



# CONTRACTING BACK TO BASICS



Provides \$154M in Contracting support for  
82 TRW & 80 FTW

Administers mission critical contracts:

- \*\$33M annual Aircraft Maintenance
- \*\$11M annual Trainer Maintenance

Expertly manages Wing Programs

- \*Government Purchase Card Program
- 175 CHS/66 AOs/7 Check Writers
- \$11.2M in supplies and services
- \*Quality Assurance Program
- 70 CORs
- \*Small Business Program

Coordinates Annual Vendor Day trade

show with  
Midwestern State University  
\*50+ Vendors ~ 300+ Attendees

## FY12 Cutoff Dates

New Service Contracts > \$150K (Aggregate)	16 May
Option Exercise Packages (if > \$100K contact CONS)	4 Jun
Construction Contracts ≥ \$100K	13 Jul
New Service Contracts \$2.5K-< \$150K (Aggregate)	13 Jul
Commodities/Services/Medical Requiring Site Visits	13 Jul
Commodities > \$150K	13 Jul
Construction Contracts < \$100K	3 Aug
IDIQ Task Orders > \$1M (e.g., MACC, SIFE, MATTI, etc.)	3 Aug
IDIQ Task Orders < \$1M (e.g., SABER, MACC, MĀ-SASC, SIFE, MATTI, etc.)	22 Aug
Commodities <\$150K	24 Aug
GPC Purchases >\$3K-\$25K (items must be on a pre-priced contracts )	24 Aug
De-obligation of Excess Funds	24 Aug

## Our Mission

Develop and execute responsive strategies and compliant sourcing solutions enabling the global Air Force mission.

## Unauthorized Commitments

### What is an Unauthorized Commitment (UC) & How Does It Occur?

A UC is an agreement that is NOT binding because the Government representative who made it LACKED the AUTHORITY to enter the agreement on behalf of the Government.

#### DO NOT:

- Make any statements that could be interpreted by a vendor as a commitment (i.e. commence work or provide services/supplies)
- Contact a commercial vendor or direct a contractor to make changes;
- Allow vendors to leave products at the site or tell the contractor to halt work;
- Provide a contractor advance information or make statements regarding proposals/quotes.

### What is the appropriate process for ratifying an UC?

Ratification is the act of approving a UC by a CO who has the proper authority. Commitments **MUST** be ratified before the Government is liable for the purchase. If **NOT**, the person(s) who made the commitment may be liable for the payment!

### Ratification Process

1. CONS/CC notified
2. Offending unit's CC investigates
3. Determination of responsibility
4. Offending unit's CC must make determination of accountability
5. CO determines if price is fair & reasonable
6. Authority/Approved by Contracting Officer

\*\*\*Prior planning will prevent this headache!

### What can be done to decrease the chances of making an unauthorized commitment?

Make sure the vendor knows you are not authorized to place orders. We recommend a standard disclaimer when corresponding with vendors that clearly states that you are requesting estimated prices and availability for planning purposes only. Also recommend you get your supporting contracting officer involved early in the planning process.

## Describing Agency Needs

-Specify needs using market research to:

- (1) Promote full and open competition
- (2) Only include restrictive provisions or conditions to the extent necessary to satisfy the needs of agency

-State requirements in terms of:

- (1) Functions to be performed;
- (2) Performance required; or
- (3) Essential physical characteristics

-Define requirements in terms that enable and encourage offerors to supply commercial items suitable to meet the agency's needs

-Provide offerors an opportunity to compete in any acquisition to fill such requirements

## Quick Reference Contacts

82d Contracting Squadron		
Commander	Maj Hayes Weidman	676-2663
Dir. Business Ops	Mr. Mark Snyder	676-4138
Base / Specialized Flight		
Chief	Mr. James Beeson	676-5180
Commercial Acquisition	Mr. Chris Lamiroult	676-4406
Services 1	Ms. Cecilia Murray	676-3895
Services 2	Ms. Mary Whitley	676-1668
Base Infrastructure Flight		
Chief	Ms. Laura McRee	676-5185
Construction	Mr. Todd Raines	676-6150
SABER	Mr. David Bustamante	676-4440
CE Services	Ms. Brenda Alvarado	676-5190
Plans & Programming Flight		
Chief	Ms. Renee Gifford	676-5183
GPC	Ms. Pearlene Carr	676-6888
QAPC	Mr. Kevin West	676-1115
Program Management Flight		
Chief	Vacant	676-5197

As an Air Force Contracting Professional, it is our responsibility to conduct and monitor business practices to ensure Congress, taxpayers, customers, industry and fellow contracting professionals have complete confidence and faith in our contract actions and decision processes.





### Legislation & Definitions

#### Davis-Bacon Act

DBA requires contractors on federal construction projects to pay workers the current wage in the locality. Failure to reflect wages hurts workers & taxpayers.

**Construction** – construction, rehabilitation, alteration, conversion, extension, repair, or improvement of buildings highways, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property.

#### Service Contract Act

Every contract entered into by the U.S. shall contain a provision specifying:

- (1) the minimum monetary wages to be paid to employees
- (2) the fringe benefits to be furnished to the various classes of service employees
- (3) that no services will be performed in buildings or under working conditions, under the control of the contractor or subcontractor, which are unsanitary to hazardous to the safety of said employees.

### GPC

#### In's and Out's of the GPC

- SUPPLIES/EQUIP cannot exceed \$3,000 (without a GPC waiver)
- CONSTRUCTION PROJECTS cannot exceed \$2,000.
- SERVICES cannot exceed \$2,500.
- Please refer to the Davis Bacon and Service Contract Acts above.

#### Appointing AOs and Cardholder

When appointing AOs and CHs, the appointing authority should take into account the training, business acumen and judgment of individuals to act on behalf of the Government. The appointing authority should also ensure the current responsibilities of the AO will allow sufficient time to adequately monitor the purchase activity of the CHs assigned.

#### How Do I become an Approving Official (AO) or Cardholder (CH)?

You must be appointed by the unit Commander or chief of the requiring activity. Prior to appointment, prospective AOs and CHs must successfully complete mandatory training. AOs can not be assigned as CHs. Individuals must and be in the same chain of command as the cardholder (but not the cardholder's subordinate).

#### Card Holder

- Only AUTHORIZED individuals may use the card; otherwise they may be held financially liable. Do not allow others to use your card or use the card in a careless manner,
- Ensure priority sources are being utilized to the maximum extent possible (i.e., FPI, Ability One Program).
- Rotate sources by soliciting suppliers in addition to the previous vendor.

**NOTE:** The ONLY person with authority to enter into agreements on behalf of the Government is a Warranted Contracting Officer!

### Purchase Request Checklist

Ensure all requirement packages include the following:

- Market Research Form
  - Sole Source /Brand Name Letter
  - Coordination w/ LRS for equipment buys
  - AF 332 for coordination with 82 CES
  - Is the vendor in CCR?
  - Are IT purchases in AFWAY?
  - Furniture:
    - Floor plans & designs
    - Colors & shapes
  - Did you include an detailed Statement Of Work for services to be performed?
- (see [Buy Me University virtual campus for more details](#))

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### Mandatory Supply Sources

Agencies shall purchase supplies & services through the following prioritized sources:

#### Supplies:

- Agency Inventories/Base Supply
- Federal Prison Industries
  - NIB/NISH
- Wholesale supply sources
- Federal Supply Schedules
- Commercial Sources

#### Services:

- NIB/NISH
- Federal Supply Schedules
- Federal Prison Industries

### Key Points of Federal Contracting

#### Ethics:

- Do not jeopardize the public's trust
- Be scrupulously fair and correct
- Highest public confidence & integrity
- Guard against conflicts of interest
- Protect the image of our Nation & our Air Force

whether the item could meet the agency's minimum requirements.

• The CO must establish price reasonableness IAW FAR Parts 13, 14, or 15. Prices are affected by factors that include delivery, length & extent of warranty, quantities ordered, & specific performance requirements.

#### Publicizing Policy:

Contracting Officer (CO) must publicize contract actions in order to:

- (a) increase competition
- (b) broaden industry participation
- (c) assist small business concerns.

**Contracting Officer's Representatives (CORs).** CORs are vital in the administration & enforcement of service contracts; ensures the government gets what it pays for. They are designated to (a) assist the Contracting Officer(s) in developing a performance plan, (b) maintain technological competency, and (c) proficiency in surveillance.

#### Responsibilities:

- A CO shall conduct market research to determine

Military Interdepartmental Purchase Requests (MIPRS): AFI 65-116 is the primary guidance for creating a MIPR. Each MIPR is checked against the checklist in IAW Attachment 3. The items most missed are, Item Description, Period of Performance, Proper Footnotes, and Federal Supply Classification.

