

Procurement Advisory No. 136A

USDA Contracting Deskbook

1. SUMMARY

This Procurement Advisory provides notice of change to the USDA Contracting Deskbook.

2. BACKGROUND

The Contracting Deskbook includes internal departmental and mission area acquisition guidance. The Procedures, Guidance and Information (PGI) is a non-regulatory companion resource to the AGAR.

The PGI is designed to establish internal operating procedures for acquisition personnel and clarify policies of the FAR or the AGAR. The PGI adheres to AGAR numbering and drafting conventions. Although PGI requirements are not regulatory, occasionally the requirements are mandatory for USDA personnel. The mandatory requirements reflect agency policy which must be followed to ensure uniformity or for other reasons. It is the intent that this document will provide standard procedures for all mission areas for most contracting methods. Procedures for requirements unique to mission areas (commodity, incident, stewardship, etc.) will be addressed in appendices to the PGI.

3. REFERENCES

Federal Acquisition Regulation (FAR) 48 CFR, 1.301(a)2

<https://www.dm.usda.gov/procurement/policy/index.htm>

4. ACTIONS

This update, 1.20, contains significant changes in PGI Part 1. This includes an update of warrant authority to the action amount vice total contract value, changes in the warrant types, maximum amounts and approval levels, information regarding requiring office responsibilities, the introduction of the Mission Area Senior Program Manager (MASPM), ordering official authority and a ratification guide. It also includes a change of agency legacy procedures to Attachments vice Appendices. There are also changes in parts 6,8,16 regarding approval levels for amended justifications.

The following templates are incorporated:

Warrant or Waiver Request
Nomination of Contracting Officer's Representative (COR)
Request to Ratify an Unauthorized Commitment
UAC -- Contracting Officer's Determination and Findings

Issuance of this update rescinds the following Procurement Advisories:
No. 85 Acquisition Workforce Training, Certification, Delegation and Management System;
No. 102, USDA Vendor Communication Plan;
No. 100 USDA Contracting Officers Warrant Guidelines; and
No. 112 Continuous Learning Management for USDA's Acquisition Workforce.

5. EXCLUSIONS

None applicable to this advisory.

6. CONTACTS

If you have questions or comments regarding this advisory please contact the OCP Procurement Policy Division at procurement.policy@dm.usda.gov.

Procurement Advisories are issued by the Procurement Policy Division of the Office of Contracting and Procurement, Departmental Administration, USDA and posted on the USDA World Wide Web site at the following URL: <https://www.dm.usda.gov/procurement/policy/index.htm>

EXPIRATION DATE: This Advisory will not expire until canceled.

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