

COMPLIANCE WITH THIS DIRECTIVE IS MANDATORY

Department of Homeland Security
DHS Directives System
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DEVELOPMENT AND USE OF STRATEGIC SOURCING CONTRACT VEHICLES

I. Purpose

This directive identifies the policy for developing and using Department of Homeland Security (DHS) strategic sourcing contract vehicles. Strategic sourcing contract vehicles are also known as DHS-wide and Department-wide contract vehicles.

II. Scope

This Directive applies throughout DHS, with the exception of the Office of Inspector General.

DHS Management Directive 0730.1, Strategic Sourcing Group Operations, and DHS Management Directive 731, Strategically Sourced Commodities Policy and Procedures, are superseded for contracts governed by this Directive.

III. Authorities

- A. Title 6, United States Code (U.S.C.), Section 341 and 342, "Under Secretary for Management," and "Chief Financial Officer"
- B. Title 41, U.S.C., Section 1702, "Chief Acquisition Officers and senior procurement executives"
- C. Federal Acquisition Regulation (FAR) Part 7 – Acquisition Planning
- D. The Office of Management and Budget (OMB), Office of Federal Procurement Policy Memorandum, "Development, Review and Approval of Business Cases for Certain Interagency and Agency-Specific Acquisitions," September 29, 2011.

IV. Definitions

- A. **Acquisition:** Under Federal Acquisition Regulation (FAR) 2.101 (b) – Definitions, acquisition is "the acquiring by contract with appropriated funds of

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supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.”

B. ***Strategic Sourcing***: A collaborative and structured process of critically analyzing DHS’s procurement spending and using an enterprise approach to make business decisions about acquiring and managing commodities and services more efficiently and effectively. This process helps achieve improvements in price, performance, total cost of ownership, and overall business efficiency.

C. ***Strategic Sourcing Contract Vehicle***: A contract or agreement that has been established for use by multiple DHS Components to acquire goods or services. Strategic sourcing contract vehicles are also known as DHS-wide and Department-wide contract vehicles.

V. Responsibilities

A. The ***Chief Procurement Officer*** (CPO) is responsible for implementing a strategic sourcing approach to acquiring goods and services.

B. The ***Strategic Sourcing Program Office*** (SSPO) provides DHS stakeholders economic and performance benefits through collaboration, rigorous analysis, and enterprise planning for acquisition initiatives. The SSPO collaborates with stakeholders to develop, deploy, and maintain sourcing strategies that enhance mission performance, improve acquisition efficiency, and optimize commodity management.

C. The ***DHS Heads of Contracting Activity*** (HCA) ensure compliance with the development and usage of strategic sourcing contract vehicles as described in Directive 060-01.

VI. Policy and Procedures

A. Development of Strategic Sourcing Contract Vehicles

1. In order to ensure a collaborative and consistent approach to strategic sourcing acquisitions, DHS Components coordinate with the CPO and other Components that may have similar requirements for goods or services.

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2. Upon request from the CPO, DHS Components provide strategic sourcing information. This information guides the development of requirements and acquisition strategy for the strategic sourcing contract vehicle.

3. When requested by the CPO, each DHS Component that may utilize the vehicle provides at least one nominee to serve as a technical evaluator to support source selection efforts. Nominees possess the qualifications specified in the CPO's request. The CPO grants exceptions on a case by case basis.

B. Use of Strategic Sourcing Contract Vehicles

1. DHS Components use strategic sourcing contract vehicles when purchasing supplies or services. All DHS strategic sourcing contract vehicles are mandatory for use unless the procurement meets one of the exceptions listed below or the CPO specifically designates the vehicle as non-mandatory. This eliminates redundant acquisitions and leverages buying power to achieve the lowest price possible.

2. DHS Components seeking an exception to the use of strategic sourcing contract vehicles obtain prior approval one level above the individual authorized to perform the purchase. All exceptions include written documentation in the contract or purchase file that demonstrates that one of the following authorized exceptions apply:

- a. Emergency operations where the use of a strategic sourcing contract vehicle would have a significant impact on the mission.
- b. Purchases where the use of a strategic sourcing contract vehicle would compromise national security.
- c. Purchases made from remote locations, where the use of a strategic sourcing vehicle would result in higher cost or delays.
- d. Purchases where the savings from using a non-strategic sourcing vehicle exceed the savings from the strategic sourcing vehicle.
- e. Purchases where the use of a non-strategic sourcing vehicle is required by statute.
- f. Purchases where FAR Part 8.002 – Priorities for Use of Government Supply Sources specify the use of other sources.

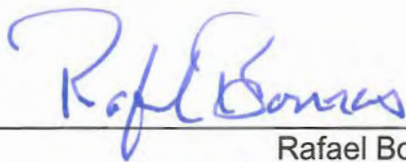
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3. DHS Components obtain waivers from the CPO prior to purchasing goods or services from a non strategic sourcing contract vehicle when none of the exceptions listed above apply. Components submit waiver requests with supporting justification/rationale to the CPO at sspo@hq.dhs.gov. The CPO reviews the request and provides a decision within 10 business days.

4. When appropriate, the CPO specifically designates certain strategic sourcing contract vehicles as non-mandatory. For any vehicles with this designation, use is voluntary and the exception and waiver process described above does not apply. Any such designations are posted on the SSPO intranet page on DHS Connect.

VII. Questions

Address any questions or concerns regarding this Directive or any strategically sourced contract vehicle to the CPO at sspo@hq.dhs.gov.



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Under Secretary for Management



Date