

Procurement Advisory No. 136D

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, 1.32, changed 401.601-73 Continuous Learning, added additional information on submitting Continuous Learning Point (CLP). Updated 401.602-1 Limitations on Authority, clarified warrant authority and edited descriptions in table. Updated 401.602-2 Responsibilities, regarding COR losing eligibility to be designated if CLPs are not completed. Updated COR nomination template to include certification level. In Part 404 Administrative Matters, references to Central Contractor Registration (CCR) and Foundation Financial Information System (FFIS) were updated. Part 407 Acquisition Planning, updated Acquisition Planning Matrix for clarity. 407.170 Acquisition Programs and Requirements (APR), was updated to reflect the quarterly submission of APR.

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.

[END]