



MILITARY SEALIFT COMMAND

MSC N10 Procurement Request Package Requirements

Prepared for Military Sealift Command
by Emprise Corporation

UNCLASSIFIED//FOUO



Learning Objectives

- **The overarching objective of this module is to introduce you to MSC N10's procurement request package requirements**
- **At the conclusion of this module, you will understand and be able to describe the roles and responsibilities of Requirements Officials with respect to preparing procurement request packages, including:**
 - **Procurement request package documentation**
 - **Additional documentation requirements applicable to services procurements**



COMSCINST 4491.1 (series)

- **Per COMSCINST 4491.1 (series), Procurement Request Packages:**
 - Contracting Officers cannot conduct procurements and award timely contracts responsive to MSC mission requirements that comply with all applicable laws, executive orders, regulations, and policies without complete procurement request packages



Requiring Official Responsibilities

- **Requiring Officials are responsible for preparing procurement request package:**
 - Complete description of requirements
 - Realistic independent Government estimate (IGE)
 - Purchase request (PR) for IGE total aggregate value
 - Approved J&A for less than full and open competition, if applicable
 - Approved J&A for Government directed subcontracting, if applicable
 - Government Furnished Property (GFP) list, if applicable
 - Contract Data Requirements List (CDRL), DD1423, if applicable
 - DD 254 (security form), if applicable
 - Contracting Officer's Representative (COR) nomination
 - Inter-port differential (IPD), if applicable



Complete Description of Requirements

- **Must provide sufficient information for a commercial vendor to clearly understand the requirements and develop a price proposal**
- **Must include required delivery date or period of performance**



Realistic Independent Government Estimate (IGE)

- Required for all procurement request packages, regardless of anticipated dollar value



Purchase Request (PR) for IGE Total Aggregate Value

- **FMS PR must cover total aggregate value of IGE for goods and/or services, including all options and Contract Data Requirements List (CDRLs) requirements**



Approved J&A for Less Than Full and Open Competition

- FAR Part 6 requires written approval for other than full and open competition



Approved J&A for Government Directed Subcontracting

- **Federal law requires government to encourage prime contractors to maximize competition on all procurements regardless of expected dollar value**
- **Government direction for prime contractor to use a specific subcontractor constitutes less than full and open competition**
- **FAR Part 6 requires written approval for other than full and open competition**



Government Furnished Property (GFP) List

- **List of government property that:**
 - Will be provided to contractor
 - Contractor will be authorized to requisition from government inventory



Contract Data Requirements List (CDRL)

- Provides information regarding content, frequency, format, and delivery of data, reports, or other deliverables required under contract



Contract Security Classification Specification

- **Required if contractor will be required to have access to classified information, generate classified information, or have access to classified areas during performance of contract**
- **Must be approved by MSC Defense Industrial Security Specialist prior to submission to N10**



Contracting Officer Representative Nomination

- All contracts are required to have a designated COR, except as permitted in DFARS 201.602



Interport Differential (IPD)

- Refers to additional costs incurred in connection with moving a ship from its home port to another location for overhaul and repair work
- IPD is added to contractor's proposed cost to determine lowest overall cost to Government



Additional Documentation Requirements

- **Services procurements require additional documentation:**
 - **Quality Assurance Surveillance Plan (QASP)**
 - **Certification of non-personal services**
 - **Determination and findings (D&F) that services being procured are not inherently governmental**
 - **Coding of functions closely associated with inherently governmental functions**
 - **Supporting documentation regarding use of non performance-based requirement, if applicable**
 - **Human Resources Board (HRB) approval for knowledge based service, if applicable**
 - **Information technology procurement review (ITPR) and waiver documentation, if applicable**
 - **Other documentation, as requested by Contracting Officer**



Quality Assurance Surveillance Plan (QASP)

- Describes how, when, and by whom the government will survey, observe, test, sample, evaluate, and document contractor performance to determine whether contractor has met the required standards for each performance metric in the performance work statement



Certification of Non-Personal Services

- **FAR Part 37 and DFARS 237.503 require that a program officer or other official responsible for requirement execute a certification of non-personal services**



D&F for Not Inherently Governmental Services

- **FAR 7.503(e) requires that the Requiring Official provide the Contracting Officer a written determination and findings (D&F) that none of the services to be performed pursuant to a proposed contract will be inherently governmental in nature**



Coding of Functions

- **Contractor functions closely associated with inherently governmental functions must be coded as such in Federal Procurement Data System**



Non-Performance Based Requirements Documentation

- **Services contracts that direct specific performance processes are not performance based and must be approved by the Director or Deputy Director of Contracts in a written determination and findings (D&F)**



HRB Approval for Knowledge-Based Services

- Knowledge-based services relate to tasks that require the application of detailed processes or technical knowledge
- Requirements for knowledge-based contracted services require approval of the MSC Human Resources Board (HRB)



Information Technology Procurement Review (ITPR)

- **Requiring Officials are responsible for submitting requests for information technology (IT) supplies, services, and software licenses to the MSC Command, Control, Communication, and Computer Systems Directorate (N6) for an Information Technology Procurement Review (ITPR)**
- **N6 is responsible for reviewing the requests and initiating any applicable waiver documentation**



Other Documentation as Requested by Contracting Officer

- **Contracting Officer may require additional documentation based upon the nature of the supplies or services being requested, procurement method utilized, or FAR, DFARS, NMCARS, DoD, or DON policy**



Let's Review

- **Who is responsible for preparing the procurement request package?**
- **Describe some of the major portions of a procurement request package.**
- **What additional documentation requirements potentially apply to services procurements?**



Summary

- **During this module, we have discussed the roles and responsibilities of Requirements Officials with respect to preparing procurement request packages, including:**
 - **Procurement request package documentation**
 - **Additional procurement request package documentation applicable to services procurements**



Additional Information

- **For additional information, please refer to:**
 - **COMSCINST 4491.1, Procurement Request Packages**



Final Questions





Revision History

Date	Version	Description	Author
5/8/19	1.0	Revised slide template.	Gary Fields
7/31/19	1.1	Verified content is consistent with COMSCINST 4491.1	Gary Fields
7/6/20	1.1	Minor editorial and clarification revisions	Gary Fields