



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

JUL 12 2007

DPAP/CPIC

MEMORANDUM FOR DIRECTORS, DEFENSE AGENCIES

DEPUTY ASSISTANT SECRETARY OF THE ARMY
(POLICY AND PROCUREMENT), ASA(ALT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION MANAGEMENT), ASN(RDA)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DIRECTOR, ADMINISTRATION AND MANAGEMENT

SUBJECT: General Services Administration Veterans Technology Services (VETS)
Government-Wide Acquisition Contract (GWAC) for Service-Disabled
Veteran-Owned Small Businesses (SDVOSB) in Information Technology

The Under Secretary of Defense for Acquisition, Technology and Logistics and I issued memorandums, dated April 12th and May 18th respectively, to encourage the use of the VETS GWAC (IT Schedule 70) to improve the Department of Defense's (DoD) progress towards achieving DoD's 3% SDVOSB procurement goal. The purpose of this memorandum is to provide additional guidance on the use of the VETS GWAC.

SCOPE: The VETS GWAC contains two distinct "functional areas" (FAs) that cover a broad range of information technology services and service-based solutions.

- FA 1 Systems Operations & Maintenance, which includes operating, managing, and/or maintaining any combination of IT operations, software or systems and associated IT security.
- FA 2 Information Systems Engineering, which includes designing, providing, installing and integrating IT software and/or systems, including IT security considerations.

PROCEDURES: There are two ways for DoD activities to use the VETS GWAC. These are direct orders and assisted acquisitions. Proper acquisition planning is required for all procurements regardless of the method of acquisition or the vehicle used.



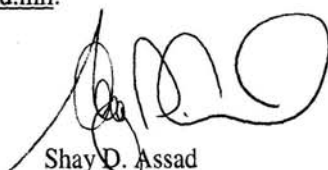
For direct orders you must first obtain direct ordering authority:

- DoD contracting officers shall obtain a written delegation of ordering authority from GSA's VETS GWAC procuring contracting officer or other authorized contracting officer in GSA's Small Business GWAC Center. Delegation is not time consuming and includes a concise contract orientation, presentation of contracting officer's warrant and signature of the delegation document.
- All other provisions of law and regulation shall be followed; e.g., section 803 of the National Defense Authorization Act for Fiscal Year 2002, Federal Acquisition Regulation, and Defense Federal Acquisition Regulation Supplement as they pertain to ordering from an established multiple-award, indefinite-delivery, indefinite-quantity contract.
- Additionally, orders shall be placed in accordance with the ordering guidelines and policies established by the GSA for use of the VETS GWAC.
- For information about the VETS GWAC and delegation of ordering authority, go to <http://www.gsa.gov/vetsgwac> or contact the GSA Small Business GWAC Center at (877) 327-8732.

For assisted acquisitions where the DoD activity requests the GSA Office of Assisted Acquisition Services to place orders on its behalf, you must comply with the Under Secretary of Defense (Comptroller) guidance of October 16, 2006, "Non-Economy Act Orders," and the Department's policy on "Proper Use of Non-DoD Contracts." These policies may be found on the Defense Procurement and Acquisition Policy website at <http://www.acq.osd.mil/dpap/specificpolicy/index.htm>. You can review additional information about GSA's assisted acquisition services at <http://www.gsa.gov/aas>.

In addition to using the VETS GWAC contract vehicle, Contracting Officers are encouraged to maximize business opportunities and awards to SDVOSB concerns in accordance with FAR Subpart 19.14 which allows Contracting Officers to set-aside acquisitions for competition restricted to SDVOSB concerns.

My staff points of contact are Ms. Susan Pollack for SDVOSB policy, (703) 697-8336, susan.pollack@osd.mil, and Mr. Mike Canales for Interagency Contracting policy, (703) 695-8571, michael.canales@osd.mil.



Shay D. Assad
Director, Defense Procurement
and Acquisition Policy