



UNITED STATES MARINE CORPS
MARINE CORPS NATIONAL CAPITAL REGION COMMAND
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MARINE CORPS NATIONAL CAPITAL REGION COMMAND BULLETIN 4200

From: Commander

To: Distribution List

Subj: REGIONAL CONTRACTING OFFICE - NATIONAL CAPITAL REGION
(RCO-NCR) FISCAL YEAR 2013 (FY 13) PROCUREMENT REQUEST
(PR) SUBMISSION AND CLOSEOUT GUIDANCE

Ref: (a) Federal Acquisition Regulation
(b) Navy Marine Corps Acquisition Regulations
Supplement

Encl: (1) Customer Liaison (CL) Contact Information
(2) Sample Requirements Prioritization List

1. Purpose. To establish guidelines for the timely submission of Procurement Request (PR) to support the opportune procurement of supplies and services for FY13 in accordance with the references.

2. Background. A complete, fully-funded PR is a mandatory requirement for procurement of supplies and services. PRs are staffed, approved, and accepted by the Director, RCO-NCR using the PR Builder electronic workflow management system. In order to assure timely award of a contract, the PR must have the associated funding and all supporting documentation to justify the request.

3. Information. The RCO-NCR has CLs that are available to assist in building requirements packages. All new contracts that exceed 150K are required to be reviewed and processed by the CLs prior to sending a PR to the RCO-NCR. Any clarifying information that needs to be addressed should be brought to the attention of the CL. CL contact information is contained in enclosure (1).

a. Time Requirements. There are numerous actions/requirements that affect the timeliness of contract award. Both the CL and the Contracting Officer play an important role in minimizing the time needed to complete these contract actions. Careful consideration should be given to the funds expiration date. Whenever feasible, the contract award date should be planned for the first, second or third quarter and not planned for the month of September if the funding is due to expire.

b. Estimated Dollar Value. As a general rule, processing time increases as the dollar value of a contract increases. As such, this is attributed to the number of required contract reviews, regulatory provisions, and the documentation necessary to support the award of high-dollar value contracts.

c. Competition. A requirement for other than full and open competition will require additional documentation and reviews depending on the dollar value of the procurement. Customer Liaisons can assist with these documents. Examples are sole source memorandums to the file and justification and approval documents signed by legal counsel when requirements exceed \$150,000. The RCO-NCR Competition Advocate is the final decision authority on requests for sole-source procurement.

d. Existing Contract. PRs for a requirement using an existing government contract takes considerably less time than it would take to develop a new procurement contract for the same requirement.

e. Legal Review. RCO-NCR Contracting Officers are required to coordinate a legal review for most procurement actions. Office of Counsel provides independent reviews, typically within ten business days. Time required for reviews are built into the Contracting Officer's Procurement Administrative Lead Time (PALT).

f. Procurement Request Prioritization

(1) To assist the RCO-NCR in workload execution, it is desired that each requiring activity internally prioritize their own requirements at the respective Chief of Staff level. The prioritized list should be in MS Excel file format in accordance with the example provided in enclosure (2) and electronically submitted to the RCO-NCR NLT 15 January 2013. The RCO-NCR point of contact is Alan Bergman and the prioritized list should be submitted to him at Alan.Bergman@usmc.mil.

(2) The purpose of the PR prioritization list from each organization will be to enable the RCO-NCR to prioritize requirements across the different organizations it serves. Additionally, the RCO-NCR will use each individual organization's prioritized requirements list to pre-work selected unfunded requirements. Pre-work on selected unfunded requirements will enable the RCO-NCR to better assist requiring activities to ensure that end of the year funds, if/when made available, will not go unobligated. Failure to submit a requirements prioritization may result in end of year's dollars being obligated against other known requirements.

(3) To assist the RCO-NCR in workload execution, it is desired that each requiring activity internally prioritize their own requirements at the respective Chief of Staff level. The prioritize list should be in MS Excel file format IAW the example provided in enclosure (2) and electronically submitted to the RCO-NCR NLT 15 January 2013. The prioritization list should include all planned contracting actions through the end of the physical year. For those recurring requirements such as, exercising option years on existing contracts or for any known new requirements, all of these should be submitted into PR Builder and respective PR number listed on referenced prioritization list (enclosure 2). However, the prioritization list should also list requirements (if known) for which funds do not currently exist. For these specific requirements, no PR number would be listed on the requirements priority list. The RCO-NCR POC is Alan Bergman and the prioritized list should be submitted to him at Alan.Bergman@usmc.mil.

g. Government Commercial Purchase Card (GCPC). Unless the purchase requires terms and conditions, use of the GCPC is mandatory for the method of purchase/payment for purchases valued at or below the micro-purchase thresholds. Micro-purchases are defined as \$3000 for supplies, \$2500 for services, and \$2000 for construction. Exceptions to the use of the GCPC for purchases under the micro-purchase threshold requires a general officer or a member of the senior executive service level to make a written determination that the sources available for the supply or service do not accept the purchase card. If assistance is needed with a credit card purchase, contact the RCO-NCR GCPC section at 703-784-2921/2968.

h. Furniture Requirements. The Navy Supply System Command has awarded strategically sourced Blanket Purchase Agreements (BPAs) for office, dorm, and quarters, child development, and industrial and institutional furniture. These BPAs are a mandatory source of supply, with exceptions made on a case by case basis by the Chief of the Contracting Office.

4. Action. Activity Heads, staff agencies and commands shall:

a. Ensure all PRs are properly routed and processed through PR Builder, received and accepted by the RCO-NCR. Acceptance of the PR package greater than 150K, is defined as an approved Acquisition Strategy/Plan and Source Selection Plan (signed by the decisional authority), Independent Government Estimate, Performance Work Statement with Quality Assurance Support Plan.

b. Consider time requirements when submitting PRs via PR Builder. Specifically, regard for suspense dates in PR Builder workflow must be considered to ensure the timely receipt of PRs. As such, an allotted amount of time (up to 5 business days) is given for each approving activity within PR Builder. The NCR-RCO Contracting Officer will review and either accept or reject the PR within 5 business days. Should required information be missing, (e.g. Information Technology Request Review/Approval, Limited Source Justifications, recommended sources, supplies and quantities not listed as individual items) the Contracting Officer will notify the requiring activity of the deficiency and give the activity 5 business days to provide additional information, or withdraw the request prior to disapproval of the PR. The tracking log in PR Builder delineates the historical record of a purchase request as it is processed.

c. Ensure all PRs are fully staffed, accepted, and approved by the RCO-NCR by the dates listed in Table 1 to assure a reasonable probability that contracts will be awarded in time to obligate FY 13 funds.

d. PR Builder assistance can be obtained by calling the PR helpdesk at (877) 452-9058.

5. Administration. The deadlines established in table 1 will allow the RCO-NCR the best opportunity possible to obligate FY 13 funding. Procurement Requests received in the RCO after cut-off dates shall be returned to the Requirements Official for coordination and the application of next FY appropriation. Funding designated for requirements inside of a Contracting Officers PALT will be reported to the appropriate Comptroller or Funds Administrator for recoupment. RCO Branch Chiefs have authority to accept late requirements if a procurement method is reasonably available to allow the proper obligation of funds while adhering to federal statute, regulation and policy.

TABLE 1: FY 2013 PROCUREMENT MILESTONES

CATEGORY	RCO NCR PROCESS TIMELINE
<u>Large contracts</u> <u>Greater than \$50M</u>	For large, "new award" contracts greater than \$50M, multiple external reviews are required in the Acquisition Planning Stage. As the dollar value increases, the level of external review also increases. For example, a \$50M contract will require multiple levels of reviews by Headquarters Marine Corps (HQMC) and the Deputy Assistant Secretary of the Navy - Acquisition and Procurement, which can add another 3-months

	(6 months total) of review process time. Once the Acquisition Strategy has been <u>approved</u> , the average time to solicit, evaluate, and award a new contract >50M is between 6-9 months. If utilizing FY13 funding, an approved Acquisition Strategy and funding are required by 1 December 2012 .
<u>Large contracts Greater than \$10M but less than \$50M</u>	Large, "new award" contracts greater than \$10M, but less than \$50M require HQMC approval only. Once the Acquisition Strategy has been approved, the average time to solicit, evaluate, and award a new contract >10M but less than \$50M is between 4-6 months. If utilizing FY13 funding, an approved Acquisition Strategy and funding is required by 4 January 2013.
<u>Contracts greater than 150K and less than \$10M</u>	Large, "new award" contracts between \$150K and \$9.9 million dollars do not normally require external reviews. Once the Acquisition Strategy has been approved, the average time to solicit, evaluate, and award a new contract between 150K and 10M is between 3-4 months. If utilizing FY13 funding, an approved Acquisition Strategy and funding is required by 15 March 2013 . However, the RCO-NCR can accept a "place holder" PR with a comptroller promise to pay NLT 30-days prior to award, should full funding not be available by the cutoff date.
<u>Funds transfer (including Military Interdepartmental Purchase Requests, Determination and Findings (D&F), etc.)</u>	For the processing of Economy Act orders by this office, up to 3 months is required prior to the transfer of funds. For example, if funds are to be obligated for the fourth quarter of the current fiscal year, a D&F is required by 1 July 2013 .
<u>Simplified Acquisition Procedures (SAP) over \$25K but less than 150K</u>	For SAP requirements over \$25K but less than 150K requiring synopsis (advertisement) and solicitation, the RCO-NCR must receive completed packages 2 ½ months prior to award date. Due date is 15 July 2013 .

<u>Options</u>	For options exercised by this office, 3 months is required for processing prior to the actual award date. Within the current fiscal year, requirements must be received by the RCO-NCR no later than 3 months prior to the start of the option period.
<u>Modifications</u>	For contract modifications processed by this office, 3 months is required for processing prior to the actual modification date. Within the current fiscal year, requirements must be received by the RCO-NCR no later than 3 months prior to the start of the modification date
<u>Task/Delivery orders</u>	For task/delivery orders against a multiple-award Indefinite Delivery, Indefinite Quantity (IDIQ) or BPA, the RCO-NCR requires a period of 3 months to process the requirement. Due date is 1 June 2013.
<u>Task/Delivery orders</u>	For task/delivery orders against a single award IDIQ or BPA the RCO-NCR requires a period of 2 months to process the requirement. Due date is 1 July 2013.
<u>SAP under \$25k</u>	For SAP requirements under \$25k, the RCO-NCR requires 2 months to process a requirement prior to award date. Due date is 5 August 2013.

6. Special Requirements (Cell Phones and Blackberries). For the continuity of services for Nextel, Cingular, and Verizon cell phones and/or blackberries, the following information is due to the RCO-NCR by 1 July 2013 to avoid a disruption in or to establish new services:

- a. Service carrier account number.
- b. Contract number for FY13.
- c. Listing of affected phone numbers to be covered
- d. Model number and quantity of items to be purchased for new cell phones/blackberries.
- e. Include a 10 percent dollar value adjustment against the basic service contract line item number for the allocation of taxes.

7. Fiscal Year 2014 Requirements. PRs submitted via PR Builder for the renewal of Service Maintenance Agreements' contracts that are effective on or after 1 October 2013 must be submitted with FY14 document numbers. These requests should be sent via PR Builder "Subject to Availability of Funds" by 15 July 20

8. Emergencies. Bona Fide emergencies will be addressed on a case-by-case basis and may include review and approval at the command level. Emergency requirements are defined as being of unusual and compelling urgency such as impact upon life or limb. Expiration of funds never constitutes an emergency requirement. Cut-off dates listed in Table 1 do not apply to emergency procurements.

9. Points of Contact. Information concerning the material presented in this Bulletin should be addressed to the PPQM Branch Chief, RCO-NCR at 703-784-3527.

/s/
DAVID W. MAXWELL
Deputy Commander

DISTRIBUTION: A

Customer Liaison Contact List:

Branch	Customers	Customer Liaison	Telephone
Branch A	MCCDC, MCBQ (Includes G1, CVIC, OPS, MRB, Facilities, NREA, G6, MCCS, MSGB) and MCWL	Wanda Wichmann	703-784-2326
Branch B	HQMC - DCs: M&RA, I&L, C4, PP&O, P&R, Aviation; CMC/ACMC	Larry Rice	571-256-2725
Branch B	MCRC, MCNOSC, MCIOC, MCOTEA, MCSC, MBW (8 TH &I, Band), Fiscal; MCIA, HQBN Henderson Hall	Carol Neely	703-432-8049
Branch A	TECOM (Includes MCU, G4, MCCLL, MCTAB, OCS, TBS, TECOE, WTBN)	Elizabeth Rolle	703-432-1668

Sample Requirements Prioritization List - See Paragraph 3. F.

Requiring Activity					
Priority	Mission	Contract Requirement	Contract IGCE	Type*	PR Number (See Paragraph 3 f.)
1	Facilities Support	Snow Plow Service	\$\$\$	A	
2	Keep Network up	Newlin Hall Generator	\$\$\$	B	
3	Facilities/ Supplies Mission	Rock Salt/Sand/Ice Melt	\$\$\$\$\$	C	
4	Subsistence	Lab (H2O) Analysis	\$	B	
5	Ops Admin Support	Copy Paper	\$\$	D	
6	Ops Mission Support	Computers	\$	B	
7	Security / G-1 (union requirement)	Guard Shack	\$\$\$\$	C	
8	Mail Requirement	Postal Meter Machine	\$\$	B	
9	Analytic Support	Mgmt Analysis Service	\$\$\$\$\$\$	D	
10	Personnel Transportation	GSA Vehicle	\$\$\$\$	A	

* A = New Requirement (Current Ops), B = Exercise Opt/Extension, C = New Requirement (New Start), D = Order Against Existing IDIQ/BPA Contract

	Funds Committed - PR accepted at the RCO NCR
	Funded but not Committed
	Unfunded

