

PROCUREMENT ADVISORY No. 121

Procurement of Communications / Information Products and Services

1. SUMMARY

This advisory provides guidance that contracting officers shall follow in the procurement of communications/information products and services (CIPS).

2. BACKGROUND

It is Department of Agriculture (USDA) policy that the Director of the Office of Communications (OC) serves as the central information authority for the Department. OC provides direction and approval for all USDA public information activities and ensures that all communications materials and services effectively support USDA policies and programs.

Departmental Regulation 1497-001 establishes a review process whereby USDA agencies and offices must submit their proposed CIPS requests to OC for approval prior to procurement of any such products or services. In keeping with this policy, acquisition of CIPS estimated to exceed \$25,000 must receive prior written approval by the OC.

3. REFERENCES

USDA Departmental Regulation (DR) 1497-001, *Approval of Communications/Information Products and Services*, dated October 29, 2014, Office of Communications.

4. ACTIONS

Contracting officers shall ensure that each applicable request or waiver for CIPS **estimated to exceed \$25,000** has been **approved in writing** by the Office of Communications prior to obligating the funds. This applies to new obligations including new contracts, modifications, new orders (including options) under existing contracts and new orders and BPAs placed under GSA Multiple Award Schedules. Refer to DR 1497-001 for examples of applicable products and services.

- a. Each memorandum of approval must refer to the specific project name.
- b. The approval memorandum shall be documented in the contract file.
- c. The OC approval memo may say whether the products or services are available on a Department-wide contracting vehicle (BPA). However, the method of procurement will still ultimately be the contracting officer's decision.

Procurement Advisories are issued by the Procurement Policy Division (PPD) of the Office of Procurement and Property Management (OPPM), Departmental Management, USDA, and posted on the USDA World Wide Web site at the following URL: <http://www.dm.usda.gov/procurement/policy/advisories.html>. If you have questions or comments regarding this advisory please send an email message to procurement.policy@dm.usda.gov.

EXPIRATION DATE: Effective upon issue date until cancelled.