PART 2953 - FORMS


Source: 69 FR 22991, Apr. 27, 2004, unless otherwise noted.

Subpart 2953.1 - General

2953.100 Request for Recommendation by Procurement Review Board DL 1-490.

2953.101 Simplified Acquisition Documentation Checklist DL 1-2216.

2953.102 Quotation for Simplified Acquisitions DL 1-2078.

2953.103 Acquisition Screening and Review - over $100,000 DL 1-2004.

Subpart 2953.1 - General

2953.100 Request for Recommendation by Procurement Review Board DL 1-490.

The following form must be used by the requisitioning office to submit a request for review by the Procurement Review Board as specified in DOLAR 2901 and 2943. This form must be submitted through the Assistant Secretary for the program office to the Director, Division of Acquisition Management Services, for scheduling before the Procurement Review Board.
INITIATING AGENCY: ___________________________ POINT OF CONTACT: ___________________________

INITIATING OFFICE: ___________________________ TELEPHONE NUMBER: ___________________________

1. Title, Purpose, Amount, Period of Performance
   A. Title and purpose of contract, grant, or cooperative agreement: ___________________________

   B. Total dollar obligations attributable to this request: ___________________________

   C. Period of Performance requested for this action: From: ___________________________ To: (Including optional periods) ___________________________

2. Type of Request/Authority
   A. Type of Request (check all that apply)
      □ New Sole Source Contract or Contract Modification or Extension (FAR 6.302 and OLMS 2-836), Complete Item 5.
      □ New Sole Source Discretionary Grant or Cooperative Agreement (OLMS 2-836), or Modification or Extension of a Discretionary Grant or Cooperative Agreement (OLMS 2-838), Complete Item 5.
      □ Advisory and Assistance (A&A) Services (FAR 31.2). Complete Item 7.
      □ Modification of an unauthorized commitment (FAR 5.1102-3). Complete Item 7.
      □ Waiver to contract with a Current/Former Government Employee (individual or owner) (FAR 3.6 and DCLAR 2901-6). Attach Narrative.
      □ Application for use of Brand Name Specifications (FAR 6.302-1). Complete Item 5.
      □ Potential financial conflicts (OLMS 2-838)(09122) and FAR 3.104-1(e)). Attach narrative.

   B. Authority: If this request involves a grant or cooperative agreement, provide the specific legal authority, including citation (e.g., Section 6 of the XXX Act, 4 U.S.C. XXXX):

3. Information about Proposed Recipient of Contract, Grant, or Cooperative Agreement
   A. Name: ___________________________

   B. Address: ___________________________

   C. Type of Organization: Large Business / Small Business
      Profit/ Nonprofit or Not-for-Profit / Foreign
      Government / Educational Institution / Faith-Based or Community-Based
      Other (specify) ___________________________

   D. To ensure that this organization is not currently suspended or debarred from federal programs, attach the results of a word search of the organization's name at http://www.epis.gov/services/PTDsearch/Main/

   E. (Enter City/State or Circle applicable area)
      Area of Performance/Benefit City: ___________________________ State: ___________________________

4. Other Contracts, Grants or Cooperative Agreements with Proposed Recipient
   Provide the following information to the extent possible for each other contract, grant and/or other agreement active within the last year between the proposed organization and the Department of Labor using the following format. Additional references may be provided by attachment.

   Title of Project: ___________________________
   Agency Served: ___________________________
   Contract/Grant/Agreement Number: ___________________________
   Period of Performance: ___________________________
   Total Life Cycle Cost to date: ___________________________

   □ Additional references attached.

   CL 1-400
   (Rev. 10/02)
5. Sole Source Justification [Skip if Not Applicable]

☐ If this is a request for sole source contract, grant, or cooperative agreement authority, review the instructions and identify below the bases for a sole source award. Please attach a succinct narrative supporting each of the bases chosen to support the sole source selection. If you are claiming that the proposed recipient is the only responsible source or has unique qualifications, you must provide supporting information such as market research or other available information indicating whether there are other potential recipients and, if so, explain why you do not consider them acceptable. In addition, outline any steps that will be taken in the future to eliminate the need for sole source authority.

8. Advisory And Assistance Services (A&A) [Skip if Not Applicable]

A. Check one of the following: ☐ Sole Source A&A ☐ Competitive A&A value over $50,000

8. Subject to FAR 37.203, agencies may contract for advisory and assistance services, when essential to the agency’s mission, to:

☐ (1) Obtain outside points of view to avoid too limited judgement on critical issues;
☐ (2) Obtain advice regarding developments in industry, university, or foundation research;
☐ (3) Obtain the opinions, special knowledge, or skills of noted experts;
☐ (4) Enhance the understanding of, and develop alternative solutions to, complex issues;
☐ (5) Support and improve the operation of organizations; or
☐ (6) Ensure the more efficient or effective operation of managerial or hardware systems.

Check the applicable box(es) above and attach written explanation.

7. Ratification Of Unauthorized Commitments [Skip if Not Applicable]

Ratifications of unauthorized commitments are authorized only under FAR 1.602-3 (c) which identifies seven limitations on use of the authority, and DOLAR 1.602-3, which outlines the DOL ratification procedures. Please review these requirements and attach to this form the required documents, including findings and a determination by the Agency Head that the statements are accurate, the Contracting Officer’s determination that the price is fair and reasonable with a recommendation for payment, and legal counsel’s (SOU/ETLS) determination that the ratification is legally supportable.

8. Conflict Of Interest Certification (Must Be Completed For Each Action):

I certify to the best of my knowledge and belief that statements provided herein are accurate and true, and I have no organizational, personal, financial or other conflicts of interest which could call into question my objectivity in this matter or present a prohibited relationship under either 10 U.S.C. 205 or 5 C.F.R. § 2635.502.

Program Official (Contracting or Grant Officer’s Technical Representative)

☐ Otherwise, I have attached documentation to explain a possible relationship.

Signature __________________________ Date ________________

Agency Head

☐ Otherwise, I have attached documentation to explain a possible relationship.

Signature __________________________ Date ________________

Note: Conflict of Interest statements apply to individuals and may be signed only by the individuals to whom they apply.

DL 1-490
(Rev. 10/03)
INSTRUCTIONS FOR COMPLETING THE DL 1-490

General Instructions: Agencies should consult: DLMS 2-856, as well as the cited provisions of the Federal Acquisition Regulation (FAR) and Department of Labor Acquisition Regulation (DOLAR), as they prepare submissions to the PB. Agencies also should ensure that their submissions are concise, but complete.

Item 1. Provide a one sentence title to describe the type of grant, contract, or cooperative agreement, and a short description of the purpose of the requested action. The total dollar threshold should include proposed optional periods of performance and personnel services.

Item 2. FAR references may be found at http://www.acq.osd.mil/DFAR/index.html, the Department of Labor Acquisition Regulation (DOLAR) may be found at http://www.dol.gov/dol/dfar/Title_48/Chapter_28.htm, and all other references may be found at: http://www.fao.mil/dol.gov/DDC/FileSystem/submit/submit_0000.doc. If the proposed action is a grant or cooperative agreement, please provide the specific legal authority, including citation (e.g. Section 70 of the Act, 70 U.S.C. ____) for the grant or cooperative agreement. You also may wish to consult the division of the Office of the Solicitor that serves your agency.

Item 3. The company or organization (including sub-organization) should be identified.

Item 4. The DASAM/Project Operations Center/Office of Acquisition and Management Services/Division of Acquisition Management Services may be able to assist you in this effort.

Item 5. See source justification is summarized below. Please note however, that authorizing program statutes or appropriation laws sometimes include specific provisions restricting non-competitive actions. In those cases, the statutory authority supersedes the authority outlined below and the statutory authority should be cited in your response.

**Contract Authority:**
- FAR 6.302-1 Sole Source and no other supplies or services will satisfy agency requirements
  - (i) unsolicited proposal
  - (ii) follow on to competed action for a major system.
  - (iii) in data, patent rights, copyrights or secret processes make supplies available from
    only one source.
- FAR 6.302-2 Unusual and compelling urgency.
- FAR 6.302-3 Industrial mobilization; engineering, developmental, or research capability; or
  expert services for dispute resolution.
- FAR 6.302-4 International agreement.
- FAR 6.302-5 Authorized or required by statute.
- FAR 6.302-6 National security
- FAR 6.302-7 Public interest (requires Secretarial and Congressional approval)

**Grant Authority:** DLMS 2, Chapter 800, Section 836(g):
- The activity to be funded is essential to the satisfactory completion of an activity presently
  funded by DOL, wherein competition would result in significant or real harm (further harm) to
  the public good; expenses in excess of any potential savings to the Government; disruption to
  program services; duplication of work at additional cost to the Government; or delay in the time
  of program completion.
- Services are available from only one responsible agency and no substitute will suffice; or the
  recipient has unique qualifications to perform the type of activity to be funded.
- The recipient has submitted an unsolicited proposal that is unique or innovative and has
  outstanding merit.
- The activity will be conducted by an organization using its own resources or those donated or
  provided by third parties, and DOL support of the activity would be highly cost effective.
- It is necessary to fund a recipient that has a significant relationship with the agency in order
  to: (A) maintain an existing facility or capability to furnish services or benefits of particular
  value to the agency on a long term basis; or (B) maintain a capability for investigative, scientific,
  technical, economic, or sociological research.
- The application for the activity was evaluated under the criteria of the competition for which the
  application was submitted, was rated high enough to have deserved selection under that competition,
  and was not selected for funding because the application was mishandled by the Department.
- The Secretary has determined that a noncompetitive award is in the public interest. This authority may
  not be delegated.
Item 6. Advisory and Assistance Services are defined in FAR 2.101 and the policy is detailed in FAR Part 37.2.

Item 7. Ratification, as used in this subsection, means the act of approving an unauthorized commitment by an official who has the authority to do so. The attached document should include: a brief description of what was acquired without authority; any mitigating statements; and a findings and determination by the Agency head that the statements are accurate, including a Contracting Officer’s determination that the price is fair and reasonable, with a recommendation for payment and the concurrence of legal counsel (SCL/ETLS) with that determination.

Item 8. Conflict of Interest Certifications are necessary with each DL 1-490 submitted to the PRB. Approval may not be granted without proper signature. Conflict of interest certifications are personal to the individual signing and may not be signed or delegated by one person on behalf of another.

NOTE: The Procurement Review Board reviews these requests and makes a recommendation to approve/dissapprove to the Assistant Secretary for Administration and Management based on the merits of the case provided in the request.
5. Sole Source Justification [Skip if Not Applicable]

☐ If this is a request for sole source contract, grant, or cooperative agreement authority, review the instructions and identify below the bases for a sole source award. Please attach a succinct narrative supporting each of the bases chosen to support the sole source selection. If you are claiming that the proposed recipient is the only responsible source or has unique qualifications, you must provide supporting information such as market research or other available information indicating whether there are other potential recipients and, if so, explain why you do not consider them acceptable. In addition, outline any steps that will be taken in the future to eliminate the need for sole source authority.

6. Advisory And Assistance Services (A&A) [Skip if Not Applicable]

A. Check one of the following:

☐ Sole Source A&A
☐ Competitive A&A value over $50,000

☐ Subject to FAR 37.203, agencies may contract for advisory and assistance services, when essential to the agency’s mission, to:

☐ (1) Obtain outside points of view to avoid too limited judgement on critical issues;
☐ (2) Obtain advice regarding developments in industry, university, or foundation research;
☐ (3) Obtain the opinions, special knowledge, or skills of noted experts;
☐ (4) Enhance the understanding of, and develop alternative solutions to, complex issues;
☐ (5) Support and improve the operation of organizations; or
☐ (6) Ensure the more efficient or effective operation of managerial or hardware systems.

Check the applicable box(es) above and attach written explanation.

7. Ratification Of Unauthorized Commitments [Skip if Not Applicable]

Ratifications of unauthorized commitments are authorized only under FAR 1.602-3(c) which identifies seven limitations on use of the authority, and DOLAR 1.602-3, which outlines the DOL ratification procedures. Please review these requirements and attach to this form the required documents, including findings and a determination by the Agency Head that the statements are accurate, the Contracting Officer’s determination that the price is fair and reasonable with a recommendation for payment, and legal counsel’s (SOL/ETLS) determination that the ratification is legally supportable.

8. Conflict Of Interest Certification (Must Be Completed For Each Action):

I certify to the best of my knowledge and belief that statements provided herein are accurate and true, and I have no organizational, personal, financial or other conflicts of interest which could call into question my objectivity in this matter or present a prohibited relationship under either 18 U.S.C. 205 or 5 C.F.R. § 2005.602.

Program Official (Contracting or Grant Officer’s Technical Representative)

☐ Otherwise, I have attached documentation to explain a possible relationship.

Signature ___________________________ Date ___________________________

Agency Head

☐ Otherwise, I have attached documentation to explain a possible relationship.

Signature ___________________________ Date ___________________________

Note: Conflict of Interest statements apply to Individuals and may be signed only by the Individuals to whom they apply.
INSTRUCTIONS FOR CompleTING THE DL 1-490

General Instructions: Agencies should consult DLMS 2-436, as well as the cited provisions of the Federal Acquisition Regulation (FAR) and Department of Labor Acquisition Regulation (DOLAR), as they prepare submissions to the PRB. Agencies also should ensure that their submissions are concise, but complete.

Item 1. Provide a one sentence title to describe the type of grant, contract, or cooperative agreement, and a short description of the purpose of the requested action. The total dollar threshold should include proposed optional periods of performance and additional services.

Item 2. FAR references may be found at http://www.acinet.gov/far/loadmain.nsf.html; the Department of Labor Acquisition Regulation (DOLAR) may be found at http://www.dol.gov/dol/solic/wib/Titles_49/Chapter_29.htm, and all other references may be found at http://www.labonet.gov/dol/GDC_FileSystem/DLMS2Administration/Dlms2_0600.doc. If the proposed action is a grant or cooperative agreement, please provide the specific legal authority, including citation (e.g., Section ___ of the ___ Act, ___ U.S.C. ___ ) for the grant or cooperative agreement. You also may wish to consult the division of the Office of the Solicitor that serves your agency.

Item 3. The company or organization (including sub-organization) should be identified.

Item 4. The DASAM/Business Operations Center/Office of Acquisition and Management Services/Division of Acquisition Management Services may be able to assist you in this effort.

Item 5. Sole source justifications are summarized below. Please note, however, that authorizing program statutes or appropriation laws sometimes include specific provisions restricting non-competitive actions. In those cases, the statutory authority supersedes the authority outlined below and the statutory authority should be cited in your response to Item 5.

Contract Authority:
- FAR 6.302-1 Sole Source and no other supplies or services will satisfy agency requirements
  (i) unsolicited proposal
  (ii) follow on to competed action for a major system.
  (iii) rights in data, patent rights, copyrights or secret processes make supplies available from only one source.
- FAR 6.302-2 Unusual and compelling urgency.
- FAR 6.302-3 Industrial mobilization; engineering, developmental, or research capability; or expert services for dispute resolution.
- FAR 6.302-4 International agreement.
- FAR 6.302-5 Authorized or required by statute.
- FAR 6.302-6 National security
- FAR 6.302-7 Public interest (requires Secretarial and Congressional approval)

Grant Authority: DLMS 2, Chapter 800, Section 806 (g):
(2) The activity to be funded is essential to the satisfactory completion of an activity presently funded by DOL, wherein competition would result in significant or real harm (further harm) to the public good; expenses in excess of any potential savings to the Government; disruption to program services; duplication of work at additional cost to the Government; or delay in the time of program completion.
(3) Services are available from only one responsible source and no substitute will suffice; or the recipient has unique qualifications to perform the type of activity to be funded.
(4) The recipient has submitted an unsolicited proposal that is unique or innovative and has outstanding merit.
(5) The activity will be conducted by an organization using its own resources or those donated or provided by third parties, and DLOR support of the activity would be highly cost effective.
(6) It is necessary to fund a recipient that has an established relationship with the agency in order to: (a) Maintain an existing facility or capability to furnish services or benefits of particular significance to the agency on a long term basis; or (b) Maintain a capability for investigative, scientific, technical, economic, or sociological research.
(7) The application for the activity was evaluated under the criteria of the competition for which the application was submitted, was rated high enough to have deserved selection under that competition, and was not selected for funding because the application was mishandled by the Department.
(8) The Secretary has determined that a noncompetitive award is in the public interest. This authority may not be delegated.
Item 6. Advisory and Assistance Services are defined in FAR 2.101 and the policy is detailed in FAR Part 37.2.

Item 7. Ratification, as used in this subsection, means the act of approving an unauthorized commitment, by an official who has the authority to do so. The attached document should include: a brief description of what was acquired without authority; any mitigating statements; and a findings and determination by the Agency head that the statements are accurate, including a Contracting Officer’s determination that the price is fair and reasonable, with a recommendation for payment and the concurrence of legal counsel (SCL/ETLS) with that determination.

Item 8. Conflict of Interest Certifications are necessary with each DL 490 submitted to the PRB. Approval may not be granted without proper signature. Conflict of interest certifications are personal to the individual signing and may not be signed or delegated by one person on behalf of another.

NOTE: The Procurement Review Board reviews these requests and makes a recommendation to approve/deny to the Assistant Secretary for Administration and Management based on the merits of the case provided in the request.
General Instructions: Agencies should consult DLMS 2.405, as well as the cited provisions of the Federal Acquisition Regulation (FAR) and Department of Labor Acquisition Regulation (DOLAR), as they prepare submissions to the PBR. Agencies also should ensure that their submissions are concise, but complete.

Item 1. Provide a one sentence title to describe the type of grant, contract, or cooperative agreement, and a short description of the purpose of the requested action. The total dollar threshold should include proposed optional periods of performance and additional services.

Item 2. FAR references may be found at http://www.arl.gov/far/leadmaine.html; the Department of Labor Acquisition Regulation (DOLAR) may be found at http://www.dol.gov/dol/sallchr/Table_4B/Chapter_2B.htm; and all other references may be found at: http://www.fas.dla.mil/DOA/DOA_FactSheet/DLMS2Administration/Dlms2_0600.doc. If the proposed action is a grant or cooperative agreement, please provide the specific legal authority, including citation (e.g. Section ___ of the ___ Act, ___ U.S.C. ___), for the grant or cooperative agreement. You also may wish to consult the division of the Office of the Solicitor that serves your agency.

Item 3. The company or organization (including sub-organization) should be identified.

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- FAR 6.302-4 International agreement.
- FAR 6.302-5 Authorized or required by statute.
- FAR 6.302-6 National security
- FAR 6.302-7 Public interest (requires Secretarial and Congressional approval)

**Grant Authority:** DLMS 2, Chapter 800, Section 800(g):
(1) The activity is an award or non-competitive award is authorized or required by the statute funding the program.
(2) The activity to be funded is essential to the satisfactory completion of an activity presently funded by DOL, wherein competition would result in significant or real harm (further harm) to the public good, expenses in excess of any potential savings to the Government, disruption to program services, duplication of work at additional cost to the Government, or delay in the time of program completion.
(3) Services are available from only one responsible source and no substitute will suffice; or the recipient has unique qualifications to perform the type of activity to be funded.
(4) The recipient has submitted an unsolicited proposal that is unique or innovative and has outstanding merit.
(5) The activity will be conducted by an organization using its own resources or those donated or provided by third parties, and DOL support of the activity would be highly cost effective.
(6) It is necessary to fund a recipient that has an established relationship with the agency in order to: (A) Maintain an existing facility or capability to furnish services or benefits of particular significance to the agency on a long term basis; or (B) Maintain a capability for investigatory, scientific, technical, economic, or sociological research.
(7) The application for the activity was evaluated under the criteria of the competition for which the application was submitted, was rated high enough to have deserved selection under that competition, and was not selected for funding because the application was mishandled by the Department.
(8) The Secretary has determined that a noncompetitive award is in the public interest. This authority may not be delegated.
Item 6. Advisory and Assistance Services are defined in FAR 2.101 and the policy is detailed in FAR Part 37.2.

Item 7. Ratification, as used in this subsection, means the act of approving an unauthorized commitment, by an official who has the authority to do so. The attached document should include: a brief description of what was acquired without authority; any mitigating statements; and a findings and determination by the Agency head that the statements are accurate, including a Contracting Officer's determination that the price is fair and reasonable, with a recommendation for payment and the concurrence of legal counsel (SCL/ETLS) with that determination.

Item 8. Conflict of Interest Certifications are necessary with each DL 1-490 submitted to the PRB. Approval may not be granted without proper signature. Conflict of interest certifications are personal to the individual signing and may not be signed or delegated by one person on behalf of another.

NOTE: The Procurement Review Board reviews these requests and makes a recommendation to approve/dissapprove to the Assistant Secretary for Administration and Management based on the merits of the case provided in the request.
2953.101 Simplified Acquisition Documentation Checklist DL 1-2216.

The following checklist must be used to document all simplified acquisitions at or below the simplified acquisition threshold.
Simplified Acquisition Documentation
U.S. Department of Labor

PART I: CHECKLIST - Complete Section A for purchases less than $2,500, or Sections A and B for purchases between $2,500 and $100,000

SECTION A. Micro-purchases - Less than $2,500 (not set aside for small business only; no competition required if price is determined reasonable)

☐ Sufficient funds are available to cover this purchase, and the price reflected on this order is considered fair and reasonable.
☐ All Quotation Information is properly documented, and applicable/required clearances and/or approvals have been obtained and included in the file.
☐ See www.jwod.com and www.anicor.gov, required sources of supplies/services, including excess supplies, were reviewed prior to the selection of this vendor (r/a delivery orders against existing contracts).
☐ This order does not represent an unauthorized commitment of funds requiring ratification under FAR 1.602-3 (otherwise attach documentation).

SECTION B. Purchase Between $2,501 and $100,000 (not set aside for small business, competition is required for open market orders, schedule comparison is required for GSA/FSS orders)

☐ The order was best value among two or more solicited open market vendors. Use Form DL 1-2078, if not, complete Parts II and III below.
☐ The requirement was set aside for small business participation only. If not, complete Part IV below.
☐ The procurement is for information technology products or software and has been reviewed for compliance with Section 508 and SmartBuy licenses.
☐ The item complies with http://www.aee.gov/femp/procurement/policies on recycling, and Energy Star compliance.
☐ If this is a GSA Contract Order, check below. If this is a Federal Supply Schedule, at least 3 vendors schedules were reviewed prior to issuing orders.
☐ Written Solicitation between $10,000 - $25,000 was displayed in a public place, open market requirements over $25,000 were synopsized.
☐ Service Contract Act. This is an Open Market Purchase:
  ☐ primarily a product, ☐ exempt per 29 CFR 541, ☐ Davis-Bacon applicable, or ☐ SCA WO included (SF68 & SF69 issued)

PART II: PRICING MEMORANDUM - Price reasonableness is based on (☐ all that apply)
☐ Commercial Catalog Pricing/Published Advertisement (Source Date: _________ Page Number _________)
☐ Market Research or established market price.
☐ Comparison to prior purchase of same or similar item: Vendor: _____________________ Purchase Order No: __________ Unit Price: __________
☐ Best Value analysis recommended by Technical Personnel (Specify) __________ (continue on back)
☐ Other (i.e. contracting officer knowledge, comparison to independent government estimate): __________________________

PART III: SOLE SOURCE DOCUMENTATION - Only one source was solicited for the following reason(s)
(☐ all that apply)
☐ The item is sole source in nature, i.e. copyright/patent, proprietary software/hardware, or original equipment manufacturer, and not available from any other source.
☐ Urgent and compelling - state nature of emergency and reason no competition was obtained (lack of planning is not sufficient reason)

PART IV: LARGE BUSINESS DOCUMENTATION - The requirement is not awarded to a small business because
(☐ all that apply)
☐ No small businesses were located that can provide the required goods/services.
☐ No quotes were received from small businesses.
☐ Quotes received from small businesses were not the lowest prices or the best value (considering quality, delivery, quantity, past performances, etc)

DOCUMENTATION DISTRIBUTION DATE: ☐ Vendor ☐ Finance ☐ Accounting ☐ Requestor ☐ File

ORDER PROCESSED BY: Contract Specialist: __________________________ (Signature Date)

CONCUR: Contracting Officer: __________________________ (Signature Date)

DL 1-2218
(10/03)

2953.102 Quotation for Simplified Acquisitions DL 1-2078.

The following form must be used to document all simplified acquisitions above the micro-purchase threshold and below the simplified acquisition threshold. This form may also be used to document commercial acquisitions on a fixed price basis up to $5 million.
2953.103 Acquisition Screening and Review - over $100,000 DL 1-2004.

The requiring organization must complete the following form for all acquisitions above the simplified acquisition threshold. This form will then be submitted through the contracting officer to the Office of Small Business Programs for review.
### Acquisition Screening and Review - over $100,000

**U.S. Department of Labor**

<table>
<thead>
<tr>
<th>A. Originating Agency</th>
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<tbody>
<tr>
<td>1. Purchasing Office</td>
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<tr>
<td>2. Date of Purchase Request:</td>
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<tr>
<td>Street Address:</td>
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<tr>
<td>City:</td>
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<tr>
<td>Phone Number:</td>
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<tr>
<td>3. Estimated Dollar Value:</td>
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<tr>
<td>This FY:</td>
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<tr>
<td>4. Period of Performance (Include Option Years):</td>
</tr>
<tr>
<td>5. Description of Product or Service:</td>
</tr>
<tr>
<td>Recommended Method of Procurement (Select a method from Block 11 below):</td>
</tr>
<tr>
<td>6. Signature of Small Business Specialist:</td>
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<tr>
<td>Date:</td>
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<thead>
<tr>
<th>B. Contracting Office</th>
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<tr>
<td>7. Estimated Date of Release:</td>
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<td>8. Estimated Date of Response/Opening:</td>
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<tr>
<th>9. Solicitation Number:</th>
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<td>10. Estimated Date of Response/Opening:</td>
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<table>
<thead>
<tr>
<th>11. Check all applicable boxes:</th>
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<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
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<th>12. NAICS Code and Small Business Size Standard:</th>
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<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
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<th>13. Proposed Number of Solicitations to:</th>
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<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
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<th>14. Proposed Method of Procurement:</th>
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<tbody>
<tr>
<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>15. Name, Address and Business Name of Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>16. Period of Performance:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Contact Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. Total Value:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19. Method of Procurement:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="https://example.com/procurement-history" alt="Procurement History" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>20. Signature of Contracting Officer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>21. Signature of OIS/OSBA Procurement Center Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>