



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL**  
**18436 4TH STREET**  
**FORT A.P. HILL, VIRGINIA 22427-3114**

REPLY TO  
ATTENTION OF

IMPH-RM

22 October 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #26 - Full and Open Competition on Contracts

1. Applicability. This policy applies to USAG, Fort A.P. Hill (FAPH) Directorates/Staff Offices.
2. Proponent. Resource Management Office, Contract Management Support Officer.
3. References.
  - a. Memorandum, The White House, subject Government Contracting, 4 March 2009.
  - b. Memorandum, Department of the Army, Office of the Assistant Secretary of the Army, Acquisition Logistics and Technology, subject Proper Use of Non-Department of Defense (Non-DoD) Contracts, 12 July 2012.
  - c. Federal Acquisition Regulation (FAR) Subpart 17.5.
  - d. Defense Federal Acquisition Regulation supplement (DFARS) Subpart 217.5.
4. Background. In 2009, President Obama issued a memorandum (reference 3a) which states that it is the policy of the Federal Government that executive agencies shall not engage in noncompetitive contracts, except in those circumstances where their use can be fully justified and where appropriate safeguards have been put in place to protect the taxpayer. Agencies are also directed to govern the appropriate use and oversight of sole-source and other types of noncompetitive contracts and to maximize the use of full and open competition and other competitive procurement processes.
5. Policy. To ensure Fort A.P. Hill complies with the requirements of the referenced memorandum, Directors and Staff Offices with contractual requirements will:
  - a. Participate in Advance Acquisition Planning.

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(1) Involve key players early in the acquisition planning stage. Key players include, but are not limited to: Requirement Owners, Subject Matter Experts, Contracting Officer Representatives, Contract Management Support Officer, Budget Analyst and Safety.

(2) Directorates will strive to adhere to Contract Action Lead Times (CALT) as provided in the Enclosure. Notify Command when you have contracting requirements that will not allow the required CALT.

b. Promote effective competition of contracts.

(1) Focus on requirement development by ensuring the Performance Work Statement (PWS) provides appropriate information. This may include technical task descriptors, performance standards, workload, Government Furnished Property (GFP), facilities, systems, and equipment assigned for Operations & Maintenance and Engineering, compliance documents, reference documents, support agreements, certifications, and acronyms or abbreviations.

(2) Use Performance Based Acquisition; focus primarily on mission outcomes rather than how the work will be done or key personnel requirements.

(3) Evaluate alternative competition strategies. As part of market research and acquisitions planning, compare the benefits of awarding a new contract using full and open competition, as opposed to exercising an option or placing an order under an existing contract.

c. Obtain Command approval for interagency acquisitions. Interagency acquisition is a procedure by which an agency needing supplies or services obtains them from another agency.

(1) In accordance with Federal Acquisition Regulation (FAR) Subpart 17.5 and the Defense Federal Acquisition Regulation supplement (DFARS) Subpart 217.5, the Garrison Commander must approve a Determination and Finding (D&F) before the requiring activity places an order for supplies and services to or through a non-Army Department of Defense activity.


(2) An assisted acquisitions is when a contract is awarded or a task or delivery order is placed on behalf of DoD by another federal agency. Assisted acquisitions must comply with DFARS Subpart 217.5, Army Federal Acquisition Regulation (AFARS) 5117.78, and reference 3b. The Army policy and procedures require a written certification for use of Non-DoD contract vehicles when procuring supplies and services for amounts over \$100,000.00.

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6. As we operate in an environment of decreasing budgets and increasing requirements, we are challenged to control costs by being more cost conscious and seeking better business practices across the Garrison. Your efforts to adhere to this policy, while performing the multitude of other functions assigned to you, will allow us to continue to deliver outstanding facilities and services to the Warriors, Families and Civilians we support.

Encl  
CALT



PETER E. DARGLE  
LTC, AR  
Commanding

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**Contract Action Lead Times (CALTs)**

<u>Types of Requirement and Dollar Value of Proposed Acquisition</u>	<u>Total Contracting Lead Time (Days)</u>
Competitive < \$25K	20
Competitive \$25K < but < \$150	60
Competitive > \$150K but < \$300K	80
Competitive Supply > \$300K	120
Competitive Service > \$300K	150
Sole Source < \$150K	60
Sole Source > \$150K	90
Delivery Order – IDIQ < \$300K	30
Delivery Order – IDIQ > \$300K	40
GSA/VA/BPA orders < \$150K	45
GSA/VA/BPA orders > \$150K	80
Exercise Option	60
Information Technology < \$25K	30
Information Technology > \$25K but < \$150K	60
Information Technology > \$150K but < \$300K	80
Information Technology Supply > \$300K	120
Information Technology Services > \$300K	150
Construction > \$2.5K but < \$25K	30
Construction > \$25K but < \$150K	60
Construction > \$150K	150
8 (a)	45

NOTE – CALT was provided by the Fort Belvoir MICC. The Contracting Officer (KO) may increase/decrease the CALT based on the complexity of the requirement and the assigned Contract Specialist workload.