



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL
MANAGEMENT
WASHINGTON, DC 20420

IL 049-02-8
April 30, 2002

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

ATTN: Head of the Contracting Activity
All VA Contracting Officers

SUBJECT: Special Contracting Methods Procedures for Service and Performance Based Service Contract Options Exceeding 5 Years

1. This procedural guideline supplements the requirements of the Federal Acquisition Regulation (FAR) Subpart 17.204(e). The information contained herein is provided for immediate dissemination and will be incorporated in the Veterans Affairs Acquisition Regulation (VAAR) under Subpart 817.204(e).
2. In accordance with FAR 17.204(e), Veteran Affairs Acquisition policy for proposed Service and Performance Based Service contracts exceeding the 5-year limitation, regardless of the dollar amount, requires that the contract file contain supporting documentation and rationale, which shall be reviewed and evaluated in accordance with VAAR 801.602-70, 801.602-71 and 801.602-72.
3. The contracting officer must receive all appropriate reviews and approvals on proposed Service and Performance Based Service contracts before forwarding them to the Deputy Assistant Secretary for Acquisition and Materiel Management (049) for approval, prior to contract execution. The contracting officer is responsible for the completeness and accuracy of the solicitation/contract documentation that is required under FAR 17.205.

2.

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4. Please direct any questions regarding this information letter to Paulette Creighton, Acquisition Policy Division, at (202) 273-8821.

/s/David S. Derr
Associate Deputy Assistant Secretary
for Acquisitions

Distribution: RPC 7029