



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Memorandum

To: Heads of Bureaus and Offices
Bureau Assistant Directors - Administration

From: Megan Olsen
Director, Office of Acquisition and Property Management and
Senior Procurement Executive

Michael Rusten
Director, Office of Facilities and Administrative Services

Subject: Mandatory Use of the Department of Defense Next Generation Delivery
Service

On July 27, 2017, Office of Management and Budget [OMB memorandum M-17-29 Best-in-Class Mandatory Solution - Package Delivery Services](#) mandated federal executive agencies use the Department of Defense (DoD) Next Generation Delivery Service (NGDS), an OMB designated Best-in-Class acquisition solution for express package delivery service requirements. The contract allows agencies to achieve significant savings and to leverage its buying power.

This memorandum continues the mandatory use policy for the Department of the Interior (DOI, Department) as provided in DOI memorandum *Mandatory Use of the Department of Defense Next Generation Delivery Service Contracts for Express Package Delivery*, dated December 22, 2017. As a reminder, bureaus and offices are responsible for the following actions:

- All domestic (including the continental United States, Alaska, Hawaii, and Puerto Rico) delivery service requirements must be processed using the DoD NGDS contract. The NGDS documents are available on the [Office of Facilities and Administrative Services SharePoint site](#) or the GSA Acquisition Gateway.
- Under the NGDS multiple award process, and in accordance with the Federal Acquisition Regulation, vendors must be provided a fair opportunity for each order exceeding the micro-purchase threshold. Shippers must use a best value approach when selecting a freight carrier contractor to support a NGDS shipment requirement.
- Obtain approval for exceptions to the mandatory use policy. If a determination

that use of the DoD NGDS in accordance with the terms of this policy is not in the best interest of the Government, the bureau or office may request a waiver by providing written justification to the Head of the Contracting Activity (HCA) for review, validation, and approval. The HCA will submit a copy of an approved request to the Senior Procurement Executive (SPE) for final approval consideration. The justification must include conditions, pricing, performance, contract award and administrative costs, fees, and savings under the bureau or office agreement relative to the Government-wide solution; length of the requested exception; and other information when requested by the SPE.

- The justification must specifically identify which, if any, of the following circumstances support the exception, along with supporting information:
 - **Better Value**
 1. The bureau/office expects to negotiate better pricing for products or specified services.
 2. The bureau/office expects to negotiate better terms and conditions.
 - **Unavailability**
 1. The bureau/office expects to use contract types not available on the existing contract.
 2. The bureau/office needs cannot be adequately met by the existing contract.
 3. A portion of the bureau/office requirement falls outside the scope of the existing contract (state if the requirement falling outside the existing contract is unique to the bureau or office).
 4. There is an established industrial base for the work that is not adequately reflected in the mandatory government-wide contract solution.
 - **Administrative Cost**
 1. The administrative cost of the existing activity solution is significantly lower than the proposed Government-wide solution.
 - **Other Contracting Considerations**
 1. The bureau/office is at risk of not meeting small business contracting goals and does not believe the requirement can be adequately met by small businesses on an existing contract.
 2. Other considerations not captured in the list above, with a detailed explanation.
- Establishing parameters for the DOI preferred shipping method. Ground shipping is the default selection. Consideration and scrutiny must be given to the use of express and overnight deliveries that are costly and may be unnecessary.

The Office of Facilities and Administrative Services (OFAS) has operational oversight and coordination responsibilities for the Department's express package delivery services. A listing of bureau and office mail managers and the instructions on how to order from the DoD NGDS are available on the [OFAS SharePoint site](#). Clarifying questions related to the ordering instructions may be directed to OFAS at [OFAS Facilities@ios.doi.gov](mailto:OFAS_Facilities@ios.doi.gov). acquisition policy questions may be directed to the Office of Acquisition and Property Management, at [PAM Policy@ios.doi.gov](mailto:PAM_Policy@ios.doi.gov).

cc: Deputy Assistant Secretaries; Policy, Management and Budget
Charge Card Program Manager
Heads of Bureaus and Offices
Heads of the Contracting Activity
Director, Office of Small and Disadvantaged Business
Utilization Bureau and Office Deputy Directors
Bureau Chief Financial Officers
Bureau Lead Charge Card Agency/Organization Program Coordinators (A/OPC)