

MCIEAST/II MEF Purchase Request Submission Checklist

All requirement for supplies must be screened for availability in the supply system prior to being routed for contract action. If the supplies are available through the supply system, then they must be acquired through the supply system in accordance with Federal Acquisition Regulations (FAR 8.002 (a)(1)). This checklist is provided to document the mandatory screening of the supply system and other agency inventories and to minimize delays in the PR routing/procurement process.

PURCHASE REQUEST#:			
Check Appropriate Box	Yes	No	N/A
If the requested supplies requested are not found in the supply system, a screen shot from the system reflecting this must be provided. Is this documentation attached in PR Builder?			
If the items ARE in the supply system but they are not available in sufficient time, quality, or quantity, provide the appropriate Defense Logistics Agency (DLA) Item Manager or MARACORSYSCOM waiver to support and authorize purchasing these items outside of the supply system. Is this documentation/waiver attached in PR Builder?			
A large quantity of supply requirements require some form of waiver (i.e. Comm Equip, Weight Equip, Military Equip, Minor Training Devices, etc...). For more details on what requires waivers, see Waiver List at: http://www.mcieast.marines.mil/StaffOffices/Contracting/WaiverRequirements.aspx Are all applicable waivers included and attached in PR Builder?			
All IT Equipment and Services and anything that transmits or produces data requires an IT Waiver IAW MarAdmin 375/11. The only acceptable form of this waiver includes the approval which also shows the price, specific items, and pertaining fiscal year. Are all waivers included and attached in PR Builder?			
In accordance with MCO 44000.16, all urgency or need designators other than routine will require an Urgency Justification signed by the Commanding Officer/Department Head. Does this requirement require and have an Urgency impact statement in PR Builder?			
Has an Independent Government Cost Estimate (IGCE) been attached for requirements over \$250K or sole source?			
Are detailed specifications and salient characteristics provided for each line item in the extended description? (i.e. dimensions, function, performance characteristics, acceptable materials, acceptable colors, manufacturer, manufacturer's part number, brand name, type, style, etc)			
Are only items likely to be available from one vendor listed on the PR? (i.e. computer items on one PR and furniture items on a separate PR.)			
If the requirement is for a brand name or sole source product/service, is a justification attached?			

Additional Requirement for Service Acquisitions

	Yes	No	N/A
Is an <u>acceptable</u> Performance Work Statement (PWS) (IAW FAR 37.602) attached?			
IAW DFARS 237.503 a certification of Non-Personal Services must be completed and attached to the PR. Is the Inherently Governmental Functions Determination (V1.1 8-4-17) and MFR Lifting of the Hiring Freeze Attached and signed? Are these documents included in PR Builder?			
Are attachments to the PR Builder complete and submitted in PR Builder? (i.e. drawings, pictures, PWS etc.)			
For all II MEF Units, IAW with MARADMIN 441/15 all service requirements over \$250K must be validated in a Requirements Review Board. Contact II MEF Operational Contract Support (OCS) at 451-5808 for information and support			

PURCHASE REQUEST CHECKLIST ENDORSEMENT

I certify that this requirement has been screened through all mandatory sources and that all requirements for submission have been met for this Purchase Request.

Requester/Rank/Civ

Signature

Date

Phone#

PURCHASE REQUEST CHECKLIST COMMAND ENDORSEMENT

CO/Department Head

Signature

Date

Phone#