



Marine Corps Installations East Regional Contracting Office Quarterly Newsletter

July - September 2012

Mission Statement:

To contribute to Marine Corps war fighting excellence by: (1) providing timely, innovative and effective procurement support for all customers; and (2) training and mentoring military procurement specialists to create accomplished, independent thinking professionals for expeditionary environments.

Management:

Chief of Contracting

LtCol Steve Schmid, 451-7843

Deputy

Ms. Sherry Gaylor, 451-7842

Procurement Chief

MGySgt Bryan Boyd, 451-5182

Small Business Specialist

Mr. Jo Rozier, 451-8424

MCIEAST Team Leaders:

Red Team: Ms. Lisa Williams

White Team: Mr. Coleman Scott

Blue: Mr. Curt Tucker

FRC East Office: Ms. Hollis Powell

GCPC: Ms Lu Padgett

Business Operations: Ms. Stella Butler

Training SNCOIC: MSgt Bennie Deleon

Satellite Offices:

MCAS Cherry Point: Ms. Velma Kelly

MCAS Beaufort: Ms. Connie Washington

MCLB Albany: Ms. Sharon Humphrey

MARFORCOM: GySgt Michael Dobbins

This is my last newsletter as Director of the MCIEAST Regional Contracting Office and I want to thank our supported units for understanding that although our process may seem complicated and frustrating, we tried to support your needs to the best of our abilities within the regulations.

LtCol Matt Howes will be replacing me in July. He has a background as an artillery officer, so he will definitely continue to be focused on support of II MEF and those who support them.

I move on to be the Chief of Contracting in Okinawa. I leave with fond memories of my first tour at Camp Lejeune and wish the best of fortune for those whom I have had the pleasure to serve the past three years. There is no better calling than to serve our fellow Marines.

*Semper Fidelis,
LtCol Steve Schmid*

New Purchase Request Form

Effective 1 July PRs from units supported by the Supply Management Unit (SMU) or through Naval Aviation supply sources must be accompanied by the attached form. The RCO receives an inordinate amount of PRs from units to procure system items or items from mandatory sources. The purpose of this form is to ensure that the unit has conducted proper research to exhaust mandatory sources prior to seeking purchase through commercial sources. Contracting is to be used only after mandatory sources are exhausted or not timely.

If a unit wants to open purchase a part for a weapon system, they must demonstrate that they have made efforts to order the parts through the supply system. If the source of supply provides an unacceptable status or required delivery date, the unit must do a follow up with the item manager to request expedited delivery prior to submitting a PR to contracting. NAVAIR (USMC contracting delegation of authority) and DC Aviation (CMC WASHINGTON DC AVN ASL(UC) DTG: 141738Z) has directed that the RCO not open purchase aircraft parts and have directed units to use DLA emergency acquisition procedures for time sensitive consumable requirements. Any variations to this policy must be approved by the applicable NAVAIR program office.

Website: <http://www.mcieast.marines.mil/StaffOffices/Contracting.aspx#>

FY 2012 Close out dates:

Our first cut-off date has passed for requirements greater than \$1 million. Please get your requirements under \$1 million to us as soon as you can even if you do not have a completed item description/statement of work. We can help you define your requirement. This year the closeout dates will be more firm than in the past because changes to policy require additional posting and documentation.

PROCUREMENT REQUIREMENT	CUT-OFF DATE	NOTE
\$150,000 - \$1,000,000	02 JUL 12	SUPPLY CONTRACTS
\$3,000 - \$150,000	15 AUG 12	
FY 2013 DELIVERY ORDERS	31 AUG 12	

Not Too Early to Plan for FY 13, Maybe Too Late

Policy changes in the past year have taken some a lot of our ability to streamline high dollar value procurements. We also anticipate additional policy changes coming in the near future limiting our ability to extend current contracts and create bridge contracts to extend services about to expire. We must plan early for these procurements and we need you to get the contracting office involved early in market research and requirements definition. Sole source and name brand requirements have an extended lead time. Please submit PRs subject to availability of funds or contact RCO management for assistance prior to receipt of funds or to help define the requirement.

Information Technology Procurement

IT waivers take a while to process at the end of the fiscal year. Apply for them early and submit your purchases concurrently. As always, we will process your requirement until we receive the waiver. Each year we have to cancel multiple requirements because the waiver was not received in time to make an award. MARADMIN 375/11 provides waiver guidance for Information Technology hardware and software. This includes cell phones. Contact Waymon Gardner, phone: 449-9747 or e-mail: Waymon.gardner@usmc.mil, for renewal of cell phone contracts.

Bona fide need rule, Supplies

The last quarter of the fiscal year is the time to think about your requirements in terms of the bona fide need rule, which requires appropriated funds be used only for goods and services for which a need arises during the period of that appropriation’s availability for obligation.

Supply items: Generally, bona fide need is determined by when the government actually requires (i.e., will be able to use) the supplies being acquired. Supply needs of a future year are the bona fide need of the year in which they are required, unless an exception applies:

- Lead-time exception: Agencies are permitted to consider normal production lead-time in determining bona fide need for a purchase. For example, if the normal lead-time for an item is 30 days, the government may obligate FY 08 funds for an item required on or before 30 Oct 08.
- Stock level exception: Agencies may use current year funds to replace stock consumed in the current fiscal year, even though the replacement stock will not be used until the following fiscal year. However, fiscal-year-end stockpiling of supplies in excess of normal usage requirements is prohibited.

Bona fide need rule, services

Statutory exceptions: The FY98 Defense Authorization Act amended Title 10 of the U.S. Code (Section 2410a) to permit authorized DoD agencies to obligate funds available at the time of contract award to finance a severable service contract with a period of performance not to exceed 12 months. For example, the DoD agency may obligate FY 12 funds for a 12 month severable service contract that begins anytime during FY 12 and continues into FY 13.

Supported units will be required to submit a bon fide needs certification for any FY 12 requirement with expected delivery in FY 13

PURCHASE REQUEST CHECKLIST

All requirements for supplies must be screened for availability in the supply system using; NSN, NIIN, nomenclature, manufacturer and or part number prior to being routed for contract action! If the supplies are available through the supply system they must be acquired through the supply system in accordance with; Federal Acquisition Regulation (FAR) 8.002 (a) (1). This checklist is provided to document the mandatory screening of the supply system and to minimize delays in the PR routing/ procurement process.

PURCHASE REQUEST #:			
STEP	YES	<i>Check the appropriate block for each step listed below</i>	
1		If the supplies requested are not found in the supply system, a screen shot from the system showing that the supplies are not available must be provided. Is the documentation required by this step, attached to this request?	
STEP	YES		
2		If MEF units must review AMHS MSG DTG 221604z Sep 11 prior to routing this request for contract action. Additional guidance on waivers can also be found at: http://www.marines.mil/unit/mceast/contracting/Pages/waiver-requirements.aspx Has this message and website been reviewed and are all required waivers attached to this request?	
STEP	YES	N/A	
3		If the items ARE in the supply system but they are not available in sufficient time, quality or quantity, provide the appropriate Defense Logistics Agency (DLA), Item manager or Marine Corps Systems Command waiver to support and authorize purchasing these items outside the supply system. Is this step applicable and are all required waivers attached to this request?	
STEP	YES	N/A	
4		If a sole source or brand name specific item is requested for this requirement, a sole source justification and approval must be completed and attached to this request. http://hqmc.usmc.mil/CMPG/usmc_cmpg/files/doc/USMC-Sole-Source-Justification-and-Approval-Template.doc Is this step applicable and is the required documentation attached to this request?	
<i>Purchase Requests (PR's) for similar items within the same organization should be consolidated to leverage economies of scale and reduce administrative burden. Ensure PR's are consolidated whenever possible.</i>			

(If you have any questions about the steps listed above or the procurement process call 910-451-2184)

**PURCHASE REQUEST CHECKLIST SUPPLY ENDORSEMENT **			
I certify, that the supply system has been properly screened and that the above steps have been completed in their entirety for the items requested on this Purchase Request.			
_____	_____	_____	_____
Supply Officer/Chief (Print Rank/Name/Billet)	Signature	Date	Phone #
**PURCHASE REQUEST CHECKLIST COMMAND ENDORSEMENT **			
I have reviewed and approve this Purchase Request.			
_____	_____	_____	_____
CO/XO (Print Rank/Name/Billet)	Signature	Date	Phone #