

Contracting

CONTRACT OFFLOADING



BY ORDER OF THE DIRECTOR

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Chief, Corporate Operations Group

AUTHORITY: Contract Offloading procedures are established in compliance with Department of Defense Instruction (DoDI) 4000.19, Interservice and Intragovernmental Support, Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), and the Economy Act (31 U.S.C. 1535).

APPLICABILITY: This Directive applies to all Defense Commissary Agency (DeCA) activities.

MANAGEMENT CONTROL SYSTEM: This Directive does not contain internal management control provisions that are subject to the evaluation, testing, and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act.

HOW TO OBTAIN COPIES: This Directive is approved for public release and is located on DeCA's Internet Web site at www.commissaries.com.

SUMMARY: This Directive outlines the considerations, prohibitions, and procedures DeCA personnel must use when acquiring contract support from outside DeCA.

SUPERSEDES: DeCAD 10-11, Contract Offloading, dated January 31, 1995

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA AM

COORDINATORS: HQ DeCA FPO/SSG and regional offices

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CHAPTER 1

CONTRACT OFFLOADING

1-1. PURPOSE. This Directive outlines for DeCA personnel the considerations, prohibitions, and procedures with regard to the offloading of DeCA requirements to non-DeCA contracting activities.

1-2. REFERENCES.

- a. DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995
- b. Federal Acquisition Regulation (FAR), Subpart 17.5, "Interagency Acquisitions Under the Economy Act"
- c. Defense Federal Acquisition Regulation Supplement (DFARS), Subpart 217.5, "Interagency Acquisitions Under the Economy Act"
- d. Economy Act (31 U.S.C. 1535)
- e. Under Secretary of Defense (Acquisition Technology and Logistics) (USD(AT&L)) policy
- f. Under Secretary of Defense (Comptroller) (USD(C)) policy

1-3. POLICY.

- a. DeCA activities shall acquire contracted requirements only through DeCA contracting divisions unless "offloaded" to another government agency under specific statutory authority that stands alone or falls under the authority of the Economy Act (31 U.S.C. 1535).
- b. Requirements submitted to contracting offices other than DeCA's contracting divisions shall be approved by the Director of Contracting prior to submission to an outside agency unless exempt as identified in Appendix H. DeCA personnel shall not bypass DeCA contracting divisions by submitting acquisition requirements to other contracting agencies except under approved procedures and agreements.
- c. Should the Director of Contracting determine that the procurement is eligible for offloading to another agency, the Director of Contracting and the functional process owner/special staff group of the requiring activity shall make a joint decision as to whether a briefing to DeCA's Command Group is required in accordance with Executive Review of Acquisition Strategies for High Visibility Requirements dated May 30, 2006, which is located in Public Folders under Contracting/Acq Policy and Procedures/Policy Memoranda.
- d. Acquisition of services "offloaded" to outside agencies must comply with applicable statutes, regulations, policies, and other requirements including USD(AT&L) Acquisition of Services policy memorandum dated October 2, 2006, which can be found at www.acq.osd.mil/dpap/policy/policyvault/2006-3064-ATL.pdf.
- e. Acquisitions and Military Interdepartmental Purchase Request (MIPR) "offloaded" to outside agencies must comply with all Resource Management (RM) statutes, regulations, policies, and other requirements including:

- (1) DeCAD 70-18, Budget Policies and Procedures.

(2) USD(C) policy located at www.acq.osd.mil/dpap/specificpolicy/index.htm under Fiscal Policy Memos.

1-4. GENERAL.

a. When an agency has mission responsibility and in-house contracting resources to contract for a requirement, but instead obtains contract support through an outside agency, such action is termed “contract offloading.” When the outside agency is another agency of DoD, the contract offloading is an **intra**service or **intra**-agency acquisition. When the outside agency is other than the DoD, such as the Department of Energy, Department of Transportation, the Office of Personnel Management, or any other agency with the capability to contract on behalf of the U.S. Federal Government, the contract offloading is an **inter**agency acquisition. Since outside agencies usually add a fee or surcharge for their services, contract offloading may not always be beneficial to DeCA.

b. Teamwork and communication are critical to the success of offloaded acquisitions. When using an agency other than DeCA to issue a solicitation, place an order, or award a contract on DeCA’s behalf, requiring activities must ensure the requirements are clearly defined and include measurable outcomes. Similarly, all parties to an offloaded acquisition must ensure that the duties and responsibilities of contract administration and oversight are clearly assigned and correctly performed.

c. Specific authorities are statutes/laws which allow for a specific agency/activity to perform certain functions. Both **intra**-agency and **inter**agency acquisitions may be authorized by specific authorities. A list of some of the most common specific authorities is identified in Appendix B. Any MIPR generated for an offloaded acquisition must identify the specific authority that applies to the acquisition.

d. If no specific authority applies, the Economy Act (31 U.S.C. 1535) allows an agency to order supplies and services from another agency when:

- (1) A more specific statutory authority **does not** exist;
- (2) There is not a current contracting vehicle for the acquisition; and
- (3) It is more economical to have another agency execute a contract.

This authority applies to both **intra**-agency and **inter**agency acquisitions. The Economy Act may not be used by an agency to circumvent conditions and limitations imposed on the use of funds.

e. When an acquisition falls under the Economy Act, and the supplies or services will be acquired via an **intra**-agency acquisition, e.g., within DoD, a Support Agreement (DD Form 1144) signed by both the requiring and servicing agency satisfies the requirements of DoDI 4000.19 and no other documentation is required.

f. When an acquisition falls under the Economy Act and the supplies or services will be acquired via an **intra**-agency acquisition and **no** Support Agreement has been executed, the requiring activity must accomplish a Determinations and Findings (D&F) to support the **intra**-agency acquisition.

g. When an acquisition falls under the Economy Act and the supplies or services will be acquired via an **inter**agency acquisition, e.g., outside DoD, FAR 17.503 requires the requesting organization develop a D&F to support the **inter**agency acquisition.

h. Both **intra**-agency and **inter**agency acquisitions may fall under the additional requirements of DFARS 217.78, Contracts or Delivery Orders, issued by a non-DoD agency, and/or may also fall under DoD policy for the Acquisition of Services.

1-5. RESPONSIBILITIES.

a. The Contracting Directorate is responsible for procuring services, studies, and analyses of operations and procedures, contracted advisory and assistance services, supplies, and commercial activities (custodial, shelf stocking, receiving/storage/holding area) for DeCA headquarters, regions, central distribution centers, and commissaries.

b. The Sales Directorate, Resale Contracting Division, is responsible for procuring commissary resale subsistence items, both brand name and non-brand name, for all continental United States (CONUS) and outside the continental United States (OCONUS) commissaries. The Resale Contracting Division also procures fresh fruits and vegetables and in-store services such as fish markets and deli/bakeries.

c. The Performance and Policy Directorate, Equipment & Maintenance Acquisition Division, is responsible for procuring all equipment and maintenance for headquarters and CONUS and OCONUS commissaries.

d. The Kansas City District of the Corps of Engineers, by support agreement, is responsible for contracting in support of the DeCA construction program to include architect-engineering services and construction.

e. The GSA Federal Acquisition Service-Denver office, by interagency agreement, is responsible for facilities support to include refrigeration/heating, ventilation, and air conditioning maintenance as well as other facilities maintenance contracts.

f. In both Europe and Pacific overseas areas, DeCA relies on local contracting activity support and support agreements with local installations for purchase of services, supplies, or equipment that are not covered under existing DeCA contracts.

1-6. PROCEDURES.

a. Requesting activities are responsible for obtaining approval from the appropriate individual/board for the desired supply or service in coordination with the Contracting Directorate.

b. Once approval is obtained, the requesting activity must work closely with RM to prepare the appropriate funding document which may include a MIPR.

c. The flowchart in Appendix A depicts decision points and applicable policy for contract offloading. In order to comply with various regulations and policies, the offloaded acquisition will require different documents for review depending on the dollar value of the acquisition, whether the acquisition is for services or supplies, and if the acquisition is subject to the Economy Act. Required documents are identified in Appendices C through H. All required documentation shall be submitted to the Contract Directorate Contract Policy & Systems Division (DeCA/AMP) on a DeCA Form 30-1, Coordination / Information / Decision Paper.

d. For acquisitions under specific authority (Non-Economy Act orders) that have a total estimated value over \$500,000 (including options), a DoD-warranted contracting officer must review the order prior to sending the order to the funds certifier or issuing a MIPR. In addition to the review of the contracting officer, the requesting official shall further review the acquisition package to ensure compliance with FAR Part 7, Acquisition Planning.

e. For certain acquisitions that fall under the Economy Act, the requiring activity will be required to execute a D&F. The requiring activity will prepare a D&F that complies with FAR 17.503 which includes, but is not limited to, the following:

(1) Use of an interagency acquisition is in the best interest of the government, i.e., the use of contracting resources outside of DeCA is in the best interest of the government.

(2) The supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source.

f. If the Economy Act order requires contract action by the servicing agency, the D&F must also include a statement that at least one of the following circumstances applies:

(1) The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services.

(2) The servicing agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting organization.

(3) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

g. A sample D&F format is located at Appendix D.

h. Although the original signed copy of any executed D&F will be provided to the servicing agency for placement in their contract file, a copy shall be retained by the Contracting Directorate.

i. If the acquisition is for a service, the requesting activity must comply with USD(AT&L) Acquisition of Services policy memorandum dated October 2, 2006. This requires review and approval by the designated decision authority at specific dollar thresholds. A copy of the USD(AT&L) decision authority delegations is located in Public Folders under Contracting/Acq Policy and Procedures/Policy Memoranda. For DeCA, the current decision authorities are:

(1) Director of DeCA for acquisitions over \$250 million, including options.

(2) Director of Contracting for acquisitions between \$10 million and \$250 million, including options.

j. Acquisitions between \$100,000 and \$10 million do not require review and approval by the Decision Authority at this time. Beginning October 1, 2009, however, the Acquisition of Services policy will apply to service acquisitions between \$100,000 and \$10 million and review and approval by the decision authority will be required.

k. The decision authority ensures the acquisition of services:

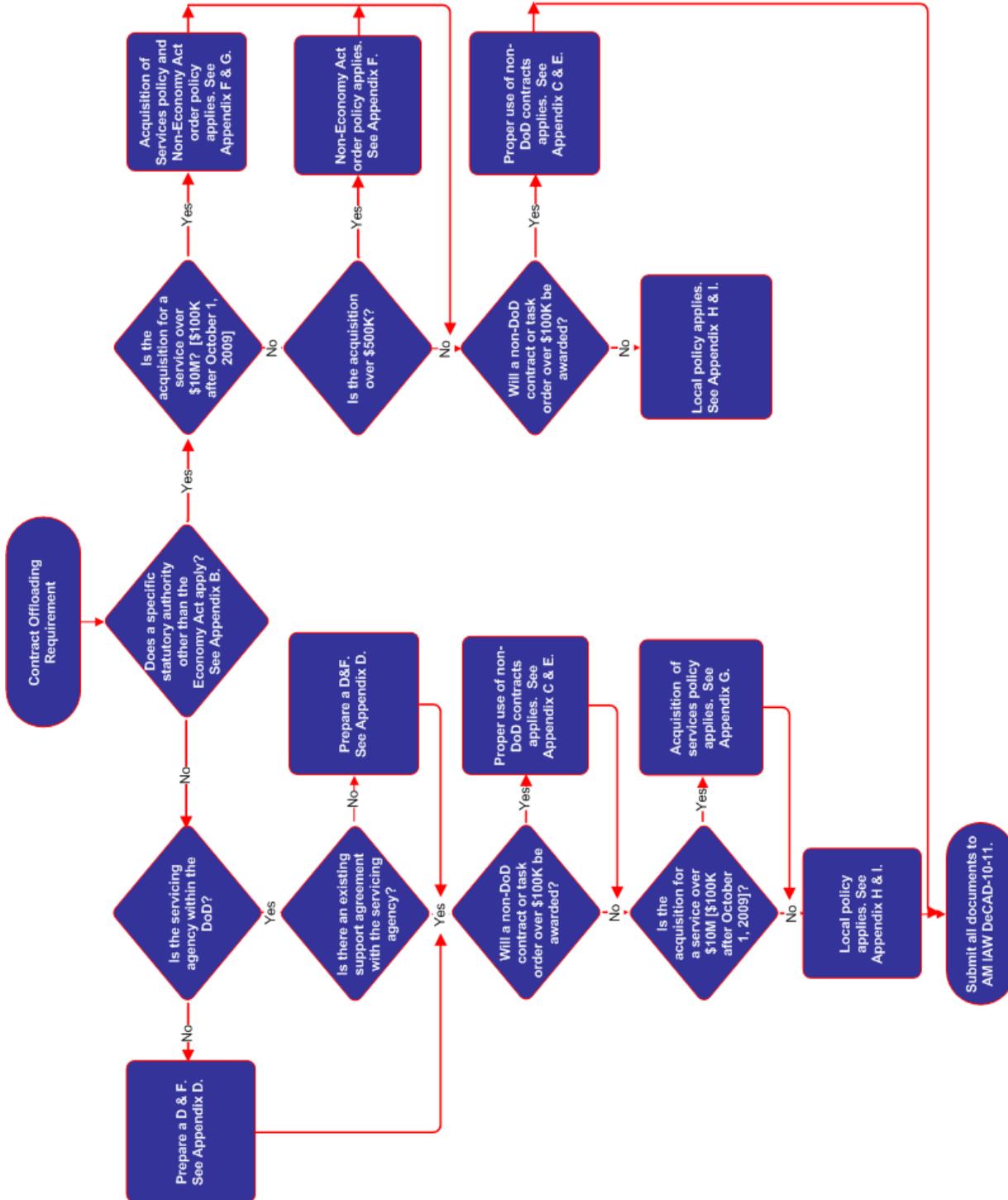
- (1) Are based on clear, performance-based requirements.
- (2) Contain expected cost, schedule, and performance outcomes that are measurable.
- (3) Are properly planned and administered to achieve outcomes consistent with customer needs.
- (4) Are acquired by business arrangements which are in the best interest of DoD.
- (5) Are in compliance with applicable statutes, regulations, policies, and other requirements.

1. DFARS Subpart 217.78, Contracts or Delivery Orders Issued by a Non-DoD Agency, requires the review and approval for orders placed for supplies and services under non-DoD contracts when the amount of the order exceeds \$100,000, including options. The policy applies to both “Assisted Acquisitions” (when a contract is awarded or a task or delivery order placed on behalf of the DoD by a non-DoD agency) and “Direct Acquisitions” (a task or delivery order is placed by a DoD official under a contract awarded by a non-DoD Agency). The Director or Chief of the requiring activity shall certify in writing that use of a non-DoD contract is in the best interest of the Agency. Items for inclusion in the certification are listed in Appendix C.

m. The DeCA Inspector General, Internal Review, and Contracting Directorate shall monitor compliance with this policy to ensure that offloaded DeCA requirements are supported by the written approval of the Director of Contracting. All actions to obtain contract support for DeCA’s requirements through outside contracting offices must be consistent with this policy.

APPENDIX A

FLOWCHART WITH DECISION POINTS AND APPLICABILITY OF REGULATIONS/POLICY



Note: All dollar amounts identified are total estimated value including options.

APPENDIX B

COMMON SPECIFIC STATUTORY AUTHORITIES

This is a mandatory entry on the MIPR form. All MIPRs must quote the statutory authority that applies to the purchase. Either the acquisition is authorized by a **specific authority** that stands alone or it falls under the authority of the **Economy Act**. The applicable authority must be annotated on the face of the MIPR.

1. Specific Authorities. These statutes/laws allow for a specific agency/activity to perform certain functions and are mandatory. Laws are explained under the U.S.C. and each law has individual numbers. For example: 41 U.S.C. 23 means the information can be found in Title 41 of the U.S.C. in Section 23. Below are some of the most common specific authorities.

a. 41 U.S.C. 23, Project Order (PO). These orders are requests to manufacture materiel, supplies, and equipment or other work or services issued only to a government-owned, government-operated (GOGO) facility. Comptroller General Decision B-246773 restricts the use of POs to transactions within DoD only. POs cannot be used to order from other government agencies. A PO is a definite order and is performed in-house on a reimbursable basis. When a GOGO activity that is separately managed and financed accepts a PO, an obligation comparable to a contract with a commercial organization exists. A GOGO establishment includes any shipyard, arsenal, ordnance plant, manufacturing or processing plant, maintenance shop, research and development laboratory, testing facility, or proving ground. Various purposes for using POs include production, construction, modification, renovation, real property maintenance, maintenance of aircraft, missiles, weapons, vehicles, ammunition, clothing, and machinery. POs should not be used for major new construction of real property, education, training, subsistence, storage, printing, laundry and dry-cleaning, welfare, transportation, travel, transfer of funds from one organization to another, custodial or housekeeping service, security or fire protection, or refuse collection. (DoD 7000.14-R, Vol 11A, Ch 2)

b. 18 U.S.C. 4121-4128, Federal Prison Industries (FPI). FPI, also referred to as UNICOR, is a self-supporting, wholly-owned government corporation of the District of Columbia. FPI provides training and employment for prisoners confined in federal penal and correctional institutions through the sale of its supplies and services to government agencies. FPI diversifies its supplies and services to minimize adverse impact on private industry. (FAR 8.6 and DFARS 208.602)

c. 41 U.S.C. 46-48c, Javits-Wagner-O'Day (JWOD) Act. This act provides for acquisitions from nonprofit agencies employing people who are blind or severely disabled. The Committee for Purchase determines those supplies and services to be purchased by all entities of the government from JWOD-participating nonprofit agencies. The committee is an independent government activity with members appointed by the President. They establish prices for those supplies and services and establish rules and regulations to implement the JWOD Act. (FAR 8.7)

d. 44 U.S.C. 501, Printing and Related Supplies. Government printing must be done by or through the Government Printing Office (GPO) unless the GPO cannot provide the printing service, the printing is acquired by an executive agency from allotments for contract field printing, the printing is done in field printing plants operated by an executive agency, or the printing is specifically authorized by statute to be done other than by the GPO. (FAR 8.8)

e. 50 U.S.C. 167, et seq., PL 86-777, Helium Act. This act requires the purchase of liquid or gaseous helium by Federal agencies or government contractors/subcontractors from authorized suppliers. Helium is acquired in bulk from the Department of Interior (Bureau of Mines) or eligible private helium distributors. A list of eligible private helium distributors is maintained by the Bureau of Mines, Helium Field Operations, 1100 South Fillmore Street, Amarillo, TX 79101. Acquire helium in cylinders or trailers from the Department of Interior (Bureau of Mines) or through General Services Administration (GSA) Federal Supply Schedule (FSS) contracts. (FAR 8.5; DFAR 208.003)

f. P.L. 103-356, Sec 403, Franchise Funds/31 U.S.C. 501, Government Management Reform Act of 1994. Provides administrative support services to Federal agencies more efficiently than an agency can find by other means. The funds are authorized to acquire capital equipment, automated data processing systems, and financial management and management information systems when the head of the agency, with concurrence of the Office of Management and Budget, determines that such common administrative support can be provided more efficiently through such a fund than by other means. They provide a full range of support services to agencies through the Cooperative Administrative Support Unit Program.

g. 40 U.S.C. 757, Information Technology Fund. The fund was established under GSA to provide procurement (by lease, purchase, transfer, or otherwise) for efficiently providing information technology resources to Federal agencies and for the efficient management, coordination, operation, and utilization of such resources. Orders are placed from the GSA FSS and Government-Wide Agency Contracts.

h. 10 U.S.C. 2851, Military Construction/Military Family Housing. The U.S. Army Corps of Engineers (USACE) or Naval Facilities Engineering Command enters into contracts for DoD for military construction and military family housing projects.

i. 38 U.S.C. 8111, Sharing of DoD of Defense Health Care Resources. The Veteran's Administration, Army, Air Force, and Navy may enter into agreements and contracts for the mutual use or exchange of use of hospital and domiciliary facilities, and such supplies, equipment, material, and other resources as may be needed to operate such facilities properly.

j. 40 U.S.C. 481(a)(3), General Services Administration (GSA) Multiple Award Schedules Program. This program authorizes GSA to procure and supply personal property and non-personal services for the use of executive agencies. Further, Section 309 of the Property Act, 41 U.S.C. 259(b)(3) specifically authorized GSA's Multiple Award Schedules Program.

2. 31 U.S.C. 1535, Economy Act Authority. This authority enables a government agency to order supplies and services from another government agency when a more specific statutory authority **does not** exist, there is no current contracting vehicle for the acquisition, and it is more economical to have another agency do the contracting. This authority applies to both **intra**-agency and **interagency** acquisition. **Intra**-agency or interservice (activity within DoD) acquisitions citing the Economy Act normally do not require D&F documentation. However, an agency may request the D&F for organizational purposes. **Interagency** or intergovernmental (activity outside DoD) acquisitions citing this authority **must** have a D&F approved/signed by a general officer or equivalent (Senior Executive Service level). (FAR 17.5; DFARS 217.500-504; DoDFMR Vol 11A, Ch 3)

APPENDIX C

**FORMAT FOR CERTIFICATION
FOR USE OF NON-DoD CONTRACTS**

1. Description of services/supplies
2. Non-DoD contracting agency
3. Ability of non-DoD agency to satisfy customer requirement
4. Total price and cost effectiveness of utilizing non-DoD agency including application of any fees
5. Schedule for acquisition and performance/delivery
6. Availability of a suitable DoD contract vehicle
7. Contract administration responsibilities including quality assurance
8. Socio-economic opportunities at the prime or subcontract level
9. Type of funds and any limitations/bona fide need requirements
10. Any unique DoD or DeCA terms/conditions/requirements that must be incorporated into the contract/order

I certify that the supplies/services to be provided are within the scope of the non-DoD contract(s) identified above and this non-DoD contract is in the best interest of the Defense Commissary Agency considering the above factors.

Typed Title/Grade of Functional Process Owner or Special Staff Group

Date

APPENDIX D

SAMPLE DETERMINATION AND FINDINGS (D&F) FOR INTERAGENCY ORDERS UNDER THE ECONOMY ACT

I have reviewed the requirement for **[insert description of supply or service to be procured]** that **[insert DeCA requiring activity]** intends to place with **[insert agency]** as an interagency order under the Economy Act. My review produced the following findings:

- a. The proposed acquisition is authorized under the authority of the Economy Act;
- b. DeCA is legally authorized to acquire the supplies or services;
- c. Adequate funds are available and the appropriation is legal and proper for this acquisition;
- d. The action does not conflict with any other agency's authority or responsibility;
- e. The supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source;
- f. The servicing agency has unique expertise or ability not available within DoD;
- g. The servicing agency will accept the order and can satisfy the requirement;
- h. The supplies or services are clearly within the scope of activities of **[insert agency]** and that agency normally contracts for (and/or produces in-house) those supplies or services for itself;
- i. The supplies or services are clearly within the scope of the contract to be used by the assisting agency;
- j. All required DoD or DeCA-unique terms and conditions applicable to this acquisition will be incorporated into the resulting contract;
- k. The cost to DeCA for the requirement, including the administrative fees charged by **[insert agency]** appears to be reasonable. The fees proposed to be paid to the servicing agency do not exceed the servicing agency's actual cost (or estimated costs if actual costs are unknown) of entering into and administering the contract or other agreement under which the order is filled;
- l. The contract administration procedures related to **[insert agency]**'s contract are adequate for DeCA requirements (or the order contains additional contract administration requirements that will result in contract administration procedures that comply with DeCA and DoD regulations and policies);
- m. All approvals and authorizations required by DeCA and/or DoD policies for acquiring the supplies or services have been obtained; and
- n. The requirement is a bona fide need of DeCA.

NOTE 1: If the Economy Act order requires contract action by the servicing agency, the D&F must also include a statement that at least one of the following circumstances applies:

(1) The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services;

(2) The servicing agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency; or

(3) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

Given the findings outlined above, I hereby determine that it is in the best interest of the government to place an order for [insert requirement] with [insert agency] under the authority of the Economy Act.

Name, Title

Date

NOTE 2: IAW FAR 17.503(c), the D&F shall be approved by a contracting officer of the requesting agency with authority to contract for the supplies or services to be ordered, or by another official designated by the agency head, except that, if the servicing agency is not covered by the FAR, approval of the D&F may not be delegated below the senior procurement executive of the requesting agency.

APPENDIX E

REQUIRED DOCUMENTS FOR THE PROPER USE OF NON-DoD CONTRACTS OVER \$100,000

1. Procurement background:
 - a. Expiration date of current contract, if applicable.
 - b. Method requirement was previously satisfied/procured.
 - c. Any difference in existing and proposed requirement.
 - d. Length of the proposed requirement, including options.
2. Certification that use of a non-DoD contract is in the best interest of the Agency. See Appendix C for sample format and items for inclusion in the certification.
3. Statement of Work or Performance Work Statement.
4. Quality Assurance Surveillance Plan, if applicable.
5. Independent Government Cost Estimate, including any applicable fees levied by servicing agency.
6. Support Agreement (DD Form 1144) if a recurring requirement.
7. List of identified tasks and responsibilities for the servicing agency and requiring activity if not detailed in the Support Agreement.
8. A Determination and Findings, if applicable.

NOTE: MIPRs (DD Form 448) used to fund non-DoD contracts over \$100,000 must include the statement: "I certify the procedures for the Proper Use of Non-DoD Contracts in accordance with FAR Subpart 217.78 have been followed."

APPENDIX F

**REQUIRED DOCUMENTS
FOR NON-ECONOMY ACT ORDERS OVER \$500,000**

1. Procurement background:
 - a. Expiration date of current contract or contract support, if applicable.
 - b. Method requirement was previously satisfied/procured.
 - c. Any difference in existing and proposed requirement.
 - d. Length of the proposed requirement, including options.
2. Statement of Work or Performance Work Statement, if applicable.
3. Quality Assurance Surveillance Plan, if applicable.
4. Independent Government Cost Estimate, including any applicable fees levied by servicing agency.
5. Copy of Support Agreement (DD Form 1144), if applicable.
6. List of identified tasks and responsibilities for the servicing agency and requiring activity if not detailed in a Support Agreement.

NOTE: MIPRs (DD Form 448) used to fund Non-Economy Act Orders over \$500,000 must include the statement: “I certify the procedures in the “Non-Economy Act Orders” policy memorandum dated October 16, 2006, have been followed.”

APPENDIX G

REQUIRED DOCUMENTS FOR SERVICE ACQUISITIONS OVER \$10,000,000 (OVER \$100,000 BEGINNING OCTOBER 1, 2009)

NOTE 1: These requirements are in addition to those for Non-Economy Act Orders over \$500,000 and for the proper use of non-DoD requirements over \$100,000.

Acquisition Plan which includes:

- a. Anticipated pricing arrangements, e.g., fixed price, cost reimbursement, time and material, or labor hour. Include sample bid/offer schedule.
- b. Type of business arrangement anticipated, e.g., single contract, multiple award task order contract, or task order under existing multiple award contract.
- c. Identification of current and potential technical, cost, schedule, and performance risks and plan for mitigating those risks.
- d. Planned management approach following contract award, including quality assurance surveillance or written oversight plan and responsibilities and tracking procedures or processes used to ensure proper and timely payments and deobligation and close out of funds.
- e. Plan for evaluating whether metrics and/or other measures identified have been achieved, including threshold for cost, schedule, and performance for the acquisition of the service.

NOTE 2: MIPRs (DD Form 448) used to fund service acquisitions must include the statement: “I certify the procedures for the Acquisition of Services Policy dated October 2, 2006, have been followed.”

APPENDIX H

LOCAL REQUIREMENTS EXEMPT FROM OFFLOADED CONTRACT REVIEW REQUIREMENTS

1. Information Technology requirements that do not meet the thresholds for the proper use of non-DoD contracts or the Acquisition of Services Policy (see Appendix A) that are planned for contract execution by the Defense Information Technology Contracting Organization (DITCO) do not require DeCA/AM review as long as a current Support Agreement is in place with DITCO. The requestor may coordinate with resource management to process the funding document.
2. Construction requirements that do not meet the thresholds for the proper use of non-DoD contracts or the Acquisition of Services Policy (see Appendix A) that are planned for contract execution by USACE do not require DeCA/AM review as long as a current Support Agreement is in place. The requestor may coordinate with RM to process the funding document.
3. Facility or equipment maintenance contracts that do not meet the thresholds for the proper use of non-DoD contracts or the Acquisition of Services Policy (see Appendix A) that are planned for contract execution by GSA Federal Acquisition Service-Denver do not require DeCA/AM review as long as a current Support Agreement is in place. The requestor may coordinate with RM to process the funding document.
4. All other requirements that do not meet the above criteria must be submitted to DeCA/AMP for review. See paragraph 1-6(c) and Appendix I for submission requirements.

APPENDIX I
REQUIRED DOCUMENTS
FOR LOCAL REVIEW OF
OFFLOADED CONTRACT REQUIREMENTS

1. Procurement background:
 - a. Expiration date of current contract or contract support, if applicable.
 - b. Method requirement was previously satisfied/procured.
 - c. Any difference in existing and proposed requirement.
 - d. Length of proposed requirement, including options.
2. Statement of Work or Performance Work Statement.
3. Quality Assurance Surveillance Plan, if applicable.
4. Independent Government Cost Estimate including any applicable fees levied by servicing agency.
5. Support Agreement (DD Form 1144) if a recurring requirement.
6. List of identified tasks and responsibilities for the servicing agency and requiring activity if not detailed in a Support Agreement.

APPENDIX J

ACRONYMS

CONUS	continental United States
D&F	Determination and Findings
DeCA	Defense Commissary Agency
DeCA/AM	Defense Commissary Agency, Contracting
DeCA/AMP	Defense Commissary Agency, Contract Policy and Systems Division
DeCAD	Defense Commissary Agency Directive
DFARS	Defense Federal Acquisition Regulation Supplement
DITCO	Defense Information Technology Contracting Organization
DoDI	DoD Instruction
FAR	Federal Acquisition Regulation
FPI	Federal Prison Industries
FPO/SSG	functional process owner/special staff group
FSS	Federal Supply Schedule
GOGO	government-owned, government-operated
GPO	Government Printing Office
GSA	General Services Administration
JWOD	Javits-Wagner-O'Day
MIPR	Acquisitions and Military Interdepartmental Purchase Request
OCONUS	outside the continental United States
PO	Project Order
RM	Resource Management
U.S.C.	United States Code
UNICOR	Trade name for Federal Prison Industries (also referred to as "FPI")
USACE	U.S. Army Corp of Engineers
USD(AT&L)	Under Secretary of Defense (Acquisition Technology and Logistics)
USD(C)	Under Secretary of Defense (Comptroller)