

**82d CONTRACTING SQUADRON
CUSTOMER
EDUCATION
GUIDE**



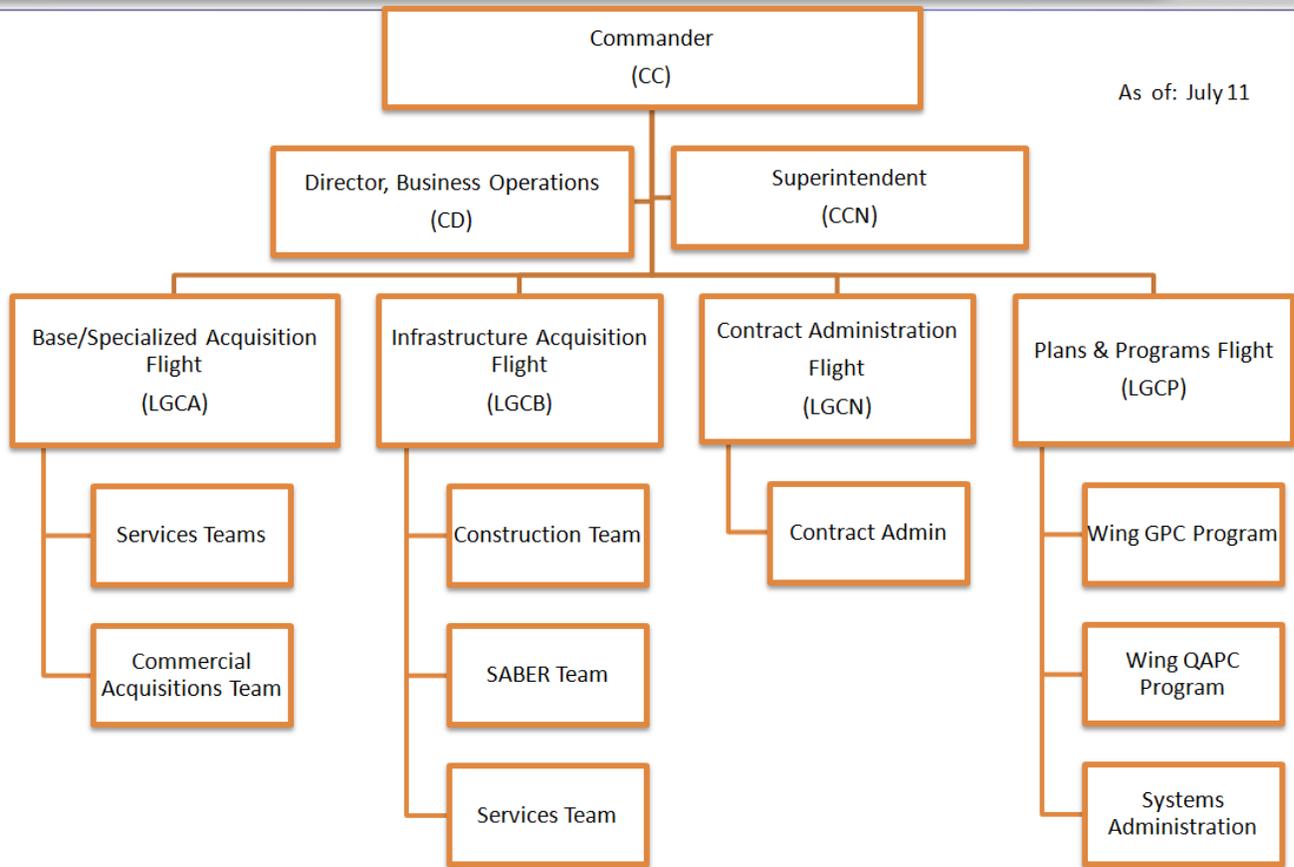
**82d CONTRACTING SQUADRON
206 J Ave, Bldg 1662
SHEPPARD AIR FORCE BASE, TEXAS 76311
June 2015**

PREFACE

We developed this guide so that we may better serve you, our customer. As a service organization, we strive to provide the highest quality and best value contracting support possible—and we need your help to make that happen. Commanders, Cost Center Managers, Unit Resource Advisors, and anyone who has acquisition responsibility should become familiar with the contents of this guide and keep it handy for ready reference. Please feel free to contact me at extension 2663 should you have any questions or comments.

MICHAEL S. KENNEBRAE, Lt Col, USAF
Commander, 82d Contracting Squadron

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COMMAND SECTION CONTACTS		FAX : 676-7829
Commander		676-5200
Director of Business Operations		676-4138
Front Desk		676-2663
Superintendent		676-4278
Unit Deployment/Training Manager		676-5352
Unit Program Coordinator		676-5177

SECTION CONTACTS		
LGCA FLIGHT CHIEF		676-5180
Formal Acquisition Team Lead I		676-1668
Formal Acquisition Team Lead II		676-3895
Commercial Acquisition Team Lead		676-1604
LGCB FLIGHT CHIEF		676-5185
Construction Team Lead		676-6150
SABER Team Lead		676-2277
Infrastructure Services Team Lead		676-5189
LGCN FLIGHT CHIEF		676-5197
LGCP FLIGHT CHIEF		676-5183
GPC Coordinator		676-3352
QAPC		676-5187
System Administration		676-2606

Flight Description

The 82d Contracting Squadron is organized in four flights: Three Acquisition Flights and the Plans and Programs Flight. Generally, each buyer within the flight is assigned certain classes of items for which they are exclusively responsible.

“A” Flight (LGCA): Made up of the Formal Contracts Team and the Commercial Acquisition Team, this flight provides for the acquisition of supplies, equipment, and services for the entire base. Performs administration of all purchase/delivery orders including follow-up on delayed deliveries and services, item discrepancies, payment problems and other administrative functions that may be required.

“B” Flight (LGCB): Made up of the Construction Team, SABER Team, and Services Contracts Team. This flight provides for the acquisition of construction services in support of the 82d TRW and the 80th FTW. LGCB performs administration of all purchase/delivery orders including follow-up on construction schedules, discrepancies, payment problems and other administrative functions that may be required.

“N” Flight (LGCN): Provides for the maintenance and management of the Civil Engineering Services contract.

Plans and Programs Flight (LGCP): Maintains all information technology resources for the squadron. This flight is responsible for the operation and management of the automated contracting systems (software and hardware) to include management of the Standard Procurement System (SPS)/Procurement Desktop-Defense (PD2) and E-commerce initiatives. Manage incoming purchase requests and interfacing between SPS and the Automated Business Services System (ABSS) or the Defense Enterprise Accounting and Management System (DEAMS) and monitors/reports on the acquisition workload. Manages the quality assurance and government purchase card programs.

Whose Customer Am I?

If you need a supply, commodity, or service, you will likely be working with LGCA. Government Purchase Card administration is in LGCP. Administration of the civil engineering services contract is in LGCN. Base infrastructure and construction requirements are likely to be processed in LGCB. All potential construction projects must be processed through 82 CES first, using an AF Form 332. AF Form 332's may also be required on acquisitions for commodity-type items that require minor construction work, including mounting on ceilings and walls. The ultimate using agency deals directly with CE. The ultimate user is CE's customer. If CE assumes responsibility of, and funds the project, CE is CONS' customer. If CE approves the requirement for contract and returns the requirement to the customer for funding, the end user is CONS' customer.

SECTION B

ACQUISITION PLANNING

The acquisition process can be long and complicated for some requirements. However, if we work together and plan ahead, we can ensure you get the product or service that you need—when you need it. More time will be required for high dollar and highly complex acquisitions. In any case, realistic goals coupled with thorough acquisition planning can help make the entire process a smooth one. Developing a good acquisition plan is the first and most important step in obtaining the best product or service to meet the Government's needs. The primary planning factor in terms of time required for procurement is cost. Keep in mind that before we can enter into a contract, the contractor must be enrolled in the **System for Award Management (SAM)** at <https://www.sam.gov/portal/public/SAM/>. This is a website that consolidates the capabilities previously in CCR/FedReg, ORCA, and EPLS.

Micro-Purchases (less than \$3,000)

Supplies less than \$3,000.00, non-personal services less than \$2,500.00, and construction requirements less than \$2,000.00.

Micro-purchases require competition only if prices are not considered reasonable. With few exceptions, micro-purchases will be made using the Government-wide commercial purchase card (GPC). All exceptions to using the GPC under the micro-purchase threshold must be approved by the Wing/CC. Convenience checks are available at the contracting office for those vendors who do not accept credit cards.

Small Purchases (less than \$150,000)

A small purchase generally requires the solicitation of two or more price quotations. The quotes are then evaluated and award is made to the offeror whose quote is in the best interest of the Government.

Public Law 95-507 requires that all proposed acquisitions exceeding \$3,000 but not over \$150,000 (except Construction) be reserved exclusively for small business. This is referred to as a small business set-aside. After soliciting small business sources, the Contracting Officer may determine that there is no reasonable expectation of obtaining two or more quotations from small businesses. In this event, the small business-small purchase set-aside may be dissolved and new quotes solicited on an unrestricted basis.

Acquisitions for non-commercial items or services exceeding \$25,000, but not exceeding \$150,000 have additional requirements to those acquisitions less than \$25,000. The **Federal Acquisition Regulation (FAR)** requires any acquisition within this range to be advertised in a public place for a minimum of 10 days. Advertising is accomplished via electronic means. For acquisitions of commercial items/services exceeding \$25,000, but less than \$150,000 the FAR allows the Contracting Officer to determine appropriate advertisement periods.

Purchases Over \$150,000

Purchases in excess of \$150,000 take significantly longer than small purchases due to administrative lead-times and reviews. The lead-time is further extended for those purchases exceeding \$500,000. In addition, requirements in excess of \$150,000 for services will be procured under the purview of an **Acquisition Team**. The 82 CONS Quality Assurance Program Coordinator (QAPC) facilitates MFT meetings.

The Acquisition Team/Acquisition Strategy Panel (ASP), instituted by the 82nd TRW and established by the Contracting Squadron Commander, supports the following:

1. Acquisition strategy development
2. Market research
3. Source selection and performance evaluation criteria development
4. Contract performance management/quality assurance surveillance

ASPs shall be convened for all acquisitions requiring a formal/written Acquisition Plan (AP). The ASP chairperson may establish streamlined ASP procedures for acquisitions <\$8M. The group can be formed for each acquisition, by functional area, or as a standing body for review of all service contract requirements. When planning for acquisitions over \$150,000, a kick-off meeting will be held to discuss funding, contract type, schedule, and basic performance requirements. Subsequent meetings with functional personnel will be more detailed and focus on things such as drafting requirements, source selection team composition, bid schedule, etc. Acquisition Team/ASP members must be able to obligate themselves to a period of six months to one year for the acquisition process. After the contract is awarded, the Acquisition Team/ASP meets as required to address performance issues, and should always reconvene prior to a decision to exercise an option on the contract.

LARGE PURCHASE ACQUISITION STRATEGIES

REQUEST FOR PROPOSAL (RFP)

Awarding a contract using this process will take longer, but when performance is critical, it will provide the best results for the best value (not necessarily the lowest price). It also allows you, the customer, more input into the acquisition process. There are two basic methods: low price/technically acceptable and tradeoff source selection.

The **Low Price/Technically Acceptable** method is faster but provides less flexibility. You evaluate which offers are technically acceptable, and then the Contracting Officer will make the award based on lowest price.

With **Tradeoff Source Selections**, you obtain the best value based on the evaluation and analysis of several factors such as price, delivery, past performance and in some cases technical superiority. The idea behind tradeoff source selection is that the Government can pick the best contractor for the job, is affordable, but is not necessarily the lowest-priced offer. During discussions, the Government may ask offerors to explain specifically how they plan to complete the job, how many people they will use, how they will organize the workforce, how they will

Assure quality work, what equipment and materials they will use, etc. Contractors are afforded the opportunity to improve their proposals through discussions.

Even though tradeoff source selections are the most suitable method for obtaining a best value contractor, they do require significant investments of time and human resources. Customers must devote one technical representative (as a minimum) to support the technical evaluation phase of the acquisition. Source Selection procedures are appropriate when technical considerations are of paramount importance, but prior to deciding on this acquisition strategy, the benefits should be compared to the additional costs involved in evaluation and the selection process.

REQUIRED DELIVERY DATE (RDD)

RDD is the date the customer must have the requirement fulfilled. Your RDD should reflect a date to include the time required to process a purchase request, prepare solicitation documents, advertise the acquisition, receive and analyze bids or offers, obtain necessary approvals, issue a contractual document, and allow adequate delivery time. In other words, the RDD must consider the time from receipt of a purchase request to delivery of the commodity or service. This date needs to be realistic, and extremely short delivery requirements generally become excessively expensive procurements. This is because there is insufficient time to contact the greatest amount of qualified vendors, and some of those contacted may not be able to meet the delivery terms. Second, short delivery requires priority performance on the part of the contractor, which also increases the price.

<u>Estimated Amount</u>	<u>Approximate Lead Time</u>
\$3,000 < \$25,000	1 - 15 days
\$25,000 < \$150,000	7 - 30 days
Over \$150,000	120 days (minimum)

Complex construction and service contracts may require additional lead-time. Contact the appropriate acquisition flight for an estimated schedule. You can also refer to the annual “Contracting Back to Basics” handout, available on the Buy-Me-University Website.

EMERGENCY REQUIREMENTS

If you have an emergency requirement (safety, security, mission essential, etc.) please contact your acquisition service team immediately. Special procedures exist for expediting requirements under emergency conditions. After normal duty hours please contact the Command Post for the number of a Contracting Officer.

Section C

Government-wide Purchase Card Program



PROGRAM OVERVIEW

AFI 64-117 is the governing instruction for the Air Force Government-Wide Purchase Card Program. The Government-wide Purchase Card (GPC) Program is intended to streamline small purchase methods by minimizing paperwork, streamlining the payment process, and simplifying the administrative effort normally associated with traditional purchase methods for supplies and services. The main goal is to provide Air Force users a simplified, streamlined method of purchasing and paying for simple, low-dollar value, items of supply and service.

The primary benefits of purchase card usage are to reduce administrative paperwork, streamlines the certification and payment process, enables vendor payment within 72 hours by Electronic Funds Transfer through a commercial bank, eliminates or minimizes prompt payment interest through the use of the online certification and payment system, and provides rebates to the Air Force based on the dollar volume of use and timeliness of payment.

The primary use of the purchase card is to purchase supplies and services for official government business valued at or below the micro-purchase threshold. Personnel not assigned to a contracting office shall be delegated authority to use the GPC to make single purchases for products only up to the micro-purchase threshold, which is \$3,000 for goods, \$2,500 for services where Service Contract Act applies, and \$2,000 for construction.

The purchase card may also be used as a method of payment in conjunction with other contracting methods above the micro-purchase threshold depending on the type of contracting vehicle utilized, with the appropriate delegation of authority. The delegation of authority is only given by a warranted contracting officer and can only be given if the items are obtained from pre-priced government contracts and agreements (e.g., Federal Supply Schedule (FSS), Blanket Purchase Agreements (BPA), Indefinite Delivery/Indefinite Quantity ID/IQ contracts, AF mandatory contracts, etc.). Authority to use the GPC may not exceed \$25,000 per transaction. Contact the Contracting Office for further assistance.

The GPC program coordinator provides training for new card holders and approving officials on a monthly basis. Local Purchase Card programs shall be set-up to ensure that the ratio of cardholder accounts to Approving Officials (AO) shall be no more than 7:1. In addition, consideration should be given to the number of transactions per cardholder and AO is required to review. To schedule mandatory training, or if you have any questions please contact the GPC Program Coordinator at extension 676-3352.

UNAUTHORIZED USE OF GPC

Intentional use of the purchase card for other than official Government business will be considered an attempt to commit fraud against the U.S. Government and will result in immediate cancellation of

an individual's purchase card and disciplinary action. In the absence of specific statutory authority, purchases of items for the personal benefit of government employees, such as flowers, food, etc., is not permitted and represents improper transactions. The use of the purchase card for personal purchases for any reason is strictly prohibited. The GPC card cannot be used for the following:

- Cash advances.
- Travel or travel related expenses.
- Long-term rental or lease of land or buildings exceeding 30 days.
- Sales, rental and lease of vehicles and classified requirements or other requirements that require written contract terms and conditions.
- Purchase of Centrally Managed Fuel or Oil, i.e., Aviation, Diesel, Heating, Gasoline, Oil for Aircraft and Motorized Vehicles. Packaged oil and lubricants needed to support base maintenance shops, however, may be purchased using the GPC.
- Repair of GSA-Leased Vehicles.
- Purchase of Major Telecommunications Systems including Federal Telecommunications/ Telephone System 2000 or Defense Switched Network.
- Purchases of Hazardous/Dangerous Items such as Explosives, Munitions, Toxins, and Firearms
- Personal Services.
- Gifts (e.g., retirements, farewells). These include food/beverages for organizational functions (commanders-call, picnics, parties, awards programs), promotional items for conferences, meetings, symposia (coins, mugs, coasters), and cash incentive awards. Likewise, rental of banquet halls or similar facilities for these functions is not authorized.
- Entertainment. Party supplies, serving material, food, and drinks are considered entertainment and are prohibited unless specifically authorized by law.
- Purchases of Controlled Cryptographic Items (CCI).
- Repair or procurement of Budget Code 8 depot-level repairable items.
- Safety-of-Flight items regardless of the Expendability, Reparability, Recoverability Category (ERRC). Budget Code 8 XD Items
- Utility Services. This includes electric, gas, water, phone, waste removal and cable TV services. These services are typically consolidated base-wide and purchased through contracts that generally exceed \$3,000 a year
- Purchase requiring advance payments, except for subscriptions or training purchased on a SF 182, Request, *Authorization, Agreement, Certification of Training and Reimbursement*
- Purchases from Government employees
- Supplies for Contractors
- Items that are part of an existing contract (Examples include, but are not limited to: custodial contracts such as cleaning supplies or vacuum cleaners, lawn maintenance items such as lawn mowers, etc.) are prohibited
- Cash Refunds.
- Gift Checks, Rebates or Other Incentives. Under no circumstance will a cardholder retain gift checks, vendor rebates, or other purchase incentives that can be converted to their personal use. If received, these items must be turned over to the U.S. Treasury and documentation must be accomplished by the cardholder.
- Split Requirements. Cardholders shall not break down requirements aggregating more than the simplified acquisition threshold (or for commercial items, the threshold in subpart 13.5) or the micro-purchase threshold into several purchases that are less than the applicable threshold

merely to avoid any requirement that applies to purchases exceeding the micro-purchase threshold. Urgency or expenditure of end-of-year funds does not relieve the cardholder or approving official of this prohibited practice.

- Cardholders are prohibited from making repeat buys of the same item to avoid the \$3,000 limitation for purchasing and the \$25,000 limitation for ordering using the GPC. In addition, no purchase from the same vendor may exceed the single-purchase limit of \$3,000 even if the individual items comprising the purchase have unit prices that are less than \$3,000.

If in doubt, business advice should be sought from the contracting office and comptroller office for guidance on authorized and unauthorized uses of appropriated funds.

MANDATORY SOURCES

Effective 1 Oct 2011 all CONUS Air Force contracting offices and purchase cardholders must use the Federal Strategic Sourcing Initiative (FSSI) Office Supply BPAs to purchase office supplies. The FSSI BPAs are currently available on the Air Force Advantage website. The only exception is for the purchase of toner cartridges. Due to highly competitive pricing on toner, it is important to check prices on both FSSI and the Air Force Toner BPAs available on AFWAY for the specific toner cartridge needed. Deviation from this policy is only authorized upon receipt of an approved waiver from the Air Force Office Supply Commodity Council.

Compliance with mandatory priority and source requirements (FAR Part 8.002) still applies. Effective 1 October 2011, in accordance with mandatory FSSI Office Supply II BPAs AF Ordering Guide, all office supplies must be purchased online from Air Force-wide buying arrangements or your local AbilityOne store.

In addition to the mandatory purchasing of office supplies, cardholders are also required to use the mandatory Air Force Office Seating and Dormitory Furnishings Blanket Purchase Agreements. Deviations from these policies also require an approved waiver. The BPAs are currently available at <https://www.afadvantage.gov/>.

For other mandatory/recommended AF Strategic Sourcing Vehicles such as AFWay, NETCENTS, Cellular phones, Defense Print & Imaging (DPI), and AF Tool & Parts Program, please refer to Sheppard AFB GPC Homepage- AF Strategic Sourcing Vehicles at link- <https://afkm.wpafb.af.mil/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-XP-AE-36-17&Filter=OO-XP-AE-36> .

PURCHASES REQUIRING AUTHORIZATION

Some purchases require authorization before making the purchase. All authorizations must be documented. If verbal approval is obtained, a memorandum for record shall be completed to document the date and identity of the authorizing official. See Authorized/Coordination matrix for items requiring approval/coordination from the controlling/servicing organization before making the purchase.

SEPARATION OF FUNCTION

In order to protect the integrity of the procurement process there must be, at a minimum, a two-way

separation of functions for all purchase card transactions. This is defined as one person making the purchase with the purchase card and a separate person receiving, inspecting and accepting the purchase.

In cases where the cardholder is picking up the material at the vendor's location, the end user or other designated receiving personnel shall legibly print their name and title, then sign and date the receipt confirming independent receipt and acceptance of the material or services.

In the event the purchase cardholder is the end user, he/she may sign the vendor receipt. However, the purchase cardholder shall ensure another Government employee within the unit/organization co-signs, along with their **printed** name and title, and dates the receipt

FUNDING DOCUMENT LIMIT

The funding document limit is a budgetary limit established on the AF Form 4009, by the unit resource advisor in coordination with the AO and certified by the FMA. In all instances, the AO shall obtain a certified funding document before the card can be used by the cardholder.

FMA's shall set quarterly spending limits on the approving official account at the same dollar value as the AF Form 4009. Refer to AFI 64-117, paragraph **3.7** for more information on funding procedures.

NOTE: Overspending funds available on the AF Form 4009 will result in unit commander or civilian equivalent notification and shall result in suspension of the cardholder's and/or approving official's GPC privileges and/or other disciplinary action.

*For Coordination Contacts, see Page 42.

SECTION D

PURCHASE REQUESTS- FORM 9'S

This section is broken down into three distinct areas:

- Common questions concerning purchase requests
- How to fill out a Form 9
- Form 9 checklists

QUESTIONS:

- 1) *When are purchase requests required?* A purchase request constitutes the requirement for effecting local purchase. It is required for an obligation of funds on a new contract or a change to an existing contract.
- 2) *Who initiates and approves purchase requests?* Only the Office of Primary Responsibility (OPR) may originate and submit purchase requests. For example, one customer may not request services/supplies on a project for which another activity is responsible.
- 3) *Who must ensure authority for local purchase?* The Contracting Squadron does not share in the responsibility for erroneous or unauthorized purchase authority. It is in the best interest for those who initiate purchase requests to protect themselves as well as their commander by being certain that they do in fact have authority to obtain particular supplies or services by contractual means.
- 4) *What is the purchase request format?* Purchase requests generally fall into two categories: automated and non-automated. The two automated customers are Base Supply and Medical. Applicable forms/procedures should be ascertained from these activities and current Air Force regulations. Requests from activities for non-supply items should be submitted on an AF Form 9, "Request for Purchase."
- 5) *Are there instructions for preparing the AF Form 9s?* General instructions can be found at the end of this section.
- 6) *Is there a difference between specifications and descriptions?* The primary difference between a specification and a purchase description is the degree of detail. A specification is an in-depth explanation of the service or supply by size, color, weight, material, etc. A purchase description is a less involved explanation. It is written in simple language. Brand name descriptions are prohibited without separate written justification. Current directives allow use of a purchase description in lieu of specification when:
 - a. The purchase is under \$25,000.
 - b. It is impractical or uneconomical to prepare specifications. However, if a specification already exists for the item, use it.

- 7) *Are there existing specifications for items?* If you are requesting a supply or equipment item, the first order of business is to determine if a formal specification already exists. You can best do this by:
- a. Researching your own functional area directives (technical orders, Air Force regulations, etc.)
 - b. Consulting with the appropriate Supply Research Section.
 - c. Reviewing the DOD Index of Specifications and Standards. If no specification applies, you must prepare either a description or specification as explained above.
- 8) *How do I write a purchase description?* A purchase description should be written in such a manner as to clearly describe the essential physical and functional characteristics of the item being purchased. It should include as many characteristics as necessary to express the minimum requirements of the Government. Some that may be included:
- a. Common nomenclature
 - b. Kind of material (such as type, grade, alternatives)
 - c. Dimensions, size or capacity
 - d. Significant restrictive environmental conditions
 - e. If part of an assembly, the location within the assembly of essential operating characteristics (see question 9)
 - f. Special features
 - g. Intended use
 - h. Other requirements as appropriate
- 9) *What about "brand name or equal"?* An adequate purchase description is normally easy to prepare. Labels, tags, etc. often contain considerable information from the manufacturer. If, however, a description is not possible, another less desirable alternative exists -Brand name or equal. Brand name or equal descriptions may be used for supplies/equipment when it is otherwise not possible to describe the requirement. One feature of this procedure must always be included: you must describe the outstanding characteristics of the item. In other words, a product must be accepted as —equal if it performs the same general function as the brand name specified. Failure to do this will not only prohibit contracting from accepting your purchase request, but may also subject you to having to accept a product you cannot use. As an example, a 20" brand "X" lawn mower with a 2 hp engine must be accepted as an equal to a 22" brand "Y" lawn mower with a 3 hp engine unless you listed the 22" and 3 hp engine as essential characteristics.
- 10) *My Form 9 was returned because of overly restrictive characteristics, why?* A description/specification that is too strict can be just as undesirable as the opposite extreme—limiting competition, and driving prices up. Whenever possible, a description should allow tolerance. For example, if an item needs to be painted, the color should allow for variances unless only one color will suffice. Continue likewise with other characteristics such as weight, size, etc.

- 11) *How do I get the brand I want?* — Brand Name justification can be used when a customer submits a purchase request for a specific brand name, a letter of justification must accompany the purchase request stating why only a particular brand name will meet their requirements. For a sample letter and assistance on preparing a Brand Name Justification Letter please reference the Buy-Me-University website.
- 12) *My Form 9 was returned because of inadequate/restrictive descriptions, why?* Poor description/specifications contribute to misunderstanding between the Government and the contractor. This will likely lead to receipt of inferior products, services or unnecessarily high prices or both. Contracting Officers are charged with the responsibility for reasonable prices to satisfy the Government's minimum needs. Consequently, they are prohibited from accepting inadequate or overly restrictive descriptions or specifications. Purchase requests containing inadequate specifications or descriptions will be returned to the initiator. Restrictive specifications or descriptions can sometimes lead to protests on from the contractors. A protest will further complicate and delay the acquisition of the supplies or services. Careful screening of purchase request item descriptions by approving authorities will prevent delays in contracting actions.

INSTRUCTIONS FOR COMPLETION OF

**AF FORM 9 FOR COMMODITIES (SUPPLIES), OTHER THAN
COMPUTER REQUIREMENTS.**

Block Number, Title and Information Required:

1. **NO.:** Enter the purchase request (PR)/requisition number. *Example: F3V3E11087A001*

Position 1 F (Air Force requirement)

Position 2 1 (AFB requirement)

Position 3 V (Identifies Sheppard AFB)

Position 4 Alpha or numeric-See Chart below (Organization Identifier)

0	Wing
1	Ops Group
2	Maintenance
3	Mission Support
4	Medical
5	Training
I	Recruiter
T	Tenant

Positions 5 - 6 Alpha or Numeric (identifies organization; assigned by location)

Position 7 One-digit Calendar Year

Positions 8 - 10 Three-digit Julian Date

Position 11 One-character Document Type

Position 12 One-character Document Sub-type

Position 13 - 14 Two-character Sequence Number

NOTE: The Unit Resource Advisor can assist with identifying the correct BPN for your acquisition.

2. INSTALLATION: SHEPPARD AFB TX 76311.

3. DATE: Enter the date the purchase request is prepared; the date will be the same as the Julian date in Block 1.
Example: 6100 is the same as 9 Apr 06.

4. TO: CONTRACTING OFFICER: 82 Contracting Squadron/LGCA

5. CLASS: FSC/PSC (Federal Supply Codes/ Product Service Codes) (Required)

PSC/FSC's can be found here: <http://www.usabid.com/resources/tables/pscs/>

6. THROUGH: If applicable

7. FROM: Squadron, office symbol, building/room number, grade, name, telephone number, and suite number.

8. CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.: Leave blank.

9. **PURCHASED FOR:** Squadron and office symbol.
10. **FOR DELIVERY FOR:** Squadron, office symbol, street address and suite number.
11. **NOT LATER THAN:** Enter the priority rating: 03, 08 or 09 and the required delivery date (RDD). Enter the priority number

A **priority 03** is used for **Emergency** requirements and must be justified by a statement in the body of the form and signed by either a squadron commander or a division chief.

A **priority 08** is used for **Urgent** requirements.

A **priority 09** is used for **Routine** requirements.

After you have entered the priority rating, enter the Julian date for the required delivery date (RDD).

12. **ITEM:** Enter the serial number/cost center's managers code (the last four digits in the requisition number) for each item. Each separately priced item in the Purchase Request is identified by separate CLINs (Contracting Line Item Numbers); these CLINs are four digit numbers. Number items consecutively, increasing the last digit by increments of one (e.g., 0001, 0002, 0003, etc.).

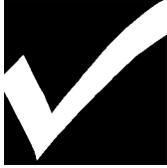
13. **DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED:** Provide item description with sufficient detail to that someone other than the requestor knows what is to be procured. Use commercial descriptions for commercial items.

NOTE: The customer is responsible for researching an existing stock number for a depot item; contact the Research Unit at Base Supply for assistance. The information that is required on the DD Form 1348-6 is also required on the AF Form 9.

14. **QUANTITY:** Enter the number of units for each item.
15. **UNIT:** Enter the unit of issue for each item.
16. **ESTIMATED UNIT PRICE:** Self-explanatory.
17. **ESTIMATED TOTAL COST:** Self-explanatory.
18. Enter the name, address, and telephone number of the suggested source below the description.
19. All purchase requests must contain the following Ozone Depletion certification IAW DFARS 5223.8:

"I HAVE REVIEWED THE REQUIREMENT, INCLUDING AVAILABLE TECHNICAL DOCUMENTATION AND BELIEVE THAT IT DOES NOT REQUIRE THE CONTRACTOR TO USE CLASS I OZONE DELPETING CHEMICALS (ODCs) IN THE PERFORMANCE OF THE CONTRACT, NOR DOES IT REQUIRE DELIVERY OF A SEPARATELY IDENTIFIABLE CLASS I ODC AS AN ITEM OF SUPPLY OR AS A PART OF ANY SERVICE."

20. **Type Resource Advisor's name and telephone number.** The unit Resource Advisor will provide entries for the EEIC and the RCCC.
21. **TOTAL:** Self-explanatory
22. **PURPOSE:** Self-explanatory
23. Type the signature elements of the requesting official and the approving official (Commander, Functional Area Chief or designee) and **PLEASE SIGN. (Manually Submitted Forms) ABSS approval indicates electronic signature.**
24. An authorized Accounting and Finance Certifying Official will complete the remaining blocks.



AF FORM 9 CHECKLIST

The Contracting Officer will return/suspend Purchase Requests that are not properly prepared.

1. Is the requisition number in Block 1 comprised of the following variables the service identification number, stock record account number (SRAN), Julian date, and the cost center manager's code (serial number)?
2. Did you adequately describe the supplies(s) or services you are requisitioning? If an item is covered by a specification or drawing, did you attach the specification or drawing to the AF Form 9?
3. There are no limits to the number of line items you may have on AF Form 9 to requisition supplies/equipment, however, all the items should be provided by one source. This is especially true for items on GSA contracts. If you need items from more than one source, you must submit a separate AF Form 9 for each of the different sources.
4. Did you check the mandatory sources and contact 82 CONS squadron to help you make your furniture requirement selections? Did you state the color, fabric, pattern, finish, and model number of each item requested?
5. Is the PR signed by the Requesting Official and the Approving Official?
6. Did you enter the appropriate budget code?
7. Has the Resource Advisor (RA) signed the purchase request?
8. Some PR's are subject to availability of next fiscal year funds or next quarter funds; is the appropriate certification annotated on the PR?

FOR A MORE IN DEPTH CHECKLIST- WHICH IS REQUIRED FOR ALL EOY PURCHASE REQUESTS- PLEASE REFERENCE BUY-ME-UNIVERSITY WEBSITE

SECTION E

SPECIAL CONTRACTING ACTIONS

1. Information Technology (IT) Purchases (COMPUTER EQUIPMENT)

Before 82 CONS receives the AF Form 9 for any COMM/IT purchase, an approval in the current format SHALL be processed through the 82 Communications Squadron for a technical solution. The AF Form 9, if processed through the proper channels, will be annotated with a WOMS document indicating approval has been established. The request may be purchased using the GPC card, Form 9, or existing contracting instrument depending on the requirements, amount, and situation. Contracting will work with you to determine the most appropriate method.

a. AFI133-210 states that all Information Technology requires ATO. Table 3.2 (page 15) states that Stand-Alone systems are entered into EITDR and require the ATO process only. A Denial of Authority to Connect (DATC) will be automatically assigned to the system.

b. AFI33-210, Paragraph 3.1.5. Stand-Alone IS. Stand-Alone systems may be single machines, enclaves, or IS field at multiple locations; which, are not physically connected to any other network. Each configuration of the Stand-Alone IS must have its own IT Lean version approved.

c. Further guidance is found in DoDD 8500.016.8 and AFI133-210

2. Contract Repair Procedures

When an organization has determined that a piece of equipment is in need of repair from sources other than those on base, the organization will initiate action for an AF Form 9, Request for Purchase. The purchase request must be properly prepared and funded through Finance.

3. Preparation of DD Form 1149

After acceptance of the purchase request, Contracting will assign a request for quotation number. When repair is not made on site, the organization will be instructed to prepare a DD Form 1149, Requisition and Invoice/Shipping Document. This document is used for material/equipment being transferred to contractors for repair. The document will be signed by the Contractor and will be signed by the custodian or designated representative indicating return receipt. The DD Form 1149 is either carried with the equipment to the Contracting Office or forwarded to TMO when the item is shipped; TMO signs for it in that case (see DD Form 1149 for instructions).

NOTE: If equipment is not shipped, a hand receipt can be used to track equipment leaving the Governments possession for repair. The purpose is to maintain accountability for items leaving the base.

4. Warranty or Guarantee Responsibilities

Equipment Custodians are responsible for the following:

- a. Maintaining an accurate file on all current warranties and shipping.
- b. Advising the Contracting Office when an item is processed for repair if it is warranted or guaranteed.
- c. Ensuring the warranty or guarantee accompanies any warranted or guaranteed item processed for repair.
- d. Providing a purchase request for items to be processed for warranted service to cover the cost of parts not covered by the warranty.

5. Transportation of Equipment

Transportation of Contract Repair Service (CRS) items will be either contractor pickup and return (preferred method) or Government furnished. If the Government accomplishes transportation, the requesting organization will request and arrange for transportation to and from the contractor's repair facility.

5. Maximum Repair Allowance (MRA)

The maximum repair allowance is limited to 75% of the current acquisition cost or estimated replacement cost unless specified by Technical Order. The current acquisition cost can be obtained from the Customer Authorized/Customer Receipt Listing, which is provided to each equipment custodian by Base Supply. When the cost of repair exceeds the MRA, the equipment custodian or requesting activity will be notified in order that they may determine the proper course of action. Under emergency circumstances, up to 100% may be spent to bring an item to a serviceable condition. This will be accomplished only if justification to exceed the normal 75% cost is submitted by the requesting activity.

6. Preventive Maintenance Agreements (PMAs)

Along with contract repair, we have Preventive Maintenance Agreements (PMAs). These contracts are generally renewed 1 October each year and it is the customer's responsibility to notify 82 CONS of their requirements. Customers will provide a requirement to renew and/or add maintenance prior to the effective date. Equipment items on warranty about to expire may be added to the maintenance agreement during the quarter of the fiscal year in which the warranty expires. PMAs provide for scheduled preventive maintenance services or periodic maintenance inspections of equipment. Additionally, repair services can be included on an as-required/call basis.

At the discretion of the Contracting Officer, PMAs are established based on customer-furnished justification approved by the Contracting Officer. Signed contract instruments constitute this approval.

The PMA Justification Letter is maintained in the contract file and must support the PMA as being in the best interest of the Government and address factors such as:

- a. Equipment manufacturer's recommended frequency for scheduled maintenance.

- b. Benefits or cost of scheduled or on-call maintenance versus the services on an as-needed basis.
- c. Critical or essential support the equipment provides and its impact on mission during equipment failure.
- d. Age, dependability, and warranty status of the equipment.
- e. Historical frequency of repairs.
- f. Availability or numbers of similar types of equipment, which can be used during equipment failure or malfunction.
- g. Maximum Repair Allowance (MRA) as estimated from replacement/current acquisition cost minus any repair or maintenance costs incurred since acquisition.

Once the applicable factors to support the maintenance coverage for each piece of equipment are established, the justification may be reused as often as it still applies for the maintenance coverage. It should be retained for future use and updated as required. For BPA's a call authorization is also maintained in the contract file and must be updated annually.

8. Rental/Lease of Equipment

Purchase requests for rental/lease of equipment (excluding vehicle rentals), must include a written determination that rental is in the best interest of the Government. The requesting activity must coordinate with 82 LRS and must have a "lease versus buy" analysis completed by 28 CPTS/FMA prior to bringing a rental AF Form 9 to contracting.

9. Sole Source

A sole source item is one that can only be obtained from one vendor/contractor. Competition is the rule. Requests for procurement from a sole source require a written justification, and certain limitations apply. If you have a requirement that you believe can only be obtained from one source, please contact your contract specialist and see **FAR 13.106(b) and 6.303-2**.

Additionally, if you believe you have a sole source requirement and the estimate is over \$150,000, the written justification and approval document will need to be detailed, so be prepared to answer a number of questions:

What are the procurement's minimum requirements? Material evidence should be available to verify these minimum requirements.

What unique capabilities does the proposed contractor have which makes his/her only company capable of meeting these requirements?

Was the item or service previously procured? If this is a continuation of a previous effort by the same contractor, demonstrate why no other sources of supply are available. Can alternative systems be used and obtained competitively?

Is there a technical data package, specification, engineering description, statement of work, or purchase description available that is sufficient for competitive procurement? If not, is one being developed? How much lead-time would be required to develop it? Has any cost-benefit analysis been conducted to determine whether it is advantageous to the Government to buy or to develop

such information? If not, what evidence is available to demonstrate why this analysis is not needed? Can alternative methods (e.g. observation) be used to provide information sufficient for competition? Can individual components of the procurement be competitively procured? What steps are being taken to foster competition in subsequent procurements of this product or service?

*For Sole Source Letter Template, see the Buy Me University Website

10. Furniture Purchases:

Furniture purchases must meet specific requirements, for this reason, the first thing to do is to coordinate with the commodities element of the Contracting Squadron. The Air Force has standardized most of its furniture procurement through mandatory strategically sourced Blanket Purchase Agreements. The following chart outlines what is purchased via one of these BPAs:

Seating	Dorm Furnishings I	Systems & Modular Furniture	Filing & Storage	Executive Office & Conference Furniture (EOCF)	Flooring	Dorm Furnishings II (Unaccompanied Housing)
<i>Awarded: July 2011</i>	<i>Cancelled: July 2013</i>	<i>Awarded: September 2013</i>	<i>Awarded: January 2014</i>	<i>Projected Award Date: May 2014</i>	<i>Projected Award Date: March 2015</i>	<i>Projected Award Date: June 2015</i>
Office Chairs Conference Seating Guest Seating Other Seating Related Services	Beds Dressers Wall Lockers Chairs Night Stands Mattresses	Cubicle Furniture & Panels Systems Components Demountable Walls Design & Installation	Lateral File Systems Free-Standing Storage Units Free-Standing Shelving Accessories Related Services	Credenzas Tables Conference Tables Lounge & Reception Area Furniture Accessories	Modular Carpet Tile Roll Goods (broadloom) Walk-off Carpet	Dormitory Furniture Common Area Furniture Bedding Window Treatments Mattresses Small Appliances Lighting

The FAR requires the Federal Prison Industry (FPI), also known as UNICOR to be considered for all furniture purchases. Customers shall solicit and/or review products offered by UNICOR in all furniture acquisitions. If a UNICOR product does not or cannot meet the requirements, a reasonable price, or delivery time, the customer shall provide documentation stating the reason(s). The Commodities elements of LGCA will assist customers in soliciting UNICOR on all furniture acquisitions made through the contracting office.

11. The Construction Contracting Process

82 CES will send a complete package to the Construction Team (82 CONS/LGCB) for issuance. A complete package consists of specifications, drawings, AF Form 9, all programming documents, justification letters, etc. The processing time for construction projects varies by dollar value, acquisition strategy, and complexity.

Once a contract is awarded by 82 CONS and a Notice to Proceed is issued to the contractor, construction will begin. At this point, contract administration and monitoring is done by 82 CONS/LGCB, CE Contract Management performs inspection. Again, the ultimate user will contact 82 CES with any questions or problems concerning the project.

Neither 82 CES nor you (the ultimate user) have any authority to direct the construction work or the contractor. The contractor takes his/her work direction from the contract. Again, the Contracting Officer is the **ONLY** person authorized to contractually bind the Government.

12. Brand Name/Brand Name or Equal Justification

Brand Name Justification is used when only a certain brand will fulfill a requirement.

For example: Mission: requires a soft drink with 23 flavors and a PhD. Dr. Pepper is the only beverage that can fulfill this requirement. However Dr. Pepper can be purchased at any store or restaurant

- Still must be competed because one store could offer Dr. Pepper at a lower price

*For Brand Name Justification, see the Buy-Me-University Website

13. Government Estimates

The responsibility for establishing the Government estimate resides with the technical experts from the requesting agency. Estimates **should not** only be based on vendor quotes. Doing so prohibits fair competition. Instead, estimates should be based on the expert's experience, minimum needs of the Government, contract requirements, and historical data from previous similar purchases. Estimates must be treated as **FOR OFFICIAL USE ONLY**. Such estimates **must not** be revealed to the public under any circumstances. Disclosure would put the Government at a disadvantage in dealing with proposed contractors. Moreover, it gives vendors who have received the information an unfair advantage over other vendors competing for the same requirement. Government estimates must be furnished as part of the requirements package and must be detailed and reliable enough to allow for comparison of the contractor's proposal to the Government estimate (this is the technical evaluation process). If the contractor is being asked to price several items, then there must be a Government estimate for each of the line items requested. The preparer of an independent government estimate must answer the

following questions: How was the IGE was developed? What assumptions were made? What information and estimating tools were used? Where was the information obtained? How did previous estimates compare with prices paid?

14. Specifications

All requirements estimated to exceed \$150,000 require detailed technical specifications. For more information on what is required for new and recurring requirements, contact the Quality Assurance Program Coordinator (QAPC) at 676-5187 or the Contracting Officer on your existing contract.

15. Performance Work Statement (PWS) / Statement of Work (SOW)

A **Performance Work Statement (PWS)** is a statement of work for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes. The PWS should state requirements in general terms of what (**result**) is to be done, rather than how (method) it is done. The PWS gives the contractor maximum flexibility to devise the best method to accomplish the required result. The PWS must be written to ensure that all offerors compete equally. The U.S. Government must remove any features that could restrict a potential offeror. However, the PWS must also be descriptive and specific enough to protect the interests of the U.S. Government and to promote competition. The clarity and explicitness of the requirements in the PWS will invariably enhance the quality of the proposals submitted. A definitive PWS is likely to produce definitive proposals, thus reducing the time needed for proposal evaluation.

When a contract is awarded, the **PWS** is legally binding upon the contractor and the U.S. Government. It provides an objective measure so that both the U.S. Government and the contractor will know when increments of work are completed and payments are justified

A **Statement of Work (SOW)** is a portion of a contract which establishes and defines all non-specification requirements for contractor's efforts either directly or with the use of specific cited documents. The SOW should specify in clear, understandable terms the work to be done in developing or producing the goods to be delivered or services to be performed by a contractor. Preparation of an effective SOW requires both an understanding of the goods or services that are needed to satisfy a particular requirement and an ability to define what is required in specific, performance-based, quantitative terms. A SOW prepared in explicit terms will enable offerors to clearly understand the government's needs. This facilitates the preparation of responsive proposals and delivery of the required goods or services. A well written SOW also aids the Government in the conduct of the source selection and contract administration after award.

After contractor selection and contract award, the contract **SOW** becomes a standard for measuring contractor performance. Consequently, the SOW writer must consider the contractual and legal implications of the SOW during its preparation. As the contracted effort progresses, the government and the contractor will refer to the SOW to determine their respective rights and obligations. In this respect, the SOW defines the contract and is subject to the interpretations of contract law. The SOW must clearly define the work to be performed, since the language detailing the contractor's effort may be pertinent to legal questions concerning the scope of work.

82 CONS is available to provide any additional guidance.

*For Example PWS/SOW, see the Buy Me University Website

16. Special Procurements

Supply Requirements – Supply Requirements must be coordinated with 82 LRS when they are National Stock Number (NSN) items that are coded for supply depots to —Base Supply. If the items are coded for local purchase, they will be bought using the GPC or using an AF Form 9.

Books and Publications - Books and Publications must be routed through the Base Library.

Printing and Binding - Printing, binding, or other related reprographic services and high-speed printers/copiers must be approved by the Defense Automated Printing Service (Printing Management, 676-4582).

Lease of Equipment - Lease of Equipment in excess of a 60-day period requires the requesting activity to submit an economic analysis for lease versus buy with an explanation of why it is more advantageous to the Government to lease the equipment in lieu of purchasing the item. This analysis must comply with requirements identified in FAR 7.4 and must be coordinated with the Financial Analysis Office (82 CPTS/FMA 676-2909) before the AF Form 9 is processed.

Paid Advertisements - Paid advertisements cannot be placed by Contracting without prior written approval, as required by FAR 5.502. Authority to approve the publication of paid advertisements in newspapers is delegated to one level above the Contracting Officer. Contact the respective Acquisition Flight for approval.

17. Military Interdepartmental Purchase Requests (MIPR)

A DD Form 448, Military Interdepartmental Purchase Request (MIPR) (reference DFARS 253.208.1) is a request for materiel, supplies, or services submitted to a performing/servicing activity within the Federal Government. This document is initiated by a requesting organization, processed in the Automated Business Services System (ABSS) and must be routed to the approving official(s), through Contracting, budget, and ALO offices. The document also provides authority and funding to the performing/servicing Government activity.

SECTION F

INSPECTING/ RECEIVING GOODS AND SERVICES

What to do when you have received damaged merchandise, partial shipment of an order, or the wrong item(s):

1. The process for requesting follow-up on delinquent purchase orders is determined whether you are an automated or non-automated customer.
2. Automated customers will first contact Base Supply or Medical Supply. They will assist and provide you with a status.
3. Non-automated customers deal directly with their acquisition flight. Be prepared to tell us the contract number or the purchase order number on the AF Form 9 (purchase request) and the nature of your concern.
4. If the delivery date has passed and the merchandise is not received, **be sure to contact us immediately.** Check the —Ship To/Mark For block on the order to assure the item is not tucked away in a corner somewhere. It is not productive to call the contractor only to find that it was on a Government receiving dock.

If you receive the wrong item, part of an item, or a broken/damaged item, call us, but follow up in writing. Be prepared to describe what you received versus what the order states. The best method is not to sign the receipt. Sometimes, however, the discrepancy is not immediately apparent. In any event, call us as soon as practical (even while the delivery truck is still there if possible) and we will assist you. **NEVER** deal directly with the vendor in resolving a discrepancy.

SECTION G

CONTRACTING AUTHORITY

The Federal Government has the inherent power to enter into contracts. This contracting authority is delegated to the heads of agencies, including the Secretary of the Air Force. **Such authority is not otherwise a function of command or duty title.** This authority is ultimately delegated from the MAJCOM division chief for Contracting to field level Contracting Officers. These warranted individuals are appointed as Contracting Officers and become agents of the U.S. Government. They are the **only** people authorized to enter into or change existing contracts or agreements that will obligate funds for the Government.

UNAUTHORIZED COMMITMENTS/PURCHASES

This is a critical issue Commanders and their personnel need to understand. An unauthorized commitment occurs when a person who has not been **specifically** delegated contracting authority obligates Government funds by acquiring commodities or services from a commercial source. **Such unauthorized contracting actions are a violation of federal law and could lead to disciplinary action.**

To an ordinary taxpayer, we are all representatives of the Government and they may not know the distinction between those authorized vs. unauthorized to obligate funds for the Government. This can give the vendor/contractor an unintentional impression to deliver goods or perform a service. It is your personal responsibility as a Government employee or military member to recognize this difference and to know what is within your authority.

Here are some tips that may protect you from committing an unauthorized action:

1. Before asking a contractor to perform a product demonstration, make sure you obtain Contracting coordination and approval.
2. Do not ask a contractor to make changes in technical provisions of a contract without prior knowledge and written approval of the Contracting Officer.
3. Do not tell a contractor to stop work on an existing contract (unless a matter of safety).
4. Do not make statements regarding proposals that might be construed as a commitment of the Government.
5. Do not accept supplies or equipment from a vendor on a trial basis. Ensure that a Contracting Officer issues a contractual document before ordering or receiving any type of supply or service from a contractor.
6. Do not advise a vendor that the Government will be procuring certain supplies or equipment as soon as contracting gets the paperwork.
7. You could be held financially liable for any unauthorized commitment.

Fraud, Waste, and Abuse

Each year the Air Force loses millions of dollars because of fraud, waste, and abuse. Over half of the Air Force's annual budget is obligated by contracts. You can help deter fraudulent actions by reporting them to the proper officials. Suspected fraud involving contractors should be reported to 82 CONS (676-4138), the 82 TRW/IG (676-2222), or the Air Force Office of Special Investigations (AFOSI) at 676-4199.

SECTION H

RATIFICATIONS

A ratification is the process a Contracting Officer uses to correct an unauthorized commitment made by a Government representative who was not authorized to expend Government funds.

RATIFYING THE UNAUTHORIZED COMMITMENT

UNAUTHORIZED COMMITMENTS CAN BE RATIFIED ONLY IF ALL OF THE FOLLOWING ARE MET:

1. The Government receives benefit of receipt of the items/services.
2. The Government had authority to enter or could have entered into a contract when the unauthorized commitment was made.
3. The action would have been proper if accomplished by a warranted Contracting Officer.
4. The Contracting Officer recommends payment and the legal office (82 TRW/JA) reviews and determines legal sufficiency.
5. Funds are available and were available at the time of the unauthorized commitment.

STEPS INVOLVED IN PROCESSING A RATIFICATION

Normally, the unit becomes aware that a potential unauthorized commitment has occurred when someone acting as a Government representative receives an invoice from a commercial contractor/vendor demanding payment for delivery of an item or performance of a service. The 82nd Contracting Squadron or the comptroller staff may also receive such an invoice. After minimal research, we can determine if a Contracting Officer was ever involved in the process or if a contractual document/order was ever placed for that item or service. When the commitment occurs without the benefit of Contracting Officer authority, the following steps must be completed to determine the circumstances surrounding the potential unauthorized commitment, and to determine if the action can be ratified, thereby, approving payment using Government funds.

1. The responsible organization (and individual, if known) is notified of a potential unauthorized commitment by 82 CONS.
2. The individual who committed the unauthorized action prepares a statement of facts describing all pertinent details of the transaction, accompanied by all relevant documents and records. The statement must also include a description of action taken to prevent recurrence of the unauthorized act.

3. The individual's statement and supporting documentation is forwarded to the squadron commander or staff chief having jurisdiction over the individual involved.
4. The responsible commander/staff chief reviews the individual's statement of facts and supporting documentation.
5. The commander/staff chief concurs or non-concurs with processing the unauthorized commitment for ratification, and forwards the individual's statement and supporting documentation to his/her group commander or the vice wing commander, under a separate cover letter, agreeing or disagreeing with the package. This letter must also include a description of actions placed into effect to prevent recurrence, and identifies what disciplinary action was taken, or justifies why none was appropriate.
6. The commander/staff chief sends the package to the group/vice commander for endorsement. The group/vice commander then sends it to the Contracting Officer who will determine the adequacy of the record submitted by the responsible organization, obtaining further documentation, as necessary. The Contracting Officer will prepare a statement of facts summarizing the unauthorized commitment to include an analysis of price fair and reasonableness. The 82 TRW/JA will advise as to legal sufficiency of the Contracting Officer's determination.
7. After legal review, the 82nd Contracting Squadron Commander will determine if the action is to be ratified or remain an unauthorized commitment.
8. For those unauthorized commitments determined by the ratifying official not to be ratifiable, a letter will be issued to the responsible squadron commander/staff chief stating that Government funds **shall not** be used to pay for the item/service. The responsible individual(s) will be held personally liable for direct cost settlement with the contractor/vendor.
9. Per AETC FAR SUP instruction, a copy of the Contracting Officer's statement of facts on each locally approved ratification (\$30,000 or less) must be forwarded to HQ AETC/LGCQ after ratification is complete.
10. The 82 CONS/CC will send the complete file on proposed ratifications valued over \$30,000 to HQ AETC/LGCQ for possible ratification processing.
11. The Contracting Officer will prepare a statement of facts summarizing those unauthorized commitments approved for ratification, to include an analysis of the prices involved to support a fair and reasonable determination.

NOTE: The resource advisor and/or cost center manager are vital players in preventing unauthorized commitments within your unit. All funding transactions related to the purchase of contract items or services must be coordinated and approved by them.

NOTE: ALL RATIFICATIONS MUST BE REPORTED TO HQ AETC/LGC.

If the action is ratified, the Contracting Officer issues a contract and pays the contractor. The individual who committed the act may receive one or more of the following disciplinary actions:

- a. Letter of Counseling (for both civilian and military personnel).
- b. Article 15 (may include reduction in rank).
- c. Removal from Government employment.

IF THE ACT IS NOT RATIFIED, YOU COULD RECEIVE ONE OR MORE OF THE PUNISHMENTS LISTED ABOVE IN ADDITION TO BEING PERSONNALLY RESPONSIBLE FOR RESTITUTION TO THE COMMERCIAL SOURCE.

SECTION I

MARKET RESEARCH

Market research is the first step in any acquisition and is a statutory requirement. This research is an essential element of building an effective strategy for the acquisition of commercial items and establishes the foundation for the agency description or need. It is conducted appropriate to the customers, to determine whether a match exists between the commercial sources for commercial items and an agency's requirements. The extent of the market research will vary depending on urgency, estimated dollar value, complexity, past experience, and other factors.

Definitions:

Commercial Item: Service of a type offered and sold competitively in substantial quantities in the commercial market place based on established catalog or market prices for specific tasks performed under standard commercial terms and conditions.

Market Research: Gathering and analyzing data to shape acquisitions and meet Department of Defense needs.

The purpose of market research is to plan an acquisition strategy to ensure maximum effective use of competitive market forces.

Contracts for commercial items shall rely on the contractor's existing quality assurance systems as a substitute for Government inspection and testing before acceptance unless customary market practices for the commercial item being acquired include in-process inspection. Any in-process inspection by the Government shall be conducted in a manner consistent with commercial practice.

SECTION J

CUSTOMER DO's AND DON'Ts

BEFORE AWARD

DO's

1. Consider administrative lead-time in computing required delivery date (RDD).
2. Provide specific shipping destination or include firm shipping instructions on purchase request.
3. Consolidate requirements to permit procurement for the same or similar items for economy in purchasing.
4. Provide names of **all** known qualified sources with the purchase request.
5. Determine the scope and extent of Government-Furnished Property (GFP) to be provided under the contract and assure availability.
6. Logically justify reason for sole source requirements. Any purchase requests must be accompanied by a detailed written justification, which may result in the award of a contract without providing for full and open competition. Perform market research to learn more about industry practices.
7. Consult with the appropriate contracting flight if you need assistance.

DON'Ts

1. Write specifications to obtain a product/service from only one source.
2. Reject all but one technical proposal without attempting to qualify the others.
3. Include brand-name-or-equal description features peculiar to only one manufacturer's product unless such features constitute an essential minimum need.
4. Reject an equal item because of minor differences in design.

AFTER AN AWARD

DO's

1. Contact and obtain from the Contracting Officer his/her decision on any matter relating to contract reductions, extensions, or changes to performance.
2. Notify the Contracting Officer if, during the life of the contract, you become aware of the contractor experiencing technical or financial difficulties.
3. Immediately notify the Contracting Officer of engineering problems.
4. Perform inspection/test on delivered items promptly.
5. Inform the Contracting Officer of any performance discrepancies immediately.
6. Promptly process evidence of receipt, so that contractor may invoice and be paid.

DON'Ts

1. Tell contractor to ship items anywhere except as stated in the contract.
2. Give verbal shipping instructions for GFP without proper documentation and notice to the Contracting Officer.
3. Give the contractor any GFP items without proper documentation and notice to the Contracting Officer.
4. Direct a contractor to do work that is not authorized in the contract (this includes accelerating delivery).

Remember to protect the Government's interest at all times when dealing with contractors. Avoid gratuities and relationships that might be interpreted as preferential treatment of one contractor over another.

SECTION K

ACRONYMS

ABSS	Automated Business Services System	PO	Purchase Order
ACRN	Accounting Classification Reference Number	PR	Purchase Request
AFFAR	Air Force FAR Supplement	PSC	Procurement Stock Class
AFWAY	Air Force Way	PWS	Performance Work Statement
A/OPC	Agency/Organization Program Coordinator	QA	Quality Assurance
AP	Affirmative Procurement	QAPC	Quality Assurance Program Coordinator
ASP	Acquisition Strategy Panel	QASP	Quality Assurance Surveillance Plan
BDO	Blanket Delivery Order	RFP	Request for Proposal
BPA	Blanket Purchase Agreement	RFQ	Request for Quotation
BV	Best Value	SABER	Simplified Acquisition of Base Engineering Requirements
CA	Contract Administrator	SAP	Simplified Acquisition Procedures
CBD	Commerce Business Daily	SAT	Simplified Acquisition Threshold
CCR	Central Contractor Registration	SBA	Small Business Administration
CICA	Competition in Contracting Act	SCLIN	Sub Contract Line Item Number
CLIN	Contract Line Item Number	SON	Statement of Need
CO	Contracting Officer	SOO	Statement of Objectives
COR	Contracting Officer Representative	SOW	Statement of Work
COC	Certificate of Competency	SPS	Standard Procurement System
CRS	Contract Repair Services	SRAN	Stock Record Account Number
DAC	Defense Acquisition Circular	WAWF	Wide Area Work Flow
DAPS	Defense Automated Printing Service		
DCAA	Defense Contract Audit Agency		
DFARS	Department of Defense FAR Supplement		
DO	Delivery Order		
DBO	Director of Business Operations		
EDI	Electronic Data Interchange		
FAR	Federal Acquisition Regulation		
FFP	Firm Fixed Price		
FPI	Federal Prison Industries (UNICOR)		
GAO	General Accounting Office		
GPC	Government Purchase Card		
GSA	General Services Administration		
HAZMAT	Hazardous Materials		
IAPS	Integrated Accounts Payable System		
ID/IQ	Indefinite Delivery/ Indefinite Quantity		
IFB	Invitation for Bids		
JWOD	Javits Wagner O'Day Program (now AbilityOne)		
MFT	Multi-Functional Team		
MIPR	Military Interdepartmental Purchase Request		
MOD	Modification		
MRA	Maximum Repair Allowance		
OPR	Office of Primary Responsibility		
PBA	Performance Based Acquisition		

SECTION L

GLOSSARY

1. ACQUISITION: The attainment of supplies and services (including construction) by contract with appropriated and non-appropriated funds by and for the use of the federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, or evaluated.
2. AUTHORIZED AGENT: An authorized agent of the federal Government is an individual that is authorized to sign contracts on behalf of the Government. At the base level, the Contracting Officer is the authorized agent of the Government. A warranted Contracting Officer is the only agent authorized to obligate Government funds for products and services, other than GPC purchases, and to make changes to such contracts.
3. AMENDMENT: A change to a solicitation made to incorporate different or additional requirements.
4. BLANKET PURCHASE AGREEMENT (BPA): An agreement with open market vendors. It is similar to a charge account. It allows the Government to make frequent purchases or calls, verbally or in writing. One monthly bill is received for all supplies or services purchased. Pre-priced BPA's are based on a vendor's price list. User may order his/her own supplies and services.
5. CHANGE ORDER: Unilateral directive issued by the Contracting Officer directing a modification to a contract.
6. COMPETITION ADVOCATE: Individuals responsible to ensure acquisition requirements are structured to allow maximum competition.
7. CONTRACT: A general term applied to all types of agreements and orders for the acquisition of supplies or services. The term contract normally refers to actions over \$150,000.
8. CONTRACT ADMINISTRATIVE LEAD TIME (CALT): The time required by 82 CONS to review and evaluate a purchase request (PR), prepare and receive requests for proposals, and award the resulting contract. CALT starts when a properly prepared

PR together with other applicable documents is received by the 82 CONS. United States Air Force (USAF) and Air Education Training Command (AETC) regulations establish CALT.

10. DELIVERY ORDER: An order placed against a contract. Prices and terms have already been determined for the supplies or services.
11. ELECTRONIC DATA INTERCHANGE (EDI): Paperless contracting; the complete business cycle is performed electronically. It is a direct computer-to-computer exchange of data with no manual intervention.
12. FEDERAL ACQUISITION REGULATION (FAR): This directive applies to all federal contracting, not just the Air Force, and is based on public law. It is written jointly by General Services Administration (GSA), National Aeronautic and Space Administration (NASA), and the Department of Defense (DOD).
13. FORMAL CONTRACT: A multi-page agreement containing numerous terms and conditions. This instrument is required for all non-commercial purchases over \$150K and must be preceded by issuance of a formal solicitation (RFP or IFB). The entire formal contracting procedure is a lengthy process involving a relatively long lead-time (approximately 75 to 150 days).
14. INVITATION FOR BID (IFB): A publicized solicitation for bids used in formally advertised sealed bid acquisitions.
15. INSPECTION/ACCEPTANCE: The examination (including testing) of supplies and services to determine whether they conform to contract requirements.
16. INSPECTOR: The person who examines supplies, services, and/or construction to determine conformance to contract requirements. Normally the Base Operating Support contract personnel (DS2) or a designated Contracting Officer Representative (COR) is an inspector.
17. GOVERNMENT PURCHASE CARD (GPC): Governmental wide credit card program to facilitate the purchase of supplies under \$3,000, services under \$2,500 or construction projects under \$2,000.
18. MARKET RESEARCH: The process used for collecting and analyzing information about the entire market available to satisfy the minimum agency needs to arrive at the most suitable approach to acquiring, distributing, and supporting supplies and services.
19. MODIFICATION: A change to an existing contract, purchase, or delivery order to incorporate different or additional requirements.

20. MICRO-PURCHASES: An acquisition of supplies or services (except construction), where the aggregate amount does not exceed \$3,000. Micro-purchases for construction are limited to \$2,000.
21. NEGOTIATION: The making of purchases and contracts without the use of sealed bids. This does not mean without competition. Negotiation simply allows for further discussion and revision of offers after receipt of proposals.
22. OFF-THE-SHELF: Procurement of existing systems or equipment without a research, development, test, and evaluation program or with minor development to make system suitable for Government needs. May be commercial system/equipment or one already in the Government's inventory.
23. OBLIGATION: A legal requirement for the disbursement of funds based on orders placed contracts awarded, services received, or other contractual documents.
24. OPEN MARKET: Designates an item is available for purchase from commercial concerns and not from GSA, Federal Supply Schedules or other Government contract services.
25. OTHER KEY GOVERNMENT PERSONNEL: This may include performance monitors, inspectors, technical experts, or others who provide information that helps the COR monitor contractor performance. For example, medical personnel who provide peer review but are not designated COR.
26. PERFORMANCE WORK STATEMENT: A document that accurately describes a service in terms of output requirements and the required quality level or standard of acceptable performance of those outputs.
27. PROCUREMENT: The complete action or process of acquiring or obtaining goods or services using any of several authorized means.
28. PURCHASE DESCRIPTION: A description of the essential physical characteristics and functions required to meet the Government's minimum needs.
29. PURCHASE ORDER (PO): A simplified contract awarded under simplified acquisition procedures (under \$150,000).
30. PURCHASE REQUEST (PR): AF Form 9, DD 1348-1, and DD 1348-6, or other authorized form, which is prepared as the request for any contracting action. It is prepared by the activity authorized to request direct contracting support for purchase of supplies, services, or construction.
31. CONTRACTING OFFICER REPRESENTATIVE (COR): The authorized representative of the Contracting Officer for the technical functions of a service contract. He/she is not authorized to direct the contractor to take any action which would affect the terms, conditions, provisions, or price of a contract.

31. QUALITY ASSURANCE PROGRAM COORDINATOR (QAPC): The authorized individual within the contracting squadron who coordinates the installation COR Program.
32. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP): A QASP provides systematic procedures to inspect services and contractor performance. In addition, a decision table (e.g., services summary, services delivery summary, performance requirements summary, etc.) explains when the service is or is not acceptable.
33. RATIFICATION: The formal approval of unauthorized contractual actions that are otherwise proper, but were initiated or approved by persons without the requisite authority.
34. REQUEST FOR PROPOSAL (RFP): A solicitation issued for acquisitions with estimated value greater than \$150,000 that generally results in the award of a formal contract using negotiated techniques.
35. REQUEST FOR QUOTATION (RFQ): A solicitation issued for purchases of under \$150,000 using simplified acquisition procedures, and resulting in the placement of purchase orders. Requests over \$25,000 must be synopsisized in FedBizOps.
36. REQUIREMENTS CONTRACT: A contract where prices are established for supplies or services but the quantity and frequency of deliveries are indefinite. Under this type of arrangement, delivery orders are used to order needed supplies or services.
37. SIMPLIFIED ACQUISITION OF BASE ENGINEERING REQUIREMENTS (SABER) PROGRAM: Designed to expedite contract execution of Base Civil Engineering (BCE) requirements. It is particularly well suited for reducing the BCE work order backlogs and accomplishing non-complex, construction requirements that are less than 750K and minimally designed up to 35%.
38. SEALED BIDS: Contracting by competitive bidding based on a firm requirement. Bids are take it or leave it; negotiations are not allowed. This procedure includes the issuance of formal IFBs followed by a public bid opening.
39. SIMPLIFIED ACQUISITION PROCEDURES: Purchases of supplies and services of less than \$150,000. Simplified negotiation procedures are allowed which significantly reduce the lead time and cost of acquisition.
40. SOLICITATION: A request for vendors to submit a quote on required goods and services.
41. STATEMENT OF WORK: That portion of a contract describing the actual work to be done by means of specifications or other minimum requirements, quantities, performance date, and a statement of the requisite quality.

42. SUPPLEMENTAL AGREEMENT: Any contract modification that is accomplished by mutual agreement of the contractor and the Contracting Officer (Bilateral Agreement).
43. TERMINATION: The act and procedure of terminating (canceling) an active contract for either convenience of the Government or for contractor default (breach of contract).
44. VENDOR: An individual, partnership, corporation, or other entity from which goods/services are acquired in the performance of a contract.
45. WARRANTY: A promise or representation, either expressed or implied, regarding the nature, usefulness, or condition of supplies, or performance of services.
46. WARRANTED CONTRACTING OFFICER: Any person who, in accordance with the FAR, has the authority to enter into and administer contracts.
47. WIDE AREA WORK FLOW: An interactive web-based application that allows vendors to electronically submit invoices and the Government to submit receiving reports, and to inspect, accept, receive, and pay electronically

Attachment 1
COORDINATION CONTACTS

1. Civil Engineering	676-4385/1333	
2. Fire Department	676-5738/1073	
3. Communications	676-5579	
4. Antiterrorism Officer	676-1352	
5. Chief Information Protector	676-3514/2042	
6. Manpower	676-6708	
7. Transportation	676-2387	
8. Hazardous Materials	676-7842	(Eydie Holland)
9. Library	676-6152	(Kathy Roseboom)
10. Medical Supply	676-7061	(1Lt Howard)
11. Construction 332s	676-1333	(Misty Roach)
12. Comm (Computer Items)	676-4273	(Jim Sims)
13. Comm (Telephone Items)	676-2243	(Robert Walton)
14. Comm (Video Equipment)	676-6885	(George Shaver)
15. PMEL	676-4411	(Mark White)
16. Contracting (Commercial Acq)	676-1604	(Chris Lamiroult)
17. Contracting (Formal Services)	676-3895	(Cecilia Murray)
18. Contracting (Construction)	676-6150	(Todd Raines)
19. LRS	676-1842	(Charlie Brown)
20. LRS (Supply)	676-8243	(Clara Bruce)
21. Fitness Director	676-0488	(Cindy Conn)
22. 80 FTW (BASH)	676-1003	(Capt Davidson)
23. DAPS	DSN 884-2177	(Charles Knight)
24. TMO	676-2973	(David Shipman)
25. Training and Ed (Civ)	676-4845	(Louise Jones)