



## DOT ACQUISITION POLICY LETTER

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

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**Subject: Economy Act Intra-Agency Acquisition Transactions,  
other than VOLPE Center**

### References:

FAR	17.5, Interagency Acquisitions under the Economy Act
TAM	1217.5-70, Interagency and Intra-agency Acquisitions
TAM	1242.7104 Appointment

### When is this Acquisition Policy Letter (APL) Effective?

This APL is effective *immediately*.

### When Does This APL Expire?

This APL remains in effect until the resulting policy is incorporated into the Transportation Acquisition Manual (TAM) or otherwise suspended or cancelled

### Who is the Point of Contact?

Contact Sonya Harmon of the Office of the Senior Procurement Executive, Business Policy Division (202) 336-4288 or by email at [sonya.harmon@dot.gov](mailto:sonya.harmon@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: (a) provide clarification and procedural guidance for Economy Act Intra-Agency Agreements (IAA) transactions for other than the VOLPE Center; and (b) specify the minimum requirements for monitoring and oversight of these agreements.

## What is the Background?

DOT, as well as other federal agencies, is increasingly using IAAs to procure goods and services, in order to satisfy the agency mission. Federal oversight and auditing agencies have found that with the increased usage of these agreements, agencies “monitoring and oversight of the agreements have not kept up with their growth”<sup>1</sup>. Consequently, more rigor and precision is being added to the existing coverage to mitigate any adverse impact to the Department.

A deviation to TAM 1217.5-70, Interagency and Intra-Agency Acquisitions, was issued by the Senior Procurement Executive (SPE) on December 28, 2006 with the intent of distinguishing how the Department will transact business with the Volpe Center from other Economy Act and regulatory based IAA transactions. Notwithstanding Volpe Center transactions, this APL will address the acquisition community’s responsibility with respect to FAR Part 17.5, *Interagency Acquisitions under the Economy Act*, transactions.

## What is the Guidance?

To ensure proper use, adequate monitoring and oversight of IAAs, Contracting Officers shall:

- Ensure all IAAs are entered into the automated contract writing system of record and all elements correspond with DOT Form 2300.1a, *Interagency/Intra-agency Agreement*;
- Determine whether the requested goods and/or services can be acquired within the existing OA cadre of acquisition vehicles and/or mission related services.
  - If the determination reveals that this action can be processed within the existing OA, then the action should be processed in the normal course of business, not as an IAA.
  - If it is determined that the action should be processed as an IAA, the determination shall be supported by a written Analysis of Alternatives to ensure that the appropriate business decision is made and documented as part of the IAA official file (see Attachment A). The analysis assists in identifying the best utilization of resources to increase the Department’s efficiency and reduce duplication of effort. The analysis shall be prepared jointly with the COTR/ Program point of contract.
- Perform review and approval of all IAAs concurrently with the signing of the D&F to maintain effective management of the acquisition process and ensure consistency between the D&F and the resultant IAA;

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<sup>1</sup> *High-Risk Update, Management of Interagency Contracting*. GAO-07-310. January 2007

- Delegate a COTR by issuing a formal designation memo, referencing the appropriate IAA number
- Monitor the performance of servicing OA and/or contractor, in concert with the COTR;
- Issue modifications initiated by the COTR and administrative modifications;
- Resolve performance and/or compliance issues and disputes; and
- Perform required closeout functions upon notification by the COTR/POC that the IAA has been satisfactorily completed



Denise P. Wright  
Acting Director,  
Office of the Senior Procurement Executive

ATTACHMENT A

***INTRA- AGENCY AGREEMENT  
ANALYSIS OF ALTERNATIVES***

This Analysis of Alternatives will: (1) identify and evaluate various methods of obtaining needed goods and services and (2) determine which alternative is the most advantageous to the Government. This Analysis shall be completed by the Contracting Officer's Technical Representative/Program Office of Point of Contact AND the Contracting Officer:

**PROJECT DESCRIPTION:** Define the objective and explain why obtaining the goods and/or services is necessary to meet the mission goals.

**ANALYSIS OF ALTERNATIVE SOLUTIONS:** Identify all feasible alternatives for accomplishing the stated objective. Identify all known costs and describe the benefits and disadvantages of each alternative.

***Requesting OA In-House Resources*** (include whether in-house sources are available and/or if expertise required is/is not available in-house.)

***Requesting OA Existing Contracts*** (list all current OA contracts for the same service or item. If none, so state.)

***Servicing OA In-House Resources*** (include if another OA can perform services with in-house personnel.)

***Servicing OA Existing Contracts*** (list current contracts issued by other OAs for same service or item.)

***New Contract*** (address the feasibility of issuing a new Agency contract.)

ATTACHMENT A

**RATIONALE FOR SELECTING AN INTRA-AGENCY AGREEMENT** (Compare the alternatives and state why the use of an IAA is in the best interest of the Government. If comparable services are available, discuss why the IAA would be more beneficial in terms of cost, convenience, and/or need to expedite the acquisition.)

**SIGNATURES**

Name:  
Title: *COTR or Program POC*  
Signature:  
Date:

Name:  
Signature:  
Title: *Contracting Officer*  
Date: