



DOT ACQUISITION POLICY LETTER

This Acquisition Policy Letter is issued under the authority of the Senior Procurement Executive of the Department of Transportation

Subject: Volpe Center Intra-Agency Agreements Unique Procurement Instrument Identifier (PIID)

References:

TAM	1204.602(e), Unique Procurement Instrument Identifier (PIID)
TAM	1217.5-70, Interagency and Intra-Agency Acquisitions
DOT Order 2300.8	Financing Activities at the Department of Transportation/Research and Innovative Technology Administration's Volpe National Transportation Systems Center
DOT Financial Management Policies Manual, Section 9	Financial Management Policies Governing Funded Intergovernmental and Intra-agency Agreements

When is this Acquisition Policy Letter (APL) Effective?

This APL is effective *Immediately*.

When Does This APL Expire?

This APL remains in effect until superseded or canceled.

Who is the Point of Contact?

Contact Denise P. Wright of the Office of the Senior Procurement Executive, Business Policy Division (202) 336-4272 or by email at denise.p.wright@dot.gov.

Visit our website at <http://www.dot.gov/ost/m60/> for additional information on DOT Acquisition Policy Letters and other policy issues.

What is the Purpose of this Acquisition Policy Letter?

The purpose of this Acquisition Policy Letter (APL) is to provide information, procedural guidance, and notice of change to the current numbering convention described in the Transportation Acquisition Manual (TAM) for procurement instrument identifier (PIID) when establishing an intra-agency agreement with the VOLPE Center.

What is the Background?

A Class deviation issued, October 24, 2006, effective October 1, 2007, to TAM 1217.5-70 established new procedures for Intra-Agency Agreements, in addition to other changes. The VOLPE Center, DOT's in-house research, development, and analysis organization for transportation and logistics matters conducts its business activities within the DOT through intra-agency agreements. The Volpe Center's activities are financed through a working capital fund, which is exempt by legislation (49 U.S.C. 328) from the Economy Act, which customarily governs these types of transactions. The Economy Act as implemented in FAR Subpart 17.5, Interagency Acquisitions Under the Economy Act, establishes procedures for inter-agency agreements and provides that intra-agency transactions be addressed in agency regulations. Accordingly, within the DOT Acquisition System TAM 1204.602(e) provides for unique procurement instrument identifying nomenclature to categorize contract, inter-agency agreements, intra-agency agreements, and more. The unique procurement identifier for VOLPE is changed to classify those intra-agency agreements specific to VOLPE activities.

What is the Guidance?

Acquisition personnel are advised that TAM 1204.602(e), Unique Procurement Instrument Identifier (PIID), paragraph (1)(i)(E), is modified to add Letter "V" and the Purpose.

V	Intra-agency Agreements with Volpe: Use when obtaining services or supplies from the Volpe Center. The Volpe Center has separate statutory authority (49 U.S.C. 328) that specifically authorizes agreements between Volpe and other DOT Operating Administrations (OAs) and with other federal agencies, state and local governments, public authorities, private organizations, and foreign countries. Use of DOT Order 2300.8 is required when support is provided by John A. Volpe National Transportation Systems Center (Volpe).
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The "V" identifier should be used on DOT F 2300.1a to execute an intra-agency agreement with the Volpe Center.



David J. Litman
Senior Procurement Executive