

PURCHASE CARD OFFICE NOTICE (PCON) 07/19 Training Education and Professional Development (TE&PD)

22 July 2019

APPLICABILITY: MCIEAST PURCHASE CARD OFFICE NOTICE (PCON) 07/19: TRAINING EDUCATION AND PROFESSIONAL DEVELOPEMENT TRAINING

PURPOSE: Update policy for Training Education and Professional Development (TE&PD).

OVERVIEW: All Cardholders and Approving Officials are required to take DON's training for TE&PD. This training is located on CCPMD's Purchase card website (<https://my.navsup.navy.mil>) Knowledge Nugget (PCKN #15). Without a training certificate, cardholders do not have authority to pay for TE&PD services.

ACTION REQUIRED: For MCIEAST GCPC Program Cardholders and Approving Officials there are five key provisions that must be met to use their purchase card for payments above or below the micro-purchase threshold (MPT) \$10,000.00

1. All TE&PD request above \$10,000.00 will be submitted on a SF-182 and GCPC-WS to the APC for review 30 Days before the training start date. This provides procurement action lead time if a contract is required.
 - a. SF-182 Section C - Block 6 will contain the Cardholder's name, last four #s of the purchase card and billing address "PO BOX 8478, MCB Camp Lejeune, 28547".
 - b. Remove Personal Identifiable Information (PII) from SF-182 before sending via email.
 - c. Requirements below the MPT are generally FAR based actions, not applicable to the Service Contract Act.
2. The training cannot be tailored for or designed to meet a specific government need.
 - a. DoN CCPMD TE&PD Training Course establishes a mandatory requirement which if the government has a need for tailored training or tailored training materials; the requirement shall be placed on a government Contract by a warranted contracting officer.
3. If there are vendor terms and conditions associated with training that cannot be waived, a Contract must be used.
 - a. TE&PD services that require Terms and Conditions do not meet the FMR condition for off-the-shelf TE&PD services. Cancellation Fees are an example of Terms and Conditions which are not permitted for a miscellaneous payment or a micro purchase.
4. The event must be a regularly schedule off the shelf event priced the same for everyone and available to the general public.
5. A price comparison shall be completed to determine price reasonableness and to justify source selection; for a purchase exceeding the MPT but less than \$25,000, minus travel and per-diem. **See Attachment A.**
 - a. The vendor must provide a cataloged/advertised price for comparison.

IMPLEMENTATION: Immediately

REGULATIONS AFFECTED: MCIEAST 4200.1B

SOURCE: CCPMD guidance, PCKN #15 and MCIEAST 4200.1B

Point of contact: John Outlaw (john.outlaw@usmc.mil) 910-451-4599

FAIR AND REASONABLE PRICE DETERMINATION

Call Number: _____

1. I am recommending award to Vendor Name. I used the following price analysis techniques compared to the quoted price of \$0.00. The quoted price was similar enough to the comparative prices to conclude that the quoted price is determined fair and reasonable.

a. Commercial Catalog/Website Price List

All per seat pricing obtained outlined below is for XXXXXX training in/at XXXXX from the vendor's specific current published price listings:

Training Course	Base Cost	# Students	Total
Title	\$.00	00	\$.00

Vendor A Name	
Course, Materials and Travel	\$.00

Vendor B Name	
Course, Materials and Travel	\$.00

Vendor C Name	
Course, Materials and Travel	\$.00

3. As the Approving Official, I have reviewed the above pricing documentation and do hereby make the determination that the price of the suggested quote is fair and reasonable. I authorize the buyer to proceed with the award.

PREPARED BY: _____
Cardholder

APPROVED BY: _____
Approving Official