



MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM:

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SUBJECT: Implementation of Department of Treasury Acquisition Procedure (DTAP) forms.

1. **Purpose:** This Acquisition Procedures Update (APU) is issued to revise the DTAP in order to establish mandatory forms.

2. **Effective Date:** October 1, 2015

3. **Expiration Date:** Until otherwise canceled, superseded or included within a future edition of the DTAP.

4. **Background:** Over the course of this fiscal year the Senior Procurement Executive (SPE) has communicated the need to develop standardize forms that can be used across Treasury. The purpose of this initiative is to enable for more effective and efficient processing of procurement actions and performance of quality assurance reviews as there will be standardized forms being used by all Bureaus. The use of standardized forms is not unusual as DHS and other civilian agencies have implemented similar requirements for their acquisition workforce. For fiscal year 2015, the SPE identified the following procurement actions that would benefit from this initiative: Market Research; Acquisition Plan; Limited Source Justification; Justification for an Exception to Fair Opportunity; and Justification and Approval for FAR 13.5 sole source. Additional forms are being identified and planned for issuance for fiscal year 2016.

The purpose of this amendment is to establish the use of a number of these forms, with the effective date of 10/01/15. October 1, 2015 aligns to anticipated effective date of FAR Case 2014-022 (see <http://www.gpo.gov/fdsys/pkg/FR-2014-11-25/pdf/2014-27512.pdf> for the Federal Register notice of the proposed rule¹) which amends the FAR for the purposes of escalation adjustments of statutory acquisition-related dollar thresholds, including adjustments to the dollar thresholds in FAR 6.304; 8.405-6(d); 13.501; and 16.505(b)(2)(ii)(C)). In addition, 10/01/15 is being used in order to avoid disruption of Bureau year end activities as well as to provide Bureaus time to prepare for the usage of these forms. Altogether, feedback obtained from Bureaus has been incorporated into these forms. Overall, the SPE has determined that the issuance of an amendment to the DTAP is necessary.

Footnote: 1. A Federal Register notice is forthcoming for publication of the final rule for this FAR Case. Also, the CAAC Chair has notified civilian agencies that there will likely be differences in dollar thresholds between the proposed rule and final rule due to lower inflation than was projected at the time of publication of the proposed rule.



5. Department of the Treasury Acquisition Procedures: The DTAP is amended as follows:

A. 1007.103(d) is removed in its entirety.

B. 1007.103 is revised to add the following:

(e) Individual written acquisition plans are required for any action, including interagency agreements, expected to exceed the SAT, inclusive of all options or award terms offered as incentives. Treasury Standard Form 1011 (SF 1011), Acquisition Plan, shall be used for the preparation of the written acquisition plan. Bureaus may use the SF 1011 for actions at or below the SAT as well.

C. 1008 is revised to add the following:

1008.405-6 Limiting sources.

(c) Treasury Standard Form 1012 (SF 1012), Limited-Source Justification, shall be used for the preparation of the Limited-Sources Justification as prescribed by FAR 8.405-6.

D. 1013.5 is revised add the following:

1013.501 Special documentation requirements.

(a)(1)(ii) Treasury Standard Form 1013 (SF 1013), Justification & Approval for FAR Subpart 13.5 Sole Source (including brand name) acquisitions, shall be used for the preparation of sole source (including brand name) justifications as prescribed by FAR subpart 13.5.

E. 1016.505 is revised to add the following:

(b)(2)(ii)(B) Treasury Standard Form 1014 (SF 1014), Justification for an Exception to Fair Opportunity, shall be used for the preparation of the justification as prescribed by FAR 16.505(b)(2).

F. 1053.110 is revised to read as follows:

Except as may be otherwise indicated in the DTAP, all Treasury standard forms prescribed by the DTAR and DTAP may be continued on (a) a plain sheet of paper, or (b) use Treasury Optional Form 1050 (OF 1050), Continuation Sheet. Continuation sheets shall be annotated in the upper right-hand corner with the reference number of the document being continued, requirement title, and the serial page number.

G. 1053.2 is revised to add the following:

1053.207-170 Acquisition Planning.

The following form is prescribed, as stated in the below paragraph, for use in acquisition planning. Bureaus may prescribe additional instructions for use of the form.

(a) Treasury SF 1011 Acquisition Plan, shall be used as specified in 1007.103(e).



1053.208-470 Federal Supply Schedules.

The following form is prescribed, as stated in the below paragraph, for use in justifying limiting the source under Federal Supply Schedules. Bureaus may prescribe additional instructions for use of the form.

- (a) Treasury SF 1012 Limited-Sources Justification, shall be used as specified in 1008.405-6(c).

1053.213-570 Test Program for Certain Commercial Items.

The following form is prescribed, as stated in the below paragraph, for use of simplified procedures using FAR part 13.5. Bureaus may prescribe additional instructions for use of the form.

- (a) Treasury SF 1013 Justification & Approval for FAR Subpart 13.5 Sole Source (including brand name) acquisitions, shall be used as specified in 1013.501(a)(1)(ii).

1053.216-570 Indefinite-Delivery Contracts.

The following form is prescribed, as stated in the below paragraph, for use in ordering under indefinite-delivery contracts. Bureaus may prescribe additional instructions for use of the form.

- (a) Treasury SF 1014 Justification for an Exception to Fair Opportunity, shall be used as specified in 1016(b)(2)(ii)(B).

H. 1053.303 is revised to read as follows:

This section illustrates Treasury-specified forms. To access these forms go to <http://thegreen.treas.gov/do/ope2/Policy/Forms%20DTAP/Forms/Public.aspx>:

Form Name	Form Number
Delegation of Procurement Authority – Purchase Cardholder Appointment/ Termination Letter	OPE DPA #1
Delegation of Procurement Authority – Ordering Officer Appointment/ Termination Letter	OPE DPA #2
Contract File Checklist	OPE Contract File Checklist
[Reserved]	SF 1010
Acquisition Plan	SF 1011
Limited-Sources Justification	SF 1012
Justification & Approval for FAR Subpart 13.5 Sole Source	SF 1013
Justification for an Exception to Fair Opportunity	SF 1014
Continuation Sheet	OF 1050



- 6. Required Bureau Actions:** Bureau Chief Procurement Officers shall—
- Ensure dissemination of this APU to all impacted personnel;
 - Update any related Bureau policies and procedures impacted by this APU; and
 - Ensure the effective implementation of these forms to ensure usage by 10/01/15.

7. Additional Information: My point of contact for this APU is Mr. Thomas O'Linn, who may be reached at thomas.olinn@treasury.gov or at OfficeoftheProcurementExecutive@treasury.gov.

Form Name	Form Number
Delegation of Procurement Authority – Purchase	OPB DPA 01
Contractor Appointment Termination Letter	OPB DPA 02
Delegation of Procurement Authority – Ordering Officer	OPB DPA 03
Appointment Termination Letter	OPB DPA 04
Contact File Checklist	OPB Contact File Checklist
[Reserved]	SF 1010
Acquisition Plan	SF 1011
Limited-Source Justification	SF 1012
Justification & Approval for FAR Subject 13.5 Sole Source	SF 1013
Justification for an Exception to Fair Opportunity	SF 1014
Continuation Sheet	OF 1020