



Department of Transportation
Office of the Senior Procurement Executive

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DOT ACQUISITION POLICY LETTER

This Acquisition Policy Letter is issued under the authority of the Senior Procurement Executive of the Department of Transportation

Subject: Contract File Checklist and Interagency and Intra-Agency Checklists for Economy Act and Non-Economic Act Agreement

References:

FAR 17.5	Interagency Agreements under the Economy Act
DOT Order 2300.8	Financing Activities at the Department of Transportation/Research and Innovative Technology Administration's Volpe National Transportation System Center
TAM 1217-70	Interagency and Intra Agency Acquisitions under the Economy Act

When is this Acquisition Policy Letter (APL) Effective?

This APL is effective upon issuance.

When Does This APL Expire?

This APL remains in effect until the resulting policy is incorporated into the Transportation Acquisition Manual (TAM).

Who is the Point of Contact?

Contact Lenita Ahmadi of the Office of the Senior Procurement Executive, Business Policy Division (202) 366-4974 or by email at Lenita.ahmadi@dot.gov.

Visit our website at <http://www.dot.gov/ost/m60/> for additional information on DOT Acquisition Policy Letters and other policy issues.

What is the Purpose of this Acquisition Policy Letter?

The purpose of this Acquisition Policy Letter (APL) is to provide information and procedural guidance on the Contract File Checklist, Interagency Agreement Checklist, and the Intra-Agency Checklist, which is used when doing business with the Volpe Center.

What is the Background?

As a result of review and analysis of several Operating Administration procedures and consistent with recent statutory and regulatory actions, a comprehensive methodology for implementation is adopted through these checklists. The attached checklists have been developed to provide uniformity and consistency within the Department. The Contract File Checklist (Attachment A) was developed for acquisitions over the simplified acquisition threshold (\$100,000). While the attached checklists are not a replacement for those procedures established at the local level, they provide for minimum acceptable level of file documentation necessary for consistency and compliance with statute, regulation and policy. Additionally, a checklist has been developed for Interagency Agreements that fall under the Economy Act (Attachment B). As well, a checklist has been developed specifically for doing business with the Volpe Center (Attachment C). The Volpe Center, DOT's in-house research, development, and analysis organization for transportation and logistics matters conducts its business activities within the DOT through Intra-agency Agreements. The Volpe Center's activities are financed through a working capital fund, which is exempt by legislation (49 U.S.C. 328) from the Economy Act, which customarily governs these types of transactions. The Economy Act establishes procedures for Inter-agency Agreements and provides that Intra-agency transactions be addressed in agency regulations.

What is the Guidance?

- Contracting Officers are responsible for ensuring the completion of the Contract File Checklist and its inclusion in all contracts over the simplified acquisition threshold.
- Contracting Officers should ensure that Intra-agency Agreements for the Volpe Center, which are exempt from the Economy Act, follow the checklist guidance issued under this policy letter.
- Contracting Officers should ensure the inclusion of the minimum standards addressed in the Interagency Agreement File Checklist are included in every Economy Act transaction.



Denise P. Wright
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Office of the Senior Procurement Executive
Attachments