



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

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MARINE CORPS INSTALLATIONS COMMAND BULLETIN 4200

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

Subj: FISCAL YEAR 2020 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) NAVSUPINST 4200.85D dtd 25 Apr 2005, Department of the Navy (DON) Simplified Acquisition Procedures
(f) MARADMIN 435/19 dtd 9 Aug 2019, U.S. Marine Corps Contract Services Guidance for Fiscal Year (FY) 2020
(g) MARADMIN 375/11 dtd 6 Jul 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 Apr 2017
(i) MARADMIN 464/17 dtd 22 Aug 2017, Financial Guidance for Information Technology (IT) Purchases
(j) MARADMIN 331/15 dtd 9 Jul 2015, Offline and Internet Based Ordering Policy

Encl: (1) Marine Corps Installations Command Contract Execution Procedures
(2) Marine Corps Installations Command Contract Planning Considerations
(3) Marine Corps Installations Command Regional Contracting Office Purchase Request Cut-Off Dates
(4) Marine Corps Installations Command Regional Contracting Offices Purchase Request Package Requirements

1. Purpose. To provide guidance and establish submission deadlines for Fiscal Year 2020 (FY20) purchase requests (PR) for all requiring activities serviced by the Marine Corps Installations Command (MCICOM) Headquarters (HQ) Contracting Office or a MCICOM Regional Contracting Office (RCO).

2. Cancellation. MCICOMBul 4200 of 2 Oct 2018.

3. Background. Under a continuing resolution, 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 (KO) in meeting Operation and Maintenance (O&M) obligation targets.

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

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Enclosure (1) provides requiring activities with general execution procedures for FY20.

c. Enclosure (2) provides requiring activities with an overview of the acquisition process and general timeframe guidance.

d. Enclosure (3) provides requiring activities with actual PR cut-off dates for MCICOM KO support. MCICOM establishes these dates to effectively and efficiently execute the procurement of supplies and services in accordance with references (a) through (j).

e. Enclosure (4) provides requiring activities with the required components of a PR package.

f. The MCICOM Contracting Office serves as the higher headquarters office to four MCICOM RCOs: MCINCR RCO, MCIEAST RCO, MCIWEST RCO and MCIPAC RCO. Some RCOs have subordinate satellite offices within their regions.

g. Requiring activities are defined as any supporting command, installation, or operating force unit that submits requirements for supplies or services to the MCICOM HQ Contracting Office or RCO 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 FY20. As such, requiring activities must comply with these same policies.



T. R. CALHOUN
Executive Director

DISTRIBUTION: A

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DC, I&L (LB)
DC, P&R

MARINE CORPS INSTALLATIONS COMMAND
CONTRACT EXECUTION PROCEDURES

1. Requiring Activity (RA). RAs are advised to:

a. Submit Complete Purchase Request (PR) Packages: Comply with enclosure (4) when submitting PR packages to the appropriate MCICOM contracting office for action.

b. Submit Timely PRs: Coordinate and submit PRs to the responsible PR Builder organization Contract Manager (CM) for acceptance before the deadlines in enclosure (3).

c. Submit Planning PRs: For anticipated requirements above \$250K, RAs must coordinate the submission of planning PRs with their respective comptroller.

(1) The submission of a planning PR is a solution that allows for engagement between the RA and responsible contracting office to initiate the contracting process prior to allocation and commitment of funds. With a planning PR, the contracting office can complete all acquisition actions short of releasing a solicitation for subsequent contract award. Planning PRs represent a guarantee to fund the requirement with current year dollars when funding becomes available.

(2) The RA must immediately notify the responsible contracting office.

(3) When accepting planning PRs, contracting offices will utilize the total estimated value of the requirement when determining the timelines in enclosure (2) and cut-off dates outlined in enclosure (3). RAs must not submit FY20 unfunded planning PRs in the fourth quarter as funded PR requirements become the priority.

d. Submit Fiscal Year 2021 PRs: For actions required on or shortly after 1 October 2020, submit PRs utilizing FY21 document numbers following PR Builder guidelines related to documents "Subject to Availability of Funds" (SAF). RAs should submit PRs during FY20 for increased probability of a timely contract award.

2. Command Contract Planning. Per reference (f), to the maximum extent possible, contracting offices will provide representatives to support Commanders' implementation of Service Requirements Review Board (SRRB) procedures addressing all service contract requirements exceeding \$250K. Contracting offices will consider a RA's contract obligation phasing plan as a planning tool. For coordination purposes, each Chief of the Contracting Office (CCO) will submit feedback on participating SRRBs to MCICOM HQ Contracting by **28 February 2020**. This will inform and identify workload forecasts, analysis of enterprise-wide impacts, potential solutions and other cost savings opportunities.

3. Coordinating Instructions

a. Estimated Dollar Value and Lead Time. As a general rule, processing time increases as the dollar value of a contract increases. This is due to: additional required reviews, regulatory provisions, and additional documentation. Per reference (d), Appendix A, contracting offices are

required to forward all contracting actions for higher level approval to either the MCICOM HQ Contracting Office or the Installations and Logistics (I&L) Contracts Division (LB). Therefore, a contracting office cannot guarantee contract award by 30 September 2020 for requirements submitted without consideration of the time necessary to conduct higher level reviews and obtain the necessary approval.

b. Plan of Action and Milestone (POA&M). For each anticipated action exceeding \$250K, the KO and the RA should establish a POA&M estimating the processing time for each phase of the acquisition process. Once established, the POA&M belongs to both the RA and the KO and is subject to change. The longer the acquisition process and the greater the complexity of the requirement, the more likely the POA&M will require adjustment over time.

c. Competition in Contracting. The Competition in Contracting Act 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. The KO, Regional Command Competition Advocate, and legal counsel will review each justification. Endorsement and approval will not be granted unless it is adequately supported and accompanied by the appropriate documentation. Depending upon the value, I&L (LB) may need to either review and approve the justification or review the justification for higher level DON approval per section 6.304 of reference (d).

d. Legal Review (Procurement). KOs must coordinate with legal counsel for **ALL** contract documents associated with a contract action expected to equal or exceed \$250K (includes base year and any option years). However, the RA or contracting personnel may request legal opinion on any contract matter regardless of anticipated contract value.

e. Contract Options and Follow-on Contracts for Expiring Contracts.

(1) 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 FY21, the RA must submit an FY21 SAF PR during FY20. Additionally, RAs not intending to exercise a contract option must notify the respective contracting office within the same timelines.

(2) 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.

f. Government Commercial Purchase Card (GCPC) usage. Use of the GCPC must comply with the approval procedures outlined in reference (j). GCPC cardholders and approving officials must reconcile and certify their September 2020 statements within five days of the cycle closing date. Subsequent FY20 GCPC purchases posting to a cardholder's account during the October 2020 billing cycle require prior approval from the respective comptroller. To control end of year activity, Command comptrollers may request that the supporting Level 4/5 Agency Program Coordinator disable GCPC accounts.

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

(1) Assisted Acquisitions. After consultation with the contracting office, RAs must draft an assisted acquisition support determination and findings (AAS D&F) in accordance with references (c) and (d) to transfer funds to non-Marine Corps contracting activities. The applicable Installation Commander (or Marine Expeditionary Force Command, Major Subordinate Command), comptroller, legal counsel (procurement), contracting office CCO, and I&L (LB) must concur with the AAS D&F before transferring funds.

(a) 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.

(b) 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 (4). 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.

h. No Guarantee after the Cut-Off Deadline. Due to end-of-year volume, contracting offices cannot guarantee timely obligations for requests received after the PR cut-off dates, particularly for those requirements that are incomplete or missing required documentation, approvals, and waivers, etc. Except in cases of unusual and compelling urgency, acceptance of PRs received after the PR cut-off dates will be at the discretion of the contracting activity CCO. Contracting offices will confer with RA comptrollers and make every effort to award all requests that have been accepted.

MARINE CORPS INSTALLATIONS COMMAND
CONTRACT PLANNING CONSIDERATIONS

PURPOSE: To provide requiring activities (RA) with information regarding the normally expected phases and timelines to procure supplies and services.

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

ACQUISITION PHASES: The information below outlines the basic acquisition process. It is a guideline only and is not intended to be all inclusive.

1. **Requirements Generation.** Requirements generation is typically an arduous and extremely time consuming process, so planning and allotting adequate time is critical. Large, complex requirements can easily take as long as 12 to 18 months to generate. The RA must dedicate full time efforts of its personnel to identify requirements, define requirements through research and analysis techniques, determine commercial market capabilities, and estimate a potential price tag through an independent government cost estimate. This may include coordination with the contracting office to conduct an industry day or request for information to gauge industry resources, capabilities, and interest. Poor planning can result in a contract with higher cost, late delivery of goods/performance of services, and/or poor quality/performance.
2. **Acquisition Planning.** RAs should consult the contracting office early. "Early" means prior to the deadline for submitting the requirements package through PR Builder using both the lead time chart below and the fiscal year cut-off dates (enclosure (3)) as guides. The RA submits a purchase request (PR) with the entire requirements package attached to begin the acquisition process. The contract specialist (CS) conducts further market research to determine the procurement method, contract type, competition/posting requirements, small business participation, potential sub-contracting efforts, and other statutory or regulatory requirements. Legal, management, and higher headquarters will review the acquisition strategy. This phase ends when all requirement documents are complete and an acquisition strategy is finalized. 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.
3. **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 to 40 days) based on the method of competition. 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.
4. **Evaluation.** The RA will assign members to a technical evaluation board (TEB) for the requirement. The TEB will evaluate each quote/proposal against the solicitation. 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.
5. **Award Preparation.** The CS/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.

6. **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.

7. **Lead Times.** 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. A key factor in processing any requirement is to maintain communication with the contracting office. 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 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 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.		

MARINE CORPS INSTALLATIONS COMMAND
REGIONAL CONTRACTING OFFICE
PURCHASE REQUEST CUT-OFF DATES

EST. VALUE	REQUIREMENT		CUT-OFF
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 (FY20 and FY21 Subject to Availability of Funds PR)	3 months prior to expiration
> \$50M*	Service or Supply	New or Renewal: Regardless of procurement method (FY21 Delivery/POP)	01 Oct 19
> \$10M to \$50M*	Service	New or Renewal: Regardless of procurement method	13 Dec 19
		Add Work: In-scope modification to existing contract/task order	14 Jun 20
	Supply	New or Renewal: Regardless of procurement method	04 Jan 20
*See Enclosure (2): Requirements subject to higher headquarters review may lead to unexpected delays that could endanger award ability in FY20. 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 20
		Add Work: In-scope modification to existing contract/task order	14 Jun 20
	Supply	Open market	22 Mar 20
		Delivery order against GSA Federal Supply Schedule (FSS), governmentwide acquisition contract (GWAC), or existing indefinite delivery/indefinite quantity (IDIQ) contract/blanket purchase agreement (BPA)	15 Mar 20
> \$250K to \$7M Commercial Item	Service	New or Renewal: Regardless of procurement method	03 May 20
		Add Work: In-scope modification to existing contract/task order	12 Jul 20
	Supply	Open market	31 May 20
		Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA	07 Jun 20
< \$250K	Service	New or Renewal: Regardless of procurement method	03 Aug 20
		Add Work: In-scope modification to existing contract/task order	09 Aug 20
	Supply	Open market	03 Aug 20
		Delivery order against GSA/FSS, GWAC, or existing IDIQ contract/BPA	09 Aug 20
Notes: 1. Cut-off dates assume the requirements package is complete as outlined in Enclosure (4), ready for action, and accepted by the Contract Manager in PR Builder. 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 2020. 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.			

MARINE CORPS INSTALLATIONS COMMAND
CONTRACTING OFFICES
PURCHASE REQUEST PACKAGE REQUIREMENTS

For **SUPPLIES**, the PR must include:

BASIC INFORMATION SECTION

- 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)*

LINE ITEMS

- Item Name and Line Item Description (form, fit, function)
- Quantity/Unit Price/Unit of Issue
- Ship To Location
- Date Required (need delivery date)

FISCAL INFORMATION

- 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"

ATTACHMENTS to INCLUDE*

- 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

BASIC INFORMATION SECTION

- Contracting Officer's Representative (COR) Name**
- Additional information for the Contracting Officer (e.g., fiscal instructions)
- 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)

LINE ITEMS

- 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

FISCAL INFORMATION

- A valid line of accounting with validated funding
- PSC associated with the corresponding Object Class Code for proper accountability and data transparency***
- Item Type reflected as "Service"

ATTACHMENTS to INCLUDE*

- 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)

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

For services <\$250K, a technical POC **may be substituted. Discuss with the KO.

***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.