PROCUREMENT REQUEST FORM INSTRUCTIONS (DS-1970)

(ABROAD)

Block 1a.	Provide a brief description of the supplies or services.
Block 1b.	Enter the requisition number, if the requirements office assigns one in order to track the action. Otherwise, enter "N/A".
Block 1c.	Enter the date the form was prepared.
Block 2a.	If the action is for a new contract or delivery order under an existing contract, check the appropriate block.
Block 2b.	If the action is a modification to an existing contract or delivery/task order, check the appropriate block and enter the contract number and delivery order number (if applicable).
Block 3a.	Provide an estimate of the <i>total</i> dollar amount of the contract, including any option periods.
Block 3b.	Enter the dollar amount of the funding which is being provided at this time.
Block 4a.	Enter the period of performance that the basic modification or contract will cover, e.g., 1 year, if the action is for a new contract or the modification extends the period of performance.
Block 4b.	If the contract will have option periods, indicate how many (e.g., 4) and the period of performance of each (e.g., 1 year each).
Block 5a.	Enter the funds cite for the amount of funding provided at this time. If the requirements office or contracting activity uses a separate document to provide this information, enter "N/A".
Block 5b.	Provide the signature of the individual who is authorized to certify that the funds are available. If the requirements office or contracting activity uses a separate document to provide this information, enter "N/A".
Block 6.	Enter the name, office, division, and telephone number of the Contracting Officer's Representative. If the COR will not be formally named until the contract is awarded, indicate "will be designated at the time of contract award".
Block 7.	Indicate if this action was included in the Advance Acquisition Plan (AAP). If so, provide the AAP Number, if the contracting activity assigned one. If the action was not included in the AAP, indicate which acquisition action this action will displace, if any, and/or any other changes in the AAP.
Block 8.	Provide the names, titles, offices, and signatures of the appropriate requesting official and the approving official. If the requesting and approving official are the same individual, then only complete the information in the "Approving Official" block.
Block 9.	Check the appropriate block(s) to indicate which attachments are included.



PROCUREMENT REQUEST FORM

(ABROAD)

1a. Project Title/Description	1b. Requisitio	n Number	1c. Date of Request (mm-dd-yyyy)		
2. Type of Action	!	2b. Modification to:			
a. New:		Contract number			
Contract Delivery/task order number		Delivery/task order number			
to contract no.number		of contract number			
3a. Estimated Amount of This Action (include basic contract period and any	3b. Amount of Funds Provided at this Time				
periods, if a new contract)		ob. 7 through of 1 through 10 vides at the 1 mile			
4a. Period of Performance of Basic Contract or Modification		4b. Indicate Number of Performance Period of	f Option Periods (if any) and		
years months		option periods years			
			months		
5a. Funds Cite (if not provided on a separate document)					
5b. Certification of Funds Availability (if not provided on a separate docume	ent)				
Signature			Date (mm-dd-yyyy)		
6. Name/Office/Division/Telephone No. of Contracting Officer's Representa	tive (COR)				
	, ,				
-					
7. Is this Action Included in the Current Fiscal Year Advance Acquisition Plan (AAP)?					
Yes No If yes, provide AAP Number (if one was assigned)					
If no, indicate which action is displaced, if any, and/or any other changes in the plan.					
9. Doguiromento Office, Canaurranago/Antrovala					
Requirements Office - Concurrences/Approvals Requestor Name/Title/Office/Signature/Date	h Approving	Official Name/Title/Official	eo/Signaturo/Dato		
a. Nequestor Name/Title/Onice/Signature/Date	b. Approving	Official Natrie/Title/Offic	e/Signature/Date		
	-				
O. List of Attachments (as required)					
9. List of Attachments (as required)	20				
Statement of Work/Specifications/Changes to SOW for modifications					
Inherently Governmental Function Determination					
Independent Government Cost Estimate Funding/Requisition Document					
Necessary Approvals					
Technical Evaluation Criteria and Technical Evaluation Plan					
List of Recommended Technical Evaluation Panel Members					
Justification for Other Than Full and Open Competition					
Recommended Source List					
Trecommended Course List					