

45th Contracting Squadron Installation Support Flight PATRICK AFB FL

MISSION

“Contracting experts providing best value business solutions for all customers of the 45th Space Wing and tenants”

VISION

“Building the Air Force’s most respected team of contracting professionals”



Customer Education Guide

Revised August 2002

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1. GENERAL

1.1 Mission

To educate customers the process of procurement within the Installation Support Flight.

1.2 Vision:

Ensuring long-term relationship between customers and the procurement authority

1.3 Organization

1.3.1 Organizational Functions:

1.3.1.1 Director of Business Operations (DBO): Serves as the squadron small business advisor and Deputy for the Contracting Squadron.

1.3.1.2 Infrastructure Support Flight (LGCA) – Responsible for all 45th Space Wing construction projects at Patrick AFB, CCAFS, Antigua, Ascension A.S, and Malabar Tracking Annex

1.3.1.3 Installation Support Flight (LGCB)- Purchase and administers all commodities services for the 45th Space Wing and its tenants units.

1.3.1.4 Plans & Programs Flight (LGCP): Responsible for command section administrative support, contract review, and systems maintenance and development.

1.3.1.5 Global Support Flight (LGCC): Obligates and administers launch related contract including AFTAC, Aerospace (SMC), LOSC, NASA, and Aerospace Corporation.

1.3.1.6 Mission Support Flight (LGCZ): Serves as business advisor, performs pre-award and post-award functions for all 45SW mission launch and range infrastructure support contracts including, LO&SC, RTSC, Safety Support, Air borne Weather Surveillance, VITC, IRSP, PET&S and SMC contract Support (Telemetry, Optics & Radar). Provides Air Force Contracting Officer representation and contractual support on the J-BOSC contract with NASA at CCAFS.

1.3.2 Points of Contact: Each flight listed above is broken down into teams that provide support to specific customers. (Attachment1).

2. GENERAL CUSTOMER INFORMATION

2.1 Definitions (FAR 2.101)

2.1.1 **Agent** - Within the Federal Government, anyone who is empowered to act for the government as an agent of the government. A warranted contracting officer is the only agent authorized to obligate the government to pay for supplies or services from a commercial source for other than GPC purchases.

2.1.2 **Contract** - All types of agreements and orders for the acquisition of supplies or services.

2.1.3 **Contracting Officer** - An individual appointed in writing as an authorized representative of the government to enter into and administer contracts and make determinations and findings with respect thereto, on behalf of the Air Force.

2.1.4 **Contracting Regulations.** The Federal Acquisition Regulation (FAR) was created to implement the Office of Federal Procurement Policy Act of 1974. As such, the FAR and its amendments carry the same weight as federal law and required compliance by all individuals when dealing within its purview. Although the FAR is the principal directive, there are some 40 other statutes governing defense contracting, including guidance in the form of Executive Orders, Office of Management and Budget Circulars, and Judicial Decisions.

2.1.5 **Deviations** - FAR 1.4. Contracting officers are strictly prohibited from deviating from the requirements of contracting directives without compelling reasons. If you must request a deviation, furnish written Facts upon which the contracting officer may request a deviation authority from higher headquarters.

2.1.6 **Federal Acquisition Regulation (FAR)** - This regulation applies to contracting functions within the Federal Government. It is based on Congressional Statutes and Public Law. The FAR is supplemented by DOD, AF and Major Command, which place more refined limitations on the contracting process.

2.1.7 **Government Purchase Card (GPC)** - An internationally accepted credit card (VISA) that allows the purchase of commodities and non-personal services (urgent or routine) up to \$2,500 for decentralized

contracting through a delegation of authority by the contracting officer.

2.1.8 Inspection/Acceptance - The examination (including testing) of supplies or services to determine whether they conform to contract requirements. This inspection and subsequent acceptance is documented by the customer on a DD Form 250 for services or construction, through a letter, or by signing a copy of the order, for supplies and services. Regardless of the documentation method used, one copy is sent to the Defense Finance Accounting Service (DFAS). Acceptance must be completed by one of these methods for the contractor to be paid.

2.1.9 Purchase Order- An offer by the Government to buy certain supplies, services, or construction from commercial sources, upon specified terms and conditions, the aggregate amount not to exceed the simplified acquisition threshold of \$100,000.

2.1.10 Purchase Request - AF Form 9, DD Form 1348-6, or other authorized forms, which is prepared as the initial request for any contracting actions. It is prepared by the activity authorized to request contracting support for the purchase of materials, supplies or services.

2.1.11 Micro-purchase - All purchases under \$2500 (construction \$2000 and below).

2.1.12 Justification/Emergency Requests- Requirements necessary to prevent work stoppage or to avoid a serious impact on mission performance that is not caused by lack of proper planning or timely submission of requests. These requests should be limited as expedited purchases call for faster than usual delivery methods that cost the Government additional money.

2.2 Government Purchase Card (GPC)

2.2.1 The GPC is utilized by customers to streamline the purchase process for micro-purchases.

2.2.2 The GPC program is designed to reduce paperwork requirements and lead-time in obtaining supplies and services purchased in accordance with FAR Part 13.

2.2.3 GPC purchases are limited to expendable supplies and low cost equipment (less than \$2,500 and Construction requirements under \$2,000). Authority to utilize GPC over \$2,500 is limited to certain purchases (i.e., Defense Printing, BPA's, GSA Schedule's) and requires special training. Contact the GPC Agency Program Coordinator (APC, Delores Faicas) at 4-2194 for more information.

2.2.4 GPC users should always ensure the vendor accepts the GPC and obtain a good estimate prior to having the vendor perform work. Failure to do so may result in a ratification action.

2.2.5 Requirements sent to contracting at or below the micro-purchase threshold (\$2500) must be accompanied by a justification letter. The justification letter should address why the item cannot be purchased using GPC. (Attachment 4).

2.2.6 Policies and procedures concerning use of the GPC are outlined in the [Air Force Government-Wide Purchase Card Program \(AFI 64-117\)](#).

2.2.7 Awarding Purchase Orders paid by GPC in SPS PD2. (Usually recurring services see Attachment 13)

2.3 Who Can Obligate the Government?

Only those persons duly appointed as warranted contracting officers are authorized to issue contracts or otherwise obligate the government for the purchase of supplies or services, other than GPC purchases, and to make changes to such contracts.

2.4 Unauthorized Purchases and Ratifications

2.4.1 An unauthorized purchase is an action taken by anyone other than a designated contracting officer that obligates the US Government to pay for supplies or services received. **Rank or position of an individual does not make a contracting officer.** All contracting officers are required by federal law to be designated in writing (on a document called a warrant). The seriousness of acting without proper authority cannot be over emphasized! For your information, the following is quoted from AFI 64-109, Para 3.1.6: "Make sure installation personnel know that only warranted contracting officers may commit the Government to contracts and that other personnel must not cause a contractor to perform outside the terms of a contract. Also ensure personnel know that they can be personally

liable or subject to adverse administrative action if they commit Air Force Funds without authorization.”

2.4.2 Any time you deal directly with a vendor (during market research, site surveys, furniture design, etc.) ensure they understand that there is no contractual commitment and that they may not get the award. Also remember that acceptance of gifts, favors or gratuities is strictly forbidden and may result in criminal prosecution of all parties involved.

2.4.3 An unauthorized purchase action may be paid by the government only after the organization commander has justified it and outlined punishment against the offender and a contracting officer reviews the package and it is ratified by someone at a higher level with ratification authority FAR 1.602-3. Depending upon the dollar value involved, this authority would be the 45CONS/CC or HQ AFSPC/LGC. Ratification is not a quick fix or an easy patch to problems that arise. Contracting officers avoid ratifications at all costs because of the seriousness of their nature.

2.5 Fraud, Waste, and Abuse

Each year the Air Force loses millions of dollars as a result of fraud, waste, and abuse. Over half of the Air Force’s annual budget is obligated by contracts. You can help deter fraudulent acts by reporting them to the proper officials. Suspected fraud involving contractors should be reported to Contracting, 4-6871, or the Abuse Hotline at 4-2287.

2.6 Vendor Demonstrations

All interactions with companies that involve product demonstrations, testing, or temporary use of property not owned by the government must first be coordinated through contracting. We will prepare a Vendor Demonstration Agreement to prevent the government from being liable for the company’s property. We generally will not send a contracting officer to a product demonstration, so personnel attending product demonstrations must ensure that they do not make any commitment or statement that may appear to bind the government. A copy of the agreement is available at Attachment 9.

3. POLICIES/CUSTOMER RESPONSIBILITIES

3.1 Planning Your Requirement

Contract planning is the single most important element in accurate, efficient and timely contracting support. You need to call the applicable flight (as identified in Attachment1) at the first sign of an upcoming requirement. Even if there is doubt as to whether or not your requirement will need to go through contracting, call us and let us help you determine your course of action. In any case, contact us early in your planning process.

3.2 How to Obtain Local Purchase Support

The first thing you should do is determine which base activity is the office of primary responsibility (OPR) for your particular need (Supply, Civil Engineering, Services, etc.). You should request support from that office, rather than from contracting. If the OPR cannot satisfy your requirement, they will request local purchase support from our office. The OPR knows the correct supply source and may be able to supply your requirement in-house or through other established sources. This procedure applies to services as well as supplies.

3.3 Contracting Methods

Contracting methods fall in four categories: micro-purchases, simplified acquisitions, formal contracts and orders under existing contracts.

3.3.1 **Micro-purchases** - An acquisition of supplies and services less than or equal to \$2500 which cannot be supplied by Base Supply.

3.3.2 **Simplified Acquisitions** (small purchase) - An acquisition greater than \$2500 and less than or equal to \$100,000 or up to \$5M for commercial items, which requires the solicitation of two or more quotations. The quotes are evaluated, and award is made to the offeror whose quotation is found in the best interest of the Government when price, delivery, and other factors are considered, such as small businesses. The actual purchase is awarded to a vendor using a “Purchase Order”. Simplified acquisitions are normally competed. They require minimal lead-time and administrative cost.

3.3.3 **Mandatory Sources.** Before the contracting officer can consider open market purchase, it must be determined that the item is not available from a

mandatory source. If available from a mandatory source, the item must be purchased from that source or a waiver obtained. Since the mandatory source must authorize the waiver, waivers are not easily obtained. The customer is responsible for providing all the information necessary to support the request for a waiver, but the contracting officer makes the final decision as to whether or not a waiver will be requested. The following list is our mandatory sources and is in order of preference according to FAR 8.001. Depot, National Institute for the Blind (NIB) and National Institute for Severely Handicapped (NISH) Workshops, Federal Supply Schedules (GSA).

3.3.4 Formal Contracts - Public Law 10, U.S.C 2304(a) requires that all open market purchases for non-commercial items over \$100,000 be procured via formal advertising unless that requirement meets the conditions of one of seven statutory exceptions from full and open competition in FAR 6.302. Longer lead times and administrative costs are associated with formal contracts.

3.3.5 Orders Under Existing Contracts - Many commonly used items are covered by open-end contracts. Any agency may place an order off these established prices. The General Services Administration (GSA) awards many of these contracts, known as "Federal Supply Schedules". Orders against existing contracts are called "Delivery Orders," and are subject to the terms and conditions of the basic contract.

3.3.6 Blanket Purchase Agreements (BPA) - A Blanket Purchase Agreement, or BPA, is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. BPA's are designed to reduce administrative costs in accomplishing small purchases by eliminating the need for issuing individual purchase documents. In other words, you use BPA's when you know you are going to need a basic requirement over and over, but can't say for sure when or how many of the items will be required. A good example would be medical supplies or automobile parts.

a. A BPA is an agreement between the government and a contractor, which sets the stage for us to buy something quickly. All of the conditions of sale are negotiated when the BPA is initially established, so the contractor knows

up front the kind of item(s) we will be buying, and we know how much it's going to cost us for each item we buy.

b. BPA's are often "decentralized," which is where you come into the picture. As a BPA Monitor (Caller) for your organization, you will be figuring what your organization's requirements are, and you will be placing the call to the contractor to request delivery of those items.

3.4 Required Delivery Date (RDD)

Required delivery date is the date the customer must have the requirement fulfilled. Your RDD should reflect a date to include the time required to process a purchase request, prepare solicitation documents, advertise the acquisition, receive and analyze bids or offers, obtain necessary approvals, issue a contractual document and allow adequate delivery time. In other words, the time from receipt of a purchase request to delivery of the commodity or service. This date needs to be REALISTIC. Contracting will return any AF9 that reflects an RDD in the past (i.e., the RDD date occurs after the AF9 is received by contracting). The following is a guide to realistic lead times required for the acquisition phase and delivery time of a requirement.

SIMPLIFIED ACQUISITIONS (Under \$100,000)

Supplies (2-14 Days to Buy/30-60 Days Delivery)

Services (15-30 Days to Buy/Delivery-As Required)

CONTRACTS (Over \$100K)

All (90-120 to Buy/Delivery - As Required)

3.5 Urgent/Emergency Requirements

3.5.1 3.5.1 During Duty Hours - The contracting office will always give urgent/emergency requirements top priority. The initiating agency must route through ABSS the PR request through all required coordinating activities to contracting with **complete written justification** (Attachment 6) for the urgency. The final decision to shorten the process is the responsibility of the contracting officer. The point of contact on the AF Form 9 must be technically knowledgeable of the requirement. The Commander of the requesting

organization must sign the justification. Call the PR Control section at 4-5997 to notify them of an urgent requirement in ABSS requiring immediate attention. Urgent requirements should use the word “Urgent” as the first word in the purpose field of the ABSS document and should include the justification letter as a supplemental file.

3.5.2 During Non-Duty Hours:

3.5.2.1 During non-duty hours, activities (except Non-Appropriated Fund activities) with a valid emergency requirement beyond in-house capability may contact Contracting through the Wing Command Post. Command Post will then activate the Non-Duty Hours Contract Roster and contact a contracting officer.

3.5.2.2 The Non-appropriated Funds Financial Management Officer (NAFFMO) should contact Contracting through the Wing Command Post to activate the Non-Duty Hours Contract Roster only when requirements are considered to be bona fide emergencies, and exceed the \$5,000 limit for non-resale items.

3.60 Government Estimates:

The responsibility for establishing the government estimate resides with the technical experts from the requesting agency. Estimates are based on sound business practices and are essential to the procurement process. Government cost estimates must be treated as **FOR OFFICIAL USE ONLY**. Such estimates will not be revealed to the public under any circumstances unless the Contracting Officer deems it necessary. If the Contracting Officer does see the need to disclose this information, he is the only person who has the authority to do so. Disclosure would put the government at a disadvantage in dealing with proposed contractors. Moreover, it gives vendors who have received the information an unfair advantage over other vendors competing for the same requirement.

3.7 DOD Small Business Policy

Support of the nation’s small business programs is a necessity for all personnel who are involved in the contracting process. The Small Business Act of 1953 and supporting regulations requires that each department give preferential treatment to small business concerns. As descriptions and specifications are drafted to initiate purchase of items, effort should be made to include items available from small business sources.

Unless absolutely necessary, do not restrict requirements to items available only from large business concerns (FAR 19.502).

3.8 Central Contractor Registration (CCR)

As of June 1, 1998, prospective contractors must be registered in the DoD Central Contractor Registration (CCR) database, prior to award of a contract. Please make sure that the contractor you wish to use has an “active” CCR registration. To do so check the CCR website at <http://www.ccr2000.com/>. You can inquire the CCR using “Check Vendor CCR Status” or “CCR Query/Search button”. You must have one of the following data items to check CCR: Cage Code, DUNS (Data Universal Numbering System) or DUNS + 4 Number, Company Name, or Zip Code. You can use these separately or in combination.

3.8.1 If the contractor is not CCR Registered they can register on line using the same web site or they may call 1-888-227-2423 to request registration information through the mail.

3.8.2 Remember, if the vendor is not CCR registered we CANNOT make award to them. CCR is the program we use to pay the contractors. If the contractor is not registered, we cannot pay him for his work. This is true for all requirements but is critically important on urgent requirements as lack of CCR registration could delay the procurement.

3.9 Navy Air Force Interface (NAFI)

NAFI is an initiative to reduce paperwork. We currently post copies of contracts on NAFI for DFAS. All activities requiring copies of contracts (requesting office, etc.) are required to download their copies from NAFI rather than receive hard copies. Registration on the NAFI website is required in order to receive copies. The NAFI website is <https://www.nafi.navy.mil/>. After you register (see Attachment 12), our office will receive e-mail notification. We will contact the organization to verify that access is needed and then approve/disapprove the account. Contact our squadron’s NAFI POC at 4-4109 for additional information on registering for NAFI.

3.10 AF Form 9 Issues:

The original AF Form 9 or a printed copy of the ABSS Form 9 is kept with each purchase.

3.10.1 Separate line items should be prepared for each item being requested. For a manual AF Form 9 (NAF), a separate page can be added with each line item listed separately. In ABSS, every individual line item must be entered through ABSS, no Attachment pages for line item lists are allowed.

3.10.2 Only one commitment and/or obligation can be entered against any AF Form 9 number in the financial system. Therefore, it is necessary that a separate AF Form 9 be prepared for the following reasons:

3.10.2.1 When the requirement will result in the award of more than one contract vehicle (i.e., the requirement is for more than one purchase order, blanket purchase agreement).

3.10.2.2 When there is more than one source. Each source must be awarded a separate contract; therefore, a separate AF Form 9 should be received for each suggested source.

3.10.3 Blanket Purchase Agreements may now be established by sending a request letter to the applicable buying flight. An AF Form 9 is no longer required to establish the BPA. The letter will include the name and address of the suggested vendor with whom you wish to establish the BPA. It will also include the estimated monthly ordering amount to be purchased, the call limitation per order (not to exceed \$100,000), and an attached list of personnel authorized to place calls against the BPA. The attached list will have a name, rank, and duty title of each individual.

3.10.4 See Attachment 8 for additional ABSS “Do’s & Don’ts.”

4. Request for Purchase

4.1 Purchase Requests

A PR constitutes administrative authority for affecting local purchase. It is required for an obligation of funds whether it is a new contract or a change to an existing contract. Please note, warranty repairs do not require contracting action or a PR.

All base customers submitting an AF Form 9 must use the Automated Business Service System (ABSS) for the preparation of purchase requests. ABSS is mandatory for all customers on Patrick AFB with access to ABSS. The Accounting Liaison Office will keep contracting informed of any customers that cannot process requirements through ABSS.

4.2 Initiation and Submission of Purchase Requests (PRs)

PRs may only be originated and submitted by customers on items for which they are the OPR (e.g., one customer may not request services/supplies for which another activity is responsible).

4.3 Authority for Local Purchases

The Operational Contracting Office does not share in the responsibility for erroneous/ inadequate purchase authority. It is wise then for initiators of purchase requests to protect themselves as well as their commander, by being certain that they know their responsibilities when obtaining supplies or services through contractual means.

4.4 Customer Decisions:

There are several questions the customer must ask prior to submitting a requirement for local purchase.

4.4.1 Is the GPC the appropriate vehicle for the purchase? If so, ensure the vendor takes the GPC and that they can provide an accurate estimate.

4.4.2 Are funds available for the requirement? Check with your resource advisor first.

4.4.3 How much is it going to cost? Technical personnel from the requesting agency are responsible for the government estimate.

4.4.4 How much market research is required? Remember the market research should be on a level that matches the complexity of the requirement. If necessary, contact Contracting for additional information on performing market research.

4.4.5 Who should perform the work? Providing a suggested source is highly encouraged.

4.4.6 Who will represent the requesting organization? Provide the name of a knowledgeable POC on the AF Form 9. This will ensure that contracting will have a

POC who can answer specific questions about the procurement. This will also allow us to provide a good POC to the vendor.

4.5 Purchase Descriptions:

4.5.1 Specifications - All requirements estimated to exceed \$100,000 require detailed technical specifications. For more information on what is required for new requirements, contact the QAEP (Maria Bechard at 4-9518). For recurring requirements, contact the Contracting Officer on your existing contract.

4.5.2 **Purchase Descriptions** - A good purchase description helps us buy exactly what you want and it usually helps us get a better price. A good rule of thumb when preparing a purchase description is to describe the requirement as though you are not going to receive any part of it that you omit, and to describe in enough detail that anyone will know what you want. Poor or incomplete descriptions contribute to misunderstandings between the government and the contractor and frequently lead to the acquisition of inferior products, unnecessarily high prices, or both. Contracting officers are prohibited from accepting inadequate or overly restrictive specifications/descriptions. Restrictive descriptions can sometimes lead to protest on the part of the contractors and further complicate and delay the acquisition of the supplies or service. To help us help you, provide the following info:

- Kind of Material
- Electrical data, if any
- Dimensions, in terms of minimum or maximums
- Principles of operation
- Restrictive or significant environmental conditions
- Essential Operating conditions
- Specials Features,
- Intended use
- Operation to be performed
- Equipment with which the item is to be used
- Other requirements, as appropriate

4.5.3 You should not use a vendor quote as your description when establishing a requirement. You should provide the salient characteristics that you require. For example, if you want to buy a printer you would not give the description as a Hewlett Packard LaserJet 4100N but as a laser printer, network capable, 10/100 speed, 17 pages per minute, etc.

4.5.4 Commercial Description - It is the policy of the government to use a commercial description in lieu of government specifications to extend competition to the maximum and become realigned with current market practices.

4.5.5 Brand Name or Equal Descriptions (Attachment 7). Brand name or equal descriptions may be used only as a last resort for supplies/equipment when it is otherwise not feasible to describe the requirement. One feature of this procedure must always be included: you must describe the salient (essential) characteristics of the item, i.e., what criteria must any "equal" item meet. Brand Name requisitions must be fully justified to explain exactly why only the particular brand name item will fill the need. Keep in mind that today's economy is extremely competitive. There are very few items that are exclusive in the market place. So unless you have a specific item, (for example, you need an Amana power supply because it is the only item that will work in your Amana microwave) avoid specifying a brand name in your purchase request. Scan and attach the letter to the AF Form 9 as a Supplemental File in ABSS.

4.5.6 Sole Source (Attachment 7) - Sole Source means that there is only one single place in the United States where your request can be obtained. If you think we're hard on brand name requests, wait until you submit a "soft" sole source request! And remember - just because it's the "only company you are aware of that makes this item" doesn't justify a sole source. Sole source is like a landing wheel strut manufactured by Boeing Aircraft Company -- we all know nobody else makes that item. Unless your request is equally proprietary (the company owns all manufacturing and sales rights) then sole source is going to be a tough road for you. The Commander of your organization must sign the request and the Contracting Officer has the final say in all sole source matters. Scan and attach the letter to the AF Form 9 as a Supplemental File in ABSS.

4.6 Delivery Time:

4.6.1 If you are concerned with stretching the budget dollar, be certain to take a good look at the "not later than" delivery date and/or priority designators on purchase requests that pass over your desk for review, approval or funding. Extremely short delivery

requirements generally become excessively expensive procurements. First, there is insufficient time to contact the greatest amount of qualified vendors, and some of those contacted may not be able to meet the delivery terms. Second, short delivery requires priority performance on the part of the contractor, which increases the price.

4.6.2 Also, remember that short-fused delivery requests can displace other more important contract actions. Therefore, careful planning should be given to your requirements, and a realistic delivery date should be provided to the Contracting Office.

4.7 Routing/Coordination of AF Forms 9:

The initiator of a Form 9 is responsible for ensuring proper coordination is obtained prior to submission to contracting. They must also provide adequate purchase descriptions along with any other required documentation.

Certain special procurements require additional coordination as follows: Complete listing at Attachment 10.

4.7.1 Computers and Software are special requirements that must be routed through 45 CS after the Resource Advisor signs off and before Contracting. ABSS users submit through the ABSS "ADPE" flow. PR numbers should start with FU4819 for Computer System Management (CSM) equipment requirements. The delivery address must be 450 Suwannee Rd. Bldg. 808. Any equipment purchased must be received and inspected by the 45 CS. The purpose of this procedure is to provide the 45 CS "adequate visibility of existing and new CSM resources." (45 CS/SCBBA, 3-3819)

4.7.2 Systems Furniture.

4.7.2.1 The first step in any systems furniture purchase is coordination with 45 CES. They will ensure compatibility with existing office furniture and compliance with base policies. Contact 45 CE/CECC at 4- 2129 for coordination requirements.

4.7.2.2 Systems and modular furnishings require the preparation of an AF Form 332 coordinated through 45 CES. Any questions about the AF 332 should be coordinated with 45 CES Design Office.

4.7.2.3 UNICOR is no longer a mandatory source provider. However, they must be allowed to compete. Unicolor website is <http://www.unicor.gov>.

4.7.3 Use of GPC is mandatory under \$2500. In order for the 45 CONS to accept a requirement under \$2500, a justification letter must be prepared with the requesting unit's Commander signature and submitted to the 45 SW/CC through 45 CONS for approval. A sample of the required letter is provided at Attachment 4.

4.7.4 A properly coordinated and approved AF Form 332 must accompany any work disturbing real property and/or installation/repair of equipment requiring hard wiring. The AF332 must be coordinated with Fire, Safety, Bioenvironmental and the Environmental Flight (CEV) to evaluate if any potentially hazardous materials will be disturbed. If CEV determines that a test or samples are required, then the user will generate an AF Form 813. Once CEV gives the go ahead to proceed, the AF Form 332 and AF Form 813 must be scanned Attachment to the Automated AF Form 9 and submitted to contracting as a "complete package".

4.8 Future Fiscal Year Requirements:

4.8.1 Recurring requirements such as Preventive Maintenance Agreements (PMA's) or Inspection (PMI's), or recurring services should be processed a few months prior to expiration on 30 Sep. The buying flights send out reminder letters early in the fiscal year. However, whether you receive a letter or not you should have your next fiscal year requirements submitted by June and July. In addition to the normal information required on the AF Form 9, you must ensure that the next year accounting classification is included and the statement identified in Attachment 3 is approved by Budget. ABSS users submit through the ABSS "Pre-Planning" flow.

4.8.2 Customers should discuss the structure of the AF Form 9 (number of line items, options, priced/non priced) prior to submitting the requirement to contracting.

4.8.3 Customers should not assume that the same contractor who had the contract during the current fiscal year will have it come 1 Oct. It is critical that

customers do not direct contractors to perform after 1 Oct without a valid contract in place.

4.8.4 When a customer does not have access to ABSS (NAF) they may prepare the AF Form 9 manually. All required actions (i.e., coordination, statements, etc.) for the purchase must still be taken prior to submission to contracting.

4.9 End-of Year Requirements:

The squadron actively participates with the Finance community to ensure that all available funds are obligated prior to the end of the fiscal year. In order to do this, it is essential for customers to identify possible fallout requirements as soon as possible. Submit the requirements through ABSS using the end-of year flow and use the word END OF YEAR in the purpose field in ABSS. This will allow contracting to work on the purchase prior to actual funds being received. When funds are received, the AF Form 9 is certified in ABSS and Contracting can finalize the award. The same steps are followed whether or not ABSS is utilized.

4.10 Cancellation Procedures For AF Form 9

There are incidents where a cancellation of a purchase needs to be requested (e.g. circumstances change and the item or service is no longer need; requirements changed, so a different item is needed or customer has insufficient funds). Both the customer and buyer can request the cancellation of an open PR. If the PR has already been awarded, and needs to be cancelled, a modification will be done on the existing contract and sent via Electronic Document Access (EDA) and the money will be de-obligated. For complete procedures on how to have a PR cancelled, see Attachment 11.

5. CONTRACT ADMINISTRATION

5.1 Introduction:

The contracting process does not end with the award of a contract, purchase order, or delivery order. All the effort spent in planning, describing, and funding your requirement could potentially go for naught without effective administration of the resultant contractual instrument. The role of the contract specialist is to complete the cycle and assure the customer's needs are, in fact, satisfied.

5.2 Levels of Administration:

As a practical necessity, the Air Force has adopted the philosophy of contract administration efforts being in direct correlation with the level of contract complexity and nature of contracted work. Hence the terms "follow up by exception" and "full administration" has evolved. Surveillance levels generally break down like this:

Supplies under \$100,000 - by exception only
Services under \$100,000 - by exception, or full administration, depending upon the circumstances
Supplies and Services over \$100,000 - Full administration of contracts
Construction Contract - Full administration of contracts

5.3 Exception Only Administration:

Follow up for automated customers is programmed into their respective computer system. For non-automated customers, follow-up by exception is used almost exclusively for these purchases. Air Force regulations dictate that we operate under the philosophy that when an order is written, it is completed. Follow-up will only be done in "by exception" cases, i.e., when the customer specifically requests it! This essentially means that the customer is responsible for notifying contracting if a service is not performed or a supply not received. Customers should review contracts when they are received to determine the estimated delivery date and contact contracting if the item is not received in a timely manner or is the wrong product. In addition, it is the responsibility of the customer to provide a receiving report to the Accounting Liaison Office after the item has been received or service performed.

5.3.1 If you submitted your requirement on an AF Form 9, you should have a copy of the purchase order or delivery order. In this instance, you deal directly with contracting. Be prepared to provide the order number and describe the problem. If the delivery date has passed and the merchandise has not been received, be sure to contact us. Do some research first, check the "Ship to/mark for" block on the order and assure yourself the item isn't tucked away in a corner somewhere. (It's embarrassing to call the contractor to find out where an item is, only to find that it was on a government receiving dock.) If your problem is that you received the wrong item, part of an item, or a broken/damaged item call us, but follow up in writing (keep a copy of this documentation in your files as well). Be prepared to describe what you received

versus what the order stated. The best rule is not to accept receipt of a non-conforming item in the first place. Sometimes, however, the discrepancy is not immediately apparent. In any event, call us as soon as practical (in fact, even while the delivery truck is still there if you can), and we'll assist you. Written follow up is essential, because it helps keep the facts straight when dealing with the vendor. You should never deal with the vendor directly in resolving a discrepancy.

5.4 Contracts with Full Administration:

The term "full administration" means that from the day the document is written, it is assigned to a contract specialist to follow its progress until completion and payment. Generally, there are special features to contracts with full administration.

5.5 Quality Assurance Program (QAP)

5.5.1 Responsibility for Administration of Contract.

The advent of increasing services contracts has brought about the need for tighter surveillance over contractor's performance. Hence, the development of what has come to be known as the QAP. This individual is selected from within the functional area being serviced and is appointed by the Functional Commander (FC). To qualify for appointment, the QAP must meet certain criteria, not the least of which is being highly knowledgeable in the contract's technical requirements. The QAP must attend training conducted by the Contracting Squadron. The QAP Program is the heart of an effective services contract surveillance system and **MUST NOT BE TREATED AS JUST ANOTHER ADDITIONAL DUTY.**

5.5.2 Quality Assurance Program Coordinator (QAPC). Works for Flight Chief of Plans and Programs. The QAPC schedules, prepares, and instructs QAP training, renders technical assistance, evaluates the quality assurance surveillance plans (QASPs) and surveillance performance, evaluates adequacy of contractor quality control program, assists functional areas in writing statements of work or performance, QASPs, and determines the type of contract to be written.

6. CONTRACT REPAIR PROCEDURES

6.1 Contracting Responsibilities:

Contracting is responsible for processing purchase requests for equipment repair, establishing Preventive Maintenance Agreements, and ensuring that equipment custodians are briefed on the correct procedures. Repair is defined as modifying, modernizing, rebuilding, overhauling or repairing equipment. For the most part, local contractors repair equipment. Equipment is defined in general terms as office machines, furniture, and other commercial items. Most contract repairs can now be performed using GPC versus going through Contracting.

6.2 Equipment Custodian Responsibilities:

All "Requests for Purchase", AF Forms 9, must be properly completed, and conform to the current requirements and policies of this squadron. Customers **must** follow prescribed directives in requesting contract repair services, and avoid actions that could result in unauthorized or illegal acts. Additionally, individuals involved directly or indirectly in any stage of the contracting cycle must not disclose to contractors information that would provide an unfair competitive advantage. When in doubt, call contracting.

45th Contracting Squadron Flight Breakdown

-

INSTALLATION SUPPORT FLIGHT (LGCA): *Flight Chief is Mr. Bob Moran, at 4-6193.*
This flight is broken down into teams: LGCAA, LGCAB, and LGCAC.

LGCAA Section Chief: Mr. Kyle Roberts, at 4-9941
LGCAB Section Chief: Ms. Sheri Brassfield, at 4-5229
LGCAC Section Chief: Gary Newton, at 3-6146.

INSTALLATION SUPPORT FLIGHT (LGCB): *Flight Chief is Capt "JP" Peloquin, at 4-7573.*

This flight is broken down into teams: LGCBA and LGCBB

LGCBA Section Chief: Ms. Linda Brantley, at 4-3668
LGCBB Section Chief: Ms. Shelley Hall, at 4-8667

PLANS AND PROGRAMS FLIGHT (LGCP): *Flight Chief is Ms. Marie Bechard , at 4-9518*

The flight is broken down into sections: LGCPA and LGCPB

LGPA Section Chief: Ms. Judi Batchelor, at 4-7041
LGCPB Section Chief: Mr. Craig Davis, at 4-4109

GLOBAL SUPPORT FLIGHT (LGCC): *Flight Chief is Mr. Bob Bossinger, at 4-5067*
The flight is broken down into sections: LGCA, LGCB, and LGCC

LGCCA Section Chief: Ms. Rita Griffin, at 4-5206
LGCCB Section Chief: Ms. Susan Hanson, at 4-1668
LGCCC Section Chief: Mr. Larry Griffin, at 3-0971

MISSION SUPPORT FLIGHT (LGCZ): *Flight Chief is Ms. Susan Stone, at 4-5572*
The flight is broken down into sections: LGCL and LGCR

LGCZL Section Chief: Mr. John Hammerling, at 4-5580
LGCZR Section Chief: Mr. Gerri Frye, at 4-9964

REQUEST FOR PURCHASE					NO	
INSTALLATION Enter Patrick AFB					DATE	
TO: CONTRACTING OFFICER					CLASS	
THROUGH					CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO	
FROM: (Insert RC/CC, if applicable)						
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE						
PURCHASED FOR			FOR DELIVERY TO		NOT LATER THAN	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST	
				\$	\$	
					TOTAL	
\$						
PURPOSE						
DATE	TYPED NAME AND GRADE OF REQUESTING OFFICIAL		SIGNATURE			
			TELEPHONE NO.			
DATE	TYPED NAME AND GRADE OF APPROVING OFFICIAL		SIGNATURE			
<i>I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.</i>						
ACCOUNTING CLASSIFICATION					AMOUNT	
					\$	
DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL		SIGNATURE			

AF FORM 9, MAR 77 (EF-V2)

Attachment 2

INSTRUCTIONS FOR COMPLETING PURCHASE REQUESTS

Introduction

- a. The AF Form 9, ***Request for Purchase***, is used to describe your unit's requirements to contracting personnel. This guide is designed to help you complete your unit's AF Form 9s for commodities and services.
- b. A ***commodity*** is an article or good, whether supplies, materials, or equipment, shipped from a manufacturer or supplier to Patrick Air Force Base. A commodity purchase can also include installation in your facility if the installation is incidental to the purchase.
- c. A ***service*** includes: the overhaul, repair, maintenance, servicing, salvage, rehabilitation, modernization, or modification of supplies, systems, or equipment; housekeeping and base services; routine reoccurring maintenance of real property; and related services; and research and development.
- d. This guide is not designed to assist with the preparation of AF Form 9s for construction. For assistance with construction, call 4-5997:
- e. It is your responsibility to determine the appropriate requisitioning channels for your services or commodities. If you have any questions, contact the 45th Contracting Squadron (45 CONS) Purchase Request Management Desk at 4-5997.
- f. It is your responsibility to ensure that if your request is covered by a current contract, that Contract Number MUST appear on the AF Form 9.

Purchase Request (AF Form 9) Preparation Instructions

- a. These instructions are provided for the preparation of all purchase requests. We recommend that you pay particular attention to the part titled ***Additional Notes*** in subparagraph (w) for specific requirements for various types of purchase requests. Prepare each Purchase Request (AF form 9) and route through 45th CPTS Financial Management for fund certification. Since using an AF Form 9 to order commodities is the exception, you must obtain the approval of Base Supply on each AF Form 9 for commodities. Whether you obtain Base Supply's approval before or after you obtain funds certification is your concern, but Base Supply must disapprove any AF Form 9, funded or not, if they can provide the item. Instructions for completing the AF Form 9 are listed below.
- b. NUMBER: Enter the purchase request number as:
 - (1) 1st through 6th positions: Enter your activity's stock record account number (SRAN). This is a six-position alphanumeric code, which identifies your unit. There are Air Force standard SRANS, such as FQ2520 for Civil Engineering. However, many may be assigned to your unit. If you are not sure of your correct SRAN, contact the Contracting Office at 4-5208.

- (2) 7th through 10th positions: Enter the Julian calendar date in YYDD format, with the last digit of the calendar year followed by the three-position Julian date; e.g. 1 January 1999 would be 9001, and 31 May 1999 would be 9152.
- (3) 11th through 14th positions: Enter the four-position requisition serial number. This serial number is a part of the purchase request number and must be unique for each request initiated on the same date. If more than one AF Form 9 is submitted on the same Julian date, the last four digits of the serial number on the first AF Form 9 would be 0100; subsequent AF Form 9s on the same Julian date would be 0200, 0300, 0400, etc. For the tenth AF Form 9 on that Julian date, the last four digits would be 1000; the eleventh AF Form 9 would be 1100, etc.
- c. INSTALLATION: Enter Patrick AFB.
- d. DATE: Enter the date that the AF Form 9 is being prepared.
- e. TO: Enter the 45 CONS address: Bldg 423, 1201 Edward H. White, U St, Patrick AFB, FL 32925-3237. For services, the office symbol is LGCV. For commodities, the office symbol is LGCS.
- f. CLASS: Please leave this space blank; Contracting will fill it in.
- g. THROUGH: Enter 45th CPTS [FMAB/FMIFA (45 CPTS) if that organization is the certifying office for your activity's funds; otherwise, enter the appropriate certifying office.
- h. FROM: Enter the office symbol and name of the initiating office, point of contact, and telephone number. A fax number can be helpful. This is the address to which a copy of the purchase order will be sent, so be specific.
- i. PURCHASED FOR: Identify the organization(s) for which the purchase is being made. (This may be same as item 6.)
- j. FOR DELIVERY TO: Enter the actual physical location for delivery or performance, i.e., office name, building number, room number, etc. This may not be your unit area; for example, all ADPE and land mobile radios purchased at Patrick AFB must be delivered to the base contractor for ADPE, currently 45 CS/SCRW using SRAN FU2520 for delivery to BLDG 415. AFTAC uses their own delivery site, BLDG 989, using SRAN FU 7057. Ensure that the SRAN you use matches the delivery point.
- l. NOT LATER THAN: Enter the latest date delivery or performance is required, or the inclusive dates for which services are required. Entries such as *ASAP* and *immediately* are not acceptable. If your mission requires that your AF Form 9 receive immediate attention at 45 CONS, see the section titled "Emergency! Priority Purchase Requests" in paragraph 3.
- m. ITEM: Begin with 0100. For multiple items, each part number must be assigned its own line item number in ascending sequence with no skipped numbers. For example, a single AP Form 9

with multiple line items on it would be numbered as 0100, 0101, 0102, etc., in the item column.

n. DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED: It is the responsibility of the initiator to provide adequate descriptive data. The description must include sufficient information to enable the buyer/contract administrator to identify the service or item required and to determine and execute the appropriate contractual action.

(1) The description should include size, shape, color, strength, power (voltage, cycle, etc.), performance dates, delivery points (see 3k), part numbers, etc. Note what part, if any, of the service or materials is to be furnished by the Government - and if Government property is to be furnished, include a statement that the Government property is on hand; see the section entitled "Government Furnished Material" in paragraph 8. When a particular manufacturer's make or model is required, a sole source or brand name justification must be included with the purchase request. See the section entitled "Sole Source/Brand Name Requests" in paragraph 9.

(2) The requesting activity may indicate a suggested source for the supply or service, including the address and telephone number if known. Remember that these are only suggestions to Contracting; 19 do not make unauthorized promises or commitments to vendors. You must say nothing that might cause a vendor to think that he or she has received or will receive a contract.

(3) Commodity items require approval or coordination from the Chief of Supply or his/her deputy. They all must be in excess of \$2,500 — except Individual Equipment and Explosive materials. Some supply or commodity items require additional coordination before coming to Contracting:

- (a) ADPE must be coordinated through 45 CS;
- (b) Books must be coordinated through the Base Librarian;
- (e) Pre-recorded videos must be coordinated through 45 CS;
- (d) Land mobile radio equipment must be coordinated through 45 CS;
- (e) Systems furniture should be coordinated through the CE Design Center; and
- (f) Non-UNICOR furniture must have a IJNICOR waiver attached.

(4) Note: Should you need additional space for continuing the description block, use standard bond paper.

o. QUANTITY: Enter the number of units required.

p. UNIT: Enter the two-character designator for the unit of issue appropriate to the item or service being requested. For example, "ea." = each, "pg." = package; for services, use "jb" for job. A fairly comprehensive list of units of issue can be found on page 19.

q. ESTIMATED UNIT PRICE:

(1) Enter a realistic unit price. When you have no recent experience, an estimated price may be obtained from catalogs, price lists, or other sources. Consider rounding up slightly, because prices may change before a contract is awarded. Use extreme caution when discussing estimates with vendors; they may very easily mistake you for an authorized Government representative.

(2) Note: An unauthorized commitment occurs when a Government representative who does not have proper authority makes an agreement in the name of the Government with a contractor. Only contracting officers have the authority to enter into, administer, or terminate contracts. Anyone else who binds the Government without authority is in violation of the law. You must be very careful when speaking with vendors to ensure that nothing you say causes a vendor to think that he or she has received or will receive a contract, and you must not allow a vendor to ship supplies or perform work based on your discussion.

r. ESTIMATED TOTAL COST: The unit price and quantity will be extended and a total for each item entered in this column. If the AF Form 9 does not have enough funds on it, your purchase will be delayed. Excess funds will fall off and be returned to your account.

s. TOTAL: The total for all items on the purchase request will be entered.

t. Insert the date, typed name and grade, telephone number, and signature of the individual initiating the purchase request.

u. Insert the date, typed name and grade, and the signature of the individual within the requesting activity in a management position commensurate with the commitment of organizational funds and resources (i.e., the Resource Advisor, Functional Area Chief, or Commander).

v. ACCOUNTING CLASSIFICATION: This area must be completed by an authorized funds certification official of the Financial Management Office.

w. ADDITIONAL NOTES:

(1) No contracting action can be taken without the proper certification of funds.

(2) By federal regulation, requirements for more than the simplified acquisition threshold (currently \$100,000) shall not be broken down into several purchases that are less than the threshold merely to permit acquisition under the simplified procedures. Accordingly, customers must ensure that like item requirements are consolidated on a single AF Form 9. This is federal law! Do not attempt to circumvent this. This is known as split requirements — a no-no.

(3) An AF Form 9 is not required for typewriter maintenance. This is handled using the IMPAC Cards. Authorized organizations may call J₀ Fisher at 4-4393 for other various office equipment repair services under the Blanket Purchase Agreement (BPA) established at 45 CONS/LGCV. An answering machine at 4-1843 will take all information pertaining to the repair and a service call will be placed with the appropriate contractor. To inquire if a particular

item is covered under this BPA, or to inquire if your organization is authorized to use the BPA, call 45 CONS/LGCV at 44393.

(4) The Defense Finance and Accounting Center in Orlando currently does not allow 45 CONS to split AF Form 9s. This means that all items on an AF Form 9 must be awarded to the same vendor. While you must continue to group like items (see Additional Note 2, above), you must also ensure that all items are available from the same vendor. This is true for commercial or GSA purchases. For example, if you are using GSA schedules to buy a Gateway computer with a Hewlett Packard printer, you must submit an AF Form 9 for the Gateway computer and an AF Form 9 for the Hewlett Packard printer, since both companies have GSA contracts.

(5) If you are purchasing items available on GSA schedules and similar items that are not available on GSA schedules, you will need to prepare two AF Form 9s. Do not mix GSA and non-GSA item on the same AF Form 9.

(6) If you are ordering non-UNICOR furniture, the approved IJNICOR waiver must be included with the AF Form 9. There are no blanket UNICOR waivers, so you must obtain a waiver for each purchase you make. Any AF Form 9 for GSA or commercial furniture will be canceled and returned if it does not include a UNICOR waiver.

(7) If you are buying computers or other ADPE, you must place the Equipment Code (EC) on the Form 9. This tells the base computer contractor who gets the equipment when it arrives at Patrick. All AF Form 9's for ADPE MUST be accompanied by a current CSRD and Tech Solution. You are only delaying the purchasing process by not having this information attached to the Form 9.

(8) Government printing must be done by or through the Government Printing Office or in field printing plants of executive agencies. Do not submit an AF Form 9 for printing to this office, as it will almost certainly be canceled. If in doubt, see the public laws at 44 U.S.C. **501-504**, or FAR 8.802. IMPAC Card will be used for print requests.

(9) If the purchase request is subject to the availability of next fiscal year funds or next quarter funds, certification as appropriate is required on the AF Form 9 itself, with the signature of the funds certifying official:

“This requirement is included or provided for in the (name) financial plan for FY-. This statement is not a certification of availability of funds. No obligation may be incurred until FY- availability has been certified.”

(10) It is Air Force policy to preserve mission readiness while minimizing dependency on Class I ozone-depleting substances. Your purchase request must include the following statement (if the statement is not true, you must seek a waiver):

“I have reviewed the requirement including available technical documentation, and believe that it does not require the contractor to use Class I ozone depleting substances (ODS) identified in Air Force Policy, nor is it written so that it can only be met by the use of a Class I ODS.”

AF Form 9 Statements

The items listed below are a quick reference guide for statements that are used on AF Form 9's.

FOR REPAIR SERVICES

SERVICES NONPERSONAL: CONTRACTOR TO FURNISH ALL LABOR, TOOLS, PARTS, MATERIALS, FACILITIES AND TRANSPORTATION NECESSARY TO TEAR DOWN, INSPECT, QUOTE, AND REPAIR ITEMS LISTED BELOW:

Enter the federal stock numbers of the item being repaired _____, name of item _____, serial number of item _____, model number of item _____, and brand name of item _____.

Estimated Replacement Cost (ERC): \$ _____ " and "the Maximum Repair Allowance (MRA) \$ _____ for each item." (75% of ERC is the MRA)

Enter "**Repairs Required:**" Followed by what needs to be done or what is wrong with it. _____

Enter "**Date warranty Expires:** _____"

I CERTIFY THAT GOVERNMENT REPAIR CAPABILITIES ARE NOT AND CANNOT BE MADE AVAILABLE FOR THE ITEM OR ITEMS LISTED. I FURTHER CERTIFY I HAVE CONTACTED BASE SUPPLY AND REPAIR BY DEPOT IS NOT AUTHORIZED.
SIGNED: _____ DATE: _____

Enter "**On site repair required Yes _____ No _____**" X the appropriate blank. Normally, on-site repair is not accomplished unless the item is too large to move or if a repairman would normally be able to fix it where it sits.

FOR RENTAL SERVICES

RENTALS: PROVIDE ALL LABOR AND MATERIALS NECESSARY TO RENT/LEASE THE FOLLOWING ITEM (S) FOR THE PERIOD OF _____ THROUGH _____.

FOR TRAINING SERVICES

TRAINING: NECESSARY NONPERSONAL SERVICES TO PROVIDE TECHNICAL TRAINING IN THE FOLLOWING COURSE (S)

FOR OTHER SERVICES

SERVICE NONPERSONAL: FURNISH ALL LABOR, TOOLS, PARTS, MATERIALS, FACILITIES, AND TRANSPORTATION NECESSARY TO PERFORM THE FOLLOWING SERVICE.

FOR NEXT FISCAL YEAR PLANNING

THIS REQUIREMENT IS INCLUDED OR PROVIDED FOR IN FY ____ FINANCIAL PLAN. ACCOUNTING CLASSIFICATION IS _____. THIS IS NOT A CERTIFICATION OF AVAILABILITY OF FUNDS.

FOR CONSTRUCTION PROJECTS WITH FUNDS HELD IN RESERVE

SUFFICIENT FUNDS ARE BEING HELD IN RESERVE FOR THIS PROJECT AT _____ AND WILL BE MADE AVAILABLE UPON IDENTIFICATION OF AN ACCEPTABLE OFFER. HOWEVER, YOU ARE NOT TO MAKE AWARD UNTIL FUNDING APPROVAL IS REVIEWED FROM _____. THE ACCOUNTING CLASSIFICATION FOR THIS ACTION WILL BE _____. SIGNED _____ DATE _____.

FOR CONSTRUCTION AND NON-COMMERCIAL ITEMS

I HAVE REVIEWED THE REQUIREMENT, INCLUDING AVAILABLE TECHNICAL DOCUMENTATION, AND BELIEVE THAT IT DOES NOT REQUIRE THE CONTRACTOR TO USE CLASS I OZONE DEPLETING SUBSTANCES (ODS) IDENTIFIED IN AIR FORCE POLICY, NOR IS IT WRITTEN SO THAT IT CAN ONLY BE MET BY THE USE OF CLASS I ODS.

All form 9's should have the following statement: "I have reviewed the requirement including available technical documentation, and believe that it does not required the contractor to use class I ozone depleting chemicals (ODC's) identified in the Air Force policy in performance of the contract, nor does it require the delivery of these class I ODCs in any item of supply or as a part of any service." Variations of this statement are authorized. This policy applies to all repeat and all centralized an/or decentralized actions. Purchase requisitions for supplies/services that do require the use of known ODCs shall have a waiver accompanying the request. No procurement action will occur without a waiver.

JUSTIFICATION FOR MICRO-PURCHASE SAMPLE LETTER

MEMORANDUM FOR 45 SW/CC

FROM: ORGANIZATION

SUBJECT: Request for Micro-purchase vs. GPC

1. Request the attached AF Form 9 be processed for purchase through your office. The item/service cannot be obtained using GPC procedures due to:

Check one of the following:

___ The sources available for the supply or service do not accept the purchase card. (Contacted at least two sources). The sources contacted are: **List Vendor Name(s) and Phone #.** (If only one vendor was contacted, state why only one source can provide this item/service). Contracting and the customer will continue to seek out sources that will accept the credit card.

___ The nature of the supply or service necessitates a contract or purchase order so that the terms and conditions can be specified (e.g., safety critical parts that require government source inspection). **State criticality or special terms prohibiting use of GPC.**

___ Other reason: give compelling justification.

2. For additional information, my P.O.C. on this matter is Name/Office Symbol/Phone.

Squadron Commander's Signature

Accepted/Not Accepted

1st Ind, 45 SW/CC

MEMORANDUM FOR 45 CONS/CC

Approved/Disapproved.

Commander's Name, USAF, Rank
Title

Attachment 4

EMERGENCY FORM 9 PROCEDURE

On occasion it may be necessary to request emergency processing of an AF Form 9. Because this procedure requires immediate attention by Contracting personnel, customers must follow the established procedures listed below.

1. Prepare the AF Form 9 and obtain unit resource advisor's approval and signature.
2. Prepare a justification letter, and attach it as supplemental file to AF Form 9 in ABSS. Describe the facts contributing to the emergency and include a mission impact statement. An emergency is one not cause by lack of proper planning or timely submission of requests to Contracting and will cause a work stoppage of have a serious impact on mission performance. The organization commander or his/her designee must approve the justification letter.
3. Input AF Form 9 into ABSS and make appropriate phone call to ensure AF Form 9 is processed promptly. Check flow procedure in ABSS.
4. Contracting process will notify requester when AF Form 9 has been received and awarded.

JUSTIFICATION SAMPLE LETTER

MEMORANDUM FOR 45 CONS/CC

FROM: YOUR ORGANIZATION
YOUR ORGANIZATION ADDRESS
Patrick AFB, FL 32925

SUBJECT: Justification Letter for Emergency Purchase.

1. Request 45th Contracting Office, process the attached AF Form 9, for the purchase of a backup domain server as a walk through requirement. The current backup server was damaged when the office had a water pipe break.
2. The amount of users accessing the system and the need for redundancy make having a backup server imperative. Access to the base LAN, user files and email would be totally unavailable if the primary server goes down for any reason until a backup server is installed.
3. If you have any further questions please contact the project monitor, (Insert Name), (Phone #) or the end user (Name and Phone #).

(Your Commander's Signature)
Commander XXX Squadron

Attachment 6

BRAND NAME/SOLE SOURCE JUSTIFICATION SAMPLE (\$2,500 TO \$100,000)

1. Contractor's Name
Street Number/Box Number
City, State, Zip Code
2. Estimated Dollar Value of Proposed Requirement:
3. Justification:
 - a. A brief non -technical description of the supplies/services to be acquired.
 - b. A clear concise statement of the facts justifying the sole source contract. For example --
 - (1) If the justification is urgency, then the time constraint and the reason why only one contractor can meet the requirement shall be explained.
 - (2) If the justification is the unique capabilities possessed by only one contractor, then state the reasons why no other contractor has or can obtain these capabilities and why they are essential for contract performance.
 - c. A statement that the proposed sole source is the only known source that can satisfy the Government's requirement. However, statements such as "No other sources are considered qualified" shall not be considered a basis for sole source justification.
 - d. A statement of actions to be taken by the requiring activity to preclude the necessity for future sole source acquisition of the same supplies/services such as conducting a market survey to determine potential future sources.
5. Brand Name Requirements
 - a. A requirement for a brand name product does not necessarily mean sole source. A requirement for brand name procurement exists when only one manufacturer's item fills a customer's needs. The customer must provide, in writing, a specific brand name justification. The justification must state why a particular brand name is the only one that can meet the minimum essential needs of the government. If the requirement is for a large-dollar system and incorporates a brand name item, the written justification must be provided for the specific brand name item within the total system.
 - b. The previous sample satisfies the written justification for a brand name procurement at any dollar threshold and for sole source justification from \$2,500 to \$100,000.
 - c. If a requested brand name item is a "sole source" not subject to competition, a justification for "Other than Full and Open Competition" prepared in accordance with FAR 6.3 must accompany the requisition. A requirement for sole source procurement exists when the supplies or services required by the agency are available from only one responsible source and no other type of supplies or services will satisfy the requirement.

Squadron Commander's Signature

Attachment 7

Automated Business Services System (ABSS) Information

DO's	DO NOT
Whenever possible use word documents to send Attachments (such as statement of work, etc.)	Attachment documents that are not OLE compliant.
Use "TIF" files when Attaching scanned documents (files with signatures require scanning)	Attachment documents created in Form flow
Use the Header for the "Services, Non-personal" statement when purchasing services	Submit line items with a unit price of zero (0.0000) or blank (use .0001 instead for free items)
Use the Footer for suggested source information	Use a separate line item for anything but items to be purchased or services (i.e., don't use a separate line item for sources or notes to buyers)
Load each line item individually	Attachment a document with additional line items (in other words, all line items must be added in ABSS not a word or excel file.
Perform all coordination prior to sending requirement to Contracting	Include more than one source on one AF Form 9
Make quantities whole numbers (i.e., use 5.00 not 5.25	Use required delivery date that is in the past
Use the word "Urgent" as the first word in purpose field for urgent requirements	Change anything on fallout or planning PRs after initial submission to contracting (i.e., change fund cite)
Use FALLOUT as first word in purpose field for end of year fallout requirements	Create a Fm9 with more than 99 line items (if necessary, continue on a separate Fm9)
Use the next FY information (i.e., FY02) as the first item in the purpose field for planning requirements for the next fiscal year	Use quantities greater than 99,999 or a unit price greater than 999,999.
Check status frequently	Create a Fm9 for requesting a Blanket Purchase Agreement (BPA).
If MIPR or AF 616 is used, place the fund cite in body of PR. Put all zero's in fund cite. Scan and Attachment funding document in ABSS as a supplemental file.	Send PR with <u>incomplete</u> MIPR fund cite
Use the appropriate flow: ADPE, EOY (end-of-year), Pre-Plan or Non-ADPE (standard)	Arbitrarily pick a flow without contacting your unit Module Manager

Attachment 8

U.S. DEPARTMENT OF THE AIR FORCE
PATRICK AFB, FLORIDA
45TH CONTRACTING SQUADRON

VENDOR/DEMONSTRATION AGREEMENT

AGREEMENT NO. 45CONS _____

_____, Hereinafter referred to as the "vendor," is authorized to conduct a demonstration and/or product display for personnel and/or other authorized personnel, of materials as herein described, and subject to the terms of this agreement. (The term "other authorized personnel" includes only persons under the sponsorship of military or other officials assigned to _____.) (Name of Organization.)

DEMONSTRATION AND / OR PRODUCT DISPLAY (Describe): _____

LOCATION OF DEMONSTRATION OR DISPLAY: _____

DATE (S) AND DURATION OF DEMONSTRATION OR DISPLAY: _____

The parties to this agreement agrees as follows:

1. Vendor demonstrations and product displays are conducted for the sole purpose of demonstrating the capability of a particular item(s) or service and not for fulfilling mission requirements for an interim time frame. The examination and demonstration of item(s) or services will in no way, expressed or implied, obligate the Air Force to purchase, rent, or otherwise acquire the item(s) demonstrated. Normally, vendors will have sole responsibility for furnishing all supplies, equipment, etc., necessary to accomplish the demonstration. On occasion, it may, be desirable to furnish certain supplies and/or equipment from Government assets to support vendor demonstrations. These supplies and/or equipment will not be furnished unless approved by proper Air Force authority. The vendor agrees to repair, replace, or fully reimburse the Government for any damage or loss incurred while the supplies and/or equipment are in his/her possession or use. Manufacture, transportation, maintenance, and demonstration of items are accomplished without cost to the Air Force. Demonstrations are conducted by an authorized representative of the vendor furnishing the item(s) for demonstration. Air Force personnel will not demonstrate nor endorse the vendor's product. The Air Force will exercise due care in handling item(s) on demonstration. The Air Force assumes no cost or obligation, expressed or implied for damage to, destruction of, or loss of such equipment, or for damages or injuries resulting from the submission to the Air Force of defective item(s) for demonstration. The Commander, Deputy of Contracting Operations, or Superintendent of the 45th Contracting Squadron, is the duly authorized representative of the Government for purpose of this agreement.
2. The vendor understands that any data provided by the vendor becomes the property of the United States Air Force and the vendor does not possess a proprietary interest in any of the data provided.

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3. The vendor will not file any claim against the Air Force or otherwise seek compensation for any information or services provided.

4. The United States Air Force, and the Department of Defense (DOD), are not bound, nor are the agencies obligated, to follow any recommendations of the vendor. The United States Government is not bound, nor is it obligated, in any way to give any special consideration to the vendor on future contracts.

5. In the event the Air Force agrees to provide any government-owned supplies for use by the contractor, the following statement becomes a part of this agreement:

"GOVERNMENT-FURNISHED PROPERTY"

a. The Government will deliver to the vendor, for use only in connection with the agreement, the property described below (hereinafter referred to as "Government-Furnished Property").

b. Title to Government-Furnished Property shall remain in the Government. The vendor shall maintain adequate control of Government-Furnished Property in accordance with sound practice.

c. Unless otherwise provided in this agreement, the vendor, upon delivery of any Government-Furnished property, assumes the risk of, and shall be responsible for, any loss thereof or damage thereto, and any property consumed in the performance of this agreement, is reimbursable to the Government.

d. Description (Nomenclature including serial number is applicable):

Current Market Value:

VENDOR: _____
(Type or Print Business Name of Vendor)

BY: _____ DATE: _____
(Signature)

(Type or Print Name & Title)

THE UNITED STATES OF AMERICA

DATE: _____
(Commander/Deputy/Executive Noncommissioned Officer, 45th Contracting Squadron)

(Type or Print Name of Approving Official)

AIR FORCE FORM 9 COORDINATION CONTACTS

REQUIREMENT APPROVING AGENCY PHONE

Commodities (Stock Class 84xx only)	LGSPT Supply Customer Service	
Photographic and Audiovisual items (e.g., graphic display units, TV's and LCD projectors)	45 CS/SCXPV	4-4736
Carpet	45 CES/CEC Engineering and Construction	4-2129
Computer Equipment, Software, CSM, (except AFCESA)	45 CS/SCABB Management	4-5305
Vehicle Rental/Parts Transportation, Vehicle Operations	LGTO	4-6524
Hazardous Materials (HAZMAT)	45 CES/CEV Civil Engineering, Environmental	4-7288
Publications, Audio, Books (Exceptions all outlined in AFM67-1. Vol II)	45 SVS/SVMG Base Library	4-6881
CE Supplies Material Acquisition	DJOM	4-9292
Repair of Computer Equipment	45 CS/SCBBC Comm. Sm. Computer Support	4-1570
Medical Items	45 MDG/SGAL Medical Logistics	4-8150
Athletic Clothing/Equipment	45 SVS/SVF Services, Resource Management	4-8704
Plants, Shrubs, Trees	DJOM CE, Self Help Center	4-7882

Attachment 10

Communication Equipment	45 CS/SCX Plans and Programs	4-4201
Construction, Alteration of Real Property	45 CES/CEC	4-2129
Pre-Fabricated Buildings	45 CES/CEC	4-2129
Paid Advertisements Over \$1,000	Secretary of Air Force, DD Form 1535 Request/Approval for Authority to Advertise	
Safety Equipment	45 SW/SE	4-2202
System Furniture	45 CES/CECC	4-2234

45th Contracting Squadron
Plans & Programs Flight
Systems Section/AF Form 9 Program
Cancellation Procedures

28 March 2002

This policy supersedes procedures dated 15 Feb 02.

Ref: AF CONOPS Part 2, User Guidance, Para 2.3.3

1. Either the customer or the buyer can initiate the cancellation of Open PRs. A customer will submit a request, via e-mail/fax or phone call, to buying flight for cancellation of an open AF Form 9, Purchase Request (PR).
2. When Plans and Programs/System Section receives the request, Form 9 personnel will contact the buyer and inform them the customer requests cancellation. **Cancellation procedures:**
 - a. **ABSS Customers:** Buyer will send an alert to Systems Section/Sys Admin with sticky note attached indicating that PR needs to be cancelled and reason for cancellation.
 - b. **Contracting Sys Admin** will cancel PR in PD2 and return to CO to file in cancellation cabinet of appropriate team for staging of the electronic file until purged or deleted from the system by the System Administrator.
 - c. **Contracting Sys Admin** will go into ABSS, process, and hit Reject button to place the PR in a voided status. ALO will cancel PR in IAPS
 - d. **Contracting Sys Admin** personnel will send an E-mail to Accounting Liaison Office, SW/FMFL/Certifier, applicable Financial Analysis Office, and Resource Advisor for customer requesting cancellation. For verification purposes, a copy of the sent e-mail will be saved to L:/Form 9 Program/FY02 Cancelled PR Messages.
 - e. After customer receives e-mail from contracting that PR has been cancelled, he/she will submit an AF Form 9L to de-obligate the funds and input into ABSS. The PR will be routed to the certification level and will show as a cancelled status in ABSS.
3. **Process to cancel Base Supply or Medical Supply PR.**
 - a. Base Supply will load the cancellation in the supply system, which will interface with PD2 indicating cancellation or AC1/AK1 request transaction. This transaction sends an alert to Sys Admin to ask for cancellation. Contracting SPS Interface (SPS-I) server will pick up the requirement through the daily interfaces; PR will be cancelled in PD2 with sticky note attached indicating reason for cancellation. E-mail will be sent to Base Supply (Customer Service). For verification purposes, a copy of the sent e-mail will be saved to L:/Form 9 Program/FY02 Cancelled PR Messages.

Attachment 11

- b. Medical Supply: Contracting Sys Admin personnel will cancel PR in PD2, send e-mail notification to Medical Group (Medical Logistics). Medical Group will input cancellation into their Medical Logistics System, which will interface with IAPS to cancel PR. For verification purposes, a copy of the sent e-mail will be saved to L:/Form 9 Program/FY02 Cancelled PR Messages.
4. Cancellation of awarded PRs will be accomplished by modification to the contract; mod will be sent via interface and Electronic Document Access and money will be de-obligated by DFAS. Notification by Systems Sys Admin Form 9 personnel to Base FMA personnel is not required.

SUZANNE COLWELL, GS-06, DAF
PDD Manager

NAFI Registration

Go to the NAFI Site at <https://www.nafi.navy.mil>

Click on Account Registration

Select your Domain "Air Force"

Select Account Type "General"

Select Majcom "AFSPC"

Select DoDAAN "F08637"

Select DoDAAC "FA4819"

Melissa Mullinax is logged on to NAFI — (Activity Lead) — Current Domain (AirForce) - Microsoft Internet Explorer

Address: <https://www.nafi.navy.mil/home.asp>

Account Registration

Domain: Air Force | Account Type: General | Majcom: AETC | DoDAAC: FA4819

User Profile

Office Code:

Title: First Name: MI: Last Name: Suffix:

Phone Number**

Domestic:

DSN:

International:

E-Mail:

Our Contracting Office Code is JA36B.

Everything else is self-explanatory.

SERVICES PAID BY GPC

Customers have the option of paying for certain recurring and non-recurring requirements on the Government Purchase Card (GPC) to streamline the process of timely payment. Recurring services are defined as those services “performed at regular intervals and have a demand that can be predicted on an annual basis (AF 64-117).”

The government is trying to shift more payments for recurring services to the GPC card because of the distinct advantages it gives. Some of the advantages for using the GPC card as a payment method include faster payment for the contractor which reduces money lost in paying interest due to late payments; quarterly rebates from the bank that go right back into the customers account and improved competition for better products.

Before a contract can be set up as GPC payment, it must meet the following requirements: The Contracting Officer must authorize the use of the card, verify that funds are available and have been reserved to support the action; the customer must prove the separation of duties for purchase, acceptance and payment; no one individual may perform more than one of these functions without higher level review and approval.

The steps for establishing a contract using GPC is as follows:

CRITERIA FOR SUBMISSION:

Recurring Services: No more than \$25,000 per month

Non-Recurring: \$2,500-\$25,000, one-time purchase

1. Customer will contact the contracting officer with request; if the contracting officer approves the request,
2. The customer will prepare an AF Form 4009 in ABSS. The 4009 should account for the entire performance period of the recurring service. The 4009 will hold in reserve the full amount of money for the service, so that the card holder can pay the service on a monthly bases and not worry about whether the money is in the credit card account or not. The fund code should reflect that the payment method is GPC.
3. The 4009 will be routed in ABSS for approval and certification. After certification, the buyer will send contracting officer copy of certified 4009.
4. Contracting Officer will assign requirement to contracting specialist; award process will be made utilizing the Standard Procurement System (SPS) where purchase order number assigned. Award will not contain GPC number and will not be posted in Electronic Data Access or interfaced into DFAS system.
5. RA can obtain copy of the award from the contracting office.

PURCHASE REQUEST NUMBER

F 5 E S C R 2 0 8 6 0 1 0 0

1st position is always "F." 2nd position is the Identifier/Customer. If second position is numeric, it will either be "1" for a commodity or "5" for services. If second position is a letter, it identifies a customer on base. Alpha identifiers are reserved for use by Standard Systems Center. Example: FU= Communications Squadron.

Positions 3 through 6 are reserved for Stock Record Account Number (SRAN)

7th position is the last digit of the CURRENT CALENDAR YEAR. NOTE: Many customers will confuse this with the current FISCAL YEAR and start using the next year after the end of fiscal year.

Positions 8 through 10 are for the Julian date.

Positions 11 through 14 are the four digit local control number/ example 0100.

NOTE: Non-appropriated funds used by MWR customers must be assigned the appropriate FIX/FOX alphanumeric numbers for the first three positions (see list of SRAN's). Appropriated funds for MWR customer will use the appropriate F1/F5 characters.

The most common characters to occupy first two positions are:
F5: Services
F1: Commodity
FU: CSM equipment only (PR number must be assigned by Comm.)
FQ: Construction

Attach 14

We would like to thank the 12CONS/LGCP of Lackland AFB, TX, and 325CONS of Tyndall AFB, FL for their assistance in preparing this guide.