



United States Army Medical Research Acquisition Activity USAMRAA



Purchase Request Requirements

1 Nov 2012

Natalie Bethel



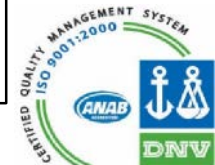
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AGENDA

ABOUT PRCENTRAL

- **PR attachments (backup data and SCAF – Service Contract Approval Form, formerly MEDCOM)**
 - **Complete and proper Purchase Request Preparation and Submission**
- **Role of the Account Managers and CSC Chiefs**
- **Micro-Purchase Thresholds**
- **Info Exchange - Questions addressed**



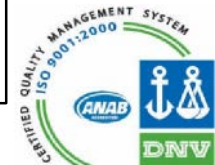
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What do you hope to learn by attending this training?

Are there topics not on the agenda that you'd like covered?

Training link w/b on USAMRAA homepage after today





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PRCentral Staff

Natalie Bethel, Team Leader

Pabala Wilson

Ariel Martin



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ATTACHMENTS/BACKUP/SUPPORTING DOCUMENTATION FOR PR's

QUOTES – for purchase of items (supplies & equipment, etc. and basic services)

MEC – Minimum Essential Characteristics – See FAR Part 11; 11.002, 11.104–105 Required for all equipment, furniture, tools, etc. Must describe the item(s) in a manner which will promote full & open competition.

PROPOSALS

- **STATEMENTS OF WORK (SOW)** – when contracting for R&D – i.e., how is the research to be performed
- **PERFORMANCE WORK STATEMENTS (PWS)**- when contracting for services; defines the work in terms of “what” is required, rather than “how” the work is to be performed
- **Budgets and other information**





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SIGNED Service Contract/Civilian Hire Approval Form (Formerly known as MEDCOM Approval)

MUST be received by PRCentral before or simultaneously with electronic PR or the PR WILL BE RETURNED/CANCELLED

- BE SURE THE PR NUMBER APPEARS ON THE

APPROVAL or the APPROVAL E-MAIL

The approval does no good if we don't know which PR it supports. If the PR number is not on the approval (or the e-mail submitting the approval), there's a chance that the PR could be cancelled or returned because we were not able to associate the approval with the appropriate PR.

**APPROVAL NOT Required - Supplies, equipment – Cell phone service, Attending symposium, grants & cooperative agreements, SBIRs, Construction w/end items
Non-Army money**





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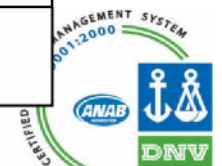
SCAF is always required for award of a new task order or a new delivery order (i.e., D contracts).

Also required to exercise an option.

If a SCAF was executed for the full amount of a basic “C” award, the a SCAF is not needed for incremental funds as long as it doesn’t exceed 10% of that basic amount. i.e., basic award is for \$100K; SCAF is in the amount of \$100K. The basic award provides \$50K with the remaining \$50K to be provided via STAF. No need for a new SCAF for that second \$50 or even up to \$59,999.99 (i.e., less than 10% of the original SCAF approved amount). However, if in addition to the STAF of \$50, we want to provide an additional \$10K (or more), a new SCAF is required because \$10K is 10% of the original SCAF amount.

SCAF is not required to incrementally fund an existing TO, DO or option

If you are in doubt about whether or not a SCAF is required, call PRCentral or your Account Manager



HOW TO SEND ATTACHMENTS/BACKUP COMING SOON – LIVE LINK!

- Preferred: Via e-mail to PRCentral
usam_raaprcentral@amedd.army.mil

- E-mail attachments: Forward v/s Reply

- Separate e-mails for separate requirements

- Acceptable:
 - Fax 301/619-1367 – please only use if e-mail is unavailable

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- **Use the Complete PR number in Subject Line of E-mail**

- **Send info directly to the Contract Specialist or buyer if they already have the PR, and they've requested info – no need to copy PRCentral on this**
- **Let PRCentral know if the PR is cancelled**

- **Let PRC know if the PR number has changed since you sent the attachments**
- **Do NOT attach documents to the PR itself**





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COMPLETE & PROPER PR

GFEB PR Number 10 Characters-
(0010260961)- All numerical

Legacy PR Number 14 Characters -
(DoDAAC/Julian Date/ Customer
number)



UNACCEPTABLE PR NUMBERING

W23QEP1 1041234A

W23QEP1 1041234*

W23QEP1 10412345

NO DUPLICATE PR NUMBERS!



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▣ What you put on the PR, is not (necessarily) what we see on the PR (Justification, comments block)

▣ Previous award/PR number

- Mod to W23QEP93210234 or
- Mod to W81XWH-11-C-1234
- Include the TO/DO if applicable - W81XWH-11-D-1234-0001

▣ Fund cite and funded amount

▣ **No funds for IDIQ – but be sure to specify, IDIQ**

▣ **No \$0 PRs unless for No Charge (N/C) items – SPECIFY IN THE PR that it is a N/C item!**

▣ No PR needed for admin actions (EWOFF; Change of PI/COR; other admin not involving money) – e-mail PRCentral or the Specialist/Buyer

▣ PR is required for a change to the LOA or for an increase/decrease for reimbursable customers

▣ An e-mail is sufficient for a change to the LOA or for an increase/decrease for core customers

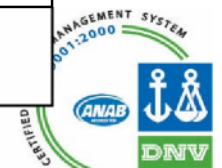
- Differentiate - Zero and letter O (they're not interchangeable)
- No dollar amounts in classification block of PR – dollar amounts have a separate field in which to be entered



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- **No Contract Level Funding**
- **No need for “N/A” in any field (Catalog number; serial number; brand name; etc.)**
- **Multiple Items/Multiple CLINS – same fund cite**
- **Delivery Address, v/s requesting office**
- **Sole Source – include justification, FAR 6.3**
- **Item Description – be specific and clear - see next...**



Item Descriptions

Surveyor, with Turboscan Blue

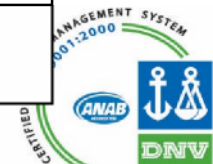


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Item Descriptions

**Soft, pliant rubber, textured;
lubricated, one size fits all, catalog
no. 067A391, 75/box**



Item Descriptions

**Sld. Ster. Vls. in clr. or amber gls.
Mst/b tp. 1 bste. asmbd. gls. w/20
mm nk. with btl. stprs. and almn.
seals. Ster'n. mst/b perf'd in an FDA
insp. fac., operating to cGMP
compl. 10ml**

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OTHER ISSUES

Customer Personnel Information

- Include a POC w/phone # in PR – If you are out of the office, leave a message or out of office e-mail providing the name(s) of other(s) who can assist if there are problems with the PR
- Send info to Josh Spooner t/b entered into PD2 – include name, phone# and business address, associated DoDAAC
- Send Josh Spooner an e-mail when personnel s/b removed

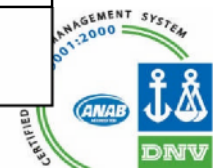
Expedite PRs – mark the PR itself as an Expedite

At the end of the fiscal year – DO NOT mark PRs as expedites simply because they have expiring funds.

□ Cancelling a PR – Must be a written request for cancellation. E-mail is required – use the PR number as the subject line

□ Additional Info can be included in the Line Item Extended Description of the PR

□ Suggested Sources – if you know of any, please include them in the PR



INFORMATION EXCHANGE

SUGGESTIONS FOR PRCentral?

Topics not covered today?

How can we do it faster?

How can we be more efficient?

How can we help you, the customer?

QUESTIONS?