



**MCIEAST – REGIONAL CONTRACTING OFFICE
CUSTOMER PROCESS FLOWCHART**

CONTRACTING FOR SERVICES

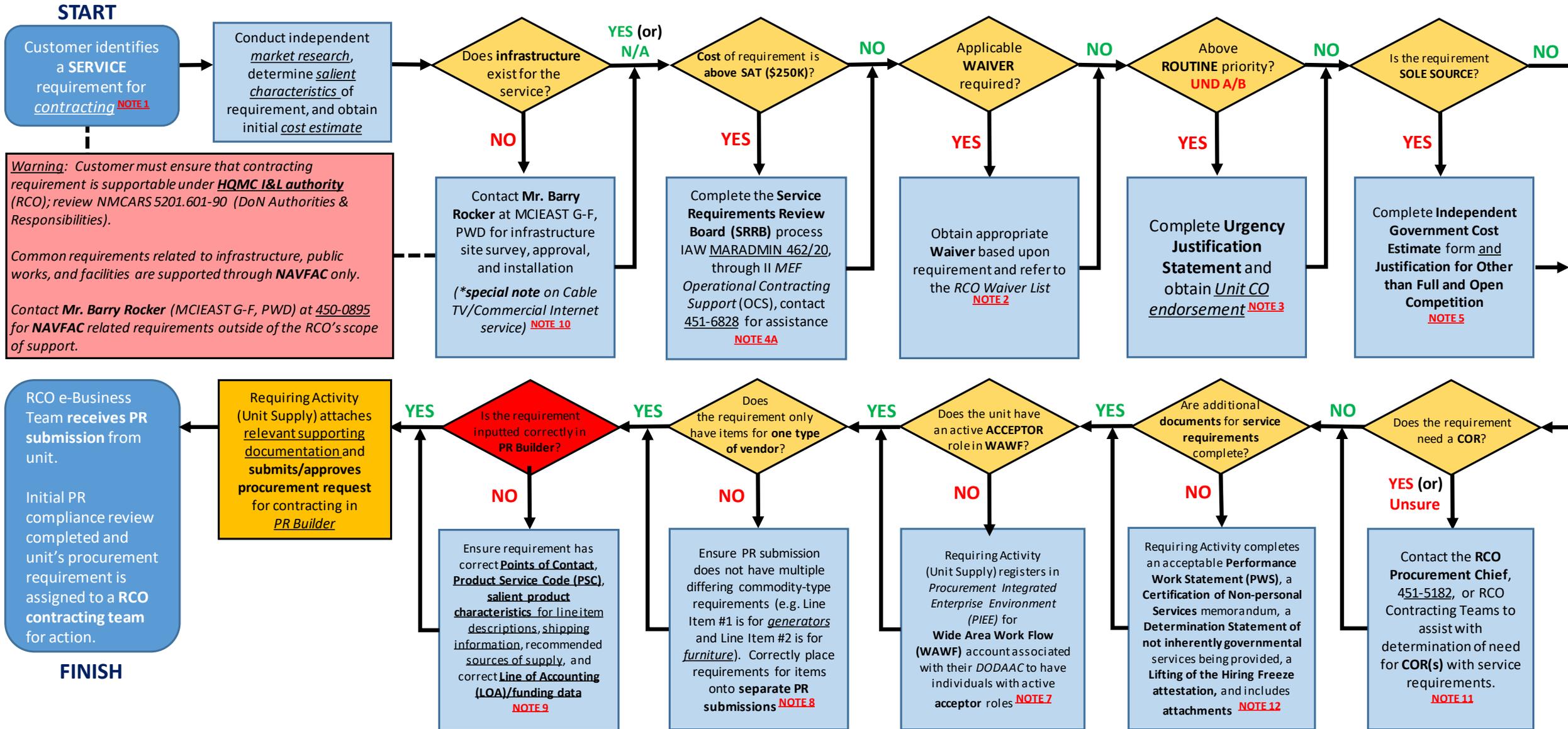
INITIAL POINTS OF CONTACT FOR CONTRACTING

- FOR BASIC REQUIREMENT QUESTIONS AND ADVICE:
 - MSgt Dewan Britton (RCO Procurement Chief) – 451-5182 or dewan.britton@usmc.mil
- FOR PR BUILDER QUESTIONS AND ADVICE:
 - Mr. Wayne Gray (Procurement Systems Coordinator) – 451-1242 or harold.gray@usmc.mil

THE CUSTOMER IS RESPONSIBLE FOR COMPLETING ALL FLOWCHART STEPS THAT COINCIDE WITH THE RCO PR CHECKLIST.

RCO PR CHECKLIST IS AVAILABLE ONLINE:
<https://www.mcieast.marines.mil/Staff-Offices/Contracting/Procurement-Planning/>

NOTE: RCO PR CHECKLIST IS A REQUIRED SUPPORTING DOCUMENT WITH A COMPLETE PR PACKAGE SUBMISSION IN PR BUILDER..



Warning: Customer must ensure that contracting requirement is supportable under **HQMC I&L authority (RCO)**; review NMCARS 5201.601-90 (DoN Authorities & Responsibilities).

Common requirements related to infrastructure, public works, and facilities are supported through **NAVFAC** only.

Contact **Mr. Barry Rocker** (MCIEAST G-F, PWD) at 450-0895 for **NAVFAC** related requirements outside of the RCO's scope of support.

RCO e-Business Team receives PR submission from unit.

Initial PR compliance review completed and unit's procurement requirement is assigned to a RCO contracting team for action.

FINISH



CONTRACTING FOR SUPPLIES/SERVICES (FOOTNOTE CHART)

| Note # | PR Checklist # | Summary/Remarks |
|--------|----------------|---|
| 1 | 1a | <p>To verify that a requirement is valid for contracting with the RCO, the customer/requiring activity must present proof that the product/service being requested for is not a normal supply system item (associated with National Stock Numbers [NSN]). Proof can consist of a screenshot from the Accountable Property System of Record (APSR) found in Global Combat Support System - Marine Corps (GCSS-MC), FEDLOG records, or a DLA WebFLIS search.</p> <p>Additionally, the customer/requiring activity must ensure they are utilizing mandatory sources of supply first before registering a contacting requirement in PR Builder (e.g. DSSC/GSA Servmart, GSA Advantage, DLA-Energy, directed procurements through MARCORLOGCOM/MARCORSYSCOM, etc.).</p> <p>The requiring activity must also consider if the requirement is supportable through HQMC I&L authority provided down to the RCO (and ECPs). Refer to the Navy and Marine Corps Acquisition Regulations Supplement (NMCARS), Subpart 5201.601-90 for Head of Contracting Agency (HCA) authorities provided down from the Department of the Navy (DoN). Contact the RCO Procurement Chief at 451-5182 to discuss if the procurement requirement being requested for is within the RCO's scope of support.</p> |
| 2 | 1b, 2, 3 | <p>Review the RCO Waiver List to determine if a waiver is needed for your supply/service requirement. Procurement waivers can delay and extend the procurement process in contracting. Ensure you are planning accordingly and reaching out the correct Points of Contact as soon as possible to obtain waivers through proper justification in a timely manner. Procurement request submissions without the appropriate waiver will not be actively worked/approved.</p> <p>Common procurement waivers include/but are not limited to information technology (ITPRAS), base property (base assets/personal property/furniture), NSN items that cannot be procured through the system due to urgency/delays/local procurement direction (DLA-Integrated Material Management), Program of Record item/Military Equipment (MARCORSYSCOM), and infrastructure (Public Works). Common procurement waivers are not all encompassing; review the RCO Waiver list for applicability with your requirement.</p> <p>The most current Waiver list is available on the MCIEAST RCO website in the Procurement Planning section: https://www.mcieast.marines.mil/Staff-Offices/Contracting/Procurement-Planning/</p> |
| 3 | 4 | <p>If the requirement for supplies is higher than UND C (Routine) priority (refer to unit type in MCO 4400.16, UMMIPS, for correct FAD and priority number), an Urgency Justification/Impact Statement will need to be filled out. The Urgency Justification/Impact Statement shall be endorse by the unit CO (or Department Head). This specific justification statement (when validated) allows for the Regional Contracting Office to limit sources for the requirement based on unusual and compelling urgency that would cause serious injury/impact on the Government's interests.</p> |
| 4A | 12 | <p>Services over the Simplified Acquisition Threshold (SAT) value over \$250K require validation with the Service Requirements Review Board (SRRB) at II Marine Expeditionary Force (MEF) Operational Contracting Support (OCS) prior to submission with the RCO. MARADMIN 462/20 outlines the Marine Corps' current contract services guidance with the requirement of a SRRB for any service contracting requirement above the SAT (to include certain service exceptions that will not require a SRRB that are listed in paragraphs 3.A through 3.H of the MARADMIN) .</p> <p>SRRB requirements routinely consist of a powerpoint slide template that provides a summary of the requirement, a detailed Performance Work Statement (PWS), and a detailed Independent Government Cost Estimate (IGCE) that breaks down cost elements associated with the service contract. Advanced planning is required as the SRRB process occurs only on a periodic basis (quarterly/semi-annually). Contact II MEF OCS for additional support and details (Maj Jacob Ledford, 451-6828, or MSgt Robert Richardson, 451-6887).</p> |



CONTRACTING FOR SUPPLIES/SERVICES (FOOTNOTE CHART)

| Note # | PR Checklist # | Summary/Remarks |
|--------|----------------|--|
| 5 | 5, 8 | <p>(In addition to the IGE/IGCE requirement).</p> <p>Proper justification is required when a customer seeks to procure a sole source/brand name item which limits sources and statutory competition requirements in contracting.</p> <p>Section II. (Description of Item/Service) should incorporate a format of 5W's (Who, What, Why, Where and When). <i>[Example: Requirement is for the purchase of (2) Raypak hydronic boilers, model number XX-XXXX. Items are to replace degraded/inoperable hydronic water heaters located in building XXXX. These hydronic boilers provide heat to troop barracks and the surrounding facilities on MCB Camp Lejeune. The required delivery date is day month year.]</i></p> <p>Section III.A. should provide reasoning on limiting source selection of product/service to only one responsible vendor based on specific exclusive rights, licensing agreements, and/or owner of proprietary data. If there are other reasons applicable, provide those reasons in this area.</p> <p>Section III.B. should provide reasoning on limiting brand name to only one manufacturer. Examples may include Marine Corps policy restrictions on specific brand name(s), associated equipment that are not interchangeable, or equipment specifically made only by one manufacturer.</p> <p><i>(note: supporting documentation and policy references accompanying this justification memorandum will help streamline your requirement through the contracting process)</i></p> <p>The template for "Other than Full and Open Competition Justification" for limiting sources is available on the MCIEAST RCO website in the Procurement Planning section: https://www.mcieast.marines.mil/Staff-Offices/Contracting/Procurement-Planning/</p> |
| 7 | N/A | <p>Requiring activity (primarily Unit Supply) should confirm actual receiving point of supplies/services being requested for and to confirm responsibility of acceptance actions once the supplies/services have been provided by the vendor. In the case of supplies being provided, the requiring activity must confirm if the Distribution Management Office (DMO) aboard the base will be responsible for acceptance of goods or if the unit will conduct actions for acceptance in Wide Area Work Flow (WAWF). Coordination with the requiring activity and DMO should occur prior to the shipment of contracted goods. In the case of supplies/services being accepted by the requiring activity, a WAWF account needs to be requested/created through the Procurement Integrated Enterprise Environment (PIEE) for their Department of Defense Activity Address Code (DODAAC) to ensure timely acceptance of contractor invoices submitted (certifying receipt of goods/services being provided). Acceptance by the requiring activity ensures payment to the vendor and liquidation of funds associated with the government contract number.</p> |
| 8 | 7 | <p>Requiring activity must ensure that differing commodity-type items requested for (e.g. computer/network equipment <u>and</u> furniture items) are placed onto separate purchase request submissions. Each commodity-type is associated with a different unit requirement and must be worked separately to ensure contractors/vendors are capable of competing for support. Correctly placing requirements on appropriate PR submissions will help streamline the requiring activity's request for support at the RCO.</p> |



CONTRACTING FOR SERVICES (FOOTNOTE CHART)

| Note # | PR Checklist # | Summary/Remarks |
|--------|----------------|---|
| 9 | 6 | <p>This decision block, which is the final decision block prior to the approval/submission of the purchase request to the RCO, requires close/careful attention with the Requiring Activity. It is the area that causes most requests for contracting support to be denied/delayed due to missing or discrepant information provided.</p> <ol style="list-style-type: none"> 1. Points of Contact - Direct POCs that understand the requirement need, such as Subject Matter Experts for maintenance, public works/utilities, engineers, operators, or technicians need to be the primary POC placed in the comments section of the PR. Additionally, fiscal and supply personnel should be the follow on points of contact that can answer any concerns related to funding and shipping information. Formats for POCs should incorporate <u>Names, Title/Section, Contact Number and Email (if available)</u>. 2. Product Service Code (PSC) - This code categorizes the type of supply or service being procured for. This must be correctly associated to the Requiring Activity's request as HQMC/U.S. Congress tracks the expenditure of funds based upon Financial Improvement and Audit Readiness (FIAR) practices mandated by federal law. To determine the correct PSC to utilize for your requirement, visit https://psctool.us. 3. Salient Product/Service Characteristics - This is associated with the line items being requested for; however, clear details need to be provided that remove as much uncertainty/ambiguity of the requirement needed by the requiring activity. For example, if a unit is requesting for a "commercial item projector unit", solely providing a projector unit's model number and product description is not enough to work from. The requiring activity needs to describe what the key characteristics they are seeking for to meet their minimum need (<i>e.g. ceiling mountable with hardware provided, (2) HDMI ports, VGA/DPI capable, resolution 1080p, brightness up to 5,000 lumens, built-in wireless/network compatible, remote controlled, etc.</i>). This is the description that contractors/vendors will seek to fulfill. A clear/concise description allows for the RCO to better facilitate your requirement and to ensure the contractor market can meet your need. 4. Shipping Information - This must be located at a freight shipping location (primarily your unit supply warehouse [TAC 2] or DMO). Confirm delivery address and DODAAC are accurate prior to the submission of your purchase request. 5. Sources of Supply - This should include any vendors the requiring activity has reached out to obtain quotes/information. This will help the RCO in market research and cost comparison analysis. 6. Line of Account (LOA)/Funding Data - LOAs specific to PR builder should be provided through the unit's Major Subordinate Command's (MSC) Comptroller Section (G-8). Request funding data information or LOAs associated with contracting purchase requests to correctly input the required info into the purchase request. |



CONTRACTING FOR SERVICES (FOOTNOTE CHART)

| Note # | PR Checklist # | Summary/Remarks |
|--------|----------------|---|
| 10 | N/A | <p>A common issue that rises when dealing with service requirements is the concern on if infrastructure already exists to support the service. If infrastructure already exists (power, wiring, building structure, piping/plumbing, other utilities, etc.) or supporting infrastructure is not applicable, the requiring activity can move on with the contracting for services process. However, when infrastructure does not exist to support the service, the requiring activity must coordinate with MCIEAST GF, Public Works Department (PWD) to confirm the absence of required infrastructure, and if a construction project needs to be submitted before the service can be requested. Mr. Barry Rocker is the primary POC at MCIEAST GF (451-0895). PWD will then conduct a site survey on the location requiring service, obtain approval for construction/modification work, and install the infrastructure needed.</p> <p>(note: For Cable/Internet service requirements, requiring activities should check with the Spectrum Cable installer for MCB Camp Lejeune on buildings that have wiring pre-installed and if service has previously been provided at a specific location (primary POC for Spectrum is Mr. Ben Richards at 919-573-7344). After contacting Spectrum, reconciliation with MCIEAST GF, PWD should occur to confirm if infrastructure (cable/wiring) exists for the area/building requiring service. Price quotes and applicable waivers (ITPRAS) need to be obtained by the requiring activity prior the submission of the purchase request to RCO. <u>When requesting for cable/internet service, requiring activities must identify if the purchase request is for a new requirement or continuation for an existing service previously provided.</u></p> <p>If the purchase request is for a new requirement, the requesting activity should contact as many vendors as possible for estimates.</p> |
| 11 | N/A | <p>According to DFARS PGI 201.602-2, Contracting Officers shall designate a Contracting Officer Representative (COR) for all service contracts. Contracting officers may exempt service contracts from COR requirements under three conditions: (1) the contract is awarded using Simplified Acquisition Procedures (SAP), (2) The requirement is not complex, and (3) The contracting officer documents the file, in writing, with the specific reasons why the appointment of a COR is unnecessary (e.g. simple contract/not complicated/short duration/low dollar value/ etc.).</p> <p>If the requiring activity is unsure of their service being requested for requiring a COR, contact the RCO Procurement Chief (MSgt Britton, 451-5182 or one of the RCO Contracting Teams for guidance. CORs must be nominated by the unit's CO/Department Head, receive the required/prescribed training based upon the COR Type A (fixed price-low risk) requirements found in the Defense Procurement and Acquisition Policy (DPAP) memorandum dated 29 Mar 2010. Contact the RCO Procurement Chief or any of the RCO Contracting Teams to complete all COR requirements (nomination process, proof of COR training complete, and eventual appointment by the KO at RCO) in the Joint Appointment Module (JAM) found in the Procurement Integrated Enterprise Environment (PIEE) website.</p> |



CONTRACTING FOR SUPPLIES/SERVICES (FOOTNOTE CHART)

| Note # | PR Checklist # | Summary/Remarks |
|--------|----------------|--|
| 12 | 9, 10, 11 | <p>There are (4) additional documents that are required for the purchase request of a service requirement:</p> <ol style="list-style-type: none"> 1. Performance Work Statement (PWS) - Acceptable Performance Work Statement information can be found in FAR 37.602. See the PWS and INSTRUCTIONS document for an example. They are statements of what you want the outcome and results to be, not how the work should be performed. Ideally, the Performance Work Statement includes measurable performance standards that a vendor can adhere to. Performance Work Statement submissions should include any additional forms, handbooks, regulations, technical orders, drawings, pictures, maps, designs, report templates, etc. 2. Certification of Non-personal Services Memorandum - Utilize the template from the RCO's website. The purpose of this document is to mitigate unnecessary contact and influence on a contractor performing services on behalf of the U.S. Government. Mitigation plans should detail in the element notes the plan that the requiring activity will utilize to ensure undue influence or a conflict of interest between the U.S. Government and contractor does not occur. Requiring activities may refer back to the PWS that outlines the performance work expected on the contractor to perform. 3. Determination of Not Inherently Governmental Functions being provided through service - Utilize the template from the RCO's website. Contracts should not be providing services or executing tasks that are solely for the U.S. Government to perform (e.g. contracting/obligating government funds or combat related tasks). See FAR 7.503 for details regarding inherently governmental functions. 4. Lifting of the Hiring Freeze Attestation - Utilize the template from the RCO's website. See DASN (AP) memorandum dtd 8 May 2017. Any contracting action after 8 May 2017 pertaining to services must contain the attestation statement found in DASN (AP) memo dtd 8 May 2017. <p><i>(note: additional attachments such as forms, drawings, pictures, maps, designs, and report templates may be submitted with the purchase request as supporting documentation to help with the PWS or clarifying the service requirement in need).</i></p> <p>Templates for all (4) of these additional documents are available on the MCIEAST RCO website: https://www.mcieast.marines.mil/Staff-Offices/Contracting/Procurement-Planning/</p> |