



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



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Department of the Interior Acquisition Policy Release (DIAPR) 2007 - 05

SUBJECT: Acquisition Screening Procedures

REFERENCE: Federal Acquisition Regulation (FAR) Part 19

1. *Purpose.* This DIAPR replaces Department of the Interior Acquisition Regulation (DIAR) 1419.202-70, Acquisition screening and BUDS recommendations, and institutes use of a new DI Form 1886, Acquisition Screening and Review Form.

2. *Effective Date.* Effective upon issuance.

3. *Expiration Date.* No expiration unless superseded or canceled.

4. *Background and Explanation.* To ensure that maximum practicable contracting opportunities are provided to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, the Department of the Interior has had an acquisition screening process in place for many years. The last revision was in October 1996.

In conjunction with this office, the Office of Small and Disadvantaged Business Utilization reviewed the existing procedures and concluded that significant revamping was needed. For instance, the current version of the screening form, DI Form 1886, does not address veteran-owned, service-disabled veteran-owned, HUBZone, or women-owned small businesses. Currently, actions below the simplified acquisition threshold (SAT) are not being screened, nor are orders under Federal Supply Schedules (FSS), causing the Department to lose valuable opportunities to encourage small and disadvantaged businesses.

Therefore, the small business review procedures are being changed to:

- Require screening of FSS orders exceeding the SAT where fewer than three small business are competing;
- Require screening of actions above the micro-purchase threshold and below the SAT that are not reserved for small business or made under the 8(a) program;
- Clarify documentation requirements.

These changes are being made on an interim basis until a permanent change to the DIAR can be effected.

5. *Action Required.* Replace DIAR 1419.202-70 and DIAR 1453.1886 with the attached. Bureau Procurement Chiefs shall circulate, and implement the attached interim DIAR rule within their bureaus.

If you have any questions, please contact your local BUDS. Matters that cannot be resolved at the Bureau level may be referred to Frank Gisondi of the OSDBU at (202) 208-4907 or frank_gisondi@os.doi.gov or Dee Emmerich of this office at (202) 208-3348 or delia_emmerich@os.doi.gov.



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

Attachments

1419.202-70 Acquisition screening and BUDS recommendations

- (a) For open market acquisitions estimated to exceed the SAT, the DI Form 1886, "Acquisition Screening and Review Form," shall be completed by the CO and signed as indicated in Block 20 of the form. The completed form shall be placed in the solicitation/contract file prior to requesting quotations, publication of a FedBizOpps solicitation notice, or publication of a notice of intent to award a sole source contract.
- (b) For open market acquisitions estimated to be greater than the micro-purchase threshold and less than the SAT that are not reserved for small business or proceeding under the 8(a) program, the DI Form 1886 shall be completed as specified in paragraph (a).
- (c) Open market acquisitions, including charge card transactions, estimated to be less than the micro-purchase threshold are not routinely screened, but may be upon request by the purchaser.
- (d) For Federal Supply Schedule competitions estimated to exceed the SAT and for which the source list contains less than three small businesses, the DI Form 1886 shall be completed as specified in paragraph (a).
- (e) Federal Supply Schedule buys below the SAT are not routinely screened, but may be upon request by the CO.
- (f) If the proposed method of acquisition is non-competitive, the Justification for Other than Full and Open Competition shall be attached to the DI Form 1886.
- (g) Advance acquisition plans developed pursuant to FAR Part 7 shall be attached to the DI Form 1886.
- (h) The CO shall document the rationale for not accepting a BUDS recommendation on DI Form 1886, under "Notes." (See FAR 19.202.) Disagreements between the CO and the BUDS concerning the decision to use a set aside or the 8(a) program shall be resolved by the BPC. The BPC shall annotate the resolution, with signature, in the "Notes" section of the form. The BPC may consult with the OSDDBU to obtain assistance in resolving the disagreement.

**U.S. DEPARTMENT OF THE INTERIOR
ACQUISITION SCREENING AND REVIEW FORM**

ACQUISITION PLAN		ACCOUNTING FUNDING CODE _____			Page 1
1. Date Prepared:		2. Purchasing Office Identification:		3. Solicitation/Requisition No:	
r. Description of Commodity or Service and Quantity:				4(a) Product Service Code	
				Code	Title
				4(b) NAICS Codes	
				Code	Title
5. Competition		6. Synopsis		7. Cost/Price (Estimate):	
Competitive	Yes	Yes			
Non-Competitive (Attach Justification unless 8(a))	No	No			
10. A. Proposed Method of Procurement <i>check all boxes (a) through (f) that apply.</i>			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 19.8)		(n) HBCU/Min. Serv. Institutions (FAR 26.300)
(b) Commercial Item (FAR12.101)			(h) HUBZone Set-Aside (FAR 19.1301)		(o) Performance-Based Acquisition (FAR 37.6)
(c) Simplified Acquisition Procedures (FAR 13.001)			(i) Service-Disabled Veteran-Owned Small Business (FAR 19.14)		(p) Sole Source (FAR6)
Sealed Bidding (FAR 14.101)			(j) Veteran Owned Small Business (FAR 19.14)		
(e) Negotiated (FAR 15.001)			(k) Total Small Business Set-Aside (FAR 19.502.2)		
(f) NOT Set-Aside			(l) Partial Small Business Set-Aside (FAR 19.502.3)		
			(m) Buy Indian (FAR 52.226.1)		
11. Composition of bidders/sources list, including results of 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			
12. Basis for Proposed Method of Acquisition					
(a) Not Set Aside for 8(a) because:			(d) Not Set-Aside for Small Business because :		
			(1) Non-Competitive		
			(2) Insufficient number of qualified Small Bus.		
			(3) Small Business Competitiveness Demonstration Program		
(b) Not Set Aside for HUBZone because:			(4) Contract Bundling (FAR 7.107)		
			(5) See Acquisition History Below		
			(e) Partial Small Business Set-Aside NOT Appropriate (FAR-19.502-3)		
c) Not Set-Aside for SDVOSB because:					

ACQUISITION HISTORY		Solicitation/Requisition No. (Cont): _____					Page 2
13. Has similar item/service been procured within past 3 years? (If so, enter previous purchase order/contract number)							
No		Yes					
as, indicate method of acquisition (use codes from Block 10 above) and place of performance:							
13a. Method of Procurement:							
b. Preference program or other:							
c. Place of Performance:							
14. If competitive, indicate number of responses received from the following types of businesses for most recent procurement:							
Large	Small	Min/Disadv.	HUBZone	Woman-Owned	SDVOSB	Other (Specify)	
15. Date of Award		16. Total Cost/Price	17. Name, Address and DUNS of Contractor				
18. Type of Business of most recent awardee (check all that are applicable):							
Large	Small	Min/Disadv	HUBZone	Woman-owned	SDVOSB	Other (Specify)	
19. Signature and Date:							
Purchasing Agent/Contract Specialist (complete if different than the Contracting Officer)					Date		
Contracting Officer					Date		
Business Utilization & Development Specialist					Date		
SBA Procurement Center Representative (PCR)					Date		

NOTES:

Instructions: DI Form1886

Enter the accounting or funding code assigned to this requirement at the top of the form.

- Block 1 Enter the date that the DI Form 1886 was prepared
- Block 2 Enter a code, location, or phrase that identifies the office that originated the DI Form 1886.
- Block 3 Enter the solicitation number, if known. Otherwise, enter the requisition number.
- Block 4 Briefly describe what is being purchased.
- 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, the period of performance, and place of performance.
 - Use the 5 “Ws” (Who, What, Where, When and Why)
- Block 4a Enter the relevant Product or Service Code and its title from http://www.fpsng.com/downloads/service_product_codes.pdf or <http://www.fedbizopps.gov/classCodes1.html>. Use the “notes” section or a continuation sheet for multiple line items.
- Block 4b Enter the relevant NAICS Code, title and size standard from <http://www.census.gov/epcd/www.naics.html>. Use the “notes” section or a continuation sheet for multiple line items.
- Block 5 Indicate whether the purchase is planned to be competitive or non-competitive. If non-competitive, attachment the Justification for Other than Full and Open Competition, unless 8(a) procedures are being followed.
- Block 6 Indicate whether the purchase will be synopsisized.
- Block 7 Enter the government’s cost estimate
- Block 8 Enter the date on which the solicitation is expected to be issued.
- Block 9 Enter the date by which the offers are expected to be received.
- Column 10A Check all boxes (a) through (f) that apply regarding the proposed method of solicitation.

- Column 10B Check one box (g) through (m) to indicate the Small Business Preference Program applicable to the purchase.
- Column 10C Check all boxes (n) through (p) applicable to the purchase.
- Block 11 In boxes (a) through (f), specify the number of contractors in each category that have been identified.
- Block 12 In boxes (a) through (c), provide a brief rationale for the method of procurement being proposed. In boxes (d) and (e), indicate which rationales apply.
- Block 13 Indicate whether the product or service has been purchased within the previous three years. Enter the contract/order number(s) for the last three purchases.
- In box (a), enter the method of procurement for the most recent purchase using the codes from Block 10A.
In box (b), enter the preference program or other information applicable to the most recent purchase, using the codes from Block 10B.
In box (c), enter the place of performance for the most recent purchase.
- Block 14 If the most recent purchase was competitive, enter the number of offers received in the indicated categories of vendors.
- Blocks 15 through 17 Enter the date of award, total cost/price, and the vendor's name and address, including their Data Universal Numbering System identifier, for the most recent purchase.
- Block 18 Check all the boxes that describe the type of business that received the most recent award.
- Block 19 The purchasing agent or contract specialist (if applicable) should sign the form first, and submit it for review by the CO. After the CO's signature, forward the form to the local BUDS for review and signature. If PCR review is available, it will be obtained by the BUDS. PCR signature is required only when the contracting office is regularly serviced by a PCR, or when the SBA has sent a written notice of interest in the acquisition.
- Notes This area may be used if additional space is needed for any blocks. It may also be used to document resolution of any disagreements regarding use of set asides or application of the 8(a) program.