



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 2011 (FY 11) PROCUREMENT REQUESTS
(PR) SUBMISSION AND CLOSEOUT GUIDANCE

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

1. Purpose. To establish guidelines for the timely submission of PRs to support the opportune procurement of supplies and services for FY11 in accordance with the references.

2. Background. A complete, fully-funded Procurement Request (PR) is a mandatory requirements 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 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.

3. Information. The RCO-NCR has customer liaisons that 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. Customer liaison contact information are contain in attachment A.

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.

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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. The 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. PRs Prioritization

(1) PRs will process on a first in, first out basis. Emergency requirements supported with an urgency statement, approved by the Chief of the Contracting Office in a Justification and Approval document shall be a first priority in the RCO work-in-process system.

(2) The expiration of an appropriation does not qualify a proposed procurement as urgent nor allow the use of special statutory authority to limit competition.

(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 should be realistic and based upon projected requirements.

g. Government Commercial Purchase Card (GCPC). All requirements under the micro-purchase threshold shall 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 shall:

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 11 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 11 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 2011 PROCUREMENT MILESTONES

<u>CATEGORY AND DATE</u>	<u>RECEIPT DEADLINE</u>
<u>Large contracts</u> > 30 million 5 January 2011 10 - 29.9 million 1 February 2011 \$100k - \$9.9 million 15 February 2011	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 5 January 2011 . 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 2011 . For large, "new start" contracts for a supply or service, between \$100k and \$9.9 million dollars. Due date is 15 February 2011 .
<u>Seaport-E task orders</u> Between 0 - 10 million 1 June 2011	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 2011 .
<u>Funds transfer</u> (including Military Interdepartmental Purchase Requests, Determination and Findings (D&F), etc.) 1 July 2011	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 2011 .
<u>Simplified Acquisition Procedures (SAP) over \$25k</u> 15 July 2011	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 15 July 2011 .
<u>Modifications/Options</u> 3 August 2011	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 2011 .
<u>Task/Delivery orders</u> 3 August 2011	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 2011 .
<u>SAP under \$25k</u> 3 August 2011	For SAP requirements under \$25k, the RCO-NCR requires 2 months to process a requirement prior to award date. Due date is 3 August 2011 .

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 2011 to avoid a disruption in or to establish new services:

- a. Service carrier account number.
- b. Contract number for FY11.
- 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 2012 Requirements. PRs submitted via PR Builder for the renewal of Service Maintenance Agreements' contracts that are effective on or after 1 October 2011 must be submitted with FY12 document numbers. These requests should be sent via PR Builder "Subject to Availability of Funds" by 15 August 2011.

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.

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Chief of Staff

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