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T3.8.6 Strategic Sourcing Added 1/2007

A Strategic Sourcing Added 1/2007

1 General Revised 1/2012

a. Strategic sourcing is implemented through the Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) program, and other FAA-wide initiatives, such as the National Wireless Program and Software Enterprise License Agreements.

b. Any organization creating a strategic sourcing vehicle must establish and publish procedures for use including procedures for exceptions, waivers, and integration with existing strategic sourcing contracts.

2 Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) Program Revised 1/2016

a. SAVES contracts provide the FAA with a simplified process for obtaining commonly used products and services at prices associated with volume buying, while maintaining or improving the quality of purchases and vendors' service levels. These products include non-NAS information technology (IT) hardware (enterprise servers and peripherals), commercial-off-the- shelf (COTS) software, video teleconferencing equipment and support, general office supplies, office equipment (printers, copiers and multifunctional devices), courier services (overnight mail), and express and ground delivery services. In addition, this process helps agencies optimize performance, minimize price, increase achievement of socio-economic acquisition goals, evaluate total life cycle management cost, improve vendor access to business opportunities, and otherwise increase the value of each dollar spent.

b. Under SAVES, FAA entered into indefinite delivery contracts or blanket purchase agreements (BPAs) with commercial vendors providing products and services at pre-negotiated pricing or discounts. The SAVES contracts and agreements are continuously being monitored to ensure that FAA is obtaining quality products and services at competitive prices. Notify the SAVES Program Office if you encounter any performance issues. Quarterly reviews will be conducted and, if necessary, the contract terms will be renegotiated before an option year is exercised on an existing contract. Ordering offices place orders directly with SAVES contractors using their Government purchase card or through a CO using a purchase order.

c. Purchases of products or services available through a SAVES contract from other sources must only be considered if there would be a significant adverse impact to air traffic control operations or in the case of a bonafide emergency. If an item available through SAVES is purchased from another source due to an adverse impact to air traffic control operations or a bona fide emergency, the basis must be recorded with the order and/or purchase card documentation.

d. Unless a purchase meets one of the two conditions discussed in subparagraph 2.(c), purchases must not be made outside of the SAVES contracts unless the purchasing organization submits and receives approval of a waiver from the SAVES Program Office

using the SAVES Waiver Request Form. The waiver justification for the purchase of products and services, which are available through the SAVES contract, must include rationale in addition to pricing, (e.g., availability, quality of product or service, etc.)

e. *SAVES Waiver Threshold*. Waivers with a total value of $50 or less do not require approval from the SAVES Program Offices, but must be documented in the purchase file.

f. Use of SAVES Office Supply and Office Equipment contracts by organizations and facilities located outside the continental United States, including Alaska, Hawaii, U.S. Territories, and foreign countries is optional. Product availability and shipping costs to these locations often make the purchase of these items locally a better value for the FAA.

3 SAVES Website Added 1/2007

Information about the SAVES Program and links to the SAVES contract information, purchasing processes and instructions, pricing, contact information, vendor web portal instructions, etc. for each SAVES contract is located on the FAA employee website (FAA only).

4 SAVES Ordering for Office Supplies, Office Equipment, and IT Hardware Revised 7/2020

a. SAVES contracts have been competed, comply with laws prescribing mandatory sources (such as AbilityOne vendors) for certain products, conform to environmentally friendly and energy efficient purchasing, and include prices determined to be fair and reasonable.

b. As requirements become known, ordering offices may place orders against existing SAVES contracts. Ordering offices do not need separate justification to use a SAVES contract, nor should they publicly announce or compete a planned order. Ordering details for each SAVES contract are located on the FAA employee website.

c. The terms and conditions of a SAVES basic contract governs individual orders. Additional terms and conditions are not required and should not be included in individual orders.

d. *Brand Name-Mandatory Products.*

(1) *Orders by 1102 Series Contracting Officers*. For brand name-mandatory acquisitions with a total value of $150,000 or less procured through the use of SAVES, a rational basis for the brand-name mandatory determination must be documented by the service organization. The justification must be approved by the Service Organization Official, and concurred with by Contracts using the single source justification template in AMS Procurement Guidance T3.2.2.4 Appendix 1. For brand name-mandatory acquisitions with a total value over $150,000 procured through the use of SAVES, a rational basis for the brand-name mandatory determination must be documented and approved by the Service Organization Official using the single source justification template in AMS Procurement Guidance T3.2.2.4 Appendix 1, and reviewed by Legal for sufficiency and concurred with by Contracts. (see AMS Procurement Guidance T3.2.2.8A(5)).

(2) Orders by Purchase Cardholders or Personnel with Delegations of Procurement Authority (DPA). For brand-name mandatory acquisitions, with a total value of $10,000 or more, a rational basis for the brand-name mandatory determination must be documented by the service organization. The justification must be reviewed by Legal for sufficiency, approved by the SAVES Contracting Officer's Representative (COR), and concurred with by Contracts the Purchase Cardholder or DPA using the single source justification template in AMS Procurement Guidance T3.2.2.4 Appendix 1.

e. Ordering offices may order on-line, by telephone or fax. Payment must be made with either Government purchase card or purchase order. Purchase orders must be signed by a CO. Purchasing from the SAVES contracts does not change the existing policy and guidance for purchase card or purchase order purchasing processes. All purchasing provisions and restrictions in the purchase card and purchase order policies are applicable when purchasing from the SAVES contracts. Purchases through the SAVES contracts do not change existing policy and guidance to the FAA personal property order.

f. SAVES contractors are to deliver products as expeditiously as possible. Acceptable levels of service delivery are specified in SAVES contracts. FAA users can order standard delivery or one of several expedited delivery alternatives. Products or services delivered faster than the standard delivery will incur increased delivery charges, as specified in SAVES contracts.

B Clauses **Added 1/2007**

view contract clauses

C Forms **Added 1/2007**

view procurement forms