

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 Planned Construction Requirements
- 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