



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



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Department of the Interior Acquisition Policy Release (DIAPR) 2010-12

Subject: **Electronic-Procurement (e-Procurement) Tools to Implement More Effective Acquisition Practices**

References: Office of Management and Budget Memorandum, *Improving Government Acquisition* dated July 29, 2009;
Federal Acquisition Regulation (FAR) Part 1.102-4 (e), *Role of the Acquisition Team*;
FAR Part 2, *Definitions of Words and Terms*;
FAR Part 4, *Electronic Commerce in Contracting*;
FAR Part 6, *Competition Requirements*;
FAR Part 8, *Required Sources of Supplies and Services*;
FAR Part 12, *Acquisition of Commercial Items*; and
FAR Part 13, *Simplified Acquisition Procedures*

1. Purpose:

The purpose of this DIAPR is to strongly encourage Contracting Officers (COs) to use available e-Procurement tools, such as reverse auction or e-Buy, to the greatest extent possible when buying commercial item products and services, such as computer products, security gear, office supplies, tools, equipment, and simple services. The Department of the Interior (DOI) 2010 Acquisition Improvement Plan identified both reverse auction and e-Buy as e-Procurement tools available to implement more effective acquisition practices and strategies to save acquisition dollars.

2. Effective Date: Upon signature.

3. Expiration Date: This DIAPR will remain in effect until superseded or cancelled.

4. Background and Explanation:

Government acquisition team members must be empowered to make acquisition decisions, such as the appropriate strategy or practice regarding a particular procurement action, that are in the best interest of the Government.

Reverse auction is an online procurement process where potential sellers compete with one another to meet a buyer's requirement. A reverse auction allows sellers to submit multiple bids until the specified time for bids has ended. DOI is currently conducting a pilot project using reverse auction for the purchase of commercial items in two bureaus through FedBid, Inc. FedBid, Inc., is one of several providers of online reverse auction services for procuring

commercial items, satisfying competition, and publicizing requirements. Please consider using any online reverse auction provider for future commercial item procurements.

CO's have been encouraged to use electronic commerce systems within the Federal acquisition arena whenever practicable or cost-effective.

Competition is the cornerstone of our acquisition system. The benefits of competition are well established. DOI is committed to providing the maximum practical opportunity for competition, for both the initial contract award and for orders placed against multiple award contracts.

The Federal Supply Schedule program is directed and managed by the General Services Administration (GSA) and provides Federal agencies with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. Ordering activities can place orders against the schedules by using GSA's on-line shopping service called GSA Advantage!®. The e-Buy application is part of a suite of online tools complementing GSA Advantage!®. It is an online Request for Quotation system that alerts all schedule-holders to agency requirements. Purchasing activities can use e-Buy to post requirements, obtain quotes, and issue orders electronically. For more information about these tools, visit <http://www.gsa.gov/schedules>, gsa.advantage@gsa.gov, and <http://www.ebuy.gsa.gov>.

In fiscal year 2009, DOI completed 47,227 procurement actions for products and services worth \$3,505,493,657. Data analysis of the types of DOI acquisitions indicates that much of what is purchased is suitable for reverse auction and e-Buy.

5. Action Required: COs are strongly encouraged to use available electronic procurement tools to the greatest extent possible when buying commercial item products and services; e.g., e-Buy and reverse auction. It is the CO's ultimate responsibility to decide which procurement tool is best suited for an acquisition.

6. Additional Information:

Questions may be directed to Brigitte Meffert, Senior Procurement Analyst, Office of Acquisition and Property Management, at (202) 208-3348, or via e-mail at Brigitte_Meffert@ios.doi.gov.



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