



OO-ALC USER'S GUIDE ADDENDUM

23 July 2008

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Applicable Contracts

1. FA8530-08-D-0001 ARINC
2. FA8530-08-D-0004 Boeing
3. FA8530-08-D-0005 DRS
4. FA8530-08-D-0007 L-3
5. FA8530-08-D-0008 Lockheed
6. FA8530-08-D-0009 MacB
7. FA8530-08-D-0010 MTC
8. FA8530-08-D-0011 Northrop Grumman
9. FA8530-08-D-0012 Raytheon
10. FA8530-08-D-0013 SAIC
11. FA8530-08-D-0014 SRC
12. FA8530-08-D-0015 SSAI

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I. INTRODUCTION

This guide provides the customer pertinent information for utilizing the Future Flexible Acquisition and Sustainment Tool (F²AST) at OO-ALC. It outlines procedures and process flows for identifying F²AST requirements through contract award.

The F²AST User's Guide and respective ALC addendums are located at the following website: <http://www.robins.af.mil/library/factsheets/factsheet.asp?id=11544>.

Please thoroughly review the information provided. If additional assistance is needed, please contact the applicable OO-ALC POC identified on the cover page.

Notice: This guide is not intended to take precedence over any aspects of the contract. In the event of any conflict between the information in this guide and the terms and conditions of the contract, the contract is the binding document.

II. SCOPE

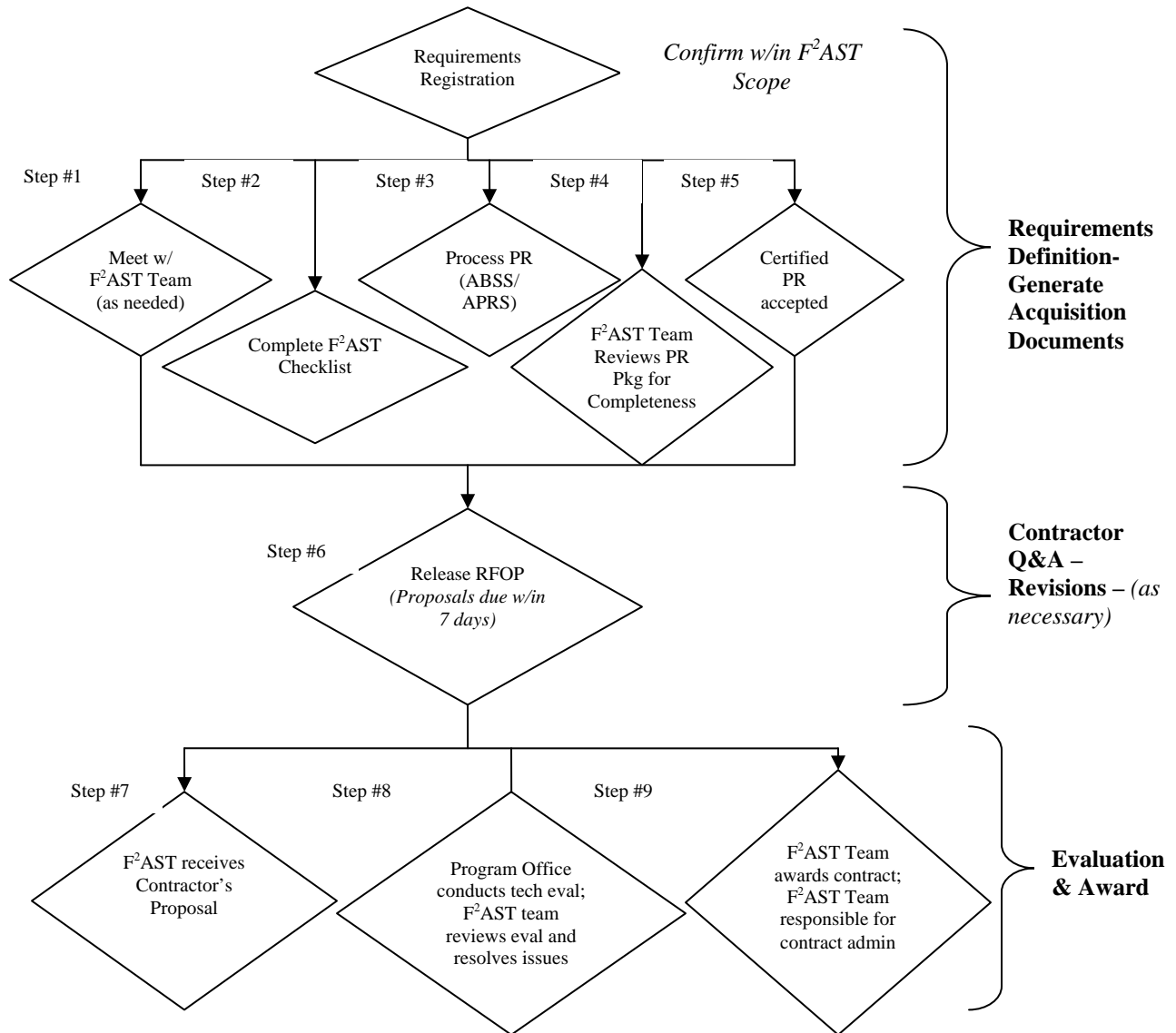
The Future Flexible Acquisition & Sustainment Tool (F²AST) Program requirements include development, modifications, and depot maintenance. F²AST may include one-time spares and repairs which qualify as critical, limited, and/or contingency and sole source services to a F²AST contractor or large business subcontractor. In addition, services that are not reasonably severable from the development, modification or depot maintenance efforts may be included. No requirement that has been previously performed by any small business or is suitable for a small business shall be issued under F²AST. Small business categories include: small businesses, small disadvantage businesses, service-disabled veteran-owned small businesses, women owned small businesses, historically black colleges and universities, and HUBZone small businesses.

F²AST does not include Military Construction (MILCON), Civil Engineering, Base Operating Support (BOS) or Commercial Items. In addition, F²AST will not be used for new development programs.

The primary users of the F²AST contracts are typically Logistics Managers, Program Managers and Engineers at Warner Robins Air Logistics Center (WR-ALC), Ogden Air Logistics Center (OO-ALC and Aeronautical Systems Command (ASC). Product centers and other agencies or services are allowed to utilize F²AST through their sponsoring ALC. *Although D/TOs must be awarded by one of the primary user's ALCs or ASC, decentralized administration of orders by product centers or other agencies is permitted. The primary user's ALC sponsor must concur with decisions regarding decentralized administration.*

F²AST provides multiple award ID/IQ contracts with **no surcharge**, as well as numerous other acquisition streamlining advantages – see Appendix C. F²AST also provides a variety of pricing arrangements, to include Time and Material (T&M), Fixed Price (FP), Labor Hour (LH) and Cost Reimbursement (CR).

III. THE F²AST DELIVERY/TASK ORDER PROCESS



A. REGISTRATION

Registration with the OO-ALC F²AST Team is the first step to identifying requirements that will be reviewed for F²AST contract award. Registration can be accomplished by e-mail, telephone or meetings with the OO-ALC F²AST Team (see cover page for POCs).

NOTE: see Appendix A – F²AST Registration Form

The following information must be provided as applicable and as known:

1. Requesting activity (required)

2. Title of project and brief description of requirement (required)
3. Purchase Request (PR) Number or Military Interdepartmental Purchase Request (MIPR) Number, if known
4. Estimated total dollars (required)
5. Type and year of funds
6. Desired contract award date (required)
7. Name, phone, e-mail and fax of the Wing/Group/Squadron primary point of contact (required)
8. Name, phone, e-mail and fax of the Wing/Group/Squadron alternative point of contact
9. Procurement history, if any (if this is a follow on contract, identify whether sole source) (required)
10. Known source(s) of the required supplies or services (required). If the requirement is sole source, a completed F²AST Appendix B is required to document the sole source justification. (required)
11. Availability of data and format (required)
12. Candidate partnering depot

OO-ALC F²AST Technical Lead must confirm that requirements are within scope and assign a control number. Applicable control numbers will be managed by OO-ALC. For information or questions contact the OO-ALC F²AST Technical Lead (see cover page for POC).

B. THE PROCUREMENT REQUEST (PR) PACKAGE

Upon notification, by the OO-ALC F²AST Technical Lead, that the requirement is within the scope and ceiling of F²AST, an advance copy of the complete procurement package should be submitted to the OO-ALC F²AST Technical Lead. Wing/Group/Squadron requirements personnel should use current procedures to process the AFMC Form 36 through their individual Purchase Request (PR)/Military Interdepartmental Purchase Request (MIPR) monitors. The procurement package should include applicable documentation:

F ² AST Registration Form	Appendix A
Exception to Fair Opportunity	Appendix B
DD Form 2579, Small Business Coordination Record	Upon Request
Streamlined Acquisition Strategy Summary (SASS), < \$5 Million	Appendix E
Streamlined Acquisition Plan (SAP), > \$5 Million	Appendix F
Independent Government Estimate	Appendix G
Performance Work Statement (PWS) and Contract Data Requirements Lists (CDRLs)	Upon Request
Modified Delphi	Appendix H
Performance Plan	Upon Request
QAP Nomination Letter for Primary and Alternate QAP	Upon Request
Phase I training certificate for Primary and Alternate QAP	Upon Request
Requirements Approval Document (RAD)	Appendix I
AFMC Form 36, Purchase Request (PR), or Military Interdepartmental Purchase Request (MIPR)	Upon Request

C. REQUIREMENT DESCRIPTION

1. A thorough description of the requirement must be included in the procurement package. The procurement package must specify work to be performed by contractor(s). The procurement package shall contain a Performance-Based Work Statement (PWS) and any associated data identifying requirements to be satisfied by the contractor.

The description should be written to encourage the contractor to propose the best approach to accomplish contract objectives. All required deliverables, such as reports, technical manuals, or test plans, must have a complete description. A contract data requirement listing (CDRL), DD Form 1423, should be provided as appropriate.

2. Any assistance from support contractors in developing this procurement package is discouraged. If support contractors are assisting with drafting the requirement, will be part of the evaluation team, or will be working in conjunction with the F²AST awardee after award, potential conflicts of interest must be considered. F²AST contains provisions that address these conflicts under the Organizational Conflict of Interest (OCI) clauses. Notify the F²AST Team of **any** support contractors who will be assisting with preparing the requirements documentation.

3. The F²AST PCO will serve as the Source Selection Authority (SSA) for most F²AST acquisitions. A manager in the Wing, Group, or Squadron may request to serve as the SSA for acquisitions over \$10M. He/she may also request special briefings or reviews. The F²AST Team will assist in these briefings.

D. THE AWARD PROCESS

After receipt of the complete procurement package, the F²AST team will use the award process outlined in Appendix D. In addition to notifying the prime contractor selected, the pertinent government contracting representative will send notification of selection to all participating prime contractors for competitive and/or limited competitive orders. Notification shall be sent to the current prime contractor addressee list located on the F²AST web site.

IV. RESPONSIBILITIES OF THE CUSTOMER

A. Each Wing/Group/Squadron will designate an individual to serve as the point of contact (POC) for each F²AST requirement. The POC will be responsible, as a minimum, for the following:

1. Review of the procurement package(s) prior to submittal to the PCO issuing the F²AST D/TO to ensure the package is complete, which includes reviewing the funding documents for accuracy (estimate of total dollars, type, and year of funds).
2. Provide copies of technical data, test plans, test manuals, specifications, drawings, etc., as referenced in the requirement description.

3. Review of the evaluation memo for fairness and impartiality.
- B.** The POC has the ultimate responsibility for ensuring that the F²AST Team receives timely information on any issues or problems with the D/TO.

V. POST AWARD/ADMINISTRATION OF D/TO

A. Contractor Performance Assessment Reporting System (CPARS)

1. The requirements initiating organization, Wing/Group/Squadron program managers, shall be responsible for CPARS reporting required for F²AST D/TOs that meet the CPAR dollar threshold.
 2. The office initiating the requirement is responsible for preparation of the performance feedback for the CPARS. The CPARS focal points at each center will provide needed guidance and training, as applicable.
- B.** Respective F²AST Team will provide direction to the contractor, hold reviews with customers and/or contractor(s) as required, and resolve any issues or problems between the customer and contractor(s).
- C.** The rates currently in the F²AST contract are not to exceed (NTE) rates. Primes may propose lower rates. Lower rates offered Time & Material (T&M) orders will be incorporated into the order as an attachment or a note in the schedule. The customer will be responsible for ensuring that the specialized rate is used for billing purposes
- D.** Post award administration will be accomplished by the OO-ALC F²AST Centralized Team.

VI. F²AST PRIME CONTRACTOR TEAMS

A detailed listing of the F²AST prime contractors and subcontractors are listed on the F²AST website. Prime contractor e-mail addresses are also listed on the website and shall be used for all correspondence.

APPENDIX A

F²AST REGISTRATION FORM

DATE: _____

WING/GROUP/SQUADRON GOVERNMENT POC:

NAME: _____

PHONE: _____

OFFICE SYMBOL: _____

PURCHASE REQUEST NO.: _____

1. Program dollar value (include options): _____ Desired Contract Award Date: _____
and brief description:

2. This requirement includes:

Development

Modifications

Maintenance

Modifications

Spares (Check one: contingency critical limited spares for modification)

Repairs (Check one: contingency critical limited)

3. Competitive Sole

4. Type of contract recommended? (Check all that apply): FFP Cost Plus Fixed Fee
 Cost Plus Award Fee Cost Plus Incentive Fee T&M

5. Procurement History: (Check all of the following as appropriate to confirm that your requirement is within guidelines established)

Requirement was previously MIPR'd to another service or agency.

No procurement history – new requirement

No current Air Force (AF) contract will be disrupted or displaced by F²AST

No follow-on AF contracts for requirements currently acquired under 8(a) set-asides or Small Disadvantaged Business AF contracts will be transitioned to F²AST

Currently acquired small business set asides on AF Contracts will not be transitioned to F²AST, unless the rule of two (FAR 19.502 no longer applies)

Work currently accomplished by a small business on AF Contracts (excluding 8(a) and SDB requirements) will require a specific contracting officer determination from the

requiring activity and approval from the appropriate ALC F²AST Team prior to transition of the requirement to F²AST

Previous F²AST order – Provide contract/order #

APPENDIX B

F²AST EXCEPTION TO FAIR OPPORTUNITY

I. Contracting Organization

Fully identify the contracting organization responsible for the proposed contracting action. Identify purchase request number. (NOTE: PR/Planning PR/Advanced PR must be attached to this exemption when sent for coordinations/approvals)

II. Description of Action

State whether the action will be awarded as a new order or by modification to an existing order (identify contract number) and identify the pricing arrangement planned (e.g., firm-fixed-price, cost-plus-fixed-fee, etc.) If exception is cited (unusual or compelling urgency), state date of UCA/contract/modification issuance and amount.

III. Description of Supplies/Services

Specifically describe the supplies and/or services to be acquired including the estimated value and quantity of each item.

If approval for more than one fiscal year requirement is needed, give the rationale for this request. Generally, the scope of these actions is limited to current requirements only, so that actions may be taken to facilitate competition for out-year requirements. In some cases, there are no feasible actions that could develop future competition, and it is reasonable to seek approval for more than one fiscal year's requirements.

Provide a detailed description of the acquisition history. Explain how the requirement fits into the larger overall program, if applicable.

For justifications based on demand generated requirements (such as orders with additional taskings), include the best-estimated quantity (BEQ) or total order maximums of supplies and/or services. (Call out the total estimated cost of the order)

IV. Authority

FAR 16.505(b)(2)() *(Include the full text of the exception you are citing. Remove all others)*

(i) The agency's need for the services or supplies is of such urgency that providing such opportunity to all such contractors would result in unacceptable delays;

(ii) Only one such contractor is capable of providing the services or supplies at the level of quality required because the service or supplies ordered are unique or highly specialized; or

(iii) The task order should be issued on a sole source basis in the interest of economy or efficiency because it is a logical follow-on to an order already issued under F²AST, provided that all awardees were given a fair opportunity pursuant to the procedures in the above clause to be considered for the original order.

V. Applicability of Authority

Provide, in narrative form, a fully supported demonstration that the proposed contractor's qualifications or the nature of the acquisition supports the use of the authority cited. The decision should clearly relate to the conditions described by the FAR for the particular authority. This paragraph is normally the most detailed part of the justification as the essence of the justification is presented here. For acquisitions that include both supplies and services, separately justify the use of the authority for the acquisition of services and supplies.

When exception 16.505(b)(2)(i) is used, the specific extent and nature of the harm to the government must be clearly stated in this justification. Merely citing a United States Air Force (USAF) precedence rating and/or Force Activity Designator (FAD) rating or Program Management Directive (PMD)/Program Action Directive (PAD) guidance is not in itself sufficient reason to use an exception 16.505 (b)(2)(i) justification.

VI. Efforts to Obtain Competition

Describe all efforts taken (or to be taken) to ensure that offers are solicited from as many potential sources as practicable under the circumstances. The following issues should be addressed in this paragraph:

Sources Sought Synopsis. If a sources sought synopsis was issued, include a copy of the notice and the screening criteria used. Describe in this paragraph, or in an attachment, the results of the screening process, to include the rationale for determining the unacceptability of any synopsis respondents. This is particularly important when citing the authority of 10 USC 2304(c)(1), "Only one (or a limited number of) responsible source(s)", since it is this survey of the market place that confirms our assumptions regarding the capability of industry to meet our needs. The sources sought synopsis may be less important when other authorities are cited, and it is rarely used when citing 10 USC 2304(c)(2), "Unusual and Compelling Urgency".

Synopses of Proposed Contract Actions. Describe either the plans to publish a synopsis or the results of a synopsis (FAR Subpart 5.2). If the proposed action was not or will not be synopsised, cite the specific authority for not doing so (per FAR 5.202) and the rationale for the synopsis exception.

Other Actions. In this paragraph, discuss any other actions taken or planned to facilitate competition. The discussion should include actions tried or considered even if the actions were unsuccessful. If the efforts were unsuccessful, so state and describe why.

Qualifying Country Sources. If qualifying country sources have expressed interest, but are to be excluded, provide supporting rationale.

VII. Fair and Reasonable Costs

The cost of this acquisition will be fair and reasonable. Actions anticipated to ensure reasonableness of the price will be accomplished with the procedures and criteria contained in the Federal Acquisition Regulation under Parts 30 – Cost Accounting Standards, and 31 – Contract Cost Principles and Procedures, and Subpart 15.4 – Contract Pricing, as appropriate. Further actions will be under the guidance of the Contract Pricing Reference Guides jointly developed by the Federal Acquisition Institute and the Air Force Institute of Technology. The AFMC Guide for Price Negotiation Memorandum/Price Competition Memorandum (PNM/PCM) will also be used, as appropriate. Detailed documentation and justification of price reasonableness will be disclosed in the official PNM/PCM, to be prepared upon completion of negotiations.

VIII. Market Research

Discuss any market research conducted pursuant to FAR Part 10 and describe results. Market research is any effort undertaken to determine if sources capable of satisfying the agency's requirements exist and to determine if commercial items or non-developmental items are either available or can be modified so that they will satisfy the agency's needs. Market research should be focused not only on identifying alternate sources, but also on alternate equipment or substitutes that might fill the government needs with only minor modification. Regardless of the approach used, the results should provide a high level of confidence that no other qualified sources exist. If no market research was conducted, so state and provide the rationale.

Included under this section, describe any and all alternate contracting vehicles considered for use. Describe in sufficient detail, the reason(s) other vehicle options were not selected and summarize why F²AST was the best suitable choice for the acquisition.

Generally some form of market research should be conducted, but it is most critical when citing the authority of 16.505(b)(2)(ii), only one responsible awardee. When other authorities are relied upon, the market research might be limited to an examination of the acquisition

history and experience with the marketplace under previous acquisitions for the same or similar items.

If the market research effort was described in paragraph VI, Efforts to Obtain Competition do not repeat the same information here; merely refer to the previous discussion.

IX. Other Facts

Provide any other facts supporting the use of OTF&OC, including an explanation of why technical data packages, specifications, engineering descriptions, statements of work, statements of objectives, or purchase descriptions suitable for F&OC have not been developed, are not being developed, are not being used, or are not available. Describe actions taken or planned to remedy this situation, including a discussion of claims of proprietary data by the contractor.

When FAR 16.505(b)(2)(iii) is cited for follow-on acquisitions as the basis for the justification, include an estimate of the cost that would be duplicated and the basis and derivation of the estimate, or provide details on why a delay would be unacceptable.

When FAR 16.505(b)(2)(i) is cited, provide data, estimated cost, or rationale as to the nature and extent of the harm to the government. Only the minimum required quantity qualifies under this exemption.

X. Interested Sources

List the sources that have expressed written interest in the acquisition. Provide the results on status of any synopses. If contractors have expressed interest but will not be considered a potential source, explain why they cannot perform or are not expected to submit an offer. Do not repeat information that is already provided in another paragraph, merely make reference to it (FAR 6.303-2(a)(10)).

XI. Steps to Foster Competition

Describe any actions taken or to be taken to foster competition for future acquisitions of the supplies or services being acquired. Also describe potential actions that could be undertaken to remove the barriers to competition that have been identified in the justification FAR 6.303-2(a)(11). Consider including a milestone schedule for accomplishing these actions. If no actions are planned, so state and provide reasons. If approval is sought for more than one year, explain why a sole source effort is required for the planned time duration.

Address efforts to ensure competition for future spare parts and maintenance in support of systems or equipment covered by the justification, even when these acquisitions will be accomplished by other organizations. Include a discussion on available breakout data.

XII. Contracting Officer's Certification

The Contracting Officer's signature on the coordination and approval page evidences that he/she has determined this document to be both accurate and complete to the best of his/her knowledge and belief.

XIII. Technical/Requirements Personnel's Certification

As evidenced by their signatures on the coordination and approval page, the technical and/or requirements personnel have certified that any supporting data contained herein which is their responsibility is both accurate and complete (FAR 6.303-2(b)).

COORDINATION AND APPROVAL PAGE
(>\$0 but <\$550,000.00)

PR NR:
Program Title:
Estimated Program Cost:

Task Order Initiator:	_____	_____
Preparer	<i>(Name/Title)</i>	Date Signed
	DSN:	Commercial:

Small Business Office:	_____	_____
Coordination	<i>(Name/Title)</i>	Date Signed
<i>(If required by the AOA)</i>	DSN:	Commercial:

Approval:

Contracting Officer:	_____	_____
	<i>(Name/Title)</i>	Date Signed
	DSN:	Commercial:

COORDINATION AND APPROVAL PAGE
(>\$550,000.00 but <\$11,500,000.00)

PR NR:

Program Title:

Estimated Program Cost:

Task Order Initiator: _____
Preparer (Name/Title) Date Signed
DSN: Commercial:

Small Business Office: _____
Coordination (Name/Title) Date Signed
(If required by the AOA) DSN: Commercial:

Contracting Officer: _____
Coordination (Name/Title) Date Signed
DSN: Commercial:

Legal Office: _____
Coordination (Name/Title) Date Signed
DSN: Commercial:

Approval:

Competition Advocate: _____
(Name/Title) Date Signed
DSN: Commercial:

COORDINATION AND APPROVAL PAGE
(>\$11,500,000.00 but <\$78,000,000.00)

PR NR:

Program Title:

Estimated Program Cost:

Task Order Initiator: _____
Preparer (Name/Title) _____ Date Signed _____
DSN: _____ Commercial: _____

Small Business Office: _____
Coordination (Name/Title) _____ Date Signed _____
(If required by the AOA) DSN: _____ Commercial: _____

Contracting Officer: _____
Coordination (Name/Title) _____ Date Signed _____
DSN: _____ Commercial: _____

Legal Office: _____
Coordination (Name/Title) _____ Date Signed _____
DSN: _____ Commercial: _____

Buying Office
Contracting Official: _____
Coordination (Name/Title) _____ Date Signed _____
DSN: _____ Commercial: _____

Competition Advocate: _____
Coordination (Name/Title) _____ Date Signed _____
DSN: _____ Commercial: _____

Approval:

Head of the Contracting
Activity: _____
(Name/Title) _____ Date Signed _____
DSN: _____ Commercial: _____

COORDINATION AND APPROVAL PAGE
(>\$78,000,000.00)

PR NR:

Program Title:

Estimated Program Cost:

Task Order Initiator:

Preparer

(Name/Title)

DSN:

Commercial:

Date Signed

Small Business Office:

Coordination

(If required by the AOA)

(Name/Title)

DSN:

Commercial:

Date Signed

Contracting Officer:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Legal Office:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Buying Office

Contracting Official:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Competition Advocate:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Senior Center

Contracting Official:

Coordination

(Name/Title)

DSN:

Commercial:

Date Signed

Approval:

Senior Procurement

Executive of the

Agency:

(Name/Title)

DSN:

Commercial:

Date Signed

APPENDIX C

Memorandum for Record

The following documentation and coordination was accomplished on the basic contract, and is not required for subsequent delivery orders:

- Acquisition Plan/Acquisition Strategy Panel
- Contractor Responsibility Documentation
- Equal Employment Opportunity (EEO) Compliance – EEO clearance was obtained for prime. However, EEO clearance is necessary for first tier subcontractors when their portion of the proposed D/TO exceeds \$10M
- Legal (JA) Review - not required for orders that are less than \$1 million. (AFFARS 5301.601-94 (c)(1))
- Subcontracting Plans
- Synopsis (pre/post)
- 1279 Report
- Justification and Approval (J&A) (justification for exception to fair opportunity is required – see User’s Guide Appendix B)

Note: Higher dollar values may require additional acquisition planning and approval.

APPENDIX D

OO-ALC F²AST Process at a Glance

1. Provide a F²AST Registration Form
2. Contact F²AST Technical Lead @ 801-777-7635
3. Prepare Technical Requirements Package with assistance from the F²AST Technical Lead
(a through e are required for all orders)
 - a. PR Supplemental Sheets & Cost Estimate
 - b. Streamlined Acquisition Strategy Summary (SASS) (<\$5M)
Streamlined Acquisition Plan (SAP) (>\$5M - <\$100M)
 - c. Contractual Engineering Task (CET)
 - d. Contract Data Requirements List (CDRLs DD Form 1423)
 - e. Performance Plan
*Include nomination letter & Phase I training certificate**(f through k are specific to task order requirement)*

Sole Source

 - f. Exception to the Fair Opportunity Process (EFO)

Competitive

 - g. Modified Delphi Criterion 1 (Evaluation Criterion)

Services (>\$100K)

 - h. Requirements Approval Document (RAD)

Other Documents

 - i. Non-Disclosure Agreement (NDA)
 - j. DoD Contract Security Classification Specification (DD Form 254)
 - k. Award Fee Plan
4. F²AST Technical Lead will schedule F²AST Order Review Board (FORB) – after initial review of Requirements Package
5. FORB Reviews Package with Task Order Initiator (TOI)
6. TOI to revise Requirements Package per the FORB and create PR
7. F²AST Technical Lead to finalize the Requirements Package
8. F²AST Control Number (FCN) is obtained from OO-ALC F²AST Office
9. Prep/Release of letter RFOP
10. Proposals Received
11. Technical Evaluation Performed
12. Award Preparation
13. Award Task Order

Estimated Contracting Award Times

The times below start when the Completed PR package reaches the contracting team, after the corrections are made from the F²AST Order Review Board.

	<u>Days</u>
<u>Acquisitions \$0 - \$500K</u>	
• Contracting Award Time	
• Buyer/FCN Assignment	1
• RFOP Prep/Release RFOP	1
• RFOP Opening Days	7
• Technical Review Request Prep	1
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	1
• Award Order	<u>1</u>
	<u>Estimated</u> Total Working Days: 23

	<u>Days</u>
<u>Acquisitions >\$500K - <\$1M</u>	
• Contracting Award Time	
• Buyer/FCN Assignment	1
• RFOP Prep/Release RFOP	1
• RFOP Opening Days	7
• Technical Review Request Prep	1
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Award Order	<u>1</u>
	<u>Estimated</u> Total Working Days: 24

The Pricing Support Milestone Days have been removed from the estimated award days. If pricing support is required, the buyer will notify the government task order initiator of this action and five days will be added to the Estimated Total Number of Working Days.

Acquisitions >\$1M - <\$5M

Days

• Contracting Award Time	
• Buyer/FCN Assignment	1
• RFOP Prep/Release RFOP	1
• Legal Review - RFOP	5
• Release RFOP	1
• RFOP Opening Days	7
• Technical Review Request Prep	1
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Legal Review - Order Award	5
• Award Order	<u>1</u>
	<u>Estimated</u> Total Working Days: 35

The Pricing Support Milestone Days have been removed from the estimated award days. If pricing support is required, the buyer will notify the government task order initiator of this action and five days will be added to the Estimated Total Number of Working Days.

Acquisitions >\$5M - <\$25M

Days

• Contracting Award Time	
• Buyer/FCN Assignment	1
• RFOP Prep/Release RFOP	1
• Legal Review - RFOP	5
• Release RFOP	1
• RFOP Opening Days	7
• Technical Review Request Prep	1
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Legal Review - Order Award	5
• Contract Clearance - Branch Chief	3
• Order Award	<u>1</u>
	<u>Estimated</u> Total Working Days: 38

The Pricing Support Milestone Days have been removed from the estimated award days. If pricing support is required, the buyer will notify the government task order initiator of this action and five days will be added to the Estimated Total Number of Working Days.

Acquisitions >\$25M - <\$50M

Days

• Contracting Award Time	
• Buyer/FCN Assignment	1
• RFOP Prep/Release RFOP	1
• Legal Review - RFOP	5
• Release RFOP	1
• RFOP Opening Days	7
• Technical Review Request Prep	2
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Legal Review - Order Award	5
• Contract Clearance - Division Chief	4
• Order Award	<u>1</u>
	<u>Estimated</u> Total Working Days: 40

The Pricing Support Milestone Days have been removed from the estimated award days. If pricing support is required, the buyer will notify the government task order initiator of this action and five days will be added to the Estimated Total Number of Working Days.

Acquisitions >\$50M and above

Days

• Contracting Award Time	
• Buyer/FCN Assignment	1
• RFOP Prep/Release RFOP	1
• Legal Review - RFOP	5
• Release RFOP	1
• RFOP Opening Days	7
• Technical Review Request Prep	2
• Technical Review	5
• Best Value Determination	1
• Task Order Award Prep	5
• PCO Review	2
• Legal Review - Order Award	5
• Contract Clearance - PK Director	5
• Order Award	<u>1</u>
	<u>Estimated</u> Total Working Days: 41

APPENDIX E

F²AST
Streamlined Acquisition Strategy Summary (SASS)
SAT < \$5M
FOR OFFICIAL USE ONLY

Date:

Contracting Office:

Requiring Activity:

Telephone Number (DSN):

Project Title:

Fax Number (DSN):

Construction Service Supply

Government Est.: \$

I. Brief Description of Requirement (Including delivery schedule, any problems/risk):

II. Proposed Acquisition Approach

a. Extent of Competition:

Sole Source* Full & Open

* FAR 16.505 (B)(2) Authority:

b. Small Business:

Competitive 8a Sole Source 8a SDVOSB Set-Aside

Hub-Zone Sole Source Competitive SBSA SDVOSB Sole Source

Hub-Zone Set-Aside N/A Other (Specify)

c. Procedures:

FAR 16 Type of Contract

d. Contracting Method

Competitive RFP Sole Source RFP

e. Basis of Award:

- Negotiation – Part 15
- Other (explain): Highest Modified Delphi score at an affordable/reasonable price.

f. Contract Type (Check all that apply):

- Fixed-Price
- Cost Plus Fixed Fee
- Cost-Reimbursement
- Time and Material/Labor Hour Agreements
- Cost Plus Award Fee
- Incentive Firm Target
- Cost Plus Incentive Fee
- Other (Specify):

III. Projected Key Milestone Dates:

- Receive Complete PR Package:
- Issue Request For Proposal:
- Proposal Due Date:
- Technical Evaluation Completion Date:
- Contract Award:

Reviewing Official (Contracting Officer's Information)

Reviewer's Name:

Voice DSN:

E-Mail:

- SASS Approved as submitted
- SASS conditionally approved subject to comments below
- SASS Disapproved (reviewers are required to include comments below)

Reviewer's Comments:

Small Business Specialist Coordination

SASS Small Business Specialist coordination – _____

SDO Certification: (Contracting Officer Signature)

In accordance with Command Management and Oversight of Acquisition of Services Process (MOASP), the undersigned, acting in the capacity of SDO for this acquisition, determines that the Contractual Engineering Task (CET) is, to the maximum extent possible, performance based (considering the security requirements inherent in this acquisition), reflects outcome-based objectives in the Services Summary (SS), and contains metrics appropriate for the requirement that will ensure timely and accurate assessment of contractor performance. *(SDO Certification should be tailored for each acquisition.)*

SDO coordination _____
Signature Date

APPENDIX F

F²AST
Streamlined Acquisition Plan (SAP)
>\$5M - <\$100M
FOR OFFICIAL USE ONLY
TEMPLATE

“OTHER CONTRACTING” ACQUISITION PLAN

Program/Project Title:

Contracting Office:

Requiring Activity:

Estimated Dollar Value (including options):

I. Acquisition Background

A. Description of Requirement/Statement of Need: Summarize supplies, construction, or services to be provided.

B. Conditions: Describe any known cost, schedule, environmental, capability or performance constraints.

C. Background and Contracting History: Describe contracting history of exact or similar requirement, including previous contract type and dollar value.

D. Funding: Describe availability of funding, expiration of funds, use of advance contracting authority described in [MP5332](#) and any statutory limits, etc.

E. Delivery or Performance Period: Describe delivery or performance period requirements. *(Construction: If incorporating optional requirements, the plan must describe the performance period for each optional CLIN to include consideration of mobilization and/or demobilization activities, progressive flow of construction activities, and anticipated receipt of funding. Normally, the option to purchase additional requirements will not extend past 90 calendar days from date of award.)*

F. Risks: Identify any technical, cost, schedule or performance risks that may affect either the Government or contractor. Identify what efforts are planned to mitigate these risks.

II. Plan of Action

A. Market Research Results/Interested Sources: Discuss results of market research, for example: determination of whether bundling is necessary or justified ([FAR 7.107](#)), of commerciality and

industry -specific commercial terms/conditions identified during market research. Market Research documentation may be attached to the acquisition plan to fulfill the requirements of this paragraph.

B. Acquisition Approach: Address the following:

- (1) Solicitation method to be utilized (Letter RFP).
- (2) Performance-based services acquisition principles as required by [AFI 63-124](#).
- (3) Basis of award

(Sole Source – Negotiated procurement IAW FAR 15)

(Competitive – Highest Delphi Score: Award will be made to the offeror with the highest Modified Delphi score at an affordable/reasonable price. The highest overall Modified Delphi score at affordable/reasonable price is the best-value offeror. In the event the highest Modified Delphi score offeror is not affordable/reasonable, then best-value award will be made to the next highest Modified Delphi score offeror at an affordable/reasonable price.)

- (4) Contract type.
- (5) Inclusion of options -- including optional quantities or option to purchase additional requirements.
- (6) Proposed price schedule and basis for evaluation of price. (Include the Note that when evaluating CLINs for additional quantities or requirements in construction, evaluation will not always be based on the sum of all CLINs and instead must follow an evaluation structure patterned after [DFARS 252.236-7007](#)).
- (7) No foreign contractors will be permitted to participate at the prime contractor level, as no awards were made to foreign contractors.

C. Competition: Discuss extent of competition in past solicitations, consideration of small business, HUBZone small business, small disadvantaged business, service-disabled veteran-owned small business, and woman owned business, how full and open competition will be obtained or J&A authority and rationale for it if full and open competition is not contemplated. If using a non-traditional pricing arrangement, i.e., using coefficients in other than SABER, fully explain the rationale for the selection of the strategy and any anticipated impact on competition.

D. Contracting Considerations or Incentives: Provide a draft of any special clauses/provisions/deviations required, provide a draft of any incentives to be used and discuss any other contracting considerations.

E. Government-Furnished Property/Information: Summarize extent and availability.

F. Surveillance: Describe the surveillance method that will be used to ensure receipt of acceptable contract performance for service contracts.

G. Other Considerations: Describe decentralized ordering procedures to include maintenance of a call register, security considerations, environmental considerations, safety, data rights, advisory and assistance services, conflict of interest, and any other items not addressed elsewhere in the plan.

H. Milestones: Include the following: (add additional milestones that may apply and/or exclude those that do not apply to this particular acquisition).

1. Acquisition plan approval
2. Approval of Exception to Fair Opportunities EFO for other than full and open competition (if necessary)
3. Completion of solicitation review
4. Issue solicitation
5. Receipt of proposals
6. Technical Evaluation
7. PNM/PCN/Contract Preparation
8. Request Contract Clearance (local review, JA review, HQ review/approval)
9. Receive Contract Clearance
10. Contract award
11. Contract start date
12. Contract completion date

III. Coordination/Approval

≥ \$5M < \$50M [Group Commander w/Chief of Contracting Office (or Dir Report Squadron w/Squadron PK) co-sign/chair]

Program Manager (PM) (Date)

Contracting Officer (CO) (Date)

Staff Judge Advocate (Date)

N/A*

Small Business Specialist

* This effort is being accomplished as a task order under a Multiple Award, ID/IQ contract. A DD Form 2579 was completed at the basic contract level and is applicable to all task orders issued there under and is filed under TAB 4 of this order file. Additionally, at time of basic contract acquisition strategy panel, a one-time clause was approved which explains the process for small business set-asides at the task order level. In accordance with clause 9952.757-H757 (c) of the basic contract, the Task Order PCO will determine the Small Business Set-Aside. A memo of determination is filed in Tab 4 of this task order.

Approval/co-sign/chair:

Group Commander (Date)

Chief of Contracting Office (Date)

PER AFMC FAR 5307.1 – ACQUISITION PLANNING

III. Coordination/Approval

≥ \$50M < \$75M (Wing Commander w/Senior Center Contracting Official co-sign/chair)

Program Manager (PM) (Date)

Contracting Officer (CO) (Date)

Staff Judge Advocate (Date)

N/A*
Small Business Specialist

* This effort is being accomplished as a task order under a Multiple Award, ID/IQ contract. A DD Form 2579 was completed at the basic contract level and is applicable to all task orders issued there under and is filed under TAB 4 of this order file. Additionally, at time of basic contract acquisition strategy panel, a one-time clause was approved which explains the process for small business set-asides at the task order level. In accordance with clause 9952.757-H757 (c) of the basic contract, the Task Order PCO will determine the Small Business Set-Aside. A memo of determination is filed in Tab 4 of this task order.

Approval/co-sign/chair:

Wing Commander (Date)

Senior Center Contracting Official (Date)

PER AFMC FAR 5307.1 – ACQUISITION PLANNING

III. Coordination/Approval

≥ \$75M < \$100M (CC/CV/CA, if delegated Senior Center Contracting Official will co-sign/chair)

Program Manager (PM) (Date)

Contracting Officer (CO) (Date)

Staff Judge Advocate (Date)

N/A*
Small Business Specialist

* This effort is being accomplished as a task order under a Multiple Award, ID/IQ contract. A DD Form 2579 was completed at the basic contract level and is applicable to all task orders issued there under and is filed under TAB 4 of this order file. Additionally, at time of basic contract acquisition strategy panel, a one-time clause was approved which explains the process for small business set-asides at the task order level. In accordance with clause 9952.757-H757 (c) of the basic contract, the Task Order PCO will determine the Small Business Set-Aside. A memo of determination is filed in Tab 4 of this task order.

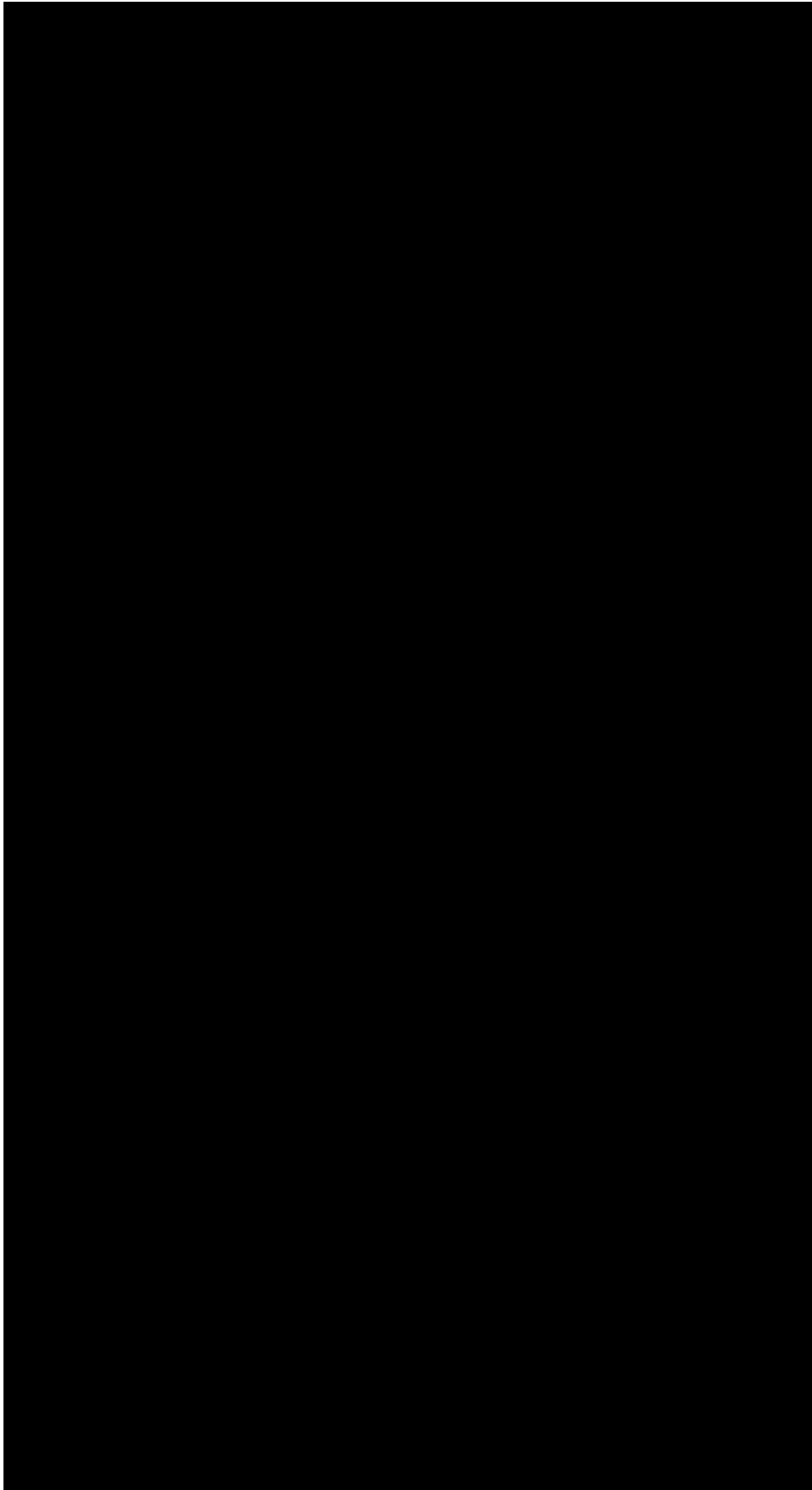
Approval/co-sign/chair:

CC/CV/CA (Date)

Senior Center Contracting Official (Date)

PER AFMC FAR 5307.1 – ACQUISITION PLANNING

APPENDIX G



APPENDIX H

	Criterion	EC	SWF	A		B		C	
1	Describe your approach to satisfying the overall requirements of the PWS	NC	5	0	0	0	0	0	0
2	Corporate Knowledge/Experience related to specific weapon system or equivalent	C	10	0	0	0	0	0	0
3	Corporate Knowledge/Experience with technologies related PWS or equivalent	C	7	0	0	0	0	0	0
4	Describe unique facilities required to perform on this contract.	C	9	0	0	0	0	0	0
6	Provide a transition plan that will demonstrate ability to provide on-site personnel at all required sites without a gap in coverage and demonstrate understanding of the support requirements in the customer environment and the ability to provide the expertise and experience to accomplish the required tasks.	NC	5	0	0	0	0	0	0
7	Past Performance: Provide description on two significantly similar contracts, include contract number and current POC. Government may contact personnell to determine similarity, technical capability and performance. (See Para 1)	NC	5	0	0	0	0	0	0
8	Total Evaluated Price (TEP) (See Para 2)	C	10	0	0	0	0	0	0
TOTAL				0		0		0	

Instructions to Offerors:

1. Contractor is to limit technical proposal to twenty pages, font no smaller than times new roman 11 point. Past performance information is included in the total page count.

2. TEP Calculations:

- FFP Labor CLINs:

- Cost reimbursable no-fee (CRNF) CLINs will not be included in the TEP calculations.
- No adjustments will be made to the proposed hours
- Verification of the rates will be made to ensure the proposed rates are not greater than the NTE rates in the basic contract.

- T&M and CPM Labor CLINs:

- Cost reimbursable no-fee (CRNF) CLINs will not be included in the TEP calculations.
- Upward adjustments may be made to the proposed hours to satisfy the criteria of cost realism, consequently, and for evaluation purposes only, the TEP may be different than proposed price. Downward adjustments will not be made to the highest proposed hours since the criteria of affordability will be implemented.
- Verification of the rates will be made to ensure the proposed rates are not greater than the NTE rates in the basic contract.

Definition of Affordable/Reasonable:

A price must be both reasonable and affordable. A price is reasonable if the proposed labor is not considered insufficient or excessive to perform the required effort. A price is affordable if it is within the Government's funding profile. In determining affordability, all proposed costs will be considered; labor, travel, ODCs, and materials.

Definition of Realism of F²AST:

Cost realism analysis is an evaluation to ascertain potential cost understatement. Cost realism in the F²AST is determined by examining the proposed labor expense for cost reimbursable orders (labor hours and labor rates) to assess whether the estimated labor costs are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the unique methods of performance described in the offeror's technical proposal. In accordance with FAR 15.404-1(d), cost realism analysis shall be performed on all cost-reimbursement contracts [orders] to determine the probable cost of performance for each offeror.

For Time and Material contracts [orders] a cost realism analysis will be performed on the labor hours only.

Definition of Total Evaluated Price (TEP) Adjustments:

On F²AST, for evaluation purposes, the TEP prices may be adjusted during the government evaluation for T&M and Cost Reimbursement orders. If the cost realism analysis reflects that there is a significant difference between the proposed line item cost estimates for the labor CLINs and the government's evaluation assessment, then adjustments will be made. The TEP on Firm Fixed Priced Orders will be calculated without adjustment to the proposed prices. The TEP on T&M and CR may be calculated using the adjusted prices.

Each proposal will be scored from 1 to 5 in association with each criterion, using the following scale:

0 = Unacceptable

1.0 = Acceptable with High Performance risk

1.5 = Acceptable with Moderate Performance Risk

2.0 = Acceptable with Low Performance Risk

2.5 = Some requirements Exceeded with High performance Risk

3.0 = Some requirements Exceeded with Moderate performance Risk

3.5 = Some requirements Exceeded with Low performance Risk

4.0 = Exceptional with High Performance Risk

4.5 = Exceptional with Moderate Performance Risk

5.0 = Exceptional with Low Performance Risk

APPENDIX I

Contract Support Services (CSS) Requirements Approval Process AFMC Instruction 63-403 – dated 1 Dec 2007

Air Force Material Command Instruction 63-403, (AFMCI 63-403), Contract Support Services (CSS) Requirements Approval Process, has been issued, and is in effect as of 1 December 2007. It outlines AFMC policy and instructions for A&AS requirements, as well as the replacement of the Determination Decision Document (DDD), and the Purchase Request Supplemental Information Document (PRSID), with the Requirements Approval Document (RAD).

In accordance with the MAJCOM AFS021 & HQ PK LC-21 Initiative and this new instruction, OO-ALC Flashgram 06-08, (29 September 2006), and all other Flashgrams pertaining to A&AS, (including 02-29, 01-31, 01-26, and 01-06) are hereby rescinded.

As assigned by HQ, the OO-ALC center contact for A&AS and the new AFMCI process is XP/777-6902. This is not a contracting process.

The AFMCI 63-403 applies to all AFMC organizations that use Contract Support Services (CSS) and assigns responsibilities for processing and approving all AFMC CSS requirements. For all other Air Force requirements their local processes will be accepted to full fill the requirement.

Requirements Approval Document (RAD) as of 5 Feb 08

The requiring activity is ultimately responsible for determining if a RAD is necessary and for preparing the RAD. PKXE-D will require a RAD in the technical package if applicable to the requirement. DESP II Customers/Task Order Initiators do not need funding or even an appropriation to submit a RAD - It is done as early as the requirement is identified.

Go through the short series of questions below, to determine if a RAD is required in a DESP II technical package.

Is a RAD required?

1. Is the acquisition funded with BLUE Total Obligation Authority (TOA)? Non-AF funds are exempt - (Defense Health Program, National Intelligence program, Army, Navy, NASA, NAF, Foreign Military Sales (with a direct fund cite) are not BLUE TOA). If the acquisition funded with BLUE TOA, a RAD is required. CONTINUE
2. Is the acquisition a service? A service is an identifiable task being performed rather than an end item of supply. If it is a service requirements funded with BLUE TOA a RAD is required. CONTINUE
3. Is the acquisition is for Utilities Services, Housing Privatization, Construction or Architect Engineering Services, Research and Development or A-76 studies? These are the

exemptions to obtaining an approval - If it is not one of those specific exemptions a RAD is required. CONTINUE

4. Is the acquisition a service from an existing contract as a task order? If the original contract has an approval obtained through the RAD database then a separate RAD for each delivery or task order is not required. The DESP II contract does not have a prior approved RAD so for each task order a RAD is required. CONTINUE

5. If the acquisition is over 100K including the basic and all option years a RAD is required. If the acquisition is Advisory & Assistance Services (A&AS) regardless of the dollar amount a RAD is required.

If a RAD is required prepare it in the SERVICES DATABASE: The XP COP has all the links and information needed to prepare a RAD. A password is not needed to use the database only a CAC.

<https://afkm.wpafb.af.mil/asps/DocMan/DOCMain.asp?FolderID=MC-LG-00-97-8&Filter=MC-LG-00-97>

If a RAD is not required on the PR in the remarks section put "This PR does not need a RAD because: _____ (fill in the blank with one of the following) Non BLUE TOA (see #1) Not a Service (see #2) Exempted Service (see #3) RAD (# in RAD system) previously completed covers this delivery order (see #4) Non A&AS services under \$100K (see #5)

Include a copy of the RAD to the technical package.

Contractors do not prepare RADS only the Government.

If you are not familiar with the AFMCI requirements please contact your wing acquisition liaisons as follows:

CSW - 777-8717

ASW/ICBM - 586-6502 or 777-9083

MXW - 586-2408

ABW - 777-2002