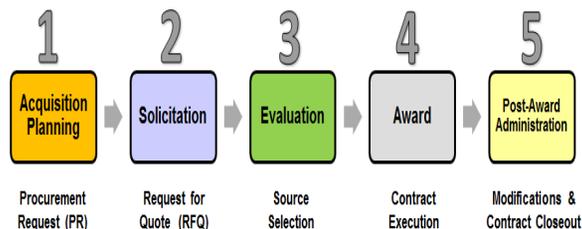


Acquisition Lead Time

Simplified Acquisitions <\$250K
FSS/BPA/IDC Orders >\$250K
Large Contracts

30 Days
60 Days
120-300 Days

The Acquisition Process



Customer Responsibilities

- Defining the requirement
- Planning ahead for your requirement by allowing adequate contract administrative lead-time and prior coordination with appropriate contracting POC
- Completing market research
- Developing adequate purchase descriptions, specifications, Statements of Work (SOW), or Performance Work Statements (PWS)
- Developing Independent Government Estimate (IGE)
- Providing proper justification when restricting competition or seeking special contractual actions
- Submitting a complete procurement request package to include sufficient funding
- Performing timely follow-up and quality assurance actions
- Actively participating in the acquisition process
- Avoiding Unauthorized Commitments (UC)
- Nominating a properly trained Contracting Officer Representative (COR) in CORT



Are you Ready to Submit Your Purchase Requisition (PR)?

Don't Forget to Include the Following Information on your PR

- Document Number
- Adequate purchase description
- PSC/OCC
- Delivery information
- Unique requirements
- Price estimate
- Funding and Method of Payment
- Inspection and Acceptance
- Point of Contact (POC) / Alternate POC
- Approvals/Signatures



What Is My Requirement?

You must clearly define the requirement

- This is what you need →



- BUT....This is what you say, "Yellow Custom Car"

- AND....This is what you get →



Contractor met requirements- Are you happy?

Additional Supporting Documents

- Sole Source/Limited Source Justification
- SOW/PWS
- Market Research
- MOPAS/ISTRAP-M/ PSTRAP-M
- Information Technology Procurement | Request (ITPR)
- Independent Government Estimate (IGE)
- Intelligence-Related Contracting Coordination Office (IRCCO) Approval
- Inherently Government Functions (IGF) Form (*Service Requirements only*)

Market Research Techniques

Customers must review the following to determine the capability of preferred sources to meet agency needs:

SUPPLIES:

- Agency inventories
- Federal Prison Industries
- Products available from the Committee for Purchase from People who are Blind or Severely Disabled
- Wholesale supply sources
- Federal Supply Schedules (FSS)
- Strategically Sourced Contracts such as, the Navy Furniture Blanket Purchase Agreements (BPA)
- Government-Wide Acquisition Contracts (GWACs)
- Commercial sources in the open market

SERVICES:

- Services available from the Committee for Purchase from People who are Blind or Severely Disabled
- Federal Prison Industries or commercial sources
- Federal Supply Schedules (FSS)
- Strategic Sourcing Contracts such as, Seaport-e, Global Business Solutions (GBS), and Navy Wireless
- (GWACs)

The following are examples of well-established market research techniques:

- Contact industry and Government experts
- Use Internet search engines and government-wide databases
- Reviewing catalogs, trade journals, product brochures, and advertisements

Cancellation Policy

In the event further information is required to process your requirement, Fleet Logistics Center Pearl Harbor (FLCPH) will contact the Point of Contact (POC) identified on the purchase request. The following plan will apply to all requests for information. This plan provides the buyer/contract specialist and the customer established periods for obtaining necessary information. This will ensure that FLCPH has sufficient time to support all customers without spending undue time on unnecessary calls.

Step One: Day One, requisition contains incomplete information. Contract Specialist notifies customer and requests the additional information.

Step Two: Two (2) working days later if the information is still not received, Contract Specialist again requests information from the customer.

Step Three: Two (2) working days Step Two follow-up. If customer has not provided required information, return requisition back to the customer.

Step Four: Assist customer by providing guidance in documentation requirements and resubmission.

VISION

To be a world class provider of logistics services, delivering our products and services at the right time, at the right place and in the most cost effective manner possible.

MISSION

We provide logistic and supply support services to our Navy, Air Force, Marine Corps, Army, Joint and Allied Forces throughout the Middle-Pacific.

Service with

Aloha



Regional
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