

## HOMELAND SECURITY ACQUISITION MANUAL

---

### DEPARTMENT OF HOMELAND SECURITY REVISIONS TO MULTIPLE HSAM CHAPTERS

This HSAM Notice is being transmitted to all DHS Heads of Contracting Activities and Acquisition Leads. PLEASE DISSEMINATE TO WIDEST POSSIBLE AUDIENCE - ACQUISITION STAFF, FINANCIAL PERSONNEL, CUSTOMERS, PURCHASE CARDHOLDERS, ETC.

**Introduction:** This notice provides revisions to Homeland Security Acquisition Manual (HSAM) as follows:

- **Chapter 3001-Federal Acquisition System, Appendix A-Heads of the Contracting Activities:** Updates FEMA HCA position titles;
- **Chapter 3004-Administrative Matters:** Revises Procurement Instrument Identifiers (PIIDs) policy and OCPO authority at 3004.602-7101(5), Position Nine;
- **Chapter 3006-Competition Requirements:** Implements internal processes required by Section 695 of the Public Law 109-295, DHS Appropriations Act for 2007;
- **Chapter 3007-Acquisition Planning:** Amends 3007.102(b)(1) Policy regarding inter-agency agreements, modification of 3007.103(d)(2) to allow for Advance Acquisition Plans in the [www.fido.gov/dhs/aap](http://www.fido.gov/dhs/aap) to satisfy written acquisition plans under \$5 M, and new procedures regarding Section 695 requirements for Justifications and Authorizations (J&As);
- **Chapter 3007-Acquisition Planning, Appendix A:** Amends Part 1, Overview of the Acquisition Planning Process at paragraphs 1.3 and 1.4, and corrects Part II, Preparation and Content of an Acquisition Plan, Paragraph C.9.
- **Chapter 3019-Small Business Programs:** Amends 3019.800 to include the 2007 DHS and Small Business Administration (SBA) Partnership Agreement (PA);
- **Chapter 3037-Service Contracting:** Moves and revises content at 3037.102-70 prohibitions on the use of seals and logos to a new subparagraph 3037.103(e); inserts the DHS Management Directive MD 0030, Use of the Department of Homeland Security Seal at the new subparagraph 3037.103(e); and amends 3037.503 to include removal of an obsolete OMB circular; and
- **Chapter 3053-Forms:** Corrects formats, inserts formulas and provides minor edits on the DHS Form 700-16, Simplified Acquisition Summary and DHS Form 700-20, Purchase Request.

This notice is issued in accordance with HSAM 3001.301-70(a). The changes are integrated into the electronic HSAM version at [www.dhs.gov](http://www.dhs.gov) and DHS Online. The specific HSAM changes are identified in highlighted text as follows:

**CHAPTER 3001 - FEDERAL ACQUISITION REGULATIONS SYSTEM**

(1) Chapter 3001, Appendix A, Heads of the Contracting Activity, is revised to read:

CBP	Executive Director Procurement
ICE	Director, Office of Acquisition Management
DHS OPO	Chief, Office of Procurement Operations
FEMA	Director, Acquisition, Procurement and Grants; and Director, Acquisition Gulf Coast Recovery Office
FLETC	Director, Procurement Division
TSA	Deputy Assistant Administrator for Acquisition
USCG	Deputy Assistant Commandant for Acquisition (G-A)
USSS	Chief, Procurement Division

**CHAPTER 3004 - ADMINISTRATIVE MATTERS**

(2) Subchapter 3004.602-7101 Procurement Instrument Identifiers (PIIDs), subparagraph (5) table (last row only), is revised to read:

**3004.602-7101 Procurement Instrument Identifiers (PIIDs).**

(5) Position nine. A one-digit alphabetic code, in the table below, identifies the type of procurement instrument (i.e., agreement, sealed bidding, contracts, etc.):

Letter	Purpose
	Use of the letters E, M, T, Y and Z is retained by the OCPO.

**CHAPTER 3006 – COMPETITION REQUIREMENTS**

(3) Subchapter 3006.3 Other Than Full and Open Competition, is revised to read:

**Subchapter 3006.3 Other Than Full and Open Competition**

**3006.303 Justifications.**

**3006.303-2 Unusual and compelling urgency.**

**3006.303-3 Content.**

**3006.304 Approval of the justification.**

**Subchapter 3006.3 Other Than Full and Open Competition**

**3006.302-2 Unusual and compelling urgency.**

(c)(3) For contract awards to facilitate the response to or recovery from a natural disaster, act of terrorism, or other man-made disaster, the contract period of performance should be limited to the minimum period necessary, and shall not exceed 150 days unless exceptional circumstances apply and the justification is approved by the Head of the Contracting Activity or higher approval authority if required by FAR 6.304 or DHS procedures. The limitation on the period of performance applies to contracts: 1) awarded in response to or recovery from an emergency or major disaster declared by the President; 2) those awarded in response to or recovery from an incident of national significance declared by the Secretary of Homeland Security; and 3) those awarded in response to or recovery from a natural disaster, act of terrorism, or other man-made disaster that results in loss of life, human suffering, loss of income, and property loss and damage, but for which no disaster or significant incident declaration has been made. (See HSAM 3006.303-2(a)(9)(iv) and 3006.304(a)(5))

**3006.303-2 Content.**

(a)(9)(iv) For a proposed contract to facilitate the response to or recovery from a natural disaster, act of terrorism, or other man-made disaster, in accordance with HSAM 3006.302-2(c)(3), and 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 and the measures underway or planned to ensure maximum competition as soon as practicable.

**3006.304 Approval of the justification.**

(a)(5) For a proposed contract to facilitate the response to or recovery from a natural disaster, act of terrorism, or other man-made disaster with a period of performance that exceeds 150 days, and FAR 6.302-2 is cited as the authority, by the Head of the Contracting Activity unless a higher approval authority is required in accordance with FAR 6.304 or DHS procedures. This authority is not delegable below the Head of the Contracting Activity.

(a) (6) A sample Justification and Approval (J&A) format is provided at Appendix A of this Chapter. Individuals acting in the place of approving officials shall meet the qualification requirements of (FAR) 48 CFR 6.304.

(c) Class justifications shall be approved by the same approval authority as for individual justifications (see (FAR) 48 CFR 6.304(a) and HSAM 3006.304(a) above).

**(4) Chapter 3006, Appendix A, Justification for Other than Full and Open Competition (J&A)**, is revised as provided as Attachment 1 to this HSAM notice.

## **CHAPTER 3007 – ACQUISITION PLANNING**

**(5) Subchapter 3007.102 Policy**, subparagraph (b)(1) is revised to read:

(b) No synopsis for a solicitation may be released, solicitations issued, or funds transferred within or outside the Department until the plan has been completed and approved. Program acquisition plans must include all program contractual actions including inter-agency agreements. The plan must demonstrate how each contractual action contributes to meeting the program's objectives. In addition, the plan must document annual funding for contractual action including inter-agency agreements. In the case of inter-agency (to other federal agencies) or intra-agency (between DHS elements) agreements, the following requirements apply:

(1) If the receiving agency procures supplies or services, then it must document their acquisition strategy separately from the DHS program acquisition plan in accordance with the receiving agency's internal acquisition policy.

**(6) Subchapter 3007.103 Agency-head responsibilities**, subparagraphs (d)(2)(i) and (d)(3)(ii) are revised to read:

(d) DHS's implementation of (FAR) 48 CFR Part 7 acquisition planning requirements is as follows:

(2) Content Requirements.

(i) Acquisitions greater than \$5 million require a written acquisition plan that complies with the planning requirements of (FAR) 48 CFR Part 7.1 including (FAR) 48 CFR Part 7.106, Additional Requirements for Major Systems. For acquisitions \$5 million and under, entry of the information in the Advanced Acquisition Plan Database ([www.fido.gov/dhs/aap](http://www.fido.gov/dhs/aap)), see HSAM 3007.172) satisfies the written acquisition plan requirement.

(ii) When the acquisition involves contract bundling, the plan shall also include the acquisition research and analysis requirements of (FAR) 48 CFR Part 7.107.

(iii) Appendix A, DHS Acquisition Planning Guide, Version 3.0, provides additional requirements and guidance on preparing written Acquisition Plans.

(3) Acquisition plans are not required for:

(i) Agreements between DHS elements in which all work is performed by DHS personnel;

(ii) Emergency acquisitions (i.e., when the need for the supplies/services is of such an unusual and compelling urgency that the Government would be seriously injured if the supplies/services were not immediately acquired). However, when the authority of FAR 6.302-2 is cited as the authority for a noncompetitive award of a contract above the simplified acquisition threshold in excess of 150 days to facilitate the response to or recovery from a natural disaster, act of terrorism, or other man-made disaster in accordance with HSAM 3006.302-2(c)(3), the Justification and Approval (J&A) shall describe measures underway or planned to ensure maximum competition as soon as practicable.

**(7) DHS ACQUISITION PLANNING GUIDE, Appendix A (September 2006 version), Part I – Overview of the Acquisition Planning Process, Paragraphs 1.3 and 1.4 are revised to read:**

### **1.3 Who prepares an Acquisition Plan?**

In accordance with HSAM 3007.103-70, the acquisition planner is responsible for developing and executing the acquisition program. In general, within DHS, the acquisition planner is the Program Manager (PM) for program acquisition plans and the sponsor for stand alone acquisition plans. The PM prepares the program acquisition plan with the team who will be responsible for executing the plan. The acquisition team should include at a minimum the PM or sponsor, the Contracting Officer (KO), the Contracting Officer's Technical Representative (COTR) and the budget officer.

### **1.4 Acquisition Plans and Contractors**

Contractor support personnel should not normally be employed in direct support of acquisition planning or in the development of APs. If contractor personnel need to be involved in preparing the AP or even reviewing the AP, appropriate Organizational Conflict of Interest provisions must be included in the contract under which the contractor's services have been obtained and non-disclosure agreements must be executed to cover the AP related information. In order to avoid the appearance of a conflict of interest, a contractor who participates in acquisition planning may not participate in any other aspect of implementing the program at DHS. If there is any question concerning a potential, actual or the appearance of an organizational conflict of interest, the KO must contact the Office of General Counsel before undertaking any acquisition planning involving a contractor's participation.

**(8) DHS ACQUISITION PLANNING GUIDE, Appendix A (September 2006 version), Part 2 – Overview of the Acquisition Planning Process, Paragraph 1.1** is revised to read:

**C.9. Inherently governmental functions.** Discuss whether the Contracting Officer, consistent with the assessments of the Component and/or Department's Competitive Sourcing Official (see HSAM Chapter 3002.101, Definitions, Competitive Sourcing Official) has determined whether any of the work is inherently governmental and how the contractor will be prevented from performing inherently governmental functions.

## **CHAPTER 3019 – SMALL BUSINESS PROGRAMS**

**(9) Subchapter 3019.800 General**, subparagraph (b) is revised to read:

### **3019.800 General.**

(b) The current DHS and the SBA Partnership Agreement (PA) is effective through September 30, 2009 and applies to all new DHS acquisitions under the 8(a) Program. The PA amends and in some cases, supersedes certain requirements in (FAR) 48 CFR 19.8. 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 the “agency contracting officer.” The current DHS and SBA PA is located at DHSOnline.

## **CHAPTER 3037 - SERVICE CONTRACTING**

**(10) Subchapter 3037.102-70** content is removed entirely.

**(11) Subchapter 3037.103** is inserted as follows:

### **Subchapter 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.

**(12) Subchapter 3037.503** is revised to read:

### **Subchapter 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.

## CHAPTER 3053 - FORMS

**(13) DHS Forms 700-16, Simplified Acquisition Summary and 700-20, Purchase Request**, are revised and replaced by Attachments 2 and 3 to this HSAM Notice. The prior versions of these forms are obsolete and should no longer be used.

### **Additional Information:**

Direct questions or comments to, Kathy Strouss (202) 447-5273 or via at [kathy.strouss@dhs.gov](mailto:kathy.strouss@dhs.gov).

### **Attachments:**

- (1) Chapter 3006, Appendix A, Justification for Other than Full and Open Competition (J&A);**
- (2) DHS Forms 700-16, Simplified Acquisition Summary; and**
- (3) DHS Form 700-20, Procurement Request.**

**Effective date:**     MAR 20 2007    

### **Signed by:**



**Claire Grady**  
**Director, Strategic Initiatives**

**CHAPTER 3006 – APPENDIX A**

**JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION (J & A)**

DHS is legally required to promote full and open competition; however, there are statutory authorities that allow for the absence of competition ([See \(FAR\) 48 CFR 6.302](#)). The frequent exceptions to competition are 1. Only one source is available; and 2. The requirement has unusual and compelling urgency. This section provides assistance in the preparation of the J & A. It is the customer’s responsibility to fill out this justification. There are 12 elements to the J & A ([See \(FAR\) 48 CFR 6.303-2](#)). Each element is addressed below.

**JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION**

Pursuant to the requirements of the Competition in Contracting Act (CICA), as implemented by FAR Subpart 6.3 and in accordance with the requirements of FAR 6.303-1, the justification for the use of the statutory authority under FAR Subpart 6.3 is justified by the following facts and rationale required under FAR 6.303-2 as follows:

- (1) Agency and Contracting Activity. Identification of the agency and the contracting activity, and specific identification of the document as a Justification for other than full and open competition. Example: The Department of Homeland Security, Office of Procurement Operations, proposes to enter into a contract on a basis other than full and open competition.
- (2) Nature and/or description of the action being approved. Approval for a sole source, follow-on procurement for supplies, services, maintenance, rework, etc. Example: DHS has a requirement on a sole source basis to upgrade and maintain proprietary software at an estimated cost of \$5,520,000. List the name and address of the proposed contractor(s).
- (3) Description of Supplies/Services. Describe the supplies or services to be acquired. Provide the estimated total value (including options, if any). Example: The requirement is to provide upgrades and support for XYZ software at a total cost of \$5,520,000. The re-capitalization system software requires upgrades to allow the integration of information from BCIS and CBP systems with the [DHS system](#). This upgrade will allow DHS to consolidate all the information automatically. The manufacturer is the only one that provides this upgrade and the required support for a smooth transition. [When citing “Unusual and Compelling Urgency” for proposed contract actions to facilitate the response to or recovery from a natural disaster, act of terrorism, or other man-made disaster, the period of performance is limited to 150 days unless exceptional circumstances apply. \(See HSAM 3006.302-2\(c\)\(3\)\)](#)

Period		Unit Price	Total
Base Year	12 mo	\$70,000	\$840,000

Option Year 1	12 mo	\$80,000	\$960,000
Option Year 2	12 mo	\$90,000	\$1,080,000
Option Year 3	12 mo	\$100,000	\$1,200,000
Option Year 4	12 mo	\$120,000	\$1,440,000
			Total \$5,520,000

(4) Identification of Statutory Authority Permitting Other Than Full and Open Competition. Cite the authority under one of the “seven exceptions” listed under FAR 6.302: for example, the statutory authority permitting other than full and open competition is 10 USC 2304(c)(1) or 41 USC 253(c)(1), as implemented by the Federal Acquisition Regulation (FAR) Subpart 6.302-1 entitled “Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements”.

(5) Demonstration That the Nature of the Acquisition Requires Use of the Authority Cited. This paragraph is one of the most important parts of the J&A and should spell out why you have to restrict competition on this acquisition. If using only one responsible source as your authority, explain in detail the specific requirements (not what the equipment or process is capable of doing), why only one contractor is capable of fulfilling those requirements, and where other proposed contractors fail to meet those requirements. If using “Unusual and Compelling Urgency” as your authority, explain in detail why the urgency was not the result of poor planning. You must paint the full picture of this emergency situation and why it was not the user or contracting office’s inability to plan that turned a normal acquisition into an urgent one. Identify what unique qualifications the proposed contractor has for fulfilling the contract requirements. Example: This requirement is a modification to existing software that was designed by XYZ contractor. The existing software is proprietary and only XYZ can make the modifications. If using “Unusual and Compelling Urgency” as the authority for the proposed contract action to facilitate the response to or recovery from a natural disaster, act of terrorism, or other man-made disaster, and the period of performance exceeds 150 days, the exceptional circumstances requiring a period of performance beyond 150 days must be documented. (See HSAM 3006.302-2(c)(3)).

(6) Description of efforts made to ensure that offers are solicited from as many potential sources as is practicable. The description should include whether a FedBizOpps notice was or will be publicized, as required by FAR 5.2, and if not, which exception under FAR 5.202 applies. If an announcement has already been made in FedBizOpps, give the date of issuance.

(7) Determination by the Contracting Officer that the Anticipated Cost to the Government will be Fair and Reasonable. This paragraph should always begin with a sentence similar to the following: The contracting officer determines that the anticipated price(s) will be fair and reasonable based on....” You may have information, such as, commercial pricelists or prior acquisition history that will help the contracting officer determine the anticipated cost is fair and reasonable (FAR Part 15.4).

(8) Description of Market Research. Market Research is required by FAR Part 10. Describe the results of your market research. If no market research was conducted, provide a reason for its absence: for example, the Internet was searched for a list of contractors that could provide the software or compatible software that would work with XYZ software. The market research showed that only XYZ could provide the upgrade and there are no other distributors but the manufacturer. On a sole source acquisition, the only possible way you can state in Paragraph 5 of the J&A that there is only one contractor who can fulfill the agency's needs is to conduct market research, and it should be summarized here. This is also where you would describe the circumstances for acquiring a patented or copyrighted product on the representation of the intellectual property holder that has not been licensed for resale.

(9) Any Other Facts Supporting the Use of Other Than Full and Open Competition. You must explain why technical data packages, specifications, SOW, or purchase descriptions are not suitable for full and open competition. Discuss why your requirement cannot be modified to enhance competition. If you are contending that only one source can satisfy the need, then you must explain why and describe the extent to which the Government will be harmed if not acquired from that vendor. Example: Your requirement is for modification of a software package designed by XYZ Corporation. If XYZ does not do the modification, the new contractor will have to re-write 2/3rds of the existing software to make the modification. In this case, you must provide an estimate of the cost to the Government that would be duplicated and how it was derived. If using FAR exception 6.302-2, you must document the serious harm that is likely to impact the Government using data, estimated cost, or other compelling rationale.

(10) A Listing of the Sources, if Any, That Expressed, in Writing, an Interest in the Acquisition. Example: A synopsis was issued in the CBD on 12/3/2000 requesting that parties express their interest in writing to the contracting officer. Only XYZ Corporation responded.

(11) A Statement of the Actions, if Any, the Agency May Take to Remove or Overcome Any Barriers to Competition Before Any Subsequent Acquisition for Supplies or Services Required. Include a statement of actions taken or to be taken to increase competition for future acquisitions of the same item/service. Will the government revise overly technical specifications; acquire data rights and drawings, etc.? An example of a statement of actions is as follows: "CG is replacing motors on all boats that are clockwise to counter clockwise rotation. Only one source can provide clockwise rotation motors. Once replaced, market research shows that a minimum of 20 manufacturers will be able to compete for this requirement. Any subsequent requirements will be acquired with counter clockwise rotation. If urgent and compelling circumstances are being relied upon, is the agency working on a fully competitive procurement to satisfy longer term needs that will be conducted at the earliest opportunity? If using "Unusual and Compelling Urgency" as your authority for acquisitions to facilitate the response to or recovery from a natural disaster, act of terrorism or other man-made disaster in excess of 150 days, the on-going and planned efforts to ensure maximum competition as soon as practicable must be addressed. (See HASM 3006.302-2(c)(3).)

(12) Contracting Officer's Certification

I certify that the data supporting the recommended use of other than full and open competition is accurate and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Contracting Officer \_\_\_\_\_  
Date

Technical/Requirements Personnel Certification

I certify this requirement meets the Government's minimum need and that the supporting data, which forms a basis for this justification, is complete and accurate.

\_\_\_\_\_  
Technical Representative \_\_\_\_\_  
Date

**APPROVAL:**

\_\_\_\_\_  
Contracting Officer <\$550K\* \_\_\_\_\_  
Date

\_\_\_\_\_  
>\$550K - <\$11.5 mil Competition Advocate\* \_\_\_\_\_  
Date

\_\_\_\_\_  
>\$11.5 mil to \$57 mil HCA \_\_\_\_\_  
Date  
>\$11.5 mil to \$78.5 mil USCG (See Coast Guard Acquisition Procedures (CGAP)).

\_\_\_\_\_  
>\$57 mil CPO (Non - USCG actions) \_\_\_\_\_  
Date  
>\$78.5 mil CPO (USCG actions)

\*For a proposed contract to facilitate the response to or recovery from a natural disaster, act of terrorism, or other man-made disaster with a period of performance that exceeds 150 days, approval by the Head of the Contracting Activity unless a higher authority is required. This authority is not delegable.

**DEPARTMENT OF HOMELAND SECURITY  
SIMPLIFIED ACQUISITION SUMMARY**  
Purchases over \$25,000

**1. Requisition No.** \_\_\_\_\_

**2. Purchase Order No.** \_\_\_\_\_

**4. Procurement Value \$** \_\_\_\_\_

**5. Competed:**  
 Yes (Complete page 2)  
 No (Attach justification)

**6. NAIC Code** \_\_\_\_\_

**3. Required sources of Supply for contract or order**

DHS wide contract                       Open Market  
 Federal Prison Industries               Reverse Auction  
 JWOD (FAR 8.7)                               Interagency Agreement (FAR 17.5)  
 GSA Schedule Order                         Other GWAC

**7. Solicitation**

a. Purchase description: \_\_\_\_\_

b. This is a FAR 13.5 acquisition :  Yes     No

c. The Requirement is an economic purchase quantity (FAR 13.101(a)(1)):  Yes     No

d. RFQ was published in FEDBizopps (FAR 5.2)  Yes     No, (Attach explanation)

e. RFQ was issued on \_\_\_\_\_  Oral RFQ     Written RFQ

f. Request prompt payment and trade discounts:  Yes     No

g. Number of quotes received \_\_\_\_\_  Oral Quotes     Written Quotes  
 (Complete page 2 for each quote received)

**8. Quote Evaluation (Check one and attach quote evaluation)**

Best Value  
 Low cost technically acceptable  
 Sole Source price/cost analysis  
 Unpriced order; explain reason and specify monetary limit (FAR 13.502-2(b)); includes FAR Clause 52.213-3 with order.  
 Other (Specify): \_\_\_\_\_

Transportation requirements evaluated  Yes     No

Telecommuting evaluated  Yes     No

Options evaluated  Yes     No

**9. Price Reasonableness (Check one and attach information relied upon)**

a.  Based on Competition  
 b.  Based on Market Research (Include market research report and independent government estimate in file)  
 c.  Based on Comparison with other prices (Catalogs, previous purchase, prices for similar items)  
 d.  Based on Comparison with Independent Government Cost Estimate (IGCE)  
 e.  Cost Analysis or Other (Attach analysis)

**10. Award Information**

a. Commercial Item:  Yes     No  
 b. Includes inspection and acceptance criteria:  Yes     No  
 c. Received prompt payment or trade discount of \_\_\_\_\_

**11. Awardee Information**

a. Contractor is listed in CCR:  Yes     No (Attach waiver form CCR)  
 b. Contractor DUNS number: \_\_\_\_\_  
 c. Contractor TIN Number: \_\_\_\_\_  
 d. The firm does not appear on the Excluded Parties list available at [www.epis.gov](http://www.epis.gov). (FAR 9.4)  
 e. Contractor determined responsible:  Yes (Attach DHS form or SBA determination)  No  
 f. Type of Small Business (check all that apply):  
 Small Disadvantage Business     HubZone  
 Award under 8(a) Program     Veteran Owned Small Business  
 Woman Owned Business     Service Disabled Veteran Owned Small Business

**Other Comments**

\_\_\_\_\_

(Preparer's Name and Signature)/(Date)	(Reviewer's Name and Signature)/(Date)
----------------------------------------	----------------------------------------



DEPARTMENT OF HOMELAND SECURITY  
**PROCUREMENT REQUEST**  
 Read Instructions on Page 3

PROCUREMENT REQUEST NO. _____
DATE RECEIVED _____

1. NAME, PHONE NUMBER, E-MAIL, AND ROUTING SYMBOL OF PERSON TO CONTACT _____	2. TYPE OF REQUEST ( <i>Check One</i> ) A. <input type="checkbox"/> NEW REQUEST _____ B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____
3. ORIGINATING OFFICE DATA _____	
4. ADDITIONAL INFORMATION ( <i>Suggested supply sources, security data, etc.</i> ) _____	

5. APPROVALS					6. CONSIGNEE AND DESTINATION	
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING			
			INITIALS (D)	ROUTING SYMBOL (E)		
1. AUTHORIZED REQUISITIONER						
2. ACCOUNTING CERTIFICATION OFFICER						
3.						7. DATE(S) REQUIRED
4.						8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO ( <i>If "Yes" see paragraph 8 of instructions on page 3</i> )

9. DESCRIPTION OF ITEMS OR SERVICES					
ITEM NO. (A)	ITEM OR SERVICE ( <i>Include Specifications and Special Instructions</i> ) (B)	QTY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

(G) AAP No. _____	(H) Nominated COTR/COR _____		<b>TOTAL</b>	\$0.00
Fiscal Year _____	<b>10. ACCOUNTING DATA</b>			

	AMOUNT



**INSTRUCTIONS FOR PREPARATION OF DHS FORM 700-20, PROCUREMENT REQUEST (PR)**

**GENERAL** - Leave upper right hand corner blank. These spaces are for procurement office use. Complete all applicable blanks. If additional space is needed, use blank paper or Procurement Request Continuation Sheet.

**ITEM 1 - NAME, PHONE NUMBER AND ROUTING SYMBOL** of person to contact concerning this request.

**ITEM 2 - TYPE OF REQUEST**

- A. Check "New Request" if this is an initial request;
- B. If this is a change to a pending PR, check and;
- C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by the procurement office.

**ITEM 3 - ORIGINATING OFFICE DATA.** Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number, etc.

**ITEM 4 - ADDITIONAL INFORMATION.** Use this space to indicate suggested sources of supply, any applicable security classification, or for other instruction or data.

If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.

**ITEM 5 - APPROVALS.**

Col. A - APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below.

- (1) Authorized Requisitioned. Signature of person authorized to approve request for procurement action.
- (2) Accounting Certification Officer. Signature of accounting representative having authority to certify that funds are available for the procurement.
- (3) - (4) For use as may be required by local instructions.

Col. B - ROUTING SYMBOLS. Self explanatory.

Col. C - DATE. Give date of approval.

Col. D and Col. E. - INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are requested by approving officials.

**ITEM 6 - CONSIGNEE AND DESTINATION.** Enter the name of the consignee and address location where requested items are to be delivered or services are to be performed.

If shipments are to be made to more than one destination, enter words "Multiple Destinations" in this block, and attach a list of the consignee address where shipments are to be made.

**ITEM 7 - DATE(S) REQUIRED.** Enter the date(s) that requested items are required. Do not use "as soon as possible", or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) are not met.

**ITEM 8 - GOVERNMENT FURNISHED PROPERTY.** If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.

**ITEM 9 - DESCRIPTION OF ITEMS OR SERVICES**

Col. A - ITEM NO. Enter item numbers in numerical sequence.

Col. B - ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions. Attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part numbers, if applicable.

If a brand name or equal product, state the commercial brand and model, and set forth those characteristics essential to Government needs.

Furnish an special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions. Furnish any other instructions, such as inspection and testing requirements.

Col. C - QUANTITY. Enter the quantity of each item requested.

Col. D - UNIT. The measure such as "each" or "set."

Col. E - ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like.

If the requested items or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

Col. F - ESTIMATED TOTAL COST. Enter the total estimated cost for each item and grand total cost for all items.

G. Enter the five digit Advance Acquisition Plan (AAP) number. If an AAP was not prepared for the subject procurement, enter "none". If the Subject procurement is below the AAP threshold, enter "N/A".

H. Furnish the name of the individual that will be nominated or has been appointed to serve as the Contracting Officer's Technical Representative/ Contracting Officer's Representative.

**ITEM 10 - ACCOUNTING DATA.** Enter the appropriation(s) under which funds have been made available, and any other accounting data required.