



UNITED STATES MARINE CORPS

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE BASE
QUANTICO COMMAND BULLETIN 4200

From: Commander
To: Distribution List

Subj: REGIONAL CONTRACTING OFFICE - NATIONAL CAPITAL REGION
FISCAL YEAR 2014 PROCUREMENT REQUEST SUBMISSION GUIDANCE

Ref: (a) Federal Acquisition Regulation
(b) Navy Marine Corps Acquisition Regulations Supplement
(c) I&L, Marine Corps Acquisition Procedures Supplement

Encl: (1) Fiscal Year 2014 Procurement Acquisition Lead Time
(2) Customer Liaison Contact Information
(3) RCO-NCR Purchase Request Policy
(4) Planning Purchase Request Builder Funding Letter of
Intent Template
(5) Purchase Request Package Checklist

1. Purpose. Per the references, this Bulletin is to inform requiring activities (Regional Contracting Office - National Capital Region (RCO-NCR) "customers") how to interface the contracting process to enable the RCO-NCR to optimize contract execution in support of their mission. This coordination will assist the RCO-NCR to streamline *Procurement Acquisition Lead Time (PALT): the total time between when committed funds are accepted (e.g., via purchase request (PR)) and a contract is signed to provide desired supplies/services.*

2. Background

a. This Bulletin addresses actions to be taken to expedite phase one and phase two of the acquisition effort to get to phase three (i.e., contract award):

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Contracting Process Overview			
Phase One	Phase Two	Phase Three	Phase Four
Requirements determination and generation	Pre-award	Contract Award	Contract Post Award Administration
Customer determines and generates their Requirement(s)	RCO-NCR Contract Formation ("PALT" time)	RCO-NCR Completion of Contract Creation	Contractor Performance and contract administration by RCO-NCR & Customer

b. Typical average execution time by phase:

(1) Phase One: Three to six months; large, complex requirements may require up to eighteen to twenty-four months;

(2) Phase Two: Execution times vary for Phase Two which are driven by the nature of the individual requirement. Enclosure (1), indicates the "cut off" date that Phase Two must begin for each type of requirement to ensure that the particular requirement will be on contract before the end of the fiscal year. If you are unsure what type of requirement you have, contact your respective RCO-NCR Customer Liaison (CL). See enclosure (2) to determine which CL is designated to support your organization.

(3) Phase Three: Two to four days depending upon the need for Congressional notification for contract award.

(4) Phase Four: Dictated by the contract period of performance.

3. Information. Reference (a) defines acquisition planning as, "the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition." The RCO-NCR is responsible for developing and executing a contract after the requiring activity has defined and developed its requirements. Requirements determination and generation (i.e., Phase One) is the responsibility of the requiring activity. Requirement determination is the internal process of determining what required goods and/or services are directly tied to the organization's

23 Dec 13

mission that cannot be met any other way except by contract. Properly developed requirements enhance competition, ensure sound business strategies, provide the basis for realistic Government estimates, mitigate requirements creep, and help to meet critical acquisition timelines. Once it is determined a contract is the only way to meet the requirement, then documents describing the requirement and how the requirement will be procured must be generated. The end result of the requirements generation process is the requirements package. Requirements packages are unique to each specific requirement. RCO-NCR CLs can provide guidance and document to assist an activity's requirement generators, Project Officers and Contracting Officer Representatives (CORs) to identify, define, and detail procurement needs. Reference (a) specifies that when describing agency needs, acquisition of supplies or services should be stated in terms of: the functions to be performed; performance required; or, essential physical characteristics. Finally, RCO-NCR Purchase request (PR) policy is at enclosure four (3). This bulletin provides additional guidance regarding documents needed for various requirements packages.

4. Requirements Generation Planning. Customer development of requirements is typically an arduous and extremely time consuming process that requires full time effort from requiring activity personnel. It is not uncommon for large, complex requirements to take as long as twelve to eighteen months to generate. It is critical that adequate time is planned and allotted for requirements generation. Without adequate time for execution, the resulting contract will either cost more, not deliver goods / services on time, or provide for poor quality / performance at best (or all of the above).

a. PR Function. The PR is the document that transfers funds committed by respective comptrollers to the RCO-NCR for obligation (to be put on contract). This is true even though an RCO-NCR customer liaison may be assisting the requiring activity to develop and generate the necessary documents (requirements package) before a PR is generated. When a PR is routed, the requirements package must be attached to it so that the RCO-NCR will know what it is the requiring activity would like to have procured.

b. When an RCO-NCR CL must be consulted. All requirements that exceed \$150K (i.e., total award amount including the value of a base year and any subsequent option periods) must be reviewed and processed by the respective RCO-NCR CL prior to routing the PR and requirement documents to the RCO-NCR.

c. When a customer may choose not to consult an RCO-NCR CL. Generally, as long as the total value of the requirement is less than \$150k, the customer has the option of not asking the RCO-NCR CL for assistance. In these cases, typically only a Performance

23 Dec 13

Work Statement (PWS) for services or a Statement of Work (SOW) for supplies is required to be attached to the PR along with an Independent Government Cost Estimate (IGCE). When the procurement constitutes a special circumstance (will be a sole source, is for an information technology (IT) item, etc.), then additional documents may be required. In these instances the customer can work with the small purchase contracting branch leadership directly or request CL guidance when necessary. Applicable RCO-NCR points of contact are at enclosure (2).

d. Transition From Phase One to Phase Two. Once a requirement is finalized, a funds administrator from the respective requirements activity (customer) routes the PR and requirements package attachments electronically to the RCO-NCR via the "PR Builder" electronic workflow management system. The amount of funds committed on any given PR is driven by the requiring activity's Independent Government Cost Estimate (IGCE). Once a PR is routed and accepted by the RCO-NCR electronically, Phase one ends and Phase Two begins.

e. Time Requirements. There are numerous actions/requirements that affect the timeliness of contract award. Once Phase Two begins, both the CL and the Contracting Officer play an important role in minimizing the time needed to complete these contract actions. Careful consideration must be given to the funds expiration date. When operating with command Operations and Maintenance, Marine Corps (O&MMC) funds, the contract award date should be planned for the second or third quarter of the fiscal year whenever feasible. The contract award date should not be planned for the months of September or October.

f. When funds will not be available in time to allow contract award before the required goods/services are needed.

(1) In all cases, Phase Two cannot begin without a PR and associated requirements package. When funding commitments cannot accommodate the time required to execute the contracting process/a contract cannot be awarded in time to satisfy the requirement. In those situation where the requiring actions do not have all of the funds to support the request for contract action the requiring activity may utilize a Planning PR (submit a PR with partial funding). However, if a Planning PR is submitted, it must also be accompanied by Funding Letter of Intent (enclosure (4)), which is endorsed by the applicable Comptroller. This will enable the RCO-NCR to start Phase Two without all necessary funding. The Funding Letter of Intent is a practice authorized by the Joint Letter

issued by Assistant Deputy Commandants (Resources and Contracting), dated 30 August 2013.

23 Dec 13

(2) The amount of partial funding on the Planning PR should be as much as feasible but, in all cases, must be at least one-dollar (\$1.00) and it must be received and accepted by the RCO-NCR no later than the date indicated for each respective contract action in enclosure (1). Finally, the Planning PR must also have attached the same requirements documents and prior CL review as the funded PR. Once the PR package has been finalized, the RCO-NCR will begin the Phase Two effort. However, until the PR is modified to add adequate funding, RCO-NCR Phase Two efforts will stop just short of contract award. Only when adequate funds are added to the initiating Planning PR will contract award will be made.

g. The Estimated Dollar Value and Impact Upon Execution Timeline. As a general rule, PALT increases as the dollar value of a contract increases. The number of required contract reviews, regulatory provisions, the documentation necessary to support the award of high-dollar value contracts, and the approval levels of these documents are driven by the dollar amount of the impending contract. At the initiation of Phase Two, contracting officers are able to provide an estimated Plan of Action and Milestones (POA&M) for PALT. Once established the POA&M belongs to both the requiring activity and the contracting officer. The longer the acquisition process and complexity, the more likely it is that a POA&M will change over time. While the POA&M is always subject to change, it serves as a baseline to measure contracting execution performance. When the POA&M changes, due to an action of RCO-NCR, customer, legal counsel, higher policy review, etc., then respective POA&Ms must be updated and execution performance is impacted. Therefore, whenever possible, requiring activities should plan to complete Phase One in advance of the dates indicated for Phase Two initiation in enclosure (1).

h. Competition. The standard for Government contracting is to maximize competition whenever practicable. Full and open competition is normally required by the Competition in Contracting Act (CICA). A requirement for other than full and open competition will be scrutinized by the RCO-NCR to determine if there is a valid exception to the competition requirements as described in Federal Acquisition Regulation (FAR), Part 6. In the infrequent situation where the requiring activity would like to request other than full and open competition, the customer must gain the endorsement of a contracting official decision to limit competition at the level designated by the dollar amount of the requirement. The endorsement will not be granted unless it is adequately supported and accompanied by the appropriate documentations (e.g. sole source J&A document), and has the concurrence of legal counsel. The

customer is responsible for preparing the draft J&A and submitting it to the RCO-NCR. The RCO-NCR CL is available to provide guidance

in J&A development. Even after contracting official decision, the applicable Competition Advocate is the final decision authority on requests for sole-source or limited competition procurement.

i. Existing Contract. PRs for follow-on requirements that are currently on contract usually take less time to execute than other new requirements that had not previously been on contract. Six to eight months before an existing contract is about to end the requirements office must, contact the RCO-NCR CL to begin working a follow on requirement package.

j. Legal Review. RCO-NCR Contracting Officers are required to coordinate a legal review for ALL procurement actions over \$150K in total value. However, depending on the circumstances, a requirements generator or contracting office may request for legal review of any contract document. Planning time for legal reviews on each contract document is ten business days.

k. Procurement Request Prioritization

(1) To assist the RCO-NCR in workload execution, it is desired that each requiring activity internally prioritize their 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 (5) and electronically submitted to the RCO-NCR no later than 31 December, 2013.

(2) The purpose of the PR prioritization list is 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 (via Planning PRs). 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 list may result in end of fiscal year dollars being obligated against other known requirements that have been prioritized and pre-worked.

1. Activities must identify a specific period of performance or desired delivery date in each PR. Requirement due dates should be realistic dates and based upon projected requirements. Again, RCO-NCR CLs are able to assist in this area.

m. 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 \$3,000 for supplies, \$2,500 for services, and \$2,000 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 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.

n. 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. While exceptions may be made on a case by case basis by the Chief of the Contracting Office, exceptions are not usually made.

o. Special Requirements (Cell Phones and Blackberries). For the continuity of services for AT&T, Sprint and Verizon cell phones and/or Blackberries, the following information is due to the RCO-NCR two months prior to expiration of your Task Order to avoid a disruption in or to establish new services:

- (1) Service carrier account number;
- (2) Contract number for FY14;
- (3) Listing of affected phone numbers to be covered;
- (4) Model number and quantity of items to be purchased for new cell phones/blackberries;
- (5) IT Waiver;
- (6) International Usage Evaluation Tool Template;
- (7) Ordering Guide Template;
- (8) Cell Phone Service Requirement Template;
- (9) Sole Source Justification;
- (10) Fair Opportunity Statement; and,
- (11) Wireless Service Quote.

Note: The RCO-NCR point of contact can be reached at (703)784-3467).

23 Dec 13

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

a. Ensure all PRs are properly routed and processed through PR Builder and received and accepted by the RCO-NCR. Acceptance of the PR package greater than \$150K, is defined as receipt of 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, Request for RCO-NCR Contract Approval, Commercial Item Determination Checklist, and J&A for Other Than Full and Open Competition (if applicable).

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 five business days) is given for each approving activity within PR Builder. The RCO-NCR Contracting Officer will review and either accept or reject the PR within five business days. Should required information be missing, (e.g. Information Technology Request Review/Approval (ITPRAS), 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 five 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 enclosure (1)) to assure a reasonable probability that contracts will be awarded in time to obligate FY14 funds.

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

6. Administration. The deadlines established in enclosure (1) will allow the RCO-NCR the best opportunity to obligate FY14 funding. Procurement requests received in the RCO after cut-off dates may be returned to the Requirements Official for coordination and the application of next FY appropriation. If/when a PR is returned, the PR initiator is responsible for notifying the appropriate Comptroller or Funds Administrator for funds recoupment and possible re-commitment. RCO-NCR Branch Chiefs have authority to accept late requirements if doing so will not adversely affect an already accepted requirement with a higher priority AND when

obligation is possible without violating federal statute, regulation, and policy, etc.

23 Dec 13

7. Fiscal Year (FY) 2015 Requirements. PRs submitted via PR Builder for the renewal of Service Maintenance Agreements' contracts that are effective on or after 1 October 2014 must be submitted with FY 2015 document numbers. These requests should be sent via PR Builder "Subject to Availability of Funds" by 15 August 2014.

8. Emergencies. Bona Fide emergencies will be addressed on a case-by-case basis and may include review and approval at the RCO-NCR Director/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 enclosure (1) do not apply to emergency procurements.

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

/s/
DAVID W. MAXWELL

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Fiscal Year 2014 Procurement Acquisition Lead Time Deadlines

CATEGORY	RCO-NCR PALT DEADLINES; When using FY14 Operations and Maintenance (O&M) funding, phase two (2) must start NLT:
Contracts Greater than \$50M	2 Dec 2013
Contracts Greater than \$10M but less than \$50M	6 Jan 2014
Contracts Greater than 150K but less than \$10M	17 Mar 2014
Multiple Award IDIQ or BPA Task/Delivery Orders (equal to over \$150K)	2 Jun 2014
Single Award IDIQ or BPA Task/Delivery Orders (equal to or over \$150K)	1 Jul 2014
Funds transfer (including Military Interdepartmental Purchase Requests, Determination and Findings (D&F), etc.)	1 Jul 2014
Simplified Acquisition Procedures (SAP) over \$25K but less than \$150K	15 Jul 2014
Single IDIQ or BPA Task/Delivery Orders (less than \$150K)	15 Jul 2014
Simplified Acquisition Procedures (SAP) under \$25K	5 Aug 2014
Exercise of All Option Periods	Three (3) months prior to the start of the option period.
Modifications for Additional Services, realignments, and De-obligations	Three (3) months prior to the actual modification date

**Regional Contracting Office - National Capital Region,
Customer Liaison Contact List**

Branch	Customers	Title	Telephone
Branch A	MCCDC, MCBQ (Includes G1, CVIC, OPS, MRB, Facilities, NREA, G6, MCCS, MSGB) and MCWL	Customer Liaison	703-784-2326
Branch A	TECOM (Includes MCU, G4, MCCLL, MCTAB, OCS, TBS, TECOE, WTBN)	Customer Liaison	703-432-1668
Branch B	MCRC, MCNOSC, MCIOC, MCOTEA, MCSC, MBW (8 TH &I, Band, Fiscal); MCIA, HQBN Henderson Hall, MCIOC	Customer Liaison	703-432-8049
Branch B	HQMC - DCs: M&RA, I&L, C4, PP&O, P&R, Aviation; CMC/ACMC	Customer Liaison	703-929-9848 or 571-256-2725
Branch C	All requirements (for all customers) when the total anticipated value is under \$150k	Customer Liaison	703-784-3467

Sample Requirements Prioritization List

Mission	Contract Requirement	Contract IGCE	Type*
Facilities Support	Snow Plow Service	\$\$\$	A
Keep Network up	Newlin Hall Generator	\$\$\$	B
Facilities/Supplies Mission	Rock Salt/Sand/Ice Melt	\$\$\$\$\$	C
Subsistence	Lab (H2O) Analysis	\$	B
Ops Admin Support	Copy Paper	\$\$	D
Ops Mission Support	Computers	\$	B
Security / G-1 (union requirement)	Guard Shack	\$\$\$\$	C
Mail Requirement	Postal Meter Machine	\$\$	B
Analytic Support	Mgmt Analysis Service	\$\$\$\$\$\$	D
Personnel Transportation	GSA Vehicle	\$\$\$\$	A

Funds Committed - PR accepted at the RCO NCR	Funded but not Committed	Currently an Unfunded Requirement
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Planning Purchase Request Builder Funding Letter of Intent Template



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
7130
XXX
XX XXX 14

MEMORANDUM FOR THE RECORD

Subj: PURCHASE REQUEST BUILDER FUNDING LETTER OF INTENT

Ref: (a) OPERATIONS AND MAINTENANCE (O&M) OBLIGATION GUIDANCE
FOR COMPTROLLER AND CONTRACTING OFFICERS, ADC(R) P&R,
ADC(LB) I&L, OCTOBER 2014

1. Purpose. This Memo certifies the intent to fully fund the below requirement.
2. Background. In accordance with the reference, procurement requests that will to be funded may be forwarded via PR Builder to the servicing RCO in advance of SABRS funding authority.
3. Discussion. Procurement Request number M00000-XX-XX-XXXX is expected to be fully funded. Regional Contracting Office - National Capital Regional (RCO-NCR) may initiate all related contracting work short of award. The anticipated funding amount for the requirement requested is approximately \$000,000.00. Funding authority will be allocated by *date*. This requirement is #[X] of [Command X] Contracting Action List in accordance with paragraph 3b of reference (a). If, as a result of contracting efforts, the anticipated funding amount above is not valid, the RCO-NCR will immediately contact the point of contact below to re-evaluate the requirement.
4. Contact. If there are questions regarding this letter of intent please contact Mr. [I.M. Requirement-holder], at i.m.requirement-holder@usmc.mil, (703) XXX-XXXX.

I.M. Marine
MRI Comptroller

Enclosure (4)

Purchase Request Package Checklist

#	Document Name	PR Under \$150K	PR over \$150K	PR over \$10M	PR over \$50M
1	Funding Document (PR Document) entered into PR Builder	X	X	X	X
2	Acquisition Strategy/Source Selection Plan (with IGCE , QASP, & Source Selection Plan included)		X		
	Acquisition Strategy (with IGCE and QASP included)			X	
	Acquisition Plan (with IGCE & QASP included)				X
	Procurement Plan (For Products only)	X	X	X	X
3	Source Selection Plan			X	X
4	Technical Evaluation Criteria (for competitive PRs only)	X			
5	Signed Non-Disclosure Agreement (NDA) by each Technical Evaluation Member	X	X	X	X
6	Contracting Officer's Representative (COR) Nomination VIA CORT Tool	X	X	X	X
7	Wide Area Work Flow Point of Contact (POC)	X	X	X	X
8	Sole Source Memo	X			
	Justification & Approval (J&A) (only required if non-competitive)		X	X	X
9	Market Research	X	X	X	X
10	DD Form 254: Security Classification Form (if applicable)	X	X	X	X
11	IT Waiver (if applicable)	X	X	X	X
12	Organizational Conflict of Interest (OCI)		X	X	X
13	Commercial Item Checklist		X	X	X
14	Request For Services - This is a four (4) part form. Part One (1) is a Request for Services that requires approval at the USMC Command Level or a Direct Reporting Unit to a USMC Command. Part Two (2) is an Inherently Governmental Worksheet, Part Three (3) is a Closely Associated With Inherently Governmental Worksheet and Part Four (4) is a Personal Services Worksheet.		X	X	X

The RCO-NCR contact for all documents is the respective Customer Liaison (CL).