



Homeland
Security

MEMORANDUM FOR: Heads of the Contracting Activities

FROM: Paul Courtney **PAUL R COURTNEY** Digitally signed by PAUL R COURTNEY
Chief Procurement Officer Date: 2025.02.04 09:41:43 -05'00'

SUBJECT: HSAM Class Deviation #25-02 from 3004.606-70, 3006.102-70, 3007.172, 3008.404-70, 3012.203-70, 3013.106-71, 3014.408-70, 3015.370, 3016.505(b)(1)(iii), and 3017.7203(d)(2) of the Homeland Security Acquisition Manual

1. Purpose:

This class deviation from the Homeland Security Acquisition Manual (HSAM) suspends the following HSAM requirements to facilitate the rapid procurement of the supplies, services, and materials (including construction materials) necessary to respond to the emergency that exists on the southern border as per the declaration issued by the President on January 20, 2025.

- One-Bid Award Questionnaire completion requirements of HSAM 3004.606-70, 3006.102-70, 3008.404-70, 3012.203-70, 3013.106-71, 3014.408-70, 3015.370, 3016.505(b)(1)(iii), and 3017.7203(d)(2), and
- Acquisition Planning Forecast System (APFS) requirements of HSAM 3007.172.

2. Background:

One-Bid Award Questionnaire: HSAM 3004.606-70, 3006.102(b), 3008.404-70, 3012.203-70, 3013.106-71, 3014.408-70, 3015.370, 3016.505(b)(1)(iii), and 3017.7203(d)(2) requires contracting officers to complete a One-Bid Award Questionnaire when the award exceeds \$250,000 within seven days of email notification from the DHS Enterprise Reporting Application (ERA).

APFS: HSAM 3007.172(a) requires an APFS record for all acquisitions over the simplified acquisition threshold (SAT) except as identified in HSAM Appendix H. HSAM 3007.172(e) precludes contracting officers from releasing any solicitation without first receiving a final APFS record from the requirements office.

As the Department's efforts to support the emergency response begins, it is imperative that all necessary flexibilities are available to ensure Components can quickly and efficiently support mission critical response efforts. As such, DHS must take immediate measures to maintain operational control of the southern border. In doing so, procurement of goods and services will be

necessary. Anticipated supplies and services to support the response include facility support, transportation services, security services, temporary facilities, generators and mobile power units, fuel, construction materials, maintenance support, medical services, and food and water. This list is not all-inclusive, because many other urgent procurement needs will arise as this situation evolves.

3. Applicability:

This class deviation applies to all new procurements and modifications to existing contracts or orders for supplies, services, and materials in support of the President's emergency declaration issued on January 20, 2025.

4. Component Responsibilities and Actions:

Effective immediately, and only for procurements of supplies and services in support of the President's emergency declaration issued on January 20, 2025, contracting officers are not required to comply with the following:

- a) One-Bid Award Questionnaire completion requirements of HSAM 3004.606-70, 3006.102-70, 3008.404-70, 3012.203-70, 3013.106-71, 3014.408-70, 3015.370, 3016.505(b)(1)(iii), and 3017.7203(d)(2).
- b) APFS record completion requirements of HSAM 3007.172(a) for actions over the SAT.

5. Expiration Date:

This class deviation remains in effect until rescinded.

6. Additional Information:

Questions regarding this class HSAM deviation should be directed to the point of contact for OCPO emergency acquisition policy, Ben Shih via email at Ben.Shih@hq.dhs.gov. Additional points of contact are as follows: Sarah Todd, Sarah.Green@hq.dhs.gov, 202-381-6242.