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MARINE CORPS INSTALLATIONS COMMAND BULLETIN 4200

From: Chief of Staff, Marine Corps Installations Command
To: Distribution List

Subj: FISCAL YEAR 2025 CONTRACT EXECUTION AND PURCHASE REQUEST
GUIDANCE

Ref: (a) Federal Acquisition Regulation (FAR)
(b) Department of Defense FAR Supplement (DFARS)
(c) Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
(d) Marine Corps Acquisition Policy & Procedures (MAPP)
(e) Department of the Navy (DON) Simplified Acquisition Procedures Guide dtd April 2018
(f) MARADMIN 209/24 dtd May 3, 2024, U.S. Marine Corps Contract Services Guidance for Fiscal Year (FY) 2025
(g) MARADMIN 453/21 dtd Aug 27, 2021, Update to MARADMIN 375/11 Information Technology (IT) Funding, Approval, and Procurement
(h) IRM 5236-06A, Information Technology Procurement Review and Approval System (ITPRAS) Less Than or Equal To 50K Dollars Approval Threshold Execution Guidelines Release 1.0 dtd April 2017
(i) MARADMIN 629/18 dtd Nov 5, 2018, Financial Guidance for Information Technology (IT) Purchases
(j) MARADMIN 331/15 dtd July 9, 2015, Offline and Internet Based Ordering Policy

Encl: (1) Contract Planning and Execution Procedures
(2) Contract Planning Lead Times and Cut-off Dates
(3) Purchase Request Package Requirements

1. Purpose. To provide guidance and establish submission deadlines for Fiscal Year 2025 (FY25) purchase requests (PRs) for all requiring activities serviced by the Marine Corps Installations Command (MCICOM) Headquarters (HQ) Contracting Office or an MCICOM Regional Contracting Office (RCO).

2. Cancellation. MCICOMBul 4200 of Dec 2023.

3. Background. Commands face increasing pressure to obligate funds throughout the fiscal year. Communication and advance planning are key factors in reducing the risks associated with contract execution. This bulletin provides guidance and deadlines that will assist requiring activities, comptrollers, and contracting officers (KOs) in meeting operation and maintenance

(O&M) obligation targets.

a. References (a) through (e) establish contracting policies and procedures all MCICOM KOs must follow. References (f) through (j) establish Headquarters Marine Corps guidance requiring activities and comptrollers must follow.

b. Enclosure (1) provides requiring activities with general planning and execution procedures.

c. Enclosure (2) provides requiring activities with general timeframe guidance to include the lead times and cut-off dates for requirements packages.


d. Enclosure (3) provides requiring activities with the required components of a PR package.

e. The MCICOM HQ Contracting Office serves as the higher headquarters office to four Marine Corps Installations (MCI) RCOs: MCI National Capital Region (MCINCR) RCO, MCIEAST RCO, MCIWEST RCO and MCIPAC RCO. Some RCOs have subordinate satellite offices within their regions.

f. Requiring activities are defined as any supporting command, installation, or Fleet Marine Force unit that submits requirements for supplies or services to the MCICOM HQ Contracting Office or RCOs for execution of a contracting action.

4. Action. The MCICOM HQ Contracting Office and RCOs will obligate funds in accordance with this MCICOMBul as well as Programs and Resources (P&R) fiscal and end-of-year closeout guidance for FY25. As such, requiring activities must comply with these same policies.

8/13/2024

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Signed by: USMC
J. E. MOYE

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Enclosure 1
Contract Planning and Execution Procedures

1. The early identification and communication of requirements to the appropriate contracting office is critical to awarding a contract by the need-by date. Requiring Activities (RA) should not plan for contract awards in the first two or last two months of the Fiscal Year (FY) since funding is not always available at the beginning of the year, and late FY awards put significant stress on the comptroller and contracting offices.

2. RAs must support Commanders' implementation of Service Requirements Review Boards (SRRB), when required by reference (f). Per reference (f), to the maximum extent possible, contracting offices will provide representatives to support SRRB proceedings.

3. The Contracting Process can be broken into five (5) major phases as discussed below:

a. Requirements Generation and Acquisition Planning. Requirements generation is the most critical piece of the contracting process. It can be time-consuming, so planning and allotting adequate time is critical. RAs should plan for requirements generation to take place BEFORE the dates listed in the lead-time chart below and the fiscal year cut-off dates (Enclosure 2); these dates are guidelines for the amount of time needed once a complete purchase request (PR) package is submitted to the contracting office.

(1) Important actions during this phase include identifying and defining requirements, conducting market research to determine available capabilities and potential contractors, and completing an independent government cost estimate (IGCE or IGE). Equally important is with the consideration of small business participation in developing requirements. RAs should focus on their basic need and, to the maximum extent practicable, include small businesses in their market research. As soon as the RA has a general idea of the requirement and need-by date, they should contact the contracting office to conduct an industry day or other market research. This will also allow early feedback on the requirement and reduce future rework. Poor planning can result in a contract with higher price/cost, late delivery of goods/performance of services, and/or mission delays/failure.

(2) The PR package requirements are listed in enclosure (3); all attachments to the PR are to be submitted in the Defense Agencies Initiative (DAI) iProcurement module and via email. The contracting team will then provide a Plan of Action and Milestones (POA&M) and establish mutually agreeable dates for major acquisition steps. The contracting team will advise the RA on the acquisition strategy, such as small business set-asides, contract type, and multi-agency contract vehicles, and help the RA develop the formal acquisition planning documentation. Based on the complexity and value of the requirement, higher headquarters' review and approval may be required at multiple stages prior to solicitation and award. For planning purposes, the average number of days needed for these reviews are factored into the lead-time chart provided. This phase ends when all requirement documents are complete and an acquisition strategy is finalized.

b. Solicitation. The contracting office will solicit vendors for the requirement. This phase includes time for drafting the solicitation and for associated reviews and approvals. The solicitation posting time period will also vary (typically from seven (7) to 40 days) based on the particular requirement and acquisition strategy. Posting times must provide contractors sufficient time to prepare a quote/proposal and provide for adequate competition. This phase ends at the date and time specified in the solicitation for quote/proposal submission.

c. Evaluation. The contracting office will commence evaluation of quotes/proposals. The evaluation process will be dependent on the complexity of the procurement and acquisition procedures used. The

contracting office may host an evaluation kickoff meeting to advise the evaluation team of its roles and responsibilities. The RA may be required to assign members as technical evaluators of proposals. In this case, the contracting office will advise the evaluators of their roles and responsibilities. In less complex procurements, the contracting office may perform evaluations without a formal technical evaluation team. Evaluators will evaluate each quote/proposal against the solicitation following the instructions provided by the contracting team. The contracting officer (KO) may conduct negotiations, discussions or interchanges with contractors as needed and depending on the acquisition procedures utilized. The evaluation phase ends when the KO or source selection authority has sufficient information and confidence to make an

d. Award Preparation. The KO prepares award documentation detailing the evaluation process for review and approval by legal, contracting leadership (CCO or Deputy), and higher headquarters, as needed. It may include pre-validation of the apparent awardee. This phase ends when approval is granted and the KO awards the contract.

e. Contract Administration. Contract administration starts right after award. This phase ensures execution of the contract in accordance with its terms and conditions. This includes monitoring, reporting, receipt, inspection and acceptance, invoice payments and contract closeout. Contract administration is a team effort that includes the RA, contracting office, and the contractor. Communication is key to ensuring successful performance.

4. Additional Considerations

a. Competition in Contracting. The Competition in Contracting Act (CICA) requires KOs to promote full and open competition to the maximum extent practicable. When requesting other than full and open competition (e.g., sole source, brand name or equal), the RA is responsible for providing and preparing a draft justification. Endorsement and approval will not be granted unless it is adequately supported and accompanied by the appropriate documentation.

b. Contract Options. RAs are to submit requests to exercise contract options no later than (NLT) three months prior to the exercise date or June 1, whichever is earlier. Requests must include any required approval or waivers (e.g., SRRB approval per reference (f), Information Technology Procurement Request/Review Approval System approval per references (g), (h) and (i)). For options starting in the first quarter of FY25, the RA must submit an FY25 Subject to Availability of Funds (SAF) PR prior to award. Additionally, RAs not intending to exercise a contract option must notify the respective contracting office within the same timelines.

c. Follow-on Contracts for Expiring Contracts. NLT the exercise of the last option period of an existing contract, RAs should consult with their respective contracting office to coordinate a follow-on contract for continuing efforts. New requirement timelines apply to a follow-on contract. Contracts with a period of performance that end/begin at the end of the fiscal year place significant stress on the comptroller and contracting offices. For contracts ending in the 4th quarter of FY25, RAs should work with their respective contracting office to shorten base periods of follow-on contracts (i.e., 4 or 6 month base period) with 12-month options thereafter. This will ensure all option periods of the follow-on contract no longer fall in the 4th quarter.

d. Government Commercial Purchase Card (GCPC) usage. Use of the GCPC must comply with the approval procedures outlined in reference (j). To control end of year activity, Command comptrollers may request that the supporting Level 4 Agency Program Coordinator disable GCPC accounts.

e. Funding Transfers. (Assisted Acquisitions and Delegations of Contracting Authority).

(1) Assisted Acquisitions. An assisted acquisition is defined by another agency performing acquisition activities that would normally be performed by the MCICOM contracting office (e.g., awarding or administering a contract vehicle). Early consultation with contracting is key for assisted acquisitions. After consultation with the contracting office, RAs must draft and support acquisition plans and assisted acquisition determination and findings (AA D&F) in accordance with references (a) through (d) to transfer funds to non-Marine Corps contracting activities. When a transfer is supported by an approved AA D&F, the Military Interdepartmental Purchase Requests must cite the specified regulatory or statutory authority allowing the funds transfer along with the AA D&F control number assigned by the contracting office. A copy of the AA D&F must be attached to the transfer document (e.g. MIPR). For planning purposes, RAs must submit AA D&Fs to the contracting office at least 90 days before the proposed funds transfer date to allow sufficient time for all reviews and approval. RAs should be aware that an AA D&F must include the same supporting documentation as a PR Package as outlined in Enclosure (3). MCICOM encourages RAs to consult with the non-Department of Navy contracting activity for their PR submission cut-off dates.

(2) Delegation of Contracting Authority (DCA). Each Department of Navy (DON) contracting activity has specified authorities per reference (c). A DCA is not required when sending work and funds to the DON contracting activity with the unique contracting authority defined in reference (c) (e.g., NAVFACENGCOM is the sole DON activity with authority to procure construction per reference (c); as such, a DCA is not required for sending construction work and funds to NAVFACENGCOM). However, if a requirement falls outside the receiving DON contracting activity's authority, a DCA is required per reference (c) to support acceptance of the funds transfer (e.g., a DCA is required for funds transfer to NAVFACENGCOM for work that the MCICOM HQ Contracting Office or MCI RCOs have the authority to procure). RAs must submit DCA requests to contracting offices at least 90 days prior to a proposed funds transfer to allow sufficient time for all reviews and approval.

f. No Guarantee after the Cut-off Deadline. Contracting offices cannot guarantee timely obligations for requests received after the PR cut-off dates. Acceptance of PRs received after the PR cut-off dates will be at the discretion of the contracting activity Chief of the Contracting Office (CCO). Contracting offices will make every effort to award all requests that have been accepted.

Enclosure 2
Contract Planning Lead Times and Cut-off Dates

Background: Each contract obligating Marine Corps appropriated funds must comply with references (a) through (j).

Planning PRs: For anticipated or developing requirements, RAs should coordinate the submission of planning PRs with their respective comptroller. The submission of a planning PR is a solution that allows for engagement between the RA and responsible contracting office to initiate the requirements development and contracting process prior to allocation and commitment of funds. With a planning PR, the contracting office can begin to work with the RA and complete acquisition actions short of releasing a solicitation for subsequent contract award. Such PRs represent a guarantee to fund the requirement with current year dollars when funding becomes available. In the event new, critical, or emerging requirements necessitate the need to not fund or cancel a planning PR, the RA must immediately notify the responsible contracting office.

Lead Times: Lead times begin on the date the contracting office receives and accepts a complete PR package, not the date a requiring activity first engages the contracting office. The total acquisition value includes the value of the base period and any option periods. The actual times may vary greatly based on the complexity of the requirement, whether the requirement is for a commercial product or commercial service or other than a commercial product or service, and the procurement method as determined by market research.

Requiring activities should assume the below lead times are the **minimum** time required to execute a contract action after the contracting office receives and accepts a complete and **FINAL** PR package. *RAs must reach out to engage their contracting office well in advance of the lead times below.*

LEAD TIMES		
Total Acquisition Value	Supplies	Services*
\$5K ~ \$250K	30 days	60 days
\$250K ~ \$7M (Commercial)	120 days	150 days
\$250K ~ \$10M (other than commercial)	190 days**	240 days**
\$7M ~ \$10M (Commercial)		
\$10M ~ \$50M	270 days**	290 days**
>\$50M	365 days**	365 days**
\$5K-\$25M Task order off Internal IDIQ	30 days	60-100 days
>\$25M Task order off Internal IDIQ	60 days	120-180 days
* Extra time is required for services due primarily to: additional required regulatory documentation; contractor preparation of proposals; and evaluation of proposals.		
**Requirements in excess of \$10M require additional review periods and approvals from higher headquarters prior to solicitation release and prior to award.		

Cut-off Dates: The table below indicates the cut-off dates that correspond to the lead times listed above in order to award a contract action in FY25. *For service acquisitions above \$7M, RAs should submit draft PR packages at least 60 days in advance of the dates listed below. For service acquisitions below \$7M, RAs should submit draft PR packages at least 30 days in advance of the dates listed below.*

<u>EST. VALUE</u>	<u>REQUIREMENT</u>		<u>CUT-OFF</u>
ALL Values	Service or Supply	Delegated Contracting Authority Request	90 days prior to transfer
		Assisted Acquisition Determination & Findings	90 days prior to transfer
	Service	Option Exercise (FY25 and FY26 Subject to Availability of Funds PR)	3 months prior to the exercise date or June 1, whichever is earlier.
> \$50M**	Service or Supply	<u>New or Renewal:</u> Regardless of procurement method (FY26 Delivery/POP)	30 Sept 24
> \$10M to \$50M**	Service	<u>New or Renewal:</u> Regardless of procurement method	13 Dec 24
		<u>Add Work:</u> In-scope modification to existing contract/task order	27 Jun 25
	Supply	<u>New or Renewal:</u> Regardless of procurement method	03 Jan 25
**Requirements subject to higher headquarters review may lead to unexpected delays that could endanger award ability in FY24. Requirements users should maintain continuous engagement with the contracting office to promptly address issues throughout the review cycle.			
> \$250K to \$10M Other than Commercial	Service	<u>New or Renewal:</u> Regardless of procurement method	31 Jan 25
		<u>Add Work:</u> In-scope modification to existing contract/task order	27 Jun 25
	Supply	Open market	14 Mar 25
Delivery order against GSA Federal Supply Schedule (FSS), government wide acquisition contract (GWAC), or existing indefinite delivery/indefinite quantity (IDIQ) contract/blanket purchase agreement (BPA)		14 Mar 25	
> \$7M to \$10M Commercial	Service	<u>New or Renewal:</u> Regardless of procurement method	02 May 25
		<u>Add Work:</u> In-scope modification to existing contract/task order	27 Jun 25
	Supply	<u>New or Renewal:</u> Regardless of procurement method	30 May 25
< \$250K	Service	<u>New or Renewal:</u> Regardless of procurement method	15 July 25
		<u>Add Work:</u> In-scope modification to existing contract/task order	1 Aug 25
	Supply	<u>New or Renewal:</u> Regardless of procurement method	1 Aug 25

Task Order off an Internal IDIQ	Service	<u>New or Renewal</u> : Regardless of procurement method	30 May 25
	Supply	<u>New or Renewal</u> : Regardless of procurement method	29 Aug 25

Notes:

1. Cut-off dates assume the requirements package is complete.
2. Each Chief of the Contracting Office has the discretion to accept requirement packages submitted after the published cut-off date. Prior to considering acceptance of PRs after the published cut-off date, the requiring activity's comptroller shall provide endorsement. This ensures Command awareness of procurements in jeopardy of not meeting an obligation target or award by 30 September 2025.
3. Bona fide emergencies and critical requirements impacting mission capability will be addressed on a case-by-case basis and shall include approval at the Commanding Officer level.

Enclosure 3
Purchase Request Package Requirements

For SUPPLIES , the PR Package must include
<p>BASIC INFORMATION SECTION</p> <ul style="list-style-type: none"> • Technical point of contact (POC) & Wide Area Workflow acceptor POC • Additional information for the Contracting Officer (e.g., “Mark for” instructions) • When information technology is included, the Information Technology Procurement Request/Review Approval System Identification Number (ITPRAS ID) <p>LINE ITEMS</p> <ul style="list-style-type: none"> • Item Name and Line Item Description (form, fit, function) • Quantity/Unit Price/Unit of Issue • Ship-To Location • Date Required (need delivery date) <p>FISCAL INFORMATION</p> <ul style="list-style-type: none"> • A valid line of accounting with validated funding • Product and Service Code (PSC) associated with the corresponding Object Class Code* • Item Type reflected as “Commodity” <p>ATTACHMENTS to INCLUDE**</p> <ul style="list-style-type: none"> • ITPRAS ID Approval notification detailed in accordance with references (g), (h), and (i) (in PDF) • >\$250k, Independent government cost estimate (IGCE) (Word or Excel) • >\$250k, Commercial Product or Commercial Service Determination/Checklist (Word)***

For SERVICES , the PR Package must include
<p>BASIC INFORMATION SECTION</p> <ul style="list-style-type: none"> • Contracting Officer’s Representative (COR) Name**** • When information technology related services are included, the ITPRAS ID • For actions valued >\$1M total estimated cost, the Service Requirements Review Board (SRRB) validation and approval statement with unique identifier in accordance with reference (f) • Contract Services support OCONUS will include requiring activity Synchronized Predeployment Operational Tracker (SPOT) Government Authority/Government Administrator (GA) point of contact. <p>LINE ITEMS</p> <ul style="list-style-type: none"> • Item Name and Line Item Description (by Task Area/Deliverable) • Quantity/Unit Price/Unit of Issue • Ship-To (Performance) Location • Period of Performance Start and End Dates <p>FISCAL INFORMATION</p> <ul style="list-style-type: none"> • A valid line of accounting with validated funding • PSC associated with the corresponding Object Class Code* • Item Type reflected as “Service” <p>ATTACHMENTS to INCLUDE**</p> <ul style="list-style-type: none"> • Performance work statement (PWS) (Word Document) • Quality assurance surveillance plan (QASP) (Word Document) • Non-inherently governmental functions determination (PDF)***

- Non-personal services certification (PDF)***
- Independent government cost estimate (IGCE) (Word or Excel)
- Any other waivers/approvals/certifications, as required
- ITPRAS ID Approval notification in accordance with references (g), (h), and (i) (PDF)
- >\$250k, Commercial Product or Commercial Service Determination/Checklist (Word)
- If contract will contain security requirements, draft DD Form 254 (PDF)
- If contract will provide for Government Furnished Property (GFP) or Contractor Acquired Property (CAP), draft GFP Determination and GFP Attachment.***

* A PSC selection tool is available at <https://psctool.us>. Selection is based on type of work performed. The KO has final decision authority on the PSC.

**When an advanced copy was provided to the Contracting Office, the comments section of the PR shall address each missing attachment.

*** RAs should contact their respective contracting office for specific required information and templates. Information is also available at [MCICOM Contracting Office \(sharepoint-mil.us\)](https://sharepoint-mil.us)

**** For non-complex services <\$250K, a technical POC may be substituted. Discuss with the KO. For services >250K, Contracting Officer Representative nomination must be submitted in PIEE's Joint Appointment Module.