



# 45<sup>th</sup> CONTRACTING

## SQUADRON

### CUSTOMER NEWSLETTER

Jan 2004 Edition

**45 CONS Commander**  
**Col Steven Bible**  
494-6871

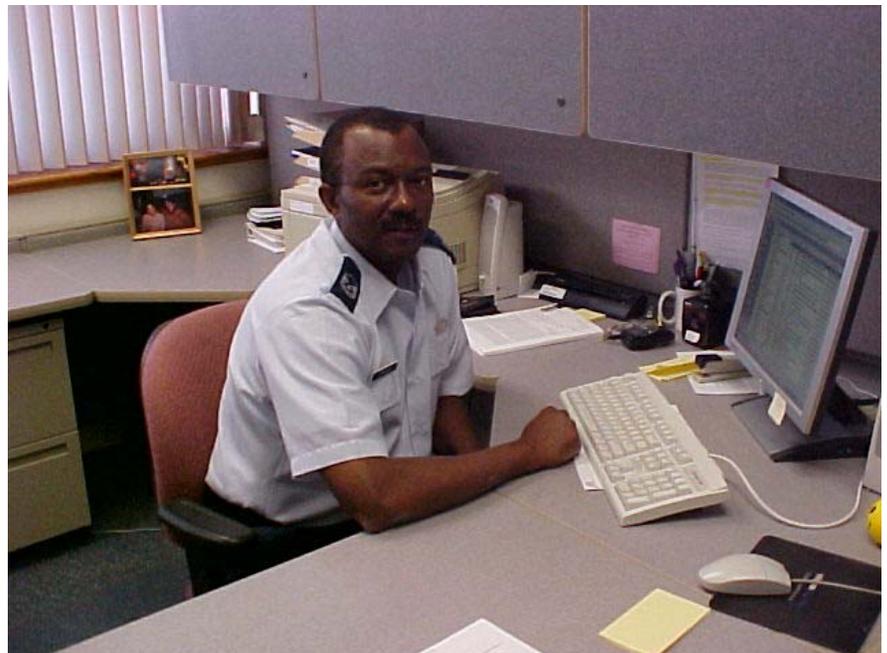
**45 CONS Director of Business**  
**Operations**  
**Stephen A. McLaren**  
494 - 6871

**Contracting Superintendent**  
**MSgt Larry Simmons**  
494-5995

## *NEW CONTRACTING SUPERINTENDENT*

**MSgt Larry Simmons**

Larry was formerly a Contract Specialist at Cape Canaveral AFS. Welcome Larry!



**JOIN US TO SAY WELCOME BACK, WELCOME TO OUR COMMUNITY, BE SAFE, FAREWELL AND CONGRATULATIONS TO THE FOLLOWING:**

**Arrivals since 1 Aug 03:**

Gregory H. Loyd, GS-12  
Luis F. Chaves, GS-11

**Arrivals since 1 Sept 03:**

Timothy T. Maizel, GS-11  
Timothy R. Johnson, TSgt  
Marline McCord, GS-07

**Awards Winners since 1 Aug 03:**

Adelia Ford, Squadron Peer Award Winner, 3rd Quarter 2003  
Kyle Roberts, Squadron and Mission Support Group Civilian of the Quarter, 3rd Quarter 2003  
1Lt Jorge Manresa, Squadron Officer of the Quarter, 3rd Quarter 2003  
SSgt Chris Slater, Squadron NCO of the Quarter, 3rd Quarter 2003  
Captain Joseph Peloquin, 45 MSG Company Grade Officer and 45 SW Company Grade Officer of the Year

**Promotions since 1 Aug 03:**

Rena Antetomaso, promoted to GS-11  
Amelia Davila, Copper Cap, promoted to GS-11  
Michele Cleckner, Copper Cap, promoted to GS-09  
Tina Parker, Copper Cap, promoted to GS-09  
Celso Carbonell, promoted to GS-12

**Military Deployed or Returned since 1 Aug 03:**

TSgt Mark Williams, Return from the middle east  
SSgt Mike Carlson, Returned from the middle east  
SSgt Greg Reiss, Returned from the middle east  
TSgt Marco Mendez Departed to the middle east  
1<sup>st</sup> LT Gary Lehmann, Departed for the middle east

**Departures since 1 Sept 03:**

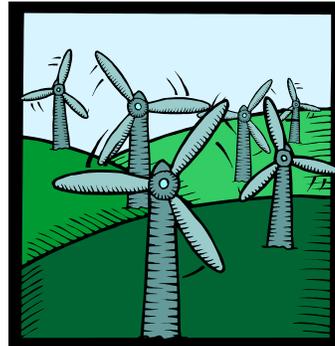
**Sheri Brassfield, GS-12, PCS**

**Gary Newton, GS-12, PCS**

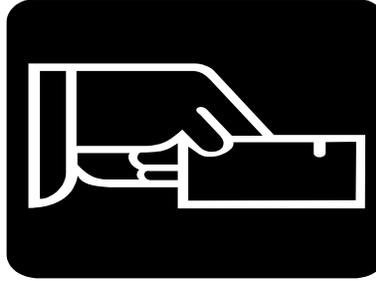
**Garth Jensen, GS-12, retired**

**Michele Cleckner, GS-09, PCS**

*CONTRACTING  
NEWS ARTICLES*



## Proper use of the Government Purchase Card



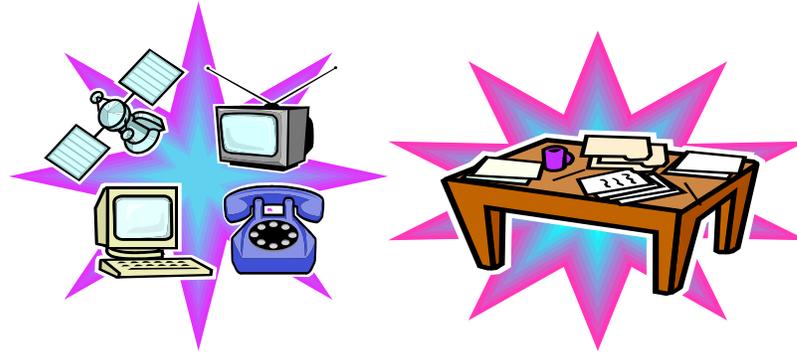
Can the Government Purchase card be used to buy refrigerators, microwaves, silverware and coffee pots, or pay for refreshments?

**ANSWER:** Generally, refrigerators, microwaves, silverware and coffee pots cannot be purchased with a Government Purchase Card unless there are no nearby eating establishments or cafeterias. While there may be some exceptions based on the types of funds used, these exceptions should be reviewed and approved in advance by the activity Resource Manager and Legal Office because they so frequently cause funding violations.

*References: See the following Comptroller General cases: 97-1 Comp Gen Proc Dec P230 (June 26, 1997) CIA may purchase microwaves and kitchen equipment when the facility is isolated and relatively distant from nearby eating establishments. No food delivery permitted because of security concerns; B-180272 - activity may purchase refrigerator and related kitchen equipment when no cafeteria on premises; B-173149 - FAA air traffic controllers facility may purchase kitchen equipment when that facility operates routinely around the clock and there are no nearby eating facilities. These purchases should not be made for a personal office, and also not for entertaining guests.*

Thanks to Deloris Faisca/45CONS/LGCPB/GPC, Program Manager, for contributing this article.

## WHAT IS GOVERNMENT PROPERTY?



Government property is property that is owned by the Government. That includes the furniture, computers, and pens, paper, etc. that you use to accomplish your mission. It also includes property that is provided to contractors to perform their contracts. Some property is provided as part of the contract terms and contractors acquire some property. The contract terms may provide that such acquired property is owned by the Government. These acquisitions are usually done on cost type contracts. Government property that is in the possession of Contractors is governed by Federal Acquisition Regulations (FAR) Part 45. FAR Part 45 presents the guidance for providing property to contractors, their use and management of the property, reporting (i.e.: financial reports, physical inventory reports, and reports of loss, damage or destruction of Government property), redistributing, and disposing of excess inventory. The 45<sup>th</sup> Contracting Squadron includes a team of property administrators who ensure contractors who are provided Government property are properly protecting and accounting for the property in their possession. This team is part of the Global Support Flight.

Thanks to Rita Griffin/45CONS/LGCCA/Chief, Contracts Closeout, Property Management, for contributing this article.

## **Acquisition Planning and Market Research**

“Acquisition planning,” means the process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition. As soon as a need is identified, an acquisition strategy meeting should be held. Attendees should include persons from contracting, technical, logistics, legal, user, contract administrators, and other experts. In streamlined acquisitions, the team may consist of only one or more technical evaluators and the Contracting Officer. The group uses the meeting to discuss the results of market research, evaluation factors (information from offerors may be used to support those factors), and other planning issues such as milestone plans or timetables and risks associated with the acquisition.

“Market Research” means collecting and analyzing information about capabilities within the market to satisfy agency needs. Market research is the first step in any acquisition and essential in designing the acquisition strategy. Market research helps determine if the need is commercial or nondevelopmental; it has a key impact on the choice of evaluation factors, the contracting method, and the amount and type of information to be included in the proposal. Techniques for conducting market research can be found at FAR Part 10.002 (b) (2). Contents of written acquisition plans can be found at FAR Part 7.105. The contents of the plan will vary, depending on the nature, circumstances, and stage of the acquisition. Information regarding the evaluation process can be found at FAR Part 7.306. Cost or price is always an evaluation factor; however, it is never scored or rated as part of the evaluation. Other evaluation factors may include technical capabilities, qualifications, or experience.

In summary, the involvement of contracting and other key personnel as soon as a need is identified cannot be emphasized enough in meeting customer needs, goals, and deadlines.

Thanks to Charlotte Luisi/45CONS/LGCAA/Contract Specialist, for contributing this article.

## **RECURRING SERVICE REQUIREMENTS**



With the end fiscal year 2003 coming to a close, it was time to review those annual service/maintenance agreements supporting your organization. These contracts can cover a variety of services ranging from critical software maintenance to noncomplex chapel support. These contracts are normally written for one year but they can include options for longer periods i.e. 1 year plus option years. It is vital to your mission success that these small-dollar, repetitive acquisitions be reviewed and submitted timely to Contracting for purchasing. To ensure a virtually seamless transition in the new fiscal year beginning 1 Oct 2004, review your organizations contract requirements now. Double check required documents were processed timely – you’ll be glad you did

Thanks to Brad Richardson/45CONS/LGCBB/Contract Specialist, for contributing this article.

### **Fact-Finding (FAR 15.406-1).**

In a noncompetitive procurement, fact-finding may be necessary when information available is not adequate for proposal evaluation. It will most often be needed when:

- The proposal submitted by the contractor appears to be incomplete, inconsistent, ambiguous, or otherwise questionable.

- Information available from market analysis and other sources does not provide enough additional information to complete the analysis.

The purpose of fact-finding is to obtain a clear understanding of the contractor's entire proposal, Government requirements, and any alternatives proposed by the contractor. Hence, both you and contractor personnel should view fact-finding as an opportunity to exchange information and eliminate misunderstandings or erroneous assumptions that could impede the upcoming negotiation. Typically, fact-finding centers on:

- Analyzing the actual cost of performing similar tasks. This analysis should address such issues as whether:
  - Cost or pricing data or information other than cost or pricing data are accurate, complete, and current;
  - Historical costs are reasonable; or
  - Historical information was properly considered in estimate development.
- Analyzing the assumptions and judgments related to contract cost or performance, such as:
  - The reasonableness of using initial production lot direct labor hours and improvement curve analysis to estimate follow-on contract labor hours;
  - Projected labor-rate increases; or
  - Anticipated design, production, or delivery schedule problems.

Because the procurement is not competitive, there is a special temptation to negotiate during fact-finding. However, it is especially important for both parties to avoid that temptation. Negotiating during fact-finding causes the Government to lose in two ways:

- The negotiations may inadvertently harm the Government position because the issues are negotiated before analysis is completed.
- Once fact-finding turns into negotiation, it becomes less likely that any remaining fact-finding issues will be clarified.

Thanks to Larry Hanes/45CONS/LGCPA/Price/Cost Analyst, for contributing this article.

## TRAINING OPPORTUNITIES FOR NON-ACQUISITION PERSONNEL

It is generally difficult for personnel not in acquisition-coded positions to attend acquisition-related training courses due to various restrictions.

However, one exception is Defense Acquisition University (DAU) classes offered on-site. Non-acquisition personnel can apply for those courses just like their acquisition counterparts. Applications can be made via <https://www.atrrs.annv.mil/channels/acgnow/default.asp>. It is highly recommended that applications be made no later than 45 days prior to the start of the class.

DAU classes offered here at Patrick AFB in FY 04 are:

LAW 801 “Acquisition Law” 7-11 Jun

IND 100 “Contract Property Administration and Disposition Fundamentals”  
3-14 May

Thanks to Francis Ting/45CONS/LGCPA/Procurement Analyst, for this information.

**END OF NEWSLETTER**