

The Special Order Program:

MIPR Guidance

A Military Interdepartmental Purchase Request (MIPR) allows military agencies the opportunity to obligate funds from a finance and accounting office to federal agencies for the purpose of purchasing products and services. **See Block 9 below for all mandatory items. If all necessary Block 9 items are not included, the MIPR cannot be accepted.** The website <http://www.acq.osd.mil/dpap/specificpolicy/> contains information from DOD headquarters concerning these policies.

MIPRs may be accepted only if all necessary statements and documents are included with the MIPR. MIPRs may be accepted only if there is a reasonable expectation of award and delivery by the end of the fiscal year (FY) in which they expire. (Reference: Under Secretary of Defense Memorandum dated October 16, 2006. Subject: Non-Economy Act Orders.) We accept only Category I (provided through reimbursement) MIPRs. We cannot accept Category II (direct citation of funds) MIPRs. Note: Certain exceptions apply to this policy per DOD guidelines, and some DOD offices have multi-year or no-year funds.

Note Regarding Acquisition Planning/Market Research and Communication with Contractors:

GSA acknowledges that our customers, prior to sending in a MIPR or requisition, may perform their own market research and **contact several vendors** to determine who may be able to fulfill their requirements. Please send in all of your research results along with your MIPR or FEDSTRIP/MILSTRIP document.

Do not issue requests for quotations or proposals. GSA will be unable to use these because in the vast majority of cases various required acquisition rules and regulations are not followed. In these cases, GSA is required to perform these steps again.

After the MIPR acceptance has been signed by GSA, it is important that our customers refrain from contacting any potential vendors. Any communication made prior to award, while it may seem harmless, has the appearance of giving an unfair competitive advantage to one vendor over another, which may seriously violate the integrity of the procurement process. Please remember to refer any and all questions to your **designated GSA Contracting Officer**. This individual will be able to assist you in relaying a message, if it is determined to be appropriate.



Completing the MIPR form

The DD 448 form must be completed in full by the ordering activity. An agency's finance and accounting office should be the first reference for any questions.

Block 4	Preparation date.			
Block 5	MIPR number is assigned by the individual agency's accounting and finance office.			
Block 6	State whether the document is a basic or amendment.			
Block 7	<p>Please use the format shown to address to the appropriate acquisition center. If you need assistance, please contact the Special Order Program Support Center at (855)809-6044.</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Heartland Supply Operations Center GSA Special Order Program Email: HSOC.CustomerService@gsa.gov Phone: (816) 926-5121</p> </td> <td style="vertical-align: top;"> <p>Northeast Supply Operations Center GSA Special Order Program Attn: Marcee Roberts 26 Federal Pl., Room 19-110 New York, NY 10278 Marcee.Roberts@gsa.gov (212) 264-2686</p> </td> <td style="vertical-align: top;"> <p>Southwest Supply Operations Center GSA Special Order Program 819 Taylor St, Room 6A00 Ft. Worth, TX 76102</p> <p>Requisitions <\$150,000 Sheila Patterson sheila.patterson@gsa.gov (817) 850-8235</p> <p>Requisitions > \$150,000 and all MIPRs Susan Clark susan.clark@gsa.gov (817) 850-8419 Barbara Goolsby barbara.goolsby@gsa.gov (817) 850-8260</p> </td> </tr> </table>	<p>Heartland Supply Operations Center GSA Special Order Program Email: HSOC.CustomerService@gsa.gov Phone: (816) 926-5121</p>	<p>Northeast Supply Operations Center GSA Special Order Program Attn: Marcee Roberts 26 Federal Pl., Room 19-110 New York, NY 10278 Marcee.Roberts@gsa.gov (212) 264-2686</p>	<p>Southwest Supply Operations Center GSA Special Order Program 819 Taylor St, Room 6A00 Ft. Worth, TX 76102</p> <p>Requisitions <\$150,000 Sheila Patterson sheila.patterson@gsa.gov (817) 850-8235</p> <p>Requisitions > \$150,000 and all MIPRs Susan Clark susan.clark@gsa.gov (817) 850-8419 Barbara Goolsby barbara.goolsby@gsa.gov (817) 850-8260</p>
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Block 8	Provide complete return address.			
Block 9 Description	<p>Please provide a clear, concise "bona fide need" describing the items and/or services being purchased. You must be specific. You also must furnish all the salient characteristics of the product(s). If a specific brand name/part number is required, you must furnish a legitimate limited source justification IAW FAR 8.405-6 for GSA Multiple Award Schedule contract items. For open-market items, the sole source justification must be IAW FAR 6.3. The destination location, such as the building address, must be included, as well as the date the products and/or services are needed. Also include the following:</p> <ol style="list-style-type: none"> 1. Point of contact, phone number (not DSN), fax number, and e-mail address. 2. Separate line item acknowledging applicable GSA fee. (Usually 5 percent for Multiple Award Schedule buys, but could be different for open-market or large procurements. Please confirm with your Contracting Officer.) 3. Department of Defense Activity Address Code (DoDAAC). 4. Ship-to address. 5. Statements as listed below. 6. Document number IAW description below (GSA cannot process a MIPR without this). 			

<p>Block 9 Description</p>	<p>Include any market research conducted, product list(s) (including complete description and salient characteristics), and Statement(s) of Work, if needed, at the time of MIPR submittal. Also include Limited Sources Justification and Approval (FAR 8.405-6) or Justification for Other than Full and Open Competition (FAR 6.3) if brand-name item. We cannot accept a MIPR until we have all the necessary documents.</p> <p>All MIPRS must also have a signed Interagency Agreement (see attached).</p> <p>Statements required on the face of the MIPR:</p> <p>“The funds being made available by this Agency are legally available for the purpose of the acquisition activities to be performed by GSA.”</p> <p>“All unique funding and procurement requirements of this Agency, including statutory or regulatory requirements applicable to the funding being provided by this Agency, have been disclosed to GSA.”</p> <p>“All internal reviews/approvals required by the Agency, prior to placing the order with GSA, have been completed.”</p> <p>“This order is in accordance with the Property Act.”</p> <p>If this is to be expedited due to military operation, homeland defense, or anti-terrorism missions, please state this and reference the appropriate DO/DX rating (if applicable) with authority cited and a firm date for contract award or notice to proceed.</p> <p>GSA adheres to FAR and DFARS; please attach any additional agency requirements that apply.</p> <p>Document number format (to be included on the face of the MIPR):</p> <p>DoDAAC + Julian date + serial number. Example: F67100-6030-0001</p> <p>(Sometimes this is called a document number, requirement number, or purchase request number. This is used in our automated order-generation system to create and print out the resulting order. Because our system links from this number to pull in your activity address, we must have it. The MIPR number and this number are both required for order generation and billing purposes. Your resource manager should be able to assign a document number and use it for tracking the MIPR reconciliation.)</p>
<p>Block 11</p>	<p>Total dollar amount of the MIPR.</p>
<p>Block 13</p>	<p>Billing address. Please include Pay Office DoDAAC.</p>
<p>Block 14</p>	<p>Accounting information supplied by agency’s finance and accounting department, to include two-digit fund code.</p>
<p>Block 15</p>	<p>Provide name and title.</p>
<p>Block 16</p>	<p>Authorized signature.</p>

If you e-mail the MIPR (see Block 7 above), please cc your acquisition point of contact.