

Subchapter 3017.71 Requirements for Acquisitions Involving Strategically Sourced Commodities

3017.7100 Scope.

This section describes the use of Department-wide contract vehicles.

3017.7101 Definitions.

Component-wide contract means a contract that has been established for use by a single Component.

Department-wide contract means a contract that has been established for use by multiple DHS Components to acquire goods or services. Department-wide contract vehicles are also known as strategic sourcing contract vehicles.

Strategic Sourcing means 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.

3017.7102 Using department-wide contract vehicles.

(a) DHS policy is to use Department-wide contracts unless one of the exceptions in (b) applies or a waiver as described in (c) is obtained. For information on the DHS Strategic Sourcing Program, see <http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/Strategic%20Programs/Pages/StrategicSourcing.aspx>. The DHS Directive 060-01, Development and Use of Strategic Sourcing Contract Vehicles, is available by clicking [here](#).

(b) *Exceptions.* The contracting officer shall use a Department-wide contract, if one is available, unless an exception is approved. Exceptions shall be approved by a Component procurement official at least one level above the contracting officer. The following exceptions apply:

- (1) Emergency operations where use of a Department-wide contract vehicle would have an adverse impact on the mission.
- (2) Purchases where use of a Department-wide contract vehicle would reduce or compromise national security.
- (3) Purchases made from remote locations where the use of a Department-wide contract vehicle would result in higher cost or delays.
- (4) Purchases where savings from use of a non-Department-wide contract vehicle exceed the savings of a Department-wide contract vehicle.

- (5) Purchases where the use of a non-strategic sourcing contract vehicle is required by statute.
- (6) Purchases where FAR 8.002, *Priorities for Use of Mandatory Government Sources*, or FAR 8.003, *Use of Other Mandatory Sources*, require the use of higher priority sources. (See HSAM 3008.004.)
- (7) Purchases where DHS or a Component is not making satisfactory progress toward meeting a fiscal year socioeconomic contracting goal and where no appropriate strategic sourcing vehicle offers an opportunity to meet that socioeconomic contracting goal. This exception requires concurrence of the Component small business specialist.

The contracting officer shall document the exception by completing an exception form, obtaining approval, and including all documentation in the contract or order file. The contracting officer shall provide a copy of the documentation to the OCPO's Strategic Sourcing Program Office (SSPO) at: SSPO@hq.dhs.gov. The exception form is available on the DHS Strategic Sourcing intranet page <http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/Strategic%20Programs/Pages/StrategicSourcing.aspx>.

(c) *Waivers*. If using a source other than an available Department-wide contract vehicle and none of the paragraph (b) exceptions apply, a waiver must be obtained in accordance with Directive 060-01 (or successor policy) prior to approval of the acquisition plan (or the release of a solicitation if an acquisition plan is not required). The contracting officer obtains a waiver by:

- (1) completing a waiver request form (available on the DHS Strategic Sourcing intranet page (<http://dhsconnect.dhs.gov/org/comp/mgmt/cpo/Strategic%20Programs/Pages/StrategicSourcing.aspx>),
- (2) providing the justification,
- (3) attaching supporting documentation (including the specification and/or statement of work and market research report), and
- (4) obtaining Component HCA approval prior to submitting the request to the CPO for final approval.

Components shall submit waiver requests to the CPO at: SSPO@hq.dhs.gov. The CPO reviews waiver requests and provides final decisions regarding approval within 10 business days of the Component's submission of the waiver. Upon disposition of the waiver request, the contracting officer adds all documentation to the contract or order file.

3017.7103 Post-award notification.

(a) The HCA must notify and provide contract and other supporting documentation to the OCPO, within ten (10) business days following the award of a Department-wide contract so that information about the contract can be distributed and posted on the SSPO intranet site.

(b) Congressional notification requirements apply for orders with a dollar value that exceeds \$4 million issued against awarded Department-wide multiple award contracts as well as those using multi-year funds. See HSAM 3005.303-70 for requirements and procedures.

3017.7104 Office of Management and Budget (OMB) reporting for department-wide contract vehicles.

OCPO's SSPO shall consolidate data on all Department-wide contract vehicles and summarize the results for reporting to the OMB or other Government agencies, as appropriate.