

**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 items;
- 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 items 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.

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Should you have any questions, please do not hesitate to contact me at (*HCA email and phone number*).