

**APPENDIX I  
TEMPLATE: APPROVAL OF AN INTRA-AGENCY ASSISTED ACQUISITION**

Per HSAM 3017.7003(a), this template shall be used to document the requesting Component’s contracting office’s approval for obtaining acquisition assistance from another DHS Component contracting office.

**Requesting Component:** \_\_\_\_\_

**Requesting Program Office:** \_\_\_\_\_

**Description of the supply or service to be procured:** \_\_\_\_\_

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**Estimated Dollar Amount of Supply or Service (including options):** \_\_\_\_\_

**Estimated Period of Performance (including options):** \_\_\_\_\_

**Component Providing Acquisition Assistance:** \_\_\_\_\_

**Acquisition services to be provided by the servicing Component’s contracting office:** \_\_\_\_\_

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**Rationale for using the servicing Component:** *[Note: Factors requiring offices must consider in its rationale when requesting another DHS Component contracting office provide acquisition assistance:*

- *The servicing Component’s authority, experience, and expertise in acquiring the needed product or service.*
- *The servicing Component has an existing contract vehicle that legally meets the needs of the requesting Component.*
- *Collaborating on the purchase of supplies or services is anticipated to strengthen the Government’s negotiating positions and thus result in better pricing or terms and conditions than if each Component awarded a contract separately.*

- *The servicing Component's ability to comply with any unique requirements or prohibitions of the requesting Component such as restrictions on a Component's appropriations.*
- *Reasonableness of the servicing Component's costs associated with providing acquisition assistance.*
- *Other factors or circumstances unique to the procurement.]*

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**Statutory authority for the Assisted Acquisition:** \_\_\_\_\_

If the statutory authority cited is the Economy Act (31 U.S.C. 1535), as required by that Act, the above named requesting program office warrants all of the following conditions are met *[NOTE: the requiring office shall place a check in each space for each finding to indicate it has been substantiated.]*:

- \_\_\_ The funding for the purchase is available;
- \_\_\_ The purchase is in the best interest of the Government;
- \_\_\_ The ordered goods or services cannot be provided as conveniently or as inexpensively as by a Component contract; and
- \_\_\_ The servicing Component is able to contract for the ordered goods or services.

**Additional information as needed:** \_\_\_\_\_

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**Name of Requestor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

I confirm the above information is correct to the best of my knowledge and that obtaining acquisition assistance from the above named Component is in the best interest of the Government.

**Signature of Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HCA (or designee) Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contracting Organization:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Approve**

**Disapprove** (see below)

**Signature of HCA (or designee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rationale for disapproving:**

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