



Regional Contracting Office East (RCO-East)

DEFINING AND BUILDING A
REQUIREMENT
(2021)



Agenda



- Contracting Process
- PALT
- Identifying Requirements
- Types of Requirements
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 - Supply
- Requirement Descriptions
- Competition Requirements
- Sole Source / Brand Name
- IGCE
- Delivery Date or POP
- PR Priority
- PSC Codes
- Waivers
- Documents Required
 - Service
 - Supply
- Best Practices
- Contracting Resources



Contracting Process



- Develop requirements package
- Route COMPLETE PR Package to RCO for approval
- Market Research (Small Business Programs and other Mandatory Sources)
- Solicitation
- Evaluation
- Contract Award
- Receipt of items or Service/Invoice***
- Contractor Paid
- Contract Closed



PALT



The Procurement Administrative Lead Time (PALT) measures the number of days procurement takes from acceptance of a **complete purchase request** by the RCO to the day of award. The PALT times below depicts general lead times for commercial acquisition buys and may be used as a guideline for workload planning by the Contracting Officer and the customer. This **does not** include delivery or lead time required by the contractor to deliver or execute the contract.



PALT Cont.



LEAD TIMES		
Total Acquisition Value	Supplies	Services*
\$ 5K ~ \$250K	30 days	60 days
\$250K ~ \$ 7M (CI)	120 days	150 days
\$250K ~ \$10M (non-CI)	190 days**	240 days**
\$ 7M ~ \$10M (CI)		
\$ 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.



PALT Cont.



Services above \$250K require SRRB approval from either MEF, MARFOR or MCIEAST. G4 and G8 are integral to the process.

It is critical for everyone requesting or planning a procurement to understand PALT in order to manage expectations and ensure success.



Identifying the Requirement



Identify the Requirement by answering:

- Who needs it (customer)?
- What is being requested?
- Where will it be utilized?
- When is it needed?
- Why do you need the item?
- How does it hinder the units mission?



Types of Requirements



Supply:

- A requirement for the procurement of an end item of supply; usually items or materials.

Service:

- A requirement that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply.



Service



Contract Line Item

- This is the service to be performed.

Performance Work Statement (Preferred)

- Scope
 - Breadth and Limitations of Work to be Done
- Applicable Documents
 - Military Handbooks, Regulations, Technical Orders
- Tasks to be Performed (**NOT HOW**)
 - Clearly-Defined Contract Goals/Measureable Standards
 - Clearly Established Deliverables/Reporting Requirements



Supply



Contract Line Item

- This is the item requested, and will be stated as a complete item.

Contract Line Item Description

- This is the functional, performance, and physical characteristics of the item requested.



Requirement Descriptions

- Describe in a manner which will encourage **Maximum Competition** and eliminate any restrictive features which could result in a protest.
- Contain the **Governments Minimum Requirements** (*essential physical and functional characteristics*)
 - Functions to be performed
 - Performance Required
 - Essential physical characteristics



Requirement Descriptions Cont.



- Insufficient Description Example:
 - Monitor stand with the SmartFit System lets you set the monitor height to match your personal comfort by snapping one or two risers into place Manufacturer Name: N/A Manufacturer Part #: KMW60087
 - Television Part #: KDL55EX640



Requirement Descriptions Cont.



- Sufficient Description Example:
 - Monitor stand: Must be at least 11 ½” x 9” x 5” and support a monitor weight of up to 80lbs. Stand must be adjustable up to a height of 36”. Referenced part number: KMW60087
 - Television: Must be at least 55”, LED and wall mountable. Television must have at least 3 HDMI rear inputs, 1 complete RCA input and support ATSC, NTSC-M and NTSC 3.58 video systems. Referenced part number: KDL55EX640



Competition Requirements



Title 10 U.S.C. 2304 and 41 U.S.C. 3301 FAR Part 6, Part 11, and Part 13

- Require (with certain limited exceptions) that KOs shall promote and provide for full and open competition in soliciting offers and awarding Government Contracts.
- KOs shall use the competitive procedures best suited to the circumstances, and consistent with the need to fulfill the Government's requirements efficiently.



Competition Requirements Cont.



What does this mean to you?

Requirements shall not be written for a particular:

- Brand Name
- Product
- Feature of a product peculiar to one manufacturer

Activity should emphasize what is necessary:

- Functional characteristics to be performed
- Performance characteristics required
- Essential physical characteristics



Competition Requirements Cont.



Exceptions:

- Only One Responsible Source
- Unusual and Compelling Urgency
- Industrial Mobilization; Engineering, Development, or Research Capability; or Expert Service
- International Agreement
- Authorized or Required by Statute
- National Security
- Public Interest



Competition Requirements Cont.



- Exceptions must be in writing, made publicly available, and meet the statutory authority of the above.



Sole Source/Brand Name



Supplies and services may be considered to be available from only one source if one of the following examples is met:

- The brand name product or feature is essential, and market research indicates that other similar products lack the feature, do not meet, or cannot be modified to meet the agency's need.
- Award to any other source would result in substantial duplication of cost to the Government that is not expected to be recovered through competition or unacceptable delays in fulfilling the requirement.



Sole Source/Brand Name Cont.



Purchase Request Must Include:

- A Limited Sources Justification
- Brand Name, Model # and Manufacturer Part #
- Performance Work Statement (Services)
- Rationale on why



IGCE



- Estimate of the resources and cost of those resources that would be incurred in the performance of the contract.
- It may be a complex breakdown, or a single item cost estimate.
- Should be tied to current market research.
- Must be Current, Valid, and Reliable.
- Required per Federal Acquisition Regulations



IGCE Cont.



- IGE/IGCE Should *not* be Shared with Contractors/Vendors
- There is no specific format for Government estimates.
(Templates are Available)
- Documentation submitted should answer:
 - How the IGE/IGCE was Developed
 - What Assumptions were Made
 - What Information and Tools were Used
 - Where the Information was Obtained and How Current it is



Delivery Date or Period of Performance



This is the date that supplies must be delivered, or service must start before the Government starts to incur damages or is unable to perform mission.

RDD and Period of Performance stated on the PR must allow time to complete all acquisition requirements (PALT), manufacture, shipping, delivery or installation.



PR Priority Assignment



- Priority must be in accordance with the Uniform Movement and Issue Priority System (MCO 4400.16) Normal Derivation of Priority Designators for Requisition and Issue Transactions.
- Any Urgency of Need Designator other than Routine must include an Urgency Impact Statement (Signed by CO).



PR Priority Assignment Cont.



Force/Activity	Urgency of Need Designators		
	Unable to Perform Mission	Impaired Operationally	Routine
I In Combat	01	04	11
II Positioned to Deploy for Combat	02	05	12
III Position to Deploy	03	06	13
IV Other Activity & Select Reserve Forces	07	09	14
V All Other	08	10	15



PSC Codes



- Supplies- FSC
- Services- PSC

- Utilize websites to validate and ensure correct!
- <http://support.outreachsystems.com/resources/tables/pscs/>
- <https://psctool.us/>

- If PR for contract renewal- ensure to call RCO to verify correct!
- Supply with incidental services...



Waivers



- Waivers are required due to statutory and regulatory requirements, and may provide detailed guidance on the procedures that must be followed when procuring an item or service.
- It is the activity's responsibility to identify, submit for, and receive all required waivers prior to submitting a PR to Contracting.



Waivers Cont.



- Most Common Waivers:
 - C4I/Information Technology
 - Base Property
 - TECOM
 - Item Material Manager/DLA
 - MARCORSYSCOM



Documents Required-Services



- Checklist 2019
- Inherently Governmental Functions Determination
- MFR Lifting of the Hiring Freeze
- GFP (if required)
- Certification of Non Personal Services Template 2016
- Waivers if needed (Manpower, Facilities)
- Performance Work Statement (PWS).
- JUSTIFICATION FOR USE OF OTHER THAN FULL AND OPEN COMPETITION
- FOR A FAR PART 13 ACQUISITION UNDER THE SIMPLIFIED ACQUISITION THRESHOLD(if needed).
- Quote / Source

- Note: all doc's need to be filled out and **SIGNED** for approval.



Documents Required- Supply



- Checklist 2019
- Waivers if needed
- JUSTIFICATION FOR USE OF OTHER THAN FULL AND OPEN COMPETITION
- FOR A FAR PART 13 ACQUISITION UNDER THE SIMPLIFIED ACQUISITION THRESHOLD (if needed).
- Quote /Source

- Note: all doc's need to be filled out and **SIGNED** for approval.



Best Practices

- Contracting is a team sport and to be successful all parties need to be involved throughout the life of the contract. Supply is rarely the owner of the requirement, most of the time they are merely a conduit to the contracting office since they have PR builder access. ALL PR's should clearly identify who the requirement owner is as well as the technical point of contact.
- PR's are not fire and forget. The requirements generator should stay in contact with the Contracting specialist throughout the process.
- If you think you need a contract for services or supplies come talk to us as soon as possible! A in person conversation can greatly reduce confusion and friction.
- II MEF has Operational Contract Support Advisors within the G4 to assist in building requirements, training customers and navigating the Service Requirements Review Board process. When In doubt reach to them.



Contracting Resources



- Federal Acquisition Regulations (FAR) Part 7 planning
- Defense Federal Acquisition Regulations (DFAR)
- Navy and Marine Corps Acquisition Regulations (NMCARS)
- MCIEAST RCO Customer Handbook (available on website)
- MCIEAST Website:
<https://www.mcieast.marines.mil/Staff-Offices/Contracting/>





Points of Contact

- Director of Contracting (LtCol Ingold)(910) 451-7843
- Deputy Director of Contracting (Dr. Sherry Gaylor)(910) 451-7842
- **Procurement Chief (MSgt Britton) office: (910) 451-5182 cell: (910) 548-3287**
- MCIEAST Small Business Representative (Christopher Rabassi)(910) 451-8424
- Red Team Leader (Harold Kostem)(910) 451-1535
- White Team Leader (Coleman Scott)(910) 451-4919
- Blue Team Leader (Laurie Lenser)(910) 451-1467
- GCPC (John Outlaw)(910) 451-4599
- E-Business Support WAWF/PIEE/Economy Act/MIPRs/Corts/PR Builder/
UUAM's (Wayne Gray)(910) 451-5520
- Unauthorized Commitments, Economy Act/MIPRs
(Ms. Stella Butler)(910) 451-1242 & (Wayne Gray)(910) 451-5520



When in doubt contact us!
A phone call or face to
face meeting can greatly
reduce friction and delay
in the Acquisition process



QUESTIONS???