

Procurement Advisory No. 136B

USDA Contracting Deskbook

1. SUMMARY

This Procurement Advisory provides notice of change to the USDA Contracting Deskbook.

2. BACKGROUND

The Contracting Deskbook includes internal departmental and mission area acquisition guidance. The Procedures, Guidance and Information (PGI) is a non-regulatory companion resource to the AGAR.

The PGI is designed to establish internal operating procedures for acquisition personnel and clarify policies of the FAR or the AGAR. The PGI adheres to AGAR numbering and drafting conventions. Although PGI requirements are not regulatory, occasionally the requirements are mandatory for USDA personnel. The mandatory requirements reflect agency policy which must be followed to ensure uniformity or for other reasons. It is the intent that this document will provide standard procedures for all mission areas for most contracting methods. Procedures for requirements unique to mission areas (commodity, incident, stewardship, etc.) will be addressed in appendices to the PGI.

3. REFERENCES

Federal Acquisition Regulation (FAR) 48 CFR, 1.301(a)2

<https://www.dm.usda.gov/procurement/policy/index.htm>

4. ACTIONS

This update, 1.30, contains significant updates to part 2, and 7. An error in the warrant authority table in part 1 was corrected to reflect the requirement for the MASCO to receive HCA approval for warrants between the SAT and \$50M. There are minor updates to “COR Nomination Form” however the previous one is still acceptable. Other updates include:

- Additional examples of communication products and services were added to part 5
- Titles were updated in part 9
- Internet references were added to part 11
- Language regarding Economy Act agreements for acquisitions was added in part 17, “If a mission area issues an agreement with another mission area to provide acquisition assistance, the requesting mission area must notify the HCA and provide a copy of the agreement.”
- It also changes Appendix A to be “Templates” and Appendix B to “Unauthorized Commitment Procedures”

The following templates are incorporated:

Requirement Plan for IT
Requirement Plan
Acquisition Plan

Issuance of this update rescinds the following Procurement Advisories based on changes in this and previous Deskbook releases:

- No. 53A Procurement Procedure for Information Technology Acquisition Approval Request (AAR)
- No. 77 Contracting for Prepackaged News Stories
- No. 86A Business Cards Available at Government Expense
- No. 97B USDA Mandatory Sources for Office Supplies
- No. 98D USDA Mandatory Source for Small Package Delivery Services, Next Generation Delivery Services (NGDS)
- No. 121 Procurement of Communications / Information Products and Services
- No. 129 FAR Class Deviation to Exercise Special Emergency Procurement Authorities
- No. 130B Acquisition Planning and Major System Reviews
- No. 132 FAR Class Deviation to Increase the Micro-Purchase and the Simplified Acquisition Thresholds

5. EXCLUSIONS

None applicable to this advisory.

6. CONTACTS

If you have questions or comments regarding this advisory please contact the OCP Procurement Policy Division at procurement.policy@dm.usda.gov.

Procurement Advisories are issued by the Procurement Policy Division of the Office of Contracting and Procurement, Departmental Administration, USDA and posted on the USDA World Wide Web site at the following URL: <https://www.dm.usda.gov/procurement/policy/index.htm>

EXPIRATION DATE: This Advisory will not expire until canceled.

[END]