

## **Subchapter 3013.1 Procedures**

### **3013.101 General.**

Except for acquisitions of \$25,000 or less, DHS Form 700-16, Simplified Acquisition Summary, should be used or a form substantially similar if authorized in accordance with Component procedures and contains the same elements to document purchases covered by FAR Part 13. The documentation should be placed in the order file.

### **3013.106 Soliciting competition, evaluation of quotations or offerors, award, and documentation.**

#### **3013.106-1 Soliciting competition.**

(b) The requirements official for the proposed acquisition shall prepare the supporting documentation for soliciting from a single source. The ordering activity contracting officer for the action is the approval official for proposed actions exceeding \$25,000 up to the simplified acquisition threshold.

(3) When the acquisition requires a particular brand name, product or a feature of a product, peculiar to one manufacturer, which precludes consideration of a product manufactured by another company, the ordering activity contracting officer shall ensure the request for quotation (RFQ) is posted with the brand name documentation in FedBizOpps as required by FAR Part 5.102(a)(6).

#### **3013.106-3 Award and documentation.**

(d) If a supplier requests information on the basis of an award that was based on factors other than price alone or the contracting officer is considering an optional explanation of the basis of the award, the contracting officer should consult the information in the Debriefing Guide for guidance on the explanation of the basis for award process and appropriate timely information to provide to the supplier.

#### **3013.106-70 Evaluation practices.**

(a) When evaluating non-price factors in a competitive acquisition, and when the Government evaluation team includes more than one person, the team may collaboratively arrive at ratings or findings. It is not necessary for an evaluation team to first develop individual member evaluation ratings or findings before starting a consensus evaluation.

(b) The advisory multi-step process described in FAR 15.202 may be adapted for use with acquisitions under this part, including Subpart 13.5. This advisory process is based on a pre-solicitation notice and occurs before release of the solicitation.

(c) *Down-Select Process.* When a large number of responses is anticipated in a competitive acquisition, the acquisition team may consider a phased evaluation. In a down-select, many

quotes are evaluated in the first phase under some of the evaluation factors and fewer quotes are considered in one or more subsequent phases on the remaining evaluation factors. The process described in HSAM 3016.505(b)(70)(iii) may be adapted for use with acquisitions under this part, including Subpart 13.5.