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 2017 CUT-OFF DATES FOR CONTRACTING SUPPORT AND PURCHASE REQUEST SUBMISSIONS

Ref: (a) Federal Acquisition Regulation (FAR)
(b) Department of Defense FAR Supplement
(c) Navy Marine Corps Acquisition Regulation Supplement
(d) Marine Corps Acquisition Policy & Procedures
(e) NAVSUPINST 4200.85D
(f) FY 2016 Fiscal Guidance dtd 25 Aug 2015
(g) MARADMIN 298/16 dtd June 14, 2016, U.S. Marine Corps Contractual Services Guidance for Fiscal Year (FY) 2017
(h) MARADMIN 375/11 dtd July 6, 2011, Information Technology (IT) Funding, Approval, and Procurement
(i) MARADMIN 331/15 dtd July 9, 2015, Offline and Internet Based Ordering Policy

Encl: (1) Marine Corps Installations Command Customer Planning Considerations
(2) Marine Corps Installations Command Regional Contracting Office Purchase Request Cut-Off Dates
(3) Marine Corps Installations Command Regional Contracting Office Purchase Request Package Requirements

1. Purpose. To establish submission deadlines for Fiscal Year 2017 (FY17) purchase requests (PRs) for all requiring activities serviced by Marine Corps Installations Command (MCICOM) regional contracting offices (RCOs).

2. Cancellation. None

3. Background. Contracting guidance and due dates for closing out each fiscal year are mandated by the references. Due to continuing resolutions and quarterly Operations and Maintenance fund apportionment actions, Commands face increasing pressure to obligate funds earlier in the FY. This bulletin provides deadlines and guidance that will assist requiring activities, comptrollers, and contracting officers (KOs) in meeting these obligation targets.

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

b. Enclosure (1) provides requiring activities with an overview of the acquisition process and general timeframe guidance.

c. Enclosure (2) provides requiring activities with actual PR cut-off dates. MCICOM establishes these dates to effectively and efficiently execute

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the procurement of supplies and services in accordance with references (a) through (e).

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

e. 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.

4. Action. In anticipation of Programs and Resources (P&R) FY17 closeout guidance, RCOs intend to obligate at least 85 percent of funds by 31 July 2017 and 100 percent by mid-September 2017.

a. **MCICOM Supported Requiring Activities**. Requiring activities are advised to:

(1) **Submit Timely PRs**: Consider PR Builder time and workflow approval requirements. Coordinate and submit PRs to the responsible RCO by the deadlines in enclosure (2).

(2) **$1 Planning PRs**: As fully detailed in reference (f), use a $1 commitment or "planning PR" to engage with the RCO prior to quarterly allocation of funds. Such PRs represent an irrevocable guarantee to fund the requirement with current year dollars once funding becomes available. RCOs must receive planning PRs in accordance with the timelines in enclosure (2). For all anticipated requirements above $150K, requiring activities shall coordinate planning PRs with their comptroller.

(3) **Fiscal Year 2018 PRs**: For actions required on or after 01 October 2017, submit PRs in PR Builder with FY18 document numbers and "Subject to Availability of Funds" (SAF). Requiring activities should submit PRs during FY17 for increased probability of a timely contract award.

(4) **Requirements of a PR Package**: Requiring activities will comply with enclosure (3) when submitting PR packages in PR Builder.

b. **Command Contract Planning**. Commands must comply with P&R policy regarding submission of contract obligation plans. Furthermore, per reference (g), Commanders will implement Service Requirements Review Board (SRRB) procedures to address all service contract requirements exceeding $150K. RCOs will support Command SRRBs to the maximum extent possible.

c. **Coordinating Instructions**

(1) Estimated Dollar Value and Procurement Action Lead Time (PALT). 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, the RCOs will forward all contracting actions that require higher level approval to either the MCICOM Contracting Office or the Installations and Logistics (I&L) Contracts Division (Code LB) for approval. Therefore, an RCO cannot guarantee contract award by 30 September 2017 for requirements submitted without consideration of the time necessary to conduct reviews and obtain approval.

(2) **Plan of Action and Milestone (POA&M).** For each anticipated action exceeding $150K, 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 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 adjustment over time.

(3) **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).

(4) **Legal Review.** KOs must coordinate with legal counsel for **ALL** contract documents associated with a contract action expected to equal or exceed $150K (includes base year and any option years). However, customers or contracting personnel may request legal opinion on any contract matter regardless of anticipated contract value.

(5) **Contract Options and Follow-on Contracts for Expiring Contracts.**

(a) 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 (g), Information Technology Procurement Request/Review Approval System approval per reference (h), etc.). For options starting in the first quarter of FY18, the requiring activity must submit an FY18 SAF PR during FY17. Additionally, requiring activities not intending to exercise a contract option must notify the RCO within the same timelines.

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

(6) **Government Commercial Purchase Card (GCPC) usage.** Use of the GCPC shall comply with the approval procedures outlined in reference (i). GCPC cardholders and approving officials must reconcile and certify their September 2017 statements within five days of the cycle closing date. Subsequent FY17 GCPC purchases posting to a cardholder's account during the October 2017 billing cycle require prior approval from the respective comptroller. Command comptrollers may request that the supporting Agency Program Coordinator (APC) disable GCPC cards to control end of year activity. As part of annual procedures, Level 4/5 APCs and financial managers/comptrollers must validate their respective lines of accounting in CitiDirect for proper roll-over into FY18 or provide a Command option out notification to the Level 3 APC.

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

(a) MCICOM encourages requiring activities to consult with non-Marine Corps contracting activities for their PR submission cut-off dates.

(b) Assisted Acquisitions. Requiring activities must draft a determination and findings (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, RCO KO, and I&L (LB) must concur with the D&F before transferring funds.

1. A copy of the D&F must be attached to the transfer document unless the **Military Interdepartmental Purchase Request** cites specific regulatory or statutory authority allowing the fund transfer.

2. For planning purposes, requiring activities must submit D&Fs to the RCO at least 60 days before the proposed funds transfer date to allow sufficient time for all reviews and approval.

(c) Delegation of Contracting Authority (DCA): Each Department of Navy (DoN) contracting activity has specified authorities per DoN policy. 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 NAVFACENGCOM for construction requirements.) Requiring activities must submit DCA requests to RCOs at least 90 days prior to a proposed funds transfer to allow sufficient time for all reviews and approval.

(8) No Guarantee after the Cut-Off Deadline. Due to end-of-year volume, RCOs cannot guarantee timely obligations for requests received after the PR cut-off dates. Except in cases of unusual and compelling urgency, acceptance of PRs received after the PR cut-off dates will be at the discretion of the RCO Chief of the Contracting Office. RCOs will confer with requiring activity comptrollers and make every effort to award all requests.

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

J. R. GILTZ
By direction

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Copy to:
DC, I&L (LB)
DC, P&R

MARINE CORPS INSTALLATIONS COMMAND
CUSTOMER 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 the Federal Acquisitions Regulation (FAR), Defense FAR Supplement, Navy Marine Corps Acquisition Regulation Supplement, and Marine Corps Acquisition Policy & Procedures.

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 regional contracting office (RCO) 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 RCO early. "Early" means prior to the deadline for submitting the requirements package through PR Builder using both the procurement action lead time (PALT) chart below and the fiscal year cut-off dates (enclosure (2)) as guides. The requiring activity submits a purchase request (PR) with the entire requirements package attached to begin the acquisition process. 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 RCO 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. 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. Contract administration is a team effort that includes the requiring activity, RCO, and the contractor. Communication is key to securing successful performance.

PROCUREMENT ACTION LEAD TIMES (PALT): The table below indicates the average PALT from the receipt of a PR to contract award. PALT begins on the date the RCO receives and accepts a complete PR package. A key factor in meeting PALT for any requirement is to maintain communication with the RCO. 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 (CI) 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.

PROCUREMENT ACTION LEAD TIME (PALT)		
Total Acquisition Value	Supply PALT	Service PALT*
$3.5K ~ $150K	30 days	30 days
$150K ~ $7M (CI)	120 days	150 days
$150K ~ $10M (non-CI) $7M ~ $10M (CI)	190 days**	240 days**
$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

EST. VALUE	REQUIREMENT		CUT-OFF
ALL Values	*Service or Supply*	*Delegated Contracting Authority (DCA) Request*	*90 days prior to transfer*
		Assisted Acquisition Determination & Findings (D&F)	*60 days prior to transfer*
	Service	*Option Exercise (FY17 and FY18 SAF PR)*	*3 months prior to expiration*
> $50M*	Service or Supply	New or Renewal: Regardless of procurement method (FY18 Delivery/POP)	02 Nov 16
> $10M to $50M*	Service	New or Renewal: Regardless of procurement method	29 Nov 16
		Add Work: In-scope modification to existing contract/task order	15 Jun 17
	Supply	New or Renewal: Regardless of procurement method	07 Dec 16
***See Enclosure(1): Requirements subject to higher headquarters review may lead to unexpected delays that could endanger award ability in FY17. Requirements users should maintain continuous engagement with the RCO to promptly address issues throughout the review cycle.**			
> $150K to $10M Non-Commercial Item	Service	New or Renewal: Regardless of procurement method	18 Jan 17
		Add Work: In-scope modification to existing contract/task order	15 Jun 17
And	Supply	Open market	15 Feb 17
> $7M to $10M Commercial Item		Delivery order against GSA Federal Supply Schedule (FSS), governmentwide acquisition contract (GWAC), or existing indefinite delivery/indefinite quantity (IDIQ) contract/blanket purchase agreement (BPA)	15 Mar 17
> $150K to $7M Commercial Item	Service	New or Renewal: Regardless of procurement method	28 Apr 17
		Add Work: In-scope modification to existing contract/task order	14 Jul 17
	Supply	Open market	25 May 17
		Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA	08 Jun 17
< $150K	Service	New or Renewal: Regardless of procurement method	04 Aug 17
		Add Work: In-scope modification to existing contract/task order	04 Aug 17
	Supply	Open market	04 Aug 17
		Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA	15 Aug 17

Notes:
1. Each RCO Chief of the Contracting Office has the discretion to accept requirements submitted after published cut-off dates. Prior to RCO consideration for acceptance, requirements must be cleared by the requiring activity's comptroller. This ensures Command awareness of procurements in jeopardy of not meeting the award date of 30 September 2017.
2. Bona fide emergencies will be addressed on a case-by-case basis and shall include approval at the Commanding Officer level.
3. Cut-off dates assume submission of a complete and executable requirements package.

MARINE CORPS INSTALLATIONS COMMAND REGIONAL CONTRACTING OFFICE
PURCHASE REQUEST PACKAGE REQUIREMENTS

<table>
<tr><td colspan="2">**ALL** purchase request packages will include:
• Purchase request with a valid line of accounting either fully funded or with a funding guarantee letter
• Independent government cost estimate
• Wide Area Workflow point of contact (POC)
• Product Service Code (PSC)* correctly associated with the corresponding Object Class Code for proper accountability and data transparency
• Any other waivers/approvals/certifications, as required
• *If information technology related, evidence of Information Technology Procurement Request/Review Approval System (ITPRAS) approval in accordance with reference (h)*
• *If >$150k, commercial item determination / commercial item checklist*
• *If contract will contain security requirements, draft DD Form 254*</td></tr>
<tr><td>For **SUPPLIES**, also include:
• Item description
• Technical POC
• Required delivery date</td><td>For **SERVICES**, also include:
• Performance work statement
• Quality assurance surveillance plan
• Non-inherently governmental functions determination
• Non-personal services certification
• Contracting Officer's Representative (COR)**
• Required period of performance start and end date(s)
• *If >$150k, evidence of Service Requirements Review Board (SRRB) approval per reference (g)*</td></tr>
<tr><td colspan="2">** A PSC selection tool is available at https://psctool.us.*
*** For acquisitions below $150K, a technical POC **may** be substituted for a COR in the PR package per reference (b). Discuss this matter with your KO.*</td></tr>
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