

# NAVSUP FLC PH Regional Contracting Department Customer Market Research and Screening Checklist

This optional form is used to summarize market research completed for your requirement. Please include this form as part of your procurement package that is submitted to the NAVSUP FLCPH Regional Contracting Department.

Agency: \_\_\_\_\_ PR#: \_\_\_\_\_ Government Estimate: \_\_\_\_\_

**REQUIREMENT:**

*(Enter a full description of the requirement to include salient characteristics. Address the minimum specifications and/or technical requirement, support needs (such as software, licenses, training and/or contractor travel), etc.)*

**BACKGROUND:**

*(Provide short narrative of requirement for which this product/service will support. Include information relative to previous awards (i.e. previous acquisition strategies such as Small Business, 8a, Federal Supply Schedules etc.); changes in the market, changes in requirement since last acquired. List previous suppliers/vendors, best practices, lessons learned, and potential barriers etc.)*

**CODE DATA:**

Code	Type	Reference
	NAICS	North American Industrial Classification System <a href="http://www.naics.com/search.htm">http://www.naics.com/search.htm</a>
	FSC/PCS	Federal Supply Code/Product Service Code <a href="https://psctool.us/">https://psctool.us/</a>

**SECTION 508 COMPLIANCE:**

Yes	No	The required service/supply:
		Is a commercial item as defined by FAR 2.101?
		Includes IT supplies/services? If yes, complete Section 508 Template and attach (reference <a href="http://www.section508.gov">www.section508.gov</a> for more information)

**ADDITIONAL DETAILS ABOUT THE REQUIREMENT:**

Check all that apply to help ensure services contract sufficiently addresses your requirements\*:

- Special warranties outside of standard commercial warranty
- Special Shipping/ Packaging and/or Marking Instructions (Confidential, Classified, etc.)
- Technical Data
- Customer Support / Maintenance Agreement
- Certification required by vendor or approved vendor
- Parts availability / Long Lead Time (i.e., impacts Required Delivery Date (RDD))
- Use of recovered and/or recycled materials
- Energy conservation and/or efficiency requirements
- Unique handling and/or disposal requirements
- Travel required (per diem)
- Security Clearance required (Red, Yellow, Green, White) – DD 254
- IT Requirement – NAV-IDAS ITPR
- Other: \_\_\_\_\_

\*Attach any documents (e-mail, print-outs, notes, etc.) that illustrate checked items above.

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**MANDATORY SCREENING (FAR 8, DFARS 208.6, FAR 13.003, NAVSUPINST 4200.85D)**

IAW FAR 8.002 all agencies shall satisfy requirements for supplies/ services through the government sources of supply/services listed below. NAVSUPINST 4200.85D requires each **purchase request** to contain **evidence** that screening for mandatory Government sources of supply has been accomplished. **All** required sources must be screened. Print out search results, including "0" results page, and include with PR package. If supply/service is available from a mandatory source, however not awarded using source, please include appropriate waiver. \*Customers should also ensure that they screen the List of Prohibited & Special Attention Items for Simplified Acquisitions IAW 4200.85D\*

<b>Supplies (Descending Order of Priority)</b>	<b>Screening Source Information</b>	<b>Available?</b>
Requiring Agency Inventories/ Excess From Other Agencies – FAR 8.1	<ul style="list-style-type: none"> <li>In-house/ Stock Items</li> <li>Defense Reutilization and Marketing Office (DRMO)</li> <li>GSAXcess@: <a href="http://gsaccess.gov/">http://gsaccess.gov/</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
Federal Prison Industries, Inc. (UNICOR) - FAR 8.6/ DFARS 208.6	<ul style="list-style-type: none"> <li>UNICOR: <a href="http://www.unicor.gov">http://www.unicor.gov</a></li> <li>GSAAAdvantage!@: <a href="https://www.gsaadvantage.gov">https://www.gsaadvantage.gov</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
Supplies which are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (AbilityOne) - FAR 8.7	<ul style="list-style-type: none"> <li>GSAAAdvantage!@: <a href="https://www.gsaadvantage.gov/">https://www.gsaadvantage.gov/</a></li> <li>AbilityOne: <a href="http://www.abilityone.gov/index.html">http://www.abilityone.gov/index.html</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
Wholesale supply sources, such as stock programs of the General Services Administration (GSA), the Defense Logistics Agency, the Department of Veterans Affairs, and military inventory control points.	<ul style="list-style-type: none"> <li>GSA: <a href="https://www.gsaglobalsupply.gsa.gov">https://www.gsaglobalsupply.gsa.gov</a></li> <li>DLA Prime Vendor/WebFLIS: <a href="http://www.dlis.dla.mil/webflis/pub/pub_search.aspx">http://www.dlis.dla.mil/webflis/pub/pub_search.aspx</a></li> <li>Integrated Material Management (IMM) (DFARS 208.70): <a href="http://www.iso-parts.com/Index/1">http://www.iso-parts.com/Index/1</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>Services (Descending Order of Priority)</b>	<b>Screening Source Information</b>	<b>Available?</b>
AbilityOne - FAR 8.7	<ul style="list-style-type: none"> <li>AbilityOne: <a href="http://www.abilityone.gov/index.html">http://www.abilityone.gov/index.html</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>Preferred sources of supply/service reviewed (FAR 8.004 / FAR 8.4/ DFARS 208.4/ FAR 13.003)</b>		
GSA Federal Supply Schedules (FSS) - FAR 8.4/ DFARS 208.4: Governmentwide acquisition contracts, multi-agency contracts, and any other procurement instruments intended for use by multiple agencies, including blanket purchase agreements (BPAs) under FSS	<ul style="list-style-type: none"> <li>GSAAAdvantage!@: <a href="https://www.gsaadvantage.gov">https://www.gsaadvantage.gov</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
Federal Prison Industries, Inc. - FAR 8.6/ DFARS 208.6 – (For Services)	<ul style="list-style-type: none"> <li>UNICOR: <a href="http://www.unicor.gov">http://www.unicor.gov</a></li> <li>GSAAAdvantage!@: <a href="https://www.gsaadvantage.gov">https://www.gsaadvantage.gov</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
Strategic Sourced Contracts (e.g. GBS, Furniture BPA, SeaPort, ESI, ELA, NASA SEWP, Army CHES)	<ul style="list-style-type: none"> <li><a href="https://www.navsup.navy.mil/portal/page/portal/nss">https://www.navsup.navy.mil/portal/page/portal/nss</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
Shared Contracts	<ul style="list-style-type: none"> <li><a href="https://www.navsup.navy.mil/mynavsup_navsupgls/lce/shared_contracts_inventory">https://www.navsup.navy.mil/mynavsup_navsupgls/lce/shared_contracts_inventory</a></li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N
Open Market Commercial Sources	<ul style="list-style-type: none"> <li>Includes educational and non-profit organizations</li> <li>Catalogs, brochures, internet, trade shows, conferences</li> <li>Small business and related socio-economic sub-categories</li> </ul>	<input type="checkbox"/> Y <input type="checkbox"/> N

**MARKET RESEARCH RESOURCES (FAR 10)** Check all that apply to the market research you performed\*:

<input type="checkbox"/> Contact with gov't/vendors /industry source	<input type="checkbox"/> Vendor Catalogs, Price Lists, Product Literature
<input type="checkbox"/> Internet Search	<input type="checkbox"/> Small Business Search ( <a href="http://web.sba.gov/dsbs/search/dsp_dsbs.cfm">http://web.sba.gov/dsbs/search/dsp_dsbs.cfm</a> )
<input type="checkbox"/> Other Agency i.e. GSA, GWAC, CHES	<input type="checkbox"/> System for Award Management ( <a href="http://www.SAM.gov">www.SAM.gov</a> )
<input type="checkbox"/> Published reports/trade journals/ source lists	<input type="checkbox"/> Attended trade shows/ industry conferences
<input type="checkbox"/> Sources Sought/RFI	<input type="checkbox"/> Public Data/Statistical Information
<input type="checkbox"/> Other sources, please list:	<input type="checkbox"/> Historical Data i.e. prior contracts, market research data, FPDS-NG

\*Attach any documents (e-mail, print-outs, notes, etc.) that illustrate checked items above.

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**MARKET RESEARCH NARRATIVE (FAR 10)** Market research was conducted resulting in the following:

*(e.g. sources contacted, information obtained, results from database searches, research of GSA schedule vendors, vendors' website and sources sought results, commercial availability of items/service, price estimates, availability of sources from small business and related socio-economic sub-categories, freight & delivery information, barriers that impact your requirement, warranties, etc.)*

**SUGGESTED SOURCES:** *(List at least three (3) sources identified through market research that can meet the requirement)*

	<b>VENDOR 1</b>	<b>VENDOR 2</b>	<b>VENDOR 3</b>
<b>Company Name:</b>			
<b>DUNS/Cage Code:</b>			
<b>Point of Contact:</b>			
<b>Phone:</b>			
<b>E-Mail:</b>			
<b>Address:</b>			
<b>Website URL:</b>			
<b>GSA/ Open Market</b>			
<b>Business Size:</b>			
<b>SAM Registered?</b>			
<b>Keyword searches:</b>			

**PROCUREMENT PACKAGE CHECKLIST:**

<input type="checkbox"/> Purchase Request/Funding Document
<input type="checkbox"/> Performance Work Statement – Services
<input type="checkbox"/> Drawings/Specifications – If Applicable
<input type="checkbox"/> Justification (Sole Source, Limited Source, Brand Name, Urgency)
<input type="checkbox"/> Independent Government Estimate (IGE)
<input type="checkbox"/> Market Research and Screening Documentation
<input type="checkbox"/> Material Safety Data Sheet (MSDS) – Hazmat, If Applicable
<input type="checkbox"/> Security Clearance DD-254 – If Applicable
<input type="checkbox"/> COR Nomination/Appointment (CORT Tool) – Services, If Applicable
<input type="checkbox"/> IGF Certification (Required for all Services)
<input type="checkbox"/> Approved NAV-IDAS Information Technology Procurement Request (ITPR) Smart Form (Required for all IT procurements) - <a href="https://navidas.navy.mil/">https://navidas.navy.mil/</a>
<input type="checkbox"/> Waivers