

**Commerce Acquisition Manual  
CAM Notice 03-01**

1. *Title or Purpose:* Amendment to the COMMITS Preferred Source Policy
2. *File in:* CAM, Part 13.3, Section 70  
1313.370-01
3. *Effective:* March 17, 2003
4. *Summary of Changes:* The Commerce Information Technology Solutions (COMMITS) Preferred Source Policy is amended to remove the requirement for the Director for Acquisition Management and Procurement Executive to approve waiver requests. The Contracting Officer may now approve waivers when appropriate.

The following specific changes have been incorporated:

**Section 1.3 Definitions**, Waiver Request form is deleted. The rationale for a waiver will be documented in the written acquisition plan or in a memorandum to the contract file. (See Section 2.5)

**Section 1.4 Roles and Responsibilities**, is revised to remove the process for requesting a waiver. However, any waivers may be subject to further review and approvals, (i.e., acquisition plan, delegation of procurement authority).

**Section 2.5 Waivers from the COMMITS Preferred Source Policy**, is revised to permit the approval of waivers by the Contracting Officer.

**Attachments B, C & D** were removed as they are no longer applicable. Prior Attachment E has been updated and is now Attachment B.

5. *Filing Instructions* The COMMITS Preferred Source Policy, CAM, Part 13.3, Section 70 1313.370-01 is re-issued in its entirety. Remove the original policy and insert this amendment in its place.



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Christine Makris  
Director, Commerce Acquisition Policy,  
Performance and Support (CAPPS)

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