



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

IN REPLY REFER TO:
4200
CB/G-4
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MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 4-15

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

Subj: FISCAL YEAR 2015 CUT-OFF DATES FOR CONTRACTING SUPPORT AND
PURCHASE REQUEST SUBMISSIONS

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 Procedures Supplement (MAPS)
(e) NAVSUPINST 4200.85D
(f) Joint ltr ADC (Resources), P&R and ADC (Contracts), I&L ltr 4200 LB
dtd Aug 30 2013
(g) MCINCR-MCBBul 4200 C 20, Regional Contracting Office-National Capital
Region Fiscal Year 2015 Procurement Request Submission Guidance
(h) MCIPACBul 4200 RCO dtd 21 Nov 2014, Fiscal Year 2015 Contracting
Guidance
(i) CG MCIEAST MCB CAMLEJ CONT msg DTG 10/1/2014 MCIEAST CONTRACTING
FISCAL YEAR 2015 GUIDANCE
(j) MCIWEST-MCB CAMPENBul 4200 RCO dtd 15 Jan 2015, Fiscal Year 2015
Contracting Closeout Schedule/Guidance-General Supplies and Services
(k) ACMC Memorandum 4200 RF (BE) dtd 26 Jan 15, Contractual Services
Guidance for Fiscal Year 2015

Encl: (1) Marine Corps Installations Command Customer Planning Considerations

1. Purpose. To publish Fiscal Year 2015 (FY15) cut-off dates for contracting support and purchase request submissions to ensure proper and timely contract support for supplies and services.

a. Supported units see references (g) through (j) for cut-off dates for local supporting installation guidelines and policy.

b. Units are further encouraged to consult with other contracting offices (e.g., Resident Officer in Charge of Construction (ROICC), United States Army Corps of Engineers (USACE)), for their contracting support and PR submission cut-off dates.

2. Background. Given the delays in funds availability driven by continuing resolution and quarterly O&M apportionment actions, Comptrollers and Contracting Officers are faced with increasing pressure on commands to obligate funds earlier in the FY.

a. References (a) through (f) establish contracting policies and procedures for all contracting offices to follow in providing support.

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b. MCICOM-established cut-off dates, references (g) through (j) permit contracting offices to procure supplies and services in accordance with references (a) through (f) in order to effectively and efficiently execute resources.

c. MCICOM contracting support consists of the following Marine Corps Field Contracting System (MCFCS) offices organized as follows: MCICOM Contracting Office, G-4 serves as the higher headquarters office to four Regional Contracting Offices (RCOs) MCINCR RCO, MCIEAST RCO, MCIWEST RCO, MCIPAC RCO, and under each RCO are satellite offices within their regions.

3. Action. To ensure the Marine Corps meets an obligation rate of 80 percent, 31 July is the "early FY closeout" and 11 September is the "soft FY closeout".

a. Supported Organizations of MCICOM. In compliance with the references, Commanders, Officers in Charge, and Staff Department Heads are advised to:

(1) Timely PRs: Submit timely PRs to meet the deadline dates published in references (g) through (j).

(2) Planning PRs: Submit Planning PRs for anticipated requirements ahead of funding availability to initiate RCO actions short of award, see reference (f) for guidance and template.

(3) Fiscal Year 2016 PRs: PRs submitted via PR Builder for the renewal of existing contracts via Options that are effective on or after 1 October 2015 must be submitted with FY16 document numbers. The contracting office should receive these requests via PR Builder "Subject to Availability of Funds" before 15 August 2015. In accordance with the planning guidance from the supporting RCOs, references (g) through (j), units should submit PRs for FY16 new-start contracts in FY15 to allow contract award before the required delivery date.

b. Comptrollers. Comptrollers are directed by reference (f), to maintain an annual prioritized Contracting Action List to share anticipated requirements with the supporting RCOs to improve the chance of obligating end of FY allocations prior to 31 July.

c. Coordinating Instructions

(1) Each RCO has published FY15 Contracting Guidance via Bulletin or Message for supported units to follow and utilize as a guide to submitting timely purchase requests for contracting support.

(2) Future guidance by Installation Commanders shall be published via Bulletin's with a "Copy to" the Commander, MCICOM, G-4 (Contracting).

(3) In accordance with reference (k) two pilot MCICOM Service Requirement Review Boards (SRRBs) shall be conducted. The pilot SRRBs shall be executed at MCICOM Headquarters (HQ) and MCIWEST (to include at a minimum Camp Pendleton). The pilot SRRBs shall address all unexecuted FY15 contractual service requirements that exceed the Simplified Acquisition Threshold (SAT) (\$150K) regardless of method of execution, i.e. by an RCO or Military Interdepartmental Purchase Request (MIPR) to an agency outside of the Marine Corps. For FY16 and beyond, Installation Commanders should prepare to implement SRRB procedures addressing all service contract requirements exceeding the SAT, as part of broader procurement planning initiatives.

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(4) For contracting actions requiring higher level review or approvals, ((see reference (d) MAPS, APPENDIX A)) forward all requests to MCICOM Contracting Office for approval and/or submission to Contracts Division (Code LB), I&L, i.e.,:

(a) Funding Transfers (Economy Act Orders, Non-Economy Act Orders and Delegations of Contracting Authority (DCA)).

(1) Funding Transfers (Economy Act Orders and Non-Economy Act Orders). Any funding transfer, MIPR, resulting in any activity using Non-Marine Corps contracts or resources to satisfy requirements must include a Determination and Findings (D&F) in accordance with references (c) and (d). Concurrence by the applicable base, station, or Marine Expeditionary Force, Major Subordinate Command, Comptroller, legal counsel, and the supporting Contracting Officer before transferring funds must be included to process.

(2) DCAs: In accordance with reference (c) the local contracting offices, MCICOM and Contracts Division (LB), must receive the D&Fs and DCA requests before the dates published in the respective RCO guidance below:

(a) 15 July 2015. DCA requests required for transfer to other contracting offices within the Department of the Navy who do not have specific contracting authority for those supplies or services (for instance, not required for construction to NAVFAC, or command and control systems to SPAWAR).

(b) 1 August 2015. For any assisted acquisition made through Department of Defense (DoD) agencies greater than 3,000 dollars (requires MCICOM Contracting and Contracts Division, (Code LB) approval).

(3) For filing purposes, unless authorized by regulation or statutory authority cited in the MIPR, a copy of the D&F must be attached to the transfer document (i.e., MIPR) for the gaining Contracting Activity's files.

(4) For planning purposes, D&Fs should be submitted through the RCOs at least 60 days before proposed funds transfer date to allow Contracts Division, (Code LB), I&L approval.

(b) Competition in Contracting. Contracting Officers must promote and provide for full and open competition to the maximum extent practicable. Under certain circumstances, an exception may apply, and if so, use of other than full and open competition (e.g., sole source, brand name, or unusual and compelling urgency) must be justified and approved through legal counsel, the contracting officer, and the regional command competition advocate. For any requirement submitted for approval in accordance with MAPS Part 6, MCICOM Contracting will require no less than 5 days for review/consideration and approval for submission to Contracts Division for their review/approval.

(c) Government Commercial Purchase Card (GCPC). For GCPC cut-off dates follow the respective RCO published guidance.

(d) Legal Review. 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 greater 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

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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.

4. Administration and Logistics. Further information is available by contacting your local RCO or the MCICOM Contracting Office points of contact listed below:

a. MCICOM Contracting:

- (1) Assistant Chief of Staff G-4: Colonel Sekou Karega at (703) 695-6965 or e-mail: sekou.karega@usmc.mil.
- (2) Contracting Branch Head: Mr. Kevin Nunes at (703) 604-3758 or e-mail: kevin.nunes@usmc.mil.
- (3) Oversight and Performance Branch, Contract Specialist: Kim Sakura Higa, at (703) 604-4495 or e-mail: sakura.higa@usmc.mil.


for .J. G. AYALA

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MARINE CORPS INSTALLATIONS COMMAND
CUSTOMER PLANNING CONSIDERATIONS

Purpose: To provide supported units with information regarding the timeline that should normally be expected to procure supplies and services. The steps presented in each timeline may not be skipped, but may be expedited in certain circumstances.

Background: Each contract written obligating Marine Corps appropriated funds must meet the applicable requirements of the Federal Acquisitions Regulation, Defense Federal Acquisition Regulation Supplement, Navy Marine Corps Acquisition Regulation Supplement, and Marine Corps Acquisition Procedures Supplement. These regulations carry the force of law, and failure to comply is a violation of Federal law.

The Acquisition Planning Phases listed below is provided as a guideline only and is not all inclusive. It does not depict all situations but outlines the basic process to procure/contract for supplies and services after receipt of a purchase request by the contracting office:

ACQUISITION PHASES:

1. Requirements Generation Planning: RCOs will establish and maintain standard processes, checklists, and forms to ensure repeatable, consistent process is used for contract actions. Contracting Officers will utilize this process. Customer development of requirements is typically an arduous and extremely time consuming process that requires full time effort from requiring activity personnel to identify, define requirements through use of research and analysis techniques and determining commercial market capabilities available. 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).
2. Acquisition Planning: The unit and the contracting office finalize the customer developed requirements. A Purchase Request is then issued to begin the acquisition process. The PR is the document that transfers funds committed by respective comptrollers to RCOs for obligation (to be placed on contract). When a PR is routed, the requirements package must be attached to it so that the RCO will know what it is the requiring activity would like to have procured. Once the approved PR is received by acquisition, additional market research is conducted. Units should consult the contracting office early for large dollar value procurements. During this phase, the Contract Specialist (CS) working the requirement conducts market research to determine the method of procurement, contract type, competition/posting requirements, and other requirements. Legal and management reviews of the solicitation are included in this phase. This phase ends with a formal or informal acquisition strategy, which determines the method of procurement and proposed contract type. All revisions to the requirement are complete and ready for the solicitation.
3. Solicitation: The contracting office will post (i.e. solicit) the requirement to ensure contractors have sufficient time to prepare quotes/proposals and provide adequate competition. This phase includes time for drafting the solicitation, reviews, and posting. The posting time period will

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vary, typically from seven to 40 days, based on the complexity of then requirement. In unusual and compelling urgencies, the time period can be dramatically shorter. Services are normally posted for longer periods to permit industry question and answers and draft adequate technical plans. This phase ends at the date and time specified in the solicitation for quote/proposal submission.

4. Evaluation: The CS and the Contracting Officer (KO) review all quotes/proposals received from the solicitation and conduct discussions with contractors as needed. The quotes/proposals will be evaluated against the solicitation and award made based on either lowest price technically acceptable or tradeoff as described in the solicitation. The supported unit will assist the CS in the evaluation process to support best value determinations. This phase ends when the KO determines the contract awardee.

5. Award Preparation: The CS makes a fair and reasonable price determination and prepares the award for final review and signature. Depending on the dollar value, complexity of the requirement, or other documentation requirements, higher-level reviews above the KO are required. This phase ends when the KO awards the contract.

Enclosure (1)