**PHASE 1: CONTRACT FORMATION**

**Activity 13: Interagency Acquisitions**

Determine if the use of an interagency acquisition represents the best procurement approach.

- If yes, determine the appropriate interagency acquisition method to use for the requirement.
- Acquire the goods or services through other acquisition methods.

**Assisted Acquisitions**

As the requesting agency, determine whether or not the assisted acquisition is subject to the policies and procedures in FAR Subpart 17.5—Interagency Acquisitions.

- If no, acquire the goods or services through other acquisition methods.
- If yes, assist the acquisition.

- As the requesting agency, determine if the assisted acquisition is subject to the Economy Act.
- If no, prepare a determination and findings (D&F) that supports the assisted acquisition method as the best procurement approach.
- If yes, prepare a determination and findings (D&F) that states the assisted acquisition is in the best interest of the Government.
- As the requesting agency, obtain approval of the D&F from the authorized requesting agency official.
- As the requesting agency, obtain concurrence for the D&F from the responsible requesting agency contracting office in accordance with internal agency procedures.
- As the requesting agency, furnish a copy of the approved D&F to the servicing agency.
- As the requesting and servicing agencies, determine how payment for the goods and services will be handled.
- Place the order on any form or document that is acceptable to both agencies.

**Direct Acquisitions**

As the requesting agency, determine whether or not the direct acquisition is subject to the policies and procedures in FAR Subpart 17.5—Interagency Acquisitions.

- If no, acquire the goods or services through other acquisition methods.
- If yes, direct the acquisition.

- As the requesting agency, determine if the direct acquisition is subject to the Economy Act.
- If yes, prepare a determination and findings (D&F) that supports the use of another agency’s contract vehicle as the best procurement approach.
- If no, prepare a determination and findings (D&F) that states the direct acquisition is subject to the Economy Act.
- As the requesting agency, prepare a determination and findings (D&F) that states the direct acquisition is in the best interest of the Government.
- As the requesting agency, obtain approval of the D&F from the authorized requesting agency official.
- As the requesting agency, obtain concurrence from the requesting agency’s responsible contracting office.
- As the requesting agency, furnish a copy of the approved D&F to the servicing agency.
- As the requesting and servicing agencies, determine how payment for the goods and services will be handled.
- Place the order on any form or document that is acceptable to both agencies.

As the requesting agency, place the order on any form or document that is acceptable to both agencies.

As the requesting agency, provide necessary resources for technical evaluation of proposals or quotes.