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MARINE CORPS INSTALLATIONS COMMAND
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MARINE CORPS INSTALLATIONS COMMAND BULLETIN 4200

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

Subj: FISCAL YEAR 2021 CONTRACT EXECUTION AND PURCHASE REQUEST GUIDANCE

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 Policy & Procedures (MAPP)
(e) Department of the Navy (DON) Simplified Acquisition Procedures Guide dtd April 2018
(f) MARADMIN 462/20 dtd Aug 11, 2020, U.S. Marine Corps Contract Services Guidance for Fiscal Year (FY) 2021
(g) MARADMIN 375/11 dtd July 6, 2011, Information Technology (IT) Funding, Approval, and Procurement
(h) IRM 5236-06A, Information Technology Procurement Review and Approval System (ITPRAS) Less Than 50K Dollars Approval Threshold Execution Guidelines Release 1.0 dtd April 2017
(i) MARADMIN 464/17 dtd Aug 22, 2017, Financial Guidance for Information Technology (IT) Purchases
(j) MARADMIN 331/15 dtd July 9, 2015, Offline and Internet Based Ordering Policy

Encl: (1) Contract Planning and Execution Procedures
(2) Contract Planning Lead Times and Cut-off Dates
(3) Purchase Request Package Requirements

1. Purpose. To provide guidance and establish submission deadlines for Fiscal Year 2021 (FY21) purchase requests (PRs) for all requiring activities serviced by the Marine Corps Installations Command (MCICOM) Headquarters (HQ) Contracting Office or an MCICOM Regional Contracting Office (RCO).

2. Cancellation. MCICOMBul 4200 of 21 Jan 2020.

3. Background. Commands face increasing pressure to obligate funds throughout the fiscal year. Communication and advance planning are key factors in reducing the risks associated with contract execution. This bulletin provides guidance and deadlines that will assist requiring activities, comptrollers, and contracting officers (KOs) in meeting operation and maintenance (O&M) obligation targets.

a. References (a) through (e) establish contracting policies and procedures all MCICOM KOs must follow.

b. Enclosure (1) provides requiring activities with general planning and execution procedures.

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c. Enclosure (2) provides requiring activities with general timeframe guidance to include the lead times and cut-off dates for requirements packages.

d. Enclosure (3) provides requiring activities with the required components of a PR package.

e. The MCICOM HQ Contracting Office serves as the higher headquarters office to four Marine Corps Installations (MCI) RCOs: MCI National Capital Region (MCINCR) RCO, MCIEAST RCO, MCIWEST RCO and MCIPAC RCO. Some RCOs have subordinate satellite offices within their regions.

f. Requiring activities are defined as any supporting command, installation, or Fleet Marine Force unit that submits requirements for supplies or services to the MCICOM HQ Contracting Office or RCOs for execution of a contracting action.

4. Action. The MCICOM HQ Contracting Office and RCOs will obligate funds in accordance with this MCICOMBul as well as Programs and Resources (P&R) fiscal and end-of-year closeout guidance for FY21. As such, requiring activities must comply with these same policies.



T. R. CALHOUN

By Direction

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Contract Planning and Execution Procedures

1. The early identification and communication of requirements to the appropriate Contracting Office is critical to awarding a contract by the need by date. Requiring Activities (RA) should not plan to award a contract in the first two or last two months of the Fiscal Year (FY) since funding is not always available at the beginning of the year and late FY awards put significant stress on the comptroller and contracting offices.

2. RAs must support Commanders' implementation of Service Requirements Review Boards (SRRB), when required by reference (f). Per reference (f), to the maximum extent possible, contracting offices will provide representatives to support SRRB proceedings.

3. The Contracting Process can be broken into five (5) major phases as discussed below:

a. Requirements Generation and Acquisition Planning: Requirements generation is the most critical piece of the contracting process. It can be a time consuming process, so planning and allotting adequate time is critical. RAs should plan for the requirements generation to take place BEFORE the dates listed in the lead-time chart below and the fiscal year cut-off dates (Enclosure 2); these dates are guidelines for the amount of time needed once the purchase request (PR) is submitted to the contracting office.

(1) Important actions during this phase include identifying and defining requirements, conducting market research to determine available capabilities and potential contractors, and completing an independent government cost estimate (IGCE or IGE). As soon as the RA has a general idea of the requirement and need by date, they should contact the contracting office to conduct an industry day or other market research. This will also allow early feedback on the requirement and reduce future rework. Poor planning can result in a contract with higher cost, late delivery of goods/performance of services, and/or poor quality/performance.

(2) The contents of the requirements package or PR are included Enclosure (3); all attachments to the PR may be submitted via email. The contracting team will then provide a Plan of Actions and Milestones (POA&M) and establish mutually agreeable dates for the major acquisition steps. The contracting team will advise the RA on the acquisition strategy, such as small business set asides, contract type, and Government Wide Acquisition Contract (GWAC) vehicles, and help the RA develop the formal Acquisition Planning documentation. Legal and management will review the acquisition strategy. Based on the complexity and value of the requirement, higher headquarters review and approval may be required at multiple stages between solicitation and award. For planning purposes, the average length of days needed for these reviews are factored into the lead-time chart provided. This phase ends when all requirement documents are complete and an acquisition strategy is finalized.

b. Solicitation: The contracting office will solicit the requirement. This phase includes time for drafting the solicitation and for associated reviews and approvals. The solicitation posting time period will also vary (typically from seven (7) to 40 days) based on the particulars of the requirement and acquisition strategy. Posting times must provide contractors sufficient time to prepare a quote/proposal and provide for adequate

competition. This phase ends at the date and time specified in the solicitation for quote/proposal submission.

c. Evaluation: The contracting office will host an evaluation kick off meeting to advise the evaluation team of its roles and responsibilities. The RA will assign members to a technical evaluation team (TET) and other teams, as requested, for the requirement. The TET will evaluate each quote/proposal against the solicitation following the instructions provided by the contracting team. The contracting officer (KO) will conduct negotiations and discussions with contractors as needed. This phase ends when the KO or source selection authority has sufficient information and confidence to make an award determination.

d. Award Preparation: The KO prepares award documentation detailing the evaluation process for review and approval by legal, management, and higher headquarters. It may include pre-validation of the apparent awardee. This phase ends when the approval is granted and the KO awards the contract.

e. Contract Administration: Contract administration starts right after award. This phase ensures execution of the contract in accordance with its terms and conditions. This includes monitoring, reporting, receipt, inspection and acceptance, invoice payments and contract closeout. Contract administration is a team effort that includes the RA, contracting office, and the contractor. Communication is key to securing successful performance.

4. Additional Considerations

a. Competition in Contracting. The Competition in Contracting Act (CICA) requires KOs to promote full and open competition to the maximum extent practicable. When requesting other than full and open competition (e.g., sole source, brand name, unusual and compelling urgency), the RA is responsible for providing and preparing a draft justification. Endorsement and approval will not be granted unless it is adequately supported and accompanied by the appropriate documentation.

b. Contract Options. RAs are to submit requests to exercise contract options no later than (NLT) three months prior to the exercise date. Requests must include any required approval or waivers (e.g., SRRB approval per reference (f), Information Technology Procurement Request/Review Approval System approval per references (g), (h) and (i)). For options starting in the first quarter of FY22, the RA must submit an FY22 Subject to Availability of Funds (SAF) PR during FY21. Additionally, RAs not intending to exercise a contract option must notify the respective contracting office within the same timelines.

c. Follow-on Contracts for Expiring Contracts. NLT the exercise of the last option year of an existing contract, RAs should consult with their respective contracting office to coordinate a follow-on contract for continuing efforts. New requirement timelines apply to a follow-on contract.

d. Government Commercial Purchase Card (GCPC) usage. Use of the GCPC must comply with the approval procedures outlined in reference (j). To control end of year activity, Command comptrollers may request that the supporting Level 4 Agency Program Coordinator disable GCPC accounts.

e. Funding Transfers (Assisted Acquisitions and Delegations of Contracting Authority)

(1) Assisted Acquisitions. Early consultation with contracting is key for assisted acquisitions. After consultation with the contracting office, RAs must draft and support assisted acquisition determination and findings (AA D&F) in accordance with references (c) and (d) to transfer funds to non-Marine Corps contracting activities. When a transfer is supported by an approved AAS D&F, the Military Interdepartmental Purchase Requests must cite the specified regulatory or statutory authority allowing the funds transfer along with the AAS D&F control number assigned by the contracting office. A copy of the AAS D&F must be attached to the transfer document. For planning purposes, RAs must submit AAS D&Fs to the contracting office at least 60 days before the proposed funds transfer date to allow sufficient time for all reviews and approval. RAs should be aware that an AAS D&F should include the same supporting documentation of a PR Package as outlined in Enclosure (3). MCICOM encourages RAs to consult with the non-Marine Corps contracting activity for their PR submission cut-off dates.

(2) Delegation of Contracting Authority (DCA): Each DON contracting activity has specified authorities per reference (c). If a requirement falls outside the receiving DON contracting activity's authority, a DCA is required per reference (c) to support acceptance of the funds transfer. (For instance, a DCA is not required for funds transfer to NAVFACENGCOM for construction requirements.) RAs must submit DCA requests to contracting offices at least 90 days prior to a proposed funds transfer to allow sufficient time for all reviews and approval.

f. No Guarantee after the Cut-off Deadline. Contracting offices cannot guarantee timely obligations for requests received after the PR cut-off dates. Acceptance of PRs received after the PR cut-off dates will be at the discretion of the contracting activity Chief of the Contracting Office (CCO). Contracting offices will make every effort to award all requests that have been accepted.

Contract Planning Lead Times and Cut-off Dates

Background: Each contract obligating Marine Corps appropriated funds must comply with references (a) through (j).

Planning PRs: For anticipated or developing requirements approved by an SRRB, RAs should coordinate the submission of planning PRs with their respective comptroller. The submission of a planning PR is a solution that allows for engagement between the RA and responsible contracting office to initiate the requirements development and contracting process prior to allocation and commitment of funds. With a planning PR, the contracting office can begin to work with the RA and complete acquisition actions short of releasing a solicitation for subsequent contract award. Such PRs represent a guarantee to fund the requirement with current year dollars when funding becomes available. In the event new, critical, or emerging requirements necessitate the need to not fund or cancel a planning PR, the RA must immediately notify the responsible contracting office.

Lead-Time: The table below indicates the average lead times necessary to prepare and process acquisition requirements into a contract ready for award. Lead times begin on the date the contracting office receives and accepts a complete PR package. The total acquisition value includes the value of the base and any options. The actual times may vary greatly based on the complexity of the requirement, whether the requirement is a commercial item (CI) or non-commercial item, and the procurement method. Procurements processed utilizing GSA Schedules or existing contract vehicles, for example, will usually be completed sooner than when processed through the open market.

| 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 primarily to: additional required regulatory documentation; contractor preparation of proposals; and evaluation of proposals. **Requirements in excess of \$10M require additional review periods and approvals from higher headquarters prior to solicitation release and prior to award. | | |

Cut-off Dates: The table below indicates the cut-off dates that correspond to the lead times listed above.

| <u>EST. VALUE</u> | <u>REQUIREMENT</u> | | <u>CUT-OFF</u> |
|-------------------|--------------------|---|------------------------------|
| ALL Values | Service or Supply | Delegated Contracting Authority Request | 90 days prior to transfer |
| | | Assisted Acquisition Determination & Findings | 60 days prior to transfer |
| | Service | Option Exercise (FY21 and FY22 Subject to Availability of Funds PR) | 3 months prior to expiration |
| > \$50M* | Service or | New or Renewal: Regardless of procurement method (FY22 | 13 Dec 20 |

| | | | |
|--|---------|---|-----------|
| | Supply | Delivery/POP) | |
| > \$10M to \$50M* | Service | New or Renewal: Regardless of procurement method | 13 Dec 20 |
| | | Add Work: In-scope modification to existing contract/task order | 14 Jun 21 |
| | Supply | New or Renewal: Regardless of procurement method | 04 Jan 21 |
| *Requirements subject to higher headquarters review may lead to unexpected delays that could endanger award ability in FY21. Requirements users should maintain continuous engagement with the contracting office to promptly address issues throughout the review cycle. | | | |
| > \$250K to \$10M Non-Commercial Item And > \$7M to \$10M Commercial Item | Service | New or Renewal: Regardless of procurement method | 01 Feb 21 |
| | | Add Work: In-scope modification to existing contract/task order | 14 Jun 21 |
| | Supply | Open market | 22 Mar 21 |
| | | Delivery order against GSA Federal Supply Schedule (FSS), government wide acquisition contract (GWAC), or existing indefinite delivery/indefinite quantity (IDIQ) contract/blanket purchase agreement (BPA) | 15 Mar 21 |
| > \$250K to \$7M Commercial Item | Service | New or Renewal: Regardless of procurement method | 03 May 21 |
| | | Add Work: In-scope modification to existing contract/task order | 12 Jul 21 |
| | Supply | Open market | 31 May 21 |
| | | Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA | 07 Jun 21 |
| < \$250K | Service | New or Renewal: Regardless of procurement method | 03 Aug 21 |
| | | Add Work: In-scope modification to existing contract/task order | 09 Aug 21 |
| | Supply | Open market | 03 Aug 21 |
| | | Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA | 09 Aug 21 |
| Notes: 1. Cut-off dates assume the requirements package is complete. 2. Each Chief of the Contracting Office has the discretion to accept requirement packages submitted after the published cut-off date. Prior to considering acceptance of PRs after the published cut-off date, the requiring activity's comptroller shall provide endorsement. This ensures Command awareness of procurements in jeopardy of not meeting an obligation target or award by 30 September 2021. 3. Bona fide emergencies and critical requirements impacting mission capability will be addressed on a case-by-case basis and shall include approval at the Commanding Officer level. | | | |

Purchase Request Package Requirements

| For SUPPLIES , the PR must include |
|---|
| <p>BASIC INFORMATION SECTION</p> <ul style="list-style-type: none"> • Technical point of contact (POC) & Wide Area Workflow acceptor POC • Additional information for the Contracting Officer (e.g., "Mark for" instructions) • When information technology is included, the Information Technology Procurement Request/Review Approval System Identification Number (ITPRAS ID) <p>LINE ITEMS</p> <ul style="list-style-type: none"> • Item Name and Line Item Description (form, fit, function) • Quantity/Unit Price/Unit of Issue • Ship To Location • Date Required (need delivery date) <p>FISCAL INFORMATION</p> <ul style="list-style-type: none"> • A valid line of accounting with validated funding • Product and Service Code (PSC) associated with the corresponding Object Class Code* • Item Type reflected as "Commodity" <p>ATTACHMENTS to INCLUDE**</p> <ul style="list-style-type: none"> • ITPRAS ID Approval notification detailed in accordance with references (g), (h), and (i) (in PDF) • >\$250k, commercial item determination/commercial item checklist (Word Document)*** |

| For SERVICES , the PR must include |
|--|
| <p>BASIC INFORMATION SECTION</p> <ul style="list-style-type: none"> • Contracting Officer's Representative (COR) Name**** • When information technology related services are included, the ITPRAS ID • Applicable to actions valued >\$250K total estimated cost, the Service Requirements Review Board (SRRB) validation and approval statement with unique identifier in accordance with reference (f) <p>LINE ITEMS</p> <ul style="list-style-type: none"> • Item Name and Line Item Description (by Task Area/Deliverable) • Quantity/Unit Price/Unit of Issue • Ship To (Performance) Location • Period of Performance Start and End Dates <p>FISCAL INFORMATION</p> <ul style="list-style-type: none"> • A valid line of accounting with validated funding • PSC associated with the corresponding Object Class Code* • Item Type reflected as "Service" <p>ATTACHMENTS to INCLUDE**</p> <ul style="list-style-type: none"> • Performance work statement (PWS) (Word Document) • Quality assurance surveillance plan (QASP) (Word Document) • Non-inherently governmental functions determination (PDF)*** • Non-personal services certification (PDF)*** • Independent government cost estimate (IGCE) (Word or Excel) • Any other waivers/approvals/certifications, as required |

- ITPRAS ID Approval notification in accordance with references (g),(h), and (i)(PDF)
- >\$250k, commercial item determination/commercial item checklist (Word Document)
- If contract will contain security requirements, draft DD Form 254 (PDF)
- If contract will provide for Government Furnished Property (GFP) or Contractor Acquired Property (CAP), draft GFP Determination and GFP Attachment.***

* A PSC selection tool is available at <https://psctool.us>. Selection is based on type of work performed. The KO has final decision authority on the PSC.

**When an advanced copy was provided to the Contracting Office, the comments section of the PR shall address each missing attachment.

*** RAs should contact their respective contracting office for specific required information and templates. Templates are also available at <https://www.mcicom.marines.mil/Units/MCICOM-Contracting/Templates/>

**** For services <\$250K, a technical POC may be substituted. Discuss with the KO. For services >250K, Contracting Officer Representative nomination must be submitted in PIEE's Joint Appointment Module.