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CONTRACT REQUEST PREPARATION GUIDE

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NAVSUP Publication 547

NAVY DEPARTMENT
Naval Supply Systems Command
5450 Carlisle Pike
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This publication is issued for the information and guidance of all interested personnel and has been reviewed and approved.

"Contract Request Preparation Guide" provides Navy activities with information to assist in the preparation and submission of a comprehensive and workable Request for Contractual Procurement (RCP). This guide is intended to provide those who prepare RCPs with a clear understanding of the specific information required for acquisitions. The guide sets forth a standard format for the submission of this information. When properly used, it will save both technical and contracting offices considerable time and administrative expense.

This guidebook supersedes the February 2000 edition.

Various activities have issued local instructions on RCPs. This publication does not supersede any of these local instructions. If there are any substantive additions, deletions, or changes, attachment (8) should be completed and forwarded for review.

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INTRODUCTION

1. General. The most important step in the acquisition process is the preparation of a Request for Contractual Procurement (RCP) that clearly and thoroughly describes the material or service required and includes all supplementary information necessary for the contracting office to proceed with the acquisition. All too frequently, when the need for some material or service becomes apparent, it is either immediately critical or ignored until it becomes critical. Consequently, the individual charged with drafting a RCP is under pressure to complete this extremely important task in a hurry. If the RCP lacks a clear description of requirements or necessary supporting documentation, the contracting process will be delayed unnecessarily until clarifications are made. Changes, disputes, claims, and uneasy relationships between government and contractor personnel can be significant problems compared with the temporary inconvenience of clarifying and completing the RCP documents; therefore, it is to everyone's benefit (requiring activity, financial office, contracting office, contractor, contract administrators, ultimate users of the goods or services, and the taxpayer) for the initial preparation of a RCP to be done correctly.

2. Purpose. This guide is intended for use as a handy reference for the preparation of requests for contractual procurement. The guide does not supersede any agency or activity regulations, directives, or procedures, nor does it constitute a waiver of any reviews and approvals required for supplies or services covered by a RCP (e.g., NAVSUPINST 4200.85 (series), List of Items Requiring Special Attention).

3. Government - Business Relations.

a. Only officially appointed contracting officers or ordering officers may commit the government to pay appropriated dollars for undertaking, continuing, or changing work performed by contractors. Therefore, each person involved in the procurement process should be aware of the need to avoid any action which might be construed as a government commitment to a company or other entity. Unauthorized commitments by individuals, whether military or civilian, can complicate and delay contract award or, occasionally, preclude award altogether. Such unauthorized commitments may also jeopardize good business relationships between the government activity being serviced and the contractor's organization, and may result in costly claims against the government. Specific questions regarding what may or may not be discussed with contractors should be directed to contracting personnel prior to initiating any discussion with potential contractors.

b. Current laws and regulations specify that the hiring of government employees shall not be circumvented through the medium of "personal services" contracting. "Personal services" are characterized by an employer-employee relationship created between the government and the contractor's personnel, either by the terms of the contract or in the administration of the contract. Agencies shall not award personal services contracts unless

specifically authorized by statute. Care must also be taken to ensure that actions by government personnel do not turn a nonpersonal services contract into a personal services contract. Department of the Navy personnel having responsibilities related to contractor furnished services should read and become familiar with FAR Part 37 to ensure that they understand the limitations upon the use of such services.

4. Procurement Integrity. The Procurement Integrity Act, 41 USC 423, is a law that regulates the conduct of Federal employees who are involved in procurements, and the conduct of individuals who are not Federal employees and who are involved in competing for Federal contracts. This provision is implemented in the Federal Acquisition Regulation (FAR) at Section 3.104. The Act currently has four basic provisions:

a. **a ban on disclosing procurement information**: Current and former federal employees, and individuals who either were in the past or are currently advising the Government regarding the procurement, are prohibited from disclosing "contractor bid or proposal information" and "source selection information."

b. **a ban on obtaining procurement information:** Individuals (both federal employees and contractor personnel) are prohibited from knowingly obtaining "contractor bid or proposal information" or "source selection information" before the award of a contract to which that information relates.

c. **employment contact reporting rule**: This rule applies only to contracts in excess of the simplified acquisition threshold. [See FAR 2.101] . If an employee, who is participating personally and substantially in a procurement, contacts or is contacted by a bidder or offeror in that procurement regarding possible employment for that employee, the employee must: Promptly report the contact in writing to the employee's supervisor and to the designated agency ethics official, AND either: (a) Reject the possibility or employment, or (b) disqualify himself or herself from further personal and substantial participation in the procurement until the agency has authorized the employee to resume participation in the procurement on the grounds that: (1) the company that the employment contact was with is no longer a bidder or offeror in the procurement, or (2) all discussions between the employee and the company regarding possible employment have terminated without an agreement or arrangement for employment.

d. **1-year ban on accepting compensation from the contractor:** The 1-year ban will apply if an employees serves in certain positions, or makes certain types of decisions, on a contract over $10 million. Please check with the local Office of Counsel for further guidance in this area.

5. Acquisition Teams. Participants in the acquisition process should work together as a team. The Acquisition Team includes members of the technical, program management, legal, property, audit and procurement communities including the customers they serve. To get the supplies and services that will best meet the needs of the Government, the Government members of the Acquisition Team must understand the needs of the Government and know what is available in the marketplace. Open communication among the members of the Acquisition Team is encouraged. Individual team members will participate in the acquisition process at the appropriate time. (See FAR Subpart 1.1).

6. Request for Procurement. The request for contractual procurement may be initiated on either the NAVCOMPT Form 2276, Request for Contractual Procurement, or on the NAVCOMPT Form 2276A, Order for Work and Service/Direct Citation. If possible, use electronic transmission. Electronic transmission shall include the same data as required on the NAVCOMPT forms (the information may be in a different format).

a. NAVCOMPT Form 2276. NAVCOMPT Manual Vol. 3 promulgated the Request for Contractual Procurement, NAVCOMPT Form 2276, and provided single standard guidance within the Navy for the preparation of interactivity RCPs using the NAVCOMPT Form 2276. Although NAVCOMPT Manual Volume 3 is being cancelled, there has been no replacement coverage yet promulgated concerning the procedures for utilization of NAVCOMPT Form 2276; until such replacement coverage is issued, the procedures set forth in Volume 3 must be followed. NAVCOMPT Form 2276 is to be utilized by all Department of the Navy organizations and activities whenever their requirement involves material or services and such material or services will be satisfied by contracts placed with commercial activities. Additional data to supplement preparation of NAVCOMPT FORM 2276 is provided elsewhere in this guide.

b. NAVCOMPT Form 2276A. NAVCOMPTINST 7600.30A promulgates the Order for Work and Service/Direct Citation, NAVCOMPT Form 2276A and provides comprehensive guidance relative to the completion and use of this form. Additional data to supplement preparation of NAVCOMPT Form 2276A is provided elsewhere in this guide.

7. Acknowledgement of NAVCOMPT Form 2276/2276A. Upon receipt of the NAVCOMPT Form 2276/2276A, the contracting office will acknowledge receipt in block 19 and return a copy to the activity listed in Block 9 of the 2276/Block 8 of the 2276A when the value of the action exceeds $100,000 or the customer requests acknowledgment. (Acknowledgement can be made by electronic means). The contracting office should also provide an estimate of the time for award. This acknowledgement is for traceability purposes only and does not necessarily indicate that the procurement request was workable at the time of receipt. If necessary information is lacking, the contracting office may include with the acknowledgement copy, a "Status/Acceptance of Requisition" form, attachment (1), indicating the additional information required.

8. Monetary Significance of the Request.

a. In addition to identifying a requirement, the NAVCOMPT Form 2276/2276A (RCP) represents a commitment of funds by the requesting activity of the dollar amount shown in Block 13K of the 2276 or Block 12K of the 2276A. The obligation amount set forth in the contract cannot exceed the commitment of funds identified in the RCP and any amendment thereto. In some instances, customer activities have executed written agreements that permit their contracting office to exceed the amount committed on an individual RCP within specific limitations. The requesting activity should reference the agreement on the face of the RCP when such agreement is in effect.

b. Contracting activities shall not accept NAVCOMPT Form 2276 issued on a "bulk funding" basis, i.e. with sums of money that are to support a variety of actions for a specific program over a period of time. Such action amounts to the "banking" of funds and

violates NAVCOMPT Manual, Vol 3. Paragraph 035423 of NAVCOMPT Manual, Vol 3 prohibits the contracting activity from taking the RCP up in the accounting records of the contracting activity. It further states that "RCPs will not be treated as reimbursable orders nor as authorizations of funds requiring allotment or operating budget accounting procedures." Paragraph 035424 provides that "the only accounting required will be accomplished by the fiscal officer of the funding activity..."

CHAPTER I

REQUEST FOR CONTRACTUAL PROCUREMENT, NAVCOMPT FORM 2276 ORDER FOR WORK AND SERVICE/DIRECT CITATION, NAVCOMPT FORM 2276A

INSTRUCTIONS FOR COMPLETING NAVCOMPT FORM 2276

BLOCK 1 - Indicate in this block, any agreements that permit contracting offices to exceed the amount committed on the RCP.

BLOCK 2 - Document Number. A 15 digit standard document number must be entered in this block. The standard document number is a continuous number without spaces, dashes or hyphens. The first position of the number will be the appropriate service designator code, i.e. "N", "R" or "V". The next five positions will be the unit identification code (UIC) of the issuing activity. UIC's containing less than five digits will be right justified and preceded with zeros, e.g. N00020. The seventh and eighth positions will be the last two digits of the fiscal year in which the basic document is issued. The ninth and tenth positions will always be "RC". The last five positions will contain an alpha/numeric serial number assigned at the discretion of the issuing activity. The five digit serial number will be right justified and preceded by zeros, e.g. N0002091RC00058.

BLOCK 3 - Reference Number. Before an activity can issue a NAVCOMPT Form 2276, it must be in receipt of some form of authorization of funds, such as an operating budget, allotment, Project Directive, or Advice of Project Funds. It is the document number assigned to such authorizations of funds that is entered into this block.

BLOCK 4 - Funds Expire On. This should reflect the date on which the cited funds will expire and the date by which an obligation must be made. Contracting offices issue notices to their customers (typically in April or May) citing cut-off dates by which RCP's must be received if funds are to be obligated on or before the end of the current fiscal year. Resulting contracts must be fully executed (signed) by both the contractor and the government contracting officer on or before the date appearing in this block.

BLOCK 5 - DPAS (Defense Priorities and Allocations System) Rating. If the material or services to be acquired are in support of a program which has been assigned a rating under the DPAS Regulation (15 CFR 700), and the contract is to be rated, the approved rating appears in this block. The rating should consist of DO or DX followed by the program identification symbol, e.g., DO-A7 would

be a DO rated contract for electronic or communications equipment. Generally, DX rated orders take precedent over DO or unrated orders and DO rated orders take precedent over unrated orders. When applicable, the DO or DX rating will be assigned by the requiring activity.

The contracting office does not have authority to assign a DPAS rating, however, they may assist the requiring activity in determining the appropriate program identification symbol. In addition to the DPAS Regulation, the program identification symbols may be found in the Department of Defense Procurement Coding Manual on the internet at the following address: http://web1.whs.osd.mil/diorhome.htm under "Procurement" "Guidance".

BLOCK 6 - Priority.

Uniform Material Movement and Issue Priority System (UMMIPS). Each RCP must cite the appropriate priority designator in accordance with OPNAVINST 4614.1F. OPNAV instructions are available on the internet at the following address: http://neds.nebt.daps.mil/Directives/dirindex.html . UMMIPS priority designators will be used as a tool in conjunction with material required dates in establishing procurement workload priorities.

BLOCK 7 - Required Delivery Date. Each RCP must specify a realistic delivery date based on total lead time to acquire the goods or services. Lead time is defined as the total time elapsed from the initial formulation of the requirement to actual receipt of the required material or service. If early delivery is acceptable, this should be noted. A required delivery date is one of such importance that meeting it justifies paying a premium. If the required delivery date is such that upon its passing, the urgency of the requirement diminishes (e.g. the sailing of a ship), this should be made clear in the RCP. Unreasonable delivery dates at best cost extra money. At worst, vendors will not bid or will protest a solicitation with unreasonable delivery dates. Both actions will normally delay award far beyond what would have originally been a reasonable delivery date. The delivery date must be an actual date, e.g., June 25, 2000, or a specified number of days after date of contract, e.g., 210 DAC, rather than "ASAP" (As Soon As Possible).

a. Requisition Lead Time. The time from the initial preparation of a requisition to receipt of a ready RCP in the contracting activity. A "ready RCP" is one that contains all the justifications, approvals and data necessary to initiate procurement.

b. Procurement Administrative Lead Time (PALT). The number of calendar days that elapse from receipt of the RCP in the contracting office to the effective award date of the contract or order. Procurement planning should allow the contracting office sufficient time to obligate funds in a mode which allows for maximum competition and/or meaningful negotiations in order to obtain the best price and delivery. Estimates of PALT for various types of procurements may be obtained from the contracting office.

c. Production Lead Time. The time from the effective date of the contract to the delivery date specified in the contract.

BLOCK 8 - Amendment Number. When the original NAVCOMPT Form 2276 is initially issued the word "BASIC" should be placed in this block. A sequential number, commencing with "001", will be assigned by the requiring activity to uniquely identify each amendment to the original (basic) document.

BLOCK 9 - From. Specify the name, address and zip code of the activity requesting contractual action.

BLOCK 10 - For Details Contact. Often buyers, negotiators or contract specialists must contact someone knowledgeable about the requirement to resolve any questions that arise prior to or during the solicitation or selection process. Therefore, each RCP should identify a point of contact (name, code, telephone number and email address) responsible to coordinate discussions with the contracting office.

BLOCK 11 - To. Enter the name, specific address, zip code and Unit Identification Code (UIC) of the activity which will be awarding the contract/order. The address should include the building number or other specific location.

BLOCK 12 - Invoice Address. The name and address of the organization or activity to whom the vendor's invoices are to be mailed. If the contract is to be assigned field contract administration, invoices will go to the appropriate disbursing office.

BLOCK 13 - Accounting Data To Be Cited On Resulting Contracts.

a. General. Normally, full and complete accounting data should be furnished for the total estimated cost. In the case of indefinite quantity contracts, a fund citation for the minimum should be provided since minimums must be funded at contract award either by placing funds on the contract or by issuance of a delivery/task order covering the minimum at time of award. In the case of requirements type contracts, a fund citation is not necessary since a minimum is not required. However, even in the case of a requirements type contract, the estimated dollar amount to be obligated shall be specified under "Amount".

b. Accounting Classification Reference Numbers (ACRNs). ACRNs will be assigned to each line of accounting classification data cited, commencing with "AA". Where there is one line of accounting, the ACRN will always be "AA". See DFARS 204.7107 for further information on constructing ACRNs.

c. Unfunded RCPs. There may be instances in which funding for a project or program is not yet in the hands of the requesting activity but is expected or is in process. In such situations, an RCP may be submitted on an unfunded basis. An unfunded RCP may be processed up to the point of negotiations, at which time adequate funds to cover the proposed contract must be furnished by the requesting activity. This action is normally taken only on large dollar value contracts with an imperative delivery date or delivery schedule which would be jeopardized if action were not initiated in a timely manner. Unfunded RCPs should be processed only on a selective basis and with concurrence of the contracting office. This process should be used only for requirements that are considered firm.

d. Incremental Funding. If a cost-reimbursement type contract is contemplated and incremental funding is to be used, indicate on the RCP what period of time the funding is estimated to cover. The total estimated dollar amount to cover the entire effort must be shown in Block 15I (or Block 17C of form 2276A).

BLOCK 14 - Authority to Increase Funding. Funds specified shall not be exceeded without prior written approval from the requesting activity.

BLOCK 15 - Screening. Originators should indicate whether or not the items being requested are included in the Interservice Supply Support Program and, if so, indicate whether or not required screening has been completed.

a. Block 15A - ACRN. When appropriate, each item description will be identified to its respective line of accounting data through the use of the ACRNs. See Block 13, subparagraph "b" above for additional information.

b. Block 15B - Item Number. Each item, including data items, must be numbered.

c. Block 15C - FSC (Federal Supply Class). Show the FSC for each line item of material. A listing of FSCs can be found in the DOD Procurement Coding Manual on the internet under "Procurement" "Guidance". (http://web1.osd.mil/diorhome.htm)

d. Block 15D - Description. Describe the item or service to be purchased. All supplies or services which are considered obtainable through one purchase transaction should be included on one RCP to facilitate consolidated purchasing. If necessary, plain bond paper may be used as continuation sheets. Typical information required to supplement the item or service description in Block 15D is described in the following pages.

The supply or service you receive is almost totally dependent on the quality of the specification, purchase description, statement of work, of statement of objectives that accompanies the RCP. The specification, description, statement of work, or statement of objectives must be clear and precise not only to you, but also to the negotiator who must buy the desired item, prospective contractors who will bid to supply the item, and the activity that receives the supply or service for the government. Your RCP should only include the Government's actual minimum needs; describe the supplies and/or services in a manner designated to promote full and open competition; and allow for the acquisition of commercial items or nondevelopmental items when they are available to meet the needs of your command or the requiring activity. There are several methods available for defining your requirement:

* Purchase Descriptions
* Specifications
  - non-Government specifications & standards
  - commercial item descriptions (CIDs)
  - federal & military specifications & standards
* Statements of Work
* Statements of Objectives

10 USC 2377 requires that the Secretary of Defense ensure that, to the maximum extent practicable, when procuring supplies or services within the Department of Defense, the requirements be stated in terms of functions to be performed, performance required, or essential physical characteristics. Such requirements should be defined so that commercial items or nondevelopmental items (NDI) may be procured. See FAR Part 11 and DFARS Part 211 for further information on describing agency needs.

As defined in FAR Part 2 NDI means any previously developed item of supply used exclusively for governmental purposes by a Federal agency, a State or local government, or a foreign government with which the United States has a mutual defense cooperation agreement. It is also any item described above that requires only minor modification or modifications of a type customarily available in the commercial marketplace in order to meet the requirements of the procuring department or agency. Finally, it is any item of supply being produced that does not meet the above requirements solely because the item is not yet in use.

Commercial off-the-shelf items and nondevelopmental items are not synonymous. However, an NDI fits the FAR Part 2 definition of commercial item if the procuring agency determines the item was developed exclusively at private expense and sold in substantial quantities, on a competitive basis, to multiple State and local governments. FAR 12.101(b) requires agencies to acquire commercial items or nondevelopmental items when they are available to meet the needs of the agency. Commercial items shall be acquired using specifications that describe the item in terms of the performance required and the form, fit and function or other essential physical characteristics.

DOD has transitioned from reliance on military specifications and standards to widespread use of commercial item descriptions that include performance based statements of work and commercial specifications and standards. Military unique requirements are now the exception rather than the rule. *Turbo SpecRight!* (available at the Acquisition Reform web site www.acq-ref.navy.mil/specright) provides assistance for developing performance-based specifications.

(1) Purchase Descriptions. A purchase description sets forth the essential physical and functional characteristics of the supply or service required. Examples of physical and functional requirements include:

* Common nomenclature
* Kind of material
* Electrical data, if any
* Dimensions, size, or capacity
* Principles of operation
* Restrictive environmental conditions
* Intended use including:
    - location within an assembly
    - essential operating conditions
    - other pertinent information that further describes the item, material, or device

Purchase descriptions should not be written to specify a product or particular feature of a product peculiar to only one manufacturer, thereby precluding consideration of a product manufactured by another company, unless it is determined, in writing, that particular features are essential to meeting the minimum needs of the Government and that similar products do not have these features.

A purchase description may describe requirements in several ways, using performance, design, or "brand name or equal" specifications, as appropriate. Examples of each are shown in attachments (2), (3), and (4). NOTE: The attachments are provided to show the amount of detail required; the actual specifications cited in the examples may no longer be active.

(A) Performance specifications set forth performance characteristics of the required item. In such specifications, design, measurement and other details are not stated. The contractor accepts responsibility for design, engineering, and the achievement of the stated performance characteristics.

(B) Generally, the minimum acceptable competitive purchase description is the use of brand name or equal description. Brand name or equal is intended to be descriptive, not restrictive. This type of description should be used to provide the characteristics and the level of quality that will satisfy the Government's minimum need. The item is identified by including names of representative manufacturers' products or brands, followed by the words "or equal" so as not to limit competition to the particular products or brands named. If several manufacturers' products will reasonably meet your needs, all such products should be identified. Furnish catalog numbers, catalog dates, and catalog page numbers applicable to specific products cited. These purchase descriptions must state the minimum essential requirements and specific salient physical, functional and other features necessary to meet your needs. The reason for this is to permit products that you did not specifically name to compete for the requirement. (see FAR 11.104)

(C) Design specifications set forth precise measurements, tolerances, materials, tests, quality control, inspection requirements and other specific information. Under this type of specification, the Government is responsible for the design and is, therefore, also responsible for omissions, errors and discrepancies in the specifications and drawings.

(2) Specifications. It is DoD policy that in the selection of standards and specifications preference be given to using commercial practices and non-government standards.

(A) Non-Government Specifications and Standards. Standardization documents developed by private sector associations, organizations, and technical societies which plan, develop, establish, or coordinate standards, specifications, handbooks, or related documents.

(B) Commercial Item Description. A simplified product description or specification that describes by salient functional or performance characteristics the available, acceptable commercial products that will satisfy the Government's needs. CIDs are prepared

under guidelines issued by the General Services Administration, Federal Supply Service and are listed in the DoD Index of Specifications and Standards. CIDs are useful in adding definition to and augmenting non-government standards which are not sufficiently definitive for procurement use.

(C) Federal and Military Specifications and Standards. When material is requested in accordance with Military or Federal Specifications all information called for under "Ordering Data", generally paragraph 6.2 of the specification, must be furnished. If the required material need conform only in part to an existing specification, the exact deviation must be stated and the following statement added:

> "Except as specifically covered by the (above/below) stated requirements, the material will be in strict accordance with specification (number and date)"

Examples of the use of Military and Federal Specifications are included in the attachments (5) and (6). NOTE: The attachments are provided to show the amount of detail required; the actual specifications cited in the examples may no longer be active.

(i) Federal Specifications and Standards. Federal specifications and standards should be used where it is determined that a commercially available material, product, process, procedure, practice, or method exists, but specific design, performance, interface, or other essential characteristics cannot be adequately described by a non-government standard or commercial item description.

(ii) Military Specifications. Documents prepared specifically to support acquisitions which clearly and accurately describe essential technical requirements for systems, subsystems, items, materials, or products that are intrinsically military in character or are used in, or in support of, weapon systems and involve an essential system function or interface. Military specifications are listed in the DoD Index of Specifications and Standards. **Military specifications should only be used when non-government specifications, commercial item descriptions, or Federal specifications are not available or not appropriate.**

(iii) Military Standards. Military standards are documents which establish engineering and technical requirements for processes, procedures, practices, and methods that have been adopted as standard military practice. Military standards are listed in the DoD Index of Specifications and Standards. **Military standards should only be used when non-government standards and Federal standards are not available or inappropriate.**

NOTE: The use of military specifications and standards when purchasing new systems, major modifications, or upgrades to current systems is only authorized when appropriate waivers have been granted. The most up-to-date information on DON Department-Wide waivers is on the web at http://assist.daps.dla.mil/. Please note that this site will require registration prior to accessing the information.

(3) Statements of Work**.** A statement of work is used to describe requirements for services, and research and development efforts. Whether describing requirements for relatively simple services such as janitorial services or complex analyses and studies, the work statement should be as clear and definitive as possible.

(A) Specific Statements of Work. Statements of work describing well-defined "jobs" should contain the following information:

(i) Scope of Work. Explain the breadth and depth of the effort in general terms. This is usually covered in one brief paragraph, but its brevity does not undermine its importance. During contract performance, a contractor cannot be expected to do anything beyond the scope of the contract. Should a dispute arise, this paragraph will be read critically to determine the intent of the parties to the contract.

(ii) Physical Details. State where the work is to be performed (if it matters), what types of facilities or equipment are considered necessary for satisfactory performance (if any), what facilities, equipment, or information will be furnished by the Government (if any), etc. Be specific. A potential offeror should be able to readily determine if location or lack of certain physical resources would rule him out as a contender for award and what resources or input he can expect from the Government.

(iii) Logical Description of Expected Performance. Try to describe the work in terms of "what" is to be accomplished rather than "how" the work is to be accomplished or the number of hours to be provided. Specify all required accomplishments. For example, "the contractor shall review the drawing for accuracy and completeness" does not tell a contractor HOW to review, but it clearly tells him that a review is required. Depending on the requirement, this part of the work statement may be short or long. Do not be influenced by length. What matters is that it says what you need done clearly enough so that a contractor you do not know can perform to your satisfaction with the work statement as the only guide. If a job must be done in a specific manner, then explain, step by step, how it should be done. Use phrases such as "the contractor shall do X" as opposed to "the contractor should do X". Use active rather than passive voice to avoid ambiguity. A potential offeror reading the statement of work in a solicitation should understand requirements well enough to submit a realistic proposal and to proceed with the work to completion without any other direction or guidance.

(iv) Data Requirements. Specify all output you expect from the contractor's effort. This would be all of the items you required in a statement of work, such as reports, manuals, software, etc. Where applicable, electronic submission is the preferred method. Ensure that there is a clear task/data relationship to avoid giving conflicting direction. (See Chapter II, Item 9 for information on Contract Data Requirements Lists DD Form 1423).

(a) Required Documentation. This should be enumerated and described, and should correspond to the listing on the Contract Data Requirements List, DD Form 1423. List points you want covered in the "Progress Reports" and describe what a "Final Report" should include. Standard Data Item Descriptions, DD Form 1664, can be helpful in this regard and should be used whenever applicable. Determine the number of copies of each document needed and prepare a distribution list for each one. Determine the quality of appearance you need. If charts must be in color to be sufficiently clear to a user, so state--it will affect price. If reports must be bound, say so. Pricing data is extremely difficult without identification of the size, scope, and format required. When data is required, provide as

accurate an estimate as possible of the pages of text, number of illustrations, drawings, and schematics expected to be included in the delivered product. It may be helpful to provide or make reference to an existing document with related items which indicates the type of document expected.

(b) Physical Items or Conditions. State what you expect, e.g., a repaired engine which will measure up to specified acceptance tests, a mowed lawn which is cleared of cut grass, etc.

(v) Performance Based Service Acquisition (PBSA). The Office of Federal Procurement Policy (OFPP) Policy Letter 91-2 Service Contracting (April 9, 1991) established performance based service contracting methods as the preferred method for the acquisition of services. By memorandum of April 5, 2000, USD(AT&L) required that at least 50% of all DoD services acquisitions, be awarded using performance based methods by Fiscal Year 2005. Acting on the guidance from OFPP and USD(AT&L), ASN RD&A distributed the Department of the Navy's PBSA implementation plan in June of 2000. The key features of PBSA which need to be incorporated into a requirement include describing requirements in terms of results, developing and implementing measurable performance standards and quality assurance surveillance plans, developing procedures for reductions of fee or for reductions to the price of the contract when services are not performed or do not meet the contract performance standards, and including performance incentives where appropriate.

(B) Statements of Work for Indefinite Quantity or Indefinite Delivery Requirements. These statements of work describe tasks that must be accomplished when source data becomes available or specific requirements become known. For example, contracts have been awarded for analyses of certain types of data which are received by a Navy activity on a periodic or irregular basis. It is known that data will be received and it is known that it will have to be analyzed, but the specific data is not currently available. The number of data sets to be analyzed during a specified time period is not positively known, and all aspects of the required analyses cannot be described. In this type of situation, a statement of work should provide the same essential information already described for specific statements of work, except that the "Description of Expected Performance" will probably take a different form. For the example described, the following would be incorporated into the work statement:

(i) the nature of the data to be analyzed

(ii) the volume of work anticipated (number of data sets expected; frequency of receipt; amount of data per set, etc.)

(iii) essential elements of the required analysis. If tasks can be identified, describe them.

The "Physical Details" of the work statement would include a definition of the specific type(s) of expertise necessary to perform required analyses. Specific labor categories may be recommended, with associated estimates of the man-hours likely to be required of each category for the contract period. These man-hour estimates may also serve as a guide against which to measure the offerors' understanding of the work statement through comparison of their estimates with the government estimates.

More detailed guidance on preparation of work statements is provided in MIL-HDBK-245, "Statement of Work Handbook", and OFPP Pamphlet #4, entitled "A Guide for Writing and Administering Performance Statements of Work for Service Contracts".

For additional guidance on the use of Indefinite Delivery Type Contracts (IDTCs), see NAVSUP Publication 570, IDTC Guidebook.

(4) Statement of Objectives. Used in solicitations in lieu of a statement of work. It allows maximum flexibility to offerors to design and improve their own approaches for satisfying government objectives. Its content is typically product oriented and very streamlined.

While clearly reflecting all essential operation requirements, it does not give direction on how to accomplish the objectives. The Statement of Objectives (SOO) is the common basis for offeror prepared, detailed Statements of Work submitted as a part of their proposals. SOOs are relatively short in length, since they eliminate virtually all "how to" directions. This flexibility will frequently result in significant differences in offeror proposals, and consequently proposal evaluation may be more intensive and longer than normal.

(5) Unsolicited Proposals. If you have reviewed an unsolicited proposal and it received a favorable comprehensive evaluation, furnish one copy of the proposal (technical and cost), noting any additions or deletions you desire to the scope of work outlined in the proposal. Furnish detailed information relative to the impact on estimated cost of any such addition or deletion as well as an evaluation of labor mix, estimated man-hours, amounts of material, travel requirements, etc. in the basic cost proposal. For additional information, see Federal Acquisition Regulation (FAR) 15.6. Unsolicited proposals shall be evaluated in accordance with the guidelines specified in FAR 15.606-2.

(6) Hazardous Material. Requirers should identify any hazardous material and document that the material is on the Activity Authorized Use List (AUL) and that its purchase has been approved by the activity's hazardous material coordinator. If any hazardous material is included in the item being purchased, the buyer is required to add the clause at FAR 52.223-3, "Hazardous Material Identification and Material Safety Data." In addition, DFARS 252.223-7001, "Hazard Warning Labels," shall be included in solicitations and contracts that require submission of hazardous material data sheets. The clauses at DFARS 252.223-7002, "Safety Precautions for Ammunition and Explosives," and DFARS 252.223-7003, "Change in Place of Performance-Ammunition and Explosives," shall be included in all contracts which involve ammunition or explosives.

e. Block 15E - Quantity. The number in this column must relate to the unit identified in the next column. For example, if buying one service for 12 months, quantity should be "1" if the unit is "lot" and "12" if the unit is "month".

(1) In indicating the quantity of material you need, consideration should be given to:

(a) Standard commercial packing practices,
(b) Any contractor-imposed minimum order quantities,
(c) Any discounts available for quantity orders.

(2) For Indefinite Delivery Type Contracts (IDTCs) you should furnish the following information:

(a) Minimum dollar value you expect to order at any one time.
(b) The maximum dollar value of any order for a single item.
(c) The maximum dollar value of an order for a combination of items.
(d) The total estimated quantity of each item expected to be ordered during the period of the contract.

f. Block 15F - Unit. Indicate unit of issue, i.e., each, pound, ton, day, month, etc.

g. Block 15G - Estimated Unit Price. Indicate the estimated unit price for each item. Be as realistic as possible. Check previous prices paid, published price lists, independent government estimates, etc. Excessive estimates tie up funds which could be used for other purposes. Underestimating delays award of contracts until the commitment is increased. Provide an explanation of how the estimate was derived.

h. Block 15H - Estimated Total Price. Multiply the unit price by the quantity requested.

i. Block 15I - Grand Total. Place the total value of column 15H in this block. Identify the source or explain any deviation from the estimated price or cost IAW Block 16 of the RCP.

BLOCK 16 - This block advises that attached pages should be consulted for additional information, i.e., delivery schedules, preservation and packing instructions, shipping instructions, distribution of contract, or any other special instructions related to the RCP.

BLOCK 17 - Transportation Allotment. If shipment is to be Free On Board (FOB) origin delivery, the chargeable transportation accounting data must be specified (e.g. TAC Code, etc.). See NAVSUP Manual, Volume II.

BLOCK 18 - Authorized Signature. Type in the name and title of the authorizing official, and have this person sign and date the form when complete.

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INSTRUCTIONS FOR COMPLETING NAVCOMPT FORM 2276A

Following are instructions for completing NAVCOMPT Form 2276A. Where information is the same as previously described for completion of the 2276, you will be referred to the applicable block of the instructions for completion of NAVCOMPT Form 2276.

BLOCK 1- Indicate in this block whether the funding document will be issued as a combination Economy Act Order and Direct Citation (boxes - WR and Direct Citation), combination Project Order and Direct Citation (boxes - PO and Direct Citation), or solely as a Direct Citation (box - Direct Citation). The document cannot be the basis for a contract if the direct citation box is not checked.

BLOCK 2 - Document Number. A 15-digit standard document number must be entered in this block. The standard document number is a continuous number without spaces, dashes or hyphens. The first position of the number will be the appropriate service designator code, i.e. "N", "R" or "V". The next five positions will be the unit identification code (UIC) of the issuing activity. UIC's containing less than five digits will be right justified and preceded with zeros, e.g. N00020. The seventh and eighth positions will be the last two digits of the fiscal year in which the basic document is issued. The ninth and tenth positions will be "WX", "PX", or "RX" as follows:

a. "WX" should be used when the NAVCOMPT Form 2276A is issued solely as an Economy Act Order or as a combination of an Economy Act Order and a direct citation for contractual procurement.

b. "PX" should be used when the NAVCOMPT Form 2276A is issued solely as a project order or a combination of a project order and a direct citation for contractual procurement.

c. "RX" should be used when the NAVCOMPT Form 2276A is issued solely as a request for contractual procurement.

The last five positions will contain an alpha/numeric serial number assigned at the discretion of the issuing activity. The five digit serial number will be right justified and preceded by zeros, e.g. N0002091RX00058.

BLOCK 3 - Reference Number. Refer to Chapter 1, page 1, Block 3

BLOCK 4 - Funds Expire On. Refer to Chapter 1, page 1, Block 4.

BLOCK 5 - Work Completion Date.

a. Refer to Chapter 1, page 2, Block 7..

b. In addition to a realistic delivery date, each RCP must also specify the Defense Priorities and Allocation System (DPAS) rating, if any, and the appropriate priority rating as discussed in Chapter 1, page 1, Block 5. These ratings should be placed in Block 14 of the 2276A.

c. Priority. Refer to Chapter 1, page 2, Block 6.

BLOCK 6 - Date Prepared. The date on which the form was prepared by the originator.

BLOCK 7 - Amendment Number. When the original NAVCOMPT Form 2276A is initially issued the word "BASIC" should be placed in this block. A sequential number, commencing with "001", will be assigned by the requiring activity to uniquely identify each amendment to the original (basic) document.

BLOCK 8 - From. Specify the name, address, and zip code of the activity requesting contractual action.

BLOCK 9 - For Details Contact. Refer to Chapter 1, page 3, Block 10.

BLOCK 10 - To. Refer to Chapter 1, page 3, Block 11.

BLOCK 11 - Mail Billings To. Refer to Chapter 1, page 3, Block 12.

BLOCK 12 - Accounting Data To Be Cited On Resulting Billings. Refer to Chapter 1, page 3, Block 13..

BLOCK 13 - Order Selection.

a. Block 13A - This block must be completed whenever the form is used as a Project Order or an Economy Act Order, including the identification of Supplementary Items listed on the reverse side applicable to the order.

b. Block 13B - When the documents contain direct cite funding (when being used as an RCP), the applicable blocks must be completed.

BLOCK 14 - Description Of Work To Be Performed And Other Instructions. Originators should provide any additional information which may be useful to the contracting office in expediting the requirement. Include in this block the DPAS rating, if any, and the priority rating as discussed in Chapter 1, page 1, Block 5.

a. Block 14A - ACRN. When appropriate, each item description will be identified to its respective line of accounting data through the use of the ACRNs. See Chapter 1, page 3, Block 13, subparagraph "b" for additional information.

b. Block 14B - Item Number. Each item, including data items, must be numbered.

c. Block 14C - Quantity. The number in this column must relate to the unit identified in the next column. For example, if buying one service for 12 months, quantity should be "1" if the unit is "lot" and "12" if the unit is "month".

(1) In indicating the quantity of material you need, consideration should be given to:

(a) Standard commercial packing practices,
(b) Any contractor-imposed minimum order quantities,
(c) Any discounts available for quantity orders.

(2) For Indefinite Delivery Type Contracts (IDTCs) you should furnish the following information:

(a) Minimum dollar value you expect to order at any one time.
(b) The maximum dollar value of any order for a single item.
(c) The maximum dollar value of an order for a combination of items.
(d) The total estimated quantity of each item expected to be ordered during the period of the contract.

d. Description. Describe the item or service to be purchased. Include name, model number, size, etc. Also include the Federal Supply Class (FSC) for each line item of material. A listing of FSCs can be found in the DOD Procurement Coding Manual on the web at: http://web1.whs.osd.mil/diorhome.htm under "Procurement" "Guidance". All supplies or services which are considered obtainable through one purchase transaction should be included on one RCP to facilitate consolidated purchasing. If necessary, plain bond paper may be used as continuation sheets.

For additional information on filling out this block, refer to the instructions for block 15D of NAVCOMPT Form 2276 found in Chapter 1 on pages 4 through 10.

e. Block 14D - Estimated Amount. Indicate the estimated amount for each item. Be as realistic as possible. Check previous prices paid, published price lists, independent government estimate, etc. Excessive estimates tie up funds you could be using for other purposes. Under estimating delays award of contract until the commitment is increased. Provide an explanation of how the estimate was derived. The sum of all amounts shown in this block must equal the amount shown in Block 12L.

BLOCK 15 - Provided Through Reimbursement. Items listed in Block 14 which are to be completed through reimbursement will be identified in Block 15 by placing the ACRN, Item Number and Estimated Amount in the appropriate columns.

BLOCK 16 - Procured By Direct Citation. Items listed in Block 14 which are to be completed through direct citation (contractual action) will be indicated as such in this block by placing the ACRN, Item Number and estimated amounts in the appropriate columns.

BLOCK 17 - Summary. Add the estimated amounts in Block 14D and place the sum in Block 17A. Block 17A should equal Block 12L. Add the estimated amounts shown in Block 15C and place the sum in Block 17B. Add the estimated amounts in Block 16C and place the sum in Block 17C. Add Blocks 17B and 17C and place the sum in Block 17D. Block 17D must equal Block 12L. Also, Block 17D must equal Block 17A. Place the cumulative total of all funds applied as reimbursable orders from inception to date (under the current document number) in Block 17E. Place the cumulative total of all funds applied as direct cite from inception to date (under the current document number) in Block 17F. Add Blocks 17E and 17F, the sum must equal Block 12M.

BLOCK 18 - Authorizing Official. The name, title, and signature of the individual in the requiring activity authorized to issue the document. The date the authorizing official actually signed the document must also be included.

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CHAPTER II

ADDITIONAL DATA TO SUPPLEMENT NAVCOMPT FORMS 2276 AND 2276A

INSTRUCTIONS FOR SUPPLEMENTAL DATA

ITEM 1. SOURCE SELECTION PLAN. OFPP Policy letter 91-2 of 9 April 91, "Service Contracting" established the policy of the Federal Government "that (1) agencies use performance-based contracting methods to the maximum extent practicable when acquiring services, and (2) agencies carefully select acquisition and contract administration strategies, methods, and techniques that best accommodate the requirements." Source Selection direction is contained in the FAR, DFARS and NAPS. NAVSUP PUB 715 provides a general discussion on the best value source selection process using a trade-off process. The source selection criteria are to be prepared by the requiring activity and forwarded to the PCO for review, approval, and inclusion in the solicitation.

ITEM 2. DRAWINGS AND SPECIFICATIONS. One legible copy of each drawing and one legible copy of each specification should be provided with each requisition. However, copies of military and federal specifications need not be provided. Some contracting activities may not have duplicating facilities and may require additional copies for the solicitation process.

ITEM 3. DOD INDUSTRIAL PLANT EQUIPMENT REQUISITION (DD FORM 1419) CERTIFICATE OF NONAVAILABILITY. Any RCP for new industrial plant equipment that has an acquisition cost of $15,000 or more must be accompanied by a DD Form 1419 signed by the appropriate representative of the Defense Industrial Plant Equipment Center (DIPEC). This form certifies that no similar idle equipment is available within DOD to satisfy your requirements. If the form cites a MILSPEC, then that MILSPEC must be referenced in the specifications which form a part of your total RCP. Management of Federal Supply Group (FSG) 34 Industrial Plant Equipment (IPE) has been assigned to the Defense General Supply Center (DGSC) in Richmond, VA. (DFARS 245,302-1(b)(1)(A)). DD Form 1419 can be found in the DFARS, Part 253.

ITEM 4. VARIATION IN QUANTITY. Provision for a variation in quantity may be necessary to allow for unknown variations in a contractor's production processes. It is usually limited to high volume production contracts. If a provision for variation is necessary, specify an acceptable percentage of variation; however, the acceptable percentage in variation may not exceed plus or minus 10%.

ITEM 5. OPTION REQUIREMENTS. Option provisions in a contract give the Government the right, during a specified period of time, to purchase additional quantities of the supplies or services required under the contract, to extend the period of contract performance, or to convert from a lease or rental to a purchase.

The need for, or advisability of, including option provisions must be fully explained. Normally, option quantities shall not exceed 50% of the initial quantities. If the option quantity desired does exceed the 50% limitation, sufficient justification must be provided with the RCP for the contracting officer to make a necessary determination and properly document the file. (See FAR 17.2, DFARS 217.2 and NAPS 5217.2).

ITEM 6. QUALITY ASSURANCE REQUIREMENTS. FAR Part 46 and DFARS Part 246 contain guidance on the quality function and should be referred to if any special quality assurance measures are to be included in the requisition. Specify which higher level quality standards will satisfy the Government's requirement. If mandatory inspection is required, so state and furnish the mandatory inspection instructions that will be furnished to the inspecting activity. If special instructions are necessary, specify the name, code, and phone number of the individual who will furnish the information, unless the individual is the same person identified as the technical contact in Block 10 of NAVCOMPT Form 2276 or Block 9 of NAVCOMPT Form 2276A.

ITEM 7. FIRST ARTICLE APPROVAL AND LOT ACCEPTANCE TEST UNITS.

a. A first article approval requirement is intended to assure that the contractor can furnish a product that is satisfactory for its intended use prior to entering into full scale production. Such a requirement minimizes risk of both the contractor and the government; however, such tests are expensive and time consuming. They should, therefore, only be used when absolutely necessary. First article approval is generally used in contracts for large quantities of specially designed items, but it may be appropriate in other circumstances as well.

b. If a first article provision is appropriate, specify whether the government or the contractor should perform first article testing. If the government will do the testing, estimate the cost of testing and submit this information to the contracting office for evaluation purposes. Also provide the time required for government approval/disapproval. If the contractor will do the testing, the cost of testing should be included in the estimated unit price, block 15G of the NAVCOMPT Form 2276 or in the estimated amount, block 14D of the NAVCOMPT Form 2276A. State whether or not the first article will be destroyed during testing, and if not, specify disposition instructions. Also specify test requirements and the date a test report is due.

c. If lot acceptance tests units are required, specify how many, whether or not they will be destroyed during testing, and if not destroyed, whether they will be considered part of the total requirement. Specify test requirements and the date a test report is due.

ITEM 8. WARRANTY. A warranty is a promise or affirmation given by the contractor regarding the nature, usefulness or condition of supplies to be furnished or services to be performed. If a warranty over and above the normal commercial warranty is to be included, indicate the type of warranty, length of warranty, and provide a justification for inclusion of the warranty provision. The justification must discuss the following factors:

a. Nature and use of the supplies or services,
b. Warranty cost,
c. Ability of the Government to enforce the warranty, and
d. Whether or not warranty of the item is trade practice.

ITEM 9. CONTRACT DATA REQUIREMENTS LIST (DD FORM 1423). This form should be completed and attached to any RCP that requires data to be supplied. A decision must often be made as to whether the government will purchase limited, unlimited, or government purpose rights to the data. Unlimited rights give the government complete control concerning disposition of the data, but they are usually expensive. Limited rights require written permission from the contractor to use the data outside of the government. Government purpose rights permit release of the data outside the government so long as it is for United States government purposes. A DD Form 1423 is not required when: (1) the only data requested is a standard commercial catalog; (2) the contract request does not exceed $25,000; or (3) the contract is for research or exploratory development and the only deliverable product is a report.

NOTE: Drawings, Engineering and Associated Lists (DOD-D-l000) prescribes requirements for engineering drawings and associated lists acquired in support of Department of Defense material.

See DOD Manual 5010.12-M for guidelines on completing DD Form 1423. A copy of the form is available in the DFARS, Part 253.

ITEM 10. DATA ITEM DESCRIPTION (DID) (DD FORM 1664). The DD Form 1664 is submitted in conjunction with the DD Form 1423, and describes an item of data required to be prepared by a contractor. A copy of the form is available in the DFARS, Part 253. Specifically, it defines the content, preparation instructions, format, and intended use of each data product. Data Item Descriptions are categorized as:

a. Data Item Description (Standard). A data item that has been approved for general use and is included in DOD Document 5010.12-L, Acquisition Management Systems and Data Requirements Control List (AMSDL).

b. Data Item Description [Unique ("U")]. A data item that is developed when a data requirement cannot be met by use of, or modification of, a standard data item listed in the AMSDL. A "U" item is a new data item intended for one time/one contract use only.

c. Data Item Description (Modified). A standard data item that meets the general requirements of the data needed but must be modified to comply with specific program requirements. This modification can only:

- Reduce the scope through deletion of words, paragraphs, or sections.
- Clarify usage where considered necessary.
- Adjust the content to meet program peculiar data requirements within the intent and scope of the original data items.

ITEM 11. MARKET RESEARCH. The results of any market research that was conducted should be provided with the RCP as well as any other correspondence from vendors. (See FAR Part 10 for a discussion on market research).

ITEM 12. PLACE OF INSPECTION AND ACCEPTANCE. Specify whether inspection and acceptance will be at source or destination. The conditions under which inspection and acceptance would normally be at source are specified at FAR 46.402. For conditions when inspection and acceptance would normally be at destination see FAR 46.403. If preliminary inspection at source, with final acceptance at destination, is requested, the preliminary inspection procedures must be specified.

ITEM 13. SHIPPING INSTRUCTIONS.

a. Provide complete shipping information and instructions, preservation and packing instructions, and instructions concerning the distribution of the resulting contract(s) and related documents.

b. If you have a foreign military sales (FMS) procurement, provide the case number and any other pertinent information.

c. Without instructions to the contrary, the contracting officer will designate the most economical form of transportation for handling and shipment. Normally, premium transportation (air freight, air express, etc.) will be used only when the material is required at its destination before a specific date which could not otherwise be met, or when the requesting activity specifically requires, with supporting justification, some form of premium transportation.

d. If you require other than "best commercial practice" packing, packaging, and preservation in preparation for shipment, state specific requirements you want met and include references to any applicable specifications or standards.

ITEM 14. ESTIMATED SHIPPING WEIGHTS AND DIMENSIONS. When the estimated shipping weights and dimensions of the items (packed, loaded, and braced) are used as criteria for evaluation of transportation costs, an estimate of these weights and dimensions is required.

ITEM 15. QUALIFIED PRODUCTS LIST (QPL). It is sometimes necessary to test products in advance of any procurement action to determine if a product will meet specification requirements. The Military or Federal specification of the requested item will indicate whether that item has a QPL or not. Some examples of QPL items are altimeters, rubber hose assemblies and pressure indicators. A full listing of QPLs is found in the DOD Index of Specifications and Standards which is available from Naval Inventory Control Point, Cog I Material, 700 Robbins Avenue, Philadelphia, PA 19111-5908. If the required item has a QPL, supply the QPL number and date, and the names and addresses of all qualified firms.

ITEM 16. PATENT RIGHTS DOCUMENTATION. Any RCP for purchase of research, development, or test and evaluation work to be done outside the government requires patent rights documentation. The requesting activity should use attachment (7), Pre-Solicitation Patent Rights Documentation Checklist, to provide additional information to be considered in determining applicable patent rights provisions.

ITEM 17. REQUIRED APPROVALS FOR AND REGULATIONS PERTAINING TO SPECIFIC COMMODITIES AND SERVICES. The Requisitioner is responsible for obtaining required approvals and complying with regulations pertaining to the acquisition of certain commodities and services. Some of these requirements are delineated in the latest edition of the following directives:

a. For items available through established preferred sources of supply (such as Federal Supply Schedules, Federal Prison Industries, National Industries for the Blind, NISH, or open-ended DOD or Navy contracts):

FAR PART 8
DFARS PART 208
DoD 4140.26-M, INTEGRATED MATERIAL MANAGEMENT (IMM) FOR CONSUMABLE ITEMS

The use of such sources is mandatory for specific supplies or services within the DOD Coordinated Acquisition Program (DFARS Subpart 208.70) or available from a Federal Industries source (FAR Subparts 8.6 and 8.7). In such instances the item cannot be procured elsewhere without first obtaining a purchase clearance from the cognizant industry source. (See DFARS 208.7003 for exceptions to IMM). All RCPs for "similar" type items must cite the specific waiver clearance which indicated concurrence as to the reason why items available under the mandatory schedule would not meet the specific end use requirements.

b. For Contracted Advisory and Assistance Services (formerly Contractor Support Services). Requirements for this type service shall include a justification prepared in accordance with the requesting activity's implementing instruction.

DOD DIRECTIVE 4205.2, "ACQUIRING AND MANAGING CONTRACTED ADVISORY AND ASSISTANCE SERVICES (CAAS)"

SECNAVINST 4200.31C, "ACQUIRING AND MANAGING CONSULTING SERVICES"

NAVSUPINST 4205.3C C, "CONTRACTING OFFICER'S REPRESENTATIVE (COR)"

c. For any contract situation that might have the potential for organizational conflict of interest:

FAR Subpart 9.5. The basic intent of this coverage is to prevent conflicting roles which might bias a contractor's judgment and to prevent unfair competitive advantage among contractors.

d. For Naval Imaging Equipment (previously audiovisual equipment):

OPNAVINST 5290.1A, NAVAL IMAGING PROGRAM (NAVIMP) POLICY AND RESPONSIBILITIES

SECNAVINST 5290.1B, NAVAL IMAGING PROGRAM (NAVIMP)

NAVSUPINST 4200.85 (SERIES), DON SIMPLIFIED ACQUISITION PROCEDURES

ITEM 18. PRE-SOLICITATION CONFERENCE. If a pre-solicitation conference with prospective offerors is desired during the competitive process, the requiring activity must request that one be held and explain the necessity for such a conference. The contracting activity will arrange for the conference at a time and location most convenient for all concerned. A point of contact must be specified for coordination with the contracting office.

ITEM 19. PRE-AWARD SURVEY. The nature of some items may make a pre-award survey of a prospective contractor's production and quality control capabilities advisable. If this is the case, outline the reasons a pre-award survey is considered necessary, and if applicable, justify your activity's participation. If you want to participate, furnish names, codes, and telephone numbers of the people who will be involved. See Standard Forms 1403 through 1408 for information provided during a pre-award survey. These forms are found in Part 53 of the FAR.

ITEM 20. RECOMMENDED SOURCES LIST. Include a list of known potential sources, including addresses and telephone numbers. No informal commitment or implication should be made to potential sources that they will be solicited since restrictions of set-aside programs or information regarding past performance may require removal of some sources from the list prior to solicitation.

ITEM 21. CONTRACTING HISTORY. Provide available contracting history including prior contract numbers, the names and CAGE code of prior contractors, quantities purchased, and the unit prices paid for the item(s). Provide performance information on prior contractors, if available, regarding timeliness of deliveries, quality assurance problems, etc.

ITEM 22. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION. Statutory provisions require contracting officers, with certain limited exceptions (see FAR 6.2 and 6.3), to promote and provide for full and open competition in soliciting offers and awarding Government contracts. In order for a contracting officer to limit competition to one source or a limited number of sources, you must adequately support any contention that only one firm or only a limited number of firms can satisfy your requirement. To fully justify a noncompetitive procurement, you must provide answers to the following questions in sufficient detail for preparation of a written justification for other than full and open competition:

a. What are the procurement's minimum requirements? Material evidence should be presented verifying these minimum requirements.

b. What unique capabilities does the proposed contractor possess which make it the only company capable of meeting these minimum requirements?

c. Was a market search or other type of solicitation conducted? Material evidence should be presented verifying that such a search was conducted and that the proposed contractor was the only company capable of meeting the procurement's minimum requirements.

d. Was the item or service previously procured? If yes, was it from the same contractor? If this is a continuation of a previous effort by the same contractor, demonstrate why no other sources of supply are available.

e. Is there a technical data package, specification, engineering description, statement of work, or purchase description available which is sufficient for competitive procurement? If not, is one being developed? If not, why not? How much lead time would be required to develop it? Has any cost-benefit analysis been conducted to determine whether it is advantageous to the Government to buy or to develop such information? If not, what evidence is available to demonstrate why this analysis is not needed?

f. Can individual components of the procurement be competitively procured? If so, what steps have been taken to do this?

g. Does the procurement result from an unsolicited proposal? If so, who first described the problem to be addressed by the unsolicited proposal? In the event that a truly unsolicited proposal is received, comment should be made on the feasibility of developing a work statement for a competitive requirement without infringing on any proprietary information in the unsolicited proposal. If the unsolicited proposal is to be pursued on a noncompetitive basis, demonstrate why the proposed contractor is the only one capable of performing the service or providing the item. Additional guidance on the acceptance of unsolicited proposals is found at FAR Subpart 15.6.

h. What material evidence exists that the government would be injured if the noncompetitive procurement is not made? This includes estimates of additional costs incurred and criticality of schedules (including when the procurement need was first identified, reasonableness of delivery schedules, etc.).

i. What steps are being taken to foster competition in subsequent procurements of this product or service?

After consideration of the foregoing, if the requirement is believed to still qualify as a sole source, supporting documentation shall be provided which addresses the following:

a. Services or supplies required, e.g., software maintenance, ammunition, etc. Include the estimated cost.

b. Authority permitting other than full and open competition. Describe in detail the proposed contractor's unique qualifications, or the nature of the acquisition that requires the use of the cited authority.

c. An executive summary of the requirement for publication in FedBizOpps, if required. If synopsis is waived, provide complete justification for waiver of synopsis.

d. Historical data on proposed contractor.

e. Details of the market survey conducted to foster competition and the results of that survey.

f. List any known sources that may have expressed an interest in the procurement.

g. Provide details of any actions taken to remove or overcome barriers to competition for future acquisitions.

h. Provide required delivery dates.

i. Provide any other data that may be relevant to preparation of the Justification for Other Than Full and Open Competition (see FAR 6.303-2). Technical and requirements personnel are responsible for providing and certifying as accurate and complete necessary data to support their recommendation for other than full and open competition. See NAVSUPINST 4200.83 series for required certification and approval levels.

ITEM 23. FOREIGN ITEM PURCHASE JUSTIFICATION. If the RCP specifies a foreign end product, it must include information necessary to enable the contracting officer to make the required determination that a domestic end product is not available, including consideration for forgoing the acquisition or providing a domestic substitute. (See, for example, FAR Subpart 25.1 and DFARS Subparts 225.1, 225.70 and 225.71)

ITEM 24. LABOR MIX INVOLVED IN SERVICE CONTRACTS. The law and regulations impose requirements on any contract in excess of $2500, the principal purpose of which is to provide services through the use of service employees. In order to comply with these requirements, RCPs must contain a listing of the appropriate labor categories (e.g. machinist, electrician, pipe fitter) and the number of persons that are anticipated to be required in each category. This information is necessary to obtain the wage determination which the contracting officer must request from the Department of Labor not less than 45 days prior to the issuance of the solicitation or the commencing of negotiations. To assist in expediting the Department of Labor's determination, the appropriate government Wage Board rate should be provided for each category of labor involved in the labor mix.

ITEM 25. SUPPORT COSTS.

a. Overtime Premium Authorization. The contracting officer may be required to obtain special authority to allow overtime premium payment. This payment is generally at the rate of time-and-one-half for overtime and double-time for holidays. If overtime is necessary and can be justified, documentation must be provided with the RCP.

b. Travel Estimate. To aid offerors in the preparation of bids or proposals, an estimate of anticipated travel requirements must be furnished. This should be itemized by location (travel to and from), number of trips, man-days, number of personnel, airfare, ground transportation, etc.

c. Place of Performance. The place(s) of performance under the contract must be provided to the offerors so that realistic bids/proposals including per diem allowances can be submitted and effective contract administration can be accomplished.

ITEM 26. COR NOMINATION LETTER. When a contract action may require technical direction to clarify or give specific instruction within a statement of work or require unusual monitoring or surveillance, the Commander/Commanding Officer or designee of the requiring activity must nominate a Contracting Officer's Representative (COR). The nomination letter must outline the nominee's technical qualifications and experience, the technical functions to be performed, whether the individual's performance rating elements include the COR function (if not, an explanation of why not), and the dates when COR training was received. Acceptable training is any course covering the following key elements: Acquisition Regulations, Federal Acquisition Policy and Contract Law; Standards of Conduct, and Procurement Integrity; Contract Types; Contract Familiarization; Services: Personal vs. Non-personal; COR functions; Tracking and Monitoring; COR Rules in Delivery Orders; Financial Tracking; Contract Modifications; Contract Remedies; Performance Based Service Contracting; and Past Performance. Additional guidance and information can be found in NAVSUPINST 4205.3C.

ITEM 27. DOCUMENTATION FORM FOR CONTRACT ADMINISTRATION PLAN. To ensure satisfactory administration of service contracts and avoid duplication of functions, the PCO must prepare a contract administration plan (CAP) that delineates responsibilities for specific administrative functions. A CAP is required when: (1) a Contracting Officer's Representative (COR) is to be appointed under the contract in accordance with NAVSUPINST 4205.3C; and/or (2) the requiring activity will be delegated authority by the PCO to perform specific duties or significant tasks related to contract administration (e.g., property administration) other than inspection and acceptance. The Documentation Form for Contract Administration Plan provides a format for the requiring activity to identify the specific areas of the proposed contract effort where specific technical expertise is required to ensure quality, satisfactory performance, and successful contract completion.

ITEM 28. EVALUATION CRITERIA IN COMPETITIVELY NEGOTIATED PROCUREMENTS.

The technical evaluation organization and duties are described in NAVSUP PUB 715. To conduct meaningful negotiations, evaluation criteria must be submitted with the RCP and should describe specifically how the proposals will be evaluated, including the relative value to be given to each factor considered. Technical/cost trade offs which are heavily weighted toward technical must be fully supported. The technical proposals will be evaluated in accordance with the criteria set forth in the solicitation. FAR 12.602 discusses streamlined procedures for evaluation for commercial items. NAVSUP PUB 715 contains information on the evaluation of past performance.

ITEM 29. USE OF GOVERNMENT FURNISHED PROPERTY. If the contractor is to be authorized to use any Government furnished property (GFP) (e.g., material, special tooling, special test equipment, facilities), a detailed listing of the property must be furnished with the RCP, including the time required for the GFP to be provided to the contractor, and the value of the GFP.

FAR 45.301 defines facilities as property used for production, maintenance, research, development or testing. It includes plant equipment and real property. It does not include material, special test equipment, special tooling or agency-peculiar property. Pursuant to FAR 45.302, DFARS 245.302 and NAPS 5245.302, if Government facilities are to be provided to a contractor, the contracting officer in coordination with the program manager must execute a determination and findings that the contract cannot be fulfilled by any other practical means or that it is in the public interest to provide the facilities. Information to support that assertion, including findings that private financing of the facilities was sought and not available or that private financing was determined not advantageous to the Government, should accompany the RCP.

If any readily available commercial items are provided as Government property, a written justification is required. (NAPS 5245.303-1)

If another agency has cognizance of the GFP, other than facilities under Facilities Contracts, attach a letter from the cognizant activity authorizing its use. In addition, disposition instructions must be provided for the GFP after it is no longer needed by the contractor for contract performance.

ITEM 30. ACQUISITION PLAN (AP). Acquisition Planning is a comprehensive plan for fulfilling the agency needs in a timely manner and at a reasonable cost. Acquisition planning and market surveys are used to promote full and open competition, or to obtain competition to the maximum extent practicable, with regard to the nature of the supplies and/or services to be acquired. The acquisition plan should reflect the efforts of all personnel responsible for any significant aspects of the acquisition. The purpose of acquisition planning is to ensure that the government meets its needs in the most effective, economical, and timely manner. Written acquisition plans shall be submitted for development acquisitions estimated at $5,000,000 or more, and production and service acquisitions estimated at $30,000,000 for all years or $15,000,000 for any fiscal year. These criteria and thresholds do not preclude the preparation of written acquisition plans for any acquisition, whether short-range or long-range, when determined necessary. The plan shall address all the technical, business, management, and other significant considerations that will control the acquisition. The program manager, or other official responsible for the program, has overall responsibility for acquisition planning and must prepare the acquisition plan. Contractual action cannot begin until the acquisition plan is approved. Information on Acquisition Planning can be found in FAR Part 7, DFARS Part 207, NAPS 5207, SECNAVINST 5000.2B and the Defense Acquisition Deskbook on the web (www.deskbook.osd.mil).

ITEM 31. R & D CATEGORY. "Research and Development" may be classified under the categories of (1) Basic Research, (2) Exploratory Development, (3) Advanced Development, (4) Demonstration/Validation, (5) Engineering Development, (6) Management Support, and (7) Operational System Development. The applicable category is necessary for proper processing.

ITEM 32. RDT&E PROGRAM CODE. This code is found in the Procurement Coding Manual (http://web1.whs.osd.mil/diorhome.htm under "Procurement" "Guidance"). It is used to identify the RDT&E project which this prospective contract supports.

ITEM 33. CONTRACT SECURITY CLASSIFICATION SPECIFICATION (DD FORM 254). This form must be completed by the requesting activity when the supplies or services to be obtained involve classified information. DD Form 254 gives the general classification of each item in the contract. It should be noted that contractors are not authorized to begin work on the contract until the approved DD Form 254 has been submitted. Preparation of the DD Form 254 should be coordinated with the requesting activity's cognizant security office/officer. A sample DD Form 254 can be found in SECNAVINST 5510.36.

ITEM 34. ORDERING ACTIVITIES. In the event activities other than the procuring contracting office should be authorized to place orders against a contract, e.g., under an indefinite quantity contract, each ordering activity should be identified, and its appropriate mailing address furnished.

ITEM 35. CONTRACT PROVISIONS. Current regulations contain optional clauses that are "to be used when applicable". If one or more of these clauses are desired for inclusion in the contract, so indicate, and provide a brief justification for their use.

ITEM 36. COPIES OF DOCUMENTS. If copies of the contract are required for any activities other than indicated in Block 15, the requesting activity must specify the number of copies needed and the name, code, and address of the person to whom they are to be sent. Specify one person per activity only, and assign the responsibility for internal distribution to that person.

ITEM 37. EXECUTIVE SUMMARY. An executive summary is a synopsis of the work to be performed. This document must be included to be used as the requirement announcement in the FEDBIZOPPS (Government Point of Entry). Should the requirement qualify for synopsis waiver under one of the exceptions to synopsis outlined in the current regulations, a request with justification for waiver of synopsis must be submitted. The justification must support any exception cited for synopsis waiver. NOTE: See FAR 5.202 for a list of exceptions.

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CHECKLIST FOR ADDITIONAL DATA TO SUPPLEMENT NAVCOMPT FORM 2276 OR 2276A

This checklist is an aid in identifying additional data required to accompany requests for contractual action. If an item is applicable, put a check in the "APPLIES" column and include the required information as an attachment to the NAVCOMPT Form 2276 or 2276A. Attachments should be numbered to correspond with the checklist item number. Pages should be numbered consecutively, beginning with page "1". Enter the total number of pages on the top of the NAVCOMPT Form 2276 or 2276A as "Page 1 of __".

ITEM NUMBER	SUBJECT	APPLIES	PAGE
1	Source Selection Plan	_____	____
2	Drawings and Specifications	_____	____
3	DOD Industrial Plant Equipment Requisition (DD Form 1449) Certification of Nonavailability	_____	____
4	Variation in Quantity	_____	____
5	Option Requirements	_____	____
6	Quality Assurance Requirements	_____	____
7	First Article Approval and Lot Acceptance Test Units	_____	____
8	Warranty	_____	____
9	Contract Data Requirements List (DD Form 1423)	_____	____
10	Data Item Description (DID) (DD Form 1664)	_____	____
11	Market Research	_____	____
12	Place of Inspection and Acceptance	_____	____
13	Shipping Instructions	_____	____
14	Estimated Shipping Weights and Dimensions ____	_____	____
15	Qualified Products List (QPL)	_____	____
16	Patents Rights Documentation	_____	____
17	Required Approvals For and Regulations Pertaining To Commodities and Services	_____	____
18	Pre-solicitation Conference	_____	____
19	Pre-award Survey	_____	____
20	Recommended Sources List	_____	____
21	Contracting History	_____	____
22	Justifications and Approvals For Other Than Full and Open Competition	_____	____

ITEM NUMBER	SUBJECT	APPLIES	PAGE
23	Foreign Item Purchase Justification	_____	____
24	Labor Mix Involved in Service Contracts	_____	____
25	Support Costs	_____	____
26	COR Nomination Letter	_____	____
27	Documentation Form for CAP	_____	____
28	Evaluation Criteria	_____	____
29	Use of Government Furnished Property	_____	____
30	Acquisition Plan	_____	____
31	R & D Category	_____	____
32	RDT&E Program Code	_____	____
33	Security Classification Specification (DD Form 254)	_____	____
34	Ordering Activities	_____	____
35	Contract Provisions	_____	____
36	Copies of Documents	_____	____
37	Executive Summary	_____	____

From:
To:

Subj: STATUS/ACCEPTANCE OF REQUISITION

The subject requisition has been accepted for processing as of _____ (Date).

It is estimated that a contract will be awarded on or before _____. Information as to status may be requested from, and any additional data required for processing will be requested by:

Assigned Negotiator _____ Code _____ Extension _____Email _____
Branch Head _____ Code _____ Extension _____Email _____
(Telephone COMMERCIAL: _____; DSN _____;

_____The subject requisition requires correction and/or additional data in the area(s) indicated below prior to acceptance for processing:

_____ Availability of funds or accounting data not indicated, incomplete or not in prescribed format.

_____DIPEC Certificate of Nonavailability not furnished.
FSC _____ applies (See DFARS 245.302-1)

_____DD Form 1423, Contract Data Requirements List, not received.

_____Specifications missing/incomplete/inadequate or too restrictive for competitive procurement. (See FAR Part 11)

_____Justification for Other Than Full and Open Competition (missing/incomplete/inadequate).

_____Government Furnished Property Documentation (see NAPS 5245.3)

_____Other: _____
_____
_____

_____This confirms telephone request of _____ with _____.

ATTACHMENT (1)

Please correct deficiencies noted in order that procurement action may be taken. If deficiencies are not corrected by _____ (date), the requisition will be cancelled and returned to the originator.

By direction

FOR INTERNAL USE ONLY:
Requiring activity representative discussed deficiency on
(Date)

Name	Tel Ext.	Date Promised By
_____	_____	_____

ATTACHMENT (1)

PERFORMANCE SPECIFICATION

A. RESTRICTIVE

Motor, electric, 117 VAC, 60 Hz, Single Phase, Open Dripproof; 5-1/4 HP; Frame Size 215, Rotation CCW, single shaft ball bearing, Continuous duty, 50 PC ambient temperature operation 1800 RPM Dimensions; 12 1/8" diameter of housing, length 15". Mounting: 4 screws centered on 3-13/32" radius circle, equally spaced. Weight 24 pounds. With 32" connection wire sheathed in CRES 306 Bombay, Inc., protective flexible covering 1/16" thick.

B. NON-RESTRICTIVE

Motor, electric, 117 VAC, 60 Hz, Single Phase, Open Dripproof; minimum 5 HP; Frame Size 215, Rotation CCW, single shaft ball bearing. Continuous duty, 50 degree C ambient temperature operation: 1700-1900 RPM. Maximum Dimensions 2 ft. by 2 ft. by 2 ft. Maximum weight 35 pounds. With at least 30" connection wire, flexible metal sheathed covering at least 1/16" thick.

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BRAND NAME OR EQUAL PURCHASE DESCRIPTION

A. INCORRECT

Upright frame, Pallet rack, Palmer-Shile Stock 88, P/N S88-14440 or similar.

Suggested source: Palmer-Shile, Inc.

B. CORRECT

Upright frame, pallet rack, metal

Palmer-Shile Stock 88, P/N S88-14440; or
EMI Air-Row Head, P/N H-2-40144; or
Brian Lyttle Beamlock, P/N Hpl-40-144; or
Storage Systems, Inc., P/N 4055-103; or
Sturdi-Bilt Div. UNARCO P/N 144-40; or EQUAL

Salient Characteristics

Height 12 feet (+ 3")
Depth 40 inches (+ 1")

Capacity minimum 22,000 lbs. each
Boltless type, adjustable on 3 or 4 inch centers, with integral or detachable footplates. Delivered in KNOCKED - DOWN FORM.

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DESIGN SPECIFICATION

A. INCORRECT

Hydraulic Actuator, Drawing SS845-218073

B. CORRECT

Hydraulic Actuator, two-position, 180 degrees rotation; 31,000 inch-pounds maximum torque;

NAVSHIPS (BUSHIPS) Drawing SS845-2180730, Revision B (enclosed/attached). If aluminum alloys are used as part of the pressure containing envelope of the actuator required hereunder, the aluminum alloy shall be alloy 6061-T6 in a mechanically stress relieved temper. Any use of aluminum alloy 6061-T6 shall have design adequacy verified by stress analysis. Stress analysis shall include fatigue analysis with a minimum of 50,000 cycles from 3000 psi to 50 psi back to 3000 psi. Three (3) copies of the stress analysis shall be forwarded for approval to:

Contracting Officer
Navy Field Contracting Activity
Address

Calculated compressive or tensile stress (using applicable stress concentration factors) in excess of 17,000 psi shall be cause for rejection of design.

If aluminum alloys are used as described above, the alloy shall conform to Aluminum Alloy, Forging, Heat Treated, Federal Specification QQ-A-367G dated 30 June 1986 and to Aluminum Alloy Forging, Heat Treated, Military Specification MIL-A-22771B(ASG) dated 18 September 1984, with Amendment 1 thereto dated 23 February 1986, Alloy 6061-T6 (mechanically stress relieved temper).

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FEDERAL SPECIFICATION

A. INCORRECT

Wire Rope, RR-W-410, Size 7/8"

B. CORRECT

Wire Rope, Size 7/8"

Federal Specification Wire Rope and Strand, RR-W-410C

Date 18 September 1986

Type I

Class 3

Construction 6

6 X 37 I.P.S. (Improved Plow Steel)

Right Regular Lay

Preformed Strands

Fiber Care, Uncoated

Quantity _____

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MILITARY SPECIFICATION

A. INCORRECT

1. Asbestos Cloth MIL-I-24244 and SS-C-466
   Qty - 6 rolls

2. Asbestos Cloth, Wire Inserted
   MIL-I-24244, Wire Inserted
   Qty - 6 rolls

B. CORRECT

1. Asbestos Cloth, Thermal 6 Rolls

2. Asbestos Cloth, Thermal, Wire Inserted 6 Rolls

Both Items 1 and 2 above shall conform to Military Specification, Insulation Materials, Thermal with Special Corrosion and Chloride Requirements, MIL-I-24244 (SHIPS) dated 22 August 1986, and Amendment 2 dated 1 May 1987 thereto.

Item 1 shall conform to Military Specification, Cloth, Thread, and Tape: Asbestos, SS-C-466e dated 2 July 1984 and Interim Amendment 1 dated 17 June 1985 thereto. Type 14, Sub-type 14C Form 1 Grade UG, Style 3, weight per square yard .70, 60 in. width, 50 yds. length; finish: dryweave.

Item 2 shall conform to Military Specification SS-C-466e. Type 14, Subtype 14J, Form 1, Grade AAA-M, Style 7, Except to weigh 2.13 lb. per square yard, 60 in. width, 50 yds. length, finish: dryweave.

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PRE-SOLICITATION PATENT RIGHTS DOCUMENTATION CHECKLIST

Identification of Proposed Contract:

Purpose of Proposed Contract:

1. Is a principal purpose of the proposed contract, either by itself or as one of a series of directly related contracts, to create, develop or improve an end item for use by the general public?*

(Yes) (No)

If "Yes", identify the end item and briefly describe its intended use by the general public.

2. Is a principal purpose of the proposed contract, either by itself, or as one of a series of directly related contracts, to create, develop or improve an end item which is intended for use by the general public or which will be required for such use by a Government regulation?

(Yes) (No)

If "Yes", identify the end item and cite applicable regulation.

3. Is a principal purpose of the contract exploration into a field directly concerned with public health, public safety, or public welfare (as distinguished from items predominantly of military concern)?

(Yes) (No)

If "Yes", identify such principal purpose of the contract and briefly describe its relationship to the public health, public safety, or public welfare.

4. Is the contract for procurement in a field of science or technology in which there has been little significant experience outside of work funded by the Government?**

(Yes) (No)

If "Yes", briefly describe such field.

5. Is the contract for procurement in a field of science or technology in which the Government has been the principal developer of the field?**

If "Yes", briefly describe such field.

ATTACHMENT (7)

6. If the answer to either 4 or 5 is "Yes," would the contractor be likely to get a preferred or dominant commercial position in that field if he were permitted to retain title to inventions made under the contract?

(Yes) (No)

Explain the answer.

7. Does the contract require that the contractor both (i) provide service for operation of a Government-owned research or production facility and (ii) perform experimental, developmental or research work at that facility?

(Yes) (No)

8. Does the contract require the contractor to coordinate and direct the work of others (as distinguished from the normal contractor-subcontractor relationship) which might result in a potential organizational conflict of interest?

(Yes) (No)

If "Yes", explain briefly why such a potential conflict of interest is considered to exist.

(Typed Name, Office and Signature
of Person Completing this Form)

The Patents Rights (Acquisition by the Government) clause, FAR 52.227-13 will/will not be used in the solicitation. (Give reasons for determination.)

(Typed Name and Signature of
Contracting Officer or Representative)

* The contract or series of contracts need not necessarily require delivery of the end item. The end item may be a product, a process or data.
** The mere fact that the Government has been or is the principal funder or developer of a specific piece of hardware does not necessarily make the Government the principal funder or developer in a field of science or technology which encompasses the piece of hardware.

PROPOSED ADDITION, DELETION OR CHANGE TO
NAVSUP PUBLICATION 547

From: (List Activity, Name, Code, Phone Number)

To: Commander, Naval Supply Systems Command, Code 02

Subj: (List Type of Action Requested, Chapter/Paragraph Title
and Page Number)

1. (Explanation)

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