

82 CONS LGCA-3 CHECKLIST

Commercial Acquisition Team

Version 7, 18 Apr 12

This document is **REQUIRED** for all new purchase requirements. Form 9's received without this document completed may be rejected by the Contracting Office. The purpose of this document is to provide a full and accurate description of the requirement with supporting documents. Some items are flagged with numbered endnotes which are explained in further detail at the end of this checklist. Also, real world examples and templates of all documents referenced in this checklist may be found on the Buy Me University campus.

Project Title:

VNVP/Work Order Number (if applicable):

Independent Government Estimate: \$

End User (sq/CC or gp/CC)

Project Manager:

Resource Advisor:

Date Received for review:

Commercial Acquisitions (Commodity Purchases)

1. Market Research Form

YES N/A

a. Does the above market research indicate that the dollar value is less than \$25K? If you can purchase your requirement from an existing contract via NETCENTS/AFWAY, UNICOR, or GSA, **then purchase this supply with your GPC card. NOTE- Services at or above \$2500 can NOT be purchased using the GPC card, following proper threshold procedures.**

YES N/A

b. Does your market research indicate this requirement can only be obtained through one source or that a Brand Name Justification is required? **Be advised that there are very few instances when a sole source acquisition is approved/justified when procuring commercial items.**

YES N/A

2. Sole source Requirement? *If Yes, a Sole source Justification letter is REQUIRED using 82 CONS approved template.*

YES N/A

3. Brand Name Requirement? *If YES, a Brand Name Justification letter is REQUIRED using the 82 CONS approved template.*

YES N/A

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4. Have you included supporting documents? *Supporting documents include: PWRR documents (required for COMM purchases), floor plans, color descriptions, performance work statements, and any other documentation you feel would assist the buyer in making the right decisions for you.*

YES N/A

5. Does this requirement need an AF 332? *If you are purchasing any item that requires CE support (electric, water, installation, etc.), then coordination through a 332 needs to be made with CE prior to the purchase of the item. A 332 may only be submitted by your facility manager. AF 332*

YES N/A

6. Have you routed this requirement to Equipment Accountability, LRS?
*A copy of an email showing you have routed the requirement to the Equipment Accountability (LRS). **MUST** accompany each purchase request. Route your email to Mr. Steve Phillips or Ms. Clara Bruce. This is required for all commodity purchases.*

YES N/A

7. Is your Suggested source registered in CCR? *If not, contact them and suggest they register at <https://www.bpn.gov/ccr/default.aspx> or find a new source.*

YES

N/A

8. If you are buying IT hardware/software, is your requirement available through AFWAY / ESI? *These are mandatory sources for IT hardware and software. If yes, attach the results of your market research in the space below:*

YES N/A

9. Have you considered OPSEC?
IAW AFI 10-701 organizations will consider OPSEC for all contractual requirements.

YES N/A

10. Have you considered Information Protection?
*IAW AFI 31-401 and AFI 31-601 the 82TRW/IP POC signature is required when contractors will have access to:
-Classified material -Restricted Area -Controlled Area -Network Root Access*

YES N/A

11. Have you contacted Records Management?
IAW AFI 33-322 par 10 and AFMAN 33-363 par 6.4 organizations initiating a contracting requirement that includes record-keeping by contractors must ensure those functions comply with AF Record-keeping requirements.

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YES N/A

12. Have you contacted 82 CES Environmental and 82 MDG Bio-Environmental?
All services and/or products need to be reviewed by these agencies

YES N/A

13. Have you included a Performance Work Statement (PWS)?

Your PWS should be specific, measurable, attainable, realistic and time bound; describing any limiting parameters such as time or hours the installers are able to work, is this requirement in conjunction with another project or dependent on another project? Any other items of interest to the contractor. Write the PWS so your grandmother would have a firm grasp on exactly what the outcome of your project will be when it's finished.

13a. All PWS/SOW need to be reviewed by the following base agencies: 82 TRW Safety, 82 SFS, 82 CES Fire Department and 82 FSS Manpower Office

YES N/A

14. **Furniture items only:** Check with contracting to ensure Mandatory Source Requirements are met. (FPI/Commodity councils are required for certain items.)

YES N/A

15. Check **ABILITY ONE:** is your requirement available on ABILITY ONE? *If yes, a quote will need to be obtained from ABILITY ONE. Submit this quote with your PR package*

YES N/A

16. Check **GSA:** is your requirement available on GSA? If yes, review 2 **GSA schedules and annotate the GSA Contract numbers below:**

1. _____ 2. _____

YES N/A

17. Can your requirement be fulfilled by the sources you've reviewed above? *If not, check the commercial marketplace and provide us with the names and prices from three commercial sources that can fulfill your requirement. **NOTE- While conducting your market research, be sure to explain to vendors that you're simply conducting market research and not requesting an official quote or price.***

Company 1: _____

Company 2: _____

Company 3: _____

If you receive a written quote(s) send it to contracting with this package.

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Furniture Purchases

18. In addition to the items required for Commodity Purchases; furniture purchases may also require:

19. Have you included Floor Plans with accurate square footage?
 YES N/A

20. Have you included color selections? Samples? Std color coding?
 YES N/A

20a. Does your IGE (Independent Government Estimate) include Installation of the new furniture?
 YES N/A

20b. Does your IGE include Removal of existing furniture?
 YES N/A

21. Are designs, sizes and shapes included in your specifications and floor plan?
 YES N/A

Services

Adequate description of service to be performed?

The Description of Services describes in detail the services required under the contract. This Description of Services should answer the question "What is the desired result of this service?" The objective is to state, using established industry/government standards, what we need (objective), not how we need each task accomplished (methodology).

YES N/A

Requester Printed Name/Office Symbol/ Phone Number

Requester Signature/Date

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Acronyms:

GSA – General Services Administration – a required source of supply. You must check GSA to see if your purchase is available in GSA prior to going to the open market place.

Sole Source – a source for a purchase that is **ONLY** available from one contractor. The reasoning for this must be very detailed and explain why only one contractor has your particular item. Contracting must post the Sole Source requirement on Fedbizops (an electronic website available to all vendors). We may find other sources making the requirement a Brand Name requirement instead. If so, this may delay your purchase.

Brand Name – A purchase for a particular purchase by brand name because only that brand name will work for your particular purchase. One example is a CISCO Router, meaning no other router would work for the requirement.

IGE – Independent Government Estimate – You perform your own market research to determine how much the item or service you want to purchase will cost the government. Your market research should include **THREE** separate estimates or quotes. Typically, the lowest priced similar item would become your IGE.

Questions? Please contact Chris Lamiroult at 940-676-4406.

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COORDINATION CONTACTS

1. Civil Engineering	676-4385/1333	
2. Fire Department	676-5738/1073	
3. Communications	676-5579	
4. Antiterrorism Officer	676-1352	
5. Chief Information Protector	676-3514/2042	
6. Manpower	676-6708	
7. Transportation	676-2387	
8. Hazardous Materials	676-7842	(Eydie Holland)
9. Library	676-6152	(Kathy Roseboom)
10. Medical Supply	676-7061	(Capt Lueker)
11. Construction	676-8243	(Misty Roach)
12. Comm (Computer Items)	676-4273	(Jim Sims)
13. Comm (Telephone Items)	676-2243	(Robert Walton)
14. Comm (Video Equipment)	676-6885	(George Shaver)
15. PMEL	676-4411	(Mark White)
16. Contracting (Commercial Acq)	676-4406	(Chris Lamiroult)
17. Contracting (Formal Services)	676-3895	(Cecilia Murray)
18. Contracting (Construction)	676-6150	(Todd Raines)
19. LRS	676-1842	(Charlie Brown)
20. LRS (Supply)	676-2222	(Clara Bruce)
21. Fitness Director	676-7061	(Cindy Conn)
22. 80 FTW (BASH)	676-1003	(Maj McHugh)
23. DAPS	DSN 884-2177	(Charles Knight)
24. TMO	676-5261	(David Shipman)
25. Training and Ed	676-4815	(Louise Jones)