

May 30, 2003

MEMORANDUM FOR THE PRESIDENT'S MANAGEMENT COUNCIL

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FROM: Angela B. Styles */signed/*  
Administrator

SUBJECT: Guidelines for Using Emergency Procurement  
Flexibilities

Attached are guidelines that the Office of Federal Procurement Policy (OFPP) has developed to address procurement flexibilities for emergency procurements. New authorities provided by the Homeland Security Act of 2002, in combination with existing authorities, should help to ensure that agencies are well positioned to effectively meet the demands associated with fighting terrorism.

The guidelines are divided into two parts. The first part provides a general framework for responsive contracting, including an overview of contracting authorities that may be beneficial for emergency procurements. The second part addresses the use of simplified acquisition procedures, which offer streamlined means of obtaining goods and services on an expedited basis. Section 855(b) of the Homeland Security Act authorizes use of simplified acquisition procedures in any dollar amount for any product or service acquired as part of the fight against terrorism and related threats.

The guidelines have been written in basic terms to facilitate broad distribution

among the various disciplines that develop and manage acquisitions. Therefore, please encourage your acquisition, program, information technology, legal and other interested and responsible officials to carefully review this guidance as they work together in planning and executing acquisitions to defend our homeland.

I appreciate your attention to this matter.

Attachment

cc: Federal Acquisition Council  
Chief Information Officers Council  
Chief Financial Officers Council