



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

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MARINE CORPS INSTALLATIONS COMMAND BULLETIN 4200

From: Commander, Marine Corps Installations Command  
To: Distribution List

Subj: FISCAL YEAR 2019 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) NAVSUPINST 4200.85D dtd 25 Apr 2005, Department of the Navy (DON) Simplified Acquisition Procedures  
(f) MARADMIN 377/18 dtd July 5, 2018, U.S. Marine Corps Contract Services Guidance for Fiscal Year (FY) 2019  
(g) MARADMIN 375/11 dtd July 6, 2011, Information Technology (IT) Funding, Approval, and Procurement  
(h) IRM 5236-06A, Information Technology Procurement Review and Approval System (ITPRAS) Less Than 50K Dollars Approval Threshold Execution Guidelines Release 1.0 dtd April 2017  
(i) MARADMIN 464/17 dtd Aug 22, 2017, Financial Guidance for Information Technology (IT) Purchases  
(j) MARADMIN 331/15 dtd July 9, 2015, Offline and Internet Based Ordering Policy

Encl: (1) Marine Corps Installations Command Contract Execution Procedures  
(2) Marine Corps Installations Command Contract Planning Considerations  
(3) Marine Corps Installations Command Regional Contracting Offices Purchase Request Cut-Off Dates  
(4) Marine Corps Installations Command Regional Contracting Offices Purchase Request Package Requirements

1. Purpose. To provide guidance and establish submission deadlines for Fiscal Year 2019 (FY19) purchase requests (PR) for all requiring activities serviced by the Marine Corps Installations Command (MCICOM) Headquarters (HQ) Contracting Office or a regional contracting office (RCO).

2. Cancellation. None.

3. Background. This Bulletin provides guidance and deadlines that will assist requiring activities, comptrollers, and contracting officers (KO) in meeting O&M obligation targets.

a. References (a) through (e) establish contracting policies and procedures all MCICOM KOs must follow.

b. Enclosure (1) provides requiring activities with general execution procedures for FY19.

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c. Enclosure (2) provides requiring activities with an overview of the acquisition process and general timeframe guidance.

d. Enclosure (3) provides requiring activities with actual PR cut-off dates. MCICOM establishes these dates to effectively and efficiently execute the procurement of supplies and services in accordance with references (a) through (j).

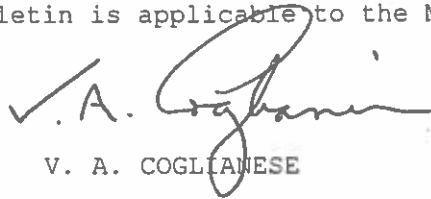
e. Enclosure (4) provides requiring activities with the required components of a PR package.

f. The MCICOM Contracting Office serves as the higher headquarters office to four RCOs: MCINCR RCO, MCIEAST RCO, MCIWEST RCO and MCIPAC RCO. Most RCOs have subordinate satellite offices within their regions.

g. Requiring activities are defined as any supporting command, installation, or operating force unit that submits requirements for supplies or services to the MCICOM HQ Contractor Office or RCO for execution of a contracting action.

4. Action. The MCICOM HQ Contracting Office and RCOs will obligate funds in accordance with this Bulletin as well as Programs and Resources fiscal and end-of-year closeout guidance for FY19. As such, requiring activities must comply with these same policies.

5. Reserve Applicability. This Bulletin is applicable to the Marine Corps Total Force.

  
V. A. COGLIANESE

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MARINE CORPS INSTALLATIONS COMMAND  
CONTRACT EXECUTION PROCEDURES

1. **Requiring Activities.** Requiring activities are advised to:

a. **Submit Complete PR Packages:** Comply with enclosure (4) when submitting PR packages to the appropriate MCICOM contracting office for action.

b. **Submit Timely PRs:** Consider PR Builder workflow approval requirements. Coordinate and submit PRs through PR Builder to the responsible PR Builder organization Contract Manager for acceptance before the deadlines in enclosure (3).

c. **Submit Planning PRs:** For all anticipated requirements above \$250K, requiring activities must coordinate the submission of planning PRs with their respective comptroller.

(1) The submission of a planning PR with a "\$1 commitment" is a solution that allows for engagement between the requiring activity and responsible contracting office to initiate the contracting process prior to allocation and commitment of funds. With a planning PR, the contracting office can complete all 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.

(2) In the event new, critical, or emerging requirements necessitate the need to not fund or cancel a planning PR, the requiring activity must immediately notify the responsible contracting office.

(3) When accepting planning PRs, contracting offices will utilize the total estimated value of the requirement when determining the timelines in enclosure (2) and cut-off dates outlined in enclosure (3). Requiring activities must not submit FY19 unfunded planning PRs in the fourth quarter as funded PR requirements become the priority.

d. **Submit Fiscal Year 2020 PRs:** For actions required on or after 01 October 2019, submit PRs in PR Builder with FY20 document numbers and "Subject to Availability of Funds" (SAF). Requiring activities should submit PRs during FY19 for increased probability of a timely contract award.

2. **Command Contract Planning.** Per reference (f), to the maximum extent possible, contracting offices will provide representatives to support Commanders' implementation of Service Requirements Review Board (SRRB) procedures addressing all service contract requirements exceeding \$250K. Contracting offices will consider a requiring activity's contract obligation phasing plan as a planning tool. For coordination purposes, each Chief of the Contracting Office (CCO) will obtain a copy of the SRRB results from supported Commands and provide feedback to MCICOM HQ Contracting for analysis of enterprise-wide solutions.

3. **Coordinating Instructions**

a. **Estimated Dollar Value and Lead Time.** As a general rule, processing time increases as the dollar value of a contract increases. This is due to: additional required reviews, regulatory provisions, and additional

documentation. Per reference (d), Appendix A, contracting offices will forward all contracting actions that require higher level approval to either the MCICOM HQ Contracting Office or the Installations and Logistics (I&L) Contracts Division (Code LB) for approval. Therefore, a contracting office cannot guarantee contract award by 30 September 2019 for requirements submitted without consideration of the time necessary to conduct reviews and obtain approval.

b. **Plan of Action and Milestone (POA&M)**. For each anticipated action exceeding \$250K, the KO and the requiring activity should establish a POA&M estimating the processing time for each phase of the acquisition process. Once established, the POA&M belongs to both the requiring activity and the KO and it is always subject to change. The longer the acquisition process and the greater the complexity of the requirement, the more likely the POA&M will require adjustments over time.

c. **Competition in Contracting**. The Competition in Contracting Act 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, unusual and compelling urgency), the requiring activity is responsible for providing and preparing a draft justification. The KO, Regional Command Competition Advocate, and legal counsel will review each justification. Endorsement and approval will not be granted unless it is adequately supported and accompanied by the appropriate documentation. Depending upon the value, I&L (LB) may need to either review and approve the justification or review the justification for higher level DON approval per section 6.304 of reference (d).

d. **Legal Review (Procurement)**. KOs must coordinate with legal counsel for **ALL** contract documents associated with a contract action expected to equal or exceed \$250K (includes base year and any option years). However, the requiring activity or contracting personnel may request legal opinion on any contract matter regardless of anticipated contract value.

e. **Contract Options and Follow-on Contracts for Expiring Contracts**

(1) Requiring activities must submit requests to exercise contract options via PR Builder no later than (NLT) three months prior to the exercise date. Requests must include any required waivers (i.e., SRRB approval per reference (f), Information Technology Procurement Request/Review Approval System approval per references (g), (h) and (i), etc.). For options starting in the first quarter of FY20, the requiring activity must submit an FY20 SAF PR during FY19. Additionally, requiring activities not intending to exercise a contract option must notify the respective contracting office within the same timelines.

(2) NLT the exercise of the last option year of an existing contract, requiring activities should consult with their respective contracting office to coordinate a follow-on contract for continuing efforts. New requirement timelines apply to follow-ons.

f. **Government Commercial Purchase Card (GCPC) Usage**. Use of the GCPC must comply with the approval procedures outlined in reference (j). GCPC cardholders and approving officials must reconcile and certify their September 2019 statements within five days of the cycle closing date. Subsequent FY19 GCPC purchases posting to a cardholder's account during the

October 2019 billing cycle require prior approval from the respective comptroller. To control end of year activity, Command comptrollers may request that the supporting Level 4/5 Agency Program Coordinator disable GCPC accounts.

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

(1) Assisted Acquisitions. After consultation with the cognizant Marine Corps contracting office, requiring activities must draft an assisted acquisition support determination and findings (AAS D&F) in accordance with references (c) and (d) to transfer funds to non-Marine Corps contracting activities. The applicable Installation Commander (or Marine Expeditionary Force Command, Major Subordinate Command), comptroller, legal counsel (procurement), contracting office CCO, and I&L (LB) must concur with the D&F before transferring funds.

(a) When a transfer is supported by an approved AAS D&F, the Military Interdepartmental Purchase Requests must cite the specified regulatory or statutory authority allowing the funds transfer (e.g., the Economy Act, 31 U.S.C. 1535) along with the AAS D&F control number assigned by the contracting office. A copy of the AAS D&F must be attached to the transfer document.

(b) For planning purposes, requiring activities must submit AAS D&Fs to the contracting office at least 60 days before the proposed funds transfer date to allow sufficient time for all reviews and approval. MCICOM encourages requiring activities to consult with the non-Marine Corps contracting activity for their PR submission cut-off dates.

(2) Delegation of Contracting Authority (DCA). Each DON contracting activity has specified authorities per reference (c). 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. (For instance, a DCA is not required for funds transfer to NAVFACENCOM for construction requirements). Requiring activities 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.

**h. No Guarantee after the Cut-Off Deadline**. Due to end-of-year volume, contracting offices cannot guarantee timely obligations for requests received after the PR cut-off dates, particularly for those requirements that are incomplete or missing required documentation, approvals, and waivers, etc. Except in cases of unusual and compelling urgency as endorsed by the requesting activity's commanding officer, acceptance of PRs received after the PR cut-off dates will be at the discretion of the contracting office CCO. Contracting offices will confer with requiring activity comptrollers and make every effort to award all requests that have been accepted.

MARINE CORPS INSTALLATIONS COMMAND  
CONTRACT PLANNING CONSIDERATIONS

**PURPOSE:** To provide requiring activities with information regarding the normally expected phases and timelines to procure supplies and services.

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

**ACQUISITION PHASES:** The information below outlines the basic acquisition process. It is a guideline only and is not intended to be all inclusive.

1. **Requirements Generation:** Requirements generation is typically an arduous and extremely time consuming process, so planning and allotting adequate time is critical. Large, complex requirements can easily take as long as 12 to 18 months to generate. The activity must dedicate full time efforts of its personnel to identify requirements, define requirements through research and analysis techniques, determine commercial market capabilities, and estimate a potential price tag through an independent government cost estimate. This may include coordination with the contracting office to conduct an industry day or request for information to gauge industry resources, capabilities, and interest. Poor planning can result in a contract with higher cost, late delivery of goods/performance of services, and/or poor quality/performance.
2. **Acquisition Planning:** Requiring activities should consult the contracting office early. "Early" means prior to the deadline for submitting the requirements package through PR Builder using both the lead time chart below and the fiscal year cut-off dates (enclosure (3)) as guides. The requiring activity submits a purchase request (PR) with the entire requirements package attached to begin the acquisition process. At this time, when required, the requiring activity must identify a Government employee to serve as the Contracting Officer's Representative. The contract specialist (CS) conducts further market research to determine the procurement method, contract type, competition/posting requirements, small business participation, potential sub-contracting efforts, and other statutory or regulatory requirements. Legal, management, and higher headquarters will review the acquisition strategy. This phase ends when all requirement documents are complete and an acquisition strategy is finalized.
3. **Solicitation:** The contracting office will solicit the requirement. This phase includes time for drafting the solicitation and for associated reviews and approvals. The posting time period will vary (typically from seven to 40 days) based on the complexity and value of the requirement. 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.
4. **Evaluation:** The CS, contracting officer (KO), and requiring activity, will review all quotes/proposals received. They will evaluate the quote/proposal against the solicitation and conduct discussions with contractors, as needed. This phase ends when the KO or source selection authority makes an award determination.

5. **Award Preparation:** The CS/KO prepares award documentation detailing the evaluation process for review and approval by legal, management, and higher headquarters. It may include pre-validation of the apparent awardee. This phase ends when the approval is granted and the KO awards the contract.

6. **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 along with invoice payments. Contract administration is a team effort that includes the requiring activity, contracting office, and the contractor. Communication is key to securing successful performance.

**Lead Times:** The table below indicates the average lead times necessary to prepare and process acquisition requirements into a contract ready for award. Lead times begin on the date the contracting office receives and accepts a complete PR package. A key factor in processing any requirement is to maintain communication with the contracting office. The total acquisition value includes the value of the base and any options. The actual times may vary greatly based on the complexity of the requirement, whether the requirement is a commercial item or non-commercial item, and the procurement method. Procurements processed utilizing GSA Schedules, for example, will usually be completed sooner than when processed through the open market.

<b>LEAD TIMES</b>		
Total Acquisition Value	Supplies	Services*
\$ 10K ~ \$250K	30 days	30 days
\$250K ~ \$ 7M (CI)	120 days	150 days
\$250K ~ \$10M (non-CI)	190 days**	240 days**
\$ 7M ~ \$10M (CI)		
\$ 10M ~ \$50M	270 days**	290 days**
>\$50M	365 days**	365 days**
* Extra time is required for services due to: additional required regulatory documentation; the time required for contractors to prepare their quotes/proposals; and performing technical and past performance evaluations, cost/price analysis, and offeror responsibility determinations. **Requirements in excess of \$10M require additional review periods and approvals from higher headquarters prior to solicitation release and prior to award.		

**MARINE CORPS INSTALLATIONS COMMAND REGIONAL CONTRACTING OFFICE  
PURCHASE REQUEST CUT-OFF DATES**

<b>EST. VALUE</b>	<b>REQUIREMENT</b>		<b>CUT-OFF</b>
<b>ALL Values</b>	<b>Service or Supply</b>	<i>Delegated Contracting Authority Request</i>	<i>90 days prior to transfer</i>
		<i>Assisted Acquisition Determination &amp; Findings</i>	<i>60 days prior to transfer</i>
	<b>Service</b>	<i>Option Exercise (FY19 and FY20 Subject to Availability of Funds PR)</i>	<i>3 months prior to expiration</i>
<b>&gt; \$50M*</b>	<b>Service or Supply</b>	<b>New or Renewal:</b> Regardless of procurement method (FY20 Delivery/POP)	01 Oct 18
<b>&gt; \$10M to \$50M*</b>	<b>Service</b>	<b>New or Renewal:</b> Regardless of procurement method	29 Nov 18
		<b>Add Work:</b> In-scope modification to existing contract/task order	14 Jun 19
	<b>Supply</b>	<b>New or Renewal:</b> Regardless of procurement method	19 Dec 18
<b>*See Enclosure(2):</b> Requirements subject to higher headquarters review may lead to unexpected delays that could endanger award ability in FY19. Requirements users should maintain continuous engagement with the contracting office to promptly address issues throughout the review cycle.			
<b>&gt; \$250K to \$10M Non-Commercial Item</b>	<b>Service</b>	<b>New or Renewal:</b> Regardless of procurement method	18 Jan 19
		<b>Add Work:</b> In-scope modification to existing contract/task order	14 Jun 19
<b>And &gt; \$7M to \$10M Commercial Item</b>	<b>Supply</b>	<b>Open market</b>	08 Mar 19
		<b>Delivery order against GSA Federal Supply Schedule (FSS), governmentwide acquisition contract (GWAC), or existing indefinite delivery/indefinite quantity (IDIQ) contract/blanket purchase agreement (BPA)</b>	14 Mar 19
<b>&gt; \$250K to \$7M Commercial Item</b>	<b>Service</b>	<b>New or Renewal:</b> Regardless of procurement method	18 Apr 19
		<b>Add Work:</b> In-scope modification to existing contract/task order	12 Jul 19
	<b>Supply</b>	<b>Open market</b>	17 May 19
		<b>Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA</b>	07 Jun 19
<b>&lt; \$250K</b>	<b>Service</b>	<b>New or Renewal:</b> Regardless of procurement method	02 Aug 19
		<b>Add Work:</b> In-scope modification to existing contract/task order	09 Aug 19
	<b>Supply</b>	<b>Open market</b>	02 Aug 19
		<b>Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA</b>	09 Aug 19

**Notes:**

1. Cut-off dates assume the requirements package is complete as outlined in Enclosure (4), ready for action, and accepted by the Contract Manager in PR Builder.
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 2019.
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.



MARINE CORPS INSTALLATIONS COMMAND CONTRACTING OFFICES  
PURCHASE REQUEST PACKAGE REQUIREMENTS

For **SUPPLIES**, the PR form must reflect

**BASIC INFORMATION SECTION**

- Technical point of contact (POC) & Wide Area Workflow acceptor POC
- Additional information for the Contracting Officer (i.e., "Mark for" instructions)
- *When information technology is included, the Information Technology Procurement Request/Review Approval System Identification Number (ITPRAS ID)*

**LINE ITEMS**

- Item Name and Line Item Description (form, fit, function)
- Quantity/Unit Price/Unit of Issue
- Ship To Location
- Date Required (need delivery date)

**FISCAL INFORMATION**

- A valid line of accounting with validated funding
- Federal Supply Code (FSC) associated with the corresponding Object Class Code
- Item Type reflected as "Commodity"

**ATTACHMENTS to INCLUDE\***

- *ITPRAS ID Approval notification detailed in accordance with references (g), (h), and (i) (in PDF)*
- *>\$250k, commercial item determination/commercial item checklist (Word Document)*

For **SERVICES**, the PR form must reflect

**BASIC INFORMATION SECTION**

- Contracting Officer's Representative (COR) Name\*\*
- Additional information for the Contracting Officer (i.e., fiscal instructions)
- *When information technology related services are included, the ITPRAS ID*
- *Applicable to actions valued >\$250K total estimated cost, the Service Requirements Review Board (SRRB) validation and approval statement with unique identifier in accordance with reference (f)*

**LINE ITEMS**

- 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

**FISCAL INFORMATION**

- A valid line of accounting with validated funding
- Product Service Code (PSC)\*\*\* associated with the corresponding Object Class Code for proper accountability and data transparency
- Item Type reflected as "Service"

**ATTACHMENTS to INCLUDE\***

- 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) (in PDF)*
- *>\$250k, commercial item determination/commercial item checklist (Word Document)*
- *If contract will contain security requirements, draft DD Form 254 (PDF)*

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

\*\* For services <\$250K, a technical POC name **may** be substituted. Discuss with the KO.

\*\*\* A PSC selection tool is available at <https://psctool.us>.