

6 FAM 200 SUPPLIES, EQUIPMENT, AND NONPERSONAL SERVICES

6 FAM 210 ACQUISITION OF SUPPLIES AND SERVICES

(TL:GS-64; 12-30-2000)

6 FAM 211 DEPARTMENT OF STATE ACQUISITION SYSTEM

(TL:GS-64; 12-30-2000)

The Department of State Acquisition System ensures that the Department obtains the required supplies and services in support of its needs in an effective and efficient manner, with timely delivery and required quality, at reasonable prices, in accordance with the laws and regulations governing Federal acquisition.

6 FAM 212 ACQUISITION MANAGEMENT

(TL:GS-64; 12-30-2000)

a. The Office of the Procurement Executive (A/OPE) establishes acquisition policy for the Department of State. A/OPE provides overall policy and Department management procedures for the acquisition system and is responsible for the appointment of contracting officers, acquisition career management, competition advocacy, and review and/or approval of solicitations and contracts.

b. The Head of the Contracting Activity (HCA) manages the contracting activity, pursuant to DOSAR 601.603-70. The HCA is responsible for many decisions in the acquisition process, as prescribed in the Federal Acquisitions Regulation (FAR) and the Department of State Acquisitions Regulation (DOSAR).

c. The Procurement Executive has designated HCAs in the following contracting activities, for the purposes and within the limitations of the authority stated at DOSAR 601.603-70(a):

- (1) Posts abroad;

- (2) Office of Acquisition Management;
- (3) Foreign Service Institute;
- (4) Office of Foreign Missions;
- (5) U.S. Mission to the United Nations;
- (6) Diplomatic Telecommunications Service – Program Office; and
- (7) Regional Procurement Support Offices.

d. In addition, the following offices have been delegated limited acquisition authority as stated in DOSAR 601.603-70(b), although they have not been designated as HCAs:

- (1) Office of Language Services;
- (2) Office of Overseas Schools;
- (3) Ralph J. Bunche Library;
- (4) Office of International Conferences;
- (5) Bureau of Population, Refugees, and Migration;
- (6) Bureau of International Narcotics and Law Enforcement Affairs; and
- (7) Office of Small and Disadvantaged Business Utilization.

6 FAM 213 ACQUISITION REGULATIONS AND DIRECTIVES

(TL:GS-64; 12-30-2000)

a. The following regulations pertain to Department of State acquisitions:

(1) The Federal Acquisition Regulation (FAR), Code of Federal Regulations, Title 48, Chapter 1, is the primary regulation for use by all Federal agencies for the acquisition of supplies and services;

(2) The Department of State Acquisition Regulation (DOSAR), Code of Federal Regulations, Title 48, Chapter 6, implements and supplements the FAR;

(3) The Federal Property Management Regulations (FPMR), Code of Federal Regulations, Title 41, Chapter 101, regulates many aspects of property management including public buildings and space, transportation and motor vehicles, and utilization and disposal; and

(4) When contracting abroad, other U.S. Government agencies may prescribe their own acquisition regulations, e.g., the U.S. Agency for International Development Acquisition Regulation (AIDAR), the Department of Agriculture Acquisition Regulation (AGAR), and the Department of Commerce Acquisition Regulation (CAR).

b. The Department's acquisition directives system consists of the following components:

(1) The FAR;

(2) The DOSAR;

(3) Procurement Information Bulletins (PIBs), which provide general information on topics of interest to contracting personnel;

(4) *The Overseas Contracting and Simplified Acquisition Guidebook* (also known as the "Cookbook");

(5) *The Acquisition Career Management Guidebook*;

(6) *The Worldwide Purchase Card Guidebook*;

(7) The 6 FAH-2, *Contracting Officer's Representative (COR) Handbook*; and,

(8) *The Small Business Training Guide*.

c. The above-referenced documents in paragraph b(1) – (7) are available on the Department's Intranet system at <http://aope.a.state.gov/> and on the A/OPE Internet Help Site at <http://www.statebuy.gov/opehelp/opehelp.htm>. *The Small Business Training Guide* is available on the Intranet at <http://99.1.1.19/>. Other agencies' acquisition regulations may be accessed on the Internet by clicking on "Acquisition Library" on the A/OPE Internet Home Page at <http://www.statebuy.gov/>.

6 FAM 214 CONTRACTING OFFICER APPOINTMENT

(TL:GS-64; 12-30-2000)

a. The contracting officer is appointed in writing by the Procurement Executive pursuant to DOSAR 601.603. The contracting officer is the U.S. Government's authorized agent for soliciting offers, negotiating, awarding, modifying, and terminating contracts.

b. Only qualified U.S. Government direct-hire employees who are U.S. citizens may be appointed as contracting officers. Appointments are by name only, not position-based, and specify the individual's limits of authority (time, location of office or post, and dollar threshold). Form SF-1402, *Certificate of Appointment*, is commonly referred to as a "warrant".

c. Appointment procedure for posts abroad are:

(1) Posts must request contracting officer warrants by cable, fax, or e-mail to A/OPE. The request must contain the following information:

(a) Name;

(b) Grade;

(c) Position title;

(d) Justification or need for appointment;

(e) Dates of post arrival and departure;

(f) Description of prior acquisition training (include the date of completion of the four-week Acquisition Module of the GSO course at FSI, if applicable);

(g) Description of prior acquisition experience; and

(h) Any other relevant qualifications.

(2) Employees who have successfully completed the four-week GSO Acquisition Module (1993 or later) are normally eligible for warrants limited to \$250,000 (standard warrants). Those without such training are limited to warrants of \$100,000 or less (provisional warrants).

(3) Each post must ensure that at least two U.S. officers are appointed as contracting officers. This will avoid gaps where no one at post has contracting authority.

(4) Contracting officers must advise A/OPE by cable, fax, or e-mail upon departure from post. This information is needed to maintain an accurate database of contracting officers.

d. Appointment procedure for domestic contracting activities are:

(1) Domestic contracting activities must request contracting officer warrants in writing through the HCA. The requests must include the following information:

(a) Name;

(b) Job title, series, and grade;

- (c) Office and division and/or branch (include office symbol);
- (d) Appointment level requested (dollar limitation or other, such as duration, types of acquisition, etc.);
- (e) Justification or need for appointment at level requested;
- (f) Relevant experience, including:
 - Name of employer
 - Dates employed
 - Title of position
 - Kind of organization or business
 - Description of work
 - Previous contracting officer appointment held and dollar limitation;
- (g) Other relevant qualifications, certifications, or skills;
- (h) Educational level (type and year of degree, name of institution, and major and minor);
- (i) Relevant honors, awards, or fellowships received; and
- (j) List of acquisition-related training (name of course, indicating basic, advanced, or specialized; name of training source; length of training; date completed).

(2) Domestic contracting officers are eligible for a Level I, Level II, or Level III warrant. The limitations and required qualifications for each are discussed in detail in A/OPE's *Acquisition Career Management Guidebook*.

e. All contracting officers must retain and display the original of Form SF-1402, *Certificate of Appointment*, signed by the Procurement Executive.

f. A contracting officer appointment does not include the authority to sign Federal assistance agreements, i.e., grants and cooperative agreements. A separate Grants Officer warrant must be obtained to sign Federal assistance agreements. (See Grants Policy Directive No. 1, available on the A/OPE Internet and Intranet Home Pages).

6 FAM 215 UNAUTHORIZED COMMITMENTS

(TL:GS-64; 12-30-2000)

a. An unauthorized commitment occurs when someone other than a warranted contracting officer commits the U.S. Government to a contractual action, such as directing a contractor to perform work or deliver items. This also includes cases where a contractor is asked to continue performance under an existing contract without adequate funding. Only a warranted contracting officer may bind the U.S. Government contractually. Unauthorized commitments violate Federal law and Department acquisition regulations and carry severe negative consequences for all parties.

b. Unauthorized commitments may result in personal liability for the individual who made the commitment. Department personnel responsible for unauthorized commitments must provide detailed written explanations of their actions and may be subject to disciplinary action, especially if violations are flagrant and/or continuous.

c. Contractors who act on unauthorized commitments do so at their own risk. They are not entitled to consideration (money) unless and until the unauthorized commitment is ratified. Payment is therefore substantially delayed or may not be forthcoming at all if the action is not ratified.

d. Upon learning of an unauthorized commitment, the contracting officer should take immediate action to stop the contractor's work, whenever possible. The contractor should be informed that an unauthorized commitment has been made and that no additional work should occur until ratification is approved.

e. Ratification is the process whereby designated individuals convert an unauthorized commitment to a legal contract. At the Department, only the HCAs may ratify actions up to \$1,000; actions exceeding \$1,000 must be ratified by the Procurement Executive. The authority to ratify an unauthorized commitment, however, has certain limitations. Ratification may occur only when all of the following conditions are met:

(1) The supplies or services have been provided to and accepted by the U.S. Government, or the U.S. Government otherwise has obtained or will obtain a benefit;

(2) The resulting contract would otherwise have been proper if made by a warranted contracting officer;

(3) The price is determined to be fair and reasonable;

(4) The contracting officer recommends payment (he or she may request concurrence from the Office of the Legal Advisor (L/BA) if there is a question of propriety or a legal issue);

(5) Funds are available and were available at the time the unauthorized commitment was made; and

(6) All requirements of Department of State Acquisition Regulation (DOSAR) 601.602-3-70 for documentation and explanation of unauthorized commitments have been met.

f. Unauthorized commitments by other Federal agencies must be ratified by the Procurement Executives of these agencies. The DOS Procurement Executive will not ratify an unauthorized commitment for another Federal agency.

g. Financial management officers should assure that unauthorized commitments are ratified before certifying any unauthorized commitments for payment.

h. See DOSAR 601.602-3 for a complete discussion on unauthorized commitments.

6 FAM 216 ACQUISITIONS ABROAD

(TL:GS-64; 12-30-2000)

a. Contracting officers may use their delegated procurement authority to meet acquisition requirements. However, pursuant to DOSAR 601.603-70(a)(1)(i), posts may not enter into cost-reimbursement, fixed-price incentive, or fixed-price redeterminable contracts.

b. Posts may meet their need for supplies and services by using the acquisition, supply, and transportation resources of the Department, including:

(1) The Office of Acquisition Management (A/LM/AQM), including the Regional Procurement Support Offices (RPSO) at Frankfurt, Tokyo, Florida, and Singapore; and

(2) The Office of Logistics Operations (A/LM/OPS), including the U.S. Despatch Agencies.

c. Posts may also use the resources of other U.S. Government agencies, including:

(1) The General Services Administration (GSA);

(2) The U.S. Public Health Service (USPHS); and

(3) The Defense Logistics Agency (DLA).

6 FAM 216.1 Department of State Resources

6 FAM 216.1-1 Office of Acquisition Management

(TL:GS-64; 12-30-2000)

The Office of Acquisition Management (A/LM/AQM) may acquire supplies and services on behalf of posts abroad. A/LM/AQM also provides liaison services between posts and vendors.

6 FAM 216.1-2 Office of Logistics Operations

(TL:GS-64; 12-30-2000)

The Office of Logistics Operations (A/LM/OPS) develops and administers the motor vehicle replacement program; coordinates supply support; and, manages and operates the Department's consolidated warehouse facility in the Washington D.C. area to support supply activities.

6 FAM 216.1-3 Regional Procurement Support Offices (RPSO) Frankfurt, Tokyo, Florida, and Singapore

(TL:GS-64; 12-30-2000)

a. RPSOs Frankfurt, Tokyo, Florida, and Singapore assist posts abroad with acquisitions from domestic and foreign sources, including the military exchange system. RPSO Frankfurt is a source of medical supplies for all U.S. diplomatic posts and the Peace Corps.

b. RPSOs are not supply depots and do not maintain stock supplies. A joint RPSO Frankfurt/European Logistical Support Office (ELSO) project maintains a prepositioned stock of certain appliances, equipment and household furniture at ELSO.

6 FAM 216.1-4 Despatch Agencies

(TL:GS-64; 12-30-2000)

The U.S. Despatch Agencies, located in New York, Baltimore, Miami, and Seattle, arrange and expedite surface shipments from the continental US. Posts may also use Despatch Agencies for air shipments that originate at U.S. Despatch Agency locations. The ELSO at Antwerp, Belgium, assists posts in Europe, Africa, the Near East, and South Asia with supplies and management of the transportation of official shipments. ELSO also operates the Expedited Logistics Program (ELP), which prepositions a number of certain appliances, equipment, and household furniture as working capital fund stock inventory for expedited delivery.

6 FAM 216.2 U.S. Government Sources

6 FAM 216.2-1 The General Services Administration (GSA)

(TL:GS-64; 12-30-2000)

GSA is the preferred supplier for personal property and non-personal services for Federal agencies. GSA makes available a wide range of common use supply items and is the source for mandatory products manufactured by nonprofit agencies employing people who are blind or severely disabled (known as "NIB/NISH") and Federal Prison Industries (UNICOR). Through the Federal Supply Schedule Program, GSA centrally contracts for items and services that agencies can order directly from the vendor.

6 FAM 216.2-2 The U.S. Public Health Service (USPHS)

(TL:GS-64; 12-30-2000)

The USPHS Supply Services Center, Perry Point, Maryland, provides medical supply support to posts. The Center's stock of medical items is described in its annual catalog. USPHS also accepts requests for the acquisition of medical items it does not stock.

6 FAM 216.2-3 The Defense Logistics Agency (DLA)

(TL:GS-64; 12-30-2000)

The DLA and other Department of Defense supply components should be used when feasible to obtain construction and industrial materials. DLA is the source for all EPA-approved pesticides.

6 FAM 216.3 Requisitioning Supplies

6 FAM 216.3-1 Ordering Supplies Through the A/LM Stock Program

(TL:GS-64; 12-30-2000)

a. The Office of Logistics Operations (A/LM/OPS), through the Material Management Branch, offers the following supply items from its Washington, DC area warehouse:

(1) Supplies for CORE areas only (toner cartridges, printer maintenance kits, diskettes);

(2) Forms (OF-250, *Pouch Despatch Control Form*, and the OF-155B, *Immigrant Visa and Alien Registration*);

(3) Safe driving award pins; and

(4) Procurement folders (Forms DS-1918, *Purchase Order File*; DS-1919, *Delivery Order File*; DS-1920, *Blanket Purchase Agreement File*; DS-1957, *FEDSTRIP Requisition File*; and, DS-3014, *Purchase Card Transaction File (Actions Exceeding \$2,500 through \$25,000)*).

The list of items and prices is available on the A/LM Intranet Home Page at <http://almsntsa/>.

b. To order these items, offices should use the A/LM Material Management Branch Emergency stock web site at <http://99.1.1.202/AorderInst.asp>.

6 FAM 216.3-2 Ordering Supplies from GSA, USPHS, or DLA

(TL:GS-64; 12-30-2000)

a. Offices may place orders for GSA supplies and services in one of two ways:

(1) By using GSA's on-line shopping service, GSA Advantage!(™). GSA Advantage! also provides access to items under the Federal Supply Schedule Program. GSA Advantage! can be accessed on the Internet at <http://www.gsadvantage.gov/> GSA Advantage! also accepts the U.S. Governmentwide purchase card; or

(2) By submitting a requisition to GSA. The requisition must be submitted on either the Form OF-263 (Requisition For Equipment, Supplies, Furniture, etc.) or a document that includes the information required on the Form OF-263.

b. Offices may place orders for supplies offered by the USPHS or DLA by submitting a requisition directly to those agencies.

c. Copies of supply orders should be sent to the consignee, Despatch Agent, or SA-7 warehouse with funding for transportation.

6 FAM 217 GENERAL ACQUISITION ISSUES

6 FAM 217.1 Advance Acquisition Planning

(TL:GS-64; 12-30-2000)

a. Acquisition planning is described in FAR Part 7 and DOSAR Part 607. Acquisition planning is critical to the Department's ability to produce an annual Forecast of Contract Opportunities, a publication produced by A/SDBU. Acquisition planning should occur concurrently with budget planning.

b. Each year, A/OPE issues a memorandum setting forth the internal procedures for acquisition planning and providing a planning format. The advance acquisition plans (AAPs) must be submitted to the appropriate contracting activity. Acquisition planning applies to all Department acquisitions with an estimated value exceeding the simplified acquisition threshold of \$100,000, with the exception of construction acquisitions abroad conducted by the Office of Foreign Buildings. Posts abroad need only submit AAPs for actions over \$100,000 that have not been submitted under the Master Buy Plan (see 6 FAM 217.2).

c. Acquisition planning must be initiated by a requirements office or post abroad as soon as a need is identified, preferably well in advance of the fiscal year in which the contract action is necessary. Acquisition requirements not identified in AAP submissions may be returned to a requirements office because adequate resources are not available to process the acquisitions in a timely, cost effective manner, in full compliance with law and regulation.

d. In the event a projected requirement is identified after AAPs have been submitted, the requirements office or post abroad should submit advance information immediately using the appropriate format. Inadequate planning must not be used to justify either sole-source or limited competition by reason of unusual or compelling urgency. It should be noted that FAR 6.302-2 requires that agencies request offers from as many potential sources as is practicable under the circumstances when attempting to use the "unusual and compelling urgency" exception to full and open competition.

6 FAM 217.2 Contract Review

(TL:GS-64; 12-30-2000)

a. Each fiscal year, A/OPE issues a call for acquisition plans ("Master Buy Plan") via cable to posts abroad. A/OPE asks posts to provide a list of planned solicitations, contracts, and modifications for that fiscal year that will exceed the warrant level of the assigned contracting officer. A/OPE then selects those actions that it will review and provides the list to post. A/OPE grants authority for the contracting office to sign any planned actions that are not selected for review.

b. Posts must notify A/OPE of any unplanned actions that exceed the contracting officer's warrant level as they arise, so that A/OPE may decide whether a review is required. Posts failing to respond to the call for acquisition plans may be required to submit all acquisition actions above the contracting officer's warrant level for A/OPE review and approval.

c. Prior A/OPE review is not required when exercising priced options, unless specifically requested by A/OPE.

6 FAM 217.3 Year-End Spending

(TL:GS-64; 12-30-2000)

a. Acquisitions must be preceded by adequate planning and appropriate budget and fiscal management. Acquisitions that are made near the end of a fiscal year must represent a bona fide need for that fiscal year. Pursuant to FAR 6.301(c), contracting without full and open competition may not be justified on the basis of:

- (1) Lack of advance planning by the requirements office; or
- (2) Concerns related to the amount of funds available (e.g., funds will expire).

b. To ensure that year-end acquisitions are procured efficiently:

(1) Orders for supplies and services will be kept to the minimum needed to support essential, approved programs;

(2) New contracts for future services will be made in accordance with established advance acquisition plans;

(3) Requisitions, including telegraphic requisitions, must be received in A/LM/AQM in time to ensure processing before the end of the fiscal year. A/LM/AQM posts its deadlines on the A/LM Home Page on the Intranet at <http://almsntsa/>. All purchase requests that are not included in approved AAPs or are submitted after the applicable deadline are subject to being returned to the requirements office or post without action; and

(4) All purchase orders and delivery orders must be delivered, mailed, or pouched before October 1. Negotiated contracts must be signed by both the contractor and the contracting officer before October 1. Contracts awarded as a result of sealed bidding must be signed by the contracting officer prior to October 1.

6 FAM 217.4 Clearance Requirements

(TL:GS-64; 12-30-2000)

Various Department of State offices must clear and approve certain equipment and services before a contracting officer may initiate an acquisition. The list of items and clearance offices is shown in 6 FAM Exhibit 217.4. It is the responsibility of the requirements office to obtain the appropriate clearances prior to submitting the acquisition request to the contracting activity.

6 FAM 217.5 Standardization Program

(TL:GS-64; 12-30-2000)

a. DOSAR 606.370 establishes the Department's Standardization Program. While it is the Department's policy to promote full and open competition in all acquisition actions, there are some circumstances where only specified makes and models of equipment will satisfy the Department's needs and only one source is available.

b. Requirements offices or posts that wish to standardize must prepare a written justification for other than full and open competition. The justification must be approved by the contracting officer, the requirements office, the procuring activity competition advocate, and the Procurement Executive. Sample justifications for motor vehicles and household appliances standardizations are available on the Intranet at <http://aope.a.state.gov/>.

c. The Departmental Competition Advocate, located in A/OPE, controls and disseminates information on current standardizations and expiration dates for posts for motor vehicles and household appliances.

6 FAM 217.6 Acquisition Methods

(TL:GS-64; 12-30-2000)

The three principal acquisition methods are:

(1). **Simplified Acquisition.** FAR Part 13 and DOSAR Part 613 describe simplified acquisition procedures. These procedures include the imprest fund (petty cash), the Governmentwide purchase card, purchase orders, and blanket purchase agreements (BPAs). Simplified acquisition procedures may be used for the acquisition of supplies, services, and construction when the aggregate amount is \$100,000 or less. Acquisitions for commercial items may use simplified acquisition procedures for acquisitions up to \$5 million under the Special Test Program in FAR Subpart 13.5.

(2). **Sealed Bidding.** Sealed bidding procedures are described in FAR Part 14 and DOSAR Part 614. Sealed bidding employs competitive bids, public opening of bids, and contract award that is based on the lowest bid submitted by a responsive, responsible bidder.

(3). **Negotiation.** The procedures and policies for contracting by negotiation are described in FAR Part 15 and DOSAR Part 615. Negotiation is a procedure that includes the receipt of proposals from offers, permits discussions (negotiations), and usually affords offerors an opportunity to revise their proposals before award of a contract.

6 FAM 217.7 Performance-Based Statements of Work

(TL:GS-64; 12-30-2000)

a. Specifications are the heart of any acquisition. In most instances, commercial providers should be able to meet the specifications. Specifications should be written to provide for maximum competition, and should not be restrictive.

b. In recent years, there has been an emphasis to make contractors more accountable by requiring them to produce tangible results. This is particularly true for service contracts. Thus, performance-based service contracts are the standard when drafting statements of work for services. Beginning in Fiscal Year 2001, all new service contracts must be performance-based; any deviations must be justified in writing and approved by the Departmental Competition Advocate.

c. Performance-based service contracts:

- (1) Describe work in terms of results needed;
- (2) Use measurable performance standards;
- (3) Provide for price reductions when acceptable work is not performed; and
- (4) Give contractors freedom to determine how to meet the U.S. Government's performance objectives.

d. Requirements offices must arrange for training of employees who write statements of work for contracts. FSI offers a correspondence course on this subject, and many other courses are available commercially.

e. Detailed information on performance-based service contracting is available on the A/OPE Internet Home Page at <http://www.statebuy.gov> or on the A/OPE Intranet Home Page at <http://aope.a.state.gov/>.

6 FAM 217.8 Synopsis of Proposed Contract Actions

(TL:GS-64; 12-30-2000)

a. Contracting officers are required to synopsise proposed actions exceeding \$25,000 in the *Commerce Business Daily* (CBD) in accordance with FAR Part 5.

b. In accordance with a Determination and Findings issued by the Assistant Secretary of State for Administration and implemented in DOSAR 606.202-70, contracting officers at posts abroad are not required to synopsise acquisitions in the CBD, unless the acquisition is for local guard services (see paragraph d below). This waiver is in effect until May 19, 2001.

c. Contracting officers at posts abroad are not required to prepare an individual determination and findings to document their decision to waive the CBD notice requirements.

d. All solicitations for local guard contracts that exceed \$250,000 in the aggregate must be advertised in the CBD.

e. Nothing in this section prevents a contracting officer abroad from advertising in the CBD if he or she decides that such notice would be in the Department's best interests.

f. A/OPE submits synopses of proposed contract actions electronically to the CBD on behalf of posts, in accordance with DOSAR 605.207(a)(1).

6 FAM 217.9 Reporting Requirements – State/Federal Procurement Data System (S/FPDS)

(TL:GS-64; 12-30-2000)

a. The Federal Procurement Data System is a computer-based information collection system established by the Office of Management and Budget's Office of Federal Procurement Policy. Executive departments and agencies are responsible for collecting and reporting acquisition data to the Federal Procurement Data Center (FPDC), in accordance with FAR Subpart 4.6.

b. The State/Federal Procurement Data System (S/FPDS) is an automated data collection system designed to provide the Department's offices worldwide with an effective method for collecting and reporting acquisition data to the Federal Procurement Data System (FPDS). The State/Federal Procurement Data System (S/FPDS) is maintained by A/OPE.

c. All domestic and contracting activities abroad must submit quarterly acquisition data through the State/Federal Procurement Data System (S/FPDS) to A/OPE for subsequent transmittal to the Federal Procurement Data Center (FPDS).

(1) **Domestic contracting activities.** Reports shall be submitted no later than 10 calendar days following the last day of each fiscal year quarter being reported.

(2) **Contracting activities abroad.** Reports shall be submitted no later than 15 calendar days following the last day of each fiscal year quarter being reported.

d. Detailed information on the State/Federal Procurement Data System (S/FPDS) may be found on the Intranet at <http://aope.a.state.gov/> and the Internet at <http://www.statebuy.gov/>.

6 FAM 217.10 Acquisitions Covered in Other FAM Sections

(TL:GS-64; 12-30-2000)

The following FAM sections provide additional guidance for Department acquisitions:

- (1) 6 FAM 700, Foreign Buildings Operations;
- (2) 6 FAM 1220, Procurement; and
- (3) 6 FAM 1230, Acquisition of Supplies and Services.

6 FAM 218 CONTRACT ADMINISTRATION

(TL:GS-64; 12-30-2000)

a. Contract administration involves ensuring that both the contractor and the U.S. Government fulfill their mutual obligations as set forth in the contract. Contract administration begins when the contract has been signed and ends with the administrative actions taken at contract closeout when performance has been completed and the contractor has received final payment.

b. Contract administration includes monitoring the contractor's technical progress and performance, approving invoices for payment in accordance with contractual terms, reviewing and consenting to subcontracts, controlling U.S. Government property, and overseeing contract modifications and terminations.

c. The contracting officer may designate one or more technically qualified personnel as authorized representative(s) to assist in the administration of contracts, pursuant to DOSAR 642.270. These individuals are:

(1) Contracting Officer's Representative (COR), who is the primary individual assigned to monitor and evaluate the contractor's performance; and,

(2) Government Technical Monitor (GTM), who assists the COR in monitoring and evaluating the contractor's performance.

d. The contracting officer is the only person who may modify the contract, or take action to enter into or change a contractual commitment on behalf of the U.S. Government.

e. The COR and GTM may assist the contracting officer in ensuring that the contractor complies with all terms and conditions of the contract, including the delivery and quality conditions specified in the contract.

6 FAM 219 UNASSIGNED

6 FAM 217 Exhibit 217.4

CLEARANCE REQUIREMENTS FOR MISCELLANEOUS SUPPLIES AND SERVICES

ITEM	APPLICATION (Y=Yes N=No)		APPROVAL OFFICE	NOTES
	Domestic	Abroad		
1. Air Conditioners	Y	N	A/OPR/FMS/BM	
2. Aircraft Charter	Y	N	A/OPR/ST/TD For A/VM: A/VM/OPS/TTM	Charters aircraft; also clears requests by other DOS offices for rental or charter of aircraft to transport U.S. Government personnel and/or commodities. Exempt from this clearance are requirements for leasing aircraft that are not primarily meant to transport U.S. Government personnel and/or commodities, e.g., leasing of aircraft for program support by the INL Bureau.
3. Audiovisual Productions	Y	N	PA/PRESS	
4. Building Maintenance and Services	Y	N	A/OPR/FMS/BM	
5. Classified Requirements	Y	N	DS/DSS	
6. Construction and Renovation	Y	Y	Domestic: A/OPR/FMS/BM A/OPR/RPM Abroad: A/FBO Post Occupational Safety & Health Officer (POSHO)	During planning and prior to excavation.
7. Circuitry – Leased	Y	Y	Domestic: DS/IMSO/DO/DSP IRM/OPS/ITI/TWD Abroad:	Any leased circuitry with domestic and/or applications abroad, used to support voice, data, and/or record communications.

Continuation-6 FAM 210 Exhibit 217.4

				DTS-PO	
8. Copying Equipment: Copiers and Cameras	Y	N		A/RPS/MMS PA/PRESS	Covers lease, purchase, or rental, and includes color copiers and color printers rated at 3 copies per minute or faster. PA/PRESS covers cameras only. Covers lease or purchase, includes specialized hardware and software for pagemaking, typesetting, and publication production.
9. Desktop Publishing: a. Equipment and Support	Y	Y		Domestic: A/RPS/MMS Abroad: A/RPS/MMS Regional Bureau M/F/SI/SLS	
b. Foreign Language Desktop Publishing	Y	Y		M/F/SI (respective schools)	
10. Educational Technology	Y	Y		A/OPR/FMS/BM A/OPR/RPM	Structural surveys of floor for excessively heavy filing systems.
11. Filing Equipment: Filing Cabinets, Safes, and Moving, Vertical, and Rotary Files	Y	Y		A/OPR/GSM PA/PRESS	
12. Filming Services: Motion Picture Filming, Video Taping	Y	Y		FMP/FMS FMP/F/IFS/FSC/P	Covers standards for and program direction to requirements analysis, development, implementation, and maintenance of worldwide financial management systems.
13. Financial Systems	Y	Y		Domestic: A/LM/AQM A/OPR/RPM Abroad: A/FBO/IDF A/OPR/FMS/BM	A/OPR/RPM must approve of and/or develop plans for systems furniture prior to the order being placed to ensure electrical (power and lighting), HVAC, disabled, fire safety, and U/R requirements are met.
14. Furnishings and/or Furniture	Y	Y			
15. Generators and Generator-Related Items	Y	N			
16. U.S. Government Publications: Books, Magazines, Newspapers	Y	N		For U.S. Government publications: A/RPS/MMS	Covers purchase and subscription.
17. Graphic Equipment: Drafting, Plotting, Other	Y	N		A/RPS/MMS A/OPR/RPM	Covers lease or purchase. A/OPR/RM must clear on location to ensure floor load capacity is not exceeded.

Continuation-6 FAM 210 Exhibit 217.4

18. Graphic Services: Art Work, Designs, Presentations, Slides, Charts	Y	N	A/RPS/MMS	
19. Hazardous/Safety Related Materials for use by U.S. Government and/or Contractor Personnel: Chemicals, Products, Health Protective Equipment, Fire Detection and Suppression Equipment	Y	Y	Domestic: A/OPR/FMS A/FBO/OPS/SHEM A/OPR/RPM Abroad: POSHO	
20. Language Services: Translators, Interpreters, Escorts	Y	N	A/OPR/LS	Only A/OPR/LS has delegated authority to contract for interpreters and translators domestically. All requests should be forwarded to LS in accordance with 6 FAM 1500.
21. Language Training	Y	Y	M/FSI/SLS	
22. Medical Equipment and Medical Professional Personnel	Y	N	M/DGP/MED	
23. Microimage Equipment: Microfilm and/or Microfiche Cameras, Computer Output to Microfilm Devices, Film, Processors, Film Readers and Reader Printing, Optical or Compact Disk Imaging, Storage Devices	Y	N	A/RPS/MMS A/OPR/RPM	Covers lease or purchase. A/OPR/RPM must clear on equipment where weight and location need to be reviewed to ensure the floor load capacity is not exceeded.
24. Microwave Ovens	Y	N	Executive Director of Requesting Bureau A/OPR/FMS/B	
25. Motor Vehicles	Y	Y	Domestic: A/OPR/GSM/FMO State abroad: A/LM/OPS/WLC/MV ICASS abroad: FMP/ICASS	Executes all orders for vehicle acquisitions and leases. Must clear all justifications for vehicle acquisitions and leases, and provides guidance concerning technical matters, the FPMR, and applicable legislation. Requesting offices fund services through working capital fund obligation. Abroad: for all program vehicles and for any U.S. manufactured vehicles to be purchased for export purposes.

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				<p>Marine Security Guard abroad: DS/SPC/MSG</p> <p>Local Guard abroad: DS/CIS/PSP/FPD</p>	
26. Name Retrievable Systems	Y	Y	Y	<p>Domestic: A/RPS/IPS</p> <p>Abroad: A/RPS/IPS</p> <p>Regional Bureau</p>	Related to data on private citizens.
27. Office Space: Leasing of Space	Y	Y	Y	<p>Domestic: A/OPR/FMS/BM A/OPR/RPM</p> <p>Abroad: A/FBO</p>	By contract or subcontract.
28. Office Renovations	Y	Y	Y	<p>Domestic: A/OPR/FMS/BM A/OPR/RPM</p> <p>Abroad: A/FBO</p>	Covers renovation studies.
29. Paper: Continuous Feed, Xerographic, Other	Y	Y	N	ALM/OPS/WLC/MAT	
30. Passenger Ground Transportation	Y	Y	N	A/OPR/GSM/FMO	Executes all orders for passenger ground transportation by bus, automobile, or charter motor coach. Requesting offices fund services through working capital obligation.
31. Printing, Typesetting	Y	Y	N	A/RPS/MMS	Includes typesetting by graphic design contractors or other printing services provided as part of broader contract obligations.
32. Printing Equipment	Y	Y	N	A/RPS/MMS A/OPR/FMS/BM	Includes high-speed printer (rated over 15 copies per minute) that are on- or off-line. A/OPR/FMSS/BM clearance required for excessively heavy equipment that could create floor load problems.

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33. Radios	Y	Y	Y	A/OPR/FMS/BM clearance required for antenna fixed to or set on top of DOS domestic facility.
34. Refrigerators	Y	N	Executive Director of Requesting Bureau	
35. Residences (Leased)	N	Y	RSO	
36. Satellite Systems	Y	Y	IRM/OPS/ITI/TWD/WLS	
37. Shielded Enclosures	Y	Y	A/OPR/RPM A/OPR/FMS/BM	
38. Corridor Signs (MS)	Y	N	A/OPR/GSM/SSD	
39. Tempest Equipment and Systems	Y	Y	Domestic: IRM/OPS/ITI/SI Abroad: IRM/OPS/ITI/SI Regional Bureau	
40. Telecommunications, Telephone Equipment, Accessories	Y	Y	Domestic: IRM/OPS/ITI/TWD Abroad: IRM/OPS/ITI/TWD	
41. Telefax, Facsimile Machine	Y	Y	IRM/OPS/ITI/SI/CSB	
42. Telephone Service (Local and/or Long Distance)	Y	Y	IRM/OPS/ITI/TWD	
43. Training	Y	N	M/FSI/EX/REG	See 3 FAM 2713.4(4) and 3 FAM 2713.5(9)
44. Video Equipment (videotape, video camera, video reproduction equipment, video duplication equipment)	Y	N	A/OPR/GSM/VPU	A/OPR/GSM/VPU clearance will determine if the proposed equipment is compatible with Department support services.