Revised – December 2015

COMMERCe ACQUISITION MANUAL
1306.70

DEPARTMENT OF COMMERCE
COMPETITION REQUIREMENTS
COMMERCE ACQUISITION MANUAL
1306.70

Table of Contents

SECTION 1 – OVERVIEW ........................................................................................................... 1
  1.1 BACKGROUND ................................................................................................................ 1
  1.2 PURPOSE ....................................................................................................................... 1
  1.3 APPLICABILITY .............................................................................................................. 1
  1.4 POLICY ........................................................................................................................... 1

SECTION 2 – ROLES AND RESPONSIBILITIES ....................................................................... 2
  2.1 SENIOR PROCUREMENT EXECUTIVE (SPE) .............................................................. 2
  2.2 HEAD OF CONTRACTING ACTIVITY (HCA) ............................................................. 2
  2.3 SENIOR BUREAU PROCUREMENT OFFICIAL (BPO) ................................................. 3
  2.4 DOC COMPETITION ADVOCATE ................................................................................. 3
  2.5 OPERATING UNIT COMPETITION ADVOCATE .......................................................... 3
  2.6 CONTRACTING OFFICERS .......................................................................................... 4
  2.7 OFFICE OF GENERAL COUNSEL (OGC) ................................................................... 4

SECTION 3 – MAXIMIZING THE USE OF COMPETITION ....................................................... 6
  3.1 FULL AND OPEN COMPETITION .................................................................................. 6
  3.2 CONSIDERATIONS FOR INCREASING COMPETITION ............................................. 6
  3.3 DOCUMENTATION FOR NONCOMPETITIVE ACTIONS ............................................. 8

SECTION 4 – MITIGATING RISK OF NONCOMPETITIVE AND SINGLE OFFER CONTRACTS ................................................................. 9
  4.1 CONTRACT LIMITS ............................................................................................................ 9
  4.2 PRICE REASONABleness .............................................................................................. 9
  4.3 CONTRACTOR PERFORMANCE ................................................................................... 9
  4.4 BARRIERS TO COMPETITION ..................................................................................... 9
  4.5 SPEND ANALYSIS ....................................................................................................... 9
  4.6 MIGRATION STRATEGY ................................................................................................ 10

SECTION 5 – REPORTING REQUIREMENTS ............................................................................ 11
  5.1 COMPETITION REPORT ............................................................................................... 11

APPENDIX A - DEFINITIONS .................................................................................................. A-1

APPENDIX B – COMPETITION REPORT TEMPLATE .............................................................. B-1

APPENDIX C – SURVEILLANCE PLAN TEMPLATE ................................................................. C-1

APPENDIX D – COMPETITION DELEGATIONS .................................................................... D-1
COMPETITION REQUIREMENTS

SECTION 1 – Overview

1.1 Background
Effective competition lies at the heart of the federal acquisition system. Obtaining competition when acquiring goods and services increases the Government’s buying power, as competition can drive down costs, potentially heighten performance, innovation and overall value, and help curb fraud and waste. In contrast, noncompetitive contracts place the Government in the position of negotiating contracts without the benefit of a direct market mechanism to help establish pricing and deprive the Government of the ability to consider alternative solutions in a reasoned and structured manner.

The President’s March 4, 2009, Memorandum on Government Contracting directs agencies to strengthen their use of competition and improve how contracts are structured. The Memorandum requires agencies to strive for a process that is “open and competitive” when awarding government contracts, while maintaining flexibility to tailor contracts to achieve mission and policy objectives.

When an award is made noncompetitively or only one offer is received, the Government’s risk of overspending or negotiating less desirable terms and conditions significantly increases. Therefore, to the maximum extent practicable, contracting officers shall promote and provide for full and open competition in awarding contracts.

1.2 Purpose
This Commerce Acquisition Manual (CAM) chapter provides policy and guidance to promote and provide for full and open competition in the acquisition process.

1.3 Applicability
The requirements of this chapter are applicable to all acquisitions within the Department of Commerce (DOC).

1.4 Policy
With certain limited exceptions, it is the policy of the Department of Commerce to promote and provide for full and open competition in soliciting offers and awarding contracts through the use of competitive procedures.
SECTION 2 – Roles and Responsibilities

2.1 Senior Procurement Executive (SPE)
The Senior Procurement Executive has overall responsibility for:

a. Developing and implementing policies and procedures for acquisitions throughout the Department of Commerce;

b. Designating a Competition Advocate for the Department and each Bureau procuring activity;

c. Overseeing the Department’s competitive acquisition practices through normal oversight reviews of procurement offices;

d. Approving Justifications for Other than Full and Open Competition for proposed contract actions in excess of $68 million (FAR 6.304);

e. Approving justifications for limiting sources for proposed orders and blanket purchase agreements established under the Federal Supply Schedules that exceed $68 million (FAR 8.405-6);

f. Approving justifications for proposed sole source (including band name) acquisitions or portions of an acquisition requiring a brand-name conducted under simplified acquisition procedures that exceed $68 million (FAR 13.501);

g. Approving justifications for exception to fair opportunity for proposed orders under indefinite-delivery contracts that exceed $68 million (FAR 16.505); and

h. Approving an exception to the one-year limitation for contracts awarded using unusual and compelling urgency authority (FAR 6.302-2).

2.2 Head of Contracting Activity (HCA)
The Head of Contracting Activity has overall responsibility for:

a. Procurements initiated in support of programs and activities of their organizations;

b. Contracting decisions required to be made by them in their capacity as HCA, or by those in their organizations having delegated authority for contract decision making;

c. Designating authority to carry out the day-to-day functions of managing the organization contracting activity to the Senior Bureau Procurement Official;

d. Approving justifications for limiting sources for proposed orders and blanket purchase agreements established under the Federal Supply Schedules that exceed $13.5 million, but do not exceed $68 million (FAR 8.405-6);

e. Approving justifications for proposed sole source (including band name) acquisitions or portions of an acquisition requiring a brand-name conducted under simplified acquisition procedures that exceed $13.5 million, but do not exceed $68 million (FAR 13.501); and
f. Approving justifications for exception to fair opportunity for proposed orders under indefinite-delivery contracts that exceed $13.5 million, but do not exceed $68 million (FAR 16.505);

2.3 Senior Bureau Procurement Official (BPO)

The Senior Bureau Procurement Official is responsible for:

a. Ensuring policies and guidance for promoting and providing for competitive acquisition practices are effectively implemented;

b. Conducting spend analysis to evaluate the strength of competition practices and identify opportunities for improvement;

c. Sponsoring annual vendor outreach events; and

d. Submitting the Operating Unit's annual competition report.

2.4 DOC Competition Advocate

The Department of Commerce Competition Advocate is responsible for:

a. Promoting the acquisition of commercial items;

b. Promoting full and open competition;

c. Challenging requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics;

d. Challenging barriers to the acquisition of commercial items and full and open competition such as unnecessarily restrictive statements of work, unnecessarily detailed specifications, and unnecessarily burdensome contract clauses;

e. Making recommendations to increase full and open competition;

f. Approving Justifications for Other than Full and Open Competition for proposed contract actions that exceed $700,000, but do not exceed $68 million (FAR 6.304); and

g. Preparing the Department's annual competition report.

2.5 Operating Unit Competition Advocate

The Operating Unit (OU) Competition Advocate is responsible for:

a. Promoting the acquisition of commercial items;

b. Promoting full and open competition;

c. Challenging requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics;

d. Challenging barriers to the acquisition of commercial items and full and open competition such as unnecessarily restrictive statements of work, unnecessarily detailed specifications, and unnecessarily burdensome contract clauses;

e. Making recommendations to increase full and open competition;
f. Approving Justifications for Other than Full and Open Competition for proposed contract actions that do not exceed $700,000 (FAR 6.304);

g. Approving justifications for limiting sources for proposed orders and blanket purchase agreements established under the Federal Supply Schedules that exceed $700,000, but do not exceed $13.5 million (FAR 8.405-6);

h. Approving justifications for proposed sole source (including brand name) acquisitions or portions of an acquisition requiring a brand-name conducted under simplified acquisition procedures that exceed $700,000, but do not exceed $13.5 million (FAR 13.501);

i. Approving justifications for exception to fair opportunity for proposed orders under indefinite-delivery contracts that exceed $700,000, but do not exceed $13.5 million (FAR 16.505); and

j. Preparing the Operating Unit’s annual competition report.

2.6 Contracting Officers
The contracting officer is responsible for:

a. Entering into, administering, and closing-out or terminating contracts;

b. Ensuring the use of competitive acquisition practices;

c. Promoting the acquisition of commercial items;

d. Promoting full and open competition;

e. Challenging requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics;

f. Challenging barriers to the acquisition of commercial items and full and open competition such as unnecessarily restrictive statements of work, unnecessarily detailed specifications, and unnecessarily burdensome contract clauses;

g. Making recommendations to increase full and open competition;

h. Approving justifications for limiting sources for proposed orders and blanket purchase agreements established under the Federal Supply Schedules that exceed the simplified acquisition thresholds, but do not exceed $700,000 (FAR 8.405-6);

i. Approving justifications for proposed sole source (including brand name) acquisitions or portions of an acquisition requiring a brand-name, conducted under simplified acquisition procedures that exceed $150,000, but do not exceed $700,000 (FAR 13.501); and

j. Approving justifications for exception to fair opportunity for proposed orders under indefinite-delivery contracts that exceed the simplified acquisition threshold, but do not exceed $700,000 (FAR 16.505).

2.7 Office of General Counsel (OGC)
The Office of General Counsel is responsible for the following:
a. Reviewing justifications for non-competitive contract actions that exceed the simplified acquisition thresholds, including:

   i. Soliciting from a single source (FAR 13.106)
   ii. Justifications for Other than Full and Open Competition (FAR 6.303)
   iii. Limited sources justifications for orders and blanket purchase agreements established under the Federal Supply Schedules (FAR 8.405-6);
   iv. Justifications for sole source acquisitions (including brand name) conducted under simplified acquisition procedures for certain commercial items (FAR 13.501); and
   v. Justifications for exceptions to fair opportunity under indefinite delivery contracts (FAR 16.505).

b. Ensuring contract actions and justifications are legally sufficient.

END OF SECTION 2
SECTION 3 – Maximizing the Use of Competition

3.1 Full and Open Competition
Obtaining full and open competition when acquiring goods and services increases the Government’s buying power, as competition can drive down costs and potentially heighten performance, innovation and overall value. Therefore, to the maximum extent practicable, contracting officers shall promote and provide for full and open competition in awarding contracts.

Contracting without providing for full and open competition or full and open competition after exclusion of sources is prohibited unless:

a. Only one responsible source is available and no other supply or service will satisfy the requirement;

b. The need is of such unusual and compelling urgency that the Government would be seriously injured unless the agency is permitted to limit the number of sources from which it solicits bids or proposals;

c. Awarding to a specific source or sources is necessary in order to maintain continuity of operations in the case of a national emergency or to achieve industrial mobilization; establish or maintain engineering, research or development capabilities to be provided by an educational or other nonprofit institution or a federally funded research and development center; or acquire expert services or a neutral person for any current or anticipated litigation or dispute;

d. Precluded by the terms of an international agreement or treaty between the United States and a foreign government or international organization;

e. Authorized or required by law or statute;

f. National security would be compromised in disclosing the Government’s requirements; or

g. The agency head determines it is not in the public interest.

3.2 Considerations for Increasing Competition
3.2.1 Requirements Development
Requirements that are vague or unduly restrictive are detrimental to meaningful competition. To promote effective competition, sufficient information should be provided in the statement of work and sufficient time should be provided for response. The contracting officer shall ensure that commercial items are acquired to the maximum extent practicable, statements of work are not unduly restrictive, and specifications are not unnecessarily detailed. In addition, the contracting officer shall take appropriate steps to ensure that the acquisition team works collaboratively and applies their respective skill sets to understand the market for the requirement, including how industry is structured, potential cost drivers, and the extent of potential competition.

3.2.2 Performance Based Acquisition
The contracting officer shall ensure the use of performance-based acquisitions for services to the maximum extent practicable. The use of performance-based acquisitions will encourage meaningful competition by allowing vendors to offer more innovative solutions to meet the Government’s performance needs. Performance-based acquisitions will also allow vendors to offer market-tested commercial solutions at competitive pricing with risks that can be reasonably managed under a fixed-price contract.
3.2.3 Outreach and Market Research
Senior Bureau Procurement Officials shall sponsor at least one vendor and/or small business outreach event annually, and cooperate with the Office of Small and Disadvantaged Business Utilization to participate in small business outreach events. In addition, when planning an acquisition, contracting officers shall conduct market research and outreach activities, as appropriate to the circumstances, such as:

a. Inviting potential offerors, through a request for information or an industry day that provides a general description of the scope or purpose of the acquisition, to submit information or have discussion on marketplace capabilities;

b. Taking advantage of the full range of market research tools to understand marketplace capabilities and identify all reasonable potential solutions; or

c. Engaging potential suppliers, whenever practicable, in an advisory multi-step process, especially for complex needs, such as major systems, that invites potential offerors, through a pre-solicitation notice, to submit information that the agency would evaluate to advise offerors of their potential to be viable competitors (FAR 15.202).

3.2.4 Acquisition Planning
Contracting officers shall ensure that as a part of market research and acquisition planning processes, the acquisition team works collaboratively to consider the comparative benefits of awarding a new contract using full and open competition versus placing an order under an existing contract. The acquisition team should evaluate and document, in the acquisition plan, the strength of each competition strategy in terms of its ability to:

a. Generate meaningful competition;

b. Meet needs in a timely manner;

c. Allow for the negotiation of fair and reasonable pricing and terms and conditions necessary to meet the agency’s requirements; and

d. Meet small business goals.

3.2.5 Strategic Sourcing
Contracting officers shall actively consider the use of strategic sourcing when requirements can be satisfied through a contracting vehicle under an existing Departmental or Federal Strategic Sourcing Initiative. If a contracting vehicle under an existing strategic sourcing initiative is available but not used, the contracting officer shall document, in the acquisition plan, the reason the vehicle was not used.

3.2.6 Task and Delivery Orders
Contracting officers shall ensure that acquisitions achieve meaningful competition in the placement of task and delivery orders by:

a. Applying greater competitive rigor through the disclosure of significant factors and subfactors and their relative importance when conducting the “fair opportunity process” for orders over $5 million; and

b. Using data generated by Federal Procurement Data System reports to evaluate new competitions on the extent to which task and delivery order competition is being achieved.
3.2.7 Socioeconomic Programs
Contracting officers should take appropriate steps to facilitate a regular collaboration of contracting and program offices with their Small Business Specialist and the Office of Small and Disadvantaged Business Utilization (OSDBU) in planning acquisitions to identify:

a. Requirements that can be met by small businesses; and

b. The small business contracting authority that: is best suited for a given requirement, and will help the Department meet or exceed its small business contracting goals.

In addition, contracting officers should utilize the OSDBU, the Small Business Administration, and the DOC Minority Business Development Agency to assist with market research to help identify qualified and capable small and minority business sources for prime contracting and subcontracting opportunities.

3.3 Documentation for Noncompetitive Actions
The following documentation is required for awards to be made on a noncompetitive basis:

a. Justification for Noncompetitive Action. A determination or justification and approval fully explaining the rationale for making an award on a noncompetitive basis with supporting documentation is required in accordance with:

   i. FAR 13.106 when soliciting from a single source for purchases not exceeding the simplified acquisition threshold;
   ii. FAR 6.303 for other than full and open competition;
   iii. FAR 8.405-6 for limiting sources for proposed order and blanket purchase agreements established under the Federal Supply Schedules;
   iv. FAR 13.501 for sole source (including brand name) acquisitions or portions of an acquisition requiring a brand-name conducted under simplified acquisition procedures for certain commercial items; and
   v. FAR 16.505(b)(2) for exceptions to fair opportunity for proposed orders under indefinite-delivery contracts.

b. Surveillance Plan. The contracting officer shall work with the acquisition team to develop a surveillance plan that describes how the Government will monitor, control, and mitigate risk of contract performance. The surveillance plan shall provide reasonable assurance that efficient methods and effective cost controls are utilized, and outline the roles and responsibilities of the Government personnel involved in surveillance and demonstrate the skills and capacity of the personnel to perform adequate contract award, management and oversight. The surveillance plan shall be developed during the acquisition planning phase and modified, as needed, upon contract award. Appendix C provides a suggested Surveillance Plan template.

END OF SECTION 3
SECTION 4 – Mitigating Risk of Noncompetitive and Single Offer Contracts

4.1 Contract Limits
Noncompetitive contracts carry risk of overspending because they are negotiated without the benefit of a direct market mechanism. Contracting officers shall limit the period of performance of noncompetitive and single source contracts to the minimum period necessary to meet the requirement. The period of performance for actions awarded using unusual and compelling urgency shall not exceed the minimum period necessary for meeting the unusual and compelling urgency requirements, but no longer than one year or such period as specified by law, unless a longer period for performance is approved by the Senior Procurement Executive, in accordance with FAR 6.302-2. Such approval is in addition to that provided as part of the initial decision to make an award using other than full and open competition.

4.2 Price Reasonableness
In the absence of adequate price competition (noncompetitive and single offer), contracting officers shall obtain the information and data needed, consistent with applicable Federal Acquisition Regulation (FAR) requirements, to ensure price reasonableness.

4.3 Contractor Performance
Regular assessments and reporting of the contractor’s quality, timeliness, cost control, and concern for the customer will improve the ability to motivate quality contracting performance during the life of the contract. For all noncompetitive and single offer contracts that exceed the simplified acquisition threshold, contracting officers shall comply with the performance evaluation requirements as prescribed in Commerce Acquisition Manual 1342.15, Contractor Performance Information.

4.4 Barriers to Competition
For all noncompetitive and single offer contracts that exceed the simplified acquisition threshold, contracting officers shall take the following steps to engage the marketplace to determine how barriers to competition can be removed:

a. Contact sources that expressed interest in the procurement (e.g., responded to a request for information, participated in an industry day, or contacted the OSDBU) but ultimately did not submit offers to understand the basis for their decision not to participate;

b. Ask sources if future plans, such as those described in published justifications and approval documents for sole-source contracts, will be effective in encouraging competition and if other alternatives should be considered; and

c. Document the results of inquiries in the contract file.

4.5 Spend Analysis
Spend analysis may be useful for identifying and analyzing competitions for which only one offer was received. Senior Bureau Procurement Officials should conduct an annual spend analysis for acquisitions in excess of $150,000 to evaluate the strength of their competition practices and identify opportunities for improvement. Data in the Federal Procurement Data System can be used to identify the largest spending categories to analyze and compare levels of competition achieved by different organizations to determine if more successful practices may exist for obtaining greater marketplace competition for a given spending category.
4.6 Migration Strategy

The contracting officer shall develop a strategy to migrate noncompetitive and single offer contracts to more competitive contracting. When re-competing a requirement, if a decision is made that it is premature to transition to a more competitive contracting strategy, the contracting officer shall document and support their rationale not to transition. The documentation shall include market research results identifying barriers to competition and results of spend analysis that does not support competitive practices.

END OF SECTION 4
SECTION 5 – Reporting Requirements

5.1 Competition Report

Annually, at the end of each fiscal year, each Operating Unit Competition Advocate shall review the competitive practices of their operating unit and prepare a report. The report shall be coordinated through the Senior Bureau Procurement Official and submitted to the DOC Competition Advocate. The report shall address the following:

   a. Opportunities and actions taken to acquire commercial items;

   b. Opportunities and actions taken to achieve full and open competition;

   c. Actions taken to challenge requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics;

   d. Any condition or action that has the effect of unnecessarily restricting the acquisition of commercial items or competition in the contract actions;

   e. New initiatives required to increase the acquisition of commercial items;

   f. New initiatives required to increase competition;

   g. New initiatives to ensure requirements are stated in terms of functions to be performed, performance required or essential physical characteristics;

   h. Any barriers to the acquisition of commercial items or competitions that remain;

   i. Other ways in which the acquisition of commercial items and competition have been emphasized in areas such as acquisition training and research;

   j. Initiatives that ensure task and delivery orders over $1,000,000 issued under multiple award contracts are properly planned, issued, and comply with FAR Sections 8.405 and 16.505;

   k. Recommendations of goals and plans for increasing competition;

   l. Recommendations of a system of personal and organizational accountability for competition, which may include the use of recognition and awards to motivate program managers, contracting officers, and others in authority to promote competition in acquisition;

   m. Meaningful analysis of trends, examples of representative report findings, and recommendations that address barriers or impediments to competition;

   n. Competitive practices in the placement of orders under task and delivery order contracts; and

   o. Specific activities taken in conjunction with the Office of Small and Disadvantaged Business Utilization to ensure maximum opportunities are provided to small business.

A sample template for completion of the report is provided in Appendix B. The report shall be submitted electronically by the BPO to the OAM Mailbox at: OAM_Mailbox@doc.gov no later than December 15th of each year.
The DOC Competition Advocate shall submit a consolidated report to the Senior Procurement Executive and Chief Acquisition Officer for use to further evaluate the Department's achievements and suitability of established competition goals.

END OF SECTION 5
END OF CAM 1306.70
APPENDIX A - DEFINITIONS

**Acquisition** – The acquiring by contract, interagency and other special agreement, blanket purchase agreement, or task/delivery order with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

**Acquisition Planning** – The process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency’s need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

**Acquisition Team** – A team of individuals formed to prepare the individual elements of an acquisition plan and execute the acquisition. The team should be comprised of representatives from Acquisition, Budget, Legal, technical offices, small business and any other areas as necessary.

**Commercial Item** – Any item, other than real property, that is of a type customarily used by the general public or by non-governmental entities for purposes other than governmental purposes and has either been offered or actually sold, leased, or licensed to the general public.

**Market Research** – Collecting and analyzing information about capabilities within the market to determine the breadth and scope of concerns available to satisfy Federal agency needs.

**Noncompetitive Contract** – A contract for the purchase of supplies or services that is entered into or proposed to be entered into after soliciting and negotiating with a limited number of sources or only one source.

**Performance-Based Acquisition** – An acquisition structured around the results to be achieved as opposed to the manner by which the work is to be performed.
APPENDIX B – Competition Report Template

In preparing the report, Operating Unit Competition Advocates shall use the following format without deviation and answer each question. Please be clear, concise, complete, and provide specific examples throughout.

PART 1 (Reporting)

a. Operating Unit: ______________________
b. Title: ______________________
c. Signature: ______________________
d. Date: ______________________

PART 2 (Content of Competition Report)

a. In accordance with FAR 6.502(b):

Identify and report based on review of your Operating Unit’s contracting operations in the previous fiscal year:

(i) Opportunities and actions taken to acquire commercial items to meet the needs of the agency;
(ii) Opportunities and actions taken to achieve full and open competition in the contracting operation of the agency;
(iii) Actions taken to challenge requirements that are not stated in terms of functions to be performed, performance required or essential physical characteristics; and
(iv) Any condition or action that has the effect of unnecessarily restricting the acquisition of commercial items or competition in the contract actions of the agency.

Also include in the report:

(v) The Bureau’s competition advocacy/advocate’s activities;
(vi) New initiatives required to increase the acquisition of commercial items;
(vii) New initiatives required to increase competition;
(viii) New initiatives to ensure requirements are stated in terms of functions to be performed, performance required or essential physical characteristics;
(ix) Any barriers in the acquisition of commercial items or competition that remain;
(x) Other ways in which the Bureau has emphasized the acquisition of commercial items and competition in areas such as acquisition training and research;
(xi) The Bureau’s recommendation to the Senior Procurement Executive of goals and plans for increasing competition on a fiscal year basis; and
(xii) The Bureau’s recommendation to the Senior Procurement Executive of a system of personal and organizational accountability for competition, which may include the use of recognition and awards to motivate program
managers, contracting officers, and others in authority to promote competition in acquisition.

(xiii) Meaningful analysis of trends, examples of representative of report findings, and recommendations that address barriers or impediments to competition;

(xiv) Competitive practices in the placement of orders under task and delivery order contracts; and

(xv) Specific activities taken in conjunction with the Office of Small and Disadvantaged Business Utilization (OSDBU) to ensure maximum opportunities are provided to small business.

IMPORTANT TO ADDRESS IN YOUR REPORT:

- If Operating Unit’s competition numbers are down, please explain;

- Include Operating Unit’s input regarding competition initiatives for next fiscal year; and

- Highlight your best practices.

Address specific practices your Operating Unit is using to improve the competitive environment and leverage the benefits of competition.
APPENDIX C – Surveillance Plan Template

The Surveillance Plan shall at a minimum include the following:

**Introduction**
[Provide background information regarding the purpose of the requirement, general description total estimated cost, etc.]

**Contract Type and Requirements**
[Provide information on the type of contract and tasks to be performed under the contract.]

**Surveillance Plan Objectives**
[Provide information of the objectives of the surveillance plan.]

**Roles and Responsibilities**
[Outline roles and responsibilities of all members of the surveillance team and any limitations of authority.]

**Team Members and Qualifications**
[Identify team members and provide information regarding their qualifications. The section should demonstrate that personnel involved in the surveillance have demonstrated skills and capacity to perform effective management and oversight.]

**Performance Standards**
[Provide description of performance standards that will be used to evaluate contractor performance.]

**Deliverables and Schedule**
[Provide information regarding contract deliverables and delivery schedule.]

**Performance Monitoring**
[Provide description of how contractor performance will be monitored against the identified performance standards. The monitoring plan should provide reasonable assurance that efficient methods and effective cost controls are utilized.]

**Risk Mitigation**
[Provide plan for mitigating cost, schedule and performance risk.]
## APPENDIX D – Competition Delegations

<table>
<thead>
<tr>
<th>FAR SECTION</th>
<th>FUNCTION</th>
<th>FAR DESIGNATION</th>
<th>DOC DELEGATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.302-7(a)(2)</td>
<td>Justification for Other than Full and Open Competition:</td>
<td>HA (May not be delegated)</td>
<td>Secretary</td>
</tr>
<tr>
<td></td>
<td>Determine that full and open competition is not in the public interest for a particular acquisition.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.304(a)</td>
<td>Approve Justification for Other than Full and Open Competition at thresholds specified in 6.304(a)—Threshol</td>
<td>(1) Contracting Officer</td>
<td>(1) Operating Unit Competition Advocate</td>
</tr>
<tr>
<td></td>
<td>ds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1) Proposed Contract Actions not exceeding $700,000.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) contract action over $700,000 but not exceeding $13.5M.</td>
<td>(2) Procuring Activity Competition Advocate</td>
<td>(2) DOC Competition Advocate</td>
</tr>
<tr>
<td></td>
<td>(3) contract action over $13.5M but not exceeding $68M.</td>
<td>(3) HCA or Designee</td>
<td>(3) DOC Competition Advocate</td>
</tr>
<tr>
<td></td>
<td>(4) contract action over $68M.</td>
<td>(4) PE (May not be delegated)</td>
<td>(4) PE</td>
</tr>
<tr>
<td>8.405-6(d)</td>
<td>Approve Justifications for Limiting Sources at the thresholds specified in 8.405-6(d)—Thresholds:</td>
<td>(1) Contracting Officer</td>
<td>(1) Contracting Officer</td>
</tr>
<tr>
<td></td>
<td>(1) Proposed Order or BPA with estimated value exceeding SAT, but not exceeding $700,000.</td>
<td>(2) Procuring Activity Competition Advocate</td>
<td>(2) Operating Unit Competition Advocate</td>
</tr>
<tr>
<td></td>
<td>(2) Order or BPA exceeding $700,000 but not exceeding $13.5M.</td>
<td>(3) HCA or Designee</td>
<td>(3) HCA or Designee</td>
</tr>
<tr>
<td></td>
<td>(3) Over or BPA exceeding $13.5M but not exceeding $68M.</td>
<td>(4) PE (May not be delegated)</td>
<td>(4) PE</td>
</tr>
<tr>
<td></td>
<td>(4) Order or BPA exceeding $68M.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>