

INTERAGENCY ACQUISITION REQUEST FORM

Please complete this form to submit a new request. Include Mandatory Items listed at the end of this form. Send completed form to Pat Postell, Code: UC-820. You may complete this form manually or by computer (Blocks will wrap to contain all available data.) Insert N/A, if not applicable.

1a. Requestor's Name	1b. Signature
1c. Date	1d. Office, Code, Phone and Fax Number
1e. Cost Authority for administrative time	
2. Title of Action:	
3. Required Award Date:	
4. Technical Contact (Name & Telephone Number):	
5. IATR (Name & Telephone Number) if different than 4.	
6. Period of Performance:	
7. Out years (number and dollar amount), if any:	
8. Location of Work/River Basin:	
9. How will the acquisition be funded? (Include cost structure for work)	
<input type="checkbox"/> Incrementally Funded (including the amount funded per fiscal year) <input type="checkbox"/> Entirely Funded up front	
10. Is requirement "SENSITIVE" or "RESTRICTED" in accordance with the Commissioner's letter of 19 Jun 02, Subject: Policy Memorandum-Interim Requirements and Procedures for Handling and Safeguarding the Bureau of Reclamation's Information and Records and the UC Regional Director's letter of 18 Jun 02, same subject as the Commissioner's? <input type="checkbox"/> SENSITIVE <input type="checkbox"/> RESTRICTED <input type="checkbox"/> NOT APPLICABLE If "SENSITIVE" OR "RESTRICTED", has this been coordinated with the Homeland Security Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Do subcontracting possibilities exist? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. This order is being placed under the Economy Act <input type="checkbox"/> or other authorization <input type="checkbox"/> (provide authorization) If placed under the Economy Act, each order shall be supported by a Determination and Findings which will certify that: (1) Use of an interagency acquisition in the best interest of the Government and	

- (2) The supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source. **(need to explain how this was determined: market survey, prior competition, etc.)**

If the Economy Act order required contract action by the servicing agency, the D&F must also include a statement that at least one of the following circumstances applies:

- (1) The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services; **(must provide the acquisition office a copy of the servicing agencies existing contract)**
- (2) The servicing agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency; **(explain the expertise that the servicing agency has that Reclamation does not have)** or;
- (3) The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies **(provide authorization)**

MANDATORY: ITEMS A THROUGH F MUST BE SUBMITTED PRIOR TO PROCESSING.

- A. Request (may be hard copy or sent electronic). You **MUST** provide a complete cost structure including the cost authority, the budget/org. code, and the object code. (ALL)
- B. Independent Government Cost Estimate (IGCE) (signed and dated by the Estimator). (ALL)
- C. Recipient Proposal with detailed budget. (ALL)
- D. Name, address and Phone number of recipient technical representative and name of person with signatory authority if different from technical representative. (All not completed)
- E. Program narrative (background, responsibilities and involvement of both parties, amount and term of the contract). (ALL)
- F. Program/technical approval of recipient technical and budget proposal. (ALL)