

**APPENDIX H
ACQUISITION PLANNING FORECAST SYSTEM AND SMALL BUSINESS REVIEW
FORM REQUIREMENTS MATRIX**

Procurement Type	APFS Record Required? (Yes/No) See HSAM 3007.172	DHS 700-22 Small Business Review Form (Yes/No) See HSAM 3019.202-271
New contracts over the simplified acquisition threshold (SAT)	Yes	Yes
Exercise of an option	No	No
Federal Prison Industries/Ability One actions over the SAT	Yes	No
Blanket Purchase Agreements (BPA), Basic Ordering Agreement (BOA) and Indefinite Delivery Vehicles (IDV) over the SAT	Yes	Yes
Task/delivery orders and calls over the SAT placed against a multiple award BPA, BOA and IDV (e.g., orders and calls placed against DHS Strategically Sourced Vehicles, GSA Federal Supply Schedules, OASIS, GWACS, DWACS, etc.)	Yes	Yes
Task/delivery orders and calls over the SAT placed against a single award BPA, BOA, IDV, Component/Office-Wide Acquisition Contract (C/OWAC). (The requirements office shall coordinate with the contracting officer activity on the procurement strategy).	No	No
Task/delivery orders and calls over the SAT placed against a multiple award BPA, BOA or IDV initially awarded under a single small business program. (e.g., PACTS II, 8(a) STARS II, etc.)	Yes	No
Intra-agency assisted acquisitions over the SAT. (The servicing DHS Component completes the APFS record and Small Business Review form for the resulting contract action.)	Yes	Yes
Interagency assisted acquisitions over the SAT where DHS is the servicing agency. (The servicing DHS Component completes the APFS record and Small Business Review form for the resulting contract action.)	Yes	Yes
Interagency assisted acquisitions over the SAT where DHS is the requesting agency. (The servicing agency shall forecast the opportunity based on their agency policy)	No	No
Classified procurements	No	No
Broad Agency Announcement	Yes	No
Other Transaction Authority (e.g. Silicon Initiative)	Yes	No