

## **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 - Checklist for Sensitive 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; and
- (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](http://www.fedramp.gov) for more information. The Service Level Agreement Template shall not be used for cloud computing acquisitions.