

ATTACHMENT A

CIO Review of Contract or Other Agreements

Procurement Advisory 53 A – IT Acquisition Approval Request

1. **IT Investment Name:** _____

Name of Procurement Action: _____

2. **Agency or Office Information:**

Program Office

Requester/Requisitioner: Name: _____

Email Address: _____

Telephone Number: _____

Agency Name: _____

Agency Address: _____

Contracting Officer: Name: _____

Email Address: _____

Telephone Number: _____

Agency Name: _____

Agency Address: _____

3. **Description.** Please include a brief description of planned acquisition and the agency program/project which the acquisition supports.

4. **Estimated Total Value (Cost or Price).** List the estimated total dollar amount (inclusive of all options).

5. **Performance/Delivery Schedule.**

- Estimated Award Date _____
- Length of Base and all Option Periods _____

6. **Funding.** What funding method is planned? Multi-year
 Fiscal Year
 No Year

7. **Contracting Method.**

a. **Continuing Requirement:** If the acquisition is a continuing requirement, list:

- What date does the current contract/order expire? _____
- What date was the current contract/order awarded? _____

b. Anticipated Solicitation Approach/ Contract Type: Check all that apply:

Contract Type:

- Fixed Price Type Contract (FAR 16.2)
- Fixed Price with Economic Price Adjustment (FAR 16.203)
- Cost-Reimbursement Type Contract (FAR 16.3)
- Incentive Type Contract (FAR 16.4)

- Indefinite Delivery (FAR 16.5)
- Time and Materials or Labor Hour Contract (FAR 16.6)
- Basic Ordering Agreement (FAR 16.7)

- Options (FAR 17.2)
- Interagency Acquisition (FAR 17.5)

Solicitation Approach:

- Negotiated Request for Proposal (RFP) (FAR Part 15)
- Sealed Bid: Invitation for Bid (IFB) (FAR Part 14)

- Order/Contract against GSA Federal Supply Schedule (FAR 8.4)
- Federal Prison industries (FAR 8.6)
- AbilityOne Nonprofit Agencies, Blind or Severely Disabled (FAR 8.7)

- Commercial Item or Service, Order or Contract (FAR Part 12)
- Order against a GWAC or another agency's contract or BPA (non-GSA)

- Small Business Set-aside (FAR 19.5)
- Small Business Administration, 8(a) Program (FAR Part 19.8)
- HUBZone Program (FAR 19.13)
- Service-Disabled Veteran Owned Small Business Procurement Program (FAR 19.14)
- Women-Owned Small Business Program (FAR 19.15)
- Alaska Native Corporation (FAR 19.8)

Simplified Acquisition:

- Open Market Blanket Purchase Agreement (FAR 13.303)
- Purchase Order (FAR 13.302)
- Purchase Card (FAR 13.301)
- Micro-Purchase (FAR 13.2)
- OTHER** Please state: _____

c. Other than Full and Open Competition pursuant to FAR Part 6.3? YES NO

For other than full and competition pursuant to FAR Part 6.3, attach a copy of the approved justification for other than full and open competition.

8. OMB Circular A-11, Exhibit 300. If applicable, attach a copy of OMB Circular A-11, Exhibit 300, Part I, Section C, Acquisition/Contract Strategy (All Capital Assets) for this acquisition.

9. Source Selection Procedures. *Please state:*

10. Evaluation Factors. *Please state:*

11. Other acquisition issues of importance.

a. Small Business: Per FAR 19.502-2, contracting actions between the micro-purchase threshold and the simplified acquisition threshold are reserved for small business. All **unrestricted procurements over the simplified acquisition threshold not already set-aside or reserved for small business participation** must be submitted to the USDA’s Office of Small and Disadvantaged Business Utilization (OSDBU) for clearance. Refer to Departmental Regulation 5090-001 for additional details.

b. Category Management: Per Office of Management and Budget (OMB) memorandum M-16-02, CIOs shall ensure that at least 80% of their agency's new basic laptop and desktop requirements are satisfied with one of the prescribed standard configurations, unless an exception is consistent with an approved IT acquisition strategy or plan, as required by OMB. All agencies are prohibited from issuing new solicitations for laptops and desktops, and civilian agencies shall leverage the following existing vehicles, which were determined to offer the best value for the **bulk** of the Government's laptop and desktop needs:

USDA Blanket Purchase Agreements – Hardware and Software Catalogs at
<https://ice.sc.egov.usda.gov/BPA>

c. Other Procurements: List other contracting actions that may be considered as a result of this AAR.

SUBMITTED FOR REVIEW AND APPROVAL OF OCIO:

Program Manager / Project Manager

Date

Contracting Officer

Date

Associate CIO for IRM

Date

OR

Chief Information Officer

Date

Approved

Disapproved

If disapproved, state reason(s) why:

