United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

April 29, 2015

IN REPLY REFER TO
10C (2623)

National Park Service (NPS) Acquisition Policy and Procedures Memorandum 1443.08-01

To: NPS Regional and Center Chiefs of Contracting

From: Bureau Procurement Chief

Subject: Mandatory and Recommended Use of Existing Contract Vehicles

1. **Purpose:** The purpose of this Acquisition Policy and Procedures Memorandum (AP&P) is to provide guidance on the recommended and mandatory use of existing NPS, Department of the Interior (DOI), and other established contract vehicles. The AP&P also supersedes Contracting Officer's Technical Instruction (COTI) 1443.16-01.

2. **Effective Date:** This policy release is effective upon issuance.

3. **Expiration Date:** This policy remains effective unless superseded or cancelled.

4. **Background and Explanation:** In line with the Office of Management and Budget Memorandum dated December 5, 2012, entitled Improving Acquisition through Strategic Sourcing, Contracting Officers (COs) should look into the use of existing contracts in order to fulfill their supply and service requirements. There are a number of existing contracts that are mandated for use by DOI, GSA, NPS and other agencies, and there are a number of existing contracts that are available for use by COs.

5. **Action Required**:

a. All NPS requirements falling within the scope of the mandatory contracts, as identified in the link in paragraph 5c below, shall be purchased using the required contract sources, unless a waiver is obtained. The specific waiver procedures, if any, will be determined by the office mandating the use of the contract vehicle. Prior to submitting a waiver to the responsible office, the contracting officer shall draft and submit the waiver through the Regional or Center Chief of Contracting to the NPS Bureau Procurement Chief (BPC) for approval.

b. The NPS Acquisition Management Council (AMC) shall review the need for bureau wide requirements and required use contracts, and the appropriate contracting activity to award and administer the contracts. Proposals for bureau wide contracts shall be submitted to the AMC through a Regional or Center chief of contracting.

c. The Listing of Contract Vehicles is a list of currently known mandatory, recommended, and available for use contract vehicles. This list will be amended as necessary and any recommended changes shall be sent via e-mail to the POC identified below. In addition, the Attachment contains the Bureau-wide procedures for use of another office's contract/Blanket Purchase Agreement.

6. Additional Information: Questions may be directed to Eric Nolte, at 303-987-6977 or via email at eric_nolte@nps.gov.

Attachment

AP&P 1443.08-01 Mandatory and Recommended Use of Existing Contract Vehicles

Attachment

BUREAU WIDE PROCEDURES FOR USE OF ANOTHER OFFICE'S CONTRACTS/BLANKET PURCHASE AGREEMENTS (BPA)

1. A written request must be submitted via e-mail to the contracting officer of the issuing office requesting authority to place an order under their contract or BPA, unless a default delegation of authority to order already exists. The Issuing Office is the office that has issued the contract/BPA, not the office issuing the Task/Delivery Order. **Note: unless specifically required by the Issuing Office, the office issuing the Task/Delivery Order is responsible for all pre-award, post award and closeout activities associated with the order.**

   The request should include the following information:

   a. Park, Region, Administrative Program Center, or Service Center Name and address.
   b. Detailed Description of the supplies to be provided, work to be performed, proposed schedule for completion of the work, and if any follow on work is anticipated.
   c. Independent Government Estimate.
   d. Name, telephone number, email address, and warrant level of the proposed Contracting Officer (CO).
   e. Name, telephone number, and email address of the proposed certified Contracting Officer's Representative (COR).

2. Upon Receipt of this information, the issuing office Contracting Officer (CO) shall:

   a. Review the information.
   b. Confirm availability of the selected contract(s) and provide authorization for the use of the proposed contract or to compete amongst multiple contracts.

3. The CO negotiating and awarding the task/delivery order shall

   a. When more than one contractor is available, conduct a competition in accordance with all applicable contract/BPA terms and conditions, and all applicable acquisition regulations. These include, but are not limited to FAR 16.5, FAR 8.4 and FAR 13.303-5.
   b. Document all award decisions in the contract file.
   c. Award the Task/Delivery order under the terms and conditions of the contract/BPA.

d. Forward a copy of the executed Task/Delivery order or BPA call, and all other documents as requested by the Issuing Office.
e. Coordinate with the Issuing Office prior to the issuance of a modification and, if required, forward a copy of all modifications to the Issuing Office once completed.
f. Coordinate with the Issuing Office should problems arise with contractor performance during the period of performance.
g. Coordinate with the Issuing Office on closeout activities to make sure who is responsible for entering data in the Contractor Performance Assessment Reporting System.