

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

**United States Forces Korea
Regulation 715-2**

5 February 2007

Procurement

CONTRACTING FOR SUPPLIES, SERVICES, AND CONSTRUCTION

***This regulation supersedes USFK Regulation 715-2, 3 August 2004**

For the Commander:

DAVID P. VALCOURT
Lieutenant General, USA
Chief of Staff

Official:



F.W. MORRIS
Chief of Publications and
Records Management

Summary. This regulation prescribes policies and procedures for the contracting of supplies, services, and construction. For further guidance on contracting procedures, contact the United States Army Contracting Command-Korea (USACCK) (EAKC-S), 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 215-4 and USFK Reg 715-8.

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

Forms. USFK forms are available at www.usfk.mil.

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 or applicable service regulations. 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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USACCK Instruction for PRWeb Purchase Request is located at:

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Section I GENERAL

1. PURPOSE. This regulation prescribes policies and procedures for the contracting of supplies, services, and construction. For further guidance on contracting procedures, contact the United States Army Contracting Command-Korea (USACCK) (EAKC-S), Unit #15289, APO AP 96205-5289.

2. REFERENCES. Required and related publications and forms are listed in appendix A.

3. EXPLANATION OF ABBREVIATIONS AND TERMS. Abbreviations and special terms used in this regulation are explained in the glossary.

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 or other agency-peculiar forms authorizing obligation of funds for acquisition of supplies, services, and construction. Signature authority for approving purchase requests 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 (see terms in glossary.)

(2) Ensure the Government Purchase Card (GPC) is used in accordance with (IAW) USFK GPC regulations and procedures.

(3) Conduct Acquisition Planning IAW FAR Part 7, as supplemented. Coordinate with USACCK during the development phase of the Purchase Request Package (PRP) for requirements estimated to exceed \$100,000 or that include unusual requirements to clarify the contents of the PRP. RAs may coordinate with USACCK on the development of PRPs estimated at \$100,000 or less.

(4) Ensure PRPs that exceed \$100,000 are submitted not later than (NLT) the submission date established in the Advance Acquisition Plan (AAP). USFK Reg 715-4 contains additional information on the Advance Acquisition Planning Program. PRPs for requirements less than \$100,000 and un-programmed requirements are subject to fiscal year (FY) end cut-off dates established by USACCK. 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 cited in purchase request documents is valid, accurate and complete.

(7) Nominate responsible persons as Ordering Officers, Contracting Officer's Representatives (CORs), and Property Administrators (PAs). 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. Nominations of primary personnel should be submitted with the PRP, but

NLT the contract award date. Replacement personnel shall be nominated at least 30 days before their predecessor's date eligible for return from overseas (DEROS). Nominees should have a minimum of 9 months remaining before DEROS. Nominees must complete or be scheduled to attend the Army Logistics Management College COR course (scheduled through USACCK) or the 1-day USACCK COR training class prior to nomination. The Federal Acquisition Institute Online University (www.faionline.com) also offers an online COR course. Upon successful completion, the training certificate should be attached to the nomination as support documentation.

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

(9) Conduct market research in support of contract requirements and submit market research results with purchase request package. See Appendix G for guidance on conducting market research.

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

c. Each organization shown below shall appoint a responsible person to serve as a Command COR Coordinator (CCC). The appointed person shall have the appropriate background and adequate authority and resources to address COR oversight within the organization. It is recommended that the person appointed be in the grade of 0-4, GS-12 or above. However, someone of a lesser grade may be appointed provided they possess appropriate background and authority. Each organization shall submit a copy of the appointment document and a cover memorandum that contains the CCC's qualifications and DEROS to USACCK (SFCA-KC-APC), Unit #15289, APO AP 96205-5289.

- (1) 55th Theater Support Command (MMC), Maintenance Management Division.
- (2) KORO, DBO.
- (3) 18th Medical Command.
- (4) 25th Transportation Battalion.
- (5) KORO, Area I.
- (6) United States Air Force (USAF), 8th Fighter Wing.
- (7) USAF, 51st Fighter Wing.
- (8) 1st Signal Brigade.
- (9) Information Management Command – Korea (IMCOM - Korea).
- (10) 7th US Air Force.

d. The Command COR Coordinator shall—

- (1) Review all of their activity's COR and replacement COR nominations and ensure timely

submittal to USACCK.

(a) COR nominations should be submitted with the PRP but no later than the Contract award date.

(b) Nominations for replacement CORs shall be submitted at least 30 days prior to the incumbent's DEROS.

(c) A replacement must be nominated immediately if the COR is unexpectedly transferred, reassigned, ill/disabled for an extended period, or otherwise unable to perform COR duties.

(2) Ensure COR nominees are trained or scheduled to receive COR training within 30 calendar days from appointment.

(3) Ensure COR nominees have the necessary technical expertise to perform contracted commodity or service responsibilities.

(4) Schedule COR for orientation with the pertinent USACCK Contracting Officer within 30 calendar days from appointment.

(5) Equitably distribute workload to assure that sufficient time and resources are available for COR performance. The primary duty of individuals nominated as a COR will be to administer assigned contract(s). Other duties can be assigned, but will not interfere with the completion of COR responsibilities.

(6) Ensure that DA Form 67-9 (Officer Evaluation Report), DA Form 2166-8 (NCO Evaluation Report), or applicable Air Force and Civilian Evaluation Reports, contains criteria to rate the COR on contract-related duties.

(7) Assist the Contracting Officer in obtaining the USFK Form 173-R-E (Contractor's Performance Rating), which is available on the Eighth US Army Intranet at: <https://www-eusa-4.korea.army.mil> and can be reproduced on 8-1/2 by 11 inch paper.

(8) Provide oversight for the timely and adequate resolution of problems identified by USACCK.

(9) Ensure the designated COR attends all scheduled meetings with contractors and USACCK contracting representatives.

(10) Nominate a replacement for any COR whose performance is determined substandard.

(11) Provide and ensure that all COR nominations shall include the elements identified in Appendix K.

e. CORs and alternate CORs shall—

(1) Have completed or be scheduled, within 30 calendar days from appointment, for COR training.

(2) Establish controls to ensure all contract requirements have been met before acceptance or authorization of payment.

(3) Attend an individual briefing with the appropriate USACCK Contracting Officer for each assigned contract.

(4) Provide technical assistance as required by the USACCK Contracting Officer. Read and understand all provisions of the contract. This includes the general and special provisions of the contract as well as the technical specifications and appendices.

(5) Conduct surveillance of the contractor's performance IAW with the Quality Assurance Plan (or equivalent) to ensure full compliance with all contract terms and conditions.

(6) Immediately report any instance of deficient contractor performance to the USACCK Contracting Officer.

(7) Personally verify and sign receiving reports, such as DD Form 250 (Material Inspection and Receiving Report) or DD Form 1155 (Order for Supplies or Services/Request for Quotations), and other contractual correspondence. COR responsibilities may not be re-delegated; however, CORs may obtain assistance from persons over whom they have supervisory control.

(8) Prepare and submit USFK Form 173-R-E. Copies of the report for each inspection conducted during the rating period must be included. The rating shall be submitted monthly to the USACCK Contracting Officer NLT 5 days after the end of each rating period.

(9) Report Past Performance Information (PPI) for all contracts \$100,000 and above. Past performance information includes the contractor's record of conforming to specifications and to standards of good workmanship, the contractor's record of containing and forecasting costs on any previously performed cost reimbursable contracts, adherence to contract schedules, including the administrative aspects of performance, history of reasonable and cooperative behavior and commitment to customer satisfaction, and business-like concern for the interest of the customer. In cases of terminations for default, PPI will be collected on contracts of \$10,000 and above. For construction contracts, DD Form 2626 (Performance Evaluation) will be completed by the COR upon contract completion. For all service and supply contracts, PPI will be collected via a Performance Assessment Report (PAR). The COR will generate a PAR annually for contracts that exceed one year. Complete a PAR at the exercise of an option period. A PAR will also be generated at the end of contract performance. This will be the final assessment report used to obtain past performance data.

(10) Establish and maintain a file for each assigned contract IAW Appendix J and USACCK HB1910-1, COR Handbook, Section V.

(11) Perform a pre-performance conference with the contractor within five (5) days of receipt of contract by contractor.

(12) Comply with the responsibilities outlined in this regulation and the USACCK HB1910-1, COR Handbook.

(13) Review and comply with the requirements of DOD 5500.7-R.

(14) Maintain (or have access) to all technical references identified in the contract.

f. The Commander USACCK 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 for completeness (Includes market research, specifications, purchase descriptions, IGCEs, and contract surveillance plans). 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 attended, or is scheduled to attend the USACCK COR training class, the Army Logistics Management College COR course or taken the Federal Acquisition Institute Online University on-line COR course.

(5) Provide USACCK 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.

g. The Director of Contracting will act as the Chief of the Contracting Office IAW the FAR and FAR Supplements.

Section II

POLICY AND PROCEDURES

5. INDEPENDENT GOVERNMENT COST ESTIMATES (IGCEs).

a. An IGCE is required for each purchase request or request for contract modification submitted to USACCK. The RA uses IGCEs to establish a realistic budget for the product or service. USACCK uses IGCEs as part of the basis for evaluating and analyzing the reasonableness of contractor's pricing proposals.

b. Except as stated in subparagraph 6b(1), RAs will prepare an IGCE as part of the PRP submitted to USACCK. An estimate prepared by any potential contractor is, by definition, not an IGCE, and gives an unfair advantage to that potential contractor. USACCK will reject PRPs that are submitted with contractor quotations attached. RAs must ensure that information about potential procurements, such as funding availability, date needed, or quantities desired, is not disclosed to potential contractors. As shown below, the estimating technique for the IGCE depends on the estimated value of the requirement.

(1) For requirements or modifications for supplies or services estimated at \$25,000 or less, and for requirements and modifications for construction estimated at less than \$2,000, an IGCE is not required. The amount cited on the PR&C constitutes the RA's estimate and IGCE.

(2) For requirements or modifications for supplies or services estimated to exceed \$25,000, but less than \$100,000, a separate written estimate is necessary. Established catalog or market prices of commercial items sold in substantial quantities to the general public and price estimates based on "rough yardsticks," such as dollars per pound, horsepower, or other units may be used. The IGCE must include an explanation of how it was calculated and state the extent of its reliability.

(3) For requirements or modifications for supplies or services estimated at \$100,000 or more, and for requirements and modifications for construction estimated at \$2,000 or more, the estimate must include a complete cost breakdown based on the drawings and specifications. A complete cost breakdown is not required for commercial supplies or services as defined by the FAR and FAR Supplements.

(4) When preparing an IGCE for a modification on a current contract, the dollar value of the modification, relative to the dollar limits listed above, is the absolute value of all additions and deletions.

(5) Notwithstanding the dollar limits above, anytime the Contracting Officer determines that an estimate is insufficient to negotiate a fair and reasonable price, the RA must submit a more detailed estimate.

(6) IGCEs will be marked and handled IAW paragraph 17, this regulation and AR 715-30.

c. When developing an IGCE—

(1) Use RA 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.

(2) Contact the local Directorate of Public Works or Civil Engineer Squadron for facilities-related procurements.

(3) Use current General Services Administration, Department of Veterans Affairs, or Defense

Logistics Agency contracts, catalogs, price schedules, published vendor catalogs or commodity pricing magazines.

(4) For contracting office support assistance, contact the USACCK Procurement Division 1 for service related acquisitions, and Procurement Division 2 for construction and supply related acquisitions.

6. AUTHORITY TO CONTRACT. 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).

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

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

(1) The Commander, USACCK (EAKC-S), 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 USACCK Instructions for PR Web Purchase Request).

(2) The Commander, 175th Finance Command (FINCOM), Unit #15300, APO AP 96205-5300, for—

(a) All persons within the Army designated as Receiving Officers for receipt of supplies or services as authorized by their commanders or property book officers.

(b) 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.

(3) The Commander, USACCK (EAKC-S), 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.”

(4) The Finance and Accounting Office stated in the contract with a copy to USACCK (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: 1 year.

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

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

8. PURCHASE REQUEST PACKAGES (PRPs). See USACCK Instructions for PR Web Purchase Request (<http://144.59.112.23/acquiline/home.html>). Other documents such as Statement of Work, Statement of Urgency, Breakout of Liquidated Damages, Sole Source Justifications, and Government Furnished Material/Equipment will be prepared as a Word or PDF document and attached to the PR Web Purchase Request.

a. Contracting out functions. When contracting out functions that may affect Korean-national direct-hire jobs, RAs shall obtain approval from the USFK Assistant Chief of Staff (FKAQ), and complete an impact assessment plan as shown in Appendix E. As an alternative source of labor, RAs will also consider the indirect hire of Korean Service Corps personnel. The approval document and the completed assessment must be included in the PRP submitted to USACCK, with copies furnished to HQ USFK (OCPD), Unit #15289, APO AP 96205-5289.

b. Submittal dates.

(1) For requirements at or above \$100,000, RAs will submit the PRP IAW the submission date established in the AAP (see USFK Reg 715-4). Each quarter, USACCK sends requests for updates of the AAP to RAs. However, RAs should notify USACCK as soon as new requirements are known. The PRP submission dates established by USACCK are generally consistent with the contract award lead times stated in table 1. For requirements under \$100,000, RAs will submit the PRP according to the contract award lead times in table 1 below.

(2) The lead times in table 1 represent the estimated number of calendar days from receipt of a complete PRP at USACCK to award of the contract or modification. Lead times do not account for any reviews or approvals external to USACCK (for example, HCA review and approval, resource management offices and FKAQ). Actual acquisition times may vary at USACCK depending on the type of purchase requirement, the ability of vendors and contractors to develop prices and proposals, the need to obtain competition, the nature or complexity of the requirement, and other factors peculiar to the requirement. Service contracts normally require additional time for contractor mobilization (30 days for actions less than \$100,000 and 60 days for all others). U.S. Invited Contractors may also require additional time. The RA is responsible for coordinating contract requirements with USACCK to determine actual procurement lead times.

(3) PRP submissions are also subject to FY end submission cut-off dates established by USACCK.

Table 1
USACCK Minimum Contracting Lead Times
(Number of days from receipt of PRP at USACCK until contract award)

<u>Type of Contract Action</u>	<u>Calendar Day Lead Time</u>
Delivery Orders Under Existing Contracts (any dollar value)	25
General Services Administration Purchases (any dollar value)	30
Exercise of Contract Options (any dollar value)	45
Actions \$25,000 and Less:	
PR&C Marked with Issue Priority Designator 01 through 06	20
Other Purchases (except continental United States (CONUS) and construction)	28
CONUS Supply Purchases	30
Construction	60
Actions over \$25,000 - \$100,000:	
PR&C Marked with Issue Priority Designator 01 through 06	90
Other Purchases (including construction)	130
CONUS Supply Purchases (except orders against General Services Administration contracts)	90
Actions over \$100,000 - \$500,000 (except CONUS purchases)	120
CONUS Purchases of Services or Construction	160
Actions over \$500,000	160

c. To initiate a contract action, USACCK must have a complete PRP, submitted IAW Instructions for AcquiLine PR Web Purchase Request.

(1) Government Furnished Material/Government Furnished Equipment (GFM/GFE). Attach a complete list to the PR including the date the GFM/GFE will be requisitioned and made available to the contractor.

(2) A sole source justification, if applicable, will be attached to the PR. See paragraph 14 and Appendix H.

(3) 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.

(4) A breakout of liquidated damages when the estimated contract price exceeds \$25,000. Liquidated damages must be rationally related to damages the U.S. Government actually would suffer due to delays in performance. Liquidated damages should be based on inspection and superintendent costs for each calendar day of delay, plus any additional specific losses caused by the delay (for example, cost of leased facilities, loss of revenue, and additional temporary living allowances).

(5) Submit also such additional information as may be required by the Contracting Officer.

d. Supply contracts.

(1) For Army requirements see USACCK Instructions for Aquiline PR Web Purchase Request (<http://144.59.112.23/acquiline/home.html>).

(2) For USAF requirements, routine requests for purchase of supplies will be submitted on DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).

(3) Other agencies will submit requests for purchase of supplies according to the terms of their inter-service support agreements.

e. Service contracts. In addition to the documents listed in subparagraph 9c, requests for contracting of non-personal services will contain the following:

(1) For requirements that involve contracting out functions, the approval document and impact assessment statement IAW subparagraph 9a.

(2) USAF requirements will be prepared on AF Form 9 (Request for Purchase) and coordinated with the RA's manpower office.

f. Construction contracts. In addition to the documents listed in subparagraph 9c, requests for contracting of construction 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) Blueprints or drawings (9 sets).

g. Amendment or modification 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 USACCK Instructions for Aquiline PR Web Purchase Request.

(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 or amendment to the original purchase request, increasing funds.

(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.

9. PRPs SUBMITTED WITHOUT FUNDING.

a. At times, a known requirement may exist before it is possible to commit funds. The most common situation occurs when a requirement is identified in the latter part of a FY and funds will not be available until the next FY. In this case, USACCK will honor the PRP if it is submitted IAW USACCK Instructions for Acquiline PR Web Purchase Request. The PRP will be forwarded in the same manner and through the same approving authorities as if it were a funded requirement.

b. On receipt of funds, USACCK will finalize the contract or, in the case of requirements contracts, will issue delivery orders.

10. 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>

11. PURCHASE OF COMMERCIAL RADIO EQUIPMENT. Follow the procedures outlined in paragraph 13 for purchase of commercial radio equipment.

12. PURCHASE OF INFORMATION MISSION AREA RESOURCES.

a. Eighth US Army requirements for IMA resources for telecommunications, automation or visual information must include a capability request (CAPR) documenting the need for the purchase. The CAPR will be attached to the PR IAW with USACCK Instructions for Acquiline PR Web Purchase Request.

b. All CAPRs will be processed through and approved by the Assistant Chief of Staff (ACS),

Information Management (EAIM), Unit #15236, APO AP 96205-5236. The CAPR 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 CAPR and DA Form 4610-R will be attached to the purchase request. The CAPR approved items that are being funded by FKJ6/IM, will be signed by FKJ6/IM in the purchase request. For approved CAPRs utilizing organizational funds, the unit commander will sign the purchase request.

c. CAPRs 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 700-3, as supplemented).

13. EMERGENCY, PRIORITY, AND SOLE-SOURCE REQUIREMENTS.

a. If a catastrophe or other emergency requires immediate contracting action, RAs should contact their servicing USACCK contract office either directly or through their respective staff duty officer. Emergency purchases, which are approved by USACCK, will cite the name of the Contracting Officer and the date of the approval on the purchase request.

b. PRs for high priority requirements will be handled promptly. Such requests must include complete justification, realistic request dates, and the priority action required. Close liaison between the USACCK Contracting Officer and the RAs will be maintained until the contract action is accomplished. The justification will be attached to the PR IAW USACCK Instructions for PR Web Purchase Request.

c. Sole-source PRs are prohibited unless the PRP includes detailed justification as to why the requirement is available from only one source and what actions are contemplated to prevent sole source purchases in the future. Pursuant to the Competition in Contracting Act, time constraints caused by lack of advance planning is not an acceptable justification. Requests for sole-source procurements based on technical specifications require detailed justification as to why only one source can satisfy the requirement. When the justification does not clearly establish the need for a noncompetitive procurement, USACCK will return the purchase request without action. Technical and requirements personnel must provide all necessary data to support their recommendation (see Appendix H).

14. NON-APPROPRIATED FUND (NAF) PROCUREMENTS. Follow procedures in AR 215-4 and USFK Reg 715-8 for NAF procurements.

15. LOGISTICS COST SHARING (LCS) PROGRAM PROCUREMENTS.

a. In general, procurements funded with LCS funds will conform to the rules laid out in this regulation. However, agencies utilizing LCS funds will refer to this regulation and the LCS Program Guide when developing and executing those procurements. Conflicting guidance or issues not covered will be identified for resolution to the LCS Program Manager and CCK before any action is taken. The USFK J4 is the Executive Agent for the program, and as such has final authority/decision on all matters involving LCS procurements.

b. All actions (i.e. draft SOWs, contract modifications, etc.) must be coordinated/approved by the LCS Program Manager before action is taken. Coordination may be through PR Web or other methods as designated by the LCS Program Manager. This documentation will be retained with the contract file maintained by CCK.

c. Fiscal funding for the LCS Program begins 1 Jan and ends 31 Dec of each year, so contracts will coincide with this time frame. Contract periods starting after 1 Jan will end 31 Dec, regardless of the start

date, ensuring subsequent option periods coincide with the FY. Agencies must submit their justification to deviate to the LCS Program Manager.

d. All documentation/records/actions involving LCS procurements must be made available to and include the LCS Program Manager. Established rules regarding release/inclusion will be followed, and will not exclude the LCS Program Manager.

16. 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 the acquisition to prevent the release of source selection or proprietary information. Information that may be discussed with potential contractors when conducting market research prior to submission of the PR package includes technical requirements, lead times, industry standards and practices, and estimated costs. Upon submission of the PR package to USACCK, any discussion with potential contractors will be coordinated with the Contracting Officer before initiation. Examples of specific information that will not be released without Contracting Officer permission includes–

(1) Bid prices submitted in response to an agency invitation for bids, or lists of those bid prices before bid opening.

(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.

b. The IGCE initiator will seal the IGCE in an envelope marked "IGCE FOR OFFICIAL USE ONLY" on the front. Any person needing access to the IGCE will, after reviewing the IGCE, promptly reseal (tape) the IGCE in the original envelope. The reviewer must print his/her name, organization, phone number, and date on the back of the envelope and then sign to indicate the IGCE was opened, but the information was not compromised. 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: www.apd.army.mil

c. All documents used to develop the requirement, that reflect an estimated acquisition cost or allocation of funds, including, but not limited to, the purchase request, Government estimate, foreign source determination, and project approval for construction will be marked "FOR OFFICIAL USE ONLY." Information that requires a security classification will be handled IAW AR 380-5. The FOUO designation may be removed upon award of the contract or cancellation of the request. Purchase request documents issued solely to fund an existing contract or a delivery order under an existing contract need not be designated FOUO.

d. AR 715-30 contains secure environment contracting procedures.

17. RECEIVING REPORT. On receipt and acceptance of a complete or partial delivery, Receiving Officers or CORs must promptly prepare a receiving report on DD Form 1155 or DD Form 250 (see AR 735-5). Forward one copy to USACCK and four copies to the appropriate finance and accounting office.

18. REPORT OF DISCREPANCY (ROD). RAs/CORs must submit a ROD if supplies or services are not delivered or completed on the date specified in the contract, were damaged in shipment, or do not conform to contract specifications. Such notification must be forwarded to USACCK 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 at least monthly to the appropriate Administrative Contracting Officer. This form when completed becomes part of the official contract file and is used to gather information on contractor performance. AR 735-11 applies to the ROD.

19. CONTRACT OFFLOADING AND INTERAGENCY ACQUISITION.

a. The USACCK is the command's contracting agent responsible for providing contracting support to all USFK requiring activities (RAs). Assistant Chief of Staff FKAQ approval is required before obtaining procurement support from other than USACCK.

b. The terms "Contract Offloading" and "Interagency Acquisition" apply collectively to all instances where USFK activities seek procurement support from other than USACCK. All offload requests above \$2,500 requires approval from 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.

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 USACCK 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. FKAQ will coordinate all procurement requests with the USACCK Director of Contracting (DOC) to support approval/disapproval. RAs are encouraged to coordinate their requirements with the DOC before initiating an interservice or interagency acquisition to determine if USACCK can provide the procurement support.

e. Interagency acquisitions above \$2,500 require review from FKAQ. Use of the GPC for acquisitions in excess of \$2,500 require special training and written approval from the GPC Program Coordinator at U.S. Army Contracting Command.

f. 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) Significant contract terms and conditions (contract type, payment provisions, period(s) of performance or delivery date(s), etc.);
- (4) Unique performance conditions for Korea (Contract administration planning, consider requirements for SOFA designation of Invited Contractors, contingency performance requirements, etc.);
- (5) Security level required for the project (confidential, secret, top-secret);
- (6) MIPR certifying funds of the proper type and amount are available for the requirement.
- (7) 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 USACCK because (provide information to substantiate this statement).

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

20. SOURCE SELECTION PLANS.

a. In order to establish uniform standards for source selections, Contracting Officers shall utilize the processes and formats set out in the Army Source Selection Guide for the conduct of all source selections unless an exception is approved by the PARC. Requests for exception will include an explanation for the exception and justification demonstrating that approval is in the best interest of the Government. Specific guidance for Eighth US Army Contracting Officers that supplements the Army Source Selection Guide is set forth below. The use of the term, "evaluation factor" in this policy refers to source selection evaluation factors and any subdivision of such factors.

b. 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.

c. A written source selection plan (SSP) is required and will be prepared for all negotiated procurements, including the acquisition of commercial items and services under FAR Part 12 or Part 13 procedures. The SSP will be included in the contract file. There is no specified SSP format and its details may be tailored to the complexity of the acquisition. As a minimum, evaluation standards will be set out in the source selection plan for each non-cost evaluation factor. Numerical weighting of factors and numerical scoring of factors is prohibited. Contracting Officers will ensure that source selection evaluations are performed IAW the SSP. See the recommended SSP format at Appendix L.

d. SSP will clearly identify each offeror's rating for non-cost factors at the lowest factor subdivision. Factor subdivisions will not be combined for an overall factor rating.

e. Information from sources other than an offeror's proposal may be considered in the evaluation. However, the Contracting Officer shall clearly document the effect of the information on rating of each factor. Contracting Officers will make a determination of non-responsibility if an offeror is excluded from a source selection based on a preaward survey.

f. The Contracting Officer shall clearly document any change in factor ratings resulting from negotiations. To support the SSA's independent exercise of prudent business judgment to arrive at a Source Selection Decision based on the offeror(s) who proffers the best value to the Government, the SSA shall receive ratings for all factors presented at the lowest factor subdivision for all offerors eligible for award. The SSA shall not receive a recommendation from any individual or body as to whom shall receive the award and shall not receive a rank order or an order of merit list pertaining to the offerors being evaluated. Source selection decision documentation will demonstrate the decision was based on a comparative analysis of the proposals consistent with the terms of the solicitation evaluation factors.

g. The Army Source Selection Guide is available on line at:
http://dasapp.saalt.army.mil/library/Army_Source_Selection_Guide_Jun_2001.pdf

APPENDIX A

REFERENCES

SECTION I

Required Publications

ACQUILINE PR Web Purchase Request. Cited in paragraph 9, 10, and 13.

ADA 31 U.S.C. §1301(a), 1517 (Anti-Deficiency Act). Cited in paragraph 7.

AFI 700-3 (Information Systems Requirements Processing). Cited in paragraph 13.

AR 215-4 (Nonappropriated Fund Contracting). Cited in paragraphs 2 and 15.

AR 380-5 (Department of the Army Information Security Program). Cited in paragraph 17c.

AR 715-30 (C) (Secure Environment Contracting) (U). Cited in paragraphs 6b(6) and 17d.

AR 735-5 (Policies and Procedures for Property Accountability). Cited in paragraph 18.

AR 735-11 (Reporting of Supply Discrepancies). Cited in paragraph 19.

Army Federal Acquisition Regulation Supplement (AFARS). Cited in Appendix G.

Defense Federal Acquisition Regulation Supplement (DFARS). Cited in Appendixes D, G, and J.

DOD 5500.7-R (Joint Ethics Regulation). Cited in paragraphs 5e(13) and 7.

Federal Acquisition Regulation (FAR). Cited in paragraphs 5b(3), 21C, Appendix G and J.

FM 100-10-2 (Contacting Supply on the Battlefield). Cited in paragraph 5b(8).

PACAF Reg 26-12 (Contractor Services Manpower Management System). Cited in Appendix F.

USACCK HB 1910-1 (COR Handbook). Cited in paragraph 6e(10), 6e(12), and Appendix J.

USACCK HB 1910-2 (Quality Assurance Surveillance Plans). Cited in appendix B.

USFK Reg 700-19 (The Invited Contractors and Technical Representative Program). Cited in Appendix D.

USFK Reg 715-4 (Advance Acquisition Planning Program). Cited in subparagraphs 5b(4), 9b(1), 20g, and Appendix D.

USFK Reg 715-8 (United States Forces, Korea Morale, Welfare, and Recreation (MWR) Contracting). Cited in paragraphs 2 and 15.

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. Cited in Appendix J.

SECTION III

Forms

AF Form 9 (Request for Purchase)

AF Form 85 (Communications-Computer Systems Requirement Document)

AF Form 332 (Base Civil Engineer Work Request)

*DA Form 67-9 (Officer Evaluation Report)

DA Form 488 (Military Intradepartmental Purchase Request)

*DA Form 2166-8 (Officer Evaluation Report)

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

DA Form 4283 (Facility Engineer Work Request)

*DA Form 5473-R (Performance Requirements Summary)

*DA Label 87 (For Official Use Only) Cover Sheet

*DD Form 250 (Materiel Inspection and Receiving Report)

*DD Form 577 (Signature Card)

DD Form 1155 (Order for Supplies or Services)

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

*DD Form 1391 (FY , Military Construction Project)

*DD Form 2626 (Performance Evaluation)

PACAF Form 145 (Contract Manpower Services)

*USFK Form 173-R-E (Contractor's Performance Rating)

*Indicates the form is available electronically.

APPENDIX B

CONTRACT SURVEILLANCE PLAN

1. DEVELOPMENT.

a. General. Since the SOW in the contract lists the measure of contractor effectiveness, the Government should monitor the contractor's performance in relation to the contents of the SOW. The surveillance plan details the monitoring methods and should duplicate the information in the SOW.

b. Purpose. Surveillance plans--

(1) Provide CORs with a guide to systematically and effectively monitor a contractor's performance.

(2) Outline the corrective procedures to be taken against the contractor for deficient performance. These measures include issuing discrepancy reports requiring corrective action responses, taking deductions from payments in fixed-price contracts, and submitting recommendations to the Contracting Officer about the nature and significance of any performance shortfalls.

c. Scope.

(1) Surveillance plans contain the sampling guides and activity checklists needed to monitor each of the required services listed on the performance requirements summary (PRS) and any other areas considered essential to contract performance. The plans should primarily focus on each distinct service the contractor is to provide and on the total service, not on the details, of how the services are accomplished.

(2) Because the plan is a tool to be used by the Government, it can be modified at any time as necessary. In essence, the Government's surveillance effort might need to be increased or decreased at any time throughout the contract performance period and the Government has the inherent right to do so. The decision to change the plan depends largely on the contractor's demonstrated capability to carry out its quality control plan effectively.

d. Development.

(1) The basic document guiding the development of the surveillance plan is the PRS. It contains the following:

- (a) Key required services to be performed.
- (b) Expected standards that must be met when providing the key outputs.
- (c) Acceptable quality level.
- (d) Lot composition.
- (e) Planned method of surveillance.
- (f) Contract deduction percentage.

(2) When compiling the PRS baseline, the person or team preparing the plan should evaluate the various surveillance methods available (for example, random sampling or observation) for practicality. They should also ensure that the service requirements designated could be monitored effectively and that the associated standards are reasonably measurable.

e. Composition. Although each surveillance plan should be tailored to meet specific contract requirements and operating conditions, regulation guidance dictates the basic methodology and procedures. The following is the recommended format for surveillance plans:

- (1) Introduction.
 - (a) Purpose.
 - (b) Functions surveyed.
- (2) How to use the plan.
 - (a) Scheduling.
 - (b) Sampling procedures.
 - (c) Inspection procedures.
 - (d) Documentation/reporting procedures.
- (3) Surveillance forms.
 - (a) Surveillance schedule.
 - (b) Sampling guide.
 - (c) Tally checklist.
 - (d) Surveillance activity checklist.
 - (e) Customer complaint record.
 - (f) Decision table.
 - (g) Contract discrepancy report.
 - (h) Work statement discrepancy report.

2. COMMERCIAL ACQUISITIONS. Any surveillance plans for Commercial Items shall be conducted in a manner consistent with commercial practice.

3. USE. Surveillance plans are used to complete USFK Form 173-R-E.

4. ADDITIONAL INFORMATION.

- a. Contractor Surveillance Plans. Go to the USACCK Resources Home page,

<http://cckweb.korea.army.mil/> to access USFK Form 173-R-E. Contact the USACCK Procurement Division 1 for service related acquisitions, and Procurement Division 2 for construction and supply related acquisitions for assistance and to obtain sample contract surveillance plans. Consult USFK HB 1910-2, for additional information. To access this Handbook, go to the USACCK Resources Home page.

b. Performance Requirements Summary. Go to the USAPA Home page, www.apd.army.mil to access DA Form 5473-R.

c. Contractor Performance. Go to the USACCK Resources Home page, <http://cckweb.korea.army.mil/> to access USFK Form 173-R-E.

APPENDIX C

INSTRUCTIONS FOR PREPARING AN IGCE

1. IGCEs must be based on present contracting history, reports, and other available documentation related to the proposed purchase.
2. IGCEs for proposed purchases, identified in paragraph 6 of this Regulation, may be prepared on existing cost estimating forms as long as required information is submitted as attachments. The term “estimating costs” means the process of forecasting a cost based on information available at the time. On the summary page, the U.S. supervisor must sign a statement that data used in developing the estimate is current and accurate, and the supervisor accepts responsibility for the estimate.
3. When preparing an IGCE, do not coordinate with any potential contractor. Prepare the estimate in as great detail as if the U.S. Government were competing for the award. IGCEs for recurring requirements that merely use current contract prices and add an inflation factor are not acceptable. All elements of the IGCE must be revalidated.
4. IGCEs will include all of the following items, as applicable:
 - a. Material.
 - (1) Include a complete breakdown of material cost as well as source of cost (for example, “Army and Air Force Exchange Catalog, 1 Apr 92, page 104”).
 - (2) The units of measurement used should be based on those commonly used in Korea (for example, meters, liters, and kilograms).
 - (3) Quantities (number of units).
 - (4) Quality (for example, grade, color, thickness, type, size, configuration).
 - b. Labor. Include a breakdown of labor hours (number of hours per day) by labor type (supervisor, engineer, and common laborer). The RAs must develop and maintain historical usage factors for estimating man-hours and material quantities.
 - c. Transportation and equipment. Include size and number of trucks (or equipment), number of trips per day for delivery, and distance involved, but exclude petroleum taxes. If the IGCE assumes contractors own vehicles are used, actual depreciation and operating expenses should be included as transportation costs.
 - d. Overhead, general and administration expenses, and profit.
 - e. Other factors that affect the price. Include such items as GFM, equipment, transportation, and petroleum, oils and lubricants.
5. Determinable taxes (for example, special excise tax, value-added tax (VAT), customs duty) will be excluded.
6. The IGCE must not be released outside U.S. Government channels. The IGCE will be marked “FOUO” unless the nature of the information requires a security classification.

7. The IGCE initiator will seal the IGCE in an envelope marked "IGCE FOUO" on the front. Persons needing access to the IGCE will, after reviewing the IGCE, promptly reseal (tape) the IGCE in the original envelope and print the reviewer's name, organization, phone number, and date on the back of the envelope and then sign the back of the envelope to indicate the IGCE was opened but the information was not compromised. The envelope will remain sealed until received by USACCK and incorporated into the official contract file under DA Label 87.

APPENDIX D

PRP CHECKLISTS

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 \$100,000 (see USFK Reg 715-2, paragraph 9b, and USFK Reg 715-4).
- ___3. Purchase Request submitted IAW USACCK 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, 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 USACCK.
 - f. Correct local purchase authority cited (do not cite USFK Reg 715-2).
 - g. Correct dollar/won conversion rate used.
- ___4. Purchase Description (see USFK Reg 715-2, paragraph 9).
- ___5. Statement of work (5 copies) (see USFK Reg 715-2, paragraph 9).
- ___6. Readable copies of blueprints or drawings (9 sets).
- ___7. Performance period, including option periods.
- ___8. IGCE for projects over \$2,000. Separate IGCEs required for any option periods (see USFK Reg 715-2, Paragraph 6, and Appendix C).
- ___9. COR nomination letter including name, rank, DEROS, and telephone number (projects over \$2,000) (see USFK Reg 715-2, paragraph 9c(7)).
- ___10. Contract surveillance plan (see USFK Reg 715-2, subpart 9f, and Appendix B).
- ___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 (see USFK Reg 715-2 paragraph 14c and Appendix H).
- ___15. Justification if invited contractor or stateside service source requested (see USFK Reg 700-19).
- ___16. Statement of urgency, if past cut-off date or if urgent requirement (see USFK Reg 715-2, paragraph 9c(3) and 14b).
- ___17. Facilities Engineering Work Request (FEWR), required for any improvement to U.S.-controlled real property (see USFK Reg 715-2, paragraph 9f(1)).
- ___18. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$25K) (see USFK Reg 715-2, paragraph 9c(4)).

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

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 \$100,000 (see USFK Reg 715-2, paragraph 9b, and USFK Reg 715-4).
- ___3. Purchase Request submitted IAW USACCK Instruction for Aquiline PRWeb (see USFK Reg 715-2, apps F and G).
 - 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 USACCK (except MIPRs).
 - e. Correct local purchase authority cited (do not cite USFK Reg 715-2).
 - f. For information resources, purchase request document signed by FKJ6 only.
 - g. Correct dollar/won conversion rate used.
- ___4. Purchase description (see USFK Reg 715-2, paragraph 9, Appendix G).
- ___5. Statement of work (5 copies) (see USFK Reg 715-2, paragraph 9e and Appendix G).

- ___6. Readable copies of blueprints or drawings (9 sets) (see USFK Reg 715-2, item 9f and Appendix G).
- ___7. Performance period, including option periods (see USFK Reg 715-2, Appendix H, item 9e).
- ___8. IGCE for projects over \$25K. Separate IGCEs required for any option periods (see USFK Reg 715-2, paragraph 6, and Appendix C).
- ___9. COR nomination letter including name, rank, DEROS, and telephone number (projects over \$25K) (see USFK Reg 715-2, paragraph 5c, d, e and Appendix J).
- ___10. Contract surveillance plan (see USFK Reg 715-2, paragraph 9, and Appendix B).
- ___11. Receiving Officer designation (projects \$25K and under) (see USFK Reg 715-2, paragraph 5b).
- ___12. List of GFM/GFE (including availability statement) and/or list of CFM/CFE.
- ___13. Sole-source justification (see USFK Reg 715-2, paragraph 14c, and Appendix H).
- ___14. Justification if US Invited Contractor or stateside service source requested (see USFK Reg 700-19).
- ___15. Statement of urgency, if past cut-off date or if urgent requirement (see USFK Reg 715-2, paragraph 9c(3) and 14b).
- ___16. FEWR, required for any improvement to U.S. controlled real property (see USFK Reg 715-2, paragraph 9f(1)).
- ___17. Rate and justification for liquidated damages (amount per day) to be charged to contractor (projects over \$25K) (see USFK Reg 715-2, paragraph 9c(4)).
- ___18. Market research documentation.

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

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 \$100,000 (see USFK Reg 715-2, paragraph 9b, and USFK Reg 715-4).
- ___3. Purchase request document submitted IAW USACCK Instruction for Acquiline PRWeb (see USFK Reg 715-2, apps F and G).
 - 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 USACCK (except MIPRs).
- d. Correct local purchase authority cited (do not cite USFK Reg 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 \$25K. Separate IGCEs required for any options (see USFK Reg 715-2 paragraph 6, and Appendix C).

___7. Sole-source justification (see USFK Reg 715-2, subpart 14c, and Appendix H).

___8. Statement of urgency, if past cut-off date or if urgent requirement (see USFK Reg 715-2, paragraph 9c(3) and 14b).

___9. Purchases \$2500 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 \$25K) (see USFK Reg 715-2, paragraph 9c(4)).

___11. Market research documentation

Signature of Requiring Activity POC: _____

Title: _____

Date: _____ Telephone: _____

APPENDIX E

IMPACT ASSESSMENT/OUTPLACEMENT PLAN FOR DIRECT HIRE CIVILIAN EMPLOYEES AFFECTED BY PROPOSED CONTRACTING OUT

(To be completed by the RA)

Part I - IMPACT.

1. Function proposed for contracting out.
2. Planned date of conversion to contract operation.
3. Direct hire employees currently engaged in the function.

<u>Name</u>	<u>Job Title & Grade</u>	<u>Remarks</u> (Employment Status, Full-Time Permanent, Temporary, Part-time)
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Part II - OUTPLACEMENT PLAN. (To be completed in coordination with the servicing area civilian personnel advisory center (CPAC).

4. Vacancies existing within the servicing CPAC area.

<u>Job Title & Grade</u>	<u>Organization</u>	<u>Name of the affected employee(s) who may be placed in the position</u>
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5. Projected retirees. (Before the effective date of contract).

<u>Name</u>	<u>Job Title & Grade</u>	<u>Organization</u>	<u>Date of Retirement</u>	<u>Name of the affected employee(s) who may be placed in the position</u>
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6. Other placement opportunities (anticipated new positions, temporaries in continuing positions to include reappointed retirees, scheduled resignations and separations, retirements anticipated 3 months following the planned date of contract):

<u>Job Title & Grade</u>	<u>Organization</u>	<u>Name of the affected employee(s) who may be placed in the position</u>	<u>Remarks</u>
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- E-7. Anticipated placement within RA.

<u>Job Title & Grade</u>	<u>Organization</u>
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8. Anticipated placement by servicing CPOC.

<u>Job Title & Grade</u>	<u>Organization</u>
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9. Anticipated personnel to be placed with contractor.

<u>Job Category</u>	<u>No. of Jobs</u>
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10. Anticipated contractor personnel needs.

<u>Job Category</u>	<u>No. of Jobs</u>
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APPENDIX F

REQUEST FOR PURCHASE

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

2. US AIR FORCE. A Request for Purchase, AF Form 9 will be prepared for US Air Force requirements using ABSS procedures. PACAF Reg 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 Reg 26-12, subparagraph 6g.

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--

(1) The certifying officer going to USACCK, crossing out and initialing the statement, and then signing and dating the certification block on the funding document; or--

(2) The certifying officer sending USACCK 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.

APPENDIX G

SUPPLIES/SERVICE CONTRACTS

1. GENERAL. All solicitations for supplies and/or services will be performance based unless the Director of Contracting approves a deviation, in writing.

2. ACQUISITION PLAN (AP). Acquisition Planning is paramount. It is the process by which the Requiring Activity (RA) and USACCK coordinates and integrates acquisition efforts through a comprehensive plan. FAR Part 7 addresses policies related to acquisition planning and development of written Acquisitions Plans. Acquisition Planning starts when the RA identifies a need for supplies and/or services.

a. The written AP is a document that provides the overall strategy for accomplishing and managing an acquisition. The AP formally documents the approach to fill the need, optimize resources, and satisfy requirements for a proposed acquisition. It answers the “who-what-when-where-why-how” of the acquisition strategy planning process. The plan should provide sufficient information so that someone unfamiliar with the program will understand what is being proposed and not be a lengthy document.

b. The RA has primary responsibility for preparation of the AP. However, the RA must rely on the expertise from others, such as, the source selection team members responsible for the acquisition.

c. A written AP will be prepared for all acquisitions \$1,000,000 or more. The Director of Contracting, USACCK will approve all APs \$1 million or more. APs shall be approved by the PARC when the dollar value of contracts covered by the plan is estimated to exceed \$15 million for any fiscal year or \$30 million for all years including options (see DFARS 207.103,d,i,(B) and AFARS 5107.103(h)(iii). Requests for approval of APs over the thresholds above must include the concurrence of the (A) Contracting Officer; (B) Commander USACCK; (C) Local Competition Advocate; (D) Legal Office; and RA (AFARS 5107.103(h)(v).

d. The contents of the written AP shall be IAW FAR Part 7, as supplemented.

3. MARKET RESEARCH. Market Research is the first step in acquisition planning and is essential to designing an acquisition strategy. It is the process of collecting and analyzing information about capabilities within the market that can satisfy the Army’s needs. Market research is key to determining whether a commercial item can meet the Army’s needs and to identify associated commercial practices. Market research will impact the selection of evaluation factors, and contracting and source selection methods. Examples of Market Research techniques are–

a. Use general sources of information available from the market place, Government sources, and the Internet;

b. Contact knowledgeable individuals regarding market capabilities and business practices;

c. Review the results of recent market research;

d. Query Government and/or commercial databases;

e. Publish formal requests for information in appropriate technical or scientific journals or business publications;

- f. Conduct interchange meetings or hold pre-solicitation conferences;
- g. Participate in interactive, on-line communications; and
- h. Review catalogs and product literature.

4. SOURCE SELECTION ORGANIZATION (SSO). Source Selection should be a team effort beginning in the earliest planning stages. The team should include representatives from appropriate functional areas such as contracting, technical, logistics, legal, program management, and the RA. The Source Selection Authority (SSA) shall establish the SSO. The size and composition of the SSO will vary depending upon the requirements of each acquisition. In streamlined source selections, requiring informal source selection procedures, the team may consist of one or more technical evaluators and the Contracting Officer, serving as the SSA. In complex source selections, requiring formal source selection procedures, the team may have a distinct compartmental structure consisting of individuals from various functional disciplines. Whether the team is large or small, it will be structured to ensure teamwork, unity of purpose, and appropriate open communication among the team members throughout the selection process.

5. SOURCE SELECTION AUTHORITY (SSA). For acquisitions up to \$50,000,000 the Director of Contracting shall appoint the SSA. For acquisitions over \$50,000,000 the PARC shall appoint the SSA. The SSA will prepare a written Source Selection Plan (SSP) for all source selections (see AFARS 5115.303). The SSA for acquisition of commercial items will be the Contracting Officer (see AFARS Subpart 5112.000).

6. SOURCE SELECTION PLAN (SSP). Use prudent business judgment to tailor the size and detail of the SSP to the proposed acquisition. The contents and extent of the SSP should at a minimum include:

- a. A description of what is being bought;
- b. A description of the SSO and the duties and responsibilities of each of the key components;
- c. Planned pre-solicitation activities (e.g., issuance of a draft solicitation, conduct of pre-solicitation and/or proposal conferences, sources sought synopsis, etc.);
- d. The proposed acquisition strategy, including explanation of the contract type and whether multiple awards are anticipated;
- e. The proposed evaluation factors and sub factors, their relative importance and associated standards;
- f. The proposed evaluation methodology and any proposed innovative techniques; and
- g. The source selections milestones occurring between receipt of the purchase request and signing the contract.

7. ACCESS TO THE SSP. The plan is source selection information as defined by FAR 3.104. Source selection information shall not be disclosed to any person not authorized to receive the information. Normally only SSO members and personnel from USACCK with a need to know are authorized access to the plan. However, the evaluation factors and significant sub factors and their relative importance will eventually become public knowledge, as they become part of the solicitation.

8. EVALUATION FACTORS. The evaluation factors and significant sub factors will be put into the solicitation and AP exactly as they appear in the SSP.

9. SOURCE SELECTION PROCEDURES. Use the Army Source Selection Guide, FAR Part 15, DFARS Part 215, and AFARS Part 5115 for further guidance in source selection procedures.

10. 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 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:

(1) Whether the Government's needs can be met by products or services;

(a) Of a type customarily available in the commercial market place;

(b) Of a type customarily available in the commercial market place with modifications; or

(c) Used exclusively for governmental purposes.

d. State the physical design, 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.

11. 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.

12. 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:

Advisory and Assistance Services
Refuse Collections/Recycling Services
Grounds Maintenance Services
Base Custodial Services
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 H

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.

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 I

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.

APPENDIX J

CONTRACTING OFFICER'S REPRESENTATIVE (COR) ADMINISTRATIVE FILES

1. ESTABLISHMENT AND CONTENT. CORs must establish a file for each assigned contract. As a minimum, COR files will contain the following documents:

- a. A copy of the COR appointment letter.
- b. A copy of the contract and any modifications.
- c. Delivery orders.
- d. All correspondence related to the contract. (There must be an English translation of foreign-language correspondence.)
- e. Names of persons assigned as technical and administrative assistants.
- f. Inspection reports as required by Federal Acquisition Regulation 52.246-12, Inspection of Construction.
- g. Completed USFK Forms 173-R-E.
- h. A copy of the quality-assurance-surveillance plan.
- i. Memorandums for record and minutes of performance conferences.
- j. Laboratory test results.
- k. Records of contractor's quality control plan.
- l. A record of weather conditions that may have affected the contractor's performance under Federal Acquisition Regulation 52.249-8, Federal Acquisition Regulation 52.249-10, or Defense Federal Acquisition Regulation Supplement 252.217-7009.
- m. Samples, photographs, witness statements, and other pertinent data.
- n. Copies of any approvals by the Contracting Officer under Federal Acquisition Regulation 52.236-5.
- o. Copies of progress schedules approved by the Contracting Officer.
- p. Copies of processed invoices and receipt documents.
- q. Warranties.
- r. Government-furnished-property administration records.
- s. Master Material Listing for Construction projects IAW 19th TSC Pamphlet 420-1.

t. Evidence of EP&S (or AF CES) approval for all materials utilized on construction contracts IAW 19th TSC Pamphlet 420-1.

2. UPKEEP AND DISPOSITION. COR files will be maintained as directed by the Contracting Officer. The COR will send files to the Contracting Officer for retention in the official contract file within 30 days after the contract is completed. File will be maintained IAW USACCK Handbook 1910-1, COR Handbook.

3. PREPARING CORRESPONDENCE. CORs will sign correspondence, reports, findings, recommendations, and other documents using their name and job title followed by the words, "Contracting Officer's Representative." CORs will communicate directly with the contractor, Contracting Officer, Disbursing Officer, and others involved with contract performance. Contract numbers will be referenced in all correspondence.

4. CORRESPONDING WITH CONTRACTORS. CORs will send the Contracting Officer copies of all correspondence (to include e-mail) sent to the contractor. CORs may give correspondence to the Contracting Officer for initial preparation. CORs will also send the original correspondence (to include e-mail) from the contractor, with an English translation (if applicable), to the Contracting Officer.

MEMORANDUM FORMAT FOR NOMINATING A
CONTRACTING OFFICER'S REPRESENTATIVE

OFFICE SYMBOL

MEMORANDUM THRU Acquisition Management Staff Officer

FOR Servicing Contracting Office

SUBJECT: Nomination for Appointment of a Contracting Officer's Representative (COR)

1. The individual identified below is nominated as the COR for contract # _____

a. Name:

- (1) Rank or grade:
- (2) Social security number or equivalent:
- (3) DEROs:
- (4) Job title:
- (5) Unit or organization:
- (6) Area of expertise:
- (7) Telephone number:
- (8) E-mail address:

b. Nominee's Rater.

- (1) Name:
- (2) Job title:
- (3) Telephone number:

c. Acquisition Training.

- (1) Course title and completion date:
- (2) Supplemental course title and completion date:

d. Contracts Currently Appointed to Nominee as the COR.

- (1) Contract numbers:
- (2) Description:
- (3) Dollar value:
- (4) Period of performance:

2. This memorandum verifies that the individual nominated will have sufficient time to perform COR duties, is technically proficient, and has completed all required training.

3. Within 30 days after the COR has been nominated, the COR duties will be added to the incumbent's position description, and the COR objectives will be added to the incumbent's performance appraisal support form.

(Signature of authorized requiring activity authority)

*This format will be used only as a guide and will not be printed, reproduced, or stocked.

APPENDIX K

POSITION DESCRIPTIONS AND PERFORMANCE OBJECTIVES

1. GENERAL.

a. The duties and objectives of the COR in this appendix have been provided as samples.

b. Supervisors of U.S. and local national civilian employees will contact their servicing CPAC for assistance in amending the COR duty position descriptions to include COR duties. CPAC personnel will also provide assistance on performance-appraisal procedures.

2. POSITION-DESCRIPTION DUTIES. After an employee is appointed to serve as a COR, the employee's position description must be amended to include the following duties:

a. Provide technical assistance to the Contracting Officer.

b. Ensure compliance with the technical requirements of contracts.

c. Ensure receipt of all deliveries.

d. Inspect and accept services or construction work required under the contract.

e. Maintain detailed records of contractor performance.

f. Certify invoices and receiving reports.

g. Refer contractor disagreements or deficiencies (in writing) to the Contracting Officer for resolution.

3. PERFORMANCE OBJECTIVES. The COR will--

a. Inform the Contracting Officer of contractor performance by the scheduled contract completion date.

b. Inform the Contracting Officer of uncorrected deficiencies or contractor-delinquent performance within 2 workdays after the COR notifies the contractor.

c. Take corrective action in cases of delinquency or deficient performance.

d. Make sure contract deliveries are received on schedule.

e. Certify invoices and send them to the appropriate finance and accounting office for payment within 5 workdays after receiving them. For construction contracts, send the invoices to the Contracting Officer for approval.

f. Return incorrect invoices to the contractor for correction by close-of-business the day after receiving an incorrect invoice.

g. Send any claim or disputed invoice to the Contracting Officer by close-of-business the day after receiving the claim or invoice.

APPENDIX L

SOURCE SELECTION PLAN FORMAT

SECTION I. OVERVIEW

1. Description of the Requirement.
2. Acquisition Approach.
 - a. Purpose.
 - b. Objectives.

SECTION II. SOLICITATION PROVISIONS

1. Bases for Selection of Contract Type.
2. Evaluation Guidance.

SECTION III. EVALUATION ORGANIZATION AND RESPONSIBILITIES.

1. Evaluation Organization.
2. Responsibilities of the Organizational Elements.
 - a. Source Selection Authority (SSA).
 - b. Source Selection Evaluation Board (SSEB).
 - c. Source selection Evaluation Board Chairman.
 - d. Secretariat.
 - e. Procuring Contracting Officer.
 - f. Legal Advisors.
3. Composition of the Source Selection Board and Members' Responsibilities.

SECTION IV. EVALUATION PROCEDURES.

- a. Agenda.
- b. Definitions.
- c. Evaluation Criteria.
- d. Technical Management Evaluation.
- e. Past Performance Evaluation.
- f. Cost Evaluation.
- g. Establishing the Competitive Range.
- h. Oral Presentation.
- i. Exchanges with Offerors after Receipt of Proposals.
- j. Documenting the Evaluation.
- k. Source Selection Evaluation Board Reporting and Briefing.
- l. Comparative Analysis of Offerors.
- m. Best Value Offeror Decision.
- n. Executing the Deciding.
- o. Debriefing of Offerors.
- p. Announcement of the Selection.

SECTION V. POLICIES, INSTRUCTIONS, AND STANDARDS OF CONDUCT.

1. General.
2. Safeguarding Procurement Information.
3. Evaluation Policies.

APPENDIX 1. The Source Selection Authority, Members of the Source Selection Evaluation Board, and Other Selected Members.

APPENDIX 2. Source Selection Milestones.

APPENDIX 3. Technical/Management and Past Performance Evaluation Standards.

APPENDIX 4. Certification of Personnel Involved in Acquisition/Source Selection Concerning Conflicts of Interest, Nondisclosure, and Rules of Conduct.

APPENDIX 5. Sections L and M of the Solicitation.

APPENDIX 6. Past Performance Questions and Topics.

GLOSSARY

SECTION I. Abbreviations

AAC	address activity code
AAP	Advance Acquisition Plan
ACS	Assistant Chief of Staff
AFARS	Army Federal Acquisition Regulation Supplement
AP	Acquisition Plan
BOP	balance of payments
CAPR	capability request
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
DEROS	date eligible for return from overseas
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
FAR	Federal Acquisition Regulation
FY	fiscal year
GFE	Government furnished equipment
GFM	Government furnished material
HQ	headquarters
IAW	in accordance with
IGCE	independent government cost estimate
IMA	information mission area

MIPR	military interdepartmental purchase request
MOU	Memorandum of Understanding
NAF	Nonappropriated fund
NLT	not later than
NSN	national stock number
PA	property administrator
PARC	Principle Assistant Responsible for Contracting
POC	point of contact
PR&C	purchase request and commitment
PRP(s)	purchase request package(s)
PRS	performance requirements summary
PWS	performance work statement
RA	requiring activity
ROD	report of discrepancy
SSA	Source Selection Authority
SSO	Source Selection Organization
SSP	Source Selection Plan
SOW	statement of work
U.S.	United States (of America)
USAF	United States Air Force
USACCK	United States Army Contracting Command Korea
USFK	United States Forces, Korea
VAT	value added tax

SECTION II. Terms

Acquisition. Acquiring by contract supplies or services (including 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 USACCK. 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 (ACS, 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.

Initiating requiring activity. An activity with a basic purchase need, originating a requirement or PR&C either directly to USACCK 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, USACCK, 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, USACCK, 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.