



**PROCUREMENT REQUEST FORM**  
**INSTRUCTIONS FOR COMPLETING THE FORM DS-1969**

- Block 1a.** Provide a brief description of the supplies or services.
- Block 1b.** Provide the Defense Priority Allocation System (*DPAS*) rating if applicable. See Procurement Information Bulletins 2001-21 and 2001-24.
- Block 1c.** Enter the requisition number, if the requirements office assigns one in order to track the action.
- Block 1d.** Enter the date the form was prepared.
- Block 2a.** If the action is a new contract or delivery order, indicate the type of action by checking the appropriate block, i.e., competitive, noncompetitive, set-aside under the 8(a) program, or a delivery order under an existing contract.
- Block 2b.** If the action is a modification to an existing contract or delivery/task order, enter the contract number and delivery order number (*if applicable*).
- Block 3a.** Provide an estimate of the total dollar amount of the contract, including any option periods.
- Block 3b.** Enter the dollar amount of the funding which is being provided at this time.
- Block 4a.** Enter the period of performance that the basic contract or modification will cover, (*e.g., 1 year*), if the action is for a new contract or the modification extends the time frame.
- Block 4b.** If the contract will have option periods, indicate how many (*e.g., 4*) and the period of performance of each option period (*e.g., 1 year each*).
- Block 5a.** Enter the funds cite for the amount of funding being provided at this time. If the requirements office or contracting activity uses a separate document to provide this information (*e.g., DS-1089R*), enter "N/A".
- Block 5b.** Provide the signature of the individual who is authorized to certify that the funds are available. If the requirements office or contracting activity uses a separate document to provide this information (*e.g., DS-1089R*), enter "N/A".
- Block 6.** Enter the name, office, division, and telephone number of the Contracting Officer's Representative. If the COR will not be formally named until the contract is awarded, indicate this in this block.
- Block 7.** Indicate if this action was included in the Advance Acquisition Plan (*AAP*). If so, provide the AAP Number, if any was assigned. If the action was not included in the AAP, then indicate which acquisition this action will displace, if any, and/or any other changes in the AAP.
- Block 8.** Provide the signatures and titles of the appropriate requesting and approving officials.
- Block 9.** Check the appropriate blocks to indicate which attachments are included in the procurement request package.