

APPENDIX A

Memorandum for Record

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

- Equal Employment Opportunity (EEO) Compliance – EEO clearance was obtained for prime contractors. However, EEO clearance is necessary for first-tier subcontractors when their portion of the proposed D/TO exceeds \$10M
- Synopsis (pre/post)
- 1279 Report

The following steps in the acquisition process have been waived for all orders issued under the SbAST contracted executed in accordance with the SbAST User's Guide pertaining to pre-established factors, evaluation criteria, and the standardized ordering process set forth in this User's Guide. In the event the standardized ordering process set forth in this User's Guide is not followed, the two following reviews would be required:

- Pre-solicitation Legal Review – Place memo found on page 11 of this guide under Tab 56 of the official contract file.
- Business Clearance – Sign memo found on page 12 of this guide and place under Tab 59 of the official contract file.

Note: Higher dollar values may require additional acquisition planning and approval. Please refer to individual ALC supplements for thresholds.

Note: For SbAST Acquisitions over \$50 Million, a MIRT (Multi-Functional Independent Review Team) review will be required at Critical Decision Point (CDP) V, the pre-award review of draft Source Selection Decision Brief. This will include a review of the Source Selection Decision Document and all evaluations (technical, cost/price, and past performance, as applicable) and associated documentation. In the event MIRT team identifies issues that need to be addressed with the offerors prior to award, those issues will be addressed prior to award of the D/TO. Waivers will be requested for the remaining CDPs (pre-ASP, RFP Sections L and M, competitive range, and pre-Final Proposal Revisions) for each acquisition subject to MIRT.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

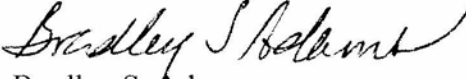
MEMORANDUM FOR: PKXE (ROBIN L. DIXON)

12 March 2011

FROM: WR-ALC/JAQ

SUBJECT: SBAST Pre-solicitation Blanket Legal Review

1. JA concurs with and hereby provides a pre-solicitation blanket legal review for all orders issued under the Small Business Acquisition Sustainment Tool (SBAST) executed in accordance with the SBAST User's Guide pertaining to pre-established factors, evaluation criteria, and the standardized process pursuant to FAR Part 16.
2. This blanket review does not, however, prohibit requesting legal advice at this or any other stage of an SBAST acquisition, if desired. Point of contact is the undersigned at 472-0569 or brad.adams@robins.af.mil


Bradley S. Adams
Chief, Acquisition and Fiscal Law

Memorandum for Record

Business Clearance for this task order is not required IAW AFMC MP 5301.9000(a)(2)(i).
Established factors/criteria were used from the SbAST Guide.

Contracting Officer

Date