



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

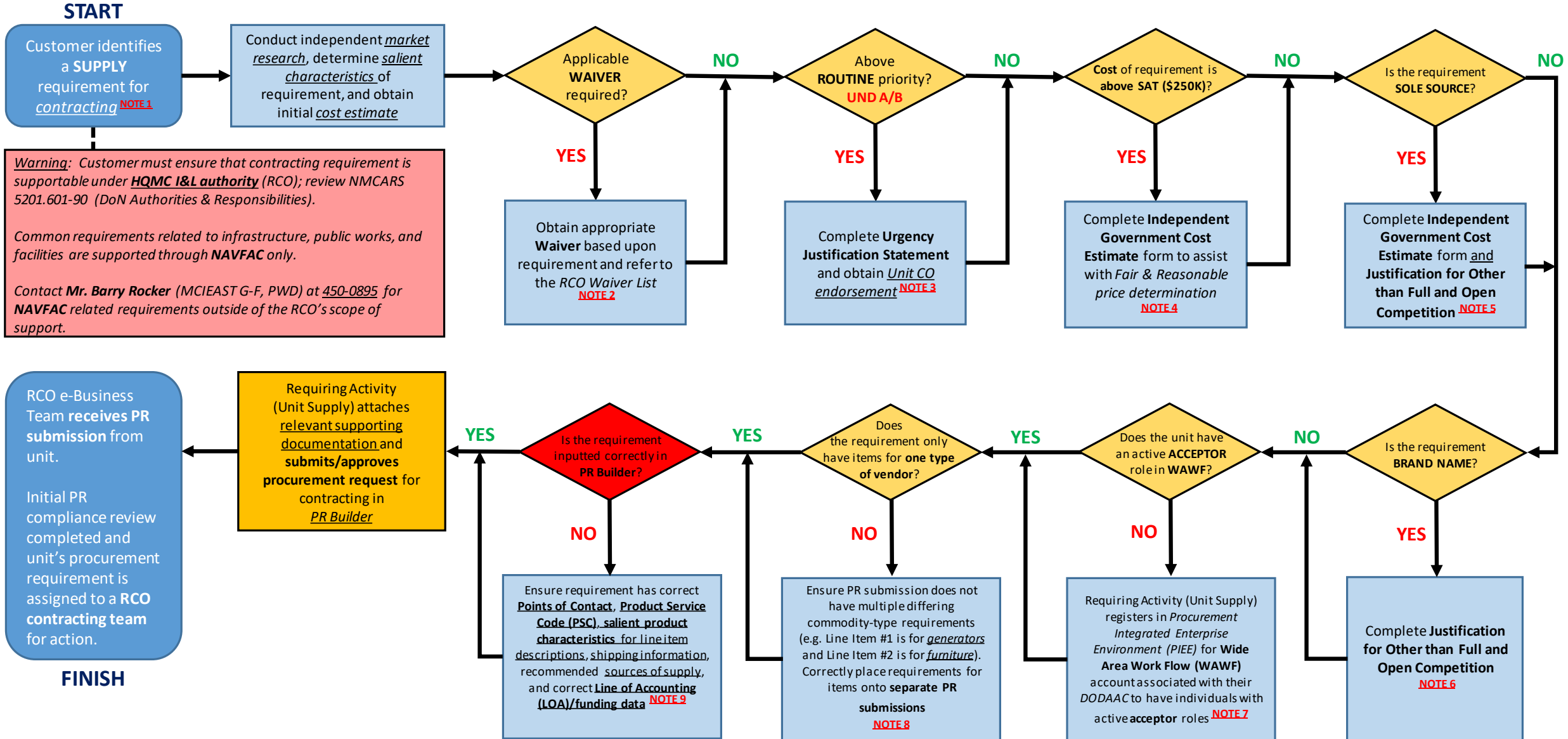
CONTRACTING FOR SUPPLIES

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..





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 endorsed 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>
4	5	<p>The purpose of the Independent Government Estimate (IGE) or Independent Government Cost Estimate (IGCE) [services], is to assist the government in determining fair and reasonable pricing. There is greater risk associated with requirements over the Simplified Acquisition Threshold (SAT) value of \$250K and when sole source vendors/manufacturers are utilized. The IGE/IGCE serves as key documentation that help the government with cost and price analysis and determining the best value obtained when a source is selected.</p>



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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>
6	8	<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>



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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>



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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.