



DEPARTMENT OF THE NAVY

U.S. FLEET AND INDUSTRIAL SUPPLY CENTER
(YOKOSUKA, JAPAN)
PSC 473 BOX 11
FPO AP 96349-0011

Canc: Oct 04

FISCYNOTE 4200
200

29 APR 2004

FISC YOKOSUKA NOTICE 4200

Subj: ADVANCE PLANNING FOR PURCHASE/CONTRACT REQUISITIONS CITING EXPIRING FUNDS

Ref: (a) Federal Acquisition Regulation (FAR), Part 7, Subpart 7.1

Encl: (1) Recommended Dates for Receipt of Purchase Requests Requiring Award/Completion in Fiscal Year 2004 for FISC Yokosuka
(2) FISC Puget Sound Notice 4200, Due dates for expiring funds requisitions. Award/Completion in Fiscal Year 2004 for FISC Puget Sound
(3) Justification for Sole Source and/or Urgent Purchase (Over \$100,000) (Non-Simplified Acquisition Procedures)
(4) Justification for Sole Source (Simplified Acquisitions \$2,500 to \$100,000)

1. Purpose. Reference (a) mandates acquisition planning to ensure the Government meets its needs in the most effective, economical and timely manner. To that end, this notice establishes recommended dates for receipt of Purchase Requests (PRs) which cite expiring funds and/or need local acquisition completed in FY 2004, including those requiring commencement on 1 October 2004.

2. Information

a. To ensure effective procurement of requirements citing expiring funds, adequate lead time must be available to allow for:

- (1) Screening for mandatory sources and adequacy of purchase request;
- (2) Conducting market research for PRs exceeding \$100,000;
- (3) FAR mandated advertising and/or publicizing of Government acquisition requirements;
- (4) Preparation/issuance of the Request for Quotation (RFQ) or Request for Proposal (RFP) and receipt of the vendors quotes and/or offers;
- (5) Sufficient time for negotiation and execution of orders/contracts; and
- (6) Adequate manufacturing lead time (if applicable).

NOTE: Please keep in mind that "EXPIRING FUNDS" cannot be used to circumvent or waive the FAR mandated advertising/publicizing of Government requirements. The need to obligate annual appropriations is insufficient to justify procurement of supplies and/or services on an URGENT basis.

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b. When adequate lead time is not available to accomplish all functions listed above, curtailment of competition, gaps in contractual coverage, delays in delivery, uneconomical prices, and/or inability to acquire may result. These unacceptable conditions can be avoided through proper advance planning.

c. Initially providing clear and complete specifications in sufficient detail to support a competitive solicitation will ensure no additional time is required to resolve/clarify customer needs.

d. The recommended dates established in enclosure (1) do not apply to properly justified unusual and compelling urgent (FAR 6.302-2) requirements. They will be accepted continuously and will be processed as rapidly as possible.

NOTE: "FAR 6.302-2(b) Unusual and Compelling Urgency

This authority applies in those situations where-

- 1) An unusual and compelling urgency precludes full and open competition; and
- 2) Delay in award of a contract would result in serious injury, financial or other, to the Government."

(1) For any urgent and/or sole source non-Simplified Acquisition Procedures/non-Commercial requirement exceeding \$100,000, it is essential that a Justification for Urgent Purchase (enclosure (3)), with all required signatures, be included with the requisition. This statement must reflect the impact which would result should urgent delivery requirements not be satisfied.

(2) Simplified acquisition efforts over \$2,500 must also include a written statement (enclosure (4)) explaining and supporting sole source. This is a more abbreviated signed statement.

e. For PRs transmitted to FISC Puget Sound. FISC Yokosuka Code 200M, FISC Detachment Okinawa Code 193, or FISC Detachment Sasebo Code 182 should ensure the "fund expiration date" block in the accounting data line is filled-in (generic input only) or that "EXPIRING FUNDS" is annotated in the "more description" section of the document to ensure proper handling. Recommended cut-off dates for processing requisitions through FISC Puget Sound are promulgated in enclosure (2). Stateside procurements which cannot be filled using the GSA schedule are passed to FISC Puget Sound.

3. Action

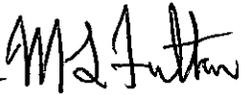
a. Customers must ensure all requisitions citing expiring FY 2004 funds are clearly identified and submitted in time to arrive prior to the recommended dates indicated. Average acquisition processing times have been included in enclosure (1). Customers are advised to use these times as a general guideline only, since circumstances affecting individual contract actions vary causing Procurement Administrative Lead Time (PALT) averages to differ greatly.

b. Every effort will be made to obligate funds by the 30 September 2004

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deadline. In the event that we will not be able to award an order/contract with an expiring funds appropriation, customers will be advised as early as possible to permit other use of the funds. All customer activities are encouraged to contact us as early as practicable in the planning process for any support/information that may be required.

c. To help support advance planning, PRs "without funding" may be submitted for processing. These types of PRs should only be submitted if funds are not presently available but there is a high likelihood that funds will eventually be provided. Customers will be advised when contract award is imminent so that funding can be provided at that time. The requisition must be clearly marked as an EXPIRING FUNDS requirement and that funding will be provided prior to award.

For 
S. P. ABRAMOWICZ, JR.

Distribution:
FISCINST 5215.4U
List I, A & B
List II, B

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RECOMMENDED DATES FOR RECEIPT OF PURCHASE REQUESTS
REQUIRING COMPLETION BY 30 SEPTEMBER 2004

(Contracting Action to be performed by FISC Yokosuka)

ESTIMATED DOLLAR AMOUNT TYPE OF ACTION(*1,*2) AVG PALT(*3) RECOMMENDED DATE(*4)

[Non-commercial supplies/services from local sources]

Up to - 100,000	Contract (Non SAP)	20	20 Aug 2004
100,001 - 500,000	Contract (Non SAP)	80	9 Jul 2004
>500,001	Contract (Non SAP)	120	4 Jun 2004

[Commercial supplies/services including IT from local sources]

Up to - 25,000	Purchase Order (SAP)	10	3 Sep 2003
25,001 - 100,000	Purchase Order (SAP)	20	27 Aug 2004
100,001 - 5,000,000	Purchase Order (SAP)	30	20 Aug 2004
Any dollar amount	(Exercise of Option)	15	31 Aug 2004

[Supplies/services excluding IT from CONUS sources]

Up to 25,000	Purchase Order	10	31 Aug 2004
Up to the Maximum Order	Delivery Order	15	31 Aug 2004
IDTC/GSA Contract		15	10 Sep 2004

[IT requirements from CONUS sources]

Up to 25,000	Purchase Order	10	12 Sep 2004
Up to the Maximum Order	Delivery order	15	10 Sep 2004 (*5)
Limitation of Umbrella			
Type IDTC/GSA Contract/ ITEC Direct BPA			

NOTES:

1. The term "contract" involves sealed bid procedures and competitive and sole-source negotiations used in processing all types of contracts. As used herein, the term "contract" also includes modifications to add scope or level of effort to existing contracts or to extend the period of performance of existing contracts.

2. Simplified Acquisition Procedures (SAP) are the FAR Part 13 buying processes used for requirements with estimated dollar amounts under the Simplified Acquisition Threshold (SAT) of \$100K. These procedures result in shortened acquisition timeframes. They allow shorter advertising time frames, less formal justifications for excepting competition and very simplified pricing justifications. Far Part 13.5 also allows use of SAP for purchases of "commercial items" up to \$5M if the contracting officer expects, based upon market research, offers will include only commercial items.

3. Average PALT is the estimated processing time required to award a purchase order, contract or delivery order. The PALT is calculated from the date of receipt of a "complete" request for acquisition.

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4. Due to the increase in volume of actions, it is anticipated that a longer than normal procurement lead time will be required to process requirements at the end of the fiscal year. Consequently, in order to assure award of these requirements by 30 September, they must be submitted to FISC Yokosuka (For Yokosuka area: Code 200 via Code 200M; For Sasebo area: Code 183 via Code 182; For Okinawa area Code 193) by the date cited above for the respective action.

5. The date for umbrella type contract delivery orders may be changed subject to NCTAMS LANT's due date to be announced later.



DEPARTMENT OF THE NAVY
FLEET AND INDUSTRIAL SUPPLY CENTER, PUGET SOUND
467 W STREET
BREMERTON, WASHINGTON 98314-5120

Canc: Feb 03
FISCPSNOTE 4200
200

FEB 24 2004

FISC PUGET SOUND NOTICE 4200

From: Commanding Officer

Subj: DUE DATES FOR EXPIRING FUNDS REQUISITIONS

Ref: (a) Federal Acquisition Regulation (FAR), Part 7

1. Purpose. Reference (a) mandates acquisition planning to ensure Government needs are met in a timely manner. This notice establishes due dates for receipt of purchase or contract requests in order to ensure that requirements with expiring funds are obligated prior to the end of FY04 and to ensure commencement of requirements beginning on 01 October 2004.

2. Action.

a. Due Dates. The following dates for receipt of requisitions have been established to ensure timely award of expiring funds and requirements beginning on 1 October 2004. Adherence to these dates is critical for successfully meeting customer needs by Fleet and Industrial Supply Center's Contracting Department.

<u>Estimated Amount</u>	<u>Type of Action</u>	<u>Due Date</u>
Under \$25,000	Purchase Order/GSA Order	15 AUG 2004
\$25,000 - \$100,000	Purchase Order/GSA Order	01 JUL 2004
\$100,000 - \$1M	Contract/Delivery Order	01 JUN 2004
\$1M and up	Contract	01 MAR 2004
Any \$ amount	Exercise of Option	01 JUN 2004

b. Fund expiration date. All requisitions must clearly identify the date funds expire, either in the appropriate funding block or in the description block.

Encl (2)

FEB 24 2004

c. Complete Procurement Requests. Customers can assist in expediting their procurements by providing all required supporting documentation with the initial procurement request. This includes, but is not limited to:

- (1) Clear, complete, competitive specifications
- (2) Suggested manufacturers and sources of supply/service
- (3) Sole source statement or justification (if applicable)
- (4) Lease Justification Form (if applicable)

d. Advance Purchase Requests. It is recommended that purchase requests "without funding" be submitted for processing not later than the specified due dates, if funds are not presently available, but there is a high likelihood that funds will be provided. Be sure the requisition is marked as an expiring funds requirement and that funding will be provided prior to award.

e. Emergency Requirements. These procurements must be accompanied by an urgency statement or justification, and will be processed as rapidly as possible. "Expiring funds" cannot be used as a reason to justify urgency.

f. Best Effort. Any requisitions received after the designated due dates will be processed on a best effort basis only. Please contact either Teresa Kelly 360-476-0374 (DSN 439) or David Stokes 360-476-8020 (DSN 439) to coordinate submission of requirements after the due dates.


CAROL D. HOFFMAN

Distribution:

FISCPSINST 5605.1A

Code 200 Regional Contracting Department E-Mail List

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JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION
AND/OR URGENT PURCHASE (OVER \$100,000)

If the purchase request is for other than full and open competition (sole source or a combination of sole source and urgent), paragraphs 1, 2, 3, 5, 8, 9, 10, 11, 12 and 13 must be answered. If the request is urgent only and not sole source, paragraphs 1, 2, 3, 5, 8, 10, 11, 12 and 13 need to be answered. If the request is for repair parts, paragraph 15 must be addressed. Other paragraphs may be left blank by the requesting activity. Paragraph 14 will need to be addressed if an Acquisition Plan is required.

1. Identification of agency and contracting activity:

- a. Agency: _____
- b. Procurement activity: U.S. Fleet and Industrial Supply Center (FISC), Yokosuka, Japan
- c. Requiring activity: _____

2. Nature/description of action.

State if procurement is "sole source" or "urgent" or both. For sole source* requests, provide the contractor name and address. For urgent competitive requests, provide all known contractor's names and addresses, preferably a minimum of three manufacturers. For either, state whether this is a "new procurement," an "extension of contract to (insert current contract number)", or "an add-on contract to (insert contract number)."

A "new procurement" is a requirement for which a current contract does not exist.

An "extension of a contract" is a request to extend a current contract's period of performance. NOTE: THIS MUST BE ACCOMPLISHED PRIOR TO THE EXPIRATION DATE OF THE CURRENT CONTRACT.

An "add-on contract" is a request to modify a requirement within the scope of a current contract (e.g., revise the quantity).

Provide the contract number(s) of previous contracts for the same or similar items.

Encl (3)

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- *Note: Dealer competition (different dealers offer the product of the same manufacturer) is sole source.

3. Description of supplies/services.

Provide a **simple** (one sentence, if possible) description of what is being bought, its purpose, and how it is being used.

4. Identification of statutory authority.

(To be filled in by contract negotiator/specialist.)

5. Demonstration of contractor's unique qualifications.

For sole source buys: Provide an in-depth description of the contractor's (i.e., the original equipment manufacturer's) unique qualifications or rationale for the sole source procurement.

For urgency procurements as defined in 10 (U.S.C.) 2304(c)(2): Describe the compelling nature of the urgency and how a full and open competition procurement will harm the Government, including estimated monetary and mission damage. Also, state why the urgency could not have been prevented by advance planning. State when the need was identified, and explain the time line or the delays between need identification and the date the requisition was submitted to contracting.

For informational purposes:

- Lack of planning does not support urgency.
- Expiring funds/late release of funds does not support urgency.

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FISCINST 4280.1

FISC 4280/51 (Rev. 02-04)

JUSTIFICATION FOR SOLE SOURCE (\$100,000 OR LESS)REQUISITION NO:REQUIRING ACTIVITY:

1. Description of supplies or services:

2. Restricted to the following source (name, address and telephone number):
(Not a recommended source)

3. This requirement is restricted to the proposed contractor based on:

() This requirement is to procure **repair parts for the existing equipment** and procurement of them is only available through the original equipment manufacturer. The originator has conducted a deep market survey to identified available sources; however, it revealed that due to OEM equipment or other reason, no other sources could be found in the marketplace.

() **Compatibility** with the existing equipment or supplies.
Document existing equipment value and special features which require compatibility that no other manufacturer can meet.

() The specifications of the item are **proprietary**.
Explain why the Government needs to procure the item which has proprietary right.

() The work is so **closely related to an incomplete contract** that it would not be feasible to consider another potential contractor.
Explain the detailed background and relationship between this requirement and the incomplete contract.

() Similar products or services **do not meet the Government minimum requirement(s)**.
Provide specific, detailed features or qualifications.

29 APR 2004 **JUSTIFICATION FOR SOLE SOURCE (\$100,000 OR LESS)**

() In compliance with **the agency's standardization program.**
Provide title or name of the program as well as providing a copy of direction or requirement to use such a program.

(Signature)

Date:

(Print name and title)

DSN:

E-mail address:

Supply Officer or designated representative