

Office of Acquisition and Property Management

June 12, 2007

Department of the Interior Acquisition Policy Release (DIAPR) 2007-05

SUBJECT: Acquisition Screening Procedures

Reference: Federal Acquisition Regulation (FAR) Part 19

1. *Purpose:*

This DIAPR replaces Department of the Interior Acquisition Regulation (DIAR) 1419.202-70, Acquisition screening and BUDS recommendations, and institutes use of a new DI Form 1886, Acquisition Screening and Review Form.

2. *Effective Date:*

Effective upon issuance.

3. *Expiration Date:*

No expiration unless superseded or canceled.

4. *Background and Explanation:*

To ensure that maximum practicable contracting opportunities are provided to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, the Department of the Interior has had an acquisition screening process in place for many years. The last revision was in October 1996.

In conjunction with this office, the Office of Small and Disadvantaged Business Utilization reviewed the existing procedures and concluded that significant revamping was needed. For instance, the current version of the screening form, DI Form 1886, does not address veteran-owned, service-disabled veteran-owned, HUBZone, or women-owned small businesses. Currently, actions below the simplified acquisition threshold (SAT) are not being screened, nor are orders under Federal Supply Schedules (FSS), causing the Department to lose valuable opportunities to encourage small and disadvantaged businesses.

Therefore, the small business review procedures are being changed to:

- Require screening of FSS orders exceeding the SAT where fewer than three small business are competing;
- Require screening of actions above the micro-purchase threshold and below the SAT that are not reserved for small business or made under the 8(a) program;

- Clarify documentation requirements.

These changes are being made on an interim basis until a permanent change to the DIAR can be effected.

5. Action Required:

Replace DIAR 1419.202-70 and DIAR 1453.1886 with the attached. Bureau Procurement Chiefs shall circulate, and implement the attached interim DIAR rule within their bureaus.

6. Additional Information:

If you have any questions, please contact your local BUDS. Matters that cannot be resolved at the Bureau level may be referred to Frank Gisondi of the OSDBU at (202) 208-4907 or frank_gisondi@os.doi.gov or Dee Emmerich of this office at (202) 208-3348 or delia_emmerich@os.doi.gov.

/ signed Debra E. Sonderman, Director
Office of Acquisition and Property Management

[Attachment for DIAR 1419.202-70](#)

[Attachment for DIAR 1453.1886](#)