

Request for Exemption to Designated Head of the Contracting Activity (HCA) (Assisted Acquisition Request Form)

In accordance to the Department of the Treasury Acquisition Procedures (DTAP) section 1017.501-70 (d), bureaus seeking to obtain procurement support services from an entity other than the contracting activity designated in DTAP 1001.601 shall make the request in writing. The requesting bureau's legal counsel and the designated Bureau Chief Procurement Officer (BCPO) must approve this request then forward to the Senior Procurement Executive (SPE) for final approval in accordance with DTAP 1017.502-1(a)(1) and DTAP 1001.7000 (a)(1).

Section A – Contracting Activity Information (Servicing Agency)			
Name of designated Bureau Contracting Activity (DTAP 1001.601):			
Name of Proposed Contracting Activity:			
Proposed Contracting POC:			
Proposed Contracting Contact Phone:			
Proposed Contracting Contact Email:			
Exemption is for:		Individual	Class
Use of servicing agency is mandated:		a). Contact actions will utilize another agency's authority or responsibility to make award on behalf of the Department of the Treasury	
		b). Contact actions executed as part of support provided to Department of Treasury by another agency	
		c). Use of servicing agency is mandated by statute	
		d). Use of other agency is not mandated	
	If yes to a, b or c, identify authority: <small>Click or tap here to enter text.</small>		
Is servicing agency exempt from FAR?		Yes	No

Section B – Requesting Agency Information			
Requester Name:			
Requester email:		Requester Phone:	
Program Office:			

Section C – Requirements

Description of the Requirement:

State the rationale as to why the use of the proposed contracting activity is more advantageous than the designated contracting activity. If mandated by law, include appropriate authority / law:

Is the service or product available through commercial sources?

Yes

No

Market research, IGCE, acquisition plan, PWS / SOW / SOO and other associated acquisition package documents are attached (documents must be included with submission of this form)

Section D – Signatures

Signing this document signifies concurrence with the request. If request is disapproved, enter reason in the comment field.

Requesting Office Signature:

Reviewed – Contracting Officer

Reviewed – Policy Signature

Reviewed – Legal Council

Bureau Chief Procurement Officer

Approved: Yes No

Approved - Senior Procurement Officer

Approved: Yes No

Comment