



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Acquisition Procedures
Update (APU)
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MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr. 
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SUBJECT: Department of the Treasury Procurement Support Services

Purpose: To establish responsibility and protocol for procurement support to Department of the Treasury organizations.

Effective Date: This DTAP change is effective October 1, 2011, and applies to actions processed on or after that date.

Background: The Department of the Treasury awards approximately \$5.9B annually through contract obligations. Contract actions funded by Treasury currently are executed by contracting organizations both internal and external to the Department.

This change (1) formally designates the Treasury provider of procurement support for each of the Department's bureaus; (2) establishes Treasury's preference for use of internal procurement support; and (3) supplements existing protocol for obtaining procurement support from a source other than the designated Treasury provider. This change also incorporates several housekeeping actions, to include realignment of guidance requiring SPE approval of certain D&Fs to correlate with recent FAR revision and update of DTAP guidance regarding Treasury's Interagency Agreement (IA) Guide.

The Senior Procurement Executive (SPE) delegates procurement authority to the Head of the Contracting Activity (HCA) at each of the Treasury Bureaus. As of this date, 12 HCAs are identified in Treasury Directive (TD) 12-11 as having been delegated procurement authority. During FY11, restructuring occurred with two of the HCAs; resulting change in procurement authority will be incorporated into the next update of TD 12-11: (1) The Procurement Office, Internal Revenue Services (IRS), now supports Departmental Offices (DO) as a result of transition the DO Procurement Services Division (PSD) to the IRS Procurement Office. (2) The Office of Thrift Supervision (OTS) merged with the Office of the Comptroller of the Currency (OCC) as of July 21, 2011; OTS is no longer an organization of record within Treasury. This policy update formally designates the HCA responsible for providing procurement support to each Treasury bureau.

Effective and efficient use of Treasury's procurement resources is imperative to responsible execution of the Department's procurement authority. This policy is designed, in part, to maintain alignment of managerial and procurement authorities in determination of the most appropriate source of procurement support. Obtaining procurement support from an office other than the designated contracting office creates management and procurement risks and requires thoughtful regulation by the primary BCPO and the SPE, as delineated in this guidance.

It is Treasury's preference that the Department's procurements be executed by the designated contracting organizations. If this is not feasible, procurements should be executed, to the maximum extent practicable, by a contracting office internal to Treasury.

Movement of procurement requirements for award and/or administration to a contracting activity other than the designated Treasury provider of procurement services will require review and approval by the Bureau Chief Procurement Officer (BCPO) of the designated contracting office. (It is noted that the current Intra-/Inter-Agency Agreement (IAA) process requires review and approval of cognizant BCPOs. This policy formally identifies the Treasury contracting office responsible for providing procurement services to each Treasury bureau.)

This policy establishes that, in addition to the BCPO of the designated office, the Senior Procurement Executive (SPE) must review and approve any direct requirement for procurement support services to be obtained from a contracting organization external to the Department. Approval for obtaining procurement support from a Treasury contracting office other than the designated contracting organization remains at BCPO level.

The Department fully supports thoughtful and efficient procurement, to include appropriate leveraging of services and contracts already available within the federal government. As set forth in the revised DTAP language, the new policy does not apply to:

Contract actions utilizing another agency's authority or responsibility (e.g., GSA support of public buildings, property and works; DOT Nationwide Transit Benefit Program);

Contract actions executed as part of support provided to Treasury by another agency (e.g., contracting of nursing services by Department of Health and Human Services (HHS) executed to fulfill HHS commitment to provide medical-related support services to a Treasury bureau);

Orders of any magnitude issued by the designated contracting organization against Federal Supply Schedules, Government-wide acquisition contracts, multi-agency contracts, and Treasury-wide contracts;

Orders issued by the designated contracting organization against strategic sourcing contract vehicles mandated by Subpart 1008-002, Sources; and

Other actions approved by the SPE for exemption on an individual or class basis.

DTAP Updates:

Effective October 1, 2011, DTAP Subpart 1004.76, Designation of Procurement Support Services, and Subpart 1017.5, Interagency Acquisition – sections 1017-501 and 502, are added. DTAP 1017.670 is replaced in its entirety.

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SUBPART 1004.76-DESIGNATION OF PROCUREMENT SUPPORT SERVICES

1004.7600 General.

This Subpart formally designates the HCA (contracting office) responsible for providing procurement support to each Treasury bureau.

1004.7601 Designations of responsible HCAs

The HCA designated in the table below for each Treasury bureau will be responsible for providing all procurement-related services for that bureau. Any request for procurement support to be provided by other than the designated contracting office must be approved by the BCPO of the HCA organization.

TREASURY BUREAU	DESIGNATED HCA (CONTRACTING OFFICE)
BPD	BPD
BEP	BEP
CDFI	BPD
FinCEN	FinCEN
FMS	FMS
IRS	IRS

OCC	OCC
OIG	OIG
TIGTA	TIGTA
TTB	TTB
Treasury (Departmental) Offices	IRS
USMINT	USMINT

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SUBPART 1017.5 – INTERAGENCY ACQUISITION

1017.501 General.

(e) Procurement Support.

It is Treasury's preference that the Department's procurements be executed by the contracting offices designated in Subpart 1004-7601. If this is not feasible, procurements should be executed, to the maximum extent practicable, by another contracting office internal to Treasury.

(1) Each bureau will obtain all procurement support services from its designated contracting office unless exempted by guidance or approval addressed elsewhere in this subpart.

(2) Any bureau receiving procurement support from a source other than the designated contracting office (to include contracting organizations external to Treasury) may continue to receive the services, without further approval, until expiration of the current Intra- or Inter-agency Agreement securing the assisted acquisition. All Treasury-funded contract actions executed under applicable Intra- or Inter- Agency Agreements may continue through expiration of full performance periods, including options, subject to contract terms and current agreements. New non-exempt agreements will be subject to approval requirements at 1017.502.

(3) Should there exist on the effective date of this guidance any Treasury-funded contract action executed and/or administered by a contracting activity other than the designated contracting office that is not covered by an Intra- or Inter- Agency Agreement, that contract or order may continue through expiration of full performance periods, including options, subject

to contract terms. Any follow-on non-exempt contract action must be covered by a current Intra- or Inter- Agency Agreement and will be subject to the approval requirements at 1017.502.

(f) Definitions

“Procurement support services” includes all contracting-related efforts necessary for solicitation, negotiation, award, and administration of contract actions for supplies, equipment, and services required by Treasury organizations. These services are also referred to as “assisted acquisition.”

(g) Exemptions.

Treasury approval requirements specified in Section 1017-502 apply only to direct requests for procurement support services and do not apply to:

- (1) Contract actions utilizing another agency’s authority or responsibility (e.g., GSA support of public buildings, property and works; DOT Nationwide Transit Benefit Program);
- (2) Contract actions executed as part of support provided to Treasury by another agency (e.g., contracting of nursing services by Department of Health and Human Services (HHS) executed to fulfill HHS commitment to provide medical-related support services to a Treasury bureau);
- (3) Orders of any magnitude issued by the designated contracting organization against Federal Supply Schedules, Government-wide acquisition contracts, multi-agency contracts, and Treasury-wide contracts;
- (4) Orders issued by the designated contracting organization against strategic sourcing contract vehicles mandated by Subpart 1008-002, Sources; and
- (5) Other actions approved by the SPE for exemption on an individual or class basis.

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1017.502 Procedures.

1017.502-1 General.

(a)(1) Assisted acquisitions. Bureaus shall obtain SPE approval prior to requesting that an agency external to Treasury (e.g., Department of the Interior) provide non-exempted procurement support services on the bureau’s behalf. Approval for obtaining procurement support from a Treasury contracting office other than the designated contracting organization remains at HCA/BCPO level.

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1017.502-2 The Economy Act

(c)(3) The SPE must approve D&Fs where the servicing agency is not subject to the FAR (e.g., US Mint. See also agency approval requirements in 1017-502-1 (a)(1).

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1017-503, Determinations and Findings Requirements, is removed in its entirety.

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1017.670 Interagency Agreement (IA) Guide

The Treasury Payable Interagency Agreement (IA) Guide, which standardized Treasury-wide policies and procedures related to the preparation, processing, coordination, execution, administration, and close-out of Payable (funds out) IAs, was issued by the Deputy Chief Financial Officer and the Senior Procurement Executive on May 1, 2002. The memo strongly encourages program, procurement, and finance personnel to use the uniform guidance and recommendations to prepare, process and administer IAs. This guidance can be found on the OPE Procurement Policy and Regulations website at <http://www.treasury.gov/about/organizational-structure/offices/Mgt/Documents/AB0221%20-%20Payable%20Interagency%20Agreement%20Guide.pdf>.