

Procurement Advisory No. 136E

USDA Contracting Desk Book

1. SUMMARY

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

2. BACKGROUND

The Contracting Desk Book 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, 1.40, changed 401.602-2, adding a link to Departmental Regulation (DR) 5000-004. Updated 401.602-3 changing Ratification submissions to report annually. Updated 401.603 to correct Approval Levels. Updated 402 to include definition/clarification of Information Technology (IT). Deleted 413.2, 413.201 and 434.002. Added guidance to 433.103. Updated 439 adding Cloud Service guidance. Updated the Procurement Policy email address and ensured the words “Desk Book” were consistent throughout. Also, additional guidance added to templates: Requirements Plan, Requirement Plan for IT and the Warrant or Waiver Request.

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@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.

[END]