes a form via internal procedures according to HSAM 3053.103(b), the forms prescribed in HSAM Chapter 3053 are required for use by all Components.

3053.103 Exceptions.

(a) Requests for exceptions to forms contained in HSAM Chapter 3053 shall be submitted to the CPO. Each request shall: (1) include the substitute format that will be used in place of the HSAM form; (2) include the Component rationale for the exception; and (3) be submitted by the Head of the Contracting Activity (HCA). The following are not eligible for exceptions:

DHS Form 700-22, Small Business Review; and
DHS Form 700-23, Subcontracting Plan Review Checklist.

(b) Components may substitute any of the following HSAM forms if authorized in Component procurement procedures:

DHS Form 700-11, Preconstruction Conference Agenda and Checklist;
DHS Form 700-13, Cover Page Source Selection Information;
DHS Form 700-14, Cover Page Proprietary Information;
DHS Form 700-16, Simplified Acquisition Summary and Continuation Sheet;
DHS Form 700-17, Weighted Guidelines Profit/Fee Objective;

DHS Form 700-18, Contract Facilities Capital and Cost of Money;
DHS Form 700-19, Summary of Underpayments; and
DHS Form 700-21, Material Inspection Acceptance and Receiving Report and Continuation Sheet.

3053.105 Computer generation.

(b) Components may computer-generate the forms prescribed in the HSAR and this manual. Computer-generated HSAM forms shall not change the name, content, or sequence of the data elements and shall carry the assigned number (e.g., DHS Form 700-7) and edition date. The HSAM forms are available electronically on DHS Connect (*select Employee Resources and then Forms*).

Subchapter 3053.2 Prescription of Forms

3053.203-70 Proprietary information.

DHS Form 700-14, Cover Page Proprietary Information, shall be used as specified in HSAM 3003.104-4(b)(ii).

3053.203-71 Source selection information.

DHS Form 700-13, Cover Page Source Selection Information, shall be used as specified in HSAM 3003.104-4(b)(iii).

3053.213-70 Simplified acquisitions.

DHS Form 700-16, Simplified Acquisition Summary, shall be used as specified in HSAM 3013.101.

3053.215-70 Contracting by negotiation.

DHS Form 700-17, Weighted Guidelines Profit/Fee Objective, shall be used as specified in HSAM 3015.404-4.

3053.219-70 Small business review.

DHS Form 700-22, Small Business Review, shall be used as specified in HSAM 3019.202-271.

3053.219-71 Subcontracting plan review checklist.

DHS Form 700-23, Subcontracting Plan Review Checklist, shall be used as specified in HSAM 3019.705-470.

3053.222-70 Summary of underpayments.

DHS Form 700-19, Summary of Underpayments Sheet, shall be used as specified in HSAM 3022.406-8(d).

3053.236-70 Construction and architect-engineer contracts.

DHS Form 700-11, Preconstruction Conference Agenda and Checklist, shall be used as specified in HSAM 3036.212.

3053.246-70 Material inspection and receiving report.

DHS Form 700-21, Material Inspection and Receiving Report, and *Material Inspection and Receiving Report - (Continuation Sheet)* should be used as specified in HSAM 3046.672.

HSAM APPENDICES

- A** - Heads of the Contracting Activities
- B** - Reporting Requirements
- C** - Review and Approval Matrix
- D** - Congressional Notification Requirements – Actions in Excess of \$4 Million
- E** - Contract Award Notice Requirements
- F** - Designation Memorandum for Procuring Activity Advocate for Competition Template
- G** - Individual or Class Checklist for Controlled Unclassified Information
- H** - Acquisition Planning Forecast System and Small Business Review Form Requirements Matrix
- I** - Approval of an Intra-agency Assisted Acquisition Template
- J** - Structured Approach for Profit and Fee Objective
- K** - Unsolicited Proposals Procedures
- L** - Determination to Award a Task or Delivery order Contract to a Single Source
-AND-
Determination to Make a Single Award Blanket Purchase Agreement (BPA)
- M** - Determination and Findings – Time & Material, Labor Hour
- N** - Determination and Findings – Overtime Approval
- O** - Semi-Annual Labor Compliance Report
- P** - Department of Labor Sample Letter
- Q** - DHS Affirmative Procurement Plan (APP)
- R** - Determination and Findings – Authority to Make Progress Payments
- S** - Payment Approval Template
- T** - Checklist for Private Sector Temporary Personnel
- U** - Memorandum of Understanding – DCAA and DHS
- V** - Determination and Findings – Authority to Enter into an Interagency Acquisition Under the Economy Act
- W** - Contracting Officer’s Representative (COR) Nomination and Appointment Correspondence
- X** - Partnership Agreement between U.S. Small Business Administration and U.S. Department of Homeland Security
- Y** - Determination and Findings – Authority to Award an Award Fee Contract
- Z** - Department of Homeland Security Acquisition Plan Template
- AA** - Template for Individual or Class Determination and Findings (D&F) For Domestic Nonavailability Exceptions to the Buy American Statute
- AB** - Demand for Payment Letter Template
- AC** - Template for Report of Agency Construction Programs
- AD** - Template for Notice of Pending Termination
- AE** - Template for Individual or Class Determination and Findings (D&F) For Domestic Nonavailability Exceptions to the Kissell Amendment
- AF** - Template Memorandum Component Certification When Conducting Procurements on Behalf of the Department of Defense
- AG** - Template for Individual or Class Determination and Findings (D&F) for Domestic Nonavailability Exceptions to the Make PPE in America Act

[AH](#) Template for Individual or Class Determination and Findings (D&F) for Unreasonable Cost Exceptions to the Make PPE in America Act

**APPENDIX A
HEADS OF THE CONTRACTING ACTIVITIES**

DHS OPO	Director, Office of Procurement Operations
DHS OSA	Director, Office of Selective Acquisitions
FEMA	Director, Office of Acquisition Management
FLETC	Chief, Procurement Division
TSA	Assistant Administrator for Acquisition
US CBP	Deputy Assistant Commissioner, Office of Acquisition
USCG	Director of Contracting and Procurement (Commandant (CG-91))
USCIS	Chief, Office of Contracting
US ICE	Director, Office of Acquisition Management
USSS	Chief, Procurement Operations

**APPENDIX B
REPORTING REQUIREMENTS**

The following is not an all-inclusive listing of reporting requirements. Other procurement related reports may be required by statute, the FAR, or DHS.

TITLE OF REPORT	REFERENCE	DATE DUE	WHERE
Report of Proposed Federal Construction	HSAM 3036.213-70; 29 CFR 1.4	Annually, April 1	OCPO (OCPO sends final report to Department of Labor by April 10)
Semi-annual Labor Enforcement Report*	FAR Part 22.406-13; HSAM 3022.406-13; 29 CFR 5.7(b); DOL AAM 189	Component submission Semi-annually: April 30, October 31	Department of Labor
Use of Project Labor Agreements for Federal Construction Contracts	FAR 22.5; OMB Memorandum M-09-22	Component submission Quarterly: February 1, May 1, August 1, November 1	OCPO
OMB Sustainable Acquisition Progress Report	HSAM 3023; Appendix Q	Quarterly; semi-annual (Jan/Jul)	OCRSO
Undefinitized Contract Action (UCA) Report	HSAM 3043.7004	Upon issuance of a UCA	DHS Enterprise Reporting Application http://ocpo-sp.dhs.gov/sites/era
Value Engineering Report*	<u>OMB Circular A-131</u> HSAM 3048.7000	Annually; December 7	PARM
Report on Federal Support to Universities, Colleges, and Nonprofit Institutions	Section 3(a)(7) of the National Science Foundation (NSF) Act	Annually; O/A May 15	Upon request from NSF
Procurement Forecast Initial and Update	Public Law 100-656; HSAM 3019.202-270	Initial – Annually; Update – Semiannually or as needed	OSDBU

TITLE OF REPORT	REFERENCE	DATE DUE	WHERE
Sudan Report	Sudan Accountability and Divestment Act of 2007 (Public Law 110-174) 6(c)(1)	Semiannually, April 15 th , October 15 th	OFPP
Advocate for Competition Report	HSAM 3006.502(b)(2)	December 20 for the preceding year	OCPO
Use of Priority Rating Authority in Support of Emergency Preparedness, Response, Recovery, and Mitigation Activities for Homeland Security Technology Programs	<u>DHS Acquisition Alert 10-07</u> (issued as a result of Executive Order 12919)	Quarterly (submit no later than 10 days after the end of each FY quarter)	OCPO (OCPO sends final report to FEMA)

For those reports with an (*), if there was no activity for the period being reported, a negative response for the period shall be submitted to the requiring office.

**APPENDIX C
REVIEW AND APPROVAL MATRIX**

REVIEW TYPE AND THRESHOLDS			<i>REVIEW AND APPROVAL LEVELS</i>				
			<i>OCPO may require review of any DHS contract actions in accordance with HSAM Subchapter 3004.7004.</i>				
			Contracting Officer	Level above Contracting Officer Approval	Legal Review	Program Office	Other
1	Sealed Bids	<\$500,000	R/A		D	D	
	- Solicitation and Award -	>\$500,000	R	R/A	R	D	
2	Negotiated Procurements –	<\$500,000	R/A			D	
	Solicitation & Award	>\$500,000	R	R/A	R	D	
3	Pre-Negotiation or Negotiation Memoranda	Any amount	R	R/A	D		
4	Solicitations, Orders, BPAs –	<\$500,000	R/A		D	D	
	Issued and awarded using a SOW, SOO, or PWS, or requiring licenses	>\$500,000	R	R/A	R*	D	
5	Solicitations & Orders –	<\$500,000	R/A		D	D	
	Issued and awarded IAW FAR Part 16 for ID/IQ contracts, or FAR Part 13 or Subpart 8.4 for orders & BPAs & orders against BOAs	>\$500,000	R	R/A	R*	D	
6	Letter Contracts - IAW HSAM 3016.603	All	R	R	R	D	COCO – R/A
7	Modifications to the above actions - Items	<\$500,000	R/A		D	D	
	1-6	>\$500,000	R	R/A*	R*	D	
ADDITIONAL REQUIREMENTS FOR LEGAL REVIEW							
8	Private Sector Financing				All		
9	Agreement with Termination or Cancellation Fees				All		
10	Agreement with Indemnification for Contractor				All		

REVIEW AND APPROVAL MATRIX LEGEND

R** = Review. **R/A** = Review/Approval. **R = Review required, but see exceptions at HSAM 3004.7003(b). **R/A*** = Review and Approval required, but see exceptions at 3004.7002(d). **D** = Discretionary as determined by the Contracting Officer. **CPO** = Chief Procurement Officer. **OCPO** = Office of the Chief Procurement Officer. **COCO** = Chief of the Contracting Office.*

WHEN IN DOUBT SEND A CONGRESSIONAL NOTIFICATION OUT

**APPENDIX D
CONGRESSIONAL NOTIFICATION REQUIREMENTS (HSAM 3005.303-70)**

Congressional Notification (CN) Reporting Rules

Contract Award or Action	<i>Provide notification to the Office of the Chief Procurement Officer (OCPO) via the Enterprise Reporting Application (ERA) tool at least five (5) business days prior to contract award or action. Note: (1) Notification to Congress must be provided concurrently with the preaward notice under FAR 15.503(a)(2), if applicable; and (2) New awards and modifications Subject to Availability of funds (SAF) that exceed the reporting threshold shall be reported at the time of initial award (if CN required below) and not when the subsequent modification to obligate funds is executed.</i>
New Contract Awards	<ul style="list-style-type: none"> • Report a new contract award (i.e., contracts, single award IDIQs, purchase orders, and Partnership Intermediary Agreements (PIAs)) with a total contract value (i.e., base and all option quantities or periods) exceeding \$4M
Orders	<ul style="list-style-type: none"> • Report a new order awarded under: any multiple award IDIQ, any multiple or single award BPA, any BOA, any GSA FSS, PIA or any multiple or single award other agency or multiple agency vehicles, with a total order value (i.e., base and all option quantities or periods) exceeding \$4M (includes BPAs under FAR Part 8 and FAR Part 13)
Other Transaction Agreements	<ul style="list-style-type: none"> • Report a new Other Transaction Agreement award with a total value exceeding \$4M
Interagency Acquisitions (IA) - Assisted Acquisitions	<ul style="list-style-type: none"> • Report IAs for Assisted Acquisitions, where DHS is the requesting agency, with a total value exceeding \$4M • The DHS Contracting Officer shall provide in ERA the estimated contract award details of the IA at the time the agreement is signed by the DHS Contracting Officer • The DHS Contracting Officer shall stipulate that the Servicing Agency may provide a CN consistent with its agency policies
Multi-Year Funds	<ul style="list-style-type: none"> • Report any new order under a single award IDIQ obligating multi-year or no-year funds exceeding \$10M. (Note: All other orders using multi-year or no-year funding would already have been reported at the \$4M threshold)
Modifications	<ul style="list-style-type: none"> • For contracts, orders under any multiple award IDIQ or any BPA (DHS, other agency, or multiple agency), and Other Transaction Agreements that have not had a prior CN, report a modification of any dollar value that causes the overall contract, order, PIA or Other Transaction Agreement value to exceed \$4M • For orders under a single award IDIQ that have not had a prior CN, report a modification of any dollar value that results in total obligation on the order of multi-year or no-year funds exceeding \$10M • For interagency acquisitions that have not had a prior CN, report a modification of any dollar value that causes the overall interagency agreement value to exceed \$4M

WHEN IN DOUBT SEND A CONGRESSIONAL NOTIFICATION OUT

Unique Congressional Notification Reporting Rules

Small Business Set-Asides	<ul style="list-style-type: none">• Report competitive Small Business Set-Asides exceeding \$4M in value to Congress concurrent with pre-award notice (IAW FAR 15.503(a)(2))
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Congressional Notification Reporting Not Required

Foreign Military Sales	<ul style="list-style-type: none">• Do not report Foreign Military Sales conducted under FAR 6.302-4 International agreement where the foreign country specifies the vendor
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**APPENDIX E
CONTRACT AWARD NOTICE REQUIREMENTS**

Each requirement applies independently of the others, i.e, each is distinct and may apply to a given procurement.

Does not apply to actions under the Recovery Act, P. L. 111-5.

Notice	FedBizOpps	DHS Congressional Notice – Appropriations Committees	Public Announcement	Requests From Members Of Congress
Threshold	>\$25,000	See Appendix D	>\$4 Million	Upon request
Required By	FAR 5.301	HSAM 3005.303	FAR 5.303 HSAM 3005.303	FAR 5.403, HSAM 3005.403
Format	Synopsis	Electronic Congressional notification using ERA tool	Satisfied by FedBizOpps Synopsis, may issue press releases case-by-case	As requested
From/To	Contracting officer to FedBizOpps	<ul style="list-style-type: none"> Contracting officer to OCPO OCPO to Congress 	<ul style="list-style-type: none"> Contracting officer to FedBizOpps Press releases to OPA 	<ul style="list-style-type: none"> Contracting officer to HCA HCA to OLA& OCPO; FOIA Office & Legal as applicable OLA to Congress, w/copy to OCPO
Time of Submission	No required timeframe	See Appendix D	Not before 5:00 p.m. Washington, DC time, Date of Award	As requested
Applies To	<ul style="list-style-type: none"> New contract awards Mods for additional supplies or services exceeding \$25,000 (beyond the original scope of the contract) 	See Appendix D	<ul style="list-style-type: none"> New contract awards Mods for additional supplies or services exceeding \$4M (beyond the original scope of the contract) Orders over the estimated value of an Indefinite-quantity contract Orders under a BPA established under the Simplified Procedures for Certain Commercial Products and Commercial Services (FAR 13.5) 	Detailed information regarding any particular contract
Exclusions	<ul style="list-style-type: none"> Disclosure would compromise national security Awards resulting from acceptance of an unsolicited research proposal Awards under the Small Business Innovation Development Act Orders placed under Subpart 16.5, unless FY 2012 or FY 2013 multi-year funds are utilized. Awards for perishable subsistence supplies Awards for utility services, other than telecommunication services, and only one source is available The contract action— <ul style="list-style-type: none"> Is for an amount not greater than the simplified acquisition threshold; Was made through a means where access to the notice of proposed contract action was provided through the GPE; and Permitted the public to respond to the solicitation electronically Awards for the services of an expert to support the Federal Government in any current or anticipated litigation or dispute pursuant to the exception to 	See Appendix D	Same as FedBizOpps and Congressional Notice, plus: <ul style="list-style-type: none"> Contracts placed with the SBA under Section 8(a) of the Small Business Act Contracts with foreign firms when the place of delivery or performance is outside the United States and its outlying areas Contracts for which synopsis was exempted under <u>5.202(a)(1)</u>. 	None

Notice	FedBizOpps	DHS Congressional Notice – Appropriations Committees	Public Announcement	Requests From Members Of Congress
	full and open competition authorized at 6.302-3.			

APPENDIX F
DESIGNATION MEMORANDUM FOR PROCURING ACTIVITY ADVOCATE FOR
COMPETITION TEMPLATE

MEMORANDUM FOR: *(designee)*

Date:

THROUGH: *(DHS Advocate for Competition)*

FROM: *(HCA (include signature))*

SUBJECT: Designation as Procuring Activity Advocate for Competition for *(activity)*

Pursuant to Federal Acquisition Regulation (FAR) Subpart 6.5 and Homeland Security Acquisition Manual Chapter (HSAM) 3006.5, I hereby designate you as the Procuring Activity Advocate for Competition (PAAC) for *(activity)*. Your designation is supported by the documentation described at the end of this document. Your areas of responsibility include all the customers, organizations, and programs that are provided contracting support by *(activity)*. As the PAAC, you are responsible for the following:

- Promoting the acquisition of commercial products or commercial services;
- Promoting full and open competition;
- Challenging requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics;
- Challenging barriers to the acquisitions of commercial products or commercial services and full and open competition (such as unnecessarily restrictive statements of work, unnecessarily detailed specifications and unnecessarily burdensome contract clauses);
- Implementing initiatives that motivate program managers, and contracting officers to maximize competition.
- Submitting an annual report to the DHS Advocate for Competition;
- Participating in the DHS Advocate for Competition Council;
- Approving justifications for other than full and open competition in accordance with FAR 6.304;
- Approving Justifications for Exceptions to Fair Opportunity in accordance with FAR 16.505(b)(2)(ii)(C)(2);
- Approving sole source, including brand name justifications under FAR 13.501;
- Approving sole source awards for a proposed order or BPA with an estimated value exceeding \$700,000, but not exceeding \$13.5 million in accordance with FAR 8.405-6(d)(2); and
- Notifying the Departmental Advocate for Competition when an individual will be acting as the PAAC on his or her behalf and ensuring that a new designation is submitted

through the Component HCA for consideration by the Departmental Advocate for Competition when the individual will be acting for longer than one week.

You are encouraged to work closely with contracting and program office personnel to ensure success with your part of the DHS competition program. This delegation is effective upon approval and is in effect until further notice.

The following documentation satisfies the FAR Subpart 6.501 requirement, and as a result, supports your designation as PAAC.

Should you have any questions, please do not hesitate to contact me at (*HCA email and phone number*).

**APPENDIX G
INDIVIDUAL OR CLASS CHECKLIST FOR CONTROLLED UNCLASSIFIED
INFORMATION**

INDIVIDUAL CHECKLIST FOR CONTROLLED UNCLASSIFIED INFORMATION

Procurement Title: _____ **Requisition #:** _____
Estimated Contract Value (incl. options): _____

Instructions: The requiring office shall complete this checklist for all acquisitions, including assisted acquisitions, regardless of dollar value. The requiring official shall ensure the Statement of Work, Statement of Objective, Performance Work Statement or specification is reviewed by the organizations identified at HSAM 3004.470(b) and obtain signatures, as applicable, on this checklist when the requiring official determines that (1) contractor and/or subcontractor employees require recurring access to government facilities or access to controlled unclassified information (CUI); (2) CUI will be collected or maintained on behalf of the agency; or (3) Federal information systems, which include contractor information systems operated on behalf of the agency, will be used to collect, process, store, or transmit CUI. If it is not clear to the requiring official if the contractor will have access to CUI and/or Federal information systems, which include contractor information systems operated on behalf of the agency, will be used to collect, process, store, or transmit CUI, the requirements official shall at a minimum consult with the Component Chief Information Officer (CIO), Chief Security Officer (CSO) and Privacy Officer. The requiring office shall submit the completed checklist as part of the procurement request package in accordance with HSAM 3004.7101. Failure to submit a completed checklist will result in the return of the procurement request package. The contracting officer is responsible for routing the checklist to the Head of Contracting Activity (HCA) or designee for signature and ensuring the solicitation and resultant contract reflect the requirements contained in the checklist.

A. Controlled Unclassified Information and Access Requirements (completed by the requiring office):

1. Will the contractor have access to any of the types of CUI (see CUI definition in HSAR 3002.101) listed below during the acquisition?

- | | | | | |
|--------------------------|-----|--------------------------|----|--|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Chemical-terrorism Vulnerability Information (CVI) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Homeland Security Agreement Information |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Homeland Security Enforcement Information |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Information Systems Vulnerability Information (ISVI) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | International Agreement Information |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Operations Security Information |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Personnel Security Information |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Physical Security Information |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Protected Critical Infrastructure Information (PCII) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Personally Identifiable Information (PII) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Sensitive PII (SPII) |

- Yes No Sensitive Security Information (SSI)
- Other type of CUI _____

Note: If the answer is “Yes” to any of the information types listed above, the contracting officer **shall** include HSAR 3052.204-72 Safeguarding of Controlled Unclassified Information in the solicitation and resultant contract. If “Yes” is answered for PII and/or SPII, the contracting officer **shall** also include HSAR 3052.204-73 Notification and Credit Monitoring Requirements for Personally Identifiable Information Incidents in the solicitation and resultant contract.

- 2. Will contractor employees have access to DHS information systems? Yes No
- 3. Will contractor employees require recurring access to Government facilities?
 Yes No

Note: If the answer is “No” to questions 1 through 3, proceed to the Signatures section of the checklist. When the answer is “No” to questions 1 through 3, the checklist shall, at a minimum, be signed by the requiring official and the HCA (or designee).

- 4. If the answer is “Yes” to any of questions 1 through 3, identify the information security, personnel security, and privacy clauses and provisions to be included in the solicitation and resultant contract:

- Yes No FAR 52.224-3 Privacy Training – Alternate I (see FAR Class Deviation 17-03, Revision 1)
- Yes No HSAR 3052.204-71 Contractor Employee Access
- Yes No HSAR 3052.204-71 Contractor Employee Access Alt I
- Yes No HSAR 3052.204-71 Contractor Employee Access Alt II
- Yes No HSAR 3052.204-72 Safeguarding of Controlled Unclassified Information
- Yes No HSAR 3052.204-72 Safeguarding of Controlled Unclassified Information Alt I
- Yes No HSAR 3052.204-73 Notification and Credit Monitoring Requirements for Personally Identifiable Information Incidents
- Yes No Special Clause Information Technology Security Awareness Training (see HSAR Class Deviation 15-01, Revision 1)
- Yes No Other: _____

- 5. If foreign end products or services are allowed under the contract, what additional security provisions are to be included in the solicitation to protect CUI and facilities from unauthorized access and disclosure? _____

B. Authority to Operate (ATO) and Continuous Monitoring Data Requirements

(completed by requiring office in coordination with Component CIO or designee):

1. Will Federal information systems, which include contractor information systems operated on behalf of the agency, be used to collect, process, store, or transmit CUI ?
 Yes No

2. If “Yes” to #1, has the requiring office coordinated development of the Security Requirements Traceability Matrix (SRTM) with the Component CIO or designee for inclusion in the solicitation? Yes N/A (only if “No” to #1)

3. If “Yes” to #1, will the solicitation require the submission of a draft security plan and instructions on how the draft security plan will be evaluated? Yes N/A (only if “No” to #1)

4. If “Yes” to #1, does the requirements document identify how the contractor should submit monthly continuous monitoring data to the Government? Yes N/A (only if “No” to #1)

5. If “Yes” to #1, identify and describe the continuous monitoring data requirements to be included in the solicitation.

Note: When Federal information systems, which include contractor information systems operated on behalf of the agency, will be used to collect, process, store, or transmit CUI , the SRTM **shall** be included in the solicitation. The SRTM is prepared by the Component CIO or designee in coordination with the requiring office and shall be included in the procurement request package as an attachment to the requirements document (i.e., Statement of Work, Statement of Objectives, Performance Work Statement). Contracting officers shall ensure the solicitation requires vendors to submit a draft security plan with their proposal/quotation as their response to the SRTM. Instructions on how the draft security plan will be evaluated shall be included in the solicitation.

C. Data Retention Requirements (completed by requiring office):

1. Will the contractor be required to retain CUI for the Government? Yes No

2. If “Yes” to #1, does the requirements document identify (a) retention requirements (e.g., length of time data must be retained before return and/or destruction) and (b) security requirements for the protection of retained data? Yes N/A (only if “No” to #1)

3. If “Yes” to #1, identify and describe the retention and security requirements to be included in the solicitation. _____

4. Does the Government have a plan to monitor and/or ensure contractor compliance with the retention and security requirements identified? Yes N/A (only if "No" to #1)

5. If "Yes" to #1, describe the Government's plan to monitor and/or ensure contractor compliance with the retention and security requirements identified in the acquisition.

D. Additional Privacy Considerations (completed by requiring office in coordination with Component Privacy Officer or designee):

1. Is privacy compliance documentation (Privacy Threshold Analysis, Privacy Impact Assessment, and/or System of Record Notice, as appropriate) required for this procurement? Yes No N/A

2. If "Yes" to #1, has any of the following privacy compliance documentation been completed?

Yes No N/A Privacy Threshold Analysis

Yes No N/A Privacy Impact Assessment

Yes No N/A System of Record Notice

Yes No N/A Other: _____

3. Is contractor support needed to complete privacy compliance documentation? Yes No N/A

4. If contractor support is needed to complete the privacy compliance documentation, does the requirements document identify the activities and level of contractor support needed? Yes N/A (only if "No" or "N/A" to #3)

5. If "Yes" to #3, identify and describe the activities and level of contractor support needed to complete the privacy compliance documentation.

Signatures:

Name Date
Program Official (or official title)
(DHS Component and Organization)
(Telephone number)

Name	Date
Component Chief Information Officer (CIO) or designee (DHS Component and Organization) (Telephone number)	

Name	Date
Component Chief Security Officer (CSO) or designee (DHS Component and Organization) (Telephone number)	

Name	Date
Component Privacy Officer or designee (DHS Component and Organization) (Telephone number)	

Name	Date
TSA SSI Program Office, as applicable (Telephone number)	

Name	Date
CISA CVI Program Office, as applicable (Telephone number)	

Name	Date
CISA PCII Program Office, as applicable (Telephone number)	

Name	Date
Head of Contracting Activity or designee (DHS Component and Organization) (Telephone number)	

CLASS CHECKLIST FOR CONTROLLED UNCLASSIFIED INFORMATION

Title: _____

Class Description (Note: Each class Appendix G shall describe with reasonable specificity the class to which it applies. This description shall enable any objective reviewer to clearly determine the action reviewed falls within the scope of the class Appendix G.):

Estimated Value (including all actions anticipated): _____

Expiration Date (Note: The expiration date shall not exceed five years.) _____

Instructions: The requiring office may complete a class checklist when it is known that there will be multiple contract actions for the same or related supplies or services or other contract actions that require essentially identical justification (see HSAM 3004.470(d). The requiring official shall ensure the Statement of Work, Statement of Objective, Performance Work Statement or specification is reviewed by the organizations identified at HSAM 3004.470(b) and obtain signatures, as applicable, on this checklist when the requiring official determines that (1) contractor and/or subcontractor employees will require recurring access to government facilities or access to controlled unclassified information (CUI); (2) CUI will be collected or maintained on behalf of the agency; or (3) Federal information systems, which include contractor information systems operated on behalf of the agency, will be used to collect, process, store, or transmit CUI. If it is not clear to the requiring official if the contractor will have access to CUI and/or if Federal information systems, which include contractor information systems operated on behalf of the agency, will be used to collect, process, store, or transmit CUI, the requirements official shall at a minimum consult with the Component Chief Information Officer (CIO), Chief Security Officer (CSO) and Privacy Officer. The requiring office shall submit the completed checklist as part of the procurement request package in accordance with HSAM 3004.7101. Failure to submit a completed checklist will result in the return of the procurement request package. The class checklist shall be approved at a level no lower than the Deputy Head of the Contracting Activity (HCA) or, for FLETC, the Deputy Chief of Procurement. The contracting officer is responsible for routing the checklist to the HCA or Deputy HCA/Deputy Chief of Procurement for signature and ensuring the solicitation and resultant contract reflect the requirements contained in the checklist.

A. Controlled Unclassified Information and Access Requirements (completed by the requiring office):

1. Will the contractor have access to any of the types of CUI listed below during the acquisition?

- Yes No Chemical-terrorism Vulnerability Information (CVI)
- Yes No Homeland Security Agreement Information

- Yes No Homeland Security Enforcement Information
- Yes No Information Systems Vulnerability Information (ISVI)
- Yes No International Agreement Information
- Yes No Operations Security Information
- Yes No Personnel Security Information
- Yes No Physical Security Information
- Yes No Protected Critical Infrastructure Information (PCII)
- Yes No Personally Identifiable Information (PII)
- Yes No Sensitive PII (SPII)
- Yes No Sensitive Security Information (SSI)
- Other type of CUI _____

Note: If the answer is “Yes” to any of the information types listed above, the contracting officer **shall** include HSAR 3052.204-72 Safeguarding of Controlled Unclassified Information in the solicitation and resultant contract. If “Yes” is answered for PII and/or SPII, the contracting officer **shall** also include HSAR 3052.204-73 Notification and Credit Monitoring Requirements for Personally Identifiable Information Incidents in the solicitation and resultant contract.

- 2. Will contractor employees have access to DHS information systems? Yes No
- 3. Will contractor employees require recurring access to Government facilities?
 Yes No

Note: If the answer is “No” to questions 1 through 3, proceed to the Signatures section of the checklist. When the answer is “No” to questions 1 through 3, the checklist shall, at a minimum, be signed by the requiring official and the HCA (or designee).

- 4. If the answer is “Yes” to any of questions 1 through 3, identify the information security, personnel security, and privacy clauses and provisions to be included in the solicitation and resultant contract:
 - Yes No FAR 52.224-3 Privacy Training – Alternate I (see FAR Class Deviation 17-03, Revision 1)
 - Yes No HSAR 3052.204-71 Contractor Employee Access
 - Yes No HSAR 3052.204-71 Contractor Employee Access Alt I
 - Yes No HSAR 3052.204-71 Contractor Employee Access Alt II
 - Yes No HSAR 3052.204-72 Safeguarding of Controlled Unclassified Information
 - Yes No HSAR 3052.204-72 Safeguarding of Controlled Unclassified Information Alt I
 - Yes No HSAR 3052.204-73 Notification and Credit Monitoring Requirements for Personally Identifiable Information Incidents
 - Yes No Special Clause Information Technology Security Awareness Training (see HSAR Class Deviation 15-01, Revision 1)
 - Yes No Other: _____

-
-
- If foreign end products or services are allowed under the contract, what additional security provisions are to be included in the solicitation to protect CUI and facilities from unauthorized access and disclosure? _____
-
-

B. Authority to Operate (ATO) and Continuous Monitoring Data Requirements (completed by requiring office in coordination with Component CIO or designee):

- Will Federal information systems, which include contractor information systems operated on behalf of the agency, be used to collect, process, store, or transmit CUI ?
 Yes No
 - If “Yes” to #1, has the requiring office coordinated development of the Security Requirements Traceability Matrix (SRTM) with the Component CIO or designee for inclusion in the solicitation? Yes N/A (only if “No” to #1)
 - If “Yes” to #1, will the solicitation require the submission of a draft security plan and instructions on how the draft security plan will be evaluated? Yes N/A (only if “No” to #1)
 - If “Yes” to #1, does the requirements document identify how the contractor should submit monthly continuous monitoring data to the Government? Yes N/A (only if “No” to #1)
 - If “Yes” to #1, identify and describe the continuous monitoring data requirements to be included in the solicitation.
-
-
-

Note: When Federal information systems, which include contractor information systems operated on behalf of the agency, will be used to collect, process, store, or transmit CUI, the SRTM **shall** be included in the solicitation. The SRTM is prepared by the Component CIO or designee in coordination with the requiring office and shall be included in the procurement request package as an attachment to the requirements document (i.e., Statement of Work, Statement of Objectives, Performance Work Statement). Contracting officers shall ensure the solicitation requires vendors to submit a draft security plan with their proposal/quotation as their response to the SRTM. Instructions on how the draft security plan will be evaluated shall be included in the solicitation.

C. Data Retention Requirements (completed by requiring office):

- Will the contractor be required to retain CUI for the Government? Yes No

2. If “Yes” to #1, does the requirements document identify (a) retention requirements (e.g., length of time data must be retained before return and/or destruction) and (b) security requirements for the protection of retained data? Yes N/A (only if “No” to #1)

3. If “Yes” to #1, identify and describe the retention and security requirements to be included in the solicitation. _____

4. Does the Government have a plan to monitor and/or ensure contractor compliance with the retention and security requirements identified? Yes N/A (only if “No” to #1)

5. If “Yes” to #1, describe the Government’s plan to monitor and/or ensure contractor compliance with the retention and security requirements identified in the acquisition.

D. Additional Privacy Considerations (completed by requiring office in coordination with Component Privacy Officer or designee):

1. Is privacy compliance documentation (Privacy Threshold Analysis, Privacy Impact Assessment, and/or System of Record Notice, as appropriate) required for this procurement? Yes No N/A

2. If “Yes” to #1, has any of the following privacy compliance documentation been completed?
 Yes No N/A Privacy Threshold Analysis
 Yes No N/A Privacy Impact Assessment
 Yes No N/A System of Record Notice
 Yes No N/A Other: _____

3. Is contractor support needed to complete privacy compliance documentation? Yes No N/A

4. If contractor support is needed to complete the privacy compliance documentation, does the requirements document identify the activities and level of contractor support needed? Yes N/A (only if “No” or “N/A” to #3)

5. If “Yes” to #3, identify and describe the activities and level of contractor support needed to complete the privacy compliance documentation.

Name	Date
CISA PCII Program Office, as applicable (DHS Component and Organization) (Telephone number)	

Name	Date
Head of the Contracting Activity or Deputy HCA/Deputy Chief of Procurement (DHS Component and Organization) (Telephone number)	

**APPENDIX H
ACQUISITION PLANNING FORECAST SYSTEM AND SMALL BUSINESS REVIEW
FORM REQUIREMENTS MATRIX**

Procurement Type	APFS Record Required? (Yes/No) See HSAM 3007.172	DHS 700-22 Small Business Review Form (Yes/No) See HSAM 3019.202-271
New contracts over the simplified acquisition threshold (SAT)	Yes	Yes
Exercise of an option	No	No
Federal Prison Industries/Ability One actions over the SAT	Yes	No
Foreign Military Sales conducted under FAR 6.302-4 International agreement where the foreign country specifies the contractor	No	No
Blanket Purchase Agreements (BPA), Basic Ordering Agreement (BOA) and Indefinite Delivery Vehicles (IDV) over the SAT	Yes	Yes
Task/delivery orders and calls over the SAT placed against a multiple award BPA, BOA and IDV (e.g., orders and calls placed against DHS Strategically Sourced Vehicles, GSA Federal Supply Schedules, OASIS, GWACS, DWACS, etc.)	Yes	Yes
Task/delivery orders and calls over the SAT placed against a single award BPA, BOA, IDV, Component/Office-Wide Acquisition Contract (C/OWAC). (The requirements office shall coordinate with the contracting officer activity on the procurement strategy).	No	No
Task/delivery orders and calls over the SAT placed against a multiple award BPA, BOA or IDV initially awarded under a single small business program. (e.g., PACTS II, 8(a) STARS II, etc.))	Yes	No
Intra-agency assisted acquisitions over the SAT. (The servicing DHS Component completes the APFS record and Small Business Review form for the resulting contract action.)	Yes	Yes
Interagency assisted acquisitions over the SAT where DHS is the servicing agency. (The servicing DHS Component completes the APFS record and Small Business Review form for the resulting contract action.)	Yes	Yes
Interagency assisted acquisitions over the SAT where DHS is the requesting agency. (The servicing agency shall forecast the opportunity based on their agency policy)	No	No
Classified procurements	No	No
Broad Agency Announcement	Yes	No
Other Transaction Authority (e.g. Silicon Initiative)	Yes	No

**APPENDIX I
TEMPLATE: APPROVAL OF AN INTRA-AGENCY ASSISTED ACQUISITION**

Per HSAM 3017.7003(a), this template shall be used to document the requesting Component’s contracting office’s approval for obtaining acquisition assistance from another DHS Component contracting office.

Requesting Component: _____

Requesting Program Office: _____

Description of the supply or service to be procured: _____

Estimated Dollar Amount of Supply or Service (including options): _____

Estimated Period of Performance (including options): _____

Component Providing Acquisition Assistance: _____

Acquisition services to be provided by the servicing Component’s contracting office: _____

Rationale for using the servicing Component: *[Note: Factors requiring offices must consider in its rationale when requesting another DHS Component contracting office provide acquisition assistance:*

- *The servicing Component’s authority, experience, and expertise in acquiring the needed product or service.*
- *The servicing Component has an existing contract vehicle that legally meets the needs of the requesting Component.*
- *Collaborating on the purchase of supplies or services is anticipated to strengthen the Government’s negotiating positions and thus result in better pricing or terms and conditions than if each Component awarded a contract separately.*

- *The servicing Component's ability to comply with any unique requirements or prohibitions of the requesting Component such as restrictions on a Component's appropriations.*
- *Reasonableness of the servicing Component's costs associated with providing acquisition assistance.*
- *Other factors or circumstances unique to the procurement.]*

Statutory authority for the Assisted Acquisition: _____

If the statutory authority cited is the Economy Act (31 U.S.C. 1535), as required by that Act, the above named requesting program office warrants all of the following conditions are met *[NOTE: the requiring office shall place a check in each space for each finding to indicate it has been substantiated.]*:

- ___ The funding for the purchase is available;
- ___ The purchase is in the best interest of the Government;
- ___ The ordered goods or services cannot be provided as conveniently or as inexpensively as by a Component contract; and
- ___ The servicing Component is able to contract for the ordered goods or services.

Additional information as needed: _____

Name of Requestor: _____

Phone: _____

Email Address: _____

I confirm the above information is correct to the best of my knowledge and that obtaining acquisition assistance from the above named Component is in the best interest of the Government.

Signature of Requestor: _____ **Date:** _____

HCA (or designee) Name: _____ **Phone:** _____

Contracting Organization: _____ **Email:** _____

Approve

Disapprove (see below)

Signature of HCA (or designee): _____ **Date:** _____

Rationale for disapproving:

APPENDIX J STRUCTURED APPROACH FOR PROFIT OR FEE OBJECTIVE

INTRODUCTORY REMARKS.

DHS Form 700-17, Weighted Guidelines Profit/Fee Objective, has been automated and contracting officers can access this automated version of the form to calculate profit/fee objectives. The DHS Form 700-17 is accessible from DHSCconnect at: http://dhsconnect.dhs.gov/forms/Documents/DHS_Form_700-17.pdf.

When using the DHS Form 700-17, Weighted Guidelines Profit/Fee Objective, the contracting officer must categorize the acquisition as a manufacturing, research and development (R&D) or a services effort. To determine to which category a particular acquisition belongs, the contracting officer must rely on the nature of the work to be performed. When acquisitions involving R&D and services require a significant amount of facilities for efficient contract performance (as determined by the contracting officer), the manufacturing weighted guidelines method may be appropriate. Similarly, certain contracts for the manufacture of small quantities of high technology supplies and equipment may not require a significant amount of facilities. In these cases, an R&D classification may be appropriate.

In determining profit or fee, the tax posture of the business entity is certainly recognized. A fair and reasonable management fee to a non-profit organization with a tax-exempt status is considerably lower than a profit/fee to a commercial enterprise with a taxable status.

Non-Profit Organizations.

The following applies to non-profit organizations:

1. As used in this subchapter, non-profit organizations are defined as those business entities organized and operated exclusively for charitable, scientific, or educational purposes; of which no part of the net earnings accrue to the benefit of any private shareholder or individual; of which no substantial part of the activities include carrying on propaganda, or otherwise, on behalf of any candidate for public office; and which are exempt from Federal income taxation under Section 501 of the Internal Revenue Code.
2. When the Weighted Guidelines Method for arriving at a profit/fee position is used for non-profit organizations, the contracting officer must make the following adjustments:
 - a. The weight ranges for "Cost risk" (Item 14 on the DHS Form 700-17) must be replaced with -1 to 0.
 - b. The Total Profit/Fee Objective (Item 20 on the DHS Form 700-17) must be reduced by up to 1% for manufacturing type efforts and up to 3% for R&D or Services type efforts.

Commercial Organizations.

For the purposes of this subchapter, DHS utilizes the description from FAR 31.103 to describe commercial organizations.

I. CONTRACTOR EFFORT.

This factor takes into account what resources are necessary and what the contractor must do to meet the contract performance requirements. Evaluation of this factor and the assignment of weights on the DHS Form 700-17 requires analyzing the cost content of the proposed contract in the following areas:

A. Material acquisition (e.g., subcontracted items, purchased parts, and other material).

1. Consider the managerial and technical efforts necessary for the prime contractor to administer subcontracts and select subcontractors, including efforts to break out subcontracts from sole sources through the introduction of competition.
2. Consider whether the contractor's purchasing program makes a substantial contribution to the performance of a contract through the use of subcontracting programs involving many sources; new complex components, systems, or subsystems; and close surveillance by the prime contractor.

B. Direct labor (e.g., engineering, service, manufacturing, and other labor).

1. Analysis of the various items of cost must include evaluation of the comparative quality and level of the engineering talents, manufacturing and service skills, and experience to be employed. In evaluating labor for the purpose of assigning profit weights, consideration must be given to the amount of notable scientific talent, unusual or scarce engineering talent needed, in contrast to journeyman engineering effort or supporting personnel. Higher weights are normally assigned to engineering, professional, or highly technical skill levels and lower weights to semiprofessional or other skill levels.
2. The variety of engineering, manufacturing and other types of labor skills required and the contractor's manpower resources for meeting these requirements must be considered.
3. For purposes of computing the prenegotiation profit/fee objective, exclude any amount from the pre-negotiation cost objective measurement base for the purchase cost of contractor-acquired property if i, ii, and iii below apply:
 - i. The property is categorized as equipment, as defined in FAR 45.101,
 - ii. The purchase cost the equipment is to be charged directly to the contract, and
 - iii. The equipment will be retained by the contractor as government property for use by the contractor in performing government contract(s).

C. Overhead and general management (general and administrative (G&A))

When analyzing overhead and G&A, consider the makeup of these expenses and how much they contribute to contract performance. If the contractor proposes a single indirect cost rate, the contracting officer must breakout the composite rate or contact the auditor to determine what is in the overhead and G&A expense pools. This information will assist in determining the appropriate weights for overhead and G&A on the DHS Form 700-17.

D. Other costs.

Include all other direct costs associated with contractor performance under this item. This includes airfare, lodging, computer support, etc. The assignment of a weight on the DHS Form 700-17 for this factor must be based on the nature of these costs and how much they contribute to contract performance.

II. CONTRACTOR RISK.

The degree of cost risk assumed by the contractor should influence the amount of profit/fee anticipated. Consider the following when determining a weight for cost risk:

A. Contract type.

The degree of cost risk is related to the selection of contract type. For example, if a portion of the risk has been shifted to the Government through cost-reimbursement, or other risk reducing measures, the weight assigned to this factor should be less than acquisitions where the contractor assumes most or all of the risk. This is particularly evident when using time-and-material and labor-hour contracts priced on a time and material basis. These contract types must be considered to be cost-plus-fixed-fee contracts for the purpose of establishing a profit weight in the evaluation of the contractor's assumption of cost risk.

B. Subcontracting program.

The contractor's subcontracting program may have a significant impact on the contractor's acceptance of risk under a particular contract type. Analysis is necessary to determine if real cost risk has been transferred to a subcontractor. If this is the case, the contract cost risk weight assigned may be below the range that would normally be assigned.

C. Definitization.

For procurement actions that involve definitization of a letter contract, unpriced change orders, etc., where partial performance has occurred, evaluate the effect on total contract cost risk. If it is determined that the total amount of cost risk has been effectively reduced as a result of the partial performance, a lower weight may be appropriate. In addition, evaluate the type of work performed (e.g., complexity) and the type of work remaining to ensure an equitable weight assignment.

III. FACILITIES INVESTMENT.

DHS Form 700-18, Contract Facilities Capital and Cost of Money or a form substantially similar if authorized according to Component procedures, is used to determine the capital employed and cost of money amounts to be entered on the DHS Form 700-17, Weighted Guidelines.

A. Utilization.

To evaluate how facilities contribute to the profit objective requires knowledge of the level of facilities utilization needed for contract performance, the source and financing of the required facilities, and the overall cost effectiveness of the facilities offered. Contractors furnishing their own facilities that significantly contribute (as determined by the contracting officer) to lower total contract costs generally receive additional profit/fee. Conversely, contractors that rely on the Government to provide or finance needed facilities normally receive a correspondingly lower profit/fee. The following factors should also be considered:

1. The productivity improvements resulting from the facilities capital investment including the economic value of the facilities capital (e.g., physical age, undepreciated value, idleness, and expected contribution to future Government needs).
2. The degree to which the capital investment has direct, identifiable, and exceptional benefits to the Government, such as: new investments in state-of-the-art technology which reduce acquisition cost or yield other tangible benefits such as improved product quality or accelerated deliveries, or investment in new equipment for R&D applications.

B. New Investment.

To assist in evaluating *new* investment, the contracting officer should request the contractor to submit reasonable evidence that the new facilities investment will result in benefits to the Government.

IV. SPECIAL FACTORS.

A. Productivity.

The purpose of this factor is to recognize a prospective contractor's investment in modern cost-reducing facilities and other improvements in efficiency. This factor is applied when the acquisition is a follow-on manufacturing effort, actual cost data are available to establish a baseline, and changes in item configuration are not large enough to invalidate price comparability. The dollar amount inserted under the measurement base on the DHS Form 700-17 is based on the estimated cost reduction that can be attributed to productivity gains.

B. Independent development.

The purpose of this factor is to recognize independent research and development on the part of the prospective contractor pertaining to the end item being procured. To determine the

appropriate weight to assign this factor on the DHS Form 700-17, it is important to evaluate whether the development cost was recovered directly or indirectly from Government sources. This factor is applied when the item is important to the advancement of the DHS mission and the prospective contractor demonstrates initiative in determining the need and application of the developed item.

C. Other.

1. *Socioeconomic programs.* This factor covers a number of special circumstances or particular acquisitions. It relates to the prospective contractor's participation in Federal socioeconomic programs. In addition to providing a reward for an unusual initiative in supporting Government socioeconomic programs, failure or unwillingness on the part of the prospective contractor to support these programs should be viewed as evidence of poor performance for the purpose of establishing this profit/fee objective factor.

2. *Performance.* The purpose of this factor is to evaluate the prospective contractor's past and present performance in such areas as: product quality, meeting specifications and contract schedules (including the administrative aspects of performance), efficiency in cost control (including the need for and reasonableness of costs incurred) especially under cost reimbursement contracts, accuracy and reliability of previous cost estimates, timely processing of changes, standards of good workmanship, history for reasonable and cooperative behavior and commitment to customer satisfaction, and the prospective contractor's business-like concern for the interest of the customer.

**APPENDIX K
UNSOLICITED PROPOSALS AND PROCEDURES**

HSAM SECTION 3015.606-70 AGENCY PROCEDURES

HSAM Section 3015.606-70 – Agency procedures..					
DHS PROCESS STEPS FOR RECEIVING, REVIEWING, EVALUATING, AND TIMELY DISPOSAL OF UNSOLICITED PROPOSALS (Note: This flowchart must be used in conjunction with FAR 15.6 and HSAR 3015.6)	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
	Receipt	Initial Review	Evaluation	Decision	Action
AGENCY PROCEDURES	<p>>Each HCA shall designate a contracting office Point of Contact (POC) who must receive and track all Unsolicited Proposals. Typically, the POC is a Contracting Officer.</p> <p>>Unsolicited Proposals must be protected as they often contain sensitive information and/or trade secrets.</p>	<p>>The POC must complete initial review; however, POC may obtain assistance from identified cross-functional team members.</p> <p>>If POC determines that <u>submission is not an Unsolicited Proposal</u>, Phase 2 is final phase of process.</p>	<p>>POC and appropriate cross-functional team members must complete Comprehensive Evaluation.</p>	<p>>Based on evaluation results, which typically include input from the Program Office, POC and team members make a recommendation to the responsible Contracting Officer.</p> <p>>When the recommendation is to proceed with contract negotiations, Phase 5 is needed.</p>	<p>>Contracting Officer, with other members of the DHS negotiation team, conducts contract negotiations as needed.</p> <p>>Contracting Officer ensures compliance with all applicable procurement laws and regulations.</p>
OUTCOMES/GOALS	Establish Milestones & Identify Team	Complete Initial Review within 7 calendar days	Complete Comprehensive Evaluation within 60 calendar days	Process (Accept) or Reject Unsolicited Proposal	Negotiate & Award Contract
TASK (TYPICAL)	<p>>POC establishes milestones and identifies appropriate team members.</p> <p>>If Unsolicited Proposal is received by other DHS official, it must be immediately forwarded to designated POC.</p>	<p>>Within 3 calendar days after initial review completion, POC must advise Offeror of-- rejection with reasons, or, acceptance with general timeframe for completing Phase 3 Evaluation.</p>	<p>>If additional information is needed from the Offeror, only the POC may contact the Offeror and make the request.</p>	<p>>Within 60 calendar days, POC must advise Offeror of-- rejection with reasons, or, tentative acceptance with timeline for contract negotiations. If rejected, Phase 4 is final phase of process.</p>	<p>>Responsible Program Office must ensure funds are committed and provide approved requisition to Contracting Officer.</p>

FAR & HSAR Citations	FAR 15.604 & 15.606, HSAR 3015.606 & 3015.606-1	FAR 15.605 & 15.606, HSAR 3015.606-1	FAR 15.4, 15.606-2 & 15.607, HSAR 3015.606-2	FAR 15.606-2 & 15.607, HSAR 3015.606-2	FAR 15.402, 15.606-2 & 15.607, & HSAR 3015.606-2
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APPENDIX L
DETERMINATION TO MAKE A SINGLE AWARD BLANKET PURCHASE
AGREEMENT (BPA)

Determination for *(Insert Component Name)* to Make a Single Award Blanket Purchase Agreement (BPA) for *(brief description)*

This determination is made pursuant to FAR 8.405-3(a)(3) and specifically relies upon *[Provide those FAR citation or citations that apply to this request (e.g., 8.405-3(a)(3)(ii)(A), (B), (C) and/or (D)).]*

The total value of all actions covered by this determination is estimated to be \$_____.

Describe the action being approved. Provide enough details, facts or reasoning essential to support the determination. The determination document must address all of the below listed points related to the applicable exception(s).

8.405-3(a)(3)(ii)(A), So integrally related only a single source can reasonably perform the work. If the determination is based on this exception, you must:

- Explain why only a single source can reasonably perform the work;*
- Explain the consequences if more than one source is considered for each expected order under the BPA and why that is unacceptable;*
- If firm-fixed prices will not be established under the basic BPA, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Identify any portions of the BPA that will be fixed priced; and*
- Explain how each order under the BPA will be priced; i.e., what type of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

8.405-3(a)(3)(ii)(B), Firm fixed prices established in the basic BPA, not in each order. If the determination is based on this exception, you must:

- Explain why the prices are considered to be firm fixed price (T&M or Labor Hour orders are not FFP);*
- State that fixed prices will be established in the basic BPA and explain how;*
- State that the BPA will provide for a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract.*
- Explain if there will or will not be any line items that will be priced under individual orders and explain why you believe the determination can be approved despite not qualifying under the plain reading of this statutory exception; and*
- Explain why it is more advantageous to price items in the basic BPA rather than competing each order.*

8.405-3(a)(3)(ii)(C), Only one source is qualified and capable of performing at a reasonable price. If the determination is based on this exception, you must:

- Explain why only one source is capable of performing at a reasonable price;*

- Explain the consequences if more than one source is considered for each expected order under the BPA;
- If firm-fixed prices will not be established under the basic BPA, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the BPA that will be fixed priced; and
- Explain how each order under the BPA will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.

8.405-3(a)(3)(ii)(D), Necessary in the public interest due to exceptional circumstances. If the determination is based on this exception, you must:

- Explain what the exceptional circumstances are and why it is in the public’s interest to make a single award;
- Explain why there is no acceptable alternative to deal with the exceptional circumstance;
- If firm-fixed prices will not be established under the basic BPA, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the BPA that will be fixed priced; and
- Explain how each order under the BPA will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.

Additionally, regardless of which exception is cited, explain why making a single award is in the best interest of the Government and how making multiple awards would impact the organization. If it is argued that the organization would incur significant costs and/or create unnecessary delays by making multiple awards, fully explain why this is so and whether earlier or better advance procurement planning could be used in the future to mitigate such delays and costs.

I hereby determine that this procurement meets the requirements at FAR 8.405-3(a)(3)(ii), in that it meets the condition(s) of [Insert one or more of the four FAR citations at 8.405-3(a)(3)(ii)(A),B), (C) and/or (D)that apply to this request. If more than one citation is applicable, include each.].

Recommended for Chief Procurement Officer Approval

 (Name)
 Head of Contracting Activity

 Date

By my making this determination in accordance with FAR 8.405-3(a)(3)(ii) (Insert Component Name) is authorized to acquire (Insert number or description of the procurement) via a single award BPA.

 (Name)
 Chief Procurement Officer

 Date

APPENDIX L
DETERMINATION TO AWARD A TASK OR DELIVERY ORDER CONTRACT TO A
SINGLE SOURCE

For USCG, Use the USCG Version of Appendix L

Determination for *(Insert Component Name)* to Award A Task or Delivery
Order Contract for *(brief description)* to a Single Source

This determination is made pursuant to FAR 16.504(c)(1)(ii)(D)(1) and specifically relies upon *[Provide those FAR citation or citations that apply to this request (e.g., 16.504(c)(1)(ii)(D)(1)(i), (ii), (iii) and/or (iv)).]*

The total value of all actions covered by this determination is estimated to be \$ _____.

Describe the action being approved. Provide enough details, facts or reasoning essential to support the determination. The determination document must address all of the below listed points related to the applicable exception(s).

16.504(c)(1)(ii)(D)(1)(i), So integrally related only a single source can reasonably perform the work. If the determination is based on this exception, you must:

- Explain why only a single source can reasonably perform the work;*
- Explain the consequences if more than one source is considered for each expected order under the contract and why that is unacceptable;*
- If firm-fixed prices will not be established under the basic contract, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Identify any portions of the contract that will be fixed priced; and*
- Explain how each order under the contract will be priced; i.e., what type of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

16.504(c)(1)(ii)(D)(1)(ii), Firm fixed prices established in the basic contract, not in each order. If the determination is based on this exception, you must:

- Explain why the prices are considered to be firm fixed price (T&M or Labor Hour orders are not FFP);*
- State that fixed prices will be established in the basic contract and explain how (fixed rates per hour, day, job, etc.);*
- State that the contract will provide for a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract. (See FAR 16.202-1)*
- Explain if there will or will not be any line items that will be priced under individual orders and explain why you believe the determination can be approved despite not qualifying under the plain reading of this statutory exception; and*
- Explain why it is more advantageous to price items in the basic contract rather than competing each order.*

16.504(c)(1)(ii)(D)(1)(iii), *Only one source is qualified and capable of performing at a reasonable price. If the determination is based on this exception, you must:*

- *Explain why only one source is capable of performing at a reasonable price;*
- *Explain the consequences if more than one source is considered for each expected order under the contract;*
- *If firm-fixed prices will not be established under the basic contract, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the contract that will be fixed priced; and*
- *Explain how each order under the contract will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

16.504(c)(1)(ii)(D)(1)(iv), *Necessary in the public interest due to exceptional circumstances. If the determination is based on this exception, you must:*

- *Explain what the exceptional circumstances are and why it is in the public’s interest to make a single award;*
- *Explain why there is no acceptable alternative to deal with the exceptional circumstance;*
- *If firm-fixed prices will not be established under the basic contract, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the contract that will be fixed priced; and*
- *Explain how each order under the contract will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

Additionally, regardless of which exception is cited, explain why making a single award is in the best interest of the Government and how making multiple awards would impact the organization. If it is argued that the organization would incur significant costs and/or create unnecessary delays by making multiple awards, fully explain why this is so and whether earlier or better advance procurement planning could be used in the future to mitigate such delays and costs.

I hereby determine that this procurement meets the requirements at FAR 16.504(c)(1)(ii)(D) in that it meets the condition(s) of *[Insert one or more of the four FAR citations at 16.504(c)(1)(ii)(D)(1)(i) – (iv) that apply to this request. If more than one citation is applicable, include each.]*, and, if necessary, will be made the subject of the Congressional notice required by 16.504(c)(1)(ii)(D)(2).

Recommended for Office of the Chief Procurement Officer Approval

 (Name)
 Head of Contracting Activity

 Date

By my making this determination in accordance with FAR 16.504(c)(1)(ii)(D), (Insert Component Name) is authorized under 41 U.S.C. 4103(d)(3) to acquire (Insert number or description of the procurement) via a single award task or delivery order contract.

(Name)
Chief Procurement Officer, or designee

Date

**APPENDIX L
DETERMINATION TO AWARD A TASK OR DELIVERY ORDER CONTRACT TO A
SINGLE SOURCE**

(For USCG Only)

**Determination for United States Coast Guard to Award A Task or Delivery
Order Contract for *(brief description)* to a Single Source**

(Note: For U.S. Coast Guard, this determination is not required if a justification has been executed in accordance with FAR subpart 6.3 and HSAM 3006.3 - see HSAM 3016.504 (c)(1)(ii)(D)(3))

This determination is made pursuant to 10 U.S.C. 3403(d)(3)(A), as implemented by FAR 16.504(c)(1)(ii)(D)(1) and HSAM 3016.504(c)(1)(ii), based upon the following *(check the applicable citation(s))*:

___ (i) the task or delivery orders expected under the contract are so integrally related that only a single source can efficiently perform the work;

___ (ii) the contract provides only for firm, fixed price task orders or delivery orders for-
(I) products for which unit prices are established in the contract; or
(II) services for which prices are established in the contract for the specific tasks to be performed;

___ (iii) only one source is qualified and capable of performing the work at a reasonable price to the government; or

___ (iv) because of exceptional circumstances, it is necessary in the public interest to award the contract to a single source.

The total value of all actions covered by this determination is estimated to be \$_____.

Based upon the citation(s) selected above, describe the action being approved. Provide enough details, facts or reasoning essential to support the determination. The determination document must address all the below listed points related to the applicable exception(s).

10 U.S.C. 3403(d)(3)(A)(i), *the task or delivery orders expected under the contract are so integrally related only a single source can efficiently perform the work. If the determination is based on this exception, you must:*

- o *Explain why only a single source can efficiently perform the work;*
- o *Explain the consequences if more than one source is considered for each expected order under the contract and why that is unacceptable;*

- *If firm-fixed prices will not be established under the basic contract, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Identify any portions of the contract that will be fixed priced; and*
- *Explain how each order under the contract will be priced; i.e., what type of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

10 U.S.C. 3403(d)(3)(A)(ii), *the basic contract, and not the order, establishes the firm-fixed price(s) of the product or the task(s) performed. If the determination is based on this exception, you must:*

- *Explain why the prices are considered firm-fixed price (T&M or Labor Hour orders are not FFP);*
- *State that fixed prices will be established in the basic contract and explain how (fixed rates per hour, day, job, etc.);*
- *State that the contract will provide for a price that is not subject to any adjustment based on the contractor's cost experience in performing the contract. (See FAR 16.202-1)*
- *Explain if there will or will not be any line items that will be priced under individual orders and explain why you believe the determination can be approved despite not qualifying under the plain reading of this statutory exception; and*
- *Explain why it is more advantageous to price items in the basic contract rather than competing each order.*

10 U.S.C. 3403(d)(3)(A)(iii), *only one source is qualified and capable of performing at a reasonable price. If the determination is based on this exception, you must:*

- *Explain why only one source is capable of performing at a reasonable price;*
- *Explain the consequences if more than one source is considered for each expected order under the contract;*
- *If firm-fixed prices will not be established under the basic contract, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the contract that will be fixed priced; and*
- *Explain how each order under the contract will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

10 U.S.C. 3403(d)(3)(A)(iv), *necessary in the public interest due to exceptional circumstances. If the determination is based on this exception, you must:*

- *Explain what the exceptional circumstances are and why it is in the public's interest to make a single award;*
- *Explain why there is no acceptable alternative to deal with the exceptional circumstance;*
- *If firm-fixed prices will not be established under the basic contract, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the contract that will be fixed priced; and*
- *Explain how each order under the contract will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

Additionally, regardless of which exception is cited, explain why making a single award is in the best interest of the Government and how making multiple awards would impact the organization. If it is argued that the organization would incur significant costs and/or create unnecessary delays by making multiple awards, fully explain why this is so and whether earlier or better advance procurement planning could be used in the future to mitigate such delays and costs.

I hereby determine that this procurement meets the requirements in that it meets the condition(s) of 10 U.S.C. 3403(d)(3)(A) [insert the appropriate condition (i), (ii), (iii), or (iv)]. If more than one citation is applicable, include each.]

Recommended for Office of the Chief Procurement Officer Approval

(Name)

Head of Contracting Activity

Date

By my making this determination in accordance 10 U.S.C. 3403(d)(3)(A) the United States Coast Guard is authorized to acquire (Insert number or description of the procurement) via a single award task or delivery order contract.

(Name)

Chief Procurement Officer, or designee

Date

APPENDIX L
DETERMINATION TO MAKE A SINGLE AWARD BLANKET PURCHASE
AGREEMENT (BPA)

Determination for *(Insert Component Name)* to Make a Single Award Blanket Purchase Agreement (BPA) for *(brief description)*

This determination is made pursuant to FAR 8.405-3(a)(3) and specifically relies upon *[Provide those FAR citation or citations that apply to this request (e.g., 8.405-3(a)(3)(ii)(A), (B), (C) and/or (D)).]*

The total value of all actions covered by this determination is estimated to be \$_____.

Describe the action being approved. Provide enough details, facts or reasoning essential to support the determination. The determination document must address all of the below listed points related to the applicable exception(s).

8.405-3(a)(3)(ii)(A), So integrally related only a single source can reasonably perform the work. If the determination is based on this exception, you must:

- Explain why only a single source can reasonably perform the work;*
- Explain the consequences if more than one source is considered for each expected order under the BPA and why that is unacceptable;*
- If firm-fixed prices will not be established under the basic BPA, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Identify any portions of the BPA that will be fixed priced; and*
- Explain how each order under the BPA will be priced; i.e., what type of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.*

8.405-3(a)(3)(ii)(B), Firm fixed prices established in the basic BPA, not in each order. If the determination is based on this exception, you must:

- Explain why the prices are considered to be firm fixed price (T&M or Labor Hour orders are not FFP);*
- State that fixed prices will be established in the basic BPA and explain how;*
- State that the BPA will provide for a price that is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract.*
- Explain if there will or will not be any line items that will be priced under individual orders and explain why you believe the determination can be approved despite not qualifying under the plain reading of this statutory exception; and*
- Explain why it is more advantageous to price items in the basic BPA rather than competing each order.*

8.405-3(a)(3)(ii)(C), Only one source is qualified and capable of performing at a reasonable price. If the determination is based on this exception, you must:

- Explain why only one source is capable of performing at a reasonable price;*

- Explain the consequences if more than one source is considered for each expected order under the BPA;
- If firm-fixed prices will not be established under the basic BPA, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the BPA that will be fixed priced; and
- Explain how each order under the BPA will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.

8.405-3(a)(3)(ii)(D), Necessary in the public interest due to exceptional circumstances. If the determination is based on this exception, you must:

- Explain what the exceptional circumstances are and why it is in the public’s interest to make a single award;
- Explain why there is no acceptable alternative to deal with the exceptional circumstance;
- If firm-fixed prices will not be established under the basic BPA, explain why not and why the prices must be established in each individual order (T&M or Labor Hour orders are not FFP). Also, identify any portions of the BPA that will be fixed priced; and
- Explain how each order under the BPA will be priced; i.e., what types of orders will be issued (FFP, L/H, T&M, etc.) and how the prices of the orders will be determined to be fair and reasonable.

Additionally, regardless of which exception is cited, explain why making a single award is in the best interest of the Government and how making multiple awards would impact the organization. If it is argued that the organization would incur significant costs and/or create unnecessary delays by making multiple awards, fully explain why this is so and whether earlier or better advance procurement planning could be used in the future to mitigate such delays and costs.

I hereby determine that this procurement meets the requirements at FAR 8.405-3(a)(3)(ii), in that it meets the condition(s) of [Insert one or more of the four FAR citations at 8.405-3(a)(3)(ii)(A),B), (C) and/or (D)that apply to this request. If more than one citation is applicable, include each.].

Recommended for Office of the Chief Procurement Officer Approval

 (Name)
 Head of Contracting Activity

 Date

By my making this determination in accordance with FAR 8.405-3(a)(3)(ii) (Insert Component Name) is authorized to acquire (Insert number or description of the procurement) via a single award BPA.

 (Name)
 Chief Procurement Officer, or designee

 Date

**APPENDIX M
DETERMINATION AND FINDINGS – TIME & MATERIAL, LABOR HOUR**

DETERMINATION AND FINDINGS

Authority to use a *(specify Time and Materials, or Labor Hour)* contract

FINDINGS

1. The *(specify Component and contracting office within the Component)* of the Department of Homeland Security proposes to contract for *(describe the supplies and/or services being procured and identify program/project, if applicable)*.
2. The estimated amount of the contract is \$_____.
3. *(Explain why no other type of contract is suitable for procuring the supplies or services of the kind or quantity required without using the proposed type of contract.)*

DETERMINATION

On the basis of the above findings, I hereby determine that no other type of contract other than a *(specify a Time and Materials or Labor Hour contract)* is suitable for this procurement.

Date

Signature of Approving Official

**APPENDIX N
DETERMINATION AND FINDINGS - OVERTIME APPROVAL**

DETERMINATION AND FINDINGS

Authority to *{indicate what is being waived, exempted, granted, etc.}*

FINDINGS

1. *{Identify the contracting office, Component, and agency (i.e., DHS), what is being acquired, and the intended use of the product or service.}*
2. *{Include, as applicable or appropriate, the information required by (FAR 1.704.)}*

DETERMINATION

As *{insert the title of the approving official that shall sign this document}*, I hereby determine that *{state the determination made (e.g., the contract is essential to the national security, one or more of the terms of a clause is waived, overtime is essential to meet delivery or performance schedules, etc.)}*.

Date: *{Signature of the official making the determination and the date of the determination}*

APPENDIX O
SEMI-ANNUAL LABOR COMPLIANCE REPORT

The following semi-annual report (Construction Wage Rate Requirements and Contract Work Hours and Safety Standards) by *{insert Component's name}* is submitted as required by 29 CFR, Part 5.7(b), and All Agency Memorandum #189, dated February 5, 1998.

1. Period covered:
2. Number of prime contracts awarded:
3. Total dollar amount of prime contracts awarded:
4. Number of contractors against whom complaints were received:
5. Number of investigations completed:
6. Number of contractors found in violation:
7. Amount of back wages found due:
 - a. Construction Wage Rate Requirements statute: (prevailing wage violations)
 - b. Contract Work Hours and Safety Standards: (overtime violations)
8. Amount of back wages paid:
 - a. Construction Wage Rate Requirements statute:
 - b. Contract Work Hours and Safety Standards:
9. Total number of employees paid wage restitution under the Davis-Bacon and related Acts and/or Contract Work Hours and Safety Standards:
10. Amount of liquidated damages assessed under Contract Work Hours and Safety Standards:
 - Federal Agency:
 - Responsible Official:
 - Title:
 - Address and Phone No:
 - E-mail Address (if available):

DHS INSTRUCTIONS FOR COMPLETING THE SEMIANNUAL LABOR COMPLIANCE REPORT

1. Enter the beginning and ending dates of the period covered by the semiannual report.
2. Enter the number of prime contracts which are subject to the Construction Wage Rate Requirements statute (or any of the related statutes listed in 29 CFR Part 5), awarded by the Component and/or (where applicable) its operating and management contractors. Include federally assisted contracts subject to these Acts.
3. To the extent available, enter the total dollar amount of the contracts.
4. Enter the total number of contractors (including subcontractors) against whom complaints were received by your Component.
5. Enter the total number of investigations completed by your Component.
6. Enter the number of contractors (including subcontractors) found in violation as a result of the investigations reported in item 5 above. Do not count a contractor or subcontractor more than once in a single investigation because of a violation of more than one Act, or because more than one contract is included in the investigation.
7. Enter the total amount of back wages due employees of the contractors/subcontractors reported in item 6 above, showing under (a) the amount found due because of violations of the Construction Wage Rate Requirements statute; and (b) the amount of back wages found due because of violations of the Contract Work Hours and Safety Standards.
8. Enter the amount of back wages paid showing under (a) the back wages paid due to violations of the Construction Wage Rate Requirements statute; and (b) the back wages paid due to violations of the Contract Work Hours and Safety Standards.
9. Enter the number of employees paid wage restitution (i.e., back wages) under the Construction Wage Rate Requirements statute and/or the Contract Work Hours and Safety Standards. This figure is the unduplicated count; that is, an employee paid wage restitution as a result of an investigation shall be counted only once, regardless of the fact that the employee may have been paid wage restitution under the Construction Wage Rate Requirements statute and also paid wage restitution under the Contract Work Hours and Safety Standards.
10. Enter the total amount of liquidated damages assessed as a result of violations of the Contract Work Hours and Safety Standards, including any such amounts assessed by your Component as a result of investigations made by DOL.

APPENDIX P
DEPARTMENT OF LABOR SAMPLE EMAIL

To: *{Insert the email address of the appropriate OFCCP regional office}*

From: *{Your email address}*

Subject: Request for Equal Employment Opportunity pre-award clearance

This email, or portions thereof, contains PROPRIETARY OR SOURCE SELECTION INFORMATION related to the conduct of a Federal agency procurement, the disclosure of which is restricted by The Procurement Integrity Act (41 U.S.C. 2102). The unauthorized disclosure of such information may subject both the discloser and recipient of the information to contractual, civil and/or criminal penalties as provided by law.

An Equal Employment Opportunity pre-award clearance is requested on *{insert the name, address, and telephone number of the prospective contractor}*

{Insert all other applicable information required by FAR 22 .805(a)(5). The amount of the proposed contract(s) and subcontract(s), if any, shall not be disclosed. In lieu thereof, insert "\$10 million or more" as the estimated amount of the prime contract and first-tier subcontract(s).}

It is requested that verbal clearance and a written confirmation be provided as soon as possible to *{insert the name, title, and telephone number of the point of contact in the contracting office}*.

{Insert name, title, and signature of authorized contracting person}

[Note: The first paragraph of the above email is primarily for full and open competition acquisitions. The paragraph may be deleted or modified when requesting a pre-award clearance for other than full and open competition acquisitions. Written pre-award clearances ARE NOT required if the contractor is listed on the Pre-Award Contractor Registry located at <https://www.dol.gov/agencies/ofccp/pre-award>.]

**APPENDIX Q
DEPARTMENT OF HOMELAND SECURITY**

AFFIRMATIVE PROCUREMENT PLAN (APP)

Summary

The U.S. Department of Homeland Security (DHS) procures a variety of products ranging from office equipment and computers to services such as janitorial and landscaping. This affirmative procurement (or sustainable acquisition) plan (APP) provides guidelines for an effective sustainable acquisition program. For the purpose of this document, sustainable acquisition is defined as the *utilization of cost-effective procedures to buy recycled content products, environmentally preferable products and services, biobased products, energy- and water-efficient products, alternate fuel vehicles, products using renewable energy, and alternatives to hazardous or toxic chemicals.*

DHS's affirmative procurement plan consists of policy, planning, implementation and operation, monitoring, corrective action, and management review. DHS's APP has been developed to ensure that sustainable products and services will be purchased to the maximum extent practicable and fulfills the applicable affirmative procurement requirements under the Federal Acquisition Regulation Part 23.

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I. Purpose, Authority and Applicability

A. Purpose

The purpose of this document is to formally establish the Department of Homeland Security's (DHS) Affirmative Procurement (also known as sustainable acquisition) Program. Affirmative procurement is the purchase of environmentally preferable products and services in accordance with one or more of the established Federal sustainable acquisition preference programs.

Section 6002 of the Resources Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), requires procuring agencies to implement an affirmative procurement program consisting of four elements: 1) a preference program; 2) a promotion program; 3) procedures for estimation, certification, and verification; and 4) procedures for annual review and monitoring.

The DHS Affirmative Procurement Program (APP) is an umbrella program that includes the following preference programs: recovered materials, energy- and water-efficient products, alternative fuels and fuel efficiency, sustainable buildings, biobased products, non-ozone depleting substances and environmentally preferable products. The intent of the program is to stimulate a market for new products within the procurement preference programs, conserve energy, preserve natural resources and reduce greenhouse gases, waste and the purchase and use of toxic materials. Thus, the type of materials purchased can impact disposal costs, air emissions, water and energy use. Wise planning can help manage these impacts.

B. Authority

- Federal Acquisition Regulation (FAR) Part 23, Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace
- Section 6002 of the Resource Conservation and Recovery Act
- Section 104 of the Energy Policy Act of 2005
- Section 9002 of the Farm Security and Rural Investment Act of 2002
- Executive Order 13834, Efficient Federal Operations

C. Applicability

The policies outlined in this APP apply to all DHS purchases, including those at or below the micro-purchase threshold.

II. Scope of Sustainable Products and Services

The purpose of the DHS APP is to give preference to acquisition of the following types of products and services over like products and services lacking the preferable attribute:

A. Energy-efficient (*ENERGY STAR*® or Federal Energy Management Program (FEMP) – designated) Products and Services

Energy efficiency is the goal to reduce the amount of energy required to provide products and services. For example, insulating a home allows a building to use less heating and cooling energy to achieve and maintain a comfortable temperature. Installing LED lighting, fluorescent lighting, or natural skylight windows reduces the amount of energy required to attain the same level of illumination compared to using traditional incandescent light bulbs. Information about energy efficient products and services is available at [ENERGY STAR®](#) and the [Federal Energy Management Program \(FEMP\)](#).

B. Water-efficient Products

FAR 23.202(b) states: “It is the policy and objective of the Government to use and manage water through water-efficient means by:

(1) Reducing potable water consumption intensity to include low-flow fixtures and efficient cooling towers;

(2) Reducing agency, industry, landscaping, and agricultural water consumption; and

(3) Storm water management in accordance with section 438 of the Energy Independence and Security Act of 2007 ([42 U.S.C. 17094](#)).

The Department of Energy’s (DOE) FEMP sets the purchasing specifications for water-efficient product categories commonly purchased by Federal agencies.

C. Biobased Products and Services

The procurement of biobased products is established in Section 9002 of the Farm Security and Rural Investment Act (FSRIA) of 2002. Biobased products are products determined by the Secretary of Agriculture to be commercial or industrial products (other than food or feed) that are composed in whole, or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials. Examples of United States Department of Agriculture (USDA)-designated biobased products include mobile equipment, hydraulic fluids, roof coatings, diesel fuel additives, penetrating lubricants, water tank coatings, and bedding, bed linens, and towels. Information about biobased products is available at this [link](#):

D. Environmentally Preferable Products and Service

Environmentally Preferable Products (EPP) are products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the products or services. (e.g., Electronic Product Environmental Assessment Tool (EPEAT®-registered), or non-toxic or less toxic alternatives). More information about environmentally preferable products or services is available at the Environmental Protection Agency’s (EPA’s) [website](#).

E. Non-Ozone Depleting Substances

Ozone depleting substances are man-made gases that destroy ozone once the gases reach the ozone layer. FAR 23.802 requires that Federal agencies:

- 1) Implement cost-effective programs to minimize the procurement of materials and substances that contribute to the depletion of stratospheric ozone and/or result in the use, release or emission of high global warming potential hydrofluorocarbons; and
- 2) Give preference to the procurement of acceptable alternative chemicals, products, and manufacturing processes that reduce overall risks to human health and the environment by minimizing the depletion of ozone in the upper atmosphere; and the potential use, release, or emission of high global warming potential hydrofluorocarbons. A listing of ozone-depleting substances is available on the EPA [website](#).

F. Recovered Materials

Recovered materials designated by the EPA are items produced with waste materials and byproducts recovered or diverted from solid waste. Section 6002 of the [Resource Conservation and Recovery Act \(RCRA\)](#) requires agencies to purchase EPA-designated products at the highest recovered content practicable. EPA-designated items are listed in the [Comprehensive Procurement Guidelines \(CPG\)](#) at [this link](#).

G. Alternative Fuel Vehicles and Alternative Fuels

Under the Energy Policy Act (EPA) of 2005, alternative fuel vehicles (AFVs) are defined as any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel. As defined by EPA, alternative fuels are substantially non-petroleum based fuels and include (but are not limited to) the following: ethanol at a 85% blend or higher (E85); liquefied petroleum gas (propane); compressed natural gas (CNG); biodiesel; electricity; hydrogen; and P-series fuels. Additional information about AFVs and alternative fuels is available at DOE's FEMP [website](#).

H. Hazardous Materials Management

Under the Toxic Substances Control Act (TSCA) and the Pollution Prevention Act, EPA evaluates potential risks from new and existing chemicals and finds ways to prevent or reduce pollution before it gets into the environment. Chemicals under the TSCA are listed at [this link](#).

III. DHS Policy

A. General

It is DHS policy to achieve 100 percent compliance with mandatory Federal sustainable acquisition requirements in all acquisition transactions, unless an exemption in FAR Part 23 applies. Exemptions to the purchase of sustainable products and services shall be included in the contract file. A sample justification template is available in Appendix A.

B. Program Implementation

The implementation of DHS's Affirmative Procurement Program includes all parties in the acquisition process, but acquisition planning begins with the requirements official. FAR Subpart 7.103 requires agency planners to comply with the policy in FAR 11.002(d) regarding procurement of sustainable products and services. Program and contracting personnel are encouraged to solicit businesses that demonstrate or adopt environmentally sound policies and systems, institute proper environmental management and auditing, disclose environmental information, and conform to environmental laws and regulations.

C. Balancing Environmental Considerations with Performance, Availability and Cost (Life Cycle Cost Analysis)

DHS shall consider the life-cycle costs in making decisions about investments in products, services, construction, and other projects to lower the Department's costs and to reduce energy and water consumption. When comparing costs, acquisition personnel should not focus exclusively on the initial price. Instead, they should calculate and compare total costs over the life of the item, which includes the initial cost along with maintenance, operating, insurance, disposal, replacement, safety and health, training, hazardous material management, and potential liability costs.

D. Promotion Program

Each Component is responsible for promoting DHS's APP. This may be accomplished by outreach and training. This shall be accomplished by including sustainable products and services preference standards in appropriate statements of work, solicitations, and contracts.

The promotional program should require contracting officers to:

- (1) Include in their FedBizOpps announcements a statement of the recycling and recovery requirements of the solicitation, if applicable;
- (2) Seek from the marketplace and annotate sources/bidders lists with information on vendors offering recovered products and services;
- (3) Encourage each contractor under a value engineering program to look for savings opportunities which could be proposed; and
- (4) Promote the fact that they are seeking to buy recovered materials at pre-bid and pre-proposal conferences, where applicable.

Training resources are available at [Fedcenter](#).

E. DHS Sustainable Acquisition Working Group

The DHS Sustainable Acquisition Working Group (SAWG) is an intra-agency working group that is advisory to the DHS Chief Sustainability Officer. The SAWG is co-chaired by a senior

environmental specialist representing Office of the Chief Readiness Support Officer (OCRSO) and a procurement analyst representing the Office of the Chief Procurement Officer (OCPO). The purpose of the working group is to foster communication and participation in developing sustainable acquisition guidance and initiatives that support the DHS Strategic Sustainability Performance Plan (SSPP) and Affirmative Procurement Program. The working group monitors DHS progress related to sustainable acquisition goals and shares best practices among agencies. Membership is open to all DHS activities, but at a minimum each Component with delegated contracting authority has a representative from the environmental field and a member from the procurement field. The DHS SAWG meets, at a minimum, on a quarterly basis.

F. Annual Review and Monitoring

DHS tracks procurement sustainable products and services through the Federal Procurement Data System Next Generation (FPDS-NG) and Component contract writing systems. Each agency's success in meeting the sustainable acquisition requirements is measured in part by the information entered in FPDS-NG. Appendix B contains DHS FPDS-NG Sustainability Coding Guidelines. DHS tracks progress in achieving its sustainability goals through the OCRSO's Strategic Sustainability Performance Plan (SSPP) and through metrics established by the Office of Management and Budget.

G. Energy Savings Performance Contracts

In accordance with FAR 23.205, acquisition personnel should make maximum use of the authority provided in the National Energy Conservation Policy Act (42 U.S.C. 8287) to use an energy-savings performance contract (ESPC), when life-cycle cost-effective, to reduce energy use and cost in the agency's facilities and operations. For additional information on ESPC, contact the DHS OCRSO.

IV. Recognition Programs

DHS encourages its employees' commitment to environmental stewardship through recognition and awards programs. Examples of award programs include the Sustainable Purchasing Leadership Council Leadership Awards, DHS's Sustainable Practices Awards Program, and the Green Electronics Council Awards.

V. Waste Prevention and Recycling Programs

Each Federal agency is required to initiate a program to promote cost-effective waste prevention and recycling of reusable materials in all its facilities (including the acquisition and management of all leased space and in the construction and improvements of buildings), consistent with applicable state and local recycling requirements. DHS follows GSA's Federal Management Regulations for the donation, sale, and recycling of electronic equipment no longer needed by the Federal Government. DHS implements this mandate as follows:

- Components' contracting and program officials shall consider all waste prevention opportunities such as recyclability, reusability, and reparability when acquiring products and services.
- Contracting Officers shall include the clause at 52.223-10, Waste Reduction Program, in all solicitations and contracts for contractor operation of Government-owned or -leased facilities and all solicitations and contracts for support services at Government-owned or -operated facilities.

Appendix A

**Request for Waiver
Affirmative Procurement Program Item(s)**

For purchases over the micro-purchase threshold, the requirements official (program official) and the contracting officer, as appropriate, must document the joint determination when items subject to DHS's affirmation procurement program are not procured.

A. The procurement originator and contracting officer checks the appropriate justification(s), provides a written explanation, and signs and dates the form.

B. The original form is maintained in the official contract file.

Procurement Request/Contract Number: _____

Products/Services meeting DHS's preference standards for the following designated items

were not obtained because:

Check the applicable justification:

- Products/services are not reasonably available within a reasonable period of time
- Products/services could not meet the performance standards set forth in the applicable specifications (attach a description of the performance standards and explain why an environmentally preferable product or service or a fuel/energy efficient product will not meet those standards)
- Products/services are only available at an unreasonable price
- Products/services are not cost-effective over the life of the product (considering energy cost savings)
- Other (please specify)

Requirements/Program Official Name

Date

Contract Specialist/Contracting Officer Name

Date

D. Please provide supporting rationale/Justification when items subject to DHS's APP are not procured.

Appendix B

DHS FPDS-NG Sustainability Coding Guidelines

I. Overview

Federal agencies are required to demonstrate compliance with statutory, regulatory, or Government policy or executive order requirements when procuring products and/or services. The entry of accurate information into FPDS-NG is critical to assess DHS’s progress in meeting sustainable acquisition requirements. For Multiple Award Schedules, Government-wide Acquisition Contracts, Blanket Purchase Agreements, and Indefinite Delivery Indefinite Quantity Contracts, this information is to be provided at the task or delivery order level.

Currently, there are two (2) separate sustainable acquisition data fields within FPDS-NG that must be completed by contracting officers in order to capture information on sustainability-related requirements language and clauses incorporated into contracts, task orders and delivery orders – these fields are “Use of EPA Designated Products” (FPDS-NG field 8K) and “Recovered Materials/Sustainability” (FPDS-NG field 8L). The following guidance will assist DHS in accurately reporting sustainability-related acquisition data, whether using a contract writing system or entering data directly into FPDS-NG manually.

II. FPDS-NG Data Field 8K: Use of EPA Designated Products

The screenshot shows the 'Product Or Service Information' form in FPDS-NG. The 'Use Of EPA Designated Products' field is highlighted with a blue arrow. The form includes the following fields and values:

- Product/Service Code: 9999 Description: MISCELLANEOUS ITEMS
- Principal NAICS Code: 334119 Description: OTHER COMPUTER PERIPHERAL EQUIPMENT M
- Bundled Contract: Select One
- System Equipment Code: Description:
- Country of Product or Service Origin: US UNITED STATES
- Place of Manufacture: Mfg in U.S.
- Recovered Materials/Sustainability: Select One OMB Policy on Sustainable Acquisition
- InfoTech Commercial Item Category: Select One
- Claimant Program Code: Description:
- Sea Transportation: Select One
- GFE/GFP Provided Under This Action:
- Use Of EPA Designated Products: Select One (highlighted with a blue arrow)
- Description Of Requirement: (4000 characters) Government Acquisitions. HP Color Laser jet - Rolla

EPA’s Comprehensive Procurement Guidelines (CPG) designate products containing recovered materials (also known as recycled-content products). You can find the current list either by going to the EPA CPG website or the [Green Procurement Compilation](#).


Federal law requires agencies to purchase these designated products containing recovered materials, unless one of the three statutory exceptions are met and documented in the contract file. The three exceptions are - performance, availability (time), and price, which must be documented in the contract file per FAR 23.405(b) and in FPDS-NG.

To make your selection in FPDS-NG, you must first check the contract award documents to determine whether FAR clause 52.223-17 and/or other language requiring the delivery or use of recycled-content products meeting the minimum CPG content levels were required. Your selection from the “Use of EPA Designated Products” data field options must reflect the following criteria for selecting an appropriate choice:

FPDS-NG Data Field 8K Use of EPA Designated Products

FPDS-NG Drop Down Selections	When to Use...
Code A - Meets Requirements	EPA-designated products were required to be purchased that contain the required minimum recovered material content.
Code B - Justification – Time	EPA-designated products were required to be purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.404(b)(1)(i)).
Code C - Justification - Price	EPA-designated products were required to be purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.404(b)(1)(iii)).
Code D - Justification - Performance	EPA-designated products were required to be purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.404(b)(1)(ii)).
Code E - Not Required	No EPA-designated product(s) were required.

III. FPDS-NG Data Field 8L: Recovered Materials/Sustainability

Product Or Service Information	
Product/Service Code:	9999 Description: MISCELLANEOUS ITEMS
Principal NAICS Code:	334119 Description: OTHER COMPUTER PERIPHERAL EQUIPMENT M.
Bundled Contract:	Select One
System Equipment Code:	Description:
Country of Product or Service Origin:	US UNITED STATES
Place of Manufacture:	Mfg in U.S.
Recovered Materials/Sustainability:	Select One  OMB Policy on Sustainable Acquisition
InfoTech Commercial Item Category:	Select One
Claimant Program Code:	Description:
Sea Transportation:	Select One
GFE/GFP Provided Under This Action:	<input type="checkbox"/>
Use Of EPA Designated Products:	Select One
Description Of Requirement: (4000 characters)	Government Acquisitions. HP Color Laser jet - Rolla

The Recovered Materials/Sustainability drop-down is used to record the use of the sustainable product categories below.

- Energy efficient products
- ENERGY STAR ® products
- Federal Energy Management Program (FEMP)-designated products
- Biobased products (USDA BioPreferred products)
- Environmentally preferable products
- Electronic Product Environmental Assessment Tool (EPEAT)-registered Products
- Water-efficient products (e.g., EPA WaterSense)
- Non-toxic/less toxic products
- EPA Significant New Alternatives Policy Program (SNAP)-listed products
- Other Environmentally Preferable

This data field records whether the contract action included a sustainable products requirement, indicated by the inclusion of a clause and/or contract language in the final award documents. Several combinations of these attributes and the recovered materials clauses are listed in this FPDS-NG field. Your selection from the “Recovered Materials/Sustainability” data field options must reflect the following criteria for selecting an appropriate choice:

FPDS-NG Data Element 8L – Recovered Materials/Sustainability

FPDS-NG Drop Down Selections	When to Use...
Code A - FAR 52.223-4 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.
Code B - FAR 52.223-4 & FAR 52.223-9 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products.
Code C - No Clauses Included and No Sustainability Included	Neither clause is included in the contract.
Code D - Energy Efficient	Energy Efficient
Code E – Biobased	Biobased
Code F - Environmentally Preferable	Environmentally Preferable (https://obamawhitehouse.archives.gov/omb/procurement_index_green)
Code G - FAR 52.223-4 & Energy Efficient	FAR 52.223-4 & Energy Efficient
Code H - FAR 52.223-4 & Biobased	FAR 52.223-4 & Biobased
Code I - FAR 52.223-4 & Environmentally Preferable	FAR 52.223-4 & Environmentally Preferable
Code J - FAR 52.223-4 & Biobased & Energy Efficient	FAR 52.223-4 & Biobased & Energy Efficient
Code K - FAR 52.223-4 & Biobased & Environmentally Preferable	FAR 52.223-4 & Biobased & Environmentally Preferable

Code L - FAR 52.223-4 & Biobased & Energy Efficient & Environmentally Preferable	FAR 52.223-4 & Biobased & Energy Efficient & Environmentally Preferable
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NOTE: When EPA Designated Product(s) is coded “Not Required” (E), then Recovered Materials/Sustainability must be “No Clauses Included and No Sustainability Included” (C), Energy Efficient (D), “Biobased” (E), or “Environmentally Preferable” (F)

Appendix C**Definitions**

Affirmative Procurement - A term used to describe an organization's policy to purchase products made with recycled material. The term also encompasses a policy to purchase environmentally friendly products including those with reduced packaging. Governed by the Resource Conservation and Recovery Act (RCRA) Section 6002, there are requirements for the establishment of Affirmative Procurement Programs (APPs) by Federal agencies. An APP is an agency's strategy for maximizing its purchases of Environmental Protection Agency (EPA)-designated items.

Alternative Fuel Vehicle – Alternative fuel vehicles (AFVs) are defined as any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel as defined in Section 301 of the Energy Policy Act (EPA) of 2005.

Biobased Product – A biobased product is a product determined by the U.S. Department of Agriculture to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products, including renewable domestic agricultural materials and forestry materials. Preference for procurement of biobased products is established under the authority of section 9002 of the FSRIA of 2002, and further amended by the Food Conservation and Energy Act of 2008 (2008 Farm Bill), the Agricultural Act of 2014 (2014 Farm Bill), and the Federal Acquisition Regulation (FAR) subpart 23.4.

Biodegradable – Biodegradable means the ability of a substance, material, or product ingredient to readily decompose by the action of microbes.

Biopreferred - Managed by the U.S. Department of Agriculture (USDA), the goal of the BioPreferred program is to increase the purchase and use of biobased products. The BioPreferred program was created by the 2002 Farm Bill and reauthorized and expanded as part of the Agricultural Act of 2014 (the 2014 Farm Bill). The increased development, purchase, and use of biobased products reduces our nation's reliance on petroleum, increases the use of renewable agricultural resources, and contributes to reducing adverse environmental and health impacts. The two major parts of the program are: 1) mandatory purchasing requirements for Federal agencies and their contractors; and 2) a voluntary labeling initiative for biobased products.

Comprehensive Procurement Guidelines - Regulations issued by EPA pursuant to Section 6002 of RCRA identifying items produced (or which can be produced) with recovered materials.

Designated Item - A product or category of products designated by EPA, made with recovered material, in the Comprehensive Procurement Guideline and whose procurement by Government agencies will help to create markets for materials recovered from solid waste.

Energy-Efficient Product – An energy-efficient product is a product that (i) Meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star trademark

label; or (ii) Is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Program.

Energy-Savings Performance Contract – An energy-savings performance contract (ESPC) is a contract that requires the contractor to: (1) Perform services for the design, acquisition, financing, installation, testing, operation, and where appropriate, maintenance and repair, of an identified energy conservation measure or series of measures at one or more locations; (2) Incur the costs of implementing the energy savings measures, including at least the cost (if any) incurred in making energy audits, acquiring and installing equipment, and training personnel in exchange for a predetermined share of the value of the energy savings directly resulting from implementation of such measures during the term of the contract; and (3) Guarantee future energy and cost savings to the Government.

ENERGY STAR® –A program jointly sponsored by the Environmental Protection Agency and the Department of Energy that allows manufacturers of products with superior energy efficiency that meets or exceeds specified criteria to use the ENERGY STAR® logo on their products to assist consumers in selecting energy efficient products. Examples of Energy Star® products include computers, copiers, clothes washers, dishwashers, light fixtures, and compact fluorescent light bulbs.

Environmentally Preferable - Environmentally preferable products and services are those that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or product or service disposal. Examples of environmentally preferable products include a printer that is Energy Star® compliant, prints on recycled paper and also has a two-sided copying capability, paint with no or low volatile organic compounds, and 100 percent post-consumer paper that is not chemically de-inked and is process chlorine free.

EPA-designated Item – An EPA-designated item means a product or category of products containing recovered materials that has been designated by the EPA in the Comprehensive Procurement Guidelines.

EPEAT® – The Electronic Product Environmental Assessment Tool (EPEAT®) helps purchasers evaluate, compare and select electronic products based on their environmental attributes. EPEAT® enables manufacturers to obtain market recognition through achievement of specific performance criteria in electronic product design and sales.

Estimation - Quantitative determination made by vendors of the total percentage of recovered material contained in offered products.

Federal Energy Management Program (FEMP)-Designated Products – FEMP-designated energy-efficient products are designated by the Federal Energy Management Program of the Department of Energy. These products are among the highest 25 percent of equivalent products for energy efficiency. For each product, FEMP identifies the efficiency levels needed to meet the requirements for procurement of energy-efficient products. Examples of FEMP-designated products include electric and gas water heaters, ice machines, boilers and chillers.

Green Building Practices – Green Building Practices means the incorporation of environmental, health, and waste prevention criteria in building design, site-planning and preparation, materials acquisition, construction or remodeling, deconstruction, and waste disposal.

Greenhouse Gases (GHG) – Greenhouse gases means carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, nitrogen trifluoride, and sulfur hexafluoride.

Life-Cycle Cost - The comprehensive examination of a product's environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.

Life-Cycle Cost Assessment - The amortized annual cost of a product, including costs associated with capital, installation, operations, maintenance, and disposal, discounted over the lifetime of the product.

Low Standby Power - Standby power is the level of power consumption that occurs when a device is in the lowest power-consuming mode—typically when the product is switched off or not performing its primary purpose. Federal agencies are required to purchase energy-consuming products with a standby power level of 1 watt or less when compliant models are available on the market. If a product with a standby power level of 1 watt or less is not currently available, a product with the lowest possible standby power level in the product category should be purchased.

Post Consumer Material - A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Postconsumer material" is a part of the broader category of "recovered material".

Preference - When two products or services are equal in performance characteristics and price, the Government, in making purchasing decisions, will favor the more environmentally-sound or energy-efficient product.

Recovered Material - Waste materials and by-products recovered or diverted from solid waste, excluding those materials and by-products generated from, and commonly reused within, an original manufacturing process.

Significant New Alternative Policy (SNAP) – SNAP is a program under Section 612 of the Clean Air Act to ensure that alternatives to ozone-depleting substances present lower overall risk to human health and the environment than the substances they replace. Under SNAP, EPA identifies lists of acceptable and unacceptable substitutes for ozone-depleting substances used in industrial sectors that include air conditioning and refrigeration; fire suppression; cleaning solvents; foam blowing agents; aerosols; adhesives, coatings and inks; sterilants; and tobacco expansion.

Safer Choice labeled products – Safer Choice, previously known as Design for the Environment, identifies best in class products that contain chemical ingredients that are safer for human and environmental health.

SmartWay Program – The SmartWay Program is an initiative between EPA and the private sector to improve fuel efficiency and reduce greenhouse gas emissions and air pollution resulting from the movement of goods within supply chains. SmartWay Transport Partners are freight carriers and shippers that have committed to benchmark operations, track fuel consumption and improve performance annually. SmartWay vehicles are certified by EPA to have better than average ratings based on both greenhouse gas and smog ratings found on all new vehicle fuel economy labels.

Sustainable - Sustainability is the multidisciplinary integration of mission and environmental considerations, in which an activity and its phases are viewed on a full life-cycle basis. The sustainable approach balances economic and environmental performance, from beginning to end, and how they integrate with cost, schedule, operations, maintenance, and worker/employee considerations.

Sustainable Products/Materials – For the purposes of this document, sustainable products and services are defined as products and services meeting the requirements of one or more of the components of FAR Part 23 requirements.

Toxic Chemical – A toxic chemical means a chemical or chemical category listed in 40 CFR 372.65.

Waste Reduction - Preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products.

Water Efficiency - A reduction in the intensity of water usage, such as through toilets, faucets, urinals and sinks. Included in a water efficiency program are tools, techniques, and approaches for improving water use efficiency for both potable and non-potable water resources.

WaterSense certified products and services (water efficient products) – Products with the WaterSense label are 20% more water efficient than average products in that category. Independent, third-party licensed certifying bodies certify that products meet EPA criteria for water efficiency and performance by following testing and certification protocols specific to each product category.

**APPENDIX R
DETERMINATION AND FINDINGS – AUTHORITY TO MAKE PROGRESS
PAYMENTS**

DETERMINATION AND FINDINGS

Authority to Make Progress Payments

FINDINGS

1. The *(identify the Component and the contracting office)* of the Department of Homeland Security proposes to contract for *(describe the supplies and/or services being procured and identify the program/project, if applicable)*.
2. *(Indicate the type of contract proposed and the estimated amount of the contract.)*

DETERMINATION

On the basis of the above findings, I hereby determine that *(explain why progress payments based on costs cannot be practically used and why it will be feasible to administer progress payments based on a percentage or stage of completion basis)*.

(Signature of the Head of the Contracting Activity (HCA))

**APPENDIX S
PAYMENT APPROVAL TEMPLATE**

ACTION: Payment under *(Enter the DHS number assigned to the contractual instrument)*

From: *(Enter the name and title of the individual authorized to sign this portion of the memorandum - e.g., contracting officer, specialist/administrator, etc.)*

To: *(Enter the name of the person to whom the memorandum is being sent - e.g., contracting officer's representative, inspector, etc.)*

The attached invoice/voucher was submitted by the contractor for payment under the subject contract. Please review this document and provide, as appropriate, your recommendation or acceptance by endorsement below.

(Signature of individual authorized to sign)

Attachment *(Enter the invoice or voucher number and the amount)*

FIRST ENDORSEMENT

From: *(Enter the name and title of the individual authorized to sign this portion of the memorandum - e.g., Contracting Officer's Representative, inspector, etc.)*

To: *(Enter name of the person to whom the memorandum is being sent - e.g., contracting officer, specialist/administrator, etc.)*

I have reviewed the attachment(s) and the following applies *(check one)*:

(a) Cost-reimbursement contract. I recommend ___ approval ___ disapproval. The costs incurred ___ are ___ are not reasonable or allocable for the reasons indicated on the attachment.

(b) Fixed-price contract. I recommend ___ approval ___ disapproval.

(1) The supplies or services were accepted on _____ OR

(2) The supplies or services ___ are not acceptable for the reasons indicated on the attachment.

(c) Progress Payment. I recommend ___ approval ___ disapproval for the reasons indicated on the attachment.

(Signature of individual authorized to sign)

Attachment

SECOND ENDORSEMENT

From: *(Enter name of the Contracting Officer)*

To: *(Enter name of the Finance Officer)*

The attached Invoice/Voucher No. *(Insert number and amount)* is approved for payment in the amount of *(Insert amount)*. After this payment, the balance remaining available for payment under this contract is *(Insert amount)*. Please contact me if this balance does not agree with your payment record.

(Signature of Contracting Officer)

Attachment

.....
VOUCHER/COMMERCIAL INVOICE SUPPORT LETTER (T&M/LH CONTRACTS OR ORDERS) per HSAM 3032.7002(d)(3).

Below is a sample letter that should be sent from a contracting officer to a contractor whenever the contracting officer delegates authority to a COR to approve interim payment vouchers/commercial invoices under a time-and-material/labor hour contract or order. The letter may also be sent when the contracting officer retains authority to approve interim vouchers/commercial invoices. This letter directs the contractor to provide certain information with each voucher to support payment of the amount requested. Additional support information may be added to the list contained in the letter.

Contractor Name
Street Address
City

Dear (name of contractor POC),

Your contract (insert contract number) requires the Government to approve individual vouchers/commercial invoices prior to interim payments being made under the contract. An essential portion of this responsibility involves ensuring that the payment amounts are correct and that the amounts are adequately supported by information provided by the contractor. The payment clause in your contract requires you to substantiate vouchers with information determined necessary by the contracting officer to support payment amounts requested for labor hours expended or material costs incurred. Accordingly, for each voucher/commercial invoice submitted for approval for an interim payment, you are directed to provide the following accompanying information:

- A calculation showing the number of hours for each labor hour rate times the labor hour rate and a total amount for each such labor rate together with a grand total for all labor rates.
- A calculation supporting costs for materials.

- A statement that all employees billed under the voucher meet the qualifications for the labor categories to which they are being billed and the location of records verifying that these facts.
- A comparison matching the hourly rates for each category on the voucher with the rates specified in the contract for the period being invoiced.
- A statement that the material costs included in the voucher are adequately supported by invoices and/or payment and the location of records verifying that statement.

You may be required to provide additional information after your voucher or invoice is received. You should review the Homeland Security Acquisition Manual 3032.70 and Appendix S to understand the types of analysis that may be applied to your vouchers. Failure to provide necessary supporting information may result in your voucher/commercial invoice being determined not to be a proper invoice and returned to you without payment. Approval of the final payment will likely involve more detailed Government review of your records.

For questions, please contact *(insert name and contact information)*.

Sincerely,

[Contracting Officer]

**VOUCHER/COMMERCIAL INVOICE REVIEW AND APPROVAL CHECKLIST
TIME AND MATERIAL/LABOR HOUR CONTRACT OR ORDER**

The following is a checklist that should be used to verify that payments are appropriate under a voucher/commercial invoice submitted for interim payment under a T&M/LH contract or order. If all elements are marked “Yes,” payment should be approved. If any are marked “No,” consultation with the contracting officer should occur to determine appropriate action.

The payment clause in a T&M/LH type contract requires a contractor to substantiate vouchers with information determined necessary by the contracting officer to support payment amounts requested based on labor hours expended or material costs incurred. Prior to approving a voucher or recommending it for approval, the amount requested for payment should be evaluated to determine if it is properly supported and if it is the proper amount required to be paid under the contract.

As long as the contractor is using its approved accounting system to generate the voucher, not every labor hour or material cost billed by a voucher needs to be evaluated and confirmed for every voucher. However, individual elements supporting the amount requested for payment under various vouchers should be checked occasionally. If an error or problem is detected that indicates the requested amount is not proper, the requested amount should be adjusted accordingly and prior vouchers should be examined to determine if that same issue is present. If

this reexamination of previously approved vouchers shows they have the same issue, the payment amounts for those previously paid vouchers should be recalculated based on the new information. If the contractor was overpaid for those vouchers, the next payment should be offset and reduced by that overpayment amount.

Each of the elements in the checklist below is required to be reviewed for adequacy for each voucher. Depending on the type of service provided, and the makeup of the contractor's workforce, some or all of the following elements should be reviewed or verified in order to approve a voucher for payment.

The checklist below should be used in accordance with HSAM 3032-7002(d) to verify the adequacy of vouchers (or commercial invoices submitted for payment under time –and- material/labor-hour contracts containing FAR 52.212-4 Alternate I) for time-and-materials (T&M) or labor-hour (LH) contracts.

VOUCHER/COMMERCIAL INVOICE REVIEW AND APPROVAL CHECKLIST

TIME AND MATERIAL/LABOR HOUR CONTRACT OR ORDER

YES	NO	SUPPORT ELEMENTS FOR \$ AMOUNT REQUESTED
		The contractor provides the supporting information for the voucher required by the contracting officer in the contract payment clauses. <i>If not, return the voucher without payment as an improper invoice.</i>
		Each employee billed under the voucher meets the qualifications for the labor categories being billed? <i>Stable workforce, homogeneous workforce-review supporting info less often. Roving/rotating workforce-review supporting info more often (perhaps each time).</i>
		Overtime rates not applied unless approved in advance by contracting officer or specifically included as overtime rates in the contract.
		Hourly rates for each labor category on the voucher match the rates specified in the contract for the period being invoiced?
		The number of hours for each labor hour rate times the labor hour rate equal the grand total amount for labor hours billed?
		Material Costs – Other than commercial contract (FAR clause 52.232-7). The material costs are adequately supported by invoices and/or payment records? <input type="checkbox"/> Contractor paid for material or services (or within 30 days?) <input type="checkbox"/> Correct indirect cost rate applied? <input type="checkbox"/> No fee/profit included? <input type="checkbox"/> Labor Hour contract? \$0 allowable for material, ODC, etc.
		Material Costs – Commercial product or commercial service contract (FAR clause 52.212-4, Alt I) The material costs are adequately supported by invoices and/or payment records? <input type="checkbox"/> Contractor paid for material or services (or within 30 days?) <input type="checkbox"/> Indirect cost - Prorated from fixed amount identified in contract? If none in contract, then \$0 allowable. <input type="checkbox"/> No fee/profit included? <input type="checkbox"/> Other Direct Costs - Match authorized list in contract? If none listed, then \$0 allowable. <input type="checkbox"/> Labor-Hour contract? \$0 allowable for material, ODC, etc.
		The payment will not exceed the ceiling price cited in the contract or order.
		The correct quantity of items or services performed (e.g., actual # of hours performed under a labor-hour type contract)
		A correct extended amount (quantity * unit price = extended amount)
		Terms of any discount for prompt payment offered
ADMINISTRATIVE ELEMENTS		
		The contractor must include in the voucher the administrative information required by the contracting officer in the contract payment clause. If the information is not included, the voucher must be returned without payment as an improper invoice.
		The correct name and address of the contractor
		The invoice date and invoice number
		A period of performance (e.g., the billing period) clearly identified, accurate and which is covered by the contract/order cited on the invoice
		The correct contract and/or order number
		Contract Line Item Numbers (CLINS) that match those contained in the contract/order
		The correct description of supplies or services that match the description of the supplies or services in the contract/order
		Name and address of official to whom payment is to be sent
		Other details or data required by the contract/order
		Attachments or supplemental pages required by the contract/order

		No other payment for the billing period have been previously received or processed
		If this is a final payment for a supply or service after acceptance by DHS, the COR or other designated Government official has prepared an Inspection and Acceptance Report, such as a DHS Form 700-21, Material Inspection and Receiving Report. <ul style="list-style-type: none"><input type="checkbox"/> The Inspection and Acceptance Report indicates that all invoiced items/services have been accepted by the Government<input type="checkbox"/> The Inspection and Acceptance Report indicates that all or some invoiced items/services have been rejected by the Government

APPENDIX T
CHECKLIST FOR PRIVATE SECTOR TEMPORARY PERSONNEL

PART I

(Must be completed by the Requesting Office)

1. The services of private sector temporaries are needed for the following reason *(Note: The Office of Personnel Management regulation authorizes the use of private sector temporaries only in the short-term situations described below. Please check the situation which exists in your office or work unit):*

a. {____} An employee *(DO NOT insert employee's name)* currently filling the position of *(insert the title, series, and grade of the employee)*

_____ is absent from this position for a temporary period (short-term) because of a personal need including emergency, accident, illness, parental or family responsibilities, or mandatory jury service, but not including vacations or other circumstances that are not shown to be compelling in the judgment of the requesting office.

b. {____} I have determined that work must be carried out for a temporary period cannot be delayed because of a critical need. The critical need is:

2. We will need these services starting on _____ and ending on _____. *(Note: If the required services are for other than full-time continuing, also show the total number of days _____ and/or total number of hours _____ the services will be needed.)* Also, this need cannot be met with current employees within the time available, by the date, and for the duration of time the help is needed. *(Note: Length of time for using a private sector temporary must not exceed 120 work days in a 24-month period. If an appropriate need still exists at the end of the 120 work days, the temporary may work up to a maximum of 240 workdays provided it has been determined that using the services of the same individual for the same situation will prevent significant delay.)*

3. A full description of the needed work is as follows or is attached *(Note: Do not use the Government employee's position description since it is too general for the purpose of describing the work to be performed by the temporary):*

4. The person must have the following knowledge, skills and abilities in order to work:

5. The person may be required to use the following equipment *(List the equipment that will be used, showing the make and model of personal computer, word processor, mail sorter, etc.)*

6. If a specific personal computer program is required, show the name.

7. Describe the work environment by stating the type of setting in which the temporary will be working (e.g., general office, front office, typing, information desk, mailroom, warehouse, etc.).

8. List any physical endurance, such as a significant amount of walking (e.g., mail clerk), bending and lifting (e.g., warehousing), standing (e.g., clerk-photocopying), etc. that the work will require.

9. List any other special conditions of the work (e.g., security clearance requirements).

10. List administrative information, such as address and location of the workplace including building and room number; the daily working hours and lunchtime; the name, address, room number, and telephone number of the person to whom the temporary should report on the first day of work. For example:

U.S. Department of Homeland Security
(Insert Component's name)
Washington, DC

Temporary Worker Should Report to: _____
in Room: _____

11. I certify that the statements under #1 through #10 are correct to the best of my knowledge, and the temporary or use of these temporary services:

- (a) _____ Will not displace a Federal employee;
- (b) _____ Is not for the work of managerial or supervisory positions;
- (c) _____ Will not be for the work of or to fill an SES employee or position;
- (d) _____ Does not circumvent the regular recruitment and hiring procedures under the civil service laws for permanent appointment in the competitive civil service;
- (e) _____ Will not circumvent controls on employment levels; and
- (f) _____ Will not be used in lieu of appointing a surplus or displaced Federal employee as required by 5 CFR Part 330, Subpart F (Agency Career Transition Assistance Plan for Displaced Employees) and Subpart G (Interagency Career Transition Assistance Plan for Displaced Employees).

(Signature)

(Title of Office Official)

(Date)

CHECKLIST FOR PRIVATE SECTOR TEMPORARY PERSONNEL

PART II

(Must be completed by the Chief, Human Capital Personnel Officer or Component servicing Personnel official)

1. I have reviewed Part I to ensure compliance with regulatory requirements and to ensure that the information is sufficient to contract with the private sector. I certify the following:

(a) That the need ___ can ___ cannot be met through the direct appointment of temporary employees within the time available, by the date, and for the duration of time the work is needed;

(b) That there ___ are (see attachment) ___ are no qualified candidates on the applicant supply file or on the reemployment priority list; and

(c) That there ___ are (see attachment) ___ are no qualified disabled veterans with a compensable service-connected disability of 30 percent or more under 5 U.S.C. 3112, who are immediately available for temporary appointment of the duration required.

(Signature)

(Title of Chief, Human Capital Office or Component's servicing Personnel Official)

(Date)

APPENDIX U
MEMORANDUM OF UNDERSTANDING – DCAA AND DHS

MEMORANDUM OF UNDERSTANDING
between
Defense Contract Audit Agency
and
Department of Homeland Security

1. PARTIES

The parties to this Memorandum of Understanding (MOU) are the Department of Homeland Security (DHS) and the Defense Contract Audit Agency (DCAA).

2. AUTHORITY

This agreement is entered into under the provisions of the Economy Act of 1932, as amended (31 U.S.C. 1535) and 48 C.F.R. Subpart 42.002.

3. PURPOSE

This memorandum sets forth an understanding of contract audit coverage and related audit services which the Defense Contract Audit Agency (DCAA) will provide to the Department of Homeland Security, hereafter referred to as “the customer.” Questions concerning provisions or implementation of this agreement will be coordinated between the Office of the Assistant Director, Operations, for DCAA and the customer. Names, phone numbers, and addresses of applicable contact points can be found on the most current General Terms and Conditions (GT&C) and Order in G-Invoicing ([GINV PROD \(treasury.gov\)](#)).

4. DEFINITIONS

a. The term “abnormal travel” as used in this Memorandum of Understanding (MOU) is defined as travel which is outside the geographical area of responsibility normally serviced by a particular Field Audit Office (FAO).

b. The term “cognizant audit agency” as used in this MOU is defined as the agency with the sole responsibility, authority, or control to perform all Federal contract audits at a specific company or non-profit entity. DCAA cognizance is determined by one of the following:

- (1) OMB has assigned responsibility to the Department of Defense (DoD); therefore, DCAA is the cognizant audit agency.
- (2) DoD has the predominant financial interest based on contract activity; therefore, DCAA is the cognizant audit agency.
- (3) The agency with the predominant financial interest and DCAA agreed that DCAA will be the cognizant audit agency.

5. INTERAGENCY FUNDING AND BILLING RESPONSIBILITIES

a. Audit services will be provided by DCAA on a reimbursable basis. Reimbursement will be based on billable audit hours at the prevailing interagency billing rate. Abnormal travel and per diem expenses required to accomplish audits are not included in the standard hourly rate and are subject to separate billing. DCAA will obtain customer approval prior to abnormal travel.

b. Funding for customer requested audit effort will be accomplished each Fiscal Year in interagency funding documents (using G-Invoicing to complete a GT&C and Order) to be executed between the Office of Assistant Director, Resources, for DCAA and the customer. The interagency funding document(s) can list individual or multiple audits requested by the customer. The customer will promptly notify the Office of Assistant Director, Operations, DCAA, in advance when it becomes aware that there are indications of a significant change in the level of contract audit requirements and will affirm that there are sufficient funds for the level of effort to be provided. DCAA will notify the customer if the hours appear likely to increase. In the absence of notification, it can be anticipated that DCAA billings will be reasonably close to the funding estimate in the IAA Order Requirements and Funding Information.

c. When requested by the customer, DCAA will provide the customer with its best estimate of rates and hours for use in outyear projections. These estimates will be updated on a recurring basis whenever a significant change becomes known (such as a billing rate change announced by the Department of Defense).

6. DCAA RESPONSIBILITIES

a. The criteria in the current DCAA Contract Audit Manual will be used to determine the following:

- (1) The locations where contract audit coverage will be maintained by DCAA.
- (2) Audit cognizance.
- (3) Compliance with the current Generally Accepted Government Auditing Standards (GAGAS). DCAA will conform with GAGAS in determining the scope of audit, including the manner and the level of effort necessary to provide complete audit coverage at a contractor location. Under GAGAS the approach to contract auditing is to audit contractor systems and pursue corrective action as necessary to provide a basis for maximum reliance and to minimize the extent of contract testing necessary. Therefore, it must be understood that contract audits include DCAA evaluations of internal controls and examinations of contractor accounting and financial management systems.

b. At contractor locations where DCAA has audit cognizance, DCAA will respond to specific requests from the customer or their designee for contract audit coverage as follows:

- (1) Forward Pricing Audits. DCAA will respond to all customer requests for audit of specific price proposals. This includes audits of specific proposal elements or agreed upon procedures (e.g., rate audits only). It is understood that adequate

proposal audit coverage may require the DCAA auditor at the prime contractor location to request assistance from a DCAA office at a subcontractor location. In such cases, the detail supporting the DCAA bill will show each participating DCAA office separately. Requests for audits will normally be limited to those that exceed the current dollar threshold of the applicable procurement regulations. However, in special situations, the customer may request audits of lesser amounts. Available labor and overhead information will also be provided where appropriate.

(2) Audit of Incurred Cost Proposals.

(a) DCAA audits incurred cost proposals by evaluating contractor systems and uses sampling techniques to address all auditable dollars at a contractor location for an entire Fiscal Year, or years. This approach is the most efficient method of evaluating incurred cost proposals at a contractor location. DCAA does take specific contract provisions into account in audit planning and performance, therefore, the customer should make DCAA aware of specific issues related to that contract to be covered in the audit.

(b) DCAA will audit incurred cost proposals at all contractor locations where DCAA is cognizant and auditable dollars have been identified as follows:

(i) Each incurred cost proposal received and determined adequate by the FAO will be assessed for sampling eligibility. Based on this assessment, it will be determined either eligible or not eligible for sampling. DCAA procedures call for all ineligible proposals to be audited. Eligible proposals will be selected for audit using random sampling techniques. Assignments not selected for audit will be closed with a sampling memo, previously referred to as a “low-risk memo.” This guidance does not apply to educational institutions. DCAA bills these types of audits based on the relationship of an agency’s cost audited to the total cost audited.

(ii) DCAA will provide the customer or its designee with an incurred cost audit report at the conclusion of the audit or a copy of the sampling memorandum if the customer agrees to participate in the sampling process. Estimates of billable hours for incurred cost audits (identified as DCAA self-initiated effort) will be separately identified and DCAA will notify the customer of the estimate. It must be understood that once the self-initiated budget is established, it cannot be reduced by the customer to cover unplanned audit effort.

(iii) If the customer desires an audit of an incurred cost proposal at a contractor where DCAA is not cognizant, the customer will issue

a request for audit in accordance with paragraph 7a. of this agreement. DCAA will process such request in accordance with paragraph 6c. of this agreement.

(3) Other Incurred Cost Audits.

(a) Other incurred cost audits are defined as audits of incurred cost not related to the contractor's annual incurred cost proposal. Such audits would include, but are not limited to, the following types of audits: Evaluation of Provisional Billing Rates, Termination Proposals, Equitable Adjustment Claims, Progress Payments, and Other Special Audits necessary to protect the Government's interests. If DCAA believes that one of the above type audits is necessary based on conditions or information coming to its attention, the customer will be notified.

(b) DCAA will respond to all customer requests for other incurred cost audits at locations where DCAA is cognizant.

(4) Interim Voucher Review. Upon request, DCAA will review an interim voucher to verify that costs billed are allowable, allocable, and reasonable in accordance with contract terms, applicable generally accepted accounting principles, cost accounting standards and Government acquisition regulations.

(5) Contract Closeout. Subject to the status of applicable incurred cost audits, DCAA will evaluate the final voucher upon request. DCAA bills for the direct effort required to reconcile the contractor's final claim to amounts previously audited. If there are years for which the contract has not been audited due to the customer declination to issue audit requests, DCAA may choose to conduct the additional work necessary to perform the closeout effort or may decline the request.

(6) Postaward Audits. DCAA will perform postaward audits for all contracts identified by the customer in accordance with paragraph 7d. of this agreement. If requested, DCAA will compile a recommended list of contracts for customer consideration. The term "postaward audit" as used in this MOU is defined as an audit which is performed to determine that a contractor has submitted accurate, complete, and current cost or pricing data when negotiating a contract or other pricing action with the Government. These audits are sometimes called "defective pricing" audits.

(7) Financial Advisory Services. DCAA will provide general advice on accounting, auditing, and financial matters in areas of DCAA responsibility, and facilitate and coordinate audit services with cognizant Field Audit Offices (FAOs).

(8) Other. Includes investigative support, negotiation assistance, and contract appeals.

The listing above is not all inclusive; a complete listing of reimbursable DCAA activity is available upon request.

c. At a contractor location where DCAA is requested to perform an audit, but has never had an audit presence, or has not audited at that contractor location for the past several years, DCAA will try to accommodate the customer's audit request, but if DCAA determines that it lacks adequate resources to perform the audit, it may decline the request. Such decisions are made on a case by case basis.

d. DCAA will provide estimates of billable time and starting and completion dates for the audit. These estimates are only to be used for planning purposes; actual hours and timeframes incurred may differ. DCAA cannot agree to perform an individual audit within a preapproved budget but will make every effort to stay within the budget. After receipt of a request from a customer, the assignment will be set up and completed in accordance with established procedures. If, after the audit has started, it appears a due date or budget will not be met, DCAA should provide an explanation of significant differences and get approval for deviations in advance. If overbilling does occur, and it is DCAA's error, DCAA will take immediate action to correct.

e. DCAA field offices will solicit input from the customer or their designee during the program planning process for succeeding year audits, to assure that customer concerns are addressed in planning.

f. Headquarters, DCAA, will promptly transmit to the customer and the customer's Inspector General (IG) reports of suspected contractor fraud or other wrongdoing whether disclosed by outside sources or detected through performance of the contract audit function. If the customer initiates an investigation, and audit support is requested by the customer or through the Department of Justice, the benefiting Government agencies will be billed their pro rata share of the audit support.

g. DCAA field offices will promptly send a copy of the audit report to whomever is designated in the request and to DHS Office of Chief Procurement Officer, Executive Director, Acquisition Policy and Oversight Division (ProcurementSupport@hq.dhs.gov).

h. DCAA will make available specific audit working papers upon customer request when additional information is needed to understand a specific finding. DCAA will retain the original workpapers in DCAA files.

7. CUSTOMER RESPONSIBILITIES

a. The customer will issue requests for audits and address them directly to the cognizant DCAA field office. Initial contacts may be made by telephone with a written confirmation to follow. At a minimum, the following items will either be included with the request or addressed in the request.

- (1) A copy of the contractor's submission to be audited should be submitted along with the audit request. This submission should be prepared in accordance with the Federal Acquisition Regulation (FAR) and/or other applicable agency

requirements. DCAA will work with the customer, if requested, to assist in defining an adequate submission.

(2) Billing reference numbers, if required by the customer, will be in the audit request. If no reference numbers are in the request, DCAA will assume they are not required.

(3) Audit report distribution requirements will be in each audit request; otherwise, distribution will be handled in accordance with paragraph 6g.

b. Contracts to be covered by audits shall include an access to records clause and a clause incorporating the cost principles set out in the FAR or other applicable agency guidelines.

c. The customer agrees to pay for incurred cost audit coverage at all contractor levels (e.g., Corporate Offices, Shared Services) for direct contract costs and allocable indirect costs.

d. The customer will provide the Office of Assistant Director, Operations, DCAA, with a listing of all contract pricing actions for which the customer wants DCAA to perform a post award audit. The listing will provide the contract number (and modification number if appropriate), contract value, type of contract, and name and location of the contractor.

e. The customer is responsible for follow-up on the Contracting Officers' implementation of DCAA audit recommendations, as required by OMB Circular A-50. As part of the audit-follow up process, for each audit report that is received, the Contracting Officer shall provide the cognizant DCAA office a copy of the price negotiation memorandum promptly after contract award. This memorandum should clearly address resolution of the audit finding. If the contractor for which the audit was provided is not the awardee, the contracting officer shall notify DCAA in writing of this fact. The price negotiation memorandum and/or the notification serve as the basis for DCAA disposition of the audit findings.

f. The customer is responsible for review of program results to determine if the goals and objectives of organizations, programs, activities, or functions established by laws or regulations are attained, as required by applicable Government Accountability Office (GAO) audit standards.

g. When the customer becomes aware of any internal or external reviews, including reviews by the customer, GAO, investigative agencies, etc., which may impact on the audit services furnished by DCAA, the customer will notify and will coordinate in advance with the local DCAA office affected by the review. If several DCAA offices will be affected by the review, the customer can coordinate in advance with the Office of the Assistant Director, Operations, DCAA. In this regard, to the extent the customer has control, appropriate sections of draft reports which result from such reviews will be provided to permit comment on those matters involving DCAA.

h. The customer will use only DCAA audit services to perform all contract audit functions at locations where DCAA is the cognizant auditor to preclude dual or split audit cognizance, unless DCAA acknowledges that it cannot provide the assistance required because: it

concerns matters beyond the proper role of DCAA, it would result in undue delays or inefficiencies in the accomplishment of customer objectives, or it is not in the best interest of the Government.

8. POINTS OF CONTACT

For the DHS, the Point of Contact available to respond to questions and inquiries related to this Memorandum of Understanding is the Oversight and Pricing Branch, Acquisition Policy and Oversight Division within the Office of the Chief Procurement Officer. All inquiries should be directed to the mailbox: ProcurementSupport@hq.dhs.gov.

For the DCAA, the Point of Contact is Workload Analysis Division (OWD), Operations, DCAA Headquarters. All inquiries should be directed to the mailbox: dcaa.belvoir.hq.mbx.dcaa-owd@mail.mil

9. DURATION AND TERMINATION

This MOU is effective upon the date and time of the last signature. It may be terminated by either party at any time by issuance of a written notice 60 days in advance of the intended termination date.

10. MODIFICATION

This MOU may be modified upon the mutual written consent of the parties.

11. BASIS FOR REIMBURSEMENT

a. This agreement is entered into under the provisions of the Economy Act of 1932, as amended (31 U.S.C. 1535) and provides for reimbursable orders issued by the customer for audit requirements at an estimated annual agreed upon amount. Orders are subject to modification as necessary to provide for reimbursement of costs as described below in providing the requested support.

b. Reimbursement under the terms of this agreement shall be for the costs incurred by DCAA in providing contract audit services.

12. PAYMENT OF BILLS

Under the provisions of 31 CFR 208, and The Debt Collection Improvement Act of 1996, federal payments are to be made electronically through the Intra-Governmental Payment and Collection System. In accordance with the Economy Act and federal financial management regulations, bills rendered shall not be subject to advance payment.

13. PROBLEM RESOLUTION PROCEDURES REGARDING AUDIT SERVICES

In the event the customer is not satisfied with the content of a DCAA audit report, generally, the quickest method of resolving this is for the customer to discuss their concerns with the Field Audit Office (FAO) Manager of the DCAA office providing the service. If the customer does not receive satisfactory resolution to their concerns at this level, the customer should contact

the Regional Audit Manager responsible for the applicable field office. If a satisfactory resolution is still not received, or if the customer wants to discuss a problem with someone at DCAA Headquarters, the customer should contact the Workload Analysis Division (OWD), Operations, DCAA Headquarters, to voice their concerns. This division will identify the appropriate individuals required to achieve customer resolution and advise senior level agency management of significant agency problems.

Department of Homeland Security
Office of the Chief Procurement Officer

Department of Defense
Defense Contract Audit Agency

ANN F VAN HOUTEN
Digitally signed by ANN F VAN HOUTEN
Date: 2024.04.29 21:27:56 -04'00'

Ann Van Houten
Executive Director
Acquisition Policy and Oversight

CARR.FREDRICK.E.1024700441
Digitally signed by CARR.FREDRICK.E.1024700441
Date: 2024.04.19 14:17:48 -04'00'

Fredrick Carr
Assistant Director
Operations

**APPENDIX V
DETERMINATION AND FINDINGS ¹ – AUTHORITY TO ENTER INTO AN
INTERAGENCY ACQUISITION UNDER THE ECONOMY ACT**

Based on the following determination and findings, and according to the authority of the Economy Act, 31 U.S.C. 1535, as implemented in Subpart 17.5 of the Federal Acquisition Regulation (FAR), the requesting agency, [insert DHS Component name], intends to enter into an interagency agreement with the servicing agency, [insert the name of the other federal agency].

FINDINGS

1. [For an assisted acquisition use this paragraph 1, otherwise remove.] The requesting agency needs [enter name of servicing agency] to provide [describe the supply and/or service]. The servicing agency will provide the required [supplies or service] by providing acquisition assistance to [Component name]. The total cost of the interagency acquisition is estimated to be [insert the estimated amount for the supply or service]. The servicing agency cost for providing acquisition assistance is estimated at \$_____. [If a multi-year agreement, the estimated dollar amount should be shown for each fiscal year, along with the aggregate total. Information may also be inserted into a table as shown in the example below.]

Year	Estimated Cost of the Planned Contract	Servicing Agency’s cost for providing Acquisition Assistance	Total Cost
1	\$	\$	
2	\$	\$	
3	\$	\$	

1. [For a direct acquisition use this paragraph 1, otherwise remove.] The requesting agency needs [describe the supply and/or service]. [Enter name of the servicing agency] has an existing contract that meets the need of [enter Component name]. The total cost for the supplies or services is [insert the estimated amount for the needed supply or service]. The cost associated with placing an order against the servicing agency’s contract is \$_____. [If this is a multi-year agreement, the estimated dollar amount should be shown for each fiscal year, along with the aggregate total. Information may also be inserted into a table as shown in the example below.]

¹ A D&F is required for Economy Act transactions.

Year	Estimated Cost of the Order	Servicing Agency's Cost/Fee for Placing an Order under its Contract	Total Cost
1	\$	\$	
2	\$	\$	
3	\$	\$	

2. [State the justification/rationale that the (describe the supplies or services) cannot be obtained as conveniently or economically by contracting directly with a private source.]

3. Nothing in this requirement conflicts with the authority of the servicing agency.

4. [Check one box] The following circumstance applies to this interagency acquisition:

- The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirement of the servicing agency for the same or similar supplies or services.
- The servicing agency has capabilities or expertise to enter into a contract, order, or contact modification for such supplies or services which is not available within the requesting agency.
- The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

5. [State the justification/rationale that it is in the best interest of the Government to issue an interagency acquisition.]

6. For assisted acquisitions, the DHS contracting officer shall furnish a copy of the D&F to the servicing agency with the interagency agreement.

DETERMINATION

Based on the above findings, I hereby determine that it is in the best interest of the Government for DHS to enter into an interagency [enter direct or assisted, as applicable] acquisition with the [enter name of servicing agency].

Signed:

Signature of Program Manager/Requirements Official

Date

Signature of Contracting Officer

Date

Signature of Authority One Level above the Contracting Officer when over \$500,000 ²

Date

Signature of Head of Contracting Activity when the DHS Chief Procurement Officer/Senior Procurement Executive approves the D&F

Date

Signature of the DHS Chief Procurement Officer/Senior Procurement Executive, if the servicing agency is not covered by the FAR ³

Date

² See HSAM 3017.502-2(c)(2)

³ See FAR 17.502-2(c)(2)

**APPENDIX W
CONTRACTING OFFICER'S REPRESENTATIVE (COR) NOMINATION AND
APPOINTMENT CORRESPONDENCE**

Agency Letterhead

COR Nomination Letter

Subject: Nomination of Contracting Officer's Representative

To: (Insert name of contracting officer)

From: (Insert name of Supervisor/Program Office)

I hereby nominate (*insert name, series and grade*) for appointment as (*indicate primary or alternate*) Contracting Officer's Representative (COR) for (*describe requirement and include contract/requirement name/number (if available)*). This request is based on the individual's qualifications as described below and the technical and administrative requirements of the anticipated contract, which will require a COR certified at Level (*indicate appropriate level of certification—either Level II or III*).

- a. **Federal Acquisition Certification for CORs** (*Include highest certification level attained (only Levels II or III are recognized), date certified, and attach a copy of the certificate. In addition to the certification requirements specified in <https://dhsconnect.dhs.gov/org/comp/mgmt/ocpo/TrainingCareerDev/CertificationPrograms/COR1/pages/default.aspx> confirm the prospective COR is on track to attain 40 hours in their current two-year certification anniversary cycle and list currency hours attained. If not current, they will have to achieve 40 hours of currency and be recertified before they may be nominated and appointed. State that COR was confirmed registered in CSOD*).
- b. **Training qualifications:** (*List or attach course titles and dates completed, only for initial COR training and COR continuous learning within the last two years. Ensure that one hour of procurement ethics training has been completed within the past year*.)
- c. **Technical qualifications/experience:** (*List offices, dates and types of work performed or contracts administered, and description of relevant experience.*) Attaching a resume is one example/format that may be used when documenting technical qualifications/experience.
- d. **Submission of OGE-450, Confidential Financial Disclosure Report:** (*State that the nominee will submit the OGE-450 Confidential Financial Disclosure Report (or equivalent Component report) within 30 days of COR appointment and update the report annually following Component procedures.*)
- e. **COR contact information to include:** (*Supervisor email and phone number, COR email, phone number, physical location and mailing address.*)
- f. **Other information as appropriate:** (*Confirm the COR has been informed of the*

requirements necessary to maintain his/her certification. List all other contracts and dates awarded to which the COR is currently or was previously assigned. Indicate which assignments are no longer current.)

Based on this nomination, I recognize and acknowledge the primary duties of the COR is to assist the Contracting Officer with monitoring, documentation and evaluating contractor performance of supplies or services delivered within the specified period of performance.

Another very important duty and critical function of the COR is the timely input of contractor performance (when applicable) into the Contractor Performance Assessment Reporting System (CPARS), as specified in Homeland Security Acquisition Manual (HSAM) subchapter 3042.1502.

Furthermore, it is understood that DHS leadership considers the duties of a COR vital to the overall success of the Agency in accomplishing its mission. Consistent with this guidance and HSAM 3042.270-1, each appointed COR shall receive an annual performance appraisal documenting how well the COR functions are performed. The annual performance appraisal will specifically address the five core responsibilities described in HSAM 3042.270-3(b)(1):

- a. Performing surveillance/inspections/acceptance,
- b. Monitoring activities including providing input to contractor performance evaluations,
- c. Making recommendations for invoice and payment, or, if delegated, approving proper invoices for payment, and referring invoices for non-conforming supplies or services to the contracting officer,
- d. Managing Government-furnished property, and
- e. Managing contractor employee access to facilities or systems.

Additionally, as the COR supervisor, I will ensure that the COR has adequate time and resources to perform the COR duties.

Upon appointment of the COR, I will notify my Component’s Ethics Office of this individual’s appointment to initiate the completion of a financial disclosure statement. I will also inform my Ethics Office when this individual is no longer serving as a COR.

Name of Supervisor

Signature of Supervisor

Date

Copy to:
COR
Program Office

Agency/Component letterhead

COR Appointment Letter

Subject: Appointment as a Contracting Officer's Representative (COR)

From: *(Insert name of Contracting Officer)*

To: *(Insert name of prospective COR)*

You are hereby appointed as the Contracting Officer's Representative (COR) under *(Insert contract number)* with *(Insert the name(s) of the contractor(s))* for *(Describe the supplies, services, or construction being purchased)*. The Contracting Officer will rely on you as a technical expert to provide advice regarding the quality and timeliness of the work performed. As the COR, your primary duties include assisting the Contracting Officer with monitoring the prime contractor's performance; ensuring that all technical requirements under the contract are met; timely delivery of products or services by the delivery date or within the period of performance; and at the price or within the estimated cost stipulated in the contract. The duties or authorities in this letter are not delegable; therefore, you must advise the Contracting Officer, *(Insert name of Contracting Officer)* or the Contract Administrator/Specialist *(Insert name of Contract Administrator/Specialist)* immediately when you are unable to perform these duties.

Scope of Authority (insert section if authorized by Component procedures).

As COR, you are authorized: *(fill-in)*

COR Responsibilities and Duties (See Appendix W, Exhibit 1 for requirements).

Your duties as applicable to the contract are as follows:

- **Performing surveillance/inspection and acceptance.**
- **Monitoring activities, cost, providing input to contractor performance evaluations, and notifications to the Contracting Officer.**

Contracting Officer selects one of the two functions below related to invoice payments:

- **Making recommendations for invoice payment/approval, or**
- **Approving proper invoices for payment; Rejecting improper invoices and referring invoices for non-conforming supplies or services to the contracting officer.**
- **Managing Government Furnished Assets *(when required)*.**
- **Managing Contractor Employee Access *(when required)*.**

Non-Delegable Functions and Exclusions (See Appendix W, Exhibit 2 for requirements).

As COR you shall not: *(fill-in)*

FAR and DHS Authorities/Directives, Government Ethics and Training.

The FAR and the Department of Homeland Security requires strict compliance with established standards of conduct and conflict of interest rules, to include completion of the OGE-450, Confidential Financial Disclosure Report, (or equivalent Component report) within 30 days of COR appointment. In addition to the FAR, HSAR and DHS Directives for ethics, training and financial disclosure, Component procedures should address and include additional related Contracting Officer’s instructions to the COR. See Exhibit 3, Federal Acquisition Regulation (FAR), DHS Directives and Government Ethics, and Training.

Federal Acquisition Certification Requirements.

Based on the technical and administrative characteristics of this contract, I have determined that the COR must possess a Federal Acquisition Certification (FAC) for CORs Level (*insert appropriate level*). Your appointment as COR is based on the training, experience, certification, and other qualifications cited in your nomination letter. It is your responsibility to maintain your certification and/or qualifications for COR on this contract, including completing continuous learning points. If you fail to maintain your FAC COR certification at this level, DHS is prohibited by law from paying you for performing COR functions.

Contract file content and maintenance.

Instruction for contract file content is in accordance with Component and Contracting Officer’s instructions.

If you have any questions or problems, please contact the Contract Specialist, [insert name of Contract Specialist], at [insert full telephone number including area code].

Appointment Effective and Termination Dates.

Your appointment as the COR under the above numbered contract is terminated upon receipt of a written notice of termination from the appointing Contracting Officer, the Contracting Officer's successor, or a higher level of authority.

_____	_____	_____
Name of Contracting Officer	Signature of Contracting Officer	Date

Acknowledgement Receipt and Acceptance of Appointment.

Please acknowledge receipt and acceptance of this appointment by signing and returning the attached acknowledgement section to the Contracting Officer or contract administrator/specialist.

I understand and accept my assignment as the COR under *(Insert contract /requirement name/number (if available))* as outlined in your letter to me dated *(insert date of Contracting Officer's letter)*.

Name and Title of Contracting Contracting Officer's Representative (COR)	Signature of Contracting Officer's Representative (COR)	Date

Copy to:
Supervisor
Contractor
Payment office (as appropriate)
Other Offices (as appropriate)

Exhibit 1: COR/Alternate COR Core Responsibilities and Functions.
(See HSAM 3042.270-3(b), COR Appointment letter.)

Required functions	Examples for describing COR delegated duties
Performing surveillance/inspections and acceptance.	Perform on-site surveillance in accordance with the surveillance plan. Document surveillance activities and provide a copy of documentation to the contracting officer. Review technical proficiency and compliance against the technical provisions of the contract and verify the performance of work by the contractor.
	Perform surveillance of the performance under the business agreement and conduct inspections necessary to assure performance and compliance with the terms and conditions of the agreement.
	Assure prompt review of draft reports and approval of final reports to contractor to assist with meeting the specified completion date of the contract, and assuring prompt inspection and acceptance, or rejection of deliverable.
	Notify the Contractor of deficiencies observed during surveillance. Record and report to the contracting officer all incidents of faulty or nonconforming work, delays, or problems which may disrupt or hinder future performance.
Monitoring activities, cost (see HSAM 3016.601, 3032.7000, and 3042.1500), providing input to contractor performance evaluations and notifications to the contracting officer (see examples):	Components HCAs are responsible for contractor performance evaluations procedures and policies (see HSAM 3042.1500) for ensuring that contractor performance evaluations (interim and final) are included using the Contractor Performance Assessment Reporting System. The CO’s identification and requested assistance from the COR for input into the contractor evaluations can be efficiently assigned via the appointment COR letter.
	See HSAM 3016.601 and 3032.7000 for specific requirement in monitoring cost reimbursement contracts & time-and-material and labor hour contracts.
Notification examples:	Any requests for changes from a contractor.
	Potential labor disputes or workforce problems.
	Lack of performance which may jeopardize the cost or required schedule.
	Monitoring financial management controls with respect to the allocation of appropriated dollars under the designated contract.
	Possible changes in Contractor management and/or key personnel.
	Disagreements with the Contractor regarding performance of statement of work/objectives (SOW/SOO) requirements or other potential disputes with the Contractor about technical or other business matters.
	Any possible Contractor deficiencies or questionable practices so that corrections can be made before the problems become significant.
	Procurement fraud, waste, abuse, bribery, conflict of interest, or other improper conduct to the CO and agency office, such as the OIG.
	All problems, potential disagreements or controversy, both oral and in writing, regarding the status of the contract and performance of its requirements.
Reviewing invoices for payments.	Review invoice to ensure it is a “proper invoice.” A proper invoice is approved for payment, an improper invoice is rejected. Any invoice for nonconforming supplies or services is reported to the contracting officer. Provide documentation to support the representation.
(See HSAM 3016.601 and 3032.7000.)	Evaluate progress payment requests based on costs incurred and actual work accomplished.

Required functions	Examples for describing COR delegated duties
	<p>Certify invoices for payment, using the electronic invoicing system (if Component systems provide this functionality). CORs cannot approve the final invoice on a cost type contract.</p> <p>Reviewing contractor invoices for accuracy of work completed in accordance with contract requirements and certifying acceptance or rejection.</p> <p>Review the Contractor’s invoices/vouchers for reasonableness and applicability to the contract and recommend to the contracting officer approval, conditional approval, or disapproval for payment. Or as delegated by the contracting officer, approve or disapprove the invoice for interim, or final, payment. (CORs cannot be delegated authority to approve the final invoice on other than firm fixed price contracts) The review must be completed within five days after receipt of the invoice or voucher. If you cannot meet the required review time, advise the contracting officer or contract specialist so that action can be taken to ensure Government compliance with the Prompt Payment Act, thereby avoiding the payment of interest penalties to the Contractor.</p> <p>Review the contactors invoices/vouchers to ensure that they accurately reflect the work completed in accordance with the contract requirements and certify acceptance of the delivered items. Submit certified invoices/vouchers to the designated finance office and copies to the contracting officer in a timely manner.</p> <p>See HSAM 3016.601 and 3032.7000 requirements for processing payment for cost reimbursement & time-and-material and labor hour contracts.</p>
<p>Managing Government-furnished property (used when Government property is specified in the contract).</p>	<p>You are not authorized to provide any Government-owned (or leased) equipment or supplies or use of Government space to the Contractor, other than those specifically identified in the business agreement and authorized by the contracting officer.</p> <p>If applicable, ensure Government-furnished property is made available in a timely manner.</p> <p>Request the contracting officer authorize Government-furnished property and, when requested by the contracting officer, provide disposition advice on Government-furnished property or contractor-acquired property.</p>
<p>Managing contractor employee access and security through established application process for cards, badges or credentials (when security requirements are specified in the contract).</p>	<p>Serves as a Federal sponsor for contractor, by assisting with the agency Security process, to include handling, as appropriate, the Contractor Suitability worksheet for contractor requiring a DHS PIV or USCG PIV card, notification of results of the contractor access submissions, ensuring the return of the DHS PIV card or USCG PIV card, and communication of contractor and employee’s changes in status.</p>
<p>Perform oversight of inherently Governmental and critical functions. See HSAM 3007.5 and DHS Guide on Inherently Governmental and Critical Functions regarding specific requirements</p>	<p>Perform on-going reviews of the functions performed by contractors, especially ways in which work is performed, and the manner in which Government personnel are managing services acquisitions. Reviews should focus on functions that are closely associated with inherently governmental functions and critical functions. In addition, monitor contracts to ensure that the relationships between Government personnel and contractors have not evolved into unauthorized personal services or inherently governmental functions. Also, provide information to the CO so the CO can document the contract file to reflect the results of the on-going review.</p>

Required functions	Examples for describing COR delegated duties
Payment Posting Instructions	Every month, once an invoice is received, CORs are responsible for creating the payment posting instructions and send to the financial management team to ensure proper processing of payments. This may be done electronically.

Exhibit 2: Non-Delegable Functions and Exclusions.
 (See HSAM 3042.270-3(b)(2), COR Appointment letter)

Suggested characteristics of contracting officer non-delegable functions. Component procedures may include variations substantially the same as the following:
Contracting officers may not delegate to the COR the following authorities or activities:
To make or give the appearance of being able to make commitments, modifications, or other actions which would commit the Government to a change in price, performance, quality, quantity, or the delivery schedule.
To provide guidance to the contractor, either orally or in writing, which might be interpreted as a change in the scope or terms of the contract.
To change or modify any of the terms and conditions, or statement of work of a contract, business agreements, or transaction.
To approve items of cost not specifically authorized or increase dollar limits for the contract or business agreement.
To take any action with respect to termination, except to notify the contracting officer that action may be necessary and to assist with the process as requested.
To engage in conduct prejudicial to the Government.
To sign contracts or contract modifications.
To solicit proposals.
To direct a contractor (oral or written) to begin work prior to contract award date or notice to proceed, or to stop work.
To participate in negotiations with a contractor outside the presence of a contracting officer.
To render a decision on any dispute or question of fact under the Disputes clause of the contract.
To interfere with the contractor’s management by supervising contractor employees or otherwise directing their work efforts.
To specify limitations and include the admonition that the COR may be personally liable for unauthorized commitments.
To make any agreement with the Contractor relating to the expenditure of Government funds.

**Exhibit 3:
Federal Acquisition Regulation (FAR), DHS Directives and
Government Ethics, and Training**
(See HSAM 3042.270-3(b)(3), COR Appointment letter)

Required	Suggested examples
FAR, Ethics and DHS Directives	<p>Adherence to applicable requirements for ethics (e.g., annual training, filing financial disclosure reports), procurement integrity, no conflict of interest, and proper standards of conduct, including the identification of regulations (e.g., FAR Part 3, Improper Business Practices and Personal Conflicts of Interests), statutes, or agency directives governing these topics (e.g., 5 CFR Part 2635 Standards of Conduct and Management Directive 0480.1, Ethics/ Standards of Conduct (or any successor directive)).</p> <p>Requirements to submit disclosure reports, such as the OGE 450, Confidential Financial Disclosure Report, via the Component’s appropriate confidential report system within 30 days of being appointed as a COR in accordance with HSAM 3042.270-1(b) and update the report on an annual basis following Component submission requirements.</p> <p>Use of authority for appointment letter is “Pursuant to the Federal Acquisition Regulation (FAR), the Homeland Security Acquisition Regulation (HSAR), you are appointed the COR or Alternate COR.”</p>
Training	Adherence to DHS Annual Skills Currency to maintain COR certification and any special instructions for obtaining training, to include ethics or other relevant training.
Precautionary Measures	Provide in accordance with Component procedures a disclaimer: <i>“The responsibilities and exclusions set forth in this document are not intended to be all encompassing. As a COR, you are required to consult the contracting officer when there are questions on your authority. You are not authorized to re-delegate your authority. Violation or misuse of your authority could result in abuse of DHS policy and resources at a minimum or monetary loss to the COR or firm involved, disciplinary actions, and other measures, depending on the extent of the offense.”</i>

APPENDIX X
PARTNERSHIP AGREEMENT
Between
The U.S. Small Business Administration
And
The U.S. Department of Homeland Security

Executive Summary

Sections 7(j)(10) and 8(a) of the Small Business Act (the Act) (15 U.S.C. §§ 636(j)(10) and 637(a)) authorize the U.S. Small Business Administration (SBA) to establish a business development program, which is known as the 8(a) Business Development (8(a) BD) Program. The program is a nine-year program created to assist firms owned and controlled by socially and economically disadvantaged individuals. Small business concerns owned and controlled by Alaska Native Corporations (ANCs), Indian Tribes, Native Hawaiian Organizations (NHOs), and Community Development Corporations (CDCs) are also eligible to participate in the 8(a) BD Program. The SBA services all 8(a) Program Participants to provide various management, technical, financial and procurement assistance designed to strengthen their ability to compete effectively in the American economy.

The SBA partners with federal agencies to promote maximum utilization of 8(a) Program Participants to ensure equitable access to contracting opportunities in the federal marketplace. Once certified participants are eligible to receive federal contracting preferences.

Pursuant to section 8(a) of the Act the SBA is authorized to enter into all types of contracts with other Federal agencies. By statute, the SBA enters into prime contracts with procuring activities and arranges for the performance of those contracts by awarding subcontracts to eligible 8(a) BD Program Participants. Through this Partnership Agreement (PA), the SBA is delegating its contract execution functions to the procuring activity and is authorizing the **Department of Homeland Security (DHS)** to execute and sign contracts on behalf of the SBA and contract directly with the qualified 8(a) Program Participant. The **DHS** will continue to perform all other required contract administration services. The 8(a) BD Program is governed by Part 124 of SBA regulations (13 C.F.R. part 124) and the Federal Acquisition Regulation (FAR), subpart 19.8 (48 C.F.R. § subpart 19.8).

For contracts with a duration of not more than five years awarded to an 8(a) Program Participant, including multiple award contracts (MACs) and Government-Wide Acquisition Contracts (GWACs) that are set-aside exclusively for 8(a) Participants, the firm is considered an 8(a) certified small business throughout the life of that contract, even if the firm's term of participation in the 8(a) BD Program has ended or the firm has otherwise left the 8(a) BD Program. Thus, where an 8(a) Program Participant is awarded an 8(a) MAC, the Participant may be awarded competitive orders under that 8(a) MAC even if the firm's term of participation in the 8(a) BD Program has ended or the firm has otherwise left the program. However, for any sole

source order under the 8(a) MAC, the firm must be an eligible Program Participant and must qualify as small for the applicable size standard on the date of award for the order.

In the case of MACs that were not set-aside for exclusive competition among 8(a) Participants, an agency may restrict competition for an order to eligible 8(a) contract holders if the procuring agency offers the order to the SBA and the SBA accepts it into the 8(a) BD Program. In such a case, any firm seeking to be awarded the order must be an eligible Program Participant on the initial date specified for receipt of offers contained in the order solicitation, or on the date of award of the order if there is no solicitation.

If an 8(a) Program Participant is awarded a long-term 8(a) contract (i.e., one with a duration that exceeds five years), the contracting officer must verify in the Dynamic Small Business Search (DSBS) whether the firm continues to be an eligible 8(a) Participant no more than 120 days prior to the end of the fifth year of the contract and no more than 120 days prior to exercising any option. Where the contract holder no longer qualifies as an eligible 8(a) Participant or will cease to qualify as an eligible 8(a) Participant during the 120-day period prior to the end of the fifth year of the contract, the option shall not be exercised.

I. PURPOSE: The purpose of this Partnership Agreement (PA) between the SBA and the **DHS** is to delegate the SBA's contract execution functions to **DHS** per 13 CFR § 124.501(a). The following items are applicable to this PA:

- A. The PA sets forth the delegation of authority, delineates responsibilities, and establishes procedures for the award and oversight of 8(a) contract requirements.
- B. The PA encompasses all competitive and non-competitive acquisitions of **DHS** requirements awarded through the 8(a) BD Program.
- C. This PA applies to all SBA offices and all **DHS** Office of Small Disadvantaged Business Utilization (OSDBU) small business program offices and contracting offices deemed appropriate by the head of the agency, as defined in FAR 2.101 for **DHS**.
- D. This PA supplements the requirements set forth for the 8(a) BD Program under FAR 19.8 and 13 CFR § 124.
- E. This PA replaces any previously executed Memorandum of Understanding (MOU) or PA on the 8(a) BD Program between the SBA and **DHS**.

II. ROLES AND RESPONSIBILITIES

A. SBA

- 1. Delegates its 8(a) contract execution functions to the **DHS**, in accordance with 13 CFR § 124.501(a); delegates its authority under section 8(a)(1)(A) of the

Act to enter into 8(a) prime contracts, and its authority under section 8(a)(1)(B) of the Act to arrange for the performance of such procurement contracts by eligible 8(a) Program Participants. The **DHS** may re-delegate this authority to all warranted **DHS** Contracting Officers (CO);

2. Remains the prime contractor on all 8(a) contract awards, modifications, options and purchase orders and must receive copies of all contracts and subsequent modifications from the **DHS** in accordance with the processes delineated in this PA. The 8(a) Program Participant remains the SBA's subcontractor;
3. Will implement its responsibilities under this PA through uniform procedures for use by all SBA offices;
4. Will provide training for the **DHS** on the SBA 8(a) BD Program and various aspects of the PA;
5. Shall review the **DHS's** offering letters, and issue acceptance or rejection letters in accordance with the procedures set forth in Section III of this PA;
6. Shall review requests from the **DHS** to release requirements from the 8(a) BD Program, and approve or deny such requests in accordance with the procedures set forth in Section III of this PA;
7. Shall select an appropriate 8(a) Program Participant when the **DHS** submits an open offering letter for a sole source requirement;
8. Shall make eligibility determinations for 8(a) Program Participants;
9. Shall retain the responsibility for ensuring that 8(a) Program Participants comply with all applicable provisions relating to continued eligibility for 8(a) BD Program participation per 13 CFR § 124.112;
10. May identify a requirement for an 8(a) Program Participant for a possible award. The SBA may submit capability statements to the appropriate **DHS** contracting activities for the purpose of matching requirements consistent with the 8(a) Program Participant's capability;
11. Shall retain its appeal authority in accordance with FAR 19.810 and 13 CFR § 124.505; and
12. Shall retain the right to review all non-classified information in contract files so that the SBA can ensure compliance with the terms and conditions of this agreement.

13. The SBA's Procurement Center Representative (PCR) will not sign the **DHS's** small business coordination form until the following pending actions with the 8(a) BD Program are officially coordinated and resolved with the SBA: requests to release a requirement from the 8(a) BD program; compliance with the notice requirements of 13 CFR § 125.504(d) when work that is or was performed under one or more 8(a) contracts will be procured outside the program through a requirement that has been deemed new; and the notice requirements of 13 CFR § 125.504(d) when the agency seeks to re-procure a follow-on to an 8(a) contract through a pre-existing limited 8(a) contracting vehicle and the incumbent 8(a) contract award was not so limited. See Section II.B.5 of this PA for the notification requirements.
14. Shall ensure SBA officials receive requisite education and training to deliver services described in this PA.

B. DHS

1. Shall adhere to all 8(a) BD Program requirements identified in FAR 19.8 and 13 CFR § Part 124;
2. Shall determine which requirements are suitable for offering to the 8(a) BD Program in accordance with FAR 19.8 and 13 CFR § Part 124, and, where appropriate, identify in conjunction with the appropriate SBA servicing District Office, 8(a) Program Participants capable of performing these requirements;
3. Shall submit offering letters to the SBA per FAR 19.8, 13 CFR § 124.502 and this PA;
4. Shall submit release requests to the SBA per FAR 19.8, 13 CFR § 124.504(d) and this PA;
5. Shall notify the SBA servicing District Office and the PCR assigned to the contracting office initiating a non-8(a) procurement in accordance with 13 CFR §124.504(d)(1) and this PA where a procurement intended for award outside the 8(a) BD program will contain work currently performed under one or more 8(a) contracts and **DHS** determines that the procurement should not be considered a follow-on requirement to the 8(a) contract(s), but rather procured through a requirement that it considers to be new; such notification must include the dollar value (exclusive of service extensions under FAR 52.217-8), primary and vital requirements, and end user of the previously performed 8(a) contract(s) as well as the dollar value, primary and vital requirements, and end user of the requirement that the **DHS** considers to be new;

6. Shall notify the SBA servicing District Office when the agency seeks to re-procure a follow-on to an 8(a) contract through a pre-existing limited 8(a) contracting vehicle and the incumbent 8(a) contract award was not so limited;
7. Shall coordinate as early as possible with the SBA servicing District Office when it seeks to offer a sole source 8(a) procurement on behalf of a joint venture. The **DHS** shall submit offer letters for proposed 8(a) joint ventures for sole source 8(a) contracts to the SBA's District Office that services the 8(a)-managing venturer of the joint venture for approval before contract award per FAR 19.8, 13 CFR § 124 and this PA;
8. Shall retain the responsibility for ensuring 8(a) BD Program Participants comply with all limitations on subcontracting requirements, including FAR Clause 52.219- 14;
9. Shall receive and retain the SBA's delegation of contract execution and review functions by reporting all 8(a) contract awards, modifications, options and purchase orders to the SBA until such time as the agreement is amended or terminated. Provide a copy of all 8(a) contract awards, purchase orders, orders under BOAs and BPAs, option year modifications, or other contract modifications (i.e., modifications that add time, money or scope changes; novation, name changes) to the SBA servicing District Office within fifteen (15) days of execution;
10. Shall have the final authority over CPARS ratings for 8(a) contracts. The SBA may provide input or recommendations, but the final rating is determined by the **DHS**;
11. Shall inform the CO and other warranted officials and their equivalents who are awarding 8(a) contracts of their responsibilities concerning this agreement; and
12. Shall ensure that the CO and other warranted officials and their equivalents obtain training on their obligations under this PA and the subcontracting limitations of FAR 52.219-14 and 13 CFR §§ 124.510 and 125.6.
13. Shall ensure that any proposed sole source 8(a) contract action contains the appropriate FAR Subpart 6.3 justification for use of other than full and open competition.
14. Shall ensure that any proposed sole source award that exceeds applicable sole source thresholds contain a Justification and Approval (J&A) as set forth in FAR 19.808-1(a).

III. PROCEDURES: The policies and regulations detailed in the FAR, including FAR 19.8 and 13 CFR § Part 124 shall apply to 8(a) contracts, orders, modifications and options. Agencies are not authorized to issue internal guidance that would deviate from this agreement. The **DHS** and the SBA agree to the following:

A. 8(a) BD Program Offering and Acceptance

1. **Offering letters:** The **DHS** will follow the procedures at 13 CFR § 124.502 and FAR 19.804-2 for instructions to offer a procurement to the SBA for award through the 8(a) BD Program and to submit offer letters to the SBA District Office. The SBA District Office will evaluate the offering letter package to determine if complete or request additional information if necessary. The **DHS** will allow the SBA five (5) working days to complete the review and respond with acceptance or decline.

Actions below the Simplified Acquisition Threshold (SAT) do not require offer and acceptance but do still require an eligibility determination for the 8(a) Program Participant (see Section III.A.3.b).

- a. **Sole source 8(a) Offers:** Follow the procedures at FAR 19.808-1 and 13 CFR § 124.502(a). The **DHS** will coordinate with SBA on all offer letters for sole source 8(a) procurements to verify eligibility.
 - i. **Open Requirements:** If **DHS** has a requirement for which no specific 8(a) Program Participant is nominated, submit the offering letter to the SBA District Office that services the geographical area where the contracting activity is located. For competitive and open construction requirements, submit the offering letter to the SBA District Office servicing the geographical area where the work is to be performed. For construction requirements where place of performance is overseas submit the offer letter to the Division of Management and Technical Assistance at SBA's Headquarters at omta@sba.gov. Upon receipt of a complete offering letter package the respective SBA office will determine acceptance.
 - ii. **Nominated 8(a) Participants:** If **DHS** has a requirement for services or construction, and has nominated a specific 8(a) Program Participant, submit the offering letter to the SBA District Office responsible for servicing the nominated 8(a) firm.
 - iii. **Sole source offering on behalf of 8(a) Program Participant for contracts above the competitive thresholds:** Where the **DHS** determines that an 8(a) Program Participant is responsible to perform a specific requirement that exceeds the applicable competitive thresholds,

but that there is not a reasonable expectation that at least two or more eligible 8(a) Program Participants will submit offers at a fair price, the **DHS** may submit a sole source offering letter on behalf of the identified 8(a) Program Participant. Only the AA/BD can approve such an offering. The **DHS** CO will work with the servicing the SBA District Office to coordinate the request and establish a review timeline. The **DHS** will use the appeal process described in Section III.C below to resolve concerns.

- b. **Joint venture nominees:** Where **DHS** offers a sole source 8(a) procurement on behalf of a joint venture, the SBA will conduct an eligibility review of the lead 8(a) party to the joint venture as part of its acceptance. The SBA must approve the joint venture prior to the award of the sole source contract. Submit the offering letter as soon as possible to the SBA District Office servicing the 8(a) managing venturer to ensure that it is approved prior to award. Upon receipt, the SBA may issue the acceptance or denial letter and eligibility determination, applicable no later than five (5) working days; and will coordinate a response date with the agency point of contact if more review time is needed. If no response is received within five (5) working days of request for acceptance, the **DHS** may assume acceptance on the sixth (6th) working day.
- c. **For Basic Ordering Agreements (BOA) and Blanket Purchase Agreements (BPA):** Refer to 13 CFR § 124.503(h). Neither BPA's or BOA's are contracts under the FAR (see 48 CFR § 13.303 and 48 CFR § 16.703(a)). Each 8(a) sole source or 8(a) competitive order to be issued under a BOA or BPA is an individual contract. The **DHS** must offer, and the SBA must accept, each sole-source order under a multiple-award BOA or BPA in addition to offering and accepting the BOA or BPA itself. An 8(a) Program Participant seeking to be awarded an order under a BOA or BPA must be a current, eligible Participant in connection with each order. The SBA will not accept for award on a sole source basis any task order under a BOA or BPA that would cause the total dollar amount of task orders issued to exceed the applicable competitive threshold.
- d. **Competitive:** Submit the offering letter for competitive 8(a) requirements to the SBA District Office that services the geographical area where the **DHS's** contracting activity is located. For competitive requirements to be performed overseas, submit the offering letters to the Division of Management and Technical Assistance at the SBA's Headquarters via email at omta@sba.gov.
- e. **Task or Delivery Order Contracts, including Multiple Award Contracts (MAC):**

Multiple award contracts: Refer to 13 CFR § 124.503(i). If the underlying task or delivery order contract or MAC was originally offered and accepted by the SBA for the 8(a) BD Program, and set-aside exclusively for 8(a) BD Program Participants, **DHS** is not required to submit offer letters for **competitive task orders**. For **sole source orders**, please follow the Offer and Acceptance procedures outlined in Section III.A.1.a.iii of this PA. The **DHS** must offer, and the SBA must accept, each sole source order under a multiple-award Task and Delivery Order Contract, in addition to offering and accepting the Task and Delivery Order Contract itself.

Single award contracts: Refer to Section III(A)(1)(e). Where the contract has been offered and accepted by the SBA, no offer and acceptance is required for individual task orders.

- f. **Establishing a new Multiple Award Contract (MAC) reserved for the 8(a) Program:** When establishing a new vehicle (defined as larger than 5 times the NAICS, multiple NAICS and/or a period of performance that is longer than five years) exclusively for 8(a) Program Participants **DHS** will work with their local SBA District Office to mutually establish a review timeline.

3. **SBA Acceptance in accordance with 13 CFR § 124.503:**

- a. **Actions that exceed the simplified acquisition threshold:** Follow the procedures at FAR 19.804-3 and 13 CFR § 124.503(a). Upon receipt of a complete offering letter package the SBA District Office will determine acceptance. The **DHS** and the SBA agree that SBA's decision whether to accept or reject the requirement will be transmitted to the **DHS's** CO in writing within five (5) working days of receipt of the offer. Absent a notification of rejection within five (5) working days of receipt of the offer, **DHS** may assume acceptance on the sixth (6th) working day unless an extension has been requested and accepted.
 - i. Reference FAR 19.804-3(a): **DHS** and the SBA District Office agree that if the CO sends an offering letter and subsequently changes strategy before the SBA acceptance has been provided, the **DHS's** CO may withdraw the offering letter from further consideration. Once the SBA receives the withdrawal, the SBA will stop the process of acceptance and the **DHS's** CO does not have to go through the release procedures to remove the requirement because it was never accepted into the 8(a) BD Program.
 - ii. Withdrawal/substitution of offered requirement or Participant: Refer to 13 CFR § 124.503(e). If the **DHS** determines the identified 8(a) Program

Participant is not a good match for the procurement, including for such reasons as **DHS** finding the Participant non-responsible or the negotiations between the **DHS** and the Participant failing, the **DHS** may seek to substitute another 8(a) Program Participant. The **DHS** must inform the SBA District Office of its concerns regarding the originally identified Program Participant and identify whether it believes another Program Participant could fulfill its needs.

- iii. If the SBA believes another Program Participant can fulfill the requirement, but the **DHS** disagrees, the SBA may appeal that decision to the head of the procuring agency pursuant to 13 CFR § 124.505(a)(2).
 - iv. If the SBA agrees that another Program Participant cannot adequately fulfill the requirement at a fair price, the **DHS** may withdraw the requirement from the 8(a) BD Program.
- b. **Actions below the simplified acquisition threshold:** Follow the procedures at FAR 19.804-3(a)(2) and 13 CFR § 124.503(a)(4). When the **DHS's** CO decides to use the 8(a) BD Program, the SBA authorizes award of an 8(a) contract without requiring an offer and acceptance of the requirement for the 8(a) BD Program. The CO shall contact the SBA servicing District Office to verify eligibility of the nominated 8(a) Program Participant. If no response is received within two (2) working days of an eligibility request, **DHS** may proceed with award on the third (3rd) working day. In such a case, the CO shall provide the following information to the SBA:
- 1. Firm's Name, Address and DUNS;
 - 2. Total Dollar Amount;
 - 3. A copy of the executed contract.

Reference FAR 19.804-3(b)(2): In the event that the SBA does not believe the NAICS code assigned to the procurement is reasonable, the **DHS** and the SBA District Office agree to pursue the informal escalation process outlined in paragraph III.C.1 of this PA before pursuing the procedures in FAR 19.804-3(b)(2).

- c. **Federal Supply Schedules (FSS), including FAR Subpart 8.4 BPAs:** This section applies to all ordering activities governmentwide as defined at FAR 8.401.

The **DHS** must offer, and the SBA must accept, a Participant's base Schedule contract in order for the Participant to be deemed an eligible 8(a) contractor for any orders issued under the Schedule contract. This can be accomplished either by offering individual Schedule contracts to the SBA or by offering a pool

under the Schedule for which only current 8(a) Program Participants are eligible. As with any other 8(a) contract, the SBA must determine eligibility prior to award of the contract. For those firms seeking to be deemed eligible 8(a) contractors under the FSS that currently have FSS contracts, the **DHS** must offer modifications to the existing base Schedule contract to the SBA or allow the firm to be awarded a new Schedule contract through a pool of eligible 8(a) Program Participants. SBA would perform an eligibility determination on the 8(a) firm prior to accepting the modification or contract.

The CO can issue 8(a) set-aside orders under FSS at their discretion. Subject to the following, the CO can issue orders from BPAs under FAR subpart 8.4 at their discretion.

Refer to Section III of this agreement for procedures for program offering, evaluation and acceptance.

- i. For a single-award FSS BPA under FAR Subpart 8.4, 8(a) acceptance is not required for orders, provided the single-award BPA was awarded competitively and was itself accepted into the 8(a) program for a term that does not extend past a date that is the firm's graduation date plus five years. Only active 8(a) Participants are eligible to receive a single-award BPA through the 8(a) BD Program. If accepted into the 8(a) BD Program at issuance, FSS BPAs are subject to the release procedures of 13 CFR 124.504.
- ii. For 8(a) sole source orders using multiple-award BPAs, the **DHS's** CO is required to submit an offering letter and obtain acceptance from the SBA. The 8(a) Participant must be eligible as of the date of award for the order. For 8(a) competitive orders off a FSS BPA, an 8(a) contractor is eligible only if the award is made not more than 5 years past the 8(a) contractor's graduation date.
- iii. The ordering agency must offer and receive SBA acceptance for 8(a) sole-source orders. Only active 8(a) Participants are eligible to receive sole-source orders. Graduated 8(a) Participants are not eligible to receive sole-source orders.
- iv. Where an 8(a) Participant was awarded a Schedule contract through a modification to a current Schedule contract, the 8(a) Participant may continue to receive new competitive orders under the Schedule contract for up to five (5) years from the date of award or recognition, even after the contractor's 8(a) Program term expires, the contractor otherwise exits the 8(a) Program, or the contractor becomes other than small for the NAICS code(s) assigned under the 8(a) contract. In addition, agencies

may continue to take credit toward their prime contracting goals for orders awarded to 8(a) Program Participants.

Business concerns are not required to recertify size and/or socioeconomic status for set-aside orders (see FAR 19.301-2). However, if an 8(a) contractor re-represents that it is other than small for the NAICS code(s) assigned under the contract or, where ownership or control of the 8(a) contractor has changed and the SBA has granted a waiver to allow the contractor to continue performance (see 13 CFR § 124.515), the **DHS** may not credit any subsequent orders awarded to the contractor towards its small, disadvantaged business or small business goals. This is also dependent on whether ownership has changed to another 8(a) firm, or to another socially and economically disadvantaged individual, or, for the small business goal, where the firm is still small.

- v. A limited source justification as noted at FAR 8.405-6 is not required for orders or BPAs that are sole source 8(a) awards under FSS.

B. Competition below the competitive thresholds

1. **General:** Reference FAR 19.805-1(a)(2): **DHS** and SBA acknowledge that, under the Federal Supply Schedule (FSS), STARS vehicles, or any governmentwide acquisition contract (GWAC), orders set aside for 8(a) Program Participants may be awarded on the basis of competition limited to all eligible 8(a) Program Participants at any dollar value. The CO shall work with the SBA District Office to coordinate the 8(a) Program Offer and Acceptance. Refer to Section III.A. above.
2. **Procedures:** Follow the procedures at FAR 19.805-2(b): If **DHS** requests an eligibility determination the SBA has five (5) working days after receipt of the CO's request to respond. If **DHS** has not received a response within five (5) working days of request **DHS** may assume eligibility on the sixth (6th) working day.

C. SBA Appeals: Reference FAR 19.810: **DHS** and the SBA agree to pursue the informal escalation process steps outlined below in the event that a disagreement arises between the **DHS's** CO and the SBA representative (District Office, Business Opportunity Specialist (BOS), Procurement Center Representative (PCR), or any SBA representative):

1. The **DHS's** CO shall seek assistance from their agency Small Business Technical Advisor (SBTA), or agency Small Business Specialist if an SBTA is not assigned, to coordinate a meeting with the SBA Representative to attempt to resolve the issue at the lowest level possible, within ten (10) working days. The

SBA representative may include, but is not limited to, the District Director or their Deputy.

2. If step 1 is not successful, the **DHS** shall seek assistance and coordinate a meeting with the SBA District Director and the SBA Area Director to resolve within five (5) working days.
3. If there is no resolution from steps 1 or 2, the **DHS** shall contact their agency's Office of Small and Disadvantaged Business Utilization (OSDBU) to coordinate a meeting with the SBA Associate Administrator, Office of Business Development (AA/BD) to resolve within five (5) working days. The POC for these requests is the SBA's Director, Management and Technical Assistance Division and the **DHS** will email the request to the SBA at omta@sba.gov.
4. The last step in the informal escalation process before following the procedures of FAR 19.810 would be a discussion between the **DHS** OSDBU, the SBA Associate Administrator, Office of Business Development (AA/BD) and the Deputy Associate Administrator, Office of Government Contracting and Business Development (DAA/GCBD) to resolve the issue.
5. When the SBA is notified by an 8(a) Program Participant with concerns about **DHS** procurement causing adverse impact, the SBA will promptly notify the **DHS's** OSDBU and senior procurement official representative in writing. The **DHS** representative will respond in 10 (ten) working days.

D. Administration of Contracts: The **DHS's** CO must advise and consult with the SBA of any intent to terminate an 8(a) contract for default or convenience before doing so (refer to 13 CFR § 124.518). The CO will contact the SBA District Office servicing the incumbent 8(a) firm awarded the original underlying contract.

E. Release for Non-8(a) or Limited 8(a) Competition: Reference FAR 19.815 and 13 CFR § 124.504(d) for release from the 8(a) BD Program. Where a procurement is offered and accepted into the 8(a) BD Program and subsequently awarded as an 8(a) contract, its follow-on requirement must remain in the 8(a) BD Program unless the SBA Associate Administrator for Business Development (AA/BD) agrees to release it.

1. **General:** The **DHS** CO must notify the SBA of any follow-on procurement from the 8(a) BD Program when going to a multiple award contract (MAC) that is not itself an 8(a) contract, but where the procuring activity intends to compete and award a competitive 8(a) order under the MAC.

Release from the 8(a) BD Program is not required for follow-on procurements that are offered to and accepted into the program. Task or delivery orders,

including BPAs using FAR 8.405-3, under a basic contract or established pools accepted into the 8(a) BD program are covered and do not require release.

2. **Procedures:** When a release is requested, **DHS** and the SBA agree to send the release request to the SBA District Office where the original offering letter or other notice was accepted. **DHS** will provide the following additional information in the request for release:
 - a. Reason(s) for the request;
 - b. Procurement history of the requirement;
 - c. Market research;
 - d. Re-procurement strategy;
 - e. Incumbent 8(a) contractor name;
 - f. Assigned NAICS Code; and,
 - g. Statement of Work; and
 - h. Copy of the SBA's original acceptance letter from the procurement history; and
 - i. Agency goals and achievements for SDB, SDVOSB, HUBZone and WOSB.

3. **Reference FAR 19.815(c):** The **DHS** will coordinate its request for release with the SBA servicing District Office. Upon receipt of the request the SBA will work with the requestor to mutually establish a review timeline. The **DHS** will use the appeal process described in Section C above to resolve concerns.

4. **New Requirements:** In accordance with 13 CFR § 124.3 and the definition of follow-on requirement or contract, the **DHS** and the SBA agree that the expansion or modification of an existing requirement may be considered a new requirement for:
 - a. significant scope changes requiring different capabilities of work,
 - b. 25% value change for equivalent periods of performance (adjusted for inflation), and/or
 - c. requirement end user changes.

Meeting any one of these conditions is not dispositive that a requirement is new. In particular, the 25% and end user rules cannot be applied rigidly in all cases (e.g., consolidated requirements and assisted acquisitions).

- ii. **For New requirement determinations:** The **DHS** CO shall notify the SBA servicing District Office and the PCR, as early as possible in the acquisition but no later than 30 days prior to the submission of the acquisition review package to the PCR that it intends to procure work currently under one or more 8(a) contracts as a requirement it considers to be new. Such

notification must include:

- a. The basis for **DHS's** determination that the requirement is new relative to the work currently fulfilled under the 8(a) BD Program;
- b. The Independent Government Cost Estimate for the requirement and applicable market research based on estimated dollar value;
- c. The statements of work for the new requirement and the work currently fulfilled under the 8(a) BD Program; and
- d. Procurement history.

IV. TERM / AMENDMENT

- A. This PA is effective on the date of SBA's signature. This PA may be amended, in writing, at any time by mutual agreement of the parties.
- B. Either the SBA or **DHS** may terminate this PA upon thirty (30) calendar days advance written notice to the other party.
- C. Either the SBA or **DHS** may suspend this PA for failure to follow the terms of this PA upon thirty (30) calendar days advance written notice to the other party.
- D. This PA does not have an expiration date. However, it will be reviewed at a minimum every five (5) years from its effective date for accuracy and effectiveness and modified as needed.

Termination or suspension of this PA will require **DHS** to utilize the prescribed processes to contract with the SBA for the 8(a) BD Program as stated in FAR 19.8.

V. ADMINISTRATION

For DHS:

Kweilin Hollis
Department of Homeland Security
Kweilin.hollis@hq.dhs.gov

For SBA:

Associate Administrator,
Office of Business Development
Government Contracting and Business Development
Office of Program Review (OPR/GCBD)
Sharon.Gurley@sba.gov

VI. ACCEPTANCE: Authorized by, and on behalf of their respective agencies, the undersigned parties hereby accept the terms and conditions of this agreement.

For DHS:

EDNA D BULLOCK Digitally signed by EDNA D
 BULLOCK
 Date: 2023.04.04 15:16:00 -04'00'

E. Darlene Bullock	Date
Executive Director	
Office of Small and Disadvantaged Business Utilization	
Department of Homeland Security	
Darlene.bullock@hq.dhs.gov	

PAUL R COURTNEY Digitally signed by PAUL R
 COURTNEY
 Date: 2023.04.11 14:03:42 -04'00'

Paul Courtney	Date
Senior Procurement Executive	
Department of Homeland Security	
Paul.courtney@hq.dhs.gov	

For SBA:

Donna L. Peebles April 14, 2023

Donna L. Peebles, D.M	Date
Associate Administrator, Office of Business Development (AA/BD)	
Office of Government Contracting and Business Development	
U.S. Small Business Administration	
dr.donna.peebles@sba.gov	

**APPENDIX Y
DETERMINATION AND FINDINGS – AUTHORITY TO AWARD AN AWARD FEE
CONTRACT**

FINDINGS

1. The *(identify the Component and the contracting office)* of the Department of Homeland Security proposes to contract for *(describe the supplies and/or services being procured and identify the program/project, if applicable)*.
2. *Estimated value of the contract action:* \$ _____
3. The work to be performed is such that it is neither feasible nor effective to devise predetermined objective incentive targets applicable to cost, schedule, and technical performance because _____ *(insert rationale)* _____ ;
4. The likelihood of meeting acquisition objectives will be enhanced by using a contract that effectively motivates the contractor toward exceptional performance and provides the Government with the flexibility to evaluate both actual performance and the conditions under which it was achieved because _____ *(insert rationale)* _____ ;
5. Any additional administrative effort and cost required to monitor and evaluate performance are justified by the expected benefits as documented by a risk and cost benefit analysis for the reasons addressed in the following/attached cost/benefit analysis. _____ *(insert or attach the cost/benefit analysis)* _____ .

[The cost benefit analysis must address at least each of the following:

 - The estimated **additional cost under the contract** for the contractor to participate in the award fee (AF) process, including additional reporting and attendance of meetings.
 - The estimated **additional salary, travel and other costs to the government** of performing the award fee functions;
 - The estimated **additional contract award fee amounts** necessary under the award fee plan to be paid for excellent contractor performance.
 - The **additional value or benefit** desired from the contractor as a result of motivation from the award fee process (such as reduced contract price or added value of contract deliverables [you do not have to dollarize added value of improved deliverables]).
 - An **assessment** showing the desired benefits outweigh the anticipated costs.]
6. The Award Fee Plan is attached.
7. All of the limitations of FAR 16.301-3 will be complied with (applies only if this is a cost type contract):
 - (a) A cost-reimbursement contract may be used only when—
 - (1) The contractor’s accounting system is adequate for determining costs applicable to the contract; and

(2) Appropriate Government surveillance during performance will provide reasonable assurance that efficient methods and effective cost controls are used.

(b) The use of cost-reimbursement contracts is prohibited for the acquisition of commercial products or commercial services.

DETERMINATION

On the basis of the above findings, I hereby determine that the use of an award fee arrangement for this contract action is in the best interests of the government.

(Signature of the Head of the Contracting Activity (HCA))

**APPENDIX Z DEPARTMENT OF HOMELAND SECURITY ACQUISITION PLAN
TEMPLATE**

Submitted by:

Name Date
Program Official (or official title)
(DHS Component and Organization)

Name Date
Contracting Officer
(DHS Component and Organization)

Concurrence:

Name Date
Small Business Specialist
(DHS Component and Organization)

Name Date
Chief Information Officer
(DHS Component and Organization)

Approval:

Name Date
Head of the Contracting Activity, or designee
(DHS Component and Organization)

OR

Name Date
DHS Chief Information Officer
(DHS Component and Organization)
(Signature required when the requirement includes the purchase of information technology and if the AP is being approved by the CPO.)

AND

Chief Procurement Officer, or designee Date
Office of the Chief Procurement Officer

Acquisition Background and Objectives

1) Description of Need

- (a) Provide a description of the requirement. Summarize the required capabilities or performance characteristics of the supplies or the performance standards of the services. This discussion should also detail whether the requirement includes the purchase of information technology (IT) products, services, equipment, or commercial-off-the-shelf (COTS) software. This includes instances when IT capabilities or IT resources will be used to provide the requisite services (e.g., background investigation services, human resources support services, grants processing, etc.)
- (b) State all significant conditions or constraints affecting the procurement.
- (c) DHS Acquisition Programs:
 - (1) Is this procurement part of a Major or Non-major Capital Asset Acquisition Program (Level 1, 2, or 3) as defined in DHS Instruction 102-01-001, Acquisition Management Instruction? Yes No
 - (2) Is this procurement part of a Major Services Acquisition Program (Level 1 or 2) as defined in DHS Instruction 102-01-001, Acquisition Management Instruction? Yes No
 - (3) If “Yes”, to either question 1 or 2, identify the name of the Program and Program Level (Level 1, 2 or 3). []

2) Procurement History

- (a) Provide a short narrative discussing the overall procurement history for this requirement. For example, explain any varying strategies, if any, in the past.
- (b) Address items 1 through 10 below. Charts or graphics can be used to illustrate this information, and it can also be submitted as an appendix.
 - (1) Previous contract(s);
 - (2) Contractor name;
 - (3) Contract type;
 - (4) Contract value;
 - (5) Period of performance;
 - (6) Place of performance;
 - (7) Contract vehicle (e.g., EAGLE, 8(a) STARS, etc.);

- (8) Small or Large Business at time of award;
 - (9) Whether procurement was competitive or non-competitive;
 - (10) For competitive procurements, identify the extent competed;
 - (11) Whether the procurement was set-aside, and if so, what type; and
 - (12) Any protests filed against the solicitation or award.
- (c) Address whether lessons learned from previous acquisitions impact any aspect of the current acquisition and if knowledge gained from the prior acquisitions has been used to further refine the requirement or the acquisition strategy consistent with FAR 7.103(t).

3) Acquisition Planning Forecast System

Provide the Acquisition Planning Forecast System (APFS) record number for the requirement or rationale if there is none.

4) Contract Value/Independent Government Cost Estimate

Provide the total estimated value including all options.

5) Delivery or Period of Performance Requirements

Describe the performance period and describe the basis for establishing delivery or performance-period requirements (see FAR 11.4). If there is a gap in service from the current contract until the new award, discuss how the gap will be addressed.

6) Acquisition Streamlining

Select from the following any planned acquisition streamlining initiatives that will result in a more efficient and effective use of resources during the acquisition process:

- (a) Encouraging industry participation by hosting Industry Days, using draft solicitations, presolicitation conferences, pre-proposal conferences, due diligence and other means of stimulating interaction with industry.
- (b) Acquiring Commercial-Off-the-Shelf (COTS) products, when applicable. State the timeframe for identifying which of those specifications and standards, originally provided for guidance only, shall become necessary.
- (c) Using innovative evaluation techniques.

7) Procurement Risks

Discuss technical, cost, and schedule risks and describe what efforts are planned or underway to reduce those risks.

Plan of Action

8) Sources

- (a) Address the extent and results of the market research and indicate how it impacts this procurement.
- (b) Strategic Sourcing Contract Vehicles/Best in Class Vehicles (BIC).
- (1) Yes No This acquisition is to establish a new strategic sourcing contract vehicle. (See HSAM 3007 regarding establishing Department-wide contract vehicles.)
- (2) Yes No This acquisition is a re-compete or follow-on to an existing strategic sourcing contract vehicle. (See HSAM 3007.271 regarding establishing Department-wide contract vehicles.)
- (3) Yes No This acquisition will be a task/delivery order against an existing strategic sourcing contract vehicle/BIC. Identify vehicle: []
- (4) Yes N/A This requirement is covered by an existing strategic sourcing/Best in Class (BIC) contract vehicle Identify vehicle: [] However, the vehicle will not be used for the following reason (provide rationale): [] (Attach a copy of the approved waiver or exception. If no waiver or exception has been obtained, provide an explanation. See Directive 060-01/HSAM 3017 regarding the use of strategic sourcing vehicles and associated exceptions and waivers).
- (c) Discuss consideration of small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns (see FAR 19). If small businesses are not being considered provide a brief explanation based on the market research conducted. Discuss whether the procurement strategy was coordinated with the Component Small Business Specialist and/or the Office of Small and Disadvantaged Business Utilization (OSDBU). If the strategy was coordinated with OSDBU, discuss whether the strategy, described in the AP, reflects the discussion regarding small business concerns.
- (d) Consider the impact of any consolidation or bundling that might affect participation of small businesses in the acquisition (see FAR 7.107) (15 U.S.C. 644(e) and 15 U.S.C. 657q). When the proposed acquisition strategy involves bundling, identify the incumbent contractors and contracts affected by the bundling.

9) Competition

- (a) Describe how competition will be sought, promoted, and sustained. If full and open competition is not contemplated, cite the appropriate authority at FAR 6.302, 8.405-6 or 16.505(b) as applicable; and discuss the basis for the application of that authority, and identify the proposed contractor(s).

- (b) If applicable, discuss whether the resulting contract will be a bridge contract or if a separate bridge contract is required to support the competition and transition.
- (c) Discuss whether the requirement has been coordinated with the Procurement Activity Advocate for Competition (PAAC) or DHS Advocate for Competition, as appropriate.
- (d) When effective subcontract competition is both feasible and desirable, describe how such subcontract competition will be sought, promoted, and sustained. Identify any known barriers to increasing subcontract competition and address how to overcome them.

10) Contract Type Selection

- Firm Fixed-Price (FFP)
- Cost Reimbursement
- Time and Materials
- Labor Hour
- Other:

- (a) For FFP actions discuss why this is the appropriate contract type.
- (b) If this is a hybrid type containing both FFP and other than firm-fixed price (OTFFP) contract types discuss what portion of the work is OTFFP.
- (c) For OTFFP actions discuss items (c)(1) through (c)(6):
 - (1) Explain why the use of an OTFFP contract (e.g., cost reimbursement, time and materials, labor hour) is appropriate;
 - (2) Provide the rationale that details the particular facts and circumstances (e.g., complexity of the requirements, uncertain duration of the work, contractor's technical capability and financial responsibility, or adequacy of the contractor's accounting system), and associated reasoning essential to support the contract type selection;
 - (3) Provide an assessment regarding the adequacy of Government resources that are necessary to properly plan for, award, and administer other than firm-fixed-price contracts;
 - (4) Discuss the actions planned to minimize the use of OTFFP contracts on future acquisitions for the same requirement and to transition to firm-fixed-price contracts to the maximum extent practicable;
 - (5) If applicable, discuss why a level-of-effort, price redetermination, or fee provision was included; and
 - (6) Discuss the Government's additional risks and the burden to manage the contract type selected (e.g., when a cost-reimbursement contract is selected, the Government incurs additional cost risks, and the Government has the additional burden of managing the contractor's costs). For such instances, acquisition personnel shall discuss –

- How the Government identified the additional risks (e.g., pre-award survey, or past performance information);
- The nature of the additional risks (e.g., inadequate contractor's accounting system, weaknesses in contractor's internal control, non-compliance with Cost Accounting Standards, or lack of or inadequate earned value management system); and
- How the Government will manage and mitigate the risks.

11) Source Selection Procedures

- (a) Discuss the source-selection procedures for the acquisition(s), including the timing, proposed evaluation factors and evaluation of proposals.
- (b) Describe any innovative evaluation techniques being used. Has there been discussions with the Procurement Innovation Lab (PIL) on this requirement?
- (c) If using lowest price technically acceptable (LPTA) or other unique evaluation scheme provide a description and rationale for its use.

12) Acquisition Considerations

For each contract contemplated, discuss and provide rationale, where applicable for:

- (a) Use of multiyear contracting, options, or other special contracting methods (see FAR 17);
- (b) Any special clauses, special solicitation provisions, or FAR/HSAR deviations (see FAR 1.4);
- (c) If applicable, discuss the status of HSAM Appendix G *Individual of Class Checklist for Controlled Unclassified Information*. Has it been completed and coordinated with the cognizant SMEs? Do HSAR clauses 3052.304-71 Contractor Employee Access, 3052.204-72 Safeguarding Controlled Unclassified Information, 3052.204-73 Notification and Credit Monitoring Requirements for Personally Identifiable Information Incidents, and/or Special Clause Information Technology Security Awareness Training (see HSAR Class Deviation 15-01, Revision 1) apply to this acquisition?
- (d) Whether equipment will be acquired by lease or purchase and why (see FAR 7.4);
- (e) Provide rationale if a performance-based acquisition will not be used or if a performance-based acquisition for services is contemplated on other than a firm-fixed-price basis (see FAR 37.102(a), FAR 16.103(d), and FAR 16.505(a)(3)).

13) Information Technology Considerations

Section 508: For information technology acquisitions, identify the applicable ICT Accessibility Standard(s). When an exception or an exemption to the standard(s) applies, the plan must list the exception and/or exemption, and the item(s) to which it applies. For those items listing FAR 39.204 or FAR 39.205(a)(1) or (2), the corresponding

accessibility standard does not need to be identified. (See FAR subpart 39.2, 36 CFR 1194.1, and HSAM subchapter 3039.2).

- (b) For information technology acquisitions, discuss whether the appropriate Component and/or Headquarter CIO coordination and approvals have occurred (See HSAM 3039.170(b)). If not, discuss how the applicable agency information security requirements will be met.
- (c) For information technology acquisitions using Internet Protocol, discuss whether the requirements documents include the Internet Protocol compliance requirements specified in 11.002(g) or a waiver of these requirements has been granted by the agency's Chief Information Officer.

14) Inherently Governmental Functions

Address the consideration given to FAR 7.5 inherently governmental functions and if an Inherently Governmental and Critical Functions Analysis or Inherently Governmental and Critical Functions Product Service Code Exemption Memo, as applicable, will be completed prior to the issuance of the solicitation.

15) Government-Furnished Property

Indicate any Government property to be furnished to contractors, and discuss any associated considerations, such as its availability or the schedule for its acquisition (see 45.102). Charts or graphics can be used to illustrate this information.

16) Government-Furnished Information

Discuss any Government information, such as manuals, drawings, and test data, to be provided to prospective offerors and contractors. Indicate which information that requires additional controls to monitor access and distribution (e.g., technical specifications, maps, building designs, schedules, etc.), as determined by the agency, is to be posted via the enhanced controls of the governmentwide point of entry also known as Contract Opportunities at <https://sam.gov> (see FAR 5.102(a)). Charts or graphics can be used to illustrate this information.

17) Security Considerations

For acquisitions dealing with classified matters, discuss how adequate security will be established, maintained, and monitored (see FAR 4.4 and Policy Directive 4300 B DHS National Security Systems).

18) Buy American Considerations

- (a) Will foreign end products or services (i.e., non-domestic/U.S.-made end products or non-U.S. services) be permitted to be offered? If yes, identify the applicable exception to the Buy American statute from FAR 25.103 or FAR 25.202 or indicate that the acquisition is covered by a trade agreement.

- (b) For actions where an exception to the Buy American statute is applicable and a written determination is required, has the determination been submitted for review and approval by the Chief Procurement Officer (See HSAM 3025.103 and HSAM 3025.202)?

19) Contract Administration

Describe how the contract will be administered. In contracts for services, include how inspection and acceptance corresponding to the work statement’s performance criteria will be enforced.

20) Other Considerations:

Address other considerations, as applicable to the procurement, such as environmental considerations etc.

21) Milestones for the Acquisition Cycle

List each significant event from acquisition initiation through the end of the contract action (pre and post award). For each event, identify the completion time frame or date and the individual responsible for completion of the action. When a date is not known, use the timeframe, such as AP Approval plus 30 days.

Acquisition Cycle – Sample

Event	Date Completed or Due Date	Person Responsible
IPT Formed		Program Manager
Market Research Completed		Program Manager
Program Approvals Obtained		
AP Approved		
SOO/SOW/PWS/Specifications Finalized		
PR with Funding Provided to the Contracting Officer		
J&A and/or D&F Approval		
Issuance of Synopsis		Contracting Officer
Solicitation Package Complete		
Solicitation Package Reviewed by OGC		
Solicitation Released		
Proposals/Quotes Received		
Evaluators Trained		
Evaluation of Proposals Complete		
Source Selection Complete		
Negotiations		
Post Selection Documentation Complete		
Contract Preparation, Review and Clearance		
Department of Labor Equal Employment Opportunity Clearance		

Contract Award		
Notification of Unsuccessful Offerors		
DHS Unique Congressional Notification of Award in Accordance with HSAM 3005.303-70 (5-Day Advance Notice/Actions > \$4M)		
Notification of Award		

22) Identification of Participants in AP Preparation

List the individuals who participated in preparing the AP. Provide the name, title, organization, telephone number and email for each individual. At a minimum, include participation from at least the Program Manager, Contracting Officer, Small Business Specialist and security representative. Approval and signature lines should be placed at the beginning of the AP document, as appropriate.

AP Preparation Participants – Sample

Name	Title	Organization	Telephone Number	Email
	Program Manager			
	Contracting Officer			
	Contract Specialist			
	Small Business Specialist			
	Advocate for Competition			
	Personnel Security Representative			
	Chief Information Officer Representative, as applicable			

APPENDIX AA
TEMPLATE FOR INDIVIDUAL OR CLASS DETERMINATION AND FINDINGS
(D&F) FOR DOMESTIC NONAVAILABILITY EXCEPTIONS TO THE BUY
AMERICAN STATUTE

INDIVIDUAL OR CLASS DETERMINATION FOR AN EXCEPTION TO THE BUY
AMERICAN STATUTE BASED UPON NONAVAILABILITY OF [INSERT ITEM]

Upon the basis of the following determination and findings (D&F), the nonavailability of domestic sources for supplies is determined for the purposes of the Buy American statute.

- a. **Identification of Agency and Contracting Activity.** Identify the agency, contracting activity, and program office. (Example: The Department of Homeland Security (DHS), Office of Procurement Operations, Science and Technology Directorate is requesting approval for a nonavailability exception to the Buy American statute (BAA)).
- b. **Nature and/or Description of Action being Approved.** Identify and describe the item being procured. This section shall include all the following information:

Description of item being acquired including –

- relevant salient characteristics and rationale for each, i.e., document the impact to mission should an item be acquired that does not meet each of the salient characteristics;
 - mission need the item(s) are intended to satisfy;
 - anticipated mission impact if there is no waiver;
 - country(ies) of origin of identified acceptable items; and
 - estimated value of procurement(s).
- **Note:** For determinations on a class basis, (i) identify the number of procurements or orders expected to be covered under the determination, (ii) identify the expected maximum duration of the proposed waiver and rationale behind the desired length of the waiver (e.g., 6 months, 1 year) including the impact to operations if the requested duration is not approved, and (iii) address why it is believed that market conditions are not likely to change during the anticipated duration of the waiver.
- c. **Citation of the appropriate Statute and/or Regulation upon which this D&F is based.**

The statute and regulation upon which this D&F is based is [41 U.S.C. 8302 and Federal Acquisition Regulation (FAR) 25.103(b) as supplemented by Homeland Security Acquisition Manual (HSAM) 3025.103(b)(2)(i) and 3025.103-70 or 41 U.S.C. 8303 and FAR 25.202(a)(2) as supplemented by HSAM 3025.202(a)(2) and 3025.202(b)].

FINDINGS

d. Findings of Particular Circumstances, Facts or Reasoning that Support the Determination. This section should include all the following information:

- (1) **Market Research:** This section should include all the following information:
 - Description of the market research activities and methods (see FAR 10.002(b)(2)) used to identify domestically manufactured items capable of satisfying the requirement. This section shall also include a discussion on whether a Sources Sought or Request for Information (RFI) was issued, where the notice was posted, and the length of time the notice was posted (Note: If a Sources Sought or RFI was not issued, the discussion should indicate why not.);
 - Timing of the market research and any conclusions reached regarding the marketplace for the item(s) as a result of the Government's market research; and
 - Address if the item(s) are commercially available off-the-shelf (COTS) item(s) as defined in FAR 2.101.
- (2) **Additional action(s) taken to find a domestically manufactured item:** Discuss additional efforts beyond those discussed in paragraph (1) to identify a domestically manufactured item capable of satisfying the Government's needs.
- (3) **Conclusion:** Tie all the information together to demonstrate that a domestically manufactured item(s) meeting the Government's need is not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality.

DETERMINATION:

e. Determination, based on the Findings, that the Proposed Action is Justified under the Applicable Statute or Regulation.

Based on the findings detailed above, [insert item] are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality. Therefore, it is hereby determined, consistent with [FAR 25.103(b) as supplemented by HSAM 3025.103(b)(2)(i) and 3025.103-70 or FAR 25.202(a)(2) as supplemented by HSAM 3025.202(a)(2) and 3025.202(b)], that these items are nonavailable.

EXPIRATION DATE (for class determinations only):

The expiration date of this D&F is [insert date or timeframe] from the date of approval by the DHS Chief Procurement Officer (CPO).

- **Note:** For class determinations exceeding one year, the following statement shall be included in this section.

“Approval of this class determination is subject to [insert contracting activity and program office] updating the market research, supporting the assertions contained herein, on an annual basis to confirm the continued nonavailability of the item(s) covered by this D&F. The [insert contracting activity] will immediately notify the Office of the Chief Procurement Officer of any changes to the marketplace as a result of annual market research activities and will subsequently submit a revised waiver or request to rescind this waiver as appropriate.”

SUBMITTED BY:

Signature: _____
Name
Requiring Office
DHS Component and Organization

Date: _____

REVIEWED BY:

Signature: _____
Name
Contracting Officer
DHS Component and Organization

Date: _____

CONCURRED BY:

Pursuant to the requirements of the BAA, as implemented in FAR Part 25, an exception to this authority under [FAR 25.103(b)(2) or FAR 25.202(a)(2)] is justified by the above supporting information and accurately forms the basis for this exception. Pursuant to HSAM [3025.103(b)(2)(i) or 3025.202(a)(2)], I concur with this determination.

Signature: _____
Name
Head of the Contracting Activity
DHS Component

Date: _____

APPROVED BY:

Pursuant to the requirements of the BAA, as implemented in FAR Part 25, an exception to this authority under [FAR 25.103(b)(2) or FAR 25.202(a)(2)] is justified by the above supporting information and accurately forms the basis for this exception. Pursuant to HSAM [3025.103(b)(2)(i) or 3025.202(a)(2)], I approve this determination.

Signature: _____
Paul Courtney
Chief Procurement Officer
Department of Homeland Security

Date: _____

**APPENDIX AB
DEMAND FOR PAYMENT LETTER TEMPLATE**

TEMPLATE FOR A DEMAND FOR PAYMENT LETTER TO A DHS CONTRACTOR.

TITLE	DESCRIPTION	PAGE
INTRODUCTION		AB-1
INSTRUCTIONS		AB-1
TEMPLATE #1	Use template #1 if you determine that the debt arises from the contract and the contract requires payment of interest ONLY in the <u>Interest clause</u> , FAR 52.232-17 or 52.212-4(i)(6).	AB-2
TEMPLATE #2	<u>Defective Pricing Debt</u> with debt required by a Defective Pricing clause. Use template #2 if you determine that the contract debt is a arises from a submission of defective cost or pricing data.	AB-4
TEMPLATE #3	<u>Cost Accounting Standards (CAS) Debt</u> . Use template #3 if you determine that the contract debt is as a result of operation of a CAS clause.	AB-7
TEMPLATE #4	Contract debt arises from a clause that requires payment of <u>interest beginning at the date of overpayment</u> (vs. beginning at date of demand for payment) OTHER THAN Defective Pricing or CAS.	AB-9
TEMPLATE #5	<u>Other Debt, with no interest payments</u> required by the contract. Use template #5 <u>only if</u> you determine that the contract DOES NOT include a clause that requires the contractor to pay interest on debts under the contract, such as the interest clause at FAR 52.232-17 or 52.212-4(i).	AB-12

INTRODUCTION:

This HSAM Appendix provides templates for various types of demand for payment letters to be sent to a contractor who owes money to the government as a result of a debt that has arisen under a DHS contract or order. Demands for payment of a contract debt are governed by FAR 32.6.

INSTRUCTIONS:

When you prepare a demand for payment letter, you should select the template that best fits the type of debt for which you are seeking payment. The difference between the various templates is due to differences in contract clauses regarding payment of interest by the contractor for different

types of debts that can occur. For example, contract clauses governing some contract debts, such as a Defective Pricing debt, require a contractor to repay any overpayments PLUS interest on the overpayment amounts beginning at the date(s) of overpayment. Some other types of debts are governed by a contract clause that only requires payment of interest beginning 30 days after issuance of a demand for payment. Other types of debts are not governed by any contract clause that addresses payment of interest on the debt; interest payments under these debts are governed by law and DHS financial management procedures.

The five sample templates provided for your use in this HSAM Appendix give a starting place for preparation of your demand for payment letter. Each must be customized to fit your situation. You should select the template that best fits your situation and prepare your letter to match the facts of your situation and the requirements of the FAR and other governing regulations or laws.

Demand For Payment Letter - Template #1

Contract debt with interest required ONLY by Interest clause, FAR 52.232-17 or 52.212-4(i)(6).

INSTRUCTIONS FOR USE OF TEMPLATE #1.

1. Use template #1 if you determine that the debt arises from the contract and the contract requires payment of interest ONLY in the Interest clause, FAR 52.232-17 or 52.212-4(i)(6).
2. Modify template #1 to insert appropriate amounts to describe the debt.
3. Modify Template #1 to delete paragraphs that do not apply to your situation per instructions within the template.

Company Representative's Name
 Company Name
 Company Address
 City, State, Zip Code

Dear _____ (*company representative's name*)

This letter is to inform you that _____ (*insert company name*) is indebted to the United States Government in the amount of \$XX,XXX.XX) on Contract No. XXXXXX-XX-X-XXXX and that payment in full is due not later than 30 days after the date of this notification.

Please remit a check in the amount of \$_____ payable to the payment office that is identified in your contract, annotated with the contract number and accompanied by a copy of this demand for payment.

This debt resulted from (*fully describe the basis of debt*).

The amount due is comprised of—

Principal Amount of Debt	\$
Interest (if there are previously accrued amounts)	\$
Penalty (if applicable)	\$
Total Debt owed	\$

(If the lines of accounting against which the debt is due are readily available, the letter should include the following. See FAR 32.604(b)(2) for specific instructions. DELETE THE PARAGRAPH IF YOU CANNOT FILL OUT THE DISTRIBUTION OF THE DEBT.)

The following is a distribution of the debt by lines of accounting:

AAAAAAAAAA	\$
BBBBBBBBBB	\$
CCCCCCCCC	\$

(If the lines of accounting are not readily available, instead of the above paragraph and chart, the letter should include the below statement. Also see FAR 32.604(b)(2)(iv) for specific instructions. DELETE THE PARAGRAPH IF YOU FILLED OUT THE ABOVE TABLE.)

The distribution of the debt by lines of accounting will be provided in a separate letter by _____
(insert date by which the lines of accounting will be provided).

Any amounts not paid within 30 days from the date of this demand for payment will bear interest. Interest shall be computed from the date of the demand for payment until repayment by the contractor. The interest rate shall be the interest rate established by the Secretary of the Treasury, as provided in 41 U.S.C. 7109, which is applicable to the period in which the amount becomes due, and then at the rate applicable for each six-month period as established by the Secretary until the amount is paid. This rate is published on the Department of the Treasury's website, <http://www.fms.treas.gov/prompt/index.html>.

If you are financially unable to pay the full amount of the debt at the present time, you may request an installment payment agreement or deferment of collection if immediate payment is not practicable or if the amount is in dispute. Your request for installment or deferment should be made in writing and supported by certified statements of income and financial position covering the last 12 months. Requests for installments or deferment should be made to the payment office accounts receivable division.

If you have not liquidated the debt within 30 days of the date due or requested installment payments or deferment of collection, the payment office may initiate withholding of principal, interest, penalties, and administrative charges. The debt may be subject to the Department of the Treasury offset from any Federal payments otherwise due your company. The debt may be referred to the Department of the Treasury for collection, and its collection actions could include credit bureau reporting, referral to the Treasury Offset Program for administrative offsets, and referral to third-party collection agencies. In addition, the Agency may seek to collect amounts owed through internal administrative offset or by referral to the Department of Justice for legal action. You will be responsible for all fees charged in collection of the debt, including the fee assessed by Treasury for any debt referred to it for collection. When you provide a check as payment, you authorize the Agency either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You may review a Privacy Act Statement required by 5 U.S.C. 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made by your check information, at (<http://www.fms.treas.gov/otcnet/index.html>). Furnishing the check information is voluntary, but a decision to not do so may require you to make payment by some other method.

In the event the contract is assigned under the authority of 31 U.S.C. 3727 or 41 U.S.C. 6305, the rights of the assignee will be scrupulously respected and withholding of payments shall be consistent with those rights.

If you believe that the debt is invalid or the amount is incorrect or you have any questions, please contact the undersigned immediately at (XXX) XXX-XXXX. You have a right to a full explanation of the debt and to inspect and copy records relating to the debt. Interest will continue

to accrue while the debt is in dispute.

Sincerely,

Contracting Officer

cc: Payment office identified in the contract

Demand For Payment Letter - Template #2

DEFECTIVE PRICING

INSTRUCTIONS FOR USE OF TEMPLATE #2.

1. Use template #2 if you determine that the contract debt arises from a submission of defective cost or pricing data.
2. Modify template #2 to insert appropriate amounts to describe the debt.
3. Modify Template #2 to delete paragraphs that do not apply to your situation per instructions within the template.

Company Representative's Name

Company Name

Company Address

City, State, Zip Code

Dear _____ (*company representative's name*)

This letter is to inform you that _____ (*insert company name*) is indebted to the United States Government in the amount of \$XX,XXX.XX) on Contract No. XXXXXX-XX-X-XXXX and that payment in full is due not later than 30 days after the date of this notification.

Please remit a check in the amount of \$_____ payable to the payment office that is identified in your contract, annotated with the contract number and accompanied by a copy of this demand for payment.

Repayment of this debt is necessary to recoup overpayment made by the Government stemming from overpricing as a result of submittal of defective certified cost or pricing data. The reduced contract price is shown in the attached contract modification. The dates and amounts of overpayments are shown below along with the interest and penalty due on each overpayment (or see attached).

The interest due amount below above has been computed in accordance with _____ (*Insert clause number and title here; e.g.; FAR 52.215-10, Price Reduction for Defective Certified Cost or Pricing Data.*). Based on the requirements of that clause, your obligation to pay interest began on the date(s) of overpayment. The below table shows the amount you owe as of _____ (*insert date interest computation ended – should be as close as possible to the date of the demand letter.*) Interest will continue to accumulate from that date until full payment is made. The computation of the amount of interest you owe for this initial period is as follows:

ITEM	OVERPAYMENT AMOUNT	DATE OF OVERPAYMENT	INTEREST DUE THRU (INSERT DATE)	PENALTY AMOUNT

The amount due is comprised of—

Principal Amount of Debt	\$
Interest (if there are previously accrued amounts)	\$
Penalty (if applicable)	\$
Total Debt owed	\$

(If the lines of accounting against which the debt is due are readily available, the letter should include the following. See FAR 32.604(b)(2) for specific instructions. DELETE THE PARAGRAPH IF YOU CANNOT FILL OUT THE DISTRIBUTION OF THE DEBT.)

The following is a distribution of the debt by lines of accounting:

AAAAAAAAA	\$
BBBBBBBBB	\$
CCCCCCCCC	\$

(If the lines of accounting are not readily available, instead of the above paragraph and chart, the letter should include the below statement. Also see FAR 32.604(b)(2)(iv) for specific instructions. DELETE THE PARAGRAPH IF YOU FILLED OUT THE ABOVE TABLE.)

The distribution of the debt by lines of accounting will be provided in a separate letter by _____ *(insert date by which the lines of accounting will be provided)*.

If you are financially unable to pay the full amount of the debt at the present time, you may request an installment payment agreement or deferment of collection if immediate payment is not practicable or if the amount is in dispute. Your request for installment or deferment should be made in writing and supported by certified statements of income and financial position covering the last 12 months. Requests for installments or deferment should be made to the payment office accounts receivable division.

If you have not liquidated the debt within 30 days of the date due or requested installment payments or deferment of collection, the payment office may initiate withholding of principal, interest, penalties, and administrative charges. The debt may be subject to the Department of the Treasury offset from any Federal payments otherwise due your company. The debt may be referred to the Department of the Treasury for collection, and its collection actions could include credit bureau reporting, referral to the Treasury Offset Program for administrative offsets, and

referral to third-party collection agencies. In addition, the Agency may seek to collect amounts owed through internal administrative offset or by referral to the Department of Justice for legal action. You will be responsible for all fees charged in collection of the debt, including the fee assessed by Treasury for any debt referred to it for collection. When you provide a check as payment, you authorize the Agency either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You may review a Privacy Act Statement required by 5 U.S.C. 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made by your check information, at (<http://www.fms.treas.gov/otcnet/index.html>). Furnishing the check information is voluntary, but a decision to not do so may require you to make payment by some other method.

In the event the contract is assigned under the authority of 31 U.S.C. 3727 or 41 U.S.C. 6305, the rights of the assignee will be scrupulously respected and withholding of payments shall be consistent with those rights.

If you believe that the debt is invalid or the amount is incorrect or you have any questions, please contact the undersigned immediately at (XXX) XXX-XXXX. You have a right to a full explanation of the debt and to inspect and copy records relating to the debt. Interest will continue to accrue while the debt is in dispute.

Sincerely,

Contracting Officer

cc: Payment office identified in the contract

Demand For Payment Letter - Template #3

COST ACCOUNTING STANDARDS (CAS)

INSTRUCTIONS FOR USE OF TEMPLATE #3.

1. Use template #3 if you determine that the contract debt is as a result of operation of a CAS clause.
2. Modify template #3 to insert appropriate amounts to describe the debt.
3. Modify Template #3 to delete paragraphs that do not apply to your situation per instructions within the template.

Company Representative's Name
 Company Name
 Company Address
 City, State, Zip Code

Dear _____ (*company representative's name*)

This letter is to inform you that _____ (*insert company name*) is indebted to the United States Government in the amount of \$XX,XXX.XX) on Contract No. XXXXXX-XX-X-XXXX and that payment in full is due not later than 30 days after the date of this notification.

Please remit a check in the amount of \$_____ payable to the payment office that is identified in your contract, annotated with the contract number and accompanied by a copy of this demand for payment.

Repayment of this debt is necessary to recoup overpayment made by the Government stemming from overpricing as a result of submittal of defective certified cost or pricing data. The reduced contract price is shown in the attached contract modification. The dates and amounts of overpayments are shown below along with the interest and penalty due on each overpayment (or see attached).

The interest due amount below above has been computed in accordance with _____ (*Insert clause number and title here; e.g.; FAR 52.230-5, Cost Accounting Standards*). Based on the requirements of that clause, your obligation to pay interest began on the date(s) of overpayment. The below table shows the amount you owe as of _____ (*insert date interest computation ended – should be as close as possible to the date of the demand letter.*) Interest will continue to accumulate from that date until full payment is made. The computation of the amount of interest you owe for this initial period is as follows:

ITEM	OVERPAYMENT AMOUNT	DATE OF OVERPAYMENT	INTEREST DUE THRU (INSERT DATE)

The amount due is comprised of—

Principal Amount of Debt	\$
Interest (if there are previously accrued amounts)	\$
Penalty (if applicable)	\$
Total Debt owed	\$

The following is a distribution of the debt by contract and by lines of accounting:

Contract #1

AAAAAAAAAA	\$
BBBBBBBBBB	\$
CCCCCCCCCC	\$

Contract #2

AAAAAAAAAA	\$
BBBBBBBBBB	\$
CCCCCCCCCC	\$

Contract#3, Etc.

(If the lines of accounting are not readily available, instead of the above paragraph and chart, the letter should include the below statement. Also see FAR 32.604(b)(2)(iv) for specific instructions. DELETE THE PARAGRAPH IF YOU FILLED OUT THE ABOVE TABLE.)

The distribution of the debt by lines of accounting will be provided in a separate letter by _____ *(insert date by which the lines of accounting will be provided).*

If you are financially unable to pay the full amount of the debt at the present time, you may request an installment payment agreement or deferment of collection if immediate payment is not practicable or if the amount is in dispute. Your request for installment or deferment should be made in writing and supported by certified statements of income and financial position covering the last 12 months. Requests for installments or deferment should be made to the payment office accounts receivable division.

If you have not liquidated the debt within 30 days of the date due or requested installment payments or deferment of collection, the payment office may initiate withholding of principal, interest, penalties, and administrative charges. The debt may be subject to the Department of the Treasury offset from any Federal payments otherwise due your company. The debt may be referred to the Department of the Treasury for collection, and its collection actions could include credit bureau reporting, referral to the Treasury Offset Program for administrative offsets, and referral to third-party collection agencies. In addition, the Agency may seek to collect amounts owed through internal administrative offset or by referral to the Department of Justice for legal action. You will be responsible for all fees charged in collection of the debt, including the fee assessed by Treasury for any debt referred to it for collection. When you provide a check as payment, you authorize the Agency either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You may review a Privacy Act Statement required by 5 U.S.C. 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made by your check information, at (<http://www.fms.treas.gov/otcnet/index.html>). Furnishing the check information is voluntary, but a decision to not do so may require you to make payment by some other method.

In the event the contract is assigned under the authority of 31 U.S.C. 3727 or 41 U.S.C. 6305, the rights of the assignee will be scrupulously respected and withholding of payments shall be consistent with those rights.

If you believe that the debt is invalid or the amount is incorrect or you have any questions, please contact the undersigned immediately at (XXX) XXX-XXXX. You have a right to a full explanation of the debt and to inspect and copy records relating to the debt. Interest will continue to accrue while the debt is in dispute.

Sincerely,

Contracting Officer

cc: Payment office identified in the contract

Demand For Payment Letter - Template #4

CONTRACT CLAUSE REQUIRING INTEREST FROM DATE OF OVERPAYMENT (OTHER THAN DEFECTIVE PRICING OR CAS)

INSTRUCTIONS FOR USE OF TEMPLATE #4.

1. Use template #4 if you determine that the contract debt arises from a clause that requires payment of interest beginning at the date of overpayment (vs. beginning at date of demand for payment) OTHER THAN Defective Pricing or CAS or the Interest Clause at FAR 52.212-17 or 52.212-4(i)(6).
2. Modify template #4 to insert appropriate amounts to describe the debt.
3. Modify Template #4 to delete paragraphs that do not apply to your situation per instructions within the template.

Company Representative's Name
 Company Name
 Company Address
 City, State, Zip Code

Dear _____ (*company representative's name*)

This letter is to inform you that _____ (*insert company name*) is indebted to the United States Government in the amount of \$XX,XXX.XX) on Contract No. XXXXXX-XX-X-XXXX and that payment in full is due not later than 30 days after the date of this notification.

Please remit a check in the amount of \$_____ payable to the payment office that is identified in your contract, annotated with the contract number and accompanied by a copy of this demand for payment.

Repayment of this debt is necessary to recoup overpayment made by the Government stemming from overpricing as a result of submittal of defective certified cost or pricing data. The reduced contract price is shown in the attached contract modification. The dates and amounts of overpayments are shown below along with the interest and penalty due on each overpayment (or see attached).

The interest due amount below above has been computed in accordance with _____ (*Insert clause number and title here; e.g.; FAR 52.216-5 -- Price Redetermination – Prospective, or 52.216-16 -- Incentive Price Revision -- Firm Target*). Based on the requirements of that clause, your obligation to pay interest began on the date(s) of overpayment. The below table shows the amount you owe as of _____ (*insert date interest computation ended – should be as close as possible to the date of the demand letter.*) Interest will continue to accumulate from that date until full payment is made. The computation of the amount of interest you owe for this initial period is as follows:

ITEM	OVERPAYMENT AMOUNT	DATE OF OVERPAYMENT	INTEREST DUE THRU (INSERT DATE)

The amount due is comprised of—

Principal Amount of Debt	\$
Interest (if there are previously accrued amounts)	\$
Penalty (if applicable)	\$
Total Debt owed	\$

(If the lines of accounting against which the debt is due are readily available, the letter should include the following. See FAR 32.604(b)(2) for specific instructions. DELETE THE PARAGRAPH IF YOU CANNOT FILL OUT THE DISTRIBUTION OF THE DEBT.)

The following is a distribution of the debt by lines of accounting:

AAAAAAAAA	\$
BBBBBBBBB	\$
CCCCCCCCC	\$

(If the lines of accounting are not readily available, instead of the above paragraph and chart, the letter should include the below statement. Also see FAR 32.604(b)(2)(iv) for specific instructions. DELETE THE PARAGRAPH IF YOU FILLED OUT THE ABOVE TABLE.)

The distribution of the debt by lines of accounting will be provided in a separate letter by _____ *(insert date by which the lines of accounting will be provided).*

If you are financially unable to pay the full amount of the debt at the present time, you may request an installment payment agreement or deferment of collection if immediate payment is not practicable or if the amount is in dispute. Your request for installment or deferment should be made in writing and supported by certified statements of income and financial position covering the last 12 months. Requests for installments or deferment should be made to the payment office accounts receivable division.

If you have not liquidated the debt within 30 days of the date due or requested installment payments or deferment of collection, the payment office may initiate withholding of principal, interest, penalties, and administrative charges. The debt may be subject to the Department of the Treasury offset from any Federal payments otherwise due your company. The debt may be referred to the Department of the Treasury for collection, and its collection actions could include

credit bureau reporting, referral to the Treasury Offset Program for administrative offsets, and referral to third-party collection agencies. In addition, the Agency may seek to collect amounts owed through internal administrative offset or by referral to the Department of Justice for legal action. You will be responsible for all fees charged in collection of the debt, including the fee assessed by Treasury for any debt referred to it for collection. When you provide a check as payment, you authorize the Agency either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You may review a Privacy Act Statement required by 5 U.S.C. 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made by your check information, at (<http://www.fms.treas.gov/otcnet/index.html>). Furnishing the check information is voluntary, but a decision to not do so may require you to make payment by some other method.

In the event the contract is assigned under the authority of 31 U.S.C. 3727 or 41 U.S.C. 6305, the rights of the assignee will be scrupulously respected and withholding of payments shall be consistent with those rights.

If you believe that the debt is invalid or the amount is incorrect or you have any questions, please contact the undersigned immediately at (XXX) XXX-XXXX. You have a right to a full explanation of the debt and to inspect and copy records relating to the debt. Interest will continue to accrue while the debt is in dispute.

Sincerely,

Contracting Officer

cc: Payment office identified in the contract

Demand For Payment Letter - Template #5

CONTRACT DOES NOT INCLUDE A CLAUSE REQUIRING INTEREST PAYMENT.

INSTRUCTIONS FOR USE OF TEMPLATE #5–

1. Use template #5 only if you determine that the contract DOES NOT include a clause that requires the contractor to pay interest on debts under the contract, such as the interest clause at FAR 52.232-17 or 52.212-4(i).
2. Modify template #5 to insert appropriate amounts to describe the debt.
3. Modify Template #5 to delete paragraphs that do not apply to your situation per instructions within the template.

Company Representative’s Name
 Company Name
 Company Address
 City, State, Zip Code

Dear _____ (*company representative’s name*)

This letter is to inform you that _____ (*insert company name*) is indebted to the United States Government in the amount of \$XX,XXX.XX) on Contract No. XXXXXX-XX-X-XXXX and that payment in full is due not later than 30 days after the date of this notification.

Please remit a check in the amount of \$_____ payable to the payment office that is identified in your contract, annotated with the contract number and accompanied by a copy of this demand for payment.

This debt resulted from (*fully describe the basis of debt*).

The amount due is comprised of —

Principal Amount of Debt	\$
Interest (if there are previously accrued amounts)	\$
Penalty (if applicable)	\$
Total Debt owed	\$

(If the lines of accounting against which the debt is due are readily available, the letter should include the following. See FAR 32.604(b)(2) for specific instructions. DELETE THE PARAGRAPH IF YOU CANNOT FILL OUT THE DISTRIBUTION OF THE DEBT.)

The following is a distribution of the debt by lines of accounting:

AAAAAAAAA	\$
BBBBBBBBB	\$
CCCCCCCCC	\$

(If the lines of accounting are not readily available, instead of the above paragraph and chart, the letter should include the below statement. Also see FAR 32.604(b)(2)(iv) for specific instructions. DELETE THE PARAGRAPH IF YOU FILLED OUT THE ABOVE TABLE.)

The distribution of the debt by lines of accounting will be provided in a separate letter by _____
(insert date by which the lines of accounting will be provided).

(Make sure you have checked with your general counsel to determine if interest and penalties apply to this debt. If they do not apply, remove the below paragraph. Also see Section 3.13, Non-Tax Debt Collection, of the DHS Financial Management Policy Manual, which governs interest and penalty requirements on debt collection within DHS when a contract does not include a specific interest payment requirement.)

If you have not liquidated the debt within 30 days of the date due or requested installment payments or deferment of collection, the payment office may initiate withholding of principal, interest, penalties, and administrative charges. Handling charges will be assessed to cover administrative costs incurred as a result of not receiving timely payment. Handling charges will accrue at a rate of ten dollars (\$10.00) per month if payment is not received within sixty (60) days of the date of this notice. In addition to interest and handling charges, if DHS does not receive payment within ninety (90) days of the date of this notice, a six percent (6%) per annum penalty will be assessed. Charges will be computed from the date of this notice and will accrue monthly with the applicable interest and handling charges. In the case of any late payment, the amount received will be applied in this sequence: (1) to any accrued penalty and handling charges; (2) to any accrued interest; and (3) to outstanding principle.

If you are financially unable to pay the full amount of the debt at the present time, you may request an installment payment agreement or deferment of collection if immediate payment is not practicable or if the amount is in dispute. Your request for installment or deferment should be made in writing and supported by certified statements of income and financial position covering the last 12 months. Requests for installments or deferment should be made to the payment office accounts receivable division.

If you have not liquidated the debt within 30 days of the date due or requested installment payments or deferment of collection, the payment office may initiate withholding of principal, interest, penalties, and administrative charges. The debt may be subject to the Department of the Treasury offset from any Federal payments otherwise due your company. The debt may be referred to the Department of the Treasury for collection, and its collection actions could include credit bureau reporting, referral to the Treasury Offset Program for administrative offsets, and referral to third-party collection agencies. In addition, the Agency may seek to collect amounts owed through internal administrative offset or by referral to the Department of Justice for legal action. You will be responsible for all fees charged in collection of the debt, including the fee assessed by Treasury for any debt referred to it for collection. When you provide a check as payment, you authorize the Agency either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You may review a Privacy Act Statement required by 5 U.S.C. 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made by your check information, at

(<http://www.fms.treas.gov/otcnet/index.html>). Furnishing the check information is voluntary, but a decision to not do so may require you to make payment by some other method.

In the event the contract is assigned under the authority of 31 U.S.C. 3727 and 41 U.S.C. 6305, the rights of the assignee will be scrupulously respected and withholding of payments shall be consistent with those rights.

If you believe that the debt is invalid or the amount is incorrect or you have any questions, please contact the undersigned immediately at (XXX) XXX-XXXX. You have a right to a full explanation of the debt and to inspect and copy records relating to the debt. Interest will continue to accrue while the debt is in dispute.

Sincerely,

Contracting Officer

cc: Payment office identified in the contract

**APPENDIX AC
 TEMPLATE FOR REPORT OF AGENCY CONSTRUCTION PROGRAMS**

Report must be submitted as an Excel document

Report each FY's data on a separate worksheet in the Excel workbook

Department of Homeland Security Report of Agency Construction Programs Procedures for Predetermination of Wages (29 CFR 1.4)						
FY _____ - Report Period October 1, _____ to September 30, _____						
Project Title, NAICS Code or Identification Number*	Construction Type (building, residential, highway, or heavy construction project)	Location of Construction (City, State and County/Federal District of Columbia/U.S. Territory)	Projected Construction Amount	Projected Project Start Date (If known)	Projected Project Completion Date (If known)	Wage Determination Assigned

*Identify each project for which a Davis Bacon Wage Determination is required.

APPENDIX AD
TEMPLATE FOR NOTICE OF PENDING TERMINATION

Template: Notice of Pending Termination

(This template shall be used to support a termination notice as required in HSAM 3049.101(a))
This template shall be used for all anticipated terminations for default or cause including terminations under FAR Part 12, of contracts or orders with an undelivered balance (see definition below) exceeding \$1 million.

MEMORANDUM TO THE FILE

Subject: PENDING TERMINATION PURSUANT TO HSAM 3049.101(a)

As required by Homeland Security Acquisition Manual (HSAM) 3049.101(a), the contracting officer shall provide a copy of all termination notices, including terminations under FAR Part 12, for anticipated terminations for default or cause of contracts or orders with an undelivered balance exceeding \$1 million to the OCPO at least two business days *prior* to issuing the notice to the contractor. An undelivered balance is the total dollar value of products and/or services that remains to be delivered to the Government, excluding unexercised options, when the contracting officer determines that the contract should be terminated. The following is a synopsis of the pertinent information related to this termination for (*insert either default or cause*):

Component:	<i>Self explanatory</i>
Contracting Officer:	<i>Name, phone number, email</i>
Contract/Order Number:	<i>Self explanatory</i>
Contractor:	<i>Full name of contractor as listed on award document and contractor size (small, large)</i>
Description of Requirement:	<i>Short description of requirement</i>
Total Value of Contract:	<i>Total value including options</i>
Type of Contract:	<i>Multiple award; firm-fixed-price (FFP); cost-plus-fixed-fee (CPFF); etc.</i>
Period of Performance:	<i>Total performance period (base and options)</i>
Type of Termination:	<i>Default or cause, full or partial</i>
Estimated Termination Cost:	<i>If available</i>
Proposed Termination Date:	<i>Date the contracting officer intends to issue the Notice of Termination to the contractor</i>
Reason for Termination:	<i>Short synopsis of rationale for termination</i>

A. Background:

In this section, provide a brief chronology of the events leading to the anticipated termination action, including the specific failure of the contractor and the excuses for the failure. For example, if a small business contract is being terminated, discuss the coordination with the Component small business specialist and the DHS Office of Small and Disadvantaged Business Utilization. Similarly, if a contract is being terminated for default or cause, discuss the factors in

determining whether to terminate a contract for default or cause. Include a statement that the termination has been coordinated with the Component's Head of Contracting Activity or designee and Component legal counsel or the Office of the Chief Counsel, as applicable. All referrals for terminations for default or cause shall be made to the Office of the Inspector General (OIG). The contracting officer shall document the file with the reason(s) for referring the contractor for suspension and debarment.

B. Potential Impact:

Any potential impact to the Department, Component, or program execution (e.g., financial, programmatic, schedule, etc.) should be identified here. Highlight any issues that may rise to the Chief Procurement Officer's attention as a result of the termination. Discuss the availability of the supplies or services from other sources, the urgency of the need for the supplies or services, and the period of time required to obtain them from other sources as compared to the delivery time that could be obtained from the contractor considered for termination (see FAR 49.402-3(f)).

C. Contracting Officer's Intended Action:

I certify that I have reviewed the subject contract and find, to the best of my knowledge and judgment, that the contract was properly awarded and is a valid contract, that the contractor failed to deliver items in accordance with the contract terms, and that it is in the best interests of the Government that the contract be terminated for (*default or cause, full or partial*).

Contracting Officer's Signature

Date

Attachment: Contractor's Notice of Termination from the Contracting Officer

APPENDIX AE
TEMPLATE FOR INDIVIDUAL OR CLASS DETERMINATION AND FINDINGS
(D&F) FOR DOMESTIC NONAVAILABILITY EXCEPTIONS TO THE KISSELL
AMENDMENT

INDIVIDUAL OR CLASS DETERMINATION FOR AN EXCEPTION TO THE
KISSELL AMENDMENT BASED UPON NONAVAILABILITY OF [INSERT ITEM]

- a. **Identification of Agency and Contracting Activity.** Identify the agency, contracting activity, and program office. (Example: The Department of Homeland Security (DHS), Office of Procurement Operations, Science and Technology Directorate is requesting approval for a nonavailability exception to the Kissell Amendment.)
- b. **Nature and/or Description of Action being Approved.** Identify and describe the item being procured. This section shall include all the following information:

Description of item being acquired including –

- relevant salient characteristics and rationale for each, i.e., document the impact to mission should an item be acquired that does not meet each of the salient characteristics;
 - mission need the item(s) are intended to satisfy;
 - anticipated mission impact if there is no waiver;
 - country(ies) of origin of identified acceptable items; and
 - estimated value of procurement(s).
- **Note:** For determinations on a class basis, (i) identify the number of procurements or orders expected to be covered under the determination, (ii) identify the expected maximum duration of the proposed waiver and rationale behind the desired length of the waiver (e.g., 6 months, 1 year) including the impact to operations if the requested duration is not approved, and (iii) address why it is believed that market conditions are not likely to change during the anticipated duration of the waiver.

- c. **Citation of the appropriate Statute and/or Regulation upon which this D&F is based.**

The statute and regulation upon which this D&F is based is Section 604 of the American Recovery and Reinvestment Act of 2009 and Homeland Security Acquisition Regulation (HSAR) 3025.7002-2(c) as supplemented by Homeland Security Acquisition Manual (HSAM) 3025.7002-2(c)(70).

FINDINGS

- d. **Findings of Particular Circumstances, Facts or Reasoning that Support the**

Determination. This section should include all the following information:

- (1) **Market Research:** This section shall include all the following information:
 - Description of the market research activities and methods (see FAR 10.002(b)(2)) used to identify domestically manufactured items capable of satisfying the requirement. This section shall also include a discussion on whether a Sources Sought or Request for Information (RFI) was issued, where the notice was posted, and the length of time the notice was posted (Note: If a Sources Sought or RFI was not issued, the discussion should indicate why not.); and
 - Timing of the market research and any conclusions reached regarding the marketplace for the item(s) as a result of the Government’s market research.
- (2) **Analysis of Alternatives:** Document the alternatives identified through market research and reason(s) why an item(s) was determined to be either nonviable or viable.

Domestic Alternative(s)

Item Description	Country of Origin	Cost	Justification

Trade Agreements Act Compliant Alternative(s) (if applicable)

Item Description	Country of Origin	Cost	Justification

Nondomestic Alternative(s)

Item Description	Country of Origin	Cost	Justification

- (3) **Conclusion:** Tie all the information together to demonstrate why it has been determined that an item grown, reprocessed, reused, or produced in the United States cannot be acquired.

DETERMINATION:**e. Determination, based on the Findings, that the Proposed Action is Justified under the Applicable Statute or Regulation.**

Based on the findings detailed above, [insert item] are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality. Therefore, it is hereby determined, consistent with [HSAR 3025.7002-2(c) as supplemented by HSAM 3025.7002-2(c)(70)], that these items are nonavailable.

EXPIRATION DATE (for class determinations only):

The expiration date of this D&F is [insert date or timeframe] from the date of approval by the DHS Chief Procurement Officer (CPO).

- **Note:** For class determinations exceeding one year, the following statement shall be included in this section.

“Approval of this class determination is subject to [insert contracting activity and program office] updating the market research, supporting the assertions contained herein, on an annual basis to confirm the continued nonavailability of the item(s) covered by this D&F. The [insert contracting activity] will immediately notify the Office of the Chief Procurement Officer of any changes to the marketplace as a result of annual market research activities and will subsequently submit a revised waiver or request to rescind this waiver as appropriate.”

SUBMITTED BY:

Signature: _____
Name
Requiring Office
DHS Component and Organization

Date: _____

REVIEWED BY:

Signature: _____
Name
Contracting Officer
DHS Component and Organization

Date: _____

CONCURRED BY:

Pursuant to the requirements of the Kissell Amendment, as implemented in HSAR Part 3025, an exception to this authority under HSAR 3025.7002-2(c) is justified by the above supporting information and accurately forms the basis for this exception. Pursuant to HSAM 3025.7002-2(c)(70), I concur with this determination.

Signature: _____
Name
Head of the Contracting Activity
DHS Component

Date: _____

APPROVED BY:

Pursuant to the requirements of the Kissell Amendment, as implemented in HSAR Part 3025, an exception to this authority under HSAR 3025.7002-2(c) is justified by the above supporting information and accurately forms the basis for this exception. Pursuant to HSAR 3025.7002-2(c)(1), I approve this determination.

Signature: _____
Paul Courtney
Chief Procurement Officer
Department of Homeland Security

Date: _____

**APPENDIX AF
 TEMPLATE MEMORANDUM COMPONENT CERTIFICATION WHEN
 CONDUCTING PROCUREMENTS ON BEHALF OF THE DEPARTMENT OF
 DEFENSE**

MEMORANDUM FOR: *(Enter Name of the DHS Chief Procurement Officer)*
 Chief Procurement Officer

FROM: *(Enter name of Component Head of Contracting Activity)*
 Head of the Contracting Activity
(Enter name of Component)

SUBJECT: HCA Certification for Conducting Procurements on Behalf of the
 Department of Defense

As required by Homeland Security Acquisition Manual 3017.7, Interagency Acquisitions: Acquisitions by Nondefense Agencies on Behalf of the Department of Defense, I certify that *(enter name of Component)*, *(enter name of contracting activity)* will comply with applicable Department of Defense (DoD) procurement requirements for Fiscal Year *(enter fiscal year)* for the below listed DoD acquisitions *(Note: if specific procurements are unknown when certifying, describe the types of procurements that may likely be needed)*. These procurements will *(briefly describe the purpose of the procurements and reason your Component is providing acquisition assistance to DoD (e.g., expertise, capability, facilities))*.

Contract/order Number	Contractor	DoD entity	Description	Est. Dollar Value
If known, otherwise insert TBD	If known, otherwise insert TBD.			

APPENDIX AG
TEMPLATE FOR INDIVIDUAL OR CLASS DETERMINATION AND FINDINGS
(D&F) FOR DOMESTIC NONAVAILABILITY EXCEPTIONS TO THE MAKE PPE IN
AMERICA ACT

INDIVIDUAL OR CLASS DETERMINATION FOR AN EXCEPTION TO THE
MAKE PPE IN AMERICA ACT BASED UPON NONAVAILABILITY OF [INSERT
ITEM(S)]

Upon the basis of the following determination and findings (D&F), the nonavailability of domestic sources for supplies is determined for the purposes of the Make PPE in America Act (Pub. L. 117-58).

- a. **Identification of Agency and Contracting Activity.** Identify the agency, contracting activity, and program office. (Example: The Department of Homeland Security (DHS), Office of Procurement Operations, Science and Technology Directorate is requesting approval for a nonavailability exception to the Make PPE in America Act.
- b. **Nature and/or Description of Action being Approved.** Identify and describe the item being procured. This section shall include all the following information:

Description of item being acquired including –

- relevant salient characteristics and rationale for each, i.e., document the impact to mission should an item be acquired that does not meet each of the salient characteristics;
 - needs of public health emergency the item(s) are intended to meet or prevent;
 - anticipated mission impact if there is no waiver;
 - country(ies) of origin of identified acceptable items; and
 - estimated value of procurement(s).
- **Note:** For determinations on a class basis, (i) identify the number of procurements or orders expected to be covered under the determination, and (ii) identify the duration of the proposed waiver (not to exceed 120 days) and the impact to operations if the requested duration is not approved.
- c. **Citation of the appropriate Statute and/or Regulation upon which this D&F is based.**

The statute and regulation upon which this D&F is based is the Make PPE in America Act (Pub. L. 117-58) dated November 15, 2021, as implemented by Homeland Security Acquisition Regulation (HSAR) Class Deviation 23-01 Implementation of the Make PPE in America Act, and supplemented by Homeland Security Acquisition Manual (HSAM) 3025.71.

FINDINGS

- d. **Findings of Particular Circumstances, Facts or Reasoning that Support the**

Determination. This section should include all the following information:

- (4) **Market Research:** This section should include all the following information:
- Description of the market research activities and methods (see FAR 10.002(b)(2)) used to identify domestic personal protective equipment capable of satisfying the requirement. This section shall also include a discussion on whether a Sources Sought or Request for Information (RFI) was issued, where the notice was posted, and the length of time the notice was posted (Note: If a Sources Sought or RFI was not issued, the discussion should indicate why not.); and
 - Timing of the market research and any conclusions reached regarding the marketplace for the item(s) as a result of the Government’s market research.
- (5) **Analysis of Alternatives:** Document the alternatives identified through market research and reason(s) why an item(s) was determined to be either nonviable or viable.

Domestic Personal Protective Equipment Item(s)

Item Description	Cost	Justification

Foreign-made Domestic Personal Protective Equipment Item(s)

Item Description	Cost	Justification

BAA Compliant Alternative(s) (if applicable)

Item Description	Cost	Justification

TAA Compliant Alternative(s) (if applicable)

Item Description	Country of Origin	Cost	Justification

Note: Follow the procedures FAR 25.103 and HSAM 3025.103 or FAR 25.4 and HSAM 3025.4 if neither a BAA nor TAA compliant item is available.

(6) **Conclusion:** Tie all the information together to demonstrate that a domestic personal protective equipment item(s) meeting the Government’s need is not grown, reprocessed, reused, or produced in the United States in a sufficient quantity and of a satisfactory quality.

DETERMINATION:

e. **Determination, based on the Findings, that the Proposed Action is Justified under the Applicable Statute or Regulation.**

Based on the findings detailed above, [insert item(s)] are not grown, reprocessed, reused, or produced in the United States in a sufficient quantity and of a satisfactory quality. Therefore, it is hereby determined, consistent with HSAR Class Deviation 23-01 Implementation of the Make PPE in America Act and HSAM 3025.7102-2(d)(1), that these items are nonavailable.

EXPIRATION DATE (for class determinations only):

The expiration date of this D&F is [insert date or timeframe] from the date of approval by the DHS Chief Procurement Officer (CPO).

- **Note:** For class determinations (not to exceed 120 days), the following statement shall be included in this section.

“Approval of this class determination is limited to 120 days. Should a waiver be needed beyond the 120-day limitation, the [insert contracting activity and program office] shall update the market research, supporting the assertions contained herein, to confirm the continued nonavailability of the item(s) covered by this D&F. The [insert contracting activity] shall then request approval by the Office of the Chief Procurement Officer for additional 120 days. This process shall continue in 120-day increments until a waiver is no longer required.”

SUBMITTED BY:

Signature: _____
Name
Requiring Office
DHS Component and Organization

Date: _____

REVIEWED BY:

Signature: _____
Name
Contracting Officer
DHS Component and Organization

Date: _____

CONCURRED BY:

Pursuant to the requirements of the Make PPE in America Act, as implemented in HSAR Class Deviation 23-01, an exception to this authority under [HSAR 3025.7102-2(a) or HSAR 3025.7102-2(b)] is justified by the above supporting information and accurately forms the basis for this exception. Accordingly, I concur with this determination.

Signature: _____
Name
Head of the Contracting Activity
DHS Component

Date: _____

APPROVED BY:

Pursuant to the requirements of the Make PPE in America Act, as implemented in HSAR Class Deviation 23-01, an exception to this authority under [HSAR 3025.7102-2(a) or HSAR 3025.7102-2(b)] is justified by the above supporting information and accurately forms the basis for this exception. Accordingly, I approve this determination

Signature: _____
Paul Courtney
Chief Procurement Officer
Department of Homeland Security

Date: _____

APPENDIX AH
TEMPLATE FOR DETERMINATION AND FINDINGS (D&F) FOR UNREASONABLE
COST EXCEPTIONS TO THE MAKE PPE IN AMERICA ACT

INDIVIDUAL OR CLASS DETERMINATION FOR AN EXCEPTION TO THE
MAKE PPE IN AMERICA ACT BASED UPON UNREASONABLE COST OF
[INSERT ITEM(S)]

Upon the basis of the following determination and findings (D&F), the cost(s) of [insert item(s)] is determined unreasonable for the purposes of the Make PPE in America Act (Pub. L. 117-58).

- a. **Identification of Agency and Contracting Activity.** Identify the agency, contracting activity, and program office. (Example: The Department of Homeland Security (DHS), Office of Procurement Operations, Science and Technology Directorate is requesting approval for an unreasonable cost exception to the Make PPE in America Act.)
- b. **Nature and/or Description of Action being Approved.** Identify and describe the item being procured. This section shall include all the following information:

Description of item being acquired including –

- relevant salient characteristics and rationale for each, i.e., document the impact to mission should an item be acquired that does not meet each of the salient characteristics;
 - needs of public health emergency the item(s) are intended to meet or prevent;
 - anticipated mission impact if there is no waiver;
 - country(ies) of origin of identified acceptable items; and
 - estimated value of procurement(s).
- o **Note:** For determinations on a class basis, (i) identify the number of procurements or orders expected to be covered under the determination, and (ii) identify the duration of the proposed waiver (not to exceed 120 days) and the impact to operations if the requested duration is not approved.
- c. **Citation of the appropriate Statute and/or Regulation upon which this D&F is based.**

The statute and regulation upon which this D&F is based is the Make PPE in America Act (Pub. L. 117-58) dated November 15, 2021, as implemented by Homeland Security Acquisition Regulation (HSAR) Class Deviation 23-01 Implementation of the Make PPE in America Act, and supplemented by Homeland Security Acquisition Manual (HSAM) 3025.71.

FINDINGS

- d. **Findings of Particular Circumstances, Facts or Reasoning that Support the Determination.** This section should include all the following information:

Offer	Size Status (Small/Large)	Product Type (Domestic PPE, Foreign-made Domestic PPE, BAA Compliant PPE (i.e., domestic end product), TAA Compliant PPE (i.e., designated country)*	Proposed Price

* See FAR 25.003 and HSAM 3025.7101 for definitions of terms.

DETERMINATION:

e. Determination, based on the Findings, that the Proposed Action is Justified under the Applicable Statute or Regulation.

Based on the findings detailed above, the price of a domestic or foreign-made domestic [insert item(s)] would result in an unreasonable cost to the Government based on review of market pricing. Therefore, it is hereby determined, consistent with HSAR Class Deviation 23-01 Implementation of the Make PPE in America Act and HSAM 3025.7102-2(d)(2), that the cost(s) of the domestic, or foreign-made domestic item(s) is unreasonable.

EXPIRATION DATE (for class determinations only):

The expiration date of this D&F is [insert date or timeframe] from the date of approval by the DHS Chief Procurement Officer (CPO).

- **Note:** For class determinations (not to exceed 120 days), the following statement shall be included in this section.

“Approval of this class determination is limited to 120 days. Should a waiver be needed beyond the 120-day limitation, the [insert contracting activity and program office] shall validate that market conditions remain unchanged (e.g., open and continuous Request for Information) to confirm the continued unreasonable cost of the item(s) covered by this D&F. The [insert contracting activity] shall then request approval by the Office of the Chief Procurement Officer for additional 120 days. This process shall continue in 120-day increments until a waiver is no longer required.”

SUBMITTED BY:

Signature: _____
Name
Requiring Office
DHS Component and Organization

Date: _____

REVIEWED BY:

Signature: _____
Name
Contracting Officer
DHS Component and Organization

Date: _____

CONCURRED BY:

Pursuant to the requirements of the Make PPE in America Act, as implemented in HSAR Class Deviation 23-01, an exception to this authority under [HSAR 3025.7102-2(a) or HSAR 3025.7102-2(b)] is justified by the above supporting information and accurately forms the basis for this exception. Accordingly, I concur with this determination.

Signature: _____
Name
Head of the Contracting Activity
DHS Component

Date: _____

APPROVED BY:

Pursuant to the requirements of the Make PPE in America Act, as implemented in HSAR Class Deviation 23-01, an exception to this authority under [HSAR 3025.7102-2(a) or HSAR 3025.7102-2(b)] is justified by the above supporting information and accurately forms the basis for this exception. Accordingly, I approve this determination

Signature: _____
Paul Courtney
Chief Procurement Officer
Department of Homeland Security

Date: _____

**APPENDIX AI
 TEMPLATE FOR CARGO PREFERENCE ACT - BILL OF LADING REPORT**

Report must be submitted as an Excel document

****Attach Copies of Bills of Lading for Each Shipment under Each Contract Listed****

<p>Department of Homeland Security Cargo Preference Act of 1954 (46 U.S.C. § 55305) <i>Insert Component</i> Cargo Preference Act – Bill of Lading Annual Report (46 CFR § 381)</p> <p align="center">Period: October 1, 20XX - September 30, 20XX</p>							
Identification Number	Project Title	Award Date	Does the contract involve ocean transportation of supplies subject to the Cargo Preference Act of 1954? (see FAR 47.507)	Does the contract contain FAR Clause 52.247-64?	If applicable, provide the exception to the Cargo Preference Act that applies to the contract (see FAR 47.504)? ¹	Did the Contractor provide bill of lading copies to the contracting officer for each shipment in accordance with FAR Clause 52.247-64(c)? ²	If copies not received, please provide the reason

¹ The options for responding to this question are as follows:
 47.504(a), 47.504(b), 47.504(c), 47.504(d)(1), 47.504(d)(2), 47.504(d)(3)(i), 47.504(d)(3)(ii), 47.504(d)(4)(i), 47.504(d)(4)(ii), N/A

² The options for responding to this question are as follows:
 Yes-within 20 working days of the date of loading for shipments originating in the U.S., Yes-within 30 days for shipments originating outside the U.S., Yes-but not within 20 or 30 days, No