

HOMELAND SECURITY ACQUISITION MANUAL

**DEPARTMENT OF HOMELAND SECURITY
REVISIONS TO HSAM CHAPTER 3015 – CONTRACTING BY NEGOTIATION**

This HSAM Notice is being transmitted to all DHS Heads of Contracting Activities and Acquisition Leads. PLEASE DISSEMINATE TO WIDEST POSSIBLE AUDIENCE – ACQUISITION STAFF, FINANCIAL PERSONNEL, CUSTOMERS, PURCHASE CARDHOLDERS, ETC.

Introduction: This notice provides an additional evaluation factor for DHS solicitations, in HSAM Subchapter 3015.3 Source Selection, by adding a requirement for all DHS contracting officers to consider the extent to which an offeror demonstrates current, or recently initiated, enrollment and current, or planned, participation in the E-Verify program (formerly known as Basic Pilot Employment Eligibility Verification Program (EEVP)) during the evaluation of proposals. The specific requirements for this source selection evaluation factor are identified in HSAM 3015.304(c)(71) below.

This notice is issued in accordance with HSAM 3001.301-70(c)(2). The changes will be integrated into the electronic HSAM version at www.dhs.gov and DHSOnline on or about August 10, 2007. The HSAM is revised to incorporate the following:

CHAPTER 3015 – Contracting by Negotiation

Subchapter 3015.3 Source Selection

3015.304 Evaluation factors and significant subfactors

(c)(71) Contracting Officers shall consider the extent to which an offeror demonstrates current, or recently initiated, enrollment and current, or planned, participation in the E-Verify program, or any other successor program managed by DHS, during the evaluation of proposals. Participation in E-Verify may be considered a “strength” under a Management factor or subfactor. Evaluation will not be based on an absolute standard, but rather the Contracting Officer shall attribute more significance to offeror participation for an entire workforce versus participation only for single, or multiple, discrete workforce segments. In no instance, will lack of participation in E-Verify be evaluated as a proposal “weakness.” Contracting Officers shall include the following information in solicitations that provide for evaluation of offeror participation in E-Verify:

Firms may register for the E-Verify Program on-line at:
<https://www.vis-dhs.com/employerregistration/>.

This site provides instructions for completing the Memorandum of Understanding (MOU) required for official registration in the Program.

Offerors may obtain additional information about E-Verify by visiting the U.S. Citizen and Immigration Services (USCIS) website at: <http://www.DHS.GOV/E-VERIFY> or calling the USCIS at 1(888) 464-4218.

Additional information:

Direct any questions or comments to Jeremy Olson at (202) 447-5197 or e-mail at JERRY.OLSON@DHS.GOV.

Effective date: 8/17/2007.

Signed by:

A handwritten signature in black ink, appearing to read 'E. Duke', with a long horizontal flourish extending to the right.

Elaine Duke
Chief Procurement Officer