

BASE CONTRACTING

1. Objective. This Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks depicted in the work center description for varying levels of workload volume.

2. Authority. The Federal Acquisition Regulation (FAR), related supplements, i.e., DFARS, AFARS, AFFARS, NGFARS, ANGR 70-18, and ANGPs 70-1/715-1, contain Federal and DoD policy and procedural guidance for the ANG Base Contracting work center. This ANGMS was developed in consonance with the functional review (FR) procedures depicted in AFR 25-5, 16 May 88.

3. Applicability. This ANGMS applies to all ANG units authorized a Base Contracting function, with the following exceptions. This ANGMS is not applicable to the 142 FIG Base Contracting Office, Portland OR, and the Base Operating Support (BOS) locations, Buckley, Rickenbacker, and Selfridge ANG Bases. This standard applies to peacetime operations only. ANG Base Contracting activities are exempt from AFR 26-1 (A-76) Cost Comparison studies.

4. Standard Data:

a. **Classification.** Type II.

b. **Approval Date.** 15 February 1991.

c. **Man-Hour Data Source.** Operational Audit, using historical record and technical estimate techniques.

d. **Standard Man-Hour Equation:** $Y = 290.1 + 0.3209(X_1) + 0.5850(X_2)$.

e. **Workload Factors:**

(1) **Title:**

(a) X_1 . A Small Purchase Procedure.

(b) X_2 . A DD Form 1348-1, Single Line Item Purchase Request.

(2) **Definition:**

(a) X_1 . The total number of small purchase procedures, \$0.01 to \$25,000.00, processed monthly.

(b) X_2 . The total number of DD Forms 1348-1 received monthly.

(3) **Source of Count:**

(a) X_1 . DD Form 1057, Monthly Contracting Summary of Actions \$25,000 or less, DD-A&L(M)1015 Report, Section F, total of lines 1, 2, 3, and 4.

(b) X_2 . The monthly Base Supply Management Report (M32 Report), Requisition Summary-Overall Summary, Local Purchase (LP) total column.

5. Application Instructions:

a. The standard applicability man-hour range for this ANGMS is 292.58 to 757.24.

b. The AF Form 1113, Standard Manpower Table, is an aggregate of total manpower by specialty title and AFSC. The application instructions are as follows:

(1) Obtain the most current workload factor (WLF) value as instructed in paragraph 4e above.

(2) Substitute this value into the man-hour equation for X.

(3) Divide the resulting man-hours (Y) by the current civilian MAF to determine total requirements. If applying this ANGMS to the 134 ARG, McGhee Tyson ANG Base, Knoxville TN, apply the Contracting Food Service Additive to derive an accurate account of their total man-hours.

(4) Use the HQ USAF/PRQE computed manpower range depicted in the "Civilian MAF and Rounding Rule Application Update" to determine whole manpower requirements.

(5) On AF Form 1113, manpower requirement column, find the column which represents the number of whole manpower requirements. Read up and down the column, and across to the Air Force Specialty Title column to determine requirements by AFSC.

6. Statement of Conditions:

a. **Hours of Operation.** Operating hours of each unit's base contracting activity are driven by the installation's hours of operation. However, the work week equates to 40 hours and will be either an 8 hour/5 day week or a 10 hour/4 day week operation.

b. **Climatic Conditions.** No impact.

c. **Facility Layout.** It is important that the layout support the computer hardware, office and file space, and an area for contract negotiations.

d. **BCAS.** All ANG Base Contracting functions are in the process of receiving or have received new hardware (AT&T computers) and software to facilitate BCAS. ANG Base Contracting activities are currently using Z-248 computers to accomplish their work.

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e. Warrants. Each ANG Base Contracting activity's contracting officer and buyers are required by law to have a warrant that depicts the maximum dollar amount they can obligate when conducting official contracting duties. The current average amount is \$25,000.00 for ANG Base Contracting. A decision to raise the limit to \$100,000.00 was made by NGB-CP, PARC, at the FR workshop. All increases of warrants will be approved on a case-by-case basis.

f. Chain of Command. Both the ANG Base Resource Manager (RM) and the State headquarters USP&FO have direct control over the ANG Base Contracting Officer. The RM is the direct supervisor and controls hiring, manning document spaces (fills), AGR requirements, dollars associated with civilian vacancies, budget approval, and can levy additional duties or priority requirements on the work center. The USP&FO, under the guidance of the AFAR and NGFAR, controls the technical portion of the ANG base contracting activities, levies/delegates contracting type work, levies report requirements, and receives, reviews, and approves all official ANG contracting related reports submitted by base contracting. The Base Contracting authorizations are on the ANGB Support Personnel Manpower Document (SPMD) and are authorized to support the mission of the unit of assignment.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Director
Administrative Services

3 Attachments
1. Work Center Description
2. Standard Manpower Table
3. Additive

Summary of Changes. Incorporates Contracting Food Service Additive applicable to the 134 ARG, McGhee Tyson ANG Base.

**FAC 1251
WORK CENTER DESCRIPTION**

Base Contracting

DIRECT:

1. MANAGEMENT:

1.1. PLANS, DIRECTS, AND CONTROLS CONTRACTING FUNCTION. Plans, schedules, assigns work, and assigns priority. Monitors work in progress to ensure compliance with governing directive.

1.2. REVIEWS POLICY, GUIDANCE, AND DIRECTIVE:

1.2.1. REVIEWS DIRECTIVE. Reviews contracting directive, policy letter, technical data, operational instruction (OI), and implements policy.

1.2.2. DEVELOPS NEWSLETTER. Develops NG contracting bulletin or other newsletter that depicts items of interest from base contracting.

1.2.3. UPDATES SUPPORT PLAN. Reviews and updates contingency/emergency support plan.

1.2.4. UPDATES REGULATION. Reviews and updates ANG base contracting regulation.

1.3. PROVIDES STAFF ASSISTANCE. Provides contracting assistance for local assigned ANG and tenant unit.

1.4. REVIEWS CONTRACTING ACTION:

1.4.1. REVIEWS PURCHASE ORDER (PO) FOLDER. Reviews PO folder, and approves or authenticates requested action.

1.4.2. REVIEWS BLANKET PURCHASE AGREEMENT (BPA). Reviews BPA, and approves or authorizes for office use.

1.4.3. PROCESSES CONTRACT AND MODIFICATION (MOD). Processes PO MOD, and approves or authenticates requested modification.

1.4.4. REVIEWS REQUEST FOR PROPOSAL (RFP) AND/OR INVITATION FOR BID (IFB). Reviews RFP/IFB, and approves or disapproves as appropriate.

1.4.5. REVIEWS REQUEST FOR QUOTATION (RFQ):

1.4.5.1. REVIEWS RFQ OVER \$10,000. Reviews RFQ for items over \$10,000, and approves or authorizes for office use.

1.4.5.2. REVIEWS RFQ FOR AUTOMATED DATA PROCESSING EQUIPMENT (ADPE).

1.4.5.3. REVIEWS RFQ FOR MODULAR SYSTEMS FURNITURE.

1.4.6. ADDRESSES CONGRESSIONAL INQUIRY.

1.4.7. REVIEWS RESULT OF LABOR INVESTIGATION. Reviews result of labor investigation and initiates action as required.

1.4.8. DEVELOPS ADVANCED CONTRACTING PLAN:

1.4.8.1. DEVELOPS ANNUAL PLAN. Develops an annual contracting plan for activities serviced.

1.4.8.2. REVISES ANNUAL PLAN. Makes revision to annual plan.

1.4.9. REVIEWS COST ANALYSIS STUDY RESULT. Review accomplished IAW Federal Acquisition Regulation (FAR), Army Federal Acquisition Regulation (AFAR) and Defense Federal Acquisition Regulation (DFAR).

1.4.10. REVIEWS STATUS OF MAJOR CONTRACT OVER \$25,000. Reviews status to ensure all milestones are met, and all required documentation is received, annotated, and incorporated into the appropriate contract file.

1.4.11. PROCESSES FREEDOM OF INFORMATION ACT (FOIA) REQUEST. Receives and processes FOIA request IAW directed policy.

1.5. ANALYZES CONTRACTING DATA:

1.5.1. PREPARES DD FORM 1057, MONTHLY CONTRACTING SUMMARY OF ACTIONS \$25,000 OR LESS.

1.5.2. ANALYZES DD FORM 1057. Analyzes DD Form 1057 to determine trend of contracting action.

1.5.3. REVIEWS DD FORM 350, INDIVIDUAL CONTRACTING ACTION REPORT. Reviews DD Form 350 prepared for each contract awarded in excess of \$25,000, plus designated industrial groups (DIGs) and targeted industrial groups (TIGs). Ensures report is correct and approves.

1.6. CONDUCTS AND/OR ATTENDS CONFERENCE:

1.6.1. CONDUCTS AND/OR ATTENDS PRE-BID CONFERENCE. Prepares for, conducts and/or attends a pre-bid conference.

1.6.2. CONDUCTS AND/OR ATTENDS NEGOTIATION CONFERENCE. Prepares for, conducts and/or attends a negotiation conference.

1.6.3. CONDUCTS AND/OR ATTENDS PRE-PERFORMANCE CONFERENCE. Prepares for, conducts and/or attends a pre-performance conference.

1.6.4. CONDUCTS AND/OR ATTENDS STAFF CONFERENCE. Prepares for, conducts and/or attends a staff conference.

1.6.5. HOSTS AND/OR ATTENDS NGB CONTRACTING CONFERENCE. Prepares for, hosts and/or attends NGB contracting conference.

1.7. PREPARES APPLICATION FOR WARRANT. Reviews and prepares application for contract officer warrant.

1.8. MANAGES SMALL BUSINESS PROGRAM:

1.8.1. COORDINATES INQUIRY AND REQUEST. Coordinates inquiry and request for information from small business concerns on contracting issues.

1.8.2. ENSURES SMALL BUSINESS RECEIVES ADEQUATE CONSIDERATION. Ensures small business concerns receive adequate consideration including initiation of set-aside (FAR Part 19).

1.8.3. PARTICIPATES IN GOVERNMENT/INDUSTRY CONFERENCE. Participates in Government/Industry conference to assist small business, labor surplus, and minority business enterprises.

1.9. MAINTAINS LIAISON:

1.9.1. MAINTAINS LIAISON WITH GOVERNMENT AGENCY.

1.9.2. MAINTAINS LIAISON WITH OTHER DOD ACTIVITY.

1.9.3. MAINTAINS LIAISON WITH CONTRACTOR.

1.10. CONDUCTS SELF-INSPECTION PROGRAM. Prepares self-inspection report and initiates corrective action. Reviews checklist and follows up to ensure corrective action.

1.11. MONITORS CONTRACTING TRAINING PROGRAM. Monitors training of Contracting Officer Representative (COR) concerning policy and methodology.

2. SMALL PURCHASE CONTRACTING:

2.1. PROCESSES SMALL PURCHASE CONTRACT REQUIREMENT:

2.1.1. REVIEWS PURCHASE REQUEST (PR). Receives and reviews PR to determine if all required information has been included.

2.1.2. RESOLVES DISCREPANCY. Obtains information from required source, resolves discrepancy, and cancels if no reply in ten days.

2.1.3. PREPARES NOTICE OF INTENTION:

2.1.3.1. PREPARES SF 98, NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT, AND SF 98A, NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE. Prepares SF 98 and SF 98A. Determines applicability and coordinates with the Department of Labor (DOL) for wage rate on projects over \$2,500.00.

2.1.3.2. INCORPORATES WAGE RATE. Incorporates wage rate for orders between \$2,500 and \$25,000 (Small Purchase Services & BPAs).

2.1.3.3. NOTIFIES DEPARTMENT OF LABOR. Prepares and forwards SF 99, Notice of Award of Contract, to Department of Labor.

- 2.1.4. REVIEWS SOLE SOURCE LETTER.** Reviews sole source letter for justification and forwards as applicable to Commander (FAR 6.304 and ANGR 70-18).
- 2.1.5. SELECTS VENDOR SOURCE.** Selects vendor source from master file, phone directory, or other source.
- 2.1.6. PREPARES AWARD DOCUMENT.** Obtains quotation, documents abstract with quotation, determines low offer, and determines responsibility of low offer.
- 2.1.7. PREPARES PRICING MEMORANDUM.** Prepares pricing memorandum of fair and reasonable price from \$2,500 to \$25,000.
- 2.1.8. LOGS OFF-LINE PR.** Logs in AF Form 9.
- 2.1.9. LOGS PURCHASE ORDER/DELIVERY ORDER (PO/DO).** Annotates log with PO/DO number.
- 2.1.10. FOLLOWS UP ON PO/DO.** Reviews purchase order for service and/or delivery, follows up as required.
- 2.1.11. ESTABLISHES CENTRALIZED BPA:**
- 2.1.11.1. DETERMINES BPA REQUIREMENT.** Reviews procurement history to determine items suitable for BPAs.
- 2.1.11.2. SELECTS VENDOR.** Determines prospective vendor, selects vendor, and prepares bidders list. Forwards contract specifications to vendors and obtains price list from vendors if pre-priced.
- 2.1.11.3. PREPARES BPA PACKAGE.** Incorporates description of agreement, specifications, and enters proper clauses. Lists persons authorized to make calls.
- 2.1.11.4. CONDUCTS SITE VISIT.** Conducts site visit with prospective bidders.
- 2.1.11.5. AWARDS AND DISTRIBUTES BPA.** Awards centralized BPA, distributes, and notifies vendor of award.
- 2.1.11.6. PROCESSES PR.** Receives PR from using activity and calls vendor for delivery. Annotates PR with BPA number, call number, dollar amount expended, date, and signature of person making call.
- 2.1.12. PREPARES MOD:**
- 2.1.12.1. PERFORMS ADMINISTRATIVE MOD.** Determines type required and completes MOD.
- 2.1.12.2. PERFORMS CHANGE ORDER MOD.** Determines type required and completes MOD.
- 2.1.12.3. PERFORMS SUPPLEMENTAL MOD.** Determines type required and completes MOD.
- 2.1.13. UPDATES PRICE LIST.** Annotates lowest cost and distributes approved price list. Prepares a manual abstract, obtains contracting officer signature, and distributes price list.

2.1.14. ESTABLISHES DECENTRALIZED BPA:

2.1.14.1. PROCESSES BPA. Determines requirement for decentralized BPAs. Resolves discrepancy in requirement.

2.1.14.2. SELECTS VENDOR. Determines prospective vendors, prepares bidders list, forwards contract specifications to vendors, and obtains price list from vendors if pre-priced.

2.1.14.3. PREPARES BPA PACKAGE. Incorporates description of agreement, specifications, and enters proper clauses. Lists persons authorized to make calls.

2.1.14.4. CONDUCTS SITE VISIT. Conducts site visit with prospective bidders.

2.1.14.5. AWARDS BPA. Awards decentralized BPA, distributes, and notifies vendor of award.

2.1.14.6. REVIEWS MATERIAL INSPECTION/RECEIVING REPORT. Receives report and reviews for completeness and accuracy.

2.1.14.7. COORDINATES MATERIAL INSPECTION/RECEIVING REPORT. Coordinates material inspection/receiving report and reviews results with using activity.

2.1.14.8. PROVIDES USER INFORMATION. Provides customer with information and/or training pertaining to decentralized BPA usage.

2.1.15. ESTABLISHES MAINTENANCE SERVICE AGREEMENT:

2.1.15.1. REVIEWS PR. Receives requirement from customer, reviews requirement for completeness, and resolves any discrepancies in the requirement.

2.1.15.2. SELECTS VENDOR. Determines prospective vendors, prepares bidders list, forwards contract specifications to vendors, and obtains price list from vendors if pre-priced.

2.1.15.3. PREPARES MAINTENANCE SERVICE AGREEMENT. Incorporate description of agreement, specifications, proper clauses, and lists persons authorized to make calls.

2.1.15.4. CONDUCTS SITE VISIT. Conducts site visit with prospective bidders.

2.1.15.5. AWARDS MAINTENANCE SERVICE AGREEMENT. Awards and distributes Maintenance Service Agreement, and notifies vendor of award.

2.1.15.6. ADMINISTERS MAINTENANCE SERVICE AGREEMENT. Administers contract, identifies problems, accomplishes follow-up, and post letters of certification for receipt of services.

2.1.15.7. PROVIDES CUSTOMER TRAINING. Provides customer training pertaining to Maintenance Service Agreement usage.

2.1.16. PREPARES MOD TO PO/DO:

2.1.16.1. VALIDATES MOD. Determines type of MOD, documents in writing why increased requirements should not be treated as a new contract, and places written documentation in order file.

2.1.16.2. SELECTS AUTHORITY. Selects proper authority for the MOD.

2.1.16.3. MONITORS FUND. Monitors fund and ensures funds are available if the modification is an increase.

2.1.16.4. EVALUATES PRICE. Receives and evaluates the contractor's estimated cost for the modification.

2.1.16.5. DRAFTS MOD. Completes SF 30, Amendment of Solicitation/MOD.

2.1.16.6. MAINTAINS SUPPLEMENTAL AGREEMENT IN SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained.

2.1.16.7. MONITORS MOD DISTRIBUTION. Monitors modification and ensures correct distribution of the modification within ten days after execution.

2.1.16.8. MONITORS PERFORMANCE PERIOD. Monitors performance period, notes change in performance period, and annotates change as required.

2.1.17. PROCESSES CONTRACT REPAIR SERVICE REQUEST:

2.1.17.1. ESTABLISHES PRODUCTION SCHEDULE. Establishes production schedule between the organization being serviced and the commercial contractor.

2.1.17.2. MONITORS CONTRACT VIOLATION. Receives notification from units serviced on violations of contract.

2.1.17.3. VALIDATES WARRANT AND GUARANTEE. Determines validity of warrant and guarantee. Forwards local form with repaired items when the contract provides for a guarantee of workmanship or materials.

2.1.17.4. DETERMINES CONTRACT TYPE. Determines the feasibility of using indefinite delivery type contracts, applicable GSA schedules, or other Federal agency contracts as appropriate, when there appears to be a continuing requirement for repair services on the same type of equipment.

2.1.17.5. MONITORS DD FORM 1149/DD FORM 1155. Monitors to ensure DD Form 1149, Requisition and Invoice/Shipping Document, and DD Form 1155, Order for Supplies or Services, are received for items shipped off base for repair.

2.1.18. MODIFIES ONE TIME REPAIR CONTRACT:

2.1.18.1. REVIEWS MOD REQUEST. Receives and reviews request for modification, resolves differences, and makes determination.

2.1.18.2. MONITORS FUND. Monitors to ensure availability of funds and initiates request for additional funds when required.

2.1.18.3. CONDUCTS NEGOTIATION. Negotiates modification with contractor to obtain the most economical position.

2.1.18.4. PREPARES MOD. Prepares contract modification and mails to contractor for signature when required.

2.1.19. PREPARES DD FORM 350. Prepares DD Form 350 when required.

2.1.20. PROCESSES IMPREST TRANSACTION. Audits SF 1129, Reimbursement Voucher, to reimburse cashier for small purchase and other authorized expenditures made using the IMPREST fund.

2.2. SMALL PURCHASE ADMINISTRATION:

2.2.1. ADMINISTERS SMALL PURCHASE CONTRACT:

2.2.1.1. CORRECTS PO. Corrects discrepancy concerning quantity, price, delivery, and shipping.

2.2.1.2. DISTRIBUTES SF 30.

2.2.2. MONITORS BPA AND BLANKET DELIVERY ORDER (BDO) CALL. Monitors reporting of decentralized BPA and BDO calls. Includes review of price list, creating suspense file, and checking for unauthorized purchase.

2.2.3. FILES DOCUMENTATION. Files documentation in appropriate PO/DO folder.

2.2.4. MAINTAINS FILING SYSTEM. Maintains purchase and delivery order filing system.

2.2.5. PROCESSES GENERAL SERVICES ADMINISTRATION (GSA) ACTION. Processes modification and follow-up on DO. Secures current price schedule from contractor, verifies current price, quantity, and terms of contract. Posts receiving report.

2.2.6. PROCESSES SERVICES PO:

2.2.6.1. REVIEWS REQUEST FOR SERVICE. Receives and reviews request for service, priced and unpriced, through \$25,000.

2.2.6.2. MONITORS PO:

2.2.6.2.1. MONITORS PERFORMANCE WORK PLAN. Monitors work plan to ensure required services are accomplished as scheduled.

2.2.6.2.2. MAINTAINS CONTINUATION SHEET. Maintains continuation sheets updating clauses and ensures required stock level.

2.2.6.2.3. PREPARES DD FORM 1155. Prepares DD Form 1155 for PO/DO and makes corrections as required.

2.2.6.2.4. MONITORS CONTRACTOR INVOICE. Ensures invoice is received from contractor.

2.2.7. MAINTAINS CENTRALIZED BPA FILE:

2.2.7.1. FILES BPA CALL. Follows up on BPA call and files BPA call processed by buyer.

2.2.7.2. FILES INVOICE AND SERVICE TICKET. Receives, verifies, and files invoice, service ticket, and voucher for centralized BPA calls.

2.2.7.3. FILES MODIFICATION TO BPA.

2.2.7.4. INCORPORATES PRICE LIST. Receives, notes contractor and vendor price list, and incorporates into BPA.

2.2.8. PROCESSES RFQ:

2.2.8.1. REVIEWS RFQ FILE. Receives RFQ file, reviews file for completeness and priority, and collates with existing RFQs for future use.

2.2.8.2. MAINTAINS AF FORM 16, TRAVELING PURCHASE REQUEST. Examines AF Form 16 for previous purchase history. Analyzes previous prices, dates and quantities of purchase, sources of previous purchase, and vendor delivery performance.

2.2.8.3. COMPLETES ABSTRACT. Contacts selected source, present the requirement of the Government, receives the vendors quotation to establish price, terms and delivery for supplies, and completes abstract. Updates file.

2.2.9. PROCESSES LOCAL PURCHASE FOLLOW-UP REPORT (584 REPORT):

2.2.9.1. REVIEWS 584 REPORT. Reviews 584 report for non-awarded entry.

2.2.9.2. CLEARS DELINQUENT DELIVERY DATE. Reviews local purchase follow-up register, PO folder, and contacts vendor to establish new delivery date and ensures proof of delivery.

2.2.9.3. MAINTAINS OPEN "RFQ" FILE. Maintains suspense file on RFQs.

2.2.9.4. DETERMINES REQUIRED ACTION TO CLEAR DEMAND. Item obtained with IMPREST fund.

2.2.9.5. REVIEWS LOCAL PURCHASE OPEN ITEM LISTING (M37). Receives and reviews M37 listing to identify request not paid by Accounting & Finance.

2.2.10. ADMINISTERS ANNUAL MAINTENANCE AND ONE-TIME REPAIR CONTRACT, BPA, AND SERVICE AGREEMENT:

2.2.10.1. PROCESSES CALL REQUEST. Processes calls, e.g. request for emergency, as needed maintenance, and repair requirements. Contacts contractor and places order for service.

2.2.10.2. ANNOTATES LEDGER/LOG. Annotates completed status on ledger/log after repairs have been satisfactorily completed.

2.2.10.3. CLOSSES OUT CONTRACT. Prepares required file documentation, and following completion of all contract actions, closes out contract.

2.2.11. MAINTAINS CONTRACTING PUBLICATION. Maintains FAR, DFAR and AFAR, GSA Commercial Catalogs, DODIS Index of Specifications and Standards, SADB, posts changes and makes corrections as required.

2.2.12. MAINTAINS SF 129, SOLICITATION MAILING LIST APPLICATION.

3. SUPPLIES AND SERVICES CONTRACTING:

3.1. SUPPLIES CONTRACTING PROCEDURE:

3.1.1. PREPARES CONTRACTING PLAN OVER \$25,000.

3.1.1.1. MONITORS FUND. Checks funding document for maximum fund requirement and ensures fund availability.

3.1.1.2. PREPARES PLAN. Prepares contracting plan for requirements in the planning stage. Discusses the requirement with the requesting activity, reviews the description and specifications for accuracy and completeness, adequacy for competition, and jointly reviews the contracting plan, including milestones.

3.1.2. PREPARES SOLICITATION PACKAGE:

3.1.2.1. MONITORS PLAN. Monitors contracting plan to ensure milestone dates are both current and realistic. Coordinates required changes with the requesting activity.

3.1.2.2. PREPARES SYNOPSIS. Researches contract requirement, prepares synopsis and submits for advertisement or negotiation for contracts over \$10,000/\$25,000 as required.

3.1.2.3. PREPARES BIDDERS LIST. Prepares list of prospective contractors interested in the contract and checks debarred list.

3.1.3. PREPARES IFB PACKAGE. Prepares IFB package in accordance with applicable FAR provisions and requirements, and NGB-CP policy.

3.1.4. PREPARES RFP. Prepares RFP package in accordance with applicable FAR provisions and requirements, and NGB-CP policy.

3.1.5. REVIEWS SOLICITATION. Contracting officer reviews for completeness and accuracy IAW applicable checklist.

3.1.6. FORWARDS SOLICITATION:

3.1.6.1. REPRODUCES SOLICITATION. Forwards solicitation for reproduction.

3.1.6.2. ISSUES SOLICITATION. Issues solicitation to contractor.

3.1.7. CONDUCTS BID OPENING. Holds bid opening, prepares abstract, and conducts bid opening as authorized official.

3.1.8. EVALUATES BID. Reviews and evaluates bid.

3.1.9. OBTAINS CONFIRMATION. Obtains necessary bid confirmation, notifies and obtains concurrence of using activity concerning tentative award, and requests additional funds if required.

3.1.10. NOTIFIES UNSUCCESSFUL BIDDER.

3.1.11. MANAGES PRE-AWARD SURVEY:**3.1.11.1. PREPARES FOR PRE-AWARD SURVEY.**

3.1.11.2. CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey and determines contractor responsibility.

3.1.11.3. PREPARES MEMORANDUM. Prepares responsibility data memorandum.

3.1.12. PREPARES CONTRACT FOR AWARD:

3.1.12.1. PREPARES NEGOTIATED CONTRACT. Prepares required documents and performs action necessary to put the contract in final format.

3.1.12.2. PREPARES ADVERTISED CONTRACT. Prepares required documents and performs action necessary to put the contract in final format.

3.1.13. COORDINATES CONTRACT:

3.1.13.1. OBTAINS SJA REVIEW. Forwards contract to State United States Property & Fiscal Officer (USP&FO) requesting Staff Judge Advocate (SJA) review.

3.1.13.2. OBTAINS NGB-CP REVIEW. Submits contract to NGB-CP for review and approval when the amount is in excess of local authority.

3.1.14. PROCESSES NGB-CP COMMENT. Receives comment from command headquarters and assembles folder. Furnishes branch chief a copy of NGB-CP comments. Furnishes Contracting Management Office a copy of all documents being sent to command headquarters.

3.1.15. AWARDS CONTRACT.

3.1.16. PREPARES AWARD SYNOPSIS. Prepares and submits synopsis of award to Commerce Business Daily for contract over \$25,000.

3.1.17. PREPARES DD FORM 350. Prepares DD Form 350 for contracts \$25,000 or higher as required.

3.2. SERVICES CONTRACTING PROCEDURE:

3.2.1. REVIEWS PR. Receives and reviews recurring PR, reviews specifications and drawings for feasibility, completeness, and fund availability. Coordinates requirement with applicable offices.

3.2.2. PREPARES PRE-SOLICITATION DOCUMENT:

3.2.2.1. PREPARES SF 98. Prepares SF 98 and forwards to DOL for current wage rate.

3.2.2.2. DEVELOPS BIDDERS LIST. Develops source list and verifies eligibility against debarred bidders list.

3.2.3. PREPARES SOLICITATION PACKAGE:

3.2.3.1. PREPARES SOLICITATION. Reviews format for currency, incorporates wage determination and specifications, writes schedule, establishes delivery and performance, and researches to determine special provisions, general provisions and bonding requirement.

3.2.3.2. COMPLETES CONTRACTING PLAN. Reviews, establishes milestones, and completes contracting plan for contract over specified dollar limitation.

3.2.3.3. PREPARES SOLICITATION FILE. Prepares solicitation file for all contracts over \$2,500.

3.2.3.4. PREPARES IFB PACKAGE. Prepares IFB package in accordance with applicable FAR provisions and requirements, and NGB-CP policy.

3.2.3.5. PREPARES RFP. Prepares RFP package in accordance with applicable FAR provisions and requirements, and NGB-CP policy.

3.2.4. OBTAINS IFB AND RFP REVIEW:

3.2.4.1. OBTAINS CONTRACTING OFFICER REVIEW. Buyer submits IFB/RFP package to contracting officer to review for completeness and accuracy.

3.2.4.2. OBTAINS SJA REVIEW. Contracting officer submits package to SJA for review of solicitation over specified dollar limitations. Contracting officer resolves comments and coordinates with SJA.

3.2.4.3. OBTAINS NGB-CP REVIEW. Obtains NGB-CP review when IFB/RFP is over specified dollar limitations.

3.2.5. PROCESSES SOLICITATION:

3.2.5.1. FORWARDS SOLICITATION FOR REPRODUCTION.

3.2.5.2. ISSUES SOLICITATION TO CONTRACTOR.

3.2.6. CONDUCTS PRE-BID CONFERENCE.

3.2.7. CONDUCTS SITE VISIT. Conducts site visit with prospective bidders.

3.2.8. ANSWERS INQUIRY. Answers and coordinates technical inquiries or questions from prospective bidders for solicitation package.

3.2.9. PREPARES AMENDMENT. Prepares amendment and makes correction in solicitation as required.

3.2.10. PROCESSES IFB:

3.2.10.1. CONDUCTS BID OPENING. Holds bid opening, prepares abstract, and conducts bid opening as authorized official.

3.2.10.2. REVIEWS/EVALUATES BID. Reviews and evaluates bid and bid bond for accuracy, acknowledgment of amendments, and minor irregularities. Prepares determination concerning rejection of individual nonconforming bids and evaluates bid to determine lowest responsive bidder.

3.2.10.3. NOTIFIES APPARENT LOW BIDDER. Notifies apparent low bidder and obtains Government references and verification of bid.

3.2.10.4. NOTIFIES BIDDER OF MISTAKE IN BID. Prepares Contracting Officers statement, forwards bid to SJA for legal comment, and notifies bidder.

3.2.10.5. NOTIFIES UNSUCCESSFUL BIDDER. Prepares letter of unsuccessful or late bid and notifies unsuccessful bidder.

3.2.10.6. PROVIDES BID RESULT. Provides bid result to contract affiliated individuals and firms upon request.

3.2.10.7. OBTAINS CONFIRMATION. Obtains necessary bid confirmation, notifies and obtains concurrence of using activity concerning tentative award, and requests additional funds if required.

3.2.10.8. PREPARES CONTRACT PACKAGE. Reviews abstract, bid attendance record, required documents, and prepares contract package.

3.2.10.9. CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey and determines contractor's responsibility. Prepares responsibility data memorandum.

3.2.10.10. REVIEWS CONTRACT. Contracting officer reviews contract for completeness and accuracy using checklist.

3.2.10.11. OBTAINS SJA REVIEW. Submits package to SJA for review for contracts over \$25,000.

3.2.10.12. AWARDS CONTRACT. Contracting Officer performs final review and signs.

3.2.10.13. PREPARES AWARD SYNOPSIS. Prepares award synopsis on contracts over \$25,000 .

3.2.10.14. PREPARES DD FORM 350. Prepares DD Form 350 for contracts over \$25,000.

3.2.10.15. PREPARES SF 99, NOTICE OF AWARD OF CONTRACT. Prepares SF 99 on contracts under \$25,000.

3.2.11. PROCESSES RFP:

3.2.11.1. REVIEWS PROPOSAL. Opens and reviews proposal for compliance with RFP.

3.2.11.2. CONVENES NEGOTIATION COMMITTEE. Convenes negotiation committee to decide areas in need of negotiation.

3.2.11.3. CONDUCTS NEGOTIATION. Conducts negotiation with contractor to obtain the most economic and timely contract for the Air National Guard (ANG).

3.2.11.4. FINALIZES NEGOTIATION. Finalizes negotiation and prepares pricing negotiation memorandum.

3.2.11.5. CONDUCTS PRE-AWARD SURVEY. Obtains required information, conducts pre-award survey and determines contractor responsibility. Prepares responsibility data memorandum.

3.2.11.6. PREPARES AWARD CONTRACT IN FINAL. Prepares award contract and other appropriate documents in final format.

3.2.11.7. OBTAINS SJA REVIEW. Submits package to SJA for review for contracts over \$25,000. Responds to comments and coordinates with SJA as required.

3.2.11.8. AWARDS CONTRACT. Contracting officer makes final review and signs.

3.2.11.9. DISTRIBUTES CONTRACT. Reproduces copies of contract and distributes to appropriate office.

3.2.11.10. PREPARES AWARD SYNOPSIS. Prepares award synopsis for contracts over \$25,000.

3.2.11.11. PREPARES DD FORM 350. Prepares DD Form 350 for contracts over \$25,000 or as required.

3.2.12. EXERCISES OPTION:

3.2.12.1. RESEARCHES MARKET. Researches market to determine feasibility of exercising option or re-competing contract.

3.2.12.2. REVIEWS DOCUMENTATION. Receives and reviews documentation to exercise option.

3.2.12.3. REVIEWS WAGE DETERMINATION. Receives wage determination from DOL and reviews for use in exercising option or re-competing contract.

3.2.12.4. PREPARES SF 30. Prepares SF 30 and forwards to contractor.

3.2.12.5. PREPARES DD FORM 350. Prepares DD Form 350 for contracts over \$25,000 or as required.

3.3. SUPPLIES AND SERVICES CONTRACT ADMINISTRATION:

3.3.1. REVIEWS SUPPLY CONTRACT. Reviews supply contract for completeness and accuracy, by researching contract clauses, history of negotiation, and contract specification.

3.3.2. REVIEWS SERVICE CONTRACT. Reviews service contract for completeness, accuracy, contract specification, history of negotiation, and researches contract clauses.

3.3.3. VERIFIES CONTRACT CONTENT. Verifies content of contract by utilizing checklist.

3.3.4. SCHEDULES COR/QUALITY ASSURANCE EVALUATOR (QAE) FOR TRAINING. Checks for COR designation letter, if required, and schedules newly assigned COR/QAE personnel for training.

3.3.5. VERIFIES INSURANCE REQUIREMENT. Verifies requirement for insurance, availability of current certificate, and drafts correspondence requesting submission, if required, prior to commencement of work.

3.3.6. PREPARES FOR PRE-PERFORMANCE CONFERENCE:

3.3.6.1. PREPARES PRE-PERFORMANCE DOCUMENT. Prepares pre-performance document by assembling forms and documents to be issued to the contractor.

3.3.6.2. SCHEDULES PRE-PERFORMANCE CONFERENCE. Schedules pre-performance conference, contacts and coordinates with personnel required to attend, and prepares a pre-performance agenda.

3.3.7. CONDUCTS PRE-PERFORMANCE CONFERENCE:

3.3.7.1. HOLDS PRE-PERFORMANCE CONFERENCE. Discusses contractor responsibility, rights of the Government, contract specifications, fire protection, security, and safety requirements. Issues pre-performance document.

3.3.7.2. PREPARES MEMORANDUM. Prepares memorandum to document pre-performance conference proceedings. Prepares original draft, proofreads, makes changes, ensures AF Form 3035, Performance and Pre-Final Payment Checklist, and letter requiring the contractor's signature and date are accurately annotated/signed.

3.3.8. MONITORS COR PROGRAM:

3.3.8.1. NOTIFIES COR/QAE. Furnishes COR/QAE with letter of appointment, explains procedure to follow, and outlines authority parameters.

3.3.8.2. DEVELOPS PERFORMANCE CHECKLIST. Assists COR/QAE in developing a contract performance checklist.

3.3.8.3. NOTIFIES CONTRACTOR. Forwards correspondence to contractor informing them of COR assignment and limit of authority.

3.3.8.4. REVIEWS COR/QAE PERFORMANCE. Reviews COR/QAE performance with functional area chief, and documents discussion and all action taken.

3.3.9. MONITORS CONTRACTOR PERFORMANCE:

3.3.9.1. CONDUCTS CONTRACTOR EVALUATION MEETING. Receives contractor performance report from COR, reviews report, arranges meeting, meets and reviews performance report with COR and contractor as necessary.

3.3.9.2. PERFORMS VISIT. Performs visit to ensure contractor compliance with contract provisions.

3.3.9.3. DOCUMENTS CONTRACTOR PERFORMANCE. Confers with functional area chief and COR to determine level of contractor performance; documents item concerning contractor and item pertinent to contractor evaluation.

3.3.9.4. MAINTAINS STATUS REPORT. Maintains status report on service and supply contract performance.

3.3.10. MONITORS CONTRACTOR PAYMENT:

3.3.10.1. REVIEWS PUBLIC PAY VOUCHER. Reviews public pay voucher for service other than personal, and ensures required information is included, i.e., type of payment, accounting classification, etc.

3.3.10.2. MAINTAINS OBLIGATED FUNDING RECORD. Maintains obligated funding record on dollar limit of contract, sends and receives copy of paid voucher, and files voucher in contract file.

3.3.11. PROCESSES CONTRACT MOD:

3.3.11.1. REVIEWS REQUEST FOR MOD. Receives request, and reviews modification to establish why the modification is required. Places written documentation in the contract file.

3.3.11.2. DOCUMENTS REVIEW RESULT. Documents in writing why modification requirements should not be treated as a new contract.

3.3.11.3. ENSURES FUND AVAILABILITY. Ensures additional funds are available for modifications that are increases.

3.3.11.4. DETERMINES MOD TYPE. Determines type of modification to be used and selects the "proper authority" for the modification.

3.3.11.5. EVALUATES ESTIMATE. Receives and evaluates contractor's cost estimate.

3.3.12. PREPARES FOR NEGOTIATION:

3.3.12.1. DEVELOPS PRICING DATA. Develops pricing data for negotiations and determines fair and reasonable price.

3.3.12.2. CONDUCTS NEGOTIATION.

3.3.12.3. PREPARES PRICE NEGOTIATION MEMORANDUM.

3.3.12.4. DRAFTS MOD. Drafts modification for preparation of SF 30. Prepares file and obtains necessary review.

3.3.12.5. MAINTAINS SUPPLEMENTAL AGREEMENT SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained.

3.3.12.6. DISTRIBUTES MODIFICATION. Distributes modification as required following execution.

3.3.12.7. PROCESSES ADMINISTRATIVE CHANGE. Processes administrative change modification required to correct administrative error.

3.3.12.8. PROCESSES SUPPLEMENTAL AGREEMENT MOD. Processes supplemental agreement modification with prior negotiation and forwards copy to higher headquarters when required.

3.3.13. PROCESSES LABOR INVESTIGATION:

3.3.13.1. ASSISTS WITH LABOR INVESTIGATION. Assists labor investigation to ascertain violation and notifies DOL of the specific violation that exists.

3.3.13.2. RESEARCHES LABOR CLAUSE.**3.3.14. RESEARCHES DOL WAGE DETERMINATION AND ASSISTS DOL DURING INVESTIGATION:**

3.3.14.1. ASSISTS DOL DURING INVESTIGATION. Assists DOL in researching information required for use during the investigation.

3.3.14.2. OBTAINS SJA REVIEW. Coordinates the DOL investigation effort with SJA and obtains their formal review.

3.3.14.3. MAINTAINS INVESTIGATION FILE. Prepares and documents labor investigation finding, places documentation in file, and maintains file.

3.3.15. PROCESSES CLAIM AND APPEAL ACTION:

3.3.15.1. REVIEWS CLAIM. Receives and reviews contractor claim against the government to ascertain the basis for the claim. Forwards copy of letter of claim to the Office of Primary Responsibility (OPR) for comment.

3.3.15.2. REVIEWS OPR COMMENT. Receives and reviews OPR comment concerning the validity of claim. Issues contracting officer's decision.

3.3.15.3. CONDUCTS PRE-NEGOTIATION CONFERENCE. Conducts pre-negotiation conference with OPR to establish Government position, coordinates facts, and forwards claim, with required data, to SJA for legal review and opinion on Government position.

3.3.15.4. CONDUCTS PRICE NEGOTIATION CONFERENCE. Conducts price negotiation conference with contractor if claim is honored, and assures availability of funds.

3.3.15.5. PREPARES CLAIM PACKAGE. Drafts final decision letter, assembles claim package, and forwards through contracting officer to NGB-CP for review and comment.

3.3.15.6. REVIEWS NGB-CP COMMENT. Contract law expert reviews NGB-CP comments and suggestions to ensure the Government is within the law.

3.3.15.7. PREPARES FINAL DECISION. Writes contracting officer final decision letter, attaches memorandum for record (MFR) stating the basis for the contracting officer's final decision, and forwards a copy of the final decision (with MFR) to NGB-JA and a copy to the contractor.

3.3.15.8. REVIEWS CONTRACTOR'S APPEAL. Receives and reviews contractor's appeal, assembles required data, submits Rule 4 File to NGB-JA, Armed Services Board of Contract Appeal (ASBCA), and informs contractor on status of appeal.

3.3.15.9. RESPONDS TO INTERROGATORY. Receives, reviews, and responds to interrogatory.

3.3.15.10. ATTENDS PRE-HEARING AND TRIAL. Appears as witness at pre-hearing brief and actual trial.

3.3.15.11. CONDUCTS NEGOTIATION. Conducts negotiation with contractor when ASBCA rules in favor of contractor. Prepares negotiation memorandum.

3.3.15.12. PREPARES MOD. Receives funds and prepares modification.

3.3.15.13. PROCESSES FINAL PAYMENT. Processes approval for final payment to Accounting and Finance, and forwards copy of board decision to NGB-JA.

3.3.16. PROCESSES SHIPMENT ERROR ACTION. Processes lost or damaged shipment, overage, and reject in accordance with contract requirements.

3.3.17. TERMINATES CONTRACT:

3.3.17.1. PROCESSES TERMINATION ACTION. Based upon recommendation from using activity, assembles required documents and justification for termination action. Reviews contract file for completeness, accuracy, supporting documentation and justification. Determines type of termination required and forwards package to SJA for review/comment.

3.3.17.2. CONDUCTS CONVENIENCE TERMINATION. Receives and reviews SJA comment, notifies contractor of the termination for convenience, schedules of event, and meeting date. Negotiates settlement, issues a bilateral supplemental agreement and completes file.

3.3.17.3. PROCESSES DEFAULT TERMINATION. Receives, reviews and resolves comment from SJA, assembles termination package and retains copy for contract file. Forwards termination package to Command Headquarters.

3.3.17.4. MAINTAINS TERMINATION REGISTER. Maintains convenience and default termination register and assigns authority docket number for termination action.

3.3.18. CLOSES CONTRACT:

3.3.18.1. OBTAINS WRITTEN RELEASE. Obtains written release of claim from contractor.

3.3.18.2. PREPARES CONTRACT COMPLETION STATEMENT. Reviews closeout checklist to ensure all actions have been taken to release the Government and the contractor from primary responsibility, closes contract, and prepares contract completion statement.

3.3.18.3. PREPARES EVALUATION REPORT. Prepares a contractor evaluation report as required.

4. CONSTRUCTION CONTRACTING:

4.1. PROCESSES CONSTRUCTION CONTRACT PROCEDURE:

4.1.1. INITIATES PLAN. Initiates advance contracting plan, and coordinates with the activity submitting the PR.

4.1.2. PERFORMS 90 PER CENT REVIEW. Reviews specification and other pertinent document, prepares review comments and forwards to civil engineering.

4.1.3. PROCESSES PR. Receives PR, reviews specifications and drawings for feasibility and completeness, and ensures a COR designation is included. Logs purchase control number, and completes project status sheet. Resolves discrepancy concerning the PR content.

4.1.4. PREPARES IFB/RFP SOLICITATION:

4.1.4.1. COMPLETES PLAN. Reviews, establishes milestones, and completes contracting plan for contract as required.

4.1.4.2. DETERMINES LIQUIDATION DAMAGE FORM. Determines liquidated damage form for assessment of liquidated damage when performance periods are not met.

4.1.4.3. PREPARES SYNOPSIS. Researches contract requirement, prepares synopsis, and submits for advertisement or negotiation for contract over \$25,000 or as required.

4.1.4.4. OBTAINS CERTIFICATION. Obtains certification of Government Furnished Property (GFP) availability.

4.1.5. PREPARES JUSTIFICATION AND AUTHORITY (J&A). Prepares J&A justifying use of negotiated procedures and includes Determination & Finding (D&F) warranty clauses.

4.1.6. PREPARES IFB/RFP PACKAGE. Prepares and attaches pertinent forms, project specifications, invitation to bidders and additional general provisions/requirements needed to explain contract. Distributes package.

4.1.7. PREPARES BIDDERS LIST. Prepares list of prospective contractors interested in the contract. Includes the review of Debarred Ineligible Contractors List.

4.1.8. PREPARES PRE-INVITATION NOTICE. Prepares pre-invitation notice for the review of contract specifications and drawings.

4.1.9. OBTAINS USP&FO REVIEW. Submits solicitation package to contracting officer (USP&FO) for review when required.

4.1.10. CONDUCTS PRE-BID CONFERENCE:

4.1.10.1. COORDINATES PRE-BID CONFERENCE. Prepares agenda and coordinates with applicable Government agencies.

4.1.10.2. CONDUCTS PRE-BID CONFERENCE. Conducts conference, answers questions, and prepares and distributes minutes.

4.1.10.3. CONDUCTS SITE VISIT. Conducts site visit prior to bid opening.

4.1.10.4. ANSWERS INQUIRY. Answers and coordinates inquiry and technical question. Responds to request from additional prospective bidders for solicitation package.

4.1.10.5. PREPARES AMENDMENT. Prepares amendment, makes correction, and coordinates with civil engineering.

4.1.11. CONDUCTS BID OPENING. Conducts bid opening and prepares abstract.

4.1.12. PROCESSES IFB:

4.1.12.1. CONDUCTS BID OPENING. Reviews bid and bid bond for accuracy, acknowledgment of amendments, and irregularities. Prepares determination concerning rejection of individual non-conforming bids, and evaluates bids to determine lowest bidder.

4.1.12.2. EVALUATES BID. Prepares determination concerning rejection of individual non-conforming bids and evaluates bids to determine lowest bidder.

4.1.12.3. OBTAINS CONFIRMATION. Obtains necessary bid confirmation, notifies and obtains concurrence of using activity concerning tentative award.

4.1.12.4. OBTAINS FUND. Obtains additional fund if required and verifies bid.

4.1.13. PROCESSES RFP:

4.1.13.1. REVIEWS PROPOSAL. Reviews each proposal for compliance with RFP.

4.1.13.2. CONVENES COMMITTEE. Convenes negotiation committee to decide areas in need of negotiation.

4.1.13.3. CONDUCTS PRE-NEGOTIATION. Holds pre-negotiation meeting with PR initiating activity to determine strategy and conduct cost and price analysis.

4.1.13.4. CONDUCTS NEGOTIATION. Conducts negotiation with contractor to obtain the most economical and timely contract for ANG.

4.1.13.5. FINALIZES NEGOTIATION. Finalizes negotiation and prepares pricing negotiation memorandum (PNM).

4.1.13.6. PREPARES AWARD CONTRACT. Prepares award contract and other required documentation in final format.

4.1.14. CANCELS SOLICITATION. Cancels solicitation when required.

4.1.15. CONDUCTS PRE-AWARD SURVEY. Obtains required information, conducts pre-award survey, and determines contractor responsibility. Prepares responsibility data memorandum.

4.1.16. NOTIFIES CONTRACTOR:

4.1.16.1. NOTIFIES APPARENT LOW BIDDER. Notifies apparent low bidder and obtains government references and verification of bid.

4.1.16.2. NOTIFIES BIDDER OF MISTAKE IN BID.

4.1.16.3. NOTIFIES UNSUCCESSFUL BIDDER. Prepares and forwards letter of unsuccessful or late bid to bidder.

4.1.16.4. PROVIDES BID RESULT. Provides bid result to contract affiliated individuals and firms upon request.

4.1.17. PREPARES AWARD SYNOPSIS. Prepares and submits synopsis of award to Commerce Business Daily for contracts over \$25,000.

4.1.18. COMPLETES CONTRACT FILE. Prepares required document (SF 23, SF 1442, and other required forms), arranges in final format, and completes contract file.

4.1.19. COORDINATES CONTRACT:

4.1.19.1. OBTAINS SJA REVIEW. Submits contract over \$25,000 to SJA for review or NGB-CP as required.

4.1.19.2. RESOLVES COMMENT. Resolves comment received from SJA/NGB-CP, prepares amendment and obtains contractor's signature as necessary.

4.1.20. AWARDS CONTRACT. Awards and distributes contract.

4.1.21. NOTIFIES DEPARTMENT OF LABOR. Notifies DOL, IAW FAR 22.804-2(c), of an award of a construction contract subject to affirmative action requirements.

4.1.22. PREPARES DD FORM 350. Prepares DD Form 350 for contracts over \$25,000 or as required.

4.2. PERFORMS CONSTRUCTION CONTRACT ADMINISTRATION:

4.2.1. REVIEWS PRELIMINARY SPECIFICATION. Reviews preliminary specification and provides contracting officer with comment.

4.2.2. REVIEWS CONTRACT:

4.2.2.1. REVIEWS CONSTRUCTION CONTRACT. Reviews construction contract for assignment, completeness, and familiarity by researching contract clauses.

4.2.2.2. VERIFIES CONTRACT CONTENT. Verifies content of contract by checking it against the contract file checklist.

4.2.2.3. COORDINATES CONTRACT. Coordinates contract with contracting officer and resolves discrepancies.

4.2.3. CONDUCTS PRE-PERFORMANCE CONFERENCE:

4.2.3.1. PREPARES AF FORM 3035, PRE-PERFORMANCE DOCUMENT. Prepares AF Form 3035, notice to proceed letter and other required forms.

4.2.3.2. PREPARES PRE-PERFORMANCE PACKAGE. Assembles forms and documents to be issued to the contractor.

4.2.3.3. SCHEDULES PRE-PERFORMANCE CONFERENCE. Schedules pre-performance conference by contacting and coordinating date with all personnel required to attend.

4.2.3.4. CONDUCTS PRE-PERFORMANCE CONFERENCE. Conducts pre-performance conference to discuss contractor responsibilities, rights of the Government, and contract specifications.

4.2.3.5. PREPARES MEMORANDUM. Prepares memorandum to document pre-performance proceeding, prepares draft, proofreads, makes changes, and ensures AF Form 3035 and letter requiring contractor's signature and date are properly annotated/signed.

4.2.4. MONITORS CONTRACTOR PROGRESS:

4.2.4.1. REVIEWS PROPOSED PROGRESS SCHEDULE. Receives and reviews contractor's proposed progress schedule, obtains recommendation (approval/disapproval) from Civil Engineering and forwards approved progress schedule to the contractor and civil engineer. Files copy of approved progress schedule in centralized ledger (for contracts over 60 days duration).

4.2.4.2. REVIEWS CONTRACTOR PROGRESS. Monitors contractor progress to ensure contract progress and completion are as scheduled; reviews progress report received from contractor and civil engineer (inspector), compares and posts to the contract progress schedule.

4.2.4.3. RESOLVES DISCREPANCY. Resolves discrepancy in contractor and civil engineer progress report, and files progress report in contract file.

4.2.4.4. ISSUES CURE NOTICE. Obtains legal review and comment, and issues cure notice when the contractor falls significantly behind schedule without a valid cause. Obtains NGB-CP coordination as required.

4.2.4.5. ANNOTATES CONTRACT FILE. Annotates contract file as to whether delinquency was cured within ten days and forwards copy to Small Business Administration if appropriate.

4.2.4.6. ISSUES SHOW CAUSE NOTICE. Obtains legal review from SJA and issues show cause notice when discrepancy from cure notice is not corrected within ten days.

4.2.4.7. ANNOTATES CONTRACT FILE. Receives and reviews contractor reply. Forwards copy of show cause notice to OPR, Security and SBA, if required, and annotates contract file.

4.2.4.8. REVIEWS REVISED PROGRESS SCHEDULE. Obtains and reviews contractor's revised contract progress schedule whenever a contract modification causes a change, or when the performance period is extended for four or more weeks. Provides a copy of the approved revised schedule to OPR and contractor, and files a copy in the centralized ledger.

4.2.4.9. ISSUES STOP WORK ORDER. Issues stop work order when complications arise such as inclement weather or Government delays. Negotiates new start dates and prepares time extension memorandum.

4.2.4.10. ASSISTS CONTRACTOR. Assists contractor to obtain material under priorities allotment.

4.2.4.11. REVIEWS CONTRACTOR'S QUALITY CONTROL (QC) PLAN. Reviews contractor's QC procedure and inspection plan.

4.2.4.12. ASSESSES LIQUIDATED DAMAGE. Assesses liquidated damage when performance period is not met.

4.2.5. MONITORS CONTRACTOR PERFORMANCE:

4.2.5.1. REVIEWS INSURANCE CERTIFICATE. Receives and reviews certification of coverage letter and follow-up. Resolves discrepancies.

4.2.5.2. REVIEWS PERFORMANCE AND PAYMENT BOND:

4.2.5.2.1. REVIEWS PAYMENT BOND. Reviews bond, resolves discrepancies, and forwards as required.

4.2.5.2.2. REVIEWS INDIVIDUAL SURETY. Reviews surety, resolves discrepancies, and forwards as required.

4.2.5.3. REVIEWS CONTRACTOR STATEMENT. Receives and reviews statement and acknowledgment of subcontractor; includes SF Form 1413 on contractor and second tier subcontractor. Resolves discrepancies.

4.2.5.4. REVIEWS APPRENTICESHIP CERTIFICATE. Receives and reviews payroll for apprenticeship and request, by letter, any missing certificates. Resolves discrepancies.

4.2.5.5. REVIEWS MATERIAL SUBMITTAL. Receives and reviews contractor's material submittal, receives civil engineer and Contracting Officer approval, and forwards approved/disapproved material submittal to contractor. Places copy in contract file.

4.2.5.6. REVIEWS PAYROLL. Receives and reviews contractor and subcontractor payroll and checks against authorized wage scale in the contract.

4.2.5.7. VALIDATES LABOR COMPLIANCE. Visits construction site and conducts required labor compliance interview with contractor employees. Evaluates labor compliance and files evaluation in contract file.

4.2.5.8. DOCUMENTS CONTRACT PERFORMANCE. Visits construction site and documents item concerning contract performance and items pertinent to contractor's evaluation/accomplishment.

4.2.5.9. MAINTAINS STATUS REPORT. Maintains status report on construction contracts.

4.2.6. PROCESSES PAYMENT TO CONTRACTOR:

4.2.6.1. PROCESSES PAYMENT INVOICE. Receives and reviews contractor invoice to determine amount of requested payment or verifies contract completion percentage and amount to be retained by the Government.

4.2.6.2. RECEIVES PUBLIC PAY VOUCHER. Receives copy of paid voucher and files in contract file.

4.2.7. PROCESSES CONTRACT MOD:

4.2.7.1. REVIEWS REQUEST FOR MOD. Receives and reviews request for modification.

4.2.7.2. PROCESSES MOD. Documents in writing why increased requirements should not be treated as a new contracting action. Places written documentation in the contract file to clearly establish why the MOD is required.

4.2.7.3. MONITORS FUND. Monitors fund to ensure additional funds are available if the modification results in an increase.

4.2.7.4. DETERMINES MOD TYPE. Determines type of MOD to be used.

4.2.7.5. EVALUATES ESTIMATE. Receives and evaluates contractor's estimate.

4.2.7.6. PREPARES FOR NEGOTIATION. Develops sufficient pricing data for negotiation. Determines fair and reasonable price.

4.2.7.7. CONDUCTS NEGOTIATION.

4.2.7.8. PREPARES PRICE NEGOTIATION MEMORANDUM.

4.2.7.9. DRAFTS MODIFICATION. Drafts modification, prepares file, and obtains required review.

4.2.7.10. MAINTAINS SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained.

4.2.7.11. DISTRIBUTES MOD. Ensures correct distribution of the modification within ten days after execution.

4.2.7.12. PROCESSES CHANGE ORDER MOD. Processes change order modification when there's not enough time for prior negotiation.

4.2.8. PROCESSES LABOR INVESTIGATION:

4.2.8.1. DETERMINES VIOLATION. Reviews labor investigations to determine violation and notifies DOL concerning the specific violation that exists. Includes researching labor regulations, payroll data, labor clauses, and DOL wage rate determination.

4.2.8.2. CONDUCTS INVESTIGATION. When appointed, conducts labor investigation and prepares an investigation report.

4.2.8.3. PREPARES FINAL REPORT. Prepares final investigation report and ensures proper accounting and completeness. Withholds sufficient monies until contractor makes restitution when the investigation reveals violations.

4.2.8.4. ASSESSES LIQUIDATED DAMAGE. Assesses liquidated damage for underpayment under the Contract Work Hours Standards Act.

4.2.9. ADMINISTERS CLAIM AND APPEAL:

4.2.9.1. REVIEWS CLAIM. Receives and review contractor's claim against the government to determine the basis for the claim, and forwards letter of claim to OPR.

- 4.2.9.2. REVIEWS OPR COMMENT.** Receives and reviews OPR comment as to validity of claim.
- 4.2.9.3. CONDUCTS PRE-NEGOTIATION CONFERENCE.** Conducts pre-negotiation conference with OPR to establish government position, coordinates facts, and forwards claim and all required data to the base legal office for legal review and opinion.
- 4.2.9.4. NEGOTIATES CLAIM.** Meets with contractor to negotiate price if claim is honored, and assures availability of funds.
- 4.2.9.5. DRAFTS DECISION LETTER.** Drafts final decision letter, receives and edits contracting officer's approval or disapproval.
- 4.2.9.6. REVIEWS CONTRACTOR'S APPEAL.** Receives and reviews contractor's appeal and forwards appeal to required agency.
- 4.2.9.7. ASSEMBLES AND SUBMITS APPEAL.** Assembles required data and submits Rule 4 File to NGB-JA, Armed Services Board of Contract Appeal (ASBCA) and the contractor to inform them of status of appeal.
- 4.2.9.8. ATTENDS PRE-HEARING AND TRIAL:**
- 4.2.9.8.1. APPEARS AT PRE-HEARING.** Appears as a witness at pre-hearing brief.
- 4.2.9.8.2. APPEARS AT TRIAL.** Appears at actual trial.
- 4.2.9.9. CONDUCTS NEGOTIATION.** Conducts negotiation with contractor when ASBCA rules in favor of contractor.
- 4.2.9.10. PREPARES NEGOTIATION MEMORANDUM AND MODIFICATION.** Receives fund and writes negotiation memorandum and modification.
- 4.2.9.11. OBTAINS LEGAL REVIEW.** Obtains Board of Awards Review and legal review if modification is \$100,000 or more, and distributes modification.
- 4.2.9.12. MAKES FINAL PAYMENT.** Makes final payment to contractor.
- 4.2.10. CLOSSES CONTRACT:**
- 4.2.10.1. FORWARDS DRAWING.** Ensures contractor furnishes all "as built" drawings and forwards to OPR.
- 4.2.10.2. CONDUCTS PRE-FINAL INSPECTION.** Visits construction site with project engineer for pre-final inspection to ensure completion of contract. Forwards punch list item to contractor for correction.
- 4.2.10.3. CONDUCTS FINAL INSPECTION.** Visits construction site with project engineer for final inspection to ensure contract completion.
- 4.2.10.4. OBTAINS WRITTEN RELEASE.** Obtains written release of claim from contractor and obtains copy of payment voucher for contract file.

4.2.10.5. COMPLETES PERFORMANCE EVALUATION REPORT. Researches contract file and completes Construction Contractor Performance Evaluation Report. Prepares DD Form 1594 and contract completion statement.

4.2.10.6. FILES INACTIVE CONTRACT. Places filing designation, dollar amount, and completion date on contract folder. Completes AF Form 3035, and files in inactive file.

4.2.10.7. ASSESSES CONTRACT WARRANTY ENFORCEMENT. Resolves any discrepancy resulting from construction item under warranty.

5. UNAUTHORIZED COMMITMENT:

5.1. PROCESSES UNAUTHORIZED COMMITMENT. Processes contracting actions that were initiated or approved by individuals without the requisite authority to do so. Obtains necessary backup documentation from using activity. Verifies reasonableness of price. Prepares Contracting Officer's Statement of facts and purchase order if required. Recommends approval/disapproval.

5.2. OBTAINS USP&FO APPROVAL/REVIEW. Forwards to USP&FO for review/approval. Receives review comment, and coordinates as required.

5.3. ISSUES PO. Issues PO for transactions that have been approved for payment (under \$25,000).

6. PROTEST:

6.1. PROCESSES PROTEST BEFORE AWARD:

6.1.1. DISTRIBUTES PROTEST. Prepares copy of protest and distributes to applicable agency.

6.1.2. PREPARES LETTER OF ACKNOWLEDGMENT. Prepares letter of acknowledgment to protester.

6.1.3. NOTIFIES INTERESTED PARTY. Prepares a letter notifying all interested parties of the protest.

6.1.4. REQUESTS TECHNICAL ASSISTANCE. Prepares letter to using activity requesting technical assistance on the allegations of the protest.

6.1.5. ANSWERS PROTESTER. Prepares answer to protester, coordinates answer, and forwards to protester.

6.1.6. EXPEDITES AWARD. Prepares justification for award, pending outcome of protest, if items are urgently required.

6.1.7. OBTAINS SECRETARY OF ARMY APPROVAL. Forwards to Secretary Of Army, through NGB-JA, for approval.

6.1.8. NOTIFIES CONTRACTOR. Notifies contractor of Secretary of Army's decision.

6.2. PROCESSES PROTEST AFTER AWARD:

6.2.1. DISTRIBUTES PROTEST. Prepares copy of protest for distribution to applicable agencies.

6.2.2. PREPARES LETTER OF ACKNOWLEDGMENT. Prepares letter of acknowledgment to protester.

6.2.3. REQUESTS TECHNICAL ASSISTANCE. Prepares letter to using activity requesting technical assistance on the allegations of the protest.

6.2.4. PREPARES ANSWER TO PROTEST.

6.2.5. OBTAINS SECRETARY OF ARMY APPROVAL. Forwards to Secretary Of Army, through NGB-JA, for approval.

6.2.6. NOTIFIES CONTRACTOR. Notifies contractor of Secretary of Army's decision and forwards a copy to NGB-JA.

6.3. COORDINATES PROTEST WITH GENERAL ACCOUNTING OFFICE (GAO) BEFORE AWARD:

6.3.1. DISTRIBUTES PROTEST. Prepares copy of protest for distribution.

6.3.2. PREPARES CONTRACTING OFFICER'S STATEMENT. Prepares contracting officer's statement based on information from technical personnel.

6.3.3. FORWARDS PROTEST TO GAO. Prepares a duplicate file of all documents pertinent to the protest and forwards to GAO for their review.

6.3.4. RESOLVES QUESTION. Resolves questions generated by the GAO review and submits as required.

6.3.5. EXPEDITES AWARD. Prepares justification for award, if items are urgently required, and submits to GAO after coordination.

6.4. COORDINATES PROTEST WITH GAO AFTER AWARD:

6.4.1. DISTRIBUTES PROTEST. Prepares copy of protest for distribution.

6.4.2. PREPARES CONTRACTING OFFICER'S STATEMENT. Prepares contracting officer's statement based on information from technical personnel and forwards to GAO for their review.

6.4.3. RESOLVES QUESTION. Resolves questions generated by the GAO review and submits as required.

6.4.4. PROCESSES APPEAL OF FINAL DECISION. Prepares document for the recorder IAW FAR Appendix A.

7. PREPARES FOR UNIT TRAINING ASSEMBLY (UTA). Prepares training material to ensure military personnel will meet contingency requirements upon mobilization.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

CONTRACTING FOOD SERVICE ADDITIVE

- 1. Objective.** This additive quantifies the man-hours that must be added to the Contracting, FAC 1251, work center when the tasks described in appendix A are accomplished.
- 2. Authority.** Air Force federal acquisition regulations (FAR) contains Headquarters Air Force Policy and procedural guidance for the contracting function. This additive has been developed in accordance with procedures contained in AFR 25-5, 16 May 1988.
- 3. Applicability.** Applies to 134 ARG, McGhee Tyson ANG Base, Knoxville, TN.
- 4. Standard Data:**
 - a. Classification.** Additive.
 - b. Approval Date.** 12 September 1992
 - c. Man-hour Data Source.** Operational Audit (technical estimate and historical record techniques).
 - d. Standard Man-hour Equation.** $Y = 4.266X$
 - e. Workload Factor:**
 - (1) Title: Food Service Blanket Purchase Agreements
 - (2) Definition. The total number of Food Service Blanket Purchase Agreements reviewed annually.
 - (3) Source. Local Food Service Blanket Purchase Agreement records maintained by Contracting, FAC 1251FS.
- 5. Application Instructions.** Apply this additive using the man-hour equation shown in paragraph 4d. Add the resultant man-hours to the man-hours derived through application of the ANGMS 1251FS standard man-hour equation before rounding to whole manpower requirements. With this manpower total, refer to the basic AFMS 1631 manpower table, attachment 3, to determine proper grade and skill distribution.
- 6. Statement of Conditions.** This additive does not have an additional impact on the work center's statement of conditions.

Appendix A
Additive Work Center Description

ADDITIVE WORK CENTER DESCRIPTION
FOOD SERVICE BLANKET PURCHASE AGREEMENTS

DIRECT:**1. FOOD SERVICE (FS) BLANKET PURCHASE AGREEMENT (BPA):**

1.1. REVIEWS FS BPA. Reviews FS BPA, approves or authorizes its use, and determines if all required information has been included.

1.2. ESTABLISHES FS CENTRALIZED BPA:

1.2.1. DETERMINES BPA REQUIREMENT. Reviews procurement history to determine item suitable for BPA.

1.2.2. SELECTS VENDOR. Determines prospective vendor, selects vendor, and prepares bidders list. Forwards contract specifications to vendors and obtains price list from vendors if prepriced.

1.2.3. PREPARES BPA PACKAGE. Incorporates description of agreement, specifications and enters proper clauses. Lists persons authorized to make calls.

1.2.4. CONDUCTS SITE VISIT. Conduct site visit with prospective bidder.

1.2.5. AWARDS FS BPA. Awards FS BPA, distributes, and notifies vendor of award.

1.2.6. PROCESSES PURCHASE REQUEST (PA):

1.2.6.1. PROCESSES MEAT/FISH ORDER. Receives Meat/Fish Order Purchase Request from using activity and calls vendor for delivery. Annotates PR with BPA number, call number, dollar amount expended, date, and signature of a person making call.

1.2.6.2. PROCESS GROCERY/DRY GOOD CORNER.**1.3. ESTABLISHES FS DECENTRALIZED BPA:****1.3.1. PROCESSES BPA.**

1.3.2. SELECTS VENDOR. Determines vendors, prepares bidders list, forwards contract specifications to vendor, and obtains price list from vendors if prepriced.

1.3.3. PREPARES BPA PACKAGE. Incorporates description of agreement, specifications, and enters proper clauses. Lists persons authorized to make calls.

1.3.4. CONDUCTS SITE VISIT. Conducts site visit with prospective bidders.

1.3.5. AWARDS FS DECENTRALIZED BPA. Awards FS decentralized BPA, distributes, and notifies vendor of award.

1.4. MAINTAINS FOOD SERVICE FILE:**1.4.1. MAINTAINS DECENTRALIZED FS BPA FILE.****1.4.2. MAINTAINS CENTRALIZED FS BPA FILE:**

1.4.2.1. FILES BPA CALL PRODUCT. Follow up on BPA call and files BPA call processed by buyer.

1.4.2.2. FILES INVOICE/SERVICE TICKET. Receives, verifies, and files invoice, service ticket, and voucher for centralized BPA calls.

1.4.2.3. FILES MODIFICATION TO BPA.

1.4.2.4. INCORPORATED PRICES LIST. Receives, notes contractor and vendor price list, and incorporates into BPA.

1.4.2.5. RECONCILES FS BPA. Compares delivery tickets with amounts listed on call logs and verifies any discrepancies with dining hall personnel and/or vendors.

1.5. PREPARES FINANCE REPORT. Prepares SF 1034, Public Voucher for Purchases and Services Other Than Personal, for each BPA.

1.6. PREPARES REPORT INSERT. Prepares monthly report for subsistence BPAs for submission on DD Form 1057. Include separation of small, large, and woman owned business actions.

DEPARTMENT OF THE AIR FORCE
Headquarters US Air Force
Washington DC 20310-2500

CHANGE 1
ANGMS 1251
7 April 1992

BASE CONTRACTING

ANGMS 1251, 15 July 1991, is changed as follows:

Page Insert Changes.

Remove	Date	Insert
1, 2	15 Jul 91	1, 2

BY ORDER OF THE SECRETARY OF THE AIR FORCE

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Chief
Administrative Services

BASE CONTRACTING

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Page Insert Changes.

Remove	Date	Insert
1, 2	15 Jul 91	1, 2 30-32

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