United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

SEP 17 2010

TAKE PRIDE IN AMERICA

Department of the Interior Acquisition Policy Release (DIAPR) 2010-22

Subject: Acquisition Screening Procedures

Reference: Federal Acquisition Regulation (FAR) Part 19, *Small Business Programs*

1. Purpose:

This DIAPR supersedes DIAPR 2007-05, dated June 12, 2007, with a revised DI Form 1886, Acquisition Screening and Review Form.

2. Effective Date: Upon signature.

3. Expiration Date: This DIAPR will remain in effect until superseded or cancelled. This guidance may be implemented in the Department of the Interior Acquisition Regulation (DIAR) as appropriate.

4. Background and Explanation:

The Department of the Interior has had an acquisition screening process in place for a number of years to ensure that maximum practicable contracting opportunities are provided to small business, small disadvantaged business, HUB Zone small business, women-owned, and service-disabled veteran owned small business concerns. The last revision was in June 2007, with the introduction of the DI Form 1886, Acquisition Screening and Review Form.

The DI Form 1886 provided as part of this DIAPR is amended to: (1) update FAR references; (2) add blocks to address: (a) required sources for supplies or services, (b) the contract performance period, (c) subcontracting, and (d) contract bundling information; (3) clarify signature responsibilities; and finally, (4) add and improve the instructions to complete the form.

Additionally, as previously specified in DIAPR 2007-05, contracting staff must continue to specifically screen: (1) Federal Supply Schedule orders exceeding the simplified acquisition threshold (SAT) where fewer than three small businesses are competing; and (2) actions above the micro-purchase threshold and below the simplified acquisition threshold that are not reserved for small business or the 8(a) program.

5. Action Required:

Contracting staff shall use the DI Form 1886, Acquisition Screening and Review Form, dated August 2010, instead of the April 2007 version.

6. Additional Information:

Please direct any questions to your local Small Business Specialist. Matters which cannot be resolved at the Bureau level may be directed to William McFadden, Office of Small Disadvantaged Business Utilization, at (202) 208-4907, email: Bill_McFadden@ios.doi.gov or to Brigitte Meffert, Office of Acquisition and Property Management, at (202) 208-3348, e-mail: Brigitte_Meffert@ios.doi.gov.

Debra E. Sonderman

Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachment – DI Form 1886

U.S. DEPARTMENT OF THE INTERIOR
ACQUISITION SCREENING AND REVIEW FORM (DI Form 1886)

ACQUISITION PLAN

1. Date Prepared:	2. Purchasing Office Identification:	3. Solicitation/Requisition No:

4. Description of Product or Service and Quantity:	4(b) Product Service Code	
	Code	Title

4(c) NAICS Codes		
Code	Title	Size Standard

4 (a) Required Source for Supplies or Services:	Yes		No	
If yes, enter number code (1(a), 2(b), etc.) from Instructions:				

5. Competition		6. Synopsis		7. Cost/Price *(Estimate):*	8. Solicitation Date *(Estimate):*	9. Response/ Bid Opening Date *(Estimate)*
Competitive	Yes		Yes			
Non-Competitive (Attach Justification unless 8(a))	No		No			

10 Period of Performance:	Projected Base Period : From _____ To _____	Projected Option Periods : From_____ To _____

11. A. Proposed Method of Procurement *check all boxes **(a)** through **(f)** that apply.*		B. Small Business Preference Program (Check one box (g) through (m))		C. Other	
(a) GSA-FSS Award (Add justification if large bus.)		(g) 8(a) Program (FAR 19)		(n) HBCU/Min. Serv. Institutions (FAR 26)	
(b) Commercial Item (FAR12)		(h) HUBZone Set-Aside (FAR 19)		(o) Performance-Based Acquisition (FAR 37)	
(c) Simplified Acquisition Procedures (FAR 13)		(i) Service-Disabled Veteran-Owned Small Business (FAR 19)		(p) Sole Source (FAR 6)	
(d) Sealed Bidding (FAR 14)		(j) Veteran Owned Small Business		(q) Women Owned Small Business (FAR 19)	
(e) Negotiated (FAR 15)		(k)Total Small Business Set-Aside (FAR 19)			
(f) NOT Set-Aside		(l) Partial Small Business Set-Aside (FAR 19)			
		(m) Buy Indian (FAR 26)			

12. Composition of bidders/sources list, including results of an SBA Dynamic Small Business Search: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)

(a) Number of Small Businesses		(d) Number of Large Businesses	
(b) Number of Small Disadvantaged Businesses		(e) Number of Women-Owned Businesses	
(c) Number of HUBZone Businesses		(f) Number of Service-Disabled Veteran-Owned Businesses	

13. Basis for Proposed Method of Acquisition	(d) Not Set-Aside for Small Business because :				
(a) Not Set Aside for 8(a) because:	(1) Non-Competitive				
	(2) Insufficient number of qualified Small Businesses.				
	(3) Small Business Competitiveness Demonstration Program (FAR 19.10)				
	(4) See Acquisition History Below				
(b) Not Set Aside for HUBZone because:	(e) Partial Small Business Set-Aside NOT Appropriate (FAR-19.502-3)				
	(14) Contract Bundling (FAR 7.107)	No		Yes	
	If Yes, Substantial Bundling (FAR 7.104(d) (2)):	No		Yes	
(c) Not Set-Aside for SDVOSB because:	If either is Yes, provide rationale for Bundling:				

15 Subcontracting (FAR 19.7)				
(a) Subcontracting Plan FAR 19.702(a)(1)	Yes		No	
(b) Clauses Included				
• FAR 52.219-8, Utilization of Small Business Concerns	Yes		No	
• FAR 52.219-9, Small Business Subcontracting Plan	Yes		No	
(c) Subcontracting Goals FAR 19.704(a)(1)	Yes		No	

16. Has similar item/service been procured within past 3 years? (If yes, enter previous purchase order/contract number)				
No		Yes		

If yes, indicate method of acquisition (use codes from Block 11 above) and place of performance:	
16a. Method of Procurement:	
b. Preference program or other:	
c. Place of Performance:	

17. If competitive, indicate number of responses received from the following types of businesses for most recent procurement:

Large	Small	Small/Disadv.	HUBZone	Women-Owned	SDVOSB	Other (Specify)

18. Date of Award	19. Total Cost/Price	20. Name, Address and DUNS of Contractor

21. Type of Business of most recent award (check all that are applicable):

Large	Small	Small/Disadv.	HUBZone	Women-owned	SDVOSB	Other (Specify)

22. Signature and Date:*

Purchasing Agent/Contract Specialist *(complete if different than the Contracting Officer)*		Date	
Contracting Officer		Date	
Small Business Specialist		Date	
SBA Procurement Center Representative (PCR) or Chief of Contracting Office (CCO)**		Date	

Note:

*By providing their signatures, representatives concur and verify that maximum practicable contracting opportunities were provided to Small, Small Disadvantaged, Women Owned, HUB Zone and Service-Disabled Veteran-Owned Small Business Concerns.

**If a PCR is not available, the CCO for the contracting office shall sign in place of the PCR. In the event of a waiver granted by SBA the ure of the CCO for the contracting office is still required.

Please attach an additional sheet or sheets if necessary.

Instructions: Acquisition Screening and Review Form (DI Form1886)

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Block 1	Date prepared
Block 2	Name of office preparing Form.
Block 3	Enter requisition number and solicitation number if known.
Block 4	Accurately describe purchase. • If a product, provide a plain English description, quantity, and delivery date. If applicable, enter the part number, model number, and manufacturer. • If a service, provide a plain English description of the type of service required, and place of performance. • Use the 5 "Ws" (Who, What, Where, When and Why)
Block 4(a)	In accordance with FAR 8.002 there are required sources for supplies and for services. In descending order of priority the required sources for supplies and services are listed below. If a required source is being utilized, enter the appropriate number code from below in accordance with FAR 8.002. 1.Supplies: 1a. Agency inventories, 1b. Excess from other agencies (FAR 8.1), 1c. Federal Prison Industries (UNICOR) (FAR 8.6), Supplies on Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (AbilityOne Program, formerly the Javits-Wagner-O'Day Program) (FAR 8.7), 1d. Wholesale supply sources, 1e. Mandatory Federal Supply Schedules (FAR 8.4), 1f. Optional use Federal Supply Schedules (FAR 8.4), 1g. Commercial sources (including educational and nonprofit institutions) 2. Services: 2a. Services on Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (AbilityOne Program, formerly the Javits-Wagner-O'Day Program) (FAR 8.7), 2b. Mandatory Federal Supply Schedules (FAR 8.4), 2c. Optional use Federal Supply Schedules (FAR 8.4), 2d. Federal Prison Industries (UNICOR) (FAR 8.6)
Block 4b	Enter the relevant Product or Service Code and its title from https://www.acquisition.gov/service_product_codes.pdf Use the "notes" section or a continuation sheet for multiple line items.
Block 4c	Enter the relevant NAICS Code, and title from http://www.census.gov/eos/www/naics/ Use the "Notes" section or a continuation sheet for multiple line items. For Size Standards refer to **http://www.sba.gov/contractingopportunities/officials/size/table/index.html.**
Block 5	Indicate if the purchase is competitive or non-competitive.
Block 6	Indicate if the purchase is synopsized. If purchase is not synopsized provide rationale.
Block 7	Enter the government's cost estimate. Provide background information in the Notes Page if the reasoning behind the estimate is not apparent.
Block 8	Enter the projected or actual solicitation date.
Block 9	Enter the offeror or bidder due date.
Block 10	Enter the projected contract performance period.
Column 11A	Check all applicable boxes.
Column 11B	Check applicable box to indicate the Small Business Preference Program applicable to the

	purchase.
Column 11C	Check all applicable boxes.
Block 12	Enter the number of contractors for each category. Summarize results of the SBA Dynamic Small Business Search in the Notes.
Block 13	Provide brief explanation why method of procurement was proposed. In boxes (d) and (e), indicate which rationales apply. If not set-aside, provide rationale for decision.
Block 14	Provide the rationale for contract bundling. If substantial bundling is involved, specify actions taken to reduce the detrimental impact to small business.

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Block 15	Under boxes (a) or (b) the acceptable reasons for a No answer are either that the anticipated value of the acquisition is below the dollar threshold or that the acquisition meets one of the exceptions of FAR 19.702(b). For all other No answers, provide an explanation in the Notes.
Block 16	Indicate whether the product or service has been purchased within the previous three years by the office preparing the Form. Enter the contract/order number(s) for the most recent purchases. In box (a), enter the method of procurement for the most recent purchase using the codes from Block 11A. In box (b), enter the preference program or other information applicable to the most recent purchase, using the codes from Block **11**B and **11**C.In box (c), enter the place of performance for the most recent purchase.
Block 17	If the most recent purchase was competitive, enter the number of offers received for categories indicated.
Blocks 18 through 20	Enter the date of award, total cost/price, and the vendor's name and address, including their Data Universal Numbering System (DUNS) identifier, for the most recent purchase.
Block 21	Check all the applicable boxes for the type of business that received the most recent award.
Block 22	The purchasing agent or contract specialist should sign first, and should submit for review by the CO. After the CO's signature, forward the form to the local SBS for review and signature. If PCR review is available, it will be obtained by the SBS. PCR signature is required only when SBA has sent a written notice of interest and where a PCR has been assigned to the bureau or office. If the PCR is not available, the CCO for the contracting office shall be responsible for the final approval. In the event of a waiver granted by SBA the CCO for the contracting office is responsible for final approval. The completed DI Form 1886 shall be placed in the solicitation file.

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Notes	Blank page may be used for continuation of blocks 1-22 if needed. Written explanations should be sufficient to understand rationale for decisions documented. Additional sheets may be attached if necessary.