

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Regulation 715-2

16 January 2013

Procurement

CONTRACTING FOR SUPPLIES, SERVICES, AND CONSTRUCTION

***This regulation supersedes USFK Regulation 715-2, dated 5 February 2007.**

FOR THE COMMANDING GENERAL:

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Summary. This regulation prescribes policies and procedures for the contracting of supplies, services, and construction. For further guidance on contracting procedures, contact the 411th Contracting Support Brigade (CSB) CCEC-KOY, Unit #15289, APO AP 96205-5289.

Summary of Change. This document has been substantially changed. A full review of its contents is required.

Applicability. This regulation applies to all United States Forces Korea (USFK) activities and other activities requiring acquisition support from the Eighth Army. Non-appropriated fund (NAF) procurements must comply with AR 215-1 and AR 215-4.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK Acquisition Management (FKAQ), Unit #15289, APO AP 96205-5289.

Forms. USFK forms are available at:

http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is FKAQ. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to FKAQ, Unit #15289, APO AP 96205-5289.

Distribution. Electronic Media Only (EMO).

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Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policies and procedures for the contracting of supplies, services, and construction over the micro-purchase threshold. For further guidance on contracting procedures, contact the 411th Contracting Support Brigade (CSB) CCEC-KOY, Unit #15289, APO AP 96205-5289.

1-2. References

Required and related publications and forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Staff principals of Headquarters (HQ) USFK, major subordinate commanders, and commanders of other activities having mission responsibility or obligating authority within the scope of this regulation shall establish and maintain internal procedures for approving purchase requests packages (PRP) or other agency-peculiar forms authorizing obligation of funds for acquisition of supplies, services, and construction. Signature authority for approving PRP will be delegated in writing by name and title.

b. Commanders of requiring activities (RAs) shall—

(1) Perform the functions of an initiating RA or consolidating RA, as required.

(2) Ensure the Government Purchase Card (GPC) is used in accordance with (IAW) USFK GPC regulations and procedures and do not exceed the dollar threshold authorized for each purchase.

(3) Conduct Acquisition Planning IAW FAR Part 7, as supplemented. Coordinate with 411th CSB during the development phase of the PRP for requirements with an estimated value in excess of the simplified acquisition threshold (\$150,000) or that include unusual requirements to clarify the contents of the PRP. RAs may coordinate with CSB on the development of PRPs estimated at \$150,000 or less.

(4) Ensure PRPs that exceed \$150,000 are submitted not later than (NLT) the submission date established in the Advance Acquisition Plan (AAP). USFK Regulation 715-4 contains additional information on the Advance Acquisition Planning Program. PRPs for requirements less than \$150,000 and un-programmed requirements are subject to fiscal year (FY) end cut-off dates established by CSB. The memorandum establishing the FY cut-off dates is distributed annually in the month of March/April timeframe.

(5) Ensure that the assignment of issue priority designators on supply documents is accurate and consistent with the assigned forces activity designator and with the existing urgency-of-need designator.

(6) Ensure that the local purchase authorization and funding cited in PRP is valid, accurate and complete.

(7) Nominate responsible persons as Contracting Officer's Representatives (CORs) for every service contract over \$150,000 or construction requirement over \$2,500. Commanders shall ensure these persons comply with training requirements specified in this regulation. Commanders shall also ensure that persons nominated have appropriate technical expertise and sufficient time available to effectively inspect and accept contractor products or services and oversee contractor performance and that the individuals performance objectives measure performance as a COR. Nominations of primary personnel should be submitted via the Virtual Contracting Enterprise (VCE) at <https://arc.army.mil/cor/>.

(8) Nominate responsible Ordering Officer and Property Administrators if required in the administration of the requirement.

(9) Conduct contingency planning for all contract requirements IAW FM 100-10-2, Contracting Support on the Battlefield. Contingency planning includes identifying contingency requirements to CSB, ensuring Performance Work Statements (PWS) contain appropriate requirements for performance in a contingency, and identifying alternate sources of supply or service.

(10) Conduct market research in accordance with FAR part 10 in support of contract requirements and submit market research results with PRP.

(11) Ensure contract requirements and specifications utilize commercial supplies and services to the greatest extent possible. Justify the inclusion of government-unique requirements and specifications.

(12) Brand Name or Equal. Refrain from using manufacturer names in the PWS. Provide salient characteristics of material or equipment.

c. The Commander 411th CSB will—

(1) Contract for supplies, services, and construction required to support the USFK mission, including those subject to Memorandums of Agreement with other commands.

(2) Provide assistance to RAs on all contracting related issues.

(3) Review purchase request packages submitted in GFEBS, PD2 and ABSS for completeness (Includes market research, specifications, purchase descriptions, funding, performance work statements, IGCEs, contract surveillance plans, AT/OPSEC cover sheet, Service Contract Approval signed by appropriate official). Inadequate purchase request packages (PRPs) will be returned to the RA.

(4) Ensure that no primary or alternate COR is appointed initially or as a replacement on any contract, unless the person has the required training specified in paragraph 2-2 of this section.

(5) Provide 411th CSB COR training class schedule to RA commanders and Command COR Coordinator.

(6) Supplement Army Acquisition Regulations and Instructions, as required, to exercise good business judgment while delivering, on a timely basis, the best value product or service to customers in compliance with existing laws and regulations.

(7) Ensure that all procurement packages are 100% complete and final. Any PRPs that

remains incomplete after 30 days will be returned without further action. The procurement clock will start once all final documents are received.

d. Contracting Officer. Only properly appointed Contracting Officers, acting within the scope of their written authority, are authorized to enter into contracts on behalf of the Government. No other person may attempt, either verbally or in writing, to bind the Government to purchase or lease supplies, services, or construction. Such an attempt constitutes an unauthorized commitment. **Persons who make unauthorized commitments are in violation of DOD 5500.7-R. They may be held financially liable for the commitment and may be subject to disciplinary action.** Contracting Officers who ratify or approve those commitments without proper authority may be subject to criminal prosecution, as well as other disciplinary action. (Anti Deficiency Act (ADA) 31 U.S.C. §1301(a), 1517).

e. Contracting Officer Representative (COR).

(1) RAs shall nominate CORs for each requirement over \$150,000. The COR's prime function is to ensure that the contractors performance is in accordance with the contract. The COR also ensures that the government meets its obligations under the contract. A COR shall be appointed by the contracting officer for the acquisition of service and construction contracts in support of requirements before contract award. A COR shall have the necessary technical expertise to ensure the contracted requirements are complied with. CORs will have a minimum of nine (9) months remaining on their DEROS and must be an employee, military or civilian, of the U.S. Government or country supporting the USFK coalition. **In no case shall contractor personnel serve as a COR.**

(2) The COR functions as the "eyes and ears" of the Contracting Officer in the post –award phase by monitoring and documenting the contractors technical performance. The COR is responsible for technical administration of the contract and shall represent the government as defined in the COR appointment letter in the technical phases of the work. Examples of important COR duties include, but are not limited to the following:

(a) Conduct contract surveillance as identified in the Quality Assurance Surveillance Plan (QASP) or other inspection documents or standards. This includes the documenting and maintenance of performance data in the VCE Acquisition Resource Center COR Management Module at <https://arc.army.mil/COR> and the Contractor Performance Assessment Reporting System (CPARS) at <https://www.cpars.gov>. Reference the CPARS User's Manual for the specific contract annual reporting thresholds.

(b) Inspecting and accepting or rejecting work performed under the contract, including review/approval of reports. It is essential the COR inform the Contracting Officer immediately, in writing and documented in the (VCE) Acquisition Resource Center COR Management Module at <https://arc.army.mil/COR>, upon discovering that the contractor is not performing in accordance with the terms and conditions of the contract. All 411th CSB CORs shall sign and post to the VCE COR Management Module a DD Form 577, Record of Certifying and Accountable Officer's Appointment.

(c) Resolving technical issues arising under the contract that fall within scope of the COR's authority, and referring to the Contracting Officer any issues that cannot be resolved without impacting cost, quality, quantity, delivery or other terms and conditions of the contract.

(d) Reviewing, approving, and processing the contractor's vouchers or invoices and expenditures of resources relating to the contract. The COR shall complete WAWF training and

accept invoices within this system as required by the COR appointment letter. Training for WAWF may be found at <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>.

(e) Informing the Contracting Officer, in writing, of any needed changes in the PWS, PRS, or QASP. Documenting lessons learned in the continuity book maintained by the COR in the VCE COR Management Module. Information and guidance in developing these documents can be found at The Seven Steps to Performance-Based Acquisition (https://www.acquisition.gov/comp/seven_steps/step4_add-info.html) and the DAU Service Acquisition Mall (SAM) <http://sam.dau.mil/>. Utilizing the Automated Requirements Roadmap Tool (ARRT) <http://sam.dau.mil/Content.aspx?currentContentID=arrt> will provide step by step document development assistance. You may also visit the 411th Contract Support Brigade Quality Assurance team community documents at <https://www.us.army.mil/suite/designer> or contact one of the QA Team points of contact for additional assistance.

(f) Additional guidance on COR responsibilities can be obtained from the Department of Defense COR HANDBOOK. This handbook can be acquired from the VCE Acquisition Resource Center COR Management Module at <https://arc.army.mil/COR> by selecting Local Guidance, Forms, and POCs from the left-hand menu. Then select Contracting Command (ECC) and Contracting Site (411th CSB). Select COR_HANDBOOK.PDF under the Document column.

(3) Receiving Report. On receipt and acceptance of a complete or partial delivery, Receiving Officers or CORs must promptly prepare receiving report IAW Wide Area Workflow (WAWF) instructions at <https://wawf.eb.mil>.

(4) Report of Discrepancy (ROD). RAs/CORs must submit a ROD if supplies, were damaged in shipment. Such notification must be forwarded to the 411th CSB within 15 days after the contract completion date specified in the contract. Only under extenuating circumstances, such as latent defects, should such notification be made later than 15 days. SF Form 364 is required to be submitted and DoD Components are encouraged to maximize the use of electronic reporting/response with the goal of paperless processing of supply discrepancies.

(5) Contributions in assisting in the monitoring or administration of contracts will be addressed during the annual performance reviews of individuals who perform COR duties. Reference Army Regulation 70-13, Management and Oversight of Service Acquisitions, Chapter 2, paragraph 2-2f for additional information on this requirement.

Chapter 2 Policy and Procedures

2-1. Independent Government Cost Estimates (IGCEs)

The IGCE is the Government's estimate of the resources and their projected costs that a contractor would incur in the performance of a contract. The depth and detail of the IGCE should be determined by the type of item/service being purchased and the dollar value and risk associated with the procurement.

a. An IGCE is required for each purchase request with an estimated cost exceeding \$150,000. At the discretion of the Contracting Officer, an IGCE may be required below this threshold. An IGCE that is prepared by a contractor is prohibited and will not be accepted.

b. Mandatory requirements for IGCEs are as follows:

- (1) Must contain enough detail to verify the validity of the contractor's proposal.
- (2) Must provide sufficient narrative and analytical detail to include reference material, to support its preparation.
- (3) Must include this certification "This estimate was developed independently by the Government."
- (4) Must be signed (by hand or Common-Access-Card) and dated by the preparer, and include the preparer's organization, position, title and telephone number.
- (5) Must be reviewed, signed (by hand or Common-Access-Card) and dated by the preparer's immediate supervisor, and include the reviewer's organization, position, title, rank/grade and telephone number.

c. The Contracting Officer will not accept an IGCE that fails to meet any of the above requirements. If it is necessary for a Contracting Officer to return an insufficient IGCE to the requiring activity, the Contracting Officer shall provide an explanation of why it is returned.

d. IGCE documents are considered "Procurement Sensitive" shall be marked "FOR OFFICIAL USE ONLY", and electronically transmitted using message classification "FOUO". The information shall be safeguarded following the paragraph in this instruction, called "Safeguarding Information."

e. In developing any estimate, always consider historical data to establish prices paid in the past for like or similar items or services. Since many USFK purchases are repetitive, a price history frequently exists. The estimator should provide calculations, a narrative that includes source of data, assumptions and related rationale. The estimate should reflect all the tasks stated in the Work Statement. If an indefinite quantity type contract is expected, the estimate should include descriptive contract line items and with each line item, provide the unit to be used for ordering and estimated quantities expected to be ordered based on historical data. When it is anticipated that more than 500 liters of fuel will be used annually for a requirement, the IGCE shall reflect the specific quantity of estimated of fuel use associated with a contractor's performance. This fuel quantity estimate will allow the Contracting Officer to establish the magnitude of the fuel requirement, which is necessary for proper administration of the contract.

f. For estimates for construction and facilities-related procurements contact the local Directorate of Public Works or Civil Engineer Squadron.

g. For commercial supply purchases where the item is not being significantly altered/modified for Government use, results from following methods may be submitted in place of a "prepared" IGCE—

- (1) Use of current General Services Administration (GSA) Schedules. Schedules are pre-priced and awarded to multiple firms for specific products or services. GSA schedules may be found at <http://www.gsaadvantage.gov/>
- (2) Published price lists from individual companies that is published for use by the general public.
- (3) Catalog pricing.
- (4) Market survey of the prices offered within the local area for an item or comparison of

previous purchases of the same item, assuming comparability in quantities, conditions and performance times.

h. For services, construction and non-commercial supplies, there are various methods of estimating. The IGCE in these cases may be a price or cost estimate depending on the procurement. The price estimate is generally used for services that are routinely available on the open market at competitive prices for fixed price arrangements. The price estimate may not need to be delineated into the various cost elements, and depends more upon bottom line prices paid or available in the market place. The Cost Estimate is a more detailed estimate than the Price Estimate and it requires a breakdown of cost elements anticipated in performance of the contract. For requirements where a Detailed Cost Estimate is appropriate, cost information such as the following, comprise the estimate:

- (1) Direct Costs: labor and material.
- (2) Indirect Costs: fringe benefits, overhead, and G&A.
- (3) Other Direct Costs: supplies, equipment, transportation, DBA insurance, taxes, other allowances.
- (4) Profit.

A sample detailed cost estimate for a service contract is provided as Appendix B.

2-2. COR Training and Appointment

COR Training: All 411th CSB appointed CORs must complete the following training requirements before the contracting officer appoints the COR in the Virtual Contracting Enterprise (VCE) Acquisition Resource Center COR Management Module. This training must be accomplished by the COR prior to the performance of COR duties.

- a. DAU CLM 003. <http://www.dau.mil/clc/default.aspx>.
- b. DAU CLC 106. <http://www.dau.mil/clc/default.aspx>.
- c. Wide Area Workflow. <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>.
- d. Combating Trafficking in Persons (CTIP). <http://ctip.defense.gov/>.
- e. Locality/Theater/Mission/Contract Specific Training. This training will be provided by the 411th CSB and local training certificates will be issued and uploaded to the VCE Acquisition Resource Center COR Management Module at <https://arc.army.mil/COR> to document training completion. Training items 1 thru 4 above must be completed prior to attendance in the local training. This training may be requested by contacting USARMY.YONGSAN.ACC.LIST.411th-CSB-COR@mail.mil.
- f. All COR Nominees must sign an Appointment/Termination Record – Authorized Signature, DD Form 577. This form can be acquired from the VCE Acquisition Resource Center COR Management Module at <https://arc.army.mil/COR> by selecting Local Guidance, Forms, and POCs from the left-hand menu. Then select Contracting Command (ECC) and Contracting Site (411th CSB). Select DAO Appointment Form under the Document column.
- g. All personnel shall use the VCE Acquisition Resource Center COR Management Module at <https://arc.army.mil/COR> when nominating CORs, tracking CORs, designating/appointing CORs,

and revoking COR designations. All COR documentation will be maintained in the VCE Acquisition Resource Center COR Management Module as part of the official contract file.

(1) COR appointments are required for procurements if –

- (a) The total dollar value (including options) is greater than \$150,000.00;
- (b) The contract or action is for complex services as determined by the contracting officer;
- (c) The contract or action is for critical service in which the failure of the service could injure personnel or jeopardize a vital agency mission;
- (d) Prior contractor performance indicates a need for Government oversight; or
- (e) The Contracting Officer determines a COR is needed.

(2) Replacement CORs: Replacement CORs shall complete a COR profile and nomination within the VCE Acquisition Resource Center COR Management Module at <https://arc.army.mil/COR> at least 30 days prior to the incumbent's DEROS. To complete this process within the VCE Acquisition Resource Center COR Management Module all required COR training must be completed. A replacement COR must complete the COR profile and nomination within the VCE Acquisition Resource Center COR Management Module immediately if the appointed COR is unexpectedly transferred, reassigned, ill/disabled for an extended period, or otherwise unable to perform COR duties. Close coordination with the Contracting Officer is required for these situations.

(3) COR Refresher Training: All 411th CSB appointed CORs will attend refresher training annually. The COR will be responsible for scheduling this refresher training by contacting USARMY.YONGSAN.ACC.LIST.411th-CSB-COR@mail.mil. Contact the 411th CSB Quality Assurance team for questions concerning the training. Objectives of the annual refresher training are;

- (a) Better informed CORs/Improved COR Performance.
- (b) Improved 411th CSB COR Management and Mentorship.
- (c) Improved Government Oversight of contracts.

2-3. Signature Cards

A DD Form 577 (Signature Card) will be prepared for each individual authorized by RA to certify (commit) funds for contractual obligation.

a. Original copies of the Signature Card will be forwarded to—

(1) The Commander, 411th CSB (CCEC-KOY), Attn: Policy & Compliance Branch, Unit #15289, APO AP 96205-5289, for all persons authorized to commit funds for contractual obligation. Only individuals who have been designated in writing may certify the availability of (commit) funds. The signature card shall specifically state “for certification of funds on Purchase Requests Forms or PR Web Purchase Request” (see CSB Instructions for PR Web Purchase Request).

(2) The Commander, 175th Finance Command (FINCOM), Unit #15300, APO AP 96205-

5300, for— All persons within the Army designated as Receiving Officers for receipt of supplies or services as authorized by their commanders or property book officers.

(3) All Ordering Officers authorized to order using funds and whose funds are reimbursed by the finance and accounting office. The finance office will verify that the order was placed by an authorized Ordering Officer when the fund is replenished.

(4) The Commander, 411th CSB (CCEC-KOY), Unit #15289, APO AP 96205-5289, for all accountable officers of each Government Purchase Card (GPC) account. The cards will specifically state “for local purchase authority on GPC.”

(5) The Finance and Accounting Office stated in the contract with a copy to CSB (EAKC-TA), Unit #15289, APO AP 96205-5289, for all CORs authorized to approve payments to contractors as part of their appointment.

b. The reverse side of the signature card must include the person’s DEROS and telephone number.

c. Signature cards are valid for the time periods shown below. Personnel maintaining signature card files should review their files monthly to retire expired cards.

(1) Korean National certifying officers: As stated in DD Form 577.

(2) All others: Until DEROS indicated on the card. If no DEROS is indicated, the card is valid for 1 year.

(3) See Appendix F for instructions to complete DD Form 577.

2-4. Purchase Request Packages (PRPs)

At a minimum the documents in Table 2-1 must be included in the PRP or the PRP will be returned without action:

a. Purchase request must include a line of accounting (LOA) and be funded by a certifying funding official (e.g. Resource Manager). The description must be complete to include make, model, and salient characteristics.

b. Conduct and document market research (e.g. catalogs, website information, etc.) and identify two or more possible sources and provide results of the research with your PRP. For supplies, provide the salient characteristics (physical, functional and/or performance) based on two or more possible sources specifications.

c. PWS is to describe what a contractor is to provide, but not how the contractor is to accomplish the task/service. Further information on the PWS and QASP can be located at: <http://sam.dau.mil/Content.aspx?currentContentID=arrt>

d. All construction projects must include at a minimum, a statement of work, drawings and specifications may also be needed depending on the nature of the project.

**Table 2-1
Purchase Request Packages (PRPS)**

| | Supply | Service | Construction | Remarks |
|---|--------|---------|--------------|------------|
| Purchase Request w/ description | X | X | X | Footnote 1 |
| Market Research | X | X | | Footnote 2 |
| Performance Work Statement (PWS) (Services) | | X | | Footnote 3 |
| Statement of Work (SOW) (Construction) | | | X | Footnote4 |
| Applicable Specifications | X | | X | |
| Requirements Document | X | X | | Footnote10 |
| Drawings | | | X | |
| Service Contract Approval (SCA) | | X | | Footnote 5 |
| Quality Assurance Surveillance Plan (QASP) | | X | | Footnote 3 |
| Contracting Officer Representative (COR) | | X | X | Footnote 6 |
| COR Surveillance Plan | | | X | |
| Independent Government Cost Estimate (IGCE) | X | X | X | Footnote 7 |
| Government Furnish Material/Equipment Listing | | X | | Footnote 8 |
| Anti-Terrorism/Operations Security Review Cover Sheet | X | X | X | Footnote 9 |

e. SCA applies to US Army purchases and must be completed IAW the latest Secretary of the Army directive. The SCA can be located at:
<http://www.asamra.army.mil/scra/documents/Services%20Contract%20Approval%20Form%2017JUN09%20v2.pdf>.

f. COR nominations are accomplished IAW paragraph 4(e) of this regulation.

g. See Section II paragraph 5 for specifics on the IGCE for requirements over \$150,000.

h. Government Furnish Material (GFM)/Equipment (GFE) Listing. This is required if applicable to your service requirement,

i. Anti-Terrorism/Operations Security Review Cover Sheet is required for all solicitations: except for supply actions less than \$150,000.

j. Information Mission Area Resources for telecommunications, automation or visual information must include a Requirements Document (RD) when included in either supply or service type contracts.

k. Advance Acquisition Program (AAP).

(1) For requirements at or above \$150,000, RAs must include such requirements in the AAP as prescribed in USFK Regulation 715-4 before submitting the PRP to the 411th CSB. The AAP allows the acquisition team (RA and 411th CSB) to effectively plan an approach for each procurement. The plan includes identification of a contract type, methods for selection of a contractor, milestones and a discussion of funding and performance risks. Planning should occur

before the fiscal year when the desired contract execution will occur. Requirements that have not been included in the AAP will not have the benefit of a well planned approach and a result the RA may experience impacts on time (for execution), quality (of a solicitation) and price (of the contract award).

(2) The RA must use the following Procurement Administrative Lead Times (PALT) in Table 2-2 to ensure that their requirements meet their intended contract award date (not contractor performance). The days in Table 2-2 represent the estimated number of calendar days from receipt of a complete PRP at 411th CSB to award of the contract. Contracts intended for award to a United States firm that involves the request for U.S. Invited Contractor status will require additional time. The RA is responsible for coordinating contract requirements with 411th CSB to determine actual procurement lead times.

(3) Minimum Procurement Acquisition Lead Time (PALT). See Table 2-2 below:

Note: The PALT days do not include contractor mobilization (Phase-in) that may be required for service contracts. Historically contract mobilization (Phase-in) could take at least 30 days. To initiate a contract action, a complete PRP must be submitted through GFEBS, PR Web, or ABSS as applicable to your Service component (i.e. Army, Navy, Marines and Air Force).

Table 2-2
411th CSB Minimum PALT

| <u>Type of Contract Action</u> | <u>Calendar Day Lead Time</u> | |
|---|--|-----|
| Supply Purchase less than \$150,000 | 60 | |
| Supply Purchase over \$150,000 but less than \$250,000 | | 90 |
| Supply Purchase over \$250,000 | 120 | |
| Service Contract less than \$150,000 | 90 | |
| Service Contract over \$150,000, but less than \$1M | 120 | |
| Service Contract more than \$1M | 180 | |
| Service Task Order | 30 | |
| Services Information Technology (ITES-II) | | 120 |
| GSA Orders less than \$150,000 | | 30 |
| GSA Orders more than \$150,000, but less than \$250,000 | 60 | |
| GSA Orders over \$250,000 | | 90 |
| BPA Calls | | 15 |
| Construction Contract | 120 | |
| Multiple Award Task Order Contracts (MATOCs) Construction (non-work plan) | | |
| Less than \$750,000 | 30 | |
| Over \$750,000 | 60 | |
| Multiple Award Task Order Contracts (MATOCs) (Work plan) | 90 | |
| Construction Task Order Contract | 160 | |
| Construction Delivery Order | 30 | |
| Logistic Cost Sharing (LCS) Funded Contracts: | | |
| Services less than \$150,000 | 120 | |
| Services over \$150,000 | 200 | |
| Construction | +30 days on the above construction lead time | |
| Supplies | +30 days on the above supply lead time | |

Note: LCS Funded Contract Lead Time does not include the ROK MND contract approval time.

(4) Statement of urgency, if required. The term “urgency” is defined as when the U.S. Government would be seriously injured, financially or otherwise, if the supplies or services were not furnished by a certain date. Lack of prior planning or expiring funds does not constitute urgency.

l. Construction contracts. In addition to the applicable documents listed Table 2-1, requests for construction contracts will contain the following:

(1) Project approval using either DD Form 1391 (Military Construction Project Data), AF Form 332 (Work Request), or DA Form 4283 (Facilities Engineering Work Request — XFA, XFB, XFC).

(2) Drawings (Electronic Copy).

(3) Specifications.

(4) Quality Assurance Surveillance Plan.

m. Revisions of PRP.

(1) Requests for PRP amendments or modifications (changes in nomenclature, delivery dates, quantity, specifications, delivery points, packing, and packaging) before or after contract award, will be submitted IAW CSB Instructions for Acquiline PR Web Purchase Request, GFEBS, or ABSS.

(2) The RA that submitted the initial PR will normally prepare the requests for amendment or modification. The internal reviews and approvals required will be dictated by the dollar value (total of deletions and additions) of the request.

(3) Each request will include the following:

(a) A clear, concise description of the requested change.

(b) Specific reference to that portion of the PRP (specifications, designs, schedule) to be changed.

(c) Facts and data that will enable the Contracting Officer to determine if the requirement should be satisfied by a modification to an existing contract or by the negotiation of a new contract.

(d) When additional funds are required, the request will include a funded purchase request from the Resource Manager with proper funding appropriation (FY/Type).

(e) Revised list of GFM/GFE and availability statement, if applicable.

(f) Revised IGCE, when required.

(4) Requests for amendment or modification of construction type contracts, in addition to the above, will include the following:

(a) Appropriate revision number and date of revision on drawings submitted.

(b) Changes to the specifications or a statement that the specifications remain

unchanged.

(c) A complete explanation as to why the proposed modifications are necessary and why the changes were not contained in the original scope of work.

(d) As applicable, all delivery orders, task orders, and modifications will include detailed drawings, sketches, and statement of work.

2-5. Funding

a. Proper Use of Funds. The Purchase Requisition Funds Certifier has the responsibility of making the determination that sufficient funding is available, that the period of performance is consistent with the life of the funding, that an appropriate PR document is used, and that an appropriate line of accounting is used. Requiring activities are encouraged to consult with their own legal counsel, early in the procurement planning process, and provide documentation from counsel stating their legal opinion. That way, once the contracting officer receives the PR package, they will better understand the situation and questions related to scope and funding may be minimized. The goal is to avoid unnecessary debate and discussion that can consume valuable procurement lead time. As an example, it would be valuable for the contracting officer to have the RA's rationale/legal opinion (in writing) where a requirement is interpreted to be repair vice new construction. A common obstacle in funding is associated with applying the \$750K threshold for new construction. Another area that may result in questions from a contracting officer is where a requirement for a supply item is over the \$250K threshold and it appears that "Other Procurement Army" (OPA) funding should be used. Yet another area of concern and confusion often occurs when funding modifications in determining the proper use of current or prior year FY money and whether the added work is in or out of scope. The RA's legal counsel can provide valuable advice early on, at the time the need for a modification is first identified.

b. Army Clients.

(1) GFEBS. The General Fund Enterprise Business System (GFEBS) is the Army's web-enabled financial, asset and accounting management system that standardizes streamlines and shares critical data across the Army. Army clients submit purchase requests (PRs) through GFEBS. GFEBS Funds Status Reports will display commitments, obligations, and disbursements. The Customer Service Module (CSM) of the Army Contracting Business Intelligence System (ACBIS) is a tool available for Army customers to use to track PRs. The CSM is a web-based application that allows users to locate the status of purchase requests (PRs) that have been submitted in GFEBS to our contracting office for processing. An AKO user id and password is required to access the CSM. No additional action is necessary for general access to the module. The ACBIS Customer Service Module is available at <https://secleebiis.army.mil/>

(2) PR WEB. Aquiline PR Web is another web based system used by a few Army clients to submit and process purchase requests. PR Web is found at <http://147.242.1.19:8080/home.html> (use Mozilla FireFox).

c. Air Force clients. A Request for Purchase, AF Form 9 will be prepared for US Air Force requirements using ABSS procedures. PACAF Regulation 26-12 governs manpower management for contract services. All AF Forms 9 for services must be coordinated with the servicing manpower management office and accompanied by a completed PACAF Form 145 (Contract Manpower Services) or the statement required by PACAF Regulation 26-12, subparagraph 6g.

d. "Subject to Availability of Funds" requirements. In some cases, it may be necessary to

initiate a funding document before availability of funds for the period involved. The most common situation occurs when a requirement is identified in the latter part of a fiscal year and funds will not be available until the next fiscal year. In such cases, the funding document will be routed through the same offices, including finance offices, as if it were a funded requirement. The fund certification date and signature blocks on the funding document will be left blank. The following statement will be annotated on all copies of the funding document:

“This requirement is included or provided for in the financial plan for FY _____. The accounting classification will be _____. This statement is not a commitment of funds.”

(Signature)

Typed name of the person who certifies that funds are available

(Signature)

Typed name of budget officer

When funds subsequently become available, the previous statement, as inserted on the funding document, must be rescinded by the certifying officer, and funds certified as available. This is normally done as a PR modification.

2-6. Purchase of Reproduction Services, Printing and Binding

All printing and binding requirements will be done by the Document Automation Production Service (DAPS) using the GPC or DD Form 448 (Military Interdepartmental Purchase Request). DD Form 448 is available electronically at: <http://www.apd.army.mil>

2-7. Purchase of Information Mission Area Resources (IMA)

a. Eighth Army requirements for IMA resources for telecommunications, automation or visual information must include a Requirements Document (RD) documenting the need for the purchase. The RD will be attached to the PR IAW with CSB Instructions for Aquiline PR Web Purchase Request.

b. All RDs will be processed through and approved by the Assistant Chief of Staff (ACS), Information Management (EAIM), Unit #15236, APO AP 96205-5236. The RD approved items must be added to the applicable DA Form 4610-R (Equipment Changes in MTOE/TDA), which will be locally reproduced on 8 ½ by 11-inch paper. Both the approved RD and DA Form 4610-R will be attached to the purchase request. The RD approved items that are being funded by FKJ6/IM, will be signed by FKJ6/IM in the purchase request. For approved RDs utilizing organizational funds, the unit commander will sign the purchase request.

c. RDs for audio/visual equipment are approved by Training Support Activity Korea (TSAK).

d. Requests for Air Force information systems resources must include an approved AF Form 85 (Communications-Computer Systems Requirements Document) (see AFI 33-117, as supplemented).

2-8. Purchase of Information Technology (IT)

a. The Army's Computer Hardware, Enterprise Software Solutions (CHES) program, under PEO EIS, is the mandatory source for commercial IT purchases. CHES contracts provide IT products and services that comply with NETCOM, Army and DoD policy and standards. Purchasers of commercial hardware and software must satisfy their IT requirements by utilizing CHES contracts and DoD Enterprise Software Initiative agreements first, regardless of dollar value. Any purchase made outside of CHES contracts requires a waiver. A complete list of CHES contracts and the on-line waiver process can be found at <https://chess.army.mil>.

b. Waivers from CHES are not required when procuring IT services. However, if IT Hardware and Software are required as part of a non-CHES IT services contract, a waiver for the hardware and software is required.

c. RAs may use CHES to conduct market research. However, only a warranted contracting officer may request quotations or issue requests for proposals.

2-9. Non-Appropriated Fund (NAF) Procurements

Follow procedures in AR 215-4 Nonappropriated Fund Contracting

http://www.apd.army.mil/jw2/xmldemo/r215_4/main.asp and DODI 4105.71 Nonappropriated Fund (NAF) Procurement procedures, <http://www.dtic.mil/whs/directives>.

2-10. Logistics Cost Sharing (LCS) Program Procurements

a. The USFK J4 is the Executive Agent for the LCS Program, and all purported LCS funded PRPs must include approval from the USFK J4 LCS Program Manager. Any PRP submitted to the 411th CSB stating to be LCS funded, but does not include approval from the J4 LCS Program Manager will be returned without further action.

b. Funding for the LCS Program operates on a calendar year and begins 1 January and ends 31 December of each year, therefore LCS service contracts should begin on 1 January. All RAs need to consider this funding time frame to ensure their LCS PRP complies with LCS PALTs as indicated in Table 2-2.

c. Additional information on the LCS Program management policies and procedures may be obtained at USFK Regulation 12-17 available at the following web address:

http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/PublicationsRecords/Regulations/USFK/USFK%20Reg%2012-17%20Logistics%20Cost%20Sharing%20Program.pdf.

2-11. Safeguarding Information

a. RAs are encouraged to conduct market research with potential contractors when developing contract requirements. However, care must be exercised during the course of their market research and shall not reveal to any contractor the amount of funds they have to expend.

b. Protecting Procurement Information. The following (not all inclusive) are areas that the Government shall not discuss with contractors or other government personnel, other than the 411th CSB contracting team either prior to, during the procurement, or after the procurement process:

- (1) Prices submitted in response to an agency's request for quote or request for proposal.

(2) Proposed costs or prices submitted in response to an agency solicitation, or lists of those proposed costs or prices.

(3) Source selection plans.

(4) Technical evaluation plans.

(5) Technical evaluations or proposals.

(6) Cost or price evaluations of proposals.

(7) Competitive range determinations that identify proposals that have a reasonable chance of being selected for award of a contract.

(8) Rankings of bids, proposals, or competitors.

(9) Reports and evaluations of source selection panels, boards, or advisory councils.

(10) Other information marked as "Source Selection Unauthorized disclosure may violate the Federal Procurement Integrity Act" or other applicable laws and result in imprisonment and or substantial fines. Members of Source Selection Boards that have access to Source Selection Sensitive information will be required to sign a non-disclosure certification prior to access to such material.

(11) Independent Government Cost Estimate (IGCE). Any IGCE that is submitted as a hard copy must be sealed in an opaque envelop or equivalent and marked "IGCE FOR OFFICIAL USE ONLY". The Government official sealing the envelope must print his/her name, organization, phone number, and date sealed on the back of the envelope and then sign. The Contracting Officer will maintain the IGCE in the official contract file under DA Label 87 (FOR OFFICIAL USE ONLY) cover sheet. DA Label 87 is available electronically at: <http://armypubs.army.mil/eforms/pdf/L87.pdf>. The IGCE will include an explanation of the methodology used by the Government Official to develop the IGCE and be sealed in the envelop with the IGCE.

c. Information that requires a security classification will be handled IAW AR 380-5 Department of the Army Information Security Program.

2-12. Invited U.S. Contractors

a. USFK policy mandates the use of local contractors in the ROK whenever possible for procurement. However when at least one of the four below conditions listed apply, it is possible that a Contracting Officer may request approval to limit the solicitation to ONLY US contractors:

(1) Security considerations;

(2) The technical qualifications of the contractor involved; or

(3) The unavailability of materials or services required by U.S. standards; or

(4) Limitations of U.S. law.

b. The RA shall conduct and provide market research to demonstrate that such conditions exist, if the RA believes that local contractors cannot perform the requirement.

2-13. Contract Offloading and Interagency Acquisition

a. The 411th CSB is the command's contracting agent responsible for providing contracting support to all USFK requiring activities (RAs). The terms "Contract Offloading" and "Interagency Acquisition" apply collectively to all instances where USFK activities seek procurement support from other than the 411th CSB. All contract requirements above \$3,000 that the RA believes should be Off-loaded are required to be submitted for approval by the Assistant Chief of Staff Acquisition and Management (FKAQ). The overarching criteria for approval is that the proposed procurement method satisfies all applicable laws and regulations and that it will provide the best value for USFK. **In no case will an offload request be approved retroactively.**

b. Prior to submitting a request for Off-load approval to FKAQ; the RAs are responsible to coordinate the request with the 411th CSB, Director of Contracting (DOC) to ensure that the requirement cannot be fulfilled by the 411th CSB. If the DOC determines that the 411th CSB cannot provide the service, the RA will submit an offload package in accordance with paragraph e of this section to, Chief, Compliance & Policy, 411th CSB. The complete package will be reviewed for either approval or disapproval by the PARC.

c. Activities will conduct acquisition planning for contract requirements IAW with reference FAR Subpart 7.1, Acquisition Plans. Repetitive requirements, support agreements, support MOUs/MOAs, or multiple requirements that constitute all or part of a system to be procured from other than 411th CSB will be submitted to FKAQ for blanket approval as one requirement. Approval for individual funding or contract actions under the approved procurement strategy do not require separate FKAQ approval unless there is a material change to the approved strategy (e.g., fund type changes, changed requirements, changed contract vehicle or servicing agency).

d. Interagency acquisitions above \$3,000 require review from FKAQ. Uses of the GPC for acquisitions in excess of \$3,000 require special training and written approval from the GPC Program Coordinator at U.S. Army Contracting Command.

e. Requests for offload/interagency acquisitions will, as a minimum, include the following:

- (1) A detailed Statement of Work (SOW) or description of the supplies or services required;
- (2) Identity of proposed servicing agency;
- (3) Proposed contract number or Task Order number;
- (4) Significant contract terms and conditions (contract type, payment provisions, period(s) of performance or delivery date(s), etc.);
- (5) Unique performance conditions for Korea (Contract administration planning, consider requirements for SOFA designation of Invited Contractors, contingency performance requirements, etc.);
- (6) Security level required for the project (confidential, secret, top-secret);
- (7) MIPR certifying funds of the proper type and amount are available for the requirement.

(8) Dollar amount of any contract usage fees;

(9) Include the following statements:

(a) Use of an offload/interagency acquisition is in the best interest of the Government.

(b) The supplies or services cannot be obtained as conveniently or economically by contracting directly through the 411th CSB because (provide information to substantiate this statement).

f. Supplies or services intended for offload/interagency acquisition will be included in the Advance Acquisition Plan IAW USFK Regulation 715-4.

2-14. Technical Evaluations

a. The acquisition plan for a requirement may have determined that FAR subpart 15 procedures will be used. In that case, the contracting officer will need to develop a Source Selection Plan (SSP) with evaluation factors. The RA will be asked for input so that evaluation factors result in the selection of a contractor that best meets the government's criteria that was developed for a particular requirement. The use of the term, "evaluation factor" in this policy refers to source selection evaluation factors and any subdivision of such factors.

b. A Technical Evaluation Board (TEB) may be assembled to review the technical acceptability of proposals received in response to a solicitation issued on behalf of the RA by the 411th CSB. TEB members will be provided by the requiring activity to evaluate the proposals. At the conclusion of the TEB, a consensus report will be provided to the contracting officer and the contracting officer will then make an award.

c. Personnel who will access source selection sensitive information will be briefed by the Contracting Officer and sign a nondisclosure certificate (NDC) substantially similar to that included in the Army Guide prior to accessing the source selection sensitive information. Signed NDCs will be included in the contract file.

2-15. Antiterrorism–Operations Security (AT/OPSEC) Review Cover Sheet

a. A signed AT/OPSEC Review Cover Sheet is required and shall be provided in all requirements packages except for supply contracts under the simplified acquisition level threshold (\$150,000). The cover sheet is located at:

<http://www.atsc.army.mil/tcmlive/srp/downloads/OPSEC%20Work%20Sheet.xls>.

b. The requiring activity antiterrorism officer (ATO) is responsible to integrate AT-related security actions into relevant contract support requests. The ATO links OPSEC, physical security, law enforcement, and other AT-related functions to ensure that necessary protective measures are embedded in this process. Close coordination between ATO, the OPSEC officer, the staff officer responsible to develop contract support requests, and the contracting officer is critical to successfully incorporate requisite AT measures into the entire contracting process from initial planning through contract closeout. The Desk Reference titled "Integrating Antiterrorism and Operations Security into the Contract Support Process" dated 15 January 2012, provides guidance in integrating AT measures into the contracting process. The desk reference provides suggested contract language, sample quality assurance surveillance plan elements, and example performance work statement language. This desk reference is found at:

<https://www.us.army.mil/suite/page/605757>.

c. The cover sheet must indicate proper review of the performance work statement with signatures of the organization ATO and the organization OPSEC officer. If the requiring activity does not have an ATO, the first ATO in the chain of command must review the requirements package for AT considerations. Contracting Officers are instructed not to accept a requirements package unless it includes a completed form (where required).

Appendix A References

Section I. Required Publications

ACQUILINE PR Web Purchase Request

ADA 31 U.S.C. §1301(a), 1517 (Anti-Deficiency Act)

AFI 700-3 (Information Systems Requirements Processing)

AR 70-13 (Management and Oversight of Service Acquisitions)

AR 215-4 (Non-Appropriated Fund Contracting)

AR 380-5 (Department of the Army Information Security Program)

AR 715-30 (Secure Environment Contracting) (U)

Army Federal Acquisition Regulation Supplement (AFARS)

Defense Federal Acquisition Regulation Supplement (DFARS)

DOD 5500.7-R (Joint Ethics Regulation)

Federal Acquisition Regulation (FAR)

FM 4-92 (Contacting Support Brigade)

PACAF Regulation 26-12 (Contractor Services Manpower Management System)

Department of Defense COR HANDBOOK

CSB HB 1910-2 (Quality Assurance Surveillance Plans)

USFK Regulation 700-19 (The Invited Contractors and Technical Representative Program)

USFK Regulation 715-4 (Advance Acquisition Planning Program)

Section II. Related Publications

AFMAN 23-110 (Basic USAF Supply Manual)

Army Source Selection Guide

Competition in Contracting Act

DOD Index of Specifications and Standards

Logistics Cost Sharing (LCS) Program Guide

U.S. Air Force Federal Acquisition Regulation Supplement
19TSC Pamphlet 420-1

Section III. Referenced Forms

AF Form 9 (Request for Purchase)

AF Form 85 (Controlled Substance Inventory Adjustment Voucher)

AF Form 332 (Base Civil Engineer Work Request)

DA Form 4283 (Facility Engineer Work Request)

DA Form 4610-R (Equipment Changes in MTOE/TDA)

DA Label 87 (For Official Use Only) Cover Sheet

DD Form 250 (Materiel Inspection and Receiving Report)

DD Form 577 (Appointment/Termination Record - Authorized Signature)

DD Form 1155 (Order for Supplies or Services)

DD Form 1348-1A (Issue Release/Receipt Document)

DD Form 1391 (FY___ Military Construction Project Data)

PACAF Form 145 (Contract Manpower Services)

Appendix B

Sample Detailed Independent Government Cost Estimate for Service Contracts

This is an example of a detailed cost estimate. In some cases, a price estimate may be sufficient. A price estimate depends more upon bottom line prices paid in the market place.

| LABOR CATEGORY | ESTIMATED HOURS | HOURLY RATE | TOTAL |
|---|-----------------|-------------|---------------------|
| Project Manager (see rate breakdown below) | 2080 | \$47.61 | \$99,008.00 |
| Quality Assurance Manager (see rate breakdown) | 2080 | \$41.09 | \$85,488.00 |
| Custodian (see rate breakdown below) 30 people x 2080 hr = 62400 hr | 62400 | \$12.45 | \$777,132.20 |
| Total Direct Labor | | | \$961,628.20 |
| Other Direct Costs | | | |
| Travel and Per Diem (breakdown provided) | | | \$10,548.60 |
| Local Travel | | | \$200.00 |
| Communications (supervisory cell phones) | | | \$200.00 |
| Supplies and Materials | | | \$110.00 |
| Safety Equipment | | | \$90.00 |
| Other (not to exceed \$100.00) | | | \$100.00 |
| Total ODCs | | | \$11,248.60 |
| | | | |
| Total amount | | | \$972,876.80 |

| | | |
|--|-----|---------|
| Direct Labor rate Project Manager | | \$27.83 |
| Overhead | 44% | \$12.25 |
| General and Administrative | 8% | \$3.21 |
| Profit | 10% | \$4.33 |
| Loaded labor rate | | \$47.61 |
| Direct Labor rate Quality Assurance Manager | | \$24.02 |
| Overhead | 44% | \$10.57 |
| General and Administrative | 8% | \$2.77 |
| Profit | 10% | \$3.74 |
| Loaded labor rate | | \$41.09 |
| Direct Labor rate Custodian | | \$7.28 |
| Overhead | 44% | \$3.20 |
| General and Administrative | 8% | \$0.84 |
| Profit | 10% | \$1.13 |
| Loaded labor rate | | \$12.45 |

Additional information and calculation: Labor rates are "loaded", meaning they are comprised of the base direct labor rate plus, direct labor overhead, G&A, and profit.

Appendix C Purchase Requests Packages (PRP) Checklists

C-1. Construction Contract Checklist

Indicate with an X if included or N/A if not applicable.

- ___1. RA POC with name and telephone number, including technical POC, if necessary.
- ___2. AAP control number for requirements over \$150,000.
- ___3. Purchase Request submitted IAW CSB Instruction for AcquiLine PRWeb.
 - a. Correct year funds being used.
 - b. Correct type funds being used.
 - K — Repair and Maintenance
 - L — Minor New Construction (not to exceed \$750K including inspection and design).
 - c. If no fund cite, provide a statement that the funds are programmed for next FY.
 - d. For USAF straddle bid program, identified as a straddle bid.
 - e. Certifying officer's signature card on file with CSB.
 - f. Correct local purchase authority cited (do not cite USFK Regulation 715-2).
 - g. Correct dollar/won conversion rate used.
- ___4. Purchase Description.
- ___5. Statement of Work.
- ___6. Readable copies of all drawings (Electronic Copy).
- ___7. Performance period, including option periods.
- ___8. IGCE for projects over \$150,000. Separate IGCEs required for any option periods.
- ___9. COR nomination via (VCE).
- ___10. Surveillance as required by the Unified Facilities Guide.
- ___11. Receiving Officer Designation (projects \$2,000 and under).
- ___12. List of GFM/GFE (including availability statement) and/or list of CFM/CFE.
- ___13. Appropriation Act Restrictions for items acquired under DFARS 225.70 (for CFM or CFE).
- ___14. Sole-source justification.
- ___15. Justification if invited contractor or stateside service source requested.

- ___16. Statement of urgency, if past cut-off date or if urgent requirement.
- ___17. Facilities Engineering Work Request (FEWR), required for any improvement to U.S.-controlled real property.
- ___18. Anti-Terrorism/Operations Security Review Cover Sheet.
- ___19. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$150,000).

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

C-2. Service Contract Checklist

Indicate with an X if included or N/A if not applicable.

- ___1. RA POC with name and telephone number, including technical POC if necessary.
- ___2. AAP control number for requirements over \$150,000.
- ___3. Purchase Request submitted IAW CSB Instruction for Acquiline PRWeb.
 - a. Correct year and type funds being used (including MIPR funds).
 - b. If no fund cited, statement that the funds are programmed for next FY.
 - c. For USAF straddle bid program, identified as a straddle bid.
 - d. Certifying officer's signature card on file with CSB (except MIPRs).
 - e. Correct local purchase authority cited (do not cite USFK Regulation 715-2).
 - f. For information resources, purchase request document signed by FKJ6 only.
 - g. Correct dollar/won conversion rate used.
- ___4. Performance Work Statement <http://sam.dau.mil/Content.aspx?currentContentID=arrt>
- ___5. Readable copies of drawings (Electronic copy).
- ___6. Performance period, including option periods.
- ___7. IGCE for projects over \$150,000. Separate IGCEs required for any option periods.
- ___8. COR Nominated in VCE.
- ___9. Contract Quality Assurance Surveillance Plan.

<http://sam.dau.mil/Content.aspx?currentContentID=arrt>

- ___10. Receiving Officer Designation (projects \$25K and under).
- ___11. List of GFM/GFE (including availability statement) and/or list of CFM/CFE.
- ___12. Sole-source justification.
- ___13. Justification if US Invited Contractor or stateside service source requested.
- ___14. Statement of urgency, if past cut-off date or if urgent requirement.
- ___15. Facilities Engineering Work Request, required for any improvement to U.S. controlled real property.
- ___16. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$150,000).
- ___17. Anti-Terrorism/Operations Security Review Cover Sheet.
- ___18. Service Contract Approval Form (SCA).
- ___19. Market research documentation.

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

C-3. Supply Contract Checklist

Indicate with an X if included or N/A if not applicable

- ___1. RA POC with name and telephone number, including technical POC if necessary.
- ___2. AAP control number for requirements over \$150,000
- ___3. Purchase request document submitted IAW CSB Instruction for Acquiline PRWeb
 - a. Correct year and type funds being used (including MIPR funds).
 - b. If no fund cite, state that the funds are programmed for next FY.
 - c. Certifying officer's signature card on file with CSB (except MIPRs).
 - d. Correct local purchase authority cited (do not cite USFK Regulation 715-2).
 - e. For information resources, purchase request document signed by FKJ6 only.
 - f. Correct dollar/won conversion rate used.

- ___4. Purchase description.
- ___5. Required delivery date.
- ___6. IGCE for purchases over \$150,000. Separate IGCEs required for any options
- ___7. Sole-source or brand name only justification.
- ___8. Statement of urgency, if past cut-off date or if urgent requirement.
- ___9. Purchases \$3,000 and under. Requiring Activity must certify that required items are not available through use of GPC.
- ___10. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$150,000).
- ___11. Anti-Terrorism/Operations Security Review Cover Sheet.
- ___12. Market research documentation.

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

**Appendix D
Request for Purchase**

D-1. US Army

A Purchase Request and Commitment (PR&C) will be used for US Army requirements. The PR&C will be prepared IAW CSB Instruction for ACQUILINE PRWeb Purchase Request.

D-2. US Air Force

A Request for Purchase, AF Form 9 will be prepared for US Air Force requirements using ABSS procedures. PACAF Regulation 26-12 governs manpower management for contract services. All AF Forms 9 for services must be coordinated with the servicing manpower management office and accompanied by a completed PACAF Form 145 (Contract Manpower Services) or the statement required by PACAF Regulation 26-12, subparagraph 6g.

D-3. US Army/US Air Force

In some cases, it may be necessary to initiate a funding document before availability of funds for the period involved (see Para 10 of the basic Regulation). In such cases, the funding document will be routed through the same offices, including finance offices, as if it were a funded requirement. The fund certification date and signature blocks on the funding document will be left blank. The following statement will be annotated on all copies of the funding document:

“This requirement is included or provided for in the financial plan for FY _____. The accounting classification will be _____. This statement is not a commitment of funds.”

(Signature)

Typed name of the person who certifies that funds are available

(Signature)

Typed name of budget officer

When funds subsequently become available, the previous statement, as inserted on the funding document, must be rescinded by the certifying officer, and funds certified as available. This may be done by either—

- a. The certifying officer going to CSB, crossing out and initialing the statement, and then signing and dating the certification block on the funding document; or—
- b. The certifying officer sending CSB a memorandum which references the funding document number, states the accounting classification and dollar amount, certifies that funds are available, and withdraws the previous statement on the original request.

D-4. Commercial Supplies/Services

All purchases for supplies or services will be Commercial Acquisitions to the maximum extent possible.

- a. Acquisitions begin with a description of the Government’s needs stated in terms sufficient to allow conduct of market research.
- b. Market research is then conducted to determine if commercial items or services are available to meet the Government’s needs or could be modified to meet the Government’s needs.

c. The extent of the market survey will vary, depending on such factors as urgency, estimated dollar value, complexity, and past experience. Market research involves obtaining information specific to the item/service being acquired and should include: Whether the Government's needs may be met by products or services;

- (1) Of a type customarily available in the commercial market place;
- (2) Of a type customarily available in the commercial market place with modifications; or
- (3) Used exclusively for governmental purposes.

d. State the physical design, form, functional performance, and other pertinent characteristics of the material or service required. Include character or quality of the material, formula, design construction, performance, reliability, transportability, product characteristics (for example, chemical, electrical, and physical requirements such as dimensions, weight, color, nameplates, markings), workmanship, and other information that further describes the item, material, or service requested. Clearly define the minimum standards of quality of workmanship that the material or service must meet to be acceptable. Include all special safety standard requirements for the material or services.

e. Quality Assurance. Acquisitions for commercial products or services shall rely on contractors' existing quality assurance systems. In-process inspections by the Government shall be conducted in a manner consistent with commercial practice.

f. Conduct market research to determine whether commercial products or services are available that could meet the requirements of the RA; and

g. Request acquisition of commercial items or services when they are available to meet the needs of the RA.

D-5. Purchase Description/Statement of Work

Generally, requirements shall be defined in clear, concise language identifying specific requirements or work to be accomplished. Statements of work must be individually tailored to consider the period of performance, deliverable items, if any, and the desired degree of performance flexibility. In the case of a task order contract, the statement of work for the basic contract need only define the scope of overall contract. The statement of work for each task issued under a task order contract shall comply with this subsection. To achieve the maximum benefits of performance based contracting, task order contracts should be awarded on a multiple award basis. When preparing statements of work, the requiring activity shall, to the maximum extent practicable:

a. Describe the requirement in terms of "what" is required rather than "how" it will be accomplished;

b. Enable assessment of work performance against measurable performance standards;

c. Rely on the use of measurable performance standards and financial incentives in a competitive environment to encourage competitors to develop and institute innovative and cost-effective methods of performing the work; and

d. Avoid combining requirements into a single acquisition that is too broad for the Army or a prospective contractor to manage effectively.

D-6. Samples for Performance Work Statements

These can be found at web site <http://www.safaq.hq.af.mil/contracting/toolkit/> - 37 for the following services:

- a. Advisory and Assistance Services.
- b. Refuse Collections/Recycling Services.
- c. Grounds Maintenance Services.
- d. Base Custodial Services.
- e. Base and Medical Custodial Services.

Additional samples can be found at:

<http://www.afcesa.af.mil/directorate/ceo/contracts/outsourcing/pws/market/default.html>

Appendix E

Noncompetitive Acquisition Justification Checklist

Noncompetitive justification should address the items that apply to an individual case. Items shown below have been categorized as an aid in determining which ones apply in specific cases. All may apply in some cases (see Federal Acquisition Regulation (FAR) part 6.302).

a. Always address the following items in all justifications (except for unsolicited proposals):

(1) A brief description of the requirement and, if applicable, any special circumstances pertaining to this acquisition.

(2) Name and address of proposed contractor.

(3) The proposed contractor's capabilities that make the contractor singularly capable of performing the proposed requirement.

(4) Action taken to locate other capable sources. The market surveys conducted by the RAs are an essential tool in assuring that maximum competition is obtained. The justification and approval must not be of a compromising, restrictive nature, or too limited in scope.

(5) A statement of steps being taken to foster competition for subsequent buys. If no steps are being taken, a statement and a justification to that effect must be included.

b. Address the following items when unique capability is a part of the justification:

(1) Basis for attributing unique capability.

(2) Description of the unique private skill, data, equipment, or process, and why they cannot be provided by, or acquired by, other contractors.

c. Follow-on contracts for the continued development or production of a major system or highly specialized equipment, including major components thereof. The follow-on contract may be deemed to be available only from the original source when it is likely that award to any other source would result in substantial duplication of cost to the Government that is not expected to be recovered through competition or in unacceptable delays in fulfilling the agency's requirement.

Appendix F
Instructions for Completing DD FORM 577 (Signature Card)

DD Form 577 is available electronically at: <http://www.apd.army.mil>.

Block 1 — **NAME** (Type or Print). Type or print LAST name, FIRST name, MI.

Block 2 — **PAY GRADE**. Indicate individual's current pay grade. GS-9, KGS-9, or UA-9 for civilians. Military personnel should include both rank and pay grade. (For example: Army, E-5, SGT; Navy, E-5, PO2; Air Force, E-5, SSgt.)

Block 3 — **DATE**. This is the date the card was issued. Provide date in military format (ex. DA MON YR). This date will also be used to determine the expiration date for individuals without a DEROS (i.e., KGS employees).

Block 4 — **OFFICIAL ADDRESS**. Include the full unit address and individual's DEROS and telephone number. If there is insufficient space, indicate the individual's DEROS and telephone number on the backside of the DD Form 577.

Block 5 — **SIGNATURE**. The individual cited in block 1 to whom the card is being issued.

Block 6 — **TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED**. State the purpose for which the card is being issued.

Block 7 — **NAME OF COMMANDING OFFICER** (type or print). Self-explanatory.

Block 8 — **PAY GRADE**. Same as block 2 above.

Block 9 — **SIGNATURE OF COMMANDING OFFICER**. Self —explanatory.

Glossary

Section I. Abbreviations

| | |
|----------|---|
| AAC | Address activity code |
| AAP | Advance Acquisition Plan |
| AAPP | Advance Acquisition Planning Program |
| ACOR | Alternate Contracting Officers Representative |
| ACS | Assistant Chief of Staff |
| AFARS | Army Federal Acquisition Regulation Supplement |
| AP | Acquisition Plan |
| AT/OPSEC | Antiterrorism–Operations Security |
| BOP | Balance of Payments |
| RD | Requirement Document |
| CCC | Command COR Coordinator |
| CFE | Contractor Furnished Equipment |
| CFM | Contractor Furnished Material |
| CONUS | Continental United States |
| COR | Contracting Officer’s Representative |
| CPAC | Civilian Personnel Advisory Center |
| CSM | Customer Service Module |
| DEROS | Date Eligible for Return From Overseas |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DOC | Director of Contracting |
| DOD | Department of Defense |
| FAR | Federal Acquisition Regulation |
| FEWR | Facilities Engineering Work Request |
| FY | Fiscal Year |

| | |
|--------|---|
| GFE | Government Furnished Equipment |
| GFEBs | General Fund Enterprise Business System |
| GFE | Government Furnished Equipment |
| GFM | Government Furnished Material |
| GPC | Government Purchase Card |
| HQ | Headquarters |
| IAW | In accordance with |
| IGCE | Independent Government Cost Estimate |
| LCS | Logistics Cost Sharing |
| MIPR | Military Interdepartmental Purchase Request |
| MOA | Memorandum of Agreement |
| MOU | Memorandum of Understanding |
| NDC | Non-Disclosure Certification |
| NLT | Not Later Than |
| NSN | National Stock Number |
| OO | Ordering Officer |
| PA | Property Administrator |
| PAR | Performance Assessment Report |
| PARC | Principal Assistant Responsible for Contracting |
| POC | Point of Contact |
| PPI | Past Performance Information |
| PR | Purchase Request |
| PRP(s) | Purchase Request Package(s) |
| PRS | Performance Requirements Summary |
| PWS | Performance Work Statement |
| QA | Quality Assurance |

| | |
|------|-------------------------------------|
| QASP | Quality Assurance Surveillance Plan |
| RA | Requiring Activity |
| ROD | Report of Discrepancy |
| SCA | Service Contract Approval |
| SSA | Source Selection Authority |
| SSO | Source Selection Organization |
| SSP | Source Selection Plan |
| SOW | Statement of Work |
| USAF | United States Air Force |
| CSB | Contracting Support Brigade |
| USFK | United States Forces, Korea |
| VAT | Value Added Tax |
| VCE | Virtual Contracting Enterprise |

Section II. Terms

Acquisition. Acquiring by contract supplies, services, construction by and for the use of the Federal Government through purchase or lease whether the supplies or services are already in existence or must be created, developed, demonstrated, or evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contract, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Consolidating Requiring Activity. An activity with a basic purchase requirement that works with one or more initiating RAs to consolidate PR&Cs, product or service descriptions, SOWs, specifications, procurement directives, funding needs, and all other items needed to consolidate and complete a PRP for submittal to the CSB. The consolidating RA will establish internal procedures for coordination with initiating RAs to ensure that all requirements may be consolidated into one PRP.

Contracting Officer. A person appointed by the Eighth Army Principal Assistant Responsible for Contracting (ACoS, Acquisition Management) authorized to execute and administer contracts on behalf of the U.S. Government.

Contracting Officer's Representative (COR). A person appointed by a Contracting Officer with limited and specific authority to represent the Contracting Officer in administering a contract. CORs should normally have the following qualifications:

a. Military officers or enlisted personnel E-6 and above, or U.S. civilian employees GS-7 and above, or Korean national employees KGS-7 and above.

b. To the extent possible, be within close proximity to contract performance site.

c. Possess qualifications and experience related to the contractual requirements. Above all, the prospective COR should have a minimum of 9 months remaining before DEROS to learn the performance requirements of the contract and to satisfy the overall requirements of the position.

Customer Service Module (CSM). CSM of the Army Contracting Business Intelligence System (ACBIS) is a tool available for Army customers to use. The CSM is a web-based application that allows users to locate the status of purchase requests (PRs) that have been submitted in GFEBIS to our contracting office for processing. An AKO user id and password is required to access the CSM. No additional action is necessary for general access to the module. The ACBIS Customer Service Module is available at <https://seclleebiis.army.mil/>.

The General Fund Enterprise Business System (GFEBIS). GFEBIS is the Army's web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Army. Army clients submit purchase requests (PRs) through GFEBIS. GFEBIS Funds Status Reports will display commitments, obligations, and disbursements.

Initiating Requiring Activity. An activity with a basic purchase need, originating a requirement or PR&C either directly to CSB or through a consolidating RA.

Local Purchase. Procurement of supplies, services, or construction by contract or lease to satisfy a requirement originating in Korea and for ultimate use in Korea. Local purchase includes both contracts executed in Korea and contracts executed outside Korea as directed by authorized local procurement officials.

Ordering Officer. A person appointed by the Commander, CSB, with limited and specific authority to order supplies or services under a contract, or to order supplies and services with a SF 44 (Purchase Order-Invoice-Voucher), or a person similarly appointed by the Contracting Officer to place calls under a blanket purchase agreement.

Property Administrator. A person appointed by the Commander, CSB, or designee with limited and specific authority to administer U.S. Government property furnished to a contractor in the performance of a contract.

Receiving Officer. A person appointed by an activity commander to inspect and accept goods and services on behalf of the activity.