

14 FAH-2 H-330 PROCUREMENT REQUEST PACKAGE (PRP)

*(CT:COR-1; 12-20-2005)
(Office of Origin: A/OPE)*

14 FAH-2 H-331 PURPOSE AND USE

(CT:COR-1; 12-20-2005)

- a. The guidelines for preparation and processing of Procurement Request Packages (PRPs) apply to all acquisitions by sealed bidding or negotiation methods and cover the acquisition of supplies, services, materials, equipment, construction, information technology, telecommunications, and orders against indefinite-delivery contracts.
- b. The PRP is prepared by the requirements office (normally the contracting officer's representative (COR)) when the estimated cost/price of the requirement will exceed the simplified acquisition threshold. With the PRP, the COR notifies the contracting officer to begin the process to award a contract. The PRP serves as the foundation for the entire acquisition and must, therefore, be as thorough as possible in order that the resulting contract reflects the needs of the requirements office. Using this information, contracting personnel will prepare the solicitation; coordinate the actions resulting in contractor selection; and prepare a contract setting forth the requirements, responsibilities, and provisions governing contractor performance.

14 FAH-2 H-332 PRP FORMAT: FORMS AND ATTACHMENTS

14 FAH-2 H-332.1 Forms

(CT:COR-1; 12-20-2005)

- a. Form DS-1969, Procurement Request Form (Domestic), and Form DS-1970, Procurement Request Form (Abroad), serve as a cover page where pertinent information is recorded and provide a checklist for required attachments. Forms are available on the Directives Management (A/RPS/DIR) Web site. The forms and the attachments then form the complete procurement request package. Form DS-1969 is mandatory for use by all domestic requirements offices and Form DS-1970 is optional for

use by requirements offices abroad.

- b. Contracting officer's representatives (CORs) should check with their contracting officers as to which attachments must be submitted with the form. For example, a contracting officer may decide that it is not necessary for the requirements office to submit a technical evaluation plan at the time that the request is submitted, as long as the plan is submitted before the proposals are received. Forms contain a block-by-block explanation on their reverse side.

14 FAH-2 H-332.2 Attachments

(CT:COR-1; 12-20-2005)

In addition to completing the form, the requirements office must attach the appropriate supporting documents (the requirements office should consult with the contracting officer to determine which attachments are required at the time the request is submitted). The following is a discussion of the attachments listed in Block 9 of the form(s):

- (1) **Specifications/Performance Work Statement/Changes to PWS for Modifications:** The controlling technical document that outlines the essential characteristics of the item, service, material, or equipment required. Generally, a **Performance Work Statement** applies to service, research, and consultant-type acquisitions; a **purchase description** to materials and equipment; and a **specification** to construction acquisitions. **This document is required for all new contracts and new task/delivery orders.** See 14 FAH-2 H-340 for detailed instructions on preparing the Performance Work Statement as well as a Quality Assurance Plan. In addition, if a modification to a contract will result in changes to the Performance Work Statement, those changes must be provided;
- (2) **Inherently Governmental Function Determination:** The Federal Acquisition Regulation (FAR), Subpart 7.5, requires a written determination that none of the functions to be performed are inherently governmental. An "inherently governmental function" is defined as a function that is so intimately related to the public interest that U.S. Government employees must perform it. This written determination should address the conditions and facts that restrict the discretionary authority, decision-making responsibility, or accountability of U.S. Government officials using contractor services or work products. **This is required for all new contracts;**
- (3) **Independent Government Cost Estimate (IGCE):** The IGCE is the requirements office's estimate of the maximum probable cost

- for the supplies or services. See 14 FAH-2 H-350 for instructions and a sample format for preparing the IGCE. **This is required for all new contracts, delivery/task orders, and any modifications that result in a monetary change to the contract.** An IGCE is **not** required if the modification is the exercise of a priced option;
- (4) **Funding/Requisition document:** The document that provides the funds citation and the certification of funding availability, if this information is not already completed in blocks 5a and 5b of the forms. **A funds citation and certification of availability are required for all new contracts, delivery/task orders, and any modifications that add money to the contract;**
 - (5) **Contracting officer's representative (COR) nomination:** A memorandum prepared by an individual one level above the prospective COR which indicates that individual's training and experience. **This is required for new contracts.** If the COR will not be formally named until after the contract is awarded, it is not necessary to submit the nomination form at this time. See the instructions for Block 6 of the appropriate procurement request form;
 - (6) **Form DD-254, Contract Security Classification Specification:** This form is the basic document for conveying to the contractor the security classification requirements. It identifies the classified areas in the contract and the specific items of information requiring classification protection. **Form DD-254 must be submitted for all contract actions that involve access to classified information by contractor personnel;**
 - (7) **Necessary approvals:** Approvals from cognizant offices are required before processing certain acquisition actions. See 14 FAM Exhibit 221.4, Clearance Requirements for Miscellaneous Supplies and Services, for a listing of these approvals. **This is required for new contract actions, if any approvals are necessary;**
 - (8) **Technical evaluation criteria and plan:** The technical evaluation criteria are the criteria that will be used to determine which proposal will receive the award. **It is required for all new contracts which will be competitively negotiated where a formal technical evaluation will take place.** Also provide the technical evaluation plan, if the contracting officer requires that it be submitted with the request. The plan includes the evaluation criteria to be used and instructions for technical proposal evaluation. The appropriate contracting activity should be contacted for guidance in preparing the plan. See 14 FAH-2 H-360 for further information on evaluation criteria and evaluation plans.

If the contract will be awarded using the low price, acceptable method, evaluation criteria and a plan may not be required. It is best to check with the contracting activity to see what form of evaluation will be used before preparing these attachments;

- (9) **List of recommended technical evaluation panel members:** This is a list of recommended members of the technical evaluation panel (TEP). The TEP consists of those individuals who are determined to be technically competent to identify the strengths and weaknesses of the proposals. The contracting officer will approve the list. In most instances, the COR is appointed as the chairperson of the TEP. See 14 FAH-2 H-400 for more detailed information on the responsibilities of TEP members. **This is required for new contracts that are recommended for competitive negotiations;**
- (10) **Justification for Other Than Full and Open Competition (JOFOC):** The requirements office must prepare a JOFOC that details the reasons why it is impossible or impracticable to obtain full and open competition for the acquisition. See 14 FAH-2 H-225 for instructions regarding the preparation of the JOFOC and required approvals. **This is required for all noncompetitive actions, including modifications for work outside the scope of the contract;**
- (11) **Recommended source list:** Provide a list of recommended sources, if known. In addition to sources obtained from notices published in Federal Business Opportunities (FedBizOpps), CORs are often aware of potential sources. The Office of Small and Disadvantaged Business Utilization (SDBU) may also be contacted to identify small, small disadvantaged, women-owned small, HUBZone small, veteran-owned small, and service-disabled veteran-owned small businesses as potential sources. **This may be provided for new contract actions;**
- (12) **Shipping instructions:** This may be provided for new contracts if the requirements office has specific shipping instructions that you want the contracting officer to include in the contract; and
- (13) **Special provisions and instructions:** This may be provided for new contract actions or modifications. Examples include proposed payment provisions that are other than the usual fixed-price or cost-reimbursement arrangements; suggested contract clauses that are not in the Federal Acquisition Regulation (FAR) or Department of State Acquisition Regulation (DOSAR) (key personnel, U.S. Government-furnished property, etc.); and any other information that should be provided to the contracting officer. Note that it is the contracting officer's responsibility to determine whether or not

the proposed special provisions or instructions are appropriate.

**14 FAH-2 H-333 THROUGH H-339
UNASSIGNED**