

# Procurement Advisory No. 136C

## 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, 1.31, changed 401.601-70 Delegations, to say the HCA will designate a MASCO. Clarifies that MASCO authority is only for the named MA unless otherwise identified in writing. In part 402 added definition of “advisory and assistance” to include Appendix C. Clarifications in part 407 to include the definition of major system/program and corrections to the Planning Matrix. Updates, FAR deviations and templates added to part 11, 12, 13, 15, 16 and 17. Corrected discrepancies of MASPM and MASAPM throughout. Added Appendix D, Contract Types Matrix. Renamed Attachment E to Farm Protection and Conservation (FPAC) and replaced all content. Removed all content and reserved Attachment G.

The following templates are incorporated:

- Debriefing Guidance
- Determination and Findings-various
- Proposal Cover Sheet
- SAP Summary Worksheet
- Single Source or Brand Name Under SAT
- Single Source or Brand Name Over SAT
- Source Selection Decision Document
- Source Selection Evaluation Board Agreement
- Source Selection Plan Template

Issuance of this update incorporates the following Procurement Advisories based on changes in this and previous Deskbook releases:

73, Purchase of Online Courseware Libraries and Learning Management Systems or Services  
116A, Interim Purchase Authority for Fuel  
117, Prohibition on Use of Unpriced Options  
123, Acquiring Rental Storage Space short and long term with USDA Purchase Card Word  
125, USDA Purchase Card Program – Mandatory, Annual Refresher Training Requirements Word  
135, FAR Class Deviation – Removal of Best Procurement Approach Determination for Interagency Acquisitions

## **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](mailto: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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