

ETA Property Management Handbook No. 359

CHAPTER III

PREPARING FOR PROPERTY PROCUREMENT

1. **Property Requirements.** Federal policy states that contractors are ordinarily required to furnish their own property and equipment to accomplish contractual objectives to the fullest extent possible. The Department of Labor/Employment and Training Administration follows this general policy; however, in many situations (e.g., cost-reimbursement contracts and/or facility operation contracts), Government-Furnished Equipment (GFE) is the preferred alternative. In these cases, the Department of Labor/Employment and Training Administration will specify the available property which the Government will furnish to the contractor at the start of the project. Additional requirements may arise at the start of a project and during the term of a contract.

The Job Corps Policy and Requirements Handbook (PRH) lists procedures contractors must follow when preparing for procurement at Job Corps centers. Chapter V, Administration Management, Property Management, and Procurement are particularly relevant to this topic. This section addresses other cases.

- a. **New Contracts** - If a contractor requires additional property beyond that which the Government identifies as available at the start of the contract, it must identify these non-expendable property requirements in their proposal or during the early stages of contract negotiations. The contractor must request the needed property on a Property Requirements List (Form ETA 3-41B) to the Contracting Officer with the project proposal. The Property Requirements List must contain at least the information specified in Paragraph 2 of this chapter.
 - b. **On-Going Contracts** - If the contractor requires additional non-expendable equipment during the contract period, the contractor must submit the requirements on a Property Requirements List containing at least the information identified in Paragraph 2 of this chapter to the Project Officer for review.
2. **Property Requirements List (PRL) Requirements.** The Department of Labor/Employment and Training Administration requires that all contractors use a Property Requirements List to inform the Department of Labor of their requirements for non-expendable personal property which the contractor wishes to procure with Government funds. The format of the Property Requirements List is unimportant provided it contains the information and/or areas for information this section specifies.

A sample format of an acceptable Property Requirements List is depicted in (Figure B-1) of the Blank Forms Index in Appendix B.

Although the Property Requirements List can be composed in any acceptable format, the following information must be included:

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- a. Contract Number - assigned by the Department of Labor/Employment and Training Administration.
- b. Property Requirements List Identification Number - a unique number to identify the Property Requirements List.
- c. Contractor's Name and Address.
- d. Item Number - each item must be consecutively numbered for identification and reference purposes.
- e. Item Description - each item must be described as fully as possible, including manufacturer, make, model number, item code used on the Property Management System, etc., if known.
- f. Unit Cost - the estimated cost of the item. This cost should be as inclusive as possible, i.e., all known applicable costs of obtaining the item and preparing it for its intended purpose should be added to the basic cost of the item itself. (Shipping, handling, installation, etc. should be estimated if not known.)
- g. Number of Units Required.
- h. Total Cost - Unit Cost x Number of Units Required.
- i. Justification - the reason that the contractor needs the item, how the item will benefit the Department of Labor/Employment and Training Administration, savings to the Department of Labor/Employment and Training Administration, and any other information the Contractor feels would support the need for the item.
- j. Contractor Official Information - name, title, and dated signature of the official assigned responsibility for property procurements.
- k. Department of Labor Project Officer Recommendation Area - The Contractor must leave space on the Property Requirements List for the Project Officer to sign and date the Property Requirements List and to indicate his or her recommendation to the Department of Labor Property Officer.
- l. Department of Labor Property Officer Approval Area - The Contractor must leave space for the Department of Labor Property Officer to sign and date the Property Requirements List to signify approval.

NOTE - All approvals are subject to availability of funds in the contract.

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3. **Letter of Authority (General).** Upon receipt of notification of award from the Contracting Officer, the appropriate Property Officer will provide the contractor a **Letter of Authority**. The letter will authorize the contractor to use the Government supply sources appropriate to the particular contract.
- a. All cost-reimbursement contractors and entities with cooperative agreements will have authorization to obtain Government excess and to utilize Federal Supply Schedule contracts whenever these sources are cost effective.
 - b. All cost-reimbursement contractors will also have an Activity Address Code/Fedstrip Number. The appropriate Property Officer must obtain the number from General Services Administration for the applicable contractors. The General Services Administration Federal Supply Officer will then send the contractor a copy of the General Services Administration Supply Catalog that explains procedures for requisitioning supplies.
 - c. Some cost-reimbursement contractors and cooperative-agreement holders with an Activity Address Code/Fedstrip will also have authorization to use Department of Veterans Affairs supply sources. (All Job Corps Center-Operating Contractors will be authorized to use Veterans Affairs supply sources.)

Appendix C displays sample letters that the National Property Officer may use.