



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

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COMBAT DEVELOPMENT COMMAND BULLETIN 4200

From: Commanding General
To: Distribution List

Subj: REGIONAL CONTRACTING OFFICE - NATIONAL CAPITAL REGION
(RCO-NCR) FISCAL YEAR 2010 (FY 10) PROCUREMENT REQUESTS (PR)
SUBMISSION AND CLOSEOUT GUIDANCE

Ref: (a) Federal Acquisition Regulation
(b) Navy Marine Corps Acquisition Regulations
Supplement
(c) MCBBul 7100 Fiscal and Supply Closeout Instructions
for FY 09

Encl: (1) Table 1: FY 2010 Procurement Milestones

1. Purpose. To establish guidelines for the timely submission of PRs to support the opportune procurement of supplies and services for FY10 in accordance with the references.

2. Background. A PR must be submitted via PR Builder prior to the procurement of supplies and services. The PRs must be staffed, approved, and forwarded to the Director, RCO-NCR (Bldg 2010) in sufficient time to allow for contract award. All PRs coming into the RCO-NCR must be complete, fully-funded requirement packages. This means that the PR must have the associated funding and all supporting documentation to justify the request. If not, the PR will be disapproved and sent back to the customer. Furthermore, the Comptroller shall provide a special control number for all direct funded actions approved after 31 August 2010. As such, actions without the special control number will not be processed or approved in PR Builder.

3. Information. The RCO-NCR has customer liaisons who are available to assist in building requirements packages and should be utilized as needed. Any clarifying information that needs to be addressed should be brought to the attention of the customer liaison.

a. Time Requirements. There are numerous actions/requirements that affect the timeliness of contract award. Both the customer and the contracting officer play an important role in minimizing the time needed to complete these contract actions.

b. The 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. Examples are, sole source memorandums to the file and justification and approval documents signed by legal counsel when requirements exceed \$25,000.

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. A minimum of 10 business days is required for contract documentation to be reviewed by Legal Counsel and returned to the RCO-NCR.

f. PRs Prioritization

(1) Assigning priority codes 1 - 7 will be based on how mission-critical the purchase is and how soon the supplies and/or services are required. All requisitions citing a priority code of 1 - 7 shall be accompanied by an impact statement.

(2) An impact statement contains written justification detailing the negative impact on the day-to-day mission of the organization on PRs submitted after the cutoff dates noted in this Bulletin. This written justification must be approved and signed by the unit's respective Commanding Officer/Division Director or Executive Officer/Deputy Director.

(3) Generally, PRs will process on a first-in, first-out basis. As such, the purchase request priority and urgency of need will be considered based on the attached impact statement.

(4) Activities must specify a specific period of performance or delivery date in each PR. Requirement due dates need to be realistic.

g. Government Commercial Purchase Card (GCPC). All requirements under the micro-purchase threshold will be purchased with the GCPC. Micro-purchases are defined as \$3000 for supplies, \$2500 for services, and \$2000 for construction. Exceptions to using micro-purchase procedures for these requirements require an endorsement from a contracting officer and approval at the general officer or senior executive service level.

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

a. 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 tracking log in PR Builder delineates the historical record of a purchase request as it is processed.

b. Ensure all PRs are properly routed and processed through PR Builder and received by the RCO-NCR.

c. Ensure all PRs are fully staffed, accepted, and approved by the RCO-NCR by the dates listed to assure a reasonable probability that contracts will be awarded in time to obligate FY 09 funds.

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

5. Administration. The following deadlines in table 1 are established to allow the RCO-NCR the best opportunity possible to obligate FY 10 funding.

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 2 July 2010 to avoid a disruption in or to establish new services:

a. Service carrier account number.

b. Contract number for FY10.

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 2011 Requirements. PRs submitted via PR Builder for the renewal of Service Maintenance Agreements' contracts that are effective on or after 1 October 2010 must be submitted with FY10 document numbers. These requests should be sent via PR Builder "Subject to Availability of Funds" by 15 August 2010.

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 or the Procurement Analyst at 703-784-3397.



ROYAL P. MORTENSON
Chief of Staff

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TABLE 1: FY 2010 PROCUREMENT MILESTONES

CATEGORY AND DATE	RECEIPT DEADLINE
<u>Large contracts</u> > 30 million 4 January 2010 10 - 29.9 million 1 February 2010 100k - 9.9 million 15 February 2010	For large, "new start" contracts for a supply or service, greater than 30 million dollars, 9-12 months is required to solicit, evaluate, and award a new contract. A "ready" procurement package is properly funded and contains a formal Acquisition Plan. Due date is 4 January 2010 . For large, "new start" contracts for a supply or service, between 10 - 29.9 million dollars. This includes all Seaport-E Task Orders greater than 10 million dollars. Due date is 1 February 2010 . For large, "new start" contracts for a supply or service, between 100k and 9.9 million dollars. Due date is 15 February 2010 .
<u>Seaport-E task orders</u> Between 0 - 10 million 1 June 2010	For Seaport-E task orders requiring competition, 2-4 months is required by this office to process the requirement prior to the contract start date. Due date is 1 June 2010 .
<u>Funds transfer</u> (including Military Interdepartmental Purchase Requests, Determination and Findings (D&F), etc.) 1 July 2010	For the processing of Economy Act orders by this office, up to 2 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 2010 .
<u>Simplified Acquisition Procedures (SAP) over \$25k</u> 16 July 2010	For SAP requirements over \$25k requiring synopsis (advertisement) and solicitation, the RCO-NCR must receive completed packages 2 ½ months prior to award date. Due date is 16 July 2010 .
<u>Modifications/Options</u> 3 August 2010	For modifications/options exercised by this office, 2 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 August 2010 .
<u>Task/Delivery orders</u> 3 August 2010	For task/delivery orders against a single or multiple-award IDIQ, the RCO-NCR requires a period of 2 months to process the requirement. Due date is 3 August 2010 .
<u>SAP under \$25k</u> 3 August 2010	For SAP requirements under \$25k, the RCO-NCR requires 2 months to process a requirement prior to award date. Due date is 3 August 2010 .

