

RAFB F²AST Checklist

(16 May 2013)

Due to security regulations the F²AST checklist on the public Enterprise Acquisition Branch (EAB) factsheet has been converted to an Adobe file. The editable Microsoft Word version may be obtained from the EAB office by sending an email to: wralc.pkf.fast.follo@robins.af.mil

Control Number

Assigned by F²AST office

PR#

Click here to enter

The following checklist will assist you in organizing the necessary information for the D/TO. The F²AST team will work with you in completing this checklist as needed.

If you have any questions, please contact one of the F²AST POCs listed in the User's Guide.

<http://www.robins.af.mil/library/factsheets/factsheet.asp?id=11544>

NOTE: If this is a commercial requirement it can NOT be placed on the F²AST contract.

Requiring Activity: Robins AFB Organization / Office Symbol

Click here to enter text.

Sponsored Organization / Office Symbol

Click here to enter text.

1. Program dollar value (include options):

Click here to enter text.

Desired Contract Award Date:

Click here to enter text.

Type funding/funding expiration:

Click here to enter text.

Brief Description of Requirement (include period of performance).

Click here to enter text.

2. This requirement includes:

Development

Modifications

Maintenance

Services

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

Explain rationale for spares:

Repairs (Check one): contingency critical limited

Explain rationale for repairs:

3. Is this requirement Competitive or Sole Source? (Attach F²AST Appendix B located in the F²AST User's Guide)

4. Type of contract recommended? (Check all that apply): FFP Cost Reimbursement

Labor Hour Cost Plus Award Fee Cost Plus Incentive Fee Cost Plus Fixed Fee T&M

(Note: For T&M the post award contracting officer must provide a Determination & Findings (D&F) with the PR package.

Basis for this pricing arrangement recommended:

Click here to enter text.

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

- 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 Business AF contracts will be transitioned to F²AST

Previous FAST/F²AST/Stand Alone order (s) – Provide contract/order # in box below

Click here to enter text.

6. Evaluation Criteria – (*Not applicable to Sole Source requirements, go to item #7*) Check the best value approach that applies to your requirement. Refer to the ACE website (<https://org.eis.afmc.af.mil/sites/FOWRALC/xp/XPO/default.aspx>) for section L&M templates.

- TA-PPT (Technically Acceptable Performance Price Tradeoff)
- TA-RPPT (Technically Acceptable Risk Performance Price Tradeoff)
- LPTA (Lowest Priced Technically Acceptable)
- PPT (Performance Price Tradeoff)
- FTO (Full Trade Off)

Targeted Past Performance (*The contractors' past performance may be evaluated on each requirement*).

Identify complexity of task: Simple Moderate Complex

Must select Technical Knowledge/Experience for simple and moderate tasks:

Technical Knowledge/Experience (*not applicable to complex tasks*)

Define the following criteria (*as applicable IAW attachment 2 in F²AST RAFB Addendum*):

- a. Relevancy
- b. Quality

7: Proposal Submission:

7a) Competitive requirement: Are 21 working days appropriate for submission of proposal? Yes

No - If no, please complete block 7c).

7b) Sole Source requirement: Are 7 working days appropriate for submission of proposal? Yes

No - If no, please complete block 7c).

Note: For sole source efforts > \$700K, additional time may be required for contractor to accomplish proposal adequacy checklist and pricing build-up.

7c) For “No” replies in 7a or 7b above, specify number of working days for proposal submission to be specified in Request for Order Proposal.

8. The technical team will be required to review the labor categories and labor hours and make a determination as to whether the categories and hours are reasonable for the requirement. Are 7 working days adequate for your Government technical evaluation Yes No - If no, how many days should be allocated for evaluation of proposals?

9. The following is a list of documents that are generally needed to solicit the various F²AST requirements. Please check as appropriate for your requirement. If document is needed, check “Yes”. If the document is not needed, check “Not Applicable”.

Note: All applicable documents must be provided to the Enterprise Acquisition Branch (EAB) Office in contracting’s R2M system).

	Yes	Not Applicable
Performance Work Statement, Statement of Work, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance Surveillance Plan	<input type="checkbox"/>	<input type="checkbox"/>
-Streamlined Acquisition Strategy Summary (SASS) <\$10M	<input type="checkbox"/>	<input type="checkbox"/>
-Formal Acquisition Plan (≥\$10M < \$100M)	<input type="checkbox"/>	<input type="checkbox"/>
-Formal Acquisition Plan IAW AFPEO/CM Format ≥\$100M	<input type="checkbox"/>	<input type="checkbox"/>
If Sole source: completely coordinated Fair Opportunity Exception (FOE) (Appendix B located in F ² AST User’s Guide)	<input type="checkbox"/>	<input type="checkbox"/>
Market Research Report	<input type="checkbox"/>	<input type="checkbox"/>
Contract Data Requirements List (CDRL), (DD Form 1423)	<input type="checkbox"/>	<input type="checkbox"/>
PR (Form 36): For awards by Robins AFSC/PZIE, place "FA8530" in Block 1, F ² AST contract number and prime in either block 7b or 12, and include PZIE PCO in block 12.	<input type="checkbox"/>	<input type="checkbox"/>
Classified (DD 254) Applicable? If yes, does the contractor possess the necessary security clearance and safeguarding capability? Requires post award PCO’s signature. Include DD-254 attachments if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
The Visitor Group Security Agreement (VGSA) is also needed if contractor will be on base in performance of this task for 60 days or more.	<input type="checkbox"/>	<input type="checkbox"/>

(Appendix C) IAW 78 ABW/SEG Safety Plan is: <input type="checkbox"/> required <input type="checkbox"/> required and current (on file) <input type="checkbox"/> N/A <i>If current or not required furnish SEG e-mail, letter, etc. or current approved plan</i>	<input type="checkbox"/>	<input type="checkbox"/>
COR Nomination Request- (generated by requirements PCO) COR, COR supervisor, and FD/FC Training Certificates <i>Note: Contract Specific training we be conducted prior to award by the awarding PCO</i>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (DD 1653)	<input type="checkbox"/>	<input type="checkbox"/>
Packaging (AFMC 158)	<input type="checkbox"/>	<input type="checkbox"/>
Quality (AFMC 807)	<input type="checkbox"/>	<input type="checkbox"/>
AFMC Form 8 (required for GFE shipped from government warehouse)	<input type="checkbox"/>	<input type="checkbox"/>
Green Procurement Program (GPP) (<i>applies when using appropriated funds</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Theater Business Clearance (<i>Applicable to Iraq/Afghanistan</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Management System (EMS) (<i>Applicable for work performed on government installations</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Requirements Approval Document (RAD)	<input type="checkbox"/>	<input type="checkbox"/>
Inherently Government Function memo	<input type="checkbox"/>	<input type="checkbox"/>
Certification of Nonpersonal Services (<i>Applicable for acquisition of services</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Facilities Space Letter (<i>Applicable when office space provided for performance on a government installation</i>)	<input type="checkbox"/>	<input type="checkbox"/>
AMC/AMSC screening worksheet (761) (<i>Applicable to supply buys and 762 for repairs</i>)	<input type="checkbox"/>	<input type="checkbox"/>
New Start memo (for mods)	<input type="checkbox"/>	<input type="checkbox"/>
Provide Post-Award PCO's Buyer Code (<i>If not RAFB PCO, please enter name and number</i>)	Click here to enter text.	

10. Are all documents annotated with the appropriate distribution statement/export control notification?

Yes No Not Applicable

11. Proprietary data should not be included as part of the data package. Have you ensured that no proprietary data is included? Yes No Not Applicable

12. Do you want the funding profile be released to the contractor with RFOP? Yes No

13. For repair/mods, have you attached your SORA, 50/50 cert, or workload certification, as applicable?
 Yes No - If no, this must be provided prior to solicitation. N/A

14. Performance Site:

Contractor's Plant:

Click here to enter text.

Government Location:

Click here to enter text.

Note: If performance is on a Government location, in the PWS identify working space, materials, equipment, services and other support that will be provided.

15. Class I Ozone Depleting Substances: If not annotated on AFMC 807, please include the following on the PR: "I have reviewed the requirements, including available technical documentation, and believe that it does not require the contractor to use Class I Ozone Depleting Substances (ODS) identified in Air Force Policy, nor is it written so that it can only be met by the use of a Class I ODS." OR Attach the ODS Waiver

16. In accordance with FAR 42.1105 "Contracting officers shall assign a criticality designator to each contract in the space for designating the contract administration office" and DFARS 242-1104(a)(i) "cognizant contract administration office (CAO) shall perform production surveillance on all contractors that have a Criticality Designator A or B contracts. Please specify which Surveillance Criticality Designator (SCD) is desired on this order:

CRITICALITY
DESIGNATOR

CRITERION

- A Critical contracts, including DX-rated contracts (see [Subpart 11.6](#)), contracts citing the authority in [6.302-2](#) (unusual and compelling urgency), and contracts for major systems. (Note: IAW DFAR 242.1105(1)(i): Assign criticality designator A to items with a priority 01, 02, 03, or 06 (if emergency supply of clothing) under DoD 4140.1-R, DoD Materiel Management Regulation)
- B Contracts (other than those designated "A") for items needed to maintain a Government or contractor production or repair line, to preclude out-of-stock conditions or to meet user needs for nonstock items.
- C All contracts other than those designated "A" or "B." (Note 1: IAW DFAR 242.1105(1)(ii): Ordinarily assign criticality designator C to unilateral purchase orders, Note 2: On SCD C contracts, production surveillance is prohibited by DFARS 242-1104(a)(ii) unless specifically requested by the contracting officer)

17. Will Government Furnished Property (GFP) be provided? No Yes

- If yes,

a) Identify GFP and GFP delivery schedule. Also indicate which of the following is applicable:

FOB Origin FOB Destination MILSTRIP

(Origin -Govt. responsible for shipping / Destination- Contractor responsible for shipping)

b) If shipped from a government warehouse AFMC Form 8 must be furnished.

c) If the GFP was previously authorized under another contract, please provide the contract number and the name and phone number of the requirements PCO/ACO. This information is required before a D/TO can be awarded.

18. Do you have a technical support contractor involved in working this program? No Yes - If yes, provide name and company.

19. Will you have Non-Government Advisors participating in the technical proposal evaluation?

No Yes - If yes, please provide the names and company below. This information must be included in the RFOP and accepted by the offerors before proposals are submitted.

Click here to enter text.

20. Is the Services Contract Act (SCA) applicable? No Yes (if yes, provide wage grade equivalence)

Click here to enter text.

21. If DCMA will administer this F2AST order please complete the "DCMA F2AST Checklist". This checklist can be found on the Enterprise Acquisition Branch Fact sheet.

DCMA liaison to Robins AFB: Mr. Orlando Coriano

Phone: (478) 926-1134, DSN 468-1134, email: Orlando.coriano@robins.af.mil

Rules for submitting requirements package in R2M to be awarded on F²AST:

- Acquisition Plan or Streamline Acquisition Strategy Summary (SASS) must be signed
- RAD must be approved (*not applicable to SOCOM & FMS orders*)
- F²AST Appendix B (Fair Opportunity Exception) for sole/limited source must be completely coordinated
- F²AST Control number must be assigned by personnel on the F²AST team—This number is assigned once the F²AST team agrees the package is complete

Failure to comply will result in the package being returned/rejected.

Click here to enter name

Program Manager

Click here to enter name

Requirements PCO

Click here to enter date

Date

Click here to enter date

Date