

Acquisition and Property Division

Customer Service Guide

June 2010



For Our Customers

This guide is intended for all Acquisition and Property Division (APD) customers. In some cases, the information may pertain directly to specific offices; however, we believe the information is useful to all.

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Section A

Introduction

Acquisition and Property Division (APD) Service Directory

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

Office of the Director, (Beltsville, MD)

5601 Sunnyside Avenue, room 3-2102

phone: 301-504-1695

fax: 301-504-1768

Acquisition Programs and Oversight Branch, (Beltsville, MD)

Responsible for acquisition programs, policy and oversight on all acquisition matters for the REE mission area. (Eg.: warrant delegations, purchase card, Procurement Preference Program, Integrated Acquisition System (IAS), etc.)

5601 Sunnyside Avenue, room 3-2100

phone: 301-504-1725

fax: 301-504-1739

Property and Support Services Branch

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, NIFA and ARS Headquarters. Provides oversight for the 1862 Land Grant Federal Excess Property Program.

(DC) Portals Building, suite 580C

phone: 202-720-7681

fax: 202-401-6105

(MD) 5601 Sunnyside Avenue, room 3-2110A

phone: 301-504-1745

fax: 301-504-1751

Acquisition Branch

Responsible for providing operational contract support for supplies/services to ARS Headquarters ERS, NASS, and NIFA. Provides nationwide contract support for supplies/services that exceeds Area Office authority for all of ARS.

(DC) Portals Building, suite 580C

phone: 202-720-7254

fax: 202-720-7032

(MD) 5601 Sunnyside Avenue, room 3-2100

phone: 301-504-1732

fax: 301-504-1717

Procurement Administration Lead Time

The Acquisition and Property Division (APD) strives to provide excellent customer service and response time to our customers. Below are estimated times to complete various types of acquisitions. The time starts when the contracting office receives a complete acquisition request. The time concludes when an award is made.

Award Type	Goal (calendar days)
Simplified Acquisitions – Above \$3,000 below \$25,000	15
Simplified Acquisitions – Above \$25,000 below \$100,000	45
GSA Products	20
GSA Services	90
Negotiated Sole Source – Open Market, Above \$100,000	90
Negotiated Full and Open – Open Market, Above \$100,000	180

Note: Upon receipt of your requisition and time of award you will receive an E-mail from the Purchasing Agent or Contract Specialist handling your procurement in case you have any questions or concerns.

Procurement Cutoff Dates

These deadlines are intended to identify when a requisition must be received to ensure award by the end of the fiscal year. Employees should also refer to their Agency's specific yearend guidance to determine spending cutoff dates.

These established dates allow adequate time to properly accomplish planned procurements and amendments and are based on receipt of a complete acquisition request which includes required approvals/clearances, a complete description of requirements, and adequate funding.

The following are the cutoff dates for requisitions covering supplies, equipment, construction, and services for the current fiscal year and for those supplies and services beginning early in the upcoming fiscal year. The dollar amounts shown opposite the cutoff dates apply to the total amount of the requisition.

SUPPLY, SERVICE, and EQUIPMENT (includes IT), CONSTRUCTION with COMPLETED DESIGN and A-E DESIGN ONLY	
\$3,000 and under	September 1 (Customers should use their purchase card to maximum extent possible for these types of purchases.)
\$3,001 – \$100,000	July 1 - IT requirements exceeding \$25,000 must include an OCIO waiver.
\$100,001 and over	April 1 - Contact your servicing Acquisition office immediately, to ensure sufficient time is available to make an award.
DESIGN AND CONSTRUCTION IN SAME FISCAL YEAR	
\$2,001 - \$25,000	June 1
\$25,001 - \$100,000	April 1
\$100,001- and over	December 1 - Contact Facilities Division or Area Procurement Staff immediately.
TASKS ORDERS UNDER O&M CONTRACTS	
\$2,501 - \$25,000	July 1

In accordance with Departmental Regulation 5013-6, the purchase card is the preferred method for purchases within the simplified acquisition threshold of \$100,000. Non-procurement personnel should be using purchase cards to the maximum extent for procurements \$3,000 or less (equipment and supplies), \$2,500 or less (services) and \$2,000 or less (construction). Time becomes critical at the end of the fiscal year when we are up against strict requirements for posting notices, seeking approvals, and competing requirements. If you are holding a requisition until funds become available for a large, complex buy, and there is a good chance that it will be funded, contact your Acquisition Office to discuss the possibility of processing the request up to the point of award by the date indicated above. The Acquisition Office will make their best effort to award any requisition received after the above established procurement cutoff dates, however, award cannot be guaranteed.

As a reminder, contracts for severable services may be entered into for a period that begins in one fiscal year and ends in the next fiscal year if the period of the basic contract, options, or orders under that contract does not exceed a 12-month period. These contracts no longer need to be written to match the fiscal year timeframe.

Develop and submit requisitions for maintenance agreements, lease renewals, subscriptions, and other service arrangements that you want carried over into next fiscal year by July 1 of the current fiscal year. Make sure that the information for these orders is complete with respect to quantities, makes, models, special features, serial numbers, and most importantly, the purchase order numbers of the arrangements being renewed. Again, call your Acquisition Office if you have any questions regarding these matters.

Requisitions for contract options covering the next fiscal year must be submitted by July 1 of the current fiscal year. Each requisition should include a signed statement by the contracting officer's technical representative (COTR) that:

- (1) Explains why exercising the option is in the Government's best interest, price and other factors considered.
- (2) Describes the quality of service now being provided by the contractor, which must be at least satisfactory.

The Department has placed a moratorium on most Information Technology (IT) acquisitions of \$25,000 or greater. Prior to making any IT acquisitions which exceed this cost threshold, a waiver must be approved by the USDA Office of the Chief Information Officer. An approved acquisition waiver must be obtained for most IT hardware, software, and support services which includes the following:

- IT computers, printers, software, and other similar peripheral equipment.
- Telecommunications technology including routers, switches, hubs, circuits, and telephone systems.
- IT support services including system development contracts and consulting services.

Specific guidance and instructions for submitting an IT acquisition waiver request may be found in [Bulletin 07-002](#), dated April 11, 2007. Exceptions to the IT acquisition waiver requirement may also be found in the Bulletin. It normally takes a minimum of 8 weeks from the time a draft waiver request is submitted by the requesting office before the USDA OCIO makes a final decision on the request. This timeframe must be considered during your acquisition planning process. Additionally, waiver requests for year end procurements should be submitted to the ARS OCIO no later than late June to accommodate the heavy volume of waiver requests and procurements being processed and to ensure timely submission and subsequent approval by the USDA OCIO.

Any questions regarding the IT acquisition waiver process should be referred to Gary Rich, ARS, Office of the Chief Information Officer at (301) 504-1052 or by e-mail at gary.rich@ars.usda.gov.

The Integrated Acquisition System

The Integrated Acquisition System (IAS) is a web-based procurement management system used by USDA to process procurements. IAS is integrated with the USDA's financial management system to support all phases of the procurement process from requisition to payment processing.

If a user has a question or is in need of assistance they may contact the REE IAS Help Desk at 301-504-4383 or via email at REE-IAS-Help@ars.usda.gov. Users may also contact the USDA IAS Help Desk at 1-888-427-1631, or via email at ias-helpdesk@usda.gov.

Section B

**Simplified
Acquisitions
-
Federal Supply
Schedules**

Threshold for Using Simplified Acquisition Procedures

Simplified Acquisition Procedures are used for purchases of supplies, services, construction, and commercial items not exceeding the simplified acquisition threshold of **\$100,000** including options (**\$5,500,000**, including options, for acquisitions of **commercial items**).

Procurement Requests (Requisitions vs. AD-700's)

Customers shall submit an AD-700 (in lieu of an IAS requisition) for requirements estimated at or below the simplified acquisition threshold (\$100,000) for the procurement of supplies (i.e., equipment/materials), and services for which only a single payment and shipment is anticipated to be made.

An IAS requisition shall be submitted for:

- requirements involving multiple payments (e.g., monthly) and/or multiple shipments (no matter what the dollar value);
- requirements above \$100K;
- telecommunication services and supplies over \$350.00;
- all construction requirements.

If you have any questions on whether to submit a requisition vs. AD-700, please contact your servicing Acquisition Branch.

If you have any questions on how to submit a requisition in IAS, please contact the REE IAS Help Desk at 301-504-4383 or via email at REE-IAS-Help@ars.usda.gov. Users may also contact the USDA IAS Help Desk at 1-888-427-1631 or via email at iashelpdesk@usda.gov.

Funding

Funding is established when the procurement office receives an approved requisition with the proper accounting information included.

Procedures/Requirements (Open Market)

Up To \$3,000 (Micropurchases)

- **Must** be made using a Government purchase card unless justified on a case-by-case basis.
- Must be made by non-procurement personnel who have been issued a Government purchase 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 (e.g. Federal Prison Industries, AbilityOne Program, Federal Supply Schedules).

As a standard practice, these purchases must be made by the Program offices, using their purchase card or convenience checks. The procurement office may process these on an exception basis.

\$3,001-\$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 a public place for 10 days (open market purchase).
- If the requirement is for services **over \$2,500**, it may be subject to the Service Contract Act, and a Department of Labor (DOL) wage determination must be obtained.
- If the requirement is for the construction, alteration, or repair (including painting and decorating) of public buildings or public works **over \$2,000** the Davis-Bacon Act applies.

\$25,001-\$100,000

- 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.
- Publication of a synopsis in FedBizOpps is required for a minimum of 15 days.
- Written Request for Quote may be required (depending on the complexity of the requirement).
- If the requirement is for services, it may be subject to the Service Contract Act, and a DOL Wage Determination must be obtained.

- If the requirement is for the construction, alteration, or repair (including painting and decorating) of public buildings or public works the Davis-Bacon Act applies.

Special Considerations

Statements of Work (SOW) / Specifications

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 a performance based acquisition (PBA) 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 exhibits on pages E-2, E-4, E-6 and E-7.**

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 change to these factors eliminates the Government's unilateral right to exercise the option. Each requisition requesting an option to be exercised **must** include a signed statement that:

- Explains why exercising the option is in the Government's best interest, price and other factors considered.
- Describes the quality of service now being provided by the contractor, which must be at least satisfactory.

Unauthorized Commitments

An unauthorized commitment is an agreement that is not binding solely because the Government representative who made it lacked the authority to enter into that agreement on behalf of the Government.

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 funding is 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 a “RUSH” or emergency requirement contact your servicing Acquisition Office directly.

Ratifications

A ratification is the approval of 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. ARS Procurement Assistance Officers, Chief, Facilities Contracts Branch, and Acquisition and Property Division Branch Chiefs have ratification authority up to \$100,000. The Director, Acquisition and Property Division, has ratification authority for actions \$100,000 and greater.

Ratification requests should be sent to your servicing Acquisition Office.

Procedures to Follow When Ratifying an Unauthorized Commitment

The Acquisition Office determines whether ratification is proper.

The **individual who initiated the unauthorized commitment shall** furnish all records and documents concerning the unauthorized commitment and a complete, written statement of facts as prescribed by AGAR 401.602-3(c)(3) to the CO (see exhibit on page E-29). **The written statement of facts must be approved for accuracy and completeness by either the Agency Administrator (Headquarters actions) or the Area Director (ARS field office actions) and forwards the document(s) to the Acquisition Office.** If the employee who made the unauthorized commitment is no longer with REE, the former employee’s supervisor provides the information to the CO, along with the name of the employee who made the unauthorized commitment.

- 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 within the following thresholds:

- Supplies- less than or equal to \$3,000.
- Services- less than or equal to \$2,500.
- Construction- less than or equal to \$2,000.

The purchase card is the required method for acquiring supplies/services within these thresholds. At all dollar levels, priority for purchases must first be given to required sources such as the Federal Prison Industries and AbilityOne nonprofit agencies.

Convenience checks written against an authorized cardholder's account **cannot** exceed \$2,500, except for bona fide emergencies and when approved by the REE Agency Program Coordinator (APC). When writing a check, compliance with the Debt Collection Improvement Act (DCIA) of 1996 is required. This Act outlines seven reasons, known as waivers, why a check is being written, in addition to providing guidance for obtaining the check recipient's Tax Identification Number (TIN)/Employee Identification Number (EIN) or Social Security Number (SSN). Cardholders are to use the IRS W-9 form to capture the TIN/EIN or SSN. The IRS W-9 Form is available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. DCIA waivers are outlined in the *Cardholder's Purchase Card Program Guide and Coordinator's Purchase Card Program Guide*. Convenience checks shall only be utilized for purchases when the vendor or merchant **will not** accept the purchase card and when one of the DCIA waivers apply.

Purchase Card for Non-Procurement Personnel

To obtain a purchase card, the Approving Official (AO) (supervisor-of-record) must forward a request to the Local Agency Program Coordinator (LAPC). The AO can contact their Area office to obtain the name of their LAPC. A list of Area Office contacts is available at: <http://www.afm.ars.usda.gov/purchase-cards/pc-FOIA.htm>.

How to Apply

The AO must submit the Cardholder Request for Purchase Card Form (form is available in the REE Manual 213.3M, REE Purchase Card Program) with the following information to the LAPC:

- Prospective cardholder's name (official name on record with the agency's HR system), work address (including all acronyms), telephone number, E-mail address, and the direct supervisor's name, E-mail address and telephone number.
- Single purchase limit.

- Monthly cardholder limit commonly referred to as “credit” limit.
- Accounting information.
- Completed Web-based system and policy training certificates for the prospective cardholder and approving official (AO) and
- Check writing capability.

The prospective cardholder and cardholder’s AO must receive training on using U.S. Bank’s electronic access system, Access Online (AXOL) and purchase card policies and regulations. Training consists of the following for each role:

Non-warranted (non-procurement) Cardholders

- Ethics—Government Purchase Card
- Green Purchasing
- AbilityOne
- Section 508 (“**Micro-purchases and Section 508**”)
- AXOL
 - Online Registration
 - Navigation Basics
 - Account Profile
 - Transaction Management
 - Transaction Approval Process
 - My Personal Information
 - Purchase Card Policy

Warranted Cardholders

- AXOL
 - Online Registration
 - Navigation Basics
 - Transaction Management
 - Transaction Approval Process
 - My Personal Information
 - Purchase Card Policy

Approving Official Training

- Ethics-Government Purchase Card
- Green Purchasing
- AbilityOne
- Section 508 (“Micro-purchases and Section 508”)
- AXOL

- Navigation Basics
- Transaction Approval Process
- Purchase Card Policy

The following modules are optional:

- Account Profile
- Reporting
- Transaction Management
- My Personal Information

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

Activation of Your Purchase Card

Once the cardholder receives the purchase card from the bank contractor, 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 purchase card **shall not be used in lieu** of the Government Travel or Fleet Card. Cardholders are restricted from using the purchase card for certain types of items. These items are identified in the *Cardholder's Purchase Card Program Guide* and *Coordinator's Purchase Card Program Guide*.

Federal Supply Schedules

The Federal Supply Schedule (FSS) Program is directed and managed by the General Services Administration (GSA) and provides Federal agencies with a simplified process for obtaining commercial supplies and services at prices associated with volume buying.

Some advantages of the FSS streamlined approach are:

- There is no requirement to post on FedBizOpps.
- FSS procurements are exempt from FAR Part 19 (Small Business Considerations).
- Normally three vendors chosen by the contracting officer provides sufficient competition.

While the FSS program provides a streamlined approach, requesting offices should note that these acquisitions:

- Are not exempt from competition/comparison.
- May require a written Statement of Work and Request for Quote.
- Require a Limited Sources Justification when restricting competition (see the exhibit on page E-26).

Requesting offices may access GSA Advantage! through the GSA Federal Supply Schedule home page at <http://www.gsa.gov/schedules>. GSA Advantage! enables ordering activities to search specific information (e.g., national stock number, part number, common name, etc.), review delivery options, place orders within their authority directly with Schedule contractors and pay for orders within their authority using the Governmentwide purchase card. For more information regarding the FSS program refer to Federal Acquisition Regulation (FAR) subpart 8.4-Federal Supply Schedules and part 38-Federal Supply Schedule Contracting at: <https://www.acquisition.gov/far/>.

Section 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 acquisition office.

Procurement Requests (Requisitions)

All procurement requests (requisitions) for requirements exceeding \$100,000 shall be submitted through IAS.

If you have any questions on how to submit a requisition in IAS, please contact the REE IAS Help Desk at 301-504-4383 or via email at REE-IAS-Help@ars.usda.gov. Users may also contact the USDA IAS Help Desk at 1-888-427-1631 or via email at ias-helpdesk@usda.gov.

Importance of Competition

Acquisition 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 FedBizOpps 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 the section on Justification for Other than Full and Open Competition, under “**Special Justifications and Approvals**”, page C-9.

Types of Negotiated Acquisition

Sole Source Acquisitions

A sole source acquisition is an acquisition which is conducted with a single contractor as a result of there being **only** a single source for a product or service. If you are proposing an acquisition using “other than full and open competition” due to unique circumstances, see page C10.

Competitive Acquisitions

The competitive acquisition process is designed to foster an impartial and comprehensive evaluation of proposals culminating in the selection of the proposal which represents the best value to the agency.

Best Value Source Selection Process

Best value is a process used in competitive negotiated contracting to select the most advantageous offer by evaluating and comparing factors in addition to cost or price. Although cost must always be an evaluation factor in source selection, lowest cost is not always the determining factor in selecting a contractor. This process allows flexibility in selection through tradeoffs which the agency makes between the cost and non-cost evaluation factors with the intent of awarding to the contractor that will give the Government best value for its money.

The best value/tradeoff process is used to determine which proposal offers the best tradeoff between price/cost and technical capabilities, where quality and past performance are considered integral. In essence, getting the best deal for the money, all factors considered. There is discretion in determining if the technical advantages contained in a higher-priced proposal are worth the premium. A selection of a higher-priced, higher-rated offer must be supported by a justification showing that the superiority of the offer warrants the additional cost.

Another best value source selection process is the “lowest price, technically acceptable” process. This is appropriate when best value is expected to result from selection of the technically acceptable proposal with the lowest evaluated price. Evaluation factors and any significant subfactors establishing the requirements of acceptability are set forth in the solicitation. Tradeoffs are not permitted but rather proposals are evaluated for acceptability but not ranked using the non-cost/price factors. Award is made on the basis of the lowest evaluated price of proposals meeting or exceeding the acceptability standards for non-cost factors

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 change to these factors eliminates the Government’s unilateral right to exercise the option.

Each requisition requesting an option to be exercised must include a signed statement that:

- Explains why exercising the option is in the Government’s best interest, price and other factors considered.
- 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 Business to Meet Your Needs

- Small Disadvantaged
- 8(a)
- Service-Disabled Veteran-Owned
- Women-Owned, Historically Underutilized Business Zone (HUBZone)
- Veteran-Owned

It is Government 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 Small Business 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 acquisition office each year to develop these goals. These goals are submitted to the REE Small Business Coordinator who will in turn submit them to the USDA Office of Small and Disadvantaged Business Utilization. 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 Small Business Coordinator
Acquisition Programs and Oversight Branch
Mail Stop 5117
5601 Sunnyside Avenue
Beltsville, MD 20705
Phone: 301-504-1725 Fax: 301-504-1739

Information to Submit with Requisitions for Contracts

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 exhibits on pages E-2, E-4, E-6 and E-7.**

Government Cost Estimate

The Government cost estimate is an independent estimate of the anticipated cost of the procurement.

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 the source. If the price is based on a prior procurement, the contractor, the date of the contract and the contract number should be included.

For "service" contracts see the exhibit on page E-8.

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, etc.) to the contractor for contract performance, the **kind, quantities and time period** must be identified.

Period of Performance

Specify the 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-10 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-10 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). All evaluation factors and significant sub factors (including their relative importance) 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.

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 of the requirement/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).

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: In general, past performance shall be evaluated in all negotiated competitive acquisitions expected to exceed the simplified acquisition threshold (\$100,000).

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.

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 FedBizOpps. 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 Small Business 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.**

Requesting Office's Participation in the Solicitation Phase

Pre-proposal Conference

A pre-proposal conference, when necessary, is conducted usually within 7 to 10 days after release of the Request for Proposal (RFP) but prior to submission of offers. 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.

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 closeout.

After a contract is awarded or a contracting action is executed, contract administration is required to ensure that the terms of the agreement are fulfilled. The requirement 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 must 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 immediately of any potential problems in contract performance and recommend any necessary contract changes.**

Contracting Officer’s Technical Representative

The designation of a **Contracting Officer’s Technical Representative (COTR)** is necessary when technical direction is required to clarify, define, or give specific direction **within the statement of work**. The COTR does not have authority to make any commitments or changes affecting the scope, price, schedule, terms, or conditions of a contract.

The primary role of the COTR 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 COTR, and the contracting officer formally appoints the individual as the COTR in an appointment letter which specifies the duties, responsibilities, training, and limitations thereof, for that individual. **See the sample COTR nomination letter and appointment memorandum in the exhibits on pages E-14 and E-15.**

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.

Generally the COTR will be responsible for certifying acceptance of services (**see the exhibit on page E-15**).

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 requisition)

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 enables the Government to select the source whose proposal offers the greatest value to the Government, price and other factors considered. There are times, however, 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 circumstances:

- (1) Only one responsible source and no other supplies or services will satisfy Agency requirements.
- (2) Unusual and compelling urgency.

- (3) Industrial mobilization; engineering, developmental, or research capability; or expert services.
- (4) International agreement.
- (5) Authorized or required by statute.
- (6) National Security.
- (7) Public Interest.

No justification for Other than Full and Open Competition (JOFOC) is required for simplified acquisitions (\$3,001-\$100,000). Sole source simplified acquisitions require only a written explanation of the reason for the lack of competition and a written determination by the CO that the price is fair and reasonable.

Approval Levels for these Justifications are as follows:

<u>Dollar Value</u>	<u>Approving Official</u>
\$3,001 - \$550,000	Contracting Officer
\$550,001 - \$11,500,000 Competition Advocate	Chief, Acquisition Programs and Oversight Branch, APD, as the
\$11,500,001 - \$57,000,000	Deputy Administrator, Administrative and Financial Management
\$57,000,001 and above	USDA Senior Procurement Executive

See the exhibit on page E-19 for the JOFOC format and the exhibit on E-27 for Limited Source Justification format that must be provided by the requesting office.

Also see the exhibit on page E-22 for Generally Acceptable Sole Source Rationales.

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.
- 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 or circumvent employment ceilings.
- Avoid the appointment of a surplus or displaced employee as required by the Career Transition Program.

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) that 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 obtained prior to the hiring of Private Sector Temporaries.** Refer to APD Policy Memorandum 37-01 for detailed information on these requirements. Contact your servicing Human Resources office for information on these requirements.

Contracts for Advisory and Assistance Services (CAAS)

An REE contract for advisory and assistance services will not be awarded until the Contracting Officer (CO) receives the **required** approvals. **Advisory and assistance services** is fully defined in the Federal Acquisition Regulation (FAR) Subpart 37.2. These are services provided under contract by non-governmental sources to support or improve:

- Organizational policy development.
- Decision-making.
- Management and administration.
- Program and/or project management and administration.
- Research and development (R&D) activities.
- Information technology services that are an integral part of a contract for the acquisition of advisory and assistance services.

Advisory and assistance services can also mean the furnishing of professional advice or assistance rendered to improve the effectiveness of Federal management processes or procedures (including those of an engineering and technical nature) and may take the form of information, advice, opinions, alternatives, analyses, studies, evaluations, recommendations, training, and the day-to-day aid of support personnel needed for the successful performance of ongoing Federal operations. Included are efforts that support or contribute to improved organization of program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs. Also included are contracted services that provide organized, analytical assessments/evaluations in support of policy development, decision-making, management, or administration, and acquisitions of models, methodologies, and related software supporting studies, analyses or evaluations.

Advisory and assistance services **do not include**:

- Routine information technology services unless they are an integral part of a contract for the acquisition of advisory and assistance services.
- Architectural and engineering services as defined in the Brooks Architect-Engineers Act (40 U.S.C. 1102).
- Research on theoretical mathematics and basic research involving medical, biological, physical, social, psychological, or other phenomena.

Advisory and assistance services **shall 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.
- Used to obtain professional or technical advice which is readily available within the agency or another Federal agency.

Certain Other Professional Services means any program management and acquisition support services. They do not typically include operational or support services such as security or guard service, architect and engineer services, janitorial, grounds keeping services, repair services, software development, systems operations and support, or network management support.

Responsibilities

Requesting Activities, through their acquisition office shall submit the information required in the template (see exhibit on page E-24) prior to any proposed award for advisory and assistance services or certain other applicable professional services exceeding \$500,000 to the Chief, Acquisition Programs and Oversight Branch (APOB). The APOB Chief will notify the Head of Contracting Activity Designee (HCAD) when the review(s) is complete or will request additional information from the requesting activity office for action or resubmission, if needed. **The HCAD is responsible for approving and submitting the required documentation, with signatures to the Chief, Procurement Policy Division (PPD). No award shall be made prior to completion of this review process.**

For contracts valued at over **\$500,000** the CO must receive notice of approval from the Assistant Secretary for Administration prior to awarding a CAAS contract. This includes modifications or task orders over \$500,000 for advisory and assistance services, placed against contracts which have not been previously approved pursuant to AGAR Advisory No. 91B. For details on these submission requirements, refer to **AGAR Advisory No. 91B**. Requesting offices must work with the Contracting Officer to develop the information required in order to request this approval. The timeframe for obtaining the Assistant Secretary for Administration approval of a CAAS requirement is **30 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 acquisition office will advise you if coordination with HRD is required.

Section D

**Personal Property
and
Support Services**

Personal Property

Accountable Property

The Property and Support Services Branch (PSSB) 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.
- Capital leases (lease to own), with an acquisition cost of \$5,000 or more.
- 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 PSSB 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

USDA 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 that Government-owned or leased property is used for official purposes.
- Ensure employees have the resources to adequately secure equipment for which they are responsible.
- Conduct (field) or assist property office (Headquarters) with physical property 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 remove Government property for official work at home.

Physical Inventory

USDA regulations require agencies to perform a physical inventory of all accountable property every 2 years or whenever there is an APO change.

REE Headquarters

PSSB will conduct physical inventories for the REE Headquarters offices. PSSB will contact each APO to schedule an appropriate time, with 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 or on-loan documents, etc. The APO or appointed person will sign the inventory report verifying that PSSB conducted the inventory and noted items were on-hand. PSSB will forward a reconciled inventory to the APO.

NASS Field Offices

PSSB will forward a letter to each NASS State Statistician requesting they conduct a physical inventory of accountable property, and include a copy of the inventory report with instructions for completing the physical inventory. APOs will have approximately 45 days to return the completed inventory to PSSB for reconciliation. PSSB 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 according to ARS and USDA regulations. 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 purchasing new accountable property, PSSB stamps the procurement document requesting the following information for each item:

- Description.
- Serial number.
- Manufacturer and model number.
- Division/branch.
- Room number or custodian name.
- Signature and date.

When receiving the property, complete the requested information and return it to PSSB. PSSB will update the property to your official inventory in USDA's property management system. Contact PSSB if you receive accountable property prior to receiving a purchase document requesting property information.

ARS Field Locations

The ARS Area Property Office has full authority to establish procedures to track new purchases of accountable property according to ARS and USDA regulations. The information listed above is required for all accountable property. Your property office will update property information to the official inventory system.

Acquiring Excess Property

Headquarters Complex

The USDA 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 provides shuttle services from GWCC to its warehouse. At least **2 days in advance**, customers may arrange visits to CEPO by calling:

- **Washington DC:** call Perry Williams at 202-720-7681.
- **GWCC Employees:** call Renee Utt at 301-504-1745.

To acquire excess from CEPO, customers will prepare Form CEPO 1, Report of Transfer, Services or Rehabilitation of Property, or Form AD-107, Report of Transfer or Other Disposition of Property (see **the exhibits on page E-30 and E-31**). Include an appropriation number and signature from the fund holder. Specify whether you need “as-is” or “rehab” furniture. Submit the request through your appropriate management channels to PSSB. PSSB will forward the request to CEPO and make arrangements to deliver the furniture when available. **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 GSA’s on-line data base of nationwide excess property (available at www.GSAXcess.gov). Contact PSSB to request access to GSAXcess. Access requests must include:

- Name
- Email
- Telephone and Fax number
- Activity Address Code

- Name/Email of Approving Official

Transferring Accountable Property

Document transfers of Accountable Property using form AD-107. Include the following information for each item (**see the exhibit on page E-31**).

- 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 the appropriate property office.

Transferring Non-Accountable Property

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

Property Pass

Regulations require employees to complete form AD-873, Property Pass, to remove property from USDA facilities (**see the exhibit on page E-32**). When removing reoccurring items, such as a laptop, prepare a memo that lists all descriptive information (serial number, make, and model) and the time frame, not to exceed a year.

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. USDA's Physical Security office periodically requests that agencies update the Agency Property Pass Issuing Authority list. Individuals 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.

Employees must complete a property pass when 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 an employee's own personal possessions.

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 the green copy to PSSB, who is the designated Agency Property Officer.

Yellow Copy

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

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

- Employee's full name.
- Room number and building.
- Telephone number.
- Building authorized to remove property from.

PSSB will forward a Property Pass Issuing Authority list requesting the individual's signature and returning the list to PSSB. PSSB will ensure Physical Security receives the appropriate copies for each Guard Station.

Removing Property Outside the USDA Headquarters Complex

Employees outside the USDA Headquarters complex must complete 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.

Reporting Excess Property

Federal regulations require offices to report **most all** property as excess for potential re-use by other Federal, state, local governments and other eligible organizations. **This includes both accountable and non-Accountable property.**

Do not store excess property for a long period of time. Promptly reporting excess increases its re-use potential. Do not dispose of excess without permission from your Property Management Officer. The disposal must show a clear audit trail of excess determination, screening and final disposal.

Employees/custodians of Government property must notify their supervisor/APO when they have Government property that is excess to their needs. Excess property is:

- Unneeded property.
- Underutilized property.
- Items that are uneconomical to repair/unserviceable.

Condition Codes

Use the appropriate condition code that reflects the true condition of the item. Disposal condition codes are:

Condition Code	Definition
1	Excellent. Property in new/unused condition and 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.

Reporting Procedures for REE HQ Agencies

Use form SF-120, Report of Excess Property, to report excess property to PSSB. **See exhibit on page E-33.** Include the following information:

- Date.
- Reporting agency/organization.
- Location of property
- APO signature.
- NFC identification number/barcode number (if applicable).
- Description.
- Manufacturer name and model number.
- Serial number.
- Condition code.
- Acquisition date and cost (estimate if known).
- Point of contact and phone number.

Forward the SF-120 to:

Washington DC Complex

USDA, ARS, AFM, APD
Property and Support Services Branch
Mail Stop #0311, suite 580C, Portals Building.
1400 Independence Avenue, SW
Washington, DC 20250-0311
Fax: 202- 401-6105

GWCC Complex

USDA, ARS, AFM, APD
Property and Support Services Branch
Room 3-2110A, Attn: Renee Utt
5601 Sunnyside Avenue, Mail Stop 5118.
Beltsville, Maryland 20705-5118
Fax: 301-504-1751

PSSB will then:

- Screen for possible reutilization within REE agencies.
- Prepare appropriate documents/work orders for the Labor Group to remove excess.
- Remove property inventory records if applicable.

PSSB will notify you of the expected date for removing excess. Schedule permitting, the Labor Group will remove excess property from your office within three days after we receive your completed paperwork. **(Removing excess property from ERS is handled differently. ERS works with PSSB to complete paperwork and PSSB makes arrangement for ERS to transport items directly to CEPO.)**

Reporting Excess IT Equipment

When reporting excess IT equipment, offices must provide the following information:

- Description.
- Manufacture name and model.
- Serial number.
- Processors.
- Processing speed.
- RAM.
- Hard Disk Size.
- Hard Disk Status.

Excess Screening and Disposal Instructions for Field

NASS Field Offices

Report excess or unserviceable property by completing form SF-120, or form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property. Include the following information (**see the exhibits on page E-33 and E-35**):

- Office name and address.
- APO's signature
- Technical contact name, and phone number and email address.
- Location of property.
- Property description (CPU, note whether sanitized or not).
- Manufacturer and model number.
- Serial number.
- NFC identification number/barcode number.
- Condition code.
- Acquisition date and cost (estimate if known).
- Processors (IT equipment).
- Processing speed (IT equipment).
- RAM (IT equipment).
- Hard disk size (IT equipment).
- Hard disk status (IT equipment).

Forward completed forms to:

Washington DC Complex

USDA, ARS, APD, Property and Support Services Branch
Stop 0311, Suite 580C-Portals Building
1400 Independence Avenue, SW
Washington, DC 20250-0311
Fax: 202-401-6105

GWCC Complex

USDA, ARS, APD, Property and Support Services Branch
Room 3-2110A, Attn: Renee Utt
5601 Sunnyside Avenue, Mail Stop 5118
Beltsville, Maryland 20705-5118
Fax: 301-504-1751

PSSB will review forms SF-120 or AD-112 and report property for required screening or prepare disposal instructions for unserviceable property. The screening process and time frames are:

- 15 Day USDA Screening
- 21 Day GSA Screening

USDA Screening

PSSB will report excess for required 15 Day USDA screening via the Agency Asset Management System (AAMS). If another USDA agency, the selecting agency, claims the item, AAMS generates an electronic transfer document to the selecting agency and PSSB will receive an E-mail notification. The selecting agency is responsible for signing the transfer document and forwarding it to PSSB. PSSB will work with the NASS office to facilitate the transfer. The selecting office is responsible for paying all costs associated with the transfer, such as packaging and shipping.

If there are no USDA requests, the excess become available in GSAXcess for all Federal /State, and local government screening.

GSA Screening (Utilization and Donation)

GSA's screening cycle is 21 days. This allows other Federal, State and local governments the opportunity to request available excess via GSAXcess. If another eligible agency selects the excess, GSAXcess generates an electronic transfer document to the selecting agency and PSSB will receive an E-mail notification. The selecting agency is responsible for signing the transfer document and forwarding it to PSSB. PSSB will work with the NASS office to facilitate the transfer. The selecting office is responsible for paying all costs associated with the transfer, such as packaging and shipping.

If there are no requests during the 21 days, GSA will determine whether it is feasible to conduct a sale.

GSA Sales

GSA conducts most sales via the Internet for 15 days at www.gsaauctions.gov. If the sale is unsuccessful or GSA elects to bypass the sale, GSA will authorize the agency to donate, abandon, or destroy the property. PSSB will prepare form AD-112, and forward it to the APO for appropriate action.

Donation, Abandonment and Destruction

When property is uneconomical to repair, in scrap or salvage condition, or when GSA is unsuccessful in selling the property, PSSB will prepare form AD-112 authorizing you to donate, abandon, or destroy the excess property. Offices may only donate property to a “Public Body” which is another Federal, State, or local office (an office that receives an annual appropriation). Non-profit organizations are not “public bodies”. If the office has to destroy the property, the APO is responsible for obtaining a witness signature to the abandonment/destruction action. **(See the exhibit on page E-35.)**

USDA regulations prohibit employees from acquiring, for personal use, any USDA property that has been ordered abandoned or destroyed.

Public Notice

If the property has an original acquisition cost of \$500 or more, APOs must first post a public notice in a public location for 7 days (**see the exhibit on page E-37**). 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, APOs may donate or destroy the property according to the instructions on the form. After completing the disposal action, complete the form, which includes obtaining a witness signature to the disposal action, and return the form to PSSB. Property with an original acquisition cost of under \$500 may be donated, abandoned, or destroyed without posting a public notice.

USDA regulations prohibit PMOs/APOs from selling property to employees who used, were accountable for, or involved in determining its excess.

ARS Field

ARS field offices have full authority and responsibility to manage the excess/disposal process according to USDA and Federal regulations. ARS APMOs and PMOs must report excess for required USDA and Federal screening and document the disposal process.

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. When loaning Government property to employees for work-at-home, complete form REE-1, Receipt for Loaned Property (**see the exhibit on page E-38**).

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.

USDA Washington DC

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, notify PSSB and complete form AD-112. Include a statement noting you filed a report with the authorities and include the report number.

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, report the theft to the Facilities Division on 301-504-1235. After notifying FD, you must complete form AD-112 and submit it to PSSB and include a statement that you reported the theft to the appropriate officials and include any report numbers.

Field Offices

Report thefts to the building manager and the local FPS office. They may report the incident to the local authorities. Complete AD-112, including a statement noting you filed a report with the authorities.

See the exhibit on page E-39 for a completed AD-112 form reporting lost/stolen property.

Donation Programs

There are several programs for REE agencies to participate in that allow offices to donate excess personal property to educational institutions and eligible non-profit institutions involved in education. **Regulations require APOs to first screen available excess for USDA screening.**

The following information is a brief description of these programs. PSSB will work with you to coordinate the donation process.

Stevenson-Wydler Technology Act

The Stevenson-Wydler (S/W) 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.

Eligibility Criteria

- Public/private schools, K through 12, colleges and universities.
- Non-profit organizations that partner with schools if:
 - 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.

To begin the process, APOs will prepare form SF-120 (see the exhibit on page E-40).

PSSB will report excess for required 15 day USDA screening. If there are no requests from any other USDA agency, the property becomes eligible for transfer. PSSB will coordinate the transfer process. PSSB will prepare form AD-107, stating the property is authorized for transfer under S/W and forward it to the donee for signature. After obtaining the signature, the donee will return a copy of the completed form to PSSB.

Computers for Learning (CFL)

The CFL allows Federal agencies to donate excess computers and related IT equipment to schools and certain eligible nonprofit educational institutions.

Eligibility Criteria

- Public/private/parochial schools, K through 12.
- Non-profit organizations that partner with schools if:
 - 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.

To begin the process, APOs will prepare form SF-120 (**see the exhibit on page E-41**).

PSSB will report excess for required 15 day USDA screening. If there are no requests from any other USDA agency, the property becomes eligible for transfer in GSAXcess. All schools must request available excess in GSAXcess. PSSB will coordinate the transfer process.

When a school/educational organization places a request, PSSB/PMO will:

- Receive a system generated e-mail notice.
- Access GSAXcess to “view/allocate.”
- Ensure the school/organization is eligible.
- Allocate or deny the transfer in the system.

After allocation, the system generates an electronic transfer document, and forwards it via e-mail to the school for signature. The school returns the signed form to PSSB/ PMO. PSSB/PMO reviews, approves, and returns a copy of the completed form to the school. The school and the PMO will coordinate the removal process. As a reminder, schools are responsible for paying for transportation costs.

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, education, technical, and scientific activities to promote agricultural educations. USDA’s Assistant Secretary for Administration has the authority to provide administrative support for this program.

APOs should considering conducting outreach opportunities with eligible Universities. PSSB will work with the USDA Coordinator and the APO to screen excess and ensure all paperwork is complete with the appropriate signatures from the USDA Coordinator and the University.

1862 Federal Excess Personal Property (FEPP) Program Under NIFA (National Institute of Food and Agriculture – formerly CSREES)

PSSB provides administrative support to the 1862 FEPP Program. Under this program NIFA sponsors 1862 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 program:

- Cooperative Extension Services.
- Agricultural Experiment Stations.
- Schools of Forestry.
- Colleges of AG Veterinary Medicine.

APOs can transfer available excess directly to the eligible institution by contacting the PSSB staff to coordinate transfers to eligible institutions. There is no USDA screening.

PSSB 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.

ARS Field Locations

ARS field offices have full authority and responsibility to process transfers under the Donation Programs according to ARS and USDA regulations. As appropriate, APMOs and PMOs will report excess for required screening and complete the transfer documents.

Support Services

Labor Services - REE Headquarters

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

- Office rearrangements and moves.
- Furniture assembly (excluding system furniture) 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 (DC) or 301-504-1745 (GWCC).
- Send request via E-mail to: WORKREQ@ARS.USDA.GOV.

The message is automatically sent to all members of PSSB. When requesting labor services please include the following:

- Contact name, phone number, and room number.
- Name of agency and division.
- Brief description of the services needed.
- Date services needed.

Unless you specify a specific date, services are scheduled for completion within three days of request. We will try to accommodate emergencies and last minute requests, schedule permitting (at this time ERS does not use the REE labor, staff).

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 driver's license and carry their license with them at all times when driving. Vehicles are reserved on a first call basis. To reserve a vehicle:

AFM - DC

Call Marcia Herbert, 202-720-7254 (or Marvin Ballard 202-720-7681). You may pick up the keys in Suite 580C, Portals Building. The car is parked in space OF-7 in Court 2, South Building.

AFM - GWCC

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

If Marcia, Marvin, or Renee are not available, any employee in the PSSB or AB will be available to help you.

When using a Government vehicle:

- Use to conduct official Government business only.
- Smoking is prohibited.
- All passengers must wear seat belts.
- To refuel, use self-service stations unless the driver has physical limitations that prevent use.
- Texting is prohibited, and use of a cell phone while driving is highly discouraged.

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. **For each transaction you must enter the vehicle's current odometer reading and record the cost on the vehicle log.**

Vehicle Use Log

After each vehicle use, record the name, division, destination, mileage and fuel/maintenance transactions (if appropriate), on the vehicle use log (**see the exhibit on page E- 42**).

Parking Permits

GWCC Employees

To arrange for a parking permit for the downtown complex please call Renee Utt on 301-504-1745. Renee is located in room 3-2110A, GWCC. Parking is available on a first come first serve basis.

Washington DC Employees

To arrange for a parking permit for the South Building complex please call the Facilities Division on 202-720-7556.

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 PSSB. 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 located in the glove compartment of each Government vehicle.

Supply Authorization Cards

USDA operates a Bulk Warehouse supply operation in Beltsville, Maryland. Customers must have a supply authorization card to purchase supplies. **Customers may shop directly from the Beltsville Service Center website (www.bsc.usda.gov), which is the preferred method.**

Other options include ordering via mail, or fax, from the Warehouse using form AD-14, Request for Supplies, Forms, and Publications. **Customers must not photocopy form AD-14's.** Each form has a unique pre-printed requisition number and requisition numbers cannot be duplicated. When using the form, consolidate orders as much as possible. Send completed forms to:

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

Obtaining a Supply Card

To obtain a card, the employee's supervisor will forward a memorandum (e-mail or fax is acceptable) to the PSSB. Include the following information:

- Cardholder name, telephone number, room number, and e-mail address.

- Agency and division name.

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

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, immediately contact PSSB. PSSB is the REE tort claim 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 PSSB. PSSB will examine all claims, finalize the administrative report and forward to the Office of General Counsel (OGC) for a decision. PSSB 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 according to ARS, USDA, and Federal regulations. Field locations should consult with their respective Area Property Management Officer for further details.

Section E

Exhibits

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. The Government automatically loses in GAO protests or contract cases where statements of work or specifications are ambiguous. 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.
13. It is not uncommon to go through several drafts trying to develop a final statement of work. Time permitting, seeking industry comments prior to issuing the solicitation can save substantial time later during the procurement cycle.

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.
- All 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. As a general rule, every task should have a deliverable and a delivery date; and many times a separate price.

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 Technical Representative (COTR), 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.

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	\$_____
<u>Subtotal</u>	\$_____
G&A Expense - 11% of subtotal (apply to commercial only)	\$_____
<u>Total Cost</u>	\$_____
Fixed Fee (Apply 10% total Cost)	\$_____
<u>Total Estimated Cost</u>	\$_____

This procurement will require approximately _____ person years of effort per year. (This should include Professional & Support.) [A person year is based on 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:

<u>TASK NO.</u>	<u>ITEM/DESCRIPTION</u>	<u>QUANTITY</u>	<u>DELIVERY DATE</u>
-----------------	-------------------------	-----------------	----------------------

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:

Maximum

	<u>Criteria</u>	<u>Weight</u>
1.	Understanding the Purpose and Objectives of this study and demonstrating knowledge of the Special Nutrition Programs.	10 points
2.	<u>Technical Approach</u> for meeting the requirements of the Statement of Work, including:	<u>40</u> points
	<ul style="list-style-type: none"> • 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.	<u>Staff Capabilities</u> 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.	<u>20</u> points
4.	<u>Adequacy of Management Plan</u> including:	<u>20</u> points
	<ul style="list-style-type: none"> • 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 Technical Representative (COTR)
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 Technical Representative (COTR) 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 Nomination Memorandum

SUBJECT: Designation of Contracting Officer's Technical Representative (COTR)
for Contract/Order No.
for (Brief Title Description)

TO: Contracting Officer's Technical Representative

FROM: Contracting Officer

You are designated as the Contracting Officer's Technical Representative (COTR) 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 Technical Representative" (COTR) 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 distributions 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 COTR 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 COTR. 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 COTR during the life of this contract and forward such records to the Contracting Officer at the completion of the contract. As a minimum the COTR file shall contain a copy of the following:

- a. This COTR 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 COTR 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 COTR shall avoid the appearance of conflict of interest. Any COTR who may have direct or indirect financial interests which would 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 contacted 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. FedBizOpps. 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 synopses 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 Rationales

- 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)

**ADVISORY AND ASSISTANCE SERVICES
CERTAIN PROFESSIONAL SERVICES**

Project Name

Agency/Office

Name:

Address:

Agency Identifier #:

Agency Point of Contact

Name:

Email Address:

Telephone Number:

Contracting Officer

Name:

Email Address:

Telephone Number:

Please include the following information

- 1. Description:** Please include a description of the planned acquisition including major deliverables/services, and the name of the Agency program/project supported by the acquisition .
- 2. Amount:** List the Estimated Dollar Amount (inclusive of all options).

3. **Funding:** Provide proposed funding method including fund type and year of funds. Please specify if recovery funds from the American Recovery and Reinvestment Act of 2009 are being used.

4. **Schedule:** Provide the Period of Performance/Delivery Schedule and estimated award date. Include option periods, quantities or items, if applicable.

5. **Contracting Method:**

a) **Solicitation type** (e.g., sealed bid (IFB), negotiated (RFP), request for proposals under a multiple award contract or Federal Supply Schedule, interagency agreements).

b) Small Business Program Considerations:

(i) Include information on small business set-asides and programs considerations (e.g., 8(a) competitive, 8(a) non-competitive, small business set-aside, HubZone set-aside, Service Disabled Veteran owned small business, women-owned small business, etc.).

(ii) If the acquisition was unrestricted, provide a rationale and address market survey(s) conducted.

(iii) Has Office of Small and Disadvantaged Business Utilization (OSDBU) approval form AD-1205, "USDA Small Business Program - Procurement Request Review" been completed, if required? *If yes, attach a copy of the signed form.*

c) **Extent of competition** (e.g., full and open competition, full and open competition after exclusion of sources, other than full and open competition pursuant to FAR Subpart 6.3, competition under Federal Supply Schedule, sole source set-aside, brand name specified under FSS, GWAC, multiple award or other indefinite delivery type contracts.)

(i) *For brand name specific order*, attach a copy of the justification as required by FAR 11.105.

(ii) *For other than full and open competition* pursuant to FAR Part 6.3, attach a copy of the approved justification for other than full and open competition.

(iii) *For a sole-source procurement*, include a separate sole-source statement explaining why there is no other source capable of providing the required services.

(iv) *Performance Based:* If the contract is *not* performance based, provide a rationale.

d) **Contract Type** (see FAR part 16) including pricing structure. If recovery funds from the American Recovery and Reinvestment Act of 2009 are being used and the planned contract type is other than firm, fixed price, please explain.

e) **Contract Users/Ordering Offices:** Identify authorized contract users. For indefinite delivery type contracts, identify authorized ordering offices.

6. Determination: Has the determination required by FAR 37.204, regarding availability of personnel, been made?

7. Conflict of Interest: Include a brief statement regarding any possible basis, or lack thereof, of a conflict of interest or appearance of a conflict of interest.

8. Continuing Requirement: If the acquisition is a continuing requirement, what is the current contract/order number(s), contractor(s) name and address and expiration date(s)?

9. AAR Requirement: If information technology is a requirement, have you received an approved AAR from OCIO? If yes, please provide the AAR number and approval date.

Note: AASR approval will not be considered until OCIO AAR approval is provided.

10. Other Issues: Include any other acquisition issues of note.

SUBMITTED FOR REVIEW

Signature	Date
Name (Type or Print):	
Program Manager / Project Manager	

Signature	Date
Name (Type or Print):	
Contracting Officer	

Signature	Date
Name (Type or Print):	
HCA or HCAD	



LIMITED SOURCE JUSTIFICATION

1. Contracting Activity

USDA/ARS/AFM/APD

"Insert Address Line 1"

"Insert Address Line 2"

"Insert Name" , Contracting Officer

"Insert Name" , Contract Specialist

2. Nature/Description of Action

"Insert Description of Requirement" .

3. Description of Supplies/Services

"Insert Description of Supplies or Services" .

"Include estimated value"

The Independent Government Cost Estimate (IGCE) is: "Insert Government Estimate" .

4. Justification Rationale

"Rationale in Accordance with 8.405-6(a) and (b)" .

"Demonstration of contractor's unique qualifications"

5. Best Value Determination

"Determination of best value consistent with 8.404(d)" .

6. Market Research

"Insert Market Research Results Here"

7. Additional Support

"Insert Additional Support Here"

8. Actions Taken to Remove Barriers to Competition

"Insert Actions Here"

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.

"Insert Name" Date _____
"Insert Personnel Title"
"(XXX) XXX-XXXX"

Contracting Officer:

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

"Insert Name" Date _____
Contracting Officer
"(XXX) XXX-XXXX"

From Acquisition & Property Division Policy Memorandum FAR 6-04, "Preparation and Approval of Justification for Other Than Full and Open Competition/Sole Source Justification" and Limited Source Justification.

Approval levels for Justifications are as follows:

Dollar Value	Approving Official
\$2,500 to \$550,000	Contracting Officer
\$550,001 to \$11,500,000	The Chief, Acquisition Programs and Oversight Branch [APD], as the Competition Advocate
\$11,500,001 to \$57,000,000 Management (AFM)	Deputy Administrator, Administrative and Financial
\$57,000,001 and above	USDA Senior Procurement Executive

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.



RATIFICATION OF UNAUTHORIZED COMMITMENTS

TO: "INSERT NAME" , "INSERT TITLE (ACO OR COR)"

FROM: "INSERT NAME" , CONTRACT SPECIALIST

SUBJECT: UNAUTHORIZED COMMITMENT OF GOVERNMENT FUNDS
PR #"[CLICK HERE AND TYPE PROCUREMENT REQUEST NUMBER](#)"
FOR "[CLICK HERE AND TYPE PROJECT TITLE](#)"
WITH "INSERT CONTRACTOR NAME"

DATE:

CC: "[CLICK HERE AND TYPE NAME](#)"

1. Your requisition to provide services/supplies is being returned to you for your action. It is an unauthorized commitment as defined by FAR 1.602-3. Specifically, the services performed were rendered without a valid award by a contracting officer. The Federal employee who made the commitment lacked the legal authority to bind the Government.

2. For this action to be ratified (i.e., approved by a contracting officer), the following information must be provided. Failure to ratify an unauthorized commitment will result in the vendor not being paid, and the individual who is responsible for the commitment may be held personally liable.

a. Each item should be addressed separately.

1. What bonafide Government requirement necessitated the commitment?
2. Why was a contracting officer not used?
3. Why was the vendor selected? Provide a list of sources and prices considered.
4. A description of the work to be performed or the products to be furnished.
5. The estimated or agreed price and a rationale for why the price is fair and reasonable.
6. Whether an appropriation is available for the work.
7. Whether performance has begun.
8. Any other pertinent facts.
9. If the action exceeds \$3,000, you must include a Justification for a Sole Source, explaining why only one vendor can supply the goods or services.

10. What steps are being taken to prevent this from occurring again?

Please attach all other relevant documents, including orders, invoices, or other evidence of this transaction.

b. The above information must be signed by the individual who initiated the unauthorized commitment and approved by the individual's Director or Senior Supervisor, **along with the approval of the Agency Administrator or Area Director (ARS field office actions)**, verifying the accuracy and completeness of the documentation.

3. Upon our receipt of the above information, this office will determine whether a ratification is proper. Approved actions will result in a signed award by a contracting officer. Disapproved actions will be returned to the initiating individual's Department for further action.

4. Questions may be directed to:

"Insert Name"
Contract Specialist
USDA/ARS/AFM/APD/AB
"Insert Address Line 1"
ph: "(XXX) XXX-XXXX"

United States Department of Agriculture
Centralized Excess Property Operation (CEPO)
Report of Transfer, Services or Rehabilitation of Property

1. CEPO Doc No.
C 002489

2. Type of Transaction (Report each type separately)

Transfer Rehab As-Is

3. (FOR OO SERVICED AGENCY USE ONLY)

Typewriter Repair Lock Service

Centralized Excess Property Operation (CEPO)

3346 Hubbard Road

Landover, Maryland 20785

(301) 436-4288

4. Accounting Classification
09-0005-0099

5. Agency Doc No.
09-001

6. Agency/Division
ARS/APD/PSSB

6a. Reporting
6b. Receiving

7. Contact Person and Telephone Number
Joe Doe/ 202-401-0000

8. Location 14th & Independence Ave. SW
Wash. DC 20250 Room-3333 South Bldg.

9. LINE ITEM NUMBER	10. STOCK NO/ FSC GROUP	11. ITEM DESCRIPTION <small>(Give full details including size, size, color, serial number, if any, and Revision Code)</small>	12. QTY	13. UNIT/ ACQ COST	14. COST/ ACQUISITION
0001	7010	DESK DOUBLE PEDESTAL	2	\$475.00	\$950.00
0002					
0003					
0004					
0005					
0006					
0007					
0008					
15. TOTAL COST				\$	

Certification of Property and Approving Officials

16. I, hereby, certify that this request and/or the Accounting Classification Number has been approved for the transfer or acquisition of personal property or services.

Authorizing Official Signature: *John Doe* Date: 10/20/09

17. The property described herein has been verified and received by CEPO.

Property Officer Signature Date

18. Requisition has been certified: (TO BE COMPLETED BY CEPO ONLY)

Line Item	Cannot be Filled (Qty)

Authorizing Official Date

CEPO-1 (5/95)

Part 1 - Original

United States Department of Agriculture		Report No.	
Report of Transfer or Other Disposition or Construction of Property		Date	
1. Type of Transaction (Report each type separately)		9/25/2009	
<input type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is		3. Proceeds Received	
		\$	
4. Reporting Agency USDA/ NASS/ ISTM		5. Receiving Agency (Or Name of Purchaser or Donee) USDA/ ARS/ ITD	
A. Organizational Unit		A. Organizational Unit (Or Address of Purchaser)	
Contact Name and Telephone Number		Contact Name and Telephone Number	
B. Location 14th & Independence Ave. SW Washington DC 20250 Room 3889 South Bldg.		B. Location 14th & Independence Ave. SW Washington DC 20250 Room 6532 South Bldg.	
C. Signature <i>John Doe</i>		C. Signature <i>Jane Doe</i>	
D. Title	E. Date	D. Title	E. Date
Director, Information Systems Division		Customer Support Branch	
6. Property Items			
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)		Inventory Value
1	PC, Dell Model: DX652 Serial Number: LL44093 Acq. Date: 6/15/2007 (estimate if unknown)		3,200.00
1	Copier, Xerox Model: LP53 Serial Number: XX9966 Acq. Date: 4/12/2000 (estimate if unknown)		4,500.00
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:		8. Fiscal Officer	
		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of.	
		B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.	
Amount		Schedule No.	
\$			
Signature	Date	Signature	Date

1. AGENCY CODE NO. 03	U.S. DEPARTMENT OF AGRICULTURE PROPERTY PASS	2. PASS GOOD THIS DATE ONLY 10/04/2009
3. PROPERTY PASS NO. 001-007	PRINT ALL INFORMATION	4. LOG BOOK NO. 001

This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.

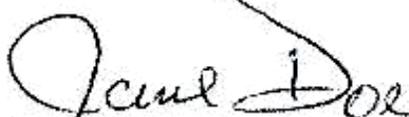
5. NAME OF PROPERTY HOLDER Jane Doe	6. BUILDING PROPERTY BEING REMOVED FROM GWCC-Beltsville Room 3-2111A
--	---

7. DESCRIPTION OF PROPERTY BEING REMOVED *(Include serial number if any)*
Scanner, Axon, serial number-888996

8. REASON FOR REMOVAL To go to Bldg. 201 Barc East Beltsville MD.

9. PROPERTY BELONGS TO United States Government	11. PROPERTY STATUS <i>(Use X)</i> <input checked="" type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE
--	---

10. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	<input type="checkbox"/> COMMERCIAL
---	-------------------------------------

	12. GOVERNMENT PROPERTY RETURN DATE 11/26/2009
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This form was electronically produced by USDA/ARS/OCIO/ADB.

Form AD-873 (6/83)

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 \$ 700.00	
4. TYPE OF REPORT		(Check one only of "a," "b," "c," or "d")		(Also check "e" and/or "f" if appropriate)		e. OVERSEAS	
		<input checked="" type="checkbox"/> a. ORIGINAL				f. CONTRACTORS INV	
		<input type="checkbox"/> b. CORRECTED					
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/ NIFA/ BUDGET OFFICE 14TH & INDEPENDENCE AVE. NW WASH. DC 20250				8. REPORT APPROVED BY (Name and Title)			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) JANE DOE 14TH & INDEPENDENCE AVE. NW ROOM 302-A WHITTEN BLDG.				10. AGENCY APPROVAL (If applicable) <i>Paul Doe</i>			
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) SAME AS BLOCK 9			15. REIMREQD		16. AGENCY CONTROL NO.	
				YES NO			
						17. SURPLUS RELEASE DATE	
18. EXCESS PROPERTY LIST							
ITEM NO. (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
0001	HP PRINTER Model: 2300 Serial Number: JJ9932 Acq. Date: 9/15/2000 (estimate if unknown)	7	EA	1	300.00	300.00	
0002	SCANNER, 3M Model: 3M-990 Serial Number: 3366PPW Acq. Date: 4/05/1999 (estimate if unknown)	7	EA	1	400.00	400.00	

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE 7-30-98
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY			
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY (Check only one report each one type separately) <input type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Obsolete <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> 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
			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:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case is returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> 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):			
<input type="checkbox"/> a. Property has no commercial value <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.		<input type="checkbox"/> 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

U.S. DEPARTMENT OF AGRICULTURE REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY	PROPERTY REPORT NO.	DATE 2/15/2005
---	---------------------	-------------------

SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT	
1. STATUS OF PROPERTY (Check only one-report each one type separately) <input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others	2. REPORTING ACTIVITY (Show agency, unit and address) USDA/ NASS/ SO 300 E. 8TH ST. ROOM 500 AUSTIN, TX 78701

3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no.)	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair)	ACQUISITION COST	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)
A	B	C	D
1	SERVER, DELL, MODEL: DL-360, CC: X S/N: 8555, ACQ. DATE: 2/11/1999	9,500.00	See next page for instructions
1	SERVER, PROLIANT, MODEL: LXV, CC: X S/N: 88996, ACQ. DATE: 9/15/1996	10,100.00	

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

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 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 Jane Doe 3. DATE 2-15-2005

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 _____

EXPLANATION/DISPOSAL INSTRUCTIONS

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 monies 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, APD, PSSB
1280 Maryland Ave. SW Suite 580C MAIL STOP #0311
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 _____ proposes to initiate abandonment or destruction procedures for the following surplus Government property:

Item Name: _____

General Description: _____

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:

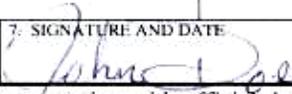
This property is available for inspection at _____ from to _____, Monday through Friday, excluding holidays and weekends. Interested parties are invited to contact: _____.

RECEIPT FOR LOANED PROPERTY

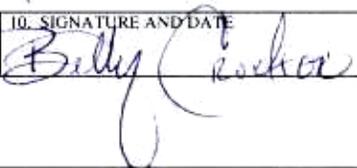
(This is a Four Part form)

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 your files. **1st Copy:** Forward to the ARS Personal Property Group if loaned items appear in the accountable property inventory; otherwise, discard. **2nd Copy:** If property is in accountable property inventory, keep until property is returned, then enter the return date and send to the ARS Personal Property Group; otherwise, discard. **3rd Copy:** Give to employee or loanee unit's APO upon return of property.

1. DESCRIPTION OF PROPERTY	2. SERIAL NUMBER	3. ISSUANCE DATE	4. RETURN DATE
Laptop PC, Dell	JXIISS002	10/15/2009	10/31/2009
Monitor, HP	MMSIY996	12/16/2009	12/31/2009

5. LOANING APO NAME John Doe	6. AGENCY, DIVISION, BRANCH ARS, APD, PSSB	7. SIGNATURE AND DATE 
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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 Betty Crocker	9. AGENCY, DIVISION, BRANCH ARS/APD/PSSB	10. SIGNATURE AND DATE 
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11. PURPOSE OF LOAN
To perform government duties at home.

Original - APO (Keep in Loaned Out Equipment File Until Return)

This form was electronically produced by USDA/ARS/OClO/ADB

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY			2/15/2005
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY <i>(Check only one-report each one type separately)</i>		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i>	
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged		<input checked="" type="checkbox"/> Lost or Stolen <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others	
USDA/ ARS/ AFM / ITD 14TH & INDEPENDENCE AVE. SW ROOM 3858- SOUTH BLDG. WASHINGTON DC 20250			
3. PROPERTY ITEMS <i>(See attachment for additional entries)</i>			
QUANTITY <i>(Or property no.)</i>	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i>	ACQUISITION COST	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i>
A	B	C	D
1	LAPTOP PC, DELL, MODEL: TX1, CC: 4 S/N: TY3359, ACQ. DATE: 12/12/2008	5,100.00	Last used on 1/15/09. Notice missing on 2/15/09. Filed report with FPS on 2/16/09 Report No. AG0003231111
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
<i>John Doe</i>		<i>2/20/09</i>	<i>Jane Doe</i>
			<i>2/20/09</i>
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:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> 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):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. <input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i>			
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 <i>(The necessary entries have been made to adjust property records.)</i>			2. DATE
3. SIGNATURE OF FISCAL OFFICER <i>(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).)</i>			4. DATE

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 2/15/2006	3. TOTAL COST \$ 2,600.00	
4. TYPE OF REPORT <small>(Check one only of "a," "b," "c," or "d")</small>		a. ORIGINAL b. CORRECTED		c. PARTIAL W/D d. TOTAL W/D		<small>(Also check "e" and/or "f" if appropriate)</small> 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/NIFA/ISTM 800 9TH ST. SW WATERFRONT BUILDING ROOM 3355					8. REPORT APPROVED BY (Name and Title)		
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) JOHN DOE, 401-4141 800 9TH ST. SW. WATERFRONT BUILDING					10. AGENCY APPROVAL (if applicable) <i>John Doe</i>		
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address and Telephone No.)					12. AGENCY CONTROL NO.		
13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned give date) Same as Block 7			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		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
	Request to Donate to Van Ness Middle School under Stevenson-Wydler						
0001	MICROSCOPE Model: PSIR Serial Number: 66399, 88542 Acq. Date: 6/15/2000	7	EA	2	1,000.00	2,000.00	
0002	BALANCE Model: SSER Serial Number: 3366E, PPDDE Acq. Date: 5/15/2001	7	EA	2	300.00	600.00	

STANDARD FORM 120 REV. APRIL 1957 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		REPORT OF EXCESS PERSONAL PROPERTY		1. REPORT NO. 123AEH83620001	2. DATE MAILED 05/05/2008	3. TOTAL COST \$ 2,300.00	
4. TYPE OF REPORT (Check one only of "a," "b," "c," or "d")	<input checked="" type="checkbox"/> a. ORIGINAL <input type="checkbox"/> b. CORRECTED	<input type="checkbox"/> c. PARTIAL W/D <input type="checkbox"/> d. TOTAL W/D	(Also check "a" and/or "f" if appropriate)		<input type="checkbox"/> e. OVERSEAS <input type="checkbox"/> 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/ NASS/ ISTM 14TH & INDEPENDENCE AVE. SW, WASHINGTON DC 20250				8. REPORT APPROVED BY (Name and Title)			
9. FOR FURTHER INFORMATION CONTACT (Title, Address and Telephone No.) JOHN DOE, 202-401-0000 14TH & INDEPENDENCE AVE. SW, WASHINGTON DC 20250				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) SAME AS BLOCK 7		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		FAIR VALUE % (h)
					PER UNIT (f)	TOTAL (g)	
0001	Excess for Computers for Learning Program PC, Gateway Model: JJSER Serial Number: 8899ERSS Processor: AMD Athlon 64 Processing Speed: 400MHz RAM: 64 Hard Disk Size: 5 GB Hard Disk Status: Sanitized Acq. Date: 1/16/2000 (estimate if unknown)	7	EA	1	1,800.00	1,800.00	
0002	Printer, HP Model: 2300 Serial Number: YUOS6633 Acq. Date: 2/08/1999 (estimate if unknown)	7	EA	1	500.00	500.00	

