



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation and Team Spirit.*

**REVISION:** This revised directive supersedes TSA MD 300.18, *Procurement Request Packages* dated May 16, 2017.

**SUMMARY OF CHANGES:** Section 6, Policy, updated policy prescription for interagency agreements for assisted acquisition, provided explanation of Contracting Officer authority to enforce the use of strategically sourced contracts, and clarified language; and various administrative changes made throughout directive.

1. **PURPOSE:** This directive provides TSA policy and procedures for the submission of procurement request packages to the Office of Contracting and Procurement (OCP).
2. **SCOPE:** This directive applies to all procurement requests issued to OCP within the TSA.
3. **AUTHORITIES:**
  - A. [DHS Directive 142.02, Information Technology Integration and Management](#)
  - B. [DHS Directive 102-01, Acquisition Management Directive](#)
  - C. Federal Acquisition Regulation Part 6, “Competition Requirements”
  - D. Federal Acquisition Regulation Part 11, “Describing Agency Needs”
  - E. Government Accountability Office *Principles of Appropriation Law* (Red Book)
  - F. [TSA MD 300.8, Acquisition Program Review and Reporting](#)
  - G. [TSA MD 300.17, Acquisition of Employee Training](#)

4. **DEFINITIONS:**

- A. **Acquisition Plan (AP):** A formal decision document that represents the Program Manager’s (PM) strategy for implementing the program which coordinates the efforts of all personnel responsible for the program for fulfilling the agency’s need in a timely manner and at a reasonable cost.
- B. **Acquisition Planning Forecast System (APFS):** Automated information about planned acquisitions for requirements greater than the Simplified Acquisition Threshold.

- C. Balanced Workforce Assessment: An Office of Human Capital (OHC) review of service requirements and estimated costs to ensure that contracting is the best strategy for meeting mission requirements.
- D. Contracting Officer's Representative (COR) Nomination Form: [TSA Form 306A, COR/TM Nomination](#), is a formal nomination of a trained and certified COR to perform post-award contract administration and oversight duties on a particular contract.
- E. Determination of Best Procurement Approach: A specific written determination for all interagency acquisitions exceeding \$550,000, both assisted acquisition and direct acquisition, a specific written determination meeting the standards of the DHS Interagency Acquisition Guide and approved at the specified level.
- F. Financial Procurement Desktop (FPD): Enterprise-wide accounting and procurement system used to create and manage procurement documents and maintain accurate accounting records Agency-wide.
- G. Independent Government Cost Estimate (IGCE): A Government-prepared estimate of the anticipated total cost of a procurement or contract.
- H. "IT Acquisition Review": The process operated by the Office of Information Technology to examine the technical bases for, and approve information technology-based requirements, acquisition plans, and contract reviews performed in accordance with Federal Information Technology Acquisition Reform Act standards.
- I. Justification and Approval (J&A): Written, concise justification to pursue a contract without providing for full and open competition.
- J. Market Research: The collection and analysis of information about capabilities within the market to satisfy agency needs. It may include, but is not limited to, identifying market trends, publishing formal requests for information, querying the government-wide database of contracts intended for use by multiple agencies, and reviewing generally available product literature provided by vendors.
- K. Mission Essential Function: A function that enables an organization to provide vital services, exercise civil authority, maintain the safety of the public, and sustain the industrial/economic base during disruption of normal operations.
- L. Performance Work Statement (PWS): A procurement requirement document that describes the purpose of the work to be performed and provides measurable outcomes. An essential component of the PWS is a Quality Assurance Surveillance Plan, which can either be prepared by the Government or by a contractor in response to a solicitation involving a PWS.

- M. Procurement Planning Conference (PPC): The PPC is a process that has been established by the Office of Contracting and Procurement. The objective of the PPC is to discuss detailed program information, and identify all procurement and their linkage to the office mission. Detailed activities and milestones are to be developed.
- N. Procurement Request (PR): The certified document in the FPD system that ensures the proper availability of funding for the purchase of products or services.
- O. Procurement Request Package: This collection of documents represents all required documentation to initiate and execute a contract action.
- P. Quality Assurance Surveillance Plan (QASP): A plan that outlines how the contractor's performance will be measured and evaluated in accordance with a PWS.
- Q. Simplified Acquisition Threshold: This is the dollar amount established in Federal Acquisition Regulation (FAR) Part 13, "Simplified Acquisition Procedures" for which procurements below this amount are subject to the simplified acquisition procedures.
- R. Source Selection Plan (SSP): A plan that details how to organize and conduct the evaluation of proposals received in response to a solicitation. The SSP also specifies the relative order of importance of evaluation factors and sub-factors, defines adjectival ratings, and discusses the use of other evaluation terms. The plan contains source selection sensitive information and cannot be shared outside of the specific solicitation's evaluation teams. This term also generally encompasses the related "quote selection plan" that is used for evaluation of requests for quotes for commercial items. Likewise, the plan may involve the use of different selection methodologies, and the plan must discuss how such methodology will be applied during the evaluation and source selection process.
- S. Specifications: The qualitative and quantitative technical performance requirements.
- T. Statement of Objectives (SOO): A procurement requirement document that expresses the basic performance objectives to the offeror, who is expected to respond with a proposed Statement of Work or PWS that accomplishes those objectives.
- U. Statement of Work (SOW): A procurement requirement document that has well-defined requirements and desired outcomes that the contractor must meet. The SOW also includes a clear and measurable method to monitor contractor performance.

## **5. RESPONSIBILITIES:**

- A. Office of Finance and Administration (OFA) is responsible for providing PR processing procedures with respect to financial commitments and obligations for all of TSA.
- B. TSA Offices, PMs and Program Management Offices (PMOs) are responsible for:

- (1) Acquisition planning and orienting procurement requirements to promote full and open competition in contracting, prioritize maximum small business participation, and state requirements in terms that favor commercial products and services and performance-based approaches.
- (2) Ensuring that CORs are involved in acquisition planning activities.
- (3) Providing complete PR packages in accordance with Section 6 of this directive for new procurement actions and any further modifications as may be required.
- (4) Coordinating with the respective Contracting Officer or Contract Specialist for any additional procurement-specific information that may be required to process the PR and establish milestones.
- (5) Participating in PPCs to discuss office level objectives, actively plan and manage the procurement needs of each program for the upcoming fiscal year, and monitor activities to ensure procurements are processed satisfactorily and on-time.

C. Contracting Officers and Contract Specialists are responsible for:

- (1) Serving as business advisors to the program office.
- (2) Conducting procurements in accordance with all applicable contracting rules, policies and procedures.

**6. POLICY:**

- A. A complete and timely PR Package is required to commence a contract action. PRs submitted without the required, actionable documentation may be rejected by the Contracting Officer. As a note, not all PRs are processed by OCP. The OFA's Chief Administrative Officer (CAO) is responsible for real property leasing and purchasing of GSA fleet vehicles. OFA's Budget and Performance Division is responsible for interagency reimbursable work agreements.
- B. PR documentation should be complete prior to submission of funds certification. Contracting Officers may require additional information depending upon the specific requirements of each acquisition. A complete PR package for new contract awards, Assisted Acquisition Interagency Agreements (IAA) and Other Transaction Agreements (OTA), includes the following:
  - (1) Completed PR document properly approved and routed through the FPD system. (This is typically all that is required for the exercise of an option under an existing contract).
  - (2) SOW, SOO or PWS.
  - (3) Balanced Workforce Assessment Tool Recommendation Report.

- (4) Market Research Report that contains market research information, the level of which shall be commensurate with the estimated amount, type, and size of the planned acquisition.
- (5) Independent Government Cost Estimate (IGCE).

**NOTE:** The IGCE may not be prepared by a contractor or representative of a contractor who may have a potential interest in the proposed procurement. Additionally, the IGCE must be approved/endorsed by a Federal employee.

- (6) Completed TSA Form 306A COR/TM Nomination. Program offices shall use the on-line nomination process found [here](#).
- (7) Completed Items 1 through 8 of the [DHS Form 700-22, Small Business Review Form](#).
- (8) The respective AP and/or APFS number for the requirement.

**NOTE:** For requirements contained in a program AP, the location of the specific requirement in either the planned or existing contract table of the relevant AP and the respective number within that table must be indicated; i.e., Planned Contract Table, Item 2.

- (9) A requisite TSA/DHS Chief Information Officer CIO approved [IT Acquisition Review Checklist](#) (for IT procurements).
  - (10) Approved electronic [Contractor Space Request](#) for procurement actions that require TSA to provide space for contractor employees.
  - (11) An approved “Determination for High Risk contracts for the Application of DHS Cyber Clause(s)” memorandum when required due to specific “high risk” security conditions.
- C. PMOs must consult directly with the Contracting Officer within the Office of Contracting and Procurement when contemplating acquisition strategies involving other than full and open competition in order to consider appropriate documentation and approval.
  - D. PR originators should ensure that requirements involving classified national security information, sensitive security information, or personally-identifiable information are fully identified and approved prior to issuing a PR.
  - E. PRs should also address whether the requirement involves a mission essential function as defined at 4. K.
  - F. PRs are necessary for all contract actions, including administrative actions such as modifications, option exercises, etc. For administrative actions, the Procurement Request should be annotated accordingly to indicate the required action, since in most cases, none of the PR Package documentation reflected in Section 6.B. of this directive is required for these types of actions.

- G. Assisted Acquisition Interagency Agreements involve other procurement documentation necessary for their completion. Requiring activities should consult [TSA MD 300.16, \*Interagency Agreements\*](#) to determine the required documents to accompany PRs intended for interagency agreements. Each PR package for an interagency agreement for assisted acquisition that is submitted to the Office of Contracting and Procurement must contain a final Certified Acquisition Official determination per standing guidance.
- H. Use of Purchase Cards for transactions below the micro-purchase threshold (generally \$3,500 for supplies and \$2,500 for services) is required. If a PR is submitted for actions that these procurement methods would otherwise cover, the PMO should submit a memorandum justifying the procurement with the PR package.
- I. PMOs are empowered to procure individual employees' training requirements and should consult TSA MD 300.17 for further guidance. In accordance with TSA MD 300.17, a fully documented PR should only be submitted for all training requests greater than the Simplified Acquisition Threshold, if the requested training requires customization or development, or the class is offered on a basis other than fixed-price per student (or offering, session, etc.).
- J. Submission of a PR does not replace any of the requirements of [DHS Directive 102-1, \*TSA MD 300.8, Acquisition Program Review and Reporting\*](#), or any other acquisition policy.
- K. The Contracting Officer is fully empowered to promote and enforce requirements for the use of Federal Acquisition Regulation Part 8 and Part 19 sources, and DHS and TSA strategically sourced contracts. TSA procurement requirements shall be directed towards applicable DHS and TSA strategically sourced contracts; no exceptions or waivers will be approved unless those meet all applicable standards and conditions.

## **7. PROCEDURES:**

- A. PR originators will utilize the following steps to submit a completed PR package to the OCP:
  - (1) Provide the OCP with copies of the required PR package documents reflected in Section 6 of this directive. Information and templates for PR package documents can be found in the [TSA Procurement Request \(PR\) Package Information](#).
  - (2) Prepare a PR in FPD and obtain all required approvals. Note: PRs destined to the Office of Contracting and Procurement shall be marked in FPD as "CIMS Bound" and "TSA 25".
  - (3) Ensure follow-up with the respective Contract Specialist or Contracting Officer assigned to the procurement.
- B. Once a PR package is received, the Contract Specialist / Contracting Officer will advise the PMO of assignment, review each package for completeness and identify to the PR originator any additional information that may be required to process the action.

- C. The OCP will conduct a monthly PR reconciliation to ensure that all PRs are not misplaced in processing. Additional reconciliation with the OFA will be conducted as-needed.
- D. PMOs will be provided with access to the Office of Acquisition Database (OADB) for the purpose of tracking PRs.

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

October 8, 2017

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Ronald B. Gallihugh II  
Acting Assistant Administrator for  
Contracting and Procurement

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Date

**EFFECTIVE**

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Date

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