BASE CONTRACTING

(Selfridge ANGB)

1. Objective. This Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirements to accomplish the tasks described in the Work Center Description (WCD) for varying levels of workload volume.

2. Authority. The Federal Acquisition Regulation (FAR), related supplements, i.e.; Defense Federal Acquisition Regulations (DFARS), Air Force Federal Acquisition Regulation (AFFARS), Army Federal Acquisition Regulation (AFARS), National Guard Federal Acquisition Regulation (NGFARS), ANGR 70-18, and NGP 70-1/715-1, contain Federal and DoD policy and procedural guidance for the ANG Base Contracting work center. This ANGMS was developed in accordance with procedures outlined for development of single point location standards contained in AFI 38-201, Determining Manpower Requirements (formerly AFR 25-5, May 88).

3. Applicability. This standard applies to the Selfridge Air National Guard Base Contracting work center only.

4. Standard Data:

a. Classification. Type III.

b. Approval Date. 30 Jul 92.

c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).

d. Standard Man-Hour Equation. $Y = 334.8 + 1.154X_1 + 0.7930X_2 + 22.59X_3 + 23.65X_4 + 73.51X_5 + 0.8674X_6$.

e. Workload Factors.

(1) Title:

(a) X_1: A Small Purchase Procedure.
(b) X_2: A DD Form 1348-1 Single Line Item Processed.
(c) X_3: An Architect and Engineer (A&E) Designed Contract.
(d) X_4: A Construction Contract.
(e) X_5: A Service Contract Over $25,000.
(f) X_6: A Supply Contract Over $25,000.

(2) Definition:

(a) X_1: The average number of small purchase procedures, $0.01 to $25,000 processed monthly.
(b) X_2: The average number of DD Forms 1348-1 received by contracting monthly.
(c) X_3: The average number of A&E delivery orders, purchase orders, and negotiated contracts awarded monthly.
(d) X_4: The average number of Construction contracts awarded monthly.
(e) X_5: The average number of Service Contracts over $25,000 awarded monthly.
(f) X_6: The average number of Supply Contracts over $25,000 awarded monthly.

(3) Sources of Count:

(a) X_1: DD Form 1057, Monthly Contracting Summary of Actions $25,00 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.
(c) X_3: The quarterly Contracting Workload Report, Part B(1), name/description.
(d) X_4: The quarterly Contracting Workload Report, Part B(2), name/description.
(e) X_5: The quarterly Contracting Workload Report, Part C(1), name/description.
(f) X_6: The quarterly Contracting Workload Report, Part C(2), name/description.

5. Application Instructions:

a. Calculate the correct value for each WLF identified in paragraph 4e above. Substitute these values for the appropriate value of X in the manpower equation in paragraph 4d above.

b. Divide total man-hours (Y) by the current Civilian Man-Hour Availability Factor, then refer to the current Fractional Manpower Table to determine the number of required authorizations.

c. Refer to attachment 2, AF Form 1113, Standard Manpower Table, find the column that identifies the number of total manpower requirements, then read up and across the column to determine total manpower by AFSCs.

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d. The AF Form 1113, Standard Manpower Table, identifies the aggregate of allowed manpower specialty title and AFSC. The Supply, Services, Systems, A&E and Construction Branches have been combined to allow more efficient use of the total number of manpower positions earned by the standard.

e. Extrapolation limits for a single location standard are based on +/-25 percent of the calculated man-hours IAW AFI 38-201 (formerly AFR 25-5, Paragraph 12-23(c)).

f. Title V and Title 32 positions are represented in this work center.

6. Statement of Conditions. The normal hours of operation of this work center are eight hour days, five days a week. There are no other standards of living constraints which affect the daily operation of this work center.

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Director, Air National Guard

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Director
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2 Attachments
1. Work Center Description
2. Manpower Standard Table

WORK CENTER DESCRIPTION

Base Contracting

(SELFRIDGE ANG BASE)

DIRECT:

1. SMALL PURCHASE SUPPLY CONTRACTING:

1.1. PROCESSES SMALL PURCHASE SUPPLY CONTRACT REQUIREMENT:

1.1.1. REVIEWS REQUEST FOR PURCHASE AND HISTORY TRAILER/AF FORM 16, TRAVELLING REQUEST. Reviews request for purchase to ensure all information has been included.

1.1.2. RESOLVES DISCREPANCY. Obtains information from customer, resolves discrepancy, or returns request without action.

1.1.3. RESEARCHES UNIQUE BUY.

1.2. REVIEWS SOLE SOURCE LETTER.

1.3. SCREENS HAZARDOUS MATERIAL.

1.4. DETERMINES SET-ASIDE.

1.5. SELECTS VENDOR.

1.6. DETERMINES TYPE OF CONTRACTUAL DOCUMENT. Determines type of contractual documentation required to include; Purchase Order/Delivery Order (PO/DO) or Blanket Purchase Agreement (BPA).

1.7. OBTAINS PRICING:

1.7.1. OBTAINS ORAL PRICE QUOTE.

1.7.2. OBTAINS WRITTEN PRICE QUOTE.

1.7.2.1. REVIEWS REQUEST FOR QUOTE (RFQ) FILE.

1.7.2.2. MAINTAINS OPEN RFQ SUSPENSE FILE.

1.8. PREPARES AWARD:

1.8.1. PREPARES ABSTRACT OF OFFER. Obtains quotation, documents abstract with quotation, and determines low offer.

1.8.2. PREPARES PRICING MEMORANDUM. Prepares pricing memorandum of fair and reasonable price from $2,500 to $25,000.

1.8.3. COMPLETES ABSTRACT AND PREPARES CONTRACTUAL DOCUMENT.

1.8.4. DISSOLVES SET ASIDE.

1.8.5. REVIEWS DEBARRED BIDDERS LIST.

1.8.6. VERIFIES FUND AVAILABILITY.

1.8.7. UPDATES AF FORM 16. Reviews AF Form 16 for purchase history; analyzes previous price, date and quantity of purchase, source of purchase, and vendor delivery performance.

1.8.8. ANNOTATES PO/DO LOG.

1.9. ISSUES CONTRACT.

1.10. PERFORMS SUPPLY PURCHASE FOLLOW-UP:

1.10.1. PERFORMS FOLLOW-UP ON UNPURCHASED REQUISITION FOR SUPPLY.

1.10.2. PERFORMS NON-584 FOLLOW-UP.

1.11. FILES DOCUMENTATION. Files documentation in appropriate purchase and delivery order folder.

1.12. PREPARES MODIFICATION (MOD):

1.12.1. VALIDATES MOD. Determines type of MOD and Federal Acquisition Regulation (FAR) authority; documents if increase should/should not be treated as new contract and files documentation.

1.12.2. EVALUATES PRICE. Evaluates contractor's proposal and ensures funds are available for MOD.

1.12.3. PREPARES SF FORM 30, AMENDMENT OF SOLICITATION/MODIFICATION.

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

1.13. PREPARES DOCUMENTATION FOR DISTRIBUTION.

1.14. PROCESSES REPORT OF DISCREPANCY (ROD).

1.15. MAINTAINS SOURCE LIBRARY. Excluding Publications Library (AF/ANG Regulations, FARS, DFARS, etc.).

1.16. ESTABLISHES CENTRALIZED BPA:

1.16.1. DETERMINES BPA REQUIREMENT. Reviews procurement history for repetitive requirement.

1.16.2. PREPARES BPA PACKAGE. Incorporates description of agreement, specification, and enters proper clause.

1.16.3. EVALUATES PRICING.

1.16.4. CONDUCTS SITE VISIT. Conducts site visit with prospective bidder and obtains written concurrence of contractor.

1.16.5. AWARDS AND DISTRIBUTES BPA.

1.16.6. PROCESSES AF FORM 9, REQUEST FOR PURCHASE. Reviews AF Form 9 or AF Form 616, Fund Cite Authorization from using activity; calls vendor for delivery; annotates AF Form 9 or AF Form 16 with BPA call number, dollar amount expended, date and signature of person making call; and annotates BPA call register.

1.16.7. MAINTAINS CENTRALIZED BPA FILE:

1.16.7.1. RECEIVES PURCHASE REQUEST.

1.16.7.2. VALIDATES AVAILABILITY OF FUND.

1.16.7.3. OBTAINS QUOTE/AVAILABILITY.

1.16.7.4. PLACES CALL AND PROCESSES DOCUMENTATION.

1.16.7.5. PREPARES AF FORM 3062, ABSTRACTS OF PROPOSAL/QUOTATION.

1.16.7.6. MAINTAINS FILE AND DISTRIBUTES DOCUMENTATION.

1.16.7.7. REVIEWS CENTRALIZED BPA ANNUALLY.

1.16.7.8. CANCELS CENTRALIZED BPA. Processes SF Form 30 to cancel centralized BPA.

1.17. ESTABLISHES DECENTRALIZED BPA:

1.17.1. DETERMINES BPA REQUIREMENT. Reviews procurement history for repetitive requirement.

1.17.2. PREPARES BPA PACKAGE. Incorporates description of agreement, specification, and enters proper clause.

1.17.3. EVALUATES PRICING.

1.17.4. CONDUCTS SITE VISIT. Conducts site visit with prospective bidder.

1.17.5. CONDUCTS TRAINING. Provides customer with information and/or training pertaining to decentralized BPA usage.

1.17.6. AWARDS AND DISTRIBUTES BPA.

1.17.7. REVIEWS DECENTRALIZED BPA ANNUALLY.

1.18. MONITORS DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT, AND/ OR, DD FORM 1155, ORDER FOR SUPPLIES OR SERVICE. Ensures DD Form 1149 and/or DD Form 1155 are received for item shipped off-base for repair.

1.19. PREPARES INPUT TO ANNUAL ACQUISITION PLAN.

1.20. RESPONDS TO USER/VENDOR INQUIRY:

1.20.1. RESPONDS TO IN-PERSON INQUIRY.

1.20.2. RESPONDS TO TELEPHONE INQUIRY.

1.21. PERFORMS FOLLOW-UP. Performs year-end follow-up.

1.22. PREPARES TWO-WAY MEMORANDUM. Prepares two-way memo to Supply requesting status.

2. SMALL PURCHASE SERVICES CONTRACTING:

2.1. PROCESSES SMALL PURCHASE SERVICES CONTRACT REQUIREMENT:

2.1.1. REVIEWS REQUEST FOR PURCHASE. Reviews request for purchase to ensure all information has been included.

2.1.2. RESOLVES DISCREPANCY. Obtains information from customer and resolves discrepancy, or returns request without action.

2.1.3. RESEARCHES UNIQUE BUY.

2.2. REVIEWS SOLE SOURCE LETTER.

2.3. SCREENS HAZARDOUS MATERIAL.

2.4. REVIEWS NEGOTIATED CONTRACT ANNUALLY.

2.5. PREPARES AND ISSUES SF FORM 98, NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE.

2.6. DETERMINES SET ASIDE.

2.7. SELECTS VENDOR.

2.8. DETERMINES TYPE OF CONTRACTUAL DOCUMENT. Determines type of contractual documentation required to include PO/DO or BPA.

2.9. INCORPORATES WAGE RATE. Incorporates wage rate for small purchase services over $2,500.

2.10. OBTAINS PRICING:

2.10.1. OBTAINS ORAL PRICE QUOTE.

2.10.2. OBTAINS WRITTEN PRICE QUOTE:

2.10.2.1. REVIEWS RFQ FILE.

2.10.2.2. MAINTAINS OPEN RFQ SUSPENSE FILE.

2.11. PREPARES AWARD:

2.11.1. PREPARES ABSTRACT OF OFFER. Reviews quotation, documents abstract with quotation, and determines low offer.

2.11.2. PREPARES PRICING MEMORANDUM. Prepares pricing memorandum of fair and reasonable price from $2,500 to $25,000.

2.11.3. COMPLETES ABSTRACT AND PREPARES CONTRACTUAL DOCUMENT.

2.11.4. NOTIFIES DEPARTMENT OF LABOR (DOL). Prepares and forwards SF Form 99, Notice of Award of Contract, to DOL.

2.11.5. DISSOLVES SET ASIDE.

2.11.6. REVIEWS DEBARRED BIDDERS LIST.

2.11.7. VERIFIES FUND AVAILABILITY.

2.11.8. ANNOTATES PO/DO LOG.

2.12. ISSUES CONTRACT.

2.13. PERFORMS PURCHASE FOLLOW-UP.

2.14. FILES DOCUMENTATION. Files documentation in appropriate purchase and delivery order folder.

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

2.16. PREPARES MOD:

2.16.1. VALIDATES MOD. Determines type of MOD and FAR authority, documents if increase should/should not be treated as new contract, and files documentation.

2.16.2. EVALUATES PRICE. Evaluates contractor's proposal and ensures funds are available for MOD.

2.16.3. PREPARES SF FORM 30, AMENDMENT OF SOLICITATION/MODIFICATION.

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

2.16.5. MONITORS MOD DISTRIBUTION.

2.16.6. PROCESSES DISCREPANCY.

2.17. ADMINISTERS ANNUAL MAINTENANCE CONTRACT:

2.17.1. PROCESSES CALL REQUEST.

2.17.2. ANNOTATES LEDGER.

2.17.3. ENSURES SERVICE IS PERFORMED.

2.17.4. REVIEWS CONTRACTOR TICKET/INVOICE.

2.17.5. ISSUES RECEIVING REPORT.

2.18. MAINTAINS SOURCE LIBRARY. Excluding Publications Library (AF/ANG Regulations, FARS, DFARS, etc.).

2.19. ESTABLISHES CENTRALIZED BPA:

2.19.1. DETERMINES BPA REQUIREMENT. Reviews procurement history for repetitive requirement.

2.19.2. PREPARES BPA PACKAGE. Incorporates description of agreement, specification, and enters proper clause.

2.19.3. EVALUATES PRICING.

2.19.4. CONDUCTS SITE VISIT. Conducts site visit with prospective bidder and obtains written concurrence of contractor.

2.19.5. AWARDS AND DISTRIBUTES BPA.

2.19.6. PROCESSES AF FORM 9. Reviews AF Form 9 or AF Form 616 from using activity; calls vendor for delivery; annotates AF Form 9 or AF Form 16 with BPA call number, dollar amount expended, date and signature of person making call; and annotates BPA call register.

2.19.7. MAINTAINS CENTRALIZED BPA FILE:

2.19.7.1. REVIEWS CALL FOR PURCHASE REQUEST.

2.19.7.2. VALIDATES AVAILABILITY OF FUND.

2.19.7.3. OBTAINS QUOTE/AVAILABILITY.

2.19.7.4. PLACES CALL AND PROCESSES DOCUMENTATION.

2.19.7.5. MAINTAINS FILE AND DISTRIBUTES DOCUMENTATION.

2.20. ESTABLISHES DECENTRALIZED BPA:

2.20.1. DETERMINES BPA REQUIREMENT. Reviews procurement history for repetitive requirement.

2.20.2. PREPARES BPA PACKAGE. Incorporates description of agreement, specification, and enters proper clause.

2.20.3. EVALUATES PRICING.

2.20.4. CONDUCTS SITE VISIT. Conducts site visit with prospective bidder.

2.20.5. CONDUCTS TRAINING. Provides customer with information and/or training pertaining to decentralized BPA usage.

2.20.6. AWARDS AND DISTRIBUTES BPA.

2.20.7. PROCESSES AF FORM 9. Reviews AF Form 9 or AF Form 616 from using activity; calls vendor for delivery; annotates AF Form 9 or AF Form 16 with BPA call number, dollar amount expended, date and signature of person making call; and annotates BPA call register.

2.20.8. MAINTAINS DECENTRALIZED BPA FILE:

2.20.8.1. MONITORS PROCEDURE.

2.20.8.2. VALIDATES AVAILABILITY OF FUND.

2.20.8.3. MAINTAINS FILE AND DISTRIBUTES DOCUMENTATION.

2.20.8.4. MONITORS BPA CALL. Conducts BPA user site visit.

2.20.8.5. PREPARES BPA MOD.

2.20.8.6. REVIEWS BPA.

2.20.8.7. CLOSES OUT BPA.

2.21. MONITORS DD FORM 1149 AND/OR, DD FORM 1155. Ensures DD Form 1149 and/or DD Form 1155 are received for item shipped off-base for repair.

2.22. PREPARES ANNUAL ACQUISITION PLAN.

2.23. PERFORMS FOLLOW-UP. Performs year-end follow-up.

3. SUPPLY CONTRACTING:

3.1. PROCESSES SUPPLY CONTRACT:

3.1.1. PRIORITIZES PURCHASE REQUEST (PR). Prioritizes and distributes PR to buyer.

3.1.2. PROCESSES PRIORITY WALK-THROUGH.

3.2. PREPARES SOLICITATION PACKAGE:

3.2.1. PREPARES SOLICITATION FILE.

3.2.2. DETERMINES CONTRACT TYPE.

3.2.3. DETERMINES SOURCE:

3.2.3.1. DETERMINES SMALL BUSINESS ADMINISTRATION (SBA) SOURCE. Contacts SBA and obtains "8A" source (minority or disadvantaged source).

3.2.3.2. SOLICITS OPEN MARKET SOURCE.

3.2.4. PREPARES SOLICITATION. Prepares solicitation for notification of prospective offeror if solicitation is $100,000 or more.

3.2.5. PREPARES BIDDERS LIST. Prepares prospective bidders list.

3.2.6. PREPARES SOLICITATION SYNOPSIS. Prepares, reviews, corrects and makes copy of publicized synopsis over $25,000.

3.2.7. PREPARES ADVANCE ACQUISITION PLAN OVER $25,000.

3.2.8. PREPARES DETERMINATION AND FINDING (D&F). Prepares documentation on option and warranty.

3.2.9. PREPARES JUSTIFICATION AND APPROVAL (J&A). Prepares J&A for sole source and foreign market buy; forwards to United States Procurement and Fiscal Officer(USP&FO) and/or NGB-AQ for review and approval.

3.2.10. UPDATES AND PREPARES INVITATION FOR BID/REQUEST FOR PROPOSAL (IFB/RFP) FORMAT.

3.3. ISSUES SOLICITATION PACKAGE:

3.3.1. PREPARES CHECKLIST. Prepares checklist package being submitted for legal and USP&FO review.

3.3.2. ISSUES SOLICITATION PACKAGE. Issues to interested party, annotates bidders, list and posts to bulletin board.

3.4. CONDUCTS PRE-BID CONFERENCE/SITE VISIT.

3.4.1. PREPARES AGENDA. Prepares agenda, facility, and arranges clearance.

3.4.2. NOTIFIES INTERESTED PARTY. Notifies interested party on location of pre-solicitation.

3.4.3. CONDUCTS PRE-BID CONFERENCE AND/OR SITE VISIT. Conducts conference and forwards completed documentation to interested party.

3.4.4. RESPONDS TO ADDITIONAL INQUIRY. Responds to technical question and additional inquiry.

3.4.5. PREPARES AMENDMENT:

3.4.5.1. REVIEWS AND COORDINATES CHANGE REQUEST.

3.4.5.2. PREPARES SF FORM 30.

3.4.5.3. DISTRIBUTES AMENDMENT.

3.4.5.4. ANNOTATES BIDDERS LIST AND POSTS TO BULLETIN BOARD.

3.5. EVALUATES IFB:

3.5.1. CONDUCTS BID OPENING.

3.5.2. REVIEWS BID. Reviews Procurement Integrity Statement and all bids for responsiveness to the IFB.

3.5.3. REVIEWS TECHNICAL EVALUATION.

3.5.4. REVIEWS CONTRACTOR REFERENCE. Reviews and verifies contractor reference and prepares Determination of Responsibility.

3.6. EVALUATES RFP:

3.6.1. REVIEWS PROPOSAL AND INTEGRITY STATEMENT FROM CONTRACTOR AND RECORDS RECEIPT.

3.6.2. REVIEWS TECHNICAL EVALUATION.

3.6.3. DETERMINES COMPETITIVE RANGE. Determines competitive range and notifies offeror outside of range.

3.6.4. REQUESTS DEFENSE CONTRACTING AUDIT AGENCY (DCAA) AUDIT. Requests DCAA audit for contract over $500,000.

3.6.5. PERFORMS COST EVALUATION. Performs cost evaluation, questions offeror, and develops government position.

3.6.6. OBTAINS TECHNICAL COORDINATION.

3.6.7. PREPARES PRE-NEGOTIATION BRIEFING.

3.6.8. OBTAINS APPROVAL FOR NEGOTIATION.

3.6.9. PREPARES PRE-BUSINESS CLEARANCE MEMORANDUM (BCM). Prepares a pre-BCM for approval from USP&FO and/or NGB-AQ.

3.6.10. CONDUCTS NEGOTIATION BRIEFING:

3.6.10.1. CONDUCTS NEGOTIATION.

3.6.10.2. EVALUATES CHANGE TO PROPOSAL.

3.6.10.3. REVIEWS BEST AND FINAL OFFER (BAFO).

3.7. PREPARES POST-BCM. Prepares post-BCM for approval from USP&FO and/or NGB-AQ.

3.8. REVIEWS NEGOTIATED CONTRACT.

3.9. AWARDS CONTRACT:

3.9.1. DETERMINES AWARDEE AND PREPARES DOCUMENTATION:

3.9.1.1. DETERMINES AWARDEE. Determines awardee and completes abstract.

3.9.1.2. PREPARES DD FORM 350.

3.9.1.3. PREPARES SF FORM 26.

3.9.1.4. PREPARES SF FORM 33.

3.9.2. OBTAINS COST DOCUMENTATION. Obtains certificate of current cost, pricing data, and EEO compliance.

3.9.3. OBTAINS NGB-AQ/JA REVIEW. Submits contract over $25,000 to Staff Judge Advocate (SJA) and over $1,000,000 to NGB-AQ for review.

3.9.4. RESOLVES COMMENT. Resolves in writing, SJA or NGB-AQ review comments, prepares contract MOD, and obtains contractor's signature.

3.9.5. AWARDS CONTRACT. Awards and distributes contract.

3.9.6. PREPARES SYNOPSIS. Prepares synopsis of award and contract distribution record.

3.9.7. DISTRIBUTES DOCUMENTATION. Distributes unsuccessful letter and awarded contract. Mails contract via certified mail.

3.10. PREPARES FOR PERFORMANCE:

3.10.1. REVIEWS CONTRACT. Reviews contract and prepares file for administration.

3.10.2. PREPARES PRE-PERFORMANCE AGENDA.

3.10.3. CONDUCTS PRE-PERFORMANCE MEETING.

3.10.4. REQUESTS INSURANCE CERTIFICATE. Requests insurance certificate and employee roster.

3.10.5. PREPARES DD FORM 350. Prepares DD Form 350 for each contract action over $500 for compliance with the Small Business Competitive Demonstration Program.

3.10.6. PREPARES REQUIREMENTS CONTRACT DELIVERY ORDER.

3.11. MONITORS PERFORMANCE:

3.11.1. CONDUCTS SITE VISIT. Conducts site visit to monitor contractor and Contracting Office Representative (COR) performance; resolves complaint and documents file.

3.11.2. CONDUCTS PERFORMANCE EVALUATION MEETING.

3.11.3. REVIEWS STATUS OF CONTRACT OVER $25,000.

3.12. PROCESSES PAYMENT:

3.12.1. REVIEWS AND CERTIFIES INVOICE.

3.12.2. ANNOTATES LOG.

3.13. PROCESSES MOD:

3.13.1. REVIEWS REQUEST. Reviews request for modification and/or annotates file.

3.13.2. PROCESSES MOD. Determines type, develops pricing data, evaluates proposal, conducts negotiation, prepares Price Negotiation Memorandum (PNM), and drafts MOD.

3.13.3. MAINTAINS MOD SUSPENSE FILE. Maintains supplemental agreement suspense file.

3.13.4. EVALUATES PROPOSAL. Obtains technical evaluation and determines government pre-negotiation pricing position.

3.13.5. CONDUCTS NEGOTIATION. Presents pre-negotiation and conducts negotiation.

3.13.6. PREPARES MOD.

3.14. DETERMINES ISSUANCE OF CURE/SHOW CAUSE NOTICE:

3.14.1. ISSUES CURE/SHOW CAUSE NOTICE.

3.14.2. REVIEWS CONTRACTOR RESPONSE.

3.14.3. TERMINATES CONTRACT. Resolves issue prior to termination for default or convenience.

3.15. CONDUCTS ROUTINE FOLLOW-UP.

3.16. CLOSES OUT CONTRACT:

3.16.1. REVIEWS CONTRACT FOLDER.

3.16.2. PREPARES CONTRACT FILE CLOSEOUT CHECKLIST.

3.16.3. RETIRES CONTRACT FILE TO STAGING AREA.

4. SERVICE CONTRACTING:

4.1. PROCESSES SERVICE CONTRACT:

4.1.1. REVIEWS STATEMENT OF WORK (SOW). Reviews SOW and Quality Assurance Plan.

4.1.2. REVIEWS PR.

4.2. PREPARES SOLICITATION PACKAGE:

4.2.1. PREPARES SOLICITATION FILE.

4.2.2. DETERMINES CONTRACT TYPE.

4.2.3. DETERMINES CONTRACT SOURCE:

4.2.3.1. DETERMINES SBA SOURCE. Contacts SBA and obtains "8A" source (minority or disadvantaged source).

4.2.3.2. SOLICITS OPEN MARKET SOURCE.

4.2.4. PREPARES PRE-SOLICITATION NOTICE. Prepares pre-solicitation notification of prospective offer for solicitation of $100,000 or more.

4.2.5. PREPARES BIDDERS LIST. Prepares prospective bidders list.

4.2.6. PREPARES SF FORM 98, NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE.

4.2.7. PREPARES SYNOPSIS. Prepares, reviews, corrects, and makes copy of publicized synopsis ($25,000 or more).

4.2.8. PREPARES ADVANCE ACQUISITION PLAN OVER $25,000.

4.2.9. PREPARES D&F. Prepares documentation on option.

4.2.10. PREPARES J&A. Prepares J&A for sole source and forwards to USP&FO and/or NGB-AQ for review and approval.

4.2.11. UPDATES AND PREPARES IFB/RFP FORMAT.

4.3. ISSUES SOLICITATION PACKAGE:

4.3.1. PREPARES CHECKLIST. Prepares checklist for legal and USP&FO review.

4.3.2. ISSUES SOLICITATION PACKAGE. Issues solicitation package to interested party, annotates bidders list, and posts to bulletin board.

4.4. CONDUCTS PRE-BID CONFERENCE/SITE VISIT:

4.4.1. PREPARES AGENDA. Prepares agenda, facility, and arranges clearance.

4.4.2. NOTIFIES INTERESTED PARTY. Notifies interested party on location of pre-bid conference/site visit.

4.4.3. CONDUCTS PRE-BID CONFERENCE AND/OR SITE VISIT. Conducts conference and forwards completed documentation to interested party.

4.4.4. RESPONDS TO ADDITIONAL INQUIRY. Responds to technical question and additional inquiry.

4.4.5 PREPARES AMENDMENT:

4.4.5.1. REVIEWS AND COORDINATES CHANGE REQUEST.

4.4.5.2. PREPARES AND DISTRIBUTES AMENDMENT.

4.4.5.3. ANNOTATES BIDDERS LIST AND POSTS TO BULLETIN BOARD.

4.5. EVALUATES BID:

4.5.1. CONDUCTS BID OPENING.

4.5.2. REVIEWS BID. Reviews Procurement Integrity Statement and bid for responsiveness to the IFB, business size standard and compliance.

4.5.3. REVIEWS TECHNICAL EVALUATION.

4.5.4. REVIEWS CONTRACTOR REFERENCE. Reviews contractor reference and prepares Determination of Responsibility.

4.6. EVALUATES PROPOSAL:

4.6.1. REVIEWS PROPOSAL AND PROCUREMENT INTEGRITY STATEMENT AND RECORDS RECEIPT.

4.6.2. REVIEWS TECHNICAL EVALUATION.

4.6.3. DETERMINES COMPETITIVE RANGE. Determines competitive range and notifies offeror outside of range.

4.6.4. REQUESTS DCAA AUDIT. Requests DCAA audit for contract over $500,000.

4.6.5. OBTAINS TECHNICAL COORDINATION. Obtains technical coordination from using activity.

4.6.6. PERFORMS COST EVALUATION. Performs cost evaluation, questions offeror and develops government position.

4.6.7. CONDUCTS NEGOTIATION BRIEFING:

4.6.7.1. PREPARES/CONDUCTS PRE-NEGOTIATION BRIEFING.

4.6.7.2. OBTAINS APPROVAL FOR NEGOTIATION.

4.6.7.3. CONDUCTS NEGOTIATION.

4.6.7.4. EVALUATES CHANGE TO PROPOSAL.

4.6.7.5. REVIEWS BAFO.

4.6.7.6. OBTAINS COST DOCUMENTATION. Obtains certificate of current cost, pricing data, and EEO compliance.

4.6.7.7. PREPARES PRE-BCM. Prepare pre-BCM for approval from USP&FO and/or NGB-AQ.

4.6.7.8. PREPARES POST-BCM. Prepares post-BCM for approval from USP&FO and/or NGB-AQ.

4.7. AWARDS CONTRACT:

4.7.1. SELECTS CONTRACTOR AND PREPARES DOCUMENTATION:

4.7.1.1. PREPARES DD FORM 350.

4.7.1.2. PREPARES SF FORM 26. Prepares SF Form 26 for SBA 8(a) contract.

4.7.1.3. PREPARES SF FORM 33.

4.7.2. PREPARES SYNOPSIS. Prepares synopsis of award.

4.7.3. DISTRIBUTES DOCUMENTATION. Distributes unsuccessful letter and mails contract via certified mail.

4.8. COORDINATES CONTRACT:

4.8.1. OBTAINS NGB-AQ/JA REVIEW. Submits contract over $25,000 to SJA and over $1,000,000 to NGB-AQ for review.

4.8.2. RESOLVES COMMENT. Resolves, in writing, SJA or NGB-AQ review comment, prepares contract MOD, and obtains contractor's signature.

4.8.3. AWARDS CONTRACT. Awards and distributes contract.

4.8.4. PREPARES DD FORM 350. Prepares DD Form 350 for each contract action over $500 for compliance with the Small Business Competitive Demonstration Program.

4.8.5. PREPARES REQUIREMENTS CONTRACT DELIVERY ORDER.

4.9. ADMINISTERS CONTRACTING OFFICERS REPRESENTATIVE (COR)/QUALITY ASSURANCE EVALUATOR (QAE) PROGRAM:

4.9.1. DEVELOPS COR/QAE TRAINING PROGRAM. Develops COR/QAE annual lesson plan.

4.9.2. CONDUCTS COR/QAE TRAINING PROGRAM. Conducts COR/QAE classroom training annually.

4.9.3. NOTIFIES COR/QAE. Furnishes COR/QAE with letter of appointment.

4.9.4. REVIEWS PERFORMANCE CHECKLIST. Reviews and assists COR/QAE in developing a contract performance checklist.

4.9.5. NOTIFIES CONTRACTOR. Forwards correspondence to contractor informing them of COR/QAE assignment and limit of authority.

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

4.10. PREPARES FOR PERFORMANCE:

4.10.1. REVIEWS CONTRACT. Reviews contract and prepares file for administration.

4.10.2. PREPARES PRE-PERFORMANCE AGENDA.

4.10.3. CONDUCTS PRE-PERFORMANCE MEETING.

4.10.4. REQUESTS INSURANCE CERTIFICATE. Requests insurance certificate and employee roster.

4.10.5. REVIEWS CONTRACTOR QUALITY ASSURANCE CONTROL PLAN.

4.11. MONITORS PERFORMANCE:

4.11.1. CONDUCTS SITE VISIT. Conducts site visit to monitor contractor and COR/QAE performance, resolves complaint, and documents file.

4.11.2. CONDUCTS PERFORMANCE EVALUATION MEETING.

4.11.3. REVIEWS COR/QAE REPORT/DOCUMENTATION.

4.11.4. INVESTIGATES DISCREPANCY. Investigates discrepancy and determines required action.

4.12. PROCESSES PAYMENT:

4.12.1. REVIEWS CERTIFICATE OF SERVICE.

4.12.2. REVIEWS AND CERTIFIES INVOICE. Reviews, computes, and certifies invoice.

4.12.3. COMPLETES DOCUMENTATION. Annotates fund log and files voucher.

4.13. PROCESSES MOD:

4.13.1. REVIEWS REQUEST. Reviews request for MOD.

4.13.2. ISSUES LETTER. Issues letter to contractor requesting proposal for change.

4.13.3. EVALUATES PROPOSAL. Obtains technical evaluation and determines government pre-negotiation pricing position.

4.13.4. CONDUCTS NEGOTIATION. Presents pre-negotiation and conducts negotiation.

4.13.5. PREPARES MOD DOCUMENT.

4.13.6. ISSUES MOD.

4.13.7. MAINTAINS MOD SUSPENSE FILE.

4.14. EXERCISES OPTION:

4.14.1. RESEARCHES MARKET. Researches market to determine feasibility of exercising option or recompeting contract.

4.14.2. PREPARES DOCUMENTATION. Prepares and reviews documentation to exercise option.

4.14.3. PREPARES SF FORM 98. Upon receipt of purchase request prepares SF Form 98 and forwards to DOL or checks Blanket Wage Determination.

4.14.4. REVIEWS WAGE DETERMINATION. Reviews and issues wage determination from DOL for use in exercising option.

4.14.4.1. REVIEWS CLAIM.

4.14.4.2. CONDUCTS NEGOTIATION.

4.15. PREPARES MOD.

4.16. COORDINATES MODIFIED CONTRACT. Obtains required legal review of modified contract over $25,000.

4.17. ISSUES MOD.

4.18. PREPARES DD FORM 350.

4.19. DETERMINES ISSUANCE OF CURE/SHOW CAUSE NOTICE:

4.19.1. ISSUES CURE NOTICE. Issues cure notice when contractor falls behind schedule, annotates contract file on whether delinquency cured within specified time, and forwards copy to SJA and bonding company.

4.19.2. ISSUES SHOW CAUSE NOTICE. Obtains legal review from SJA and issues show cause notice when discrepancy from cure notice is not corrected, reviews contractor reply, forwards show cause to bonding company and SBA, and annotates file.

4.19.3. ISSUES SUSPENSION STOP WORK ORDER. Issues suspension of work when complication arises or government delay; negotiates new start date, time extension, delay cost, and prepares memorandum.

4.20. TERMINATES CONTRACT:

4.20.1. ASSEMBLES DOCUMENT AND JUSTIFICATION. Determines type of termination, assembles document and justification for termination action, and forwards to SJA for review.

4.20.2. PROCESSES CONVENIENCE TERMINATION. Resolves comment from SJA, notifies contractor of termination for convenience, and schedules meeting date.

4.20.3. NEGOTIATES SETTLEMENT. Negotiates settlement and issues bilateral supplemental agreement.

4.20.4. PROCESSES DEFAULT TERMINATION. Resolves and forwards comment from SJA.

4.20.5. MAINTAINS TERMINATION REGISTER/LOG. Maintains convenience and default termination register/log.

4.21. CLOSES OUT CONTRACT:

4.21.1. REVIEWS CONTRACT FOLDER.

4.21.2. PREPARES CONTRACT FILE CLOSEOUT CHECKLIST.

4.22. UPDATES BASE SUPPORT CONTINGENCY/EMERGENCY PLAN.

4.23. PROVIDES STAFF ASSISTANCE:

4.23.1. DEVELOPS CUSTOMER EDUCATION TRAINING. Develops lesson plan and prepares Contracting handout.

4.23.2. CONDUCTS CUSTOMER EDUCATION. Conducts monthly training in conjunction with Supply.

5. ARCHITECT AND ENGINEER (A&E) CONTRACTING:

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

5.2. REVIEWS STATEMENT OF WORK (SOW)/PROJECT BOOK:

5.2.1. PREPARES CONTRACTING REVIEW COMMENTS. Prepares review comments and forwards comments to civil engineers for incorporation.

5.2.2. MEETS WITH PROJECT ENGINEER. Meets with project engineer to discuss project objective and any specialized service required for design of project.

5.3. REVIEWS DESIGN PACKAGE. Reviews and develops Advanced Contracting Plan and obtains concurrence from Civil Engineering (CE) on scheduled item.

5.4. REVIEWS PROPOSED SYNOPSIS FROM CE:

5.4.1. REVIEWS PROPOSED SYNOPSIS. Reviews proposed synopsis from CE and discusses correction or addition with project engineer.

5.4.2. PREPARES SYNOPSIS. Prepares synopsis and forwards to Commerce Business Daily (CBD) for publication.

5.4.3. REVIEWS PUBLICIZED SYNOPSIS:

5.4.3.1. REVIEWS CBD FOR PUBLICIZED SYNOPSIS. Reviews CBD daily for accuracy of applicable project and makes a copy for file.

5.4.3.2. ISSUES CORRECTION TO PUBLISHED CBD SYNOPSIS. Issues correction to published CBD synopsis when error is discovered; makes and files copy of corrected synopsis.

5.5. PROCESSES SF FORM 254, ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE AND SF FORM 255, ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE FOR SPECIFIC CONTRACT:

5.5.1. REVIEWS A&E SF FORM 254 AND SF FORM 255. Receives SF Form 254 and SF Form 255 from each applicant, reviews for completeness and clarity, and forwards to CE.

5.5.2. REVIEWS PROSPECTIVE A&E FIRMS LIST. Reviews prospective list of A&E firms and ensures no firms are on the List of Parties Excluded from Federal Procurement or Non-procurement Program.

5.6. PARTICIPATES IN PRE-SELECTION BOARD:

5.6.1. ATTENDS MEETING. Attends Pre-selection Board meeting as observer to witness voting procedure and final ranking of firm.

5.6.2. REVIEWS MINUTES AND VOTING SHEET. Reviews minutes, individual voting sheets and ballot tabulation sheet; verifies calculation on voting sheet and ensures no error was made.

5.6.3. CORRECTS ERROR. Coordinates with Pre-selection Board Chairman to have error corrected. Obtains and reviews corrected minutes of meeting.

5.7. PARTICIPATES IN FINAL SELECTION BOARD:

5.7.1. ATTENDS MEETING. Attends Final Selection Board meeting and answers question on procurement procedure, monitors selection board procedure and questions during presentation, and monitors voting procedure during voting session.

5.7.2. REVIEWS MINUTES AND VOTING SHEET. Reviews Final Selection Board Minutes, individual voting sheet, final ranking of firms, and ballot tabulation sheet for accuracy.

5.7.3. CORRECTS ERROR. Coordinates with Final Selection Board Chairman to correct error found and correct minutes issued.

5.8. NOTIFIES A&E FIRM OF SELECTION. Notifies A&E firm by letter on firm selected for negotiation.

5.9. PREPARES REQUEST FOR PROPOSAL. Prepares and forwards Request for Proposal to the A&E firm selected.

5.10. HOSTS CRITERIA REVIEW CONFERENCE (CRC):

5.10.1. COORDINATES CONFERENCE. Establishes and coordinates a CRC meeting date and time with all parties concerned.

5.10.2. ATTENDS CONFERENCE. Attends CRC and site visit.

5.10.3. REVIEWS CRC MINUTES. Reviews CRC minutes from Base Civil Engineering for accuracy and places in file.

5.10.4. REQUESTS ADDENDUM FOR CHANGE. Requests addendum for change to engineer's project book/SOW.

5.10.5. REVIEWS ADDENDUM. Reviews, prepares and issues amendment to the Request for Proposal incorporating the addendum.

5.11. CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION MEETING:

5.11.1. REVIEWS GOVERNMENT ESTIMATE. Reviews government estimate for completeness, funding limitation compliance, and resolves any problem.

5.11.2. REVIEWS A&E PROPOSAL. Reviews A&E proposal, forwards copy to project engineer for review and comment, and compares against government estimate.

5.11.3. ESTABLISHES GOVERNMENT NEGOTIATION POSITION. Coordinates with project engineer, discusses engineering evaluation comment, and establishes government negotiation position.

5.12. PREPARES GOVERNMENT POSITION.

5.13. PROCESSES BCM:

5.13.1. PREPARES PRE-NEGOTIATION BCM. Prepares pre-negotiation BCM IAW NGB-AQ contracting instructions, states the government's position, and relevant facts concerning proposed negotiation.

5.13.2. PREPARES FILE. Prepares pre-negotiation BCM file, attaches exhibit, and forwards file to SJA and/or NGB-AQ for approval.

5.13.3. REVIEWS COMMENT. Reviews pre-negotiation Business Clearance Legal Review comment; addresses, resolves and incorporates SJA and NGB-AQ legal review comment prior to negotiating with the A&E firm.

5.14. CONDUCTS NEGOTIATION:

5.14.1. CONDUCTS MEETING. Conducts negotiation meeting with the A&E firm and Base Project Engineer to address areas where the government determines the A&E's proposal is too high and/or an issue the government may have overlooked.

5.14.2. REVIEWS REVISED A&E PROPOSAL. Reviews a revised A&E fee proposal and provides copy to Base Project Engineer for evaluation and written comment.

5.14.3. REVIEWS REVISED GOVERNMENT ESTIMATE. Reviews revised government estimate based on the negotiation session.

5.15. PREPARES PNM. Prepares PNM defining how deviation from original government position was determined, facets of the original and revised A&E fee proposal, the government's original and revised estimate, and price reasonableness.

5.16. PREPARES POST-BCM. Prepares post-BCM IAW NGB-AQ contracting instructions and format; attaches revised exhibit, PNM, certificate of funds, certification of current cost, pricing data, and other related documentation.

5.17. PREPARES CONTRACT LEGAL REVIEW FILE:

5.17.1. PREPARES PROCUREMENT INTEGRITY STATEMENT. Prepares Contracting Officer's and A&E Procurement Integrity Statement for signature for contract award over $100,000.

5.17.2. OBTAINS SIGNATURE. Prepares contract for signatures of the A&E firm and Contracting Officer.

5.17.3. PREPARES FILE. Prepares contract legal review file and submits for approval.

5.18. PREPARES DD FORM 350. Prepares DD Form 350 and ensures form is submitted to USP&FO within three calendar days after contract award.

5.19. DISTRIBUTES CONTRACT. Distributes contract, COR appointment letter, and other related documentation.

5.20. ADMINISTERS CONTRACT:

5.20.1. PREPARES NOTICE TO PROCEED. Prepares and issues Notice to Proceed for each option of work.

5.20.2. REVIEWS A&E INSURANCE CERTIFICATION. Reviews A&E firm's required insurance certification and files in folder.

5.20.3. PROCESSES A&E DESIGN SUBMITTAL. Reviews and distributes A&E design submittal to civil engineers for comment. Prepares written Contracting Office design review comment on each phase of work; includes Type "A" Phase I Concept Service through Type "B", Phase III Design Service.

5.20.4. REVIEWS DESIGN REVIEW COMMENT. Reviews Base Project Engineer and NGB/Air Force Reserve (AFRES) review comment of written design.

5.20.5. CONDUCTS JOINT DESIGN REVIEW MEETING. Conducts Joint Design Review meeting with the Base Project Engineer and A&E representative to discuss government design review comment.

5.20.6. PROCESSES ADDENDUM TO PROJECT BOOK/STATEMENT OF WORK:

5.20.6.1. REVIEWS TECHNICAL ADDENDUM. Reviews technical addendum to the Project Book/Statement of Work if addendum changes original scope of work.

5.20.6.2. OBTAINS GOVERNMENT ESTIMATE. Obtains government estimate, additional funding, and A&E fee proposal for change to scope of work.

5.20.6.3. CONDUCTS NEGOTIATION. Conducts negotiation for additional scope of work fee.

5.20.6.4. PREPARES PNM.

5.20.6.5. PREPARES MOD. Prepares contract MOD incorporating technical addendum, obtains required signature, and submits to appropriate authority for legal review.

5.20.6.6. PREPARES DD FORM 350. Prepares DD Form 350, forwards report to the USP&FO within three calendar days after approval of contract MOD, and distributes.

5.20.7. PROCESSES PAYMENT INVOICE. Obtains, reviews and prepares A&E invoice for payment, and forwards to Accounting and Finance Office (AFO).

5.20.8. REVIEWS A&E RELEASE OF CLAIM FOR DESIGN SERVICE. Reviews A&E Release of Claim for Design Service and files in contract file.

5.20.9. ADMINISTERS A&E TYPE "C" SERVICES OPTION:

5.20.9.1. SUBMITS MATERIAL SUBMITTAL. Submits construction contractor material submittal to A&E firm and Base Project Engineer for recommendation of approval/disapproval and obtains Contracting Officer's signature.

5.20.9.2. OBTAINS INSPECTOR LOG REPORT. Obtains inspector log report from A&E firm and files in contract file.

5.20.9.3. PROCESSES PAYMENT INVOICE. Obtains, reviews, and prepares A&E invoice for payment; and forwards to AFO.

5.20.9.4. PROCESSES ADDENDUM. Processes technical addendum and construction cost estimate for change, and coordinates and conducts verbal/written discussion.

5.20.9.5. PROCESSES CHANGE ORDER. Submits construction contractor's proposal for change order to A&E firm review and written evaluation.

5.20.10. CONDUCTS FINAL INSPECTION. Coordinates and conducts final inspection of the construction with the A&E inspector.

5.20.11. PROCESSES CONSTRUCTION PUNCH LIST. Obtains, reviews, and distributes A&E prepared construction punch list.

5.20.12. PROCESSES CONSTRUCTION "AS-BUILT" DRAWING. Forwards construction red-line drawing to A&E firm for incorporation into "AS-BUILT" drawing via certified mail.

5.21. CLOSES CONTRACT:

5.21.1. PREPARES SF FORM 1421, PERFORMANCE EVALUATION (A&E) LETTER. Prepares for signature SF Form 1421 letter to Base Civil Engineer regarding A&E's performance; states how many technical change orders were issued and additional cost involved in the change order; establishes A&E responsibility for additional cost the government incurred and rationale as to why the A&E firm was not required to correct a design error, if applicable.

5.21.2. OBTAINS INSPECTION RELEASE OF CLAIM. Obtains and reviews A&E Release of Claim for Type "C" Inspection.

5.21.3. COMPLETES INSPECTION CHECKLIST.

5.21.4. PROCESSES FINAL PAYMENT. Obtains, reviews and processes A&E submittal final payment request, and forwards to AFO.

5.21.5. PREPARES DD FORM 1594, CONTRACT COMPLETION STATEMENT.

5.22. A&E OPEN END DELIVERY ORDER:

5.22.1. REVIEWS SOW:

5.22.1.1. PREPARES CONTRACTING REVIEW COMMENTS. Prepares review comments and forwards to CE for incorporation.

5.22.1.2. MEETS WITH PROJECT ENGINEER. Meets with project engineer to discuss project objective and any specialized service required for design of project.

5.22.2. REVIEWS DESIGN PACKAGE. Reviews and develops Advanced Contracting Plan; obtains concurrence from CE on scheduled item.

5.22.3. FORWARDS PROJECT BOOK TO CONTRACTOR. Prepares and forwards Project Book to the Open-End A&E firm.

5.22.4. CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION MEETING:

5.22.4.1. REVIEWS GOVERNMENT ESTIMATE. Reviews government estimate for completeness, compliance with funding limitation, and resolves any problem.

5.22.4.2. REVIEWS A&E PROPOSAL. Reviews A&E proposal, forwards copy to project engineer for review and comment, and compares against government estimate.

5.22.4.3. ESTABLISHES GOVERNMENT NEGOTIATION POSITION. Coordinates with project engineer, discusses engineering evaluation comment, and establishes government negotiation position.

5.22.5. PREPARES GOVERNMENT POSITION.

5.22.6. CONDUCTS NEGOTIATION:

5.22.6.1. CONDUCTS MEETING. Conducts negotiation meeting with the A&E and base project engineer to address area where the government determines A&E's proposal is too high and/or issue the government may have overlooked.

5.22.6.2. REVIEWS REVISED A&E PROPOSAL. Reviews a revised A&E fee proposal and provides copy to base project engineer for evaluation and written comment.

5.22.6.3. REVIEWS REVISED GOVERNMENT ESTIMATE. Reviews revised government estimate based on the negotiation session.

5.22.7. PREPARES PNM. Prepares PNM defining how deviations from original government position was determined, facets of the original and revised A&E fee proposal, the government's original and revised estimate, and defines price reasonableness.

5.22.8. PREPARES DD FORM 350. Prepares DD Form 350 (if over $25,000) and ensures form is submitted to USP&FO within three calendar days after contract award.

5.22.9. DISTRIBUTES CONTRACT. Distributes contract and other related documentation.

5.22.10. ADMINISTERS CONTRACT:

5.22.10.1. PREPARES NOTICE TO PROCEED. Prepares and issues Notice to Proceed for each option of work.

5.22.10.2. PROCESSES A&E DESIGN SUBMITTAL. Reviews and distributes A&E design submittal to CE for comment. Prepares written Contracting Office design review comment on each phase of work; includes Type "A" Phase I Concept Service through "Type" F, Phase III Design Service.

5.22.10.3. REVIEWS DESIGN REVIEW COMMENT. Reviews base project engineer and NGB/AFRES review comment of written design.

5.22.10.4. CONDUCTS JOINT DESIGN REVIEW MEETING. Conducts Joint Design Review meeting with the base project engineer and A&E representative to discuss government design review comment.

5.22.11. PROCESSES ADDENDUM TO SOW:

5.22.11.1. REVIEWS TECHNICAL ADDENDUM. Reviews technical addendum to the SOW if addendum changes original scope of work.

5.22.11.2. OBTAINS GOVERNMENT ESTIMATE. Obtains government estimate, additional funding, and A&E fee proposal for change to scope of work.

5.22.11.3. FORWARDS ADDENDUM AND FEE PROPOSAL SHEET TO A&E FIRM.

5.22.11.4. CONDUCTS PRE-NEGOTIATION MEETING TO REVIEW ADDENDUM REQUIREMENT.

5.22.11.5. CONDUCTS NEGOTIATION. Conducts negotiation for additional scope of work fee.

5.22.11.6. PREPARES PNM.

5.22.11.7. PREPARES MOD. Prepares contract MOD incorporating technical addendum, obtains required signature, and submits to appropriate authority for approval.

5.22.11.8. PREPARES DD FORM 350. Prepares DD Form 350, forwards report to the USP&FO within three calendar days after approval of contract MOD, and distributes.

5.22.12. PROCESSES PAYMENT NOTICE. Obtains, reviews and prepares A&E invoice for payment, and forwards to AFO.

5.22.13. REVIEWS A&E RELEASE OF CLAIM FOR DESIGN SERVICE. Reviews A&E Release of Claim for Design Services and files in contract file.

5.22.14. PROCESSES FINAL PAYMENT. Processes final payment for individual delivery order and forwards to AFO.

6. CONSTRUCTION CONTRACTING:

6.1. PROCESSES CONSTRUCTION CONTRACT:

6.1.1. PERFORMS SPECIFICATION REVIEW. Reviews specification, drawing, and provides comment to CE.

6.1.2. PROCESSES PR PACKAGE. Reviews PR package, logs purchase control number, and updates project status sheet.

6.1.3. REVIEWS COST ESTIMATE. Reviews cost estimate, corrected specification, and drawing.

6.1.4. REVIEWS CE'S LIQUIDATED DAMAGE. Reviews CE's portion of liquidated damage.

6.2. PREPARES IFB/RFP SOLICITATION:

6.2.1. PREPARES PRE-SOLICITATION NOTICE. Prepares pre-solicitation notice for prospective offeror estimated at $100,000 or more.

6.2.2. CONTACTS SBA. Contacts SBA and obtains 8A source for negotiated contract.

6.2.3. PREPARES SYNOPSIS. Researches contract requirement, prepares synopsis and submits for advertisement of sealed bidding or negotiation for contract over $25,000.

6.2.4. REVIEWS PUBLICIZED SYNOPSIS. Reviews Commerce Business Daily (CBD) for published synopsis and issues correction to CBD when incorrect synopsis is published.

6.2.5. REVIEWS PLAN. Reviews established milestones and completes Advanced Contracting Plan.

6.2.6. DETERMINES LIQUIDATED DAMAGE. Determines if liquidated damage is applicable to individual contracting action, and determines amount assessed if performance period not met.

6.2.7. REVIEWS DOL WAGE SCHEDULE. Reviews and determines applicable DOL wage schedule or request wage determination for skills not listed.

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

6.2.9. PREPARES J&A. Prepares J&A for sole source, unsolicited proposal, or contract action that does not provide for full and open competition.

6.2.10. PREPARES D&F FOR WARRANTY. Reviews requirement for use of warranty clause and prepares D&F.

6.2.11. PREPARES IFB/RFP PACKAGE.

6.2.12. PREPARES BIDDERS LIST. Prepares list of prospective contractors and checks list of Party Excluded from Federal Procurement or Non-procurement Program.

6.3. FORWARDS SOLICITATION AND OBTAINS REVIEW. Forwards solicitation package to higher headquarters for comment, review, and approval.

6.4. ASSEMBLES AND DISTRIBUTES PACKAGE. Assembles and distributes package, annotating source list.

6.5. CONDUCTS PRE-BID CONFERENCE:

6.5.1. COORDINATES PRE-BID CONFERENCE. Prepares agenda and notifies interested party.

6.5.2. CONDUCTS PRE-BID CONFERENCE. Conducts conference and site visit, responds to questions, and distributes required documentation.

6.5.3. RESPONDS TO ADDITIONAL INQUIRY. Responds to and coordinates on additional inquiry and technical question; mails additional solicitation package.

6.5.4. PREPARES AMENDMENT. Prepares, corrects, coordinates, and distributes amendment to prospective bidder.

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

6.7. PROCESSES IFB:

6.7.1. REVIEWS BID. Reviews bid and bid bond.

6.7.2. EVALUATES BID. Prepares determination defining bidder's responsiveness to requirement of solicitation, rejection of individual non-conforming bid, and evaluates bid to determine lowest bidder.

6.7.3. REVIEWS TECHNICAL EVALUATION.

6.7.4. REVIEWS CERTIFICATE OF PROCUREMENT INTEGRITY. Reviews contractor's certificate for compliance.

6.7.5. CONDUCTS PRE-AWARD SURVEY. Reviews information, conducts pre-award survey, and prepares Responsibility Data Memorandum.

6.7.6. OBTAINS FUNDING. Obtains additional funding.

6.8. NOTIFIES CONTRACTOR:

6.8.1. NOTIFIES APPARENT LOW BIDDER. Notifies apparent low bidder and receives construction reference and verification of bid.

6.8.2. PROCESSES MISTAKE IN BID. Processes mistake in bid, prepares and forwards documentation to NGB-JA, and notifies bidder of mistake.

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

6.8.4. PROVIDES BID RESULT. Provides bid result to contract affiliated individual and firm upon request.

6.8.5. PREPARES AWARD CONTRACT. Prepares award contract and documentation in final format.

6.9. PROCESSES RFP:

6.9.1. REVIEWS PROPOSAL.

6.9.2. REVIEWS CERTIFICATE OF PROCUREMENT INTEGRITY. Reviews contractor's Certificate of Procurement Integrity for compliance with directive for contract award in excess of $100,000.

6.9.3. CONDUCTS TECHNICAL EVALUATION. Analyzes contractual portion of CE Technical Evaluation for required work.

6.9.4. CONDUCTS SOURCE SELECTION FOR JOCS/SABRE CONTRACT.

6.9.5. CONDUCTS PRE-AWARD SURVEY OVER $500,000. Conducts pre-award survey, determines contractor responsibility, and prepares responsibility memorandum.

6.9.6. REQUESTS DCAA AUDIT. Requests DCAA audit for contract over $500,000.

6.9.7. CONVENES PRE-NEGOTIATION COMMITTEE MEETING. Holds pre-negotiation meeting with PR initiating activity and conducts cost and price analysis.

6.9.8. PREPARES PRE-BCM. Prepares pre-BCM and other documentation in final format for proposal of $100,000 or more.

6.9.9. RECEIVES USP&FO OR NGB REVIEW AND APPROVAL. Submits pre-BCM to USP&FO or NGB for review/approval prior to negotiation.

6.9.10. CONDUCTS PRE-NEGOTIATION.

6.9.11. FINALIZES NEGOTIATION. Finalizes negotiation and prepares PNM.

6.9.12. PREPARES POST-BCM. Prepares post-BCM and other documentation in final format.

6.9.13. OBTAINS USP&FO OR NGB APPROVAL. Submits post-BCM to USP&FO or NGB for review and approval.

6.9.14. NOTIFIES UNSUCCESSFUL OFFEROR. Prepares and forwards letter of unsuccessful or late offer to offeror.

6.9.15. PROVIDES RFP RESULT. Provides RFP result to contract affiliated individual and firm upon request after award is finalized.

6.9.16. CANCELS SOLICITATION.

6.9.17. PREPARES AWARD SYNOPSIS. Prepares and submits synopsis of award to CBD for contract over $3,000,000.

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

6.10. COORDINATES CONTRACT:

6.10.1. OBTAINS SJA/NGB REVIEW. Submits contract over $25,000 to SJA and over $1,000,000 to NGB for review.

6.10.2. RESOLVES COMMENT. Resolves, in writing, SJA or NGB review comment, prepares contract modification, and obtains contractor's signature.

6.10.3. AWARDS CONTRACT. Awards and distributes contract.

6.10.4. NOTIFIES DOL. Notifies DOL of an award of a construction contract subject to affirmative action requirement.

6.10.5. PREPARES DD FORM 350. Prepares DD Form 350 for each contract action over $500 or more for compliance with the Small Business Competitive Demonstration Program.

6.11. PERFORMS CONSTRUCTION CONTRACT ADMINISTRATION:

6.11.1. REVIEWS CONSTRUCTION CONTRACT. Reviews contract by researching clause, specification, and drawing. Verifies content by checking against contract file checklist.

6.11.2. RESOLVES CONTRACT ADMINISTRATION DISCREPANCY. Resolves discrepancy and coordinates contract with Contracting Officer.

6.11.3. CONDUCTS PRE-PERFORMANCE CONFERENCE:

6.11.3.1. PREPARES PRE-PERFORMANCE DOCUMENT. Prepares AF Form 3035, Pre-performance Conference and Prefinal Payment Checklist, other required documentation, and issues to contractor.

6.11.3.2. SCHEDULES PRE-PERFORMANCE CONFERENCE. Schedules and notifies all personnel of pre-performance conference.

6.11.3.3. CONDUCTS PRE-PERFORMANCE CONFERENCE. Conducts pre-performance conference, discusses contractor responsibility, contract specification, drawing, and right of the government; issues COR appointment letter.

6.11.3.4. PREPARES MEMORANDUM. Prepares memorandum and ensures AF Form 3035 and letter requiring contractor's signature and date are annotated/signed.

6.12. MONITORS CONTRACTOR PROGRESS:

6.12.1. REVIEWS PROPOSED CONTRACT PROGRESS SCHEDULE. Reviews contractor's proposed progress schedule, receives CE concurrence, and forwards schedule to contractor and CE.

6.12.2. REVIEWS CONTRACTOR PROGRESS. Monitors progress, reviews weekly report, and posts to progress schedule.

6.12.3. CONDUCTS JOB PROGRESS MEETING. Conducts and documents job progress meeting and resolves discrepancy in contractor and CE progress report.

6.12.4. ISSUES CURE NOTICE. Issues cure notice when contractor falls behind schedule, annotates contract file on whether delinquency cured within specified time, and forwards copy to SJA and bonding company.

6.12.5. ISSUES SHOW CAUSE NOTICE. Obtains legal review from SJA and issues show cause notice when discrepancy from cure notice is not corrected; reviews contractor reply and forwards show cause to bonding company, SBA, and annotates file.

6.12.6. REVIEWS REVISED PROGRESS SCHEDULE. Reviews contractor's revised progress schedule when modification is required, provides copy to OPR and contractor, and annotates file.

6.12.7. ISSUES STOP WORK ORDER. Issues stop work order when complication arises or government delay; negotiates new start date, time extension, delay cost, and prepares memorandum.

6.12.8. ASSISTS CONTRACTOR. Assists contractor to obtain material under priority allotment.

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

6.12.10. ISSUES FORBEARANCE NOTICE. Obtains legal review and issues forbearance notice.

6.12.11. REVIEWS CONTRACTOR'S SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN. Reviews plan for compliance with regulation in contract over $1,000,000.

6.12.12. INITIATES TAX EXEMPTION CERTIFICATE.

6.13. MONITORS CONTRACTOR PERFORMANCE:

6.13.1. REVIEWS INSURANCE CERTIFICATE. Reviews certification of coverage letter and follow-up.

6.13.2. REVIEWS BOND:

6.13.2.1. REVIEWS PERFORMANCE AND PAYMENT BOND. Reviews performance and payment bond and forwards to SJA.

6.13.2.2. REVIEWS INDIVIDUAL SURETY. Reviews individual surety and obtains legal review.

6.13.3. REVIEWS SF FORM 1413, STATEMENT OF ACKNOWLEDGMENT. Reviews SF Form 1413 of prime contractor's subcontractor for compliance.

6.13.4. REVIEWS APPRENTICESHIP CERTIFICATE. Reviews payroll for apprenticeship and requests any missing certificate.

6.13.5. REVIEWS MATERIAL SUBMITTAL. Reviews contractor's material submittal, receives CE recommendation, acquires Contracting Officer's approval, and forwards to contractor.

6.13.6. REVIEWS PAYROLL. Reviews contractor and subcontractor payroll.

6.13.7. DOCUMENTS LABOR COMPLIANCE. Visits construction site, conducts required labor compliance interview with employee, evaluates labor compliance and files in contract file.

6.13.8. CONDUCTS SITE VISIT. Conducts visit to construction site and documents item concerning contractor performance.

6.13.9. MAINTAINS STATUS REPORT. Maintains status report on construction contract and briefs commander biweekly.

6.14. PROCESSES PAYMENT/RECOVERY:

6.14.1. PROCESSES PAYMENT NOTICE. Reviews contractor invoice to determine amount of payment, verifies contract completion percentage, and amount to be retained by government.

6.14.2. RESOLVES DISCREPANCY. Resolves discrepancy concerning subcontractor payment.

6.14.3. REVIEWS PUBLIC PAY VOUCHER. Reviews copy of paid voucher.

6.14.4. PROCESSES PAYMENT RECOVERY. Calculates amount to be recovered and initiates paperwork to recover.

6.14.5. PROCESSES CONTRACT MOD:

6.14.5.1. REVIEWS REQUEST FOR MOD. Reviews request for MOD and government estimate, documents why requirement increased, and places written documentation in contract file to establish why MOD is required.

6.14.5.2. DETERMINES MOD TYPE:

6.14.5.2.1. ISSUES SUPPLEMENTAL AGREEMENT MOD.

6.14.5.2.2. ISSUES CHANGE ORDER MOD. Issues change order MOD when no time allowed for prior negotiation and bilateral agreement with contractor.

6.14.5.2.3. ISSUES UNILATERAL MOD. Issues unilateral MOD (other than supplemental agreement).

6.14.6. PROCESSES LABOR INVESTIGATION:

6.14.6.1. DETERMINES VIOLATION. Determines labor violation and notifies DOL.

6.14.6.2. CONDUCTS INVESTIGATION. Conducts labor investigation and prepares report.

6.14.6.3. PREPARES FINAL REPORT. Prepares final investigation report, ensures proper accounting, and withholds monies until contractor makes restitution on violation.

6.14.6.4. ASSESSES PENALTY. Assesses penalty for underpayment under Contract Work Hours and Safety Standards Act.

6.14.7. ADMINISTERS CLAIM AND APPEAL:

6.14.7.1. REVIEWS CLAIM. Reviews contractor's claim against government and forwards letter to engineering.

6.14.7.2. REVIEWS ENGINEERING COMMENT.

6.14.7.3. CONDUCTS PRE-NEGOTIATED CONFERENCE. Conducts pre-negotiation conference with engineer and forwards claim to assistant SJA for legal review.

6.14.7.4. NEGOTIATES CLAIM. Meets with contractor to negotiate price if claim is honored and assures availability of fund.

6.14.7.5. RESEARCHES DISPUTED/DISAPPROVED CLAIM. Researches and compiles fact to support government position.

6.14.7.6. DRAFTS CONTRACTING OFFICER FINAL DECISION. Drafts final decision and edits comment by Contracting Officer.

6.14.7.7. REVIEWS CONTRACTOR'S APPEAL. Reviews contractor's appeal and forwards to appropriate agency.

6.14.7.8. PREPARES NOTIFICATION OF CHANGE. Upon notification from contractor takes action to notify user of name change of contractor.

6.14.7.9. ASSEMBLES AND SUBMITS APPEAL. Assembles data and submits Rule 4 File to NGB-JA, ASBCA or US Claims Court, and contractor.

6.14.7.10. ATTENDS PRE-HEARING TRIAL:

6.14.7.10.1. APPEARS AS WITNESS AT PRE-HEARING.

6.14.7.10.2. PROVIDES TESTIMONY THROUGH DEPOSITION, INTERROGATORY, OR AS WITNESS AT TRIAL.

6.14.7.10.3. CONDUCTS NEGOTIATION. Conducts negotiation with contractor when ASBCA or US Claims Court rules in favor of contractor.

6.14.7.10.4. PREPARES NEGOTIATION MEMORANDUM AND MODIFICATION. Receives fund and writes negotiation memorandum and modification.

6.14.7.10.5. OBTAINS LEGAL REVIEW. Obtains legal review if MOD is $25,000 or more.

6.14.7.10.6. MAKES FINAL PAYMENT TO CONTRACTOR.

6.14.8. TERMINATES CONTRACT:

6.14.8.1. ASSEMBLES DOCUMENT AND JUSTIFICATION. Determines type of termination, assembles document and justification for termination action, and forwards to SJA for review.

6.14.8.2. PROCESSES CONVENIENCE TERMINATION. Resolves comment from SJA, notifies contractor of termination for convenience, and schedules meeting date.

6.14.8.3. NEGOTIATES SETTLEMENT. Negotiates settlement and issues bilateral supplemental agreement.

6.14.8.4. PROCESSES DEFAULT TERMINATION. Resolves and forwards comment from SJA and notifies Surety of pending default action.

6.14.8.5. MAINTAINS TERMINATION REGISTER/LOG. Maintains convenience and default termination register/log.

6.14.9. CLOSES CONTRACT:

6.14.9.1. FORWARDS "AS BUILT" DRAWING. Ensures contractor furnishes "AS BUILT" drawing and forwards to engineering.

6.14.9.2. CONDUCTS PRE-FINAL INSPECTION. Visits construction site with project engineer for pre-final inspection. Forwards punch list item to contractor for correction.

6.14.9.3. CONDUCTS FINAL INSPECTION. Visits construction site with project engineer for final inspection to ensure contract completion.

6.14.9.4. OBTAINS WRITTEN RELEASE. Obtains written release of claim from contractor and obtains copy of payment voucher for file.

6.14.9.5. COMPLETES PERFORMANCE EVALUATION REPORT. Completes Construction Contractor Performance Evaluation Report. Prepares DD Form 1594, Contract Completion Statement.

6.14.9.6. REVIEWS WARRANTY, BROCHURE, REAL PROPERTY FORM. Ensures receipt from contractor of all required documentation and forwards to CE, maintaining copy for contract file.

6.14.9.7. OBTAINS DAILY INSPECTION RECORD. Obtains government and A&E's daily inspection record and files in folder.

6.14.9.8. FILES INACTIVE CONTRACT. Places filing designation, dollar amount, and completion date on contract folder. Completes AF Form 3035 and DD Form 1594 and files in inactive file.

6.14.9.9. ASSESSES CONTRACT WARRANTY ENFORCEMENT. Resolves discrepancy resulting from construction item under warranty for duration of warranty period.

6.15. PREPARES INPUT TO ANNUAL ACQUISITION PLAN.

7. SYSTEMS MANAGEMENT AND SUPPORT:

7.1. RECORDS CONTRACTING ACTION:

7.1.1. RECORDS CONTRACTING ACTION ON LOG.

7.1.2. RECORDS INDIVIDUAL SURETY. Posts supplemental change to basic document.

7.1.3. UPDATES FEDERAL PROGRAMS DEBARRED LIST. Updates list of party excluded from Federal Procurement/Non-procurement Programs and Debarred List.

7.2. DRAFTS CORRESPONDENCE. Prepares correspondence in draft form for Contracting Office, determines proper format, and proofreads typed product.

7.2.1 TYPES LETTER.

7.2.2. TYPES MESSAGE.

7.2.3. TYPES MEMORANDUM OR MINUTES.

7.2.4. TYPES REPORT.

7.2.5. TYPES CONTRACTING DOCUMENT. Types contracting document to include supporting documentation and cover sheet.

7.2.5.1. TYPES IFB.

7.2.5.2. TYPES RFP.

7.2.5.3. TYPES RFQ.

7.2.5.4. TYPES CONTRACT.

7.2.5.5. TYPES DD FORM 1155, ORDER FOR SUPPLIES AND SERVICES.

7.2.5.6. TYPES MISCELLANEOUS FORM.

7.2.6. TYPES PLAN, SCHEDULE OR ROSTER.

7.2.7. TYPES AIRMAN/CIVILIAN PERFORMANCE REPORT.

7.2.8. TYPES ENDORSEMENT TO REPORT OR LETTER.

7.2.9. TYPES STATISTICAL DATA.

7.2.10. TYPES AWARD OR DECORATION.

7.2.11. TYPES CONTRACTING OFFICER FINAL DECISION.

7.3. DISTRIBUTION PROCESSING:

7.3.1. PROCESSES INCOMING DISTRIBUTION.

7.3.2. PROCESSES OUTGOING DISTRIBUTION.

7.4. PERFORMS FILE MAINTENANCE:

7.4.1. MAINTAINS FILE. Prepares file plan, folder, guide, and label IAW AFI 37-133 Vol 2 (formerly AFR 12-50 Vol 2), Disposition of Air Force Records - Records Disposition Standards.

7.4.2. FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying, and inserting in file. Removes correspondence for reference; researches and re-files correspondence.

7.4.3. MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status, and annotates completed action.

7.4.4. DISPOSES OF RECORD. Disposes of record IAW AFI 37-133 Vol 2 (formerly AFR 12-50, Vol 2).

7.4.5. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and returns book or form.

7.4.6. INSPECTS CORRESPONDENCE FILE. Inspects correspondence file IAW AFI 37-122 (formerly AFR 12-1), Air Force Records Management Program.

7.5. PUBLICATION FILE:

7.5.1. REVIEWS BULLETIN. Reviews Publishing Bulletin, ensures required item released for distribution has been received and notifies base Publication Distribution Office (PDO) of non-receipt when necessary.

7.5.2. ORDERS ADMINISTRATIVE PUBLICATION. Reviews and verifies request for publication, prepares AF Form 764a, Requisition and Requirement Request for AF Form 124, Publications/Forms Requisition, obtains signature, processes, and files form.

7.5.3. REQUESTS FOLLOW-UP/TRACER ACTION. Completes AF Form 764a requesting follow-up/tracer action on backorder item when required. Forwards to base PDO for appropriate action.

7.5.4. FILES NEW, UPDATED, OR RECURRING PUBLICATION. Receives, reviews, and files publication.

7.5.5. POSTS AND FILES SUPPLEMENT OR CHANGE. Posts and files supplement or change to existing publication.

7.5.6. CONDUCTS ANNUAL INVENTORY. Conducts annual inventory of publication library.

7.5.7. INSPECTS SUB-ACCOUNT PUBLICATION LIBRARY. Inspects publication set maintained by contracting sub-account, verifies requirement, and ensures proper posting and filing.

7.5.8. MAINTAINS BLANK FORMS STOCK. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

7.6. ORDERS OFFICE SUPPLIES AND EQUIPMENT. Determines need for, prepares requisition form, orders, picks-up, and distributes supplies for office.

7.7. OPERATES COPY MACHINE. Makes copy, collates copy, and returns to work area.

7.8. PERFORMS INTER-OFFICE COMMUNICATION:

7.8.1. POSTS WALL CHART ON BULLETIN BOARD. Sorts, arranges, erases and removes existing data, and posts new data to wall chart or bulletin board.

7.8.2. INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message, or researches information and provides response.

7.8.3. RECEIVES OFFICIAL VISITOR OR CUSTOMER. Receives inspector, official visitor, or customer. Answers inquiry and directs visitor to appropriate person or location.

7.9. PREPARES TRAVEL ORDER:

7.9.1. PREPARES REQUEST FOR TRAVEL ORDER.

7.9.2. ARRANGES TRAVEL AND/OR BILLETING.

7.9.3. PICKS UP TRAVEL ORDER AND REQUIRED TICKET.

7.10. PROCESSES PERSONNEL FORM:

7.10.1. PROCESSES LEAVE FORM. Receives and files civilian or military leave form.

7.10.2. PROCESSES TIME AND ATTENDANCE FORM. Records information on form, obtains initial and authorized signature, and forwards to appropriate agency.

7.11. PREPARES CONTRACTING DATA REPORT:

7.11.1. PREPARES RCS: SAOSA 41 REPORT, LABOR STANDARDS ENFORCEMENT. Prepares semi-annual Labor Standards Enforcement Report.

7.11.2. PREPARES RCS: SAOSA 208 REPORT, INCREASED COMPETITION. Prepares quarterly report on increasing competition.

7.11.3. PREPARES RCS: SAOSA-215, UNDEFINITIZED CONTRACT ACTIONS. Prepares report semi-annually on undefinitized contract actions.

7.11.4. PREPARES RCS: SAOSA 1152 REPORT, CERTIFICATE OF COMPETENCY. Prepares quarterly report on Certificate of Competency.

7.11.5. PREPARES RCS: CONG-1051, ANNUAL REPORT OF NEGOTIATED CONSTRUCTION CONTRACTS. Prepares annual report on negotiated construction contracts.

7.11.6. PREPARES RCS: DD DR&E(AN) 1644, ANNUAL REPORT ON COMPETITION. Prepares annual report on increasing competition.

7.11.7. PREPARES RCS: P&L(Q)1778, SMALL DISADVANTAGED BUSINESS AND HISTORICALLY BLACK COLLEGES AND UNIVERSITIES PROGRAM ACTIVITIES. Prepares report quarterly on small disadvantaged business.

7.11.8. PREPARES RCS: DD-IG9SA01580, STATUS REPORT ON SPECIFIED CONTRACT AUDIT REPORTS. Prepares report semiannually on specified audit reports.

7.11.9. PREPARES RCS: NGBP 715-1/ANGP 70-1, SEMIANNUAL BAFO REPORT. Prepares semiannually on competitive negotiated acquisitions.

7.11.10. PREPARES DD FORM 1057, MONTHLY CONTRACTING SUMMARY OF ACTION $25,000 OR LESS. Prepares DD Form 1057 to determine trend on contracting actions.

7.11.11. PREPARES QUARTERLY REPORT FOR GOVERNMENT ACCOUNTING OFFICE (GAO) OR GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS (GSBCA) PROTEST. Prepares quarterly bid protest.

7.11.12. PREPARES SMALL PURCHASE VERIFICATION PROGRAM REPORT. Prepares quote for accuracy.

7.12. MAINTAINS SMALL PURCHASE BOILER PLATE CLAUSE.

7.13. VALIDATES MONTHLY TELEPHONE BILL.

7.14. PERFORMS COMPUTER SECURITY PROGRAM

7.15. MAINTAINS CONTRACT FILE.

7.16. MAINTAINS WAGE RATE.

7.17. PERFORMS FOLLOW-UP.

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.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Base Contracting/ 1251SE			APPLICABILITY MAN-HOUR RANGE 1550.75 - 4251.25								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	651XX	CIV						1	1	1	1
Contracting	651X0	CIV	17	18	19	20	21	21	22	23	24
TOTAL			17	18	19	20	21	22	23	24	25
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Contracting	651XX	CIV	1	1	1						
Contracting	651X0	CIV	25	26	27						
TOTAL			26	27	28						

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.