



Customer Advisory

Oct. 11, 2018

CUSTOMER ADVISORY

NAVSUP SETS DATES FOR FY19 EXPIRING FUNDS OPEN PURCHASES, FY20 SERVICE RENEWALS

MECHANICSBURG, PA. – Naval Supply Systems Command (NAVSUP) has established planning dates for acceptance of purchase or contract requests for all NAVSUP contracting departments. For FY19 planning purposes, procurement requests (PRs) that are procurement ready must be submitted to NAVSUP contracting departments no later than the established due dates or days specified below prior to the required award date. In calculating required award date for service contracts, keep in mind that there are several clauses/provisions that require service contracts to be awarded 45 to 60 days prior to performance start. For example, the NAVSUP security clause requires the contractor to perform an employee background check and provide results of the background check to the applicable security office 30 days prior to employee performing under the contract. Further, if the contract to be awarded is an ordering vehicle, the required award date must allow sufficient time to process task orders after award of the contract. Customers should coordinate submission of service contracts with their servicing FLC.

<u>Required Submission Date</u>	<u>Dollar Amount</u>	<u>Type of Action</u>
(See para 2 below)	over \$50 million	New/Follow-on Contract
Nov. 6, 2018 (or 280 days Prior to RQD Award Date)	over \$7 million to \$50 million	New/Follow-on Contract
Nov. 6, 2018 (or 280 days Prior to RQD Award Date)	over \$250K to \$7 million	New/Follow-on Contract/ Non-Commercial Items/Services
Mar. 5, 2019 (or 180 days Prior to RQD Award Date)	over \$250K to \$7 million	New/Follow-on Contract Commercial Items/Services
Mar. 5, 2019 (or 180 days Prior to RQD Award Date)	over \$10 million	Seaport E Task Orders
Apr. 2, 2019 (or 150 days Prior to RQD Award Date)	less than \$10 million	Seaport E Task Orders
Apr. 2, 2019 (or 150 days Prior to RQD Award Date)	over \$10 million	Orders Against Multiple Award Contract (MAC)
May 7, 2019 (or 120 days Prior to RQD Award Date)	less than \$10 million	Orders Against Multiple Award Contract (MAC)

May 7, 2019 (or 120 days Prior to RQD Award Date)	over \$250,000	Annual Rental or Maintenance (ARM)
Jun. 4, 2019 (or 90 days Prior to RQD Award Date)	over \$250,000	Orders Against Single Award Contract
Jun. 4, 2019 (or 90 days Prior to RQD Award Date)	over \$250,000	Interagency Acquisitions
Jun. 4, 2019 (or 90 days Prior to Exercise of Option)	All	Exercise of Option
Jul. 2, 2019 (or 60 days Prior to RQD Award Date)	\$250,000 or less	ARM
Aug. 6, 2019 (or 60 days Prior to RQD Award Date)	\$25,001 to \$250,000	Purchase/Task/Delivery Orders
Aug. 20, 2019	\$25,000 or less	Purchase/Task/Delivery Orders

Large dollar value/complex procurements specifically over \$50 million require longer processing time (average lead time of 330 to 600 days). Coordinate procurement plans with servicing NAVSUP FLC/activity and engage FLC/activity personnel as early as possible in order to complete packages. Allow sufficient time for procurement action lead time (PALT), gain approval of acquisition strategies by the HCA/DASN(AP), prepare RFQ/RFP, conduct peer review, evaluate offers, and proper contract start-up. Incomplete packages may jeopardize timely contract award.

NOTE: In order to mitigate processing times, contracting officers are encouraged to utilize contracts when supplies or services already under contract which meet customer needs.

With the exception of urgent requirements (i.e. CASREP, NMCS/PMCS, NMCI/CoSC/NGEN, work stoppage, ship visit calls) submissions received after the deadline will require review by Chief of the Contracting Office (CCO) to assess feasibility of completion based on statutory competition requirements. If accepted, the NAVSUP FLC/activity team will make every effort possible to award the contract

The NAVSUP customer help guide (Rev 4, 01 Oct. 2018), Ref A, is a one page Excel form available at NAVSUP CKS/Reference Library/Usage Guide/NAVSUP Customer Help Guide or at the link below under Reference Library, Usage Guides:

https://my.navsup.navy.mil/webcenter/portal/navsup_contracting_knowledge

The customer help guide has links to templates, forms, and information on procurement package preparation and submission details (paste all links directly into browser for quicker access). To access links within the guide, the customers must register their PKI with NAVSUP. To register, go to:

<https://www.navsup.navy.mil/navsup>. Page down to “How to Register your PKI with NAVSUP.

Submit direct cite funding documents to the NAVSUP funding document manager (FDM) application by accessing the following link: [https://my.navsup.navy.mil/apps/ops\\$fdm.home](https://my.navsup.navy.mil/apps/ops$fdm.home).

Once the funding document is accepted or rejected, an email will be sent to the customer notifying them of the reviewer’s decision. NAVSUP Comptroller notification does not constitute acquisition review,

approval or acceptance by the contracting office. The document will be routed to the designated contracting office for execution once accepted by Comptroller.

The Claimant Financial Management System (CFMS) database for Direct Cite funding docs (NAVCOMPT Form 2276 or DD 1448) electronically interfaces to the NAVSUP FDM. Documents from CFMS will be electronically transmitted to FDM. This process removes the requirement to submit additional documents to FDM. For system interface problems, submit trouble reports via Oracle Itracker system or contact Wanda McCarthy at wanda.mccarthy@navy.mil, (757) 836-6933, DSN: 836-6933 or Jennifer Simpson (Contractor Support), (757) 286-1625, Jennifer.simpson@ironcladts.com.

For FY20 Advance Purchase Requests, submit a Commitment of Funds RCP. Such requests should include the statement "Funds are subject to the enactment of the FY20 DoD Appropriation Act or the FY20 Continuing Resolution Authority and are subject to whichever act becomes applicable."

Customers are encouraged to submit FY20 advance purchase requests no later than early FY19 third quarter to avoid the possibility of support gaps.

Individual NAVSUP FLC Contracting Department Customer Service contact numbers are:
(questions are encouraged)

NAVSUP FLC Jacksonville, DSN: 942-1000, (904) 542-0464

NAVSUP FLC Norfolk, DSN: 646-1601, (757) 443-1601

NAVSUP FLC Pearl Harbor, DSN: 315-473-7903, (808) 473-7903

NAVSUP FLC Norfolk, Philadelphia Office, DSN: 442-9550, (215) 697-9550

NAVSUP FLC Puget Sound, DSN: 439-2801, (360) 476-2801

NAVSUP FLC San Diego, DSN: 526-9800, (619) 556-9800

NAVSUP FLC Yokosuka (ashore), DSN: 315-243-7622, commercial: 011-81-46-816-7195

NAVSUP FLC Yokosuka (afloat), DSN: 315-243-8395, commercial: 011-81-46-816-8395

NAVSUP FLC Yokosuka, Det Sasebo, DSN: 315-252-3492, commercial: 011-81-956-50-3492

NAVSUP FLC Yokosuka Site Singapore, DSN: 315-421-2550, commercial: 011-65-6750-2550

NAVSUP FLC Sigonella, DSN: 314-626-4393, commercial: 011-39-081-568-4393

NAVSUP FLC Bahrain, DSN: 318-439-4486, commercial: 011-973-1785-4486

(Questions for London, Sigonella, Souda Bay, Rota, and Djibouti should be directed to the Sigonella Site)

(Questions for United Arab Emirates (Dubai) should be directed to the Bahrain Site).

NAVSUP comptroller points of contact for the NAVSUP FDM application issues are Brian Smith, brian.d.smith11@navy.mil (717-605-6183, Doug Frange douglas.frange@navy.mil (717-605-2086), and David Graham david.d.graham@navy.mil (717-605-2361).

Status of requisitions is available via One Touch Support (OTS). Customers can track requisition status and download documents via the OTS system. For registration and more information, go to <https://www.onetouch.navy.mil>. Point of contact for OTS is Tito Malig, DSN 522-1873 (619) 532-1873.

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