

NAVSUP GLS Customer Help Guide - Rev 2, dated 10 July 2014

	Purchase Requirement Package Documents	When required	Applies to:		Template/Additional Info
			SAP	LP	
	The following documents are required for all procurements, regardless of dollar value.				
1	RCP 2276 with Cover Sheet or ERP Purchase Request	Always Each Purchase Request (PR) provided by the customer shall contain adequate funding to support the requirement as req'd by NAVSUP P-547.	X	X	NAVCOMPT 2276
2	Market Research Memorandum	Always (see FAR Part 10)	X	X	Market Research Memorandum
3	Statement of Work/Statement of Objectives/PWS	Always Document which defines the required work in measureable outcomes or objectives as described in FAR 37.6	X	X	Performance-Based Services Guidelines
4	Inherently Governmental Function Indicator ⁴	Req'd for contracts for Services (DPAP Memo, 2/25/13) - provides type of "Inherently Governmental Function Indicator"	X	X	Inherently Governmental Function Indicator Certification
5	Independent Government Estimate	Always (see NAVSUPINST 4200.85D). Estimates, as a minimum, should include a complete break out of each element consisting of labor and material costs.	X	X	Independent Government Estimate Sample
6	WAWF (Wide Area Workflow) Instructions	Always (see DFARS 232.7004)	X	X	Provide necessary WAWF info as identified in hyperlink

The following identifies documents that MAY be required; include in procurement package if determined necessary. Additional documents may be required, depending upon the circumstances of the individual requirement.					
	Purchase Requirement Package Documents	When required	Applies to:		Template/Additional Info
			SAP	LP	
7	Sole Source Justification	Req'd for sole source procurements within the Simplified Acquisition Threshold (SAT) (see FAR 13.106-1(b) and NAVSUPINST 4200.85D)	X		Sole Source Justification
8	Justification and Approval (J&A) ¹	Req'd for sole source and urgent actions above the SAT (see FAR, DFARS, and NMCARS 6.302-1 and 6.302-2)		X	J&A template
9	Documentation & Approval of Requirements Processed Pursuant to FAR 6.302-4, International Agreement	Req'd for directed source Foreign Military Sales (FMS) requirements (see FAR and DFARS 6.302-4)	X	X	FMS - International Agreement Memo
10	Limited Source Justification (LSJ) below SAT (GSA)	Req'd within the SAT for sole source, brand name, or urgent requirements using FSS/GSA schedules (See FAR 8.405-6)	X		GSA Limited Source Justification Below SAT
11	Limited Source Justification (LSJ) above SAT (GSA) ¹	Req'd above the SAT for sole source, brand name, or urgent requirements using FSS/GSA schedules (See FAR 8.405-6)		X	GSA Limited Source Justification Above SAT
12	Limited Source Documentation (MAC)	Req'd when within the SAT and not providing a fair opportunity to be considered when ordering under IDIQ Multiple Award Contracts (MACs)(see FAR 16.505(b)(2)(ii)(A))	X		MAC Limited Source Documentation (below SAT)
13	Limited Source Justification (MAC) ¹	Req'd when above the SAT and not providing a fair opportunity to be considered when ordering under IDIQ Multiple Award Contracts (MACs)(see FAR 16.505(b)(2)(ii)(B))		X	MAC Limited Source Justification Above SAT
14	Approval for Conferences	Req'd per DoD Deputy Chief Management Officer Memorandum of 06 Nov 2013, "Implementation of Updated Conference Oversight Requirements" for conferences, meetings, symposiums, seminars, etc.	X	X	DoD DCMO Memo of 06 Nov 2013
15	Acquisition Plan ²	Req'd for production or services requirements in excess of \$50M in all years or \$25M in any FY and "development" requirements in excess of \$10M (see DFARS 207.103(d)(i))		X	NAVSUPINST 4200.83H (see encl 4, para 3)
16	DON Acquisition Strategy (MOPAS 2) ²	Req'd for services requirements in excess of \$150K processed under FAR 8.4, 14, and 15 and those using SeaPort (see NAVSUP Policy ltrs 07-08, 07-08R, and 07-29)		X	MOPAS/Acq Strategy Services Template (with sample text)
17	Lease vs. Purchase Analysis	In accordance with FAR 7.4, justification is req'd if leasing or purchasing equipment.	X	X	Lease vs. Purchase Justification
18	Information Technology Procurement Request (ITPR)	Req'd when procurement contains IT products or services pursuant to CNO message 181709Z Nov 13	X	X	CNO NAVIDAS message 181709Z Nov 13
19	Determination & Findings (D&F) for use of a Labor Hour or Time & Mat'l contract	Req'd for use of a LH or T&M contract of any dollar value (see FAR 16.601 and 16.602, DFARS 216.601, and NAVSUPINST 4200.83H, Encl. (7))."	X	X	D&F for LH or T&M Contract
20	D&F for award of a single award IDIQ contract	Req'd for award of a single award IDIQ contract greater than \$6.5 million (see NAVSUP Policy ltr. 09-04)		X	D&F for a Single Award IDIQ contract (up to \$103M)
21	D&F for award of a single award IDIQ contract	Req'd for award of a single award IDIQ contract greater than \$6.5 million (see NAVSUP Policy ltr. 09-04)		X	D&F for Single Award IDIQ Contract (\$103M and up)
22	Economy Act D&F	Req'd for all interagency acquisitions (outside DoD) as per NAVSUPINST 4200.90A	X	X	Economy Act D&F
23	DD Form 254 (Contract Security Classification Specification)	Req'd for contractor access to classified information (DFARS PGI 204.403)	X	X	DD254
24	DD Form 1423 (Contract Data Requirements List)	Req'd when data is to be delivered under a contract (DFARS 215.470(b))	X	X	DD1423
25	Contracting Officer's Representative Nomination letter w/ training and ethics certificate	Req'd for contracts for services (NAVSUPINST 4205.3E) - to be completed at the CORT TOOL		X	CORT Tool (Thru WAWF Website)
26	Draft Source Selection Plan	Req'd for actions subject to the DOD Source Selection Guide (OUSD(AT&L) Memorandum "Department of Defense Source Selection Procedures" of 04 Mar 2011).		X	DOD Source Selection Guide
27	Gov't Furnished Property Identified	Req'd for all action where GFP provided; if req'd, the customer must provide a list of GFP with the procurement package (see FAR 45, DFARS 45, DFARS PGI 245.201-71, and ASN Memo of 4/11/2012, "Implementation of GFP Attachments to Solicitations and Awards").	X	X	ASN Memo - GFP Attachments (4/11/2012)

SAP = Simplified Acquisition Procedures; to be used for procurements ≤ \$150K (including options)

LP = Large Purchase; to be used for procurements > \$150K (including options)

NOTE:

1 [Click on hyperlink for the signature page for \(J&A\), \(GSA LSJ\) and \(MAC LSJ\) --- J&A-LSJ Signature Page](#)

2 When an AP is required with a MOPAS, prepare a combined MOPAS/AP

3 If a copy of a referenced document is required, please contact the Contract Specialist or Contracting Officer and it will be provided via email to your Command.

4 [Click on hyperlink for NAVSUP GLS Governmental Functions Determination Worksheet - a tool that provides illustrative sample list of "Inherently Governmental Functions" and "Closely Associated with Inherently Governmental Function"](#).