# MCIEAST Regional Contracting Office (RCO)
# Purchase Request Submission Checklist

This checklist is provided to guide the customer through the process of building a contract action purchase request, to document the mandatory screening of the supply systems and other agency inventories (FAR Part 8), and to identify all documentation required for a complete purchase request package. Failure to follow this checklist or provide the needed information may lead to delays and or purchase request rejection.

All information required to build a purchase request can be found at:
https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO

For procurement advice or questions related to building a purchase request contact:
RCO Procurement Chief @ 910-451-5182 or RCO Electronic Business Section @ 910-451-1242

| PURCHASE REQUEST#: | | | |
|---|---|---|---|
| **Check Appropriate Box** | **Yes** | **No** | **N/A** |
| **1.** **Has funding been committed for this requirement?** Navy Funded: Is DD2276/1149 signed by unit's Comptroller or Designee? If Designee, include signed DD577 USMC Funded: Is the IProcurement request transmitted through SPS? | | | ■ |
| **2.** **Are the items requested found in the supply system (NSN items)?** If the items requested are found in the supply system (WEBFLIS, GCSS, FEDMALL etc.) a waiver must be provided giving permission to procure locally. See DFARS 208.7003-1 | | | |
| **3.** **Is item available through SERVMART, DISA Storefront** (telecommunication equipment MUST be procured through DISA), **Defense Logistics Agency, or otherwise delegated to another contracting Agency?** If the item to be purchased has a PSC Code that is delegated to another Agency, the RCO cannot contract for it without a waiver. See PGI 208.7006 Coordinated acquisition assignments. If items are available through SERVMART or DISA, a waiver is required for local procurement. See Maradmin 602/09, MarAdmin 629/18, and MarAdmin 307/20. | | | ■ |
| **4.** **If applicable, are all other waivers attached?** A large quantity of supply items require some form of waiver. Details on what items require waivers can be found at: https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/WAIVER-REQUIREMENTS.aspx | | | |
| **5.** **Is the item requested aviation related?** A copy of the NAVAIR technical directive or publication that authorizes Local procurement must be provided. If local procurement is not authorized, route requirement to the appropriate NAVAIR contracting office IAW the Navy and Marine Corps Acquisition Regulations 5201.601-90, (c), (5). | | | |
| **6.** **If the requirement includes information technology (IT) equipment or services, an IT waiver must be included.** The term IT includes computing devices, network infrastructure hardware, software, firmware, IT support services, website subscriptions, etc. Local G6 offices can issue IT waivers if the items will not be on the MCEN network AND the items are under $50K. If the total requirement is over $50k or if the items will be placed on the network, then waiver must be obtained through the ITPRAS system. See MARADMIN 375/11 and MARADMIN 496/17. *Waivers are NOT required for Information Technology (IT) Consumables, See MARADMIN 523/15. | | | |

| Check Appropriate Box | Yes | No | N/A |
|---|---|---|---|
| **7.** **Does the requirement include construction over $2,500, or is it related to Base Public Works?** This consist of utilities, infrastructure-related requirements, and installation or service of Real Property. This can sometimes include installing equipment if installation affects the building infrastructure. If Yes, please direct this requirement to Base Public Works representatives for action, or include waiver from Public Works/NAVFAC authorizing local procurement. See MC FSRM Program under MCO 11000.5) POC: Public Works Div (NAVFAC), Assistance Maintenance Operations Officer Phone: 910-451-0895 or 910-545-9252 | | | |
| **8.** **Is delivery or period of performance schedule realistic?** Schedules that are unnecessarily short or difficult to attain tend to restrict competition and are inconsistent with small business policies. See FAR 11.401 and FAR part 19. If delivery schedule does not follow policy listed in MCICOMBul 4200, an Urgency Impact Statement, signed by a Commanding Officer must be provided. See MCO 44000.16. Urgency Impact Template Provided at : https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/PROCUREMENT-PLANNING.aspx | | | |
| **9.** **Is an Independent Government Cost Estimate (IGCE) included?** For requirements under $250k provide any reasonable basis for how the items were priced on the purchase request and attach to PR. For supplies documents such as a vendor quote, copies of public priced list, GSA Screenshots etc. are acceptable. For Services use information such as pricing from historical contracts or prices of similar contracts on other installations. **For Services over $250K utilize template at:** https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/PROCUREMENT-PLANNING.aspx | | | |
| **10.** **Is a description of the physical, functional, and performance characteristics provided for each line item?** Clear item specifications are required in order to obtain acceptable offers. Item descriptions must describe the minimum specifications that meets the Government's needs. Model and part numbers can be provided to assist, but CANNOT be the only information provided, they must also be accompanied by product specifications. See FAR 11.002, MAPP 11.002 and FAR 11.104 **Link to CLIN description Examples:** https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/PROCUREMENT-PLANNING.aspx | | | |
| **11.** **Are contract line item numbers (CLINS) structured correctly?** CLINS should be sequenced numerically with approved units of measure, (avoid using "Lot" or "Lump Sum". If multiple invoices or payments are requested, or if multiple deliveries are anticipated, quantity cannot be listed as (1). Individual items being purchased must have their own CLIN and should not be grouped together for acceptance/inspection purposes. See PGI 204.7103. | | | |
| **12.** **Does the PSC code selected match the category of the items being procured, and is the correct OCC code assigned in the LOA?** PSC codes are categorized by industries and are locked to specific OCC codes. PSC codes are numbered in such a way that alpha numeric PSC codes are reserved for Services, and numeric PSC codes are reserved for supplies. Each PSC code must be matched with their corresponding OCC code. The contract writing database (PD2) will not issue a contract if the PSC/OCC code relationship is incorrect. In order to choose the correct PSC/OCC code combination use https://psctool.us. See The Digital Accountability and Transparency Act (DATA) 2014 | | | |
| **13.** **For purchase requests with multiple CLINS, are the listed supplies/services available from a single industry?** Do not combine items from separate industries if avoidable (i.e. do not combine computer items/services with furniture items). Consolidating requirements from separate industries can have the effect of reducing competition and can inadvertently add time (up to 30 days) to the procurement process. See DFARS 215.371 and PGI 213.104 or follow below link: https://www.acq.osd.mil/dpap/cpic/cp/docs/BBP_2-0_Comp_Guidelines_Update_(3_Dec_2014).pdf | | | |

| Check Appropriate Box | Yes | No | N/A |
|---|---|---|---|
| **14.** **If applicable, is a brand name or sole source justification provided?** All purchases must be competed unless a Sole Source/Brand Name justification is provided. Justifications must obtain legal concurrence and should be based off supporting documentation. Information as to why no other source can be considered needs to be clearly articulated in the justification. Referenced material, such as MarAdmins, copy of warranties, copy of existing contract (if item is a follow-on contract) should be provided. See FAR11.105, FAR 6.302-1, FAR 6.303-2. Justifications must be made public IAW FAR 5.102. Any objection to the Sole source/brand name statements by any interested company can slow down or halt the procurement process. | | | |
| **15.** **If Supplies/Services are over $1M, include commercial item determination.** **Template found at:** https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/PROCUREMENT-PLANNING.aspx | | | |

# Additional Requirements for Service Acquisitions

| Check Appropriate Box (Do not complete this section for supply requirements) | Yes | N/A |
|---|---|---|
| **16.** **Is a Performance Work Statement included?** PWS should clearly identify tasks and deliverables that are being requested. They should be written in such a way that all interested parties can clearly discern what the Government is requesting. All tasks to be performed by the contractor must be addressed in the PWS. **See FAR 37.602. Example PWS's can be found at :** https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/PROCUREMENT-PLANNING.aspx | | |
| **17.** **If applicable, are all attachments to the Performance Work Statement included?** (i.e. forms, drawings, pictures, maps, designs, etc) | | |
| **18.** **Are the required documents for service requirements included?** (1) Certification of Non-personal Services using the approved template. (2) Determination that services to be provided are not inherently governmental using the approved template. Templates can be found at: https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/PROCUREMENT-PLANNING.aspx | | |
| **19.** **Will Government Furnished Property (GFP) be provided?** If GFP will be provided a list of the GFP must be included in the procurement package. GFP guidance and checklist can be found below: https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/PROCUREMENT-PLANNING.aspx | | |
| **20.** If Option years are requested, has that been addressed in the Purchase Request? | | |
| **21.** **Has an SRRB been completed for services over $1M? If less than $250K check N/A.** IAW with MARADMIN 441/15 all service requirements over $1M must be validated in a Service Requirements Review Board (SRRB). See MarAdmin 361/21 *II MEF units can contact II MEF Operational Contract Support (OCS) at 451-5808 for information and support | | |
| **22.** **Is a Contracting Officer Representative (COR) required?** If yes, Defense Acquisition University (DAU) training is required and COR registration in JAM is necessary. See additional information at: https://usmc.sharepoint-mil.us/sites/MCIEAST_RCO/SitePages/GUIDANCE%20&%20POLICY.aspx | | |

## Purchase Request Points of Contact

Technical POC: _____
(Name/Email/Phone)

Comptroller/Fiscal Clerk: _____
(Name/Email/Phone)

WAWF Accepter: _____

WAWF LPO: _____

## 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 Name/Rank            Signature                         Date            Phone