

PR Builder Pre-Submission Cheat Sheet

	Yes	No	N/A	Date
Is there a completed and signed Purchase Request (PR) Checklist attached?				
Is this acquisition properly prioritized in accordance with MCO 44000.16? All urgency of need designators other than routine will require an Urgency Justification signed by the Commanding Officer.				
Is there a Point of Contact listed for the PR?				
Is the correct ship to address/DODAAC included on each line item?				
Are detailed specifications and salient characteristics provided for each line item in the extended description? (i.e. dimensions, function, performance characteristics, acceptable materials, acceptable colors, manufacturer, manufacturer's part number, brand name, type, style, etc)				
Are only items likely to be available from one vendor listed on the PR? (i.e. computer items on one PR and furniture items on a separate PR.)				
Is a reasonable delivery date/period of performance included on each line item (see Procurement Administrative Lead Time table)?				
Has the correct fund cite been applied?				
Has a suggested vendor been identified?				
If recommending a GSA purchase, is the applicable GSA vendor and contract number included?				
Has a quote been received and attached to the PR?				
If the requirement is for a brand name or sole source product/service, is a justification attached?				
Has an Independent Government Cost Estimate (IGCE) been attached for requirements over \$150k or sole source?				
Will this requirement need a waiver? (i.e. Comm Equip, Weight Equip, Rental Vehicles, IT Equip/Service, Medical Equip, Minor Training Devices, etc...)				
Has the correct workflow been selected in PRBuilder? Is it routed to the correct Contracting Office?				

Has Property Book Officer approval been obtained, if applicable? (Base property waiver)				
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Additional Requirements for Service Acquisitions

	Yes	No	N/A	Date
Is an acceptable Statement of Work (SOW) or Performance Work Statement (PWS) (IAW FAR 37.602) attached?				
If the service requested is greater than \$2,500 are Equivalent Rates for Federal Hires attached?				
Are attachments to the PR complete and submitted in PR Builder? (i.e. drawings, pictures, SOW/PWS etc.)				

The Procurement Administrative Lead Time (PALT) measures the number of days procurement takes from acceptance of a complete purchase request by the Contracting Office to the day of award. The PALT table below, which is prescribed by the USMC Contract Management Process Guide, demonstrates general lead times for commercial acquisition buys and may be used as a guideline for workload planning by the Contracting Officer and the Requirements Official.

These times do not include manufacture, shipping, delivery, or installation. The Required Delivery Date (RDD) listed on the purchase request should account for the additional time.

Dollar Value	Acquisition	Work Days to Award
Under \$25,000	All SAP	30
\$25,001-\$150,000	Supplies	50
\$25,001-\$150,000	Services	60
\$150,000-\$6.5M	In Accordance with Acquisition Plan	As Negotiated/TBD 6 – 7 Months
Any	GSA Schedule Orders	30 - 90
Any	Established BPA under GSA	60