

HOMELAND SECURITY ACQUISITION MANUAL

**DEPARTMENT OF HOMELAND SECURITY
 REVISIONS TO HSAM CHAPTER 3004 - ADMINISTRATIVE MATTERS, CHAPTER
 3007 – ACQUISITION PLANNING, CHAPTER 3019 – SMALL BUSINESS
 PROGRAM, CHAPTER 3036 – CONSTRUCTION AND ARCHITECT-ENGINEERING,
 AND CHAPTER 3053 - FORMS**

This HSAM Notice is being transmitted to all DHS Heads of Contracting Activities and Acquisition Leads. PLEASE DISSEMINATE TO WIDEST POSSIBLE AUDIENCE - ACQUISITION STAFF, FINANCIAL PERSONNEL, CUSTOMERS, PURCHASE CARDHOLDERS, ETC.

Introduction: This notice provides revisions to HSAM Chapter 3004, Appendix A – Reporting Requirements, Subchapter 3007.103, Agency-Head responsibilities, Subchapter 3007.172, Advance Acquisition Plans, Subsection 3019.202-270, Procurement forecast, Subchapter 3036.213-70, Report of proposed Federal construction and Chapter 3053, Forms. This notice is issued in accordance with HSAM 3001.301-70(c)(2). The changes are integrated into the electronic HSAM version at www.dhs.gov and DHS Online. The HSAM changes are as follows:

CHAPTER 3004 – ADMINISTRATIVE MATTERS

(1) Chapter 3004 – Appendix A – Reporting Requirements, is revised as follows:

CHAPTER 3004 - APPENDIX A - REPORTING REQUIREMENTS

The following is not an all inclusive listing of reporting requirements. Other procurement related reports may be required by statute, the FAR, or DHS.

TITLE OF REPORT	REFERENCE	DATE DUE	WHERE
Report of Proposed Federal Construction	HSAM 3036.213-70 ; 29 CFR 1.4	Annually	OCPO
Contractor Report of Government Property*	FAR Part 45.505 ; (HSAR) 48 CFR/HSAM 3045	Annually; October 31	OCPO
Semi-annual Labor Enforcement Report	FAR Part 22 ; HSAM 3022.406-13; 29 CFR 5.7(b)	Semi-annually; April 25 and October 25	Department of Labor

Resource Conservation and Recovery Act Report	Public Law 98-616; and E.O. 12780	To Be Determined	To Be Determined
SF 294, Subcontracting Report for Individual Contracts	FAR 19.7 ; SF 294	Semi-annually; April 30; October 30	OSDBU
SF 295, Summary Subcontract Report	FAR 19.7 ; 52.219-70	See reverse of SF 295	OSDBU
Undefinitized Contract Action (UCA) Report*	HSAM 3043.7002	Upon request from the OCPO	OCPO
Value Engineering Report*	OMB Circular A-131	Annually; December 7	OCPO
Report on Federal Support to Universities, Colleges, and Nonprofit Institutions	Section 3(a)(7) of the National Science Foundation (NSF) Act	Annually; O/A May 15	Upon request from NSF
Procurement Forecast Initial and Update	Public Law 100-656; HSAM 3019.202-70	Initial – Annually; Update - Semiannually or as needed	OSDBU

For those reports with an (*), if there was no activity for the period being reported, a negative response for the period shall be submitted to the requiring office.

CHAPTER 3007 – ACQUISITION PLANNING

(2) Subchapter 3007.103(h) Agency-head responsibilities is revised to read:

(h) Review of Acquisition Plans.

(1) Reviews.

(i) For acquisitions greater than \$5 million, the HCAs for the United States Secret Service (USSS) and the Federal Law Enforcement Training Center (FLETC) shall submit all acquisition plans to OCPO for review. All other OE HCAs shall submit acquisition plans with a total value exceeding \$50 million to OCPO for review.

(ii) All HCAs shall have the responsibility and final approval authority for their respective APs. The HCAs are responsible for reviewing all comments provided to them by OCPO

and making any appropriate revisions to the APs as a result of OCPO comments. HCAs shall document the disposition of all OCPO comments in the AP section of the contract file and ensure retention of this file documentation for follow on DHS Acquisition Oversight reviews.

(iii) The Chief Procurement Officer may, at his/her discretion, waive the requirements of paragraph (h).

(2) Before APs are submitted to OCPO for review, the HCA must review the plan and ensure OCPO is provided sufficient review processing time.

(3) The Chief Procurement Officer retains the right to review any acquisition plan.

(3) Subchapter 3007.172 Advance Acquisition Plans, is revised to read:

(a) Advance acquisition plans (AAPs) shall be developed for all acquisitions over \$100,000. All OEs shall assign an AAP Coordinator and a Small Business (SB) Coordinator.

(1) AAPs shall be developed on a fiscal year basis and shall be modified as necessary throughout the acquisition cycle using the DHS wide electronic AAP data system available under <http://www.fido.gov/dhs/aap/>. As a minimum, the AAPs shall be reviewed and updated on a semi-annual basis.

(2) The AAP contains the integrated/coordinated efforts of all personnel engaged in managing the acquisition process in the determination of requirements, finance, strategic planning, small business considerations, technical data requirements, contracting and contract administration.

(3) The OE AAP/SB Coordinators shall ensure that their respective OE AAPs are complete and accurate prior to validation in the DHS wide electronic AAP data system. The OE AAP Coordinators shall ensure their respective OEs update and validate the AAPs on or before the DHS due dates. The DHS AAP Coordinator will work closely with the DHS Office of Small & Disadvantaged Business Utilization (OSDBU) and will provide the due dates to the OE AAP/SB Coordinators. The DHS AAP Coordinator and DHS OSDBU will also provide assistance to the OE AAP/SB Coordinators to ensure timely and accurate submissions.

(4) Subchapter 3007 - The Acquisition Planning Guide, Appendix A.

Part I, Paragraph 1.2, When is an Acquisition Plan Required?, is revised to read:

The Federal Acquisition Regulation (FAR) 7.102(a) and HSAM 3007.102 require planning for all acquisitions. Acquisition planning is prepared as the first step in any acquisition and should be begun as early in the program life cycle as possible, or for

stand alone acquisitions as soon as the need is known. Where the planned acquisition(s) meet or exceed the DHS thresholds in HSAM 3007.103(d)(2)(i) of \$5 million, a formal written acquisition plan is prepared. For acquisitions below the HSAM 3007.103(d)(2)(i) threshold, informal written acquisition plans should be completed where possible. DHS components may provide thresholds and requirements for informal written acquisition plans.

CHAPTER 3019 – SMALL BUSINESS PROGRAMS

(5) Subchapter 3019.202-270 Procurement forecast, paragraphs (b) and (c) are revised to read:

(b) Purpose. The purpose of the procurement forecast is to make available to small businesses, those expected contract opportunities that small business concerns, including those owned and controlled by socially and economically disadvantaged individuals, are capable of performing. The forecast is a summary of the acquisition planning process conducted in each OE. The following requirements apply:

(1) Responsibility. The HCA or designee (written delegation required) must ensure the forecast and all updates to it are prepared for those expected contract opportunities valued over \$100,000 which are proposed to result in contracts issued by DHS Contracting Officers. The forecast must be prepared in accordance with instructions issued by DHS. The forecast data collection and the Advance Acquisition Plan (AAP) are combined and captured in an electronic data system available under <http://www.fido.gov/dhs/aap/> (See HSAM Subchapter 3007.172).

(2) Preparation and approval. The forecast (combined with the AAP) must be completed the year prior to the fiscal year in which the procurement action will be initiated. In addition, the forecast should be updated throughout the fiscal year, as needed. As a minimum, the forecast shall be reviewed and updated semi-annually.

(c) Reporting. DHS will provide the initial forecast and any updates to it to the Administrator of the SBA and to small businesses as required by Public Law 100-656.

CHAPTER 3036 – CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS

(6) Subchapter 3036.213-70, Report of proposed Federal construction, is revised as follows:

(a) Section 1.4 of the Davis-Bacon Procedural Rules, 29 CFR Part 1, Procedures for Predetermination of Wage Rates, requires agencies using wage determinations under the Davis-Bacon Act, among other statutes, to furnish the Administrator, Department of Labor (DOL), a general outline of its proposed construction programs for the coming year indicating the estimated number of projects for which wage determinations will be

required, the anticipated types of construction, and the locations of construction.

(b) OEs shall include the anticipated types and locations for proposed construction projects in the DHS electronic AAP data system detailed at HSAM Subchapter 3007.172 and available at <http://www.fido.gov/dhs/aap>. The OCPO will consolidate the OE reported data and transmit a collective report to DOL.

CHAPTER 3053 - FORMS

(7) Subchapter 3053.1, General, Paragraph 3053.103, Exceptions

“DHS Form 700-15, Advance Acquisition Plans” and “DOL Form-1671, Report of Proposed Federal Construction”, are deleted in its entirety.

(8) Subchapter 3053.207-70, Acquisition Plans, is revised as follows:

3053.207-70 Removed.

(9) Subchapter 3053.236-70 Construction and architect-engineer contracts, is revised to read:

3053.236-70 Construction and architect-engineer contracts.

DHS Form 700-11, Preconstruction Conference Agenda and Checklist.

(10) The Forms Table, Chapter 3053 is revised as follows:

Form Name	Form Number	Forms files
Preconstruction Conference Agenda and Checklist	DHS 700-11	DHS-700-11.pdf
Determination of Prospective Contractor Responsibility	DHS 700-12	DHS-700-12.pdf
Cover Page Source Selection Information	DHS 700-13	DHS-700-13.pdf
Cover Page Proprietary Information	DHS 700-14	DHS-700-14.pdf
Simplified Acquisition Summary and Continuation Sheet	DHS 700-16	DHS-700-16.pdf
Weighted Guidelines Profit/Fee Objective	DHS 700-17	DHS-700-17.pdf

Contract Facilities Capital and Cost of Money	DHS 700-18	DHS-700-18.pdf
Summary of Underpayments	DHS 700-19	DHS-700-19.pdf
Procurement Request and Continuation Sheet	DHS 700-20	DHS-700-20.pdf
Material Inspection and Receiving Report and Continuation Sheet	DHS 700-21	DHS-700-21.pdf
Small Business Review Form	DHS 700-22	DHS-700-22.pdf
Contract Award Notification	DHS 2140-1	DHS 2140.1.doc

Additional Information:

Direct questions or comments to Tom Mason at (202) 692-4210 or e-mail Tom.mason@dhs.gov or Vicki Granat at (202) 401-1740 or e-mail Vicki.granat1@dhs.gov.

Attachment: None

Effective date: January 19, 2006

Signed by:

Ashley Lewis
Director, Office of Acquisition Policy and Oversight