

RMKS/I. THIS IS A COORDINATED MCIEAST COMPTROLLER, II MEF COMPTROLLER AND REGIONAL CONTRACTING OFFICE EAST (RCO-EAST) MESSAGE. THE PURPOSE OF THIS MESSAGE IS TO ESTABLISH PROCEDURES FOR PURCHASE REQUESTS (PR) SUBMITTED TO MCIEAST CONTRACTING OFFICES IN ORDER TO PROVIDE MORE EFFECTIVE SUPPORT DURING FY 2013.

2. PR SUBMISSION (DEFINED AS ENTERED INTO PR BUILDER) CUT-OFF DATES ARE ESTABLISHED AS FOLLOWS:

PROCUREMENT REQUIREMENT CUT-OFF DATE  
GREATER THAN \$1,000,000 05 APR 13  
\$150,000 - \$1,000,000 03 MAY 13 SERVICE CONTRACTS  
\$150,000 - \$1,000,000 12 JUL 13 SUPPLY CONTRACTS  
\$3,000 - \$150,000 16 AUG 13  
<\$3,000 06 SEP 13 AIRCRAFT PARTS  
FY 14 TASK/DELIVERY ORDERS 30 AUG 13

MIDNIGHT ON THE DATES LISTED ABOVE, CONSTITUTE THE LAST OPPORTUNITY FOR SUBMISSION AND ACCEPTANCE OF REQUIREMENTS TO BE PROCURED ON THE OPEN MARKET AND DELIVERY ORDERS AGAINST ESTABLISHED GOVERNMENT CONTRACTS. REQUIREMENTS SUBMITTED AFTER THE NOTED CUT-OFF DATES WILL BE ACCEPTED AT THE DISCRETION OF THE DIRECTOR OF THE MCIEAST CONTRACTING OFFICE. 5 DAYS GRACE AFTER A CUTOFF DATE WILL BE ALLOWED FOR A PR TO TRANSIT THE PR BUILDER WORKFLOW AND ARRIVE IN THE CONTRACTS INBOX. ONLY EMERGENT REQUIREMENTS AFFECTING LIFE, LIMB OR MISSION ACCOMPLISHMENT WILL BE CONSIDERED AFTER 16 AUG 2013.

3. ALL INTERAGENCY TRANSFER SUPPORT REQUIREMENTS MUST BE SUBMITTED TO MCIEAST RCO BY COB OF THE BELOW LISTED DATES DUE TO ADMINISTRATIVE REVIEW AND PROCESSING TIME REQUIRED. REF A PROVIDES DETAILED OVERVIEW OF FUNDS TRANSFER REQUIREMENTS AND THE RCO WEB SITE PROVIDES REPORT FORMAT AND OTHER GUIDANCE.

ECONOMY ACT ORDERS  
ASSISTING ACTIVITY THRESHOLD CUT OFF DATE  
DOD AGENCY \$2,500 TO \$5 MILLION 30 AUG 13  
DOD AGENCY \$5 MILLION OR GREATER 12 JUL 13  
NON DOD AGENCY \$2,500 OR GREATER 12 JUL 13

NON ECONOMY ACT ORDERS  
ASSISTING ACTIVITY THRESHOLD CUT OFF DATE  
NON DOD AGENCY \$2,500 TO \$5 MILLION 12 JUL 13  
NON DOD AGENCY \$5 MILLION OR GREATER 14 JUN 13

4. SUPPORTED UNITS WILL SCREEN MANDATORY FEDERAL SOURCES OF SUPPLY PRIOR TO SUBMITTING REQUIREMENTS TO MCIEAST RCO. THOSE REQUIREMENTS NOT AVAILABLE FROM MANDATORY SOURCES WILL BE SUBMITTED TO MCIEAST RCO UTILIZING PR BUILDER. PR SUBMISSION MUST INCLUDE TECHNICAL POC INFORMATION, A DETAILED DESCRIPTION OF THE REQUIREMENT, REASONABLE REQUIRED DELIVERY DATE, AND A VALID LINE OF ACCOUNTING. JUSTIFICATION STATEMENTS MUST BE SUBMITTED BY REQUIREMENT GENERATORS FOR ALL LIMITED/SOLE SOURCE AND URGENT REQUIREMENTS TO SUBSTANTIATE LIMITING COMPETITION. ADDITIONAL GUIDANCE FOR JUSTIFICATION STATEMENTS IS PROVIDED ON THE RCO WEBSITE.

5. URGENT PR REQUIREMENTS WILL CITE APPROPRIATE PRIORITY DESIGNATION AND MEET REQUIREMENTS OF REF B, TO INCLUDE BN/SQDRN COMMANDING OFFICER APPROVAL OR DELEGATION OF CO APPROVAL AND EMERGENCY IMPACT STATEMENT SUBSTANTIATING MISSION ESSENTIALITY. A POTENTIAL LOSS OF FUNDS DOES NOT CONSTITUTE AN EMERGENCY, AND SHALL NOT BE USED TO JUSTIFY HIGHER PRIORITIES.

6. CALL 451-7842/3 WHEN SUBMITTING AN URGENT PR THAT MUST BE FILLED IN 7 DAYS OR LESS.

7. WAIVERS ARE REQUIRED FOR ALL INFORMATION TECHNOLOGY SUPPLIES AND SERVICES (IAW REF C), FOR PERSONNEL SUPPORT EQUIPMENT (FURNITURE), AND FOR VEHICLE AND MATERIAL HANDLING EQUIPMENT REQUIREMENTS (IAW REF D). PER REF E, II MEF UNITS ARE REQUIRED TO SUBMIT A WAIVER FOR EQUIPMENT PURCHASES. IN PREVIOUS YEARS, SUPPORTED UNITS WERE ENCOURAGED TO SUBMIT REQUIREMENTS BEFORE WAIVERS WERE IN PLACE. THIS GUIDANCE HAS CHANGED FOR FY13. ALL WAIVERS ARE REQUIRED PRIOR TO ANY PRE AWARD ACTIONS TAKING PLACE.

8. IN PREVIOUS YEARS, SUPPORTED UNITS WERE ENCOURAGED TO SUBMIT A "SUBJECT TO THE AVAILABILITY OF FUNDS" (SAF) PR FOR PURCHASES WHICH FUNDING IS NOT CURRENTLY AVAILABLE. WITH THE EXCEPTION OF ACTIONS DESCRIBED IN PARA 11 WHICH TAKE INTO CONSIDERATION THE START OF A FISCAL YEAR, END OF THE FISCAL YEAR AND CURRENT PR REQUIREMENTS MUST HAVE A VALID LINE OF ACCOUNTING BEFORE ANY PRE AWARD ACTIONS WILL TAKE PLACE.

9. DURING THE LAST MONTH OF THE FY, CONTRACTING OFFICE EFFORTS WILL BE AIMED AT COMPLETING AWARDS BY THE END OF THE FY. FOR FUNDING ALLOCATIONS THAT REQUIRE ITEM DELIVERY AND OBLIGATION BY THE END OF FISCAL YEAR, IT IS THE RESPONSIBILITY OF THE SUPPORTED UNIT TO PROVIDE ENOUGH ADDITIONAL LEAD TIME BASED ON KNOWLEDGE OF INDUSTRY STANDARD ORDER-SHIP-TIME TO RECEIVE THE GOODS BEFORE 30 SEPTEMBER. ADDITIONALLY, ANY GOODS ORDERED MUST CONFORM TO THE BONA FIDE NEED RULE IN ORDER TO USE FY13 FUNDS.

10. DURING THE FISCAL YEAR, SERVICES MAY BE FUNDED WITH DELIVERY ORDERS ESTIMATED FOR THE AMOUNT OF SERVICES THAT ARE EXPECTED DURING THE TIME PERIOD. THESE CONTRACTS ARE FUNDED WITH A PR MONTHLY OR QUARTERLY. THE CONTRACTOR IS NOT OBLIGATED TO CONTINUE TO PROVIDE SERVICES ONCE FUNDS ON THEIR CURRENT DELIVERY ORDER ARE EXCEEDED. IT IS THE RESPONSIBILITY OF THE UNIT REQUESTING THE SERVICES TO ENSURE FUNDING IS ADEQUATE AND THAT ADDITIONAL FUNDS ARE SUBMITTED IN A TIMELY BASIS TO ENSURE SERVICES CONTINUE.

11. MCIEAST CONTRACTING HAS MANY CONTRACTS FOR SERVICES THAT SUPPORTED UNITS REQUIRE TO BE CONTINUED WITHOUT INTERRUPTION WHEN THE NEW FISCAL YEAR (FY) BEGINS ON 1 OCT. PER THE PARAGRAPH 2 DEADLINE FOR TASK AND DELIVERY ORDERS, TO ENSURE UNINTERRUPTED SERVICE, MCIEAST CONTRACTING REQUIRES FY 2014 PR FOR THESE SERVICES NO LATER THAN 30 AUG 2013. THE PR SHOULD BE SUBMITTED WITH THE SUBJECT TO AVAILABILITY OF FUNDS (SAF) BOX CHECKED AND WITH A RELEASE DATE OF 1 OCTOBER 2013, OR LATER DATE AS DIRECTED BY COMPTROLLER. EXAMPLES OF THESE SERVICES ARE CELL PHONES, SAFETY KLEEN, PORTABLE TOILETS, ETC. UNITS ARE REQUIRED TO SUBMIT C4I WAIVER REQUESTS FOR RENEWAL OF CELL PHONES OR OTHER IT REQUIREMENTS EACH FY, AND THE WAIVER MUST BE RECEIVED BEFORE FUNDING IS PLACED ON A CONTRACT.

12. MSC COMPTROLLERS MAY SET CUTOFF DATES FOR THE USE OF THE GCPC. COORDINATE WITH YOUR COMPTROLLER FOR GUIDANCE. MSC COMPTROLLERS MAY COORDINATE WITH THE GCPC APC FOR THE

SUSPENSION OF GCPC CARDS FOR FY CLOSEOUT.

12. REQUEST WIDEST DISTRIBUTION TO ALL TENANT COMMANDERS, COMPTROLLERS, SUPPLY OFFICERS AND FUND ADMINISTRATORS.//