



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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REPLY REFER TO:

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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 2015 PROCUREMENT REQUEST SUBMISSION GUIDANCE

Ref: (a) Federal Acquisition Regulation
(b) Navy Marine Corps Acquisition Regulations Supplement
(c) I&L, Marine Corps Acquisition Procedures Supplement
(d) FY 2015 Fiscal Guidance dated 15 August 2014

Encl: (1) Fiscal Year 2015 Submission Cut Off Dates
(2) Procurement Administrative Lead Time (PALT)
(3) RCO-NCR Contact List
(4) Planning Purchase Request Builder Funding Letter of Intent Template
(5) Purchase Request Package Checklist
(6) Leadership Council

1. Purpose. Per the references, this Bulletin is to inform requiring activities Regional Contracting Office - National Capital Region (RCO-NCR) "customers" how best to interface with the acquisition process and optimize contract execution in support of their mission.

2. Background

a. This Bulletin addresses actions to be taken that, when properly execute, will make the acquisition process more efficient and streamlined:

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distribution is unlimited.

b. Typical execution times by phase:

(1) Phase One: Execution times range between three to six months. Large, complex requirements may require up to twelve months.

(2) Phase Two: PALT begins with Phase Two. Execution times vary for Phase Two and are driven by the nature of the individual requirement. Enclosure (1), indicates the "cut off" dates that Phase Two must begin for each type of requirement to ensure the particular requirement will be on contract before the end of the fiscal year. Enclosure (1) also provides PALT planning timelines that can be expected for varying dollar values. If you are unsure what type of requirement you have, contact your respective RCO-NCR Branch Chief.

(3) Phase Three: Execution times range between two to four days depending upon the need for Congressional notification for contract award.

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

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	RCO-NCR Completion of Contract Creation	Contractor Performance and contract administration by RCO-NCR & Customer

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 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 Branch Chiefs can provide guidance and documents 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.

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. Purchase Request (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 a RCO-NCR Team Lead (TL) 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 Team Lead (TL) 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 TL prior to routing the PR and requirement documents to the RCO-NCR. To better serve our customer, quarterly leadership council meetings will be held as outlined in enclosure (5). The primary purpose of

each leadership council is to provide an opportunity for requiring activities (customers) and respective leadership to inform the RCO-NCR of all planned requirements and have a mutual discussion regarding the details of the plan of action and milestones (POA&M) execution. Review and coordination of respective phasing/spend plans, with meaningful TL and respective customer engagement to allow the TL to assist the activity in the development of their requirements package, are implied tasks.

c. When a Customer May Choose Not To Consult An RCO-NCR TL. 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 TL for assistance. In these cases, typically only a Performance 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 contracting branch leadership directly or request TL guidance when necessary. Applicable RCO-NCR points of contact are at enclosure (2).

d. Desired Delivery Date. 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 and considering PALT. RCO-NCR TLs are able to assist in this area in order to ensure delivery dates are reasonable and achievable.

e. 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 attachments ("PR package") 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). Customer submission of a requirements package via PR builder does not constitute RCO-NCR acceptance. Once the PR package has been reviewed and accepted by the RCO-NCR electronically, Phase one ends and Phase Two begins. If RCO-NCR's review of the PR package determines that the PR package is not ready for contracting action, before the PR is rejected, the requiring activity will have an opportunity to revise in accordance with paragraph 5b of this document.

f. Time Requirements. There are numerous actions/requirements that affect the timeliness of contract award. Once Phase Two begins, both the TL 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 last quarter, and especially avoided during the month of September. Due to the timing of annual operations and maintenance budget distribution, contract awards should also not be planned during the month of October.

g. 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 a complete funding commitment cannot be submitted soon enough to accommodate the time required to execute the contracting process, waiting for the requirement to be fully funded will result in a contract award date after the requirement is needed. These situations should be the exception and not the norm, but can be avoided by utilizing a planning PR (a PR with partial funding). A planning PR allows RCO-NCR to initiate the contract execution process early (start Phase Two) without a fully funded PR and, therefore, decreases the potential that a contract will not be awarded until after the requirement is needed. However, if a Planning PR is submitted, it must also be accompanied by a Funding Letter of Intent (see example at enclosure (3)), which must be endorsed by the appropriate Comptroller. The Funding Letter of Intent is a practice authorized by reference (d).

(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 RCO-NCR no later than the "cut off" date indicated for each respective contract action in enclosure (1). The Planning PR must also have the same requirement's documents (PR package) attached and prior TL review as a fully funded PR. Once the PR package with planning PR has been finalized, RCO-NCR will begin the Phase Two effort and execute the contracting process until all efforts necessary to award a contract are complete. At that point (just before contract award), all contract efforts will stop. Once the PR is amended to be fully funded and the respective funds administrator

routes it to the RCO-NCR, the contract will be awarded and Phase Three begins.

h. 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 compliances, 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 conclusion of Phase One, contracting officers are able to provide/refine an estimated POA&M for the particular requirement. 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 whenever performance of contract execution is impacted. Therefore, whenever possible, requiring activities should plan to complete Phase One in advance of the dates indicated for Phase Two in enclosure (1).

i. Competition. The statutory requirement for Government contracting is to capitalize on competition to the maximum extent 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 RCO-NCR to determine if there is a valid exception to the competition requirements as described in Federal Acquisition Regulation (FAR), Part 6, Competition Requirements. In the infrequent situations where the requiring activity would like to request other than full and open competition, the customer shall prepare a sole source justification or Justification and Approval (J&A) depending on the dollar value of the requirement and gain the endorsement of the contracting officer. 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 RCO-NCR TL is available to provide guidance in J&A development. Even after the contracting officer decision, the Command's Competition Advocate is the final decision authority on requests for sole-source or limited competition procurements.

j. Existing Contract. When a requirement will exist after the current contract ends, it is important to communicate the future need (and existence of current contract) to the respective

TL as soon as it is determined that the requirement will still be desired after current contract expiration. Customers should **NOT** wait to communicate this information until funding for the on-going requirement is committed. As soon as the last option year of the existing contract is executed, customers should consult with their respective TL to coordinate timely submittal of PR packages and acquisition strategies to reduce time needed for follow on contract execution to meet on-going requirement(s).

k. Legal Review. RCO-NCR Contracting Officers are required to coordinate opinions of legal sufficiency for ALL contract documents associated with an impending contract action expected to be \$150K or more in total value (base year and any planned option years combined). It is important to realize that obtaining legal sufficiency on any given contract requires more than one legal review; the execution of any given contract requires several documents and associated legal reviews of each. Additionally, depending on the circumstances and complexity of the acquisition, a customer or contracting personnel may request the opinion of counsel on any contract document regardless of anticipated contract value.

l. 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 and \$2,500 for services. Construction purchases, regardless of dollar value, are executed by Naval Facilities Engineering Command, not the RCO-NCR. 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's 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.

m. 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.

n. 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 FY15;
- (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.

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. Enclosure (4) identifies all documents required to be submitted with a PR package.

b. Consider time requirements when submitting PRs via PR Builder. Specifically, 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, 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.

6. Administration. The deadlines established in enclosure (1) will allow RCO-NCR the best opportunity to obligate FY15 funding. PRs received in the RCO-NCR 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.

a. Fiscal Year (FY) 2016 Requirements. PRs submitted via PR Builder for the renewal of Service Maintenance Agreements contracts that are effective on or after 1 October 2015 must be submitted with FY 2016 document numbers IAW cut-off timelines of enclosure (1).

b. 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 generally defined as being of unusual and compelling urgency or some other rationale (life, health, safety) that meets very stringent criteria mandated by the FAR. As a result, emergency requirements are rare exceptions that must withstand a high level of scrutiny usually characterized by abnormal operations in atypical mission environments. A failure of requirements planning and/or the near term expiration of funds **never** constitute adequate rationale for an emergent requirement. The use of this localized authority requires an O-6 or higher written justification.

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

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


DAVID W. MAXWELL

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Fiscal Year 2015 PR Submission Cut Off Dates

CATEGORY	RCO-NCR PALT DEADLINES: When using FY15 Operations and Maintenance (O&M) funding, phase two (2) must start NLT:
All Supplies and Services Greater than \$50M	1 Nov 2014
All Supplies and Services \$10M - \$49.999M	1 Dec 2014
Non Commercial Supplies and Services \$150K - \$10M	15 Mar 2015
Commercial Supplies and Services \$150K - \$6.5M	1 Jun 2015
All Supplies and services \$25K - \$149.999K	15 Jul 2015
All Supplies and Services Under \$25K	5 Aug 2015
Task/Delivery Orders	5 Aug 2015

Regional Contracting Office - National Capital Region,
Procurement Administrative Lead Time

Dollar Value	Acquisition	Lead Time Required	Time Drivers
Greater than \$50M	Supplies/Services	12 Months	HQMC and/or DASN Approval
\$10M - \$49.999M	Supplies/Services	10-12 Months	HQMC Approval
\$150K - \$9.999M	Non Commercial Supplies/Services	6 Months	SAP not authorized, acquisition and source selection plans
\$150K - \$6.5M	Commercial Supplies/Services	4 Months	Higher approvals/Legal reviews required
\$25K - \$149,999	Supplies/Services	60 days	Posting/Evaluations
Under \$25K	Supplies/Services	30 days	Posting in public place
Any dollar value	All options, calls, Task/Deliver Orders	3 Months	

Enclosure (2)

Regional Contracting Office - National Capital Region,
Contact List

Anticipated total \$ Amount of contract	Customer Organizations Served	Branch Chief
> \$150K	MCRC	MCRC David Vanuch 703-784-1158
	MCCDC & MARFORCYBER (MCNOSC)	Red Jerri Newton 703-784- 5701/3595/1930
	OAD	
	TECOM (Includes MCU, MCCLL, OCS, TBS, TECOE, WTBN)	
	MCBQ (Includes G1, CVIC, OPS, MRB, Facilities, NREA, G6, MCCS, MSGB), MCAF and MCWL	White Cynthia Vass-Lassiter 703-784- 1920/0081
	DC (PP&O), DC (M&RA), MCIOC, MCOTEA, MCIA	
	DC (P&R), (AR), DC (AVN), HQMC (C4), MCSC	
	DC (I&L), CMC (HQBN, 8 th &I, SD, Intel, PA, OLA, IGMC, SJA, HS, Chaplain)	
All requirements (for all customers) when the total anticipated value is < \$150K		Blue Hal Jones 703-784- 3467/1927/1931

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 15

MEMORANDUM FOR THE RECORD

Subj: PURCHASE REQUEST BUILDER FUNDING LETTER OF INTENT

Ref: (a) FY 2015 FISCAL GUIDANCE dated 15 Aug 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 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 Under \$6.5M Comm Item	PR over \$10M	PR over \$50M
1	Funding Document (PR Document) entered into PR Builder	X	X	X	X	X
2	Performance Work Statement (PWS) /Statement of Work (SOW)	X	X	X	X	X
3	Acquisition Strategy/Source Selection Plan (with IGCE , QASP, & Source Selection Plan included)		X			
	Plan of Acton and Milestones (POA&M)		X	X	X	X
	Acquisition Strategy (with IGCE and QASP included)		X		X	
	Acquisition Plan (with IGCE & QASP included)					X
	Procurement Plan (For Products only)		X		X	X
4	Source Selection Plan		X		X	X
5	Technical Evaluation Criteria (for competitive PRs only)	X	X	X	X	X
6	Signed Non-Disclosure Agreement (NDA) by each Technical Evaluation Member	X	X	X	X	X
7	Contracting Officer's Representative (COR) Nomination (Required for service requirements) Within CORT Tool.		X	X	X	X
8	Wide Area Work Flow Point of Contact (POC)	X	X	X	X	X
9	Sole Source Justification for Simplified Acquisitions	X				
	Justification & Approval (J&A) (only required if non-competitive) for Greater than SAP Threshold (\$150K)		X	X	X	X
10	Market Research	X	X	X	X	X
11	DD Form 254: Security Classification Form (if applicable)	X	X	X	X	X
12	IT Waiver (if applicable)	X	X	X	X	X
13	Organizational Conflict of Interest (OCI)		X	X	X	X
14	Request for Services: (Four (4) part form)		X	X	X	X
15	Commercial Item Determination Checklist		X	X	X	X
16	Commercial Item Determination		X	X	X	X

Enclosure (5)

Leadership Council

Purpose: The purpose of the leadership Council is to develop a better relationship between RCO-NCR and their customers in order to gain a better understanding of the customer's spend plan and develop a POA&M that will meet the customer's requirements in a timely and efficient manner.

The Leadership Council will meet quarterly:

Month	Discussion
October	Updates on the spend plan and POA&Ms
January	Updates on the spend plan and POA&Ms
April	Updates on the spend plan and POA&Ms
July	Review the spend plan and requirements anticipated for the upcoming FY

Membership/Responsibilities:

MCB Commander: Overall responsible for the RCO.

Director/Deputy Director: Responsible for oversight of the contracting process and the execution of the leadership council.

PPQM Branch Chief/Team Lead: Responsible for scheduling quarterly meetings; development of and continually updating statistical data representing past and current spending trends; monitoring progress of the customer's spend plan; and providing updates at each quarterly meeting.

Branch Chiefs/Team Leads: Responsible for development of POA&Ms; providing assistance in the development of requirement documents; and is responsible for the requirement once it is received and approved for procurement.

Customer: Responsible for providing accurate spend plans for the current year, identifying problematic areas within their budget, ensuring requirements are identified and submitted to RCO in accordance with the timelines within this bulletin; and assisting in the development of POA&Ms.

Enclosure (6)