

COMSCINST 4490.2A	COG CODE N10	DATE 19 JAN 1993
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 4490.2A
N101
19 January 1993

COMSC INSTRUCTION 4490.2A

Subj: SUBMITTING REQUESTS FOR PROCUREMENT

Ref: (a) GFET User Manual, VER 2.4, April 1992
(b) NAVCOMPTINST 7000.43
(c) COMSCINST 4255.2
(d) OPNAVINST 4614.1F
(e) COMSCINST 7130.4
(f) SECNAVINST 4200.31B

Encl: (1) NAVCOMPT 2276, Request for Contractual Procurement

1. Purpose. To provide for proper submission of requests for acquisition of supplies and nonpersonal services from commercial sources. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINSTs 4490.1 and 4490.2.

3. Application. This instruction applies to all MSC personnel at MSC Headquarters, MSCCENTACT and the Area Commands.

4. Background

a. Proper documentation and accountability procedures in procurement are essential for efficient expenditure of public funds by MSC contracting offices. MSC has a control program in place to ensure adequate financial control, and improve visibility over requisitions. This program replaces some paper processes with electronic (*paperless*) documentation and shall be used where available. (*See reference (a)*).

b. In accordance with the Federal Acquisition Regulation (*FAR*) 10.002, requirements must be stated in such a way as to promote full and open competition and reflect only the government's minimum needs. It further requires that specifications and purchase

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descriptions, whenever practical, be stated in terms of functions to be performed or performance required. FAR 8.001 requires agencies to satisfy their requirements for supplies and services from or through the sources listed below in descending order of priority:

(1) Supplies

- (a) Agency inventories
- (b) Excess from other agencies
- (c) Federal Prison Industries, Inc.
- (d) Procurement lists of products available from the Committee for Purchase from the Blind and Other Severely Handicapped
- (e) Wholesale supply sources, such as stock programs of the General Services Administration (*GSA*), the Defense Logistics Agency (*DLA*) and military inventory control points
- (f) Mandatory Federal Supply Schedules
- (g) Optional use Federal Supply Schedules
- (h) Commercial sources

(2) Services

- (a) Procurement lists of services available from the Committee for Purchase from the Blind and Other Severely Handicapped
- (b) Mandatory Federal Supply Schedules
- (c) Optional use Federal Supply Schedules
- (d) Federal Prison Industries, Inc. or other commercial sources (*including educational and nonprofit organizations*)

Acquisitions from other agencies, particularly those of support services and automatic data processing resources, must conform to the requirements of the Economy Act (*31 U.S.C. 1535*) and FAR 17.5 and DFAR 217.5.

5. Procedures for Submission of Requests

a. The requiring code shall be responsible for accomplishing the following tasks, as needed, for each requirement:

(1) Prepare an electronic equivalent of NAVCOMPT 2276, Request for Contractual Procurement (*enclosure (1)*), hereafter referred to as a procurement request, as required by reference (b). This must be accomplished through the use of the Government Furnished Equipment Tracking (*GFET*) system as described in reference (a).

(a) A GFET electronic equivalent of a NAVCOMPT 2276 must be submitted for the following:

1. Each new requirement, whether it will result in a purchase order, contract, modification or delivery order.

2. Each modification of an existing purchase order or contract which requires a change in the dollar amount obligated by the contractual document.

3. Each job order or task order under an existing contract that requires funding.

4. Exercise of an option under an existing contract.

5. Task orders and delivery orders placed against requirement contracts can be processed through GFET via batch interface. Contact COMSC (*N6*) for assistance.

(b) Submit an amendment to NAVCOMPT 2276 if any element of the requirement changes. Generally, an amendment affecting funding must follow the same process as an original purchase request.

(2) Establish a required delivery date or period of performance and provide adequate leadtime for contracting. Be aware of when supplies/services are needed and the length of time it takes when ordering from various sources.

(a) In accordance with FAR Part 5, contract actions expected to exceed \$25,000 must be synopsisized and published in the Commerce Business Daily (*CBD*). This process requires a minimum of 45 days between publishing the synopsis and the date set for receipt of bids or proposals, unless the contracting officer determines an exception under FAR 5.202 applies to the particular action.

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(b) The procurement administrative leadtime of 150 to 175 days should be scheduled for contract actions greater than \$25,000, 45 to 90 days for contract modifications and a minimum of 15 days is required for procurements expected to be less than \$25,000. This indicates the normal amount of time between receipt of a properly documented procurement request and the award of the contract. Although it is difficult to predict how much time any individual contractual action will take, the time frames noted include the 45-day synopsis period required for large procurements. Production leadtime (*which is the time it takes a vendor to manufacture, assemble and deliver an item*) must be added to the scheduled times noted in order to arrive at a realistic delivery date.

(c) If a requirement needs to be expedited due to urgent and compelling circumstances, the requestor must submit an urgency justification with the procurement request. The justification should explain why this item must be given a higher priority and what would be expected to happen if the requirement is not obtained by the requested delivery date. The requestor must certify that the information provided is accurate and complete to support their recommendation for other than full and open competition in accordance with reference (c). The "*free form remarks*" function of GFET may be used to submit urgency justification.

(3) Develop a purchase description/specification/statement of work designed to communicate a clear, accurate description of the essential characteristics and functions of the item(s) required in clear, unambiguous and precise language for both contracting personnel and potential suppliers. The nature and complexity of the purchase description/specification/statement of work will depend on the item or service needed. It must be exact in detail to ensure that requirements are met and to enhance the government's chances of obtaining quality supplies or services at a reasonable price.

(a) In accordance with FAR 10.004, purchase descriptions shall state only the government's actual minimum needs and describe the supplies and/or services in a manner designed to promote full and open competition. Commercial items shall be described in terms of the performance required and form, fit and function or other essential physical characteristics. Federal, military, commercial or industry descriptions should be used when they are available. When not available, an adequate purchase description shall be developed to set forth the essential physical and functional characteristics of the materials or services required. As many of the following characteristics as are necessary to express the government's minimum requirements shall be used in preparing purchase descriptions: common nomenclature; kind of material, i.e., type, grade, alternatives; electrical data, if any; dimensions, size or capacity; principles of operation; restrictive environmental conditions; intended use (*such as location within an assembly*) and *essential operating condition*); equipment with which the item is to be used; and any other information that further describes the item, material or service required.

(b) When it is determined that the only way a product can be described is to identify the requirement by "*brand name product*," a "*brand name or equal*" purchase description may be used. This type of description must be supported with the salient characteristics of the item which must be met by any "*or equal*" offer. This type of description also requires the customer to examine and determine that the offered item does meet the minimum needs of the government and is acceptable.

(c) The purchase description/specification/statement of work is to be included in block 15.D. of NAVCOMPT 2276 or as an enclosure/separate document. Those submitted as enclosures or separate documents shall be referenced using the "*free form remarks*" function of GFET.

(4) Provide a complete description of any government-furnished property or material (GFP/GFM), including condition, serial number, national stock number, value and the date the GFP/GFM will be delivered or available for pickup by the contractor.

(5) Provide any required instructions for spare parts provisioning technical documentation in accordance with MILSPEC/MILSTD procedures.

(6) Provide a completed DD Form 1423, Contract Data Requirements List, or electronic equivalent, for all data and reports, technical or otherwise, which are required deliverables under the contractual action.

(7) Provide a completed DD Form 254, Contract Security Classification Specification, or electronic equivalent, for any requirement where the contractor will have access to or generate classified information.

(8) Provide an independent government cost estimate and an estimated amount of time required to complete the service. This should be an unbiased, realistic assessment of the cost of the requirement. For supplies, this could be a market survey or purchase history of the item. For services, this could be an estimate of the labor categories, number of labor hours, material costs, subcontract costs, administrative costs and profit that would be required to perform the service.

(9) Provide a list of suggested sources or potential sources using the section of reference (a) entitled "*Recommended Sources*." Include addresses and telephone numbers, if available. If only one source exists, additional documentation must be submitted in accordance with reference (c). It may be submitted in electronic form as attached remarks. (*See reference (a).*) The information provided must be certified as accurate and complete by both the technical and requirements personnel to support the recommendation for other than full and open competition.

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(10) Provide proposal evaluation criteria when the award will be based on factors other than price and participate, as required, in proposal evaluation and source selection.

(11) Assign a priority designator in block 6 of NAVCOMPT 2276 based on the genuine need for the item and in accordance with reference (d).

(12) Requests for Automated Information Systems (AIS) software, hardware, supplies and services must be forwarded to the Command, Control, Communication and Computer Systems Director (N6). N6 is responsible for initiating all such requisitions.

(13) Obtain funds certification from the appropriate funds administrator using GFET "*Funds Approver*" (*step 145 of reference (a)*) and as identified in reference (e) or other Area Command direction. Complete block 13 of NAVCOMPT 2276 by entering the appropriate accounting data and dollar amount using GFET "*Edit Account Data*."

b. The Logistics Director (N4) shall accomplish the following actions:

(1) Screen government sources of supply (*e.g., Navy/DoD supply system, GSA, etc.*) for availability of the item without resorting to commercial sources.

(2) When requested items are not available from the Navy/DoD supply system, logistics will certify that the item is unavailable by completing block 15 and placing certification in "*free form remarks*" of GFET.

(3) N4 will forward the GFET NAVCOMPT 2276 to the accounting division.

c. The accounting division will:

(1) Review the NAVCOMPT 2276 for the correct accounting data and ensure that sufficient funds are available for the procurement.

(2) Comply with reference (f) if CSS are involved. All requirements for CSS must be chopped by N8.

(3) Assign the standard document number and advance the completed procurement request to the appropriate contracting division, Contracts and Business Management Directorate, for action via GFET by advancing the requisition to step 300 of reference (a).

d. Upon receipt of a complete procurement request, the contracting division shall accomplish the following actions:

(1) Review the procurement request to ensure that it is complete, approved by a designated funds administrator, has been screened by the Logistics Directorate, includes an adequate purchase description/specification/statement of work and contains all required electronic approvals.

(2) Attempt to resolve problems, if any, with the requestor by telephone. However, the contracting division may return any purchase request which is incomplete via GFET.

(3) Electronically sign and date the NAVCOMPT 2276 in block 19, designating acceptance of the procurement request, and return a copy to the requestor in accordance with reference (a).

(4) Provide a copy of the solicitation, contract and/or purchase order to the requiring code and/or receiver of the supplies or services indicated in block 9 and to the Comptroller of the activity cited in Block 13 of NAVCOMPT 2276. This will be accomplished using GFET when feasible.

(5) Obtain the required item or service, if available, in accordance with the FAR, DoD FAR Supplement, Navy Acquisition Procedures Supplement and other applicable acquisition policies and procedures. Update GFET record to reflect current status and action on the requisition.

6. Action. All personnel are required to adhere to these procedures when processing requests for contractual actions.

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL 41B (MSC Area Commands) (LANT & PAC only) (20)

41B (MSC Area Commands) (FE & EUR only) (10)

41C (MSC Subarea Commands) (10)

41D3 (MSC Offices) (5)

41F (MSCCENTACT)

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REQUEST FOR CONTRACTUAL PROCUREMENT - NAVCOMPT FORM 2276(6C)

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.							2. DOCUMENT NUMBER				
3. REFERENCE NUMBER N00033-2300-1001 - 1003		4. FUNDS EXPIRE ON 30 SEP 93		5. DMS RATING		6. PRIORITY 12		7. DATE REQUIRED 13 MAR 93		8. AMENDMENT NO.	
9. FROM GFET INFO SYSNFO SYS N83 BLDG. 210 WASHINGTON NAVY YARD WASHINGTON DC 20398-5100 USA						10. FOR DETAILS CONTACT: JOHNSON, JOSEPH 202-433-7825					
11. TO: UIC COMSC N10 CONTRACTS & BUSINESS MGT WASHINGTON NAVY YARD BLDG 210 WASHINGTON DC 20398-5540 USA						12. MAIL BILLING TO: COMPTROLLER N8 COMSCCENTACT 901 M STREET SE WASHINGTON DC 20398-5541 USA					
13. ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS											
A. ACRN	B. APPRO- PRIATION	C. SUB- HEAD	D. OBJ. CLASS	E. BU CONTROL	F. SA	G. AAA	H. IT	I. PAA	J. COST CODE	K. AMOUNT	
AA	97X4930	ND2A	000	00033	2E	00033X	2E	00033X	6541060XXXXX	5,800.00	
AB	97X4930	ND2A	000	00033	2E	00033X	2E	00033X	7056080XXXXX	990.00	
14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE USER.									L. TOTAL THIS DOCUMENT		6,790.00
									M. CUMULATIVE TOTAL		6,790.00
15. PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED THESE ITEMS <u>X</u> ARE <u>NOT</u> INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <u>X</u> HAS <u>NOT</u> BEEN ACCOMPLISHED UIC: N00033 COMSC O&MN WASHINGTON DC WORK PKG: EXAMPLE GRP: 1 DESC: EXAMPLE REQUISITION WORK ITEM: 3012											
A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO. ETC.)			E. QUANTITY	F. UNI T	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT		
	1001		SHIP TO: COMSC N4 LOGISTICS WASHINGTON NAVY YEAR BLDG 210 WASHINGTON DC 20398-5540 USA			3.00	EA	1,800.0000	5,400.00		
AA	1002		LAPTOP COMPUTER BRND/EQUIV: N 486 CPU, 33 MHZ, 8 MEG MEMORY, VGA MONITOR			2.00	EA	200.0000	400.00		
AA	1003		INTERNAL MODEM BRND/EQUIV: N 9600 FAX, 2400 DATA INTERNAL MODEM FOR LAPTOP COMPUTER			2.00	EA	495.0000	990.00		
RECOMMENDED SOURCES:											
SAMPLE VENDOR ONE 1530 W. WILLIAM ST. ANY TOWN IL 21212 TELE: 202-433-7826 ATTN: GEORGE SIMPKINS VENDOR ID: 101040			SAMPLE VENDOR TWO 35 N. COUNTRY CLUB RD. BEMENT IL TELE: 217-412-1234 ATTN: JIM BEAUMONT VENDOR ID: 101041			SAMPLE VENDOR THREE 5521 CALLANDER DR. WILIUP HA TELE: 313-332-2245 ATTN: JOSEPH SAVIMBI VENDOR ID: 101042					
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.									I. GRAND TOTAL 6,790.00		
17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)											
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.				AUTHORIZING OFFICIAL (NAME, TITLE, AND SIGNATURE)						DATE	
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.				AUTHORIZING OFFICIAL (NAME, TITLE, AND SIGNATURE)						DATE	

Enclosure (1)