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

Canc: Nov 2016

MCICOMBul 4200
CB
NOV 20 2015

MARINE CORPS INSTALLATIONS COMMAND BULLETIN 4200

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

Subj: FISCAL YEAR 2016 CUT-OFF DATES FOR CONTRACTING SUPPORT AND PURCHASE REQUEST (PR) 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) FY 2016 Fiscal Guidance dtd 25 Aug 2015
(g) MARADMIN 441/15 dtd 14 Sept 2015, U.S. Marine Corps Contractual Services Guidance for Fiscal Year 2016
(h) MARADMIN 331/15 dtd 9 Jul 2015, Offline and Internet Based Ordering Policy
(i) MARADMIN 375/11 dtd 6 Jul 2011, Information Technology Funding, Approval, and Procurement

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

1. Purpose. To publish guidance for the appropriate support of requirements and establish submission deadlines for Fiscal Year 2016 (FY16) Purchase Requests (PRs) to the Marine Corps Field Contracting Sites (MCFCS), within Marine Corps Installations Command (MCICOM), in order to ensure proper contracting assistance and timely contract execution are accomplished for supplies and services requirements by all MCICOM Regional Contracting Office (RCO) locations.

a. Supported units see enclosure (1) for acquisition guidance and enclosure (2) for PR submission cut-off dates for Installations RCO support.

b. Units are further encouraged to consult with other contracting activities and offices (e.g., Naval Facilities Engineering Command (NAVFACENGCOM) Facilities Engineering Acquisition Division (FEAD), United States Army Corps of Engineers (USACE)), and other assisted acquisition service agencies for their contracting support and PR submission cut-off dates.

2. Cancellation. MCICOM Policy Letter 4-15.

3. Background. Contracting guidance and due dates for closing out each FY are mandated by the references. Previous lessons learned demonstrate that without guidance and established due dates, contracting actions are generated too late in the FY to provide optimal results or avoid the loss of appropriated funds. Given the delays in funds availability, driven by continuing resolutions and

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

quarterly Operations and Maintenance (O&M) apportionment actions, Commands are faced with increasing pressure to obligate funds earlier in the FY. This bulletin provides deadlines and guidance that will assist units, comptrollers and contracting officers (KOs) in meeting these obligation targets.

a. References (a) through (e) establish contracting policies and procedures for all MCFCS KOs to follow in providing support.

b. Enclosure (2) provides supported units with the timeframes MCICOM RCOs require for the effective and efficient use of resources to execute the procurement of supplies and services in accordance with references (a) through (e).

c. MCICOM Contracting Office serves as the higher headquarters office to four RCOs; MCINCR RCO, MCIEAST RCO, MCIWEST RCO and MCIPAC RCO. Each MCICOM RCO has subordinate satellite offices within their regions.

4. Action. To ensure the Marine Corps meets an obligation rate of 85 percent by the end of July, MCICOM RCOs will utilize 31 July 2016 as the "early FY closeout" and 11 September 2016 as 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) **Submit Timely PRs**: Consider the time and workflow approval requirements when submitting PRs via the Purchase Request Builder (PRBuilder) web-based system. Coordinate and submit timely PRs for delivery to the designated RCO responsible for contract execution in order to meet the deadline dates published in enclosure (2).

(2) **$1 Planning PRs**: Use of the $1 commitment or "Planning PR" allows requirements owners to engage with the contracting office prior to quarterly allocation of funds for those contracts that will confidently obligate. Supported organizations should coordinate PR submission by incorporating the lead time necessary for the RCO to initiate the contracting process short of award. For all anticipated requirements above $150K, to include validated service requirements outlined in their FY2016 Contract Obligation Plans, supported organizations shall coordinate with their comptroller, submission of PRs committing only $1 as it confirms for the Chief of Contracting Office (CCO) an irrevocable guarantee to fund the contractual requirement with current year dollars once funding becomes available, see reference (f) for guidance.

(3) **Fiscal Year 2017 PRs**: PRs submitted via PR Builder for the renewal of existing contracts via options that are effective on or after 1 October 2016 must be submitted with FY17 document numbers. The contracting office should receive these requests via PR Builder as "Subject to Availability of Funds" (SAF). Units should submit PRs for FY17 follow-on or new-start contracts in FY16 to allow for an increased probability of a contract award by the required delivery or performance start date.

(4) **Requirements of a PR Package**: PR packages include a valid line of accounting either fully funded or with a funding guarantee letter, a detailed description of the requirement, a reasonable delivery date/period of performance start and end date(s), an Independent Government Cost Estimate (IGCE), a usable Performance Work Statement (PWS)/Statement of Work (SOW) and Quality Assurance Surveillance Plan (QASP), requirements technical point of contact, Wide Area Workflow point of contact, and any other waivers/approvals/certifications as required. An approved Information

Technology Procurement Request Review/Approval System (ITPRAS) is required to be included for all information technology related supplies/services in accordance with reference (i). In addition, requirements shall include the Product Service Code (PSC) correctly associated with the corresponding Object Class Code (OCC) for proper accountability and data transparency. A PSC Selection tool is available and located at https://psctool.us.

b. **Command Contract Obligation Plans**. Commands are directed by reference (f) to submit contract obligation plans that identify anticipated contractual actions exceeding the Simplified Acquisition Threshold (SAT) ($150,000).

(1) Per reference (g) Commanders shall implement Service Requirement Review Board (SRRB) procedures addressing all service contract requirements exceeding the SAT, as part of broader procurement planning initiatives. MCICOM RCOs shall support Command SRRBs.

(2) Requirements owners should coordinate submission of PR packages or assisted acquisition requests for the listed requirements to the supporting MCI RCO to improve the obligation of FY allocations prior to 31 July 2016.

c. **Coordinating Instructions**

(1) **Estimated Dollar Value and Procurement Action Lead Time (PALT)**. As a general rule, the processing time increases as the dollar value of a contract increases. This is attributed to the number of required contract reviews, regulatory provisions, and the documentation necessary to support the award of high dollar value contracts. Contracts greater than $10 million in total value (includes the base year plus all option periods) require additional review and approval from higher headquarters, normally resulting in longer procurement cycle times. All contracting actions that require higher level review or approvals, (see reference (d) MAPS, Appendix A) are forwarded by the MCICOM RCO to the MCICOM Contracting Office for approval and/or submission to Contracts Division (Code LB), Installations and Logistics (I&L). Therefore, MCICOM RCOs cannot guarantee contract award by 30 September 2016 for requirements submitted without consideration of the time necessary to conduct reviews and obtain approval.

(2) **Plan of Action and Milestone (POA&M)**. Per reference (f), for anticipated actions exceeding the SAT, KOs, in coordination with the requiring activity, should establish a POA&M schedule estimating the processing time for each sub-phase of the acquisition process for the particular requirement. Once established, the POA&M belongs to both the requiring activity and the KO, and refined when necessary. The longer the acquisition process and complexity of the requirement, the more likely it is that the POA&M will require adjustment over time. While the POA&M is always subject to change, it serves as a baseline to measure contracting execution performance. As the adjustment to dates become necessary, the respective POA&M must be updated whenever the estimated contract award date impacts contract execution and performance.

(3) **Competition in Contracting**. KOs are required to promote and provide for full and open competition to the maximum extent practicable as required by the Competition in Contracting Act (CICA). Requirements for other than full and open competition are scrutinized to determine if there is a valid exception to the competition requirements as described in FAR. These exceptions (e.g., sole source, brand name, unusual and compelling urgency) must be justified and approved through legal counsel, the KO, and Regional Command Competition Advocates. The requiring activity is responsible for providing and preparing a draft Justification and Approval (J&A) for other than full and open

competition. Endorsement and approval will not be granted unless it is adequately supported and accompanied by the appropriate documentation and has the concurrence of legal counsel. MCICOM requires a minimum of 10 days processing for any J&As requiring higher level approval.

(4) **Legal Review**. KOs are required to coordinate opinions of legal sufficiency for **ALL** contract documents associated with an impending contract action expected to be $150K or more in total value (base year and any planned option years combined). It is important to realize that obtaining legal sufficiency on any given contract may require more than one legal review. Additionally, depending on the circumstances and complexity of the acquisition, a customer or contracting personnel may request the opinion of legal counsel on any contract document or situation regardless of anticipated contract value and effect.

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

(a) Requests to exercise contract options are to be submitted via PR Builder no later than (NLT) three months prior to the actual renewal award date. Requests should include any required waivers (i.e. information technology waiver, authority to operate, etc.). For option actions that are to start in the first quarter of FY17, notification of intent to exercise the option must be received within FY16 as an FY17 SAF PR. Additionally, for activities not intending to exercise remaining contract options, notification shall also be submitted within the same timelines to ensure timely notification to contractors.

(b) As soon as the last option year of an existing contract is executed, customers should consult with their respective RCO to coordinate timely PR Package submission and establishment of an updated acquisition strategy to reduce time needed to execute and award the follow-on contract effort to meet on-going requirement(s). A follow-on requirement utilizes the same timelines established for new requirements. In addition, requirements generators should ensure the following additional information and documentation are provided: current contract number, applicable purchase request number(s), and interim contractor performance assessments.

(6) **Government Commercial Purchase Card (GCPC) usage**. Splitting buys to circumvent the Micro-Purchase Threshold (MPT) is illegal. The MPT is currently $3,500 for supplies, $2,500 for services subject to the Service Contract Act (SCA) and $2,000 for construction. Use of the GCPC shall comply with the procedures outlined in reference (h). GCPC cardholders and approving officials must reconcile and certify their September 2016 statements within five days after the cycle closing date. Subsequent FY16 GCPC purchases, whether new or pending, posting onto a cardholders account during the October 2016 billing cycle will require prior approval from the respective comptroller. Comptroller(s) may request that the supporting Agency Program Coordinator (APC) shut-off GCPC cards to control end of year activity. Also, 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 FY17 or provide a Command option-out notification to the Level 3 APC.

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

(a) Economy Act Orders and Non-Economy Act Orders. Any funding transfer utilizing the cited authority resulting in the use of Non-Marine Corps acquisition resources or Non-Marine Corps contracts (Assisted Acquisitions) to

satisfy requirements must include a Determination and Findings (D&F) in accordance with references (c) and (d). Concurrence by the applicable Installation Commander (or Marine Expeditionary Force Command, Major Subordinate Command), comptroller, legal counsel, and the supporting activity KO before transferring funds must be included in the process.

1. For filing purposes, unless authorized by regulation or statutory authority cited in the **Military Interdepartmental Purchase Request (MIPR)**, a copy of the D&F must be attached to the transfer document (i.e., MIPR) for the gaining contracting activity's files.

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

(b) Delegation of Contracting Authority (DCA). In accordance with reference (c) DCA approval is required for the transfer of funds to another contracting office within the Department of the Navy that does not have specified contracting authority covering the required supplies or services (for instance, a DCA is not required for the transfer of funds to NAVFACENGCOM for construction requirements, or to SPAWARSYSCOM for command and control systems). In order to facilitate supporting FY16 requirements, MCICOM Contracts must receive DCA requests at least 90 days prior to proposed transfer for submission to Contracts Division (LB).

(8) **No Guarantee after the Cut-Off Deadline**. Except in cases of unusual and compelling urgency, acceptance of procurement requests after the PR cut-off dates listed in enclosure (2) will be at the discretion of the CCO or Deputy Director at each MCICOM RCO location. Requirements greater than $150K will not be accepted after 5 August 2016 unless previously submitted as a $1 Planning PR. Contracting offices will confer with supporting activity comptrollers and make every effort to award all requests. However, due to the end-of-year volume, contracting offices cannot guarantee timely obligations for requests received after the PR cut-off dates. The success of end of fiscal year relies on the continuous and open communications between the requiring activity, comptroller and contracting.

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

C. L. HUDSON

DISTRIBUTION: C

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

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 obligating Marine Corps appropriated funds must meet the applicable requirements of the Federal Acquisitions Regulation (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS), and Marine Corps Acquisition Procedures Supplement (MAPS). The FAR and DFARS carry the force of law, and failure to comply is a violation of Federal law.

ACQUISITION PHASES:

The Acquisition Phases listed below provide a guideline only and are not all inclusive. It does not depict all situations but outlines the basic procurement process for supplies and services by a contracting office:

1. **Requirements Generation Planning**: Customer development of requirements is typically an arduous and extremely time consuming process that requires the activity to dedicate full time efforts of its personnel to identify, define requirements through use of various research and analysis techniques, determining commercial market capabilities that may be available, and estimating a potential price tag through the establishment of an Independent Government Cost Estimate (IGCE). This may also include coordination with a Regional Contracting Office (RCO) to conduct an Industry Day or Request for Information (RFI) to gauge resources, capabilities and interest. RCOs will establish and maintain standard processes, checklists, and forms to ensure a repeatable, consistent process for customer requirements submittal. It is not uncommon for large and 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**: During this phase, the unit and the contracting office will finalize customer developed requirements. Units should consult the contracting office early for large dollar value procurements, using the below Procurement Action Lead Time (PALT) chart as a guide. The unit submits a Purchase Request (PR) to begin the acquisition process and to provide committed funds to RCOs for obligation (to be placed on contract). When a PR is routed, the requirements package must be attached to it. During this phase, the Contract Specialist (CS) working the requirement conducts market research to determine the method of procurement, contract type, competition/posting requirements, small business participation, potential sub-contracting efforts, and other statutory or regulatory requirements. Legal, management and higher headquarters reviews of the acquisition strategy, and 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 issuance of a solicitation for an official request for quote/request for proposal (RFQ/RFP) from a Contracting Office.

3. **Solicitation**: The contracting office will post (i.e., solicit) the requirement to ensure contractors have sufficient time to prepare a quote or proposal, and to provide for adequate competition. This phase includes time for drafting the solicitation, reviews, and posting. The posting time period will vary, typically from seven to 40 days, based on the complexity and value of the Requirement. In unusual and compelling urgencies, the time period can be dramatically shorter. Services are normally posted for longer periods to provide adequate time for technical plans and cost proposals. This phase ends at the date and time specified in the solicitation for quote/proposal submission.

4. **Evaluation**: The CS and the KO will review all quotes/proposals received from the solicitation and conduct discussions with contractors as needed. The quote/proposal 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 a best value determination. This phase ends when the KO or Source Selection Authority (SSA) can make a determination of the contract awardee.

5. **Award Preparation**: The CS/KO prepares documentation of the evaluation process that supports selection of the contract awardee along with a fair and reasonable price determination for final review and signature approvals. Depending on the dollar value, complexity of the requirement, or other documentation requirements, legal, management and higher headquarters review and approval of business clearance memorandums documenting the decision are included in this phase. This phase ends when the approval is granted and the KO awards the contract.

6. **Contract Administration**: Contract administration starts right after award and is the process taken to ensure execution of the contract in accordance with the terms and conditions outlined in the award documents. Communication is the key to securing successful performance as contract administration is a team effort that includes both the government and contractor.

PROCUREMENT ACTION LEAD TIMES (PALT): The below table indicates the average PALT from the receipt of a PR to contract award. A key factor in meeting PALT for any requirement is to maintain communication with the contracting office. The associated value is determined by the estimated total contract value of the requirement (includes option values), not the estimated value of the requirement for a single fiscal year. Time periods are calculated based on the date a complete PR package is received and accepted by a contracting office. The actual times will vary greatly based on the complexity of the requirement, whether the requirement is a commercial item (CI) or non-commercial item, and the method of procurement. Procurements processed utilizing GSA Schedules will usually be completed sooner than when processed through the open market.

PROCUREMENT ACTION LEAD TIME (PALT)	
SUPPLY	**SERVICE***
$3.5K ~ $150K - 30 Days: PR Package requirements: PR, ITEM Description, IGCE, Tech POC, WAWF POC, PSC Code, Required Waivers	**$3.5K ~ $150K - 30 Days:** PR Package requirements: PR, PWS/SOW, QASP, IGCE, Tech/COR POC, WAWF POC, PSC Code, Required Waivers
$150K ~ $7M (CI) - 120 Days: PR Package Requirement: PR, ITEM Description, IGCE, CI Determination/CI Checklist, Tech POC, WAWF POC, PSC Code, Required Waivers	**$150K ~ $7M (CI) - 150 Days:** PR Package Requirement: PR, PWS/SOW, QASP, IGCE, CI Determination/CI Checklist, IGF/Non-Personal SVS Certification, COR POC, WAWF POC, PSC Code, Required Waivers
$7M ~ $10M - 190 Days:** PR Package Requirement: PR, ITEM Description, IGCE, CI Determination/CI Checklist, Tech POC, WAWF POC, PSC Code, Required Waivers	**$7M ~ $10M - 240 Days**:** PR Package Requirement: PR, PWS/SOW, QASP, IGCE, CI Determination/CI Checklist, IGF/Non-Personal SVS Certification, COR POC, WAWF POC, PSC Code, Required Waivers
$10M ~ $50M - 270 Days:** PR Package Requirement: PR, ITEM Description, IGCE, CI Determination/CI Checklist, Tech POC, WAWF POC, PSC Code, Required Waivers	**$10M ~ $50M - 290 Days**:** PR Package Requirement: PR, PWS/SOW, QASP, IGCE, CI Determination/CI Checklist, IGF/Non-Personal SVS Certification, COR POC, WAWF POC, PSC Code, Required Waivers
> $50M - 365 Days:** PR Package Requirement: PR, ITEM Description, IGCE, CI Determination/CI Checklist, Tech POC, WAWF POC, PSC Code, Required Waivers	**> $50M - 365 Days**:** PR Package Requirement: PR, PWS/SOW, QASP, IGCE, CI Determination/CI Checklist, IGF/Non-Personal SVS Certification, COR POC, WAWF POC, PSC Code, Required Waivers

* Extra time is required for services due to the additional time required for the contractors to prepare their offer and other documentation required by regulations related to contracts for services in addition to the requirements for contracting to perform 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 Acquisitions Determination & Finding (D&F)	*60 days prior to transfer*
> $50M*	Service or Supply	New or Renewal: (Current contract expires - new contract required) regardless of procurement method/source (FY17 Delivery/POP)	02 Nov 15
$10M to $50M*	Service	New or Renewal: regardless of procurement method/source (Open Market or Available via GSA/FSS, GWAC or IDV)	30 Nov 15
		Options: FY16 & FY17 SAF PR - Contract or Task Order Intent to exercise Options	3 months prior to expiration
		Add Work: (In-Scope Modification) to Existing Contract/Task Order	15 Jun 16
	Supply	Regardless of procurement method/source (Open Market or Available on GSA/FSS, GWAC or IDV)	07 Dec 15
***See Enclosure(1): Requirements subject to higher headquarters review may lead to unexpected delays that could endanger award ability in FY16. Requirements users should maintain continuous engagement with the Contracting Office to promptly addressed issues throughout the review cycle.			
$150K to $10M Non-Commercial Item	Service	New or Renewal: regardless of procurement method/source (Open Market or Available via GSA/FSS, GWAC or IDV)	15 Jan 16
		Options: FY16 & FY17 SAF PR - Contract or Task Order Intent to exercise Options	3 months prior to expiration
And		Add Work: (In-Scope Modification) to Existing Contract/Task Order	15 Jun 16
> $7M to $10M Commercial Item	Supply	Open Market	15 Feb 16
		Available on GSA/FSS, GWAC IDV or Delivery Order off Existing IDIQ Contract/BPA	15 Mar 16
$150K to $7M* Commercial Item	Service	New or Renewal: regardless of procurement method/source (Open Market or Available via GSA/FSS, GWAC or IDV)	03 May 16
		Options: FY16 & FY17 SAF PR - Contract or Task Order Intent to exercise Options	3 months prior to expiration
		Add Work: (In-Scope Modification) to Existing Contract/Task Order	14 Jul 16
	Supply	Open Market	01 Jun 16
		Available on GSA/FSS, GWAC IDV or Delivery Order off Existing IDIQ Contract/BPA	08 Jun 16
< $150K	Service	New or Renewal: regardless of procurement method/source (Open Market or Available via GSA/FSS, GWAC or IDV)	05 Aug 16
		Options: FY16 & FY17 SAF PR - Contract or Task Order Intent to exercise Options	3 months prior to expiration
		Add Work: (In-Scope Modification) to Existing Contract/Task Order	05 Aug 16
	Supply	Open Market	05 Aug 16
		Available on GSA/FSS, GWAC IDV or Delivery Order off Existing IDIQ Contract/BPA	15 Aug 16

Notes:
1. Each RCO CCO has the discretion to accept requirements submitted after published cut-off dates but they must be cleared by the supporting activity's comptroller prior to considering acceptance by the contracting office for workload execution. This is to ensure Command awareness of FY16 procurements in jeopardy of not meeting the award date of 30 September 2016.
2. Bona fide emergencies will be addressed on a case-by case basis and shall include approval at the Commanding Officer level.