



United States Department of the Interior  
OFFICE OF THE ASSISTANT SECRETARY - INDIAN AFFAIRS

Washington, D.C. 20240



IN REPLY REFER TO:

## National Policy Memorandum

Assistant Secretary - Indian Affairs  
Deputy Assistant Secretary – Indian Affairs (Management)

Effective: April 14, 2014

Expires: April 14, 2015

Number: NPM-ACQ-05

Title: Purchase Request Package Requirements

### 1. Purpose

This memorandum provides guidance for all procurement and non-procurement personnel to establish direction in preparation of complete purchase request packages.

### 2. Scope

This policy applies to all IA headquarters, field and program staff under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE).

### 3. Policy

It is the policy of Indian Affairs to comply with federal regulations and policy and direction from the Department of the Interior (DOI) and the Office of Management and Budget (OMB) to ensure adequate internal control measures and reviews are established and implemented. IA has implemented these procedures to ensure proper internal controls in compliance with OMB Circular A-123.

### 4. Procedures

This document establishes guidance for all procurement and non-procurement personnel to enable the preparation of a complete Purchase Request Package required by Contracting Officers (CO) to initiate the procurement process. The program offices technical expert is the primary point of contact serving as the lead in the preparation of all required documentation to ensure timely processing of their requirement by the contracting office. The contracting office cannot initiate procurement actions without all required documentation and a fully approved Program Purchase Request (PR) in FBMS as

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stated in this guidance. For the complete collection of acquisition hyperlinks click on:  
<http://www.bia.gov/WhoWeAre/AS-IA/OCFO/Acquisitions/index.htm>

## A. Definitions

1. **Architect-Engineering service** means professional services of an architectural or engineering nature, as defined by State law, if applicable, that are required to be performed or approved by a person licenses, registered, or certified to provide those services; Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and those other professional services of an architectural or engineering nature, or incidental services, that members of the architectural and engineering profession (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

2. **Construction service** means construction alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. For purposes of this definition, the terms “buildings, structures, or other real property” include, but are not limited to, improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, canals, and channels. Construction does not include the manufacture, production, furnishing, construction, alteration, and repair processing or assembling of vessels, aircraft or other kinds of personal property.

3. **Davis Bacon Act** requires that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rate as determined by the Secretary of Labor.

4. **Design-Build** means a delivery method for construction project that combines the architectural, engineering, and construction services required for a project into a single contractual agreement. Under such an agreement the owner contracts with a single entity; the contractor providing the end product is responsible for both design and construction.

5. **Micro-purchase** means an acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold.

6. **Micro-purchase threshold** means \$3,000 except for acquisitions of construction subject to the Davis-Bacon Act, \$2,000; for acquisitions of services subject to the Service Contract act \$2,500; and for actions of supplies or services that, as determined by the head of the agency, are to be used to support contingency operation or to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack, as described in 13.201 (g) (1), except for construction subject to the Davis-Bacon Act (41 U.S.C. 428a) for construction services.

