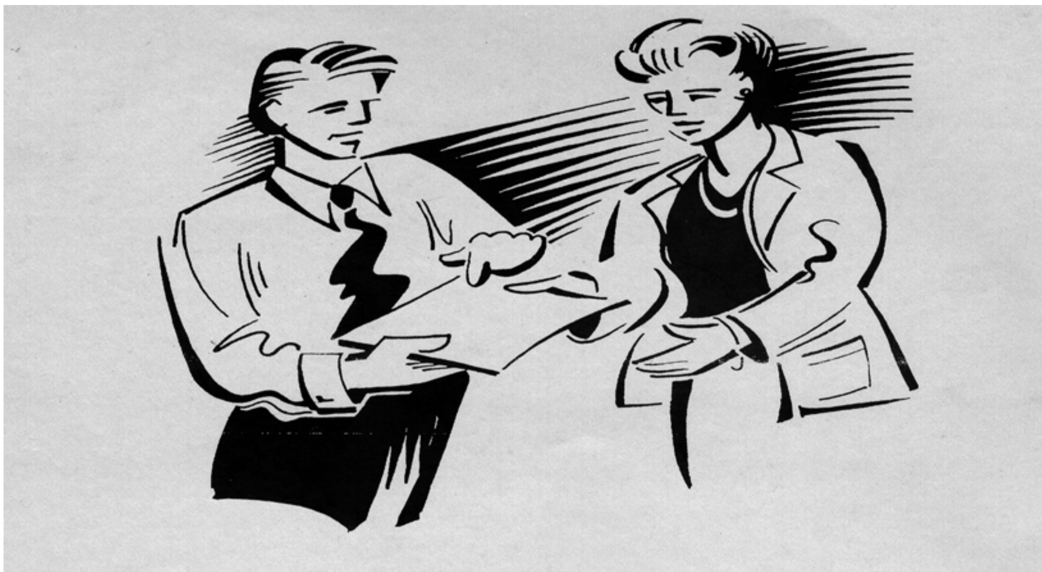
Procurement and Property Division



Customer Service Guide

MARCH 2002

For Whom Is This Guide Intended?

This guide is intended for Procurement and Property Division (PPD) customers for whom PPD provides operational support. In some cases, the information may pertain directly to specific offices, however, we believe the information is useful to all PPD customers.

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A. Introduction

Procurement and Property Division (PPD) Goals

We strive to:

- Serve the needs of the REE Agencies and staff offices in support of their mission;
- comply with Federal laws and USDA regulations that govern procurement and personal property procedures;
- improve and simplify procurement and personal property procedures;
- commit to innovation and flexibility;
- dedicate our efforts to customer service;
- increase the professionalism and expertise of the procurement and personal property staff; and
- promote fair and ethical dealings with the business community.

Our job is to give you the procurement and personal property support that you need to do your job.

This guide is designed to let you know in "plain English" what paperwork you need to provide to enable us to process your action and give you the supplies or services you have requested as fast as we can and yet still comply with all laws and regulations. We also hope to help you understand the procurement and personal property processes a little better so that you know what you can expect from us in return and when you can expect it.

Procurement and Property Division (PPD) Service Directory

This Directory provides a listing of who you should contact for PPD Services

Office of the Director, (Beltsville)
5601 Sunnyside Ave., Rm. 32102 — 301-504-1695
fax 301-504-1768

Policy Branch, (Beltsville)
5601 Sunnyside Ave., Rm. 32100 — 301-504-1725
fax 301-504-1739

Responsible for development of policy and interface with the Department on all procurement matters for all REE agencies, such as delegations of authority, purchase card, Procurement Preference Program, small purchasing, contracting policy, and GAO liaison on bid protests.

Procurement and Property Branch, (Washington)
Portals Bldg., Ste.580C

Procurement
202-720-7254
fax 202-720-7032

Property
202-720-2359
fax 202-401-6105

Responsible for small purchasing and contracting ERS, NASS, CSREES, and ARS Headquarters. Develops personal property policy and processes actions covering acquisition, disposal, and transfer of excess property; labor services, general services including Government vehicles, supply authorization cards, and property passes to ERS, NASS, CSREES, and ARS Headquarters. Provides oversight for the CSREES Federal Excess Property Program.

Contracts Branch, (Beltsville)
5601 Sunnyside Ave., Rm. 32100 — 301-504-1699
fax 301-344-1717

Responsible for providing nationwide contract support (supplies, services, equipment, and ADP) exceeding Area Office authority for all ARS, with the exception of Headquarters.

B. Simplified Acquisitions

Threshold for Using Simplified Acquisition Procedures

Simplified acquisition procedures are used for purchases of supplies or services not exceeding the simplified acquisition threshold of **$100,000**, including options (**$5,000,000**, including options, for acquisitions of **commercial items).**

Funding

Funding is established when the procurement office receives a signed AD-700 (Procurement Request) with the proper information included (**See the Exhibit on page E-1**), except when nonprocurement personnel make purchases using the Government purchase (IMPAC) card. In this case, an AD-700 does not have to be completed.

Procedures/Requirements and Process Times

Up To $2,500 (Micropurchases)

- **Must** be made using a Government purchase (IMPAC) card unless justified on a case by case basis.
- May be made by nonprocurement personnel who have been issued a Government purchase (IMPAC) card. (See **REE Manual 213.3M** for procedures for obtaining a Government purchase card).
- Competitive quotations are not required if price quoted is considered reasonable.
- Required sources must be considered (such as, Federal Prison Industries, Committee for Purchase from People Who Are Blind or Severely Disabled, Federal Supply Schedules).

As a standard practice, these purchases are made by the requesting office, using the purchase card or checks, however when the procurement office processes them on an exception basis, the standard leadtime (how long it takes to issue an order from date of receipt of the procurement request) is approximately **5 working days**.

$2,501-$25,000

- Limited competition required.
- Written specifications or statement of work (SOW) may be required.

- Required sources must be considered.
- Reserved for small businesses provided that the Contracting Officer (CO) can reasonably expect to obtain quotations from two or more responsible small business concerns that will be competitive in terms of market price, quality and delivery.

- If between **$10,001-$25,000** requirement must be displayed in public place (procurement office solicitation board) for 10 days if open market purchase.

- If the requirement is for services **over $2,500**, it is subject to the Service Contract Act, and a Department of Labor (DOL) wage determination must be obtained.

Standard Leadtime (how long it takes to issue an order from date of receipt of the procurement request) - 45 Days

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$25,001-$100,000

- Full and Open competition required.

- Required sources must be considered.

- Written specifications or statement of work (SOW) may be required.

- Reserved for small businesses provided that the Contracting Officer (CO) can reasonably expect to obtain quotations from two or more responsible small business concerns that will be competitive in terms of market price, quality and delivery.

- Generally, publication of synopsis in the Commerce Business Daily (CBD) is required for a minimum of 15 days.

- Written Request for Quotes may be required (depending on the complexity of the specifications).

- If the requirement is for services, it is subject to the Service Contract Act, and a DOL Wage Determination must be obtained.

Standard Leadtime-60 Days

Special Considerations

Statement of Work/Specification

The product or service you receive depends on the quality of the specification or SOW that you prepare. The SOW or specification defines what the Government wants. The SOW should be in sufficient detail to permit all offerors to quote a solid and supportable price. The SOW is used for services or development of hardware. All SOW's for services must be written in performance based service contracting (PBSC) format to the maximum extent possible. The specification is used for materials/supplies and describes the form and substance of that end result. The specifications should state only the Government's actual needs. They may include plans and drawings necessary to assure that the offeror's product meets your requirements. **For guidelines on how to write one of these documents, see the Exhibit on page E-5.**

Options

An option is a provision in a purchase order for additional supplies or services or an extension of the performance period which the government may elect to exercise unilaterally for a specified period of time. You may request options if you know there is a potential for a follow-on requirement. The purchase order must include additional language to allow for exercising an option. An option **must** be exercised **"as is".** Any changes to any of these factors eliminates the Government's unilateral right to exercise the option. In that case, the option must be renegotiated. The total value of the procurement, including options, cannot exceed the simplified acquisition threshold.

With each AD-700 requesting an option be exercised **(all options must be funded)**, include a signed statement that:

- Explains the reasons for the decision.
- Describes the quality of service now being provided by the contractor, which must be at least satisfactory.

Annual Maintenance Orders/Contracts Vs. Per Call Orders

Requests for annual maintenance agreements must be justified over per call arrangements and attached to the AD-700. **The justification should be based on the factors included in the Exhibit on page E-9.**

Unauthorized Commitment

An unauthorized commitment is an agreement, either verbal or in writing, that is not binding because it has been made by a person without specific contracting authority.

Only **warranted contracting officers** with contracting authority can make commitments to contractors, companies, or individuals or sign or verbally issue orders/requests for them to perform work.

No one without specific contracting authority should sign contractual instruments or modifications whether or not dollars are involved, or sign memorandums or letters or issue verbal orders which appear to have the effect of contractually binding the Government, including hotel/motel and software license agreements.

An agency employee who makes an unauthorized commitment **may be subject to personal liability.**

If you have an urgent or emergency requirement, follow the procedures below for **RUSH ORDERS**, and the procurement office will expedite your order. This will eliminate the need for anyone other than the Contracting Officer to commit the Government:

> All **RUSH** orders should be stamped **"RUSH"** on the AD-700, along with the date delivery is required; and either fax or mail to your appropriate procurement office (see fax number below). The Procurement Office will attempt to process bona-fide **RUSH** orders within 1 working day after receipt (depending on dollar level).
>
> Fax - Downtown: 202-720-3987
> GWCC: 301-344-3363

Ratification

A ratification is the act of approving an unauthorized commitment by an official who has the authority to do so, for the purpose of paying for supplies or services provided to and accepted by the government as a result of an unauthorized commitment. Only ARS Procurement Assistance Officers, the Facilities Division Director, and Procurement and Property Division Branch Chiefs have ratification authority up to $100,000. The Director, Procurement and Property Division, has ratification authority for actions $100,000 and over.

Ratification requests should be sent to your supporting procurement office.

Procedures to Follow When Ratifying an Unauthorized Commitment

The **individual initiating the unauthorized commitment --**

- Submits a signed statement which answers each of the questions below:
  - What bonafide Government requirement necessitated the commitment?
  - Why was a Contracting Officer not used?
  - Why was the vendor selected (provide a list of sources and prices considered)?
  - What work was performed or what products were furnished?
  - What was the agreed upon or estimated price, and what was the rationale for determining it fair and reasonable?
  - Is an appropriation available for the work?
  - Has performance begun?
  - If there are any other pertinent facts, what are they?
  - Was this a sole source action over $2,500? If so, provide a justification for sole source, explaining why only one vendor can supply the goods and services.
- Routes the above statement through the individual's Department director or appropriate senior supervisor.

The **individual's Department director or appropriate senior supervisor:** --

- Verifies the accuracy and completeness of the documentation;
- includes a description of measures taken to prevent a recurrence of unauthorized commitments; and
- forwards to the Procurement Office.

The Procurement Office determines whether a ratification is proper.

- Approved actions are ratified and processed for final action.
- Disapproved actions are returned to the initiating individual which may include requiring the employee to pay the vendor.

Government Purchase Cards and Convenience Checks

Purchasing Agents should use purchase cards for purchases up to their delegated contracting authority not to exceed $100,000. Non-procurement personnel can be issued purchase cards and convenience checks with authority to buy products and services valued up to $2,500 (micropurchases) and minor construction valued up to $2,000. **The purchase card is the**

required method for these purchases. All micropurchases must be given first to required sources (for example, workshops for the handicapped and blind) at all dollar levels and to small businesses for purchases over $2,500.

As of November 1999, all convenience checks written must comply with the Debt Collection Improvement Act of 1996. This Act outlines seven reasons, known as waivers, why a check is being written. These waivers are outlined in the REE Purchase Card Program Manual 213.3M. Convenience checks shall be utilized for purchases when the vendor or merchant **will not** accept the purchase card.

Purchase Card for Non-Procurement Personnel

To obtain a purchase card, the Fundholder/Manager must forward a request to the Local Agency Program Coordinator (LAPC). The REE Agencies LAPC information is as follows:

USDA/ARS/AFM/PPD/PB
Attn: Pamela Rogers
5601 Sunnyside Ave.
Mail Stop 5117
Beltsville, MD 20705

E-mail: progers@ars.usda.gov
Phone: 301-504-1741
Fax: 301-504-1739

How to Apply:

The Fundholder/Manager must submit the following information to the LAPC:

- the prospective cardholder's name, work address (including all acronyms), telephone number, and the direct Supervisor's name, and telephone number.
- single purchase limit;
- monthly cardholder limit;
- accounting information; and
- check writing capability.

The prospective cardholder must receive training in purchase card policies and regulations. The LAPC will notify the cardholder of training dates. Training will consist of the following:

- Review of Departmental Regulation 5013-6, REE Purchase Card Program Manual 213.3M, and the PCMS/Micro-Purchase Guide.

- View two videotapes: USDA Purchase Card Program - "A Better Way of Doing

Business" and "JWOD Is Good Business".

- Completion of the Micro-Purchase Self-Test.

The prospective cardholder will receive the purchase card and/or convenience checks upon successful completion of training.

Activation of Your IMPAC Card

Once the cardholder receives the purchase card and/or convenience checks from the LAPC, the card must be activated by using the bank's activation procedures which will be imprinted on the front of the card.

Restrictions on the Use of the Purchase Card

The commercial purchase card **shall not be used in lieu** of the Government Travel or Fleet Card.

Cardholders are restricted from using the commercial purchase card for certain types of items. These items are identified in the USDA Micro-Purchase Guide and REE Manual 213.3M, REE Purchase Card Program.

Summary of Procurement Leadtimes - Simplified Acquisitions

(Length of time required for award of a purchase/delivery order after receipt of a complete Purchase Request Package)

REQUIREMENT	DOLLAR THRESHOLD	METHOD OF PROCUREMENT	LEADTIMES
Supplies and Services	$0 - $2,500	Micropurchase	5 days
	$2,501 - $25,000 (Including FSS)	Established Source and Simplified Acquisition	45 days
	$25,001 - $100,000	Simplified Acquisition (CBD Synopsis Required)	60 days

C. Contracts

Requirements Exceeding $100,000

General Guidelines Pertaining to the Contracting Process

A general understanding of certain basic principles of Government procurement will help you in preparing your procurement request to send to your servicing contracting office.

Importance of Competition

Procurement regulations require that offers be solicited from a sufficient number of qualified sources to assure full and open competition.

To promote full and open competition, the Contracting Officer is required to publicize contract actions in the Commerce Business Daily for at least 15 days before issuance of the solicitation.

If you are proposing a procurement using "other than full and open competition" due to unique circumstances, see Section on Justification for Other Than Full and Open Competition, under "**Special Justifications and Approvals**", **page C-11.**

Solicitation Methods

Competitive Negotiation

Competitive negotiations permit discussions with offerors. Source selection evaluation criteria can include a variety of factors in addition to price, and price does not have to be the most important factor **(see section on "Information To Be Submitted With the AD-700 For Contracts on page C-4 and the Exhibit on page E-12 for sample evaluation criteria" for more information on this subject).**

The Negotiated Best Value Source Selection Process

Although cost must always be an evaluation factor in source selection, lowest cost is not always the determining factor in selecting a contractor. Historically, technically acceptable, lowest price awards were popular. In recent times, however, we have been pursuing what is called "best value" "trade-off" procurement.

Best Value/trade-off is a source selection process which is used to determine which proposal offers the best trade-off between price/cost and technical capabilities, where quality and past performance are considered integral performance factors. In essence, it is getting the best deal for our money, all factors considered (technical, cost, management, past performance and other factors). This can be interpreted in different ways and requires a value judgement. This process is used for more complex requirements such as operations and maintenance of facilities or studies.

Standard Leadtime for this method is up to 300 days depending on dollar value and complexity.

Options

An option is a provision in a contract for additional supplies or services or an extension of the performance period which the government may elect to exercise unilaterally for a specified period of time. You may request options if you know there is a potential for a follow-on requirement. The contract must include additional language to allow for exercising an option. An option **must** be exercised **"as is"**. Any changes to any of these factors eliminates the Government's unilateral right to exercise the option. In that case, the option must be renegotiated.

With each AD-700 requesting an option be exercised, include a signed statement that:

- Explains the reasons for the decision.
- Describes the quality of service now being provided by the contractor, which must be at least satisfactory.

The period of performance of the contract, including the base and option years, usually does not exceed 5 years.

Using Small, Small Disadvantaged, 8(a) Status, Women-Owned, Historically Unauthorized Business Zone (HUBZone), and Veteran-Owned Businesses To Meet Your Needs

It is USDA and REE policy to provide a fair portion of its contracting and subcontracting opportunities to the above types of businesses. This is called the **Procurement Preference Program (PPP)**. **The responsibility to ensure compliance with this policy rests just as heavily with the requesting office as with the procurement office.** The REE Office of Small and Disadvantaged Business Utilization (OSDBU) Coordinator, as well as your Contracting Officer are available to work with you in identifying such businesses to which REE acquisition dollars can be targeted.

The USDA PPP requires that goals to support the above businesses be set annually. These goals should be realistic, yet place emphasis on the Agency's efforts to support such businesses. You will be requested to work with your procurement office each year to develop these goals. These goals are submitted to the REE OSDBU Coordinator who will in turn submit them to the USDA OSDBU. This submission is in coordination with the submission of the annual procurement forecast of anticipated new requirements which exceed $25,000, including recurring services, repair and maintenance, and equipment, likely to be funded in the next fiscal year.

REE OSDBU Coordinator

Theresa Stephens
Policy Branch
Room 32108a
5601 Sunnyside Ave.
Phone: 301-504-1729

Information To Be Submitted With the AD-700 For Contracts

(See the Exhibit on page E-1 for Instructions for Completion of the AD-700).

Statement of Work

The supply or service you receive depends on the quality of the specification or statement of work (SOW) that you prepare. The SOW defines what the Government wants, expects and is entitled to. The SOW is used for services or development of hardware. The specification is used for materials/supplies and describes the form and substance of that end result. It may include plans and drawings necessary to assure that the offeror's product meets your requirements. The SOW or specification should state only the Government's actual needs. **For guidelines on how to write one of these documents, see the Exhibit on page E-5.**

Government Cost Estimate

The Government cost estimate is an independent estimate of the anticipated cost of the procurement, and should be placed in block 25 of the AD-700.

For **supply contracts**, the Government cost estimate is based on Estimated Unit Price x Quantities.

If the estimate is based on a market survey, the estimate should include the date the price was obtained and from whom. If the price is based on a prior procurement, the contractor, the date of the contract and the contract number should be included.

For services contracts see the Exhibit on page E-11.

Reference Material

List and describe study reports, plans, drawings, and other data to be made available to the contractor for use in preparation of proposals and/or in performance of the contract. Information should also be provided as to whether such material is currently available and, if not, when it will become available.

Government Furnished Property/Facilities

If the Government is going to provide property or facilities (e.g., office space, telephone services) to the contractor for contract performance, the **kind**, **quantities** and **time period** must be identified.

Period of Performance

Specify number of months (or other time period) required for total performance and, if appropriate, for each phase of the work. Indicate the proposed starting date and required date of delivery for each deliverable. **See the Exhibit on page E-12 for sample format.**

Deliverables

The requesting office should prepare a list of any deliverables (products, reports, etc.) required under the proposed contract and the timeframes within which they are required. **See the Exhibit on page E-12 for a sample format.**

Evaluation Criteria

A primary consideration in the award of contracts using competitive negotiation procedures involves the manner in which the offeror(s) proposes to accomplish the requirements of the SOW set forth in the Request for Proposal (RFP). The significant or critical technical criteria that will be used to evaluate the offerors' approaches MUST be stated in the RFP to inform offerors of the standards against which their proposals will be evaluated. For "best value" "trade-off" procurements (see description on **page C-2**), a numerical score may be assigned to each criterion. This will inform offerors of the relative importance of each criterion against which their proposals will be evaluated.

The following topics are not to be construed as the only evaluation criteria allowable, but they are examples that may be considered in the development of the evaluation criteria that will be included in the RFP. They should be used only if they are applicable to the acquisition.

1. Understanding the problem or the statement of work (SOW);

2. Method of accomplishing the objectives/intent of the SOW;

3. Soundness of the scientific or technical approach for executing the requirements of the SOW;

4. Special technical factors, such as experience or pertinent novel ideas in the specific branch of science or technology involved;

5. Availability of required equipment or facilities;

6. Managerial capability (ability to achieve delivery or performance requirements as

demonstrated by the proposed use of management and other personnel resources, and to successfully manage the project, including subcontractor and/or consultant efforts, as evidenced by the management plan and demonstrated by previous experience).

7. Availability, qualifications, experience, education, and competence of professional, technical, and other personnel, including proposed subcontractor and consultants (as evidenced by resumes, endorsement, and explanations of previous efforts); and

8. Soundness of the proposed staff time or labor hours, propriety of personnel classifications, necessity for type and quantity of material and facilities proposed, validity of proposed subcontracting, and necessity of proposed travel.

9. Past performance information to demonstrate offeror's ability to perform the proposed contract. **NOTE: This is mandatory and may be the only one necessary.**

Evaluation criteria must be tailored to the requirements of each particular procurement. The following guidelines are to be used when writing evaluation criteria:

1. Criteria must be stated so that only one reasonable interpretation can be made.

2. Criteria must enable the Government to evaluate offeror's responses to all aspects of the requirement.

3. Criteria should not overlap one another.

4. Points, if assigned, should reflect the relative value of each criterion.

5. General terms such as "responsiveness to RFP" should not be used as criteria.

Subfactors often exist within the technical evaluation criteria, but are not specifically identified. Federal Regulations require that agencies disclose all significant technical evaluation subfactors. Offerors are required to know the relative importance of factors and subfactors. This may be done by assigning points, by describing the relative importance, or by listing in order of importance. **For further examples of evaluation criteria, see the Exhibit on E-13.**

Source List

Within a particular field of interest, personnel in the requesting office become familiar with many potential sources and acquire knowledge of each source's technical capability, physical resources, experiences in a given area, and performance history. It is expected that they will use this knowledge to develop a recommended source list. They should also use appropriate business/scientific journals to identify new sources, in addition to those the contracting officer will obtain from advertising in the Commerce Business Daily. In developing a source list, requesting office personnel must be careful to avoid improper vendor contacts. **Additionally, it**

is incumbent upon them to cooperate with the REE OSDBU Coordinator and the contracting officer in identifying viable procurement preference sources to which Federal acquisition dollars can be targeted in accordance with statutory set-aside programs and executive orders.

Contracting Officer's Representative (COR) Nominations

If it is necessary to appoint a COR for the contract a nomination letter from the requesting office should be forwarded with the AD-700. See the discussion of the COR on **page C-8** in the section on **"Contract Administration."** **See the Exhibit on page E-16 for a sample nomination letter.**

Requesting Office Participation in the Solicitation Phase

Pre-proposal Conference

A pre-proposal conference is conducted usually within 7 to 10 days after release of the Request for Proposal (RFP) but prior to submission of the offer. A pre-proposal conference allows the opportunity to explain to prospective offerors the requirements of the RFP and the basis for evaluation. It is necessary that representatives from the requesting office be present at the pre-proposal conference to give a technical overview and to address any technical questions**.**

Technical Evaluation Panel

Technical Evaluation Panels (TEPs) are established to evaluate technical proposals received for procurements conducted using negotiation procedures.

In close coordination with the requesting office, the CO identifies members (voting and non-voting) and the chairperson of the TEP. These individuals must have technical knowledge concerning the requirements. The CO sends a letter to each, designating membership and outlining duties and responsibilities. Generally, TEP voting membership should be no greater than five. There should be an odd number of voting members to prevent tie votes. If TEP voting members need to be replaced, the same procedures are followed.

TEP's are responsible for thoroughly evaluating proposals in strict accordance with the evaluation criteria included in Section M of the solicitation. TEP reports should provide an overall basis for the CO to make an informed and objective decision. In addition, designated members of the TEP are responsible for participating in site visits, when conducted for those offerors determined to be in the competitive range.

The TEP must strictly adhere to the RFP technical evaluation factors in Section M of the solicitation and must provide evaluation comments and findings to the CO that are thorough and complete and which address, in adequate detail, each proposal's strengths (exceed evaluation criteria), weaknesses, and deficiencies (fail to meet Statement of Work requirements). The panel also drafts questions to be presented if written or oral discussions are to be conducted with the offeror.

TEP's must protect proprietary and source selection information.

Contract Administration

Contract Administration is generally considered to encompass the post-award contracting functions from the time of contract award to final contract close-out.

After a contract is awarded or a contracting action is executed, someone has to follow up on it to ensure that the terms of the agreement are fulfilled. The action remains alive until performance under the contract is complete, final payment has been made, and contract closeout occurs.

Post-award Orientation

Many times some form of post-award orientation of new contractors is necessary. Depending on the experience of the contractor and the complexity of the requirement, this may be done in a letter or by holding a "post-award conference." **If a post-award conference** is held, requesting office personnel should be present to explain and discuss technical issues.

Contract Performance

The primary effort of contract administration generally rests with the requesting office and is directed at ensuring that contractors provide supplies and services in accordance with the terms and conditions of the contract. The contracting office must, however, stay actively involved to minimize problems and resolve those that occur. Therefore, it is important that requesting office personnel keep their contracting office advised of potential problems in contract performance and recommend any necessary contract changes.

Contracting Officer's Representative

The designation of a **Contracting Officer's Representative (COR)** is necessary when technical direction may be necessary to clarify, define or give specific direction **within the statement of work.**

The primary role of the COR is to provide technical clarification and to monitor contract performance to ensure that the Government pays **only** for the services, materials and travel **authorized** and **delivered** under the contract.

The requesting office nominates the COR, and the contracting officer formally appoints the individual as the COR in an appointment letter which specifies the duties, responsibilities and limitations thereof for that individual. **See sample COR appointment memorandum in the Exhibit on page E-17 for examples of specific duties.**

Inspection and Acceptance

The requesting office performs inspection and acceptance.

Inspection

Inspection is the examination and testing of supplies or services to determine whether they conform to contract requirements.

- Source/origin inspection is performed at the site where the product is manufactured.
- Destination inspection is performed at the place of delivery.

Acceptance

Acceptance is the act of an authorized representative of the Government assuming ownership of supplies tendered on behalf of the Government or approving services rendered by a contractor in fulfillment of contractual obligations.

For acceptance of services, generally a Contracting Officers Representative is appointed by the Contracting Officer. **See discussion above and Exhibit on page E-17.**

Payment

Payment will be made to the contractor by the National Finance Center based on the terms and conditions included in the contract.

Actions Requiring Special Justifications/Approvals

(All justifications/approvals must be submitted with the AD-700)

Justification For Submission Of Requisitions After Established Cut-off Dates

Established Requisition Cut-off Dates

To avoid hasty procurements and compromise of the procurement process or procurement personnel, cut-off dates for receipt of proper and complete requisitions are provided by PPD each year. Only urgent and compelling requirements should be submitted after the specified dates. Requisitions submitted after these dates must be certified and approved in accordance with the procedures described below.

Justification for Other Than Full and Open Competition

Procurement regulations require that offers be solicited from a sufficient number of qualified sources necessary to assure full and open competition. This ensures that purchases will be made to the best advantage to the Government. There are **times,** however, when due to **unique** circumstances, **competition must be restricted.** The regulations do allow **negotiation on a noncompetitive basis** under these circumstances but only **after** the **Contracting Officer** has determined that this is **necessary to provide the required services or supplies.** The regulation further provides that contracting without providing for full and open competition shall **not be justified** on the basis of (1) a **lack of advance planning** by the requiring activity, or (2) concerns related to the **amount of funds** available to the agency or activity for the acquisition of supplies or services (e.g. expiring funds).

Other than Full and Open Competition may be used **only** in the following **seven** circumstances.

(1) Only one responsible source and no other supplies or services will satisfy agency requirements.

(2) Unusual and compelling urgency.

(3) Industrial mobilization; or engineering, developmental, or research capability.

(4) International agreement.

(5) Authorized or required by statute.

(6) National Security.

(7) Public Interest.

A Justification for Other than Full and Open Competition (JOFOC) is required for all acquisitions valued over $2,500.

Approval Levels for these Justifications are as follows:

Dollar Value	Approving Official
$2,500 TO $500,000	Contracting Officer
$500,001 TO $10,000,000	The Chief, Policy Branch, PPD, as the Competition Advocate
$10,000,001 to $50,000,000	Associate Deputy Administrator, Administrative and Financial Management
$50,000,001 and Above	USDA Senior Procurement Executive

Standard Lead Time For Procurements Based on Other than Full and Open Competition is up to 120 days depending on dollar value and complexity. These procurements may take up to 120 days if an audit, detailed cost in price analysis, or in-depth negotiations are required.

See the Exhibit on page E-20 for the JOFOC format and information that must be provided by the requesting office.

Also see the Exhibit on page E-23 for Generally Acceptable Sole Source Rationale.

Hiring of Private Sector Temporaries (PSTs)

REE agencies **may** consider using temporary help service firms to assist in meeting **short-term** needs such as:

- the absence of an employee due to an emergency;
- a critical need that cannot be delayed; or
- a need that cannot be met through the appointment of a temporary employee.

Private sector temporaries **may not** be used to:

- avoid the regular recruitment and hiring process;
- displace a federal employee, circumvent employment ceilings; or
- avoid the appointment of a surplus or displaced employee as required by the Career Transition Program.

Temporary Help Service Firm and PSTs or Outside Temporaries are defined as follows:

> **Temporary Help Service Firm** - A private sector entity which quickly provides other organizations (including U.S. Government agencies) with specific services performed by a **pool** of employees, possessing the appropriate **work skills,** for **brief or intermittent** periods. The firm is the legally responsible employer and maintains that relationship during the time its employees are assigned to a client (REE in this case). The firm, not REE, recruits, tests, hires, trains, assigns, pays, provides benefits and leave to, and as necessary, addresses performance problems, disciplines, and terminates its employees. Among other employer obligations, the firm is responsible for payroll deductions and payment of income taxes, social security (FICA), unemployment insurance, and workers' compensation, and shall provide required liability insurance and bonding.
>
> **PSTs or Outside Temporaries** - Those employees of a temporary help service firm who are supervised and paid by that firm and whom that firm **assigns** to various client organizations (including U. S. Government agencies) who have contracted for the **temporary use of their skills** when required. These temporaries provide services that would normally be performed by Federal employees, if an extended employee absence or an urgent situation did not exist.
>
> **Concurrence by the Human Resources Division must be attached to each AD-700 submitted for the hiring of Private Sector Temporaries - See PPD Policy Memorandum 37-01 for detailed information on these requirements.**

Contracts for Advisory and Assistance Services (CAAS)

A REE contract for advisory and assistance services will not be awarded until the Contracting Officer (CO) receives the **required** approvals. For contracts valued at over **$25,000** the CO must receive notice of approval from the **Under Secretary** prior to awarding CAAS. This includes modifications or task orders over $25,000 for advisory and assistance services, placed against contracts that have not been approved previously as CAAS. For these requirements over $25,000 there is a requirement for quarterly submission of requests for approval. There must be a justification for submission after the due date for the quarterly submission. For details on these submission requirements, see **REE Policies and Procedures 212.9.** For procurement actions valued at $25,000 and under, the CO must receive approval from the ARS Deputy Administrator, AFM or NPS; Director, NAL; the ARS Area Director; or the CSREES, ERS or NASS Associate Administrator prior to award. Award of CAAS made **without the required approval may constitute grounds for revocation of a Contracting Officer Warrant.**

Requesting offices must work with the Contracting Officer to develop the information required in order to request this approval.

The Federal Acquisition Streamlining Act of 1994 defines "advisory and assistance services" as:

- management and professional support services;
- studies, analyses, and evaluation; and
- engineering and technical services.

To assist in determining if a service is a CAAS requirement, the following examples are provided:

- Consulting services.
- Opinion surveys.
- Federal Information Processing (FIP) services, or FIP support services (other than routine services).
- Total Quality Management or reinvention/reengineering services.
- Facilitator services.
- Financial services.
- Training services.

The term "advisory and assistance services" does not include the following services:

- routine automated and data processing services unless such services are an integral part of CAAS;
- Architectural and Engineering Services, as defined in Section 901 of the Brooks Architect-Engineers Act (40 U.S.C. 541);

- research on basic mathematics or medical, biological, physical, social, psychological, or other phenomena (Public Law 103-355, sec. 2454);
- interagency agreements with other Federal or USDA agencies under which all services will be rendered by Federal employees;
- personnel actions such as hiring employees or reemployment of annuitants;
- subcontracts (other than subcontracts for advisory and assistance services for which Government consent otherwise is required by FAR Part 44, and which were anticipated at the time of contract award); or
- Grants and Cooperative Agreements, as defined by the Federal Grant and Cooperative Agreements Act (31 U.S.C. 6304, 6305). However, **grants and cooperative agreements may not be used as legal instruments instead of contracts to obtain advisory and assistance services.**

Advisory and assistance services will not be --

- used in performing work of a policy, decision making, or managerial nature which is the direct responsibility of agency officials;
- used to bypass or undermine personnel ceilings, pay limitations, or competitive employment procedures;
- contracted for on a preferential basis to former Government employees;
- used under any circumstances specifically to aid in influencing or enacting legislation; or
- used to obtain professional or technical advice which is readily available within the Agency or another Federal agency (Federal Acquisition Regulation (FAR) 37.203(c)).

See the Exhibit on page E-25 for information that must be provided with each request for CAAS approval.

The timeframe for obtaining Under Secretary approval of a CAAS requirement is **60 days** from date of submission to the servicing contracting office.

Contract Awards To Former Employees

It is USDA policy that former USDA employees receive fair consideration in the award of contracts to fulfill bonafide requirements without special preference. REE is to avoid favoritism when dealing with former employees. Your servicing contracting office will advise you if coordination with HRD is required.

A Justification for Other Than Full and Open Competition (for requirements **over $2,500**) is required when contracting with a former employee on a noncompetitive basis. See **page C-10**, in Section on Special Justifications and Approvals and Exhibit on **page E-20**, Justification for Other Than Full and Open Competition for guidance on the type of information to be included in these documents.

Summary of Procurement Leadtimes - Contracts

(Length of time required for award of a contract after receipt of a complete Purchase Request (AD-700) package).

$100,001 - Unlimited	Contracting (Sole Source)	120 days
$100,001 - Unlimited	Contracting (Competitive Price Competition)	180 days
$100,001 - Unlimited	Contracting (Competitive "Best Value")	300 days

D. Personal Property & General Services

Personal Property

Accountable Property

The Personal Property Group (PPG) is responsible for maintaining an inventory of all accountable property for the REE agencies. Accountable property is:

- all Government property with an original acquisition cost of $5,000 or more;
- all leased property regardless of cost; and
- all items determined sensitive by the agency.

Within REE the following items are sensitive:

- firearms (all types);
- law enforcement badges; and
- property on loan to non-Federal recipients under the Federal Excess Personal Property Program (FEPP).

Non-Accountable Property

Although PPG does not maintain non-accountable property on the official inventory, managers are still responsible for maintaining internal control of all property assigned under their unit. They must provide adequate resources to their employees to secure property assigned to them. All employees are directly responsible for using Government property for official purposes and safeguarding property assigned to them.

Managers are responsible for following reporting procedures and disposal regulations for excess/unserviceable non-accountable property.

Accountable Property Officers

Department regulations require Agencies to designate **managers** to act as accountable property officers (APO). The APO has the authority to assign and control personal property within their area of responsibility and to carry out property management policies and procedures. The primary APO's duties include:

- Ensure proper use of all personal property under area of responsibility.
- Ensure that Government-owned or leased property is used for official purposes only.
- Ensure employees have the resources to adequately secure equipment for which they are responsible.
- Conduct (field) or assist property office (headquarters) with biennial physical property inventories and other inventories as appropriate.
- Provide property office with appropriate written notice of accountable property acquisitions, transfers, and losses.
- Maintain current inventory documents to locate and identify property items on your inventory.
- Investigate and report all lost, stolen, damaged, or destroyed property to the property office.
- Provide property office with written notice of all excess property determinations.
- Approve appropriate forms authorizing employees to take Government property home for official work at home.

Physical Inventory

Department regulations require agencies to perform a physical inventory of all accountable property every 2 years.

REE Headquarters

PPG will conduct the physical inventories in REE Headquarter offices. PPG will contact each APO to schedule an appropriate time, giving approximately 3 weeks notice and ask that the APO provide a staff member to assist with the inventory, answer questions, point out office/storage areas, verify equipment-at-home documents, etc. The APO or appointed person will sign the inventory report, verifying PPG conducted the inventory and noted items were on-hand. PPG will forward a reconciled inventory to the APO.

NASS Field Locations

PPG will send a letter to each NASS State Statistician requesting they conduct a physical inventory of their accountable property. The letter will include an inventory report and instructions for completing the inventory. You will have approximately 45 days to return the completed inventory to PPG for reconciliation. PPG will forward a reconciled inventory to the

APO.

ARS Field Locations

ARS Area Offices have full authority and responsibility to manage the physical inventory process. Contact your respective Area Office for further information. Area offices must ensure physical inventories stay current.

Tracking New Accountable Property

REE Agencies (Except ARS Field)

When you purchase new accountable property, PPG stamps the "Property" copy of form AD-838, Purchase Order, Purchase Card Transaction, or other procurement document, requesting the following information for each item:

- serial number
- manufacturer and model number
- division/branch
- room number or custodian name
- signature and date

When you receive the property, fill in the requested information and return it to PPG. PPG will update the property to your official inventory in the Department's Property Management Information System (PMIS).

If your procurement office uses a purchase card to purchase the items, the procurement office will forward a copy of your AD-700 to PPG, noting that they used a purchase card to procure the item. PPG will stamp your AD-700 requesting the same information above and forward to you to complete once you receive the item.

ARS Field Locations

The ARS Area Property Office has full authority to establish procedures to track new purchases of accountable property. At a minimum, the following information is needed:

- description
- serial number

- manufacturer and model number
- division, branch, room number or custodian name
- procurement method (purchase order, purchase card, etc.)
- acquisition cost
- signature and date

Your property office updates this information to PROP and it serves as the official inventory record.

Acquiring Excess Property

Headquarters Complex. The Department has a Centralized Excess Property Operation (CEPO), located in Beltsville, Maryland, that performs furniture rehabilitation services, property reutilization, and disposal of excess property in the Washington/Metropolitan area. CEPO maintains a large selection of excess furniture that is readily available. Excess furniture is classified in two ways:

> **Refurbished.** Furniture that has been refurbished, reupholstered, repaired, etc. CEPO only charges the cost of the rehabilitation services.
>
> **As-Is.** Furniture that can be reutilized without needing any rehab services. There is no cost for this type of furniture.

CEPO has a showroom of office furniture arrangements and provides a shuttle from the South Building to its warehouse. Customers may arrange visits to CEPO by:

> **Downtown Employees.** Call Perry Williams at 202-720-7681 at least 2 days in advance to make transportation arrangements.
>
> **GWCC Employees**. Call Renee Utt at 301-504-17456 at least 2 days in advance to make transportation arrangements.

To acquire excess from CEPO, customers will prepare their agency's appropriate documentation (AD-700, Procurement Request, or AD-107, Report of Transfer or Other Disposition or Construction of Property), including an appropriation number and an authorized signature. Specify whether you want "as-is" or "rehab" furniture and submit the request through your appropriate channels to PPG. PPG will forward the request to CEPO and make arrangements to deliver the furniture when CEPO completes your request. **At this time, CEPO does not accept the Government Purchase Card.**

Field Locations

Field employees can work with their appropriate property office to determine whether excess property is available within USDA through the Departmental Excess Personal Property Coordinator (DEPPC), on-line catalog, or your specific GSA regional office.

Transferring Accountable Property

Before declaring property excess, APO's should check for a need for the item within their immediate organization. If the property is accountable/sensitive, complete form AD-107 to transfer to another APO. Include the following information for each item: **See the Exhibit on page E-28.**

- a complete description
- manufacturer name and model
- serial number
- acquisition cost and acquisition date (if known)

Both the reporting APO and the receiving APO must sign the AD-107 and return a copy to their appropriate property office.

Transferring Non-Accountable Property

APO's are not required to complete form AD-107 when transferring non-accountable property to another APO within their agency. APO's can use this form at their discretion for internal tracking purposes. **However, APO's must complete form AD-107 when transferring non-accountable property to an APO outside their own USDA agency.**

Reporting Excess Property

If there is no known need for the property, report it as excess to your Property Office. Regardless of the dollar value, employees must follow established regulations before disposing of Government property. **This includes both accountable and non-accountable property.** Disposal procedures vary based on your location. Employees (custodians of Government property) must notify their supervisor/APO when they have Government property that is excess to their needs. Excess property is identified as:

- unneeded property;
- under utilized property;
- items that are uneconomical to repair/unserviceable.

Condition Codes

Use the appropriate condition code that reflects the true condition of the item. Regulations require that excess is screened for possible re-use within USDA, as well as other Federal, State, and local Governments. The condition code affects the time frames of the screening process. Disposal condition codes are:

Condition Code	Definition
1	**Excellent.** Property in new/unused condition & can be used immediately without modifications/repairs.
4	**Usable.** Property shows some wear, but can be used without significant repair.
7	**Repairable.** Property which is unusable in its current condition but can be economically repaired.
X	**Salvage.** Property that has value in excess of its basic material content but repair/rehabilitation is impractical or uneconomical.
S	**Scrap.** Property that has no value except for its basic material content.

REE Agencies (Except NASS-Field)

Use the SF-120 to report excess property to PPG. **See Exhibit on page E-29.** Include the following information on the form:

- date
- reporting agency/organization
- location of property
- APO signature
- NFC identification number/barcode number
- description

- manufacturer name & model number
- serial number
- condition code
- acquisition date and cost (If known)

Forward the completed report by department mail or fax to:

Downtown Complex: USDA, ARS, AFM, PPD
Personal Property Group
Mail Stop #0311, Suite 580C, Portals Bldg.
1400 Independence Ave, SW
Washington, DC 20250-0311
FAX: 202 401-6105

GWCC Complex: USDA, ARS, AFM, PPD
Personal Property Group
Rm. 32110a, Attn: Renee Utt
5601 Sunnyside Ave, Mail Stop 5118.
Beltsville, Maryland 20705-5118
FAX: 301-504-1751

PPG will then:

- Screen for possible reutilization within REE agencies,

- prepare appropriate documents/work orders for the Labor Group,

- remove property records (PMIS).

We will notify you of the expected date for removing excess. Schedule permitting, we will remove excess property from your office within 3 days after we receive your completed paperwork. **(However, removing excess property from ERS is handled differently. ERS works with PPG to complete paperwork and PPG makes arrangement for ERS to transport items to CEPO when needed.)**

NASS Field

Report excess or unserviceable property by completing form SF-120, Report of Excess Property, or AD-112, Report of Unserviceable Property. Include the following information**. See the Exhibit on page E-30 and E-31.**

- office name and address
- APO's signature
- technical contact name and phone number
- location of property
- property description

- manufacturer and model number
- serial number
- NFC identification number/barcode number
- condition code
- acquisition date and cost (if known)

Forward completed forms by mail or fax to:

USDA, ARS, PPD, Personal Property Group
Stop 0311, Suite 580C-Portals Building
1400 Independence Ave., SW
Washington, DC 20250-0311
FAX: 202-401-6105

Field Disposal Instructions

NASS Field Offices

PPG will evaluate the information on the form and based on property type, condition, and **original acquisition cost,** and forward appropriate disposal instructions:

- donation, abandonment, destruction
- reutilizations within USDA/other Federal agency
- sale by GSA

According to Federal regulations, disposal instructions are based on the original acquisition cost of the property not its current value.

Donation, Abandonment, Destruction. Based on the above criteria, we will determine if the cost of care and handling, and preparation of the property for sale, is greater than the expected sale proceeds. If so, we will prepare form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property. This form will authorize you to donate, abandon, or destroy the excess property. **See the Exhibit on page E-31.**

Public Notice. If the property has an original acquisition cost of $500 or more, you must first post a public notice in a public location for 7 days. **See the Exhibit on page E-33.** The public notice announces the Government's intent to donate, abandon, or destroy Government property. If someone is interested in purchasing the property they may make an offer at this time. After the 7 days, if no one expresses interest in purchasing the property, you are authorized to donate, abandon, or destroy the property according to the instructions on the form. After completing the disposal action, complete the form and return it to PPG.

Property with an original acquisition cost of under $500 may be donated, abandoned, or destroyed without first having to post a public notice.

Reutilization

If the excess property has the potential for reutilization by USDA or other Federal agencies, we will submit an excess report for department-wide screening and GSA screening. Department regulations require agencies to screen all excess ADP equipment with an original acquisition cost of $500 or more, and in condition code 7 or better, through DEPPC.

Department-wide screening. Based on the cost and condition of the property, we will electronically report it to the DEPPC for department-wide screening for up to 30 days.

If another USDA agency claims the item, DEPPC will authorize the transfer. The receiving agency is responsible for paying for costs associated with the transfer. The holding agency will prepare the property for transfer.

GSA-Screening. If no other USDA agency claims the property, DEPPC forwards the report to GSA for possible reutilization. GSA's screening cycle is:

Utilization: Excess property is available for reutilization to other Federal agencies for 21 days.

Donation: Excess property is then available to State and local agencies for 21 days. If there are no requests during these cycles, GSA will either:

Elect to sell the property themselves. GSA will base this decision on the condition of the property and their past success in selling similar items, or

Authorize the holding agency to conduct an Agency Sale. This is a simple process where the APO posts a notice of intent to sell Government property. Include the following information on the notice: See Exhibit E-34.

- complete description of the property, including the age, acquisition date and cost, and condition,
- name and telephone number of contact and location of property,
- time and date for inspection by potential bidders.

Post the notice in a public place for 7 to 10 working days. Potential donees should submit written offers. After the designated time, the APO awards the property to the highest bidder. Do not release property until buyer pays for the property. Send a copy of completed paperwork to PPG.

Authorize local disposal instructions. GSA will authorize the Agency to provide local disposal instructions to donate, abandon, or destroy the property. PPG will prepare form AD-112 and forward it to the APO for appropriate action.

ARS Field

ARS Area Offices have full authority and responsibility to manage the excess/disposal process. Regulations require that property declared excess should be screened for a need within USDA. USDA screening is for approximately 30 days. If there are no requests for the property, the item is forwarded to GSA for 21-day Federal screening and 21-day Donation screening. Contact your Area Property Office for further details.

Home Use of Government Equipment

Managers may loan Government property to employees for official work-at-home. **You may not loan or give Government property to employees as a reward, gift, or because the equipment is no longer needed by your unit.** If you loan Government property to employees for work-at-home, complete form REE-1, Receipt for Loaned Property. **See the Exhibit on page E-35.**

Reporting Lost or Stolen Property

Employees must immediately report thefts of Government-owned or leased property to their supervisor. Supervisors must inform the appropriate officials.

Downtown. Report thefts to the Federal Protective Service (FPS) at 202-708-1111. FPS will file a stolen property report and handle the investigation. After notifying FPS, you must also notify PPG and complete form AD-112, Report of Lost, Stolen, or Damaged Property. Include a statement noting you filed a report with the authorities on the specific date.

GWCC. Report thefts to the GWCC, Physical Security Office, 301-504-2366. A GWCC officer will conduct an interview and take appropriate action with the Federal Protective Service if necessary. After reporting this to GWCC security, you must also report the theft to the Real Property Management Branch, FD on 301-504-1235. After notifying FD, you must complete form AD-112, Report of Lost, Stolen, or Damaged Property, and include a statement that you reported theft to appropriate officials on the specific date.

Field Offices. Report thefts to your building manager and your local FPS office. They may report the incident to the local authorities. Complete AD-112, Report of Lost, Stolen, or Damaged Property, including a statement noting you filed a report with the authorities on the specific date.

See the Exhibit on page E-36 for completed AD-112 form for reporting lost/stolen property.

Donation Programs

There are several programs for REE agencies to participate in that will allow them to donate excess personal property to eligible non-profit educational institutions. **Regulations require APO's to first screen excess available for donation for 30 days for possible re-use within USDA.** The following information is a brief description of these programs. PPG will work with you to coordinate the donation process.

Eligibility Criteria

Use the following criteria when determining whether an organization is an eligible non-profit organization:

- The organization has a current tax-exempt certificate and identification number issued by the Internal Revenue Service.

- The organization is owned or operated exclusively for education or scientific purposes.

If these two criteria are met, the nonprofit organization is eligible to receive donations of Federal excess equipment under the Stevenson-Wydler Technology Act and Executive Order 12999, Computers for Education.

Stevenson-Wydler Technology Act

The Stevenson-Wydler Technology Act allows Federal agencies to transfer excess research and scientific equipment to eligible nonprofit tax-exempt education institutions or Government-sponsored research organizations that conduct technical and scientific education and research.

The REE Agency Administrators designated the following individuals to serve as agency concurring official who are responsible for approving donations of excess property to eligible nonprofit tax-exempt educational institutions.

ARS-HQ:	Program Officials/Division Directors
CSREES:	Curtis Clarke
ERS:	Leslee Lowstuter
NASS Field:	State Statisticians
NASS-Headquarters:	Joe Reilly

Both the concurring official and the property official must approve the donation process. To begin the process, APO's (with approval from the concurring official) will:

- prepare an SF-120, Report of Excess Personal Property

- attach a “needs justification” from the eligible donee, and
- forward form and justification to PPG.   See Exhibit E-32.

PPG will report excess electronically to DEPPC for mandatory 30-day department-wide screening. If there are no requests from any other USDA agency, DEPPC will authorize the transfer and forward approval to PPG.

After receiving transfer approval, PPG will prepare form SF-122, Transfer Order - Excess Personal Property, stating the property is authorized for transfer under S/W and forward to concurring official and donee for signature. After obtaining both signatures, the concurring official will return a copy of the completed form to PPG.

ARS Field Locations

Since the Area Administrative Officer's have been delegated the authority to approve donations, ARS field employees should consult with their appropriate Area Property Office to determine procedures for preparing the necessary paperwork such as the SF-122, etc.

Prior to donating excess to eligible participants field offices must screen excess for possible re-use within USDA.

Executive Order 12999, Education Technology

This executive order encourages Federal agencies to work with the private sector to promote four major developments in American education:

- Making modern computer technology an integral part of classrooms.
- Helping teachers with professional development needed for new technologies.
- Connecting classrooms to the National Information Infrastructure.
- Encouraging the creation of excellent education software.

It allows Federal agencies to donate excess computers and related tools to schools and nonprofit educational institutions. Targets institutions are:

- public/private schools, pre-K through 12th grade.;

- nonprofit community institutions that are engaged in projects with schools to promote education.

After determining eligibility, offices will identify transfer opportunities within pre-K, elementary, junior/middle school, and/or high school populations before agreeing to transfer to a nonprofit organization that serves a different population. This is because the Executive Order targets these specific populations for receipt of computer equipment.

Types of Equipment. Agencies can donate computers, monitors, printers, modems, routers, servers, telecommunications equipment, and research equipment. You may also donate computer software. However, you must first check to see if donation is allowed under the software's licensing agreement.

Procedures. Follow the same procedures established under the Stevenson-Wydler Technology Act.

Federal Agriculture Improvement Reform (FAIR) Act

The FAIR Act allows USDA to sponsor 1890 Land Grant Institutions, 1994 Institutions (Native American), and Hispanic-Serving Institutions to acquire Federal excess personal property to support agricultural research, extension service, educational, technical, and scientific activities to promote agricultural educations. The Department's Assistant Secretary for Administration has the authority to provide administrative support for this program.

REE agencies can participate in transferring excess property under the FAIR Act by contacting the PPG staff to coordinate transfers to eligible institutions. Again, before processing donations of available excess, excess is screened for possible re-use within USDA.

PPG will work with the Department Coordinator and the REE APO to screen excess and ensure all paperwork is complete with the appropriate signatures from the USDA Coordinator and University.

1862/1890 Federal Excess Personal Property (FEPP Program) Under CSREES

PPG provides administrative support to the CSREES FEPP Program. Under this program CSREES sponsors 1862/1890 Land Grant Universities and allows them to acquire Federal excess personal property. These institutions can acquire property for direct use in a research or extension project in one of the following CSREES program areas:

- Cooperative Extension Services

- Agricultural Experiment Stations
- Schools of Forestry
- Colleges of AG Veterinary Medicine

APO's can transfer available excess directly to the eligible 1862/1890 institutions by contacting the PPG staff to coordinate transfers to eligible institutions.

PPG will work with the REE APO and the institution's APO to ensure all paperwork is complete and signed with the appropriate signatures from the University and the FEPP Coordinator.

General Services

Labor Services - REE Headquarters

PPG maintains a contract to provide labor services for REE offices within the Washington/Metropolitan Area. These services include:

- office rearrangements and moves
- furniture assembly and repairs
- delivering supplies and equipment
- removing excess personal property
- arranging conference rooms
- hanging boards, pictures, etc.
- other labor services as needed

Requesting Labor Services. To request labor services you may either:

- call 202-720-7681/202-401-4964 (downtown), 301-504-1745 (GWCC), or
- send request via E-mail to the WorkReq mailbox. If you have access to GroupWise, click on the address book. Our mailbox is listed under Requests, Work (last name, first name). The message is automatically sent to all members of the Group. A staff member will immediately reply to your request confirming receipt and scheduled completion date.

Whatever method you use, when requesting labor services please include the following:

- contact name, phone number, and room number
- name of agency & division
- brief description of the services needed
- date services needed

Unless you specify a specific date, services are scheduled for completion within 3 days of request. We will try to accommodate emergencies and last minute requests, schedule permitting. (At this time ERS uses their own internal labor, staff not PPG's.)

Government Vehicles

ARS maintains Government vehicles for employees to use when conducting official Government business. Vehicle operators must possess a valid State or District of Columbia drivers license and must have their license with them when driving. Vehicles are reserved on a first call first serve basis. To reserve a vehicle:

AFM Downtown. Call Ami Thomas, 202-720-7254 (or Marvin Ballard 202-720-7681 as the backup). You can pick up the keys in Suite 580C, Portals Building. The cars are parked in spaces OF-7 in Court 2, South Building and Court 3, respectively.

GWCC. Call Renee Utt, 301-504-1745. You can pick up the keys from Renee in Room 3-2110a, GWCC. The cars are parked in the Parking Lot C, GWCC.

If Ami, Marvin, or Renee are not available, any employee in the Procurement and Property Branch will be available to help you.

Remember, when you reserve a Government vehicle:

- it may only be used to conduct official Government business
- smoking is prohibited
- all passengers must wear seat belts
- to refuel, use self-service stations unless the driver has physical limitations that prevent use

Gasoline Services

The operator of the Government vehicle is responsible for **"refueling the vehicle when the fuel tank is less than half full".** The gasoline credit card is kept inside the key pouch and you can use it for both fuel and repairs. The card is similar to your personal gasoline credit card. You can use it at either "pay at the pump" stations or where the station attendant electronically swipes the card. However, for each transaction you must:

- enter an access code, and
- enter the vehicle's current odometer reading

Access Code. Instructions for using the fleet card are kept in the keycase. The access code is the last 4-digits of the Vehicle Number, that is embossed on the front of the credit card. For example, if the Vehicle No. is 102301 then the access code is 2301. On electronic “pay at the pump” transactions, key in the access code and odometer reading. **For manual transactions, you must write this information on the transaction ticket,** or if available, use the station attendant's portable keypad.

Parking Permits

GWCC Employees. To arrange for a parking permit for the Downtown complex or the Portals Bldg., please call Renee Utt on 301-504-1744. Renee is located in Rm. 3-2110a, GWCC. Parking is available on a first come first serve basis.

Employees must return the Portals Parking Keycard no later than 7:00am the next morning. This will ensure the keycard is available for the next user.

Downtown Employees. Parking for the South Bldg. is handled by Joyce Cooper, Facilities Division, Real Property Branch, Space Management Section, Rm. 1470-SB, 202-720-7555.

Parking for the Portals Bldg. is handled by Ami Thomas, 202-720-7254. Parking is on a first come first serve basis. Employees must return Portals Keycard no later than 7:00 am the next morning. This will ensure the keycard will be available for the next day.

Vehicle Accidents

If you are involved in an accident with a Government vehicle, you must complete a detailed written report of the accident to your supervisor within 48 hours of the incident. Supervisors must forward the completed accident report to PPG. The accident report must include:

- **Form SF-91, Operator’s Report of Motor Vehicle Accident**. Complete at the time of the accident and on the scene whenever possible.

- **Form SF-94, Statement of Witness**. Completed by persons who witnessed the accident.

- **Form CA-A, Employee Report of Traumatic Injury** (if required). Complete for each injured employee.

These forms are in the glove compartment of each Government vehicle.

Supply Authorization Cards

USDA operates a self-service central supply store in the South Building and a Bulk Warehouse in Beltsville, Maryland. Customers must have a supply authorization card to purchase supplies.

Customers may shop directly from the Beltsville kiosks self-service store, GWCC vending machines, or order, via mail, from the Warehouse using form AD-14, Request for Supplies, Forms, Publications. When ordering from the warehouse, **customers must not photocopy form AD-14's**. Each form has a unique pre-printed requisition number and requisition numbers cannot be duplicated. Send completed forms to:

USDA, Beltsville Service Center
Central Supply Store
6351 Ammendale Road
Beltsville, MD 20705
Phone: 301-394-0400
Fax: 301-394-0300

When ordering through the bulk warehouse, please try to consolidate orders as much as possible.

To obtain a card customers will forward a memorandum (E-mail or fax is acceptable) through the appropriate level supervisor, one who is authorized to spend agency funds, to the PPG Group Leader. CSREES agency policy requires the Deputy Administrator for each unit to approve requests.

Include the following information:

- cardholders name, telephone number, and room number
- agency and division name

If your card is lost or stolen, notify PPG immediately to cancel the card and issue a new one.

GSA Customer Supply Center Accounts

PPG will prepare appropriate forms to establish accounts for customers who wish to order supplies through GSA's customer supply centers. To process your account, forward the following information to PPG:

- Your GSA activity address code;

- branch name and room number of where supplies will be delivered; and

- valid appropriation (accounting) number for billing.

Property Pass

Regulations require employees to complete form AD-873, Property Pass, to remove property from USDA facilities.

USDA HQ Complex. Each agency is responsible for designating individuals who are authorized to approve property passes. These names/signatures are kept on file at each Guard Station throughout the complex. Physical Security periodically requests that agencies update their lists. PPG will forward this information to each agency. The individual's designated as approving officials for property passes should be a supervisor or another responsible official who has accountability for Government property and is someone who is readily accessible.

Complete a property pass when you are removing Government property or items that may be perceived as Government property (items routinely used in a Government facility), such as vendor's property or your own personal possessions. Ensure an authorized person from your agency signs the pass.

Distribution of the property pass is:

White Copy. Individual authorized to sign gives the original (white) copy of the property pass to the person removing the property. This person must give this copy to the guard when leaving the building.

Green Copy. Individual authorized to sign forwards green copy to PPG, who is the designated Agency Property Officer.

Yellow Copy. Individual authorized to sign retains yellow copy for their files, until property is returned (if appropriate).

To add names to the Agency's list, managers must send a request to PPG to designate the individual. Include the following information:

- employee's full name
- room number and building
- telephone number
- building(s) authorized to remove property from

PPG will forward a Property Pass Issuing Authority and the individual must sign by their typed name and return to PPG. PPG will ensure Physical Security receives the appropriate copies for each Guard Station.

Removing Property Outside the USDA HQ Complex. Employees outside the Headquarters complex are also responsible for completing a property pass when removing Government property from their facility. Employees must have their supervisor or another responsible official approve the property pass. A memorandum or form AD-107 may also be used as a property pass.

Federal Tort Claims

The Federal Tort Claims Act states that the Government is responsible for monetary damages for loss of a claimant's property, personal injury, or death that is caused by the negligent or wrongful act or omission of any Government employee while the employee was acting within the scope of their official employment. Employees and supervisors will provide detailed information on incidents resulting in potential claims.

REE Agencies (Except ARS - Field)

If you are involved in an accident or incident where a third party may potentially file a claim against you, immediately contact PPG. PPG is the ARS tort claims representative. The claimant must file a written request for monetary damages, including a specific dollar amount and all details surrounding the incident. The claimant or someone authorized on their behalf must sign the claim. Supervisors will conduct a preliminary investigation and prepare an administrative report detailing the incident. Supervisors will forward this information to PPG. PPG will examine all claims, finalize the administrative report and forward to the Office of General Counsel (OGC) for a decision. PPG acts as the liaison between REE agencies and OGC.

ARS Field Locations

ARS Area offices have full authority and responsibility for the Federal Tort Claim process. Field locations should consult with their respective Area Property Office for further details.

E. Exhibits

Instructions for Completion of AD-700 - Procurement Request

Block	Required Information	Example(s)
TO:	Type in the Address of the Procurement Office.	USDA, ARS, Procurement Group 1280 Maryland Ave., SW, Suite 580 Washington, DC 20024
1	Include your agency, division, and branch.	ERS-RED-OD
1a	Enter the Procurement Request Number. This is a unique number which allows for ease of tracking. At present, each REE agency has developed their own internal numbering system to be followed. Use of this number enhances the Procurement Offices' ability to answer customer questions regarding the status of their actions.	0-0305-00005-01
1b	Date.	12/31/96
2	Include the receiving office number. (Activity Address Code)	3AEN
3	Enter contract number if this is a delivery order against GSA contracting or other indefinite delivery type contract.	GS-00F-91052
7	Enter the Fund Code.	WR
11	Enter the address and specific location where you wish your purchase to be delivered. Give a room number. Check "Inside Delivery Requested" if you so desire, but you should ask the vendor if there are additional charges for such services.	USDA-ERS-RED-OD 1800 M. Street, NW Washington, DC 20005 Attn: Bill Buyer
12	Assign consecutive number (1, 2, 3, ...) to each item that you desire to purchase. Double space between items, if possible.	1 2

Block	Required Information	Example(s)
14	Write out a complete description of goods and services you wish to acquire. To avoid confusion, include part, serial, catalog, and model numbers; brand names; colors; sizes; and shapes. For software upgrades, explain what system you are upgrading. Also, feel free to attach a photocopy of a catalog page to the back of the AD-700. Be as descriptive as possible. • If the vendor will install the goods or make an inside delivery, create a line item in this section stating those charges. • You may make a separate line item for shipping here or use block 26. • If you do not have access to a catalog, be as specific as possible. Type the name and address of the Technical Contact. The individual named should be the person who will use the end product. This person should have the authority to approve changes, elaborate on the Item Description, or make other critical decisions regarding the request. It is normally not the person who types/prepares the AD-700.	3M 3 1/2" Formatted Diskettes DD/HD, #2564281 Credenza, 6' x 3' x 2', #00256, Walnut top, black base, removable shelves Credenza Assembly Charge Shipping Charges Plotter Pen, Blue, for IBM Printer 2000 Jane Doe: 202-555-1234
15	Enter the Budget Object Code. This is an NFC 4 digit code which is published in the Miscellaneous Systems Manual, Chapter 3, “Budget Object Classification Codes”, Revision 6, dated July 23, 1993. These codes are used when obligations are first incurred to record financial transactions according to the nature of services/supplies provided or received. Questions regarding the code may be directed to your agency budget contact or AFM’s Financial Management Division (FMD).	3140

Block	Required Information	Example(s)
16	Complete this section only if you plan to use more than one accounting code in block 29. If two or more accounts will share the cost of the item, place an "x" on the appropriate line item. Or, if only one of the accounts (that you list in block 29) will pay for a line item, place the corresponding number of the Accounting Line (block 28) in this section.	X 2
17	Enter the desired quantity, consistent with unit of issue. Sometimes companies define "box" and "carton" differently than you might.	4
18	Enter the unit of issue. This must be consistent with unit of shipment/billing by the source of supply, e.g., DZ, EA, JOB, PK, etc. When ordering GSA stock numbered items, use unit of issue in the GSA Supply Catalog.	EA
19	Enter the unit price (or estimate).	$25.02
20	Multiply the quantity (block 17) and the unit price (block 19) for each line item.	$100.08
23	Delivery schedules are an essential part of every purchase order/contract and must be realistic both from the point of attainability and responsiveness to the Government's need. The program personnel must provide a required delivery date. Delivery requirements may be established as a specific date, a period of performance (service contracts) or a number of days after the date of contract award. Do not use ASAP.	2/15/94
24	Complete this block only for special shipping instructions, such as "Next Day Air," "Federal Express," "Air Mail," etc., if necessary. **Otherwise leave blank.**	UPS Next Day Service
25	Tally block 20.	$475.08

Block	**Required Information**	**Example(s)**
28	If you are using more than one accounting code, number your codes consecutively. **Otherwise leave blank.**	1 2
29	Type in an accounting code. The code may spill into Column B. If more than one office will share the cost of the purchase, include all accounting codes.	701471102610 701431102610
30	Complete this block only if more than one accounting code will share the cost of any item. List percentages for each accounting code. Percentages must total 100%.	75% 25%
Recommended Sources	Provide the names and addresses of any known sources (no more than three) that could possibly fulfill your request if the total purchase is greater than $2,500.	Offices-R-Us 12203 King Street Alexandria, VA 22310 703-555-1234
Title and Signature	Type the name of the individual authorized to sign AD-700's for your organization. Follow any other internal procedures specific to your office.	Mary Jones Administrative Officer John Smith Director, Expert Group

Statement of Work Guidelines

I. General Guidelines

1. Every statement of work that exceeds three or four pages should have a table of contents.

2. Clear and precise descriptions are essential. The preparer must realize that the statement will be read and interpreted by persons of varied backgrounds (such as lawyers, buyers, and engineers and specialists in production, transportation, quality assurance, finance, and contract management). A good work statement defines precisely the product or service desired. It affects administration of the contract because it defines the work to be performed.

3. It is most important to gauge the likely effect that the specifications, as written, will have on the reader. Every effort must be made to avoid ambiguity. All obligations of the Government should be carefully spelled out. If approval actions are to be provided by the Government, a time limit must be set.

4. Remember that any provision which takes control of the work away from the contractor, even temporarily, may result in relieving the contractor of responsibility.

5. Active rather than passive terminology should be used: "The contractor shall conduct a test" rather than "a test should be conducted." When a firm requirement is intended, the mandatory term "shall" rather than the permissive term "should" is needed.

6. Abbreviations should be limited to those in common usage. A list of all abbreviations and acronyms to be used should appear in the introduction. When a term is cited for the first time, it should be spelled out and the abbreviation or acronym shown in parentheses following the word or words.

7. When it is important to define a division of responsibilities among the Government, the contractor, other agencies, etc., a separate section of the statement of work (in an appropriate location) should be included.

8. Procedures for decision-making should be included. When immediate decisions cannot be made, it may be possible to include a procedure for making them (e.g., "as approved by the Contracting Officer," or "The Contractor shall submit a report each time required Government inputs are not received").

9. The statement should be specific. Depending upon the nature of the work and the type of contract, the preferred procedure is to specify results required ("the performance" or "what-to" approach rather than the "design/detail" or "how-to" approach) and end items to be delivered and let the contractor propose his best method.

10. Requirements should be described in sufficient detail to assure clarity, not only for legal reasons but also for practical application. Some details may be overlooked; others may be repetitious. Beware of both. The specification "as necessary" should be avoided in reference to any piece of deliverable hardware, any report, or any immediate action. Rather, it should be specified whether the judgment is to be made by the contractor or by the Government. Be aware that these types of contingent actions may have an impact on price as well as schedule. Similarly, the phrase "as required" should be avoided. For example, in specifying where expensive services, such as technical liaison, are to be furnished, a ceiling on the extent of such services, or a procedure that will ensure adequate control (e.g., level of effort, pool or man-hours) should be provided.

11. Inspection and acceptance criteria must be clear and complete. The contractor can be expected to go by the wording of the document. If that wording does not clearly state not only the standards by which performance will be judged but also by whom, how, and within what period of time, the contractor may be absolved of responsibility for inadequate performance.

12. In-house information should be used. Old statements of work, if they are well written, can be a valuable resource when used in conjunction with information on the resulting contract. Where similar work has been done and the results were good, portions of that statement may be used as a guide to the one being prepared. Where problems later developed during performance, the old statement and the contract file may provide insights as to where greater detail is necessary.

II. Sample Statement of Work Outline:

A. Background Information

General description of the requirement

How the requirement evolved

Relationship of the requirement to other projects, if any

B. Purpose and Objectives of the Acquisition

Overall program/project objectives

Specific objectives of this requirement

C. Contractor Requirements

Specific tasks to be performed by the contractor and specific results or "outputs" to be achieved

Direction on any specific methodologies to be used

Applicability of specifications and standards (to be included in attachments)

Period of performance

D. Government Responsibilities

Listing of any Government-furnished data, property, or facilities

Elaboration on Government responsibility for reviewing and approving reports and similar matter generated under the contract

E. Reporting Requirements and Deliverables

Progress, management, financial, and final report data requirements

F. Program Management and Control Requirements

Internal management and control systems, either specified by the Government or to be developed by the contractor as a part of the Technical Report

G. Inspection and Acceptance Requirements

What is to be inspected and approved (performance indicators and standards)

Who is to inspect and approve

When inspection will occur

What procedures the Government will use

H. Attachments

All relevant documents referred to in the statement of work

<u>All</u> specifications and standards the contractor must follow

Note: This sample format presents only one suggested outline of a statement of work. The important point is that all necessary elements be covered in a concise and logical manner. Common sense variations will relate to the dollar value of the acquisition and the nature of the product or service.

III. Specification or Statement of Work Preparation Checklist

1. If background or other introductory information is to be included, is it distinguishable from the contract objective and the contract tasks?

2. Are specific duties of the contractor stated so that requirements are clear? Can the Contracting Officer's Representative, who monitors performance and signs the acceptance report, tell whether the contractor has complied?

3. Are all parts of the specification or statement of work written so that there is no question as to what the contractor is obligated to do, and when?

4. When it is necessary to refer to another document, is the proper reference document described? Is it properly cited? Is all of it really pertinent to the task, or should only portions be referred to?

5. Are any specifications or exhibits applicable in whole or in part? If so, are they properly cited and referenced in the appropriate statement of work element?

6. Are proper quantities shown?

7. Have all requirements for data been specified separately in a data requirement appendix or its equivalent? Have all extraneous data requirements been eliminated?

8. Is the specification or work statement sufficiently detailed so as to permit equal understanding by all offerors? Are there qualification requirements? Are these requirements adequately defined?

9. Are reporting requirements clear? Have the timing, content, and level of detail been specified?

IV. Detailed Requirements of Performance Specifications

Whenever possible, performance specifications should state what the item is to do rather than include unnecessary technical detail. Performance details would include such items as:

- Output in terms of available power, velocity, production per minute, area of coverage, depth of penetration, etc.
- Capacity in terms of total load, cubic content, etc.
- Dimensional limitations.
- Hardness.
- Maneuverability.
- Degree of tolerance or accuracy.
- Weight limitations.
- Resistance to external physical and chemical influences.
- Other properties or qualities that have to do with how the item should perform.

Particular care must be taken to consistently use performance-level details. For example, if the speed or capacity of a machine is stated, the horsepower of the power unit required would not be specified. Rather, a performance need would be stated: The power unit is to have sufficient capacity to operate the machine at stated speeds under stated loads. Whenever performance details are specified there will also be a need to state the type of inspection or test that will be used to determine if the item furnished meets the performance requirement of the specification.

Factors To Be Considered When Making The Determination As To Whether An Annual Maintenance Order/Contract Or Per-Call Order Is To Be Used For The Servicing Of Office Equipment:

1. Standard of performance required;
2. Degree of reliability needed;
3. Environmental factors; i.e., dusty surroundings or other unfavorable conditions;
4. Proximity to available repair facilities;
5. Past experience with service facility; i.e., reputation, performance record, quality of

work, etc.;

6. Daily use (heavy or light) and operator’s care of machine;
7. Age and performance record of machine;
8. Machine inventory in relation to operating needs; i.e., availability of reserve machine in case of breakdown;
9. Number of machines; including overall frequency of repair required;
10. Security restriction, if any; and
11. Other pertinent factors.

Sample Independent Government Estimate

Independent Government Estimate of Cost

The details and total of the Government's "in-house" estimate shall not be disclosed to anyone that is not a source selection official. Percentages are for estimating purposes only, therefore others may be used.

Direct Labor

No.	Classification	Hours	Rate	Cost
________	____________	________	$________	$________
________	____________	________	$________	$________

Total Direct Labor

- If the labor categories identified are non-professional and do not appear in the "Service Contract Act - Directory of Occupations", dated: 11/91, the program office must provide a narrative description of the skills necessary to perform the work.

Fringe Benefits	
25% x Total Direct Labor	$
Labor Overhead (Apply to total Direct Labor and F.B.)	$
Estimate Educational at 65%	
Estimate Nonprofit at 80%	
Estimate Commercial at 100%	
Consultants	
No. of Days x Daily Rate for each Expertise Required	$
Travel	
Transportation (air, ground, local)	
Per Diem (No. of days x rate)	
Total Travel	$
Other Direct Costs	
Supplies	
Postage	
Telephone	
Materials	
Computer	
(Other appropriate costs)	
Total Other Direct Costs	$
Subtotal	$_____
G&A Expense - 11% of subtotal (apply to commercial only)	$
Total Cost	$_____
Fixed Fee (Apply 10% total Cost)	$
Total Estimated Cost	$_____

This procurement will require approximately ______ person years of effort per year. (This should include Professional & Support.) [A person year is based an 2080 hours].

Sample Format - SECTION F
Deliveries or Performance

F.1 PERIOD OF PERFORMANCE

Performance of this contract shall begin on __________________, and shall not extend beyond the estimated completion date of ____________unless the period is extended by modification to the contract.

F.2 DELIVERY SCHEDULE

The contractor shall deliver the following items in accordance with the stated delivery schedule:

TASK NO.	ITEM/DESCRIPTION	QUANTITY	DELIVERY DATE

Note: All deliverables should be described in the Statement of Work (SOW) and listed in this schedule. The SOW describes the content of the deliverable, while the schedule organizes the deliverables by due date. Every contract should require some periodic report(s) (monthly, quarterly, annually, etc.). A final report, plus copies of documentation generated under the contract (papers, publications, etc.).

Samples of Technical Evaluation Criteria

SAMPLE I:

M.2 Evaluation Criteria for Technical Proposals

Technical proposals will be evaluated based on technical merits in accordance with the following specific factors:

Past Performance
Technical Approach
Management and Staffing

The technical evaluation factors are in descending order of importance, with "past performance" being approximately one and one half times as important as "technical approach" and "technical approach" being approximately two and one half times as important as "management and staffing."

Note: When significant subfactors are included, the relative importance of such subfactors must be stated. As an example, for the "management and staffing" factor, it would be specified that "subfactors are listed in descending order of importance." Subfactors for this factor might be:

Project Organization
Staffing chart w/assignments
Identified Key Personnel (Resumes required) - Any required/desired knowledge, skills and experience should be specified
Management of subcontractors

Sample "Best Value" Award Provision

M.3. Contract Award

Award will be made to the offeror offering the "best value" to the Government, price and the identified "technical factors" considered. All of the technical factors combined are significantly more important than price, however, in the event that offerors are considered essentially equal in terms of technical competence, price may become the determining factor in contract selection.

SAMPLE II:

A. The following criteria will be used with each consideration weighted as indicated:

	Criteria	Maximum Weight
1.	Understanding the Purpose and Objectives of this study and demonstrating knowledge of the Special Nutrition Programs.	10 points
2.	Technical Approach for meeting the requirements of the Statement of Work, including:	40 points
	· technical merit of modeling including plans for creating analysis files	(10)
	· technical merit of plans for descriptive analyses	(10)
	· technical merit of plans for inferential analyses	(10)
	· technical merit of plans for analysis of nutrition issues	(10)

- technical merit of plans for data management (10)

3. Staff Capabilities and experience in relevant areas including: project management, descriptive and inferential analysis, econometrics methods, data file management, modeling, projections, report preparations and writing, and knowledge of nutrition programs. 20 points

4. Adequacy of Management Plan including: 20 points

   - relationship of staff assignments to staff expertise (5)

   - relationship of time commitment to anticipated level of effort (5)

   - adequacy of task scheduling, coordination and review to assure timely and high quality performance on all work including short turnaround request

   - subcontractor management plan, if a subcontractor is proposed (5)

5. Past Performance and Systemic Improvement - The risk associated with the offeror's ability to perform on the proposed contract, i.e., to meet technical requirements, delivery quality products and meet cost and schedule, will be assessed. Particular emphasis will be placed on the degree to which the offeror's management can demonstrate a concise relationship between their past performance data and their systemic improvements. Evaluation of the factual evidence will verify that the offeror has adopted and applied the principles and techniques of continuous systemic improvement in managing its total business to improve upon past performance. 5 points

6. Facilities availability and adequacy of required equipment and facilities, such as phone system, mail handling capacity, duplicating, etc., necessary to perform this project. 5 points

7. Although cost or price is not included as one of the evaluation criteria and is not assigned a weight, the RFP must include a statement to accurately reflect the appropriate balance between cost or price and the technical factors. For example:

   You are advised that paramount consideration shall be given to the evaluation of technical proposals rather than cost or price.

-or-

You are advised that paramount consideration shall be given to cost or price rather than the evaluation of technical proposals.

-or-

You are advised that the evaluation of technical proposals and cost or price are of approximately equal value.

Sample COR Nomination Memorandum

June 22, 1997

SUBJECT: Appointment of Contracting Officer's Representative
Contract No. 53-3K06-33-33

TO: Jack Green
Contracting Officer

FROM: James Black
Director

I request that Mr. John Brown, Assistant Director of the Safety Occupational Health Division be designated as the Contracting Officer's Representative for the Janitorial Contract. Ms. Susan Gray will serve as Mr. Brown's alternate.

If you have any questions, please call Mr. Brown on 301-344-1111.

cc:
Mr. John Brown
Ms. Susan Gray

Sample COR Appointment Memorandum

SUBJECT: Designation of Contracting Officer's Representative (COR)
for Contract/Order No.______________________
for____(Brief Title Description)______________

TO: ______________________________
Contracting Officer's Representative

FROM: ______________________________
Contracting Officer

You are designated as the Contracting Officer's Representative (COR) for administering portions of this contract.

You are authorized to take any or all actions with respect to the following:

a. Maintain liaison and direct communication with the Contractor. Written communications with the Contractor and all contract related correspondence shall be signed as "Contracting Officer's Representative" with a copy furnished to the Contracting Officer.

b. Assure that the Contractor performs the contract in accordance with its terms, conditions, and specifications.

c. Monitor the contract, perform all inspections necessary and require the Contractor to correct any deficiencies **EXCEPT** where such corrective action would affect delivery schedule, price or scope of work. Record and notify the Contracting Officer of incidents of faulty or nonconforming work, delays or problems, and recommended corrective action. Notify the Contracting Officer in writing of acceptance of deliverables, and inspections and ensure that distribution of approvals/disapprovals are also made to the Contractor.

d. Issue written technical interpretations of the Government specifications to the Contractor. Interpretations which could impact delivery schedules, funding, or the scope of work must be coordinated with the Contracting Officer and a copy of all written interpretations must be furnished to the Contracting Officer.

e. Coordinate site entry for Contractor personnel and, if provided, ensure that Government Furnished Property is available when required.

f. Review any payment request to verify actual performance, to determine reasonableness of billed amounts and to determine compliance with the contract terms. Recommend the payment amount or provide reasons for disapproval.

LIMITATIONS. You are not empowered to award, agree to, or sign any contract (including delivery or purchase orders) or modifications thereto, or in any way to obligate the payment of money by the Government. You may not take any action which may have an impact on contract commitments, or modifications which involve prices, quantities, quality, or delivery schedules shall be made only by the Contracting Officer.

This designation as a Contracting Officer's Representative shall remain in effect through life of the contract unless revoked by the Contracting Officer in writing. If your designation is revoked for any reason before completion of this contract, turn your records over to the successor COR. If you are reassigned or separated from service, you shall request termination and relief from your duties from the Contracting Officer.

You are further required to maintain adequate records to sufficiently describe the performance of your duties as Contracting Officer's Representative during the life of this contract and forward such records to the Contracting Officer at the completion of the contract. As a minimum the COR file shall contain a copy of the following:

a. This COR designation letter.

b. The executed contract and all modifications thereto.

c. All correspondence between you and the Contractor, and the Contracting Officer.

d. Names of all technical and administrative personnel assisting you.

e. Records of COR inspections and receiving/acceptance documents.

f. Invoices and Monthly Progress Reports.

You are required to promptly notify the Contracting Officer of any potential or actual problems concerning performance under this contract.

Attached for your information and records is an executed copy of the subject contract. You are expected to thoroughly familiarize yourself with the terms and conditions of this contract and with your responsibilities. The Contract Specialist assigned to administer this contract is_______ ________________________ and he/she can be reached at ______________.

By signing below you certify that you understand the following:

a. All personnel engaged in procurement and related activities shall conduct business dealings with industry in a manner above reproach in every respect and shall protect the U.S. Government's interest, as well as maintain its reputation for fair and equal dealings with all contractors.

b. A COR shall avoid the appearance of conflict of interest. Any COR who may have direct or indirect financial interests which wold place him or her in a position where there is a conflict between his private interests and the public interests of the United States shall advise his supervisors and the Contracting Officer of the conflict so that appropriate action may be taken.

c. Individuals, in the grade of GS-13 and above, involved in contracting and procurement activities must complete FORM OGE-450, Confidential Financial Disclosure Report, within 30 days of the date of appointment.

Notification of this appointment is being submitted to the Ethics Office as required. You may be contracted concerning filing of the OGE-450. If you have any questions concerning this matter, you should direct them to the Agency Ethics Officer on 301-504-1467.

You are required to acknowledge receipt of this appointment on the original copy and return it to the Contracting Officer within 10 days. A duplicate copy shall be retained in your files.

RECEIPT OF THIS APPOINTMENT IS HEREBY ACKNOWLEDGED:

______________________________ ______________________________

NAME/TITLE (PRINT/TYPE) SIGNATURE

Date Signed __________________ Telephone No. _____________

E-mail: ___________________

cc:
Ethics Office
Contractor

Justifications for Other Than Full and Open Competition (Sole Source Justification Format)

Title.

The title of each document shall be **Justification for Other Than Full and Open Competition.**

Content.

1. Contracting Activity. This paragraph includes the proper contracting activity address. A point of contact, along with a phone number, should be included.

2. Nature/Description of Action. This paragraph identifies the type of action being issued (i.e., contract, modification, order against a Basic Ordering Agreement (BOA), etc.) for what and by whom. The type of contract being contemplated is to be addressed.

*3. Description of Supplies/Services. This paragraph provides a complete and accurate description of the supplies and/or services being procured (including the estimated value) per FAR 6.303-2(a)(3). This description includes the intended use and quantities of the supplies/services. The description and estimated value of requirements should be broad enough to allow for quantity increases, should the contract unit price be lower than originally estimated and/or additional requirements become known. If options are included, an estimated cost of the basic contract, each option, and the total estimated cost should be included.

4. Statutory Authority. This paragraph is written to include the appropriate United States Code reference as well as cite the appropriate FAR section.

*5. Demonstration of Contractor's Unique Qualifications. This paragraph is the most important paragraph of the JOFOC; it includes a concise narrative explaining why it is necessary to contract for the requirement using other than full and open competition.

For the urgency exception, provide a discussion of the nature of the urgency, reasons for its occurrence, and why it is "urgent and compelling." By law and regulation, failure to plan or expiring funds are not valid reasons for citing this exception.

6. Commerce Business Daily (CBD) Announcement/Potential Sources. This paragraph details all efforts to solicit as many sources as possible for the immediate requirement or subcontracting opportunities. State when the synopsis was published or reasons why a synopsis was waived, and cite the FAR reference authorizing waiver. State the number of responses received or if none were received, so state. Indicate that any responses received will be assessed and discuss the specifics of any responses received in paragraph 10 of the JOFOC.

7. Determination of Fair and Reasonable Cost. This paragraph describes actions taken to ensure that the Contracting Officer will determine a fair and reasonable price (e.g., obtain audit/field reports, perform cost and/or price analysis, etc.).

*8. Market Survey. Market survey is defined as all efforts undertaken to develop potential sources and is separate from the FAR Part 5 synopsis required by law. This paragraph details attempts made to develop new sources. If no market survey is conducted, a concise explanation is required. Issuance of a synopsis as required in FAR Part 5 does not satisfy the requirement to conduct a market survey. A survey can include announcements in trade journals or telephone surveys with interested/knowledgeable individuals in and out of the Government.

*9. Additional Support. This paragraph includes any other facts supporting the use of other than full and open competition. If no additional information is available, so state. Additional supporting information might include:

a. Providing an explanation of why technical data packages, specifications, work, etc., required for full and open competition have not been developed and are not available.

b. In follow-on acquisitions where the justification is that the acquisition must be sole source to avoid "substantial duplication of costs" that will not be recovered through competition, or to avoid unacceptable delays in fulfilling the requirement, providing an accurate estimate of the costs duplicated, how the estimate was developed, and the extent/impact of the delay which will result.

c. When urgency is the justification, a detailed explanation providing additional data, additional estimated costs which will be incurred, and other rationale detailing the extent and nature of the harm to the Government.

10. Other Interested Sources. This paragraph provides information on synopsis response and other expressions of interest. The number of written responses to the synopsis should be identified here. Explain how each response was addressed. If no responses have been received, so state.

*11. Actions Taken to Remove Barriers to Competition. This paragraph describes actions being taken to ensure that future buys will be competed. Additional actions taken to enhance competition might include challenging restrictive data markings, developing plan(s) to acquire unlimited data rights, the development of a second source, etc. If competition is planned, provide the estimated date of the first competitive acquisition. An explanation is required if no competition is planned. If future competition is not planned because this JOFOC covers all known requirements, so state.

Certifications

Requirements/Program Office:

I certify the facts and representations under my cognizance included in this justification form are complete and accurate basis for the justification.

(Signature and Printed Name)
Name Phone Date

Contracting Officer:

I certify that this justification is accurate and complete to the best of my knowledge and belief.

(Signature and Printed Name)
Name Title Phone Date

Review/Approvals:

If approval is required at a higher level than that of the REE Competition Advocate, the Competition Advocate must still review the document, and a signature block should be included to indicate this.

*** REQUESTING OFFICE MUST PROVIDE REQUIRED INFORMATION TO THE CO TO INCLUDE IN THIS PARAGRAPH OF THE JOFOC.**

Generally Acceptable Sole Source Rationale

- Items or services are unique to one person or firm.
- Time is of the essence and only one person or firm can meet the Government's requirements within the required time frame.
- Acquisition is for an item, replacement part or component which must be the same as, compatible or interchangeable with existing equipment of one manufacturer, and **data is not adequate** for a competitive acquisition to insure that another manufacturer's item will perform the required function.
- One contractor owns or controls specialized facilities, equipment or license agreement which is not available or transferable to any other potential offeror.
- One contractor has corporate experience and/or personnel who are considered preeminent experts with unique education, experience or expertise not available or transferable to any other potential offeror.
- A recent competitive solicitation or sources sought synopsis resulted in only one source.
- The proposed acquisition is of a follow-on nature to an existing contract and is insignificant (i.e. uneconomically small production quantity) compared to the existing contract.
- Services are for maintenance of equipment proprietary to one manufacturer.
- Contemplated contract is for utilities, utility services or construction of a part of a utility system which requires the utility company to perform the work.
- Cost of the acquisition will be reimbursed by a foreign country which requires that the product be acquired from a particular firm as specified in the letter of agreement or other written direction by the military sales organization.
- As a result of thorough technical evaluation, only one source is found fully qualified to perform the proposed work.
- The purpose of the contract is to explore an unsolicited proposal which offers significant or technical promise, represents the product of original thinking and was submitted in confidence by one source.

- The purpose of the proposed contract is to take advantage of a unique and significant industrial accomplishment by a specific concern, or to insure that a new product or idea of a specific concern is given financial support.

- A product is being acquired for test and evaluation.

- Competition is precluded because of the existence of patent rights, copyrights, secret processes, control of basic raw material, or similar circumstances; however, the mere existence of such rights or circumstances does not automatically justify sole source.

Questionable Sole Source Rationale

- Sole source justification is based on short acquisition and/or delivery schedules but there is insufficient evidence to show that time is truly of the essence.

- A second source may require additional cost to acquire the knowledge and expertise already possessed by an incumbent contractor (what are the costs, and how do we know this if we have not solicited competitively?)

Justification for Contract for Advisory and Assistance Services (CAAS)

Provide the following information for **each** proposed CAAS requirement contract.

1. Name, agency, office address, telephone number of person to contact about the proposed procurement, and reference number (e.g., requisition number).

2. Describe the services to be performed, including any deliverables to be provided. Attach a copy of the statement of work, if one has been prepared.

3. What is the total amount of time for completion of the project?

4. What is the total estimated cost of the project (including cost of options or out years)?

5. Is funding available for this requirement? Please provide documentation showing that funds are available for the initial period of the requirement. If funds have not yet been made available for the requirement, explain how the proposed contract will be funded.

6. Why can't the required services be performed by Government personnel?

7. What program objectives will be served by award of the proposed contract? What negative consequences are anticipated if the proposed contract is not awarded?

8. If similar or related work has been performed previously for the same project or program, please describe the services performed and their relationship to the current request.

9. Is it intended that the contract be awarded on a sole source basis? If so, please justify

why the contract must be awarded sole source.

10. If the answer to question 9 is "No", have you identified a particular company or individual whom you are recommending to provide the services?

11. If the answer to either question 9 or question 10 is "Yes":

    a. Please provide the name and business address of the individual or company (the vendor).

    b. Please describe any contacts which have occurred between the vendor and USDA employees concerning the proposed contract. Such contacts include correspondence received from the vendor, as well as discussions or correspondence between the vendor and the agency or mission area.

    c. Has the vendor already done any work on the project, such as drafting a description of the requirement? If so, please describe the vendor's current involvement with the project.

12. If subcontracts are anticipated, will the prime contractor be required to direct work to a particular individual or company? Directed subcontracts are not favored because they restrict competition, may interfere with the prime contractor's independent judgement, and may increase the Government's risk from a business standpoint. If you nevertheless intend to direct subcontract work to a particular source or sources, please justify why you intend to do so.

13. Is there any possibility of the appearance of a personal or organizational conflict of interest if award is made to the recommended individual or company? If so, please explain. An organizational conflict of interest "means that because of other activities or relationships with other persons, a person is unable, or potentially unable, to render impartial assistance or advice to the Government, or the person's objectivity in performing the contract work is, or might be otherwise impaired, or a person has an unfair competitive advantage," (FAR 9.501).

14. If the proposed contract or requirement was not submitted within the schedule for quarterly review, please also explain why this requirement was not included in the list of advisory and assistance services contracts submitted for this fiscal quarter.

Certification that these services are necessary to meet program objectives:

____
Program Official
Concurrence:

____
FD/PPD Branch Chief or ARS PAO

United States Department of Agriculture

Report of Transfer or Other Disposition or Construction of Property

Report No.

Date 7-30-98

1. Type of Transaction (Report each type separately)

☐ Transfer ☐ Sale ☐ Trade In ☐ Donation
☐ Construction ☐ Rehab ☐ As-Is

2. Authorization Reference

3. Proceeds Received
$

4. Reporting Agency
USDA, NASS, SID

A. Organizational Unit
Contact Name and Telephone #

B. Location Rm 4000 - South Building

C. Signature
APO Signature

D. Title Director
System Infomation Div.

5. Receiving Agency (Or Name of Purchaser or Donee):
USDA, ARS, ITD

A. Organizational Unit (Or Address of Purchaser)
Contact Name and telephone #

B. Location Rm. 1459 _ South Building

C. Signature
APO Signature

D. Title
Customer Support Br.

E. Date
8-10-98

6. Property Items

Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value
AG000123456	HP Printer Model: LJXX+ Serial Number: JKX43210 Acq.Date: 1/23/93 (if known) Acq. Cost: $ 5100.00 (if known)	
AG0007654321	Gate way Tower Server Model: LAN - 50 Serial Number: 987789 Acq. Date: 1/96 (if known) Acq. Cost: $ 5,400 (estimate)	

Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:

Signature | Date

8. Fiscal Officer
A. ☐ The sum indicated below has been received in payment for the property disposed of.
B. ☐ The necessary entries have been made to adjust the accounting records.

Amount ($) | Schedule No.

Signature | Date

Form AD-107 (11/89)

STANDARD FORM 120 REV.
APRIL 1957
GEN. SERV. ADMIN.
FPMR (41 CFR) 101-43.311

REPORT OF EXCESS PERSONAL PROPERTY

1. REPORT NO.

2. DATE MAILED: 7-30-98

3. TOTAL COST: $

4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d"): a. ORIGINAL; b. CORRECTED; c. PARTIAL W/D; d. TOTAL W/D (Also check "e" and/or "f" if appropriate): e. OVERSEAS; f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU

6. APPROP. OR FUND TO BE REIMBURSED (if any)

7. FROM (Name and Address of Reporting Agency)
USDA, ERS, CAD, FCB
Rm. 323, 1800 M Str. NW

8. REPORT APPROVED BY (Name and Title)
APO Signature

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)
John Smith
202-219-1234

10. AGENCY APPROVAL (If applicable)

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

12. GSA CONTROL NO.

13. FSC GROUP NO.

14. LOCATION OF PROPERTY (If location is to be abandoned give date)
Storeroom "B"

15. REIM/REQD: YES / NO

16. AGENCY CONTROL NO.

17. SURPLUS RELEASE DATE

18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST PER UNIT (f)	ACQUISITION COST TOTAL (g)	FAIR VALUE % (h)
	HP Printer, AG000287487 Model: LJ III Serial No: JA12345 Acq. Date: 2/89	7	ea	1	1,200	1,200.00	
	Gateway PC, AG0007841782 Model: P5-90 Serial No: A54321 Acq. Date: 3/96	5	ea	1	2,100	2,100.00	
	Gateway Monitors Model: Vivitron 1572 Acq. Date: 3/96 Serial No: A09871, AG000213452 A05678, AG000287654 A045678, AG000234495	7	ea	3	400	1,200.00	

U.S. DEPARTMENT OF AGRICULTURE

REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO.	DATE
	7-30-98

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- ☐ Unserviceable
- ☐ Obsolete
- ☐ Damaged
- ☐ Lost or Stolen
- ☐ Cannibalized for parts
- ☐ Destroyed
- ☐ Others

2. REPORTING ACTIVITY *(Show agency, unit and address)*

USDA, NASS, South Dakota, SSO
3528 S. Western Ave.
Sioux Falls, SD 57117

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE *(Give present condition and estimated cost of repair)* B	ACQUISITION COST C	EXPLANATION/DISPOSAL INSTRUCTIONS *(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)* D
1 EA	Dell PC Model: X-95 Serial No: U987321 Acq. Date: 5/25/90 Condition Code: X	2,300.00	PC suffered water damaged. Cost more to repair than the cost of buying new.
1 EA	AB Dick Sorter Model: C12 Serial No: VB321 Acq. Date: 4/5/87, CC: S	2,000.00	

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN	DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	DATE
		APO Signature	8-10-98

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

- ☐ a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability.
- ☐ b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act.
- ☐ c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

___ a. Property has no commercial value

___ b. Health, safety, or security considerations require immediate abandonment or destruction.

___ c. Costs of care and handling exceed expected small lot sales proceeds.

___ d. Regulation or directive requires abandonment or destruction.

___ e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	2. DATE
3. SIGNATURE OF WITNESS	4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*	2. DATE
3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*	4. DATE

AD FORM 112 (Rev. 3/94)

U.S. DEPARTMENT OF AGRICULTURE

REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO

DATE 5/27/98

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY (Check only one - report each one type separately)

- __ Unserviceable
- __ Obsolete
- __ Damaged
- __ Lost or Stolen
- __ Cannibalized for parts
- __ Destroyed
- __ Others

2. REPORTING ACTIVITY (Show agency unit and address)

USDA, NASS, SSO
300 E.8TH ST., RM 500
AUSTIN, TX 78701

3. PROPERTY ITEMS (See attachment for additional entries)

QUANTITY (Or property no.) a	ITEM DESCRIPTION AND OTHER DETAILS INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair) b	ACQUISITION COST c	EXPLANATION DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?) d
AG0002568379	SERVER, GCH, MDL# 316/25 SER# 627644 ACQ. DATE: 09-20-90 CONDITION CODE:X	$ 8,101.42	SEE BACK FOR INSTRUCTIONS
AG0002568378	SERVER, GCH, MDL# 316/25 SER# 188471 ACQ. DATE: 09-20-90 CONDITION CODE:X	$ 8,101.42	

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN — DATE

5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER — DATE

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

After due consideration of all known facts and circumstances in this case, it is determined that

- __ a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability
- __ b. There appears to be gross negligence involved, therefore the case is returned to agency officials for appropriate action under the Debt Collection Act
- __ c. There appears to be negligence involved, therefore the case is returned to agency personnel officials for consideration of disciplinary action

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER — 3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR ... based on any of the following determinations as further explained in section I-3(D)

- __ a. Property has no commercial value
- __ b. Health, safety, or security considerations require immediate abandonment or destruction
- __ c. Costs of care and handling exceed expected small lot sales proceeds.
- __ d. Regulation or directive requires abandonment or destruction
- __ e. Property is uneconomical to repair not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER — 3. DATE

Cheryl L. Brumback

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER — 2. DATE

3. SIGNATURE OF WITNESS — 4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (*The necessary entries have been made to adjust property records.*) — 2. DATE

3. SIGNATURE OF FISCAL OFFICER (*The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).*) — 4. DATE

AD FORM 112 (Rev. 3/94)

3. PROPERTY ITEMS

EXPLANATION/DISPOSAL INSTRUCTIONS   Attachment: D)

Due to the low dollar value or the condition of the property listed in Section I of this form it has been determined that cost of care and handling, and preparation of the property of sale would be greater than the expected sale proceeds (estimated fair market value). Therefore, advertising for sale is clearly not economical.

Fill out the attached notice and post in a public place, i.e., bulletin board, newsletter, Post Office, for a period of 7 days. At the end of 7 days if no one has expressed interest action is authorized in the FPMR under Sections 101.45.902-1.

If any Moines are received for this property have checks made payable to USDA and forward with this for **IMMEDIATELY**. Cash **CAN NOT** be accepted.

When property is donated in lieu of abandonment or destruction, it can only be donated to a Public Body. Public Bodies include agencies, or political subdivision of states, U.S. Territories, U.S. Possessions, the Commonwealth of Puerto Rico, the District of Columbia, or the Federal Government (i.e., state agencies, schools, hospitals). Organizations categorized as nonprofit tax-exempt or service education activities are not eligible for donations in lieu of abandonment or destruction (i.e., private vendors, salvation army, military prep schools).

When there are no interested parties and the property is to be abandoned or destroyed, all Government markings shall be removed.

After disposal has been accomplished, complete Section IV to certify that the items were ______ donated, ______ abandoned, or _______ destroyed (check the appropriate box) in the manner authorized by the FPMR and other applicable regulations; and return the original to:

USDA, ARS, AFM, PPD, PPG
3RD FLOOR MEZZ, ANNEX BUILDING
1400 INDEPENDENCE AVE. SW, MAIL STOP #301
WASHINGTON, DC 20250

Donation (to whom): ____

Abandoned or Destroyed:
Method of destruction or the abandonment location: ____________________________

____

This property has been abandonment or destruction in a manner which will not be detrimental or dangerous to public health or safety and will not infringe on the rights of other persons.

____

Signature   Date

Date Posted: ______________

PUBLIC NOTICE
OF

ABANDONMENT OR DESTRUCTION OF FEDERAL PROPERTY

NOTICE:

Notice is hereby given that the United States Department of Agriculture proposes to initiate abandonment or destruction procedures for the following surplus Government property:

Item Name:

General Description:

FSC or NSN:

Quantity:

Condition:

Total Acquisition Cost:

DONATION:

Beginning on _______________, until close of business ______________, the above property will be available for donation to public bodies. After this time, all remaining property will be abandoned or destroyed. in accordance with applicable Government disposal regulations.

SALE:

In addition to the above, commencing with the posting of this notice and so long as the property is available, the Government will consider the sale of all or any portion of this property to any or all interested parties on a first-come, first-served basis.

INSPECTION:

This property is available for inspection at _______________ from ____________ to __________, Monday through Friday, excluding holidays and weekends. Interested parties are invited to contact: ____

OPTIONAL FORM 15
DECEMBER 1960
GSA CIRCULAR NO. 226

SALE

GOVERNMENT PROPERTY

Consisting of TWO [illegible] SERVERS

By USDA, NASS

Time and Date 10:00am June [illegible], 1998

at 300 E 8th St., Room 500
Austin TX, 78701

Inspection [illegible]:00am - [illegible]:30pm June [illegible]-24, 1998

For Additional Information Contact Gloria Smith (512) 916-1111

at 300 E.8th Street, Room 500, Austin TX, 78701

Refer to Sale No. [illegible]4K-8005-0001/2

GPO : 1981 O—[illegible]

S. Department of Agriculture
Research, Education, & Economics Agencies

REE-1
-97

RECEIPT FOR LOANED PROPERTY

INSTRUCTIONS FOR ACCOUNTABLE PROPERTY OFFICERS: Complete this form when loaning Government-owned property to either an employee (for official work at home) or another Government unit. ***Original:*** Retain for [illegible] ***1st Carbon Copy:*** Forward to the ARS Personal Property Group if loaned items appear in the accountable property inventory; otherwise, discard. ***2nd Carbon Copy:*** If property is in accountable property inventory, keep until property [illegible] then enter the return date and send to the ARS Personal Property Group; otherwise, discard. ***3rd Carbon Copy:*** [illegible] employee or loanee unit's APO upon return of property.

1. DESCRIPTION OF PROPERTY	2. SERIAL NUMBER	3. ISSUANCE DATE	[illegible]
PC, GATEWAY 2000,E-3000	123568t	JUNE 1,98	
MONITOR, GATEWAY	734RH	JUNE 1,98	
PRINTER, HP,5p	358792SPT97	JUNE 1,98	

LOANING APO NAME	AGENCY, DIVISION, BRANCH	SIGNATURE AND DATE
Sarah Doe	NASS, SMD, SSB	Sara Doe

The article(s) listed above have been received for use by the undersigned in connection with official duties and it is understood that I am financially responsible for such article(s).

8. LOANEE APO OR EMPLOYEE	9. AGENCY, DIVISION, BRANCH	10. SIGNATURE AND DATE
John Smith	NASS, SMD, SSB	John Smith

11. PURPOSE OF LOAN

To perform government duties at home

Original - APO - Keep in "Loaned Out Equipment" File Until Return

U.S. DEPARTMENT OF AGRICULTURE

REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY

PROPERTY REPORT NO

DATE 7-30-97

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT

1. STATUS OF PROPERTY *(Check only one-report each one type separately)*

- [ ] Unserviceable
- [ ] Obsolete
- [ ] Damaged
- [ ] Lost or Stolen
- [ ] Cannibalized for parts
- [ ] Destroyed
- [ ] Others

2. REPORTING ACTIVITY *(Show agency unit and address)*

USDA, ARS, AFM, ITD
Telecommunications & Records Br.
Rm 3-2226, BOF

3. PROPERTY ITEMS *(See attachment for additional entries)*

QUANTITY (Or property no.) A	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE *(Give present condition and estimated cost of repair)* B	ACQUISITION COST C	*EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)* D
AG0002157200	BM Notebook Laptop PC Model: TP-5x Serial No: X98764 Acq. Date: 4/5/92	5,200.00	Last used 6/22/97 Noticed Missing on 6/27/97 Filed report with FPS 6/29/97
1 EA	Panasonic VCR Model: P5-90 Serial No: F4532 Acq. Date: 7/30/96	890.00	

4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN	DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	DATE
		APO Signature	7-30-97

SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION

DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY

1. After due consideration of all known facts and circumstances in this case, it is determined that:

- [ ] a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability
- [ ] b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act.
- [ ] c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.

2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY

1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):

___ a. Property has no commercial value

___ b. Health, safety, or security considerations require immediate abandonment or destruction.

___ c. Costs of care and handling exceed expected small lot sales proceeds.

___ d. Regulation or directive requires abandonment or destruction.

___ e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. *(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)*

2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER	3. DATE

SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: *I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).*

1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER	2. DATE
3. SIGNATURE OF WITNESS	4. DATE

SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS

1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER *(The necessary entries have been made to adjust property records.)*	2. DATE
3. SIGNATURE OF FISCAL OFFICER *[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]*	4. DATE

AD FORM 112 (Rev. 3/94)

STANDARD FORM 120 REV.
APRIL 1957
GEN. SERV. ADMIN.
FPMR (41 CFR) 101-43.311

REPORT OF EXCESS PERSONAL PROPERTY

1. REPORT NO.	2. DATE MAILED	3. TOTAL COST
		$

4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d") — a. ORIGINAL; b. CORRECTED; c. PARTIAL W/D; d. TOTAL W/D (Also check "e" and/or "f" if appropriate) e. OVERSEAS; f. CONTRACTORS INV

5. TO (Name and Address of Agency to which report is made) THRU

6. APPROP. OR FUND TO BE REIMBURSED (if any)

7. FROM (Name and Address of Reporting Agency)
USDA, CSREES, Partnerships
Rm. 3851-South Bldg

8. REPORT APPROVED BY (Name and Title)

9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.)
Williams Smith, 202-720-1234
Rm. 3852 - South Bldg

10. AGENCY APPROVAL (If applicable)
APO Signature

11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)

12. GSA CONTROL NO.

13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned give date)	15. REIM/REQD YES	NO	16. AGENCY CONTROL NO.	17. SURPLUS RELEASE DATE

18. EXCESS PROPERTY LIST

ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST PER UNIT (f)	ACQUISITION COST TOTAL (g)	FAIR VALUE % (h)
	HP Printer Mfodel: HPLJ5L Serial No: X4321j, X6542J Acq. Date: 5/25/95	U	ea	2	560.00	1,120.00	
	Gateway PC Model: P5-90 Serial No: 1572JK, 3258JL, 2315JK 4321LJH Acq. Date: 4/5/95	U	ea	4	2,100	8,400	
	HP Printer Model: HPLJIII Serial No: HJ321, HJ987 Acq. Date: 7/30/87	U	ea	2	1,200	2,400	
	REQUEST TO DONATE TO VAN NESS MIDDLE SCHOOL. UNDER STEVENSON-WYDLER						

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